

Mini-Guide for Districts

How to Access and Complete the 2016 Instructional Technology Plan Survey

1. Log on to NYSED Business Portal. Click *SED Monitoring and Vendor Performance System*

NYSED.gov

Business Portal | FAQ's | Reset Password | Log Off

Welcome Mary Ann Valikonis [Change your password](#)

The NYSED Application Business Portal

My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)

[Click Here](#)

[SED Monitoring and Vendor Performance System](#)
* Includes Smart Schools Bond Act Investment Plan Application, APPR Implementation Certification plus others
[State Education Department Delegated Account System \(SEDDAS\)](#)

SEDDAS USER GUIDE

Note: The screen shots in this guide are from test surveys created as part of the survey development process. They are NOT from actual surveys

2. If a user is entitled to several applications, click on *Ed Tech, View Surveys*.

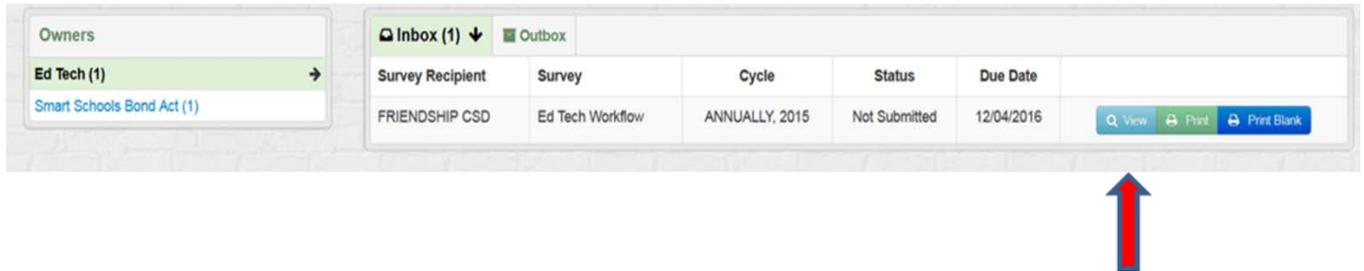
Welcome Message

Welcome to the NYSED Survey System (SEDMonitoring). You are seeing this page as you have been assigned Surveys by Multiple Areas. Please select a System from the list below to view Surveys for that System.

Systems you are associated with

System	
Ed Tech	View Surveys
Smart Schools Bond Act	View Surveys

3. Then click on *View*.



4. The Student Enrollment question will be automatically preloaded with the 2014-2015 enrollment data, which is the most recent publicly released data.

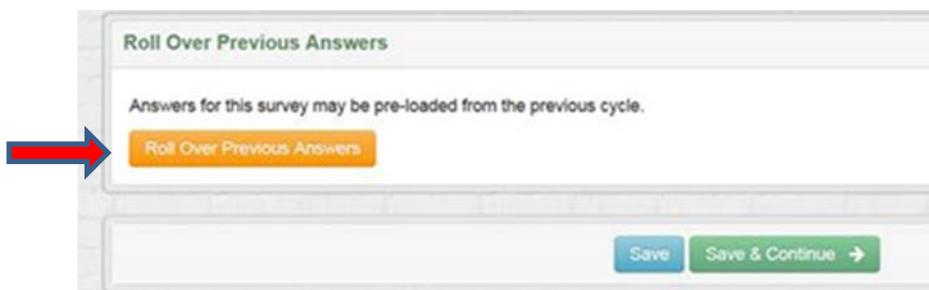
A. LEA Information

1 2014-2015 Student Enrollment

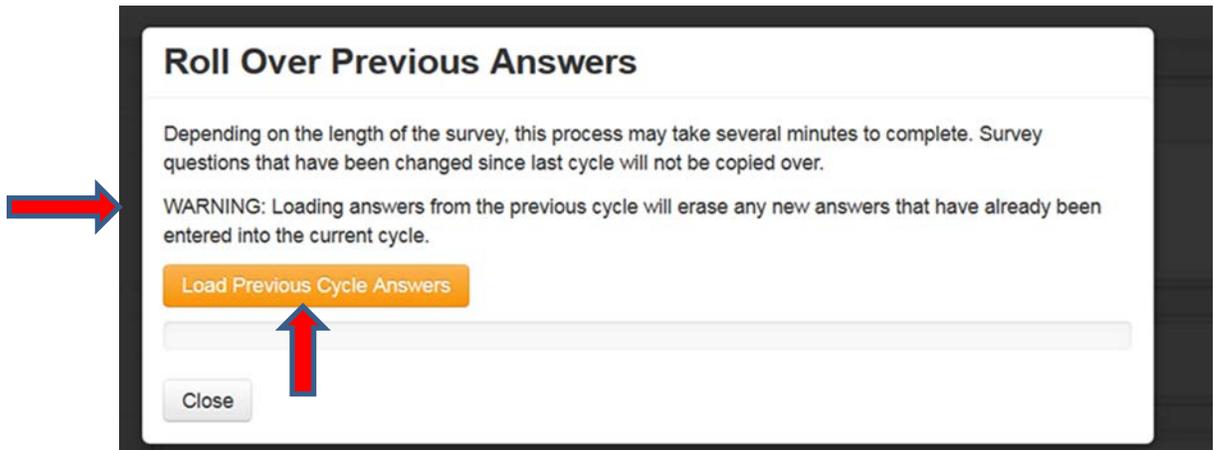
Total student enrollment includes ungraded students, but does not include pre-k students. Pre-k includes students in district-run and district funded programs.

Student Enrollment	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
2014-15 Student Enrollment	5,929	161	1,150	1,222	1,364	1,968	64

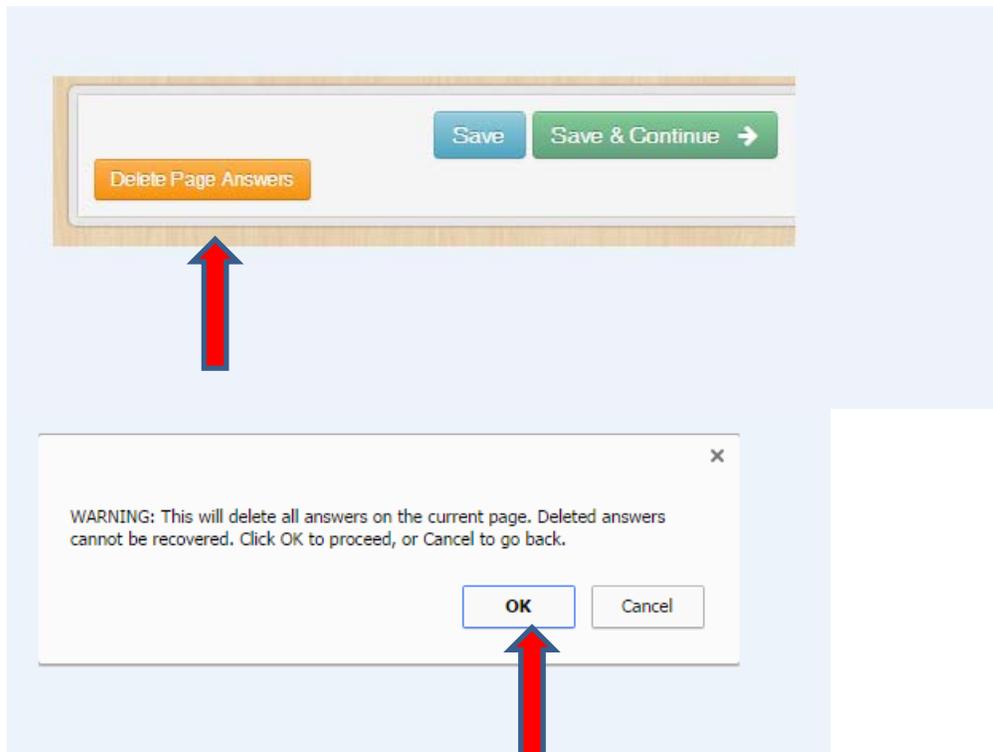
5. Answers to this survey may be rolled over (copied) from the previous survey. Only responses to questions that have not been changed will roll over. Rolling over answers is a multi-step process:
- If the district wishes to have answers rolled over, click on the orange **Roll Over Previous Answers** button on the left **BEFORE** entering any new data into the 2016 survey.
 - ** IMPORTANT** - If data has been entered into the survey before hitting the **Roll Over Previous Answers** button and the user hasn't clicked on **Save**, hitting the **Roll Over** button will overwrite that data. If data has been entered and the district hits **Save** after entering the data, the **Roll Over** button will disappear and the district will not be able to retrieve it, unless the user deletes all data that has been entered.



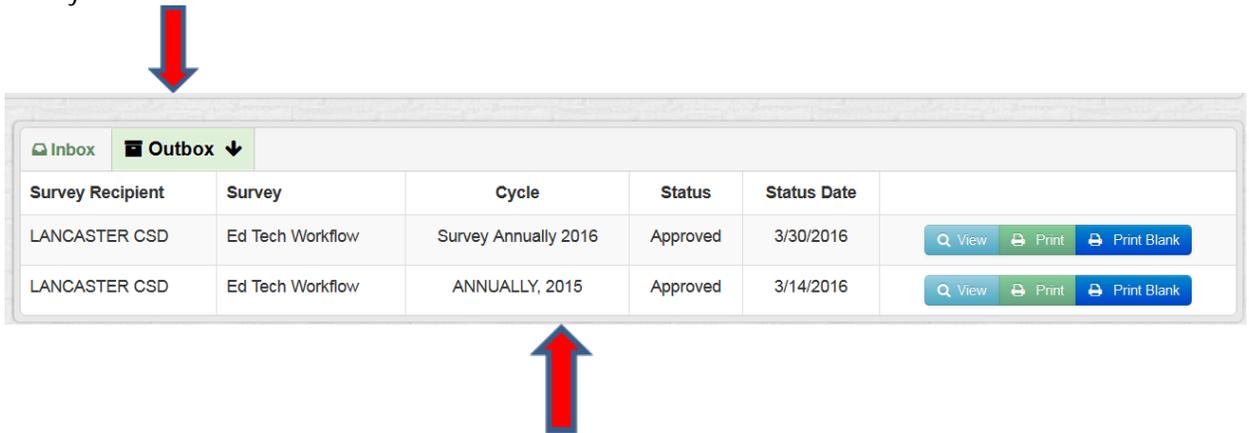
- b. Then read the Roll over Warning.
- c. Click on the *Load Previous Cycle Answers* button.



- d. Once the answers have rolled over, the District will be returned to page 1 of the survey.
6. If the district enters and saves data and thus loses the Roll Over button, all data will need to be deleted in order to re-activate the button. The user can delete all data on each page of the survey, one page at a time, by clicking on the Delete Page Answers found at the bottom of each screen. A warning will appear prior to the deletion taking effect. Click OK and all data on the page will be deleted.



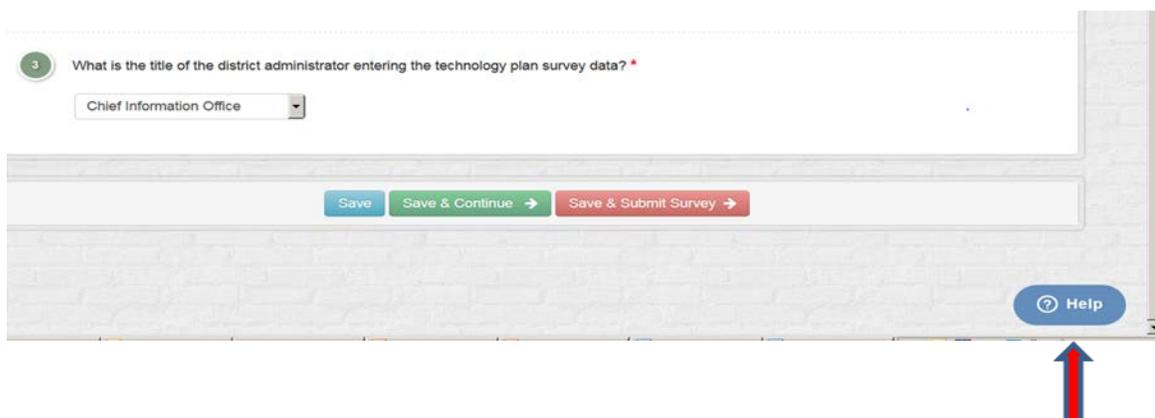
7. If the district wishes to view their 2015 survey, it can do so in its Outbox. The district may want to access the 2015 survey in order to copy and paste responses that did not roll over into the 2016 survey.



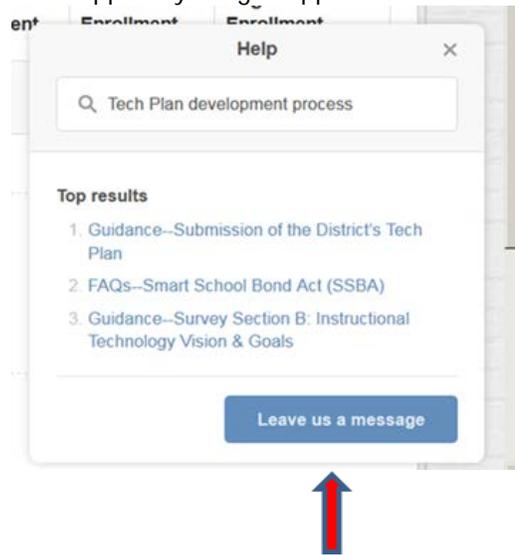
8. It is very important to **Save** before moving to the next section or logging off. To be able to return to the page, click the blue **Save** button on the top or bottom of the page. To go to the next section, click the green **Save & Continue** button also on the top or bottom of the page. All required questions must be answered before moving to the next section.



9. If Help is needed while completing the Survey, click on the blue **Help** button on the bottom right of each page.



- a. After the district clicks Help, a search box comes up. Then type the question and hit enter. This leads to the Datasupport.nysed.gov application.



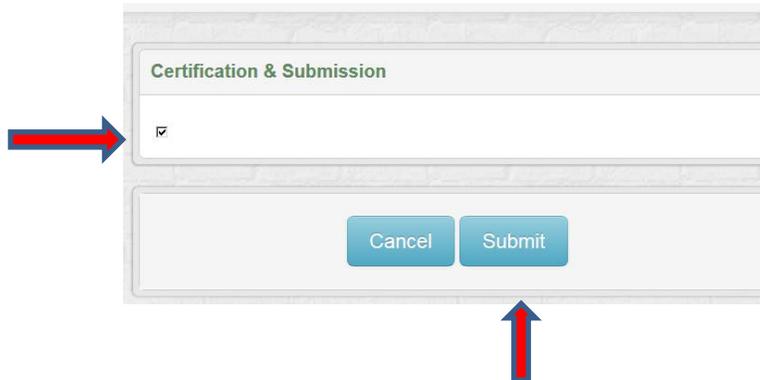
- b. If the search results are not helpful and further assistance is needed, click [Leave us a message](#) and fill in the message box that comes up. Please specify "Ed Tech Survey" in the message. This message will go to the datasupport application and be answered by a NYSED Educational Design & Technology staff member.

A screenshot of a 'Leave us a message' form. The form has a title bar with the text 'Leave us a message' and a close button (X). Below the title bar, there are three input fields: 'Your name', 'Email address*', and 'How can we help you?'. At the bottom of the form, there are two buttons: 'Cancel' and 'Send'.

10. **SUBMITTING THE SURVEY:** The district is advised to consult with their Regional Information Center before submitting the survey. Once the district has filled out the survey and believes it to be complete and accurate, the district submits it to the Regional Information Center (RIC) for review. The submittal process is a two-step process.
- The District clicks on the **Save & Submit Survey** button. This button appears at the bottom of every page as long as all required questions in the survey are answered and no question exceeds the word limit.



- The Superintendent of the District certifies the survey and submits to the RIC Reviewer. Only the Superintendent can certify the survey and submit it to the RIC Reviewer. Districts are encouraged to notify their RIC when the survey has been submitted.



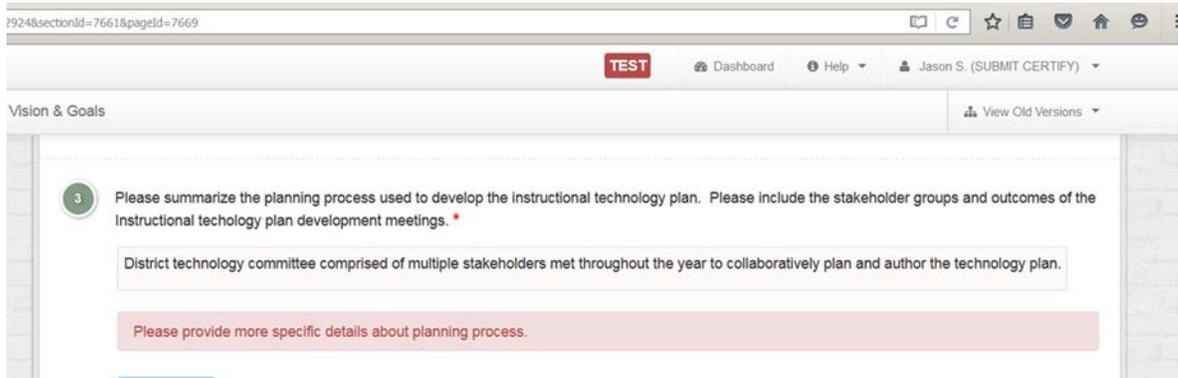
Approval Process

Reviewer Approves Survey

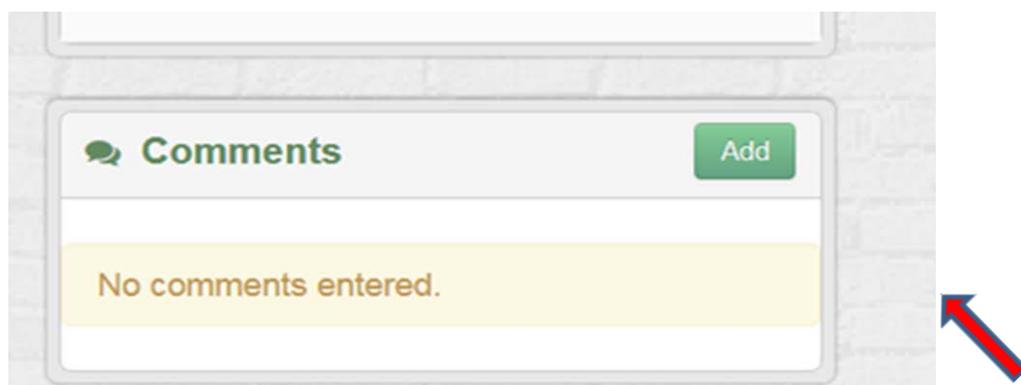
- If the RIC Reviewer is satisfied that the plan is approvable, the RIC Reviewer certifies and submits the tech survey to NYSED for the final review.
- If NYSED finds no issues after reviewing the survey in the portal, the SED staff member clicks the Approve button and approves the tech plan survey submission.
- After the survey has been approved by NYSED, an approval email will automatically be generated and sent to the Superintendent, the individual who entered the plan into the portal, and all district employees with data entry rights. This approval email will be the only notification of approval sent to the district. There will be no formal approval letter sent to the district.

Reviewer Does Not Approve Survey

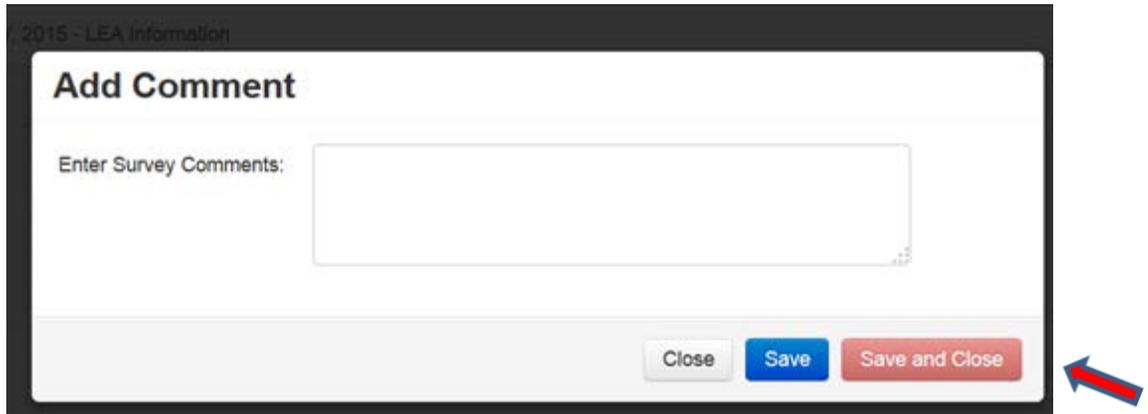
1. RIC Reviewer reviews the survey and determines the district needs to revise the survey. Before the Plan is unsubmitted, the Reviewer will include Notes under the question(s) that s/he would like revised. Only RICs or NYSED can create Notes. For example, if a Reviewer thinks the information entered in Question 3 is not specific enough, the Reviewer creates a Note with a suggestion for revision.



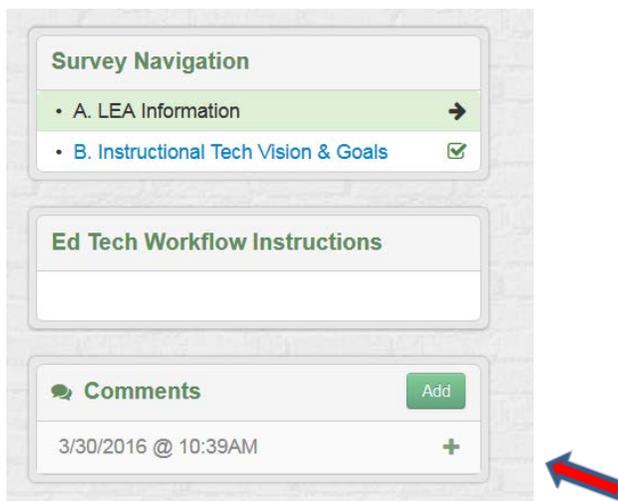
2. The RIC Reviewer unsubmitted the Plan. The Note(s) from the RIC Reviewer will now be visible to the district under the question(s) the reviewer thinks need to be revised. Notes are only visible to the district **after** a survey has been unsubmitted. After the survey is unsubmitted, the district will receive an email notification that the survey has been unsubmitted. The district will view the unsubmitted survey in its inbox.
3. The Comment feature is available to the District, the RICs, and NYSED to add a general comment about the review. To add a comment, click on the **Add Comment** box on the lower left hand side of the screen.



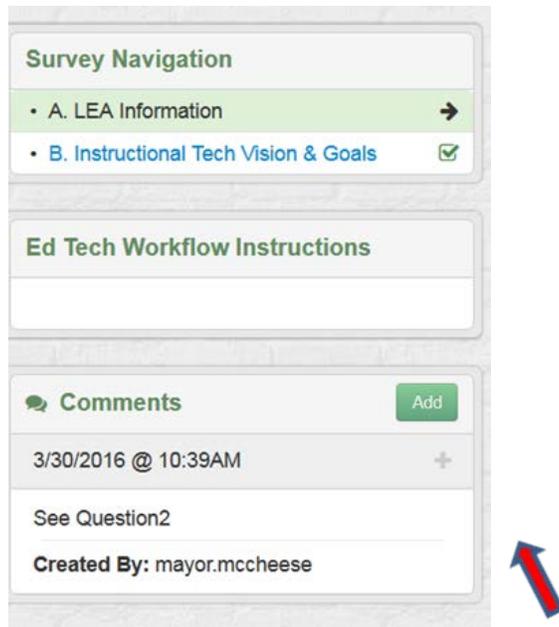
4. Type the Comment in the Survey Comment box and click *Save* or *Save and Close*.



- a. Once a survey has been submitted to a RIC, the District and the RIC Reviewer can use the Comment feature to discuss possible revisions to the tech survey (as long as the Comments are saved). It is **not** necessary for the RIC Reviewer to unsubmit the survey or for the district to recertify and resubmit it for the Comments to be visible. If the survey has not been unsubmitted to the district, it will be visible to the district in its outbox.
- b. To view a comment, click on the small *plus (+)* sign on the bottom of the Survey Navigation on the left.



- c. The Comment will then be visible.



5. If the district wishes to revise a response after reviewing the RIC Reviewer's comments and notes, it should correct the answer and save it. The RIC Reviewer can review the change and decide whether the response is satisfactory **without** the plan having to be re-certified and resubmitted. In order to do so, the district would need to advise the RIC Reviewer that the changes have been made and ask that they be reviewed while the plan is in un-submitted status.
6. After the RIC Reviewer has reviewed the revisions and is satisfied that the survey is now approvable, s/he will ask the district to resubmit the survey, which requires the superintendent to re-certify and re-submit it. The revised survey is submitted to the RIC via the process described on Page 5.
7. If the RIC Reviewer is satisfied that the plan is approvable, Reviewer submits the survey to NYSED for the final review.