FAQ
Instructional Technology Plan Survey

Access to the Survey

1. **Question:** How do I obtain access to the Business Portal to enter my plan? How do I obtain my user name and password?

   Answer: The Superintendent of the School District or his/her designee (Delegated/Entitlement Administrator--DA/EA) will create user accounts (permissions) in the State Education Department Delegated Account System (SEDDAS) to provide district personnel with access to the Business Portal. For additional information, please see http://www.p12.nysed.gov/seddas/seddashome.html and http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/SEDDAS_SEDMonitoringEntitlement_Mini-Guide_EdTechSurvey_Revised_July282015.pdf .

2. **Question:** My Superintendent has been trying to entitle me to the EdTech survey in SEDDAS, but the EdTech survey doesn't seem to be listed among the entitlements. What should we do?

   Answer: Make sure that the Superintendent selected "SED monitoring" (SED Monitor & Vendor Performance System) on the entitlement screen. If that doesn't work, please send a screen shot or multiple screen shots with an explanation of your problem to datasupport@nysed.gov .

3. **Question:** I have access to the Business Portal. How do I obtain access to the SED Monitoring application so I can enter data into the Tech survey?

   Answer: The Superintendent or his designees(s)--DA/EA or the Entitlement Administrator (EA) will grant access (entitle the user) to the SED Monitoring application. If the DA/EA does not have access to the SED Monitor & Vendor Performance System (SED Monitoring), the Superintendent will need to grant them this access.

4. **Question:** I have been granted access to SED Monitoring, but I still don't see the Survey.

   Answer: The next and final step is for the DA/EA or the EA to assign the role of Data Access and then check "Ed Tech" for Data View and Data Entry. For further information, please see http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/SEDDAS_SEDMonitoringEntitlement_Mini-Guide_EdTechSurvey_Revised_July282015.pdf especially p. 4.

5. **Question**: My superintendent has entitled me to enter data in the tech survey, but when I log into the Business Portal, I don't see SED Monitoring and Tech Survey. What went wrong?

Answer: If a user has their account tied to an individual school, s/he will not be able to access the tech survey. The Superintendent will need to create a new account at the District level and then grant that new account access to Ed Tech. Then the individual can see the Survey and enter data into it.

6. **Question:** I am having trouble accessing the Business Portal. I have entered my user name and password, but it won't open. What should I do?

   Answer: The password to access the Business Portal must be changed every six months. If a user hasn't changed the password recently, the first thing that the user should do is click the Reset Password button on the top right of the Business Portal. If logging in with a new password doesn't work, then contact datasupport@nysed.gov .

Contact Information

7. **Question:** We are having trouble completing our Tech Plan Survey. How could we get help with it?

   Answer: There are several ways to get help completing the Tech Plan Survey:
   - Contact your RIC reviewer for assistance. A list of the RIC certified reviewers can be found at http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/reviewers.html .
   - Search the Tech Plan *FAQ* or *Guidance* for information on your issue at https://datasupport.nysed.gov/hc/en-us/categories/200396055-Ed-Tech or go to the *2016 ITP Resource Page* http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/home.html or https://datasupport.nysed.gov/hc/en-us/categories/200396055-Ed-Tech
   - Click on the Help button on each page of the Survey and follow the instructions.

Review Process

8. **Question:** Are we required to work with our BOCES and/or RIC when submitting the technology plan?

   Answer: The BOCES Model Schools facilitators and RIC reviewers play an important role in the submission, review, and approval process for the submission of the Instructional Technology Plan Survey.
   - The process for submitting the tech plan survey is outlined in the *2016 District Steps to Submit Tech Plans* http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/2016_DistrictSteps_To_Submit_TechPlans_v2_4-28-16.pdf or https://datasupport.nysed.gov/hc/en-us/sections/202003956-2016-Mini-Guide-for-Districts-How-to-Complete-the-Tech-Plan-Survey .
   - For a flowchart of the review process, please see http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanWorkflow_FINAL_3-28-16pptx.pdf . Please note that this process may vary slightly by region and does not apply to the Big 5 school districts.

9. **Question:** What is the function of the Inbox and Outbox for the tech plan surveys in the Portal? Could these be used to communicate with my RIC or NYSED like in an email program?

    Answer: The Inbox and Outbox in the Portal are simply the location where tech surveys reside. They **cannot** be used for communication. The district will see their plan in the inbox before it is sent to the RIC, and in the Outbox after it has been sent to the RIC.

Requirements for Plan Submission

10. **Question**: If I have an approved 2015 instructional technology plan on file with NYSED, do I need to submit a new plan in 2016?

    Answer: Yes, all districts need to submit an updated version of their 2015 approved plan via the SED Business portal. The updated plan is due on or before **September 1, 2016**.

11. **Question:** Does the approved status of the 2015 plan expire on September 1, 2016?

    Answer: No, the approved status does not expire on September 1, 2016. All 2015 approved plans remain in approved status as long as the district meets the September 1, 2016 submittal deadline for the updated plan. The new plan does not need to be approved by September 1 in order to remain in approved status.

12. **Question:** If a district submits their updated instructional technology plan on or before September 1, 2016, will they still be able to make any necessary changes in order to obtain approval of their submission?

    Answer: Yes, districts will be able to make any necessary changes and obtain approval of their 2016 plan as long as they meet the submission date of September 1, 2016.

13. **Question:** What happens if the district misses the September 1, 2016 submission deadline?

    Answer: If a district does not submit the 2016 instructional technology plan update by the September 1 deadline, the district no longer has an approved plan on file with NYSED. The district will not be able to file an updated plan and obtain approval for that update until the next plan submission cycle in 2017.

14. **Question:** Is the 2016 tech survey very different from the 2015 survey?

    Answer: Many of the questions in the 2016 survey are the same as last year. There are a few new questions, and some questions have been modified. Districts should respond to any new questions and update others as appropriate. The survey includes a rollover button* that will copy

the district's 2015 responses for those questions that have not changed from last year's survey. *See question 19

15. **Question:** Is approval by the district's school board required before a district submits its technology plan?

    Answer: Commissioner's Regulation 100.12 does not require that the school district board approve the plan prior to submission. It is up to the school district superintendent to follow locally-established protocols prior to submitting the instructional technology plan survey to the state.

16. **Question:** Do we need to submit both the tech plan survey and a technology plan for obtaining E-Rate funds?

    Answer: The E-Rate program no longer requires the submission of a technology plan.

17. **Question:** Are BOCES required to submit an instructional technology plan?

    Answer: Part 100.12 of the Commissioner's Regulations does not require BOCES to submit instructional technology plans. For more information, please see http://www.p12.nysed.gov/part100/pages/10012.html .

18. **Question:** Are charter schools required to submit an instructional technology plan?

    Answer: Charter schools are not required to submit an instructional technology plan.

Survey Question Issues

19. **Question:** The roll over button seems to be missing in my survey. How can I roll over the answers from last year's survey?

    Answer: The roll over button can be found at the beginning of the tech plan survey. After the roll over button is clicked, follow the directions in the survey.

    Important--The roll over button must be clicked **before** entering and saving any data, otherwise it will disappear. If data is entered and saved, the only way to get the roll over button back is to delete all the data that has been entered.

20. **Question:** Does Question 3 of Section B, Instructional Technology Vision and Goals, require stakeholder meetings?

Answer: It is recommended that the district hold a minimum of three stakeholder meetings. Stakeholders provide valuable insights and the process of involving stakeholders offers the district the opportunity to communicate with the stakeholders around the goals and objectives of the instructional technology plan.

Don't forget that consultation with stakeholders, including a public hearing and the public posting of the Investment Plan, **is required** for Smart Schools Bond Act funds. The Smart Schools Bond Act Investment Plan requires engagement with the following stakeholders before submission of the Smart Schools Investment Plan: "Parents, Teachers, Students, Community Members, and Nonpublic Schools within the district, if applicable." Please see Smart Schools Bond Act Implementation Guidance, pgs. 4,18,19
http://www.p12.nysed.gov/mgtserv/documents/SmartSchoolsBondActGuidance_AL5-16-16.pdf .

21. **Question:** How do we calculate the percentage of students with disabilities in the school district, as of the submission date of this technology plan, who have assistive technology documented on their Individual Education Plan (IEP), as requested in Question 11 of Section C, Technology and Infrastructure Inventory?

    Answer: If there are a total of 150 students with disabilities in the school district and 27 students with disabilities have assistive technology documented on their IEP, the percentage of students with documented assistive technology would be 18%. Therefore, the correct response would be 18.

22. **Question:** Does Question 16a of Section C, Technology and Infrastructure Inventory: "On an average school day, approximately how many student devices access the district's network," refer to non-district devices?

    Answer: Question 16 of Section C, Technology and Infrastructure Inventory refers to Bring Your Own Devices (BYOD), so the follow-up question, 16a, only applies to devices that are owned by the students, and are not district-owned devices. Please see the definition for BYOD in the Survey Guidance
    http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/surveyguide.html#FAQ_2 or
    https://datasupport.nysed.gov/hc/en-us/articles/204364469-Guidance-Glossary-of-Terms- .

23. **Question:** Are charter schools included in Question 17 of Section C, Technology and Infrastructure Inventory: "Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?"

    Answer: No, there is no duty to lend to students attending charter schools since charter schools are considered public schools.

24. **Question:** Would Google Classroom be considered a Learning Management System to be listed as a possible answer to Question 5 of Section D, Software and IT Support, "Please provide the name of the learning management system (LMS) most commonly used in the District? "

Answer: No. For purposes of this survey, Google Classroom is not considered a Learning Management System (LMS). Google has stated that, at present, they do not consider Classroom to be an LMS.

 For purpose of this survey, a Learning Management System is defined as a software application for the administration, documentation, tracking, reporting and delivery of online and blended learning courses. For examples of LMSs, please see http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html.

Google Classroom could be included in the response to Question 6 in Section D, Software and IT Support, "Please provide the names of the five most commonly used software programs that support classroom instruction in the district."

25. **Question:** Would the FTE count in Question 10 of Section D, Software & IT Support and Question 2 of Section F, Professional Development change if the employees are 10 month or 12 month employees? In other words, would a full-time 10 month employee have a different FTE count than a full-time 12 month employee?

    Answer: No. In answering these questions, what is important is how much of the staff person's time is spent on technology. Any full-time employee who spends 100% of their time on technology is 1.0 FTE.

26. **Question:** Do Question 10 of D, Software & IT Support and Question 2 of F, Professional Development refer to the FTE count for staff as of July 1, 2015 or as of October 16, 2015?

    Answer: The FTE count should be as of the date the survey is submitted.

27. **Question:** Does a district have to submit an instructional technology plan survey to receive Smart Schools Bond funds?

    Answer: Yes. According to the SSBA Guidance: "Districts that include educational technology purchases as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department , and their Smart Schools Investment Plan must be consistent with their instructional technology plan."
    http://www.p12.nysed.gov/mgtserv/documents/SmartSchoolsBondActGuidance_AL5-16-16.pdf, p. 6. Please see Questions 10-13 for what constitutes an approved plan survey.