

The New York State Education Department (NYSED) is using the Technology Readiness Tool (TRT) to conduct a survey of current capabilities of schools regarding computer-based testing, specifically device information and school information and for determining device and network infrastructure “gaps” for purposes of processing applications from eligible schools for NYS School Technology Vouchers. The Technology Readiness Tool was originally created by Pearson, in collaboration with both national consortia for Common Core Assessments: Smarter Balanced and PARCC (Partnership for Assessment of Readiness for College and Careers) but has since been de-commissioned on September 1, 2014. NYSED has adopted the open source code and developed the [NYSED TRT](#) which is now being used by NYSED for purposes of processing NYS STVP applications by both public and non-public eligible schools. Any data in the Pearson TRT has been migrated over to the NYSED TRT application database.

USER: If you are not yet a user, contact EDTECH@MAIL.NYSED.GOV and request an account or go to the NYSED TRT and click “Request Account” on the NYSED TRT splash page. It will take about one week to process your request. If you want others to access the TRT, you are able to create “School” users.

ORGANIZATION: The NYSED TRT has your school listed with your BEDS code. However, as the original TRT was designed to collect data at the “district” level as well as the “school” level, you will see the name entered twice. When completing the survey, the “school” level needs to be selected. It is designated by the letter “s” at the end of the BEDS code. You do NOT need to create any organizations in the NYSED TRT.

DEVICE DATA: The NYSED TRT provides a means of tracking your computer inventory. There are two methods for entering this information. If you have a large number and variety of computers, you may want to use the “BATCH FILE METHOD”. If you have groups of similar computers, it may be easier to use the “Auto Populate” function. For either method, look at the **Device File Layout** on the [NYSED TRT](#) home page after you have logged in to see what information is asked for and what the acceptable values are.

MANUAL ENTER DEVICE or AUTO POPULATE METHOD

From the NYSED TRT home page, use the second tab “SET UP” and scroll down to the “DEVICE MANAGEMENT” link. You will see the name of your school below the blue line. Check the box in front of it and then go to ADD NEW DEVICE. You will see the fields for the information requested. You can enter it manually there.

The option to auto populate device information is available when you are accessing the system from a computer that will be used for online testing. Note that Java 1.5 or greater is required for in-depth auto detection of a device. If you have multiple computers with the same hardware and software configuration, you can use auto populate and identify the number of machines to which those characteristics apply by changing the number in the **Count** field. You can manually assign a name and location for that group of computers by overwriting the machine name and IP address in the first two auto populated fields.

BATCH FILE

From the home page, go to the **Device File Template**. Complete the information requested. (If you already have your inventory on Excel, you may find that you can copy and paste some information from your inventory to this document.) Be sure to refer to the Device File Layout to review acceptable values. These values should be visible as drop down menu items in the template. Save your device file to your computer, using **CSV** format. From the home page, use the second tab “SET UP”, scroll down to “DEVICE MANAGEMENT”, and at “Box 3 Tasks”, click on the link to DEVICE IMPORT/EXPORT. At the next screen, leave the defaults, BROWSE to locate your file, then click on PROCESS FILE and EXIT. You will receive an e-mail notification when your file has been imported.

SCHOOL READINESS SURVEY: From the home page, go to “SET UP” and “DATA MANAGEMENT”. Select “School Readiness Survey”. At the next page, check the box in front of the SCHOOL, and then check the box in front of SCHOOL READINESS SURVEY QUESTIONS. The TRT was pre-populated by the vendor with school enrollment data from 2010-11. Please update this information and complete the survey. For purposes of this survey, calculate the Max # of Simultaneous Test Takers by counting the number of computers that are in an appropriate assessment environment, and any adaptable that could feasibly be used. The TEST WINDOW is 6 days (the current New York State Testing Program for Grades 3-8 tests plus make-up days). Use a 90-minute test session as your guide to determine how many test sessions per day (as it will vary depending on your school schedule).

MARK DATA ENTRY COMPLETE: Upon completion of the **Device** and the **School Survey** files, be sure to mark the check box that data entry is complete.

For more information, please visit: <http://www.p12.nysed.gov/technology/devices/home.html>