



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

SY 14-15 Technology Inventory District Survey User Guide for District Submitters

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Document Purpose

This guide is intended for district level users that will be using the technology inventory application to submit technology data for their districts. There is a separate document for school level staff, Program Administrators and Helpdesk personnel.

General Survey Collection Overview

Each year the state is required to report technology inventory information at the state level. In order to meet this requirement a technology inventory system was developed to allow schools and districts to provide an inventory of technology equipment that exist in their schools/districts. That data is then aggregated at the state level and submitted to the federal government.

The general process of technology inventory survey collection is as follows.

1. Program Admin creates a survey collection by indicating start and end date of the time the survey will be available. (usually December to February)
2. Program Admin will notify users of survey availability via email.
3. School level users login and provide school technology inventory data.
4. School level users submit the school survey for approval by district technology coordinators.
5. Technology coordinators review and approve school surveys.
6. Technology coordinators create and submit their district surveys.
7. Superintendents review and approve district surveys.
8. Program admin approves/publishes data and provides reports to State Superintendent
9. Once data is published and that collection is closed survey is no longer available via portal. It is viewed on public site at <http://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Technology-Inventory.aspx>.

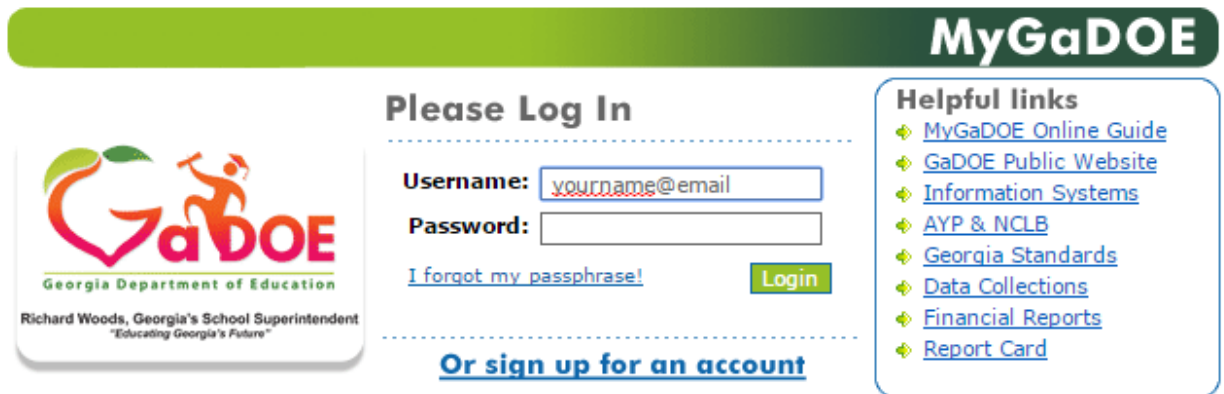
District Submitter Access Rights

The district level user for technology inventory has the application role of **district submitter**. This user will have the **Technology Coordinator** Org Role within the MyGaDOE portal. The chart below describes the level of access the **district submitter** has within the technology inventory application.

Application Role Capabilities	School Survey				District Survey			
	Save/Submit	Edit	View	Approve	Save/Submit	Edit	View	Approve
District Submitter	X	X	X	X	X	X	X	


Accessing the District Landing Page

Step 1: Navigate to the portal (<https://portal.doe.k12.ga.us/Login.aspx>)

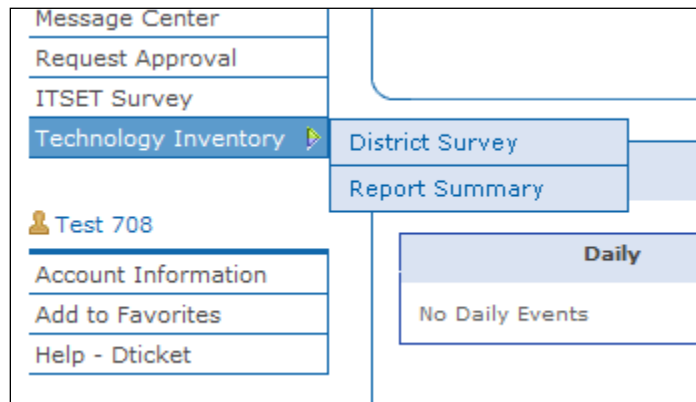


The screenshot shows the MyGaDOE login interface. On the left is the Georgia Department of Education logo with the text "Georgia Department of Education" and "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". In the center, under the heading "Please Log In", are fields for "Username:" (containing "yourname@email") and "Password:", a link for "I forgot my passphrase!", and a green "Login" button. Below these is a link that says "Or sign up for an account". On the right, under "Helpful links", is a list of links: "MyGaDOE Online Guide", "GaDOE Public Website", "Information Systems", "AYP & NCLB", "Georgia Standards", "Data Collections", "Financial Reports", and "Report Card".

This website requires Cookies be enabled in your browser.

Step 2: Enter your username (email address) and password. Click  .

Step 3: Once transferred to portal home page. Select **Technology Inventory** → **District Survey** from the left navigation menu.



The screenshot shows the left navigation menu of the portal. The menu items are: "Message Center", "Request Approval", "ITSET Survey", "Technology Inventory" (which is highlighted with a blue background and a yellow arrow), "Test 708" (with a person icon), "Account Information", "Add to Favorites", and "Help - Dticket". To the right of the "Technology Inventory" item, a sub-menu is visible with two items: "District Survey" and "Report Summary". Below the navigation menu, there is a section for "Test 708" and a "Daily" events section showing "No Daily Events".

Technology Inventory – District Survey User Guide

Step 4: District Landing Page is displayed as pictured below.

DISTRICT SURVEY [IN PROGRESS]

District Survey Summary | District Information | Internet Services

Select the highlighted sections below to go to a particular section.

	PAGES	REQUIRED
1.	District Information	7 of 7 Questions Answered
2.	Internet Services	2 of 2 Questions Answered

GO TO REPORT

LOAD DISTRICT RESPONSES FROM PREVIOUS YEAR

[SHOW](#) SCHOOL DATA FILE UPLOAD

SCHOOL STATUS

CODE: SCHOOL: STATUS:

* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")

CODE	SCHOOL	STATUS	LAST MODIFIED BY	MODIFIED DATE
708-3050	Colham Ferry Elementary School	Approved	708 test (test708@testuser.com)	02/24/2015
708-0110	High Shoals Elementary School	Approved	708 test (test708@testuser.com)	02/24/2015
708-0197	Malcom Bridge Elementary School	In Progress	708 test (test708@testuser.com)	02/24/2015
708-0198	Malcom Bridge Middle School	Submitted	Principal 708 (Principal708@testuser.com)	02/27/2015
708-0105	North Oconee High School	Not Started		

Begin the District Survey by clicking on a link.

Select a School Survey.

Note: If there is no current survey collection. The system will display a message indicating that there are no active collections. You should contact the [support hotline](#) if you believe this is an error.

Note: If you don't see the schools or districts you expected to see, please check you're provisioning. You must have Technology Coordinator for your assigned district. If you need any help with provisioning please contact the helpdesk via information listed in [support section](#) of this document.

Submitting School Surveys

Submit/Edit a School Survey via GUI

Step 1: From the District Landing Page, click the school survey from the School Status section. You will be redirected to the School Landing Page.

SCHOOL STATUS

CODE: SCHOOL: STATUS:

* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")

CODE	SCHOOL	STATUS	LAST MODIFIED BY	MODIFIED DATE
708-3050	Colham Ferry Elementary School	Approved	708 test (test708@testuser.com)	02/24/2015
708-0110	High Shoals Elementary School	Approved	708 test (test708@testuser.com)	02/24/2015
708-0197	Malcom Bridge Elementary School	In Progress	708 test (test708@testuser.com)	02/24/2015
708-0198	Malcom Bridge Middle School	Submitted	Principal 708 (Principal708@testuser.com)	02/27/2015
708-0105	North Oconee High School	Not Started		

Select a School Survey.

Step 2: From the School Landing Page, click any one of the tabs above or a web link to go to a specific page.

SCHOOL SURVEY [NOT STARTED]

[School Survey Summary](#) [School Information](#) [Classroom Information](#) [Student Instructional Computers](#) [Administrative Computers](#) [Peripheral Equipment](#) [Wireless Access Points](#)

Select the highlighted sections below to go to a particular section.

CURRENT SURVEY:

PAGES	REQUIRED
1. School Information	0 of 9 Questions Answered
2. Classroom Information	0 of 7 Questions Answered
3. Student Instructional Computers	0 of 0 Questions Answered
4. Administrative Computers	0 of 0 Questions Answered
5. Peripheral Equipment	0 of 0 Questions Answered
6. Wireless Access Points	0 of 2 Questions Answered

Click any of the tabs to go to a particular location.

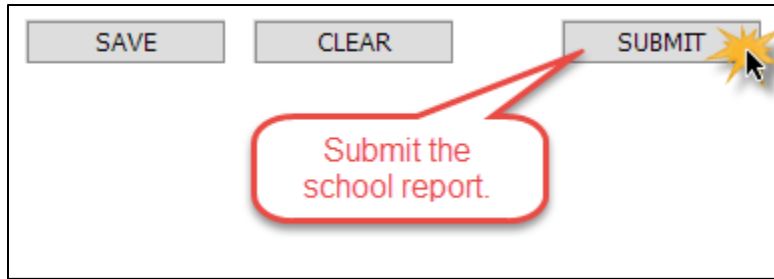
Click any of the web links to go to a particular location.

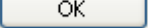
Step 3: Go through each section of the survey using the tabs at the top of the page or the links from the School Survey Summary page to complete the survey. Data can be saved at any time by clicking on the button.

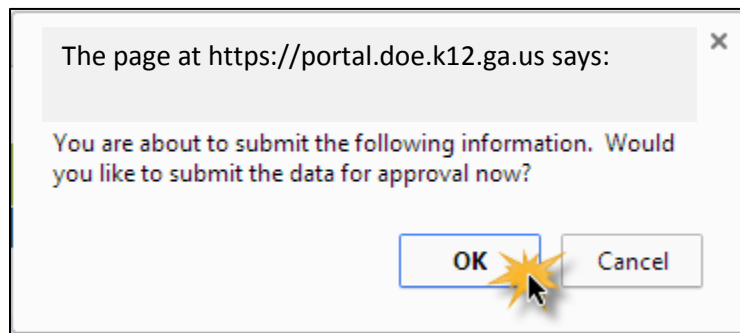
Note: The system will notify you if any information provided fails validation rules. You will need to fix those errors before it will allow you to submit successfully.


Step 4: The submit button is available on any of the sections. Click the button.

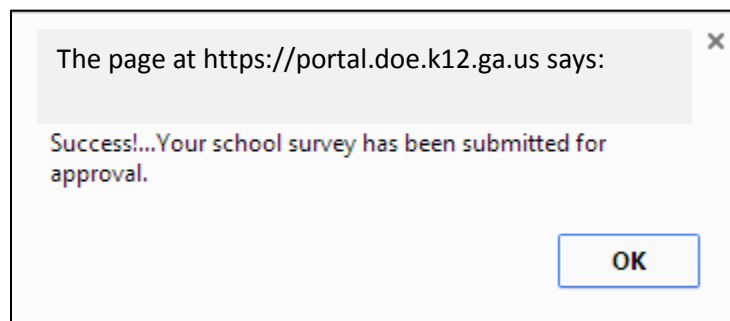
Technology Inventory – District Survey User Guide



Step 5: Click  to confirm you would like to submit the survey for approval.



Step 6: Click  to confirm that your survey was successfully submitted to your district technology coordinator.



Submit School Data via File Upload

Step 1: From the District Landing Page, click the **(SHOW)** Link in the School Data File Upload section.

DISTRICT SURVEY [NOT STARTED]

[District Survey Summary](#) [District Information](#) [Internet Services](#)

Select the highlighted sections below to go to a particular section.

	PAGES
1.	District Information
2.	Internet Services

[GO TO REPORT](#) [Load District Responses From Previous Year](#)

SHOW SCHOOL DATA FILE UPLOAD Select Show.

SCHOOL STATUS

CODE: SCHOOL: STATUS: [APPLY FILTER](#) [REMOVE FILTER](#)

* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")

CODE	SCHOOL
609-0296	Ben Hill County Middle School
609-0196	Ben Hill County Primary School
609-0111	Ben Hill Elementary School
609-0291	Fitzgerald High School

[SAVE](#) [CLEAR](#)

DISTRICT SURVEY [IN PROGRESS]

[District Survey Summary](#) [District Information](#) [Internet Services](#)

Select the highlighted sections below to go to a particular section.

	PAGES	REQUIRED
1.	District Information	7 of 7 Questions Answered
2.	Internet Services	2 of 2 Questions Answered

[GO TO REPORT](#) [Load District Responses From Previous Year](#)

SHOW SCHOOL DATA FILE UPLOAD Select Show.

Technology Inventory – District Survey User Guide

HIDE SCHOOL DATA FILE UPLOAD

This file **MUST BE** in a **SPECIFIC** format. Please [click here](#) to download the file layout to ensure that your data will be uploaded properly.

1. Click the **Select File** button below to select the file you want to upload.
2. Click the **Upload** to upload your school data file. Click the **Remove** button if you wish to cancel the upload process.
3. Click the **Process School Data File** button below to process school survey data in your upload file.

WARNING: If your school data upload file contains school surveys which already exist, they will be overwritten!

Drop files here

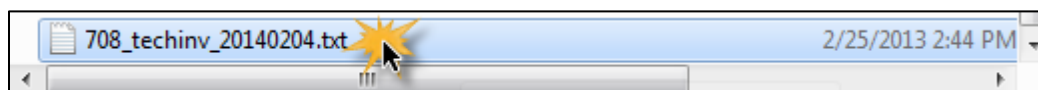
Select File

Upload

Process School Data File

View Upload History

Step 2: click **Select File**.



Step 3: Navigate to the correct ".txt" file and select **Open**.

HIDE SCHOOL DATA FILE UPLOAD

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WARNING: If your school data upload file contains school surveys which already exist, they will be overwritten!

609_techinv_20140204.txt (pending)

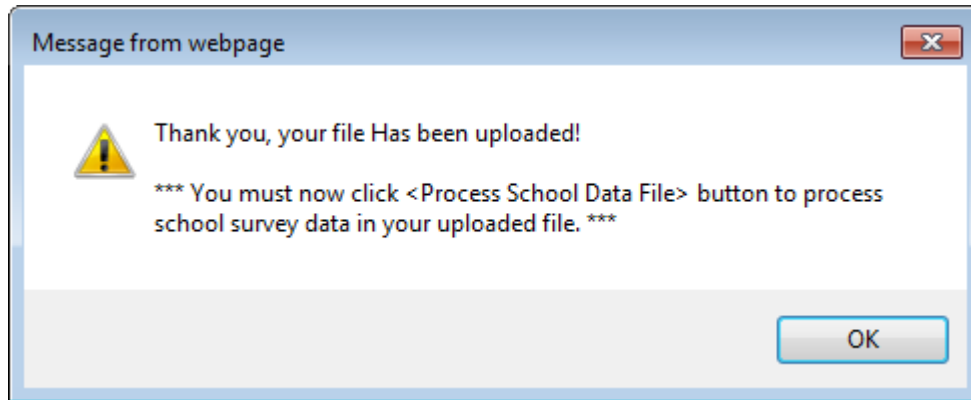
Remove

Upload

Process School Data File

View Upload History

Step 4: Select **Upload**.



Step 5: Select **OK**, **Process School Data File**.

HIDE SCHOOL DATA FILE UPLOAD

This file **MUST BE** in a **SPECIFIC** format. Please [click here](#) to download the file layout to ensure that your data will be uploaded properly.

1. Click the **Select File** button below to select the file you want to upload.
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WARNING: If your school data upload file contains school surveys which already exist, they will be overwritten!

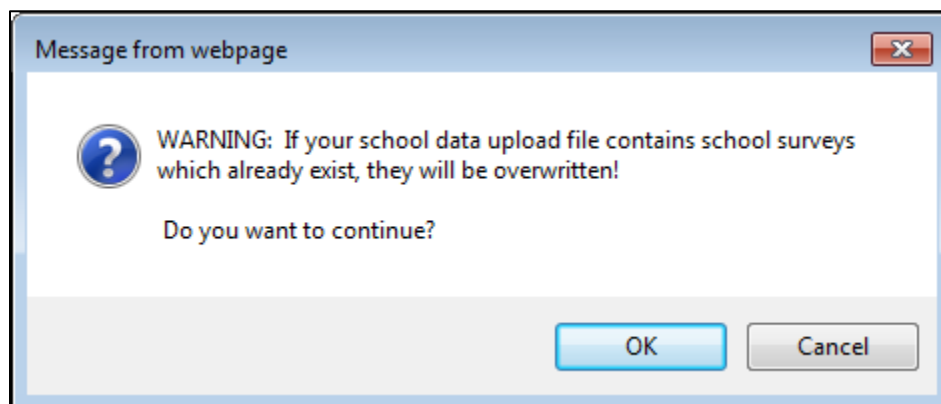
Select File

609_techinv_20140204.txt (Uploaded)

Upload

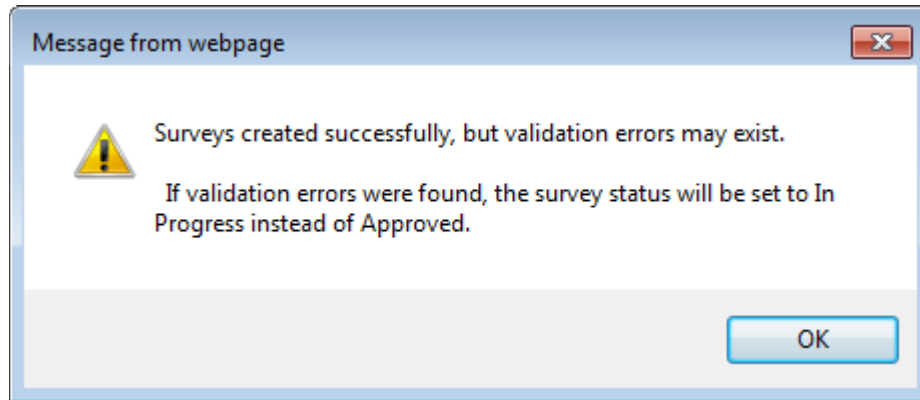
Process School Data File View Upload History

Step 6: Select **OK**.

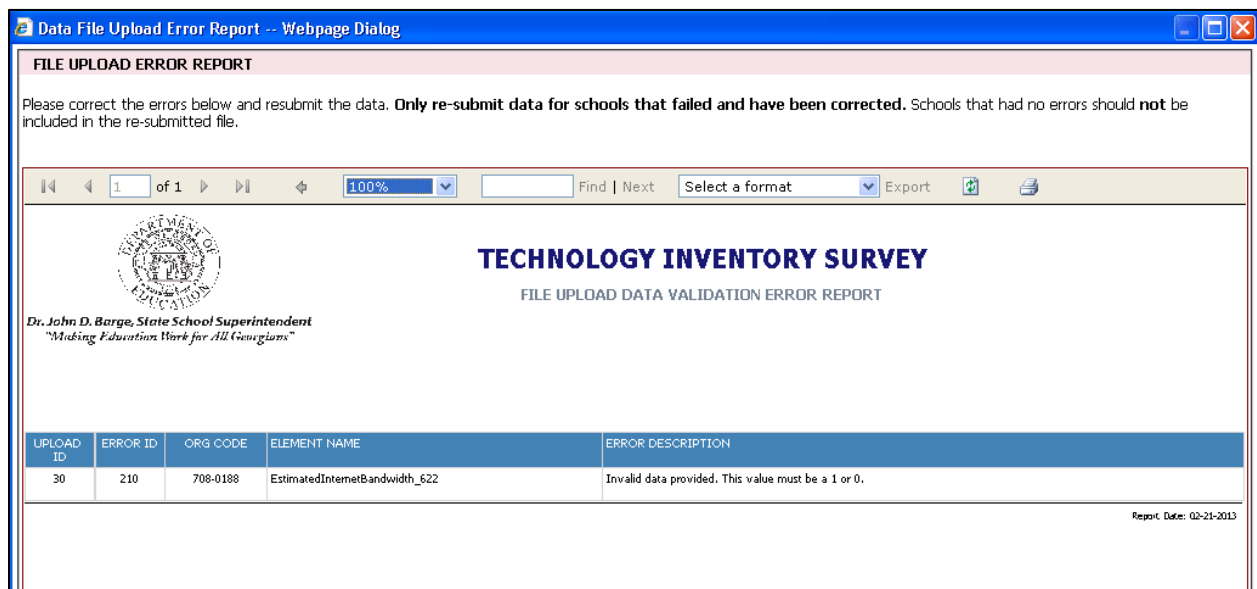


Step 7: Select **OK**.

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Step 8: Close the Error/Validation Report Window () to return to the Landing Page



Note: If errors exist you have the option of resubmitting the file or editing and making corrections via the survey application.

Approve or Reject a School Survey

Step 1: From the District Landing Page, click the school survey from the School Status section. You will be redirected to the School Landing Page.

SCHOOL STATUS

CODE: SCHOOL: STATUS:

* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")

CODE	SCHOOL	STATUS	LAST MODIFIED BY	MODIFIED DATE
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708-0110	High Shoals Elementary School	Approved	708 test (test708@testuser.com)	02/24/2015
708-0197	Malcom Bridge Elementary School	In Progress	708 test (test708@testuser.com)	02/24/2015
708-0198	Malcom Bridge Middle School	Submitted	Principal 708 (Principal708@testuser.com)	02/27/2015
708-0105	North Oconee High School	Not Started		
708-1050	Oconee County Elementary School	Not Started		
708-0293	Oconee County High School	Not Started		
708-0193	Oconee County Middle School	Not Started		
708-0188	Oconee County Primary School	Not Started		
708-0103	Rocky Branch Elementary School	Not Started		

Select a School Survey.

Step 2: From the School Landing Page, click any one of the tabs above or a web link to go to a specific page.

SCHOOL SURVEY [NOT STARTED]

[School Survey Summary](#) [School Information](#) [Classroom Information](#) [Student Instructional Computers](#) [Administrative Computers](#) [Peripheral Equipment](#) [Wireless Access Points](#)

Select the highlighted sections below to go to a particular section.

CURRENT SURVEY:

PAGES	REQUIRED
1. School Information	0 of 9 Questions Answered
2. Classroom Information	0 of 7 Questions Answered
3. Student Instructional Computers	0 of 0 Questions Answered
4. Administrative Computers	0 of 0 Questions Answered
5. Peripheral Equipment	0 of 0 Questions Answered
6. Wireless Access Points	0 of 2 Questions Answered

Click any of the tabs to go to a particular location.

Click any of the web links to go to a particular location.

Step 3: Go through each section of the survey to review. You can make updates at any time by editing the survey and clicking on the button.

Note: The system will notify you if any information provided fails validation rules. You will need to fix those errors before it will allow you to submit successfully.

Technology Inventory – District Survey User Guide

Step 4: The reject () and approve () buttons **will only** be available after the survey has been submitted. After review, click the desired button.

SCHOOL SURVEY [SUBMITTED]

[School Survey Summary](#) [School Information](#) [Classroom Information](#) [Student Instructional Computers](#) [Administrative Computers](#) [Peripheral Equipment](#) [Wireless Access Points](#)

Select the highlighted sections below to go to a particular section.

PAGES	REQUIRED
1. School Information	9 of 9 Questions Answered
2. Classroom Information	7 of 7 Questions Answered
3. Student Instructional Computers	0 of 0 Questions Answered
4. Administrative Computers	0 of 0 Questions Answered
5. Peripheral Equipment	0 of 0 Questions Answered
6. Wireless Access Points	2 of 2 Questions Answered

Reject and Approve buttons.

Step 5: Click to confirm you would like to approve or reject the survey.

The page at https://portal.doe.k12.ga.us says:

You are about to reject the following survey. Would you like to reject the survey now?

Step 6: Click to confirm that the survey was successfully rejected or approved.

The page at https://portal.doe.k12.ga.us says:

Done!...You have successfully rejected the survey.

Check the Status of a School Survey

Step 1: You can see the status of a school survey by viewing the school status section of the district landing page.

SCHOOL STATUS				
CODE:	<input type="text"/>	SCHOOL:	<input type="text"/>	STATUS: <input type="text"/>
<input type="button" value="APPLY FILTER"/> <input type="button" value="REMOVE FILTER"/>				
<small>* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")</small>				
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708-0198	Malcom Bridge Middle School	Submitted	Principal 708 (Principal708@testuser.com)	02/27/2015
708-0105	North Oconee High School	Not Started		
708-1050	Oconee County Elementary School	Not Started		
708-0293	Oconee County High School	Not Started		

School approval status.

A survey can have the following status designations:

Not Started—Survey has not been created.

In Progress—The survey has been saved and is in progress.

Submitted—The survey has been submitted for approval.

Approved—The survey has been approved by Technology Coordinator.

Rejected—The survey has been rejected by the Technology Coordinator.

Viewing the School Report

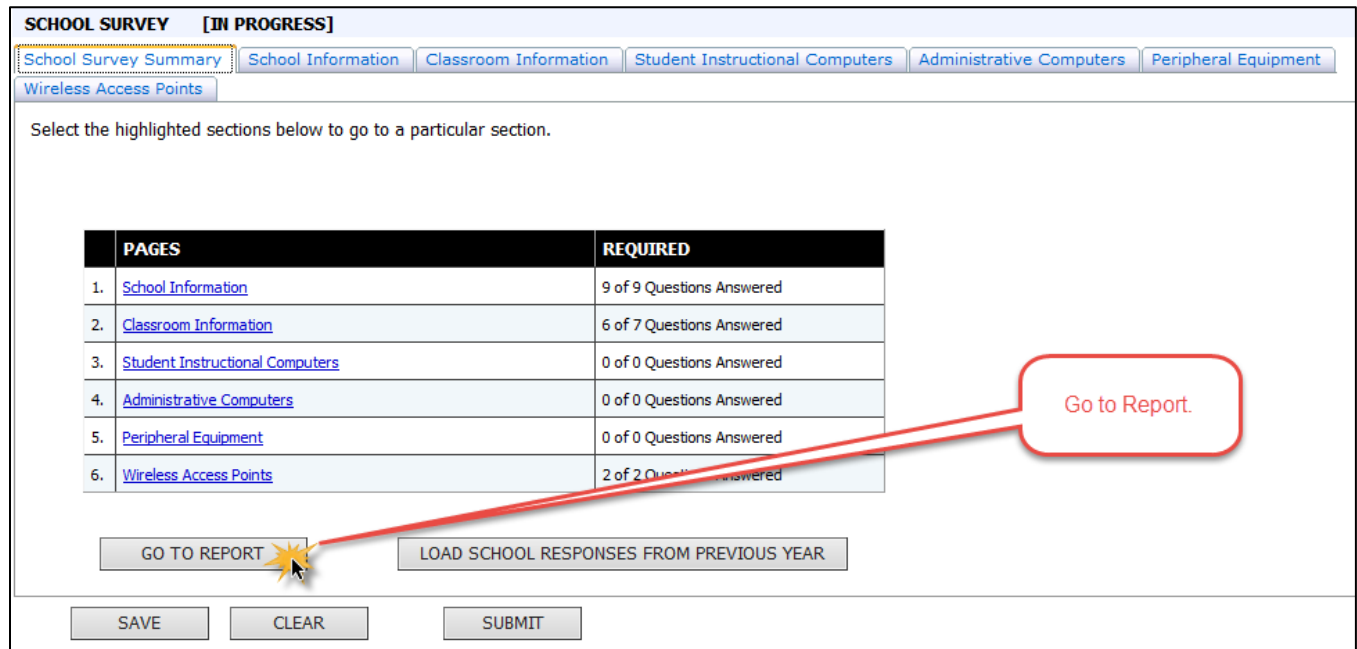
Step 1: From the District Landing Page, click the school survey from the School Status section. You will be redirected to the School Landing Page.

SCHOOL STATUS				
CODE:	<input type="text"/>	SCHOOL:	<input type="text"/>	STATUS: <input type="text"/>
<input type="button" value="APPLY FILTER"/> <input type="button" value="REMOVE FILTER"/>				
<small>* To represent the wildcard character in your search criteria, please use the percent symbol "%". (e.g. To filter for only schools with "middle school" in their name enter "%middle%school%")</small>				
CODE	SCHOOL	STATUS	LAST MODIFIED BY	MODIFIED DATE
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708-0193	Oconee County Middle School	Not Started		
708-0188	Oconee County Primary School	Not Started		
708-0103	Rocky Branch Elementary School	Not Started		


Select a School Survey.

Technology Inventory – District Survey User Guide

Step 2: From the School Landing Page, click  button.




PAGES	REQUIRED
1. School Information	9 of 9 Questions Answered
2. Classroom Information	6 of 7 Questions Answered
3. Student Instructional Computers	0 of 0 Questions Answered
4. Administrative Computers	0 of 0 Questions Answered
5. Peripheral Equipment	0 of 0 Questions Answered
6. Wireless Access Points	2 of 2 Questions Answered

GO TO REPORT  LOAD SCHOOL RESPONSES FROM PREVIOUS YEAR

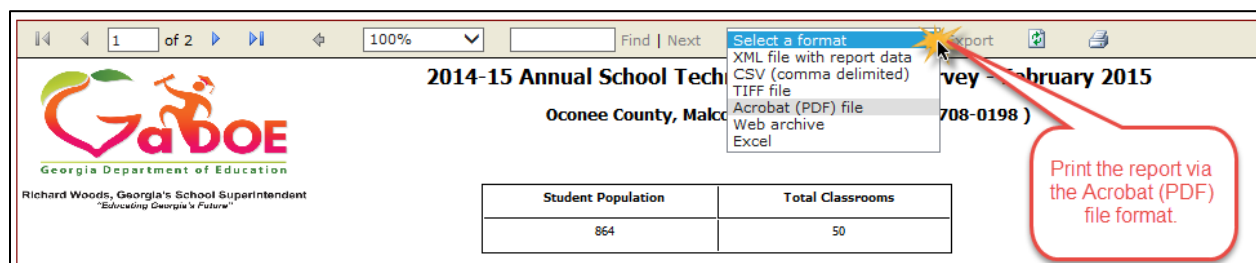
SAVE CLEAR SUBMIT

Note: This is an interim report. The official report is only available once approved and signed-off by district and state superintendents and can be accessed via the public website.

Step 3: The report will be displayed in a separate window. To close the report and return to the landing page, click the  button

Printing the Report


Step 1: Within the **Go to Report** selection, click the export format drop-down menu and select **Acrobat (PDF)** file.



2014-15 Annual School Technology Survey - February 2015

Oconee County, Malcom

Student Population	Total Classrooms
864	50

Export  Print the report via the Acrobat (PDF) file format.

Select a format

- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

Step 2: Select Export.

Submit a District Survey

Step 1: From the District Landing Page, click any one of the tabs above or a web link to go to a specific page.

	PAGES	REQUIRED
1.	District Information	7 of 7 Questions Answered
2.	Internet Services	

Step 2: Go through each section of the survey to complete the survey. Data can be saved at any time by clicking on the button.

Note: The system will notify you if any information provided fails validation rules. You will need to fix those errors before it will allow you to submit successfully.

Step 3: Click the button on the School Survey Summary page to review the district survey and rolled up school information. **The preview report only shows data for schools that have been approved. Additionally, a district survey can only be submitted when all school surveys have a status of APPROVED.**

Technology Inventory – District Survey User Guide

DISTRICT SURVEY [IN PROGRESS]

[District Survey Summary](#) [District Information](#) [Internet Services](#)

Select the highlighted sections below to go to a particular section.

	PAGES	REQUIRED
1.	District Information	7 of 7 Questions Answered
2.	Internet Services	2 of 2 Questions Answered

[GO TO REPORT](#) [LOAD DISTRICT RESPONSES FROM PREVIOUS YEAR](#)

View the District Report.

Step 4: Click the [SUBMIT](#) button at the bottom of the report once all school reports have been approved.

Megabits provided to the district by the State through the Statewide K-12 Network:	12	
Does the district procure additional bandwidth in addition to what the State provides? Yes/No		If yes, what is the total bandwidth allocated for your district to include state provided (Mb)? 0
		If yes, what is the total bandwidth allocated for instructional use to include state provided (Mb)? 0

Georgia Department of Education, Dr. John D. Barge, State School Superintendent

Report Date: 02-05-2014

[SUBMIT](#)

Submit the District Survey.

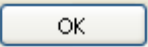
Step 5: Click [OK](#) to confirm you would like to submit the survey for approval.

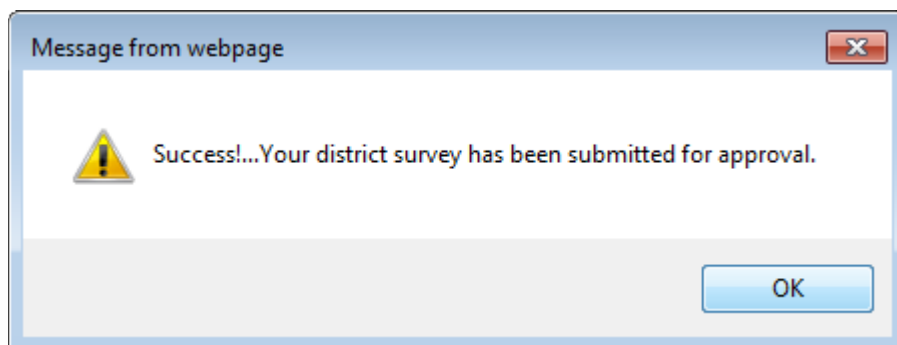
Message from webpage

?

You are about to submit the following information. If you wish to Save, do so before proceeding.
Would you like to proceed now and submit the data for approval now?

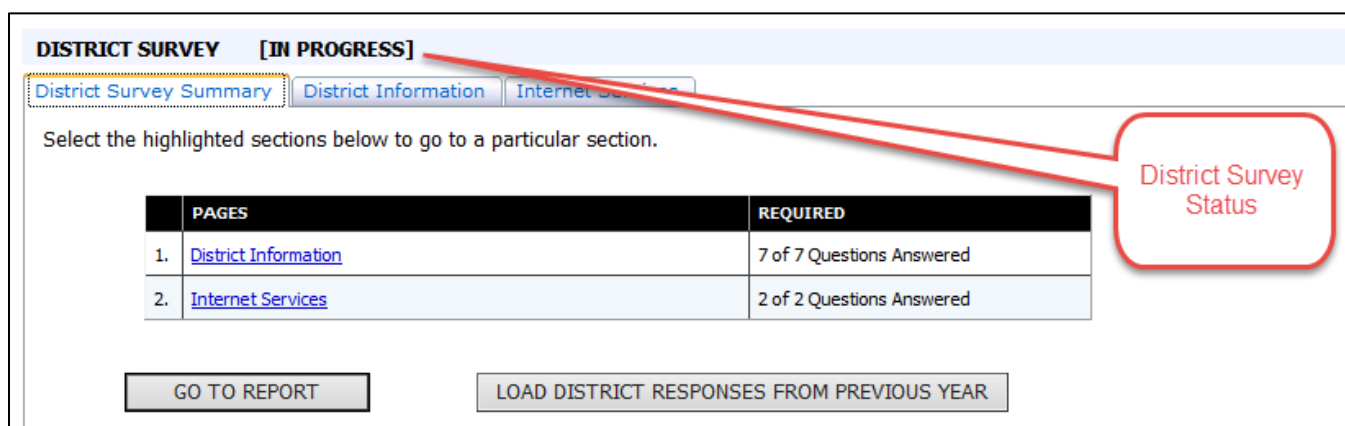
[OK](#) [Cancel](#)

Step 6: Click  to confirm that your survey was successfully submitted to your district superintendent.



Check the Status of a District Survey

Step 1: From the District Landing Page. You can view the status of your districts survey. This will allow you to see if your survey was approved or rejected by your superintendent.



DISTRICT SURVEY [IN PROGRESS]

[District Survey Summary](#) [District Information](#) [Internet Services](#)

Select the highlighted sections below to go to a particular section.

	PAGES	REQUIRED
1.	District Information	7 of 7 Questions Answered
2.	Internet Services	2 of 2 Questions Answered

[GO TO REPORT](#) [LOAD DISTRICT RESPONSES FROM PREVIOUS YEAR](#)

A survey can have the following status designations:

Not Started—Survey has not been created.

In Progress—The survey has been saved and is in progress.

Submitted—The survey has been submitted for approval.

Approved—The survey has been approved by District Superintendent.

Rejected—The survey has been rejected by the District Superintendent.


Viewing Published Data

Once a collection window is closed and published, users can no longer view data submitted via MyGaDOE portal. This happens when all school surveys have been approved and all district surveys have been approved. You must view published data on the public website. Follow the steps below to view data.


Technology Inventory – District Survey User Guide

Step 1: Navigate to the public Tech Inventory website:

<http://public.doe.k12.ga.us/Technology-Services/Instructional-Technology/Pages/Dashboard.aspx>



Georgia Department of Education

Search this site...


Richard Woods, Georgia's School Superintendent

Offices & Divisions ~ Programs & Initiatives ~ Data & Reporting ~ Learning & Curriculum ~ State Board & Policy ~ Finance & Operations ~ Contact ~

Home → Technology Services → Technology Services → Instructional Technology → Dashboard

Dashboard

TECHNOLOGY INVENTORY DASHBOARD

To access previous report years, click [here](#).

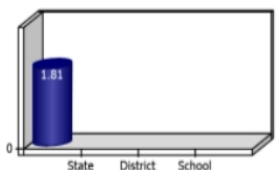
Step 1 DATA LEVEL
☒ STATE REPORT
☐ DISTRICT REPORT
☐ SCHOOL REPORT

Step 2 DATA FILTER
YEAR: School Year 2013-14
DISTRICT: All Districts...
SCHOOL: All Schools...

Step 3 DATA REQUEST
REFRESH DASH BOARD DATA
GENERATED AT A LEVEL REPORT

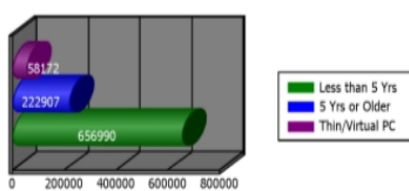
Current Dashboard View: School Year 2013-14

STUDENT PER MODERN COMPUTER RATIO



Category	Ratio
State	1.81
District	
School	

STUDENT INSTRUCTIONAL COMPUTERS



Category	Count
Less than 5 Yrs	58172
5 Yrs or Older	222907
Thin/Virtual PC	656990

Georgia Department of Education
Richard Woods, Georgia's School Superintendent
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Step 2: Select the radio button indicating the level of data: **State**, **District** or **School**.

Dashboard

TECHNOLOGY INVENTORY DASHBOARD

To access previous report years, click [here](#).

Step 1

DATA LEVEL

☒ STATE REPORT
☐ DISTRICT REPORT
☐ SCHOOL REPORT

Step 2

DATA FILTER

YEAR: School Year 2013-14
DISTRICT: All Districts...
SCHOOL: All Schools...

Step 3

DATA REQUEST

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Current Dashboard View: School Year 2013-14

Step 3: Select the criteria from **Year/District/School** dropdowns and Click the **Refresh Dashboard Data** button to view updated graphs on screen.

Note: If state is chosen, you only need select a year from the dropdowns. If district is chosen, year and district must be selected. In the event a school level report is chosen, you must select a year, district, and school from the dropdown.

Step 4: Select the criteria from Year/District/School dropdowns and Click the **Generate Data Level Report** button to view the preformatted report.

Note: If state is chosen, you only need select a year from the dropdowns. If district is chosen, year and district must be selected. In the event a school level report is chosen, you must select a year, district, and school from the dropdown.

Support Information

For any issues with functionality of technology inventory please contact the GaDOE helpdesk at 1-800-869-1011 or dticket@doe.k12.ga.us.