



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

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

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Document Purpose

This guide is intended for school level users that will be using the technology inventory application to submit technology data for their respective schools. There is a separate document for district level Tech Coordinators, 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 the surveys 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, the survey is no longer available via the portal. It is then viewable on the public site at <http://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Technology-Inventory.aspx>.

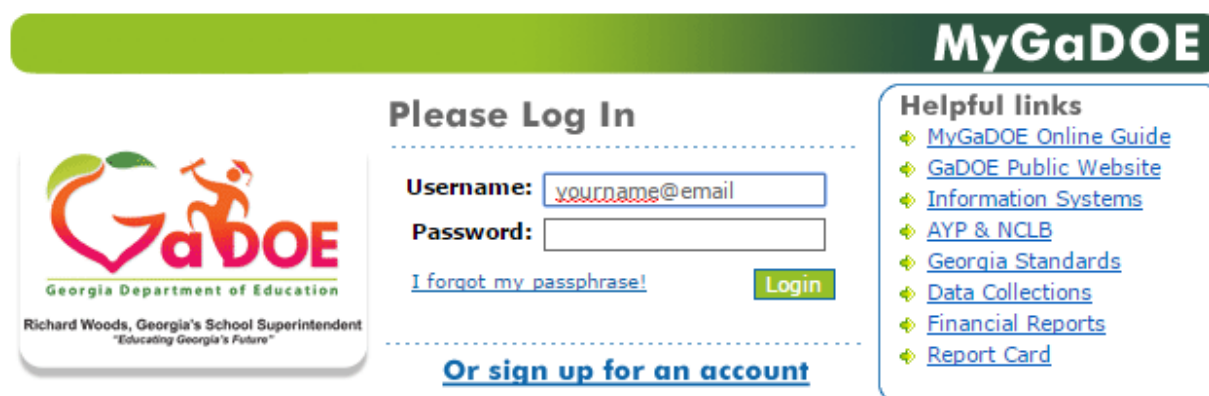
School Submitter Access Rights

The school level user for the technology inventory has the application role of **school submitter**. This user will have the Staff or Principal Org Role within the MyGaDOE portal. The chart below describes the level of access the school submitter (Staff/Principal) has within the technology inventory application.

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


Accessing the School Landing Page

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



The image shows the MyGaDOE login page. At the top is a green header with the text "MyGaDOE". Below this is a "Please Log In" section. On the left is the GaDOE logo with the text "Georgia Department of Education" and "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". In the center, there are fields for "Username:" (with a placeholder "yourname@email") and "Password:". Below these fields are links for "I forgot my passphrase!" and a green "Login" button. At the bottom of the login section is a link that says "Or sign up for an account". To the right of the login section is a box titled "Helpful links" containing several 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** → **School Survey** from the left navigation menu.



Step 4: School Landing Page is displayed as pictured below. You now have the ability to create/edit your school survey for the collection period.

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: Malcom Bridge Middle School

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

GO TO REPORT | LOAD SCHOOL RESPONSES FROM PREVIOUS YEAR

SAVE | CLEAR | SUBMIT

1 Select the appropriate school (if you have multiple schools available).

2 You can load last year's responses (as long as the school code is exactly the same).

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 have access to submit a survey for more than one school it will be listed in the **Current Survey** dropdown. If you don't see the school you expected to see, please check your provisioning. You must have Staff or Principal Org role and School submitter for your assigned school. If you need any help with provisioning please contact the helpdesk via information listed in [support section](#) of this document.

Submit a School Survey

Step 1: 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: Malcom Bridge Middle School

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

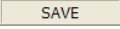
GO TO REPORT | LOAD SCHOOL RESPONSES FROM PREVIOUS YEAR

SAVE | CLEAR | SUBMIT

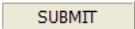
Click any of the tabs to go to a particular location.

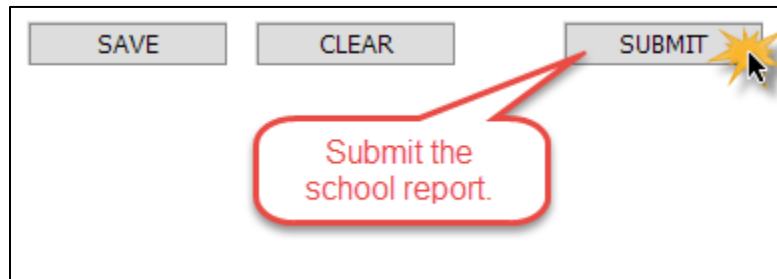
Click any of the web links to go to a particular location.

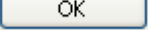
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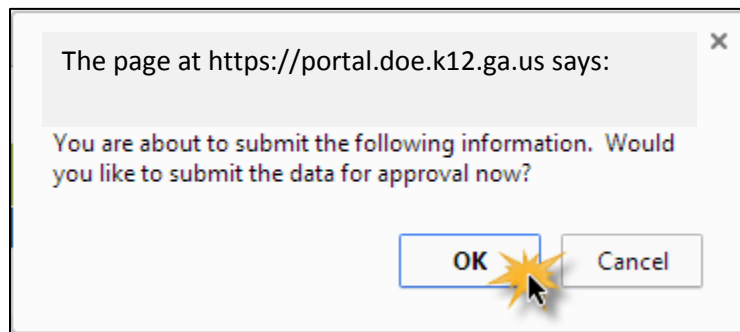
Step 2: Go through each section of the survey using either the tabs at the top of the page or the links from the School Survey Summary page to complete the survey. Data can be saved at any time by clicking on the  button.


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.

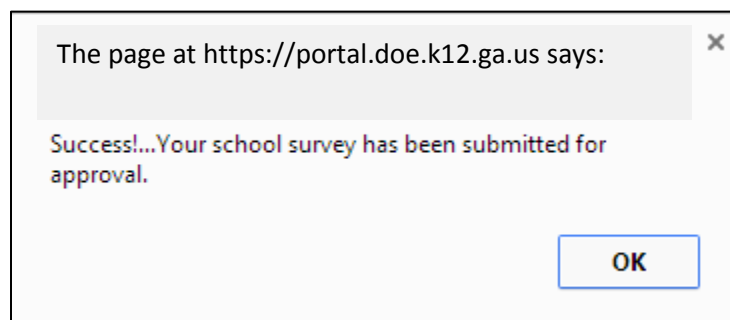
Step 3: The submit button is available on any of the sections. Click the  button.



Step 4: Click  to confirm you would like to submit the survey for approval.



Step 5: Click  to confirm that your survey was successfully submitted to your district technology coordinator.



Check the Status of a School Survey

Step 1: From the School Landing Page. You can view the status of your schools survey. This will allow you to see if your survey was approved or rejected by your technology coordinator.

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.

CURRENT SURVEY: Malcom Bridge Middle School

	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

GO TO REPORT LOAD SCHOOL RESPONSES FROM PREVIOUS YEAR

SAVE CLEAR

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.

Edit a School Survey

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

The screenshot shows the 'SCHOOL SURVEY [REJECTED]' interface. At the top, there are tabs: 'School Survey Summary', 'School Information', 'Classroom Information', 'Student Instructional Computers', 'Administrative Computers', and 'Peripheral Equipment'. Below these is a sub-tab 'Wireless Access Points'. A message says 'Select the highlighted sections below to go to a particular section.' Below this is a table with two columns: 'PAGES' and 'REQUIRED'. The table lists six sections with their respective question counts. Red callout boxes point to the tabs and the table links, instructing users to click them to edit sections.

	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

Buttons at the bottom: GO TO REPORT, LOAD SCHOOL RESPONSES FROM PREVIOUS YEAR, SAVE, CLEAR, SUBMIT, APPROVE.

Step 2: Go through each section of the survey using the tabs at the top of the page to edit questions in the survey.

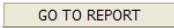
Note: The system will notify you if any information provided fails validation rules. You will need to fix those errors before it will allow you to submit successfully.

Step 3: Click the button on the bottom of any survey page. This saves data in all sections.

Step 4: Click the button to acknowledge your changes being saved.

A dialog box with a close button (X) in the top right corner. The text inside reads: 'The page at https://portal.doe.k12.ga.us says: Success!...Your data has been saved.' Below the text is an 'OK' button.

Viewing the School Report


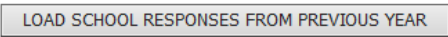
Step 1: From the School Landing Page, click  button.

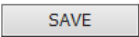
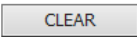
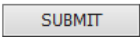
SCHOOL SURVEY [IN PROGRESS]

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	0 of 2 Questions Answered

View the School Report.


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 (gadoe.org).

Step 2: 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


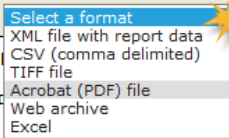
Step 1: Within the Go to Report selection, click the export format drop-down menu and select Acrobat (PDF) file.

1 of 2 100% Find | Next

 **2014-15 Annual School Technology Survey - February 2015**
Oconee County, Malco

708-0198)

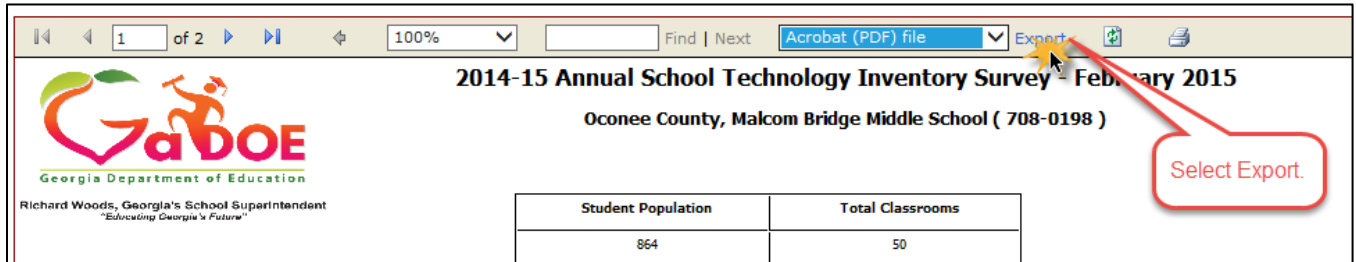
Student Population: 864 Total Classrooms: 50

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

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Step 2: Select Export.



1 of 2 100% Find | Next Acrobat (PDF) file Export

2014-15 Annual School Technology Inventory Survey February 2015
Oconee County, Malcom Bridge Middle School (708-0198)

Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Student Population	Total Classrooms
864	50


Select Export.

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.







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](#)

Statewide Longitudinal Data System

Teacher Resource Link

Instructional Improvement System

Georgia Student Growth Model

Georgia Virtual Learning

Georgia Virtual School

Georgia Credit Recovery

Georgia Virtual eSource and Shared Resources

Technology Inventory

Cybersafety

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:

DISTRICT:

SCHOOL:

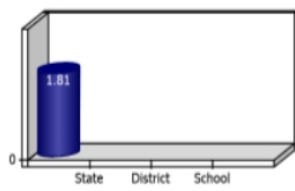
Step 3 DATA REQUEST

REFRESH DASH BOARD DATA

GENERATED AT A LEVEL REPORT

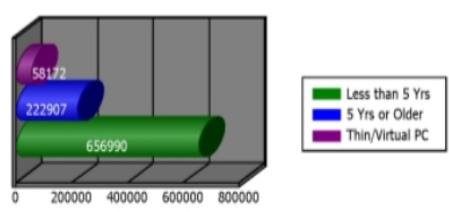
Current Dashboard View: **School Year 2013-14**

STUDENT PER MODERN COMPUTER RATIO



Level	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

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:
DISTRICT:
SCHOOL:

Step 3

DATA REQUEST

REFRESHDASH
BOARDATA

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A LEVELREPOR
T

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.