SY 14-15 Technology Inventory School Survey User Guide for School Submitters
# Table of Contents

Document Purpose ............................................................................................................................ 3  
General Survey Collection Overview ................................................................................................ 3  
School Submitter Access Rights ..................................................................................................... 3  
Accessing the School Landing Page ................................................................................................. 4  
Submit a School Survey .................................................................................................................. 5  
Check the Status of a School Survey ............................................................................................... 7  
Edit a School Survey ....................................................................................................................... 8  
Viewing the School Report .............................................................................................................. 9  
Printing the Report ....................................................................................................................... 9  
Viewing Published Data .................................................................................................................. 10  
Support Information .................................................................................................................... 12
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.

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<thead>
<tr>
<th>Application Role Capabilities</th>
<th>School Survey</th>
<th>District Survey</th>
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Accessing the School Landing Page

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

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

Step 3: Once transferred to portal home page. Select Technology Inventory \(\rightarrow\) 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.

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.
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 **SAVE** 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 **SUBMIT** button.

![Submit the school report.](image)

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

![Submit the school report.](image)

Step 5: Click **OK** 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 school’s survey. This will allow you to see if your survey was approved or rejected by your technology coordinator.

- **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.

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.
Viewing the School Report

Step 1: From the School Landing Page, click **GO TO REPORT** button.

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.

Print the report via the Acrobat (PDF) file format.
Step 2: 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
Step 2: Select the radio button indicating the level of data: State, District or School.

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.