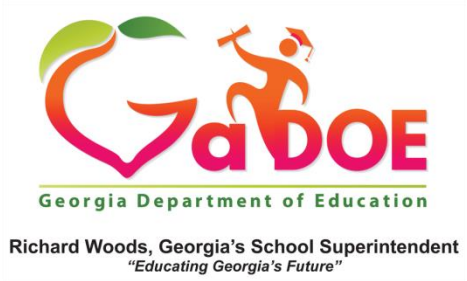

SY 14-15 Technology Inventory District Survey User Guide for Superintendents

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Document Purpose

This guide is intended for Superintendents that will be using the technology inventory application to approve technology data for their districts.

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 Administrator creates a survey collection by indicating start and end date of the time the survey will be available.
2. Program Administrator 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.

Superintendent Access Rights

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

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

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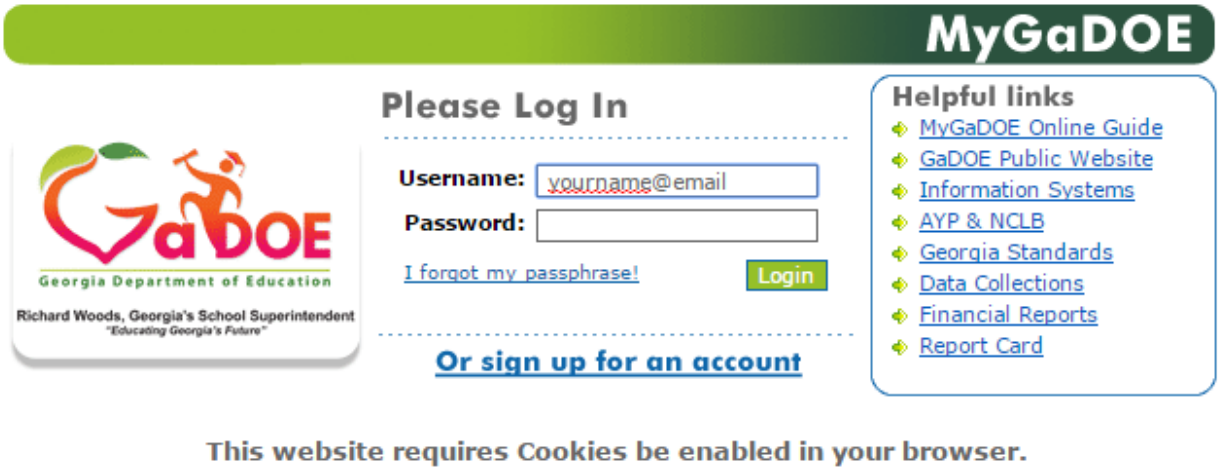
Accessing the District Landing Page

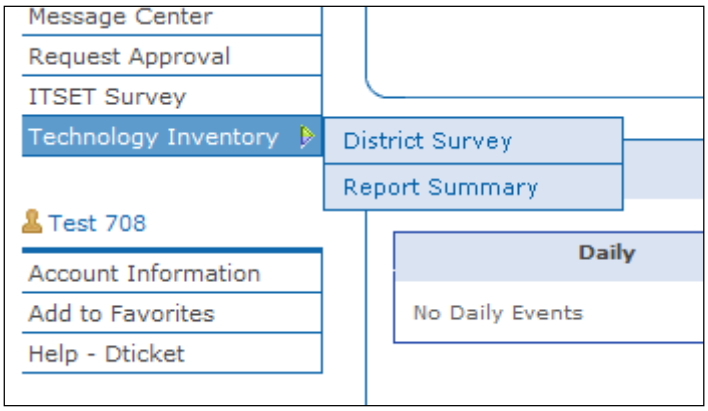
Step 1: Navigate to the portal (https://portal.doe.k12.ga.us/Login.aspx)



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

.

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



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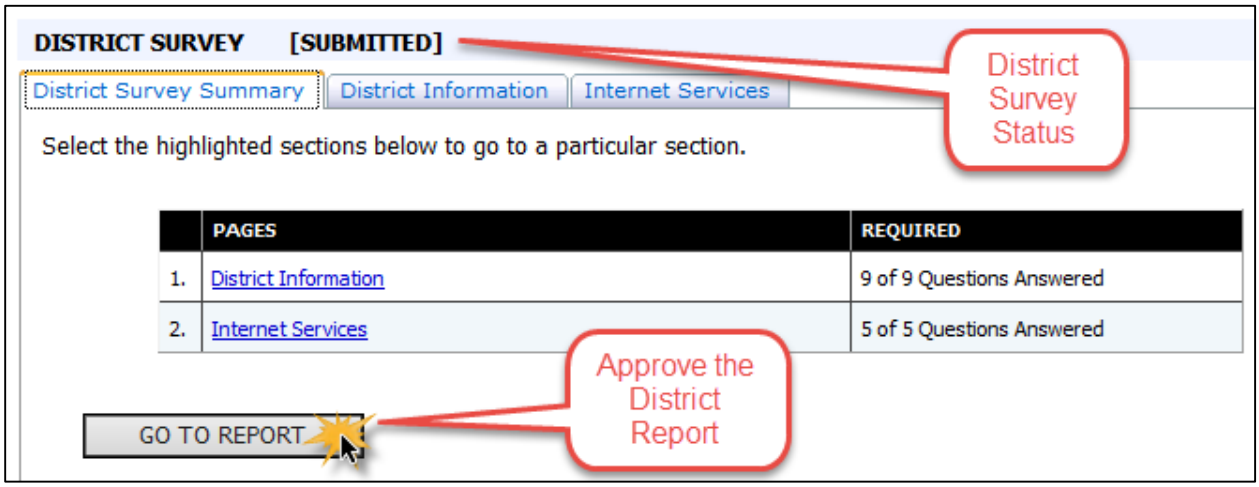
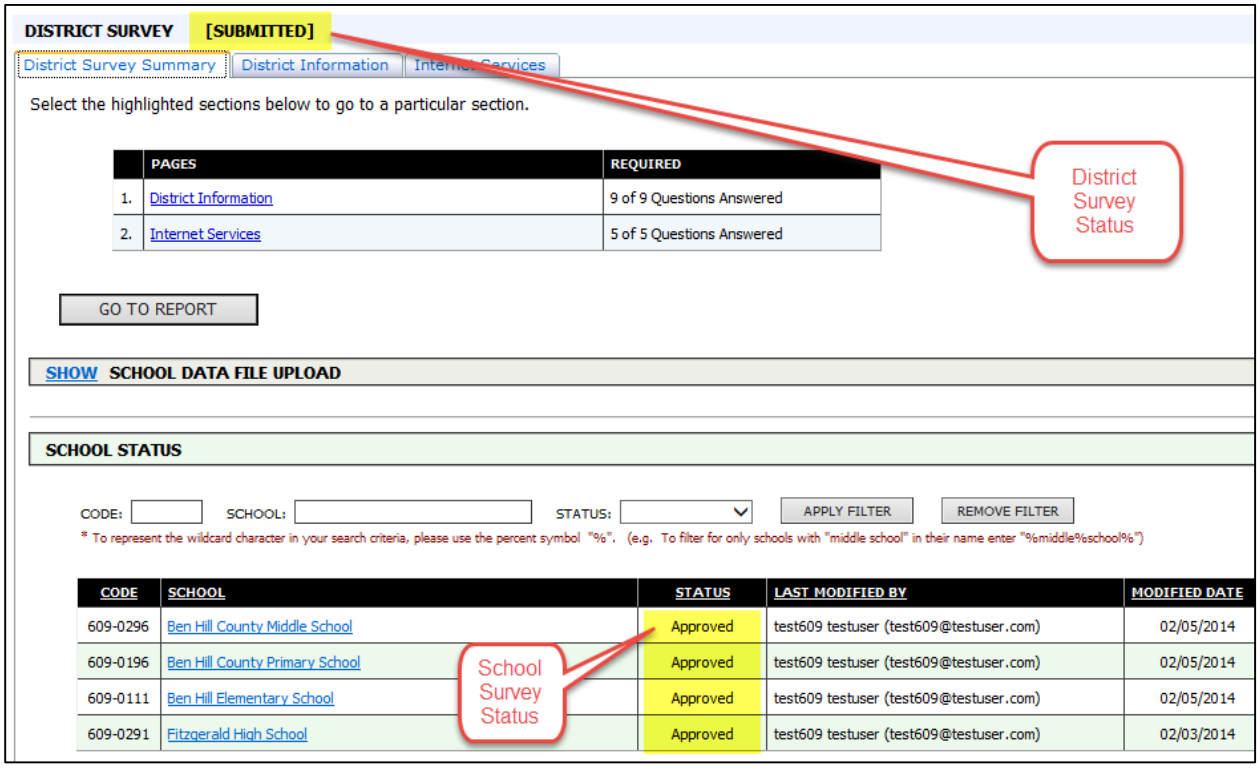
Step 4: District Landing Page is displayed as pictured below.



Check the Status of the District and School Surveys

Step 1: You can view the status of the district and school surveys by viewing the status section of the district landing page.



The District Survey must be at the **Submitted** status level before the Superintendent role can approve.

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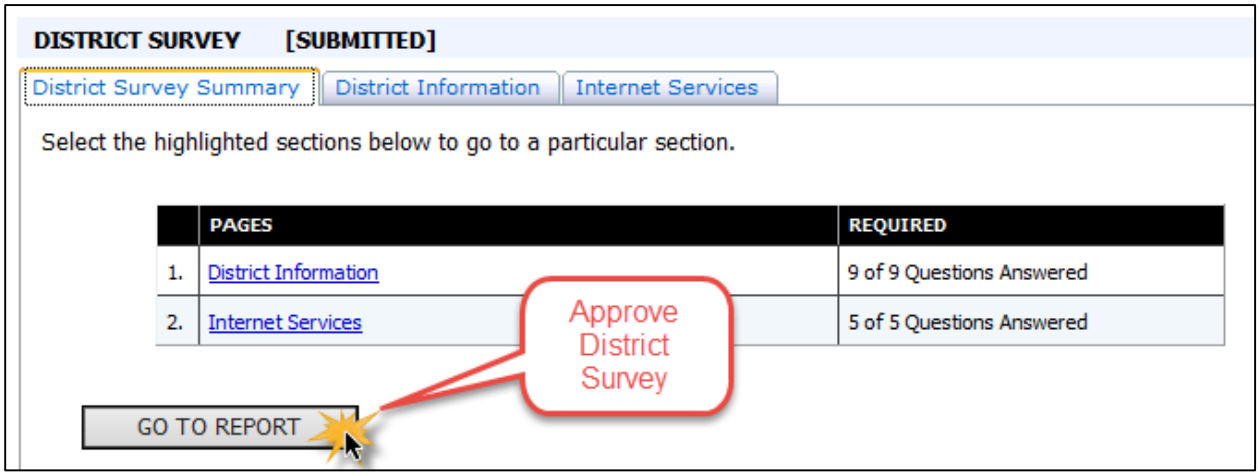
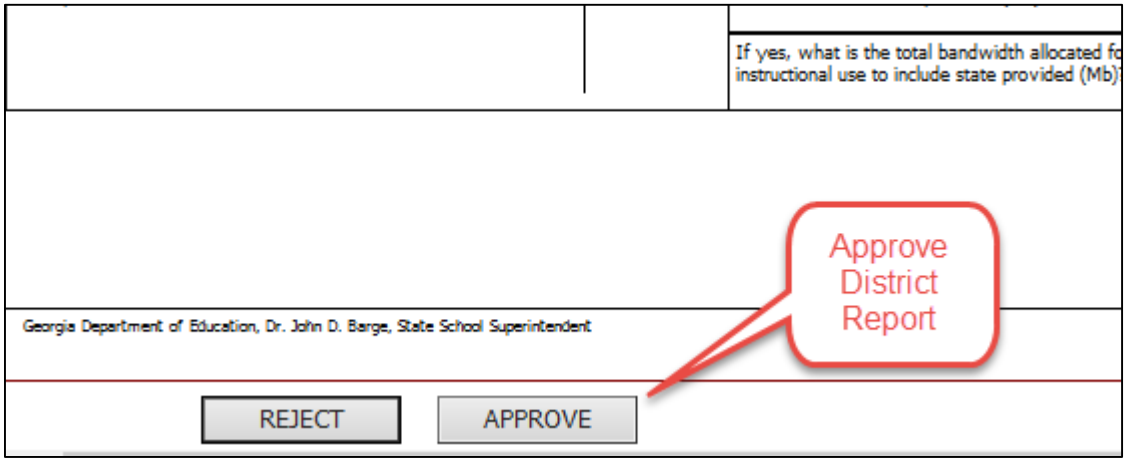
Approve the District Survey

Step 1: From the District Landing Page, click GO TO REPORT.



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.

Step 2: After reviewing the report, click the **Approve** button at the bottom of the page.



Step 3: Click OK to confirm you would like to approve the district survey.

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

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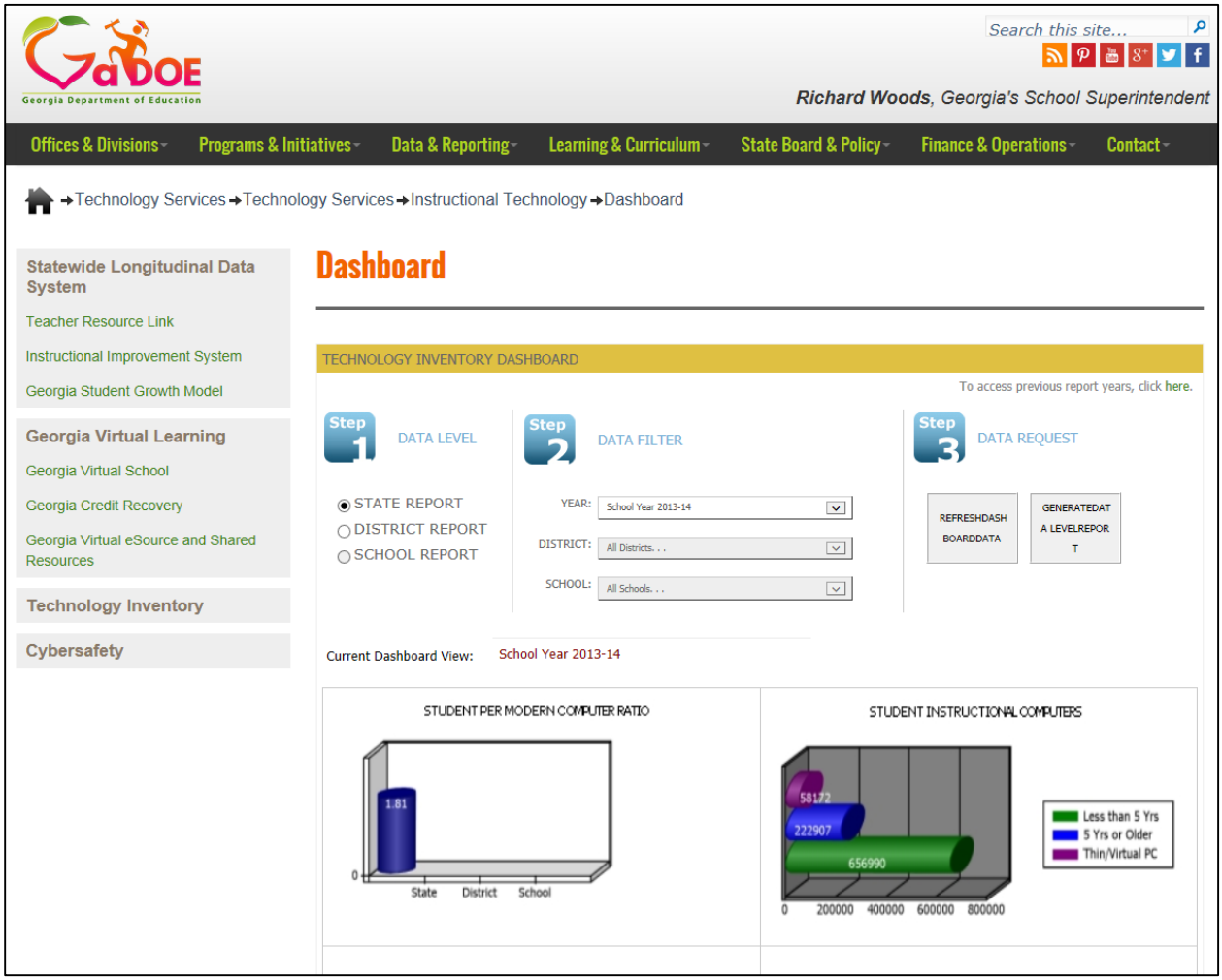
been approved. You must view published data on the public website. Follow the steps below to view data.

Step 1: Navigate to the public Tech Inventory website: http://public.doe.k12.ga.us/Technology-Services/Instructional-Technology/Pages/Dashboard.aspx



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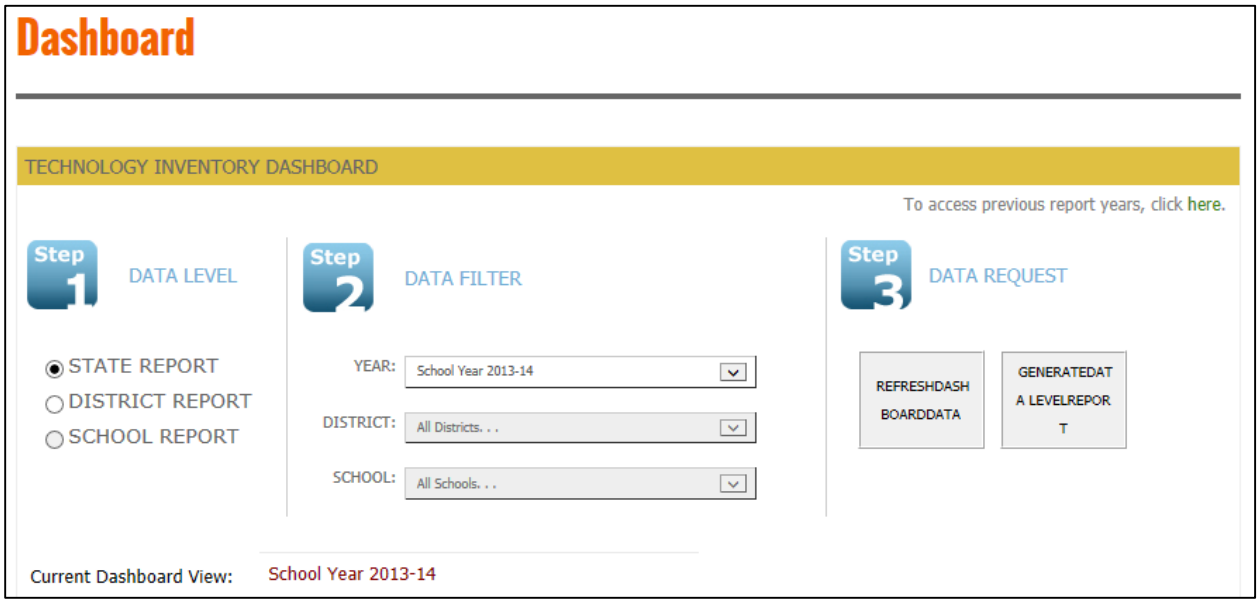
Step 2: Select the radio button indicating the level of data: **State**, **District** or **School**.



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.

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