

# **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>.

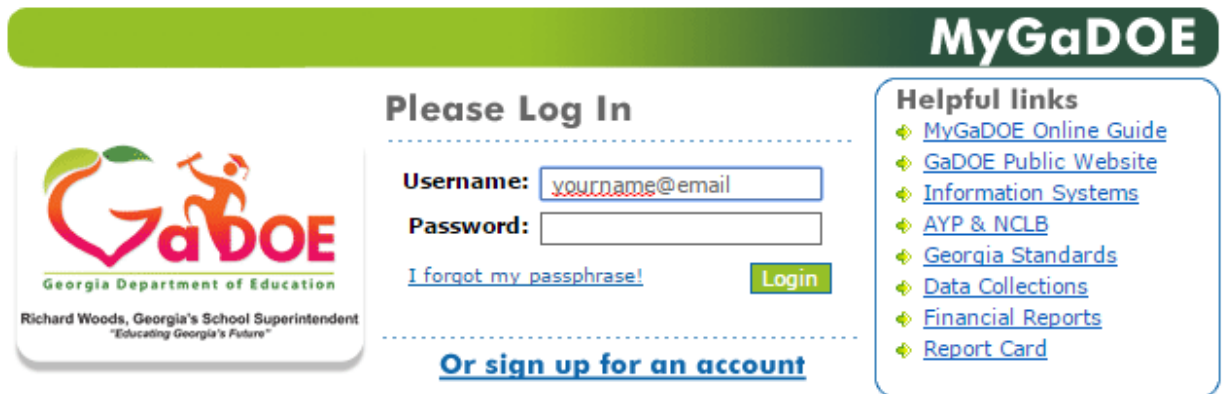
### Superintendent Access Rights

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       |


## Accessing the District Landing Page

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

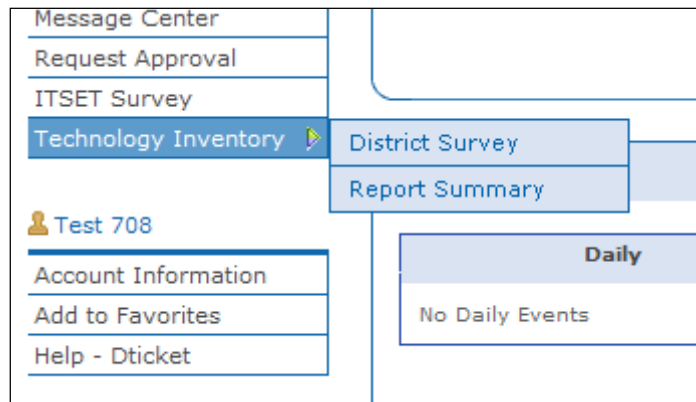


The screenshot shows the MyGaDOE login interface. On the left is the Georgia Department of Education logo with the text "Richard Woods, Georgia's School Superintendent" and "Educating Georgia's Future". In the center, under the heading "Please Log In", are fields for "Username:" (containing "yourname@email") 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 portal's left navigation menu. The items are: "Message Center", "Request Approval", "ITSET Survey", "Technology Inventory" (which is highlighted in blue and has a dropdown arrow), "Test 708" (with a person icon), "Account Information", "Add to Favorites", and "Help - Dticket". The dropdown menu for "Technology Inventory" is open, showing "District Survey" and "Report Summary", both of which are highlighted in blue. To the right of the menu, there is a "Daily" section header and a box that says "No Daily Events".

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

**DISTRICT SURVEY [SUBMITTED]**

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

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

|    | PAGES                                | REQUIRED                  |
|----|--------------------------------------|---------------------------|
| 1. | <a href="#">District Information</a> | 9 of 9 Questions Answered |
| 2. | <a href="#">Internet Services</a>    | 5 of 5 Questions Answered |

[GO TO REPORT](#)

District Survey Status

Approve the District Report

## 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.

**DISTRICT SURVEY [SUBMITTED]**

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

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

|    | PAGES                                | REQUIRED                  |
|----|--------------------------------------|---------------------------|
| 1. | <a href="#">District Information</a> | 9 of 9 Questions Answered |
| 2. | <a href="#">Internet Services</a>    | 5 of 5 Questions Answered |

[GO TO REPORT](#)

[SHOW](#) SCHOOL DATA FILE UPLOAD

**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   | STATUS   | LAST MODIFIED BY                        | MODIFIED DATE |
|----------|--|----------|---|---------------|
| 609-0296 | <a href="#">Ben Hill County Middle School</a>  | Approved | test609 testuser (test609@testuser.com) | 02/05/2014    |
| 609-0196 | <a href="#">Ben Hill County Primary School</a> | Approved | test609 testuser (test609@testuser.com) | 02/05/2014    |
| 609-0111 | <a href="#">Ben Hill Elementary School</a>     | Approved | test609 testuser (test609@testuser.com) | 02/05/2014    |
| 609-0291 | <a href="#">Fitzgerald High School</a>         | Approved | test609 testuser (test609@testuser.com) | 02/03/2014    |

District Survey Status

School Survey Status

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

## Approve the District Survey

**Step 1:** From the District Landing Page, click

GO TO REPORT

**DISTRICT SURVEY [SUBMITTED]**

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

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

|    | PAGES                                | REQUIRED                  |
|----|--------------------------------------|---------------------------|
| 1. | <a href="#">District Information</a> | 9 of 9 Questions Answered |
| 2. | <a href="#">Internet Services</a>    | 5 of 5 Questions Answered |

GO TO REPORT

Approve District Survey

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.

|   |  |  |
|---|--|--|
|   |  | If yes, what is the total bandwidth allocated for instructional use to include state provided (Mb) |
|   |  |  |
| Georgia Department of Education, Dr. John D. Barge, State School Superintendent |  |  |
| <p>REJECT</p> <p>APPROVE</p>  |  |  |

Approve District Report

**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>



Georgia Department of Education

Search this site...

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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

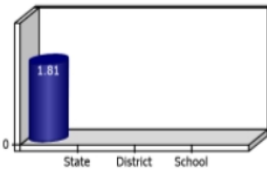
- YEAR: School Year 2013-14
- DISTRICT: All Districts...
- SCHOOL: All Schools...

**Step 3** DATA REQUEST

- REFRESH DASH BOARD DATA
- GENERATED AT A LEVEL REPORT

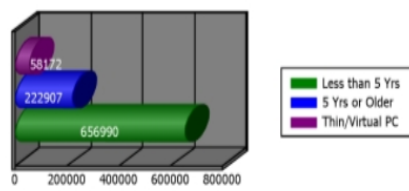
Current Dashboard View: School Year 2013-14

#### STUDENT PER MODERN COMPUTER RATIO



| 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 |

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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

REFRESHDASH BOARD DATA  
GENERATEDAT 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](mailto:dticket@doe.k12.ga.us).