

Technology Readiness Tool Quick Guide

“The most critical information for your District Technology Coordinators (DTCs) to provide through the TRT is: the number of devices that meet the specified minimum requirements and their bandwidth capacity.”

Introduction

The Technology Readiness Tool is designed to collect device and local data to determine technology readiness for online assessments.

The tool can:

- Provide analysis reports based on minimum and recommended guidelines.
- Evaluate the district’s readiness for online assessment.
- Find a district’s ratio of students to devices.
- Inform the district’s allocation and procurement of technology resources.
- Assist districts with identifying a corrective action plan for online testing readiness.

CDE and PARCC plan to use the data from this tool to evaluate state readiness for online assessment, and to set policies regarding online assessment.

TRT Data Extraction Dates

CDE recommends that initial school Data be loaded into the TRT by **March 29th 2013**.

PARCC Extraction Dates

- Friday, **June 14, 2013**
- Friday, **December 13, 2013**
- Friday, **June 13, 2014**
- Monday, **August 18, 2014**

TRT Support

TRT Resources	URL
URL	www.TechReadiness.org
Resources	http://techreadiness.org/r/Resources/
Online Training Module	http://techreadiness.org/t/TRT Interim 2013 01-11/launch interim.html
User’s Guide	www.TechReadiness.org/UsersGuide
FAQ	http://www.techreadiness.org/f/Frequently Asked Questions 04302012.pdf
CDE Recorded Webinar	https://pearsononline.webex.com/pearsononline/lsr.php?AT=pb&SP=MC&rlD=31346317&rKey=269f175a1af71079
CDE FAQ	http://www.cde.state.co.us/assessment/documents/training/TRT_FAQ.pdf

Reset Passwords- All DTCs have accounts set up in the TRT

You can reset your password by following the directions below:

1. Click the Reset Password link to go to the Forgot Password page.
2. Enter your user name and email address, then click Request Password Reset. In most cases, the user name and email address will be the same.

3. Follow the instructions in the system-generated email.

Note: For security, all passwords must have 8 to 32 characters, and are required to include at least three of the following four character types:

- 1 uppercase character
- 1 lowercase character
- 1 number
- 1 special character from this set: ~`!@#%&*()_+={[]|\:;<,>./

Step 1 Create Schools in the TRT

ADD organizations

Go to the setup tab > Organizational Management and select New Organizations box in the Task section then select Start Tasks to add the schools.

Creating Colorado School Codes for the Technology Readiness Tool

In Colorado, 4 digit school codes are **not unique** from the 4 digit district codes. The TRT will not allow schools and districts to share identical codes.

For example, the Mesa County Valley School District 51 has a *Chatfield Elementary School* with a 4 digit school code of 1520. Durango 9-R has the same 4 digit code, 1520. The TRT will not recognize the elementary school because its code is identical to Durango's district code. Code duplication will result in the following error:

"Error: "The parent organization (2000) must be the same as the existing parent organization (CO)."

To resolve this issue, there is a Colorado state specific convention for combining the 4 digit district code with the 4 digit school code when you are setting up your schools in the Technology Readiness Tool.

Code- The code must be entered in the Local Code format:

1. First, use the **two-character state abbreviation**, separated by a hyphen.
2. Next, include the **4 digit district code**, separated by a hyphen.
3. Finally, include the **4 digit school code** supplied by the state.

For example, **CO-1234-5678**

Local code- The local code should be entered in the following format:

1. First, use the **4 digit district code**, separated by a hyphen.
2. Next, include the **4 digit school code** supplied by the state.

For example, **1234-5678**

From now on, please use this convention when entering your schools into the TRT.

If you have already entered data into the TRT without errors, there is no need to change existing school codes.

***Priority!**

Step 2 Add Devices to Schools

ADD Devices

Go to the setup tab > Device Inventory Management Select the New Devices box in the **Tasks** section then select Start Tasks to add the devices.

Select the school from the organization. Run the green Auto populate button. Complete the survey items. Select the Create Device. Repeat this for every assessment environment within the school.

PARCC Colorado Collin Bonn

TRT TechReadinessTool

1. New Devices

Previous Task Reset Create Device

Organization Change *

⚠ Please select a value to continue!

▶ Auto populate fields with values from current system

Not Started

Auto Populated Items

Name*

Location or IP

~Operating System

Processor

~Memory

~Screen Resolution

Browser

Survey Items

Device Count*

Device Type

~Assessment Environment

Device Owner

Wireless

~Monitor/Display Size

* Denotes an assessment readiness determinant

Step 3 School Survey Questions

Answer the School Survey Questions

Go to the setup tab > **School Readiness Survey Questions** and Find the school select it from the results panel. It will appear in the **Organizations** section. Select the **School Readiness Survey Questions** box in the **Tasks** section then select Start Tasks to answer the questions.

The screenshot shows the TechReadinessTool interface. At the top, it says 'PARCC | Colorado' and 'Collin Bonner | Answer Center | Yo'. The main header is 'TechReadinessTool' with navigation tabs for 'Home', 'Setup', and 'Results & Indicators'. The current view is 'School Readiness Survey Questions'. It is divided into three numbered steps: 1. Find (with a search bar containing 'hoff'), 2. Organizations (1) (showing 'Hoff Elementary'), and 3. Tasks (with a checked box for 'School Readiness Survey Questions' and a 'Start Tasks' button). Below the steps is a table with one row of data.

Code	Name	Organization Type	Parent Organization
<input checked="" type="checkbox"/> CO-3090-4526	Hoff Elementary	School	Weld County RE-3(J) (Keensburg)

Network Information (Estimated) ***Priority!**

Internet Bandwidth: Simply take the total bandwidth going into the district and divide it by the number of schools. A rough calculation is all that is required for this field.

Recommended Guidelines for TRT Testing Sessions and Testing Windows

PARCC has tentatively set a four week window for performance-based and end-of-year assessments in ELA/literacy and math.

In preparation for PARRC to be administered in the spring of 2013 please complete the following fields as follows:

- **Testing sessions per day: 3**
- **Testing window 20 day or 4 weeks.**

CDE will be calculating the assessment window for the science and social studies assessments to be given on the spring of 2014.

Step 4 Mark Data Entry Complete

Login to the TRT tool and select the setup tab > Mark Data Entry Complete.

1. Find and select the schools you would like to mark as complete. They will appear in the organizations section.
2. Select the Mark Data Entry Complete box in the tasks section and select the start tasks box.

The screenshot shows the 'Mark Data Entry Complete' interface with three main sections: '1 Find', '2 Organizations (2)', and '3 Tasks'. The 'Find' section has a search bar with 'lamar' entered. The 'Organizations (2)' section lists 'Lamar High School' and 'Lamar Middle School'. The 'Tasks' section has a checkbox for 'Mark Data Entry Complete' which is checked, and a 'Start Tasks' button.

Code	Name	Data Entry Complete	Organization Type
<input type="checkbox"/> CO-2660	Lamar RE-2		District
<input checked="" type="checkbox"/> CO-2660-4960	Lamar High School		School
<input checked="" type="checkbox"/> CO-2660-4956	Lamar Middle School		School

Then you will be prompted to answer this question: Have you completed and verified all data entry for Devices, Testing Network Information and Survey Questions? Select yes from the pull down menu and select save.

The screenshot shows a dialog box titled '1. Mark Data Entry Complete'. It contains a table with two rows: 'Lamar High School' and 'Lamar Middle School'. The 'Details' column for both rows contains the question: 'Have you completed and verified all data entry for Devices, Testing Network Information and Survey Questions?' with a 'Yes' dropdown menu. Below the table, it says 'Last updated by connie.jacobsen@lamar.k12.co.us on 2/25/13 at 9:43:15 AM CT'.

TRT Reports

❖ **Reports Device Indicators**

Results show the percentage of devices that meet requirements

❖ **Device to Test-Taker Indicators**

Results show the percentage of students who can be tested with available devices in the available time

❖ **Network Indicators**

Results show the percentage of bandwidth currently available to test the maximum number of simultaneous test-takers

Staff & Personnel Report

Results show concerns about staff and personnel readiness

School Exception Report

Results show data for schools that may have incomplete or missing data

Submission Status

Results show schools that have indicated data are submitted and ready for review and verification

Progress Reports Progress Report - Device Indicators

Results show the percentage of devices that meet requirements for each Snapshot Window.

Progress Report - Device to Test-Taker Indicators

Results show the percentage of students who can be tested with available devices in the available time for each Snapshot Window.

Progress Report - Network Indicators

Results show the percentage of bandwidth currently available to test the maximum number of simultaneous test-takers for each Snapshot Window.