

Instructions for Completing and Submitting Your Online Tech Plan Implementation Report

The data you submit using these forms is a report on your **implementation** of your district's technology plan. Please note the following:

- The data you submit using these forms is a report on your **implementation** of your district's technology plan. **Your district should have a 3-to 5-year technology plan on file in the district office.** The plan should go through at least 2013.
- The Department strongly urges you to post your plan on your web site so that it can be reviewed online. If that is not possible, please email your plan to Baiba Ozols at bozols@doe.mass.edu by January 31, 2012.

After you submit these forms, the Department of Elementary and Secondary Education will review your data, along with your long-range plan, in order to send you an approval letter which will make your district eligible for state and federal technology funding.

Completion Check: You can check the completion status of the form at any time by clicking the "Completion Check" link at the top of the page.

Log in with your user name and password to access your forms. (If you need help with the process of updating and submitting your report online, contact Baiba Ozols at bozols@doe.mass.edu). Please submit all forms:

- **Data Collection Form** - Update with accurate information for FY 2011 (July 1, 2010 through June 30, 2011).
- **Individual School Technology Profile** - Update a form for each school in your district with current information as of June 30, 2011. **(Do not include information on computers purchased after June 30, 2011.)**

Each time you access your forms you will see the status displayed as one of the following:

NEW

When you access your forms for the first time during this update period, the status will be displayed as "NEW." All forms will be blank.

SAVED

As you enter information into a form, you will be reminded to use the correct formats. For example, the system will not allow you to enter alphabetical characters into a field that requires a

number. Pressing the "NEXT" button will save the data that have been entered. **WARNING: If you click the numbers at the top of the page instead of the "next" button, your data will not be saved when you move to another page.**

The SAVED status allows you to exit before completing the form. The next time the form is accessed, the previously entered data is displayed. Once you have entered and saved the necessary data on the profile forms, your district statistics will be automatically calculated and they will appear on the forms.

COMPLETED

After you have entered all data into a form and the data is accurate, you should click the "COMPLETED" button. This action will validate the entire form, checking, for example, that all required fields have been filled in. If they have not, error messages will appear. Any errors found by the validation process must be corrected. Data in a form marked as "COMPLETED" can still be changed.

You can check the completion status of the form at any time by clicking the "Completion Check" link at the top of the page. Any data you have entered on the form will be automatically saved when you do this.

SUBMITTED

Once all of the Forms are marked COMPLETED, they are ready to be "SUBMITTED" to the Department of Elementary and Secondary Education. No changes can be made to the data after the form is marked as "SUBMITTED." Users must login with the Superintendent's user name and password in order to have the capability to submit forms. The "SUBMIT ALL" button appears on the screen only when the Superintendent's username and password have been used to login. The Department cannot approve your technology plan until you have submitted all of the forms for your district.

PRINT

Please remember to print a copy of your forms before submitting them. Click on the printer icon next to each of the forms to bring up the print window. Click on the "SEND TO PRINTER" button on the left-hand side of the screen to print the document. **Please be aware that you may need to set your printer orientation to "landscape" so that your data will not be cut off during printing.**

Automatic Calculations

Several pages of this form include fields that are automatically calculated after you enter information in another field. This file explains how these calculations are made. [Link to AutomaticCalculations.Doc](#)