Overview of the EdTech Systems Guide: Equity-Driven Selection, Implementation, and Evaluation

https://www.doe.mass.edu/edtech/uses/default.html

Selection

- Determining Your Needs
- Sourcing Edtech Tools
- Piloting Solutions
- Making Your Selection

Articulate specific needs and goals to drive edtech tool selection

- Step One: Identify Where Edtech Can Support Your School/System Goals
- Step Two: Inventory Your Current Edtech Portfolio
- Step Three: Conduct a Needs Analysis

Identify tools that align with your vision to start a list of potential options

- Step One: Determine Your Selection Criteria
- Step Two: Narrow the Field
- Step Three: Develop Your Shortlist

Design and execute a small-scale pilot to gauge the effectiveness of the tool(s)

- Step One: Design Your Pilot Program
- Step Two: Execute Your Pilot Program
- Step Three: Reflect on Your Pilot Program
- (Optional) Step Four: Ditch, Iterate, or Scale

Review the data collected to decide which tool to adopt

- Step One: Assess the Final Candidates
- Step Two: Complete Your Approval and Procurement Processes
- Step Three: Reflect on Your Selection Process

Implementation

- Communicating Your Decision
- Conducting Your Initial Rollout
- Sustaining Support

Communicate your selection decision with stakeholders to build engagement and buy-in for implementation

- Step One: Map Out Your Communications Plan
- Step Two: Make the Case to Your Stakeholders

Equip your stakeholders with the skills to use the tool

- Step One: Determine the Baseline Skills and Knowledge Needed
- Step Two: Take Stock of Available Training Resources
- Step Three: Provide Initial Training Opportunities

Sustain support that fosters consistent, effective use of the tool

- Step One: Determine Long-Term (Co-)Ownership of Support
- Step Two: Leverage or Create Systems for a Continuum of Ongoing Support
- Step Three: Reflect and Iterate on Your Implementation Processes

Evaluation

- Determining When and How to Evaluate
- Executing Your Evaluation Plan and Determining Next Steps

Craft an evaluation plan for your edtech tool

- Step One: Articulate the Primary Purpose and Audience of the Evaluation
- Step Two: Revisit the Needs and Goals that Drove Your Selection
- Step Three: Identify and Manage Your Resources for Evaluation
- Step Four: Determine Which Evaluation Method(s) to Use
- Step Five: Determine the Timeline for Evaluation

Complete the evaluation of your edtech tool and derive next steps from the results

- Step One: Collect and Analyze Evaluation Data and Information
- Step Two: Determine Next Steps
- Step Three: Document and Communicate Results of the Evaluation
- Step Four: Reflect and Iterate on Your Evaluation Processes

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