How to Access and Complete the 2018 Instructional Technology Plan
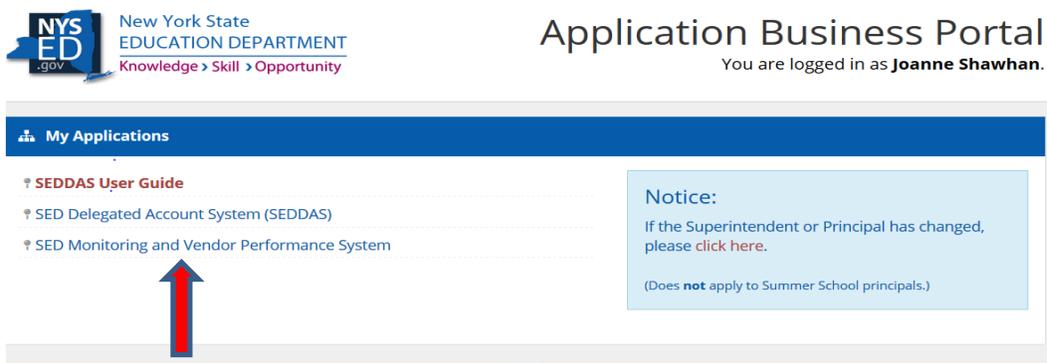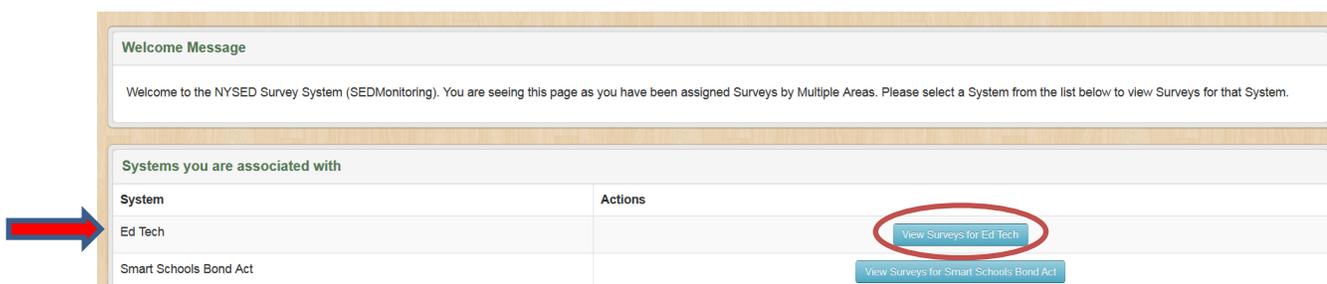
A Mini-Guide for Districts

Log on to NYSED Business Portal. Click *SED Monitoring and Vendor Performance System*

Note: The screen shots in this guide are from test plans created as part of the plan development process. They are NOT from actual plans

1. If a user is entitled to several applications, click on Ed Tech, View Surveys for Ed Tech.

2. It is very important to *Save* before moving to the next section or logging off. To remain on the page, click the blue *Save* button on the top or bottom of the page. To go to the next section, click the green *Save & Continue* button, which is also on the top or bottom of the page. All required questions must be answered before moving to the next section.

3. There are several ways to get help while completing the plan.

    a. Contact your RIC Reviewer.
    b. Contact your Model Schools Tech Plan Coordinator.
    c. Check the 2018-2021 ITP Resources for Districts.
    d. Send an email to edtech@nysed.gov.

SUBMITTING THE TECH PLAN:

1. The district is advised to consult with their Regional Information Center or the Model Schools Tech Plan Coordinator before submitting the tech plan. Once the district has filled out the plan and believes it to be complete and accurate, the District submits it to the Regional Information Center (RIC) for review. The submittal process is a two-step process outlined below.

    a. Step #1: The District clicks on the ***Save & Submit Survey*** button. This button appears at the bottom of every page if all required questions in the tech plan are answered and no question exceeds the word limit.

    b. Step #2: The Superintendent of the District certifies the plan and submits to the RIC Reviewer. Only the Superintendent can certify the plan and submit it to the RIC Reviewer. Districts are encouraged to notify their RIC when the plan has been submitted.
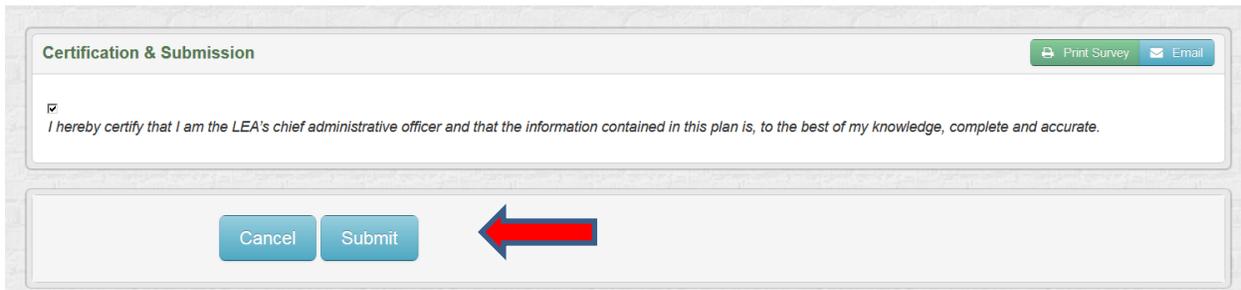
Approval Process

Reviewer Forwards Plan to NYSED for approval

1. If the RIC Reviewer is satisfied that the plan is approvable, the RIC Reviewer certifies and submits the tech plan to NYSED for the final review.

2. If NYSED finds no issues after reviewing the plan in the portal, the SED staff member clicks the Approve button and approves the tech plan submission.

3. After the plan has been approved by NYSED, an approval email will automatically be generated and sent to the Superintendent, the individual who entered the plan into the portal, and all district employees with data entry rights. This approval email will be the only notification of approval sent to the District. There will be no formal approval letter sent to the district.

**Plan is Returned to District for Revisions**

1. The RIC Reviewer reviews the plan and determines that the district needs to revise the plan. Before the Plan is un-submitted by the Reviewer, s/he will include Notes under the specific question(s) needing revision. Only RICs or NYSED can create Notes. For example, if a Reviewer has determined the information entered in Question 3 is not specific enough, the Reviewer will create a Note with a suggestion for revision.


2. The RIC Reviewer un-submits the Plan back to the District. The Note(s) from the RIC Reviewer will now be visible to the district under the specific question(s) needing revision. Notes are only visible to the District **after** a plan has been un-submitted. When the plan is un-submitted by the Reviewer, the District will receive an email notification that the plan has been un-submitted. The District will locate and view the un-submitted plan in its inbox.

3. The Comment feature is available to the District, the RICs, and NYSED to add a general comment about the review. To add a comment, click on the *Add Comment* box on the lower left-hand side of the screen.
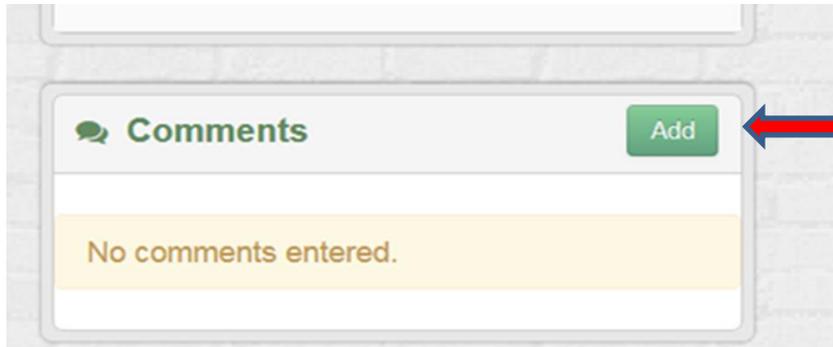
4. Type the Comment in the Add Comment box and click *Save* or *Save and Close*.
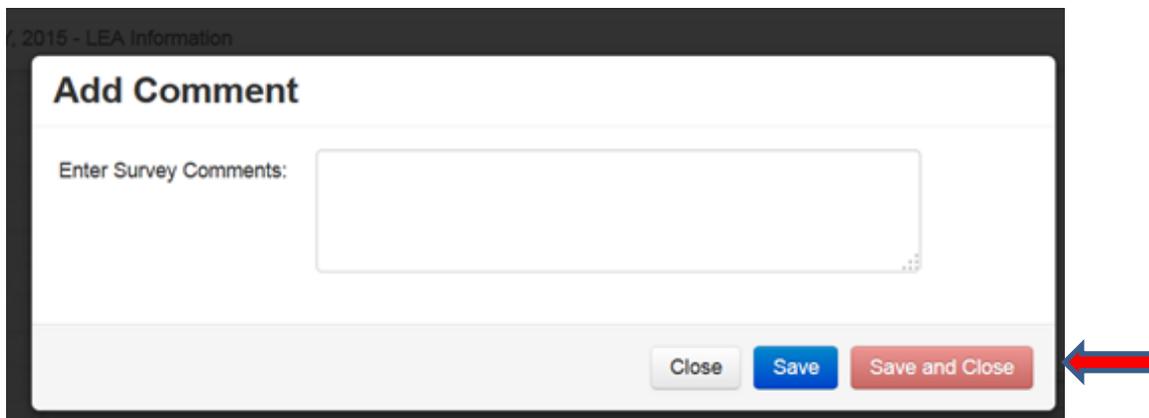
a. Once a plan has been submitted to a RIC, the District and the RIC Reviewer can use the Comment feature to discuss possible revisions to the tech plan (as long as the Comments are saved). It is **not** necessary for the RIC Reviewer to un-submit the plan or for the district to re-certify and re-submit it for the Comments to be visible. If the plan has not been un-submitted to the District, it will be visible to the District in its outbox.

b. To view a comment, click on the small *plus (+)* sign on the bottom of the Survey Navigation on the left.
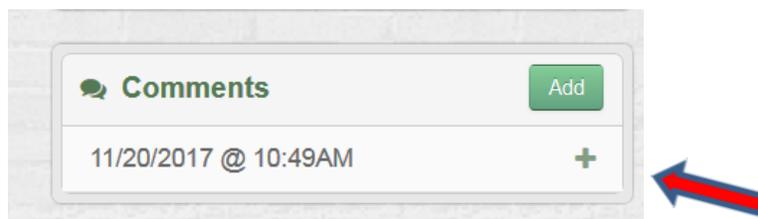
c. The Comment will then be visible.
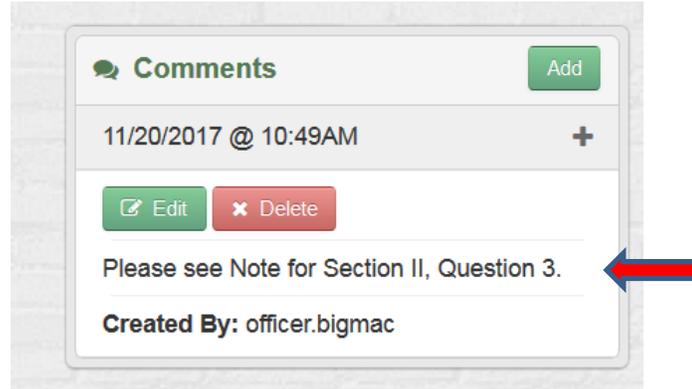
5. If the District revises a response after reviewing the RIC Reviewer's comments and notes, it should be sure to save it. The RIC Reviewer can review the change and decide whether the change is now satisfactory *without* the plan having to be re-certified and re-submitted. To do so, the District would need to advise the RIC Reviewer that the changes have been made and ask that they be reviewed while the plan is in un-submitted status.

6. After the RIC Reviewer has reviewed the revisions and is satisfied that the plan is now approvable, s/he will ask the District to re-submit the plan, which requires the superintendent to re-certify and re-submit it. The revised plan is submitted to the RIC via the process described on Page 2.

7. If the RIC Reviewer is satisfied that the plan is approvable, the Reviewer submits the plan to NYSED for the final review. If NYSED finds no issues after reviewing the plan, the NYSED staff members clicks the Approve button and approves the tech plan submission.