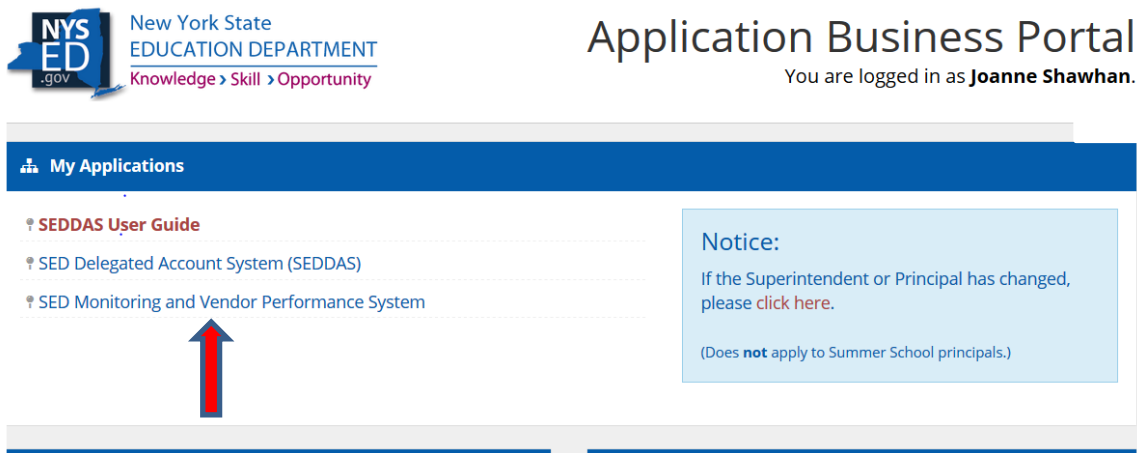# Mini-Guide for the Big 5

How to Access and Complete the 2018 Instructional Technology Plan

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

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

2. If a user is entitled to several applications, click on Ed Tech, View Surveys for Ed Tech.
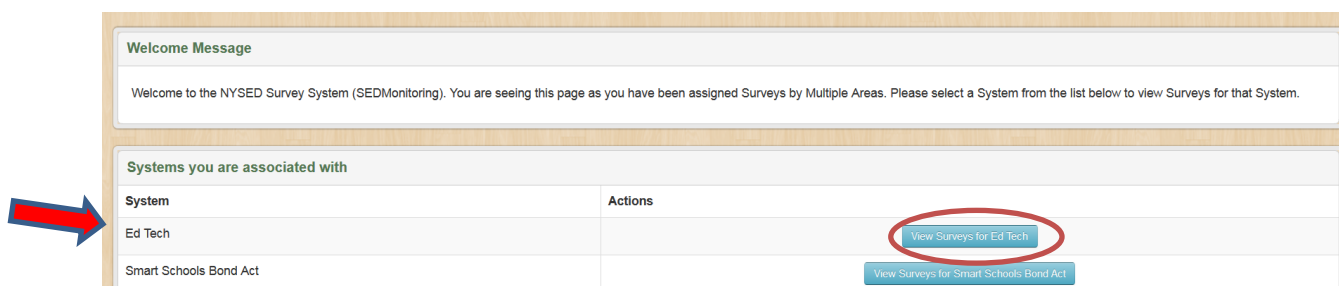
3. It is very important to *Save* before moving to the next section or logging off. To remain on the page, click the blue *Save* button on the top or bottom of the page. To go to the next section, click the green *Save & Continue* button, also found on the top or bottom of the page. All required questions must be answered before moving to the next section.

4. There are different ways to get help while completing the plan.
   a. Check the 2018-2021 ITP Resources for Big 5
   b. Send an email to edtech@nysed.gov or call Mary Ann Valikonis, Joanne Shawhan, or Jon Campano at 518-474-5461.

5. **SUBMITTING THE TECH PLAN:** The district is advised to consult with NYSED before submitting the plan. Once the district has filled out the plan, consulted with the NYSED reviewers, and believes it to be complete and accurate, the district submits it to NYSED for formal review. The submittal process is a two-step process as outlined below:

   a. 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. The Superintendent of the District certifies the plan and submits to NYSED. Only the Superintendent can certify the plan and submit it to NYSED.

Last updated 1-4-18
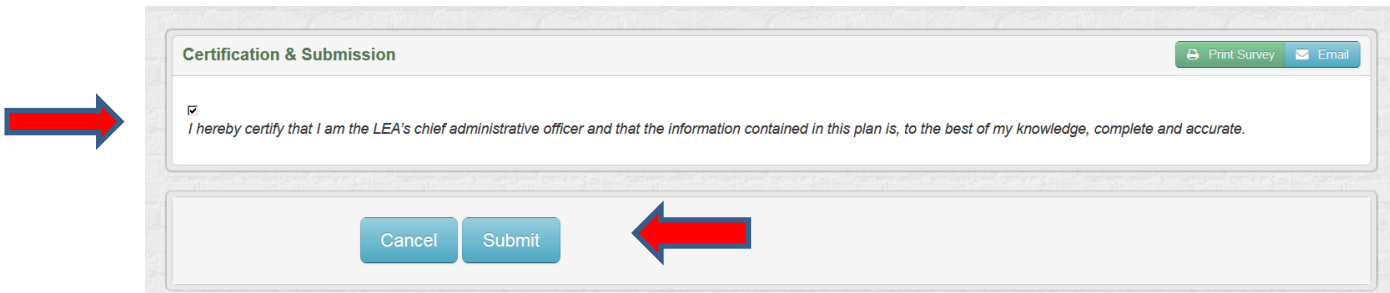
Approval Process

NYSED Approves Plan

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

2. 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 for Revisions

1. NYSED reviewer reviews the plan and determines the district needs to revise the plan. Before the plan is un-submitted, the reviewer will include Notes under the question(s) that s/he would like revised. Districts cannot create Notes; only the reviewers can create Notes. For example, if the reviewer thinks the information entered in Question 3 is not specific enough, the Reviewer creates a Note with a suggestion for revision.

2. The NYSED reviewer un-submits the Plan back to the district. The Note(s) from the Reviewer will now be visible to the district under the question(s) the reviewer thinks need to be revised. Notes are only visible to the district after a survey has been un-submitted. After the plan is un-submitted, the district will receive an email notification that the plan has been un-submitted. The district will view the un-submitted plan in its inbox in the SED Monitoring System.

3. The Comment feature is available to the District 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.
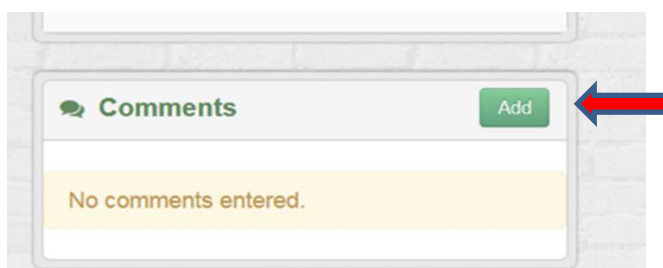
4. Type the Comment in the Add Comment box and click *Save* or *Save and Close*.
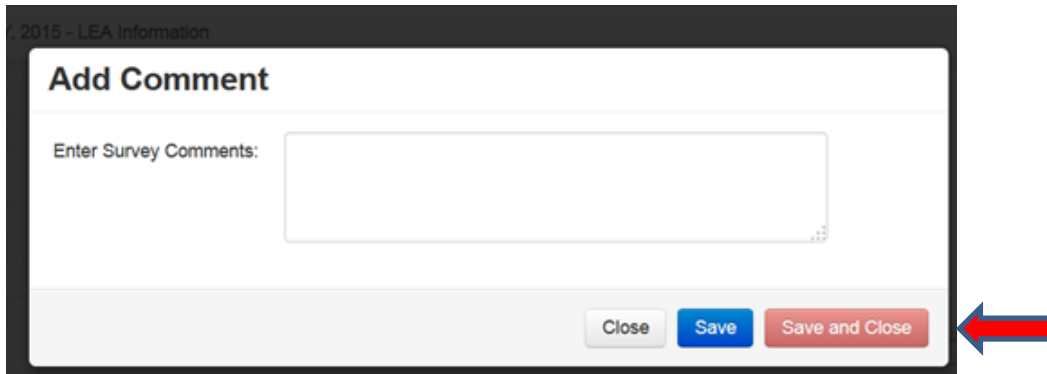

5.   Once a plan has been submitted to NYSED, the District and the NYSED reviewer can use the Comment feature to discuss possible revisions to the tech plan (as long as the Comments are saved). It is not necessary for the NYSED reviewer to un-submit the plan or for the district to re-certify and re-submit it for the Comments to be visible.

NOTE: If the plan has **not** been un-submitted back to the district, it will be visible to the district in its outbox within the SED Monitoring System.

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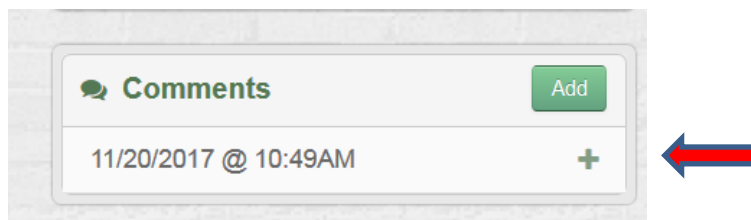
     b.   The Comment will then be visible.
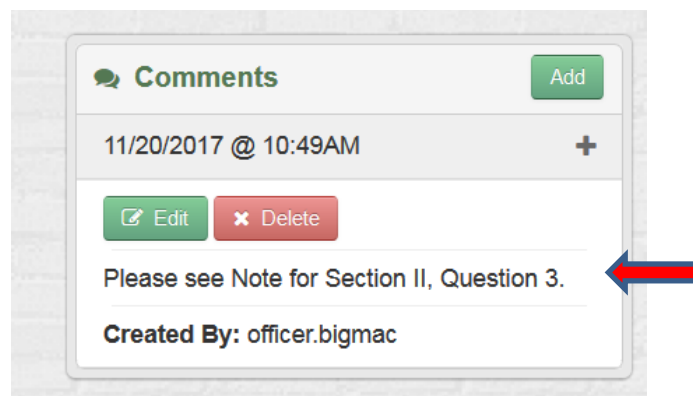
6. If the district wishes to revise a response after reviewing the NYSED reviewer's comments and notes, it should correct the answer and save it. The NYSED reviewer can review the change and decide whether the response is satisfactory *without* the plan having to be re-certified and re-submitted. To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

7. After the NYSED 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 NYSED via the process described on Page 2.

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