



# New York State Education Department

## 2022 Instructional Technology Plans

### RIC Reviewer Training

March 30, 2022



New York State  
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity



# Agenda

- Introductions/Housekeeping
- Items of interest to the Board of Regents
- Goals and Evaluation Metrics
- Returning plans to the RIC Reviewer
- Points of Clarification
- Resources and Guidance Documents



# Introductions

- Paul Cardettino
- Valerie Cosgrove
- Mary Ann Valikonis
- Brielyn Smith
- Andrea Vamvas

[edtech@nysed.gov](mailto:edtech@nysed.gov)



# Housekeeping

- All attendees were muted upon entry. Either use the raise hand icon to ask a question or use the chat feature.
- Please ask your questions as they arise rather than wait until the end.
- The meeting will be recorded and posted to the RIC Reviewer Web page, as will the Power Point file with notes.



# New questions in the survey

- Building upon prior plan
- Impact of Covid 19
- Achievement of Statewide Technology Plan goals
- Evaluation Metrics
- Equitable Learning



# Board of Regents Items of Interest

- **Impact of Covid 19**
- **Status of 1:1 efforts**
- **Professional Development**
- **Equitable Learning**



# Impact of Covid-19

**How does the district Instructional Technology Plan reflect experiences during the Covid-19 pandemic? Responses should include a description of the following, where applicable:**

- Online or blended learning options (changes or additions)
- Need to address internet connectivity, to the extent practicable, at students' places of residence
- Device purchases (any increases, changes in quantity or type, etc.)
- Device deployment (changes, if applicable)



# Impact of Covid-19

- Professional development related to technology use, integration, and instructional design (any changes in quantity, delivery method, audience, and/or content)
- Instructional changes (Such as to ensure that students are more technologically proficient, use of technology to engage students)
- Parent and community stakeholder engagement (Degree of input they have on the Instructional Technology Plan)



# Status of 1:1 efforts

**Is your district currently fully 1:1? Yes or No.**

For the purposes of this survey, “1:1” implies that each student enrolled in the district, grades K-12 (as applicable), has a dedicated device provided by the District for their use both in school and their place of residence.

If the answer is no, two additional questions will appear



# Status of 1:1 efforts

If the response is no, the following questions appear:

a. What are your plans to become a fully 1:1 District?  
(Covers all grades K-12 as applicable)

Short answer:

b. When will the District become fully 1:1?

School year 2022-2023

School year 2023-2024

School year 2024-2025

Year 2026 or beyond

Unknown



# Professional Development

**Please describe the professional development plan for building the capacity of educators and administrators in the attainment of the instructional technology vision as stated in response to question 2, Section II: Strategic Technology Planning**

As a best practice, the instructional technology professional development plan should be a subset of the district Professional Development Plan for Teaching and Learning.  
(PDP)



# Equitable Learning

Addition of a question about strategies to provide equitable learning :

**Explain the strategies the district plans to implement to address the need to provide equitable learning “everywhere, all the time.” (National Technology Plan)**  
**Include both short and long-term solutions, such as device access, internet access, human capacity, infrastructure, partnerships, etc.**



## Goals should:

- have a beginning and an end date that fall within the three-year plan window..
- not be focused on maintaining current practices
- be as specific as possible and structured such that progress made toward achieving the goal can be measured.
- be related to the use of technology to improve teaching and learning, not simply overarching district goals.



# Evaluation Metrics

We have added an emphasis on detailed evaluation metrics used to measure goal attainment within section IV. The following question will be asked for each goal in the plan:

**“How will this instructional technology goal be measured and evaluated during and after implementation? Be sure to include any tools and/or metrics that are part of this evaluation process. Examples might be formative data, local, state, and/or national LEA benchmarks, metrics from instructional software, other technology evaluation programs, etc.”**



# Evaluation Metrics

## Example of a measurable goal and the related tools used to evaluate its attainment:

**Original Goal:** The district intends to implement a strategic plan to support student achievement and engagement through the seamless integration of technology into teaching and learning by enhancing communications amongst all stakeholders. The new system will foster an environment of inclusiveness and collaboration for an improved learning experience for students.

**Updated Goal:** The district will implement a new communication system, ex: Remind, among all stakeholders to foster an environment of inclusiveness and collaboration for an improved learning experience for students.



# Evaluation Metrics

## Example: Evaluation tools to measure goal attainment

**Original Metrics:** The district will regularly monitor the usage data associated with the improved communications system. Feedback from all constituents will be used to adapt the new system for improved outcomes. The faculty will monitor student progress to determine the impact the new system has on learning outcomes. The district will provide ongoing professional development opportunities for all constituents in order to increasingly utilize additional functionalities of the new system.



# Evaluation Metrics

## Example: Evaluation tools to measure goal attainment

**Updated Metrics:** The district will monitor the usage data for the communications system and by the end of the year will have at least 30% of users accessing it every day. Feedback surveys based on ease-of-use from all constituents will be used to adapt the new system for improved outcomes. The faculty will monitor student progress on % homework completion and % of increased test scores to determine the impact the new system has on learning outcomes. The district will provide at least 3 one-hour professional development opportunities for all constituents on implementation and usage of Remind to increasingly utilize additional functionalities of the new system.



## **NYSED will send plans back when:**

- Dates are incorrect
- The link to the plan does not lead to a web page where the plan is or will be housed.
- Replies in one section of the plan contradict replies in another section.



## **NYSED will send plans back when:**

- The action plan expenditures, when compared to the investment plan expenditures, are incongruent.
- Responses to the four short-answer Board of Regents reporting questions are incomplete or unclear.
- Most goals and their related action steps are extremely unclear and/or unable to be evaluated and measured.



## Points of Clarification

- All expenditures listed should include the total amount to be spent on that item during the three-year plan period
- Plans should be written in such a way that those stakeholders with no background in technology or knowledge of the prior plan are able to easily understand the plan.



# Resources and Guidance Documents

Resources are posted for Districts as follows:

- Public District Instructional Technology Plans Memo
- 2022-2025 Instructional Technology Plan Framework and Guidance
- A Quick Guide: Entitling Users to SED Monitoring System
- Locate your school district's RIC



# Resources and Guidance Documents

**Resources are posted for Districts as follows:**

- NYS Model Schools Coordinators – Tech plans
- Technology Plan Review Process
- List of Ric Reviewers with contact information
- Part 100.12 of Commissioner’s Regulations - Instructional computer technology plans



# Resources and Guidance Documents

Resources are posted for Districts as follows:

- Tech plan FAQ (still under construction)
- Mini-Guide: Accessing and completing the tech plan
- SEDDAS Mini-guide: Entitling Users to the tech plan
- Link to the Statewide Learning Technology Plan



# Resources and Guidance Documents

Additional resources are posted for RICS as follows:

- FAQ for RICS (still under construction)
- Mini-Guide for RIC reviewers: Accessing and reviewing plans
- SEDDAS Mini-guide for RIC Directors: Entitling RIC reviewers to the tech plan
- Rubric for reviewing the plans
- Recording and Power Point from both RIC Reviewer training sessions



# Questions?



# Contact Information

[edtech@nysed.gov](mailto:edtech@nysed.gov)

518-474-5461



# Addendum:

## Working within the SED Monitoring Application



**Systems you are associated with**

Show  entries Search:

System	Actions
APPR	<a href="#">View Surveys for APPR</a>
Ed Tech	<a href="#">View Surveys for Ed Tech</a>
Education Management Services	<a href="#">View Surveys for Education Management Services</a>



Owners

- APPR (5)
- Ed Tech (4)** →
- Education Management Services (2)
- Facilities
- IDEA (1)

Inbox (1) ↓    Outbox

Search:

Survey Recipient	Survey	Cycle	Status	Due Date	Actions
[Redacted]	2022-2025 Instructional Technology Plan	2021	Not Submitted	6/30/2022	<a href="#">View</a> <a href="#">Print</a> <a href="#">Print Blank</a>

## Survey Navigation

### ☐ Tech Plan

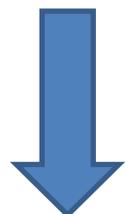
- I. District LEA Information
- II. Strategic Technology Planning
- III. Goal Attainment
- IV. Action Plan - Goal 1
- IV. Action Plan - Goal 2
- IV. Action Plan - Goal 3
- **?** IV. Action Plan - Goal 4
- **?** IV. Action Plan - Goal 5
- V. NYSED Initiatives Alignment
- VI. Administrative Management Plan
- VII. Sharing Innovative EdTech Programs

1

What is the name of the district administrator responsible for the report?

Report Title: S1-01-Administrator

NYSED will consider this person to be the point of contact for the report.



Your submission has been saved, however it contained errors that must be corrected before it can be submitted. Please check them below.

Save

Save & Continue →

1

What is the name of the district administrator responsible for entering the Instructional Technology Plan data? \*

This question is required.

NYSED will consider this person to be the point of contact for questions about the plan.

## Reviewer Help

### RIC Review

This survey has been assigned to you to complete a review. The add note button can be used to attach a note to any question in the survey and can be set to be viewed by other reviewers only or by external users that have filled the survey out.

Please note that if you send it back to be corrected all external notes (those in red) will be visible to those making the corrections.

Unsubmit

Submit to NYSED

#### Key:

Comparing Questions

Answer has not changed

1

What is the total student enrollment based on the most recent BEDS

1,000

✓ Flag Response

+ Add Note

Compare

2

What is the student enrollment by grade band based on the latest BE

Grade Band	Enrollment*
Grades K-2	250 ✓ Compare
Grades 3-5	250 ✓ Compare
Grades 6-8	250 ✓ Compare
Grades 9-12	250 ✓ Compare



### NYSED Review

This survey has been assigned to you to complete a review. The add note button can be used to attach a note to any question in the survey and can be set to be viewed by other reviewers only or by external users that have filled the survey out.

Please note that if you send it back to be corrected all external notes (those in red) will be visible to those making the corrections.

Unsubmit to District

Unsubmit to RIC

Approve

#### Key:

Comparing Questions

- Answer has not changed

- Answer has changed

1,000

Reviewer (mwainwri) 8/3/2021 10:17 AM

(Visible to Recipient on next Unsubmit)

Test

Edit Delete

Reply

Mark Resolved

Flag Response

Add Note

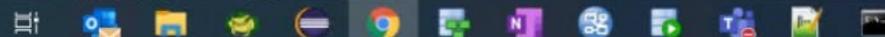
Compare

2

What is the student enrollment by grade band based on the latest BEDS Day submission

Grade Band	Enrollment*
Grades K-2	250
Grades 3-5	250
Grades 6-8	250
Grades 9-12	

Type here to search



10:19 AM 8/3/2021



1

What is the name of the district administrator responsible for entering the Instructional Technology Plan data? \*

[Reorganize Step](#)

[Redacted]

NYSED will consider this person to be the point of contact for questions about the plan.

**i** Reviewer [Redacted] 11/6/2018 3:59 PM (Reviewer Only)

[Redacted] has started the review on this plan

Edit Delete

Reply Mark Resolved

Flag Response Add Note Compare

2

What is the title of the district administrator responsible for entering the Instructional Technology Plan data? \*

Superintendent

Flag Response Add Note Compare



015 LEA Information Page Last Modified: 2016-04-05

## Add Note

Visible to:

Reviewer(s) Only

Flag Type:

Needs Correction

Note:



Source



Words: 0

Close

Save

Save and Close



# Choosing a Flag Type



- Flag type:

🔍 Reviewer Note Filter	
Type	Shown
Entity Visible	<input checked="" type="checkbox"/>
Reviewer Only	<input checked="" type="checkbox"/>
Deleted	<input type="checkbox"/>
Flagged: Error	<input checked="" type="checkbox"/>
Flagged: Warning	<input checked="" type="checkbox"/>
Flagged: Informational	<input checked="" type="checkbox"/>
Flagged: Resolved	<input type="checkbox"/>



b

Please provide the URL to the district's Cyberbullying Policy. \*

http://[redacted].us/files/folder493/Policy8271.pdf

Please ensure that the URL provided links directly to the policy.

Reviewer ([redacted]) 11/8/2018 3:50 PM

(Visible to Recipient)

Is your Internet Safety Policy and your Cyberbullying Policy in the same document? The same URL is listed in both questions.

[redacted]

11/8/2018 7:44 PM

(Visible to Recipient)

Both parts are included in the same policy.

Reply

Mark Resolved

Flag Response

Add Note

Compare



This is the screen that the district will see when you have added a note.

✕ Reviewer 8/17/2021 1:16 PM

Test Note

↩ Reply



inology - Page Last Modified: 2019-08-30

[Back to Results](#)

Save

Save & Continue →

Save & Submit Survey →

### Identifying Label

Test



y - ANNUALLY, 2018 - Submit/Certify

**Certification & Submission**

Certification text here.

[Print Survey](#) [Email](#)

[Cancel](#) [Submit](#)

I hereby certify that I am the LEA's chief administrative officer and that the information contained in this survey is, to the best of my knowledge, complete and accurate.



When the district submits the plan to the RIC in the portal, the RIC staff who have data view and data entry rights will receive an email letting them know the plan has been submitted.

If the District wants the RIC to review the plan *prior* to having the Superintendent submit it, they may use the print survey option to save the completed survey as a PDF and send it to the RIC reviewer.