

## **Technology Readiness Survey Guidelines**

Below are some guidelines to filling out the fall, 2012 Technology Readiness Survey. If you completed the survey in the spring, please review these guidelines to see if your information needs to be updated to more accurately reflect your current data.

### **Device Reporting**

Inventory to include when reporting devices:

1. Please include student devices only. This is defined as machines as devices that are primarily accessed by students a majority of the time. Examples are: Computer labs, Devices on portable carts, library and classroom computers, and 1 to 1 devices used by students.
2. 1 to 1 devices that are provided by the district but can be easily be brought into the building for testing.

Inventory NOT to be included when reporting devices:

1. Teacher computers (either desktop or laptop machines) that are not accessed by students.
2. Devices in buildings or classrooms not anticipated to be administering testing. Examples are: Pre-K, Early Childhood, Adult Education classrooms.
3. BYOD devices that will not be used for testing.

### **General Reporting**

1. You must fill out all components of the survey.
2. Whenever possible, combine machines with common specs within each building. For example, it is not necessary to report each device individually. If all devices have the same specs, just report them once with the appropriate quantity.
3. When completing Internet bandwidth reporting, the tool asks for “Value that most closely matches the volume of data that your Internet service connection can move over a specified time.” If your speed does not match one of the predefined fields, report the next lowest speed.
4. There is a new option when reporting Operating System. If the machine runs Windows XP, you will need to specify if it is Windows XP Service Pack 2 or less or Windows XP Service Pack 3 or higher.