LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	Policy Regarding The EdTech Profile Certificated Staff Online Survey Completion Required By The State	
NUMBER:	BUL-550.1	
ISSUER:	Anthony D. Tortorice Chief Information Officer Information Technology Ronni Ephraim Deputy Superintendent Professional Learning, Development & Leadership	
DATE:	March 3, 2008	

POLICY:	All certificated staff is required to complete the California Department of Education's EdTech Profile survey annually during the period August 1 - October 31.
MAJOR CHANGES:	Updates policies and procedures aligning to new State survey.
DUE:	Annually, August 1 – October 31.
BACKGROUND:	Los Angeles Unified School District provides opportunities for staff to engage in relevant and timely professional development on the use of instructional technology to increase student achievement. As technology is placed in classrooms using state and federal funding sources, data is required regarding technology use and proficiencies for instructional staff. In 2002, the Program Evaluation and Research Branch *Surveys and Reports Committee* approved the California Technology Assistance Project, California Technology Assessment Profile (also known as $CTAP^2$) for District use (see Memorandum BT-50, November 25, 2002). The California Department of Education has since modified and renamed the online survey "EdTech Profile." The survey allows certificated staff to provide an online, self-evaluation of technology proficiencies and use. Aggregate survey data is used to tailor professional development and to provide information regarding instructional program impacts to local, state, and federal entities. The EdTech Profile is an on-line group of self-assessment tools that allow educators to determine their level of proficiency; introductory, intermediate, or proficient, and their level of technology use. The proficiency self-assessment is based upon rubrics established in each area of technology competency and aligned with the California Commission on Teacher Credentialing (CTC) "Factors to Consider," which is the

technology standard for a California K-12 Preliminary Teaching Credential. Based on the results of the assessment, educators can view and select training opportunities that will advance their proficiency (http://edtechprofile.org).

EdTech Profile provides a Technology Assessment Profile for use by schools, local districts, and central offices for staff development planning. It also provides a tool for teachers to use in building customized training catalogs as well as administrator surveys, tailored individual learning plans and an optional performance assessment.

EdTech Profile provides summary assessment data for a school, local district, district, county, or the state *(individual teacher records are private and not accessible).* Examples of data available include: frequency and types of use of technology tools by staff and students for instruction in specific subject areas, use of technology for management of instruction, and certificated staff proficiencies in the use of technology to support classroom instruction.

OBJECTIVES: Policies and procedures have been established to enable LAUSD to meet state and federal education technology funding requirements by providing aggregate (not individual) data relative to certificated staff technology proficiencies. The objective is to provide school and District-wide data relative to technology competencies to inform professional development and effectively integrate technology into the instruction and curriculum. Data is also used to validate District strategic goals and plans and provide information regarding the impact of specific programs that use instructional technology on student achievement.

POLICY: Beginning with the 2007-2008 school year, all certificated staff is required to complete a new EdTech Profile survey <u>annually</u> during the period August 1 - October 31. Newly hired staff must complete the survey within 30 days of their start date. Survey data for the year will expire on July 31 of each year. Schools are encouraged to use minimum days, banked time, and staff development days to allow certificated staff an opportunity to complete the EdTech Profile survey.

The EdTech Profile survey requires approximately 20 minutes to complete. As the survey is completed online, sufficient Internet connected computers need to be available for staff. The survey is available on any computer connected to the Internet, thus allowing completion off site during non-working hours if one so desires. Instructional Technology Applications Facilitators (ITAFs) are available and can assist in providing training on the use of the EdTech Profile and the use of survey data for staff development, technology planning and creating Individualized Learning Plans (ILPs).

<u>Accessing EdTech Profile</u>

PROCEDURES: Completion of the EdTech Profile survey requires each user to create an account the first time the survey is completed. Users who created a CTAP2 account can continue to use the same login and account information for EdTech Profile. Returning users can retrieve their login information by clicking on the *"Forgot your ID Number or password?"* link on the login page. Accounts are secure and individual information is only accessible to the person creating the account.

When the user sets up the account, they are asked to create a 4-digit ID number and a password. Individual data can only be accessed using this ID number and password. No individual specific data is available for school or District assessment purposes.

The procedures for setting up a new EdTech Profile account are as follows:
- Point the Web browser to http://edtechprofile.org and select "Create New Account"
- Select the user's county, local district, and school
- Complete the user information page which includes selecting a 4-digit ID number (use the last 4 numbers of your Social Security number), and a password. Classroom teachers should select "certificated staff" regardless of credential status (i.e. emergency, District intern, etc). Administrators and out of classroom certificated support persons should choose "administrator," or "credentialed out of classroom" respectively.
- Review and, if desired, print out the account review information on the next screen
- Click on "Enter Site Survey" to continue

Once the account is created the user can sign in to their account using their login, 4-digit ID number and password to complete the survey. The user can also review individualized reports and data, edit user information, and access an Individualized Learning Plan (ILP).

Survey Reports

Access to reports concerning numbers of users, proficiency levels and types of technology use is available to EdTech Profile administrators. These reports are extremely helpful in establishing baseline data, identifying professional development needs, and monitoring the impact of staff development programs on technology proficiencies. Currently all local district ITAFs are EdTech Profile administrators and can assist District and school-level administrators in gaining access to data that can inform them about their respective programs. ITAFs can also assist in securing training and accounts for administrators who wish to access the data on their own.

Support

Technical assistance for EdTech Profile is available by contacting True North Logic at (866) 422-6252, extension 5 or by e-mailing edtechprofile@truenorthlogic.org. Assistance with training opportunities, staff development, or EdTech Profile administration can be obtained by contacting the school's local district ITAF.

ASSISTANCE: For further information, please contact Educational Technology at (213) 241-3837 and ask for Dr. Themy Sparangis (themy.sparangis@lausd.net), Chief Technology Director or Joe Oliver (joe.oliver@lausd.net), Director.