

Administrative Guidelines: Technology Infrastructure Inventory

This guide steps technology directors through the process of collecting information for the Technology Infrastructure Inventory.

To help districts make decisions about technology plans and purchases, the Minnesota Department of Education and the Minnesota Education Technology Task Force have created a tool that collects technology inventory data about such things as the number of district workstations, electronic communications, shared services, social media, data practices and more. Data collected with this tool can then be entered online and used to compare districts to the region and state. The data will also meet a requirement for state technology plans, which are used for several state and federal funding programs. For the first time, this data collection effort will give Minnesota officials comprehensive information for sustained funding for instructional technology. Also, the information gathered can be used when preparing your district's 5-year technology plan.

Steps to Complete Inventory

Districts may get started now with data collection by following these steps:

- 1) **Download** the **Infrastructure Inventory Collection Tool** Excel workbook available at <http://education.state.mn.us/MDE/SchSup/SchTech/index.html>. The workbook is divided into two main parts:
 - a. The **Full Survey** tab contains all of the questions in the Infrastructure Inventory. This will serve as the master collection tool where all of your district's data will eventually be posted online in step 4.
 - b. The **Building-Site Inventory** tab is a subset of the **Full Survey** tab. This subset contains questions specific to buildings. Review this subset of questions for appropriateness to your buildings and revise it as needed.
- 2) **Distribute** the revised **Building-Site Inventory** along with a letter explaining the purpose of the survey as well as instructions for how to answer each question. A **Collection Tool Sample Letter** is available on this same website for you to edit and distribute with the survey.
- 3) **Aggregate** the building data once all sites have returned their completed surveys and enter it in the **Full Survey** tab for a districtwide composite.
- 4) **Submit** to the state the aggregate data that you have compiled for your district by going to <https://collaboration.education.state.mn.us/TechInv/> and logging into MDE's SharePoint to access the online tool. See below for directions.

While the online survey tool will be available through the remainder of the 2013-14 school year, it is highly recommended to complete this at your earliest convenience so your district's data is more likely to be included in a statewide snapshot of Minnesota school technology infrastructure.

Accessing Online Survey Tool (SharePoint) to Submit Final Results

See document titled **Instructions to Access Tech Inventory SharePoint Site** which can be found at <http://education.state.mn.us/MDE/SchSup/SchTech/index.html> for access instructions. The SharePoint site is password protected and you may exit and re-enter data on the site at any time. Please note there is a 90-minute timeout, so save regularly. By participating in the statewide program, you will have read-only access to data from other districts, regions, and the state for comparative purposes.