

## Administrative Memo

**Date:** March 30, 2012  
**To:** Superintendents, District Test Coordinators, and District Information Technology Coordinators  
**From:** Michael Muenks, Coordinator  
**Subject:** CCR-12-007 – Online Testing Readiness for 2014

The two national assessment consortia—SMARTER Balanced and PARCC—have joined to create a national technology survey with the hope that future support might be obtained to help schools with technology needs. The Department is asking you to complete this survey in Spring 2012. It is important that Missouri's current capacity be included in the national data. Please note the following directions to ensure that accurate information for the state of Missouri is included in the federal data.

### **District Information Technology Coordinator (DITC):**

In each district and LEA, the DITC will be the main contact for the Department regarding the Technology Readiness Tool user name, password, training, and answering district questions. The District Test Coordinator (DTC) will be the secondary person. The DITC's and the DTC's name and e-mail address must be entered correctly in core data on screen3.

The Technology Readiness Tool collects detailed data per building in each district or LEA. Some data fields will be automatically completed by the Tool when it is downloaded on the server. The DITC's role will be to add data in the fields not already populated and make any corrections needed.

### **Online Training Module:**

Training on using the Technology Readiness Tool will be provided to the DITC and DTC. The training module will give step-by-step instructions for using the Tool and will assist in interpreting reports. The training will be prerecorded and will be available soon. The DITC and DTC will be informed by e-mail when the training is available.

### **Data Collection Windows March 20 through June 14, 2012:**

Data will be collected six times between Spring 2012 and Spring 2014. The first of the six windows begins March 20 and will go through June 14, 2012. The remaining five windows will be in the fall of 2012, and spring and fall of 2013 and 2014. Future collections of data will be updates and edits for districts. Additional communication will be sent prior to each future data collection window.

### **DITC's User Name and Password:**

The DITC will receive his or her user name along with instructions for setting the password.

### **User Guide and Frequently Asked Questions:**

A guide to assist the DITC in using the Tool and a FAQ document will be available at the time of training.

The Department must have 100% participation in completing the survey. Nancy Keating has been assigned to be your State Readiness Coordinator for this undertaking. Please watch for future communication from her. She will be available to assist the DITC with questions. Her phone number is 573-751-6731 and e-mail is [nancy.keating@dese.mo.gov](mailto:nancy.keating@dese.mo.gov)

Thank you in advance for your cooperation in this endeavor.