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META SBAC Technology Readiness Project Overview and Checklist



I am here on behalf of META, the Montana Educational Technologists Association, which is a professional organization of K-12 technologists and an affiliate of SAM.

META received an award from OPI through a competitive process. The contract is to provide tech assistance to Montana Schools toward being tech ready for the upcoming SBAC Field Test (Smarter Balanced Assessment Consortium).

Dennis Parman, Deputy Superintendent, is the representative of this project for OPI, and Christine Day is the META state coordinator. The META SBAC committee is comprised of Patrick Weichel of Lewistown School District, Russ Hendrickson of Corvallis SD, Jeff Patterson of Great Falls SD, Steve Yockim of Sidney SD, Charlene Wasson of Whitewater SD, Brian Norwood of Lolo SD, David Dobbins of Cascade SD, Mindy Obert of Sweet Grass SD, and Richard Lawrence of Kalispell SD.

Services we are contracted to provide are:

- Visit all MASS regional meetings and introduce ourselves and the project. Visits to be completed in February.
- Make telephone contact with every school leader in the state to talk about their readiness and determine what their level of need is. To be completed by early March.
- Provide school leaders with easy access to electronic information to help those leaders that are looking for it in that manner. To be completed by mid-March.
- Help high need districts develop an action plan to help them move forward. To be completed by late March.
- Provide "help desk services" during the assessment window. Available March 18, 2014 to May 30, 2014.
- Conduct follow-up contact with school leaders to find out "what did work" and "what didn't work" to help OPI be ready to help schools in the 2014-2015 school year. The follow-up contact information will be the foundation for a second Request for Proposals that will be released by OPI in late March for a project that will help schools go to the next level of planning. To be completed by mid-June.

Personal Contacts:

- We have created a Smarter Balanced Checklist that will be sent to all school district leaders to assist you in evaluating if you are technology ready for the SBAC Field Test. Even if you feel that your district is ready for the field test, we ask that you go through the checklist to ensure that no items have been missed. Please contact others in your district who can assist you in going through the checklist before META SBAC contacts you by telephone so that we can make our time together as efficient as possible. Contact information will be included with the Smarter Balanced Checklist if you have further questions. The checklist will be available the first week of February.
- Districts can opt out of any further assistance during the telephone contact.
- It is essential that you prioritize this project since time is limited.

Electronic Information:

- A META SBAC web page is now available at <http://www.metasbac.org>. It will provide access to resources for this project, including FAQ's. We are currently gathering information and will be continually adding information to the site.
- A weekly 20 minute "Digital Media Blast" will be available every Tuesday morning from 9:30 to 9:50 starting on February 11. Questions and answers will be included in the 20 minute topic. The blast will be preceded by a one page flyer that will announce the topic of the week. Register for each Digital Media Blast as they become available at: <https://attendee.gotowebinar.com/register/4171042796163974913>. The Blast will be recorded so that it can be viewed at any time. You can view the recorded blasts from the META SBAC web page. We would like your input on topics you would like to have covered. If you think of topics after the meeting, please send them to Christine Day at metasbac.project@gmail.com.

What other questions do you have? Please remember that we are only addressing technology readiness issues, not curriculum or professional development questions. We may not have all of the answers today, but we will get them to you as soon as possible.

Presenter: Please gather a roster of attendees on the sheet provided. Include the date and location of the meeting, as well as a list of questions that were asked and topics for the Digital Media Blast. List your response to questions, or note if the question was not answered. Please send the information to Christine Day, who will include it in the report due to OPI by the end of February.



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SBAC Field Test Technology Readiness Checklist



School District/School: _____ School Leader _____

Person(s) Completing Checklist: _____

Use one checklist for each school in your district. Answer the questions that you can for each school. During the follow-up phone call your answers and any questions you have will be noted. You can contact Christine Day with questions at metasbac.project@gmail.com. META SBAC resources are available at <http://www.metasbac.org>.

Who is the lead technology contact for this school? Name or Business: _____

Email Address: _____ Phone Number: _____

1. Do you need assistance from META SBAC to ensure that you are technology ready for the Field Test? Yes ___ No ___
2. How many students will you test in total? Number: _____
3. How many student workstations do you plan to use to administer the Field Test? Number: _____
4. Are you planning on testing on any of these possibly unsupported devices? (InfoGraph: <http://goo.gl/r8l75X>
Netbooks, Tablets, really old computers (>7 years old), devices with less than 9.5" displays) Yes ___ No ___
5. Have you installed and tested the secure browser appropriate for the computers that you will use? Yes ___ No ___
6. Have you had groups of teachers and/or students successfully take the practice and/or training test? Yes ___ No ___
7. Do you need assistance determining if you have adequate bandwidth (internet/network) for this school? Yes ___ No ___
8. Do you think you need assistance through this project to ensure you are as technology ready as you can be for the Field Test? Yes ___ No ___
9. What beginning date have you set for your testing window for this school? _____
10. What closing date have you set for your testing window for this school? _____