

# ALEAT TECHNOLOGY PLAN

Arizona Local Education Agency Tracker

Updated April 26, 2010



# Contact Ed Tech Department

**ADE Educational Technology Homepage**

**<https://www.ade.az.gov/technology/>**

**Tech Plan Toolkit**

**[http://www.ade.az.gov/technology/learn\\_tech\\_plans.asp](http://www.ade.az.gov/technology/learn_tech_plans.asp)**

**[Krystal.Nesbitt@azed.gov](mailto:Krystal.Nesbitt@azed.gov) (602) 542-7884**

**[Brenda.Wright@azed.gov](mailto:Brenda.Wright@azed.gov) (602) 542-5233**

**[Brett.Hinton@azed.gov](mailto:Brett.Hinton@azed.gov) (602) 542-4214**

# ALEAT TECHNOLOGY PLAN

## AGENDA

Legal Authority

Elements of a Technology Plan

A Look Inside ALEAT

Monitoring: Tech Plan Instrument

Monitoring + Consolidated Plan

Consolidated Plan: Goals, Strategies, Action Steps

# ALEAT TECHNOLOGY PLAN

## LEGAL AUTHORITY

**To receive Ed Tech (Title II-D) funds, does an LEA or eligible local entity need an educational technology plan?**

Yes. Before receiving Ed Tech (Title II-D) funds, an eligible applicant must have a new or updated long-range strategic educational technology plan that is consistent with the objectives of the statewide technology plan and that addresses the statutory local plan requirements.

<http://www.ade.az.gov/Guidelines/EX-20.pdf>

# ALEAT TECHNOLOGY PLAN

## LEGAL AUTHORITY

**To apply for E-rate, does an LEA or eligible local entity need an educational technology plan?**

The Federal Communications Commission (FCC) requires applicants to base requests for services to be purchased with Schools and Libraries support discounts on an approved technology plan. The only exception is that applicants who seek discounts for basic telephone service only do not need a technology plan.

[\(http://www.usac.org/sl/applicants/step02/technology-planning/\)](http://www.usac.org/sl/applicants/step02/technology-planning/)



# ALEAT TECHNOLOGY PLAN

## ELEMENTS OF A TECHNOLOGY PLAN

- ✓ Goals and strategies for improving academic achievement and teacher effectiveness
- ✓ Integration of technology with curricula and instruction
- ✓ Innovative delivery strategies
- ✓ Professional development
- ✓ Technology type and cost
- ✓ Coordination with other resources and other supporting resources
- ✓ Parental involvement
- ✓ Collaboration with adult literacy service providers
- ✓ Assessment and accountability measures for technology literacy, hardware, software, telecommunication services and other services

# ALEAT TECHNOLOGY PLAN

## QUESTIONS



- ❖ Legal Authority
- ❖ Elements of a Technology Plan

# ALEAT Support and Resources

The Tech Plan Toolkit provides the nuts and bolts of a technology plan.



[http://www.ade.az.gov/technology/lea\\_tech\\_plans.asp](http://www.ade.az.gov/technology/lea_tech_plans.asp)

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

The *ALEAT Tech Plan Required Templates and Directions* document from the **Tech Plan Toolkit** will provide additional information for you.



### ALEAT Tech Plan Required Templates and Directions

Updated as April 20, 2010

The new Technology Plan is required to be submitted online through ALEAT (AZ LEA Tracker). All of the required templates for the Technology Plan can be found in ALEAT.

The Technology Plan for EETT and E-Rate consists of two (2) parts in

1. Monitoring side of ALEAT (contains 5 parts) [think "instrument"]

Refer to this document.

A screenshot of a sidebar menu titled "Monitoring". It features a clipboard icon with a red checkmark. Below the icon, the text "think 'instruments and criteria'" is written in red. To the right, under the heading "LEA Instruments", there is a table with two rows: "Annual Submissions" and "Cycle 6", both with "In Progress" status. At the bottom, it says "Technology Plan valid for 3 years" with "In Progress" next to it.

LEA Instruments	
Annual Submissions	In Progress
Cycle 6	In Progress

Technology Plan valid for 3 years In Progress

# A Look Inside ALEAT

The technology plan utilizes **both sides** of ALEAT:

- 1) Monitoring: Technology Plan Instrument
- 2) Consolidated Plan (NCLB)

The screenshot displays the ALEAT interface with two main sections: **Monitoring** and **Consolidated Plan**. A central banner reads "2 sides" with arrows pointing to both sections. The **Monitoring** section features a clipboard icon and the heading "LEA Instruments". It lists three items, each with a status of "In Progress": "Annual Submissions", "Cycle 6", and "Technology Plan". The **Consolidated Plan** section features a map icon, "Status: In Progress", "Progress: 50%", and a link for "Plan Overview". Below this, a "Goals" section is partially visible with "1A" and "In Progress". A red callout bubble points to the "Technology Plan" link with the text "Start your Tech Plan here".

**LEAs must complete tasks from *both sides of ALEAT* for the Technology Plan.**

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

Select the **Technology Plan** instrument.



The LEA is required to complete the five (5) **Self-Review instruments** that contain a total of 12 criteria for the Technology Plan.

A screenshot of the ALEAT Instrument Overview page for a Technology Plan. The title is "Sample Improvement Plan for a mock improvement LEA. - Technology Plan". The page shows the instrument status as "In Progress", criteria questions as "None", and a table of item status and due dates. Below this is a "State Review" section with a table of five criteria and their completion status.

Item Status	Due Date
Meets requirements: 0	5/1/2010
Does not meet requirements: 0	Last update:10/28/2009 12:01:47 PM
In progress: 14	by Administrator, Administrator
Not reviewed: 0	

Criteria	Completion Status
1 Technology Plan #1 Introduction	0 of 5 completed
2 Technology Plan #2 Needs Assessment	0 of 1 completed
3 Technology Plan #3 Goal/Strategies/Action Steps/PD	0 of 5 completed
4 Technology Plan #4 Funding and Costs	0 of 2 completed
5 Technology Plan #5 Evaluation Process	0 of 1 completed

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

The LEA is required to complete the five (5) **Self-Review instruments** for the Technology Plan.

+	<a href="#">Technology Plan #1 Introduction</a>	0 of 5 completed
+	<a href="#">Technology Plan #2 Needs Assessment</a>	0 of 1 completed
+	<a href="#">Technology Plan #3 Goal/Strategies/Action Steps/PD</a>	0 of 5 completed
+	<a href="#">Technology Plan #4 Funding and Costs</a>	0 of 2 completed
+	<a href="#">Technology Plan #5 Evaluation Process</a>	0 of 1 completed

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT



This portion of **A Look Inside ALEAT** is presented in an order that has been found to be more helpful when completing your technology plan.

1. Download the required templates from the Tech Plan Toolkit at [http://www.ade.az.gov/technology/lea\\_tech\\_plans.asp](http://www.ade.az.gov/technology/lea_tech_plans.asp).
2. Complete the templates and save on your computer and print them for your E-Rate notebook.
3. Open **Technology Plan** in ALEAT to complete
  1. #1 Introduction
  2. #2 Needs Assessment
  3. #4 Funding and Costs
  4. #5 Evaluation Process
  5. #3 Goals/Strategies/Actions Steps/PD ~ the Consolidated Plan side of ALEAT



# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

The LEA is required to complete the **criteria** (total of 14) for each of the **Self-Review instruments**.

 [Technology Plan #1 Introduction](#)

0 of 5 completed

### **TP-01: Technology Plan Title Page**

### **TP-02: LEA Profile & Technology Plan Contact**

### **TP-03: Technology Plan Committee**

The Technology Plan Committee should consider including higher administration (Superintendent or Assistant Superintendent), educational technology director, IT director, curriculum director, federal programs director, ELL director or representative, Special Ed director or representative, principals, content coaches or department chairs, teachers, students, parents, and community members.

### **TP-04: Technology Vision and Mission Statement**

The vision and mission statements should reflect technology and how technology will increase academic achievement and students and teachers technology literacy. LEAs should consider their responsibilities as noted in the Arizona State Technology Plan.

### **TP-05: CIPA Certification & LEA Approval**

A hard copy with an original signature in **blue ink** MUST be sent to ADE.

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

The *CIPA Review and LEA Approval* item requires an LEA to send, via **certified US Mail**, or hand-deliver, a hard copy of this form with an original signature (in **blue** ink) to the Educational Technology Department at ADE.

Technology Plans will not be approved without receipt of the original signature form.

An LEA may upload a *copy* of this form into the electronic filing cabinet for record keeping.

+ Technology Plan #1 Introduction

↳ [TP-05 CIPA Certification & LEA Approval](#)

Arizona Department of Education  
Educational Technology Dept.  
1535 W. Jefferson St. **Bin #8**  
Phoenix, AZ 85383

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

Self-Review instruments continued...



Technology Plan #2 Needs Assessment

0 of 1 completed

### TP-06: Technology Plan Needs Assessment

Please address the questions that are included in the **Instructions** for each category under *Current Reality*.

List your *Needs* in a bulleted format.

# A Look Inside ALEAT

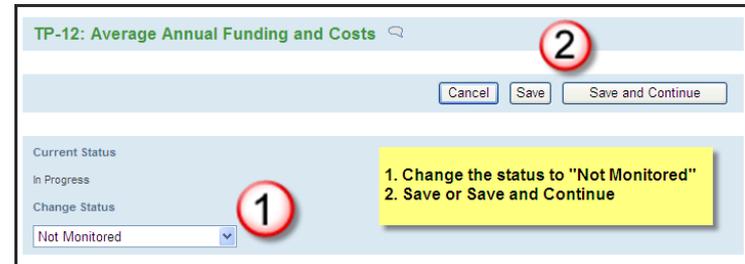
## MONITORING: TECH PLAN INSTRUMENT

### Self-Review instruments continued...



Technology Plan #4 Funding and Costs 0 of 2 completed

### ~~TP-12: Average Annual Funding and Costs~~ NOT monitored, not required



TP-12: Average Annual Funding and Costs

Cancel Save Save and Continue

Current Status  
In Progress  
Change Status  
Not Monitored

1

2

1. Change the status to "Not Monitored"  
2. Save or Save and Continue

### TP-13: Technology Plan Annual Budget Summary

Is the LEA applying or does the LEA intend to apply for E-rate? If yes, please indicate E-rate funding dollars in the E-rate column on the Budget. If not, please indicate this in the "comments" box on the Annual Budget Summary.

When entering funds for E-rate, you must include at least one (1) other funding source for the same budget line.

Three years are represented by the tabbed worksheets in this Excel document.

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

### Self-Review instruments continued...

+	<a href="#">Technology Plan #5 Evaluation Process</a>	0 of 1 completed
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#### **TP-14: Technology Plan Evaluation Process**

Evaluation and accountability measures for student technology literacy, professional development, hardware, software, telecommunication services and other services.

Please enter how the technology plan will be evaluated. Include the following information:

- Who will be involved;
- How frequently the evaluations will occur; and
- Specific steps for evaluating progress towards the overall goals, strategies, and action steps.
- Include any additional evaluation methods or processes that will be carried out as a part of the plan, such as annual governing board, public, or staff feedback on the technology plan.

# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

### Self-Review instruments continued...



Evidence of the requirements for this instrument will be associated with the “**Consolidated Plan**” side of ALEAT. A “yes” or “no” response to the questions posted in the criteria description is required in the Comments to SEA section of each criteria.

**TP-07: ALEAT Consolidated Plan Strategies & Action Steps**

**TP-08: ALEAT Consolidated Plan Technology Literacy Goal** (student technology literacy)

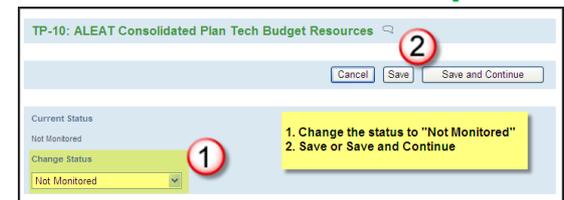
**TP-09: ALEAT Consolidated Plan Tech Timeline** [inside an action step]

ADE will filter the Timeline by “Tech” tag for review.

~~TP-10: ALEAT Consolidated Plan Tech Budget Resources~~ **Not monitored, not required**

**TP-11: ALEAT Consolidated Plan "Tech" Tags**

ADE will filter the Consolidated Plan by “Tech” tag for review.



# ALEAT TECHNOLOGY PLAN

## QUESTIONS



- ❖ A Look Inside ALEAT
  - ✓ Self-Review Instruments
  - ✓ Criteria under Self-Review Instruments

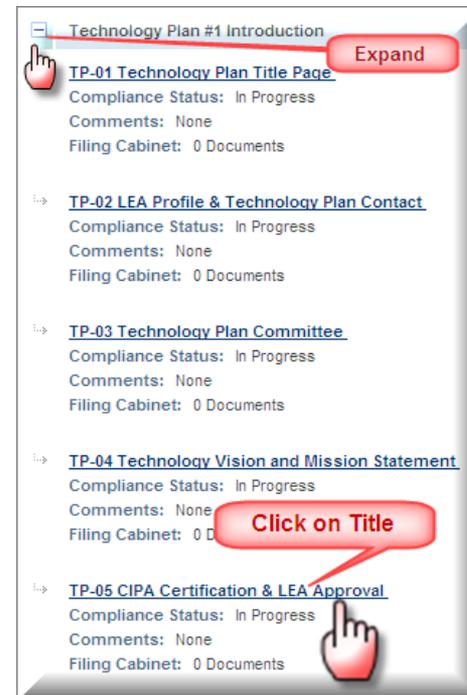
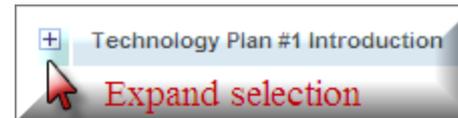
# A Look Inside ALEAT

## MONITORING: TECH PLAN INSTRUMENT

Expand each **Self-Review instrument** to work on the individual requirements or criteria of the **Technology Plan** instrument.

Select the **title** of the requirement.

You may refer to the **ALEAT Tech Plan Requirements and Directions** document that is available in the Tech Plan Toolkit at <http://www.ade.az.gov/technology/techplans.asp>

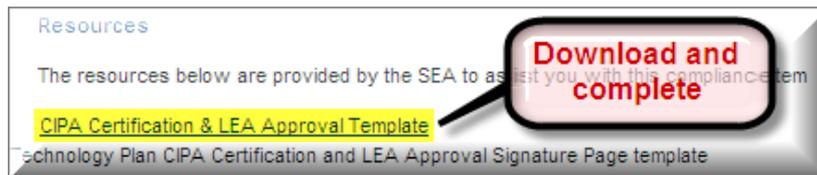


# A Look Inside ALEAT

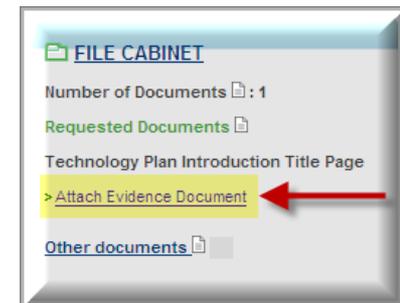
## MONITORING: TECH PLAN INSTRUMENT

To complete each requirement:

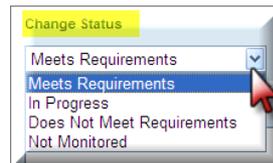
1. Download the required **Template** located in the **Resources** [at the bottom of screen] or from the **Tech Plan Toolkit**.



2. Complete the **Template** and upload it into the instrument by selecting the **Attach Evidence Document**. [right side of screen]



3. Change the **Status** and add comments. [left side of screen]



4. Save or Save and Continue. (Save and Continue takes you to the next instrument item.) [top-middle of screen]



# A Look Inside ALEAT

## MONITORING + CONSOLIDATED PLAN

The required evidence for the Self-Review item **Technology Plan #3 Goal/Strategies/Action Steps/PD** will be completed in the **Consolidated Plan** portion of ALEAT.

The **instrument review** requires an LEA to enter **Yes** or **No** in the comments section for each criteria item under this instrument.



Sample Improvement Plan for a mock improvement LEA. -  
Technology Plan

Instrument Overview

Status: In Progress



Technology Plan #3 Goal/Strategies/Action Steps/PD

Arizona LEA Tracker (ALEAT)

LEA List

LEA Overview

Monitoring

Plan

LEA Filing Cabinet



# ALEAT TECHNOLOGY PLAN

## INSIDE NCLB CONSOLIDATED PLAN

What is the **NCLB Consolidated Plan**?

- The NCLB Consolidated Plan establishes the framework to carry out the overall philosophy of NCLB.
- ***Encourages the integration of local, state, and federal programs through comprehensive planning for effective service delivery across multiple programs , utilizes resources effectively, and avoids duplication.***

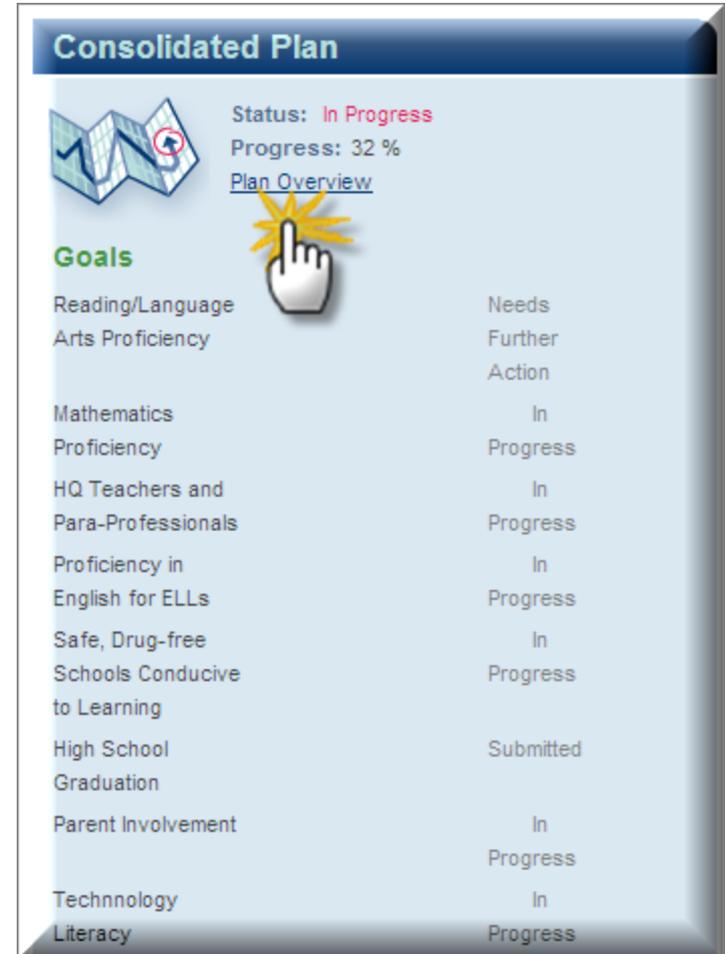
# ALEAT TECHNOLOGY PLAN

## INSIDE NCLB CONSOLIDATED PLAN

- Coherent, well-integrated, comprehensive educational plan to improve teaching and learning.
- The NCLB Consolidated Plan has been restructured to help pull together the pieces of many required plans (Title I, LEA Improvement, Title II-A, Title II-D (Educational Technology), Title III, Title IV, Title V-A, and Professional Development.)
- All plan requirements are entered, modified, and monitored on-line through ALEAT (Arizona LEA Tracker.)

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS



Access your LEA's ALEAT Consolidated Plan to enter information for the **student** Technology Literacy goal, add technology related strategies and action steps for **all** of the NCLB goals within the plan.

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

The **Consolidated Plan** requires goal topics, goal statements (SMART goals), strategies, and action steps.

- Goal Topics are the NCLB goals. Student **Technology Literacy** is a goal topic. This is the only “goal” that you will need to complete for the technology plan.
- Goal statements, reflective of the Goal Topics, are written by the LEA as **SMART** goals.
  - The description below the Technology Literacy Goal is a description, not a SMART goal.
- Strategies describe the method to meet the SMART goals.
- Action steps, including professional development, will support strategies as appropriate.

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

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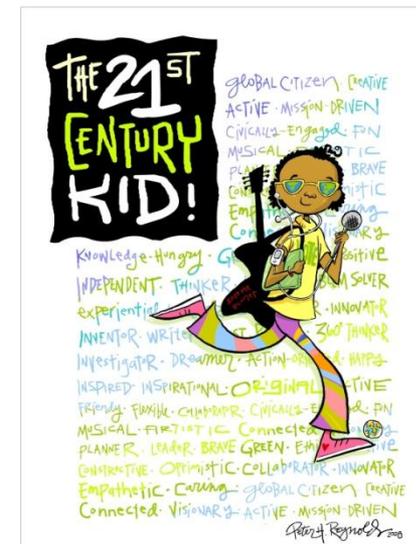
# A Look Inside ALEAT

## CONSOLIDATED PLAN: STUDENT TECHNOLOGY LITERACY

Arizona defines student [Technology Literacy](#) as the ability to responsibly use appropriate technology to **communicate, solve problems, create products and access, manage, integrate, evaluate, and create information** to improve learning in all subjects, to **use information** to improve learning in all subject areas and to **acquire lifelong knowledge and skills** for the 21st century.

Arizona recently (2009) adopted a new Technology Standard that forms the foundation for technology literate students.

[https://www.ade.az.gov/standards/technology/Articulated\\_Grade\\_Level/](https://www.ade.az.gov/standards/technology/Articulated_Grade_Level/)



# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

### SMART goal for student Technology Literacy.

Goal **Technnology Literacy** Strategies: 1 Action Steps: 0 of 1 Complete Estimated Cost \$2,000.00  
Budgeted: \$3,000.00  
Actual: \$3,000.00  
Tasks: None

Click Goal Title to enter your LEA's SMART goal.

The LEA will write thier own SMART Goal for Technology Literacy in this section.

### SMART goal

**S** = Strategic

**M** = Measurable

**A** = Attainable

**R** = Realistic

**T** = Time bound

Edit a Plan Goal

Instructions/Description

Title \* Technology Literacy Related State Goal

Original Description Students will be technology literate in the areas of telecommunications/Internet, word processing, multimedia presentations, and the social/ethical aspects of technology.

Your Description \*  
Technology Literacy SMART Goal  
S = Strategic  
M = Measurable  
A = Attainable  
R = Realistic  
T = Time Oriented  
Enter your SMART goal in this area.

Save Cancel Remove from Plan

Unable to delete this item because it is associated with other items in the system

EETT Technology Plan Requirements - It must include: \* A SMART Goal - a description of the applicant's SMART goal, aligned with challenging State standards, for using advanced technology to improve student and teacher technology literacy. \* Strategies for improving student technology literacy and teacher effectiveness. \* Actions Steps that support the strategies for the Technology Literacy goal. The Tech tag must be selected for each action step related to technology throughout the entire plan. \* Budget (inside the Action Steps edit window) to include Technology type and costs - including the source of funds and provisions for interoperability of components. \* Timeline (inside the Action Steps edit window) of the integration of technology with curricula and instruction with a description of how the technology (including software and electronically delivered learning materials) is integrated into curricula and

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

### SMART goal for student Technology Literacy.

Example: By the end of the 2010-2011 school year, there will be an 80% increase of 8<sup>th</sup> grade students and 60% increase of 5<sup>th</sup> grade students who will be technology literate as measured by the Student Technology Literacy Assessment.

*By (date),  
(who) will,  
(what), as  
measured by  
(what).*

**Edit a Plan Goal**

Instructions/Description

Title \* **Technology Literacy** [Related State Goal](#)

Original Description Students will be technology literate in the areas of telecommunications/Internet, word processing, multimedia presentations, and the social/ethical aspects of technology.

Your Description \* 

**Technology Literacy SMART Goal**  
**S = Strategic**  
**M = Measurable**  
**A = Attainable**  
**R = Realistic**  
**T = Time Oriented**  
**Enter your SMART goal in this area.**

Unable to delete this item because it is associated with other items in the system

EETT Technology Plan Requirements - It must include: \* A SMART Goal – a description of the applicant's SMART goal, aligned with challenging State standards, for using advanced technology to improve student and teacher technology literacy. \* Strategies for improving student technology literacy and teacher effectiveness. \* Actions Steps that support the strategies for the Technology Literacy goal. The Tech tag must be selected for each action step related to technology throughout the entire plan. \* Budget (inside the Action Steps edit window) to include Technology type and costs – including the source of funds and provisions for interoperability of components. \* Timeline (inside the Action Steps edit window) of the Integration of technology with curricula and instruction with a description of how the technology (including software and electronically delivered learning materials) is integrated into curricula and

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

The strategies and action steps for **student Technology Literacy** should be reflective of the **Arizona Technology Standard**.

- ✓ At least one (1) student technology literacy
  - strategy** that addresses and encompasses the AZ State Technology Standard is evident, and
  - action step** that supports the student technology literacy strategy is evident.
  
- ✓ How students will be engaged with technology to foster the growth of their technology literacy skills should be included in an action step or strategy.

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

### Student Technology Literacy Assessment

- ✓ Will students be administered a technology literacy assessment to assure they have progressed with their technology literacy skills; and, for 8<sup>th</sup> grade students, to assure they have mastered an eighth grade level of technology literacy?
- ✓ Will high school students (if applicable) be administered a technology literacy assessment to assure they have mastered an 8<sup>th</sup> grade level of technology literacy?

# A Look Inside ALEAT

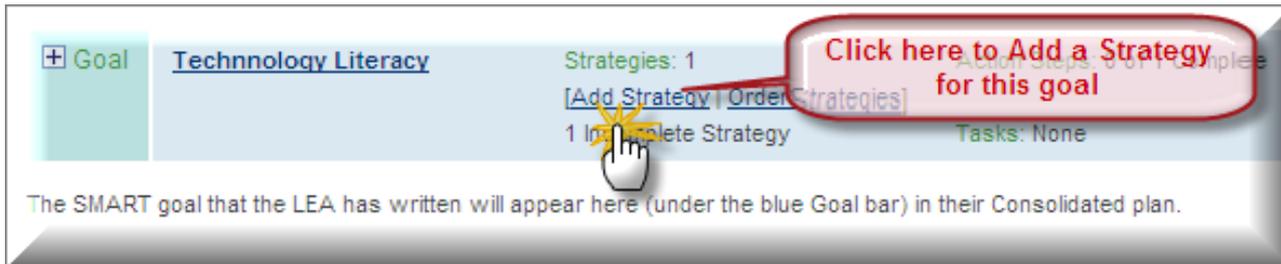
## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

- ✓ Will the teachers need professional development in order to foster the growth and development of student technology literacy?
  
- ✓ Please include how the technology strategies and action steps will be evaluated. Include the following in the *description* of the action step:
  - Who will be involved;
  - How frequently the evaluations will occur; and
  - Specific steps for evaluating progress towards the overall goals, strategies, and action steps.

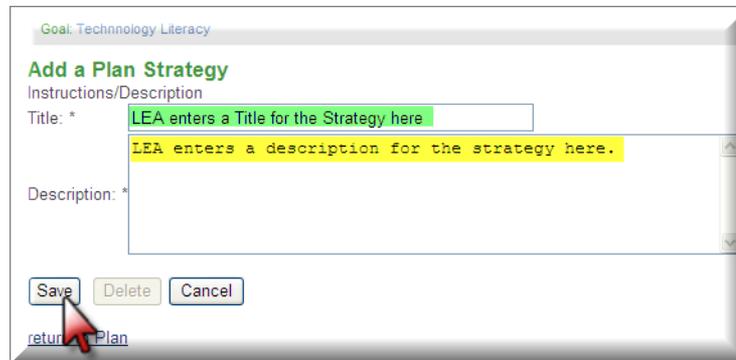
# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

A **strategy** is a systematic plan to accomplish a goal; the tools or methods needed to achieve the goal of student Technology Literacy.



The screenshot shows a user interface for managing goals and strategies. A blue bar at the top contains a plus sign, the word "Goal", and the text "Technology Literacy". To the right of this bar, it says "Strategies: 1" and "Tasks: None". Below the bar, there are links for "[Add Strategy]", "Order Strategies", and "1 In Progress". A red callout bubble with a white border points to the "[Add Strategy]" link, containing the text "Click here to Add a Strategy for this goal". A mouse cursor is hovering over the "[Add Strategy]" link. Below the bar, there is a line of text: "The SMART goal that the LEA has written will appear here (under the blue Goal bar) in their Consolidated plan."



The screenshot shows a form titled "Add a Plan Strategy" for the goal "Technology Literacy". The form has two main sections: "Title: \*" and "Description: \*". The "Title" field contains the text "LEA enters a Title for the Strategy here". The "Description" field contains the text "LEA enters a description for the strategy here.". At the bottom of the form, there are three buttons: "Save", "Delete", and "Cancel". A mouse cursor is hovering over the "Save" button. Below the buttons, there is a link that says "return to Plan".

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

**Action Steps** indicate how the strategies will be implemented (when, who, how, and with what resources).

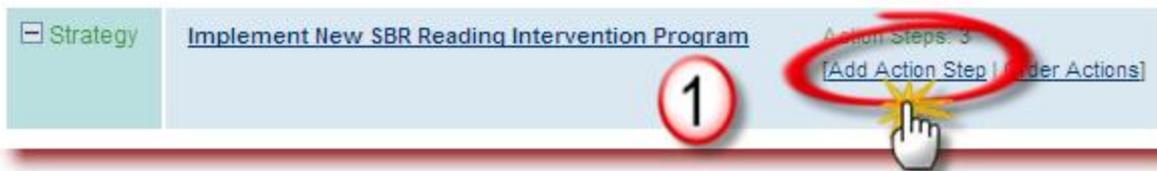
- Action Steps are:
  - Logical and sequential
  - Realistic
  - Aligned to strategy and goal
- Evaluation/evidence of success is tied to quantitative data
- Timelines are specific with details (1 week to 3 years – updated annually)
- Some of the action steps may be developed from your Needs Assessment.
- Action Steps that have a technology focus, are required to have a “tech” tag attached to them.

# A Look Inside ALEAT

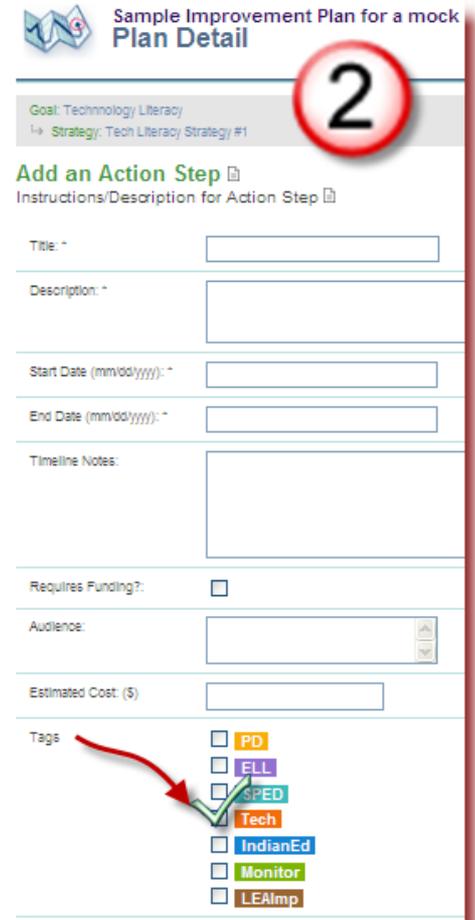
## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Adding “Tech” tags  to new **action steps** that support the strategy.

1. Select the hyperlink **Add Action Step**



2. Complete the required information, including selecting the Tech tag, and save.

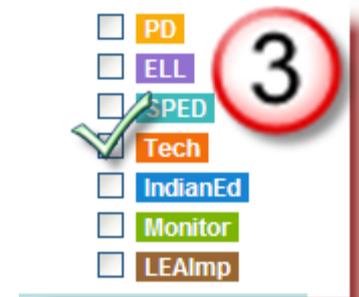
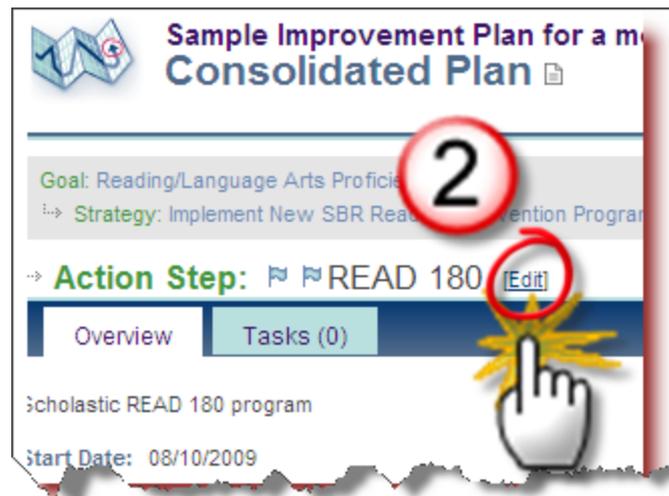
A screenshot of the 'Sample Improvement Plan for a mock Plan Detail' form. The form is titled 'Sample Improvement Plan for a mock Plan Detail' and has a goal of 'Technology Literacy' and a strategy of 'Tech Literacy Strategy #1'. A red circle with the number '2' is placed over the 'Add an Action Step' section. The form includes fields for 'Title', 'Description', 'Start Date', 'End Date', 'Timeline Notes', 'Requires Funding?', 'Audience', and 'Estimated Cost'. There is also a 'Tags' section with checkboxes for 'PD', 'ELL', 'SPED', 'Tech', 'IndianEd', 'Monitor', and 'LEAImp'. A red arrow points to the 'Tech' tag, which is checked.

# A Look Inside ALEAT

## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

**Edit** a current action step to add a Tech tag.

1. Select the hyperlinked name of the action step.
2. Click Edit.
3. Select the Tech tag and save.



# A Look Inside ALEAT

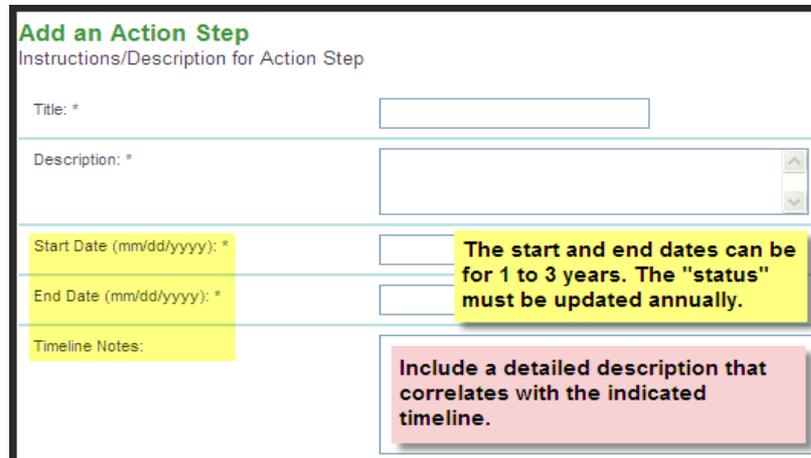
## CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

**Enter** a timeline (1 week to 3 years) with **action steps** that support the strategy.

1. Select the hyperlink **Add Action Step** from the “Strategy” blue box.



2. Complete the timeline information, including detailed notes, and save.

A screenshot of the 'Add an Action Step' form. The form has a title 'Add an Action Step' and a subtitle 'Instructions/Description for Action Step'. It contains several input fields: 'Title: \*', 'Description: \*', 'Start Date (mm/dd/yyyy): \*', and 'End Date (mm/dd/yyyy): \*'. There are two yellow callout boxes: one next to the date fields stating 'The start and end dates can be for 1 to 3 years. The "status" must be updated annually.' and another at the bottom stating 'Include a detailed description that correlates with the indicated timeline.' There is also a 'Timeline Notes:' field at the bottom.

# Submitting a Technology Literacy Goal Inside ALEAT

## CONSOLIDATED PLAN

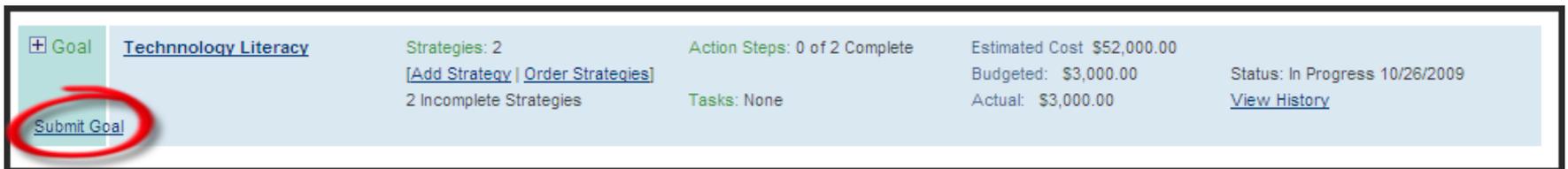
On the Plan Overview, locate the **Technology Literacy** goal.

You will see the Submit Goal link inside the goal box.

(This could be shown on the right or left side of screen depending on your screen size.)

**(You will only be able to see this link if you have been assigned as an LEA submitter.)**

Please do not submit any other “goals” for the technology plan. The strategies and action steps will be reviewed through filtering the Consolidated Plan by the “tech “ tags.



The screenshot displays a goal box for 'Technology Literacy'. The box contains the following information:

<b>Goal</b> <u>Technology Literacy</u>	Strategies: 2 [Add Strategy   Order Strategies] 2 Incomplete Strategies	Action Steps: 0 of 2 Complete Tasks: None	Estimated Cost \$52,000.00 Budgeted: \$3,000.00 Actual: \$3,000.00	Status: In Progress 10/26/2009 <a href="#">View History</a>
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The 'Submit Goal' link is circled in red in the bottom left corner of the goal box.

# Saving and Printing a Technology Plan

Printing a hard copy of your Technology Plan (**2 parts** – both parts are needed for E-Rate.)

## (1) Monitoring: Tech Plan Instrument

- All items uploaded into the electronic filing cabinet for the Technology Plan Instrument Review may be printed.

## (2) Consolidated Plan

- LEAs will need to include the technology literacy goal, and all technology related strategies and action steps from the Consolidated Plan.
  - On the Consolidated Plan ~ filter the plan by the “Tech” tag.
  - Click on “Update.”
  - Select the **View/Print PDF “Plan”** hyperlink to save and print.

Once you have updated the plan by filtering for Tech tags, click on the View/Print PDF - Plan hyperlink.

Sample LEA Plan View/Print PDF (Using filters): Plan Implementation Checklist

Expand Outline Show: All Statuses All Funding Sources Tech Update

The screenshot shows a web interface for a 'Sample LEA Plan'. A yellow callout box contains the instruction: 'Once you have updated the plan by filtering for Tech tags, click on the View/Print PDF - Plan hyperlink.' Below this, the interface shows a filter menu with 'Tech' selected (callout 1), an 'Update' button (callout 2), and a 'View/Print PDF (Using filters): Plan Implementation Checklist' link (callout 3). A green arrow points from callout 3 to the link.

# ALEAT TECHNOLOGY PLAN

## QUESTIONS



- ❖ A Look Inside ALEAT
  - Monitoring side of ALEAT
  - Consolidated Plan side of ALEAT
    - ✓ SMART Goal
    - ✓ Strategies
    - ✓ Action Steps
    - ✓ Submitting
    - ✓ Saving/Printing