



Opportunity Assessment Preparation Checklist

The following is a listing of the required information to complete the opportunity assessment in full. This listing is intended to provide a complete accounting of data required - in order to minimize time spent developing data during the survey. The required information needed from you is limited to those listed within your role.

For Information Technology:

- Quantities, types, manufacturer support, and costs of devices used by instructional and administrative staff.
- Percent of instructional and administrative staff with district issued devices.
- Knowledge of refresh plans for devices provided to students, instructional staff, and administrative staff.
- Quantities, types, manufacturer support, and costs of devices provided for student use at different grade levels.
- Knowledge of replacement schedules and additional services (e.g., protection plans) for devices provided to students.
- Requirements, preferences, and potential roadblocks to providing each student with devices for remote learning in future years.
- Knowledge of broadband/hotspot connectivity within the student population (or plans to collect that data).
- Knowledge of funding mechanisms involved in the purchase of digital instruction device for students, instructional staff, and administrative staff.
- Knowledge of your district's Learning Management System (LMS) use, including types, costs, use, and interaction with state reporting (or if not currently using, expected costs of implementation).
- Knowledge of type and use of IT help desks for students, instructional, and administrative staff.
- Policies and procedures (including procedure development) for district provided digital devices and services.
- Knowledge of types and use of filtering or other protection services employed by your district.

(Academics and Curriculum - continued on page 2)



Office of Digital Teaching & Learning

For Academics and Curriculum:

- Percentage/number of students attending in person/online/hybrid.
- Outline of teacher training modalities and capacities, along with your district's capacity for teacher feedback and evaluation.
- Your district's familiarity and interest in participating with Arizona Education Technical Standards and Computer Science Standards.
- Current practices regarding the collection of data regarding students learning modalities, connectivity, capacity, and remote student evaluation practices.
- Your district's ability to support teacher technology through IT support desks.
- An overview of your district's support needs for teacher's digital teaching readiness.
- Knowledge of current practices regarding evaluation of digital teaching curriculum (including specialized support for special education needs students and English learners).
- The quality, types, vendors, and availability of digital content availability to students at different grade levels (including classroom devices such as the use of VR, Smartboards, etc.).
- Training specific to the use of digital equipment and the online environment for students.
- Knowledge of policies and procedures related to the production and implementation of digital instructional materials.
- Overview of district needs and desires related to digital content production and digital goals.