



U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

**EMAPS User Guide: State
Supplemental Survey – ED Tech**

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U.S. Department of Education

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DOCUMENT HISTORY

| Version Number | Date | Summary of Change |
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| 1.0 | 8/23/10 | Version 1.0 of this document introduces the first release of the ED Tech Survey in <i>EMAPS</i> . |
| 2.0 | 05/05/11 | Version 2.0 of this document introduces the second release of the ED Tech Survey in <i>EMAPS</i> . |

PREFACE

The *EMAPS* User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter EDTech data in *EMAPS*.

This guide will be updated if major system modifications affect user procedures.

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1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool used to provide State Education Agencies (SEAs) with an easy method of reporting and maintaining information on state policies, plans, and metadata in order to aid in the analysis of data collected.

Technological Requirements

Before You Begin:

We recommend using Internet Explorer version 6 or 7 when accessing *EMAPS*.

2.0 Overview

This survey will collect metadata that will provide context and better understanding of the educational technology (ED Tech) data that was submitted for the U. S. Department of Education. Through *EMAPS*, *EDFacts* is asking State Educational Technology Directors to give brief explanations for their States' 2009-10 and 2010-11 educational technology data. These explanations are needed to help the U.S. Department of Education interpret the data correctly.

All data is reported by your state to the U. S. Department of Education through *EDFacts*, a Department data initiative for all K-12 educational programs. These data are reported through standard files, also known as file specifications. The files are listed in the survey and in the list below.

This covers data reported by your state on:

- Computers (N/X028)
- Technology personnel (N/X071)
- Eighth grade student technology literacy (N/X117)
- Integrated Technology Status (N/X131)

In addition there are questions about the data that will be reported for school year 2010-11.

3.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this survey in *EMAPS*. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center.

Personnel Skilled in Technology (N/X071, DG 526); 8th Grade Student Literacy (N/X117, DG650); Integrated Technology Status (N/X131, DG524)

I checked a response button by mistake. How do I fix this?

Just click on the response button again, and the checkmark will disappear.

Integrated Technology Status (N/X131, DG524)

The *EMAPS* text box asks: “What is the definition of effective and full integration of technology that your state used to report on Integrated Technology Status?”

What if my state did not report on Integrated Technology Status for 2009-10?

If your state did not report on Integrated Technology Status, please explain why in the provided text box.

If I go into the survey more than once, will previously entered data show?

After you complete the survey on the confirmation page, refer to the HTML report that is displayed on the home page. You cannot recover data from the survey, if it has not been completed.

How do I access reports from previous user sessions?

Reports will display in a directory accessible from the *EMAPS* homepage, only when the user saves the HTML report in that session. These reports will appear on the right side of the homepage in the “State Collection Report Repository” section.

Can I print the results of this survey?

Yes. Please see p. 17 of the user guide.

In my state, this information is better provided by someone in another office. Can I have someone else provide the data in my state? If so, how do I do that?

Yes, if you think someone in another office could better respond. Please contact your colleague and let him/her know that they will be receiving this, then contact PSC and request a new user account for the new data provider. Also, indicate which office in your state is providing the assessment information.

Why isn't the *EDFacts* coordinator the primary provider of this information?

The Office of Elementary & Secondary Education identified state Technology Directors as the state expert for this information.

What is the primary use of this information?

Information is used to accurately characterize your state's educational technology data.

4.0 EMAPS STEP-BY-STEP INSTRUCTIONS

Follow the steps below to complete the survey.

Note: Forms will not save and will not load previously submitted entries.

Log in to EMAPS

To log in directly to EMAPS, go to this link:

<https://emaps.ed.gov/suite/>

When you have accessed the EMAPS log in screen, you will see the screen shown below in option A. **Enter your username and password, then click the “Log In” button.** Note that your EMAPS username and password are case sensitive. Contact the Partner Support Center if you need your EMAPS username and password reset.



The screenshot shows the EMAPS login interface. At the top left is the EMAPS logo with the text "EDFacts Metadata and Process System". To the right of the logo is a language selection dropdown menu currently set to "English (United States)". Below the logo are two input fields: "Username:" and "Password:". Under the password field is a checkbox labeled "Optimize for slow connections:". At the bottom left is a circular button with a home icon and the text "Log In".

Launch the “State Supplemental Survey (SSS) ED Tech” Process in EMAPS

When you log into *EMAPS*, you are immediately taken to the *EMAPS* “homepage”. To return to the homepage at any time, click on the round “Home” button on the top of the screen.

The link to enter the process appears at the top of the page. Click the “Click Here to Begin” link to start.

Metadata Collections

State Supplemental Survey (SSS) Ed Tech

[Click here to begin](#)

State Homepage

After clicking on the start link on the *EMAPS* homepage, a page for your state will show. The screenshot below shows what this screen will look like for Georgia. To start the SSS-ED Tech survey click on the link in the table. In the example below this link is “Georgia SSS ED Tech State Dashboard.”



Start Page

Note to Technology Directors

This page shows all of the related data files. Click “Next” to enter the process. Please note that all the information you entered will be erased if you try to access the data, after submitting the data.

State Supplemental Survey - ED Tech

Georgia

Note to Technology Directors

State Technology Directors are authorized to provide metadata regarding technology in the subsequent forms. You will be answering questions about the following school year 2009-10 file specifications:

- Computer (NX028)
- Personnel Skilled in Technology (NX071)
- 8th Grade Technology Literacy (NX117)
- Integrated Technology Status (NX131)

In addition there are questions about the data that will be reported for school year 2010-11

[Next](#)

Computers Form

The first form on the SSS ED Tech survey asks questions about how your state reports data on computers in educational environments. Note: you will get an error message, if the questions are not answered. Providing comments in the “text box” is optional. It is available for you to provide any additional information about computers by internet for school year 2009-10.

Click “Next” to continue to the survey form.

State Supplemental Survey - ED Tech

Georgia

Computers by Internet Access (N/X028, DG525)

For school year 2009-10, what source(s) of information did your state use to report on the number of instructional computers by internet access? Check all that apply: *

- Survey
- Data collection system
- Inventory
- Technology plans
- Other plans
- E-rate report
- Other report
- Other
- We did not report on the number of instructional computers by internet access

If you would like to provide more information, please use the text box below.

OMB No. 1875-0240
Exp. 9/30/2013



Personnel Skilled in Technology Form

This form covers personnel who work with technology. The screenshot below shows questions about personnel count standards and personnel qualifications. Note: Providing comments in the “text box” is optional. It is available for you to provide any additional information about personnel skilled in technology for school year 2009-10.

State Supplemental Survey - ED Tech

Georgia

Personnel Skilled in Technology (N/X071, DG526)

For school year 2009-10, what did your state use to report on Personnel Skilled in Technology (N/X071, DG526)? Check one response: *

State technology standards for teachers

District technology standards for teachers

Other

We did not report on Personnel Skilled in Technology

For school year 2009-10, how did your state determine whether personnel met technology standards? Check all that apply: *

State certification

District certification

Observations

Self-report on a skills checklist

State test or assessment

District test or assessment

Portfolios

Course completion

Other

We did not determine whether personnel met technology standards

If you would like to provide more information, please use the text box below.

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8th Grade Student Technology Literacy Form

The screenshot below shows questions about 8th grade student technology literacy. Note: Providing comments in the “text box” is optional. It is available for you to provide any additional information about 8th grade student technology literacy for school year 2009-10.

State Supplemental Survey - ED Tech

Georgia

8th Grade Student Technology Literacy (N/X117, DG650)

For school year 2009-10, what did your state use to report on 8th Grade Student Technology Literacy (N/X117, DG650)? Check one response: *

State standards

District standards

Other

We did not report on the 8th Grade Student Technology Literacy

For school year 2009-10, how did your state determine whether 8th grade students were technology literate? Check all that apply: *

Observations

Self-report on a skills checklist

State test or assessment

District test or assessment

Portfolios

Course completion

Other

We did not determine whether 8th grade students were technology literate

If you would like to provide more information, please use the text box below.

OMB No. 1875-0240
Exp. 9/30/2013

 EMAPS
ED Tools, Methods and Practices System

Integrated Technology Status Form

The screenshot below shows questions about integrated technology status. Note: All questions on this form must be answered. Providing comments in the last “text box” in this section is optional. It is available for you to provide any additional information about integrated technology status for school year 2009-10.

State Supplemental Survey - ED Tech

Georgia

Integrated Technology Status (N/X131, DG524)

For school year 2009-10, what is the definition of effective and full integration of technology that your state used to report on Integrated Technology Status (N/X131, DG524)?*

For school year 2009-10, which definition did your state use to report on Integrated Technology Status (N/X131, DG524) ? Check one response:*

State definition

Local definition(s)

Other

We did not report on Integrated Technology Status

For school year 2009-10, how did your state determine whether LEAs effectively and fully integrated technology? Check all that apply:*

Observations

Self-report checklist

Survey

Other

We did not determine whether LEAs effectively and fully integrated technology

If you would like to provide more information, please use the text box below.

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School Year 2010 – 2011

The screenshot below shows questions about school year 2010-2011. Note: If the “We did not determine whether personnel met technology standards” option in question #2 was selected, no other selection can be made. Providing comments in the “text box” is optional. It is available for you to provide any additional information about the data reported for school year 2010-11.

State Supplemental Survey - ED Tech

Georgia

School Year 2010-11

These questions are about the data that will be reported for school year 2010-11.

For school year 2010-11, how many LEAs received funds?

For school year 2010-11, out of the number reported above, how many LEAs received funds less than \$25,000?

Other information about the data reported for school year 2010-11.

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09/30/2013



Review Entries Form

After completing the survey form a confirmation screen will show. Please review your entries and confirm that all information is accurate. If entries do not show as expected please click on the “previous” button to make corrections. If issues persist please contact the ED*Facts* Partner support center at 877.457.3336.

| |
|--|
| Personnel Skilled in Technology (N/X071, DG526) |
| For school year 2009-10, what did your state use to report on Personnel Skilled in Technology (N/X071)? State Technology Standards for Teachers |
| For school year 2009-10, how did your state determine whether personnel met technology standards? State Certification |
| 8th Grade Student Technology Literacy (N/X117, DG650) |
| For school year 2009-10, how did your state determine whether students were technology literate? Observations |
| Integrated Technology Status (N/X131, DG524) |
| What is the definition of effective and full integration of technology that your state used to report on Integrated Technology Status (N/X131, DG524) for school year 2009-10? Effective and full integration of technology |
| Which definition did your state use to report on Integrated Technology Status (N/X131, DG524) for school year 2009-10? State definition |
| How did your state determine whether LEAs effectively and fully integrated technology for school year 2009-10? Observations |
| School year 2010-11 |
| For school year 2010-11, how many LEAs received funds? 300 |
| For school year 2010-11, out of the number reported above, how many LEAs received funds less than \$25,000? 150 |
| Other information about the data reported for school year 2010-11. Nothing to report. |

Submission Confirmation Page

When the survey is complete the form below will show and an email will be sent to the U.S. Department of Education.

The screenshot shows a confirmation page with a red border. At the top, it says "State Supplemental Survey - ED Tech" followed by a dashed line. Below that, it says "Georgia". Underneath is the heading "Confirmation Page" and a paragraph: "Thank you for completing the State Supplemental Survey for ED Tech data. An email has been sent to the Dept. of Education. This document can also be accessed by clicking on the printable report link below." In the center, there is a "Printable Report:" label followed by a blue link: "SY 2009-10 and SY 2010-11 ED Tech Survey Georgia". At the bottom left is the EMAPS logo with the tagline "Data-Driven and Process-Driven". At the bottom center is a button labeled "End Survey".

Click on the blue “Printable Report” Link button (shown in the screen shot above) to access an HTML version of your report. This report will show the data that was entered during your session.

Note: Please print or save the HTML version of the survey to retain for your records. If you re-enter the survey data from the previous session, it will not load previously entered data in the forms.



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