

Implementing the LoFTI: Looking for Technology Integration in Your School

If you decide that you have a question that might be addressed with data collected through observation of technology integration, consider using the **LoFTI: Looking for Technology Integration** created as part of the evaluation of the *North Carolina Learning Technology Initiative (NCLTI)* during the spring of 2010. The following checklist is provided to help you plan and implement your LoFTI: Looking for Technology Integration in a way that will maximize its value, in terms of informing school-level planning for technology use.

Planning for Survey Use

- ❑ Convene whatever team is responsible for evaluation and/or technology planning in your school.
- ❑ Clarify and come to consensus on the questions about which your school cares.
- ❑ Review the LoFTI: Looking for Technology Integration instrument and supporting documentation.
- ❑ Determine if the LoFTI: Looking for Technology Integration data will be useful in answering those questions.
- ❑ Determine how and when your LoFTI: Looking for Technology Integration will be completed.
- ❑ It may be necessary to provide technical training for your staff, to be sure that they have the skills necessary to use a web-based survey instrument. See *Managing LoFTI: Looking for Technology Integration Responses*, below.
- ❑ Communicate in advance with staff members about the purpose of the LoFTI: Looking for Technology Integration, how it fits into school technology or evaluation planning, and how important it is that everyone completes the instrument.
- ❑ Define a plan for disseminating LoFTI: Looking for Technology Integration findings to the entire school staff.

Initializing the Online LoFTI: Looking for Technology Integration Instrument

- ❑ Determine the date on which you want your online LoFTI: Looking for Technology Integration to open, and the date on which you want it to close.
- ❑ Determine how many staff members you expect will complete your LoFTI: Looking for Technology Integration.
- ❑ Have the LoFTI: Looking for Technology Integration manager the evaluation team (fisurveys@ncsu.edu) at the Friday Institute and provide the above information. *Allow 3-5 working days for your LoFTI: Looking for Technology Integration to be initialized.*

- ❑ Your LoFTI: Looking for Technology Integration manager will receive a return email with the URL to your school's individualized LoFTI: Looking for Technology Integration.
- ❑ It may be useful to create a shortcut or bookmark on the computers that will be used for LoFTI: Looking for Technology Integration responses, to guide respondents to the correct URL.

Managing LoFTI: Looking for Technology Integration Responses

- ❑ When your LoFTI: Looking for Technology Integration opens, implement the plan your school developed to assure a sufficiently high rate of response.
- ❑ Have someone with appropriate technology skill available to support your school staff as they complete the online LoFTI: Looking for Technology Integration. *The instrument does not require substantial technical skill but it is necessary that respondents know how to open a web browser window, and complete and submit online forms. LoFTI users may also need to refer to the Interpreting LoFTI: Looking for Technology Integration Data guide to better understand unfamiliar education terminology.*
- ❑ Note that it is possible for a respondent to submit more than one set of answers, and one respondent may observe multiple classrooms.

Using Your LoFTI: Looking for Technology Integration Data

- ❑ When your LoFTI: Looking for Technology Integration has closed, you will receive an e-mail indicating your response rate, a note indicating whether or not the Friday Institute can certify that your results are likely representative of your entire staff, and a URL that links to your online LoFTI: Looking for Technology Integration report.
- ❑ Convene the evaluation or technology planning team.
- ❑ Share the LoFTI: Looking for Technology Integration report among planning team members, either by electronic means (with a data projector, for example), or by distribution of hard copies of the report page.
- ❑ Use the *Interpreting LoFTI: Looking for Technology Integration Data* guide to assist school planning efforts.
- ❑ Make appropriate inferences from your LoFTI: Looking for Technology Integration data. *It is critical to revisit the questions being asked at this point. The LoFTI: Looking for Technology Integration provides a lot of data and it may be possible to be distracted by issues other than those seen as important during the planning process.*
- ❑ Examine your LoFTI: Looking for Technology Integration findings for surprises or unanticipated findings.
- ❑ Importantly, revisit and refine the questions that LoFTI: Looking for Technology Integration data were expected to answer. *It is not at all unusual to discover that a*

primary finding arising from LoFTI: Looking for Technology Integration data is that more data is required to really understand issues at hand.

- *Consider next steps in the evaluation process. It may be necessary for example to convene groups to discuss why staff members may have responded to the LoFTI: Looking for Technology Integration like they did, or the planning team might examine possible changes to program implementation based on findings.*