16/17 Action Plan Video Transcript

Welcome to the TLF Reporting Tool Video.

The purpose of this video is to orient TLF leads to the technical components of the second phase of the online reporting tool. We appreciate the feedback received last June and therefore, have modified the tool.

There are a couple of options to access the TLF Reporting Tool.

You may use the link provided or go to the CODE website and select Hosted Sites. A drop menu appears. Then select Technology and Learning Fund.

This will take you to the TLF page. Select Reporting from the horizontal menu options and scroll to the link button to the Online Reporting Tool.

In 2014-15, three users per board were set up with accounts: the Director, a Supervisory Officer Lead, and a Project Lead as per information provided to CODE.

Users were notified in September 16, 2015 via a CODE memo that they would have to set up a Go Secure account, and migrate their TLF information from Go Access to Go Secure.

Our CODE colleagues have been working diligently to follow up with users to migrate their accounts, please contact your TLF CODE Regional Lead for instructions.

If you are a new TLF user who has not yet been given access to the TLF through Go Secure, you may use the link to register your account.

If you have forgotten your ID or password, there is a link to reset.

Once logged in, Under EDU, select Technology and Learning Fund.

This year we have separated the tool into two separate reports, one report for your 2015 -16 school year and the second for your 2016-17 action plan.

This gives you the option to complete the reports separately and submit them separately as well. Both reports are due by the June 15.

From the drop menu, select Technology and Learning Fund Action Plan. Then select 16/17 for the academic year.

Similar to the Board Report, the Action Plan begins with a list of instructions. When you are ready to proceed, click next.

Section A is the 2016-17 Contact Information. Again, this section will be pre-populated based on the information that was provided to CODE in the fall of 2015. You may make changes or edits as needed after May 20. Remember to click next and save if you make

changes.

In Section B, Self-Assessment Report, you will answer three self-assessment questions based on your current level of transformation, and provide next steps under a number of areas for future action.

Please note that each area provides a series of prompts and examples to assist those writing the report.

In another video, my colleagues, will provide some additional guidance on answering these and other questions throughout the action plan.

The next three sections C, D and E are all similar to the Board Report 2015-16. The processes are exactly the same.

In this next section, please start by providing the question of inquiry or theory of action that will guide your work in the 2016-17 school year. You may wish to refer to, or copy from, your 2015-16 report.

Next, you will be asked to provide details about each individual project, similar to details provided in the 2015-16 final report. In this case you will be entering anticipated numbers.

Section D is Innovation Project Funding. This section outlines your anticipated funding allocations for the 2016-17 school year.

You will again provide funding details for each separate innovation project. Please ensure that you provide the exact name for each innovation project that you used in the previous section.

Please input funding information for professional learning, technology acquisition as well as resource development and research planned. If you have additional line items to add to each of these categories, you can click the green "add" button to the right.

For each activity or acquisition, please specify whether the expenditure comes from the Enhanced Supports or Innovation Research funds.

Financial Overview is Section E. This section will show you the financial breakdown and how your allocation has been spread out over the innovation funding and enhanced supports.

The Ministry allocations will be pre-populated based on the TLF funding allocations for 2016-17.

The plan to spend the funds will be populated based on your inputs in Section D. Explanation of variance is required. Again, remember to click next and save.

Once you have completed the required sections, you will have the opportunity to upload

additional documents that you wish to provide.

Please keep in mind that uploads are not required although all will be reviewed and are appreciated. This is separate from the research reports collected by the third party researchers.

Once you are satisfied with the report and have Director approval, you may submit your report. Changes can be made for a time after submission.

The Ministry and CODE team will be reviewing the data and approving the reports. After that final approval, the data will be locked and you will not be able to edit.

Final reminders click next and save to avoid losing data.

If you require technical assistance, please contact me - Karen.beutler@ontario.ca.

This concludes the video for TLF 16/17 Action Plan.