15/16 Board Report Video Transcript

Welcome to the TLF Reporting Tool.

The purpose of this video is to orient TLF leads with 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 at the top.
Then 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 Board Reporting and the Academic Year 15/16.

The Board Report and the Action Plan both have instructions at the start.
When you are ready to proceed, click next.

Next is Section A about the 2015-16 Contact Information.

This section will be pre-populated based on the information that was provided to CODE in the fall. You may make changes as required after May 20 when the tool is live.

Remember to save if you make changes.

Throughout the tool, you can come back to make changes as needed. There is no need to fill out the entire report in one sitting.

Next is Section B about your 2015-16 Innovation Projects. Your inquiry question/theory of action from your 2015-16 action plan will be pre-populated.

If you made changes to your original inquiry question/theory of action during the year, you may make edits as needed in the text box below.

Next, we would like you to describe each project undertaken with your TLF funding.

Provide the name of your innovation project, a description, and indicate if the project is new or ongoing using the dropdown.

Then you will be asked to indicate how many elementary and secondary schools are involved, as well as how many students, teachers, school leaders, and system leaders.

There is also a category for “other” participants. If you provide a number for “other” participants, please indicate in the text box below who those other participants were.

Next, please check the Achieving Excellence and TLF goals to which your project connects.

Also identify the applicable draft 21st Century Competencies that have been the focus of your innovation project.

You will see a link to the draft competency descriptors from Appendix C of the 21st Century Foundation document.

You also have the opportunity to list additional competencies that your project may focus on that are not listed.

If your board has developed descriptors for the additional competencies that you list, we would encourage you to attach the document by clicking browse, and uploading the file from your computer.

The next three question deal with monitoring/measuring the impact of the project.

Please provide specific metrics and examples where possible.

The third questions asks you to reflect on the changes you have seen over time - assuming that the project is ongoing.

You are then asked to list the starting date of your innovation project and the number of participants involved since the innovation project began, if you have the information.

Once you have completed all of these sections for your first project, go back to where you typed your innovation name and description.

Click the green “add” button to the right to add another project for this section

Do the same if you have more projects. Details are required for each project.

Once you have completed this section entering all project information, click next and save to move on.

Now onto Section C which is about your Innovation Project Funding.

This section outlines your actual funding allocations for the 2015-16 school year.

In a similar fashion to Section B - Innovation Projects, you will provide funding details for each separate innovation project.

Please ensure that you provide the exact name for each innovation that you used in the previous section.

Input funding information for any of the sections that apply to your project, i.e. professional learning provided, technology acquired, resources and research.

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

Note that the categories resources, research and “other” are expenditures counted against your “Innovation Research” funds.

If you have additional line items to add to each of these categories, you can click the green “add” button to the right under each heading.

Then click Next and save.

Next is the Financial Overview. This section will provide you with a financial overview of the dollar amounts entered in section C. You cannot edit the amounts on this page.

The Ministry allocations will be pre-populated based on the TLF funding allocations for 2015-16 as outlined in the spring 2015 B-Memo that went out on March 26, 2015.

These sections below show how your allocation has been spread over the innovation funding and enhanced supports including the up to 80% allocated for technology acquisitions and the 20% minimum to be spent on professional learning.
If there is any variance, overspending or underspending, of the allocation, please use the text boxes under explanation of variance to explain the reason(s).

Click next and save.

Now Section E which is the Self-Assessment Report focus. To assist the TLF team with its advance planning for 2016-17, we are asking boards to complete a brief self-assessment report by answering the two questions on scaling and connections to Achieving Excellence by selecting answers from the drop down menus to the right.

You are then asked to confirm completion on your 2015-16 TLF Letter of Agreement requirements by answering yes or no to the final three questions.

Finally, please ensure the Director/CFO information is complete before submitting. This is how we know that the report is director/CFO-approved.

Then click next and save.

Once you have completed the required sections, you will have the opportunity to upload additional documents that you may 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.

The next section is Data Submission. Once you are satisfied with the report and have Director/CFO approval, you may submit your report.

Changes ***can*** be made after submission.

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

A couple reminders: save to avoid losing data and you do not have to complete the report all at once.

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

This concludes the video for TLF 15/16 Board Reporting.