

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Chief Information Officer

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. 550  
POLICY REGARDING CTAP<sup>2</sup>  
CERTIFICATED STAFF ONLINE SURVEY  
REQUIRED BY THE STATE

ROUTING

Administrators  
Instr. Tech. Applications  
Facilitators (ITAFs)  
Principals  
UTLA Chapter Chairs  
Teachers

DATE: October 6, 2003

Due: December 31, 2003

DIVISION: Information Technology

APPROVED: MARGARET A. KLEE

For further information, please call Dr. Todd Ullah, Director, Instructional Technology Applications, at (213) 241-1384 or [todd.ullah@lausd.net](mailto:todd.ullah@lausd.net).

I. BACKGROUND

Los Angeles Unified School District provides opportunities for staff to engage in relevant and timely professional development on the use of instructional technology to increase student achievement. As more technology is placed in classrooms using state and federal funding sources, data is now required regarding technology use and proficiencies for instructional staff. The California Department of Education has developed an online survey, The California Technology Assistance Project Technology Assessment Profile (CTAP<sup>2</sup>), for certificated staff to provide an online self-evaluation of technology proficiencies. General survey data, not specific to an individual, is used to tailor professional development and to provide information regarding instructional program impacts to local, state, and federal entities. *Effective January 2003, all certificated staff are required to complete the proficiency assessment and technology use components of CTAP<sup>2</sup>.*

In November 2002, the Program Evaluation and Research Branch *Surveys and Reports Committee* approved CTAP<sup>2</sup> for district use (see Memorandum BT-50, November 25, 2002). The Technology Proficiency Assessment and Technology Use Survey components of CTAP<sup>2</sup> are on-line, self-assessment tools that allow educators to determine their level of proficiency; introductory, intermediate, or proficient, and their level of technology use. The proficiency self-assessment is based upon rubrics established in each area of technology competency and aligned with the California Commission on Teacher Credentialing (CTC) "Factors to Consider," which is the technology standard for a California K-12 Preliminary Teaching Credential. Based on the results of the assessment, educators can view and select training opportunities that will advance their proficiency. (see <http://ctap2.iassessment.org/>).

### The CTAP<sup>2</sup> Proficiency Assessment

- is aligned with CTC Technology Standards for credential renewal and AB 75 () requirements for administrators,
- provides current assessment level summary data for a school, local district, district, county, or the state (*individual teacher records are private and not accessible*),
- provides a Proficiency Analysis Report (**PAR**) for use by schools and/or local districts for staff development planning,
- provides a tool for teachers to use in building a customized training catalogs.

### The CTAP<sup>2</sup> Technology Use Survey

- provides data regarding frequency and types of use of technology tools by staff for instruction and classroom management purposes,
- provides data regarding frequency and types of use of technology tools by instructional staff with students,
- provides data regarding the frequency and types of use of technology tools by students in specific subject areas,
- provides data regarding the frequency and types of requests for technical support by instructional staff.

## II. OBJECTIVES

Policies and procedures have been established to enable LAUSD to meet state and federal education technology funding requirements by providing data relative to certificated staff technology proficiencies. The objective is to provide school and district-wide data relative to technology competencies to inform professional development and effectively integrate technology into the instruction and curriculum. Data will also be used to validate district strategic goals and plans, and provide information regarding the impacts of specific programs that use instructional technology on student achievement.

## III. POLICIES AND PROCEDURES

### A. Survey Completion Policy

Effective January 2003, all certificated staff are required to complete the proficiency assessment and technology use components of CTAP<sup>2</sup>. Certificated staff must complete these survey components by December 31, 2003. Newly hired staff (after December 31, 2003) must complete these survey components within 30 days of their start date. These surveys must be updated every 18 months. Schools should utilize minimum days, banked time, and staff development days to allow certificated staff an opportunity to complete the survey.

The CTAP<sup>2</sup> proficiency component requires approximately 45 minutes to complete. The CTAP<sup>2</sup> technology use component requires approximately 10 minutes to complete. Since the survey components are completed online, sufficient Internet connected computers need to be available. Instructional Technology Applications Facilitators (ITAFs) can assist in providing training on the use of the CTAP<sup>2</sup> proficiency assessment and technology use survey data for staff development planning and creating Individualized Learning Plans (ILPs).

#### B. Accessing the CTAP<sup>2</sup> Proficiency Assessment and Technology Use Survey

Completion of the CTAP<sup>2</sup> survey components requires each user to create an account. These accounts are secure and accessible only by the individual creating the account. When the user sets up the account they will be asked to create a 4-digit login ID and a password. Individual data from the user's proficiency assessment and technology use survey can only be accessed using this login ID and password— no individualized data is available for school or district assessment purposes.

The procedures for setting up a CTAP<sup>2</sup> User Account are as follows:

1. Point the web browser to <http://ctap2.iassessment.org/> and select "Create New Account"
2. Select the user's county, district, local district and school
3. Complete the user information page which includes selecting a unique 4-digit ID and a password. All classroom teachers, coordinators, and coaches should select "certificated staff" regardless of credential status (i.e. emergency, district, intern, etc)
4. Review and, if desired, print out the account review information on the next screen
5. Click on "Enter Site Survey" to continue

Once the account is created the user can login to their account using the chosen 4-digit ID and password to complete the proficiency assessment and technology use survey, as well as review individualized reports and data, edit user information, or access an Individualized Learning Plan (ILP).

#### C. Proficiency Analysis Reports (PAR)

Access to reports concerning numbers of users, proficiency levels, and types of technology use is available to CTAP<sup>2</sup> administrators. This data is extremely helpful for securing baseline data, identifying professional development needs, and monitoring the impact of staff development programs on technology proficiencies. Currently all local district ITAFs are CTAP<sup>2</sup> administrators and can assist district and school level administrators in gaining access to their school or local district level data. ITAFs can also assist in securing training and accounts for administrators who wish to access the data on their own.

#### D. Training Resources

The CTAP<sup>2</sup> proficiency assessment also contains a tool which teachers may use to build their own customized training catalog to track proficiency growth. This component can be

used to individualized professional development opportunities geared towards the goals in the proficiency chart. This feature is accessed by logging in to the system and selecting the "view my training catalog" on the main page.

E. Maintenance of CTAP<sup>2</sup> Proficiency Assessments

Certificated staff must update proficiency assessments every 18 months. Updating the assessments will provide the district, local district and school with a means of informing professional development opportunities according to identified needs. Updated data will also assist these entities in collecting information regarding identified program impact.

F. Support

Technical assistance for CTAP<sup>2</sup> is available by contacting iAssessment at (866) 422-6252 or by e-mailing [ctap2bug@iassessment.org](mailto:ctap2bug@iassessment.org). Assistance with training opportunities, staff development, or CTAP<sup>2</sup> administration can be obtained by contacting the school's local district ITAFs.

###