



Online Assessment Planning Tool SYSTEMS INTEGRATION WORKSHEET

This worksheet is one of a set of resources addressing eight key elements of online assessment readiness. The worksheets are designed to assist districts and schools in planning actions steps that will move them from their current stage of readiness to their next targeted level of preparation and practice.

Systems Integration		Assessment		Adaptation		Transformation		
		Just Starting	Building Awareness	Beginning to Change Practice	Starting Improvements	Beginning to Translate Practice	Increasing	
Focus Areas		Strategies for moving from Awareness toward Adaptation			Strategies for moving from Adaptation toward Transformation			
Check	Focus Areas				Action Plan			
What	Who	When	What	Who	When	What	Who	When
PEOPLE	Cross-Functional Systems Perspective (Bring a bigger picture to inform administrative processes)	Engage a cross-functional team to review the school systems inventory (see below), discuss common issues, and identify ways to improve efficiency and usability.	Maintain data on systems usage and common issues (e.g., conflicts, duplications, confusion, data migration problems), and use the findings to inform integrated planning for technology, data management, and assessment/instructional products.					
	Systems Mapping (Identifying details of multiple systems in order to convey complexity and efficiency)	Conduct an annual inventory of technology-based assessment, instruction, and data systems in use, including data inputs and outputs, reporting systems, network utilization, technical requirements, procurement history, and who has access and decision-making authority.	Maintain an ongoing system map for technology-based assessment, instruction, and data systems that is regularly updated to reflect any changes. Include data inputs and outputs, reporting systems, network utilization, technical requirements, procurement history, and who has access and decision-making authority, as well as data formats and transfer paths, interoperability standards in use, and how systems connect to each other. Understand interdependencies, gaps, duplications, and conflicts.					
TECHNOLOGY	Cross-System Solutions (Identifying integration and access solutions)	Identify solutions for common systems integration issues, including services and processes, for better cross-platform management of login credentials, student rosters, student data, shared instructional content, and other information. Utilize restricted program and content access through district hubs.	Implement a range of solutions to streamline login, consolidate content access, and enable data exchange between multiple systems, with the goal of enabling a seamless user experience when switching between assessment, reporting, and instructional platforms and improving analytics across digital tools.					
	Interoperability (Building systems for more effective integration and cross-platform data exchange)	Understand what interoperability standards are available for different kinds of instructional and assessment content and data, such as CEIS, IMS Global (QTI, AEP, LTI, OneFactor, Caliper), Ed-Fi, and others. Understand the implications of these standards to different systems within the school.	Establish the technical information that potential vendors must produce during the procurement process and what technical requirements their solutions must meet. Base this list on instruction and assessment needs, technology needs, and other functions. Insist that vendors utilize open standards (rather than vendor proprietary formats) for data exchange and systems interoperability such as CEIS, IMS Global (QTI, AEP, LTI, OneFactor, Caliper, Ed-Fi), and others.					
PROCESS & PROCEDURE	Coordinated Requirements for Procurement (Establishing a set of technical and functional requirements for future procurements that address interdependent and conflicting needs of the different platforms that have to serve instructional, assessment, and administrative purposes)	Understand how potential products will handle data inputs and outputs, what is self-contained and what is reusable, what formats are being used, what content and which data formats are proprietary, and how the products might work in concert with the products and systems already in use in the district and the schools.	Establish the interoperability standards that potential products and vendors must support and implement moving forward so that the district builds content and data systems that can more easily exchange information across platforms.					
	Enterprise Maintenance (Seeking efficiencies in coordinated maintenance programs for multiple technical systems)	Protect expensive digital investments with quality maintenance and support programs.	Where possible, coordinate maintenance and support contracts to include multiple platforms as a means to promote more effective systems uptime/CEIS.					

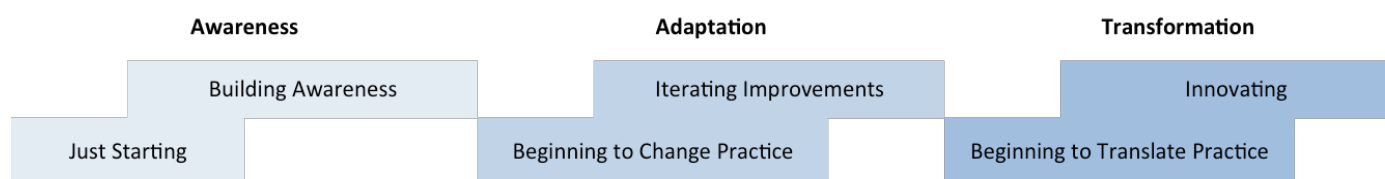
- Planning and Leadership
- Communications
- Assessment Practices
- Instructional Practices
- Professional Development
- Technology Infrastructure
- Systems Integration**
- Logistics

How to Use Online Assessment Planning Tool Worksheets

Each worksheet features Focus Areas with recommended strategies for moving a district and its schools along the spectrum toward greater degrees of online assessment readiness. Using the results from the Online Assessment Planning Survey, a district's planning team can identify their current stage along the spectrum for each element and where they would like to be in the future. The planning team can identify and prioritize critical areas on which to focus efforts by placing a check in the columns on the left side of the worksheet. The area on the right side of the worksheet should be used to identify action steps that will help achieve both short and longer-term goals. Each worksheet groups strategies into practical categories, including People (professional development, planning, engagement), Technology (systems, devices, infrastructure, software), and Process (policies, protocols, workflows, scheduling) to assist schools and districts in integrating assessment strategies with broader planning efforts.

This PDF is designed to be printed onto 11" x 17" paper.

Additional Online Assessment Planning Resources are available at <http://www.elearninstitute.org/assessment>.



Systems Integration

Focus Areas		Strategies for moving from Awareness toward Adaptation	Strategies for moving from Adaptation toward Transformation
PEOPLE	Check Cross-Functional Systems Perspective (Seeing a bigger picture to inform administrative processes)	Engage a cross-functional team to review the school systems inventory (see below), discuss common issues, and identify ways to improve efficiency and usability.	Maintain data on systems usage and common issues (e.g., conflicts, duplications, confusion, data migration problems), and use the findings to inform integrated planning for technology, data management, and assessment/instructional products.
	Systems Mapping (Identifying details of multiple systems in order to control complexity and efficiency)	Conduct an annual inventory of technology-based assessment, instruction, and data systems in use, including data inputs and outputs, reporting options, network utilization, technical requirements, procurement history, and who has access and decision-making authority.	Maintain an ongoing system map for technology-based assessment, instruction, and data systems that is regularly updated to reflect any changes. Include data inputs and outputs, reporting options, network utilization, technical requirements, procurement history, and who has access and decision-making authority; as well as data formats and transfer points, interoperability standards in use, and how systems connect to each other. Understand interdependencies, gaps, duplications, and conflicts.
TECHNOLOGY	Cross-System Solutions (Identifying integration and access solutions)	Identify solutions for common systems integrations issues, including services and processes, for better cross-platform management of login credentials, student rosters, student data, shared instructional content, and other information. Utilize centralized program and content access through district hubs.	Implement a range of solutions to streamline logins, consolidate content access, and enable data exchange between multiple systems, with the goal of enabling a seamless user experience when switching between assessment, reporting, and instructional platforms and improving analytics across digital tools.
	Interoperability (Building systems for more effective integration and cross-platform data exchange)	Understand what interoperability standards are available for different kinds of instructional and assessment content and data, such as CEDS, IMS Global (QTI, APIP, LTI, OneRoster, Caliper), Ed-Fi, and others. Understand the implications of those standards to different systems within the school.	Stipulate the technical information that potential vendors must produce during the procurement process and what technical requirements their solutions must meet. Base this list on instruction and assessment needs, technology issues, and office functions. Insist that vendors utilize open standards (rather than vendor proprietary formats) for data exchange and systems interoperability such as CEDS, IMS Global (QTI, APIP, LTI, OneRoster, Caliper), Ed-Fi, and others.
POLICIES & PROCEDURES	Coordinated Requirements for Procurement (Establishing a set of technical and functional requirements for future procurements that captures interdependent and conflicting needs of the different platforms that have to serve instructional, assessment, and administrative purposes)	Understand how potential products will handle data inputs and outputs, what is self-contained and what is exportable, what formats are being used, what content and which data formats are proprietary, and how the product might work in concert with the products and systems already in use in the district and the schools.	Stipulate the interoperability standards that potential products and vendors must support and implement moving forward so that the district builds content and data systems that can more easily exchange information across platforms.
	Enterprise Maintenance (Seeking efficiencies in coordinated maintenance programs for multiple technical systems)	Protect expensive digital investments with quality maintenance and support programs.	Where possible, coordinate maintenance and support contracts to include multiple platforms as a means to promote more effective systems integration.

Action Plan		
What	Who	When
What	Who	When
What	Who	When