Instructions for Using the Technology Plan Builder

Technology Plan Builder (TPB)
http://tpb.lacoe.edu

The Technology Plan Builder (TPB) is designed to assist California School Districts with the process of developing technology plans. The TPB is entirely online and provides a collaborative environment for creating technology plans that align with California Department of Education guidelines.

If you don't have an account and would like to create a plan, select Sign Up and Create Technology Plan.

If someone else added you to a technology plan, you should have received an e-mail message from "webmaster@lacoe.edu" advising you of your username and temporary password.

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New User: Creating a Tech Plan Builder Account and First Plan

If a user wishes to create a Technology Plan, but does not already have a TPB account, they will need to create an account, first. TPB combines the process of creating an account and creating your first Tech Plan.

If the user does not have an account and wishes to collaborate on a currently existing plan, then a user on the existing plan (assuming they have rights to do so) will need to invite the new user to the Tech Plan that is already in existence. During the invitation process, a TPB account will be created for a new user, if they do not already have a TPB account. TPB does not allow a user to create an account that is not associated to a Tech Plan.

Creating a TPB Account: New User

1. Navigate to TPB website (http://tpb.lacoe.edu)
2. Click *Sign Up and Create Technology Plan*
3. Complete requested items, then click, *Create*
    a. This will take you to the Create TPB User screen
4. Look for an e-mail message from webmaster@lacoe.edu (If you do not see this message, check to see if it may have been moved to spam or another folder)
5. You should be on the Create TPB User screen
    a. Click *Sign-in to LACOE TPB site*
    b. For Name: Enter your "full e-mail address"
    c. For Password: Enter the temporary Password from the e-mail message you received
6. Click *Log In*
7. Change Password to your choice of password. You will need to enter it twice
8. Log In with your "full" account information
    a. For Name: Enter your "full e-mail address"
    b. For Password: Enter the Password that you just created
9. Click *Log In*
10. This takes you to the Create Plan screen

Creating a Tech Plan after creating a new TPB account: New User

1. You should be on the Create Plan screen following the account creation steps above
2. Complete the required information
   a. Plan Title
   b. Plan's LEA Type. Choose between:
      i. District
      ii. Charter
      iii. Private School
   c. After selecting LEA Type, you will need to select Plan's Purpose
      i. Comprehensive
      ii. Education Technology K-12 Voucher
   d. Select County, District, School as appropriate
   e. Plan Years
   f. LEA Contact
3. Click *Create Plan*
4. This will take you to the Plan Index for the Tech Plan you just created

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Existing User: Creating and Editing Plans with the Tech Plan Builder

As a returning/existing user to the Tech Plan Builder, you will normally need to:

- Select either Create a Plan or Edit an Existing Plan
- Sign in to your account

If you are a user of only one plan, this will take you to the *Plan Index* for that plan. If you are a user on more than one plan, you will see a list of your plans. Click on the plan you would like to work on, and this will take you to the Plan Index for the selected plan. See below for more detailed descriptions.

Login: Existing User

1. Navigate to the TPB website (http://tpb.lacoe.edu)
2. Click *Edit an Existing Plan*
3. You will be asked to login with your "full e-mail address" and password
4. Click *OK*
5. If you have more than one Tech Plan in the Tech Plan Builder system, you will be taken to a menu that lists all of the Tech Plans that you are currently associated with
   a. You can select any plan from the list, which will take you to the Plan Index page for that plan
6. If you only have one Tech Plan in the Tech Plan Builder system, you will be taken to the Plan Index for that plan

Creating a Technology Plan: Existing User

1. Navigate to the TPB website (http://tpb.lacoe.edu)
   a. If you are already on the Tech Plan Builder website, click on *Main Menu* from any TPB page
2. Click *Create a Technology Plan*,
   a. If you are already logged in, you will be taken directly to the Create Plan Screen
   b. If you are not logged in, you will be asked to login with your "full e-mail address" and password

3. You will be taken to the Create Plan screen
4. Complete the required information
   a. Plan Title
   b. Plan's LEA Type. Choose between:
      i. District
      ii. Charter
      iii. Private School
   c. After selecting LEA Type, you will need to select Plan's Purpose
      i. Comprehensive
      ii. Education Technology K-12 Voucher
   d. Select County, District, School as appropriate
   e. Plan Years
   f. LEA Contact
5. Click *Create Plan*
6. This will take you to the Plan Index for the Tech Plan you just created

Editing an Existing Technology Plan: Existing User

1. Navigate to the TPB website (http://tpb.lacoe.edu)
   a. If you are already on the Tech Plan Builder website, click on *Main Menu* from any TPB page
2. Click *Edit an Existing Plan*
   a. If you are not logged in, you will be asked to login with your "full e-mail address" and password
   b. If you are already logged in and are associated with only one Technology Plan, you will be taken to the Plan Index for that plan
   c. If you are already logged in and are associated with more than one Technology Plan, you will be taken to the *Plan List* page. You will see a list of all plans that you are associated with
      i. You can filter the list by Type, Purpose, Plan Starting Year, and Year Created
      ii. You can sort the list by clicking on a column header
      iii. Click on a plan to go to the Plan Index page for that plan

Plan Index

1. The *Plan Index* page contains three areas
   a. Menu Bar near the top of the page
   b. Information Area that shows details about the plan
   c. Plan Sections list
2. The Menu Bar on the Plan Index page contains the following elements
   a. Manage Users
      i. Allows you to assign/associate other users to a the Technology Plan
      ii. You will need to know the user's e-mail address
      iii. If the user to be assigned does not have a TPB account, an account will be created for them
         (1) The new user will receive an e-mail message from "webmaster@lacoe.edu" advising the user of the new account and Tech Plan that they have been invited to work on
      iv. If the user already has a TPB account, they will receive an email from "webmaster@lacoe.edu" advising them of the plan that they have been added to

   Management Tip: If a group will be collaborating on a plan, have only one person create the plan and then they can invite the rest of the group into the plan.

    v. Adding a User to a Technology Plan
- (1) Navigate to the Plan Index page
- (2) Click Manage Users at the top of the window
- (3) Click New User
- (4) Enter the full e-mail address of the user to be added to the Tech Plan
- (5) Continue with the First and Last Name
- (6) For Edit: choose from the dropdown menu
  - (a) Yes, gives the user full editing and sharing rights to the Tech Plan
  - (b) Comments Only, allows the user to view and comment, but does not allow the user to edit content or share the plan with other users
  - (c) No (read-only), allows the user to view the plan, but they will not be able to share the plan, edit, or comment
- (7) Enter the user's position using the dropdown menus
- (8) Click Add User
- (9) If the user already has a TPB account:
  - (a) If the user being added is found in the TPB system, you will receive a prompt that, "The user is already registered on this site. The name and position information reflect the user's registration."
  - (b) The "existing" TPB user that was just added to the plan will receive an e-mail message from webmaster@lacoe.edu stating that they have been added to the particular plan
- (10) If the user does not already have a TPB account
  - (a) You will receive a messaging stating that the Tech Plan Builder is creating an account for the new user and that they will be receiving an e-mail message with their login information
- (11) Click OK to continue
- (12) You should see the new user in the Manage Users list of users
- (13) You can edit a user's account access at any time by clicking on the Edit button to the right of the user's name
- (14) You can delete a user from the plan by clicking on the Delete button to the right of the user's name

b. Download Plan (Word)
- i. Click to download a copy of the entire Technology Plan in Microsoft Word format (.docx)
- ii. The file is formatted for Microsoft Word
  - (1) Opening in other programs may not display properly

c. Download Plan (PDF)
- i. Click to download a copy of the entire technology plan in Portable Document Format (.pdf)
- ii. You may need a pdf reader program (such as Adobe Reader) to view the file

d. View Plan
- i. Opens a web-based version of the technology plan as a new window or tab in the current browser you are using

e. Show All Comments
- i. Shows all comments in the plan, organized by section and thread
  - (1) Each major section of the TPB gives the option for collaborative commenting
- ii. You cannot edit comments from the Show All Comments page
- iii. You can go directly to the page where the comments were made
  - (1) Click on the specific Comment Title that is displayed on the Show All Comments page
    - (a) Takes you to the page where the comment was made
    - (b) Click on *Comments* in the red menu bar at the top of the browser window to open the Comments window for that page
    - (c) Comments can be "closed" but not deleted

      f. Logout
- i. Click *Logout* to log out of the Technology Plan Builder

3. The Information Area on the Plan Index page contains the following elements
    a. Name of the Technology Plan
- i. This is an internal name and is not printed on the plan

    b. Plan's Purpose

    c. Plan's LEA Type

    d. Plan Years

    e. Created
- i. Date and time that the plan was created

    f. Last Activity
- i. Date and time of the last activity on the plan
  - (1) Does not show if no activity has taken place on the plan

    g. Completed
- i. Date and time when the plan was completed
  - (1) Does not show if the plan has never been marked as "Completed"
  - (2) If the plan has been marked as "Completed" but is now in revision, red text stating that the plan has a "Revision in progress" will appear below the date that the plan was marked as "Completed"

    h. Copy Plan
- i. Similar to "Save As" in a word processor
- ii. Saves a full working copy of the Technology Plan with a new name
- iii. Technology Plan copies can be used for (*the following are examples*):
  - (1) Saving progress before new updates or significant changes are made
  - (2) Updating a previous version of a Technology Plan
    - (a) Possible reasons for updating a previous version of a Technology Plan
      - (i) Technology Plan is expiring
        - 1. All TPB Technology Plans are three (3) years in length
      - (ii) Technology Plan is ready for an annual update
        - 1. Annual updates are not mandated

    i. Delete Plan
- i. Removes the plan from all users, including the plan creator
- ii. You will be asked to confirm that you wish to delete

4. The Plan Sections area contains the following elements
    a. List of each section and subsection
    b. Status of each subsection
- i. Status for any subsection can be
  - (1) Not Started
    - (a) Section has not had any activity
    - (b) Section is editable
    - (c) Once a section has had any activity, it will be marked as Draft
  - (2) Draft
    - (a) Activity has occurred in that subsection
    - (b) Section is editable
    - (c) "Activity" is an action that has caused a change in the Technology Plan
      - (i) A text area has been "Updated"
      - (ii) The Status has been "Updated"
        - 1. You can change the Status of a section at any time by going to that section, clicking on the Status dropdown, changing the selection, Clicking on *Update Status*

(3) Completed
   (a) Section has been marked as "Completed"
   (b) Section becomes "read-only" or "not-editable"
   (c) Marking a section as "Completed" must be manually done by a user
   (d) All sections must be marked as "Completed" before the Technology Plan can be submitted as "Self-Certified" or for Education Technology K-12 Voucher approval purposes
   (e) To edit a section that has been marked "Completed"
      (i) If on the Plan Index page, Click on "Read Section" for that section
      (ii) Change the status to "Draft" by clicking on the Status dropdown, selecting "Draft," and then clicking *Update Status*

c. Edit Section clickable link
   i. Clicking on *Edit Section* for any Technology Plan section, takes you to the Edit Section page for that section
      (1) Editing text or section status within any section requires you to navigate to that page using the Edit Section links
   ii. Open Comments
      (1) A red asterisk "*" will be displayed to the left of the "Edit Section" link for any section that contains open comments
      (2) If all comments in a section have been "Closed" the asterisk will no longer be displayed for that section
   iii. Read Section
      (1) If a section has been marked as "Completed" it will no longer show "Edit Section" on the Plan Index page, but will now show, "Read Section" as a clickable link
      (2) If the section status is changed back to "Draft," it will again show as "Edit Section"

General Information

Status

Each section can have one of three Status descriptions:

• Not Started: As soon as any change has been saved in a section, the section changes to Draft. You can always set it back to Not Started.

• Draft: Section is editable. This lets you know that it has been started, but is not finished.

• Completed: Section has been marked by a user as Completed. Section becomes read only. To edit the section, the status must be changed back to Draft.

Editing a Section

1. Navigate to the Plan Index page
2. Click on *Edit Section* for any of the sections listed in the lower portion of the Plan Index page
3. You will be taken to the Edit Section page for the section that you clicked on
4. Page Elements
   a. The Menu Bar at the top of each of the Edit Section Pages provides navigation links to:
      i. *Main Menu*: Return to the Main Menu page
      ii. *Plan Index*: Return to the Plan Index page

       iii. *View Plan*: Opens your plan in a new tab in html format. The plan is formatted the way that it will appear when viewed or printed in its output/final format

       iv. *Preview Section*: Opens the section that you are working on in a new tab. The page is formatted the way that it will appear when viewed or printed in its output/final form

          (1) Preview for section 1a. Introduction does not give a final output view. Instead, it shows various aspects that include the Overview text and Cover Logo if these have been added to the plan

       v. *Comments*: Opens a Comments box that floats in the browser window. Users who have editing or commenting rights can view, create, and respond to comments. The Comments window can be "dragged" around the browser window for better placement as you are working

       vi. *Logout*: Logs the user out of their account

   b. Guiding Questions

       i. Most of the Edit Section pages contain a Guiding Questions section

          (1) The Introduction and Stakeholders sections currently do not contain Guiding Questions

       ii. The Guiding Questions section can be shown or hidden by clicking on the *Show Guiding Questions* button

       iii. The Guiding Questions for all of the sections can be found in the "2014-15 California K-12 Education Technology Plan Template, Criteria, and Guiding Questions" document

          (1) Found on the Main Menu page, in the Help Documents and Presentations section

   c. Examples

       i. Each Edit Section page contains an Examples section that includes an

          (1) Example of Adequately Addressed

          (2) Example of Not Adequately Addressed

       ii. The Examples section can be shown or hidden by clicking on the *Show Examples* button

       iii. Examples of Adequately Addressed and Not Adequately Addressed for all of the sections can be found in the "2014-15 California K-12 Education Technology Plan Template, Criteria, and Guiding Questions" document

          (1) Found on the Main Menu page, in the Help Documents and Presentations section

5. Locate the text box for the section that you are editing

6. Enter text as desired

   a. Tools are available in the text box for formatting options

   b. Text can be copied and pasted into a text box

       i. Pasted text may lose formatting that was present in the document being copied from

   c. Be careful if pasting a table into a TPB text box

       i. Tables may not format correctly, or could cause errors if too complex

       ii. Best practice is to build tables in the TPB text box using the built in formatting tools

7. Images are *not* directly supported in the Tech Plan Builder

   a. You may experience unexpected results if you try to *paste* an image into a text box

   b. You may be able to add an image as a "reference" through html code. This is not supported by the Tech Plan Builder and you may experience unexpected results if using html to add an image

   c. A cover page logo option is available in the Introduction section

8. After editing text on the page, you will need to **save** the changes you made

   a. Locate the *Update Section* button

   b. The *Update Section* button is near the bottom of the page

   c. Click on *Update Section* to save your changes

   d. Important: TPB does not automatically save your changes

       i. If you navigate away from the page before clicking on *Update Section*, you risk the possibility of losing your changes

       ii. Make sure to always click on *Update Section* before leaving a page

       iii. **If you have any unsaved text or edits, Make sure to click on *Update Section before* clicking *Update Status***

   e. If this is the first time that you are saving your changes to a page, you may see the status change from Not Started to Draft

9. There are three (3) status levels for a section
   a. Not Started
   b. Draft - Automatically changes to Draft after the first time you click *Update Section*
   c. Completed - Lets you know that a section has been completed. When a section is marked as Completed, the section becomes read-only. To make further edits, you will need to change the status to Draft
10. Changing the Status of a section
   a. Click on the Status dropdown item near the top of the browser window
   b. Change the Status to Not Started, Draft, or Completed
   c. Click on *Update Status* to save the change in status

   Important: Make sure to "Save" your changes "before" Updating the Status of a page or leaving a page. Saving is accomplished by clicking on "***Update Section***" for any section that you are on.

Comments

The Technology Plan Builder offers a Commenting tool that is available for every Tech Plan section while you are editing that section. To access the Commenting tool, a user must have editing or commenting rights to the plan.

1. Navigate to the Edit Section page for any section
   a. From the Plan Index page, click on *Edit Section* for any section
2. Click on *Comments* in the Menu Bar near the top of the browser window
3. A Comments box will appear in the browser window
4. The Comments box floats in the browser window. It can be "dragged" around the browser window for better placement as you are working
5. Click on *Create* in the Comments box. This opens a second text box with a Subject and Comment area
6. Add a Subject and Comment, then click on *Post* to post the comment. The comment can now be viewed in the first comment box
7. Click on *Reply* or *Hide* for a comment, to reply or hide a "thread" comment
8. If you click on *Reply*, you have the option to post a reply, or check the box marked *Subject is closed* to close the comment thread
9. If you click on *Create* in the first floating text box, you can create a new comment subject or "thread"
10. Comments cannot be deleted. When a Comment is posted, the Comment link at the top of the page keeps track of how many comments are posted in that section.
11. You can close the Comments box at any time by clicking on the "*x*" at the top right of the floating Comments box
12. You can reopen the Comments box by clicking *Comments* near the top of the browser window, while on the Edit Section page
13. You can view "All" Comments in the Tech Plan by navigating to the Plan Index page and clicking on *Comments*
14. You cannot edit comments while viewing All Comments from the Plan Index page, however you can go directly to the section where the comments were made by clicking on the specific Comment Title that is displayed in the Show All Comments section. Once at the appropriate Edit Section page, click on *Comments* to open the floating Comments box for that page

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Section-Specific Information

1a. Introduction

Section 1a. Introduction is pre-populated with information that was input while the Tech Plan was initially being created. This section allows a user to revisit and, if necessary, edit those initial descriptive parts of the Technology Plan. These parts include: Plan Title, Plan's LEA Type, Plan's Purpose, County, District, School (if necessary), and Plan Years.

Also included in the Introduction are:

1. LEA Contact: Where you would list the plan's Contact information
2. Overview: A text area where you can add a brief overview of the LEA, its location and demographics and/or share a link to the LEA's website
3. Cover Logo: Allows you to upload an image that can be used as the logo for the plan. This image will appear on the cover page

To add a Cover Page Logo

To add a Cover Page Logo, you will need to upload the image, then return to the Introduction Section and select the image that you wish to appear as your logo. This allows you to have multiple logos uploaded, but still be able to select which logo should actually appear on the Cover Page.

1. From the 1a. Introduction page, click on the red, "*click here*" text that appears near the bottom of the browser window in the Cover Logo section. This takes you to the Add Graphic page
2. Click *New Graphic*
3. Click *Browse*
4. Locate and select the image that you would like to upload to the Technology Plan Builder
   a. This will vary depending on the specific browser and operating system being used
   b. You may need to click *Open* in the menu window that you are presented with
5. This should take you back to the Add Graphic page in TPB
6. The name of the image should be displayed next to the Browse button
7. Add a Title and Description in the boxes provided
8. Click *Add Graphic*
9. You should see the Title, Description, File Name, and Size of your image(s) appear in a list view
10. You can add additional images to the menu if you would like
    a. You will only be able to use one image on the Cover Page
11. Navigate back to the Introduction page
    a. Click *Plan Index* near the top of the browser window in red lettering
    b. Click *Edit Section* for section 1a. Introduction
    c. Scroll to the bottom of the Introduction section
12. Click on the dropdown menu to the right of "Logo"
13. Select the image that you just uploaded
14. Save your changes by clicking "*Update Section*"
15. You can verify the logo by clicking on "*View Plan*" near the top of the browser window in red lettering
    a. This opens your plan in a new browser tab or window where you should be able to see your newly added Cover Page Logo

b. Alternatively, from the 1a. Introduction Section page, you can click on *Preview Section* near the top of the browser window. You should see your logo near the bottom of the page in a scaled-down view

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Completing the Technology Plan

Submitting Tech Plan Builder Plans for Posting or State Approval

1. The Technology Plan Builder provides a process for plans to be posted
2. If a Technology Plan was created using the Tech Plan Builder
    a. Comprehensive plans can be submitted for posting to a website where the plan status may be viewed publicly
        i. The plan is "not" downloadable from the plan status webpage
    b. Education Technology K-12 Voucher plans can be submitted for CDE approval
3. By submitting a plan through the Technology Plan Builder, users are self-certifying that the plan has been locally approved and that the plan submitter is authorized to submit the plan on behalf of the LEA.
4. In order to submit a plan, each section of the Technology Plan must be marked as "Completed"
5. From the Plan Index page, users will need to Edit each section
6. From the Edit Section page, click on the "Status" dropdown
7. Select "*Completed*" from the dropdown menu choices
8. Click *Update Status* to save the Status as "Completed"
9. Click on *Plan Index* near the top of the browser window to return to the Plan Index
10. Click on *Edit Section* for the next section
11. Change that section Status to "Completed" and *Update* the *Status* to save it
12. Return to the Plan Index and repeat the process until all sections have been marked as "Completed"
13. When "All" sections have been marked as "Complete," a button will appear on the Plan Index page
    a. For Comprehensive plans, the new button will be labeled, "Self-Certify Plan"
    b. For Education Technology K-12 Voucher Plans, the new button will be labeled, "Submit Plan for Review"
14. If you are not ready to submit your plan, you can return to any section to review and/or edit
    a. Editing a section that has been marked as "Completed"
        i. From the Plan Index page, click on *Read Section*
        ii. Change the Status from "Completed" to "Draft"
        iii. Click *Update Status*
        iv. The Edit Section page that you are on will change to an editable version
        v. When you are finished editing, change the Status back to "Completed" and Update the Status
        vi. If all sections are marked "Complete," you will again see the Submit or Self-Certify Plan button on the Plan Index page
15. Once you submit your plan, you can no longer edit it
    a. You will still be able to read and review the plan
    b. You will be able to make a copy of the submitted plan and edit that new "copied" version
16. If you are ready to submit your plan, then click the appropriate button on the Plan Index page ("Self-Certify Plan" or "Submit Plan for Review"), depending on which type of plan you are working on
17. When you click on the appropriate button to submit your plan…
    a. Comprehensive Plan
        i. The Technology Plan Builder will process information for a moment
        ii. Review Status will be displayed as "Self-Certified"

      iii. A message will appear that states, "The archived version of this plan is available via the following URL. The URL is not password protected and thus can be used by non-TPB Users"

      iv. A link to a PDF version of your submitted plan will be displayed below the message

  b. Education Technology K-12 Voucher Plan

      i.   The Technology Plan Builder will process information for a moment

      ii. Review Status will be displayed as "Submitted"

      iii. Your Technology Plan is now waiting for CDE to approve or disapprove the submitted plan

      iv. You will be notified when that action has been taken

Submitting Technology Plans for Posting or State Approval that were "Not" Created with the Technology Plan Builder

1. The Technology Plan Builder provides a process for posting technology plans that were "not" created with the Technology Plan Builder
2. Navigate to the Main Menu page
3. Click on *Upload Plan Menu*
4. From the Upload Plan Menu page, users can
   a. Create a TPB User Account
      i. If you are a new user to the Technology Plan Builder, you will need to create a TPB account before being able to upload a Technology Plan
   b. Upload Plan
      i. Users with TPB accounts can upload plans in "PDF" format
   c. List My Plans
      i. Users who have uploaded Technology Plans, can list their plans
5. Click *Upload Plan*, this will take you to the "Upload Plan" page
6. Fill in the required information for Technology Plan that you will upload to the TPB
7. Click *Browse* to locate your plan from your local storage drive
   a. This process may vary slightly depending on your computer, operating system, browser, etc.
   b. Select your Technology Plan and click "*Open*" (this process may vary)
8. You should now see the name of your Technology Plan next to the Browse button
   a. If you don't see the name of your Technology Plan, or if the name is not correct, click on *Browse* again and repeat the process for locating your Technology Plan
9. Click *Upload Plan*
10. For a Comprehensive Plan
    a. The Technology Plan Builder will process information for a moment
    b. Review Status will be displayed as "Self-Certified"
    c. A message will appear that states, "The archived version of this plan is available via the following URL. The URL is not password protected and thus can be used by non-TPB Users"
    d. A link to a PDF version of your submitted plan will be displayed below the message
    e. A note will be displayed below the URL stating that the plan is an "Uploaded Plan"
    f. There will be a button to "Download Plan PDF" if you would like to download the plan from the TPB
11. For an Education Technology K-12 Voucher Plan
    a. The Technology Plan Builder will process information for a moment
    b. Review Status will be displayed as "Submitted"
    c. A note will be displayed below the URL stating that the plan is an "Uploaded Plan"
    d. There will be a button to "Download Plan PDF" if you would like to download the plan from the TPB
    e. Your Technology Plan is now waiting for CDE to approve or disapprove the submitted plan
    f. You will be notified by e-mail when that action has been taken

Viewing Technology Plan Status

1. The Technology Plan Builder provides a location where the public can access Technology Plan Status
2. Navigate to the Technology Plan Builder Main Menu page
3. Click on *Technology Plan Status by County*
   a. This is near the bottom of the page in the "General" section
4. Select the appropriate County for the plan you are looking for
5. Select the Type of plan (Only District and Direct-Funded Charter Schools can be displayed)
6. Click *Display Plans for Selected County*
   a. You will be taken to the Plan Status page
7. The Plan Status page provides an alphabetical list of Technology Plans by LEA Name for the County and Type of plan that you selected in the dropdown menus near the top of the browser window

Revising the Technology Plan

When it comes time to revisit the technology planning process, either because your plan is expiring, or it is time for an annual review, the Technology Plan Builder can be very helpful if it was used to create the previous plan. Log in to your previous plan and click *Copy Plan* in the Plan Index. Then, save your plan with a new name. You will now have a fully written plan already in the TPB that is ready for you to update with information.