

Completing the WestEd Technology Implementation Rubric

Suggested Process

1. Complete this self-assessment in a group that represents the diversity of your technology users. Don't rely on an individual or people working independently. The discussion that occurs will be very useful to all of the participants and sets the stage for improvement.
2. Be sure to clarify your terminology, agreeing as a group on clear and operational definitions of the words in the rubric. Come back to these shared definitions regularly as your group completes the initial self-assessment, the subsequent planning, and the ongoing evaluation of progress.
3. Consider collecting actual evidence to help you decide which stage best describes your organization. Collect the evidence in a portfolio format, organized according to the rubric's components. You'll be able to use your portfolio as a reference as you progress into other stages.
4. Highlight those sentences or phrases which your group agrees upon and can actually substantiate with evidence. Your stage of implementation, indicated by the concentration of highlighted areas, will probably vary with each component and may actually "spread" over two or even more of the cells.
5. As you develop plans to move on to the next stage, use the sentences in the next cell as targets, developing specific and measurable objectives that move you toward those targets.