



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

September 18, 2014

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D. 
Deputy Superintendent, Education Services

SUBJECT: 2014-2015 22i Technology Readiness Infrastructure Grant
Requirements and the MTRAx Tool

Users of the Michigan Technology Readiness Assessment Tool (MTRAx) need to be aware of upcoming changes to the application, as well as several key dates related to those changes. MTRAx is currently undergoing a redesign to provide users with a better experience through an improved user interface. As a part of the redesign process, it will be necessary to disable all access to the application for a short period of time while the new interface is implemented into the production environment. Once live on the improved interface, certain functions and capabilities within the application will also not be immediately available for use. This communication is intended to provide users with the key dates and information that they need to be aware of related to the redesign.

Key Dates

- Training sessions for the new interface:
 - **September 24 – 10am**
 - **September 24 – 2pm**
 - **September 26 – 9am**
 - **September 26 – 1pm**
 - **September 29 – 10am**
 - **October 1 – 9am**
 - **October 1 – 1pm**
 - **October 7 – 10am**
 - **October 7 – 1pm**
 - **October 10 – 3pm**

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

- Black-out period during which MTRAx will be unavailable: **September 26 through September 27**
- Fall 2014 data collection window: **October 1 through November 14**

Note that you must log in to MTRAx and update or confirm your data by the November 14, 2014, deadline in order to be eligible to participate in the 22i Technology Readiness Infrastructure Grant (TRIG).

Functionality

Due to the level of effort required to redesign MTRAx and the timelines identified for data collection for TRIG, it will be necessary to deploy the updated version of the application with an abbreviated base of functionality, essentially limited to that functionality which is required for districts to complete the data collection cycle. The remaining functionality will be deployed as it is tested and ready, and in conjunction with several enhancements, throughout the remainder of the 2014-15 year.

In order for districts to have as much time as possible to complete their updates, they are encouraged to log in to MTRAx at mtrax.org and begin updating their data as soon as possible, as data in MTRAx can be updated at any time throughout the year. In order to meet the criteria to participate in TRIG, districts must have their device and network data as up to date as possible and be submitted before the deadline. Only one update is required, but districts are encouraged to use the MTRAx tool on a regular basis to keep their information current. Note that any data updated in the current version of MTRAx will be migrated to the upgraded application during the blackout window, and will count towards districts' data update requirements related to TRIG.

What will be available:

- Building level data collection and update functionality including:
 - Network data
 - Devices data
 - Testing specifications
- District level data collection and update functionality including:
 - Network data
 - Testing specifications
 - Contact and other district profile information
- ISD level data collection and update functionality including:
 - Network data
 - Contact and other ISD profile information
- All reporting at the building, district, and ISD levels including dashboards and printed reports

Page 3
September 18, 2014

What will not be available:

- Sandbox Module
- Technology Planning Module

It should also be noted that changes have been made to the Michigan Testing Device Requirements. The revisions have been updated in the MTRAx system. The revised document is attached.

The MTRAx team appreciates your patience and understanding as we work to provide a better experience for all users. If you need support for the MTRAx system or log in information, please email <mailto:support@metiri.com>. Training sessions for using the MTRAx system will be held this fall. Information on those sessions will be communicated in the near future. Additional questions regarding TRIG can be sent to Amanda Stoel at stoela@michigan.gov or Tim Hall at thall@gomasa.org.

cc: Michigan Education Alliance

Attachment

Michigan Testing Device Requirements

	Minimum Requirements for Current Devices*	Recommended Specifications for New Purchases
<p>This document contains the “testing device” requirements for all anticipated operational testing in Michigan through the end of the 2014-2015 school year. These requirements were compiled from information provided by the testing vendors to which Michigan is currently contracting. The minimum requirements represent a low compliance threshold. Districts should attempt to exceed these requirements as many machines operating at these levels could struggle with sufficient on-board memory and processing to administer online tests.</p> <p>All hardware choices should consider the individual needs of students. Some students may need hardware that exceeds these minimum guidelines. For example, tablets may require the use of a mouse for some students.</p> <p>External keyboards are required in all cases unless specified differently by a student’s Individualized Education Program (IEP) or 504 plan. Any form of external keyboard that disables the on-screen virtual keyboard is acceptable. This includes mechanical, manual, plug and play, and wireless-based (e.g., Bluetooth, RF, IR) keyboards. The intent of this specification is to ensure the required display area is available to allow students to read multiple sources of complex item text and respond to source evidence for analytical purposes. While wireless keyboards are permissible, districts should be aware that high-density deployments of wireless keyboards and mice might interfere with each other or with the wireless network. Therefore, they should test the room configuration before the examination date and consider wired alternatives.</p> <p>There are no form factor restrictions as long as the device meets the other stated requirements. These forms include desktops, laptops, netbooks, virtual desktops and thin clients⁴, tablets (iPad, Windows, Chromebooks, and Android), and hybrid laptop/tablets.</p>	<p>Operating Systems <i>Desktops/Laptops</i></p> <ul style="list-style-type: none"> • **Windows XP with SP3 + • ***Mac OS 10.6.8 • Linux Ubuntu 12.04.1, Gnome 3.4 <p><i>Tablets</i></p> <ul style="list-style-type: none"> • iOS 7.1 + with iPad2 device • Android based tablets running Android 4.1 + • Windows-based tablets running Windows 8 + (excluding Windows RT) • Chromebooks running Chrome OS v33 + <p>Processor</p> <ul style="list-style-type: none"> • 500 MHz (Windows/Linux) • Intel x86 (Mac) <p>Memory</p> <ul style="list-style-type: none"> • 512 MB <p>Hard Drive Space</p> <ul style="list-style-type: none"> • 100 MB available <p>Screen size/Resolution</p> <ul style="list-style-type: none"> • 10-inch class display • 1024 x 768 <p>Peripherals</p> <ul style="list-style-type: none"> • Headphones • Mouse, touchpad, or touch screen • External keyboard <p>Bandwidth</p> <ul style="list-style-type: none"> • 80 kbps per student (without TSM) • 20 kbps per student (with TSM) 	<p>Operating Systems <i>Desktops/Laptops</i></p> <ul style="list-style-type: none"> • Windows 7 + • Mac OS 10.7 + • Linux Ubuntu 12.04.1, Gnome 3.4 <p><i>Tablets</i></p> <ul style="list-style-type: none"> • iOS 7.1 + with iPad2 device • Android based tablets running Android 4.1 + • Windows-based tablets running Windows 8 + (excluding Windows RT) • Chromebooks running Chrome OS v33 + <p>Processor</p> <ul style="list-style-type: none"> • 1.4 GHz (Windows) • 1 GHz (Mac/Linux) <p>Memory</p> <ul style="list-style-type: none"> • 1 GB <p>Hard Drive Space</p> <ul style="list-style-type: none"> • 200 MB available <p>Screen size/Resolution</p> <ul style="list-style-type: none"> • 13-inch class display • 1024 x 768 <p>Peripherals</p> <ul style="list-style-type: none"> • Headphones • Mouse, touchpad, or touch screen • External keyboard

*Testing device requirements may differ for pilots and field tests

**Windows XP: Microsoft ended support in April 2014; districts should move to replace as soon as possible

***Apple discontinued support for Mac 10.6.8 in 2013

REV. 9/15/14