ED 670
Needs Assessment Instrument

You will develop a needs assessment instrument to determine the technology needs of the
administrators, faculty, and students in your school. The type of needs is up to you. It
could include technology equipment, skills, attitudes, or some combination of the three.

You will
1. administer this survey and compile the results
2. write a summary of the results
3. write a statement of your conclusions
4. develop a brief plan of action based on your results

Instructions:
1. Read Chapters 3 and 4 in Educational Planning
2. Read through the Web resources provided by your instructor under Levels of
   Technology Integration and Needs Assessments to gain information about
developing a needs assessment and to see examples of needs assessment
   instruments.
3. Determine what you want to find out with your needs assessment. Write your goal
   statement(s) for this assessment.
4. Develop an instrument that best gives you the information you need.
5. Field-test your instrument on two colleagues who are most like those who will
take the assessment.
6. Revise as needed.
7. Administer your assessment.
8. Compile the results and create a table or report showing the results.
9. Write a summary of the results.
10. Write a statement of your conclusions from the results.
11. Develop and write a brief plan of action based on your results.
12. Submit the entire package to your instructor. Be sure that your name and the
school district involved are identified.

<table>
<thead>
<tr>
<th>Needs Assessment</th>
<th>Needs improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument (survey,</td>
<td>0-6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>observation, etc)</td>
<td>Poorly constructed. Not user friendly. Does not match the goals as described.</td>
<td>Questions based on stated goals. Instrument is easy to administer and to complete. Results clearly lead to action plan</td>
<td>Questions are constructed to result in the kind of information needed for technology planning. Results are easy to compile and report</td>
</tr>
<tr>
<td>Results report</td>
<td>Some results are not included in the</td>
<td>Results are reported in a clear, easy to</td>
<td>Results are reported in a polished format</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Description</td>
<td>Description</td>
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<td>------------------------------------------------------------------------------</td>
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<tr>
<td>Summary of results</td>
<td>Results are not clearly described. Summary does not take into account all results from the assessment tool.</td>
<td>Results are clearly, accurately, and comprehensively summarized.</td>
<td>Summary of results shows reflection on the implications of the results.</td>
</tr>
<tr>
<td>Conclusions</td>
<td>Conclusions are not always consistent with results.</td>
<td>Conclusions and results are consistent and clearly expressed.</td>
<td>Conclusions show a deeper understanding of the assessment’s impact on technology planning.</td>
</tr>
<tr>
<td>Action Plan</td>
<td>Action plan is broadly stated and not based on results</td>
<td>Action plan is stated in measurable terms and clearly related to results and conclusions.</td>
<td>Action plan based on results and conclusions, stated in measurable terms, and within the scope of the school environment.</td>
</tr>
</tbody>
</table>