

# 5 Steps to Digitizing Your School:

## 1. Define your vision to digitize

**Guiding Principle:** Think about your current physical infrastructure and envision a corresponding digital infrastructure framework. Determine what you would want included in your school's digital experience.

**What To Look Out For:**

- Why do you want to digitize?
- What do you want to achieve?

**Best Practices:**

- Determine your vision, objectives, and key results
- Make it a priority and revisit it often

## 2. Assemble a team and create a project plan

**Guiding Principle:** Create a committee by budgeting and allocating resources effectively. Understand your overall digital curriculum and the need to build the infrastructure and meet your goals.

**What To Look Out For:**

- Who will be part of the committee to help build the adoption plan?
- Which technical specialist will be part of the team?
- How is digital content being used currently?
- What kind of financial challenges can be faced?
- Which resources will be needed to implement digital content?
- What should students know and gain from a digitized education?
- Does the state/country you live in mention what students should know?
- What content and skills should be taught for students to excel in?
- How can digital content help students and teachers?
- What learning environments are best for success?
- How can students stay engaged with learning?
- How can technology be integrated to fit student needs?
- How can we ensure equity and access for all students and teachers?

**Best Practices:**

- Assess your plan acquiring the necessary digital resources.
- Identify what other education institutions are doing
- Create a project plan GANTT chart to track progress
- Define milestones, track time and cost savings

### 3. Select the right tools & platform

**Guiding Principle:** It's imperative to pick the right tools, platform, and tech partner to avoid costly disruptions and understand the benefits of each.

**What To Look Out For:**

- Does the technology have the ability to provide support for students and faculty?
- Consider which devices can be used by students and faculty?
- Will the platform be mobile friendly?
- Who do I have on the team that understands the LMS and how to implement it?
- How will an LMS enhance the learning experience?
- Is it easy to use and navigate through?
- Does the technology vendor have the ability to provide support about the platform?

**Best Practices:**

- Identify the platform's maturity
- Assess data security and privacy
- Receive support from the platform's vendor

### 4. Implement policies & training-onboarding sessions

**Guiding Principle:** Provide the staff and faculty members with professional development on how to best use and understand the technology. Student and school records also need to be secured. Students, teachers, and parents should feel ensured that confidential data is protected.

**What To Look Out For:**

- Who needs to be aware of the technology and how to use it in the institution?
- How long will it take for everyone to learn about the technology?
- How often should training sessions be held?
- How can we ensure privacy and security?
- Does this protect student and school data efficiently?
- How do we measure training success?

**Best Practices:**

- Customize training for the right audience
- Give time for everyone to learn
- Create clear and easy policies that can be tracked and followed

### 5. Track, monitor, & iterate

**Guiding Principle:** Once your school is digitized, it's important to track progress, improve on areas needed, and update accordingly to reach continuous success.

**What To Look Out For:**

- Does the digitization process align with the overall goals?
- Who is responsible for tracking progress towards achieving goals, key results, and milestones?

- What tools can be used to monitor and track progress?
- How often should an organization meet to go over progress?

**Best Practices:**

- Have data driven dashboards
- Have a baseline defined
- Iterate and improve the baseline