



An Introduction to NJTRAX

What is NJTRAX?

The New Jersey Department of Education (NJDOE) established NJTRAX, an online interactive tool, to help track the technology readiness of New Jersey schools and districts for online assessment and digital learning. The NJTRAX interactive database is designed to collect and store the datasets that inform readiness ratings. As an initial step in gauging the technology readiness of NJ schools for online assessments, the NJDOE asked all districts to complete two surveys, the NJ Broadband Survey and the PARCC Technology Readiness Tool (PARCC/TRT). NJTRAX has been pre-populated with data from these sources. The NJDOE provides districts with a timeline to review and confirm the pre-populated information and to add additional information where needed.

Based on the datasets, readiness ratings are published in reports that are customized for each school, district, region, and for the state. The readiness ratings are available in real time in the NJTRAX data editor. The on-demand interactive reports will be available by the end of January 2014.

Getting started with NJTRAX

A link for the login for NJTRAX appears on the *NJ Digital Learning and Assessment Portal* <http://njdigitallearning.org>.

The portal provides notices for important new developments with NJTRAX. It also contains online resources and information for getting started with NJTRAX, including:

- A *Quick Start Guide* located in the Library, with a list of steps for reviewing and updating data, a preparatory checklist, and information on calculating network readiness, device specifications, and more.
- *Archived webinars*, such as a webinar on how to update data in NJTRAX, located in the Professional Development section of the Library.
- An *FAQ* for answers to commonly asked questions.
- *Online resources* and *professional development materials* for additional information.

This catalog of resources will expand to include introductory and definitional papers, planning documents, procurement services and other resources to assist New Jersey districts and schools in assessing and further developing their technology readiness for online assessments and for digital learning.

NJTRAX accounts

Users who have access to the PARCC TRT have accounts in NJTRAX. The PARCC Coordinator and PARCC IT Contact person identified in the County-District-School (CDS) application on Homeroom (<http://homeroom.state.nj.us/>) also have accounts. For new accounts, email parccrt@doe.state.nj.us for assistance. Include the district name and county-district code as well as the type of user (as described below) in the support request email.

User Roles in NJTRAX

Users can be created and associated with different levels of the organization, NJTRAX, state, district, or school. Assigning a user to an organization at any level gives them access to the level or levels below.

Users are assigned read-only, read/write, or master user access. There are three types of users that might be assigned.

1. Read only users – Read only users, as the name implies, can see the data in NJTRAx for the schools and districts to which they are assigned but cannot add to or edit those data. This user type is useful for district leaders who want to remain apprised of the status of NJTRAx data but may not be involved in editing that data.
2. Read/Write users – These users can view and edit NJTRAx data for the organizations with whom they are associated. Creating a read/write district level user gives that user read/write access to the schools in that district as well.
3. Master Users – Master Users are users that, in addition to being read/write users, can also create new users at their organizational level or below.

Updating data in NJTRAx

Districts review and confirm the pre-populated information from the NJ Broadband Survey and the PARCC Technology Readiness Tool (PARCC/TRT) in NJTRAx and add additional information where needed. Empty fields represent new data that NJTRAx requests (or requires) to support a more sophisticated report and future uses of the data.

NJTRAx reports

NJTRAx reports provide a snapshot of technology readiness for online assessment based on the NJ Broadband Survey and PARCC Technology Readiness Tool (PARCC TRT) data provided by the school or district representative. They are available at the school, district, region and state level. The readiness ratings are available in real time in the NJTRAx data editor. On-demand interactive reports will be available by the end of January 2014.

NJTRAx readiness ratings

District Report. A district is Technology Ready for online assessment if:

- a) 100% of the district's LEA/Testing Sites that are serving as test locations are technology ready.
- b) The District Network Readiness Rating is 7 or above. To be Network Ready, each Internet Service Provider (ISP) used by the LEA/Testing Sites in the district, must provide adequate bandwidth beyond normal use to accommodate the aggregated LEA/Testing Site bandwidth requirements for all assessment sessions. If the District is not the ISP, then the District Network Readiness Rating is determined by the percentage of its LEA/Testing Sites that are Overall Technology Ready.

School Report. A school is Technology Ready if it is device ready and network ready. A school is Device Ready if it has sufficient numbers of ready testing devices to accommodate the maximum number of simultaneous test takers during the assessment window. The report uses a 10% overage included in the amount of devices that are needed in order to account for possible breakage and repair issues that could occur during the assessment administration.

A school is Network Ready if it has sufficient available bandwidth (beyond normal use) to accommodate the load for each assessment session; and, if applicable, the ratio of wireless devices to wireless access points is less than or equal to 30-to-1. Eighty percent (80%) of the available Internet bandwidth is used in the network readiness calculation since 80% represents the percentage of Internet bandwidth typically available for high quality data transport.

See the *Quick Start Guide*, Appendix G, for more information on the calculations for device and network readiness. Descriptions for readiness ratings are also included in the NJTRAx reports.