

1

Identify Need

Clearly articulate the specific need or challenge your district is trying to address so you'll be able to determine whether or not the product meets that need.



2

Discover & Select

Identify and evaluate the various products in the market. Choose a product that matches your defined need and consider other factors such as student privacy features, fit with school IT system, and the skills required to implement it.



3

Planning

Clearly articulate specific pilot goals to ensure a shared vision, and identify data that will be used to determine success. Set agreements with ed-tech providers and researchers that outline roles and responsibilities, timelines, and how results will be used.



4

Train & Implement

Ensure teachers have district- and/or company-provided training, technology support, and instructional coaching to enable strong implementation of the new tool.



5

Collect Data

Collect quantitative and qualitative data to determine whether the pilot goals are met. Create formal opportunities (e.g., surveys, interviews, focus groups, and team meetings) for teachers and students to give feedback about the tools.



6

Analyze & Decide

Analyze collected data to evaluate whether the ed-tech tool met the pilot goal(s). Consider both qualitative and quantitative data when deciding whether to purchase, continue piloting, or discontinue using the tool.



7

Negotiate & Purchase

Work with the ed-tech provider to understand and negotiate the total cost of implementing the ed-tech tool. Consider ongoing costs for licensing, installation, training, and IT support.



8

Summarize & Share

Summarize and share results with pilot participants in order to foster transparency and trust. Consider sharing the results externally to support other schools and districts in their ed-tech decision making.

