

LAT IMPLEMENTATION TIMELINE

This LAT implementation timeline identifies the sequence of calls that will take place during a comprehensive implementation process. Please note that topics and timeline may vary slightly for each organization, but in most cases will not exceed the timeframe presented here.

ACTION ITEM	COMPLETION TIME (BENCHMARK)	DESCRIPTION
Kick-Off Call	1 hour Web Conference using Zoom	Institution will meet with TS-Tk20 implementation team to discuss short and long term goals of use for the LAT platform. As follow-up, the implementation team will create and share with the organization a Project Plan, in which timelines and key contact information will be documented.
Project Plan Review Meeting	30 minute Web Conference using Zoom	Institution will meet with TS-Tk20 implementation team and review the Project Plan to confirm or adjust target goal dates as well as make additional comments.
Initial LAT Implementation Overview	60-90 minutes Web Conference using Zoom	TS-Tk20 Implementation Specialist will provide a walkthrough of the LAT platform, discuss roles and account provisioning, as well as how to build rubrics and/or forms. <i>Homework prior to next call: Build all rubrics and forms</i>
Registration Options	Coordinated via email	How will student and faculty accounts be created? • Self-Registration • Bookstore • TSDE Account Creation • LTI/Integration
Demographic Data	Coordinated via email	What kinds of demographic data do you wish to collect? When running reports, how might you wish to filter to isolate a subgroups of student data?

LAT Implementation Design		
DRF Template(s) Building	1 hour Web Conference using Zoom	• Template structure overview • How to organize your template • How to edit the structure • Assigning evaluation methods
DRF Program Creation	1 hour Web Conference using Zoom	• Setting assessment program preferences • Permissions • Enrollment • Grouping (how will submissions be routed to Evaluators?)
Field Experience Database Setup	1 hour Web Conference using Zoom Guides also available	OPTIONAL Overview of database setup and reports
Supporting Tools: • Survey & Form Builder Tool • Lesson & Unit Builder Tool • Folio & Web Page Builder	Guides available	OPTIONAL
Integration Setup	Guides provided as well as email support from Integration Team Meetings if needed	OPTIONAL
Post Implementation Design Support		
Using the Assessment Program: Student & Faculty Perspectives	Guides available	
Assessment Reporting	1 hour Web Conference using Zoom Guides also available	
TS Coordinator Tool/ Institutional System Administrator Training	Guides available	

Please note after the implementation is complete, you will have access to ongoing LAT support. Numerous resources are available to assist administrators, students, and faculty with the LAT Tools, such as video tutorials, quick start guides, an online help index, as well as phone and email support.