

## Moss,Michael

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**From:** Favorite,Douglas  
**Sent:** Wednesday, August 7, 2019 2:28 PM  
**To:** Principals; APElem.DL; APHigh.DL; APMiddle.DL; Secretaries ES FO Admin; Secretaries HS FO Admin; Secretaries MS FO Admin  
**Cc:** Tech Coordinators - Elementary; Tech Coordinators - High; Tech Coordinators - Middle; Media Specialist All; Gardner,Edward; Armentrout,Greg; Atkins,Robert Paul; Bianchi,Janet; Carr,Carole J; Collins,Alex; Cool,Ronald J; Ewing,LuAnne; Florwick,Karen L; Goto,David M; Kinna,Connie P; Moss,Michael; Pingatore,Nicholas; Ramirez,Jose Andre; Reed,Mary; Roberts,Stefanie; Sell,Teresa F; Sine,Kelly L; Soluri,John; Stevens,Barbara; Sulcer,Elizabeth; Thompson,Rebecca  
**Subject:** New Technology Inventory System

To: FCPS Principals & Administrators

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Principals and Administrators,

Last year FCPS purchased the TipWebIT Inventory Management solution to assist with the great disparity found between multiple systems used to track technology equipment in the schools. Over the last year, Tech Support has been working with various groups to integrate data from various systems into this one solution.

As of July 1, we are now live with this new inventory application and there will be several opportunities for vested staff to be trained.

- User Support Specialists in each school are the primary administrators of the inventory for their respective schools. They have already had at least 1 opportunity to be trained and the USS's in the 1:1 schools (all secondary schools) have already had two opportunities for training. They will all get one more training session before officially returning to work on Monday, August 26. All USS's were invited to a training session, paid for by the Dept. of Tech Infrastructure on August 22. They will get a refresher, updates on any changes since their last training and they will actually access their own school's data that day. **If you have hired a new User Support Specialist at your school since mid-May, please make sure they are aware of this all day training at the SDC on August 22<sup>nd</sup>.** Because USS's will be expected to use the new application to assign Chromebooks to students immediately, it is imperative that they attend this training, and as a reminder, the DTI will be paying them their usual hourly rate for this day of training. If your USS has any questions, they can contact their TS2 after August 19<sup>th</sup> for more details.
- Administrative Secretaries will be briefed at their in-service day on August 20<sup>th</sup>. We are making a strong emphasis to have all fees collected through School Cash this year, so we want Secretaries to have a full understanding of how they can access and what they can get from this system as well.
- Media Specialists are typically very involved in the collection and distribution (as well as other aspects) of the Chromebook 1:1 program. We conducted an initial training before the end of the last school year; however, not all Media Specialists were able to attend, so an additional training is set for Monday, August 26<sup>th</sup> for anyone else who needs/wants this training. This will be the last large group training opportunity before school starts in September.

Principals will have the ability to view a customized dashboard of high level inventory information for their school. Instructions on how to access this dashboard will be forthcoming. If additional detail is needed you would need to work with your User Support Specialist.

**All schools will be required to maintain their technology inventory in this new application.** We will require that mandatory annual audits be conducted using this new application, therefore all USS's will need to keep their inventory accurate and up-to-date at all times. These audits will replace the sensitive assets inventory by Accounting for technology equipment. Issuing of 1:1 devices should be done through this new application, so all USS's have learned / will be taught how to make this happen; but, please understand that Distribution (and Collection) will take a team effort, including in most schools, the Media Specialist. The tool is great; but, for all secondary schools, multiple people are needed. TipWebIT was specifically designed to associate a device to a student for 1:1 scenarios. It is expected that all schools will use this tool in the distribution and collection of their 1:1 devices.

Significant work has been done to load existing equipment into the inventory and for those schools who provided us with a map of their school, we went onsite over the summer to associate the more stationary equipment with their designated location. Chromebooks and laptops will be associated with a student/staff member because they are mobile and travel with an individual as opposed to staying in one location. The USS will do this when they are distributed at the start of the new school year.

Tech Support has created a website for this new Inventory Management System. You may now access this site through our intranet site (Inside FCPS) by going to the Technology Services site (along the left hand side of Inside FCPS) and then selecting the "Inventory" dropdown menu along the header at the top. As updates are made, they will be reflected on this website.

If you have any questions, please feel free to contact me or the TS2 for your school after August 19th.

Thanks and have a great day!

*Douglas Favorite*

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