PowerSchool

Switching EdTech Vendors?

## 8 STEPS TO CONSIDER IN YOUR PLANNING

1 Determine Your Needs & Goals for New Technology

Talk to all levels of staff to understand **what's working and what can be improved in your school district**. Look for inefficiencies—like outages, lack of adoption, extra IT time and resources spent keeping current technology updated, or low impact on student achievement. This exercise will help clarify your goals for your new technology.

2 Decide on the Budget

Work with your key leaders and stakeholders to determine budget and priorities, such as which areas require change today versus updates later. Prioritizing software with longevity and convenience will help you drastically reduce costs, implementation times, complications, and improve adoption and simplify staff workflows. Look for **integrated solutions from software as a service (SaaS) providers** who are regularly making updates. That'll ensure your tech grows and evolves as your district does.
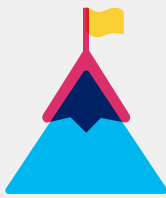
3 Establish the Plan & Vision

Many people overlook this key step, which is critical for success. Realistically look at the **amount of change required**, map out the resources needed for a smooth transition, and outline the steps to manage and track progress. Ask vendors for customer references you can contact to learn about their experience.

4 Assemble the Team

Identify eight to ten stakeholders across district functions to form a taskforce to critically review technology approaches. **Select not only individuals likely to support change, but also tech-savvy skeptics**. This ensures multiple viewpoints to identify potential gaps and avoid costly mistakes.

TIP

PowerSchool provides plan templates to guide and prepare your staff during implementation.

" **If you make teachers' lives easier and give them easy wins, the system will sell itself—and you'll have less trouble getting teachers to adopt it.** "

5 Ensure Buy-in

If you've been communicating with your staff and understand their needs, you should have few problems getting their buy-in to the change. **Boost buy-in by choosing a solution that's easy to use and simplifies their jobs**—while empowering them to be more effective. Build momentum for adoption by planning to offer staff a few easy wins.

6 Communicate

We recommend overcommunicating with all your stakeholders—educators at all levels, students, parents, business and community leaders, media, unions, and partners. Then **personalize messages by audience** in meetings, email, in person, and more. Carefully consider the timing and sequencing of your communications so they're not oversaturated.

Source: "Successfully Implementing Transformational Change in Education", *Battelle for Kids*, eBook, pg 2.

EXAMPLE

Allow teachers to co-develop courses in a common space within your learning management system. They can share the workload, own the accomplishment of contributing, and cut down workload by sharing content.

7 Roll Out to Schools

Provide districts with messaging and resources to waterfall communications, such as a roll out packet with emails, flyers, decks, talking points, and training opportunities. Ask vendors if they **provide resource packets to support an easy roll out**. Then assign roles and choose staff to lead the train-the-trainer process to maximize adoption. Look for training and community opportunities to further encourage staff adoption.

8 Support

Prepare to **work closely with your vendor implementation specialist and project manager**, as they will guide you through implementation, data migration, configuration, and staff training. After implementation and onboarding, connect with other customers to exchange tips, tricks, challenges, and best practices. Learn from others who are piloting programs you'd like to consider implementing in your district.

Learn how PowerSchool makes your edtech migration smooth and easy.

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