



To: Media Specialists
From: Libby Oxenfeld & Jean Howard
Date: February 20, 2009
RE: Annual Media and Technology Report

Enclosed are instructions for completing the **Annual Media and Technology Report (AMTR)**. The AMTR is a legislatively mandated instrument that is used "to determine the needs in implementing the initiatives of the North Carolina Instructional Technology Plan and the local school system technology plan." The data is also used in each school's and district's ABC Report Card. Be as accurate as possible. It is expected that your school's Technology Facilitator or Technology Assistant will work with you to complete the report.

The GCS deadline for completing the AMTR online is May 1, 2009.

To begin:

- Click **End-of-Year** on the LMS web page, then **AMTR Data Entry** or go to: <http://amtr.dpi.state.nc.us/amtr2008/>. All end-of-year documents can be found on this page.
- Follow the enclosed GCS instructions for completing the report.
- For **User ID** enter "410-" and your school's 3-digit number, for example, 410-388.
- Each school has a unique **Password**. Refer to your August meeting or 2008 AMTR packets for your password. It should be kept safe and secure.
- **NOTE:** There is a 10-minute time-out feature for each section. Data entered up to that point must be saved. Be sure to click the **SAVE** button at the bottom of each screen. **There is NOT a SEND button.**
- Follow the directions to print 2 copies of the completed report.
 - **Send a print copy of the completed report to Libby Oxenfeld, Franklin Boulevard by May 6.**
 - **Keep a copy of your completed report in your files.**

If you have any questions, feel free to call Libby at 370-2355, ext. 2.