

INVENSTORY

Printable Workbook

INVENTORY → EVALUATE → COMPARE → DECIDE → AUDIT → IMPROVE

Create visibility. Exercise discernment. Reduce redundancy.

Improve outcomes. Defend decisions.

Belongs to:	School / District: _____
_____	Academic Year: _____

Workbook Sections

0	Section 0 - Introduction	How to Use this Workbook & Table of Contents
1	Section 1 — Teacher	Resource inventory and classroom environment
2	Section 2 — Academic Officer	Curriculum coverage, support, gaps, redundancy
3	Section 3 — Tech Management	Systems, devices, infrastructure, integrations
4	Section 4 — Leadership	Dashboard, investment planning, viability review
5	Section 5 — Procurement Officer	All resource purchasing analysis
6	Section 6 — Legal Officer	All resource legal evaluation

See clearly. Organize intelligently. Support every learner. Build for human potential.

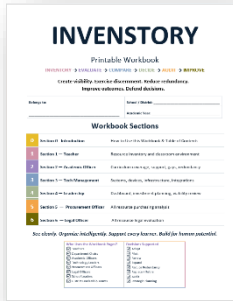
Who Uses the Workbook Pages?	Decisions Supported
☒ Teachers	☒ Adopt
☒ Department Chairs	☒ Pilot
☒ Academic Officers	☒ Renew
☒ Technology Leaders	☒ Expand
☒ Procurement Officers	☒ Reduce Redundancy
☒ Legal Officers	

- ☒ School Leaders
- ☒ District Leadership Teams

- ☒ Replace / Retire
- ☒ Audit
- ☒ Strategic Planning

Printable Workbook *Thumbnails*

How to Use This Workbook



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Printing & Binder Setup Guide



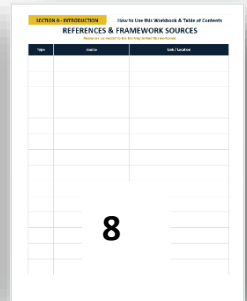
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Organize Intelligently



7

References & Framework Sources



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Learning Resource Snapshot



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My Resource Index



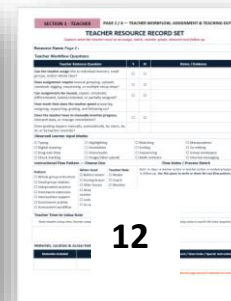
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Teacher Resource Record 1/4 - Identity, Usefulness & Learning Fit



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Teacher Resource Record 2/4 - Workflow, Assignment & Duty



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Teacher Resource Record 3/4 - Learner UI/UX, Access & Interaction



13

Teacher Resource Record 4/4 - Evidence, Data, AI, Security & Overlap



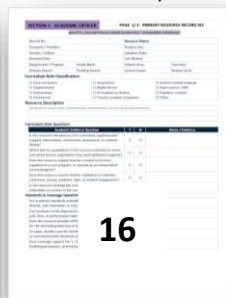
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Quick Curriculum Coverage Record



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Primary Resource Record Set - 1/3



16

Primary Resource Record Set - 2/3



17

Primary Resource Record Set - 3/3



18

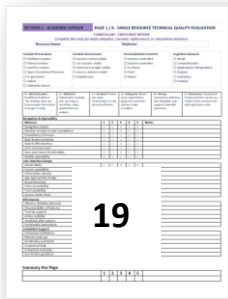
Single Resource Technical Quality Evaluation - 1/4

Single Resource Technical Quality Evaluation - 2/4

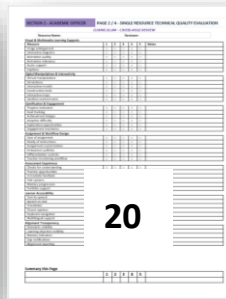
Single Resource Technical Quality Evaluation - 3/4

Single Resource Technical Quality Evaluation - 4/4

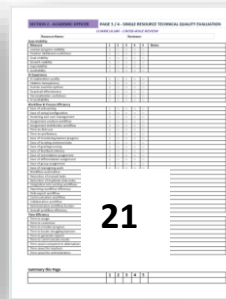
Specialized Support Coverage - 1/2



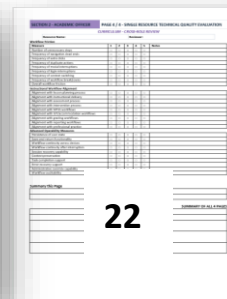
Specialized
Support
Coverage - 2/2



Curriculum
Resource Review by
Subject - Gaps



Curriculum
Resource Review -
Redundancy (Short)



Curriculum Resource
Review - Redundancy
(Long) 1/3



Curriculum Resource
Review - Redundancy
(Long) 2/3



Curriculum Resource
Review - Redundancy
(Long) 3/3



Major System
Record 1/3



Major System
Record 2/3



Major System
Record 3/3



Device Fleet
Summary



Infrastructure &
Specialized Tech
Record



Device Assignment
Ledger (Front)



Device Assignment
Ledger (Back)



Device Image
Record



Tech Vendor
Record



Dashboard - All
Resources



Summary
Investment & Cost
Planning

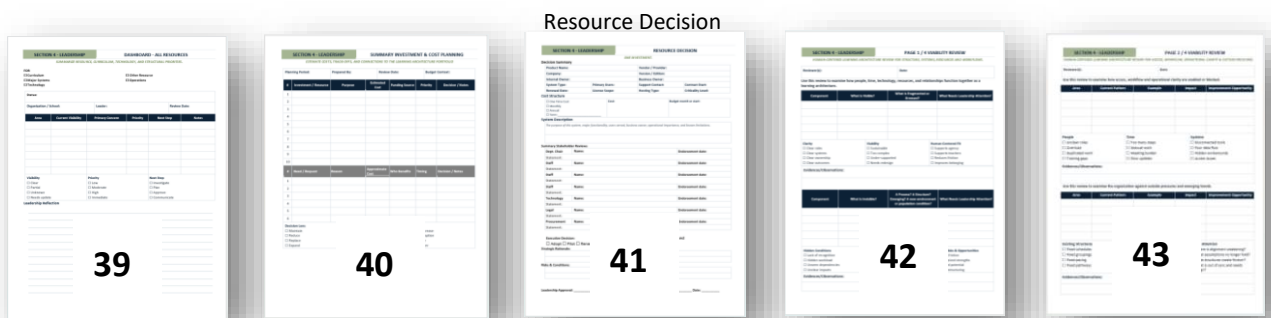


Viability Review
1/4



Viability Review
2/4



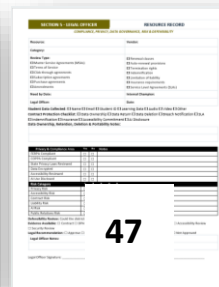
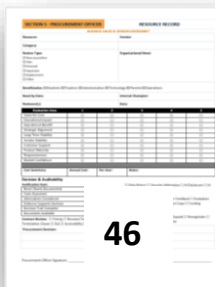


Viability Review
3/4

Viability Review
4/4

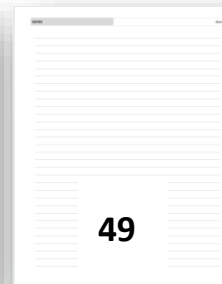
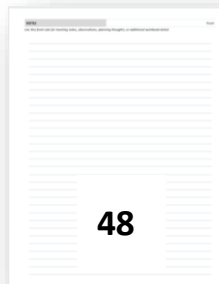
Procurement
Review

Legal Review



Notes

Notes - back



HOW TO USE THIS WORKBOOK

A practical workbook for inventorying resources, systems, coverage, workflows, and structures.

- Use only the pages that apply to your role.
- Print additional copies of repeatable pages as needed. Some can be printed front-to-back. Store completed pages in a secure binder or folder.
- Privacy & Security Reminder: Do not record passwords or sensitive data unless approved. If credentials are recorded, store pages securely.
- First, gather your existing records of resources.

My Quick Start Checklist - Gather My Records & Resources

[illegible]

PRINTING & BINDER SETUP GUIDE

Set up the workbook for print, binder use, and review cycles.

Binder Owner:	School / District:
Workbook Version / Date:	Primary Review Cycle:

Printing Setup

Print on 8.5 × 11 inch Letter paper. Keep the left binder side clear. Use double-sided printing only for designed front/back pairs.

Binder Setup

Use labeled tabs for Teacher, Academic Officer, Tech Management, Leadership, References, and Notes.

Notes for Additional References

ORGANIZE INTELLIGENTLY

Purpose statement for building clarity, viability, and human-centered learning.

The challenge today is designing learning environments that effectively combine people, time, technology, resources, and relationships to support every learner's growth.

This workbook helps educators, schools, districts, and leadership teams create a clear picture of the learning environment they have today while identifying opportunities to improve the one they want tomorrow.

Through resource inventory, curriculum coverage analysis, technology management, leadership review, and structural reflection, this workbook supports a more viable and human-centered learning architecture.

A strong learning architecture recognizes that technology should reduce operational complexity, not increase it; learner agency should grow over time; and the most valuable work of teachers is distinctly human.

May this workbook help your organization move toward clarity, alignment, better use of resources, and a sustainable model of learning that places human growth at the center of every decision.

Acknowledgments



This workbook was developed by LeiLani Cauthen, supported by Learning Counsel research and Knowstory/Invenstory design work.

REFERENCES & FRAMEWORK SOURCES

Type	Source	Link / Location

Resources connected to the thinking behind this workbook.

Use this front side for meeting notes, observations, planning thoughts, or additional workbook detail.

