Instructions for Accessing Florida Department of Education's
Online Instructional Materials Evaluation Portal
2014/2015 Adoption

This tutorial will take you through the step-by-step process of accessing the Review Portal, Materials for Review and Evaluation and the Areas of Review.

For assistance with your username or password, please contact the IM staff at imstaff@fldoe.org 850-245-0315 or Katrina Figgett at katrina.figgett@fldoe.org 850-245-0758.

When accessing the Instructional Materials Review Portal for the first time, save the address by bookmarking the website. http://www.fldoe.org/academics/standards/instructional-materials/

1.) With "**Review Portal**" open, enter your username and password and click the "log in" button**.**
2.) A new page will appear, "**Reviewer Main Menu".**

3.) Select "**Items for Review".** A new page will appear, **"Assigned Items for Review**".

4.) A list is displayed of all <u>your</u> assigned instructional materials samples to be evaluated.

Explanation of each column header is listed below.

Bid ID	Course Title	Instructional Material	Recommended	Status

Bid ID: This number is generated by the Department of Education to identify each individual set of instructional materials bid for adoption.

Course Title: The course or grade levels for which the instructional materials are designed.

Instructional Material (IM): The title of the instructional material samples.

Recommended: Once you have completed an evaluation, this field will populate with either a Y or N depending on your recommendation for or against adoption.
- Y = Recommend for adoption
- N = Not Recommended for adoption

Status:
- **Assigned:** The Reviewer has access to the materials for evaluation, but has not completed and saved any part of the evaluation.
- **In Progress:** The reviewer has begun, but has not completed, the evaluation.
- **Completed:** The reviewer has completed the evaluation and made a recommendation for or against adoption of the materials.

5.) Within your list of assigned instructional materials to be evaluated, <u>select the hyperlink under the IM header to begin the evaluation process.</u> A new page will appear, "**Materials for Review**".

Explanation of the Material for Review and Areas of Review page: This page contains the information relevant to the samples and evaluation items with several hyperlinks. These hyperlinks provide direct access to the instructional materials samples and the evaluation items.

The main components of this page are the **Major Tools** section (many hyperlinks to sample materials) and the **Areas of Review** section (links to evaluation items and recommendation).

Major Tools
Below is a list of all the tools, instructions and hyperlinks to access the samples for evaluation.
*Important Note: Some publishers have special instructions, login/passwords, samples, correlations, presentations and questionnaires posted through one link and therefore the link is repeated under other major tools. Other publishers have single links for each tool. Please don't be alarmed by the duplications.

i) The first hyperlink will be the direct access link to the online instructional materials samples.

ii) **Special Instructions –** These are provided by the publisher for access to the samples. They contain all required usernames or passwords, and/or other instructions for accessing the samples. Please read these carefully.
*If no special instructions are provided, the sample does not require a username or password to access.

iii) **Written Correlations -** The written correlations are provided by the publisher to illustrate where each required standard is covered in the instructional materials.
*Some materials do not have a written correlations link provided here. In these cases, the publisher will have a link to the written correlations on their main sample page accessed via the hyperlink above.

iv) **Publisher Presentation -** The publishers have a statutory right to provide a brief recorded presentation describing the merits of their materials. As a reviewer, you must access the presentation as part of the review process. If you are not able to open the presentation, try saving to your desktop and then open.
*Some materials do not have a presentation link provided here. In these cases, the publisher will have a link to the presentation on their main sample page accessed via the hyperlink.

v) **Publisher Questionnaire -** Provided by the publisher, this questionnaire contains additional information regarding the materials such as details about the educational approach of the materials, credentials of the authors, etc.

Under no circumstances should you contact the publisher directly. If you have any questions related to the materials, please contact the imstaff and we will relay the questions for you. The publisher and reviewer should not have direct contact during the review process, unless authorized by the Office of Instructional Materials.

Areas of Review – Rubric

You will find the evaluation itself. When you begin the evaluation, only the Non-Negotiable items will be accessible. The remainder of the evaluation will become available if the materials meet the criteria laid forth in the Non-Negotiables.

Non-Negotiables: Materials must meet the criteria for all Non-Negotiable questions. Materials that do not meet these criteria will not be recommended for adoption and require no further evaluation. If the materials meet the criteria for all Non-Negotiables, the links to the remainder of the evaluation will become active.

Each Area of Review provides the reviewer multiple items to evaluate the materials on using the following scale:

3 - Exceeds Criteria 2 - Meets Criteria 1 - Partially Meets Criteria   0 - Does Not Meet Criteria

The reviewer is encouraged to provide additional comments in the space provided throughout the evaluation.

The **Recommendation** link will become active once each of the items in all of the Areas of Review has been completed. The reviewer will be provided with a table showing how each section of the evaluation was scored in relation to the department's recommended score for each section. The recommended score is equivalent to a rating of 2-Meets Criteria on each item in the Area of Review. For example, if there are 10 questions, the Recommended Score for that Area of Review is 20 (10 questions X 2 points for each question = Recommended Score of 20). The recommended score is provided for guidance, and the reviewer is not bound to adhere to the recommended score. However, the expectation is that materials will meet or exceed the criteria to be recommended for adoption.

> ➢ You must make a recommendation either for or against adoption of the materials based upon the criteria in the evaluation.
> ➢ The Commissioner of Education will receive a report which includes all evaluations and recommendations. The Commissioner has the final authority as to which materials become state-adopted.

As a State Instructional Materials Reviewer, it is your responsibility to make a recommendation either for or against adoption of the materials. Florida expects that instructional materials recommended for adoption will have overall ratings of Exceeds Criteria or Meets Criteria. Instructional Materials with the overall rating of Partially Meets Criteria or Does Not Meet Criteria are not expected to be recommended for adoption.

Important Information

The Florida instructional materials adoption is not a competitive process. As such,
- You should evaluate materials on how well they meet the expected criteria and not on how they compare to other materials.
- There is not a limit to the number of titles that can be adopted, so recommending one program does not hinder another program's chances of being adopted.

- Evaluate the materials on how well they meet the established criteria and standards in the evaluation, not on your opinion of the criteria and standards. Publishers are responsible for developing materials which meet the requirements outlined in the state-issued specifications.

2014-15 Adoption Specifications:

- Career and Technical Education/Agriculture 6-12 (PDF, 266KB)
- ESOL (PDF, 321KB)
- Health/PE 9-12 (PDF, 779KB)
- World Languages K-12 (PDF, 294KB

You have 21 days to complete your assigned evaluations. Please have all evaluations finalized as soon as possible.

If you have any questions or problems as you work through the evaluation process, please call or email Katrina Figgett (katrina.figgett@fldoe.org or 850- 245-0758) or Genevieve English-Charles (Genevieve.English-Charles@fldoe.org or 850-245-0315) immediately.