2014/2015 FLORIDA ONLINE INSTRUCTIONAL MATERIALS REVIEW TRAINING

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION
fldoe.org

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LEARNING OBJECTIVES & ADOPTION PROCESS OVERVIEW

You will be able to do the following:

- understand your role in the materials adoption process
- evaluate IM based on the reviewer guidelines
- access and use the online evaluation system to review materials

In Florida, specific courses within the determined subject areas and grade levels are called for materials adoption on a rotating basis:

- different subjects reviewed each year
- subjects chosen in a five-year cycle
- subjects and schedule posted on FDOEIM website
- specifications published for subjects up for adoption
- outline courses and establish standards

THE ADOPTION PROCESS OVERVIEW

The process for textbook selection is statute driven:

- ✓ bids submitted according to section 1006.33, F.S.
- ✓ section 1006.29, F.S. lays out review process
- ✓ bids reviewed by two experts. In the event of a tie, a third expert will review the bids
- ✓ bids reviewed by district level experts
- ✓ access to review IM submitted is open to the public

As a state IM reviewer, you will only evaluate the success of the instructional material in meeting the established evaluation criteria. The IM review is made available electronically for reviewers to complete an electronic evaluation of the items to assess whether the materials align to Florida's standards.

Publishers are responsible for developing materials according to the specifications put forth by the Florida Department of Education and must be evaluated based on those specifications.

STIPEND FOR REVIEWERS

- A stipend will now be paid to all State Instructional Materials Reviewers in accordance with section 1006.29(1)(d), Florida Statutes, the department, as of July 1, 2014.

- Reviewers will receive a stipend of $330 dollars for each bid evaluated.

- <u>Each bid must be completed within three weeks from the assignment date to receive the stipend. No exceptions</u>.

- All stipend checks will be mailed to the address you registered in the IM Review Portal.

- All stipend checks will be mailed within 30 days upon the completion of the adoption.

EVALUATION POLICIES

There are specific policies that all reviewers of IM must abide by:

- While reviewing the instructional materials:

    - Do not share access information from the online instructional materials portal.

    - You may not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.

    - You may not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of IM or his or her agent or anyone interested in, or intending to bias your judgment in any way in the selection of any materials to be adopted.

    - It is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional material submitted for adoption.

EVALUATION POLICIES

- Each submission shall be evaluated at the individual benchmark level for accuracy and completeness and holistically for overall value as an instructional tool.

- State level reviews for instructional materials are conducted online as per statute requirements and must be in electronic or digital format.

- Each set of materials being reviewed for adoption is evaluated by the reviewer using a rubric which can be accessed online.

- Evaluate IM based upon Universal Design for Learning.

EVALUATION POLICIES

- Universal Design for Learning provides a set of principles for curriculum developers which ensures that all individuals are given equal access to learning experiences:
  - Principle #1 – provide multiple means of presentation
  - Principle #2 – provide multiple means of action and expression
  - Principe # 3 – provide multiple means of usability
  - Principle #4 – provide multiple means of engagement

- Universal Design for Learning entails consideration of presentation, navigation, and accessibility:
  - presentation – font type and size, video captioning, alt tags for images
  - navigation – navigation elements adjustable, use of shortcuts
  - accessibility – magnification, text-to-speech, switch scanning controls
  - Usability - easy user interface, clear table of content, highlighters

EVALUATION POLICIES

- Publishers are required to host the sample materials. Publishers are strongly encouraged to develop samples which are easily accessible and navigable by reviewers. Difficulty in accessing or navigating the samples may be taken into consideration by reviewers when making their recommendation for or against adoption.

- The digital instructional materials bid for adoption must be interoperable on commonly available mobile and desktop digital devices, using industry standard protocols such as EPUB or IMS Learning Tools. Publishers are encouraged to provide digital materials that comply with IMS global standards in order to ensure interoperability with a wide variety of platforms.

EVALUATION POLICIES

IM Review Portal hyperlink:
https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx.

- ✓ All notifications regarding the IM process will be sent via email, hence please provide a current email address.

- ✓ The entire evaluation process is conducted online with the evaluation rubric and access to the samples all available through the IM Review Portal website.

There is no required travel, and no hardcopy samples will be sent to you.

EVALUATION AREAS OF REVIEW & RATING SCALE

- Areas of Review –

State Instructional Materials Reviewers have three (3) priorities in evaluation IM.

* Standards   * Content   and   Overall/Recommendation

- Rating Scale –

In the Benchmark and Content areas of review you will evaluate how well the instructional material meets state evaluation criteria using the following rating scale:

* Excellent (Highest Rating)   * Good   *Fair   * Poor   * Very Poor (Lowest Rating)

- In the Overall and Recommendation areas of review, you will evaluate if the IM meets the state requirements for instructional material using the following rating scale: Rate - Yes or No

STANDARDS

Statutes give the following recommendations for instructional materials:

➢ Florida Standards: Define the topics, knowledge, and abilities that Florida students are expected to have and master at the end of each grade level course.

➢ Learner Expectations: What a student should know or be able to do. (Each instructional material being evaluate has a set of standards.)
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Florida Standards and course descriptions can be found at:
http://www.cpalms.org/Public/

➢ The specifications describe the courses for which materials are being sought, as well as cite the standards that the instructional materials are expected to meet.

➢ Some of the standards contained in the course. Note that a course may contain standards from other content areas.

CONTENT

Materials must be evaluated thoroughly to ensure that content is comprehensive, accurate, and developmentally appropriate for the intended audience:

➢ content – instruction being delivered

➢ presentation – usefulness of the materials

➢ learning – features that promote learning

➢ Level of Treatment: The level of complexity and difficulty of content must be appropriate for the standards/benchmarks, student abilities, and grade level, as well as for the time periods allowed for teaching.

➢ Expertise for Content Development: Expertise in the content area must be reflected in the authors, reviewers, and sources that contributed to the development of the materials.

➢ Accuracy: Content must be accurate in historical context and contemporary facts and concepts.

CONTENT

➤ Currentness: Content must be up-to-date for the academic discipline and the context in which the content is presented.

➤ Authenticity: Content should include problem-centered connections to life in a context that is meaningful to students.

➤ Multicultural Representation: Portrayal of gender, ethnicity, age, work situations, and various social groups must include multicultural fairness and advocacy.

➤ Humanity and Compassion: Portrayal of the appropriate care and treatment of people and animals must include compassion, sympathy, and consideration of their needs and values. It must exclude pornography and inhumane treatment.

HOW TO ACCESS THE REVIEW PORTAL

- In a web browser, go to https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx

- Scroll down the IM page to the Instructional Materials Evaluation column and select the Online Evaluation System link.

ACCESSING THE REVIEW ONLINE PORTAL

- The IM Review Portal will open (Online Evaluation Tool Portal)
- Enter your username and password
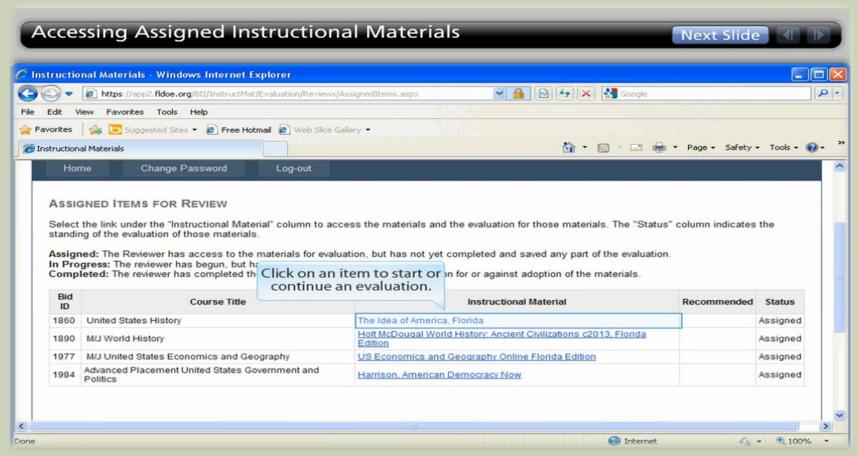- Reviewer Main Menu will open – Select: Items for Review.

USING THE EVALUATION TOOL

- The Assigned Items for Review page will open. This webpage will display and list the items assigned for you to review.
- The status for each bid will change depending on completion.

USING THE EVALUATION TOOL

- Select the link under the Instructional Materials column to start the evaluation.

ACCESSING THE ONLINE INSTRUCTIONAL MATERIALS TOOL

- This page has the links for all the online sample instructional materials.

- All links under the Major Tools section should be reviewed: Sample of materials, special instructions, written correlations, presentation and publisher questionnaire. Please review thoroughly.

USING THE ONLINE TOOL
AREAS OF REVIEW

- At the bottom of the page is the list of Areas of Review. All sections must be reviewed and rated.

- In the content section, you will evaluate the quality of the content in the product. Comments are desired for each specific benchmark question on which you are rating. List any strengths, weaknesses, issues and/or concerns to support your rating.
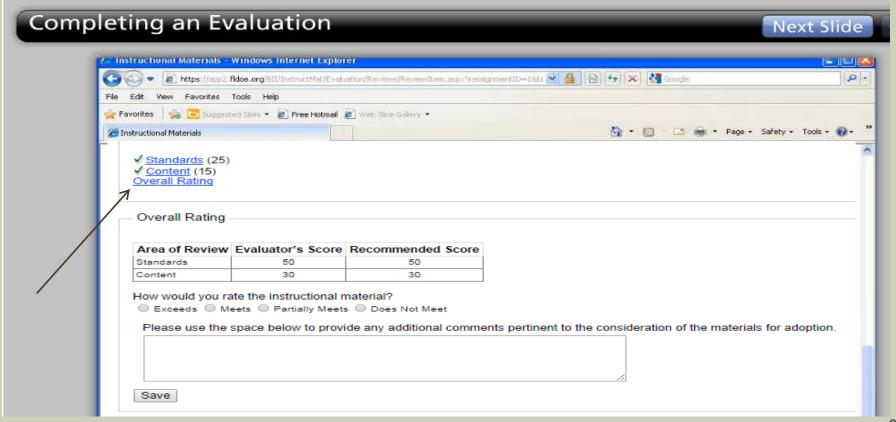
USING THE ONLINE TOOL
SAVING YOUR ANSWERS

- Please <u>save</u> you answers often and before proceeding to another section. Upon completion of a section of review, a checkmark will post noting completion. You have an hour of idle time before being logged out,

USING THE ONLINE TOOL
OVERALL RATING

- When <u>all</u> Areas of Review are completed, the Overall Rating will become, active for you to score each section. You must complete the Standards and Content areas, before moving to the Overall Rating section.

USING THE ONLINE TOOL SCORING THE EVALUATION

➤ The scale of scoring:

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

➤ As a state reviewer, it is your responsibility to make a recommendation for or against adoption of the materials based upon the criteria in the evaluation.

  ➤ Instructional materials recommended <u>for</u> adoption will have an overall rating of Exceeds Criteria or Meets Criteria. Instructional materials with an overall rating of Partially Meets Criteria or Does Not Meet Criteria are <u>not</u> expected to be recommended for adoption.

  ➤ **Important Information**: The Florida Instructional Material 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.

  ➤ 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.

  ➤ There is not a limit to the number of titles that can be adopted; recommending one program does not hinder another program's chances of being adopted.

  ➤ Upon saving the Overall Rating selections, you have successfully posted the evaluation.

SCORING THE EVALUATION OVERALL/RECOMMENDATION

➢ In the Overall and Recommendation areas of review, you will evaluate whether the instructional material meets state requirements.

➢ If the answer to any questions in the Overall/Recommendation area of the review is <u>no</u>, the instructional material <u>should not be recommended for adoption.</u>

➢ Florida expects that instructional material recommended for adoption will have overall ratings of Excellent or Good. Instructional materials with the overall rating of Fair, Poor, or Very Poor are not expected to be recommended for adoption.

➢ 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.

ADDITIONAL RESOURCES AND CONTACT INFORMATION

- Be sure to review the Quick Reference Guide on Accessing Florida Department of Education's Online IM Review Portal

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 For assistance with the evaluation tool or samples, please contact:

- Katrina Figgett, Director of Instructional Support
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- Genevieve English-Charles, Program Specialist IV
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EVALUATING INSTRUCTIONAL MATERIALS FOR THE STATE ADOPTION REQUIRES TIME AND EFFORT; IT IS AN UNDERTAKING THAT IS VERY IMPORTANT AND WILL SUPPORT OUR GOAL FOR ALL FLORIDA STUDENTS TO RECEIVE A HIGH QUALITY EDUCATION THAT WILL PREPARE THEM TO BE ACTIVE CITIZENS, CRITICAL THINKERS, AND LIFELONG LEARNERS.

THANK YOU FOR YOUR CONTRIBUTION TO THE FLORIDA 2014-2015 INSTRUCTIONAL MATERIALS ADOPTION