

2014/2015
FLORIDA ONLINE
INSTRUCTIONAL
MATERIALS
REVIEW
TRAINING



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

TABLE OF CONTENTS

- Objectives and Overview of Florida's Instructional Materials(IM) Adoption Process
- Review of Stipend and Evaluation Policies
- Evaluation of IM: Areas of Review
 - Rating of Materials
 - Standards
 - Content
 - Recommendation
- How to Access and Use the Review Online Portal:
- Additional Resources and Contact Information

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.
- **Each bid must be completed within three weeks from the assignment date to receive the stipend. No exceptions.**
- 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
 - Principle # 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.)

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:

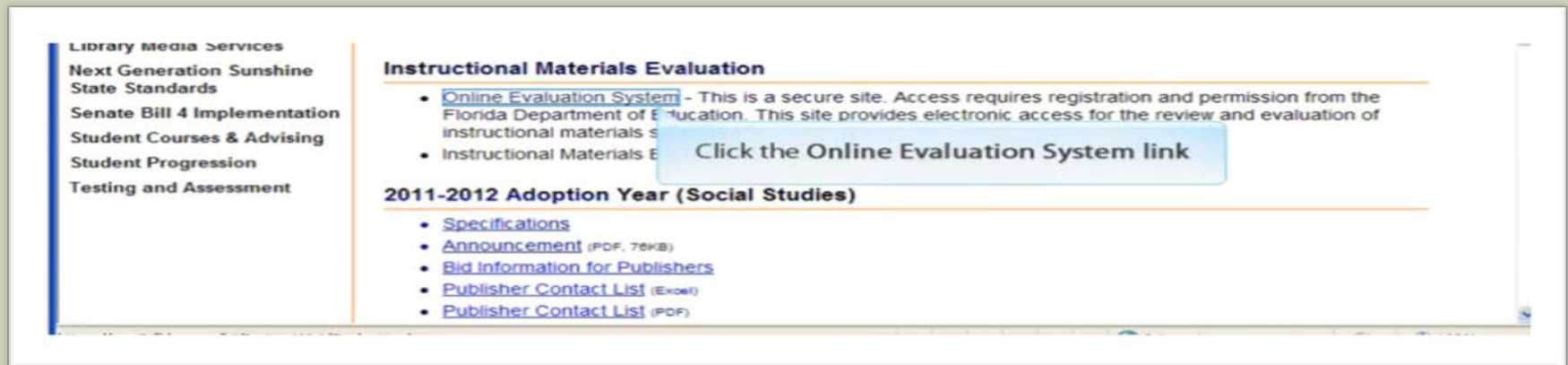
- content – instruction being delivered
- presentation – usefulness of the materials
- learning – features that promote learning
- Level of Treatment: The level of complexity and difficulty of content must be appropriate for the standards/benchmarks, student abilities, and grade level, as well as for 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.



The screenshot displays a website interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Library Media Services, Next Generation Sunshine State Standards, Senate Bill 4 Implementation, Student Courses & Advising, Student Progression, and Testing and Assessment. The main content area is titled "Instructional Materials Evaluation" and features a list of links. A blue callout box highlights the "Online Evaluation System" link with the text "Click the Online Evaluation System link". Below this, there is a section for "2011-2012 Adoption Year (Social Studies)" with links for Specifications, Announcement (PDF, 76KB), Bid Information for Publishers, Publisher Contact List (Excel), and Publisher Contact List (PDF).

Library Media Services
Next Generation Sunshine State Standards
Senate Bill 4 Implementation
Student Courses & Advising
Student Progression
Testing and Assessment

Instructional Materials Evaluation

- [Online Evaluation System](#) - This is a secure site. Access requires registration and permission from the Florida Department of Education. This site provides electronic access for the review and evaluation of instructional materials.
- Instructional Materials Evaluation

Click the Online Evaluation System link

2011-2012 Adoption Year (Social Studies)

- [Specifications](#)
- [Announcement](#) (PDF, 76KB)
- [Bid Information for Publishers](#)
- [Publisher Contact List](#) (Excel)
- [Publisher Contact List](#) (PDF)

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.

Accessing Assigned Instructional Materials Next Slide

Log In - Windows Internet Explorer
https://app2.fldoe.org/BI/InstructMat/Evaluation/Account/Login.aspx

File Edit View Favorites Tools Help

Log In

Florida Department of **EDUCATION**

INSTRUCTIONAL MATERIALS REVIEW

Home Retrieve Password

The Online Evaluation Tool login webpage appears

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

Username:

Password:

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.

Accessing Assigned Instructional Materials Next Slide

ASSIGNED ITEMS FOR REVIEW

Select the link under the "Instructional Material" column to access the materials and the evaluation for those materials. The "Status" column indicates the standing of the evaluation of those materials.

Assigned: The Reviewer has access to the materials for evaluation, but has not yet 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.

Bid ID	Course Title	Instructional Material	Recommended	Status
1860	United States History	The Idea of America, Florida		Assigned
1890	M/J World History	Holt McDougal World History, Ancient Civilizations c2013, Florida Edition		Assigned
1977	M/J United States Economics and Geography	US Economics and Geography Online Florida Edition		Assigned
1984	Advanced Placement United States Government and Politics	Harrison, American Democracy Now		Assigned

The webpage will list the items assigned to you for review.

USING THE EVALUATION TOOL

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

Accessing Assigned Instructional Materials Next Slide

ASSIGNED ITEMS FOR REVIEW

Select the link under the "Instructional Material" column to access the materials and the evaluation for those materials. The "Status" column indicates the standing of the evaluation of those materials.

Assigned: The Reviewer has access to the materials for evaluation, but has not yet completed and saved any part of the evaluation.
In Progress: The reviewer has begun, but has not yet completed the evaluation.
Completed: The reviewer has completed the evaluation.

Click on an item to start or continue an evaluation.

Bid ID	Course Title	Instructional Material	Recommended	Status
1860	United States History	The Idea of America, Florida		Assigned
1890	M/J World History	Holt McDougal World History: Ancient Civilizations c2013, Florida Edition		Assigned
1977	M/J United States Economics and Geography	US Economics and Geography Online Florida Edition		Assigned
1984	Advanced Placement United States Government and Politics	Harrison, American Democracy Now		Assigned

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.

Accessing Online Instructional Materials

Next Slide

The screenshot shows a Windows Internet Explorer browser window displaying the 'Instructional Materials' page. The page content includes:

- Material for Review:** Course: M/J United States Economics and Geography (2104030); Title: US Economics and Geography Online Florida Edition - Edition: 1st; Copyright: 2013; Author: Remy, et al.; Grade Level: 7. A callout box labeled 'Instructional material course description' points to this section.
- Items for Electronic Review:** A section with instructions on how to access materials for evaluation.
- Major Tools:** A list of links including 'US Economics and Geography Online Florida Student Learning Center, 6-year subscription, Grade 7, Copyright 2013/1st', 'Written Correlations', and 'Special Instructions'. A callout box labeled 'Website link with access to online instructional material.' points to the first link.
- Additional Documents:** A section with instructions on how to access online instructional materials. A callout box labeled 'Some publishers have special instructions on how to access online instructional materials.' points to this section.

Additional Documents listed include:

- Written Correlations - This document is prepared by the publisher to indicate where each specific benchmark (or course objectives for Advanced Placement courses) has been addressed in the materials.
- Specifications - This document, prepared by the Florida Department of Education, specifies the requirements for instructional materials and will guide the evaluation for the:
 - Content area of review for state instructional materials reviewers and the
 - Content, Learning, and Presentation areas of review for district reviewers.
- Publisher Questionnaires - This document has been prepared by the publisher to describe and identify the components of the program being bid.

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.

Completing an Evaluation

Next Slide

The screenshot shows a web browser window titled "Instructional Materials - Windows Internet Explorer". The address bar shows the URL: <https://app2.fldoe.org/BI/InstructMat/Evaluation/Reviews/ReviewItem.aspx?assignmentID=1&bi>. The page content includes:

- guide the evaluation for the
 - Content area of review for state instructional materials reviewers and the
 - Content, Learning, and Presentation areas of review for district reviewers.
- [Publisher Questionnaire](#) - This document has been prepared by the publisher to describe and identify the components of the program being bid.
- Additional Information**
 - All instructional materials available through this website are copyrighted materials. Access is available for the sole purpose of reviewing the materials as part of the Florida instructional materials review process. Use of these materials for any other purpose is prohibited.
 - All ratings and comments on this form are public record and subject to disclosure per Florida Sunshine laws.
- Areas of Review**

Below is the list of Areas of Review. Each of the Areas of Review have numerous questions specific to that Area. Click on an Area of Review to view and answer the questions. Each question must have a response in order to complete the Area. A checkmark (✓) will appear next to the Area once all questions have been answered. When all Areas of Review are complete, the Recommendation link will become available. After a recommendation for or against the use of instructional materials is complete.

 - Benchmark (34)
 - ✓ Content (18)
 - Overall (2)
 - Recommendation

Callouts in the image provide additional context:

- "Click an Area of Review to display questions." points to the "Content (18)" link.
- "Area of Review with a check indicates completion." points to the checkmark next to "Content (18)".
- "Recommendation link will not become active until all previous sections are complete." points to the "Recommendation" link.

At the bottom right, contact information is provided: "nials, imstaff@fldoe.org or 850-245-0425".

USING THE ONLINE TOOL COMPLETE SECTIONS WITH COMMENTS

- 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.

Completing an Evaluation

Next Slide

Instructional Materials - Windows Internet Explorer

https://app2.fldoe.org/III/InstructMat/Evaluation/Reviews/ReviewItem.aspx?assignmentID=18bi

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Web Slice Gallery

Instructional Materials

Each item you are rating has a comments section for response. **Comments are strongly encouraged to justify each rating.** Comments supply valuable feedback for publishers and school districts and should be provided whenever possible. Please use the Comments section to list any strengths, weaknesses, concerns.

Save Answers

Specific benchmark question on which to rate an instructional material

✓ 1. LA.7.1.6.1 The student will use new vocabulary that is introduced and taught directly.

Excellent Good Fair Poor Very Poor

Comments are strongly encouraged

Comment:

2. LA.7.1.6.2 The student will listen to, read, and discuss familiar and conceptually challenging text.

Questions with a check have saved answers.

3. LA.7.1.6.3 The student will use context clues to determine meanings of unfamiliar words:

Excellent Good Fair Poor Very Poor

Comment:

4. LA.7.1.7.1 The student will use background knowledge of subject and related content, and knowledge of text structure to make and confirm complex predictions of content, purpose, and

Review instructional materials and answer all questions to complete an Area of Review

USING THE ONLINE TOOL SAVING YOUR ANSWERS

- Please save 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,

Completing an Evaluation

Next Slide

Instructional Materials - Windows Internet Explorer

https://app2.fldoe.org/InstructMat/Evaluation/Reviews/ReviewItem.aspx?assignmentID=18bi

File Edit View Favorites Tools Help

Instructional Materials

Each item you are rating has a comments section for response. **Comments are strongly encouraged to justify each rating.** Comments supply valuable feedback for publishers and school districts and should be provided whenever possible. Please use the Comments section to list any strengths, weaknesses, concerns, issues, and/or to provide examples supporting the rating.

Save Answers

✓ 1. LA.7.1.6.2 The student will use context clues to determine meanings of unfamiliar words; Excellent Good Fair Poor Very Poor

Comments

Remember to click Save before going to another section or webpage.

✓ 2. LA.7.1.6.3 The student will use context clues to determine meanings of unfamiliar words; Excellent Good Fair Poor Very Poor

Comments

Remember to click Save often during evaluations. The system will log you out for security purposes if your idle for longer than an hour.

3. LA.7.1.6.3 The student will use context clues to determine meanings of unfamiliar words; Excellent Good Fair Poor Very Poor

Comments

USING THE ONLINE TOOL OVERALL RATING

- When all 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.

Completing an Evaluation

Next Slide

Instructional Materials - Windows Internet Explorer

https://app2.fldoe.org/BII/InstructMkt/Evaluation/Reviews/ReviewItem.aspx?assignmentID=1&bi

File Edit View Favorites Tools Help

Instructional Materials

- ✓ Standards (25)
- ✓ Content (15)
- Overall Rating

Overall Rating

Area of Review	Evaluator's Score	Recommended Score
Standards	50	50
Content	30	30

How would you rate the instructional material?

Exceeds Meets Partially Meets Does Not Meet

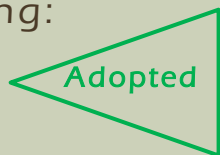
Please use the space below to provide any additional comments pertinent to the consideration of the materials for adoption.

Save

USING THE ONLINE TOOL SCORING THE EVALUATION

➤ The scale of scoring:

- 3 Exceeds Criteria
- 2 Meets Criteria



- 1 Partially 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 for 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 not 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 no, the instructional material should not be recommended for adoption.
- 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

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

- Katrina Figgett, Director of Instructional Support
 - Katrina.figgett@fldoe.org
 - Phone: 850.245.0785
- Genevieve English-Charles, Program Specialist IV
 - Genevieve.english-charles@fldoe.org
 - Phone: 850.245.0315
- Ritu Badaya, Program Specialist IV
 - Rita.badaya@fldoe.org
 - Phone: 850.245.9931



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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