

Quick Reference Guide

Instructions for Accessing Florida Department of Education's Online Instructional Materials Review Portal Mathematics

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

[Please contact the IM staff at imstaff@fldoe.org 850-245-0425 or Katrina Figgett at katrina.figgett@fldoe.org 850-245-0758, if you need assistance with your username or password.]

When accessing the Instructional Materials Review Portal for the first time, save the address by bookmarking the website. <https://app2.fldoe.org/BI/InstructMat/Evaluation/Account/Login.aspx>

- 1.) With “**Review Portal**” open, enter your username, 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 your assigned instructional materials samples to be evaluated.

Explanation of each column header is listed below.

Bid ID	Course Title	Instructional Material	Recommended	Status
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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: 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 = Recommendation for adoption
- N = Recommendation against 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, select the hyperlink under the IM header to begin the evaluation process. 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.

*If no special instructions are provided, the sample does not require a username or password to access. Please read these carefully, if they are provided.

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

Below is the list of Areas of Review. Each area of review has numerous items specific to that area. Click on an area of review to view and respond to each of the items. Each item must have a response in order to be complete. A checkmark (✓) will appear next to the area once all items have responses and that area is complete.

When all areas of review are completed, the Recommendation link will become available. When the Recommendation link becomes available, you will be provided with a record of how you scored each section of the evaluation in comparison with the state recommended score for each section. Based on your evaluation, you will then make a recommendation either for or against adoption of the materials. After a recommendation for or against the adoption has been made, the evaluation for those materials are complete.

Recommendation

Below is a table showing the Evaluator's Score (based on your evaluation) and the Recommended Score for each section of the evaluation based on the scoring criteria of:

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

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 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.

Area of Review	Evaluator's Score	Recommended Score
Kindergarten Common Core State Standards	18	18
Grade 1 Common Core State Standards	20	22
Grade 2 Common Core State Standards	22	20
Grade 3 Common Core State Standards	23	22
Grade 4 Common Core State Standards	24	24
Grade 5 Common Core State Standards	22	22
Content	21	26

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, 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 (http://www.fldoe.org/BII/instruct_mat/pdf/1314MathSpecifications.pdf).

You have 30 days to complete your assigned evaluations. The Instructional Materials Review Portal will close your evaluations on Sunday, November 24th, 2013 at 12:00 Midnight. Please have all evaluations finalized by that date.

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.