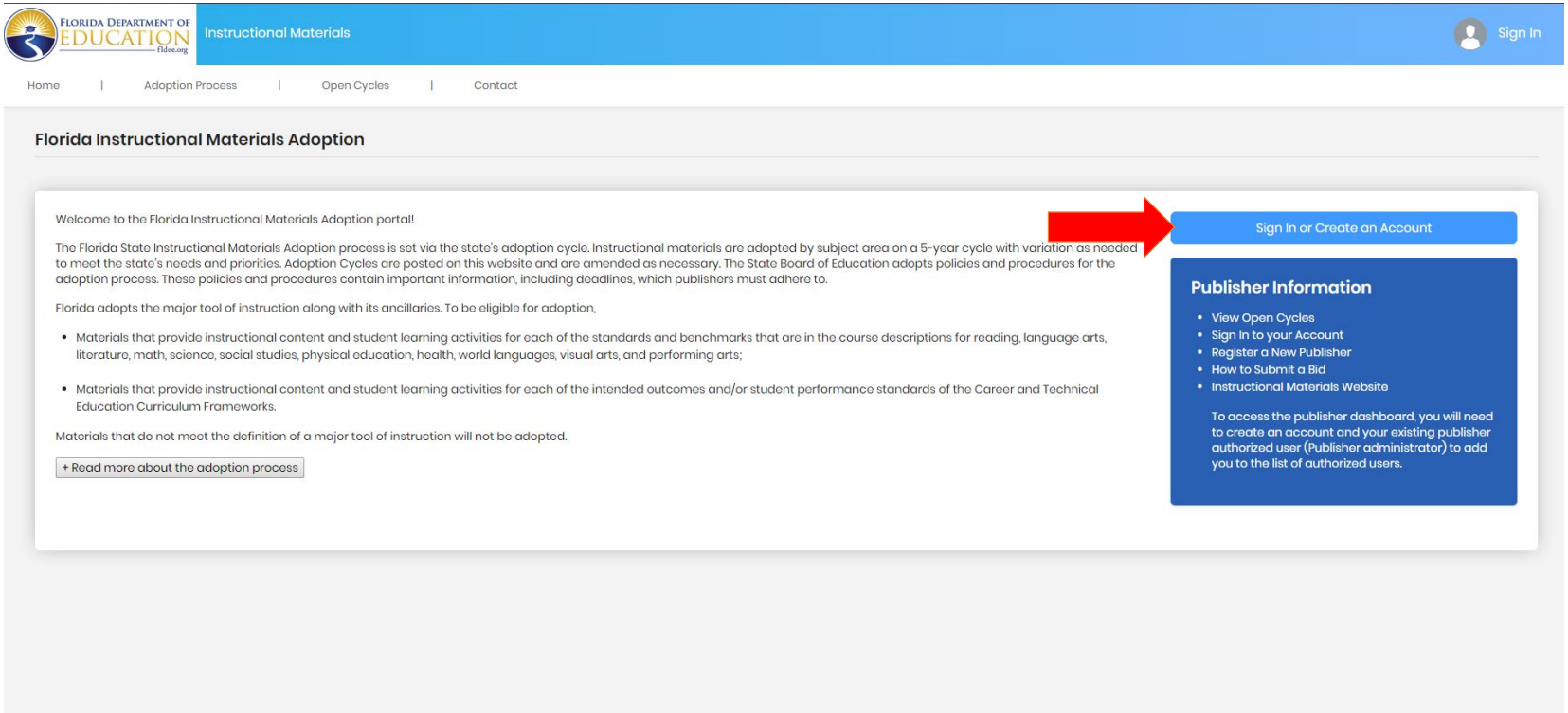
State Expert Reviewer

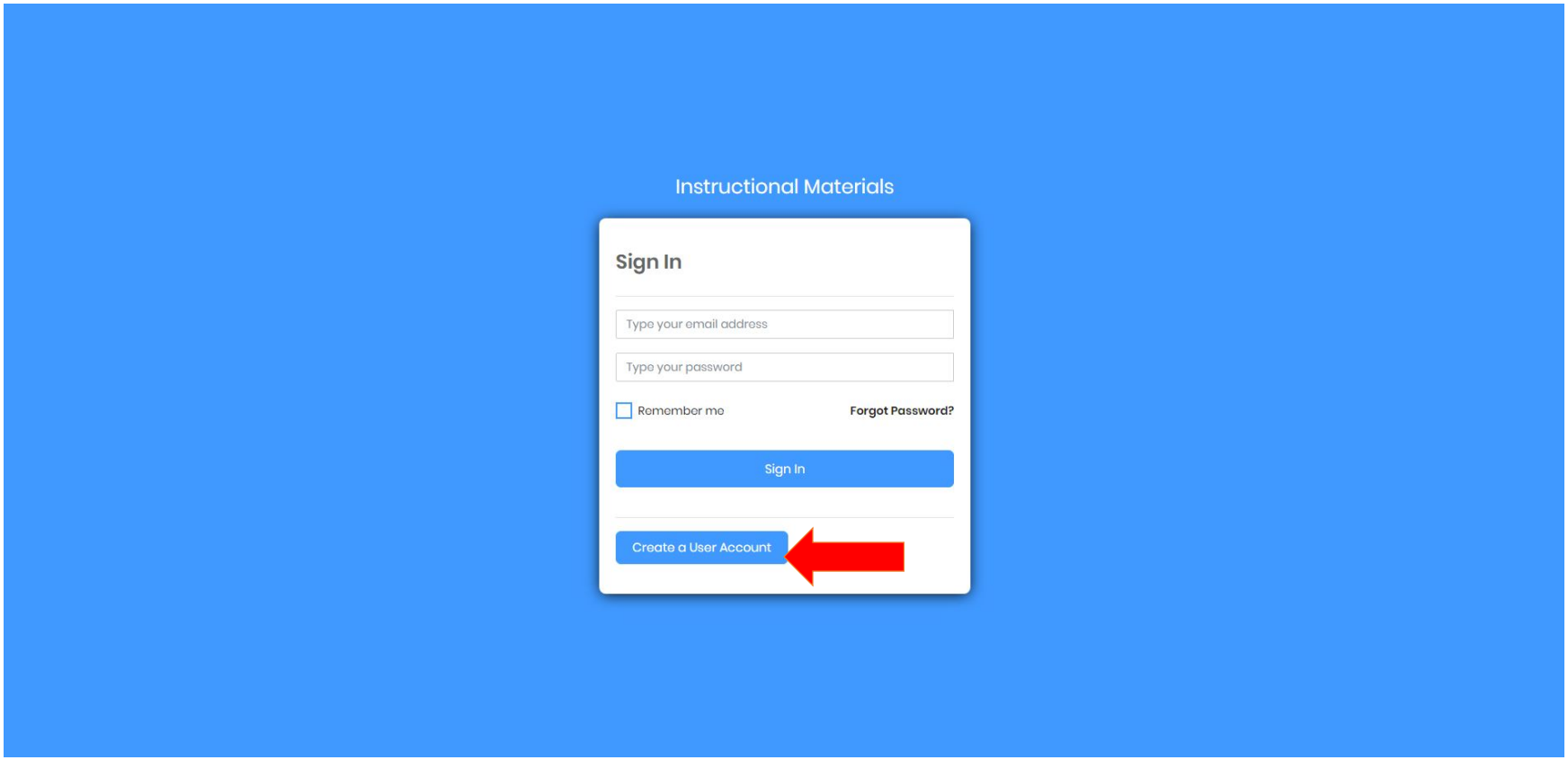
How to Set Up Your Account & Access Your Reviews

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

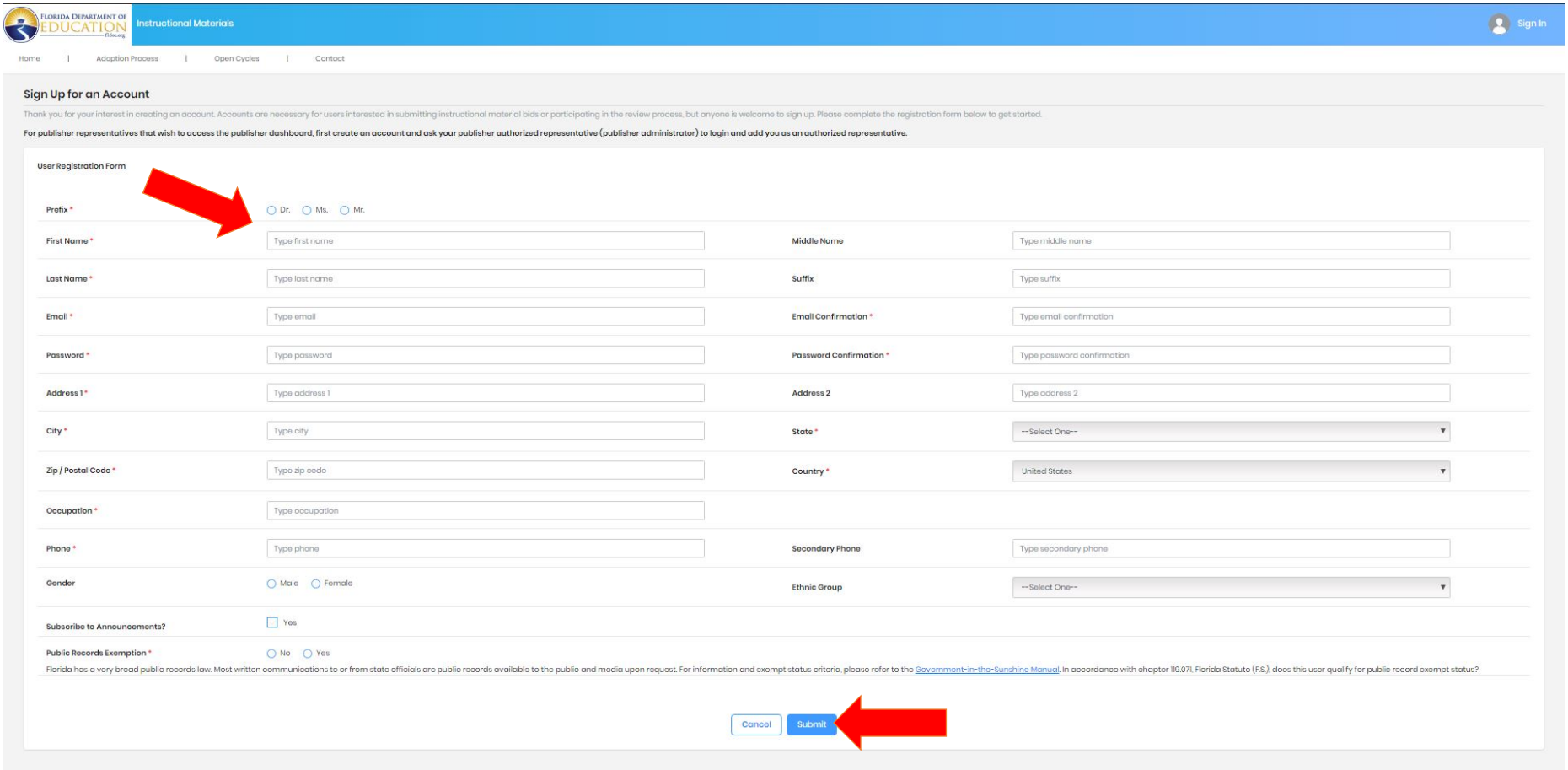
Setting Up Your User Account



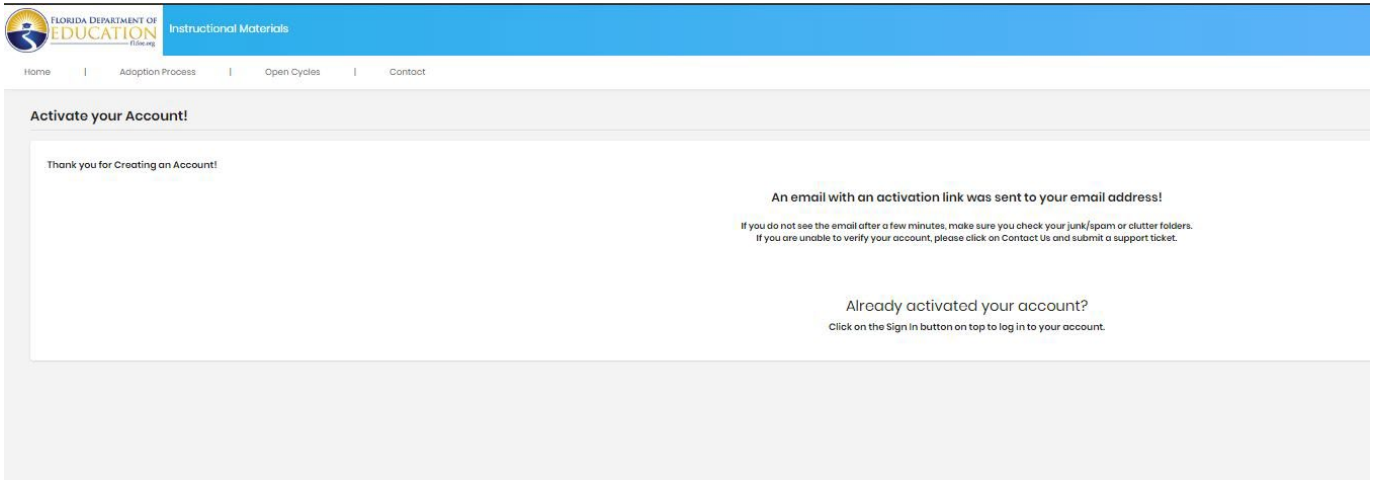
In order to apply as an expert reviewer, you must first create a user account within the instructional materials adoption portal.
Click the “Sign In or Create an Account” button, as shown in the example above.

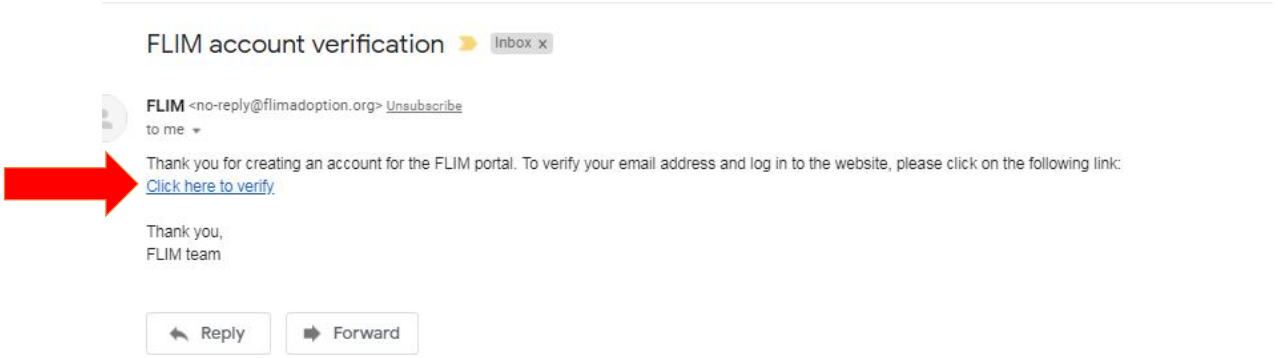


If you have not done so already, click “Create a User Account”.

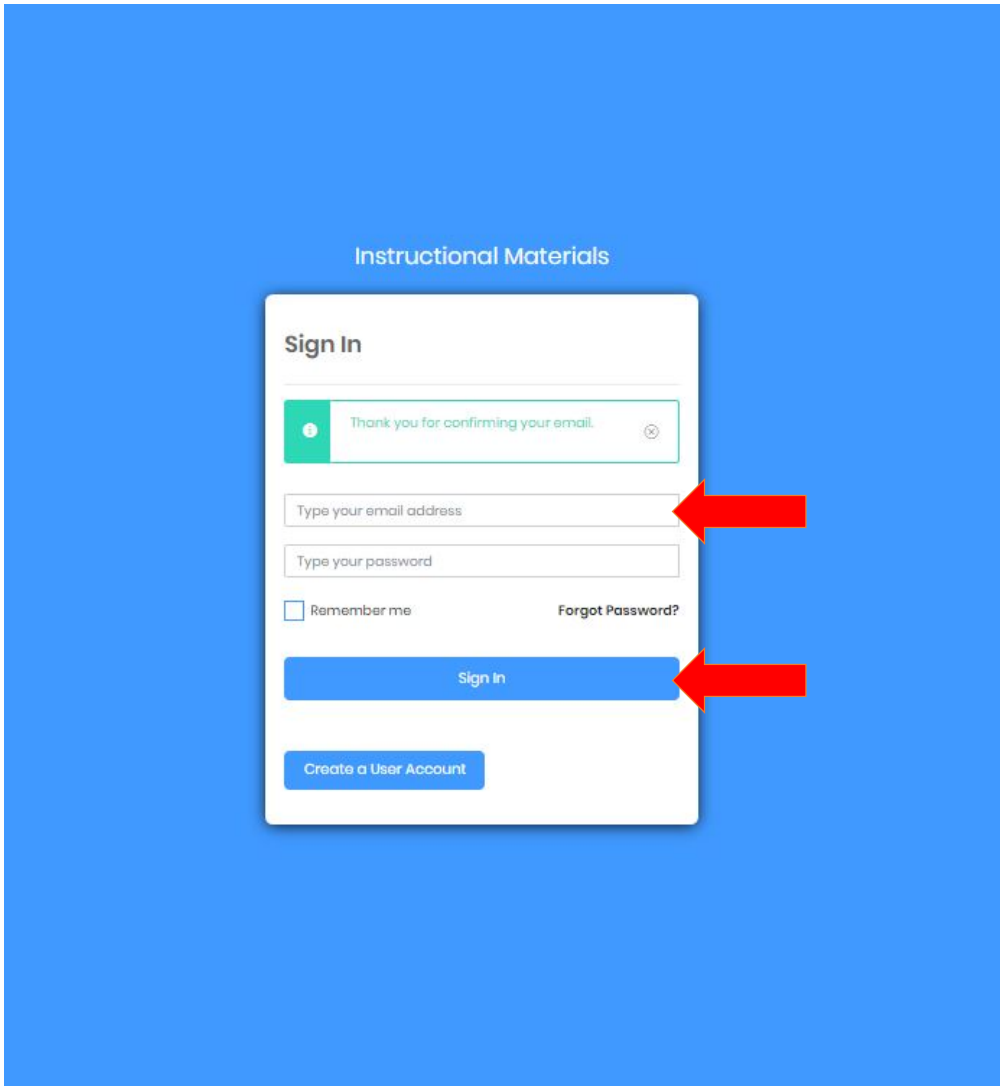


Complete all required fields to successfully create your user account.
When complete, click “Submit”.



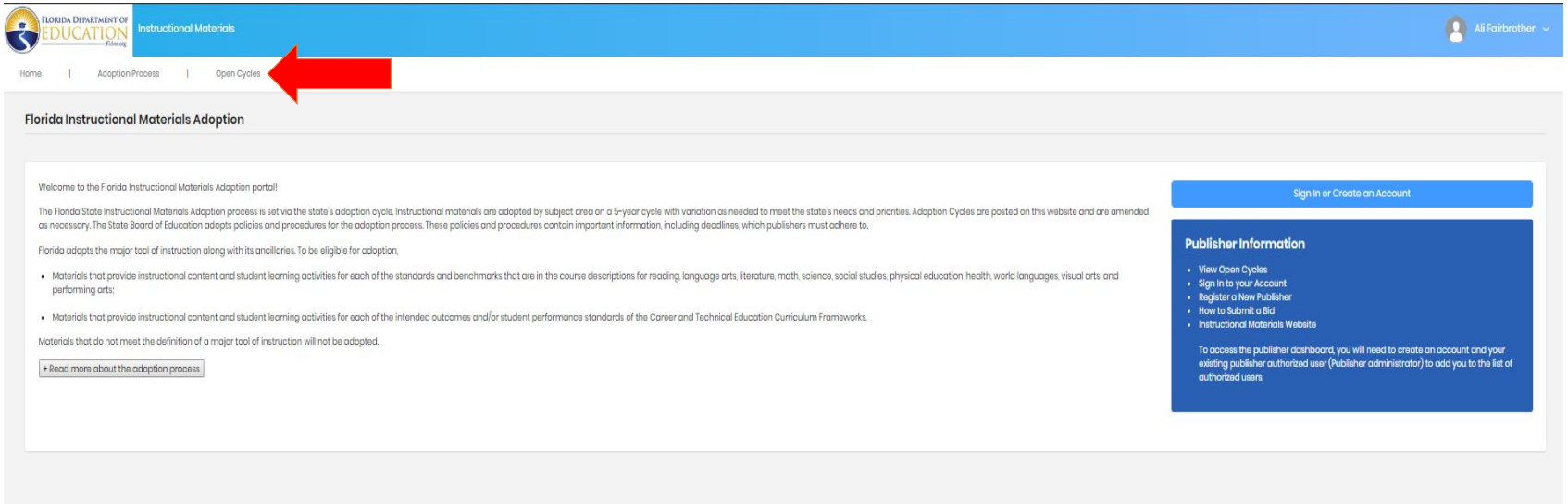


You will then receive a verification e-mail sent to the e-mail address provided. Click the “Click here to verify” option to activate your user account.



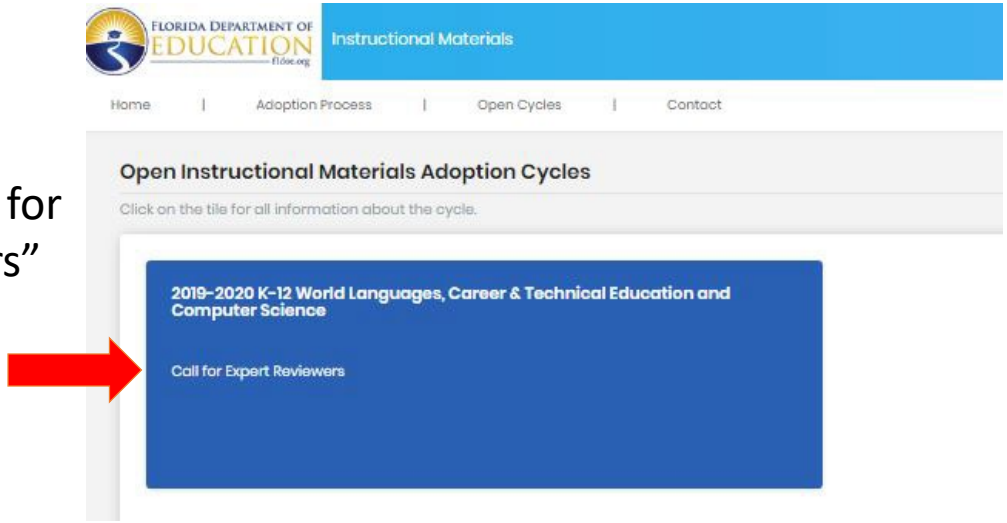
You will then be re-directed to the log in screen.
Sign in to your user account by using the e-mail you provided and the password that you chose.

Apply as an Expert Reviewer

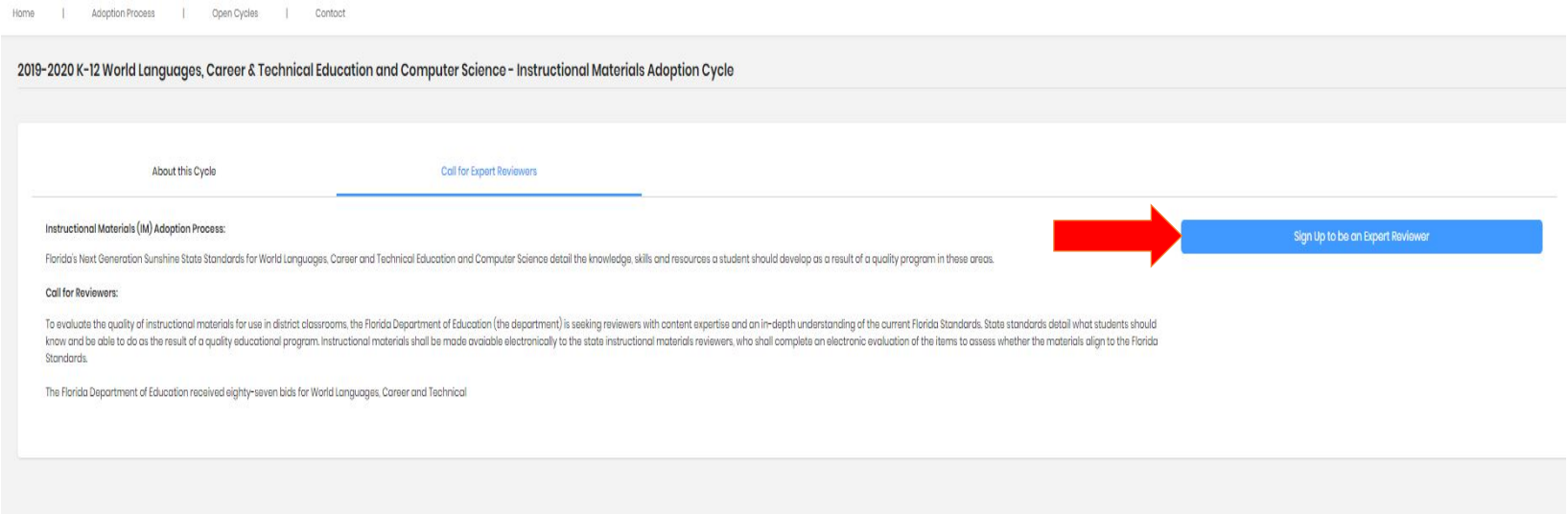


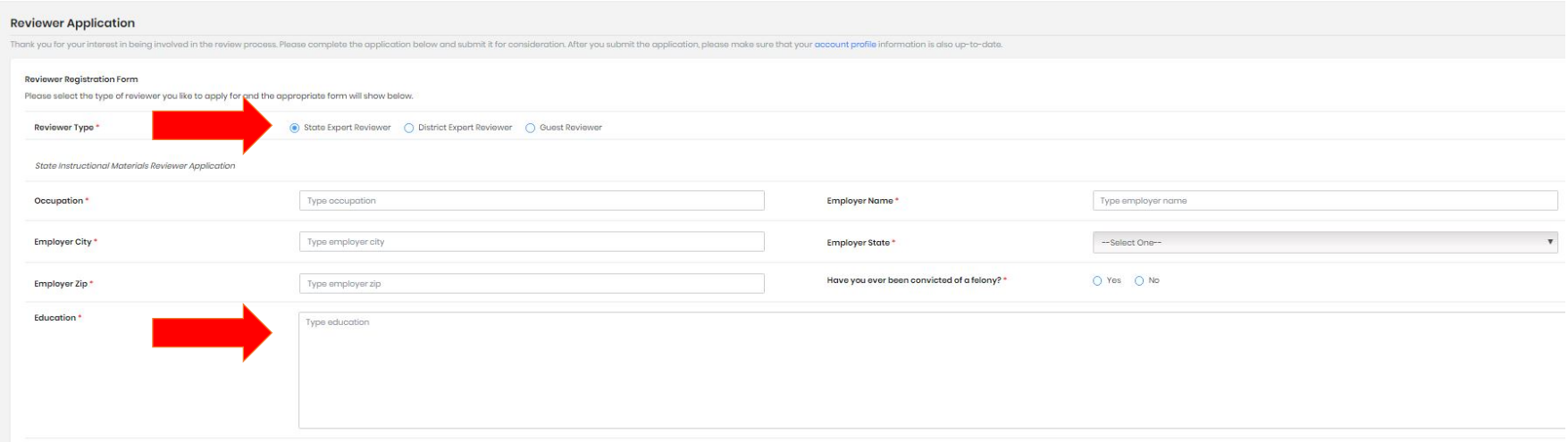
Once logged into your user account, you will then click on the “Open Cycles” option to access your reviewer application.

Click on the “Call for Expert Reviewers” option

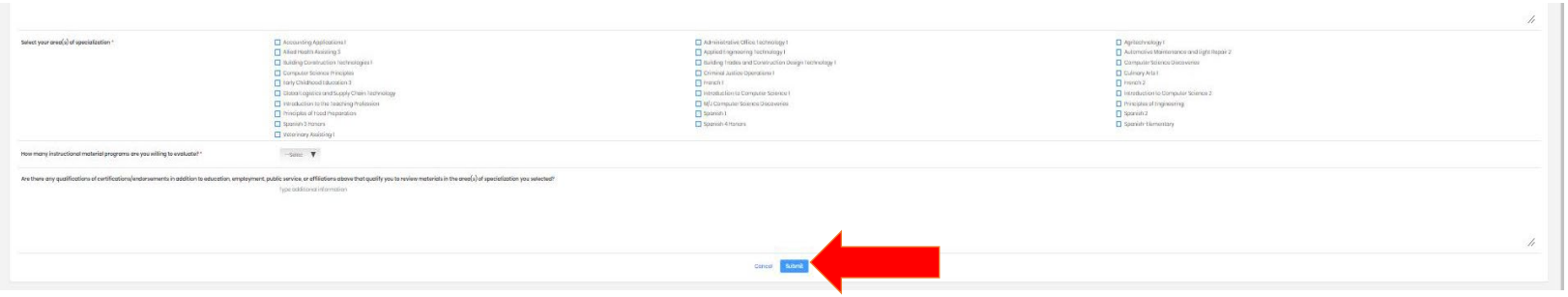


Click on the “Sign up to be an Expert Reviewer” option to fill out your application to be an expert reviewer.





Complete the reviewer application by answering all required fields. Be specific with your answers regarding education and qualifications.



Click “Submit” when all fields are complete.

Reviewer Application Submitted

Thank you for submitting your application!

Your application has been received and will be reviewed by the administrators.
Please review your account profile information to make sure it is up-to-date with your current contact information.

Review your account profile information

Reviewer application received Inbox x

FLIM <no-reply@flimadoption.org> Unsubscribe
to me

Dear Ali,
Thank you for submitting your reviewer application! It will be reviewed by the administrators shortly and you will be notified once you have been approved for reviewing.

Sincerely,
The FLIM Adoption Team

Reply Forward

Once your application has been submitted, you will receive a notification e-mail confirming receipt of your application. The Instructional Materials staff will review your application once all required reviewer documentation has been received.

See next slide for documentation details

Final Steps to Complete Your Application Process

- Once you complete your application to become an expert reviewer, you will also need to complete the following:
  - Reviewer Stipend Justification Form
  - Reviewer Affidavit
  - Online W-9 form via the State of Florida Vendor site.
- Submit the original, signed, and notarized affidavit and stipend justification form to the Instructional Materials office at:

Florida Department of Education

Attn: Instructional Materials

325 West Gaines Street, Suite 432

Tallahassee, FL 32399

*** Your application is **NOT** complete & will not be reviewed until these forms are completed and received by IM staff***

Access Your Items to Review

Notification message Inbox x

FLIM <no-reply@flimadoption.org> Unsubscribe
to me

9:32 AM (1 minute ago)

Dear Ali Fairbrother, Thank you for your interest and application to be a reviewer for the 2019-2020 K-12 World Languages, Career & Technical Education and Computer Science adoption cycle. We are pleased to inform you that your application to be a reviewer has been approved. Please make sure you complete the reviewer training so you can start reviewing. To get started with the training, login to your account on https://www.flimadoption.org/ and access the reviewer section. Feel free to contact us at imstaff@fldoe.org if you have any questions. Sincerely, FLIM Adoption Team

Reply Forward

Once your application and all forms have been received and reviewed, if approved, you will receive an e-mail notification to begin your reviewer training. You will not be able to access any assigned reviews until the training has been completed.

Home | Adoption Process | Open Cycles | Contact | Reviewer Dashboard

Florida Instructional Materials Adoption

Welcome to the Florida Instructional Materials Adoption portal!

The Florida State Instructional Materials Adoption process is set via the state's adoption cycle. Instructional materials are adopted by subject area on a 5-year cycle with variation as needed to meet the state's needs and priorities. Adoption Cycles are posted on this website and are amended as necessary. The State Board of Education adopts policies and procedures for the adoption process. These policies and procedures contain important information, including deadlines, which publishers must adhere to.

Florida adopts the major tool of instruction along with its ancillaries. To be eligible for adoption,

- Materials that provide instructional content and student learning activities for each of the standards and benchmarks that are in the course descriptions for reading, language arts, literature, math, science, social studies, physical education, health, world languages, visual arts, and performing arts;
- Materials that provide instructional content and student learning activities for each of the intended outcomes and/or student performance standards of the Career and Technical Education Curriculum Frameworks.

Materials that do not meet the definition of a major tool of instruction will not be adopted.

+ Read more about the adoption process

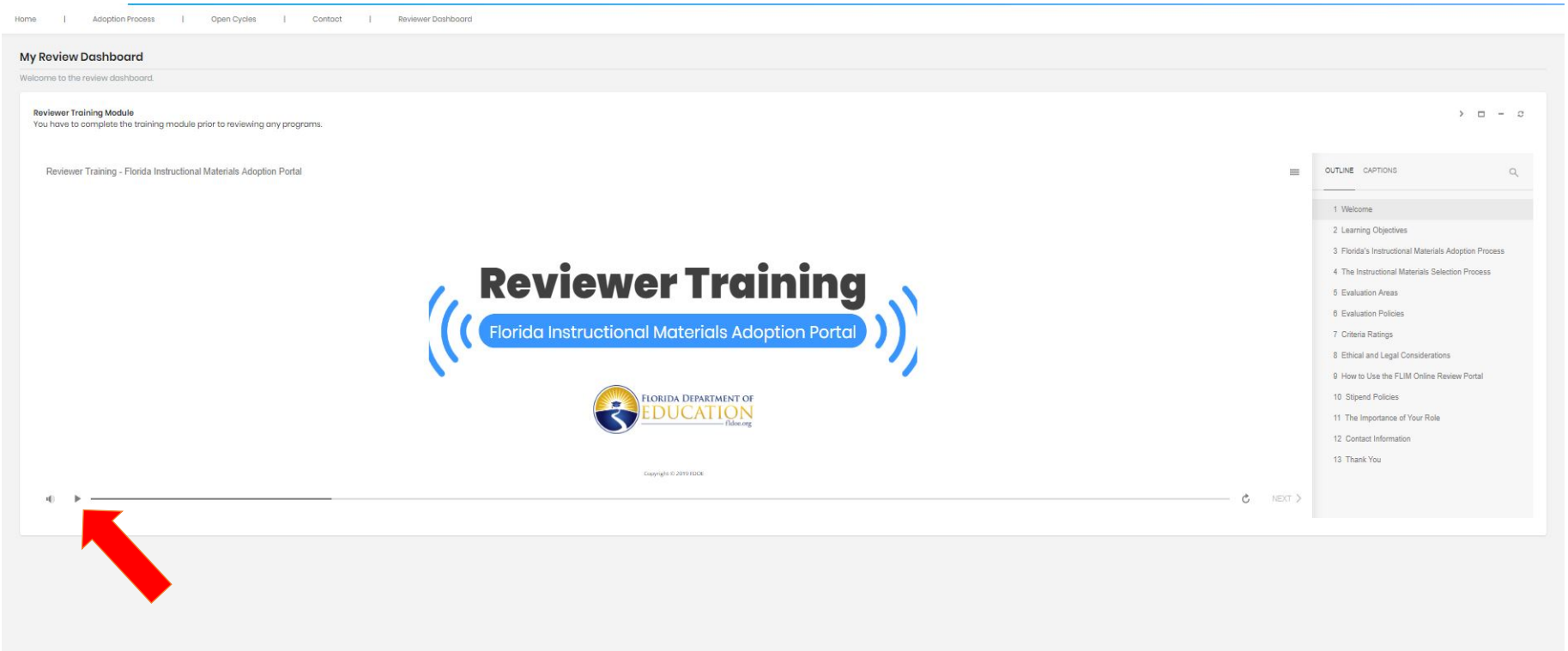
Sign In or Create an Account

Publisher Information

- View Open Cycles
- Sign In to your Account
- Register a New Publisher
- How to Submit a Bid
- Instructional Materials Website

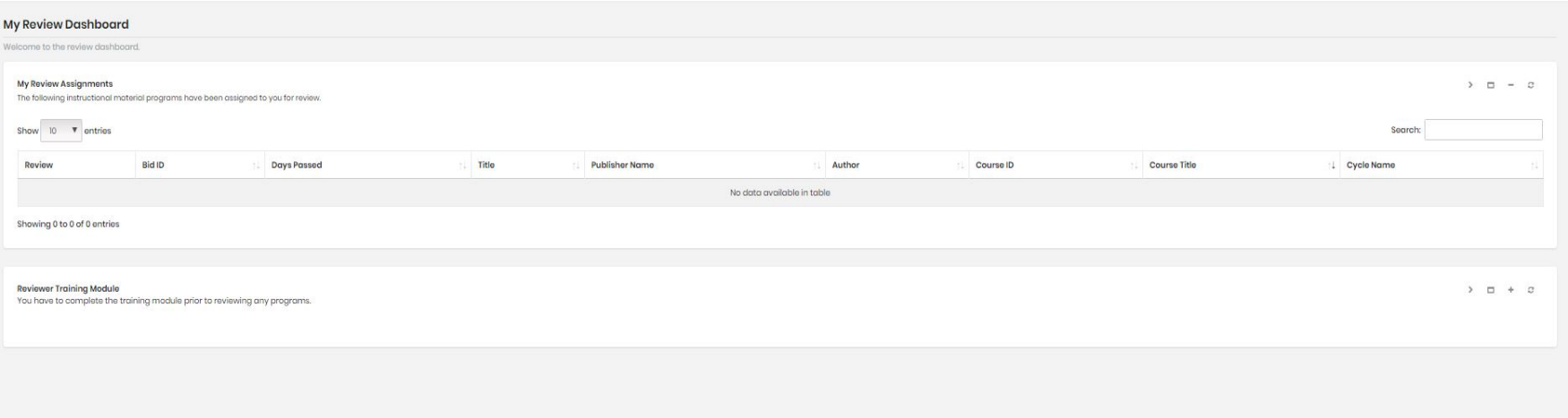
To access the publisher dashboard, you will need to create an account and your existing publisher authorized user (Publisher administrator) to add you to the list of authorized users.

Once logged in, you will now have access to the Reviewer Dashboard. Click on the Reviewer Dashboard to access the reviewer training.

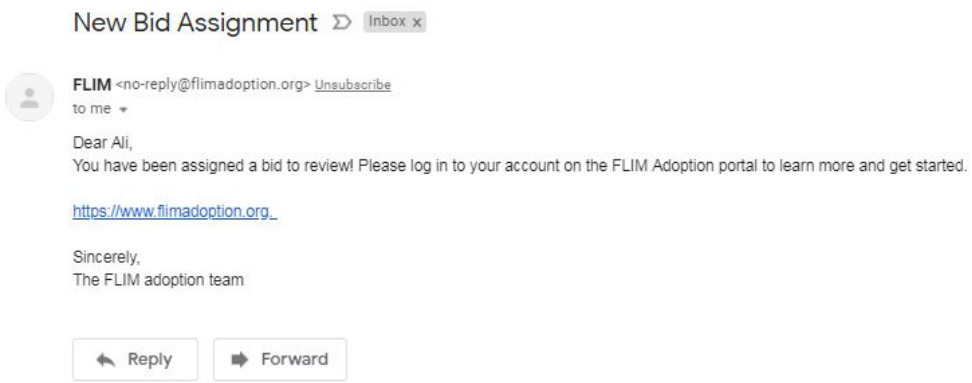


Complete the reviewer training module in the Reviewer Dashboard.

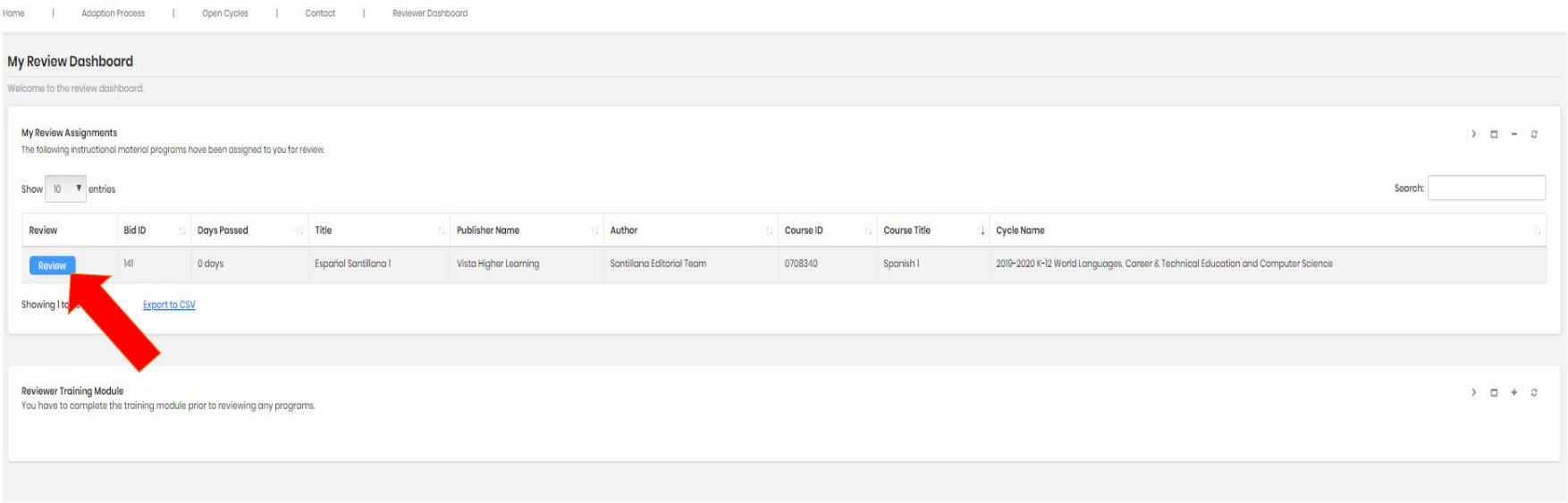
If you are using Internet Explorer and the training video is not loading, switch to Firefox or Chrome



On your Reviewer Dashboard, you will be able to access your assignments once they have been given.



You will receive a notification that you have been assigned a bid to review only when you have completed the reviewer training module.



Once a bid has been assigned to you to review, you will log into your account and access your Reviewer Dashboard and click the “Review” button to access the materials.

Home | Adoption Process | Open Cycles | Contact | Reviewer Dashboard

Review > Bid 141 - Vista Higher Learning - Español Santillana 1

Bid information and review form.

Bid Information

Bid information and access to materials.

Bid Summary | Questionnaire

Title	Español Santillana 1	**Publisher**	Vista Higher Learning
Author	Santillana Editorial Team	**Copyright**	2019
Edition	2nd	**Grade Level**	9-12
Bid Cycle	2019-2020 K-12 World Languages, Car nical Education and Computer Science	**Bid ID**	141
Course	Spanish 1		

Major Tools

Esp Santillana Florida L1 SSPlus (w/WebSAM + SmartBook)(6Y), (Major Tool(Priced)), (Special Instructions)
N/A
Esp Santillana L1 FL SE + SSPlus (w/WebSAM + SmartBook)(6Y), (Major Tool(Priced)), (Special Instructions)
N/A
Esp Santillana Florida L1 Teacher Edition + SSPlus (w/WebSAM + SmartBook)(6Y), (Major Tool(Free)), (Special Instructions)
N/A

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.

Review Form

All ratings and comments on this form are public records and subject to disclosure per Florida Sunshine Laws.

Standards

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

To answer each item, select the appropriate rating from the following scale:

5 - VERY GOOD ALIGNMENT
4 - GOOD ALIGNMENT
3 - FAIR ALIGNMENT
2 - POOR ALIGNMENT
1 - VERY POOR/NO ALIGNMENT

The links to the Major Tools and any Special Instructions that the publisher has provided will be in the Bid Information section, under "Major Tools". Check the Special Instructions link first for the login information for each of the materials. You will access all of your assigned materials through these links.

Contact IM staff if you have any issues with the links provided.

Review Form

All ratings and comments on this form are public records and subject to disclosure per Florida Sunshine Laws.

Standards

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

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5 - VERY GOOD ALIGNMENT
4 - GOOD ALIGNMENT
3 - FAIR ALIGNMENT
2 - POOR ALIGNMENT
1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

- Reviewers are instructed that submissions should be consistently rated as 5 or 4 to be recommended for adoption. Materials that are consistently rated 2 or 1 are not expected to be recommended for adoption.
- Justification and Comments are strongly encouraged for each rating. Please use the Justification/Comments section to list any strengths, weaknesses, concerns, issues, and/or to provide examples supporting the rating. Your comments maybe used by publishers to help them improve their products.
- Additional information regarding the Content, Presentation, and Learning requirements are located in the Science K-12 Specifications for the 2017-18 Florida State Adoption of Instructional Materials.

When looking at standards alignment reviewers should consider not only the robustness of the standard coverage but also the content complexity (depth of knowledge level) if appropriate. More information on content complexity as it relates to Florida standards can be found at:

http://www.cpalms.org/Uploads/docs/CPALMS/initiatives/contentcomplexity/CPALMS_codefinitions_140711.pdf

For example, if the standard is marked as a level 3 (strategic reasoning and complex thinking) then the materials coverage should reflect this. If the materials coverage is only sufficient to allow for recall (level 1) then this should be reflected in the points assigned.

	Note from Publisher	*Direct link(s) to standard coverage*	*Rating*	*Justification*
WLK12.NH.1.1 *	Student Edition: 225, 237, 265, 283, 286, 326, 348, 349, 368, 453, 457 Teacher Edition: 207, 341, 359, 360, 368, 379, 389, 391, 397, 399, 404, 406, 413, 444, 445	1	Choose one	Type a justification
WLK12.NH.1.2 *	Student Edition: 124, 128, 151, 158, 165, 169, 171, 176, 179, 181, 184, 211, 213, 214, 229, 230, 232, 235, 239, 240, 260, 267, 274, 281, 293, 294, 296, 317, 326, 336, 338, 348, 374, 379, 382, 391, 394, 402, 433, 435, 437, 441, 443, 444, 445 Teacher E	1	Choose one	Type a justification
WLK12.NH.1.3 *	Student Edition: 242, 269, 271, 276, 289, 291, 297, 319, 321, 322, 323, 330, 343, 347, 351, 371, 376, 381, 389, 392, 395, 397, 398, 404, 427, 438, 451, 455, 458 Teacher Edition: 240, 291, 292 , 351	1	Choose one	Type a justification
WLK12.NH.1.4 *	Student Edition: 125, 153, 166, 175, 190, 249, 271, 279, 287, 289, 300, 310, 317, 321, 333, 335, 341, 345, 364, 371, 377, 387, 408, 411, 418, 433, 439, 441 Teacher Edition: 298, 367, 391, 398	1	Choose one	Type a justification
WLK12.NH.1.5 *	Student Edition: 329, 430, 456 Teacher Edition: 410, 424, 425, 441, 444, 449, 466	1	Choose one	Type a justification
WLK12.NH.1.6 *	Student Edition: 298, 322, 399, 400, 401 Teacher Edition: 250, 353, 402, 407, 442, 457	1	Choose one	Type a justification
WLK12.NH.2.1 *	Student Edition: 37, 51, 78, 79, 93, 101, 109, 111, 113, 129, 132, 136, 137, 151, 155, 161, 171, 183, 190, 192, 202, 206, 207, 209, 215, 216, 217, 219, 221, 224, 225, 233, 234, 235, 237, 239, 240, 243, 244, 246, 248, 258, 262, 263, 265, 267, 270, 271	1	Choose one	Type a justification

You will also see your evaluation sections below the Bid Information. All sections must be answered in order for your review to be considered complete.

Content

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

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4 - GOOD ALIGNMENT
3 - FAIR ALIGNMENT
2 - POOR ALIGNMENT
1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

- Reviewers are instructed that submissions should be consistently rated as 5 or 4 to be recommended for adoption. Materials that are consistently rated 2 or 1 are not expected to be recommended for adoption.
- Justification and Comments are strongly encouraged for each rating. Please use the Justification/Comments section to list any strengths, weaknesses, concerns, issues, and/or to provide examples supporting the rating. Your comments maybe used by publishers to help them improve their products
- Additional information regarding the Content, Presentation, and Learning requirements are located in the Science K-12 Specifications for the 2017-18 Florida State Adoption of Instructional Materials.

Each set of materials submitted for adoption is evaluated based on each benchmark for that course and the Content, Presentation, and Learning items included in this rubric.

	Rating	*Justification*
1. A. Alignment with curriculum: The content aligns with the state's standards and benchmarks for subject, grade level and learning o	Choose one	Type a justification

Presentation

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

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	Rating	*Justification*
1. A. Comprehensiveness of Student and Teacher Resources: the comprehensiveness of the student resources address the targeted without requiring the teacher to prepare additional teaching materials for the course. *	Choose one	Type a justification

Learning

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

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5 - VERY GOOD ALIGNMENT
4 - GOOD ALIGNMENT
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1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

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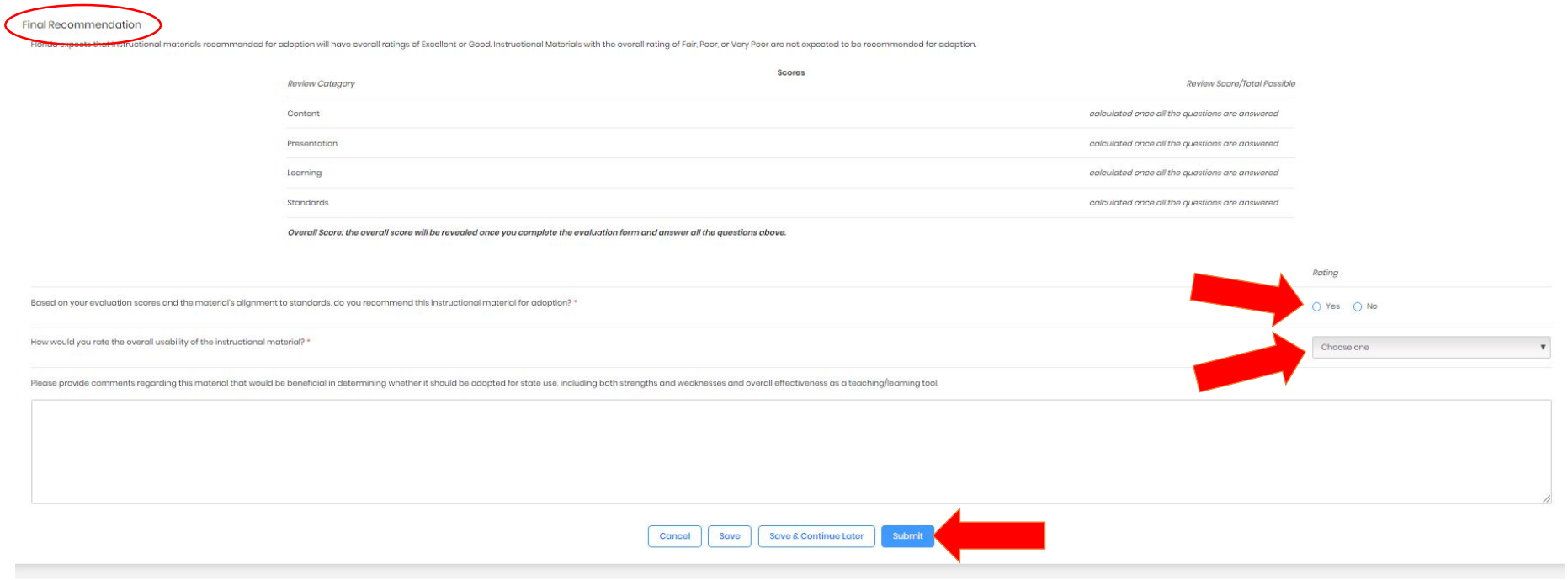
Continue to scroll down through the evaluation to see all required sections to complete.



Final Recommendation

Florida expects that instructional materials 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.

Scores

Review Category	Review Score/Total Possible
Content	calculated once all the questions are answered
Presentation	calculated once all the questions are answered
Learning	calculated once all the questions are answered
Standards	calculated once all the questions are answered

Overall Score: the overall score will be revealed once you complete the evaluation form and answer all the questions above.

	Rating
Based on your evaluation scores and the material's alignment to standards, do you recommend this instructional material for adoption? *	Yes No
How would you rate the overall usability of the instructional material? *	Choose one

Please provide comments regarding this material that would be beneficial in determining whether it should be adopted for state use, including both strengths and weaknesses and overall effectiveness as a teaching/learning tool.

Cancel | Save | Save & Continue Later | Submit

Once all sections have been completed, you will provide your Final Recommendation for the materials and click “Submit”.

You will also have the option to “Save & Continue Later”.

*If you exit the evaluation without saving, your answers will ***NOT*** automatically save.*

Instructional Materials Staff Contact Information

- **Instructional Materials Staff**
  IMstaff@fldoe.org

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  Director of Library Media and Instructional Materials
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  Cathy.Seeds@fldoe.org

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