



# Louisiana Believes

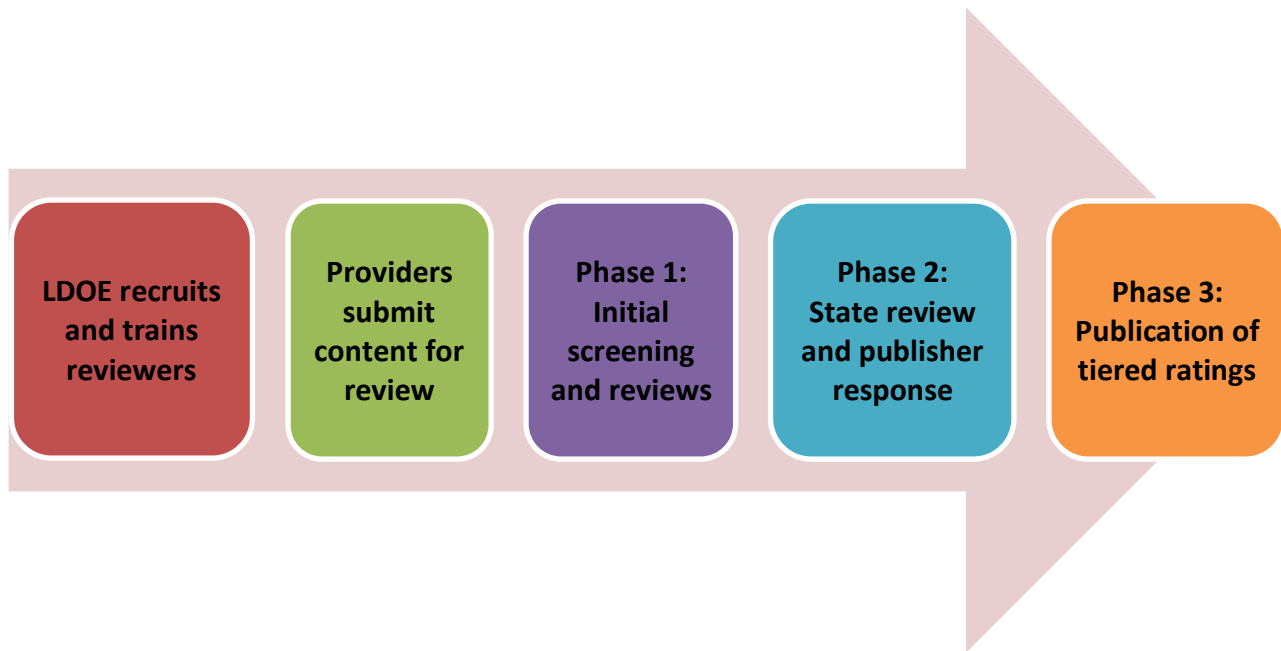
## **Curricular Resources**

## **Instructional Materials Review**

## **Publisher's User Guide**

## State Instructional Materials Review

Instructional materials are one of the most important tools educators use in the classroom to enhance student learning. It is critical that they fully align to state standards—what students are expected to learn and be able to do at the end of each grade level or course—and are high quality if they are to provide meaningful instructional support. While local districts and schools have the autonomy to choose their own instructional materials, the state aims to support local decision-makers by providing ongoing [reviews](#).



### Phase One: Initial Screening

Content providers are invited to submit materials, both proprietary and Open Educational Resources (OER),<sup>1</sup> that are aligned to Louisiana’s academic state standards and [grade-level expectations](#). These materials must meet the following initial criteria:

- Copyright date of 2015<sup>2</sup> or later
- Designed to cover standards as addressed in the [latest state rubrics](#) available online in core subject areas (e.g., mathematics, English language arts, social studies, science, or early childhood).

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<sup>1</sup> **Open educational resources (OER):** learning materials that are freely available under a license that allows them to be: reused, revised, remixed, and redistributed. See [www.oercommons.org](http://www.oercommons.org).

<sup>2</sup> Copyright exceptions may be made on a case by case basis.

- Available for review online or in digital format (Note: Other formats such as print, large print, Braille, or Audio may be offered to purchasers and users.)
- Student editions or full sample set of benchmark and interim test items and tasks are accessible<sup>3</sup> online for public review (for a four-week window)
- Accessibility standards<sup>4</sup> are disclosed.
- Technology requirements<sup>5</sup> to utilize the program are disclosed.

Based on the volume of total submissions, the Louisiana Department of Education (LDOE) will organize a queue and prioritize review assignments using the following criteria:

- Requests from school systems
- Full course curricula
- Integrated early childhood resources (content that is integrated across multiple domains of learning and development)
- Curricular resources currently in use
- Benchmark or interim assessments
- ELA intervention programs

All submissions begin with initial pre-screening where all required information and the type of submission is cross checked for accuracy. Navigational road maps that explain how to access the content and use the program will be requested and reviewed prior to assignment. Both video and printed versions are helpful. The following criteria apply to Early Childhood Education programs:

1. Uses technology only to supplement the curriculum and is not the focus
2. Includes at least language and literacy or math
3. Includes scope and sequence of the standards and recommended teaching order
4. Contains weekly/daily lesson plans to guide teachers for an entire school year
5. Provides suggestions for learning centers around the classroom with activities and manipulatives for children to work in small groups and independently

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<sup>3</sup> Publishers should secure digital rights to share their materials. See industry norms at the end of this document.

<sup>4</sup> [NIMAS](#) compliant file sets sent to [NIMAC](#) help districts obtain materials in needed formats in a timely manner.

<sup>5</sup> Disclosure of program technical specifications helps districts allocate resources that ensure students can access high quality instructional materials.

## 6. Offers professional development for teachers to use the curriculum effectively

Content providers will receive an email to confirm the completion of each stage of the review process and can check the review status of their materials through the online [weekly reports](#).

### **Phase Two: State Vetting**

Once pre-screening is complete, the submission will be scheduled for review by the appropriate Teacher Leader Advisor team (e.g., Birth to Three-Year Olds, Pre-K, Elementary, Middle, or High school). Teams are composed of approximately five teachers from across the state. Intense training on the use of the [evaluation rubrics](#) is provided each year. Each team has a team leader. The team leader compiles the independent reviews into a single review and calibrates reviews across the team. Calibration allows reviewers to examine evidence, justifications, and comments so that criteria and indicators of quality are interpreted similarly across grades and teams. Content specialists with the Department will then examine the team review and public comments, verify the degree of standards alignment, make any final edits, and determine the final tiered ranking.

Once the final ranking is complete and prior to publication, content providers will be given an editable version of the completed [review form](#) along with notification of their opportunity to respond. Content providers will forego their opportunity to respond if their responses are not received within the deadline established within the notification<sup>6</sup>. Responses that are received by the deadline will be taken into consideration with additional adjustments made only if deemed appropriate by Department content specialists.

Parents and other members of the public have an opportunity to make [public comments](#) related to each title (i.e., full student editions only) through the online portal for a four-week period. Benchmark and interim assessments are considered a teacher resource; however, a full sample set of the types of items and tasks students encounter will be made available for public comment. Comments that are deemed slanderous or unrelated to the title will not be published. It should be noted that the Department will not verify the accuracy or validity of public comments and that public comments do not reflect the opinions or policies of the State Board of Elementary and Secondary Education or the State Superintendent of Education.

Both content provider responses and public comments will be included with the final publication, provided they are received within the deadline established.

### **Phase Three: Rating Publication**

During Phase Three, the final results of the review are organized by content area and by tiers using the

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<sup>6</sup> Effective July 1, 2018 the deadline allows a 30-day window for publisher response.

following overall rating system:

Tier 1	Exemplifies Quality	Meets all non-negotiable criteria for standards alignment all indicators of superior quality.
Tier 2	Approaching Quality	Meets all non-negotiable criteria for standards alignment and some indicators of superior quality of superior quality.
Tier 3	Not Representing Quality	Does not meet non-negotiable criteria for standards alignment or did not meet any of the indicators of superior quality.

Final annotated reviews will be posted to the Louisiana Department of Education [website](#). Content provider responses will be included as *Appendix I*. Public comments will be included as *Appendix II*. The content of the appendices is subject to meeting the established rules for participation and deadlines.

### **Resubmission**

"Resubmission" of materials that were rated less than Tier I can be submitted for a second evaluation in the next round; however, a summary of the adjustments made or additional information that demonstrates full alignment to the criteria previously identified as weak or missing must be included.

Publishers that resubmit instructional materials for an online re-evaluation must fully address problematic areas that are identified. Resubmissions are subject to prioritization. Re-evaluation includes: 1) verification of the adjustments within the materials and 2) the application of the latest rubric criteria in order to confirm the most recent alignment. Re-evaluation may therefore result in additional findings. For more details on the resubmission of materials see [Section 10](#) below, *Content Provider Submission Instructions*, within this User's Guide.

### **State Contracts**

Instructional material reviews that result in either Tier 1 or Tier 2 ratings, during the first two years of the initial six-year review cycle for any content area, will result in an invitation for a statewide contract. After the second year, only Tier 1 ratings will result in an invitation for a statewide contract. Contracts require online registration with the state, and the submission of additional documents. The invitation follows the online publication of a Tier 1 or Tier 2 state review and includes instructions along with the complete list of documents that make up the contract packet. [Section 11](#) of *Content Provider Submission Instructions* (see below) provides details and useful hyperlinks for entering into a statewide contract.

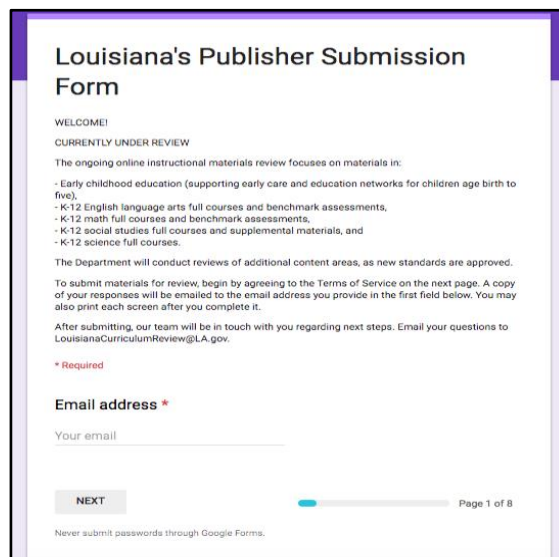
## Vendor Professional Development Course Catalog

Any publisher with materials rated Tier 1 will be invited to submit an eligibility form to offer their professional development to help support district implementation of their program. The eligibility form used to collect important information to be reviewed is sent along with the statewide contract invitation. The information is published as part of the *PD Vendor Guide* that is maintained on the LDOE website in the [Classroom Toolbox](#).

### Content Provider Submission Instructions

#### 1. Publisher Submission Form

To review the questions on the publisher submission form click [here](#). By going to the LDOE [website](#) you will be able to Submit Materials from the landing page. First, you will see the **Welcome and Resources** screen and message. Click Next to continue.



The screenshot shows a Google Form titled "Louisiana's Publisher Submission Form". The form content includes:

- WELCOME!**
- CURRENTLY UNDER REVIEW**
- The ongoing online instructional materials review focuses on materials in:
  - Early childhood education (supporting early care and education networks for children age birth to five),
  - K-12 English language arts full courses and benchmark assessments,
  - K-12 math full courses and benchmark assessments,
  - K-12 social studies full courses and supplemental materials, and
  - K-12 science full courses.
- The Department will conduct reviews of additional content areas, as new standards are approved.
- To submit materials for review, begin by agreeing to the Terms of Service on the next page. A copy of your responses will be emailed to the email address you provide in the first field below. You may also print each screen after you complete it.
- After submitting, our team will be in touch with you regarding next steps. Email your questions to LouisianaCurriculumReview@LA.gov.

A red asterisk indicates a required field: **\* Required**

**Email address \***

Your email

**NEXT** Page 1 of 8

Never submit passwords through Google Forms.

#### 2. Terms of Service

You will be asked to review and must agree to the terms of service before being asked to fill out any further company information or details about your submission.

**Louisiana's Publisher Submission Form**

**Resources**

To view the Publisher's User Guide, rubrics, the accessibility disclosure form, and other resources, visit: <http://www.louisianabelieves.com/resources/library/curricular-resources>.

To view posted annotated reviews, visit: <http://www.louisianabelieves.com/academics/ONLINE-INSTRUCTIONAL-MATERIALS-REVIEWS/curricular-resources-annotated-reviews>.

Email your questions to [LouisianaCurriculumReview@LA.gov](mailto:LouisianaCurriculumReview@LA.gov).

**Terms of Service**

View the Terms of Service with complete hyperlinks, footnotes and explanations in the Publisher's Users Guide located here: <http://www.louisianabelieves.com/resources/library/curricular-resources>.

By clicking "Next," I acknowledge that I understand and agree to the following terms of service:

1. I will submit only digital versions for online review; however, I understand that all formats can be made available for purchase.
2. I can submit my instructional materials at any time until midnight of the established deadline.
3. I understand that instructional material reviews will be prioritized (e.g., benchmark assessments, district requests; or, early childhood programs currently in use, requested, and integrated programs).
4. I will disclose web-based accessibility levels.
5. I will disclose technology requirements needed to operate the program(s) submitted.
6. I will not directly contact the experts assigned to review my instructional materials.
7. I understand that the Louisiana Department of Education makes all final standards alignment decisions and associated rankings.

The Terms of Service to which publishers must agree are:

1. I will submit only digital versions for [online review](#); however, I understand that all formats can be made available for purchase.
2. I can submit my instructional materials at any time until midnight of any established deadline.
3. I understand that instructional material reviews will be prioritized (e.g., benchmark assessments, district requests; or, early childhood programs currently in use, requested, and integrated programs).
4. I will disclose web-based [accessibility](#) levels.
5. I will disclose [technology requirements](#) needed to operate the program(s) submitted.
6. I will not directly contact the experts assigned to review my instructional materials.
7. I understand that the Louisiana Department of Education makes all final standards alignment decisions and associated rankings.
8. I understand that I may be notified of major changes to rubrics and will be given an opportunity to proceed with state review using the new rubrics.
9. I understand that there is no appeals process to the final reviews, but I will have an opportunity to respond to the reviewer comments within the timeframe designated or forgo my opportunity to respond.
10. I will provide parents and other members of the public with authorized web access<sup>6</sup> to my [student editions](#) or full sample set of benchmark and interim test items and tasks and understand that public comments related to the products under review will be published as part of the review.
11. I understand that the Department will not verify the accuracy or validity of public comments and that these public comments do not reflect the opinions or policies of the State Board of Elementary and Secondary Education or the State Superintendent of Education.

12. I will provide my company registration number that I obtained from the Louisiana Secretary of State or my Federal ID, which allows me to do business in the State of Louisiana. I must have copyright privileges to submit materials for review.
13. I am an officer of the firm legally authorized to act on behalf of the publisher and properly certify that all data is complete and correct.
14. I will have an opportunity to enter into a [contract](#) with the Department for my materials that receive a Tier 1 or receive a Tier 2 rating during the first two years of a six- year review cycle; only Tier 1 ratings will result in a state contract in subsequent years.
15. I understand that in accordance with R.S.351.1, I may be required to provide my materials through the state’s designated central book depository.
16. I understand that materials with religious content cannot be reviewed by the state or purchased with federal or state funds.

By clicking *Next*, you agree to the terms of service outlined. Please note that required components will be marked with a red asterisk (\*) and must be addressed in order to move to the next sections.

### 3. Company Information

Once you have read and agree to terms of service you will be asked to provide basic company information as well as what content area and grade levels you would like to have reviewed. Click *Next* to continue.

Louisiana’s Publisher Submission Form

**\* Required**

**Company Information**

Enter information about your company and ensure you are an officer of the firm legally authorized to act on behalf of the publisher.

Official Company Name \*  
Official name to be used on published reviews and potential contract. Avoid acronyms if possible.

Your answer

First Name of Contact Person \*  
Your answer

Last Name of Contact Person \*  
Your answer

Email Address of Contact Person \*  
Your answer

Your answer

Primary Phone Number of Contact Person \*  
Your answer

Secondary Phone Number of Contact Person  
Your answer

Official Company Phone Number \*  
Your answer

Company Address \*  
For contract purposes, please provide the full mailing address, including city, state, and zipcode.  
Your answer

Company Website \*  
Your answer

**BACK** **NEXT**

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### 4. Submission Information



Only key information about your materials is necessary. Indicate the type of materials (e.g., proprietary or open education resource) and summarize all content areas and grade levels to be expected (e.g., Math 6-8, Social Studies K-8, and ELA 6-12). You will also be asked whether you have e-mailed the navigational information and the additional recommended resources for supporting the review (including program effectiveness research, if available). Click next to continue.

**Form**

\* Required

**Submission Information**

**What type of materials are you submitting?**  
For definitions, see the Publisher User's Guide in the IMR Library, <http://www.louisianabelieves.com/resources/library/curricular-resources>.

Proprietary

OER (Open Educational Resources)

**Summarize all the content areas and grades that you are submitting.\***  
This helps us ensure that we received all of your submissions. (ex: "Infant/ Toddler and Preschool," "ELA K-5 and Math 6-8," or "SS K-8 and ELA 6-12," etc.)

Your answer

Have you submitted navigation guides and additional documents as listed on page 9 of the User's Guide? \*

Yes!

No, I'll go do that now. (Email them to LouisianaCurriculumReview@LA.gov)

Have you submitted access information to your materials for state reviewers and public reviewers? \*

Use this template: <https://www.louisianabelieves.com/docs/default-source/curricular-resources/imr-submission-form.xlsx?sfvrsn=2>

Yes, I submitted this on the template provided!

No, I'll go submit this now on the template provided. (Email them to LouisianaCurriculumReview@LA.gov)

**URL(s) for Program Effectiveness Research**  
The LDE requests that publishers provide "program effectiveness research" (i.e. research that the publisher did not conduct themselves). This is optional and for internal use only. To share research, enter URL link(s) here, or email documentation to [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov).

Your answer

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## 5. Materials Information

Detailed information for each series or grade band begins in Section 5. If online access differs for each grade level or grade band, enter each using a separate page. Otherwise, only one submission page is needed. For each page, you will be asked for age/grade level, title, the content area and type of material, copyright, web access links, and for user IDs, passwords for reviewers and the public. **Note:** Reviewer access may be different than general public access.

**Louisiana's Publisher Submission Form**

\* Required

**Materials Information Page 1**

Enter online access information below. Detailed information for each series or grade band is needed. If online access information is different for each grade level or grade band, enter each using a separate page.

**Ages or Grade Levels (ex: Infant/Toddler, Preschool, K-5, 6-12, etc.)**

Your answer

**Title of the Materials**  
Official name to be used on published reviews and potential contract

Your answer

**Is this a resubmission? (Skip if the answer is "No.")**

Yes, we would like to request re-evaluation of this title, which was previously submitted for review.

**Content Area and Type of Material \***  
Refer to User's Guide for full definitions and links to standards. ELA and Math programs may be considered on a case-by-case basis.

Early Childhood Integrated for Infant/Toddler Ages 0-3 (must cover each domain of the Louisiana Birth to Five Early Learning and Development

Early Childhood Language/Literacy for Preschool Ages 3-4

Early Childhood Math for Preschool Ages 3-4

ELA Instructional Materials Full Course

ELA Interim Benchmark Assessments (grades 3-12 only)

Math Instructional Materials Full Course

Math Interim Benchmark Assessments

Social Studies Instructional Materials Full Course (High school courses being evaluated are World Geography, Civics, U.S. History, and World History)

Social Studies Instructional Materials Supplemental

Science Instructional Materials Full Course (High school courses being evaluated are Chemistry, Earth and Space Science, Environmental Science, Biology, Physics, and Physical Science)

**Copyright Date**  
Requirement: 2010 or later for Early Childhood, 2015 or later for K-12

Your answer

**Do you have more materials to submit?**

Yes, I need to submit more.

No, I'm finished.

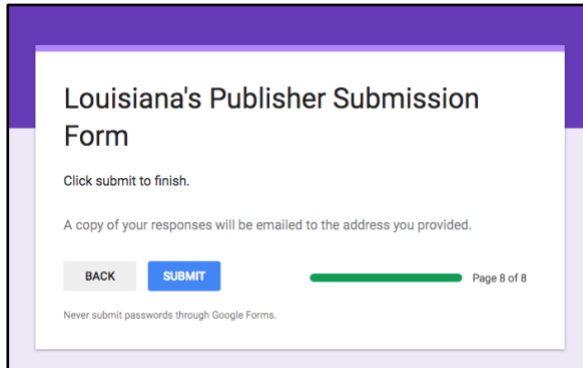
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Never submit passwords through Google Forms.

## 6. Thank You!

When each entry is complete, you will be asked whether you have more materials to submit. Click the *No I'm finished* option to complete the process. A *thank you* screen indicates the completion of your submission and an automated email will confirm LDOE receipt. Within 3-5 business days, you will receive an email from [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov) indicating the status and phase of your submission.



This screenshot shows the final submission page of the form. The title is "Louisiana's Publisher Submission Form". Below the title, it says "Click submit to finish." and "A copy of your responses will be emailed to the address you provided." At the bottom, there are two buttons: "BACK" and "SUBMIT". A green progress bar is visible, and it says "Page 8 of 8". A small note at the bottom left says "Never submit passwords through Google Forms."



This screenshot shows the thank you page after submission. The title is "Louisiana's Publisher Submission Form". The main text says: "Thank you for submitting materials for state review. A copy of your responses will be emailed to the initial email address you provided. Within 3 business days, our team will email you to confirm your submission and next steps. Email your questions and any documents to LouisianaCurriculumReview@LA.gov." There is a link that says "Submit another response". At the bottom, it says "This form was created using Google Forms. Create your own" and the Google Forms logo.

## 7. Additional Helpful Resources for State Reviewers

In order to expedite the review process, publishers are encouraged to submit the following resources. These resources help not only publishers clarify key components of their program, but also reviewers find the key program components that may otherwise be missed.

- Full [online access](#) to the student and teacher materials in order to review the content (**not** a product demo).
- A **brief (e.g., 15-minute) video** demonstrating key elements of the product and where to find them. Provide the URL to view the video and navigational guide (along with user ID/name and user password if needed).
- A **navigation guide** that provides step-by-step instructions that explain how to access the instructional content within the product (i.e., to lesson, test items, pacing guides, state standards, and other areas unique to your program. Screenshots with directional arrows within navigation guides are extremely helpful).
- A **completed and appropriate evaluation rubric** (i.e., instructional material evaluation tool or assessment evaluation tool) explaining in the justification column how your product addresses the criteria and indicators of quality (**include page citations and hyperlinks**) to confirm claims and provide examples. This will expedite the review and ensure reviewers examine relevant components of the product.
- **Resources and supporting documents** that are deemed necessary to assist a thorough review of your product that are clear and give explicit instructions and hyperlinks that facilitate the review of the instructional content (Quantitative and qualitative text complexity analyses, lessons, problems, texts, questions, etc.).

- **A content correlation document** that shows alignment to the corresponding Louisiana State Standards.
- **Independent program effectiveness research** can also be submitted.

These additional supporting documents can be shared using the method most convenient to your company (e.g., shared document folders, email, Web URL, etc.).

### **Resources Checklist**

- Full Online Access
- Brief Video
- Navigation Guide
- Evaluation Rubric(s)
- Resources/Supporting
- Social Studies Correlation
- Program Effectiveness Research

Publishers should submit resource files to [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov) with the subject line: **Additional Resources.**

### **8. Withdraw a Submission**

Submissions can be withdrawn, but only prior to the review assignment. Once materials are assigned for review the submission cannot be withdrawn.

### **9. Find Resources**

Resources and/or information related to the review process are accessible within the [LDOE library](#) (e.g., PowerPoint, User Guide, Rubrics, and FAQs).

### **10. Resubmit Materials**

#### ***Where and how to resubmit:***

Resubmit materials at any time by clicking on the Submit Materials button, agree to terms of service, and indicate the title as a resubmission within the survey. You should expect an immediate email confirmation of receipt and follow up communications from [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov).

After your submission and indication of a resubmission, email [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov) a brief summary that explains how former weaknesses are addressed, where to find additions, deletions, changes, and other information that will support the re-evaluation. **Reminder:** Re-evaluation may result

in new or additional findings and will be evaluated using the most recent criteria in the content area.

**What to resubmit:**

- Provide a thorough summary page that explains how former weaknesses are addressed.
- Include where to find the additions, deletions, and changes that address the weaknesses.
- Include additional documents or locations for information that provide evidence of how the weaknesses are addressed.

**Sample Email:**

Dear Louisiana Curriculum Review:

(Publishing Company Name) would like to request re-evaluation of titles previously submitted for review.

Program adjustments have been made to address the areas that were identified as weak during the last review.

Thank you,

(Name of Publisher Representative)

(Contact Information)

**Resubmit:**

Email the summary of changes, any additional documents and web access information to:

[LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov)

**11. State Contract**

The email invitation to contract with the state for Tier 1<sup>7</sup> rated materials will include the unsigned Memorandum of Understanding for company review, instructions, and a list of the documents or actions that must be completed. We ask that documents be signed in blue ink.

- Memorandum of Understanding
- Letter of Signature Authorization
- Vendor Enrollment (All vendors must be registered in LaGov Vendor Portal)
- Enrollment Instructions:
  - Click here (<http://wwwprd1.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.cfm?tab=2>) to access the Vendor Enrollment Portal.
  - Click here (<http://www.doa.la.gov/osp/Vendorcenter/regnhelp/VendorRegistration.pdf>) for instructions on how to complete the form.
- Electronic Funds Transfer Form
  - Click here

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<sup>7</sup> Tier 2 only during the first two years of the initial six-year cycle

[Electronic Funds Transfer Form](#)

- o [Price List with ISBN](#) [include company contact information]
- o [Louisiana Secretary of State ID #](#) authorizing you to do business in Louisiana [If this was not available at the time of your submission]
- o Professional Development Eligibility Form (limited to Tier 1 rated programs only)

**Sample: Letter of Signature Authorization**

*Company Letterhead*  
(Today's Date)

To Whom It May Concern:

(Company Name) gives (Contractor's name on the contract) the authority to take care of any business of the organization and is permitted to sign contracts on behalf of (company Name).

Sincerely,  
(Name of company/board officer/owner)

**Sample: Price List with ISBN and Contact Information for Ordering Materials**

Publisher Contact Name

Address

City, State ZIP

Phone/FAX/Email

Title of Book	Copyright	ISBN	Unit	Price	<a href="#">Technology Requirements</a>
					<i>(Insert hyperlink to your requirements here)</i>

## Definitions

**Accessibility Requirements:** Refers to the requirements that ensure that instructional materials are fully usable by all students. School systems are federally required to ensure that core and core related instructional materials are provided to all students in a timely manner. [NIMAS](#) compliant file sets that you send to the [NIMAC](#) help districts obtain your materials in the needed format as quickly as possible. Feel free to set up an account and submit your materials directly to the NIMAC for use in K-12 public schools. For more about accessibility see also: <http://www.w3.org/TR/WCAG/#conformance-reqs> and [Assurance of Accessibility Standards](#).

### Assessment Evaluation Tool (AET)

The AET is used in both Math and ELA to evaluate whether assessments and sets of assessments are aligned to the *shifts* and *major features* of the state standards. The AET examines benchmark (or interim) assessments used to support student progress monitoring throughout the school year. These assessments help identify student strengths as well as areas for remediation relative to meeting the state's standards.

**Digital Rights Management (DRM):** A systematic approach to copyright protection for digital media. The purpose of DRM is to prevent unauthorized redistribution of digital media and restrict the ways consumers can copy content they've purchased. Publishers participating in Louisiana's Online Review Process should secure digital rights for their materials. Additional resources about industry norms for digital rights management and copyrights are noted at the end of this section.

For the Louisiana Online Instructional Materials Review, publishers must provide **state reviewers** with full, online access to their program and its components to ensure a fair and thorough review. Publishers should not require registration of state reviewers. The state shares access to materials only on an as-needed basis. State reviewers and LDOE staff are subject to a limited use agreement, understanding that their access to the materials is for the sole purpose of conducting the state review as requested by the publisher.

Publishers must also provide online access of their [student editions](#) (not merely a demo) or full sample set of benchmark and interim test items and tasks for the **public review**. The state will provide access to the materials (as provided by the publisher) and a corresponding comment form for a limited time period of up to 4 weeks. The LDOE recommends that publishers provide additional reasonable safeguards against unauthorized use, reproduction, and distribution such as:

- Publishers should host the public access site on their own webpages,
- Publishers may limit the public access to registered users, providing user names and passwords accordingly, and

- Publishers may limit the time period of public access per user.

Resources:

- <http://www.aau.edu/WorkArea/DownloadAsset.aspx?id=472>, developed by Association of American Publishers (AAP) with several other associations
- <http://publishers.org/priorities-positions/modernizing-copyright>, AAP
- [http://copyrightalliance.org/law\\_and\\_policy](http://copyrightalliance.org/law_and_policy), Copyright Alliance
- <http://www.copyright.gov/help/faq/>, U.S. Copyright Office

**Full Curriculum:** Content and instruction designed to cover a whole year or course, addressing student standards and expectations for the given year or course. May include digital or software components but must include authentic content and instruction. Programs that offer partial materials (ex. Only 30 days) or that represent an *approach to learning* with an instructional design or sample templates for teacher use will not be considered a full curriculum.

**Instructional Materials Evaluation Tool (IMET)**

The IMET is used in core content areas to evaluate alignment of instructional materials to the *shifts* and *major features* of the state standards. The IMET measures only full-course (or full-year) stand-alone programs, addressing student standards and expectations for the year or course. Digital and software components included must contain authentic content and instruction. The IMET cannot be used to evaluate intervention programs or programs that act as a core program replacement.

**Integrated Curriculum: Early Childhood** resources designed to help children gain knowledge and skills in a variety of developmental areas and make connections across those areas. For the purpose of this review, to meet the criteria for an “Integrated Curriculum”, resource(s) must cover each domain of the Louisiana Birth to Five Early Learning and Development Standards (e.g. include Approaches to Learning, Cognitive Development and General Knowledge, Language and Literacy Development, Physical Well-Being and Motor Development and Social-Emotional Development)

**Open educational resources (OER):** Learning materials that are freely available under a license that allows them to be: reused, revised, remixed, and redistributed. See [www.oercommons.org](http://www.oercommons.org).

**Primary and Secondary Sources:** Materials that provide first-hand testimony or direct evidence concerning a topic under investigation and are created by witnesses or recorders who experienced the events or conditions being documented. Often these sources are created at the time when the events or conditions are occurring, but primary sources can also include autobiographies, memoirs, and oral histories recorded later. Primary sources are characterized by their content, regardless of whether they

are available in original format, in microfilm/microfiche, in digital format, or in published format.  
 (Source: [http://www.yale.edu/collections\\_collaborative/primarysources/primarysources.html](http://www.yale.edu/collections_collaborative/primarysources/primarysources.html))

**Source-Dependent Questions or Tasks:** Questions or tasks that require students to pull information from a given source (or sources) to answer the question or complete the task. Student responses reflect both prior learning and the evidentiary support that is dependent upon the source(s).

**Technology Requirements:** Refers to the minimal technical requirements needed by a school or school district in order to adequately access and implement the instructional materials in the manner in which the publisher intended. The Louisiana Department of Education (LDOE) is committed to supporting districts in achieving technology readiness goals in all schools across the state. Skillful coordination and planning are required to ensure students and teachers can access high quality electronic instructional materials. Alignment between the technical specifications and local capacity supports the local allocation of resources in ways that ensure students have access to high quality instructional materials.

Sample Technical Specification Components:

Device (e.g., Desktop, Laptop, Tablet)			
Operating System (Windows/Mac)			
Memory (RAM) (e.g., 4GB)			
Hard Drive (e.g., 160GB)			
Software Requirements (e.g., Office, Adobe, GameMaker etc....)			
Hardware Requirements (Laptop)			
Internet Connection (e.g., 1Mbps, broadband)			
Web Browser Supported (Google Chrome, Safari, Internet Explorer)			
Antivirus Software			
Accessories (Headsets, speakers, CD-RW/DVD Drive, Wireless or Ethernet Network...)			



**Tier Definitions:**

Tier 1	Exemplifies Quality	Meets all non-negotiable criteria for standards alignment all indicators of superior quality.
Tier 2	Approaching Quality	Meets all non-negotiable criteria for standards alignment and some indicators of superior quality of superior quality.
Tier 3	Not Representing Quality	Does not meet non-negotiable criteria for standards alignment or did not meet any of the indicators of superior quality.