Oregon Department of Education   Instructional Materials
255 Capitol St NE
Salem, OR 97310

DATE: May 29, 2018

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jeremy A. Wartz, Instructional Materials Coordinator

RE: **NOTICE #4**
          2018 Oregon State Adoption of Instructional Materials for **Social Sciences**

Adoption Categories
Category 1: Social Sciences (Grade K-5)
Category 2: Social Sciences (Grade 6-8)
Category 3: Social Sciences – Civics and Government (Grade 9-12)
Category 4: Social Sciences – Economics and Financial Literacy (Grade 9-12)
Category 5: Social Sciences – Geography (Grade 9-12)
Category 6: Social Sciences – History (Grade 9-12)

Enclosed:
- OR-IMET for Social Sciences (Category 1-6)
- MSST Forms B & M
- Instructional Materials Storage Agreement
- *Updated* 2018 Publisher Timeline

1. **Invoice Statement Reminder**………………………..…..**Payment due in full…......06/16/2018**
Your invoice statements were emailed on April 19, 2018. We request remittance upon receipt. When we are in receipt of your payment, your materials are considered officially submitted. Publisher fees must be paid prior to evaluation of instructional materials.

2. **OR-IMET for Social Sciences**
The Oregon Instructional Materials Evaluation Tool for Social Sciences have been developed to help reviewers evaluate submissions of instructional materials. Key criteria in Focus, Rigor, and Coherence from the Oregon Adopted Criteria for Social Sciences have been broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams.

3. **Manufacturing Standards & Specifications (MSST)** *(Forms B & M)*........**Due**…..**07/02/2018**
These two MSST forms are to be completed, signed, and then either mailed, or scanned and emailed by the deadline. Please download the attached forms uploaded along with this Notice and return by due date.

4. **Instructional Material Samples and Storage Agreement**.........................…**07/31-08/07/18**
Reviewers will gather for the Committee Review Sessions during the week of August 6th, 2018 at Western Oregon University to hear publisher presentations and evaluate the materials. One copy of each item of instructional material submitted for evaluation must be present during your scheduled presentation. Instructional Material Samples are **required** for presentation and evaluation.

   3a. Storage Agreement:……………………………......................................**Due**…**06/15/2018**
   Northwest Textbook Depository has allotted space for the storage of Instructional Material Samples for Evaluation during the week of July 30-August 3, 2018. Publishers may also choose to ship and store their Instructional Material Samples through other means; however, they must be present for the Publisher Presentation and Committee Review Sessions during the week of

August 6th, 2018. Please see the attached Storage Agreement for further instructions, sign and return it to Jeremy A. Wartz with your option by June 15, 2018.

3b. <u>Sample Materials:</u>…..……………………......................................**Due**…**08/06/2018**
Oregon law requires that all materials submitted for review must be present at the Committee Review Sessions held August 6-10, 2018. As materials are received for the review, they will be checked to ensure that one copy of each item is present. I will send each publisher a packing list to be used with the samples. Each box should be marked (numbered) and the Master Instructional Materials Review Checklist should state which box each item is in. If an item is listed on your bid sheet more than once, it will also appear on the packing list more than once (and may be marked as a duplicate/alternate format item). Only one copy of each item is required. Reviewers must have access to both hard copy (printed) and digital materials during the Committee Review Sessions in August. The master packing list will be sent to you by late June.

3c. <u>Online Access to Digital Materials:</u>…………….……….………..**Due…07/02/2018**
Reviewers will have access to the instructional materials during the two weeks prior to the Committee Review Sessions. Each reviewer will spend two hours familiarizing themselves with each submission and completing initial reviews. Publishers must provide log-in credentials for up to 6 reviewers per submission and category. Instructions for use of digital materials should be provided with log-in credentials, please see page 3 of this document for further information. Please send a list of usernames and passwords in the format of the table below to Jeremy A. Wartz by July 2, 2018.

Category & Submission #	User Name	Password
Cat 1, Sub XXXX*	orreview1**	orimrc1**
Cat 1, Sub XXXX	orreview2**	orimrc2**
Cat 1, Sub XXXX	orreview3**	orimrc3**

Submission number may be found on your bid sheet "Invoice Amount" tab and on your invoice statement
**usernames and passwords listed above are examples only

5. <u>Committee Review Sessions and Presentation Schedule</u>……...........**August 6-10, 2018**
Reviewers will gather at Western Oregon University during the week of August 6th, 2018 at which time Committee Review Sessions will take place. The presentation schedule for Review Week will be provided as soon as it is ready. Information regarding set up and take-down will be included with the presentation schedule.

4a. <u>Set Up:</u>
The presentation schedule will determine when you have access to room set up. This will be determined as soon as possible.

4b. <u>Take-down and room vacating:</u>
Deadline for vacating your room will depend on the schedule and will be noted on your presentation schedule when it is finalized. You will be responsible for removal of all sample materials and delivering one set of sample materials to the viewing site at Hamersly Library. You are also responsible for removing all boxes/cartons, shipping materials, and other items after your presentation and review session for your materials.

If you have further questions or need clarification please contact Jeremy A. Wartz.
Mail to: 255 Capitol St. NE, Salem OR 97310, Attn: Jeremy A. Wartz
Fax to: (503) 378-5156 or scan and email

Guidelines for the Submission of Digital Instructional Materials
For Access by the Instructional Materials Review Committees

To ensure that all digital materials receive a complete and quality review, publishers who include digital materials in their bids are requested to provide the following:

- **Tutorial**: A clear tutorial of how to use and navigate the electronic resource should be provided. The format of this tutorial may be video and/or step-by-step written instructions with screen shots and may be posted online. If you choose to provide a video tutorial, please keep it concise and under 10 minutes in length.

- **Access**: Access to digital resources is to be made available throughout the review process (July 17-August 10) and by-request during the selection year. Access to the entire resource (not limited to a sample) of adopted materials must be provided. Access must allow the reviewer to examine the electronic resource from the point of view of a student, a teacher, and an administrator. Adopted materials will need to be made available through the Instructional Materials Viewing Site for the adoption contract period.

- **Specifications**: Provide documentation stating the technology specifications for the teaching/learning resources and how to access the resource. This may include but is not limited to the operating system and browsers that support any web-based electronic resources to be reviewed. If the resource is in a format that is not available online (e.g., CD, DVD, App, etc.) one copy should be sent along with print materials submitted. It is necessary that all stakeholders, beginning with the review committee members, know the minimum requirements necessary to use the resources. Reviews will be conducted on a bring-your-own-device basis, including laptops and tablets running either Windows or Apple (Macintosh) operating systems, as well as other operating systems. This BYOD environment is similar to the environment in which materials will be expected to perform in educational settings.

- **Digital Materials Submission: Usernames and Passwords**: Log-in credentials for up to 7 reviewers per submission and category must be provided. Please submit log-in credentials in the following format:

Category & Submission #	User Name	Password
Cat 1, Sub XXXX*	orreview1	orimrc1
Cat 1, Sub XXXX	orreview2	orimrc2
Cat 1, Sub XXXX	orreview3	orimrc3

*Submission number may be found on your bid sheet "Invoice Amount" tab and on your invoice statement
**usernames and passwords listed above are examples only

NOTE: *All reviewers have access to a computer; however, not all have access to specific technologies for which some resources have been designed (e.g., iPad, Tablet, Kindle, Nook, etc.). Publishers may find it necessary to loan a specific device to review committee members during the review and deliberation process. In the event this becomes necessary, the required device(s) shall be provided to the Oregon Department of Education Staff who will distribute them to the reviewers, collect them at the conclusion of the review, and return them.*