

DATE: June 3, 2021

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Angie Foster-Lawson, Interim Instructional Materials Coordinator

RE: **NOTICE - # 4**
2021 Oregon State Adoption Process for English Language Arts

Category 1: English Language Arts – Grades K-2
Category 2: English Language Arts – Grades 3-5
Category 3: English Language Arts – Grades 6-8
Category 4: English Language Arts – Grades 9-12

Please review the updated information below regarding the 2021 Oregon Adoption for ELA.

1. Invoice Statement Reminder (Payment due in full no later than 06/11/2021)

Your invoice statements were emailed on April 30, 2021. 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. Publisher Presentation Review and Q&A Schedule

Reviewers will virtually evaluate publisher presentations prior to scheduled Q&A sessions with publishers. Evaluators have received a calendar to ensure that each individual has reviewed the publisher presentation prior to the Q&A session. If you have any questions about Q&A, please contact Angie Foster-Lawson.

3. Manufacturing Standards & Specifications (MSST) (Forms B & M)

These two MSST forms are to be completed, signed, and then scanned and emailed no later than 06/18/21. Please download the attached forms uploaded along with this Notice and return by due date.

4. Online Access to Digital Materials

Reviewers will have access to the instructional materials during the week prior to the Publisher Q&A Sessions. Each reviewer will spend approximately two hours familiarizing themselves with each submission and completing initial reviews. Publishers must provide login credentials for seven reviewers per category in which they are submitting materials. Instructions for use of digital materials should be provided with login credentials, please see page 3 of this document for further information. Online Access to Digital Materials are due by **06/18/2021**. Please send a list of usernames and passwords in the format of the table on the next page (and page 3) to Angie Foster-Lawson by June 18, 2021.

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 can be found 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.). Please provide access to all materials in a format that is navigable via standards web browsers or in PDF format.

Attachments

- 2021 Publisher Timeline
- MSST Form B
- MSST Form M

If you have further questions or need clarification, please contact [Angie Foster-Lawson](#).

Mail to: 255 Capitol St. NE, Salem OR 97310, Attn: Angie Foster-Lawson

Fax to: (503) 378-5156 or scan and email

Email: Angie.Foster-Lawson@ode.state.or.us

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 (June 18-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 (Hamersly Library) 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*