

DATE: May 10, 2023

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Aujalee Moore, Instructional Materials Coordinator

RE: **NOTICE - # 3**  
2023 Oregon State Adoption for Science

Category 1: Science – Grades K-2
Category 2: Science – Grades 6-8
Category 3: Science – Grades 9-12

Please review the updated information below regarding the 2023 Oregon Science Instructional Materials Adoption.

**1. Invoice Statement Reminder (Payment due in full no later than 06/16/2023)**

Your invoice statements were emailed on May 3, 2023. 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 Science**

The Oregon Instructional Materials Evaluation Tool for Science has been developed to help evaluators review submissions of instructional materials. [Criteria from the Oregon Adopted Criteria for Science Instructional Materials](#) have been broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams. The PDF version is for reference, and evaluators use the spreadsheet version to enter scores.

**3. Publisher Presentation Review and Q&A Schedule (June 26-July 14, 2023)**

Reviewers will virtually evaluate publisher presentations prior to scheduled Q&A sessions with publishers. Evaluators will receive 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 [Aujalee Moore](#). **If you have not scheduled Q&A sessions, please contact Aujalee Moore.**

**4. Manufacturing Standards & Specifications (MSST) (Forms B & M)**

These two MSST forms are to be completed, signed, and then scanned and emailed no later than 06/21/23. Please download the attached forms uploaded along with this Notice and return by due date.

**5. Shipping Print Samples to Review Site**

One full set of submitted materials, excluding lab kits/manipulatives/consumables, must be delivered to Western Oregon University **no later than July 12**. Due to limited storage space, please **arrange for the delivery to take place after June 26**. Materials should be sent to the following address:

Travis Smith, Conference Services  
Western Oregon University  
345 N. Monmouth Ave  
Monmouth, OR 97361

Large shipments wrapped on **pallets must be pre-arranged** with the University. Please reach out to Aujalee to coordinate the delivery of pallets. Publishers should **not** include programs that have not been submitted, multiple copies of the same program, promotional or sales materials, display units, or pre-publication proofs. Upon adoption, the materials sent for review will be catalogued and displayed with the Oregon Adopted Instructional Materials Collection. If you have any questions about shipment of physical materials, please contact [Aujalee Moore](#)

## **6. Online Access to Digital Materials**

Reviewers shall have access to the instructional materials from June 19-August 4, 2022. Each reviewer will spend approximately three hours familiarizing themselves with each submission and completing initial reviews. Publishers must provide login credentials for six 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 06/16/2023.** Please send a list of usernames and passwords in the format of the table on the next page (and page 3) to Aujalee Moore by June 16, 2023.

### **Attachments**

- 2023 Publisher Timeline
- MSST Form B
- MSST Form M
- Science OR-IMET K-12

If you have further questions or need clarification, please contact [Aujalee Moore](#).

Scan and Email: [Aujalee.Moore@ode.oregon.gov](mailto:Aujalee.Moore@ode.oregon.gov)

## 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 must 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 17-August 5) 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:** Login credentials for up to six reviewers per submission and category must be provided. Where possible, please provide a singular login that can be used by all reviewers in a committee or each category. If individual logins must be assigned, 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.). Please provide access to all materials in a format that is navigable via standard web browsers or in PDF format.