

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310

DATE: June 15, 2020

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Aujalee Moore, Instructional Materials Coordinator

RE: **NOTICE - # 3**
2020 Oregon State Adoption Process for World Languages

Category 1: Level 1-2
Category 2: Level 3-4
Category 3: Level 5+

Please review the updated information below regarding the 2020 Oregon World Languages Adoption.

1. Review Week

Publisher presentations and committee review sessions will begin during the week of August 3, 2020. Notification of details regarding teleconferencing platform and protocols will be shared once they have been determined.

Each submission will be required to submit a recorded presentation and will be allowed a live Q&A session with the evaluation team. Details regarding time limits for recorded presentations will be released near the end of June. We are unable to accommodate requests for specific days or times to hold a Q&A session with the evaluation team.

Publishers will be required to provide one full set of digital versions of all materials submitted for evaluation. There will be no physical samples required for review.

2. Invoice Fees

Invoices are being processed and will be sent via email with payment due no later than August 1, 2020. You will have until Friday, July 3, 2020 to officially withdraw from the adoption process without being obligated to pay the invoiced amount. If you withdraw after the official date, you will be obligated to pay the invoiced amount in full.

Payment options include corporate checks, check, or money order payable to the Oregon Department of Education. Further instructions regarding payment will be present on the invoice.

3. OR-IMET for World Languages

The Oregon Instructional Materials Evaluation Tool for World Languages are used to help reviewers evaluate submissions of instructional materials. Each of the three categories have their own version of this tool. All three versions are attached for your convenience.

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4. Quality Criteria Documentation

This component of the Summary Form is due on July 17, 2020 and is a required part of your submission for the Oregon Adoption. This is your opportunity to explain to reviewers in writing how your materials meet the criteria for adoption. In order to assist reviewers, your documentation should match the format of the OR-IMET for World Languages. Please see the attached Quality Criteria Documentation templates that show a format in which you must provide your examples.

Each of the criteria that are considered key criteria may have up to five examples (no more) per submission. Each Supporting criteria for each section (e.g., in Category 1 Level 1-2, Student Engagement criteria 37, 38,39, and 40) may be addressed as a whole and you may provide up to 5 examples to explain how your materials meet the criteria in that section.

The Quality Criteria Documentation are due *via email* to the Oregon Department of Education no later than July 17, 2020 for each category submission.

5. Research Based Documentation and Alignment

Please review Instructional Materials Summary Form 4824 for instructions on these optional submissions for each category submitted for review. If you decide to include these for reviewers, please provide *via email* to the Oregon Department of Education no later than 07/17/20.

6. Instructional Materials Summary Form – (Form 4824)

The Instructional Materials Summary Form is due by 07/17/2020. Form 4824, a document introduced in Notice #2, is attached to this notice. Please complete a summary form for each category submission.

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

These two MSST forms are to be completed, signed, and then either mailed, or scanned and emailed no later than 07/17/20. Please download the attached forms uploaded along with this Notice and return by due date.

8. Online Access to Digital Materials

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 login credentials for five reviewers per language in which they are submitting materials. Instructions for use of digital materials should be provided with login credentials, please see page 4 of this document for further information. Online Access to Digital Materials are due by 07/17/2020. Please send a list of usernames and passwords in the format of the table below to Aujalee Moore by July 17, 2020.

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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*

Attachments

- 2020 Publisher Timeline
- Category 1 Quality Criteria Documentation for World Languages
- Category 2 Quality Criteria Documentation for World Languages
- Category 3 Quality Criteria Documentation for World Languages
- Manufacturing Standards & Specifications (MSST) Form B
- Manufacturing Standards & Specifications (MSST) Form M
- Category 1 IMET
- Category 2 IMET
- Category 3 IMET

If you have further questions or need clarification, please contact Aujalee Moore.

Mail to: 255 Capitol St. NE, Salem OR 97310, Attn: Aujalee Moore

Email: Aujalee.Moore@ode.state.or.us

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**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.