

Requirements for Access to Electronic Instructional Materials For the Instructional Materials Review Committee

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

- 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 or emailed to alan.griffin@schools.utah.gov. The tutorial should accompany the samples delivered.
- Access must remain open throughout the period of review, including the deliberations, and when necessary, the appeal(s).
- Access to approved electronic resources is to be provided to the Coordinator of Instructional Resources for the duration of the adoption period.
- If the resource is in a format that is not available online (e.g., CD, DVD, App, etc.), copies must be sent as samples to the State Office of Education (3) and to each of the commissioners listed on the page <http://www.schools.utah.gov/CURR/imc/Commission-Members.aspx>
- **Access must be provided to the entire resource** and may not be limited to a sample of what is included.
- Access must allow the reviewer to examine the electronic resource from the point of view of a student, a teacher, and an administrator.
- Log-in credentials for 5 reviewers per grade level must be provided.
- For consistency, the following credentials should be utilized:

User Name	Password
utreview1	utimc1
utreview2	utimc2
utreview3	utimc3
utreview4	utimc4
utreview5	utimc5

Please contact Alan Griffin (alan.griffin@schools.utah.gov) immediately if these credentials will not work for your system.

- Provide a document stating the technology specifications for the resource. It is necessary that all stakeholders, beginning with the review committee members, know the minimum requirements necessary to use the resource.
 - Reviews will be conducted on computers running on the Windows Operating System. Because reviewers complete their reviews using school issued or personal computers, a variety of releases of the WOS (e.g., XP, Windows 07, etc.) may be used. Therefore, it is imperative that specifications include a list of the OS on which the resource can be used effectively.
 - Include a list of browsers that will support any web-based electronic resources to be reviewed.
 - If the resource cannot run on Windows, the desired operating system must be clearly noted so that arrangements can be made to secure the appropriate device. The Utah State Office of Education cannot guarantee that the correct hardware and platforms will be available for non-Windows systems.

**Direct all questions to
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