



COLORADO SPRINGS SCHOOL DISTRICT 11
Achievement, Learning, & Leadership

INSTRUCTIONAL MATERIAL
REQUEST FOR APPROVAL
FALL 2021

BOARD OF EDUCATION INSTRUCTIONAL MATERIALS ADOPTION REPORT

Core Materials – High School

Title Notes/Description	Author	Content Area	Min/Max
<p><u>IB Diploma – Sports, Exercise and Health Science</u></p> <p>Written by an experienced teacher, this comprehensive book will provide students with all the material and practice they need to succeed in this brand-new subject area. Packed with visual explanation and practice, it will help students fully understand the science behind the body and its relationship to human well-being.</p> <p>Standards: 2. Life Science</p>	<p><i>Sproule</i> <i>2nd Edition</i> <i>Copyright 2015</i></p>	Science	9-12
<p><u>Personal and Professional Skills for the IB: Skills for Success</u></p> <p>Support development of personal and professional skills and their relationship to the reflective project, with emphasis on critical skills development for the workplace and ongoing career development.</p> <p>Standards: 2. Physical and Personal Wellness</p>	<p><i>Gallagher, Dr. J. Paul</i> <i>Copyright 2022</i></p>	Comprehensive Health	9-12
<p><u>MindTap for Miller's Positive Child Guidance</u></p> <p>MindTap Education for Miller's Positive Child Guidance, 8th Edition is the digital learning solution that helps instructors engage and transform today's students into critical thinkers. Through paths of dynamic assignments and applications that you can personalize, real-time course analytics, and an accessible reader, MindTap helps you turn cookie cutter into cutting edge, apathy into engagement, and memorizers into higher-level thinkers.</p> <p>Standards: 2. Physical and Personal Wellness</p>	<p><i>Miller, Darla F.</i> <i>Copyright 2016</i></p>	Comprehensive Health	9-12

BOARD OF EDUCATION INSTRUCTIONAL MATERIALS ADOPTION REPORT

Core Materials – High School

Title Notes/Description	Author	Content Area	Min/Max
<u>MindTap Beginnings & Beyond: Foundations in Early Child Education</u>	<i>Gordon, Ann M.; Browne, Kathryn W. 10th Edition Copyright 2017</i>	Comprehensive Health	9-12

The primary strength of BEGINNINGS AND BEYOND: FOUNDATIONS IN EARLY CHILDHOOD EDUCATION, 10th Edition, is its blend of simplicity and depth. In a clear and easy-to-understand style, the book lays out basic questions any student of early childhood education would want answered -- and presents key concepts, the latest research, and practical examples so that questions are thoroughly answered.

Standards:

2. Physical and Personal Wellness

<u>MindTap Century 21 Accounting: General Journal</u>	<i>Gilbertson, Claudia 11th Edition Copyright 2019</i>	Mathematics	9-12
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Transform your high school accounting course with CENTURY 21 ACCOUNTING GENERAL JOURNAL 11E, the leader in high school accounting education for more than 100 years. CENTURY 21 ACCOUNTING 11E maintains its renowned instructional design and step-by-step approach to teaching accounting. Greater emphasis on conceptual understanding and financial statement analysis encourages students to apply accounting concepts to real-world situations and make informed business decisions.

Standards:

1. Number and Quantity

BOARD OF EDUCATION INSTRUCTIONAL MATERIALS ADOPTION REPORT

Core Materials – High School

Title Notes/Description	Author	Content Area	Min/Max
<u>MindTap Automotive Technology: A Systems Approach</u>	Erjavec; Thompson	Science	9-12

Copyright 2020

AUTOMOTIVE TECHNOLOGY: A SYSTEMS APPROACH provides comprehensive coverage with updates to address the latest ASE Education Foundation requirements for Maintenance and Light Repair (MLR), Automotive Service Technology (AST), and Master Service Technology (MAST) program accreditation levels. Thoroughly revised to provide accurate, current information on the latest technology, industry trends, and state-of-the-art tools and techniques, the Seventh Edition is an essential resource for building career-ready students who want to succeed in the dynamic, rapidly evolving field of automotive service and repair.

Standards:

2. Physical Science

BOARD OF EDUCATION INSTRUCTIONAL MATERIALS ADOPTION REPORT

Core Materials – Elementary School

Title Notes/Description	Author	Content Area	Min/Max
<u>Keslo's Choice Conflict Management Leaders Guide</u>	<i>Barbara Clark, Ph.D and Diane Hipp, CPS</i>	Comprehensive Health	K-5
Keslo's Choice conflict resolution curriculum teaches children the difference between big problems and little problems. Kelso the frog is a fun and engaging way for children to learn conflict management.			
Standards:			
2. Physical and Personal Wellness			



Instructional Resource Content Review Findings and Recommendations

Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson/Career Technical Education Director	Content Area: Career Technical Education	Grade Level: 9-12
PERSONAL AND PROFESSIONAL SKILLS FOR THE IB		

Requested by: Duane Roberson	Principal: Lara Disney	School/Department: Palmer HS/IB
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Cost per Unit: \$57 One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input checked="" type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> *Attach the Happy Fox Review Summary with submission.	Total Cost: \$2,000
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Plan for long term use: (e.g. replacement costs) Supported as part of a CTE health science program, & building curriculum costs

Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/>
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<p><i>Insert the Brief Description of Material (to be entered into the material database)</i></p> <p>Support the development of personal and professional skills and their relationship to the reflective project, with emphasis on critical skills development for the workplace and ongoing career development.</p> <ul style="list-style-type: none">- Break down and evaluate the five main areas of Personal Development, Intercultural Understanding, Effective Communication, Thinking Processes and Applied Ethics, in both business and personal contexts.- Ensure understanding of how the five main areas and the personal and professional skills link to the reflective project.- Engage students with action-based chapters with activities divided into three categories: thinking, doing and reflecting.- Develop attitudes, skills and strategies to be applied to personal and professional situations and contexts, now and in the future.- Support visual learners with an infographic at the start of each chapter relating to the themes of the chapter.- Feel supported with detailed introductory advice on how to approach the Personal and Professional Skills course.
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Instructional Resource Content Review Findings and Recommendations


Insert what the requestor shared as the stated need for this material:

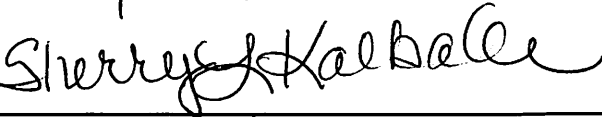
Instructional Resource Content Review Findings and Recommendations


Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>	Selected: <input checked="" type="checkbox"/>		

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, CTE Director Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): For IB Sports Exercise	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry L. Kalbach Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: KAROL GATES Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): IB Programs	DO NOT RECOMMEND



Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson/Career Technical Education Director	Content Area: Career Technical Education	Grade Level: 9-12
IB SPORTS EXERCISE HEALTH		

Requested by: Duane Roberson	Principal: Lara Disney	School/Department: Palmer HS/IB
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Cost per Unit: \$90 One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input checked="" type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> *Attach the Happy Fox Review Summary with submission.	Total Cost: \$3,000
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Plan for long term use: (e.g. replacement costs) Supported as part of a CTE health science program, & building curriculum costs

Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/>
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<i>Insert the Brief Description of Material (to be entered into the material database)</i> 9780198368434 Written by an experienced teacher, this comprehensive book will provide students with all the material and practice they need to succeed in this brand new subject area. Packed with visual explanation and practice, it will help students fully understand the science behind the body and its relationship to human well-being.

Insert what the requestor shared as the stated need for this material:


Instructional Resource Content Review

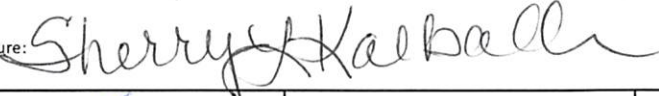
Findings and Recommendations


Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>		Selected: <input checked="" type="checkbox"/>	

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, CTE Director Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): For IB Sports Exercise	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry L. Kalbach Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: KAPOL GATES Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

10/19/21



Instructional Resource Content Review Findings and Recommendations

Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Dawn Boden	Content Area: Social Emotional Learning	Grade Level: K-5
Kelso's Choice Conflict Management Curriculum		

Requested by: Sharon Godfrey	Principal: Stacy Brisben	School/Department: Keller Elementary School
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Cost per Unit: One Time Purchase: <input checked="" type="checkbox"/> Recurring Purchase: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> <i>*Attach the Happy Fox Review Summary with submission.</i>	Total Cost: \$399.95
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Plan for long term use: (e.g. replacement costs) These are reusable materials. They plan to use PTA or general funds to replace posters or DVDs if they are scratched.
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Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>
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<i>Insert the Brief Description of Material (to be entered into the material database)</i> <i>Kelso's Choice conflict resolution curriculum teaches children the difference between big problems and little problems. Kelso the frog is a fun and engaging way for children to learn conflict management.</i>
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<i>Insert what the requestor shared as the stated need for this material:</i> One of the top identified needs from the Panorama survey at Keller Elementary has been student conflict and this school would like to teach conflict resolution skills in more depth than offered through the Random Acts of Kindness curriculum They will teach all of the RAK lessons and use Kelso's Choice in addition to those lessons.

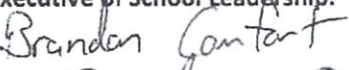
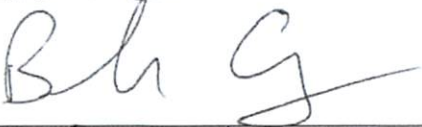
Instructional Resource Content Review Findings and Recommendations

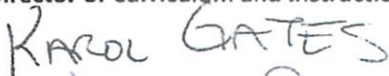
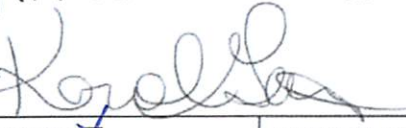
Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
If yes, do you recommend it for general use or selected use?	General: <input checked="" type="checkbox"/>		Selected: <input type="checkbox"/>	

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Dawn Boden Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input checked="" type="checkbox"/> May not be used in place of RAK.	SELECTED USE <input type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

The Executive of School Leadership: Name:  Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name:  Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input type="checkbox"/> (add parameters below):	DO NOT RECOMMEND

Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson	Content Area: Career and Technical Education	Grade Level: 9-12
K12 MindTap for Miller's Positive Child Guidance		

Requested by: Duane Roberson	Principal:	School/Department: Career and Technical Education
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Cost per Unit: One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> *Attach the Happy Fox Review Summary with submission.	Total Cost:
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Plan for long term use: (e.g. replacement costs)
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Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>
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<i>Insert the Brief Description of Material (to be entered into the material database)</i> 2 terms Instant Access. Textbook for Early Childhood Education course ECE 103 - Guidance Strategies for Young Children
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Insert what the requestor shared as the stated need for this material: Expanding course offering in Early Childhood Education.

Instructional Resource Content Review Findings and Recommendations

Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input checked="" type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>		Selected: <input checked="" type="checkbox"/>	

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, Director of Career and Technical Education Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): Early Childhood Education program (CTE) use.	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry L. Kalbach Signature: Sherry L. Kalbach			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): EECE / CTE	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: KAROL GATES Signature:			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): Early Childhood CTE	DO NOT RECOMMEND

Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson	Content Area: Career and Technical Education	Grade Level: 9-12
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MindTap Beginnings & Beyond: Foundations in Early Childhood Education, 10th Edition

Requested by: Duane Roberson	Principal:	School/Department: Career and Technical Education
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Cost per Unit: One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> *Attach the Happy Fox Review Summary with submission.	Total Cost:
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Plan for long term use: (e.g. replacement costs)
--

Did this material go through a short cycle of innovation process? If yes, attach a print out of the evidence collection with this submission.	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>
--	--

Insert the Brief Description of Material (to be entered into the material database) For use in ECE 103 - Guidance Strategies for Young Children
--


Insert what the requestor shared as the stated need for this material: Expanding course offering in Early Childhood Education.

Instructional Resource Content Review Findings and Recommendations

Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well- Aligned <input checked="" type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>	Selected: <input checked="" type="checkbox"/>		

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, Director of Career and Technical Education Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): Early Childhood Education program (CTE) use.	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry Kalbach Signature: Sherry Kalbach			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: KAROL GATES Signature: Karol Gates			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE	DO NOT RECOMMEND



Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson	Content Area: Career and Technical Education	Grade Level: 9-12
MindTap Century 21 Accounting: General Journal, 11th Edition		

Requested by: Duane Roberson	Principal:	School/Department: Career and Technical Education
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Cost per Unit: One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> <i>*Attach the Happy Fox Review Summary with submission.</i>	Total Cost:
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Plan for long term use: (e.g. replacement costs)
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Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>
---	--

<i>Insert the Brief Description of Material (to be entered into the material database)</i> MindTap Century 21 Accounting: General Journal, 11th Edition
--


Insert what the requestor shared as the stated need for this material: Expanding course offering in Early Childhood Education.

Instructional Resource Content Review Findings and Recommendations

Evaluation Checklist <i>(please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)</i>	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input checked="" type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>		Selected: <input checked="" type="checkbox"/>	

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, Director of Career and Technical Education Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): AAS degree program at community college	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry L. Kalbach Signature: Sherry Kalbach			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE Program	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: Karol Gates Signature: Karol Gates			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE Programs	DO NOT RECOMMEND



Instructional Resource Content Review Findings and Recommendations

Instructions for content facilitator:

Please use the request submission information to review the content within the instructional resource. Once findings and your recommendations are made, please sign and obtain the appropriate Executive for School Leadership signature, then submit it to the Director of Curriculum and Instruction, Achievement, Learning and Leadership for final review.

Cut and paste information from the submission form here:

Content Facilitator Name/Role Conducting Review: Duane Roberson	Content Area: Career and Technical Education	Grade Level: 9-12
MindTap Automotive Technology: A Systems Approach, 7th Edition		

Requested by: Duane Roberson	Principal:	School/Department: Career and Technical Education
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Cost per Unit: One Time Purchase: <input type="checkbox"/> Recurring Purchase: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> <i>*Attach the Happy Fox Review Summary with submission.</i>	Total Cost:
---	-------------

Plan for long term use: (e.g. replacement costs)
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Did this material go through a short cycle of innovation process? <i>If yes, attach a print out of the evidence collection with this submission.</i>	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>
---	--

<i>Insert the Brief Description of Material (to be entered into the material database)</i> This text is used in advanced automotive coursework.
--


<i>Insert what the requestor shared as the stated need for this material</i> This text is used in advanced automotive coursework.
--

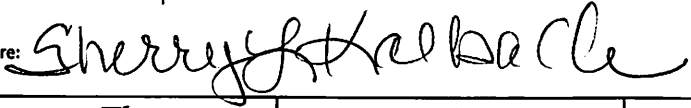
Instructional Resource Content Review Findings and Recommendations


Evaluation Checklist (please note any differences between the content facilitator and requestor answers if applicable in the explanation column.)	YES	NO	N/A	EXPLAIN
Content is appropriate for intended audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, addresses all perspectives of controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is consistent with D11 equity policy and cultural relevance expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there incidents, words, or themes that might necessitate an optional title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the answer is yes above, do you concur with the options provided by the requestor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains current information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate for intended grade level/levels:				
Readability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Developmental Stage/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the well aligned, moderately aligned or not aligned to Colorado Academic Standards or the D11 Blueprints?	Well-Aligned <input checked="" type="checkbox"/>	Moderately Aligned <input type="checkbox"/>	Not Aligned: <input type="checkbox"/>	
Does the material foster deeper understanding of disciplinary literacy in the subject areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a balance of content, concepts and skills for students to engage with in their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a variety if ways students can demonstrate their learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material use a wide variety of diverse, culturally relevant/responsive content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer a wide range of depth of knowledge and rigor to meet the needs to differentiate instruction for all learners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the material offer supports for ongoing formative assessments offering teachers and students opportunities to give/receive immediate feedback for learning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you verified the principal/site leader approves of this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you recommend this material for use?	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
If yes, do you recommend it for general use or selected use?	General: <input type="checkbox"/>		Selected: <input checked="" type="checkbox"/>	

Instructional Resource Content Review Findings and Recommendations

SIGNATURE PAGE

The Content Facilitator: Name: Duane Roberson, Director of Career and Technical Education Signature: 		If the Content Facilitator is expressing the recommendations of a selection committee, please insert the name of the committee and provide a copy of the membership list with this submission:	
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): Used in advanced automotive courses as part of AAS degree program with community college	DO NOT RECOMMEND

The Executive of School Leadership: Name: Sherry L. Kalbach Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE Programs	DO NOT RECOMMEND

The Director of Curriculum and Instruction: Name: KAROL GATES Signature: 			
RECOMMEND <input checked="" type="checkbox"/>	GENERAL USE: <input type="checkbox"/>	SELECTED USE <input checked="" type="checkbox"/> (add parameters below): CTE Programs	DO NOT RECOMMEND

NORTH, KRISTINA ANNETTE

From: EMERICK, ROBERTA J
Sent: Monday, September 23, 2013 3:16 PM
To: WILLIAMS, WARREN D; URY, DAN; FISHER II, WILLIAM
Cc: BOLTJES, DAN E.; EDLING, MAYUMI DOI
Subject: RE: Cengage Learning Customer Technical Support Case 1847644

Thank you everyone I will copy you to the email I send Procurement and Holly.

Roberta Emerick
Software License Manager
Learning Resource Services
Phone: 719-520-2968
Fax: 719-520-2385

From: WILLIAMS, WARREN D
Sent: Monday, September 23, 2013 1:22 PM
To: EMERICK, ROBERTA J; URY, DAN; FISHER II, WILLIAM
Cc: BOLTJES, DAN E.; EDLING, MAYUMI DOI
Subject: RE: Cengage Learning Customer Technical Support Case 1847644

Roberta,

Reading below, and looking at the attachment, it says that we will NOT load students at this time, and will only load teachers for ELL (by the way, there is data on students that we would not know what to enter). So based on that, it should not be a problem to perform a one-time load of staff information based.

Let me know if I've misread any of this.

Thanks
Warren

From: EMERICK, ROBERTA J
Sent: Monday, September 23, 2013 8:58 AM
To: WILLIAMS, WARREN D; URY, DAN; FISHER II, WILLIAM
Cc: BOLTJES, DAN E.
Subject: FW: Cengage Learning Customer Technical Support Case 1847644

Good day all. I sent a request for review of Cengage National Geographic Reach in July. At that time Ms. Idles was going to be program manager and indicated she would manually enter staff names. Then Ms. Idle left the district so all her orders were placed on hold. I did not follow-up on responses since everything was placed on hold. Title 1 is now wanting me to finish the IT process.

Warren did you get a chance to review this web site? If not, can you do so now and let me know? See demo account info below. Attached is a template for the type of info that will be needed for a one time data export to the company. I still believe this will only be the ELL teachers. I do have a call into Holly to confirm. Holly has indicated for the first load of staff info she would like done using the attached template after that she will be the program manager until someone else is assigned.

Bill and Dan I have your approval responses, I am CC you both so you will know that this site is again being considered for use.

Thank you

Roberta Emerick
Software License Manager
Learning Resource Services
Phone: 719-520-2968
Fax: 719-520-2385

From: FISHER II, WILLIAM
Sent: Friday, July 19, 2013 8:04 AM
To: EMERICK, ROBERTA J
Subject: RE: Cengage Learning Customer Technical Support Case 1847644

Hi Roberta,

The District's meet or exceed computer requirements for the National Geographic website. Everything works fine without any issues that I have come across with at the moment.

Thanks,
Bill

From: URY, DAN
Sent: Thursday, July 18, 2013 4:51 PM
To: EMERICK, ROBERTA J
Subject: RE: Cengage Learning Customer Technical Support Case 1847644

I don't see any issues with this one either. As usual 3rd party videos could be a problem, not likely for staff. If or when this goes to students it will be more likely that videos not hosted by National Geographic will be blocked. I don't see a problem with videos hosted by them.

Thanks.
~Dan

From: EMERICK, ROBERTA J
Sent: Thursday, July 18, 2013 3:04 PM
To: URY, DAN; FISHER II, WILLIAM; WILLIAMS, WARREN D
Cc: BOLTJES, DAN E.; CAPLINGER, RAY
Subject: FW: Cengage Learning Customer Technical Support Case 1847644

Good day all.

Lynda Idle-Espinoza, ELL Facilitator made a purchase of "National Geographic Reach" textbooks. With this purchase D11 is receiving as a comp, lifetime access at no charge to the myngconnect database for the Reach reading program. This program will only be used by a limited number of students, only ELL.

Please evaluate myngconnect.com following the IT Network, Desktop compatibility Testing and Application Support process.

I have attached the system requirements. Below are the questions I have requested and the vendor response is in red.

- Does your site have external/3rd party web links / websites the user goes to when accessing your site
 - Depending on the online resource you are using, there are some instances where there will be links out of our application to discover additional resources.
- Regarding passwords do you assign passwords or do we select
 - ✚ Is the password specific to the user or a single password to use district wide
 - Passwords can either be selected by you (can be the same for all teacher or students, or unique to each student/teacher) or we can auto-generate them for you (our only limitation is that they must be alpha or numeric, minimum 6 characters and no more than 17 characters long).

Vendor has sent the attached document that requests specific information regarding staff and students.

- ✚ At this time only staff access is required for this next school year
- ✚ Student access to online is not planned at this time. Lynda indicated she may change her mind and may want students
- ✚ Based on the possibility please evaluate for both staff and student support needs
- Regarding passwords do you assign passwords or do we select
 - ✚ Is the password specific to the user or a single password to use district wide
 - Passwords can either be selected by you (can be the same for all teacher or students, or unique to each student/teacher) or we can auto-generate them for you (our only limitation is that they must be alpha or numeric, minimum 6 characters and no more than 17 characters long).
- Since we will be providing staff and student data where is it housed
 - ✚ On a server at your site or at a data warehouse
 - The data that you provide us is uploaded into our application server and it is not housed in a data warehouse.
 - We do have the option to export a file to send to you should you wish to see the latest roster file we have on our server.
 - This information is neither shared or distributed to anyone else.
 - ✚ If data warehouse where is it located.
 - ✚ Is there a data recovery plan in place at the location where data is housed.
 - ✚ How often will you need data for staff and students
 - The data exchange will depend on how often your teacher/student roster gets updated.
 - Most district give us a feed once in the school year, and manage the changes (inactivate, move students around, add new students, add new teachers, add new classes etc) themselves as we do provide administrative access to the application.
 - We also have districts that will send us weekly files that accommodate such needs and we will upload those as often as you like.

Lynda will be the program project manager and will provide the support for this program after the initial setup and import of staff data. Please note if Lynda decides to activate the student piece it will only be for a very limited number of students as this will only be used by ELL student not all students.

Procurement is working with vendor to see that we meet all required federal and state laws as related to student information.

Contact

Ator Foster (Mrs.)

Manager, Electronic Billing & Installation
Gale | National Geographic School Publishing | Cengage Learning
27500 Drake Rd, Farmington Hills, MI 48331
(o) 248.699.8623 | (e) ator.foster@cengage.com | www.gale.cengage.com

Erin Simmons

Installation Specialist, Electronic Billing & Installation
National Geographic School Publishing | Cengage Learning
27500 Drake Rd, Farmington Hills, MI 48331
(o) 248.699.8289 | (e) erin.simmons@cengage.com

<http://www.myngconnect.com/login/teacher/login.spr>

Login emerirj@d11.org
PW Nationalgeo

At the bottom of this email you will find key codes that can be used on the Class Management page to create additional classes. I have used the first code

Thank you

Roberta Emerick
Software License Manager
Learning Resource Services
Phone: 719-520-2968
Fax: 719-520-2385

From: gale.technicalsupport@cengage.com
Date: July 11, 2013, 12:00:32 PM MDT
To: lgortizbookrep@gmail.com
Subject: Cengage Learning Customer Technical Support Case 1847644

ATTENTION: DO NOT REPLY TO THIS EMAIL. RETURN COMMUNICATIONS MUST BE PERFORMED USING THE LINKS BELOW.

Latest Case Update:

Ms. Ortiz,

Hello and thank you for contacting National Geographic Technical Support. I have attached the minimum system requirements for MyngConnect.com and have provided the keycodes requested below:

*Level A (Kindergarten) - 01pZ19a0 _ **used pick another code***
Level B (Grade 1) - 02oX28s1
Level C (Grade 2) - 03iC37d2
Level D (Grade 3) - 04uV46f3
Level E (Grade 4) - 05yB50g4
Level F (Grade 5) - 06tN10h5

*Please let us know if you have any questions.
Have a great day!*

*Thank you,
Cathy Longhauser
National Geographic
Cengage Technical Support*