**Planning**

Effective planning is essential when selecting quality instructional materials aligned to standards, whether your state, district or school is selecting full course (core) materials or supplemental materials. <http://qualitycontent.setda.org/planning/#background>

**Background**

**Key Questions**

* What is the catalyst to select and adopt new instructional materials?
* Are you planning to select a new core full course curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current core materials?
* Are you implementing digital instructional materials?
* Beyond alignment to learning standards, what other quality criteria will you use?

**State Policies & Practices**

**Key Questions**

* What is your adoption policy for textbooks?
* What is your adoption policy for digital instructional materials?
* What are the requirements for digital instructional materials implementation?
* Do you have policies about OER?
* Do you have legislated subject area instruction?
* Do you have specific accessibility policies or requirements?
* Do you have bias and sensitivity review requirements?
* What are your targeted learning standards?
* What are your recommended frameworks for the subject areas under consideration?

**District & School Policies**

**Key Questions**

* Does your district/school have a definition for instructional materials?
* Does your district/school have a definition for digital instructional materials?
* Does your district/school have a definition for OER?
* Does your district/school have policies guiding selection and adoption of instructional materials?
* Does your district/school have procurement requirements for instructional materials?
* Are policies different for core materials versus supplemental materials?
* How are you funding the acquisition of instructional materials?

**Educational Goals**

**Key Questions**

* Are you planning to select a new core curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current materials?
* Are you implementing digital instructional materials?
  + Beyond alignment to state learning standards, what other quality criteria should be considered?
  + What should be avoided?
  + What is the catalyst to select and adopt new instructional materials?
  + Ensure that the new materials add value.
  + Is your district/school using digital instructional materials?
  + What is the technology capacity to deliver content.
    - Internet access at school
    - Wi-Fi access at school
    - Student access to devices
    - Student access to internet and devices outside of school

**Technology**

**Key Questions**

* If digital, how will you deliver the content?
* Do you have the technology capacity to deliver content efficiently and effectively?
* Do you use a content delivery system/learning management system?
* Does your school/district have adequate internet access to fully utilize the instructional materials (i.e., speed, reliability)?
* Does your district/school have Wi-Fi access at school?
* Do your students and teachers have internet access at home, and/or the community to effectively utilize the instructional material at any time?
* Do your students have ubiquitous device access in school?
* Do your students and teachers have ubiquitous device access out of school?

**Acquisition**

**Key Questions**

* Does the state have guidelines?
* Does the district have guidelines?
* Who are the interested parties in acquisition?
  + Curriculum designers
  + Principals
  + Teachers
  + Procurement office
  + Budget office
* What are the procurement guidelines/restrictions/impacts for:
  + Print core instructional materials?
  + Digital/online/blended core instructional materials?
  + Openly-licensed core instructional materials (OER)?
* Are the acquisition requirements different for core materials vs. supplemental materials?

**Budget & Funding**

Before selecting instructional materials, the review team should have a basic understanding of the budget for these materials, as well as the funding options. A state/district may have a line item in the budget for instructional materials; however, other ancillary costs should also be considered, such as the delivery platform and the training required for teachers to implement these materials. More details about budget and funding are provided in these sections.

**Background**

**Key Questions**

* What is your budget for instructional materials?
* What are the costs for purchased digital materials?
* What are the print costs of downloaded materials?
* Will you incur licensing fees for programs or apps?
* Will you need to purchase devices?
* Will you need to increase your internet capacity to utilize the materials?
* Will you incur additional costs to curate materials online?
* Do you need to upgrade your content delivery platform?
* Do all of your teachers and students have access to non-shared devices?
  + If not, how are you addressing this issue?
  + Have you considered a BYOD program?

**Transformative Budgeting**

**Key Questions**

* What are the regulations and statutes on acquiring instructional materials?
* What you can buy when – core vs supplemental, intervention?
* What is the budget for selecting and adopting instructional materials?
* Have you considered transformative budgeting (i.e., re-purposing funds)?
* Does your budget differ for core materials versus supplemental materials?
* What costs would you incur to modify the OER to fit your district/schools learning standards?
* What is the cost comparison between using digital OER and printing OER materials?
* Will you need to increase your internet capacity to utilize the materials?
* Do you need to upgrade your content delivery platform?
* Do all of your teachers and students have access to non-shared devices?
  + If not, how are you addressing this issue?
  + Have you considered a BYOD program?

**Funding**

**Key Questions**

* Do you have dedicated funding for the acquisition of instructional materials?
* Do schools have additional, discretionary funds for instructional materials?
* What are the differences between funding core materials versus supplemental materials?
* What are the costs for purchased digital materials?

**Selection**

There’s a growing body of research finding that instructional materials can have as large an impact on student outcomes as teacher quality or reduced class size. Developing a process for the selection and implementation of quality instructional materials is more important than ever with the growing number of available resources for both core courses and supplemental materials. This section provides guidance and best practices for selecting quality instructional materials, aligned to standards for both core curriculum and supplemental materials.

**Assemble a Review Team**

**Key Questions**

* Are there different review teams based on:
  + Content area?
  + Core versus supplemental materials?
* What common expertise should team members have?
* What specific skills are needed?

**Select Materials**

**Key Questions**

* What is the catalyst to select and adopt new instructional materials?
* Are you planning to select a new core curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current materials?
* Are you implementing digital instructional materials?
* Beyond alignment to learning standards, what other quality criteria should be considered?

**Select Materials: Core vs. Supplemental**

**Key Questions**

* Are you planning to select a new core curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current materials?
* Are you implementing digital instructional materials?

**Implementation**

After selecting core and/or supplemental materials, educators need to implement those materials in the classroom to support student learning goals. Professional learning strategies are an essential component for successful implementation and this section identifies best practices and guidance for selecting supplemental materials and implementing core materials in a digital environment. Additionally, you can learn about student experiences in action.

**Professional Learning Strategies**

**Key Questions**

* How do you provide educator support/professional development to promote successful implementation?
* What professional learning will be required to teach how to effectively locate, evaluate, and implement instructional materials, including open resources?
* What technology training will be required to implement digital instructional materials?
* Create a community of practice that shares implementation resources and best practices.
* For OER, what supports are in place to provide clarity on licensing types, understanding levels of permission for remixing open resources, and providing proper attribution?
* Consider the creation of OER User Groups to support teachers implementing a specific resource.
* How does teacher instruction change as a result of implementing DIM?
* How do students interact with the DIM?
* How do teachers and students learn to be curators?

**Effectiveness**

When evaluating the effectiveness of instructional materials, you should consider your educational goals — student learning and professional learning goals.

**Educational Goals**

**Key Questions: Student Success**

* Did the instructional material adequately meet the state learning standard for that content area?
* Did the instructional material meet the level of quality required in your district/school?
* Did the instructional material support the learning behaviors your district has defined as important:
  + Deeper learning?
  + Personalized learning?
  + Self-directed learning?
* Did the materials support student learning for all demographics?
  + English language learners
  + Students with disabilities
* Did the instructional material add value to student learning?
* Did the students customize the materials to enhance their own learning?
* Were the students more engaged?

**Educational Goals**

**Key Questions: Professional Learning**

* Did you provide professional learning strategies for implementation of high quality materials, aligned to standards?
* How easy was it for teachers to access and use the materials?
* Did teachers report a reduced workload?
* Did the instructional materials support teachers’ abilities to support:
  + Deeper learning?
  + Personalize learning?
  + Self-directed learning?
* Did teachers customize materials that are OER?
* Did teachers under the copyright and licensing requirements for using OER?

**Budget & Technology Impact**

**Key Questions**

* Did you have the technology capacity to deliver content efficiently and effectively?
  + Internet access at school
  + Wi-Fi access at school
  + Student access to devices
  + Student access to internet and devices outside of school
* Did you experience any cost savings?
* What was your ROI?
* Was the acquisition process efficient?
* Did you experience any restrictions when acquiring and implementing:
  + Print instructional materials?
  + Digital/online/blended instructional materials?
  + OER?

**OER**

Open Educational Resources (OER) include e-textbooks, videos, animation, rubrics, simulations, assessments, and any other tools that support teaching and learning. In general, OER are in the public domain, open, free, and may be used and modified.

**Remixing and Creating OER**

**Key Questions**

* What is your district policy on who owns teacher and student created content?
* Do you know how to apply an open license?
* Did you address accessibility requirements?