**Planning**

**Background**

**Action Steps**

* Review state and district policies
* Identify stakeholders
* Understand educational goals
* Review quality criteria
* Consider
	+ Budget
	+ Technology
	+ Accessibility
	+ Acquisition
	+ Student privacy

**District & School Policies**

**Action Steps**

* Review definitions for instructional materials, including digital
* Determine your adoption policies
* Understand your procurement guidelines

**Budget & Funding**

**Background**

**Key Questions**

* Know your budget and what you can buy when
* Consider Total Cost of Ownership factors
* Understand your funding options

**Selection**

**Background**

**Action Steps**

* Assemble a review team
* Review existing course content
* Select materials
* Curate materials

**Implementation**

**Background**

**Action Steps**

* Provide initial training for educators
* Encourage teachers to access vetted instructional materials
* Consider peer coaching
* Provide resources to help families support students with their learning

**Effectiveness**

**Educational Goals**

**Action Steps**

* Assess student success
* Evaluate teacher effectiveness