Requirements for Access to Digital Resources/Instructional Materials

To ensure that all digital or electronic materials receive a complete and quality review, agencies who include digital/electronic materials in their proposals are requested to provide the following:

- A clear tutorial of how to use and navigate the digital/electronic resource should be provided. The format of this tutorial may be video and/or step-by-step written instructions with screenshots and may be posted online or emailed to curriculum@ogdensd.org
- The tutorial should accompany the delivery of samples or login instructions.
- Access to digital/electronic resources is to be available during the entire evaluation period for the curriculum adoption committee. Access must remain open throughout the adoption process, including the deliberations, and when necessary, the appeal(s).
- Access to approved digital/electronic resources is to be provided to the Director of Student Achievement for the duration of the adoption period.
- Access must be provided to the entire resource and may not be limited to a sample of what is included.
- Access must allow the committee members to examine the digital/electronic resource from the point of view of a student, a teacher, and an administrator.
- Log-in credentials for 15 committee members must be provided.
- For consistency, the following credentials are suggested:

User Name	Password
osdadoption1	ogden1
osdadoption2	ogden2
osdadoption3	ogden3
osdadoption4	ogden4
osdadoption5	ogden5
osdadoption6	ogden6
osdadoption7	ogden7
osdadoption8	ogden8
osdadoption9	ogden9
osdadoption10	ogden10
osdadoption11	ogden11

osdadoption12	ogden12
osdadoption13	ogden13
osdadoption14	ogden14
osdadoption15	ogden15

Please contact Adam McMickell (mcmickella@ogdensd.org) 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 curriculum adoption committee members, know the minimum requirements necessary to use the resource.
- Reviews will be conducted on computers running on the Windows Operating System, Mac OS, and/or Chromebooks Chrome OS.
  o Because reviewers complete their reviews using school issued or personal computers, a variety of releases of these operating systems 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, Mac, or Chromebook; the desired operating system must be clearly noted so that arrangements can be made to secure the appropriate device. Ogden School District cannot guarantee that the correct hardware and platforms will be available for systems other than Windows, Mac, or Chromebooks.