

## Digital Resource Selection Process

Discover	Engage	Collaborate	Initiate	Deploy	Evaluate
<ul style="list-style-type: none"> <li>Determine instructional needs: How will you validate the effectiveness of the resource?</li> <li>Are other districts using the digital resource? If yes, which ones?</li> </ul>	<ul style="list-style-type: none"> <li>Engage in conversation with your grade level/department/team regarding the purpose, plan, and audience of the digital resource.</li> <li>Request that the Campus Instructional Materials (IM) Contact complete Software Request Form available in Eduphoria</li> <li>IM Contact must submit request forms by the 1<sup>st</sup> of each month for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Principal receives notification.</li> <li>Technology receives the request form.</li> <li>The network team evaluates the digital resource for compatibility with our environment.</li> <li>Instructional Technology staff &amp; the Content Coordinator determine the instructional value of the digital resource, as well as who should attend the upcoming Software Selection meeting in support of the resource.</li> <li>Edwards &amp; Wood receive notification of the request</li> <li>Confirm that the vendor is approved with Purchasing.</li> </ul>	<ul style="list-style-type: none"> <li>The Software Selection Committee meets to approve or decline the digital resource.</li> <li>If approved:               <ul style="list-style-type: none"> <li>Determine need for a pilot project;</li> <li>Communicate with the purchasing department to determine need for RFQ/RFP.</li> </ul> </li> <li>If no pilot or RFQ/RFP is required, communicate with the campus for budget transfer.</li> <li>Notify the Technical Services secretary when budget transfer is complete to initiate PO.</li> <li>Notify technical staff of impending deployment.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with technology staff to deploy software including creating accounts &amp; software installation.</li> <li>Communicate with the campus when the software is ready for use.</li> <li>Coordinate training as needed.</li> </ul>	<p><b>Technical:</b></p> <ul style="list-style-type: none"> <li>Uptime</li> <li>Reliability</li> <li>Bandwidth Issues</li> <li>Multiple Platform (iPad, Chromebook)</li> <li>Usage Reports</li> </ul> <p><b>Instructional</b></p> <ul style="list-style-type: none"> <li>Meet annually with Principals to discuss budget for next year to include:               <ul style="list-style-type: none"> <li>Usage</li> <li>Effectiveness</li> <li>Cost</li> </ul> </li> </ul>