Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Agricultural Education

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR_____TEXTBOOK COMMISSION MEMBER_____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

___**AS31 Agricultural Mechanics I**	___~~AU02 Exploring Agriculture Science*~~
___AS32 Agricultural Mechanics II	___~~AU01 Exploring Biotechnology*~~
___AU10 Agriscience Applications	___AP41 Horticulture I
___AA21 Animal Science I	___AP42 Horticulture II
___AA22 Animal Science II	___AP44 Horticulture II: Landscaping
___AA23 Animal Science II: Small Animal	___AP43 Horticulture II: Turfgrass Management
___AA31 Equine Science I	___AN51 Natural Resources I
___ AA32 Equine Science II	___AN52 Natural Resources II
	___~~AU21 Sustainable Agriculture Production I*~~
	___~~AU22 Sustainable Agriculture Production II*~~

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Please explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

		Yes	*No*
A.	Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B.	Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT:			

PART II: PEDAGOGY

Program Area or Career Pathway(s)		*Yes*	*No*
A.	Materials include a variety of activities for multiple teaching and learning styles.		
B.	Materials include optional capstone activities.		
C.	Content supports integration of CTSO activities.		
D.	Content includes 21st century skills.		
E.	Content supports work-based learning.		
F.	Content supports career and college opportunities.		
Documentation for PART II PEDAGOGY			

PART III: ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV: TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Business, Finance, and Marketing Education

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

___**BA10 Accounting I**	___**MA52 Marketing Applications**
___**BA20 Accounting II**	___**BF21 Financial Planning I**
___**BB30 Business Law**	___**BF22 Financial Planning II**
___**BB40 Business Management I**	___~~MI31 Sales I~~*
___BB42 Business Management II	___~~MI32 Sales II~~*
___ME11 Entrepreneurship I	___CS11 Project Management I
___ME12 Entrepreneurship II	___CS12 Project Management II
___MI21 Fashion Merchandising	
___**MH42 Hospitality and Tourism**	
___**MM51 Marketing**	

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II: PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		

	Yes	No
G. Content reflects current and projected future technology and applications for business, entrepreneurship, finance, management and marketing (including but not limited to, digital marketing, social media, e-tailing, artificial intelligence, cybersecurity, etc.)		
H. Content includes global perspectives for respective subject matter.		
I. Content includes ethics topics as it relates to subject matter.		
Documentation for PART II PEDAGOGY		

PART III: ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness	*Yes*	*No*
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		

	Yes	No
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV: TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

	Yes	No
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options are provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Career Development Education

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___CC45 Career Management

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT: *(Use extra sheets if necessary.)*		

PART II: PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content engages student in activities for understanding their own personal social development while building and maintaining positive self-concept, respecting diversity, and balancing personal, leisure, community, learner, family and work roles.		
H. Content engages student in understanding the impact of their individual educational achievement and lifelong learning experiences to enhance their ability to function effectively in a diverse and changing economy.		
I. Content engages students in understanding and developing their own career plan through decision making process, and mastering academic, occupational and essential employability skills in order to obtain, create, maintain and/or advance your employment		
J. Content engages student in activities, self-reflection, and assessments for the understanding		

of their personal values, interests, personalities, and skills.		
Documentation for PART II: PEDAGOGY		

PART III: ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III: ACCESSIBILITY *(Use extra sheets, if necessary.)*		

PART IV: Technology *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV: Technology		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Computer Science and Information Technology Education

INSTRUCTIONAL MATERIALS TITLE _____BID NO.___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

___ ~~II31 Adobe Visual Design*~~   ___ **BN20 Network Administration I**
___ **II32 Adobe Digital Design**   ___ **BN22 Network Administration II**
___ **II33 Adobe Video Design**   ___ ~~BN31 Network Security I*~~
___ II21 Computer Engineering I   ___ BN32 Network Security II
___ II22 Computer Engineering II   ___ ~~BP41 Computer Science I*~~
___ BM40 Microsoft Access   ___ ~~BP42 Computer Science II*~~
___ BM20 Microsoft Excel   ___ BP14 Python Programming I
___ BM10 Microsoft Word and PowerPoint   ___ BP16 Python Programming II
___ BI12 CompTIA IT Fundamentals

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II: PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects current and projected technologies in the Computer Science and IT related industries (including but not limited to, computer hardware, software, programming languages, networks, network security, video production, and office productivity.		

Documentation for PART II PEDAGOGY

PART III ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV: TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
3. Information retrieval is easy and rapid.		
4. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for Yes or No in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Family and Consumer Sciences Education

INSTRUCTIONAL MATERIALS TITLE_____BID NO. _____

PUBLISHER _____COPYRIGHT DATE_____

AUTHOR(S)_____ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER_____MEMBER'S SBE DISTRICT_____

Indicate Appropriate Course:

___~~FH10 Culinary Arts and Hospitality I*~~	___ FN42 Food and Nutrition II
___~~FH13 Culinary Arts and Hospitality III*~~	___ FN43 Food and Science Technology
___FC11 Principles of Family and Human Services	___ ~~F151 Interior Design I*~~
___FA31 Apparel and Textile Production I	___ ~~F152 Interior Design II*~~
___ FN41 Food and Nutrition I	

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II: PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
Documentation for PART II PEDAGOGY		

PART III: ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		

Documentation for PART IV TECHNOLOGY

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____ **yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Health Science Education

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

____~~**HU05 Exploring Healthcare**~~***

____**HU40 Health Science I**

____**HB11 Biomedical Technology**

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects interrelationship between Greek & Latin prefixes, roots, and suffixes to Advance CTE Health Science career specialties for Therapeutic Services, Diagnostic Services, and Biotechnology pathways.		
H. Content engages students in their exploration and understanding of HSE careers in Diagnostic Services, Therapeutic Services, and Biomedical Technology.		
I. Content engages students in their exploration and understanding of HSE careers in Diagnostic Services, Therapeutic Services, and Biomedical Technology.		

J.	Content reflects most recent industry standards for Healthcare professionals.		
Documentation for PART II PEDAGOGY			

PART III ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

This textbook/program is **acceptable _____.**   This textbook/program is **not acceptable _____.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Collision Repair Career Pathway (COLL)

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____ TEXTBOOK COMMISSION MEMBER _____ MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___IT30 Collision Repair Fundamentals   **___IT32 Collision Repair II Non-Structural**
___IT31 Collision Repair I   **___IT33 Collision Repair II Refinishing**

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
C. Content, activities and materials align and support course credential(s). IT32: I-CAR Platinum Non-Structural Technician IT33: I-CAR Platinum Refinish Technician		
D. Content, activities and materials prepares students for industry recognized credentials.		
E. Content, activities, and materials support and meet the programs accreditation requirements.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNLOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Carpentry Career Pathway, Drafting Architectural Career Pathway, Electrical Trades Career Pathway, HVAC/R Career Pathway, Masonry Career Pathway, and Plumbing

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

___ **IC00 Construction Core**	___ **IL55 HVAC/R I**	___ IC23 Carpentry III
___ IC11 Masonry I	___ IL56 HVAC/R II	___ IC12 Masonry II
___ IC41 Electrical Trades I	___ IL57 HVAC/R III_	__ IC13 Masonry III
___ IC42 Electrical Trades II	___ IL58 Plumbing I	
___ IC43 Electrical Trades III	___ IL59 Plumbing II	
___ IC61 Drafting I	___ IL60 Plumbing III	
___ IC62 Drafting II – Architectural	___ IC21 Carpentry I	
___ IC63 Drafting III - Architectural	___ IC22 Carpentry II	

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects current and projected trends in the Construction-related Industries.		
H. Content reflects current and projected occupations related to the Construction Industry.		

		Yes	No
I.	Content includes the current and projected technologies used in Construction-related Fields.		

Documentation for PART II PEDAGOGY

PART III ACCESSIBILITY

A. Accuracy		*Yes*	*No*
1.	Information is error-free and current.		
2.	Materials model correct use of grammar, spelling, and sentence structure.		
3.	Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4.	Information is presented factually and objectively in context.		
5.	Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6.	Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness			
1.	Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2.	Content links students' prior knowledge to current topics/learning.		
3.	Activities engage students and promote interactive and participatory learning.		
4.	Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5.	Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6.	Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope			
1.	Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2.	Materials are organized appropriately for content.		
3.	Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4.	Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5.	Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6.	A resource list provides websites, literature links, and support agencies.		
7.	An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources			
1.	Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2.	Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3.	Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4.	Resources include suggestions for the extension of learning and integration across the curriculum.		
5.	Resources provide ancillary materials for student use.		
6.	Resources provide supplementary or background information.		
7.	Resources include answer key(s).		

Documentation for PART III ACCESSIBILITY

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Drafting Engineering Career Pathway

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___ IC61 Drafting I
___ IV22 Drafting II - Engineering
___ IV23 Drafting III - Engineering

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	Yes	No
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects current and projected trends in the Engineering Drafting-related Industries.		
H. Content reflects current and projected occupations related to the Engineering Drafting Field.		
I. Content includes the current and projected technologies used in Engineering Drafting-related Fields.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Trade, Technology, Engineering, and Industrial Education
Career Pathway(s): Drone Technology

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
_____ ~~ID11 Drone Technology I*~~   _____ ~~ID12 Drone Technology II*~~

These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
C. Content reflects the drone industry requirements needed to meet Federal, state, and local requirements. ID11: FAA 14 CFR Part 107		
D. Content provides professional skills needed in the specific drone industry criteria.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	*Yes*	*No*
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

PART III ACCESSIBILITY

B. Appropriateness	*Yes*	*No*
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY *(Use extra sheets, if necessary.)*		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

	Yes	*No*
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Trade, Technology, Engineering, and Industrial Education
Career Pathway(s): Public Safety

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

___ **IP21 Emergency Medical Technology I***	___ IP11 Public Safety I*
___ IP22 Emergency Medical Technology II*	___ IP12 Public Safety II*
___ IP51 Emergency Management I*	___ IP41 Law & Justice I*
___ IP52 Emergency Management II*	___ IP42 Law & Justice II*
___ IP31 Fire Fighter Technology I*	
___ IP32 Fire Fighter Technology II*	
___ **IP33 Fire Fighter Technology III***	

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
C. Content must be aligned to federal, state, and/or local requirements needed to obtain industry certifications in the designated public safety sector. IP12: Community Emergency Response Team (CERT) IP22: EMT Basic IP51: NC Emergency Management I IP52: NC Emergency Management II IP31: NCOSFM Credential - Firefighter Technology I IP32: NCOSFM Credential - Firefighter Technology II IP33: NCOSFM Credential - Firefighter Technology III IP42: Certified Protection Officer (CPO)		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	Yes	No
A. Materials include a variety of activities for multiple teaching and learning styles.		

		Yes	No
B.	Materials include optional capstone activities.		
C.	Content supports integration of CTSO activities.		
D.	Content includes 21st century skills.		
E.	Content supports work-based learning.		
F.	Content supports career and college opportunities.		

Documentation for PART II PEDAGOGY

PART III ACCESSIBLITY

A. Accuracy		*Yes*	*No*
1.	Information is error-free and current.		
2.	Materials model correct use of grammar, spelling, and sentence structure.		
3.	Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4.	Information is presented factually and objectively in context.		
5.	Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6.	Maps, charts, timelines, demographics, and statistics are current.		
B. Appropriateness			
1.	Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2.	Content links students' prior knowledge to current topics/learning.		
3.	Activities engage students and promote interactive and participatory learning.		
4.	Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5.	Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6.	Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope			
1.	Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2.	Materials are organized appropriately for content.		
3.	Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4.	Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5.	Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6.	A resource list provides websites, literature links, and support agencies.		
7.	An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources			
1.	Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2.	Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3.	Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4.	Resources include suggestions for the extension of learning and integration across the curriculum.		
5.	Resources provide ancillary materials for student use.		
6.	Resources provide supplementary or background information.		
7.	Resources include answer key(s).		

Documentation for PART III ACCESSIBILITY

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Welding

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____ TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___IM61 Welding Technology I   **___IM63 Welding Technology III**
___IM62 Welding Technology II

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
C. Content, activities and materials prepares students for industry recognized credentials.		
D. Content, activities and materials align and support course credential(s). IM62: AWS SENSE- Shielded Metal Arc Welding (SMAW) IM63: AWS SENSE- Gas Metal Arc Welding (GMAW) IM63: AWS SENSE- Flux Cored Arc Welding (FCAW)		
E. Content, activities, and materials support and meet the programs accreditation requirements.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy		
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness	*Yes*	*No*
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
3. Information retrieval is easy and rapid.		
4. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

	Yes	No
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education:
Career Pathway(s): Woodworking Career Pathway

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____ TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___ IM21 Woodworking I
___ IM22 Woodworking II

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV.

	Yes	*No*
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	*Yes*	*No*
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects current and projected trends in the Woodworking-related Industries.		
H. Content reflects current and projected occupations related to the Woodworking Industry.		
I. Content includes the current and projected technologies used in Woodworking-related Fields.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	Yes	No
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness		
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	*Yes*	*No*
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria _____**yes** _____ **no.**

Documentation for PART V: *Comments that further describe standards for yes or no in Parts I, II, III, or IV.*

Instructional Materials Review Criteria Sheet – Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Science, Technology, Engineering, and Math (STEM)

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____ TEXTBOOK COMMISSION MEMBER _____ MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:

____ ~~TE01 Technology Design and Innovation~~*   ____ ~~TE11 Technology Engineering and Design~~*3

____ ~~TE02 Technological Systems~~*   ____ ~~TE12 Technological Design~~*

                                          ____ ~~TE13 Engineering Design~~*

*These courses have been deleted from the list and from consideration for adoption in 2021.

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*

In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IVProgram.

	YES	NO
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	YES	NO
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects the integration of Science, Technology, Engineering, and Mathematics		
H. Content reflects current and future trends in Science, Technology, and Engineering		
I. Content reflects interdisciplinary content and activities.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	YES	NO
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness	YES	NO
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
2. Materials are organized appropriately for content.		
3. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
4. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
5. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
6. A resource list provides websites, literature links, and support agencies.		
7. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	YES	NO
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		

B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		

C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

This textbook/program is **acceptable _____.**   This textbook/program is **not acceptable _____.**

Documentation for PART V: *Comments that further describe standards for acceptable or not acceptable in Parts I, II, III, or IV.* *(Use extra sheets if necessary.)*

Instructional Materials Review Criteria Sheet - Career and Technical Education
Program Area: Technology, Trade, Engineering, and Industrial Education
Career Pathway(s): Advanced Manufacturing

INSTRUCTIONAL MATERIALS TITLE _____BID NO. ___

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ ISBN_____

ADVISOR _____TEXTBOOK COMMISSION MEMBER _____MEMBER'S SBE DISTRICT__

Indicate Appropriate Course:
___IM11 Advanced Manufacturing I
___IM12 Advanced Manufacturing II

Answer yes to indicate the materials <u>meet the criteria</u> or no to indicate the materials <u>do not meet the criteria</u>. Explain your responses. Be sure to cite specific page numbers, textual references as well as specific standards.

PART I: CONTENT
Compatibility with the North Carolina *Career and Technical Education Essential Standards*
In accordance to State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended. If all criteria for Part I are not marked "yes" do not complete Parts II, III, and IV
Program.

	YES	NO
A. Materials present the main concepts that support a minimum of **50%** of the instructional indicators or objectives for the course.		
B. Content, methodology, instructional levels, and teaching strategies are consistent with the course indicators or objectives.		
C. Content must be aligned to specific areas in manufacturing as designated by the certification that supports a specific industry being taught. IM11: Certified Production Technician-Quality and Certified Production Technician-Safety IM12: Certified Production Technician-Process and Certified Production Technician-Maintenance		
Documentation for PART I CONTENT		

PART II PEDAGOGY

Program Area or Career Pathway(s)	YES	NO
A. Materials include a variety of activities for multiple teaching and learning styles.		
B. Materials include optional capstone activities.		
C. Content supports integration of CTSO activities.		
D. Content includes 21st century skills.		
E. Content supports work-based learning.		
F. Content supports career and college opportunities.		
G. Content reflects the integration of Science, Technology, Engineering, and Mathematics		

H. Content reflects current and future trends in Science, Technology, and Engineering		
I. Content reflects interdisciplinary content and activities.		
Documentation for PART II PEDAGOGY		

PART III ACCESSIBILITY

A. Accuracy	YES	NO
1. Information is error-free and current.		
2. Materials model correct use of grammar, spelling, and sentence structure.		
3. Materials represent a balance of cultural, ethnic, racial, gender, and individuals with disabilities.		
4. Information is presented factually and objectively in context.		
5. Pictures, photographs, and illustrations are bias-free and non-stereotypical.		
6. Maps, charts, timelines, demographics, and statistics are current.		

B. Appropriateness	YES	NO
1. Presentation of content provides for students' cognitive level, abilities, and learning styles at a grade appropriate reading level.		
2. Content links students' prior knowledge to current topics/learning.		
3. Activities engage students and promote interactive and participatory learning.		
4. Chapter exercises, review, and assessments that measure mastery of content and skill standards model a variety of formats (right answers, open response items, performance tasks, higher level questioning, projects, and portfolios).		
5. Photographs, illustrations, artwork, and charts are placed near to related text, captioned appropriately, and have appealing color.		
6. Level-appropriate font size, color, spacing, legibility, page layout, and page width are present.		
C. Scope		
1. Materials present enough information of depth and breadth to adequately cover topics for intended audience.		
a. Materials are organized appropriately for content.		
2. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced within context.		
3. Chapters contain level-appropriate section headings and sidebars that provide additional relevant information.		
4. Reference sections include glossary, atlas, dictionary/thesaurus, bibliography/footnotes, and appendices.		
a. A resource list provides websites, literature links, and support agencies.		
5. An index provides detailed and accurate headings, subheadings, and see or see also references.		
D. Teacher Resources		
1. Resources are well-organized, easy to use, comprehensive, durable, and reasonably sized.		
2. Resources support and provide help in the use of a variety of strategies, techniques, and technologies for differentiated instruction.		
3. Resources provide suggestions for evaluation, remediation, acceleration, and feedback.		
4. Resources include suggestions for the extension of learning and integration across the curriculum.		
5. Resources provide ancillary materials for student use.		
6. Resources provide supplementary or background information.		
7. Resources include answer key(s).		
Documentation for PART III ACCESSIBILITY		

PART IV TECHNOLOGY *(If applicable.)*

Technology-based materials (requiring the use of electronic materials)	YES	NO
A. Accuracy		
1. Information is error-free and current.		
2. There is an objective, balanced presentation of content.		
3. Correct use of grammar, spelling, and sentence structure is present.		
4. Links to related websites and resources provide relevant, authentic, and appropriate content.		
5. Accurate and authoritative information is provided.		
B. Appropriateness		
1. Concepts, activities, and vocabulary in student activities are relevant to students' abilities.		
2. Information is relevant to the North Carolina Standard Course of Study and Essential Standards.		
C. Scope		
1. Information is sufficient in scope and adequately covers the topic for the intended audience.		
2. There is a clear organization of content.		
Technical Aspects		
A. Navigation		
1. Information retrieval is easy and rapid.		
2. Intuitive icons, menus, and directional symbols that foster independent use are provided.		
B. Presentation		
1. Graphic design is attractive, colorful, and uncluttered.		
2. All visuals are clearly labeled and relevant to the content.		
3. Presentation of information addresses multiple learning styles when appropriate.		
4. A variety of student learning activities is provided.		
5. Appropriate and supportive feedback is provided.		
6. Options for help and tutorial segments are provided.		
C. Save/Record-Keeping Features		
1. Save feature for search results is available.		
2. Save options for activities in progress are available.		
3. Note-taking feature is available.		
4. A record-keeping feature to monitor student progress is available.		
Documentation		
A. Technical Information		
1. Descriptions of specific hardware requirements for operating the application are provided.		
2. Instructions for installation and operation are provided.		
3. A variety of free technical support options is provided.		
B. Teacher Materials		
1. Descriptions of target audience and content are provided.		
2. Suggestions for classroom use, lesson plans, and related activities are provided.		
3. Instructions for student materials are provided.		
Documentation for PART IV TECHNOLOGY		

PART V: Overall Analysis: *(For Textbook Commission Use Only)*

This textbook/program is **acceptable _____.**   This textbook/program is **not acceptable _____.**

Documentation for PART V: *Comments that further describe standards for acceptable or not acceptable in Parts I, II, III, or IV. (Use extra sheets if necessary.)*

CAREER AND TECHNICAL EDUCATION: EC EVALUATION

SUBJECT_____ GRADE _____

INSTRUCTIONAL MATERIALS TITLE _____BID NO._____

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ISBN_____

ADVISOR_____

TEXTBOOK COMMISSION MEMBER_____ MEMBER'S SBE DISTRICT_____

Answer <u>yes</u> to indicate the textbook materials <u>meet the criteria</u> or <u>no</u> to indicate the textbook materials <u>do not meet the criteria</u>.

Appropriateness, Scope, and Resources	*Yes*	*No*
1. Content provides for grade appropriate, yet varied cognitive levels, abilities, and learning styles.		
2. Content is relevant, links to prior knowledge, builds background knowledge, and promotes active student engagement.		
3. Materials provide for a variety of exercises, reviews, assessments, and performance tasks, which provide opportunities for students to collect, organize, interpret, and evaluate information critically and creatively in a variety of formats.		
4. Text and layout are level appropriate, including font, color, spacing legibility, photos, graphics, and captioning.		
5. Supplemental resources include necessary guides such as table of contents, glossary (English & Spanish), index, sidebars, atlas, dictionary/thesaurus, bibliography/footnotes, *see* and *see also* references, web sites, literature links, and support agencies etc.		
6. Key concepts, skills, vocabulary are identified, developed, reviewed, and reinforced.		
7. Materials provide adequate teacher resources, which include suggestions for remediation, acceleration, extension of learning, integration, feedback, and review.		
8. Materials include a summary of contents, instruction and/or behavioral objectives, supplemental or background information, and answer keys/rubrics.		
9. Materials are well organized, easy to use, comprehensive, durable and reasonably sized, with sufficient material for student use.		
10. Resources accommodate the needs of beginning through veteran teachers.		
11. Technology meets criteria for accuracy, appropriateness, and scope. It is easy to navigate, visually appealing, and includes a Save/Record feature; if applicable.		

Keeping in mind the needs of EC students and their teachers, please give specifics to support both the yes and no responses.

Documentation for yes and no responses

CAREER AND TECHNICAL EDUCATION: EL EVALUATION

SUBJECT_____ GRADE _____

INSTRUCTIONAL MATERIALS TITLE _____BID NO._____

PUBLISHER_____ COPYRIGHT DATE _____

AUTHOR(S) _____ISBN_____

ADVISOR_____

TEXTBOOK COMMISSION MEMBER_____ MEMBER'S SBE DISTRICT_____

Answer <u>yes</u> to indicate the textbook materials <u>meet the criteria</u> or <u>no</u> to indicate the textbook materials <u>do not meet the criteria</u>.

Appropriateness, Scope, and Resources	*Yes*	*No*
1. Content provides grade-appropriate, yet varied linguistic levels, abilities, and learning styles.		
2. Content is relevant, addresses a variety of cultural aspects, links to prior knowledge, builds background knowledge, and promotes active student engagement.		
3. Materials provide opportunities for scaffolding interaction, such as, a variety of exercises, reviews, assessments, and performance tasks (e.g., including sentence frames, word banks, etc.).		
4. Materials provide opportunities for students to collect, organize, interpret, and evaluate information critically and creatively in a variety of formats (e.g., including the use of the student's first language).		
5. Text and layout are age/proficiency/grade-level appropriate, including font, color, spacing legibility, photos, graphics, and captioning.		
6. Material includes necessary guides such as a table of contents, glossary (e.g., English & Spanish), index, sidebars, atlas, dictionary/thesaurus, bibliography/footnotes, *see* and *see also* references, websites, literature links, and support agencies, etc.		
7. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced.		
8. Materials provide adequate teacher resources, which include suggestions for acceleration, extension of learning, integration, feedback, and/or review specific to English Learners.		
9. Materials include a summary of contents, instruction and/or behavioral objectives, supplemental or linguistically and culturally relevant background information, and answer keys/rubrics.		
10. Materials are well organized, easy to use, comprehensive, durable and reasonably sized.		
11. Resources accommodate the EL Support needs of beginning through veteran teachers.		
12. Technology is easy to navigate, visually appealing, and ideally includes a screen reader, dictionary, and a Save/Record feature, if applicable.		

Keeping in mind the linguistic needs of EL students and their teachers, please give specifics to support both yes and no responses

Documentation for yes and no responses