

PGCPS Approved Software and Online Resources Evaluation Process:

- Check the "PGCPS Reviewed Software by Content Area" lists or PGCPS Approved Software Evaluation Database to determine if the software is approved.

If the software appears in the PGCPS Approved Software Evaluation Database or on any of the PGCPS approved lists, then it may be purchased and used in the classroom setting. If the software does not appear in these review sources proceed to step 2.

NOTE: Software reviewed by "Children's Software and New Media Review" that receives a rating of 4.3 or better is automatically approved for use in the library media center or other free-choice venues provided it complies with PGCPS minimum hardware requirements and TIFA (COMAR) standards. Subscribers may search the database at: <http://childrensoftware.com>

- All instructional software and online resources for classroom use must go through a five step evaluation process before they are approved and available for instructional use. Software for use in the library media center that lacks a 4.3 rating or better in "Children's Software and New Media Review" and/or fails to meet the hardware and COMAR standards must also go through this five step evaluation process. Schools may perform the first two evaluation steps. A full version of the software and any assessment documents must be sent to the Instructional Technology, attention Software Review, Bonnie F. Johns EMC.

1. **User Review:** A committee is formed of at least three instructionally certified staff and one community member to review an identified software or online resource using the Board approved review form.

- Contact Instructional Technology at 301-925-2874 to obtain a copy of the appropriate review form.

OR

- Download the appropriate review form in PDF format:

[Instructional Software Evaluation Rubric](#), .

[Instructional Software Evaluation Rubric](#), .

[Instructional Online Resources Evaluation Rubric](#), .

[Instructional Online Resources Evaluation Rubric](#), .

1. **Accessibility Review:** The Review Committee uses the MARTEC web site to check the reviews about the accessibility of the software or online resource: <http://www.temple.edu/martec/previewc.html> - Click the link for the "Educational Software Catalog.

NOTE: This ends the steps that may be completed at the school level. A full version of the software and any assessment documents must be sent to Instructional Technology, attention Software/Online Resource Review, Bonnie

F. Johns EMC. For more information please call Instructional Technology at: 301-925-2874.

2. **Technical Review:** Instructional Technology will coordinate the submission of the software, or online resource, and completed documentation for technical review.
3. **Content Review:** Instructional Technology will coordinate the submission of the software, or online resource, and completed documentation to the appropriate Curriculum Supervisor for content review.
4. **Board Review:** Instructional Technology will coordinate the submission of the software, or online resource, and completed documentation to the PGCP Board of Education for approval.