



DoIT Service Catalog 2016-17

Vision Statement

The Cleveland Metropolitan School District envisions 21st century Schools of Choice where students will be challenged with a rigorous curriculum that considers the individual learning styles, program preferences and academic capabilities of each student, while utilizing the highest quality professional educators, administrators and support staff available.

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DoIT Service Catalog Overview

In order to facilitate and support the Academic Achievement Plan and Strategic School Design process and follow best practices in IT management and service delivery, the Department of Information Technology's (DoIT) has established a Service Catalog.

The DoIT Service Catalog is divided into four sections, DoIT Service Limits District, Approved Hardware Instructional Software Applications, and DoIT Services.

DoIT Service Limits

CMSD Schools and the District collaborate to ensure that school buildings are equipped with the appropriate technology and infrastructure to ensure excellent teaching and learning in classrooms. The Service Limits section of the DoIT Service catalog describes the types of services and resources that are available and identifies which entity is responsible for procurement, maintenance and support.

Examples of Service Limits found in this section include, Computer purchases, LCD projector bulb replacements, and network wiring.

District Supported Hardware

This section of the DoIT Service Catalog includes information on District recommended computers, laptops, Audio Visual equipment and other classroom technologies that have been evaluated and tested by DoIT. CMSD's Purchasing Department has also identified vendors and secured preferential pricing (aligned with CMSD Procurement Policies). Hardware purchased from the District Supported Hardware list will be inventoried and delivered ready for use.

Hardware recommended in this section includes, Teacher/Admin Laptop, student laptops/tablets, Classroom Desktop, Color Printers, and LCD projectors.

Non-Standard/Unsupported Technology Requests

Non-standard hardware and software is any technology acquisition that falls outside of CMSD's district standards. Due to issues of maintenance, troubleshooting, and system stability, unsupported software/hardware will not be installed unless specifically authorized by the CIO of Department of Information Technology (IT) or the designee and must be written into a Service Level Agreement (SLA) once approved for purchase.

Although the IT Department does not guarantee service on any non-IT authorized or out of warranty equipment, IT acknowledges that research often involves the use of non-standard hardware/software configurations and will be included in a Service Level Agreement. If you would need to request Non-Standard hardware/software, please complete an [Implementation Plan Form](#) and submit via [email to our Service Desk](#) for review. The requestor will then be contacted by the IT department for assessment within 3 business days.

If hardware/software failure should occur, IT will attempt to answer general questions and assist with general troubleshooting related to network/connectivity on a case by case basis. It is the responsibility of the purchaser to consider what warranty is available for the technology purchase. IT is not responsible for the loss of data or productivity due to installation on unsupported hardware/ software.

District Applications

This section of the DoIT Service Catalog includes information on currently available applications for instruction, assessment, and professional development. The applications listed in this section may be available for the entire district, or have licensing for a specific school or department. The information provided for each application includes instructional use, research/best practices, contacts, licensing, professional development and technical requirements. Schools are encouraged to utilize the information in this section for planning, research and reference. Applications listed in this section have been tested to ensure they work properly with our network and computers.

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There are 40+ applications documented in the IT Service Catalog including Springboard, FuelED, eSchoolplus, Think Central and Imagine Learning.

DoIT Services and Procedures

This section documents services that are provided by DoIT and other CMSD Departments. The information in this section includes information on how to initiate the service, contact information, and other policy and procedural information associated with delivering or receiving the service.

Services included in this section include, whitelisting websites, setting up an audio conference call, requesting an instructional software evaluation or a VPN account.

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Contacts (DoIT and Purchasing)

All Technology issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to HelpDesk@clevelandmetroschools.org or by phone (216) 838-0440.

To initiate a request for a quote for a technology hardware purchase, please email TechPurchases@clevelandmetroschools.org or call (216)838-0410.

Best Practices for Tech Integration

A Quick Reference Guide of Best Practices in Technology Integration

To assist CMSD schools as they develop their Academic Achievement Plans and Strategic School Designs, the following are recommended/research based best practices in Technology Integration that align to current CMSD resources, funding, and initiatives.

Reliability - Research indicates that reliability and equitable access to technology are contributing factors to teacher's integration of technology into instruction^{1,2,3}.

- Cover the basics. Start by ensuring that every teacher and student has equitable access to a reliable computer.
- Streamline your inventory. Purge and replace older computers, strive for standards and equity.
- Narrow your technology focus. Determine which technologies/applications are most beneficial to your goals and provide sustained PD to build capacity and long term value.
- Purchase DoIT recommended technologies from the DoIT Service Catalog. DoIT recommended technologies are tested to ensure they are compatible with the district's network, computers and applications.

Value - The total cost of ownership of technology goes way above the sticker price⁴.

- Include training and professional development in your budget, the technology purchase has no value if it's not used by teachers and students
- As a rule of thumb, budget at least a quarter of the amount spent (X 3 years) to cover the cost of repairs, consumables, and replacements
- Purchase DoIT recommended technologies from the DoIT Service Catalog. DoIT works with CMSD Purchasing to ensure the lowest price and best warranty services.

Leverage current investments – The District has invested in a wealth of technology resources that are available for all schools to use.

- Continuously share the portfolio of instructional applications with teachers and students, they will think of different ways to leverage the applications.
- Every computer in the District has applications that students can use to demonstrate their learning. Revisit Microsoft Office, Audacity, and Paint, which provide a wealth of possibilities for student creativity and active learning.
- The District has a wealth of instructional applications, be sure to check the DoIT Service Catalog before looking for alternatives.

Develop a **Tech Integration Plan** for your School

- Vision from a school's leadership on how technology supports instruction and learning is critical for successful technology integration⁵
- Focus more on PD, less on training. Peer coaching, mentoring and professional learning networks are effective professional development models for increasing teacher's technology integration efforts.⁶
- There are an abundance of planning tools online to assess teacher readiness and develop and implement a school-level technology integration plan⁷.

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Best Practices - References

¹ Implementing Computer Technologies: Teachers' Perceptions and Practices, Lori Wozney, Vivek Venkatesh, and Philip C. Abarmi

<http://doe.concordia.ca/csip/wozneyetalitte141.pdf>

² Factors affecting technology integration in K-12 classrooms: a path model, [Educational Technology Research and Development](#), April 2010, Volume 58, [Issue 2](#), pp 137-154

³ Creating Technology-Enhanced, Learner-Centered Classrooms K-12 Teachers' Beliefs, Perceptions, Barriers, and Support Needs, Yun-Jo An & Charles Reigeluth pages 54-62 <http://mollymckee.wiki.westga.edu/file/view/Creating+Technology-Enhanced,+Learner-Centered+Classrooms.pdf/348810872/Creating+Technology-Enhanced,+Learner-Centered+Classrooms.pdf>

⁴ Take control of Tablet TCO - <http://larrycuban.files.wordpress.com/2013/06/infographic.jpg>

⁵ The Technology Principal, To Be or Not To Be? [Anika Ball Anthony](#) & [Supawaree Patravanih](#)
<http://jel.sagepub.com/content/17/2/3.abstract>

⁶ Journal of Research on Technology in Education [Volume 43, Issue 1](#), 2010, Connecting Instructional Technology Professional Development to Teacher and Student Outcomes Wendy Martin, Scott Strother, Monica Beglau, Lauren Bates, Timothy Reitzes & Katherine McMillan Culp pages 53-74

⁷ Technology Integration Matrix - http://fcit.usf.edu/matrix/download/tim_table_of_setting_indicators.pdf, Project 24 - <http://www.plan4progress.org/domain/42>

Service Limits

CMSD Schools and the District are both responsible for making sure school buildings are equipped with the technology and infrastructure needed to ensure excellent teaching and learning in classrooms. The following Service Limits section outline the types of services available in the district and who is responsible for maintaining, purchasing, and supporting them.

Service	District Approved - Hardware (desktop, computers, laptops, tablets)
Owner	Schools
Description	<p>Schools are responsible for purchasing hardware including desktop, laptop and tablet computers. All hardware for schools should be purchased following CMSD procurement processes which include;</p> <ul style="list-style-type: none"> • Warehouse and Distribution inventory and asset tagging each device and • DoIT installing district aligned applications and security software. <p>Schools are highly encouraged to purchase District Designated Standard Computers laptops, and tablets to ensure compatibility with district applications and services.</p> <p>The Department of Information Technology (DoIT) provides technical support, maintenance, security and repair on district Approved Hardware.</p> <p>District Designated Standard (District Supported Hardware)</p>
Tags/Synonyms	End-Devices, Computers, desktops, laptops, tablets, iPads, netbooks.

Service	Non-Standard Hardware
Owner	Schools
Description	<p>Schools are discouraged from purchasing computers, laptops, and tablets that have not been tested or evaluated by DoIT. Schools that purchase “non-standard” hardware are responsible for costs associated with technical support and maintenance and must abide by all CMSD purchasing, inventory, and Acceptable Use Policies when acquiring and utilizing non-standard hardware.</p> <p>It is highly recommended that schools collaborate with DoIT and the Office of Academics prior to making a non-standard hardware purchase which will include the completion of an Implementation Plan Form.</p> <p>District Designated Standard (District Supported Hardware).</p>
Tags/Synonyms	End-Devices, Computers, desktops, laptops, tablets, iPads, netbooks.

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Service	Internet - Maintenance and Support
Owner	Department of Information Technology
Description	The Department of Information Technology Department maintains this service on behalf of all schools. If your school has questions about Internet connectivity in your building, please contact the CMSD Help Desk at Helpdesk@clevelandmetroschools.org .mailto:Help_Mon@ClevelandMetroschools.org
Tags/Synonyms	Internet, LAN/WAN, Wide Area Network, Network, eRate

Service	Network Wiring
Owner	Schools
Description	Schools that require additional network drops in order for computers to access the Internet, are responsible for the installation costs. School leaders can contact the DoIT with requests for this service at Helpdesk@clevelandmetroschools.org .mailto:Help_Mon@ClevelandMetroschools.org
Tags/Synonyms	Network, Ethernet drops, Network drops, computer jack, cat5 cables, eRate.

Service	Software and Applications (School Purchased)
Owner	Schools
Description	<p>Schools seeking software applications should first consult the District Application Section of this catalog to determine if the District has purchased licensing for the software or if other schools have purchased the software/application.</p> <p>If a new software/application is required please follow the procedures for Software Evaluation Requests.</p> <p>Schools are discouraged from purchasing software, applications, and web/cloud applications that have not been tested or evaluated by DoIT.</p> <p>Schools are encouraged to follow best practices in tech integration by developing an implementation plan which includes timelines for software evaluation, sustained PD and ongoing support (fiscal and technical).</p> <p>Schools that purchase non-approved applications are responsible for costs associated with technical support, data transfers, and maintenance and must abide by all CMSD purchasing, inventory, and acceptable use policies when acquiring and utilizing non-approved software.</p> <p>Software and applications are continuously modified and updated by vendors. Schools should monitor their applications and provide proactive notification to DoIT to re-evaluate updated software through the Software Evaluation Requests process.</p>
Tags/Synonyms	Software, applications, apps, Software Evaluation, Approved Software

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Service	Multifunction Copier/Printer/Scanner
Owner	District
Description	Each school is provided high capacity multifunction printer/copier/scanner based on their student population through a managed service contract. For additional information about the Multifunction Copier/Printer/Scanner contact inventory.support@clevelandmetroschools.org
Tags/Synonyms	Copier, Printer, Scanner, Kyocera, Meritech

Service	Printers
Owner	Schools
Description	Schools are responsible for the purchase of printers. The District provides a list of supported printers in the District Supported Hardware section of this catalog. Schools are responsible for supplies, parts and the cost of non-warranty repairs. Requests to have a printer installed on the network should be submitted to the CMSD Service Desk (Helpdesk@clevelandmetroschools.org mailto:Help_Mon@ClevelandMetroschools.org)
Tags/Synonyms	Printers, Desktop Printers, Color Printers, HP

Service	Technology acquired through participation in Professional Development or Grants
Owner	Schools
Description	Any technology equipment or software application that are acquired through District/school funded Professional Development becomes CMSD property and must comply with all by all CMSD purchasing, inventory, and Acceptable Use Policies when acquiring and utilizing non-standard hardware. <ul style="list-style-type: none"> To request the inventory support, send an email to inventory.support@clevelandmetroschools.org Equipment and applications that are obtained in a professional development event that was funded by the school becomes property of the school. If a teacher transfers to a different school, the equipment stays with the school that funded the PD. Equipment must meet CMSD standards <p>Schools should be prepared to provide funding and supports for technology that does not meet District Standards (see Non-standard Hardware and Software).</p>
Tags/Synonyms	PD, Grants, Training, Workshops

Service	Interactive Whiteboards
Owner	Schools

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Description	<p>Schools are responsible for purchasing Interactive whiteboards as well as supplies, software, parts, maintenance and Professional Development.</p> <p>Schools are encouraged to follow best practices in tech integration by developing an implementation plan which includes timelines for software evaluation, sustained PD and ongoing support (fiscal and technical).</p> <p>Schools should also be prepared to fund installation, which could include network cabling and electrical work depending on the classroom or area in which the Interactive whiteboard is installed.</p>
Tags/Synonyms	Smart boards, Prometheans, iwb,

Service	Microsoft Office
Owner	Schools
Description	The district has acquired an enterprise license for all Microsoft Office products which are available at no cost.
Tags/Synonyms	Office, Word, PowerPoint, Excel, MS Office

Service	Online Gradebook
Owner	District
Description	<p>The District provides an online gradebook through the Student Information System. Schools and teachers that select to use an alternative gradebook may do so with the following parameters:</p> <p>The official gradebook of record is the District's SIS gradebook (currently eSchoolPlus) and it is the responsibility of each teacher to ensure that all grades and student information are up-to-date per current contractual agreements.</p> <p>If a teacher elects to use a gradebook other than the District's, then it is the responsibility of the teacher to ensure the students' data is secure according to the District's data security policy.</p>
Tags/Synonyms	Gradebook, eSchoolPlus, SIS

District Supported Hardware

The Cleveland Metropolitan School District currently purchases all technology hardware through policy driven procurement process. Schools making technology purchases should plan and budget for the device's "total cost of ownership" which includes warranties, installation, maintenance, supplies and repairs.

All technology must be purchased through CMSD's Purchasing Office. The Purchasing Office ensures that the product is competitively priced and also includes all of the warranties, supports, installation and licensing costs. All technology purchased through the CMSD Purchasing Office complies with the District's Inventory and Distribution policies and are electronically added to district's inventory.

Initiating a Purchasing Request

To initiate a request for a quote for a technology hardware purchase, please email TechPurchases@clevelandmetroschools.org or call (216)838-0410.

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Apple Devices and Support

Various Apple product options are available based on Professional Development, Device Selection, Licensing, and Support. If you are interested in purchasing an Apple Device, please complete an [Implementation Plan Form](#). Once Implementation Form is complete, a representative from our office will review your request.

Donated Equipment

[Click here to view donated equipment minimum system requirements.](#)

Desktop and Laptops

Specifications for each device are listed below. Please email [Tech Purchases](#) with the device(s) of your choice and quantity which will be vetted to various manufacturers for best pricing.

Hardware	Standard	*Standard Plus (Higher Performance)
Admin/Teacher Laptop	6th Generation Intel® Core™ i5 processor 500GB Hard Drive 8GB RAM 14.0" HD (1366 x 768) Anti Glare LCD Windows 7 Professional	6th Generation Intel® Core™ i7 processor 500GB Hard Drive 8GB RAM 14.0" HD (1366 x 768) Anti Glare LCD Windows 7 Professional
Admin/Teacher Desktop	Small Form Factor Chassis with VGA port 6th Generation Intel® Core™ i5 processor 500GB Hard Drive 8GB RAM Windows 7 Professional 19" Monitor	Small Form Factor Chassis with VGA port 6th Generation Intel® Core™ i7 processor 500GB Hard Drive 8GB RAM Windows 7 Professional 19" Monitor
Student Laptop	Education Model Intel® Celeron® Processor N2840 250GB 7200rpm Hard Drive 4GB RAM 11.6" HD (1366x768), Anti-Glare LCD Windows 7 Professional	Education Model Intel® Pentium® Processor N3540 500GB Hard Drive 8GB RAM 11.6" HD (1366x768), Anti-Glare LCD Windows 7 Professional
Student Desktop	Small Form Factor Chassis with VGA port 6th Generation Intel® Core™ i3 processor	Small Form Factor Chassis with VGA port 6th Generation Intel® Core™ i5 processor

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Hardware	Standard	*Standard Plus (Higher Performance)
	500GB Hard Drive 4GB RAM Windows 7 Professional 19" Monitor	500GB Hard Drive 8GB RAM Windows 7 Professional 19" Monitor
Admin/Teacher MacBook Laptop	2.7GHz dual-core Intel Core i5 processor 256GB PCIe-based onboard flash storage 8GB RAM 13.3-inch (diagonal) LED-backlit display with IPS technology	2.2GHz quad-core Intel Core i7 processor 512GB PCIe-based onboard flash storage 8GB RAM 15.4-inch (diagonal) LED-backlit display with IPS technology
Admin/Teacher iMac Desktop	3.1GHz quad-core Intel Core i5 1TB (5400-rpm) hard drive 8GB RAM 21.5-inch (diagonal) Retina 4K display with IPS technology	3.2GHz quad-core Intel Core i5 1TB (7200-rpm) hard drive 8GB RAM 27-inch (diagonal) Retina 5K display with IPS technology
Student iMac	1.6GHz dual-core Intel Core i5 1TB (5400-rpm) hard drive 8GB RAM 21.5-inch (diagonal) LED-backlit display with IPS technology	2.8GHz quad-core Intel Core i5 1TB (5400-rpm) hard drive 8GB RAM 21.5-inch (diagonal) LED-backlit display with IPS technology

*Standard Plus (Higher Performance): Exceeds standards which are subject to include higher specifications in your processor, USB, speakers, RAM, physical memory, graphics card, etc.

Tablets

Tablet Technology	Description
Admin/Teacher Tablet	Microsoft Surface Pro 4 Intel i3/64GB/3 year warranty/Win 10 /keyboard cover/carrying sleeve/pen/MS Office/Absolute \$1250.00

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Tablet Technology	Description
Student Tablet (Android) Please complete an Implementation Plan Form . Once approval is granted, items may then be purchased.	Samsung Galaxy Tablets 9.6" 16gb/Black/Wifi/ Includes 3 Year Break-Fix-Damage warranty, runs concurrent with manufacturer warranty. Cost: \$340
Apple iPad's	Contact Instructional Technology Dept.

COW: Computer Cart on Wheels Carts (Laptop and Tablets)

Cart Type	Option 1	Option 2
COW for laptops, tablets, iPads and Chromebooks with screens up to 15" (holds 30 devices)	AVer C30i – (\$1150) <i>Model: CHRGE30i</i>	Spectrum Connect30 Cart-(\$1099)
COW for laptops, tablets , iPads, and Chromebooks with 9 -14" screens (holds 40 devices)	AVer S40i Cart (\$1400) <i>Model: S40i</i>	Spectrum Cloud 40 Cart (\$1450)

Classroom Technologies

Classroom Type	Description
Interactive Whiteboard (mounted)	Epson Brightlink 585Wi Interactive WXGA 3LCD Projector - Short-throw: \$1,350 Total estimate with installation & cables: \$2,000 Epson Interactive whiteboards are short throw projectors that mount on the wall and have built-in Interactive capabilities that integrate with a classroom computer. Epson Brightlink Interactive Projectors have built in Easy Interactive Tools and are also compatible with Smart Notebook™, MimioStudio and Promethean ActivInspire software applications (A separate software purchase is required for these applications). Training Resources Easy Interactive Training Videos Epson Brightlink Tutorial Videos

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	All Epson short-throw Projectors require professional installation
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Printers

Printer Type	Description
Color: Desktop Printer	Dell B2360DN – Black and White (\$259)

LCD Projectors

Projector Type	Description
LCD Projector (portable)	NEC 3300-lumen High-Brightness Mobile Projector - NP-V332X (\$489) Portable projector (carrying case and additional cables may be extra).
Apple TV	Contact Instructional Technology Dept.

**Prices are estimated, availability are subject to change.*

***Absolute Software:** Anti-theft software that provides CMSD with remote and data security measures.

Note: Technology hardware may require additional services and resources including

- Tables/Chairs
- Electrical cabling
- Data cabling
- Specialized Installation

To initiate a request for a quote for a technology hardware purchase, please email techpurchases@clevelandmetroschools.org or call (216)838-0410.

District Applications

This section of the DoIT Service Catalog includes information on currently available applications for instruction, assessment, and professional development. The applications listed in this section may be available for the entire district, or have licensing for a specific school or department. The information provided for each application includes instructional use, research/best practices, contacts, licensing, professional development and technical requirements. Schools are encouraged to utilize the information in this section for planning, research, and reference. Applications listed in this section have been tested to ensure they work properly with the CMSD network and computers.

Applications Index

Instructional Applications

AutoDesk	CINCH	CorelDRAW
First in Math	Imagine Learning	iReady
Read180 iLit	Reading A-Z	Renaissance Learning <ul style="list-style-type: none"> • Accelerated Reader • Star Reader • Star Early Literacy
Ripple Effects	SketchUP	SpringBoard
Study Island	Think Central	WorldBook Online

Learning & Instructional Management Applications (LMS, IMS, SIS)

Canvas	ECHO	Edgenuity
eSchoolPlus	FuelEd	IEPPlus
Naviance	Schoolnet	Kickboard

Assessment Applications

AIMSweb	AIRS	KRA (Kindergarten Readiness Assessment)
NWEA		

Professional Development/Evaluation

ANET (Achievement Network)	Edviation	TrueNorthLogic TDES
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Special Education Applications

JAWS	VizZle	ZoomText
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Communication & Collaboration Applications

SchoolMessenger	Schoolwires	Smartsheet
vBrick		

Applications (A-Z)

AIMSWeb

Application/Software Information (AIMSWeb)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software – Web Based
<p>Product Name</p> <p>List the product name(s)</p>	AIMSWeb
<p>Company Info</p> <p>Provide information about the Company</p>	Pearson
<p>Website</p> <p>List the main website</p>	www.aimsweb.com
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	September, 2014 (a few schools earlier)
<p>Contract Renewal</p> <p>List date(s) that the contract must be renewed</p>	September, 2016
<p>Vendor Contact Information</p> <p>List main vendor contact (usually Sales Rep)</p>	Debra S. Miller M: 260-224-1271 E: debra.miller@pearson.com
<p>Vendor (other supports)</p> <p>List project manager and other people engaged in the contract. Include email/phone</p>	
<p>Contract Link</p> <p>Add a link to the existing contract and Statement of Work</p>	This is on file in Academics Office

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<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	K-8 School Access – All Students
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	January 12, 2015

Instructional Information (AIMSWeb)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>K-8 Teachers (Regular and Special Education) Instructional Coaches</p> <p>Curriculum Instruction Specialists</p> <p>Select Curriculum Managers</p> <p>Deputy Chief of Curriculum and Instruction</p>
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	K-8 (focus on K-3 for TGRG)
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>Benchmark and Progress Monitoring Assessment for Reading in Gr. K-3 but K-8 can access reading and math probes.</p>
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>AIMSWeb is used as a universal screening benchmark and progress monitoring tool in the RTI model for K-3 classrooms in reading.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	<p>RTI; Universal Screening and Progress Monitoring</p>
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	<p>Early Childhood / Academics</p>
<p>Current Contact</p>	<p>Nicole Vitale</p> <p>Nicole.Vitale@clevelandmetroschools.org</p>

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List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.	Phone: 216.838.0234
Alignment(s) Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX	Third Grade Guarantee – assessment to track reading development according to foundational skills outlined in CCSS for K-3.
Approval Include approval info (include names, titles of leaders that have approved the application, resource or service)	Karen Thompson, Deputy Chief of Curriculum and Instruction

Professional Development (AIMSWeb)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	On-going Professional Development Sessions throughout 2014-2015 CMSD Professional Development Videos Pearson Online Video and Webinar Support
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	N/A
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Reports about Student Progress
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Nicole.Vitale@clevelandmetroschools.org Or http://clevelandmetroschools.org/Page/5649

Technical Information (AIMSWeb)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Off-site Web Hosted
Service Level Agreements with Vendor	See contract / Frances

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Describe the agreements about uptime, technical supports, disaster recovery, etc...	
<p>Authentication</p> <p>Describe how the user logs into the application/system. Include the login convention information.</p> <p>Examples</p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	Separate login and password
<p>User Authentication Data Source</p> <p>Describe where the user login and password information originates</p> <p>Examples</p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p>Describe the frequency that user data should be synchronized</p> <p>Examples</p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	
<p>Data Management Department</p> <p>List Department of where the data originates</p>	Frances Bynum
<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	Nicole Vitale Each Building has a data manager (see attached)
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	Login or Data Manager

<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>http://www.aimsweb.com/wp-content/uploads/aimsweb-technology-checklist1.pdf</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>Secure Socket Layer (SSL): AIMSweb requires SSL encryption. Ensure that Secure Socket Layer (SSL) is not blocked.</p> <p>Active X: Ensure that ActiveX is not blocked. ActiveX often prevents PDF files from opening.</p> <p>Pop-up Blockers: Ensure that pop-up blockers do not interfere with AIMSweb pop-up windows.</p> <p>Check the browser's toolbar, and any additional pop-up software installed on the machine.</p> <p>Cookies: Please permit cookies for the use of AIMSweb.</p> <p>Java: Ensure that you have Java enabled in your browser.</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	

Notes (AIMSWeb)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>Contact the Help Desk for password resets</p>
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AIRS

Application/Software Information (AIRS)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	<p>Online testing</p>
<p>Product Name</p> <p><i>List the product name(s)</i></p>	<p>Ohio's State Tests</p>
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	<p>AIR (American Institutes for Research)/ Ohio Dept. of Education</p>
<p>Website</p> <p><i>List the main website</i></p>	<p>http://oh.portal.airast.org/</p>
<p>Date Purchased</p> <p><i>Include the data purchased (or when the contract begins)</i></p>	
<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	
<p>Vendor Contact Information</p> <p><i>List main vendor contact (usually Sales Rep)</i></p>	<p>Customer Support E-mail: OHHelpdesk@air.org</p> <p>Customer Support Phone: 1-877-231-7809</p>
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	
<p>Contract Link</p>	

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<i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	September 4, 2015

Instructional Information (AIRS)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	District testing administrators Building testing administrators Students taking state tests in grades 3-12
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	3-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none">• Mathematics• Science• Engineering	Math ELA Science Social Studies
Product Description <i>Describe the application or resource.</i>	State testing
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	Mandatory state testing
Service/Resource Owner <i>List Department</i>	Ohio Department of Education
Current Contact	LaTisha Grimes, Director of Testing, 216-838-0159

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<i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Diana Kulle, Manager of Online Assessments, 216-838-0218
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Common Core/state testing
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	

Professional Development (AIRS)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Drop-in sessions will be held at EPC the entire week of 11/16-20 http://oh.portal.airast.org/ocba/resources/
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	http://oh.portal.airast.org/ocba/students-and-families/
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Drop-in sessions will be held at EPC the entire week of 11/16-20 http://oh.portal.airast.org/ocba/resources/
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	http://oh.portal.airast.org/ocba/students-and-families/
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Contact Diana Kulle, 216-838-0218

Technical Information (AIRS)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Lockdown browser http://oh.portal.airast.org/ocba/browsers/
Service Level Agreements with Vendor	

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<p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<p>Proctors' CMSD email address is the username</p> <p>Generic passwords are generated for first-time users, otherwise there is a reset password link on the login page</p> <p>http://oh.portal.airast.org/ocba/teachers/</p> <p>Students use the lockdown browser on the student workstation desktop. They will use the session ID and password generated when the proctor creates a test session</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> SIS using automated data transfer SIS generates CSV file and send it to the vendor 	<p>CMSD email addresses are pulled from eSchool</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Daily Electronic Data Transfer Weekly Semi-annually 	<p>Student rosters are manually uploaded prior to the opening of the test window.</p> <p>Manual updates are done by-weekly.</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>Accountability</p>
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Royce Woods, 216-838-0119</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Generic passwords are generated for first-time users, otherwise there is a reset password link on the login page</p> <p>http://oh.portal.airast.org/ocba/teachers/</p>

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<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>http://oh.portal.airast.org/ocba/browsers/</p> <p>http://oh.portal.airast.org/ocba/resources/?section=4-technology-resources</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	<p>http://oh.portal.airast.org/ocba/browsers/</p> <p>http://oh.portal.airast.org/ocba/resources/?section=4-technology-resources</p>
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>http://oh.portal.airast.org/ocba/browsers/</p> <p>http://oh.portal.airast.org/ocba/resources/?section=4-technology-resources</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>Requires installation of 2015-16 OST lockdown browser</p> <p>Headphones are required for ELA test and any other test that has text-to-speech enabled</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>Help_Mon@clevelandmetroschools.org</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>CMSD help desk, 216-432-6232</p>

Notes (AIRS)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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ANET (Achievement Network)

Application/Software Information (ANET)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	<p>ANet School Support Services: Instructional resource platform, coaching, and professional development</p>
<p>Product Name</p> <p><i>List the product name(s)</i></p>	<p>myANet, Achievement Network (ANet)'s online platform</p>
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	<p>Achievement Network</p> <p>225 Friend Street, Suite 704</p> <p>Boston, MA 02114</p> <p>617.725.0000</p>
<p>Website</p> <p><i>List the main website</i></p>	<p>www.achievementnetwork.org</p>
<p>Date Purchased</p> <p><i>Include the data purchased (or when the contract begins)</i></p>	<p>July 1 – June 30</p>
<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	<p>By June 30 annually</p>
<p>Vendor Contact Information</p> <p><i>List main vendor contact (usually Sales Rep)</i></p>	<p>Kimberly Cockrell</p> <p>Executive Director, Ohio Network</p> <p>202-695-0401</p> <p>kcockrell@achievementnetwork.org</p>
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	<p>Ashley Kogutkiewicz</p> <p>Senior Associate, Support & Operations</p> <p>617.725.0000 ext. 120</p> <p>akogutkiewicz@achievementnetwork.org</p>
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	

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<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	9/9/2015

Instructional Information (ANET)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>Benjamin Franklin</p> <p>Clara E. Westropp</p> <p>Denison</p> <p>James A. Garfield</p> <p>Louisa May Alcott</p> <p>Louis Agassiz</p> <p>Oliver Hazard Perry</p> <p>Paul L. Dunbar</p> <p>William Cullen Bryant</p> <p>Adlai E. Stevenson (PreK-8) School</p> <p>Almira (k-8) School</p> <p>Bolton (PreK-8) School</p> <p>Fullerton School</p> <p>George Washington Carver STEM School</p> <p>Marion-Sterling School</p> <p>Michael R White School</p> <p>Patrick Henry School</p>
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	2-8
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p>	<ul style="list-style-type: none"> • English Language Arts • Mathematics

<p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>ANet is a nonprofit that helps schools improve student achievement by providing them with an integrated model grounded in the practices of the best schools in our network. 1.) Our online platform, myANet, provides schools access to assessment, planning, and instructional tools help teachers and school leaders understand where they need to focus their time and attention. 2.) Our coaching and professional development help schools turn that focus and those resources into concrete actions that consistently improve instruction for students throughout the year.</p> <p>ANet’s tools and routines are designed to help schools implement a cycle of teaching and learning that empowers teachers to deliver targeted instruction in a collaborative learning environment.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	<p>ANet’s approach to raising student achievement through empowering teachers and school leaders to personalize instruction for students aligns with the evidence based on what produces results. The evidence base emphasizes the importance of data-driven culture, which is shaped by the use of high quality interim assessments. Several studies of schools that have achieved breakthrough results in student achievement in high-poverty communities point to a culture of data-driven instruction as an essential element of the success formula. Additionally, studies of interim assessment programs point to the value of these interventions to districts’ and schools’ ability to improve student achievement and the relative importance of aligned supports for school leaders and teachers.</p> <p>ANet’s coaching and professional development align to what research shows are characteristics of effective professional development: it should be 1) aligned to a school’s curriculum, standards and assessments; 2) build teachers’ skills for using data to improve instruction; and 3) delivered through coaching and peer visits.</p> <p>ANet’s model builds on the Kolb Cycle, developed by David A. Kolb; this defines a cycle of reflection on data (problems and causes), action planning, taking action, and reflecting on results. The Kolb cycle has informed the data cycle we help schools adopt and the tools we create to support the data analysis process.</p> <p><u>Bibliography of independent research informing ANet’s model</u></p> <ul style="list-style-type: none"> • Bambrick-Santoyo, P. (2010). <i>Driven by Data: A practical guide to improve instruction</i>. San Francisco, CA: Jossey-Bass. • Carlson, D. Borman, G., Robinson, M. <i>A Multistate District-Level Cluster Randomized Trial of the Impact of Data-Driven Reform on Reading and Mathematics Achievement</i>. Educational Evaluation and Policy Analysis. September 2011 vol. 33 no. 3 378-398

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	<ul style="list-style-type: none"> • Christman, J., Neild, R., Bulkley, K., Blanc, S., Liu, R., Mitchell, C., & Travers, E. (2009). Making the Most of Interim Assessment Data: Lessons from Philadelphia. Philadelphia, PA: Research for Action. • Danielson, C. (1996, 2007). <i>Enhancing Professional Practice: A Framework for Teaching</i>. Accessed at http://www.danielsongroup.org/article.aspx?page=frameworkforteaching • Dobie, W., Fryer Jr., R.G. 2011. "Getting Beneath the Veil of Effective Schools: Evidence from New York City" (Working Paper No. 17632) • Joyce, B., & Showers, B. (1995). <i>Student achievement through staff development: Fundamentals of school renewal</i>. Alexandria, VA: ASCD. • Kolb, D. A. and Fry, R. (1975). "Toward an applied theory of experiential learning." C. Cooper (ed.) <i>Theories of Group Process</i>, London: John Wiley. • Knight, J. (2007). <i>Instructional Coaching: A Partnership Approach to Improving Instruction</i>. Thousand Oaks, CA: Corwin Press. • Resnick, Lauren. "Teaching Teachers: Professional Development To Improve Student Achievement". Essential Information for Education Policy. Summer 2005. Volume 3. Issue 1
Service/Resource Owner <i>List Department</i>	Academics
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Andrew Koonce, Network Support Leader Achievement Network Andrew.Koonce@clevelandmetroschools.org 216.218.0749
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Common Core Standards
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Dr. Michelle Pierre-Farid, Chief Academic Officer Mr. Andrew Koonce, Network Support Leader, Achievement Network Mr. Warren Morgan, Network Support Leader, Investment Network II

Professional Development (ANET)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	ANet provides schools with an integrated model of professional supports and services to help them improve student achievement. Our tools are designed to give teachers the information and resources they need to identify and address gaps in student learning, while our professional supports help teachers and leaders best put those tools to use in their schools. This professional development comes in two forms:
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	<p>1. Job-integrated coaching and professional development help school leaders and teachers build effective data-use routines; and</p> <p>2. Membership in our network and collective PD sessions enables exclusive access to best practices from other schools, including many of the highest performing low-income schools in the nation.</p> <p>Please see our Ohio Network welcome pack for more information: http://www.achievementnetwork.org/welcomeoh/</p>
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>Students do not have licenses to use myANet but can access their own information through his or her teacher.</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>At the principal or district discretion, school and district staff are eligible to participate in the teacher/administrator coaching and professional development. Additionally, ANet provides logistics-specific training for each school's designated Data and Assessment Coordinator and our staff is on call for ongoing implementation support.</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Parents do not have licenses to use myANet but can access their own child's information through his or her teacher.</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Kimberly Cockrell Executive Director, Ohio Network 202-695-0401 kcockrell@achievementnetwork.org</p>

Technical Information (ANET)

<p>Application Environment Describe the type of application environment</p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>myANet is internet browser-based.</p>
<p>Service Level Agreements with Vendor Describe the agreements about uptime, technical supports, disaster recovery, etc...</p>	<p>ANet takes data security very seriously, taking strong measures to guard the data, intellectual property, and trade secrets of our partners, their students, and their educators. They use a number of administrative and technological best practices to maintain student privacy and are fully FERPA and COPPA compliant. They have a strict privacy policy that guides data use as well as information technology and</p>

	<p>safeguards to protect this information from external threats. To access the online platform, myANet, users must have an active and enabled username and password. Users are granted a username only after having been authorized by the school or district to gain access to myANet on behalf of that entity. Authentication is required for every session.</p> <p>Documented Disaster Recovery Plan enabling ANet to have myANet functional within 2-4 hours of ANet's notification of the catastrophic disaster resulting in myANet going down.</p> <p>For a complete description of ANet's service agreement, please reference ANet's final contract with CMSD.</p>
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<p>Teachers and school leaders log in using their CMSD email address and set their own password.</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> SIS using automated data transfer SIS generates CSV file and send it to the vendor 	<p>ANet creates user accounts for school staff based on staff list school provides to ANet.</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Daily Electronic Data Transfer Weekly Semi-annually 	<p>Daily Electronic Data Transfer</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>ANet, Network Support & Analysis Team</p>

Commented [ED1]: Not yet in place.

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<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	<p>Ashley Kogutkiewicz</p> <p>Senior Associate, Support & Operations</p> <p>617.725.0000 ext. 120</p> <p>akogutkiewicz@achievementnetwork.org</p>
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Teachers/Administrators- Self Service Password Reset</p> <p>Administrator has ability to add or delete staff members</p>
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	<ul style="list-style-type: none"> Internet Explorer 8.0+ Mozilla Firefox 11.0+ Google Chrome Apple Safari 5.0+ iPad - native browser
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> Java Flash 	<p>N/A</p>
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> Windows 7 Macintosh 10.5 Chrome X.X 	<ul style="list-style-type: none"> MAC OS 10.5 (Recommended MAC OS 10.7 or newer) Windows XP Service Pack 3 (Recommended Windows 7 or newer) Chrome OS 18 (Recommended Chrome OS 19 or newer) Apple iPad iOS 6 with 512 MB RAM (Recommended iOS 6 or newer with 512MB or greater)
<p>Other Dependencies</p> <p>Describe other Dependencies</p> <p>Examples</p> <ul style="list-style-type: none"> Application requires headphone or speakers Application requires download of digital content (ebooks) 	<p>N/A</p>
<p>IT Service Department</p>	<p>ANet, Network Support & Analysis Team</p>

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<i>List IT Department that is responsible for technical support</i>	
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	Ashley Kogutkiewicz Senior Associate, Support & Operations 617.725.0000 ext. 120 akogutkiewicz@achievementnetwork.org

Notes (ANET)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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Autodesk

Application/Software Information (AutoDesk AutoCAD & Inventor)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
Product Name <i>List the product name(s)</i>	AutoDESK AutoCAD & Inventor (CAD)
Company Info <i>Provide information about the Company</i>	AutoDesk Inventor® 3D CAD software offers an easy-to-use set of tools for 3D mechanical design, documentation, and product simulation. Digital Prototyping with Inventor helps you design and validate your products before they are built to deliver better products, reduce development costs, and get to market faster.
Website <i>List the main website</i>	http://www.autodesk.com/products/inventor/overview
Date Purchased	Yearly purchases through CTE, Bundled as component of Project Lead the Way participation fee.

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<i>Include the data purchased (or when the contract begins)</i>	
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Yearly license renewals
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Project Lead The Way,
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	http://atc.gilmoreglobal.com/en/
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	http://atc.gilmoreglobal.com/en/
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Yearly license renewals from Project Lead The Way
Information Updated <i>Identify the date that this information was updated</i>	9/30/15

Instructional Information (AutoDesk AutoCAD & Inventor)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	District purchase, school site specific usage East Tech James Rhodes MC2 Great Lakes Science Center
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Grades 9-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none">• Mathematics	Project Lead The Way, Manufacturing Design and Development, Digital Design, Arts, Fabrication

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<ul style="list-style-type: none"> • Science • Engineering 	
Product Description <i>Describe the application or resource.</i>	AutoDesk Inventor® 3D CAD software offers an easy-to-use set of tools for 3D mechanical design, documentation, and product simulation. Digital Prototyping with Inventor helps you design and validate your products before they are built to deliver better products, reduce development costs, and get to market faster.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	Mandatory to be in compliance with Project Lead The Way Program implementation
Service/Resource Owner <i>List Department</i>	Career Tech Education, Annette Darby
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Annette Darby Annette.darby@clevelandmetroschools.org (216) 838-0157
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Project Lead The Way Competencies
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Annette Darby

Professional Development (AutoDesk AutoCAD & Inventor)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	Teachers are to attend training on Project Lead the Way and ongoing support provided online
Students <i>Describe what resources are available for students to learn how to use the application or resource. Include links.</i>	Student resources are available online with tutorials and videos. http://knowledge.autodesk.com/support
Staff/Other <i>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</i>	Links to online resources http://knowledge.autodesk.com/support
Parents <i>Describe what resources are available for parents to learn how to use the application or resource, include links.</i>	N/A
PD Contact	N/A

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Provide information on how a teacher, school or group of schools can coordinate professional development.	
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Technical Information (AutoDesk AutoCAD & Inventor)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	Software installation, with a server based licenses
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	N/A
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	Installed on the local machine with teacher and student login access for the computer. Software access from desktop
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	N/A
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	N/A

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<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	N/A
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	N/A
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	N/A
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	N/A
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • <i>Java</i> • <i>Flash</i> 	N/A
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Windows 7</i> • <i>Macintosh 10.5</i> • <i>Chrome X.X</i> 	<p>Windows 7 or later, 64 Bit, 3 Gig processor</p> <p>http://knowledge.autodesk.com/support/inventor-products/troubleshooting/caas/sfdcarticles/sfdcarticles/System-requirements-for-Autodesk-Inventor-2015-products.html</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Application requires headphone or speakers</i> 	Three button mouse

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<ul style="list-style-type: none"> Application requires download of digital content (ebooks) 	
IT Service Department <i>List IT Department that is responsible for technical support</i>	N/A
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	N/A

Notes (AutoDesk AutoCAD & Inventor)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	N/A
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Canvas

Application/Software Information (Canvas)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> Instructional Software Instructional Hardware IT Service 	Instructional Software
Product Name <i>List the product name(s)</i>	Canvas
Company Info <i>Provide information about the Company</i>	Instructure http://www.instructure.com/about-us/
Website <i>List the main website</i>	Canvas Website http://www.instructure.com/k-12/
Date Purchased <i>Include the date purchased (or when the contract begins)</i>	7/14

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<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	
<p>Vendor Contact Information</p> <p><i>List main vendor contact (usually Sales Rep)</i></p>	Instructure
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	Instructure
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	
<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	Canvas Cloud Subscription – 820 users
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	September 30, 15

Instructional Information (Canvas)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>School Specific</p> <p>Schools using Canvas</p> <p>MC2STEM</p> <p>Cleveland High School for the Digital Arts</p>
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	9-12
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>Project based Learning</p> <p>Course Recovery</p> <p>Independent Study</p> <p>All Subject Areas: Mathematics, Science, Social Studies, Art, Engineering, Chinese, English</p>

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<p>Product Description <i>Describe the application or resource.</i></p>	The Canvas LMS provides way to simplify teaching and learning by connecting all the digital tools teachers use in one easy place.
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	21 st Century Skills
<p>Service/Resource Owner <i>List Department</i></p>	Feowyn MacKinnon (MC2STEM) and John Buzzard (Digital Arts HS)
<p>Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	
<p>Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i></p>	Common Core Standards Next Gen Science Standards ODE Standards (Flexible to the needs of the school)
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	Christine Fowler-Mack Chief Portfolio Officer

Professional Development (Canvas)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	Guides for Admin, Teachers, students. http://guides.instructure.com/
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	Guides for Admin, Teachers, students. http://guides.instructure.com/
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	Guides for Admin, Teachers, students. http://guides.instructure.com/
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	Guides for Admin, Teachers, students. http://guides.instructure.com/
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	

Technical Information (Canvas)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Hosted</p>
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Vender will provide a credit if site availability drops below 99.9% uptime. See contract (Service Availability Warranty).</p>
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>Manually configured at the school</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	<p>Manually entry at school.</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	

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<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	<p>For MC2: Feowyn MacKinnon, Feowyn.mackinnon@clevelandmetroschools.org, 216-970-8148. NOT RESPONSIBLE FOR ANY OTHER SCHOOLS IN DISTRICT</p>
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Teachers login using their CMSD Network User name, can be reset by account admin</p> <p>Students login using their CMSD Lunch Pin as their user name and password, automatically updates with changes to canvas</p>
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	<p>http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support</p>
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> Java Flash 	<p>http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support</p>
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> Windows 7 Macintosh 10.5 Chrome X.X 	<p>http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas</p>
<p>Other Dependencies</p> <p>Describe other Dependencies</p> <p>Examples</p> <ul style="list-style-type: none"> Application requires headphone or speakers Application requires download of digital content (ebooks) 	<p>Canvas on Mobile Devices</p> <p>http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support</p>
<p>IT Service Department</p>	

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<i>List IT Department that is responsible for technical support</i>	
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	

Notes (Canvas)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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CINCH

Application/Software Information (CINCH)

Service Category <i>List the category of the service, application, resource, or service</i>	Instructional Software
Product Name <i>List the product name(s)</i>	CINCH
Company Info <i>Provide information about the Company</i>	McGraw-Hill Education, a division of The McGraw-Hill Companies, is a leading global provider of print and digital instructional, assessment, and reference solutions that empower professionals and students of all ages. McGraw-Hill Education has offices around the world and publishes in more than 65 languages. MHEducation.com
Website <i>List the main website</i>	http://www.mhcdi.com/cl_about.html
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	August 2014
Contract Renewal <i>List date(s) that the contract must be renewed</i>	June 2015
Vendor Contact Information	Beverly Mester Sales Consultant School Education Group /

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<i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	McGraw-Hill Education 25110 Crosstie Trl, Columbia Station, OH 44028 P: 216-849-7239 beverly.mester@mheducation.com mheducation.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	CINCH was purchased through an Ohio eText book grant. Funding is through 2016 for select schools: John Marshall, John Adams, Jane Addams, Washington Park, Rhodes, Garret Morgan, Ginn, Whitney Young, and Cleveland School of the Arts. The grant pays for 2000 student licenses and professional development for teachers and student ambassadors.
Information Updated <i>Identify the date that this information was updated</i>	Updated by Tom Miller 1/5/15

Instructional Information (CINCH)

Availability <i>Describe who can access this application, resource or service</i>	Individual Schools Rhodes, Garrett Morgan, Whitney Young, Washington Park, Jane Addams, John Adams, Ginn, Cleveland School of the Arts
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	9-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	Science
Product Description <i>Briefly describe the application or resource.</i>	CINCH Science replaces traditional textbooks in core biology and advanced science electives as well as supplements the current physical science materials. Teachers can plan, teach, assess and differentiate instruction using one on-line tool. They will be able to customize content and pull supporting resources from any grade level (6-12) to meet individual student needs.

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	Teachers have the capability of adding their own materials, generating a learning experience that is customized to both the student and the school culture. Students and teachers can access content from any web enabled device, including interactive whiteboards, tablets and smartphones. Teachers can plan, assess and communicate on the go with CINCH Learning App. Students and teachers will have access to up to date science resources based on Ohio's New Learning Science Standards. Schools with limited technology in the class room can integrate CINCH with the print on demand options embedded in the learning system.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	
Service/Resource Owner <i>List Department</i>	Curriculum and Instruction- Science
CMSD Contact <i>List main CMSD contact person's name, email, phone</i>	Kirsten Mahovlich, Curriculum and Instruction Content Manager- Science, grades 7-12 Kirsten.mahovlich@clevelandmetroschools.org 216.849.8070
Alignment(s) <i>Common Core Standards xxxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	ODE Standards Ohio's New Learning Standards for Science and Model Curriculum
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	

Professional Development

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	4 day long (6 hour) in-service provided to teacher and student ambassadors, continued building level support by McGraw Hill
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	In 2014-15 – 5 students are included in the teacher PD - Goal is to be able to assist the teacher and be a trainer to the other students 4 days of in-service, on-line tutorials
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	
Parents	Student ambassadors, teachers, on-line resources

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Describe what resources are available for parents to learn how to use the application or resource, include links.	
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Coordinate with Bev Mester or Kirsten Mahovich

Technical Information (CINCH)

Application Environment	Web based
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i>	Teachers can enter in their students or send a class list to Houghlin Mifflin.
User Authentication Data Source <i>Describe where the user login and password information originates</i>	To register a new teacher – they must contact the Science Lead (Kirsten M.) Teacher assigns the login to the student
Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i>	N/A
Data Management Department <i>List Department of where the data originates</i>	Individual school generates student list
Data Manager <i>List person responsible for Data Management (name, email, phone)</i>	Kirsten Mahovich, Curriculum and Instruction Content Manager- Science, grades 7-12 Kirsten.mahovich@clevelandmetroschools.org 216.849.8070
Password Reset <i>Describe process for users to complete password reset</i>	Teacher resets their student’s password Teachers call HM help line for technical assistance
Browser Requirements <i>Describe browser technical requirements (include browser versions)</i>	Windows

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•	<p>Internet Explorer v. 7.0 or above Firefox v. 3.0 or above Chrome v. 6.0 or above</p> <p>Macintosh</p> <p>Firefox v. 3.0 or above Safari v. 3.0 or above Chrome v. 6.0 or above</p> <p>http://mheducation.force.com/CustomerSupport/articles/FAQ_Solution/Cinch-What-are-the-minimum-system-requirements</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	<p>Adobe Flash Player v 9.0 or above <i>(latest version is recommended)</i> Adobe Shockwave Full v 10.1 or above <i>(latest version is recommended)</i> Adobe Acrobat Reader v 8.0 or above - For teacher materials and parent letters</p> <p>ActiVotes, ActiveInspires, with the Promethean Activhub 2.4Ghz Radio Frequency Communication Device v5.5+, ActvEngages with the ActvEngage Server</p> <p>To test installation, visit the CINCH® Learning computer test (through the SUPPORT link on the home page), or visit http://adobe.com/shockwave/welcome.</p>
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	<p>Windows OS – XP, Vista or 7</p> <p>Macintosh OS 10.4 and above</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p>	<p>Headphones or computer speakers recommended.</p> <p>There are CINCH apps for IOS and Android devices.</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>Cloud based solution – no specific IT engagement</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.</p>

Notes (CINCH)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>Please find the demo log in for CINCH:</p> <p>www.cinchlearning.com</p> <p>username: cinchlearning@gmail.com</p> <p>password: cinch2014</p>
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	<p>Technical Support</p> <p>Available toll free at 1-800-437-3715, or online at http://www.epgtech.com/contact/index.html.</p> <p>Our Support Specialists are available to serve you from 8:00 AM to 6:00 PM EST, Monday through Friday, except for major US holidays.</p> <p>Technology Requirements</p> <p>http://www.mhecdi.com/downloads/tech/CINCHLearning_systemreq.pdf View the technology requirements for CINCH® Learning.</p> <p>Downloads</p> <p>http://www.mhecdi.com/downloads Download any free Plugins that may be required for your computer.</p> <p>Software License Agreement</p> <p>CINCH® Learning Software License Agreement Download the CINCH® Learning End User License Agreement.</p> <p>User Guide</p> <p>CINCH® Learning User Guide. (HTML) (PDF)</p>
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CoreIDRAW

Application/Software Information (CoreIDRAW)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p>	Instructional Software
<p>Product Name</p> <p><i>List the product name(s)</i></p>	CoreIDRAW Graphics Suite
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	CoreIDRAW is a vector graphics editor developed and marketed by Corel Corporation of Ottawa, Canada. It is also the name of Corel's Graphics Suite, which bundles CorelDraw with a bitmap image editor, Corel Photo-Paint. The latest version is designated X7 (equivalent to version 17), and was released in March 2014
<p>Website</p> <p><i>List the main website</i></p>	http://www.coreldraw.com/us/product/education/
<p>Date Purchased</p>	First purchase 2010, new Education Licenses added with growth of programing.

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<i>Include the data purchased (or when the contract begins)</i>	
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Software license does not require renewal
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	Buckeye Education Systems
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Jason Hoffman, Vice President Buckeye Educational Systems www.buckeye-edu.com 800-522-0460 ext 101
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Software license does not require renewal
Information Updated <i>Identify the date that this information was updated</i>	N/A

Instructional Information (CoreIDRAW)

Availability <i>Describe who can access this application, resource or service</i>	Purchased single usage software license per machine
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Grades 5-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	Digital Design, Arts, Fabrication
Product Description <i>Describe the application or resource.</i>	Help students express their creativity with CoreIDRAW® Graphics Suite X7. Versatile and easy to learn, this complete graphic

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	design suite includes all the must-have tools for illustration, layout, photo editing, web graphics and website creation.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	This software supports digital design and computer digital fabrication programs. Research is not available for this product at this time.
Service/Resource Owner <i>List Department</i>	FABLabs: MC2 STEM High School, K8 STEM initiative
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	N/A
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	N/A

Professional Development (CoreIDRAW)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Built-in help, training videos, templates and thousands of royalty-free images open a world of new design possibilities. Online tutorials and videos are also available. No current CMSD PD planned.
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Built-in help, training videos, templates and thousands of royalty-free images open a world of new design possibilities. Online tutorials and videos are also available. No current CMSD PD planned. http://www.coreldraw.com/us/pages/12100072.html
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Links to online resources http://www.coreldraw.com/us/pages/12100072.html
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	N/A
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	N/A

Technical Information (CoreIDRAW)

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<p>Application Environment</p> <p><i>Describe the type of application environment</i></p>	Software installation
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	N/A
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	Installed on the local machine
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	N/A
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	N/A
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	N/A
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	N/A
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	N/A
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	N/A N/A
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	N/A
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	Windows 7 or later
<p>Other Dependencies</p>	N/A

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<i>Describe other Dependencies</i>	
IT Service Department <i>List IT Department that is responsible for technical support</i>	N/A
IT Service Department Contact	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (CoreIDRAW)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	N/A
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ECHO

Application/Software Information (ECHO)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Learning Management System
Product Name <i>List the product name(s)</i>	Echo
Company Info <i>Provide information about the Company</i>	New Tech Network
Website <i>List the main website</i>	Echo.newtechnetwork.org
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	First purchased July 2010.

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<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	Annually on July 1.
<p>Vendor Contact Information</p> <p><i>List main vendor contact (usually Sales Rep)</i></p>	<p>New Tech Network</p> <p>Alan Veach</p> <p>AVeach@newtechnetwork.org</p>
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	
<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	Licensed to the 4 New Tech Schools 7.1.15-6.30.16
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	

Instructional Information (ECHO)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	New Tech Schools
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	9-12
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science 	Learning Management System across content areas.

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<ul style="list-style-type: none"> Engineering 	
Product Description <i>Describe the application or resource.</i>	ECHO is a learning management system that incorporates teacher project planning, student agendas, and Google APPs.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	
Service/Resource Owner <i>List Department</i>	New Tech Network
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Erin Frew, New Tech West High School Marc Engoglia, Facing History New Tech Christy Nickerson, New Tech East High School Maria Carlson, Collinwood New Tech
Alignment(s) <i>Common Core Standards xxxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	N/A
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Initial approval by Christine Fowler-Mack

Professional Development (ECHO)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	The New Tech Network provides training both in person at the national conference and through on-demand video training.
Students <i>Describe what resources are available for students to learn how to use the application or resource. Include links.</i>	Teachers provide training for students.
Staff/Other <i>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</i>	
Parents <i>Describe what resources are available for parents to learn how to use the application or resource, include links.</i>	Parents receive a log-in and password. Training is provided at Open House and at SPO meetings
PD Contact <i>Provide information on how a teacher, school or group of schools can coordinate professional development.</i>	Email the network.

Technical Information (ECHO)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Website</p>
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Helpdesk.</p>
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>Log-in based on generated email address. Password created at the school level.</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	<p>Generated at the building level from eSchool data</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>School</p>

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<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	Principal
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	School level
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	Chrome is preferred, latest version.
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> • Java • Flash 	None
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	Works on any computer with web access.
<p>Other Dependencies</p> <p>Describe other Dependencies</p> <p>Examples</p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	None
<p>IT Service Department</p>	N/a

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<i>List IT Department that is responsible for technical support</i>	
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	

Notes (ECHO)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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Edgenuity

Application/Software Information (Edgenuity)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
Product Name <i>List the product name(s)</i>	Edgenuity
Company Info <i>Provide information about the Company</i>	8860 East Chaparral Rd. Suite 100 Scottsdale, Arizona 85250
Website <i>List the main website</i>	www.edgenuity.com
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	8/1/2014
Contract Renewal <i>List date(s) that the contract must be renewed</i>	7/31/2016
Vendor Contact Information	Jemece Miller

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<i>List main vendor contact (usually Sales Rep)</i>	
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Jemece Miller 131-498-9101
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Standard and Terms and condition housed in Portfolio Office
Information Updated <i>Identify the date that this information was updated</i>	9/30/15

Instructional Information (Edgenuity)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	Schools: Pact Academy and Eagle Academy housed at Cranwood
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	9-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none">• Mathematics• Science• Engineering	Full compliment of High School Core and electives
Product Description <i>Describe the application or resource.</i>	Learning Management System hosted on website www.edgenuity.com
Research Justification	During the spring of 2014 many on-line programs were investigated by the two heads of schools.

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Describe the research that supports the use of this application for instruction.	
Service/Resource Owner <i>List Department</i>	
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Richard Reynolds, Head of Pact Academy Margaret Schauer, Head of Eagle Academy Robert Zellers, Technology
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	Aligned with common core and Ode standards
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	District approval process was used.

Professional Development (Edgenuity)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Various trainings occurred during the summer and also during the course of the year PD has been provided.
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Orientation video played for each user when they login to program for the first time.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Staff can call into the helpdesk for any assistance with the program, or online assistance.
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Can login using student login and access orientation video, do believe there is a parent login feature.
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Training was purchased 3 onsite days, 8 onsite coaching days with teachers (2 quarterly), 5 webinars, 2 hour web sessions, data reviews

Technical Information (Edgenuity)

Application Environment <i>Describe the type of application environment</i> <i>- hosted</i>	Hosted, also contains an onsite video server for students and staff to access online videos in Edgenuity. Server can support up to 550 students at one time.
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<p>- client/server</p> <p>- Software Installation</p> <p>- other</p>	
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	Yes
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	Users can login with credentials created inside the Edgenuity software. The usernames are randomly created and the user can select their own passwords.
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	Vendor site.
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	Instantly once a user/student logs in and makes a change to the data base and saves the changes they are automatically saved.
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Vendor
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	Assigned staff at school and also at vendor level.
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Staff members with access to make changes can reset student passwords.

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	<p>Google Chrome preferred also works with IE v.11</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • <i>Java</i> • <i>Flash</i> 	<p>Java and Flash loaded in Google Chrome do not have to add using Chrome. No known issues using IE.</p>
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Windows 7</i> • <i>Macintosh 10.5</i> • <i>Chrome X.X</i> 	<p>Currently using PC's but program also works with IPADS and other mobile devices.</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Application requires headphone or speakers</i> • <i>Application requires download of digital content (ebooks)</i> 	<p>Better with headphones in classroom but not mandatory.</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>Vendor</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>Robert Zellers (Robert.Zellers@clevelandmetroschools.org) 216.838.5210</p>

Notes (Edgenuity)

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Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or Do IT staff.</i>	
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Edivation

Application/Software Information (Edivation – Formerly PD360)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	PD video library with groups, forums , videos, reflection questions, reporting
Product Name <i>List the product name(s)</i>	Edivation (formerly PD360)
Company Info <i>Provide information about the Company</i>	
Website <i>List the main website</i>	https://www.pd360.com/#login
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	2013
Contract Renewal <i>List date(s) that the contract must be renewed</i>	End July, 2017
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Joe Wall – Sales jwall@truenorthlogic.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Bob Brickley – Support and Training bob.brickley@schoolimprovement.com
Contract Link	Yes in Portfolio. Please contact Linda Evans.

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<i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Full license for all videos and Common Core content. Also full licenses for Observation 360.
Information Updated <i>Identify the date that this information was updated</i>	8.25.15

Instructional Information (Edivation – Formerly PD360)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	Teachers, administrators
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Not for students at this time
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Support for TDES, offering professional development aligned to CC and TDES rubric
Product Description <i>Describe the application or resource.</i>	The two primary goals of TDES are to increase student achievement and provide development and support to teachers. Cleveland has purchased EDIVATION’s full complement of professional development and Common Core videos to use as targeted professional development for all CMSD staff. CMSD staff have aligned the EDIVATION videos to our adaptation of the Danielson Framework to offer professional development, at either the primary or secondary level, on an indicator-by-indicator basis, which is aligned to our evaluation rubrics.

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	<p>EDIVATION also offers Cleveland educators the opportunity to build professional learning communities across the District and support those communities. CMSD teachers can upload and share their own video and hold conversations on educational topics. Teachers can access the EDIVATION from their home or work computers.</p> <p>Training in EDIVATION took place across the District during the fall of 2012 and is on-going. Building teams are trained to support their co-workers in accessing and exploring content. Teachers are learning to create their learning communities, join discussions nationwide, and organize and create content relevant to their work.</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	Charlotte Danielson, 2007
<p>Service/Resource Owner <i>List Department</i></p>	Portfolio
<p>Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Jill Cabe Jill.cabe@clevelandmetroschools.org 216-838-0113</p>
<p>Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i></p>	Aligned to TDES rubrics for evaluating performance, also aligned to CC and by grade level and subject area
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	Christine Fowler-Mack, Chief, Portfolio Office

Professional Development (Edivation – Formerly PD360)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	Training materials on CMSD web site
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	NA

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<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	Training materials on CMSD web site
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	NA
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Jill Cabe jill.cabe@clevelandmetroschools.org 216-838-0113</p>

Technical Information (Edivation – Formerly PD360)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	Web based access
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	Vendor will update user list from Excel sent from CMSD. Vendor assists with alignment to TDES rubric.
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	LDAP
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	LDAP

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<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	<p>Jill Cabe, Gary Nagorney usually in fall – due to increased number of new hires may need a second update in winter.</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>HR for user list</p>
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Jill Cabe Jill.cabe@clevelandmetroschools.org</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>LDAP</p>
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>Internet Browsers</p> <ul style="list-style-type: none"> • Google Chrome • Firefox • Safari • Internet Explorer 9 (or later)
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	<p>Required Browser Plug-in</p> <ul style="list-style-type: none"> • Adobe Flash Player 10.3 (or later)
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 	<p>Operating Systems</p> <ul style="list-style-type: none"> • Windows Vista (or later) • Mac OS X 10.5—Leopard (or later) <p>Hardware</p>

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<ul style="list-style-type: none"> • <i>Macintosh 10.5</i> • <i>Chrome X.X</i> 	<ul style="list-style-type: none"> • 1.2 GHz Processor (or higher) • 2 GB RAM (or higher) • 10 GB of free hard disk space • 64 MB Graphics Card (or higher) <p>Internet Browsers</p> <ul style="list-style-type: none"> • Google Chrome • Firefox • Safari • Internet Explorer 9 (or later) <p>Required Browser Plug-in</p> <ul style="list-style-type: none"> • Adobe Flash Player version 13 (or later)
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Application requires headphone or speakers</i> • <i>Application requires download of digital content (ebooks)</i> 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	

Notes (Edivation – Formerly PD360)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>All passwords managed by CMSD.</p>
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eSchoolPlus

Application/Software Information (eSchoolPlus)

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Service Category <i>List the category of the service, application, resource, or service</i>	Application
Product Name <i>List the product name(s)</i>	eSchool Plus, IEPPlus
Company Info <i>Provide information about the Company</i>	Sungard
Website <i>List the main website</i>	https://start.spihost.net
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	February 21, 2008
Contract Renewal <i>List date(s) that the contract must be renewed</i>	July 1, 2014
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	Melissa Torba 484.661.8285
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Ed Carlin ed.carlin@sungardps.com / 610.751.7363
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	

Instructional Information (eSchoolPlus)

Availability	District users depending on role
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<i>Describe who can access this application, resource or service</i>	
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Pre-K through 12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	All instructional areas
Product Description <i>Describe the application or resource.</i>	Teacher Access Center is used for mark reporting Home Access Center is the parent portal eSchool Plus has modules for enrollment, demographics, attendance, discipline, medical, mark reporting, scheduling, test scores, success plan.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	
Service/Resource Owner <i>List Department</i>	Student Information Management
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Blessing Nwaozuzu Susanne Farkas Aimee Semborski For Technical and Training support please call 216.838.0230 or send an email to EschoolPlus@clevelandmetroschools.org .
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	ODE standards – state and federal reporting
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	

Professional Development (eSchoolPlus)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	One on one training, classroom style training, webinars
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<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	Currently, students are able to log in to Home Access Center. There is currently no training resource for students to learn this application.
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	Training manuals, as well as live training through the FACE department
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	Contact eSchool Plus support team (LaQuine Ayers, Jean Martincic, Crystal Jackson)

Technical Information (eSchoolPlus)

<p>Application Environment <i>Describe the type of application environment</i></p>	Hosted
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	This is a hosted solution in a 24X7 network support environment. The system is only down during planned maintenance. The SLA includes a disaster recovery plan in the event of a disaster.
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	Users login using login credentials not linked to CMSD AD. Upon login in, teachers are redirected to the Teacher Access Center and all other users to eSchool Plus. Students and parents login to a different url and are directed to the Home Access Center.
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	User names are created using a naming convention starting with "cle." The passwords also follow a convention and can be set up to be changed upon initial login.
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i></p>	Data entered into eSchool Plus is real time.
<p>Data Management Department <i>List Department of where the data originates</i></p>	Enrollment, Academics, Hearings and Appeals, Discipline, Testing, Attendance, Human Ware
<p>Data Manager <i>List person responsible for Data Management (name, email, phone)</i></p>	

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<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Contact the help desk
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	<p>Current versions of eSchool Plus and Home Access Center function on IE.</p> <p>Current version of Teacher Access Center functions on IE, Chrome and Firefox</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	Current versions function on Windows XP and higher.
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p>	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>For Technical and Training support please call 216.838.0230 or send an email to EschoolPlus@clevelandmetroschools.org.</p> <p>This is a hosted solution with certain individuals in the Student Information Management team as SPAs.</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (eSchoolPlus)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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First in Math

Application/Software Information (First in Math)

Service Category	Instructional Software
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<p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	
<p>Product Name</p> <p>List the product name(s)</p>	First In Math
<p>Company Info</p> <p>Provide information about the Company</p>	Suntex International Inc.
<p>Website</p> <p>List the main website</p>	www.firstinmath.com
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	July 2011, Initial Contract (Yearly)
<p>Contract Renewal</p> <p>List date(s) that the contract must be renewed</p>	August 2015; Schools will need to use their school based budgets to purchase FIM as of 8.17.15
<p>Vendor Contact Information</p> <p>List main vendor contact (usually Sales Rep)</p>	Nan Ronis nan@24game.com 610-253-5255
<p>Vendor (other supports)</p> <p>List project manager and other people engaged in the contract. Include email/phone</p>	
<p>Contract Link</p> <p>Add a link to the existing contract and Statement of Work</p>	Academic Resources K:\AcademicResources_2014 > SunText First in Math Fully Signed Contract 9/23/14
<p>Licensing</p> <p>Describe the licensing (or reference the contract with licensing information)</p>	Per contract: Single Student Subscriptions for students in grades K to 8 for the 2014-2015 School year for a total of 28,500 subscriptions. Total cost \$179,625.00
<p>Information Updated</p> <p>Identify the date that this information was updated</p>	Updated by Liz Nelson 8/26/15 & Pam Scott 1/21/14

Instructional Information (First in Math)

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<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>Schools who purchased FIM</p>
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	<p>Grades K - 8</p>
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>Mathematics</p>
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>First In Math online provides immediate feedback so practice is meaningful and engaging. Through our http://explore.firstinmath.com/about-fim/deep-practice/ Deep Practice techniques, skills that might take months of conventional practice can be mastered in a matter of days. Improvement is self-directed and new habits replace old, unproductive habits—driving success in every academic area. Significant results can be achieved in minutes a day. Deep Practice techniques, skills that might take months of conventional practice can be mastered in a matter of days. Improvement is self-directed and new habits replace old, unproductive habits—driving success in every academic area. Significant results can be achieved in minutes a day.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	<p>Link to research:</p> <p>http://explore.firstinmath.com/proven-results/case-studies/scientific-based-research-study-conducted-by-wested-evaluation-of-the-first-in-math%C2%AE-online-mathematics-program/</p>
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	<p>Academics</p>
<p>Current Contact</p>	<p>Individual School Point Person along with</p>

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<i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Elizabeth Nelson Elizabeth.Nelson@clevelandmtroschools.org 216-701-5769
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	Ohio's New Learning Standards for Mathematics (Common Core)
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson

Professional Development (First in Math)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Each teacher is provided a First In Math log in. First In Math generates a unique User Id and Password. Teachers are assigned as "Team Leaders" and students are members of their team (class). Yearly Professional Provided by First In Math includes but not limited to: 2 Hour Building Anchor training to familiarize them with changes with the program. School based training for teachers and students are available upon request. FIM also provides online tutorials and Quick Start Guides for teachers.
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Students have a unique user id and password generated by FIM
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Same as teachers
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Parents access Think Central by using their students log in information. Once students reach 500 stickers, a "Family Link" is open and family members can use FIM.
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Schools can contact Nan Ronis to request additional customized professional development. Her contact email is nan@24game.com There are online tutorials and Quick Start Guides to assist teachers.

Technical Information (First in Math)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server	Hosted
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<p>- Software Installation - other</p>	
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> <i>Examples</i></p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<p>Teacher and Student log in by the following steps:</p> <ol style="list-style-type: none"> www.firstinmath.com Input user id and password
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i> <i>Examples</i></p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i> <i>Examples</i></p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	<p>The names of the teachers and students are currently uploaded once a year. First In Math generates “teams” based upon grade level math classes at each school. FIM generates the unique user id and password.</p> <p>Schools have the option of creating their own “teams” without an upload from eSchool. Once FIM is purchased, FIM can send schools their “team packets” that only contain usernames and passwords. See website for specific instructions.</p>
<p>Data Management Department <i>List Department of where the data originates</i></p>	<p>eSchool Plus</p>
<p>Data Manager <i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Frances Bynum works with eSchool Plus to upload the teacher and student data.</p>

<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	<p>Teachers can email Nan Ronis for a password. Nan@24game.com</p> <p>The Building Anchor has access to looking up user ids and passwords for teachers in their building. Teachers can assign their students a username and password. See website for detail instructions.</p>
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	<p>PC Operating Systems:</p> <p>WINDOWS XP or higher:</p> <ol style="list-style-type: none"> 1. Newest version of Adobe Flash Player - version 11 or higher required 2. Will function with: Firefox 4.0 or higher; Internet Explorer 8.0 or higher; Safari 5.0 or higher or Google Chrome 10 or higher. 3. Cookies: Always allow. 4. JavaScript must be enabled. 5. Browser preferences should be set to always load new pages (no page caching) 6. Make sure FIM is a "Trusted Site" in IE (Tools>Internet Options>Security>Trusted Sites>Sites-then add http://www.firstinmath.com) <p>Macintosh Operating Systems*:</p> <p>OSX:</p> <ol style="list-style-type: none"> 1. Newest version of Adobe Flash Player - version 11 or higher required 2. Will function with: Safari 5.0 or higher, Firefox 4.0 or higher or Google Chrome 10. 3. Cookies: Always allow (never ask) 4. JavaScript must be enabled 5. Preferences should be set to always load new pages <p>* Mac OS 8.6/9.2 not recommended - support discontinued by Adobe.</p> <p>Apple iPad or Android Tablet devices:</p>

	<p>Many great interactive websites, such as FIM, are developed with Adobe Flash, which is not playable on most mobile devices. However, the foundational modules of FIM are accessible directly on tablets! When children log in at firstinmath.com with their User ID and Password for the current school year, they will automatically see links on the hub interface to all modules that support the tablet environment:</p> <p>K-2 World (Gyms) Know and Show (Word problems) What Do You Know (Pre/posttest on word problems) Skill Sets (Problem solving) GYMs (Fact Fluency) BONUS (Selected games available – more being added)</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>See “Browser” section</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	

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<p>IT Service Department Contact <i>List main IT contact (name, email, phone)</i></p>	<p>Frances Bynum, initial uploading of teacher and student data files. Frances.Bynum@clevelandmetroschools.org</p>
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Notes (First in Math)

<p>Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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FueLED

Application/Software Information (Fuel Education)

<p>Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i></p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	<p>Instructional Software, RTI software, Learning Management System, Textbook Adoption, Textbook Replacement</p>
<p>Product Name <i>List the product name(s)</i></p>	<p>Fuel Education</p>
<p>Company Info <i>Provide information about the Company</i></p>	<p>FueLED, through the all-inclusive PEAK platform, delivers a comprehensive course catalog (Gr 6-12) and a robust LMS for CMSD teachers to personalize content, and access all reporting and curriculum needs in a single network solution http://www.getfueled.com/products-services/personalized-learning-platform</p>
<p>Website <i>List the main website</i></p>	<p>www.getfueled.com or www.aventalearning.com (the latter requires login information)</p>
<p>Date Purchased <i>Include the data purchased (or when the contract begins)</i></p>	<p>January 1, 2011 for World Languages and Advanced Placement courses. August 30, 2012 added HS Credit Recovery to existing contract.</p>
<p>Contract Renewal</p>	<p>June 30, 2015</p>

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<i>List date(s) that the contract must be renewed</i>	
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Kim Shurig, Regional Sales Director (kshurig@getfueled.com), 317-370-0656
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Jessica Gardner (jegardner@getfueled.com), Susie Beauchamp (sbeauchamp@getfueled.com)
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	file:///homedir2/mooral01\$/Downloads/Exhibit%20A.pdf
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	An enterprise license for every Gr 9-12 student in CMSD has been purchased, providing access to any/all online courses that a student may need. License runs 12 months, to include summer school programming. Instruction is provided by the school building or procured by the school site from FuelEd as needed for an additional cost per student per semester per course.
Information Updated <i>Identify the date that this information was updated</i>	September 3, 2015

Instructional Information (Fuel Education)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	CMSD high school teachers, students, guidance counselors, high school PCIAs, principals, support teachers and media specialists, CMSD administrators, SPED teachers, School of One educators for these sites and Downtown School, and potentially middle school teachers. Courses available to all parties 24/7.
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	9 th through 12 th grades with possibilities for grades 6-8.
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none">• Mathematics• Science	All content areas: English, Math, Social Studies, Science, English Language Arts, World Languages, electives, Advanced Placement, STEM and Career & Technical courses. Additionally supplemental resources (lessons) in all subject areas from grades 1-12 categorized by standard or topic, plus corresponding assessments and optional essay questions are available in the library as other tools. Additionally, differentiated HS courses

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<ul style="list-style-type: none"> Engineering 	from these resources in 3 levels based on cognitive skills of IEP students.
Product Description <i>Describe the application or resource.</i>	Access to common core online high school courses, by semester, in all subject areas to meet graduation requirements.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	Provides options for graduation critical students who are off track to remain with cohorts to take necessary courses to get on track, do not have an available instructor, or may not be available in their school building. Standards are unpacked to create behavioral objectives that lead to mastery. Course objectives are “scaffolded” to breakdown the skills and concepts into manageable pieces. Students master pre-requisite skills before moving to more complex tasks. The initial presentation of an objective is always followed later with opportunities for practice and feedback prior to assessment.
Service/Resource Owner <i>List Department</i>	Chief Academic Office – Curriculum & Instruction Department
Current Contact <i>List main CMSD contact person’s name, email, & phone. Also include school-based reps if applicable.</i>	Alicia Moore (Alicia.moore@clevelandmetroschools.org , (216) 838-0167)
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Common Core Standards, iNacol Standards, ODE Standards
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson, Deputy Chief, Curriculum & Instruction

Professional Development (Fuel Education)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Professional Development is scheduled regularly throughout the school year for teachers and administrators (1) on an as-needed basis for groups or individuals, (2) monthly meetings, (3) teacher professional development days, and (4) training resources on the provider’s website for PEAK Office and PEAK Library with video overviews and instruction manuals: http://client.getfueledservices.com/FELVideos/PEAKLibraryVideoLibrary.html
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Students are provided an orientation and introduction within the curriculum on the FuelEd Blackboard platform. Students also have access to chat, email or phone support; technical support (if working from home); and academic support if taking a CR course or FuelEd instructs the course. Student video overview : http://client.getfueledservices.com/FEC/FuelEdStudentOverview/index

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	<p>.html Student ToolKit: http://client.getfueledservices.com/FEC/PEAKCLSStudentToolkit.pdf</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>http://client.getfueledservices.com/FuelEdTrainingLibrary/PEAKSystems.html and staff dashboards: www.getfueledproducts.com/peak/dashboards/PEAK_dashboards.mp4</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Teachers can create “guardian” accounts for parents, and training can be provided to those interested in tracking their child’s progress in the system. http://client.getfueledservices.com/ParentandGuardianIntroduction/index.html</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Faculty and/or staff may contact Rita Duda or Alicia Moore to schedule PD for their staff, groups of teachers or individuals. Also FuelEd offers online training versions at various dates/times: http://client.getfueledservices.com/FuelEdTrainingLibrary/FuelEdTrainingTeamResources.html</p>

Technical Information (Fuel Education)

<p>Application Environment Describe the type of application environment</p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Hosted, web based access fully supported by FuelEd on their server, 24/7. Software requirements are minimal and can be found listed below.</p>
<p>Service Level Agreements with Vendor Describe the agreements about uptime, technical supports, disaster recovery, etc...</p>	<p>FuelEd will guarantee 99.9% uptime on a 24 hour basis as part of our system service level agreement. Through our partnership with Blackboard to extend hosting services for districts that do not have a LMS, BB deploys clients through 7 production data centers globally, including sites designated for off-site storage and backup. In addition, Blackboard replicates all client data back-ups to secondary datacenters on a daily basis. Criteria for a disaster include: fire, natural disasters (force Majeure), sabotage, accidental human error, flooding, equipment failure and application failure.</p>
<p>Authentication Describe how the user logs into the application/system. Include the login convention information.</p>	<p>Teachers and students are assigned a user ID and password based on FuelEd naming conventions with a 13 digit combination of capital letters, numbers and symbols. Teachers have the options</p>

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<p><i>Examples</i></p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<p>of changing their password and control over students' passwords (potentially to match their lunch pin).</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	<p>FuelEd users log into the system through two separate portals on the aventalearning.com site. The first portal takes the user to the FuelEd Blackboard which contains the curriculum. The second portal takes the educator only (no students) into the data management. Accounts are created by either an account administrator or an institution administrator. Usernames and passwords are created during this process and participants receive a confirmation email with their specific login information. Initially all student and teachers names were imported into the FuelEd system through a CSV file.</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	<p>Each evening student work is synced from the grade book in Blackboard (LMS) to PEAK Office (reporting and data analytics). Reporting is minimally pushed once per week via email to teachers and support coaches, although available daily with login to PEAK Office system. There are no system maintenance requirements – nothing to upload. All updates are pushed automatically.</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>FuelEd – see below</p>
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>FuelEd - Ability to secure student data and personal information</p> <p>All student data is currently stored indefinitely by FuelEd. While FuelEd reserves the right to re-evaluate this policy within all applicable data retention laws and regulations, we believe that permanent record storage (through active databases or archives) is vital to presenting accurate information regardless of timeframe. FuelEd performs daily incremental database backups and weekly complete database backups. We produce 2 copies of the weekly complete database backups. One copy is burned to a tape for off-site storage. FuelEd recycles these off-site tapes every 3 months. All student performance data and other archived data are stored on hard disk and retained indefinitely. FuelEd can restore data (from up to 24 hours or less prior to database failure) from the backups to a single database server in case of hardware failure or data corruption. In the event of a catastrophic loss at the data center, FuelEd maintains backups no more than a week old at an offsite location. Staff is on call 24/7 to deal with any</p>

	<p>data or server failure.</p> <p>FuelEd has dual firewalls in our data center, the primary firewall protects the web services located behind the load-balancer; the second firewall protects the database from the web services. We also implement an Intrusion Detection System and an Intrusion Protection System to give us the visibility and capability to prevent access to unwanted and malicious intended traffic. All servers in our data center have enterprise antivirus software to protect against malicious software</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	<p>Student password resets are managed by the teacher. All other resets are managed by either the account or institution administrator. Tickets may be submitted to troubleshoot any issues at FuelEd Service Station: http://service.getfueled.com/ics/support/mylogin.asp</p>
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	<p>Any browser approved by CMSD can be used to access the system. However, Google Chrome or Mozilla Firefox are best used to open videos. All technical requirements may be found here: http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1267/Browsers</p> <p>Browsers:</p> <ul style="list-style-type: none"> • Internet Explorer 9 or higher (Windows) • Safari 5 or higher (Mac OS X) • Google Chrome stable channel (Windows only) Firefox final release channel (both)
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • <i>Java</i> • <i>Flash</i> 	<p>http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1276/Adobe-Reader</p> <p>http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1278/Java</p> <p>http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1277/Flash-Player</p> <p>Sun Java 7 Flash Player Version 10 or higher</p> <p>Quicktime Version 7 or higher</p>

	<p>Real Player required for certain courses</p> <p>Jaws 11 or higher for accessibility</p>
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>The system can be accessed using any computer or device as long as the user is familiar with the hardware. Additional help can be found on FuelEd site:</p> <p>Windows XP or higher (Vista, 7): http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1273/Windows</p> <p>Mac: OS X 10.5 or higher (10.6, 10.7) http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1274/Macintosh-OSX</p> <p>Chromebooks: http://service.getfueled.com/link/portal/30095/30131/Article/11735/Does-FuelEd-have-plans-to-support-Online-Courses-in-Google-Chromebooks</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>Soundcard and Speakers/Headphones. Students in computer labs may require the use of headphones when listening/watching videos to keep from interrupting or disturbing classmates.</p> <p>Students may need microphones to make recordings for some English or foreign language assignments. Additionally settings for voice are as follows: http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/804/Java</p> <p>Some of the supplemental resources may offer ebook options for students if used.</p> <p>Blackboard Collaborate licenses follow the teacher of record to communicate with the student: http://training.getfueledservices.com/BBC/BBCUserGuide.pdf</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>Instructional Technologies, security, help desk</p> <p>http://service.getfueled.com/link/portal/30095/30131/ArticleFolder/1355/Service-Station-Help. In addition to the Service</p>

	<p>Station, the following support options are available to users anytime of the year:</p> <ul style="list-style-type: none"> • Phone – Call the FuelEd Help Line at 1.84.GoFuelEd (1.844.638.3533). • Live Chat – Use the Live Chat option to connect with a representative in real-time online for assistance. • Ticketing System – Submit a question to our customer support team via our online ticketing system, which is staffed from 8 AM to 8 PM Eastern Time, Monday through Friday. Users will receive a response within 1 business day. • FAQs – Access to Fuel Education’s extensive Knowledge Base a client only needs to type the key word into the Search Field and select Enter.
<p>IT Service Department Contact <i>List main IT contact (name, email, phone)</i></p>	<p>Thomas Miller (Thomas.miller@clevelandmetroschools.org) (216) 838-0147</p>

Notes (Fuel Education)

<p>Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>Enrollment Process 2/15</p> <p>The process for enrolling students into FuelEd courses is as follows:</p> <ol style="list-style-type: none"> 1. A regular audit is conducted in eSchoolPlus by a guidance counselor of each high school students' academic records. 2. When the audit reveals that a student has failed a course, the guidance counselor completes the attached Blank Registration Form. <ul style="list-style-type: none"> - The form contains the student's profile and the appropriate FuelEd Credit Recovery course information. 3. The form is given to the student to deliver to the Credit Recovery Lab teacher. 4. The Credit Recovery Lab teacher enters the information in the student's profile and enrolls the student in the appropriate course using FuelEd's PEAK Office. The teacher then stores the form in a notebook or file. <ul style="list-style-type: none"> - The teacher can only enroll the student if they are "linked" to the student in the FuelEd system. - If they are not "linked" to the student, either the School's
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	<p>FuelEd Institution Administrator or a CMSD FuelEd District Account Administrator will make the connection.</p> <p>5. If the student's email address is indicated on the Registration Form, the student will receive an email confirming the enrollment.</p> <ul style="list-style-type: none"> - The message to the student includes the student's login and course information allowing the student to begin working in the course on FuelEd Blackboard. - If the student does not have an email address, the teacher will use his or her email address until the student's email information is received. - The email address is important for the "instructor" of the course to communicate with the student. <p>The same process takes place for students taking non-credit recovery courses. The difference is that the</p> <ul style="list-style-type: none"> - "Instructor" is the CMSD teacher <ul style="list-style-type: none"> a. A teacher must be highly qualified (HQT) if teaching the entire course. b. Does not have to be a HQT if using portions of the FuelEd curriculum. - Credit Recovery "instructor" is a FuelEd teacher and the curriculum is not as flexible. - Attached Regular Ed Course Form is used for the non-Credit Recovery course enrollment.
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IEPPlus

Application/Software Information (IEPPlus)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p>	Instructional Software
<p>Product Name</p> <p><i>List the product name(s)</i></p>	IEPPlus
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	Sungard
<p>Website</p> <p><i>List the main website</i></p>	https://clev-iep43.spihost.net/IEPPlus_CLE/Home.aspx

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<p>Date Purchased</p> <p><i>Include the data purchased (or when the contract begins)</i></p>	Implemented in 2008-9
<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	
<p>Vendor Contact Information</p> <p><i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	
<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	February 2, 2015

Instructional Information (IEPPlus)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p>	District employees who need access
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	Employees only
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p>	

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<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	
<p>CMSD Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Coralise Terwilliger, coralise.terwilliger-seman@clevelandmetroschools.org, 838-0215</p> <p>Shelly Johnson, shelly.johnson@clevelandmetroschools.org, 838-1951</p>
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	

Professional Development (IEPPlus)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>Ongoing professional development delivered by Special Education staff; one central office employee (Shelly Johnson) dedicated to technical support for teachers and other users</p>
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>n/a</p>
<p>Staff/Other</p> <p>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>Ongoing professional development delivered by Special Education staff; one central office employee (Shelly Johnson) dedicated to technical support for teachers and other users</p>
<p>Parents</p> <p>Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>n/a – there is no parent portal</p>
<p>PD Contact</p> <p>Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Coralise Terwilliger Coralise.terwilliger-seman@clevelandmetroschools.org 216-838-0215</p>

Technical Information (IEPPlus)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p>	Hosted
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	Teachers log in using a username and password provided by the IEPPlus admin; is the same as eSchoolPlus login information
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	IEPPlus syncs with eSchoolPlus daily
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Special Education Department
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	Coralise Terwilliger Coralise.terwilliger-seman@clevelandmetroschools.org 216-838-0215
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Users can contact the HelpDesk for password resets. Helpdesk@clevelandmetroschools.org
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	Internet Explorer 8+ Firefox
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	Windows 7 Macintosh
<p>Other Dependencies</p>	

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<i>Describe other Dependencies</i>	
IT Service Department <i>List IT Department that is responsible for technical support</i>	Apphost, Sunguard, Shelly Johnson, Coralise Terwilliger
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (IEPPlus)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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iLit

Application/Software Information (iLit)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
Product Name <i>List the product name(s)</i>	iLit
Company Info <i>Provide information about the Company</i>	Pearson is the global leader in educational materials and instructional software that improves student learning by achieving outcomes and effecting teacher’s ability to deliver exemplary instruction grounded in researched best practices.
Website <i>List the main website</i>	redefiningliteracy.com
Date Purchased	TBD By the individual school or district

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<i>Include the data purchased (or when the contract begins)</i>	
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Pricing is held for 3 years from the date of the signed contract
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Shelly Thompson Shelly.Thompson@pearson.com 216-256-8590
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	Updated by Nicole Franks 2/5/2016

Instructional Information (iLit)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">DistrictSchoolSpecial Education Students in a specific school	Select Schools: Design Lab Ginn Academy New Tech East New tech Facing History
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Grades 4-10
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none">Mathematics	English Language Arts and English Language Development

Commented [NF2]: Shelly – select the schools here.

<ul style="list-style-type: none"> • Science • Engineering 	
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>iLit is a comprehensive, digitally-enhanced English language arts curriculum targeted toward students in grades four through ten with a proficiency level in reading and writing at or many grades below level. It is designed to accelerate reading and writing growth and enable students to achieve more than two years of growth within a single school year.</p> <p>iLit provides systematic instruction and practice in all of the Common Core State Standards for ELA, as well as English language proficiency standards aligned to WIDA. The program consists of a Teacher App, Student App, and Classview data & reporting tool. The lessons in the Teacher App provide explicit direct instruction to guide all teachers—even ones with limited experience in teaching reading, writing, and the language arts—in leading students toward mastery of the standards and accelerated reading and writing growth. The Teacher App connects wirelessly to the Student App so that teachers guide instruction as students follow along, engaged on their own device.</p> <p>When working as a class—during Read Aloud, Think Aloud—students are provided with the scaffolding and support to comprehend on-grade level texts and support making meaning. When reading independently, students choose from a library of more than 2000 high-interest texts and can search for texts at their own reading level, which is automatically assessed and adjusted each week in the App. In addition, students have a number of other regular independent reading practice opportunities, including Interactive Readers—high interest nonfiction readings at nine text complexity bands with embedded technology enhanced comprehension checks that provide corrective feedback for students, automatically scored summary writing also with corrective feedback and personalized guidance for students, and teacher-scored critical writing activities. These texts become increasingly complex as students progress through iLit, and students can advance from one text complexity band to the next as their reading level grows.</p> <p>iLit provides extensive explicit instruction and practice in foundational reading skills for students reading many grades</p>

	<p>below level, including fluency, phonological awareness, phonics, and word study. The program includes automated oral fluency scoring that provides teachers with scores for percentage of words correct, words correct per minute, and expressiveness. To develop phonics skills for students who have not mastered foundational literacy skills, iLit includes age-appropriate decodable phonics readers. Each reader is tied to explicit instruction and word-level practice. Embedded assessments and automatically scored oral reading fluency activities are included as part of the word study activities.</p> <p>iLit also includes a systematic word study strand, featuring high-interest carefully crafted nonfiction texts written by Freddy Hiebert, and connected to whole class and small group lessons providing explicit direct instruction. In addition, there is frequent vocabulary instruction and practice with a focus on academic language development.</p> <p>Students write and speak every day in iLit. There is whole-class and small group instruction in the three types of writing and students have regular opportunities to compose both shorter and longer pieces of writing—narratives, informative writing, and argument/opinion. Student writing is automatically scored and personalized feedback is provided to help students revise and improve as writers. Students engage in structured collaborative conversations and have opportunities for more formal speaking with extensive instruction and guidance provided.</p> <p>All of the instruction and practice in iLit is designed to accelerate student literacy growth and to enable students to succeed at grade level. There are frequent opportunities to measure student growth, adaptive capabilities that enable students to move among levels of content within the program, opportunities to move an entire class into a higher level within the program based on whole-class performance, and clear off ramps to move individual students or an entire class out of the program.</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<p>The sales representative (Shelly Thompson) can provide the independent research and pedagogy handbook for the iLit program.</p>

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Service/Resource Owner <i>List Department</i>	Academics
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Elizabeth Nelson Elizabeth.Nelson@clevelandmtroschools.org 216-701-5769
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	Ohio's New Learning Standards for English Language Arts (Common Core)
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson

Commented [NF3]: Shelly – update if this is not your contact.

Commented [NF4]: Shelly – update if this is not the right person.

Professional Development (iLit)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	iLit partners with a school and holds an initial training session for all the teachers, coaches, and aides who will be implementing the program. Follow-up professional development in the form of coaching and modeling, as well as data analysis and reporting meetings are offered to provide continued support for implementation success.
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Student log in is generated at the school level. Students can access the program outside of school, on any device using their unique logins and passwords.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Schools have access to a wealth of resources on the iLit Professional Learning Community website that provides a discussion board for asking implementation questions, professional development videos and blogs from the iLit authors on instruction, as well as offline materials (printable workbooks and resources) including guides to the program and scope and sequences for planning. Classview is the website where district administration and teachers manage their class rosters, data and can generate reports, including exportable or printable files. Administrators can have reports created and emailed as desired.
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	iLit is web based for use in the district and from home. Teachers are encouraged to send home a family letters, as well as communicate with parents through the parent note feature in the performance dashboard of the Teacher App.

<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>The iLit Implementation team is made up of individuals from three different groups within Pearson Services. A program manager, an education specialist, and a solutions engineer. The members of this team will work together to communicate with and deliver services to parents and school personnel. The role of the program manager is to manage the implementation from Initiation through Project Review. Program managers will create a project schedule and manage the delivery. iLit will work with CMPS to develop a specific training and support plan. All installments of iLit come with an implementation essentials training, the foundation of our training plan. CMPS will receive weekly/monthly emails from the implementation team for the first few months of use and data check-ins from education consultants. During the check-ins, the educational consultants will look at student data and make instructional suggestions. CMPS will also receive end of year rollover assistance.</p>
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Technical Information (iLit)

<p>Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other</p>	<p>iLit is a hosted program, delivered through mobile applications (apps). Specifically, iLit content is delivered to the students’ devices through our cloud-based delivery platform. Our cloud-based delivery allows for real-time communication between teacher and student devices, pushes content to student screens during instruction, and provides class by class data for teachers on student engagement and progress.</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>iLit can customize a service agreement according to the district’s needs. iLit agrees to provide phone, email, remote desktop, and website submission support to the district, in addition to an iLit educational consultant providing in-person support.</p> <p>Data is transferred from the student to teacher at all points throughout the instructional day while the student is in the iLit classroom. Homework is pulled into the student device so the student can take the device out of the classroom and continue to work in the program to complete homework and read more independently. Once the student comes back into the classroom, their work and data flows into the teacher reporting system. Student credentials are encrypted at rest, and no correlating data is stored in tables. No student credentials or data are stored on any device or any platform. All elements of data collected through iLit can be provided to TEA. The district will have an interface that is part the iLit program and app called Classview, to access and analyze all student data.</p> <p>Daily backups allow for data recovery. Hardware is not shared, to further protect data collection and storage. Encryption rules offer end-to-end data security. High encryption levels for data in transit, where security risk can be higher. The logical organization of the data is secured. Data is segmented for each iLit customer.</p> <p>If all data is lost and somehow cannot be recovered, the iLit technology team would reenter students into the program, have them retake the placement test, and students would resume the program where they need to be based on their skills.</p>

	<p>The role of the Lit solutions engineer is to investigate and resolve technical issues relating to the published system requirements, network infrastructure, bandwidth, or any perceived technical issue. The issues are communicated for resolution, and options are provided to the districts and CMPS. The solutions engineer, upon request, will visit the customer site and perform a Technical Readiness assessment. This process will identify potential risks exist that could impact the project and solutions and options to mitigate the risk.</p>
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>Users can log in directly to iLit with an account name and password. iLit also has integration with EdCloud via your SIS management.</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	<p>It is possible to manually generate login and password information through iLit by coordinating with your project manager. The examples given are also ways the information originates: SIS using ETL, and SIS generates CSV file and sends it to the vendor.</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	<p>Data is updated nightly. The student accounts are generated at the school level. Every effort is made to have accounts prepared before their initial training.</p>
<p>Data Management Department</p>	<p>Access to the iLit production environment is strictly limited. Pearson staff access is managed by Identity Access Management policies:</p> <ul style="list-style-type: none"> • Individual, secure accounts are created. • Access is based on the individual’s role and a “need to know” basis.

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<p><i>List Department of where the data originates</i></p>	<ul style="list-style-type: none"> Multi Factor Authentication (MFA) requires each Pearson user to enter a unique hardware device key, which changes every minute. <p>The ClassView (customer facing application) is managed with the following features:</p> <ul style="list-style-type: none"> Individual Accounts with unique IDs and passwords Information limited to each individual's role (class, school, district, or state) SSL 2048 bit encrypted in transit from device to/from the cloud
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Joseph Bartlett is the iLit Customer Care Manager responsible for data management. Joseph.bartlett@pearson.com,</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Please contact Joseph Barlett for information regarding password reset. Joseph.bartlett@pearson.com</p> <p>There can be a school point person that manages the program at the school level.</p>
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	<p>Windows: Internet Explorer 10, Firefox v30, Chrome v40 and newer</p> <p>Mac: Safari 7, Firefox v30, Chrome v40 and newer</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> Java Flash 	<p>None</p>
<p>Computer /Device Requirements</p>	<p>Android Minimum Requirements</p> <ul style="list-style-type: none"> Android 4.4.x or above 1GB Ram / 16GB Storage 7" / 10" Devices Supported

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<p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>iPad Minimum Requirements</p> <ul style="list-style-type: none"> • iOS 8.x or above • iPad 2 / iPad Mini or newer • 16GB Storage <p>Windows Surface Tablets</p> <ul style="list-style-type: none"> • Windows 8.1, Windows 10, 32/64bit supported • 2GB Ram *4GB recommended / 16GB Storage • 1.46ghz Processor or greater
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>Optional Equipment:</p> <ul style="list-style-type: none"> • Projector: 1024 x 768 with HDMI and VGA • Workstation Connected to Projector: any device that runs a browser
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>iLit's customer service and support can be contacted in the following ways:</p> <ul style="list-style-type: none"> • Toll-Free Phone Support: 1- 800-234-5832 • Email: notifyilit@pearson.com • FAQ: Available at pearsonappstore.com • Remote Desktop Support and Issue submission: https://pearsoncommunity.force.com/coco/s/K12_Curriculum_Support_Form <p>Educational Consultants and Project Manager: Direct phone numbers for local or regional educational support consultants are available upon request.</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>Joseph Bartlett, initial uploading of teacher and student data files.</p> <p>joseph.bartlett@pearson.com</p>

Notes (iLit)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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Imagine Learning

Application/Software Information (Imagine Learning)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
<p>Product Name</p> <p>List the product name(s)</p>	Imagine Learning
<p>Company Info</p> <p>Provide information about the Company</p>	
<p>Website</p> <p>List the main website</p>	www.imaginelearning.com
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	August 2015
<p>Contract Renewal</p> <p>List date(s) that the contract must be renewed</p>	August 2015
<p>Vendor Contact Information</p> <p>List main vendor contact (usually Sales Rep)</p>	Eric Keefer Eric.keefer@imaginelearning.com 419.205.1221
<p>Vendor (other supports)</p> <p>List project manager and other people engaged in the contract. Include email/phone</p>	
<p>Contract Link</p> <p>Add a link to the existing contract and Statement of Work</p>	
<p>Licensing</p> <p>Describe the licensing (or reference the contract with licensing information)</p>	

<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	<p>Updated by Liz Nelson 2/4/2015</p>
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Instructional Information (Imagine Learning)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • <i>District</i> • <i>School</i> • <i>Special Education Students in a specific school</i> 	<p>Select Schools:</p> <p>Almira</p> <p>Anton Grdina</p> <p>Andrew J Rickoff</p> <p>Artemus Ward:</p> <p>Buhler</p> <p>Clara Westropp</p> <p>Clark</p> <p>Daniel E Morgan</p> <p>East Clark</p> <p>Euclid Park</p> <p>Iowa Maple</p> <p>Joseph Gallagher</p> <p>Luis Munoz Marin</p> <p>Marion C Seltzer</p> <p>Memorial</p> <p>Scranton</p> <p>Wade Park</p> <p>Walton</p> <p>Riverside</p> <p>Willson</p> <p>Alfred Benesch</p> <p>Case</p> <p>Franklin D. Roosevelt</p> <p>Kenneth Clement</p> <p>Mound</p>
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	<p>Robert H. Jamison Robinson G. Jones Harvey Rice Mary B. Martin McKinley Miles Sunbeam Waverly Wilbur Wright Willow Thomas Jefferson International Newcomers academy</p>
<p>Grade Bands Describe which grade levels the application or resource is going to be utilized</p>	<p>Grades K–8</p>
<p>Instructional Area Describe the instructional area where the application or resource will be utilized Examples</p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>English Language Arts</p>
<p>Product Description Describe the application or resource.</p>	<p>Imagine Learning incorporates the five essential components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension. In addition, students are directly taught reading strategies and then are guided as they read literature and informational text adapted to their skill level. When answering common comprehension questions, students receive immediate, instructive feedback. This literacy instruction helps students throughout the school day; reading passages on math, science, and history not only engages students, but increases their background knowledge base. Instruction on using text features enables students to use their texts more fully.</p> <p>Imagine Learning provides strategic first-language support in 15 languages to facilitate and enhance ELL learning. As</p>

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	students become more proficient in English, this language support gradually fades, preparing students for English-only environments. In addition to strategic translations, the program also uses peer modeling to illustrate concepts more clearly. Same-age peers explain what words and phrases mean in rich, contextualized examples. By seeing real kids use key vocabulary in real-life settings, ELLs are more engaged, enabling them to understand each concept more fully. Imagine Learning also provides scaffolded practice—with front-loaded vocabulary, graphic organizers, and clickable glossary words with translations—to support ELLs every step of the way.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	The sales representative (Eric Keefer) can provide the independent research.
Service/Resource Owner <i>List Department</i>	Academics
Current Contact <i>List main CMSD contact person’s name, email, & phone. Also include school-based reps if applicable.</i>	Elizabeth Nelson Elizabeth.Nelson@clevelandmtroschools.org 216-701-5769
Alignment(s) <i>Common Core Standards xxxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Ohio’s New Learning Standards for English Language Arts (Common Core)
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson

Professional Development (Imagine Learning)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Imagine Learning partners with a school and holds a training session for all the teachers, coaches, and aides who will be working with Imagine Learning on a daily basis. Lisa Falcone is our local trainer. Lisa.Falcone@imaginelearning.com
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Student log in is generated at the school level.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Schools have access to all offline materials (print-outs) and to the teacher manager with data and whole-group materials. Administrators can have reports created and emailed as desired.

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<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Imagine Learning is web based for use in the district and from home. Teachers are encouraged to send home a parent connection “newsletter” that contains information to support parents with the skills being taught within the program.</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Schools can contact Eric Keefer to request additional customized professional development. His contact email is eric.keefe@imaginelearning.com</p>

Technical Information (Imagine Learning)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Server Hosted in the Cloud</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Imagine Learning can customize a service agreement according to the district’s needs. Imagine Learning agrees to provide phone, email, remote desktop, and website submission support to the district, in addition to an Imagine Learning educational support consultant providing in-person support. Phone and remote desktop support is available from 6:00 a.m. to 6:00 p.m. MST. The district is responsible for reporting any issues experienced with Imagine Learning or any product purchased from Imagine Learning.</p> <p>Imagine Learning has a secondary hard drive in its provided engines that holds a backup of the data to be restored if needed. If the district provides a VM, they are responsible for data backups. If the district accesses Imagine Learning via the Cloud, data is backed up through Azure’s disaster recovery. If all data is lost and somehow cannot be recovered, Imagine Learning would reenter students into the program, have them retake the placement test, and students would resume the program where they need to be based on their skills.</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network 	<p>Users can log in directly to Imagine Learning with an account name and password, or they can use single sign-on if the user has an existing identity provider. Imagine Learning also has single sign-on integration for Clever and Education Elements users.</p>

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<p><i>User name and password</i></p> <ul style="list-style-type: none"> • <i>Students login using their CMSD Lunch Pin as their user name and password</i> 	
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>SIS using ETL</i> • <i>SIS generates CSV file and send it to the vendor</i> 	<p>It is possible through Imagine Learning to manually generate login and password information. The examples given are also ways the information originates: SIS using ETL, and SIS generates CSV file and sends it to the vendor.</p>
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Daily ELT</i> • <i>Weekly</i> • <i>Semi-annually</i> 	<p>The student accounts are generated at the school level. The students are manually imputed during their initial training.</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Frances Bynum deploys the icon to the desktop.</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> 	<p>Please contact Lisa Falcone for information regarding password reset. Her email is lisa.falcone@imaginelearning.com</p> <p>There is a school point person that manages the program at the school level.</p>

<ul style="list-style-type: none"> Teachers/Administrators - Help Desk or Self Service Password Reset 										
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	<p>If you are installing a Media Server at the school or district level: I Windows XP, Windows 7, Windows 8, Windows 8.1, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2</p> <p>If you are installing a Media Server on a user workstation: I Windows XP, Windows 7 or later I Mac OS X 10.6 or later</p>									
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> Java Flash 	<p>Unity plug in</p>									
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> Windows 7 Macintosh 10.5 Chrome X.X 	<p>Compatible with desktop and laptop computers.</p> <p>iPad requirements: iPad 2 or newer, iPad Mini, iOS 6 or later</p> <p>Chromebook requirements: Intel x86-based, Chrome OS</p> <p>Android tablet requirements: Nexus, Kindle Fire HD and HDX, Galaxy Tab series, Android operating system version 4,0 (Ice Cream Sandwhich) or later</p> <p>Microsoft tablet requirements: Surface series, Lenovo, Windows RT 8.1 operating system</p> <table border="1" data-bbox="370 1234 1112 1396"> <thead> <tr> <th>Software Resource</th> <th>Windows Requirement</th> <th>Mac Requirement</th> </tr> </thead> <tbody> <tr> <td>Operating System</td> <td> <ul style="list-style-type: none"> Windows XP Professional SP3 Windows Vista SP1 Windows 7 or later </td> <td> <ul style="list-style-type: none"> Mac OS X 10.6 or later </td> </tr> <tr> <td>Web Browser</td> <td> <ul style="list-style-type: none"> Internet Explorer 8.x or later Firefox 23.x or later Chrome 29.x or later </td> <td> <ul style="list-style-type: none"> Safari 6.x or later Firefox 23.x or later </td> </tr> </tbody> </table> <p>Note: All recommended browsers must have the Unity web player browser plug-in installed (4.5 or higher). Unity requires a DX9 level graphics card. Imagine Manager also requires the Microsoft Silverlight browser plug-in and a PDF reader. The Imagine Learning Launcher requires the Microsoft .NET 4.5.1 Framework.</p>	Software Resource	Windows Requirement	Mac Requirement	Operating System	<ul style="list-style-type: none"> Windows XP Professional SP3 Windows Vista SP1 Windows 7 or later 	<ul style="list-style-type: none"> Mac OS X 10.6 or later 	Web Browser	<ul style="list-style-type: none"> Internet Explorer 8.x or later Firefox 23.x or later Chrome 29.x or later 	<ul style="list-style-type: none"> Safari 6.x or later Firefox 23.x or later
Software Resource	Windows Requirement	Mac Requirement								
Operating System	<ul style="list-style-type: none"> Windows XP Professional SP3 Windows Vista SP1 Windows 7 or later 	<ul style="list-style-type: none"> Mac OS X 10.6 or later 								
Web Browser	<ul style="list-style-type: none"> Internet Explorer 8.x or later Firefox 23.x or later Chrome 29.x or later 	<ul style="list-style-type: none"> Safari 6.x or later Firefox 23.x or later 								
<p>Other Dependencies</p> <p>Describe other Dependencies</p> <p>Examples</p> <ul style="list-style-type: none"> Application requires headphone or speakers 	<p>Students should each wear a set of headphones while using Imagine Learning to have the most opportunities to interact with the program and practice reading aloud.</p>									

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<ul style="list-style-type: none"> Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p>List IT Department that is responsible for technical support</p>	<p>Imagine Learning’s customer service and support can be contacted in the following ways:</p> <ul style="list-style-type: none"> Toll-Free Phone Support: 1-866-ILSUPPORT (1-866-457-8776) Email: support@imaginelearning.com FAQ: Available at support.imaginelearning.com Remote Desktop Support: Available at support.imaginelearning.com or help.imaginelearning.com Issue Submission: Visit www.imaginelearning.com and click “Contact Us” from the top menu. In the drop-down menu, select “Product support” and leave a comment. <p>Educational Support Consultants: Direct phone numbers for local or regional educational support consultants are available upon request.</p>
<p>IT Service Department Contact</p> <p>List main IT contact (name, email, phone)</p>	<p>Frances Bynum, initial uploading of teacher and student data files.</p> <p>Frances.Bynum@clevelandmetroschools.org</p>

Notes (Imagine Learning)

<p>Additional Information</p> <p>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</p>	
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iReady

Application/Software Information (iReady)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> Instructional Software Instructional Hardware IT Service 	<p>Instructional Software – Web Based</p>
<p>Product Name</p> <p>List the product name(s)</p>	<p>iReady Reading and Math</p>
<p>Company Info</p>	<p>Curriculum Associates</p>

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<i>Provide information about the Company</i>	
Website <i>List the main website</i>	http://www.curriculumassociates.com/products/iready/diagnostic-instruction.aspx
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	September, 2011 (some schools at different times) – Mary Bethune was first School
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Each Fall (upon School Starting)
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Cristal Doherty Northern Ohio Sales Representative Curriculum Associates Cdoherly@cainc.com C: 216.548.7601 F: 800.846.2453
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Managers will be school based
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	This is on file in Academics Office
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Select K-8 Schools
Information Updated <i>Identify the date that this information was updated</i>	August 27, 2015

Instructional Information (iReady)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	Select K-8 School Staff Select Principals Select Instructional Coaches Select Curriculum Instruction Specialists
Grade Bands	K-8 (select schools)

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<i>Describe which grade levels the application or resource is going to be utilized</i>	
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Instructional supplement to reading and math instruction in grades K-8. The tool provides differentiated support and teachers can prescribe lessons, assess student understanding and allow students to build skills at their own pace.
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	Instructional supplement to reading and math instruction in grades K-8. The tool provides differentiated support and teachers can prescribe lessons, assess student understanding and allow students to build skills at their own pace.
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	Online Learning and Assessment Tool used for Differentiated Practice and Learning Support
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	Early Childhood / Academics
<p>Current Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Nicole Vitale</p> <p>Nicole.Vitale@clevelandmetroschools.org</p> <p>Phone: 216.838.0234</p>
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i></p> <p><i>ODE Standards xxxxxx</i></p> <p><i>ISTE NET.S XXXXXX</i></p>	All ELA and Math CCSS for K-8
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	Diana Ehlert, Deputy Chief of Academic Resources, State and Federal Programs

Professional Development (iReady)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	Professional Development provided by consultant and building level support.
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	Support/ "help" links available on providers website
<p>Staff/Other</p>	Support/ "help" links available on providers website

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Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Support and "help" links available on providers website
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Nicole.Vitale@clevelandmetroschools.org

Technical Information (iReady)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Hosted
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	See contract / Frances
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> <i>Examples</i> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	Separate login and password
User Authentication Data Source <i>Describe where the user login and password information originates</i> <i>Examples</i> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	
Updating User Data (frequency)	

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<p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Frances Bynum
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Nicole Vitale</p> <p>Each Building has a point person</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	Login or point person
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>http://www.i-ready.com/support/i-ReadySystemRequirements.pdf</p> <p>i-Ready requires the following settings for the web browser:</p> <ul style="list-style-type: none"> • JavaScript must be enabled. • Cookies must be enabled. • Pop-up must be allowed for cainc.i-ready.com and learn.i-ready.com for teacher reports.
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	Adobe Flash Player 10.2.x thru 13.x.x are supported.
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	You can test your computers to see if they are running the required software by opening this Web page in a browser that will be used for i-Ready:

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>http://content.i-ready.com/client/systemcheck/</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>The following URL's or IP addresses need to be added to the 'safe list' (often called the 'white list') on all Network Firewalls, Web Proxy Server and/or Content Filters:</p> <ul style="list-style-type: none"> • *.i-ready.com • login.i-ready.com • cainc.i-ready.com • content.i-ready.com • learn.i-ready.com • 107.23.36.160 • 107.23.235.219 <ul style="list-style-type: none"> • 107.23.236.179 • 107.23.148.70 • 107.23.204.186 • 107.23.229.104 • 54.191.63.27 • 54.191.72.255 • Ports to allow 443 and 80 <p>Note: Please make sure info@about.curriculumassociates.com is added to your email client as a safesender in order to receive information about product updates.</p>
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	

Notes (iReady)

<p>Additional Information</p>	<p>Schools using iReady in 2015-16</p> <ul style="list-style-type: none"> • Mary B. Martin • Charles A. Mooney
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<p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<ul style="list-style-type: none"> • Cleveland School of Arts Lower Campus • Marion-Sterling • Mary B. Martin • Michael R. White • MLK-Law • Hannah Gibbons • Case • Alfred A Benesch • Ben Franklin
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JAWS

Application/Software Information (JAWS)

<p>Service Category <i>List the category of the service, application, resource, or service</i></p>	<p>Instructional Software</p>
<p>Product Name <i>List the product name(s)</i></p>	<p>JAWS</p>
<p>Company Info <i>Provide information about the Company</i></p>	<p>Freedom Scientific</p>
<p>Website <i>List the main website</i></p>	<p>http://www.freedomscientific.com/Products/Blindness/JAWS</p>
<p>Date Purchased <i>Include the data purchased (or when the contract begins)</i></p>	
<p>Contract Renewal <i>List date(s) that the contract must be renewed</i></p>	<p>n/a</p>
<p>Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	<p>11800 31st Court North St. Petersburg, FL 33716 Phone: 800-444-4443 or 727-803-8000 US Sales: 888-666-6126 Fax: 727-803-8001</p>
<p>Vendor (other supports)</p>	

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<i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	February 2, 2015

Instructional Information (JAWS)

Availability <i>Describe who can access this application, resource or service</i>	District - it is server-based but must be installed on individual machines
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	K-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	All subject areas
Product Description <i>Describe the application or resource.</i>	From the website: JAWS, Job Access With Speech, is the world's most popular screen reader, developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. JAWS provides speech and Braille output for the most popular computer applications on your PC.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	This software provides accessibility to electronic text for students/adults with blindness – both through speech-to-text and via Braille output with a compatible device. This accessibility is critical so that students with visual impairments and/or total blindness can participate in the general education curriculum with their typical peers.
Service/Resource Owner	Special Education Department

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<i>List Department</i>	
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Jessica Baldwin Jessica.baldwin@clevelandmetroschools.org 216-838-0217
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	Aligned with principles of Universal Design for Learning
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Although we have some sort of District license, it is still unclear how many are available to be installed.

Professional Development (JAWS)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	http://www.freedomscientific.com/Services/TrainingAndCertification
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	http://www.freedomscientific.com/Services/TrainingAndCertification
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	http://www.freedomscientific.com/Services/TrainingAndCertification
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	n/a

Technical Information (JAWS)

Application Environment <i>Describe the type of application environment</i>	Server
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	
Authentication	One-time activation:

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Describe how the user logs into the application/system. Include the login convention information.	http://www.freedomscientific.com/Support/Activation
User Authentication Data Source Describe where the user login and password information originates	
Updating User Data (frequency) Describe the frequency that user data should be synchronized	
	Vendor contracted technical support - Customer Service available to all school users district-wide - call 800-656-6740. In-house Application Technical frontline support point of contact is Frances Bynum
IT Service Department Contact List main IT contact (name, email, phone)	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (JAWS)

Additional Information Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.	
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KRA (Kindergarten Readiness Assessment)

Application/Software Information (KRA)

Service Category List the category of the service, application, resource, or service Examples <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Web based assessment application from the Ohio Department of Education
Product Name List the product name(s)	Ohio Department of Education – KRA (Kindergarten Readiness Assessment)

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Company Info <i>Provide information about the Company</i>	Ohio Department of Education
Website <i>List the main website</i>	https://ohio.kready.org
Date Purchased <i>Include the date purchased (or when the contract begins)</i>	N/A
Contract Renewal <i>List date(s) that the contract must be renewed</i>	N/A
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Ohio Department of Education – Office of Early Learning and School Readiness
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	N/A
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	N/A
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	N/A
Information Updated <i>Identify the date that this information was updated</i>	August 25, 2015

Instructional Information (KRA)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	K Teachers
Grade Bands	Kindergarten

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<i>Describe which grade levels the application or resource is going to be utilized</i>	
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Assessment
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	This web based application (and iPad app) is used to assess Kindergarten students upon entry to school.
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	N/A
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	Ohio Department of Education Early Learning and School Readiness
<p>Current Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Nicole Vitale</p> <p>Nicole.Vitale@clevelandmetroschools.org</p> <p>216-838-0234</p> <p>Traci Inmon</p> <p>Traci.Inmon@clevelandmetroschools.org</p>
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i></p> <p><i>ODE Standards xxxxxx</i></p> <p><i>ISTE NET.S XXXXXX</i></p>	All Early Learning Standards
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	Nicole Vitale, Office of Early Childhood Traci Inmon, Instructional Coach

Professional Development (KRA)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	Spring and summer Professional Development for K teachers
Students	N/A

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Describe what resources are available for students to learn how to use the application or resource. Include links.	
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	N/A
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	N/A
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	http://clevelandmetroschools.org/Page/3346

Technical Information (KRA)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Hosted
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	N/A
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> <i>Examples</i> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	Teachers have assigned login
User Authentication Data Source <i>Describe where the user login and password information originates</i> <i>Examples</i> <ul style="list-style-type: none"> SIS using ETL 	Sent from KRA

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<ul style="list-style-type: none"> SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	N/A
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Office of Early Childhood Education
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	Ohio Department of Education and State Support Team
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	Through System
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	Chrome
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> Java Flash 	Java Flash
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	Windows 7 or Newer Mac

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	N/A
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	Ohio Department of Education
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	N/A

Notes (KRA)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>K Teachers are given iPads to assess</p> <p>KRA binders can only be given to trained, credentialed teachers</p> <p>Teachers must be trained and pass an online assessment to administer the KRA</p>
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Kickboard

Application/Software Information (Kickboard)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	
<p>Product Name</p> <p><i>List the product name(s)</i></p>	Kickboard
<p>Company Info</p>	Kickboard

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<i>Provide information about the Company</i>	935 Gravier Street Suite 1625 New Orleans, LA 70112 855.456.1946 info@kickboardforteachers.com
Website <i>List the main website</i>	www.kickboardforteachers.com
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	August 14, 2015
Contract Renewal <i>List date(s) that the contract must be renewed</i>	
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Melinda Snover Melinda@kickboardforteachers.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Amanda Schaap Amanda@kickboardforteachers.com
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	Smartsheet
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	None specified
Information Updated <i>Identify the date that this information was updated</i>	September 30, 2015

Instructional Information (Kickboard)

Availability <i>Describe who can access this application, resource or service</i>	<u>Warren Morgan, Phase II Investment Schools Network Leader</u>						
<ul style="list-style-type: none"> • District • School 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Adalai Stevenson</td> <td style="width: 50%;">Almira</td> </tr> <tr> <td>Bolton</td> <td>East Tech</td> </tr> <tr> <td>Fullerton</td> <td>George Washington Carver</td> </tr> </table>	Adalai Stevenson	Almira	Bolton	East Tech	Fullerton	George Washington Carver
Adalai Stevenson	Almira						
Bolton	East Tech						
Fullerton	George Washington Carver						

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<ul style="list-style-type: none"> Special Education Students in a specific school 	Glenville Michael R. White	Marion-Sterling Patrick Henry
Grade Bands Describe which grade levels the application or resource is going to be utilized	K-12	
Instructional Area Describe the instructional area where the application or resource will be utilized Examples <ul style="list-style-type: none"> Mathematics Science Engineering 	Instructional Management Tool	
Product Description Describe the application or resource.	The Kickboard instructional management solution provides a foundation for school improvement, transformation, and turnaround. The highly configurable, web-based platform helps schools create a performance based culture that leads to sustainable school improvement and long-term student success.	
Research Justification Describe the research that supports the use of this application for instruction.	Research shows that data is critical in school improvement planning, implementation, and evaluation. But data alone isn't enough. The combination of Kickboard's intuitive software platform and tailored coaching services equips educators to ask the right questions first. We work side-by-side with schools to identify practical ways to include ongoing data analysis and action planning into existing school systems and routines until these habits becomes second nature.	
Service/Resource Owner List Department	Network Leader, Investment Schools Phase II Phase II Investment Schools	
Current Contact List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.	Warren Morgan, Network Leaders – Phase II 1111 Superior Ave, 17 th Floor Warren.morgan@clevelandmetroschools.org 216.838.0176	
Alignment(s) Common Core Standards xxxxx ODE Standards xxxxxx		

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ISTE NET.S XXXXXX	
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Diana Ehlert, Deputy Chief of Academic Resources

Professional Development (Kickboard)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	n/a
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	n/a
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	n/a
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Web-Based Access
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Melinda Snover Melinda@kickboardforteachers.com

Technical Information (Kickboard)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	
Authentication	

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<p>Describe how the user logs into the application/system. Include the login convention information.</p> <p>Examples</p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	
<p>User Authentication Data Source</p> <p>Describe where the user login and password information originates</p> <p>Examples</p> <ul style="list-style-type: none"> SIS using automated data transfer SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p>Describe the frequency that user data should be synchronized</p> <p>Examples</p> <ul style="list-style-type: none"> Daily Electronic Data Transfer Weekly Semi-annually 	
<p>Data Management Department</p> <p>List Department of where the data originates</p>	
<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p>	

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	

Notes (Kickboard)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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Naviance

Application/Software Information (Naviance)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p>	<p>Web-based Career and College Readiness Tool/Resource</p>
<p>Product Name</p> <p><i>List the product name(s)</i></p>	<p>Naviance</p>
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	<p>Hobsons</p>
<p>Website</p> <p><i>List the main website</i></p>	<p>Staff- https://succeed.naviance.com/auth/signin</p> <p>Students- https://connection.naviance.com/family-connection/auth/login*</p> <p>*- each CMSD school has its own link- they can be access off the main website, under the students tab</p>
<p>Date Purchased</p> <p><i>Include the data purchased (or when the contract begins)</i></p>	<p>Current 3 year contract ends 6/30/15</p> <p>Original purchase was the 2011-2012 school year</p>
<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	<p>New 3 year contract begins 7/1/15</p>
<p>Vendor Contact Information</p> <p><i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	<p>Tony DeJesus</p> <p>Sr. Strategic Account Manager Hobsons</p> <p>3033 Wilson Boulevard, Suite 500 Arlington, VA 22201</p> <p>P: 703.859.7337 F: 703.859.7329</p> <p>tony.dejesus@hobsons.com hobsons.com</p>
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	<p>Maureen Tuchowski</p> <p>Senior K12 Consultant Hobsons</p> <p>3033 Wilson Boulevard, Suite 500 Arlington, VA 22201</p> <p>703.859.7506 Maureen.Tuchowski@hobsons.com hobsons.com</p>
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	<p>See attached renewal contract</p>

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<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	See attached renewal contract
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	See attached renewal contract

Instructional Information (Naviance)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p>	Students, Parents, Administration, Teachers, Principals and identified community partners.
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	Grades 7-12
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p>	Career and College Readiness
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>Connecting Learning & Life</p> <p>Naviance is a comprehensive college and career readiness solution for middle and high schools that helps align student strengths and interests to post-secondary goals, and improve student outcomes.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	<p>The attached report views the college and career readiness challenge through a multi-level “P-20” lens. It begins with a description of the current national policy context for the college and career readiness movement and set out a rationale for the P-20 perspective and reviews the growing body of literature on the issue. The literature review focuses first on the problems — the critical transition points where students fall off track, as well as the barriers that permeate the current system. It then moves to a discussion of solutions, with a review of evidence-based strategies for preparing students for post-secondary education and employment. It concludes with a description of a framework</p>

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	for assessing the extent to which a district's policies and practices promote college and career readiness outcomes. www.naviance.com
Service/Resource Owner <i>List Department</i>	Curriculum and Instruction
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Cheryl Wright, Naviance Project Manager Cheryl.jackson@clevelandmetroschools.org Kate Schwab, Curriculum and Instruction Manager- Career and College Education Services Katharyne.schwab@clevelandmetroschools.org
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	National Counseling Standards Career and College Readiness Standards
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson, Deputy Chief of Curriculum and Instruction

Professional Development (Naviance)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	The Naviance Project Manager provides on-going professional development to school counselors, teachers, administrators, and principals. The Naviance website (www.naviance.com) also has a plethora of resources – guide documents, videos and FAQs
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Students meet with school counselors and teachers to learn about the system. Students are expected to complete tasks each year within the Naviance system
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	The Naviance Project Manager provides on-going professional development to school personnel, parents and identified community partners/organizations
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Professional Development opportunities are provided to parents through Parent Universities, through SPO meetings and requested trainings from the buildings
PD Contact	Contact the Naviance Project Manager and/or work with school counselor

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Provide information on how a teacher, school or group of schools can coordinate professional development.	
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Technical Information (Naviance)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p>	Web-based access, client hosted
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	See attached contract
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	<p>CMSD staff – CMSD network username and self-generated password</p> <p>CMSD students- CMSD network username, and formulated password (first initial of first name (uppercase), lunch pin, and first initial of first name (twice, lowercase)</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	SIS generates CSV file and sends to vendor
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	Daily
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	EMIS/SIS- Student Accountability
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Cheryl Wright, Naviance Project Manager</p> <p>Dan Tuma, Senior Systems Analyst</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Resets are at the District level, reset by Naviance Project Manager
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	Chrome is preferable
<p>Plug In requirements</p>	

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<i>Describe any plugins or non-standard technical configurations</i>	
Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i>	Chrome
Other Dependencies <i>Describe other Dependencies</i>	N/A
IT Service Department <i>List IT Department that is responsible for technical support</i>	Rosie Tufts
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (Naviance)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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NWEA

Application/Software Information (NWEA)

Service Category <i>List the category of the service, application, resource, or service</i>	<ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service
Product Name <i>List the product name(s)</i>	Northwest Evaluation Association (NWEA)
Company Info <i>Provide information about the Company</i>	Founded by educators nearly 40 years ago, Northwest Evaluation Association™ (NWEA™) is a global not-for-profit educational services organization known for our flagship interim assessment, Measures of Academic Progress® (MAP®). More than 7,400 partners in U.S. schools, districts, education agencies, and international schools trust us to offer pre-kindergarten through grade 12 assessments that accurately measure student growth and learning needs, professional development that fosters

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	educators' ability to accelerate student learning, and research that supports assessment validity and data interpretation. To better inform instruction and maximize every learner's academic growth, educators currently use NWEA assessments and items with nearly 10 million.
Website <i>List the main website</i>	https://www.nwea.org
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	July 2, 2014 (annual contract)
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Yearly 8/1/2015
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	Vendor# 661731 Northwest Evaluation Association 121 NW Everett Street Portland, OR 97209
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Sylvia St. Cyr- Sylvia.stcyr@nwea.org , Account Exec Kevin Casey - Kevin.Casey@nwea.org , Sr Partner Support Dave Runnion- Dave.Runnion@nwea.org , Midwest Regional Manager (503)624.1951
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Refer to contract with licensing information
Information Updated <i>Identify the date that this information was updated</i>	July 2, 2014

Instructional Information (NWEA)

Availability <i>Describe who can access this application, resource or service</i>	<ul style="list-style-type: none"> • District • School • Special Education • Gifted and Talented
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	1 through 12

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<p>Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i></p>	<ul style="list-style-type: none"> • Math • Reading • Science • English and Language Arts ELA
<p>Product Description <i>Describe the application or resource.</i></p>	<ul style="list-style-type: none"> • Differentiate instruction for every student • Pinpoint intervention and enrichment needs • Accelerate students' academic growth and achievement • Maximize classroom instructional time, staff resources, and budget • Target instructional and professional development time and resources • Originally developed by the Educational Testing Service (ETS), the Formative Assessment Item Bank has been acquired by NWEA in support of our mission: Partnering to help all kids learn.® The Formative Assessment Item Bank provides the flexibility and item variety necessary to create custom assessments at the district and classroom levels.
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<ul style="list-style-type: none"> • Computer adaptive assessments developed and maintained using rigorous research-based psychometric practices • Original studies that explore the impact of educational programs and policies on students, teachers, and school systems as well as those that seek to improve measurement and assessment • Collaboration with think tanks, school districts, universities, and foundations • Data awards to student researchers and scholars • Visit- https://www.nwea.org/research/
<p>Service/Resource Owner <i>List Department</i></p>	<ul style="list-style-type: none"> • Department of Organizational Accountability and Assessment
<p>CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<ul style="list-style-type: none"> • LaTisha Grimes- latisha.grimes@clevelandmetroschools.org (216)838-0159
<p>Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i></p>	<p>Common Core Linking Study- https://www.nwea.org/resources/ohio-ogt-2012-linking-study/</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>The Ohio Department of Education Cleveland Metropolitan School District- Julie Snipes Rea- Interim Deputy Chief of Organizational Accountability</p>

Professional Development (NWEA)

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<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>Knowledge Academy is an online tutorials, webinars and documents- https://DestinationPD.NWEA.org MAP Foundation Series- Full-day (6 hour) workshops; multi-day workshop packages; combinations of 3 hour modules Data Coaching- Full day (6 hour) or multi-day (recommended); comprised of sessions with various small groups; conference call coaching sessions available as follow-up Events and Conferences- In person</p>
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>Knowledge Academy is an online tutorials, webinars and documents- https://DestinationPD.NWEA.org Student Progress Report- MAP Reports</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>Knowledge Academy is an online tutorials, webinars and documents- https://DestinationPD.NWEA.org Grade Report, Progress Report, Descartes, etc.</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Knowledge Academy is an online tutorials, webinars and documents- https://DestinationPD.NWEA.org Student Progress Report/ Parent Progress Report- MAP Reports</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>LaTisha Grimes- latisha.grimes@clevelandmetroschools.org (216)838-0159 Richard Buehner- Richard.buehner@clevelandmetroschools.org 216.838.0141 NWEA Tech Support- Telephone: 1-877-469-3287 Submit a Case: http://www.nwea.org/about-nwea/contact-support</p>

Technical Information (NWEA)

<p>Application Environment <i>Describe the type of application environment</i></p>	<p>Host- Web-based</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>24 hour- technical supports, disaster recovery, etc.</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	<p>Teachers login using their CMSD e-mail address and password created Students login using Lock-down browser and teacher assigned testing session code and password</p>
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	<p>Assessment Department generates CSV file and upload it to the vendor's portal</p>
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i></p>	<p>Daily- for Testing results Weekly- for District updates/ testing window</p>

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<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Assessment Department
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>CMSD-LaTisha Grimes- latisha.grimes@clevelandmetroschools.org (216)838-0159</p> <p>CMSD-Richard Buehner- Richard.buehner@clevelandmetroschools.org 216.838.0141</p>
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	<ul style="list-style-type: none"> • Log onto- https://cmsd-admin.mapnwea.org • Click: Forgot Username/Password • Information will be e-mailed instantaneously
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	<ul style="list-style-type: none"> • IE 7+ • Firefox
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	<ul style="list-style-type: none"> • Java • Flash
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	<ul style="list-style-type: none"> • Windows • Chrome • Macintosh
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p>	<ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires a mouse • Optional: Text To Speech program
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<ul style="list-style-type: none"> • Assessment Department-CMSD • NWEA Tech Support- Telephone: 1-877-469-3287 Submit a Case: http://www.nwea.org/about-nwea/contact-support • CMSD- For computer problems, contact the CMSD Helpdesk: 216-432-6232
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<ul style="list-style-type: none"> • NWEA Tech Support- Telephone: 1-877-469-3287 Submit a Case: http://www.nwea.org/about-nwea/contact-support • CMSD- For computer problems, contact the CMSD Helpdesk: 216-432-6232

Notes (NWEA)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	Results can be uploaded to Study Island application linking assessment results to that instructional resource.
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Read180

Application/Software Information (Read180)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	<p>Instructional Software</p>
<p>Product Name</p> <p>List the product name(s)</p>	<p>Read180</p>
<p>Company Info</p> <p>Provide information about the Company</p>	<p>Scholastic</p>
<p>Website</p> <p>List the main website</p>	<p>http://www.scholastic.com/read180/read-180-experience/reading-program-design.htm</p>
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	<p>Pending 2015-2016 Contract</p>
<p>Contract Renewal</p> <p>List date(s) that the contract must be renewed</p>	<p>Pending</p>
<p>Vendor Contact Information</p> <p>List main vendor contact (usually Sales Rep)</p>	<p>Nancy Rishel Account Executive 440-552-2654 nrishel@scholastic.com</p>
<p>Vendor (other supports)</p> <p>List project manager and other people engaged in the contract. Include email/phone</p>	<p>Implementation Manager Nichole Sudano 614-824-0423 nsudano@scholastic.com</p>
<p>Contract Link</p> <p>Add a link to the existing contract and Statement of Work</p>	<p>Glenville Martin L. King Max Hayes</p>

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	New Tech East Washington Park
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	See Contract (licensing varies by school and by contract)
Information Updated <i>Identify the date that this information was updated</i>	Pam Scott- September 30, 2015

Instructional Information (Read180)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	Individual School Licenses
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Read 180 - 4-12 System 44 Next Generation- 3-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Reading
Product Description <i>Briefly describe the application or resource.</i>	READ 180: Designed to meet the needs of students whose reading achievement is below the proficient level, the system provides individualized and personalized instruction through adaptive instructional software, high-interest literature, whole- and small-group direct instruction in reading and writing skills, and algorithmic grouping support for data-driven differentiation. The core components of the system have been designed to

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	<p>address literacy and language problem areas for intensive, accelerated, and extensive reading</p> <p>System 44 Next Generation: Delivers a personalized learning path through systematic instruction in phonics, decoding, word recognition, and writing. Educator Dashboards deliver unparalleled access to critical student performance and implementation data while the Groupinator™ simplifies differentiated instruction.</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<p>Research-based phonics instruction for older students with the power of adaptive technology and age-appropriate, supportive fiction and nonfiction text.</p>
<p>Service/Resource Owner <i>List Department</i></p>	<p>School based</p>
<p>Current Contact <i>List main CMSD contact person's name, email, phone</i></p>	<p>Pamela Scott, Program Manager-Academic Resources Pamela.scott@clevelandmetroschools.org 216.838.0133 Max Hayes – School Principal Glenville –School Principal Washington Park –School Principal MLK – School Principal Riverside – School Principal</p>
<p>Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	<p>Lexile gain</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>Diana Elhert, Deputy Chief of Academic Resources</p>

Professional Development (Read180)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>Varies as described in Contract – see contract for details</p>
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<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>The Stacks (ages 8-12) http://www.scholastic.com/kids/stacks/ The Family Playground (ages 3-7) http://www.scholastic.com/kids/stacks/</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>Teacher's PD Section on Read180 http://www.scholastic.com/teachers/</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Read180 Family Portal http://www.scholastic.com/read180/familyportal/ Helping your Child with Read180 http://www.scholastic.com/read180/familyportal/familyportal/helping-your-child.html</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	

Technical Information (Read180)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Client/Server Data is hosted on Scholastic Servers</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>None on File</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>Implementation Manager Nichole Sudano 614-824-0423 nsudano@scholastic.com</p>
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	<p>Data from SIS is stored on SIS PROD1</p>

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	Partner generated
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	School Level
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	School Level
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	School Level
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	http://edproductsupport.scholastic.com/content/techsupport/sam/documentation/Sys_Req_v2_3.pdf
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	http://edproductsupport.scholastic.com/content/techsupport/sam/documentation/Sys_Req_v2_3.pdf
<p>Computer /Device Requirements</p>	http://edproductsupport.scholastic.com/content/techsupport/sam/documentation/Sys_Req_v2_3.pdf

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<p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	Varies by School
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	<p>Implementation Manager</p> <p>Nichole Sudano</p> <p>614-824-0423</p> <p>nsudano@scholastic.com</p>
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>Implementation Manager</p> <p>Nichole Sudano</p> <p>614-824-0423</p> <p>nsudano@scholastic.com</p>

Notes (Read180)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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Reading A-Z

Application/Software Information (Reading A-Z)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p>	Instructional Software
<p>Product Name</p> <p><i>List the product name(s)</i></p>	Reading A-Z a product of the Learning A-Z Company
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	Reading A-Z is dedicated to working with teachers to give them the resources they need to reach every child, on every learning level. All of the program's readers, lessons, worksheets, interactive

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	<p>audio books, and other materials can be customized. This means every child can have what is most appropriate for his/her developmental level.</p> <p>Reading A-Z strives to provide educators, schools, and districts with effective, affordable, easy-to-use tools that meet all the needs in today's diverse student population. And we are resolved to continue engaging with teachers and other educators to constantly improve and expand our learning solutions.</p> <p>Learning A-Z Company</p>
<p>Website <i>List the main website</i></p>	<p>http://www.readinga-z.com/</p>
<p>Date Purchased <i>Include the data purchased (or when the contract begins)</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Contract Renewal <i>List date(s) that the contract must be renewed</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	<p>Jane Harlamert Jane.Harlamert@learninga-z.com (614-783-4244)</p>
<p>Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i></p>	<p>Cheryl Shelton (Cheryl.shelton@clevelandmetroschools.org) 216-701-5813 Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Contract Link <i>Add a link to the existing contract and Statement of Work</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Licensing <i>Describe the licensing (or reference the contract with licensing information)</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Information Updated <i>Identify the date that this information was updated</i></p>	<p>January 23, 2015</p>

Instructional Information (Reading A-Z)

<p>Availability <i>Describe who can access this application, resource or service</i></p>	<p>PreK – 6th grade Teachers (Reading level PreK-6th and content complexity to 9th grade) Intervention Specialists Academic Superintendents Principals Parents Assistant Principals All with Schoolnet access</p>
<p>Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i></p>	<p>Reading level PreK-6 grade and content complexity to 9th grade)</p>
<p>Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i></p>	<p>All Content Areas:</p> <ul style="list-style-type: none"> • English Language Arts • Mathematics • Science

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	<ul style="list-style-type: none"> • Social Studies • Fine Arts • Physical Education
Product Description <i>Describe the application or resource.</i>	Computer based
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	Providing Differentiated Reading Instruction to Meet the Individual Needs of Students By Adria F. Klein (http://www.readinga-z.com/updates/reading_az_white_paper.pdf)
Service/Resource Owner <i>List Department</i>	Curriculum and Instruction
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Cheryl Shelton Cheryl.shelton@clevelandmetroschools.org 216-701-5813
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	<ul style="list-style-type: none"> • Learning A-Z is All materials on Reading A-Z are correlated to the Common Core State Standards • Reach the objectives corresponding to the Anchor Standards for Reading • Focus on reading comprehension that promotes development of higher-order thinking skills • Instructional and assessment tools for phonics, phonological awareness, vocabulary, and fluency
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Eric Gordon, CEO Dr. Michelle Pierre-Farid, CAO Karen H. Thompson, Deputy Chief of Curriculum and Instruction

Professional Development (Reading A-Z)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	On-site workshops, videos, recorded classes, e-learning or facilitated webinars tailored to ensure a successful implementation and ongoing partnership. https://accounts.learninga-z.com/accountsweb/training/video.do
Students <i>Describe what resources are available for students to learn how to use the application or resource. Include links.</i>	With options ranging from the following: <ul style="list-style-type: none"> • downloadable, printable, and projectable materials • online interactive student resources, Learning A-Z can be used anytime, anywhere. • resources can be customized and then taken home or distributed through tutoring and summer school programs. • online resources can be accessed from home, at the library, or anyplace a student has a connection to the Web, providing opportunities for practice like never before. For students to excel in the 21st century — from schools to homeschooling

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	environments — having wide and varied access to a large variety of learning resources is a necessity.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	<ul style="list-style-type: none"> Books, videos and resources correlated to state and Common Core Standards Reading lessons, decodable books, reader's theater scripts, reading worksheets and assessments Leveled readers spanned across 27 levels of difficulty Fluency passages to improve reading rate, accuracy and expression Phonological awareness and phonics lessons, flashcards, worksheets Vocabulary books, graphic organizers, word sorts and other vocabulary resources <p>https://accounts.learninga-z.com/accountsweb/training/video.do</p>
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Online resources can be accessed from home, at the library, or anyplace a student has a connection to the Web, providing opportunities for practice like never before. Free public webinars via training@learninga-z.com .
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Contact Cheryl Shelton (Cheryl.shelton@clevelandmetroschool.org 216-701-5813, Jane.Harlamert@learninga-z.com (614-783-4244), training@learninga-z.com . Academic Superintendents, Instructional Coach or

Technical Information (Reading A-Z)

Application Environment <i>Describe the type of application environment</i>	Computer Based
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i>	<ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Teachers login using their CMSD Schoolnet User name and password Students login using their CMSD Lunch Pin as their user name and password in Schoolnet
User Authentication Data Source <i>Describe where the user login and password information originates</i>	Schoolnet
Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i>	<ul style="list-style-type: none"> Daily ELT
Data Management Department <i>List Department of where the data originates</i>	Academics

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Data Manager <i>List person responsible for Data Management (name, email, phone)</i>	Mike DeFabbo
Password Reset <i>Describe process for users to complete password reset</i>	<ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self
Browser Requirements <i>Describe browser technical requirements (include browser versions)</i>	<ul style="list-style-type: none"> • IE 7.+ • Chrome
Plug In requirements <i>Describe any plugins or non-standard technical configurations</i>	<ul style="list-style-type: none"> • Java • Flash
Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i>	<ul style="list-style-type: none"> • Windows 7 • Chrome X.X
Other Dependencies <i>Describe other Dependencies</i>	<ul style="list-style-type: none"> • Application requires viewing of digital content
IT Service Department <i>List IT Department that is responsible for technical support</i>	Department of Technology
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (Reading A-Z)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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Renaissance Learning

Application/Software Information (Renaissance Learning)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	<ul style="list-style-type: none"> • Instructional Software
Product Name	Accelerated Reader

<p>List the product name(s)</p>	<p>Star Reader Star Early Literacy English in a Flash</p>
<p>Company Info Provide information about the Company</p>	<p>Renaissance Learning –(Accelerated Reader, Star Early Literacy and English in a Flash)</p> <p>STAR assessments provide the most valid, reliable, actionable data in the least amount of testing time—usually 20 minutes or less. That empowers educators to focus on what matters most—individualizing instruction to accelerate learning for all students. Accelerated Reading, STAR Reading and STAR Early Literacy, gives educators valid, reliable, actionable data in the least amount of testing time. It's perfect for screening, benchmarking, student growth measurement, progress monitoring, and instructional planning. Educators have immediate access to the data and insights they need to improve student outcomes.</p> <p><u>STAR Early Literacy</u> is the most widely used computer-based diagnostic assessment for determining early literacy and numeracy progress for emerging readers in grades PreK-3.</p> <p><u>STAR Reading's</u> research-based test items meet the highest standards for reliability and validity, giving teachers the actionable data they need in four major skill areas:</p> <p>Foundational Skills Reading Informational Text Reading: Literature Language</p> <p><u>English in a Flash</u> helps students learn high frequency (e.g., monkey), low frequency (e.g., orangutan) and content-area (e.g., mammal) vocabulary necessary for success in school. By focusing on vocabulary words before placing them in context, students with low vocabulary, including English language learners (ELLs), improve listening, speaking, reading, and writing in English.</p> <p>TEACH - Empowers teachers to: Core Progress Monitoring for Reading spans the learning continuum from pre-K through grade 12, identifying the progression of skill mastery needed for college and career readiness. Two editions are available to optimize alignment with each state's standards. Core Progress Reading includes 11 domains, 46 skill areas, and 716 grade-level skill statements. Core Progress Reading for Common Core aligns to the organization of the CCSS, with new domains, skill areas, and skill statements for each standard—within each grade and from grade to grade. Learning progressions map the inter-related prerequisite skills needed to further conceptual understanding and include resources to help students achieve mastery. Assessments tell you what students know. Core Progress learning progressions for reading and tell you what students are ready to learn next on an empirically validated learning continuum.</p> <p>LEARN-Students need to practice the right skills in the right way, and that means continuous feedback on their work. But teachers can't always be there. The tools make it easy for students to get immediate</p>

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	<p>feedback and for teachers to get a quick but complete picture of each student's progress. Then the tools point to what's needed next. Whether forming student groups or creating personalized learning paths, teachers get the strategies they need to personalize instruction. The tools help set a constant course for achieving the goals of Common Core and state standards in any learning environment.</p> <p>SERVICES-To be highly effective, educators need both targeted instruction and ongoing support. Renaissance Learning offers a variety of professional development services that can be blended to meet each school's unique needs. We help educators understand and implement research-based strategies proven to create highly effective learning environments.</p>
<p>Website <i>List the main website</i></p>	<p>http://www.renaissance.com/</p>
<p>Date Purchased <i>Include the data purchased (or when the contract begins)</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Contract Renewal <i>List date(s) that the contract must be renewed</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i></p>	<p>Tom McLaughlin (Tom.McLaughlin@renaissance.com) Tom McLaughlin 216-407-0144 (866) 527-6200</p>
<p>Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i></p>	<p>Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Contract Link <i>Add a link to the existing contract and Statement of Work</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Licensing <i>Describe the licensing (or reference the contract with licensing information)</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Information Updated <i>Identify the date that this information was updated</i></p>	<p>October 1, 2015</p>

Instructional Information (Renaissance Learning)

<p>Availability <i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>Star Reading and Star Early Literacy are available to all CMSD Schools for the 2015-16 school year. Accelerated Reader and Accelerated Reader 360 are available to select schools.</p> <p>Accelerated Reader</p> <p>Adlai E Stevenson School Andrew J Rickoff School Artemus Ward School Buhrer School</p>
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	<p>Case School Charles A Mooney School Charles Dickens School Charles W Eliot School Clark School Daniel E Morgan School Design Lab Early College @ Health Careers East Clark School Euclid Park School Franklin D Roosevelt Academy H. Barbara Booker School Iowa-Maple School John F Kennedy Campus John Hay High School Joseph M Gallagher School Marion C Seltzer School Marion Sterling School Mary B Martin - STEM Michael R White - STEM Miles Park School Nathan Hale School New Tech West @ Max Hayes Orchard STEM Sunbeam School Wade Park School Warner Girls Leadership Academy Waverly School Wilbur Wright School Willow School</p> <p>Accelerated Reader 360</p> <p>Benjamin Franklin Clara E. Westropp Cleveland School Of The Arts @ H E Davis Denison Paul L Dunbar @ Kentucky Douglas MacArthur Girls' Leadership Academy Garfield George Washington Carver Louis Agassiz Louisa May Alcott Oliver H. Perry Riverside Scranton Success Tech Academy</p>
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	Watterson-Lake Whitney M. Young Leadership Academy William Cullen Bryant
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Pre K – 12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	All Content Areas
Product Description <i>Describe the application or resource.</i>	Computer based
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	At Renaissance Learning, they believe research is essential for continuous improvement. Throughout Renaissance Learning’s history they have invested heavily in research and gathered a body of knowledge unrivalled among similar companies. Renaissance Learning takes great pride in their work with leading authors and advisors to ensure that our products are research based. Because of this, their tools have been favorably reviewed by the following respected organizations: National Center on Response to Intervention, Promising Practices Network, National Dropout Center/Network, National Center on Intensive Intervention
Service/Resource Owner <i>List Department</i>	Curriculum and Instruction
Current Contact <i>List main CMSD contact person’s name, email, & phone. Also include school-based reps if applicable.</i>	Cheryl Shelton (Cheryl.shelton@clevelandmetroschools.org) 216-701-5813 Linda Germa, (Linda. Germa@renlearn.com) 440-477-0697 Tom McLaughlin 216-407-0144 (866) 527-6200 Tom.McLaughlin@renaissance.com
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Common Core Standards
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Eric Gordon, CEO Dr. Michelle Pierre-Farid, CAO Karen H. Thompson, Deputy Chief of Curriculum and Instruction

Professional Development (Renaissance Learning)

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<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>PD on Demand videos, on site, AR Champion, Academic Superintendents and principals (http://www.renaissance.com/Customer-Center/On-Demand; http://www.renaissance.com/resources/state-alignments; http://doc.renlearn.com/KMNet/R004221404GH81DD.pdf; http://www.renaissance.com/Resources/RTI and many more</p>
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>Student Program Tour and Accelerated Reader Student App, (http://www.renaissance.com/Resources/Videos)</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>PD on Demand (http://www.renaissance.com/Customer-Center/On-Demand; http://www.renaissance.com/resources/state-alignments; http://doc.renlearn.com/KMNet/R004221404GH81DD.pdf; http://www.renaissance.com/Resources/RTI and many more</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Renaissance Home Connect, which emails parents a virtual book shelf the books and quiz results completed by his or her student. On-line Parent Resource Guides are available for each of the Renaissance learning tools. There are English and Spanish version of each guide(http://www.renaissance.com/Resources/Parents)</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Office of Professional Development website, On-site workshops, videos, and webinars (http://www.renaissance.com/Resources/Videos)</p>

Technical Information (Renaissance Learning)

<p>Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other</p>	<p>client/server</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> <i>Examples</i> • Teachers login using their CMSD Network User name and password</p>	<ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password

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<ul style="list-style-type: none"> Students login using their CMSD Lunch Pin as their user name and password 	
<p>User Authentication Data Source Describe where the user login and password information originates Examples</p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	SIS generates CSV file and send it to the vendor
<p>Updating User Data (frequency) Describe the frequency that user data should be synchronized Examples</p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	<ul style="list-style-type: none"> Daily ELT
<p>Data Management Department List Department of where the data originates</p>	Department of Information Technology
<p>Data Manager List person responsible for Data Management (name, email, phone)</p>	Department of Information Technology
<p>Password Reset Describe process for users to complete password reset Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators – AR Champion or Self Service Password Reset
<p>Browser Requirements Describe browser technical requirements (include browser versions) Examples</p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ Chrome Firefox 	<ul style="list-style-type: none"> Internet Explorer 9.x-11.x (Win) <ul style="list-style-type: none"> Chrome 26 or later (Win & Mac)
<p>Plug In requirements Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> Java Flash 	<ul style="list-style-type: none"> Java Flash
<p>Computer /Device Requirements Describe recommended devices and specifications for the application Examples</p> <ul style="list-style-type: none"> Windows 7 Macintosh 10.5 Chrome X.X 	<ul style="list-style-type: none"> Windows 7 Chrome X.X
<p>Other Dependencies Describe other Dependencies</p>	<ul style="list-style-type: none"> Application requires viewing of digital content and submit quiz answers

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department <i>List IT Department that is responsible for technical support</i></p>	Department of Technology
<p>IT Service Department Contact <i>List main IT contact (name, email, phone)</i></p>	Contact the Service Desk (helpdesk@clevelandmetroschools.org) or 216-432-6232

Notes (Renaissance Learning)

<p>Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	Each school has an AR Champion which is a great resource for questions and help implementing Accelerated Reader and Star assessments.
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Ripple Effects

Application/Software Information (Ripple Effects)

<p>Service Category <i>List the category of the service, application, resource, or service</i></p>	Instructional Software
<p>Product Name <i>List the product name(s)</i></p>	Ripple Effects
<p>Company Info <i>Provide information about the Company</i></p>	Founded in 1997, and initially funded by angel investors, including prominent philanthropists, Ripple Effects is a woman owned company (WMBE) dedicated to using emerging technologies to prevent social injury and promote school and life success for children, youth and the adults who work with them.
<p>Website <i>List the main website</i></p>	rippleeffects.com
<p>Date Purchased <i>Include the data purchased (or when the contract begins)</i></p>	2010
<p>Contract Renewal <i>List date(s) that the contract must be renewed</i></p>	
<p>Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	Lew Brentano 888-259-6618 info@rippleeffects.com
<p>Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i></p>	
<p>Contract Link <i>Add a link to the existing contract and Statement of Work</i></p>	N/A
<p>Licensing</p>	1 license per school

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Describe the licensing (or reference the contract with licensing information)	
Information Updated Identify the date that this information was updated	October 2015

Instructional Information (Ripple Effects)

Availability Describe who can access this application, resource or service	Planning Center Aides in schools
Grade Bands Describe which grade levels the application or resource is going to be utilized	Elementary High School
Instructional Area Describe the instructional area where the application or resource will be utilized	Planning Centers
Product Description Describe the application or resource.	<p><i>Ripple Effects for Kids</i> is a research-based tool to help children build resilience and handle the non-academic issues that get in the way of school success. 175 engaging, interactive, reading-independent tutorials build key social-emotional abilities that are more connected to school success than IQ: self-understanding, empathy, impulse control, management of feelings, assertiveness, decision-making and connection to community. The result is kids who know themselves, stand up for their beliefs, solve problems, feel for and connect with diverse others — and do well in school.</p> <p>An evidence-based, reading-independent tool, <i>Ripple Effects for Teens</i> includes 403 reading independent tutorials that provide personalized guidance that zeroes in on the particular risk and protective factors that affect student behavior, motivation, learning and connectedness. It provides cognitive-behavioral training to turn students around.</p>
Research Justification Describe the research that supports the use of this application for instruction.	Seven RCTs of Ripple Effects have collected data on GPA. Ripple Effects students had statistically significant increases in GPA compared to the control group, in 4 of the 7 studies. Ripple Effects students had grades that ranged from one-third to nearly a full point higher, on a four point scale.
Service/Resource Owner List Department	Humanware
CMSD Contact List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.	Denine Goolsby Denine.goolsby@clevelandmetroschools.org 838-0107
Alignment(s) Common Core Standards xxxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX	Social Emotional Learning

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<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	
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Professional Development (Ripple Effects)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	Aide directed
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	

Technical Information (Ripple Effects)

<p>Application Environment <i>Describe the type of application environment</i></p>	Software
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	expired
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i></p>	
<p>Data Management Department <i>List Department of where the data originates</i></p>	

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Data Manager <i>List person responsible for Data Management (name, email, phone)</i>	
Password Reset <i>Describe process for users to complete password reset</i>	
Browser Requirements <i>Describe browser technical requirements (include browser versions)</i>	
Plug In requirements <i>Describe any plugins or non-standard technical configurations</i>	
Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i>	
Other Dependencies <i>Describe other Dependencies</i>	
IT Service Department <i>List IT Department that is responsible for technical support</i>	
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (Ripple Effects)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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School Messenger

Application/Software Information (School Messenger)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Communication service
Product Name	School Messenger

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<i>List the product name(s)</i>	
Company Info <i>Provide information about the Company</i>	718 University Avenue, Los Gatos , CA 95032 www.schoolmessenger.com Service to school districts for them to contact their families and staff with information via telephone, SMS texting, email, social media, and the ability to post to Facebook and Twitter.
Website <i>List the main website</i>	https://asp.schoolmessenger.com/cleveland
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	06/30/2008 Original RFP #20631
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Expires: 07/31/2016
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Charlie Babb
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	For School Messenger , Charlie Babb, cbabb@schoolmessenger.com (888) 527-5225 (ext. 203) For CMSD:
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	See Company information
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Unlimited usage, ongoing 24/7 support
Information Updated <i>Identify the date that this information was updated</i>	01/16/2015

Instructional Information (School Messenger)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	Administration and Principals and school personnel selected by each Principal
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	All Grade levels and all District Facilities.
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	N/A.

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<p>Product Description <i>Describe the application or resource.</i></p>	<p>School Messenger is a web application that schools can use as a notification service to deliver messages to parents and District staff's telephones and cell phones. Trained staff will go to the specially made School Messenger website for Cleveland and enter the school's user name and password. This will access the school's account. Then they will build lists of households to be contacted (as needed), record a message by having the system call their telephone and then schedule the message for broadcast. After the message has run, the system can send a report on how many people received the call, and how many didn't and why they didn't. For schools that have yet to obtain their own School Messenger account and be trained, they should fill out the official IVR form, available from District Communications, and send it, via District email to John Basalla or Mike Scott.</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<p>N/A</p>
<p>Service/Resource Owner <i>List Department</i></p>	<p>District Communications (For use) Blessing Nwaozuzu's office (For upload & technical information)</p>
<p>Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>To use the system: John L. Basalla, john.basalla@clevelandmetroschools.org (216) 701-4529 Mike Scott, Michael.scott@clevelandmetroschools.org (216) 838-0094 For student information uploads: Suzanne Farkas For staff information uploads: Gary Nagorney & Marcia Logan</p>
<p>Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	<p>N/A</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>Blessing Nwaozuzu's office</p>

Professional Development (School Messenger)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>From CMSD District Communications: John L. Basalla, Mike Scott Can provide training and printed documents School Messenger Support : Support@schoolmessenger.com 1-800-920-3897</p>
<p>Students</p>	<p>Not for student use</p>

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Describe what resources are available for students to learn how to use the application or resource. Include links.	
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	School Messenger Support. Support@schoolmessenger.com 1-800-920-3897
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Not for parental use, except in responding to surveys or calls
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	N/A .

Technical Information (School Messenger)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Hosted. CMSD sends data to School Messenger daily.
Authentication <i>Describe process for users to login to the application</i> Examples Network Authentication Application generated login and password User Created Login and password	Go to: https://asp.schoolmessenger.com/cleveland Enter user name and password
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	Multiple facilities to insure redundancy.
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> Examples <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	Only approved staff should log in. Go to: https://asp.schoolmessenger.com/cleveland Enter user name and password
User Authentication Data Source <i>Describe where the user login and password information originates</i> Examples <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	Vendor sends a spreadsheet to the CMSD. CMSD fills it out and that has all user account information. CMSD adds users at will. For special lists, a CSV comma-delimited file is necessary.
Updating User Data (frequency)	Daily

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<p>Describe the frequency that user data should be synchronized</p> <p>Examples</p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	
<p>Data Management Department</p> <p>List Department of where the data originates</p>	<p>For student information: Blessing Nwaozuzu's office</p> <p>For staff information: Gary Nagorney and Marcia Logan</p>
<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	<p>For School Messenger: Call School Messenger support 1-800-920-3897.</p> <p>For CMSD:</p>
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Access your account and change the password</p> <p>OR</p> <p>Click "Forgot your password" on the front page of the School Messenger web site.</p>
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>Internet Explorer, Chrome</p>
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> • Java • Flash 	<p>Data transfer uses a Java upload</p> <p>For further information, contact School Messenger Support Support@schoolmessenger.com 1-800-920-3897</p>
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>School Messenger recommendation</p> <p>Use Windows 7 (because it is supported by Microsoft)</p>
<p>Other Dependencies</p> <p>Describe other Dependencies</p> <p>Examples</p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>Need speakers to hear recorded messages the user has saved.</p>
<p>IT Service Department</p> <p>List IT Department that is responsible for technical support</p>	<p>For School Messenger: Support@schoolmessenger.com 1-800-920-3897</p>
<p>IT Service Department Contact</p> <p>List main IT contact (name, email, phone)</p>	<p>For School Messenger: School Messenger Support, which has multiple people who can help.</p>

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	Support@schoolmessenger.com 1-800-920-3897
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Notes (School Messenger)

<p>Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>From School Messenger: School Messenger is priced on a per-student basis. Therefore, if the CMSD enrollment increases, the overall cost will rise. School Messenger does not charge for any of the Staff contacts.</p>
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SchoolNet

Application/Software Information (Schoolnet)

<p>Service Category <i>List the category of the service, application, resource, or service</i></p>	Instructional Management System
<p>Product Name <i>List the product name(s)</i></p>	Schoolnet
<p>Company Info <i>Provide information about the Company</i></p>	Pearson: International media company with businesses in education, strategic business information, international television production and consumer publishing.
<p>Website <i>List the main website</i></p>	https://cleveland.schoolnet.com/Authentication.aspx?mode=login
<p>Date Purchased</p>	May 2004
<p>Contract Renewal</p>	May 2017
<p>Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	Shelly Thompson, Senior Account General Manager, 216.256.8590
<p>Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i></p>	Kathleen Myers, Implementation Manager, 618.792.7552
<p>Contract Link <i>Add a link to the existing contract and Statement of Work</i></p>	On file with Daniela Rizea, Organizational Accountability

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<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	Schoolnet Intervention Tools, NWEA Formative Assessment Item Bank, Maintenance IMS & Outreach, Hosting, CS Support. Up to 43,000 students.
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	June 1, 2014

Instructional Information (Schoolnet)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	All District Leadership, Academic Staff and Students
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	All
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p>	All
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	Schoolnet Instructional Management Suite (IMS) enables districts to improve student achievement and drive efficiencies by bringing together all of the district's programs and initiatives around assessments, curriculum, instruction, reporting and analysis into a single user-friendly platform. Schoolnet IMS empowers educators to make informed instructional decisions, deploy a standards-based curriculum to ensure consistent and rigorous instruction, and administer formative assessments to help educators identify needs, differentiate instruction, and track student progress every day.
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	All data-informed research in regards to instruction.
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	Organizational Accountability

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<p>CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Michael DeFabbo, Michael.DeFabbo@clevelandmetroschools.org, 216.838.0139</p>
<p>Alignment(s) <i>Common Core Standards xxxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i></p>	<p>Current Ohio Standards and Common Core Standards as applicable.</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>Michelle Pierre-Farid, CAO</p>

Professional Development (Schoolnet)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>https://cleveland.schoolnet.com/HelpAndSupport.aspx?referrer=~%2Fmain.aspx%3Fapp_tab_id%3D0e411b8d-3642-4bb5-a607-80f1d29f00e0</p>
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>https://cleveland.schoolnet.com/HelpAndSupport.aspx?referrer=~%2Fmain.aspx%3Fapp_tab_id%3D0e411b8d-3642-4bb5-a607-80f1d29f00e0</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>https://cleveland.schoolnet.com/HelpAndSupport.aspx?referrer=~%2Fmain.aspx%3Fapp_tab_id%3D0e411b8d-3642-4bb5-a607-80f1d29f00e0</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Available but not used.</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Contacts for PD are Instructional Coaches, Action Team Coaches, Barrier Breakers, CIS's, Peer Coaches, Curriculum and Instruction Team, and Mike DeFabbo.</p>

Technical Information (Schoolnet)

<p>Application Environment <i>Describe the type of application environment</i></p>	<p>Hosted</p>
<p>Authentication <i>Describe process for users to login to the application</i></p>	<p>Login same as network ID unless already in use, in which case the application created a login. All passwords are created by the system and then reset by user on login, except for students whose passwords are preset and available to be reset by teachers.</p>

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<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	Login through a website.
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	SIS using ETL and manual creation.
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	Daily ETL
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	Students Services, Organizational Accountability
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	Michael DeFabbo, Michael.DeFabbo@clevelandmetroschools.org , 216.838.0139
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Student passwords must be reset by teacher. All other users can reset their password if their email address is correct in the system. Otherwise, user emails Mike DeFabbo and password is reset through an email.
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	<ul style="list-style-type: none"> • MS Internet Explorer 10, which runs from MS Windows 7 and 8 machines • Apple Safari 6 for Apple OS X • Apple Safari 6 for Apple iOS • Mozilla Firefox 3.6+ for MS Windows 7, MS Windows 8, and Apple OS X • Google Chrome 15+ for MS Windows 7, MS Windows 8, and Apple OS X
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	<ul style="list-style-type: none"> • MS Internet Explorer 10, which runs from MS Windows 7 and 8 machines • Apple Safari 6 for Apple OS X • Apple Safari 6 for Apple iOS

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	<ul style="list-style-type: none"> • Mozilla Firefox 3.6+ for MS Windows 7, MS Windows 8, and Apple OS X • Google Chrome 15+ for MS Windows 7, MS Windows 8, and Apple OS X
Other Dependencies <i>Describe other Dependencies</i>	Users can download files in type Microsoft Office and PDF. Video requires iFrame support.
IT Service Department <i>List IT Department that is responsible for technical support</i>	None
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (Schoolnet)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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SchoolWires

Application/Software Information (Schoolwires)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Website - informational and marketing material
Product Name <i>List the product name(s)</i>	Centricity 2
Company Info <i>Provide information about the Company</i>	Schoolwires/blackboard
Website	Schoolwires.com/blackboard.com

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<i>List the main website</i>	
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	6/01/2012
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Yearly on 7/01
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Jamie Burgess -406.546.7031 Jamie.burgess@blackboard.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Marsha Beatty - 814-272-5166 Marsha.beatty@schoolwires.com
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Licensed for one main site, 104 school sites, and template library. Mobile app is in process.
Information Updated <i>Identify the date that this information was updated</i>	

Instructional Information (Schoolwires)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none">• District• School• Special Education Students in a specific school	District School Teacher Parent Student Potential families Community
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	All

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<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	NA
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	Website CMS
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	Not used for instruction
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	District Communications
<p>Current Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	Roseann Canfora
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	NA
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	Roseann Canfora

Professional Development (Schoolwires)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>http://clevelandmetroschools.org/Page/3554 http://clevelandmetroschools.org/Page/3556</p>
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	NA
<p>Staff/Other</p> <p>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>http://clevelandmetroschools.org/Page/3554 http://clevelandmetroschools.org/Page/3556</p>
<p>Parents</p>	NA

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Describe what resources are available for parents to learn how to use the application or resource, include links.	
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	Michael Goodill - Webmaster

Technical Information (Schoolwires)

Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation - other	Self-hosted
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i> <i>Examples</i> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	Staff logs in using CMSD Network Credentials. Parents and Students create user accounts.
User Authentication Data Source <i>Describe where the user login and password information originates</i> <i>Examples</i> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	Active Directory for Staff.
Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i> <i>Examples</i>	

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<ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	
<p>Data Management Department</p> <p>List Department of where the data originates</p>	
<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	<p>Staff-webmaster can reset to the Active Directory.</p> <p>Parents and Students can through the application or the webmaster can reset.</p>
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>Public-facing works in all browsers.</p> <p>Administration does not work well in Internet Explorer.</p>
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> • Java • Flash 	<p>Modern browser</p>
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	
<p>Other Dependencies</p> <p>Describe other Dependencies</p>	<p>NA</p>

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	Michael Goodill-Webmaster
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	Michael Goodill-Webmaster

Notes (Schoolwires)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	<p>If your school does not have an active site-please ask your Principal to make this a priority. There is no better way to market your school and engage your community than through a website. Parents will find it useful for contacting the school and getting information. Students will love it when their teachers put resources online.</p>
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SketchUP

Application/Software Information (SketchUP)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software, Design
<p>Product Name</p> <p><i>List the product name(s)</i></p>	<p>SketchUP (Free download)</p> <p>SketchUP PRO (CMSD Computers – Free)</p>
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	<p>SketchUP is a 3D modeling computer program for applications such as architectural, interior design, civil and mechanical engineering. Students can design 3-Dimensional items, houses, inventions that can be manipulated.</p>

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Website <i>List the main website</i>	http://www.sketchup.com/
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	Free download for educational use.
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Software license does not require renewal
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Free download for educational use.
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Onix Networking 26931 Detroit Road Westlake, OH 44145 United States Phone: 800.664.9638
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Software license does not require renewal
Information Updated <i>Identify the date that this information was updated</i>	N/A

Instructional Information (SketchUP)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	Access at all academic levels with download and installation to local machine.
Grade Bands	Grades 3-12

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<i>Describe which grade levels the application or resource is going to be utilized</i>	
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	3D, Digital Design and Modeling, Arts, Fabrication, Architecture, Engineering, Robotics
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	SketchUP is a 3D modeling computer program for applications such as architectural, interior design, civil and mechanical engineering, Students can design 3-Dimensional items, houses, inventions that can be manipulated.
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	http://www.sketchup.com/3Dfor/k12-education
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	FABLabs: MC2 STEM High School, CTE Programs, and K8 STEM initiative
<p>Current Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Tim Sisson</p> <p>Timothy.sisson@gmail.com</p> <p>216-838-0292</p>
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i></p> <p><i>ODE Standards xxxxxx</i></p> <p><i>ISTE NET.S XXXXXX</i></p>	N/A
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	N/A

Professional Development (SketchUP)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>Built-in help, training videos, templates and thousands of royalty-free images open a world of new design possibilities. Online tutorials and videos are also available. Digital warehouse of design available for download. No current CMSD PD planned.</p> <p>Visit the following link for more tutorials and learning resources: http://www.sketchup.com/learn</p>
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<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>Built-in help, training videos, templates and thousands of royalty-free images open a world of new design possibilities. Online tutorials and videos are also available. No current CMSD PD planned.</p> <p>Visit the following link for more tutorials and learning resources: http://www.sketchup.com/learn</p>
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>Visit the following link for more tutorials and learning resources: http://www.sketchup.com/learn</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Visit the following link for more tutorials and learning resources: http://www.sketchup.com/learn</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>N/A</p>

Technical Information (SketchUP)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Software installation</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>N/A</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>Installed on the local machine</p>
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	<p>N/A</p>

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<p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	N/A
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	N/A
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	N/A
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	N/A
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>Windows: Microsoft® Internet Explorer 9.0 or higher.</p> <p>Mac OS: QuickTime 5.0 and Safari</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	N/A
<p>Computer /Device Requirements</p>	<p>Detailed Hardware and Software specifications can be found here: http://help.sketchup.com/en/article/36208</p>

<p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>Windows 8+ and Windows 7+</p> <p><u>Minimum hardware</u></p> <p>1 GHz processor.</p> <p>4 GB RAM.</p> <p>16 GB of total hard-disk space.</p> <p>300 MB of free hard-disk space.</p> <p>3D class Video Card with 512 MB of memory or higher. Please ensure that the video card driver supports OpenGL version 2.0 or higher and up to date.</p> <p>Mac OS X 10.10+ (Yosemite), 10.9+ (Mavericks) and 10.8+ (Mountain Lion)</p> <p><u>Minimum hardware</u></p> <p>2.1+ GHz Intel™ processor</p> <p>4 GB RAM.</p> <p>300 MB of available hard-disk space.</p> <p>3D class Video Card with 512 MB of memory or higher. Please ensure that the video card driver supports OpenGL version 2.0 or higher and up to date.</p> <p>3 button, scroll-wheel mouse</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<p>SketchUp's performance relies heavily the graphics card driver and its ability to support OpenGL 2.0 or higher. Historically, people have seen problems with Intel-based cards with SketchUp. We don't recommend using these graphics cards with SketchUp at this time.</p> <p>3 button, scroll-wheel mouse.</p> <p>Some SketchUp features require an active internet connection.</p>

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IT Service Department <i>List IT Department that is responsible for technical support</i>	N/A
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	N/A

Notes (SketchUP)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	N/A
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SmartSheet

Application/Software Information (Smartsheet)

Service Category <i>List the category of the service, application, resource, or service</i>	Project Management, coordination, process improvement, process integration, data aggregation, task and detail tracking
Product Name <i>List the product name(s)</i>	Smartsheet
Company Info <i>Provide information about the Company</i>	<p>Smartsheet.com, a leading Software as a Service company that offers an enterprise-ready cloud app for work management and collaboration. Regarded for its online project management, collaboration, and file sharing features, Smartsheet's spreadsheet-like app is used broadly to track and manage diverse types of work including: team projects and task lists, customer information, sales pipelines, event schedules, and business processes.</p> <p>Customers can access their accounts online via www.smartsheet.com or through integrations with leading web services.</p>
Website <i>List the main website</i>	www.smartsheet.com
Date Purchased	Annual Enterprise- 25 License (June 11, 2014-June 10, 2015)

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<i>Include the data purchased (or when the contract begins)</i>	
Contract Renewal <i>List date(s) that the contract must be renewed</i>	The contract renewal date is June 10, 2015.
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	Darren Brady: darren.brady@smartsheet.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Jennifer Buhrmann: jennifer.buhrmann@smartsheet.com
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	https://app.smartsheet.com/b/home https://www.smartsheet.com/pricing
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	CMSD has an Enterprise License with Smartsheet. We currently have 53 users and 442 sheets owned under our licensing plan.
Information Updated <i>Identify the date that this information was updated</i>	We purchased a prorated upgrade for 50 additional Enterprise Licenses on December 4, 2014.

Instructional Information (Smartsheet)

Availability <i>Describe who can access this application, resource or service</i>	Currently, this tool is being used by several people on the Senior Leadership Team, the Academic Team, Wrap-around site coordinators, and Project Managers supporting our Rallying Cry. Anyone with a license can share a project sheet with anyone that they are collaborating with (and those individuals do not have to have a license). However, in order to create a project sheet, the user must be a license holder. The district license can be expanded and issued to more people.
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	

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<p>Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i></p>	
<p>Product Description <i>Describe the application or resource.</i></p>	<p>Smartsheet is an online project management, productivity and team collaboration software. Its online project management tool works like a familiar spreadsheet, but with additional functionality including cloud-capabilities for sharing, attachments, integration with file storage services and <u>Gantt charts</u>.</p> <p>Smartsheet combines functions found in Microsoft <u>Excel</u>, <u>Project</u>, <u>Access</u>, and <u>Sharepoint</u> into a single application.</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<p>this is not a resource for instruction. It is a resource that helps manage projects and house information and documents that members of a team collectively need to see, access, and understand.</p>
<p>Service/Resource Owner <i>List Department</i></p>	<p>Strategy Implementation Office</p>
<p>CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Kevin Khayat: Chief Strategy Implementation Officer</p> <p>Bishara Addison: Project Manager, Strategy Implementation Office</p> <p>Tammy Toney: Executive Assistant, Strategy Implementation Office - Tammy.Toney@clevelandmetroschools.org</p> <p>216-838-0277</p>
<p>Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i></p>	<p>N/A</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>Kevin Khayat: Chief Strategy Implementation Officer</p>

Professional Development (Smartsheet)

<p>Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i></p>	<p>Smartsheet has an online help-center with tutorials, webinars, and factsheets here: http://help.smartsheet.com/#browsebytopic</p> <p>In addition, as a part of our contract with Smarsheet, we can set up customized PD for staff.</p>
<p>Students</p>	

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<p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>Smartsheet has an online help-center with tutorials, webinars, and factsheets here: http://help.smartsheet.com/#browsebytopic In addition, as a part of our contract with Smarsheet, we can set up customized PD for staff.</p>
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>They should contact Tammy Toney, Executive Assistant to the S.I.O. She will be able to either coordinate having a member of this team meet with anyone who would like more support or connect you with the Smartsheet support team who provides support to CMSD as part of their contract with us.</p>

Technical Information (Smartsheet)

<p>Application Environment <i>Describe the type of application environment</i></p>	<p>Cloud-based Customers can access their accounts online via www.smartsheet.com or through integrations with leading web services.</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Our level of agreement is valid during the duration of the enterprise license. We have full support from the Smartsheet team and support for the Smartsheet Design Desk when needed.</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	<p>An invite link is sent to the licensed user who will then create a user name and password. <i>(Note: The user name is the CMSD email)</i>. Users may also share a link or sheet with non-licensed users who will then have limited access to Smartsheet.</p>
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p>	<p>As stated above, an invite link is sent to the licensed user who will then create a user name and password. FYI: The Strategy Implementation team will grant the license to the user.</p>
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i></p> <ul style="list-style-type: none"> • 	<p>Every 10 minutes the tool automatically saves any updates or changes to the sheets. However, although several people can view or edit a document at the same time. Be careful to ensure that you are not editing the same document at the same time, some of the changes may get lost if different edits are being made to the same rows and columns.</p>
<p>Data Management Department <i>List Department of where the data originates</i></p>	<p>Data (Sheets) originate for various licensed users (lead person)</p>
<p>Data Manager <i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Each licensed user is responsible for managing their sheets. The Strategy Implementation team provides assistance where needed and monitors the workspace. Tammy Toney: Executive Assistant, Strategy Implementation Office - Tammy.Toney@clevelandmetroschools.org 216-838-0277</p>
<p>Password Reset <i>Describe process for users to complete password reset</i> <i>Examples</i></p>	<p>Each user can manager their own password reset. Go to the smartsheet website: https://app.smartsheet.com, enter your district email address into the blank field and then click Continue</p>

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<ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	<p>The page will update to include a field where the account password can be entered. Enter the password and then click Log In. If you don't recall the password, click on the Reset Password link.</p> <p>The next time you visit the login screen, you'll be able to enter your email address and password in the same step.</p> <p>For more help, follow this link: http://help.smartsheet.com/customer/portal/articles/518528-logging-in-and-out</p>
<p>Browser Requirements <i>Describe browser technical requirements (include browser versions)</i></p>	<p>Smartsheet is a 100% Software as a Service (SaaS) online application compatible with PC, Mac, Linux, and mobile devices. An active, persistent internet connection is required to access Smartsheet.</p> <p>-Windows: Chrome, Firefox and Internet Explorer 8 or above -Mac: Chrome, Firefox, and Safari -Linux: Firefox</p>
<p>Plug In requirements <i>Describe any plugins or non-standard technical configurations</i></p>	
<p>Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i></p>	<p>Windows: Chrome, Firefox and Internet Explorer 8 or above Mac: Chrome, Firefox, and Safari Linux: Firefox Mobile: Native browser, <u>iOS app</u> (for Apple users) and <u>Android app</u> (for Android and Kindle Fire users)</p>
<p>Other Dependencies <i>Describe other Dependencies</i></p>	<p>N/A</p>
<p>IT Service Department <i>List IT Department that is responsible for technical support</i></p>	<p>We work with the Smartsheet team for technical support, advice, and guidance. We can also utilize the Smartsheet Help Center and the Smartsheet Design Desk when needed.</p>

IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.
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Notes (Smartsheet)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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SpringBoard

Application/Software Information (Springboard)

Service Category <i>List the category of the service, application, resource, or service</i> <i>Examples</i> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
Product Name <i>List the product name(s)</i>	Springboard
Company Info <i>Provide information about the Company</i>	CollegeBoard
Website <i>List the main website</i>	http://springboardprogram.collegeboard.org/
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	Original contract was from August 27, 2013 to June 30, 2014
Contract Renewal <i>List date(s) that the contract must be renewed</i>	August 2015
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	
Vendor (other supports)	

<i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	District License
Information Updated <i>Identify the date that this information was updated</i>	Updated by Liz Nelson 8/26/15

Instructional Information

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	District
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	6-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Mathematics English/Language Arts
Product Description <i>Briefly describe the application or resource.</i>	SpringBoard is the College Board's print and online program for all students in grades 6–12. It provides a customizable pathway integrating rigorous instruction, performance-based assessment, and exemplary professional development.
Research Justification	

<i>Describe the research that supports the use of this application for instruction.</i>	
Service/Resource Owner <i>List Department</i>	Academics
Current Contact <i>List main CMSD contact person's name, email, phone</i>	Elizabeth Nelson Elizabeth.Nelson@clevelandmetroschools.org Phone: 216.701.5769
Alignment(s) <i>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</i>	Ohio's New Learning Standards for ELA and Mathematics (Common Core)
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Karen Thompson -

Professional Development (Springboard)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	Original contract (2014-15) provided an Admin workshop, teacher leader trainers, also provided a quick start describing the basic springboard elements. Also provided information for school leaders to monitor their school's implementation progress. Grade Level/Subject seminars. Originally contacted for ½ day training (Principals/Admin Team) Instructional coaches – two day training (30 seats) Initial Institute and Quick Start – new hires (24 seats per session) Progress monitoring/Learning Walks – one day session – 12 schools (There are a total of 2 visits per school year.) Subject Level Training (3 sessions, full day training, 30 seats)
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	Students have a soft cover consumable SpringBoard workbook along with access to SpringBoard Digital. Teachers will need to create a class on SpringBoard Digital and give the student the "Access" code to join their class.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	Teachers have a SpringBoard TE and access to SpringBoard Digital, where they have access to their online TE along with professional development modules, class rosters (teachers must create their own class) and SpringBoard Community
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	Parents access SpringBoard Digital by using their students log in information.
PD Contact	SpringBoard Digital provides an "online" professional tab, which includes but is not limited to the following topics: Introduction to

<p>Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>SpringBoard, Instructional Design-Unpacking, Planning a Unit, Close Reading, Writing Workshop and Collaboration. Schools can contact Ana Shapiro to purchase a customized professional development plan for their school. Her contact email is ashapiro@collegeboard.org The district also have district level SpringBoard trainers who can deliver Initial QuickStart professional development for schools. Schools will need to contact Elizabeth Nelson at elizabeth.nelson@clevelandmetroschools.org for additional information. Schools would need to compensate the "district" level trainers at the rate of \$41.16 per hour for this service.</p>
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Technical Information (Springboard)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Hosted</p>
<p>Authentication <i>Describe process for users to login to the application</i></p> <p><i>Examples</i></p> <p>Network Authentication</p> <p>Application generated login and password</p> <p>User Created Login and password</p>	
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>SpringBoard program support, please contact the Springboard Coordinator at your school, or contact the Springboard Hotline at the College Board:</p> <p>Email: Springboard@collegeboard.org</p> <p>Phone 877-999-7723</p> <p>(Springboard Office hours 9:am – 5:30pm EST)</p> <p>If you experience problems with any area of the SpringBoard online site, please contact the springboard Hotline.</p>

	<p>Email: Springboard@collegeboard.org</p> <p>Phone 877-999-7723</p> <p>(Springboard Office hours 9:am – 5:30pm EST)</p>
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<p>Accessing Springboard Online</p> <p>https://springboard.collegeboard.org/SB/digital_assets/pd/files/1-2/data/downloads/handout_accessing_springboard_online.pdf</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p>	<p>Teachers create their SpringBoard Digital password. Passwords can be reset on the SpringBoard Digital homepage. SpringBoard also has a Customer Support line.</p>

<ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	<p>https://springboard.collegeboard.org/SB/misc/page.action?key=SystemRequirements</p> <p>Web browsers</p> <p>This release is compatible with the following major browsers.</p> <p>Internet Explorer 7.x, 8.x and 9.x</p> <p>Firefox 3.6x and 4.x</p> <p>Google Chrome 9.x and 10.x</p> <p>Other browsers and other versions of supported browser types may provide acceptable results, but have not been tested and are not supported by the College Board.</p> <p>Apple Macintosh:</p> <p>Minimum</p> <p>Apple Mac OS 10.4.x or later</p> <p>Power Mac G4 or later, iMac 1.25+ GHz, Power Book G4 or later, iBook</p> <p>128 MB RAM</p> <p>Recommended</p> <p>Apple Mac OS 10.4.x or later</p> <p>Power Mac G4 or later, iMac 1.25+ GHz, Power Book G4 or later, iBook</p> <p>512 MB RAM</p> <p>Web browsers</p> <p>This release is compatible with the following major browsers.</p> <p>Firefox 3.6x and 4.x</p> <p>Safari 5.x</p> <p>Other browsers and other versions of supported browser types may provide acceptable results, but have not been tested and are not supported by the College Board.</p>

	<p>Adobe Reader This release requires Adobe Reader to view and print Adobe Portable Document Format (PDF) files. Please click here to download the latest version.</p> <p>Note: Versions 8.2 and later are supported</p> <p>Cookies Browser must be set to accept cookies.</p> <p>Cookies are necessary for the SpringBoard site to be able to identify each user and then display the proper welcome message and other information to that user.</p> <p>Popup Windows Browser must be set to allow popup windows from SpringBoard Online.</p> <p>SpringBoard Online uses popup windows to display certain information. If you block popup windows, SpringBoard will not operate properly.</p>
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	<p>https://springboard.collegeboard.org/SB/misc/page.action?key=SystemRequirements</p> <p>Javascript Browser must have JavaScript enabled.</p> <p>SpringBoard Online uses JavaScript to display certain information.</p> <p>Flash Player</p>
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<p>Minimum</p> <p>Windows 2000, Windows XP, or Windows Vista</p> <p>Pentium 233-megahertz (MHz) processor</p> <p>64 MB RAM</p> <p>16-bit sound card</p> <p>256-color video card</p> <p>Ethernet card</p> <p>Speakers or headphones</p> <p>Recommended</p> <p>Windows 2000, Windows XP, or Windows Vista</p>

	<p>Pentium 300-megahertz (MHz) processor or faster</p> <p>128 MB RAM</p> <p>16-bit sound card</p> <p>24-bit true color video card</p> <p>Ethernet card</p> <p>Speakers or headphones</p> <p>Web browsers</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Application requires headphone or speakers</i> • <i>Application requires download of digital content (ebooks)</i> 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	

Notes (Springboard)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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Study Island

Application/Software Information (Study Island)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Instructional Software</i> • <i>Instructional Hardware</i> 	<p><i>Instructional Software</i></p>
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<ul style="list-style-type: none"> IT Service 	
Product Name <i>List the product name(s)</i>	Study Island
Company Info <i>Provide information about the Company</i>	<p>Study Island of the Edmentum Company, enables educators and administrators to deliver achievement in the classroom, blending individual teaching approaches with proven, award-winning online learning programs that specifically address the needs of individual learners and the expectations of everyone with a stake in learner success. With more than 50 years of experience driving significant advances in the industry, Edmentum offers a wide variety of innovative solutions spanning a multitude of program areas to empower 21st century teaching and learning which deliver the following:</p> <ul style="list-style-type: none"> Web-based, interactive lessons Instant feedback and built-in remediation Multiple learning modes <ul style="list-style-type: none"> Anywhere, anytime 24/7 access Affordable, easy-to-use practice, review and assessment Real-time reporting
Website <i>List the main website</i>	http://www.studyisland.com/
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	Please contact Cheryl Shelton (Cheryl.Shelton@clevelandmetroschools.org) District License 1/15/15
Contract Renewal <i>List date(s) that the contract must be renewed</i>	Current contract expires - January 14, 2016
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Brad Peacock (Brad.peacock@edmentum.com) 330-636-6652
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	Cheryl Shelton (Cheryl.Shelton@clevelandmetroschools.org)
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	Please contact Jackie Cox and Karen H. Thompson, Deputy Chief of Curriculum and Instruction
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	District License – Study Island is available to all schools.
Information Updated <i>Identify the date that this information was updated</i>	October 1, 2015

Instructional Information (Study Island)

Availability	K – 12 Teachers
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<p><i>Describe who can access this application, resource or service</i></p> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	<p>Intervention Specialists Instructional coaches Academic Superintendents Principals Parents Primarily ELA and Reading Teachers</p>
<p>Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i></p>	<p>K – 12 General education, Special Education and English Language Learners</p>
<p>Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>All Content Areas: English Language Arts, Mathematics, Science, Social Studies and other subjects such as Calculus, Spanish and or Fine Arts may be used if needed by a given school.</p>
<p>Product Description <i>Describe the application or resource.</i></p>	<p>Computer based</p>
<p>Research Justification <i>Describe the research that supports the use of this application for instruction.</i></p>	<p>http://www.edmentum.com/resources/white-papers</p> <p>Over 42 research based white papers are cited at the aforementioned website, one of which is for Ohio.</p>
<p>Service/Resource Owner <i>List Department</i></p>	<p>Curriculum and Instruction</p>
<p>Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	<p>Cheryl Shelton Cheryl.shelton@clevelandmetroschools.org 216-701-5813</p>
<p>Alignment(s) <i>Common Core Standards xxxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	<p>Standards mastery and test preparation programs built specifically from state and Common Core standards. See specific Ohio map within program. Prepares students for national and state summative assessments, including PARCC and SBAC.</p>
<p>Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	<p>Eric Gordon, CEO Dr. Michelle Pierre-Farid, CAO Karen H. Thompson, Deputy Chief of Curriculum and Instruction</p>

Professional Development (Study Island)

<p>Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>The Study Island Teacher Resources (http://www.edmentum.com/products-services/study-island ;http://www.studyisland.com/tour and http://www.edmentum.com/resources/videos/study-island-testimonial-intervention-and-acceleration) include the following:</p> <ul style="list-style-type: none"> • Videos, lesson plans, and PowerPoints embedded in the program that will help teachers enhance their
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	<p>lessons and effectively address the needs of each student.</p> <ul style="list-style-type: none"> • Other free training resources include self-guided video tutorials and the Power User Certificate Program for individual teachers. • In addition, a variety of live, topic-specific Webinars are offered free each month that provide useful guidance to enhance each user's success.
<p>Students Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<ul style="list-style-type: none"> • Study Island videos are available for students to learn how to use the resource (http://www.studyisland.com/tour) • Teachers can guide students through the program, communicate expectations, and create class assignments. Students can work through questions using a standard test format, an interactive game format, printable worksheets, or a classroom response system. (www.studyisland.com).
<p>Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>The Study Island Teacher Resources (http://www.edmentum.com/products-services/study-island) include the following:</p> <ul style="list-style-type: none"> • Videos, lesson plans, and PowerPoints embedded in the program that will help teachers enhance their lessons and effectively address the needs of each student. • Other free training resources include self-guided video tutorials and the Power User Certificate Program for individual teachers. • In addition, a variety of live, topic-specific Webinars are offered free each month that provide useful guidance to enhance each user's success (http://www.studyisland.com/tour).
<p>Parents Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>Parent Connect emails parents or guardians the progress and performance of a student. The parents may view the actual work and progress overtime of the student as well the level obtained by the student. (http://www.studyisland.com/tour)</p>
<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Contact Cheryl Shelton, Academic Superintendent, Instructional Coach or Study Island PD coordinator – Information of OPD Website under PD Sessions tab. http://net.cmsdnet.net/opd/</p>

Technical Information (Study Island)

<p>Application Environment <i>Describe the type of application environment</i> - hosted - client/server - Software Installation</p>	<p>- hosted</p>
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- other	
<p>Service Level Agreements with Vendor Describe the agreements about uptime, technical supports, disaster recovery, etc...</p>	
<p>Authentication Describe how the user logs into the application/system. Include the login convention information. Examples</p> <ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password 	<ul style="list-style-type: none"> Teachers login using their CMSD Network User name and password Students login using their CMSD Lunch Pin as their user name and password
<p>User Authentication Data Source Describe where the user login and password information originates Examples</p> <ul style="list-style-type: none"> SIS using ETL SIS generates CSV file and send it to the vendor 	SIS generates CSV file and send it to the vendor
<p>Updating User Data (frequency) Describe the frequency that user data should be synchronized Examples</p> <ul style="list-style-type: none"> Daily ELT Weekly Semi-annually 	Semi-annually
<p>Data Management Department List Department of where the data originates</p>	SIS
<p>Data Manager List person responsible for Data Management (name, email, phone)</p>	
<p>Password Reset Describe process for users to complete password reset Examples</p> <ul style="list-style-type: none"> Students - School Designated admin through the application Teachers/Administrators - Help Desk or Self Service Password Reset 	<ul style="list-style-type: none"> Students - School Designated admin through the application To Access the Password List for Student: Access the students' usernames and passwords by going to the Admin Page and clicking "Password List" under the "Admin Functions" tab. Then, select the class or grade level of the students from the "Select a Class" drop down box. You can also find the Password List on the Teacher Page under "My Classes: and on the Class Manager page by clicking "View Class Roster." Teachers/Administrators, Edmentum Help Desk <ul style="list-style-type: none"> Study Island Help desk at 800-419-3191 and select option 3 to reach the Support Team.
<p>Browser Requirements Describe browser technical requirements (include browser versions) Examples</p> <ul style="list-style-type: none"> IE 7.+ Safari 10.6+ 	<ul style="list-style-type: none"> IE 7.+ Chrome

<ul style="list-style-type: none"> • Chrome • Firefox 	
<p>Plug In requirements Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> • Java • Flash 	<ul style="list-style-type: none"> • Java • Flash
<p>Computer /Device Requirements Describe recommended devices and specifications for the application Examples</p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	<ul style="list-style-type: none"> • Chrome X.X
<p>Other Dependencies Describe other Dependencies Examples</p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	<ul style="list-style-type: none"> • Application requires download of digital content
<p>IT Service Department List IT Department that is responsible for technical support</p>	Department of Technology and Edmentum tech support staff
<p>IT Service Department Contact List main IT contact (name, email, phone)</p>	Contact the CMSD Service Desk (helpdesk@clevelandmetroschools.org or 216-432-6232)

Notes (Study Island)

<p>Additional Information Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</p>	
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Think Central

Application/Software Information (Think Central)

<p>Service Category List the category of the service, application, resource, or service Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Instructional Software
<p>Product Name</p>	Think Central – Journeys and Math Expressions

<i>List the product name(s)</i>	
Company Info <i>Provide information about the Company</i>	Houghton Mifflin Harcourt
Website <i>List the main website</i>	www.thinkcentral.com
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	Math Expressions Common Core – July 2013 Journeys Common Core – July 2014 Splash Into Kindergarten – July 2013
Contract Renewal <i>List date(s) that the contract must be renewed</i>	
Vendor Contact Information <i>List main vendor contact (usually Sales Rep)</i>	Sandy Helderman 330-217-0184; sandy.helderman@hnhco.com
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	Updated by Liz Nelson 8/26/15

Instructional Information (Think Central)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School 	District
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<ul style="list-style-type: none"> Special Education Students in a specific school 	
Grade Bands Describe which grade levels the application or resource is going to be utilized	Grades Pre K – 5
Instructional Area Describe the instructional area where the application or resource will be utilized Examples <ul style="list-style-type: none"> Mathematics Science Engineering 	Mathematics English Language Arts Pre Kindergarten
Product Description Describe the application or resource.	Think Central is the digital platform for the Journeys, Math Expressions and Splash into Kindergarten curriculum. It provides a customizable pathway integrating rigorous instruction, performance-based assessment and embedded professional development.
Research Justification Describe the research that supports the use of this application for instruction.	
Service/Resource Owner List Department	Academics
Current Contact List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.	Elizabeth Nelson Elizabeth.Nelson@clevelandmtroschools.org 216-701-5769
Alignment(s) Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX	Ohio's New Learning Standards for ELA, Mathematics and Early Learning
Approval Include approval info (include names, titles of leaders that have approved the application, resource or service)	Karen Thompson

Professional Development (Think Central)

Teachers/Administrators Describe what resources are available for teacher/administrator professional	Each teacher is provided a Think Central log in. Username: district username; i.e., nsel01
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development. Include links to online resources or other documentation.	<p>Password: Three7School! (It's case sensitive with an explanation point at the end.)</p> <p>Initial Year of Implementation includes but not limited to the following: initial 3 hour teacher training on core program, 3 hour teacher training on Think Central, Follow Up training on the core program and Think Central, an administrator training for Assistant Principals and CLSs., full day trainings for Grades Pre K and Kindergarten along with a customized training for Special Education teachers.</p>
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	Students have a soft cover consumable Journey and Math Expression workbook. Students have a unique log into to Think Central (district username and password – same as Accelerated Reader). Teachers will need to create an online class and select students from a drop down menu.
<p>Staff/Other</p> <p>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	Same as teachers
<p>Parents</p> <p>Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	Parents access Think Central by using their students log in information.
<p>PD Contact</p> <p>Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Schools can contact Sandy Helderman to purchase additional customized professional development. Her contact email is sandy.helderman@hnhco.com</p> <p>There are also online modules to assist teachers with creating a class and making assignments on Think Central.</p>

Technical Information (Think Central)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	Hosted?
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	?
<p>Authentication</p>	<p>Teachers log in by the following steps:</p> <p>3. www.thinkcentral.com</p>

<p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<ol style="list-style-type: none"> 4. Select either Mathematics or Reading 5. Click on the appropriate textbook (Journeys Common Core or Math Expressions Common Core) 6. Username: district username; i.e. nelse01 and password is Three7School! (It's case sensitive with an explanation point at the end.) <p>Students follow steps #1 – 3 as above and use their AR username and password.</p>
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT • Weekly • Semi-annually 	<p>The names of the teachers and students are currently uploaded once a year, which includes their usernames and passwords.</p>
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	<p>eSchool Plus</p>
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	<p>Frances Bynum works with eSchool Plus to upload the teacher and student data.</p>

<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Students - School Designated admin through the application</i> • <i>Teachers/Administrators - Help Desk or Self Service Password Reset</i> 	<p>Teachers can email Elizabeth Nelson for their password reset.</p> <p>Elizabeth.Nelson@clevelandmetroschools.org</p> <p>Instructional Coaches at the building level is also able to reset teacher passwords.</p> <p>Teachers and Building Administrators/Coaches can reset student passwords.</p>																																																												
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>IE 7.+</i> • <i>Safari 10.6+</i> • <i>Chrome</i> • <i>Firefox</i> 	<p>General Computer Advice</p> <p>Compatible Browser and Operating System Combinations for Online Platforms</p> <p>The following is a list of compatible browsers and operating systems for use with our HTML5 based content (2014 and later copyright programs, Go Math Florida 2013, and Math Expressions National 2013) on ThinkCentral (www-k6.thinkcentral.com), Holt McDougal Online (my.hrw.com), Harcourt School Publishers (eharcourtschool.com), ClassZone (classzone.com), and WriteSource Online (ws.hmhp.com). If the specified browser/OS combination is not used the software may not perform as expected. Consult the remainder of this technical note for additional information.</p> <table border="1" data-bbox="380 1073 1019 1535"> <thead> <tr> <th></th> <th>IE 10</th> <th>IE 11</th> <th>Chrome latest</th> <th>Safari Latest</th> <th>Firefox latest</th> </tr> </thead> <tbody> <tr> <td>Windows XP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Chromebooks</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Windows 7</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Windows 8.1 Desktop / touch tablet</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mac 10.7.x</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mac 10.8.x</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mac 10.9.x</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Apple iPad v2-v4 and Mini, iOS6-7</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Android 4.x, 7"+ screen</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Supported combination</p>		IE 10	IE 11	Chrome latest	Safari Latest	Firefox latest	Windows XP						Chromebooks						Windows 7						Windows 8.1 Desktop / touch tablet						Mac 10.7.x						Mac 10.8.x						Mac 10.9.x						Apple iPad v2-v4 and Mini, iOS6-7						Android 4.x, 7"+ screen					
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	Not supported by HMH
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p> <ul style="list-style-type: none"> • Java • Flash 	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	See "Browser" section
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>Frances Bynum, initial uploading of teacher and student data files.</p> <p>Frances.Bynum@clevelandmetroschools.org</p>

Notes (Think Central)

Additional Information	
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Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.

TrueNorth Logic

Application/Software Information (TrueNorth Logic)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p> <p>Examples</p> <ul style="list-style-type: none"> • Instructional Software • Instructional Hardware • IT Service 	Evaluation software
<p>Product Name</p> <p>List the product name(s)</p>	TrueNorth Logic, Great Teachers & Great Leaders, TNL
<p>Company Info</p> <p>Provide information about the Company</p>	
<p>Website</p> <p>List the main website</p>	https://truenorthlogic.cmsdnet.net/
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	2013
<p>Contract Renewal</p> <p>List date(s) that the contract must be renewed</p>	Through 2016 – 2017 SY
<p>Vendor Contact Information</p> <p>List main vendor contact (usually Sales Rep)</p>	Joe Wall – Sales jwall@truenorthlogic.com
<p>Vendor (other supports)</p> <p>List project manager and other people engaged in the contract. Include email/phone</p>	Rene Kaiser Andre – Project manager rkeyzerandre@truenorthlogic.com
<p>Contract Link</p> <p>Add a link to the existing contract and Statement of Work</p>	Yes in Portfolio

Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	Evaluations, SLO, Diff Comp, learning management all in current license
Information Updated <i>Identify the date that this information was updated</i>	8.25.15

Instructional Information (TrueNorth Logic)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • District • School • Special Education Students in a specific school 	Teachers, paras, classified staff, administrators, HR staff
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Not for students at this time
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i> <i>Examples</i> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	Teacher evaluations
Product Description <i>Describe the application or resource.</i>	<p>Manage teacher, admin, and para evaluations.</p> <p>TDES is the Teacher Development and Evaluation System for the Cleveland Metropolitan Schools. Based on the Charlotte Danielson Framework for Professional Practice, TDES has transformed an outdated employee evaluation check list into a comprehensive system based on self-reflection, observation, feedback and a plan for growth.</p> <p>The teacher development focus of the TDES system provides opportunities for CMSD teachers to engage within the District in meaningful learning experiences to benefit</p>

	every child in Cleveland. With focused professional development offered at buildings and at locations throughout the district, CMSD teachers dig deep into the Framework for Professional Practice (the TDES rubrics) to enhance the effectiveness of their teaching.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	Charlotte Danielson, 2007
Service/Resource Owner <i>List Department</i>	Portfolio
Current Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Jill Cabe Jill.cabe@clevelandmetroschools.org 216-838-0113
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	Aligned to TDES rubrics for evaluating performance
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	Christine Fowler-Mack, Chief, Portfolio Office

Professional Development (TrueNorth Logic)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	Training materials on CMSD web site
Students <i>Describe what resources are available for students to learn how to use the application or resource. Include links.</i>	NA
Staff/Other <i>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</i>	Training materials on CMSD web site
Parents <i>Describe what resources are available for parents to learn how to use the application or resource, include links.</i>	NA

<p>PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>Jill Cabe Jill.cabe@clevelandmetroschools.org 216-838-0113</p>
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Technical Information (TrueNorth Logic)

<p>Application Environment <i>Describe the type of application environment</i></p> <ul style="list-style-type: none"> - hosted - client/server - Software Installation - other 	<p>Hosted</p>
<p>Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	<p>Yearly updates, daily imports</p>
<p>Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Teachers login using their CMSD Network User name and password • Students login using their CMSD Lunch Pin as their user name and password 	<p>LDAP</p>
<p>User Authentication Data Source <i>Describe where the user login and password information originates</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • SIS using ETL • SIS generates CSV file and send it to the vendor 	<p>LDAP</p>
<p>Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Daily ELT 	<p>Jill Cabe, Gary Nagorney, user generated data from evaluations on-going</p>

<ul style="list-style-type: none"> • Weekly • Semi-annually 	
<p>Data Management Department</p> <p>List Department of where the data originates</p>	User generated data from evaluations on-going
<p>Data Manager</p> <p>List person responsible for Data Management (name, email, phone)</p>	<p>Jill Cabe</p> <p>Jill.cabe@clevelandmetroschools.org</p>
<p>Password Reset</p> <p>Describe process for users to complete password reset</p> <p>Examples</p> <ul style="list-style-type: none"> • Students - School Designated admin through the application • Teachers/Administrators - Help Desk or Self Service Password Reset 	LDAP
<p>Browser Requirements</p> <p>Describe browser technical requirements (include browser versions)</p> <p>Examples</p> <ul style="list-style-type: none"> • IE 7.+ • Safari 10.6+ • Chrome • Firefox 	<p>Question: Which browser vendors and versions are supported by TNL? Answer: Truenorthlogic formally supports Chrome, Firefox, Internet Explorer and Safari. For Chrome/Firefox/Safari, our policy is to support the latest version plus one prior version. For Internet Explorer, our policy is to support the latest version plus two prior versions (example: As of July 2013 support is offered for IE8, IE9, and IE10)</p>
<p>Plug In requirements</p> <p>Describe any plugins or non-standard technical configurations</p> <ul style="list-style-type: none"> • Java • Flash 	
<p>Computer /Device Requirements</p> <p>Describe recommended devices and specifications for the application</p> <p>Examples</p> <ul style="list-style-type: none"> • Windows 7 • Macintosh 10.5 • Chrome X.X 	Windows 7 and above
<p>Other Dependencies</p> <p>Describe other Dependencies</p>	

<p>Examples</p> <ul style="list-style-type: none"> • Application requires headphone or speakers • Application requires download of digital content (ebooks) 	
<p>IT Service Department</p> <p>List IT Department that is responsible for technical support</p>	
<p>IT Service Department Contact</p> <p>List main IT contact (name, email, phone)</p>	

Notes (TrueNorth Logic)

<p>Additional Information</p> <p>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</p>	<p>All passwords managed by CMSD. Anyone whose account is deactivated may be on leave of absence and so is inactive while on leave.</p>
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vBrick

Application/Software Information (VBrick)

<p>Service Category</p> <p>List the category of the service, application, resource, or service</p>	<p>Audio/Visual Hardware and Software</p>
<p>Product Name</p> <p>List the product name(s)</p>	<p>VBrick</p>
<p>Company Info</p> <p>Provide information about the Company</p>	<p>VBrick http://www.vbrick.com/about/about-vbrick/</p>
<p>Website</p> <p>List the main website</p>	<p>http://www.vbrick.com/</p>
<p>Date Purchased</p> <p>Include the data purchased (or when the contract begins)</p>	<p>Purchased as part of the Ohio Facilities Construction Commission's project to rebuild CMSD schools (2006)</p>
<p>Contract Renewal</p>	<p>Ongoing</p>

<i>List date(s) that the contract must be renewed</i>	
Vendor Contact Information <i>CMUSD Schools should not contact the vendor directly, please contact the CMUSD Contact below.</i>	Craig Holuj Craig.holuj@vbrick.com 312-273-2040
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	OFCC Schools have access to vBrick Hardware All CMUSD schools can access broadcast TV through the CMUSD Video Distribution system
Information Updated <i>Identify the date that this information was updated</i>	October 2015

Instructional Information (VBrick)

Availability <i>Describe who can access this application, resource or service</i> <ul style="list-style-type: none"> • 	OFCC Schools have access to vBrick Hardware which allows schools to <ul style="list-style-type: none"> - Broadcast video announcements - Run an inschool video bulletin board All CMUSD schools can access broadcast TV through the CMUSD Video Distribution system - http://video.cmsdnet.net/Login4.aspx
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	K-12
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	All

Product Description	
<p><i>Describe the application or resource.</i></p>	<p>IPTV (All Schools)</p> <p>Many organizations use the VBrick® IPTV solution to save money by encoding and streaming television broadcasts, in real time, to TVs in classrooms, meeting rooms, hotels and hospital rooms using over their existing IP networks. VBrick IPTV solution features include:</p> <ul style="list-style-type: none"> • Centralized management of programming and devices through the VBrick video management system • Channel Guide – an intuitive interface in the VBrick video management system that enables organizations to select multi-channel broadcasts for encoding and delivery – whether system-wide or to select televisions or displays <p>Digital Signage (OFCC Schools)</p> <p>The VBrick® Digital Signage solution enables organizations to easily deliver live and on-demand video, training, news and event messages and information to lobbies, reception areas, foyers, break rooms, classrooms, hallways, transportation hubs or manufacturing floors. VBrick Digital Signage solution features include:</p> <ul style="list-style-type: none"> • Centralized management of video content, user roles and security devices through the VBrick video management system • Use the VBrick Digital Signage solution to display multiple content formats – video, audio, PowerPoint slides. Add flash interactivity and charting for data visualization, point to dynamic web graphics (news, weather), and display RSS feeds as tickers or bulletins • Use easy creation and scheduling tools with an extensive background library and import custom graphics, backgrounds and wallpapers <p>In School Announcements</p> <p>The 9000 Encoder enables anyone to encode video from an uncompressed source, including cameras and TV broadcasts, and stream it live onto a network for viewing on laptops, tablets, smartphones or displays. This is the first portable device that streams 1080p60 HD video from multiple sources at the same time, and also the first to support up to four</p>

	channels of HD video while recording each channel and streaming each channel at multiple rates.
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	N/A
Service/Resource Owner <i>List Department</i>	DoIT
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	Ben Draher Benjamin.Draher@clevelandmetroschools.org TV Station Manager
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	N/A
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	

Professional Development (VBrick)

Teachers/Administrators <i>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</i>	VBrick University https://university.vbrick.com/
Students <i>Describe what resources are available for students to learn how to use the application or resource. Include links.</i>	
Staff/Other <i>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</i>	
Parents <i>Describe what resources are available for parents to learn how to use the application or resource, include links.</i>	
PD Contact <i>Provide information on how a teacher, school or group of schools can coordinate professional development.</i>	

Technical Information (VBrick)

<p>Application Environment</p> <p><i>Describe the type of application environment</i></p>	<p>Core Electronics at CMSD Headend</p> <p>Encoders at OFCC Schools</p> <p>Web browser based broadcast TV</p>
<p>Service Level Agreements with Vendor</p> <p><i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i></p>	
<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	N/A
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	VBrick is being upgraded in September/October 2015 – new browser specifications will be updated when the installation is complete.
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	VBrick is being upgraded in September/October 2015 – new plugin specifications will be updated when the installation is complete.

Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i>	VBrick is being upgraded in September/October 2015 – new computer specifications will be updated when the installation is complete.
Other Dependencies <i>Describe other Dependencies</i>	Currently, access to the CMSD Video Distribution Portal requires wired access.
IT Service Department <i>List IT Department that is responsible for technical support</i>	DoIT
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (VBrick)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	
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VizZle

Application/Software Information (VizZle)

Service Category <i>List the category of the service, application, resource, or service</i>	Instructional Software
Product Name <i>List the product name(s)</i>	VizZle Online Visual Learning Software
Company Info <i>Provide information about the Company</i>	Monarch Teaching Technologies 20600 Chagrin Blvd, Suite 703 Shaker Heights, OH 44122 800.593.1934 (sales) / 800.705.1382 (support)
Website	www.govizzle.com

<i>List the main website</i>	www.monarchtt.com
Date Purchased <i>Include the data purchased (or when the contract begins)</i>	9/30/2012
Contract Renewal <i>List date(s) that the contract must be renewed</i>	9/29/2015
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	See Lisa Floyd in Special Education Department
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	100 teacher licenses; 600 student licenses; 5 consultant licenses
Information Updated <i>Identify the date that this information was updated</i>	January 22, 2015

Instructional Information (VizZle)

Availability <i>Describe who can access this application, resource or service</i>	Intervention Specialists who request access may be given one of the teacher licenses.
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	Preschool through 12 th grade – autism/low incidence
Instructional Area <i>Describe the instructional area where the application or resource will be utilized</i>	All content areas

Product Description <i>Describe the application or resource.</i>	<p>VizZle provides a resource for modifying lessons by adding visual, behavioral, and social supports. Teachers may choose from lessons created by other teachers or may develop their own.</p>
Research Justification <i>Describe the research that supports the use of this application for instruction.</i>	<p>Research supports the use of visual cues and social supports within lessons for students with autism.</p> <p>http://monarchteachtech.com/wp-content/uploads/2013/03/Research-and-Evidence-Supporting-VizZle.pdf</p>
Service/Resource Owner <i>List Department</i>	<p>Special Education</p>
CMSD Contact <i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i>	<p>Patty Schulz, Director of Special Education Instructional Services</p> <p>Patricia.schulz@clevelandmetroschools.org</p> <p>216-838-0213</p>
Alignment(s) <i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i>	<p>Lessons aligned to both Common Core and the Ohio Extended Standards</p>
Approval <i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i>	<p>Current contract was approved by former interim Deputy Chief of Intervention Services, Donna Bowen, in 2012. Need to revisit in 2015.</p>

Professional Development (VizZle)

Teachers/Administrators Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.	<p>http://www.monarchteachtech.com/services-support/support/</p>
Students Describe what resources are available for students to learn how to use the application or resource. Include links.	<p>n/a</p>
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	
Parents	

Describe what resources are available for parents to learn how to use the application or resource, include links.	
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	

Technical Information (VizZle)

Application Environment <i>Describe the type of application environment</i>	Web-based
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	n/a
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i>	Teachers receive a login from a set of logins assigned to us by VizZle
User Authentication Data Source <i>Describe where the user login and password information originates</i>	Send CSV file to vendor
Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i>	
Data Management Department <i>List Department of where the data originates</i>	Special Education Department
Data Manager <i>List person responsible for Data Management (name, email, phone)</i>	Patty Schulz Patricia.schulz@clevelandmetroschools.org 216.838.0213
Password Reset <i>Describe process for users to complete password reset</i>	Website prompts user to reset password and recover account
Browser Requirements	Works on all browsers with Flash Player 11.1 or higher

<i>Describe browser technical requirements (include browser versions)</i>	
Plug In requirements <i>Describe any plugins or non-standard technical configurations</i>	Flash 11.1 or higher
Computer /Device Requirements <i>Describe recommended devices and specifications for the application</i>	None specified
Other Dependencies <i>Describe other Dependencies</i>	Application is best used with SmartBoard
IT Service Department <i>List IT Department that is responsible for technical support</i>	VizZle Technical Support
IT Service Department Contact <i>List main IT contact (name, email, phone)</i>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (VizZle)

Additional Information <i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i>	800.705.1382
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WorldBook Online

Application/Software Information (Worldbook Online)

Service Category <i>List the category of the service, application, resource, or service</i>	Instructional Website
Product Name <i>List the product name(s)</i>	Worldbook Online
Company Info	

<i>Provide information about the Company</i>	http://www.worldbookonline.com/wb/Home
Website <i>List the main website</i>	
Date Purchased <i>Include the date purchased (or when the contract begins)</i>	
Contract Renewal <i>List date(s) that the contract must be renewed</i>	
Vendor Contact Information <i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i>	
Vendor (other supports) <i>List project manager and other people engaged in the contract. Include email/phone</i>	
Contract Link <i>Add a link to the existing contract and Statement of Work</i>	
Licensing <i>Describe the licensing (or reference the contract with licensing information)</i>	
Information Updated <i>Identify the date that this information was updated</i>	

Instructional Information (Worldbook Online)

Availability <i>Describe who can access this application, resource or service</i>	District
Grade Bands <i>Describe which grade levels the application or resource is going to be utilized</i>	All

<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • Mathematics • Science • Engineering 	<p>All</p>
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>The World Book Web is a suite of online research tools that includes encyclopedia articles, primary source collections, educator tools, student activities, pictures, audio, and video, complemented by current periodicals and related Web sites.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	<p>Reference resource.</p>
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	<p>Provided by INFOhio</p>
<p>CMSD Contact</p> <p><i>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</i></p>	
<p>Alignment(s)</p> <p><i>Common Core Standards xxxxx</i> <i>ODE Standards xxxxxx</i> <i>ISTE NET.S XXXXXX</i></p>	
<p>Approval</p> <p><i>Include approval info (include names, titles of leaders that have approved the application, resource or service)</i></p>	

Professional Development (Worldbook Online)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>World Book Training Guide http://www.worldbookonline.com/training/</p> <p>World Book Training Videos/Tutorials http://www.worldbookonline.com/training/html/webinars.htm</p>
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	<p>World Book Training Videos/Tutorials http://www.worldbookonline.com/training/html/webinars.htm</p> <p>Home access is available by requesting a district username and password through the following link, http://surveymonkey.com/s/infohiounpw. This would allow</p>

	parents and students to use all of INFOhio's on-line resources at home.
Staff/Other Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.	
Parents Describe what resources are available for parents to learn how to use the application or resource, include links.	World Book Training Videos/Tutorials http://www.worldbookonline.com/training/html/webinars.htm Home access is available by requesting a district username and password through the following link, http://surveymonkey.com/s/infohiounpw . This would allow parents and students to use all of INFOhio's on-line resources at home.
PD Contact Provide information on how a teacher, school or group of schools can coordinate professional development.	

Technical Information (Worldbook Online)

Application Environment <i>Describe the type of application environment</i>	Hosted
Service Level Agreements with Vendor <i>Describe the agreements about uptime, technical supports, disaster recovery, etc...</i>	Provided by INFOhio for all Ohio schools. Renews yearly.
Authentication <i>Describe how the user logs into the application/system. Include the login convention information.</i>	NCC facilitates access by registering IP address ranges for area schools so that staff and students do not need to enter the username and password. Home access is available by requesting a district username and password through the following link, http://surveymonkey.com/s/infohiounpw . This would allow parents and students to use all of INFOhio's on-line resources at home.
User Authentication Data Source <i>Describe where the user login and password information originates</i>	Individual user generated.
Updating User Data (frequency) <i>Describe the frequency that user data should be synchronized</i>	N/A
Data Management Department <i>List Department of where the data originates</i>	N/A

<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	N/A
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	Through INFOhio's website.
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	Standard Web browser
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p>	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.

Notes (Worldbook Online)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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ZoomText

Application/Software Information (ZoomText)

<p>Service Category</p> <p><i>List the category of the service, application, resource, or service</i></p>	Instructional Software
<p>Product Name</p> <p><i>List the product name(s)</i></p>	ZoomText Magnifier
<p>Company Info</p> <p><i>Provide information about the Company</i></p>	Ai Squared
<p>Website</p> <p><i>List the main website</i></p>	www.aisquared.com/zoomtext
<p>Date Purchased</p> <p><i>Include the data purchased (or when the contract begins)</i></p>	December 2014 – 8 licenses
<p>Contract Renewal</p> <p><i>List date(s) that the contract must be renewed</i></p>	n/a
<p>Vendor Contact Information</p> <p><i>CMSD Schools should not contact the vendor directly, please contact the CMSD Contact below.</i></p>	<p><u>Mailing Address</u></p> <p>Ai Squared P.O. Box 669 Manchester Center, VT 05255</p> <p><u>Shipping Address</u></p> <p>Ai Squared 130 Taconic Business Park Rd. Manchester Center, VT 05255</p>
<p>Vendor (other supports)</p> <p><i>List project manager and other people engaged in the contract. Include email/phone</i></p>	
<p>Contract Link</p> <p><i>Add a link to the existing contract and Statement of Work</i></p>	

<p>Licensing</p> <p><i>Describe the licensing (or reference the contract with licensing information)</i></p>	
<p>Information Updated</p> <p><i>Identify the date that this information was updated</i></p>	February 2, 2015

Instructional Information (ZoomText)

<p>Availability</p> <p><i>Describe who can access this application, resource or service</i></p>	Any school, by request. Currently the District has 8 copies of the software that are installed at Lincoln-West, Sunbeam, Charles Mooney, and GW Carver.
<p>Grade Bands</p> <p><i>Describe which grade levels the application or resource is going to be utilized</i></p>	K-12
<p>Instructional Area</p> <p><i>Describe the instructional area where the application or resource will be utilized</i></p>	All subject areas
<p>Product Description</p> <p><i>Describe the application or resource.</i></p>	<p>From the website:</p> <p>ZoomText is the world's leading magnification and screen reading software for the visually impaired and helps countless individuals across the globe stay employed and in touch with the world.</p> <p>There are two versions available - ZoomText Magnifier, which will enlarge and enhance everything on your computer screen with perfect clarity, making all of your applications easy to see and use; and ZoomText Magnifier/Reader, which includes all the great features of ZoomText Magnifier, and will additionally read aloud anything on your computer screen.</p>
<p>Research Justification</p> <p><i>Describe the research that supports the use of this application for instruction.</i></p>	This software provides accessibility to electronic text for students/adults with visual impairments. This accessibility is critical so that students with visual impairments can participate in the general education curriculum with their typical peers.
<p>Service/Resource Owner</p> <p><i>List Department</i></p>	Special Education Department

<p>CMSD Contact</p> <p>List main CMSD contact person's name, email, & phone. Also include school-based reps if applicable.</p>	<p>Jessica Baldwin</p> <p>Jessica.baldwin@clevelandmetroschools.org</p> <p>216-838-0217</p>
<p>Alignment(s)</p> <p>Common Core Standards xxxxx ODE Standards xxxxxx ISTE NET.S XXXXXX</p>	<p>Aligned with principles of Universal Design for Learning</p>
<p>Approval</p> <p>Include approval info (include names, titles of leaders that have approved the application, resource or service)</p>	<p>Jessica Baldwin has approved purchases of the software for schools that have requested it.</p>

Professional Development (ZoomText)

<p>Teachers/Administrators</p> <p>Describe what resources are available for teacher/administrator professional development. Include links to online resources or other documentation.</p>	<p>http://www.aisquared.com/zoomtext/tour/tour/</p>
<p>Students</p> <p>Describe what resources are available for students to learn how to use the application or resource. Include links.</p>	
<p>Staff/Other</p> <p>Describe resources that are available for staff and other stakeholders. Include links to online resources and other documentation.</p>	<p>http://www.aisquared.com/zoomtext/tour/tour/</p>
<p>Parents</p> <p>Describe what resources are available for parents to learn how to use the application or resource, include links.</p>	<p>http://www.aisquared.com/zoomtext/tour/tour/</p>
<p>PD Contact</p> <p>Provide information on how a teacher, school or group of schools can coordinate professional development.</p>	<p>None offered</p>

Technical Information (ZoomText)

<p>Application Environment</p> <p>Describe the type of application environment</p>	<p>Software installation on individual computers (from CD-ROM)</p>
<p>Service Level Agreements with Vendor</p> <p>Describe the agreements about uptime, technical supports, disaster recovery, etc...</p>	<p>None</p>

<p>Authentication</p> <p><i>Describe how the user logs into the application/system. Include the login convention information.</i></p>	One-time activation of software on a single computer using product key provided in box
<p>User Authentication Data Source</p> <p><i>Describe where the user login and password information originates</i></p>	None
<p>Updating User Data (frequency)</p> <p><i>Describe the frequency that user data should be synchronized</i></p>	None
<p>Data Management Department</p> <p><i>List Department of where the data originates</i></p>	None – does not collect data
<p>Data Manager</p> <p><i>List person responsible for Data Management (name, email, phone)</i></p>	n/a
<p>Password Reset</p> <p><i>Describe process for users to complete password reset</i></p>	n/a
<p>Browser Requirements</p> <p><i>Describe browser technical requirements (include browser versions)</i></p>	None
<p>Plug In requirements</p> <p><i>Describe any plugins or non-standard technical configurations</i></p>	None
<p>Computer /Device Requirements</p> <p><i>Describe recommended devices and specifications for the application</i></p>	<p>Operating System: Windows 7 Windows Vista Windows XP (32 bit only) with Service Pack 2 (SP2)</p> <p>Processor Speed: 1 GHz Pentium® 4 processor or equivalent 1.5 GHz for Windows 7 and Vista</p> <p>Memory Requirements: Minimum 512 MB RAM for Windows XP (1 GB recommended)</p>

	<p>Minimum 1 GB RAM for Windows 7 and Vista (2 GB recommended)</p> <p>50 MB free hard disk space</p>
<p>Other Dependencies</p> <p><i>Describe other Dependencies</i></p>	
<p>IT Service Department</p> <p><i>List IT Department that is responsible for technical support</i></p>	
<p>IT Service Department Contact</p> <p><i>List main IT contact (name, email, phone)</i></p>	<p>All software application issues should be initiated through a Service Desk request. To initiate a Service Desk request, send an email message to Helpdesk@clevelandmetroschools.org or by phone (216) 432-6232.</p>

Notes (ZoomText)

<p>Additional Information</p> <p><i>Include any additional information that would be helpful to the teachers, administrators, staff or DoIT staff.</i></p>	
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DoIT Services and Procedures

This section documents services that are provided by DoIT and other CMSD Departments. The information in this section includes information on how to initiate the service, contact information and other policy and procedural information associated with delivering or receiving the service.

Services and Procedure Index

Request an Audio Conference Bridge	Scan to Email (Kyocera Multifunction Copiers)
Student and Network Logon & Password Sync (FIM)	Software Evaluation Requests
Request to unblock a website (whitelisting)	Software Installation Requests
Request a Cell Phone	Procedure for submitting a Computer Security Access Form (CSA)
Request VPN Access	Procedure for Resetting Teacher/Staff passwords

Services and Procedures (A-Z)

Request an Audio Conference Bridge

Service

Request an Audio Conference Bridge

Service Description

District has conference bridge service provided by its telecom provider (currently AT&T)

Customer Benefit

Allows end user to schedule a conference call (multiple users can call into a single phone number and participate in the call)

DoIT Provides

Users are given Access to Conference Bridge to schedule their own meetings.

Maintenance Schedule

Users must use the conference bridge at least once every 180 days or the bridge will be deactivated by the service provider

Incident Response & Resolution

Technical support is provided by AT&T – 1-800-526-2655

Customer Requirements

Submit a Service Desk Ticket (helpdesk@clevelandmetroschools.org) to request an audio conference bridge.

Additional Information

Audio Conference Bridge services are provided for District activities only.

Requesting Cell Phone Service

Service

Cell Phone Service

Service Description

Eligible District Employees can be issued a District cell phone where the cell phone service is paid for by the District

Customer Benefit

Allows District to be issued a cell phone to stay in contact when not at their desk

DoIT Provides

Cellular Service is provided in compliance to E-rate funding requirements. This does not pay for Hardware.

Maintenance Schedule

We do not have a maintenance program for the devices

Incident Response & Resolution

Users experiencing problems must open Service Desk tickets. Lost or stolen devices are the responsibility of the end user to replace. Instructions for Email setup are available on the web page.

Customer Requirements

Complete Telephone Service request (full instructions listed below). Form must be signed by the Department Chief. User can request any cell phone available from the current provider as long as their Department has funds to purchase the device.

Additional Information

Below are the instructions for requesting a District Issued Cell Phone.

Before a District Employee can be issued a cell phone a Cellular Telephone Equipment and Service Form must be completed. This is to insure their eligibility for receiving a District issued cell phone. Please review the Eligibility Requirements at the bottom of these instructions. The cost of the Cellular service comes from the Technology Department's Budget however Equipment and Software licensing charges may be charged back to your Department

Please Note: District issued cell phones cannot be reissued to another person by your Department.

Please notify the Department of Technology immediately when the person issued the phone leaves the District, Changes Departments or no longer has need of their cell phone. The issued cellular device must also be returned to the Department of Technology.

The request may be completed by the user or by someone else with access to the online form, and CMSD email. The form is only available on PC's connected to the CMSD Network. Once the form is completed the requester will be emailed a filled in copy of the form to print out. The printed out form must have the signature of the employee be assigned the cell phone as well as the signature of their Supervisor authorizing the cell phone. **The form also requires the signature of the Department Chief or their designee.**

1. On a PC connected to the CMSD network, Open Internet Explorer and go to <http://esupport> by typing esupport in the URL field. You can also access it from the Intranet by clicking on the Administrative Webs and then selecting Telecom Support
 - a. Select the **Telecom** Tab ,
 - b. Select **Telecom Service Request Form**
 - c. Select **Cellular Phone Service** and click on **continue/next**
 - d. Select **New Service Request** for the **Request Type** and click on continue/next
 - e. Complete the rest of the form with the correct information, making sure to indicate **Cellular Phone Type as Standard phone No Data Package or Smart Phone With Data Package**. If you **require** a phone that has capability to send and receive emails you must select Smart Phone otherwise please select Standard Phone.
 - f. In the Justification Field please provide a concise explanation as to why the employee needs to be issued a District Cell phone. Smart phone requesters need to specify why the user also needs access to the Internet/Email.
 - g. Once all the fields are filled in click the Submit Request button. The page will then display a message thanking you for your request and informing you that you receive an email confirmation sent to the requester's email address
2. When the requester receives the confirmation email, they will need to print out both attachments.
3. The person being issued is required to read the telephony guidelines and to acknowledge this by signing the filled in request form
4. The request form must then also be signed by either the device user's chief (listed below) or a person authorized by their chief to sign for them.

Please note that incomplete or illegible forms will not be processed. A Screen Print of the completed form is not acceptable.

5. Once all the signatures have been obtained, please scan and email the completed document to dedra.ross@CMSDNET.net for processing.
6. Please allow 2 business days for processing. Once the request is processed the requester and the device user will be notified. The device user will be asked to make an appointment for picking up the device.
7. When picking up the cellular device please bring the **original completed form** along with **CMSD ID or Driver's license** to the 3rd floor located at the **East Professional Center**.

*** ELIGIBILITY TO USE TELEPHONY EQUIPMENT AND/OR SERVICES**

An employee is eligible for District owned Telephony equipment if the employee meets at least one of the following criteria; **however, if the Telephony service is E-Rate funded, the employee must also qualify by being integral, immediate and proximate to the education of students;**

1. If they are an employee who must provide 24/7 Emergency response for critical District functions;
2. If they are an employee who must routinely travel between District sites;
3. If they are an employee who is regularly at a site(s) where land-line telephone access is not available;
4. If the employee's Chief and the Chief Operating Officer approve the designated Telephony equipment for use by the employee.

Please Note: Contractors are not eligible for E-Rate funded Telephony services. The Technology Department provides funding for E-rate eligible Telephony services only.

Software Evaluation Requests

Service Description

Process for requesting the evaluation of new instructional software applications. Requests for software evaluation should be submitted to the CMSD Service Desk (Helpdesk@clevelandmetroschools.org) with “**Software Evaluation Request**” in the email subject line.

Customer Benefit

The software evaluation process ensures that new software will work on District end-devices (laptops and desktops) and that it aligns with curricular goals and objectives. The evaluation includes both technical and instructional evaluation and a strategy to install the software applications.

DoIT Provides

Evaluation of the software application and coordination with the Curriculum and Instruction Department to ensure that the application aligns with instructional goals. If approved DoIT also develops an installation plan and provides ongoing monitoring of the application to ensure that the application continues to work, even if there are changes to other parts of the CMSD technology infrastructure. DoIT may also coordinate the process for uploading student data to the application.

Maintenance Schedule

Monitoring of Instructional applications is ongoing. DoIT and the Curriculum and Instruction Department will issue notices if an application is being taken offline for maintenance.

Incident Response & Resolution

Requests for Software Evaluation will be acknowledged within 2 business days of receipt. A preliminary evaluation will be conducted to determine if the application's specifications are compatible with current infrastructure and aligns with current instructional goals and practices. The requestor will be notified within two weeks if the preliminary assessment allows for the application to be installed or if further testing is required. If further testing is required, the requestor will be notified within four weeks if the application is approved.

Customer Requirements

Software evaluation requests should be submitted between February and May of each school year in preparation for the upcoming school year. Requests for software evaluation should include the Instructional justification for the application (aligned to the school's Academic Achievement Plan) as well as all technical information. Requestors should plan for a minimum of 6-8 weeks for a software application request to be completed.

Additional Information

For a listing of the district's currently approved software applications, please refer to the [Applications Section](#).

Request to Install Software

Service Description

Process for an individual to request installation of approved software or applications on computers (laptops, desktops).

For a listing of the district's currently approved software applications, please refer to the [Applications Section](#).

To submit a request for software installation please enter a Service Desk Ticket to (Helpdesk@clevelandmetroschools.org) with **"Software Installation Request"** in the email subject line.

Customer Benefit

Approved software is efficiently installed.

DoIT Provides

Software installation services. Software will be installed remotely by a Service Desk technician or onsite by a Field Technician.

Maintenance Schedule

There may be times in which a software installation request is postponed due to changes in the software application or a computer's operating system updates. When the installation is requested, the user will be notified of any maintenance issues.

Incident Response & Resolution

Requests will be acknowledged with 72 hours and prioritized with 24 hours of receipt. Depending on the software application and the method of installation (remote or on-site) the user will be notified with the anticipated installation date.

Planning ahead is highly recommended and requests should be submitted a minimum of 2 weeks before the application is needed.

Users experiencing problems with approved software applications should submit a service desk ticket. Tickets will be reviewed within 48 hours and assigned a priority.

Customer Requirements

Customer should provide information on the software application, version (if known), and computer information including school, room numbers, and specific computer host names.

Additional Information

To request evaluation of new software applications see [Software Evaluation Requests](#)

Request to Unblock a Website (Whitelisting)

Service

Unblocking Instructional Websites

Service Description

Teachers may request to have websites unblocked for instructional use by submitting a Help Desk Ticket to Helpdesk_Mon@clevelandmetroschools.org. The teacher should include the website address and a brief description of the instructional justification for requesting the site to be unblocked.

Teacher's requests to unblock websites are reviewed by CMSD's Academics Department. If the site is approved, the Department of Information Technology is notified and the site is usually unblocked within XX hours. If the site is not approved, a notice is sent to the requesting teacher with the justification for denying the unblocking request.

The Child Internet Protection Act (CIPA) requires CMSD to block "*children's access to obscene or harmful content over the Internet*". CMSD uses a whitelisting service.

Customer Benefit

Web Filters are critical in protecting students from harmful and obscene Internet content.

Compliance with CIPA is directly related to the District's e-Rate funding.

Requests to unblock instructional websites are reviewed by Academic professionals.

DoIT Provides

Web Filtering Services in compliance with CIPA

Instructional Website unblocking services via Help Desk Requests

Maintenance Schedule

Maintenance on Web Filtering Services are scheduled to have the least amount of impact on the Instructional day. Notifications of Web Filtering Services maintenance that impacts customers will be communicated via District email.

Incident Response & Resolution

- Academics will review unblocking requests within 3 days of receipt.
- If a request is deferred to DoIT, the request will be reviewed within 3 days of receipt.
- If approved DoIT will whitelist the website within 1 business day of receiving the approval from Academics.
- If denied, Academics will notify the requester within 3 days.

Customer Requirements

Teacher/requestor must provide

- Requestor name, email address, school, teaching assignment
- Website address (URL)
- Instructional reason/justification for requesting the site to be unblocked
- Designate Grade Level/School/District access

Additional Information

Children's Internet Protection Act

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries.

<http://www.fcc.gov/guides/childrens-internet-protection-act>