

HHS V.I.P. Vendor Evaluation Rubric

Scoring: 1) Poor 2) Fair 3) Good 4) Excellent	Vendor Name:	Score
Assessment and Assignments	Comments	Score
Assignments and assessments are challenging, appropriate, and align to learning objectives.		
The course employs multiple methods to assess student performance and inform instructional practice, including teacher- and computer – scored assessments.		
A randomized test bank automatically provides a new test for each assessment attempt and can be proctored.		
Immediate, and relevant, and varied feedback is embedded within interactive exercises and other hands-on activities.		
Students deepen understanding of content through activities such as lab experiments and other hands-on activities.		
Assignments include opportunities for multimedia presentation, essays, and reports.		
Students are assigned relevant readings from appropriate print and/or web media.		
Students are provided relevant formative “self-check” or practice assessments which include timely and relevant feedback and prepare them for scored assessments.		
The course has a policy defining academic integrity that includes plagiarism, accountability, password use, and internet etiquette.		
Teachers are provided strategies to keep account login information secure and minimize insecurity of courses and assessment data.		
Assessments are monitored to ensure they are completed by the registered student.		
All written work is required to be submitted for originality (plagiarism checker).		
Total Score		

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Distance Learning		Comments	
The course description and syllabus are available to students and parents/guardians before registering.			
Students are provided a course orientation, and introduction to online learning technologies, and resources for successful online student practices.			
The course provides for a high degree of interaction between teacher and students, parent or mentor and students, and among students.			
Clear standards for teacher availability are communicated to the student, including office hours, response to student questions, and the timeframe for posting grades.			
Teachers hold required teaching certifications and are trained in online instructional methodologies. (Oregon HQ Licensure)			
Ongoing internal evaluations are conducted to evaluate the efficacy and instructional quality of teachers.			
Total Score			

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Equity and Access	Comments		
<p>Lessons and resources available in multiple languages, minimum Spanish.</p> <p>Technical requirements for access are clearly stated and include at a minimum browser interface, multimedia interface, and operating system.</p> <ul style="list-style-type: none"> - Safari and Internet Explorer 7 and above - Quicktime and Flash - Windows XP and above - Google Chrome - Firefox - OS 3 and above <p>Dashboard is well designed and has an intuitive interface.</p> <p>Instructional material is balanced and bias free, and is sensitive to the cultural differences of students.</p> <p>Policies and practices are in place that provide accommodations for students with disabilities.</p>			
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Instructional Design			
The course organization and design is clear, coherent, and presented in a developmentally appropriate way.			
Concepts and skills build logically and purposefully throughout the course with transitions to support development and understanding from skill to skill.			
The text is accessible to all students at their reading level, including advanced vocabulary for accelerated students and reading assistance for remedial students.			
The course teaches and uses active learning strategies (e.g. note-taking methods, how to ask the right questions, how to activate prior learning) to engage students and foster deep understanding.			
The course uses a variety of media to give students multiple and varied experiences with a single concept or skill, inviting students to explore a concept or skill from different angles.			
The media requires student engagement (e.g. entering a prediction or solving a problem) so that learners must actively participate in order to progress.			
The course embeds all levels of Bloom's Taxonomy, including analysis and synthesis, critical thinking, and problem solving.			
The course accommodates unique learning styles and various ability levels using scaffolding such as online support, audio assistance, note-taking and study guides.			
The course is available in differentiated curricular pathways (e.g. core, honors, Advanced Placement and others).			
An optional mastery-based learning setting requires students to master each learning objective before moving on (Proficiency).			
Courses embed non-fiction reading strategies and activities consistent with CCSS.			
Courses embed technical writing strategies and activities consistent with CCSS.			
Total Score			

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Instructional Materials		Comments	
Wide variety of course offerings.			
All instructional material is accurate, complete, and current.			
Performance objectives are clearly matched to national, state, and district standards, including grade level expectations and applicable end-of-course assessments.			
Instructional material connects students to what they already know and includes real-world examples that students can easily relate to.			
The course includes activities and assignments that students can complete offline.			
Supplementary materials for enrichment and remedial activities are provided.			
The course does not rely on external links that are not controlled or maintained by the publisher.			
Science courses include options for hands-on as well as virtual labs.			
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Learning and Management Systems	Comments	
All courses use a standard format that is easy to navigate.		
Immediate real-time data is gathered and synthesized into intuitive, easy-to-use reports.		
Teachers can easily access student progress and access student and class information using reports provided within the course.		
A role-based security infrastructure allows administrators, educators, parents/guardians, and other students to review grades and other data as appropriate.		
Embedded features allow educators to adjust the course outline and activities, course calendar and due dates, and scoring information.		
Timely, effective technical support is provided to educators, parents, and students. (24 hour availability)		
Syllabus & lesson formats are able to be modified by teacher.		
Interface capability that allows course enhancement to be added (ex:lectures/labs/view-ins)		
SIS system integration capability (PowerSchool).		
System provides sufficient levels of redundancy to minimize or eliminate downtime at the local level.		
Total Score		

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Professional Development	<p>Educators are provided initial assistance and training to develop an implementation plan and ensure understanding of the program.</p> <p>Educators are provided ongoing professional development to address district goals and student performance</p>	Comments	
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Qualification and Evaluation The course is accredited by a recognized accreditation agency for secondary curriculum.				
The course is correlated to national and state standards using a third-party reviewer.				
The provider conducts ongoing internal evaluations to evaluate the accuracy and quality of its curriculum.				
Total Score				

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Student Performance Expectations		Comments	
Learning objectives are clearly stated at regular intervals, are concrete, and describe measurable outcomes.			
The course syllabus and academic calendar list all required scored activities, grade weights, and due dates.			
Grading policies are clearly stated, including the weight of each question, whether partial credit may be awarded, and – where applicable – rubrics or expectations used to grade a scored activity.			
Students can easily monitor their own learning progress using reports or features provided within the course.			
Total Score			

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Pricing Flexibility	Comments	
Vendor pricing schedule for curriculum only.		
Vendor pricing schedule for blended courses using HSD staff.		
Vendor pricing schedule for online course taught by non-HSD staff.		
Vendor long term pricing schedule.		
Does vendor have a package pricing program.		
Does vendor have a "grandfather" clause that impacts future customer program expansion.		
Total Score		

