



# State Expert Reviewer

How to Set Up Your Account & Access Your Reviews



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# Setting Up Your User Account

## Florida Instructional Materials Adoption

Welcome to the Florida Instructional Materials Adoption portal!

The Florida State Instructional Materials Adoption process is set via the state's adoption cycle. Instructional materials are adopted by subject area on a 5-year cycle with variation as needed to meet the state's needs and priorities. Adoption Cycles are posted on this website and are amended as necessary. The State Board of Education adopts policies and procedures for the adoption process. These policies and procedures contain important information, including deadlines, which publishers must adhere to.

Florida adopts the major tool of instruction along with its ancillaries. To be eligible for adoption,

- Materials that provide instructional content and student learning activities for each of the standards and benchmarks that are in the course descriptions for reading, language arts, literature, math, science, social studies, physical education, health, world languages, visual arts, and performing arts;
- Materials that provide instructional content and student learning activities for each of the intended outcomes and/or student performance standards of the Career and Technical Education Curriculum Frameworks.

Materials that do not meet the definition of a major tool of instruction will not be adopted.

[+ Read more about the adoption process](#)

[Sign In or Create an Account](#)

### Publisher Information

- [View Open Cycles](#)
- [Sign In to your Account](#)
- [Register a New Publisher](#)
- [How to Submit a Bid](#)
- [Instructional Materials Website](#)

To access the publisher dashboard, you will need to create an account and your existing publisher authorized user (Publisher administrator) to add you to the list of authorized users.

In order to apply as an expert reviewer, you must first create a user account within the instructional materials adoption portal.

Click the “Sign In or Create an Account” button, as shown in the example above.

Instructional Materials


**Sign In**

Type your email address

Type your password

Remember me [Forgot Password?](#)

Sign In

Create a User Account 

If you have not done so already, click “Create a User Account”.

### Sign Up for an Account

Thank you for your interest in creating an account. Accounts are necessary for users interested in submitting instructional material bids or participating in the review process, but anyone is welcome to sign up. Please complete the registration form below to get started.  
For publisher representatives that wish to access the publisher dashboard, first create an account and ask your publisher authorized representative (publisher administrator) to login and add you as an authorized representative.

**User Registration Form**

Prefix \*  Dr.  Ms.  Mr.

First Name \*  Middle Name

Last Name \*  Suffix

Email \*  Email Confirmation \*

Password \*  Password Confirmation \*

Address 1 \*  Address 2

City \*  State \*

Zip / Postal Code \*  Country \*

Occupation \*

Phone \*  Secondary Phone

Gender  Male  Female Ethnic Group

Subscribe to Announcements?  Yes

Public Records Exemption \*  No  Yes  
Florida has a very broad public records law. Most written communications to or from state officials are public records available to the public and media upon request. For information and exempt status criteria please refer to the [Government-in-the-Sunshine Manual](#). In accordance with chapter 110.071, Florida Statute (F.S.), does this user qualify for public record exempt status?

Complete all required fields to successfully create your user account.  
When complete, click "Submit".

### Activate your Account!

Thank you for Creating an Account!

An email with an activation link was sent to your email address!

If you do not see the email after a few minutes, make sure you check your junk/spam or clutter folders.  
If you are unable to verify your account, please click on Contact Us and submit a support ticket.

Already activated your account?

Click on the Sign In button on top to log in to your account.

### FLIM account verification Inbox x



**FLIM** <no-reply@flimadoption.org> [Unsubscribe](#)  
to me ▾



Thank you for creating an account for the FLIM portal. To verify your email address and log in to the website, please click on the following link:  
[Click here to verify](#)

Thank you,  
FLIM team

Reply

Forward

You will then receive a verification e-mail sent to the e-mail address provided.  
Click the “Click here to verify” option to activate your user account.

Instructional Materials

### Sign In

Thank you for confirming your email.

Type your email address

Type your password

Remember me      [Forgot Password?](#)

**Sign In**

Create a User Account

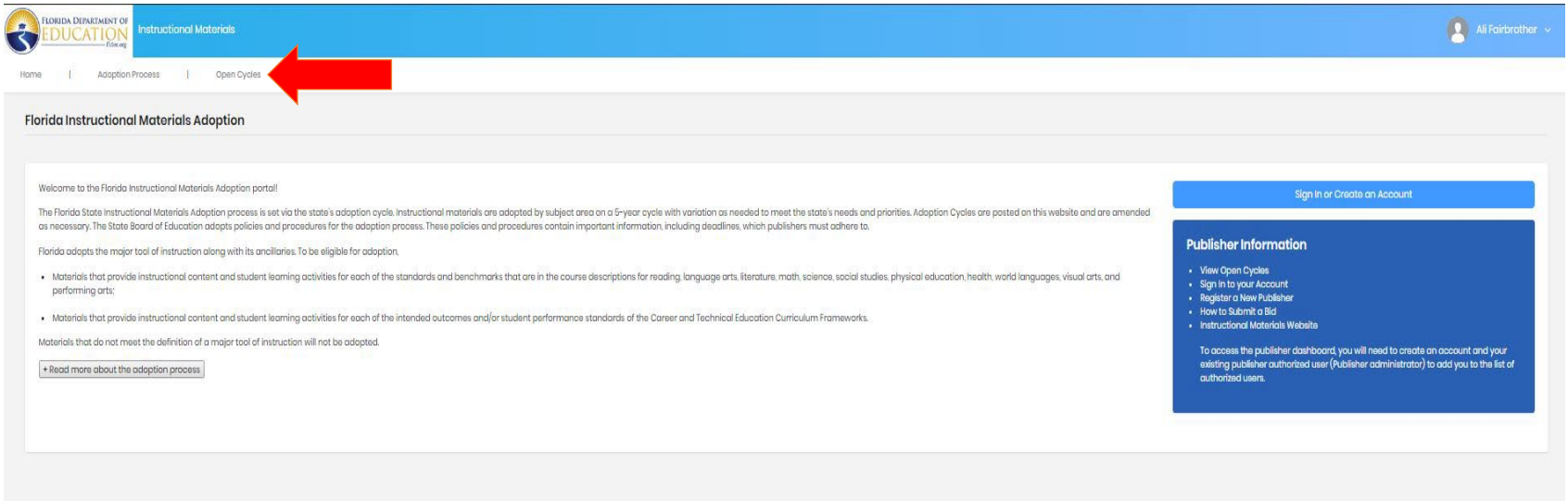
You will then be re-directed to the log in screen. Sign in to your user account by using the e-mail you provided and the password that you chose.



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# Apply as an Expert Reviewer





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Instructional Materials

Ali Fairbrother

Home > Adoption Process > Open Cycles

### Florida Instructional Materials Adoption

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To access the publisher dashboard, you will need to create an account and your existing publisher authorized user (Publisher administrator) to add you to the list of authorized users.

Once logged into your user account, you will then click on the “Open Cycles” option to access your reviewer application.

### Open Instructional Materials Adoption Cycles

Click on the tile for all information about the cycle.

**2019-2020 K-12 World Languages, Career & Technical Education and Computer Science**

Call for Expert Reviewers

Click on the “Call for Expert Reviewers” option



Click on the “Sign up to be an Expert Reviewer” option to fill out your application to be an expert reviewer.

### 2019-2020 K-12 World Languages, Career & Technical Education and Computer Science - Instructional Materials Adoption Cycle

About this Cycle

Call for Expert Reviewers

#### Instructional Materials (M) Adoption Process:

Florida's Next Generation Sunshine State Standards for World Languages, Career and Technical Education and Computer Science detail the knowledge, skills and resources a student should develop as a result of a quality program in these areas.

#### Call for Reviewers:

To evaluate the quality of instructional materials for use in district classrooms, the Florida Department of Education (the department) is seeking reviewers with content expertise and an in-depth understanding of the current Florida Standards. State standards detail what students should know and be able to do as the result of a quality educational program. Instructional materials shall be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to the Florida Standards.

The Florida Department of Education received eighty-seven bids for World Languages, Career and Technical



Sign Up to be an Expert Reviewer

### Reviewer Application

Thank you for your interest in being involved in the review process. Please complete the application below and submit it for consideration. After you submit the application, please make sure that your [account profile](#) information is also up-to-date.

#### Reviewer Registration Form

Please select the type of reviewer you like to apply for and the appropriate form will show below.


Reviewer Type \*   State Expert Reviewer  District Expert Reviewer  Guest Reviewer

#### State Instructional Materials Reviewer Application

Occupation \*  Employer Name \*

Employer City \*  Employer State \*

Employer Zip \*  Have you ever been convicted of a felony? \*  Yes  No

Education \* 


Complete the reviewer application by answering all required fields. Be specific with your answers regarding education and qualifications.

Select your area(s) of specialization \*

<input type="checkbox"/> Accounting Applications 1	<input type="checkbox"/> Administrative Office Technology 1	<input type="checkbox"/> Agricultural 1
<input type="checkbox"/> Allied Health Assistant 3	<input type="checkbox"/> Architectural Engineering Technology 1	<input type="checkbox"/> Automotive Maintenance and Light Repair 2
<input type="checkbox"/> Building Construction Technology 1	<input type="checkbox"/> Building Trades and Construction Design Technology 1	<input type="checkbox"/> Computer Science/Database 1
<input type="checkbox"/> Computer Science IT Support	<input type="checkbox"/> Criminal Justice/Specialist 1	<input type="checkbox"/> Culinary Arts 1
<input type="checkbox"/> Early Childhood Education 1	<input type="checkbox"/> Fire/EMS 1	<input type="checkbox"/> French 2
<input type="checkbox"/> Event Management and Supply Chain Technology	<input type="checkbox"/> Health 1	<input type="checkbox"/> International Computer Science 2
<input type="checkbox"/> Introduction to the Teaching Profession	<input type="checkbox"/> Information Computer Science 1	<input type="checkbox"/> Principles of Engineering
<input type="checkbox"/> Principles of Food Preparation	<input type="checkbox"/> Information Science/Database 1	<input type="checkbox"/> Spanish 2
<input type="checkbox"/> Spanish I/Intro	<input type="checkbox"/> Information Science/Database 2	<input type="checkbox"/> Spanish II/Intermediate
<input type="checkbox"/> Elementary Assistant 1	<input type="checkbox"/> Spanish I	
	<input type="checkbox"/> Spanish II/Intro	

How many instructional material programs are you willing to evaluate?

Are there any qualifications or certifications/endorsements in addition to education, employment, public service, or affiliations above that qualify you to review materials in the area(s) of specialization you selected?  
Type additional information



Click "Submit" when all fields are complete.

Reviewer Application Submitted

Thank you for submitting your application!

Your application has been received and will be reviewed by the administrators.  
Please review your account profile information to make sure it is up-to-date with your current contact information.

[Review your account profile information](#)

Reviewer application received  Inbox x



FLIM <no-reply@flimadoption.org> [Unsubscribe](#)  
to me ▾

Dear Ali,  
Thank you for submitting your reviewer application! It will be reviewed by the administrators shortly and you will be notified once you have been approved for reviewing.

Sincerely,  
The FLIM Adoption Team

 Reply

 Forward

Once your application has been submitted, you will receive a notification e-mail confirming receipt of your application. The Instructional Materials staff will review your application once all required reviewer documentation has been received.

*\*See next slide for documentation details\**

## Final Steps to Complete Your Application Process

- Once you complete your application to become an expert reviewer, you will also need to complete the following:
  - [Reviewer Stipend Justification Form](#)
  - [Reviewer Affidavit](#)
  - Online W-9 form via the [State of Florida Vendor site](#).
- Submit the original, signed, and notarized affidavit and stipend justification form to the Instructional Materials office at:


Florida Department of Education  
Attn: Instructional Materials  
325 West Gaines Street, Suite 432  
Tallahassee, FL 32399

**\*\* Your application is *NOT* complete & will not be reviewed until these forms are completed and received by IM staff\*\***



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**Access Your Items to Review**

Notification message 



**FLIM** <no-reply@flimadoption.org> [Unsubscribe](#)  
to me ▾

9:32 AM (1 minute ago) ☆ ↶ ⋮

Dear Ali Fairbrother, Thank you for your interest and application to be a reviewer for the 2019-2020 K-12 World Languages, Career & Technical Education and Computer Science adoption cycle. We are pleased to inform you that your application to be a reviewer has been approved. Please make sure you complete the reviewer training so you can start reviewing. [To get started with the training](#), login to your account on <https://www.flimadoption.org/> and access the reviewer section. Feel free to contact us at [instaff@fldoe.org](mailto:instaff@fldoe.org) if you have any questions. Sincerely, FLIM Adoption Team

 Reply  Forward



Once your application and all forms have been received and reviewed, if approved, you will receive an e-mail notification to begin your reviewer training. You will not be able to access any assigned reviews until the training has been completed.



Home | Adoption Process | Open Cycles | Contact | **Reviewer Dashboard**

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To access the publisher dashboard, you will need to create an account and your existing publisher authorized user (Publisher administrator) to add you to the list of authorized users.

Once logged in, you will now have access to the Reviewer Dashboard. Click on the Reviewer Dashboard to access the reviewer training.

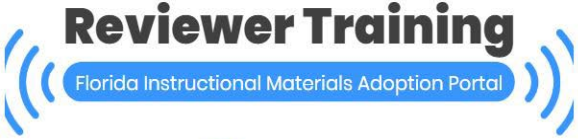
Home | Adoption Process | Open Cycles | Contact | Reviewer Dashboard

### My Review Dashboard

Welcome to the review dashboard.


**Reviewer Training Module**  
You have to complete the training module prior to reviewing any programs.

Reviewer Training - Florida Instructional Materials Adoption Portal



# Reviewer Training

Florida Instructional Materials Adoption Portal



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⏩ NEXT >

OUTLINE CAPTION

- 1. Welcome
- 2. Learning Objectives
- 3. Florida's Instructional Materials Adoption Process
- 4. The Instructional Materials Selection Process
- 5. Evaluation Areas
- 6. Evaluation Policies
- 7. Criteria Ratings
- 8. Ethical and Legal Considerations
- 9. How to Use the FLIM Online Review Portal
- 10. Stipend Policies
- 11. The Importance of Your Role
- 12. Contact Information
- 13. Thank You

Complete the reviewer training module in the Reviewer Dashboard.

*\*If you are using Internet Explorer and the training video is not loading, switch to Firefox or Chrome\**



**My Review Dashboard**

Welcome to the review dashboard.

**My Review Assignments**  
The following instructional material programs have been assigned to you for review.

Show 10 entries Search:

Review	Bid ID	Days Passed	Title	Publisher Name	Author	Course ID	Course Title	Cycle Name
No data available in table								

Showing 0 to 0 of 0 entries

**Reviewer Training Module**  
You have to complete the training module prior to reviewing any programs.

On your Reviewer Dashboard, you will be able to access your assignments once they have been given.

New Bid Assignment Inbox x



**FLIM** <no-reply@flimadoption.org> [Unsubscribe](#)

to me ▾

Dear Ali,

You have been assigned a bid to review! Please log in to your account on the FLIM Adoption portal to learn more and get started.

[https://www.flimadoption.org\\_](https://www.flimadoption.org_)

Sincerely,

The FLIM adoption team

Reply

Forward

You will receive a notification that you have been assigned a bid to review only when you have completed the reviewer training module.

### My Review Dashboard

Welcome to the review dashboard.

#### My Review Assignments

The following instructional material programs have been assigned to you for review.

Show 10 entries Search:

Review	Bid ID	Days Passed	Title	Publisher Name	Author	Course ID	Course Title	Cycle Name
<a href="#">Review</a>	141	0 days	Español Santillana 1	Vista Higher Learning	Santillana Editorial Team	0708340	Spanish 1	2019-2020 K-12 World Languages, Career & Technical Education and Computer Science

Showing 1 to 1 of 1 entries [Export to CSV](#)

#### Reviewer Training Module

You have to complete the training module prior to reviewing any programs.

Once a bid has been assigned to you to review, you will log into your account and access your Reviewer Dashboard and click the “Review” button to access the materials.

Review > Bid 141 – Vista Higher Learning – Español Santillana 1

Bid information and review form.

**Bid Information**  
Bid information and access to materials.

[Bid Summary](#) [Questionnaire](#)

<b>Title</b>	Español Santillana I	<b>Publisher</b>	Vista Higher Learning
<b>Author</b>	Santillana Editorial Team	<b>Copyright</b>	2019
<b>Edition</b>	2nd	<b>Grade Level</b>	9-12
<b>Bid Cycle</b>	2019-2020 K-12 World Languages, Career and Technical Education and Computer Science	<b>Bid ID</b>	141
<b>Course</b>	Spanish I		
<b>Major Tools</b>	<a href="#">Esp Santillana Florida LI SSPPlus (w/WebSAM + SmartBook)(BY), (Major Tool(Priced)), (Special Instructions)</a> <a href="#">N/A</a> <a href="#">Esp Santillana LI FL SE + SSPPlus (w/WebSAM + SmartBook)(BY), (Major Tool(Priced)), (Special Instructions)</a> <a href="#">N/A</a> <a href="#">Esp Santillana Florida LI Teacher Edition + SSPPlus (w/WebSAM + SmartBook)(BY), (Major Tool(Free)), (Special Instructions)</a> <a href="#">N/A</a>		

*All instructional materials available through this website are copyrighted materials. Access is available for the sole purpose of reviewing the materials as part of the Florida instructional materials review process. Use of these materials for any other purpose is prohibited.*

**Review Form**  
All ratings and comments on this form are public records and subject to disclosure per Florida Sunshine Laws.

**Standards**

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

To answer each item, select the appropriate rating from the following scale:

- 5- VERY GOOD ALIGNMENT
- 4- GOOD ALIGNMENT
- 3- FAIR ALIGNMENT
- 2- POOR ALIGNMENT
- 1- VERY POOR/NO ALIGNMENT

The links to the Major Tools and any Special Instructions that the publisher has provided will be in the Bid Information section, under “Major Tools”. Check the Special Instructions link first for the login information for each of the materials. You will access all of your assigned materials through these links.

Contact IM staff if you have any issues with the links provided.

**Review Form**

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Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

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- 5 - VERY GOOD ALIGNMENT
- 4 - GOOD ALIGNMENT
- 3 - FAIR ALIGNMENT
- 2 - POOR ALIGNMENT
- 1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

- Reviewers are instructed that submissions should be consistently rated as 5 or 4 to be recommended for adoption. Materials that are consistently rated 2 or 1 are not expected to be recommended for adoption.
  - Justification and Comments are strongly encouraged for each rating. Please use the Justification/Comments section to list any strengths, weaknesses, concerns, issues, and/or to provide examples supporting the rating. Your comments may be used by publishers to help them improve their products.
  - Additional information regarding the Content Presentation and Learning requirements are located in the Science K-12 Specifications for the 2019-18 Florida State Adoption of Instructional Materials.
- When looking at standards alignment reviewers should consider not only the robustness of the standard coverage but also the content complexity (depth of knowledge level) if appropriate. More information on content complexity as it relates to Florida standards can be found at:

[http://www.cpalms.org/uploads/docs/CPALMS/initiatives/contentcomplexity/CPALMS\\_codedefinitions\\_140711.pdf](http://www.cpalms.org/uploads/docs/CPALMS/initiatives/contentcomplexity/CPALMS_codedefinitions_140711.pdf)

For example, if the standard is marked as a level 3 (strategic reasoning and complex thinking) then the materials coverage should reflect this. If the materials coverage is only sufficient to allow for recall (level 1) then this should be reflected in the points assigned.

	Note from Publisher	Direct link(s) to standard coverage	Rating	Justification
WLK12.NH.1 *	Student Edition: 225, 237, 265, 283, 286, 326, 348, 349, 368, 453, 457 Teacher Edition: 207, 341, 359, 360, 368, 379, 389, 391, 397, 399, 404, 406, 413, 444, 445	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.12 *	Student Edition: 124, 128, 151, 158, 165, 169, 171, 176, 179, 181, 184, 211, 213, 214, 229, 230, 232, 235, 239, 240, 260, 267, 274, 281, 293, 294, 296, 317, 325, 336, 338, 348, 374, 379, 382, 391, 394, 402, 433, 435, 437, 441, 443, 444, 445 Teacher Edition: F	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.13 *	Student Edition: 242, 269, 271, 276, 289, 291, 297, 319, 321, 322, 323, 330, 343, 347, 351, 371, 376, 381, 389, 392, 395, 397, 398, 404, 427, 438, 451, 455, 458 Teacher Edition: 240, 291, 292, 351	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.14 *	Student Edition: 125, 153, 166, 175, 190, 249, 271, 279, 287, 289, 300, 310, 317, 321, 333, 335, 341, 345, 364, 371, 377, 387, 408, 411, 418, 433, 439, 441 Teacher Edition: 299, 367, 391, 398	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.15 *	Student Edition: 329, 430, 456 Teacher Edition: 410, 424, 425, 441, 444, 449, 468	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.16 *	Student Edition: 298, 322, 399, 400, 401 Teacher Edition: 250, 353, 402, 407, 442, 457	<a href="#">1</a>	Choose one	Type a justification
WLK12.NH.21 *	Student Edition: 37, 51, 78, 79, 93, 101, 109, 111, 113, 129, 132, 136, 137, 151, 156, 161, 171, 183, 190, 192, 202, 209, 207, 209, 215, 216, 217, 219, 221, 224, 225, 233, 234, 235, 237, 239, 240, 243, 214, 245, 248, 258, 262, 263, 265, 267, 270, 271	<a href="#">1</a>	Choose one	Type a justification



You will also see your evaluation sections below the Bid Information. All sections must be answered in order for your review to be considered complete.

**Content**

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

To answer each item, select the appropriate rating from the following scale:

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- 4 - GOOD ALIGNMENT
- 3 - FAIR ALIGNMENT
- 2 - POOR ALIGNMENT
- 1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

- Reviewers are instructed that submissions should be consistently rated as 5 or 4 to be recommended for adoption. Materials that are consistently rated 2 or 1 are not expected to be recommended for adoption.
  - Justification and Comments are strongly encouraged for each rating. Please use the Justification/Comments section to list any strengths, weaknesses, concerns, issues, and/or to provide examples supporting the rating. Your comments may be used by publishers to help them improve their products.
  - Additional information regarding the Content, Presentation, and Learning requirements are located in the Science K-12 Specifications for the 2017-18 Florida State Adoption of Instructional Materials.
- Each set of materials submitted for adoption is evaluated based on each benchmark for that course and the Content, Presentation, and Learning items included in this rubric.

1.A. Alignment with curriculum: The content aligns with the state's standards and benchmarks for subject, grade level and learning objectives.

Rating Justification

Choose one Type a justification

**Presentation**

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

To answer each item, select the appropriate rating from the following scale:

- 5 - VERY GOOD ALIGNMENT
- 4 - GOOD ALIGNMENT
- 3 - FAIR ALIGNMENT
- 2 - POOR ALIGNMENT
- 1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

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1.A. Comprehensiveness of Student and Teacher Resources: the comprehensiveness of the student resources address the targeted content and the teacher resources address the targeted content without requiring the teacher to prepare additional teaching materials for the course.\*

Rating Justification

Choose one Type a justification

**Learning**

Answer each item below and select the "Save" button to save your responses. You must select the "Save" button before going to another section or leaving this page to save the answers you have provided. If you are unable to complete the section, you may save your answers and come back to complete at a later time. All items must be answered for a section to be considered complete.

To answer each item, select the appropriate rating from the following scale:

- 5 - VERY GOOD ALIGNMENT
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- 1 - VERY POOR/NO ALIGNMENT

Upon completion of all Areas of Review, the Recommendation link will become available with a record of how you scored each section of the evaluation.

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- Each set of materials submitted for adoption is evaluated based on each benchmark for that course and the Content, Presentation, and Learning items included in this rubric.

Continue to scroll down through the evaluation to see all required sections to complete.

Final Recommendation

Florida expects that instructional materials recommended for adoption will have overall ratings of Excellent or Good. Instructional Materials with the overall rating of Fair, Poor, or Very Poor are not expected to be recommended for adoption.

Review Category	Scores	Review Score/Total Possible
Content		calculated once all the questions are answered
Presentation		calculated once all the questions are answered
Learning		calculated once all the questions are answered
Standards		calculated once all the questions are answered

Overall Score: the overall score will be revealed once you complete the evaluation form and answer all the questions above.

Based on your evaluation scores and the material's alignment to standards, do you recommend this instructional material for adoption? \*

How would you rate the overall usability of the instructional material? \*

Please provide comments regarding this material that would be beneficial in determining whether it should be adopted for state use, including both strengths and weaknesses and overall effectiveness as a teaching/learning tool.

Rating  
 Yes  No

Choose one

Cancel Save Save & Continue Later Submit

Once all sections have been completed, you will provide your Final Recommendation for the materials and click “Submit”.

You will also have the option to “Save & Continue Later”.

**\*If you exit the evaluation without saving, your answers will *NOT* automatically save.\***

## Instructional Materials Staff Contact Information

- **Instructional Materials Staff**  
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