

Software Review & Evaluation – Frequently Asked Questions

Comment

School's MAY NOT perform their own MOI review for software.

Memo from A. Liverman was sent to Principals in Aug' 06; Update/reminder will be sent in 2007/08.

Single Textbook Adoption software is approved by a MOI Committee that meets at Crofton Media Services.

Supplemental materials are sent to Bonnie Thompson at Crofton Library Media Services if available at time of Single Text Adoption review.

Who performs MOI review for software that is not specific to a textbook?

County MOI Committee

What are the requirements for a MOI Committee? Who are the evaluators?

Committee consists of a minimum of 3 individuals (teachers, coordinators, OIT staff). Must have the approval of content coordinator.

County MOI Evaluations performed at other locations are sent to Crofton Library Media Services for final approval.

Crofton Library Media Services enters into TAIMMS database and retains original record of evaluation.

COMAR Accessibility Standards must be evaluated for any software title.

COMAR Accessibility Checklist must accompany Materials Evaluation Form; forms are located on Minerva.

Freeware & Plug-Ins – Do these require MOI evaluations?

Requires both MOI & Test Bed approval.

Online subscriptions require evaluations.

Requires both MOI & Test Bed approval.

Does software without pre-defined content require MOI review?

Requires MOI because of COMAR and Test Bed for hardware compatibility.

Software for after school activities and clubs run by parent volunteers and outside groups (Boy Scouts, etc) require MOI and Test Bed Evaluations.

Requires both MOI & Test Bed approval.

Can teachers reference a database of approved software by content area or publisher?

TAIMMS Database on Minerva > Web Services > Textbook Catalog (several search methods are available).

MOI evaluation results for Non-STA software titles are included in the Catalog of Textbooks and Instructional Materials (TAIMMS) database on Minerva.

Will notification of evaluation results be sent to requestor?

Software purchases should not be made prior to MOI & Test-Bed approval.

Professional use only software.....Can it be installed on instructional machines? Shortcuts should be accessible to faculty ONLY!

Do software upgrades require new evaluations?

Do software evaluations expire?

All County MOI Evaluations are entered into database.

NEW - Software Evaluation Request Form and completed package returned to requestor.

Contact vendor or publisher to obtain a trial-version for testing purposes.

Professional Use ONLY software DOES NOT require MOI Review; DOES require Test-Bed evaluation.

Version upgrades (Ver 1.2 to Ver 2.0) require new evaluations, version revisions/updates (Ver 1.2 to Ver 1.4) DO NOT require re-evaluation.

Test Bed evaluations expire after 4 years; Expired software will be re-evaluated.

RELATED FORMS:

MOI/Test-Bed Review Request Form

NEW Form to accompany ALL evaluation requests.

MOI Materials Evaluation Form

Completed by MOI Committee, Originals are retained by Crofton Library Media Services; must include COMAR criteria forms.

Software Test-Bed Evaluation Report

NEW fields & search criteria have been added; Remedy database accessible by Technology staff only.

Software Installation Request

Completed by individual requesting installation of approved software; includes license information and location of computers.