**Planning**

Effective planning is essential when selecting quality instructional materials aligned to standards, whether your state, district or school is selecting full course (core) materials or supplemental materials. <http://qualitycontent.setda.org/planning/#background>

**Background**

**Key Questions**

* What is the catalyst to select and adopt new instructional materials?
* Are you planning to select a new core full course curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current core materials?
* Are you implementing digital instructional materials?
* Beyond alignment to learning standards, what other quality criteria will you use?

**State Policies & Practices**

**Key Questions**

* What is your adoption policy for textbooks?
* What is your adoption policy for digital instructional materials?
* What are the requirements for digital instructional materials implementation?
* Do you have policies about OER?
* Do you have legislated subject area instruction?
* Do you have specific accessibility policies or requirements?
* Do you have bias and sensitivity review requirements?
* What are your targeted learning standards?
* What are your recommended frameworks for the subject areas under consideration?

**District & School Policies**

**Key Questions**

* Does your district/school have a definition for instructional materials?
* Does your district/school have a definition for digital instructional materials?
* Does your district/school have a definition for OER?
* Does your district/school have policies guiding selection and adoption of instructional materials?
* Does your district/school have procurement requirements for instructional materials?
* Are policies different for core materials versus supplemental materials?
* How are you funding the acquisition of instructional materials?

**Educational Goals**

**Key Questions**

* Are you planning to select a new core curriculum for a specific content area?
* Are you considering implementing supplemental materials to support current materials?
* Are you implementing digital instructional materials?
  + Beyond alignment to state learning standards, what other quality criteria should be considered?
  + What should be avoided?
  + What is the catalyst to select and adopt new instructional materials?
  + Ensure that the new materials add value.
  + Is your district/school using digital instructional materials?
  + What is the technology capacity to deliver content.
    - Internet access at school
    - Wi-Fi access at school
    - Student access to devices
    - Student access to internet and devices outside of school

**Technology**

**Key Questions**

* If digital, how will you deliver the content?
* Do you have the technology capacity to deliver content efficiently and effectively?
* Do you use a content delivery system/learning management system?
* Does your school/district have adequate internet access to fully utilize the instructional materials (i.e., speed, reliability)?
* Does your district/school have Wi-Fi access at school?
* Do your students and teachers have internet access at home, and/or the community to effectively utilize the instructional material at any time?
* Do your students have ubiquitous device access in school?
* Do your students and teachers have ubiquitous device access out of school?

**Acquisition**

**Key Questions**

* Does the state have guidelines?
* Does the district have guidelines?
* Who are the interested parties in acquisition?
  + Curriculum designers
  + Principals
  + Teachers
  + Procurement office
  + Budget office
* What are the procurement guidelines/restrictions/impacts for:
  + Print core instructional materials?
  + Digital/online/blended core instructional materials?
  + Openly-licensed core instructional materials (OER)?
* Are the acquisition requirements different for core materials vs. supplemental materials?