

Instructional Resource Name: Microsoft Office 365 & Office 2019

Publisher: Cengage

Date Reviewed: 07/08/2021

Reviewers: Kristina Carey, Rebecca Hill, Tamra Herschbach

Organization

- Material provides a useful table of contents, glossary, supplemental pages, and index.
- Layout is consistent; chapters/units are arranged logically; and allow access through multiple modalities.
- Teacher edition contains interesting introductions and a list of prerequisites skills for each chapter.
- Material contains examples, explanations, and/or online resources that provide connections the Nevada Academic Standards.
- Information is accurate, current, and research based.
- Vocabulary is specialized (language carefully considered and evolves across grade levels).
- Size and format of print is appropriate.
- Format is visually appealing and interesting.
- Material provides assessment type questions and/or performance-based/skills-based tasks.
- Electronic and interactive format available.

Content

- Material focuses on the knowledge, skills, and abilities (KSA's) appropriate to the grade level.
- Real-world applications are relevant to the students.
- Information and directions are clearly written and explained.
- Tasks are aligned to the Nevada Career and Technical Education (CTE) Standards.
- Lessons/tasks are interdisciplinary when appropriate.
- Non-text content (maps, graphs, pictures, etc.) are accurate, authentic, and well-integrated into the instructional material.
- Tasks apply to the diversity of students and their abilities, interests, and learning styles.
- Questions and tasks encourage the development and application of higher-level thinking skills.
- Teacher edition includes questioning strategies and/or questions to check for understanding at all Depth of Knowledge (DOK) levels.
- Teacher edition includes formative assessment/evaluation tools processes.
- Material provides access to or demonstrates concepts in multiple ways, allowing for a variety of student responses.

- Tasks have a purpose, aligned to a skill or concept at grade level.
- Material includes application of skills and concepts at grade level.
- The material is focused on the major ideas at that grade level.
- Content includes Workplace Readiness Skills (WRS) development such as collaboration, creative thinking, and problem solving.

Inclusion

- Material reflects a variety of ways to differentiate instruction and model content to support all learners.
- Material represents traditional and non-traditional students and special populations.
- Material includes access to multilingual resources.
- Material provides resources for all students including special populations and connects them to grade-level content.
- Material is available for students with visual impairments via ADA compliant resources or other technology.

Alignment

- Material content aligns to district/organization curriculum.
- Material content aligns with WRS (Nevada CTE Standards).
- Material is a useful resource in preparing students to meet the requirements of the Nevada CTE Standards and statewide assessments.

Concerns

There are no concerns, recommend for approval.

Instructional Material Evaluation Rubric Form

Career and Technical Education (CTE) Program of Study

Instructional materials are designed for use by students and teachers as a learning resource for students to acquire essential knowledge, skills, abilities, and dispositions. This includes print and non-print materials, including comprehensive/core textbooks, and web-based or electronic instructional materials.

Title: Microsoft Office 365 & Office 2019 Author(s): Microsoft Office 365 & Office 2019
 Publisher(s): Cengage Copyright Date: 2020
 Subject: Office Management I & II (+complementary) Grade Level(s): 9-12
 Student ISBN: N/A
 Teacher Edition ISBN: N/A

Instructions: Use the tables below to determine if the Instructional Material meets each criterion.

Organization

| Criteria | 2 Meets | 1 Inadequate | Comments |
|--|------------|-----------------|----------|
| 1. Material provides a useful table of contents, glossary, supplemental pages, and index. | 2 | | |
| 2. Layout is consistent; chapters/units are arranged logically; and allow access through multiple modalities. | 2 | | |
| 3. Teacher edition contains interesting introductions and a list of prerequisites skills for each chapter. | 2 | | |
| 4. Material contains examples, explanations, and/or online resources that provide connections the Nevada Academic Standards. | 2 | | |
| 5. Information is accurate, current, and research based. | 2 | | |
| 6. Vocabulary is specialized (language carefully considered and evolves across grade levels). | 2 | | |
| 7. Size and format of print is appropriate. | 2 | | |
| 8. Format is visually appealing and interesting. | 2 | | |
| 9. Material provides assessment type questions and/or performance-based/skills-based tasks. | 2 | | |
| 10. Electronic and interactive format available. | 2 | | |
| Organization Total(s): | 20 | | |

Content

| Criteria | 2 Meets | 1 Inadequate | Comments |
|---|------------|-----------------|---|
| 11. Material focuses on the knowledge, skills, and abilities (KSA's) appropriate to the grade level. | 2 | | |
| 12. Real-world applications are relevant to the students. | 2 | | Useful in many different real-world situations. |
| 13. Information and directions are clearly written and explained. | 2 | | |
| 14. Tasks are aligned to the Nevada Career and Technical Education (CTE) Standards. | 2 | | |
| 15. Lessons/tasks are interdisciplinary when appropriate. | 2 | | |
| 16. Non-text content (maps, graphs, pictures, etc.) are accurate, authentic, and well-integrated into the instructional material. | 2 | | |
| 17. Tasks apply to the diversity of students and their abilities, interests, and learning styles. | 2 | | |
| 18. Questions and tasks encourage the development and application of higher-level thinking skills. | 2 | | |
| 19. Teacher edition includes questioning strategies and/or questions to check for understanding at all Depth of Knowledge (DOK) levels. | 2 | | |
| 20. Teacher edition includes formative assessment/evaluation tools processes. | 2 | | |
| 21. Material provides access to or demonstrates concepts in multiple ways, allowing for a variety of student responses. | 2 | | |
| 22. Tasks have a purpose, aligned to a skill or concept at grade level. | 2 | | |
| 23. Material includes application of skills and concepts at grade level. | 2 | | |
| 24. The material is focused on the major ideas at that grade level. | 2 | | |
| 25. Content includes Workplace Readiness Skills (WRS) development such as collaboration, creative thinking, and problem solving. | 2 | | |
| Content Criteria Total(s): | 30 | | |

Inclusion

| Criteria | 2 Meets | 1 Inadequate | Comments |
|--|------------|-----------------|----------|
| 26. Material reflects a variety of ways to differentiate instruction and model content to support all learners. | 2 | | |
| 27. Material represents traditional and non-traditional students and special populations. | 2 | | |
| 28. Material includes access to multilingual resources. | 2 | | |
| 29. Material provides resources for all students including special populations and connects them to grade-level content. | 2 | | |
| 30. Material is available for students with visual impairments via ADA compliant resources or other technology. | 2 | | |
| Inclusion Criteria Total(s): | 10 | | |

Alignment

| Criteria | 2 Meets | 1 Inadequate | Comments |
|---|------------|-----------------|----------|
| 31. Material content aligns to district/organization curriculum. | 2 | | |
| 32. Material content aligns with WRS (Nevada CTE Standards). | 2 | | |
| 33. Material is a useful resource in preparing students to meet the requirements of the Nevada CTE Standards and statewide assessments. | 2 | | |
| Alignment Criteria Total(s): | 6 | | |

Total Score for Instructional Material (66 maximum): 66

Signature Reviewer: Kristina Carey Date: 7/8/21

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| 3. Teacher edition contains interesting introductions and a list of prerequisites skills for each chapter. | 2 | | |
| 4. Material contains examples, explanations, and/or online resources that provide connections the Nevada Academic Standards. | 2 | | |
| 5. Information is accurate, current, and research based. | 2 | | |
| 6. Vocabulary is specialized (language carefully considered and evolves across grade levels). | 2 | | |
| 7. Size and format of print is appropriate. | 2 | | |
| 8. Format is visually appealing and interesting. | 2 | | |
| 9. Material provides assessment type questions and/or performance-based/skills-based tasks. | 2 | | |
| 10. Electronic and interactive format available. | 2 | | |
| Organization Total(s): | 20 | | |

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| Criteria | 2 Meets | 1 Inadequate | Comments |
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| 11. Material focuses on the knowledge, skills, and abilities (KSA's) appropriate to the grade level. | 2 | | |
| 12. Real-world applications are relevant to the students. | 2 | | Very relevant to real world use. |
| 13. Information and directions are clearly written and explained. | 2 | | |
| 14. Tasks are aligned to the Nevada Career and Technical Education (CTE) Standards. | 2 | | |
| 15. Lessons/tasks are interdisciplinary when appropriate. | 2 | | |
| 16. Non-text content (maps, graphs, pictures, etc.) are accurate, authentic, and well-integrated into the instructional material. | 2 | | |
| 17. Tasks apply to the diversity of students and their abilities, interests, and learning styles. | 2 | | |
| 18. Questions and tasks encourage the development and application of higher-level thinking skills. | 2 | | |
| 19. Teacher edition includes questioning strategies and/or questions to check for understanding at all Depth of Knowledge (DOK) levels. | 2 | | |
| 20. Teacher edition includes formative assessment/evaluation tools processes. | 2 | | |
| 21. Material provides access to or demonstrates concepts in multiple ways, allowing for a variety of student responses. | 2 | | |
| 22. Tasks have a purpose, aligned to a skill or concept at grade level. | 2 | | |
| 23. Material includes application of skills and concepts at grade level. | 2 | | |
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| 11. Material focuses on the knowledge, skills, and abilities (KSA's) appropriate to the grade level. | 2 | | |
| 12. Real-world applications are relevant to the students. | 2 | | |
| 13. Information and directions are clearly written and explained. | 2 | | Very easy to understand. |
| 14. Tasks are aligned to the Nevada Career and Technical Education (CTE) Standards. | 2 | | |
| 15. Lessons/tasks are interdisciplinary when appropriate. | 2 | | |
| 16. Non-text content (maps, graphs, pictures, etc.) are accurate, authentic, and well-integrated into the instructional material. | 2 | | |
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