

SOFTWARE PREVIEW PROCEDURE

Option I

Software Resource Book/Periodical

- The Complete Sourcebook on Children's Software
- Children's Software Revue

Guidelines

I choose three software programs to present as options to purchase.

- Meet with principal to make their case.
- Decide on one software package (order for 30-day preview).
- During 30 day preview must evaluate software and meet with principal.
- Decision to keep or return.

Option II

1. The staff member requesting software or courseware for preview and possible purchase will:

- Complete the district Purchase Request Form (HE5) and attach any pertinent information.
- Cost Center will type P.O. for the software indicating that it is to be shipped to the Coordinator of Instructional Technology. The text section will include the statement "30-day Preview."
- Obtain proper building level signatures.
- Forward to the Coordinator of Instructional Technology for coding.

2. The Coordinator of Instructional Technology will:

- Verify that the cost is the lowest possible. If not, the Coordinator of Instructional Technology will contact the Cost Center and change the vendor and prices on the P.O. The P.O. will have to return to the Cost Center manager for a new signature.

- Code the P.O. to the Technology Plan and initial it. It will be forwarded to the appropriate person in the business office.
3. Upon receipt of the software, the Coordinator of Instructional Technology will forward the software with a “Software Preview Form” to the person requesting the software.
 4. The staff member will:
 - Preview and evaluate the software.
 - Return unacceptable software and evaluation to the Coordinator of Instructional Technology adhering to the timetable.
 - Return the evaluation of acceptable software to the Coordinator of Instructional Technology adhering to the timetable.
 5. The Coordinator of Instructional Technology will notify the Cost Center to pay for the software and will send all documentation to the Cost Center or return the software to the vendor and notify the Cost Center to cancel the P.O.
 6. Exceptions to this procedure will be handled by the Coordinator of Instructional Technology.
 7. Database of district software.

Option III

Ideas from meeting with Pam Berger on December 9, 1999:

Plan

Coordinator of Instructional Technology

1. Need to have a background in curriculum, state standard and software.
2. Keep a database of district software.
3. Preview of software is generated by teachers (grade level or department). Should be driven by state standard and curriculum.

4. Goal should be how well software enhances lesson.
5. Teachers need to decide how software will be used in classroom (teaching and assessment strategy).

Teachers will need inservice days to meet for this to occur. Should occur a half of a day a month. Coordinator of Instructional Technology should attend these meetings.

This could be piloted for a year by a grade level.