Utah State Board of Education

Publisher Instructions for Submitting Materials into RIMS

Review Cycle Subject Schedule

Fall Review Adoption Schedule

Publisher Guidebook

To begin the submission process, visit https://usbealtitude.org/. Please note that all materials must be submitted digitally.

Before you can submit a material in RIMS, you will need a publisher representative account. If you do not have an account, please click the link at the bottom of the sign in page to request an account. If you previously had an account in MIDAS, you will enter your user email address and then select “Send Code” to login. The code may go to your junk mail.

For additional information on accessing Altitude, visit the Publisher User Guide

Table of Contents

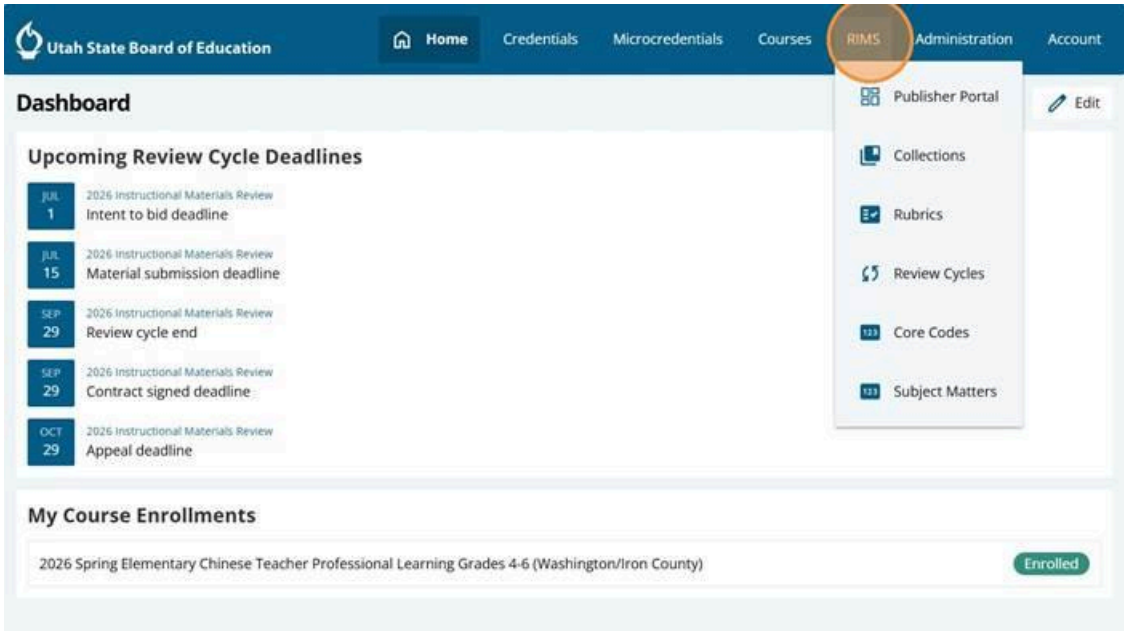
- Submit an Intent to Bid
- Draft a Collection
- Material Details
- Appeal a Review

Submit an Intent to Bid

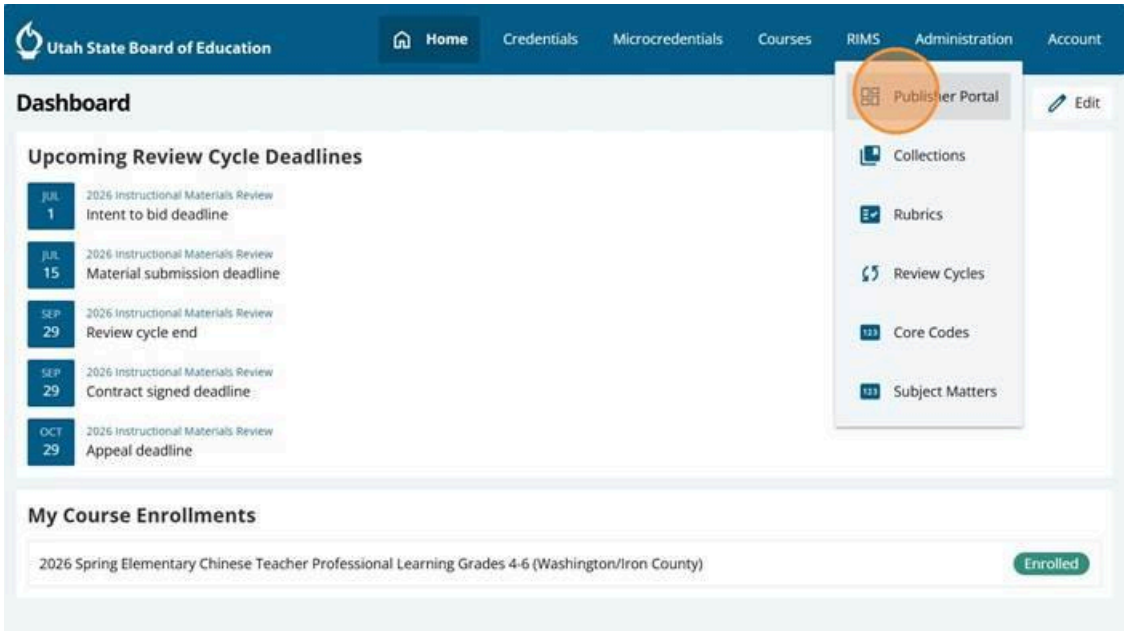
Before you can draft a material collection you first need to submit an attempt to bid.

To submit an attempt to bid:

1. Click **RIMS** on the top menu.

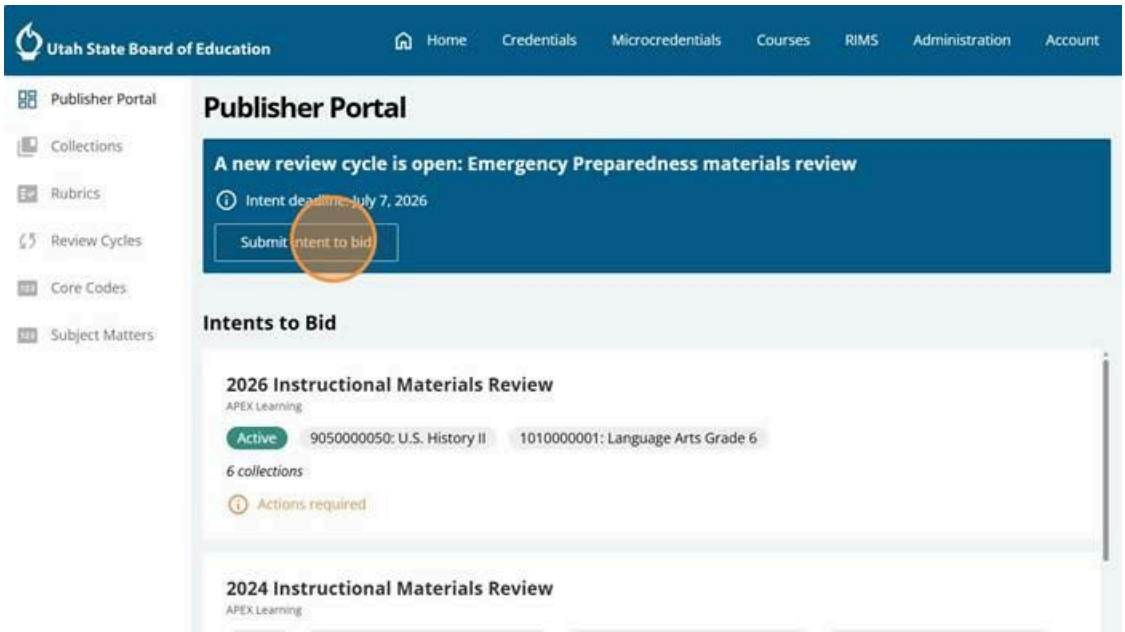


2. Select **Publisher Portal** from the drop-down options.



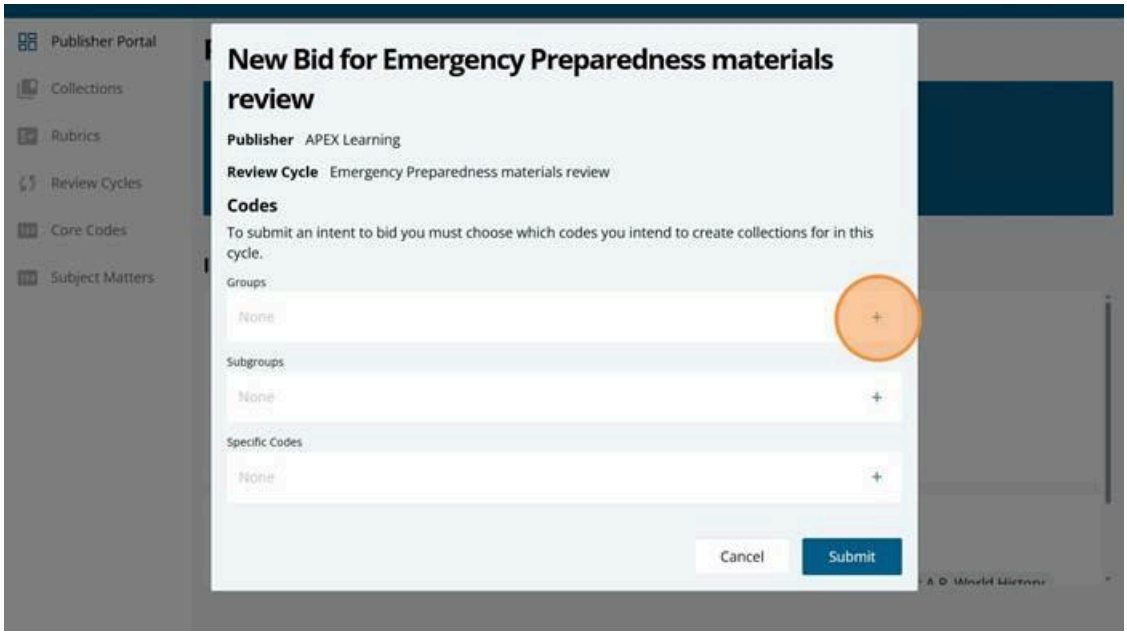
The **Publisher Portal** page appears with a blue banner at the top, featuring an open review cycle.

3. Click the **Submit intent to bid** button.

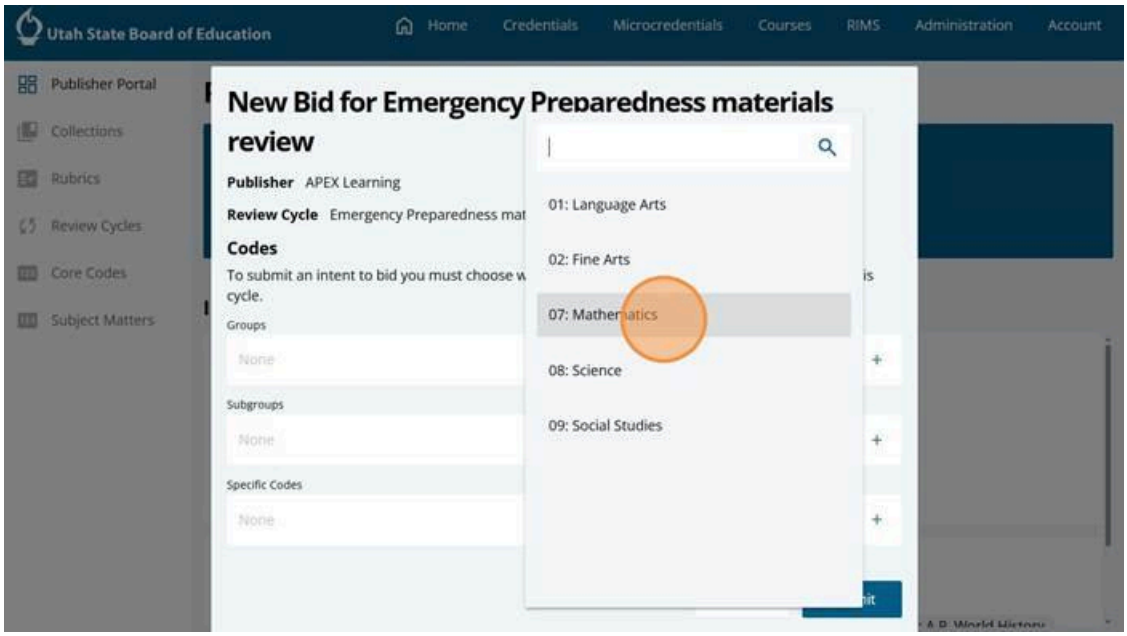


The New Bid pop-up appears.

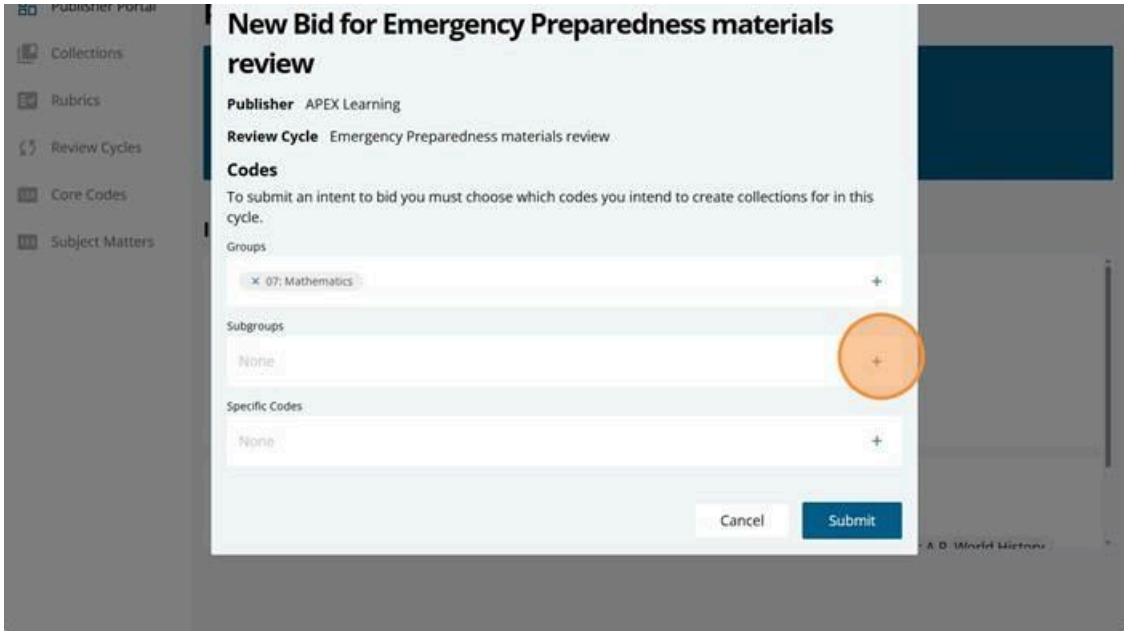
4. Click the Add (**+**) icon for **Groups**.



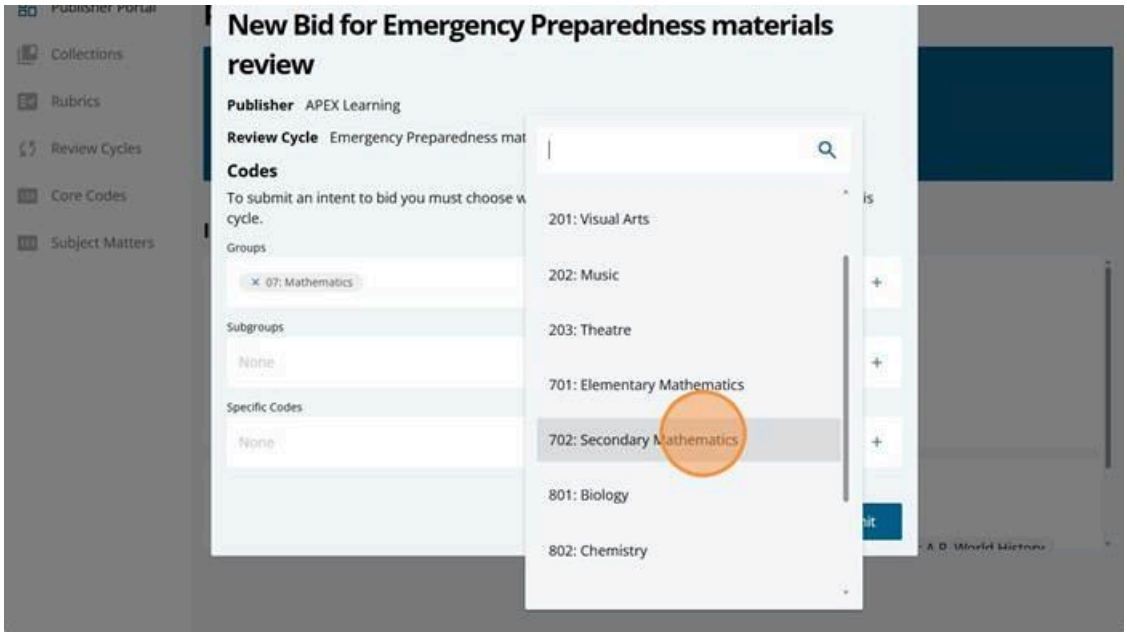
5. Click a group to select it.



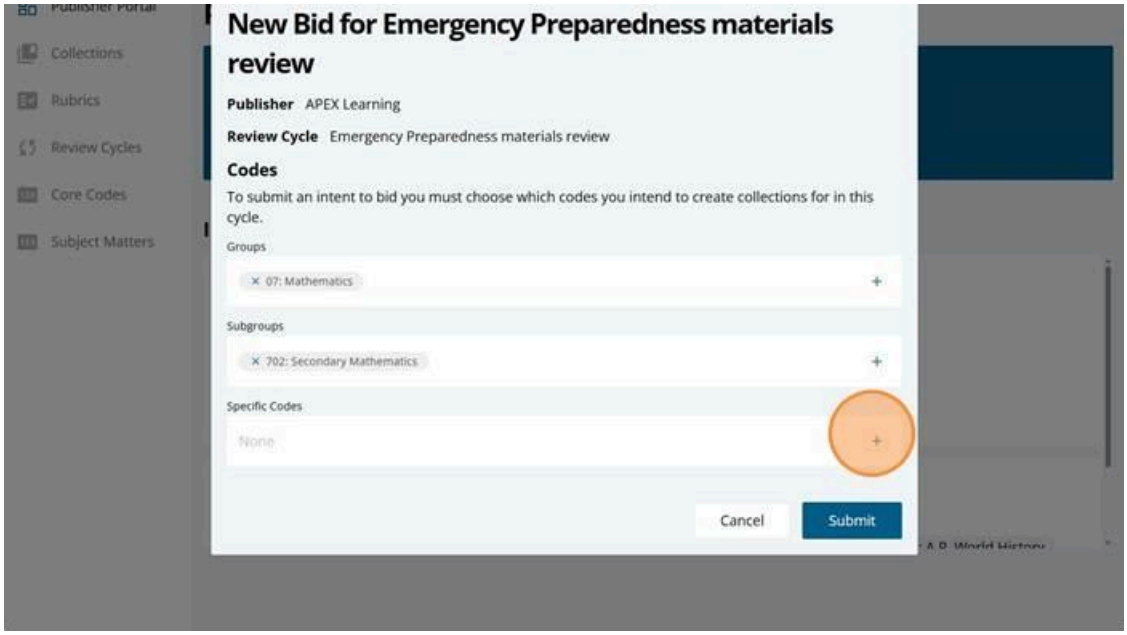
6. Click the Add (**+**) icon for **Subgroups**.



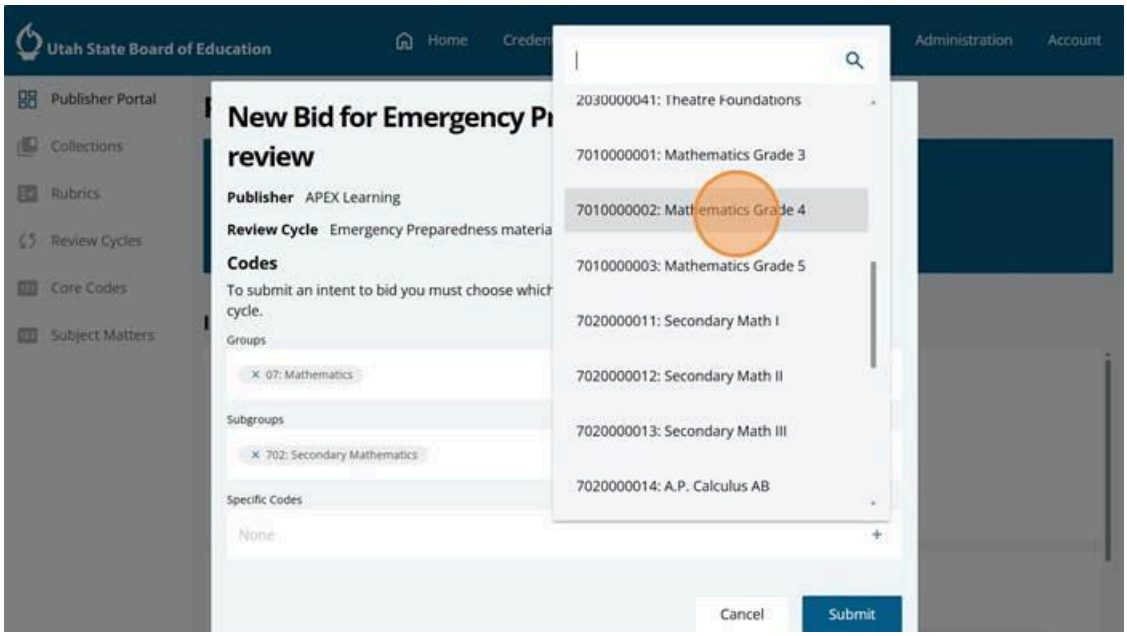
7. Click a group to select it.



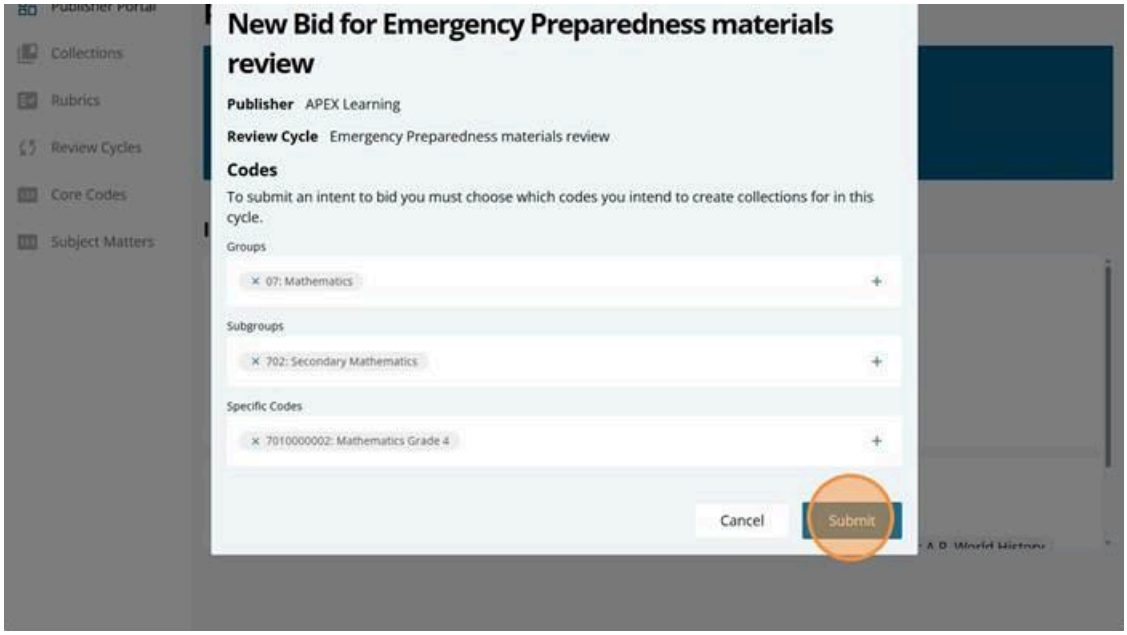
8. Click the Add (**+**) icon for **Specific Codes**.



9. Click a group to select it.



10. Click the **Submit** button.



You don't need to submit your contract and NIMAS Files at this time. Those are submitted after the Board approves your materials at the end of the review process.

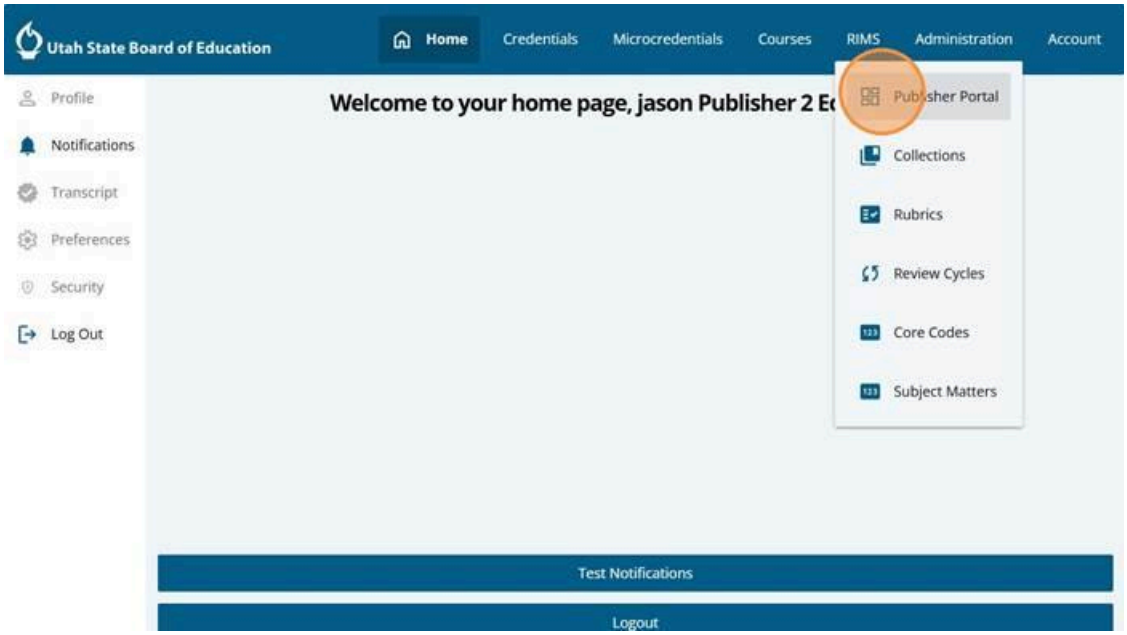
Draft a Collection

Drafting a material collection is a relatively straightforward but lengthy process. These instructions will guide you through the entire process. It is fairly common to not have all of the required information on hand, in which case, you may need to save the draft and return to it later. Regardless, we highly encourage you to save your draft as you progress.You do not need to create a new collection for each grade level, all materials with the same title can be a singular collection with the materials for each grade level included in the collection.

To draft a new material collection:

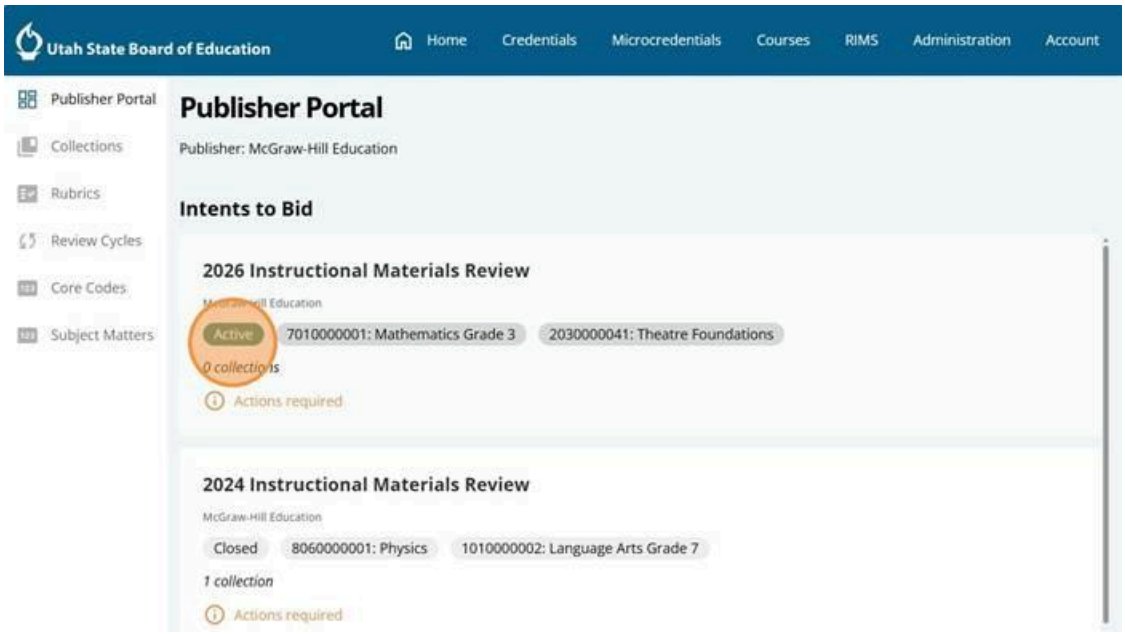
1. Click **RIMS** on the top menu.

2. Select **Publisher Portal** from the RIMS menu.



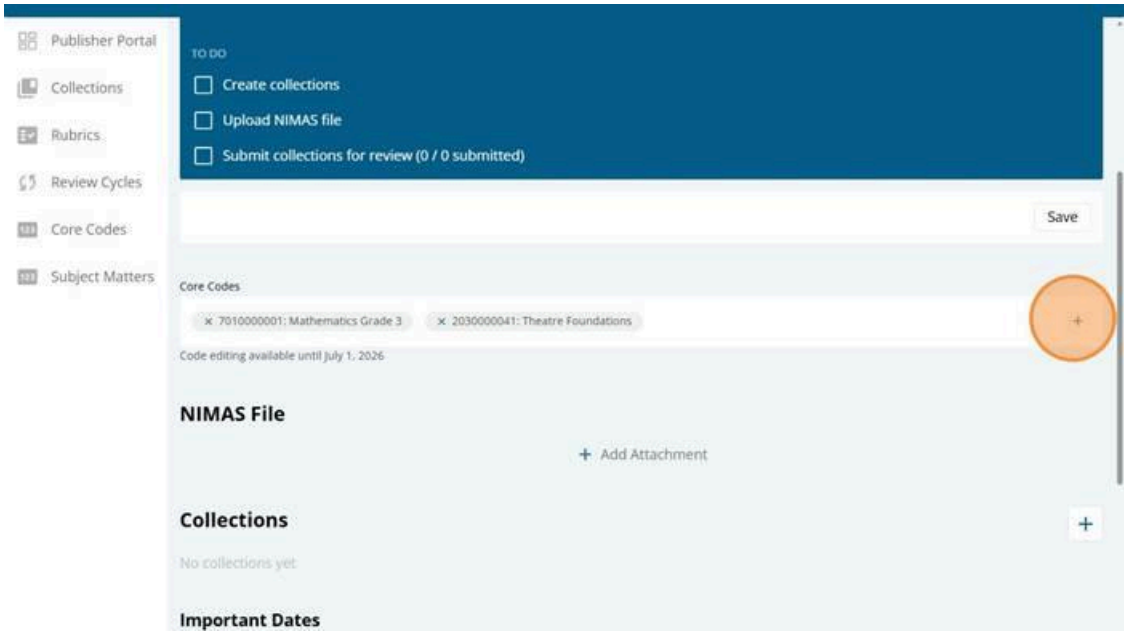
The Publisher portal page appears.

3. Select an **Active** (as indicated with a green "Active" tag) review cycle.

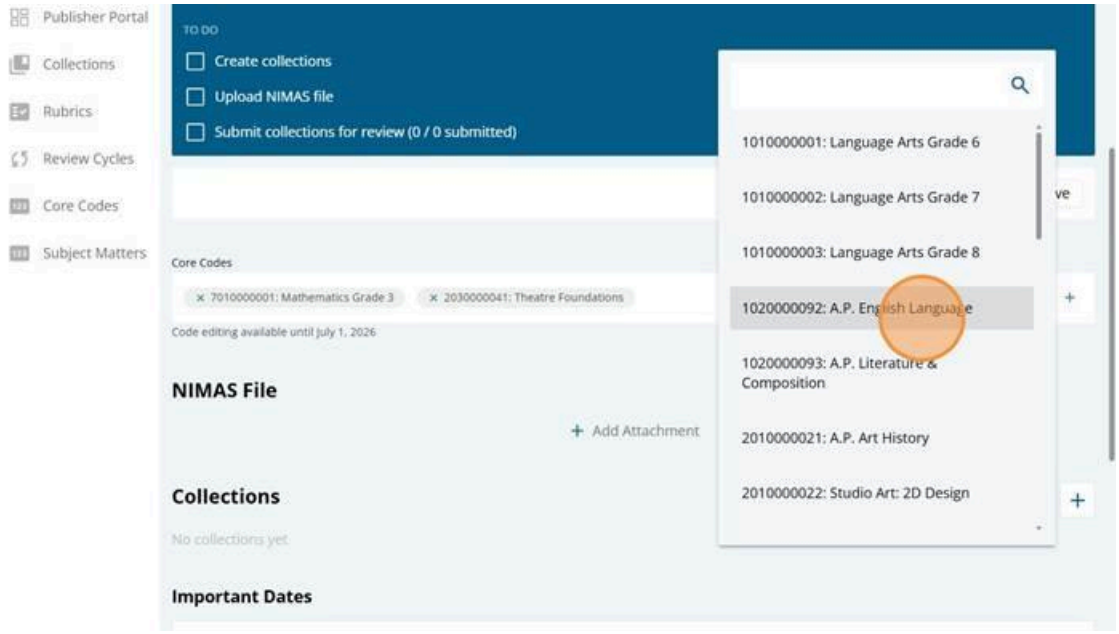


Details for the review cycle appear with a blue checklist banner at the top of the page. As you complete each to-do item, the system will check it off to show that it is done.

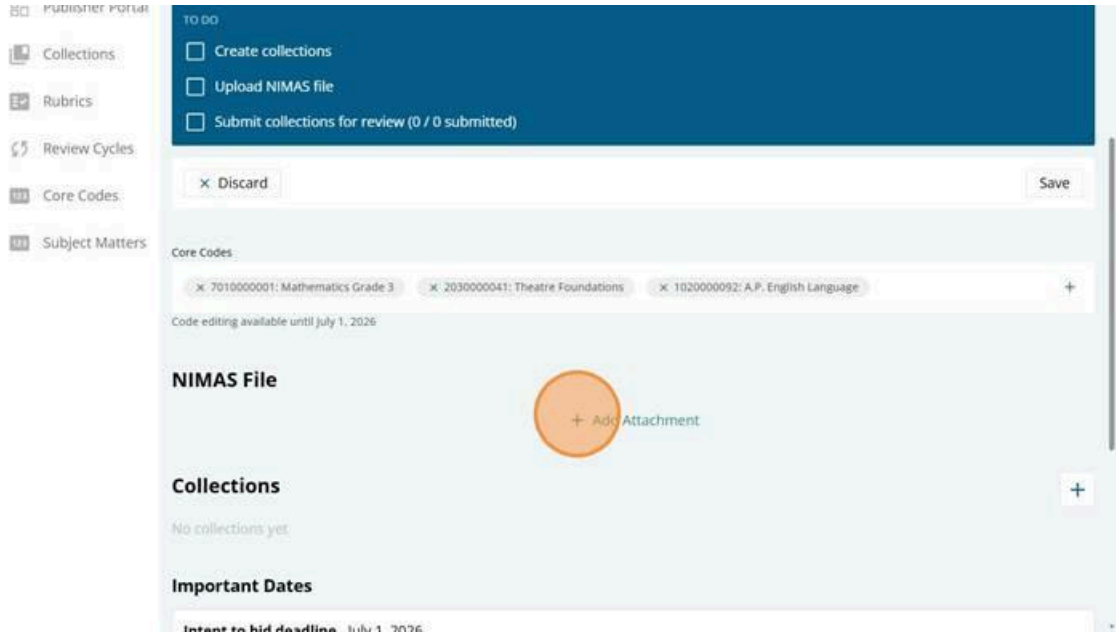
4. Click the **Core Codes Add (+)** button.



5. Select a code from the pop-up list.

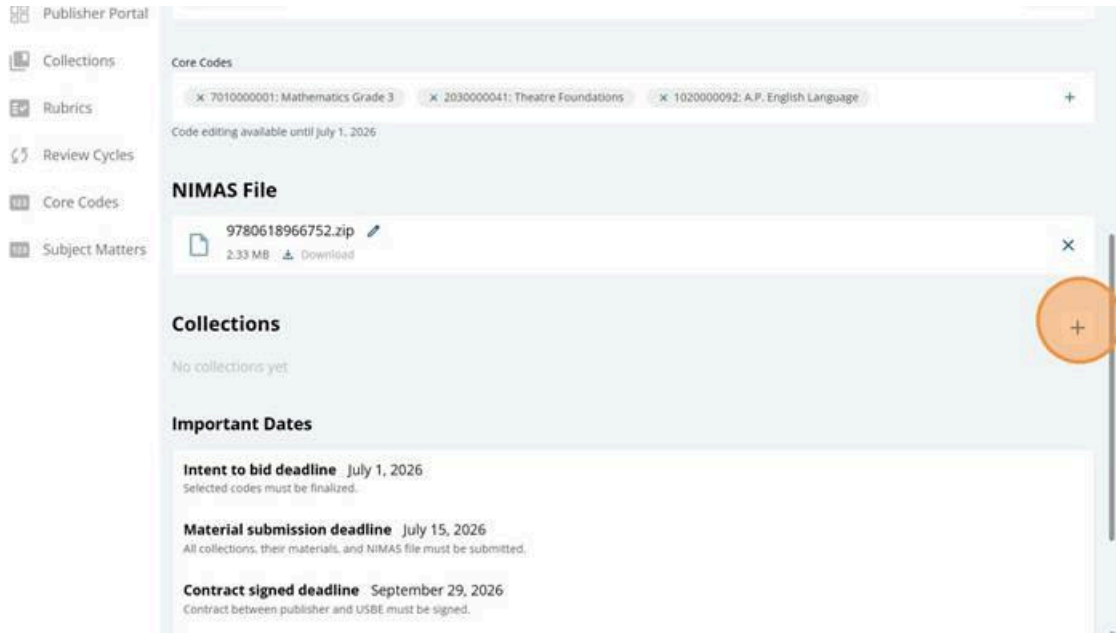


6. Click the **NIMAS File +Add Attachment** button.



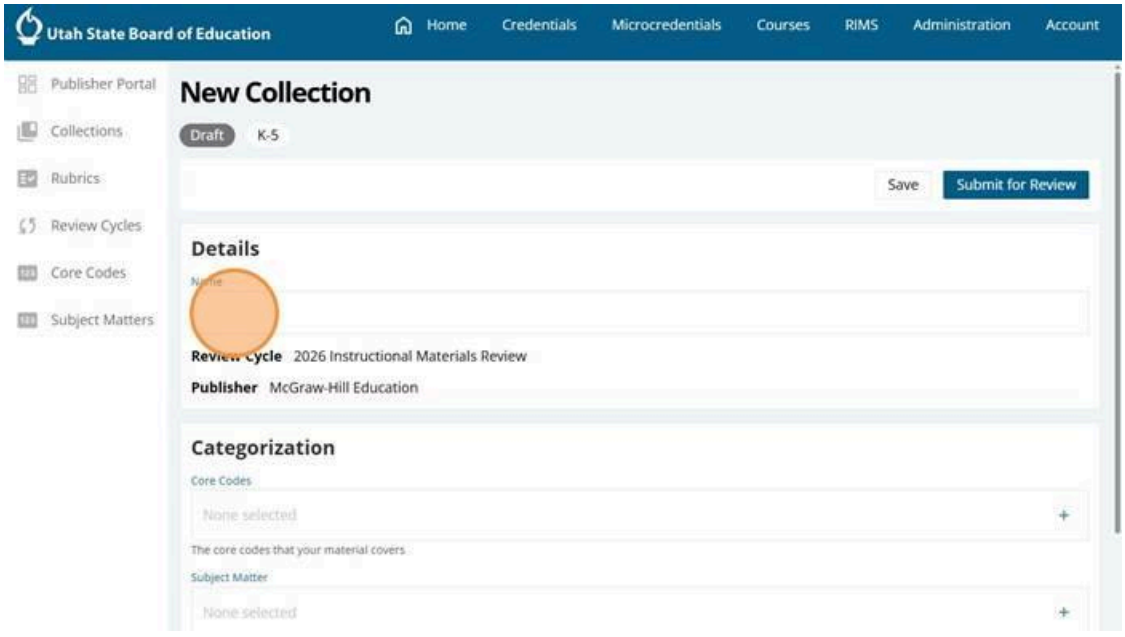
7. Select the file and click **Open** to add it.

8. Click the **Collections Add (+)** button.

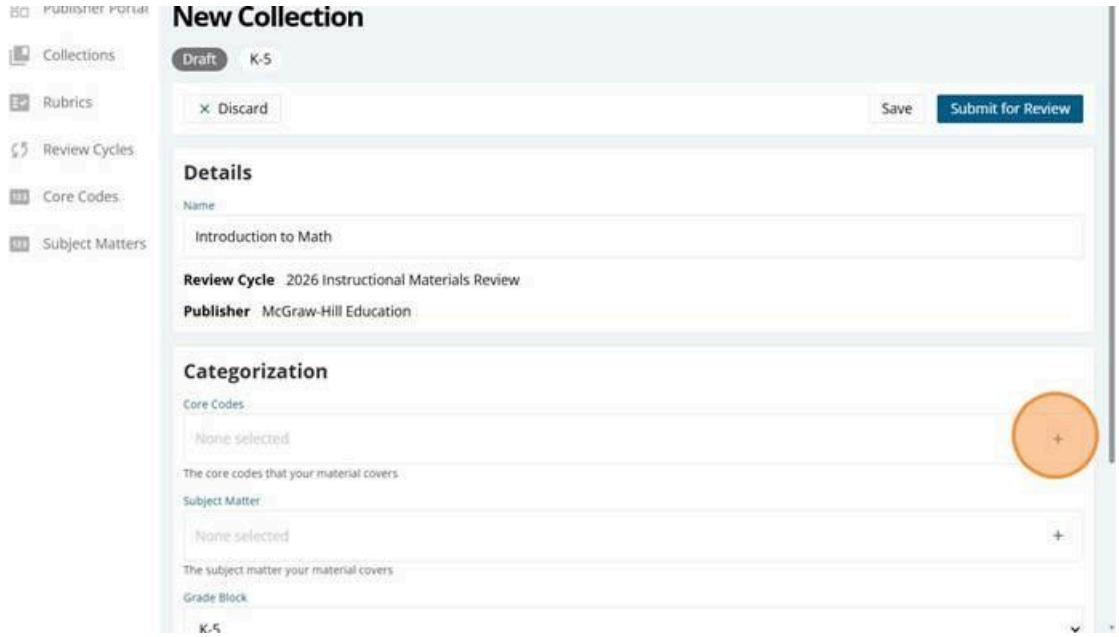


Collection Management

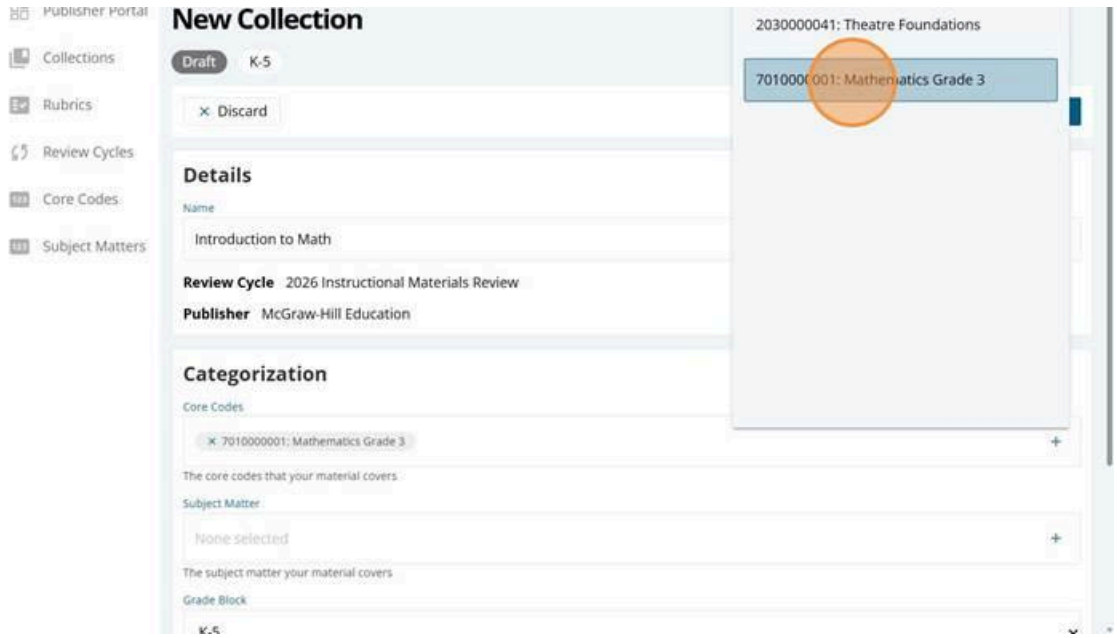
9. Enter the **Name** of the collection.



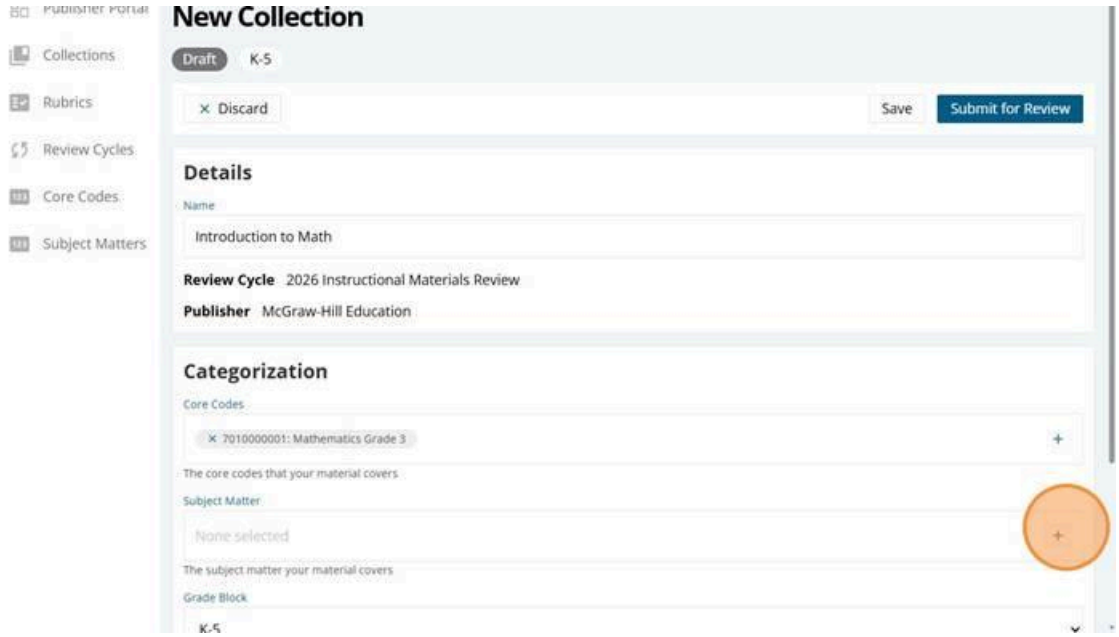
10. Click the **Core Code Add (+)** button.



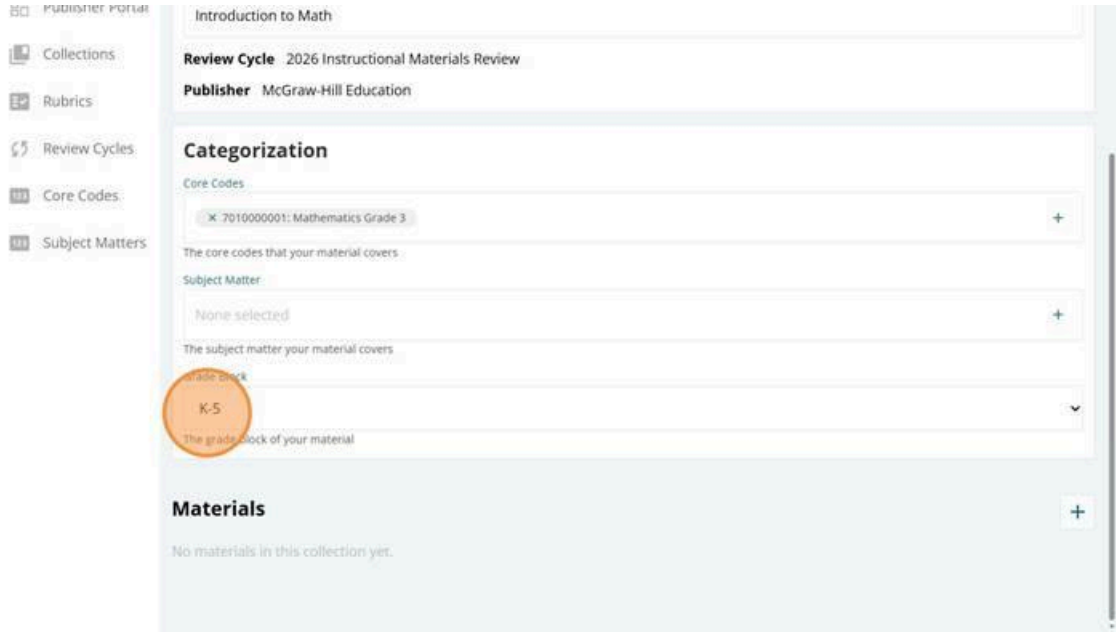
11. Select a code from the pop-up list.



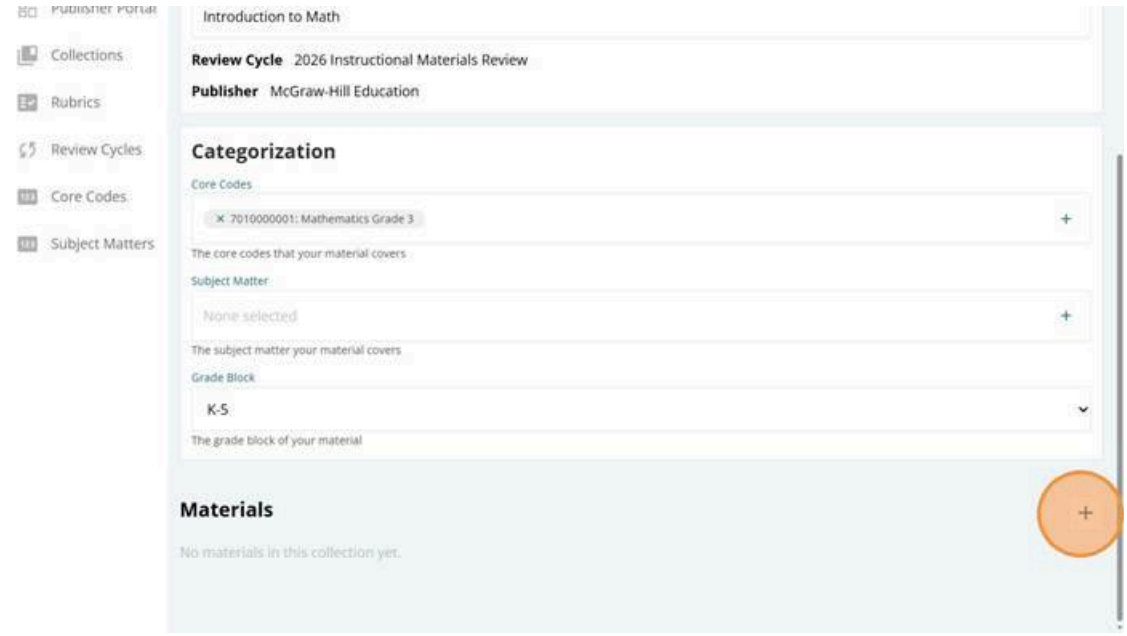
12. Click the **Subject Matter Add (+)** button and select from the pop-up options.



13. Click the **Grades Block** drop-down arrow and select the appropriate block.

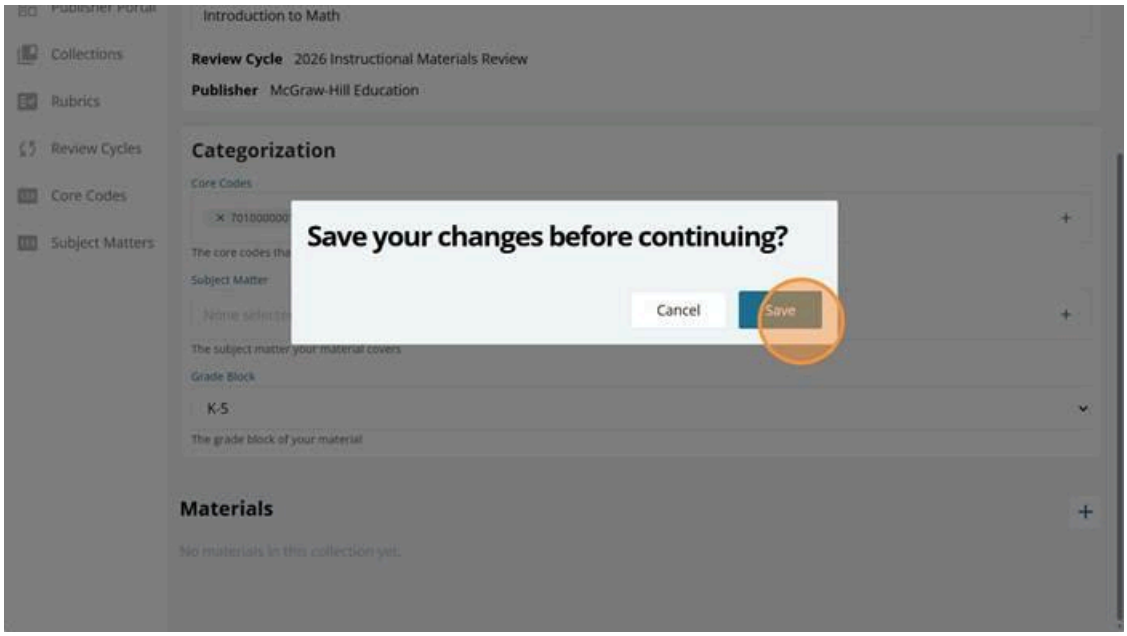


14. Click the **Materials Add (+)** button.



A pop-up appears, prompting you to save your draft.

15. Click **Save**.



The New Material Details page appears.

Material Details

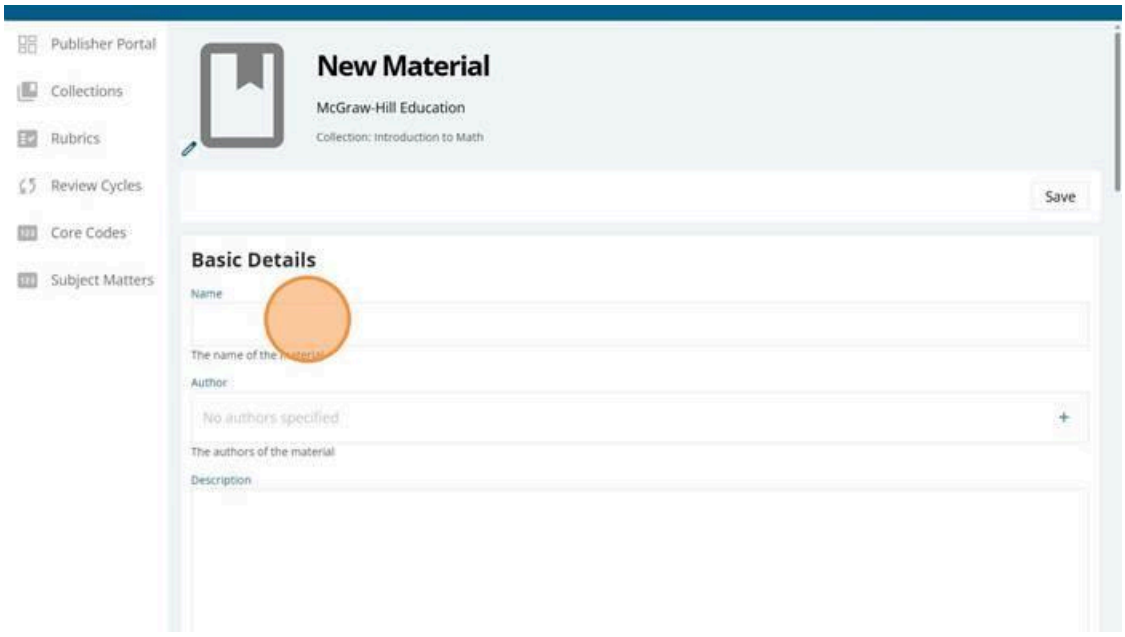
Please add your primary materials as the main items and include all related resources as ancillary materials whenever possible. We want submissions to be organized and categorized in a way that is easy for both reviewers and LEAs to navigate.

If every item is entered as a separate main material, the collection can become overwhelming. For example, if a program is available in both digital and print formats, list only one version (digital or print) as the main material and include the alternate format and all related resources as ancillary materials.

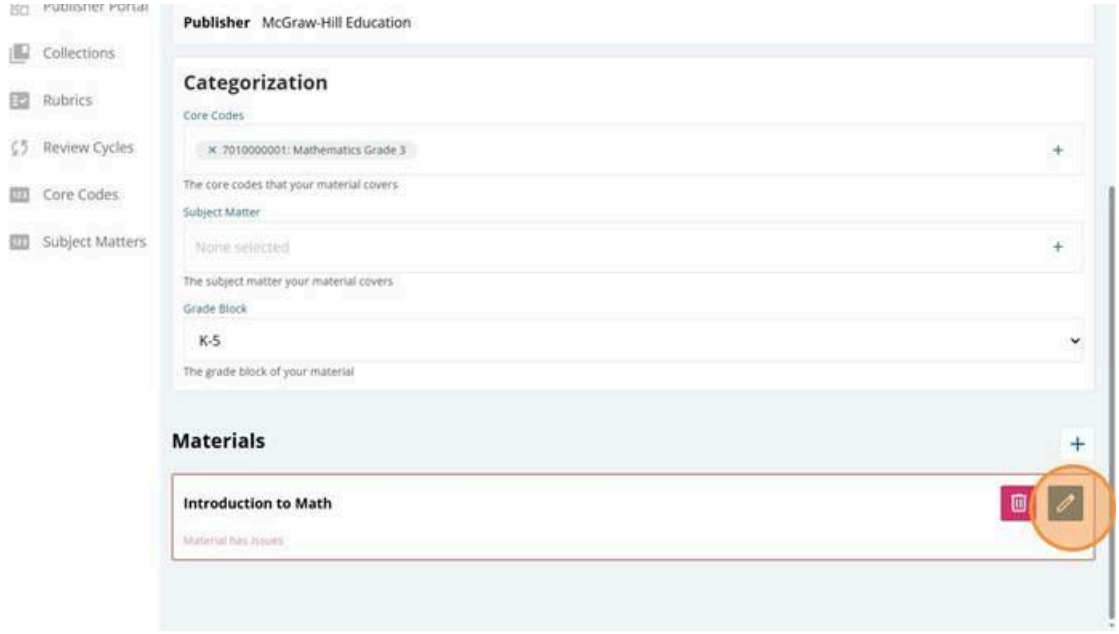
The same approach applies to materials that span multiple grade levels. You do not need to create a separate collection for each grade level. Instead, create one collection using the title of the program, list all applicable grade levels, and include the grade-specific resources as ancillary materials. Most materials should be grouped as K-5 for elementary and 6-12 for secondary.

Teacher guides, workbooks, kits, study guides, assessments, supplemental resources, and similar items should be submitted as ancillary materials rather than as separate main materials.

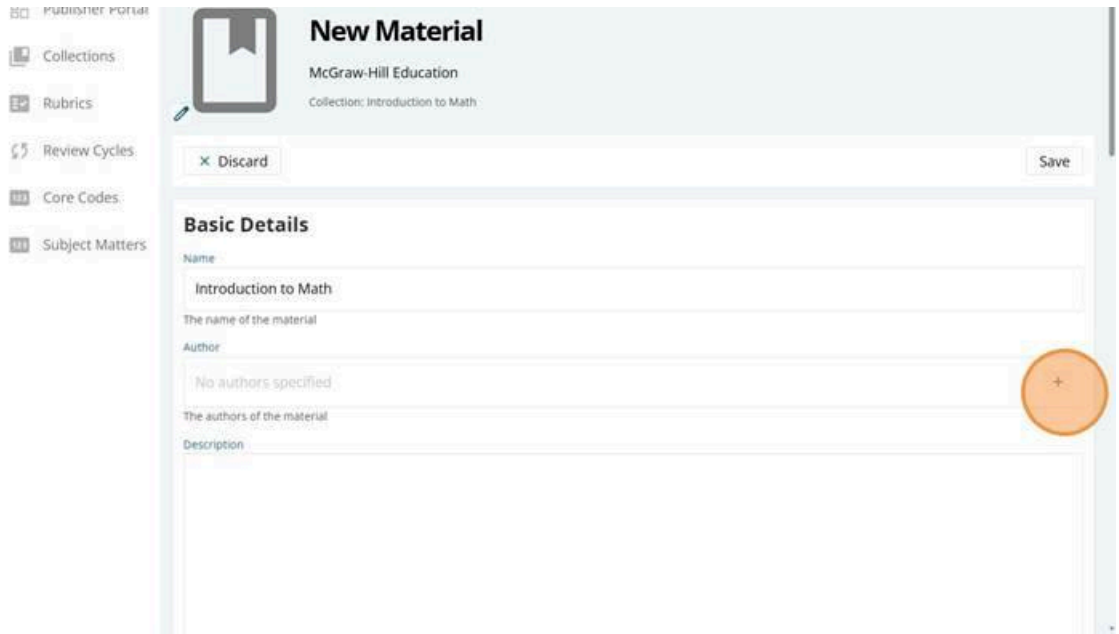
16. Enter the material's **Name**.



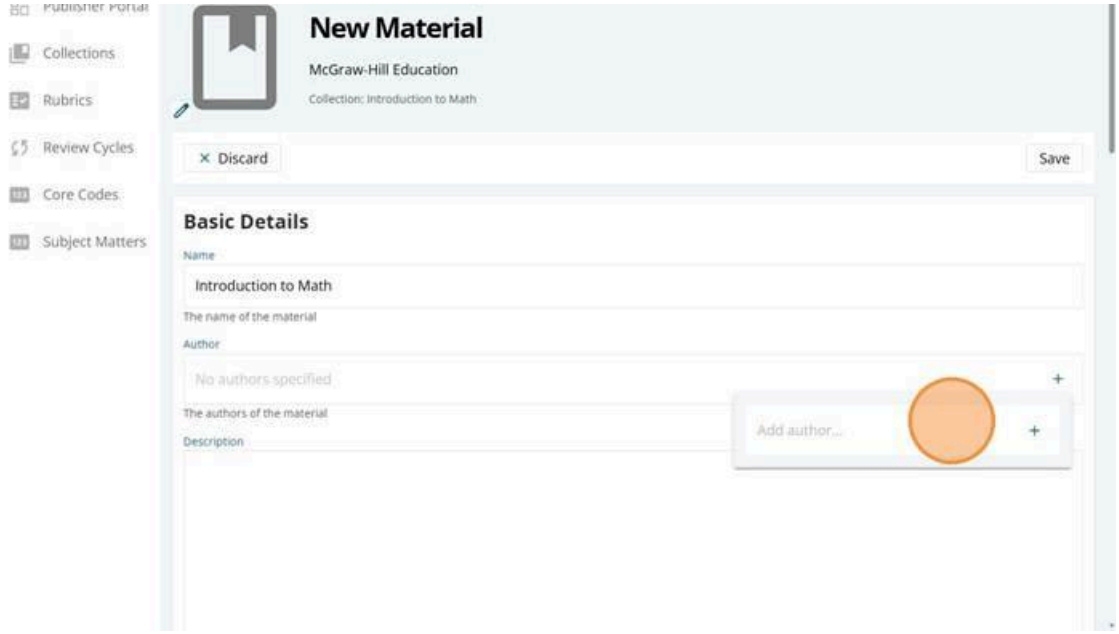
17. If you are unable to complete the draft in a single session, you can click **Save** at the top and come back to the **Materials** section and click the **Edit** button to come back to this page.



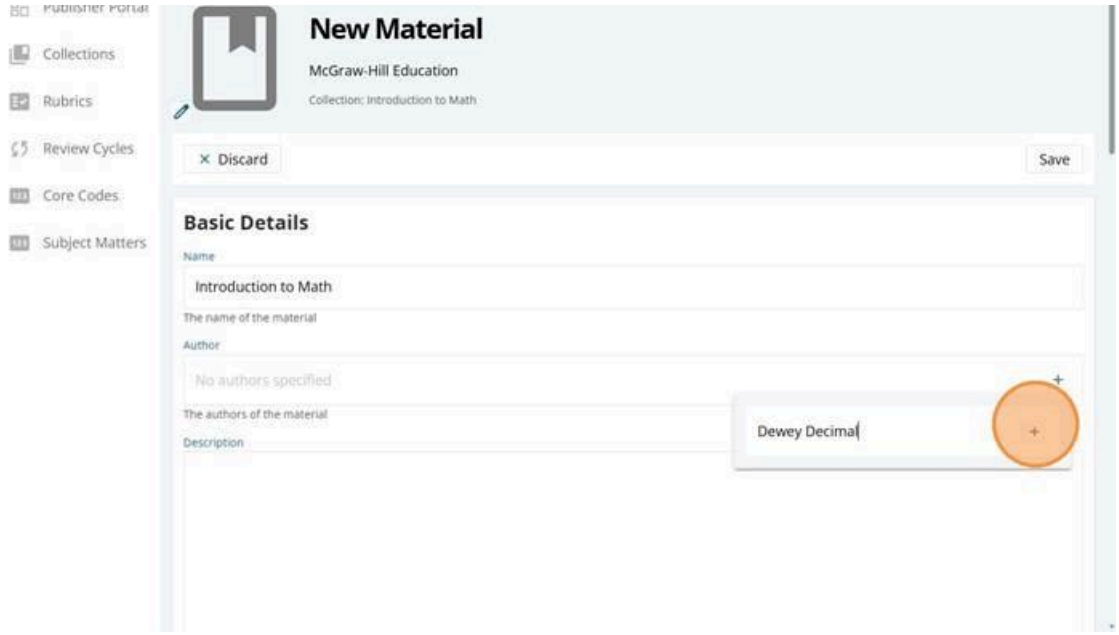
18. Click the **Add (+) Author** button.



19. Begin typing the author's name. You can select the name if it is already in the system and it appears as you are typing. If the name does not exist you will need to type the complete name.

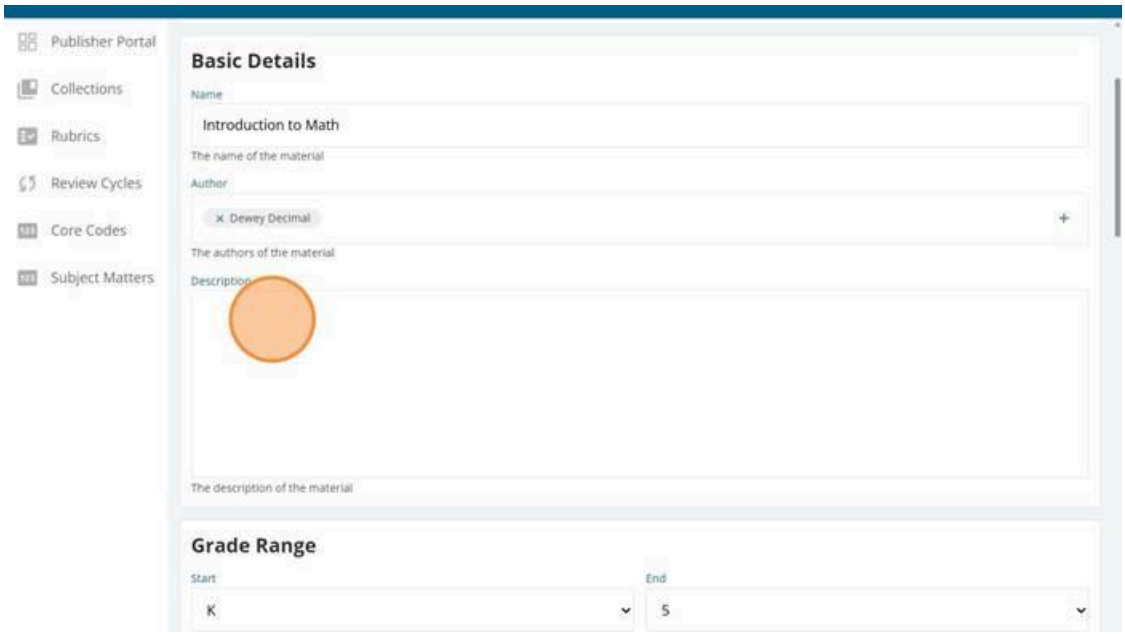


20. Click the **Add (+)** button within the search bar to add the Author.



Access and Bibliography

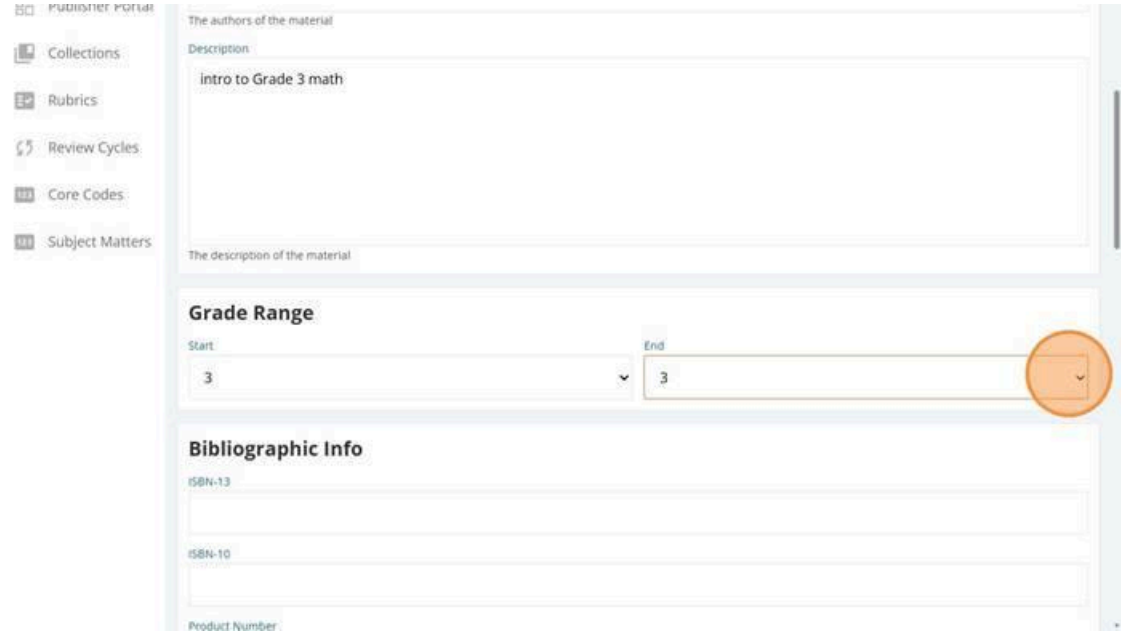
21. Enter a **Description**.



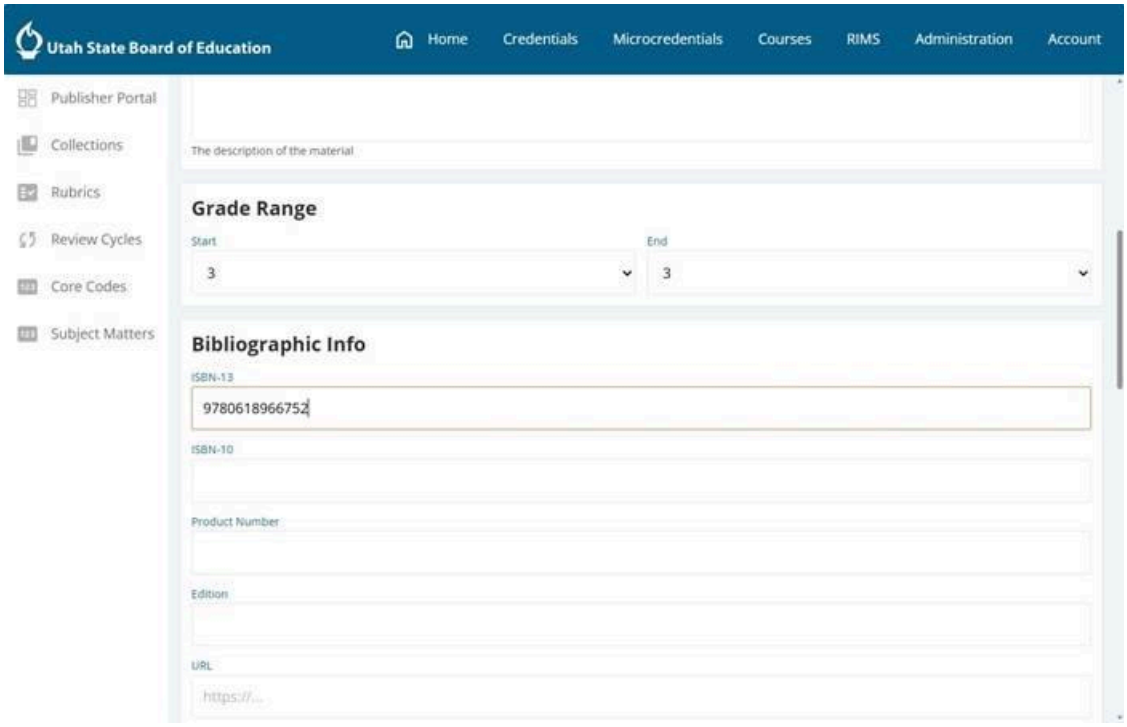
The Grade range specifies which grades the material is intended for.

22. Click the **Grade Range Start** drop-down arrow and select a grade.

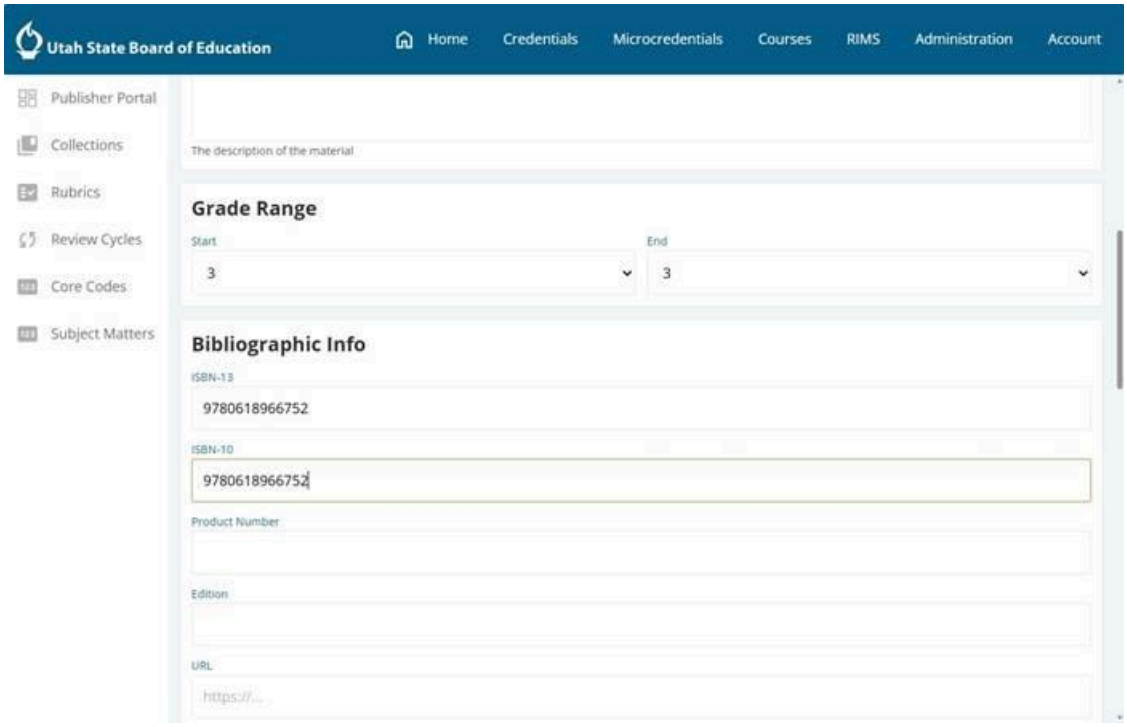
23. Click the **Grade Range End** drop-down arrow and select a grade.



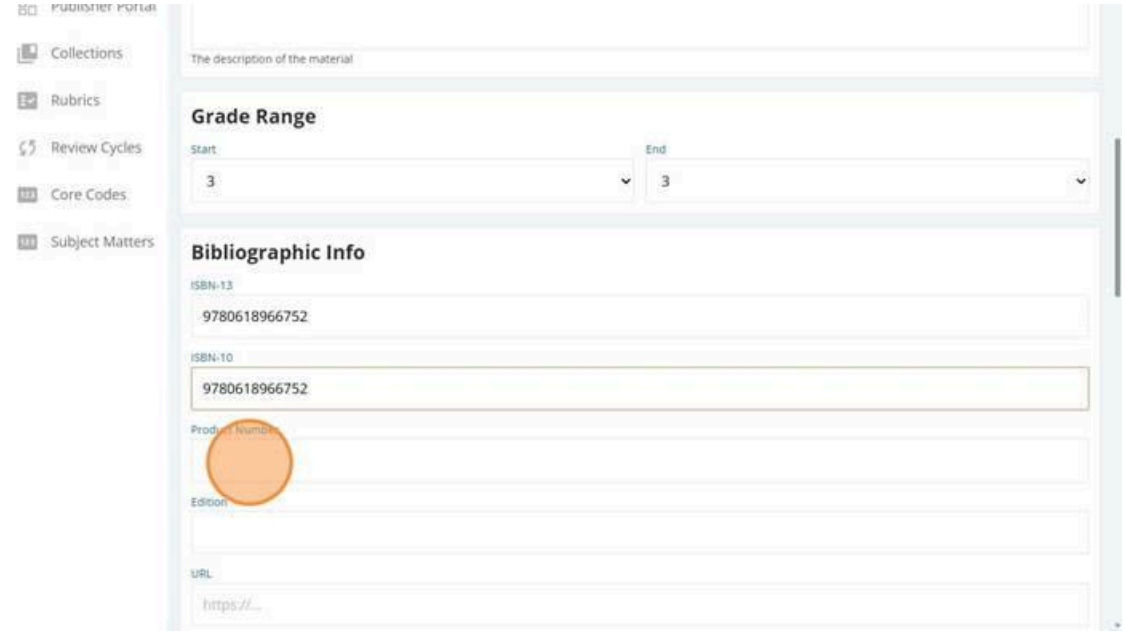
24. Enter the **ISBN-13** number.



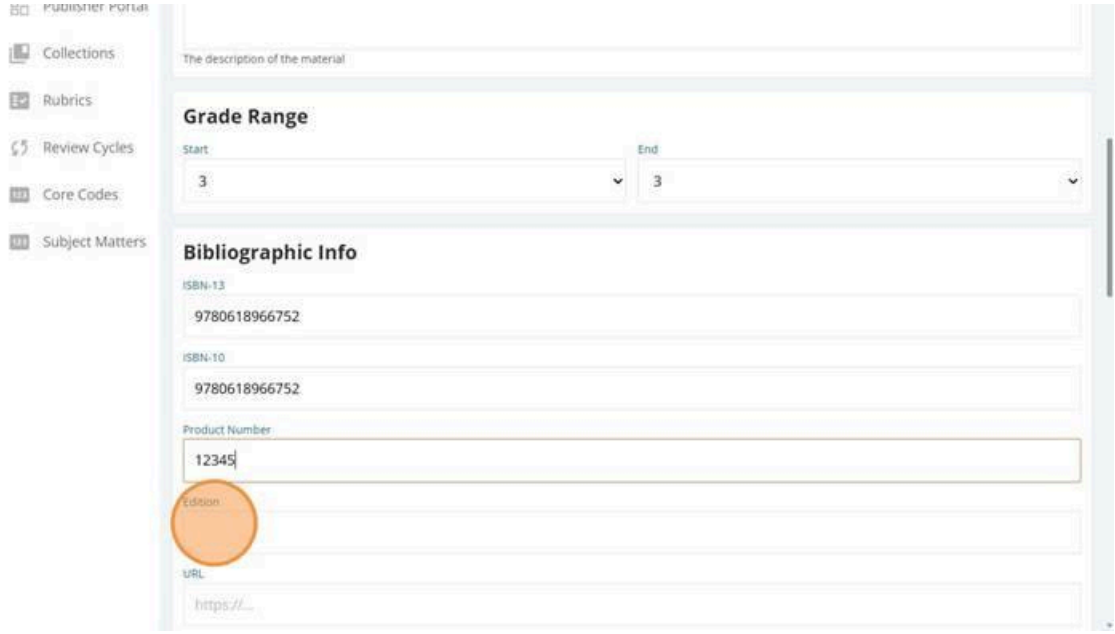
25. Enter the **ISBN-10** number.



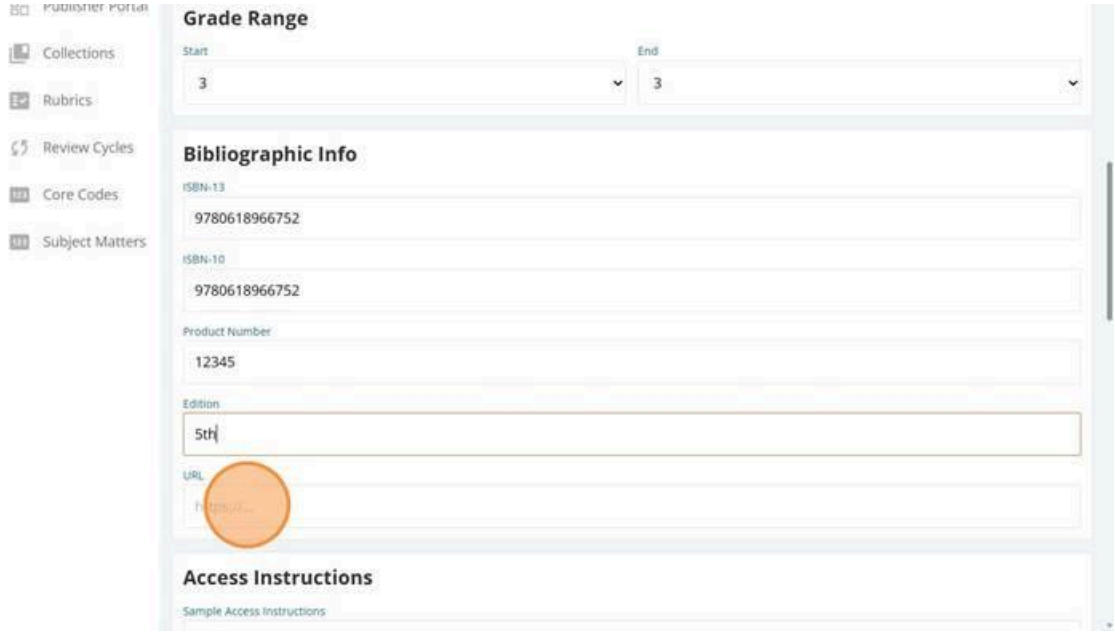
26. If you do not have an ISBN number, enter the **Product Number**



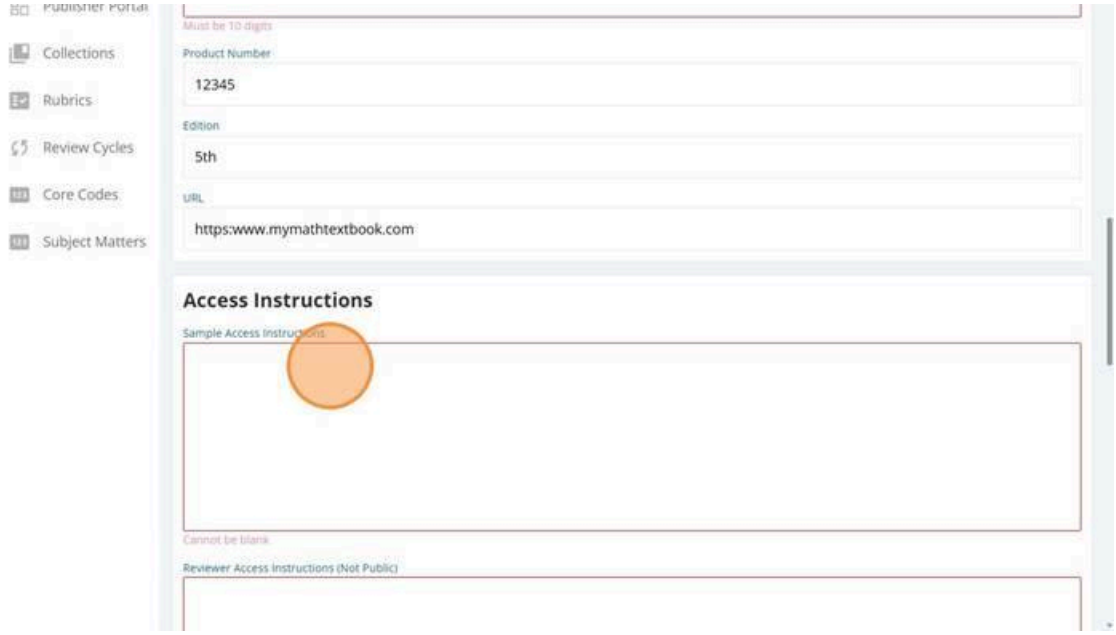
27. Enter the **Edition** (number) if applicable.



28. Enter the material/publisher **URL** (website).

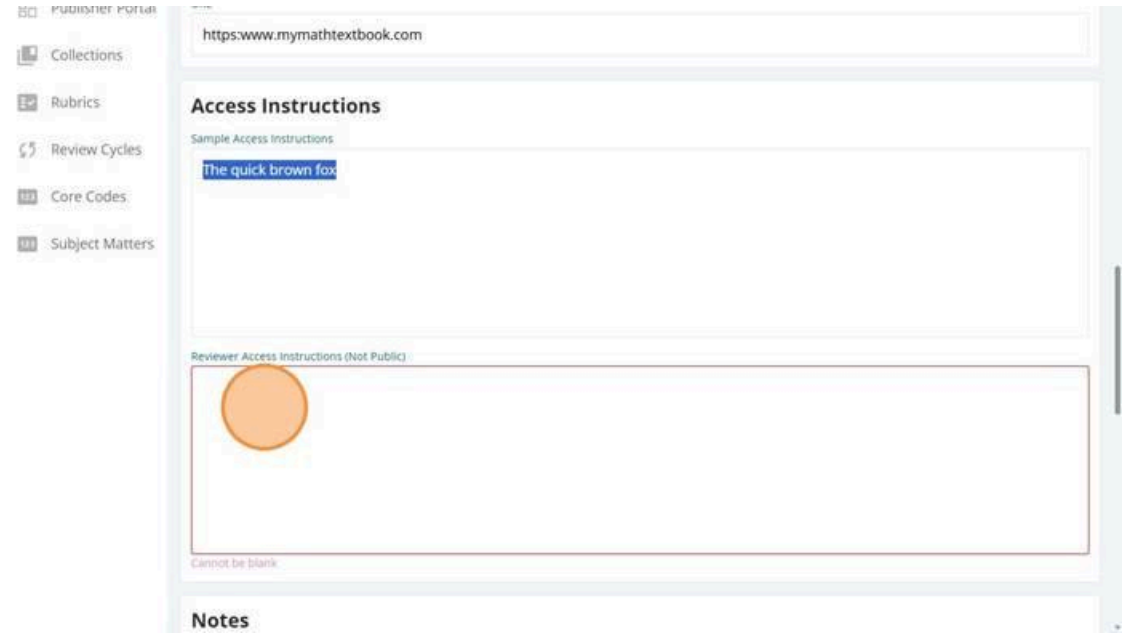


29. Enter any **Sample Access Instructions** you want to be publicly available



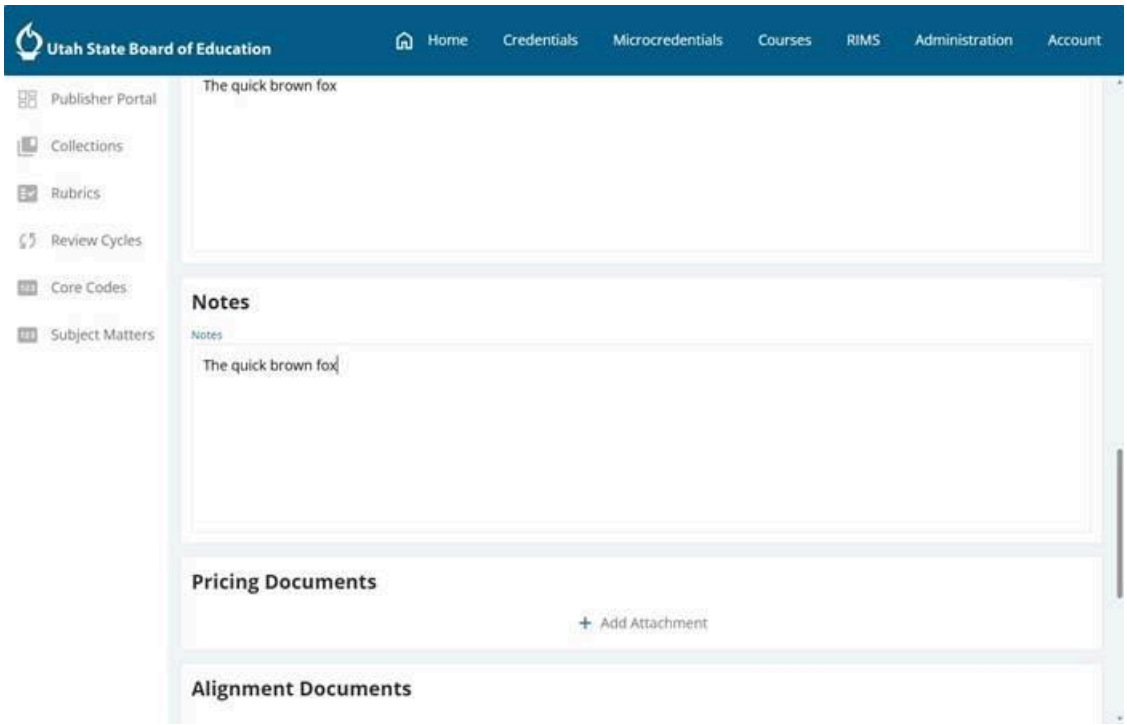
30. Enter the **Reviewer Access Instructions**.

Add secure items for the review team, including usernames, passwords, and links that provide access to the full instructional material for the duration of the review period (one year to accommodate for appeals as well). You may link to Word documents or PDFs containing login credentials, detailed access instructions, and contact information but this is a textbox that does not allow uploads. Instructions for navigating the program and accessing all components, contact information for technical support, and access to the entire curriculum must all be provided for reviewers.



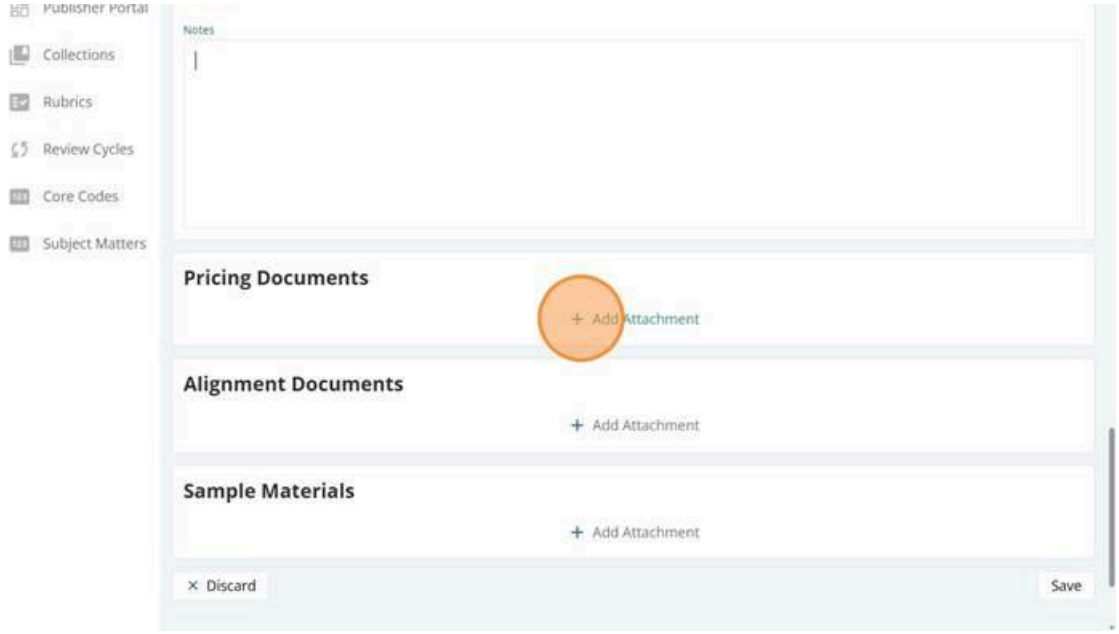
31. Enter any **Notes**.

These notes are listed on the public listing and will be available after the review cycle.



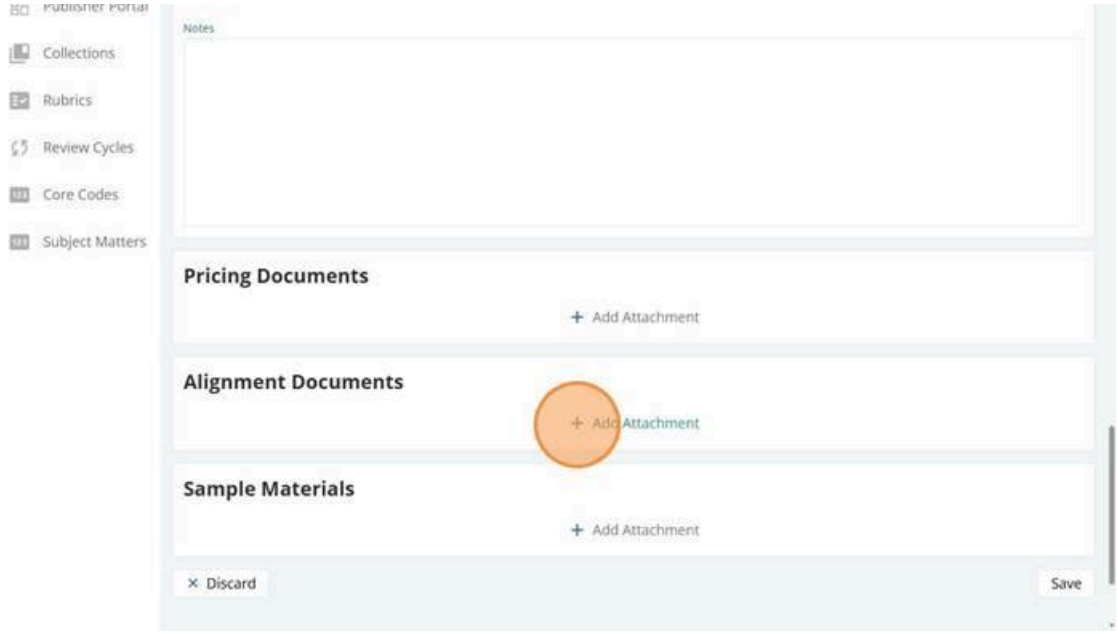
The next several fields enable you to add relevant documents and materials as attachments. In each case, click the +Add Attachment link and select your file from the pop-up.

32. Click **Pricing Documents + Add Attachment** and select the file.

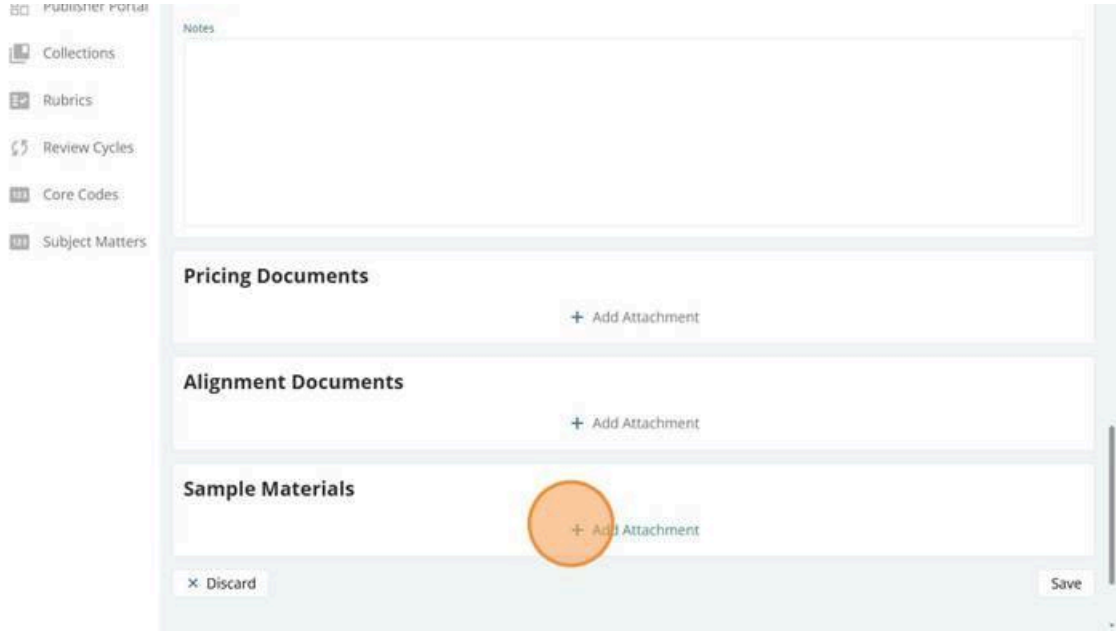


33. Click **Alignment Documents + Add Attachment** and select the file.

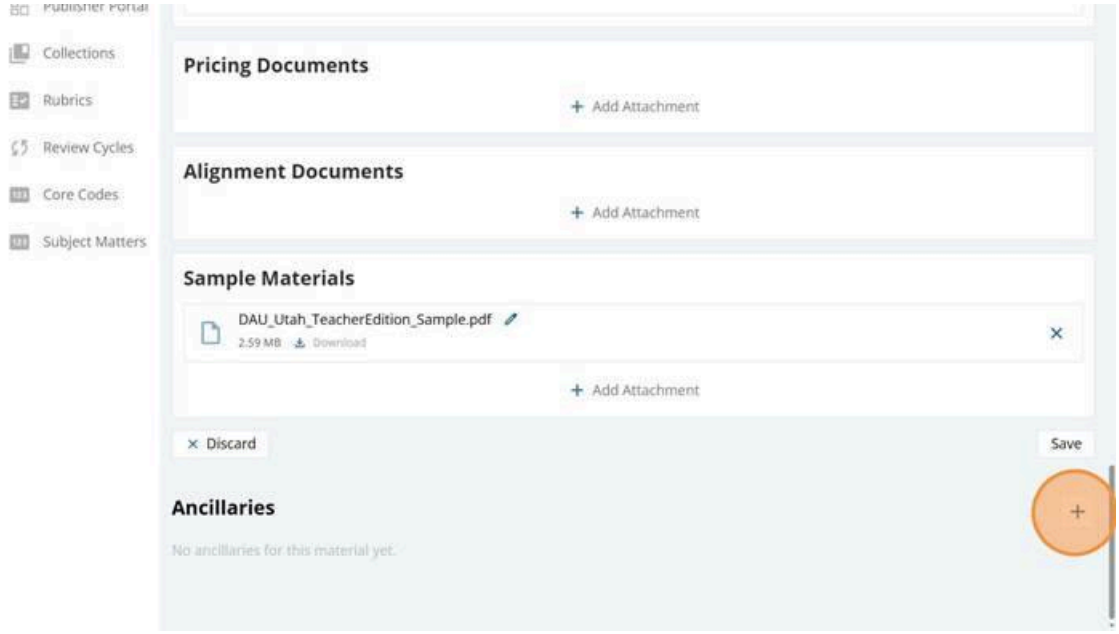
The alignment documents should include a standards alignment document and a rubric alignment document. The standard alignment document should give specific examples of where the material aligns with current grade level state standards. The rubric alignment document should tell reviewers where specific rubric items can be found within the material. You only need to include one standard alignment and rubric alignment in your collection as long as you cite evidence from multiple grade levels.



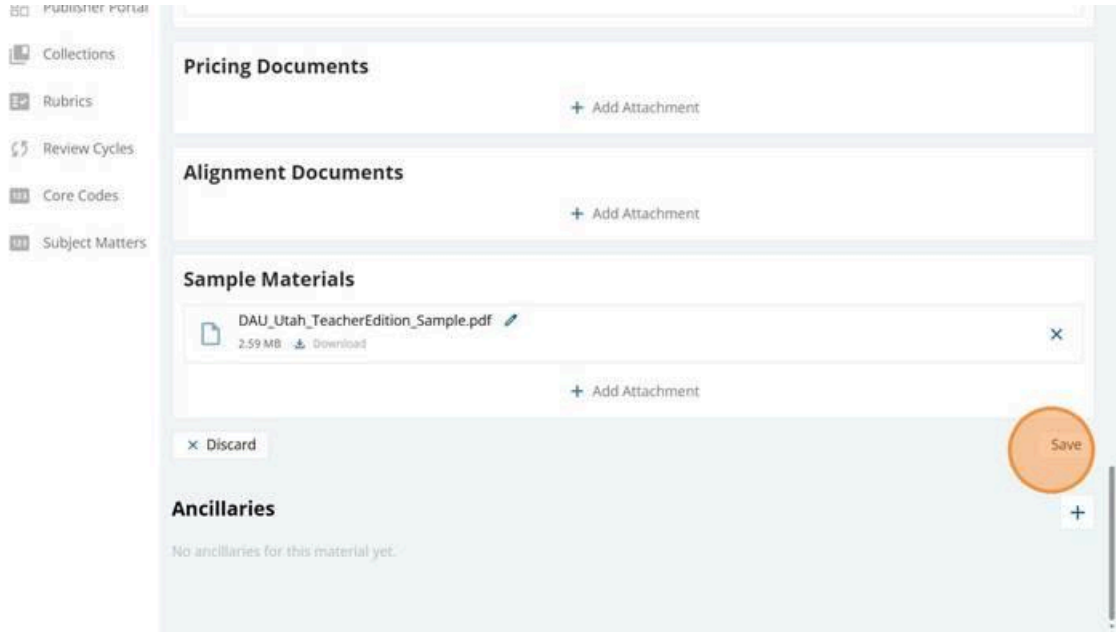
34. Click **Sample Materials + Add Attachment** and select the file, if you would like. This will be public so do not submit anything you don't want public access to.



35. Click **Ancillaries Add (+)** button and select any additional files.

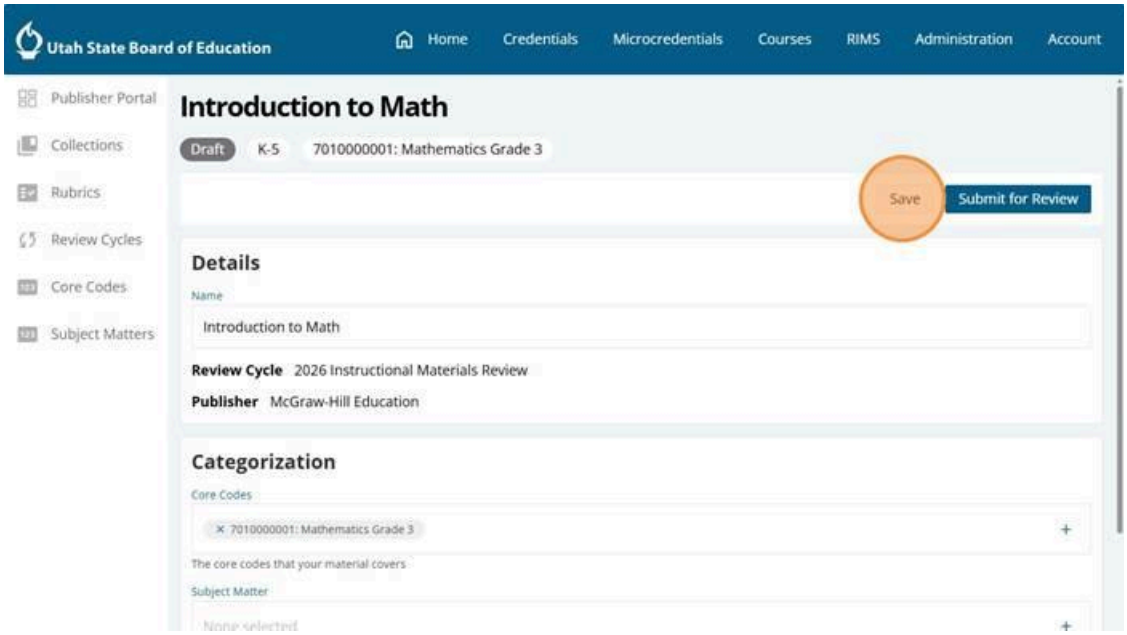


36. Click the **Save** button.



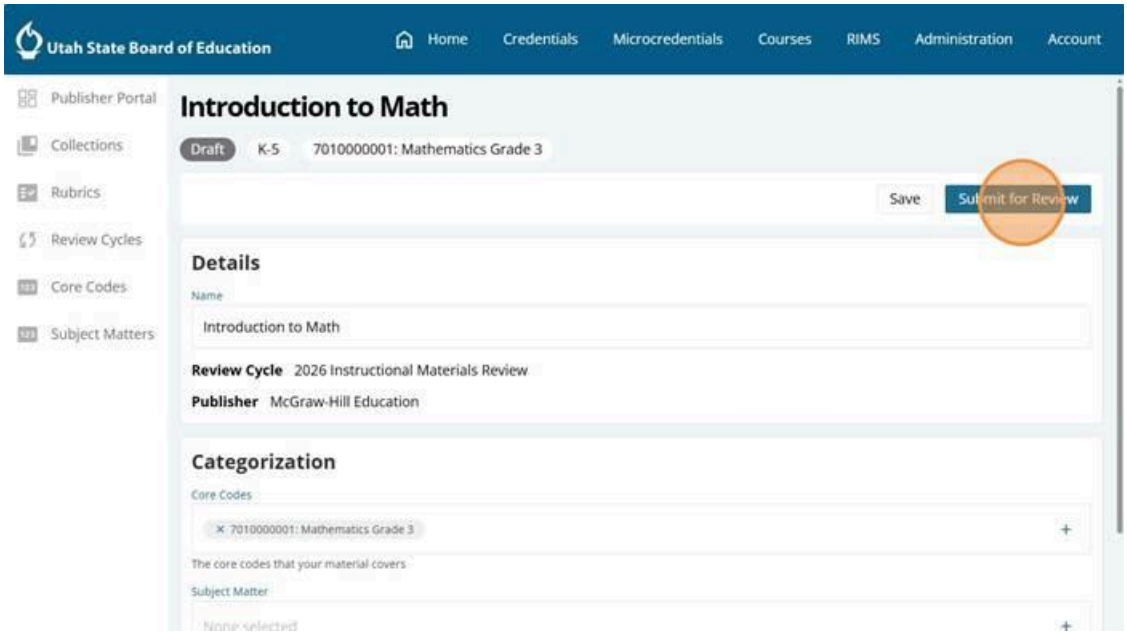
You are returned to the prior page.

37. Click the **Save** button.



Submission and Review

38. Click the **Submit for Review** button.

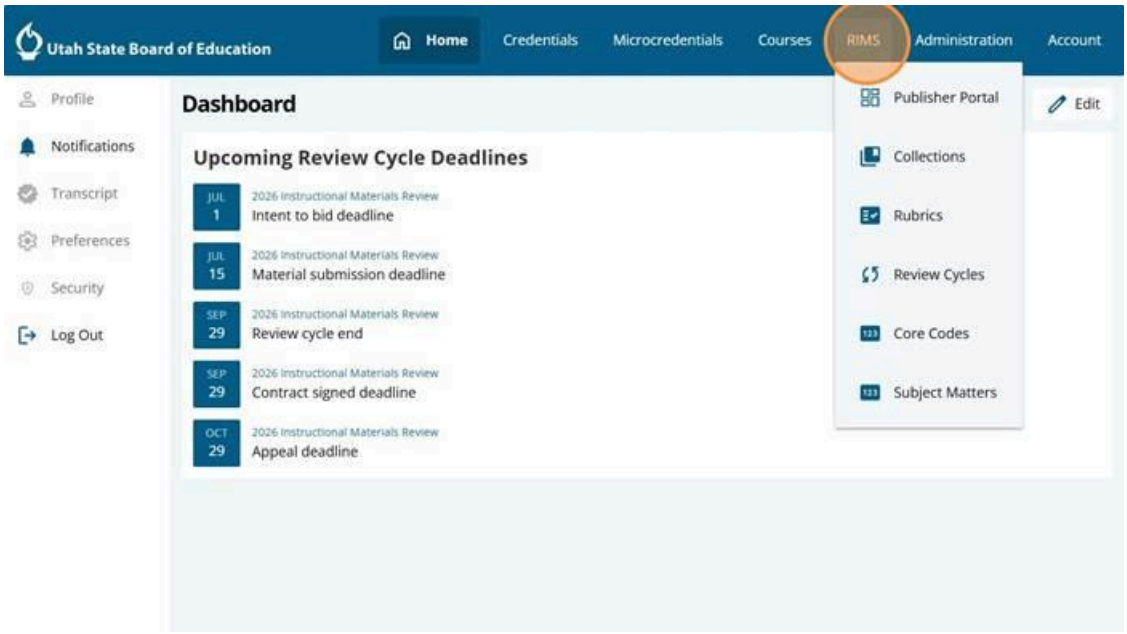


Appeal a Review

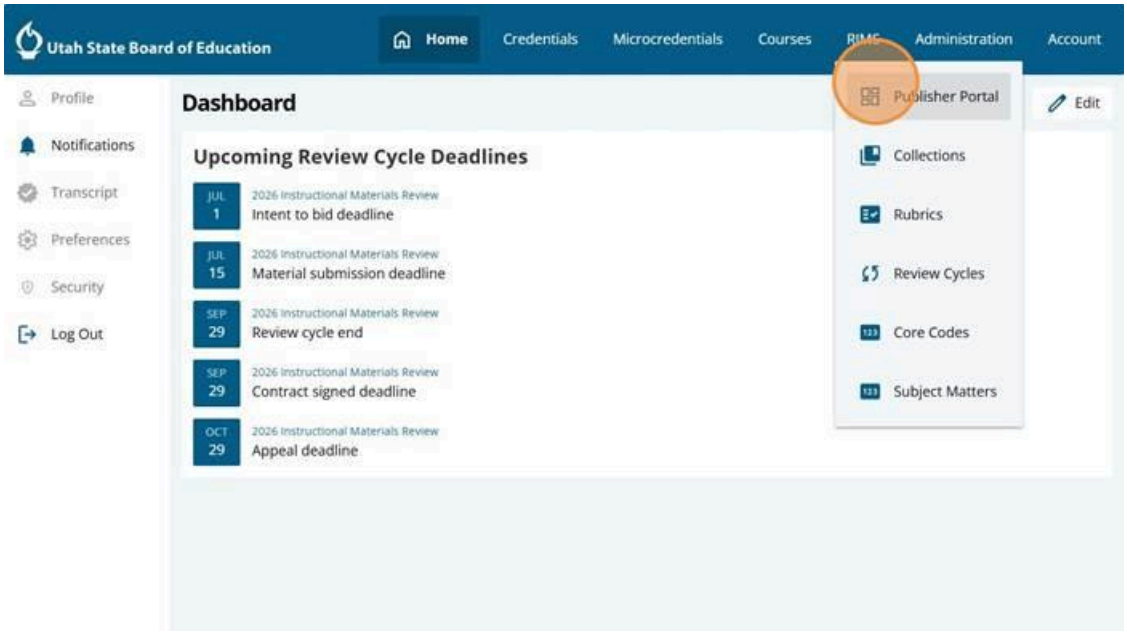
Any material collection, other than recommended primary materials, can be appealed at the conclusion of the review cycle. The process is straight forward and will result in a new review team re-evaluating your collection.

To appeal a review of your collection:

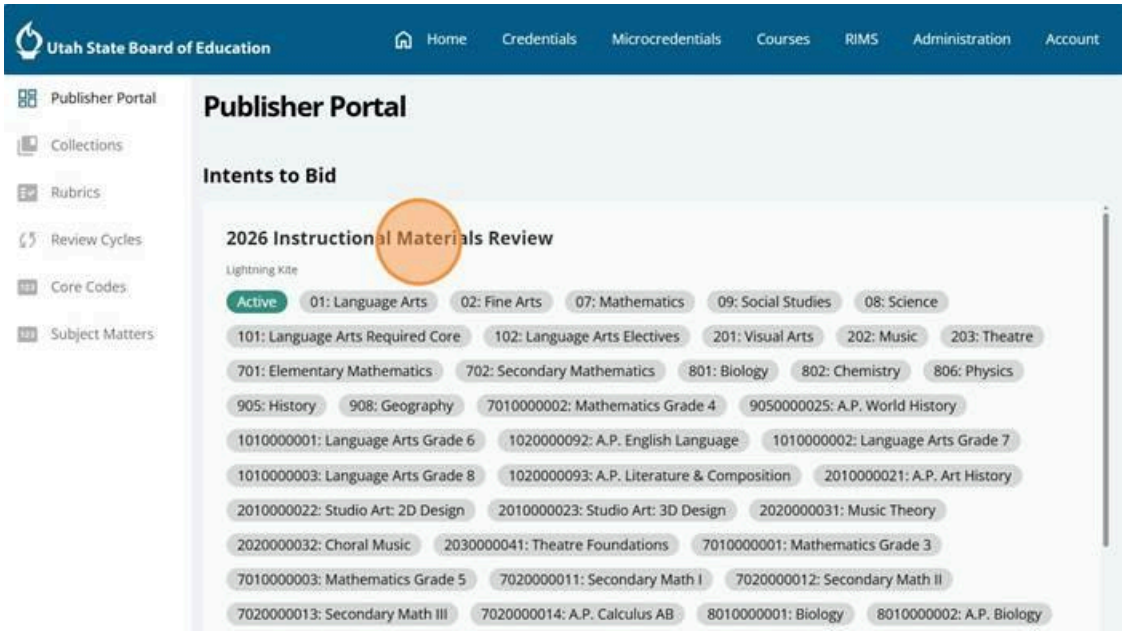
1. Click **RIMS** on the top menu.



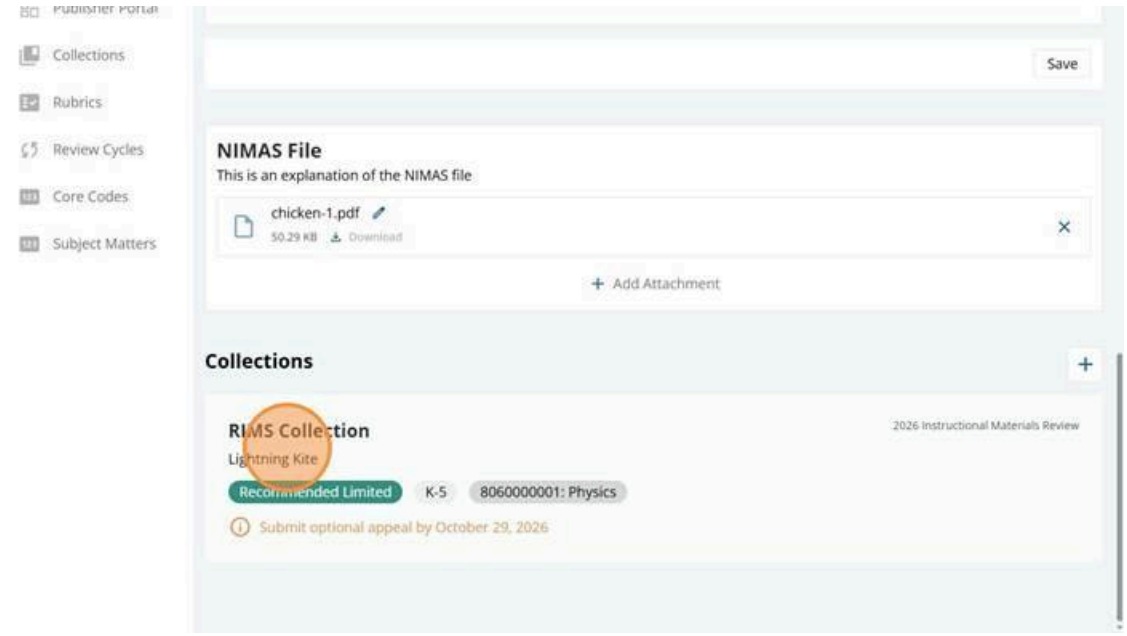
2. Select **Publisher Portal** from the drop-down options.



3. Select a review cycle.

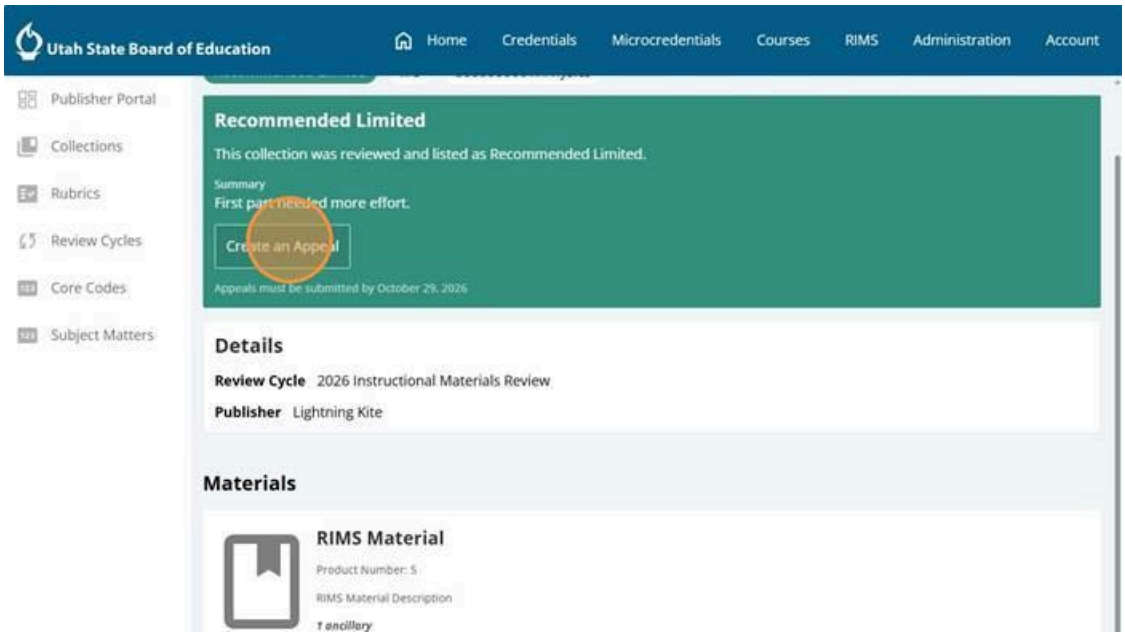


4. Click the collection you want to appeal.



The collection details appear with a banner at the top indicating the collection's status.

5. Click the **Create an Appeal** button.

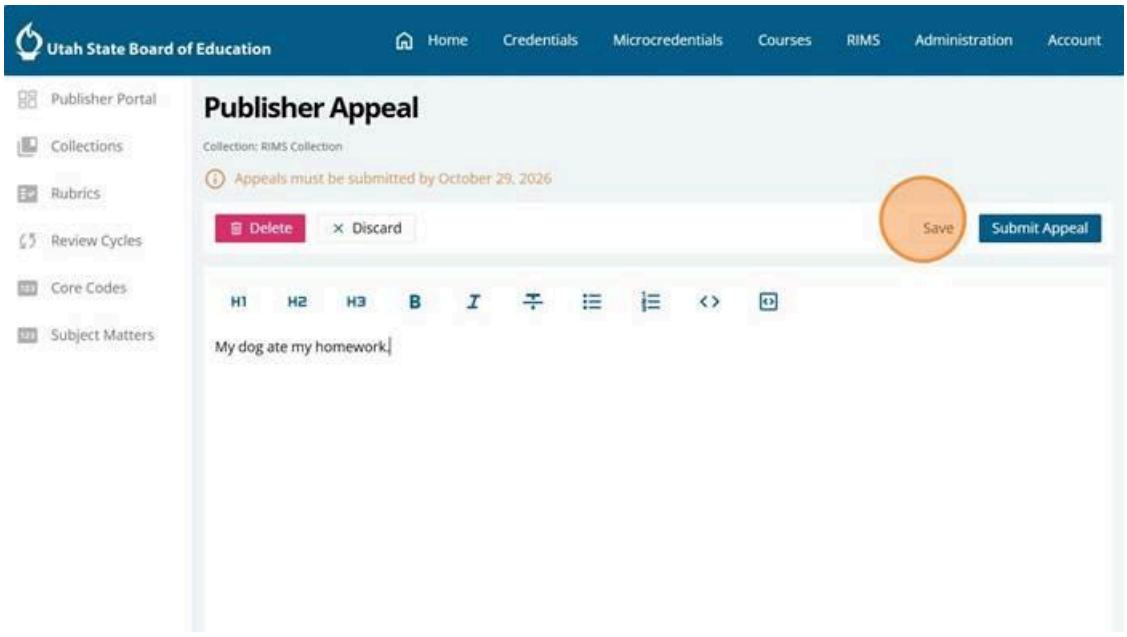


6. Indicate why you feel your collection should be evaluated differently.

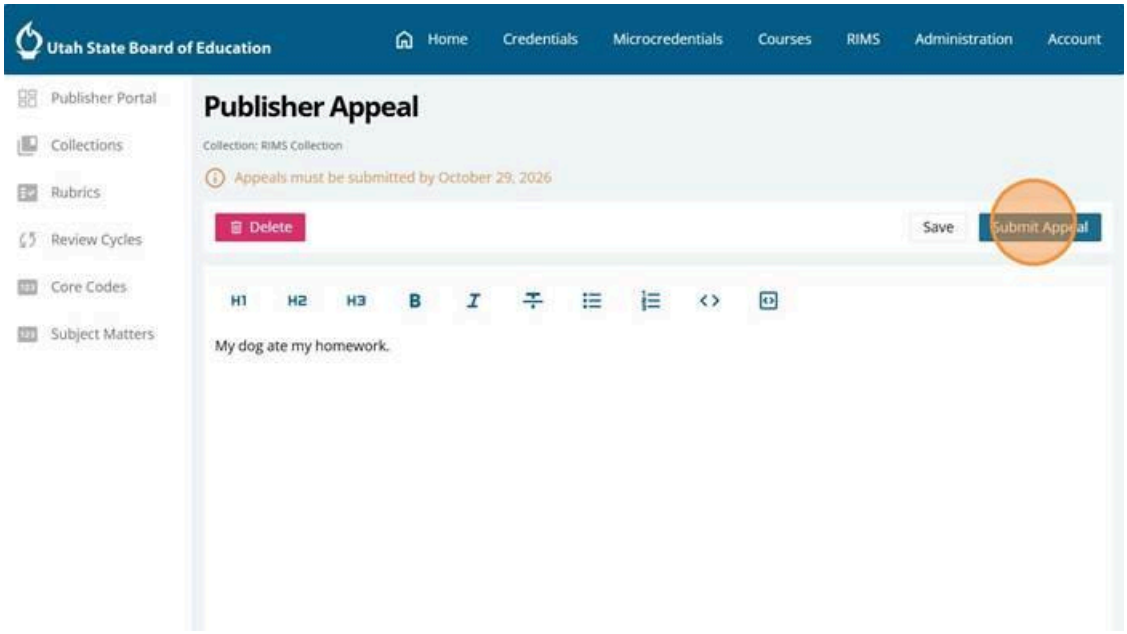


You can use the different editing features such as bolding and numeric/bulleted lists to further illustrate your argument.

7. Click **Save**.



8. Click the **Submit Appeal** button.



9. Check the contract confirmation box and click **Submit**.

