



Utah State Board of Education

Publisher

Instructions for submitting materials into RIMS

[Year and Subject Schedule Link](#)

Only submit materials that correspond with the scheduled subjects' times.

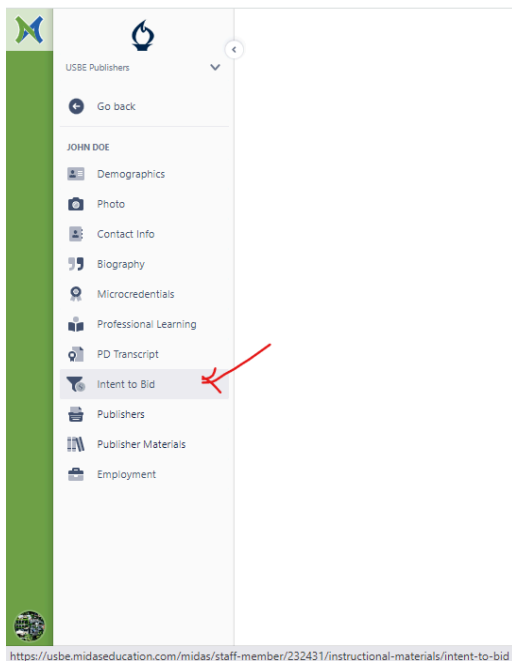
WE CAN NO LONGER ACCEPT HARD COPIES OF SHIPPED MATERIALS!

Before you can submit a material in RIMS, you will need a publisher representative account. If you do not have an account, please contact Amber.Wright@schools.utah.gov or brenda.mcmurtrey@schools.utah.gov

Intent to Bid Process

1. Log in to [MIDAS](#)
2. Click **“My Profile”**
3. Click **“Intent to Bid”**

[Video of How to Submit an Intent to Bid](#)



4. Add subject/core code

Make sure you add only **ONE subject/Core code area** to your materials. The rubrics and reviews are linked by core code so if multiple are added, **the system will reject your material from being reviewed**. The system will save your entry when you've added the subject code.

There is no submit button, the system saves as you go.

Intent to Bid

TEST publish

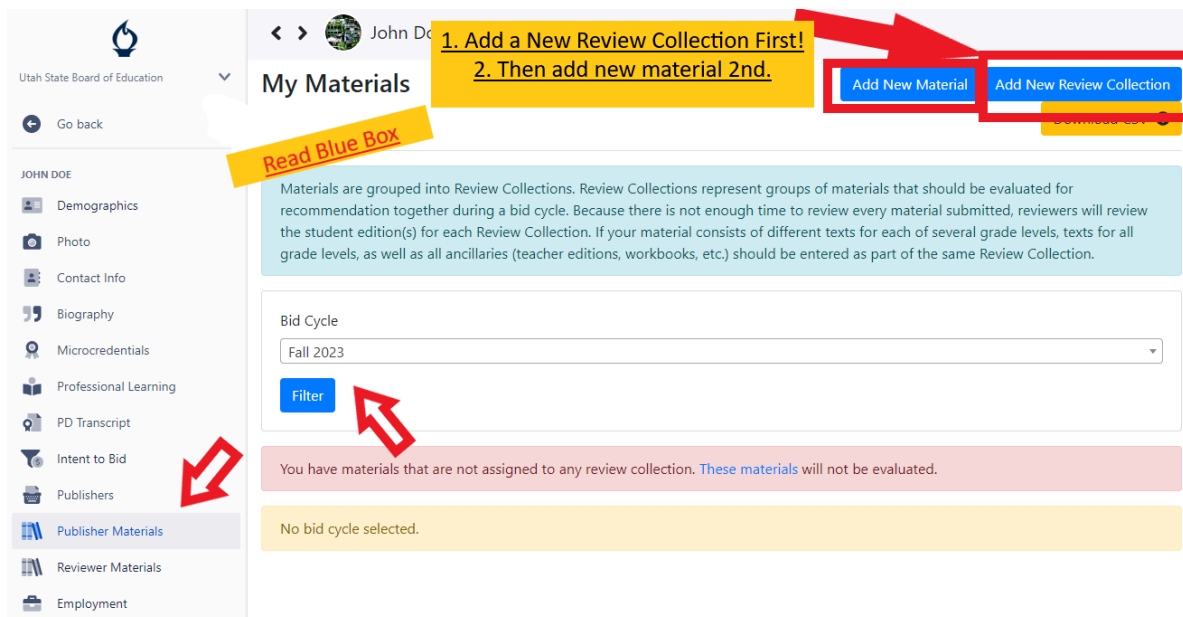


Fall 2023	+ Add or Remove Subject Areas
Subject Areas 07000000000: Mathematics	
Contract No contract provided. Choose a file	
NIMAS File(s) No files provided. Choose a file	

*Once you've submitted your 'Intent to Bid' you are done with the first part of the process. If it shows up on your screen, that is your confirmation it has been entered. **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.**

Submitting Materials

Read the Blue Box. Do not ship materials. They need to be electronically entered in RIMS.



1. Add a New Collection

If you do not add a collection first, your materials might not add correctly.

a. Add New Review Collection

A collection is a title that contains a group of related or similar materials under the main heading or it can be 1 material. If you have many materials but they are not related, they must be listed under their own "Collection". (Example: Publisher has materials such as Health and PE. Each of the health materials if they are related will be listed in a collection. Each PE material, if related, will be listed in a PE collection.)

Multiple Related Materials Grouped Together- You must make a collection even if you only have 1 material to put in it. Make sure you select the Bid Cycle.

It is preferred that you add your main materials and then add all related materials as ancillary items. We want the materials to be as categorized as possible. If every item is listed as a separate main item, it will be overwhelming for both reviewers and LEAs. For example, if you have a material that comes in both digital and print then you would list only the

digital or print version as the material with the other version and all related materials as ancillaries. This is the same for textbooks that have multiple grade levels. You do not need a separate collection for every grade level. The collection would be the title of the material and then grade levels would be listed once with the ancillary materials listed underneath. All teacher guides, kits, workbooks, study guides, etc are ancillary materials. Here is an example of how this should look:

Add a “New Review Collection”

You can select “Add New Collection” to add related items in a group.

Read the light blue box so you will know what to add!

A sample of what a collection looks like is pictured below.

The screenshot shows a review collection entry. At the top, the text "Test SA and HT" is highlighted in blue. A red arrow points to it with the text "This is the name of the review collection." Below this, the text "TEST publish" is shown. Underneath, it says "Spring 2024 Jul 1, 2024 - Jun 30, 2029". There is a yellow "Not Reviewed" badge and a "View Details" link. A blue "Evaluate Collection" button is on the right. Below this, the text "99000000000: Child Sexual Abuse and Human Trafficking Prevention" is displayed. At the bottom, the text "18263 Awareness (0 ancillaries)" is shown. A red arrow points to "Awareness" with the text "This is the name of the material."

This picture shows the publisher's process in adding a collection.

The screenshot shows the "Add Review Collection" form. On the left is a navigation menu for the Utah State Board of Education, with "Publisher Materials" selected. The main form has the following fields: "Publisher" (dropdown menu with "TEST publish" selected), "Bid Cycle (required)" (dropdown menu with "Fall 2023" selected), "Review Collection Name (required)" (text input with "USBE Marvelous Math"), and "Core Codes (required)" (text input with "0701000007: Mathematics - Grade 6"). There is a "Notes" section with a text area containing "This is the USBE test page. We don't have published Math materials." At the top right of the form are "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button with the text "Fill out boxes and then submit."

2. Add New Material

b. Add "New Material" Button (See screenshot below)

Adding each specific material information- Each item needs to be added here.

The picture below is a sample.

The screenshot shows a form titled "Add Instructional Material" with a "Submit" button and a "Cancel" button. The form contains several fields with red arrows pointing to them and numbered annotations:

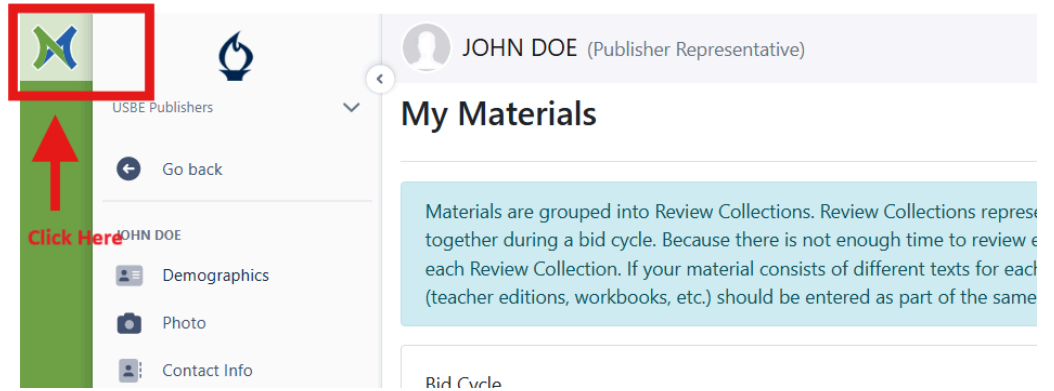
- 1. Add Description:** Points to the "Publisher Description (required)" text area containing "Description of book".
- 2. Add Author:** Points to the "Author (required)" dropdown menu showing "test test".
- 3. Add Copyright Year:** Points to the "Copyright Year (required)" dropdown menu showing "2024".
- 4. Add Alignment Document:** Points to the "Choose a file" button under the "Alignment Document" section.
- 5. Add ISBN or Turn off toggle button if you don't have one:** Points to the "Use ISBN-10" and "Use ISBN-13" toggle buttons.
- 6. Add Edition if needed:** Points to the "Edition" text area containing "Large Print Edition".
- 7. Add website if needed:** Points to the "Publisher Online Listing" text area containing "www.EquineKnowledgeAcademy.com".
- 8. Add notes you want the public to view. These will be available to everyone:** Points to the "Notes" text area containing "Include any relevant notes here. For instance, if this materials includes an online subscription, explain the terms for the license (e.g. how many users, length of time, etc.)".
- 9. Add secure items here for the review team. Usernames and passwords should work for about a year:** Points to the "Publisher Material Instructions for Review Team" text area, which is highlighted with a red box. The text below it reads: "This is where publishers add links to PDFs, videos, or Web sites and list usernames and passwords for samples for the review teams to view the materials. Your materials will NOT be reviewed if the samples and all information about the materials are not included in this section. All usernames and passwords must be working, or the review won't be completed."
- 10. Don't forget to submit!** Points to the "Submit" button.

1. Add Description.
2. Add Author. *If your author(s) are not listed in the drop-down list, you will need to add them by doing the following:*

To access a specific service, click the appropriate icon below.

 PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> A catalog of professional learning opportunities An online registration system for all 	 UTAH MICROCREDENTIALS <ul style="list-style-type: none"> A microcredential is a digital form of certification indicating demonstrated competency/mastery in a specific skill or 	 RECOMMENDED INSTRUCTIONAL MATERIALS SYSTEM <ul style="list-style-type: none"> Reviews of curriculum, submitted from publishers and evaluated by Utah's professional educators
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a.



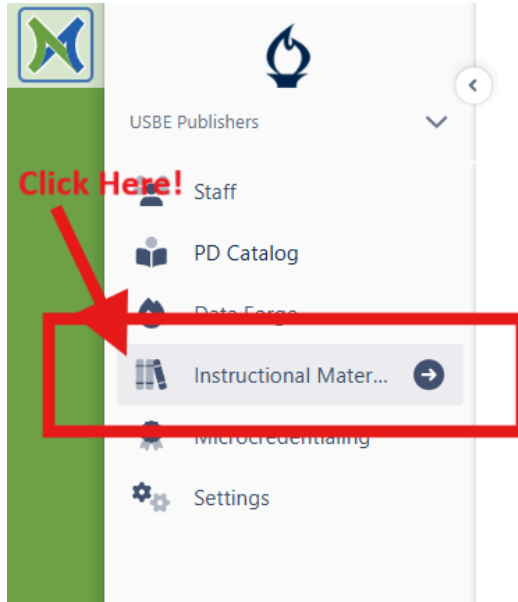
Click Here

JOHN DOE (Publisher Representative)

My Materials

Materials are grouped into Review Collections. Review Collections represent materials reviewed together during a bid cycle. Because there is not enough time to review each Review Collection. If your material consists of different texts for each (teacher editions, workbooks, etc.) should be entered as part of the same

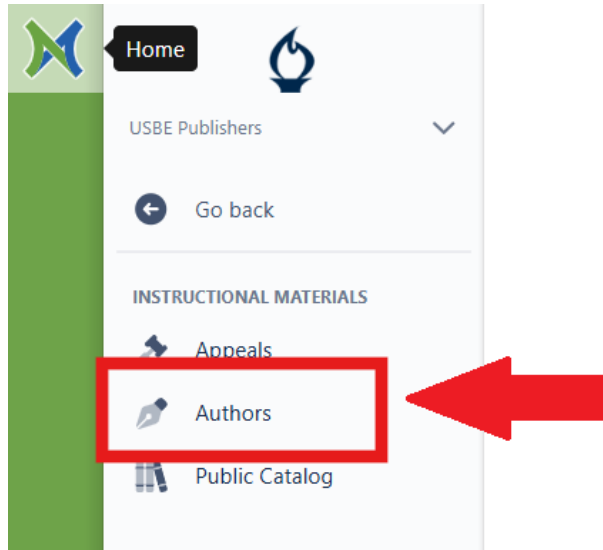
b.



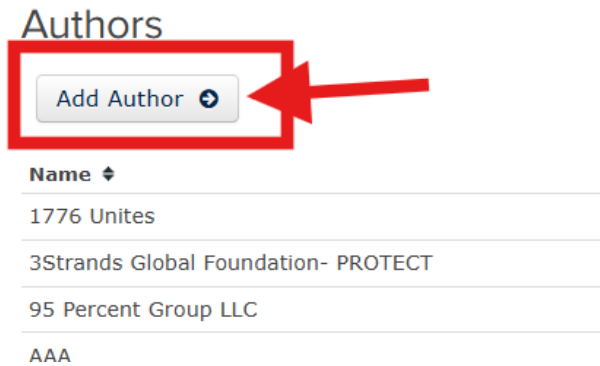
Click Here!

Instructional Mater...

c.



d.

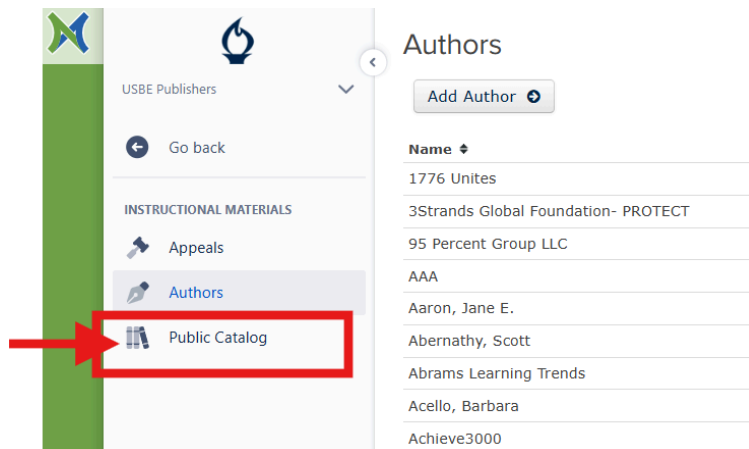


e.

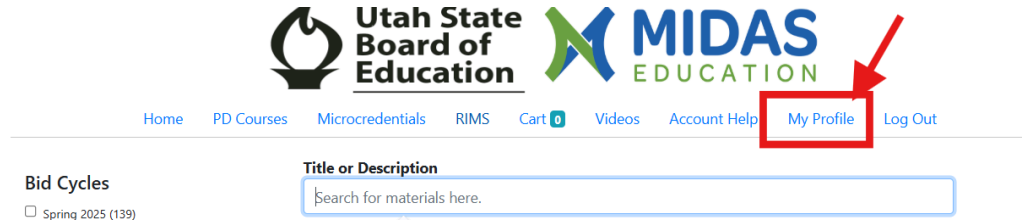
* Don't forget to return to your materials to select the author you just added.

To get out of the "add author":

1.



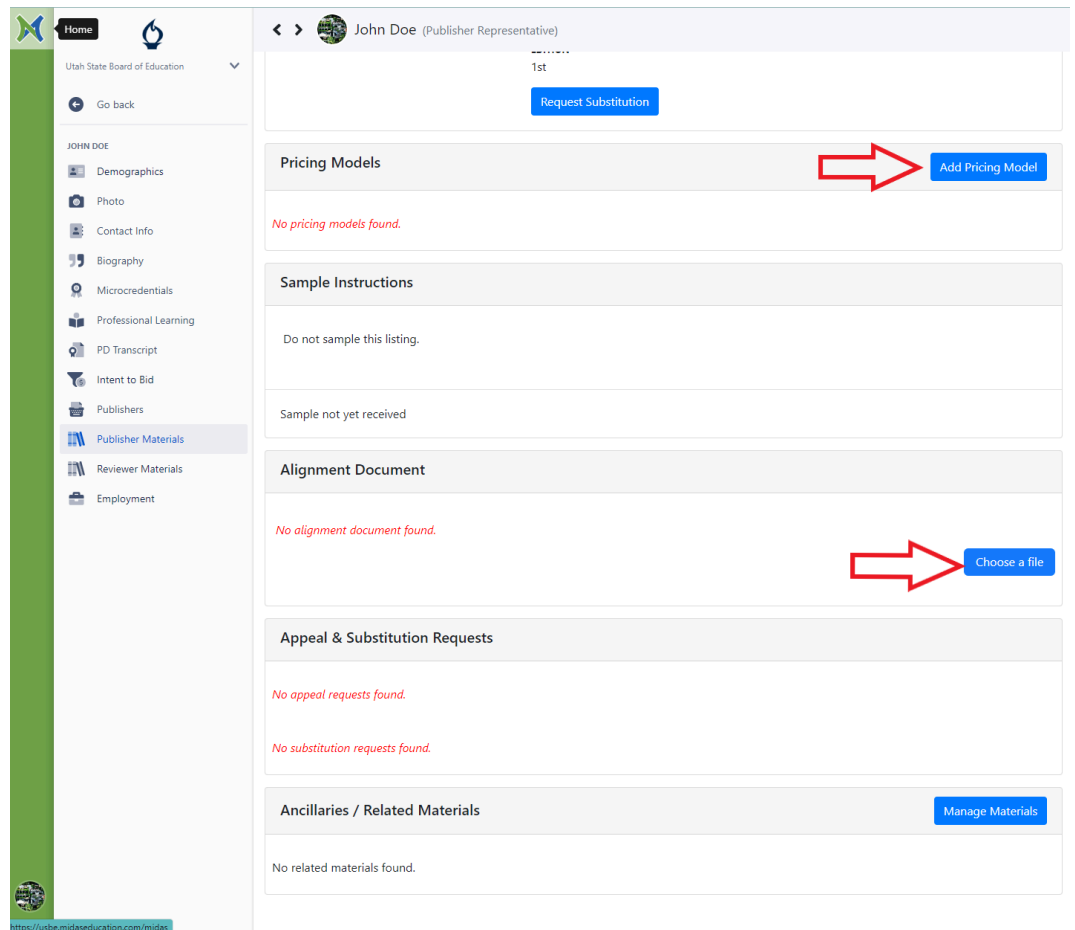
2.



3. Add Copyright Year.

4. Add Alignment Document.

- a. Please attach your own document, explaining how your materials align to our [Utah State Standards](#).



5. Add ISBN or Turn off toggle button if you don't have an ISBN.

6. Add Edition if needed.

7. Add a website if needed.

8. Add notes you want the public to view. These will be available to the public after the review process is complete. (Limited characters available)
9. **Publisher Instructions for Review Teams**-Add secure items for the review team. Username, passwords, and links to the full material that will be available to the review team for one year. You can add links to word or PDF documents (including usernames and passwords), detailed instructions, and contact information.

Publisher Instructions for Review Teams This is the area where you need to communicate with the review teams! It's critical you get this right! *Please add a link to a document highlighting the rubric items to specific places in your materials satisfying the rubric requirements. This will help the review teams locate the required items more efficiently.* The "Publisher Instructions for Review Teams" area should include links to your website, **one year access** to usernames and passwords, and information for reviewers to understand how to navigate **the entire material not just a small sample.** You could include your contact information in case of issues.

CLICK inside the box to add information!

10. **Click the Submit button.**

* If you want to make a group of items, you'll add each item with "Add New Material" and then proceed to Adding Materials to your Collection.

Adding Materials to the Collection

Utah State Board of Education

Home

John Doe (Publisher Representative)

Materials are grouped into Review Collections. Review Collections represent groups of materials that should be evaluated for recommendation together during a bid cycle. Because there is not enough time to review every material submitted, reviewers will review the student edition(s) for each Review Collection. If your material consists of different texts for each of several grade levels, texts for all grade levels, as well as all ancillaries (teacher editions, workbooks, etc.) should be entered as part of the same Review Collection.

Bid Cycle

Fall 2023

Filter

You have materials that are not assigned to any review collection. [These materials](#) will not be evaluated.

Found 1 review collection matching your criteria.

USBE Marvelous Math

Fall 2023 Jan 1, 2024 - Dec 31, 2028

No recommendation [View Details](#)

07010000007: Mathematics - Grade 6

This is where you will add your materials to the group you created. [Manage Materials](#)

There are no materials associated with this review collection.

Adding more materials to the collection.

Utah State Board of Education

Home

USBE Marvelous Math [← Back](#)

Add Material

Material

Submit

Materials in this Collection

16092	USBE Test-Easy Math (0 ancillaries)	Remove
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Finished Collection

Utah State Board of Education

John Doe (Publisher Representative)

My Materials

[Add New Material](#) [Add New Review Collection](#) [Download CSV](#)

Materials are grouped into Review Collections. Review Collections represent groups of materials that should be evaluated for recommendation together during a bid cycle. Because there is not enough time to review every material submitted, reviewers will review the student edition(s) for each Review Collection. If your material consists of different texts for each of several grade levels, texts for all grade levels, as well as all ancillaries (teacher editions, workbooks, etc.) should be entered as part of the same Review Collection.

Bid Cycle: [Filter](#)

You have materials that are not assigned to any review collection. [These materials](#) will not be evaluated.

Found 1 review collection matching your criteria.

USBE Marvelous Math Fall 2023 Jan 1, 2024 - Dec 31, 2028 No recommendation View Details 0701000007: Mathematics - Grade 6	Manage Materials
16092 USBE Test-Easy Math (0 ancillaries)	

5. Manage My Materials-Adding Pricing, Alignment Documents, and Ancillaries\Related Materials.

USBE Marvelous Math [Back](#)

Add Material

Material:

[Submit](#)

Materials in this Collection

16092 USBE Test-Easy Math (0 ancillaries) Remove
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*After you've entered all of your material information you are set for the review to start. There is NO submit button because the system automatically saves and is entered for review.

6. Contract and NIMAS Files (Intent to Bid Tab)- Don't forget to upload the contract and NIMAS verification **after** the Board approval. **Due Date! This is a later date not during the add materials phase.**

You can find the contract on the USBE website in the [Instructional Materials Center](#) under the "Publisher Information" tab in Resources.

The screenshot shows the 'Intent to Bid' form in the USBE system. The form is titled 'TEST publish' and is for 'Fall 2022'. It lists subject areas: CTE / Work-Based Learning, Education, and Finance. There are two red circles highlighting the 'Contract' and 'NIMAS File(s)' fields, both of which currently show 'No contract provided.' and 'No files provided.' respectively. To the right of each field is a blue 'Choose a file' button. A red arrow points to the 'Add Intent' button in the top right corner, with a note below it stating 'Intent to bid due date has passed.' The left sidebar shows navigation options like 'Home', 'Go back', and various user information tabs.

7. Appeals-**Due Date! This is after the Board approves the report later in the review process.**

This is where you enter an appeal if the Utah State Board of Education made an error in the review of your materials. R277-469-11. Request for **Reconsideration of Recommendation.**

1. If your material has the highest recommendation (**Recommended Primary**) you cannot appeal.
2. A material may be appealed only 1 time.

As seen in the screenshot below, the red box is where you click to get to the Appeal information box.

The screenshot shows the 'My Materials' page. At the top right, there are buttons for 'Add New Material', 'Add New Review Collection', and 'Download CSV'. Below this is a light blue informational box explaining that materials are grouped into Review Collections. Underneath is a 'Bid Cycle' dropdown menu set to 'Fall 2022' with a 'Filter' button. A pink warning banner states: 'You have materials that are not assigned to any review collection. These materials will not be evaluated.' Below the banner, it says 'Found 1 review collection matching your criteria.' A table lists one review collection: 'Fall 2022 Jan 1, 2023 - Dec 31, 2027' with a status of 'Reviewed, Not Recommended' and a 'View Details' link. A red box highlights the 'View Details' link. To the right of the table is a 'Manage Materials' button. The material ID '06010000060: Elementary Reading' is visible at the bottom of the table row.

This is where you would click to add information and **request an appeal** as long as you haven't passed the due date.

Review Collection Details

Core Code Alignment

Language Arts

Language Arts Electives (K-2)

06010000060: Elementary Reading

Recommendation

Reviewed, Not Recommended

[Request Appeal](#)

Due date passed.

Evaluation