



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.

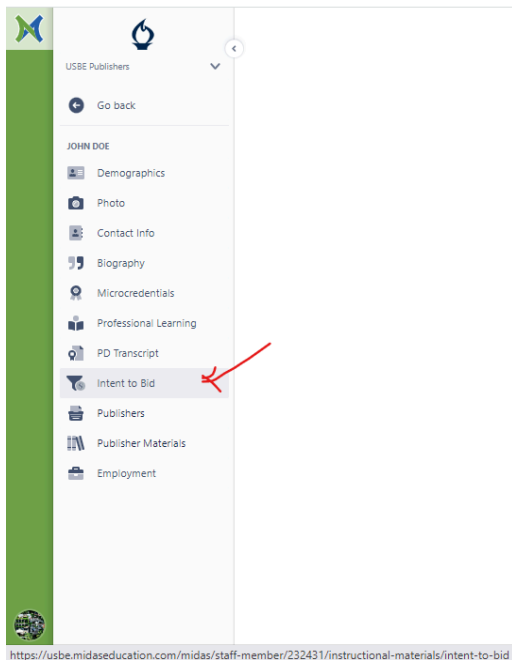
WE CAN NO LONGER ACCEPT HARD COPIES OF SHIPPED MATERIALS!

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



+ Add Intent

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.

2. Add New Material

The screenshot shows the 'My Materials' page in the RIMS system. The page header includes the Utah State Board of Education logo and the user's name 'John Doe'. A yellow callout box with a red arrow pointing to the 'Add New Review Collection' button contains the text: '1. Add a New Review Collection First! 2. Then add new material 2nd.'. Another yellow callout box with a red arrow pointing to the 'Add New Material' button contains the text: 'Read Blue Box'. A red arrow points from the 'Add New Review Collection' button to the 'Add New Material' button. The main content area features a blue box with the following text: '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.' Below this is a 'Bid Cycle' dropdown menu set to 'Fall 2023' with a 'Filter' button. A red arrow points to the 'Filter' button. A pink warning message states: 'You have materials that are not assigned to any review collection. These materials will not be evaluated.' A yellow message at the bottom says: 'No bid cycle selected.' The left sidebar shows a navigation menu with 'Publisher Materials' highlighted. A red arrow points to the 'Publisher Materials' menu item.

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.

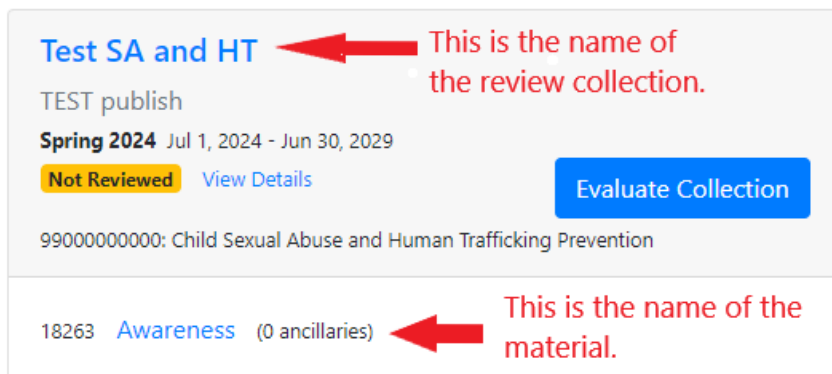
It is preferred that you add your main materials and then add all related materials as ancillary items. We want the materials to be as categorized as possible. If every item is listed as a separate main item, it will be overwhelming for both reviewers and LEAs. For example, if you have a material that 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 user interface for adding a review collection. At the top, the text "Test SA and HT" is displayed in blue. A red arrow points from the text "This is the name of the review collection." to this text. Below this, the text "TEST publish" is shown. Underneath that, "Spring 2024 Jul 1, 2024 - Jun 30, 2029" is displayed. There is a yellow "Not Reviewed" button and a blue "View Details" link. A blue "Evaluate Collection" button is also present. Below these elements, the text "99000000000: Child Sexual Abuse and Human Trafficking Prevention" is shown. At the bottom of the interface, the text "18263 Awareness (0 ancillaries)" is displayed. A red arrow points from the text "This is the name of the material." to the word "Awareness".

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

The screenshot shows a web interface for adding a review collection. On the left is a navigation menu for 'JOHN DOE' with options like Demographics, Photo, Contact Info, Biography, Microcredentials, Professional Learning, PD Transcript, Intent to Bid, Publishers, Publisher Materials (highlighted), Reviewer Materials, and Employment. The main area is titled 'Add Review Collection' and contains the following fields:

- Publisher:** A dropdown menu with 'TEST publish' selected.
- Bid Cycle (required):** A dropdown menu with 'Fall 2023' selected.
- Review Collection Name (required):** A text input field containing 'USBE Marvelous Math'.
- Core Codes (required):** A text input field containing '0701000007: Mathematics - Grade 6'.
- Notes:** A large text area containing the text 'This is the USBE test page. We don't have published Math materials.'

At the top right of the form area, there are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button, and the text 'Fill out boxes and then submit.' is written in red above it.

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.

Add Instructional Material [Submit](#) [Cancel](#)

Publisher Description (required) **10. Don't forget to submit!**

Description of book **1. Add Description**

Author (required) **2. Add Author** **Copyright Year (required)** **3. Add Copyright Year**

test test x | v 2024

Alignment Document

[Choose a file](#) **4. Add Alignment Document** **5. Add ISBN or Turn off toggle button if you don't have one.**

ISBN-10 Use ISBN-10 ISBN-13 Use ISBN-13

Edition **6. Add Edition if needed.**

Large Print Edition

Publisher Online Listing **7. Add website if needed.**

www.EquineKnowledgeAcademy.com

Notes **8. Add notes you want the public to view. These will be available to everyone.**

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.)

Publisher Material Instructions for Review Team **9. Add secure items here for the review team. Usernames and passwords should work for about a year.**

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.




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:*



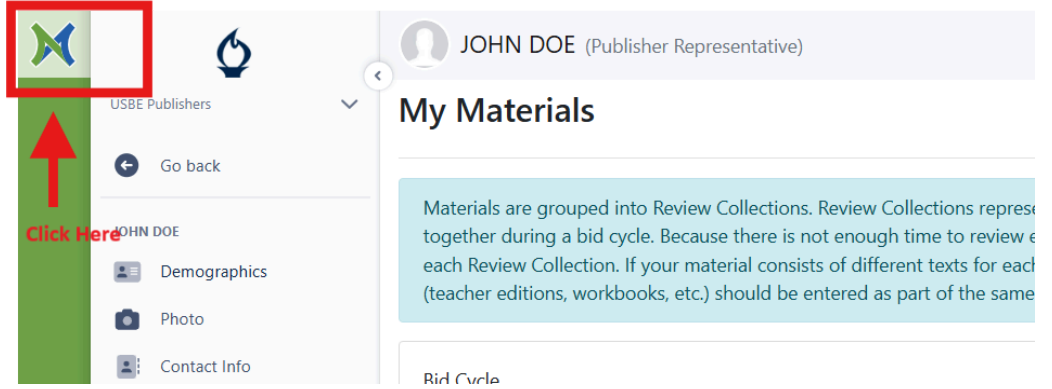
Utah State Board of Education MIDAS EDUCATION

[Home](#) [PD Courses](#) [Microcredentials](#) [RIMS](#) [Cart](#) [Videos](#) [Account Help](#) [My Profile](#) [Log Out](#)

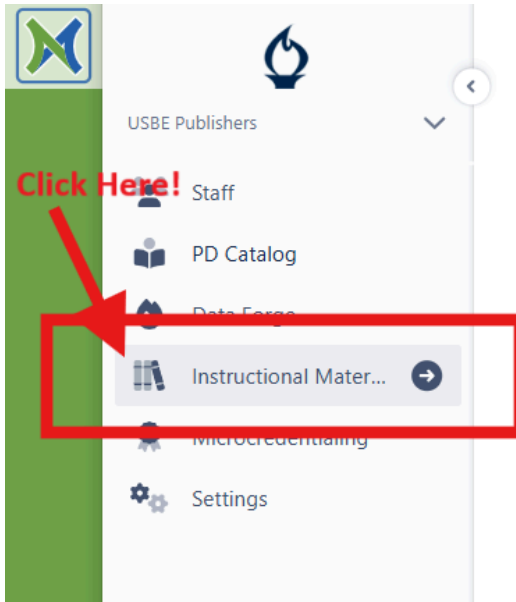
To access a specific service, click the appropriate icon below.

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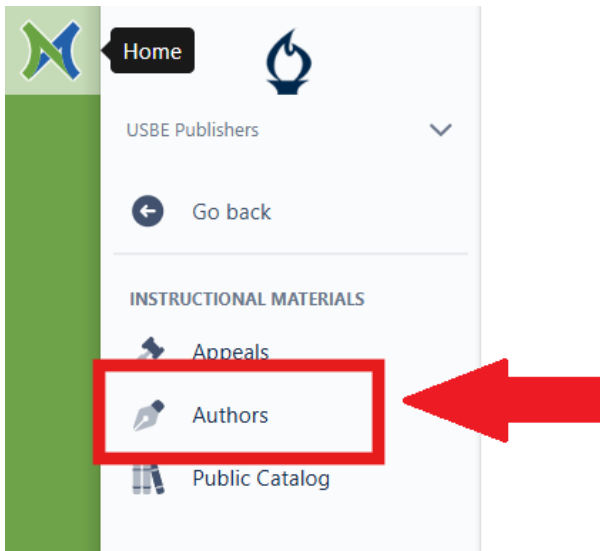
a.



b.



c.



d.

Authors

Add Author ➔

Name ⚡

1776 Unites

3Strands Global Foundation- PROTECT

95 Percent Group LLC

e. AAA

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

To get out of the "add author":

1.

Authors

Add Author ➔

Name ⚡

1776 Unites

3Strands Global Foundation- PROTECT

95 Percent Group LLC

AAA

Aaron, Jane E.

Abernathy, Scott

Abrams Learning Trends

Acello, Barbara

Achieve3000

2.

Utah State Board of Education

MIDAS EDUCATION

Home PD Courses Microcredentials RIMS Cart 0 Videos Account Help My Profile Log Out

Bid Cycles

☐ Spring 2025 (139)

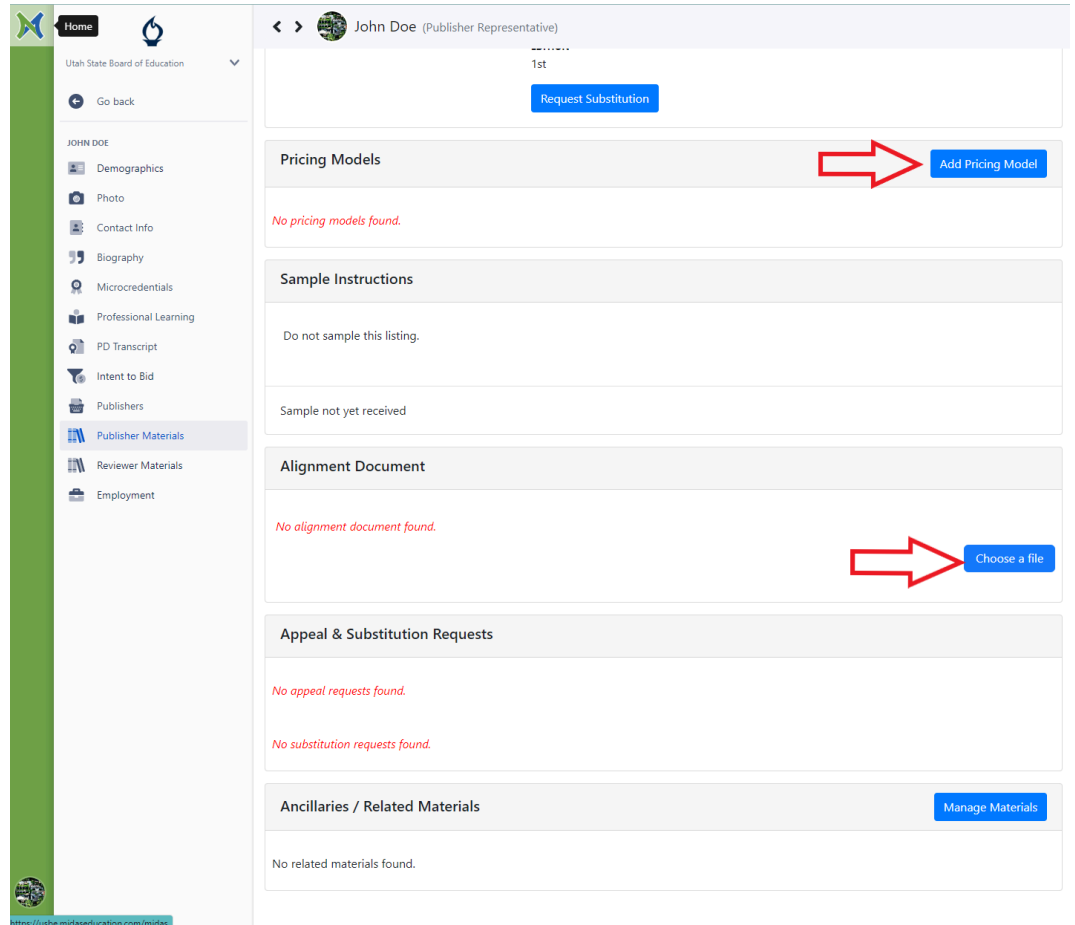
Title or Description

Search for materials here.

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 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 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, **1 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

Adding more materials to the collection.

Utah State Board of Education

Home

Go back

JOHN DOE

- Demographics
- Photo
- Contact Info
- Biography
- Microcredentials
- Professional Learning
- PD Transcript
- Intent to Bid
- Publishers
- Publisher Materials**
- Reviewer Materials
- Employment

USBE Marvelous Math

[← Back](#)

Add Material

Material

[Submit](#)

Materials in this Collection

16092 [USBE Test-Easy Math](#) (0 ancillaries) [Remove](#)

Finished Collection-

Utah State Board of Education

Home

Go back

JOHN DOE

- Demographics
- Photo
- Contact Info
- Biography
- Microcredentials
- Professional Learning
- PD Transcript
- Intent to Bid
- Publishers
- Publisher Materials**
- Reviewer Materials
- Employment

< > 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

Fall 2023

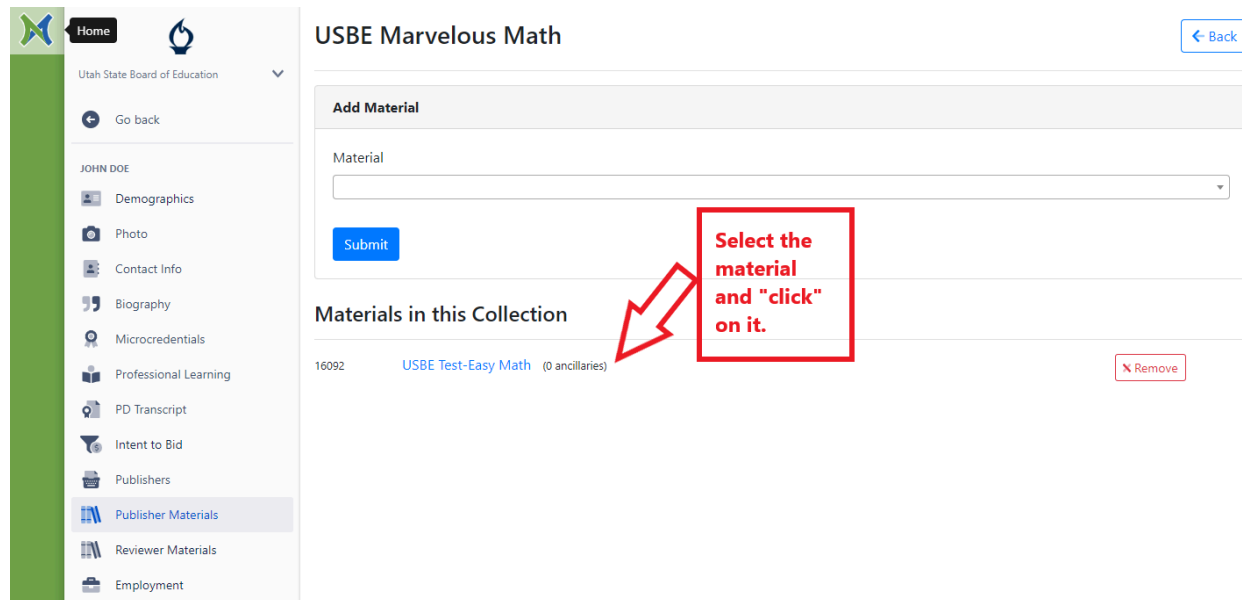
[Filter](#)

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

Found 1 review collection matching your criteria.

<p>USBE Marvelous Math</p> <p>Fall 2023 Jan 1, 2024 - Dec 31, 2028</p> <p>No recommendation View Details</p> <p>0701000007: Mathematics - Grade 6</p>	<p>Your materials will be listed like this. The collection Name and Individual Materials are listed underneath.</p>	<p>Manage Materials</p>
<p>16092 USBE Test-Easy Math (0 ancillaries)</p>		

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

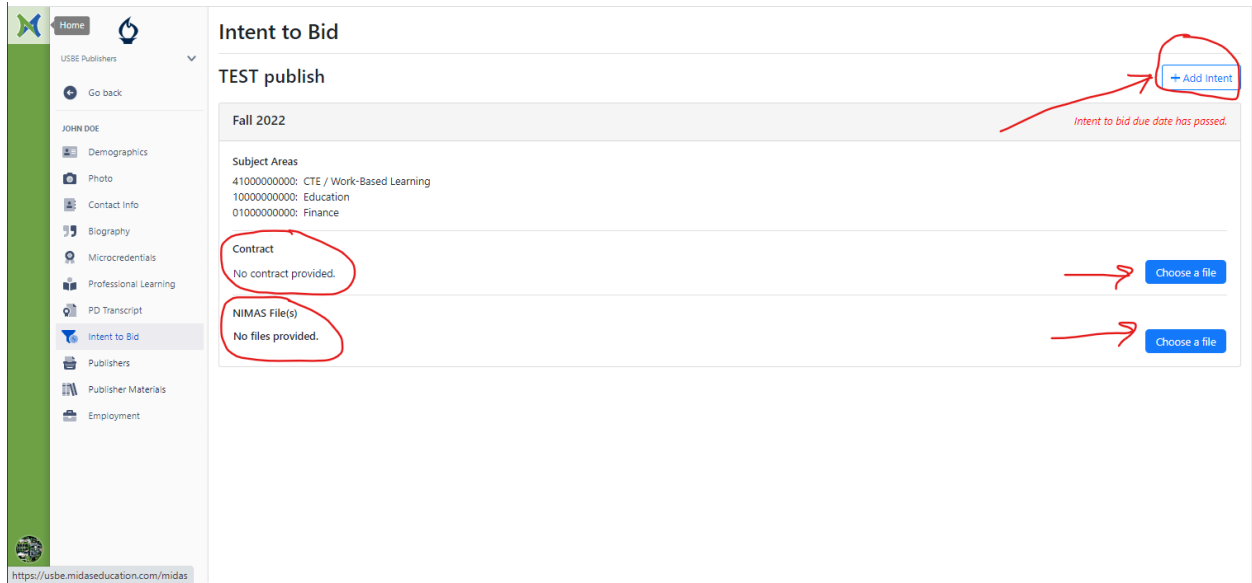


The screenshot shows the 'USB E Marvelous Math' interface. On the left is a navigation sidebar for 'JOHN DOE' with options like Demographics, Photo, Contact Info, Biography, Microcredentials, Professional Learning, PD Transcript, Intent to Bid, Publishers, Publisher Materials (highlighted), Reviewer Materials, and Employment. The main content area has a 'Home' button and a 'Back' button. Below is an 'Add Material' form with a 'Material' dropdown menu and a 'Submit' button. A red box with an arrow points to the dropdown menu, containing the text 'Select the material and "click" on it.' Below the form is a section titled 'Materials in this Collection' showing one item: '16092 USB E Test-Easy Math (0 ancillaries)' with a 'Remove' button.

***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.



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.


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

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Bid Cycle
Fall 2022
[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.

	Manage Materials
Fall 2022 Jan 1, 2023 - Dec 31, 2027 Reviewed, Not Recommended View Details 06010000060: Elementary Reading	

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.

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Evaluation