

WCSD Approval Process for Digital Products

Step 1: Classroom Teacher Submits a Digital Product Request Form in Learn Platform.

- Form is completed and submitted.

Step 2: Learning & Innovation Division Review

- Learning & Innovation Division determines if the product is compliant with Utah Law.
- The Director of Learning & Innovation Technology reviews the request and sends it to the appropriate district employee(s) for product review.

Step 3: Content Coordinator Product Review

- Follow the workflow outlined in the [Digital Software Review Process Flowchart](#)
- When the Digital Software Review Process Flowchart indicates “Content Coordinator Approval” is required, please evaluate the product in LearnPlatform under “My Tasks” > “Reviews”.
 - You can use the following resources to help you learn about the product:
 - <https://www.edsurge.com/product-reviews>
 - <https://www.commonsense.org/education/search?contentType=reviews>
 - <https://edcuration.com/>
- Be sure to connect with the ESL and SPED departments as you review.
 - ESL Consideration: Can we provide/Have we provided getting started instructions for use in target languages?
 - SPED Considerations: Does the product provide appropriate accessibility tools and features?
- Submit your “Product Recommendation” in Learn Platform for each “Workflow Assignment”:
 - If you choose to mark the product as “Don’t Recommend” please enter the following in the “Short Answer” space that follows your recommendation:
 - Recommended alternative product(s) already approved in LearnPlatform.
 - and/or factual reason for product denial.
 - If you choose to mark the product as “Recommend”, please enter the following in the “Short Answer” space that follows your recommendation:
 - “Teacher, School, State, District, or Content Coordinator Supported” as applicable.
 - and/or any additional factual product notes.
 - If a product will need to be reviewed by the Software Review Committee, please halt scoring, submit a “Neutral” review, and enter the following in the “Short Answer” space that follows your recommendation:
 - Please summarize an explanation of why the Software Review Committee needs to review the product i.e. “Core Product”, “Appeal Request for Denied Product”, “RFP/New Bid”, or other reason(s).

Step 4: Business Department Review, if Applicable

- Business department reviews submitted product cost/potential cost information, to ensure the district complies with Utah purchasing processes, policies, & laws.

Step 5: Learning & Innovation Division

- The Director of Learning & Innovation Technologies reviews the completed “Product Request” and “Product Review(s)”.
- The Director of Learning & Innovation Technologies reviews whether additional actions are needed to approve the product.

Step 6: Software Review Committee, if Applicable

- Only School Principals can place Product Appeal Requests.
- Curriculum Adoption & RFPs follow state/district laws, policies, & procedures.

Step 7: Learning & Innovation Division Updates the Product Status

- The product is updated in LearnPlatform and the Teacher requesting the product is notified that the product review is complete.
- Teachers follow usage guidelines in LearnPlatform to use any digital product.
- Teachers using products designated as “Teacher or School Supported” are responsible for vetting the product content prior to any product use with students per district policy 4212.

Parent/Guardian curriculum questions can be directed to the classroom teacher or the school administration where the student attends.