

## **Florida Civics and Government Standards Review Registration and Evaluation Video Tutorial Script**

### **Slide 1**

Welcome to the Florida Civics and Government Standards Review.

This video tutorial goes through the steps necessary to register an account with EdCredible and to review the Civics standards for the Florida Department of Education.

### **Slide 2**

First, go to [FloridaCivicsReview.org](http://FloridaCivicsReview.org).

On the right-hand side of the screen there is a link to contact support. Use this function if you have any difficulty registering an account.

The preferred browsers are Google Chrome, Safari, Firefox and Microsoft Edge.

If you already have an account with EdCredible, you do not need to create a new account. Please just click Sign In.

If you do not have an account, click Register.

### **Slide 3**

On the registration screen you will need to first enter an email address. If you enter a personal email address, you will also need to enter a school district name.

If you are a school district employee and register with your school district email, you will be automatically identified with that specific district.

Next, create a password and confirm your password.

Enter your first name and last name.

Create a screen name and then select a role.

If you've used your personal email address you will only be able to select the role of Business/Industry Leader, Community Member, Elected Official, Parent or Postsecondary Representative.

Next enter the Captcha characters from the left-hand side of the screen in the blank field on the right that says 'Enter Text From Left' .

Lastly, click the square box to Agree to the Terms of Use.

If you've completed all of the steps on the Registration screen, the submit button will turn from grey to orange and you can now click Submit.

#### **Slide 4**

After clicking submit, you will receive an email to authenticate your information.

This email will come from [no-reply@www.edcredibleapp.com](mailto:no-reply@www.edcredibleapp.com). If the email does not appear in your inbox, please check your junk folder.

If the link in the email is not active, please copy and paste the link into your web browser.

#### **Slide 5**

When you click on the link, a new browser window will open to the Florida Department of Education Standards Review landing page to access the standards.

If the default settings of your computer open the window using Internet Explorer, simply copy the URL, which is [fldoe.edcredibleapp.com](http://fldoe.edcredibleapp.com) and paste into a Google Chrome, Safari, Firefox or Microsoft Edge browser.

To the review standards, click START under Civics Education.

#### **Slide 6**

On the civics education evaluation page you can see the status of your evaluations.

#### **Slide 7**

To view the available evaluations, click on the year 2020.

#### **Slide 8**

If you are a reviewer included in a specialty stakeholder group or expert review group you may also see those evaluations listed here.

#### **Slide 9**

Next, click on PUBLIC REVIEW of Civics and Government K-12 Standards Review.

#### **Slide 10**

This will display the reviews which are organized into three grade bands of K-5, 6-8, 9-12.

### **Slide 11**

Next, select a grade band to display the evaluation.

### **Slide 12**

Click START on the right-hand side of the screen to open the evaluation form.

### **Slide 13**

When the evaluation opens, the title of the evaluation is displayed in the upper left-hand corner. There is also a print icon in the upper right-hand corner of the evaluation.

### **Slide 14**

Just above the standards, there is a brief introduction and description of the answer choices.

As you can see, the first three choices of Eliminate Standard, Revise Standard, and Move Standard will require a comment. If you select No Change Needed, you will not need to enter a comment.

Because the benchmarks are grouped together into grade bands, there is a reminder below the response choice descriptions that the grade level for the benchmark being reviewed follows the two letters SS in the benchmark ID.

### **Slide 14 Pop-up**

Using the first benchmark in this evaluation as an example, let's review the system of numbers and letters used to label each benchmark in the Civics and Government Standards.

- The two letters in the first position of the code identify the Subject Area, with SS used for social studies.
- The second position represents the Grade Level or Grade Band to which the benchmark belongs. For example, K represents kindergarten, the number 6 indicates sixth grade, and 912 is for grades 9 through 12.
- The letter in the third position represents the Strand to which the benchmark belongs, C represents Civics and Government.
- The number in the fourth position represents the Standard.
- The number in the last position of the code identifies the specific Benchmark under the Standard. This review provides you the opportunity to comment on each benchmark for K-12 Civics and Government Standards.

### **Slide 15**

In the first question of the evaluation, the benchmark ID is in parenthesis followed by the benchmark description. For this benchmark, we've selected Revise Standard, which is one of the three response choices that requires a comment.

Comments are an important part of the evaluation process and helps the Florida Department of Education better understand your justification for eliminating, moving or revising a standard.

In the second question, we've selected No Change Needed, which does not require a comment. However, you are encouraged to provide comments as often as possible.

It's also important to note that you do not need to review each standard. Standards that do not have a response choice selected will be recorded as No Change Needed.

### **Slide 16**

The Florida Department of Education included an Overall Comment field after the last question on each evaluation. The Overall Comment field can be used for you to provide additional feedback about the standards that may not have been recorded at the standard level.

During review, results will auto-save, but it is always best practice to save your review as you go. The Save button is in the bottom right hand corner of the screen.

### **Slide 17**

When you click Save, a Successfully Saved message is displayed. You then have the option to either click Done or Continue Evaluation. Clicking Done, returns reviewers to the Civics Education evaluation screen.

When you click Continue Evaluation, you remain in the evaluation.

### **Slide 18**

When you are ready to submit the evaluation, click the Submit button in the lower right-hand corner.

### **Slide 19**

When you click Submit, you may receive a validation message notifying you that you are missing a required comment for specific standards by question number.

### **Slide 20**

In this case, go to the question that is missing a comment and fill in the comment field. Then click Submit.

### **Slide 21**

When clicking Submit you may also receive a validation message that you did not select an answer choice for some standards. In this case, if you proceed with submitting your review, those standards without answer choices will be recorded as, No Change Needed. If you are ready to submit, click yes.

### **Slide 22**

If your review submitted successfully, you will get a submit successful message. Click OK to be returned to the list of evaluations for Civics.

### **Slide 23**

Now that you are back on the main Civics Education evaluation screen, use the dropdowns, to see changes to the status of your evaluations.

If the status of your evaluations has not changed, go to your web browser and refresh your page.

### **Slide 24**

When you open the Public Review evaluation dropdown, you see that the status of the evaluation changed from Not Started to Submitted. Evaluations that are saved, but not submitted have the status indicator of In Progress.

### **Slide 25**

Select any submitted evaluation to view your submitted response. You can also unsubmit a response and edit it. Do this by clicking the red Unsubmit button. Responses can only be unsubmitted before the close of the evaluation window.

You can log out of EdCredible at any time by clicking on the dropdown in the upper-right hand corner. Then click log out.

### **Slide 26**

This completes the tutorial for accessing and reviewing Florida's K-12 standards for Civics and Government. Please email [support@edcredible.com](mailto:support@edcredible.com) for additional assistance.