

Standards Alignment Publisher Dashboard Training Manual

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Quick Start

These are the steps for entering and submitting your citations.

Step One: Log In

1. Start at the Login Screen: <https://www.texasresourcereview.org/user/login>
 - a. To login, enter your username and password.
 - b. This will take you to the User Information page. Here you can update your information like your name, title, phone number, email, and username.
2. Click on the **Publisher Dashboard** hyperlink to get started.

Step Two: Add a Program

3. On the Publisher Dashboard page you are able to add a program and view other programs you have entered.
 - a. To add a new program, click the “**Add a New Program**” button.
 - b. Choose what standard you’ll be using from the drop-down selection.
 - c. Add a title.
 - d. Add the ISBN number. This number needs to be 13 digits and start with 978. **No hyphens should be included.**
 - e. Add credentials for accessing content (only if you have locked content). You can add multiple credentials here if needed by clicking on the “Add more login credentials” link.
 - f. Add any notes about accessing your content (if needed) in the Notes text box.
 - g. Once you have entered program information, select “Add Program.”
 - h. Once your program has been added, it will appear on your dashboard page. The status for the program will show as “Pending” under the Action Required heading. Once you start adding your correlations it will show as “In Progress”. **In order to begin adding your correlations, you will first need to add components.**

Step Three: Add Components

4. Adding Components



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- a. Click the title of your program to begin adding components. **You'll need to add components before entering your correlations** as citations correlate to the components you add.
- b. Select the “Add Components” button to begin adding your components.
- c. You can import components via CSV or you can individual add components manually.
 - i. To upload by CSV, follow the steps outlined here:
 1. Review the instructions by clicking on the “Instructions on file” import defaults and requirements hyperlink.
 2. Click the “Download the sample CSV file” hyperlink so you can see the layout and format.
 3. When ready to upload, click the “Choose File” button and choose the file you are uploading
 4. Once your file is uploaded, click “Import Components”.
 - ii. To individually add components manually, select “Manually Add a Component.”
 1. You will add a title, ISBN, select an Audience, select a Product Type, select a Product Format, and add a URL.
 2. Hit “Save Component” to save.
- d. Components will populate on this page as you add them. You can edit them by selecting the “Edit” hyperlink. Delete one or multiple components by selecting the box to the right of the component and clicking “Delete Selected.”
- e. Once all your components have been added, you are ready to enter correlations for this program. You can do this by selecting the Program Name at the top of the page or the “Return to [Program Name]” link.

Step Four: Import and/or Manually Enter Citations

Import Citations

5. Import your citations by following the steps listed on the Citation Import Page, also outlined here:
6. Step One: You must use the provided template for importing content. It is formatted specifically for your program. It is different for TEKS and ELPS. (A new template will be regenerated for different standard types on that program's import citations page.)
 - a. The heading row is required and must match the template exactly.
 - b. Only edit the fields labeled “[required]”. Do not change or edit columns A-E
 - c. A URL is required for digital instructional materials. Rows missing required data will not be imported.
 - d. Save CSV file as UTF-8 format.

- e. Default values will be set for Audience and Type if left unchanged.
 - i. Default Audience = student
 - ii. Default Type = narrative
- 7. Step Two: Import CSV of Citations for this program.
 - a. Note: We recommend trying a test import first, entering citations for only a few breakouts to ensure you have entered and edited the required data fields correctly.
- 8. Step Three: If things go wrong, start over.
 - a. Double-check the imported citations. If unsatisfied with the import, you can delete all imported data and try again.
 - b. Note: This will not delete any manually added citations. It will only delete citations that have been imported unless you select the checkbox "Also delete manually entered citations."
- 9. Troubleshooting and Additional Information
 - a. If you forget to add data into the URL field and decide to reimport citations with the new updated URL, the system will update the citation with the new URL rather than adding a duplicate citation. This only applies to the URL field.
 - b. If you make any changes to the required data of a successfully imported citation, the next upload will leave the successfully added citation in place and add another citation with the changes you made.
 - c. E.g. if you change the page number of a citation and then re-import the template, it will add a second citation with the same field data, but only the page number changed.
 - d. Fill in anything that has square brackets []. The [required] fields have to have some content in them. The [required_for_digital_IM] is only required for digital instructional materials.
 - e. If you manually add a citation and then upload the same citation via the template import, your citation will be duplicated.

Manually Enter Citations

- 10. Manually entering your citations:
 - a. The program overview page shows the progress on both TEKS and ELPS if both are available. Select the TEKS or ELPS tab to begin adding citations.
 - b. If you scroll down, you will see the Knowledge and Skills Statements (KSS). To the right of the KSSs, you'll see a status message. It will display "action required" until all citation requirements of the expectations have been met or skipped. Once you have either met the requirements or skipped an expectation, the status will change to "No Action Required" and turn green.
 - c. You can also see the status for individual expectations under the KSS. This works the same way - once you have either met the requirements or skipped an Expectation, the status message will say "No Action Required."
 - d. Select the hyperlinked Student Expectation dropdown to see breakouts. You will select the

- “Add/Edit Citations” hyperlink here on the right to add your citations for that breakout.
- e. Under “Breakout Requirements” you will see what citations are required for this particular breakout.
 - f. Select “**Add Citation**” to add a citation.
 - i. Choose your audience - Student/Teacher or Teacher.
 - ii. Select the type - Narrative or Activity.
 - iii. Select your Component from the dropdown.
 - iv. Add the page numbers where a reviewer can find your citation.
 - v. Enter a URL. Even though this field is not required, it is important to have a URL that directs reviewers directly to the location of the content.
 - vi. Enter a description of the **specific location** where the citation is located. For materials in PDF format where the number in the PDF viewer page control doesn’t match the page number in the document, enter the actual book page number in the Page Number(s) field and the number that appears in the PDF viewer page controls in the “Description of Specific Location” field labeled PDF page after the exact location. Example: Beginning of paragraph 3; PDF pg. 56
 - vii. Once you have entered the information above, select “**Save Citation.**” The citation will not save if you do not fill in the required fields or if you click “ Previous Breakout” or “ Next Breakout” before clicking “Save Citation” for the citation you are currently entering.
 1. Once you’ve entered all your citations for this breakout, and you meet the expectation, the Status for this breakout will update to “Complete.” It’s important to know that you can add up to 8 citations for each breakout. It is recommended that you add more than one narrative citation and more than one activity citation in case the reviewers reject the first citation. Add your best citation first.
 2. Continue through all of the breakouts for the Student Expectation.
 - viii. **If you are filling out a Student Expectation and you can’t meet all the breakout requirements, you can select “I would like to Skip this Expectation”. This means that you will not be scored on the entire expectation.**
 - ix. To continue adding citations for the breakouts that are required, move through by selecting “**Next Breakout.**”
11. Return to the program page by selecting the program title at the top of the page.
- a. You will see that your percent complete has been updated to reflect the expectations that you have completed. Note that if you have skipped an expectation, your percentage complete will still increase because you have done all that you can do for that expectation, but it will affect your score.

Step Five: Submit for Review

12. Submit for Review.

- a. When the percent complete shows 100% complete, you are ready to submit for review. If your program has both TEKS and ELPS, you need to submit your materials for review with the TEKS tab open. Both TEKS and ELPS will be submitted when you select submit.
- b. The system-calculated score will appear when you select “Submit for Review.” You may override the system-calculated score to lower the TEKS percentage you believe the materials cover. To be eligible to submit new content or new citations, your product must achieve a TEKS score that is at least 75% of the system-calculated score or the override score, whichever is lower. Note: that this will not display for ELPS because ELPS must be 100%, so if there is only one standard and it is for ELPS, you will not be able to enter an anticipated override score.
- c. Select “**submit for review**” again. From here, TEA will review your submission and move it to the SRP Voting phase.