



Instructional Materials Technology Information

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Instructional Materials Technology Information

Since EdReports released its first reviews five years ago, the materials landscape has changed dramatically, especially in the area of technology. District questions have evolved from ensuring materials could be accessed on older browsers and versions of operating systems to detailed questions about interoperability, compatibility, security, support, and digital design. These questions have become even more important during the pandemic as districts assess what instructional materials may work best in their communities not just in-person, but also remotely and in hybrid settings. Access to high quality instructional materials by all students is more important than ever, and technology plays an essential role in that access. To help provide technology information for materials that meet alignment criteria in Gateways 1 and 2, EdReports has requested publishers answer the following questions to help consumers better understand the digital design and capabilities of their instructional materials.

- Section 1 provides broader questions most frequently asked of EdReports about the design of materials. These questions are meant to provide higher level, summary information.
- Section 2 provides more fine-grained details on aspects of design and functionality.

Considerations When Reading This Document

- EdReports is seeking the most accurate, descriptive information about curricular products. We are not evaluating quality or desirability, but documenting features in materials to empower local schools and districts with information to select materials that will work best for them given their technological capabilities and instructional vision.
- The information in this document comes directly from publishers. EdReports reviewed the information for clarity and consistency, but did not verify its accuracy. Questions you have regarding any of the reported information should be directed to the publisher of the product.
- Look at the information in the “Details” column carefully. Functionality and digital design can vary greatly depending on how a publisher responded. Most publishers provide granular information for each question to illuminate their responses.
- This document is most effective when paired with questions that relate to your local context and reviewed with both content and IT staff. Consider your district’s technological access and capacity amongst students, teachers, and schools.

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Section 1: Usability Snapshot

This section includes questions on digital design and support that allows users quick access to essential information.

*** Note:**

“**Yes with core product**” below should be used to indicate functionality in the core materials as reviewed by EdReports that are available without LMS integration.

“**Yes with dependencies**” below refers to functionality in the materials reviewed by EdReports that are present or accessible only through working in a separate LMS, by utilizing other software as a plug-in, linking externally to sites outside the materials, or if functionality is dependent on a supplemental purchase.

Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Are the materials designed so that students are able to access and complete work online?	X				<ul style="list-style-type: none"> • HMH Into Reading is accessed online via HMH's Ed: Your Friend in Learning LMS. This online portal provides teachers and students access, management and tracking of resources. • HMH Into Reading recommends but does not require a 1:1 device to student ratio for digital materials, but also provides printable materials across grades to ensure equity for all users of our products. • HMH also provides an offline player (HMH Anywhere) with a wide variety of applicable content for users without internet accessibility.

Do the materials support learning in hybrid settings (both in-person and remote learning) concurrently?	X			<p>HMH Into Reading is well-suited for implementation across the range of hybrid settings. In print and classrooms, <i>Into Reading</i> provides an enormous array of resources tailored to fit the teaching style and classroom schedule of any teacher (Writer's Workshop, Big Books and Read Aloud Books, Rigby Leveled Library, Assessments, Anchor Charts, Display & Engage resources). Writable provides additional writing practice, aligned to reading G3-6 selections that teachers can assign to students to complete in-person or remotely for extra practice.</p> <p>Through Ed: Your Friend in Learning, HMH's online content platform, Into Reading myBook includes a robust selection of literary and informational texts. These interactive iterations provide students additional guidance through supportive questions with tips, hints, and feedback. Our Close Read Screencasts can also be used both in-person and remotely.</p> <p>At home access is also provided through <i>HMH Anywhere</i>, our newly updated offline solution tailored to users with limited internet access.</p>
Are tasks, activities, and lessons able to be printed either for in-class use or for use in at-home learning?	X			<p>HMH Into Reading contains a multitude of resources available on Ed to print for in-class or home, including:</p> <ul style="list-style-type: none"> ● myBook (K) ● Writer's Notebook ● BookStix

					<ul style="list-style-type: none"> ● Rigby Leveled Reader Take and Teach and Printables ● Take and Teach Lessons: Focal Text Book Club Discussion Guides (1-6) ● Module Assessments ● Intervention Assessments ● Guided Reading Coaching Cards (K-2) ● Guided Reading Benchmark Assessment (K-2) ● Benchmark Evaluation Guide (K-2) ● Anchor Charts: <ul style="list-style-type: none"> ○ Language and Vocabulary (K-2) ○ Reading ○ Writing ○ Classroom Routines (K) ○ Genre Studies ● Display and Engage <ul style="list-style-type: none"> ○ Reading ○ Foundational Skills ○ Writing and Grammar ● Foundational Skills Printables ● Handwriting Practice ● Readers' Theater ● Reading Printables ● Grammar Printables ● Start Right Reader Printables ● Know It, Show It ● Alphabet Cards (K only) ● Letter Cards (K-2) ● Picture Cards (K-2) ● Vocabulary Cards ● Word Cards (K-2)
Is there instruction so students can work independently (or with an adult at home)?	X				Digital interactive student content is designed for students to complete independently. Supports include embedded feedback, audio at K-5 for instructional content, and Get Curious Videos. Get

				<p>Curious Videos feature HMH learning content developed for maximum engagement at point of use. Teachers can include additional directions when creating online assignments. Close Read Screencasts feature students and teachers modeling close reading strategies that can be applied to their texts. Notice and Note reading protocols provide strategies for K-6 students.</p> <p>All HMH Into Reading users have access online to myBook Student Edition. The myBook SE is an interactive lesson suite and eBook reader that allows students to read with audio support, if required, and interact with content to demonstrate understanding.</p> <p>Offline Students have access to HMH Anywhere, a fully functioning offline player for HMH resources allowing the full range of functionality available online.</p>
Does the technology facilitate a teacher's ability to differentiate lessons, tasks, or other content for students?	X			<p>HMH Ed allows teachers to set-up learning groups and assign content to those groups. The system can even auto-generate performance groups based off the results of a given assessment.</p> <p>With HMH's adaptive Growth Measure, teachers can determine their students' reading abilities and differentiation needs. The Growth Measure also provides insights into class and student domain performance for Reading Comprehension and Language Arts to help further refine instructional next steps. The Growth Measure also provides teachers with each student's grade level</p>

					equivalence which can help teacher group students and utilize appropriately level resources.
Are there tutorials, videos, or other integrated supports in the materials to help educators to understand and/or utilize the materials?					<p>All HMH Into Reading program resources are accessed through the HMH Ed: Your Friend in Learning Platform.</p> <p>Teacher's Corner section of Ed: Your Friend in Learning will provide point of use video support for all aspects of Into Reading use and implementation, as well as professional development, tips, and supports that can help teachers grow professionally.</p> <p>The Guiding Principles and Strategies Guide details the program philosophy, features of the program, and how to implement with fidelity. This guide also includes pacing information for the year.</p> <p>HMH includes special resources for Fall 2020 to help teachers navigate the special requirements educating during the COVID-19 pandemic will place on schools. Bridge & Grow provides assessment suggestion for the BOY to assess learning loss and priority standards with associated resources to support closing the learning gaps.</p>
Are there tutorials, videos, or other integrated supports in the materials to help parents/guardians to understand and/or utilize the materials?	X				Family Letters are provided for every module in English and Spanish, informing parents of the content of the modules along with activities they can do at home with their children.

<p>Are all of the following audiences provided access to the product as part of the core purchase?</p> <ul style="list-style-type: none"> • parents/guardians • Educators (Teachers, Administrators, etc.) • Students 	X			<p>Educators and students have their own accounts to use on Ed. Parents can sign on using their students' accounts where they will be able to see everything a student can see, including reviewing their assignments and viewing assignment reports.</p>
<p>Are the materials designed to integrate with a Learning Management System (LMS)?</p>				<p>In addition to digital program access via our web-based Ed platform, HMH Into Reading is available in the IMS Global Common Cartridge Standard. This combines the high-quality curriculum with the IMS interoperability standards to deliver digital content that can be accessed in an IMS-conformant LMS. HMH Common Cartridges are currently compliant to the following IMS interoperability technical specifications: CC v1.2 (Thin Profile), CC v1.3 (Thin Profile), and QTI v2.1.</p>
<p>Does all content conform to the National Instructional Materials Accessibility Standard?</p>	X			<p>In compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) of 2004 and its latest revision issued in 2006, HMH provides electronic files to the National Instructional Materials Access Center (NIMAC) system for all printed textbooks and other required core content. Those materials can be converted into alternative assistive technology products for braille, large print, and screen reader programs via a National Instructional Materials Accessibility Standard (NIMAS) file on the NIMAC system. To</p>

					see the range of HMH products available from NIMAC, please visit https://nimac.overdrive.com/ContentInventory .
Is there technical support during day-to-day use?	X				Technical support is available for teachers, administrators, school-level and district-level technology leaders, and students/families throughout the duration of the contract. Support is offered by phone, email, webform, and web-based self-service. Please see our response in the <i>Technical Support</i> section of this questionnaire for additional details.

Section 2: Technology Checklist

The following checklists are designed to give more detailed information about digital design and technical capabilities in key areas of instructional materials to support state and local decision making. This list reflects details commonly requested by those making purchasing decisions at the state or local level.

Design

Design questions address whether the materials are designed to be used digitally in an in-person environment, remote learning environment, or both. Digital design can vary, often ranging from the ability to access files that are identical to print materials online to doing tasks and assessments as part of the program. The ability to take advantage of design functionality may depend on answers to questions in other sections of the checklist such as internet capabilities, number and type of devices, etc.

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Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Are the materials designed to be used with both digital and print components?					<p>Digital resources are integral to our instruction. All of our print content is available online in parallel formats with digital-specific functionality added such as embedded audio in student texts.</p> <p>Student facing materials in print are available online and can be utilized in a blended digital approach. Within online student accounts, students have</p>
Are there print options available for student-facing materials that could be utilized in a blended digital approach?					
Is the print content identical, similar, or comparable to the digital?	X				

				<p>access to the <i>Into Reading MyBook</i> (eBooks), and other resources. A large array of printable resources are available for home and in-class use.</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Purchase hard-copy books/workbooks <input type="checkbox"/> Photo copies available for purchase <input checked="" type="checkbox"/> Users can print at home <p>All <i>Into Reading</i> materials that are available in print are also available online in printable and/or interactive formats (pdf and eBook, respectively).</p>
<p>Is the digital design of the materials intended to replicate a textbook experience?</p>	<p>X</p>			<p>Both the digital Teacher Guide and Student Edition are designed not just to replicate the textbook experience, but to enhance it.</p> <p>We have go-to-page functionality in our ebooks so that users can go straight to a specific page whether they're using the print or digital books, facilitating a more flexible approach to using a combination of print and digital books as needed in a classroom.</p> <p>The print Student Edition is available as a digital eBook with interactive features that allow the students to highlight and take notes.</p> <p>The Teacher Guide features point of use links to multiple components within each lesson. The</p>

					Student Edition gives students online access to interactive lessons and an opportunity to actively engage in the texts.
Are digital teacher guides available for the materials?	X				Teachers can access digital teacher guides through the Ed Platform. Our teacher guides are interactive and include live lesson links to components creating a seamless teaching experience. Family Letters, which outline the skills students will be learning in upcoming modules, can be printed and sent home to parents and caregivers. Through the Ed platform, the teacher can access all teaching materials and student-facing lessons, activities, and projects. Access to the Ed Platform is included in adoption of this program.
Do the materials contain videos/animations/simulations for student learning?	X				<i>HMH Into Reading</i> provides students access to a multitude of resources for student learning, and they are all accessible on <i>Ed: Your Friend in Learning</i> . Every interactive student lesson has built-in tips, hints, and feedback.

					<p>Get Curious Videos are HMH-produced media that introduce broad topics to users at the beginning of every module. At every grade level, select modules also include Media Selection Videos to provide students with an opportunity to view and analyze video as another form of communication. At Grades 3–6, Close-Read Screencasts provide a model of close reading, annotation, and text-based discussion for every Anchor Text.</p> <p>Alphafriends videos are available for younger users still developing their letter recognition and identification. Articulation Videos support younger learners in identifying and producing phonetic sounds.</p>
Is any or all online content dependent on links that are not maintained by the publisher?	X				We link to a curated list of age appropriate external content sites in the Current Events resource category online.
Do the materials include opportunities for online collaboration among students?	X				Integration between our Ed Platform and Microsoft Teams/Google Meet allows teachers to schedule and start videoconferencing sessions in Ed. Once in a session, teachers and students alike are able to share their screens. The interactive myBook lessons are designed to encourage discourse and collaboration through small-group tasks and Turn and Talk prompts.
Do the materials include built in features for student-to-teacher interaction?	X				<i>HMH Into Reading</i> provides ample features for students and teachers to have strong personal interactions. It is our belief that students get their best educational opportunities when we provide them an array of access points to teachers: whole group

					<p>instruction, small group instruction through Teaching Pal and Tabletop minilessons, and digital interaction through technology like Writable, which allows teachers to guide and view writing lessons. Interactive lessons and practice provide opportunities for students to share their understanding of texts in their eBooks with teachers. The teacher has the ability to review each response and any notes students leave in their eBooks and give individual feedback online.</p>
Is a 1:1 device ratio required?				X	<p>A 1:1 ratio is recommended, but not required, and the interactive lessons encourage collaboration with peers. Students do need their own accounts to login to <i>Ed: Your Friend in Learning</i>.</p> <p>Teachers have the ability to assign assessments and differentiated resources online, which allows them to assess individual understanding and address specific learning needs for each student. Teachers can utilize computer labs or shared classroom sets of devices for students to complete these assignments, if a 1:1 ratio is not accessible.</p>
Are the assessments contained within the materials able to be securely completed by students online?	X				<p>Online interactive Assessments including Weekly Assessments, Selection Quizzes, and Module Assessments are all assignable and some are editable by the teacher for students to complete securely online. The teacher can assign assessments in the order of their choosing.</p>

<p>Is data available about user sessions (e.g., timestamps, content being viewed, callbacks fired, etc...)?</p>	<p>X</p>			<p>When teachers create an assignment, they can see student status (not started, in progress, complete) and can see the start date and complete date.</p>
<p>Are there online professional learning supports to help teachers utilize the materials?</p>	<p>X</p>			<p>Teacher's Corner provides teachers with access to on-demand professional learning and teaching support via the Ed Platform and includes classroom videos, tips from fellow teachers, and the opportunity to connect with our coaches and other teachers via live events.</p>
<p>Are there parent/guardian resources available for school systems to utilize:</p> <ul style="list-style-type: none"> • For when there is in-person instruction? • For when there is hybrid instruction? • For creating continued learning plans for distance learning schedules? 	<p>X</p>			<p>Parent and guardian resources are available for schools to utilize in a variety of instructional environments. School-Home letters inform families about the skills, strategies, and topics students are encountering at school, extending rich dialogue beyond the classroom. School-Home letters also give parents insights into how their children's including pointers on things like how to build vocabulary, explore genres, and discuss topics from <i>Into Reading</i> passages.</p> <p>The Help section on Ed addresses commonly asked questions about navigating and using the platform.</p> <p>The Interactive Lessons can be accessed on the student accounts. These can be used as an independent learning resource with tips, hints, and feedback that parents and guardians can use at any time with their child. The new HMH Anywhere offline player ensures that students varying levels of internet access continue to have <i>Into Reading</i> digital options.</p>

Learning Management Systems	Blackboard	Canvas	Eduphoria	Google Classroom	ItsLearning	Moodle	Schoology	Other: Please list below
Are the materials configured to work with one or more learning management systems? Check all that apply.	(x)*	x	(x)*	x	x	Moodle does not support this	x	See comment below

HMH Into Reading is available in Common Cartridge + QTI format. These can be provided upon request at no additional charge for an equal number of licensed subscriptions to our platforms. HMH does not import the files into third party platforms on behalf of customers, and as such does not charge for that service.

HMH Common Cartridges program packages are certified at the following IMS Global technical specifications: CC v1.2, CC v1.3 (Thin Profile), and QTI v2.1. These are designed to be used with LMS platforms that support the same technical specifications. To see which platforms are certified, please visit www.imsglobal.org. Note that CC & QTI experiences are subject to the proprietary functionality of LMS platforms. HMH offers a 90 day Digital Evaluation Agreement to allow educational institutions to test functional capabilities of CC & QTI in their selected systems.

*(x)=confirmation unavailable from vendor.

System Access

System access questions address how users access the digital materials and what kind of logins/passwords are accepted/supported/required.

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Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Is single sign-on supported?	X				<ul style="list-style-type: none"> • Google SSO • SAML, OpenID Connect • ClassLink
Can the platform manage staff assigned to multiple schools with a single sign-on?	X				
Can co-teachers be assigned to multiple classes?	X				This can be completed via Admin imports or through the UI.
Can students who move between teachers or schools using the same materials be re-assigned without losing their work/progress?	X				<p>Yes, Ed's rostering tools accommodate student mobility workflows and the appropriate core programs will be available to the student in the context of the new class the student is now in via its settings.</p> <p>Specific assignments are in the context of the individual classes, however. This means that if the student has taken a specific assignment with a previous teacher and a new teacher assigns them the same piece of work, then the student would</p>

					need to complete the work again in the context of the new class. There is not visibility to the new teacher to the fact the student was already assigned and completed that lesson/activity.
Can the platform provide user accounts for staff members (principals and other admin) who are not assigned students?	X				They can be added as a school admin, giving them rights to all users in the selected school.
Can passwords be reset without assistance from trained IT staff?	X				<ul style="list-style-type: none"> • Teachers can use a “Reset Password” link, which will send them an email; they will then follow on screen instructions. • Teachers can also set passwords for students in their class. • If using SSO, you can turn these features off and force all traffic through the SSO Portal.
When working offline, does the product automatically sync when a connection is re-established?	X				The HMH Player app (to be replaced later this fall with the HMH Anywhere app) is an exciting app from HMH that connects teachers and students directly to program content. With the app, teachers and students can access Into Literature content while connected to the internet from an iPad, Chromebook, laptop, or desktop computer. Users can also download content to their devices for offline access at any time. Students and teachers will be able to view their notes, highlights, and annotations that they have made while offline when they sign into their accounts on other devices.

Technical Support

Technical Support questions are designed to help users understand what assistance to expect. These details are important to consider alongside local capacity for devices, networks, and use. Considering what level of independence users will have alongside these criteria can help schools and districts reflect on their needs for support.

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Technical Support	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Is technical support provided to districts during initial set-up and deployment?	X				HMH Technical Support will be available via phone and email during the initial setup period.
Is technical support provided during the duration of the contract?					Technical support is available for teachers, administrators, school-level and district-level technology leaders, and students/families throughout the duration of the contract. Support is offered by phone, email, webform, and web-based self-service. <ul style="list-style-type: none"> • Phone: 1.800.323.9239 (toll-free help desk with live specialists, Mon.–Fri., 7:00 a.m.–9:00 p.m. ET, excluding holidays) • Email: techsupport@hnhco.com • Webform support request tool: http://hnhco.force.com/customercase • Technical support library: https://customercare.hnhco.com/ (click on Technical Support tab at the top) • Help button: While on the platform, teachers and students can click the Help button. Help

					<p>buttons on teacher accounts take the user to the Ed (Your Friend in Learning) Teacher Help site at http://downloads.hmlt.hmco.com/Help/Ed/Teacher/. The Help button on student accounts leads to the Ed (Your Friend in Learning) Student Help site, http://downloads.hmlt.hmco.com/Help/Ed/Student/. The Help site for school-level and district-level administrators is http://downloads.hmlt.hmco.com/Help/Ed/Administrator/.</p> <p>The majority of requests that arrive by phone are solved within the first contact, and requests received by email/webform receive a response within 24 hours. When a service request involves a more complex issue, our team of technical experts immediately begins working toward a solution and continues to maintain their focus until the issue is resolved.</p>
If utilizing a free or trial version, is technical support provided?	X				Tech support free for all programs, pilot/trial or full purchase.
Are there self-service supports for troubleshooting?	X				Please see our above technical support response for details on available self-service methods.
Does technical support include planning for emergency access and district support?	X				HMH provides support for alternative access to our curriculum in times of crisis/need. More details can be found on our Learning Support page: https://www.hmhco.com/learningsupport

Compatibility

Compatibility questions address technical compatibility specifications. It is designed to help users understand how the materials will look and operate on various devices. These details are important to consider alongside local capacity for devices, networks, and use. Understanding what devices function best can help determine users' needs for district device or technical support.

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Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Does the product have a native mobile application?	X				There is an offline app available for content, though it does not offer the full system functionality that is available in the online version.
Is the product browser-based?	X				Into Reading is accessible via the web-based Ed platform, using modern browsers that utilize HTML5 technology. Please see the following link for a listing of supported browsers: https://customercare.hmhco.com/csportalnew/pts/platforms/ .
Does the product use responsive design for rendering on smartphones?			X		Smartphones are not supported due to the limited screen size. Devices with screens 7" and smaller will not render all program content.
Does the product use responsive design for rendering on tablet devices?	X				Please see our responses in the following table for supported devices and operating systems.

Does the product use responsive design for rendering on laptop devices?	X				Please see our responses in the following table for supported devices and operating systems.
Does the product use responsive design for rendering on desktop devices?	X				Please see our responses in the following table for supported devices and operating systems.
Are all users (students/teachers/staff/admin/parents) permitted to use the product on more than one device (e.g. computer at school and a laptop at home or a smartphone and a laptop)?	X				Licenses for HMH digital content allows for users to access program resources on multiple supported devices. Each licensed user is provided with his/her own login credentials.

Device Type	Mark box if device is compatible	Oldest operating system/version supported	Newest operating system/version supported	Details
Windows	<input checked="" type="checkbox"/>	8.1	10	Indicate if the materials are designed for a specific device type or if they are generally compatible. HMH maintains an updated Product Technology Snapshot, at https://customercare.hmhco.com/csrportalnew/pts/home/ , that provides details on all supported operating systems and browsers, as well as recommended configurations.
Linux	<input type="checkbox"/>			
Windows Tablet	<input checked="" type="checkbox"/>	8.1	10	
Apple Laptop/Desktop	<input checked="" type="checkbox"/>	Mac 10.4	Mac 10.5	
iPhone	<input type="checkbox"/>			
iPad	<input checked="" type="checkbox"/>	iOS 12 (7"+ screen)	iOS 13 (7"+ screen)	
Android Phone	<input type="checkbox"/>			
Android Tablet	<input checked="" type="checkbox"/>	Android 7.1 & above (7"+ screen)	Android 7.1 & above (7"+ screen)	

Chromebook/Chrome OS	<input checked="" type="checkbox"/>	latest	latest	
Amazon Fire OS	<input type="checkbox"/>			
Other E-Reader	<input type="checkbox"/>			
Interactive Whiteboard	<input type="checkbox"/>			

Browser		Operating System						
		Apple		Windows		Linux	Chrome OS	N/A
	Check if browser is compatible	Oldest version supported	Newest version supported	Oldest version supported	Newest version supported			
Chrome	<input type="checkbox"/>	latest	latest	latest	latest		latest	
Firefox	<input checked="" type="checkbox"/>	latest	latest	latest	latest			
Safari	<input checked="" type="checkbox"/>	latest	latest					
Edge (formerly Internet Explorer)	<input checked="" type="checkbox"/>			latest	latest			
Internet Explorer	<input type="checkbox"/>							
Other:____	<input type="checkbox"/>							
Additional Notes:								

Accessibility

Curricula with digital capabilities integrate accessible supports in a variety of ways. Accessibility questions pertain specifically to diverse learners who may need specific supports to be able to successfully interact with materials.

Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Screen Readers	X				Alternative text-based versions (with screen reader capability) or core videos are provided in the Student Editions.
Screen Magnification Software		X			Built-In OS magnifier
Text Readers		X			Text-to-Speech functionality is built into the OS and Browsers in some cases
Adjustable Print Size				X	
Speech Input Software		X			Third Party input software and hardware can be used at the user's discretion but not something we test on
Header Point Devices		X			Third Party input software and hardware can be used at the user's discretion but not something we test on
Motion/Eye Tracking Devices		X			Third Party input software and hardware can be used at the user's discretion but not something we test on
Single Switch Entry Devices		X			Third Party input software and hardware can be used at the user's discretion but not something we test on
Braille Readers/ Display Devices		X			
Closed Captioning				X	

Alternative Input Devices		X			Third Party input software and hardware can be used at the user's discretion but not something we test on
High Color Contrast Display Options				X	
Translation of Text to Other Languages			X		
Bilingual Dictionaries available for students			X		
Are there required accessories (headsets, speakers)?			X		
Multiple Playback of audio/video			X		We do not support third party audio/video players other than our built-in Ed players.
Can students adjust the speed of audio/video playback?			X		
Are these accessibility supports able to be turned on/off?		X			User can disable read-along audio or video audio in favor of the screen reader read text alternatives
Does all browser-based technology satisfy the Web Content Accessibility Guidelines or VPAT ?				X	The Into Reading program's digital content targets accessibility compliance, and we are currently remediating any gaps in order to provide students, teachers, and administrators with a WCAG 2.0 AA user experience. All Into Reading content and electronic instructional materials will be WCAG 2.0 AA compliant by December 2020.

Additional Technology Specifications

Data Security and Privacy

Data Security and Privacy questions address how student data storage, disposal, and adherence to privacy laws are addressed. If applicable, privacy reports and/or certificates can be found next to the respective indicator.

Questions	Check Only One			Details
	Yes	No	Under Development	
<p>Data Security: Are data elements encrypted at rest, i.e. in a database or file system?</p>	X			<p>Houghton Mifflin Harcourt takes protection of our customers' user data very seriously. HMH has implemented and maintains technical, administrative, and physical security controls that are designed to protect the security, confidentiality, and integrity of personal information collected through our learning platforms from unauthorized access, disclosure, use, or modification.</p> <p>Our secure data management procedures include the following:</p> <ul style="list-style-type: none"> • All user data are encrypted using standard Internet protocols; • All user data on our interface are transferred over HTTPS; • All user data in transit are protected by TLS 1.2; • All user data are housed on a scalable hosting architecture with AWS; <p>All user data are stored behind AES-256 encryption algorithms.</p>
<p>Data Security: Do the materials refer students to video, content, and other online sources that are not native to the materials?</p>		X		

Data Security: Does the end-user licensing agreement allow customers to scrape data from the product?				
Privacy: Is personally-identifying student data provided to, generated by, or stored in any systems used by the product?	X			Please see our K-12 Learning Platforms Privacy Policy, at https://www.hmhco.com/privacy-policy-k12-learning-platforms , for a listing of the types of data elements required to participate in our learning platforms. This includes information from administrators, teachers, students, schoolwork, user-generated content, and usage.
Privacy: Does the product/vendor make their student privacy policy publicly available?	X			https://www.hmhco.com/privacy-policy-k12-learning-platforms
Privacy: Does the product conform with FERPA regulations (e.g., allows districts to maintain direct control of the student record, implements permissions to prevent unnecessary disclosures, etc.)?	X			Our compliance with FERPA is delineated at https://www.hmhco.com/privacy-policy-k12-learning-platforms .
Privacy: Has a third-party evaluated the product for FERPA compliance?		X		
Privacy: Does the product allow registration or data collection from children under the age of 13?	X			HMH Privacy Policy: https://www.hmhco.com/privacy-policy-k12-learning-platforms

Installation

Feature/Requirement/Specification	Check Only One			Details
	Yes	No	Under Development	
Is the product downloaded to individual devices: one-time internet connection required?	X			There is an offline app available for content, though it does not offer the full system functionality that is available in the online version. Content must be downloaded to the app prior to Internet disconnection and/or disruption.
Is the product installed on individual computers (from CD-ROM/DVD, flash drive, etc.): no internet connection required?		X		
Is the product installed on LAN/WAN (school or district server): no internet connection required for teachers/students after installation?		X		
Required server configuration. Do network admins need to ensure a specific set of domains are white listed to allow the internet traffic to those endpoints?	X			Please see https://customercare.hmhco.com/product/techsupport/CCTechSupportSearchResults.html?isid=52829 for details on URLs that should be whitelisted and allowed to pass through firewalls, proxies, and content filters.
Does the product support deployment through Mobile Device Management (MDM) systems?		X		
Does the product provide a detailed schedule of updates that minimizes access interruption?	X			Any updates required to support the Ed platform and/or Into Reading will take place during low-traffic times—weekends, extended holiday breaks, and after 10:00 pm ET—in order to prevent disruption to users.
Does the login authentication use district protocols to establish unique and memorable usernames and passwords?	X			<ul style="list-style-type: none"> The program allows authorized users to establish unique student and staff IDs. Please refer to the following link for information on protocols: http://downloads.hmlt.hmco.com/Help/Ed/Administrator.

Is there an option for concurrent user licensing?	X		Concurrent use is available based on the number of licenses purchased. That is, licenses for HMH digital content is per user. Licenses are managed by the Technology Contact appointed by the school district, and can be deleted and re-issued each year.
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Standards Compliance/Certification	Check all that apply	Details
SIF		If checked, include where customers can verify this information.
CEDS		If checked, include where customers can verify this information.
EDUPUB		If checked, include where customers can verify this information.
Ed-Fi (SIS/ODS)		If checked, include where customers can verify this information.
Ed-Fi (Assessments)		If checked, include where customers can verify this information.
MS Global (Competencies and Academic Standards Exchange)		If checked, include where customers can verify this information.
IMS Global (Comprehensive Learner Record)	X	CC/QTI content releases beginning BTS 2020 include CASE guid references. This can verify be testing in LMS systems which support CASE.
IMS Global (Open Badges)		
IMS Global (One Roster)		
IMS Global (Caliper Analytics)	X	Please refer to https://site.imsglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true for a listing of all active HMH certifications.
IMS Global (Question and Test Interoperability (QTI))		

IMS Global (Learning Tools Interoperability (LTI))	X	Please refer to https://site.msglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true for a listing of all active HMH certifications.
IMS Global (LTI Advantage)	X	Please refer to https://site.msglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true for a listing of all active HMH certifications.
IMS Global (Common Cartridge)	X	Full Certification. Please refer to https://site.msglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true for a listing of all active HMH certifications.
IMS Global (Lite Common Cartridge)	X	Please refer to https://site.msglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true for a listing of all active HMH certifications.
IMS Global (Open Video)		
Other:		

Implementation and Scalability	Yes/No or Value
What is the average page load time?	It is the goal of HMH to have all pages load in a reasonable time (within a few seconds), though it is often impossible to predict specific behavior on a user's end due to the differences in each location and machine's connection speeds, network bandwidth, browser settings, and other connectivity variables.
What is the required bandwidth per user?	All HMH platforms are global in scale and are currently supporting over a million users on a daily basis. We do recommend an average of 250 kbps of bandwidth per concurrent workstation or mobile device.
Are results of stress tests provided to customers?	No.
Is a disaster recovery plan for data provided to customers?	Yes. The Ed platform is a cloud infrastructure hosted by AWS. AWS uses a scalable hosting architecture, providing our customers with a cloud-based solution with failover capacity. All AWS services have operational redundancy, which would be included in an overall disaster resilience and recovery plan.

Are customers provided with a standardized implementation plan to ensure a successful rollout?	Yes. HMH has a standardized self-service path for implementation support for all programs, or an ability to work with our preferred integration partner (ClassLink) with special benefits.
Does the service level agreement include uptime guarantees of at least 95% excluding planned maintenance/down-times?	Houghton Mifflin Harcourt is dedicated to providing our customers with the highest quality Technical Support, and we believe in addressing all customer issues in a timely manner. We strive to provide 99.9% uptime outside of our regularly-scheduled maintenance and update windows (weekends, extended holiday breaks, and after 10:00 pm ET). In the event of an unplanned service outage, HMH will work diligently to resolve any technical issues the District may encounter as soon as possible.
Does the product require a VPN for off site access?	No.