

ELA/Literacy Grade-Level Instructional Materials Evaluation Tool

Quality Review



Textbooks and their digital counterparts are not only vital classroom tools but also a major expense, and it is worth taking time to find the best quality materials for students and teachers. While there is no perfect set of materials or textbooks, this Grade-Level Instructional Materials Evaluation Tool-Quality Review (GIMET-QR) is designed for use by professionals as a framework for evaluating the quality of instructional materials and choosing materials that are best suited to provide a coherent learning experience for students.

The district should begin its textbook adoption process by screening an entire publisher series with the Instructional Materials Evaluation Toolkit ([IMET](#)), developed by Student Achievement Partners, to see which ones are worthy of deeper consideration. The IMET, built on the [Publishers' Criteria](#) for ELA/Literacy and Mathematics, has two major non-negotiable sections and seven alignment sections. The GIMET-QR mirrors that structure, providing key criteria for each individual grade. But rather than providing an exhaustive list of grade-level standards, GIMET-QR focuses on the most distinctive, key features of the standards by grade, allowing for more in-depth analysis of the quality of the content and the instructional design of the materials—the rigor called for in the [Common Core State Standards \(CCSS\)-English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects](#).

This document contains Guiding Statements along with references to the CCSS. In response to each Guiding Statement, reviewers are asked to cite specific supporting evidence from the materials themselves, rather than relying on the table of contents or the topic headings. Evidence should include scaffolding to support ALL students including [English language learners](#), students with identified disabilities, and struggling readers with the expectation that they learn and achieve the grade-level standards. This supporting evidence can then be used to rate whether and to what degree the criteria have been met. In some cases, reviewers will want to click on the reference links to obtain more detailed information from the Reading, Writing, Speaking and Listening, and Language strands of the CCSS, as well as the CCSS Appendices.

The review process culminates with a summary in which reviewers cite strengths and weaknesses of the product, thus providing explicit details for the overall assessment. The summary may also indicate any areas that district curriculum leaders may need to augment or supplement prior to making a recommendation for purchase.

Please note: [Acrobat Reader](#) or Adobe Acrobat is required to complete this form electronically and save any data entered by users.

NON-NEGOTIABLE 1: TEXT COMPLEXITY

*Assessing text complexity in the early grades begins in grade two. Even though the materials under review have already met the quantitative and qualitative measures of the **IMET** for grade-band analysis, the guiding statements provided in this section will examine text complexity in order to differentiate quality and richness among the texts—particularly anchor texts— your district is considering for adoption. Anchor texts are materials designed to serve as the central unifying tool for the development of reading comprehension. Reading materials, texts, and other materials in grade two need to create the conditions for rich and robust discussion and writing for ALL students (struggling readers, students with identified academic disabilities, **English language learners**, students who are performing at grade level, and advanced students). For student reading materials in grade two, refer to the Alignment Criteria for Foundational Skills (4a – 4d of this document).*

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>Literature and Informational Text</p> <p>NN1a. The texts present rich and embedded relationships between and among characters, ideas, and concepts that are conveyed through masterful style and structure. (See exemplars in CCSS, Appendix B.)</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>NN1b. The materials consistently include short, challenging, and complete texts that contain rich content, ideas, and academic language worthy of <u>close</u> reading. (See exemplars in CCSS, Appendix B.)</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

<p>NN1c. The materials consistently provide opportunities to read both literary and informational texts in the grades two through three text complexity band, as well as texts that directly address the <i>Alignment Criteria for Foundational Skills</i> (4a-4d of this document). Read-aloud texts should measure above the grades two through three text complexity band.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>NN1d. Materials provide strategies for grade-level vocabulary acquisition.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

NON-NEGOTIABLE 2: QUESTIONS AND TASKS

At least 80% of all questions in the submission are high-quality text-dependent and text-specific questions. The overwhelming majority of these questions reference specific text and draw student attention to the text they are reading. This requirement is already met if the district used the [IMET](#) screen. Text-dependent questions that address the grade two standards will be described in greater depth in Alignment Criterion II.

ALIGNMENT CRITERION I: RANGE AND QUALITY OF TEXTS

Materials must reflect a wide range of text types and genres, as required by the standards. In grade two, and across all other grade levels, there should be ample texts on topics that can support sustained study. Knowledge and vocabulary built at one grade level should be expanded in other grade levels. Topics should take into account individual student academic needs and interests in order to foster independent reading. It is also imperative that the included topics and themes are compelling enough to read multiple times and are aligned to district needs. Pay particular attention to the guidance provided in [Appendix B](#) of the Common Core State Standards.

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>Literature and Informational Text</p> <p>1a. The range of materials, both print and digital, allows teachers and students to explore content that coherently and systematically builds knowledge and vocabulary across subjects, themes, and topics. This applies especially to texts read aloud by the teacher, which should promote speaking and listening about topics under study in grade two. (See CCSS Appendix B for examples of grade-level knowledge demands.) Text sets also address a wide variety of student interests and are likely to foster independent reading.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>1b. Text sets include a diverse range of high-quality, culturally-responsive, and appropriate topics and themes. Texts from diverse cultures reflect the same high-quality features that are demanded of all texts.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>1c. Materials include a rich and diverse sampling of literary texts including, but not limited to:</p> <ul style="list-style-type: none"> • Stories, poems, and songs • Fables and folktales • Multiple versions of the same story by different authors or from different cultures 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>1d. The range of informational texts include selections that:</p> <ul style="list-style-type: none"> • Present historical events • Present scientific ideas or concepts • Describe technical procedures • Contain relevant visual representations of information • Contain at least two texts on the same topic • Contain various text features such as glossaries, indexes, and icons 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>1e. Student reading materials contain a range of increasingly challenging selections that allow teachers to build students' ability to comprehend complex text and expand vocabulary throughout the school year.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

ALIGNMENT CRITERION II. QUESTIONS AND TASKS SUPPORT STUDENT LEARNING

Questions posed to students in the materials under review should support student learning in building reading comprehension, in finding and producing the textual evidence to support responses, and in developing grade-level academic language (*IMET*). Texts for grade two students must include text-dependent questions that require the use of higher order thinking skills. There should be a range of questions that require students to attend to the author’s language as his/her vehicle for conveying meaning, as well as to support specific inferences with explicit details from the text. Most questions should require that the student refer to the text in several places in order to devise an answer—rather than asking only literal, “right there” types of questions (*CCSS*).

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>Literature and Informational Text</p> <p>2a. <i>Key Ideas and Details</i>. Questions and tasks require students to explicitly attend to the text, including, but not limited to:</p> <ul style="list-style-type: none"> • Asking and answering questions about who, what, where, when, and why • Recounting stories and demonstrating an understanding of their central ideas, message, or lessons • Describing how characters respond to major events and challenges • Identifying the main topic of multi-paragraph informational texts as well as the focus of specific paragraphs • Making connections between historical events, scientific ideas, and technical procedures presented in a text 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>2b. <i>Craft and Structure</i>. Questions and tasks require students to explicitly attend to the text, including, but not limited to:</p> <ul style="list-style-type: none"> • Describing how words and phrases supply rhythm and meaning to stories, poems, and songs • Describing the overall structure of a story • Acknowledging the differences in characters' points of view • Determining the meaning of words and phrases in grade two reading selections • Identifying the main purpose of an informational text • Recognizing and using various text features (such as headings and glossaries) to locate information 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>2c. <i>Integration of Knowledge and Ideas</i>. Questions and tasks that accompany the text require students to explicitly attend to the text, including, but not limited to:</p> <ul style="list-style-type: none"> • Using illustrations and words to access information, explaining how specific images contribute to understanding • Describing the reasons authors use to support specific points in a text • Comparing and contrasting important points from two texts on the same topic, or two versions of the same story 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

ALIGNMENT CRITERION III. WRITING TO SOURCES AND RESEARCH

The writing standards for each grade level highlight distinctive expectations about student writing. For details on grade-level writing expectations and writing exemplars for grade two, see the [Common Core State Standards for English Language Arts and Literacy](#). The metrics below show key characteristics to look for in your review of materials.

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>3a. Writing assignments are explicitly connected to what students are reading, and materials are organized to elicit responses to sources in age-appropriate ways. This might include activities such as dictation or making pictures to express thoughts in addition to writing, with support from the teacher.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>3b. Text-dependent questions generally create the foundation for students to address culminating writing tasks, including:</p> <ul style="list-style-type: none"> • Opinion writing, in which students state an opinion and supply reasons that support the opinion, using linking words to connect opinion and reasons • Informative/explanatory writing, in which students introduce a topic and use facts and definitions to develop points • Narrative writing, in which students recount events with details to describe actions, thoughts, and feelings 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>3c. Reading materials can serve as models to explore writer's craft and support student production of grade-level opinion, informational, and narrative writing.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>3d. Materials include explicit support to teachers, either in the teacher’s edition or classroom materials, for writing instruction linked to the grade two writing standards, including:</p> <ul style="list-style-type: none"> • Focusing on a topic and strengthening writing as needed by revising and editing • Using a variety of digital tools to produce and publish writing, including in collaboration with peers 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>3e. Materials provide opportunities and resources for students to participate in shared research and writing projects, including:</p> <ul style="list-style-type: none"> • Recalling information from experiences • Gathering information from provided sources 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

ALIGNMENT CRITERION IV: FOUNDATIONAL SKILLS

Effective foundational skills instruction in grade two includes explicit and systematic lessons and diagnostic support in concepts of print, the alphabetic principle, phonics, phonological awareness, vocabulary development and word recognition, syntax, and reading fluency. Students must be able to recognize and pronounce words fluently in order to focus on the major goal of reading, which is comprehension. Building these foundational skills must be contextualized within the materials.

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>4a. Materials provide teachers with guidance and support for explicit and systematic instruction of the grade two Reading Standards for Foundational Skills, including phonics, phonological awareness, letter recognition, word recognition, and reading fluency in a research-based and transparent progression. (Refer to CCSS, Appendix A for the research detailing the advancement of foundational reading skills.)</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>4b. Materials include a variety of opportunities that allow for systematic and frequent practice of all foundational skills through such features as engaging texts, games, digital materials, etc..</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
4c. Materials provide regular practice in encoding (spelling) and decoding (reading) the sound symbol relationships of English.		4) extensive 3) sufficient 2) some 1) weak Rating Pending
4d. Materials guide students in reading grade-level texts with purpose and understanding, making frequent connections between the acquisition of foundational skills and access to the meaning of texts (including a set of text-dependent or text-specific questions to check for understanding).		4) extensive 3) sufficient 2) some 1) weak Rating Pending
OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence		
SUMMARY STATEMENT (Explain why the materials received this overall rating):		

ALIGNMENT CRITERION V: LANGUAGE

The Common Core State Standards for language focus on ensuring that students gain adequate mastery of a range of language skills and applications. Students are expected to meet each year's grade-specific standards and retain or further develop skills, vocabulary, and knowledge gained in preceding grades (CCSS).

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>Conventions of Standard English</p> <p>5a. There is evidence that grade-level grammar and conventions are addressed using an integrated and contextualized approach in daily instruction. Materials and tasks in grade two are designed to help build student understanding and use of:</p> <ul style="list-style-type: none"> • Nouns (including collective and irregular plural nouns) • Reflexive pronouns • The past tense of frequently occurring irregular verbs • Adjectives and adverbs • Complete simple and compound sentences • Commas in greetings and closings • Apostrophes to form contractions and possessives • Correct spelling, applying knowledge of spelling patterns in writing words • Capitalization of holidays and other proper nouns • Reference materials such as beginning dictionaries to check spellings 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>Knowledge of Language</p> <p>5b. The materials support instruction on comparing formal and informal uses of English.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>Vocabulary Acquisition and Use</p> <p>5c. The materials provide context, support, and strategies for developing vocabulary acquisition skills, including:</p> <ul style="list-style-type: none"> • Using sentence-level context clues to unlock the meaning of words • Using prefixes and roots as clues to the meaning of words • Using knowledge of the meaning of individual words to predict the meaning of compound words • Consulting glossaries or beginning dictionaries to determine the meaning of words 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>Vocabulary Acquisition and Use</p> <p>5d. The materials provide embedded opportunities for students to encounter and develop an understanding of word relationships and nuances in word meanings.</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

ALIGNMENT CRITERION VI: SPEAKING AND LISTENING

To be CCSS-aligned, speaking and listening must be integrated into lessons, items, and tasks. These must reflect a progression of communication skills required for eventual college- and career-readiness, as outlined in the standards (see *IMET*). If grade two students are able to listen to others, discuss what they are learning, and voice their own confusion or misunderstandings, their learning becomes deeper and more meaningful. They are exposed, at this level, to points of view that may differ from their own, and they learn how to agree and disagree, express their own thoughts using grade-level vocabulary, and ask questions when they don't understand or need more clarification.

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>6a. <i>Comprehension and Collaboration</i>. Materials provide a language framework that guides student participation in academic conversations, including the ability to:</p> <ul style="list-style-type: none"> • Agree on rules for discussion • Link ideas to the remarks of others • Recount key details from texts • Ask and answer questions to deepen understanding • Use words and phrases acquired through conversations, reading and being read to, and responding to texts 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>6b. <i>Presentation of Knowledge and Ideas</i>. Materials include tasks that promote oral responses in a range of collaborative discussions, and support students with:</p> <ul style="list-style-type: none"> • Telling a story or recounting an experience with relevant facts and details • Creating audio recordings or visual displays to add details • Speaking in complete, coherent sentences 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

ALIGNMENT CRITERION VII: SCAFFOLDING AND SUPPORTS

*While scaffolds are not a part of the standards themselves, it is important to support teachers in meeting the needs of the range of students in their classrooms.¹ In order to meet the reading, speaking, and writing needs of **all** grade two students, the materials must include supports for students to apply concepts of print, phonics, vocabulary development, syntax, and fluency in comprehending texts. Supports and scaffolds should draw students back to the text and provide strategies for vocabulary acquisition. All scaffolding and support requires ongoing formal and informal assessments that provide multiple opportunities for students to demonstrate their proficiency and inform instruction.*

As stated in the IMET, it is important to note that scaffolding is not just intended for struggling students, but also for students who are ready for above grade-level work. As text complexity increases and tasks get increasingly challenging, the need for appropriate scaffolds for above grade-level access is equally important.

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>7a. The texts promote differentiated instruction and instructional conversations about text to support student learning of:</p> <ul style="list-style-type: none"> • Academic language • Linguistic frames • Repeated grammatical structures and language 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>7b. The materials include student supports such as:</p> <ul style="list-style-type: none"> • Multiple digital and media versions of texts • Illustrations • Graphs and charts • Maps and photographs • Visual cues/notes that draw attention to words in the text that signal sequence or offer clues to meaning (such as where, when, and how key events occur) 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

¹ For additional considerations for ELLs, see *A Framework for Raising Expectations and Instructional Rigor for English Language Learners*

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>7c. The materials are designed to support teacher instruction by use of:</p> <ul style="list-style-type: none"> • Explicit instructional directions accompanied by materials that are clearly aligned to stated goals and objectives that build student ability to read and comprehend grade-level text • Strategies to gradually increase difficulty as students' skills strengthen • Strategies to support student acquisition of knowledge supporting specific common core standards • Clear and detailed teacher directions and guidance for introducing new concepts and skills • Clear guidance for documenting student progress toward meeting grade-level standards 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>7d. The materials provide support for students with varying learning styles and modalities (i.e., there are provisions for print, digital, and other multimedia sources for information attainment).</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>7e. The materials include developmentally-appropriate materials and instructional sequences specifically designed for students in the primary grades (such as role play, songs, games, etc.).</p>		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>

GUIDING STATEMENTS	SPECIFIC EVIDENCE FROM THE TEXT/MATERIALS	EVIDENCE RATING
<p>7f. The materials include assessments along with:</p> <ul style="list-style-type: none"> • Suggestions for next steps to address a spectrum of performance levels and needs based on assessment results • Opportunities for students to demonstrate their expertise through the use of performance tasks • Pieces of challenging and complete text that can be used to assess student understanding and next instructional steps • Reading selections and questions that progress in a logical sequence for gradual release² • Enrichment tasks for students who are on target for meeting grade-level expectations • Steps to take when evidence suggests that students are starting to fall behind 		<p>4) extensive 3) sufficient 2) some 1) weak Rating Pending</p>
<p>OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence</p>		
<p>SUMMARY STATEMENT (Explain why the materials received this overall rating):</p>		

² Gradual release: scaffolding of instruction so that students develop the ability to read and complete tasks and assignments independently and proficiently.

DECISION RECORDING SHEET

Completed by: _____

Date: _____

Based on the substantial evidence collected and the analysis you have done as you reviewed these materials, complete the following form. Please add comments about what influenced your decision in each of the areas listed below.

RUBRIC SECTION	QUALITATIVE SUMMARY OF EVIDENCE	RATING
Non-Negotiable 1: Text Complexity		4) extensive 3) sufficient 2) some 1) weak
Non-Negotiable 2: Questions and Tasks		meets does not meet
Alignment Criterion I: Range and Quality of Texts		4) extensive 3) sufficient 2) some 1) weak
Alignment Criterion II: Questions and Tasks Support Student Learning		4) extensive 3) sufficient 2) some 1) weak
Alignment Criterion III: Writing to Sources and Research		4) extensive 3) sufficient 2) some 1) weak

RUBRIC SECTION	QUALITATIVE SUMMARY OF EVIDENCE	RATING
Alignment Criterion IV: Foundational Skills		4) extensive 3) sufficient 2) some 1) weak
Alignment Criterion V: Language		4) extensive 3) sufficient 2) some 1) weak
Alignment Criterion VI: Speaking and Listening		4) extensive 3) sufficient 2) some 1) weak
Alignment Criterion VII: Scaffolding and Supports		4) extensive 3) sufficient 2) some 1) weak
OVERALL RATING: 4) extensive evidence 3) sufficient evidence 2) some evidence 1) weak evidence		
GENERAL COMMENTS:		

ADOPTION COMMITTEE RECOMMENDATION FORM

Based on the substantial evidence collected, please rank all the grade two materials you reviewed in the order in which you would recommend them for adoption. The program or materials with your highest recommendation should be listed as number one below. Please provide any comments you deem pertinent. Include answers to the following questions based on the evidence cited in your materials review:

- **What are the top three strengths of this text?**
- **What areas need improvement?**
- **What additional supports would be needed to implement the textbook series or digital materials?**

RECOMMENDED	
PROGRAM NAME/EDITION:	COMMENTS:
1	
2	
3	

continued >

NOT RECOMMENDED

	PROGRAM NAME/EDITION:	COMMENTS:
1		
2		
3		

Completed by: _____

Date: _____