

# **EMAT SURVIVAL GUIDE**

## **Maneuvering in the EMAT/EVI Educational Materials System SY 2010-11**

Texas Education Agency



### **Instructional Materials and Educational Technology Division (IMET)**

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## YOUR CONTACT FOR EMAT SURVIVAL...

The Texas Education Agency (TEA) provides instructional materials for use in public schools. These materials are provided based on a district's enrollment and textbook inventory. The Instructional Materials and Educational Technology Division (IMET) at TEA provides assistance and guidance to maneuver through the state textbook ordering process. State provided instructional materials are ordered through the EMAT/EVI System (Educational Materials/Educational Materials for the Visually Impaired) at TEA.

## WHAT TO DO FIRST...

Superintendents are responsible for ensuring that their district's properly signed Local Board of Trustees Certification (LBOT) form is sent to TEA by April 1 of each year. The LBOT form reiterates Texas law regarding "no swapping" of textbook materials; i.e. districts are not allowed to select another program or title for the remainder of the adoption period. "...our selections are final and we may not return copies of one title to secure copies of another title in the same subject." This form also mandates that districts order at least at classroom set of new SBOE- adopted materials and that the materials chosen by districts cover all TEKS requirements.

Each superintendent, or director of an open enrollment charter school, is responsible for designating the district's textbook coordinator(s) -- two textbook coordinators may be authorized per district. Textbook coordinator(s) apply for a TEASE (Texas Education Agency Secure Environment) username in order to access the online EMAT/EVI system. The EMAT/EVI application is located on the TEA website: <http://ritter.tea.state.tx.us/webappaccess/AppRef.htm>. (The person requesting EMAT/EVI access is to choose *EMAT/EVI Educational Materials Online*, click 'Request Access Online' and follow the prompts. After the district's superintendent approves the EMAT/EVI access request, TEA will in turn process the application; please allow 5-10 business days for processing.)

The EMAT/EVI system gives TEA each textbook coordinator's contact information, the delivery address for the district, and other needed details. By applying for TEASE EMAT/EVI access, the user is agreeing to never share passwords, never use anyone else's username or password, never compromise data, etc. Violation of the TEA Security terms could result in loss of EMAT/EVI privileges. Districts must also notify IMET whenever a textbook coordinator no longer needs EMAT/EVI access or leaves the district.

## BASIC SURVIVAL SKILLS: BE PREPARED...

Textbook coordinators should become familiar with the information found on the IMET website:

<http://ritter.tea.state.tx.us/imet>,

the Announcements page: <http://ritter.tea.state.tx.us/textbooks/announcements/index.html>,

and the more specific 2010-11 instructions on the ordering page:

[http://ritter.tea.state.tx.us/textbooks/distribution/Ordering\\_Instructions\\_SY2010\\_2011.pdf](http://ritter.tea.state.tx.us/textbooks/distribution/Ordering_Instructions_SY2010_2011.pdf)

All instructional materials are ordered through TEA by Multiple List Codes (MLC), or subject areas. A listing of the Multiple List Codes 2010 for state-adopted subject areas is located on the TEA website at

<http://ritter.tea.state.tx.us/textbooks/materials/bulletin/mlc.pdf>

A list of all current state-adopted instructional materials is located: Instructional Materials Bulletin, PROGRAMS (154 Pages),

<http://ritter.tea.state.tx.us/textbooks/materials/bulletin/index.html>

## WHAT DIRECTION DO I TAKE?

After obtaining a TEASE username and password, the textbook coordinator can log into the EMAT/EVI system:

<https://seguin.tea.state.tx.us/apps/logon.asp>. For any TEASE login problems, please contact TEA Computer Access at [computer\\_access@tea.state.tx.us](mailto:computer_access@tea.state.tx.us) or telephone 512-475-3426.

**Never** share your TEASE EMAT/EVI username or password. Violation of these security terms may result in loss of EMAT/EVI privileges.

## AWARENESS – DON'T FORGET

The first thing textbook coordinators should do before ordering any instructional materials is to update the district's actual student populations in EMAT/EVI (located under "EMAT Enrollment" and select by grade level. Reminder: 'Save Work' at regular intervals). **Remember, student populations must always be actual enrollment numbers, never projections.**

Enrollments and local accountability: all requisitions for instructional materials to be used in school year 2010-2011 should be based on the maximum number of students enrolled during the 2009-2010 school year, unless otherwise indicated. 19 TAC §66.107, Local Accountability, requires districts to reimburse the state the full cost of the materials ordered in excess of eligibility. Districts and charter schools should order only the number of textbooks actually needed by the students and teachers. Noncompliance with this rule will result in reimbursement being required by the agency.

The state will provide *one textbook per student per subject per school year*:

- ▶ Districts have a choice of ordering either the textbook **or** the online Internet product, but **not both**;
- ▶ Districts cannot order two books on the same subject for the same students (not applicable for LEP students in bilingual programs).

## **ACTION! WHAT TO DO...**

An **EMAT/EVI User Guide** is available under the Help link in EMAT. A User Guide Addendum is available on the TEA website: [http://ritter.tea.state.tx.us/textbooks/distribution/EMAT\\_Guide\\_Addendum.pdf](http://ritter.tea.state.tx.us/textbooks/distribution/EMAT_Guide_Addendum.pdf). Textbook coordinators should thoroughly review both of these help guides.

To begin ordering in EMAT/EVI, all instructional materials are ordered by Multiple List Codes (MLC), or subject areas. The EMAT/EVI system compares populations to a district's inventory, adds the state quota percentage, and will inform the textbook coordinator how many materials the district is eligible to order for each subject.

## **PACK YOUR ESSENTIALS...**

After logging into the EMAT/EVI system for the first time and thereafter at prescribed intervals, the textbook coordinator will be asked to 'Confirm Contacts' and 'Confirm Addresses'; i.e. verifying email, mailing, delivery addresses and telephone numbers. After this confirmation, the coordinator will be directed to the district's Start Page. From the Start Page, the textbook coordinator can navigate to the various links/functions available to the district (i.e. 'EMAT Enrollment', 'Update Surplus', 'Reports', etc.).

On the Start Page, the box labeled 'All requirements described below must be met prior to submitting Annual EMAT Requisitions' outlines any prerequisites the district must satisfy before ordering can take place. In a typical school year, such prerequisites will include: submit the Local Board of Trustees Certification (LBOT) form to TEA, enter preferred summer shipment dates, enter previous end of October enrollments, and enter Surplus.

After all district prerequisites are met, the textbook coordinator can begin the ordering process.

## **Subscription Renewal requisition:**

If a district ordered any technology applications in the previous school year, the textbook coordinator must first complete and submit a Subscription Renewal requisition in the EMAT system.

Subscription-based instructional materials are those materials adopted under Technology Applications for which the state is paying publishers a yearly subscription rate. Many of the programs use online materials while other programs contain only printed textbooks. Regardless of whether the program is supplied as an online program or a printed textbook, all the Technology Applications instructional materials are paid based on the subscription rate bid by the publisher. This means that to continue accessing and using the Technology Applications instructional materials, schools must enter enrollment data for grades K-12 *each year* of the six-year adoption. NOTE: Even for print textbooks, enrollment numbers must be submitted annually throughout the adoption. (Some instructional materials that are available through EMAT may require specific infrastructure items, hardware, software, Internet access, or other prerequisites in order for the materials to be used. It is the responsibility of each school district to determine these requirements and to ensure that they obtain any requisite resources that may be needed.)

Subscription-based courses include the following:

0600 Technology Applications Grade K	9612 Computer Science I
1600 Technology Applications Grade 1	9613 Computer Science II
2600 Technology Applications Grade 2	961A AP Computer Science I
3600 Technology Applications Grade 3	961B AP Computer Science II
4600 Technology Applications Grade 4	9616 Desktop Publishing
5600 Technology Applications Grade 5	9617 Digital Graphics/Animation
6600 Technology Applications Grade 6	9618 Multimedia
7600 Technology Applications Grade 7	9619 Video Technology
8600 Technology Applications Grade 8	9657 Web Mastering

**NEW:** Districts now have the opportunity to change subscription-based instructional materials when EMAT is opened for a new school year. To change technology application subscriptions, the first requirement is that the current materials must have been utilized by the district for at least one year. If the district wishes to change subscription-based products, in EMAT the textbook coordinator would open the Subscription Renewal requisition ('EMAT-Annual-Subscription Renewals', click 'Create New Requisition', view the materials on the Subscription Requisition tab) and would not renew the products that the district no longer intends to use. If none of the products are renewed, the district will be required to certify that the district will not renew the subscription-based materials that are listed on their Subscription Renewal requisition. To order different state-adopted subscription-based materials, the textbook coordinator would select and order those materials on the Annual Continuing Adoptions requisition or on a Supplemental requisition.

If a district wishes to continue with their current technology application subscriptions that were ordered the previous school year, in EMAT the textbook coordinator would go to 'EMAT-Annual-Subscription Renewals' and click 'Create New Requisition'. On the Subscription Requisition screen, the textbook coordinator may either (1) enter the exact number of subscriptions ordered in the prior school year, (2) enter the number ordered last year plus any additional quantities that are required, or (3) if the number of students has decreased, enter a lower number of subscriptions.

Note to textbook coordinators: *don't forget to click the 'Save Work' button at regular intervals. Also, on the Requisition Summary tab, click the 'Submit to TEA' button when the requisition is complete.*

**Annual requisition:** Only after a district's Subscription Renewal requisition has been submitted and completed can a textbook coordinator then prepare an EMAT-Annual-New Adoptions or EMAT-Annual-Continuing Adoptions requisition. (Note: in EMAT/EVI, there will be two annual requisitions available, one for New Adoptions and one for Continuing Adoptions.)

The EMAT-Annual-New Adoptions requisition is available to order new SBOE-adopted materials. The EMAT-Annual-Continuing Adoptions requisition is available to order currently-adopted materials where increases in enrollment have occurred, as well as state-offered consumables. Note to textbook coordinators: *don't forget to click the 'Save Work' button at regular intervals. Click the 'Submit to TEA' button on the Requisition Summary page when your requisition order is complete.*

Any costs incurred by the school district when ordering in EMAT will appear in the column labeled 'District Cost' and will also appear as a bright yellow highlight. For example, this would occur when the district chooses a product that is priced over the state maximum cost. In these cases, districts are responsible for paying the *publisher* the amount over the state maximum cost.

## **NEW LEGISLATION...**

The 81<sup>st</sup> Legislature passed House Bills 2488 and 4292 which provide districts additional options in regard to instructional materials. The new laws allow districts to decide whether print and/or electronic materials best serve the needs of students and also give districts the opportunity to generate textbook credits. Credits are generated in the first year only of new adoptions if a district orders a textbook that is priced below the state maximum cost; 50% of the difference between the textbook price and the state maximum cost would be deposited in the district's account at TEA. Credits are held in the district's account at TEA and can be used to purchase additional state-approved instructional materials, state-approved technological equipment, or mid-cycle materials.

**Commissioner's List requisition:** Districts must have ordered at least a classroom set of SBOE-adopted materials in EMAT before ordering Commissioner-adopted electronic materials in the same subject and grade. A classroom set is defined as the number of SBOE-adopted textbooks necessary to provide one copy to each student during the class period. (Note: classroom sets apply to Proc. 2010 and future proclamations.) For Commissioner-adopted materials, districts create a requisition in the EMAT system but districts must place the orders directly with each publisher. Upon request, TEA will transfer funds for the portion of costs that TEA is responsible for paying to a district's local account -- the district will be required to pay each publisher for the materials. Districts must certify that the state funds will be spent only for the materials listed on the EMAT requisition.

**State-Developed Open-Source Materials requisition:** There are no state-developed open-source materials available for SY 2010-11. Districts must have ordered at least a classroom set of SBOE-adopted materials in EMAT before ordering electronic state-developed open-source materials in the same subject and grade. A classroom set is defined as the number of SBOE-adopted textbooks necessary to provide one copy to each student during the class period. (Note: classroom sets apply to Proc. 2010 and future proclamations.) For state-developed open-source materials, districts would create a requisition in the EMAT system. TEA pays the cost of the materials but districts would be responsible for accessing these materials online based on publisher instructions.

**Textbook Credits:** Credits are generated in the first year only of new adoptions if a district orders a textbook that is priced below the state maximum cost; districts are credited with 50% of the difference between the textbook price and the state maximum cost. In the EMAT system through the Textbook Credits link, a district's credits can be used to purchase additional state-approved instructional material, SBOE mid-cycle material, or state-approved technological equipment.

**Mid-cycle Materials:** SBOE mid-cycle materials can be purchased only with a district's textbook credits. To order mid-cycle materials, districts place an order for the materials through the Textbook Credits link in EMAT. Districts must certify that these state funds will be spent only for the mid-cycle materials requested. TEA will transfer the district's portion of credit funds to each district's local account and districts will then be required to pay each publisher for the mid-cycle materials.

**Supplemental requisition:** Supplemental requisitions are created to order additional textbooks and materials after the annual requisitions have been ordered. The Supplemental is submitted throughout the year on an as-needed basis. **Supplemental requisitions are based on actual enrollment counts after the first day of school.**

Each school district or charter school may submit any number of supplemental requisitions. Supplemental requisitions are usually created to add to the annual requisitions in case a product was missed or not enough was ordered, or when changes occur in student populations and more products are needed.

### **ADDITIONAL POINTS TO REMEMBER...**

Textbook coordinators need to keep their district's delivery point address up-to-date in the EMAT/EVI system; this is the physical address where any textbooks are to be delivered (under 'Confirm Addresses'). It is also important to keep email addresses up-to-date (under 'Confirm Contacts').

A note about teacher editions or 'Teacher Requisition Quantity' on requisitions: teacher editions are provided by publishers and the teacher to pupil ratio is specified in the publisher's bid. For questions regarding additional teacher editions, please contact the individual depository: <http://ritter.tea.state.tx.us/textbooks/depositories/index.html>

In the EMAT/EVI system, *NEVER USE the back buttons* as this will cause you to lose information.

### **PAYMENT FOR LOST OR DAMAGED TEXTBOOKS**

If instructional materials are lost or damaged by a school or student, the district should collect the cost of the textbook(s) and the district must either: reimburse the state or replace those books by purchasing replacements from the publisher. To reimburse the state, the district should complete a form *TEX-009, State Textbook Sales Invoice*, located in EMAT/EVI under 'Report Lost/Damaged/Destroyed' and mail a check (along with a copy of the TEX-009) to: TEA-Textbooks, Box 13717, Austin, Texas 78711-3717.

If instructional materials are destroyed by catastrophic circumstances beyond a district's control (flood, fire, etc.), within 60 days complete a *TEX-012 State-Owned Textbooks*.

### **OCTOBER 31 EACH YEAR...**

**Surplus Instructional Materials:** Surplus materials are defined as any textbooks in excess of 110% of enrollment for those materials that are in the first year of adoption. For courses using textbooks that are in the second or later years of adoption, any textbooks in excess of 120% of enrollment are considered surplus. **Note:** *districts cannot place books in surplus for the purpose of ordering new books or different titles.*

- Textbook coordinators will be required to input actual enrollment populations as of the last day of each October (under EMAT Enrollment, 'October Ending Count' columns).
- Surplus will be calculated once per year based on the end of October reported enrollment.
- Textbook coordinators will determine what portion of the calculated surplus is being declared available for surplus shipments. Textbook coordinators can change declared surplus as necessary.
- When surplus orders are requested from your school district by another, your district must ship these materials as quickly as possible. Important: ***NEVER SHIP WORN OUT TITLES.***
- Upon arrival, the receiving district should acknowledge receipt of the materials in EMAT under 'Receive Surplus Shipments'.

**Note:** surplus shipments are subject to Auto-Receipt if not received promptly by the receiving district and surplus shipments are subject to Auto-Cancel if not shipped promptly by the shipping district.

### **DISPOSITION OF OUT-OF-ADOPTION INSTRUCTIONAL MATERIALS**

Out-of-adoption titles may be retained in the schools or donated to libraries, city and county jails, and other state agency institutions. They may also be donated to students, adult education programs and nonprofit organizations. State-purchased textbooks may ***not*** be sold. The section of State Board of Education rules regarding out-of-adoption materials is located: <http://ritter.tea.state.tx.us/rules/tac/chapter066/ch066e.html>

### **ADDITIONAL SURVIVAL SKILLS...**

To receive monthly updates from the Instructional Materials and Educational Technology Division at TEA, visit <http://miller.tea.state.tx.us/list/> and select Instructional Materials from the drop down list.

This brochure is meant as an overview and may not cover all of the information located on the TEA Instructional Materials and Educational Technology website: <http://ritter.tea.state.tx.us/imet/>