

# The Learning Resources Evaluation Process

Manitoba Education, Citizenship and Youth  
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## **The Evaluation Process – Roles and Responsibilities**

### **Manitoba Learning Resources Reviews**

Manitoba Education, Citizenship and Youth assumes responsibility for the successful completion of Manitoba Learning Resources Reviews. The Implementation Unit of the School Programs Division

- evaluates and selects learning resources using criteria congruent with Manitoba Curricula Frameworks of Outcomes
- publishes the results of the reviews in annotated bibliographies that are shared electronically with schools in Manitoba

Requests for submissions of learning resources are issued to publishers and/or specific resources are requested for submission from publishers. Teams of teacher-evaluators from Manitoba schools examine publishers' submissions and evaluate learning resources.

Resources considered for recommendation

- address the philosophy and content of the outcomes of the curriculum
- match intended audiences
- include a variety of media and formats

Teacher-evaluators prepare detailed annotations and make recommendations regarding the suitability of the resources. These recommendations are forwarded to the Coordinator, Development Unit, and the Director, Instruction, Curriculum and Assessment Branch for sign-off. Once the resources are formally designated, Manitoba Education, Citizenship and Youth produces the list of designated learning resources in subject-specific annotated bibliographies.

### **The Evaluation Process**

#### **Selection of Teacher-Evaluators**

Manitoba Education, Citizenship and Youth selects teacher-evaluators from nominations submitted by Manitoba school divisions/districts and educational institutions, based on criteria approved by the School Programs Division.

#### **Teacher-Evaluator Training**

All teacher-evaluators are trained in the application of the evaluation criteria, and are oriented to the evaluation and annotation process.

#### **Evaluation Teams**

Evaluation teams are organized into grade-range teams; for example, K-3; 4-6; 7- S1; S2-S4 and/or by the format to be reviewed; for example, print or software.

#### **The Evaluation and Annotation Documentation Process**

Teacher-evaluators complete evaluation and annotation forms and pass these on to the subject area consultant. Ensuring the completeness, clarity and accuracy of the content is the responsibility of the Subject Area Consultant(s).

### **Designation of Manitoba Learning Resources**

At the conclusion of the review session, the teacher-evaluators make recommendations for those learning resources that are to be designated as Manitoba recommended learning resources for student and teacher use. The subject area consultant signs off the recommended resources.

### **Annotated Bibliographies**

The learning resources reviewed, selected and designated are compiled into the subject specific annotated bibliography for sharing on-line with Manitoba schools on the Manitoba Education, Citizenship and Youth web site.

### **Learning Resources – to Borrow and to Purchase**

The Implementation Unit forwards two complimentary copies (obtained from publishers as part of the learning resources evaluation process) of Manitoba designated learning resources to the Instructional Resources Unit where they are catalogued and made available for loan to Manitoba teachers. The bibliographic information about recommended learning resources is sent to the Manitoba Text Book Bureau (MTBB) to be listed in the MTBB Catalogue.

### **Learning Resources – to Support Curriculum Implementation**

The Implementation Unit forwards one complimentary copy (obtained from publishers as part of the learning resources evaluation process) of Manitoba designated learning resources to the subject area consultant for use with teachers and educators in workshops and in-services.