



# Instructional Materials Technology Information

**Title:** Leap Mathematics

**Content Area:** Math

**Publisher:** Leap Education

**Grades:** K-8

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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 is requesting 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.

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.

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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. Please do not exceed a 150 word limit per question. You may link to other information about your product. You may also use or remove prompt text in providing additional details. Words in the detail prompt text will not count toward the word limit.

**\* Note:**

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

**“Yes with dependencies”** below refers to functionality present or accessible only through working in a separate LMS, by utilizing other software as a plug-in, or linking externally to sites outside the materials.

**“Under Development”** below should include a timeline of the development and when it will be available for use.

Design Overview	Details
What components are included in the digital materials?	All materials (implementation guides, unit overviews, lesson plans and materials, etc.) are available in digital format in the form of PDFs and Word Documents (which can be adjusted by users), but there are no materials that are designed specifically for digital use.
What is the learning design of the digital materials?	n/a
What research is the basis for the learning design of the digital materials?	n/a

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		<p>If yes,</p> <ul style="list-style-type: none"> <li>Note if this is within the native materials system or if it requires LMS integration or other integrated software.</li> <li>Does online work require a 1:1 device ratio?</li> <li>Do students need continuous, reliable internet connection to access all features of the materials? <ul style="list-style-type: none"> <li>Are there features that cannot be accessed if internet connection is lost?</li> <li>When a connection is re-established, will the student's work sync automatically?</li> </ul> </li> </ul>
In what ways do the materials support learning in hybrid settings (both in-person and remote learning) concurrently?					
Are tasks, activities, and lessons able to be printed either for in-class use or for use in at-home learning?			x		
Is there instruction so students can work independently (or with parent/guardian support remotely)?			x		<p>If yes,</p> <ul style="list-style-type: none"> <li>Describe the instruction (written, videos, animations, etc.).</li> <li>Describe the work (practice, new lessons, assessments).</li> <li>Detail the level of parent/guardian support or involvement necessary.</li> </ul>
Does the technology allow the teacher to provide feedback to students within the system?			x		

Does the technology automatically generate feedback directly to students as they complete assignments?			x		
Does the technology automatically generate content to the student based on their own responses?			x		
Does the technology automatically recommend content to the teacher based on student responses?			x		If yes, <ul style="list-style-type: none"> <li>Is this student-by-student and/or aggregated based on class data?</li> </ul>
Does the technology allow the teacher to have control over differentiating lessons, tasks, or other content for students?			x		If yes, <ul style="list-style-type: none"> <li>What control does the teacher have over the content? (e.g., Can changes be made to a question's wording? Can teachers choose specific reading selections?)</li> </ul>
Are there tutorials, videos, or other integrated supports in the materials to help <b>educators</b> to understand and/or utilize the materials?			x		
Are there tutorials, videos, or other integrated supports in the materials to help <b>parents/guardians</b> to support student learning?			x		If yes, <ul style="list-style-type: none"> <li>Are parent supports available in multiple languages? Specify which languages.</li> </ul>
Are educators (teachers, administrators, etc.) provided access to the product as part of the core purchase?			x		If yes, <ul style="list-style-type: none"> <li>Is activity within the system tracked and who can see this data?</li> <li>What can be viewed? Student work? Grades? Unit/lesson/assignments/readings?</li> <li>How is educator access different from student and/or parent/guardian access?</li> </ul>
Are students provided access to the product as part of the core purchase?			x		If yes, <ul style="list-style-type: none"> <li>Is activity within the system tracked and who can see this data?</li> </ul>

					<ul style="list-style-type: none"> <li>• What can be viewed? Student work? Grades? Unit/lesson/assignments/readings?</li> <li>• How is student access different from educator and/or parent/guardian access?</li> </ul>
Are parents/guardians provided access to the product as part of the core purchase?			x		If yes, <ul style="list-style-type: none"> <li>• Is activity within the system tracked and who can see this data?</li> <li>• What can be viewed? Student work? Grades? Unit/lesson/assignments/readings?</li> <li>• How is parent/guardian access different from educator and/or student access?</li> </ul>
Does all content conform to the <a href="#">National Instructional Materials Accessibility Standard</a> (a technical standard used by publishers to produce source files that may be used to develop multiple specialized formats for students with <a href="#">print disabilities</a> )?			x		
Is technical support during day-to-day use primarily the responsibility of the client?			x		If yes, <ul style="list-style-type: none"> <li>• Are any aspects of the technical support during day-to-day use that are the responsibility of the publisher?</li> </ul> If no, <ul style="list-style-type: none"> <li>• Who is primarily responsible for technical support during day-to-day use?</li> </ul>
Are the materials designed to integrate with a Learning Management System (LMS)?			x		If yes, <ul style="list-style-type: none"> <li>• Are the full materials accessible outside of an LMS?</li> <li>• Can they be modified once they are imported or are they static?</li> <li>• Do teachers/administrators have the ability to edit and/or manage the materials within the LMS?</li> <li>• Please complete the LMS chart below.</li> </ul>

**The materials are configured to work with one or more of the following Learning Management Systems (LMS):**

LMS	Check all that apply	Details
Blackboard		<p>If the materials integrate with any of the LMS to the left, note here:</p> <ul style="list-style-type: none"> <li>Are materials accessed through: <ul style="list-style-type: none"> <li>logging into the LMS, then passing credentials through single sign-in to another platform?</li> <li>logging in and accessing materials directly through the LMS?</li> </ul> </li> <li>What are any additional costs associated with integration?</li> </ul>
Canvas		
Eduphoria		
Google Classroom		
ItsLearning		
Moodle		
Schoology		
Other: Please list		

## 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. You may use or remove prompt text in providing additional details.

### 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.

**\* Note:**

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

**“Yes with dependencies”** below refers to functionality present or accessible only through working in a separate LMS, by utilizing other software as a plug-in, or linking externally to sites outside the materials.

**“Under Development”** below should include a timeline of the development and when it will be available for use.

Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Are there print options available for student-facing materials that could be utilized in a blended digital approach?			x		<p>If yes,</p> <ul style="list-style-type: none"> <li>What are the print options? (check all that apply) <ul style="list-style-type: none"> <li>Purchase hard-copy books/workbooks</li> <li>Photo copies available for purchase</li> <li>Users can print at home</li> </ul> </li> <li>Add any additional details.</li> </ul>
Are the materials designed to be used with both digital and print components?			x		<p>If yes,</p> <ul style="list-style-type: none"> <li>Is the print content identical, similar, or comparable to the digital?</li> <li>Are there features in the print materials that are not replicated/present in the digital content? How are these features represented in the materials?</li> <li>Are there features added to the digital content that are not present in the print materials? How are these features represented in the materials?</li> <li>Are there features of the digital content that serve to enhance/supplement the print</li> </ul>



					materials? How are these features represented in the materials?
Is the digital design of the materials intended to replicate a textbook experience?			x		If yes, <ul style="list-style-type: none"> <li>Specify format (e-book, PDFs).</li> </ul>
Are digital teacher guides available for the materials?			x		If yes, <ul style="list-style-type: none"> <li>How do teachers access digital teacher guides?</li> <li>Are guides available to parents/guardians at home?</li> <li>Do teacher planning materials connect to student-facing lessons?</li> <li>Are there any additional costs for these resources?</li> </ul>
Do the materials contain videos for student learning?			x		If yes, <ul style="list-style-type: none"> <li>Specify frequency (every lesson, some lessons, only teacher support, both teacher and student).</li> <li>Are these native to the materials or accessed by links that lead to other sources not maintained by the publisher?</li> <li>Do the videos have pause points? How often are the pause points?</li> </ul>
Do the materials contain animations for student learning?			x		If yes, <ul style="list-style-type: none"> <li>Specify frequency (every lesson, some lessons, only teacher support, both teacher and student).</li> <li>Are these native to the materials or accessed by links that lead to other sources not maintained by the publisher?</li> <li>Do the animations have pause points? How often are the pause points?</li> </ul>

Are there digital manipulatives/simulations for students to use?			x		If yes, <ul style="list-style-type: none"> <li>Are these manipulatives interactive for students to use in modeling their reasoning?</li> </ul>
Is any or all online content dependent on links that are not maintained by the publisher?			x		If yes, <ul style="list-style-type: none"> <li>Detail permissions the district may need to set to ensure access to this content (age restriction bypass, specific URL permissions etc.).</li> </ul>
Does the technology include the ability for students to explain their thinking on tasks/activities/problems?			x		
Does the technology allow students to upload images and/or files of their work for the teacher to access?			x		
Do the materials include opportunities for online collaboration among students?			x		If yes, <ul style="list-style-type: none"> <li>Describe these opportunities.</li> <li>Are students able to respond to or ask questions about other students' solutions, etc.?</li> <li>How is this monitored?</li> </ul>
Do the materials include built-in features for student-to-teacher interaction?			x		If yes, <ul style="list-style-type: none"> <li>Describe these opportunities.</li> </ul>
Is there on-demand, online, professional learning support to help teachers utilize the materials?			x		If yes, <ul style="list-style-type: none"> <li>Describe these supports and any associated additional costs.</li> </ul>
Are there parent/guardian resources available for school systems to utilize when there is in-person instruction?			x		If yes, <ul style="list-style-type: none"> <li>Please include details such as if there are: <ul style="list-style-type: none"> <li>-Sample schedules</li> <li>-Instruction guides</li> <li>-Videos</li> <li>-Feedback options</li> </ul> </li> </ul>

Are there parent/guardian resources available for school systems to utilize when there is hybrid instruction?			x		If yes, <ul style="list-style-type: none"> <li>Please include details such as if there are:  - Sample schedules  - Instruction guides  - Videos  - Feedback options</li> </ul>
Are there parent/guardian resources available for school systems to utilize when creating continued learning plans for distance learning schedules?			x		If yes, <ul style="list-style-type: none"> <li>Please include details such as if there are:  - Sample schedules  - Instruction guides  - Videos  - Feedback options</li> </ul>
Is a 1:1 device ratio required?			x		If no, <ul style="list-style-type: none"> <li>Include recommended device ratio.</li> </ul>
Are the assessments contained within the materials able to be securely completed by students online?			x		If yes, <ul style="list-style-type: none"> <li>Is this true of all assessments?</li> <li>Are assessments editable by teachers?</li> </ul>
Is data available about student user sessions (e.g., timestamps, content being viewed, callbacks fired, etc...)?			x		If yes, <ul style="list-style-type: none"> <li>How is this gathered and reported?</li> <li>Who has access to this data?</li> <li>How is this data viewable? By student? By classroom? By school? By district?</li> </ul>
Is data available about teacher user sessions (e.g., timestamps, content being viewed, callbacks fired, etc...)?			x		If yes, <ul style="list-style-type: none"> <li>How is this gathered and reported?</li> <li>Who has access to this data?</li> <li>How is this data viewable? By teacher? By classroom? By school? By district?</li> </ul>

## 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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“**Under Development**” below should include a timeline of the development and when it will be available for use.

Questions	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Is single sign-on supported?			x		If yes, <ul style="list-style-type: none"> <li>List which single sign-on methods/tools are supported (e.g., Clever, ADFS, Google, etc...).</li> </ul>
Can the platform manage staff assigned to multiple schools with a single sign-on?			x		
Can co-teachers be assigned to multiple classes?			x		If yes, <ul style="list-style-type: none"> <li>Describe this process.</li> <li>Is it managed at the teacher, school administrator, or network level?</li> </ul>
Can students who move between teachers or schools using the same materials be re-assigned without losing their work/progress?			x		

Can the platform provide user accounts for staff members (principals and other administrators) who are not assigned students?			x		If yes, <ul style="list-style-type: none"> <li>What roles can be assigned within the system and how are permissions/access controlled?</li> <li>Specify if this is part of a standard contract or would require additional purchase.</li> </ul>
Can passwords be reset without assistance from trained IT staff?			x		If yes, <ul style="list-style-type: none"> <li>Describe if the customer is able to enable/disable this feature.</li> <li>Detail for whom (students, teachers, all staff).</li> </ul>
When working offline, does the product automatically sync when a connection is re-established?			x		

## 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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“**Yes with dependencies**” below refers to functionality present or accessible only through working in a separate LMS, by utilizing other software as a plug-in, or linking externally to sites outside the materials.

“**Under Development**” below should include a timeline of the development and when it will be available for use.

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		If yes, <ul style="list-style-type: none"> <li>Specify type of support provided.</li> </ul>
Is technical support provided during the duration of the contract?			x		If yes,

					<ul style="list-style-type: none"> <li>Specify the type of support provided and the audience.</li> <li>Include where users get tech support.</li> <li>Can students access on-demand technical assistance? Parents? Teachers? Is this through a ticketing system or live chat?</li> <li>What hours is help available?</li> <li>Is there a response time guarantee?</li> </ul>
If utilizing a free or trial version, is technical support provided?			x		
Are there self-service supports for troubleshooting?			x		If yes, <ul style="list-style-type: none"> <li>Specify the type/form of support provided.</li> </ul>
Does technical support include planning for emergency access and district support?			x		

## 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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**"Under Development"** below should include a timeline of the development and when it will be available for use.

Questions	Check Only One				Details
	Yes with core product	LMS Dependent	No	Under Development	

Does the product have a native mobile application?			x		
Is the product browser-based?			x		
Does the product use responsive design for rendering on smartphones?			x		
Does the product use responsive design for rendering on tablet devices?			x		
Does the product use responsive design for rendering on laptop devices?			x		
Does the product use responsive design for rendering on desktop devices?			x		
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		If yes, <ul style="list-style-type: none"> <li>Are additional software downloads or licenses necessary?</li> </ul>

Device Type	Mark box if device is compatible	Oldest operating system/version supported	Newest operating system/version supported	Details
Windows	<input type="checkbox"/>			Indicate if the materials are designed for a specific device type or if they are generally compatible.
Linux	<input type="checkbox"/>			
Windows Tablet	<input type="checkbox"/>			
Apple Laptop/Desktop	<input type="checkbox"/>			
iPhone	<input type="checkbox"/>			If supported, provide details about any differences between devices.
iPad	<input type="checkbox"/>			

Android Phone	<input type="checkbox"/>			If supported, provide details about any differences between devices.
Android Tablet	<input type="checkbox"/>			
Chromebook/Chrome OS	<input type="checkbox"/>			
Amazon Fire OS	<input type="checkbox"/>			
Other E-Reader	<input type="checkbox"/>			If supported, specify which e-readers are compatible.
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"/>							
Firefox	<input type="checkbox"/>							
Safari	<input type="checkbox"/>							
Edge (formerly Internet Explorer)	<input type="checkbox"/>							
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.

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“**Yes with dependencies**” below refers to functionality present or accessible only through working in a separate LMS, by utilizing other software as a plug-in, or linking externally to sites outside the materials.

“**Under Development**” below should include a timeline of the development and when it will be available for use.

Supports	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Screen Readers			X		
Screen Magnification Software			X		
Text Readers			X		
Adjustable Print Size			X		
Speech Input Software			X		
Header Point Devices			X		
Motion/Eye Tracking Devices			X		
Single Switch Entry Devices			X		
Braille Readers/ Display Devices			X		
Closed Captioning			X		
Alternative Input Devices			X		

High Color Contrast Display Options			X		
Translation of Text to Other Languages			X		If yes, <ul style="list-style-type: none"> <li>Specify available languages</li> </ul>
Bilingual Dictionaries available for students			X		

Supports	Check Only One				Details
	Yes with core product	Yes with dependencies	No	Under Development	
Are there required accessories (headsets, speakers)?			X		If yes, <ul style="list-style-type: none"> <li>Specify if they are provided with the materials or must be acquired separately.</li> </ul>
Is multiple playback of audio/video possible?			X		
Can students adjust the speed of audio/video playback?			X		
Are these accessibility supports able to be turned on/off?			X		If yes, <ul style="list-style-type: none"> <li>Specify which supports and who has access to turn them on/off.</li> </ul>
Does all browser-based technology satisfy the Web Content Accessibility Guidelines or <a href="#">VPAT</a> ?			X		If yes, <ul style="list-style-type: none"> <li>Provide reports from the software or organization used to test the product.</li> </ul>

## 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.

**\* Note:**

“Under Development” below should include a timeline of the development and when it will be available for use.

Questions	Check Only One			Details
	Yes	No	Under Development	
<b>Data Security:</b> Are data elements encrypted at rest, i.e. in a database or file system?		x		If yes, <ul style="list-style-type: none"> <li>Specify which data elements are encrypted.</li> <li>Describe the encryption method used.</li> <li>Identify data that are persisted without encryption.</li> </ul>
<b>Data Security:</b> Do the materials refer students to video, content, and other online sources that are not native to the materials?		x		If yes, <ul style="list-style-type: none"> <li>Is it a closed system? If no, how does it direct out of the environment?</li> </ul>
<b>Data Security:</b> Does the end-user licensing agreement allow customers to scrape data from the product?		x		
<b>Privacy:</b> Is personally-identifying student data provided to, generated by, or stored in any systems used by the product?		x		If yes, <ul style="list-style-type: none"> <li>List all data elements that customers are required to provide.</li> <li>List all data elements that are optional for customers to provide.</li> <li>List all data elements created by the product.</li> <li>List all data elements stored in any of the product's systems.</li> </ul>
<b>Privacy:</b> Does the product/vendor make their student privacy policy publicly available?		x		If yes, <ul style="list-style-type: none"> <li>Provide a link to the policy in the details.</li> </ul>
<b>Privacy:</b> Does the product conform with FERPA regulations (e.g., allows districts to maintain direct		x		

control of the student record, implements permissions to prevent unnecessary disclosures, etc.)?				
<b>Privacy:</b> Has a third-party evaluated the product for FERPA compliance?		X		If yes, <ul style="list-style-type: none"> <li>Identify the third party who conducted the evaluation and provide a link to the report.</li> </ul>
<b>Privacy:</b> Does the product allow registration or data collection from children under the age of 13?		X		If yes, <ul style="list-style-type: none"> <li>Provide a link to the COPPA Safe Harbor certificate.</li> </ul>

## Installation

### \* Note:

“Under Development” below should include a timeline of the development and when it will be available for use.

Feature/Requirement/Specification	Check Only One			Details
	Yes	No	Under Development	
Is the product downloaded to individual devices: one-time internet connection required?		X		
Is the product installed on individual computers (from CD-ROM/DVD, flash drive, etc.): no internet connection required?		X		If yes, <ul style="list-style-type: none"> <li>Estimate time per device required for setup, indicate if support is provided, and if local IT staff is needed.</li> </ul>
Is the product installed on LAN/WAN (school or district server): no internet connection required for teachers/students after installation?		X		
Do network administrators need to ensure a specific set of domains are white-listed to allow user traffic to those endpoints?		X		If yes, <ul style="list-style-type: none"> <li>Are recommendation guidelines published or provided?</li> <li>What set-up support is provided?</li> <li>What are the requirements for set-up?</li> </ul>

Does the product support deployment through Mobile Device Management (MDM) systems?		x		If yes, <ul style="list-style-type: none"> <li>Identify which systems are compatible.</li> </ul>
Does the product provide a detailed schedule of updates that minimizes access interruption?		x		
Does the login authentication use district protocols to establish unique and memorable usernames and passwords?		x		If yes, <ul style="list-style-type: none"> <li>Indicate if district staff/student unique IDs are used.</li> </ul> If other, <ul style="list-style-type: none"> <li>Specify the protocols.</li> </ul>
Is there an option for concurrent user licensing?		x		

Standards	Compliant	Certified	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.
IMS Global (Competencies and Academic Standards Exchange)			If checked, include where customers can verify this information.
IMS Global (Comprehensive Learner Record)			If checked, include where customers can verify this information.
IMS Global (Open Badges)			If checked, include where customers can verify this information.
IMS Global (One Roster)			If checked, include where customers can verify this information.
IMS Global (Caliper Analytics)			If checked, include where customers can verify this information.

IMS Global (Question and Test Interoperability (QTI))			If checked, include where customers can verify this information.
IMS Global (Learning Tools Interoperability (LTI))			If checked, include where customers can verify this information.
IMS Global (LTI Advantage)			If checked, include where customers can verify this information.
IMS Global (Common Cartridge)			If checked, include where customers can verify this information.
IMS Global (Lite Common Cartridge)			If checked, include where customers can verify this information.
IMS Global (Open Video)			If checked, include where customers can verify this information.
Other:			If checked, list and include where customers can verify this information.

Implementation and Scalability	Yes/No or Value
What is the average page load time?	
What is the required bandwidth per user?	Does this differ in mobile or desktop versions?
Are results of stress tests provided to customers?	If yes, <ul style="list-style-type: none"> <li>Provide either a link to the stress testing report or a summary of the results.</li> </ul>
Is a disaster recovery plan for data provided to customers?	
Are customers provided with a standardized implementation plan to ensure a successful rollout?	
Does the service level agreement include uptime guarantees of at least 95% excluding planned maintenance/down-times?	
Does the product require a VPN for off site access?	

Once this document is complete and ready to submit to EdReports, please fill-out a [Technology Information Document Submission Certification](#) to certify that the information is final and accurate.