

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 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.

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>CommonLit 360 lessons are easy for students to access and complete online. Reading Lessons, Writing Lessons, and Vocabulary Quizzes are digitally assignable through CommonLit.org. Other assignment types are accessible as Google Docs or Google Slides and can be shared with students in a LMS or via email.</p> <p>Online work requires a 1:1 device ratio, and a reliable internet connection is required for students to complete assignments online. All CommonLit 360 assignments can also be printed for students to complete on paper.</p>
In what ways do the materials support learning in hybrid settings (both in-person and remote learning) concurrently?		X			<p>Every assignment in CommonLit 360 is accessible online and can be printed. CommonLit 360 provides the flexibility for teachers to download and print materials on a lesson-by-lesson basis.</p>

				<p>This ensures adaptability to diverse classroom settings and preferences.</p> <p>Digitally assignable lessons can be completed directly on CommonLit.org, while Google Doc or Google Slide assignments can be shared with students through a LMS or via email for them to complete online.</p>
Are tasks, activities, and lessons able to be printed either for in-class use or for use in at-home learning?		X		<p>All CommonLit 360 materials can be printed for students to complete in class or at home. Digitally assignable materials can be downloaded and printed from CommonLit.org. Assignments available as Google Docs or Google Slides can also be printed by making a copy of the assignment.</p>
Is there instruction so students can work independently (or with an adult at home)?		X		<p>Each CommonLit 360 lesson includes clear written instructions and guidance for students to complete the task independently. Reading Lessons include During Reading Questions to engage students in text analysis. Teachers can find instructions and/or options for facilitation for every lesson on the Lessons and Materials page for each unit or on the teacher copies of lessons.</p>
Does the technology facilitate a teacher's ability to differentiate lessons, tasks, or other content for students?		X		<p>There is no technology to differentiate or provide feedback automatically based on student responses. Teachers can customize annotation tasks for digitally assignable lessons and edit the introductory Google Slide decks for relevant lessons.</p>

					Teachers can customize directions for digitally assignable assignments, such as Reading and Writing Lessons.
Are there tutorials, videos, or other integrated supports in the materials to help educators to understand and/or utilize the materials?		X			Each CommonLit unit is accompanied by a unit guide which provides an overview of unit themes, goals, focus standards/skills, and pacing suggestions. CommonLit 360 lessons come with teacher copies, guidance on how to facilitate the lesson, and other supportive materials.
Are there tutorials, videos, or other integrated supports in the materials to help parents/guardians to understand and/or utilize the materials?			X		
Are all of the following audiences provided access to the product as part of the core purchase? <ul style="list-style-type: none"> • parents/guardians • Educators (Teachers, Administrators, etc.) • Students 			X		
Are the materials designed to integrate with a Learning Management System (LMS)?		X			Materials can be integrated with Google Classroom and Canvas, but do not need to be integrated for teacher use. Start and due dates, annotation tasks, during-reading questions, and reading modality settings for digitally assignable lessons can be edited on CommonLit.org once it is shared or imported through Google Classroom and Canvas. An assignment's start or due date can be changed on Google Classroom by editing it on CommonLit.org, Canvas users can change the assignment due date directly on

					Canvas. Teachers can change the point value of an assignment on Google Classroom and Canvas.
Does all content conform to the National Instructional Materials Accessibility Standard ?			X		
Is technical support during day-to-day use primarily the responsibility for the client or the publisher?					The client

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.

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Questions	Check Only One	Details
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	Yes with core product	Yes with dependencies	No	Under Development	
<p>Are the materials designed to be used with both digital and print components?</p> <p>Are there print options available for student-facing materials that could be utilized in a blended digital approach?</p> <p>Is the print content identical, similar, or comparable to the digital?</p>		X			<p><input type="checkbox"/> Purchase hard-copy books/workbooks</p> <p><input type="checkbox"/> Photo copies available for purchase</p> <p><input checked="" type="checkbox"/> Users can print at home</p> <p>Materials are designed to be used as digital components by assigning materials through CommonLit.org or sharing assignments in Google Docs/Slides format through a LMS/via email, as print when downloaded and given to students as a hard copy (every CommonLit 360 assignment is printable), or as a combination of both. Print content is similar to digital content.</p>
<p>Is the digital design of the materials intended to replicate a textbook experience?</p>			X		
<p>Are digital teacher guides available for the materials?</p>		X			<p>Teachers can access unit guides, editable introductory slide decks, and teacher copies of lessons through CommonLit.org. Some teacher materials may be accessible as Google Docs/Google Slides. Teacher planning materials connect to student-facing lessons.</p>
<p>Do the materials contain videos/animations/simulations for student learning?</p>		X			<p>Every CommonLit 360 unit has an assignment called "Related Media Exploration." In these assignments, students analyze videos, graphs, and other types of media. These assignments are accessible through Google Docs or Google Slides. Links to trusted sites, such as youtube.com and vimeo.com, are provided for students to analyze media.</p>

Is any or all online content dependent on links that are not maintained by the publisher?		X			"Related Media Exploration" assignments may link to youtube.com, vimeo.com, or other trusted online media content. Most Youtube links included in "Related Media Exploration" assignments are created and uploaded by third parties.
Do the materials include opportunities for online collaboration among students?		X			Related Media Exploration assignments include opportunities for digital collaboration among students.
Do the materials include built in features for student-to-teacher interaction?	X				Teachers can leave feedback or make comments on students' annotations for digitally assignable lessons from the Student Annotations page for the assignment. This allows for student-to-teacher interaction directly on CommonLit.org.
Is a 1:1 device ratio required?			X		Every assignment can be printed for students to complete on paper. Online work requires a 1:1 device ratio.
Are the assessments contained within the materials able to be securely completed by students online?			X		Reading assessments can be completed directly on CommonLit.org. Culminating tasks, the summative unit assessments, are authentic assessments that sometimes require students to deliver a presentation, take part in a class debate, etc, and therefore must be completed through print or online through Google Docs.
Is data available about user sessions (e.g., timestamps, content being viewed, callbacks fired, etc...)?	X				CommonLit performs some user activity monitoring. Teachers can see what time students submitted an assignment.
Are there online professional learning supports to help teachers utilize the materials?	X				Teachers can access How-To Guidance for CommonLit 360 best practices through the Professional Development tab of each unit page. In addition, teachers can access a few professional development modules for free on CommonLit's Professional Development Portal.

<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? 				X		
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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				
<p>If the materials integrate with any of the LMS above, include information here about any additional costs and which version of your materials and the LMS was tested.</p> <p>Schools and districts can unlock CommonLit's Canvas integration through the purchase of CommonLit's School Essentials PRO or School Essentials PRO Plus packages.</p>								

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			CommonLit supports Google SSO, Clever SSO, Classlink SSO, and Canvas SSO.
Can the platform manage staff assigned to multiple schools with a single sign-on?	X				
Can co-teachers be assigned to multiple classes?		X			<p>There are five types of classes on CommonLit, which means there are five ways to add a co-teacher to them.</p> <ul style="list-style-type: none"> • Manual Class: Join class as a co-teacher with a class code • Google Classroom class: Sync the class or join class as co-teacher with class code • Clever: Automatic syncing • Classlink: Automatic syncing • Canvas: Sync the class or join class as co-teacher with a class code <p>Co-teachers are managed at the teacher level.</p>
Can students who move between teachers or schools using the same materials be re-assigned without losing their work/progress?			X		Students who change teachers retain access to their Assessments. In-class lessons do not transfer.
Can the platform provide user accounts for staff members (principals and other admin) who are not assigned students?		X			CommonLit.org supports student and teacher user accounts. Teacher user accounts with additional permissions to access school and district-wide data can be provided to administrators through a paid partnership with CommonLit.

Can passwords be reset without assistance from trained IT staff?	X				Educators and administrators can reset their CommonLit password by clicking on the “Forgot your password?” link from the Login page and entering their email address to receive instructions on resetting their password. Students can have their passwords reset by their teachers.
When working offline, does the product automatically sync when a connection is re-established?		X			CommonLit has fallback behavior for poor internet connections to preserve student answers. The digital application is not meant to be used in a fully-offline setting (but the print materials can be).

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			As soon as a school or district enters into a partnership with CommonLit, they are connected to a dedicated account manager. Their account manager will work with the team to create a plan for rostering students and educators via Clever, ClassLink, or bulk user upload. The CommonLit team will also work with the team to configure and implement an LMS integration with Google

					Classroom or Canvas if it's requested by the school or district. Finally, CommonLit will provide access to administrator data reports to all relevant school and district leaders.
Is technical support provided during the duration of the contract?	X				CommonLit offers live chat during the school year, as well as email-based support and static FAQ content 24/7. Educators can access live chat during the school year M-F 9am-5pm EST for on-demand technical assistance. Users can reach out to CommonLit's User Support team via email through help@commonlit.org . Our team responds to all email-based support questions within 1 business day.
If utilizing a free or trial version, is technical support provided?	X				All users can contact help@commonlit.org for technical support.
Are there self-service supports for troubleshooting?	X				Educators have unlimited access to FAQ articles and blog posts to support best practices.
Does technical support include planning for emergency access and district support?		X			In the case of a major tech outage, CommonLit can help districts with printable materials.

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	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				Users can sign in from any device with their credentials or SSO.

Device Type	Mark box if device is compatible	Oldest operating system/version supported	Newest operating system/version supported	Details
Windows	X			Indicate if the materials are designed for a specific device type or if they are generally compatible. CommonLit's curriculum and activities are browser-based. Devices running Chrome v60 (or Chromium-based browsers like modern Microsoft Edge), Firefox 54, or Safari 12.2 can use CommonLit.

Linux	X			CommonLit's curriculum and activities are browser-based. Devices running Chrome v60 (or Chromium-based browsers) or Firefox 54.
Windows Tablet	X			Any device that can run Chrome v60 or Chromium-based Microsoft Edge (2020) can run CommonLit.
Apple Laptop/Desktop	X	MacOS 10.12.6	current	CommonLit's curriculum and activities are browser-based. Devices running Chrome v60 (or Chromium-based browsers like modern Microsoft Edge), Firefox 54, or Safari Desktop 12.1 can use CommonLit.
iPhone	X	iPhone 5	current	Mobile Safari 12.2 required.
iPad	X	iPad Air and later	current	Mobile Safari 12.2 required.
Android Phone	X		current	Chrome v60 or later required.
Android Tablet	X		current	Chrome v60 or later required.
Chromebook/Chrome OS	X	Chrome 60	current	Chrome v60 or later required.
Amazon Fire OS	X			Chrome v60 or later required.
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	X	60	Current (v124 at publication)	60	Current (v124 at publication)	60	60	

Firefox	X	54	Current (v123 at publication)	54	Current (v123 at publication)	54	n/a	
Safari	X	Mobile 12.2, Desktop 12.1	Current	n/a	n/a	n/a	n/a	
Edge (formerly Internet Explorer)	X	Chromium-based Edge only	Current	Chromium-based Edge only	Current	n/a	n/a	
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				
Screen Magnification Software	X				
Text Readers	X				CommonLit has additional read-aloud functionality outside of screen reader/text reader use

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	Most of CommonLit's videos feature Closed Captioning
Alternative Input Devices	X				CommonLit supports keyboard and alternative input via accessible methods. Interaction is designed to avoid "keyboard traps".
High Color Contrast Display Options			X		
Translation of Text to Other Languages	X				<ul style="list-style-type: none"> • Afrikaans • Albanian (shqip) • Arabic (العربية) • Bengali (বাংলা) • Chinese (漢語) • Czech (Čeština) • Dari (دری) • Dutch (Nederlands) • Finnish (Suomi) • French (Français) • German (Deutsch) • Greek (ελληνικά) • Gujarati (ગુજરાતી) • Haitian Creole (kreyòl ayisyen) • Hebrew (עברית) • Hindi (हिन्दी)

					<ul style="list-style-type: none"> • Hungarian (Magyar nyelv) • Indonesian (Bahasa Indonesia) • Italian (Italiano) • Japanese (日本語 - 漢字) • Korean (한국어) • Norwegian (Norsk) • Pashto (پښتو) • Persian (فارسی) • Polish (Język polski) • Portuguese (Português) • Punjabi (ਪੰਜਾਬੀ) • Romanian (Limba română) • Russian (Русский) • Somali (Soomaaliga) • Spanish (Español) • Swahili (Kiswahili) • Swedish (Svenska) • Tagalog (ᜏᜒᜃᜅ ᜆᜄᜎᜓᜄᜅ᜔) • Tamil (தமிழ்) • Thai (ภาษาไทย) • Turkish (Türkçe) • Ukrainian (Українська мова) • Urdu (اردو) • Uzbek (O'zbekcha) • Vietnamese (Tiếng Việt)
Bilingual Dictionaries available for students			X		
Are there required accessories (headsets, speakers)?			X		
Multiple Playback of audio/video		X			
Can students adjust the speed of audio/video playback?	X				
Are these accessibility supports able to be turned on/off?				X	Accessibility supports are always available for all students for formative lessons. Assessments

					do not provide translation or read-aloud as in-app features. CommonLit is developing per-student control of accessibility support for assessment conditions.
Does all browser-based technology satisfy the Web Content Accessibility Guidelines or VPAT ?	X				Our VPAT can be requested at this link .

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	
Data Security: Are data elements encrypted at rest, i.e. in a database or file system?	X			We encrypt all of our data at rest and in transit in all of our data stores (databases, warehouse, key-value stores). We apply extra field-level encryption to highly-sensitive fields including client tokens. Field-level encryption is done by AES-GCM256 using an envelope encryption strategy. Keys are stored in AWS KMS and AWS Secrets Manager.
Data Security: Do the materials refer students to video, content, and other online sources that are not native to the materials?	X			Some CommonLit 360 activities are in Google Docs.
Data Security: Does the end-user licensing agreement allow customers to scrape data from the product?		X		

Privacy: Is personally-identifying student data provided to, generated by, or stored in any systems used by the product?	X			<ul style="list-style-type: none"> Customers need first and last names for students and teachers in the application. Teachers and administrators must have a unique email. Students must have a grade level or specify other. Student email addresses are optional.
Privacy: Does the product/vendor make their student privacy policy publicly available?	X			<ul style="list-style-type: none"> https://www.commonlit.org/en/privacy
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			
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			<ul style="list-style-type: none"> Students can only join CommonLit by invitation from their teacher. As a non-profit CommonLit that does not use children's information for commercial purposes, CommonLit is exempt from COPPA certification (Section 5 of the Act) but we follow the regulation's rules

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		

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			<ul style="list-style-type: none"> • www.commonlit.org • assets.commonlit.org • cdn.commonlit.org • audio.commonlit.org • video.commonlit.org • commonlit-private-assets.s3.amazonaws.com.
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			Planned maintenance is announced in advance at https://status.commonlit.org . Maintenance is run on weekends and late nights whenever possible to minimize disruption.
Does the login authentication use district protocols to establish unique and memorable usernames and passwords?			X	<ul style="list-style-type: none"> • When possible email is used as the username for a district. Teachers must have an email, students can operate without an email and get a fallback username. • We comply with North Carolina's student password complexity rules. We do not support district-specific password rules. Weak educator passwords and student passwords from known data breaches are flagged and required to update.
Is there an option for concurrent user licensing?	X			

Standards Compliance/Certification	Check all that apply	Details
SIF		
CEDS		
EDUPUB		
Ed-Fi (SIS/ODS)		
Ed-Fi (Assessments)		
MS Global (Competencies and Academic Standards Exchange)		
IMS Global (Comprehensive Learner Record)		
IMS Global (Open Badges)		
IMS Global (One Roster)		
IMS Global (Caliper Analytics)		
IMS Global (Question and Test Interoperability (QTI))		
IMS Global (Learning Tools Interoperability (LTI))		
IMS Global (LTI Advantage)		
IMS Global (Common Cartridge)		
IMS Global (Lite Common Cartridge)		
IMS Global (Open Video)		
Other: SOC2	X	CommonLit's SOC2 reports can be found at https://trust.commonlit.org

Implementation and Scalability	Yes/No or Value
What is the average page load time?	Initial page load time is < 1.5 seconds. API response averages 33ms.
What is the required bandwidth per user?	Minimal. Users need enough bandwidth to receive the text and accompanying images and then to submit answers to assignments. Read-Aloud may require more bandwidth to receive audio. Typical assignment page load is 5-10MB including all assets.
Are results of stress tests provided to customers?	No
Is a disaster recovery plan for data provided to customers?	Yes
Are customers provided with a standardized implementation plan to ensure a successful rollout?	Yes
Does the service level agreement include uptime guarantees of at least 95% excluding planned maintenance/down-times?	Yes
Does the product require a VPN for off site access?	No

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