



Course Review Pre-submission Process for Eligible Texas Virtual School Network (TxVSN) Catalog Course Providers

Complete the following TxVSN course review pre-submission steps after receiving approval from the Texas Education Agency (TEA), as an eligible TxVSN catalog course provider.

Pre-submission steps	Additional Information
1. Develop or acquire course and conduct internal review	Potential course providers will identify courses that are required for graduation in Texas and conduct internal review to ensure courses meet the definition of a TxVSN electronic course and all the TxVSN course standards/guidelines.
2. Potential catalog course provider orientation	<p>Discuss:</p> <ul style="list-style-type: none"> ○ Course provider agreement ○ Instructor verification ○ TxVSN course standards <ul style="list-style-type: none"> ▪ Texas Essential Knowledge and Skills (TEKS) ▪ International Association for K-12 Online Learning (iNACOL) National Standards for Quality Online Courses ▪ TxVSN Accessibility Guidelines <p>To schedule, contact: TxVSN central operations (866) 938-9876 txvsncentral@txvsn.org</p>
3. Request electronic course submission system (ECSS) login	The ECSS is an electronic system used to facilitate course submission, review, and reporting. Using the ECSS, potential course providers will complete a submittal form which includes the course review assurances along with supporting documents for online coursework to be reviewed.
4. Submit course for review via the ECSS	This step initiates the course review process.



Course Review Process for the Texas Virtual School Network (TxVSN) Statewide Catalog

Course review step	Additional Information
5. Course provider completes submittal form in the ECSS	The TxVSN course review submittal module includes course provider demographics, individual course information, course creator, and the course submission assurance statements. Any special program designations (Ex: NCAA, SACS or College Board), as well as, the course syllabus are noted in this module. If a submission is designated as an Advanced Placement® course, for example, College Board approval documentation can be supplied in this module. In the event that a traditional syllabus document is not used, the course provider may describe where in the course or off-line documentation this data is found. The syllabus should include the following: course objectives and student learning outcomes, assignments, student expectations, time requirements, required materials, grading policy, teacher-student and teacher-parent contact policies, intended audience, and content scope and sequence, etc.)
6. Course review accepts form and notifies course provider to continue submission	This step takes approximately two business days.

<p>7. Course provider submits remaining course documents</p>	<p>After the submittal form has been submitted and accepted by the TxVSN, the following ECSS modules are populated for each course:</p> <ol style="list-style-type: none"> 1. The Science Field and Laboratory Investigations module is completed for all science courses. It provides documentation on how the online course meets the State Board of Education (SBOE) requirement that 40 percent of science instructional time be conducted as active, hands-on laboratory and field investigations. 2. TxVSN course access module supplies login(s) and password(s) necessary for the reviewers to access courses, as well as, any software, browser, or technical specifications. 3. The course review questionnaire module makes reviewers aware of TEKS and National Standards for instances in which the instructional activities led by the instructor complete their coverage. 4. The TEKS alignment module provides evidence for reviewers to verify the course's alignment to the TEKS for the course and grade level.
<p>8. Course review assigns course to reviewers</p>	<p>Reviewers hold a Texas teaching certificate in the content area(s) and grade level in which they are reviewing and have prior experience in online teaching and /or learning. This step takes approximately two business days.</p>
<p>9. Course reviewers evaluate course</p>	<p>Reviewers evaluate the course against the TEKS, as well as, the National Standards, and the TxVSN accessibility guidelines. This step takes approximately fourteen calendar days.</p>
<p>10. Course review makes modification report available if changes are required</p>	<p>The TxVSN course review team analyzes the final report and then makes it available to course provider. This step takes approximately two business days.</p>
<p>11. Course provider makes required modifications</p>	<p>The course provider is required to make changes to the course in order to become approved; the modification period may be up to sixty calendar days.</p> <p>Note: If there are no modifications to be made, the course will be approved. Skip to step 13.</p>



12. Course reviewers verify course modifications	The modifications will then be verified by the same reviewers. Reviewers will have approximately four calendars days to complete the modification check process.
13. Course review approves course in the ECSS and enters preliminary data into catalog	This step takes approximately one business day and initiates the catalog entry process.



Texas Virtual School Network (TxVSN) Statewide Course Catalog Entry Process

Catalog Entry Process Step	Additional Information
14. Course provider contacts the TxVSN HelpDesk at 1(866) 938-9876 or TxVSNCentral@txvsn.org for MyTxVSN course catalog system login information	MyTxVSN (www.mytxvsn.org) houses the statewide course catalog and the portal for campus administrators, site coordinators, and students.
15. MyTxVSN course catalog system emails course provider primary contact to begin catalog entry process	
16. Course provider logs into MyTxVSN to enter all course information	This information includes instructor names and available sections that will be offered.
17. TxVSN central operations proofs catalog entry and then makes course available in catalog for student registration	