COURSE REVIEW PRE-SUBMISSION PROCESS FOR ELIGIBLE TEXAS VIRTUAL SCHOOL NETWORK (TXVSN) CATALOG COURSE PROVIDERS

1

Develop or acquire course and conduct internal review to ensure the course meets the definition of a TxVSN electronic course and all TxVSN course standards.

Potential Catalog Course Provider Orientation

Discuss:

- Course provider agreement
- Instructor verification
- TxVSN course standards
 - Texas Essential Knowledge and Skills
 - International Association for K-12
 Online Learning National Standards for Quality Online Courses
 - TxVSN Accessibility Guidelines

Contact:

TxVSN central operations (866) 938-9876 txvsncentral@txvsn.org

3

Request electronic course submission system (ECSS) login



Submit course for review via the ECSS



Course review
approves
course and
enters
preliminary data
into catalog
(approx. 1
business day)

Course provider completes submittal form in the electronic course submission system (ECSS)



Course review accepts form and notifies course provider to continue with submission

(approx. 2 business days)

Course reviewers verify course modifications (approx. 4

calendar days)

COURSE REVIEW PROCESS FOR THE TEXAS VIRTUAL SCHOOL NETWORK (TXVSN) STATEWIDE CATALOG Course provider submits remaining course documents



Course provider makes required modifications

(up to 60 calendar days)

Course review makes modification report available if changes are required

(approx. 2 business days)



Course reviewers evaluate course

(approx. 14 calendar days)



Course review assigns course to reviewers

(approx. 2 business days)



TEXAS VIRTUAL SCHOOL NETWORK (TXVSN) STATEWIDE COURSE CATALOG ENTRY PROCESS

Course provider contacts the TxVSN HelpDesk at 1(866) 938-9876 or TxVSNCentral@txvsn.org for MyTxVSN course catalog system login information

MyTxVSN course catalog system emails course provider primary contact to begin catalog entry process

Course provider logs into MyTxVSN to enter all course information

TxVSN central operations proofs catalog entry and then makes course available in catalog for student registration

