



## ***Implementing Michigan's Section 21f Legislation in Your District Vendor Syllabi and Reviews***

When a relationship is present between a vendor and district, the vendor will provide a 7-digit code to the district so that district users can import the vendors' syllabi and review, if available.

The code for Edmentum is: **U6F6HC7**

Open the link below for the step-by-step process for importing Edmentum Course Syllabi/Review information into your Online Course Catalog account. Be sure to also check the box below the code to import the review (not shown on the step-by-step directions).

<https://micourses.org/resources/pdf/Import3rdPartySyllabi.pdf>

Once the syllabus has been imported, the district can manipulate it to fit their district's offering of the course such as enrollment information, instructor contact expectations, and academic support available. Districts should also determine which terms the courses will be offered and what price will be charged. After the syllabi, terms and pricing are set, a district must then create a course offering for it to show up in the course catalog. The link below provides instructions on how to do this.

<https://micourses.org/resources/pdf/CreateCourseOffering.pdf>

Districts must also have their courses reviewed. (Required to have one course reviewed after Jan. 1, and all of their offerings after Aug. 1.) If a vendor review was available and imported into the district course, the district is responsible to "review" the review. (Importing a vendor submitted review will save a district time in reviewing.) When a district uses their own teachers, some of the review ratings will need to be reviewed and possibly changed. Reviews can be completed in-house or by a third-party. Follow the review model guidelines link below to review courses.

[http://media.mivu.org/institute/pdf/guidelines\\_model\\_2013.pdf](http://media.mivu.org/institute/pdf/guidelines_model_2013.pdf)

FAQ link on 21f legislation: [http://media.mivu.org/institute/pdf/21F\\_FAQS.PDF](http://media.mivu.org/institute/pdf/21F_FAQS.PDF)



EdTech Specialists provides 21f services including uploading syllabi, district-vendor reviews, and district course reviews. They have been assisting Edmentum and the districts they serve with the 21f process. Contact Lisa Sitkins for more information.

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