



Distance Education Software Pilot

Description

This SOP is for software pilot to test out new software that has better functionality and features. To compare current software to ensure all features and needs are met for students.

Involved Parties

- Various subjects
- Various department
- DSPS
- SCE

Forms

- Vendor Forms for pilot participants
- Pilot Rubric

Procedure

1. Interested stakeholder identifies the software and software need.
 - a. Interested stakeholder will need to identify multiple products that serve the software need.
2. Interested stakeholders will request VPAT and Privacy Policy Student Data of the software from each vendor.
3. DESS reviews VPAT and the software's privacy policy with the interested stakeholders to determine if they meet district requirements and align with Section 508 as the most accessible product that meet our business need.
4. If deficiencies are identified, the interested stakeholders will contact the vendor for remedies.
5. When remedies are sufficient for the district, identify the involved parties for the pilot (subject matter experts, departments, DSPS, SCE).
 - a. If there is no sufficient remedy, the pilot will not proceed.
6. Select each user from each group to test.
7. Stakeholders will determine the pilot goal (outcomes).
8. Develop a pilot plan (timeline, training materials, VPAT).
9. DESS will work with the vendor to set up the software and installation.
10. DESS will work with the vendor to conduct training for pilot participants.
11. Launch pilot. Deploy the software to the selected participants.
12. Checkpoints. Identify any issues and review pilot goals (outcomes).
13. Feedback. DESS will create a survey and gather feedback from participants.
14. DESS will put together a pilot rubric that includes the following criteria:
 - a. Usability 20%
 - b. Support 20%
 - c. Accessibility 50%
 - d. Cost 10%
15. Make recommendations. Decide whether to purchase the software or find another.

Resources

- [What is a Voluntary Product Accessibility Template \(VPAT\)?](#)
- [RSCCD AR 3412 Contracts – Accessibility of Information Technology](#)
- Training material from the vendor

Description	Zero (Not Meeting)	Medium (Partially Meeting)	Full (Fully Meeting)
How intuitive and efficient is the interface for teachers to perform their tasks (e.g., grading, content delivery)?	0	3	7
How easy is it for students to navigate, access resources, and engage with the software?	0	3	7
How well does the software streamline administrative functions, including setup and management?	0	3	6
			20
Availability and quality of support (e.g., tutorials, training, troubleshooting) for teachers.	0	3	7
Availability and quality of support (e.g., tutorials, training, troubleshooting) for students.	0	3	7
Availability and quality of support (e.g., tutorials, training, troubleshooting) for administrators.	0	3	6
			20
Evaluation of the Voluntary Product Accessibility Template (VPAT) for compliance with accessibility standards (e.g., WCAG).	0	10	20
Does the software provide equitable access and usability for teachers with disabilities?	0	5	10
Does the software work seamlessly for students with disabilities, including assistive technology?	0	5	10
Does the software work seamlessly for admins with disabilities, including assistive technology?	0	5	10
			50
What are the long-term costs, including licensing, maintenance, and hidden fees?	0	5	10
			10
		Total Points:	100
Project Scale of Adoption (Optional)	0	3	10