

The following information is intended to assist LEAs during their local review and adoption process. The information in this form relates to the *Additional Information* section of the rubric and is not scored. One form will suffice for all grade levels if the information stays the same.

*Required field

Publisher*

Program Title*

Subject Area* **Course/Grade Levels***

Part One: Access and Use*

Yes	No	Feature/Requirement/Specification
X		1. This product is designed for 1:1 use (one digital device per student).
X		2. This product combines print and digital materials.
	X	3. This product is digital only.
X (The HMH Go app offers offline access to program content. HMH Go, however, does not offer the full system functionality that is available in the online version. Content must be downloaded to the app prior to Internet disconnection and/or disruption.)		4. Online products can be used offline. Students can continue working when internet connection is dropped.

	X (For the HMH Go app, a user’s annotations, notes and highlights, and bookmarks that are completed when offline will sync when the user is back online.)	a 5. The product automatically syncs when a connection is re-established, and work completed offline is saved and uploaded.
X (HMH platforms currently support secure authentication using SAML 2.0-compliant federated SSO methods, and we strongly urge the use of industry standard IdP offerings. We currently offer Self-Service Google SSO and SAML setup. Through our partnership with ClassLink, additional IdPs are available for customers who do not wish to use our self-service SSO solutions.)		6. Single sign-on is supported.
X		7. Students are permitted to use the product on more than one device (e.g., computer at school and a laptop at home).
X (HMH platforms currently support secure authentication using SAML 2.0-compliant federated SSO methods, and we strongly urge the use of industry standard IdP offerings. We currently offer Self-Service Google SSO and SAML setup. Through our partnership with ClassLink, additional IdPs are available for customers who do not wish to use our self-service SSO solutions.)		8. The product uses the Texas Student Data System (TSDS) with unique IDs for students and staff.

Technical Specifications

X		9. Accounts can be created for support staff.
X (Select program resources are printable or have printable equivalents.)		10. Content is printable.

Yes	No	Feature/Requirement/Specification
X		11. Content is exportable. If yes, specify formats below.
		Many program resources have printable or downloadable equivalents, but the program is not exportable. Reports and data can be exported in CSV format.
X		12. Content is presentable in e-book format. If yes, specify formats below.
		Online eBooks are rendered in ePUB and XML formats.
X		13. The product has embedded videos. If yes, specify file format, average file size, and the average number of videos per chapter/unit below.
		File format is MPEG-4.
		The average file size is approximately 100MB and around three minutes in length.
		The number of videos per grade level is approximately 50-60 (depending on the number of texts).
	X	14. The product contains simulations. If yes, specify formats below.
	X (There are embedded videos in HTML5-compliant format, but the program does not contain animations.)	15. The product contains animations.
X (Objects within the program are divided and tagged with keywords and standards by the publisher. At this time, there is not an option for custom tagging by the end user.)		16. The product platform allows for digital objects (e.g., text, video, simulations, etc.) to be divided and tagged with keywords and standards.

Technical Specifications

X		17. The product contains embedded assessments. If yes, describe assessment format, location, and compatibility with an external learning management system below.
		<p>Access via Online Platform: Different types of program assessments are both embedded and available as standalone assignable elements of this comprehensive program.</p> <p>Access for IMS Global-compliant LMSs: All Core program assessments are converted to and validated as IMS Global QTI v2.1 compliant for use with external platforms that support this specification. This includes assessments that are embedded in the eSE on the host platform. Please be advised that not all platforms support the full range of TEI interaction types included in the package. QTI content functionality is limited to the proprietary functionality of the platform in which it is being used.</p>

Part Two: Compatibility

Device Compatibility*

Please complete the table below, marking the box for each compatible device and noting the oldest and newest associated operating systems for that device.

Device is compatible. Check all that apply.	Device	Oldest operating system/version supported	Newest operating system/version supported
	Android phone		
X	Android tablet	Android 8.1 and above	Android 8.1 and above
X	Chromebook	Chrome OS latest	Chrome OS latest
X	iPad	iOS 12	iOS 13
	iPhone		
X	Mac	Mac OS 10.14	Mac OS 10.15
X	PC	Windows 8.1	Windows 10
X	Windows tablet	Windows 8.1	Windows 10
	Kindle Fire		
	Kindle, other		
	Nook		
	Other e-reader		
	Interactive whiteboard		

Browser and Operating System Compatibility*

Please complete the table below, marking the box for each compatible browser, noting the oldest and newest associated browser and operating system versions.

Browser	Oldest browser version supported	Newest browser version supported	Operating System (Check all that apply.)				
			Mac OS	Windows	Linux	Chromium	N/A
Chrome	latest	latest	10.14 & 10.15	8.1 & 10		Chrome OS	Other supported OSs: iOS 12 & 13; Android 8.1 and above
Edge	latest	latest		8.1 & 10			
Firefox	latest	latest	10.14 & 10.15	8.1 & 10			
Safari	latest	latest	10.14 & 10.15				Other supported OSs: iOS 12 & 13
Other							

Part Three: Product Format, Installation Requirements, and Support*

Yes	No	Feature/Requirement/Specification
X		1. Product is browser-based Online: Continuous Internet connection required.
X		2. Plug-ins are required. If yes, list required plug-ins below.
		Some of the program's downloadable content is in PDF format, so Adobe Reader or Adobe Acrobat (9 or later) is needed.
X (Select program content can be downloaded, but not the full program.)		3. Product is downloaded to individual device: One-time internet connection required.
	X	4. Product is installed on individual computer (from DVD, flash drive, etc.): No internet connection required. If yes, estimate time per device required for setup; indicate if support is provided and if local IT staff is needed below.
		HMH's client/server application is a web-based, cloud-hosted infrastructure.

Yes	No		Feature/Requirement/Specification
	X (Not applicable. HMH's client/server application is a web-based, cloud-hosted infrastructure.)		5. Product is installed on a LAN (district or school server): No internet connection required for teachers, students, or other users.
	X (Not applicable. HMH's client/server application is a web-based, cloud-hosted infrastructure.)		6. Infrastructure and software licensing are required. If yes, list licenses requirements and specify if set-up support is provided below.
	X (Not applicable. HMH's client/server application is a web-based, cloud-hosted infrastructure.)		7. Server configuration is required. If yes, list server requirements and specify if set-up support is provided below.
	X (Not applicable.)		8. The product supports deployment through Mobile Device Management (MDM) systems.

	X		9. Technical support is provided to districts during initial set-up and deployment. If yes, specify the type of set-up support provided below.
			HMH Technical Support will be available to provide assistance via phone and email during the implementation period. Please see our comment to criterion 10 below for contact methods.
X			10. Technical support is provided during duration of contract. If yes, specify the type of on-going support provided below.
			<p>Technical support will be available to all stakeholders (teachers, administrators, school-level and district-level technology leaders, and students/families) throughout the duration of the contract period. Support is offered by phone, email, webform, and web-based self- service, which are described below.</p> <ul style="list-style-type: none"> • Phone: 800.323.9239 (toll-free help desk with live operators, Monday through Friday, 7:00 am to 9:00 pm ET, excluding holidays) • Email: techsupport@hnhco.com • Webform Support Request Tool: http://hnhco.force.com/customercare • Technical Support Site: Customers can access our Product Technology Snapshot, Tutorial Videos, Search Help and Tips, Service Availability, and more at https://customercare.hnhco.com/product/techsupport/CCTechSupportLandingPage.html. • Back to School Program Support: At https://backtoschool.hnhco.com/get-started/programs/, customers can search under the Programs tab for program-specific technical support links. • Help Button: Teachers and students can click the Help button on Ed’s user interface, which takes teachers to http://downloads.hmlt.hnhco.com/Help/Ed/Teacher/#t=Overview_Teacher.htm and students to http://downloads.hmlt.hnhco.com/Help/Ed/Student/#t=Overview_Student.htm. • Administrator Help Site: School-level and district-level administrators have access to Ed technical resources at http://downloads.hmlt.hnhco.com/Help/Ed/Administrator/.

Part Four: Data Security, Access, and Privacy*

Yes	No	Feature/Requirement/Specification
X (HMH currently offers Self-Service Google SSO and SAML setup. Through our partnership with ClassLink, additional IdPs are available to customers who do not wish to use our self-service SSO solutions. Additionally, the end user is able to set district-based usernames and passwords.)		1. Login authentication uses district protocols to establish common usernames and passwords.
X		2. Passwords can be reset without assistance from technical staff.
X		3. Personally identifying student data is recorded by the product. If yes, list required student data and optional data fields below.
		HMH limits our collection of Personal Information to no more than is reasonably necessary for the user at issue to experience our Products. For a listing of the types of Student user data, content data, and usage data that may be collected by our learning platforms, please see our Privacy Policy at https://www.hmhco.com/prek-12-products-privacy-policy . For a listing of specific Student data collected by the Ed platform, please see https://hnhco.box.com/v/EdStudentDataUsage .

Yes	No	Feature/Requirement/Specification
X		4. Student data (e.g., roster changes, contact information, etc.) is automatically updated. If yes, specify frequency and if automatically exported from SIS, or indicate who is responsible for student data export below.
		HMH offers flexible, secure, and automated rostering solutions, including Self-Service OneRoster v1.1 CSV and API. Districts can use OneRoster API to set up a connection between HMH and their SIS or other third party platform that offers a OneRoster API. More options are available around OneRoster API and other data feeds through ClassLink (at no cost through June 2022). Please see http://downloads.hmlt.hmco.com/Help/ImportMngmt/Administrator/index.htm#t=Overview.htm . District and School Administrators can also export school data directly from Ed's UI (in CSV file format) to review or use in other applications and software. Data syncs take place nightly.
X (All customer data are securely stored in an Amazon Web Services (AWS) Hosting Data Center facility located in the United States: AWS us-east-1 in N. Virginia.)		5. Location of student data stored by the product fully disclosed.
X		6. Student data is purged after use by the product. If yes, indicate how and when below.
		School districts can submit a purge form to remove data. This will remove users, as well as any/all data on the platform, and is not specific to one product purchase.
X (School districts can submit a purge form to HMH to remove data at any time. At this time, the Ed platform only supports the deactivation and/or removal of user accounts and associated PII data.)		7. Student data can be purged by the district at any time.
X		8. Data is encrypted in transit. If yes, indicate which encryption protocols are supported below.

		All customer data are encrypted using standard Internet protocols. Where file encryption is not reasonably feasible, HMH employs other industry standard safeguards, protections, and countermeasures to protect such data. All user data are sent from workstations to the Hosting Data Center over an SSL connection, protected in-transit by TLS 1.2, and transferred over HTTPS.
X		9. Data elements are encrypted at rest (i.e., in a database or file system) If yes, specify which data elements are encrypted below.
		All data at-rest are stored behind AES-256 encryption algorithms in our hosting partner's, AWS, secure facility located in the United States.
X		10. The student data privacy pledge has been agreed upon. Please provide link to verifying document and/or your student privacy policy below.
		Houghton Mifflin Harcourt is a signatory of the Student Privacy Pledge; proof is provided at https://studentprivacypledge.org/signatories/ . A copy of HMH's Privacy Policy is available at https://www.hmhco.com/prek-12-products-privacy-policy .

<p>X (HMH complies with both FERPA and COPPA. Please see our Privacy Policy at https://www.hmhc.com/prek-12-products-privacy-policy for information on our data privacy practices and adherence to federal statutes.)</p>		<p>11. The product conforms with FERPA regulations.</p>
	<p>X</p>	<p>12. A third party has evaluated the product for FERPA compliance. If yes, provide a link to the report below.</p>
		<p>HMH has not undergone a third-party FERPA evaluation. For details on our FERPA compliance, please see https://www.hmhc.com/privacy-policy-k12-learning-platforms.</p>

Yes	No	Feature/Requirement/Specification
	X	13. The product employs rule-based security. If yes, provide a link to detailed information and supporting documents below.
X		14. The product allows registration or data collection from children under the age of 13. If yes, provide a link to the COPPA Safe Harbor certificate below.
		HMH’s learning platforms are designed for schools and teachers working with K–12 students. We recognize the sensitive nature of personal information concerning students under age 13, and concerning K–12 students generally, where the information is contained in a school's educational records. This personal information is protected under either or both of the following federal statutes: COPPA and FERPA, including the Protection of Pupil Rights Amendment. HMH’s privacy practices comply with both COPPA and FERPA. Please see https://www.hmhco.com/privacy-policy-k12-learning-platforms for details on our data security practices and protocols. At this time, HMH does not have COPPA Safe Harbor certification.
	X	15. The product allows a download of LEA-generated data (including usage data) without manual intervention by product staff.

Part Five: Additional Technology Specifications*

Learning Management System (Check all that apply)

Blackboard	Canvas	Eduphoria	Google Classroom	ItsLearning	Moodle	Schoology	Other: Please list below.
See below	See below	See below	See below	See below	See below	See below	See below

Other LMSs:

HMH is an active contributor to the IMS Global community and is committed to supporting the Interoperability needs of our customers who use third-party content and assessment platforms. Our following descriptions address our compatibility with various third-party platforms.

HMH Common Cartridge Product Package: Each program package contains files certified at CC v1.2 (Thin Profile), CC v1.3 (Thin Profile), and QTI v2.1. CC and QTI files may be used with any third-party platform that supports ingestion and use of files which meet these IMS Global specifications. Please be advised that when accessing program content from a third-party platform, program management and functionality are governed by proprietary design of that platform. For CC, this can include the way folder structures are rendered, how standards are handled, etc. For assessments, platforms vary in how they import and manage media files or compliant question types and interactions that are not specifically part of the design of their system, even though the package is validated at QTI 2.1.

LTI Advantage Integration: HMH achieved LTI Advantage Complete Tool certification for the Ed platform and is currently in the process of operationalizing our integration with select third-party LMS platforms that meet IMS Global technical specifications, such as Canvas and Schoology.

Google Classroom: The Ed platform’s eReader has a built-in Share to Google Classroom button that gives teachers the ability to share and assign eBook content, send announcements, and post questions to their students in Google Classroom. After enabling the Google Classroom feature for their class, teachers are able to share the content easily with their students using the Share button. Some features of Google Classroom for teachers include: Create

Assignments: Teachers can create and assign work to their students, as well as review their work; Ask Questions: Teachers can create and ask questions (short-answer or multiple-choice) from their students and assess them accordingly; Make an Announcement: Teachers can post announcements for their class/students; Create Material: Teachers can create study material for their students (teachers can include files, video links, etc.).

Standards Compliance (Check all that apply)

CEDS	EDUPUB	EdFi	IMS Global	SIF	Xapi	Other: Please list below.
			X			

Other standards:

HMH is an active contributor to the IMS Global community and is committed to supporting the Interoperability needs of our customers via IMS Global technical specifications.

IMS Global Standards Compliance (Check all that apply)*

If IMS Global was selected above, check all standards that apply to this product.

APIP	Caliper	CASE	LTI	OneRoster	QTI	TCC
		X	X	X	X	X

Is this product IMS Certified? If so, list the standards under which it is certified:

The HMH Common Cartridge product package is currently compliant to the following IMS interoperability technical specifications: CC v1.2 (Thin Profile), CC v1.3 (Thin Profile), and QTI v2.1 and achieve IMS Global certification upon release. HMH is able to provide CASE-aligned Common Cartridge packages in CC v1.3 format; please be aware that not all LMS platforms currently read standards GUIDs upon import of Common Cartridge packages, including those from CASE. Additional certifications for the Ed platform apply to certain implementations, including OneRoster v1.1 and LTI Advantage Complete Tool Provider. A listing of all active HMH certifications is provided at https://site.imsglobal.org/membership/members/houghton-mifflin-harcourt/37301?from_cert=true.