

Florida LMS Minimum Standards

4.0 Facilitator Profile	Requirement Description
4.5.5	Ability to make professional development evaluations anonymous or named.
4.5.6	Ability for users to register online from any internet, browser-based device including, but not limited to: <ul style="list-style-type: none"> a. ability for users to register or seek approval to register for all courses online b. ability for users to un-register from any course for which they have registered c. ability for administrator to register another employee d. ability to notify administrator if user unregisters for a class for which the administrator registered that person e. ability for users to change their password online f. ability for users to recover their password via email g. ability to block users from double-booking events
4.5.7	Ability to manage session attendance and results including, but not limited to the ability to: <ul style="list-style-type: none"> a. view roster of all registered participants b. print preformatted scannable sign-in sheet c. add walk-in attendees d. submit session attendance online e. submit final assessment results f. assign mastery of proficiency levels g. submit seat time online
4.5.8	Ability to collect evaluation results from a professional development offering.

Florida LIIS Minimum Standards

5.0 Learner Profile	
Item	Requirement Description
5.1 Storing Student Information	
5.1.1	Ability to store demographic information consistent with state data reporting requirements.
5.1.2	Ability to store student photographs or pictures.
5.1.3	Ability to store services student is eligible to receive.
5.1.4	Ability to store time period information including, but not limited to: <ul style="list-style-type: none"> a. school year b. term c. period d. grade level e. school
5.1.5	Ability to store program participation information as defined by the state and school district including, but not limited to: <ul style="list-style-type: none"> a. free and reduced price lunch b. migrant c. homeless d. special education e. English for Speakers of Other Languages (ESOL) f. gifted and talented status g. district specific programs h. dropout prevention
5.1.6	Ability to store all critical elements in the following Academic Improvement Plans: <ul style="list-style-type: none"> a. Educational Plan for Gifted Students (EP) b. Individual Educational Plan for Students with Disabilities (IEP) c. English Language Learner Plan (ELL Plan) d. Individual Academic Plan (IAP) e. Response to Intervention (RTI) intervention history f. 504 Plans
5.1.7	Ability to store enrollment and attendance history including, but not limited to: <ul style="list-style-type: none"> a. days enrolled b. days absent c. days tardy d. class absence/tardy e. absence reasons according to a uniform definition across districts f. instructional minutes g. entry/withdrawal dates h. coded reason for withdrawal
5.1.8	Ability to store discipline information including, but not limited to: <ul style="list-style-type: none"> a. School Environmental Safety Incident Report (SESIR) code (i.e. restraint, seclusion) b. suspension rate with ability to differentiate between in-school and out of school c. specific incident information (i.e. time, place, teacher) d. discipline alerts or flags for all environments (i.e. bus, playground, classroom, nonstudent contact time)

Florida LHS Minimum Standards

5.0 Learner Profile	Requirement Description
5.1.9	Ability to store report card information from current and previous school years including, but not limited to: a. course b. teacher c. grade d. credits, both earned and missing e. AP courses, post secondary enrollment, IB, virtual school information
5.1.10	Ability to store academic history, transcript information, or early warning roster including, but not limited to: a. course code b. teacher code c. grade d. credit e. retention f. credit recovery g. interventions h. extended learning i. entry/withdrawals j. End of course exam attempts k. End of course exam results
5.1.11	Ability to store or provide access to all state assessment results including, but not limited to: a. Florida Comprehensive Assessment Test (FCAT) b. Florida Assessment for Instruction in Reading (FAIR) c. Florida Alternate Assessment (FAA) d. Comprehensive English Language Learners Assessment (CELLA) e. End of Course exams (EOCs)
5.1.12	Ability to store or provide access to other assessments including, but not limited to district assessments, college placement tests, and specific program assessments.
5.1.13	Ability to store assessment information including, but not limited to: a. assessment name b. assessment date c. assessment section/subtest d. performance level e. proficiency level f. benchmark g. Lexile h. score type

Florida LHS Minimum Standards

5.0 Learner Profile	Requirement Description
Item	
	i. score including, but not limited to:
	i. averages
	ii. raw score
	iii. scale score
	iv. total score
	v. percentage score
	vi. percentile
	j. pass/fail status
5.2 Comprehensive Student Profile	
5.2.1	Ability to view a comprehensive student profile including, but not limited to:
	a. student demographics
	b. Student Academic Improvement Plan
	c. parent contact information
	d. student class schedule
	e. student attendance by course and by day
	f. teacher grade book by class
	g. student transcript (i.e. attendance, GPA, credit earned)
	h. class assessments and assignments
	i. assessment results
	j. activities, lessons, or resources to help student reach benchmarks not yet mastered
	k. discipline information
	l. graduation cohort
	m. graduation requirements met or not met
	n. at-risk indicators
	o. classroom web pages
5.2.2	Ability to customize information displayed in comprehensive student profile based on user (i.e. parent, student, teacher)
5.2.3	Ability to post reports to comprehensive student profile.
5.2.4	Ability to view entire student profile including all historical information.
5.8 Classroom Web pages	
5.8.1	Ability to create a classroom-specific web page including, but not limited to:
	a. class announcements
	b. teacher contact information
	c. class syllabus
	d. homework assignments

Florida LMS Minimum Standards

6.0 Analysis and Reporting	
Item	Requirement Description
6.1 Report Creation - Types	
6.1.1	Ability to create and display results in a variety of formats including, but not limited to: a. table b. graph, including but not limited to: i. bar graph ii. pie charts iii. trend line c. report d. dashboard e. trend
6.1.2	Ability to create custom reports.
6.1.3	Ability to create standard report templates that allow the user to select specified parameters including, but not limited to: a. benchmark mastery b. item analysis including analysis based on use of item for interim or summative assessment c. individual staff proficiency attainment summary d. registration tracking by professional development offering e. professional development participation summary by school district f. professional development participation summary by school g. individual user professional development report h. professional development evaluation reports and summary i. total planned track of courses over several years and show current status against this plan
6.1.4	Ability to format results including, but not limited to: a. results titles b. color coding c. labels d. formatted for printing or for electronic viewing
6.1.5	Ability to drill down on aggregated results.
6.2 Report Creation - Filtering	
6.2.1	Ability to create a report using student information by applying multiple filters including, but not limited to: a. student b. student demographic c. student program participation d. grade level e. class level f. class section

Florida LHS Minimum Standards

6.0 Analysis and Reporting	Requirement Description
	<ul style="list-style-type: none"> g. cohort including, but not limited to: <ul style="list-style-type: none"> i. graduation cohort ii. at-risk graduates iii. early warning system levels iv. user defined h. lowest quartile flag i. course attendance j. day attendance k. school year
6.2.2	Ability to create a report using teacher information by applying multiple filters including, but not limited to: <ul style="list-style-type: none"> a. teacher b. staff proficiencies required c. staff proficiencies mastered d. position type e. job classification
6.2.3	Ability to create a report using school information by applying multiple filters including, but not limited to: <ul style="list-style-type: none"> a. school b. school proficiency rates c. school/progress meeting Adequate Yearly Progress (AYP) d. school district
6.2.4	Ability to create a report using assessment information by applying multiple filters including, but not limited to: <ul style="list-style-type: none"> a. assessment name b. assessment date c. assessment section/subtest d. performance level e. proficiency level f. benchmark g. Lexile h. score type
	Ability to create a report including, but not limited to: <ul style="list-style-type: none"> i. averages ii. raw score iii. scale score iv. total score v. percentage score

Florida LUIS Minimum Standards

6.0 Analysis and Reporting	Requirement Description
Item	Requirement Description
6.2.5	Ability to create a report using professional development information by applying multiple filters including, but not limited to: <ul style="list-style-type: none"> a. proficiency acquisition b. registration of a professional development offering c. participation in a professional development offering d. evaluation of professional development offering e. professional development offerings planned f. professional development offering held
6.2.6	Ability to create a report using a combination of student, teacher, school, professional development and assessment information.
6.2.7	Ability to save a query as a favorite.
6.2.8	Ability to publish saved queries to users of the system at different roles such as central office staff, principals, counselors, and teachers uniquely.
6.3 Computational Functions	Requirement Description
6.3.1	Ability to calculate assessment scores including, but not limited to: <ul style="list-style-type: none"> a. raw score b. scale score c. percentage score
6.3.2	Ability to calculate assessment scores based on additional factors including, but not limited to: <ul style="list-style-type: none"> a. score for overall assessment b. score for benchmarks or strands c. score for number of questions answered in the timeframe allowed d. average score by class, school, or school district
6.3.3	Ability to apply weights including, but not limited to: <ul style="list-style-type: none"> a. question and response b. assessments c. assignments
6.3.4	Ability to compute basic statistics including, but not limited to: <ul style="list-style-type: none"> a. counts b. average c. percentage d. quartiles e. correlation coefficients f. significance tests (e.g. t-test) g. probability

Florida LIIS Minimum Standards

7.0 Documentation and Support	
Item	Requirement Description
7.1 System Documentation	
7.1.1	Ability to access online and print versions of system documentation including, but not limited to: <ul style="list-style-type: none"> a. FAQs b. procedural "how to" documentation c. knowledge base d. on-demand videos e. technical manuals f. installation procedures g. database documentation (i.e. diagrams, metadata dictionaries) h. dataflow documentation i. development standards j. hardware/network configurations k. error resolution information
7.1.2	Ability to view and search for system documentation including, but not limited to by: <ul style="list-style-type: none"> a. subject area b. key word, metatag, or phrase c. index d. table of contents e. file type
7.2 Helpdesk Support for End Users	
7.2.1	Ability to access online (intranet/internet) software and support services including, but not limited to the ability to: <ul style="list-style-type: none"> a. submit questions b. inquire about the status of help desk requests c. receive software and documentation updates

Florida LIIS Minimum Standards

8.0 Data Integration	
Item	Requirement Description
8.1 Integration with school district, state or other applications	
8.1.1	Ability to integrate for the purpose of seamless sharing of data from district, state, and/or other applications including, but not limited to: <ul style="list-style-type: none"> a. Student Information Systems b. Staff Information Systems c. Course Management Systems d. Content Management Systems e. Special Education Systems f. Response to Intervention (RTI) Systems g. Human Resource Systems h. Professional Development Systems i. Longitudinal Data Systems
8.2 Data and Systems Standards	
8.2.1	Supports the Sharable Content Object Reference Model (SCORM) version 1.2 or above.
8.2.2	Supports Simplified Object Access Protocol (SOAP) standard for exchange of information.
8.2.3	Complies with the World Wide Web Consortium's (W3C) Web Content Accessibility Initiative (WAI) and with Section 508 standards.
8.2.4	Supports a variety of interoperability standards including but not limited to School Interoperability Framework (SIF).
8.2.5	Supports Secure Socket Layer (SSL) encryption.
8.3 Import and Export	
8.3.1	Ability to securely import and export data, documents, files, and information by individuals and systems including, but not limited to: <ul style="list-style-type: none"> a. data (i.e. student, staff, grades, assessment, etc.) b. documents c. images (i.e. graphics, photos, etc.) d. multi-media materials (i.e. videos, podcasts) e. benchmarks f. subjects g. courses h. course descriptions i. lesson plans j. instructional materials and/or resources including from multiple publishers k. curriculum guides l. assessment items m. assessment item banks n. rubrics o. professional development information

Florida LIIS Minimum Standards

8.0 Data Integration	
Item	Requirement Description
8.3.2	Ability to export data in a variety of formats including, but not limited to: <ul style="list-style-type: none"> a. comma separated value (CSV) b. PDF c. HTML d. text e. spreadsheet
8.3.3	Ability to receive data using a variety of mechanisms including, but not limited to: <ul style="list-style-type: none"> a. web forms b. scanning c. automated batch processing

Florida LIIS Minimum Standards

9.0 IT Platform and Security	
Item	Requirement Description
9.1 General Features	
9.1.1	Ability to support hardware requirements including, but not limited to: <ul style="list-style-type: none"> a. a variety of hardware environments b. n-tiered, easily scalable open architecture c. virtualization
9.1.2	Ability to support application requirements including, but not limited to: <ul style="list-style-type: none"> a. browser-based components b. compliance with browser standards c. compliance with ADA d. copy and paste function across components/modules e. spell check, including ability to disable for assessments as needed f. grammar check, including ability to disable for assessments as needed g. prepopulates fields, where appropriate h. drop-down, radio button, or checklist of appropriate values for each validated field i. note fields j. display of data received from other systems
9.1.3	Ability to support database requirements including, but not limited to: <ul style="list-style-type: none"> a. one time entry of data for use throughout the system b. data validation including, but not limited to: <ul style="list-style-type: none"> i. verification ii. range checks iii. table of valid entries iv. allowances for online editing/validation of all update transactions c. identification of data element that must be tracked for changes d. identification of security at data element level e. a year-end roll over process
9.1.4	Ability to implement software and hardware upgrades without loss of configurations, customizations, data, or documents.
9.1.5	Ability to complete a full or incremental backup on a scheduled or ad hoc basis.
9.1.6	Ability to restore from backup.
9.1.7	Provides performance, audit, and security logs including, but not limited to: <ul style="list-style-type: none"> a. hardware b. network c. application d. database

Florida LHS Minimum Standards

9.0 IT Platform and Security	
Item	Requirement Description
9.1.8	Ability to subscribe, unsubscribe, and receive notifications about events in the system including, but not limited to: <ul style="list-style-type: none"> a. new or revised data b. new or revised documents c. new or withdrawn students d. professional development registrations, reminders, and cancellation notifications e. workflow status f. system modifications g. security updates h. database performance issues i. application performance issues j. hardware performance issues k. network performance issues
9.1.9	Ability to create, update, or remove workflows based on district review and approval requirements including, but not limited to the following types: <ul style="list-style-type: none"> a. lesson plans b. professional development plans c. instructional materials and/or resources d. assessment items e. documents
9.1.10	Ability to designate evaluation criteria for each step of the workflow review and approval process.
9.1.11	Ability to complete entire workflow process from submission, through review and approval, in the system.
9.1.12	Ability to view and print reports on the status of the workflow process.
9.1.13	Ability to view the status of the workflow process from the item under review.
9.1.14	Provides a calendar including, but not limited to the ability to: <ul style="list-style-type: none"> a. create individual, course section, or subject area calendars including, but not limited to: <ul style="list-style-type: none"> i. student ii. teacher iii. professional development b. add, update, or remove assignments or events (i.e. assessments) on the calendar c. add, update, or remove recurring assignments or events
9.1.15	Ability to open multiple windows concurrently for both inquiry and updating across any combination of components without losing any data previously entered on an open screen.
9.1.16	Provide a system that requires only basic computer skills by individuals.
9.1.17	Ability to provide information and communications to parents in their home language including, but not limited to: <ul style="list-style-type: none"> a. English b. Spanish c. Haitian Creole, where applicable d. Portuguese, where applicable e. Vietnamese, where applicable

Florida LHS Minimum Standards

9.0 IT Platform and Security

Item	Requirement Description
9.2 Scalability and Adaptability	
9.2.1	Ability to manage the system by subgroups such as multiple schools, multiple school districts, etc.
9.2.2	Ability to scale system to support required number of concurrent district users via the district's network and/or internet, including but not limited to district personnel, school personnel, students and parents.
9.2.3	Ability to scale system to support collection, storage, and reporting of data for operational and research purposes.
9.2.4	Ability to receive and import periodic transmissions of data within a minimum period of time.
9.2.5	Ability to store assessment information longitudinally.
9.2.6	Ability to scale system to support archiving in accordance with legal retention and district research requirements including, but not limited to:
	a. data
	b. documents
	c. images
	d. multi-media materials
9.3 Security	
9.3.1	Provide access to system via single sign-on.
9.3.2	Provide secure, role-based access to the system and all of its functions for multiples types of users including, but not limited to:
	a. administrators
	b. teachers
	c. students
	d. parents
	e. technical support/administrators
9.3.3	Provide secure, role-based access to confidential and other data in accordance with district, state, and/or federal rules or regulations.
9.3.4	Ability to manage user account profiles in the database (i.e. not hard-coded).
9.3.5	Ability to create and manage multiple parent/guardian accounts for a single student.
9.3.6	Ability to create and enforce best practice guidelines for passwords including, but not limited to:
	a. minimum length
	b. combination of alpha and numeric characters
	c. expiration dates
9.3.7	Ability of individuals and systems to change passwords.
9.3.8	Ability for technical support/administrators to reset passwords for other users and not view the password.
9.3.9	Ability to add, update, or remove an individual or application's account in the system.
9.3.10	Ability to validate individuals and systems against a security profile and persistently store the security profile where it can be accessed by all system components.
9.3.11	Ability to customize the secure login screen including, but not limited to by:
	a. school district
	b. school
	c. group of schools