Process for Submitting Content for TNSTEP's Website/LMS

The TNSTEP Website/LMS provides an online repository of information/articles of interest, which organizations/individuals may contribute to by submitting content and information TNSTEP provides.

Types of Content Considered:

1. Content available elsewhere on the internet
   a. Items of interest are located on other websites that would be beneficial in the "news" section of the TNSTEP LMS.
2. Content-rich video Clips of 3-10 minutes in length.
   a. Original clips or clips already available online can be submitted for posting through the LMS.
3. Articles that are not available elsewhere on the internet.
   a. This encompasses articles written to address a specific topic that has not already been posted online. For example, an article written for a print newsletter could be submitted for posting in the "news" section of TNSTEP's LMS. (Include in content: First printed in X, 2011; permission for use as web content obtained by X)
4. Event announcements

General Guidelines:

- **All** information must be submitted online - click here for the form
- Content should be on 3rd – 5th grade reading level. (Some exceptions for "white papers" and other documents)
  o To determine your reading level, click here.
- The information must follow the guidelines regarding length, reading level, applicability to audience, and timeliness.
- Standard practices for citing information should be used.
  o Credit Where Credit is Due click here:
- Contact information must be included in the content for the person/organization submitting information must be provided for the reader to contact with questions or for follow-up information.
- Any restrictions to the reproduction of content must be included. (i.e., If reproduced, please credit ABC, Inc.)
- Acknowledgement must be made of the following:
  o You created information submitted for posting, or you have permission from the author to post the material or information.
  o Written permission has been obtained from all persons or parents/guardians of minors in any photographs submitted for posting.
  o Information is being used on a Public Domain website. TNSTEP has no control over how the content is used once posted.

Approval Process:

Once submitted, the content will be evaluated for suitability within seven business days. Persons designated by TNSTEP's LMS will review the material, and final determinations for posting will be made by TNSTEP's Executive Director.

The following criteria will be used to determine the suitability of content include:
  o Balance – We seek to offer content from multiple sources to help empower parents to become the best advocates for their children and work effectively with school staff in planning the appropriate educational programs for their children and youth with disabilities, special health care, and mental health needs.
  o Fit – We seek information that is useful and interesting to our target audience - families of infants, children, and youth with special needs (birth to 26 years)
  o Quality – We seek to offer excellent information to our audience.
  o Space – We seek to make the best use of our resources.
  o Timeliness – As the Web is a dynamic learning tool, "fresh" information is vital.
  o Value – Website analytics will help us seek additional content that draws our target audience.

The person submitting content will be notified via email with the decision to post or not.
TNSTEP retains sole discretion on posting content. Questions should be directed to information@tnstep.org

Removal Process: As content ages, is deemed no longer suitable, or as space is needed, TNSTEP may remove the content as determined by the Executive Director. Material will be removed after 30 days unless determined to have continued relevancy. No notice will given when material is removed from the site.

Revisions to the Editorial Process: Our website is a dynamic offering, so that we may revise our process occasionally. Current guidelines will be posted at www.tnstep.org