MCPS

Evaluation Procedures Imprinted on Computer (EPIC)

USER Guide

Version 1.0

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Contents

Overview

The *Evaluation Procedures Imprinted on Computer* (EPIC) database which resided on the MCPS Mainframe was decommissioned in December 2008. The Business Information Services unit developed a new *EPIC* application installed in schools in the fall of 2008. The new application replaced the functionality currently available in the mainframe application, but contains the same archival data. New data will be added as new evaluations are received by the Evaluation and Selection of Instructional Materials unit.

What is EPIC and Why Do We Use It?

Before ordering materials on FMS, staff must check the evaluation status of each item to be purchased. All materials used with students must be evaluated according to MCPS Regulation IIB-RA. The *Evaluation Procedures Imprinted on Computer* (EPIC) database is used to search for evaluated textbooks, software, family life, health and AIDS materials. The *EPIC* database also includes library books and instructional materials evaluated before 2001.

For library books and instructional materials, other than textbooks, software, family life, health and AIDS materials, evaluated after 2001, the *Database of Accountable Evaluations* (DAE) is used to check for evaluation status. The *DAE* system can be found on the web at http://dmmweb.mcps.k12.md.us/dae/dae_home.asp.

Directions for using the *DAE* system can be found at:

http://www.montgomeryschoolsmd.org/departments/media/programs/evalselect/usingDAE.pdf

Launching EPIC

To launch the **EPIC USER** application, click the EPIC icon (   ). EPIC is located in the **Staff Application** folder in schools and under the **Start** menu in Central Office.

The **EPIC USER** application will launch to display the window below. When **…ready…** is displayed, under the Search Method field, the database is ready to be searched.

EPIC Information Access screen

Searching by Title

The default search in **EPIC USER** is a title search. Full or partial titles can be entered in the search field. The search field is not case-sensitive. When searching by title, if your search returns an "empty result", try broadening your search by using the beginning of a title or keyword from the title. If the title begins with an article (The, An, or A) try your search without the article.   In the **Search** field, enter the title of your search. Select the preferred searched method:

- The **Item Starts with…** option will search for titles starting with the text entered (This is the default search method).

- The **Anywhere in Item…** option will search for titles whose text contains the entered text anywhere in the title.

Search field

1. Click the **GO** button. The results of the search will be display in the *Title* field, displaying titles and number of entries for each title.

Title field

Viewing Search Results

In the *Search Method* area, **Shown** shows the numbers of entries in the display compared to how many are in the database.

Title field

Number of Entries

Click to view multiple entries

Click tabs to view information specific to the selected title

EPIC Information Access screen

The **Entries** column shows the number of entries that exist for each title.

✎**NOTE:** What's a **Title** and what's an **Entry**? Two or more books may have an exact title, but bear no relationship to one another; therefore, each title constitutes an individual *entry*. The first table item shown above indicates that the title: *Mathematics in Action GR 04* has 3 entries (indicated in the "Entries" column).

Navigating Search Results

If the search results in more than 50 entries, a **More** icon ([More...]) will appear below the **Title** field. In the example below, 50 entries of 345 are shown.
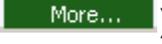
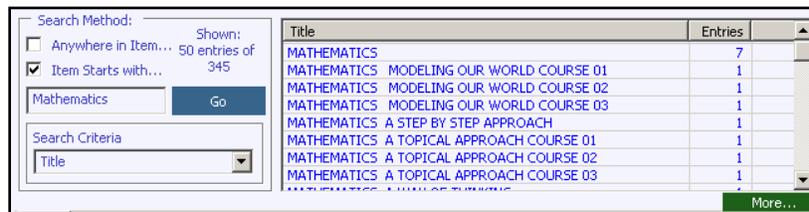1. To see the next 50 entries click **More** (The only way to move to previous titles is to click **Go**, which returns you to the beginning of the title list).

2. In the **Title** field, click the desired title to view information regarding that title.   To browse through the list of titles in the **Title** field, use the *scrollbar* on the right side. The number of entries for each title is listed in the **Entries** column of the **Title** field.

3. Use the forward and back arrow buttons ([◄][►]) to scroll through individual titles that have more than one entry. When there is only one entry for a given title, the arrow buttons are disabled (grayed).

-   The number to the right of the arrow buttons ([◄][►]), displays what entry number is being viewed.   The scroll button rotates through the entries, one at a time, in a circular queue. When it reaches the last entry, it returns to the first.
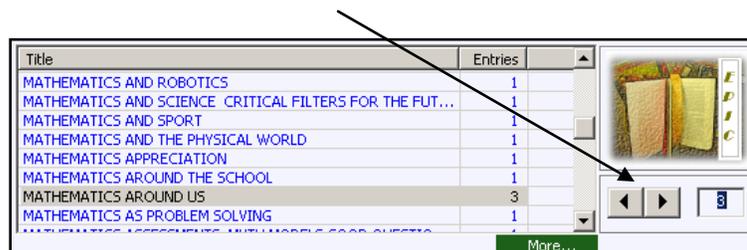
- Once a title is selected, that title's data may be viewed by using the four tabs: **Initial**, **Status/Comments**, **Bibliog./Copyright**, and **Reevaluation**. Each of the 4 tabs contains associated data for the selected title.

- In the **Initial** tab, the little green arrow ( ) next to the **Copyright** field or the **Audience** field indicates that there are multiple items in the dropdown box. Use the dropdown arrow to view all information. When there is only one item, the arrow is invisible.

 NOTE: When selecting a title/ title entry the data displayed, in the lower screen area under the first 4 tabs, belongs entirely to the selected title/title entry. To view data for other titles, you must reselect a title as described in Step 3, above.
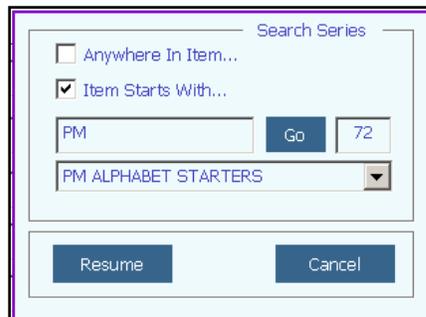

Searching by Series or Publisher

You can also search by **Series or Publisher**.   When searching by any criteria other than title, the result will display *titles* in the series or by the publisher.

1. From the **Search Criteria** menu, select *Series* or *Publisher* .

Search Criteria field

2. In the **Search** field, type the name of the series or the publisher.

    Click the **GO** button. A dialog box will open. The number of items found will

    appear in the field to the right of the **GO** button.

Series Search dialog box

3. From the dropdown arrow ( ), select the desired series (or publisher).

4. Click the **Resume** button to view search results. The results of the search will be

    displayed in the **Title** field, displaying titles related to your search term (author or

    publisher).

5. Navigate the search results using the directions on page 9.

Searching by Author or ISBN

When searching by author, it is best to search using the author's last name only.

Searching by ISBN is difficult and it is suggested not to search by ISBN unless all other search attempts fail.

1. In the **Search Criteria** field, use the dropdown arrow (![dropdown]) to select the desired method of searching.


Search Criteria field

2. In the **Search** field, enter the author or ISBN number.

3. Click the **GO** button. The results of the search will be display in the **Title** field, displaying titles and number of entries related to your search term.

Running and Printing a Record:

You can create a report for a selected title which will automatically display in MSWord.

1. Once you select a title, click the "MSWord Document" button. A message box prompt will appear:

EPIC Title Document Output	☒
Report output "EPIC.rtf" is ready. Click Ok to view it.	
OK	
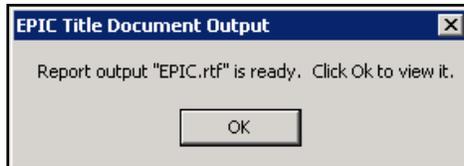
2. Click **OK** to resume and the document will open in MSWord. You can use MSWord's menus for printing and/or emailing.

3. You must close the document "**EPIC.rtf**" before running another report. No two "**EPIC.rtf**" documents may be open at the same time. If there is an open document during a new report run, the following error message will appear:

   EPIC -- Cannot Proceed ☒

   ⚠ Only one EPIC.rtf document may be opened at a time. Please close the currently opened version of EPIC.rtf and run the report again.

   NOTE: If desired, you may save the currently opened document to another name.

   Operation cancelled.

   OK

📝 **NOTE:** A newly created document is always named "EPIC.rtf", so every time a new report is run, the older version of the document will be replaced. To save a record in MS Word, you will need to change the name of the file.

Ending an EPIC Session

To end the EPIC session, click the **"Close"** button on the bottom right corner of the

screen.