

## Lola Editorial Reviewers Guide

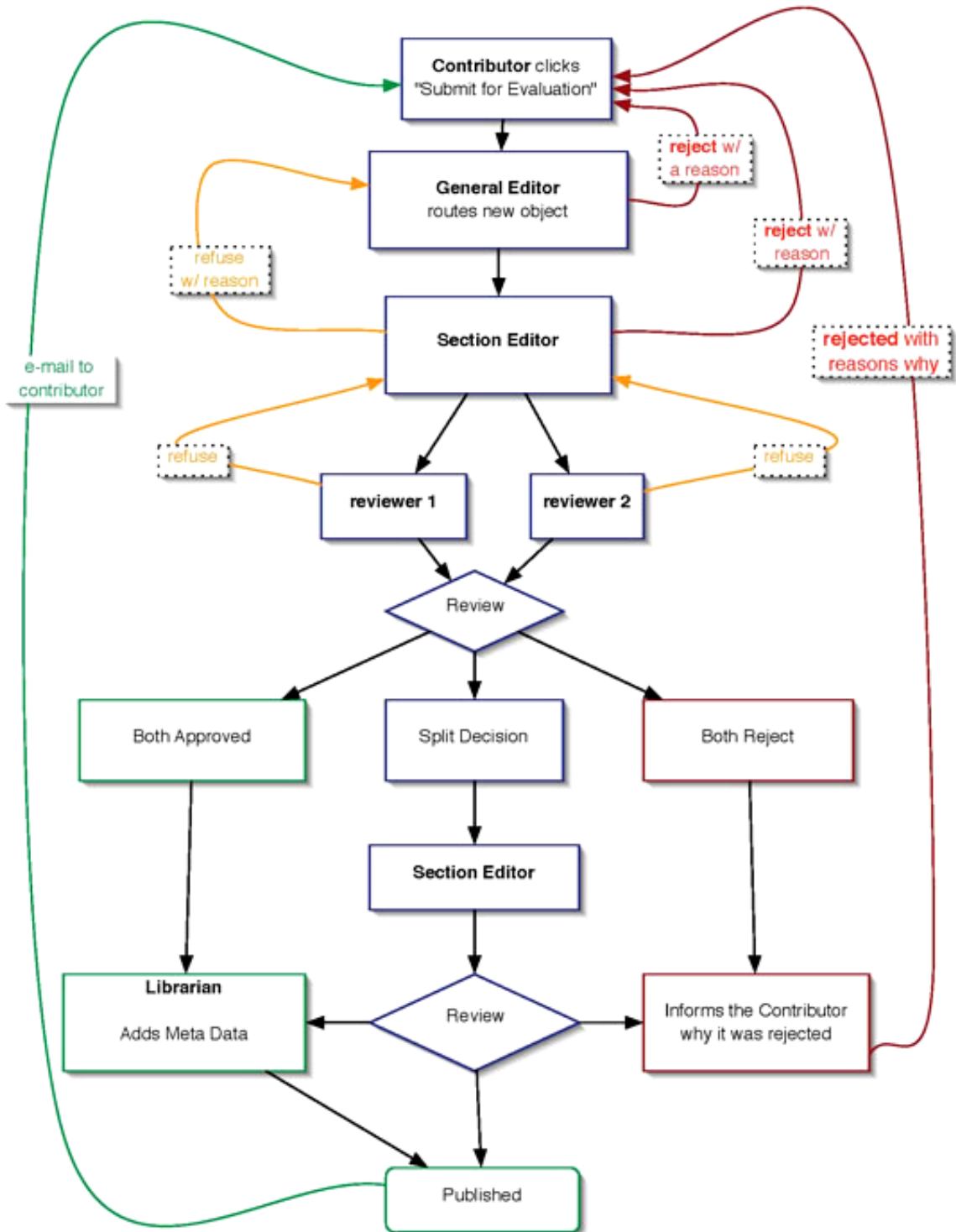
This document explains the review process for LoLa reviewers.

### Overview of Process

The entire editorial process is reflected in the diagram below. While there are multiple ways in which a proposed object winds its way through the system, the most basic flow is this.

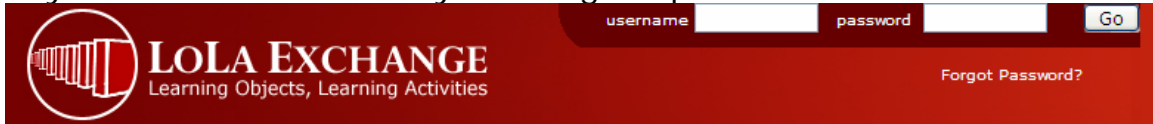
1. Someone proposes that an object be included in LoLa.
2. The General Editor looks at the proposed object, and either rejects it right away, or sends it along to the appropriate Section Editor. (As of this writing, there are three sections editors: music, information literacy, and culture & society.)
3. The Section Editor can either reject the object right away, send it back to the General Editor, or assign two Reviewers.
4. Each Reviewer can either refuse the assignment, or perform the review.
5. If the Reviewer performs the review, she can either accept or reject the object.
6. If both reviewers reject the object, the object is rejected and the Section Editor informs the contributor that the object has been rejected.
7. If both reviewers accept the object, then the object's metadata is completed and/or finalized, and the object is then published by the Librarian.
8. If one reviewer accepts, and the other reviewer rejects, then the Section Editor breaks the tie.

# Diagram of Editorial Review Process



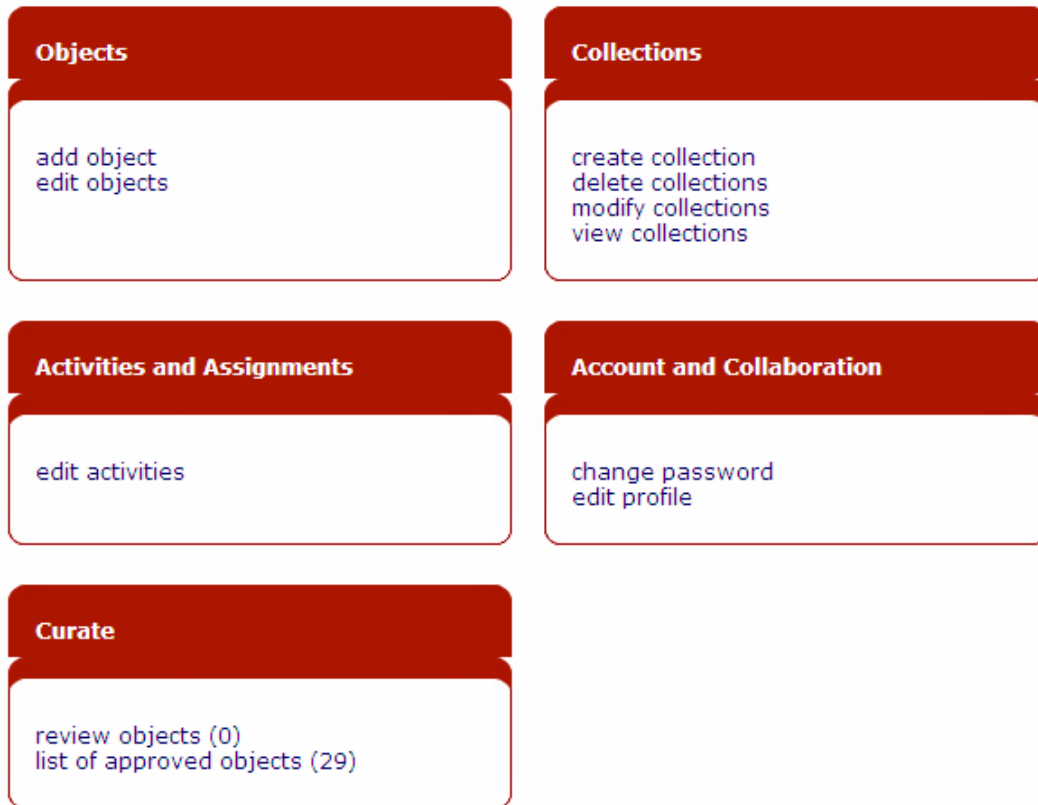
# Login to LoLa

Go to <http://www.lolaexchange.org> and in the upper right corner type in your email address and your assigned password.



If you have forgotten your password, have it emailed to you by clicking on **Forgot Password?**

Once you've logged in, you will see a screen that looks like this:



# CURATE

The **Curate Bucket** is where the reviewing action takes place.



You can either **review objects** assigned to you, or see a list of all approved objects.

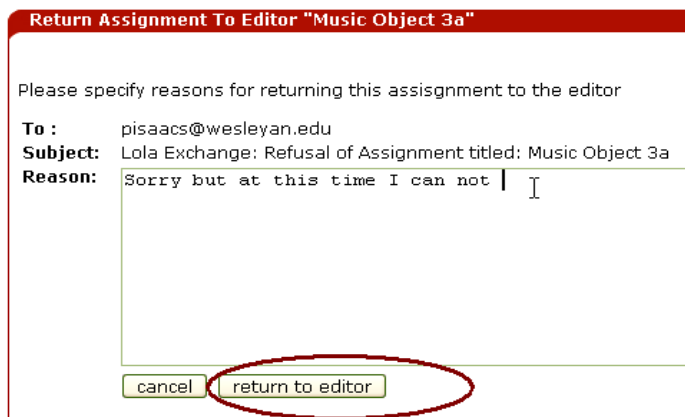
## Reviewing an Object

To review an object, click on the "review objects" link and select from one of two options.



## Return to Editor

Clicking on **return to editor** takes you to a form where you can inform the section editor that you can't do the assigned review.

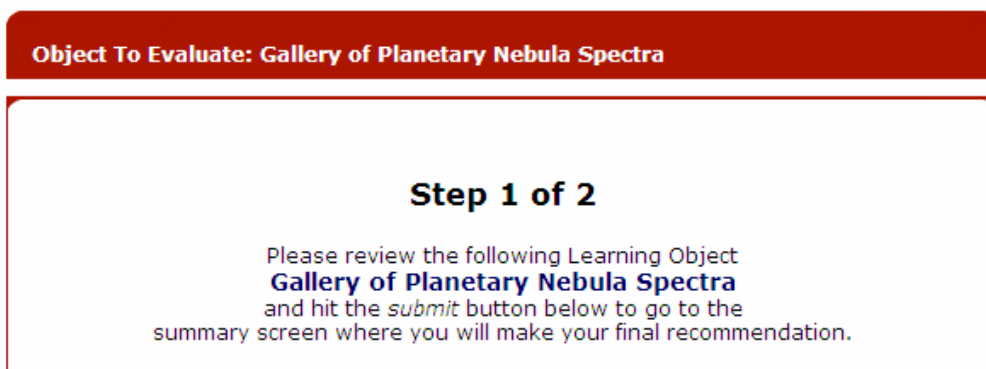
A screenshot of a form titled "Return Assignment To Editor 'Music Object 3a'". The form contains the following text: "Please specify reasons for returning this assignment to the editor". Below this, there are three fields: "To: pisaacs@wesleyan.edu", "Subject: Lola Exchange: Refusal of Assignment titled: Music Object 3a", and "Reason: Sorry but at this time I can not". At the bottom of the form, there are two buttons: "cancel" and "return to editor". A red oval highlights the "return to editor" button.

# Reviewing An Object

Clicking on **review object** takes you to the object evaluation form, where the majority of the action takes place. This process is broken down into two steps.

## Step One: The Evaluation Form

The first part of the form is where you record the details of the evaluation. At the top of the form you will see the name of the object, also is a link to the object itself.



The screenshot shows a red header bar with the text "Object To Evaluate: Gallery of Planetary Nebula Spectra". Below this is a white box with a red border containing the text "Step 1 of 2" and instructions: "Please review the following Learning Object **Gallery of Planetary Nebula Spectra** and hit the *submit* button below to go to the summary screen where you will make your final recommendation."

Below this are 24 questions organized into 7 categories.

For each question, select a radio button from the scale. The scale is broken down into six responses. The possible responses are:

- strongly agree = SA
- agree = A
- neutral = N
- disagree = D
- strongly disagree = SD
- not applicable = NA

# The Seven Categories are:

## 1. Reusable

a. Is it useful beyond a single organization?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Does it cover a topic of broad interest?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Is it adaptable?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

d. Is there a Creative Commons license that allows adaptation?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 2. Complete and self-contained

a. Can it be used right now, even if it is a work in progress?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Is the scope well-defined?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Is it being kept up to date?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3. Accurate

a. Is it well-documented?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Are the sources of information well-cited?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Is it factually correct?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### 4. Instructional Design

a. Does it have clear pedagogical value?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Are there measurable learning outcomes associated with it?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Are the examples provided of high quality/sophisticated?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

d. Is it targeted for instruction?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

e. Is it engaging?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### 5. General Design

a. Is it easy to use?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Does it use standard media plugins for media?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Are the specifications for bitrate/file formats reasonable?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

d. Are the sound and video of high quality?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Freely-available

a. Is it copyright clear? Does it use copyrighted materials legally?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Is it free? If not, is there a reasonable licensing plan for providing access?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Accessible

a. Is it visually accessible?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Is it aurally accessible?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. Are download speeds for media elements appropriate for quality of content?

SA	A	N	D	SD	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Comments

In addition to these questions, you can also add comments. **Public comments** will appear on the public website.

## 8. Public Comments

*(These comments become part of the public record for this object's review, and will be visible to the world)*




**Internal comments** are viewable only by other members of the editorial review board for that object.

**Internal Comments:**

No notes yet.

Include any notes about this object in the text field below.  
*Note: These notes are for internal use only, and only visible to members of the editorial group.*



Add Comment

## Step Two: The Review Table

On the next page you will see a table summarizing your evaluation. If you wish to change any of your answers simple click on the **edit button** at the bottom of the table.

### Your Evaluation:

	Strongly Agree 0	Agree 0	Neutral 24	Disagree 0	Strongly Disagree 0	N/A 0
<b>Reusable</b>						
- general			•			
- broad interest			•			
- adaptable			•			
- license			•			
<b>Complete</b>						
- use now			•			
- scope			•			
- sustainable			•			
<b>Accurate</b>						
- documented			•			
- well cited			•			
- correct			•			
<b>Instr. Design</b>						
- clear value			•			
- learning outcomes			•			
- high quality			•			
- targeted			•			
- engaging			•			
<b>General Design</b>						
- easy			•			
- plugins			•			
- resonable formats			•			
- high quality			•			
<b>Available</b>						
- copyright			•			
- free			•			
<b>Accessible</b>						
- visually			•			
- aurally			•			
- bandwidth			•			
Comments	no notes.					

# Final Recommendation

Based on your evaluation, the last step is to make a final recommendation: publish or reject.

I recommend that we  or  this object.

## The Confirmation Page

You are then taken to a confirmation page where you can either confirm your recommendation, edit your evaluation, or change your recommendation.

**Object To Evaluate: Visible Absorption Spectrum Simulation**

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**Confirmation**

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You have recommended that we **Publish** the Learning Object titled "**Visible Absorption Spectrum Simulation**".

Is this correct?

If not, you can  or

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If you change your mind for any reason you can either **edit your evaluation** which will return you back to the original evaluation form. You may also **change your recommendation**.

Once you've finalized your recommendation, the recommendation is recorded. Once both reviews of the object are recorded, the object is either published (both reviewers said yes), rejected (both reviewers said no), or sent to the Section Editor to break the tie.