

# Orange Grove Quality Review Process

## Roles and Tasks

- 1. Process Manager:** Manages the workflow process and facilitates communication among reviewers  
**Task:** Assigns individuals to specific reviewer roles for specific resources; manages emails, system alerts, and signoffs  
**Qualifications:** Knowledge of the workflow process
- 2. Instructor or Subject Matter Expert (SME):** Validates that the resource content is accurate.  
**Task:** Reviews resource content for accuracy; provides tagging/metadata information  
**Qualifications:**
  - Minimum: Instructor in the relevant subject area at accredited institution
  - Desirable: holds advanced degree in relevant subject area**When can this review step be omitted?**
  - For item types:
    - lesson plans (if an instructor/SME review is not conducted, the resource author should provide tagging/metadata information)
    - generic tools (tools that are NOT subject-specific), templates, or applications; if a tool is subject-specific (e.g., mortgage calculator, or calculating a person's weight on the moon; a SME review is needed to ensure the tool functions accurately)
  - When the resource is taken directly (verbatim) from:
    - a standard textbook or textbook component
    - peer-reviewed journal
    - a resource developed by the State of Florida for educator professional development
- 3. Instructional Systems Design Reviewer:** Reviews resource for instructional quality  
**Tasks:** ensures all required components (objectives, content presentation, practice with feedback, and assessment) for lessons are present and aligned  
**Qualifications:**
  - Minimum: Formal academic training as instructional designer or instructional technologist
  - Desirable: experienced in designing/developing/evaluating web-based learning; holds advanced degree in instructional design or closely related field**When can this review step be omitted?**
  - For any resources that are NOT actual lessons: e.g., lesson plans, pictures or charts, professional/informational presentations
- 4. Editor:** Reviews for correct grammar and spelling, typos  
**Tasks:** ensures all text uses correct grammar and punctuation  
**Qualifications:**
  - Minimum: Formal academic training as an editor; knowledge of web conventions
  - Desirable: experienced in editing web-based materials**When can this review step be omitted?**
  - When a resource does NOT contain any text (including titles or instructions)

- When the resource is taken directly (verbatim) from:
  - a standard textbook or textbook component
  - peer-reviewed journal
  - a resource developed by the State of Florida for educator professional development

**5. Technical and Accessibility Validator**

**Tasks:**

- a. Verifies that the resource functions correctly in the local learning management system environment
- b. Ensures SCORM conformance (passes test suite)
- c. Ensures ADA compliance [*Currently we are not requiring conformance to ADA, but it is a future goal*]

**Qualifications:**

- **Minimum:**
  - Experienced in creating web based resources;
  - Experienced with SCORM compliance testing and problem resolution; ability to test assets and learning objects (content packages) against the adopted version of SCORM Test Suite.
  - Experienced in LMS functionality and related problem-solving.
- **Desirable:** knowledge of ADA (section 508) requirements for web-based resources and how to achieve conformance.

**When can this review step be omitted?**

- This review is required for all digital resources

**6. Metadata Reviewer:** ensures metadata is complete and accurate according to defined metadata standards (*current standard is LOM v1.0: SCORE*)

**Qualifications:**

- Minimum: academically trained in cataloguing resources; familiar with metadata concepts and standards

**When can this review step be omitted?**

- This review is required for all digital resources

**7. Process Manager:** Upon completion of all reviews, the Process Manager

- ensures all needed modifications (as defined by workflow team members) have been made
- accepts the resource into the repository
- sends an email to the resource author, notifying the author that the object is available in the repository, with a link to the resource, and explanation of how to view its metadata

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