Loma Linda University
LiveText Administrators Committee
May 2016

<u>**Resources for LAC:**</u>
   ➢ **US-National, Regional, and State Standards (published by LiveText)**
   ➢ **LLU Standards & Outcomes (published internally)**
   ➢ **LLU Metarubrics**

US-National, Regional, and State Standards
   1. Is the standard set already available in LiveText?
      a. Within the LiveText Admin Account, click the "Admin" tab, select the "Standards" tab, and the LLU domain to access the list of Standards & Outcomes. Review the list of LiveText Shared Sets for US-National, US-Regional, and US-State.
      b. If the standards are available, add them to your list of favorites in "My Account"
   2. If the standard set is not in LiveText:
      a. Email your request to Standards@LiveText.com (The standards import process can take some time and requires extensive research to be completed). If you have some suggestion for acronyms, provide that information and copy Bremen Hentzel and Rahul Nandi on the email.
      b. LiveText will follow their internal protocol:
         i. LiveText will vet the document;
         ii. Convert the document into an excel spreadsheet complete with identifier numbering;
         iii. Import standards into the system and ensure there are no errors;
         iv. and publish the standards
            1. Whenever possible, LiveText will communicate with the original requestor and send what they are going to publish back for final review.
      c. You can now add the new set to your favorites in "My Account."

LLU Standards & Outcomes
1. Are the PLOs already available in LiveText?
    a. Within the LiveText Admin Account, click the "Admin" tab, select the "Standards" tab, and review the Standards & Outcomes list for CA: Loma Linda University. The Institutional sets include College, Department, and Program Standards.
    b. If the desired standards are available, add them to your list of favorites in "My Account"
2. If the PLOs are not already in LiveText*:
    a. Email your request to add the requested PLOs to the LAC ad hoc group, Attention Euni Cho (Members: Euni Cho, Heidi Cooley, Stanley Matsuda, and Floyd Palitang).
    b. The ad hoc group will review the PLOs to ensure:
        i. The Standard Set does not already exist
        ii. The naming and numbering conventions have been followed
        iii. Descriptions are accurate but concise
        iv. Accurate entry of data fields
    c. In some cases, the requestor will be asked to complete an Excel spreadsheet as a template with instructions for each field.
    d. The requestor will be asked to review the "unpublished" standards in LiveText and give a final "Approval" before being published. Once published, they cannot be changed.
    e. The requestor will be notified when the standards have been published.
    f. You can now add the new set to your favorites in "My Account."

(*This is a temporary process until it is decided that all schools should have the ability to enter their own Standard Sets.)

LLU Metarubrics
    Process for sharing (In progress)

6/6/16 - HC