IS THE CARD COMPLETE?

Contact card author for more details/context or to refine the card. This can either be done privately (email/direct message) or publicly via card discussions. **SEE PAGE 2**

SHOULD THIS CARD BE SEEN BY SOMEONE ELSE?

Contact other network members to view card/comment on card/create content that reinforces card. This can either be done privately (email) or publicly via card discussions and @ mentioning.

DOES THIS CARD CONTAIN EXEMPLAR CONTENT?

Community manager will work author to make card an exemplar. Usually includes asking to add/refine a specific item as well as open invitiation for them to refine card prior to exemplar status based on "How to create a greate card" document.

CAN/SHOULD THIS CARD BE USED IN CONJUNCTION WITH AN EVENT?

Contact the author with the possibility and invite refinement. If unpublished, invite the author to publish prior to the event.

IS THE CARD COMPLETE?

Contact card author for more details/context or to refine the card. This can either be done privately (email/direct message) or publicly via card discussions.

	Yes	No
Connection to Framework	Clearly states where/how EML occurs in the card. Position is reinforced in uploaded files & learning objectives.	Missing/incomplete connection to Mindset and/or Skillsets that have been highlighted in card. Files/learning objectives do not reinforce EML.
Clear Communication	No spelling/grammatical errors. Featured image reinforces topic of card. Written for faculty/users. Clearly accessable/usable/actionable.	Spelling/grammatical errors within the card. Featured image does not reinforce card topic. Ambiguous who audience is/what users should do.
Files Uploaded	Files support connection to Framework and reinforce message conveyed in previous fields. Uses card best practices: **https://goo.gl/PxvD9U**	Too little/many files that do not support/reinforce connection to Framework or convey message in previous fields. Does not use card best practices.