Educator Checklist

This checklist can help you keep track of your group's progress on eCards. Please feel free to reach out at **ecards@greenlearning.ca** for any support or information that will help you and your learners go through the process smoothly!

☐ **Book technology** (laptops/tech carts/etc.), library, or other research sources for your group. *Tech might be needed for Steps 1 & 3 (if learners are designing cards digitally), and Step 4.*

☐ **Step 1: Learn** *(1 hour, technology needed if research is online)*

☐ **Step 2: Write** *(1-2 hours)*

☐ **Step 3: Design** *(1-2 hours, technology or art supplies needed)*

☐ **Step 4: Send** *(5-10 min, technology needed to send online)*

☐ **Approval Process** begins. *GreenLearning Admin will review your learners' submitted eCards and get back to you if any edits are required. We will then post and send your eCard on your behalf is consent was given.*

☐ **Communication with GreenLearning**. *We'll typically reach out once it looks like your learners have almost all made it through the eCards process to update you about your class status. Feel free to reach out at any point in the process!*