

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!

- ☐ **Set up GreenLearning accounts** with learners (page 8)
- ☐ **Book technology** (laptops/tech carts/etc.), library, or other research sources for your group. *Tech needed for Step 1, Step 2 (if learners are designing cards digitally), and Step 4.*
- ☐ **Step 1: Research** (2-3 hours) Details on page 8.
- ☐ **Step 2: Create** (1-3 hours, technology or art supplies needed) Details on page 9.
- ☐ **Step 3: Feedback** (1-2 hours) Details on page 13.
- ☐ **Step 4: Send** (1 hour) Details on page 14.
- ☐ **Approval Process** begins. *GreenLearning Admin will review your learners' submitted eCards. Once approved on our end, we will send them to you for a final approval. Once you approve on your end, we will then be notified to post and/or send the eCard, depending on what each learner has consented to. More details on page 14.*
- ☐ **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!*