

General Overview					
	Criteria		Yes	No	N/A
	The tool is free to use or you have purchased accounts for it				
	You have a plan for how the accounts are going to be created				
	You know that accounts can be created on different computers				
	Prerequisite knowledge and skills are clearly stated.				
	Expectations for etiquette in the tool are clearly stated.				
	You have discussed the 'open' quality of the tool with your students				
	Does the tool have an effective notification system to encourage presence? (this is key for collaboration)				
Learning Objectives					
	Criteria		Yes	No	N/A
	Have you included networked participation in your learning objectives?				
	The tool is consistent with the course-level objectives.				
Assessment					
	Criteria		Yes	No	N/A
	You know how you are going to organize student content from the tool for assessment				
	Are you going to use summative assessment?				
	Are you going to do assessment in a way that other students can view?				
	Are you going to use formative/contract assessment?				
Student safety					
	Criteria		Yes	No	N/A
	Are you giving away student data without their permission?				
	Is there a way for students to delete their content/account when they are done?				
	Have you discussed student comfort with working in the open?				

This document was created by Dave Cormier (@davecormier) based on a design by Jason Hogan (@Hutch_Hogan). CC Attribution NC. Please send along suggestions for improvement. Guarantees commensurate with cost of document :)