Gathering and submitting your evidence checklist and note sheet

Print and use this document alongside the e-learning webpage to ensure you have completed all learning outcomes before attending one of the drop in support sessions, should you wish to do so; you can check off the activities as you complete them and compile any notes. You will have the opportunity to discuss your findings, ask questions and share your ideas with fellow learning professionals and Scottish Book Trust staff at the support session.

Learning outcome 1

How will I evidence my Reading Schools activities?

☐ I have read through and understand the different evidence types

☐ I have downloaded the Reading Schools framework and understand the evidence requirements across each key area

☐ I have read the article on adding new users to a school's application

☐ I have watched the short video on navigating the Reading Schools website as a user (optional)

Notes:

<u>Learning outcome 2</u>

Evidence gathering in practice

☐ I have watched the webinar recording on submitting Reading Schools evidence

☐ I have explored the resources section of the Reading Schools website and the 'webinar shorts'

☐ I have read the article on submitting Reading Schools evidence and explored other community articles on the Reading Schools website

☐ I have explored the Reading Schools map to see if there are other schools in my area also pursuing Reading Schools accreditation

Notes:

<u>Learning outcome 3</u>

Your Reading Schools Journey

☐ I have logged in to my school's application and reviewed the evidence plan

☐ I have downloaded and shared a PDF of our school's action plan with colleagues, to be used as a checklist of activities to be completed and evidenced

☐ I have started to populate text fields and upload evidence to my evidence plan

Notes: