Toolkit Item
Overview of Resources and Expectations

Each CoP will submit a toolkit item to be included on the project website. Toolkit items can and should be as unique as the CoPs themselves. The following general format is designed such that toolkit items will be easily accessed and utilized, but also to allow the flexibility needed to communicate each CoP's individual process and product.

While toolkit items are meant to be accessible and usable, this does not mean they are expected to be perfected products. The story of the process of inquiry your CoP undertook (what you did, what you learned, what you changed, what you saw, what learning you are taking away from the work, and what you will do next) is as important as any particular product that may have resulted from that process.

Toolkit Item Components

Each toolkit item will consist of three components:

The Toolkit Item Coversheet (template attached)
The purpose of the coversheet is to provide a brief summary of some key information regarding your CoP's toolkit item. This information will serve as an introduction to your toolkit item on the website and help readers decide if it is something they want to investigate further.

The Toolkit Item Report (detailed description attached)
The purpose of this component is to tell the story of your toolkit item. This report will likely draw on and refer to documents and presentations your CoP created throughout the project.

Supporting Documents, Presentations, Resources
A Google Doc folder has been created for your CoP that includes all documents your CoP has uploaded to Canvas throughout the project. These have been gathered to assist your CoP in the preparation of your toolkit item. There is no expectation that you include all these resources in your toolkit item. Use them as you see fit in telling your story.

Please don't hesitate to contact the project leads with any questions!