



Tips for Preparing your Micro-Credential Submission

- **Schedule benchmarks for yourself.** Each component of the micro-credential will require time and effort. Map out your tasks (e.g., research, practice of the skill, drafting the context, gathering evidence, writing the reflection, revising, peer input, etc.). Schedule deadlines for each portion of your submission and stick to your timeline.
- **Draft your context** (part one of your submission) **before you begin gathering your evidence.** This will help you focus on the exact skill you must demonstrate to earn the micro-credential. Rather than writing this after you gather evidence, draft it first. You can always revise.
- **Gather more evidence than you need.** If you're required to submit video or audio evidence, gather numerous samples. If you put all your eggs in one recording, you may end up disappointed.
- **Answer ONLY what you are asked.** You have a lot to say. We know. Truly amazing things are going on in your classroom and school. We agree. You must resist the urge to share all of that. Answer ONLY what you are asked. You have a tight word limit, and you need to stick to it. Don't waste any words on anything outside the requirement.
- **Seek a critique partner.** One of the best ways to find a critique partner is to offer to critique someone else's submission. Another eye is always helpful. Be sure to ask specific questions for feedback. Think about what you need from the critique. Feedback on particular sections? Language/grammar edits? Evaluation of evidence compared to the rubric? Be as specific as possible about your needs
- **Give it a rest.** Put the work down for a few days and then revisit with fresh eyes.