

Appendix 3. Example student checklist for making a poster

Great job on starting your Learning Community (LC) or planning your event! To advertise your LC, please make a poster using this checklist.

What to include in the poster:

- Name of your LC or event
- Introduction of your LC or event (e.g., your vision, activities, welcome messages, etc.)
- Meeting place (e.g., the workshop, ZOOM, etc.)
- Meeting day and time
- Language(s) to be used

Copyright and portrait rights

Please do not use:

- copyrighted images, photos, names, or fonts (e.g., Disney, celebrities). If you are looking for copyright-free photos, images, and templates, [Creative Commons](#), [Unsplash](#), and [Canva](#) may be useful. Please write the citation (Photo by <Photographer's name> on <Website's name> from <URL>).
- a photo of books or DVDs unless you have permission from the publisher or the creator
- personal information about someone
- a photo of a student's face unless you have their verbal permission

Format

- Data type: JPEG
 - How to save as JPEG
 - For Google Slides: File ->Download ->JPEG
 - For Canva: Download ->File: JPEG ->Download
- Size: A3, portrait
 - How to change the size of Google Slides
 - 1. Click [File] – [Page setup]
 - 2. Choose [Custom] and type 29.7×42.0 centimeters
 - 3. Click “Apply”
- How to choose the A3 size file on Canva
 - 1. Type “A3” in the search box and click the “enter” key
 - 2. Choose the A3 poster that you like
 - 3. Click “File” and check the size (29.7×42.0 cm)

When you finish, please send the document or share the link to <xx@xxx.com>. We will provide you with some feedback so that you can edit the poster. After finalizing the poster, we will publish it on our website.