

## Copilot

Let's evaluate your document based on the criteria you provided:

### 1. Focus on Instructions for a Work Task in Your Career Field:

- **Met:** The document provides detailed instructions on how to keep teaching when in-person meetings are not possible, which is relevant to tasks in the field of education technology or instructional design.

### 2. Use of Plain, Simple Language:

- **Met:** The language used is straightforward and easy to understand. Technical terms are used appropriately without unnecessary complexity.

### 3. Application of Design Principles:

- **Partially Met:** The document includes a clear title ("HOW TO KEEP TEACHING WHEN YOU CAN'T MEET IN PERSON") and internal headings (e.g., "CREATE YOUR MATERIAL," "POST YOUR MATERIAL," "COMMUNICATE WITH YOUR STUDENTS"). However, the document could benefit from more consistent use of contrast, repetition, alignment, and proximity to enhance readability. For example, the alignment of text and the use of bullet points could be more consistent.

### 4. Ethical Considerations:

- **Met:** The document appears to be honest, inclusive, and accessible. It uses inclusive language and provides clear instructions without any misleading information.

### 5. Legal Disclaimers and Policies:

- **Met:** The document includes references to legal disclaimers and policies, such as the use of Zoom and Kaltura, and provides proper citations where needed.

### 6. Adaptation for Multiple Readers, Including International Readers:

- **Met:** The content is clear and should be understandable to international readers. There is no culturally specific information that would be confusing to someone outside the United States.

Overall, your document meets most of the specified criteria. To further improve the document, consider enhancing the design principles by ensuring consistent alignment, using more bullet points for readability, and possibly adding a table of contents or hyperlinked sections for easier navigation. Great job! If you have any other questions or need further assistance, feel free to ask.