



Illinois workNet Local Content Management Level of Development Rubric

	Postings to Seven Local & Four Disability Content Areas	Partners, Employers, and Community	Grammar and Spelling	Use of Page Properties (to set automatic expiration of event postings)	Length of Posting	Use of Links that Open in a New Window	Use of Graphics to Include Alternative Text for Accessibility
Minimal Development	Some local entries are made sporadically to some of the local content areas. 0 – 15 <i>unique</i> * postings	Partners, employers, and community postings are not included, thereby overlooking a variety of resources.	Spelling and grammar are poor and/or local editor does not consistently review postings.	Expiration dates missing from posting content and page properties are not consistently set to assure date sensitive postings expire automatically.	Content too short, more detail needed.	Links are not included and/or do not work.	Graphics are not used and/or are not consistently sized to appropriately fit in placeholder and alternative text is not consistently used for accessibility.
Moderate Development	Local entries are made on a regular schedule but postings are inconsistently updated to all or some of the seven local content areas. 16 – 35 <i>unique</i> * postings	Postings from partners, employers, and community are included, but only a modest variety of resources.	Overall, spelling and grammar are correct and text is reviewed by local editor.	Expiration dates in content, but page properties are not consistently set to assure date sensitive postings expire automatically.	Content has adequate detail, but is too long (much longer than 3 inches).	Links are provided, but the setting to assure the link opens in a new unnamed window is not consistently used. Some links may not be updated to ensure they direct user to the specified page.	Graphics are used, but are not consistently sized to appropriately fit in placeholder and alternative text is consistently used for accessibility.
Extensive Development	A process is in place to ensure that local entries are made and updated on a regular schedule to all seven local content areas. 36+ <i>unique</i> * postings	Partners, employers, and community are included with a process that ensures postings that connect individuals and businesses to a wide variety of resources.	Spelling and grammar are all correct and text is often reviewed and edited by local editor.	Page properties are consistently set to assure date sensitive postings expire automatically.	Content has good detail and length is good (approx. 3 inches).	Links are consistently provided that open in a new unnamed window. All links work as intended.	Graphics are consistently sized to appropriately fit in placeholder and alternative text is consistently used for accessibility.

* A *unique promo* is a local promo that can be added to multiple pages. *Unique promos posted to more than one page do not increase total posting number.*