Pending Guide Review Rubric

Use this rubric to guide your review of a guide pending approval! Note the "significance" of each criterion and exercise your judgement to determine whether a guide should be approved. Some criteria, if not met, warrant an immediate rejection. If you have any questions, please contact us at support@guidebook.com or (650)319-7233.

Topic	Strong	Weak	Notes
Guide Name	● Unique name that is representative of the content	● Includes words like "Test" or "Sample" ● Very long ● Generic (Meeting 2016)	Reject immediately if includes words like "Test" or "Sample"
Guide Icon	● Uploaded their own icon ● Correct size ● If it contains text, font is legible ● High resolution (not blurry)	● Using a default Guidebook icon ● Icon is too large or too small ● Icon is blurry or too difficult to see/read	Reject immediately if using a default Guidebook icon
Guide Cover Image	● Uploaded their own cover image ● Image is correct size that makes good use of the cover image space	● Using a default Guidebook cover image ● Image is too large or too small ● Image is blurry or too difficult to see/read	Reject immediately if using a default Guidebook image
Menu Items (General)	● At least 3 menu items ● Menu items contain content relevant to menu item type	● Do not contain any content ● Used incorrectly (List has schedule information) ● My Schedule but no Schedule ● To Do but no Custom Lists	Reject immediately if no content in menu items and/or only used Attendees, Interact, Messaging, Inbox, My Schedule, and/or To Do
Schedule	● Multiple sessions with names, dates, and times	● No sessions or 1-2 sessions ● Title/description contains words like "Test", "Sample", or "Lorem Ipsum"	Reject immediately if contains words like "Test", "Sample", or "Lorem Ipsum"

Lists	● Multiple list items (more than one!) with titles & descriptions	● No list items or very few ● Contains words like "Test", "Sample", or "Lorem Ipsum"	Reject immediately if contains words like "Test", "Sample", or "Lorem Ipsum"
Appropriate Content	● No vulgar, foul language ● No racist or otherwise offensive content indicative of bigotry	● Vulgar, foul language ● Racism, bigotry, or other offensive material ● Promotes violence	Reject immediately if any vulgar or foul language, or if any offensive/racist content.
Relevant Content	● Content seems to match the title and is consistent throughout guide	● Appears to be random content, not relevant to the title of the guide (using sample/placeholder text)	Reject immediately if content does not match title or intended purpose of the guide.
Organization	● Menu items are well-ordered for ease of navigation ● Use of folders as appropriate	● Too many menu items ● No order to menu items ● Could use folders to group items	Reject immediately if guide is difficult to navigate.
Custom Icons	● Custom icons match theme of guide/app ● Custom icons are clear and represent the content of the menu item therein	● Custom icons do not match theme of guide/app ● Custom icons are unrelated to menu items' content ● No use of custom icons	Reject immediately if icons don't match or or are unrelated to menu items' content.