

Steps to a good analysis:

- unique ID or tracking #
- description
- content type / format
- URL/location
- location of the original
- author/source
- last updated/frequency
- condition: complete/needs editing/updating
- purpose/served
- editorial style: technical, humorous, objective
- online readability: Is it scannable with subheads, bulleted lists, etc?
- recommendations/notes of text/video