Webinar Planning Resource

Step 1: What current needs do you need to address?

Step 2: Is it a pedagogical need or is it a technical need? Both?

- Do your participants need to know why they should use a tool or how to use a tool?

Step 3: How can Brightspace address this need? For example:

- Pedagogical documentation of learning? Brightspace Portfolio

- Communication and engagement with students? Activity Feed and/or Discussions

Step 4: Who is the audience for your webinar?

Step 5: What workflows and tools meet the needs? (this becomes your learning objectives for educators)

- Use **Brightspace Tutorials**, **Brightspace Community**, **One-Minute Workflows** or previous **educator webinars** to help you prepare

Step 6: What District specific use cases, tips, policies, guidance and best practices can you share to support learning objectives?

Step 7: Use the templates to build out your webinar!

Some things to think about:

- ☐ Have you enabled educators, students and parents with the ability to navigate Brightspace?
- ☐ Have your shared active links for resources?
- ☐ Have you enabled your participants to learn more and to find extra help?
- ☐ Have you shared audience appropriate use cases/applications?
- ☐ Have you shared the value and the why during your webinar?
- ☐ Will your content and use cases connect and resonate with your audience?

D2L
DESIRE2LEARN

About D2L

D2L is the software leader that makes learning experiences better. The company's cloud-based platform is easy to use, flexible, and smart. With Brightspace, organizations can personalize the experience for every learner to deliver real results. The company is a world leader in learning analytics: Its platform predicts learner performance so that organizations can take action in real time to keep learners on track. Brightspace is used by learners in higher education, schools, and the enterprise sector, including the Fortune 1000. D2L has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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