

How To Use the Self-Serve Webinar Packages

Welcome to D2L’s **Self-Serve Webinar** Package! The goal of these packages is to provide you with a starting point to create successful and impactful webinars to support educators with their use of Brightspace. Each package has been designed so that it can be used as a generic support for PD but also so that it can be customized to suit your school or district.

What’s Inside the Package?

Each package includes the following:

* “How to” Guide
* Lesson Plan
* Power Point slides
* “Take Away Activity” for participants
* “Get Webinar Ready” Checklist for Success

The **Lesson Plan** will provide you with a guide to how to structure your webinar. You will find a list of tools and suggested workflows to help achieve the webinar learning objectives. You will find some examples, suggestions and resources to support your webinar and the live demonstration of the tools. You will be able to use the content provided but we recommend that you customize the plan to suit your school (or district) needs.

The **Power Point** slides will help to support your webinar presentation and should be used as a reference to guide your training session. The Power Point slides are customizable so that they can be edited to suit your school (or district) needs. We recommend that you review the slides and include your district logo on slides or to change the colors to match your district branding, or to replace our images with screen shots from your own environment. A live demonstration is recommended to compliment the slides and demonstrate the workflows.

The **Take-Away Activity** for participants is a suggested activity that you can share with participants to encourage them to apply what they have learned during the session. Please customize the activity to support the workflows that you have demonstrated for your participants.

The **Get Webinar Ready Checklist** will help you to prepare your webinar for success. It is a guide to help you personalize your presentation and will make sure you identify opportunities to customize the webinar and are set up for success before you present.