

More Assessment and Feedback Options -Lesson Plan Template

The **Lesson Plan** will provide you with a guide on 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.

More Assessment and Feedback Options in Brightspace Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Discussions
* Quizzes
* Release Conditions
* Special Access
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| **Webinar Learning Objectives:** |
| * Create a Quiz
* Use Special Access and Release Conditions on Quizzes
* Create a Discussion Forum and Topic
* Use Release Conditions on a Discussion Forum or Topic
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| **Suggested Webinar Flow** | **Presenter Notes** |
| **Introduction (slides 2-6):*** Welcome attendees for joining your webinar on Getting Started with Brightspace
* Introduce yourself
* Today’s agenda:
	+ How to make a quiz with Brightspace’s Quizzes tool
	+ How to use the Discussions tool
	+ Sample use cases for the Discussions tool
	+ Resources
* Housekeeping Items
* Understanding some terminology- What is D2L, Brightspace, and the [Brightspace Community](https://community.brightspace.com/s/)?
* Why Educators Love Brightspace (Be sure to include reasons why your District loves and uses Brightspace!)
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| **Useful information and terminology (slides 8-9):*** More Assessment and Feedback Options: Quizzes, Discussions, Release Conditions and Special Access
* Discussions terminology: use this slide to explain the terminology and organization in the Discussions tool (Forumà Topicà Threads)
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| **Live Demo (slides 10-21):***Learning Objectives:** Create a Quiz
* Use Special Access and Release Conditions on Quizzes
* Create a Discussion Forum and Topic
* Use Release Conditions on a Discussion Forum or Topic

*Demo** **Create a Quiz**
1. Navigate to the Quizzes tool and [click “New Quiz”](https://www.youtube.com/watch?v=1JLbaU2Zc1E&t=26s)
2. Give the quiz a name and place into a category. Call out the [add category] option to make a new category.
3. Under Quiz Questions, click the “Add/Edit Questions” option
4. Call out that there are two options: to “Add” or to “Import” questions. Today will focus on adding new quiz questions
* **Adding/ Editing Quiz Questions**
1. Click the down arrow on the blue “Add” button and select “New Question”
	* Call out the wide variety of question types: True or False, Multiple Choice, Multi-Select, Written Response, Short Answer, Multi-Short Answer, Fill in the Blanks, Matching, Ordering, Arithmetic and Significant Figures
2. Click on the Multiple Choice question type. Be sure to demo:
	* Ability to change question type from drop down menu
	* Question text with ability to format text and add multi-media
	* Answers- ability for written and multi-media answers to choose from, ability to drag and drop answer order, add an extra answer or delete an answer as necessary
		+ Be sure to highlight that any question that can be auto-marked (True and False, Multiple Choice etc) will require the educator to select what the correct answer is
	* Points that the question is worth
	* Back at the top, there are options for Feedback, Hints and more
	* On the right-hand side, you will see the quiz question as it will appear to students
	* When
		+ Save and New- saves and creates a new question of the same type with all information removed
		+ Save and Copy- saves questions and creates a new question by copying the previous question
	* *Tip: Show a few question types but be sure to include Written Response if that applies to your demo group. It is great to highlight that educators can “Enable HTML Editor for leaner responses” and “Enable inserted images and attachments” to give students multi-media options for their long answer questions*
	* *Tip: Be sure to highlight how educators can edit their quiz questions afterwards*
* **Adding Release Conditions and Special Access to Quizzes**
1. In your Quiz, click the Restrictions tab
2. Demo how to add a [Release Condition](https://www.youtube.com/watch?v=EG_SYeV4wdo&list=PLxHabmZzFY6kAoPnl_PgFb9q-qCbRST3m&index=7)
	* Call out a few out the different types of Release Conditions and some sample use cases. For example, a quiz could be released based on a high Assignment score to provide an extra challenge to students
	* Be sure to highlight the ability to delete a Release Condition
3. Scroll down to Optional Advanced Restrictions
4. Timing
	* Options for Recommended vs Enforced Time Limit
5. [Special Access](https://www.youtube.com/watch?v=gV2kH2vd9ZA&list=PLxHabmZzFY6kAoPnl_PgFb9q-qCbRST3m&index=3)
	* Demo how educators can give special access to some users (i.e. only some get extra time, multiple attempts etc)
	* Demo how educators can make the quiz visible for *only* users with special access
* **Discussions**
1. Navigate to the Discussions tool and click “New” and “[New Forum](https://www.youtube.com/watch?v=l1Q7FV7NPFk&t=32s)”
2. Demo how to create a forum (Give title, description and call out Options available for the Forum)
	* Call out the access to the full HTML Editor here, allowing the ability to format text, add multi-media (including Video Note) and quick links to other areas of the course)
3. Click “Save and Close” to return to the Discussion tool area or click “Save and Add Topic to create a topic in this forum”
* *Tip: Remember to use the filing drawer analogy/ image from the slide show to remind educators the organization of Discussions. Every Topic must live in a Forum.*
* **Create a Topic**
1. From the Discussions tool, click “New” and “New Topic”
2. Choose which Forum the Topic will be filed under. Make a “New Forum” if needed
3. Educators can decide whether the Topic is open to all students or if this Topic will be available to students in groups or sections
4. Demo giving the Topic a title, description and the options that exist per Topic post
	* Be sure to highlight the HTML Editor here with multi-media options, including Video Note, and the ability to make a student create their own thread before being able to see other students’ threads in the Topic
	* Show the “Assessments tab” and how a Discussion Topic can be a grade item and have a Rubric added
5. Head into your previously made Discussion Topic and show how users can create a new Thread or respond to a Thread
* *Tip: There are so many great ways to use Discussions with students! Remind educators that students will also have access to the HTML Editor, so they will also be able to give written responses, use multi-media including Video Note or upload files.*
* *Tip: Highlight the 1:1 Discussion Topic option that creates a unique Discussion Topic for the educator with each student to allow an area on-going feedback and discussions between the educator and student*
* **Adding Release Conditions to a Discussion Topic**
1. When creating the Discussion Topic or editing a previously made Discussion Topic, click on the “Restrictions” tab
	* From here, show the options for Start and End Dates, Locking Options, as well as Release Conditions
	* Call out that the Discussion Topic can also be restricted to certain groups or sections

*How-To slides (slides 11-18):* * These slides are not needed for the demo but are great resources for your educators to use after the webinar. These slides can also be used if the presenter is unable to do a live demo.

*Example Discussion Activities (slide 19)** Now is a great time to discuss different ways the Discussions tool can be used! Use slide 19 for ideas
* *Tip: Edit this slide to personalize for your audience and/or add examples of how the Discussions tool has been used in your District*

*Learning Objectives Achieved** Create a Quiz
* Use Special Access and Release Conditions on Quizzes
* Create a Discussion Forum and Topic
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*Take Away Activity** Want some ideas to get started? Try one of the following:
	+ Make a quick Exit Ticket in Quizzes!
	+ Create a Q&A Discussion Forum and Topic so that students can ask and respond to questions about your course.
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| **Resources and thank you (slides 25-27):*** Here are some resources specific to Quizzes, Discussions, Release Conditions and Special Access, and Brightspace, including a link to D2L’s Parent and Guardian support site (Be sure to highlight any District specific resources as well!)
* There are also many quick tutorial videos available! These resources are organized pedagogically. Every underlined item is linked to a tutorial video.
* Thank you so much for taking time to join us to learn about more assessment and feedback options in Brightspace! We’d love to see the great ways you use Brightspace. If you have Twitter, use our board hashtag and #D2LK12 so we can all see great examples of how to use Brightspace!
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