

Video Tool Options in Brightspace -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.

Video Tool Options in Brightspace Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Video Note
* Virtual Classroom
* Video Assignment
* MS Teams
* Google Meet
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| **Webinar Learning Objectives:** |
| * Use Video Note
* Use Virtual Classroom
* Make a Video Assignment
* Generate an MS Teams Meeting/ Google Meet link in Brightspace
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| **Suggested Webinar Flow** | **Presenter Notes** |
| **Introduction (slides 2-7):*** Welcome attendees for joining your webinar on Getting Started with Brightspace
* Introduce yourself
* Today’s agenda:
	+ What video options are available in Brightspace?
	+ How can I use the video tools in Brightspace?
	+ 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):*** Video Tool Options in Brightspace: Video Note, Virtual Classroom, Video Assignment, MS Teams and Google Meet
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| **Live Demo (slides 10-16):***Learning Objectives:** Use Video Note
* Use Virtual Classroom
* Make a Video Assignment
* Generate an MS Teams Meeting/ Google Meet link in Brightspace

*Demo** **Video Note**
* Start in the tool you will demo Video Note from. Recommendations include Announcements, Assignments, or Content
* From the HTML Editor, click “Insert Stuff”
* Walk educators through the Video Note workflow. Be sure to highlight the title, description options for organization/ assistive technology and the ability to add closed captioning
* Insert the Video Note
* *Tip: Provide Video Note use cases that will resonate with your webinar audience, i.e., a welcome video for students, a read aloud in Elementary, providing feedback via Video Note etc*
* *Tip: If your webinar audience is more experienced with Brightspace, now is a good time to let them know where they can find Video Note through the platform.*
* *Tip: If your webinar audience is newer to Brightspace, now is a good time to let them know if Video Note is available in any other tools they’re starting their Brightspace journey with.*
* **Virtual Classroom**
* Navigate to Virtual Classroom
* Click the pink add button and demo the workflow of creating a Virtual Classroom, being sure to call out the meeting name, date time, recording options and invitation options
* Save the meeting
* Show educators how to launch the meeting and walk through some of the Virtual Classroom features
* *Tip: Show educators how they can “Manage Invites” to create a Virtual Classroom meeting for small groups or individual student learning conversations*
* **Video Assignment**
* Navigate to Video Assignment
* Click the pink add button and select the “Create individual Assignment” (first option in pop-up row)
* Walk educators through the workflow of adding the required information for the assignment. Be sure to highlight that educators can add video and written instructions. Save when complete
* Show educators a sample student submission and demo how educators can leave video or written feedback
* *Tip: Video Assignment can be a great way to give students feedback on presentations, performances and recitals prior to doing them live!*
* **MS Teams**
* Navigate to which tool you’ll be highlighting for creating a [MS Teams Meeting](https://community.brightspace.com/s/article/Microsoft-Teams-Meetings). We suggest Activity Feed or Announcements.
* Make a new Activity Feed post or Announcement.
	+ For Activity Feed, select “Attach Link to Existing Activity”
	+ For Announcements, select “Quicklinks”
* Demo the workflow of adding the required information for the MS Teams Meeting and insert
* Add the meeting time and information to the Activity Feed or Announcements post. Next, educators how they can post the Activity Feed post or Announcement immediately or show how to schedule the post for a later time.
* **Google Meet**
* Navigate to which tool you’ll be highlighting for creating a [Google Meet.](https://community.brightspace.com/s/article/Creating-a-meeting-using-Google-Meet-424453883) We suggest Activity Feed or Announcements.
* Make a new Activity Feed post or Announcement.
	+ For Activity Feed, select “Attach Link to Existing Activity”
	+ For Announcements, select “Quicklinks”
* Demo the workflow of adding the required information for the Google Meet and insert
* Add the meeting time and information to the Activity Feed or Announcements post. Next, educators how they can post the Activity Feed post or Announcement immediately or show how to schedule the post for a later time.

*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.

*Learning Objectives Achieved** Use Video Note
* Use Virtual Classroom
* Make a Video Assignment
* Generate an MS Teams Meeting/ Google Meet link in Brightspace

*Take Away Activity** Want some ideas to get started? Try one of the following:
	+ Make a video note when giving instructions for an assignment.
	+ Create a MS Teams meeting or Google Meet from Activity Feed
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| **Resources and thank you (slides 19-21):*** Here are some resources specific to video tools 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 video tool 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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