**Getting Started with Brightspace Webinar Success Checklist**

Use the checklist below to get webinar-ready!

* Customize the following slides:
	+ Slide 2- Title slide (date)
	+ Slide 3- Presenter information
	+ Slide 5- Housekeeping items
	+ Slide 8- How to find your District’s Brightspace page
	+ Slid 10- Example of Course Homepages (optional)
	+ Slide 25- Resources (optional)
	+ Slide 27- Thank you slide
* Add District screenshots and information, if applicable
	+ Have you personalized the webinar for your specific audience? (Put in examples for each divisions/recommendations of best practice?)
		- Tip: Ensuring you’re using best practices and examples that will resonate with your webinar audience (i.e. Elementary reading passages vs Secondary reading passages)
* Read through presenter notes. Edit and personalize, if applicable.
* Prepare your demo site:
	+ Decide which course you will use to demo
	+ Double check your chosen environment is ready- i.e. does your Homepage look how you want it to? Do you want your course to be empty, already have some content or posts made? Etc
	+ Tip: If you have different Navbars and/or Homepages for Elementary vs Secondary courses, consider having two demo environments: one for Elementary using your District’s Elementary Navbar and Homepage and one for Secondary using your District’s Secondary Navbar and Homepage
* Demo 1- Course Banner
	+ Do you have a sample term ready to search in the image library or a sample image ready to upload?
		- Tip: Pick a search word that will resonate with your webinar audience
	+ Do you have a sample message ready to type or copy/paste to show how to customize the banner text?
		- Tip! Try showing educators how they can create a custom welcome message with replace strings: “Welcome to our Online Classroom, {firstname}!”
* Demo 2 – Activity Feed
	+ Do you have a sample message ready to type or paste?
	+ Have you decided which attachment option you will highlight (and do you have a sample attachment ready?)
* Demo 3- Announcements
	+ Do you have a sample message ready to type or paste?
	+ Have you decided which feature(s) you will highlight?
		- Tip: Show educators the Video Note option found in “Insert Stuff” as a quick way to create a video for their students
* Tip: Set up a feedback loop! Do you have a way for educators to show you all the awesome ways they are using Brightspace? Consider making a District specific hashtag for your educators to use! We’d also love to see how they are using Brightspace via #D2LK12!

