

Delivering Learning Online Webinar Lesson Plan

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’s 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’s (or district’s) needs.

Delivering Learning Online Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Content
* HTML Editor
* Activity Feed
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| **Webinar Learning Objectives:** |
| * Create a new unit
* Create a new lesson
* Add materials
* Hide content from learners
* Post items to the course homepage
* Preview from the student perspective
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| **Suggested Webinar Flow**TIP: You can view previously recorded webinars [here](https://www.d2l.com/k-12/educator-webinars/) to help guide your planning. | **Presenter Notes** |
| **Introduction (Slides 2–7):*** Welcome attendees joining your webinar
* Introduce yourself
* Today’s agenda:
	+ Create a new unit
	+ Create a new lesson
	+ Add materials
	+ Hide content from learners
	+ Post items to the course homepage
	+ Preview from the student perspective
* 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 8–11):*** Review the following:
	+ How to find your district’s Brightspace—remind attendees how to log in to their Brightspace and what credentials they use
	+ Homepage terminology (Mini-bar, Navbar, and widgets)
	+ Course Homepage terminology (return to District Homepage, return to Course Homepage, Navbar, Mini-bar)
	+ Examples of Course Homepages. Consider showing examples that will resonate with your audience!
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| **Live Demo (Slides 12–18):***Learning Objectives:** Create a new unit
* Create a new lesson
* Add materials
* Hide content from learners
* Post items to the Course Homepage
* Preview from the student perspective

*Demo** **Navigation to Course Homepage**
	+ Begin the demo from District Homepage
	+ Show how to find a course (remind participants how to pin their course) and move to Course Homepage
	+ Show how to find Content (from NavBar and Course Admin)
* **Content Overview**
1. Functions to highlight: Units, Lessons, +New Unit, Add Existing, Create New, Visible/Hidden toggle

*Tip: Show both a course with content already built and one that is empty for participants to see the difference*1. Call out: difference between an empty unit vs. one that has lessons in it, drag and drop ordering of units, “Hidden” content icon, Options button
* **Create a New Unit**
1. This is your “cover page” for the unit. Consider adding a description of the unit, the learning objectives and your expectations of your learners.
2. Using the HTML editor to introduce the unit to your learners.

*Tip: Show the basics of the HTML editor—bold, italics, underline, bullet points** **Create a New Lesson**
1. This is the introduction to the new lesson. Give it a title. Consider including a lesson description, learning objectives, or expectations you have of your learners.
2. Remind participants they have the HTML editor to assist them here as well.

*Tip: Call out the “Insert Stuff” tool and demo the “Video Note” function to provide video instructions to your learners** **Add Content**
1. Using the “Add Existing” button, show how content can be brought in from Google Drive and One Drive, uploaded from your hard drive, and highlight the ability to bring in content created in other tools in Brightspace like Assignments and Discussions.
2. Return to Content. Click into the unit, and then into the new lesson that you created.

*Tip: Call out the blue rectangle that highlights which unit or lesson you are working in. This shows participants where they will be building content* 1. Choose “Create New” to demo how to create content from scratch for a lesson.

*Tip: Remind participants that “New Folder” is an additional level of organization but is not necessary for them to utilize*1. Choose “HTML Document” to demonstrate how content can be created from scratch.
	* Demo how to “Add Image”
	* Highlight “Insert Stuff” again. Remember to call out “Video Note,” and demo how to use the YouTube picker for additional video options and the Insert Link option for bringing in external web content.

*Tip: Remind participants that Insert Stuff is a tool that is available throughout Brightspace** + Demo “Add Links” to show how content created using other tools can be linked directly into the lesson.

*Tip: Consider showing how a “Virtual Classroom” or “MS Teams” meeting could be set up and linked to a lesson** + Call out additional options available on the HTML editor: Equations Editor, Table Creator, Text Format options (color and fonts)
	+ Show how to view full screen, and use the Spell Checker, Accessibility Checker and Preview options
* **Hide Content and Previewing as a Student**
1. To hide/release content, click on the unit or lesson you want to hide from students. Remind participants to look for the blue rectangle around the unit or lesson to confirm they have selected the correct content. Toggle from Hidden to Visible, confirming the change in the symbol both next to the toggle and on the unit/lesson tile in the left panel

*Tip: The default for newly created/added content is “Hidden”*1. Previewing as a student can be done in two ways:
	* 1. Select the “gear” symbol that is to the right of the “+New Unit” option in Content. This allows you to view the Unit/Lesson that is highlighted in the blue rectangle from a generic student view.
		2. If you click on your name in the top right-hand corner, you have the option to “View as Student” which will bring you to a generic student view of the entire course, landing you on the Course Homepage. To view Content, click on the Content tool from the NavBar (or Course Admin). To return to the educator view, click on your name again, and X out of “View as Student”
* **Posting to Course Homepage (Using Activity Feed)**
1. To demo how to post a lesson to the course homepage, return to Content. Choose the lesson that you want to share. Make sure the blue rectangle is highlighting the correct lesson.
2. There are three circles next to the “Create New” button on the right side of the main panel. This is the “Options” menu. From the drop-down, choose “Post to Course Homepage”
3. A pop-up will appear that allows you to create a message for learners to accompany the content in the lesson. You may want to include a brief introduction, reminders of objectives/expectations, or due dates here as a reminder to learners. You can also turn on/off “Allow Comments” for learners as well.
4. Post Later allows educators to select a time and date for a lesson to post to the Course Homepage, or educators can choose to Post, which will post the lesson in real time to the Course Homepage.

*Tip: The lesson will be posted to the Activity Feed, which lists posts in chronological order. Educators can pin important posts in Activity Feed to show at the top of the feed.**How-To Slides (slides 13–16):* * 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** Create a new unit
* Create a new lesson
* Add materials
* Preview from the student perspective
* Post items to the Course Homepage
* Hide content from learners

*Take-Away Activity** Want some ideas to get started? Try one of the following:
* Create a new unit and lesson. Use the HTML editor to help you describe the unit. Try using “Insert Stuff” to create a “Video Note” with the lesson instructions.​
* Try using the HTML editor to help you create a lesson. Try adding a variety of materials including an upload or embedding a weblink.​
* Remind your students of their assignment by posting it to the Course Homepage so it appears in Activity Feed.​
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| **Resources and Thank You (Slides 19–20):*** Share both D2L and district-specific resources. Consider including D2L’s [K-12 Training,](https://www.d2l.com/k-12/training/) [Educator Webinars Archive](https://www.d2l.com/k-12/educator-webinars/), and [Parents/Guardians Support](https://www.d2l.com/d2l-supports-parents/) websites.
* There are also many quick tutorial videos available
	+ The resources are organized pedagogically in the accompanying slide deck. Every underlined item is linked to a tutorial video.
* Remind participants who use Twitter to use the district’s hashtag and #D2LK12 so all can see great examples of how to use Brightspace!
* Thank the participants for joining you.
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