

An Introduction to Assessment and Feedback in Brightspace Webinar Lesson Plan

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.

An Introduction to Assessment and Feedback Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Activity Feed
* Assignments
* Rubrics
* Annotations
* Feedback
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| **Webinar Learning Objectives:** |
| * Create a new assignment
* Add information and resources to your assignment
* Create a rubric
* Share assessment information with your students
* Assess an assignment and provide feedback
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| **Suggested Webinar Flow**You can find previously recorded webinars [here](https://www.d2l.com/k-12/educator-webinars/) to help guide your planning. | **Presenter Notes** |
| **Introduction (slides 2-6):*** Welcome attendees for joining your webinar on Assessment and Feedback in Brightspace
* Introduce yourself
* Today’s agenda:
	+ How to make a new assignment in Activity Feed and the Assignments tool
	+ How to create a Rubric
	+ How to provide rich and descriptive feedback for learners
	+ Resources
* Housekeeping Items
* Understanding some terminology- What is D2L, Brightspace, and the [Brightspace Community](https://community.brightspace.com/s/)?
* Assessment and Feedback in Brightspace (Be sure to include how Brightspace supports assessment and feedback based on your District’s assessment policies!
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| **Useful information and terminology (slide 9):*** To get started with assessment and feedback in Brightspace, we’ll be focusing on the followings Brightspace tools and features: Assignments, Rubrics, Annotations, Activity Feed and Feedback options
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| **Live Demo (slides 10-19):***Learning Objectives:** Create a new assignment
* Add information and resources to your assignment
* Create a rubric
* Share assessment information with your students
* Assess an assignment and provide feedback

 *Demo** **Assignments**
1. Begin the demo on the Course Homepage
2. Inform your audience that they can find Assignments on their Navbar and/or in their Course Admin.
	* Assignments is one tool in Brightspace where we can make assessments; however, those assessments don’t always need to be formal or summative in nature. Assignments can be used to create informal assessments, diagnostic assessments or non-assessment activities as well.
	* After clicking into the Assignments tool, the user lands on the Assignments List page. This is useful for seeing all assignments at a glance or creating/editing Assignment categories.
3. To create a new Assignment, click the blue “New Assignment” button
4. Demo the workflow of adding a title, choosing grading options, adding to Grades and a due date, if applicable.
5. Demo how to add instructions to the assignment: Highlight the mini-HTML Editor. Remember to call out this provides options to format text, as well as insert multi-media resources, including Video Note, through the Insert Stuff button.
6. There are also many attachment options to support your assignment, including the ability to upload computer files, link to an existing activity in Brightspace, link to a website, or attach a document from your Google Drive or OneDrive
7. Additional functionality exists in the folders on the right side. The main workflow on the left-hand side guides you through most common Assignment features educators use regularly. The folders on the right side hold additional workflows and extra functionality that educators might want to further develop their assignment or activity.
	* Availability Dates and Conditions allows educators to set a start and end time of when the assignment will be available to students.
	* Submission and Completion provides options for assignment type. Choose which “Submission Type” you would like from your learners. Highlight the different options:
		+ File Submission: students upload a file (ex. PPT)
		+ Text Submission: student complete submission within the platform, provides the student with access to the HTML editor including “Insert Stuff” options like “Video Note”
		+ On-Paper Submission: hard copy submissions
		+ Observed in Person: video conferences, presentations, observations etc.,
	* Evaluation and Feedback allows educators to create a new rubric or add a previously made rubric. This is also where the Annotation tool or the Anonymous Marking option can be turned on or off. If your District has an integration with an anti-plagiarism checker, you will see that option here as well.
* *There are lots of great ways educators have used assignments! Some educators use assignments for more traditional formative assessments like written essays or projects. Many educators also use Assignments for various activities, such as: exit tickets, journals, reflections, group work, video responses, research projects and more!*
* **Create an Assignment in Activity Feed**
1. Assignments can also be made in [Activity Feed](https://www.youtube.com/watch?v=KXPL2q7ykLA&feature=emb_title). To create an Assignment in Activity Feed, choose the blue plus button and select “Assignment”
2. Give the Assignment a name and provide instructions.
3. Assign a due date, if applicable.
4. Choose which “Submission Type” you would like from your learners. Highlight the different options:
* File Submission: students upload a file (ex. PPT)
* Text Submission: student complete submission within the platform, provides the student with access to the HTML editor including “Insert Stuff” options like “Video Note”
* On-Paper Submission: hard copy submissions
* Observed in Person: video conferences, presentations, observations etc.,

*Tip: Provide use cases/examples for how/when different file submissions might be used. Consider best practices supported by your district* 1. Highlight the option to “Allow Comments” for students to engage with the educator and other students. This can be a great way to enable students to ask questions, answer each other’s questions.
2. Attachment options: Ability to upload file from computer, link to existing Activity in Course (including MS Teams, Google Meet and Virtual Classroom), link to a website, link to Google Drive, link to OneDrive. Or insert a video from the web
3. Demo the “Select Existing” option to demonstrate how previously made assignments can easily be pulled into Activity Feed.
4. You can utilize the “Post Later” option to release the post on a set date and time, or you can “Post” in real-time. Posts will appear in Activity Feed in chronological order.
	* Once posted, educators will see a grey “Submissions” button at the bottom of their post which displays how many students have submitted the assignment
	* However, students will see a “Submit” button that will take them directly to the assignment folder.
* *Tip: If you want the upcoming assignment to stay front and center, pin it to the top of your Activity Feed to create easy access for your students, as well as a reminder of the next assignment or activity due!*
* **Rubrics**
1. Navigate to the Rubrics tool from your Navbar or Course Admin.
2. Next, click the blue “New Rubric” button
	* Remember to call out some of the awesome Rubrics features, such as:
		+ What You See Is What You Get (WYSIWYG) editing style, allowing for click and type editing.
		+ The Rubric auto saves as you work and by default is set to “Published,” but you can use the down arrow to select “Archived” or “Draft” instead.
3. Give your Rubric a title, and decide what type of Rubric it is: Analytic vs Holistic, or the Scoring method: no score (text only rubric), points, custom points), and the level order
4. Fill in success criteria and add curriculum outcomes to each, if applicable.
5. Fill out level descriptors per each success criteria. The mini-HTML editor will pop up, providing the ability to format text and the use of Insert Stuff. This allows the rubric to have multi-media options, such as inserting a Video Note, video from the web or image.
6. Be sure to call out ways educators can edit the Rubric structure by adding multiple criterion groups, and adding or removing rows and columns
7. Initial Feedback is a great way to save time by putting pre-populated feedback per success criteria and descriptor that can be editing and personalized per student when using the rubric to assess.
* *Try incorporating multi-media into your rubric to differentiate for your students! Using images or a combination of images, written text and video can be a great way to differentiate for young students, English language learners and different learning styles!*
* *Tip: Use sentence starters in your Initial Feedback area to save you some typing while assessing student work!*
* **Annotations**
1. Head into a sample student assignment submission. Show the [Annotations toolbar](https://www.youtube.com/watch?v=Z01ORBuXcp0&feature=emb_title).
	* Be sure to highlight:
	* Ability to go full screen
	* Pen feature that also works on an iPad with a stylus and highlighter
	* Arrows, text boxes, and notes. Remember to call out that the note will expand when a cursor is on it and collapse when the cursor is moved away, as to not detract from the rest of the work!
* **Providing Feedback**
1. Highlight the evaluation pane on the right-hand side
2. Demo how to open the attached rubric and how to easily assess the work with a few clicks. Be sure to highlight rubric feedback and how initial feedback can be edited.
3. Feedback area. Demonstrate the ability to provide written, video and audio feedback, including Video Note through Insert Stuff. This is a great way to differentiate feedback for students and find what works best for each educator and their students.
* *Tip: Use a mix of written, audio and video feedback to let students feel like they’re engaging with you directly about your feedback! If you’re teaching in a solely online environment, this can be a great way to build a rapport with your students!*

*How-To slides (slides 11-16):* * 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 assignment
* Add information and resources to your assignment
* Create a rubric
* Share assessment information with your students
* Assess an assignment and provide feedback

*Take Away Activity** Want some ideas to get started? Try one of the following:
	+ Use Activity Feed to create a quick text-based submission to check in with your students or for students to submit an exit ticket
	+ Create a Rubric to use on your next activity or assignment
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| **Resources and thank you (slides 20-22):*** Here are some resources specific to Assessment and Feedback in 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 how to use Brightspace for Assessment and Feedback! We’d love to see the great ways you use Brightspace. If you have Twitter, use our District hashtag and #D2LK12 so we can all see great examples of how to use Brightspace!
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