

Engaging with Your Student 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 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.

Engaging with Your Students Online Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Homepages * Announcements * Activity Feed |

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| **Webinar Learning Objectives:** |
| * Customize your homepage banner * Use replace strings * Create a rich Announcement using “Insert Stuff” * Create interactive Activity Feed posts * Preview as a student |

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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 for joining your webinar * Introduce yourself * Today’s agenda:   + Customize your homepage banner   + Use replace strings   + Create a rich Announcement using “Insert Stuff”   + Create interactive Activity Feed posts   + Preview as a student * 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!) |  |
| **Useful information and terminology (Slides 8-11):**   * Review the following:   + How to find your District’s Brightspace - remind attendees how to login 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! |  |
| **Live Demo (Slides 12-18):**  *Learning Objectives:*   * Customize your homepage banner * Use replace strings * Create a rich Announcement using “Insert Stuff” * Create interactive Activity Feed posts * Preview as a student   *Demo*   * **Customize your Course Banner**  1. Begin the demo from District Homepage. Remind participants how to find a course and how to pin their course 2. Ability to change the Course Banner image. After clicking on the Course Banner settings, click “Change Image” 3. Search the library for an image to use or upload your own image 4. Demonstrate how to change the text in the Course Banner. By default, it will show the course code/name. After clicking on the Course Banner settings, click “Customize the Banner Text” 5. Click the “Custom” option or begin typing in the text box 6. Try using this space as a welcome message for your students using the {firstname} replace string! This means the student’s name will appear wherever the {firstname} replace string is in your message!   *Tip: Some educators will change up the course image to be thematic with what they are learning in the course and use the customize text option as another way to have important announcements or reminders!*   * **Announcements/Insert Stuff**  1. To get started, click the Announcements menu, and click “[New Announcements](https://www.youtube.com/watch?v=-JlI6OdzwL0)” 2. Give your Announcement a Headline and add the instructions or content for your post. You have access to the full HTML editor in Announcements that allows educators to create rich, multi-media posts for their learners. 3. Demo how to: insert a Video Note, insert or embed a video, upload an image or a file, and add a Quicklink to an existing activity from the course, including MS Teams, Google Meet, Virtual Classroom, Google Drive and OneDrive 4. Use start and end dates to determine when students can access the post  * **Activity Feed - Message**  1. To create a Message in Activity Feed, click the blue plus button. By default, the “Message” option will be selected. 2. Type the message for your students in the text box. You will have a mini HTML editor, which will allow you to format your text, including bullets points so that the information can be read by a screen reader 3. Highlight the option to “Allow Comments” for students to engage with the instructor and other students. This can be a great way to enable students to ask questions, answer each other’s questions. 4. 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 5. 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.   *Tips: Ideas for Activity Feed Messages: daily message with link to work (especially for younger learners for easy access), quick interactive activities, jokes/riddles or students to guess in the comments, fact of the day, course outline/educator feedback pinned to the top for the first few weeks, important upcoming information or activities pinned to the top of Activity Feed for easy access*   * **Activity Feed - Assignment**  1. 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   *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 instructor 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. 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. 4. Once posted, educators will see a grey “Submissions” button at the bottom of their post which displays how many students have submitted the assignment  * **Previewing as a Student**  1. Click on your name in the top right-hand corner, you will 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. 2. Highlight that when a student views an Activity Feed assignment, a blue “Submit” button will appear which will take them directly to the assignment to complete.   *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*   * + Customize your homepage banner   + Use replace strings   + Create a rich Announcement using “Insert Stuff”   + Create interactive Activity Feed posts   + Preview as a student   *Take Away Activity*   * Create a multi-media Announcement using the HTML editor to "Insert Stuff" - try adding a Video Note, an image, embed another webpage, and add a YouTube video. * Create an Activity Feed message to engage in a conversation with your students. Try scheduling it for next week. |  |
| **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 side deck. Every underlined item is linked to a tutorial video. * Remind participants who use Twitter, use the district’s hashtag and #D2LK12 so we can all see great examples of how to use Brightspace! * Thank the participants for joining you |  |