Documenting Student Learning with Portfolio:

Webinar Success Checklist

**Use the checklist below to get webinar-ready!**

* Add presenter information to:
  + Slide # 3
* Add district screenshots, terminology, and information, where applicable
* Have you personalized the webinar for your specific audience?
  + Ex. Put in examples for each divisions/recommendations of best practice
* Read through presenter notes. Edit and personalize, if applicable.
* Get demo ready:
  + Decide which course you will use to demo
  + Double check that your chosen environment is ready
    - Does your Homepage look how you want it to?
    - Do you want your course to be empty, already have some content or posts?
* Demo:
  + Have you reviewed previously recorded [D2L webinars](https://www.d2l.com/k-12/educator-webinars/) for ideas?
  + Have you pre-planned and created some course content to use as examples during your demo?
  + Have you pre-typed instructions and content in advance? You can cut and paste the content instead of typing it live. This will save you time during the live demo.
  + Have pre-selected images or weblinks to use during your live demo?
* Resources:
  + Add district specific resources where applicable
  + Add district specific “How to Get Extra Help” information
* Tip: Use District specific screen shots to personalize the slide deck
* Tip: Share use cases to help participants apply
* Tip: Personalize the thank you slide for your audience!
* 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!