**More Assessment and Feedback Options-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 12- Resources (optional)
  + Slide 23- 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- Creating a Quiz
  + Do you have sample quiz content (title, quiz question, answers) ready to go or typed and ready to copy and paste?
    - Tip: Have the quiz content (title, quiz question, answers) reflect your audience’s needs (i.e. Elementary vs Secondary, English vs Math)?
* Demo 2 – Quizzes- Adding a Release Condition and Special Access
  + Do you have a sample Release Condition example that matches your audience’s needs? (i.e. Having the quiz release to students who performed exceptionally well on an Assignment and need a challenge?
  + Do you have an example of how Special Access could be useful for your specific audience? (i.e. giving extra time to students who need that accommodation as per their Individual Education Plan?)
* Demo 3- Discussions
  + Do you have a Forum and Topic example that will resonate with your audience?
  + Do you have Forum/Topic titles and description typed and ready to cut and paste?
    - Tip: Be sure to highlight the multi-media options in the Discussions for both educators and 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!

Congratulations! You’re all prepped and ready to go for your upcoming webinar!

