**Using Learning Outcomes-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 21- Resources (optional)
	+ Slide 22- 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- Import expectations into course
	+ Do you know which curriculum expectations you will pull in?
		- Tip: Import curriculum that will resonate with your audience and their needs (i.e., Grade 2 Science vs Grade 10 Science)
* Demo 2 – Align Content to expectations
	+ Do you have a lesson or learning activity already created in your demo course?
		- Tip: Does your content item match to one of the expectations you have pulled into the course?
* Demo 3- Add expectations to Assignments, Rubric, and Portfolio Artifacts (\*Note: these are not the only assessment tools where expectations can be added. Feel free to edit for tools that will best support your educators and students)
	+ Do you have a pre-made Rubric that will resonate with your audience?
	+ Do you have a sample Portfolio artifact that reflects the teaching area of your audience? (i.e. Elementary vs Secondary, Science vs History etc)
	+ Does your Portfolio artifact align to one of the expectations imported into your demo course?
* Demo 4- Assessing against expectations
	+ Do you have a pre-made Assignment (with expectations already added and a rubric with expectations already added) with a sample student submission?
	+ Have you set up your [District’s Achievement Scale](https://www.youtube.com/watch?v=45GdmM97Pfo)?
* Demo 5- Using Class Progress to track progress against expectations
	+ Do you have a sample student in your course to use that has sample assessments that have been assessed against expectations?
		- Tip: Try having a few different types of assessments (Portfolio artifacts, Assignments, Discussion posts, Quiz Question etc) aligned to one specific expectation to demonstrate how it looks as multiple assessments aggregate into the Expectations Progress Page in Class Progress
* 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!

