

Personalizing your Online Classroom -Lesson Plan Template

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.

Personalizing your Online Classroom Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Navbar
* Homepages
* Widgets
* Course Banner
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| **Webinar Learning Objectives:** |
| * Customize your Navigation Bar (Navbar)
* Customize your Homepage
* Create a custom Widget
* Edit your Course Banner
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| **Suggested Webinar Flow** | **Presenter Notes** |
| **Introduction (slides 2-7):*** Welcome attendees for joining your webinar on using Learning Outcomes Brightspace
* Introduce yourself
* Today’s agenda:
	+ Importing expectations into your course
	+ Adding expectations to Content, Assignments, Rubrics and Portfolio Artifacts
	+ Assessing against expectations and checking student progress
	+ Resources
* Housekeeping Items
* Understanding some terminology- What is D2L, Brightspace, and the [Brightspace Community](https://community.brightspace.com/s/)?
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| **Useful information and terminology (slides 7-8):*** Personalizing your Online Classroom: An opportunity to discuss personalizing your classroom in an online space vs a physical space, including key questions/aspects to keep in mind.
	+ Also, a good opportunity for feedback/discussion/ideas
* Personalizing your Online Classroom using: the Navbar, Homepages, Widgets and the Course Banner
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| **Live Demo (slides 9-25):***Learning Objectives:** Customize your Navigation Bar (Navbar)
* Customize your Homepage
* Create a custom Widget
* Edit your Course Banner

*Demo* Begin demo from Course Homepage. This is a great opportunity to:* Review key navigation terms, if applicable, including Homepage, Navbar, Widgets and Course Banner
* Remind educators this is the first part of their course that students see and is a great way to give students information front and center
* *Tip: Some educators like to think of this as their online classroom bulletin board, where they can post key pieces of information and have choice of how their online classroom looks*
* Customize your Navbar
1. Demo how educators can edit the Navbar using the options button in the top right-hand corner of the Navbar. Be sure to highlight:
	* How to rearrange and delete icons
	* Icon-based Navbar vs Text-based Navbar
	* How to add custom and system links
	* How to create a new custom link, including how to restrict to certain roles
	* *Tip: Think about what resources you will use most with your students and try keeping them on the top row of links*
	* *Tip: Remember that you can edit your Navbar throughout your course! You can have a few links to start and add more as your students become more comfortable with navigating your course*
	* *Tip: Icon-based Navbars are great for aiding younger learners with their navigation to course tools*
* **Editing your Homepage**
1. From Course Admin, navigate to “[Homepages](https://www.youtube.com/watch?v=jpdwljAJPyg)”
2. Explain how educators can pull in Homepages already created by your District, as well as how to identify their current Homepage
3. Be sure to clarify that Homepages titles in black means educators cannot edit the Homepage, and they will need to make a copy first. Show them how to make a copy of the Homepage they would like to edit, and that it now appears as a blue clickable hyperlink, indicating that it can now be edited
4. Click into a Homepage and demonstrate the options educators have to edit their course Homepage, including:
	* Name and description
	* Homepage type (widget vs tool based)
	* Header
	* Layout options
	* How to add a widget, rearrange widgets and delete widgets
	* *Tip: Be sure to highlight any custom widgets your District has*
	* *Tip: For those using the Activity Feed widget, suggest using the “Basic” layout, with only Activity in the larger left-side panel*
* **Creating a Custom Widget**
1. Navigate to the widget tab within the main Homepages page, or navigate to “Widgets” from Course Admin
2. Demonstrate how educators can see all custom and system widgets that are available and can preview widgets to determine if they would be a valuable addition to their Homepage
3. Demonstrate how to make a new widget. Be sure to highlight:
	* Name & description
	* Ability to add Release Conditions
	* How to add content to the widget. The HTML Editor makes it possible to add a wide variety of files, multi-media, authoring written content and even coding
	* How to preview the widget
* *Tip: Some educators create custom widgets to create mini “bulletin boards!” Some include a joke or riddle of the week, motivational posters, memes, useful videos and more!*
* *Tip: You do not need to create a custom widget to personalize your classroom! You can certainly personalize your classroom by getting creative with what you post in system widgets, such as Activity Feed or Announcements!*
* *Tip: Another great way to personalize your classroom is controlling how much or how little is on your Homepage! If your default Homepage has widgets that you won’t use with your students, you can remove them to keep your Homepage neat, tidy and less overwhelming for your students! You can always add the widgets back later if you decide you would like to use them*
* **Course Banner**
1. Ability to change the Course Banner image. After clicking on the Course Banner settings, click “Change Image”
2. Search the library for an image to use or upload your own image
3. The Course Banner text is also customizable. By default, it will show the course code/name. After clicking on the Course Banner settings, click “Customize the Banner Text”
4. Click the “Custom” option or begin typing in the text box
5. 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.
* *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*

*How-To slides (slides 10-23):* * 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 Navigation Bar (Navbar)
* Customize your Homepage
* Create a custom Widget
* Edit your Course Banner

*Take Away Activity** Want some ideas to get started? Try one of the following:
	+ Organize your Navbar based on the tools you’ll be using with your students! Tip: Put your most used tools in the top row of the Navbar for easy access!
	+ Personalize your Homepage: arrange your widgets for your best “classroom flow.”
	+ Customize your Course Banner- try including a nice welcome message for your students using the {firstname} replace string.
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| **Resources and thank you (slides 26-28):*** Here are some resources specific to Personalizing your Online Classroom in Brightspace, as well as some other resources such as 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 Brightspace! We’d love to see the great ways you use Brightspace. If you have Twitter, use our board hashtag and #D2LK12 so we can all see great examples of how to use Brightspace!
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