**Personalizing your Online Classroom-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 7- Personalizing your Online Classroom (optional)
  + Slide 26- Resources (optional)
  + Slide 28- 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- Edit Navbar
  + Do you have some suggestions based on your audience? (i.e elementary vs secondary)
  + Are their any District specific links or link groups you need to discuss?
* Demo 2 – Edit Homepage
  + Do you have District created Homepages for your target audience to call out? (i.e. a K-3 Homepage vs a Grade 11-12 Homepage?
* Demo 3- Creating a Custom Widget
  + Do you have a pre-written text or selected resources ready to add to your widget content?
  + Will your custom widget resonate with your webinar audience? (i.e. a sight words widget vs a course syllabus widget)
* Demo 5- Course Banner
  + Do you have a sample term ready to search in the image library or a sample image ready to upload?
    - Tip: Pick a search word that will resonate with your webinar audience
  + Do you have a sample message ready to type or copy/paste to show how to customize the banner text?
    - Tip! Try showing educators how they can create a custom welcome message with replace strings: “Welcome to our Online Classroom, {firstname}!”
* 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!

