**Webinar Topic-Webinar Success Checklist**

Use the checklist below to get webinar-ready!

* Customize the following slides:
	+ Slide #\_\_- Title slide (date)
* 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-
	+ Preparation suggestion
		- Tip:
* Demo 2-
	+ Preparation suggestion
* 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!

