Engaging with Your Students Online Webinar Success Checklist

**Use the checklist below to get webinar ready!**

* Add presenter information to:
	+ Slide # 3
* Add district screenshots, terminology, and information, where applicable
* Have you personalized the webinar for your specific audience?
	+ Ex. Put in examples for each division/recommendations of best practice
* Read through presenter notes. Edit and personalize, if applicable.
* Get demo ready:
	+ Decide which course you will use to demo
	+ Double-check that your chosen environment is ready
		- Does your homepage look how you want it to?
		- Do you want your course to be empty or to already have some content or posts?
* Demo:
	+ Have you reviewed previously recorded [D2L webinars](https://www.d2l.com/k-12/educator-webinars/) for ideas?
	+ Have you preplanned and created some course content to use as examples during your demo?
	+ Have you pretyped instructions and content in advance? You can cut and paste the content instead of typing it live. This will save you time during the live demo.
	+ Have you preselected images or weblinks to use during your live demo?
* Resources:
	+ Add district-specific resources where applicable
	+ Add district-specific “How to Get Extra Help” information
* Tip: Use district-specific screenshots to personalize the slide deck
* Tip: Share use cases to help participants apply
* Tip: Personalize the thank-you slide for your audience
* 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!