

Getting Started with Brightspace Webinar -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.

Getting Started with Brightspace Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Homepages
* Navbar
* Course Banner
* Activity Feed
* Announcements
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| **Webinar Learning Objectives:** |
| * Find your courses
* Activate Courses
* Navigate District and Course Homepages
* Customize Course Banner
* Use Activity Feed
* Use Announcements
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| **Suggested Webinar Flow** | **Presenter Notes** |
| **Introduction (slides 2-7):*** Welcome attendees for joining your webinar on Getting Started with Brightspace
* Introduce yourself
* Today’s agenda:
	+ What is Brightspace?
	+ District Homepage Navigation
	+ Course Homepage Navigation
	+ Tips for Getting Started and Engaging Learners
	+ Resources
* Housekeeping Items
* Understanding some terminology- What is D2L, Brightspace, and the [Brightspace Community](https://community.brightspace.com/s/)?
* Why Educators Love Brightspace (Be sure to include reasons why your District loves and uses Brightspace!)
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| **Useful information and terminology (slides 8-12):*** How to find our Districts Brightspace (let attendees know how they can login to their Brightspace and what credentials they use)
* Homepage terminology (Mini-bar, Navbar and widgets)
* Course Homepage terminology (Return to District Homepage, return to Course Homepage, Navbar, Mini-Bar)
* Examples of Course Homepages (a great opportunity to show examples from your District! Consider showing examples that will resonate with your audience!)
* Getting Started in Brightspace: Homepages, Navbar, Course Banner, Activity Feed and Announcements (Give a quick introduction to each of these tools/features)
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| **Live Demo (slides 13-24):***Learning Objectives:** Find your courses
* Activate courses
* Navigate District and Course Homepage
* Customize Course Banner
* Use Activity Feed
* Use Announcements

*Demo** **Homepages (District)**
1. Begin the demo from how to sign in
2. Once logged in, the user will land on the District Homepage
3. Call out the tools and resources available on the District Homepage, including anything that is board specific (including Profile, Notifications, Account Settings and logging out)
4. How to find and pin courses (my Courses widget, Course Selector)
5. How to [activate courses](https://www.youtube.com/watch?v=sJWl0ODq-Tk&feature=emb_title)
* **Homepages (Course Offering)**
1. Show the mini-bar, Navbar, widgets on Course Homepage
2. Explain that Course Admin is where they can find all of their tools and administration options, including Course Offering Information
3. Return to Course Homepage
4. If your District allows educators to edit their Navbar and/or Homepage, now is a good time to let your attendees know that option is available
* **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!*
* **Activity Feed**
1. [To get started with Activity Feed](https://www.youtube.com/watch?v=lhLh6bHlEXU), click the blue plus button. By default, the “Message” option will be selected.
2. Type the message for your students in the text box. You will have a mini HTML editor, which will allow you to format your text, including bullets points so that the information can be read by a screen reader
3. Highlight the option to “Allow Comments” for students to interact with the educator and other students. This can be a great way to enable students to ask questions, answer each other’s questions, or even a quick interactive activity with your students
4. Attachment options: Ability to upload file from computer, link to existing Activity in Course (including MS Teams, Google Meet and Virtual Classroom), link to a website, link to Google Drive, link to OneDrive, or insert a video from the web
5. You can utilize the “Post Later” option to release the post on a set date or time, or you can “Post” in real-time. Posts will appear in Activity Feed in chronological order.
	* Highlight the pinning feature. Once unpinned, the post will fall in line wherever it fits chronologically in the Activity Feed.
* *Sample uses for Activity Feed: daily message with link to work (especially for younger learners for easy access), quick interactive activities, jokes/riddles or students to guess in the comments, fact of the day, course outline/educator feedback pinned to the top for the first few weeks, important upcoming information or activities pinned to the top of Activity Feed for easy access*
* **Announcements**
1. To get started, click the Announcements menu, and click “[New Announcements](https://www.youtube.com/watch?v=-JlI6OdzwL0)”
2. Give your Announcement a Headline and add the instructions or content for your post. You have access to the full HTML editor in Announcements that allows educators to create rich, multi-media posts for their learners.
3. Demo how to: insert a Video Note, insert or embed a video, upload an image or a file, and add a Quicklink to an existing activity from the course, including MS Teams, Google Meet, Virtual Classroom, Google Drive and OneDrive
4. Use start and end dates to determine when students can access the post

Some differences between Activity Feed and Announcements are in Activity Feed, students can comment, and posts will display in Brightspace for Parents, if your District is using Brightspace for Parents. Students cannot comment on an Announcement, but you can use Video Note and Release Conditions, but that will be learning for another day!*How-To slides (slides 14-22):* * 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** Find your courses
* Activate courses
* Navigate District and Course Homepage
* Customize Course Banner
* Use Activity Feed
* Use Announcements

*Take Away Activity** Want some ideas to get started? Try one of the following:
	+ Welcome your students to your class by customizing your Course Banner and choose an image from our photo library that reflects your class or subject area!
	+ Create a post in Activity Feed to welcome your students to their online space!
	+ Make a new Announcement for your students- try using Video Note to say a quick hello and welcome your students to Brightspace!
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| **Resources and thank you (slides 25-27):*** Here are some resources specific to Getting Started with Brightspace, including a link to 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 how to Get Started with 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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