**An Introduction to Assessment and Feedback 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 18- Resources (optional)
  + Slide 20- 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- The Assignments tool
  + Do you have a sample assignment or activity title and instructions ready to type or copy/paste?
  + Do you have a sample file or resource ready to attach?
  + Do you have a pre-built Rubric made to show how to attach a previously made rubric?
    - Tip: Pick which submission type the assignment is based on your audience. Text submissions are great for Elementary and younger years. Showing File and Text submissions is a great way to show Secondary educators the different possibilities!
* Demo 2 – Creating an Assignment in Activity Feed.
  + Do you have a sample assignment or activity title and instructions ready to type or copy/paste?
  + Do you have a sample file or resource ready to attach?
    - Tip: Have a fully built Assignment ready to pull in using the “Select Existing” option to show how all of the information will automatically display in Activity Feed
* Demo 3- Rubrics
  + Do you have some success criteria and descriptors in mind or already typed out to copy and paste in?
  + If showing how educators can align curriculum outcomes to success criteria, do you have outcomes already loaded into the course?
    - Tip: Be sure to highlight the multi-media options in the Rubric tool!
* Demo 4- Annotations and Feedback Options
  + Do you have a sample student file submission in your course to show how the Annotations tool works?
  + Does the assignment have a fully created Rubric attached to show how to assess using a Rubric in Brightspace?
    - Tip: Demo how to use the video and audio feedback options so educators can see it in action!
* 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!

