

Documenting Student Learning with Portfolio Webinar -Lesson Plan

The **Lesson Plan** will provide you with a guide to 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.

Documenting Student Learning with Portfolio Lesson Plan

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| **Brightspace Tools Used in This Webinar:** |
| * Portfolio * Brightspace Portfolio App |

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| **Webinar Learning Objectives:** |
| * How to navigate the options in the app * How to manage and configure your settings * How to navigate the teacher experience * How to provide feedback and use the search categories * Use cases and ideas |

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| **Suggested Webinar Flow**  TIP: You can view previously recorded webinars [here](https://www.d2l.com/k-12/educator-webinars/) to help guide your planning. | **Presenter Notes** |
| **Introduction (Slides 2-7):**   * Welcome attendees for joining your webinar * Introduce yourself * Today’s agenda:   + How to navigate the options in the app   + How to manage and configure your settings   + How to navigate the teacher experience   + How to provide feedback and use the search categories   + Use cases and ideas * 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!) |  |
| **Introduction to Portfolio (slides 8-9)**   * + Explain Portfolio and why educators should use it to supplement their teaching practice. Be sure to make the “why” relevant to your audience (ex. Elementary vs. secondary applications)   + Slide 9: Consider adding District specific language and value props to support why educators should use the tool   + Slide 9: Optional – change image to district specific example |  |
| **Live Demo (Slides 10-24):**  *Learning Objectives:*   * How to navigate the options in the app * How to manage and configure your settings * How to navigate the teacher experience * How to approve evidence of learning * How to provide feedback and use the search categories   *Demo*   * **Navigate the App Options** (slides 11-17)   + Call out 4 ways for students to access Portfolio   + Introduce options for students available inside the app and who might choose which option:  1. Funster, In-class mode: developed for early learners and early readers who require audio prompts, photo option only, guided workflow, in-class mode=use on shared device 2. In-class Mode: for older students who do no require audio, guided workflow, options for audio and type based reflections, video option available, in-class mode=use on shared device 3. At Home Mode: offers both Funster and Non-funster version to accommodate users level, does not require Class QR code to login 4. My Device: for students with their own device, video option available    * Call out difference for Class QR Code and Student QR Code, how to identify Class vs Student QR Codes, best practice examples for in-class display of QR codes   *TIP: Change the example images on slide 14 and 15 to QR code examples from your demo course. Encourage participants to download Brightspace Portfolio app. They can use either Funster/In-class mode to add evidence to your demo course so they can experience the student workflow.*   * **Portfolio Overview (teacher web experience)**  1. Functions to highlight: Settings, Print Class Passcards, Approve Evidence and View Options (slide 18)   *Tip: Add learning artifacts to demo student portfolios so participants can see how content appears. Approve some to portfolios and have some remains in “Approve Evidence” for demo purposes*   * **Configure Settings**  1. Avatars – option to toggle on/off the use of “Funster” inspired avatars for students instead of profile photos 2. Evidence Approval – options to toggle on/off when evidence requires approval from an educator before being available to view in a student portfolio   *Tip: Leave the default setting of all 3 options for “Evidence Approval” on until students have been instructed on acceptable learning evidence for their portfolios*   1. Category Management – educators can add new, edit and retired categories for their courses here   *Tip: Categories act as search filters for learning evidence, not organizational folders*   * **Print Class Passcards**  1. Demo how to open the full classlist of passcards and how to identify the Classcode vs Student QR codes. Remember – the classcode is always the first QR code on the first page, followed by each student’s individual QR code, in alphabetical order   *Tip: Remind educators that they will see a passcard for each student who is listed in their “Classlist” for their course. As long as their course is “active” they do not have to do anything additional for students to have access to Portfolio.*   1. Remind participants they have the HTML editor to assist them here as well.   *Tip: Call out the “Insert Stuff” tool and demo the “Video Note” function to provide video instructions to your learners*   * **Approve Evidence**   + Shows all students and evidence that requires approval before being visible in individual student portfolios   + Functions to Call-Out:   + Bulk Actions button – timesaver for teachers   + Approve to Portfolio – one-click approve to portfolio   + Delete Permanently   *Tip: There are 2 “delete” options in Portfolio: Delete and Delete Permanently. Delete is a soft delete which allows the option for educators to reinstate evidence. Delete Permanently is a permanent delete that cannot be retrieved.*   * + Quicklinks on individual evidence     *Tip: Clicking on one of the Quicklinks will take you directly to that section of the Evidence editing page.*   * **Editing and Approving Learning Evidence (slide 20)**  1. From Approve Evidence, an educator can: 1. Choose a student from the left side panel to edit all their Unapproved Evidence or 2. Choose a piece of evidence to work from the “All Unapproved Evidence” 2. To edit a piece of learning evidence, click the piece of Unapproved Evidence you want to work on 3. Highlight how to:    * Image: Approve to Portfolio, Spotlight Evidence, Download and Delete   *Tip: Spotlight evidence to “pin” it to the top of the portfolio so it is one of the first items seen. Other pieces of evidence will list chronologically by date and time they were submitted*   * + Title: Add/edit title   + Audio Reflection: listen to reflection recorded by student, upload/delete audio files   + Written Reflection: add reflection on student’s behalf, edit/delete reflections added by student   + Categorize work: Add class or school categories, add categories   *Tip: To search categories, click into a student’s portfolio and choose the “Filter” drop down menu in the upper right corner for search options*     1. Feedback: use “Educator Feedback” to provide comments and feedback to be shared with the learner and their parents. Comments attach to the evidence and are visible in the student’s portfolio 2. Assess using a rubric and against learning expectation/curriculum standards. 3. Educator Only: section for educators to make private notes for themselves but also to share with other educators enrolled in their course. The option to share if toggle on/off depending on how educators wish to use the option 4. Parent Sharing: toggle on/off for educators to decide which items are shared directly with parents via Brightspace for Parents. **This is only available/seen for districts using Brightspace for Parents and will not be seen if Brightspace for Parents has not been adopted.** 5. Once evidence has been approved, return to “Class Portfolios”. Newly approved evidence will appear first in the student’s portfolio (both in the teacher and student view). 6. Highlight the “Add to Portfolio” option (found in individual Student Portfolio: blue button, top left, above Spotlighted Evidence), available for both students and teachers to add evidence to a portfolio from their computer, Google Drive or Office365 account 7. Scroll to the bottom of the student portfolio to show where soft Deleted Evidence can be found and restored or permanently deleted, as well as where Previous Portfolios (archived) are located   *How-To slides (slides 19 - 21):*   * 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*   * How to navigate the options in the app * How to manage and configure your settings * How to navigate the teacher experience * How to approve evidence of learning * How to provide feedback and use the search categories |  |
| **Resources and thank you (Slides 26-28):**   * Share both D2L and district specific resources. Consider including D2L’s [K-12 Training,](https://www.d2l.com/k-12/training/) [Educator Webinars Archive](https://www.d2l.com/k-12/educator-webinars/), and [Parents/Guardians Support](https://www.d2l.com/d2l-supports-parents/) websites. * There are also many quick tutorial videos available!   + The resources are organized pedagogically in the accompanying side deck. Every underlined item is linked to a tutorial video. * Remind participants who use Twitter, use the district’s hashtag and #D2LK12 so we can all see great examples of how to use Brightspace! * Thank the participants for joining you |  |