

# Plan for success with Brightspace checklist

Your school district/organization has chosen D2L's learning management system (LMS), called **Brightspace**, to deliver the online component of your class(es). (We realize your initiative may use different acronyms; for example, in Ontario you may refer to Brightspace as the VLE, or virtual learning environment.)

You can use this checklist to help you plan and implement Brightspace as part of your hybrid/online strategy. Be sure to **register** with the Brightspace Community to gain access to the checklist and other resources.

## Project Management

- ☐ Assemble your team to **work on this project** including IT and/or technical resources, leadership, communications and professional development representatives.
- ☐ Establish direction and approach at a **kickoff** meeting.
- ☐ Discuss the relationship of implementing Brightspace to your mission.
- ☐ Consider existing policies and programs that **align** with Brightspace.
- ☐ Review your approach to **change management**.
- ☐ Identify your overall **goals and objectives**.
- ☐ Think about how success will be defined and measured.
- ☐ Identify your **target groups and their motivations**.
- ☐ Create a **timeline** for adoption of your project, including milestones.
- ☐ Ensure that your **communication** and **enablement** plans are universal and accessible.

## Infrastructure and IT

- ☐ Consider your online capacity and technology readiness (**Ontario**).
- ☐ Consult your **Ministry** or **Department of Education** for solutions that ensure everyone has access to Brightspace (internet/WiFi and device).
- ☐ Think about what **integrations** you need.
- ☐ Think about how you are going to **import existing content** into Brightspace.
- ☐ Consider **security** and how you will respect user **privacy** and manage **permissions**.
- ☐ Think about how your organization's home page will be used and maintained.
- ☐ Consider creating a **standard course home page** for teachers.
- ☐ Think about when courses should be created and when students should be enrolled. Prior to school start?
- ☐ Consider when and how **instructors**, students, and parents will access Brightspace.
- ☐ Consider whether **parent communication** should be enabled. If so, when?

## Communication

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- ☐ Identify the [elevator pitch](#) and [key messages](#) for your target groups.
- ☐ Build a [communications plan](#).
- ☐ Edit and share the Brightspace [factsheet](#) (provide the three videos).
- ☐ Revise and share the [Brightspace FAQs](#) for school and home.
- ☐ Make sure you have gone through the [communications workshop](#) with your team.

## Training and Professional Development

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- ☐ Plan a phased Brightspace [training](#) approach so teachers/students focus on the right things at the right time.
- ☐ Build a [staggered/scheduled rollout](#) of the phases with timelines.
- ☐ Determine how to measure success across each phase.
- ☐ Provide [technical administrators](#), [educators](#), [parents](#), and [students](#) with the support and resources they need for their transition to a technology-assisted teaching/learning model (i.e., [Brightspace Community](#))
- ☐ Clearly communicate where to find Brightspace [Support](#) to everyone.
- ☐ Customize and share the training resources D2L provides to help teachers and students get started:
  - [Getting Started](#) (self-directed training)
  - [Quick Start Guide](#) (booklet)
  - [Brightspace Tutorials](#) (videos)
  - [Navigating Brightspace for Students](#) (video)
  - [Navigating Brightspace for Instructors](#) (video)
  - [Educator Webinars](#) (live and recorded webinars)
  - [Tips and Tricks](#) (articles, tutorials and videos)
  - [One-Minute Workflows](#) (videos)
  - [Teaching During Self-Isolation](#) (blogs and articles)
  - [Instructor Guides](#) (booklet)
  - [Resource Library](#) (mix of everything)

## About D2L

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D2L is the software leader that makes learning experiences better. The company's cloud-based platform is easy to use, flexible, and smart. With Brightspace, organizations can personalize the experience for every learner to deliver real results. The company is a world leader in learning analytics: Its platform predicts learner performance so that organizations can take action in real time to keep learners on track. Brightspace is used by learners in higher education, schools, and the enterprise sector, including the Fortune 1000. D2L has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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