



Colorado Springs Schools

Inspire every mind.

Session Title

Presenter Name(s) and Contact Info

Please start and end on time to keep the schedule running smoothly!

Slide Design & D11 Branding and Colors



- As you customize this deck, D11 has 6 main branding colors you can utilize. There are also two different D11 logo options (slide 1, slide 3) that you can use where you'd like throughout. Those two logos are to only be used on white background.
- If you want to use a D11 Logo on one of the D11 colored backgrounds, use the logo on this slide.
- Colors: In the color selector, for fill or font, in the custom section you will see: Gold, blue, red, green, white (standard so not in tray) and gray - these are all D11 branding approved hues. Use in ways that work for you, and you don't have to be limited to these - just will make all presentations look more cohesive if we do.
- Embrace clean, simple design for virtual audiences. The cameras on take a lot of bandwidth during sessions, so simple icons, pictures and graphics are helpful. Remember if you use video with sound to be sure you share in WebEx optimized for video sharing in order for participants to hear your sound.



Welcome (in a fun way if you want)

Consider a way to welcome that is brief and high energy to engage right off the bat!



The next set of slides can be arranged in an order that works best for the arc of your learning design.

They include helpful elements in order to meet these goals:

- **Keep the session interactive** - the teachers should be doing the thinking and work - consider utilizing breakout rooms with very clear directions of what to discuss for 5-10 minutes within the session.
- Be intentional when using examples, **connecting what you are teaching directly to participants' instructional time with students**; teachers will walk away with ideas to use.
- 30 minutes is quick! It's a touch-in on the topic. **Make sure your participants walk away with strategies/tools/ideas they can implement.**
- Provide 3-5 resources or examples linked into the presentation that participants can access in their reflective sessions or sometime after the session ends to continue toward implementation of ideas.



Dive In!

May want a few slides in this direct instruction section; since time is short let participants know you are diving right in!

Suggest 10-12 minutes max of talking here

- Be intentional when using examples, connecting what you are teaching directly to participants' instructional time with students
- 30 minutes is quick! It's a touch-in on the topic. Make sure your participants walk away with strategies/tools/ideas they can implement. Provide 3-5 resources or examples that participants can access in their reflection sessions to continue toward implementation of ideas.



Interaction/Practice

In this section, consider a breakout, a poll in WebEx, or interaction in the chat or unmuted or with a tool you are sharing. Whichever you want to use, prep and practice the interactive piece. It is often the place where the most fumbles come from within presentations. ***Suggested use of 5-10 minutes***

Keep the session interactive - the teachers should be doing the thinking and work.





SAMPLE CLEAR BREAKOUT INSTRUCTIONS (5-8 minutes)

- ❖ In groups, PROVIDE DIRECTIONS HERE
- ❖ Say hello!
- ❖ Identify a facilitator and notetaker.

As you talk, capture 2 key takeaways from the discussion:

- Your choice
- Any RECOMMENDATIONS you have for the larger group?

As a group, nominate 1-2 ideas to bring back to large group.

BREAKOUT GROUP __:

Our notetaker(s):

Our facilitator:

Task here and room for note taking/responses

You can put a few slides like this in another presentation and share the link in the chat during the session if you want groups to have edit access.

**Other tools for recording thinking in breakouts: Padlet,
Jamboard,**

ANY RECOMMENDATIONS/IDEAS?

The idea we spent the majority of our time discussing was....

Reconnect/Review/Extend

May want a few slides in this section that zooms back into what teachers can walk away with toward implementation.

Suggest 5-10 minutes here

- Be intentional when using examples, connecting what you are teaching directly to participants' instructional time with students.
- 30 minutes is quick! It's a touch-in on the topic. Make sure your participants walk away with strategies/tools/ideas they can implement. Provide 3-5 resources or examples that participants can access in their reflection sessions to continue toward implementation of ideas.



Additional Resources to Explore

Curate 3-5 links to resources that you used or that are new (so as not to provide too much and overwhelm) and encourage participants to explore them if they want to learn more after this session. *Suggest 1-2 minutes here*

Participants have been encouraged to add blocks of reflection/next step planning into their personal schedule, so that would be a great time for them to explore these.

How will my participants access this deck after the session though?

Please upload a PDF of your presentation or any materials you will use and reference to your SCHED session. More details on how to do this coming - or email document to Nicole Ottmer or Natasha North and we will do it for you.

Q&A/Reflection/Feedback

Consider adding your contact information here again, so if a participant wants to follow up and you run short on time, they can snap a quick photo or screenshot.

If there are no questions, this time can be repurposed for intentional reflection. Participants could share one word answers in chat, or reflect on their own, or complete a sentence stem in a pre-made poll that you have ready to go in WebEx.

Sched has surveys attached for each session, please encourage participants to respond at the end of your session or sometime on Jan. 4. The survey for each session should take 2 minutes or less.

Suggest 3-5 minutes here

