***How to Talk to Your School Community About OverDrive Training***

Our [Resource Center](http://resources.overdrive.com/k-12-schools/) has a large collection of staff training videos and live webcast opportunities but those are structured and targeted to [staff training](http://resources.overdrive.com/k-12-schools/staff-training/). When trying to engage your administrators/educators, students, and parents, you may want use the template provided to get started hosting a user training class to introduce OverDrive to your school community.

**Materials Needed:**

* *OverDrive Digital Library Basics PowerPoint* presentation
* You may want to print out a selection of *How-To Bookmarks* or *Getting Started Guides* from the [Resource Center](http://resources.overdrive.com/k-12-schools/marketing-outreach/) to pass out at the end of class.

**Instructions:**

Feel free to customize the PowerPoint template for your school. You can insert your school name and logo on the first slide and before you get to the demonstration portion of the training, you can choose to insert a screen-grab of your own home page. Remove reference to formats you do not offer or insert details that are specific to your school/area.

There may be slides that are not applicable to your school so you can choose to hide or delete them from the presentation.

Make sure to thoroughly review and customize the PowerPoint deck before using it in your training classes.

**Questions?**

Contact our Training team at [training@overdrive.com](mailto:training@overdrive.com).