

# Instructor Checklist for Zoom Meetings

<p><b>SYSTEM CHECK</b></p>	<ul style="list-style-type: none"> <li>• <b>Update computer:</b> update your computer and <a href="#">Zoom software</a>.</li> <li>• Check <a href="#">Zoom Meeting Settings</a> to make sure all the tools/functions you plan to use (i.e. breakout, annotation, file transfer...etc.) have been enabled. <b>Upload a picture</b> of yourself to the Zoom account <a href="#">profile</a> if you like.</li> </ul>
<p><b>BEFORE EACH MEETING</b></p>	<ul style="list-style-type: none"> <li>• <b>Prepare an agenda</b> for class (i.e. via PowerPoint) – include equipment check on first screen (<a href="#">download sample PowerPoint here</a>).</li> <li>• <b>Cleanup desktop/computer:</b> hide/close anything you don't want students to see (e.g. ICON Grades, personal files) when you share your computer screen.</li> <li>• <b>Connect</b> headset/webcam to computer and close unneeded programs that may be running in the background (e.g. Skype for Business).</li> <li>• <b>Open</b> any documents or web pages you want to share during class, then minimize windows until you need them.</li> <li>• <b>Join</b> meeting about 15 minutes early.</li> </ul>
<p><b>LOGIN</b></p>	<ul style="list-style-type: none"> <li>• <b>Login</b> via the ICON course site (Instructor login link) or via Zoom app to ensure you are recognized as host in the meeting.</li> <li>• <b>Launch</b> agenda or equipment check PowerPoint and share computer screen so students will see it when they arrive.</li> <li>• <b>Check audio/video</b> while waiting for students to arrive.</li> <li>• Optional: join meeting as a participant using a 2<sup>nd</sup> computer so you can see what students see.</li> </ul>
<p><b>THINGS TO DO IN FIRST CLASS</b></p>	<ul style="list-style-type: none"> <li>• Go over <b>tech info:</b> remind students to check equipment before each class and where to find tech support phone number (e.g. agenda PPTX).</li> <li>• <b>Class overview:</b> go over syllabus, general class structure/format, objectives or purpose of Zoom meetings (e.g. lectures, discussions, group projects...etc.).</li> <li>• <b>Classroom protocol:</b> go over your preference for classroom behavior and etiquette, e.g.             <ul style="list-style-type: none"> <li>✘ Suggest students mute cell phones, close/lock room door, choose quiet/private location...etc. to avoid being interruption.</li> <li>✘ Do you prefer students to turn on/off their camera?</li> <li>✘ What should they do if they need to step away (i.e. for a glass of water)?</li> <li>✘ Can students communicate or respond to questions using chat or voice only?</li> <li>✘ When someone wants to speak/ask a question, should they use the "raise hand" function and wait for you to call on them, or should they just jump in?</li> </ul> </li> <li>• <b>Ice breaker activity:</b> have students take turns unmuting their mic, connecting their webcam, and introducing themselves (i.e. what's their major, favorite sports... etc.).</li> <li>• <b>Practice</b> breakout session with a fun/simple group activity, e.g. a game of trivia (you can send file via File Transfer in Chat).</li> </ul>