

Tech Host Checklist - Rehearsal with Study Group Leader/Presenter at least one week before class starts

Class Title: _____	Class Size: _____
Class Date(s): _____	Class Times: _____
Study Group Leader (SGL)/Presenter: _____	Co-SGL/Presenter: _____
Tech Host (TH): _____	Co-Tech Host (Co-TH): _____

							Comments/ Follow-up		
1. Assess Zoom Skill Level									
SGL	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	OK	<input type="checkbox"/>	Discuss	
Co-SGL	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	OK	<input type="checkbox"/>	Discuss	
TH	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	OK	<input type="checkbox"/>	Discuss	
Co-TH	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	OK	<input type="checkbox"/>	Discuss	
2. SGL Test for Bandwidth									
	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	OK	<input type="checkbox"/>	Discuss	
If low, investigate what can be done:	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Other	
3. Class to be recorded?									
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure - follow-up			
4. Engagement techniques to be used?									
	<input type="checkbox"/>	Polling (to office 2 days in advance)	<input type="checkbox"/>	Voting - Yes/No	<input type="checkbox"/>	Use Zoom "Raise Hand"	<input type="checkbox"/>	Zoom Chat	
					<input type="checkbox"/>	Does SGL <u>not</u> want speech-to-text transcription turned on?			
5. Determine in detail/advance all support needed and when those things will happen & who will do them:									
"Raise Hand" raising/calling	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Other	
Chat used/who deals with it?	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Other	
6. Basic Sharing									
	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- Welcome Screen (update)	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- PPT/Keynote	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- YouTube or other videos	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- Documents	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
7. Advanced Sharing									
	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- Breakout Rooms	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	N/A	
- White Board / Annotation	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	N/A	
- YouTube Playlists	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
- Other	<input type="checkbox"/>	SGL	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Tested	
8. SGL shares file(s) with TH in advance?									
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Method?	<input type="checkbox"/>	Tested	
9. Discuss methods for improved classroom setting									
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Camera Angle	<input type="checkbox"/>	Clear Sound	<input type="checkbox"/>	Head mic needed?	<input type="checkbox"/>	Distracting background
<input type="checkbox"/>	Virtual Background	<input type="checkbox"/>	Put phones on silence/vibrate (Don't turn off)	<input type="checkbox"/>	Paper noise	<input type="checkbox"/>	Other noises	<input type="checkbox"/>	Eye Contact
<input type="checkbox"/>	Presenter's notes are at eye level	<input type="checkbox"/>	Other?	<input type="checkbox"/>	Other?	<input type="checkbox"/>	Other?		
10: Send pre- & post-class email(s) to class?									
	<input type="checkbox"/>	SLG	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH	<input type="checkbox"/>	Mix?	
11: SGLs' & THs' phone nos. in case needed on presentation day(s)									
	<input type="checkbox"/>	SLG	<input type="checkbox"/>	Co-SGL	<input type="checkbox"/>	TH 1	<input type="checkbox"/>	TH 2	