**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 | | ❑ | Excellent | ❑ | Good | ❑ | OK | ❑ | Discuss |  |
| Co-SGL | | ❑ | Excellent | ❑ | Good | ❑ | OK | ❑ | Discuss |  |
| TH | | ❑ | Excellent | ❑ | Good | ❑ | OK | ❑ | Discuss |  |
| Co-TH | | ❑ | Excellent | ❑ | Good | ❑ | OK | ❑ | Discuss |  |
|  | | | | | | | | | | |
| **2. SGL Test for Bandwidth** | | ❑ | Excellent | ❑ | Good | ❑ | OK | ❑ | Discuss |  |
| If low, investigate what can be done: | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Other |  |
|  | | | | | | | | | | |
| **3. Class to be recorded?** | | ❑ | Yes | ❑ | No | ❑ | Unsure - follow-up | |  |  |
|  | | | | | | | | | | |
| **4. Engagement**  **techniques to be used?** | | ❑ | Polling (to office 2 days in advance) | ❑ | Voting - Yes/No | ❑ | Use Zoom “Raise Hand” | ❑ | Zoom Chat |  |
|  | |  |  |  |  | ❑ | Does SGL not 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 | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Other |  |
| Chat used/who deals with it? | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Other |  |
|  | | | | | | | | | | |
| **6.** **Basic** **Sharing** | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - Welcome Screen (update) | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - PPT/Keynote | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - YouTube or other videos | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - Documents | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
|  | | | | | | | | | | |
| **7. Advanced Sharing** | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - Breakout Rooms | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | N/A |  |
| - White Board / Annotation | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | N/A |  |
| - YouTube Playlists | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
| - Other | | ❑ | SGL | ❑ | Co-SGL | ❑ | TH | ❑ | Tested |  |
|  | | | | | | | | | | |
| **8. SGL shares file(s) with TH in advance?** | | ❑ | Yes | ❑ | No | ❑ | Method? | ❑ | Tested |  |
|  | | | | | | | | | | |
| **9. Discuss methods for improved classroom setting** | | | | | |  |  |  |  |  |
| ❑ | Lighting | ❑ | Camera Angle | ❑ | Clear Sound | ❑ | Head mic needed? | ❑ | Distracting background |  |
| ❑ | Virtual Background | ❑ | Put phones on silence/vibrate (Don’t turn off) | ❑ | Paper noise | ❑ | Other noises | ❑ | Eye Contact |  |
| ❑ | Presenter’s notes are at eye level | ❑ | Other? | ❑ | Other? | ❑ | Other? | | | |
|  | | | | | | | | | | |
| **10:** **Send** **pre- & post-class** **email(s) to class?** | | ❑ | SLG | ❑ | Co-SGL | ❑ | TH | ❑ | Mix? |  |
|  | | | | | | | | | | |
| **11: SGLs’ & THs’ phone nos. in case needed on presentation day(s)** | | ❑ | SLG | ❑ | Co-SGL | ❑ | TH 1 | ❑ | TH 2 |  |