Virtual Instructor-Led Training: Pre-Session Checklist

PRIOR TO STARTING YOUR PRACTICE SESSION:

☐ **Send your meeting invite**
- Includes enabling waiting rooms and muting all participants upon entry

☐ **Enable necessary tools**
- Annotation tool
- Breakout rooms
- Feedback indicators
- Polls

☐ **Set up polls**
- Single choice or multiple choice?
- Should participants to be able to answer anonymously?

☐ **Assign people to breakout rooms (only for manual sort)**
- To sort your participants manually into their groups, do so prior to the session. *Note: To do this all participants need to have a Zoom account and register for the session.*

☐ **Check your meeting settings**
- Do you want to disable private chat?
- Do you want to disable annotation?
- Do you want to enable a waiting room?

DURING YOUR PRACTICE SESSION:

☐ **Test your microphone and camera**
- Facilitator: Can your producer see/hear you?
- Producer: Can your facilitator see/hear you?

☐ **Launch your slides**
- Can your producer see them?
- Can you view your slide notes?

☐ **Decide how you are sharing your handouts**
- Are you sending prior to the session or after the session?
- If during, users on some devices may not be able to receive a document via the chat

☐ **Run through your entire session**
- Is the timing correct?
- Do you need to cut or add anything?

☐ **Discuss with your producer their responsibilities for each activity**
- How will you communicate with one another?
- What are your back-up plans?

☐ **Practice launching polls**
- Can you view the poll?
- Are you able to broadcast the poll results?

☐ **Practice breakout sessions**
- *Tip: Recruit coworkers/family to help test*
- Can you join a breakout room and return?
- Can you broadcast a message?
- Are you able to respond to a help message from breakout rooms?

☐ **Practice Annotating and Feedback Indicators**
- Are you able to clear participant annotations?
- Are you able to clear all feedback indicators?

☐ **Share the lesson plan/slides with producer in case they need to take over**