

Use these quick checklists to help you prepare for your virtual classroom session...

Can you answer these questions?...	
What devices will learners be using to join?	
What features does my platform provide?	
How do I find platform support/FAQs if I need it?	
What do I do if there are audio problems during the session?	

Do you know how to?...	
Set up the session, with a password?	
Distribute the link and invitation/joining info to participants?	
Adjust the settings on the platform?	
Record the session?	
Use a waiting room, and admit people to the session?	
Manage participants – e.g. mute/unmute, remove someone?	
Clearly and briefly explain to participants how to use the key features they'll need? E.g. reactions, raise hand, chat window?	
Explain how to use speaker/gallery view, 'pin' speaker view?	

If you need advanced features, can you?...	
Use breakout rooms? Explain these clearly to participants?	
Use an interactive whiteboard? Explain this to participants?	
[add your own...]	