

Student Checklist to Prepare for a Live (Synchronous) Session

1. **Get ready and log-in early.** Give yourself ample time to install any last-minute software updates. If you present in a live session, ensure you upload files and slide presentations. We recommend to log in at least 15 minutes prior to the published start time for your live event (e.g., lecture).
2. Check that you have a **good and stable Internet connection**, and a **quiet and distraction-free environment** in a semi-professional setting (e.g., please avoid attending/presenting from a couch, a bed, or from a public place – check your background for anything that may distract you and other participants from the conversation).
3. Check your audio and video connections:
 - o [Check your system](#), if using Virtual Classroom
 - o [Check your audio and video setting](#), if using WebEx
 - o [Test computer or device audio](#), if using Zoom
4. [Tips to look your best on video](#)