



OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

Zoom Video Session: Instructor Checklist

1 Week Before

- Schedule the live session (i.e., Zoom meeting).
- Post an announcement to the course website and send an individual email inviting students to join the meeting.
- Add poll questions as needed and consider some planted questions (in case you have a shy audience).
- Finalize presentation with panellists (if you have students or guest speakers presenting during the meeting).

1 Hour Before

- Contact the panellists to confirm they are prepared and answer any questions.

30 Minutes Before

- Start the Zoom meeting via your host calendar appointment on CourseLink.
- Enable Practice Session upon scheduling so that only the host and panellists can join; as your panellists join, confirm their audio and video are running smoothly (ideally, they are using a wired connection).
- Set up and manage meeting tools:
 - **Chat:** Click the **More** menu at the bottom to allow/disable attendee chat (can chat with panellists by default).
 - **Participants:** Click the **More** menu at the bottom to allow panellists to start the video, mute on entry, and so forth.
 - **Q&A:** Click the **Options** menu at the top to allow/disable anonymous questions (enabled by default).
- Greet panellists and review roles and tools to be used, such as Polling and Q/A.

15 Minutes Before

- Run final audio, webcam video, and content sharing test.

5 Minutes Before

- Mute all panellists – panellists will remain muted until the presentation starts.

- Use the broadcast button to move from practice to start mode and allow attendees to join.
- Attendees will join muted and cannot share but will be able to see and hear panellists.
- Moderator (i.e., TA or instructor) periodically welcome the attendees and let them know you'll be getting started soon.

Live Session Start Time

- Start recording.
- Moderator unmutes and starts the video.
- Moderator begins the presentation with welcome and housekeeping (refer to Sample Housekeeping Slides).
- Confirm other presenters are ready to be unmuted and video is on.
- Monitor Q&A for any technical concerns from attendees – send to <https://support.zoom.us> for 24/7 assistance or call CourseLink Support (519) 824 4120 ext. 56939

After Your Webinar

- Send a follow-up emails to students – be sure to let them know about the recorded meeting and a call to action (what you want them to do next).

CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: courselink@uoguelph.ca

Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.

Saturday: 10 a.m. - 4 p.m.

Sunday: noon - 6 p.m.

Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.