LSE Eden Centre
for Education
Enhancement

Getting started with Zoom checklist

This checklist is designed to be a quick guide to help you get started with Zoom for *synchronous online meetings* and *teaching sessions*. Please use this checklist as starting point and add to, and personalise the list based on your session requirements.

Zoom session preparation

Before the session ensure you have:

☐ An internet-connected computer

☐ Headphones with microphone (to avoid audio feedback)

☐ Webcam (if you wish to be seen by others)

☐ A quiet space to hold the session

☐ A detailed session plan including timings and moderator roles

☐ Resources you wish to use or share, i.e. PowerPoint presentations

☐ Accessibility requirements of participants

☐ Arranged a co-presenter to moderate the chat area and answer participant questions during the session, if required (recommended for large classes)

☐ Scheduled your Zoom session

 ▪ See guide Setting up Zoom within your Moodle course, or

 ▪ See guide Sign in to Zoom to use Zoom outside Moodle

☐ Set and send any etiquette and session instruction information to participants

☐ Sent instructions to co-presenters or guest speakers (if applicable)

☐ Practiced using Zoom features in advance (see Tips for running large Meeting sessions below)

☐ Prepared a **Welcome message** slide with the session start time and participant instructions to display

Ensure participants have:

- ☐ An internet-connected computer or mobile phone
- ☐ Session date and time
- ☐ Informed you of any accessibility needs (encourage students to inform you by a certain date to ensure you can make appropriate arrangements in time)
- ☐ Joining instructions, i.e. the participation Zoom link
- ☐ Etiquette and session guidelines for the session

At least 30 minutes before the session

- ☐ Load your presentation and any resources to your computer ready for use. See guide Zoom Meeting controls to familiarise yourself with Zoom's meeting controls for sharing your screen and other controls
- ☐ Clear your screen.
  - ▪ **Tip:** It is advisable that you clear your screen of applications / private documents and anything else not needed for the sessions (especially important if sharing your screen)
- ☐ Join the session at least 20 minutes before the scheduled start time to run your setting checks to ensure your microphone, video and audio working. You will be prompted to check these when you first join the session.
  - ▪ For more information see Fixing Zoom audio problems
  - ▪ **Tip:** mute your audio /mic before until you start the session, in particular if participants are allowed to join earlier.
- ☐ Check you have given co-host rights to your co-presenter and/or guest speaker
- ☐ Display the **Welcome message** slide with the session start time and participant instructions to check their settings and equipment as they join.

At the start of the session

- ☐ Allow 5 minutes for late arrivals and for attendees to settle in
- ☐ Greet participants as they join the session via text chat or audio
- ☐ Remind participants to test their microphone and speakers
- ☐ Give a brief overview of the Zoom tool and how to use it during the session, including using chat and icons (i.e. raise hand)

We would like to thank colleagues at University of Reading for sharing information with us.

☐ Remind participants the session will be recorded (if applicable) and that the recording maybe viewed by students/people who have not taken part in the session (if applicable).

☐ **Start recording** (if applicable)

☐ Guide participants throughout the session and remind them how they can interact and locate features on the Zoom interface. See guide Host and Co-Host Controls in a Meeting.

End of the session

☐ **End the recording**

☐ **Save a copy** of the chat (if required)

After the session

☐ **Session capture** – Remind students that session recordings are available and where to find them in their Moodle course (if applicable).

Tips for running large Meeting sessions:

Note: The current attendee capacity for a single Zoom meeting is 300 simultaneous participants.

▪ Have a co-presenter to help facilitate the Zoom session with you; especially if you are allowing chat messages and in case you have any unexpected issues.

▪ Ensure your session is well planned and it has opportunities for the attendees to actively engage to keep their attention.

▪ Add your notes and changes to this checklist, such as 'what went well' and 'what could be improved in the future'.

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