Zoom Best Practice Checklist

For teachers

Before joining or starting a call

- Think about where you are. Is the background appropriate? Set up so your back is to a wall and the camera is only viewing you and the wall.
- Place yourself where there is minimal background noise.
- Are there too many distractions around you?
- Put your phone or other devices away during the conference or lesson.
- Dress appropriately
- Be mindful of your body language and what can be seen via the video camera
- Connect your laptop to power if necessary
- Test your microphone and video
- If you are sharing your screen, make sure to close all applications (and tabs) that you will not be using on the Zoom call.

During the call

- Turn your mic off when entering the session
- Check the chat to ensure appropriate language is being used

For students

To share with students

- Be prepared
  - Be on time
○ Charge your device beforehand
○ Use headphones if you have some
○ Sit somewhere where you will not be distracted
○ Think about your environment. Set up so your back is to a wall and the camera is only viewing you and the wall.
○ Wear appropriate clothing
  ● Mute yourself when not talking
  ● If called upon, please unmute your mic and chime in.
  ● Use some agreed upon hand signals to avoid interrupting (e.g. Thumbs Up = Yes; Thumbs Down = No; Hand by Ear = Can’t Hear; Raised Hand = I have a comment.)
  ● Chat responsibly. Think before you type.
  ● Written chat must be for class purposes only. If you have other questions outside of the topic, please email your teacher.
  ● Recordings and transcripts of the conversation may be available after the Zoom session to your class Moodle, Stile or Google Classroom (your teacher will notify you with a link)

Teaching during the Zoom
When having a Zoom with your class, you may want to assign the following roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Welcomer</strong></td>
<td>After the first five minute of the meet...&lt;br&gt;As people enter the meet and some arrive late, greet them in writing by saying Hello, _______. Give them a summary of what has happened so far.</td>
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<tr>
<td><strong>Questioner</strong></td>
<td>If a great question is posted in the chat and as the teacher I don’t see it or respond, the questioner may unmute their mic and alert me to the question.</td>
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<tr>
<td><strong>The Linker</strong></td>
<td>If as a teacher, I post a useful link during the discussion, the linker will have that copied (if anyone asks for it or needs it later in the discussion and someone cannot find it).</td>
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<tr>
<td><strong>Timekeeper</strong></td>
<td>If the teacher gives a time for a particular activity or part of class, the timekeeper will alert us all if we are approaching the end of the allotted time.</td>
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<tr>
<td><strong>Note Taker</strong></td>
<td>All students are expected to take notes and participate as needed. You will have access to all that is posted in the chat after the recording ends. Some may be asked to share notes with anyone who could not attend live.</td>
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