**Checklist for a smooth start to teaching online and face-to-face students**

What to do now

* Order a USB headset with microphone from your Dept if facilitating online group discussions
* Pick up a face covering (and optional visor). [Find out pick-up locations](https://blog.shu.ac.uk/teachingdelivery/course-delivery/teaching-space-guidance/#4).
* [Read the guidance & watch the videos](https://blog.shu.ac.uk/teachingdelivery/starting-back/)

At the start of a semester

* Set up a room in Zoom/Collaborate for each online group
  + For Zoom, set a back-up co-host in case of illness
* Share the room link in Blackboard with the appropriate students
* Point students to [help information for Zoom/Collaborate](https://www.shu.ac.uk/digital-skills/online-learning/video-calls)
* Have an introductory session for students to test Zoom/Collaborate before classes begin
* Go through the [‘Keeping our Community Covid Safe’ PowerPoint presentation](https://blog.shu.ac.uk/teachingdelivery/wp-content/uploads/sites/8/2020/09/Keeping-our-Community-Covid-safe-presentation-for-students.pptx) with your students

Before each class

* Get a list of students physically coming to the class from timetable
* Bring equipment you need with you, such as:
* Headset
* Whiteboard markers & eraser
* Other teaching aids
* Face covering/visor

At the start of the class

* Open any windows in the room. If there are problems with room ventilation, call Facilities Helpdesk (x4444)
* Take a wipe to clean any shared equipment
* Login to the podium PC and start the projector
* Join the session in Zoom/Collaborate
* Check the session microphone is set to ‘USB Audio Codec’
* Check the speakers in the room are working and the volume is set at a comfortable level
* Enable the webcam (ensuring the lens cap is up) so students can see you
* Share your slides in the Zoom/Collaborate session
* Do a sound check with the online students
* Ask students online to mute themselves and use the chat for immediate questions
* Start recording if presenting new information

During the class

* If facilitating online group discussions:
* Plug in your headset
* For Zoom, select the correct microphone and speakers in Zoom for the headset
* For Collaborate, run the audio configuration tool again to select a new microphone
* If using the whiteboard, point the webcam at the whiteboard
* If you will be showing students a video during the session, share link with online students
* If students will be touching equipment, ensure it is wiped before and after use
* Do frequent sound checks with online students (do not wander too far from microphone)
* Repeat any questions asked in class into the mic for the benefit of online students. Equally read out any questions asked in chat to students in the room.

After the class

* Make a copy of the chat in case there are unanswered questions
* Wipe down used equipment & leave room ready for the next class
* Share links to recordings on Blackboard/Panopto when available