

# Hybrid Learning Checklist



- Have you scheduled your session in Zoom ahead of time? Is it set to auto-record?
- Is the link available either via the Zoom LTI feature on Moodle or a link?
- Power on projectors via control panels
- Power on PC, log in, join the Zoom class. Possibly leave all unmuted until ready to teach; then announce that you're muting all until discussion section.
- Are you using a document camera via Zoom (advanced sharing)?
- Are you using your own laptop (by joining from it after joining from PC and sharing screen)?
- Are you using a tablet with stylus to join the meeting too?
- Reminder to look at the remote learners (look at the webcam)
- Reminder that mics are the remote learners' ears.
- Have you indicated that there is a specific Q & A time?
- Have you asked them to add to the chat box, but that you won't be looking at the chat comments until the specified time?
- Have you muted all at the appropriate time?
- Be aware of the ceiling mic positions. If leaving the main podium area stay within the front area of the room, to be picked up by the ceiling mics.
- Consider repeating any questions and comments for all.
- Be conscious that while you are sharing your slides or on screen content, you won't see everyone they will be minimised. This will be the same for everyone. When not sharing your screen you can return to the gallery view.