**Checklist for online classes**

**Before a meeting**

  Check the Internet speed. You can do it here <https://www.speedtest.net/> Make sure that your upload traffic is under 4.90

 Check your web-camera and microphone in Zoom settings

 Put the necessary lesson materials in one folder. Make sure that you open all lesson files on your computer

 Make sure your background is tidy and will not distract your student’s attention. You may use background settings in Zoom

 5 minutes before the start send link for entering to your students

**During a meeting:**

 Remind your students Zoom etiquette:

- Mute microphones during the lesson.

- If you need to ask or share something use “raise a hand” and “put a hand down” buttons.

- If you’ve got an urge to leave a meeting warn me in a chat and turn off your camera

- Leave the meeting room only after it is finished.

 You also can record a video and share after a lesson

**After a meeting:**

 Finish your meeting and log out

**Great Tools Built into Zoom for Engagement:**

**You may also watch video about break-out rooms** [**https://www.youtube.com/watch?v=6i-NA563Ojk&feature=youtu.be**](https://www.youtube.com/watch?v=6i-NA563Ojk&feature=youtu.be) **or read here** <https://hls.harvard.edu/dept/communications/teaching-remotely-with-zoom-faq-and-instructions/#hlsnav-how-to-videos-and-instructions>

Zoom support team:

● Attendee Attention Tracking: <https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking>

● Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

● Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

● Non-verbal Feedback: <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-DuringMeetings>

● Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

● Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

● Whiteboard: <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

● Annotation: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screenor-whiteboard>

● Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-TranscribeCloud-Recordings->

● Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>