Zoom Checklist

The Research Librarians at Moakley Law Library have created this checklist as a template for Distance Education success with Zoom. Please use it and modify it to your own needs.

 **Managing Main Settings**

**☐**Navigate to suffolk.zoom.us and choose Settings.

**☐**Enable Waiting Rooms if you wish to use Waiting Rooms by default and choose to turn them off when scheduling meetings (like classes).

**☐**Enable Chat (and Auto Saving Chat if you wish to save meeting chats with recordings).

**☐**Enable Breakout Rooms.

**☐**Disable Join Before Host if you do not want anyone to join your meeting before you start it. Disable Join Before Host if you do not want anyone to join your meeting before you start it.

**☐**Enable Co-Host to add co-hosts during meeting and have in-meeting controls to help you as the host.

**☐**Make sure Screen Sharing is enabled.

**☐**Enable Local Recording if you wish to save a recording to your computer after each meeting.

**☐**Enable Cloud Recording if you wish to save meeting recordings to the Cloud automatically (recordings will appear in Blackboard for your students to see).

 **Creating Class Meetings**

**☐**Create the Zoom Class meeting(s) in Blackboard in the Online Synchronous Learning tab.

**☐** If you have Waiting Rooms enabled in your main settings but do not wish to use it for classes, make sure the setting is not checked on the scheduling page.

**☐**If you do not wish students to enter the class before you arrive, make sure Join Before Host is not checked.

**☐**Add an Alternate Host if necessary. The alternate host can start the meeting if you are unable to.

**☐**Pre-assign Breakout Rooms if necessary.

**☐**Students will be able to log onto the class through Blackboard, but if you are worried about Blackboard being down, copy the Meeting Invitation to send to students. The link and meeting ID will be the same for recurring meetings, and students can use it to log on if Blackboard is down.

 **Before Your Class**

**☐**Clean up your desktop. Close unnecessary programs and windows (e.g. close emails and any other personal or confidential information that you don’t want your students to see, also calendar alerts to avoid a “ding” noise during class.)

**☐**Open anything you will be screen sharing during the class (PowerPoint, Documents, Online videos etc.)

**☐**Connect any external equipment you might be using (headset, external webcam, second monitor, tablet, etc.).

**☐**Join your meeting early to test your equipment, open the Participants and Chat windows, and troubleshoot any connection issues.

 **Things to do in Your First Class**

**☐**Don’t forget to press Record if you aren’t recording automatically.

**☐**Go over tech info (remind students to login through Blackboard or through an alternate link if you’ve sent one; remind students to check their equipment; remind students to log on with their Suffolk credentials).

**☐**Go over expectations for synchronous Zoom classes (your expectations for whether students should have their video on or their microphones muted; raising hands; screen sharing; getting up during class, etc.)

**☐**Go over raise hand, yes/no, and other reactions in the Participants window and your expectations for using them.

**☐**Make your expectations for use of the chat clear (should students use it for questions, are private messages to anyone but you or your TA blocked, whether you’ve disabled it entirely, etc.).

**☐**Remind students where they can find class recordings (Online Synchronous Learning then Cloud Recordings tab).

**During Meetings Generally**

**☐**Open the Participants and Chat windows.

**☐**Remember to press Record if you are not recording automatically. Designate someone to remind you if necessary.

**☐**Confirm students can hear you when you are speaking.

**☐**If you are sharing a video or audio using Screen Share, remember to check Share Computer Sound and Optimize for Video Clip in the Screen Share window where you choose what to share.

**☐**Confirm students can see what you are sharing on Screen Share.

**☐**End your meeting on time. It is easy to lose track of time with online meetings

**Please check out our**[**Zoom cheat sheets**](https://www.suffolk.edu/law/faculty-research/research/distance-education-resources/distance-education-training-cheat-sheets)**for some tips and tricks!**