

This checklist provides the tasks to complete before, during, and after a live **Zoom** Meeting.

Zoom Meeting: Instructor Checklist

Time	Task	✓
- 0:30	1. Meeting Set Up <ul style="list-style-type: none"> ✓ Access the Zoom area in your Canvas Course ✓ Start your meeting ✓ On start, click “Join with Computer Audio” <ul style="list-style-type: none"> ○ Click Mute My Audio to turn audio off ○ Click Unmute My Audio to turn audio on ✓ Start your Video <ul style="list-style-type: none"> ○ Click Start Video to turn your video on ○ Click Stop Video to turn your video off ✓ Set up your course materials to be shared during the meeting on your desktop ✓ Test sharing <ul style="list-style-type: none"> ○ Click Share Screen ○ Select the Window or Application to share ○ Select Share Computer Sound checkbox if sharing videos or files with audio ○ Click the blue Share button ○ Click the red Stop Share button ✓ Click Participants to open the Participants window ✓ Click Chat to open the Chat window and select Chat settings 	<input type="checkbox"/>
- 0:15	2. Student Access and Connectivity Testing <ul style="list-style-type: none"> ✓ Within the Participants window, admit students to the Zoom meeting room from the Zoom waiting room ✓ Test audio/video/sharing with students 	<input type="checkbox"/>
- 0:01	3. Student Reminders <ul style="list-style-type: none"> ✓ Remind students to: <ul style="list-style-type: none"> ○ Mute their microphones when they are not speaking ○ Use feedback icons in the Participants window to communicate during class (e.g. “Raise Hand” to be called on to speak) ○ Let you know if they cannot hear/see you or your shared materials ✓ Remind students that your meeting will be recorded (if applicable) for playback later 	<input type="checkbox"/>

Zoom Meeting: Instructor Checklist (continued)

Time	Task	✓
0:00	4. Start Facilitating Your Course <ul style="list-style-type: none"> ✓ Click the Record button (if you are recording your meeting) and click Record to the Cloud ✓ Start Video so that you are visible to students ✓ Share your screen so students can view materials, as needed ✓ Occasionally pause and pose questions, review Chat comments, and ask if students have questions, if they can hear you, and if they can see you and your materials ✓ Do not discuss personal student information during the meeting ✓ Change screen sharing to “Multiple Participants can Share Simultaneously” during student presentations 	<input type="checkbox"/>
1:00+	5. End Course <ul style="list-style-type: none"> ✓ Click the Stop Recording button ✓ Review the Chat for any outstanding items and save the Chat, if needed ✓ End the meeting for all participants <ul style="list-style-type: none"> ○ Click the red End button ○ Click the red End Meeting for All button ✓ If your meeting was recorded, the recording will save in your Canvas course Videos area after several minutes <ul style="list-style-type: none"> ○ Let your students know when the recording is available in the Videos area 	<input type="checkbox"/>