

Consider the items listed below, then create your own checklist

Check	Item	Notes/Reference	My Checklist
	What to take to the classroom		
	Flash drive with presentation	If presenting from classroom PC	
	Other presentation materials as needed	DVD, list of links, printed handouts	
	iPad/smartphone	Handy to see participant view	
	Renaissance name tag		
	Flashlight	Helps to see equipment inside podium	
	Class roster with COVID checkin	To record verification of COVID vaccinations	
	Ren-xx account credentials	If using PC, it won't "remember" your login information	
	Once you are in the classroom:		
	Classroom setup		
	Log on to the Classroom PC	Enter username and pw.	
	Load initial presentation material	If on flash drive, insert drive, navigate to This PC, file and open	
	Open other presentation materials you will need	If DVD, insert in drive & open; Open web browser for online files	
	Press Projector Power (Display On) on touchpad	Projector turns on and screen lowers	
	Put on lavalier mic (leader) turn on	Handheld mic will be used for classroom participants	
	Adjust speaker volume on touchpad	This is for in-person students only	
	Zoom portion		
	Log onto https://csus.zoom.us	Enter username and pw	
	Locate Zoom meeting and start		
	Verify Audio & Video settings in Zoom are correct	Audio: Jack Mic; Video: USB HDMI; run Audio Test	
	Press Camera button on touchpad	Select position - 1 is best when projection screen is down	
	Make tech host a co-host	Tech host will monitor Chat & Participants	
	Use camera remote control to adjust framing of speaker	Give to tech host to adjust	
	Join as participant from personal laptop/iPad	This allows you to see what the Zoom participants see	
	Turn on Closed Caption for participants	You may want to hide Subtitles on Host computer	
	Set Security for meeting	Determine what works best for your class	
	Share screen and show what you like - doc camera handout then opening slides, announcements and etiquette	Determine who shares what - host or co-host; are these 2 separate slide decks or one	

Check	Item	Notes/Reference	My Checklist
	Hide video panel & floating meeting controls	This will give in-person audience best view & eliminate grey boxes	
	START RECORDING	This could be host or co-host	
	During the Meeting		
	Share presentation materials		
	Ask for questions - alternate between in-person & online	Tech host should prompt presenter with whose next	
	Tech host should monitor Chat		
	At End/After the Meeting:		
	When finished End Zoom meeting		
	Log off Classroom PC and take any materials with	Flash drive, DVD	
	Run attendance report	Optional	
	Trim recording - copy link and send to leader (if done by TH)		
	Send out group email with link to recording and note for next week		