

RS HyFlex Classroom Checklist

Before class:

- **Check PRS** (program registration system) for new registrants.
- **Optional:** Build MS Outlook address book – check registration daily > add to address book > send previous emails to new class members > register for Zoom registration & send Zoom link.
- **Thumb drive loaded** with class slideshow.

Physical set-up:

- **Program sign** on classroom door.
- **COVID check-in desk:** [Class volunteer help with checking]
 - + Student attestation roster w/ pen
 - + Face masks
 - + Hand sanitizer
- **3X5 cards on seats** “Sit Here” to encourage social distancing.
- **iPhone stopwatch** set to time portions of class.
- **Face mask** (Program Leader & Tech Host) to model appropriate safety behavior.

Electronic set-up:

- **Personal laptop/portable electronic device** turned on to monitor breakout rooms.
- **Desktop computer** turned on in the classroom technology console.
- **Overhead projector** turned on & automatic screen down.
- **Lighting settings** adjusted as appropriate throughout class.
- **Lavalier microphone** (program leader) & use the handheld mic for students turned on.
- **Speaker volume** adjusted on technology console touchscreen.
- **CSUS Zoom account** assigned to program leader opened.
- **Zoom program** started.
- **Audio test** of Zoom microphone and speakers performed.
- **Check two optimization buttons** on share feature if you are using videos.
- **Technical Host made a co-host** by Program Leader.
- **Queue up items** to be used in your class:
 - + MS Power Point slide deck (Thumb drive)
 - + VLC app – DVD to be shared
- **Closed captioning (CC) and transcription options enabled.**
- **Use camera remote** to adjust framing of speaker (Tech Host).
- **Zoom recording** – start & stop.
- **Attendance** – check classroom in-person & Zoom attendance; annotate PDF roster.
- **Mute audio & video** when sharing videos for all participants including program leader.

After class:

- **Download Zoom recording** – copy and paste to weekly seminar follow-up email.
- **Send weekly follow-up email.**

Tips:

- **Breakout rooms** – go outside the room with a portable device to monitor & drop-in on breakout rooms; otherwise, you will have audio feedback.