Checklist for delivering sessions remotely

Before you hold your first remote session, there are a few things you can do to help your learners adjust to this new style of learning.

- [ ] Create the meeting/webinar in your webinar platform.
  Tip: In the session description, explain what will be happening. You should also say how it will take place e.g. zoom, google meet etc.

- [ ] If you need learners to register, set up the registration page.
  Tip: Make sure learners have everything you're asking from them, e.g. an email address.

- [ ] Send the registration link to learners via email (if they have one) or by text message/phone call.
  Tip: Make links shorter by using a link shortener such as Bitly.

- [ ] Watch the registrations to make sure everyone that you're expecting has registered. Send your learners an email the day before to remind them.

- [ ] Some learners might struggle to use webinar software. If so, plan some time to help learners install it. You can also hold a practice session before so learners can use the webinar software and feel ok using it.

- [ ] If you are sharing your screen, clear your desktop and close windows you don't want others to see.

- [ ] Check your lighting to make sure learners can see you.

- [ ] Set up the device you will use ahead of time.

- [ ] Ensure your device has enough battery power to last the session or it's plugged in. Remember to also check your internet connection.

- [ ] Log into your session at least 15 minutes early so you're there before your learners.

- [ ] Come up with ground rules before your learners enter the session. This could be how to ask a question, how to talk with each other or if you will use webcams.

  Tip: Talk through the ground rules at the start of every session as a reminder to learners.