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| **Facilitating Virtual Professional Learning/Instruction Checklist** |
| * What is my **stated purpose**? |
| **Step 1: Create a registration link**   * Google * Eventbrite * Other |
| **Step 2: Create a meeting link**   * Did include all registered participants in the correspondence with the registration link? |
| **Step 3: Agenda**   * Agenda * Interactive Agenda |
| **Step 4: Presentation**   * Google Slides * PowerPoint * Interactive Agenda   Engagement strategies   * Annotate * Chat * Break-out rooms * Google Classroom * Email responses/models * Collaborative Google Doc * Other   Setting   * Professional dress * Professional background * Quiet location * Lighting * Camera Location |
| **Step 5: Determine how participants will sign-in**   * QR Code * Sign-in using Chat * Other |
| **Step 6: Determine how participants will access materials for training**   * Google Classroom * Email * Zip Folder |
| **Step 7: Practice session using the Learning Management System (LMS) Platform**   * Zoom * Google Meets * Microsoft Teams * Check Presentation in your LMS prior to beginning session |
| **Step 8: Log on to session at least 30 minutes prior to beginning of session to ensure platform is working correctly and to trouble shoot any technical issues**.   * Camera * Sound * Presenter controls |
| **Step 9: Determine how you will collect feedback.**   * Plus/Delta * Virtual Post-It notes * Virtual Parking Lot * Posing Questions * Other |
| **Step 10: Determine the Networking opportunity for participants.**   * Establish a group * Google Classroom * Email Correspondence * Other |