

# ITV/ZOOM START-OF-SEMESTER CHECKLIST



Complete the steps below for each semester-long class you'll be teaching via ITV/Zoom.

- Go to <https://sfasu.zoom.us> and sign in. Select *Meetings* in the left menu and check to ensure that any previous semester's meetings are not going run into the current semester. (If this were to happen, students from past semesters could join this semester's meetings if they still have the link.)
- Schedule your recurring class meeting for the semester by clicking the *Schedule a New Meeting* button and filling the boxes appropriately. Keep in mind:
  - The logical information to put in the *Topic* field is the name of your class. Note: When naming meetings for class, it is always a good idea to be very descriptive. Instead of just naming a meeting ENG 132, try Spring 2018 ENG 132.701. Remember that in the optional description field, you can add more detail. That way, when you teach over multiple semesters and years, you don't have hundreds of recurrences of ENG 132 and spend precious time determining which meeting to join.
  - In the *When* fields, enter the first date of class. Enter the appropriate information in the *Duration* fields as well. To set up recurring meetings for regular intervals, check the *Recurring meeting* box. Enter the appropriate information. Note: All recurring meetings should have a start and end date that corresponds with the semester. That way, you can ensure that your current students have a link specific to this semester and that students from previous semesters cannot enter this semester's meetings.
  - Complete the remaining fields as desired. Click *Save*.
  - Tip: To avoid a 24-hour recording, always be sure to leave your meeting by clicking on the *End Meeting* button on the bottom left.
- Now that you see the list of scheduled meetings, be sure to remove appropriate recurrences (e.g., Spring Break and Thanksgiving).
- A few days before class, go to the computer from which you'll be teaching, log into the <https://sfasu.zoom.us> page and join the meeting you set up for the semester. Check for the following:
  - Is your camera feed working? (Can you see yourself or the classroom? Seeing both can be valuable; choose as appropriate to the day's activities.)
  - Is your microphone working? (Does the green bar for the microphone move up and down when you speak?)
  - Do you need additional inputs (e.g. document camera)? If so, are those connected to the computer and functional?