Pre-Session Checklist for Conducting Live Lectures Using Zoom

CHECK ZOOM MEETING SETTINGS & INFO

☐ Check your Zoom meeting settings and revise them as needed
☐ Correctly add Zoom meeting information to the Ilios session page (see example below). Include all Zoom invitation details (e.g., Zoom call-in phone, etc.):

![Example Zoom meeting information]

ESTABLISH FACILITATOR ROLES & PREPARE MEETING

☐ Start the Zoom meeting at least 30 minutes early
☐ Once your hosts, co-hosts, and speaking participants have joined the meeting, on the bottom-right corner, click More, then click Lock Meeting (to prevent students from entering early) so you can check your meeting settings and rehearse. Consider making speaking participants co-hosts so they can unmute themselves.
☐ Make sure the host and co-host roles are correct (a host can assign/remove co-host roles)
☐ Decide who will record (the host and all co-hosts can record, so have at least two people record just in case). Recordings are saved to a host’s or co-host’s computer after the meeting ends (they require a few minutes to process).
☐ Set up a private communication channel for facilitator coordination (e.g., Slack, email, Zoom private messages, phone text messages) and plan how to handle student questions
☐ Confirm that the presenter can share their screen and any presentation tools (i.e. PowerPoint). If the presenter is sharing audio from a video or other item, the "Share computer audio" box must be checked.
☐ Click Mute All before the meeting begins and un-check Allow participants to unmute themselves (hosts and co-hosts can unmute any meeting participant during the meeting)
☐ If any of your speakers are presenting from a Zoom-enabled room on campus, make sure the room’s built-in audio and video are not muted, and make sure they’re unmuted in Zoom

☐ Unlock the meeting (click More on the bottom-right corner when all facilitators are ready, then click Unlock Meeting), then click Record as soon as the meeting starts

ADDRESS STUDENT QUESTIONS

☐ Decide when student questions and comments will be addressed (e.g., at pre-designated intervals, at the mid-way point and end of the lecture, or as needed throughout the lecture)

☐ Decide whether students can share their audio and video to ask questions and make comments, or if they can only use chat

☐ Communicate the question moderation process to students clearly (e.g., make a verbal announcement, post a message in chat, add a PowerPoint slide with house-keeping info)

Example you can copy-paste into chat or put in a PowerPoint slide:

- Please do not be on VPN while on Zoom
- I (ZOOM FACILITATOR NAME) will be managing Chat, so feel free to post your questions to "Everyone" or to me privately. I will interrupt the speakers intermittently to ask your questions.
- Please add a question mark in front of your questions: Example: "? What time is it?"
- Any questions that we don’t have time to answer during this session, we will answer as a forum post afterwards.
- Please feel free to email (FACULTY PRESENTER NAME AND EMAIL) any questions you have about the lecture material.

☐ Participants don’t see any chat messages that were posted before they joined, so it is helpful to re-post house-keeping messages periodically, especially when you see more students join (keep your eye on the number at the top of the participant list)

☐ In consideration of FERPA, do not use personal student information during a recorded session. (Small Groups generally will not be recorded.)

FOR INFORMATION AND SUPPORT

For 24-hour technical support, contact Information Technology (IT) Service Desk online or by phone at 415-514-4100.

To learn more about ZOOM, contact Educational Technology Services (ETS) at edtech@ucsf.edu or 415-476-4310.

For consultations on using ZOOM in educational projects and for complex meetings, contact iROCKET at iROCKET@ucsf.edu or 415-502-2800 to learn more.