

Remote Teaching Checklist



*This checklist has been prepared to assist instructors in continuing to teach during the disruption brought on by COVID-19. View the full instructions on **Zoom for Remote Teaching** on the Teaching and Learning Services website [here](#).*

1. Before your meeting — Prepare

- Ensure your account is set up in Zoom and that Zoom is displayed in your myCourses Navbar**
 - Sign in to Zoom at <https://mcgill.zoom.us/> and click "Sign In" using your McGill username/password. This will create your instructor account with the appropriate license.
- Create the Zoom meeting invitation:**
 - From your myCourses Homepage, click "Zoom" on the Navbar and click "Schedule a New Meeting."
 - Enter topic, description, date, time, duration, and meeting registration options.
 - In order for the recording to be pulled automatically into myCourses, the meeting must have the semester and course name as they appear in myCourses.
(e.g., Winter 2021 - ACCT-362-003 - Cost Accounting - March 23 lecture)
- Set up default choices for participant audio and video:**
 - Choose if you would like the host or participant video on or off on entry.
 - Choose whether to allow users to join audio with telephone only, computer only, or both.
- Set an alternative host:**
 - In your account, enter a McGill email address to allow that person to start the meeting in your absence.
 - In myCourses, all instructors are automatically added as alternative hosts.
- Send the Zoom invitation to students once the meeting has been created:**
 - **myCourses:** Students can join directly from the course page.
 - **myCourses:** You can email your entire class list the Zoom invitation link.
 - **Email:** Copy the "Join URL" or click "Copy the Invitation" and paste it into an Outlook email.
- Prepare your meeting setup:**
 - Remove clutter from your workspace.
 - Choose an appropriate [virtual background](#).
 - Log in early to test your audio/video equipment.
- Plan your Zoom meeting to maintain student engagement:**
 - See example [Zoom sessions](#).

Recommended Meeting Options:

Require meeting password: ON

Enable join before host: OFF

Mute participants on entry: ON

Use Personal Meeting ID: OFF

Enable waiting room: OFF

**Only authenticated users can join: ON/OFF
(Option to restrict to McGill users)**

Record automatically: ON/OFF (Optional)

For more information about recommended meeting settings, please consult [Using Zoom in myCourses](#).

2. During the meeting – Monitor and moderate

- Add a co-host (if needed):**
 - Co-hosts can control and manage [various administrative aspects](#) of the Zoom meeting.
 - Co-hosts have access to the same features as hosts, but they cannot add other co-hosts.
- Check audio and video for all participants:**
 - Confirm that students can hear you and other speakers as well as the shared screen – ask students to use the thumbs up/green "√" to indicate "yes", or the thumbs down/red "X" to indicate "no."
 - Ask students to mute their microphones unless they are prompted to speak, or prevent all students from unmuting their microphones.
- Manage your in-meeting security settings:**
 - Use the "Security" shield button to manage your in-meeting security settings; allow participants to share screen, chat, rename, or unmute themselves and providing permission to start their video.
 - You may wish to choose "Mute all" at the bottom of the Participant to mute everyone but yourself (you can allow students to unmute themselves).
 - Ask students to use the "Raise Hand" button under the "Reactions" button if they have a question, and unmute them as needed (participants will appear at the top of the Participants list in order of when they raised their hand).
 - Customize how students can use chat with (Host only, Everyone, etc.) by selecting "Chat", click on "..." on the bottom right and then choose an option.
- Once you are ready to start, begin recording the meeting:**
 - Once a session is started, click "Record" and select "Record to the Cloud."
 - You can confirm that the session is recording at the top left of the Zoom window (red circle in a cloud).
 - Participants will be asked to consent to the recording or leave the session. Note that students cannot be required to turn on their cameras.
- Verbally end and close the Zoom meeting on time**
 - To leave a Zoom meeting select "End Meeting for All" so that the class does not continue without you present.

3. After the meeting – Manage recordings

- Managing your recordings myCourses:**
 - To make recordings of your meetings easily available to students, schedule the meeting from the Zoom link in myCourses. Select "record the meeting to the cloud" and the recording will automatically be made available through Lecture Recordings in myCourses.
 - For more information, visit [Managing Zoom in myCourses](#).