**Session Monitor Checklist**

***In advance of the conference:***

[ ]  Computer updated with newest Zoom app?

[ ]  Zoom settings are how you want them? (e.g., background, audio, chat)

[ ]  Make sure you have a copy of the session slides, just in case

[ ]  Charge your cell phone, in case you need switch to calling in for audio

***Immediately prior to the session:***

[ ]  Fully-charged cell phone on-hand?

[ ]  Close all unnecessary apps, to avoid distractions and free up bandwidth

[ ]  Log in 10 minutes or more before session starts

[ ]  Make any UA or NAU presenters 'Co-host'

*For Webinars, you may need to promote them to ‘Panelist’ before you can make them a ‘Co-host’*

[ ]  Confirm that Closed Captioning is turned on. Session monitor must keep CC on throughout session.

[ ]  Allow screen-sharing\*

[ ]  For Meetings, allow participants into the session from the waiting room

[ ]  For Meetings, mute anyone who might have inadvertently unmuted themselves.

*Note: participants will come in muted and with video off by default*

[ ]  Reorient yourself to meeting controls

 If you don’t see a specific button/action, check ‘More’

***Starting the session:***

[ ]  Click 'Start Webinar'\*\*\* if you are monitoring a webinar that is in ‘Practice’ mode

[ ]  Confirm that red recording indicator is present at top  

[ ]  Promptly at start time, kick-off the session

[ ]  welcome participants

 [ ]  go over housekeeping items

 [ ]  introduce presenters, if applicable

***During the session:***

[ ]  For Meetings, mute participants, as needed

[ ]  For Meetings, remove disruptive participants, as needed (hopefully not needed!)

[ ]  Monitor the chat box and/or Q&A box

 *Note: People joining/re-joining a meeting are not able to see anything entered in the chat prior to joining*

[ ]  When presenters are ready to address questions, read them aloud (for the recording)

[ ]  Launch and End Polls\*\*\*, if needed

* Troubleshooting during the session:

\_\_Trouble hearing: call in on a phone, disable headset or computer speakers

\_\_Low bandwidth? Turn off video

\_\_If basic troubleshooting doesn’t fix the issue:

Have the participant call RTS at 480-965-9065 Ext 1 for technical support.

***End of session:***

[ ]  Thank presenters, remind participants to take survey at end of day

[ ]  Make note of questions that aren’t answered in the session

**\*SCREEN SHARING**

**MEETING:**



**WEBINAR:**



**\*\*TO START A WEBINAR IN PRACTICE MODE:**



**\*\*\*POLLS**