

CHECKLIST FOR THE FIRST DAY



- Have you done a rehearsal lesson before going “live?”
- Have you visited each remote site via the system to check out the classroom?
- Will you need any camera presets?
- Do you have the “eye of the camera” in your classroom marked with something noticeable that reminds you look at the camera and not the remote site monitors?
- Do you have a seating chart planned for each site? (Keep everyone as much to the front of the classroom as possible)
- Is your entire lesson planned in detail?
- Does your lesson include an attention-getter or an ice-breaker activity?
- Do you know how you will introduce yourself to your students?
- Do you have a plan to get to know everyone’s names and a little bit about each person?
- Do you have a plan so that all students will be called upon equally?
- Do you have a packet for each student that includes the following:
 - SNDLC Policies
 - Classroom Rules
 - Student Information Card
 - Syllabus / Course Information
 - Information on how to contact the teacher
- Do you have all of your visual material on hand and organized?
- If you are using a PowerPoint presentation, have you taken it for a “test drive” over the distance learning system?
- Have you included time in your lesson for student questions or feedback?
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- _____
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