

The “Live” Online Class: A checklist for teaching an online session

Thinking about delivering a class session online? This checklist will guide you through the steps you should take before, during, and after your session.

Pre

- Contact CITL for a brief demo of available tools, account setup, and to learn more about best practices for teaching an online session
- Develop an outline and timeline for your session
- Design an engaging session that encourages audience participation
- Schedule a test session with CITL
- Determine whether you will record the session (set a reminder to record the session)
- Schedule your event in advance, and schedule an extra 30 minutes after the official end time
- Send the email link to the live session to all participants with instructions on how to use GoToMeeting and how they should prepare for the session
- Practice. Practice. Practice

During

- Join the meeting at least 15 minutes prior to the start of the session. Test your audio and webcam
- Have the backup phone number and audio PIN handy in case you need to telephone in
- Have your slides and other materials open and ready on your desktop
- Turn off any instant-messaging applications, notification software, or other programs that may interrupt or distract from the meeting
- Turn off any streaming media applications that may take up bandwidth and resource-intensive applications that may be taxing processor ability
- Share additional channels for contact information - if possible, have a TF available to coordinate with students who have trouble joining the session
- Communicate your participation guidelines. This includes how you will use text, chat, video, VoIP, and screensharing
- Encourage students to submit questions via the chat
- Regularly check in with your audience - stop to review questions submitted via chat

Post

- Upload the session recording to Youtube or NYU Steam.
- Distribute the recording link to students
- Ask for feedback from speakers and students