ZOOM MEETING CHECKLIST

Before Your Meeting

a. Create a meeting in your Sakai course or in Zoom.us using the “Schedule a New Meeting”
   If you create it in Zoom.us, rather than Sakai, make sure to get the session ID to the students.

b. Have all of your presentation materials, documents, and applications open and ready on your computer

At The Time of Your Meeting

a. Click “Start” to start your meeting

b. Unmute your mic and click “Start Video” to turn on your camera

c. Click “Record” to start recording

d. Open the “Manage Participants” and “Chat” windows from the menu bar

e. When you’re ready, click “Share Screen” to share your content.
Share Content with the Share Screen button

From the Zoom menu, open Participants to quickly take attendance.

Open Breakout Rooms for small discussion groups.