# Setting up a virtual celebration of learning

Reminders for preparing for your virtual celebration. Review each checklist and place an X in the relevant in the Yes column if you have completed the task, or the No column if you have not.

## When setting up the meeting

|  |  |  |
| --- | --- | --- |
| Task | Yes | No |
| Are you running a meeting or a webinar? |  |  |
| Choose a topic |  |  |
| Set the date and time |  |  |
| Change authentication from DoE to Zoom |  |  |
| Add alternate hosts and/or panelists |  |  |
| Disable Q&A if you don’t want attendees to be able to ask questions |  |  |
| Set a more memorable password |  |  |
| Enable Practice session |  |  |
| Has the invitation link been sent to your attendees? |  |  |

## Prior to the meeting

|  |  |  |
| --- | --- | --- |
| Task | Yes | No |
| Confirm date/time of meeting |  |  |
| Identify key support staff- who will run the Zoom meeting during the assembly? |  |  |
| Who will field troubleshooting emails/phonecalls? |  |  |
| Will the session be recorded? |  |  |
| Run a test, with the agenda for the assembly being followed. |  |  |
| Check any camera changes- is the vision clear? Can you hear participants? |  |  |
| Ensure that attendees from outside of your school have a Zoom account. A guide is in the support documents. |  |  |
| Test your audio |  |  |
| Test your video |  |  |
| Have you pre-loaded any additional content such as videos, images and music? |  |  |
| Will you be sharing content from an iPad or iPhone? Have you tested the connection? |  |  |

## Hardware setup

|  |  |  |
| --- | --- | --- |
| Task | Yes | No |
| Make sure the streaming device (laptop or tablet) has a power cable |  |  |
| Choose a place with a strong Wi-Fi signal |  |  |
| Have a backup device on standby |  |  |
| Is the room well lit? |  |  |
| Do you need an external microphone? |  |  |
| Do you need an additional camera? |  |  |
| Position your camera on the focus point |  |  |