



## Zoom Host Checklist

### BEFORE:

- ❖ Schedule webinar and assign roles. Send information to Kelly for Literacy Minnesota calendar. Post appropriate information in Remote Tutoring Training folder in cloud.
- ❖ Send the Zoom links to co-hosts, tech support & registrar.
- ❖ Make sure you have the correct webinar link at least one day in **advance**.
- ❖ Check webinar account settings online: *Sign into account, go to Personal: Settings, scroll down to In-Meeting (Advanced)*
  - Enable **waiting room**. Allows time for hosts, co-hosts & presenters to set up.
  - Update webinar's title, description, & tech support contact in the waiting room. *Click the pencil symbol to edit.*
- ❖ Determine if the webinar will be recorded or not. Check with the presenter.
- ❖ Join the webinar **15** minutes prior. Meet with co-hosts, presenters & tech support. Assign roles if necessary.
- ❖ Check **webinar settings**:
  - Security: Enable waiting room, if not already enabled.
  - Manage Participants: Mute participants upon entry & **Uncheck** *allow participants to unmute themselves* (unless you want them to)
  - Chat: Decide whom participants can chat with (default = everyone, including private messages)
  - Share Screen > Advanced (⤴): Check *Only Host can share screen* (unless you want participants to share)
- ❖ Verify or prepare breakout rooms:
  - \*Recommendation: Make breakout rooms mandatory & add a countdown timer: *Open Breakout Rooms, Create rooms automatically, Open Options in lower left, select "Move all participants...automatically" & "Breakout rooms close automatically after..."*
  - Additional recommendation: Uncheck *Allow participants to return to the main session at any time* (participants tend to return to the main session w/o muting themselves, recording starts in main session, co-hosts have been put in rooms and the host may be assisting others).

- ❖ Prepare Welcome announcement for the chat box: (example script)  
Welcome everyone to **[tonight's webinar: Remote Tutoring 101]**. The webinar will begin at **[6:30 pm]**. Please turn your microphone and video off to conserve bandwidth and minimize background distractions. If you have any technical issues, please send a private message to **[Andy Francis, our Access Coordinator VISTA]**. **[Tonight's webinar and chat will be recorded.]**  
All presentation materials, notes, videos, and contact information will be shared via email after the webinar. Thank you!

#### **DURING:**

- ❖ Admit participants to the webinar. \*Admit participants in waves in order to make group announcements.
- ❖ Post Welcome announcement in the chat box.
- ❖ Select the **Record** button on the bottom menu to record the webinar. Save to cloud.
- ❖ Welcome participants. Periodically remind participants to turn off video & microphone and say the webinar will begin in **[X minutes]**.
- ❖ Introduce presenter(s).
- ❖ Give participant instructions on how to use the Zoom platform (use slides, if necessary).
- ❖ **Disable** the waiting room. *Security tab.*
- ❖ Host/co-host reads questions **aloud** from the chat box. (callers can't see the questions)
- ❖ Open breakout rooms. Remind participants they must unmute themselves and they can turn on their video if they want to. *See breakout recommendations above.*
- ❖ Post evaluation and donation information links in the chat box.
  - <https://www.literacymn.org/give>
- ❖ Thank everyone for attending.
- ❖ Indicate when/how recording and event materials will be available and/or distributed.

#### **AFTER:**

- ❖ Download the webinar recording from the cloud: *Sign into account, Select recordings, select correct webinar recording, download all files*
- ❖ Upload video to Literacy Minnesota YouTube channel as a **private link**.
- ❖ Email webinar link, chat, presentation material, CEUs and survey to participants.
- ❖ Delete your recorded webinar from the cloud to conserve storage space.
- ❖ Download Survey Monkey evaluations & save to appropriate folder.
- ❖ If necessary, follow-up with any participants who had technical issues or were unable to join (co-host/tech support)