ONLINE TEACHER CHECKLIST FOR LIVECLASS

Before the Class:

✓ **Log in time:** enter Zoom (with your PMI) 10 minutes before class to test your webcam and audio settings. Check that your Zoom is recording. If not click on the Record button to start recording (see pages 3-.

✓ **Appearance:** dress neatly and professionally; use a collared shirt (see page 2)

✓ **Background:** use a plain, light-colored background/backdrop (see page 3)

✓ **Teaching environment**: be in a quiet location; no distractions

✓ **Lighting**: use a bright but natural lighting

✓ **Internet connection:** use Ethernet (cable connection) not Wi-Fi

✓ **Teaching tools:** prepare your PC, headset and mic with noise cancellation device, webcam, Zoom, etc.

During the Class:

✓ **Warm up:** greet and check attendance, set class rules/expectations

✓ **Lead in:** introduce lesson in an engaging manner

✓ **Lesson proper:** present lesson and give ample opportunities to practise speaking

✓ **Platform tools:** use whiteboard, screen share, and chat board effectively

✓ **Interaction:** interact with your students and listen actively

✓ **Evaluation:** correct errors in pronunciation or grammar

✓ **Closing:** preview next lesson and end class. Do not end the class earlier than expected. Make sure that your recorded video is not less than prescribed class time.

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After the Class

✓ **Reflection:** reflect on how you conducted the class and your students' strengths and weaknesses; work on how you can help them improve more in your succeeding classes

✓ **Upload recorded class video to Google drive:** upload your recorded class video after every class.

✓ **Prepare for the next class**

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Before Entering the class on SunagoLearn, the LiveSpeak Tutor must (at all times) conduct the following tests before teaching any LiveSpeak classes

A. MICROPHONE TEST

1. Sign in to Zoom and click on **Start with Video** if it is not auto recording.
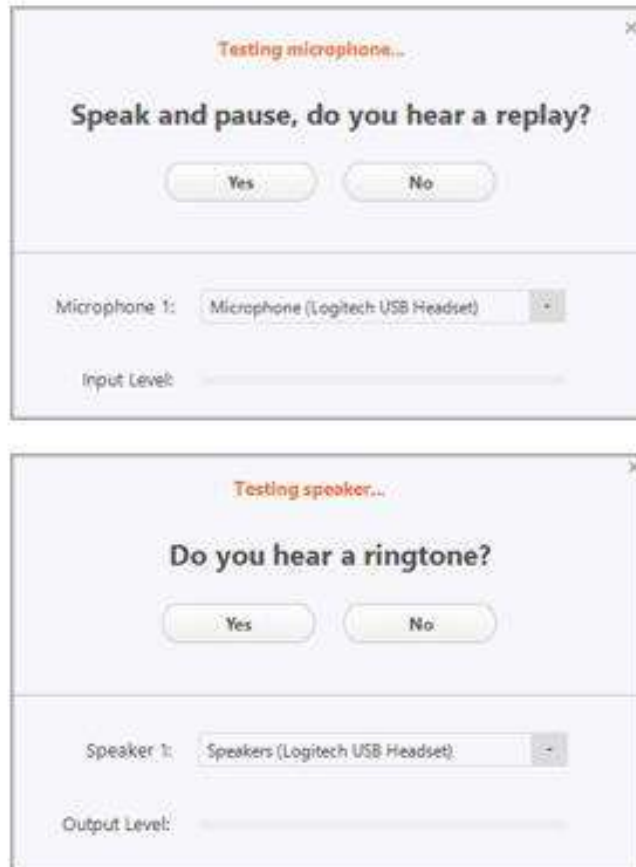

2. Click on the **^** beside the microphone icon and select **Test Speaker and Microphone**

3.   Follow the instructions and answer the questions that pop up.

4.   **If Mic issues persist, contact our Sunago Tech Support Team immediately.**
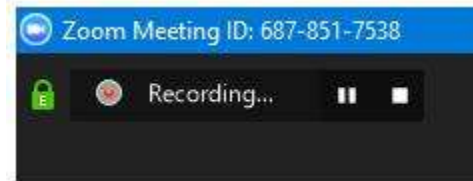
B.   **VIDEO RECORDING TEST**

1. Ensure that your webcam is turned on. After that, click on the **Record** button at the bottom of your Zoom window.

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2. You know that Zoom has started recording if you see the word **Recording...** on the top left of your Zoom window.

3. Next, share your screen and start sharing your PPT lesson for today and read what is written on it. Always ensure that you have ticked on **Share computer sound** before clicking on **Share.**

4. End the recording by clicking on **End Meeting** located at the bottom right side of your screen.

5. Wait for the video to convert.
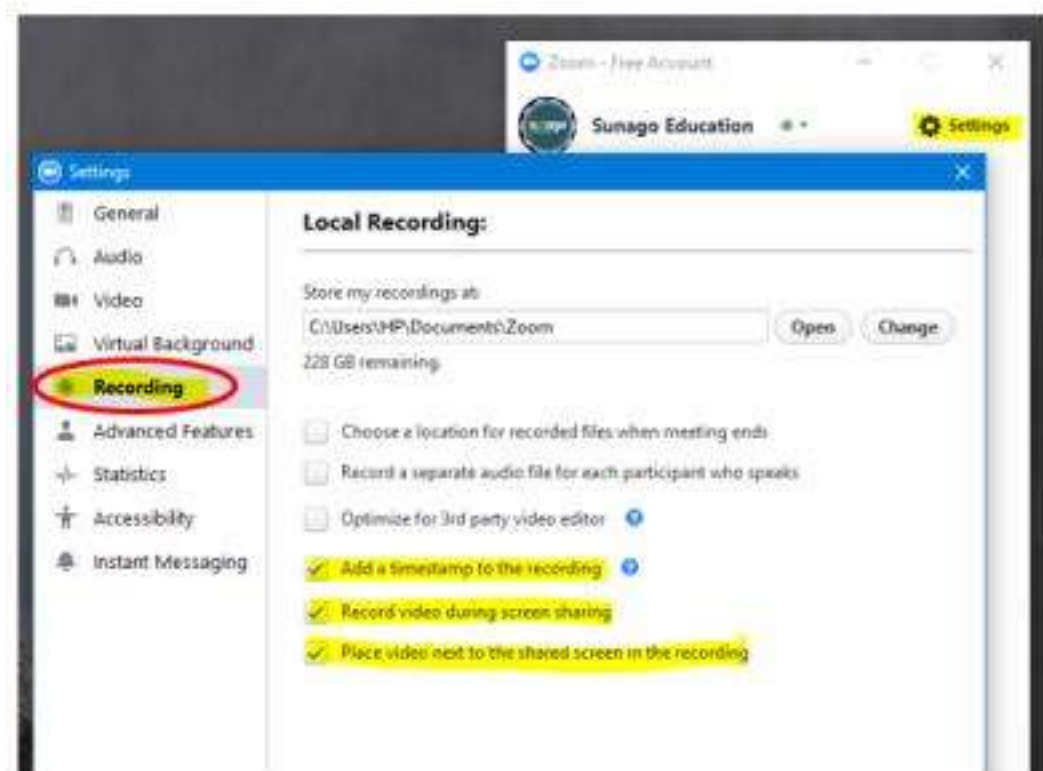
   Watch the recorded video and check the following:
   a. Can you hear voice clearly?
   b. Can you see your face clearly?
   c. Can you see a timestamp on the recorded video?

   - **If you answered YES to all, you can proceed with your class.**
   - **Repeat Steps A and B before every class unless you have back to back classes.**
   - **If you answered NO to a and b, contact Sunago Tech Support Team immediately.**
   - **If you answered NO to c, go to the next page for instructions**

C.   ADD A TIME STAMP TO YOUR VIDEO

1. Click on **Settings** then **Recording**. After that, tick on the following:

2. Repeat Step B if timestamp issue still persists, contact our Sunago Tech Support Team immediately.