Checklist for delivering sessions remotely

Before you hold your first remote session, there are a few things you have to do to set up your online meeting. This will help your learners adjust to this new way of learning.

1. Create the meeting/webinar in your webinar platform.

Tip: In the session description, explain in simple terms what will happen and how it will run, e.g. webcam, interactive course, presentation etc.

2. If your session requires registration, set-up the registration page to make it as simple to complete as possible.

Tip: Make sure learners have everything you are asking from them, e.g. an email address.

3. Send the registration link to learners via email (if they have one) or by SMS.

Tip: If learners are typing the registration link in themselves, consider shortening the URL using a link shortener such as Bitly.

4. Monitor the registrations to make sure everyone that you are expecting has registered. If necessary, call or email your learners the day before your session to remind them.

5. If required, dedicate time to helping learners install webinar software. Hold a practice session beforehand so learners can get familiar with the software.

6. If you will be sharing your screen during the session, check your background.

7. Check your lighting to make sure learners can see you and your background is appropriate.

8. Set up the device you will use ahead of time. Turn it on well before your session in case there are any updates that need installing.

9. Ensure your device has enough battery power to last the session or it's plugged into a powerpoint. Remember to check your internet connection.

10. Log into your session early so you are there as learners begin to arrive.

11. Establish ground rules before your learners enter the session, e.g. how to ask a question, how to communicate with each other, whether you will use webcams etc.

12. Plan to have a few extra breaks in your session away from the screen. Let your learners know when the breaks will occur during your welcome and housekeeping.

Tip: Recap the webinar software's features and ground rules at the beginning of every session as a gentle reminder to learners.