

ONLINE CLASS CHECKLISTS

BEFORE CLASS	
Do not disturb	On
Welcome slide	Showing
Virtual Background	Selected
Audio	Selected and Muted
Video	Selected and Off
Waiting room	Disabled

Moodle Quiz Setup	
Duration	60 minutes
Grace Period	5 minutes
Override Group	Set
Attempts	1
Feedback	Configured
Completion	All attempts
Shuffle	On
Due date	Set
Questions	Added

AT START OF CLASS	
Radios	Off
Phones	Off
Welcome slide	Off
Audio	Unmuted
Video	On
Waiting room	On
Attendance	Completed
Recording	Announced and On

START OF WEEK	
Course Access	Checked
Lecture Content	Checked
Activity / Homework	Available
Schedule	Reviewed, Posted
Due Dates	Checked
Quiz	Available

AT END OF CLASS	
End meeting	For All
Do not disturb	Off
Phones	As needed
Radios	As needed