

## Videoconferencing Checklist

Be sure you're checking all the boxes when it comes to videoconferencing best practices! Use this checklist for successful virtual meetings.

### Safety/Privacy

- Obtain parent and diocesan permission
- Require login and password
- Lock the meeting once it begins
- Record the session
- Inform participants they are being recorded
- Close personal or unneeded windows before the meeting
- Be mindful of background view

### Settings

- Mute all participants upon entry
- Disable student ability to join before host
- Disable student ability to record meeting
- Require students to use their real names
- Disable chat functions if not using them for the session
- Review advanced settings in a practice session
- Know how to eject participants from meetings

### Quality

- Check Internet connection
- Ensure proper power source/battery life
- Use a headset with microphone
- Eliminate background noise
- Have backup audio phone/dial-in in case of poor connection
- Enable computer sound sharing when necessary
- Dress appropriately and professionally
- Ensure proper lighting
- Use webcam when possible
- Use interactive tools to make meetings engaging

### Protocols

- Set ground rules for interactions
- Create a way to take attendance
- Talk one at a time (use raise hand function or chat)
- Have a set agenda and purpose
- Create written classroom policies for meetings
- Enforce a code of conduct
- Plan for ways to handle infractions