

Checklist for online classes

Before the lesson:

- Check the Internet speed.
- Make sure your laptop (computer or any other device you use for lessons) has enough charging. Lights may go off any time.
- Check your web-camera and microphone.
- Put the necessary lesson materials in one folder.
- Check for broken links.
- Close the windows and the doors. Any noise may bother your lesson.
- Decorate your online classroom with the necessary tools (flashcards, prompt cards, markers, a glass of water :)
- Make sure your background is tidy and will not distract your student's attention.
- Wear proper clothes and make sure you have a presentable appearance.
- Choose a creative way to introduce yourself (if it is your first lesson with the student).
- Take a deep breath.
- Email students who have not logged in.
- Start the lesson with a smile :)

After the lesson:

- Contact missing students.
- Check if all homework is sent to the students.
- Post, edit, reorder news and assignment announcements.
- If necessary send assignment reminders to students for tomorrow's lessons.
- Take a break!