

Checklist – Digital Teaching Essentials

Use this checklist when planning an online or hybrid classroom session

Technology

- Camera (built-in laptop webcam, external USB webcam or document camera)
- Camera at eye level
- Good front lighting (avoid bright windows behind you)
- Stable mounting (no shaky laptop wobble)
- Wide enough angle to include whiteboard or classroom activities if needed
- USB headset (or quality laptop microphone, external USB microphone or conference speakerphone)
- Beware of echo and feedback, distance from microphone, remote learners struggling to hear room discussion
- Perform a camera/audio recording test
- Mute unused microphones
- Keep volume moderate
- Position speakers away from microphones
- Quit unnecessary windows, tabs and software applications
- Test Wi-Fi
- Consider a second camera and/or monitor
- Download and open files locally beforehand
- Practise screen sharing
- Turn off auto updates and notifications
- _____
- _____
- _____

Potential digital tools

- Zoom/Teams whiteboards
- Design thinking/Miro
- Zoom/Teams chat
- Shared slides/docs/screens
- Second camera
- Polls/Mentimeter
- Breakout rooms
- _____
- _____
- _____



Teaching and facilitation

- Remain calm and organised
- Respect participant's choice of camera on/off
- Repeat in-room questions for online participants
- Use participant's names
- Regular changes in activities, with participation and breaks
- Monitor remote learners becoming forgotten or invisible
- Monitor side conversations (eg chat)
- People out of camera/mic range
- Repeat participant's comments
- Include online participants regularly
- Arrange seating to support visibility (as appropriate)
- Don't mistake online silence for disengagement
- Monitor chat messages (easily missed)
- Assign a chat moderator (if possible)
- Use polls, reactions, or shared docs
- Keep activities simple and achievable
- Monitor your own and participants overwhelm and adjust
- _____
- _____
- _____

Have a backup plan for:

- Audio failure
- Internet dropouts
- Screen-sharing problems
- Participants joining late
- Activities compromised by technology issues
- _____
- _____

Quick Pre-Session Check (5 Minutes prior):

- Camera/s positioned
- Audio tested
- Slides/resources open
- Links and other shared information ready
- Chat monitored
- Recording started (if needed)
- Participants can hear and see clearly
- Backup plan ready (ie if needed, so the session can continue)

