

online and VIDEO LESSON CHECKLISTS

PLEASE NOTE:

BECAUSE TEACHERS WILL BE USING DIFFERENT ONLINE AND RECORDING PLATFORMS, THESE CHECKLISTS ARE KEPT GENERAL.

WHEN SENDING SPECIFIC INSTRUCTIONS FOR YOUR STUDENTS (SUCH AS A ZOOM LINK), I WOULD WRITE A NOTE ALONG WITH THE CHECKLIST.

I HOPE YOU FIND THIS HELPFUL!

Jennifer

online TEACHING CHECKLIST

For Student

- EQUIPMENT ready** (IPAD/LAPTOP, ETC.)
- SOFTWARE/APP OPEN** (ZOOM, SKYPE, FACE TIME, ETC.)
- MUSIC, PENCIL, OTHER MATERIALS**
- CHECK camera view screen**
 - can see my keyboard
 - can see my HANDS
 - can see my BODY
- CONNECT WITH teacher**
- BE FOCUSED and ready TO Learn**
- END LESSON**
- START PRACTICING RIGHT away**

online TEACHING CHECKLIST

For Teacher

- EQUIPMENT. Ready** (IPAD/LAPTOP, MIC, ETC.)
- SOFTWARE/APP OPEN** (ZOOM, FACETIME, ETC.)
- STUDENTS MUSIC AT HAND**
- SUPPLEMENTAL resources** (IF any)
- CONNECT OR CALL STUDENT**
- PRESS RECORD** (OPTIONAL)
 - AFTER CALL ENDS UPLOAD RECORDING (OPTIONAL)
- EMAIL FOLLOW UP** (LESSON NOTES, ETC.)

VIDEO LESSON CHECKLIST

For Teacher

- EQUIPMENT** (IPAD/LAPTOP, MIC, ETC.)
- SOFTWARE/APP** (IPAD camera, zoom, CLASSROOM MAESTRO, ETC.)
- STUDENTS MUSIC**
- SUPPLEMENTAL resources** (IF any)
- PRESS RECORD**
- DOWNLOAD VIDEO**
- UPLOAD TO PLATFORM** (Tonara, YouTube..)
- FOLLOW UP**
 - LINK TO WATCH VIDEO
 - PRACTICE RESOURCES (PDF'S, AUDIO FILES, ETC.)