Teams Setup Checklist:

**Tech:**

|  |  |
| --- | --- |
| Is my Webcam On? |  |
| Can other people in my call see me when I am speaking? |  |
| Is my microphone on? |  |
| Can other people hear me when I am speaking? |  |
| OPTIONAL: Is my tablet on? |  |
| OPTIONAL: Can other people see what I am writing on my tablet? |  |
|  |  |
|  |  |

**During the Call:**

|  |  |
| --- | --- |
| Are there interruptions in my Teams call? |  |
| Can I see the students chat? |  |
| Can I share my screen with others? |  |
| Do the students see my screen? |  |
| IMPORTANT: Have I started recording? |  |
| IMPORTANT: Have I put on live captioning? |  |
| Are all other participants muted during lecturing? |  |
|  |  |