

Distance Learning Checklist

Before teaching remotely, run through this handy checklist.

Before class

- Complete Swing's Distance Learning training or read the [presentation](#)
- Know the admin's contact information
- Know the platforms you're expected to use, such as Google Meet, Zoom or Seesaw
- Charge the desktop or laptop computer you will be using
- Have login credentials for all required platforms
- Find out how the district requires you to take attendance
- Have sub plans from the classroom teacher. No sub plans? Check out [these activities](#)

During class

- Log in 10 minutes early
- Take attendance
- Lock the session, if required
- If using Zoom, know these tactics to prevent getting "Zoom bombed"
 - Require a password
 - Make sure the waiting room is enabled, and check names against the class roster
 - Lock the session** after 10-15 minutes
 - Know how to **remove a participant** from Zoom
 - Know how to **mute all participants**
- Know how to the **whiteboard feature** and show resources over shared screen
- Have a plan for classroom management. For example, if students stop paying attention, have them stand up and wiggle, dance or stretch.
- Remind the class about recess

After class

- Stay available for questions while on video
- Be sure all students log off before you do
- Don't forget to log off!
- Send a digital note to the classroom teacher or admin contact. See our article on [How to Leave Good Notes](#).