



Checklist for delivering sessions remotely

Before you hold your first remote session, there are a few things you can do to help your learners easily adjust to this new style of learning.

- Create the meeting/webinar in your webinar platform
Tip: In the session description, clearly explain in simple language what will be happening, along with how it will run, e.g. webcam, interactive course, presentation etc.
- If your session requires registration, set-up the registration page to make it as simple to complete as possible.
Tip: Make sure learners have everything you're asking from them, e.g. an email address.
- Send the registration link to learners via email (if they have one) or by SMS/phone call.
Tip: If learners are typing the registration link in themselves, consider shortening the URL using a link shortener such as Bitly.
- Monitor the registrations to make sure everyone that you're expecting has registered. If necessary, call your learners the day before your session to remind them.
- If required, dedicate some time to helping learners install webinar software. You can also hold a practise session beforehand so learners can get to grips with the webinar software and feel comfortable using it.
- If you will be sharing your screen during the session, clear your desktop and close windows other than those you want to show.
- Check your lighting to make sure learners can see you and check that your background isn't too distracting.
- Set up the device you will use ahead of time. Turn it on an hour before your session in case there are any updates that need installing.
- Ensure your device has enough battery power to last the session or it's plugged in to a powerpoint. Remember to also check your internet connection.
- Log into your session at least 15 minutes early so you're there as learners begin to arrive.
- Establish ground rules before your learners enter the session, e.g. how to ask a question, how to communicate with each other, whether you will use webcams etc.
Tip: Recap the webinar software's features and ground rules at the beginning of every session as a gentle reminder to learners.