

# ELES ZOOM REQUIREMENTS CHECKLIST



## 1. SET-UP

Please **set up the Zoom meeting/webinar (or equivalent) on the school's account** and send the **meeting link to info@enhanced-learning.net** and to the participants / organising teacher. If you aren't using Zoom, set it up for the **platform** you use, but please **advise in advance** the platform and any requirements.

## 2. CO-HOST

In addition to the organising teacher, please assign the presenter **as co-host or panellist Dr Prue Salter (info@enhanced-learning.net)** in order to allow screen sharing etc. In some schools this can be done in advance, while in other schools the co-host needs to be assigned once the webinar has commenced. Some schools prefer to set up a temporary school account for the presenter to log in with (see the next page).

## 3. NO RECORDING

Ensure **LOCAL AND CLOUD RECORDING IS DISABLED**.

Schools can arrange with Prue for all participants to have access to a **pre-recorded version** of the webinar for 3 weeks for an additional 30% of the seminar fees.

**There is NO option where the school has permission to record the webinar or meeting, or retain a copy of the session in any format.**

## 4. SOUND AND AUDIO CHECK

Arrange for a sound and audio check to take place **10 minutes** prior to the start of the session or on a day or two prior if you want to be super sure all is OK.

*Con't on next page*



**Enhanced Learning  
Educational Services**  
*"the study skills specialist"*

**Dr Prue Salter**  
**Ph: 0416 293 087**  
**info.enhanced-learning.net**

# ELES ZOOM REQUIREMENTS CON'T



## 5. FEATURES

**Zoom Webinar:** Ensure chat and reactions are enabled.

**Zoom Meeting: Disable Q&A and raise hand** as I want the questions to come through the chat - also make it so the chat is visible to all participants.

**Polls:** Please advise if I can send poll questions through to be uploaded (not essential).

## 6. SET-UP OPTIONS

Some schools prefer to set up a **temporary email address** for Dr Salter to log into the school's Zoom account using SSO with email address, username and password. If this is the case please also ensure that either the meeting has been scheduled and can be accessed upon login or the meeting ID and password is also provided. The temporary email address will need to be added as an alternative host.

## 7. PARTICIPANTS

**Parent and students at home** - ensure all participants are muted on entry, however it is fine for them to have their video on. Handouts will be sent though as fillable documents.

**Students in classes at school** - classes should be muted and video on, ensure the video is pointed at the class as it helps to determine how long they need on activities. If you want students to have access to the chat they will all need to log into the webinar.

**Year 12 Post-Trials session** - it is best if the presentation is shown on the screen and students are working on their plan on their own laptop so they can look at the screen while working. If you want them to have access to chat they will all need to log into the webinar.

## 8. FINAL NOTE

Please ensure a teacher lets Dr Salter know when the school is ready for the presentation to commence.



***Enhanced Learning  
Educational Services***  
*"the study skills specialist"*

**Dr Prue Salter**  
**Ph: 0416 293 087**  
**[info.enhanced-learning.net](http://info.enhanced-learning.net)**