

WEBINAR SET-UP CHECKLIST

1. Record!



2. Webinar application e.g. Moodle

- Time set up correctly
- Presentation material uploaded
- Slide mechanism working
- Screenshot available
- All unnecessary applications closed

3. Video camera

- In position
- Video app operational
- Lighting operational

4. Sound

- Headphones on
- Sound test completed

5. Webinar content

- PowerPoint(s)
- Quiz or polls
- Excel sheets
- Word documents
- External video

