

Class Instructor Checklist



BEFORE CREATING A CLASS

Download and Review Documentation

- Download the app on your computer. Ask your implementation lead for your school's link.
- Send students the link to install the app before classes begin. It will be messy for students to download as Class is starting. It's best to do it beforehand. It will also come in the email when you invite students to your class. You can direct them to download it from there.
- Review the [instructor guides](#).
- Send students the [student guides](#) to review before class begins.
- Use [this guide](#) to create the class. Make sure you have a co-host in case of emergencies.
- Open the demo class and familiarize yourself with the features; have exploration time.

AFTER CREATING YOUR CLASS

Practice, Practice, Practice!

- Practice teaching your class in Class with your uploaded materials and resources before the first day of classes. Double-check that all links and tools work.
- Prepare your virtual classroom for instruction beforehand, just as you would a physical classroom:
 - Review your schedule and Class settings to make sure they're correct (don't use special characters in the password)
 - Upload syllabus/agenda/newsletter/goal setting document
 - Prepare your resources:
 - Upload any files you intend to use with your students during the class
 - Prepare links to the web pages you'd like to use
 - Prepare links to videos you'll be using
 - Prepare any polls, assignments, or assessments you plan to use
 - Set the LMS link
 - Set your chat preference
 - Invite students to your class
- Create a detailed lesson plan including how you want to utilize Class's features, especially for your first class.
- Practice teaching your class in Class with your uploaded materials and resources before the first day of classes. Double-check that all links and tools work.



WHILE USING CLASS FOR INSTRUCTION

Verify Students & Track Engagement

- Remember to verify all new students at the beginning of class and as late students come in.
- Evaluate learner participation using the participation/hand raised/feedback seating charts.
- Evaluate learner engagement by using the "lost focus" eyes.
- Use tools such as breakout rooms, chat, and screen share to interact with and engage students.
- Use features such as the front of the class, podium, and presenting labels to encourage student leadership and interactions.
- Consider new and interesting ways to use the tools in Class; have fun with them! Ex: exit tickets.



AFTER YOUR CLASS IS OVER

Reporting, Review Recording and Repeat!

- Check and record attendance and tardy students. Review chats to check for understanding and adherence to class expectations.
- Review your dashboard. You may want to pay special attention to:
 - Student and teacher talk time
 - Lost focus duration
 - Number of chats and chat types (if applicable)
- Check and record information from your grade book if you need to transfer the scores somewhere else (physical grade book, LMS grade book).
- Prepare for your next class if you are using any new links, files, videos, polls, etc.
- Reflect on how your class went. Are there any other ways you could use the features in class more effectively or engagingly?

