**Tuesday Night (EGR 7011) – Checklist**

1. Make sure projector is turned on.

2. Make sure all lights are turned on.

3. Load EGR7011 Segment in Mediasite

4. Open replies section in Mediasite in Internet Explorer for EGR7011

5. Set up Zoom on the Zoom laptop. Open up the EGR7011 Zoom shortcut. Turn on the TV in the right corner of the front of the room. Move the Zoom window over to the TV (it acts as a second screen for the laptop). Pop out the chat and participant windows onto the laptop so you can monitor activity.

**Professor PC setup:**

1. Replace batteries in mic, bring it with you and head to the Prof PC.

2. Calibrate tablet.

3. Open up Zoom on Professor PC, use the EGR7011 Zoom shortcut. After the session loads, share Screen 2 (the Professor’s tablet screen).

4. Do a sound check in Zoom (make sure you hear audio and can hear the mic when prompted).

5. Go to Current Content folder on Prof PC. Find the EGR7011 class folder. Find the folder for the current week. Copy the contents of the ZIP file to the local folder on the desktop of the PC. Open up all of the documents. Ensure that Word documents are set to size 150% view. Ensure Powerpoint is not in presenter mode.

6. Open up a PDF Annotator window. Create a new document, set to ¼” lines, ensure the view is set to about 250%.

7. In Firefox, load the world clock bookmark and then click on Philadelphia. Shrink the window so it is not covering much of the screen. Make sure it is on the left screen so the Prof can see.

8. Open up Zoom chat window, also open up Slack window, position on left side of the screen.

Prof. Pierri will likely want to do a mic check with you (make sure you can hear his audio).

If a chat question or Mediasite question comes in during class, raise your hand so Prof. Pierri can see you. Make sure to speak clearly/loudly.