**AccessU Tech Check Agenda**

Zoom Dial In’s:

**Friday, May 8, 2020 @ 2 p.m. CT** (12 p.m. PT/3 p.m. ET)

[Join this Zoom Webinar](https://us02web.zoom.us/j/82099330152?pwd=SFVBNVIwS01xcXB6aFBTcWJGZTVHZz09)

**Saturday, May 9 @ 10 a.m. CT** (8 a.m. PT/11 a.m. ET)

[Join this Zoom Webinar](https://us02web.zoom.us/j/86574506538?pwd=N3liTUhxcjBHcFBhNmhQNFZiVXFjUT09)

* + **Introductions**
    - Ice Breaker: Name, Location, Association, Your Spirit Animal
      * Knowbility
      * Instructors
      * Team M&R
    - Shared context
    - Captions & ASL
    - Order for our tech check
  + **Instructor Zoom Setup**
    - Equipment (the same you’ll use day-of)
      * Familiarize yourself with “Zoom Webinar”
      * Monitor
      * Microphone / Speakers / Headphones
      * Lighting
      * Wardrobe (if possible, wear what you’re planning to wear day-of so we can check the lighting/Zoom background)
      * Prepare your computer for screen sharing (i.e. remove kitten video tabs from your browser)
  + **Materials**
    - Save Presentation in Drive [via this form](https://forms.gle/R7gvKPy91esL6sUX7)
      * Naming convention:
        + Date of Session\_Name of Session\_First and Last Name

05-13-20 \_Testing is For Lovers\_Cupid Arrow

* + - Implement Zoom background
    - Open Presentation ahead of time
      * Slides
      * Sample code
      * Video content (if needed)
      * Can hear screen reader output (if needed)
  + **Q&A** 
    - How “Q&A” feature works in Zoom
    - Round-robin from the group