Virtual Presence Checklist

https://sites.northwestern.edu/kelloggedtech/enhancedteaching/virtual-presence

→ Camera and Video Quality
  □ Using a 1080p camera or digital camera
  □ HD setting checked in Zoom client settings

→ Framing of the Shot
  □ Camera is placed at eye level
  □ Camera is slightly angled downward
  □ Your eyes are near the top third section, think top line of a “tic-tac-toe” grid
  □ Your shoulders are visible in the shot

→ Light and Light Placement
  □ Face a natural light source or using a face light
  □ Windows are not behind you; if they are, you are using a face light
  □ Your face is evenly lit (no shadows)
  □ Your face is not too bright or too dark
  □ Adjust your Zoom Video light settings, to Automatic or Manual
  □ Adjust your laptop/monitor screen brightness, ensure right light is reflecting on face

→ Background
  □ Is uncluttered and looks professional
  □ If you have a bookcase, it is organized (not sloppy)
  □ If using a virtual background, it is high quality and clean (not busy)
  □ If using a virtual background, you are using a green screen

→ Microphone and Audio Quality
  □ Using a USB mic or headset (or your laptop built-in mic sounds good)
  □ You’ve checked your Zoom audio settings, Suppression = High, adjust mic level

→ Screen and Display Setup
  □ Use an external display
  □ Arrange your Zoom windows, place gallery view under webcam
  □ Prop laptop up on stand, showing your shared teaching content
Teaching Presence Tips
From Barbara Lanebrown

Warm Up: Go through warm-ups 30-60 minutes before class
- Warm up physical to raise and focus your energy
- Warm up vocally to clear your throat and protect your vocal cords (Tip! Humming is one of the best vocal warm-ups because it doesn't put a lot of strain on your vocal cords.)
- Warm up mentally by focusing to your objective for the day and your initial content so that you are mentally connected to those first things you are going to do
- Warm up energetically and think about what will be the tone of your opening; is the opening playful, is your intent to calm or energize your students?

Comfort Check: Complete a comfort check ahead of time and think about your positioning whether you will be sitting or standing
- If you will be standing, think about using a floor mat or marking your floor with tape to help keep you within camera frame

Camera Framing: Get yourself situated and framed in the range you will need in case you need to move around or you need to show something (i.e. whiteboard)
- If possible, move important information, like your presenter notes, closer to camera eye-level to increase the illusion of 1:1 connection with students
- Less visual distractions in the background and watch out for camera glare
- Find a nice place in your home and think about what your background says about you
- Do not get too close to the camera and lose your head space

Your Voice: Use your voice to guide your students into your ideas and avoid flattening your voice as you go longer into your lecture. Here are a few helpful tips:
- Connect with the emotion of the idea
- Remember that you are presenting new and cool stuff to your students
- Keep your posture for breath support; if sitting, sit forward on your chair
- Maintain a good pace; use the Zoom features to get feedback from students about your pace

Keep Teaching: If something goes wrong with Zoom, do not linger on the subject and draw attention to the issue. Stay focused and keep teaching, if at all possible. Have a Plan B!