Online Public Education
Checklist

Pre-mission Items	
	Schedule Classes
	Maximum of two-hour sessions
	Weekends?
	Week nights?
	Combination?
	Add class to the 7023
	Advertise
	Pent-up Demand?
	Local Press
	Flotilla Website
	Flotilla Facebook Page
	Craigs List
	Nextdoor
	Eventbrite
	Register
	Collect $$$
	PayPal
	Square
	Check
	Set Maximum Class Size
	Confirm student's need for speakers/microphone
	Mail Out Books+Other Material
	Leave enough time for media mail
	Track to make sure delivered
	Schedule Instructors
	Conduct training sessions
	How to instruct online
	How to use the technology correctly
	Instilling the proper mindset
	Practice
	Assign co-hosts and practice
	Assign Uniform of the Day
	Version2 12Jun20

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	Day(s) of Mission Items
	Start the Session Early
	45 minutes early for instructors to check everything
	Set up co-hosts or as additional host depending on platform
	Consider setting up second computer as co-host on hotspot
	Make sure instructor front and back lighting is OK and background is sanitized
	30 minutes early for the students
	Get the "kinks" out of any connection
	Information passing / conversations
	Develop rapport
	Depending on platform used:
	Explain controls to the students
	Mute
	Videocam
	Chat
	If Zoom
	Take advantage of gallery view
	Explain thumbs up, down, yes, no, polling
	Use virtual background
	Conduct Classes
	Don't read the material to the students
	Don't read the PowerPoint bullet points to the students
	Have co-host monitor the chat for questions
	Last class or after last class - share online E-Directorate exam
	Last Class/Post-Class Ideas
	Send survey or poll with course evaluation questions
	Note: Aides and co-hosts need to remember they're on camera even if not instructing
	Post-mission Items
	Produce course certificates / temprorary cards
	Share via email as PDF?
	Mail course certificates?
	Send list to state authority (if required)
	Enter data into AUXDATA II
	Instructor and aide hours
	State taught
	Enrollees and Graduates
	Enrollees and Graduates under 17
	Review student evaluations and use them as lessons learned
	Debrief instructors