## Nebraska Distance Learning

Readiness Checklist 🗹

* **Identify Nebraska host, Zoom facilitator, and participants**

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|  | **Nebraska host:** The contact person at ESU, in collaboration with a Certified Facilitator who manages logistics for the event, will retain the names of the event facilitator and participants, reserve the room, ensure space setup, and connect with NWEA® on catering.  **Zoom facilitator:** A Certified Facilitator at the host site is responsible for connecting the onsite room with Zoom participants. This person must be in attendance at the host location.  To ensure the success of distance learning, a *Zoom Facilitator* must be identified. This Certified Facilitator will attend the session onsite with participants and be the vital connection between the learners in the room, the NWEA Consultant, and the Zoom participants. The Zoom Facilitator will work with the NWEA Consultant throughout the training to ensure engagement and effective communication between the onsite participants and the Zoom participants.  Responsibilities will include:   * ensuring Zoom technology is ready * monitoring time for tasks/breaks * communicating with the NWEA Consultant regarding group needs and questions * reporting Zoom communications |
|  | **Participants:** The Nebraska host will receive a list of participants and the facilitator consultant—for both onsite and distance learning. |

* **Zoom registration: Include norms in the confirmation email**

Upon receiving registration links from NWEA, all participants make an onsite location choice. NWEA will send a confirmation email to all distance learning participants asking them to bring their Professional Learning Online account sign-in information; MAP®/MARC username/password; and a computer/laptop with Adobe® Acrobat® Reader® or another PDF reader.

Distance learning participants will also be reminded that by choosing distance learning, they have committed to actively engaging throughout the session; having cameras on at all times; muting microphones; using the chat feature; being prepared to come off mute and share out at the request of the facilitator; projecting or sending images of charts/distance work; and sending questions through chat to the Zoom Facilitator.

To maximize participant engagement and collaboration, *when possible*, all participants should meet in a common physical location (e.g., meeting room) for the virtual session.

* **Starting the virtual workshop session**

**Zoom Facilitator** will:

* bring hard copies of materials and necessary technology to the meeting room.
* log into the Zoom Room with the URL from the meeting invitation on his or her device at least *15 minutes early* to ensure technical readiness.

**Distance Learning Participants** will:

* Bring computer/laptop to the session.
* Log in with the URL from the meeting invitation on their individual computer/laptop. Participants will engage in the learning with the NWEA Consultant, colleagues, and online resources in the virtual room.
* Use earphones if they’re in a room with others while listening to the main audio source. If a few people are using one computer for audio, individual laptop speakers should be muted.
* **Complete feedback survey**

At the end of each workshop session, the NWEA Professional Learning Consultant will share a link to a quick onsite and virtual participant feedback survey. We value your input!

**Questions?**

If you have questions about scheduling, or need to get in touch with your Professional Learning Consultant, please email your Certified Facilitator Support Team at [certifiedfacilitator@nwea.org](mailto:certifiedfacilitator@nwea.org).