

CAP Virtual Observation Checklist

Pre-Visit

Liaisons:

Schedule visit date (CAP Office can assist if requested)

- o Ask instructor if there will be time before/after class to talk about expectations and/or how things went. If so, be sure to schedule the Zoom meeting to start at the pre-observation time and end when an after-class discussion would conclude.
- o Even if a pre-observation conversation isn't possible, your Zoom meeting will need to start at least a few minutes before the actual class time to give instructor/you a chance to work out any issues with the audio or visual setup.

Send Zoom meeting link to instructor & CAP Office as a backup

- o **Be sure that your Zoom account will not record the observation** (We do not have student/parent or school permission to record observations.)

Watch for the instructor

Day-Of

Both Liaison & Instructor

If holding a preobservation meeting, be sure to log in early; if plans change, be sure to stay in touch with one another

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