Prior to First Day Faculty Checklist

To support successful and safe in person instruction please review the following checklist prior to the start of the quarter.

- **Consult the following website for information about remote teaching tools:** [https://teachingremotely.uchicago.edu/](https://teachingremotely.uchicago.edu/)
  - Suggested reading:
    - Remote Teaching Training: [https://teachingremotely.uchicago.edu/register-for-training/](https://teachingremotely.uchicago.edu/register-for-training/)
    - Recommended Training Paths: [https://teachingremotely.uchicago.edu/register-for-training/recommended-training/](https://teachingremotely.uchicago.edu/register-for-training/recommended-training/)

- **Arrival Time/Ending Time**
  - Plan to arrive 10 minutes early to sanitize and test A/V setup.
  - Please ensure you end class on time to allow facilities to sanitize the room for the next class.

- **Classrooms**
  - Please be aware that all classrooms will have posted A/V instructions to assist in hybrid teaching.

- **Finalize Additional Technical Requirements**
  - If you require any additional hardware or software install in the classroom prior to teaching, please email A/V technicians at least two days prior to class.
  - Contact information: Zachary.Sala@uchospitals.edu or bsdis@bsd.uchicago.edu

- **Sanitizing**
  - Familiarize yourself with BSD Electronic Sanitization Guidelines: [https://bsdis.uchicago.edu/sanitizing/](https://bsdis.uchicago.edu/sanitizing/)

- **Pick up your Lavalier and Presentation Remote**