**OPENING REMARKS**

|  |  |
| --- | --- |
| **TOPIC** | **RELATED SUPPORT RESOURCES** |
| 1. Start Recording | [Quick Tech Check](https://smart.newrow.com/room/testPage/) |
| 1. Review Agenda Flow | [Help Center](https://support.newrow.com/) |
| 1. System Requirements | [System Requirements](http://support.newrow.com/general-info/newrow-smart-recommended-system-requirements) |
| **NOTES** | |

**COURSE DIRECTORY**

|  |  |
| --- | --- |
| **TOPIC** | **RELATED SUPPORT RESOURCES** |
| 1. Access Newrow Training Course | [Newrow Training Course](https://smart.newrow.com/#/trainingCourse) |
| 1. How Teachers and Mentors Sign In | [Join A Newrow\_ Smart Room](http://support.newrow.com/virtual-classroom/get-started/join-a-session) |
| 1. How Students Join As Guests | [Join A Newrow\_ Smart Room As Guest](http://support.newrow.com/virtual-classroom/get-started/so-youve-been-invited-to-a-newrow-virtual-classroom-or-webinar-now-what) |
| **NOTES** | |

**LIVE COURSE PREP**

|  |  |
| --- | --- |
| **TOPIC** | **RELATED SUPPORT RESOURCES** |
| 1. Join your course | [Join A Newrow\_ Smart Room](http://support.newrow.com/virtual-classroom/get-started/join-a-session) |
| 1. Upload files (add folders) | [Upload Files](http://support.newrow.com/virtual-classroom/upload-share/upload-files-to-share) |
| 1. Manage Playlist | [Prepare Your Playlist](http://support.newrow.com/virtual-classroom/upload-share/prepare-your-playlist) |
| 1. Get desktop share Chrome extension | [Get Desktop Share Chrome Extension](http://support.newrow.com/virtual-classroom/live-tools/share-your-screen) |
| 1. Changing Output Audio, Mic | [Device Settings](http://support.newrow.com/virtual-classroom/get-started/manage-your-device-settings) |
| 1. Devices, class modes | [Class Mode, Virtual Vs Webinar](http://support.newrow.com/virtual-classroom/moderate-your-session/class-modes-virtual-classroom-vs-webinar) |
| 1. Invite People to Join | [Invite People To Join](http://support.newrow.com/virtual-classroom/get-started/invite-people-to-join) |
| 1. Quizzes | [Create **AND** Edit Quizzes](http://support.newrow.com/on-demand-course/quizzes/create-and-edit-your-course-quizzes) |

**NOTES**

**LIVE COURSE**

|  |  |
| --- | --- |
| **TOPIC** | **RELATED SUPPORT RESOURCES** |
| 1. Activate your webcam & mic | [Activate Your Webcam And Microphone](http://support.newrow.com/virtual-classroom/get-started/activate-your-webcam-and-microphone) |
| 1. Device Settings | [Manage Your Device Settings](http://support.newrow.com/virtual-classroom/get-started/manage-your-device-settings) |
| 1. Moderator vs Participant | [Set Participant As Moderator](http://support.newrow.com/virtual-classroom/moderate-your-session/set-participant-permissions) |
| 1. Participant list moderation, Mute All | [Mute All](http://support.newrow.com/general-info/troubleshooting/stop-audio-feedback) |
| 1. Presenter | [Set A Presenter](http://support.newrow.com/virtual-classroom/moderate-your-session/set-a-webcam-presenter) |
| 1. Video Conference View | [Set Video Conference View](http://support.newrow.com/virtual-classroom/moderate-your-session/video-conference-view) |
| 1. Hide webcams | [Hide Webcam](http://support.newrow.com/hide-webcam-tray) |
| 1. Play files: Files, YouTube | [Play Files](http://support.newrow.com/virtual-classroom/upload-share/play-your-uploaded-files) |​ [Play YouTube Videos](http://support.newrow.com/virtual-classroom/live-tools/share-youtube-videos-in-your-live-session) |
| 1. Annotate files/Whiteboard | File Annotations |​ [Whiteboard](http://support.newrow.com/virtual-classroom/live-tools/newrow-digital-whiteboard) |
| 1. Manage breakout | [Breakout](http://support.newrow.com/virtual-classroom/live-tools/breakout-your-live-session) |
| 1. Live quizzes | [Live Quizzes](http://support.newrow.com/virtual-classroom/live-tools/live-assessment-with-real-time-quizzing) |
| 1. Desktop/Screen share | [Share Your Desktop](http://support.newrow.com/virtual-classroom/live-tools/share-your-screen) |
| 1. Record | [Record](http://support.newrow.com/virtual-classroom/live-tools/record-your-live-session) |
| **NOTES** | |

**TROUBLESHOOTING**

|  |  |
| --- | --- |
| **TOPIC** | **RELATED SUPPORT RESOURCES** |
| 1. Audio Issues/Experiencing Echo | [Stop Audio Feedback, Echo](http://support.newrow.com/general-info/troubleshooting/stop-audio-feedback) |
| 1. Webcam or Mic Unavailable | [Webcam or Mic Unavailable](http://support.newrow.com/general-info/troubleshooting/webcam-or-microphone-unavailable) |
| **NOTES** | |

**CLASSROOM SETUP**

|  |  |
| --- | --- |
| **Challenges To Resolve:  Classroom Setup** |  |
| **Challenges To Resolve:  Volunteer Setup** |  |
| **Challenges To Resolve: Other** |  |