**OPENING REMARKS**

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| **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**

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| **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**

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| **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**

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| **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**

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| **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**

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