

Family Videoconference Preparation Checklist

At least 15 minutes prior to your scheduled session, prepare the environment, the equipment, and the connection as follows:

Prepare your Environment

- Choose an optimal room in your home based on the planned activity
- Make sure there isn't glare coming from uncovered windows/doors
- Have provider-requested materials for the activity available
- Remove other items/toys that may be distracting
- Mute phones that may interrupt
- Turn off TV's, radios, other auditory/visual distractions
- Test hearing devices (i.e., ensure batteries are working, have spare batteries available)
- Change child's diaper/take to the toilet
- If necessary, feed child before session
- Identify the exact time the session will begin and end
- Post "Do not disturb signs", if needed

Prepare your Equipment and Connection

- Make sure a power strip is on and/or the plug is secure
- Turn on the computer
- Make sure the camera and microphone are connected and working
- Have headphones available to help eliminate the echo effect
- Log off from any other programs/windows that are open on the computer
- Log onto the program being used using your username and password
Consider posting it by the computer in a discrete location
- Run the "test" feature, if available
- If recording the session via a third-party software program, start the program and test as necessary
- Make sure other computers in the house are turned off as other traffic will reduce bandwidth and limit the quality of the internet connection
- Have a cell phone number for the provider available if an internet connection cannot be made

Ending the Session

- Discuss any problems with the connection
- Determine the date and time of the next session
- "Hang up" and close down the program site
- Close down the recording site
- Notify others in your household that you have ended the session