

From Program Application to Tech Requirements



Your program has been approved for the next semester. Now you need to consider the technical tasks you may need to complete to ensure a successful class. Here is a checklist to take you from now to your first day of class and beyond provided by the Tech Committee.

Need SacLink account to access technology while you teach

If your delivery format is Zoom only, Hybrid, or In-person and recorded, you will need a SacLink account to access Zoom on the Sac State portal (<https://csus.zoom.us/>). And if your format is In-person and you plan to use the computer in a Sac State classroom while on campus, you will also need a SacLink account.

For program leaders returning from the Fall, your SacLink account is still active. For new leaders or those that haven't taught recently, you will need a new account. Look for an email from Tom Nelson with your username and password.

Work with your tech host and/or set up some Zoom practice

If you are using Zoom, we recommend you work with a tech host. This is a volunteer that agrees to attend your sessions and manage the tech Zoom environment, so you can concentrate on your content. Typically, they start the meeting and manage the classroom (mute attendees as needed & answer questions and chat), and possibly record your session.

Many of you already have a tech host; for those that don't, the Tech Committee is trying to recruit someone to help you, but there is no guarantee we will find someone.

We encourage everyone to have some practice sessions on Zoom to work out the flow for your class. You can simply use the link for your program even though it doesn't show up as scheduled. Your scheduled programs will still be there when you need them. You can do this with the tech host (if you have one) and family/friends. Record it and see how your audience will experience your program. Then use our [Sample Leader Partnership Agreement](#) to nail down the steps. If you don't have a tech host, plan on doing both roles.

Manage class enrollment with the leader admin portal

All program leaders need access to our [Program Registration System](#) (PRS) with a program leader admin account. This allows you to manage your class roster and send emails to those in your class. This system is managed for us by the College of Continuing Education.

For program leaders returning from the Fall, your Program Leader admin account is still active. For new leaders or those that haven't taught recently, you will need a new account. These account credentials will be sent to you mid-January. There is no need to get the accounts earlier since no Spring program data will be in the system yet, and members cannot enroll in your classes till 1/21/25.

Send out Welcome Email & schedule Meet & Greet (optional)

Once members have enrolled in your class it is recommended that you send out a Welcome Email. For some classes, this is enough. However, some leaders also like to conduct a Meet & Greet session one week before their class starts. This is optional, but it is a great time to meet some of your enrollees, give them a preview of what you will cover, answer questions, and work out any technical issues on their end. This is particularly helpful for semester long classes. If you are doing your program in Zoom, you can either schedule this extra week or you can just tell your enrollees to use the usual link.

If you are conducting your class on campus, Lorene Sarne has requested a classroom space for you based on your maximum class size.

Prepare Zoom Etiquette/Opening Announcements

You will also need to determine what you want your Zoom Etiquette to be- this is how you will conduct your class(ex: attendees should mute their audio, raise hand if they have a question, etc.) and be ready to communicate it to your attendees. An etiquette slide works best for this and can be shown at the beginning of the class along with any Renaissance Society announcement slides that you will receive from Lorene.

Get Ready for Showtime and Beyond

It is a good idea to export your class list from the PRS system before your class begins. This way you have an accurate list of who signed up to attend. And remember to check back on your enrollments periodically as members can still sign up after the start of class. Have fun this semester!

Training Dates

For detailed information on any of the items above, plan to attend the appropriate training and/or review the training resources available on our website under Online Training Resources.

01/15/25 - New Leader Tech Training (on Zoom) 1:00PM - 2:30PM

01/22/25 - Tech Update Workshop (on Zoom) 10:00AM - 11:30AM

01/24/25 - Technology Training for Teaching on Campus (Sac State) - AM

More details to follow

Other Important Dates

12/18/24 - Zoom links due to rensocit@csus.edu for Zoom & Hybrid programs

01/11/25 - Online registration system is offline and unavailable

For questions about technical issues and to contact the Tech Committee, send an email to rensocit@csus.edu