## **Welcome to Engageli!**

Use this checklist to prepare for your first teaching experience on Engageli. We hope these tools provide all the resources you need to teach active and engaging classes on Engageli.

### **(1) Getting Started**

* [Check the technical requirements](https://support.engageli.com/hc/en-us/articles/4411731009563-Check-Your-Technical-Requirements) to ensure you can successfully use the Engageli application on your device.
* Confirm that you can [log in and launch your classroom](https://support.engageli.com/hc/en-us/articles/10635697055515-How-to-Create-and-Launch-Your-Classroom-3-0-).
* Open a classroom and review the platform’s basic functionality and settings.
* Review the classroom layout and interface.
* Learn the different [audio settings](https://support.engageli.com/hc/en-us/articles/4416183888155-Instructor-Audio-Settings-) and [class view options](https://support.engageli.com/hc/en-us/articles/4411801033883-Instructor-Class-Views).

### **(2) Fostering Learner Engagement** **and Conducting Learning Activities**

* Use [engagement strategies](https://www.engageli.com/hubfs/Engageli%20Engagement%20Strategies.docx) in your classroom.
* Edit and use this [First Day of Class](https://www.engageli.com/hubfs/First%20Day%20of%20Class%20Deck.pptx) deck to start your class.
* Use [Engageli tables](https://support.engageli.com/hc/en-us/articles/4411892514843-Using-Tables-for-Active-Learning) to increase learner collaboration and engagement.

### **(3) Preparing for Your First Class**

* [Prepare your learners](https://www.engageli.com/hubfs/Engageli%20Learner%20Introduction%20Communication.docx) for their first class on Engageli.
* Bookmark the URL for Engageli’s [Help Center](http://support.engageli.com) and save the support phone number (1-888-979-9597).
* Do Final Checks:
	+ Ensure you can sign in and your video and microphone are working properly.
	+ Have your classroom URL ready and available.
	+ Send Guest Links to any non-fully enrolled learners or guest speakers.

### **(4) After Class on Engageli**

* Learn about using [Playback Rooms](https://support.engageli.com/hc/en-us/articles/10475433434779-How-to-Use-Playback-Rooms-3-0-).
* Review articles on how to use the [Engageli Admin Portal](https://support.engageli.com/hc/en-us/categories/7187098946971-Admin-Portal).
* Learn about [Engageli's classroom data](https://support.engageli.com/hc/en-us/sections/8668294583067-Class-Management-Analytics) and how to use it.
* Log in to the Engageli Portal to view class attendance for your live session as well as the asynchronous recording.