

# TEACHING YOUR FIRST CLASS: A CHECKLIST

Teaching for the first time can be one of the most challenging professional experiences you face. Preparation is the key to success – for you and for your students. Make sure you are prepared for your first class with this handy checklist.



## Your Classroom

### A face-to-face class: Know where you are going and what you need

It's a good idea to check where you'll be teaching before your first session so that you are not rushed.

- Identify **when and where** you will be teaching, what **equipment** will be in the room, and make sure the room will be open or that you will have access. The **Campus Map** can help you find your way around.
- Make sure you can operate any **equipment** you will want to use, and that the ventilation and lighting are appropriate. Learn **how to use** the lecterns if necessary.
- Arrange any **audio-visual**, multimedia or experimental equipment if required.
- If there is an issue with the venue, such as if the room is locked, contact Security on 9850 7112.
- For HELP at the lectern during class push the AVTS button on the house phone or dial ext. 7571.
- Know where the emergency exits and assembly areas are (check the diagram in each room).
- Dress** appropriately (see The Thesis Whisperer on [What Not to Wear: the Academic Edition](#)).
- Arrive **early** to give yourself time to set up.
- Where possible and appropriate, **set up the room** to encourage equal participation (for example, in a circle facing one another).

## A Zoom room: Familiarise yourself with the [Zoom](#) classroom

- Attend a Zoom [workshop](#).
- Check out Zoom [QuickGuides](#).
- Practice scheduling [Zoom](#) meetings and invite students.
- Know how to create groups using Zoom [breakout rooms](#).

## In class: Know what you are going to do in the class

- Familiarise yourself with the [Unit Guide](#): learning outcomes, weekly lecture topics, readings and their location, timing of assessment and exams.
- Use (if provided) or create a lesson plan for the class session – a high level outline with rough timing of what you will do by when. Try to keep this to one page for a class session. Refer to it during the lesson. This helps keep you on track.
- Understand how the content of the class **integrates** with the rest of the unit including assessment.
- Prepare **materials** and equipment (e.g. whiteboard markers, erasers, pens, handouts, etc).
- Prepare your online learning environment ([iLearn](#)). Will any materials need to be available to students prior to the class?
- Read** and think about the topic material, including any readings (notes, videos, etc) that the students are offered.
- Identify any of **your own queries** and follow them up.
- Think about **questions** you might be asked and prepare responses (but be prepared to say “I don’t know, but I will follow that up and get back to you”).
- Think about activities to do that will promote **discussion**.
- Know what to do in case of an [emergency](#).

## Know your students: Know who your learners are

- Have a **class list** if possible.
- Think about how you will teach for inclusion and diversity.
- Decide how you will learn student **names**. [See these tips](#).
- Prepare an [icebreaker activity](#) to help you get to know the students, and let them to get to know you.
- Have some [strategies](#) for dealing with classroom challenges.
- Ensure your students know how and where to access additional support: [accessibility support](#), [Learning Skills](#), [Student Wellbeing](#)