Instructor Home-Office and Delivery Checklist

All educators | Template

Space and Privacy

- [ ] A stable workspace reduces interruptions and protects confidential conversations.
- [ ] Camera background and screen-sharing areas do not expose personal or institutional information.
- [ ] Headset or microphone supports clear communication without broadcasting private conversations.
- [ ] Lighting allows learners to see demonstrations when video is needed.
- [ ] Sensitive papers, whiteboards, notifications, and smart speakers are controlled.

Connectivity and Continuity

- [ ] Primary internet connection supports the expected class and lab load.
- [ ] A backup connection or communication plan exists.
- [ ] Power-loss and device-failure procedures are known.
- [ ] Course files and instructor notes are backed up and available from an approved alternate device.
- [ ] Learners know where to find updates if the live session fails.

Systems and Accounts

- [ ] Teaching device is supported, updated, encrypted where required, and protected by approved authentication.
- [ ] Separate profiles or devices are used when needed to protect personal and institutional data.
- [ ] Classroom, lab, conferencing, and storage accounts use appropriate access controls.
- [ ] Recordings, transcripts, chat logs, and attendance data follow institutional policy.
- [ ] Screen-sharing is tested to prevent exposure of email, messages, passwords, or unrelated windows.

Accessibility and Participation

- [ ] Captions, transcripts, keyboard access, readable documents, and alternative formats are available.
- [ ] Learners can participate without mandatory camera use when it is not essential to the outcome.
- [ ] Asynchronous alternatives exist for predictable access barriers.
- [ ] Time-zone, work, family, and disability needs are considered in participation rules.
- [ ] Technical support and response expectations are published.

Source and use

The Complete Cybersecurity Educator, Dr. Jason Edwards. Editable companion - Instructor Home-Office and Delivery Checklist.

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Read online: https://educate.baremetalcyber.com/resources/instructor-home-office-and-delivery-checklist/

Remote Course Session Plan

All educators | Template

Opening and check-in

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

Focused explanation

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

Guided demonstration

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

Small-group or individual practice

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

Debrief

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

Knowledge check and next step

Time: _____

Instructor action: _____

Learner action: _____

Evidence: _____

Backup if technology fails: _____

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Remote Lab Readiness Gate

All educators | Template

- [ ] The environment has been tested from a learner account and ordinary connection.
- [ ] Required downloads, browser settings, ports, and authentication are documented.
- [ ] Learners can recover from common access failures.
- [ ] The instructor can observe enough evidence without intrusive monitoring.
- [ ] The lab has a low-bandwidth or offline alternative.
- [ ] Reset, cost controls, expiration, and account removal are automated or assigned.
- [ ] Support does not require learners to share passwords or grant uncontrolled device access.

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