

## SOFTWARE CHECK LIST FOR LECTURE

### *Preparation*

1. *Handouts:*
  - Prepared
  - Duplicated
2. *Data files and/or Information:*
  - Data files prepared
  - Checked Web site for availability (if using online data)
  - Prepared back-up data, in case Web site is not available
3. *Classroom Computer:*
  - Software installed
  - Data files installed
  - Tested computer and software with data files with presentation technology in the classroom beforehand
4. *Classroom Presentation Technology:*
  - Equipment reserved (data projector, etc.)
  - Arranged for early delivery
  - Familiar with equipment set-up process
5. *Online Access (if needed):*
  - Familiar with steps and/or administrative passwords for accessing Internet in the classroom

### *Follow Up*

1. *Classroom Presentation Technology:*
  - Equipment returned
2. *Students:*
  - Test student comprehension
  - Survey or ask student's opinion of software and lecture