

## Master MaestroConference

### *Skill and Knowledge Self Assessment Checklist*

The purpose of this checklist is to help you assess what you have mastered in MaestroConference, and where you have knowledge or skill gaps to close in pursuit of mastery.

Before Class	After Class	Category	Knowledge and Skills Assessment
		CV	1. I know where to find my instructor/assistant instructor bridge number and pin and MaestroConference conductor's dashboard link.
		CV	2. I know where I can find the Success with MaestroConference document that contains tips for dialing into class successfully.
		Name	3. I know how to change the name of a caller (for example, when only their phone number shows, or they call in using the 'guest' line).
		Mic	4. I can describe how the Public microphone works and when it should and should not be used.
		Mic	5. I can describe how the Breakout Only microphone works and when it should and should not be used.
		Mic	6. I know what phone dial pad number to instruct a student to use to toggle MUTE on and toggle MUTE off again.
		Mic	7. I can describe the function of a dark gray microphone icon.
		Mic	8. I can describe the function of a light gray microphone icon.
		Mic	9. I can describe the function of a green microphone icon.
		Mic	10. I can describe how to toggle the microphone icon between Public and Breakout only using the mouse.
		Mic	11. I know what might be happening if I have given someone the public mic and I don't hear anything.
		Mic	12. I know what the Public Mic and Breakout Only mics used to be called (Some of MaestroConference's training videos have not been updated and still have the old names).
		Mic	13. I know what to dial on my phone keypad to turn all mics ON (without using the Conductor's interface) (*7)
		Music	14. I know how many people must be in the room before I can turn the music off.
		Music	15. I know how to turn the music OFF with my phone key pad. (*9)
		Music	16. True or False: When the MaestroConference music is playing, nobody can hear me.
		Music	17. I know how many people have to be in the room before I am able to turn the music off. (2 people).
		Hands	18. I know how to lower the hand of a <i>single</i> participant.
		Hands	19. I know how to lower the hand of <i>all</i> participants in one fell swoop.
		Hands	20. I can explain how polls work.
		Audio	21. I know how to play an audio cue.
		Select	22. I know how to select only the participants.
		Select	23. I know how to select (highlight) two participants that are not next to each (non-contiguous) other on the dashboard.
		Select	24. I know how to highlight many participants that are next to each other (contiguous).
		Select	25. I know how to UN highlight selected callers.
		Select	26. I know how to highlight participants using the drop down box.
		Chat	27. I know how to enter my name in the chat box.

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		Drop	28. I know what to click to drop a single participant from the call (what is more important is that you don't do it by accident.)
		Drop	29. I know what button to click to end the call (drop everybody from the call).
		Dyads	30. I know how to <i>define</i> the dyads (the partnered pair) by typing names in the Custom 1 field.
		Dyads	31. I know how to create breakout groups of two by data in the Custom 1 field.
		Dyads	32. I know how to create dyads keeping hand positions together.
		Dyads	33. I know what to do with the orphan partner when someone is dropped from a dyad.
		Dyads	34. When a dropped dyad partner arrives back into the room, I know how to get them back together in a breakout room to continue their practice.
		Greenroom	35. I can explain what the green room is for.
		Dyads	36. I can explain the difference between a breakout and a PRIVATE breakout (especially important for sound cues).
		Dyads	37. I can create dyads <b>without</b> using the blue Create button.
		Dyads	38. I can add myself and a caller in a PRIVATE breakout to have a private discussion and not have to hear the instructor talking.
		Dyads	39. I can dissolve breakouts.
		Walk	40. I can "Walk the Rooms" to listen to the dyad pairs.
		Walk	41. I can describe the most common mistake that is made when walking the rooms.
		Caller Info	42. I can copy the caller information to the clipboard so I can paste it into a spreadsheet or document so I can remember attendance or dyads pairs each week (this is better because sometimes a screen shot can't capture what is getting cut off in the column).
		Screenshot	43. I can take a screen shot and paste it into a document so that I can remember who were paired in dyads each week.
		Simulator	44. I know where to go to <b>practice</b> creating dyads in the MaestroConference simulator.
		Timer	45. I can set the timer and reset the timer.
		Timer	46. I know who else can see the timer.
		MC Dialer	47. I can call in to class using MC Dialer.
		Skype	48. I can call in to class via Skype Credit.
		Skype	49. I can call in to class via Skype to Skype.
		Trouble	50. I can explain what to do if there is no connection to the Server? (Refresh the page.)
		Trouble	51. I can explain what do you do if you can't get on the call? (For example, a possible MaestroConference outage?) (backup lines listed with MaestroConference call information).
		Trouble	52. I know where to find other phone numbers and pin numbers I can use to get on the call if I am having trouble dialing in.
		Trouble	53. True or False: I can use ANY MaestroConference bridge number. What gets me into my specific class is the PIN number.
		Trouble	54. True or False: If I dial in on a student pin, it won't impact my ability to manage the conductor's dashboard. (True).
			Needs more information

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		Need Info	55. What if everybody starts dropping off the call? For example, there are only 3 people in class and you have 15 people that are usually there. Ask the few students that are present did you have difficulties getting in? They tell you what occurred, and you know what email to send to the entire class right away. (need more info from Deanna on this one and email templates.)
		Need Info	56. I know how to bridge a student in the United Arab Emirates using Skype. This is tricky because in the United Arab Emirates, the entire country is blocked by their ISP from dialing out in Skype. <Need instructions from Linda or Deanna>
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