

# **Planning a Videoconference**

# Initial Planning

- ▶ **Refer to the Telelearning Checklist handout**
- ▶ **Decide upon the basic parameters**
- ▶ **Set up a schedule for the 2 - 4 weeks prior to the conference**
- ▶ **Design the instruction**
- ▶ **Rehearse**

# Basic Parameters for the Videoconference

- ▶ **Date**
- ▶ **Time (15-30 minutes extra on each end)**
- ▶ **Purpose**
- ▶ **Telephone numbers (Local, system, distance)**
- ▶ **Distance and System Contact**

# Two+ Weeks Before

- ▶ **Schedule a date and time for the tele-lesson**
  - *For more than two sites (multipoint), schedule a bridge*
  - *Reserve equipment/room*
- ▶ **Prepare lesson plan and materials and obtain copyright clearance if necessary**
  - *Follow good presentation rules*
  - *Make at least two versions of materials*
  - *Send handouts to remote site early*

# Two+ Weeks Before (con't)

- ▶ Arrange for remote facilitators, guest speakers, technical support, etc.
- ▶ Consider how you will set up the room (background, cameras, clock, etc.)
- ▶ Create materials and agendas

# Two+ Weeks Before (con't)

- ▶ **Develop a back-up plan in case of technical problems**
- ▶ **Schedule a practice session**
  - *practice using equipment*
  - *Include a small audience and/or videotape*

# One week ahead

- ▶ **Share your expectations with participants**
- ▶ **Make sure the remote site has necessary materials**
- ▶ **Share ISDN and telephone numbers and determine who will place the call**

# One week ahead (con't)

- ▶ Find out who to contact if there are problems
- ▶ Practice with remote facilitators
- ▶ Decide what to wear (avoid loud patterns, red, & white)

# Lesson Day

- ▶ **Arrive an hour ahead of time**
- ▶ **Have at least two versions of educational materials**
- ▶ **Reboot system if necessary**
- ▶ **Arrange the room**

# Lesson Day (con't)

- ▶ **Connect with remote site 15-30 minutes prior to the meeting time**
- ▶ **Check audio, video, lighting, auxiliary equipment (document camera, VCR, etc.)**
- ▶ **Preview local camera angle and preset angles if possible**

# Lesson Day (con't)

- ▶ **Keep ISDN and telephone numbers handy during the conference**
- ▶ **View yourself occasionally (make sure the other end can see whomever is speaking)**

# **VC Instructional Strategies**

- ▶ **Set Expectations**
- ▶ **Provide Support Materials**
- ▶ **Engage**

# Set Expectations

- ▶ Reinforce that they are there to participate
- ▶ Discuss etiquette, if this is the first time
- ▶ Arrange student activities
- ▶ Perhaps have students do some of the technical functions

# Provide Supporting Materials

- ▶ **Agenda**
- ▶ **Learning guide**
- ▶ **Copies of graphics**
- ▶ **Sequence of lesson**
- ▶ **During activities, have a specific “slate” for reference, and broadcast it.**

# Engagement Strategies

- ▶ Get names of remote and local participants
- ▶ Use Socratic method by calling on specific persons.
- ▶ Involve students within the first 5 minutes
  - *Self introduce*
  - *Material review*
- ▶ 30% to 65% student participation per hour

# More Engagement Strategies

- ▶ 10-15 minutes maximum lecturing w/o interaction
- ▶ Call on students
- ▶ Take questions
- ▶ Increase variety
  - *Change pace*
  - *Vary teachers, methods, format, media*
  - *Keep sources moving*

# **Reduce distractions during learning activities**

- ▶ **Silence**
- ▶ **Still image or slate**
- ▶ **Encourage dialog**

# Planning the instructional strategies

- ▶ Go to A Lesson .Matrix
- ▶ Fill in the areas for the online lesson
- ▶ From this, develop a timeline, or agenda.
- ▶ Go over the checklist
- ▶ Practice for your lesson