Video Conferencing Tips

What do I need to do to prepare?

As the day of the video conference approaches, there are steps that should be taken in preparation for the call. Here are some steps to take to help make the video conference run smoothly:

1. Test the equipment to ensure everything is working properly.
2. Check the sound in advance.
3. Ensure any additional equipment needed is available and functioning (document camera, DVD, etc.).
4. Conduct a test call prior to the conference date.
5. Ensure all participates have contact information from participating parties (both phone and video conference).
6. Prepare an agenda, send to participates, & stick to the agenda.
7. Establish connection at least 10-15 minutes before the conference begins.
8. Position the camera so that all participants will be within view.

What do my students need to know?

Video conferencing is an exciting experience not just for you, but for your class as well. Before your initial video conference you will want to talk to your class for a bit about video conferencing etiquette. Some of the basics you would want to cover are:

1. Be a good audience. Keep quiet and pay attention while the other side is presenting.
2. Take notes and be prepared to ask/answer questions when the presentation is complete.
3. When it is your time to speak, make sure you are speaking clearly and at the appropriate level.
4. If you can see you, they can see you. Making funny faces is not appropriate.

Overall, represent yourself, your class, and your campus in an appropriate manner. The kids will be, and should be, excited...especially at the elementary level. I have found that turning the equipment on a few minutes early and giving them 30-45 seconds to get the wiggles and funny faces out of the way does a world of good. Let them see their funny faces on the display before you even connect. Then they don't have to wonder what it will look like!