

Use the checklist below for key items that should be included in your syllabus for teaching via videoconferencing.

1

Host site information - the originating site. Include the name of the campus, building name, room number **and room phone number** from which the course is being delivered this is important for trouble calls. Your IVN Campus Coordinator can provide this information.

Trouble calls – In the event there is a connection problem (i.e. did not get connected, no audio, no video) at the receiving sites and **no technician is available**, students should be informed to contact the host site. Provide back-up plans for when the technology fails at either one or all sites.

2

Notification of students being recorded - Purposes for recording may include a backup in case of technical difficulties at one or more sites, to be used as a review for someone who missed a class, or inclement weather. See sample syllabus for wording.

- Include a disclaimer for recording the course in your syllabus.
- Have students sign the appropriate release forms. (this can be found under Copyright Issues)

3

Streaming Instructions – if you are using streaming to record the class provide students with information on streaming requirements, where to access the stream and if you require a password to access the stream.

Viewing Instructions

Go to <http://alt.ndus.edu>

Click on Video Streaming>Services>Viewing Instructions

Accessing the Stream

Go to <http://alt.ndus.edu>

Click on Quick Links>Streaming Link

4

Inclement Weather Information – Provide information on where students will find information should their site be cancelled due to the weather - will they get an e-mail message, check the course announcement page, etc. Also if they are unable to attend class due to the weather, what are the options for receiving information about the class. Will it be recorded OR will they be provided other course work