

Develop Backup Plans

Technical problems can occur. Being prepared for these technical challenges by having a backup plan in place can assist in dissipating stress for both the instructor as well as the student.

The Classroom Technician may be able to assist with the process. If delivery fails, it may be possible to connect with the other sites through a conference call format and fax the overheads to the remote site Classroom Technician.

Weather may also interfere with your class (not the actual technology). The host site may be experiencing pleasant weather while one of your receiving sites on the other side of the state may be experiencing a blizzard.

Options to consider if technology is a problem:

- Ask the classroom technician to inform you how long the delay will be. This may determine whether you want to continue the class for that day/night.
- Reschedule the session with the Site Coordinator.
- Videotape the class so it can be shown to the sites not online.
- Group project time if a project is an expectation of the course.
- Structured small group experiences can be completed until the system is on.
- Connect to the other site through a phone call.

It is suggested that you include with your syllabus copies of other projects, small group discussion, or other work that can be ready in the event of a technical problem. OR include a videotape with structured questions for the students.