

## Pre-Planning

There are some “housekeeping” items you need to consider before developing material for your course and prior to your syllabus preparation:

- ▶ **Approval of sites** – does your program or department require prior approval of particular sites to deliver the course? Do you have preference for the number of sites for course delivery – depending upon the importance of group work.
- ▶ **Off Campus Sites** – this specifically applies to those sites that are connected to after hours such as graduate courses that may be delivered to a K-12 school or NDSU Extension office. Please advise those students of this information which is provided below – you can either send them this via e-mail, place on your course site and/or place in your course syllabus:

### Off Campus Sites Take Note !

Those attending this class at a non-higher ed campus such as a K-12 school, NDSU Extension office or other, are responsible for the following:

- ▶ Arrive 10 minutes before the start of class to participate in the technical roll call. This ensures equipment, audio, and video are functioning properly when class begins.
- ▶ Call the host site of the class if experiencing problems during the class. Make arrangements for phone access.
- ▶ Once scheduled, recheck one week prior to the start of class – to ensure room will be opened.

Be trained on ....

- How to mute/unmute microphone
- How to maneuver camera
- How to reboot (restart) the equipment if asked to do so
- How to adjust the volume on the monitors
- How to use the document camera or ImageShare device with a laptop, if required for presentations, etc. Check with your site to ensure any software you plan to use for their presentation is compatible with equipment.

Failure to comply may result in your site being dropped from the event.

- ▶ **Off Network Sites** – this refers to sites that are not part of our state network such as out of state. When delivering a course to sites that are not part of the state network, please consult with your IVN campus coordinator for testing of those sites to ensure compatibility with the network.
- ▶ **Textbooks or Other Course Materials**
  - Required texts /supplemental texts/reading packets – how will students obtain them? Consider posting material via a course management system or course website.
  - Lab materials – if you require lab work, visit with your IVN campus coordinator on the best way to distribute materials.

▶ **Course Requirements** – Consider how this will differ from a face to face class.

- Class attendance
- Class participation - how does this differ from on-site? Will you require students to participate outside of class through e-mail or group online discussion?
- Assignments - choose an electronic format or course management system to facilitate assignments.
  - Include late policies, including handling of situations where technical difficulties prevent submission of assignments.
  - Provide a clear statement of both video class requirements and those to be completed outside of class.
- Examinations – will they be online, in-class at sites, who will proctor examinations at distance sites?
  - IF you need a proctor at the receiving sites, you need to visit with your campus site coordinator at least one week prior to make arrangements. OR if your campus has a policy on proctor procedures include that here.
- Small group presentations /projects - Will students need to know how to operate videoconferencing equipment at remote sites for presentations? What type of equipment is needed at remote sites?

▶ **Presentation Delivery**

- Establish your policies for asking questions, attendance, make-up work.
- Provide information on back up plans for when the technology fails either at one site or all sites.
- Include information on Classroom Etiquette – this can be found under the Preparing Students for the Videoconference Experience section.