

## Preparing the Students

Students enrolled in a videoconference course should consider whether or not they can adapt to this type of learning environment.

Your students should realize that videoconferencing will have an impact on their contact with the teacher. They will need to adapt to communication via e-mail, small groups, phone calls and not the face-to-face interaction with the instructor. They should be self-disciplined. There will not be constant in-class reminders about assignments, but they may be posted on a web page, through a course management system or e-mail.

They should be comfortable with the technology. However; they should not expect to adjust to this new medium immediately. It may take some adjustments on their concentration.

They need to be made aware that this is not like watching television at home (luckily, there is no remote that changes the channels!). This type of delivery system requires active participation on their part as well. This is not a passive environment. Some students may find that this type of class is more tiring than a regular classroom. As a teacher it is important to have activities.

During the first and/or second class periods it is effective to have your students talk in order to break down any inhibitions they may have about using technology. Get your students talking early in the course. This is also an opportunity for you to provide your students with feedback about how they are interacting with the technology. For example, "Jane we heard you just fine," or, "Joe we're having trouble hearing you, please speak up a bit and try to speak directly into the microphone."

Be aware, with over 350 sites throughout North Dakota and nearly 200 in the high schools, most incoming college freshmen and teachers taking post graduate coursework, have been exposed to IVN at some point. Students coming from the high school setting may need to make minor adjustments as to how the higher education instructor uses the system differently from the high school instructor.

## Classroom Etiquette

Provide students with information on IVN classroom etiquette as listed below. You may want to put this in your course syllabus or website or LMS page.

Classroom Protocol:

### ► Microphones.

Microphones in all IVN classrooms are turned off (muted) at the start of the class. Once unmuted, the system will detect a person speaking and the network video automatically switches to the speaker's site. The video will remain at the speaker's site until someone at another site begins talking.

### ► Getting the instructor's attention.

The instructor will establish some form of protocol that allows you to get their attention. It is helpful to say, "This is (your name) at (site). e.g. "This is Dave at Minot". There will be a short delay before the video switches to the speaker, so talk long enough for the system to switch to your site.

### ► Technical problems.

If you cannot see or hear during an event, please bring the problem to the attention of the instructor or classroom technician immediately.

## ► Class Presentations

If you plan to connect YOUR laptop to the IVN system for a presentation:

- Check with your campus for any policies or procedures on allowing personal computers – in case they need to be checked prior to use.
- Set screen resolution to 1024 x 768 before it is connected.
- It is recommended to bring in your laptop ahead of time to conduct a trial connection.
- Some campuses may provide computers in the classroom for you to use. Check to see if you are allowed to bring in a jump drive with the information to be shown.

## Helpful Hints

Here are a few tips to help you get the most out of your videoconferencing session:

### ◆ Be on time!

Classroom connections will begin and end at the established scheduled time with all participating sites. If you are late, the camera will focus on you as noises are picked up easily by the microphones.

### ◆ Speak clearly in a natural tone.

Microphones are strategically placed throughout the classroom to allow for normal conversation. Speak as you would in a traditional classroom. It is not necessary to lean forward to speak, but avoid leaning backward.

### ◆ Avoid chit chat and other low noises.

The microphones are very sensitive and will activate the camera to focus on any individual making noise. Avoid pen tapping and paper shuffling.

### ◆ Food and drink policy.

Follow your classroom's guidelines for food and beverage. Usually bottled or covered containers will be allowed for water, pop or coffee.

### ◆ Cell phones.

Turn off cell phones before the start of your class. If you need to make a call on your phone, please do so outside the classroom.