

• • • MISD Video Conferencing • • •

Teacher Checklist

Date of Video Conference: _____

Title of Video Conference: _____

Content Provider: _____

Start/End Time (include provider's time zone): _____

Well in Advance

- _____ Sent VC Schedule Form and all other information to Site Manager
- _____ Received confirmation from Site Manager that video conf was scheduled
- _____ Prepare lesson plan and materials (obtain copyright clearance if necessary)
- _____ Consider how you will setup the video conference area & discuss with Site Manager
- _____ If presenting, discuss presentation ideas with Site Manager to ensure equipment will work
- _____ Develop a backup plan in case of technical problems
- _____ Schedule a practice session with the equipment (if presenting)

One Week Prior to Video Conference

- _____ Build excitement with students
- _____ Discuss video conference etiquette and classroom behavior
- _____ Make sure you have all the necessary materials
- _____ Prepare students with pre-activities and have students prepare their questions
- _____ Make sure the video conference area is reserved (if necessary)
- _____ Make sure any needed equipment has been reserved (projector, doc camera, etc)

Day of Conference

- _____ Arrange the room
- _____ Make sure your class is in the room at least five minutes before the conference begins
- _____ Make sure all of your needed materials/equipment are in the room
- _____ Remind the students that they can be seen at all times
- _____ Remind the students the question/answer procedure for the conference
- _____ Remind students to speak loud and clear

Notes: _____

