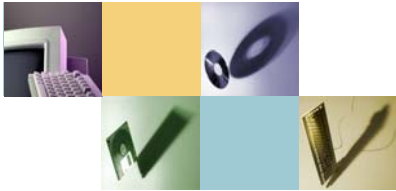


Teaching through video-conferencing



Notes by Pamela Peterson Drake
College of Business, Florida Atlantic University

Purpose of this session

1. Provide familiarity with the specific set-up of video-conferencing at Florida Atlantic University.
2. Provide some background on the technology of video-conferencing.
3. Address pedagogical issues in video-conferencing.
4. Provide an opportunity for hands-on use of the technology.

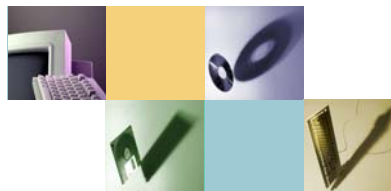


Outline of presentation

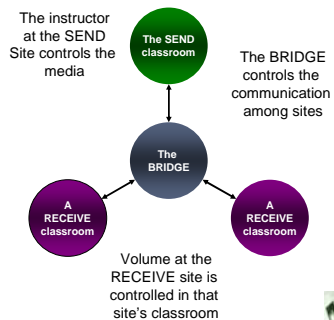
1. Conferencing at FAU
2. Preparation
3. Crisis management
4. Section management
5. Class management
6. Remote site considerations
7. Notifications
8. VC Etiquette



Conferencing at FAU



Conferencing at FAU



Preparation



Things to do before classes begin

Preparation

1. Familiarize yourself with the classroom in which you will be teaching.
 - The video-conferencing equipment may differ from classroom to classroom.
2. Arrive ten minutes before class is scheduled to begin to load your media.
 - This allows the Bridge to detect your media and you can check its display.
3. Be prepared for crisis management.



The Crestron control panel



The Crestron control panel, cont.

Video-conference mode

- Sources
 - Student camera
 - Instructor camera
 - DVD
 - VCR
 - Computer
 - Laptop
 - Document camera
- Ask other sites for what they see (expect delay)



The Crestron control panel, cont.

Video-conference mode

- Camera
 - Angle and zoom in and out
- Program
 - Volume using arrows
 - Mute: on/off toggle
- All Mic's Mute: ON or OFF
 - This site's microphones
- Presentation



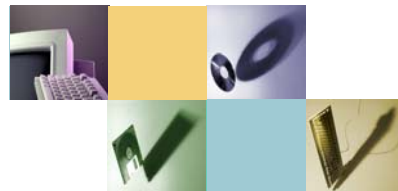
The Crestron control panel, cont.

Presentation mode

- Not for video-conference except for the Send Audio to Speakers
 - Adjust the volume on the media



Crisis management



Uh-oh

Crisis management

What can happen, e.g.,

1. The sites are not connected by class time, or
2. The connection is broken during the lecture, or
3. One site disappears from view.



What to do?

1. Call the Bridge, 7-4003
2. Call the local technician
3. Call the RECEIVE site classrooms
 - Let the students know that you are aware of the problem and are dealing with it.



Other crises

1. If the connection is broken near the end of the class time (less than 10 minutes remaining), assume that the students at the remote sites will disappear.
2. If the communication line goes down in one region (e.g. outage in BellSouth area),
 - Either teach from another site and ask the Bridge to record class, or
 - Move class to online mode.



Section management



Efficient dealings with multiple sections of the same course

Section management

1. Use Blackboard for:
 - Handouts (e.g., Syllabus, Schedule)
 - Grades
 - Quizzes
 - Discussion boards
 - Chat
 - Assignments
 - Exams (?)
2. Make sure to post material in advance



Section management, continued

3. Review the syllabus for elements that relate to the mode, e.g.,
 - Office hours
 - Contact information
 - Class attendance
 - Policies regarding technical difficulties
 - Responsibilities of students



Class management



What to do and not do in the classroom

Class management

1. Arrive 10 minutes before class time to load media.
2. Watch the timing. The connection ends abruptly at the end of class time.



Class management, continued

3. Absolutely no food or drinks in any of the classrooms.
 - Not even bottled water
4. Turn off all cell phones
 - Even if muted, they can create interference.
5. Encourage/require students to sit in the front rows of the classrooms.



Class management, continued

6. Do a sound and sight check at the beginning of the class session.
7. Use multimedia, e.g.,
 - PowerPoint (Large fonts please)
 - Videos
 - Document camera
8. Provide media to students using Blackboard, if possible.



Class management, continued

9. Always use the lapel microphone when delivering lectures.
 - Attach it so that it is within 6" of your chin.
10. Encourage students to turn off microphones unless speaking.
 - Some are ceiling microphones, controlled from the Crestron panel.
 - Some of stationary microphones at the tables; students can turn them on and off.



Class management, continued

11. Consider lighting in selecting media.
12. Avoid using the wall-mounted whiteboard or blackboard (unless it is a Smartboard®).
 - Use the document camera instead.
13. When displaying media, do not scroll often.
 - It takes a few seconds for the remote sites to focus on the item (especially important for spreadsheets).



Remote site considerations



What's really different

Remote site considerations

1. Do not deliver lectures or have classroom discussions at the SEND site that the RECEIVE site(s) cannot participate in.
 - RECEIVE site students will feel neglected
2. If possible, teach from the receive site(s) during the semester.



Remote site considerations, cont.

3. Ask one or two students to take the lead to become familiar with the Crestron panel.
4. Appreciate the differences in the demographics of the students at the different sites when considering:
 - Office hours
 - Help sessions
 - Size of files on Blackboard (e.g., dial-ups)



Campus profiles

	Boca Raton	Davie	Jupiter	Treasure Coast
Average age Undergraduate	24	28	27	29
Female: Male	1.44:1	2.23:1	2.57:1	3.55:1
% Part-time	34%	55%	47%	61%

Source: Office of Institutional Effectiveness & Analysis, Fall 2006



Notifications



Let others know what is going on

Notifications

1. If you are not holding a class at a scheduled meeting class time, notify the Bridge and the local technicians for all sites at least 24 hours in advance
 - More notice, if possible, please.
2. If you require proctors for exams, provide the dates of the exams to the VC coordinator at the beginning of the semester.



VC Etiquette



From Emily Post and others

Etiquette

1. Start and stop on schedule.
2. Allow for practice for both the instructor and the students at all sites.
3. Let the students know what you plan to do in class: provide an agenda
4. Introduce all participants.
5. Use names of students when addressing them.



Etiquette, continued

6. Avoid making unnecessary noise.
7. Speak clearly – but don't shout.
8. Make eye contact – with the camera.
9. Don't leave the camera's vision.
10. Don't always be in motion.
11. Respect the time-lag for media, motion, and audio.



And ...

What to wear

- If there is a white background, do not wear a white shirt or blouse – or you will look like a floating head.
- Don't wear small stripes or wild patterns – or you will be a blur to the remote sites.
- Be careful not to wear shimmering or iridescent clothing or jewelry.
- Reds may "bleed" in the screen.



Good luck. 😊

