Interactive Video Conference
Plan for Success

Presented by TSU Faculty and
Center for Instructional Technology
and Distributed Education

Where to begin…
Prepare Yourself
Presentation Techniques
Participate in Learning
Prepare Students
Practice

Prepare Your Course
• Schedule
• Organize Class Content
• Assessment and Testing
• Student Handouts
• Site Coordinators and Facilitators
• Distribution of Materials
**Prepare Yourself: Clothing**

- Wear dark/soft colors
- Wear solid colors
- Accessories
  - Simple pattern
  - Solid ties
- Avoid
  - Bold, bright colors
  - Bright yellow and red

**Prepare Yourself: Camera Presence**

- Maintain eye-contact
  - Focus on Camera
  - Focus on local audience
- Allow for slight audio delay
- Remain within camera and audio range
  - Move slower
  - Avoid “bobbing” from side to side

**Prepare Yourself: Demeanor**

- Use a pointer
- Nod head
- Refrain from fidgeting
- Be expressive, smile
- Vary Tone
- Video tape yourself
Prepare Curriculum Materials

- Verbal Information into Visual Communication
- Refrain from overusing visuals
- Redesign Student Materials
  - Elmo for text/overheads
  - Instructional Videos
- Plan for class breaks
- WebCT

PowerPoint Presentations

- Provide handouts for presentations
  - Plan ahead; If you have a last minute idea, save until next week
- Keep slides simple
- Place border around text

Text Size for PowerPoint

- 12-14 Too Small
- 28-36 Works Well
- 40-60

Limited Text, due to size
Presentation Techniques

- Call remote site to attention (signal)
- Set up guidelines for class discussion
- Adjust your response time for slight delay
  - Wait time
  - Encourage participation from remote site

Presentation Techniques

- Icebreakers
- Seating charts
- Name tents
- Call students by name and location
- Designate breaks
- Use a timer

Participation in Learning

*Instructional Strategies*

- Lecture
- Team Teaching
- Interviews
- Panel Discussions
- Brainstorming
- Case Studies
- Role Playing
- Group Projects
Collaborative Videoconferencing Certification Program

Prepare Students for IVC
- View themselves on camera
- Explain equipment
- Ground rules, protocols
- Learning Community
- Contingency planning

Prepare Students for Communication
- Visit the remote site
- Communicate with all students
  - Virtual office hours (telephone, email, WebCT-Who’s on Line)
  - Appointments in IVC classroom
- Web Site
- WebCT component

Practice Presentation Techniques
- Work with Hardware/Software
- Video tape yourself
- View all media materials before class session
IVC Class Expectations

- Tarleton State University provides
- CITDE provides
- Your department provides
- You provide

If you have problems:

- Step one-
  - use the facilitator to troubleshoot the problem
- Step two
  - Call CITDE for assistance, X9060.
  - All problems are logged and tracked by CITDE

Dr. Larry Garner suggests:

- Visit remote site once a month
- Plan a signal for students to get instructor’s attention to ask questions or have information repeated
- Call for participation from receive site
- Arrange a panel discussion for one site one week and the other site the next week
Dr. Jennifer Jordan suggests:

- Plan schedule well in advance—note in the schedule nights for group work
- Prepare handouts for entire semester and send to receive site.
- Use the class as an active lab
- Keep your sense of humor!

Dr. Stephen Anderson

- Shares his suggestions with TSU faculty through his article posted on the Faculty Development site: Working With Your Site Neighbor: Creating Interactive Television (ITV) Integration

Review: IVC Plans for Success

- Maintain Positive Attitude
- Help students have positive experience
- Don’t panic when a problem arises
- Always have a Plan B for each class
- Assume the microphone is on