SAINT LEO UNIVERSITY

INSTRUCTIONAL TECHNOLOGY

VIDEOCONFERENCE CHECKLIST

Well In Advance of Session

CLASS INSTRUCTOR CHECKLIST

- ☐ Ask your university contact to identify the room from which you will be teaching.
- ☐ Practice using VTT hardware/software in the room. Contact the Instructional Technologist to schedule a live practice session or training (352-588-8458).
- ☐ Prepare and distribute your supporting materials. (**Table 1**)
- ☐ Prepare a plan for your lesson. (**Table 2**)
- ☐ Prepare a back-up plan in case of technical difficulties.
- ☐ Review effective communication skills. (**Table 3**)
- ☐ Review dress guidelines. (**Table 4**)

MEETING LEADER CHECKLIST

- ☐ Reserve physical room equipped with VTT hardware/software with your site scheduler.
- ☐ Schedule the videoconference at www.saintleo.edu/vtt or by calling 352-588-7400. Specify options such as Recording, or Continuous Presence view versus Voice Activated view.
- ☐ Practice using VTT hardware/software. Contact the Instructional Technologist to schedule a live practice session or training (352-588-8458).
- ☐ Prepare and distribute your supporting materials. (**Table 1**)
- ☐ Prepare an agenda for your lesson/meeting. (**Table 2**)
- ☐ Prepare a back-up agenda in case of technical difficulties.
- ☐ Review effective communication skills. (**Table 3**)
- ☐ Review dress guidelines. (**Table 4**)

TABLE 1 SUPPORTING MATERIALS	BRING TO NEAR SITE	SEND TO FAR SITE(S)
	☐ Meeting/lesson plan ☐ Slides/documents on USB flash drive ☐ Time-keeping device ☐ VTT Quick Reference Guide for HDX/VSX ☐ Contact information of near site on-ground classroom technology support ☐ Contact information (phone) of a remote site person in case of technical problems	☐ Digital multimedia content ⓘ ☐ Copies of slides/documents ☐ VTT Etiquette Guide (file or link) ⓘ Send any multimedia content (YouTube links, digital video, audio, etc.) to the remote participants before the conference. You will not be able to transmit digital multimedia on a PC during the conference. DVD/VHS media in standalone DVD/VHS players will work if the room is so equipped. ⓘ Use tools like Doc Sharing in eCollege or e-mail to distribute copies of files and hyperlinks to digital multimedia to far site participants. Specify whether or not participants should bring these files with them to the session, as they may not have internet access during the session. ▶ If you don't send supporting materials out ahead of time, be prepared to answer the frequently asked question, "Can we have a copy of your materials/slideshow?"

TABLE 2 LESSON / MEETING PLANNING	ACTIVITY	BEST PRACTICES

	Introduction	▶ Have the participants arrange the furniture to suit your planned activities. Have them adjust the camera position to capture all participants. Have them adjust the microphone position so that it sits near the center of all participants.
		▶ Use ice breaker questions ("How is the weather where you are?") to test/practice with equipment and work out audio/video bugs.
		▶ Prepare devices (document camera, etc.), prepare PC slideshows, documents
		▶ Take attendance and make screen seating charts.
		▶ Establish ground rules or etiquette for videoconference. Consider the following:
		  ‣ Each time participants wish to speak, they should announce themselves ("This is Kirk at Main Campus, and I have a question.") and then pause after announcing themselves, and wait for the leader/instructor to acknowledge them before continuing with their questions.
		  ‣ Whenever participants wish to speak, should they interrupt the speaker, or will the leader/instructor build in specific time for feedback?
		  ‣ What should participants do if technical difficulties arise?

	Questioning participants	▶ Use seating chart or roster to ensure all participants are engaged
		▶ When asking a question, use the following routine:
		  ‣ Ask the question to everyone, encouraging everyone to consider an answer.
		  ‣ Allow wait time for participants to think/reflect.
		  ‣ Repeat the question, & specifically identify site/participant who will answer.
		▶ Summarize the participant's answer, and then repeat the steps above with a follow-on question directed to another participant.

	Taking questions from participants	▶ Build specific, regular pauses for questions from participants into your session plan, and inform participants of these at the start. ▶ If there are multiple sites, consider quickly identifying each remote site to ask for questions/feedback, rotating through all of the connected sites. ▶ Save time by encouraging participants to simply leave their microphone muted if they have no questions/feedback, rather than saying, "We have no questions."

	Discussion / debate	▶ Establish yourself as a moderator for the discussion. Specifically identify one site to talk at a time.
		▶ Consider using small group breakout discussions. Prepare participants by giving them a specific time limit for breakouts, and then structuring the activity in one of the following ways. You may consider sharing your PC screen with a timer or slide with instructions. In all cases, following breakout activity, leader should moderate a sharing of progress/information from each site to the whole group.
		  ‣ All remote sites mute microphones and discuss "offline" at respective sites.
		  ‣ 2 remote sites form a breakout group and use videoconference to discuss, while leader mutes near site microphone and reduces volume to allow near site on-ground participants to discuss "offline." If other remote sites exist, they must also mute their microphones and reduce their volume in order to have their own "offline" discussions.
		  ‣ 1 remote site forms a breakout group with near site on-ground participants. All other remote sites mute their microphones and reduce volume to have their own "offline" discussions. Extra on-ground participants may leave room or move away from speakers to have their own "offline" discussion.
		  ‣ If none of the scenarios above work, participants may use another line of communication to have an "offline" inter-site discussion, such as phone, chat, or other method.

	Presentation	▶ Use slides, documents, graphics, websites, and objects to support the topic.
		▶ If sharing text from PC, ensure fonts are simple, size 18+, with as much contrast between the background and font colors as possible. Consider television commercials and their use of colors and text.
		▶ If sharing text from Document Camera, zoom in as much as possible, adjust lighting, and remember to auto-focus the camera.
		▶ Remember that your audio will be delivered faster than video. So hesitate before moving Document Camera objects and PC slides or applications to allow participants to see and think about the supporting material.
		▶ At the start, use an activity to grab participants' attention or activate their prior knowledge. State goals and provide context. Allow silent pauses for thinking/reflection at regular intervals.
		▶ Consider pausing regularly with reflective questions, like:
		  ‣ "Kirk, how does this relate to tonight's main topic?"
		  ‣ "Susan, summarize the main points of this concept for us."
		  ‣ "Claudia, share an example of this concept from your experience."

TABLE 3 — EFFECTIVE COMMUNICATION SKILLS	✓ WHAT TO DO	✗ WHAT TO AVOID
	✓ Stand/sit still ✓ Keep microphone muted when not communicating ✓ Speak at a normal class/meeting volume and pace appropriate to the room size ✓ Hesitate slightly before speaking to ensure other person has finished ✓ Specifically identify a far site or person when questioning or discussing ✓ Make eye contact with the camera. Place an attention-getting poster near it, or put reminders in your notes/plan. ✓ Always announce yourself and pause whenever you wish to question or comment: "This is Kirk at Main Campus; I have a question." [pause and wait to be acknowledged]	✗ Excessive/quick movement ✗ Distracting noises like tapping, shuffling, phone, etc. ✗ Mumbling, fast-paced speaking, yelling ✗ Multiple people talking at the same site (the microphone will amplify the intended speaker as well as unintended talkers in the room) ✗ Unstructured question/answer or unstructured discussion ✗ Wandering out of the camera's view ✗ Monopolizing the microphone without pausing for reflection/questions

TABLE 4 — DRESS GUIDELINES	✓ WHAT TO WEAR	✗ WHAT TO AVOID
	✓ Pastels ✓ Blues, pinks, greens, medium colors ✓ Ties, vests, scarves, jackets, sweaters ✓ Watch TV newscasters as models	✗ Solid black ✗ Solid white ✗ Busy patterns, horizontal stripes ✗ Glittery or noisy jewelry or accessories ✗ Bold application of make-up

VIDEOCONFERENCE SESSION TIPS

Prior to Session

☐ Adjust room lighting for best quality, and close doors/windows.
☐ Arrange furniture to suit planned lesson/meeting activities.
☐ Move microphone to a location in the center of all participants in the room.
☐ Power on room devices, such as PC, Document Camera, displays, audio system, etc.

On VTT Remote:
☐ Pick up remote to wake up videoconference system
☐ Check if microphone is un/muted (if muted, icon appears on videoconference screen)
☐ Use the arrows and zoom keys to manually adjust the camera.
☐ Use volume button while testing audio with other sites to adjust volume level.

On PC:
☐ Login to Windows with credential: user= slu-podium   password= S@intleo
☐ Wait several minutes for Windows to load
☐ Open slides, documents, websites, applications, etc.
☐ If applicable, start People+Content IP application (for PC screen sharing)

On Document Camera:
☐ Place object/document on stage and position camera.
☐ Adjust zoom, lighting, and auto-focus

Participant Warm-Up
☐ Establish ground rules for questions/comments, microphone control, etc, including the following procedure for interrupting with questions/comments:
   Whenever you wish to speak, identify yourself and your location, and then pause and wait to be called upon. For instance, "Hi, this is Steven at Chesapeake, and I have a question [pause]." Following this habit will ensure that all of us have an equal opportunity to speak.
☐ Consider appointing a moderator at each far site. This moderator will take responsibility for the remote control at the far site, and can facilitate questions/feedback to save valuable time.
☐ Conduct ice-breaker activity/chat in order to learn names and work out technical issues.

During Session

Microphone	After the call is automatically connected, use the MUTE button to un/mute your microphone. When you are muted, an icon will appear on the videoconference display with the word NEAR. When your mic is on (unmuted), the icon will disappear.
Audio	After call is automatically connected, use the VOLUME buttons on the remote to adjust the audio you hear from the other site.
PC Screen Sharing	To switch to PC screen sharing, press the CONTENT button, or press the purple ▶ on the People+Content IP application. To switch off PC screen sharing, press the CONTENT button again, or press the ⬛ purple on the People+Content IP application.
Camera Position	Use arrow keys to pan/tilt. Use zoom key to zoom in/out.
Videoconference Screen Layout	To change picture-in-picture layout, press the Display or PIP button. To swap what appears on each display (or swap picture-in-picture) press CAMERA and then select the Swap PIP icon on screen.
HELP!	**Videoconference (VTT) Support Hotline:** **+1-352-588-7400**

After Session

☐ Manually End Call by pressing press End Call / Hang Up button on VTT remote. Otherwise, call will automatically end shortly after the scheduled stop time.
☐ Power off Document Camera, and logout of PC. Remember to retrieve any USB flash drives or other devices.
☐ Turn off lights as you exit.
☐ Remember to send any follow-up documents/resources to participants.