

Characteristics Form for an Effective Videoconferencing “Best Practices” Video

From Your Perspective, Choose the 5 Most Critical Characteristics	X	Explain Your Reasons for Choosing Each of the 5
<p>An effective videoconferencing “best practices” video should:</p> <ol style="list-style-type: none"> 1. be well produced 2. have high level video quality 3. have a high level audio quality 4. include program/course objectives 5. be short, well planned and well edited 6. highlight the experience of an expert instructor 		<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.

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7. include reasons for using videoconferencing		7.
8. include student perspectives		8.
9. include the important aspects of training		9.
10. include other videoconferencing component tools		10.
11. include actual classroom sequences		11.
12. include teaching/interaction techniques		12.
13. emphasize learning how to use the technology		13.

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14. include participants demographics		14.
15. include participant results		15.
16. include program/course title		16.
17. include background on the program/course		17.
18. include cost/benefit analysis (CBA)		18.
19. include return on investment (ROI)		19.
20. include instructor contact information		20.