

Course Checklist

Things to do on the 1st Day of Videoconference Course

1. Explain why this course is being offered via videoconferencing. Make them feel that they are participating in something unique, new and exciting.
2. Describe the videoconferencing system and the classroom equipment and how it works. Give the students an opportunity to try using the equipment themselves.
3. Briefly cover the information in the course outline.
4. Explain that you are there to help. Tell them how and when you will be available to provide additional help - office hours, postal mail, web page, and email addresses, telephone, and fax numbers. Advise students regarding the best time to call you and when you plan to use the system for "office hours." Encourage students to leave messages and then be sure to return calls.
5. Introduce the site facilitators and explain their roles. Be sure the students know how to reach them.
6. Discuss readings, written assignments, and other course requirements. Describe the process by which assignments will be collected, sent to you and returned.
7. If seating charts are to be used, explain them.
8. Inform students about how you wish to have them communicate with you during class - do they raise their hand for questions or use some other method to alert you? Share the "Protocol for the Participant" information sheet.
9. Have students use the microphones and document camera to introduce themselves and to interact with each other and with you.
10. Encourage students to make comments, ask questions and engage in discussion.
11. Encourage students to develop study relationships with other students at their site and exchange phone numbers and email addresses.