

Checklist - Things to do on the 1st Day of Videoconference Class

1. _____ Explain why this course is being offered via video-conferencing. Make them feel that they are participating in something unique, new and exciting.
2. _____ Describe the video-conferencing 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 e-mail 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 e-mail addresses.