

## VC Quicklist #2

Professionalism is shown in the same way it is shown in a traditional classroom, through careful preparation and delivery, allowing one's personality to show.”

(Alan D. Johnson - Academic Dean at Anoka-Hennepin College, Anoka, MN)

### **A “Quick 3” Checklist – getting ready for your VC session**

- Avoid wearing white, large prints, plaids or sharply contrasting stripes
- Focus your energy and eliminate distractions
- Communicate with all technical/site personnel; send materials to sites

### **A “Quick 10” Checklist – your VC session**

- Make certain that your Powerpoint slides have been loaded into the console computer and that the slides have been brought to the desktop.
- Check the camera presets on the Touch Panel and test your mic.
- Place your Session visual on the document camera while remote sites are being brought on by ICS operations.
- At your scheduled session time, touch the “camera button” on the Touch panel for a shot of you. Speaking in a natural and clear tone of voice, rotate sites, asking each site coordinator to respond to you.
- When you are assured that all sites are on and can be seen and heard, tell all sites to mute their mics throughout the session, unless someone is speaking.
- Welcome everyone and review your Agenda and Protocol.
- If there will be Q & A or other types of interaction during the session, go over the “ground rules.” Be very specific with your instructions.
- Maintain eye contact throughout the session by speaking to the camera. If you have participants in your room, look at them periodically, to balance your attention.
- If you are using Powerpoint slides, rotate between a shot of you and showing your slides.
- If you experience any problems, implement your Contingency Plan and call the Help # on the room or cell phone.