



VIDEO CONFERENCING INSTRUCTOR'S TIPS & TRICKS

- Arrive a few minutes early to turn on equipment and check settings and test any media you plan to share, prior to class beginning
- Be cognizant of where the microphones are. Standing directly in front of the podium when lecturing and showing content (i.e. Power Point), allows the far site to see both the content and see and hear the instructor.
- Always check in with far site students at the beginning of class and any time you change media/camera view to ensure they can see and hear clearly
- Turn off microphones when not in use, i.e. when showing video clips or during breaks
- When lecturing, and especially when addressing the far site directly, remember to look into the camera at the back of the room, this is eye contact with those students
- Before engaging in discussion or answering questions related to the course, make sure all sites are present and can hear, so all can benefit/contribute to the conversation.
- Be prepared for the abrupt end of your connection at exactly 20 past the hour, be mindful and try to wrap things up with a little time to spare.
- It's a good idea to dismiss the local students early the first class to speak directly to the far site students to let them know the best ways to communicate with you and encourage them to participate during class, and shout out immediately if things are not ideal.
- Have students sit close together to allow the camera view to include all students and be zoomed in enough to hopefully recognize and address them individually.
- When addressing individuals on the far site use their names
- Check your far site camera view on the ELO for raised hands periodically, ask your local students to let you know if there is a student with their hand up.
- The microphone slightly amplifies the main speaker's voice. Allowing background noise and side conversations makes that difficult and may result in muffled audio for your far site.
- Be aware of the audio delay between sites and always allow an extra couple seconds when asking for questions or comments.
- Don't use the chalk or white board which your far site will not be able to see. Instead use Paint or a blank Power Point slide with a large font.
- Plan for possible technical difficulties; let your students know what to do in the event the connection is interrupted. As always call ext. 2226 for real time assistance.