



Videoconference Checklist

Before the Videoconference Event...

- ✓ Choose a program that matches your curriculum
- ✓ Contact the program provider to confirm the program is a good match
- ✓ Schedule the program
- ✓ Contact presenter (scheduler and presenter may/may not be the same)
 - Discuss objectives, student needs
 - Discuss your expectations/presenter's expectations
- ✓ Schedule a test connection
- ✓ Prepare students for the event
 - Do provider's pre-event activities
 - Prepare student questions for provider
 - Explain technology to students (connect with another class, if possible)
 - Discuss videoconferencing etiquette
 - Explain student role in a successful videoconference
- ✓ Conduct a test connect with the provider

Day of Videoconference Event...

- ✓ Arrange room so all students are on camera and close to it
- ✓ Set presets
- ✓ Do a quick test of equipment with another long distance site
- ✓ Review videoconference etiquette with students
- ✓ Dial up at least 10 minutes before the scheduled event and leave the connection in place

During Videoconference...

- ✓ Do a sound check. If sound is poor, you may need to redial
- ✓ If your students have prepared questions/materials they wish to share during the conference, let the provider know before s/he begins the program
- ✓ Make sure your objectives are being met
- ✓ Ask questions
- ✓ Encourage students to interact. Be prepared to repeat their questions and answers

After the Videoconference...

- ✓ Engage students in a review of the program. What did they like/dislike? What did they learn? Do they have any unanswered questions?
- ✓ Do a post-visit lesson (providers' activity or your own) that extends the learning experience by applying what students have learned