Successful Videoconferencing in the Classroom

Practices and Tips

1. To make the most of your technology, create an atmosphere that promotes interaction. Be interactive by asking direct questions, calling students by their names, and encouraging student participation. Remember, this is a class, not a TV show—it is interactive, but all class rules apply. The more students participate and enjoy the program, the better your Passport session will be!!

2. Wear plain colored clothing such as blue or black. Avoid wearing white, red, patterns such as plaids or stripes to provide the receiving sites with a clearer image.

3. Mute your microphones when not speaking. The microphones are very sensitive and pick up room noises, such as tapping your fingers, shuffling papers, tapping your pen or pencil, or side conversations. Avoid excess motion.

4. Make eye contact and look directly at the camera when you’re speaking or being spoken to.

5. Speak in the same manner in a videoconference as you would in a face-to-face meeting. Relax! Speak in a normal tone (no need to yell). Speak clearly and not too fast—just act naturally.

6. Be within the camera’s field of vision when speaking.

7. Encourage the use of complete sentences and please avoid the dreaded one-word answers.

8. Allow the on-screen site to finish speaking before answering. Be prepared for a slight delay in receiving audio and video. Get in the habit of hesitating slightly before speaking to ensure that the other person has finished.

9. Identify yourself by giving your name and school if more than two sites are connected. For example: “This is Mark Smith in Milwaukee…” When you precede your comments with this introduction, the video has a chance to zoom in on the speaker and everyone can see who is talking.

10. Be prepared for hands-on activities by having all materials ready. Ask your Passport Educator to go over the materials list at the beginning of the session. This will give you a little time to gather any last minute items in the unlikely event you are missing something.
Passport Series Check List:

My school’s IT contact:_____________________________________________

My Passport Session is scheduled with Milwaukee Public Museum for:

Date________________________________

Time: ____________ my time   _____________ CST

Program____________________________

I have:

___Received confirmation e-mail from Milwaukee Public Museum

___Reserved videoconferencing equipment/room with school IT contact

___Arranged a connection test with Milwaukee Public Museum

___Completed a successful test connection with Milwaukee Public Museum

___Gathered all supplies and materials

Notes: