



Palliser Regional Schools

Video Conferencing Pre | Same Day | Post Activities

Pre Conference Activities

- Research/locate experts or classrooms to connect with.
- Refer to www.vcalberta to review etiquette videos and VC tips.
- Verify contact information with VC partner (cell phone, IP address etc.)
- Prepare/send materials in advance (presentations, visuals, manipulative, worksheets, photos of your class/school/community etc.)
- Generate some activities (prevent the 'watch & learn' lecture)
- Test your equipment. Attempt a connection. Consider Time zones
- Prepare audiences:
 - o Review etiquette & behaviors
 - o Prepare questions or discussion topics
- Ensure your VC partner has received materials & manipulatives for conference.
- Review the agenda with your expert/classroom (types of questions, activities, times etc)
- Arrange for tech-support to be available at time of VC and tests.
- Check on any FOIP issues with students if they are being broadcasted for public view.
- Prepare rubrics to evaluate:
 - o Video Conference itself
 - o Material/Content covered by students
 - o Worksheets/Review materials
- Give notice of your event and invite some VIP's such as: school administrators, local media, school board/trustees, central office staff etc..

Same Day Activities

- Ensure a Tech is available to help you:
 - o Test your equipment, \
 - o Establish proper lighting etc.
- See if you can turn off school bells or limit interruptions
- Review audience etiquette (www.vcalberta site, VC dvd provided)
- Practice using the MUTE button so your partner does not hear unnecessary conversations
- Set the tone for your classroom early in the day.
- Make sure you have prepared a proper introduction for your guests and other parties involved so the event has a definite start to it.
- Have all contact information (Cell/phone etc.) in the event it is needed.
- If you have any special needs in your classroom make necessary adjustments (audio levels, visuals, copies of scripts etc..)
- Start the event by sharing photos of your school, community etc..
- Stick to your time line the best you can.

Post Conference Activities

- Be sure to say thank before signing off.
- Immediately debrief your classroom by:
 - o Reviewing content, doing curriculum extension activities
- Evaluate (informal or use a quick rubric) the VC event: Get student feedback on:
 - o The Value of conference (Was it useful, did it accomplish what you wanted it to? Etc.)
 - o The VC Materials (presentation, activities etc.)
 - o Equipment (clarity, sound etc..)
- Follow up with your VC Partner to review content, follow up activities or simply to plan another event.
- It's always a nice gesture to send something as a class to say thank you (class card, thank you video etc..)