

Day 1 Introductions & Videoconference Practice

On the first day, you'll learn about the videoconference system and get to know each other. You will also spend half the time via videoconference and half the time in the chat room.

First Get to Know Each Other

This is good practice at the beginning of every videoconference. Have each person introduce themselves. Include the following details:

1. Name, School District, Location (City, State)
2. Position (subject, grade level, etc.)
3. Experience with VC (if any)
4. Favorite educational activity or tool
5. Initial thoughts about Jazz

For your reference, additional mixers are listed online here:

<http://bcisdvcs.wordpress.com/2005/11/09/distance-learning-mixers/>

If your group is starting in the videoconference room, save #3 and #4 for when you are meeting via Skype.

Videoconference Practice

Everyone in your group should do ALL of the following tasks.

1. **Place a call to another endpoint.**
Your system should have a little cheat sheet with the IP address of your partner site. Have each person place a call and hang up (*if applicable. Some systems may only be able to receive calls*).
2. **Practice muting & unmuting** the microphone with the button on the remote and the button on the microphone. Note how easy it is!
3. **Change the volume.** Use the orange volume button to move the volume up & down. (One of your first troubleshooting tasks!). Notice that you can change the volume on the TV as well.
4. **Set a camera preset.** Use the red arrows and the zoom buttons to move the camera to an interesting shot. Set a preset. After everyone has set a preset, try them out to see how easy they are.

Polycom VSX 7000 instructions: Press the Preset button, then press and hold the number. Hold it down until the screen says preset stored. If it doesn't cooperate, you may need to hold it down longer.

Polycom ViewStation: Press the middle red button and then press the number. The screen should say preset stored.

5. **Change the camera to another source.** If the system you're working on has a document camera, VCR, or computer hooked up, try changing the source video that you're sending to the other site. *If nothing is hooked up to these sources, you'll send a blue screen.*

Polycom VSX 7000: Press Camera, then choose another source.

Polycom ViewStation: Press Near, then select another source.

Notes: _____

Day 2 Exploring Projects & Choosing a Topic

Today you will choose group roles and spend some time online together exploring projects created by other teachers.

Cooperative Learning Group Roles

Think through what you know about cooperative learning and group work. Decide today who will fill the following roles. Make sure each person has a role.

- **Group facilitator:** Moderates discussions, keeps the group on task, assures work is done by all, and makes sure all have opportunity to participate and learn.
- **Recorder.** Start the document in Google Docs and invite the others (tomorrow).
- **Camera Operator.** Makes sure that the camera shows who is talking during all meetings. Camera operators at the sites should decide who will dial if applicable.
- **Timekeeper:** Monitors time and moves group along so that they complete the task in the available time, keeps area clean, assumes role of any missing group member if there is no wildcard member.
- **Checker:** Makes sure that all group members understand the concepts and the group's conclusions.
- **Summarizer:** Restates the group's conclusions or answers.
- **Elaborator:** Relates the discussion with prior concepts and knowledge.
- **Research-Runner:** Gets needed materials and is the liaison between groups and between their group and the instructor.
- **Wildcard:** Assumes role of any missing member.

Explore Projects

Visit <http://collaborativevcs.pbwiki.com/> and explore the various projects there. As you view them, talk to each other about what you found.

- What did you like?
- Can you see your students doing this project?
- How could you adapt this project to another content area or grade level?
- What would you change about this project?
- What preparation is necessary to participate in this project?

Choose a Topic

Next brainstorm possibilities for a project topic and then negotiate together to decide on a topic for your project.

Explore and Select a Template

Finally, look through the Project Templates Booklet and find a project template that will work for your topic. Decide if you will use the template and videoconference agenda as listed, or if you need to adapt it.

Notes: _____

Day 3 Writing Your Project

Now it's time to start writing your project. Divide the responsibilities evenly amongst your group so that everyone is involved. Use the Google Docs instructions under the How To tab to assist you. The Recorder for the group should create the document in Google Docs and invite the rest of the group to collaborate on the document.

The project write up should include the following items:

Title

Project Authors

Include name, school, school district, location, and email address. If you based this project on another one, also give credit to the author(s) of the original project.

Subject Area

Intended Grade Level

Description

Write a description that could be used to advertise to someone else who might want to do this project with you. Or so that others can get the gist of your project if they want to replicate it.

Learner Outcomes

List what curriculum goals will be accomplished by participating in this project. Include state standards if you have time.

Time

How many videoconferences will this take? Over what time period? How many class periods?

Preparation

What will students and teachers need to do to prepare for the videoconference?

Materials

What materials will need to be prepared and used during the videoconference? What visual aids and/or handouts will you use?

Videoconference Agenda

Include the agenda for the connection and who will do each part.

Post Activities

What activities do you recommend for follow-up to this videoconference?

Assessment & Evaluation

How will you assess the learning? How will you assess the use of videoconferencing?

Implementation Plans

Draft your ideas of how you might use this project next year. This is tentative of course. When might you want to do the project? Who will be the lead coordinator? How many classes might participate from each area?

