



## The ABC's for Instructors Using Two-Way Video

*A Collection of Do's & Don'ts for Instructors in A Video Classroom Environment*

### **Always plan**

- Never leave to chance your ITV lesson. If you do, something will go wrong.

### **Background bonanza**

- Keep the background changing
- Use a variety of PowerPoint backgrounds and templates
- Create a number of staging areas

### **Camera shy?**

- Be on camera a minimum of 60%
- Better to be on 80-85%
- Use chroma key and picture-in-picture

### **Don't pick on me**

- Don't zoom in on individual students: they will put their heads down.
- Keeping 3-5 people in each shot alleviates the pressure.

### **Easy does it**

- Concentrate on hard content in class
- Move easy material to an asynchronous mode (website, handout, etc).

### **Fair is fair**

- Don't forget the locals in order to accommodate the distant.
- Don't forsake the distant just because the locals are easier.
- Know audience demographics.

### **Get out of there!**

- Get out into the local classroom using the student camera
- Lets the distant sites see the local students.
- It's a great humanizing tool.

### **Have a plan B, C, D, E**

- And FGHIJKLMNOPQRSTUVWXYZ
- You never know what will happen.
- Always have spare batteries.

### **I can't hear you!!**

- Be aware of the noise in all classrooms, especially if a room has VOX or constant mics.
- Students don't realize how sensitive the mics are.

### **Jot it down**

- It's OK to use your notes and walk around with them in your hands.
- Leave them on the console and go back to them if you need.

### **Keep on truckin'**

- Use your progressions.
- Tell the class what you're going to do, then go do it.
- "I need to put this on the graphics board so you can see it better."
- Make the technology transparent

### **Love my hands**

- A good camera setting for the novice instructor includes his/her hands
- No talking heads (too close)
- No talking miniatures (too far)

### **Monitor maniac**

- Know where you are on the monitor!
- Look at the camera!
- Train by recording yourself in an empty classroom, then review.

### **No fighting**

- Don't pit site against site.
- Don't allow one site to be the scapegoat for the other sites.

### **Only a dab will do**

- Change the message style several times each lesson.
- Try your best NOT to lecture for an entire hour.

### **Pace yourself**

- You won't create spiffy presentations every day of the week. Save the best for midweek.
- That's OK. You are a human being with your own ups and downs.

### **Questions anyone?**

- Always work for immediate feedback from your classes.
- You'll appreciate knowing how they (and you) are doing.
- So will they.

### **Rehearse**

- Yes, practice does make perfect.
- Schedule yourself some free time in the ITV lab to actually practice teaching.

### **See you, see me**

- Schedule video office hours (or minutes) for your students
- Line charges?
- Time zones; school schedules

### **Try it, you'll like it**

- Don't just rely on the cameras, PPT, and a DVD player.
- Try the document camera, the computer, a video field trip, and other forms of multimedia.

### **Under a microscope**

- Remember "D"? Everything is magnified on camera. Be very careful with that zoom.

### **Variety is the spice of life**

- Change those message styles often

### **Where'd s/he go?**

- If the local class is looking only at you and never at the monitor, you are probably not on camera a lot.
- Check the monitor often.

### **Xerox is your buddy (but go green!)**

- Use more handouts than you do in a traditional classroom -- and provide them digitally. (Save some trees!!)
- It connects you to the class and anchors your main points.

### **Your turn**

- Develop a way for students to know when it is their turn to speak.
- Develop a way for students to get your attention.

### **Zone defense**

- Remember to use the rules of good design when creating graphics.
- Keep materials in the zone where they'll be seen.