

Title:	INTRODUCTION TO VIDEO CONFERENCING	Length of Presentation: 1-1/2 hours
Objective:	This presentation will provide educators with the basics of video conferencing and its applications in education.	
Materials/Resources:	PolyCom Video Conference System with Data Sharing capabilities (Visual Concert) Power Point Presentation: Introduction to Video Conferencing	
Learner Objectives	Topics	Activity
Learner will become familiar with the terms and concepts of video conferencing	<ol style="list-style-type: none"> 1. Introduction 2. Presentation Outline 3. What is Video Conferencing 	PowerPoint Presentation Slides 1,2 Slide 3
Learner will become aware of the benefits of Video Conferencing for schools, students and communities	Benefits <ol style="list-style-type: none"> 1. Improved communication/sharing among schools, administrators, and communities 2. Support for students who don't have access to full curriculum 3. Increased number of course offerings per semester 4. Teacher Training Support/Evaluation 5. Greater access to professional development opportunities 6. Time and cost savings in delivery of professional development 7. Flexible and cost effective meetings 	PowerPoint Presentation – Slide 4
Learner will become aware of educational uses for using video conferencing	How can VC be used in schools <ol style="list-style-type: none"> 1. Attending / hosting virtual meetings, virtual workshops and seminars 2. Creating and participating in First Nations classroom and school events 3. Accessing and participating in global directories/events 4. Coordinating a network of distance learning opportunities from various locations 	PowerPoint Presentation – Slide 5
Learner will become aware of curriculum based applications for classroom and school	Further applications in Schools <ol style="list-style-type: none"> 1. Linking up with sister schools/classrooms for project collaboration / team teaching 2. Observation of classroom lectures and activities 3. Sharing of extra-curricular activities (art, karate, 	PowerPoint Presentation – Slide 6 Open this topic up to short discussion – encourage participation with questions

	<p>concerts, sports, cultural, language)</p> <p>4. Real-time video tutoring for students off-site or in remote areas</p> <p>5. Career counseling for remote students</p>	specific to curriculum and educational activities
Learner will become aware of video conferencing resources on First Nations website	<p>Video Conferencing in Schools</p> <p>Here you will find:</p> <ul style="list-style-type: none"> • A list of FN schools with PolyCom video conferencing capabilities, IP addresses, and contact names • Interactive Calendar of Events - Facilitate easy access between FN schools in Saskatchewan and Alberta • VC guides and references • PowerPoint Presentations/Archived Presentations 	<p>PowerPoint Presentation Slide 7,8</p> <p>Open link and highlight site briefly: www.firstnationsnt.ca</p>
The learner will become familiar with the equipment needed for video conferencing	<p>VC offers full interactive communication with:</p> <ul style="list-style-type: none"> • cameras to record images in each venue • monitors to display the images from both sites • microphones to record sound at both sites • speakers to play the sound from other sites • and a codec to encode and decode the transmitted information 	PP Presentation - Slide 9
The learner will become aware of the variety of PolyCom video conferencing models available	<p>Each site is connected to each other via video conferencing equipment. This can be:</p> <ol style="list-style-type: none"> 1. Polycom Video Station 2. Polycom PVX (Desktop PC Conferencing) <i>or</i> 3. Visual Concert VSX or People+Content (for sharing pc content) 	PP Presentation - Slide 10
The learner will become familiar with the main screen for video conferencing	<p>Video Station Units</p> <p>Workstation/Desktop System</p>	<p>PP Presentation - Slide 11</p> <p>PP Presentation - Slide 12</p>
The learner will become familiar with the basic features and functions for video conferencing.	<p>Remote Control</p> <ol style="list-style-type: none"> 1. Color coded keys 2. Key Functions – basic commands 3. Incoming Calls - Answering and ending a Video Call 4. Placing a Video Call - IP 5. Answering a Call 	<p>PP Presentation - Slide 13</p> <p>PP Presentation - Slide 14</p> <p>PP Presentation - Slide 15</p> <p>PP Presentation - Slide 16</p>

	6. Essential Buttons 7. Camera and Video Sources	PP Presentation - Slide 17 PP Presentation - Slide 18
The learner will learn how to prepare and test video conferencing system.	Trial Run 1. Keep the first session a short orientation session to enable everyone to feel comfortable using equipment 2. Give the students time to get used to the technology and seeing themselves on the monitor. 3. Emphasize the social dimension. 4. Evaluate the session and iron out any audio or practical issues that may arise 5. To test your PolyCom unit dial: 1. 207 195 108 174 (KCDC) <i>or</i> 2. www.polycom.com/videotest	PP Presentation - Slide 19
The learner will learn important steps in planning a video conferencing.	Planning Your Video Conferencing Session 1. Identify purpose of video conference 2. Develop lesson plan/agenda 3. Send out electronic invitations / notifications 4. Enter event on FNS VC calendar (if applicable) 5. Check equipment /perform a trial run	PP Presentation - Slide 20
The learner will become familiar with the guidelines and protocol for using video conferencing.	1. Tips for Great Video 2. Tips for Great Audio 3. Video Conferencing Etiquette	PP Presentation –Slide 21 PP Presentation –Slide 22 PP Presentation –Slide 23
The learner will demonstrate understanding and ability to place video conferencing call	Questions/Answers Discussions	End vc session and have receiving site place a return call