VC etiquette for Students

A Video conference is a link between two or more school sites with video and audio. This allows you to talk to other students outside your school in real time.

Your school is embarking on a new journey to connect with other schools in your local area, these may be students that you meet with when you enter high school.

You have lots of similarities, but there also may be some differences. Your teachers are giving you the opportunity to use this high-tech equipment to learn more about your surroundings.

In a video conference it is important to allow every school the opportunity to talk and share information. The key to this is to have a clear structure for your video conference and to follow it.

Tips

1. Be ready to listen and sit quietly until your turn. If this is difficult for you organise to have a silent activity for you to complete.
2. While you are listening to another school, it is best to have your school’s microphone in the off position, this means that any small sounds will not affect the school who is talking. (Someone will need to be responsible for this)
3. When your school has finished presenting, remember to ask for questions from the listening schools – this allows them to interact with you. Ask each school in turn and respond to the questions in a clear voice.
4. It is important, when you are talking that you can be seen! – Have spot set up in the room that is your talking spot so everyone who is watching can clearly see you.
5. Identify yourself – when changing from school to school, remember to start by saying your name and your school (this gives the cameras time to flick over to you and then everyone will see you) Now you can ask you question or give your presentation.
6. It is important as a listener to show you are paying attention as the people presenting will be able to see you.

Here are a couple of questions to help you think about what you will say at you first Video Conference:

1. What is your name?
2. Describe yourself – what do you like, dislike, music, sport, achievments etc (keep it to 2 mins)
3. What would you like to know about the other schools – pose a question (someone may just answer you)

Remember to take some notes about the conference to be able to ask questions, perhaps they could be written on the IWB as the conference goes on so the class does not forget to ask them.

Most of all – HAVE FUN

I’ll be hanging around in the background somewhere in your VC. I’ll see you Wednesday.

Karin Mawhood