ITV Classroom Management

- After the session powers up and you see your students at the receive sites, ask each site if they can both hear and see you.

- At this time, if a site is not connected or if you are having technical trouble, call the NWECS office at 800-243-9482 x5181 or x5182 and we will troubleshoot your problem. Additional contact information is also available at www.nwecs.net

- On the first class session, there are many helpful tips to share with your students.
  1. Tell your students not to leave the room if there is technical trouble. Instruct them to stay in their seats until they hear from you.
  2. Make sure you have telephone numbers available for either a phone located in the room of the receive sites or for a technical facilitator at that site.
  3. Give your room’s telephone number or the number of your facilitator to your receive site students.
  4. Choose a classroom captain and a back-up person to assist your class at the receive sites. This person should be taught how to zoom in on the students and adjust the volume. This person(s) can also be in charge of material distribution. It is always a good idea to tell students to sit in the front of the room and in a group so it is easier to zoom in on them with the camera.
  5. When students have questions, encourage them to verbally give their site and location before asking a question. For example, “this is Sue from Rice Lake.” Now that she has your attention she can ask her question.
  6. Ask students to turn off their cell phones. The silent setting or texting will also provide feedback.
  7. The microphones are very sensitive and will pick up side conversations, coughing, eating, etc., very well. Please be aware of this and be courteous to others.

- When sending out Powerpoints/Doc Cam using the Content Channel (XGA), ask your receive sites if they can see your PowerPoint or whatever materials/website you are showing on your presentation computer or laptop.

- Always have a back-up plan. If there is a technical issue or network problem, always have an assignment or project your students can work on.

- If you experience a technical issue during your class, please contact the NWECS office during your class so we can begin troubleshooting. Please don’t wait until after the class to report it as there is little we can do for you after the fact. We have many resources within our office in which we can remotely assist you without interrupting your class.

- ITV fires-up and goes down at the exact times it is scheduled. Please allow 5 minutes at the end of class so your receive sites have the opportunity to ask questions and all sites can learn from the answer before the session goes down.

- If you have face-to-face students and students at receive sites, don’t always look at your face-to-face students or just the camera. Learn names at the receive sites and call on them by name and location. Just don't say “students in Superior.”