

## Distance Learning Guide/hints

To help set up a videoconferencing distance learning classroom

- Sit by a nice background, one that will not distract students
- Do not have pets in camera view or audible to microphone. EVER!
- Make sure lighting is good, no bright lights in background, teacher/student has good light on face.
- Start lesson with a screen share of picture, saying, and add music.(students will know they are connected and can hear teacher). Add Class/Teacher name to screen too!
- Backup plan (student cannot connect, who do they contact? How do they get information? Make sure they know up front to ease anxiety).
- Use ear buds, mute mic when not talking.
- Always assume the microphone and camera are on.
- Use cards with students' names and move from one pile to the next when asking questions or make copies of seating chart and make marks by name when they were asked question.
- If possible, raise camera/computer screen at eye level so you are not looking down. (add a second keyboard to move laptop higher)
- Test font size to make sure it is readable to all (some may have small screens)
- Try letting students asking each other questions or dialoguing.
- Enjoy the experience, try new things, dialogue with other teachers and share successes and failures, talk about how great this experience is with students, ask students how they are doing, etc.