

# VIDEO CONFERENCE CHECKLIST

Contact Person: \_\_\_\_\_ Date of VC: \_\_\_\_\_ Time: \_\_\_\_\_

IP Number: \_\_\_\_\_

Criteria Rate:	CHECK	Comments / Issues / Lessons Learned
<b>Find a Content Provider and schedule a virtual field trip (1 Month in advance)</b>		
<b>Check Equipment / Plugs and Connections (1 day in advance)</b>		
<b>Make a test call (1 day in advance)</b>		
<b>Create your groups and practice student movement (1 day in advance)</b>		
<b>Establish student expectations and rules for your video conference experience (1 day in advance)</b>		
<b>Make copies of any materials - <i>if provided</i> (1 day in advance)</b>		
<b>Rearrange your room if necessary (1 hour in advance)</b>		
<b>Monitor students and facilitate the conference (During)</b>		
<b>Have an informal debriefing about the video conference experience with students and discuss positive and negative areas of the experience (After)</b>		