

EXPERT CHECKLIST #1: PREPARING FOR THE VIDEO CONFERENCE		NOTES:
✓	Important Considerations	
	Are there any special student needs the Expert should be aware of prior to the video conference?	
	Are there any students who do not have permission to appear on camera or be photographed?	
	Does the Expert have your permission to record the video conference?	
✓	Video Conferencing Program	
	What are the learning goals for the program? (What does the teacher want the students to learn? What is your role?)	
	What is the format for the video conference? (<i>presentation, interview, Q&A, activity, etc</i>) Why did you/ your students choose this format? (<i>The purpose shapes the format based on the topic and audience</i>)	
	What has been taught in the classroom program prior to the video conference? (This information may be helpful to you during planning)	
	Will the video conference be part of an ongoing comprehensive program? If so, how might you support the program/ learning?	

✓	About the Class	
	How many students are in this class?	
	What age/ grade level are the students?	
	How will students be arranged in the classroom? Will you be able to see the students? What percentage of the class will be visible? Will you be projected on a SMARTBoard or big screen?	
	Are there any special student needs you should be aware of?	
	How will students introduce themselves before they speak? Will students wear name tags?	
✓	Video Conference Program Details	
	What is the date and time of the video conference? <i>(Remember to check time zones and account for any differences)</i>	
	How long is the video conference? <i>(We recommend that programs for primary/ junior run for 30-40 minutes, and programs for intermediate senior run for 40-50 minutes)</i>	

	What is the date and time of your <u>test call</u> to check your connection? Test audio, video, and screen sharing if applicable.	
	Who will initiate the video conference? Will one of you send an IM (<i>instant message</i>) first?	
	What happens if your connection fails? In most cases, all you need to do is click on the link to the video conference and it will reload. (<i>Make sure students understand that it is possible to lose your connection temporarily during the video conference and develop a plan together</i>)	
	Have you discussed strategies for engaging and interacting with the students? (See Ways to Engage the Students for ideas!)	
	Do you need to gather and prep any materials? If there is an opportunity for the teacher to provide students with relevant artefacts during a video conference you will increase engagement.	
	What information are you going to provide the classroom teacher so s/he can properly introduce you? Or will you simply introduce yourself? (See dHL Expert Introductions for ideas!)	
	Who will end the video conference? (<i>Expert, teacher, student</i>) How? We recommend asking one or more students to thank the Expert.	

EXPERT CHECKLIST #2: ONE WEEK BEFORE YOUR VIDEO CONFERENCE			NOTES
✓	Pre-Program: Preparing Yourself		
	Review the following details: _ date and time of <i>test call</i> (test your microphone, camera, and if applicable, screen sharing, etc.) _ date and time of <i>actual</i> video conference _ who will initiate the call (<i>IM?</i>) _ who will end the call (<i>teacher, student</i>) _ how to open the video conferencing room		
✓	Pre-Program: Preparing Students		
	It is the classroom teacher's responsibility to prepare the students before the video conference. We have suggested the teacher do the following: _ have students make/ wear name tags _ provide students with a brief introduction to the topic _ discuss the format for the video conference *What will the students will be doing? How will students document their learning? (<i>taking notes, tweeting, participating in an activity led by the Expert, etc.</i>) _ brainstorm and prepare questions ahead of time _ make sure every student has the necessary materials (<i>e.g iPad, notebook, <u>sharpened</u> pencil, eraser, etc.</i>)		

TEACHER CHECKLIST #3: THE DAY OF YOUR VIDEO CONFERENCE



15 Minutes Before the Video Conference

- _ turn on your computer and test your microphone and camera at least 15 minutes before you're scheduled to connect with the class; that will give you time to solve any last-minute technical issues should one arise _
- _ gather materials needed if applicable
- _ launch/ open your videoconferencing program (ie/ Zoom, Hangouts, Skype)
- _ once your connection is established, the classroom teacher will introduce you to begin the video conference
- _ if your connection is lost re-launch the video conferencing platform. It may take a few tries before you establish a good connection again.
- _ keep an eye on the clock so you know when it's time to wrap things up