

# Supporting a student with Video Conference

## A guide for TAFE Western staff

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### Preparation for student learning using Video Conference

Assist students in preparing and participating in learning using Video Conference by confirming:

- Room bookings of Video Conference equipment
- Video Conference number (VMR) to be used when dialling into the session
- Contact details of course coordinator/Head Teacher or teacher delivering course
- Location of support materials, eg. Moodle, booklets including log ins, location of files
- Additional tools being used to compliment Video Conference eg. Bridgit, Adobe Connect
- Student computer account details, ie. Username and password

### Induction to local site

Support students to access important information relevant to their site, including:

- Contact details of local support staff for accessing the room/facilities
- Contact details of local support staff to contact if student will not be attending class
- Emergency evacuation procedures
- First Aid information
- Location of student amenities
- Location of student support services
- Access to computers or other facilities out of class hours
- Where and how students can access printing services

### Induction to using Video Conference technology

Assist students to gain confidence and skills in:

- Turning on/off Video Conference technology
- How to join/end the Video Conference session
- How and when to mute the microphone
- Placement of the microphone
- How to move the camera and set a camera setting
- How to use the remote control



## Preparation for the Video Conference session

Encourage your student to:

- Arrive 15 minutes prior to the session
- Set camera settings or move the camera so students are in the middle of the screen and the far sites can see all of the students
- Check the lighting in the room, close blinds in needed, as for feedback from other participants
- Have notes out ready for the lesson
- Log onto any other systems eg. Bridgit, Adobe Connect
- Have a practice session where students manage the technology independently (after induction)

## Student tips for learning using Video Conference

- Keep your microphone on mute when you are not speaking over VC
- Allow for a short delay when you speak
- Raise your hand before speaking if there are multiple sites in the class
- Speak in a normal tone, speaking loudly will muffle your voice across VC
- Let your teacher know if you are not able to make your class, so they can let support staff know
- Ensure you have your teacher's contact details for communication outside the VC session
- Ask for the session to be recorded if you want to go back to view the lesson again for clarification
- Write questions down during the session as they come to mind, so you can follow up later if needed
- You will be making eye contact with other participants, when you look at the camera when speaking