

# Cross School Collaboration Training

Handouts compiled by Janine Lim, Instructional Technology Consultant, BCISD,  
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## Ideas

- quiz bowls
- geography bee
- spelling bee
- speeches or presentations
- plays
- competitions
- exchange programs - sharing ideas and comparing
- information
- language learning
- cultural exchanges
- debates
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Equipment

Camera controls

Presets

Mute

Different video sources (main view, document camera, VCR)

Document camera

## Scheduling

- Each site must check on the availability of their high school distance learning room.
- Then compare dates and times and choose one.
- Then call Janine to schedule the connection.

## Technical help

- If there are problems during the videoconference, contact Jim or Janine at the BCISD at 471-7725.

Notes:

# Planning Tips

## **Presentation Possibilities**

- Oral presentation (keep it short)
- Play
- Rap/song
- Discussion
- Examples
- Demonstration
- Reading/reader's theater

## **Student Preparation Ahead of Time:**

- Collect information
- Organize information
- Practice presenting
- Practice using loud and clear voices (outside voices)
- Involve all students in your classroom. Have groups present different parts. Jobs could include document camera person, computer operator, etc.

## **Plan to involve the other class**

- Have them introduce themselves (quick names)
- Open ended questions
- Ask the other class to do activities or create something

## **Possible visuals**

- Charts and graphs
- Student art
- Computer presentation
- Overheads

## **Using visuals**

- Change the visual or the focus often
- Don't leave the audience looking at the document camera for too long. Show the students or presenter again. People can feel distanced if they are just looking at visuals and not people.
- Practice the presentation with the visuals.
- Have a backup plan if you are using a computer presentation (such as print copies of the presentation)
- Use horizontal or landscape paper using the 4x5 ratio for TV.
- Use blue ink on a light colored paper for easy reading.
- For computer presentations use a dark background with light colored thick./bold font (yellow text on blue background is great)
- Use large fonts such as 24 pt or higher

- Leave a 1.5 or more border/margin around the edge of the document
- Be careful of colors: avoid red/hot pink and green, avoid solid blocks of white, black or red

### **Assign a host for each class**

- This student will introduce the class, tell what comes next, and say the good byes to the other class.

### **Preparing the room**

- talk with your distance learning coordinator to arrange the room the way you'd like
- the connection with remote site will come up 15-30 minutes prior to the meeting time
- check audio, video, lighting, auxiliary equipment (document camera, VCR, etc.)
- preview local camera and presets for the camera

## **During the Video Conference**

### **Teacher's Job**

- Facilitate and help students be in the right place and keep on track.
- Remind students to speak **loudly and clearly**
- If necessary, take the time to think of questions and organize them to ask the other class

### **Student's Job**

- Be knowledgeable about subject
- Give presentation
- Think of open-ended questions to ask
- Be good listeners

### **Notes:**

# Planning Page

Topic \_\_\_\_\_

Possible dates/times \_\_\_\_\_

Learner Outcomes: What do you expect your learners to accomplish?

Methods and Activities: How will you convey the topic (lecture, discussion, hands-on activity)?

Materials: What audio/visual aids, handouts, etc. will you use?

Time: About how much time will it take?

Notes: Do you need to prepare a visual or get handouts to remote learners?

Students Will Do:

Teachers Will Do:

## Specific agenda

Agenda Item	Who Will Do	Which site? Doc camera? Etc.
Welcome		