

## **Distance Learning Using Videoconferencing - Checklist for Getting Started**

### ***Start with the Curriculum - Why do you want to offer courses using videoconferencing?***

- ✓ **You are not able to offer some courses that your students should take.**
  - ❑ **Advanced coursework**
  - ❑ **Low numbers of students**
  - ❑ **No qualified teacher**
- ✓ **High school seniors are in study halls or out of school.**
  - ❑ **Students have the credits they “need”**
  - ❑ **Lack of advanced placement, dual credit or specialized courses**

### ***Where Can You Get Courses?***

- ✓ **Identify schools that have similar curriculum needs.**
  - ❑ **Neighboring schools are first choice**
    - ❑ **There are a lot of details! ... best solved by a cooperating group**
    - ❑ **Standardization is easier among a cooperating group**
    - ❑ **Periodic teacher visits to distant sites**
    - ❑ **Field trips / class projects**
    - ❑ **Parent and staff meetings**
    - ❑ **Standardized testing procedures**
    - ❑ **Maintenance issues**
- ✓ **There are more options.**
  - ❑ **Universities, Division of Independent Study, other vendors**
  - ❑ **Schools statewide - has potential for the future**

### ***Administrators Plan for a Distance Learning Consortium***

- ✓ **Designate a lead person (consultant/coordinator/director)**
  - ❑ **Visit existing videoconferencing or ITV consortia**
  - ❑ **Preliminary work with telecommunication provider – STS (ND state network)**
  - ❑ **Additional capacity needs beyond single T1?**
  - ❑ **Local LAN infrastructure needs to support videoconferencing**
  - ❑ **Work with STS and vendors regarding best technology (Mpeg, h.323, h.320)**
  - ❑ **Determine classroom/workstation equipment options (PictureTel, Polycomm)**

### *Administrators Plan for a Distance Learning Consortium.*

- ✓ Review options and prices
- ✓ Choose best options to fit your needs
- ✓ Develop consortium agreement & bylaws
- ✓ Present consortium agreement to each school board for approval and signature
- ✓ Who's in? Who's out?
- ✓ Common calendar, start time, bell schedule, etc, etc, etc ...

### *Principals Implement Distance Delivery of Courses*

- ✓ Identify courses needed "next year"
- ✓ Identify "available" teaching staff
- ✓ Develop a rough draft schedule
- ✓ Gain commitments from teaching staff
- ✓ Finalize teaching staff and course schedules for coming year
- ✓ Pre-register students
- ✓ Finalize courses / sites / students

### *Distance Learning Consortium is Launched by Members*

- ✓ Contracts signed/bids let for classroom and workstation hardware/software
- ✓ Additional telecommunication capacity ordered/installed
- ✓ Common suite of classroom equipment ordered/installed
- ✓ Teacher/student handbooks developed (samples available on STS website)
  - Discipline policies and procedures
  - General day-to-day procedures

### *Distance Courses are Implemented*

- ✓ Teachers receive training in video conferencing operation and use
- ✓ Teachers receive training in distance teaching materials and methods
- ✓ Teachers meet with administrators to adopt common texts, materials, etc.
- ✓ Administrators meet to finalize budgets and fiscal processes
  - Supplies
  - Travel for teachers and other staff
  - Compensation for teachers, etc

### *Classes Start!*