

Best Practices for Facilitating Distance Classroom Testing

TECHNICAL CONSIDERATIONS (Goal is to resolve technical issues before they impact the classroom):

- Utilize “troubleshooting list” located on the podium and know who to call.

Location	Contact	Office	Cell	E-Mail
Lawrence	Brad Sager	(785) 864-6451	(913) 226-5143	bsager@ku.edu
Wichita	Penni Smith	(316) 293-3505		psmith3@kumc.edu
Wichita	Wichita IT Help	(316) 293-2605		

- Contact Brad Sager for one-on-one technology training including ITV Control Panel, Document Cam, Sympodium, Wireless mic, etc., and familiarize yourself with the technology available. If you don’t know, please ask. Training will make you much more comfortable and that shows during class.
- If clip-on lapel or handheld microphone does not work, check batteries.
- “Swap” between camera views to facilitate remote site classroom interaction by selecting one of



these options on the videoconferencing screen on the touch panel.

- Use the computer mouse as a pointer. Laser pointers cannot be seen by the far site.
- Do not use the white board. The camera cannot “see” the white board, nor can the far site.
- Know in advance which remote-site classroom you are connecting to.
- Have a backup plan for connecting with the far site classroom. You will be thankful for this at some point during the semester. Not sure what the options are? Speak with an IT staff member.

EXAMINATIONS AND/OR QUIZZES (If the course instructor allows questions from students during examinations or quizzes, the following best practice is suggested for addressing questions from students on the far site):

- Provide the appropriate pre-determined personnel on the far site campus with all exam or quiz materials, along with instructions, at least 48 hours prior to the scheduled examination or quiz.
 - Exam or quiz information can be communicated to the far site by means of Hawk Drive (recommended), encrypted e-mail, direct e-mail, or secure fax at the discretion of the instructor.
 - Far site staff will require a minimum of 48 hours (excluding weekends) to ensure preparation of all exam or quiz materials.
- Request an **Adobe Connect Meeting Room** set up from IT.
 - An Adobe Connect meeting room will be established on laptop or podium computers at both the near and the far site.
 - The far site course facilitator will notify the course instructor, by means of ITV audio, that a student at the far site has a question and will ask the instructor to go to the laptop or podium computer.
 - The far site course facilitator will provide the far site student access to the Adobe Connect meeting room established on the laptop with webcam, headset and microphone.
 - The far site student and near site instructor can then communicate utilizing either the Adobe Connect webcam video and audio or by utilizing the Adobe Connect “chat” function.
- Request either a **“blank Word document or blank Power Point slide”** be set up on the podium computer at the near site and sent as “content” to the far site during the examination or quiz.
 - If a student on either the near or far site asks a question that is pertinent to all students and needs to be shared with the entire class, the instructor at his or her discretion can either verbally communicate that question and response to students on the near and far site using ITV video and audio, or type the question and response into the blank Word document or Power Point slide to be viewed by students on both the near and far sites.
- Establish **cell phone backups** with the course facilitator on the far site.
 - Instructors and far site course facilitators should communicate prior to the scheduled exam or quiz date and share cell phone numbers as a communications back up in case of technology breakdown or failure.