

Classroom Management

Before Class

1. Wake up your your equipment by touching the touch panel.
2. Using your self-view, make sure students are sitting within the frame of the camera.
3. Originating Site initiates a site check.

Originating Site: "This is the BATC with Robotics. Please check in."

Receive Site: "This is Rich ATC, checking in."

Originating Site: "Thank you, Rich."

Receive Site: "This is Logan High School checking in."

Originating Site: "Thank you, Logan."

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This is the time to identify any audio or video problems that need to be solved prior to class start time. Call the TSSC (1-800-863-3496, opt. 1, opt. 1) if you need help resolving problems.

Note: *When you call the TSSC, please be prepared to tell them your name, phone number, system name, and the class you're connecting to w/instructor's last name.*

4. Mute your microphone.

During Class

1. Basic classroom management (i.e. eliminate behavioral issues, keep students focused).
2. Help students with equipment (i.e. document camera, microphones, etc.)
3. Help students keep track of assignments, due dates, and help answer questions.
4. Proctor quizzes and exams, as needed.
5. Communicate any questions/problems with originating classroom or instructor.

After Class

1. Return document camera and touch panel to their stations.
2. If your equipment does not disconnect automatically, press the "End" button to disconnect.