

CLASSROOM MANAGEMENT

You can't control everything in the distant site classroom, but the following suggestions will help you be effective with your students...

- Get to know your students quickly:
 - Make a seating chart of the students with their photos and keep it next to you
 - On the first day of class, have the facilitator pan the camera and stop with a close-up of each student. Ask each student for the following information: name, year in school, favorite subject area in school, extracurricular activities in school, favorite thing to do after school, why did you take this class. Draw a bubble diagram of the room with circles for each of the students. Put their names in the bubbles and make notes to yourself of this information next to the names. Save the diagram to help remember the names, where they like to sit, and to remember details about the students. View the videotape of the class at home to help you recognize them more quickly. Use the personal information you learn to build your relationship. Take time to ask how the band is going or how the sports team is doing, etc.
- During class the students should be sitting within view of the camera. Have them move if they are not.
- Engage in informal conversation before class on a daily basis with your students. It helps to break the technology barrier.
- Ask the students to show their homework to you using the document camera in the beginning of class so that you can see that it has been completed.
- Sometimes showing your facility to the students will help them understand how you do your work. The technical assistants will assist you to show the whole room and the different equipment.
- Call on your students frequently from the very beginning, even the shy ones. Students will be more engaged if you get them used to the technology and start a habit of interacting from day one. Some teachers use their seating chart to make sure that they are calling on **all** of their students almost every day.
- Award extra credit for broadcast participation
- Encourage students to take turns speaking and to respect that other people have the right to their own opinions. Interrupting may cause the speaker's audio to be cut off. Extraneous noise (like an air conditioner) at a site can do the same thing.
- Use your learning management system (Blackboard, Moodle, WebCT, etc.) directory feature to communicate assignments to all of your students.
- Use E-mail correspondence and journals to personalize your interactions.
- Visit the class in person if you can. This will "humanize" you.
- Always have a *Plan B* offline lesson available in the event there are technical problems or last minute schedule changes due to local weather conditions.

- The facilitators are your link to the emotional pulse of the classroom and help you to maintain order. They also collect and distribute the materials, and mail or fax students' homework to you. Encourage facilitators to keep a written record of the assignments and the names of the students that have turned in the assignments. Be sure to cultivate a good relationship with the facilitators and to acknowledge their hard work.