

Presenter Advice

The Presenter: Behind the Camera

These guidelines and tips will help make your broadcasts seamless and successful from the point of origination—in the studio.

- Teaching in distance learning is a team effort that includes you, the classroom facilitator and the technical assistant. Each of you has specific tasks. Make a point to understand each person's role and to explain your role to the others. Continuous communication will eliminate inaccurate assumptions and expectations.
- Teaching in distance learning requires strong, advanced preparation because you work with several elements that have to be coordinated with your team.
- What the Students See:
 - When the outgoing image is full screen they see you, and the materials you show.
 - Sometimes your image may be put into a box in the corner.
 - It is possible for the technical assistant to show a 4-way split screen in which the students see the other sites and, if there are less than 4 sites, put you in one of the quadrants.
- People associate a television monitor with movement, entertainment, quick changes and variation, so vary the activities. Keep it lively by changing what the students see on their monitors. Too much of one thing gets boring! Remember all the tools at your disposal and find interesting ways to apply them to your class:
 - chromakey
 - webpages – your own, the DL web site, or outside sources
 - CDs (music, data, or programs)
 - graphics, scanned images, video clips, PowerPoint slides (with the new slower rate of broadcast video clips may be distorted)
- TV is not interactive, but DL should be. Take steps to make the sessions interactive! There are a multitude of strategies to use. Review the *Interaction Strategies in a Distance Learning Classroom* in this section for ideas.
- Think of the camera as a student. Look directly into it when you teach. The camera with the light on is the camera that is active. You can see the students through peripheral vision. You can look at the students directly in the monitor when they are engaged in an activity.
- To build a sense of community during the session, ask the facilitator at the distant site to show lots of close ups of the students; ask your technical assistant to frequently show the students and personnel at the sites to each other.
- Making an appearance...
 - The camera doesn't like bright red, white, or high contrast situations.
 - Plus our set up doesn't like you to wear green or a blue/green.
 - The camera doesn't read horizontal stripes well, or lines or little patterns that are close together.
 - The camera does like muted, not pure colors.
 - Make-up helps (no offense!)

- View yourself on tape. As one veteran DL teacher said “I wish I had viewed a tape of myself two years ago! I dreaded seeing myself teaching. But now I see things that I can fix. I will do this next year.”

The Presenters: Collaborate with Technical Staff

Before Class

Be sure to submit all Graphics Requests with adequate lead time for your graphics to be created on schedule.

Arrive at least 10 minutes prior to class start time to set up the computers in the carrel and to arrange the studio furniture for your particular needs.

If you have a technical assistant in the class, discuss your plans for the session activity so he/she is prepared to work in concert with your plans. Seek input from the assistant about ways to use the technology to facilitate activities you are planning.

Give the technical assistant a list of images, video clips, music, and tapes that you plan to use in class.

Tell the technical assistant when you are ready to start the videoconference so you know when he/she turns the audio and video become live.

During Class

When you want to change tools (like the PC to calculator), tell the technical assistant.

If you want some “down time,” tell the technical assistant; the course slate will be displayed and your audio will be muted.

Tell the technical assistant if you want to see a particular site full screen.

Tell the technical assistant if you need help with any of the tools.

The technical assistant can display you either full screen from the shoulders up or use the same smaller image in the corner of the screen when you are using the PC or a graphic.

The technical assistant will cue you with time signals when five minutes remain in the session.

After Class

Report any equipment that is not working correctly.

If during the videoconference you make plans involving a change to the upcoming schedule, communicate scheduling changes to the person in charge of scheduling videoconference.