

Technical ITV Tips



Always check the equipment before going "live."



Try to pace the amount of camera switching – only do when necessary. Erratic switching may become distracting.



In both local and remote sites, the students should be seated towards the front of the room and not at the back of the room when possible. This will help in being able to view and identify the students.



Try to keep the students seated in the same area so that the camera can view them. Sometimes a student may sit to one side and be partially obscured by the edge of the screen.



Keep in mind that the Instructor Camera is aimed at the instructor podium and does not move. So if the instructor steps outside of the podium area then the students will not be able to view the instructor. The exception to this would be if the instructor is walking around the classroom and the Polycom is on then the students should be able to see the instructor.



Remember this rule of thumb for using the document camera (ELMO). KISS – (Keep it Short and Simple).



Practice using the document camera for illustrations, diagrams, personal texts, etc.



When using the document camera, keep all written materials concise and use size 24 fonts is recommended.



Use a copy machine to change your transparencies over to paper.



If you use paper on the document camera station to write on, try using a medium point pen.



Try out your computer presentation prior to class to make sure it works correctly.



If you are going to use videotape during a class presentation, be sure to insert it into the VCR before class starts.



Remember to look at the camera regularly since it is the "eye" or "window" to your distant classroom.