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Best Practices to Promote Learning Through Web Conferencing: Resources, Tools and Teaching Methods

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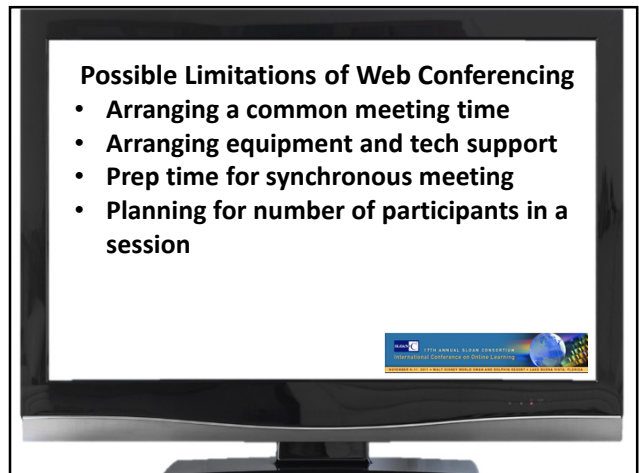
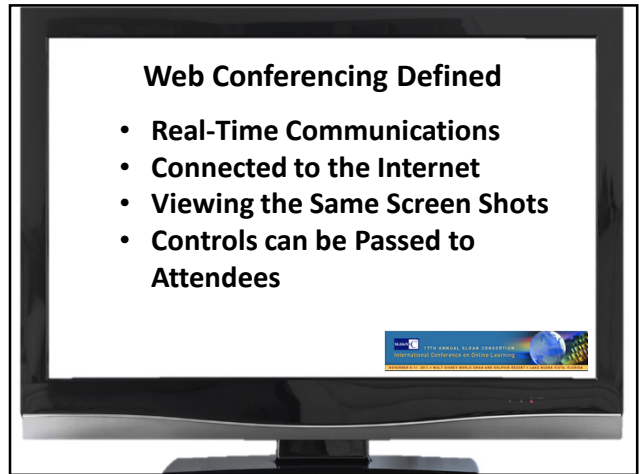
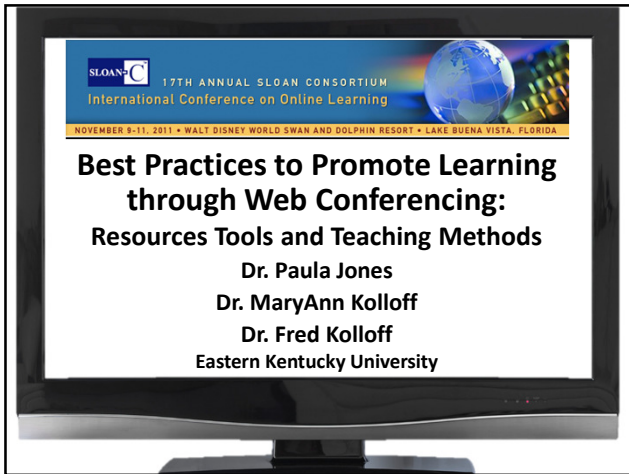


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Potential Benefits of Web Conferencing

- Provides tools to support communications
 - between teacher and student,
 - student to student
- Supports problem solving capabilities
- Offer flexibility of being “anywhere” to access the meeting



Web Conferencing Can Help to Establish Presence in Online Courses



Online Meeting Tools Review
Updated Aug/Sept 2011

Summary Comparison of Web Conferencing Tools

	Chitika GoToMeeting 5.0	Adobe Connect 8	Beam/YourScreen 4.0	Cisco WebEx Meetings Center 8.5	IRIS GoToMeeting 4.3 (TurboMeeting)
Functionality (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Usability (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Meeting Setup (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Software Installation (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Security (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
System Requirements (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Pricing / Cost Transparency (more)	●●●●○	●●●●○	●●●●○	●●●●○	●●●●○
Overall score	9.58	9.42	9.32	9.31	9.16
Conclusion	User-friendly solution with all the key functions and transparent costs available for Windows and Mac.	Intuitive usage. The tool offers a broad range of functionalities per room on all common operating systems.	User-friendly online meeting solution with all essential functionalities. Runs on Windows, Mac and Linux.	Comprehensive set of features, which runs on the most common operating system platforms.	Straightforward solution with a large set of functionalities, which are available for Windows and Mac users.
Review updated	August 2011	August 2011	August 2011	August 2011	September 2011


http://www.webconferencing-test.com/en/webconferencing_top5/webconference_compact_results.html

Experiences Teaching Online Courses with WebEx



Cisco webex <http://www.webex.com/>


- WebEx combines desktop sharing through a web browser with phone conferencing and video, so everyone sees the same thing while you talk.
- Very user friendly.
- Using this service, participants can view up to seven webcam feeds at a time.
- Cost approximately \$500-\$600 per license per year.
- Prep for Slight Delay between Audio and Visuals



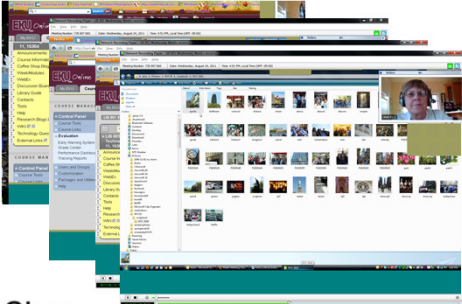
Why this Web Conferencing service was selected

- **Low Learning Curve**
 - For Faculty
 - For Students
- **Training support was provided**
- **Affordable service fee including storage of recorded sessions**


Cisco webex




Experiences Teaching with WebEx – Student to Student – (Share Work, Questions and Help Each Other)




Cisco webex



Experiences Teaching with WebEx – Student to Student – (Ice Breaker)



Cisco webex



Experiences Teaching with WebEx – Lecturing

Critical Responses
Informed Responses

- Engage in initial responses of text read
 - Critical - some examples – must have support for initial posts and engaging in discussion with others
 - Analyze authors purpose for writing
 - Identify own assumptions when reading
 - Identify youpoint of view & contrast with classmates point of view
 - Analyze/infer authors choice of words
 - Analyze/infer Structure and style used by author
 - Text to text connections
 - And others ideas
- Use the "Aspiring Thinkers Guide to Critical Thinkin by Elder and Paul throughout the course.



Experiences Teaching with WebEx – Class Guest Speaker



Experiences Teaching with WebEx – One on One Support for Students (Advising)

Meeting Topic: S. Staff/mentoring w/ Dr. Kulluff
Meeting Number: 7943022
Date: Monday, September 12, 2011
Time: 12:00 PM, Local Time (GMT -05:00)
Phone: 948 81 1

Activity	Start	End
Open WebExchat (1)	08:19:43	08:19:43
Open 1	08:19:43	08:19:43
Open 1	08:19:43	08:19:43
Meeting Room (1) chat	08:19:43	08:19:43
Meeting Room (1) chat	08:19:43	08:19:43
Meeting Room (1) chat	08:19:43	08:19:43
Meeting Room (1) chat	08:19:43	08:19:43



Experiences Teaching with WebEx – One on One Support for Students (Conferencing)

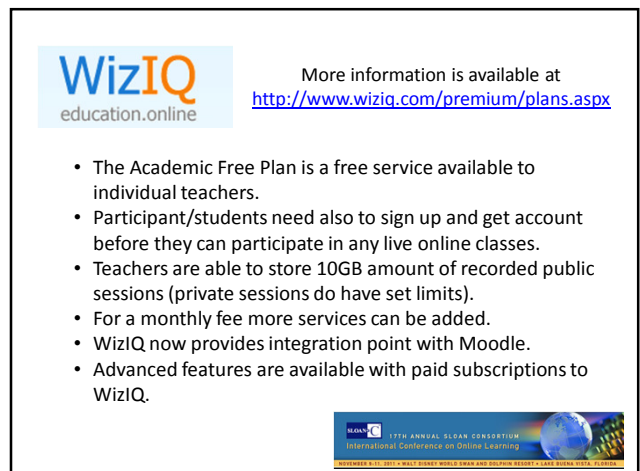
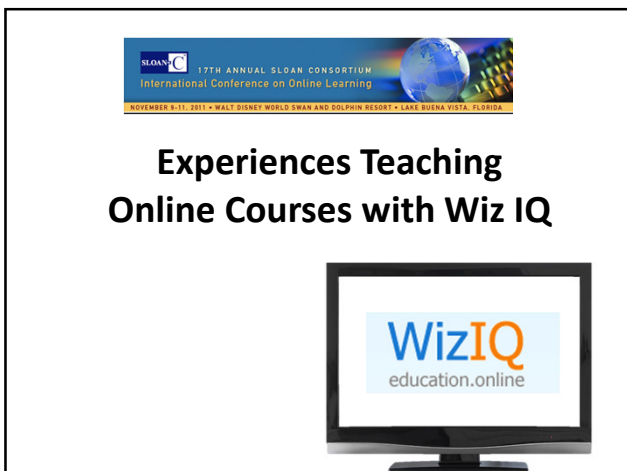
Standard 5: Program Management and Administration

Candidates plan, develop, implement, and evaluate school library programs, services, and activities to support the success of the library program within the school according to the ethics and principles of library science, education, management, and administration.

Domains

- 5.1 Collection
 - Candidates evaluate and select print, non-print, and digital resources using professional selection tools and evaluation criteria to develop and manage a quality collection designed to meet the diverse curricular, personal, and professional needs of students, teachers, and administrators. Candidates recognize school library collections according to current library categorizing and classification principles and standards.
- 5.2 Professional Ethics
 - Candidates practice the ethical principles of their profession, advocate for equitable library services, and promote and model digital citizenship and responsibility. Candidates observe the school community on the ethical use of digital resources.





WizIQ
education.online

http://www.youtube.com/watch?feature=player_embedded&v=2KagwVid0FY

17TH ANNUAL SLOAN CONSORTIUM
International Conference on Online Learning
NOVEMBER 8-11, 2011 - WALT DISNEY WORLD SWAN AND DOLPHIN RESORT - LAKE BUENA VISTA, FLORIDA

Experiences Teaching Online Courses with Any Meeting

17TH ANNUAL SLOAN CONSORTIUM
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anymeeting More Information is available at <http://www.anymeeting.com/>.

- Any Meeting, formerly known as *Freebinar*, has scaled up to offer web conferences for up to 200 participants.
- 6-Way Video Conferencing is Available
- The service includes screen sharing, application sharing and text conferences on the side.
- The services available in Any Meeting are similar to what is available in WebEx.
- This is a totally free Web conferencing service but it is advertiser supported.

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Best Practices for Hosting a Web Conference

Summary of Handout

- Prepare content ahead of time
- Plan a practice session
- Have an assistant on hand
- *Before the first meeting* tips to follow
- *During the session* tips to follow



Thank you for attending

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Best Practices to Promote Learning through Web Conferencing: Resources Tools and Teaching Methods

Dr. Paula Jones, Dr. MaryAnn Kolloff, Dr. Fred Kolloff
Eastern Kentucky University

1. Prepare content ahead of time

- Prepare content ahead of time including uploading all content items beforehand and launch them.
- Plan for more than just showing presentation slides. Plan for interactions – use polls, plan for “sharing of screens”.
- If presentations are used – allow them to “guide” the information – avoid reading the slides to participants.
- Plan to keep slide transitions and animations at a minimum in Web conference sessions.

2. Plan a practice session

- Plan a practice session using the Web conferencing system tools and run through the prepared content. This will be a great help to ensure the presenter/educator has enough information planned, including opportunities for interaction and feedback.
- Offer a separate practice session with learners. Any tech issues could be addressed before the session actually begins.

3. Have an assistant on hand

- If possible, have an assistant on hand to deal with any tech issues students might have and/or to help facilitate the session (allows presenter to focus on the delivery of information).
- Having an assistant on hand is especially important during the first couple of Web conference sessions or at least until the facilitator becomes familiar with the tools available.

4. Before the first meeting -- tips to follow

- Plan for accessibility needs. Prior to the first session, ask the participants if they have assistive needs so that a plan can be in place to accommodate those needs. Even if requests are not received, have an alternative plan ready.
- Record the session, so participants who were unable to participate in the live session can view it later.
- Be sure to let the participants know the session will be recorded and they too can access the recording and review it as needed.
- Prepare the participants and explain the most important student interaction features such as Hand raising, Feedback and Text Chat at the beginning of the session.
- Plan to share a whiteboard or slide at the beginning of the session that contains a phone number for technical support that may be available to attendees, if possible.
- Have a plan for dealing with problems and options students might have in case of problems that prevent them from participating in the live session. If possible, provide phone number to call if they are having technical difficulties.
- Consider asking participants to mute their microphones, if needed.
- Provide audio help or guidelines to trouble shoot audio problems (i.e., test audio) before the session begins.
- The host or presenter of the session should plan to log in 15-20 minutes early.
- Greet attendees/students as they join the session. This may include greeting them, pass the mic to them, and do a simple communications check.

5. During the session -- tips to follow

- Plan to engage students by making certain that student feedback or student interactions are required every few minutes (through chat, raising hands, questions and answers, participate in polls, or something similar).
- Be prepared for some delay in audio and visual transitions
- Be prepared to pass the mic to students or other presenter during the session. Planning to pass the mic over to other attendees encourages student participation and helps to keep participants focused on information shared during the session.
- Plan for schedule breaks during the session. This is especially true if the session is scheduled to last more than 30-45 minutes. It is a good practice to schedule a 5-10 minute break about mid-way through the session, if possible.
- Maintain the presentation area and/or the screen shots shared with participants. Be sure to close content items when completed – helps to reduce clutter from the participant’s view.