



A Student's Guide to Video-conferenced Courses

College of Business, Florida Atlantic University

Video-conferenced courses provide an opportunity for students to select from a wider range of courses and class times. However, enrolling in a video-conferenced course requires that the student assume a number of responsibilities.

Student responsibilities

1. Be patient.

Technology can be challenging and sometimes things may (and will) go wrong. Be patient when a glitch is happens. Common courtesy (and a sense of humor) are appreciated.

2. Attend class during the scheduled class time.

Entering and leaving the classroom provides disruptions and distractions to the instructor and other students. In the event of technical difficulties, your patience is required; please stay in the classroom while the technical difficulties are resolved unless instructed otherwise. Attendance of video-conferenced courses is required.

3. Sit in the camera's view.

You should sit in the rows closest to the front of the classroom. If the camera views only a portion of the classroom (which happens in wide rooms), sit where you can be seen. The camera that picks up the view of the students in the room can be adjusted (the remote control resides on or in the console), so students can change the view to zoom in or out, as well as change the angle of the view.

4. Turn off any microphones at your workstation or on the table top.

This is to insure that there are no noises projected from paper shuffling, coughing, etc., that will be heard (and magnified) at the other sites.

5. Turn off cell phones.

University policy requires that cell phones be turned off during class. Other than the usual reason of the disturbance that cell phone ringing in a classroom, cell phones may provide interference with the equipment that is not detectable at your site – but which may be produce a humming sound at the other sites. Like on commercial aircraft, you must turn the phone off – not just turn the ringer off.

6. Do not talk during the class.

In addition to the possibility of your talking being picked up by a microphone that you do not see (some reside hanging from the ceiling tiles, some reside on the console), you will be disturbing your classmates at your site.

7. If your class has in-class examinations, follow standard examination rules.

There is no talking, whispering, or other communication with your classmates during the exam. If you are uncertain about an item or feel that you must make an assumption to work a problem,

communicate this to the instructor by writing a note on the exam. Do not ask questions unless the instructor has specifically permitted these during the exam. Also, do not leave the examination room unless you have completed and turned in the exam.

Students must take the exam at the site in which they are enrolled unless they have prior approval from the instructor.

8. Absolutely no food or drinks in the classroom.

This is a University rule for all classrooms, but in the specially-equipped classrooms it is especially important that there not be any liquids in the room. Leave all liquids – including water bottles – outside of the classroom.

9. If you are making a presentation to the class, be ready.

Be sure to load any PowerPoint, Internet sites, or other documents that you need for the presentation on the console's computer prior to the beginning of the class period. Test to make sure that the files are operating properly and that the computer has the correct software. This will not only save valuable class time, but will allow the Bridge time to check to see if the media can be projected to the other sites.

10. If there are technical problems and there is no technician nearby, call the Bridge or the instructor.

The phone numbers of both the Bridge and the sending site's classroom phone are posted near the console in the front of the room. Call in the event of any technical problems that related to video or sound. If the phone rings on the console and there is no technician or instructor available, please answer the phone – it may be another site or the Bridge inquiring about video or audio reception.

11. Let the instructor know of any problems.

If there are technical problems that are not resolved during the class, contact your instructor. Make sure that your instructor understands what your site can and cannot see or hear.

Also, be sure to check the course Blackboard site and your FAU email for announcements or other communications following technical difficulties. For example, additional material (e.g., a video) may be made available if a class lecture is not available due to technical difficulties.