Desktop Video Conferencing (DVC) Best Practices for Faculty

On ground courses with live streaming capabilities (web synchronous) allow students at distant locations to participate in real time class meetings without the need to be at a physical campus location for every class. Web conferencing software connects the student with the instructor and classmates virtually. This technology provides the capability for two-way audio and video and chat for interaction with the instructor and other students. Students use computers equipped with a camera and microphone and must have high-speed internet service (no dialup). Campus computers at all campus locations can be used, but students are limited to camera, if available, and chat functions only (no microphones). To assure adequate computers at all campus sites, students who will rely on campus computers must reserve a seat at the campus location (Lawrenceburg, Lewisburg and Clifton). Students at the Columbia and Franklin campuses may use open computer labs or computers in the library to access their DVC courses. Students with their own technology may use it in campus libraries or anywhere they choose on our campuses, at home or a public site with internet access, or from their workplace.

There may be occasions when an instructor will require students to come to an originating campus location or to the nearest campus to take an exam.

1. Remind your students via e-mail that this class is a Desktop Video Conferencing (DVC) course and let them know if they have an option to come to a physical classroom if that option is available. Include in the e-mail the link to your Vidyo room and the links to the *Desktop Vidyo FAQ*, *How to Install Vidyo*, and the *VidyoDesktop Participant Quick Guide (PDF)*. You can obtain the links in the Guides section at http://dvc.columbiastate.edu.

2. Do not expect students to be able to jump right in and begin receiving your lecture. Plan to spend time during the first class session making sure all of your students are logged into your Vidyo room. Make sure students understand how Vidyo works and how you will interact with them (chat is recommended). Review the tool bar at the bottom of the screen and explain how each feature works.

3. You and students should enable the chat feature. Monitor the chat feature to ensure you are not missing any question or comments from the students. You may want to designate someone in your physical classroom to monitor the chat. It may be a challenge for you to keep up with chat for large groups.

4. Tell students to e-mail you if they are having difficulty logging into to your room. Especially monitor your e-mail during the first class session to make sure students are able to log in.

5. Emphasize to students the importance of logging in to your Vidyo room 5 to 10 minutes before the start of class.

6. Plan on 10 minutes to set up a web camera and microphone if a classroom is not equipped with fixed equipment. The cameras and microphones in the ITV rooms cannot be used with Vidyo.

7. Remind students that their camera automatically comes on when they join your room. Everyone can immediately see them and their surroundings.

8. Encourage students to turn off their microphone to eliminate background noise. You have the ability to turn off all participants microphones in the Control Meeting portal. Refer to the *Vidyo Desktop Faculty and Meeting Facilitator Guide (PDF)* at http://dvc.columbiastate.edu.

9. Better engagement occurs when students can see you. Start your session by focusing the camera on yourself before you start sharing content. Stop sharing content and show yourself on camera from time to time.

10. Ask your students joining your class via Vidyo questions to help with engagement and learning. Don't just focus on the students who may be sitting in front of you in a physical classroom.

11. All courses taught via Vidyo should be web-enhanced. Use learning management system tools or college approved electronic communication to distribute pertinent information (syllabi and etcetera). It is also better to post the link (and room pin if you set one) to your Vidyo room so students in your course may easily access it.

12. A unique room PIN (personal identification number) should be assigned by you for each course if you are teaching multiple courses via Vidyo. Be sure to change it to the correct pin before the start of class or students will not be able to join. Refer to the *Vidyo Desktop Faculty and Meeting Facilitator Guide (PDF)* at http://dvc.columbiastate.edu on how to *Set a Room PIN.*

13. Using a wireless connection is okay…but a wired Internet connection is better. You and students are encouraged to use a wired connection when possible. The computers in Columbia State classrooms and labs are connected to the Internet via wire.

14. Record each class session via VidyoReplay. This will ensure students who have technical difficulties an opportunity to make up missing class. It also gives students an opportunity to watch your lecture again to better understand the material presented. Refer to the *VidyoReplay User Guide (PDF)* at http://dvc.columbiastate.edu for information on recording your class sessions.

    Students view the recording via a link you send from the VidyoReplay system. It is recommended that you copy the link and post in your Online Campus course. An optional method is to use Panopto. A Panopto account must be setup for you and you must go through training before you can set up students to view your recordings in Panopto. Contact Glenna Winters at gwinters@columbiastate.edu. You must also notify Media Services that you want your recording moved from the VidyoReplay system to Panopto. Contact them at mediaservices@columbiastate.edu.