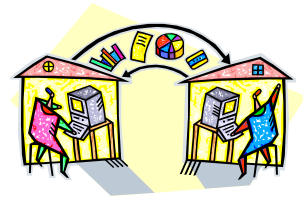


ACELINK Connections

Virtual Field Trips for the Classroom



Student Preparation Guide

Good classroom management is important for successful distance learning events.

Educators, please review the following points with your students prior to the event:

- Videoconferencing is a two-way event. Students and presenters can see and hear one another.
- Students are sometimes initially shy about responding to questions during a videoconference. Explain to the students that this is an interactive medium and that we encourage questions.
- Questions can be handled in one of two ways:
 - Educators may choose to moderate students' questions and answers.
 - Educators may choose to furnish each student a sheet of paper with a number or letter of the alphabet printed on it—in a large font and in bold. When students have a question or want to respond to a question, they simply hold up the sheet of paper and wait to be recognized by the presenter.
- Students should speak in a loud, clear voice. If a microphone is placed in a central location, instruct the students to walk up and speak into the microphone.
- Students should remain quiet while others are talking. The microphones pick up background noise, and this can be very distracting.
- Students are representing their schools; they should be on their best behavior.
- Students should be prepared to give brief presentations (depending upon module selected), ask questions, and respond to presenters.

Source: *Nasa Digital Learning Network, Audience Participation Guidelines.*
<http://nasadln.nmsu.edu/dln/content/guidelines/>, Sept. 2005

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