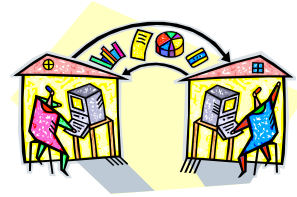


ACELINK Connections

Virtual Field Trips for the Classroom



Tips for Successful Virtual Field Trips

Before

- ✓ **Determine the curriculum** objective you would like to meet.
- ✓ **Find a field trip.**
- ✓ **Secure funding** for the trip. Make sure you know the cost of the trip and how it will be paid for.
- ✓ **Secure the location** for the trip. Will the trip take place in your own building or will the students need to travel to another site?
- ✓ **Contact the field trip provider** to set lesson objectives, provide and obtain technical information, schedule a test call, and set a date and time.
- ✓ **Schedule the distance learning classroom or equipment.** Contact technical support in your building/district. Will you use a television or LCD projector?
- ✓ **Schedule a test call with the content provider.** Do not move the equipment or turn it off after the test call.
- ✓ **Familiarize yourself** with the equipment. Meet with the person who will be assisting you during the video conference.
- ✓ **Consider room set up**, camera location, furniture, window glare, etc.
- ✓ **Prepare the students** for the trip. Practice video conference etiquette with them so they are a proper audience during the field trip.
- ✓ **If you wish to record** the session, you must have written permission from the provider.
- ✓ **Complete pre-conference activities.**
- ✓ **Set the camera** so it shows the whole room.

During

- ✓ **Connect with the provider** at least 10 – 15 minutes prior to start time. This allows for any issues that may need to be addressed to be taken care of.
- ✓ **Have access** to the content provider's tech support phone number in the event there are connection issues.
- ✓ **Stay focused** on the field trip objectives, keep it interactive, and most of all, have fun with it! Remember to allow the provider to lead the discussion.

After

- ✓ **Complete** post activities provided.
- ✓ **Complete the trip evaluations.**
 - **Content provider evaluation**
 - ACELINK provider evaluation (www.acealink.org)

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