Teacher Videoconferencing Checklist

With a bit of digital moxie, any teacher can facilitate synchronous conversations between classes on different continents or bring recognized experts into their rooms for synchronous conversations. This preparation checklist will help you structure successful experiences for your students.

Technical and Procedural Preparations

1. Have you checked with your school or district's technology services specialists to ensure that your school's Internet connection can successfully handle the demands of a synchronous videoconference?

   Your Response / Next Steps:

2. If you are planning on bringing a digital guest speaker into your classroom, have you checked with your principal and followed your school or district policies for using guest speakers in lessons?

   Your Response / Next Steps:

3. If you are planning on allowing groups of students to conference with peers or experts, have you found a quiet location with an Internet connection for synchronous conversations to take place?

   Your Response / Next Steps:

Pedagogical Preparations

1. If your students are working in small groups to conference with peers or experts, have you introduced them to the videoconferencing application that you are planning to use?

   Your Response / Next Steps:

2. If your students are working in small groups to conference with peers or experts, do your students have enough technical skill to deal with potential digital disasters—webcams dying, connections dropping, audio feeds failing?

   Your Response / Next Steps:

3. If your students are working in small groups to conference with peers or experts, have you worked out a schedule for individual conferences?

   Your Response / Next Steps:

4. Have you considered training a small cadre of student technology leaders to facilitate videoconferences for their peers?

   Your Response / Next Steps:

5. Do your students have enough background knowledge on the topic of your videoconference to be effective participants?

   Your Response / Next Steps:

6. Have you created handouts to structure student thinking before, during, and after your classroom videoconference?

   Your Response / Next Steps:

7. Have you developed a plan for allowing students to debrief and process what they've learned once your videoconference has ended?

   Your Response / Next Steps: