



## **Videoconference Facilitation Tips**

Through videoconference technology, the Ann Arbor Hands-On Museum is able to come into your classroom and become a unique partner to provide new science investigations for your students. Your participation in the program is essential and we need your help to engage your students and to help them make relationships to their ongoing class work. We depend on your involvement and good classroom management so that we can provide a positive and successful distance learning event.

Teachers *are required to remain in the classroom during the presentation*. If you have teacher's aides or parent helpers, ask them to join as well – the more hands the better ☺! While the AAHOM educators are leading the program, please help us by:

- Familiarizing yourself with the kit materials and preparing your classroom ahead of time using the *Set Up Instructions* provided in the Teacher's Guide
- Distributing and/or supervising materials
- Keeping students on task by encouraging them to “stop, look and listen” and follow the hands-on procedures just as the leader explains them
- Assisting students with the hands-on activities and experiments when necessary
- Facilitating interaction with the AAHOM staff (i.e. help us to identify students who wish to ask or answer a question).

We encourage you and the students to participate in the activities, ask questions, provide feedback when the leader requests it, and most of all, HAVE FUN!

Please review the following Videoconference tips with your students before the event:

- Videoconferencing is a two-way event. Students and Ann Arbor Hands-On Museum presenters can see and hear one another.
- Students can sometimes be shy about responding to questions during a videoconferencing event. Explain to students that this is an interactive medium and that we encourage questions.
- 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 when 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.