

Student Videoconferencing Preparation Checklist

To gather new points of view about the topics we've been studying in class, you are going to use Skype (<http://www.skype.com>) to connect with and interview someone beyond our classroom. You might be interviewing a recognized expert—businessman, college professor, researcher—in the field that we are studying or you might be interviewing a group of students from classrooms in different corners of the world.

Regardless of who we are interviewing, use the following checklist to prepare for your videoconference:

Task:	Your Response:	Additional Notes:
Have you practiced working through role plays modeling the typical conversation behaviors that you are likely to experience in your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you completed the "Preconference" section of the <i>Tracking Your Videoconference</i> handout?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you arranged a time for your videoconference that works well for all participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you confirmed that nothing has changed in the schedule of your digital guests that will prevent them from attending your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you arranged for a quiet place to hold your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worked through the <i>Skype Skills to Master</i> handout?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have the username and password for the Skype account that you will be using during your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you know the Skype username for the digital guest that you will be calling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you tested your internet connection and web cam to be sure that you won't have any major technical problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a plan for what you will do if you do have major technical problems during your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you decided on a group member to make introductory comments that explain what your group's goals are for this videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you decided on a group member to serve as your recorder or note taker?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you decided on a group member whose primary responsibility it will be to push back against the statements of your digital guests?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you developed a set of good questions about your topic that you hope to ask during the course of your videoconference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

