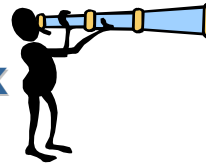


Keys to Teaching via ATM

Where to Look



It is natural when talking to look at the person you are talking to.

However, in most cases this is not how the camera is positioned - so participants at remote sites see you looking up, down or to the side rather than directly at them.

Therefore, remember to periodically look at both the Student Camera and Instructor Camera.

Maintaining regular eye contact with receiving sites is an important way of establishing a connection and giving them the sense that they are active and valued participants.

When presenting information, select the Instructor Camera as the source.

Remember to periodically speak directly to the camera - it is your connection with the audience at remote sites.

When holding a discussion, select the Student Camera as the source.

Move to a position where the Student Camera can capture both you and the participants in the room.

If you walk around the room, be sure that your back is not towards the camera.



What to Wear

Due to TV's lack of a wide contrast range, pure blacks and pure whites are not desirable for clothing, except in very small amounts.

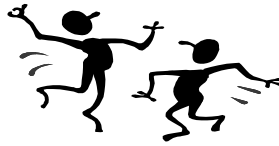
Off-whites and grays, and other muted colors work well.

Avoid bright reds or oranges, which tend to bleed on screen and generate a sense of motion that can disturb eyes.

Try to wear solid colors. Busy prints may be a distraction, and high contrast patterns can cause glare on the screen.

Avoid wearing flashy accessories that may cause glare or bright reflections. Jewelry or other accessories that might clang noisily will be a distraction.

Don't dress too warmly. The instructor station generates a lot of heat. If you get overheated easily, dress in light layers.



How to Move

Remember that television is basically a small box.

Scale gestures and body movement accordingly. Facial gestures can be the most useful.

Avoid rapid movements. Move and gesture normally.

Avoid swaying, rocking, and pacing.

Avoid distracting mannerisms, such as tapping a pen, fussing with appearance, or jingling change in pockets.

Keep background noise and motion to a minimum. Microphones often pick up other sounds like crackling paper, coughing or chairs scraping.



Be natural.

While it's important to be aware of being on camera, there's no need to shout or raise your voice.

Just speak at an even pace and enunciate your words.



Talk with colleagues who have experience in using the ATM system for teaching.

Ask them for their tips and strategies.

Ask permission to sit in on a session.

Attend a session at an originating site to get a sense of the instructor's experience.

Attend a session at a receiving site to gain the remote student experience.

Volunteer to assist with the ATM equipment for another instructor's session.

Practicing at a time when all you have to concentrate on is the equipment will make it easier when you are responsible for both the equipment and teaching the course content.