



The who, what, where, when, why, and how of effective participation via ATM

Who ?

- Give equal attention to all sites and be careful to not favor any one site.
 1. Take as many questions from each receiving site as you take from the local site. Use a checklist to ensure interaction occurs with each site or student.
 2. Maintain eye contact with participants at receiving sites as much as possible by looking at or speaking directly to the camera.
 3. When addressing participants in your own room, make sure that your back is not to the active camera, and therefore to participants at remote sites.
- Use participant names whenever possible.
Example: "John at Orono, what do you think?"

What ?

- Keep participants informed on how they can reach you (phone hours, availability before and after class, email etc).
- Provide feedback to participants on progress.
- Incorporate the following into the session ...
 - Short lectures (10 – 15 minutes)
 - Guest speakers and virtual field trips
 - Presentations – led by the session moderator and led by participants
 - Simulations, Games, and Case Studies
 - Demonstrations of visual concepts
 - Questions for clarification
 - In-Group (single site) discussion followed by Group-to-Group (all sites) discussion
 - Debates and the exchange of ideas
 - Group problem-solving or brainstorming
 - Group work sessions
 - Breakout sessions
 - Individual practice
- Plan group activities that culminate with the opportunity to share work or projects with the entire videoconference session.

Where ?

- Conduct small group discussions between participants at a single site. Try muting the microphones for the site during the discussion, then un-mute the microphones and have each site report back on the results of their discussion to the other sites in the session.
- Conduct large group discussions with all participants at all sites in the session.

When ?

- Get participants at all sites talking within the first 5 minutes of class.
- At a minimum, strive for 1 - 3 questions or responses from participants every 10 - 15 minutes.
- Allow time for conversation or chatting between sites during breaks.

Why ?

- Participation between sites enhances the overall learning experience.
- Participation between sites allows interaction between people who would not normally have the chance to meet.
- Participation between sites provides the ability to hold discussions with people from differing backgrounds and experiences.

How ?

- Keep everyone synchronized by referring occasionally to a page number or specific graphic. Watch the screen for signs that participants are lost, such as flipping pages back and forth.
- Incorporate partner / team / small group activities with members at different locations.
- Display discussion questions on screen either via the document camera or via the scan converter and presentation software on a laptop.
- Include opportunities for participants to discuss issues among themselves and with you.
- Ask specific sites to respond to comments made by another site in order to enhance discussion.
- Use specific and open-ended directed questions to initiate discussions.
Example: "Bangor, can anyone at your site think of a way to ... ?"
- Use non-directed questions in a discussion after several rounds of directed questions have been asked. Non-directed questions can be used to help move from one subject to another.
Example: "Before we close the discussion, does anyone have a final question?"
- To answer questions ...
 1. Repeat the question before answering it to make sure everyone heard the question
 2. See if the question can be answered by another participant
 3. Look into the camera and answer the person who asked the question
- Remind participants to look at the camera when speaking, not at the TV or overhead screen.