



UNIVERSITY OF MALTA

NEW LEARNING TECHNOLOGIES: THE ART OF VIDEOCONFERENCING

VIDEOCONFERENCING

TRAINING SESSION '05

SELF-ASSESSMENT

CHECKLIST

UNIVERSITY OF MALTA

VIDEOCONFERENCING TRAINING COURSE

SELF-ASSESSMENT CHECKLIST

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Self-Assessment Checklist

This is a personal checklist as a self-assessment guide for more effective use of the videoconference facilities and resources at the University of Malta. Please tick accordingly:

Administrative

I am able to:

use the online videoconferencing booking facility filling in all the required details

access all the resources and support material available online from the CSC website

outline the protocol and the etiquette procedures which govern the videoconference procedures at the University of Malta

Technical

I am able to:

switch on the system and log on to the Polycom interface

use the keyboard/remote control to navigate through the system to send/receive video/audio

connect to the remote end by dialling up their IP/ISDN address

control the cameras and pre-set camera shots using the keyboard/remote control units

control the audio received and transmitted using the volume/mute buttons

utilise the document camera for the projection of text or small 2D/3D objects

use the document sharing facility provided by the Polycom system

Pedagogical

I am able to:

explain to the students (near and remote end) how videoconferencing works, its strengths and weaknesses and what is expected from them throughout each session

prepare material as teaching aids and resources in the format which best applies to transmission over video

use effective communication skills for presentation on video
