

Videoconference Scheduling Cheatsheet

My IP: _____ 384K; IP/H.323 (if you need ISDN schedule through the ISD)

My Tech Name: _____ Email: _____ Trouble #: _____

If it's free, your district is paying for it, and you're connecting on your own: schedule directly with the provider and/or school.

Examples: NASA programs, Smithsonian American Art Museum, TWICE Read Around the Planet, partner projects you create, etc.

Tips:

- Check your district VC calendar for availability.
www.remcl1.k12.mi.us/dl/calendars.htm
- Check all your testing, event, PD calendars.
- Have everything ready before you register online. (Use the Register Now link on the record after you searched the database for the program.)
- If you are registering via email, send in one email: teacher name, email, phone, school, tech name, email, phone, IP address, billing information, and your range of availability.
- Content providers in Indiana usually require registration through CILC. You'll need an account with them to register. If possible avoid scheduling through CILC. It's easier if you can work directly with the provider.

One videoconference at a time connecting outside your district.

Due to bandwidth limitations in all of our local districts, we are trying to limit connections to **just one videoconference at a time**. We're relying on trust and training! This applies to **connecting outside your district**.

Then **Add the videoconference to the Calendar** so that we can continue to make sure only one VC happens at a time. Visit www.remcl1.k12.mi.us/dl - click on Add to Calendar in the top right box.

Test Calls: Try to set aside a regular block of time weekly for test calls and schedule them during that window. Make sure you don't schedule any other VCs during that window either. Test the same way the system will be set up for the conference.

If RESA is providing the program, paying for the program, or connecting the program, schedule with the ISD.

Examples: Content providers (mini-grants), ASK programs, TWICE ASK programs, MysteryQuest sessions, Lest We Forget, ISDN connections, etc.

Principal Signatures are **only** required for programs scheduled through RESA where the district is paying part of the cost.
(Mini-Grants)

How to: Visit www.remcl1.k12.mi.us/dl and click on Schedule Thru' RESA or Mini-Grants. If you schedule through RESA, all rescheduling, test calls, etc. are done through RESA.

SouthwestNet Distance Learning

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SouthwestNet is a regional project of school districts in Berrien, Cass, and Van Buren Counties. This project was brought to our region during the 1999-2000 school year through two Technology Literacy Challenge Fund grants. For more information on our project, review our yearly reports.

What is Distance Learning?

Distance learning includes a wide variety of technologies, including online learning and videoconferencing. View our policies, print our brochure [PDF], review our annual reports, or read about Frequently Asked Questions.

QuickLinks

Teachers

Sign up thru' ISD
Mini-Grants
Scheduling Procedures

Finding Programs

Search VC Programs
Find a VC Project
VC Project Wiki
ASK Programs
Lest We Forget Interviews
GLCEs & VCs

DL Coordinators

District VC Calendars
Add to Calendar
Listservs
Statewide PD Events
DL Workshops
USDA RUS Grant