UNIVERSITY OF MALTA

NEW LEARNING TECHNOLOGIES: THE ART OF VIDEOCONFERENCING

VIDEOCONFERENCING
TRAINING SESSION ’05
SELF-ASSESSMENT
CHECKLIST
UNIVERSITY OF MALTA

VIDEOCONFERENCE TRAINING COURSE

SELF-ASSESSMENT CHECKLIST
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