

Welcome to Your TelePresence Classroom

Course Name

Teacher Name

Teacher Home Location

Participating Schools

- TelePresence technology makes it possible to link two (or more) classrooms that are geographically distant from each other.
- Anoka-Hennepin has TelePresence rooms at Andover HS, Anoka HS, Blaine HS, Champlin Park HS, Coon Rapids HS, and the District Educational Service Center.

- TelePresence technology is making it possible for Anoka-Hennepin to offer courses to our high school students that would have otherwise been cut at individual buildings due to low enrollment.

- There are many ways that TelePresence classes are different than regular classroom classes. This presentation will provide you with information that will make your classroom experience more productive and effective.

Room Start Up and Shut Down

- The rooms will automatically join the class 2 minutes prior to the start bell and will disconnect 4 minutes after the end bell.
- Students should be in their seats and ready for class at the start bell.

Room Layout - Video Panels

- The 3 large panels at the front of the room display video from the connecting rooms. The connecting rooms have a similar view of your room.

Room Layout - Video Panels

- When more than 2 rooms are connecting, the video displayed in the 3 large panels is determined by voice activation. The view will change as the teacher and students talk.
- Additional room views will be displayed as a “filmstrip” at the bottom of the video panels.

Room Layout - Presentation Panels

- The 2 large screens at the sides of the video panels and the 1 below the video panel display the teacher's computer screen or document camera.

Room Layout - Presentation Panels

- The 1 screen below the video panel is meant for students seated in the first row and the 2 screens at the sides are meant for students seated in the second row.
- Each room location has the capability to share content using the presentation displays.

Room Layout - Seating

- The TelePresence rooms can seat 18 participants. The teacher occupies the front left seat at their home location.
- A TelePresence room could have from 1 to 18 students.

Room Layout - Seating

- The 3 cameras above the video panels each cover 6 seat locations.
- Look directly at the camera if you want others to feel you are looking directly at them.

Room Layout - Seating

- Students should avoid sitting in a position that crosses the table seam. This will cause the remote room view to divide their image.
- The teacher and students need to remain seated in the room to be fully visible.

Room Layout - Microphones

- Sound is excellent in the room thus allowing you to participate in class discussions and ask questions of fellow classmates and the instructor.
- Participating in the class discussion is an essential part of the learning process.

Room Layout - Microphones

- Live microphones are on the center of the table in front of you. The microphones will pick up *any* sound including your speech, shuffling papers, clicking pens, typing on a laptop, someone talking in the hallway, cell phones, and mumbling under your breath. These can all be very distracting. There are no secrets in these classes.

Room Layout - Microphones

- Side conversations with classmates are especially disturbing during a TelePresence class.
- There are no private conversations.
- All conversations are heard by everyone.

Room Layout - Microphones

- The microphones can be muted by pressing the mute button, but this mutes the entire room. To unmute the microphone press the mute button again.
- The teacher directs when the mute button should be on or off for participating classrooms.

Room Layout - Microphones

- To avoid accidentally pressing this button and to minimize background noise, please place all backpacks and bags on the floor. Also avoid piling books near the microphone.

Room Resources - Teacher Computer

- The teacher computer should only be used by staff.

Room Resources - Document Camera

- The teacher may direct students to use the document camera to share work.
- Do not use the document camera unless the teacher asks you to.

Room Resources - Printer

- The teacher may occasionally print hard copy materials to the printers at remote locations. Class materials will be electronic when possible.

Room Resources - Student Laptops

- There are laptops available for student use in each of the TelePresence classrooms.
- Your teacher will share policies and procedures for their use.

Room Behavior

- A higher level of classroom behavior is expected in the TelePresence classroom.
- Behavioral problems will not be tolerated.
- View your participation in this class as a privilege.

Room Behavior

- No food, drink or gum is allowed under any circumstances.

Questions?