

The Videoconferencing in the Classroom  
Project/[www.global-leap.com](http://www.global-leap.com)

Newsletter September 2004.

Dear Colleague

School Email: [mikeg@global-leap.com](mailto:mikeg@global-leap.com)

Contact Email: [office@global-leap.com](mailto:office@global-leap.com)

Please note that if there is only one email contact included above, your registered details on [www.global-leap.com](http://www.global-leap.com) have not been updated in the last 12 months and should be updated IMMEDIATELY. If you do not update your school's details you may find that your entry has been removed.

Please read this newsletter carefully. **A few minutes housekeeping now, will save all of us hours of time during the year.**

Believe me, booking and administration muddles are very frustrating for the project team, museum and gallery staff, and for your teachers. Please help avoid muddle, by making sure your contact details are accurate.

A new school term brings new staff and new posts of responsibility in schools. The contact details your school has registered on [www.global-leap.com](http://www.global-leap.com) could well now be out of date.

As the contact name at your school, YOU are responsible for disseminating the content of this and subsequent newsletters to all curriculum departments within your school.

### **Updating your details**

If email/addresses or contact names have changed at your school, please use your schools ID number to update your schools details now.

Please keep this number in a safe place and use it to update your original registration.

Please **do not** submit a completely new entry, or register your school for a second or third time, as this will result in multiple entries with different ID numbers for the same school, and potential school partners will be confused by your duplicate entries.

### **Tip:**

If the "last updated" date on a school entry is over twelve months ago, the school is unlikely to be proactive.

### **Tip:**

If you receive no reply from your partner school's email address, remember it is always good practice to send a message by snail mail or pick up a phone.

## Booking a VC lesson

(A special plea from the museum and gallery staff).

Please make sure **your school's** registered details are up to date and correct **before** you use **your school ID number (Ask Mike Griffith)** to book a museum or gallery VC lesson. When completing your on line booking form, please make sure you include the **DIRECT** contact details for the **class teacher** who will be working with the class for the VC lesson.

***Remember this is about collaboration, planning and team teaching. The museum teacher will expect to be able to contact the class teacher directly (not via the co-ordinator, IT person, Headteacher etc.) and will expect your booking form to include information about the class, size of the group, previous study, and anticipated learning outcomes. The museum staff may wish to send out appropriate learning resources before the lesson. This needs to go directly to the classteacher, so include a school postal address.(not the CLC address) Remember to indicate clearly which session you require, where a multiple choice is available.***

***Please remember, some of the museums and galleries may have limited staff time availability, so please make it as easy as possible to help them to help you.***

***They are all very, very keen to help you to plan your VC session, but they may not have time to play "telephone ping-pong messages" trying to track down missing information, or "unnamed" teachers.***

***Remember to print off your lesson confirmation email and keep it in a safe place for the future reference. Test your VC connection as quickly as possible (when requested by the colleagues at the museum or gallery).***

***Remember, some museum staff may no be available everyday of the week, and they are involved in a wide range of other activities, so don't leave testing till the last moment. Please do not cancel at the last minute. This wastes time and resources that another school could use. These VC lessons are provided free to your school/class but the cost, which is in some cases considerable is covered by the museum or gallery. Please be courteous and respect each other's time.***

***The museum and gallery staff will also appreciate your help with feedback and comments. This helps continued development of the videoconference programmes to meet your needs.***

### Tip:

Please HELP us HELP you.

Help, support and advice is available for schools, but ONLY to school who provide full and complete information about the connectivity, equipment and a DIRECT telephone number for audio communication during testing and trouble shooting. We cannot give appropriate advice if you don't know what

connectivity you have. If you really are not sure, please find out as much as you can, before telephoning or emailing and we will try to fill in the gaps. When emailing, please always identify clearly WHO you are, WHERE you are, and include a telephone number.

**Tip:**

Always include your full contact details when emailing. State clearly who you are and where you are and include a telephone number. Most email software enables you to add a signature to all your emails.

This is going to be an exciting school year with lots of continuing projects as well as many new and exciting projects being planned.

## Stories and requests

A teacher in the USA is looking for a project partner teacher:

"My name is Elizabeth Herndon. I am a Family & Consumer Science teacher.

My high school students and I are very interested in video conferencing with a class on topics such as:

food preparation and cultures, food origins, teenage pregnancy, teenage alcohol and drug abuse, and other life skill topics.

My classes would also like to share how to prepare southern foods such as fried chicken and peach cobbler. We are very interested in learning about food cultures from around the world."

If you would like to work with Elizabeth and her students please email: [mikeg@global-leap.com](mailto:mikeg@global-leap.com)

**Tip:**

Remember to put your own "small ad" about your project in the comments section of your network entry

## Another Successful School Link arranged through the Videoconferencing in the Classroom Project.

(It is always good to receive feedback on projects as they develop)

"Dear Mike,

Just to let you know and to say thank you very much for your support.

We are now having vc with Ridings High/Bristol on a regular basis and we have both agreed to go on with the link between our schools in the next term. It works all very well.

We are now linked with Stockton City Learning Centre (Val Brooks, Deputy Director) too and have already started to have lessons in a virtual classroom. We will go on in the next term as well. There are a lot of opportunities for our students to learn in a different way not only to improve language skills .

We only got started because of your excellent support.

Have a very nice holiday.

Kind regards,

Michael”

Bertha-von-Suttner-Realschule

Germany

[www.suttnerschule-koeln.de](http://www.suttnerschule-koeln.de) (The project provided initial advise testing and VC inset to the partner schools).

“I just wanted to thank you for your help to set up the videoconference between Ridings High and our school yesterday (Wednesday September 12<sup>th</sup> 2004). It was important for me to show the parents how a videoconference is working, so that they better can understand what we are going to do in our Comenius-project.”

Arne D Sunde, Stryn Ungdomsskule, Norway.

### **Continued Professional Development (CPD) by videoconference link.**

James Brindley School in Birmingham launched their videoconferencing activities this year by arranging an inset session on Friday September 3<sup>rd</sup> 2004 by linking to the Videoconferencing in the Classroom Project/[www.global-leap.com](http://www.global-leap.com)

Steve Hill organised a dozen staff to get know their kit’s potential and to discuss curriculum ideas and possibilities with Mike Griffith.

The session included practical hints and tips. The group finished the session with a link to another group of teachers and pupils in South Georgia.

We are looking forward to receiving your VC stories for inclusion in the next newsletter.

### **New to Videoconferencing?**

If your school is booking its first VC session with a museum, gallery or archive PLEASE seek advice about connectivity from me **before** booking. It is simple and straight forward to advise and carry out a face to face VC test to me at my desk.

DON'T LEAVE testing till the last minute and then inconvenience everyone by cancelling the session, if a problem is discovered too late.

#### **Tip:**

If you are new to VC in the Classroom, it really is worth asking for a “My First Videoconference” to check out your room set up/audio etc. and give your class the opportunity to get a feel for what to expect, and practice being in front of the camera and presenting themselves clearly and speaking slowly.

#### **Tip:**

The Videoconferencing in the Classroom Project/[www.global-leap.com](http://www.global-leap.com) is **your** classroom resource.

If you have a question – ASK.  
Don't struggle with concerns and issues. Ask for help and advice.

**A Note from the website about: The Videoconference Test - Automated Test Facility**

<http://www.global-leap.com/contact/test.htm>

**Global Leap offers an opportunity for you to test your video conference equipment by dialling:**

**ISDN NUMBER : +44 (0)20 8426 2194(128K)**  
**IP (ADSL) Address: 80.68.51.35 (recommended 128K)**

Using your videoconference equipment -  
*This number should **not** be used for any telephone contact!*

This is an **AUTOMATED TEST FACILITY**. When you dial the number using your videoconference equipment you will see a short recorded DVD video of various conference activities with schools and hear recorded music. This will enable you to test that your **ISDN or IP** connection is working correctly. Please note this only tests your outgoing line. Your partner school needs to test their connection too.

**IMPORTANT:**

The picture you will see is a DVD video recording only, and is **NOT** intended to represent the picture quality you should expect to receive during a live point to point videoconference lesson. The picture quality of this demo recording will NOT be improved by using multiple ISDN line or Broadband connectivity. It is intended to be a convenient test facility only, and not a demonstration of videoconference call quality.

**If you need advice on these matters, please telephone and arrange a convenient time to make a live link with one of our colleagues which will be a more reliable demonstration of these issues and discuss any concerns you may have about connectivity issues.**

This test facility is intended to quickly test your ISDN/IP video link before making your conference link, or it can be used as a simple method of developing your technical confidence with using your videoconference kit.

**However** please do not use the test facility continuously for long periods of time as this prevents other schools and museum colleagues from using it for testing their connectivity prior to a lesson.

**Thanks for all your help and support. I know its going to be a great year.**

**HAVE FUN.**

## Mike Griffith

Mike Griffith (DfES Consultant "Videoconferencing in the Classroom")

<http://www.global-leap.com>

The Global-Leap.com website is part of the "Videoconferencing in the Classroom Project" which is funded by the DfES. The project does not represent any resellers of videoconference equipment.

in association with the ICTiS, DfES and Arbour Vale School, Slough, UK

My Telephone Contact Number:+44 (0)20 8866 6036

Mobile Telephone:+44 (0)7900 814 922

3G Videophone +44 (0)7782249567

Videoconference Help and Support for schools (Technical and Curriculum content and application).

Demonstrations and Testing on Request, School partners and International Links, Museums and Galleries.

Global Leap Automated Videoconference Test Facility ISDN +44 (0)20 8426 2194(128K)

Broadband IP 80.68.51.35 (recommended speed 128K)

To arrange a face to face videoconference test telephone: +44 (0)208866 6036 and ask to make an appointment