Welcome to the Distance Learning Workshop

Come up and take a closer look at the equipment.

1. Telepresence Panel
2. Speakers
3. Microphones
4. Touch 10 Pad
5. Docking Station and Laptop

Please sign in
Distance Learning Workshop

DIGITAL & MULTI-MEDIA LEARNING

LEARNING ENGAGEMENT DEEPER LEARNING

Technology Services

INSTRUCTIONAL TECHNOLOGY

HTTP://WWW.COBBK12.ORG/CENTRALOFFICE/INSTRUCTIONALTECHNOLOGY/
Participant Introductions
Join Edmodo

Go to: cobbk12.Edmodo.com

Log in: Use Office 365

Select Join a Class: Join Code 9a5y3a
Distance Learning group

Respond to the Poll: Have you ever attended one of the CCSD Distance Learning trainings before today?
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## Instructional Technology Resources

<table>
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<tr>
<th>CCSD</th>
<th>Departments</th>
<th>Instructional Technology</th>
<th>Innovative Learning</th>
<th>Distance Learning</th>
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### IT Home

- **Innovative Learning**
  - Bring Your Own Device
  - CCSD Wireless Network
  - Distance Learning

### Classroom Resources

- Edmodo
- Flipped Class
- iPads
Checklists

Additional Resources

- Frequently Asked Questions
- Distance Learning OneNote Resource
- Sharing the Display for 3 Different Outputs
- Distance Learning PowerPoint Presentation
- Before First Class Checklist
- Maintenance Checklist
- Contact Information Form

Distance Learning Checklist

Things to do BEFORE the first class is held

Administrative

- Clearly mark emergency exit or safe zone
- Display school/CSUSD/TUSD symbol
- Play safe school/CSUSD/TUSD symbol
- Exchange contact information (unplugged) with remote school; distance learning
- Contact (must be updated to remote school(s)/TUSD Staff Directory and/or CUSD/CSUSD Staff Directory)
- Please be prepared to contact school(s)/TUSD Staff Directory in advance to ensure you are
- Get to know people at your school who work with distance learning
- Gather information about emergency procedures

Periodic Distance Learning Equipment Checklist

Instructional Technology Distance Learning Resources

- CISCO Panels
- CISCO Speakers
- CISCO Microphone
- Document Camera
- Laptop connected to Document Camera
- Docking Station
- Touchpad
- Power Cord
- Ethernet Cord
- HDMI Cord
- Camera Position Presets are in their proper position for classroom instruction.
- Working, dark-colored, dry erase markers are available for every class session.
Equipment in a Distance Learning Classroom
Out of the Box

CISCO MX700 a/k/a Telepresence Panel

Touch 10 Pad
Telepresence Panel
Telepresence Connection

3 cords coming from outlets:
1. Power
2. HDMI
3. Ethernet

Two cords coming from microphones into the bottom of the Telepresence Panel

*Setup varies from school to school
Touch 10 Pad
Touch 10 Pad Connections

Two connections

◦ Ethernet from Touch 10 Pad to wall/switchbox
◦ HDMI from wall/Telepresence Panel
Speakers

4 speakers on each side at the top of the Telepresence Panel and 1 between the cameras
Camera

Green Light on Camera and movement of Camera

Make EYE contact with the camera with a GREEN light.
Camera Follows and Side Conversations
Camera Range of View

120°
Camera Range of View

120°
Manage the Physical Environment
Camera
Voice
Tracking

Tap the **Camera** to activate Camera options

Click on **Speaker Tracking** to manually control camera

Tap anywhere outside the menu to exit
Add Camera Presets

Tap the **Camera** to activate Camera options

Click on **Speaker Tracking** to manually control camera

Adjust, **Tilt, Pan** and **Zoom**, as required

Select Add

Type in the preset name

Tap **Save** to make the new camera preset permanent
Camera Presets Examples

Student Groups or Tables

Presentation Station

Maps, Graphs, or Posters

Dry Erase Board or SMART Board
Practice Time

• Explore & Create Camera Presets
Touch 10 Pad

Bottom right is microphone button:

- **Green** is **on**
- **Red** is **off**

**Note:** When muted camera tracking is OFF.
Microphones

Microphones are located at varying locations on the ceiling

Green is **on**

Red is **off**
Tap the touch screen to wake the system

Sleep Mode

Tap the touch screen to wake up the system, if needed.
# Telepresence Call Numbers & Help Desk

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Placing a Call

Tap Call to initiate

Click on the search bar to type in the number

Tap on 123 to bring up the numeric pad

Type in the number of the location you are trying to call

Click on the call button to your desired location
Practice Time

- Location that comes 1<sup>st</sup> alphabetically will call the other location.
  - Place a call.
  - Hang up.
Additional Features
New Upgrades!

• More than Point-to-Point
• Add more CCSD distance learning locations to the same call
New Upgrades!

• Scheduled Calling
  • Set up through Outlook

Add the TP units for all sites participating in the collaboration. Also, add the administrators of the meeting to this email.

Fill in the date and times to start and end the meeting. Note: Outside connection cannot join the meeting until the exact time.
New Upgrades!

• Join Call via Link
• Set up through Outlook
Outlook Scheduling Advantages

• Creates a viewable link for outside access
  o Absent students
  o Guest speakers

• Automatically calls each telepresence system
  o No instructions needed for substitutes

Want more information? Contact your local TTIS
Tools for Distance Learning

Class Website: Edmodo

Printer Access

Document Camera

OneDrive, OneNote, & Office 365

http://streamingcobb.cobbk12.org/Panopto/Pages/Viewer.aspx?id=16a2cc48-c4ac-4d45-8bc1-eb3bce3fca74
Engaging Students
Interactive | Engaging Tools

- Turn & Talk
- Video
- Edmodo
- OneNote
- OneDrive
- Forms
- Document Camera
- SMART Lab
- Flipgrid
- Timer
- Movement
- Camera Presets
Fun Formative Assessments from Both Locations

classlab.com

3320 7906

0 Connected Students
Distance Learning
OneNote Resource
Microsoft Forms

Once you have downloaded the OneNote, locate the Microsoft Form embedded in the Training Content section of your OneNote.
Let’s Take a Look at Our Results

http://bit.ly/2hHR0T9
Math – Using a Document Camera

Please solve the following equation

$$2x + 9 = 7, \text{ solve for } x$$
Sharing Content

1. Connect your source and make sure it is switched on. Tap **Share** (a), then scroll horizontally (b) to locate the presentation source, if needed. Once located tap the required source.

2. Tap the three small dots (→), to access the menu allowing you to preview or to share the content of the selected source.

3. Tap **Preview**, if you want to check what you will share before you share it, and then tap **Share** to actually start sharing the content of your source.

4. Your content will now be viewable by all connected participants, to stop sharing content tap **Stop Sharing**, as shown.
Communication is key!

Connect with Distance Learning students

http://streamingcobb.cobbk12.org/Panopto/Pages/Viewer.aspx?id=927416bc-f3bb-4651-82ec-4ce4b5252bb8
Role of the Facilitator in a Distance Learning Classroom
1. What is the role of the facilitator in a distance learning course?

2. What should teachers and/or facilitators do to ensure a successful learning environment in BOTH locations?

Turn and Talk
Communication!

Teachers and Facilitators MUST communicate.

What are 3 actions you will take to ensure successful communication between the two of you?
Reflections on Distance Learning

http://streamingcobb.cobbk12.org/Panopto/Pages/Viewer.aspx?id=f4bf26d7-8699-49f7-bc71-2c7236f9e17a
Instructional Technology Resources

CCSD Departments Instructional Technology Innovative Learning Distance Learning

IT Home Innovative Learning Classroom Resources

Bring Your Own Device Edmodo
CCSD Wireless Network Flipped Clas
Distance Learning iPads
Distance Learning Support

TTIS Support
Instructional Technology Website
Digital Transformation Team
Support CTLS Teach
Edmodo PLN for Distance Learning
Future Distance Learning Workshops
Help Desk
Questions?
Ticket Out the Door

https://flipgrid.com/c7a36b

Use Flipgrid to make a recording of the following:

3 - Things you learned from the training.
2 - Things you found interesting and that you’d like to learn more about.
1 - Question you still have about the material.
Network & Collaborate
Thank you!