Videoconferencing

Videoconferencing as a Teaching Tool

At the University of Saskatchewan, a technician will be looking after the technical aspects of the course but you need to be sure that your slides are prepared properly. Following the requirements here will ensure that visual part of your course will run smoothly.

Slide Preparation

- Use the preset template or choose a dark blue or green background with a light yellow/white font in large classrooms.
- Use the following naming protocol for the file; Course name, Date, your name.pptx; this will help the technician ensure that the correct file is loaded. (Example: Anatomy 100, Sept17, billybob.pptx)
- Number your slides, so students can follow along if the video fails
- Set 2-3 objectives per hour for what the students will learn during the session and place them on your PowerPoint slides (PPT) near the beginning of the session and at appropriate intervals. If you have more than 4 objectives, learn to use a MAP slide.
- If you have large amounts of text or procedure outlines, send them to the students ahead of time as either word documents or PDFs. Only include key points on your PPT; don't fill the slides with text.
- Use size 36-38 FONT for text body and 44-60 for Headings in your PowerPoint.
- Use Arial, Helvetica or Impact font, not Times New Roman because it will be easier to read at the distant location.
- Place a small space (14-16 size) between points on your slides.
- Use graphics to illustrate your points, see The National Library of Medicine or the Anatomy Clipart or 19th century medical images collection as a source of images.
- Check the MedEd Portal, Merlot and International Association of Medical Science Educators’ (IAMSE) HEAL for learning objects.
- Use PowerPoint Animations (2007, 2013) to bring up one point at a time in order to focus attention on what you will be saying. Avoid using more extreme animations and motion paths because of time delay issues between the two sites.
- Use mnemonics, numbers or other memory aides to help students remember important lists or procedures.
- Make sure you include PowerPoint slides that have questions/activities that focus on the distance students every 15-20 minutes. In the adrenaline rush of teaching, it is easy to lose track of distance students. These slides act as build-in reminders! Use clicker slides at least once in the session.
- Provide paper cases, crossword puzzles or other activities in case there is dead air time. You want your students using this time productively.
- Email your presentation, supporting documents and dead time activities to the meeting and technical coordinator at least once in the session.

Teaching with Videoconferencing

- Arrive 20-30 minutes early, so you can find out where cameras, microphones, remote controls and computer are located and receive advice on how they operate.
- Ask the technician where you should stand to avoid placing yourself in front of the data projector.
- Set up a word document with size 24+ font on the desktop that can be used to answer complex questions or for brainstorming. Think of it as an electronic flip chart
- Do not use laser pointers or your hands to highlight points, they can't be seen at the remote site, so use the computer mouse.
- Look at the camera as if it was a very important person. If you are a very dramatic presenter, practice being "still". Movement is great in a regular class, but is incredibly annoying when videoconferencing, so move slowly. Place a LOOK HERE sticker to remind yourself to look at the camera not the slides.
- Speak loudly and enunciate each word; don't hold paper/pens or other noisy tools in your hand.
- There will be a time delay for remote site responses, SO BE PATIENT.
- Technical problems will be handled by the technicians at both sites. Ask questions if you are unsure about something.
- Technology fails, so be patient if something isn't working. If you have audio, but no video, you can always use the paper handouts.
For more information about creating teaching sessions, check out:

1. When the Scientist Presents blog Faculty Development has the companion book
   PRACTICAL POWERPOINT FOR MEDICAL EDUCATORS: Designing
   Effective Slides According to Principles of Learning
2. p cubed presentations A site about improving Presentations
3. Think Outside the Slides - videos about improving PowerPoint slides
4. 10 Tricks when using Prez! the PowerPoint Alternative
5. Animate your SmartArt graphic
6. How to Fight Lecturalgia
7. 5 Creative Ways To Highlight Text In Powerpoint
8. PowerPoint timers, score sheets, fill in the blank Templates

Technology Tools

- Archiving Tools
- Audience Response Tools
- BBIearn
- Illness Scripts and Mind Mapping
- One 45
- Podcasting
- PowerPoint
- Social Media (Blogs, Wikis, Twitter)
- Videos
- Videoconferencing

- Using the cloud to enhance clinical teaching
- Open Medical Education Practice a site for those interested in exploring how to develop as an open digital scholar and teacher in medical education.