

# Spanned Classroom Teaching Protocols and Technology Awareness

- ▶ Become familiar with the room and spanned technology before your first class. Attend a drop-in training session (Staff Development or email: [elarningtraining@ecu.edu.au](mailto:elarningtraining@ecu.edu.au)). View the instructional videos and support resources on the ECU Learning Technologies Intranet site: <http://intranet.ecu.edu.au/learning/learning-technologies/tel-spaces>
- ▶ In your first class, ask a student at the unsupervised remote end to locate and identify the room support phone for OSH awareness.
- ▶ At the beginning of each session, ask for room silence and confirm that audio can be heard at both ends of the connection.
- ▶ Advise students to be mindful of casual conversation levels when ceiling microphones are active.
- ▶ For a small class size, turn camera auto-tracking off and manually zoom to frame the local audience.
- ▶ Mute the conference microphones at both ends of the connection for group activities.
- ▶ If your teaching style or activities involve movement in the room to engage with students, turn camera auto-tracking off and provide a wide-angle view of the classroom to the remote audience.
- ▶ During the session and when making changes on the console, confirm that audio can be heard at both ends of the connection.
- ▶ If the spanned connection is lost, allow the system to auto reconnect rather than use the redial option on the console.
- ▶ Use the room support phone to call for assistance with technical difficulties.
- ▶ Inform students that a warning message will display 15 minutes before the end of the allocated class time and will auto disconnect the spanned connection (ECU policy to vacate the room 15 minutes prior beginning of next class).
- ▶ At the end of the session, turn wireless microphones off and return the microphones to the charging station. Shutdown the room PC and turn off the console.