

Welcome to the Distance Learning Workshop

Please sign in

**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



Distance Learning Workshop



TechnologyServices
INSTRUCTIONAL TECHNOLOGY

Participant Introductions



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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?*



High School Edmodo Codes | **DL Join Code 9a5y3a**

Allatoona

• **p76756**

Campbell

• **fmnc7n**

Harrison

• **e47lyq**

Hillgrove

• **nnes1b**

Kell

• **5hfern**

Kennesaw Mountain

• **09bo5k**

Lassiter

• **ylonps**

McEachern

• **u0idl0**

North Cobb

• **2a5ggu**

Osborne

• **hfgkx1**

Pebblebrook

• **40n61g**

Pope

• **9tqvjd**

South Cobb

• **ddgt31**

Sprayberry

• **576b47**

Walton

• **b32yy3**

Wheeler

• **F07fpr**

Instructional Technology Resources

CCSD

Departments

Instructional
Technology

Innovative
Learning

Distance
Learning



IT Home

Innovative Learning ▲

Classroom Resources ▼

Bring Your Own Device

CCSD Wireless Network

Distance Learning

Edmodo

Flipped Clas

iPads










Technology Services

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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

[Instructional Technology Distance Learning Resources](#)

ADMINISTRATIVE

- ☐ Clearly and conveniently post Local and Remote School CISCO Dial and Telepresence Codes
- ☐ Exchange contact information (cell phone/email) with remote school's Distance Learning Facilitator.
- ☐ Request to be added to remote School's Staff Distribution List in Outlook to ensure you are knowledgeable of items that may affect class scheduling like fire drills, assemblies, etc.
- ☐ Gather information needed to complete the Distance Learning Contact Sheet. (Note where to find it.)

PROCEDURAL

- ☐ Designate location for Distance Learning Handbook/OneNote (?) and ensure it remains in that location easy access when needed.
- ☐ Determine procedures for Emergency Drills.
- ☐ Determine procedure in the case of no/limited Internet access/network goes down.
- ☐ Determine procedure for Bathroom Breaks.
- ☐ Determine procedure for student work. It is recommended that Host and Remote come to a consensus procedure be consistent.
- ☐ Configure class
- ☐ Create seating

TECHNOLOGY

- ☐ Ensure dashboard
- ☐ Test and p This includ
 - CIS
 - sp
 - D
 - L
- ☐ Set

Periodic Distance Learning Equipment Checklist

[Instructional Technology Distance Learning Resources](#)

Periodically throughout the school year, and especially after School Calendar Breaks, make sure all required Distance Learning technology is present and in proper working order. This includes:

- ☐ 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.

Distance Learning Contact Sheet

[Instructional Technology Distance Learning Resources](#)

Course Information

Course Name: Course Name

Host School: Host School

School Year: School Year

Remote School: Remote School

Semester: Semester

Local School Contact Information

TEACHER: Teacher

Email: Teacher Email

Cell Phone: Teacher Cell

TTIS: TTIS

Email: TTIS Email

Cell Phone: TTIS Cell

TECH SUPPORT: Tech Support

Cell Phone: Tech Support Cell

Cell Phone: Custodian Cell

Cell Phone: School Admin Cell

Contact Information

Cell Phone: Facilitator Cell

Cell Phone: Remote TTIS Cell

Cell Phone: Remote Tech Support Cell

Cell Phone: Remote Custodian Cell

Cell Phone: Remote School Admin Cell

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:

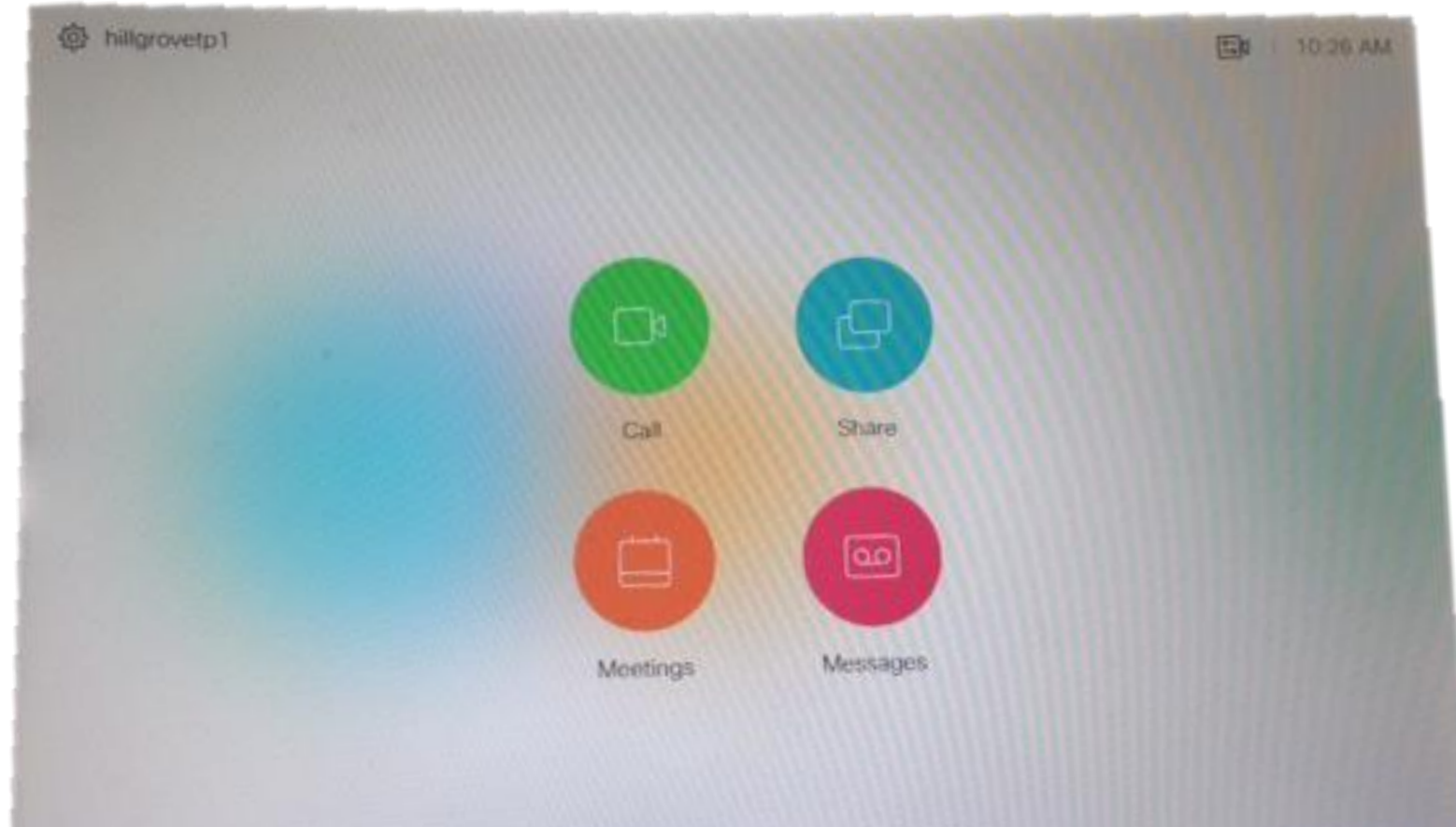
1. Power
2. HDMI
3. Ethernet

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

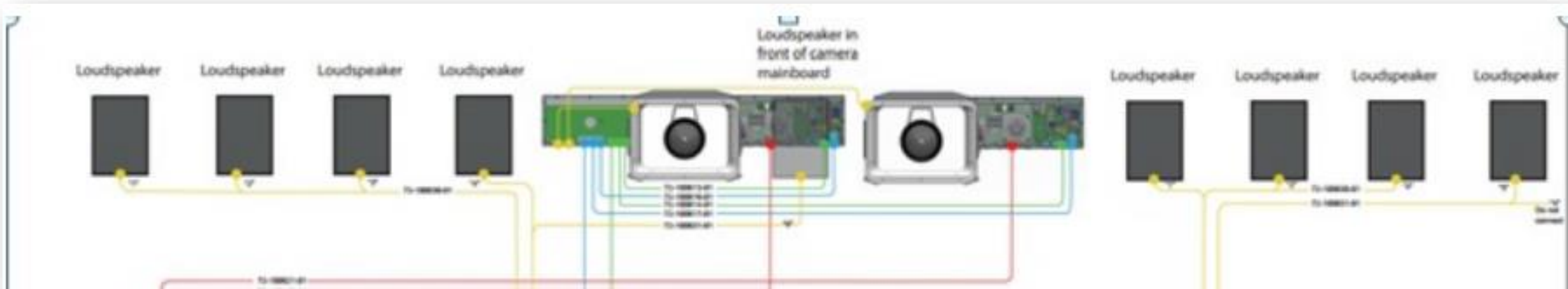
Two connections

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



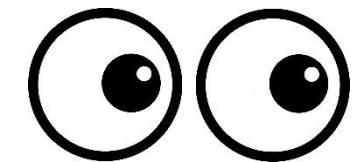
Speakers

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



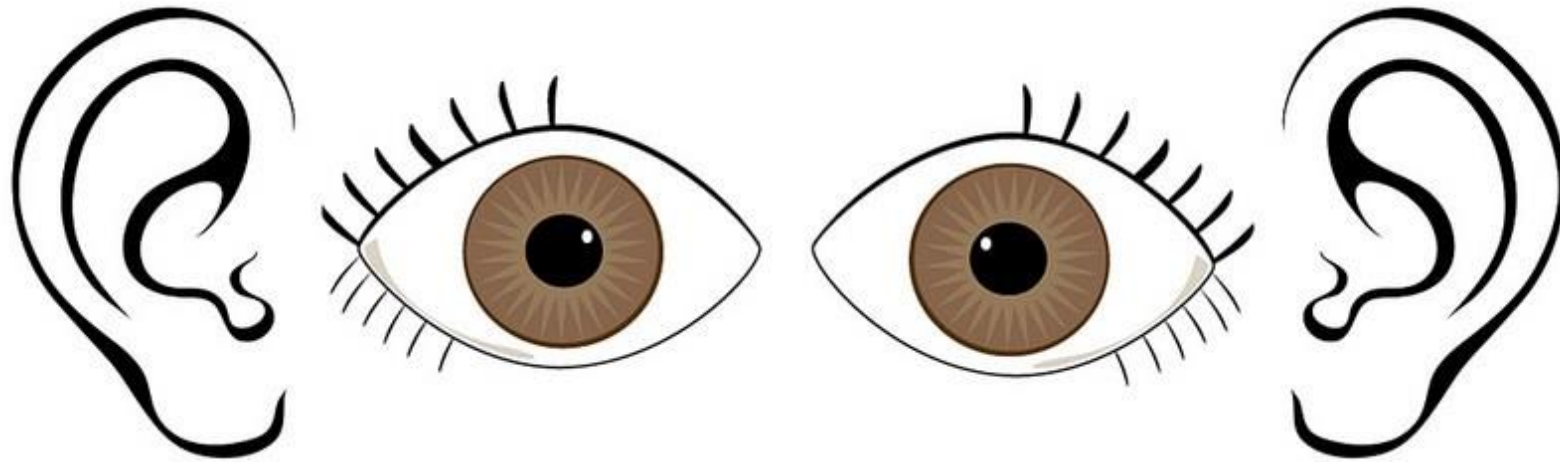
Camera

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



Camera Range of View



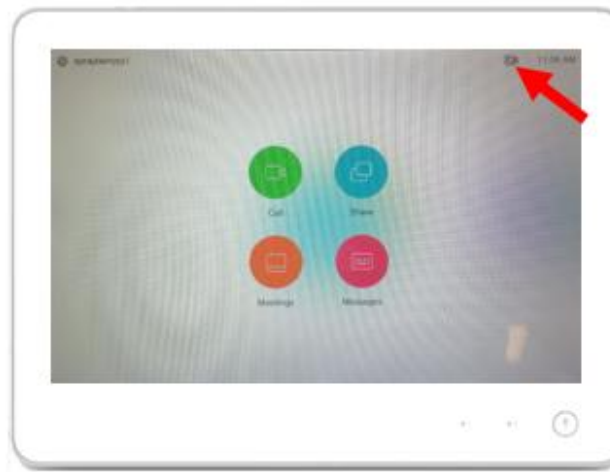
Manage the Physical Environment



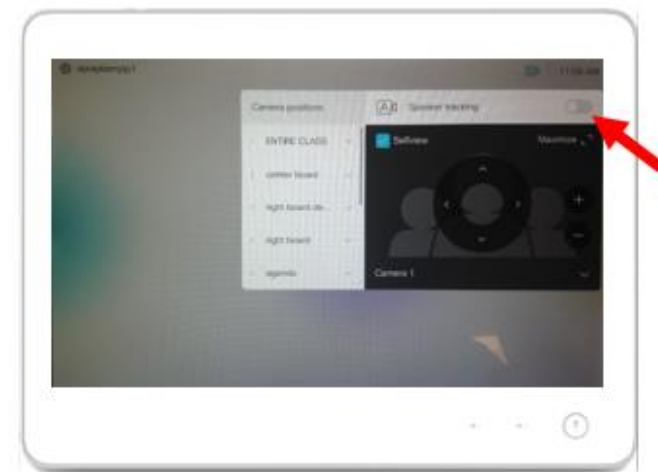
Sample Distance Learning Classrooms



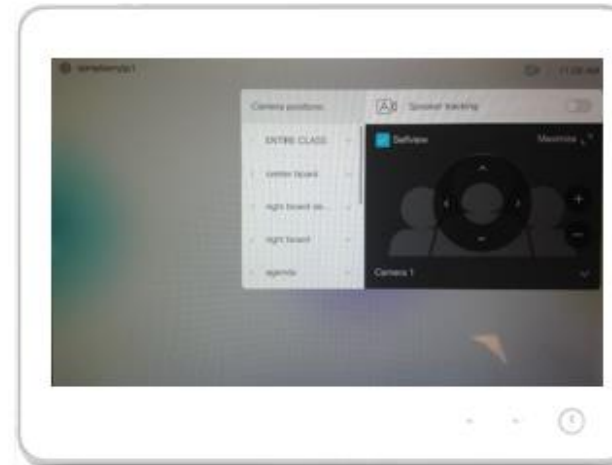
Camera Voice Tracking



Tap the **Camera** to activate Camera options

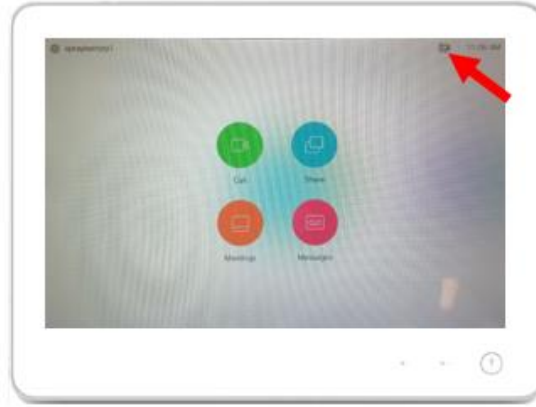


Click on **Speaker Tracking** to manually control camera

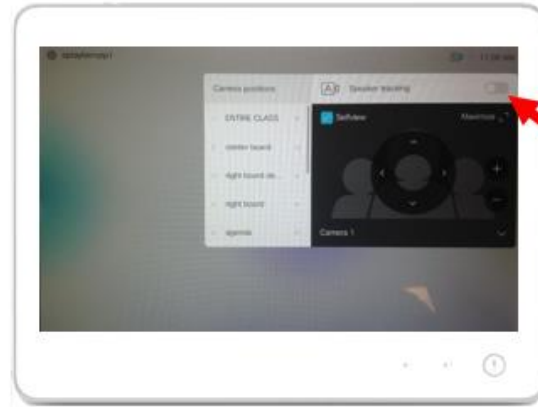


Tap anywhere outside the menu to exit

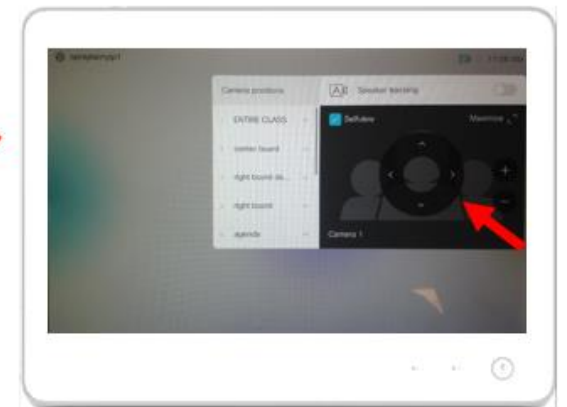
Add Camera Presets



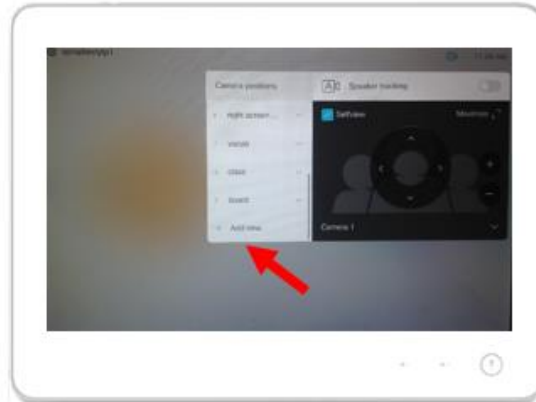
Tap the **Camera** to activate Camera options



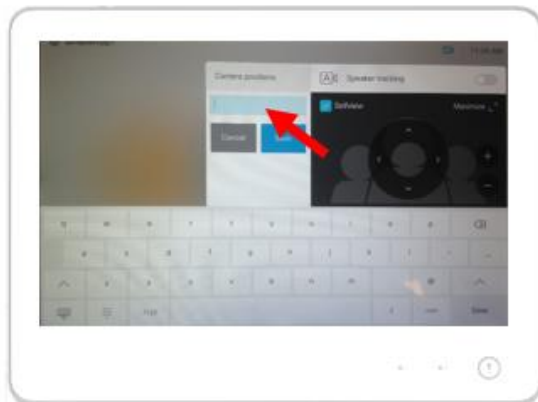
Click on **Speaker Tracking** to manually control camera



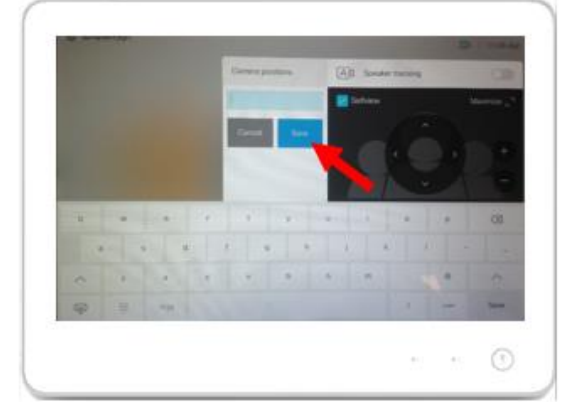
Adjust, **Tilt**, **Pan** and **Zoom**, as required



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

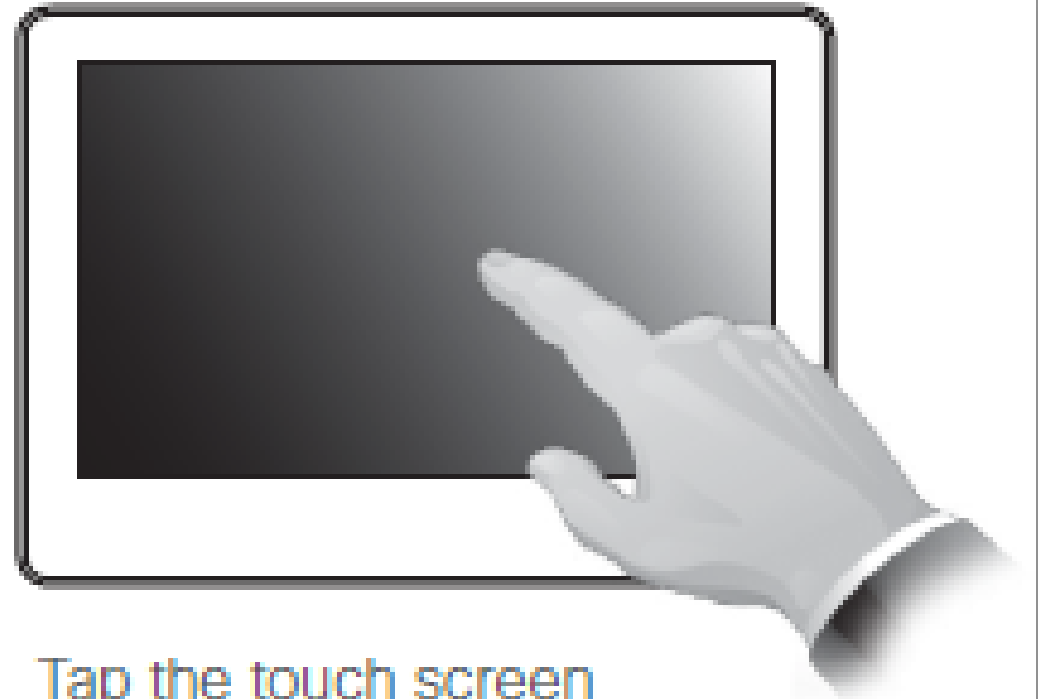
Green is on

Red is off



Tap the touch screen to wake the system

Sleep Mode



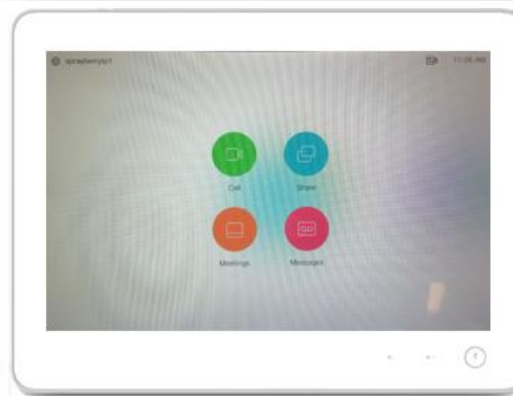
Tap the touch screen
to wake up the system,
if needed.

Telepresence Call Numbers & Help Desk

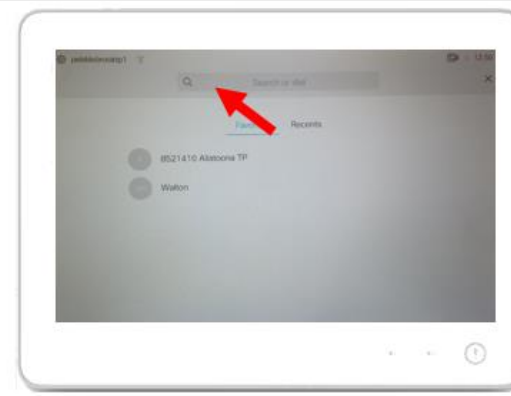


School	Internal Dial Code	Room #	Install Date	Model
Allatoona	8-521-410	2302	30-Mar	MX 700
Campbell 1	8-517-410	805	3-Jun	MX 700
Campbell 2	8-517-411	404	Cisco Install	MX 800
Harrison	8-516-410	412	18-Mar	MX 700
Hillgrove	8-520-410	MC Breakout	11-Apr	MX 700
Kell	8-519-410	2224	11-Apr	MX 700
Kennesaw Mtn.	8-518-410	MC Breakout	12-Apr	MX 700
Lassiter	8-512-410	MC	31-Mar	MX 700
McEachern	8-501-410	S106	14-Apr	MX 700
North Cobb	8-505-410	2101	15-Apr	MX 700
Osborne 1	8-507-410	309	21-Jun	MX 700
Osborne 2	8-507-411	112	Cisco Install	MX 800
Pebblebrook 1	8-506-410	MC	Cisco Install	MX 300 (2
Pope	8-515-410	504	Summer	MX 700
South Cobb	8-503-410	707	29-Mar	MX 700
Sprayberry	8-510-410	Old Teacher Lounge	25-Mar	MX 700
Walton 1	8-511-410	E197	5-May	MX 700
Walton 2	8-511-411	E192	Cisco Install	MX 300
Wheeler	8-509-410	520	20-Apr	MX 700
Dickerson MS	8-317-410	Media Spec. Office	Cisco Install	EX 90

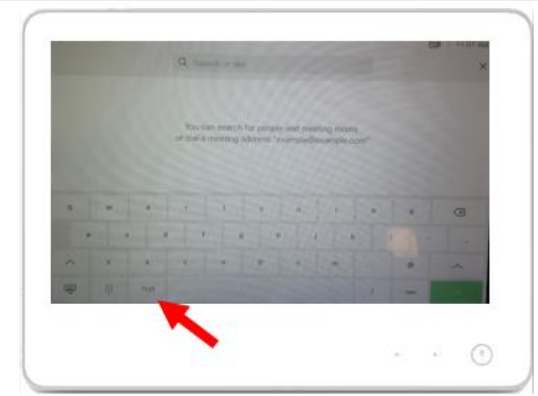
Placing a Call



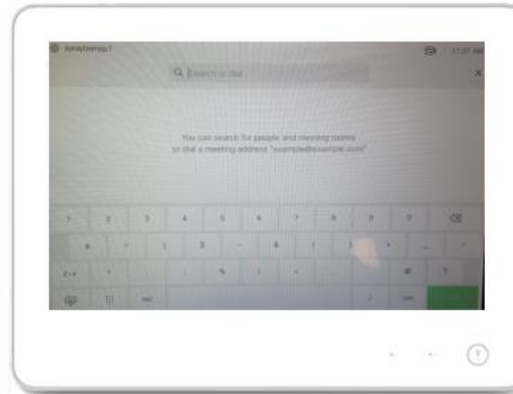
Tap Call to initiate



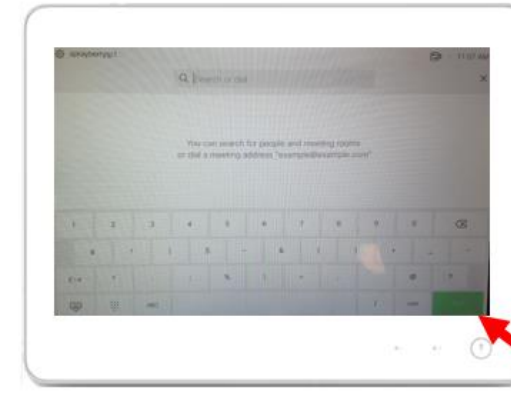
Click on the search bar to type in the number



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 1st alphabetically will call the other location.
 - Place a call.
 - Hang up.

Additional Features

New Upgrades!

1

- More than Point-to-Point
 - Add more CCSD distance learning locations to the same call



New Upgrades!

2

- Scheduled Calling
- Set up through Outlook

The screenshot shows the Outlook 'Test Meeting - Meeting' window. The 'To...' field contains 'KellTP; OsborneTP; spr' and 'SprayberryTP <SprayberryTP1@cobbk12.org>'. The 'Subject' field is 'Test Meeting'. The 'Location' is 'Kell'. The 'Start time' is 'Tue 10/24/2017 4:34 PM' and the 'End time' is 'Tue 10/24/2017 4:39 PM'. A red arrow points from the text 'Add the TP units for all sites Participating in the collaboration. Also Add the Administrors of the meeting to this email' to the 'To...' field. Another red arrow points from the text 'Fill in the date and times to start and end the meeting.' to the 'Start time' field. A third red arrow points from the text 'Note: Outside connection cannot join the meeting until the exact time.' to the 'End time' field.

We won't be able to deliver this message to OsborneTP because the email address is no longer valid.
KellTP: "Do NOT give out your user name and password"

You haven't sent this meeting invitation yet.

To... KellTP; OsborneTP; spr; SprayberryTP <SprayberryTP1@cobbk12.org>

Subject Test Meeting

Location Kell

Start time Tue 10/24/2017 4:34 PM ☐ All day event

End time Tue 10/24/2017 4:39 PM

test

Room Finder

October, 2017

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided for meetings with a duration of less than 30 minutes.

Add the TP units for all sites Participating in the collaboration. Also Add the Administrors of the meeting to this email

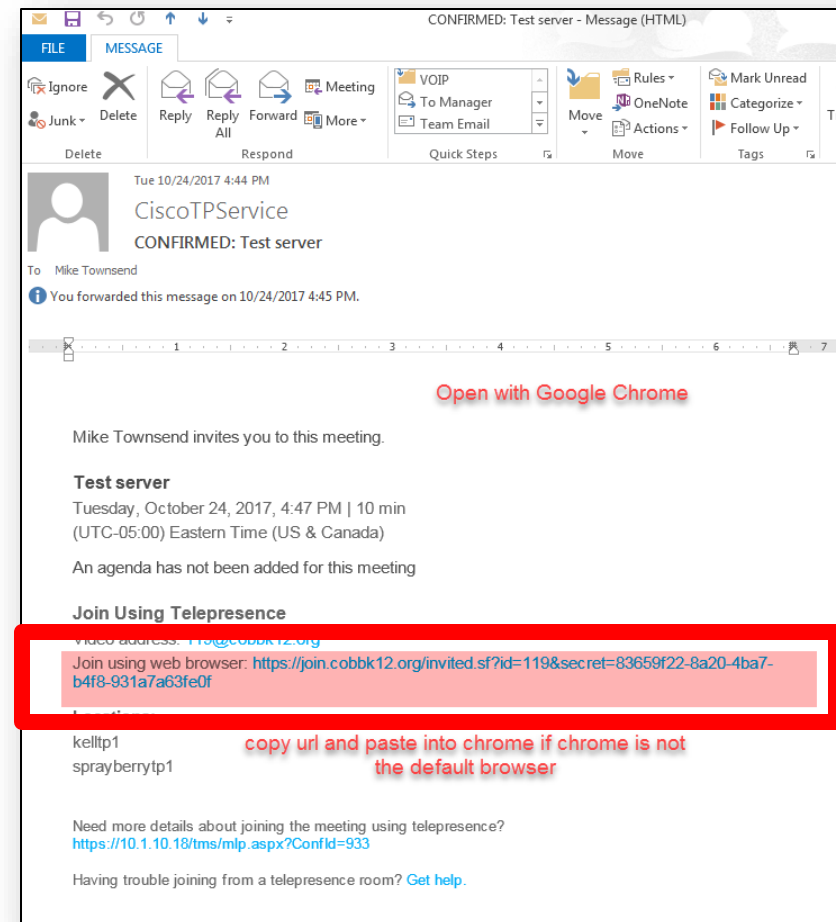
Fill in the date and times to start and end the meeting.

Note: Outside connection cannot join the meeting until the exact time.

New Upgrades!

3

- Join Call via Link
- Set up through Outlook



Outlook Scheduling Advantages

- **Creates a viewable link for outside access**
 - Absent students
 - Guest speakers
- **Automatically calls each telepresence system**
 - No instructions needed for substitutes

Want more information? Contact your local TTIS

Best Practices for Distance Learning

**Julie
Walls**



Former
Distance
Learning
Teacher

Tools for Distance Learning

Class Website: Edmodo

Printer Access

Document Camera

OneDrive, OneNote, & Office 365

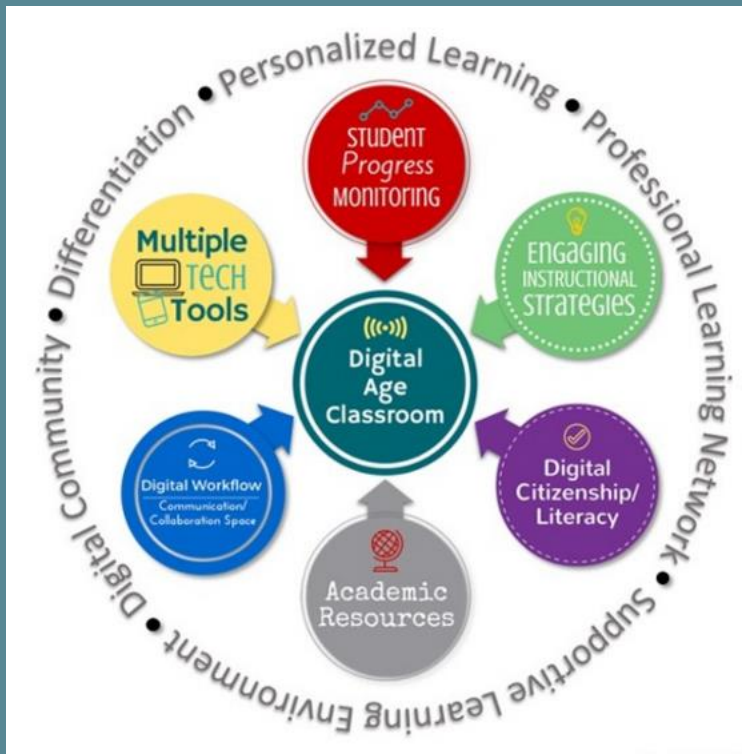


<http://streamingcobb.cobbk12.org/Panopto/Pages/Viewer.aspx?id=16a2cc48-c4ac-4d45-8bc1-eb3bce3fca74>



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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

Multiple
 TECH
Tools

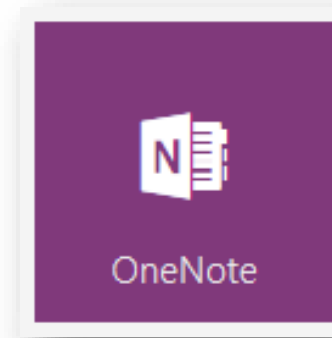


SMART
Notebook



SMART
lab


Distance Learning OneNote Resource



[IT Home](#) [Innovative Learning](#) [Classroom Resources](#) [Data Driven Instruction](#) [Interactive Classrooms](#) [Digital Citizenship](#) [Staff](#)

Distance Learning

Classrooms without walls!



Getting Started

- [Touch 10 Pad Quick Start Guide](#)
- [Newest Cisco TelePresence User's Manual v8.0](#)
- [Cisco TelePresence User's Manual v7.3](#)

Additional Resources

- [Distance Learning OneNote Resource](#)
- [Sharing the Display for 3 Different Outputs](#)
- [Distance Learning PowerPoint Presentation](#)
- [Before First Class Checklist](#)
- [Maintenance Checklist](#)
- [Contact Information Form](#)

Teacher Resources

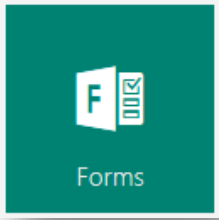
- [Center for Interactive Learning and Collaboration Resources](#)

ISTE Standards

- Students
- Educators
- Administrators
- Coaches
- Computer Science Educators
- Essential Conditions

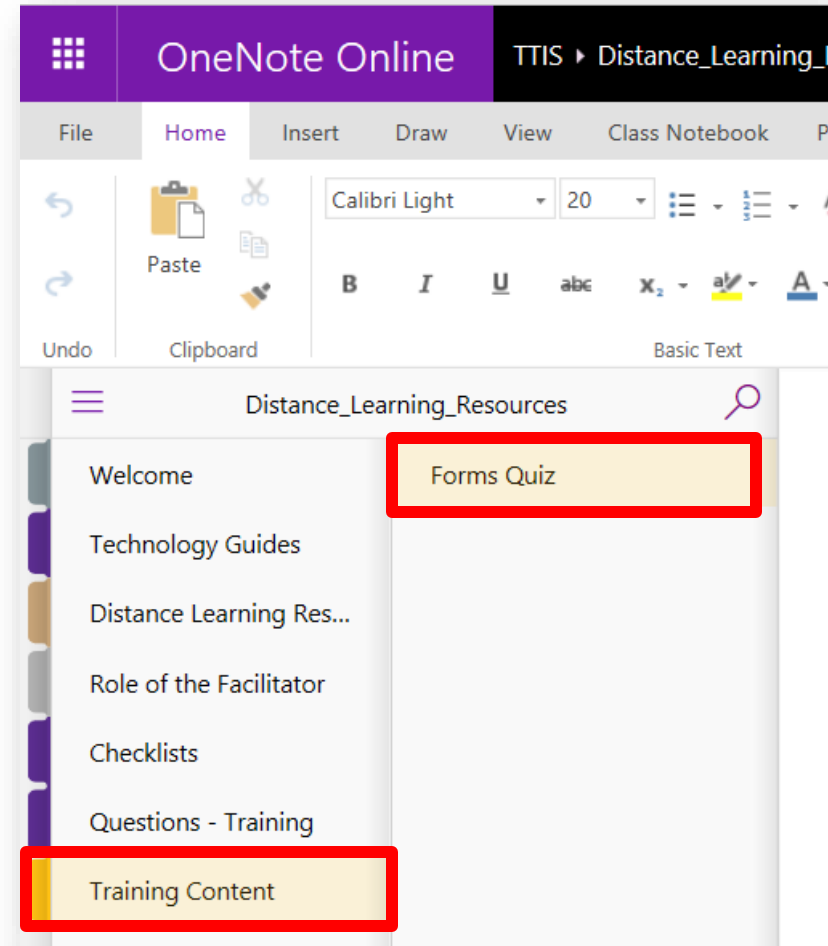
The International Society for Technology in Education (ISTE) are the standards for learning, teaching, and leading





Microsoft Forms

Once you have downloaded the OneNote, locate the Microsoft Form embedded in the Training Content section of your OneNote.



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Let's Take a Look at Our Results

- <http://bit.ly/2hHR0T9>

A screenshot of a Microsoft Forms quiz titled "United Kingdom Quiz". The interface shows a top navigation bar with "Forms", "Preview", "Theme", and "Share" buttons. Below this, there are tabs for "Questions" and "Responses". The "Responses" tab is active, displaying a summary of the quiz results. The summary shows 0 responses, a 00:00 average time to complete, and an "Active" status. There are buttons for "Review answers" and "Post scores", and a link to "Open in Excel". Below the summary, there are two questions: "1. First Name *" and "2. Last Name *", each with a text input field labeled "Enter your answer". The background of the form has a blue sky and cityscape illustration.

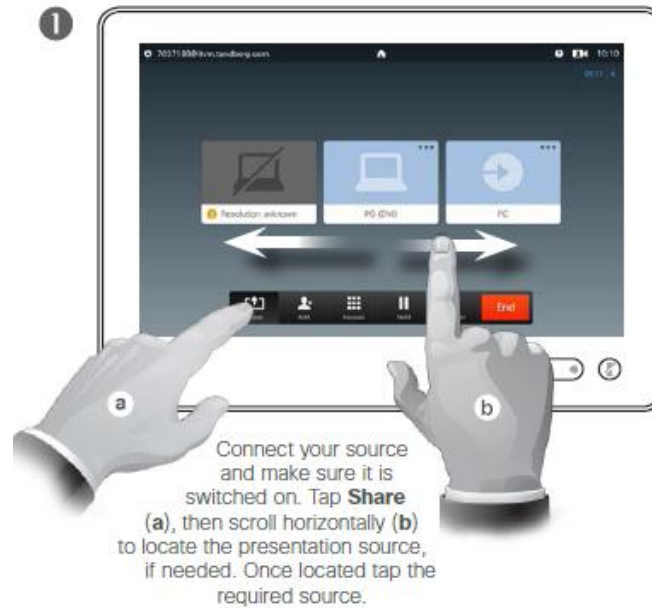
Math – Using a Document Camera

Please solve the following equation

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

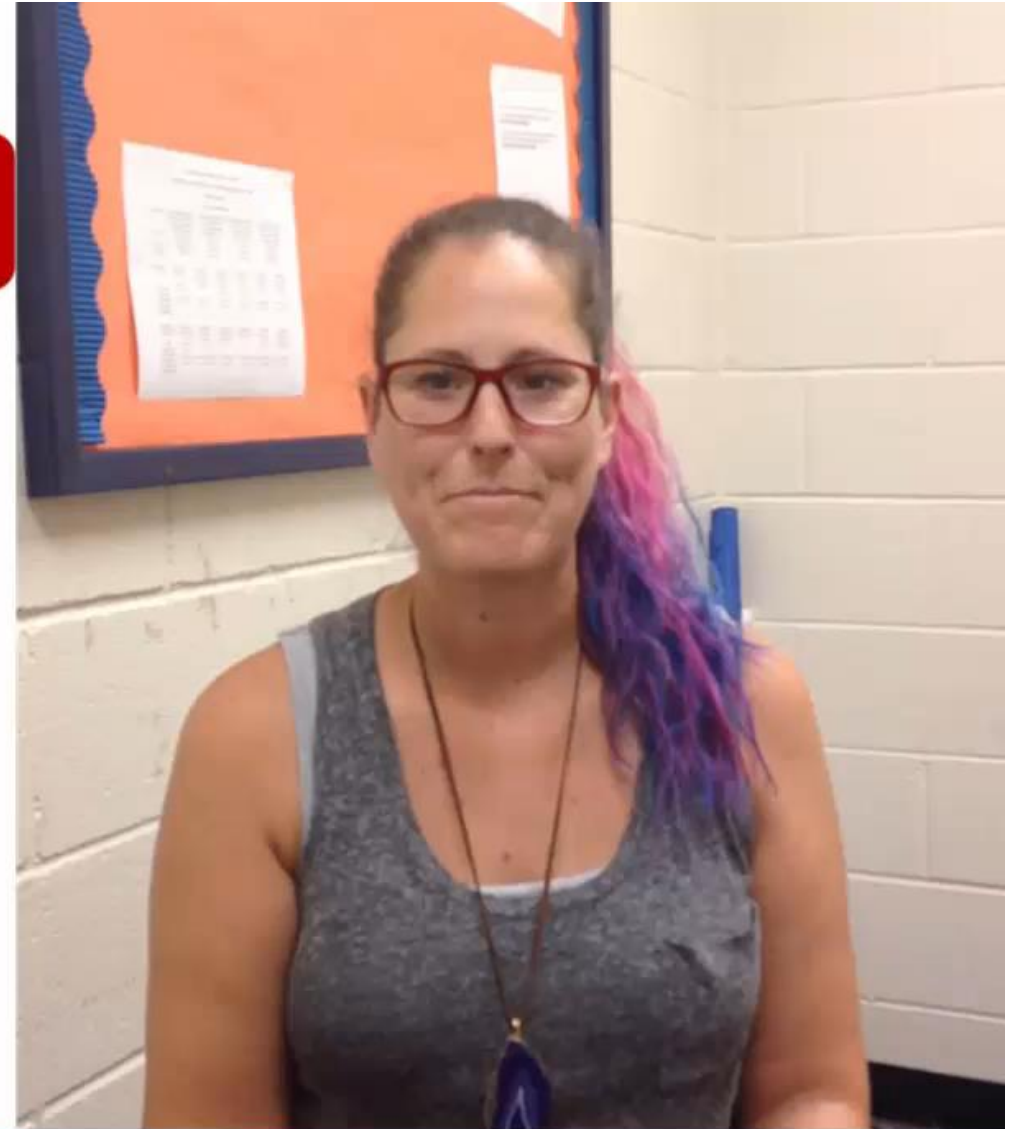


Sharing Content



Communication is key!

**Connect with Distance Learning
students**



Role of the Facilitator



in a Distance Learning Classroom

Role of the Facilitator

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?





Synergy

Attendance

Grades

Reflections on Distance Learning



Resources & Support

Instructional Technology Resources

CCSD

Departments

Instructional
Technology

Innovative
Learning

Distance
Learning



IT Home

Innovative Learning ▲

Classroom Resources ▼

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CCSD Wireless Network

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Flipped Clas

iPads



Technology Services

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Distance Learning Support

TTIS Support

Instructional Technology Website

Digital Transformation Team

Support CTLS Teach

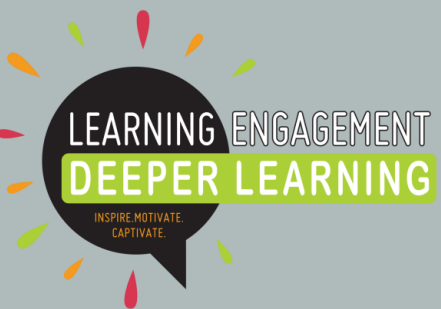
Edmodo PLN for Distance Learning

Future Distance Learning

Workshops

Help Desk

Questions?



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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.



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Network & Collaborate

Thank you!

