

# Video Conferences/Distance Learning in Fort Bend ISD

*The journey starts here!*



Interested in participating in a video conference or distance learning event? Utilize the following process.

**Please Note:** If your event is a paid event, payment must be funded through your campus' budget or your department. Please collaboratively work with the appropriate administrator to ensure that payment is processed such that it meets the providers' timeline and expectations.

**STEP 1:** Register for the event(s) that you are interested in through the content provider/vendor's webpage. Select the web-based connection option (Zoom, LifeSize, etc.), the district does not utilize or support Polycom units. You will receive a confirmation email from the content provider/vendor and a subsequent link that you will use to access the event. No special equipment is needed, however if you will be showing the event to a large group, it is advised that you use a projector and speakers. If the event is interactive, you may need a microphone or web-cam.

**STEP 2:** Complete and submit the "Video Conference Request Form". This will ensure that we are best able to support you. This form should be submitted a minimum of two weeks prior to your event.

The Department of Instructional Resources will review your form and add your event to the Video Conference/Distance Learning calendar.

**STEP 3:** IF a test call is needed (*sometimes needed if the event is a collaborative event*), it is your responsibility to collaboratively work with the content provider to schedule and conduct a test call. If the test call is not successful, please create a CRM to ensure that technical issues are addressed prior to your event.

*You've Registered, Now What???*

<b>Prior to Your Event:</b>	<b>The Day of Your Event:</b>
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Click on the Zoom or LifeSize link to test it. Sometimes add-ins must be installed on your computer/laptop.</li> <li><input checked="" type="checkbox"/> Test your audio and video through the Zoom or LifeSize connection link.</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Be on time for your event.</li> <li><input checked="" type="checkbox"/> Click the Zoom or LifeSize link 15 minutes prior to the designated connection time.</li> <li><input checked="" type="checkbox"/> Mute your microphone until it is needed to interact during your event.</li></ul>

IF YOUR EVENT IS A TETN Event, please register for the event and then contact:

**Dr. Allegra McGrew, Coordinator of Online Learning**

📞 281-634-1643

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