

Technology Enabled Learning Centres -TELC

<p>Description</p>	<p>Technology Enabled Learning Centres allow training to be delivered to remote locations via video conferencing software. Learners attend a central location to participate in the web conference and maybe supported by a facilitator. This technology allows for collaboration between locations and opens access to training opportunities not readily available in rural and remote areas.</p> <p>This checklist identifies:</p> <ul style="list-style-type: none"> ▪ Skills teachers will need to assist students face-to-face ▪ Skills teachers will need to present training sessions via video conferencing software ▪ Equipment and support an organisation needs to provide to deliver learning via a TELC <p>It is envisaged that in initial sessions, learners will be supported by a facilitator in the classroom and will require no prerequisite digital/information technology skills.</p>
<p>Examples</p>	<p>Getting into Hospitality, an overview and introduction to the hospitality industry has been recently been trialled in the Gippsland Region. The course was delivered with a number of partners including Federation Training. The course ran over a five week period. Sessions were delivered to three locations from the TELC at Federation Training in Morwell. Concepts and learning activities were introduced via TELC with a number of practical activities and site visits incorporated into the course.</p> <p>For more information and resources contact: Josie Rose Email: josrose@tpg.com.au Evelyn Schmidt Email: buchanbnh@bigpond.com</p>
<p>Resources</p>	
<p>Teachers</p>	<p>Resources Page 4</p>
<p>Learners</p>	<p>Resources for learners are specific to the course</p>
<p>Organisation</p>	<p>Resources Page 4</p>

Teacher Self-Assessment Checklist – TELC

To support learning, face-to-face, in a Technology Enabled Learning Centre, you will need knowledge of the equipment being used. To present a learning session using a Technology Enabled Learning Centre, you will need specific presentation skills and knowledge of the equipment being used.

Use this checklist to identify the skills you have and the skills you need to develop to successfully facilitate learning using Technology Enabled Learning Centres.

E Skills	Yes	No	Not Sure
Provide Support at a Technology Enhanced Learning Centre			
I know the set up procedure for the screen and audio equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to connect the video conferencing software to the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can login to the video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can troubleshoot issues with equipment and internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to user manuals for the video conferencing software and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know who to contact for technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present via Technology Enhanced Learning Centre			
I have skills to develop aids which are appropriate for video conferencing presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have strategies to engage learners in an online presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have strategies to develop employability skills in an online presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand how to present to a camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can set up and use all equipment necessary to present using video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to user manuals for video conferencing software and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can compensate for delays in broadcast caused by internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can troubleshoot issues with equipment and internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know who to contact for technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organisation Self-Assessment Checklist – TELC

You will need specific equipment to receive or broadcast learning sessions through a Technology Enabled Learning Centre.

Use this checklist to in conjunction with the Teacher Self-Assessment Checklist to identify what you will need to effectively receive or deliver learning through a Technology Enabled Learning Centre.

E Skills	Yes	No	Not Sure
We have a fast and reliable internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date internet security software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a television which connects to a laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have appropriate video conferencing software which is compatible with our partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a laptop with a fast Central Processing Unit and fast video card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have speakers and microphone which adequately cover the broadcast area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a web camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We monitor and maintain all equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have user manuals for all equipment and the video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a trouble shooting guide for common issues with video conferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide professional development for presenters & teachers facilitating learning through TELC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can access technical support for equipment and software issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learners			
No pre-requisite skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources

Video Conferencing Software

Video conferencing software allows communication through video and audio via an internet connection. This website provides an explanation of video conferencing software and its features.

What is web conferencing software?

<https://www.q2crowd.com/categories/web-conferencing>

Gippsland Connect uses the following software.

Polycom

<http://www.polycom.com.au/>

Skype for Business

<http://www.skype.com/en/business/>

Software Support for Skype for Business

<https://technet.microsoft.com/en-us/library/gg412781.aspx>

Managing Bandwidth

Available bandwidth can affect the quality of audio and video during conferencing. Features of video conferencing software use different amounts of bandwidth: For example: Text transfer uses minimal while video transfer requires high amounts. This information is available for the different video conferencing platforms.

For example: Skype for Business <https://technet.microsoft.com/en-au/library/gg425841.aspx>

Bandwidth can be monitored using specific software. Net meter is an example of a program which is free to download: <http://www.hootech.com/NetMeter/>

Gippsland Connect Wiki

The checklists are available for download here:

<http://gippslandlearnandconnect.acfe.vic.edu.au/Project+Templates>

Action Plan			
Actions		Due Date	Completed
Action 1			
Action 2			
Action 3			
Action 4			
Reviewed By:		Date:	