

STANDARD VIDEOCONFERENCE PROCEDURES

Classroom Monitor

Videoconference	Classroom Monitor	Originating Campus
<p>A conference in which participants in different locations are able to communicate with each other through sound and vision.</p> <p><i>SWTJC classes are scheduled to connect 5 minutes before the scheduled class time.</i></p>	<p>Classroom monitors act as a liaison between professor and students, maintaining an effective learning environment locally by monitoring the class, facilitating communication, and reporting issues to the instructor.</p>	<p>An SWTJC videoconference instructor will physically teach a videoconference class from one specific location throughout the semester called the “originating campus.”</p>

STUDENT ATTENDANCE Monitors may be required by the instructor to take attendance each class day through the semester. Monitors should ask the instructor if a sign in sheet is required at the start of the semester. Monitors should report students who arrive late or leave the classroom early. Students may not sign in for others.

REPORTING ATTENDANCE Monitors should arrange with the instructor a method for reporting attendance and report any issues with student attendance to the instructor.

CLASS CONNECTION All videoconference classes connect five minutes before the hour scheduled. For assistance with video conference connection, please call IT at 830.591.7323.

CLASS SCHEDULING The Academic Affairs Office determines all videoconference class schedules. Requests to change the schedule require approval from this office. Monitors and instructors cannot schedule or modify class schedules or the use of videoconference rooms.

CLASSROOMS IT manages the use of all video conference rooms at all locations. Monitors cannot schedule the use of a videoconference room.

Instructors must call IT at 830.591.7323 to schedule the use of a classroom outside of class hours.

Labs are not open labs and are to remain empty and locked outside of class hours. Monitors should not be in the classroom outside of scheduled monitoring hours. Students are not allowed in classrooms outside of class time. Only students enrolled in the course may be allowed in the classroom. Issues with the classroom should be reported to 830.591.7323.

CLASSROOM CONDUCT

Monitors should report misconduct to the instructor and/or IT.

Misconduct includes behavior that prevents maintaining an effective learning environment or any behavior or distraction that may hinder the ability of others to hear or focus on the lecture.

No one other than students enrolled in the class may be in the classroom. Children are not allowed in the classroom unless approved by the instructor prior to class.

Only bottled drinks with caps and quiet snacks will be allowed *so long as* students clean up after themselves.

The use of personal electronic equipment is not allowed during class unless specifically permitted by instructor or syllabus.

Class-related conversations should not hinder the ability of others to hear or focus on the lecture.

EMPLOYEE CONDUCT

Classroom monitors are required to always maintain a professional attitude towards students and instructors. Monitors should be polite and not raise his/her voice while communicating with instructor or students. Personal comments or opinions about the class, instructor, or the college should not be made.

INSTRUCTOR ABSENCE

When an instructor is as much as fifteen minutes late to a class, students are entitled to a walk if no prior notice is given. Students enrolled in classes longer than 3 hours should wait 30 minutes before leaving. If applicable, students should sign the attendance sheet before leaving. Known class cancellations will be posted on the door to the classroom. Monitors should remind students to check email and Canvas for communication from the instructor.

POWER/INTERNET OUTAGES During internet or power outages, it is important for students to remain in class until the site supervisor receives instruction from the instructor.

EXAMS Monitors should communicate directly with the instructor for exam procedures such as materials allowed during testing and student instruction. Monitors should only monitor exams during class time and are not allowed to stay longer than class time to monitor exams.

TESTING PROCEDURES Ask the instructor what is allowed and not allowed during the exam before the exam begins. If paper copies of an exam are given, count these before giving to students.

Separate students throughout the classroom.

Follow the instructor's policy pertaining to the use of electronic devices.

Walk around the room during testing and report any infractions to the instructor after class.

If a paper test has been given, count these after they are returned by students.

BEFORE CLASS BEGINS:

Be present in the classroom 5 minutes before the class begins.

Check for power to the system, turn on TVs, check volumes on TV and system, position cameras, unmute the microphone, and identify yourself and the campus to notify the instructor your site is connected.

IN THE CLASSROOM:

Operate equipment, troubleshoot, and/or report technical issues to IT at 830.591.7323.

If the instructor is late or connection is lost, call IT at 830.591.7323. *Students should contact the instructor via email for assignment instructions.*

Zoom the camera as needed to allow the instructor to have a clear view of the students.

Mute and un-mute the microphone as required for teacher/student interaction.

Always maintain an effective learning environment for students.

No one other than students enrolled in the class is allowed in the classroom unless guest speakers invited by the instructor are scheduled. Children should not be left elsewhere on campus unattended. Students must leave the classroom once the class ends.

Class cannot continue without an instructor or a suitable substitute. Monitors are not a suitable substitute.

The use of personal electronic equipment such as cell phones, tablets, etc. is not allowed during class unless specifically permitted by instructor.

Monitors should be focused on class during class time and not bring any items that cause distraction.

AFTER CLASS:

Power down all equipment, turn off the lights, and lock the door.

Email IT with any issues pertaining to the classroom and/or connection: helpdesk@swtjc.edu.