

Virtual Field Trip Checklist



- 1) Search for Virtual Field Trip Provider
 - <http://www.twice.cc/fieldtrips.html>
 - http://www.cilc.org/search_program.aspx
 - <http://www.kn.pacbell.com/wired/vidconf/directory.cfm>

- 2) Questions to ask Provider:
 - Grade level _____
 - Pre and post conference classroom activities _____
 - Cost _____
 - Length of program _____
 - Can they connect during class time _____
 - Be sure to take into account different time zones
 - Amount of bandwidth/speed needed for connection (usually 384k) _____
 - What type of connection do they support
 - IP _____
 - Your classroom will be able to connect directly to provider over the K-20 Internet
 - No long distance charges
 - ISDN _____
 - Your classroom will be able to connect using the K-20 MCU/Bridge
 - Long distance charges (off-net fees) will apply – approximately .96/minute
 - Provider must be able to call into K-20's MCU

- 3) Questions to ask District and/or Video Tech:
 - Ability to videoconference from classroom _____
 - Availability of videoconference system _____
 - Availability of TV or LCD projector (for viewing conference) _____
 - TV must be new enough to have correct videoconference connections
 - LCD projectors may also need speakers

- 4) Schedule Provider
 - Fill out any registration forms required by provider
 - Set up a test call at least one week prior to conference

- 5) Schedule K20 MCU:
 - Schedule the conference and test call on KORRS – www.k20.ctc.edu
 - See KORRS scheduling procedures
 - All IP conferences should be scheduled on KORRS
 - All ISDN conferences **must** be scheduled on KORRS
 - Forward the KORRS event information to the provider

- 6) Classroom preparation
 - Review Videoconference Etiquette
 - Complete any pre-conference activities provided by the Provider

- 7) Connecting to the Provider (see Operating Equipment Instructions)
 - IP connections
 - Dial IP number provided by the Provider or KORRS
 - ISDN connections
 - Dial Event number provided by KORRS

- 8) After the conference
 - Fill out any evaluations from the Provider
 - Complete any post-conference activities provided by the Provider