

Web Conference Supervisor – Role Statement

Dear Web Conference Supervisor,

Thank you for taking on the role of Web Conference Supervisor at your school.

The Web Conference Supervisor role is vital to the success of the project. We genuinely appreciate your efforts to support the students and the online teacher. Your students will be much more successful if you can work with the online teacher to create a positive student mindset about the project.

The IMPACT Programs are an excellent opportunity for the participating students. The vast majority of students thoroughly enjoy the learning activities and improve their knowledge and skills relevant to the project.

The IMPACT Programs also provide you with the chance to learn more about the project topic and online learning.

You might be familiar with the technology that we are using, but if not, you will be provided with initial and ongoing support. This document is the starting point and your online teacher is also a great source of support.

Here is a guide as to your role and responsibilities:

- Prepare the students and the technology in preparation for Lesson 1 – detailed instructions will be sent to you in January 2018
- Log into the live web conference sessions along with the students from Term 1 Week 2 onwards to support student learning, engage in your own learning and communicate with the online teacher during the session – they really need to be able to communicate with you during the session
- Ensure that the technology is in working order each lesson and arrange at least 2 spare headsets and 1-2 spare computers to be available in case of equipment failure
- Help the students with technical issues that may arise - your school has been advised to buy you a wireless headset so you can communicate with the online teacher, stay engaged with the lesson and move around the room at the same time
- Arrange a back-up supervisor who can step in if you are away from school on a web conference day
- Inform the online teacher in advance if a session cannot proceed e.g. important school event
- Check that the students can access and navigate their way around the virtual classroom tasks
- Maintain regular contact with the online teacher outside of the web conference and build excellent lines of communication

How does it work?

Students participate in one scheduled 60-70 minute learning session per week via web conference. Your school lodged timetable preferences and it is very likely the time given was the choice of your school.

Students are also provided with virtual classroom activities. These activities are highly recommended and can be accessed during the session if used as part of the learning session and also at school or at home at any time.

Web Conference (1 x 60 minutes each week)

The web conferences are delivered to a group of 12-14 students. The group consists of students from one school or a combination of schools.

Each session goes for 60 minutes and the sessions occur at the same time each week. Schools submit timetable preferences and the timeslot is negotiated. Most lessons occur in school time, however lessons before or after school are sometimes possible depending on the availability of the online teacher and yourself.

NB: The online teacher delivers the web conference, however your support is integral to boosting student performance and boosting your PD outcomes. We request that you log into the session to boost outcomes for all parties.

Virtual Classroom Activities

The students also complete learning activities in the project's virtual classroom. These activities are accessed via www.elearn.eq.edu.au and consolidate and extend the learning that occurs in the web conferences.

Some of these activities may be completed during the web conference, but the students are encouraged to complete some activities independently. One advantage is that it presents students with the opportunity to collaborate with students from other schools. Students who engage in these activities will get the most out of the project so please encourage and monitor participation.

The time involved varies but as a guide, should not exceed 30-40 minutes per week – although enthusiastic students can spend more time in the virtual classroom if desired.

Thanks again for taking on this important role. Please your online teacher if you have any questions.

Glen Watt

Director

IMPACT Centre

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