

Rather than teaching sample lessons on induction days or sending Secondary School teachers to visit Primaries, some Secondary Schools are now using video conferencing technology to display sample lessons to prospective pupils. This method has many benefits; Secondary School teachers don't have to spend time visiting many feeder primaries, pupils have the benefit of meeting their future teacher and seeing their future classroom from the safety of their Primary School class and the method incorporates ICT into lessons. You may like to invite a number of feeder primary schools to participate. This has the benefit of allowing Primary Schools to create good links with one another.

Aim of Activity

- To display a sample lesson to prospective pupils using online conferencing technology

Instructions for activity

Skype is an online system which allows users to make free computer-computer video and voice calls. To use Skype you need:

- A computer with internet access
- An interactive whiteboard (if displaying the lesson to a class)
- Computer Speakers
- A web camera
- A microphone

The following instructions provide a simple step-by-step guide for computer users with systems using Windows.

Video conferencing guide

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Begin by accessing <http://www.skype.com/intl/en-gb/download/skype/windows/> and click on 'Download now'

2

Follow the online instructions to download Skype to your computer.

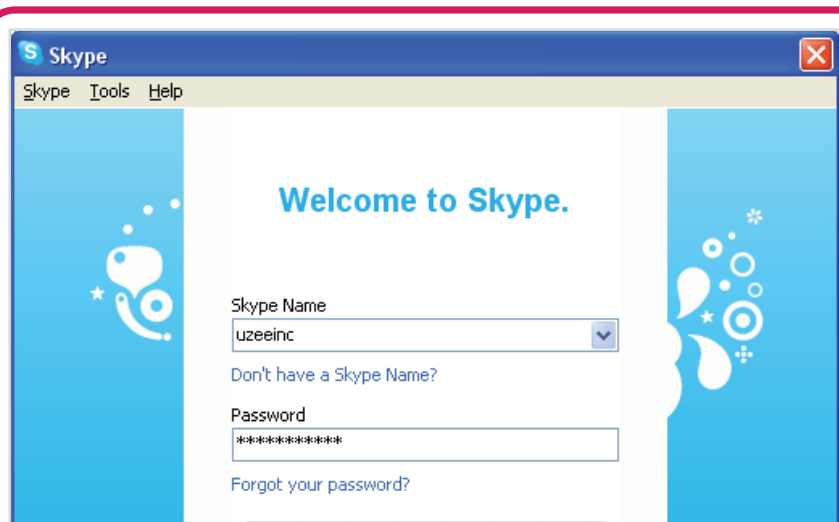
This is a downloadable printable from Move627.

For more activities and information for parents, schools and professionals please go to www.move627.org

Video conferencing guide

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Once Skype is installed on your computer, log in using the details you previously registered.

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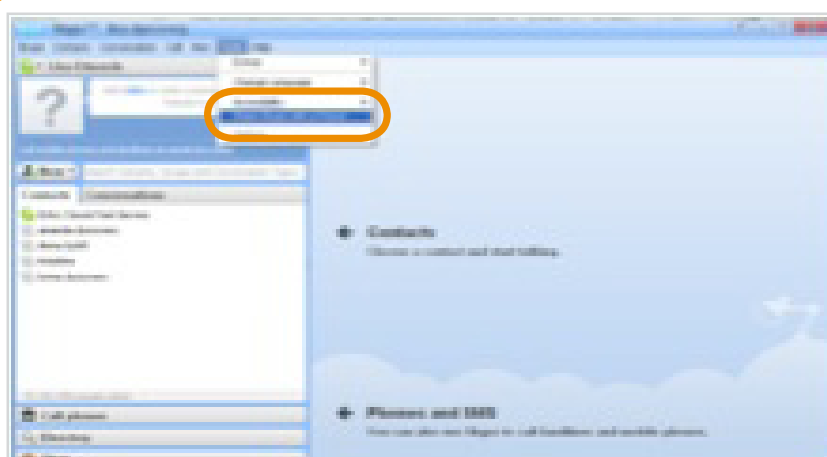


You can then take the guided tour or go straight to test your sound

Video conferencing guide

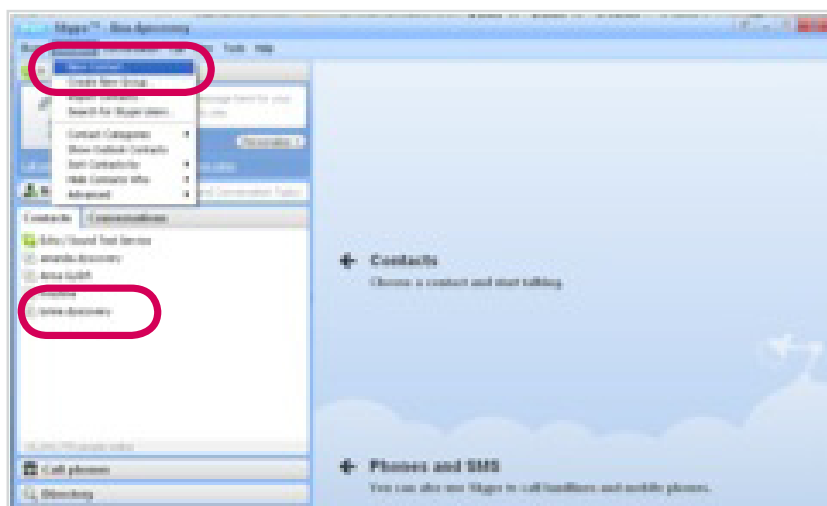
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You will need to send a Skype invitation to each Primary School that wishes to receive the lessons. This will enable them to download Skype using steps 1-4 and appear in your contacts list so conference calls are possible. To send an invitation by email, select 'tools' then 'share Skype with a friend' and follow the on screen instructions.

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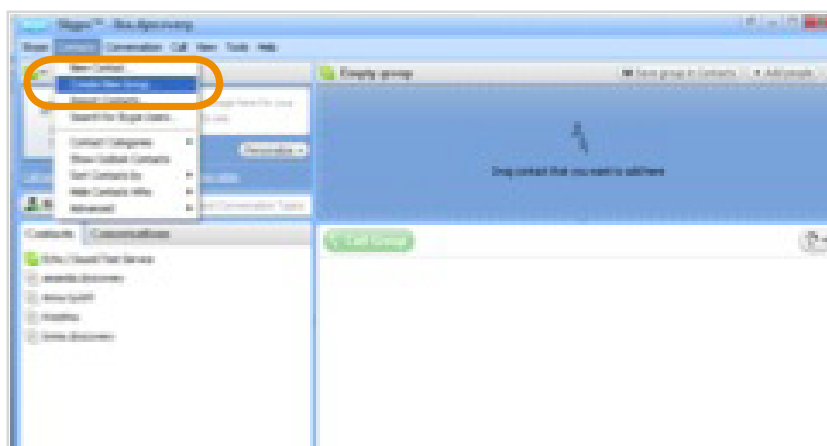


If the Primary School has already registered with Skype, select 'contacts' and 'new contact'. Simply type in the school's contact name in the search box and select 'add contact'. Once added, your contacts will appear in the left hand contacts box. When online, a green tick will appear next to their name.

Video conferencing guide

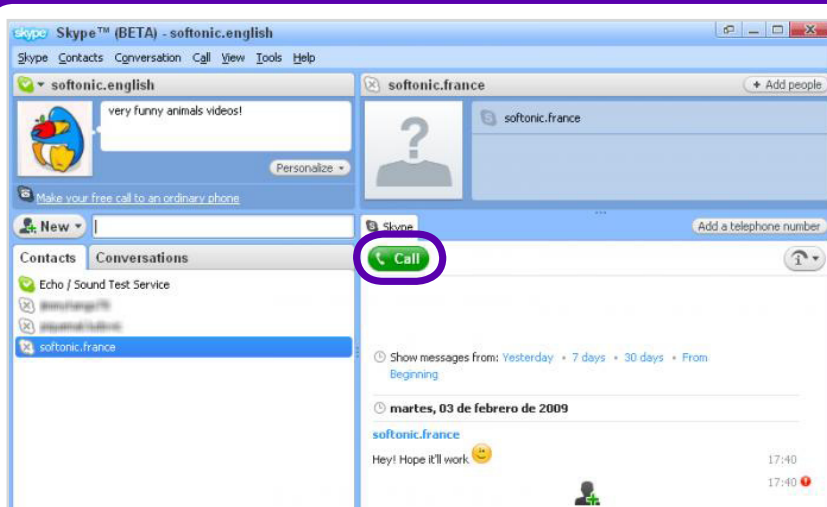
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You can then add contacts to a 'group'. This will enable you to call several schools at once. Simply drag each contact to the blue screen in the top right. Once all contacts have been dragged across click 'save group in contacts'. This will create a group which will be displayed in your contacts list.

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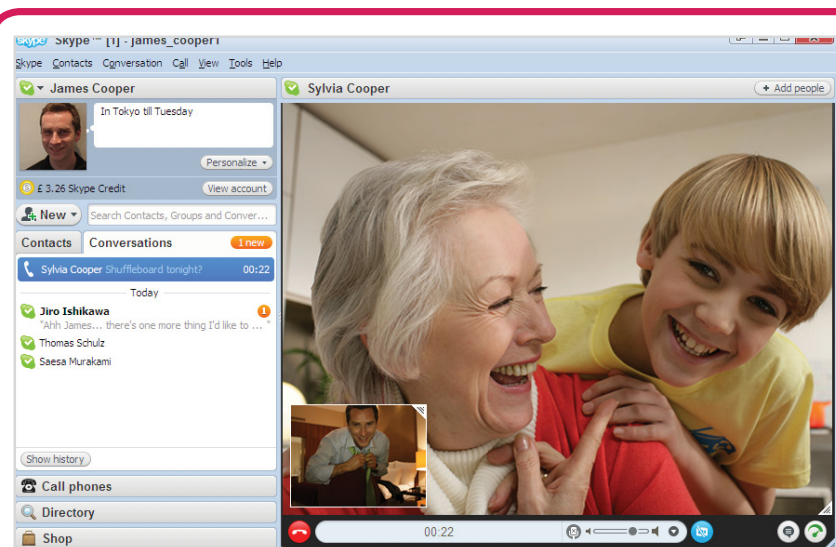


Once all contacts and groups have been added you are ready to call! Arrange a suitable time with the Primary School(s) for a test call. Ensure your microphone and web camera are attached and working. Similarly, Primary Schools will need to ensure their speakers are connected and working. If they wish to respond to the lesson they will also need a microphone. Primary Schools can choose to display the video on the computer screen or on an interactive whiteboard if facilities are available. To initiate the call, select the contact name or contact group in the left hand contact box. The right hand screen will change and a green call button will appear. To start the call, simply click on this button.

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If the lesson is then taught towards the web camera it will be displayed to all participating Primary Schools. The lesson can be fully involving of all pupils as children can type answers by typing in the message box or respond verbally if they have a microphone.