

SCHAUBILD

Visual language for effective video conferencing

Videoconferences with many participants need rules. The following tips will help you!

TECHNICAL BASICS



Turn off your microphone! Turn it on only if you want to say something.



Use a headset! Even simple headphones help to avoid feedback loops.



Find a quiet place without annoying background noise.



Close unused tabs and applications. This can improve your video performance enormously, especially on older devices.



At the beginning of the video conference, leave your video camera turned off to conserve bandwidth. After the conference has started, turn the camera on to test if the bandwidth can handle a video transmission.

IMPROVING COMMUNICATION



Raise your hand / use a speech list. Speaking at the same time in video chat does not work. Therefore, indicate when you want to say something and make sure that the conversation runs smoothly. Use our cards, your hand, chat ("write hand") or the "hand" feature in some video conferencing tools.



Take sheered notes. Use the built-in note-taking feature many tools offer, for example, a shared etherpad. Remember to save your notes before the conference ends. Be sure to use the **chat** to write about the topic, ask questions, and point out technical problems.



Appoint a moderator. The moderator moderates the list of speakers, ensures that the technical basics are taken care of and makes sure that quieter participants also have their say. The moderator himself should not be too involved in the discussion. To teachers: Giving students the role of the moderator helps them to take responsibility, practice teamwork and coordination. Let them take over the moderation!

SCHAUBILD

Visual language for effective video conferencing

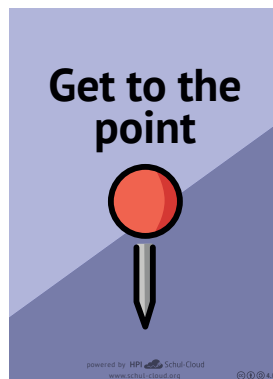
Our little helpers will support with your video conferences.
The card sets can be freely combined, redesigned and distributed.
Have fun!



SET 1

ATTITUDE

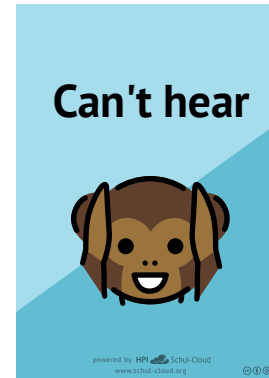
Set 1 helps to query mood images and democratic votes.



SET 3

CONDUCTING CONVERSATIONS

Set 3 facilitates dialogue and discussion between all participants.



SET 2

TECHNOLOGY

Set 2 gives speakers quick feedback on technical problems without creating chaos.



SET 4

PEDAGOGY

Set 4 helps teachers to set visual anchor points to carry out the digital lessons.

Yes



powered by HPI Schul-Cloud
www.schul-cloud.org



No



powered by HPI Schul-Cloud
www.schul-cloud.org



Abstention



powered by HPI Schul-Cloud
www.schul-cloud.org



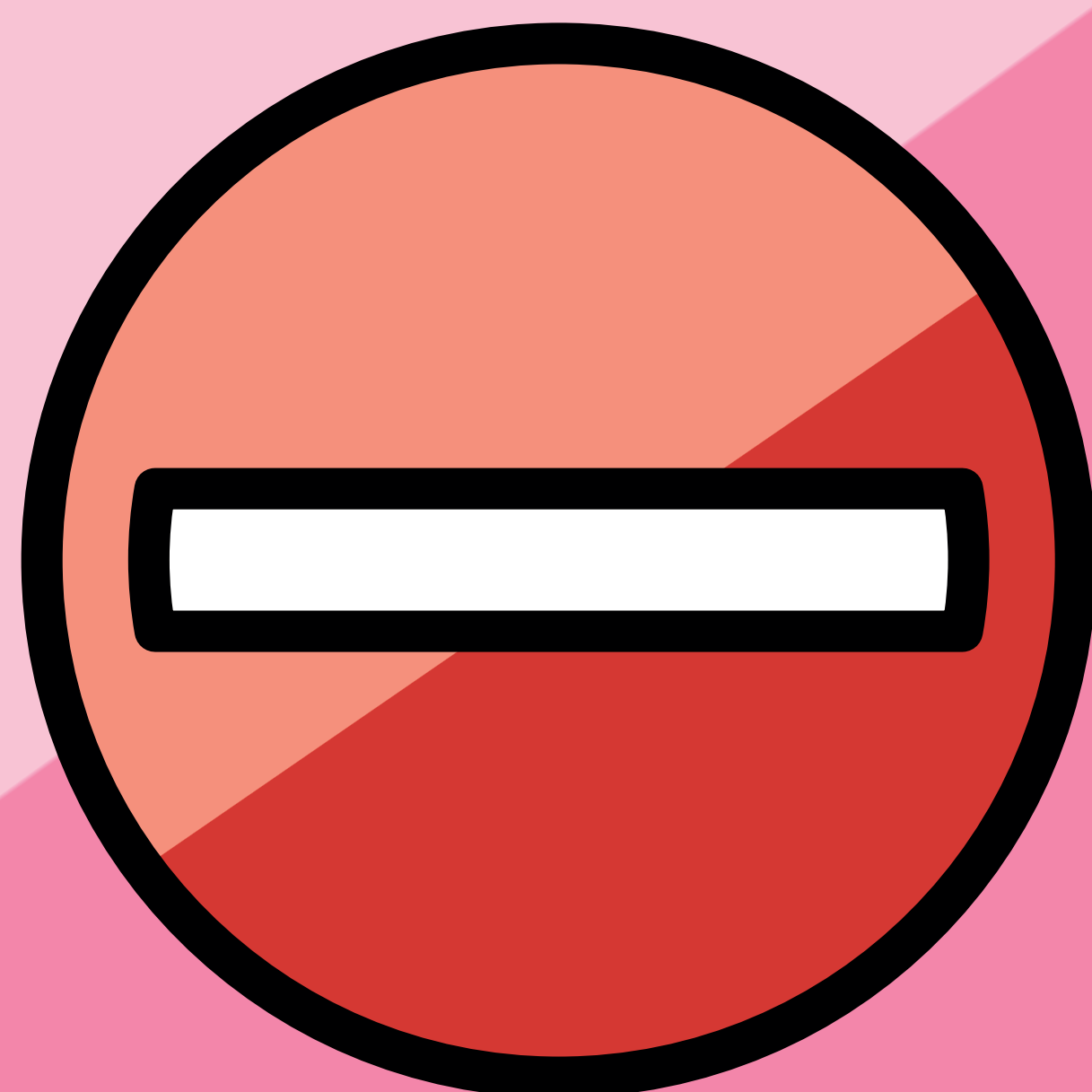
OK



powered by HPI Schul-Cloud
www.schul-cloud.org



Veto



powered by HPI Schul-Cloud
www.schul-cloud.org



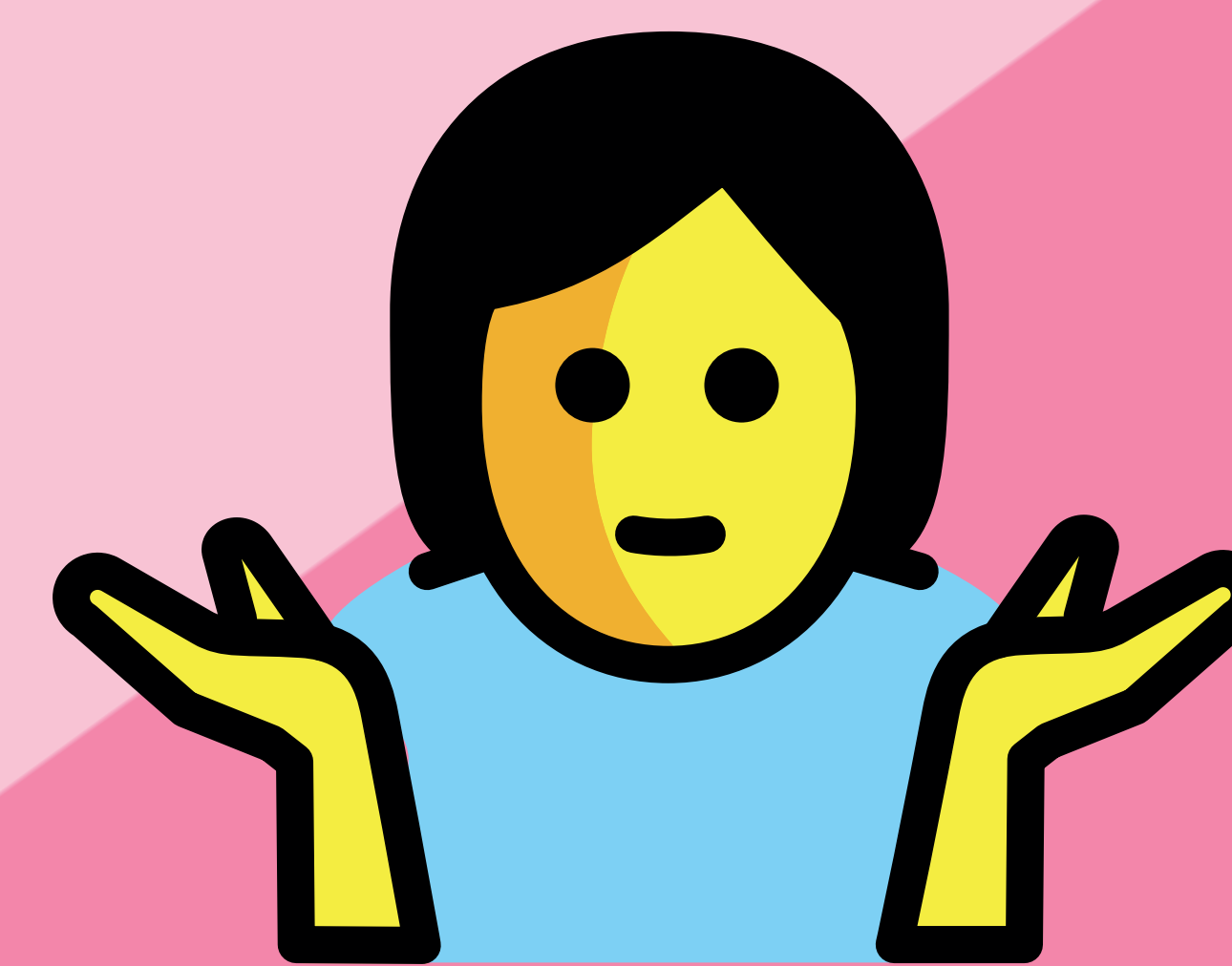
Yeah



powered by HPI Schul-Cloud
www.schul-cloud.org



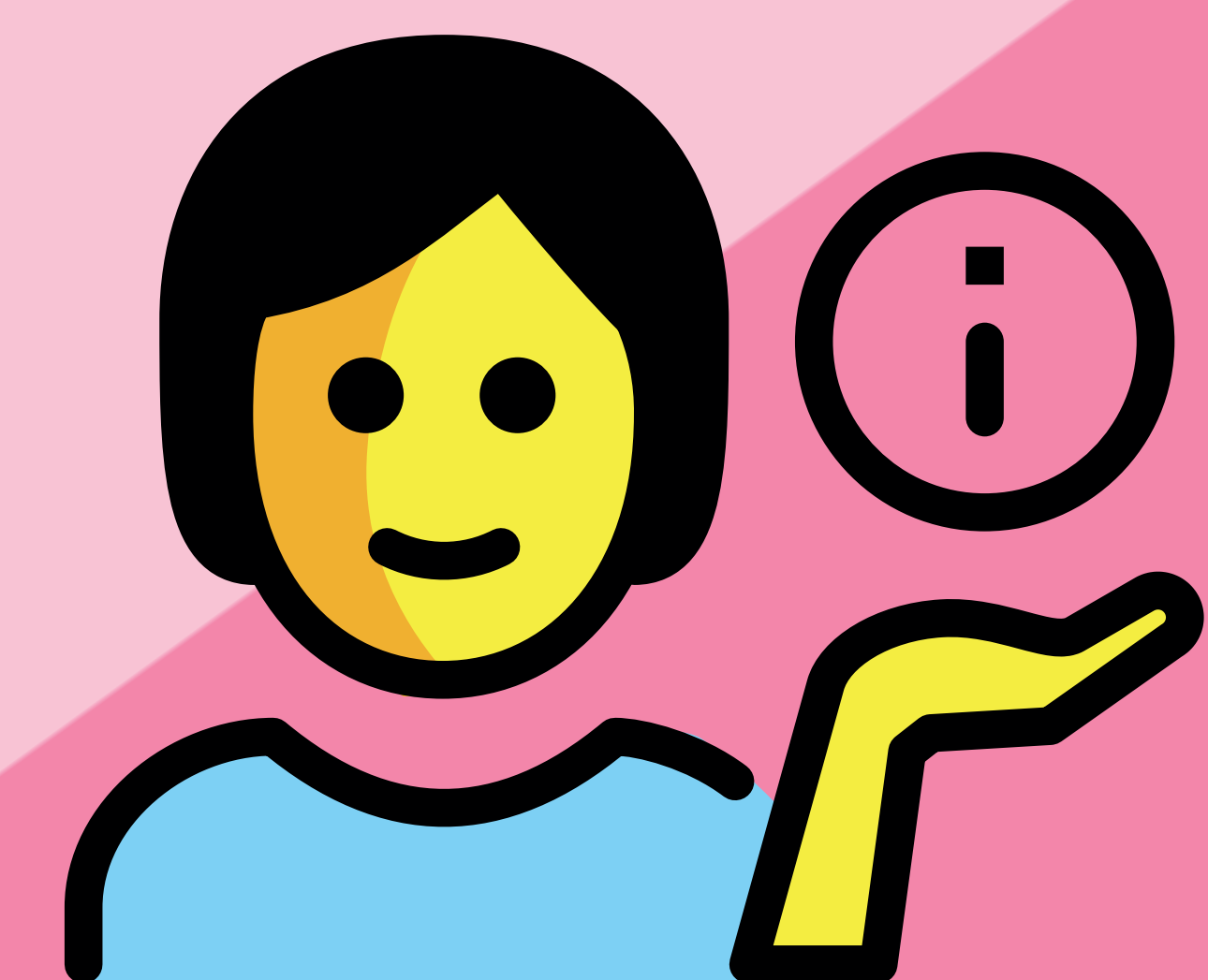
No idea



powered by HPI Schul-Cloud
www.schul-cloud.org



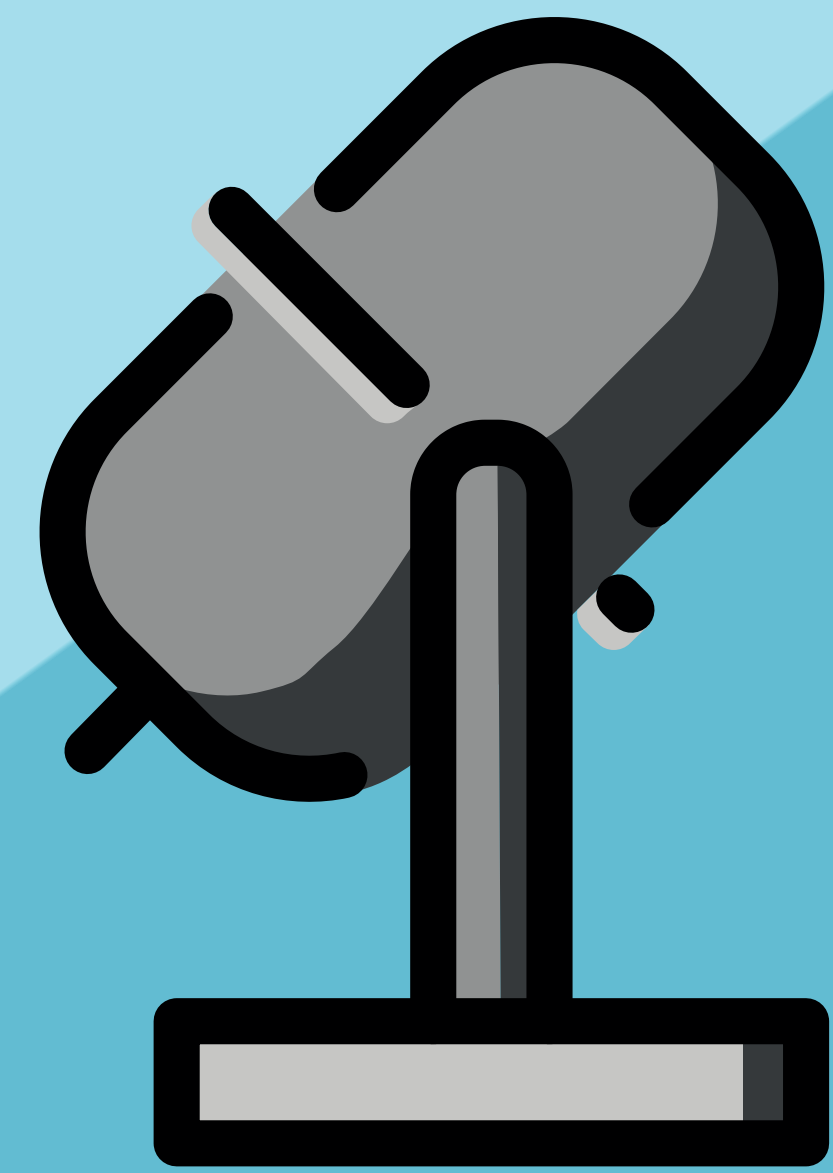
**More info
please**



powered by HPI Schul-Cloud
www.schul-cloud.org



Micro on



powered by **HPI** Schul-Cloud
www.schul-cloud.org



Micro off



powered by **HPI** Schul-Cloud
www.schul-cloud.org



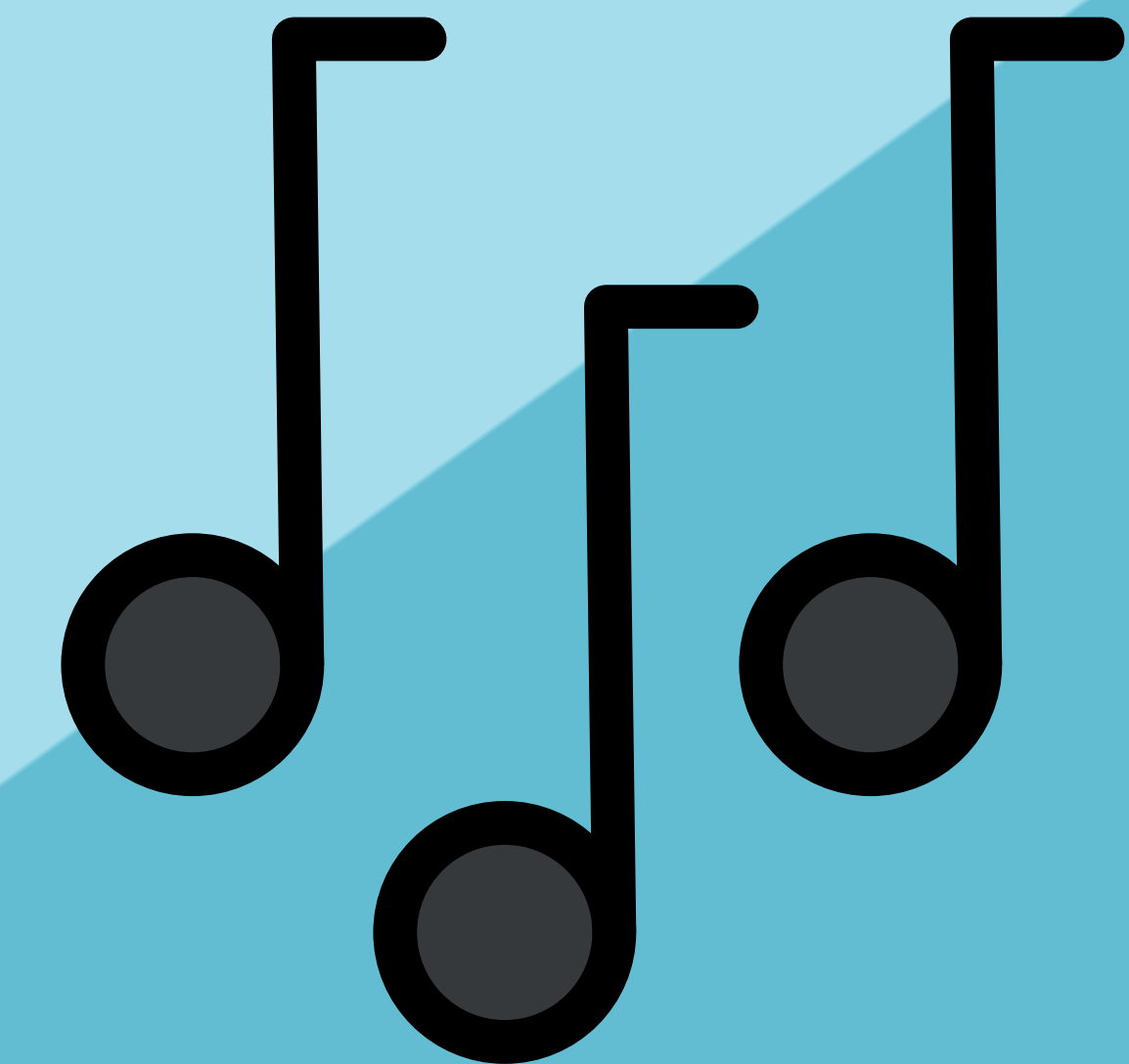
Use the chat



powered by **HPI** Schul-Cloud
www.schul-cloud.org



Too much noise



powered by **HPI** Schul-Cloud
www.schul-cloud.org



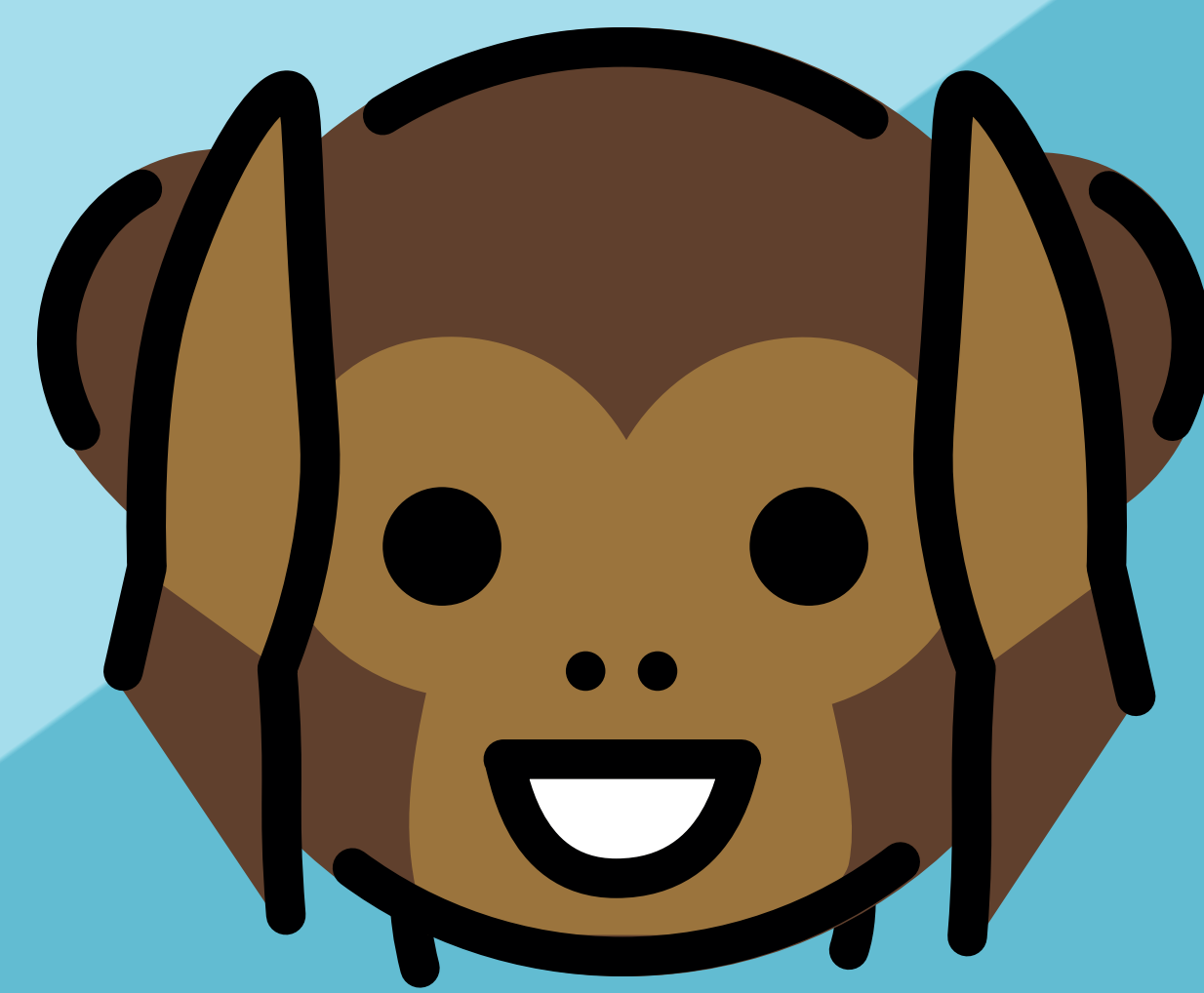
Can't see



powered by **HPI** Schul-Cloud
www.schul-cloud.org



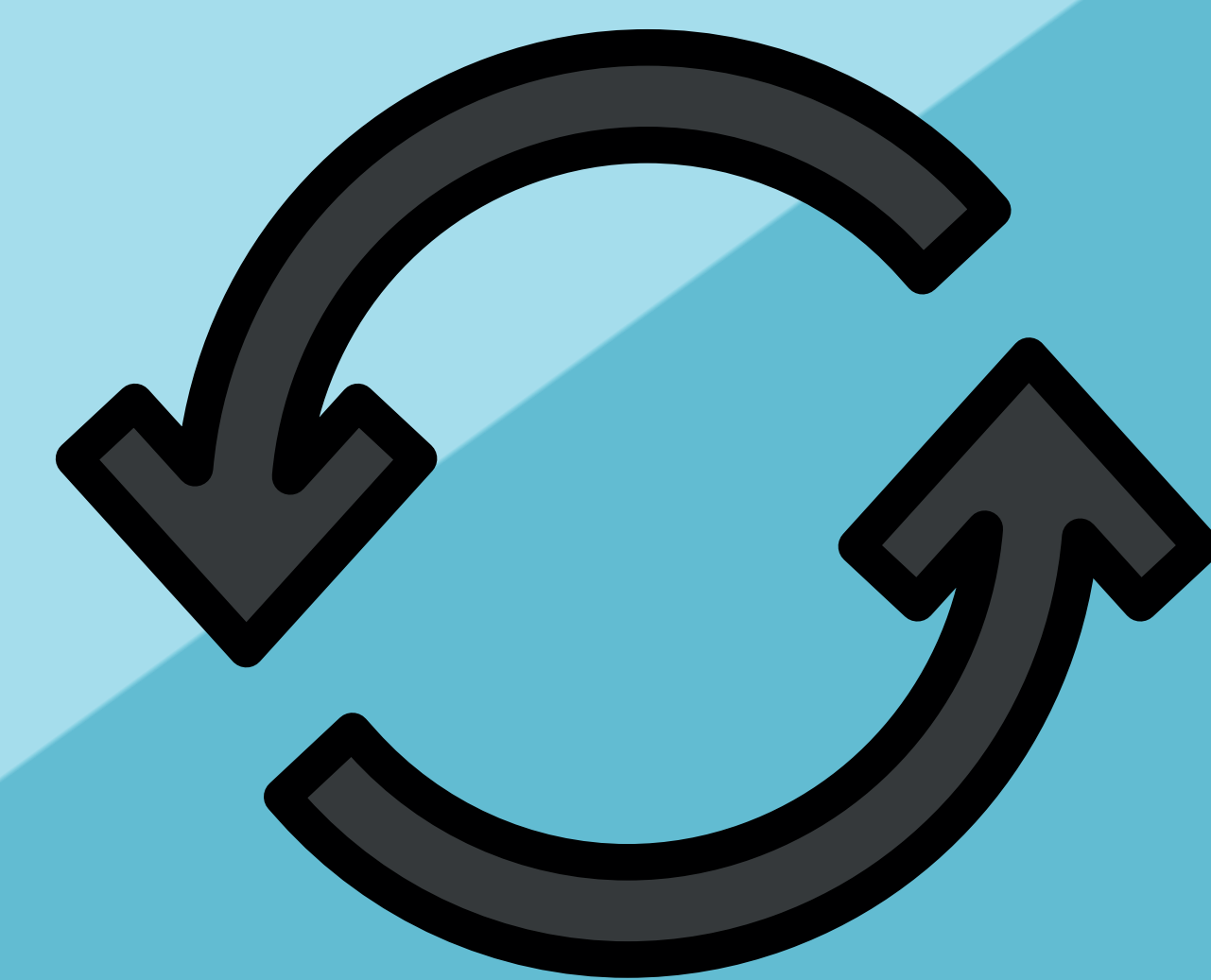
Can't hear



powered by **HPI** Schul-Cloud
www.schul-cloud.org



Refresh page



powered by **HPI** Schul-Cloud
www.schul-cloud.org



Camera off



powered by **HPI** Schul-Cloud
www.schul-cloud.org



**Listen
carefully**



powered by HPI Schul-Cloud
www.schul-cloud.org



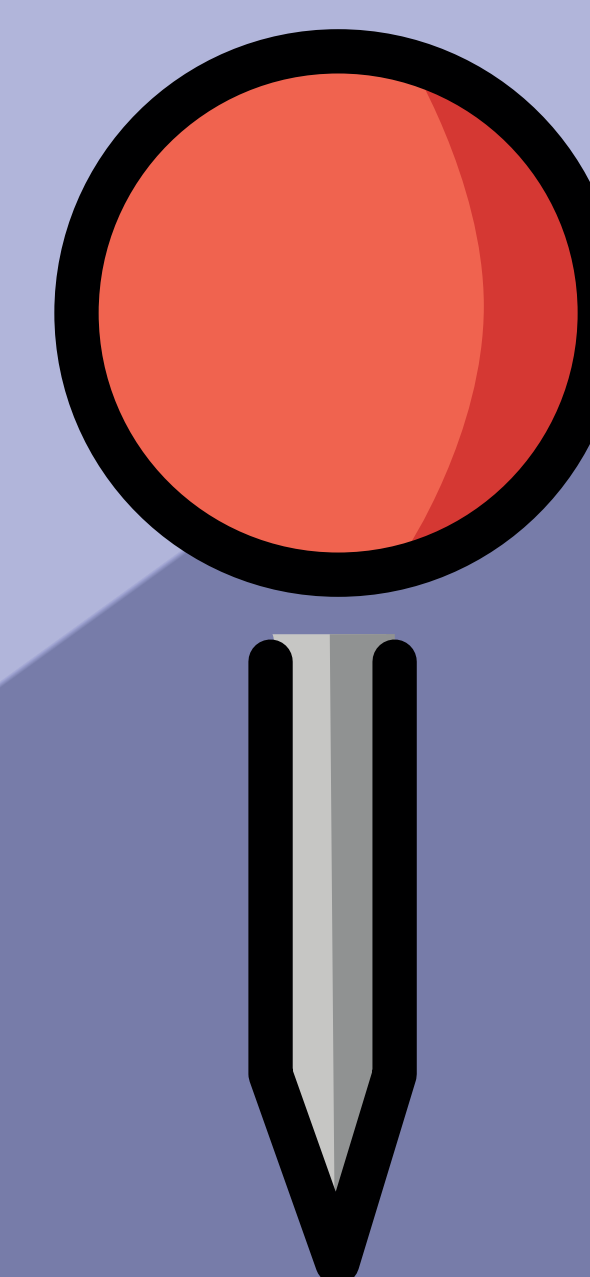
Question



powered by HPI Schul-Cloud
www.schul-cloud.org



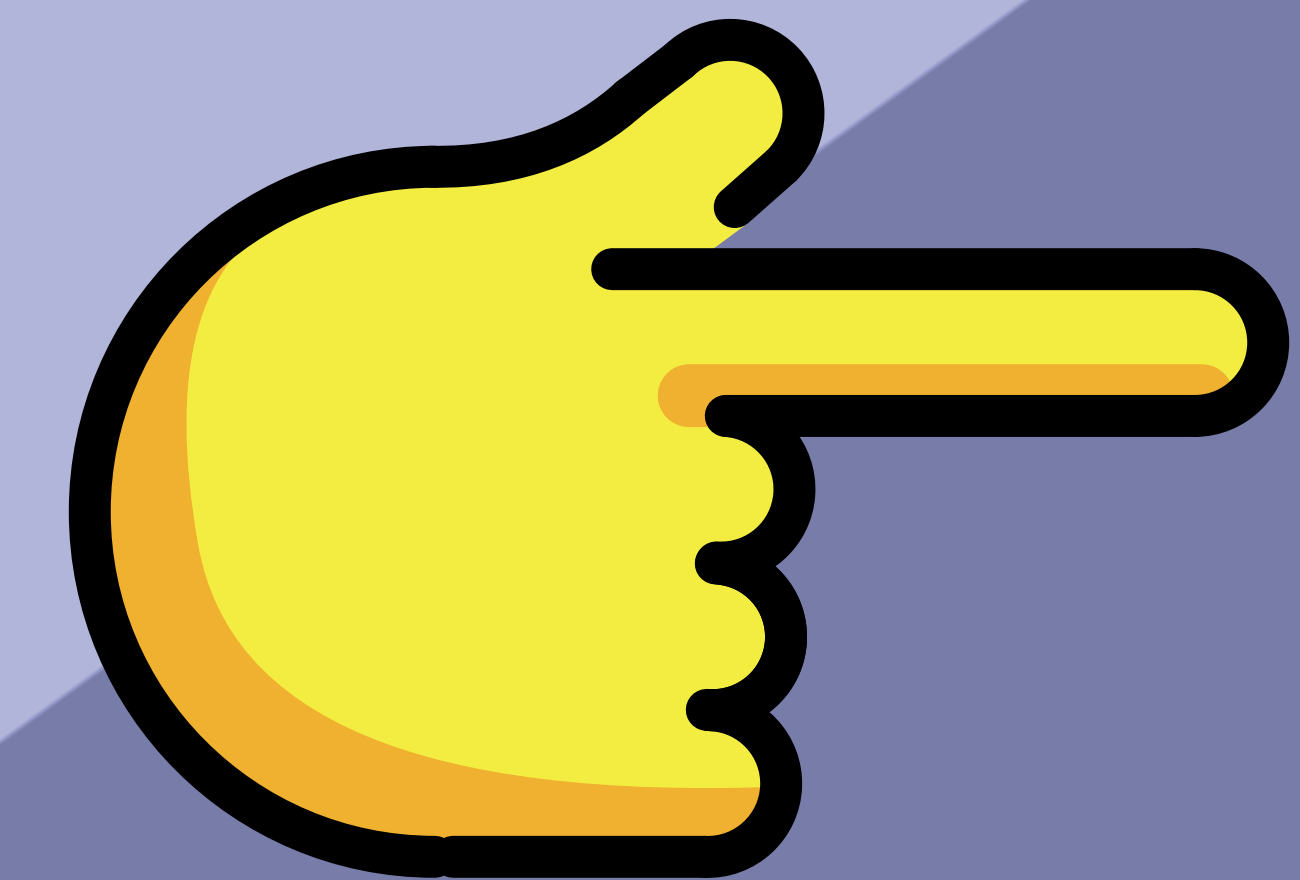
**Get to the
point**



powered by HPI Schul-Cloud
www.schul-cloud.org



Next topic



powered by HPI Schul-Cloud
www.schul-cloud.org



**Let's talk
later**



powered by HPI Schul-Cloud
www.schul-cloud.org



**Please
repeat**



powered by HPI Schul-Cloud
www.schul-cloud.org



Time



powered by HPI Schul-Cloud
www.schul-cloud.org



**Want to say
something**



powered by HPI Schul-Cloud
www.schul-cloud.org



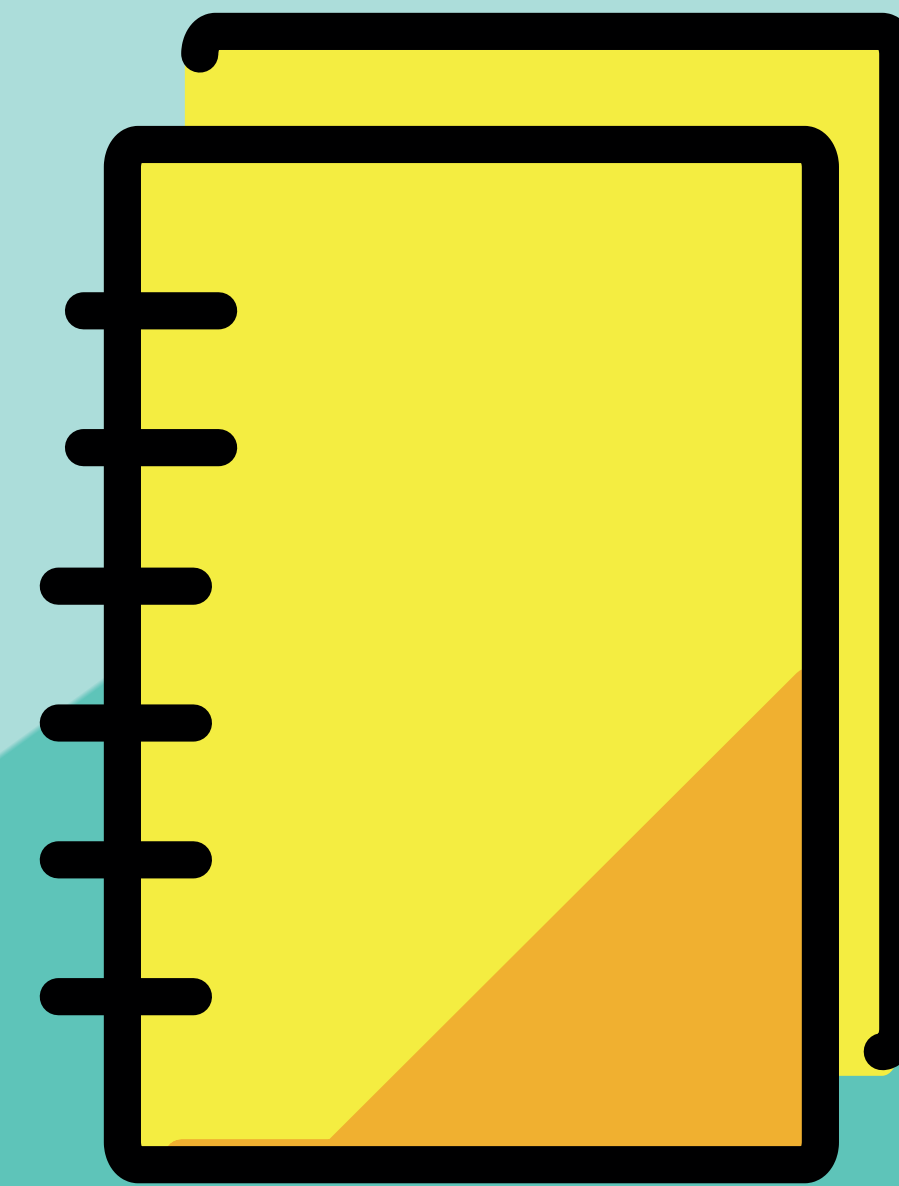
Idea



powered by HPI Schul-Cloud
www.schul-cloud.org



Workbook



powered by HPI Schul-Cloud
www.schul-cloud.org



Task



powered by HPI Schul-Cloud
www.schul-cloud.org



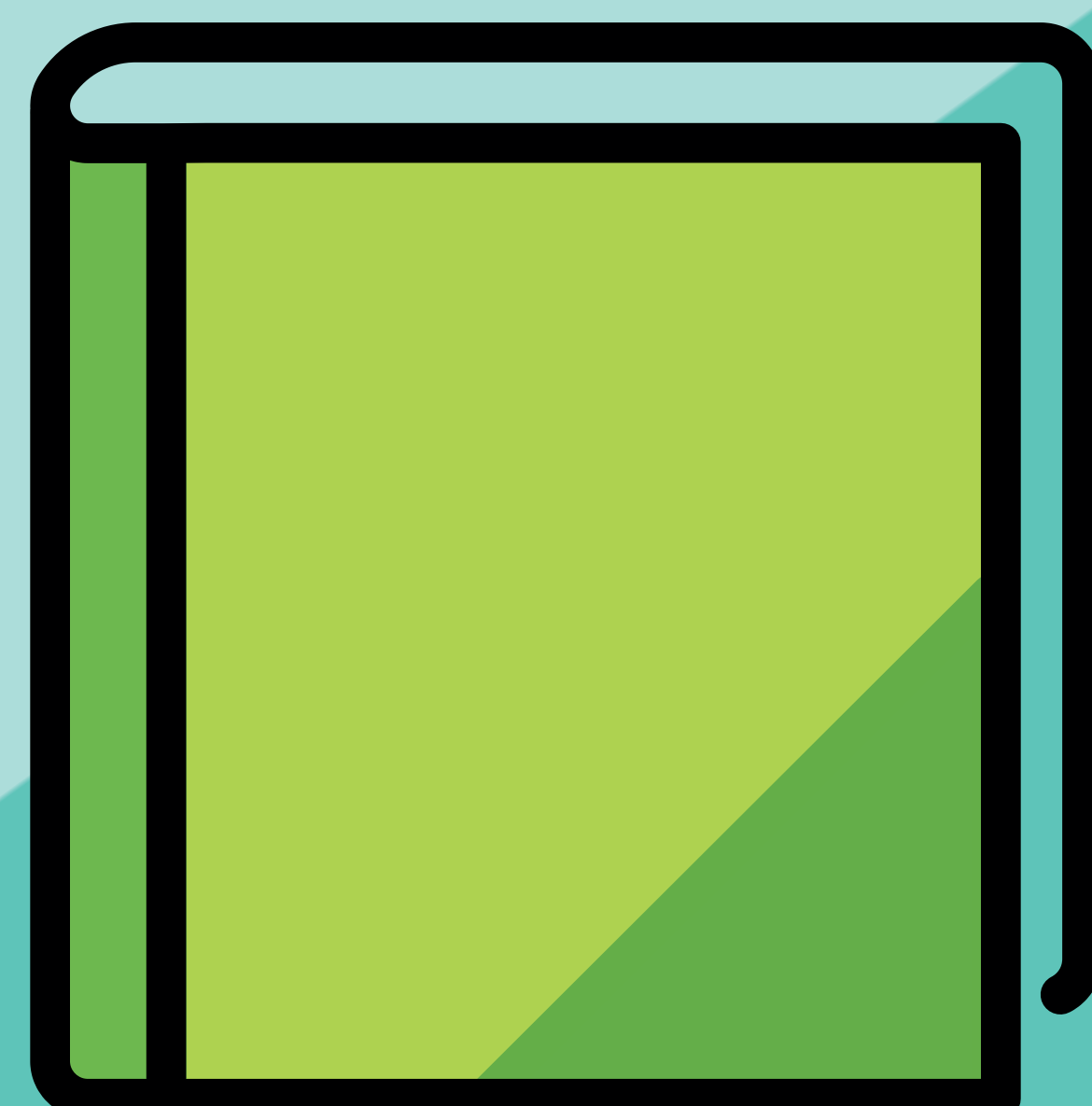
Take notes



powered by HPI Schul-Cloud
www.schul-cloud.org



Book



powered by HPI Schul-Cloud
www.schul-cloud.org



Schul-Cloud



powered by HPI Schul-Cloud
www.schul-cloud.org



Session over



powered by HPI Schul-Cloud
www.schul-cloud.org



Break



powered by HPI Schul-Cloud
www.schul-cloud.org

