

Video Conferencing Equipment Use Form

VIDEO CONFERENCE INFORMATION

Name:		Grade:	
Phone:		# of students:	
Date:		Time:	
Cost:			
Occurrence:	<input type="checkbox"/> One time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		
Presenting Site URL:		Location of Site:	
Purpose/Topic of Video Conference:			
Contact Name:		IP/ISDN #	
Tel. #:		Email:	

TECHNOLOGY DEPARTMENT INFORMATION

Equipment Needed:		
<input type="checkbox"/> Projector <input type="checkbox"/> Document Camera <input type="checkbox"/> PC	<input type="checkbox"/> Mimeo Board <input type="checkbox"/> VCR <input type="checkbox"/> DVD	<input type="checkbox"/> Other (please list)
Do you need assistance from the Technology Department? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Linda Heuer 382-6541 x235 887-8505 x340	<input type="checkbox"/> Betti Percival 382-5554 x342 382-7146 x259	
<input type="checkbox"/> Dan Bartlett 382-6541 x241	<input type="checkbox"/> Paul Mangion 382-7131 x249	
<input type="checkbox"/> Kevin Peck 362-5521 x310 887-3648 x338	<input type="checkbox"/> Dean Zanello 382-7146 x259 382-6541 x279	
School IP #:	<i>HS - 172.31.101.10 PAC - 172.31.101.11 MS - 172.31.101.12 Pollard - 172.31.102.10</i> <i>Dan - 172.31.103.10 Atk - 172.31.104.10 North - 172.31.105.10 Central - 172.31.101.10</i>	

Technology Department Signature:

EVALUATION INFORMATION

Were there any problems connecting to this site?:	<input type="checkbox"/> Volume <input type="checkbox"/> Picture quality <input type="checkbox"/> Other
<i>Specify other:</i>	
Did the video conference address the expected curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the material/lesson age appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were there materials for:	pre-teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No post-teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No
Material to Return?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you recommend to a colleague?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, please explain:

When completed, return to Technology Department.