

Distance Education Best Practices

Tips to ensure a great learning experience using BlueJeans video communications

PREPARING YOUR SET UP


- Plan ahead and identify a location with minimum background noise and interruptions.
- Choose a backdrop that is free of visual distractions.
- Avoid sitting with a window either directly behind or in front of you—this can create glare and shadows.
- Adjust the position of your camera and lighting so that your face is well lit and centered in the camera view.
- Ensure you have a reliable Internet connection. A wired connection will provide the best quality experience for both audio and video.
- Avoid using a laptop's built-in speaker and microphone together, which may produce a distracting echo during the session. Use earbuds or a headset instead.

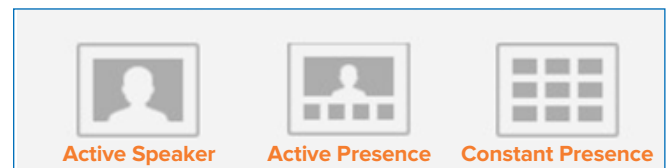
ASSISTING PARTICIPANTS

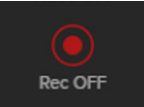
Provide these tips ahead of time to ensure a positive experience:

- **Eliminating echo:** use only one audio input
- **Audio quality:** headsets recommended
- **Background noise:** find a quiet location
- **Lighting:** ample amount
- **Camera view:** sit in the center of the view
- **Connectivity:** close other applications and browser tabs, and use a hard wired connection if possible
- **Testing:** encourage participants to test their connection at bluejeans.com/111

SESSION MANAGEMENT

- Use the **Mute participants on entry** moderator control setting to prevent distracting background noises.
- Share content such as a presentation, website or video by clicking the **Share Screen** icon.
 
- Adjust video layouts according to the type of interaction you'd like to achieve:
 - **Active speaker mode:** helps students focus on the speaker.
 - **Active presence mode:** great for panel discussions.
 - **Constant presence mode:** use to encourage a lively group discussion.
 - **Pinning:** Randomly pin students to keeping them alert for when you might call on them.



- Use the **Rec** icon to start and stop recording during the session. Share the recording with others from your BlueJeans account **RECORDINGS** tab.
 
- Ask your teaching assistant to join the session using your moderator code. He or she will be able to access controls to assist you with muting participants, locking the session, answering chat questions or recording.

Resources



Interested in more tips and training? Sign up for eLearning or a Coffee & BlueJeans LIVE videocast at coffee.bluejeans.com.



Check out bluejeans.com/support for other guides, tutorials & more. Visit community.bluejeans.com to connect with other users and ask and answer questions.

About BlueJeans Network

BlueJeans delivers video communications that connect people and drive business growth. BlueJeans' Enterprise Video Cloud is trusted by global businesses to enable video experiences for anyone, anywhere.