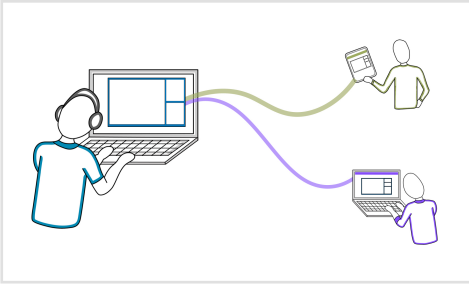


Lesson Plan

This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.



commoncraft.com/web-conferencing

ISTE Standard:
Global Collaborator 7a

ACRL Info Literacy Frame:
Information creation as a process

Web Conferencing and Webinars

Explained by Common Craft

Thanks to the internet, a different kind of meeting is possible. Instead of attendees having to travel to meet, they can now participate in web conferences or webinars from anywhere with an internet connection. This video explains the basics of web conferencing and how it's used.

Learning Outcomes

- Explain the value of web conferencing systems.
- Describe the steps to take to set up a web conferencing meeting.
- List possible activities that can take place during a web meeting.

Discussion Questions

Q #1

Have you used web conferencing software before? If so, what software? How would you describe your experience?

Q #2

In what situations might a web meeting be preferable to an in-person meeting? In what situations might an in-person meeting be better?

Knowledge Check Q&A

Q

True or False. Web conferencing requires that all attendees meet physically at a central location.

A

False

Q

Multiple Choice. Which of the following tasks can people do during a web conference? A) Watch a presentation B) Have a group discussion in real time C) Ask questions D) All of the above

A

D

Q

Multiple Choice. Which of these tools can be shared via web conferencing? A) Computer Presentations B) Polls C) Links D) All of the above.

A

D

Q

True or False. During a web conference, the meeting leader is the only person who may control the presentation.

A

False

Resources for Learning More

Ohio State University Health Sciences Library

What are the differences between video conferencing, web conferencing, webinars, and webcasts?

<https://hsl.osu.edu/eventtech/faq/what-are-differences-between-video-conferencing-web-conferencing-webinars-and-webcasts>

Lifewire, Nadeem Unuth

10 online meeting tools: Top tools for creating online meetings, webinars, and video conferences

<https://www.lifewire.com/online-meeting-tools-3426499>

Faculty Focus, David Walker

Ten tips for hosting a web meeting

<https://www.facultyfocus.com/articles/teaching-with-technology-articles/ten-tips-for-hosting-a-web-meeting/>

PC Magazine, Molly McLaughlin

The best video conferencing software for 2019

<https://www.pcmag.com/article2/0,2817,2388678,00.asp>