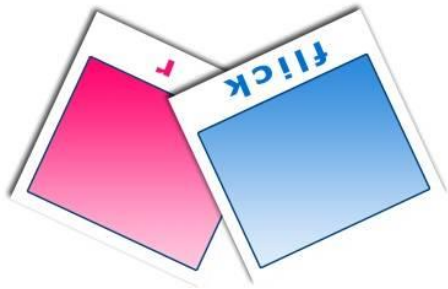


Flickr Organizer



Procedure

Detailed instructions-HOW To section

www.flickr.com

Username: jazz_vc

Password: BennieJazz

Find the pictures from our site. Be sure to add them to the Jazz 2016 El Paso album.

Add tags and captions to the photos.

Tags: MysteryQuest, RAP, MathMarvels, AskProgram, CommunityExchange, monstermatch, guestspeaker, groupwork.

Photos for video, add tag: movie17

Photographer



Procedure

Take photos during the project simulations, guest speakers, and small group work.

Each group must submit at least 10 pictures to flickr during their Jazz week. Photos must include: a candid shot of the facilitator, a group shot, and 8 pictures from the rest of the week.

Upload using your computer :

<http://www.flickr.com/upload>

Username: jazz_vc

Password: BennieJazz

or email photos to

rather27before@photos.flickr.com

Be sure to add them to the Jazz 2016 El Paso album.

Technical Facilitator



Duties

Move the camera.

Mute and un-mute the microphone.

Switch to document camera or PC.

Assist others in the group with running the equipment.

Communication Specialist



Procedure

https://todaysmeet.com/2016_123VC

"Communicate with other sites behind the scenes.

"Greet the group, "Hi, this is Samantha Good morning!"

"Update our group status in the chat.

"Use this tool to share and communicate when speaking through the video conference might disrupt the flow.

Multi-point Facilitator



Procedure

Conduct Roll Call

Use the script from your book.

Each day has a different roll call theme:

Day 1 —Site Identifying Sign and Slogan

Day 2 —Cheer or clap

Day 3 —Theme Song

Day 4 —Six-word Summary

Geek Squad



Duties

Assists site facilitator with laptop logins, Internet navigation, all things tech that are not videoconferencing.

This is a good job if you are a quick Internet surfer...or really want to learn the collaborative technologies well.

Time keeper



Duties

Keep one eye on the agenda, and another on the participants... ask for a brain break when appropriate.

Roll call Leader



Duties

Lead our participants in a discussion about today's roll call theme. Decide and direct how we will be represented in each roll call.

Each day has a different roll call theme:

Day 1 —Site Identifying Sign and Slogan

Day 2 —Cheer or clap

Day 3 —Theme Song

Day 4 —Six-word Summary