# Virtual Field Trip Procedure

☐ Contact park at least 2 month prior to your program.

☐ Discuss topic and desired content with park staff.

☐ Make sure that either Google Plus or Skype are set up on your computer.

☐ Double check contact information for park's account and that both parties have added each other prior to the session.

## Google Plus

**Open Google email:** make sure that you have sent an email back and forth with the teacher. Go to the "search people" box right above your contacts and search for the name of the teacher. Once found, move your mouse over the name and select the option to "show in chat list." You will then have to click on "invite to chat" in the same window. The teacher on the other end has to accept your chat invitation before you can video call them. They will get an announcement right above their contact list saying "____ wants to be able to chat with you. Okay? Yes/no."

**Place call to audience:** click on the name of the user in your contact list and a small chat window will pop up at the bottom of your screen. In this window, you'll have an option to click on the video camera to send a video chat request.

## Skype

**Open Skype:** Double-click on the Skype icon. Enter your user id and password at the applicable prompts.

**Make sure you are online:** You will see a green circle with a checkmark as well as the word "online" in the lower left corner of the Skype window.

**Place Call to Audience:** To connect with a Skype user, either double-click on the user name or highlight the user name and click the green telephone icon on the bottom of the window.

**Start Video:** When the person answers the Skype call, "Start my Video" so that the user can see your video.

**Using Chat:** Place your cursor in the text box at the bottom of the chat window and start typing your message; then click "Enter" on your keyboard. You will then see your chat message display under a gray heading. The person on the other end will reply and their text will display under a blue heading. The chat feature is very useful if you are having microphone issues as you can communicate with the user via text.

**Test video:** Once you are sure that your audio is working properly, make sure that your video is working.

**Select Tools -> Options -> Video Settings** and you should see your video on the right side of the window.

**Test your audio:** Once you are online, ensure that your headset/microphone is working properly. Double click on the "Skype Test Call" and follow the automated operator's instructions. You can then adjust volume and re-test (if necessary).

If your audio is not working, open the Tools->Options->Audio Settings in the Skype window. Ensure that the microphone is the "Windows Default Device"; then, click "Save". If your audio is still not working, reboot your computer. Upon rebooting, you may see a screen that requires you to select "microphone" and then click on "Okay." You can now re-test your audio.