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.

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.

ISTE Standard:
Global Collaborator 7a

ACRL Info Literacy Frame:
Information creation as a process

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
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

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

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

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