

An action-planning sheet

Subject-specific knowledge and skills

Are there any gaps in teachers' skills relating to software or your school's network facilities?

Are there aspects of teachers' subject-specific knowledge that need revisiting or refreshing to enable them to teach the use of sound and video?

Pupil organisation

Will any changes need to be made to the ways that pupils are organised or regrouped when they are using sound and/or video?

Teaching environments and resources

Will any changes need to be made to the teaching environment (e.g. rearrangement of desks) or even a change of teaching room to include the use of sound and/or video?

Will any changes need to be made to the network facilities or software available?