



Schedule a WEN Video Class

HOW TO

Easy Steps

- Fill out and submit the Credit Course Application form
- Choose dates, times and recurrences
- Correspond registered student locations
- Await confirmation
- Notify your students

2006 Course Application Deadlines:

Summer & Fall Semesters

March 31, 2006*

* this date has been determined based on previous experiences



Using the Wyoming Equality Video Network (WEN) can provide many benefits for education. The WEN Network was implemented to provide equal access to students in the state of Wyoming, however, it has grown and has been used in various ways. If you are interested in planning a WEN Video course, listed are some important tips to ensure your course is successful.

- When planning your course, check the online schedule and document your requested sites on the Course Request Form. Communicate your needs on this form to the Wyoming Department of Education (WDE) WEN Video Scheduler.

- Confirmation for the WEN Video course may take up to 14 business days. It is recommended to get your request forms submitted 1 month in advance to avoid last minute issues. This is due to the amount of time needed to communicate with the WEN Video sites in the state and obtain approval from the sites. Due to local control, each site must approve the use of the equipment (even if the schedule indicates the requested site may be available.)
- It is also important to submit the request forms early due to site availability or participation. It will take more communication time to find an alternate location if a requested site is not available.
- If you have an "Open Enrollment" course, you do not need to choose sites. Please communicate with the WDE WEN Video Scheduler on a regular basis about registered student locations. The site will need to be confirmed and reserved before the student may attend there.
- The course sites must be finalized 2 business days prior to the start date for proper paperwork and connectivity procedure.
- The WEN Video Scheduler will communicate with you when the WEN Video sites are confirmed and reserved. At that time you will communicate those locations to the students of your course. To assist you, links to specific WEN Video addresses are posted on the WEN Video website.
- Please note, most sites would like to know the names of the registered students if possible.

Coming Soon:

E-Request Form

Video Clips of Events

More How-To's

WEN Video Website: <http://www.k12.wy.us/wenvideo/>

The WEN Video website contains important and helpful information about the WEN Video.

Resources Include:

- WEN Video Event Request (.doc)
- WEN Video Course Request and Application (.doc)
- Site Listing
- Credit Course Catalogs
- How To's

- WDE Specific Forms
- Contact information

- WEN Video Governance Guidelines (**VCGC**)

The **VCGC Policy Guide** provides important information about the use of the WEN Video equipment, including the Priority of use, Fees for Government or Private entities, and discussing local control of the equipment and it's use.