Getting Started for Moderators Quick Reference Guide

Blackboard Collaborate gives you the functionality you need to support a 21st century teaching and learning environment, such as two-way audio, multi-point video, interactive whiteboard, application and desktop sharing, rich media, breakout rooms, and session recording. Educators and students can engage as if they were in a traditional classroom, with as good as, or even better, outcomes.

Tips on Conducting a Sessions

Preparation

- Design sessions to include interactivity and include variety of content and interaction in your session. Provide opportunities for participants to interact and collaborate with each other.

- Create quizzes or surveys to use during your session.

- Create customized Clip Art collections in order to load images easily during the session.

- Practice before leading your first session.

- Become familiar with the session content.

- Open web pages, applications needed for application sharing and screen captures before session begins.

- Load multimedia content and File Transfer content.

- Find a comfortable place with no distractions to deliver the session.

In-Session Tips

- Greet participants as they join your session.

- Remind your participants to use the Audio Setup Wizard in order to test their microphone and speakers.

- Speak clearly and don't rush.

- Ask questions and provide opportunity for interaction. Poll the class at various intervals to obtain their feedback. Remember to clear responses after each poll.

- Animate your delivery.

- Look at the whole screen, not just the whiteboard area. For example, watch the Chat window for text messages and the Participants window for new participants joining the session.

- Encourage participants to respond and to raise their hands when they have a question or comment.

- Poll the participants at various intervals to obtain feedback. View the polling summary as needed. Consider sharing the results when appropriate. Clear responses after each poll.

- Use the whiteboard tools to assist you in your delivery. For example, use the pointer to call attention to specific regions on the screen.

- Include features such as application sharing, web tours, video, multimedia, quizzes, and breakout rooms to assist you in delivering your content

Moderator's User Interface

Whiteboard

Audio Setup Wizard

Application Sharing

Web Tour

Load Content

Start Recording

Audio & Video Panel

Global Options Menu

Feedback, Step Away, Raise Hand & Polling

Participants Panel

Chat Panel

View Pages

Show Page Explorer

Explore Mode

Navigate Pages

Whiteboard Tools Palette

Content Area

Activity Window

Archaeology of Ancient Egypt
ARCH201 – Fall Semester