



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

