

Moderator Guide

Suggested Session Plan

Below is an example of how you might structure a webinar. Adapt as needed depending on your learning objectives, activities, and participants.

- **Introduction**
 - “Can you hear me?” Address any technical glitches or difficulties.
 - Start recording
 - Welcome participants
 - Introduction of moderator and participants via video/audio or chat
 - Overview of session
- **Presentation**
 - First few slides introducing topic
 - Question participants—“Thoughts on topic so far?”
 - Answer any audio or chat questions
- **Activity**
 - Use whiteboard and write terms/concepts associated with topic
 - Summarize concepts and ideas
- **Presentation**
 - Present next few slides
 - Question participants—“Thoughts on topic so far?”
 - Answer any audio or chat questions
- **Activity**
 - Use application and/or file sharing to illustrate a concept or provide a resource
 - Summarize concepts and ideas
 - Question participants and answer and audio or chat questions
- **Summation**
 - Present final slides
 - Summarize topic
 - Invite closing comments/questions
- **Thank participants**
 - Stop recording



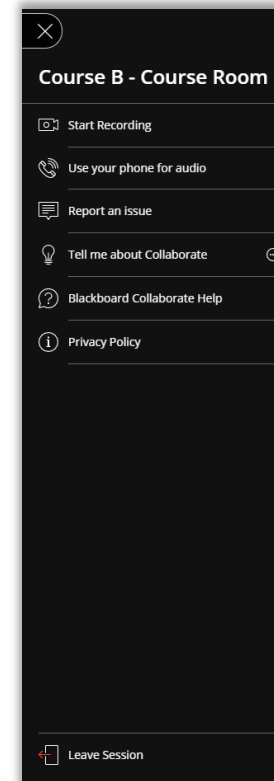
Blackboard Collaborate Ultra

Pre-Session Checklist

- ❑ Make sure **Blackboard Collaborate Ultra** link is available to students
 - ❑ Add as a Course Menu item or within the Online Classroom (**Tools > More Tools > Blackboard Collaborate Ultra**).
- ❑ Create a scheduled session for the date and time.
- ❑ Connect microphone/headset and webcam prior to joining session.
- ❑ Recommend students use **Google Chrome** for best experience. **Moderators should use Chrome.**
- ❑ Join room 15 minutes prior to starting time to work through any technical difficulties. Test video and audio controls (students and moderators) after joining session.

Session Checklist

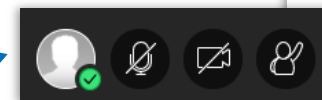
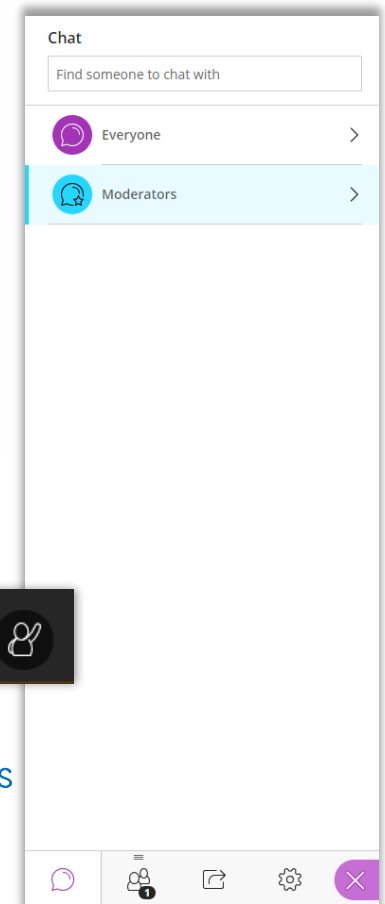
- ❑ Click **Share Audio** button to activate the microphone.
- ❑ Click **Share Video** button to use connected webcam.
- ❑ Open **Session Menu** (button in top-left corner) to access session controls.
 - ❑ Once ready, click **Start Recording**.
- ❑ Open **Collaborate Panel** (button in lower-right corner) to access all options.
- ❑ Click **Share Content** button on the Collaborate panel. Select **Share Files** and browse for file to share. Click **Share Now** when file is ready.
- ❑ Proceed through slides, files, activities, etc. Pop-ups appear if students use the “**Raise Hand**” button or notification sounds will occur when chat is used.
- ❑ Once the session is ended, use the **Stop Recording** button on the **Session Menu**.
- ❑ Audio and video controls will be active until disabled.
- ❑ Click the **Leave Session** button on the **Session Menu** once everyone has left. (Moderators are typically the last to leave.)



Session Menu



Collaborate Panel

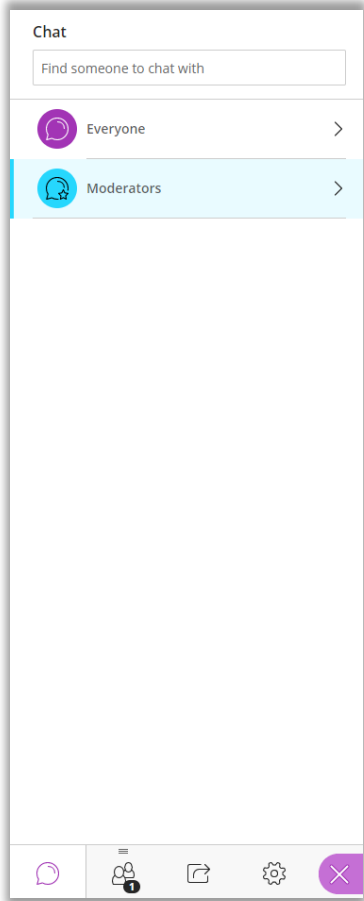


Audio/Video Controls

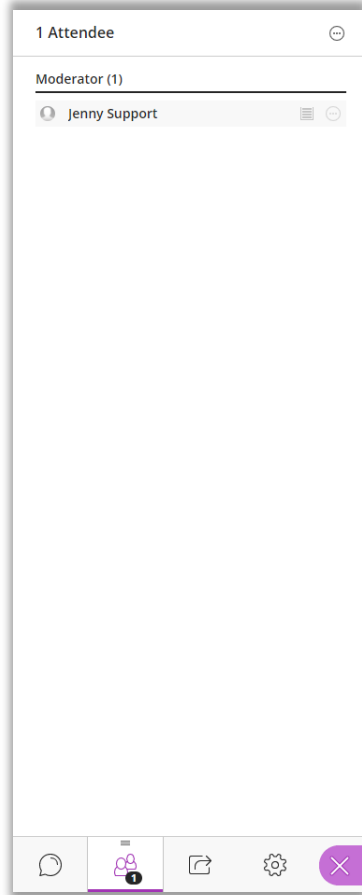


Blackboard Collaborate Ultra

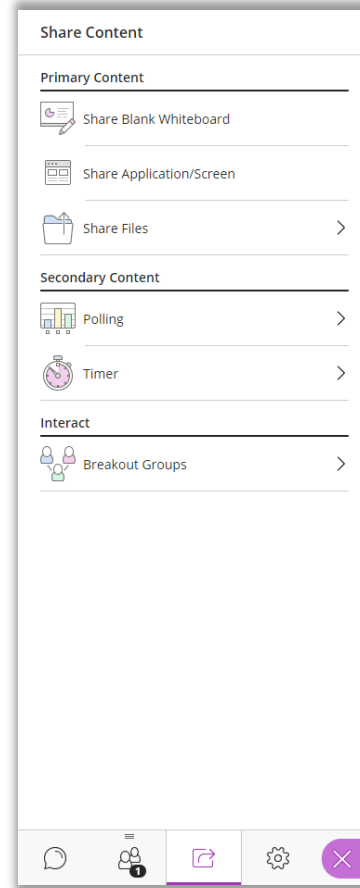
Collaborate Panel



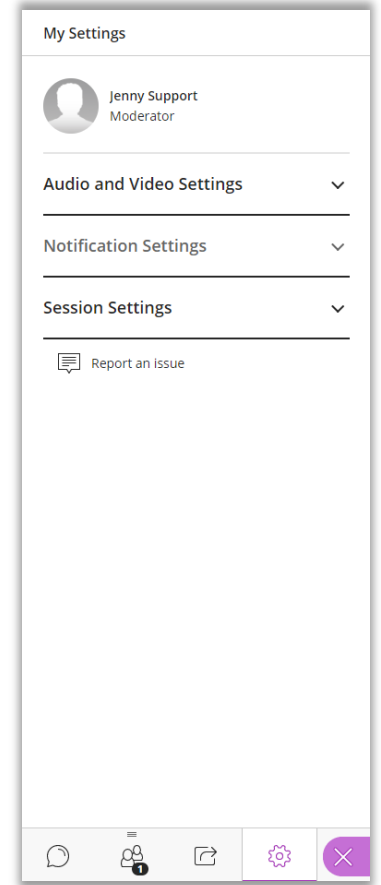
Chat Tab



Attendees Tab



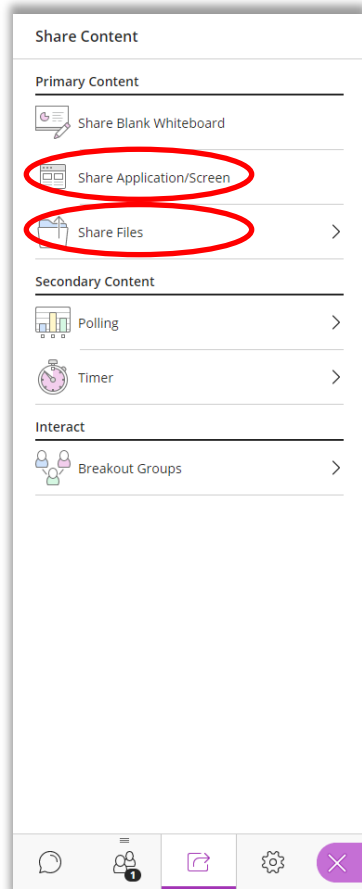
Share Content Tab



Settings Tab



Collaborate Panel



Share Content Tab

Present Materials to Attendees

Files from your computer or a portable USB drive can be uploaded and added to a Blackboard Collaborate session. In addition, files saved to Google Drive can be added via the **Google Drive File Stream**.

Google Drive File Stream is a separate application and must be downloaded and installed on your computer to share files from your Google Drive. Sharing files saved to Google Drive in a Blackboard Collaborate session is limited to the same file types—PowerPoint files, PDF files, and image files. To share a Google Doc, use the **Share Application/Screen** option.

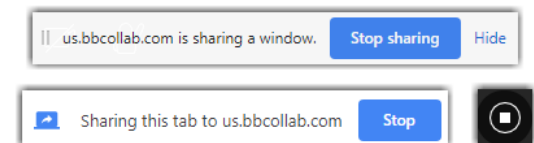
Upload Files—Files can be uploaded before the session begins. File types to upload and share include: PowerPoint files, PDFs, and image files.

- Click **Share Content** button > **Share Files** > **Add Files**
- The **Open dialog box** displays. Navigate to the file and click to select it. Click **Open**.
- The file is uploaded to your Collaborate Session.
- To share the file with attendees, click the file from the list and click the **Share Now** button.

Share Application/Screen

- Before sharing an application or Chrome tab, open the application on your computer or add a new tab to Google Chrome and navigate to the website resource you want to share (Google Drive document, slideshow, sheet).
- When ready, click on the **Share Application/Screen** button.
- The **Share your screen** dialog box opens with three tabs: **Your Entire Screen**, **Application Window**, and **Chrome Tab**.
- Click the tab that is applicable and select the option you want to share.
- Click the **Share** button. Present your information.
- When finished, click the **Stop Sharing** button.

Stop Sharing buttons



NOTE: It is NOT recommended to share Your Entire Screen.



Google Drive File Stream

Google Drive File Stream is a separate application and must be downloaded and installed on your computer to share files from your Google Drive. Sharing files saved to Google Drive in a Blackboard Collaborate session is limited to the same file types—PowerPoint files, PDF files, and image files. To share a Google Doc, use the **Share Application/Screen** option.

To download and use Google Drive File Stream, follow these steps:

1. Open your Google Drive
2. Click the **Settings** button and select **Get Drive for desktop**
3. The Google Drive Help page will open. Expand the **Download and Install Drive File Stream** section and click the appropriate **Download** button
4. The application will download
5. Run the execution file and follow the on-screen instructions to complete installation

After the installation of the Google Drive File Stream, you will be able to share files saved to your Google Drive. Select the H: drive to browse files.

