

## Instructor Moderator Checklist

This checklist is designed to be a quick guide to help you get started with Blackboard Collaborate Ultra. The checklist includes links to useful resources and tools. Please use this checklist as starting point and add to, and personalise the list based on your session requirements.

<b>Session preparation</b>	✓
<b>1. Equipment required</b>	
<ul style="list-style-type: none"> <li>• An internet-connected computer with the recommended browser Google Chrome</li> <li>• <b>Web Browser check here:</b> <a href="#">Browser Checker</a></li> <li>• <b>Check supported Browsers:</b> <a href="#">Supported Browsers</a></li> </ul>	
<ul style="list-style-type: none"> <li>• Headphones with microphone to avoid audio feedback</li> </ul>	
<ul style="list-style-type: none"> <li>• Webcam (if you wish to be seen by others)</li> </ul>	
<p><b>2. Create a new Collaborate Ultra Session on Blackboard or use your existing Course Room</b></p> <p>See guide <a href="https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions">https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions</a></p> <p>Course room:  <a href="https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Course_Room">https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Course_Room</a></p>	
<p><b>3. Choose your session settings</b></p> <p>Decide what students joining your session will be able to do. See guide <a href="https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Session_Settings">https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Session_Settings</a></p>	
<p><b>3. Send session details and instructions to participants</b></p> <p>Via a Blackboard announcement or email. (or add to the Blackboard Course Shell) or invitation  <a href="https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Invite_Attendees">https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Invite_Attendees</a></p> <p>Include the following:</p>	
<ul style="list-style-type: none"> <li>• Session date and time</li> </ul>	
<ul style="list-style-type: none"> <li>• Joining instructions and include participate resources for using Collaborate Ultra</li> </ul>	
<ul style="list-style-type: none"> <li>• Check if participants have accessibility needs</li> </ul>	
<ul style="list-style-type: none"> <li>• Etiquette – outline your expectations for online session conduct</li> </ul>	
<p><b>4. Send instructions to Guest speakers (if applicable)</b></p> <p><a href="#">Invite Attendees</a></p>	

See guide: <a href="#">Invite Guests to a Session</a>	
<b>5. Practice using collaborate features in advance</b>	
See Blackboard Collaborate Ultra tutorials and information- <a href="#">Blackboard Collaborate Tutorials</a>	
<b>6. Prepare your session materials including:</b>	
<ul style="list-style-type: none"> <li>• Create a detailed session plan include timings and moderator roles</li> </ul>	
<ul style="list-style-type: none"> <li>• Resources such as slides, quizzes, graphics, links to videos etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Etiquette and session instruction information</li> </ul>	
<ul style="list-style-type: none"> <li>• Check accessibility requirements as required. #1 above</li> </ul>	
<ul style="list-style-type: none"> <li>• Create any poll questions with accompanying slides that you will be using in the sessions in advance for presenter /moderator.</li> </ul>	
<b>7. Enlist help with moderator</b> – having an assistant to text chat and answer participant questions during the session is recommended	
<b>8. Book a quiet space</b> with wired internet (preferred) or Wi-Fi connection to hold the session	

<b>At least 30 minutes before the session</b>	✓
<b>9. Load your slides and resources to the session space</b> (via Blackboard)	
See guide and tutorials for sharing content – screen – you tube videos etc.- <a href="#">Lessons tutorials Loading content &amp; resources</a>	
<b>10. Clear your screen</b> of applications / private documents not needed for the sessions (especially important if sharing your screen)	
<b>11. Join the session at least 20 minutes before</b> the scheduled start time. Tip: mute your audio /mic before until you start the session.	
<b>12. Settings checks</b>	
<ul style="list-style-type: none"> <li>• Is your microphone, video and audio working? (you will be prompted to check these when you first join the session. For more information see – <a href="#">Blackboard Collaborate: Use Audio and Video</a></li> </ul>	
<ul style="list-style-type: none"> <li>• Check you have given moderator / presenter rights to your co-moderator and/or guest speaker</li> </ul>	
<ul style="list-style-type: none"> <li>• Choose whether you want participants to be able to speak or be seen in the session</li> </ul>	
<ul style="list-style-type: none"> <li>• Set sharing requirements for drawing on the whiteboard content</li> </ul>	
<ul style="list-style-type: none"> <li>• Create breakout rooms for group work if required</li> </ul>	
<ul style="list-style-type: none"> <li>• Check participants can enter a scheduled session early to carry out their checks (the default setting is 15 minutes prior to the session starting)</li> </ul>	

<ul style="list-style-type: none"> <li>○ If you are using the default Course Room, check that it is Unlocked to allow participants to join the room</li> </ul>	
<b>13. Welcome message</b> - provide a slide with the session start time and participant instructions to check their settings and equipment.	

<b>At the start of the session</b>	✓
<b>14. Greet participants</b> as they join the session via text chat or audio	
<b>15. Remind participants to test their microphone and speakers</b>	
<b>16. Give a brief overview</b> of the Collaborate Ultra tool and how to use it during the session, including using to text chat and icons (i.e. raise hand)	
<b>17. Remind participants the session will be recorded</b> (if applicable) and that the recording maybe viewed by people who have not taken part in the session.	
<b>18. Start recording</b> (if applicable) - <a href="#">Blackboard Collaborate: Recording Sessions</a>	
<b>19. Guide participants throughout the session</b> and remind them how they can interact and locate features on the Collaborate interface	

<b>End of the session</b>	✓
<b>20. End the recording</b>	
<b>21. Get participant feedback</b> – post a slide / poll / or survey link at the end of the session (if applicable)	
<b>22. Save a copy</b> of the whiteboard pages and chat (if required)	

<b>After the session</b>	✓
<b>23. Session capture</b> – Remind students that session recordings are available and where to find them in the Blackboard course	
<b>24. Future improvements</b> - note 'what went well' and 'what could be improved for future'. Add your notes and changes to this checklist.	