

What is a Moderator?

In Blackboard Collaborate, Moderators are the ones who do the talking. They have control over what functions are available or unavailable to Participants, what content is covered, and how that content is delivered.

Test Your Configuration

Prior to the start of your session go to [Check System Requirements](#) to verify your system requirements you are going to use for your session. This allows sufficient time for you to make any adjustments prior to your session beginning.

Review Documentation

Review [Moderator's Guide](#) to familiarize yourself with Collaborate. To review all Collaborate documentation go [here](#).

Plan Your Session

Make it easier on yourself, plan ahead. By using the plan tool, you can make it easier to present. Review [Introduction to Blackboard Collaborate Plan](#) recording.

Practice

Just like any presentation it is good to practice prior to delivering your presentation. Recruit a colleague to be your participant, use a second computer to see what your participants will see, or record the session to be able to review and makes any changes.

Check Your System

For optimal performance it is recommended you use a wired connection to access a session. Also, if you are using a laptop, make sure your power source is connected. These steps will allow you to maximize your experience within a session.

Close Applications

Shut down other programs you are not using, this will make your experiences better. Other applications running can slow down your connection speed and interfere with your session.

Arrive Early

Avoid the stress, arrive early. Give yourself enough time to enter the session and get settled prior to the presentation beginning and greet participants upon arrival.

Run Audio Setup Wizard

It is good practice to run the Audio Setup Wizard every time you enter a session. This allows you to test your audio configuration to determine if any adjustments need to be made to allow an optimal experience. If you need assistance on how to access the Audio Setup Wizard review, [Audio Setup Wizard Quick Reference Guide](#) document. If you are not able to hear yourself during the audio setup wizard, check your headset. Does it have a mute button? Do you have your volume turned up on your machine?

Establish Rules

Establish some grounds rules for participants to follow during the sessions. Be sure to communicate them at the beginning of the session and follow throughout the session.

Be Enthusiastic

Bring enthusiasm to your sessions - participants might catch it. No one likes to listen to a monotone person. Participants respond better when emotion is displayed in your voice showing excitement, concern, etc. It is also a great way to display your charisma and a way for your participants to know you better.

Engage Participants

Check with your participants frequently to make sure they are following along. At the beginning of a session, provide a "get to know your participants" activity. Provide interactive content to allow your participants actively participate in a session. Interact with your presentation and ask questions frequently. Use their names to get their attention.

Close the Session Window

Be sure you exit the session window to allow the session to close properly. **Remove remaining participants before you exit the session.** This way you can assure the session closes properly. The session remains open as long as someone is in the room.

Record Your Session

Provide your participants with a way to review the content from the presentation. Review the session yourself and determine what went well and what could be improved. Provide participants with a link of the recording. Remember breakout rooms, private chat and moderators' chats are not included in the archive. Review [Getting Started with Recordings Quick Reference Guide](#) document. Need more information about archiving, watch [Recording and Archiving Features](#) video.

NOTE: When recording sessions for asynchronous student review, make sure the Talk button is pressed for the entire session, even when not talking. Use the mute feature on the microphone to stop audio input from the microphone. This is necessary because Collaborate only records when it thinks there is information to record. Not pressing the Talk button the entire time could result in the session jumping forward in time when viewed by the student if no other activity is occurring.