

Getting Started as a Moderator

In Collaborate with the Ultra Experience

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 sharing, polling, breakout rooms, and session recording. Educators and students can engage as if they were in a face-to-face classroom, with as good as, or even better, outcomes.

Best Practices for Conducting 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.
- Practice before leading your first session.
- Develop familiarity with the session content.
- Open applications needed for application sharing before the session begins.
- Load files for sharing before the session begins.
- 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 run a Tech Check in order to test their microphone and speakers.
- Speak clearly and don't rush.
- Ask questions and provide opportunity for interaction.
- Animate your delivery.
- Look at the whole screen, not just the content area. For example, watch for Chat messages and for new participants joining the session.
- Encourage participants to respond and to raise their hands when they have a question or comment.
- 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 and file sharing to assist you in delivering your content.
- Use polling and breakout groups to increase participant interaction.

User Interface

