

REALIZE! FORUM 2015 ONLINE MODERATOR MANUAL



January 2015

We hope this manual will help you hone your online moderation skills with each session that you moderate.



BEFORE THE FORUM:

- ✓ **Get to know your presenter.** You will get an email introducing you to your presenter.
- ✓ **Discuss with your presenter how the session will run** - its structure, timing, Q&A, relevant information on the topic.
- ✓ **Prepare your introduction and wrap-up.** Ask presenters how they want to be introduced.
- ✓ **Make a list of links** used in the presentation, so you can easily copy and paste them into the chat box.
- ✓ **Have presenter and English Online contact info handy.**
- ✓ **Test logging in to WordPress** with your user name and password at least 5 days before the Forum. Email naleko@myenglishonline.ca if you have not received your WordPress login.

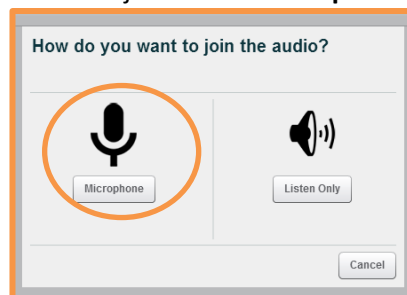
ON THE DAY OF THE FORUM:

To join the session:

1. Arrive at least **10 minutes before the session.**
2. **Close all unnecessary applications.**
3. **Log in to WordPress** <http://www.myenglishonline.ca/wp-login.php>, otherwise you will join a session as a regular user and won't be able to moderate it.
4. After you logged in to **WordPress**, go to the **Schedule** and click on the session you are assigned to moderate. On the **Session Details** page, click on the **blue button** (activated on the day of the Forum) to join the session.
5. **Enter the room** and test your settings.

BEFORE THE SESSION:

1. When joining the room, choose to join with a **Microphone**. You will be prompted with instructions on

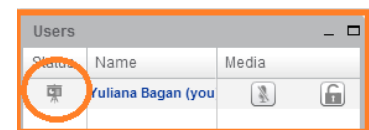


how to test your devices.

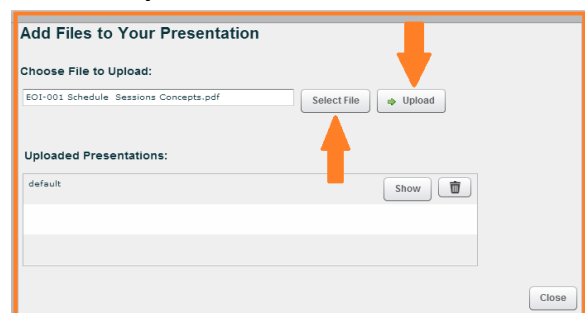
2. Make sure you have **presenter's rights**.



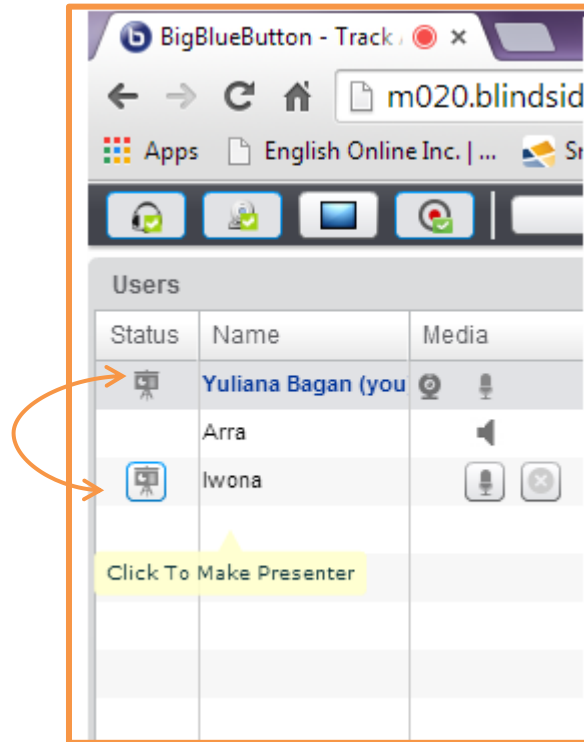
3. Click **Upload File** button to **upload the Welcome Slide**.



4. Select your **Welcome Slide** on your computer and then click **Upload**.

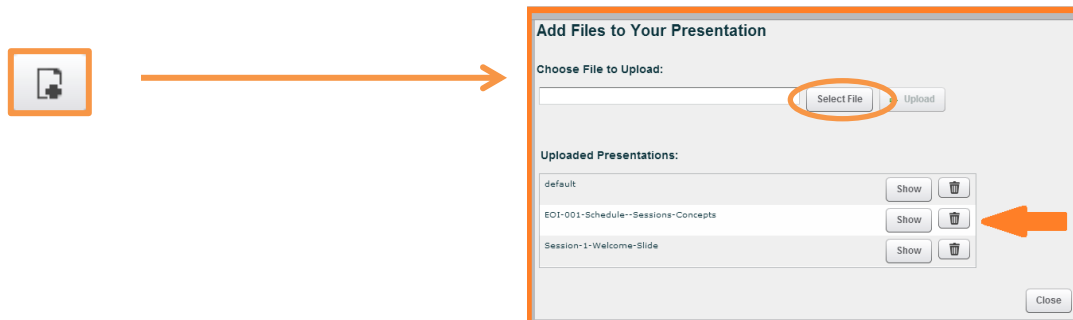


5. Greet your presenter. **Give presenter rights** by clicking next to their name in User Status Column and **let them upload their presentation.**



NOTE: Presenters are expected to arrive 10-15 min before the session. If your presenters do not arrive on time, contact them. Presenters' contact information should be confirmed in your pre-Forum communication.

6. **Take presenter's rights back** as you will start the session.
7. **Switch back to the Welcome Slide** by clicking on Upload Files Button again. Choose the Welcome slide by clicking **Show**.

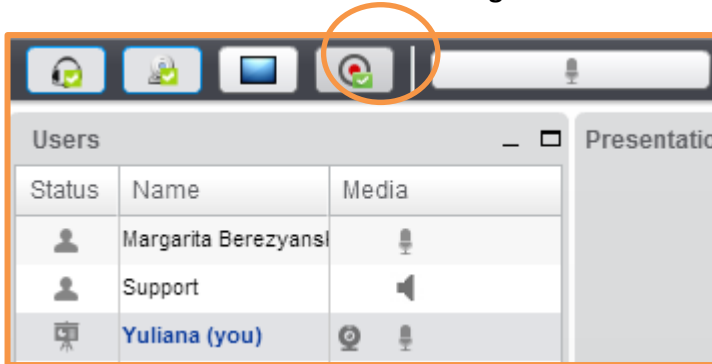


8. **Welcome attendees** as they join the session and encourage them to introduce themselves in the **Chat Box**.

NOTE: If you have any tech questions, ask your BBB moderator in **a private chat** (Options tab).

BEGINNING OF THE SESSION:

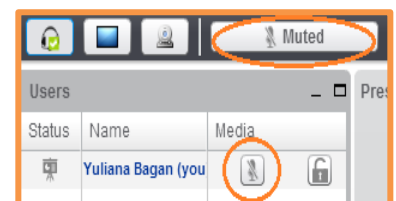
1. **Start on time** and **click to start recording**



- introduce yourself
 - remind the attendees that the session is being recorded
 - inform the attendees that they will be muted and encourage them to use the **Chat Box to communicate during the session**
 - **to request a certificate of participation or a badge**, ask participants to complete an online form within one day after the Forum, stating their sessions attended. Certificates will be emailed in February.
 - in case of technical difficulties, ask the attendees to type their concerns in the Chat Box and BBB moderator will contact them
2. **Introduce the speaker.** Let your introduction be brief and catching. You might present an interesting fact from author's work or bio to get the attention of your audience.
 3. **Switch to Presentation Slides** and give control back to your presenter.

DURING THE SESSION:

1. **Stay muted unless you need to speak** →
2. **Monitor questions in the Chat Box** and take notes of those questions.
3. **Keep track of time.** Send your presenter **short time reminders** in the Chat Box if needed.
4. **Keep a list of links** used in the presentation at hand in case they don't work for some of the attendees. In this case you will need to copy and paste them in the Chat Box.



NOTE: In case you have **problems with audio**, you can always **dial in to join the Forum** (your Forum access number will appear in the chat box). Therefore, make sure you have **access to a landline or a cell phone**.

EMERGENCY 'DEAD AIR' FILLERS:

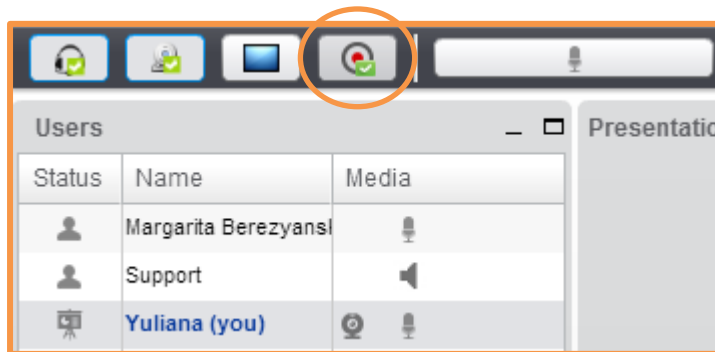
1. Encourage the participants **to introduce themselves** in the Chat Box (where they are from, what they teach, what levels they teach, etc.).
2. Ask about **participants' Forum experience** so far.
3. Ask about the **Keynote Speech**.
4. Ask the participants to send links to **their favourite ESL and PD websites**.
5. Discuss **differences and similarities in the ESL environments** across Canada.
6. **Language Jokes** <http://www.ebaumsworld.com/jokes/read/81320970/>
7. **Weather**

END OF THE SESSION:

1. **Leave time for Q&A:**
 - for a **60 minute presentation - 15-20 minutes,**
 - for **30 minute presentation – 10-15 minutes.**

More experienced presenters might want to answer questions as they are coming in during the presentation. Some presenters will need time to address the questions at the end of the session. **Help presenter to manage questions.** Encourage participants to **use a Chat Box to submit their questions.** Voice those questions that haven't been addressed yet. Make sure you and the presenters are **reading the questions aloud** as the recordings will not include the chat. **If you are short of time or a question requires a detailed answer,** encourage attendees and presenters to continue their discussion in the [REALize! Group on Tutela](#).

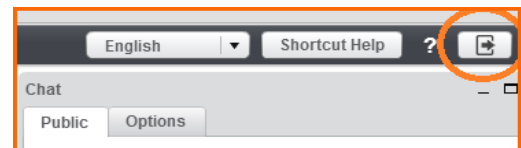
2. **Finish on time. Click to finish recording:**



3. Ensure you have **1 – 2 min** to:
 - **thank** the audience and the presenter for the session
 - **to request a certificate of participation or a badge,** remind participants to complete an online form within one day after the Forum, stating their sessions attended. Paste the link to the online form in the chat box. Certificates will be emailed in February.
 - **encourage** them join [the REALize! Group on Tutela](#) to continue discussion.

NOTE: All session **recordings** will be available on the Forum website <http://realize.myenglishonline.ca/> later.

4. **Remind the users how to log out** and log out yourself.



5. **Tweet about your Session** and the Forum in general using **#realize15** hashtag.

USEFUL RESOURCES FOR SUCCESSFUL PRESENTATION:

- BBB Presenter Tutorial <http://www.youtube.com/watch?v=PHTZvbL1NT4&feature=youtu.be>
- Setting up Audio in Big Blue Button tutorial https://www.youtube.com/watch?v=4Y_UsUrRx0

BBB Demo Version <http://demo.bigbluebutton.org/>

- Tips and Tools for the Forum <http://www.myenglishonline.ca/for-teachers/REALIZE/tips-tools-2/>
- REALIZE Forum Group on Tutela http://tutela.ca/tiki-view_forum.php?forumId=140
- Twitter Hashtag for the Forum [#REALIZE15](#)

ENGLISH ONLINE CONTACT INFORMATION

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Yuliana Bagan ybagan@myenglishonline.ca

Skype: natalia_myenglishonline

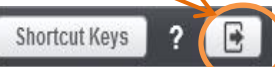
yuliana_myenglishonline

ENJOY THE FORUM!



Your audio and web camera are on

Log Out



| Status | Name | Media |
|--------|---------------------|-------|
| | Yuliana Bagan (you) | |
| | Arra | |
| | Iwona | |

Click To Make Presenter

(Recording) Track A

Shortcut Keys ?

Users

Presentation: REALIZE15 Tune In!.pdf

REALIZE! 2015: Tune In!

Natalia Aleko naleko@myenglishonline.ca
 Yuliana Bagan ybagan@myenglishonline.ca

May 3, 2014

Chat

Public **Options**

Welcome to **Track A!**

To understand how BigBlueButton works see our [tutorial videos](#).

To join the audio bridge click the headset icon (upper-left hand corner). **Please use a headset to avoid causing noise for others.**

This session is being recorded.

To join this meeting by phone, dial:
 (613) 317-3321 (Ottawa, ON, CA)
 1-855-215-5935 (Canadian toll free)
 Then enter 25539 as the conference pin number.

Cyrlin 13:06

Hello!

I can see you! Can u see me?

13:07

Ok sure! No prob :-)

Default Layout
 Video Chat
 Webcam Meeting
 Presentation Meeting
 Lecture Assistant

English

Default Layout

1. Presenter (you)
2. Moderator
3. Participant

Click to mute all users except presenter

Click to upload welcome slides

Click on the numbers to see slides timeline

Drag the bar to zoom in/out

Questions are posted through the chat box

Use arrows to move the slides

Layout options