

REALIZE FORUM 2015 ONLINE PRESENTER MANUAL



January 2015



We hope this manual will help you enhance your online presentation skills with each session that you present.



REALIZE ONLINE FORUM PRESENTER MANUAL

BEFORE THE FORUM

- ✓ Make sure you have **registered for the Forum**. You can do so here <http://www.myenglishonline.ca/for-teachers/realize/register/> .
- ✓ **Get to know your moderator and discuss the session structure with them.**
- ✓ **Provide your phone number to your moderator and English Online.**
- ✓ **Share the links** used in your presentation with your moderator.
- ✓ **Have your Presentation Slides handy.**
- ✓ **Have English Online contact info handy.**
- ✓ **Have access to the phone you have provided us with in case your moderator needs to contact you.**
- ✓ **Have access to a landline/cell phone in case you need to dial in to the session.**

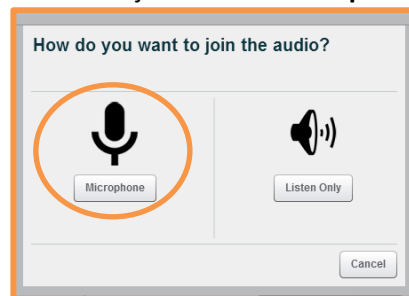
ON THE DAY OF THE FORUM

BEFORE THE SESSION:

1. Arrive **15 minutes before the session**.
2. Go to **English Online Website → For Teachers → REALIZE Forum → Forum Schedule → Your Session Page**. Click on the **blue button** to join the session.

NOTE: *If you see the message saying the session hasn't started yet, it means your moderator has not logged in yet. Refresh your browser and try logging in in a couple of minutes.*

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



how to test your devices.

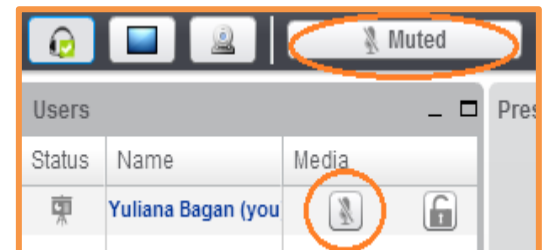
4. **Enter the room and test your settings** with moderators (**REALIZE Team Moderator** and **BBB Moderator**).

5. **Upload your presentation**

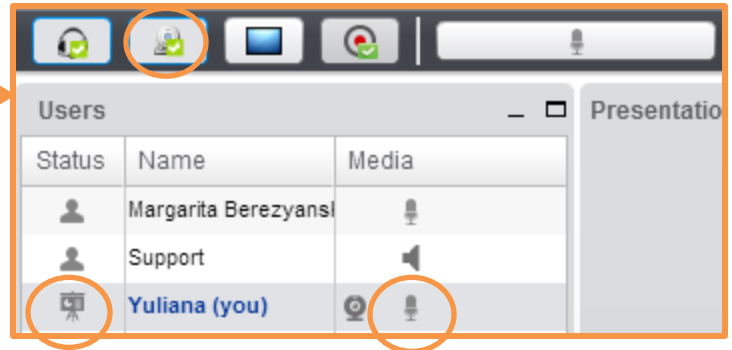


BEGINNING OF THE SESSION:

1. Make sure you are **muted** while your moderator is introducing you.



2. After the introduction, check if you
 - are unmuted
 - your web camera is on
 - have presenter rights back
 - your presentation slides are on the screen.



3. **Start your presentation:**
 - Let the participants know how you will be addressing questions.
 - Encourage them to use the Chat Box for submitting questions.

DURING THE SESSION:

1. **Keep track of time.**
2. **Keep an eye on the Chat Box for Technical Support and Time Reminders.**

NOTE 1: *If you are answering questions as they come in, please scroll up and down the Chat Box and read them aloud.*

NOTE 2: *If your presentation includes audio/video/website links, give participants instructions to click on those links and then come back to BBB once they have completed the activity. They can submit short messages into the Chat Box saying they are done.*

NOTE 3: *if you have any technical questions or problems during your session, our Big Blue Button moderator will be there to assist you. Just stay calm and address the issue.*

END OF THE SESSION:

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

Let your moderator know if you require help to manage Q&A part. Make sure you are **reading the questions aloud** as the recordings will not include the Chat. **Your moderator will voice questions that have not been answered.** If you are **short of time or a question requires a detailed answer**, encourage attendees to continue their discussion in the [REALIZE Group on Tutela](#).

2. **Finish on time:**
 - **thank** the audience for their active participation
 - **leave 1 -2 minutes** for your moderator to wrap up the session
3. **Log out of the session.**
4. **Tweet about your Session** and the Forum in general using [#REALIZE15](#) hashtag.

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**.*

Your audio and webcam are on

Log Out

Your microphone is on

Check for private messages from BBB tech support here

- 1. Presenter (you)
- 2. Moderator
- 3. Participant
- 4. Technical Support

Session Dial in number and pin

Raise Your Hand Button

Questions are posted through the chat box

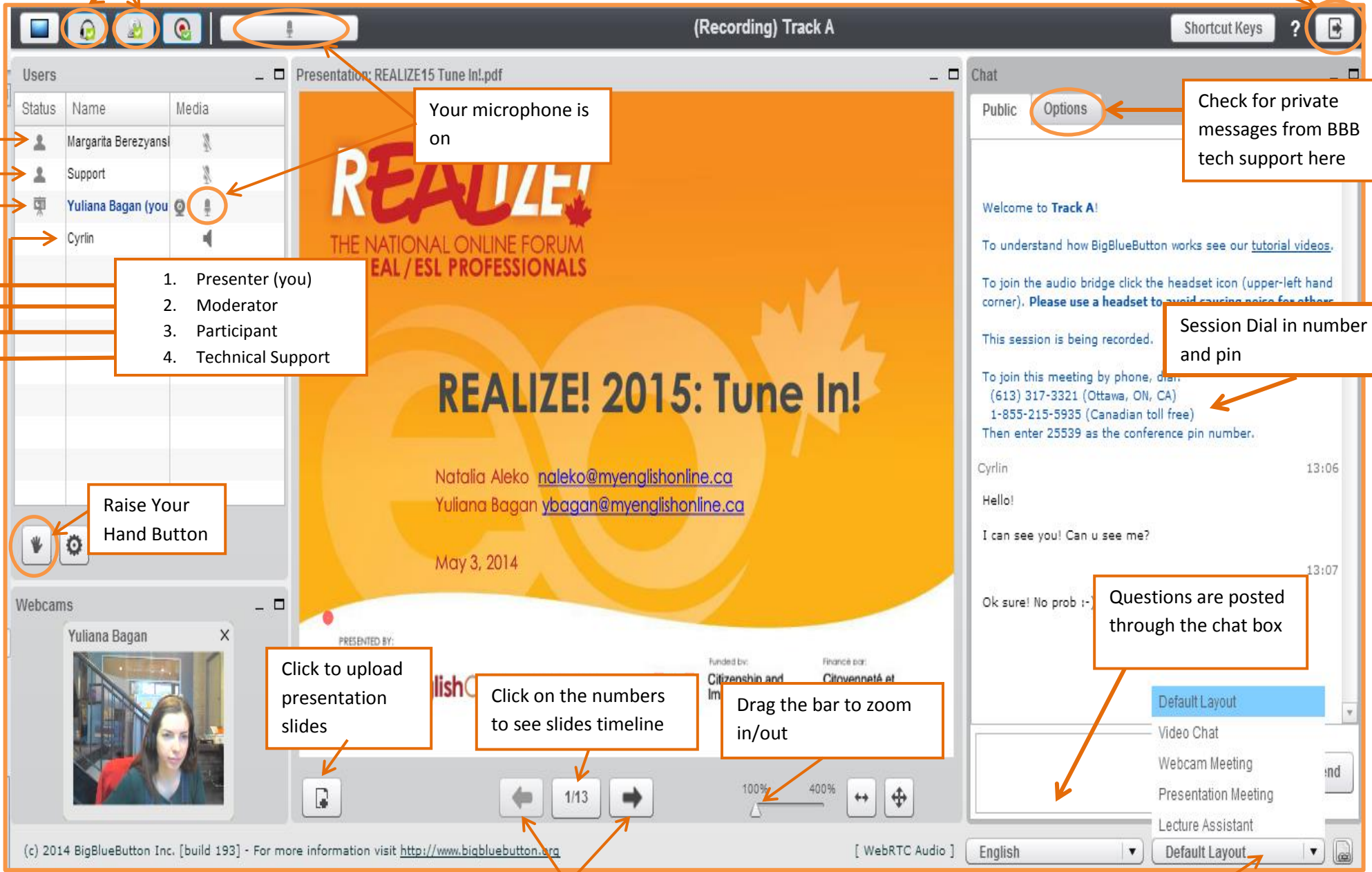
Click to upload presentation slides

Click on the numbers to see slides timeline

Drag the bar to zoom in/out

Use arrows to move the slides

Layout options



SUGGESTIONS ON DEVELOPING AND LICENSING YOUR PRESENTATION:

1. If you are including **images** into your presentation, use either *your own images* or make sure you have *a right to share them*.
 - For images/media objects, we recommend using **Public Domain** (not copyrighted), or **Creative Commons licenses**. You can use [Creative Commons Search](#) to find them.
 - Make sure you reference images and give proper attribution to the author.
2. For more information or licensing your work, please visit these links
 - [What are Open Educational Resources](#)
 - [Why license your work](#)

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/>
- 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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ENJOY THE FORUM!

