The Trainer's Guide to

Blackboard collaborate™ ULTRA

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How to Use This Guide

This guide is designed to provide technical tips & tricks and best practices advice for virtual training conducted via Blackboard Collaborate Ultra Experience. It is suggested that you use this guide to help enhance your understanding of the Blackboard Collaborate Ultra Experience platform, gain confidence in your facilitation skills, and improve upon the learner experience.

While the tips & tricks in this guide are invaluable, they will not provide you with a complete training experience. For access to a bank of hundreds of virtual (and in-person) training activities go to www.soapboxify.com. Soapbox is an all-in-one presentation creation tool that allows you to enter some basic information about your training (length, audience, objectives) and in a matter of minutes will provide you with a complete facilitator guide, slide deck, handouts, and activity instructions. Sign up today for a free 10-day trial to experience how Soapbox will revolutionize your training programs.

Basic Feature Overview

Roles

There are four types of role that an Attendee to a Blackboard Collaborate Session could have, each with different responsibilities and permissions:

- **Moderator** A Moderator has complete control over the session. They can promote a Participant to a new role, set session settings, see hand raise notifications, and lower hands. **Note:** If you are utilizing a Producer for your session, the Moderator role is best suited for a Producer.
- **Presenter** Presenters can upload, share, edit, and control sharing content. They can also see hand raise notifications and can lower hands.
- **Participant** A Participant can only share audio, video, chat, draw on a whiteboard, or share files. (A Moderator can remove one or more of these permissions for Participants).
- **Captioner** A Captioner is a person who is designated by the Moderator to provide accessible learning to those who are deaf or blind. A person designated Captioner is given an area to type what is being said in real time. Multiple Captioners can be assigned for multiple languages.

How to Change Roles

In the *Attendees Panel* select *Attendee Controls* (three horizontal dots inside circle). Select the role that you want to assign to that Participant.

Limitations

- Users (all roles) need to use one of the two most recent versions of the supported browsers: Google Chrome, Firefox, Safari, or Microsoft Edge. **Note:** Blackboard Collaborate will not operate on Firefox via a mobile device.
- Only a Moderator will be able to assign/change Participant roles.

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- There is no limit on the number of people who may be assigned to each role in Blackboard Collaborate Ultra. It is best practice to have a Presenter/Producer use the role of Moderator. Promote Participants to the Presenter role to allow them the ability to present content when necessary in a session.

Webcam & Voice

Overview

The most basic features of Blackboard Collaborate Ultra Experience are the *Share camera* and voice features. Users are prompted to enable their microphones and cameras upon logging on to Blackboard Collaborate Ultra. The *Share camera* feature gives participants the ability to share multiple cameras if desired.

Adult Learning

Adult learners need multi-sensory learning experiences. For virtual instructor led training (VILT) this means asking your Participants to enable their cameras during training sessions. Also, adult learners need to be involved in their learning, which includes planning learning experiences with feedback and interaction, both of which are most effective on camera.

Limitations

- Moderators can disable Participant audio/video sharing. By default, audio/video sharing are enabled at the start of a session for all Attendees in sessions with less than 250 participants.
- When logging onto the meeting, users will be prompted to choose their audio source or enable a webcam. This can at times be challenging for Participants if they are not using microphones/cameras built into their machine.
- Participants will need to give Blackboard Collaborate permission to access their devices (such as webcam and microphone) when asked. Blackboard Collaborate does not require or use plugins.
- Users need to use one of the two most recent versions of the supported browsers: Google Chrome, Firefox, Safari, or Microsoft Edge. **Note:** Blackboard Collaborate will not function on Firefox via a mobile device.
- If other attendees are sharing their video (webcam), the number of videos that you can see depends on your browser and device:
    - Chrome/Safari/Microsoft Edge: 4 videos
    - Firefox: 2 videos
    - Sessions with greater than 250 participants: 2 videos
- For the best experience with video (webcam), use the maximum resolution.
- *Share camera* is not available on mobile devices.
- In preview, your video will appear backwards. Your video will not appear backwards to other attendees or in recordings. Video is only mirrored in the preview window.

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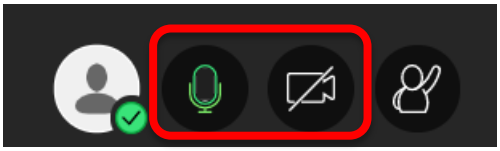
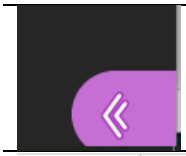
How to Use

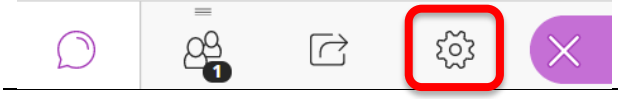


Turn your microphone on/off using the microphone button at the bottom of your screen. A green microphone means your microphone is on.

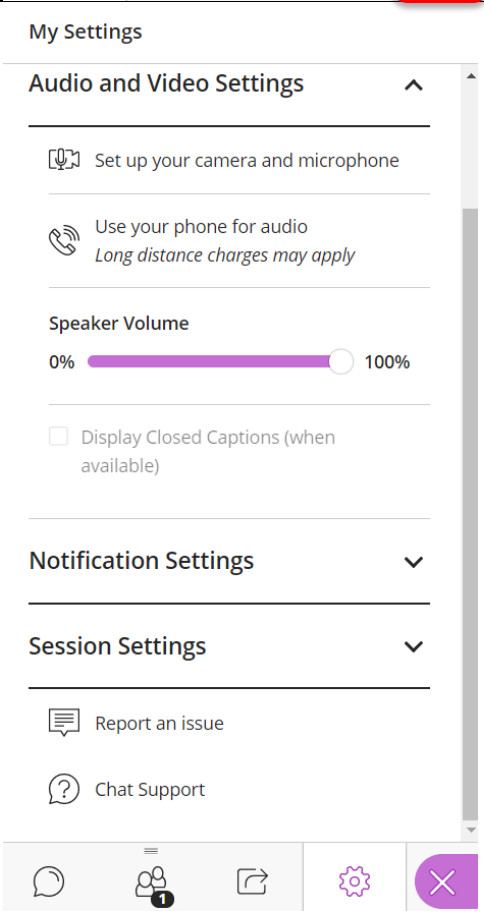
Turn your camera on/off using the camera button at the bottom of your screen. A white line through a white camera icon means your camera is off.



For additional audio/video settings, open the *Collaborate Panel* by clicking the purple button in the bottom right corner.



From the *Collaborate Panel*, click *My Settings* to view your audio and video settings.



In audio and video settings, Participants can set up cameras and microphones, test their speaker volume, and turn closed captions on/off.

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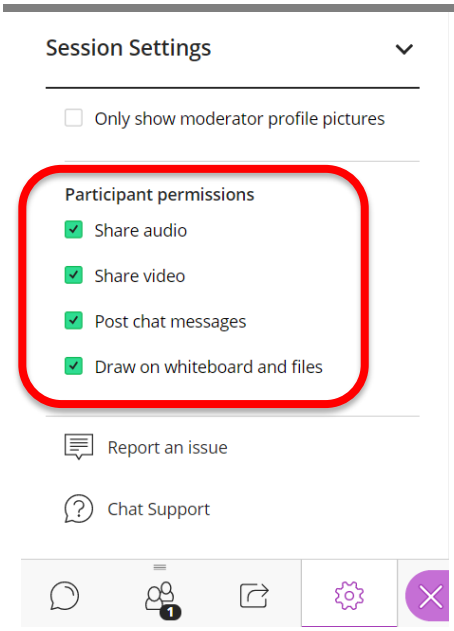
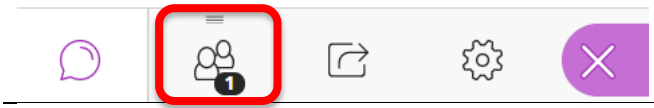
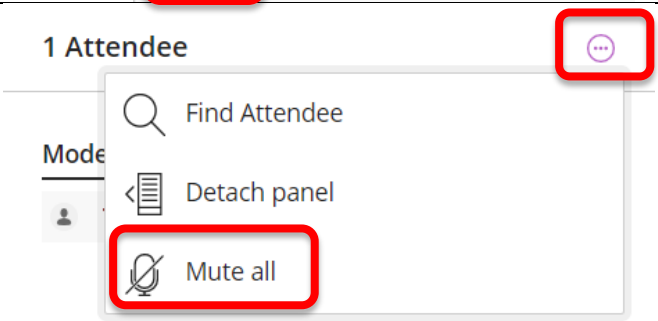


Session Settings
The Moderator has additional Session Settings (in the *My Settings panel*) which include allowing or disallowing Participants to share audio, share video, post in the chat, or annotate on the whiteboard or files.

How to Mute All



From the *Collaborate Panel*, click the *Attendees* icon.



Click *More Options*. Then click *Mute all.*

To mute a specific Participant, click the microphone icon next to their name.

Best Practices

- **Explain how to mute and unmute.** At the start of your session, explain to Participants how they can mute themselves or unmute themselves.

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- **Mute notifications.** When a Moderator mutes one or more Participants, they will receive a notification that a Moderator has muted their microphone. **Note**: Attendees can still turn their microphone back on after being muted.
- **Mute people upon entry.** Mute Participants as they enter your session to avoid sudden loud noises or commotion.
- **Ask people to turn on their cameras.** At the start of your session, ask your Participants to turn on their cameras. Provide a brief explanation of why you are asking them to do so.
- **Explain to Participants how to unmute themselves.** It is easy to get carried away with presenting and forget to unmute Participants at necessary points. Explain to Participants at the start of a session how they can unmute themselves when necessary (by pushing the microphone button in the bottom center of their screen so that it glows green).

Back-Up Plan

If the webcam and/or voice are not working, try signing off Blackboard Collaborate Ultra Experience and back in again. Blackboard should re-prompt you to allow access to audio/video at this time. Additionally, check your *Settings* (gear symbol in the Collaborate Panel) to ensure that you have assigned the proper microphone/camera. If that does not solve your problem, try a computer restart.

Screen/Application/File Share

Overview

Screen share and application share are features of Blackboard Collaborate Ultra Experience that are easy to use and can be utilized in a variety of ways to enhance the learner experience. Screen share and application share can be used to show a video, webpage, document, or PowerPoint with Participants.

Adult Learning

Adult learners need learning experiences that appeal to all their senses, including delivery techniques that meet the needs of audio, visual, and independent learning preferences. Using the screen share or application share feature is one important method through which you can engage your learners.

Limitations

- Application sharing is available on Chrome, Firefox, and Microsoft Edge. It is not currently supported on Safari.
- The total size of uploads allowed is 125 MB for any one session. Files supported for uploading include: GIF, JPEG, PNG, PDF, and PPT.
- Only Moderators and Presenters can access the Share Panel to screen share or application share.
- Screen reader users can access text from PowerPoint and PDF files share in the session. Moderators and Presenters must upload the files to Collaborate for screen readers to access the text (i.e., Screen sharing a document or PowerPoint is not compatible with screen readers)

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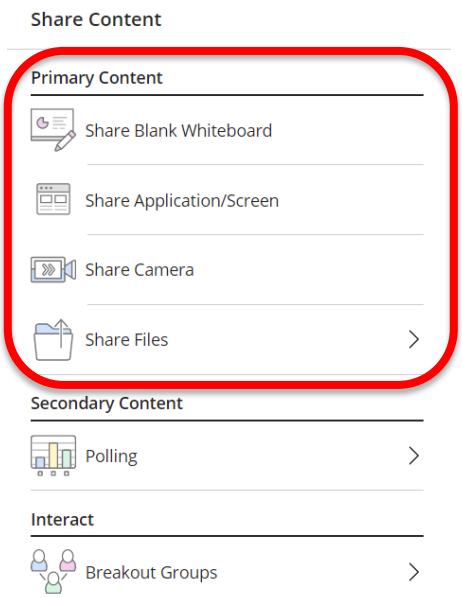
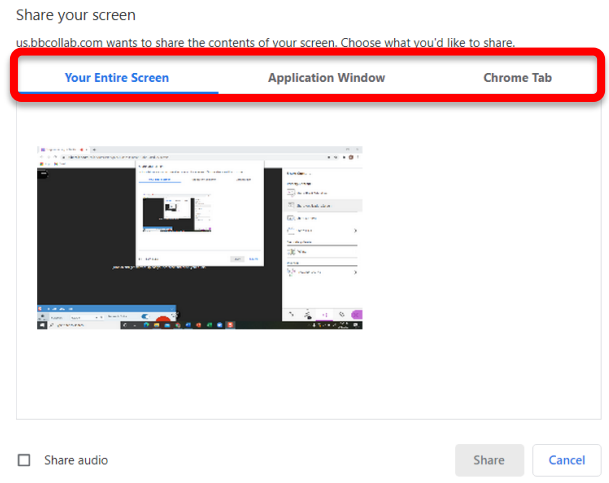
- You may pre-load files to a session at any point (hours, days, weeks, or months in advance). Files stay in a session until deleted by a Moderator.
    - **Note:** Annotations or edits made to files are cleared with the session closes.
    - **Note:** If you are trying to preload files to a session and are unable to join the session, edit the session start time to "start now". Upload your files, then change the start time back to the original time. Attendees will not be notified of the start time change unless you send them another invitation.

How to Use

<table>
<tr><td> </td><td>From the Collaborate Panel, click the Share Content button.</td></tr>
<tr><td> 
</td><td>Decide what you would like to share from the Primary Content section.</td></tr>
<tr><td> 
</td><td>When sharing an application/screen, you will be given the choice to share your entire screen, an application window, or a browser tab.</td></tr>
</table>

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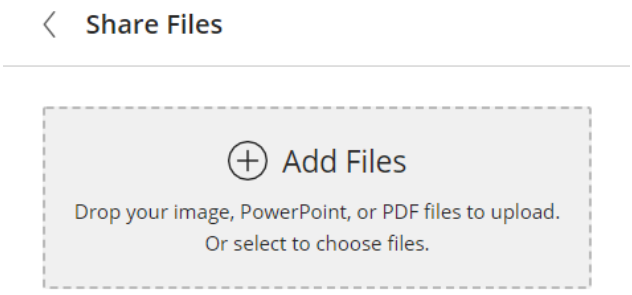
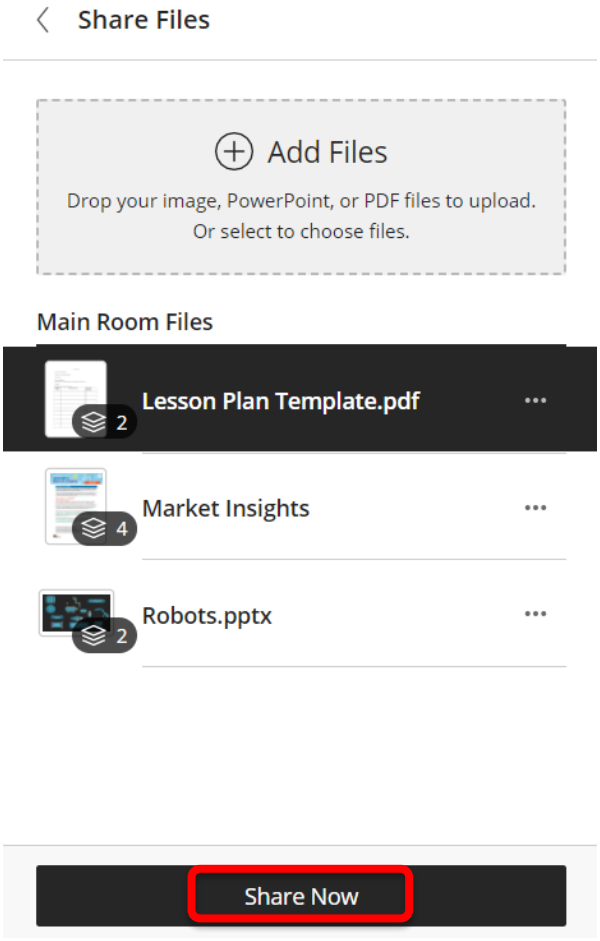


If you are uploading files to share, you can drag and drop a file in to the *Share Files* tab. You can also click the plus sign to upload files.



Uploaded files will show in this tab until they are deleted.

Uploaded files will not be viable to Participants until they are shared by a Presenter/Moderator.

To share a file during your session, click the file so it is highlighted black. Then click *Share Now*.

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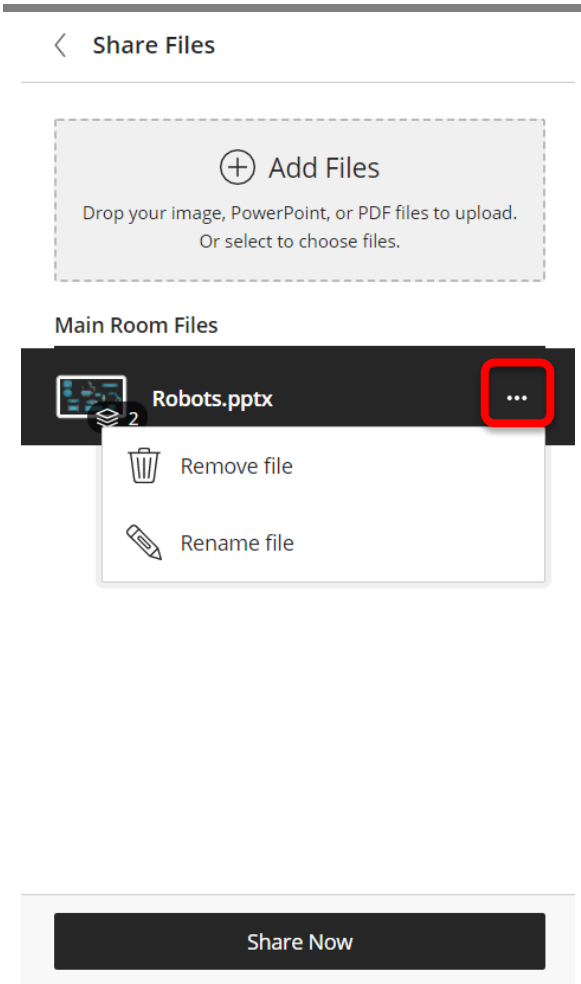
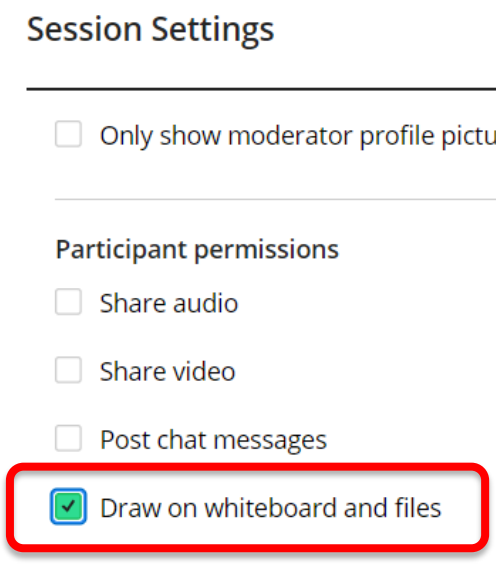


Remove or Rename Files
Locate the file you wish to rename or remove and open the *File options*. Click *Remove file* or *Rename file.*



Annotate on a Shared File
Moderators may choose to allow participants to mark up a shared file during a session.

To enable, click *My Settings*, *Session Settings*, and then make your choice. **Note:** The default settings will allow Participants the ability to annotate on shared files, but it is always a good idea to check your settings at the start of a session.

Note: Annotations or edits made to files are cleared when the session closes.

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PowerPoint Presentations

Depending on the type of PowerPoint presentation you are wanting to share, the method by which you share the presentation in Blackboard Collaborate Ultra may vary. You can share your PowerPoint file directly in Collaborate via the *Share file* feature, or you may use the PowerPoint application to share your file.

Share File *(Preferred. This method will offer the best overall experience)*	**Share Application**
Use this method when: • You have more than one presentation to be used in your session. • You want to utilize Collaborative editing tools. • You want participants to annotate on shared slides. • Participants will be utilizing screen readers. • Your PPT file is 60MB or lower.	Use this method when: • Your presentation has animations. • You are presenting in a physical space and online at the same time. • Your PPT file exceeds 60MB.

Best Practices

- **Upload your PowerPoint presentation via the share file feature for the best experience.** For the best learner experience, including the ability to edit, annotate on slides, and use screen readers, use the share file feature.
- **Share only the application that you want participants to see.** Blackboard Collaborate Ultra gives you the ability to pick the application that you want to share when you screen share. Sharing only that application takes away possible distractions such as a desktop background photo or multiple open applications.
- **Upload files prior to the start of a session.** Prepare for your session by adding any PowerPoint files or handouts prior to the start of your session. This can be done days in advance of your session.

Back-Up Plan

It is a good idea to share all of your materials with your Producer prior to the start of the session so that they can take over screen sharing a PowerPoint or document in the event that you have technical issues in trying to screen share. This is also why it is a good idea to pre-upload your PowerPoint slide deck and handouts to using the share file feature prior to the start of your session. Have back-up activities in mind if your planned screen share does not work. For example, if you are planning to show a video but you cannot get the video to play, you could instead tell a story that drives home the same point.

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Share a White Board/Annotate

Overview

Collaborate with Participants using a virtual whiteboard. A shared whiteboard may be used to draw, brainstorm, conduct a poll, or to take notes. The annotation feature can be used to markup the shared whiteboard, or to annotate on other shared files during the session.

Adult Learning

Whiteboard and annotation tools allow adult learners the opportunity to learn by doing and draw upon their past experiences to aid in their learning. It is also a great method by which to involve Participants and give them the ability to practice something new.

Limitations

- A Moderator can disable a Participant's ability to draw on whiteboards. By default, Participants will have the ability to draw on whiteboards at the start of a session with less than 250 Participants.

How to Enable or Disable

If you would like Participants to use the whiteboard or annotation tools, you may need to enable permissions. Check your settings before a session begins from the *Collaborate panel*. Select *My Settings*. Click *Session Settings*, and then review/edit your selections.

How to Use

From the *Collaborate Panel*, click *Share Content.*

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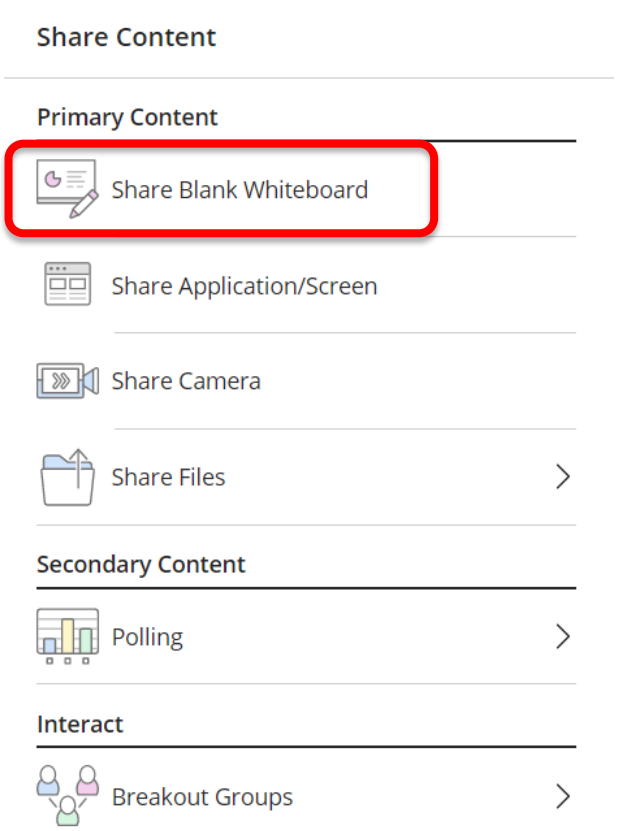
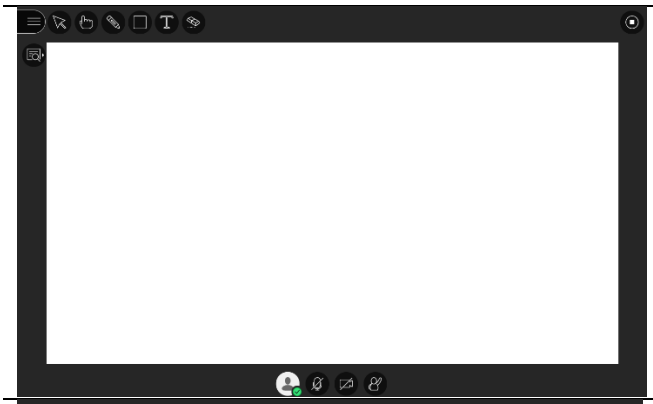
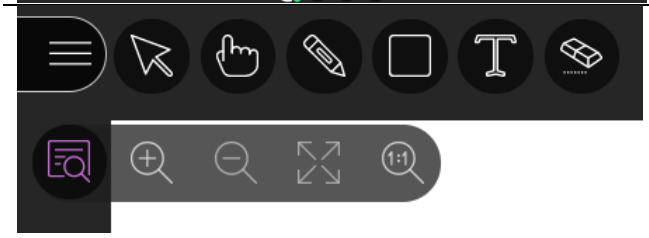


Click *Share Blank Whiteboard*.



A whiteboard will display to all Participants.



Moderators, Presenters, and Participants can view the whiteboard tools in the upper left corner.

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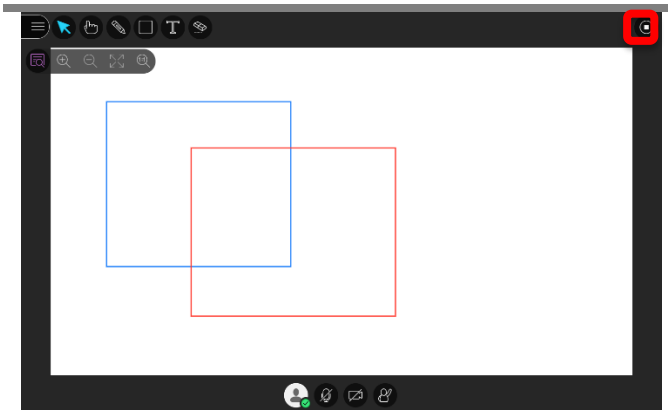

To end the whiteboard share, click *Stop* in the upper right corner.

Features

Annotation features include:

- **Select:** Select an object on the whiteboard. Once selected, objects can be moved, resized, or deleted.
- **Pointer:** Use the pointer to draw attention to something. Participants will see what you are pointing to.
- **Pencil:** Use the pencil to draw free hand.
- **Shapes:** The shapes icon may be used to draw a rectangle, ellipse, or straight line.
- **Text:** Type text on a whiteboard, slide, or document.
- **Clear:** Use the clear button to delete everything.
- **Stop:** Press stop to stop sharing your content.
- **View Controls:** Access controls to zoom in and out, adjust sizing or navigate your slides. **Note:** Content displays as large as possible while keeping the aspect ratio intact. Actions such as zooming in or zooming out will not be displayed to others.

Best Practices

- **Whiteboard annotations do not save.** Use your device/a screen capture tool to save the whiteboard when you are done.
- **Utilize the text tool.** It is very difficult to read words people write with a pencil tool on a whiteboard. Ask Participants and Presenters to use the text tool to add words to the whiteboard instead of writing freehand.
- **Conduct a poll.** If you are polling Participants, you may wish to have Participants use their annotation tools to "vote" on a PowerPoint slide or whiteboard. You may ask Participants to use the text tool to add their initials to a slide/whiteboard or use the shapes tool to add a dot/rectangle on a chart to mark a vote.

Back-Up Plan

If annotations are not working for someone you can always ask Participants to use the chat feature as a means by which to collaborate during the activity.

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Chat

Overview

Participants can chat with the entire meeting group, the Moderator, or privately chat with another Participant from the session.

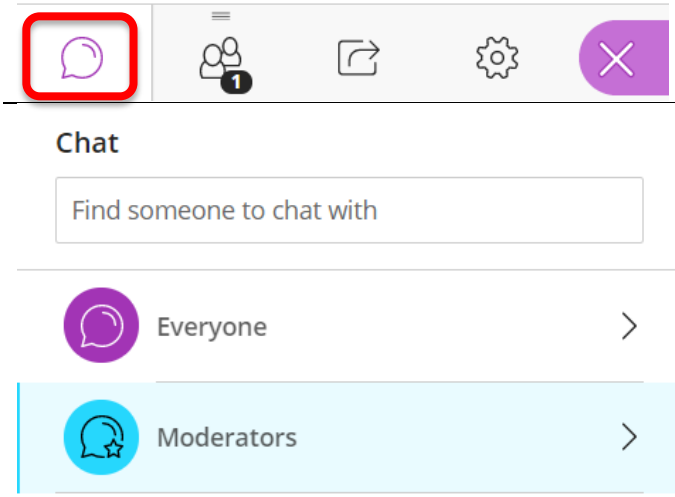
Adult Learning

Chat is a great tool by which to allow adult learners to participate in their learning experience actively and practically to learn by doing. Facilitators can ask questions for Participants to share how they can apply their learning to their lives. Further, the chat feature allows Participants to practice and be involved in the learning experience through feedback and evaluation.

Limitations

- The Moderator can disable Participant use of chat. By default, the chat feature will be enabled at the start of a session with less than 250 Participants.

How to Chat



From the *Collaborate Panel*, Click *Chat*.

Select if you would like to chat with Everyone or chat with only the Moderators. You may also search for someone by name to chat with.

Best Practices

- **Explain to Participants the difference between group chat and private chat.** Be sure to explain to Participants that there is a difference between the group chat section and the private chat section. Nothing is quite as awkward as a message going out to the group that was meant to be private.
- **Tell people to private chat the Producer with technical questions.** Technical difficulties can really cloud up the group chat window and take away from the purpose of your session. At the start of your session, tell

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Participants to private chat the Producer with any technical problems they may encounter during the session.

- **Have your Producer manage the chat room.** It is best practice to have your Producer manage your chat room instead of having the Presenter attempt to do so. When asking a question to the group, tell Participants that you would like them to respond in the group chat window. After a few moments, ask your Producer to share aloud some of the things that Participants shared within the group chat window. This gives the Producer the ability to read responses while the Presenter is talking. The Producer can then filter out responses that should be shared aloud to the group. This is especially important with large groups when the number of responses coming into the chat window will be numerous.

Back-Up Plan

If chat is not working for some reason or you are feeling overwhelmed by the amount of talk in the chat window, you can always unmute some or all Participants and ask people to verbally respond to questions or to elaborate on something that they shared in the chat window.

Breakout Groups

Overview

Breakout groups are a way to have small group conversations or work time in a virtual environment. Like Participants in a training room working together at a table, breakout groups allow for the Presenter to put Participants into individual meeting rooms with partners or small groups for as much time as they would like. At the conclusion of the breakout group session, a Moderator can bring groups back together as a large group with the click of a button.

Adult Learning

Breakout groups allow adult learners the opportunity to practice what they have learned (and get feedback) and to share the relevance and applications of their learning by having small group conversations.

Limitations

- If your session exceeds 250 Participants, breakout groups is turned off.
- You may create up to 20 groups. There is no limit to the number of attendees you may put in each group. Moderators, Presenters, and Participants may all be assigned to breakout groups.
- You cannot create breakout groups ahead of time or save them.
- Breakout groups have their own whiteboard, application sharing, and chat.
- What is said or viewed in a breakout groups isn't captured in recordings.
- Random assign is only available when there are four or more people in the room.
- You may change the name of groups.
- Annotations and edits made on the files in breakout groups are cleared when the breakout groups close.

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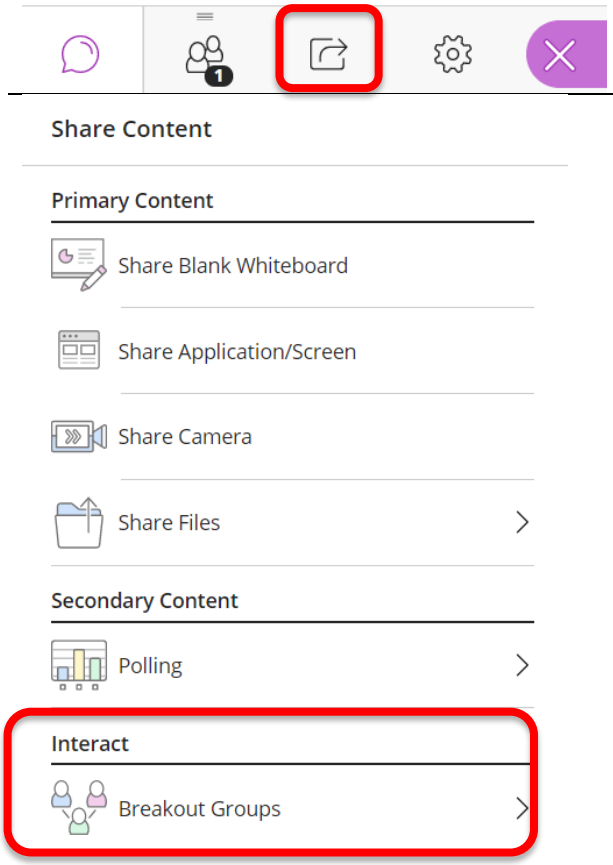
How to Set-Up



From the *Collaborate Panel*, click *Share Content.*

Select *Breakout Groups*.

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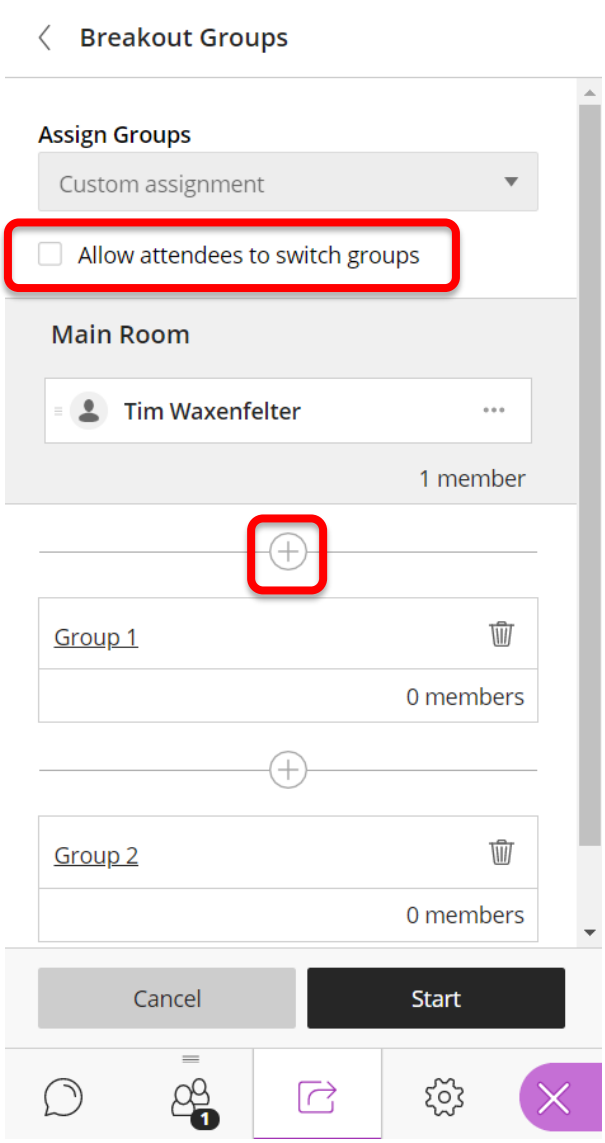

Add additional breakout room groups by clicking the plus button.

Decide if you would like Participants to be able to switch between groups. If you would, check the box under Assign Groups to indicate your decision.

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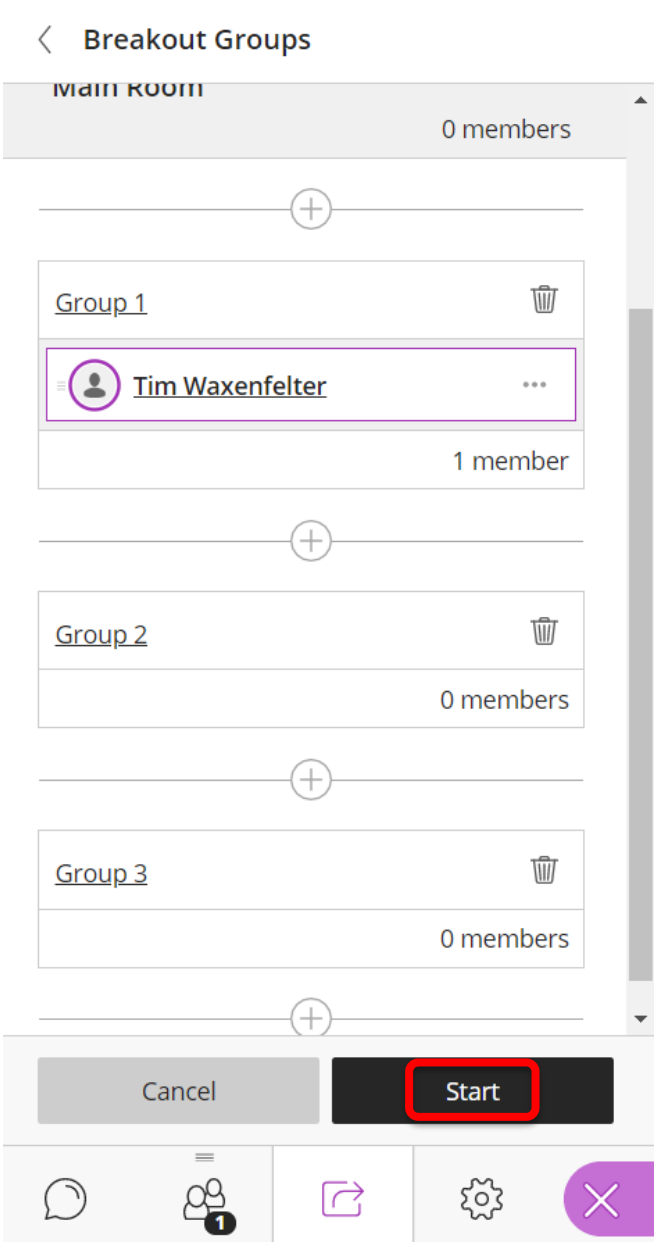

Select *Randomly assign* or *Custom assignment*.

Drag and drop Participant names to assign them to groups or to re-arrange.

If you want to be in a group, select *Include moderators in group assignment.*

Click *Start* to begin breakout groups.

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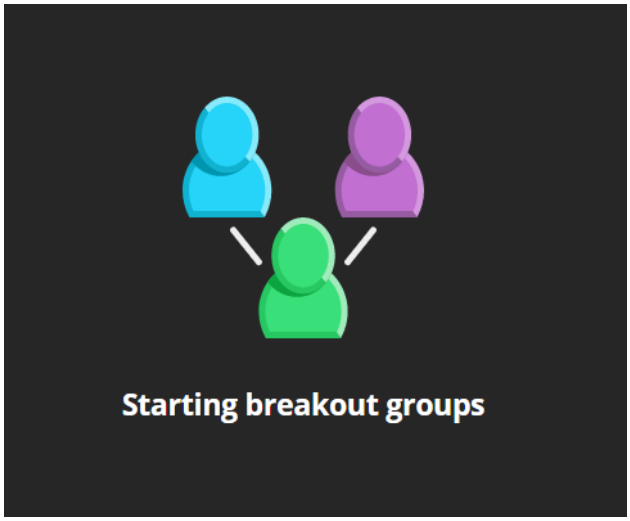
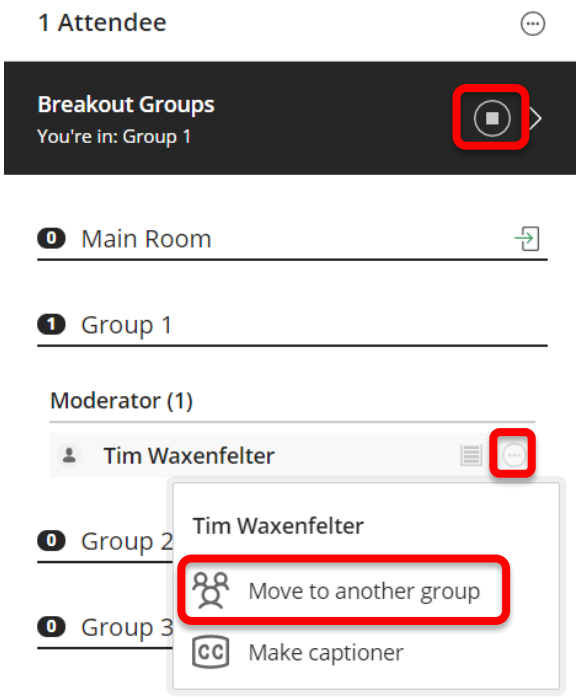


Participants will be notified that breakout groups are beginning.



Once breakout groups have started, you may move Participants between groups by clicking *Attendee Controls*, then *Move to another group*.

To close breakout groups, click the *Stop* button (the square in the upper right corner).

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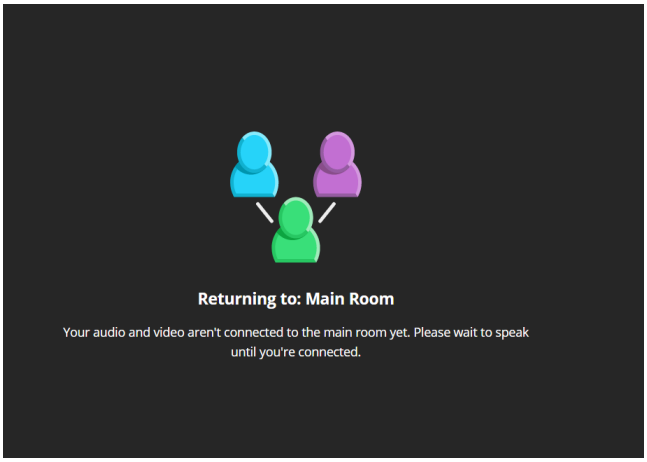
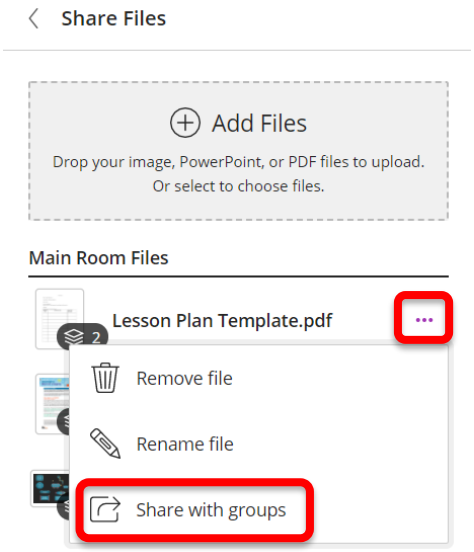


Participants will be notified that they are being returned to the Main Room.

How to Share Files to Breakout Groups



Share files with one or more breakout groups.

After starting breakout groups, select *Share Files* from the *Collaboration panel*. Open the *File options* menu of the file you want to share. Click *Share with groups*. Choose the groups that you want to share the file with. Click *Share Now*.

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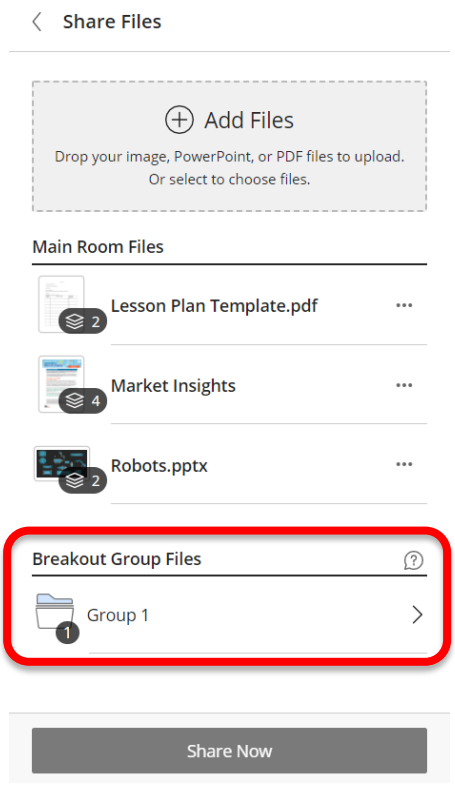
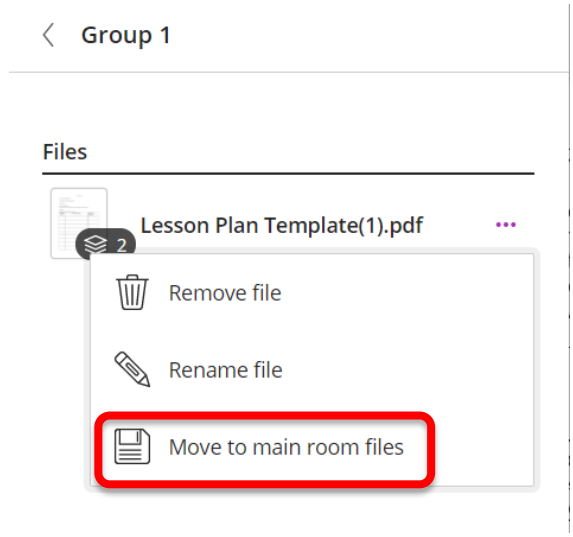


Save group files to use later.

Save breakout group files to the main room before logging out of the session. After ending breakout groups (anytime before you leave the session), select *Share files* from the *Collaborate panel*. Open a group folder.



Find the file you want to save, click *File options.* Click *Move to main room files*.

Best Practices

- **Prepare Participants for what is about to happen.** For Participants who have not used breakout sessions before, the unknown can be a little scary. It is important to explain what is about to happen and to give clear directions for what they should be accomplishing within their breakout room.

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- **Unmute Participants.** Oftentimes Participants will not know how to unmute themselves or will struggle to do so. One way to alleviate this potential hazard is to unmute all Participants before you launch them into their rooms.
- **Give Participants all the directions and materials that they will need prior to launching.** If you have directions for group time or questions that you would like Participants to discuss while in their breakout sessions, give directions prior to launching breakout groups. Share any necessary files with breakout groups once they enter their groups.

Back-Up Plan

Occasionally you will find that Participants may be unable to join a breakout room due to technical problems. If, after troubleshooting with the participant, you are unable to help them to get into a breakout room, you may use the main room as a mini "breakout room" for any Participants who were unable to access their breakout room.

Polls

Overview

Polls can be used for gathering feedback, assessing knowledge, or taking a vote.

Adult Learning

Polls are invaluable to training sessions as they are a great method by which to gather learner feedback. Participants can be involved in the learning process and to provide feedback and consultation. Polls are also a way by which to give Participants control over their learning, to gather evaluations, to check for understanding, or to allow Participants to make decisions.

Limitations

- **Blackboard Collaborate Ultra does not save polls for re-use.** This means that a Presenter/Moderator cannot re-use a poll or set up a poll in advance of a session. Have a Producer oversee setting up and launching polls during a session to take the pressure off the Presenter.
- **Download poll results after your session.** Moderators, Instructors, and Administrators can download a session's poll results. The report includes the poll question and how each Attendee responded. Once you leave a session, open the *Session options* menu. Click *View reports.*

How to Use

From the *Collaborate Panel*, click *Share Content.*

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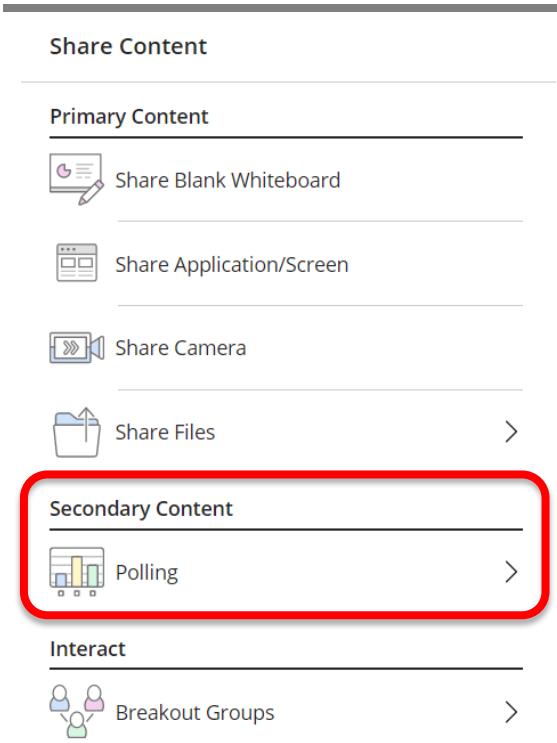

Select *Polling.*

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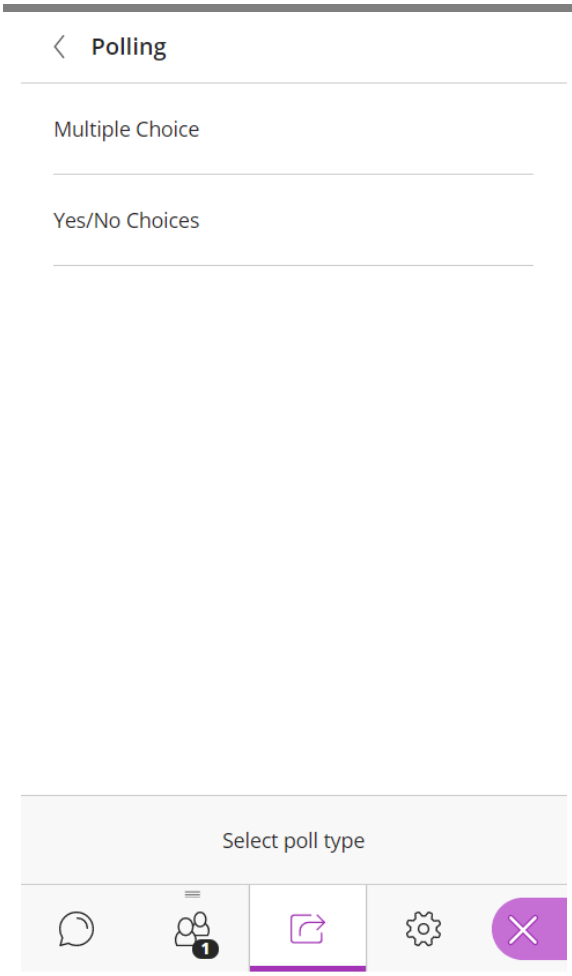

You are given the choice to create a multiple-choice poll or a Yes/No choice poll.

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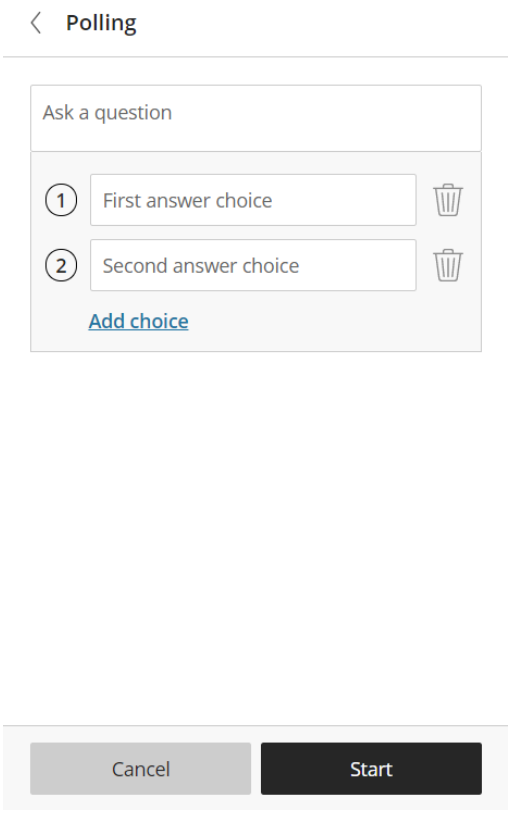

If you select multiple-choice, you will be prompted to enter your question-and-answer choices.

Note: You may add up to 5 answer choices for a multiple-choice question.

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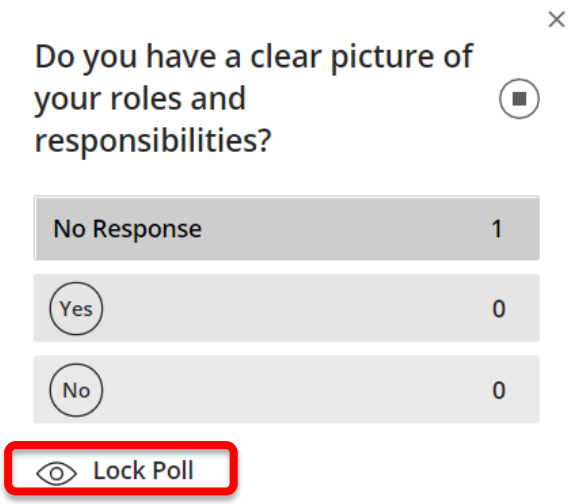
If you select Yes/No question, you will be prompted to enter your question.

Click *Start* to launch your poll.



Your poll will instantly pop up on all Participant screens. You will see how many people have answered the poll question in real time. You can also see how many Participants have not responded.

If you wish to lock the poll so that Participants can no longer submit answers, click *Lock Poll.*

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Best Practices

- **Practice launching polls prior to the start of your session.** It is important to practice launching your poll prior to a session. Make sure that you have someone else logged in to validate that they are seeing the poll that you have launched to Participants.

Back-Up Plan

If your polls do not launch as planned, you should be prepared to ask Participants to respond to your question aloud (using voice) or via the chat feature. If you are planning to use the poll feature as an assessment you can ask Participants to chat their responses to you using the private chat feature (so that other Participants cannot see their responses).

Feedback Indicators

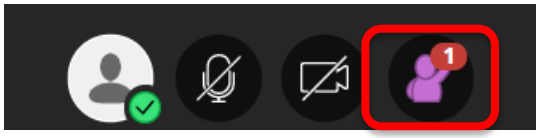
Overview

- Attendees are grouped by role on the Attendee Panel. Attendees with their hand raised will appear at the top of their role list.

Adult Learning

Effective adult learning programs allow for participant feedback and consultation. Feedback indicators are a simple way for Participants to be involved in their learning process.

How to Use



From the bottom of your screen, click *Raise Hand* to raise your hand.

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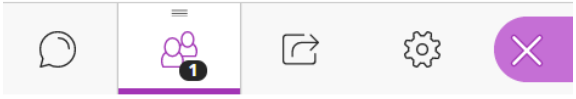
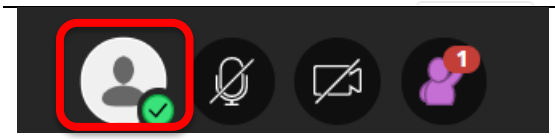
Participants with raised hands will show in the *Attendee Panel.*





To give other types of feedback, click *My Status and Settings.*

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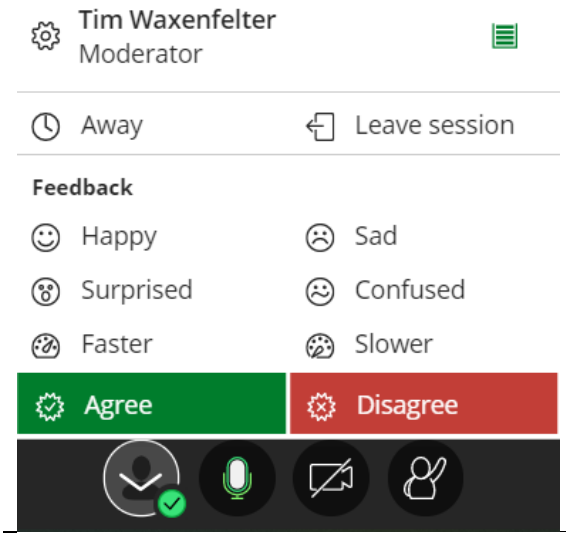
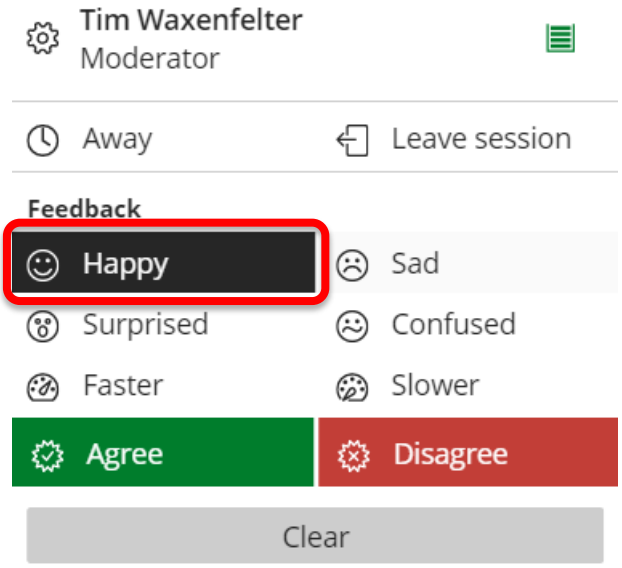


Participants and Moderators can choose to give feedback of Happy, Surprised, Sad, Confused, Faster, or Slower. Additionally, they may choose to display that they Agree or Disagree.

Additionally, Participants can mark themselves Away or choose to Leave the Session.



To show feedback, simply click on a choice.

Feedback selected will show in the *Attendee Panel* next to the Participant or Moderator's name.

Feedback indicators for all Participants will show at the top of a Moderator's *Attendee Panel*.

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Best Practices

- **Clear raised hands as necessary.** A Moderator can lower hands from the *Attendees Panel*. Point to the Participants with their hand raised and select *Attendees controls*. Click *Lower hand.*

Back-Up Plan

If the feedback indicators are not working for someone, an easy back-up plan is to have Participants chat share their answer. If your group size is small, you may also allow Participants to share answers to a simple question verbally.

Taking Attendance

Collaborate will take attendance for you. It will track when Attendees join and leave a session, and will give an idea of how long a person was present in a session. If your session is used more than once, there will be an attendance report for each time the session is used. Reports can be viewed from the list of sessions in your Blackboard Collaborate Ultra tool. Find the session you want to see a report on and click the *Sessions options* menu. Select *View reports*. This report may be printed or exported.

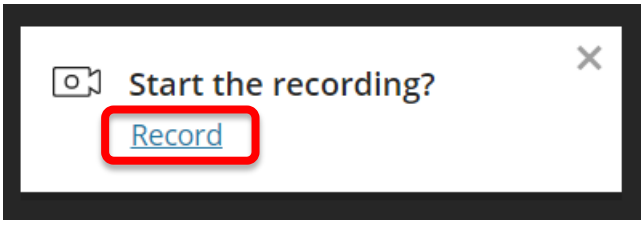
Other Notable Features

Timer

Use a timer to countdown to the start of your session or to time a presentation. Moderators can set a timer to be visible to everyone in the session, or to only be visible to other Moderators. To set a timer, open the *Collaborate panel*, click *Share Content* and then *Timer*.

Record Your Session

Moderators have the ability to start, stop, pause, and resume a recording of the session. All activity in the main room of a Blackboard Collaborate Ultra session is recorded except for private chat messages, the timer, and personal notes. It is not possible to record breakout group content. During breakout groups, Blackboard Collaborate Ultra stops recording the session if all attendees leave the main room to join breakout groups. You may resume the recording from the Session Menu when one or more attendees return to the main room.



When a Moderator launches a new session, they will be prompted to record the session. Click *Record.*

Note: All Moderators will receive the reminder window upon entering the session.

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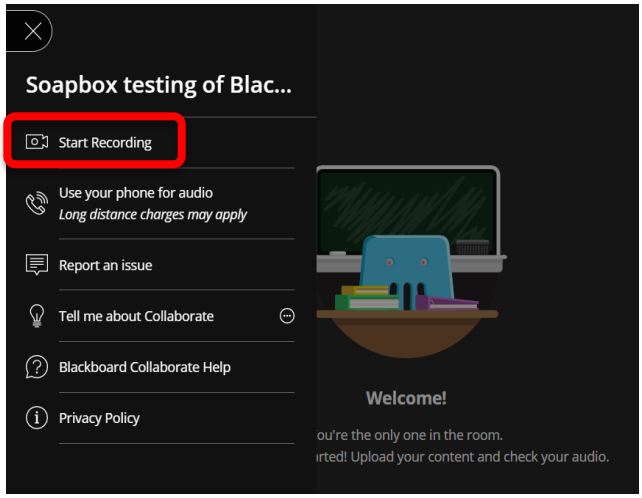
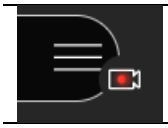
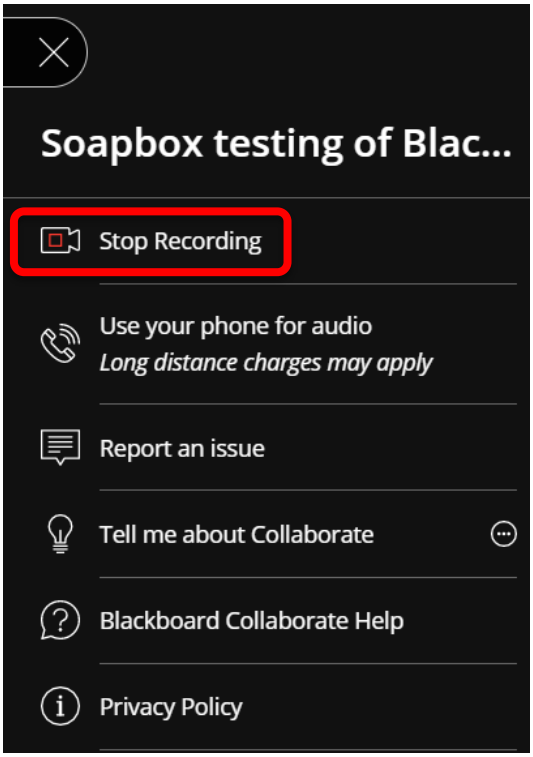
Alternatively, to begin recording open the *Session menu*.



Click *Start Recording*.



A Camera icon will appear next to the *Session menu* to indicate that the recording has started.



To stop the recording, open the Session menu and click *Stop Recording*.

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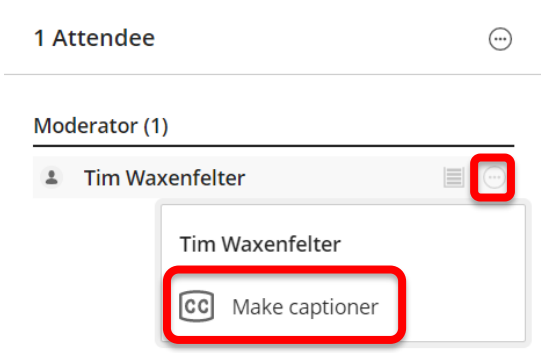
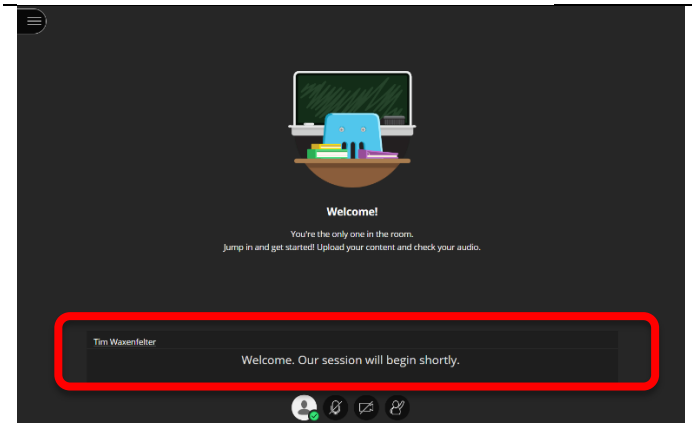
Captions



From the *Attendee Panel*, click *Attendee Controls* (three horizontal dots next to the Participant's name), then *Make Captioner*.



The person will be notified that they have been given captioner controls. They will be able to type captions live. They will appear at the bottom of screens.

Producer Role

Overview

The Producer is the unseen Presenter. Their job is to take care of the administrative and technical aspects of the session to free up the Presenter to focus on content delivery. It is important to select your Producer carefully. A successful Producer is one who knows the platform well, who has the technical expertise to be able to help Participants who are having problems, and someone who can jump into the role of Presenter in the event of a technical problem.

Job Responsibilities

- **Launch polls.** If you are using polls in your session, a Producer will need to set up and launch polls at the appropriate time.
- **Answer chat questions.** It is important for a Producer to keep an eye on the chat box during the session and to respond to questions or help requests, as necessary.
- **Launch breakout groups.** If you are using breakout groups during your session, it will be the role of the Producer to set up and launch breakout groups. You will need to select if you would like to sort Participants manually or automatically, launch rooms, and call Participants back from their rooms.

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- **Be ready to assist users with breakout groups.** Be prepared to enter breakout groups to assist people, as necessary.
- **Record your session**. If you would like to have your session recorded, it should be the responsibility of the Producer to make sure they enable the recording feature at the start of the session.
- **Assign roles**. If you would like participants to have Presenter privileges at any point during the session, it should be the job of the Producer to assign them to a new role.

Best Practices

- **Practice.** The most important thing for a successful session is for the Presenter and Producer to practice together. Ensure that all features are enabled and set up and run through the entire presentation together to ensure that each person knows their responsibilities during the session.
- **Be on hand as a back-up Presenter.** In the event that your Presenter has an unstable internet connection or has a computer crash, it is important to have the slides and lesson plan pulled up on your own computer and ready in the event that the Producer needs to jump in as the Presenter. Make sure that you understand the learning objectives and activities to continue the session if your Presenter experiences technical difficulties.
- **Be on camera**. Best practice is that the both the Presenter and Producer will be visible on camera.
- **Introduce the Producer and explain their role at the start of session.** It is important that Participants are introduced to the Producer at the start of the session and told that they should reach out to the Producer if they need help at any point during the session.
- **Tell Participants how to contact the Producer if they need help.** The best way for Participants to reach out to the Producer with technical problems is through a private chat message.
- **Check-in with your Producer periodically during your session.** It is easy to get into the flow of presenting and forget to check-in to make sure that everything is going alright. Make a point to check in with your Producer periodically throughout your session. You may choose to do this verbally or through a private chat message. The Producer should use these check-ins as an opportunity to advise the Presenter of questions that Participants have asked (in the chat window) or to remind the Presenter of time constraints.

Structure

Pre-Session Activities

People will always arrive at the session early. It is a good idea to have something for Participants to do when they arrive at your session. This gives Participants the opportunity to get comfortable with the tool and can also be a means by which to share content. Possible activities may be playing a trivia slide deck or doing a pre-session activity such as answering questions or playing a game.

Starting Your Session

- **Begin with "housekeeping" items** to set expectations and help Participants get comfortable with the tools being used. You can use icebreaker or anchor activities as a means by which to teach Participants how to use a tool to accomplish this seamlessly.
- **Include breaks, as necessary.** If your session is to exceed one hour, you may need to consider adding a break. Add breaks to VILT sessions as often as you would to an in-person training session. You may

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consider planning for "working breaks" prior to a breakout session or activity using the annotation tools. Ask Participants to prepare for the activity prior to taking their break. This will provide for an opportunity for people who need more assistance to get it while not holding up the session.

Post Webinar

It is best practice to send out an evaluation after your session. This is also a good opportunity to send out handouts or resources that were shared during your session.

Practice

Pre-Session Checklist

Prior to starting your practice session:	
▢	Send your meeting invite
During your practice session:	
▢	Check Participant settings/ Enable necessary tools ● Do you want Participants to be able to chat? ● Do you want Participants to be able to annotate on a whiteboard/shared documents? ● Do you want Participants to be able to share audio/video?
▢	Test your microphone and camera ● Presenter: Can your Producer see and hear you? ● Producer: Can your Presenter see and hear you?
▢	Practice displaying a PowerPoint presentation • Upload your slide deck to the Collaborate Panel if you are sharing your slides this way (alternatively you may share a PowerPoint deck via screen share). • Launch your slides ○ Can your Producer see them? ○ Can you view your slide notes?
▢	Decide how you are sharing your handouts ● Are you sending them prior to the session, during the session, or after the session? ○ If you are sharing them during the session, upload all necessary files to the Collaborate Panel.

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☐	Run through your entire session ● Is the timing correct? Do you need to cut or add anything?
☐	Discuss with your Producer what their responsibilities are for each activity ● How will you communicate with one another during the session? ● What are the back-up plans if something goes wrong? ● Where do you anticipate people struggling with the technology? How can you be prepared to alleviate some of this stress?
☐	Have the Producer practice launching polls, running breakout sessions, and clearing annotations and feedback indicators. ● Can you view the poll that the Producer launched? ● Are you able to access a breakout room and come back from the breakout room? ● Can you clear annotations on a document or whiteboard?
☐	Share the lesson plan and slides with your Producer so that they can take over in the event of a technical disaster

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