

# Moderator To do list

Refresher Zoom practise on Wed, Feb 17 6:00 pm to 7:00 pm with Chris Gonsalvez:  
<https://zoom.us/j/99146998810?pwd=d0hObzliRUZQejJ2TldNb2gxV3pGUT09>

(In depth information from Jill to help you with the Networking Sessions is at the end of this document.)

- 1) 10 minutes before the session starts, the AV technician/host will open the room.
- 2) Moderator - Join the meeting and make sure you have changed your Zoom name to your name and added – Moderator to your name. John Smith – Moderator Instructions: <https://youtu.be/Rw3fNnrAxIU>
- 3) Host will let the moderator and speaker into the session early.
- 4) Moderator will establish the following with the speaker:
  - a. Screen sharing check and sound check
  - b. Chat on/off?
    - i. Do you want the moderator to monitor the chat? I.e. Ask the questions for the participants?
    - ii. Participants raise hands by clicking the hand icon in the participants list when they have a question
  - c. Video of participants on/off? –the Host will adjust this setting.
  - d. Breakout rooms? – Moderator can assign and assist with monitoring these – (watch your time..)
  - e. Link for speaker resources or contact information in the chat if needed – refer delegates to the session description in Sched for handouts
  - f. Reminder when session will be over with a five minute reminder.
- 5) What to do with rude participants...
- 6) Referral to help desk email or zoom room for help for delegates with technical issues
- 7) Host will open up the waiting room and then leave it open during the session and announce if the session will be recorded and remind participants that they may wish to turn off their video and then begin recording.
- 8) One minute before the end of the session, Moderator can thank the speaker.
- 9) Host will end the session, and therefore the recording, at exactly the scheduled time.

- 10) For sessions that are longer than one timeslot, please pause the session for 15 minutes, after every 45 minutes as convenient. Tell the participants what time to return and put the time in the chat as well.
- 11) Wear your Palliser Convention vest, *if you have one* and make sure your background is appropriate (ie. no interruptions, etc)
- 12) Ensure you have updated Zoom to the latest version <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version#hffe79f39-db29-46e2-bc1b-3ed7b6d0f38f>
- 13) This document will also be posted at this link which has other helpful information <https://www.pdtca.org/moderator--board-info.html>

### **Help Desk Zoom Links:**

Thursday: <https://zoom.us/j/95918732642?pwd=RUxxWWVoSC9oR1lXeXFVMi85WEU5UT09>

Friday: <https://zoom.us/j/98202228472?pwd=bjE0VGhKTklIWdY5bGloZzV4N0FUUT09>

**Help Email:** [facilities@pdtca.org](mailto:facilities@pdtca.org)

### **Phone numbers:**

Speaker help – Paulette Morck (403-619-8619)

Sched issues – Christine Crane (403-836-3850)

### **PLEASE ATTEND OUR MODERATOR REVIEW SESSION ON WEDNESDAY, FEBRUARY 17th!**

Here is the Zoom meeting link for our February 17th Moderator Review from 6:00 - 7:00 pm with Chris Gonsalvez:

<https://zoom.us/j/99146998810?pwd=d0hObzliRUZQejJ2TldNb2gxV3pGUT09>

### **FOR MODERATORS OF NETWORKING SESSIONS:**

Thank you for volunteering to moderate one or more of our networking sessions! As there is not a specific speaker for these sessions, you are the speaker or facilitator of these sessions. And as much as we do this every day in our classrooms, it can feel so different over Zoom, and with peers. As these sessions are short, they should pass quite quickly. Here is a suggested timeline/structure which may help the session move as efficiently as possible.

**Open your Session:** Please join your session 5-10 minutes before the starting time and begin promptly at the starting time. Latecomers can still join at anytime. As delegates arrive introduce yourself and welcome them to the session.

**Introductions (5-10 Minutes):** Have delegates introduce themselves and request topic ideas teachers want to cover. Requests can be entered in chat or given during introductions, if the group is small enough and/or comfortable enough for spoken introductions.

**Breakout (30-35 minutes):** Break into topics of interests for your participants. For division sessions, teachers may prefer to be broken into grade levels or subjects. Tips for grade-appropriate classroom management or diversification may also be a valuable breakout consideration for new teachers or those who have just made a major assignment change. Some groups, if small, may prefer not to breakout at all. In this case, you could refer to some of the guiding questions in the starred session below, if needed.

**Regroup (5 Minutes):** Invite delegates to share an important highlight from each breakout group (if applicable to the session) and thank participants

**\*\*\*Some suggested guiding questions:** If teachers are uncomfortable sharing to start, perhaps you could ask them to share some of the following (they can write in the chat if they don't wish to speak):

- the most helpful resource for your during COVID teaching
- surprising new learnings or discoveries during COVID teaching
- favourite resources for in-person teaching
- helpful resources or strategies for transitioning quickly between online and in-person teaching
- something you have learned from a student or students this year
- special projects that they are doing with their classes

As the moderator, your camera should be on, and hopefully your participants will feel comfortable to do the same. As always, please feel free to send me any questions you might have. I look forward to seeing you all at the Moderator Review Session with Chris on Wednesday!

Thanks,

Jill