Moderator Guidance

There will be two Moderators assigned to each 4-hour webinar block. Each Moderator will login separately. Every other presentation will be hosted by one Moderator, alternating each hour.

Pre-Presentation

Administrator to log-in and open the meeting at 0730 PST.

Each moderator should log-in 15 minutes before the 4-hour webinar block to do a sound check; 07:45 am PST.

Click the big orange **Start Session** button. *THIS WILL BEGIN THE SESSION AND ALL PARTICIPANTS WILL BE ABLE TO HEAR YOU AND SEE THE SHARED SCREEN!!*

One minute prior to each presentation do live sound check with next speaker.

Use Sharing Box to pull-down the menu for Presenter assignment.

1) Change 'Presenter' to Speaker so that they can share their screen.

Session Introduction Script

- First session of the day: Welcome all attendees. Let them know that we will begin each one hour session with the following house-keeping items since registrants have the ability to attend individual sessions or the entire 4-hour block.
- Monitoring Attendance: A member of the Clackamas Community College staff will monitor the attendance of the workshops through Zoom resources. Zoom>Reports>Usage

  This will create a report of the number of participants in the meeting, when the logged in, when out, and how long they attended each session.

- Each Hour:
  - House Keeping:
    - Please utilize the Q&A Box for questions. The questions will be asked (in real-time) *or* (at the end of the presentation) depending on speaker preference. Indicate whichever option applies.
    - Polling will be performed randomly through out the session to satisfy requirement from CEU accrediting board. When the POLLING screen pops up please minimize your screen. If you do not do this you will not be able to answer the poll and will not **RECEIVE CREDIT FOR attendance**! Answering this polling question is required to receive the 0.1 CEU assigned for this one-hour session.
  - Introduce Speaker: Give a short bio intro.

Polling

We have asked each speaker to provide two polling questions. These will be entered into the Go-To Polling feature prior to the workshop. They will be listed in order of presentation.

Click arrow to pull-down Poll Box.

- Click on the appropriate poll question.
- Click Share when ready.
- Un-mute and remind registrants that they will have to minimize their screen and that they only have 1.5 minutes to answer the poll. Ask that they indicate issues with poll in Chat Box.
- Wait 1 and a half minutes
- Click Hide Button
- Click Close Button to close Poll
- Continue with Q&A Session

Q&A Box

Please monitor the Q&A box.

- If the speaker would like the questions in real-time, respond to the attendee in the chat box to indicate that you will ask the speaker soon.
- If the speaker would like the questions saved for the end of the presentation, respond to the attendee in the chat box to indicate that you will ask the speaker during the Q&A session.
- If the question is administrative, thank the attendee for bringing to our attention and say that we will look into the issue or answer the question if you have an answer for them.

Chat Box

Please keep an eye on the Chat Box. Respond accordingly.