

## Check Sheet to use during the presentation of a collaborate session

Time	Activity	Presenter	Moderator
<b>A day before</b>	Ensure the session is setup		
	If not done yet, set up your profile picture in clickUP		
<b>30 min before class</b>	Use Google Chrome/Enter the module and session / online classroom: Ensure your mike is off.		
	Upload your PPT		
	Confirm rolls and expectations: presenter and moderator.		
<b>Lecture time</b>	Monitor number of students logged on: you may want to give a minute or two before starting. Moderator watch the chats: assist with technical issues		
	Start the recording; switch mike on.		
	Start with brief welcome and introduction. Explain student participation requirement and sequence of events. Deliver your presentation.		
	Stop regularly to ask for feedback/questions in the chat. Answer questions and refer back to slides if necessary.		
	Give examples to work out or questions to be answered. Switch mike off and confer with moderator. Put on poll; allow time to answer relating to the difficulty of the task given.		
	Monitor the poll: number of students that answer and what they answer.		
	Switch on mic: show feedback and hide it from students. Moderator can note responses for future reference.		
	Moderator to monitor progress against planned time		
	Repeat above steps until task is complete.		
	Chat questions may be answered by moderator; by presenter during main presentation; after main presentation or by other means (e.g. narrated PowerPoint) depending on the time and complexity of the question.		
	At the end of the session post the poll on the student experience and note responses. Remember after students have answered, the leave,,, and their vote is lost.		
	Stop the recording		
	Leave the room / close the window		
<b>After lecture</b>	Debrief/review/reflect on the session: what went well and what can be improved. What did you learn?		
	Make recording available: rename it; place it inside the module under another heading or leave it under Collaborate heading.		