



# Collaborate Ultra

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## Moderator Session Checklist

### At least 1 week before event

- Make sure you have the [Google Chrome browser](#) installed.
- Check you have a headset as this will give you the best sound quality (do not use the computer's built in speakers to avoid audio feedback problems).
- Create the Collaborate Ultra Session either via Learn, Moodle or MyEd
  - [Learn](#)
  - [Moodle](#)
  - [MyEd](#)
- Get the **URL of the room** and distribute it to Guest Participants by email or using a Web page
- Send **Participants Instructions** (example on [Session Preparation and Checklist](#))
- Check with Participants if anyone has **Accessibility needs**
- Familiarize yourself with the [Collaborate interface and features](#) (e.g. the Whiteboard tools).
- Have a look at the **Etiquette slides** and see if you'd like to incorporate these into your presentation (at bottom of [Session Preparation and Checklist](#)).



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## 15 minutes before a session

- Make sure room is set to allow **Participants early access** to carry out checks (note: early session entry is set to 15 minutes in Moodle by default and can't be adjusted)
- Enter the virtual rooms via [Chrome browser](#) for the best experience
- Check your headphones, [microphone and video settings](#).
- [Load files](#) for Presentation (all previous files are deleted)

## During a Session

Make sure Participants are aware of the room etiquette for the session e.g.:

- Raise your hand if you want to ask a question or make a comment
- Lower your hand when your question is answered or you have made your comment
- Mute microphone when you have finished speaking
- **Etiquette slides**: at bottom of [Session Preparation and Checklist](#).