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Top Ten Habits of Highly Effective Elluminate *Live!*® Moderators

Engage. Enlighten. **Elluminate.**

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Online learning is all about the experience, and as the moderator, you play a key role in ensuring all your participants have a great experience, one that facilitates engagement, discussion, interaction, and collaboration. So, it's time to get in the habit of being a highly effective moderator! Here are our top ten tips.

1. Practice, Practice, Practice

If you don't have your own personal Elluminate vRoom™ yet, don't wait! It's free, and you can use it as your own practice room. Fine-tune your moderator skills by practicing with two computers side-by-side or with a friend, colleague, or family member. Be sure to attend our free recorded training sessions on our website, where you can brush up on using moderator tools in just a few minutes. And taking one of our live training classes will give you experience as a participant, so you can learn how to be a better moderator.

2. Facilitate Student Orientation to the Technology

To ensure that your students have a great first experience with the Elluminate technology, make sure they have the resources they need to configure their computers prior your session. Simply direct your students to our training website, where they can view a five-minute slide show or participant orientation recording and download a quick reference guide. In addition, at the beginning of each session you moderate, provide a slide that explains how to configure audio and create a user profile.

3. Engage Participants

Experts say that there should be interaction every 6 minutes, so start off with an ice breaker, such as displaying a map on the whiteboard and having each participant indicate where they are located. Ask questions that require students to raise their hands, click an emoticon, respond with a green check or red X, type in the chat window, or even type or draw on the whiteboard. Be the guide on the side encouraging students to think and respond. Better yet, promote participants to moderators, and let them lead the class. Sample whiteboard activities and ice breakers are available from LearnCentral in http://www.learncentral.org/group/39544/whiteboard-warehouse.

4. Check Frequently for Understanding

Use instant polling, and publish the results to stimulate discussion. Plan activities using the whiteboard and breakout rooms where all students participate. Have each group from a breakout exercise present the results of their work. Use application or desktop sharing to have participants demonstrate what you've been teaching.

5. Prepare Content Ahead of Time

Create presentation slides and instructor notes, and include multimedia, application sharing to help reinforce content. Don't just expect interaction to happen, design it into your lesson plan. Your instructor notes should include what you want to say and do on each screen. Your notes also include suggested questions to promote discussion and interaction. This can be easily accomplished using Elluminate *Plan!*. It enables you to organize, script, and package content and activities BEFORE your real-time, online session. Learn more about Elluminate *Plan!* from our website.

6. Have a 'Producer' in Your Session

How about recruiting another instructor or student helper to manage technical support questions or troubleshoot problems? It's also helpful to have someone manage questions and comments in the live chat area. Your helper can organize questions for you to answer later or address comments as they come, as well as list pertinent information, like a support phone number, instructor email address, important web link, or other resource.

7. Smile and Your Participants Will Smile With You

Be positive and energetic, and your students will catch your enthusiasm. Your voice is critical to setting the tone. Some moderators even stand up and walk around a bit during a session. Consider using your webcam to introduce yourself at the beginning of a session. And be sure to have a user profile with photo and contact information for participants to view. Encourage them to create their own profiles as well.

8. Record the Session

Elluminate *Live!* interactive recordings are almost like being there. And they are a great way to build reusable learning content. Your notes should include a reminder to start the recording at the beginning of every session. Provide the recording to students so that they can review the content, especially if they missed a session. You can even add indices during the live session to mark key sections in the recording. Consider creating additional recordings as tutorials to supplement your live sessions.

9. Run the Audio Wizard as Soon as You Join Your Session

Running the audio wizard before each session ensures your audio is working and the levels are correct, even if you just left a session. And have your participants do the same. You can even include instructions to do so on your session welcome slide.

10. Join Early

Get in the habit of joining your sessions early. It starts things off right when you greet participants as they join. It will also give you ample time to load content, set up breakout rooms, and test your webcam and video. Turn off your phone, and consider putting up a sign:
Do not Disturb: I'm Elluminating!

What's Next?

- Do you have any tips for being a highly effective Elluminate *Live!* moderator? [Contact us now](#).

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