

Moderator Responsibilities

While we are all getting used to doing online instruction, the Moderator will handle the boring or disruptive tasks, so that the Instructor can focus on the material.

Before the class

Know how to use Zoom, especially *Settings, Share Screen, Participants, Chat*

Have a list of the students with their email addresses

Have copies of any documents, images, or PowerPoint presentations the Instructor plans to present.

At the Class

Open your copies of the Instructor's shared materials and minimize them

Open the Zoom classroom thirty minutes early

Validate incoming participants and bring them into the classroom

Make sure they understand the [Class Ground Rules](#)

When everyone is present, *Lock* the classroom

Open *Participants* and *Chat* so that your class management tools are ready

When the Instructor arrives, make sure that s/he opens *Participants* and *Chat*

Make sure s/he has her shareable materials ready

Monitor the class as it progresses, and bring to the Instructor's attention any *Chat* questions or *Raised Hands* that s/he seems to have missed.