

MacLive Pre-Session Checklist for Moderators

(Adapted from Elluminate.com)

First	Complete web conferencing request form at ccl.mcmaster.ca/maclive . Orientation will be scheduled subsequently.
2 weeks before	Contact support. maclive@ccl.mcmaster.ca to arrange a session to test for firewall or other network issues from remote connections. Test your headset or microphone and speakers.
5-7 days before	Send session access information to your participants ; encourage them to view the checklist at http://ccl.mcmaster.ca/maclive/pdf/Participant_Session_Checklist.pdf
2-3 days before	Send out a reminder to participants. Do you have the latest Java version? Check Java.com and remember to empty the Java cache on your system after an upgrade. Search for and remove any residual .jnlp files on your system. These may have been saved from old meetings and recordings, aren't needed and can interfere with current sessions. Will your participants be in-class and online (blended environment)? Ask for a volunteer to assist with moderating duties to e.g. monitor chat and questions.
15 - 30 minutes before session	Close all non-essential applications running on your PC/Mac
Critical Tasks	Join the session, mute your cell phone or PDA, put your office phone on hold, place a "do not disturb" sign on the office door.
	Ensure that your Connection Speed is set correctly (Tools, Preferences, Session.)
	Run the Audio Setup Wizard (Tools, Audio) to check your microphone and speakers
	Configure the number of simultaneous talkers (Tools, Audio, Allow Simultaneous Talkers)
	Configure the number of simultaneous video (Tools, Video, Maximum Simultaneous Cameras)
	Load your content e.g. PowerPoint/OpenOffice/StarOffice presentations, whiteboard, images
	Navigate to the first slide in the presentation and ensure that Follow Moderator is checked
	Open any web pages and applications needed for sharing and screen captures
	If you are co-moderating, assign co-moderator privileges (Tools, Moderator)
Optional Tasks	Load any multimedia files you might want
	Prepare a list of websites that you want to view in a separate text document (bookmarks)
	Set the raise hand and/or beep when new participants join the session (Tools, Interaction)
	Resize the font in the Chat window
	If desired protect the whiteboard content in order to prevent attendees from saving and printing the whiteboard screens
	Create formal breakout rooms and load content if required
	Create a breakout room called "Sound Check" where the co-moderator can conduct sound checks as participants join the room and troubleshoot any audio problems
	Start the timer if desired Check that your Profile is accurate while you are here. (Optional)
Start of Session	Check Recording Dialog Box and click to start or close
Notes:	