**Student role: Moderator**

**Support in a course with continuous assessment with Collaborate**

**The situation:**

A “hybrid scenario” refers to a teaching-learning situation in which some of the students take part on site in the course room while the remaining students either participate online or alternately continue working asynchronously.

**Your role:**

You are the moderator during the contact hour. Your task is therefore to support the teacher. **This means giving students who participate online at the same time the opportunity to join in.** You are the ‘mouthpiece’ for students taking part online who contribute via the chat. This task will remain the same even when the entire course takes place digitally.

**Preparation:**

* Provided you have a laptop or other mobile device – with which you can enter Moodle – you will be asked to use it for moderation. Bring your laptop and a headset/headphones to the course or have them ready, should you also be present online yourself.
* It is recommended that you come to the course a few minutes earlier, or enter Collaborate earlier, in order to agree on the procedure with the teacher.
* Give the course participants the rights the teacher wishes them to have (see ‘Implementation in Collaborate’ on the next page).

**Your tasks:**

* Pass on questions and contributions to the teacher:
	+ Monitor the chat: participants can post questions and contributions in the public chat ‘Alle’.
	+ Monitor the ‘status’ of the participants: by clicking on their profile picture or the icon on the far left of the bar (see screenshots on the next page), participants can change their status and provide quick feedback.
	+ Observe if participants raise their hand: by clicking on the small person with raised hand, students can raise their hand. Pay attention and alert the teacher that there are contributions or questions from students.
* Remind students participating online generally to switch off their microphone and only turn it on for speaking. This avoids disturbing background noise. As a moderator, you can also mute or unmute the microphone (see for this ‘Moderator's rights’ and instructions).

**Moderator’s rights:**

You are given the role of *moderator* in the video conferencing tool Collaborate for the course unit.

As moderator you have the following rights:

* activate microphone
* activate video
* turn spectators into moderators
* mute participants
* Share files, share content, create surveys

**Implementation in Collaborate:**

**Status of participants and raising hands:**

As moderator, you are shown whether and how many people are currently raising their hand:



By clicking on the **profile icon**, participants can give immediate feedback. You as moderator will also see this:



**Manage participants’ rights:**

The **purple arrow sign** leads you to the Collaborate area, where you can change settings as a moderator. Now click on the **gear symbol**. You can give certain rights to the course participants with the button **Session Settings**. At the beginning of the course, check **Share Audio**. Otherwise, participants will not be able to switch on their microphone when they want to talk to you or others.



**Share content:**

Click on the **purple arrow** in the corner and then on the **icon in the middle**. Here you can share content, create surveys and form workgroups.

