

LEARNING 2.0
CONFERENCE
AUGUST 20TH-24TH, 2012
www.learning20.com




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A Web 2.0 Labs
PROJECT

Presenter & Moderator Training

WHILE YOU ARE WAITING:

- » **Configure microphone and speakers**
Tools * Audio * Audio Setup Wizard...
- » **To share your profile with others, enter information:**
Edit * Preferences * Edit Profile...*
- » **To view the profile of another participant:**
Hover pointer over their name in the Participants window

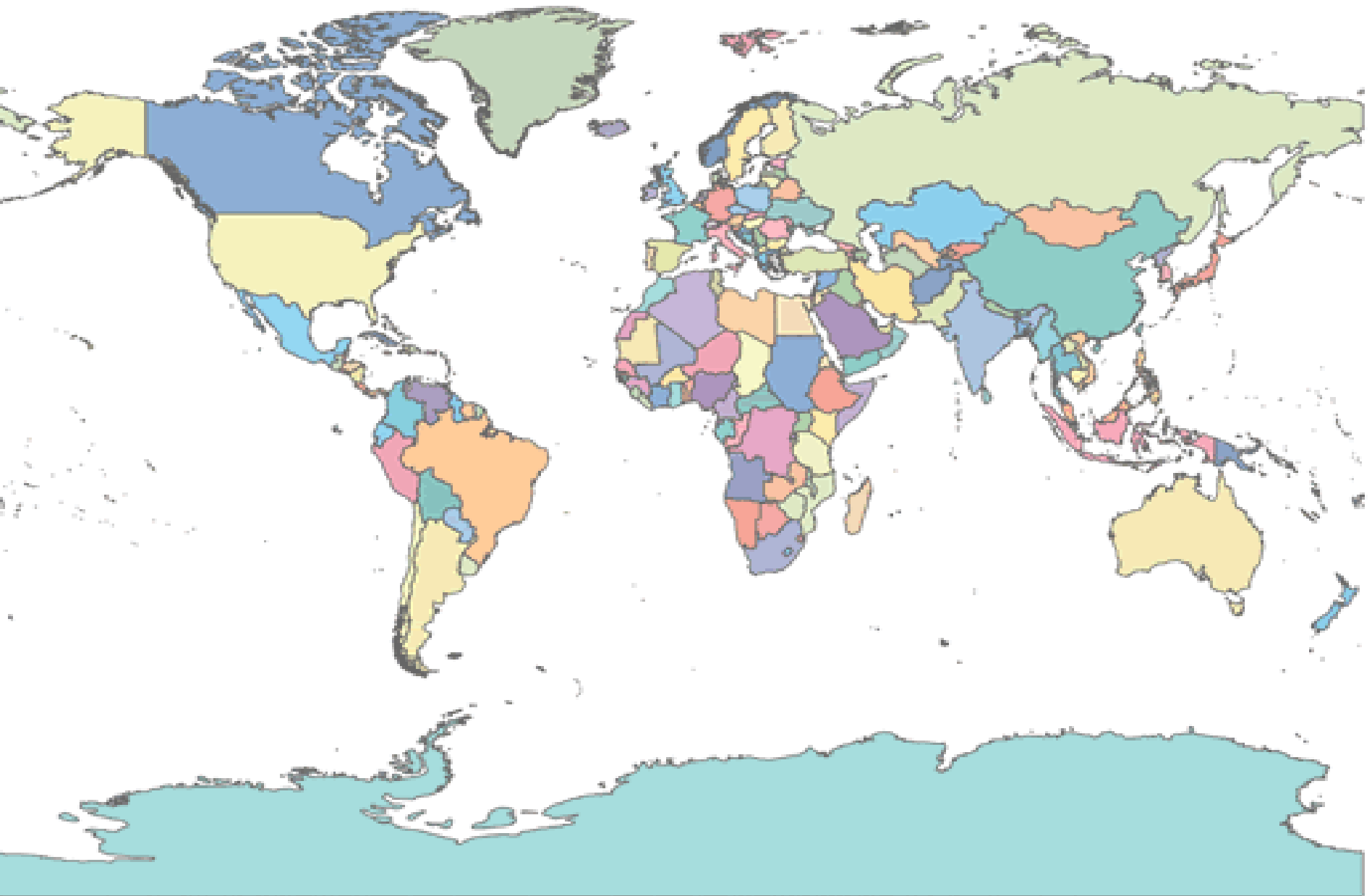
Welcome & Introductions!

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Hearing and Speaking:

- **RAISE YOUR HAND IF YOU CAN HEAR ME**
- Next, testing your microphones and webcams (optional)
 - **Lower your hand when your test is done. Keep it up if we need to test after the training.**
 - Headset microphone vs. microphone and speakers
 - Echo-cancellation now but not perfect
- Tools > Audio > Audio Setup Wizard
- Screen layout



Information

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Scheduling:

- Make sure you have scheduled your session:
<http://learning20.youcanbook.me>
- Schedule pages, by time zone, published
- We will be recording all sessions
- Come into lounge/green room for assignments

Announcements:

- Always looking for volunteers!

The Website:

- Use the speaker and volunteer groups for information / Q&A

Training

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- For many of you, this will be the first time using Blackboard Collaborate.
- This training should help
- Additional training at
<http://www.classroom20.com/page/learning-2-0-training>
- WeCollaborate.com and vRoom for practicing, or your session room (coming in final week)
- We will work hard to make sure there is a volunteer moderator in your session, but it is not guaranteed. **You do need to learn the program.**

Your Session



- Timing and length of your sessions. You have 60 minutes from start to finish. Make sure to save time for Q&A.
- Come into the room early, test out your microphone, upload your presentation, etc.
- Starting and stopping the recording (we will have slides)
- Title Slide – put in your name(s) and session title (text tool).

Demonstrate default room slides now

Your Session Continued

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Moderator Abilities--and to be careful of! (promote everyone)

- Giving permissions
 - Chat (I recommend leave on for all)
 - Microphone
 - Whiteboard
- Room capabilities:
 - Polling
 - Webcam
 - Whiteboards
- Q&A Format
- Low bandwidth
 - how to recognize & recommendations

PowerPoint / Slides

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- Best to organize your presentation around a slide presentation for organizing. Can use OpenOffice.org or PowerPoint.
 - Uploading PowerPoint or ODP
 - Exporting as images
 - .pdf / Keynote / Prezi don't work (exporting Keynote)
 - Don't convert: transitions/animation
 - Size consideration (minimize if you can) = 7MB to be safe
 - We can help in the lounge

Avoid



- Application sharing
- Any video other than web tour to flash site (like YouTube.com)
- Webcam (or at least be sensitive)

Helping! :)



- Helping to moderate other sessions! This is how we can have so many sessions.
- Please sign into the volunteer group and then sign up to help for at least one other session when the volunteer calendar is up.
- If you really are not comfortable, we let you off the hook...

Publicity



- Logos, graphics and badges are available on the site. Please post these where appropriate.
- The "hashtag" is #learning20. If you are a Twitter user, please consider announcing your acceptance as a speaker and use this tag.

Thank You!

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Other

- Questions?
- Time to test microphones, webcams, etc.