MODERATOR ROLE

* The moderator plays an active role in the class and can be involved with:
  + Cueing
  + Technique Correction
  + Modifications
  + Timing
  + Encouragement
* Each class will be different, so it is up to the lead instructor and moderator to connect prior to class to establish roles and expectations.
* ***DO NOT*** hesitate to speak up during the class if there are safety concerns. Act as you would in person to assist participants during class. You **must speak up** if you see things that could compromise participant safety.

**PRIOR TO CLASS**

* Connect with your lead instructor to establish roles and go over participant details.
* Ensure you are copied on all e-mails being sent to participants.
* Ensure you have the Zoom link, and Zoom installed on your device.
* Ensure your exercise space and audio set up is appropriate for class.
* Wear appropriate clothing (i.e., no tank tops or short shorts).

**DURING CLASS**

* As the moderator, please arrive 15 minutes before your class time.
* Both you and the lead instructor will have your video on. If you are unable to, please let your instructor know ahead of time.
* Attendance should be taken by either the moderator or the instructor for each class.
* The moderator admits participants in from the waiting room. You will see this in the right-side panel of your screen, and it will say “admit”.
  + When participants join you, give them a minute or two to get set up with video/audio (they can talk amongst each other at this point), but ensure you are helping them with any technical logistics.
  + If participants are having issues setting up their camera or video you can “request” this in the right-side panel of the screen, by clicking on the icons of the participants. If you click on the video icon, you can “request video”; if you click on the microphone icon, you can “request audio”. This will send an alter to the participants and help them enable their camera and audio.
* Re-name participants so that only their first name is showing – some participants will log on with their full name, a family member’s name, or a generic name, such as ‘(Program x)’
* Help participants set-up their camera so that they can be seen during the class, while they exercise. This is critical to ensuring the safety of our participants during exercise, so that we can closely monitor them and modify, adjust, or provide cueing based on what we see.
  + Please have them try to set it up so that it is up higher (waist to above head height), but angled down to be seen, and slightly away from them (2-4m should be okay).
  + You might need to cue participants to change their angles for stretching/floor exercises.
  + All videos **MUST** be on during the class to ensure we can safely check in on participants.
* The lead instructor will begin class, at this point, you will:
* **MUTE ALL** (including yourself) so only the instructor can be heard. You can do this in the participant’s section and “mute all.” Note: this may mute the instructor, so you will have to unmute them, or you can individually scroll through the list of participants to mute them.
* Ensure “**SPOTLIGHT VIEW**” is turned on for all participants, so that only the instructor can be seen by participants. You can do this by hovering over their picture, clicking the 3 dots and clicking “spotlight”. This is better than PIN, because PIN just makes the instructor the focus on your screen.
* Depending on the instructor’s preference, you can unmute participants at breaks or between circuits for feedback.
* Check in with participants as they go to ensure they are feeling well throughout and at the end of class.
* In the event of an emergency, the moderator will assist the instructor to provide first-aid or call 911, and/or the participant’s emergency contacts (refer to the *Adverse Events Protocol*).

**AFTER CLASS:**

* De-brief with the lead instructor and address any concerns that came up during class.
* Reflect on your experience – how did it go? Could things be improved?
* Seek feedback from your lead instructor.
* Get ready for the next class.