

Questionnaire: How Do I Facilitate an Online Session?

Name: _____

1. My Previous Experience

What have I experienced so far in online sessions?

What still makes me feel uncertain about online sessions?

2. Skills Checklist – What Can I Already Do? What Do I Want to Learn?

Please mark Yes / No / Not sure.

2.1 Technical Skills

Skill	Yes	No	Not Sure
I know how to turn my camera on and off.	☐	☐	☐
I can use the chat function.	☐	☐	☐
I know how to use the raise hand function.	☐	☐	☐

JLEU

I know how to share my screen.	☐	☐	☐
I know how to share presentations or documents.	☐	☐	☐
I know how to share sound while presenting.	☐	☐	☐
I know how to use reactions (smileys, applause, etc.).	☐	☐	☐
I know how to view the participant list.	☐	☐	☐
I know how to change my display name.	☐	☐	☐

Host / Moderator Functions

Skill	Yes	No	Not Sure
I know how to admit participants into the session.	☐	☐	☐
I know how to move participants to the waiting room.	☐	☐	☐
I know how to mute or unmute all microphones.	☐	☐	☐
I know how to mute the	☐	☐	☐

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microphone of a
single participant.

I know how to
display all
participants on the
screen.

☐☐☐

I know how to
highlight one
participant.

☐☐☐

Other technical skills I know:

2.2 Preparation

Experience

Yes

No

I have prepared an online
session before.

☐☐

I have contacted potential
speakers or contributors.

☐☐

I have worked with
interpreters or
translators.

☐☐

I have written a session
program or agenda.

☐☐

I have written an
invitation for an online
event.

☐☐

I have worked with a
platform or shared drive.

☐☐



Ideas or experience with promoting online events:

I am familiar with a translation tool (Which one?):

2.3 Facilitation / Moderation

Experience

Yes

No

I have moderated an
online session myself.

☐☐

3. Learning Goals

What is important for me to learn about moderating online sessions?

4. Additional Notes
