**4.4 I can moderate the use of collaborative technologies.**

The best example I can think of when I have moderated, is when I acted as scrum master in the stand-up meetings on Adbobe Connect between my colleagues and I when working collaboratively to create a website (see Unit 33 3.4). This meant my guiding the team and encouraging others to participate, whilst checking that what they were saying fell within accepted guidelines. I received positive feedback about this from my tutor and colleagues, and then took up the role again in subsequent meetings.

Please see tutor observations for more information.