Blackboard Collaborate Cheat Sheet for Students

Get Started

- Use Google Chrome™ with your collaborate room for the best experience.
- Point to the avatar image and select My Settings to set your profile picture.
- Also from Your Avatar > My Settings, set up your audio and video and adjust your volume. You must give the browser permission to use audio and video.

Use the Tools

- **Participants panel**: View the list of participants. Click Open Participants List.
- **Hand raise**: Raise your hand to answer a question or get another moderator's attention. Click Raise Hand. If you use your keyboard to navigate, press Alt + H.
- **Status**: Show yourself as away. Point to your avatar to open My Settings. Select Set as Away from the Present drop-down list.
- **Zoom**: Resize shared content. Double-click on the content to make it bigger.
- **Picture-in-picture**: Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Click the picture-in-picture to bring that content to your main screen.
- **Grid view and Speaker view**: Switch between viewing multiple participants in your centre screen and viewing the active speaker only.

The following tools can be turned on or off by the Instructor

- **Chat**: Chat with participants. Click Open Chat.
- **Audio and video**: Click Share Audio and Share Video to turn those tools on or off. If you use your keyboard to navigate, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.
- **Annotation**: Type, draw, and edit shared content.

More information:

See the Collaborate help page for Participants:

http://help.blackboard.com/Collaborate/Ultra/Participant