

# 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>