Blackboard Collaborate Cheat Sheet for Instructors

An overview of the various functions of Blackboard Collaborate. More detailed tip sheets are also available.

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.

Schedule a Meeting

- From Blackboard Learn: Blackboard Collaborate gives you a room for each of your courses. Use the date restriction options in Add Link to Course to schedule sessions.

Use these popular tools

- **Chat:** Chat with participants. Click Open Chat.
- **Participants panel:** View the list of participants. Click Open Participants List.
- **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.
- **Share Content:** You can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images. Click Share Content.
- **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.
- **Session Settings:** Decide what others can do in your session. Click More Tools and select Session Settings.
- **Record sessions:** Click More Tools and select Start Recording.
- **Zoom:** Resize shared content. Double-click on the content to make it bigger.

More information:

See the Collaborate page in the Learning Intranet: