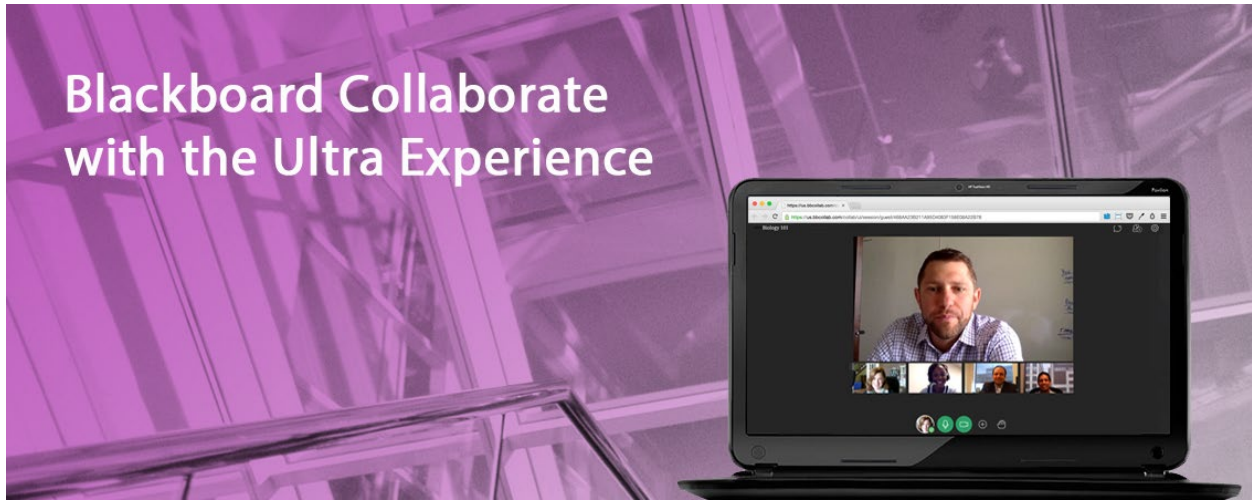


# Blackboard Collaborate with the Ultra Experience



## *Cheat Sheet For Moderators*

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### 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 with the Ultra experience 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.

For more information, see [help.blackboard.com/Collaborate/Ultra/Moderator](https://help.blackboard.com/Collaborate/Ultra/Moderator).