FORT HAYS STATE UNIVERSITY
LEARNING TECHNOLOGIES

Forward thinking. World ready.

Cheat Sheet for Moderators

Get Started

- Use Google Chrome™ with your collaborate room for the best experience.
  - "Share Application" is only available when using Google Chrome.
  - [Share Application](#)
- Point to the avatar image and select *My Settings* to set your profile picture.
  - [Add a 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.
  - [Set up 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.
  - [Introducing Bb Collaborate Ultra](#)
  - [What's new](#)
  - [Create Blackboard Collaborate Sessions in Your Course](#)

- **Announcement:** Once you have created a link for students to join a session, you can add an announcement to your course to inform the students that there is a link available.
- **Edit Room:** "All users join as moderators" turn on if you want the students to have group discussions. Also turn on "Full Participant Permissions" so your students can use their video and microphones as well. View page 2 on this pdf for further instruction: [Create Blackboard Collaborate Sessions in Your Course](#)
- **Record Video:** You can record your sessions, and they will be saved so they can be viewed at a later date.
  - [Blackboard Collaborate Recording Features](#)
- **Add Link of Recorded Video:** You can add a link to a recorded session in your course so your students can directly access it through the link.
  - View page 6 on this pdf for further instruction: [Blackboard Collaborate Recording Features](#)

- **Guest Link:** This feature allows people to view the recording even if they are not enrolled in the class. After selecting "Guest Link" you will be able to copy the link at the top of your screen and share it with whoever you want to view the recording.

> To enable guests to view this recording Jessica Herber's Sandbox Room, use the following link:
> https://blackboard.fhsu.edu/webapps/bb-collaborate-bb_bb60/recording/launchGuest?uid=b21f14ae-49e6-4ad7-92ec-cad33f48e62b&course_id=_94632_1

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 [Blackboard Help.](#)