



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

Cheat Sheet for Participants

Get Started

- Use Google Chrome™ 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](#)
- Participate in a session with ease and make a strong impression with these tips: [Session Best Practices](#)

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 center screen and viewing the active speaker only.

The following tools can be turned on or off by the moderator.

- **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.

For more information, see [Blackboard Help](#).