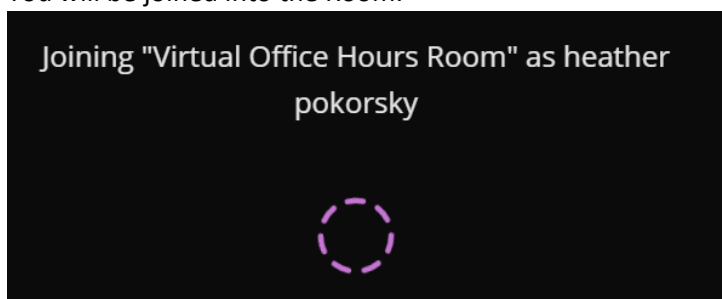


# Blackboard Collaborate – Moderator

Moderators need to use Google Chrome when conducting a Blackboard Collaborate session.

1. You will receive a Moderator and Guest link from a Blackboard Collaborate Support email address. Email the guest link to your participants.
2. As the Moderator, click on the “Your link” from the email.
3. You may be prompted to log in with a username and password. Type in your username and password. (You will receive an email from Heather with this information)
4. You will be joined into the Room.



5. You will be prompted to go through an audio and video test to make sure your microphone and camera are working. Click on **Yes – It's Working** button to proceed.
6. To activate your microphone or camera, click on the **Microphone** or **Camera** button below.



## Recording/Stop Recording a Session

1. Click the **Open Session menu** button to record/stop a session. The button is located in the upper left hand corner.

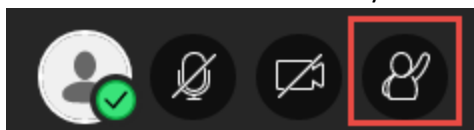


2. Click on **Start Recording** to start recording the session. Click on **Stop Recording** to stop recording the session.

## Using the Tools

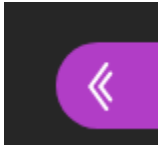
### Raise your hand

1. Click the **Hand** button to raise your hand to answer a question or get another moderator's attention.

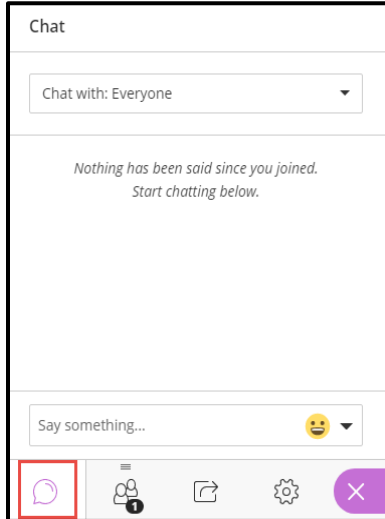


## Chat

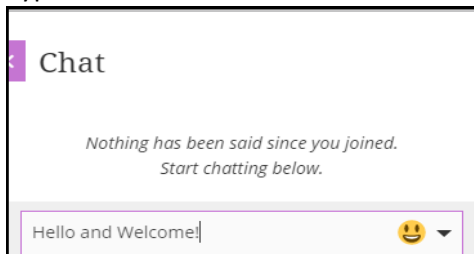
1. Click the **Open Collaborate Panel** button to bring up the Chat feature.



2. Click on the **Chat** icon.

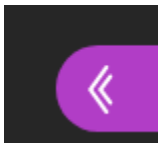


3. Type in the **Chat** box to chat and hit the **Enter** key to post it.

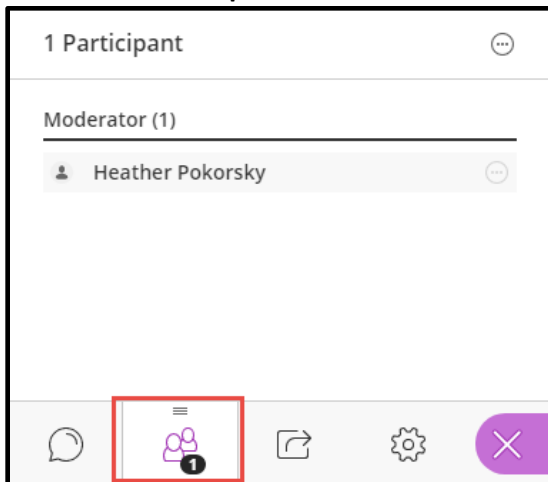


## Participants Panel

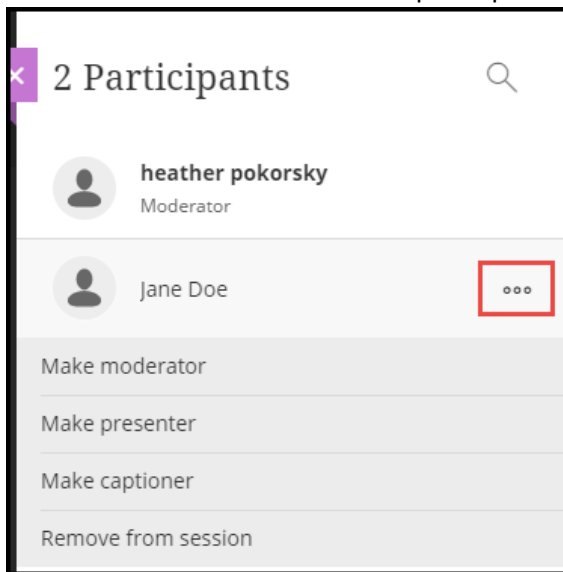
1. Click the Open Collaborate Panel button to bring up the **Participant** feature.



2. Click on the **Participant** icon.



3. Click on the three circles next to a participants name to change their role or remove them from the session.



### **Moderator**

Users with this role have full control over all content being shared. They can make any participant a presenter or a moderator. Moderators see hand raise notifications and can lower hands. They can remove participants from a session, but they cannot remove other moderators. Moderators can set the session settings, including deciding what participants can and can't do.

### **Presenter**

This role is designed to allow students to present without giving them full moderator privileges. Presenters can upload, share, edit, and stop sharing content. They can also see hand raise notifications and can lower hands.

### **Participant**

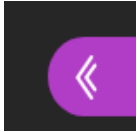
Users with this role can enable and disable notifications, such as when participants enter and leave a session or when someone has posted something to the chat. The moderator of the session determines the participant privileges.

## Captioner

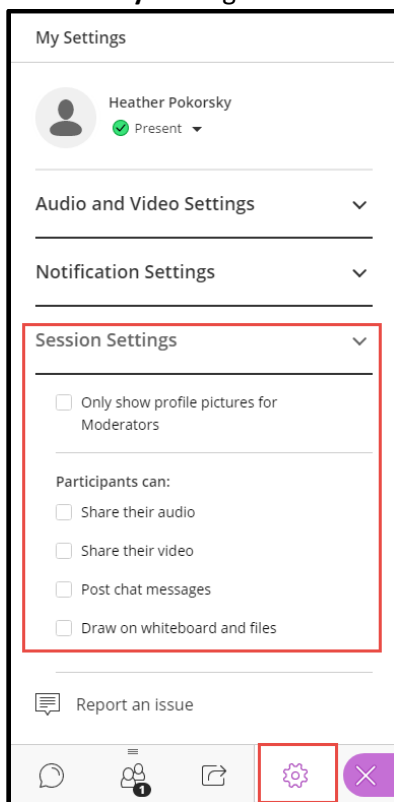
This role is designed to provide an accessible learning experience for students who are deaf or hard of hearing, as well as for students whose native language is different from the moderator's. A participant is assigned this role by a moderator. The captioner is given an area to type what is being said. Other participants can view what the captioner is typing in real time. You can have multiple captioners for multiple languages.

## Session Settings

1. Click on Click the **Open Collaborate Panel** button to bring up the **Session Settings**.



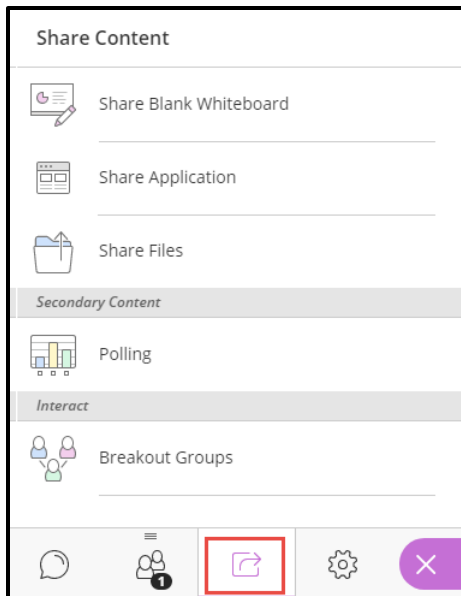
2. Click on **My Settings** and then click on **Session Settings** to decide what others can do in your session.



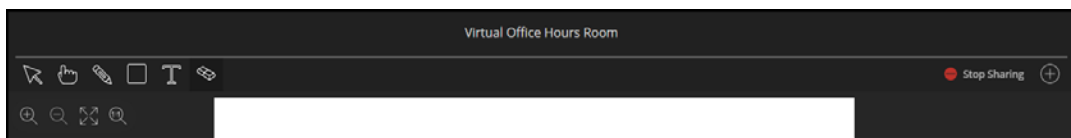
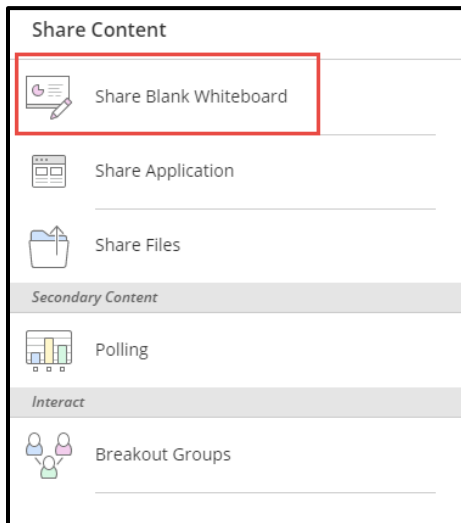
## Sharing Content

**Share Blank Whiteboard** - Collaborate with your students using the whiteboard. Open a blank whiteboard to draw or just jot down notes.

1. Click on the **Share Content** button.



2. Click on **Share Blank Whiteboard**.



**Select:** Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.

**Pointer:** Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.

**Pencil:** Use the pencil to draw free hand on the slide.

**Square:** Use the square to draw a rectangle, ellipse, or a straight line. Your choice.

**Text:** Type text on the slide with the "T".

**Erase:** Use the eraser to undo everything you or another moderator has added to the slide with one click.

**Stop Sharing:** Stop sharing content.

**Zoom In:** Make the content bigger. Move the content around to see everything.

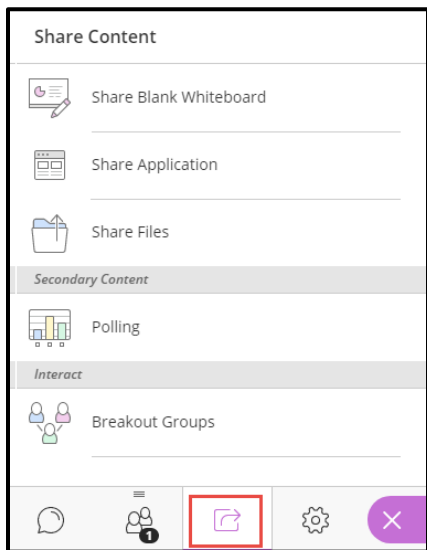
**Zoom Out:** Make the content smaller.

**Best Fit:** Take advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.

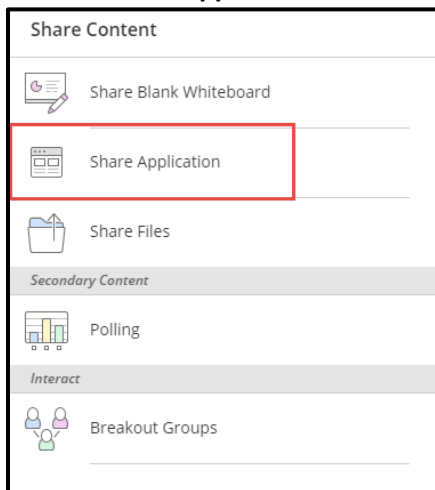
**Actual Size:** Return the image to the original size.

**Share Application** - Share your desktop or a software application to teach students about a particular topic. Whenever you move through the application or desktop, your students automatically follow along.

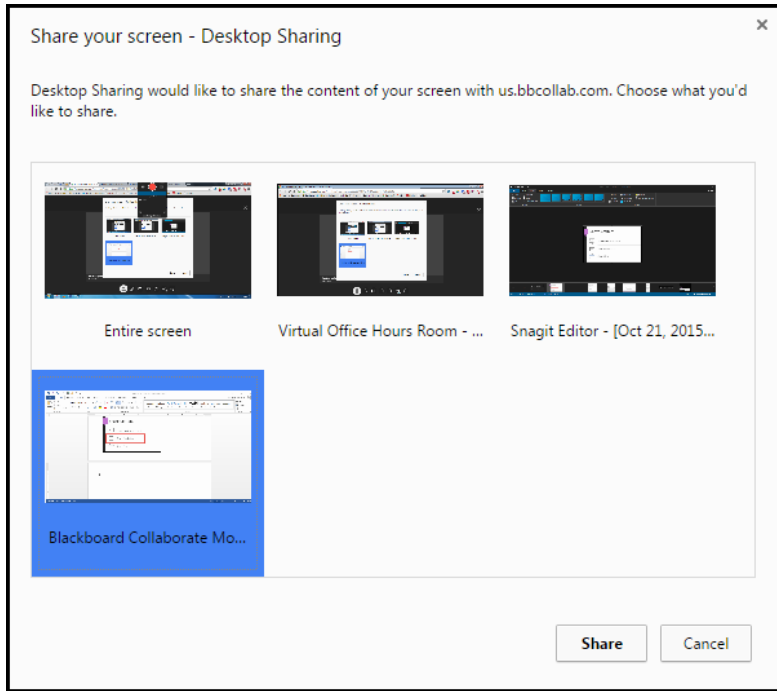
1. Click on the **Share Content** button.



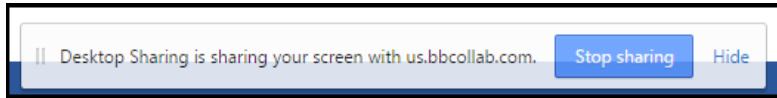
2. Click on **Share Application**.



3. Click on the screen that you want to share and then click on the **Share** button.

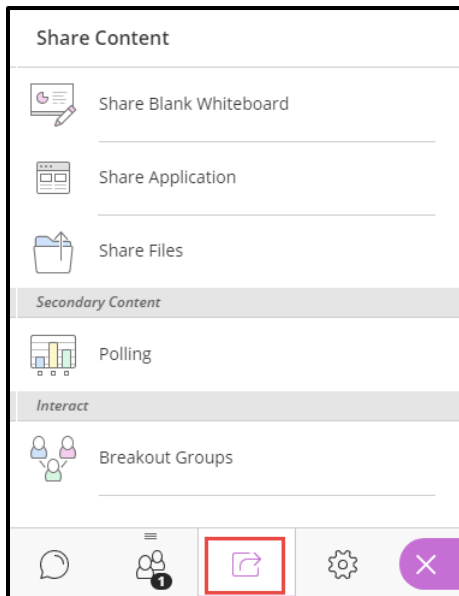


4. Click on the **Stop Sharing** button to stop sharing your screen.

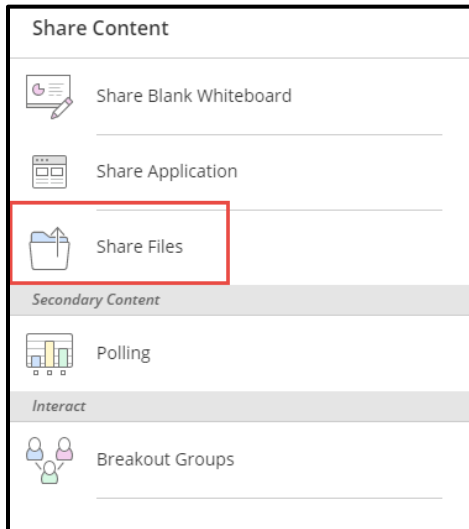


**Share Files** - Upload any images, PDF files, or PowerPoint presentations to your session.

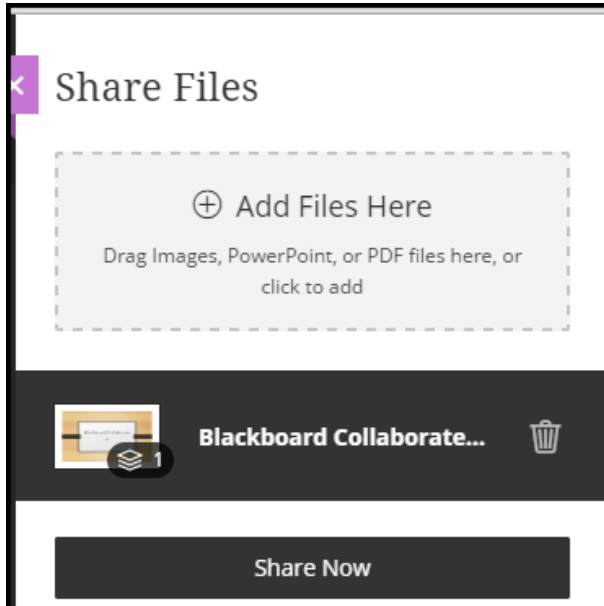
1. Click on the **Share Content** button.



2. Click on **Share Files**.



3. Click on the **Add Files Here** button or drag files to that button to share.



4. Once the file is showing, click the **Share Now** button to share the file with your students. When you share a file you also receive the whiteboard tools to use on the file.



5. Click on the **Stop Sharing** button to stop sharing the file.