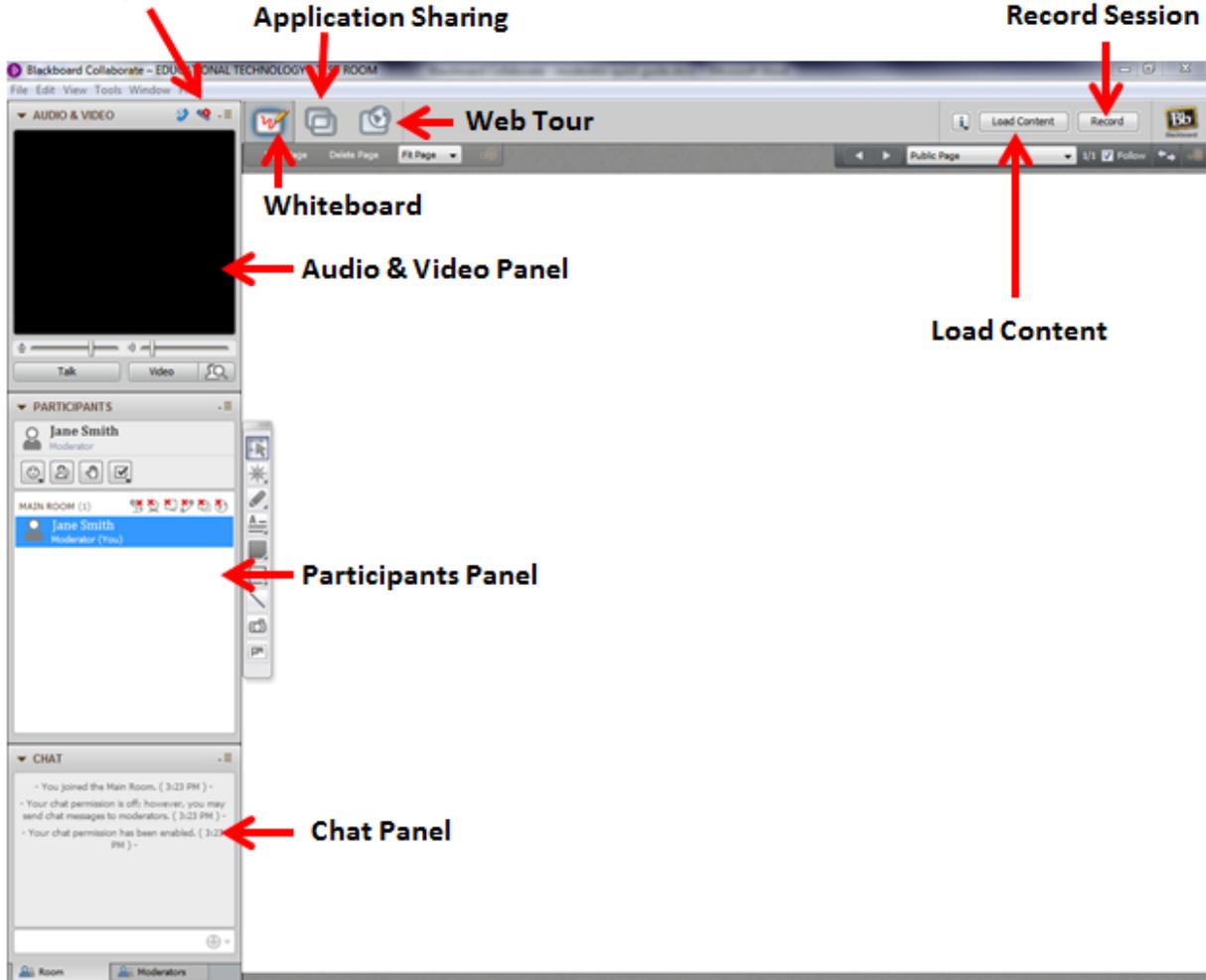


Moderator Quick Guide

The Blackboard Collaborate interface consists of the audio & video panel, participants panel and chat panel. Before starting any collaborate session you should have your audio and video configured to allow a successful session. A collaborate session provides you with various tools to allow students to interact with others throughout the session.

Audio Setup Wizard



Tools available to use:

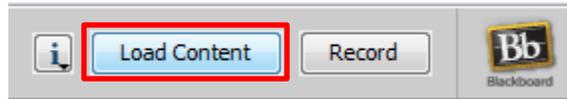
1. Recording

This tool allows for you to record your entire collaborate session and allow students to view at a later time. When you launch a new session you will automatically be asked if you would like to start your recording. If you wish to record at a later time in the session, click on the record button on the top right hand side. Once you are done with the recording, click on the record button again, you will be asked to confirm that you would like to stop the recording.



2. Load Content

This tool allows for you to load content such as PowerPoints, whiteboards from previous sections, images, and multimedia files. To load content, click on load content button on the top right hand corner and select the file you wish to upload.



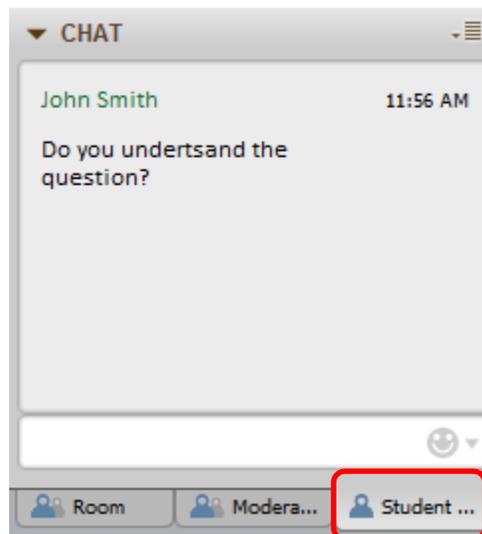
3. Participants Panel

This tool allows you to set permissions to restrict tools that participants are able to use. Global permissions give the participants access to all the tools (chatting, audio, video, chat, whiteboard, etc.) The global permissions are listed on the top. You can also provide individuals with more/less tools than other students. Those permissions would be listed next to the participant's name.



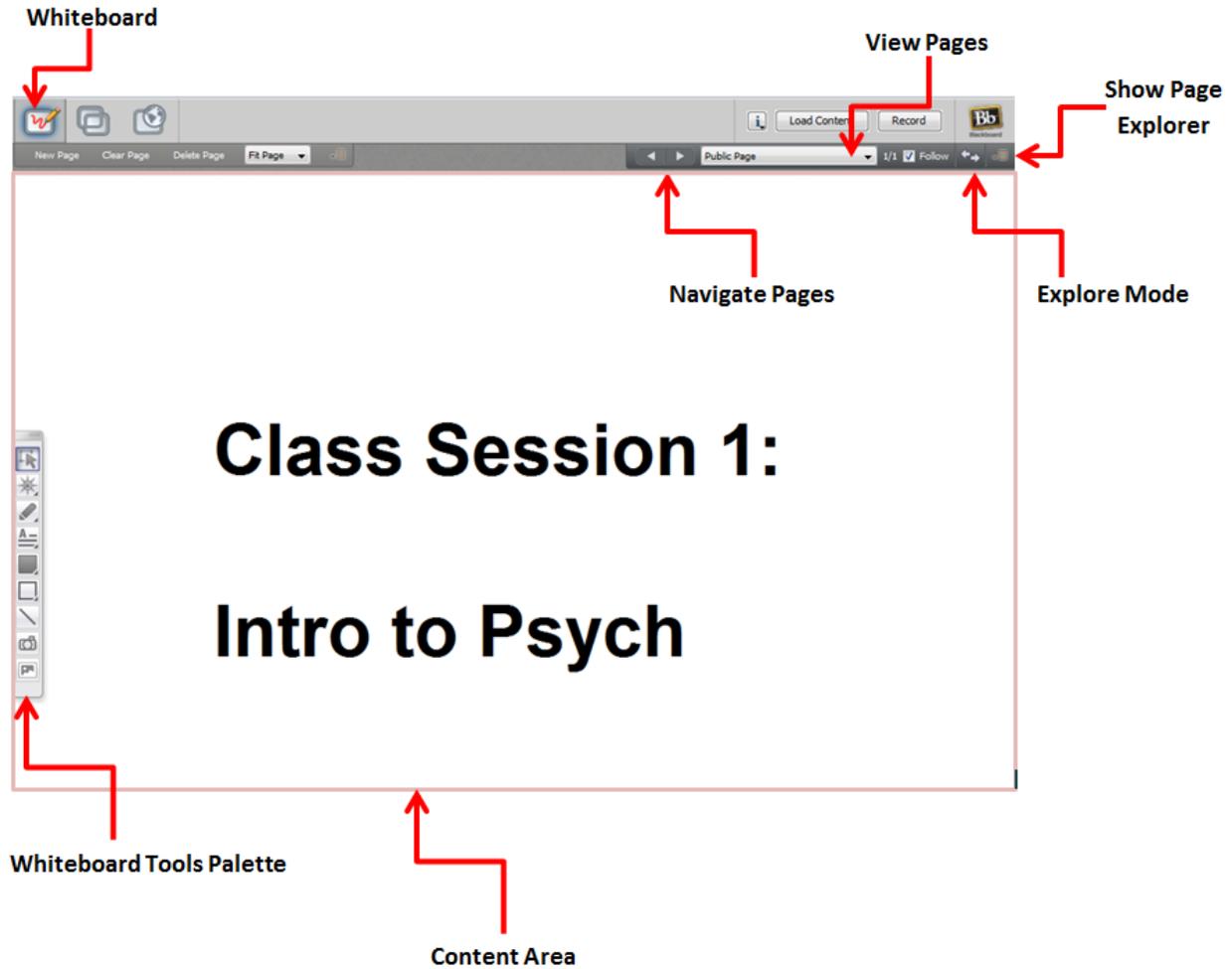
4. Chat Panel

This tool allows for participants and moderators to chat. You can have an open discussion (room tab) or you can double click on an individual to have a private chat. Tabs will be listed on the bottom of the chat panel for each conversation that is being held.

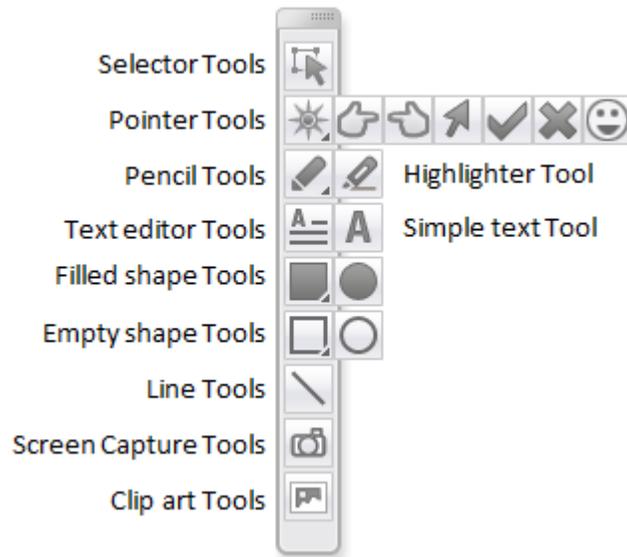


5. Whiteboard

The whiteboard feature is the content area of the session; any documents that were loaded to the session would appear here. You can have multiple pages per session. Before you exit your session you can save the whiteboard.

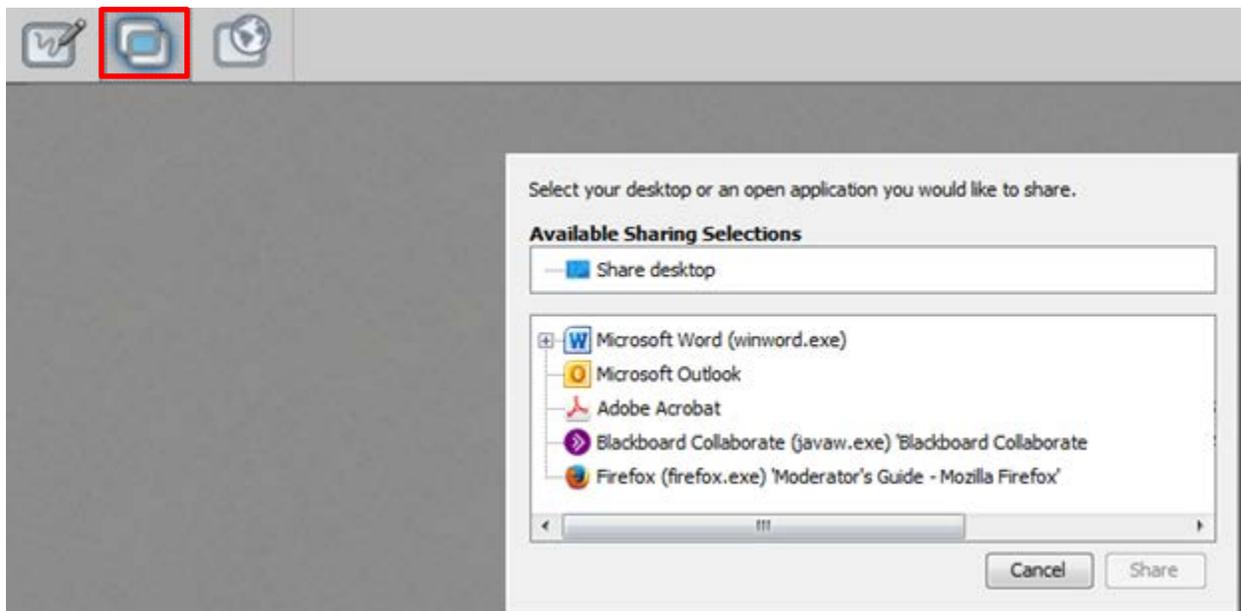


Whiteboard Tools Palette:



6. Application Sharing:

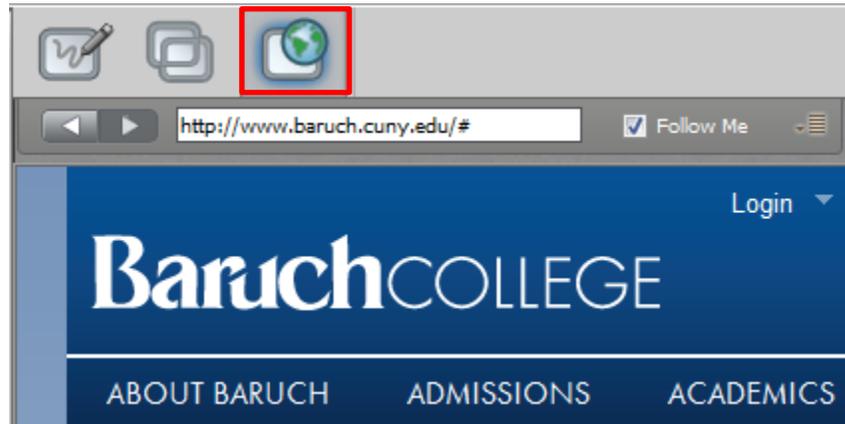
This tool allows for moderators/participants to share an application or entire desktop with others in session. The application sharing will appear within the content area and would be a mirror to the students. You have the option to share your desktop or a specific application. To turn on application sharing, click on the icon located on the top left hand side of the whiteboard. To turn off application sharing, click on stop sharing.



Note: When using application sharing do not have any personal/confidential applications running.

7. Web Tour

This tool allows for moderators/participants to share web pages with other in the session. This allows for a specific website to be opened within the content area and it allows you to navigate through the webpage. To turn web tour on click on the icon on the top left hand corner of the whiteboard. Enter the URL for the site and press enter. To exit web tour, click on the whiteboard icon.



Additional Information:

- For information on accessibility tools please go to [Accessibility Guide for Moderators](#).
- For more guides and training on Blackboard Collaborate please go to [moderator guides](#).