***Cheat Sheet For Participants***

**Get Started**

* Use Google Chrome™ 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.

**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 help.blackboard.com/Collaborate/Ultra/Participant.**