***Cheat Sheet For Moderators***

**Get Started**

* Use Google Chrome™ with your collaborate room 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.

**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.
* **From SAS:** Click the plus sign to add the name, date, and time of your meeting. Copy the link provided to invite your students.
* **From Blackboard Open LMS:** Navigate to *Add activity or resource* > *Collaborate* > *Add.* Add the Collaborate activity to your class. Set the date and time you want the session to start and end.

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