***Cheat Sheet For Moderators***

**Get Started**

* Use Google Chrome™ with your collaborate room for the best experience.
* Point to the profile image and select *My Settings* to set your profile picture.
* Also from *Your Profile image >* *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 Scheduler:** Select the plus sign to add the name, date, and time of your meeting. Copy the link provided to invite your students.

**Use These Popular Tools**

* **Chat**: Chat with participants. Select *Open Chat*.
* **Attendees panel**: View the list of participants. Click *Open Attendees List*.
* **Audio and video**: Select *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. Select *Share Content.*
* **Hand raise**: Raise your hand to answer a question or get another moderator's attention. Select *Raise Hand*. If you use your keyboard to navigate, press Alt + H.
* **Session Settings**: Decide what others can do in your session. Select *My Settings* and select *Session Settings*.
* **Record sessions**: Select *Session Menu* 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.**