



Blackboard Collaborate Reference Sheet

Run the Audio Set Up Wizard

Tools > Audio > Audio Set Up Wizard

Changing the Polling Options

Tools > Polling > Polling Type

Adjusting the number of simultaneous talkers

Tools>Audio>Maximum Simultaneous Talkers

Adjusting the number of simultaneous cameras

Tools> Video>Maximum Simultaneous Cameras

Upload content to the Whiteboard

From the Collaboration Toolbar press the Load Button

Save the Whiteboard content

File>Save>Whiteboard

Print the Whiteboard content

File>Print>Whiteboard

Share an application

Tools>Application Sharing>

Show a preview window of application sharing

Tools>Application Sharing>Show Preview Window

Give control of application sharing to a participant

Select the Participant

Tools>Application Sharing>Give Control of Shared Applications

Take back control of your application sharing from a participant

Tools>Application Sharing>Take Away Control of Shared Application

Regain Control of Your Application

CTRL+Space

File Transfer

File>Open>File for Transfer

Web Tour

View>Web Tour>

Enter URL in the Address Field

Web Push

View>Web Tour>

Select Open URL in Browser from Web Tour menu

View Multimedia Library

Window > Multimedia Library

Invite New Participants to Join Your Collaborate Session with a link

Tools>In Session Invite>Invite New Participants

Breakout sessions

Tools>Breakout rooms

To return to normal view

View>Restore Default Layout

To detach video panel

Audio & Video Options Menu>Detach Panel

To attach video panel

Audio & Video Options Menu>Attach Panel