Moderating a Collaborate Session

**Recommended browser**: Firefox for moderators, participants may use other browsers.

# Getting to Know the Collaborate Window



The tools that are available depend on the permissions set by the moderators.

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| **Tool** | **Description** |
| https://help.blackboard.com/sites/default/files/images/2017-06/collaborate_ultra_participant_session_menu.png  open the sessions menu | Open the Session Menu – moderator can start recording, attendees can get help, and leave the session. |
| https://help.blackboard.com/sites/default/files/images/2017-05/collaborate_ultra_participant_audio_off.png  audio on/off  | Share Audio – toggles on/off |
| https://help.blackboard.com/sites/default/files/bb_assets_embed/19000/Video%25401x.png  video on/off | Share Video – toggles on/off |
| https://help.blackboard.com/sites/default/files/collaborate_ultra_participant_hand_raise_icon.png  raise hand  | Raise Hand – allows attendees to ask the moderator a question using audio to prevent talking over one another if audio is enabled. |
| https://help.blackboard.com/sites/default/files/bb_assets_embed/20000/Collaborate_Panel_Control.png  collaborate panel  | Open the Collaborate Panel – access chat, view attendees, share screen, adjust session settings. |

When you enter a session, you will need to **Share Audio** and open the **Collaborate Panel**.

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| Session Menusession menu  | Collaborate Panelcollaborate panel |