Interacting with the Session
Instructors are moderators of Blackboard Collaborate Sessions and can interact with participants by sharing their audio, video and creating shared content such as polls and files.

Depending on how you set up the session, participants can also interact by sharing their microphone, camera, writing in the chat room and setting their feedback.

Media Space Tools

- My Status ................................................................. 2
- Share audio .............................................................. 3
- Share video .............................................................. 3
- Raise hand ................................................................. 3

Collaboration Panel Tools ............................................. 4

- Chat ........................................................................... 4
- Participants ................................................................. 5
- Share content ............................................................. 6
- My settings ................................................................. 6
**Media Space Tools**

The media space is where session content such as video or shared screens are displayed. There are several tools at the bottom of the screen that you can use:

*Note: You can disable some of these when creating a session*

---

**My Status**

The Profile menu allows you to:

- View your connection speed with the session

![Connection Speed](image)

- Set your status to 'Away' to let others know

![Away Status](image)

- Select a feedback to provide

![Feedback Options](image)

Selected feedback will display for a short period beside the participants profile in the participants list and chat room.

- **John Snow**
  - 2:04 PM
  - hi

- **Participant (1)**
  - 🧐 John Snow
Share audio

Toggle your microphone on/off.

Share video

Toggle your video on/off.

Raise hand

Raise your hand. This displays a hand raised icon beside the participants profile icon in the participants list and lets others know that they have a question.
Collaboration Panel Tools
Advanced tools are found in the Collaboration Panel, by opening the menu from the bottom-right corner of the screen.

Chat
You can use the chat menu to select chat groups and communicate with all participants or other moderators via text.
Participants

You can use the participants screen to view all participants in the session and their current 'raise hands' or 'feedback' status.

You can leave the participants open as an overlay in 2 ways:

- Open the Collaborate panel and drag-and-drop the Participants icon to the main stage

- Open the Collaborate panel and select Participants. Select More options at the top of the panel and select Detach Panel

You can close the panel by selecting Merge panel from the More Options link, or by simply dragging and dropping the Participants panel back to the Collaborate panel.
Share content

You can share content such as files and polls on the Share content screen. Currently active shared content will also be listed here.

- Whiteboard: You can draw on a whiteboard that is shared to participants to illustrate discussed ideas.
- Shared Application: You can share screens and programs running on your computer for participants to see.
- File Sharing: You can share files with participants.
- Polling: You can ask participants to provide input through a poll during the session. Available poll types are Yes/no and Multiple choice.

My settings

Change audio/video settings, or notification options. You can adjust your volume and microphone/camera device.