Managing Attendees in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.
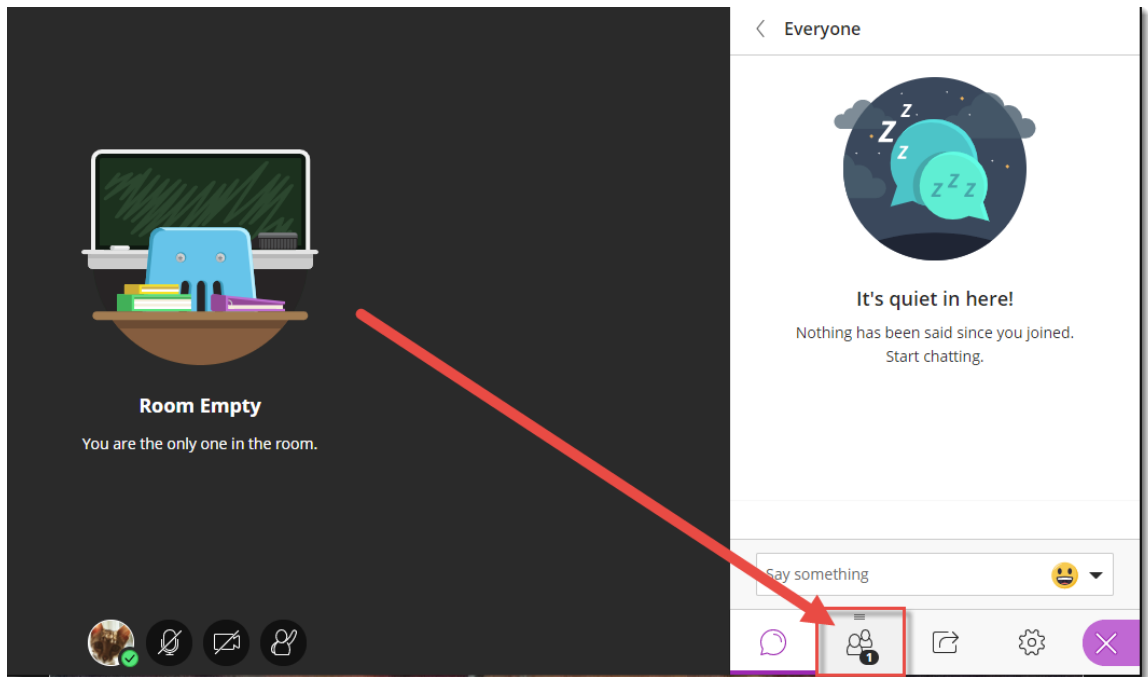
Scenario

This tutorial will cover how you can manage Collaborate session attendees. Information on how to use individual feature is contained in relevant tutorial documents.
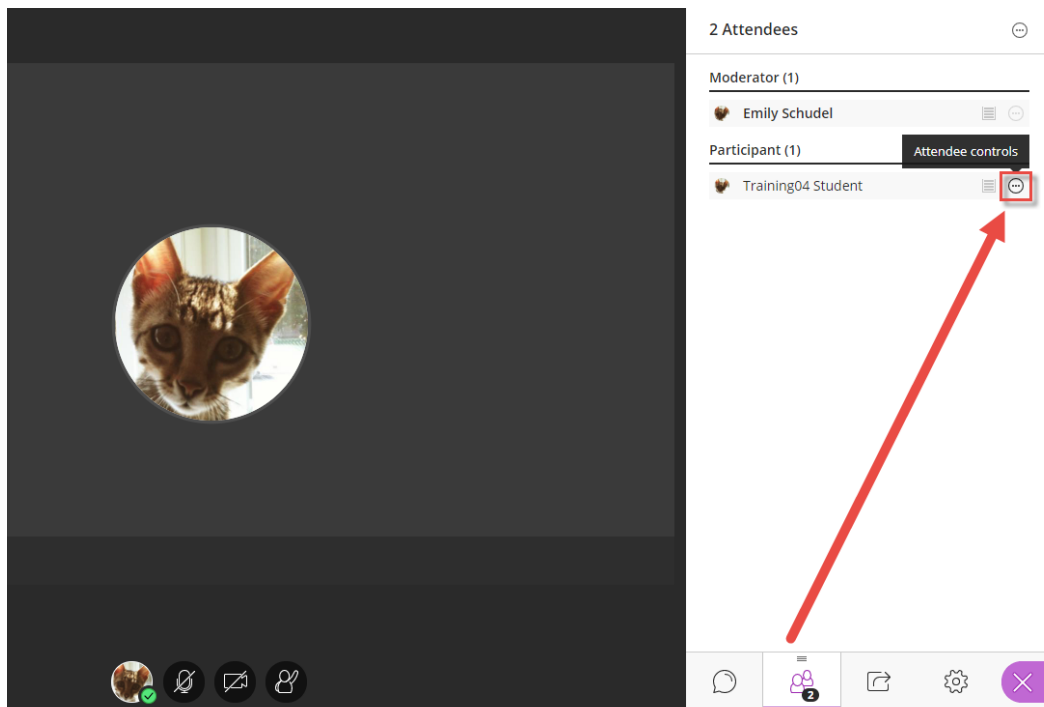
Steps

1. Go to Collaborate, click on your Collaborate session, and enter your session.
2. Open the **Collaborate panel** (the bottom right icon).
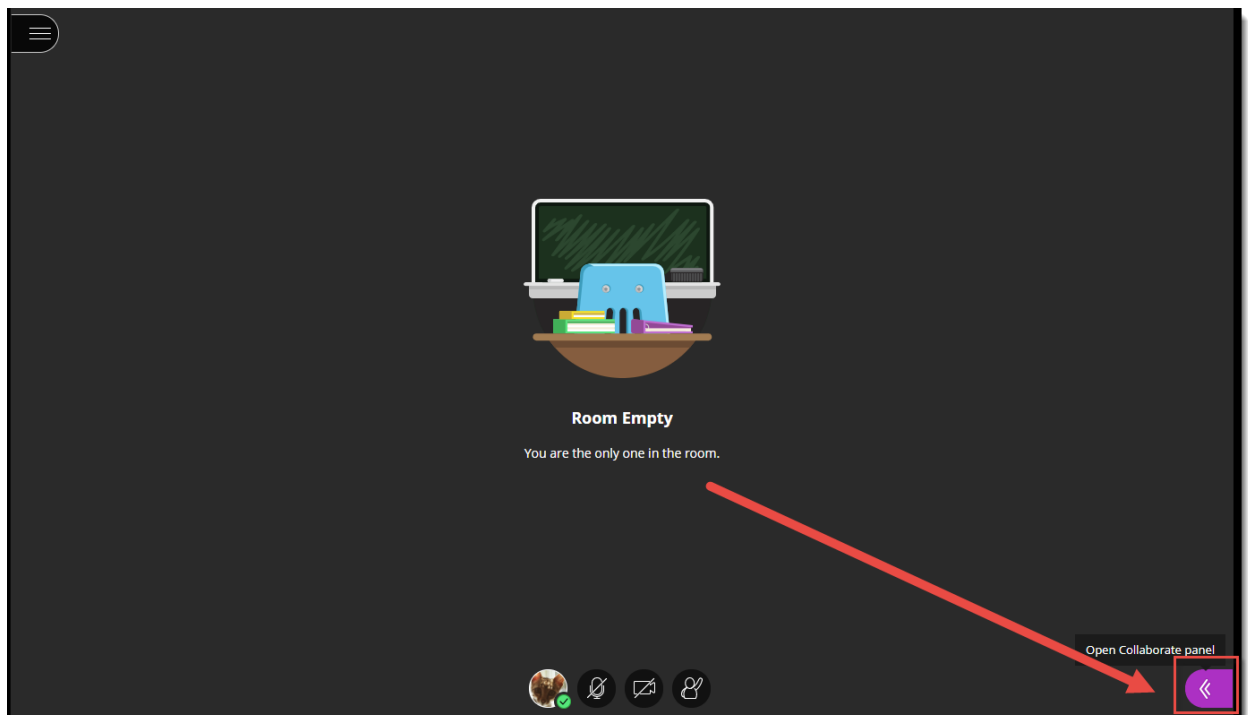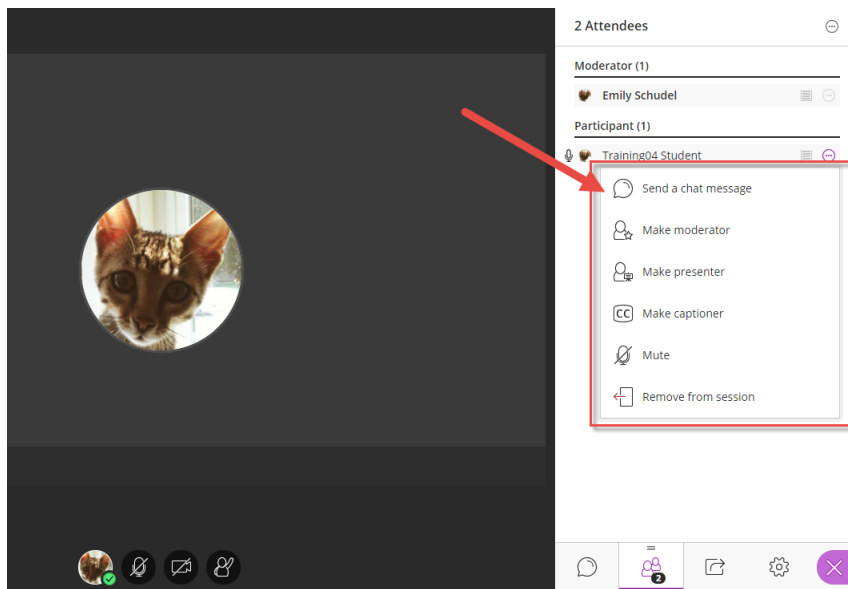
3. Click the **Attendees** icon.

4. To manage an attendee's settings, click the **Attendee controls** icon (the three dots) to the left of their name.

5. From here you can:

    a. Send a private chat message to that attendee.

    b. Change the role of that attendee, for example (as shown here) promoting a Participant to Moderator, Presenter, or Captioner status.

    c. Mute the attendee's microphone.

    d. Remove the attendee from the session/room.

6. You can also view an attendee's Internet and audio connection by clicking the Attendee connection icon (to the left of the Attendee controls).
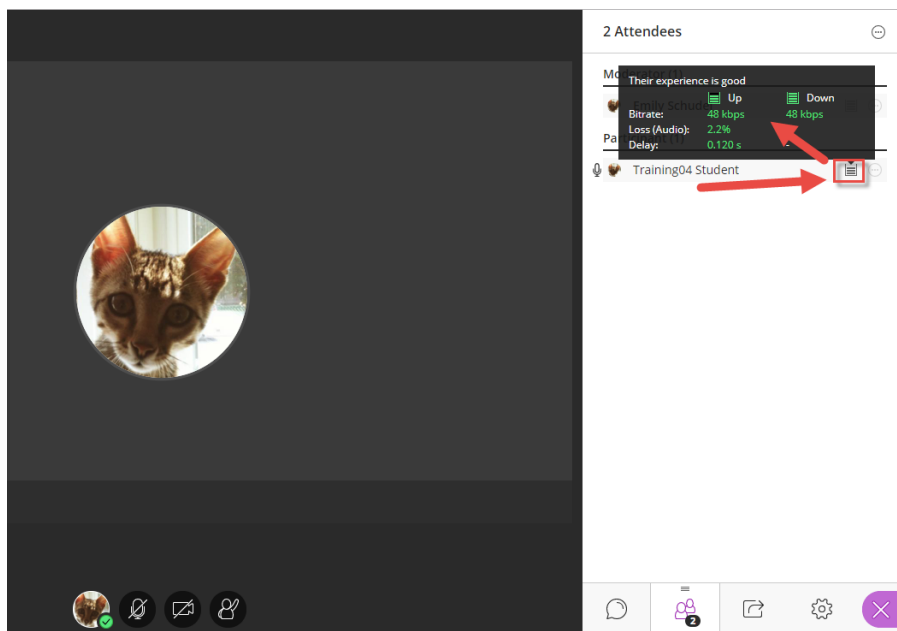
7. Finally, you can set the Attendee panel to stay open to make it easier to manage your attendees. Click the **More Options** icon (the three dots at the top of the Attendees panel) to:

    a. Find an attendee (especially useful if you have a large group).

    b. Detach the Attendee panel completely to keep it open.

    c. Mute all attendees at once.
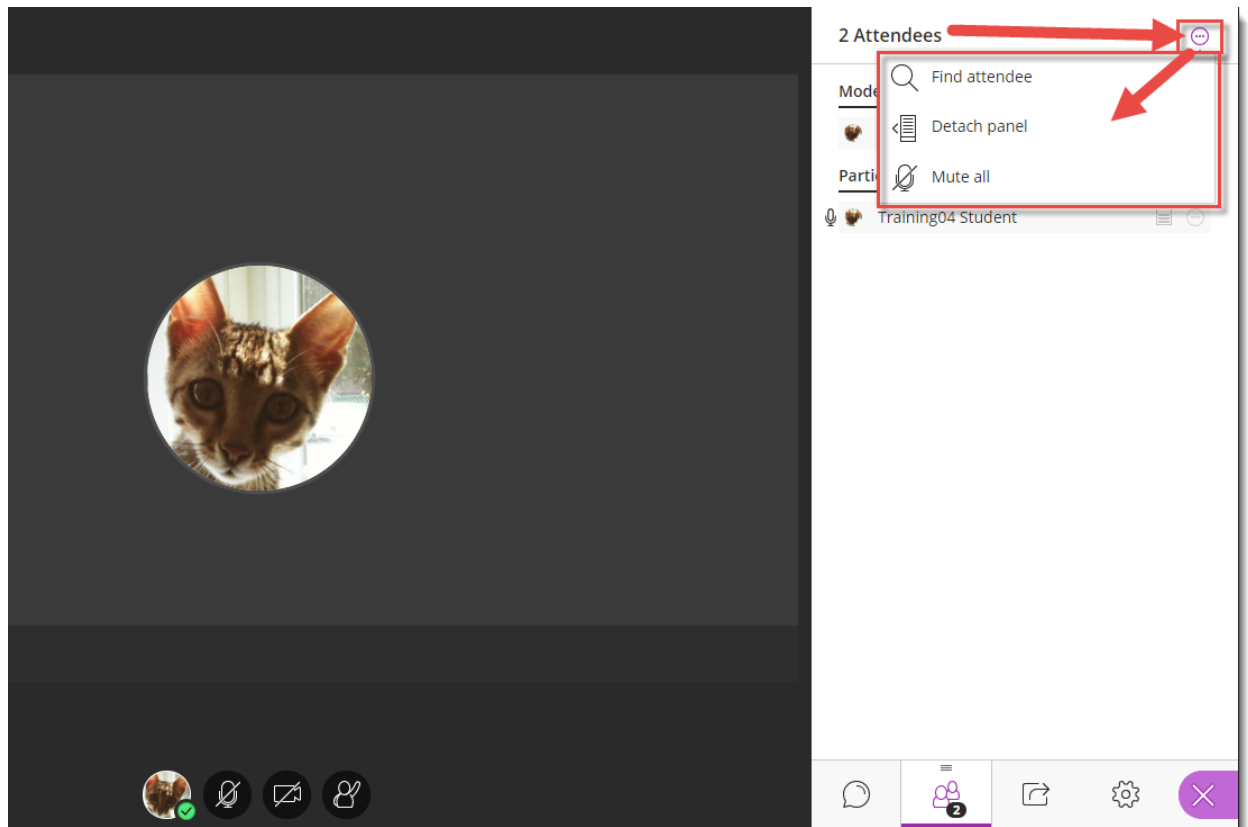
Things to Remember

It's a good idea to recommend to attendees/participants that they mute their microphones upon entering the session, and to remind them they will need to unmute them to talk. That way you don't have to worry about distractions from a lot of background noise.

For more information about the roles you can assign people, see the tutorial *Understanding Roles in Collaborate Sessions*.