

## Managing Gallery View in Collaborate – Blackboard Collaborate Ultra Tutorial

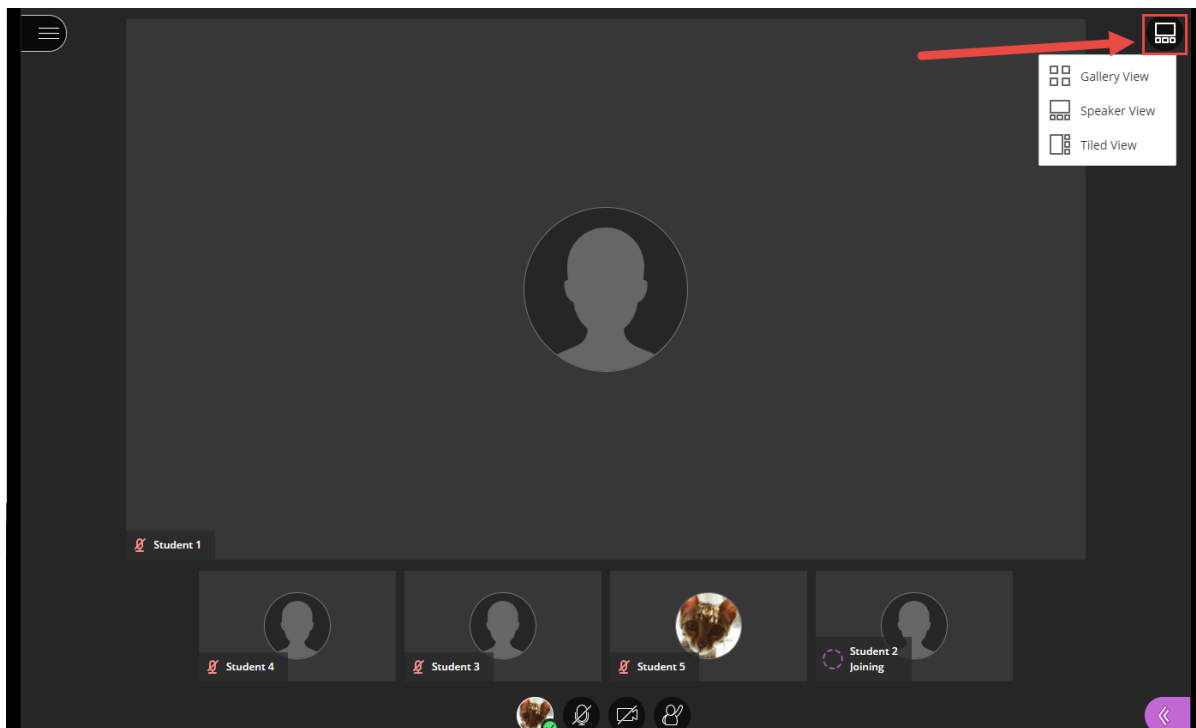
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

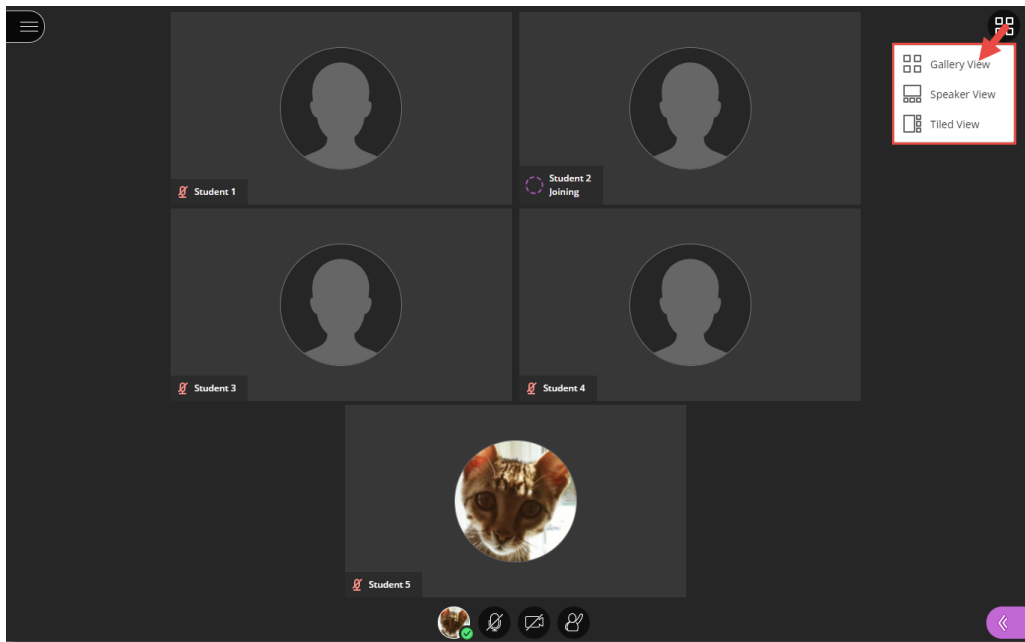
This tutorial will cover how to manage the **Gallery View** (wall of participant videos) in Collaborate, including how to pin a specific video to always be visible. This is especially useful if a student needs to see a sign-language interpreter without worrying that their video will be over-ridden by other videos.

### Steps

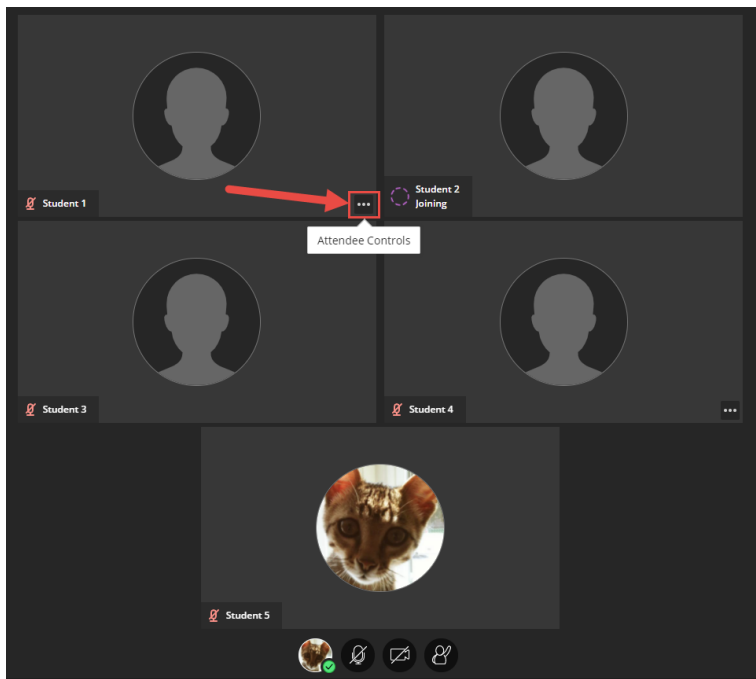
1. Click the **Collaborate** link on your Navbar, and join your Collaborate session.
2. You can see up to 25 participants in the main Collaborate area, with or without their cameras on. To change the view, click the **Change View** icon at the top right.



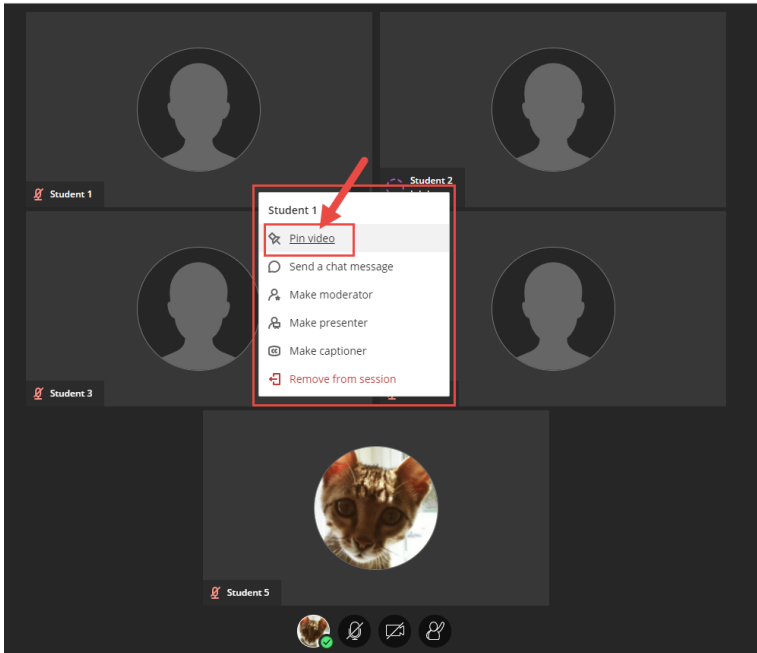
3. **Gallery View** shows up to 25 videos/images at once. **Speaker View** keeps whoever the active speaker is, as the largest image on the screen. If more than one person is speaking, this image will change as people speak. **Tiled View** is like Speaker View only with the other images/videos displayed vertically on the right next to the speaker.



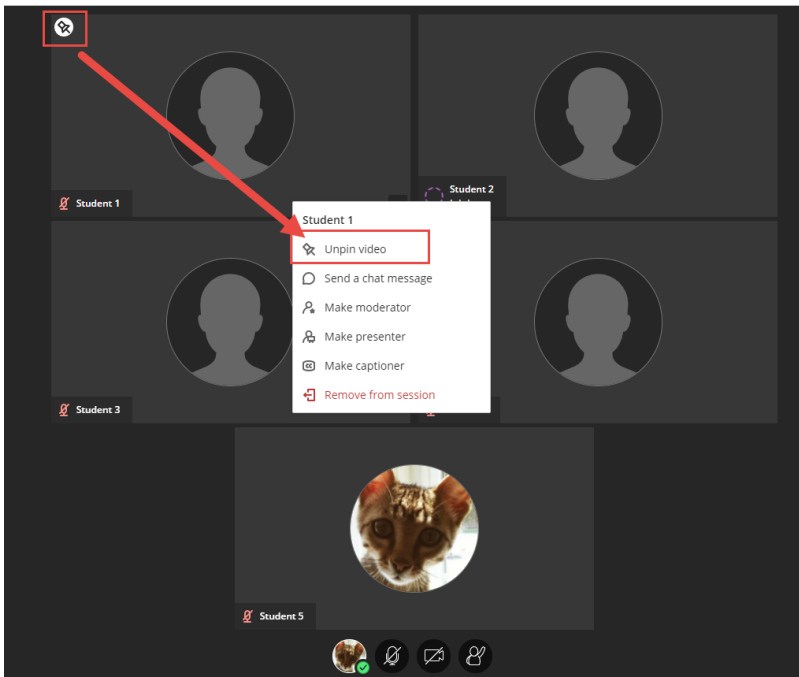
4. You can also pin a participant in the window to ensure that you can see them at all times (this is controlled by participants themselves (you cannot pin a specific person for them)). To do this, click **Attendee Controls** (the three dots) for the video you want to pin, and select **Pin video**.



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5. To return to the regular, uninned view, click **Attendee Controls** and select **Unpin video**.



## Things to Remember

While it is tempting to have all your students turn on their videos at once, remember that this can be a drain on connectivity, and can be exclusionary for students who may not have access to cameras.



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