

Blackboard Collaborate Ultra – Moderator – Gallery View

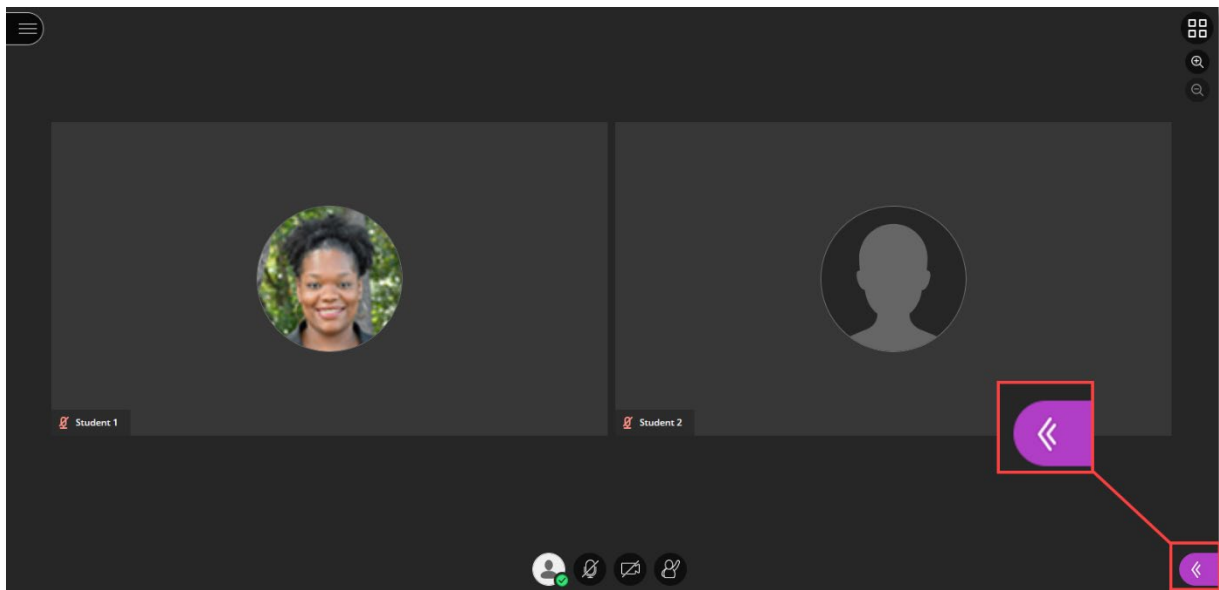
Collaborate’s Gallery View allows moderators to see multiple participants at once. Up to 25 people can be seen at a time. This handout describes how gallery view can be used in Collaborate.

NOTE: Currently, Gallery view isn’t available in Safari on iOS or iPadOS.

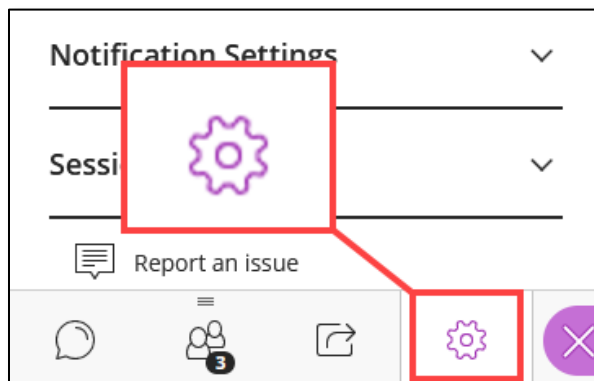
Gallery View Settings

During a session, a moderator can determine the number of videos that can be seen at once. Keep in mind that when in gallery view, if the Session menu or Collaborate panel is open less videos will be seen.

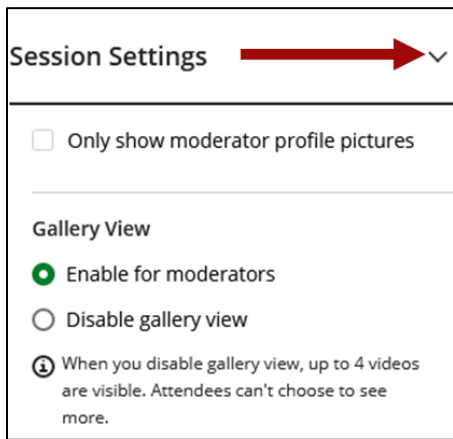
1. During a session, open the Collaborate panel by selecting the **purple tab** in the bottom-right corner of the screen.



2. Select the **My Settings** icon at the bottom of the panel.

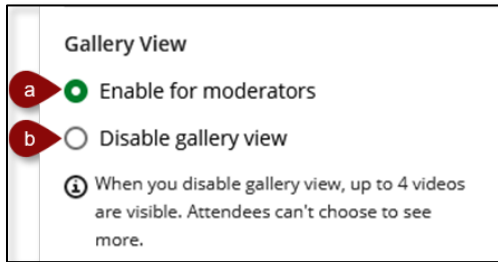


3. Expand the *Session Settings* section.



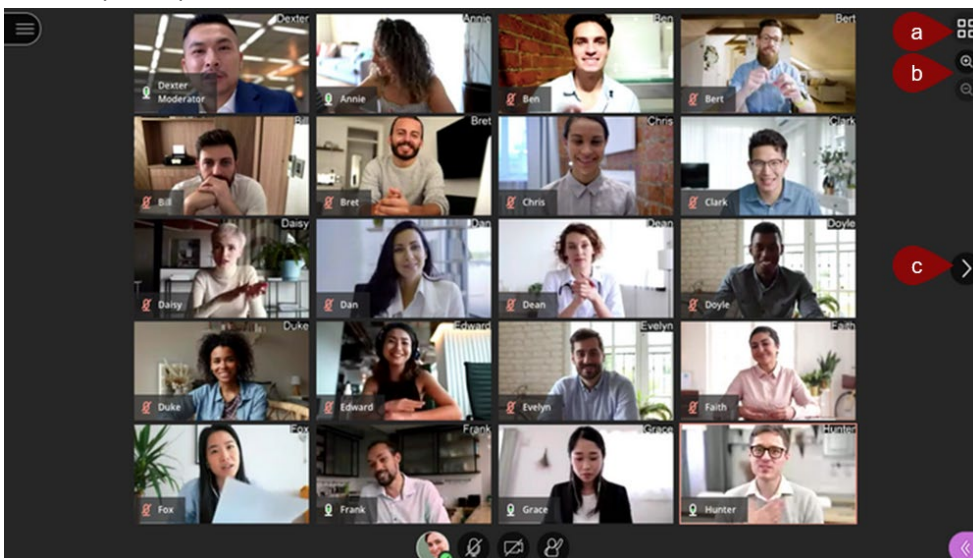
4. Underneath the *Gallery View* section, choose the settings.

- a. **Enable for moderators** is selected by default. Gallery View is enabled for all moderators of the session.
- b. **Disable gallery view** will only allow up to four videos to be seen at a time. Participants can not choose to see more.



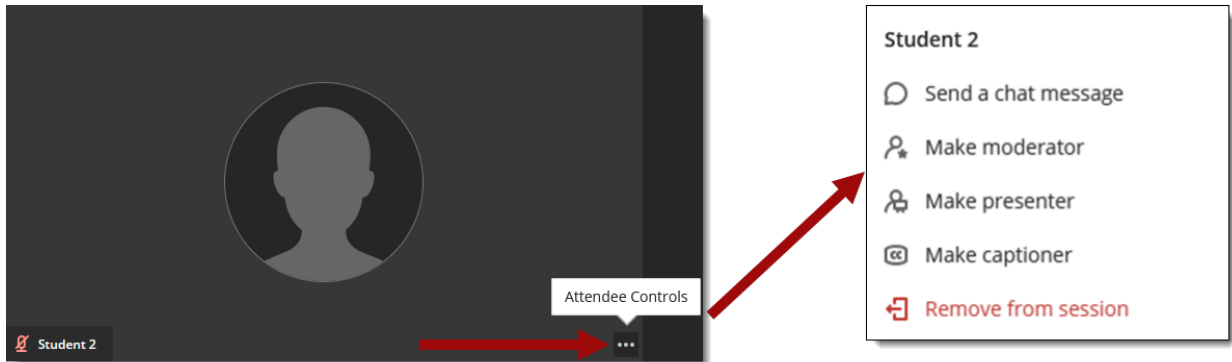
Gallery View Options

- a. **Change View** – Select the **Change View** icon to switch to Tiled View or Speaker View.
- b. **Zoom In/Out** – Zoom in to view fewer videos on the screen, but larger videos. Zoom out to see more videos on the screen but smaller videos.
- c. **Arrows** - In Gallery view, use the arrows on either side to see more videos when the session has more than 24 participants.



NOTE: Image provided by Blackboard at https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Video#gallery

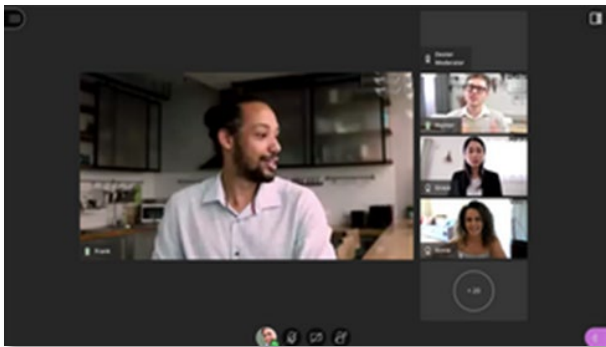
- d. **Attendee Controls** – With the mouse cursor, hover over a participant video and select the attendee controls. Via the attendee controls, a moderator can send the person a chat message, make them a moderator, presenter or captioner, or remove them from the session.



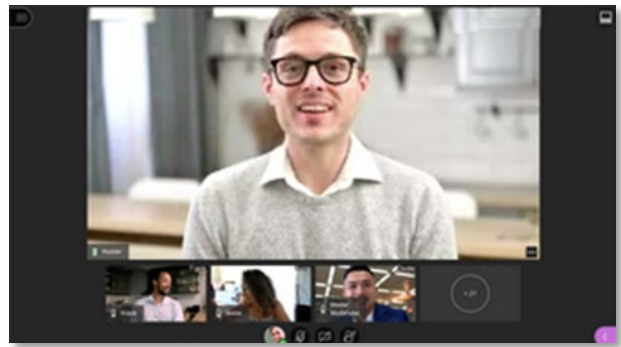
Tiled and Speaker Views

Tiled and Speaker views puts focus on the speaker's video. Both views show up to four videos with the speaker being larger than the others. The only difference between the two is the layout.

NOTE: Currently, Tiled view is not available in Safari on IOS or iPadOS.



Speaker View



Tiled View

NOTE: Images provided by Blackboard at https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Video#gallery