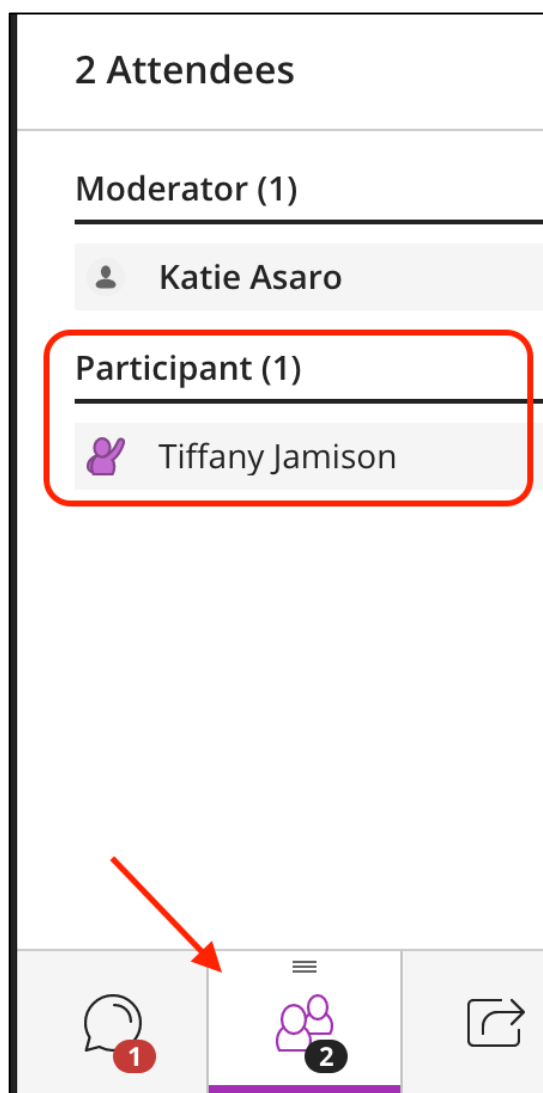# Viewing and Interacting with Attendees in Blackboard Collaborate
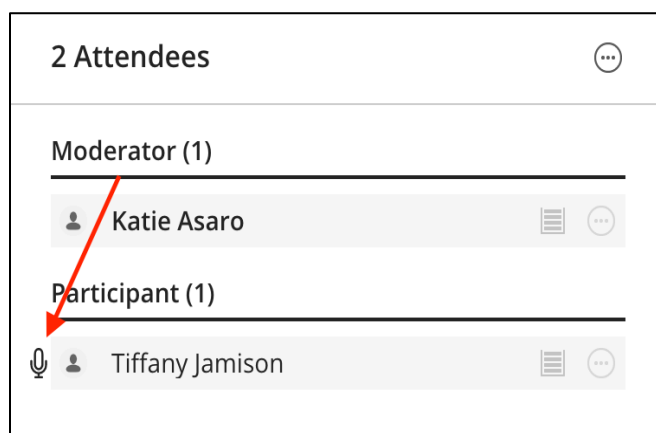
Viewing Participants

Select the "**Attendees"** Icon from the Collaborate Panel to view the all of the participants in the session.
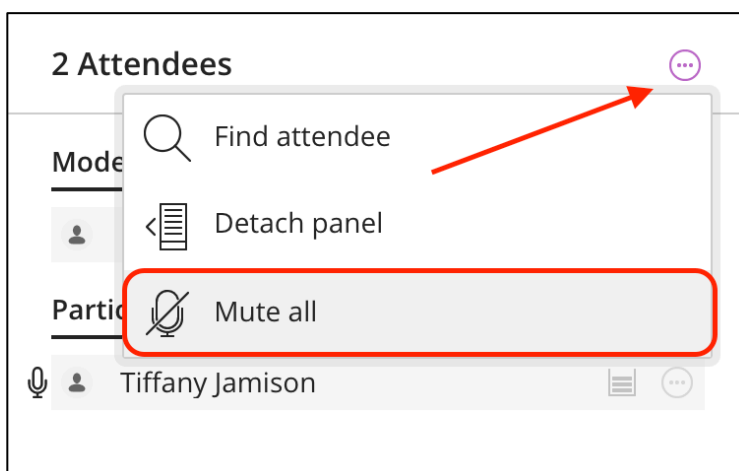
Attendees Microphones

Attendees have microphone and camera settings in the same location as your own (at the bottom of the screen). You can tell when a participant's microphone is turned on as they will have a small icon next to their name.

**Tiffany Jamison's Microphone is turned "on"**

Muting Microphones

If background noise becomes problematic, you have the option to mute all of the participants. From the options menu, select "**Mute All**"

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Participation Options for Attendees

Participants in the session can use their microphones to communicate during the session but they can also "raise their hand" and type "chat" messages to the group. As an instructor, you will receive notifications when participants have raised their hand and/or sent a chat message.

Tiffany Jamison's "hand is raised"

New Chat message
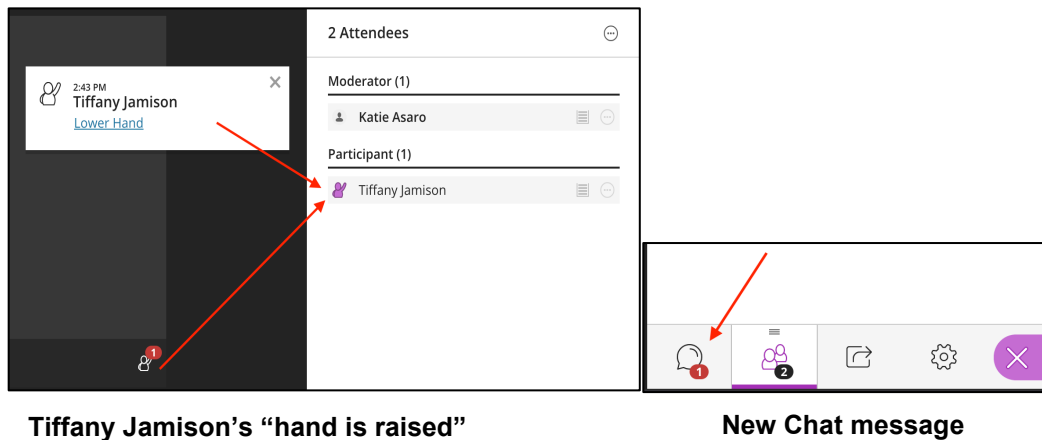
Making an Attendee a "Presenter"

To view the options for each participant, click on "**Attendee** Controls' next to an individual's name. To allow a participant to share their screen or share files with the class, you can select "**Make Presenter**". You can change their role in the session at any time.

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