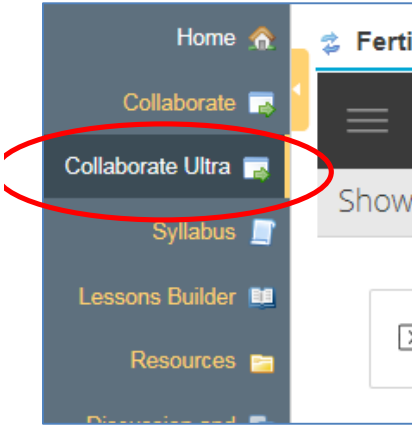


Collaborate Ultra Quick Guide for Students

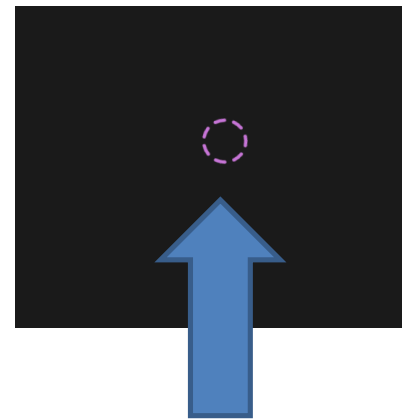
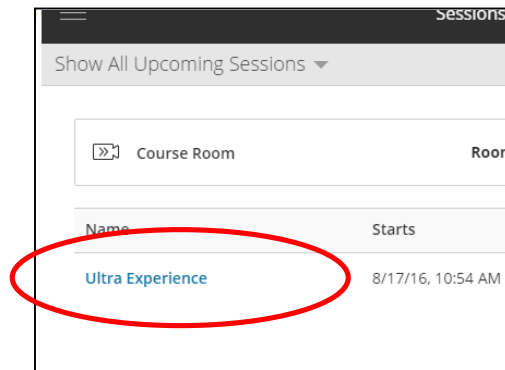
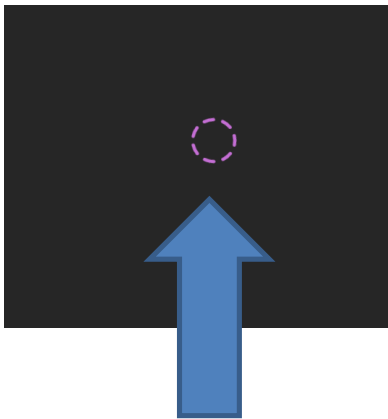
For more in-depth information about Collaborate Ultra, please go to:
<https://en-us.help.blackboard.com/Collaborate/Ultra/Participant>

Joining Collaborate Ultra

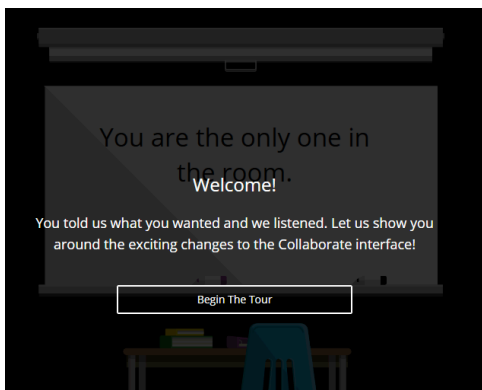


Click on Collaborate Ultra in your Sakai Course's left side menu.

A purple wheel will spin while you are waiting both times that Ultra and your session are loading.



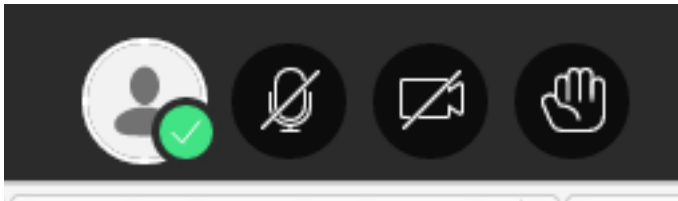
If this is the first time you are connecting to Collaborate Ultra, the program offers to give you a tour of the basics.









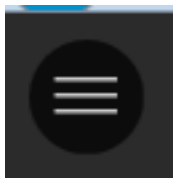
The Welcome Tour is a very quick and useful guide to the basic features of Collaborate Ultra. It will show you the menus and toolbars and how to quickly find the tools that are used most often including the Session Menu, the Panel Menu, as well as the Chat and Share buttons.

Controls

The **Session Toolbar** is at the bottom of your session window



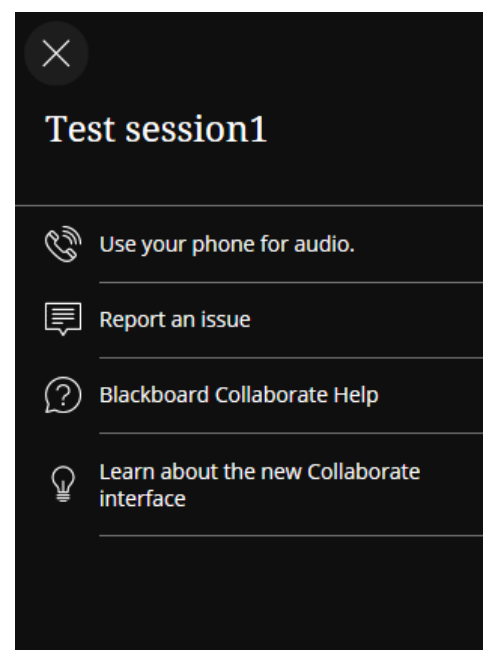
	Audio	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select <i>Share Audio</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + M to turn your microphone on and off.</i></p>
	Video	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select <i>Share Video</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + C to turn your camera on and off.</i></p>
	Hand raise	<p>Raise your hand to answer a question or get another moderator's attention. Select <i>Raise Hand</i>.</p> <p> <i>With your keyboard, press Alt + H.</i></p>

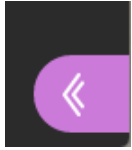


Open your **Session Menu** on the upper left of the window

This menu:





1. Gives you a telecom number to join the session using your phone
2. Allows you to report an issue
3. Shows help files
4. Links to more tutorials












Open the **Panel Menu** from the lower right button



	Chat	Chat with participants. Open the <i>Collaborate panel</i> and select <i>Open Chat</i> .
	Participants panel	View the list of participants. Open the <i>Collaborate panel</i> and Select <i>Open Participants List</i> .
	Share Content	Moderators and presenters can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.
	My Settings	Add a profile image, set up your audio and video, your notifications, and session settings. Open the <i>Collaborate panel</i> and select <i>My Settings</i> .

When your moderator gives you access to the **Whiteboard** or **shared files**, you have the following tools to edit during the session.

Icon	Tool	Description
	Select	Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
	Pointer	Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.
	Pencil	Use the pencil to draw free hand on the slide.
	Shapes	Use the <i>Shapes</i> icon to draw a rectangle, ellipse, or a straight line. Your choice.
	Text	Type text on the slide with the "T".
	Clear	Use the eraser to undo everything.
	View controls	Show or hide your zoom, fit, and size controls.

Browser Support

Right now, the only browser that support the Application Sharing feature is Chrome, but the feature will be available in Firefox soon. Chrome is the official recommended browser for Collaborate Ultra.

Browser	Audio/Video	Application Sharing
Chrome™	Supported with High Quality Shows most videos in conference layout	Share and View
Firefox®	Supported using Flash® See two videos: the speaker and your own	View Only
Safari®	Supported using Flash See two videos: the speaker and your own	View Only
Internet Explorer®	Supported using Flash See two videos: the speaker and your own	View Only
Microsoft Edge®	Supported using Flash See two videos: the speaker and your own	View Only

For more information, visit:

<https://en-us.help.blackboard.com/Collaborate/Ultra>

<https://youtu.be/i7EnawwzWOs>

For NPS CLE help email clehelp@nps.edu or call 831-656-2020