

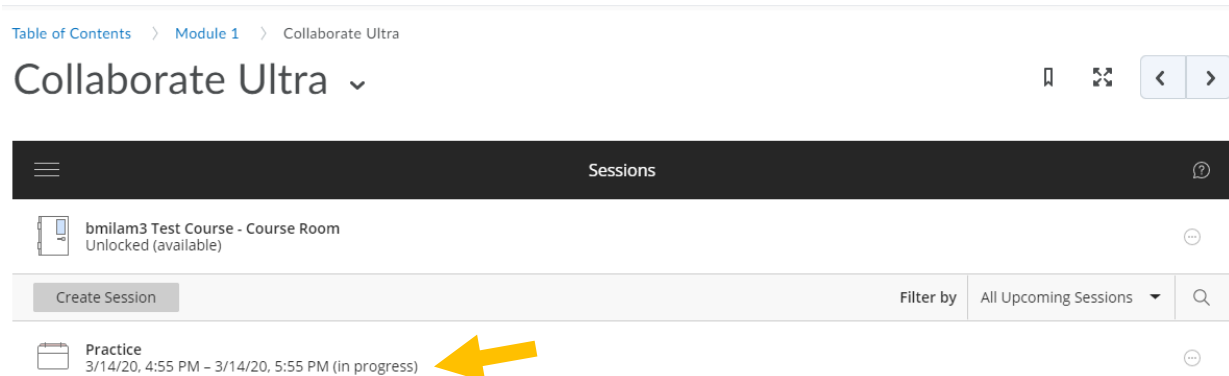
# Student Guide to Collaborate Ultra

This tutorial will walk you through the process of using Collaborate Ultra. If you are unfamiliar with Collaborate Ultra, please view the ODE's [Collaborate Ultra QuickStart Guide](#).

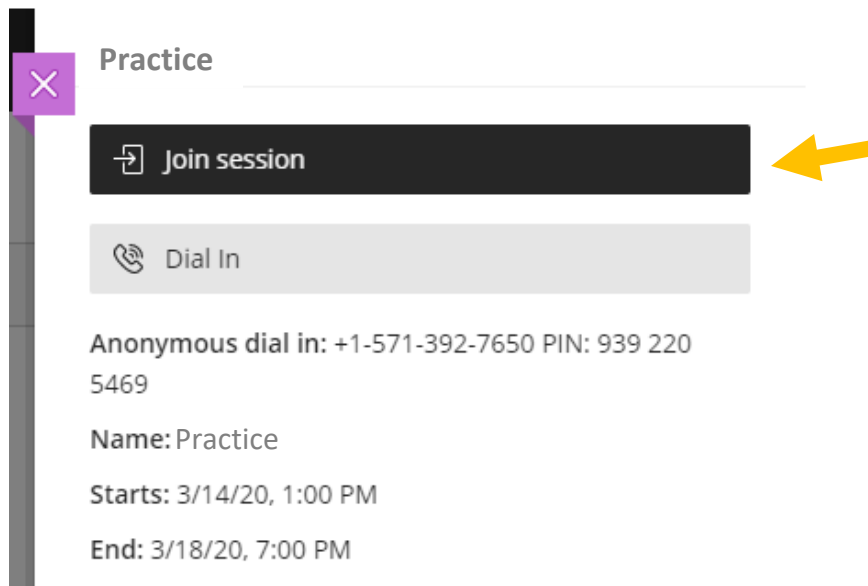
## Joining a Session

1. Navigate to your course in D2L. Your professor should provide a link in one of your modules that is titled **Collaborate Ultra**, **Collaborate Session**, **Virtual Office Hours**, **Virtual Session**, or something along those lines; the title is up to them. If you cannot find the link after looking through all of the content, contact your professor. Once you have found the link, click it.

You should come to a page that looks like the following. Find the session name and click on it.



2. Now, click the black **Join Session** box.

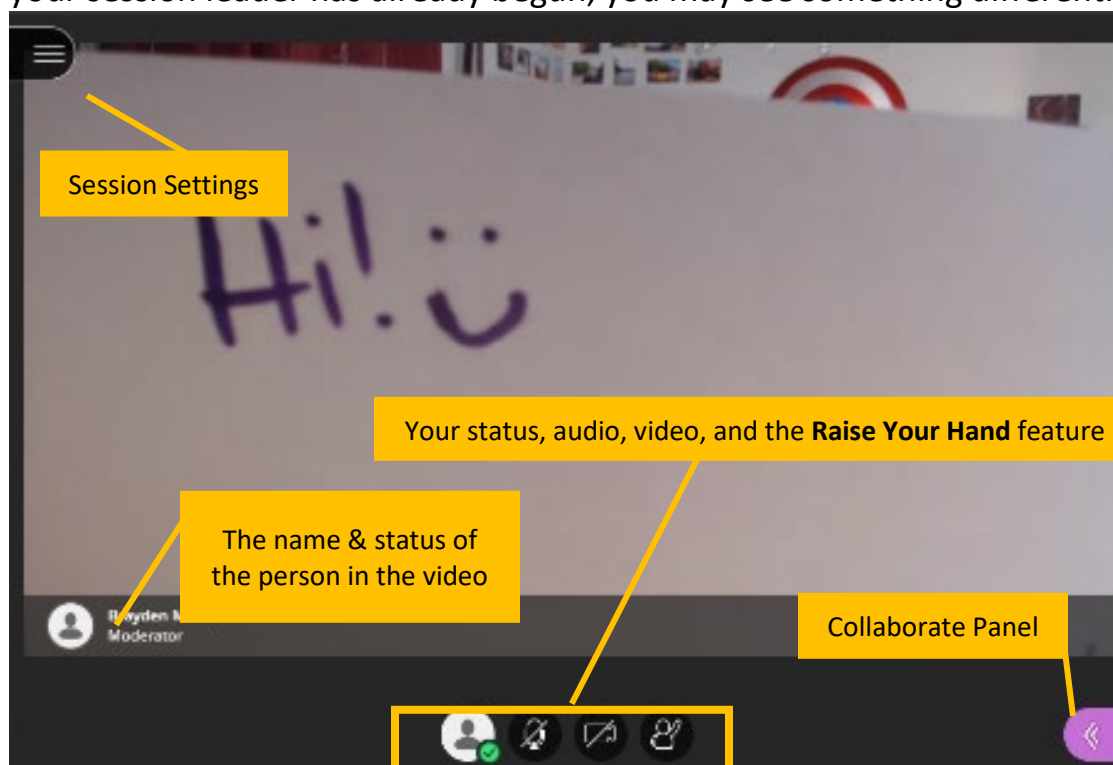


## Navigation in Collaborate Ultra

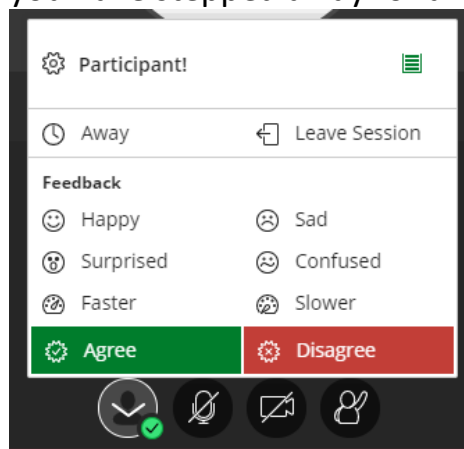
What you are allowed to do is up to your session leader. Each level of attendee will have different Collaborate Menus. If you are a participant or presenter, please find your section below. If you are a moderator, please [view this guide](#) instead.

### Main Screen

1. Follow the steps for setting up your audio and camera (if necessary). A window will pop up offering a tutorial; you can skip this part.
2. You should now see the screen below. If people have not already joined the session or your session leader has already begun, you may see something different.

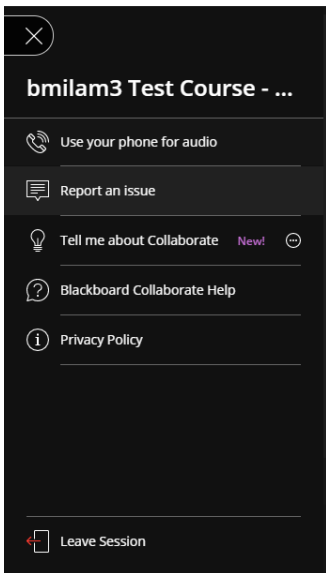


3. Share your thoughts with the group by clicking on your icon at the bottom of the middle screen. You can agree, disagree, share your feelings about the material, indicate that you have stepped away for a moment, or ask the presenter to go faster or slower.



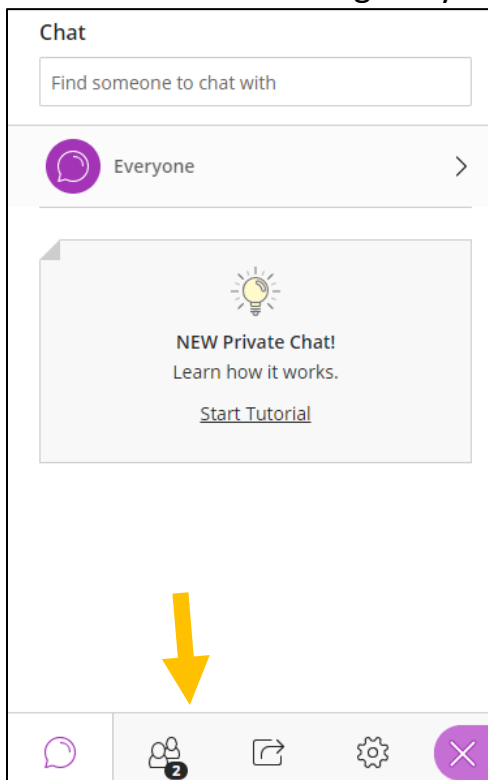
### Session Settings Menu

The **Session Settings Menu** allows you to use your phone for audio, report issues, get help, and leave the session.



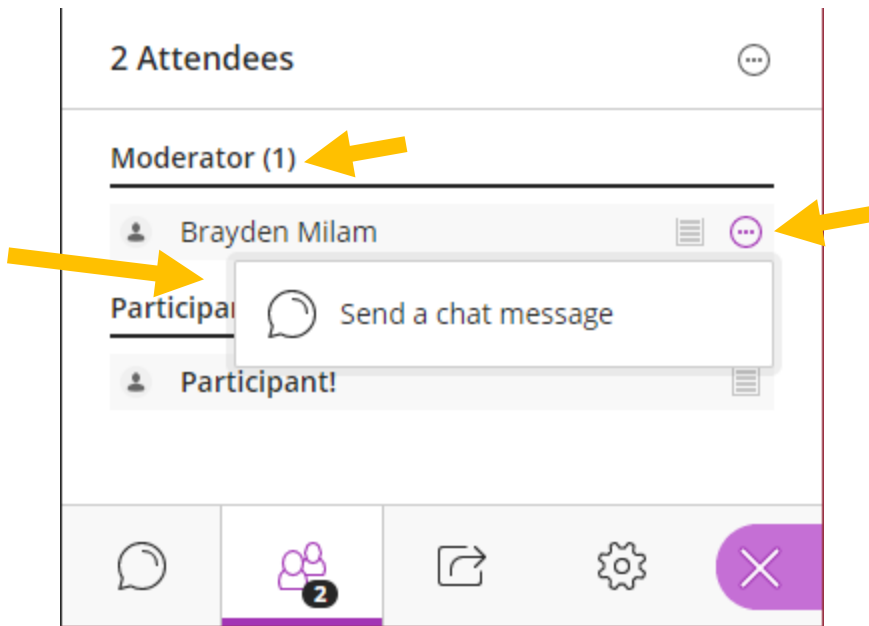
### Collaborate Menu as a Participant

1. The **Collaborate** menu gives you four different tabs but will open on the **Chat** feature.

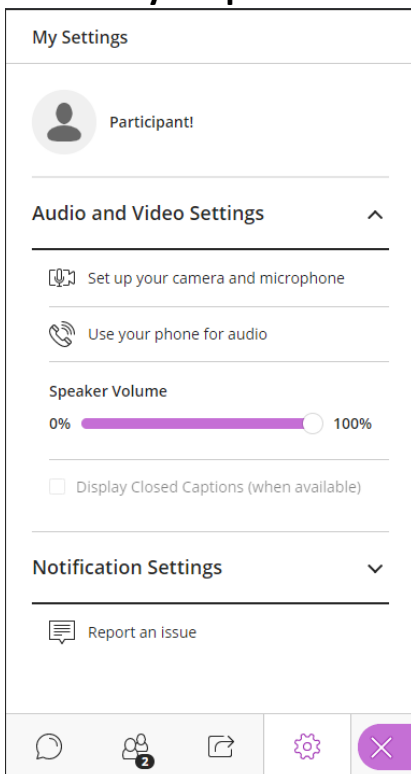


Your session moderator may have set the chat settings to **Moderate All Private Chats** so be aware of what you are typing.

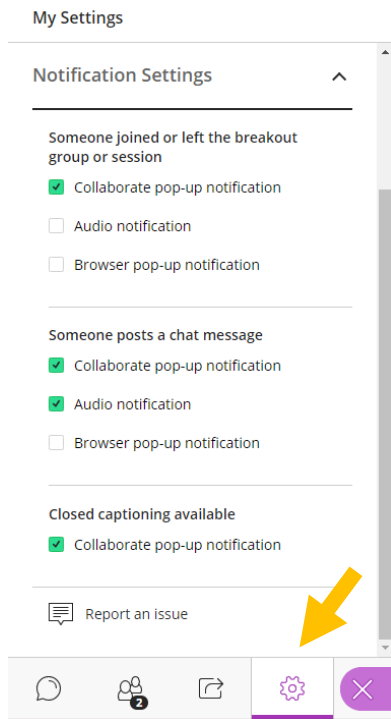
2. The **Attendees** tab will allow you to see who is in the session, their status, and may give you the option to send them a private chat message.
  - a. If you have the option, you can send a private chat by clicking the three dots to the right of their name.



3. You cannot share content as a participant, so you can ignore the third tab.
4. The settings tab allows you to play with your personal settings.
  - a. The **audio and video menu** allow you to adjust the settings of your speaker (how loud others are), microphone (how loud you are to others—we recommend you keep this at 100%), and camera. If you need to use your phone for audio, you can click **Use your phone for audio**, call the number provided and enter the PIN.

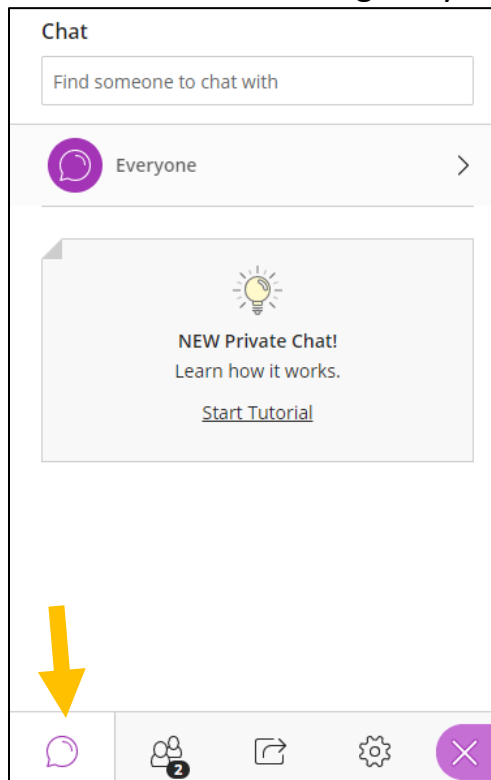


- b. The **Notifications Settings** menu allows you to customize how you are notified about messages, new attendees, and notifications for when closed captions are available.



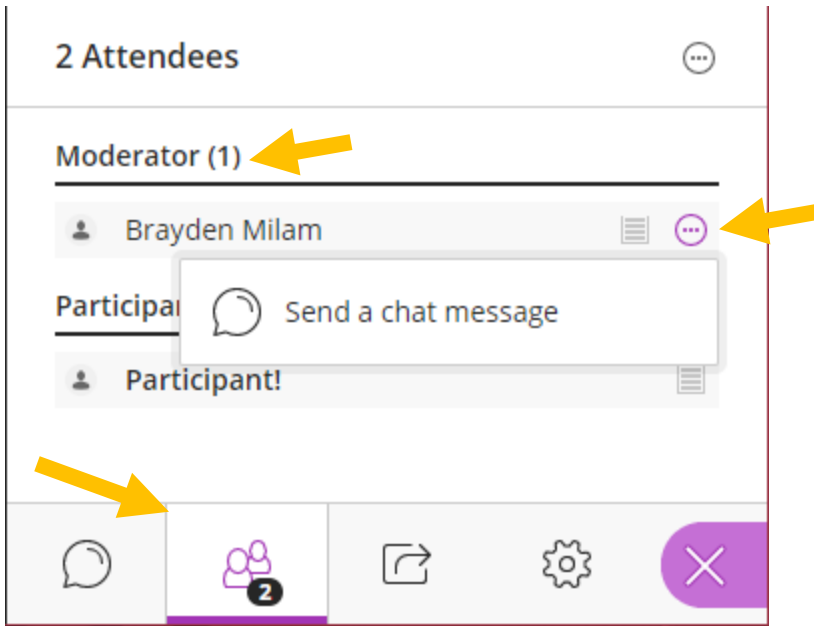
## Collaborate Menu as a Presenter

1. The **Collaborate** menu gives you four different tabs but will open on the **Chat** feature.

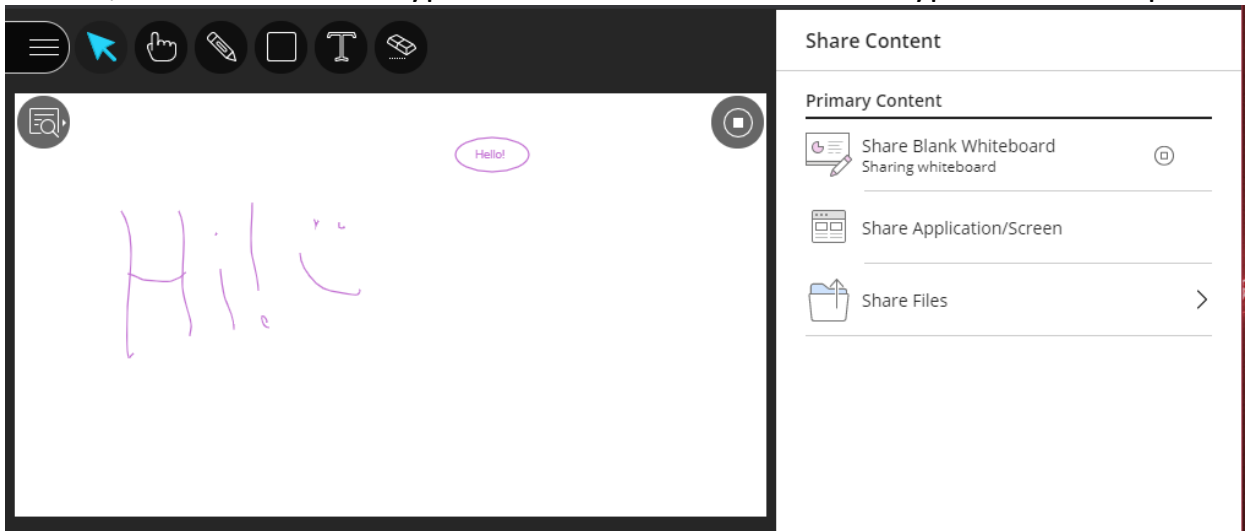


Your session moderator may have set the chat settings to **Moderate All Private Chats** so be aware of what you are typing.

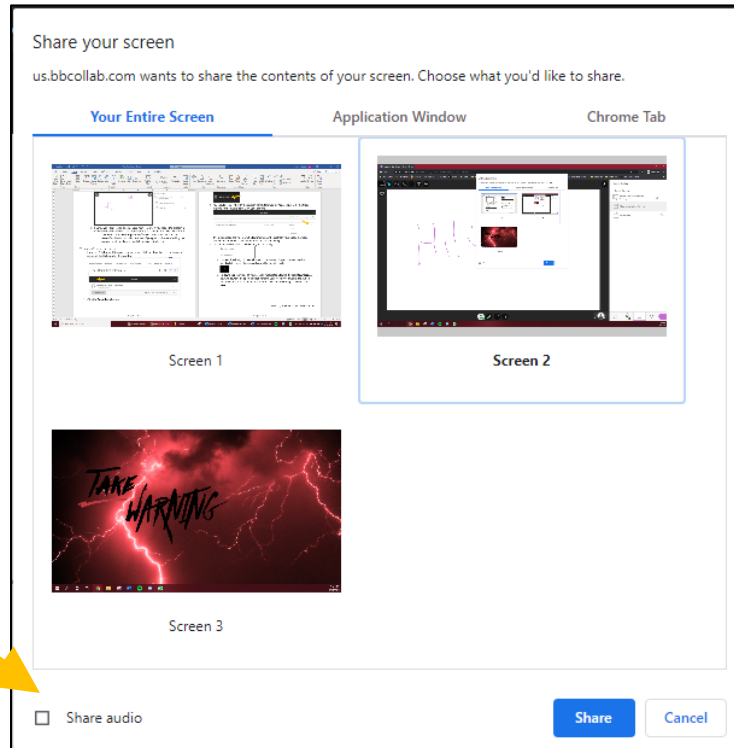
2. The **Attendees** tab will allow you to see who is in the session, their status, and may give you the option to send them a private chat message.
  - a. If you have the option, you can send a private chat by clicking the three dots to the right of their name.



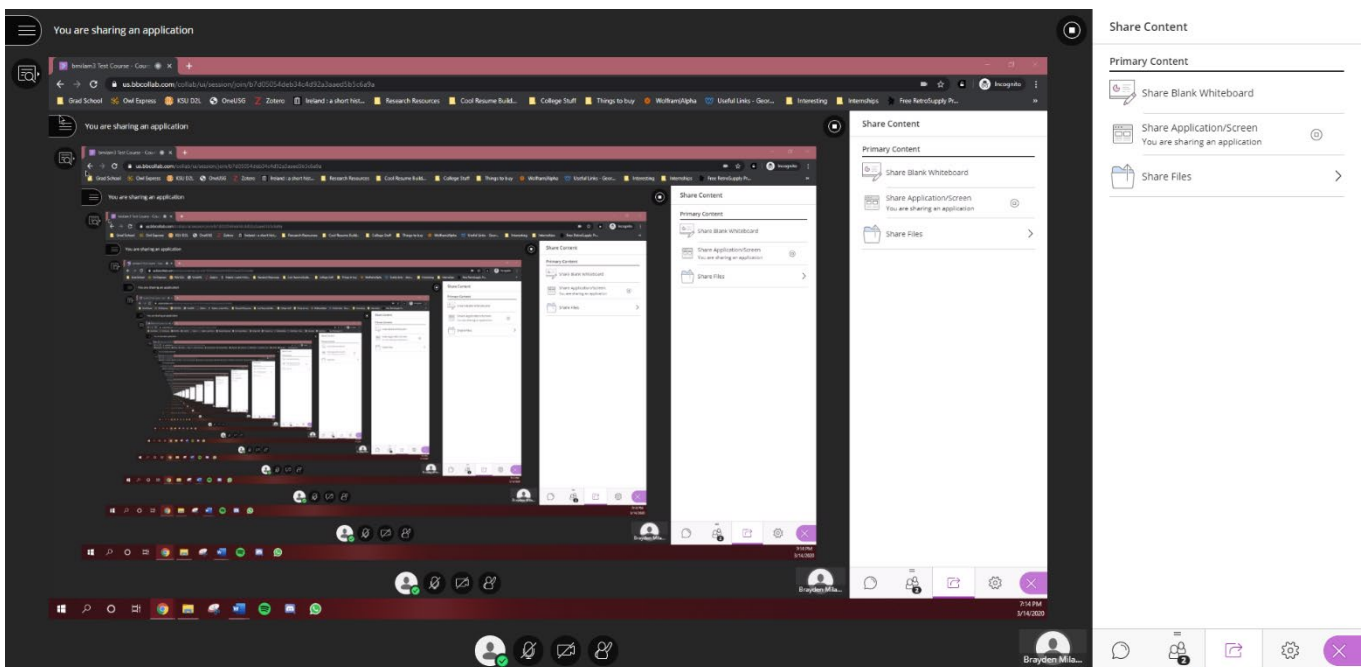
3. You have the ability to **Share Content** as a presenter. You can choose to **Share a Blank Whiteboard**, **Share Your Application/Screen**, or **Share Files**.
  - a. Sharing a whiteboard will let you draw and type where everyone else can see. Be careful, because all other types of attendees can draw and type while it is up.



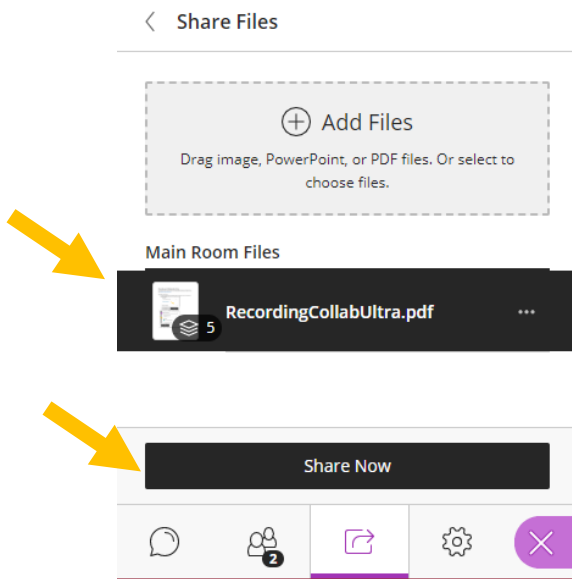
- b. Sharing your application or screen is a neat feature. If you needed to present a video game simulation or a YouTube video, you could do that with this feature.
- i. To do this, click **Share Application/Screen**. Then, select whichever screen/application you wish to share. If you plan to share something that requires audio, make sure to click the **Share Audio** box. Then, click the blue **Share** button



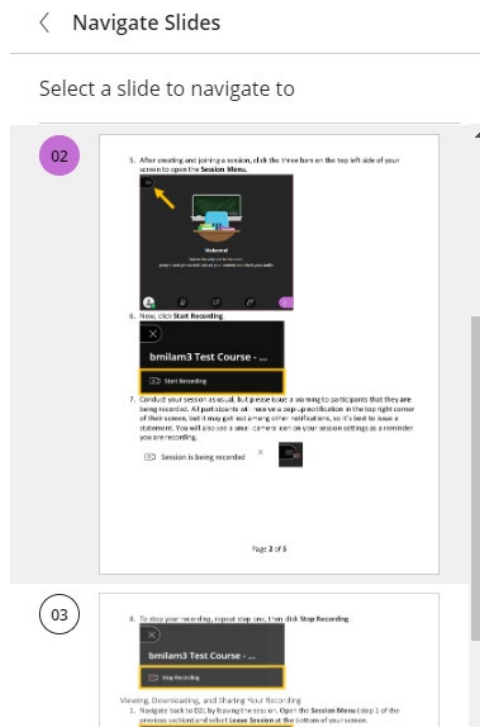
- ii. If you chose to share your screen, you will now come to what we call “The Screen of Death.” Once you minimize your window or navigate to another tab, this problem will be fixed.



- c. To **Share Files**, click the **Share Files** button; then upload your file. You can click the **Add Files** button or drag your file to the gray square. It may take a moment to upload your file, so be prepared to wait for a moment.
  - i. When your file has been added, select the file you wish to start with. Then, click the black **Share Now** button.

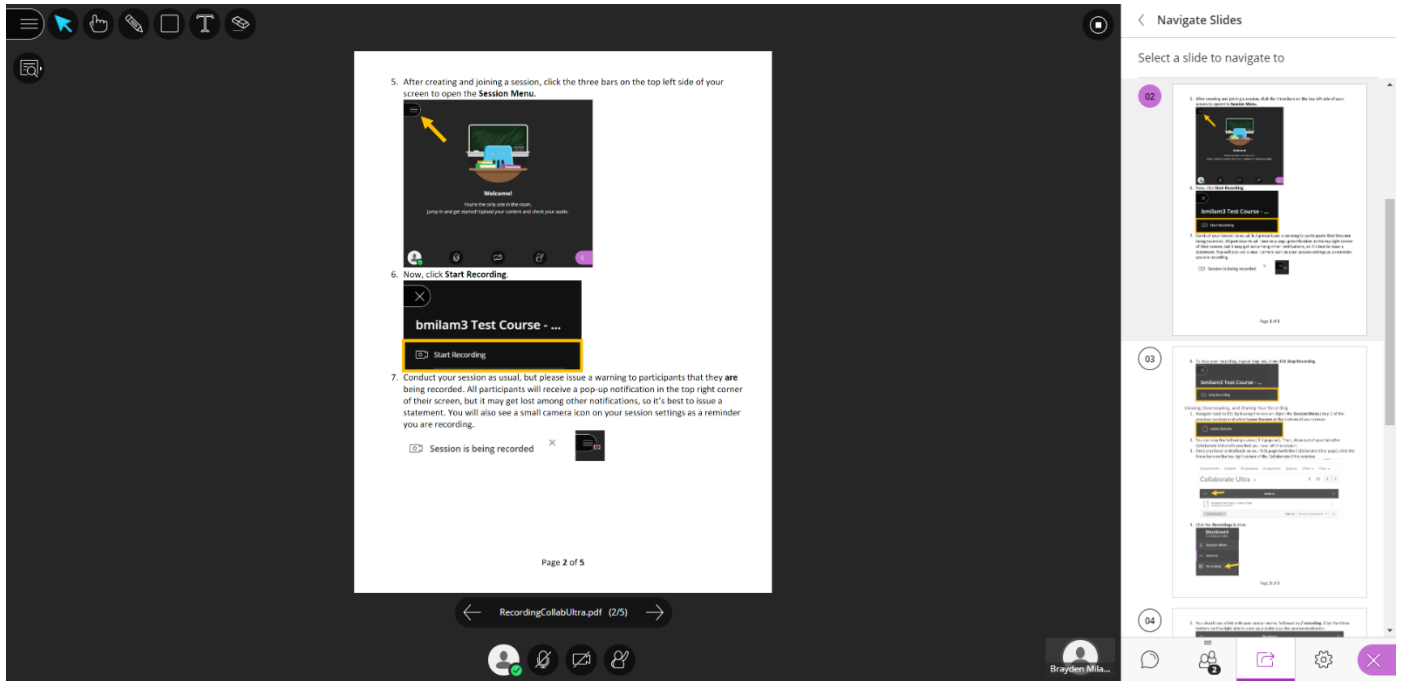


- ii. Choose the page/slide you wish to start with. This will put the file onto every attendee's screen.

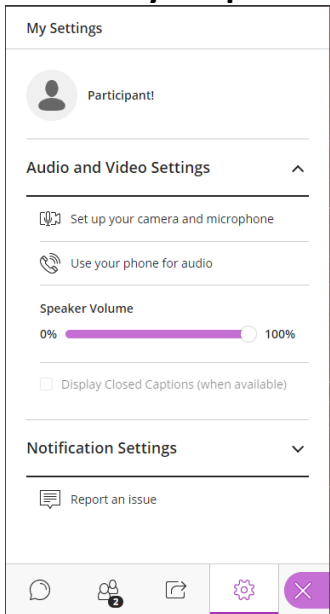




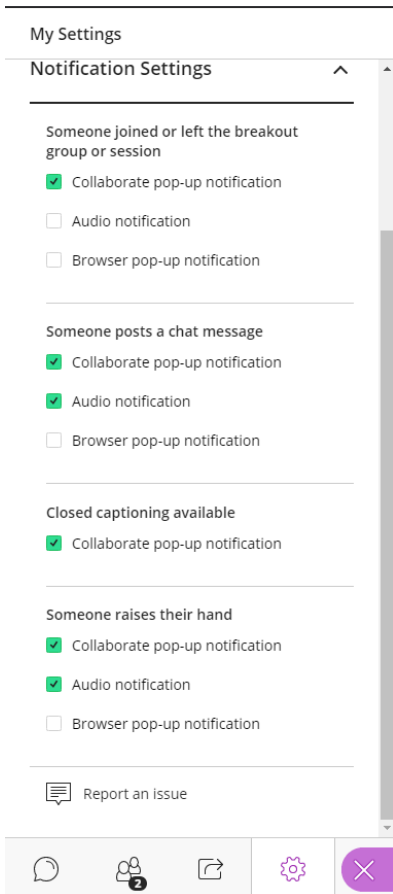
iii. To navigate, use the arrows at the bottom, or select different pages/slides.



4. The settings tab allows you to play with your personal settings.
- The **audio and video menu** allow you to adjust the settings of your speaker (how loud others are), microphone (how loud you are to others—we recommend you keep this at 100%), and camera. If you need to use your phone for audio, you can click **Use your phone for audio**, call the number provided and enter the PIN.

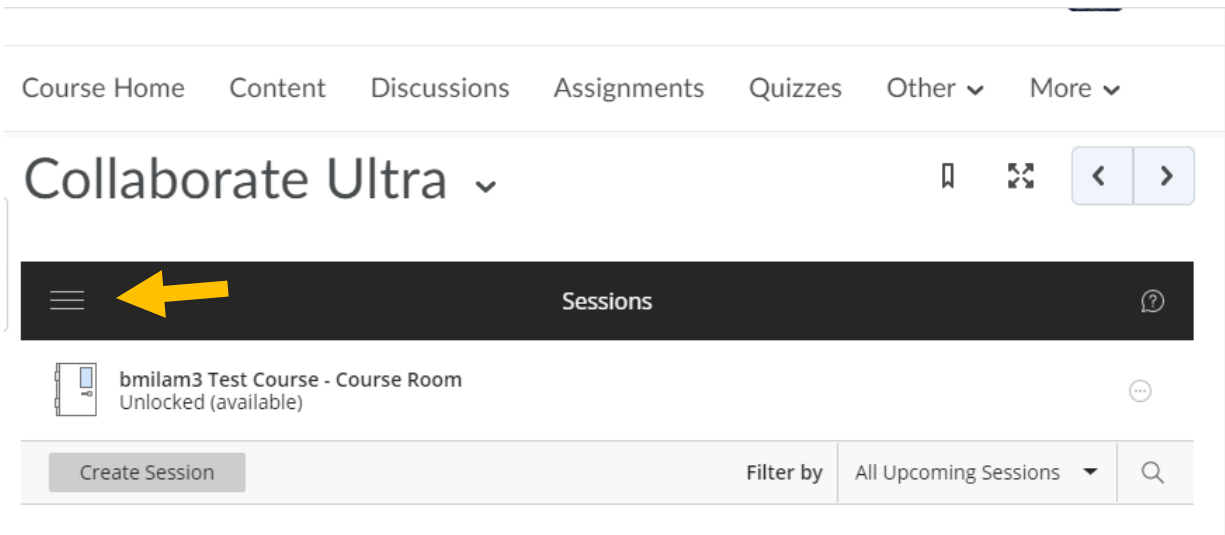


- The **Notifications Settings** menu allows you to customize how you are notified about messages, new attendees, if/when closed captions are available, and if someone raises their hand.

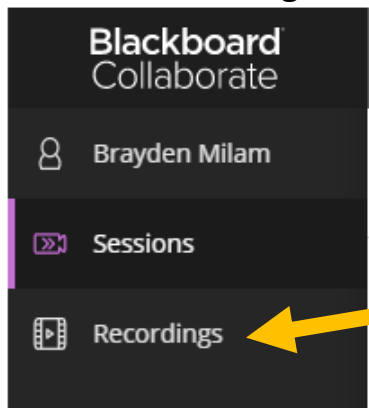


## Viewing a Session Recording

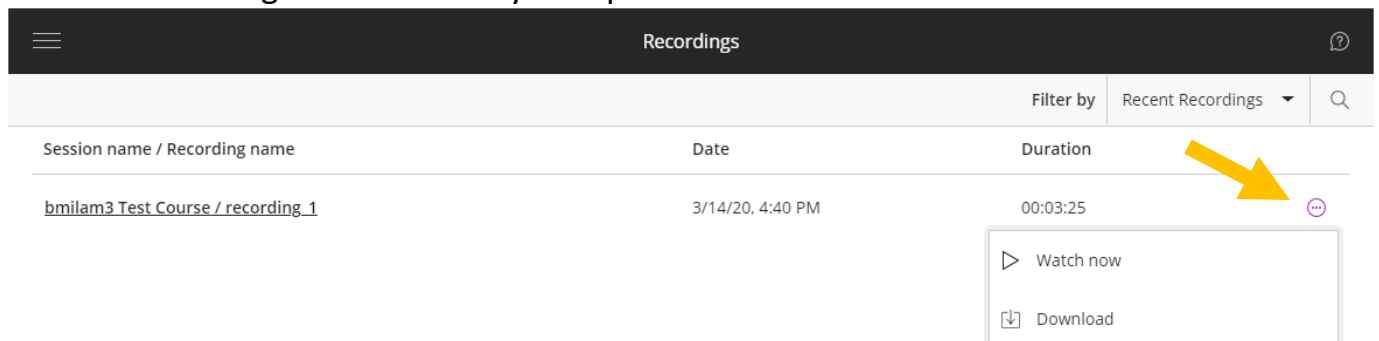
1. From the Collaborate Ultra page in your course, click the three bars on the top right corner of the Collaborate Ultra window.



2. Click the **Recordings** button.

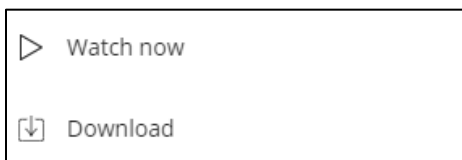


3. You should see a link with the session name, followed by / **recording**. Click the three buttons on the right side to view your options.



If you do not see the video, wait a few moments, then refresh your page. The video should appear within a few moments of the session ending.

4. You can now choose what to do with your recording.



- a. To **view** the video, click **Watch Now**. Your video will open in a new window. Simply click the play button and your video should begin.



- b. To **download** the video (if your session moderator allowed it), click **Download**. A new window should open. You can rename your video if you would like. When you are ready, find the folder you want to save your recording to. Then, click **Save**.