

Collaborate Ultra is a real-time video conferencing tool that allows instructors to host virtual sessions. Students can interact with instructor during the session with features such as chat and raise your hand.

Join Session from Canvas

1. Go to your course and click the **Collaborate Ultra** tab in left navigation sidebar.
2. Click the name of the session you would like to join.
3. Click **Join Course Room**.
4. The session will open in a new tab. If this is your first time launching Collaborate Ultra, follow the on-screen instructions to test your mic and camera.
5. Once your mic and camera are set up you will join the session.
NOTE: Even without a working mic and/or camera you may still join the session and participate with features such as chat.
6. To leave the session, click your profile image on the bottom of the screen and then **Leave Session**, or just close the session browser tab.

Session Features

Collaborate Ultra has many useful features that make virtual classes more interactive.

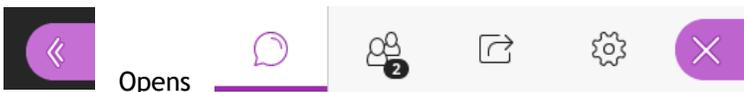
Control Panel

The *Control* panel at the bottom middle of the session window. Audio and Video are muted by default.



1. The first button from the left displays your profile picture, if you have one set. Clicking on this button will open a menu of statuses and reactions
2. The second button will toggle your microphone on or off.
NOTE: Make sure to turn on your mic any time you'd like to speak during a session. It is best to mute your microphone whenever you are not speaking to avoid extra background noise.
3. The third button will toggle your camera on or off.
4. The fourth button allows you to raise your hand. [Collaborate Panel](#)

Open the Collaborate panel by clicking the **purple button with the white arrow** in the bottom right corner.



Click the speech bubble icon to open the *Chat* tab. In this tab you can send messages to individuals or the entire class. Click Everyone to post a message for everyone in the session to see. You can use this feature to ask your instructor questions during a session if you don't have a device with a working microphone.

The next tab from the left is the *Attendees* tab. Use this tab to see all moderators and participants in the current session. You can also start a new chat with an individual by clicking on the three dots next to their name.

The third tab from the left is the *Share Content* tab. Only presenters and moderators can share content in a session.

The fourth tab from the left is the *My Settings* tab. Here you can change your profile photo and adjust settings for audio, video, and notifications.

Share Files

You can also use Collaborate Ultra to share PowerPoint, PDF, or image files as a presenter. Participants can follow along as you navigate through the file. Others in the session cannot **download** any files you share.

IMPORTANT: The maximum file size for sharing in Collaborate Ultra is 60 MB and the maximum total across all files in a session is 125 MB.

1. Navigate to the *Collaboration* panel.
2. Click on the *Share Content* tab.
3. Click on **Share Files**.
4. Click **+ Add Files**.
5. Select the file to upload from your computer.
6. Click **OK**.
7. Your file is listed under *Main Room Files*. To begin sharing, click the file from the list and click the **Share Now**.
8. To stop sharing your file, click the **Stop** button  in the top right corner of the session window.

Record Session

Record your sessions so that your students can reference back to your presentations when they need them. Content such as audio, any files or video shared, captions, and chat messages in the *Everyone* channel will show up in the final recorded session video. You can have multiple recordings during a session.

IMPORTANT: Only moderators can record sessions. Recordings stop when you start a breakout group. You will need to start the recording again

NOTE: Private chat messages and breakout groups chat messages are not recorded.

1. Open a session.
2. Click the **three bars** in the top left to open the *Session* menu.
3. Click **Start Recording** to begin recording your session.
NOTE: A *Session is being recorded* notification appears to all participants.
4. Click **Stop Recording** to end the current recording.

View Session Recording

Collaborate Ultra gives instructors the option to record their live sessions. If you would like to view a recording of a past session you can access these recordings in Canvas.

NOTE: Depending on the length of the session, it may be overnight for the recording to be processed and show up as a listing.

1. Go to your course and click the Collaborate Ultra tab in left navigation sidebar.
2. Click the **three bars** in the top left of the Collaborate Ultra header to open the Menu.
3. Click **Recordings**.
4. All recent recordings are shown.
HINT: Click **Recent Recordings**, select **Recordings in a Range**, and enter dates to see older recordings.
5. Locate the recording of the session you would like to view, **click the name**, and click **Watch now**.
6. The recording open in a new tab. Click the **play** button to view.