Collaborate Ultra Quick Start for Students

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.

Join Session with Web Link

If your instructor is using Collaborate Ultra for office hours in multiple courses, they may email or post a website link in your course. Some of the tutoring services are also using web links instead of the Canvas integration.
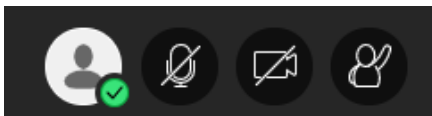
Open the link in a web browser. Unless you are on a mobile device, we recommend Chrome.

Session Features

Collaborate Ultra has many useful features that make virtual classes more interactive. These features are located in three separate areas: the *Session* menu, the *Control* panel, and the *Collaborate* panel.

Control Panel

The *Control* panel is comprised of four buttons 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. From this menu you can do things like set an "away" status if you have to step away from your device for a time, send a feedback reaction which will be visible for a period of time by your instructor, or leave the session.
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. Clicking this button will send a notification to moderators and presenters so they can address your question or comment. Clicking the button again will lower your hand and cancel the notification.

Collaborate Panel

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

This will open a pop-out menu with four tabs: Chat, Attendees, Share Content, and My Settings.

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.

Open the Attendee panel, select the **three dots in a circle** next to a name, and select **the role** you wish to give. Be careful about using the moderator role. Moderators can remove participants from the room

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.