

Collaborate Ultra Guide for Students at Northern Lakes College

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Introduction

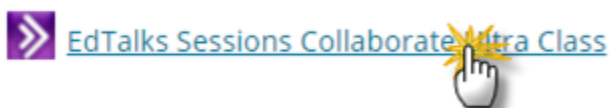
What is Collaborate?

Blackboard Collaborate is your virtual/online classroom! It is where you go to attend class in real time, with your instructor and classmates. You can talk to each other using your microphones and the text chat. Your instructor will cover material in class using PowerPoint slides, and might also share websites and videos.

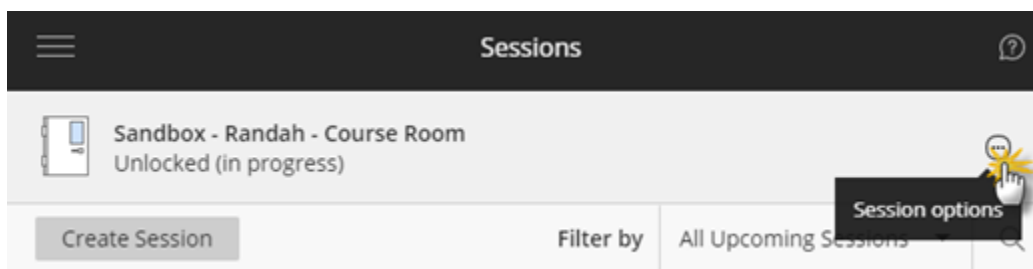
How do I Access Collaborate?

The very first time you access Collaborate, you might do it by clicking on a link that your instructor sent to you in an email. After that, you will access Collaborate from Moodle. If you want to log into Collaborate for your Math 10 class, you will find your Math 10 class in Moodle. **NOTE: Collaborate Ultra works best in Google Chrome.**

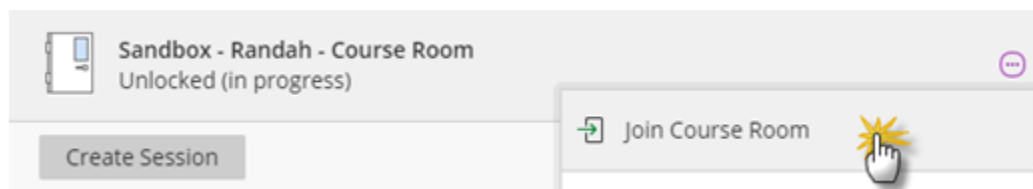
1. Click on the link in Moodle – look for the purple square with two arrows pointing to the right



2. Click on the circle with three dots at the right



3. Click join course room



How do I use Collaborate?

Start Here With The Basics!

The following link will take you to a page with help on how to get started with Ultra. You will learn how to navigate inside Ultra, add a profile picture, set up audio and video, use your phone, and change your status (step away, use emoticons, agree/disagree).

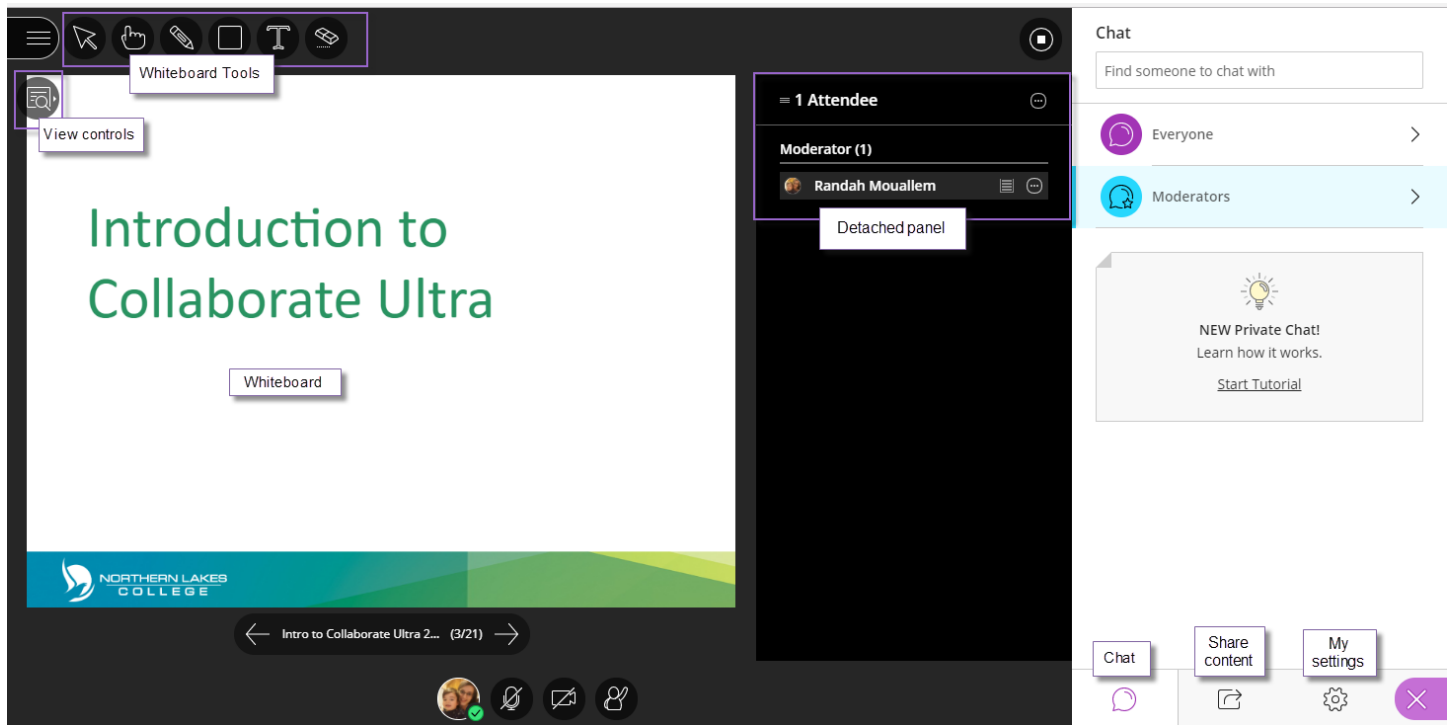
[https://help.blackboard.com/Collaborate/Ultra/Participant/Get Started/Start Here With The Basics](https://help.blackboard.com/Collaborate/Ultra/Participant/Get%20Started/Start%20Here%20With%20The%20Basics)

Quick Start Guide

Tips on Participating in a Collaborate Class

- Be sure to join the class 5 – 10 minutes prior to the start.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Introduce yourself - don't assume anyone automatically recognizes your voice. State your name the first few times you speak. Let your instructor know who is participating. Give everyone a chance to know you.
- Participate in the session by responding to polls and providing feedback to the instructor.
- Raise your hand when you have a question or a comment.
- Use Chat to send text messages to other participants and the instructor during the session.
- Remember that running other applications (email, word, etc.) on your computer can slow your connection down.
- Mute yourself when not speaking. Nothing is more distracting than background noise. For example, typing or a private conversation. It can also give the impression that you aren't paying attention.

Student's View



Collaborate Panel Tools

Chat Panel

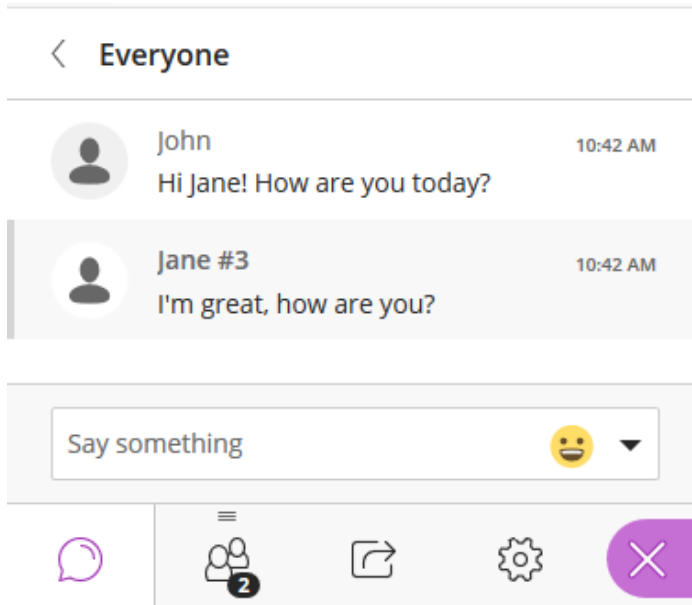
For information and screenshots on the Chat Panel, click the link below:

https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Use_Chat

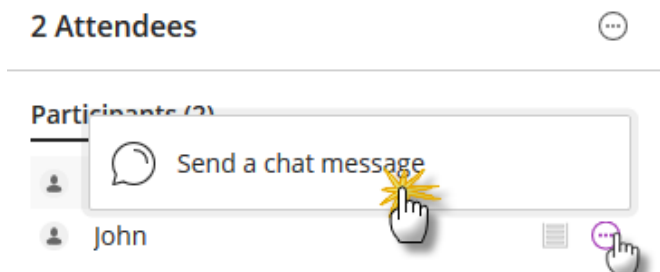
Collaborate allows you to send chat messages to everyone in the room, as well as private chats to individuals.

To send a message:

- Public- Type your message in the chat field then press Enter on your keyboard



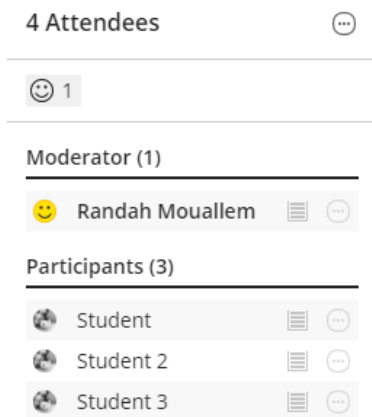
- Private- Click on the participants panel, locate the person you want to private chat and click on the Attendee Control button, and finally click on Send a chat message. Note: Text chat may be supervised (this means your instructor can read your private chat)



You can also add an emoji to your chat message. Click the smiley face in the chat window and then select the emoji you would like to add.

Attendees Panel

- Participants and Moderator (Instructor) Names



- Your peers will have an Attendee controls button which allows you to private chat them.



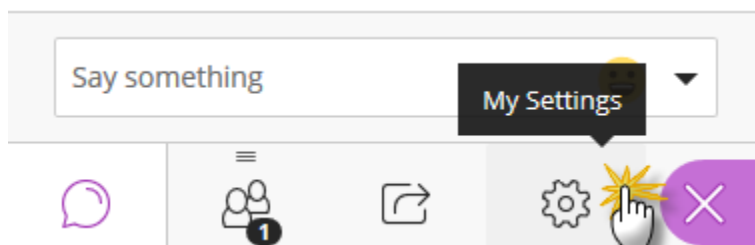
My Settings Panel

In session settings include Audio and Video, Notification, and Session Settings.

- Join an Ultra Session
- Click on the purple button with the arrows at the bottom right - Open Collaborate panel



- Click on My Settings



4. Edit your profile picture (optional)

- a. Click on the pencil

My Settings



Randah Moullem
Moderator

- b. Browse to your picture or click and drag

- c. Crop and save your picture



- d. Click I Like It!



- e. Press save

5. Audio and Video Settings

- a. Click Set up your camera and microphone to access audio wizard
- b. Click Use your phone for audio if you'd prefer to use your phone
- c. Adjust the speaker and microphone volume if necessary

Audio and Video Settings

Set up your camera and microphone

Use your phone for audio

Speaker Volume

0% 100%


Microphone Volume


0% 100%

Display Closed Captions (when available)


6. Notification Settings

Audio and Video Settings


 Set up your camera and microphone

 Use your phone for audio

Speaker Volume

0%  100%

Microphone Volume

0%  100%

Display Closed Captions (when available)

Media Space Tools





Not sure what the Media Space is? Click the link below.











https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Navigation#media-space

Whiteboard

The whiteboard is where the content lives. If your instructor uploaded a PowerPoint presentation, the slides will show up here. If they take you on a web tour to view a website together, it'll show up here. If the instructor is on a PowerPoint slide or a blank whiteboard page, you can use the whiteboard tools to mark it up.



Below is a description of the tools available:



Tool	Description
 	Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
 	Use the hand to point to different areas of the visible slide. Attendees see wherever you are pointing on the slide.

 	Use the pencil to draw free hand on the slide.
 	Use the Shapes icon to draw a rectangle, ellipse, or a straight line. Your choice.
 	Type text on the slide with the "T".
 	Use the eraser to undo everything.
	Show or hide your zoom, fit, and size controls.
	<p>Zoom in, Zoom out, Best Fit, Actual size</p> <p>Best fit takes advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.</p>







My Settings and Status



- Step Away
 - Click the away icon once to show your instructor that you are away from the computer
- Leave Session
- Feedback
 - Choose the emoticon that best represents the feedback you wish to provide your instructor
 - You can agree or disagree with what is being said by clicking one of those buttons






Randah Mouallem

Moderator

 Away
  Leave Session

Feedback

 Happy	 Sad
 Surprised	 Confused
 Faster	 Slower

 Agree
 Disagree

Audio



Turn your audio on/off by clicking on the microphone.



- Lines through the microphone icon means that it is turned off.
- A microphone with green outline and filled with white is turned on.

Raise/Lower Hand



Raise your hand to answer a question or get your instructors attention.



- Raise your hand when you have a question or comment
- Lower your hand when you are done

Polling

Your instructor might set up a poll for you to participate in. If they do, it'll show up beside the raise hand button.

- The polling could be a Yes/No or numbers 1 through 5

