

COLLABORATE INTERFACE QUICK START GUIDE

Collaborate Ultra is an interactive collaboration tool that integrates into ulearn. This quick start guide is for moderators and presenters to become familiar with the Collaborate Interface.

Collaborate is a real-time video conferencing tool for ulearn. With its comprehensive tools and capabilities, faculty and students meet in an online space using features such as video and/or audio chat, whiteboard, slideshow, and screen sharing. Collaborate is accessible from a desktop, laptop, iOS/Android phones and tablets.

WHAT YOU NEED

You need the following to access and participate in Collaborate Web Conference:

- A computer with an Internet connection using Mozilla Firefox or Google Chrome
- ulearn account
- Headset with microphone (optional)
- Webcam (optional)

The Interface

1. **Session Menu** - See the session name, generate a phone number to call in from a phone, report an issue, Blackboard Collaborate help, learn about the Collaborate interface and exit a session (See Figure 1).
2. **Profile Mode** - Switch between group mode and follow the speaker mode (See Figure 1).
Note: Follow the speaker mode is automatically enabled when there are more than five participants.
3. **Media Space** - View participant's avatar or live video feed (See Figure 1).
4. **Online Status** - Set your status as Present or as Away (See Figure 1).
5. **Share Audio** - Turn on or off your microphone (See Figure 1).
6. **Share Video** - Turn on or off your camera (See Figure 1).
7. **Raise Hand** - To get a moderator or a presenter's attention, participants can raise their hand. Click to lower hand. (See Figure 1).
8. **Collaborate Panel** - Access chat, participant's list, share content, and my settings panel (See Figure 1).

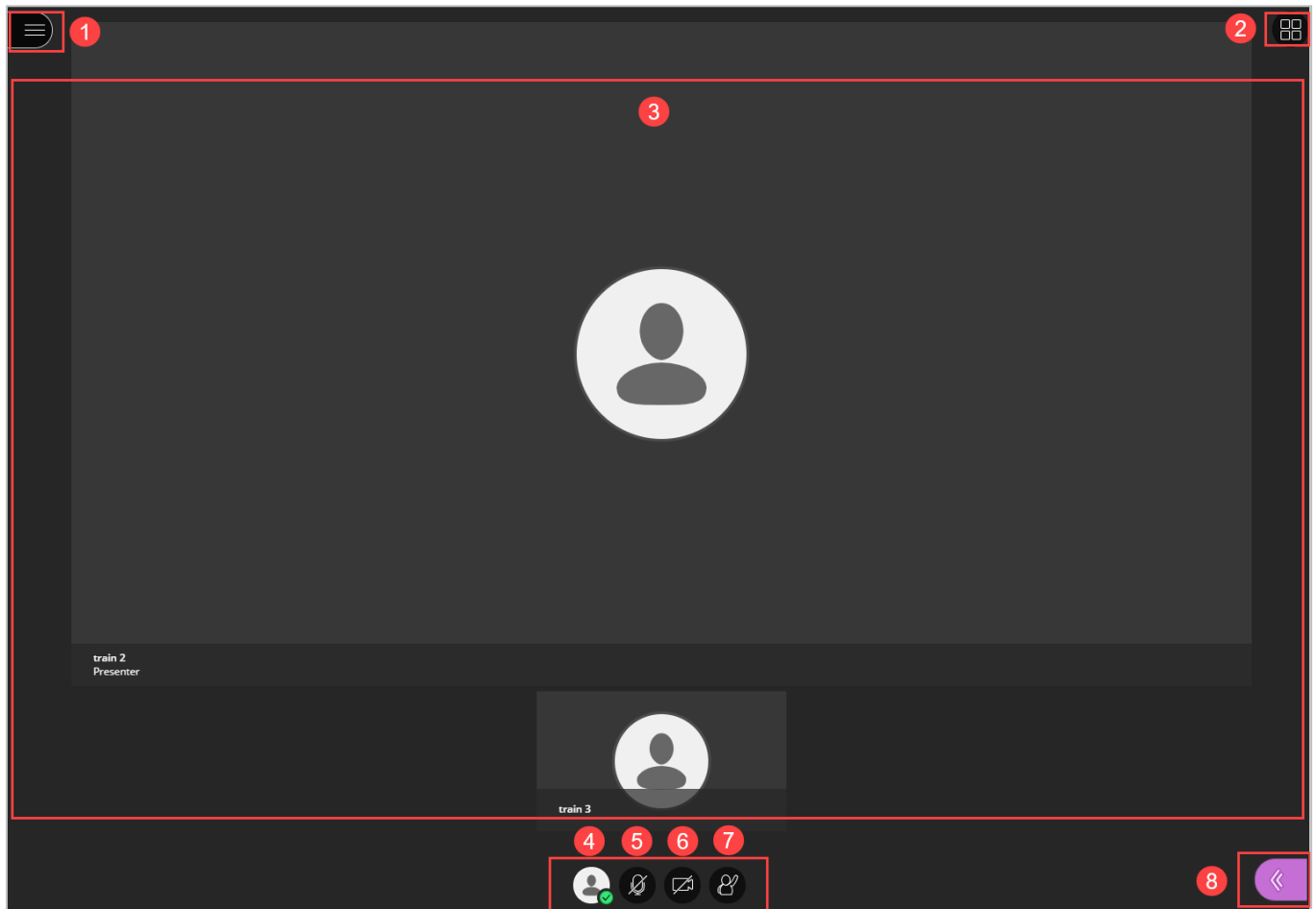


Figure 1

Session Menu

Click the **Session Menu** button to access the following (See [The Interface](#)):

- a. **Close Session Menu** - Exit the session menu panel (See Figure 2).
- b. **Session Name** - The name of the session you are in (See Figure 2).
- c. **Use your phone for audio** - Generate a phone number to call in from a phone (See Figure 2).
- d. **Report an issue** - Report if you are having audio, video, or other problems (See Figure 2).
- e. **Tell me about Collaborate** – Access Blackboard’s Collaborate’s tutorial (See Figure 2).
- f. **Blackboard Collaborate Help** - Access Blackboard Collaborate’s help website (See Figure 2).
- g. **Privacy Policy** – Learn about Blackboard Collaborate’s Privacy Policy (See Figure 2).
- h. **Exit Session** – Exit the Collaborate session (see Figure 2).

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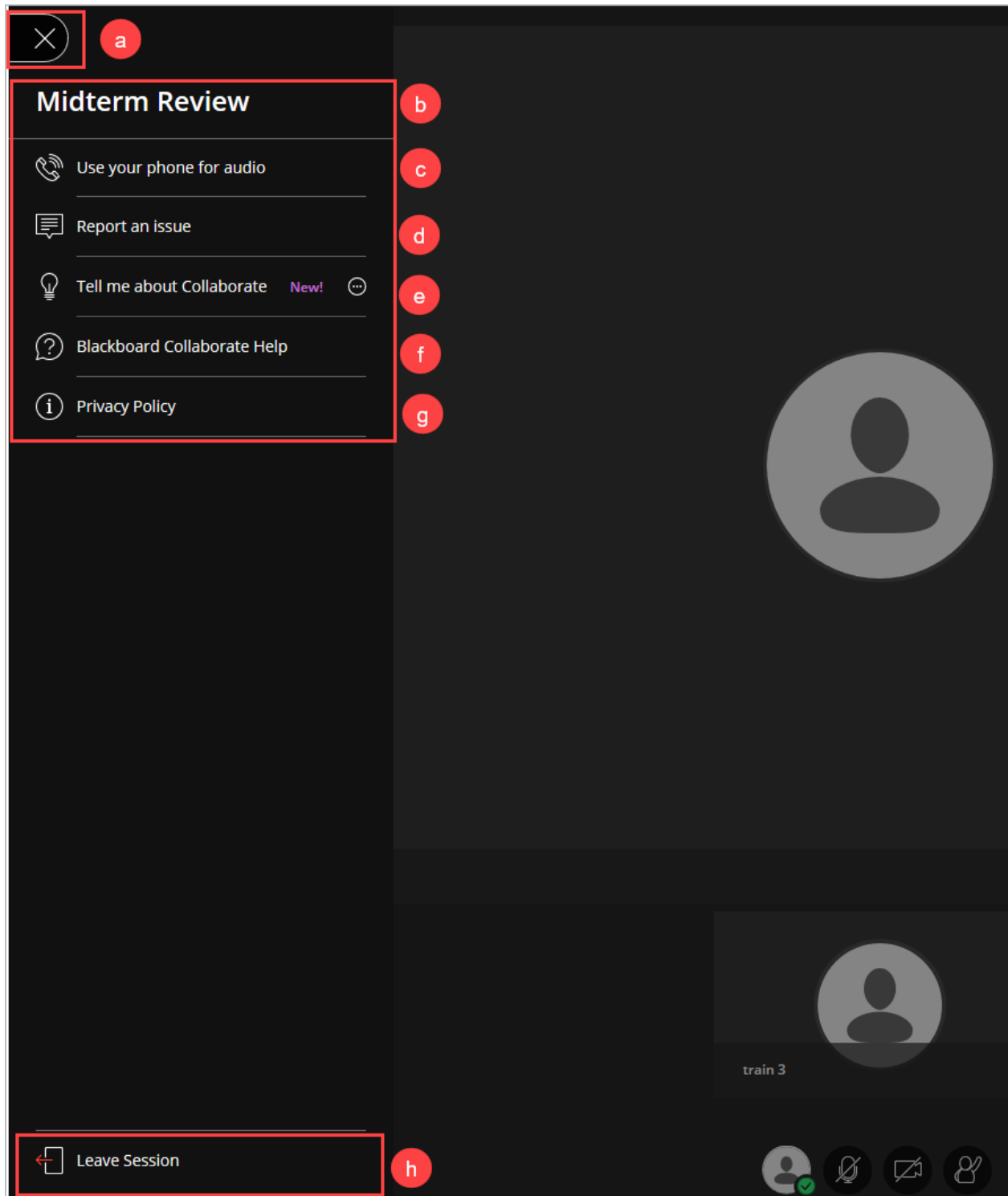


Figure 2

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Collaborate Panel

Click the Collaborate Panel button to access the following (See [The Interface](#)):

1. **Chat** - View the participants name, message, time message was posted, chat with anyone in the session, and post images that show facial expressions and hand gestures (See Figure 3).
2. **Participants List** - See who is in the session and how many, search for participants, view the participants name and their role in the session (See Figure 3).
3. **Share Content** – Moderators and Presenters will share content through this panel. If a participant is promoted to Presenter role in order to share content, you will be able to share a white board, your screen or an application or file through here (See Figure 3).
4. **My Settings** - Upload a photo for your profile picture, set your status, configure your audio and video settings, and configure your notification settings (See Figure 3).
5. **Close Collaborate Panel** - Exit the Collaborate panel (See Figure 3).

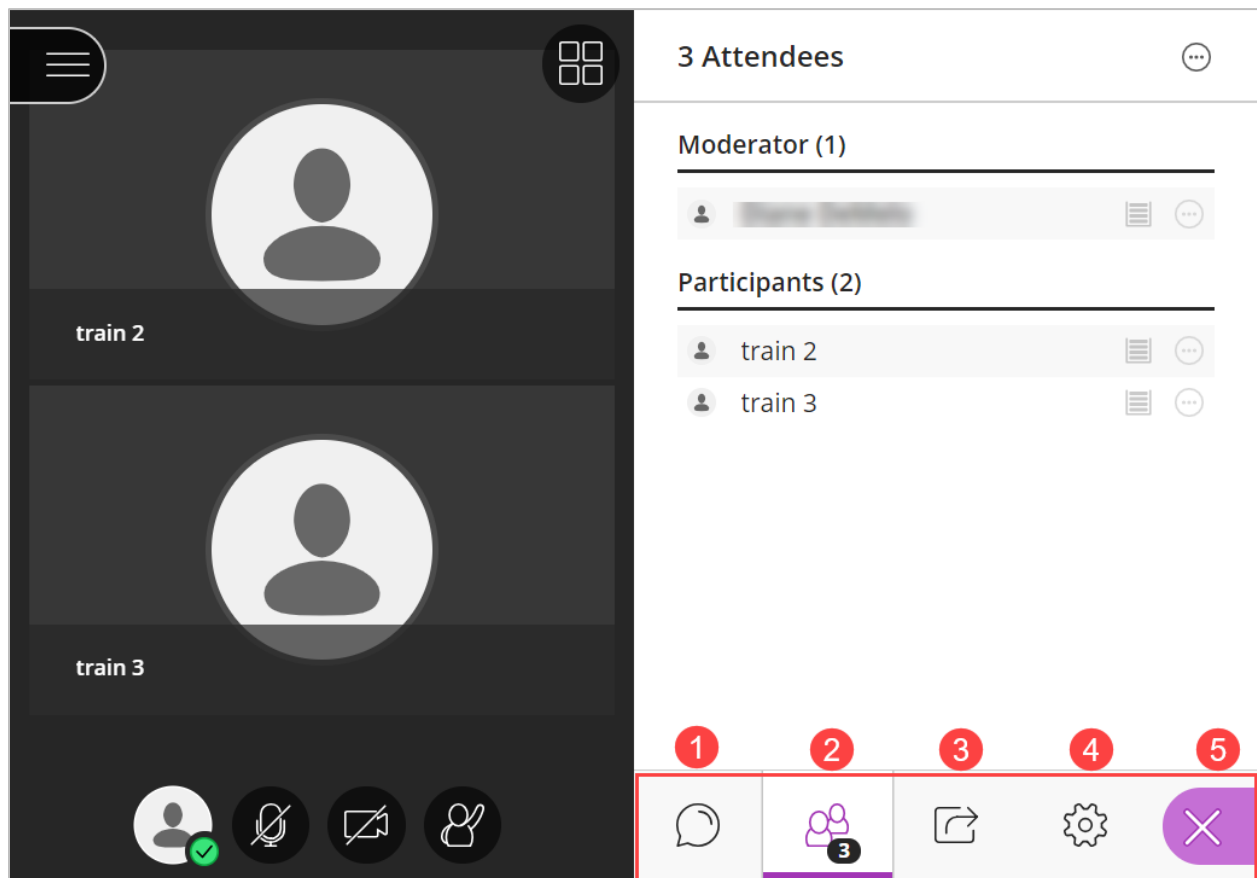


Figure 3

Share Content

Only moderators and presenters can share content. The following content can be shared (see Figure 4):

- Primary content such as a whiteboard, an application or screen, or specific files on your computer
- Secondary content such as conducting a poll via the polling feature
- The Breakout Groups is an interactive feature to create groups within Collaborate. The moderator can jump in and out of groups to observe or participate.

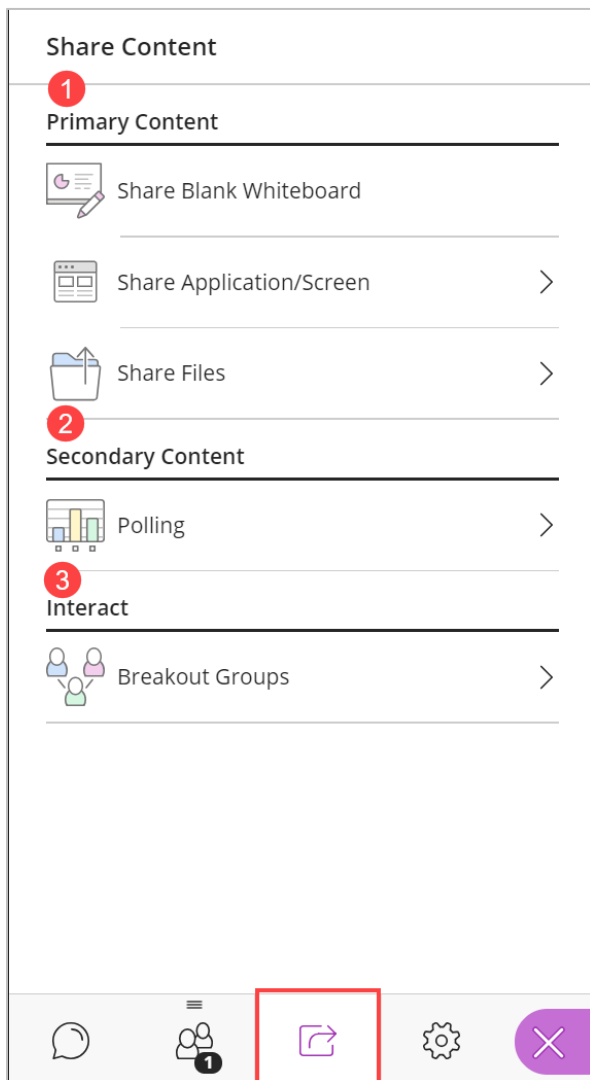


Figure 4