Collaborate Ultra

An instructional guide for first time student users.

What is Collaborate Ultra?

Collaborate Ultra is a webinar tool built into your Canvas course site. It also can be used for meetings with lecturer and group work.

You are recommended to use an echo-canceling headset when in a web conference. If you already have an earphone, most of them should be able to do the job. Using PC built in speakers can cause noises in the background when you speak.

Preferred Browsers:
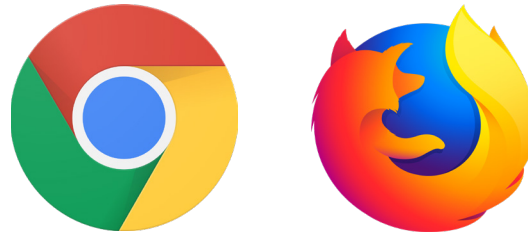
Online Etiquette

The online environment is great for networking and getting to know one another, and the rules of common courtesy or 'netiquette' apply here as they do in any classroom or public area.

At RMIT we value respect and tolerance, and expect everyone to adhere to some basic guidelines:

- Be respectful of others' views and opinions. Insulting, condescending or abusive words will not be tolerated. Debate is welcome as long as you are discussing the ideas, not attacking the person.

- Be sensitive to different cultural, political and religious backgrounds. These differences will add to your experience, not detract from it.

- Be aware of the impact of your posts. In general, if you think something could be taken the wrong way it's probably best not to post it. If there is something you want to say to a teacher or peer that you're unsure is appropriate for public display, sending it via private message/email is the best solution.

The online environment is great place to share ideas and support each other. Be proud of the posts you make as they can contribute to your fellow students learning experience.

Get started with Collaborate Ultra

## Step 1: Access and join a session

To join a Collaborate Ultra session, please go to your course and click on the **"Collaborate Ultra"** ❶ menu on the left hand menu.

Usually your lecturer will create a session and inform you of the specific session they wish for you to attend.

Please click on the session you wish to join and select **"Join session"**. ❷

The Collaborate Ultra session will open and it will ask you to setup your microphone and camera, if it is your first time.

If the session has not started, you may be unable to join the session. Please wait for the session commence, before you join. (Usually you would be permitted to join 15 minutes before a session commences)
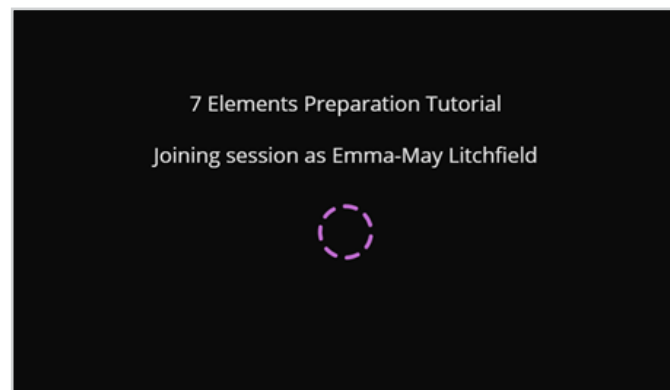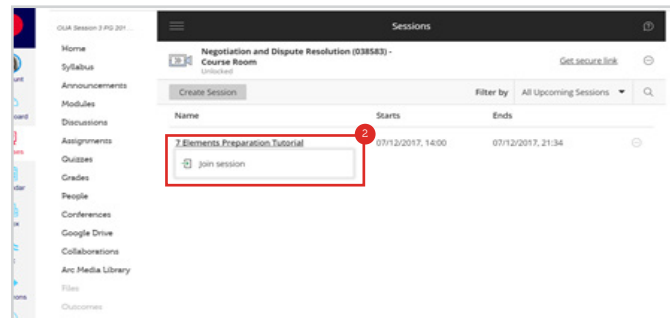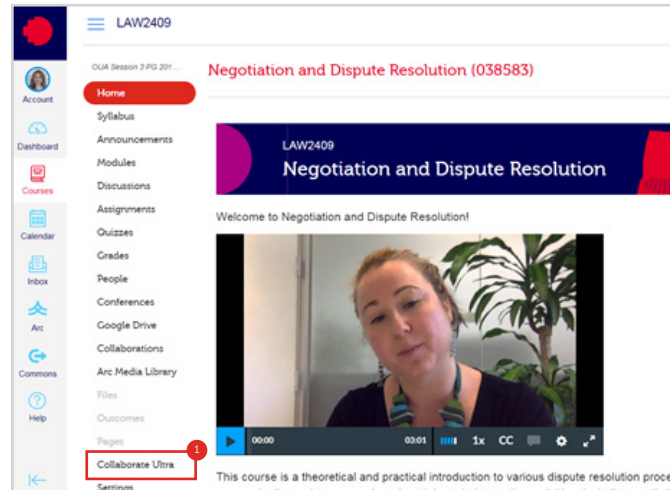
Step 2: Set up camera and audio

When you join a session for the first time, you need to set up your camera and audio to ensure they work properly. Follow the below steps:

1. Open the **Collaborate panel** ❸ on the bottom right hand side of your screen.

2. Click on **My Settings**. ❹

3. Then, click **Set Up your Camera and Microphone**. ❺

4. Choose the microphone you want to use. It tells you that you sound great when it is receiving your audio. Select **Yes, it's working**.

5. Choose the camera you want to use. It tells you that you look great when it is receiving your video. Select **Yes, it's working**.

6. You can adjust your speaker and microphone volume by dragging the button.
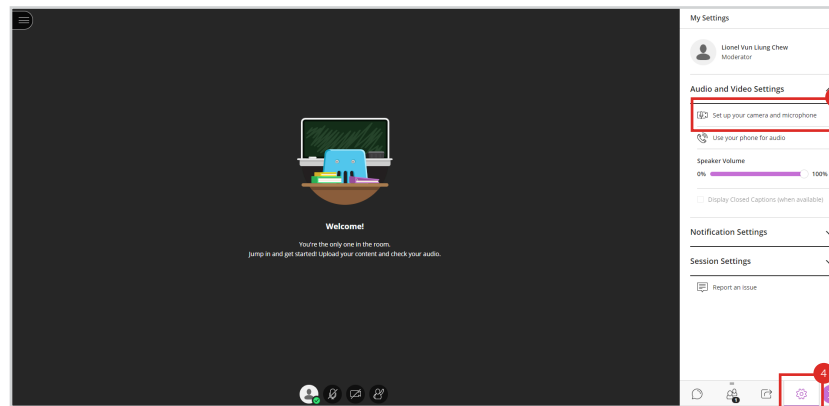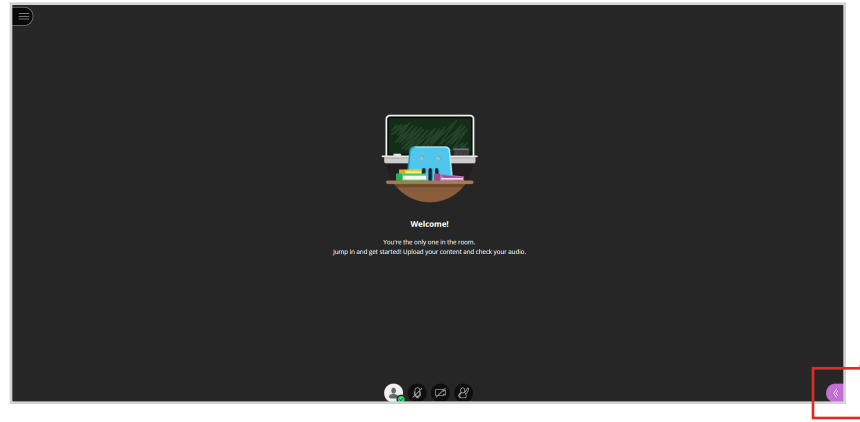
Step 3: Participate into a session

You can type chat messages, talk to other attendees, participate into polls and set your status using various functions available.

Session Best Practices

Participate in a session with ease and make a strong impression.

- **Join the session early.** Give yourself time to learn what you can and can't do in the session. Add a profile picture and set up your audio and video. If you are presenting, make sure you can share content. Practice using the tools.

- **Be on time.** If you can't be early, be on time. Let the moderator know if you are going to be late or absent. Everyone can set notifications to alert them when someone has joined the session and may see who is joining when.

- **Introduce yourself.** Don't assume everyone automatically recognizes your voice. State your name the first few times you speak. Let moderators know who is participating. Give everyone a chance to know you.

- **Make eye contact.** If you are sharing video, look at the camera and not the session. It may feel weird but it shows you are engaged in the session. If you need to multi-task during the session, shut your video off to avoid looking distracted.

- **Be considerate.** Even though it is possible for multiple people to talk at the same time, it is recommended that you release the Talk button each time you have finished speaking to avoid a possible echoing effect.

- **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.

- **Be professional.** You may be joining the session from somewhere private but you are not alone. You are face-to-face with your peers, instructors, and guest experts. Make a good impression. Participate. Don't talk over someone. Raise your hand if there is no opening to speak. Type questions and feedback in the chat. Pick your best profile picture. Watch your mannerisms and facial expressions.
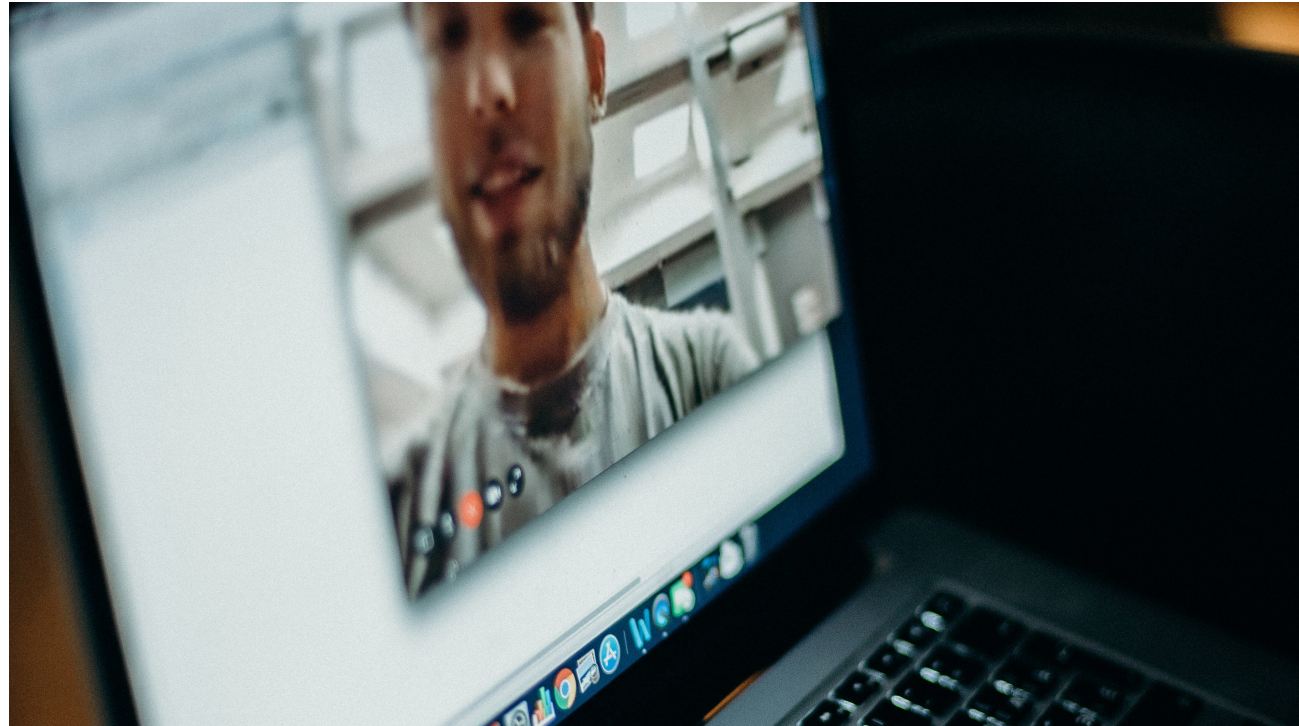
- **Take an active part.** Use the feedback feature and chat to show your engagement.

- **Keep your focus.** Close all programs on your computer except for the browser you are using for your Collaborate session.

- **Use a hard-wired (Ethernet) connection,** if available. If not available, use a Wifi connection.

- **Stay up to date.** Only use up-to-date Internet browsers that are supported by Blackboard Collaborate.

- **Limit video use.** Use video during the session only when necessary.

How to interact in Collaborate Ultra

How to engage in the session appropriately:
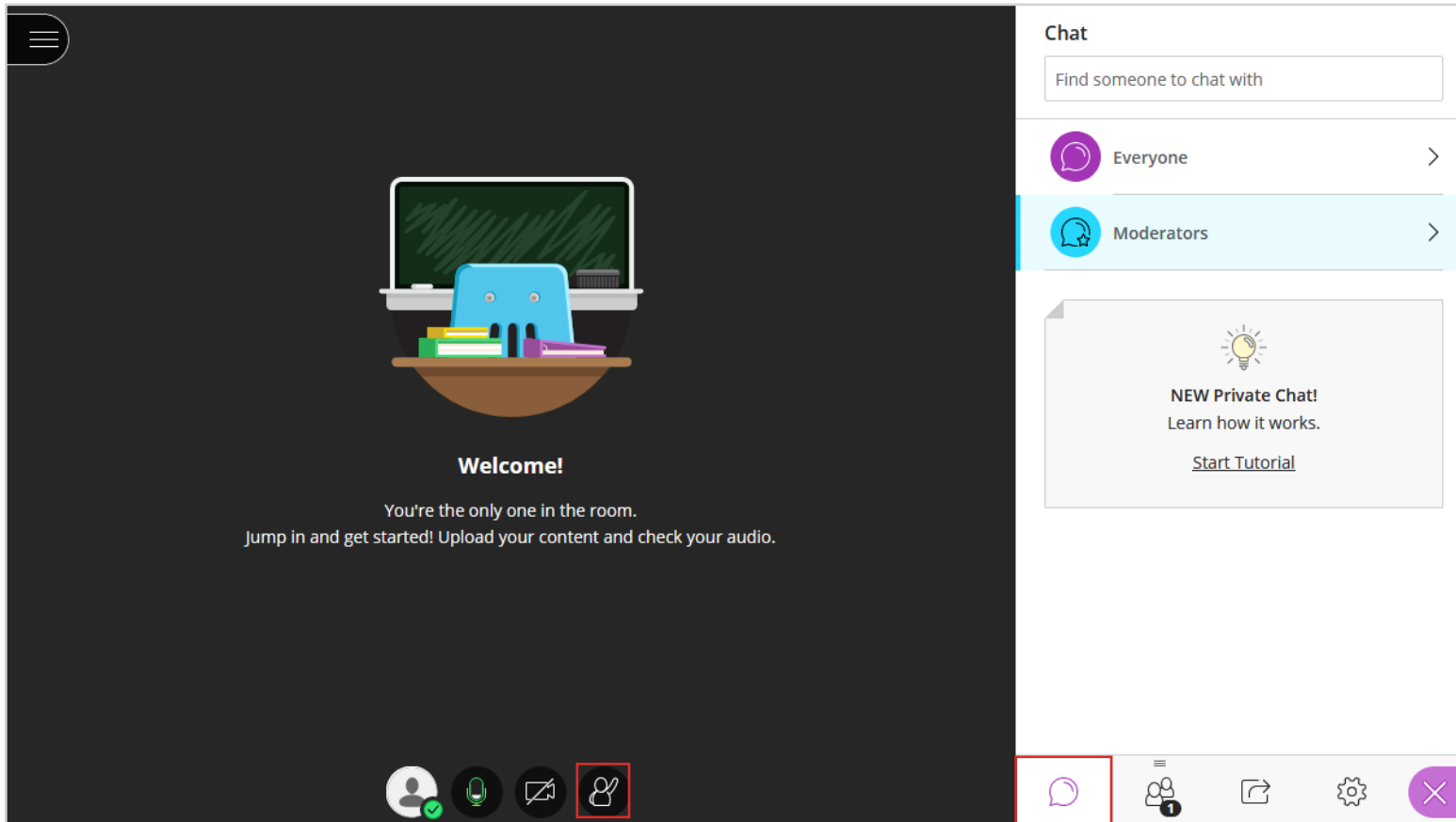
Raise Hand

Click the raise hand button, when you have a question and wait to be called upon before turning on your mic and asking your question.
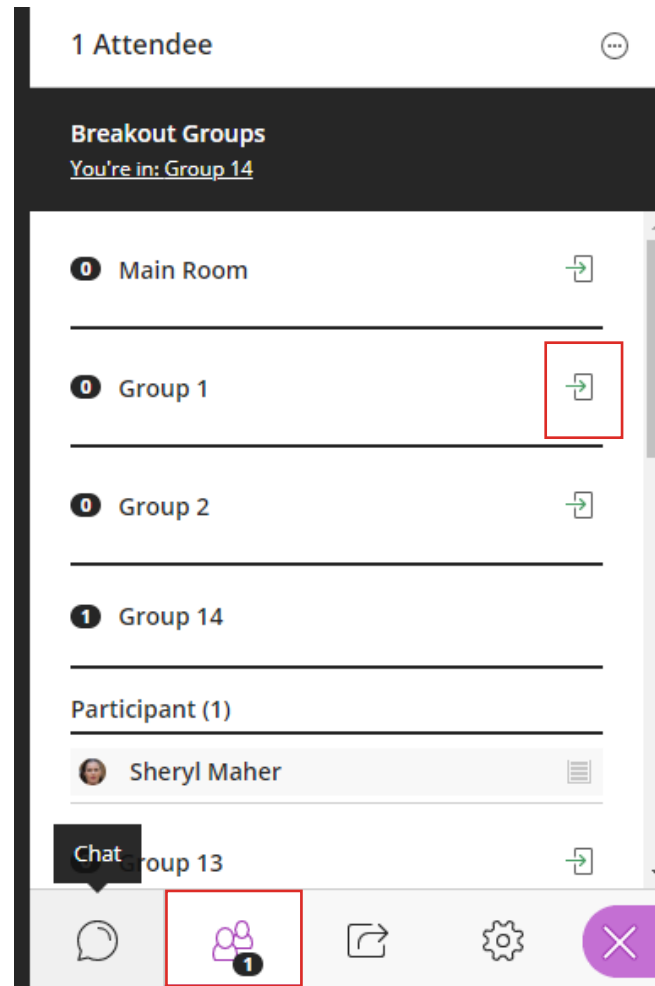
Chat

Use the chat feature to send text messages to your entire class or privately to the moderator.

How to participate in breakout groups:

Once the lecturer (moderator) of the session – has created breakout rooms (if they have used custom assignment, and checked the 'allow attendees to switch group' option) as a student you will be able to select which group to join.

To do this:

- Find the participant menu (the icon with two heads).
- Scroll to the bottom you will see the various breakout rooms which have been created. (Group 1 -14 in this case).
- To join the room you have selected, click the rectangle with the green arrow. When you press this button it may take a moment, but you will then be in a separate room, with a few of your peers.

How to participate in breakout groups: (continued)

Within the breakout out room, you have increased permissions, you will be able to use chat, share audio and video as you normally can but additional you will be able to Share content.

From the share content menu (the rounded square with an arrow icon) all members of the group will be able to access the following options.
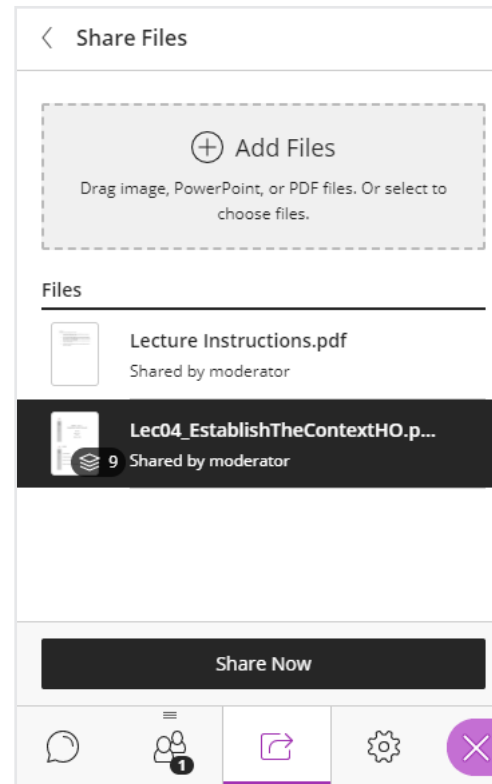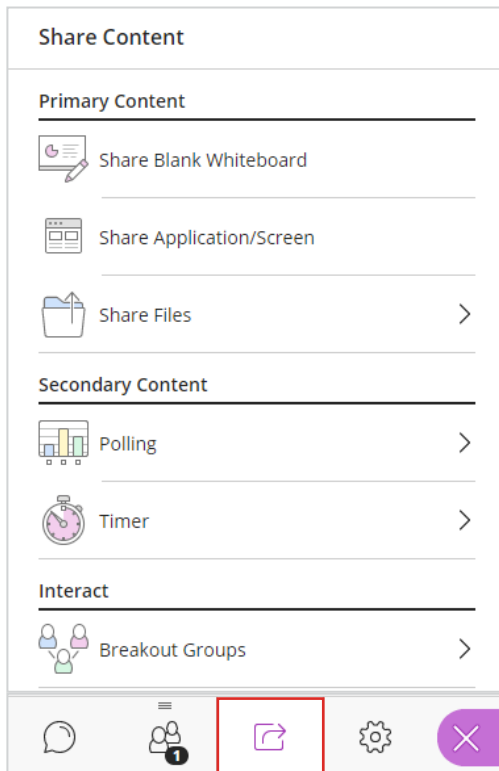
Your lecturer may have shared files with you – these will be visible under the share files option.

If you wish to share something to the main screen you can use the options presented here.

To share a file - you need to select share files,

Highlight the file you wish to share (black background indicates highlighted)

Press the 'share now' button at the bottom of the screen. If you do not see this button ask someone in your breakout room who is using Chrome to manage the sharing. There are some known issues related to file sharing with other browsers.

How to participate in breakout groups: (continued)

If the file you are sharing has multiple pages, you will be able to select the relevant page, once highlighted it is visible to all other participants in the room.
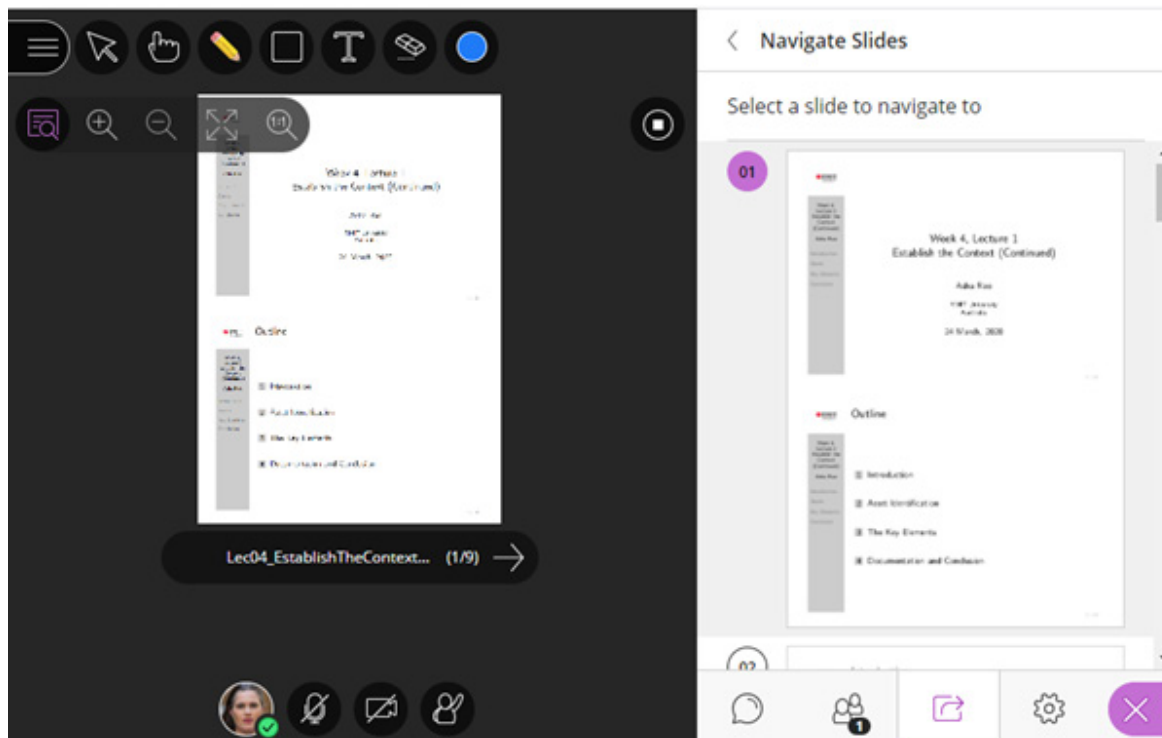
Returning to the main room

Once your allocated time is over, you can return to the main room, through the participants (two heads) menus and scrolling to the top and pressing the join room (rectangle with a green arrow) on the main room.
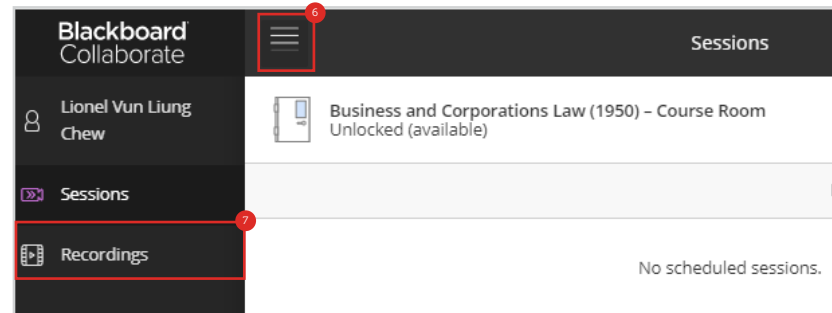
Retrieve past recordings

You can view recordings in courses you are enrolled in. You may be able to download recordings. Instructors must allow session recording downloads for each session.
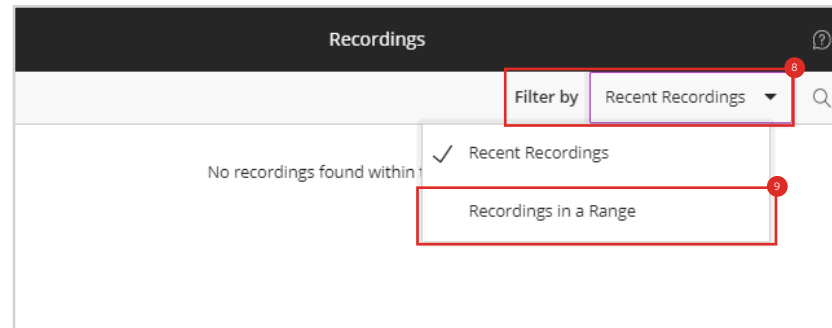
Go to *Collaborate Ultra*, open the **Menu,** ❻ and select **Recordings.** ❼

By default, only recent recordings appear on the *Recordings page*. To search for recordings that are not recent, click on **Filter by: Recent Recordings** ❽ menu and select **Recordings in a Range.** ❾ Adjust the **Range** ❿ to view past recordings.
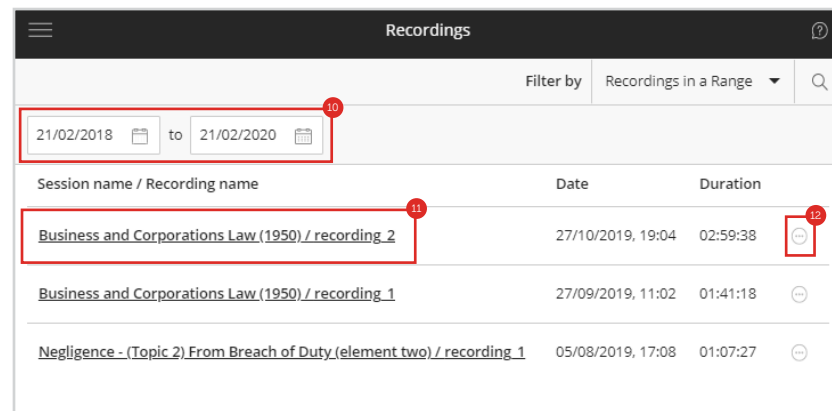
To view a recording now, click on the **recording name.** ⓫ To view additional options, click on the **Options menu** ⓬ on the right for the desired recording.