Quick Guides

Collaborate Ultra for Lecture/Tutorials/Live Collaboration with students

Step 1

This QG is only helpful after you have completed creating your Collaborate Ultra session/s in your course in Canvas.

Once logged into Canvas. Locate the course you would like to start lecturing in and click Collaborate Ultra from the left hand navigation panel.
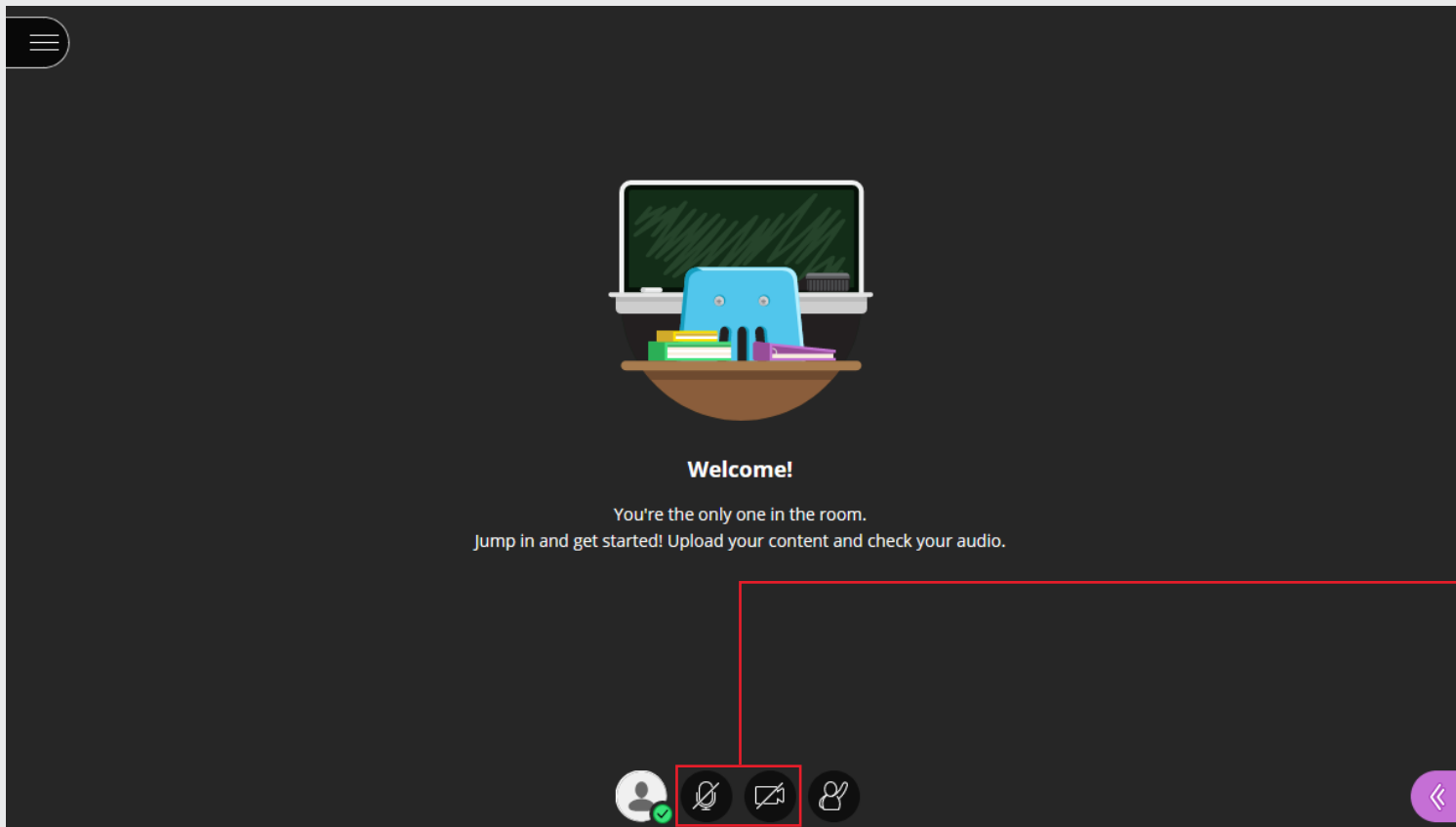

Join session

Locate your lecture and click Join session.
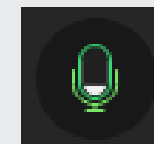
Step 2

Test your mic and video.

Turn on your Mic and Video

Mic and Video buttons

Turn on your Mic and Video

Mic on

Icon changes when mic is turned on

Step 3

Your session is now ready for participants.

When students login to your course, you can direct students to Collaborate Ultra to locate all their Lecture sessions and times

AND/OR

You can also click ⋯ to Edit recurring session, View reports, Delete session and Copy guest link.

Additional functions

Copy guest link

Copy guest link, is a great way to share lecture session in communication (announcements, emails, discussion) with students

Step 4

How to record and share content

On the top left hand side of screen there is a hamburger menu

A drop down menu will appear and display:
Start Recording
Dial In
Report an issue
Tell me about Collaborate
Leave Session

Click Start Recording.
A small pop up will appear on the top right hand side of screen to confirm Session is
being recorded
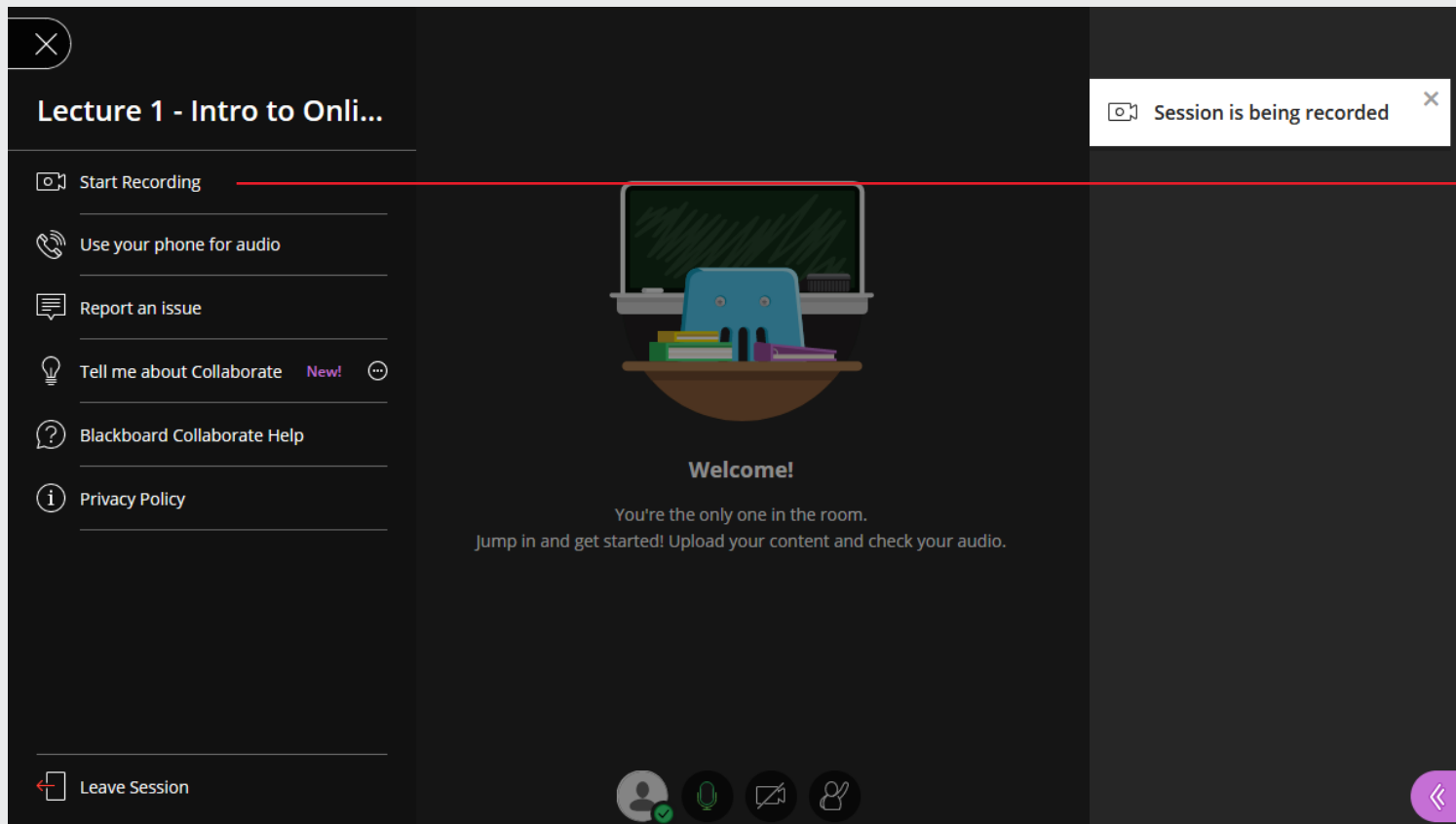
Start Recording

Click Start Recording

Lecture 1 - Intro to Onli...

Start Recording

Use your phone for audio

Report an issue

Tell me about Collaborate   New!

Blackboard Collaborate Help

Privacy Policy

Session is being recorded

Welcome!
You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

Leave Session

Step 4 - continued

To stop recording session click Stop Recording

A small pop up will appear on the top right hand side of screen to confirm Recording has stopped
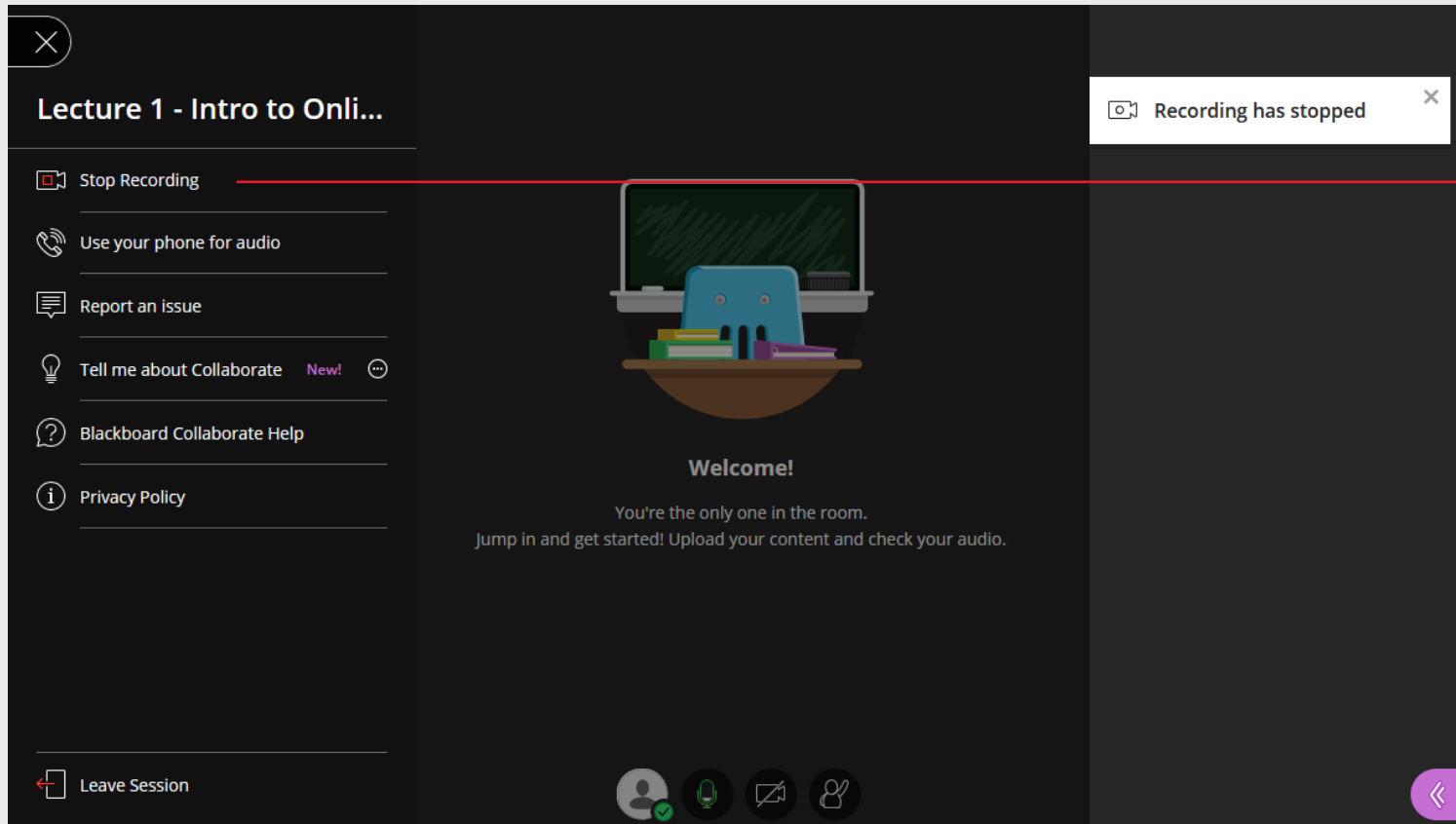
Stop Recording

Click Stop Recording

Step 5

Share content with participants

On the bottom right hand corner of screen.
This is the Share Content button.
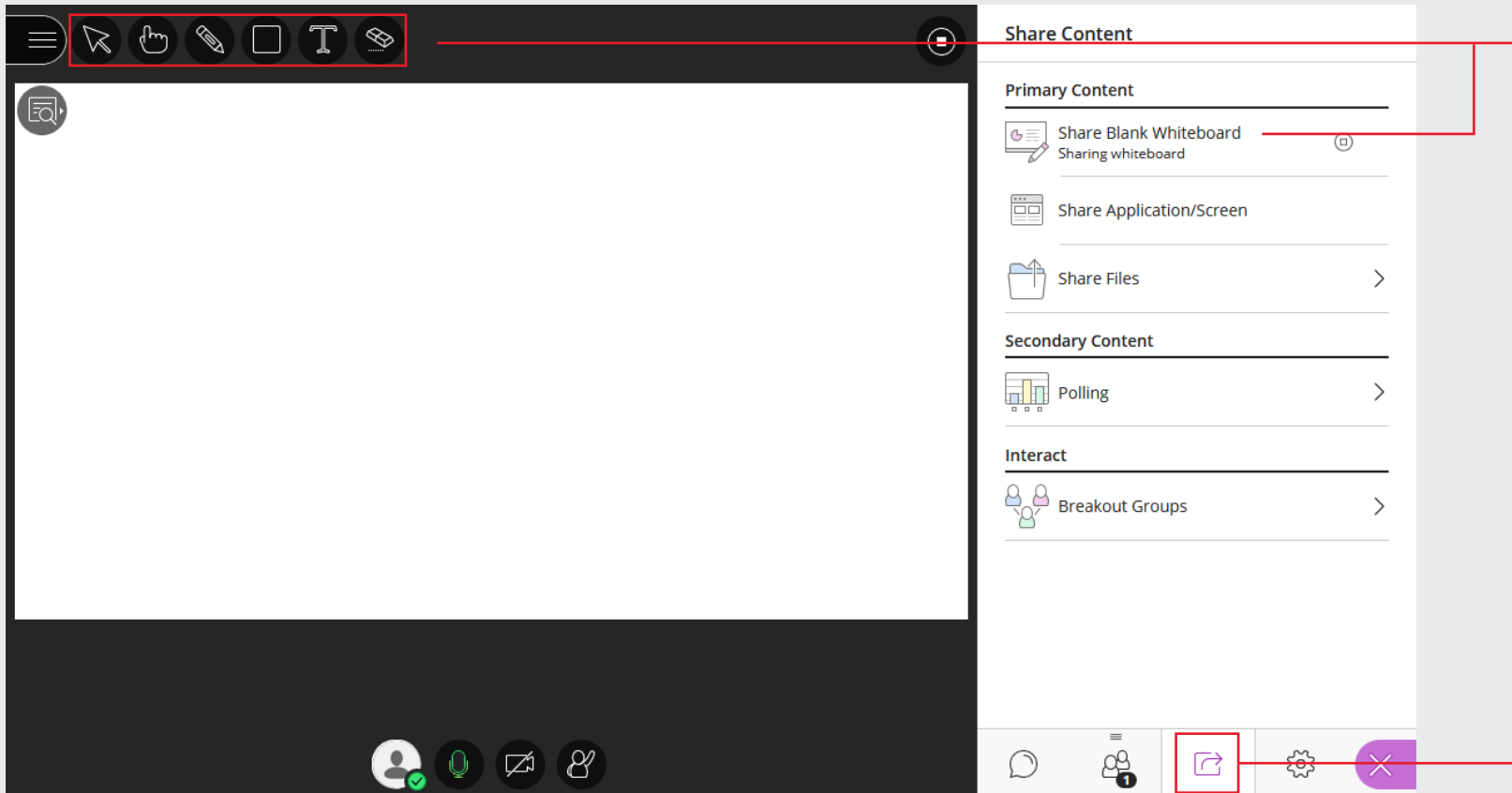
Share Blank Whiteboard

Tools for whiteboard found on top of screen

Whiteboard activities can include (but only limited by your imagination):

- Drawing an example/ demonstration/working out

- Throwing a question to class and all students type their responses back onto whiteboard

Share content

Share content button

Step 5 - continued

Share Files

If you would like everyone to have access to a file (Not recommended for classes larger than 10 students, please use Canvas to share files for large classes)

- Upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB

- Total upload size allowed is 125 MB or lower for any particular session

Breakout Groups

Used for group work between students. Breakout rooms have their own personal:

- Audio
- Video
- Whiteboard
- Application sharing
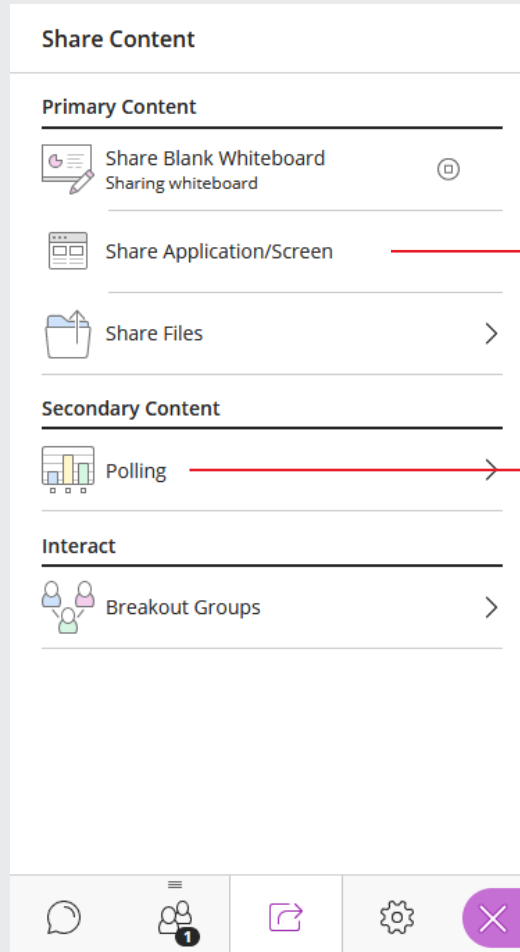- Chat

Share Content

Primary Content

Share Blank Whiteboard
Sharing whiteboard

Share Application/Screen

Share Files

Secondary Content

Polling

Interact

Breakout Groups

Share Application/Screen

Allows you to share:

- Your Entire Screen. If multiple monitors, select monitor you want to share.

- Application Window. You can have all the relevant applications (Youtube, word doc, excel sheet et) set up prior to webinar and share seamlessly as required during webinar

- Chrome Tab. If you have multiple sites and are open in Chrome Tab, you can select the specific tab and share (does not work for other browsers)

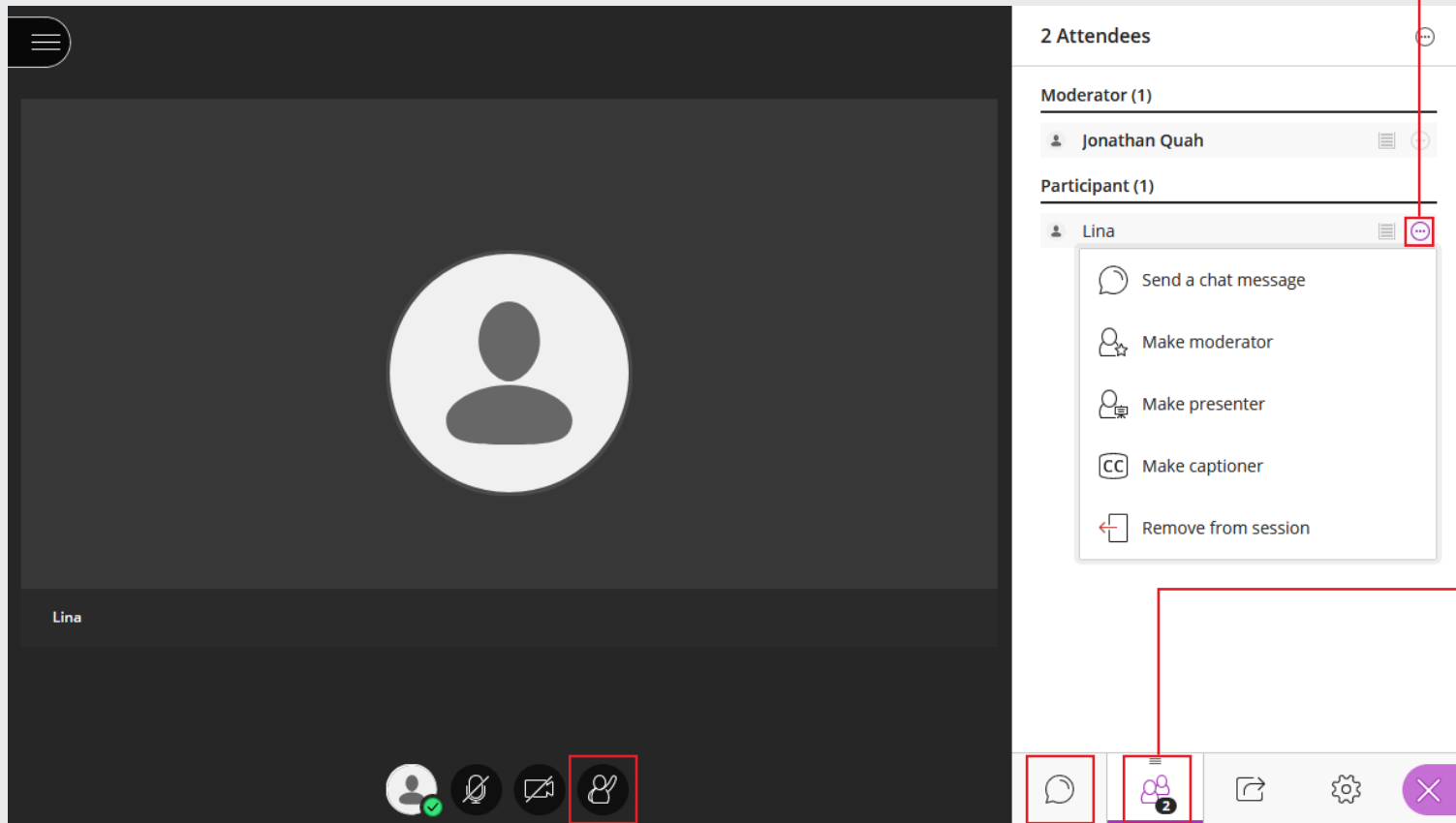**Note -** iOS devices will not be able to share screen or app

Polling

Used for engagement and participation during an online class and can be used for (but only limited by your imagination):

- Class opinions/thoughts/ understanding/reflection of topic/resource/reading

- Quick in class quiz

Step 6

How to chat with participants

Attendee controls

Next to each Participant you can click to:

- Send a chat message (private)

- Make moderator (will have same controls and access as you)

- Make presenter (share, upload content, see raised hands, can lower hands)

- Make captioner (used for accessibility and multilingual purposes. Captioners can type what is happening in real time. Can have multiple captioners)

2 Attendees

Moderator (1)

Jonathan Quah

Participant (1)

Lina

- Send a chat message
- Make moderator
- Make presenter
- Make captioner
- Remove from session

Lina

Participants in session

- The number indicates how many people are in your current session, including yourself

Raise hand button

At the bottom of everyone's screen, you can raise your hand (online way to ask a question).
As a Moderator you can answer their question and lower their hand or set expectations at the start of the collaborate session of when and how you would like students to use the Raise hand button.

When student raises their hand, you will receive a notification with a link to Lower Hand.

2 Attendees

Moderator (1)

Jonathan Quah

Participant (1)

Lina

1:25 PM
Lina
Lower Hand

Chat Room

- Everyone in the Collaborate Session can communicate in this room. Students may ask questions that can be either answered during the session or at the end of the session
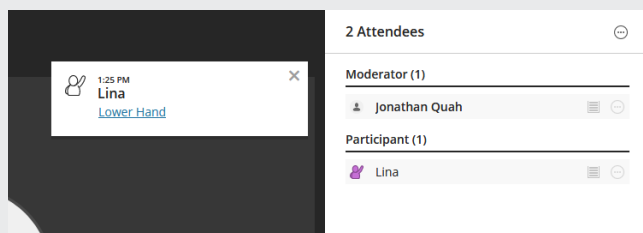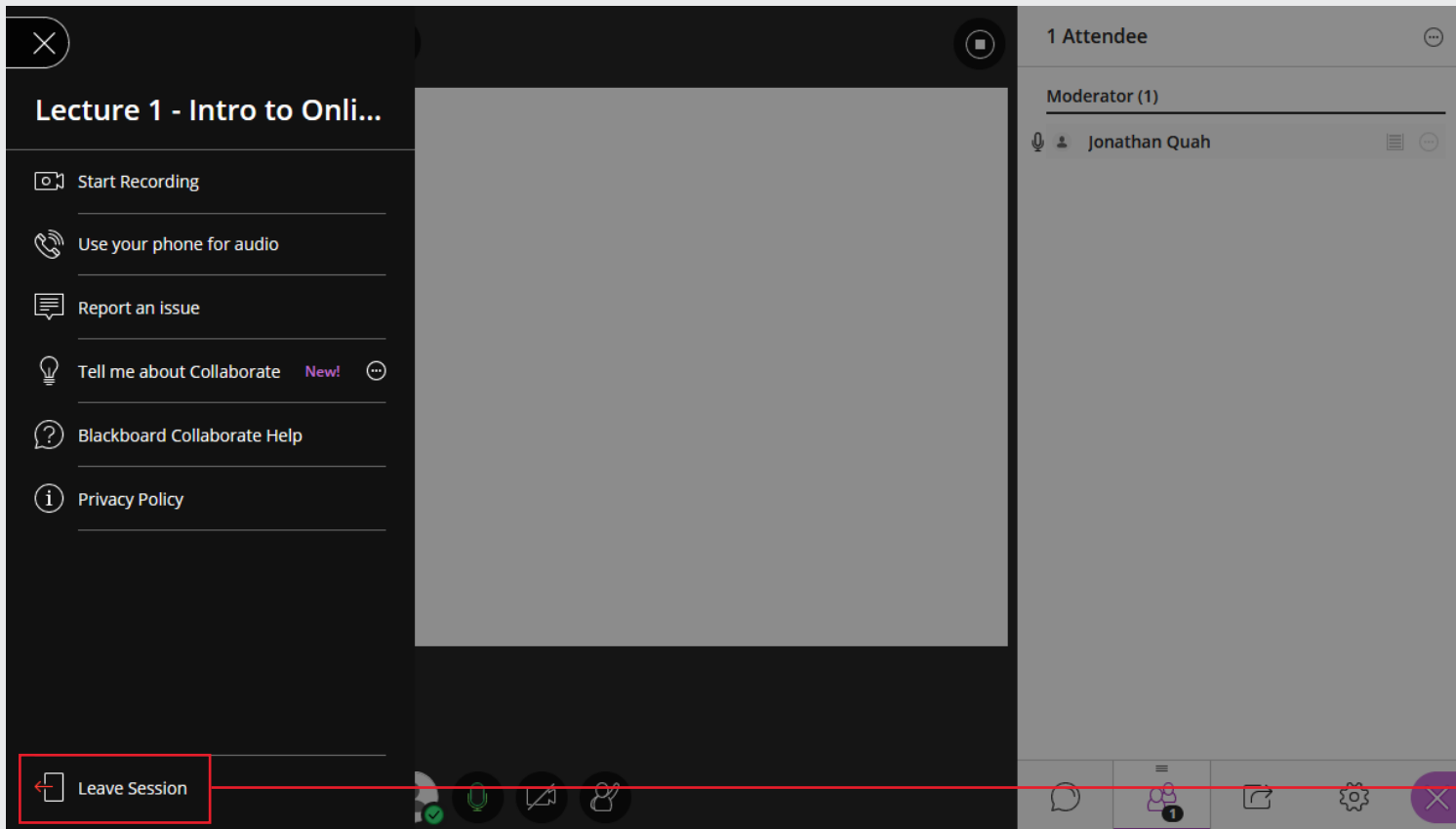
Step 7

Leave session

On the top left hand side of screen there is a hamburger menu

Leave Session is on the bottom left hand side of screen.

Lecture 1 - Intro to Onli...

Start Recording

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Blackboard Collaborate Help

Privacy Policy

Leave Session

1 Attendee

Moderator (1)

Jonathan Quah

Leave Session

Leave session button