

Collaborate Ultra for Moderators: Quick Guide

This guide will provide a basic overview of the Collaborate Ultra interface for Moderators.

The Interface

Upon accessing Collaborate Ultra, you will be taken into your session. The session interface is as follows:

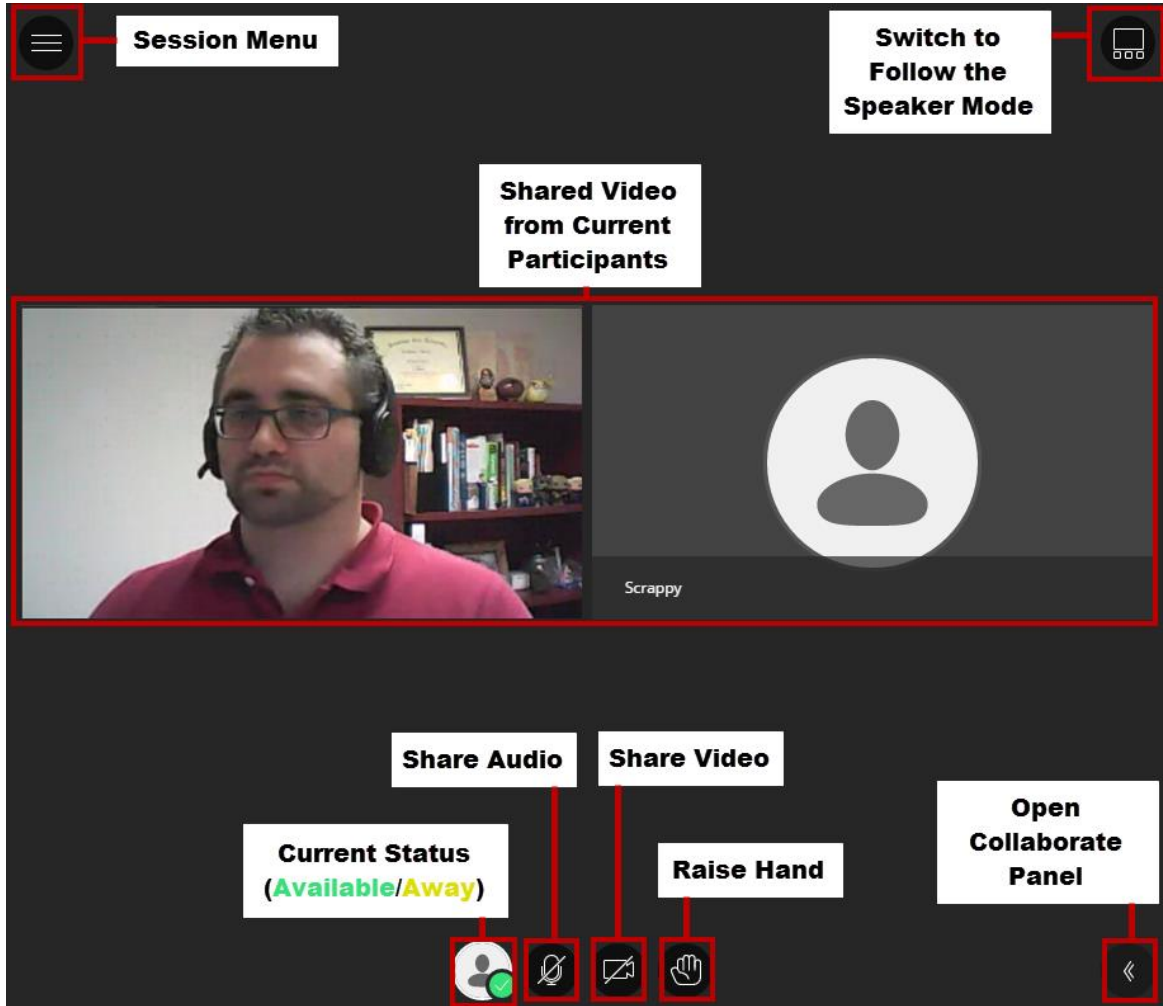


Figure 1 - Session Interface

Collaborate Panel

When opened, Collaborate Panel displays multiple tools for participants, presenters, and moderators to use during a session.

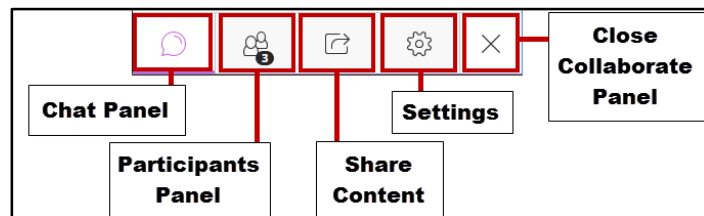


Figure 2 - The Collaborate Panel

Session Menu

The session menu provides access to help options, session information, and access to phone in and session recording.

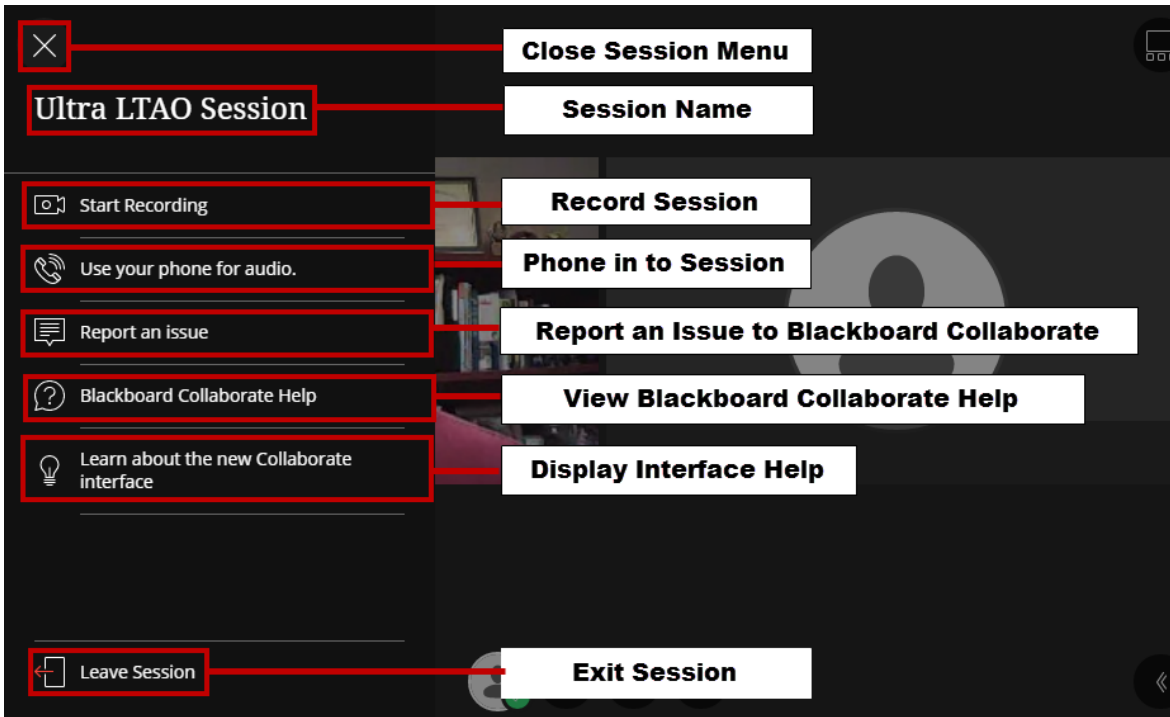


Figure 3 - Session Menu

Collaborate Panel - Chat

The Chat panel allows participants to send messages to the entire room. Moderators can send private messages to other moderators.

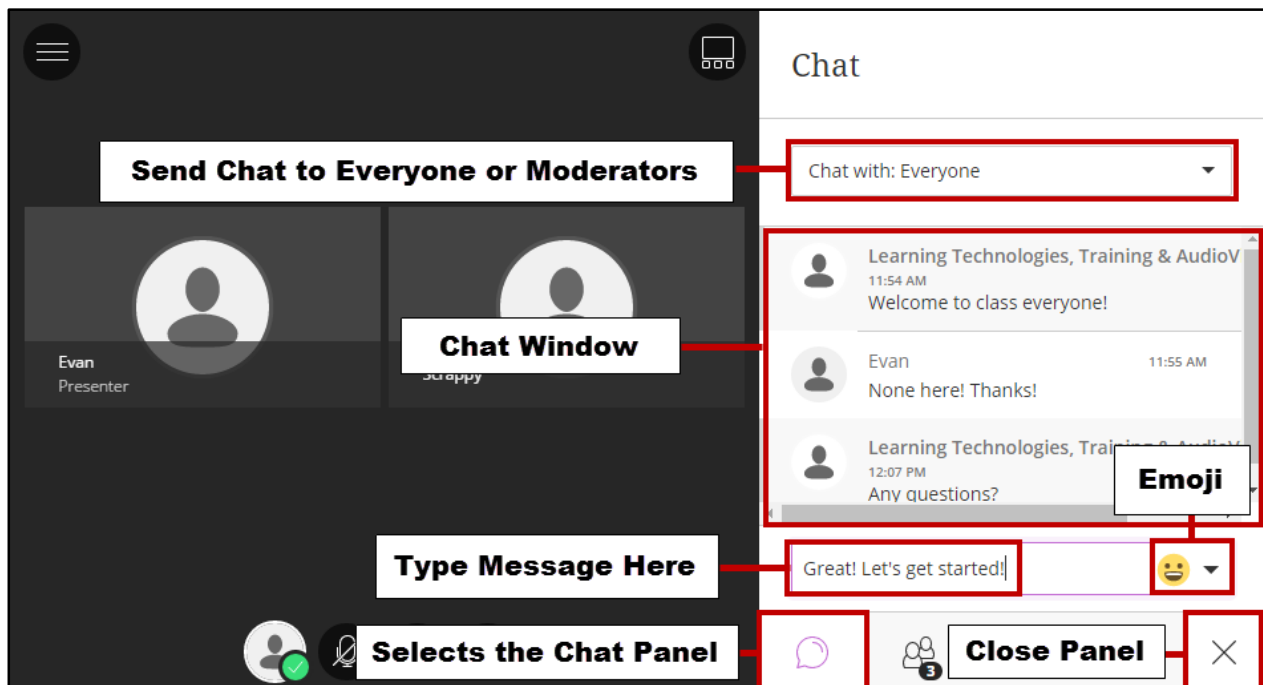


Figure 4 -Collaborate Panel - Chat

Collaborate Panel - Participants List

The Participants List panel displays information about current participants, and options for setting participant permissions.

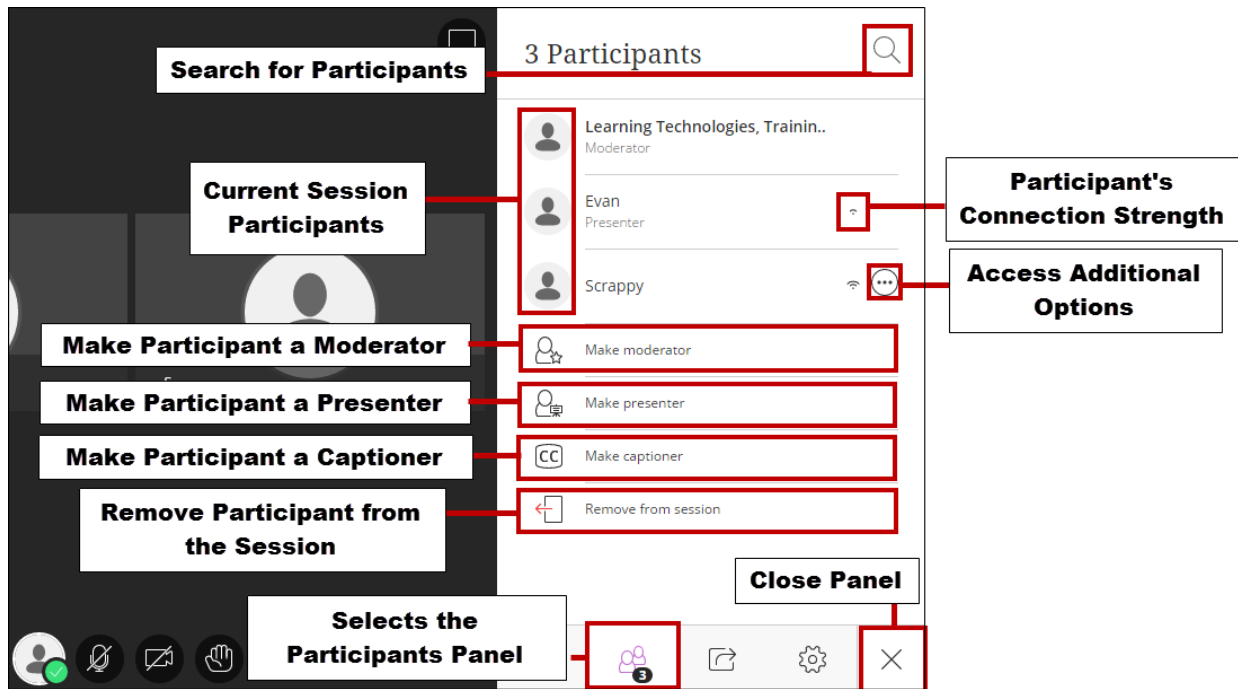


Figure 5 - Collaborate Panel - Participants Panel

Collaborate Panel - Share Content

The Share Content panel displays options for sharing content (e.g. Whiteboard, screen sharing, or sharing PPT, DOC, PDF, etc).

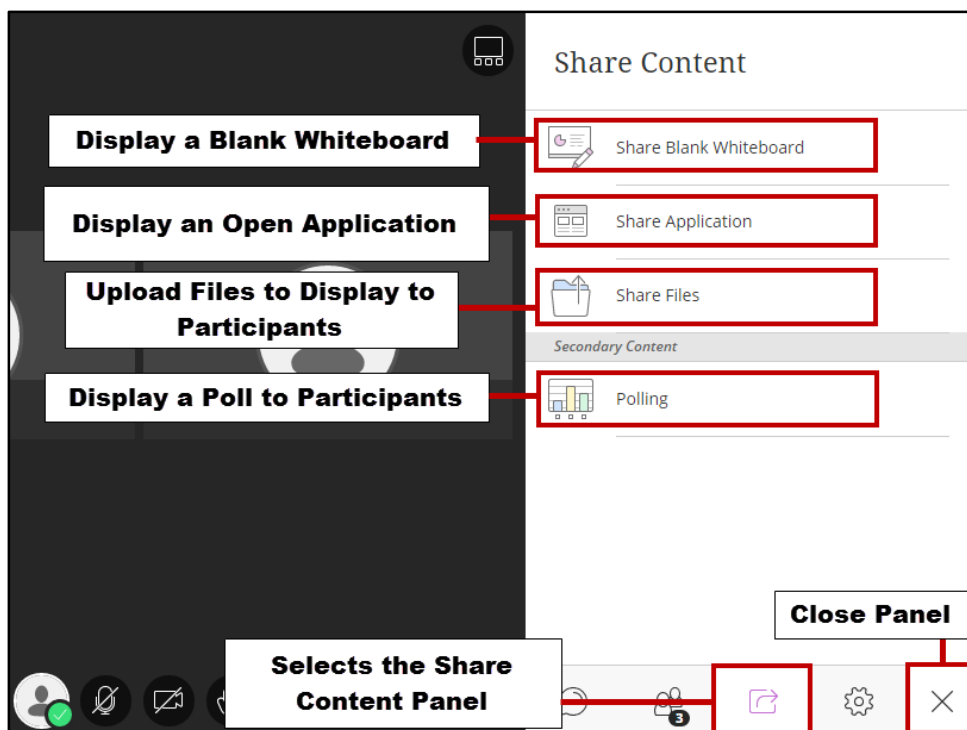


Figure 6 - Collaborate Panel - Share Content Panel

Collaboration Panel – Settings

The Settings panel displays information about your profile, and is where you will access settings for the session, audio/video settings, and notification settings.

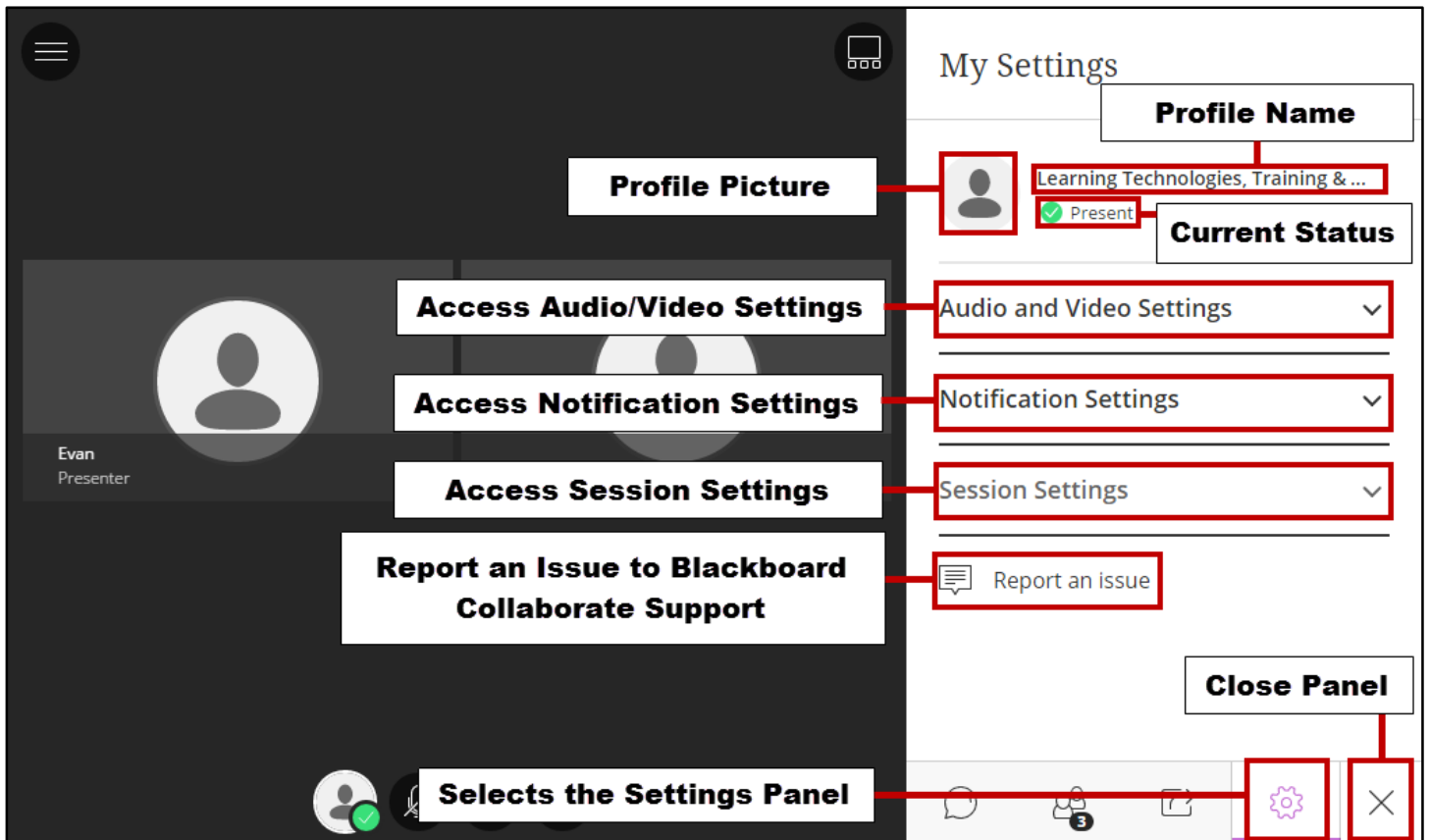


Figure 7 - Collaborate Panel - Settings Panel