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:

Collaborate Panel

When opened, Collaborate Panel displays multiple tools for participants, presenters, and moderators to use during a session.
Session Menu
The session menu provides access to help options, session information, and access to phone in and session recording.

Collaborate Panel - Chat
The Chat panel allows participants to send messages to the entire room. Moderators can send private messages to other moderators.
**Collaborate Panel - Participants List**
The Participants List panel displays information about current participants, and options for setting participant permissions.

![Collaborate Panel - Participants Panel](image1)

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

![Collaborate Panel - Share Content Panel](image2)
Collaboration Panel – Settings

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

![Collaboration Panel - Settings Panel]

Figure 7 - Collaborate Panel - Settings Panel