Collaborate Ultra
Stand Alone Moderators Guide
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Introduction

Collaborate Ultra is an interactive communication tool that integrates into D2L Brightspace – The Daylight Experience, providing users a greatly enhanced online learning experience. If your instructor has granted you Presenter access, you can have live, online interaction with students and instructors, display and share your desktop applications, as well as deliver learning content to session participants. While most Internet browsers will work with Collaborate Ultra, Google Chrome and Mozilla Firefox is most optimized to make the most of the Ultra experience.

The following guide was created using Mozilla Firefox version 57.0 (64-bit).

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a Collaborate Ultra session in D2L Brightspace
- Access the Collaborate Ultra Session
- Perform the audio and video setup
- Understand the Collaborate Ultra interface
- Utilize the presenter tools within Collaborate Ultra
- Access any Collaborate Ultra sessions that have been recorded.

System Requirements

- Windows 7, Windows 8, or Windows 10
- Mac OS 10.9 or higher
- Speakers, microphone, and/or headset
- An Internet connection
- Adobe Flash Player 17 or above

Supported Browsers

<table>
<thead>
<tr>
<th>Browser</th>
<th>Audio/Video</th>
<th>Application Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome*</td>
<td>Supported with High Quality video</td>
<td>Share and View Applications</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Supported using with Flash</td>
<td>Share and View Application</td>
</tr>
<tr>
<td>Safari</td>
<td>Supported using with Flash</td>
<td>View Applications Only</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>Supported using with Flash</td>
<td>View Applications Only</td>
</tr>
<tr>
<td>Microsoft Edge</td>
<td>Supported using with Flash</td>
<td>View Applications Only</td>
</tr>
</tbody>
</table>

*The optimal Collaborate experience for all users is with Google’s Chrome browser as well as Mozilla Firefox.
Accessing Collaborate Ultra

The following explains how to access Collaborate Ultra:

1. In Google Chrome, navigate to the website https://us.bbcollab.com/collab/ui/scheduler/login
2. Enter the Collaborate username and password provided by Kennesaw State University UITS.

![User Login](figure1.png)

**Figure 1 - User Login**

3. Click Log In.

![Collaborate Ultra Experience](figure2.png)

**Figure 2 - Collaborate Ultra Experience**

4. You will be taken to the Collaborate Ultra Sessions page.

![Sessions Page](figure3.png)

**Figure 3 - Sessions Page**

Creating a Collaborate Ultra Session

In the Collaborate Ultra Sessions page, you may create a session for your students. Sessions are web conferences that enable you to engage students in a live web environment. You must create at least one session in order to launch a web conference with your students. The following explains how to create a Collaborate Ultra session.

1. From the Collaborate Ultra Sessions page, click Create Session.

![Create Session](figure4.png)

**Figure 4 - Create Session**
2. Enter the name of your session in the **New Session** field.

![New Session](image)

**Figure 5 - New Session**

3. To select a **Start Date**:
   a. Click **Start Date (a)** (See Figure 6).
   b. Select your preferred start date from the calendar that appears (b) (See Figure 6).

![Start Date](image)

**Figure 6 - Start Date**

4. To select a **Start Time**:
   a. Click **Start Time (a)** (See Figure 7).
   b. Select your preferred start time (b) (See Figure 7).

![Start Time](image)

**Figure 7 - Start Time**

5. To select an **End Date**:
   a. Click **End Date (a)** (See Figure 8).
   b. Select your preferred end date from the calendar that appears (b) (See Figure 8).

![End Date](image)

**Figure 8 - End Date**
6. To select an *End Time*
   a. Click *End Time (a)* (See Figure 9).
   b. Select your preferred end time *(b)* (See Figure 9).

![Figure 9 - End Time](image)

7. If you wish to have the session be an Open Session with no end date or time, place a check next to *No End (Open Session)*.

![Figure 10 - Open Sessions](image)

8. The *Recurring Session* section allows you to indicate if the session will repeat. The layout is as follows (See Figure 11):
   a. *Repeat Session* - Allows you to set the session as a repeating session (See Figure 11).
   b. *Repeat Frequency* – Allows you to set how often the session repeats (See Figure 11).
   c. *Repeat Day* – Allows you to set the day(s) in which the session repeats (See Figure 11).
   d. *End After Occurrences* – Allows you to set how often the session repeats (See Figure 11).

![Figure 11 - Recurring Session Information](image)

9. Select the *Early Entry time* from the *Early Entry* drop-down menu.

![Figure 12 - Early Entry](image)
10. To add a description for the session, use the **Description** field.

![Figure 13 - Session Description](image)

11. The **Guest Access** section allows you to set guest access permissions. The layout is as follows:

   a. **Your access link** – Shows a direct link that you may use to enter the session (See Figure 14).
   b. **Guest Access** – Indicate whether you wish for guests to enter the session (See Figure 14).
   c. **Guest Role** – Allows you to select the standard role for all guests who enter the session (See Figure 14).
   d. **Guest Link** – Shows a direct link that guests may use to enter the session (See Figure 14).

![Figure 14 - Guest Access](image)

**Session Invitations**

When creating a session, you may also send direct invites to users participating in the session. Here, you may send email invitations to users while also indicating their role (Moderator, Participant, or Presenter.) The following explains how to generate session invitations.

1. In the **Session Creation Panel**, click **Invitations**.

![Figure 15 - Invitations](image)
2. Click **Add new invite**

![Add new invite](image16)

**Figure 16 - Add new invite**

3. Enter the **name** of the user under **Full Name**

![Full Name](image17)

**Figure 17 - Click Full Name**

4. Enter the user’s **email address** in the **Email** field.

![Email Address](image18)

**Figure 18 - Email Address**

5. Select the **Role** of the attendee in the **Role** dropdown.

![Select the Role](image19)

**Figure 19- Select the Role**

6. Click **Add Attendee**.

![Add Attendee](image20)

**Figure 20 - Add Attendee**

7. Repeat Steps 1 – 6 for each additional attendee.
Session Settings

The *Session Settings* section allows you to make adjustments to various settings of the Collaborate Ultra session. The layout to the *Session Settings* section is as follows.

a. **Recording** – Enables the downloading of session recordings (See Figure 21).

b. **Moderator Permissions** – Indicate whether you wish to display profile pictures for moderators only (See Figure 21).

c. **Participant Permissions** – Indicate what permissions that participants will have in a session (See Figure 21).

d. **Enable Session Telephony** – Indicate whether you wish for users to join a session using a telephone (See Figure 21).

![Session Settings]

8. Click **Save** to save and create the session.

![Click Save]
Starting your Collaborate Ultra Session

The following explains how to start your Collaborate Ultra Session.

1. Before starting your session, plug in your headset, microphone, and/or optional webcam.
2. From the Collaborate Ultra Sessions page, click the session you wish to launch.

<table>
<thead>
<tr>
<th>Name</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultra LTAO Session</td>
<td>4/25/16, 3:35 PM</td>
<td>8/31/16, 4:35 PM</td>
</tr>
<tr>
<td><strong>LTAO - Training Room</strong></td>
<td>7/21/16, 8:23 AM</td>
<td>N/A</td>
</tr>
<tr>
<td>LTAO Ultra Training</td>
<td>8/10/16, 10:36 AM</td>
<td>8/17/16, 10:35 AM</td>
</tr>
</tbody>
</table>

**Figure 23 - Click the Session**

3. The *Collaborate Ultra* session will open in your browser.

**Figure 24 - Collaborate Ultra Session**
The Collaborate Ultra Session Interface

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

a. **Session Menu** - Access Collaborate Ultra settings. You can access a call-in phone number and PIN from here so that you may call the session via phone (See Figure 25).

b. **Video Display** - Displays video from you or the other participants in the session (See Figure 25).

c. **My Status and Settings** - Set away status, provide feedback, or leave the session (See Figure 25).

d. **Share Audio** - Shares audio based on your selected microphone (See Figure 25).

e. **Share Video** – Share video based on your selected webcam (See Figure 25).

f. **Raise Hand** - Raises your hand in the session, allowing you to get the attention of other moderators or presenters (See Figure 25).

g. **Collaborate Panel** - Opens the list of participants, moderators, as well as presenters currently logged into the session (See Figure 25).

![Figure 25 - Collaborate Ultra Classroom Interface](image)
The Session Menu

When clicking Session Menu, you will be taken to the Collaborate Ultra Session Menu panel. Here, you can use your phone for audio; report issues, as well as leave the session. The layout of the Session Menu is as follows:

a. Leave Session Menu – Exits the Session Menu (See Figure 26).

b. Use your phone for audio – Obtain a call in phone number and PIN so that you may call the session via phone (See Figure 26).

c. Report an issue – Report issues with the Collaborate Ultra session (See Figure 26).

d. Tell me about Collaborate – Provides quick tutorials regarding use of Collaborate Ultra (See Figure 26).

e. Blackboard Collaborate Help – Opens the Presenter help page (See Figure 26).

f. Privacy Policy – View Blackboard Collaborate’s Privacy Policy (See Figure 26).

g. Leave Session – Exits the Collaborate Ultra session (See Figure 26).

![Figure 26 - Session Menu](image)

The Collaborate Panel

When clicking the Collaborate Panel on the Collaborate Ultra main page, you will be taken to the Collaborate Panel. The Collaborate Panel provides tools to help you collaborate with all users in the
session. It contains tabs that allow access to a variety of features that facilitate session interaction. The layout for the **Collaborate Panel** is as follows:

a. **Panel Content** – Displays the various panels, depending on the tab that has been selected (See Figure 27).

b. **Chat** – Chat with people in the session (See Figure 27).

c. **Participants List** – See who is in the meeting (See Figure 27).

d. **Share Content** – This is where moderators and presenters can share a whiteboard, application screens, files, or polls (See Figure 27).

e. **My Settings** - Update your profile picture, online status, audio and video settings, and notification settings (See Figure 27).

f. **Panel Content** - Displays the various panels, depending on the tab that you have selected (See Figure 27).

![Figure 27 - The Collaborate Panel](image)

**Setting Up Audio & Video**

When accessing Collaborate Ultra for the first time, it is recommended that you set up your preferred camera and/or microphone. The following explains how to do so:

1. From the Collaborate Ultra session, click the **Open Collaborate Panel**.
2. The Collaborate Panel will appear. Click **My Settings**.

![Figure 29 - My Settings](image)

3. The **My Settings** window appears. Click **Set Up Your Camera and Microphone**.

![Figure 30 - Set up your Camera and Microphone](image)

4. If prompted by the *Will you allow us.bbcollab.com to use your microphone?* window, click **Allow**.

![Figure 31 - Click Allow](image)

5. The **Audio Test** window appears. The layout of the **Audio Test** window is as follows:
   a. **Audio Indicator** – Indicates the quality of your audio (See Figure 32).
   b. **Microphone Selection Dropdown** – Select your microphone for the session (See Figure 32).
   c. **No - I Need Help** – Select this if you have audio issues and require assistance (See Figure 32).
   d. **Yes – It’s Working** – Click when you have selected your preferred microphone and your audio is working properly (See Figure 32).

![Figure 32 - Audio Test](image)
6. When you have set your preferred microphone and verified that it was working, click **Yes – It’s working**.

   ![Figure 33 - Click Yes - It's working](image)

7. You will be taken to the **Video Test** window. If prompted, select your preferred **Camera** to share and click **Allow**.

   ![Figure 34 - Click Allow](image)

8. The layout of the **Video Test** window is as follows:
   a. **Video Preview** – Displays a preview of your video (See Figure 35).
   b. **Camera Selection** – Select your camera for the session (See Figure 35).
   c. **No - I Need Help** – Select if you have camera issues and require assistance (See Figure 35).
   d. **Yes – It’s Working** – Click when you have selected your preferred camera and your video is working properly (See Figure 35).

   ![Figure 35 - Video Test](image)

9. If you have selected your preferred webcam and verified that it is working, click **Yes – It’s Working**.

   ![Figure 36 - Click Yes - It's Working](image)
Changing Notification Settings

You have the ability to adjust your notification settings within Collaborate Ultra. For example, you can be notified when someone posts a chat message, when someone raises their hand in the session, or when someone has joined or left the breakout session. The following explains how to adjust your notification settings:

1. From the My Settings window, located in the Collaborate Panel, click **Notification Settings**.

   ![Notification Settings](image)

   **Figure 37 - Notification Settings**

2. The Notification Settings list appears. The layout of the Notification Settings list is as follows:
   a. **Session Notifications** – Indicate whether you wish to have a visual or audio notification for when someone joins or leaves the session or breakout group (See Figure 38).

   ![Notification Settings List](image)

   **Figure 38 - Notification Settings List**

   b. **Chat Message Notifications** – Indicate whether you wish to have a visual or audio notification when someone posts in the chat (See Figure 38).

   c. **Closed Captioning Notification** – Indicate whether you wish to have a visual notification when closed captioning is available (See Figure 38).

   d. **Raised Hand Notifications** – Indicate whether you receive a visual or audio notification when someone raises their hand (See Figure 38).
3. When you have finished editing your notification settings, **Close Collaborate Panel**.

![My Settings](image)

**Figure 39 - My Settings**

**Setting Up Phone for Audio**

The following explains how to utilize your phone for audio in **Collaborate Ultra**.

1. Click the **Open Session Menu**.

![Open Session Menu](image)

**Figure 40 - Open Session Menu**

2. The **Session Window** will appear. Click **Use your phone for audio**.

![Use phone for audio](image)

**Figure 41 - Use phone for audio**

3. A **Phone Number** and **Pin** will appear. Use these numbers to access the session from your phone.

![Phone Number & Pin](image)

**Figure 42 - Phone Number & Pin**
Sharing Audio

After selecting your preferred microphone, you are ready to share your audio. The following explains how to do so:

1. In the Collaborate Ultra session, click the **Share Audio** button.

![Figure 43 - Share Audio](image)

2. Your audio will be shared and the audio indicator icon will be active. From here, you can speak into your microphone, thus sharing your audio with the session participants. To end the audio share, click **Mute Audio**.

![Figure 44 - Mute Audio](image)

Sharing Video

The following explains how to share video in Collaborate Ultra.

1. Click the **Share Video** button.

![Figure 45 - Share Video](image)

2. The Video Preview screen will appear. Click **Share Video** when you are ready to share your video.

![Figure 46 - Video Preview window](image)
3. Your video will be shared. To end the video share, click **Mute Video**.

![Mute Video](image)

**Figure 47 - Mute Video**

### The Participants List

The **Participants List** displays all of the users participating (moderators, presenters, participants) who are currently in the room. By default, **Moderators** are displayed at the top of the list. To access the participants list:

1. Click **Open Collaborate Panel**.

![Open Collaborate Panel](image)

**Figure 48 - Open Collaborate Panel**

2. The **Collaborate Panel** will open. Click **the Participants Panel**.

![Open Participants List](image)

**Figure 49 - Open Participants List**

3. Upon clicking **Open Participants List**, the Participants List will open.

![2 Attendees](image)

**Figure 50 - The Participants List**
Keeping the Participant List Open at all Times

You have the ability to keep the Participant list at all times during the session. This will allow you to chat with others in the room and see everyone in the session at the same time. The following explains how to keep the Participants list open during the session.

1. In Collaborate Ultra, open the Collaborate panel.
2. Drag and drop the Participants icon to the Collaborate Media Space.
3. The Participant List will remain open on top of the media space.
Searching for Participants
The following explains how to search for participants in a session.

1. On the Participants List, click More Options.

![Figure 53 - More Options](image)

2. Click Find participant.

![Figure 54 - Find Participant](image)

3. Type the name of the participant that you wish to find.

![Figure 55 - Search for the participant](image)
Mutating All Participants
The following explains how to mute all participants in the room.

1. On the Participants list, click More Options.

2. Click Mute All. All participants in the room will be muted.

Merging the Participant Panel
The following explains how to merge the Participant list with the Collaborate Panel.

1. On the Participants list, click More Options.
2. Click Merge Panel. The panel will be placed within the Collaborate Panel.

Changing User Roles
Through the Participants List, you may convert a user’s role. For instance, you can make the user a moderator, giving them full control of the session, give them presenter access which allows them to share files as well as their desktop, or give them participant access which simply allows them to view the active session.

1. From the Participant’s List, click the Attendee Controls by the user you wish to make a moderator.
2. Select the **new user role**.

3. The user role will be changed.

### Raising Hands

You have the ability to raise and lower your hand during the session. Depending on notification settings, when you use this feature, moderators may receive a notification that a hand has been raised. To raise your hand, click the **Raise hand** icon.

To lower your hand, simply click **Lower Hand**.

### The Chat Panel

Collaborate Ultra allows you to exchange messages with others during the session via the **Chat Panel**. The following explains how to use the Chat Panel.

1. From the **Collaborate** Panel, click **Open Chat** to open the chat list.
2. The Chat panel will open. Select who you wish to chat with. In this example, we wish to chat with everyone in the room. To do so, we will click Everyone.

![Chat with Everyone](image)

3. Type your message in the Chat Text field and press enter on the keyboard.

![Chat Text Box](image)

4. If participants currently in the room do not have the chat list open, they will receive a pop-up notification.

**Changing Participant Permissions**

The following explains how to change participant permissions while in the session:

1. From the Collaborate Panel, click My Settings.

![More Tools](image)

2. Click Session Settings.
3. The *Session Settings* list will open. Here, you can set whether participants can share audio, video, post chat messages, or draw on the whiteboard and on files.

![Session Settings List](image)

**Figure 67 - Session Settings List**

4. To exit the *Session Settings*, click the **Close Collaborate Panel**.

![Close Collaborate Panel](image)

**Figure 68 – Close Collaborate Panel**

**Share Content**

The *Share Content* feature is the primary area for displaying content in a session. It is commonly used for giving presentations via the *Whiteboard*, sharing content like PDF documents, images, and PowerPoint slides, creating polls, and sharing applications on your computer.

**The Whiteboard**

The *Whiteboard* tool contains drawing and text tools that can be used to add notes, comments, or add and manipulate pictures objects on the screen. To share a blank whiteboard:

1. Click **Share Content**, located in the *Collaborate Panel*.

![Share Content](image)

**Figure 69 - Share Content**
2. Click **Share Blank Whiteboard**.

![Share Blank Whiteboard](image)

**Figure 70 - Share Blank Whiteboard**

3. The **Whiteboard** will be shared. The layout is as follows:
   a. **Open Session Menu** – Opens the Collaborate Ultra Session menu (See Figure 71).
   b. **Select Tool** – Select objects on the Whiteboard (See Figure 71).
   c. **Pointer** – Draws attention to something on the Whiteboard (See Figure 71).
   d. **Pencil Tool** – Draw or highlight objects on the Whiteboard (See Figure 71).
   e. **Shapes Tool** – Insert various shapes (See Figure 71).
   f. **Text Tool** – Insert and edit text on the Whiteboard (See Figure 71).
   g. **Clear Whiteboard** – Clears objects from the Whiteboard (See Figure 71).
   h. **View Controls** – Zoom in/out and change the aspect ratio (See Figure 71).
   i. **Stop Sharing** – Ends the Whiteboard share (See Figure 71).
   j. **Whiteboard** – View, edit, and share the Whiteboard (See Figure 71).

![Whiteboard Layout](image)

**Figure 71 - Whiteboard Layout**
Using the Whiteboard Tools

If the moderator has provided you proper permissions, you may utilize the various Whiteboard tools to interact with the session. The following explains how to use the Whiteboard tools.

Using the Pointer Tool
1. Click the Pointer Tool, located on the Whiteboard toolbar.

2. Your cursor will become a pointer, enabling you to point out key details on the Whiteboard.

Using the Pencil Tool
1. Click the Pencil Tool, located on the Whiteboard toolbar.

2. To change the pencil color, click the pencil color tool that appears.

3. Select your preferred pencil color.

4. Begin drawing/writing on the Whiteboard as desired.

Using the Shapes Tool
1. Click the Shapes Tool, located on the Whiteboard toolbar.
2. Select your desired shape.

![Select a Shape](image)

Figure 77 - Select a Shape

3. To change your shape color, click the Shape Color tool.

![Shape Color](image)

Figure 78 - Shape Color

4. Select your preferred shape color.

![Select preferred shape color](image)

Figure 79 - Select your preferred shape color

5. Draw your shape as desired.

Adding Text to the Whiteboard

1. Click the Text Tool, located on the Whiteboard toolbar.

![Text Tool](image)

Figure 80 - Text Tool

2. To change the font color, click the Font Color button.

![Font Color](image)

Figure 81 - Font Color

3. Select your preferred font color.

![Select font color](image)

Figure 82 - Select your font color
4. Click anywhere on the **Whiteboard screen** to place a textbox.
5. Begin **typing** on the Whiteboard screen to enter your text.

**To Delete Objects from the Whiteboard**

1. Click the **Select** tool.

![Figure 83 - Click the Select Tool](image)

2. Click the **object** that you wish to delete.

![Figure 84 - Select an object](image)

3. Press the **delete** key on your keyboard. The object will be deleted from the Whiteboard.

**To Clear the Whiteboard**

Click the **Clear Whiteboard** tool. All objects will be cleared from the Whiteboard.

![Figure 85 - Clear Whiteboard](image)
Sharing Applications
When using Google Chrome or Firefox, you have the ability to share applications with users in the session. These shared applications will appear on the Whiteboard Page. The following explains how to share applications with Firefox:

1. On your computer, open the application that you wish to share and leave that window open.
2. From the Collaborate Panel, click Share Content.

![Share Content](image)

3. Click Share Application.

![Share Application](image)

4. Select if you wish to share your Entire Screen or Just an Application.

![Share Application/screen](image)

5. If prompted, select the screen you wish to share and click Allow.

![Click Allow](image)
6. Your screen or application will be shared in *Collaborate Ultra*. To end the share, click the **Stop Sharing** button.

![Stop Sharing](image)

**Figure 90 - Stop Sharing**

**Sharing Files**

With Collaborate Ultra, you may share content such as PowerPoint, PDF, or image files with your participants. To upload content to the Whiteboard:

1. From the *Collaborate Panel*, click the **Share Content** button.

![Share Content](image)

**Figure 91 - Share Content**

2. Click **Share Files**.

![Share Files](image)

**Figure 92 - Share Files**

3. The *Share Files* window appears. You may drag and drop content into the **Drag and Drop** field. Alternatively, click **Add Files Here** to navigate to the files you wish to upload.

![Add Files Here](image)

**Figure 93 - Add Files Here**
4. If you clicked the Add Files Here button, the Open window will appear. Navigate to and double-click the PowerPoint, Image, or PDF file you wish to upload.

![Table Image]

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB Collaborate Ultra Special Request</td>
<td>9/1/2015 8:59 AM</td>
<td>Microsoft PowerP...</td>
<td>354 KB</td>
</tr>
</tbody>
</table>

**Figure 94 - Select the File**

5. The file will be uploaded to Collaborate Ultra. To share the file with the group, click **Share Now**.

![Share Now Image]

**Figure 95 - Click Share Now**

6. If sharing a PowerPoint or PDF file:
   a. Click the **slide/page** to begin your share from.

![Select a slide to begin sharing Image]

**Figure 96 - Select the Slide**

b. The share will begin. If you wish to navigate through your PowerPoint presentation or PDF document, use the **Navigation** arrows at the bottom of the share panel.

![Navigation Arrows Image]

**Figure 97 - Navigation Arrows**

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7. To return to the Collaborate Panel, click Previous Panel.

8. To add additional content, repeat Steps 1 – 7.

**Removing Files from Collaborate**

To remove files from Collaborate Ultra:

1. From the Collaborate Panel, click the Share Content button.
2. Click Share Files.
3. Click the Delete button next to the file you wish to remove.
4. The file will be removed from Collaborate Ultra session.
Polling
You have the ability to generate polls. These polls can be formal or informal questions used to gather feedback from your audience. There are five types of polling in Collaborate Ultra. They include:

- Yes/No Choices
- Polls with 2 Options
- Polls with 3 Options
- Polls with 4 Options
- Polls with 5 Options

Enabling Polling in Collaborate Ultra
1. From the Collaborate Panel, click the Share Content button.

2. Click Polling.

3. Select your preferred polling method.

4. Click Start.
5. The *Polling* window will appear and your participants will be able to select their preferred answer to the poll.

![Polling Window](figure105)

6. To view a list of responses, click the **Participants List**, located in the *Collaborate Panel*.

![Participants List](figure106)

7. You will see a list of the participants as well as their responses.

![User Responses](figure107)

8. To access the poll, click **View Poll**.

![View Poll](figure108)
Exiting the Collaborate Ultra Session

The following explains how to exit the Collaborate Ultra Session.

1. Click the **Open Session Menu**.

![Figure 109 - Open Session Menu](image)

2. Click **Leave Session**.

![Figure 110 - Click Leave Session](image)

3. You will be taken to a screen in which you may indicate your audio & video qualities for the session. If desired, make a **selection** based on your experience.

![Figure 111 - Audio & Video Quality](image)
4. Click **Submit and Exit**.

![Submit and Exit](image)

**Figure 112 - Submit and Exit**

5. You will be taken out of the *Collaborate Ultra* session.

### Accessing Recordings

If you recorded your Collaborate Ultra session, you may access the recording at any time after the session has ended. The following explains how to access the Collaborate Ultra recording.

1. From the *Collaborate Ultra Sessions* page, click **Recordings**.

![Click Recordings](image)

**Figure 113 - Click Recordings**

2. You will be taken to a list of Collaborate Ultra recordings. Click **Recording Options** located next to the recording you wish to view (See Figure 114).

3. Click **Watch Now** (See Figure 114).

![Viewing Recordings](image)

**Figure 114 - Viewing Recordings**

4. You will be taken to the session recording.

### Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)