Collaborate Ultra
Stand Alone Moderators Guide
Table of Contents
Introduction .................................................................................................................. 5
Learning Objectives .................................................................................................... 5
System Requirements ................................................................................................. 5
  Supported Browsers .................................................................................................. 5
Accessing Collaborate Ultra ........................................................................................ 6
  Creating a Collaborate Ultra Session ......................................................................... 7
Session Invitations ...................................................................................................... 10
Session Settings ......................................................................................................... 11
Starting your Collaborate Ultra Session ..................................................................... 12
The Collaborate Ultra Session Interface ...................................................................... 13
The Session Menu ...................................................................................................... 14
The Collaborate Panel ................................................................................................. 15
Setting Up Audio & Video .......................................................................................... 15
Changing Notification Settings .................................................................................. 18
Setting Up Phone for Audio ...................................................................................... 19
Sharing Audio ............................................................................................................ 20
Sharing Video ............................................................................................................. 21
Setting Who the Camera follows in a session ........................................................... 21
The Participants List .................................................................................................. 22
  Keeping the Participant List Open at all Times ......................................................... 24
Searching for Participants ......................................................................................... 25
Muting All Participants .............................................................................................. 25
Merging the Participant Panel .................................................................................... 25
Changing Participant Roles to a Moderator ............................................................. 26
Changing Participant Roles to a Presenter ............................................................... 26
Introduction

Collaborate Ultra is an interactive communication tool that provides users a greatly enhanced online learning experience. With Collaborate Ultra, you can have live, online interaction with students, display and share your desktop applications, and deliver learning content with session participants. While most internet browsers will work with Collaborate Ultra, *Google Chrome* is most optimized to make the most of the Ultra experience.

Learning Objectives

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

- Create a Collaborate Ultra session
- 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>View Applications Only</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. Chrome supports all the functionality necessary to run a full-featured Collaborate Ultra session. Note that hosting an “App Share” requires a Chrome extension provided by Blackboard. Upon starting an App Share, you will be prompted to install this extension.
Accessing Collaborate Ultra

The following explains how to access Collaborate Ultra.

1. In Google Chrome, navigate to the website https://sas.elluminate.com
2. Enter the Collaborate username and password provided by Kennesaw State University UITS.

3. You will be taken to the Blackboard Collaborate page. Click Back to Collaborate Ultra experience.

4. You will be taken to the Collaborate Ultra 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**.

![Figure 4 - Create Session](image)

2. Enter the name of your session in the **New Session** field.

![Figure 5 - New Session](image)

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).

![Figure 6 - Start Date](image)

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

![Figure 7 - Start Time](image)
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).

![Figure 8 - End Date](image)

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

10. To add a description for the session, use the **Description** field.

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).
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**.

2. Click **Add new invite**

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

4. Enter the user’s **email address** in the **Email** field.
5. Select the **Role** of the attendee in the *Role* dropdown.

![Select the Role](image)

6. Click **Add Attendee**.

![Add Attendee](image)

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.

- **Recording** – Enables the downloading of session recordings (See Figure 21).
- **Moderator Permissions** – Indicate whether you wish to display profile pictures for moderators only (See Figure 21).
- **Participant Permissions** – Indicate what permissions that participants will have in a session (See Figure 21).
- **Enable Session Telephony** – Indicate whether you wish for users to join a session using a telephone (See Figure 21).

![Session Settings](image)
12. Click **Save** to save and create the session.

![Image of Save button](image)

**Figure 22 - 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>

![Session table](image)

**Figure 23 - Click the Session**

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

![Collaborate Ultra Session](image)

**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:

![Collaborate Ultra Session Layout](image)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Media Space</td>
</tr>
<tr>
<td>B</td>
<td>Status Settings</td>
</tr>
<tr>
<td>C</td>
<td>Share Audio</td>
</tr>
<tr>
<td>D</td>
<td>Share Video</td>
</tr>
<tr>
<td>E</td>
<td>Raise Hand</td>
</tr>
<tr>
<td>F</td>
<td>Session Menu</td>
</tr>
<tr>
<td>G</td>
<td>Switch to Group Mode</td>
</tr>
<tr>
<td>H</td>
<td>Collaborate Panel</td>
</tr>
</tbody>
</table>
The Session Menu

From the Session Menu, you can record a session, use your phone for audio, find help, and leave the session. The Session menu layout is as follows.

![Figure 26 - Session Menu](image)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Leave Session Menu</td>
<td>Exits the Session Menu</td>
</tr>
<tr>
<td>B. Start Recording</td>
<td>Begin recording the session to be viewed at a later time</td>
</tr>
<tr>
<td>C. Use your phone for audio</td>
<td>Obtain a call in phone number and PIN so that you may call the session via phone.</td>
</tr>
<tr>
<td>D. Report an Issue</td>
<td>Opens a dialog box allowing you to report issues with the Collaborate Ultra session.</td>
</tr>
<tr>
<td>E. Collaborate Ultra Help</td>
<td>Opens the Participant Help web page.</td>
</tr>
<tr>
<td>F. Session Interface Information</td>
<td>Redirects to the session Interface Update page. This provides information on the new Collaborate Ultra interface.</td>
</tr>
<tr>
<td>G. Leave Session</td>
<td>Exit the Collaborate Ultra session</td>
</tr>
</tbody>
</table>
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 numerous features. The layout to the Collaborate Panel is as follows:

a. **Chat** - Chat with everyone in the session or just other moderators (See Figure 27).
b. **Participants List** – See who is in the meeting and manage each user role (See Figure 27).
c. **Share Content** – Share whiteboard, application screens, files, or take a poll (See Figure 27).
d. **My Settings** – Update your profile picture, online status, audio and video settings, and notification settings (See Figure 27).
e. **Close** – Close the Collaborate Panel (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 setup your preferred camera and/or microphone. The following explains how to setup a camera and microphone in Collaborate Ultra.

1. From the Collaborate Ultra session, click the **Open Collaborate Panel**.

![Figure 28 Open Sessions Menu](image)
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. 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 31).
   b. **Microphone Selection Dropdown** – Select your microphone for the session (See Figure 31).
   c. **No I Need Help** – Select this if you have audio issues and require assistance (See Figure 31).
   d. **Yes – It’s Working** – Click when you have selected your preferred microphone and your audio is working properly (See Figure 31).

![Figure 31 - Audio Test](image)
5. When you have set your preferred microphone and verified that it was working, click **Yes – It’s working**.

![Figure 32 - Click Yes - It’s working](image)

6. You will be taken to the **Video Test** window. The layout of the **Video Test** window is as follows:
   a. **Video Preview** – Displays a preview of your video (See Figure 33).
   b. **Camera Selection Dropdown** – Select your camera for the session (See Figure 33).
   c. **No I Need Help** – Select if you have camera issues and require assistance (See Figure 33).
   d. **Yes – It’s Working** – Click when you have selected your preferred camera and your video is working properly (See Figure 33).

![Figure 33 - Video Test](image)

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

![Figure 34 - 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, click Notification Settings.

   ![Figure 35 - Notification Settings](image)

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 36).
   b. **Chat Message Notifications** – Indicate whether you wish to have a visual or audio notification when someone posts in the chat (See Figure 36).
   c. **Closed Captioning Notification** – Indicate whether you wish to have a visual notification when closed captioning is available (See Figure 36).
   d. **Raised Hand Notifications** – Indicate whether you receive a visual or audio notification when someone raises their hand (See Figure 36).

   ![Figure 36 - Notification Settings List](image)
3. When you have finished editing your notification settings, **Close Collaborate Panel**.

![Figure 37 - My Settings](image)

**Setting Up Phone for Audio**

In the event that you need to use your phone in lieu of a microphone, you have the ability to generate a phone number and a pin allowing you to call into the session. The pin number is unique to each user in the session. The following explains how to use your phone for audio.

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

![Figure 38 – Open Session Menu](image)

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

![Figure 39 - Use phone for audio](image)
3. A **Phone Number** and **Pin** will appear. Use these numbers to access the session from your phone.

![Phone Number & Pin](image)

**Figure 40 - Phone Number & Pin**

4. Click the **Close Session** menu to exit the session menu.

![Close Session](image)

**Figure 41 - My Settings**

---

**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.

![Share Audio](image)

**Figure 42 - Share Audio**

2. Your audio will be shared and the audio indicator icon will become active. From here, you can speak into your microphone, thus sharing your audio with the session participants.

![Audio Indicator](image)

**Figure 43 - Audio Indicator**

3. To end the audio share, click **Mute Audio**.

![Mute Audio](image)

**Figure 44 - Mute Audio**
Sharing Video

The following explains how to share video in Collaborate Ultra.

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

![Share Video](image)

**Figure 45 - Share Video**

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

![Video Preview window](image)

**Figure 46 - Video Preview window**

3. Your video will be shared. To end the video share, click **Mute Video**.

![Mute Video](image)

**Figure 47 - Mute Video**

Setting Who the Camera follows in a session

In *Google Chrome*, you have the ability to switch who the camera follows. For instance, you may set the Collaborate Session to follow the speaker or follow the various users in the session. The following explains how to set who the camera follows in a session using *Google Chrome*.
1. At the top of the *Collaborate Ultra* window, click **Switch to Follow the Speaker Mode**.

![Figure 48 - Switch to Follow Speaker](image)

2. The Collaborate session will be set to *Speaker Mode*. To switch to *Group Mode*, click **Switch to Group Mode**.

![Figure 49 - Switch to Group Mode](image)

**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**.

![Figure 50 - Open Collaborate Panel](image)

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

![Figure 51 - Open Participants List](image)
3. Upon clicking **Open Participants List**, the Participants List will open.

![Figure 52 - The Participants List](image1)

4. If you wish to view more information about someone in the session, click their **Name**.

![Figure 53 - Click their Name](image2)

5. Upon clicking their name, you will be taken to the user options. This includes:
   a. **Change User Permissions** - Change the user’s current permissions by making them either a moderator or presenter (See Figure 54).
   b. **Make Captioner** – Allow the user to be a captioner for the session (See Figure 54).
   c. **Network Connectivity** – Check on the status of the user’s network connection (See Figure 54)
   d. **Remove from session** – Remove the user from the session (See Figure 54).

![Figure 54 - Participant Options](image3)
**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*.

![Figure 55 - Drag and drop the Participants Icon](image)

3. The **Participant List** will be open at all times.

![Figure 56 - The Open Participants Panel](image)
Searching for Participants
The following explains how to search for participants in a session.

1. On the Participants List, click More Options.

2. Click Find Participant.

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

Muting 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 Participant Roles to a Moderator

Through the Participants List, you may convert a user’s role to that of a moderator. As a moderator, the user will have the same level of control over the session as you. To change a user’s role to that of a moderator:

1. From the Participant’s List, click the name of the user that you wish to make a moderator.

![Figure 62 - Click the user](image)

2. Click Make moderator.

![Figure 63 - Click Make Moderator](image)

3. The user will be converted to a moderator. If you wish to revert the user back to that of a presenter, click Make participant.

![Figure 64 - Click Make Presenter](image)

Changing Participant Roles to a Presenter

Through the Participants List, you may also convert a participant’s role to that of a presenter. As a presenter, the user will be able to share content such as a blank whiteboard, files such as pdfs, images, and PowerPoint files, as well as their desktop (if they are using Google Chrome). To change a participant’s role to that of a presenter:

1. From the Participant’s List, click the user that you wish to make a presenter.

![Figure 65 - Click the user](image)
2. Click **Make Presenter**.

![Figure 66 - Make Presenter](image)

3. The selected user will become a Presenter, granting him or her rights to share content. If you wish to remove presenter rights from the user, click **Make Participant**.

![Figure 67 - Make Participant](image)

**Raising & Lowering Hands**

Users can raise and lower their hands during a session by clicking **Raise Hand**. When a user raises their hand, moderators will receive a pop up notification indicating that a hand has been raised.

![Figure 68 - Raise Hand](image)

When you have the **Participants List** open, you will be able to view those users who have raised their hands. You may also lower a participant’s hand if you so desire.

![Figure 69 - Lower Hand](image)
The Chat Feature

Collaborate Ultra allows you to exchange messages with others during the session. You may use the Chat List to send a message to everyone in the session or private messages to other moderators.

Sending a Chat Message to a Room

To send a chat message to the entire room:

1. From the Collaborate Panel, click Open Chat to open the chat list.

2. The Chat list will open. Type your message in the Chat Text field and press enter on the keyboard.

3. If users currently in the room do not have the chat list open, they will receive a popup notification.

Sending Private Chat Messages to Moderators Only

You can initiate a private message to other Moderators in the room. To do so, you must select Moderators from the Chat With: drop-down. The following explains how to send private chat messages to other moderators:

1. From the Collaborate Panel, click Open Chat to open the chat list.
2. In the *Chat With* drop-down, select **Moderators**.

![Select Moderators](image)

**Figure 73 - Select Moderators**

3. Type your private message in the **Chat Text** box and press Enter.

![Chat Text](image)

**Figure 74 - Chat Text**

4. Your message will be sent to the other moderators in the room.

![Chat Message](image)

**Figure 75 - Chat Message**

### 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)

**Figure 76 - More Tools**

2. Click **Session Settings**.

![Session Settings](image)

**Figure 77 - 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 78 - Session Settings List**

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

![Close Collaborate Panel](image)

**Figure 79 – 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 80 - Share Content**

2. Click **Share Blank Whiteboard**.

![Share Blank Whiteboard](image)

**Figure 81 - Share Blank Whiteboard**
3. The *Whiteboard* will be shared. The layout is as follows:

![Figure 82 - The Whiteboard](image)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. <strong>Open Session Menu</strong></td>
<td>Opens the Collaborate Ultra Session menu (See Figure 82).</td>
</tr>
<tr>
<td>B. <strong>Select Tool</strong></td>
<td>Select objects on the Whiteboard (See Figure 82).</td>
</tr>
<tr>
<td>C. <strong>Pointer</strong></td>
<td>Draws attention to something on the Whiteboard (See Figure 82).</td>
</tr>
<tr>
<td>D. <strong>Pencil</strong></td>
<td>Draw or highlight objects on the Whiteboard (See Figure 82).</td>
</tr>
<tr>
<td>E. <strong>Shapes</strong></td>
<td>Insert various shapes (See Figure 82).</td>
</tr>
<tr>
<td>F. <strong>Text Tool</strong></td>
<td>Insert and edit text on the Whiteboard (See Figure 82).</td>
</tr>
<tr>
<td>G. <strong>Clear Whiteboard</strong></td>
<td>Clears objects from the Whiteboard (See Figure 82).</td>
</tr>
<tr>
<td>H. <strong>View Controls</strong></td>
<td>Access zoom controls such as zoom in/out and change the aspect ratio (See Figure 82).</td>
</tr>
<tr>
<td>I. <strong>Stop Sharing</strong></td>
<td>Ends the Whiteboard share (See Figure 82).</td>
</tr>
<tr>
<td>J. <strong>The Whiteboard</strong></td>
<td>View, edit, and share the Whiteboard (See Figure 82).</td>
</tr>
</tbody>
</table>

**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

![Figure 83 - Pointer Tool](image)
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.

   ![The Pencil Tool](image)
   
   **Figure 84 - The Pencil Tool**

2. To change the pencil color, click the **pencil color** tool.

   ![Pencil Color](image)
   
   **Figure 85 - Pencil Color**

3. Select your preferred **pencil color**.

   ![Pencil Color Options](image)
   
   **Figure 86 - 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.

   ![Shape Tools](image)
   
   **Figure 87 - Shape Tools**

2. Select your desired **shape**.

   ![Select a Shape](image)
   
   **Figure 88 - Select a Shape**
3. To change your shape color, click the **Shape Color** tool.

![Figure 89 - Shape Color]

4. Select your preferred shape color.

![Figure 90 - 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.

![Figure 91 - Text Tool]

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

![Figure 92 - Font Color]

3. Select your preferred font **color**.

![Figure 93 - Select your font color]

4. Click somewhere on the Whiteboard screen.

5. Begin typing on the Whiteboard Screen.
To Delete Objects from the Whiteboard

1. Click the Select tool.

![Click the Select Tool](image)

2. Click the object that you wish to delete.

![Click the object](image)

3. Press the delete key on your keyboard. Your object will be deleted from the whiteboard.

To Clear the Whiteboard

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

![Clear Whiteboard](image)

Sharing Applications

When using Google Chrome, 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 Google Chrome:

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**.

4. In order to share your screen, you will need the *Desktop Sharing* extension. If you do not have this feature installed, you will be prompted to add the extension to your browser. Click **Add to Chrome** to begin installing the *Desktop Sharing* extension. If you have the *Desktop Sharing* extension, skip to **Step 8**.

5. The *Add “Desktop Sharing”* window will pop up. Click **Add extension**.

6. The *Desktop Sharing* extension will appear. Click the **Content** button to begin sharing the application.
7. Click **Share Application**.

![Share Blank Whiteboard and Share Application](image)

**Figure 102 - Share Application**

8. The *Desktop Sharing Screen* will appear; select the **window** you wish to share.

![Desktop Sharing screen](image)

**Figure 103 - Desktop Sharing**

9. Click **Share**.

![Share and Cancel buttons](image)

**Figure 104 - Click Share**

10. Your application will be shared in Collaborate Ultra. To end the share, click the **Stop Sharing** button.

![You are sharing an application](image)

**Figure 105 - 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

![Figure 106 - Share Content](image)

2. Click Share Files.

![Figure 107 - Share Files](image)

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

![Figure 108 - Add Files Here](image)

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.

![Figure 109 - Select the File](image)
5. The file will be uploaded to Collaborate Ultra. To share the file with the group, click **Share Now**.

![Share Now](image)

**Figure 110 - Click Share Now**

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

![Select the Slide](image)

**Figure 111 - Select the Slide**

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

![Navigation Arrows](image)

**Figure 112 - Navigation Arrows**

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

![Previous Panel](image)

**Figure 113 - 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.

![Figure 117 - Share Content](image)

2. Click Polling.

![Figure 118 - Click Polling](image)

3. Select your preferred polling method.

![Figure 119 - Polling Methods](image)

4. Click Start.

![Figure 120 - Click Start](image)

5. The Polling window will appear and your participants will be able to select their preferred answer to the poll. To view a list of responses, click the Participants List, located in the Collaborate Panel.

![Figure 121 - Participants List](image)
6. You will see a list of the participants as well as their responses.

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

**Recording a Session**

The following explains how to record a Collaborate Ultra session.

1. Click **Open Session Menu**.

2. Click **Start Recording**.

3. Your session will be recorded. To stop the recording, click **Open Session Menu**.

4. Click **Stop Recording**.
Exiting the Collaborate Ultra Session

The following explains how to exit the Collaborate Ultra Session.

1. Click the Open Session Menu.

![Figure 128 - Open Session Menu]

2. Click Leave Session.

![Figure 129 - Click Leave Session]

3. You will be taken to a screen in which you may indicate your audio & video qualities for the session. Indicate the **audio and video quality** from your session.

![Figure 130 - Audio & Video Quality]
4. Click **Submit and Exit**.

![Submit and Exit](image)

**Figure 131 - 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**.

![Recordings](image)

**Figure 132 - Click Recordings**

2. You will be taken to a list of Collaborate Ultra recordings. Click **View Recordings** located next to the recording you wish to view.

![View Recordings](image)

**Figure 133 - View Recording**

3. 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)