

Collaborate Ultra Guide for Participants

Collaborate Ultra is an interactive collaboration tool that integrates into D2L Brightspace. With Collaborate Ultra, you can have live, two-way interaction with your professor and classmates, share media, and give presentations.

Note: For the best experience and to get the most functionality, use the Google Chrome browser.

The Participant Interface

1. **Session Menu** - See the session name, generate a phone number to call in from a phone, report an issue, Collaborate Ultra help, Learn about the new collaborate interface (See Figure 1).
2. **Whiteboard Tools** - Allow you to interact with the whiteboard by drawing/writing text and shapes. These tools can be deactivated by the session moderator (See Figure 1).
3. **View Controls** - Options for zooming in/out, best fit, and actual size of the presentation (See Figure 1).
4. **Media Space** - Displays what the presenter is currently presenting (See Figure 1).
5. **Online Status** - Change online status to away by clicking the *green checkmark* (See Figure 1).
6. **Share Audio** - Turn on or off your microphone (See Figure 1).
7. **Share Video** - Turn on or off your camera (See Figure 1).
8. **Raise Hand** - To get other moderator or presenters attention you can raise your hand (See Figure 1).
9. **Presenter's Video** - Displays the presenter's video, if enabled (See Figure 1).
10. **Collaborate Panel** - Access chat, the participant's list, and my settings panel (See Figure 1).

Note: Participants do not have the ability to share content

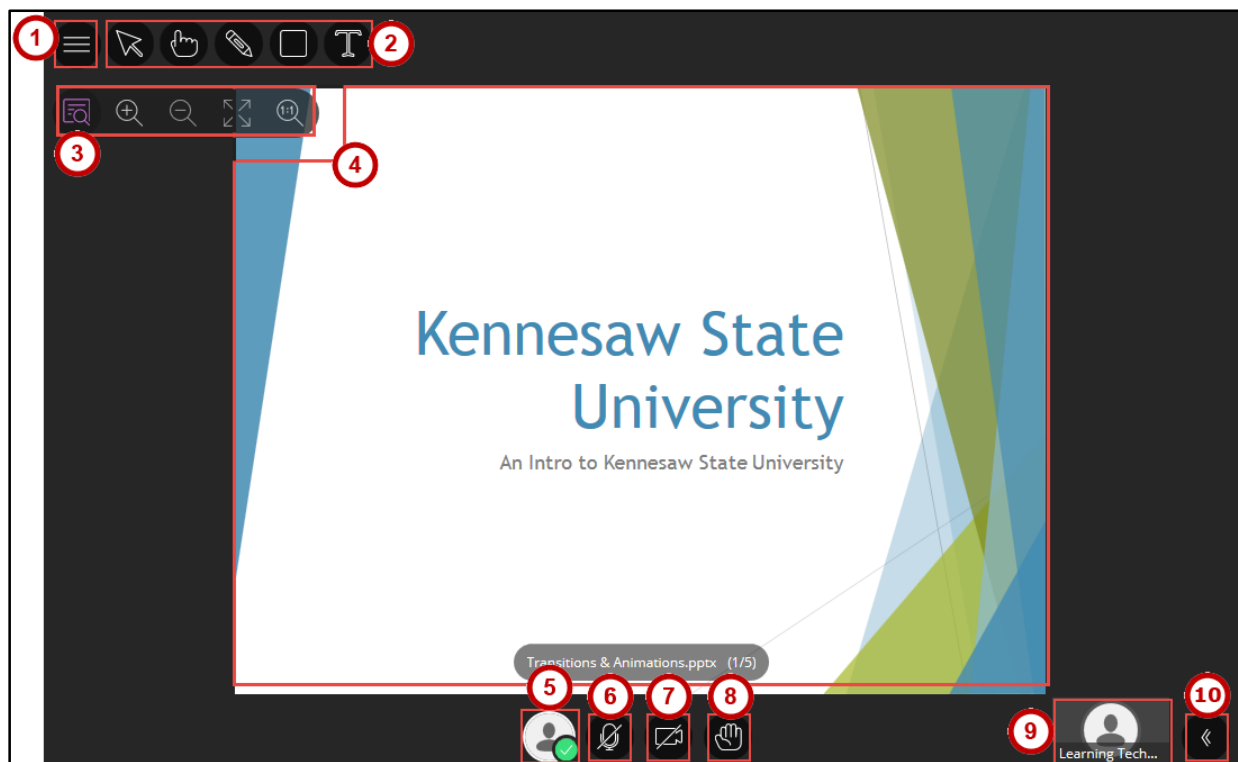


Figure 1 - Collaborate Ultra: Participant Interface

The Session Menu

The *Session Menu* contains options for phoning into the current session, as well as links to helpful resources.

1. Click the **Session Menu** button to access the following (See The Participant Interface):
 - a. **Close Session Menu** - Exit the session menu panel (See Figure 2).
 - b. **Session Name** - The name of the session you are in (See Figure 2).
 - c. **Use your phone for audio** - Generate a phone number to call in from a phone (See Figure 2).
 - d. **Report an issue** - Report if you are having audio, video, or other problems (See Figure 2).
 - e. **Blackboard Collaborate Help** - Access Blackboard Collaborate's help website (See Figure 2).
 - f. **Learn about the new Collaborate interface** - Access Collaborate's website explaining the new interface changes (See Figure 2).
 - g. **Leave Session** - Exit the session (See Figure 2).

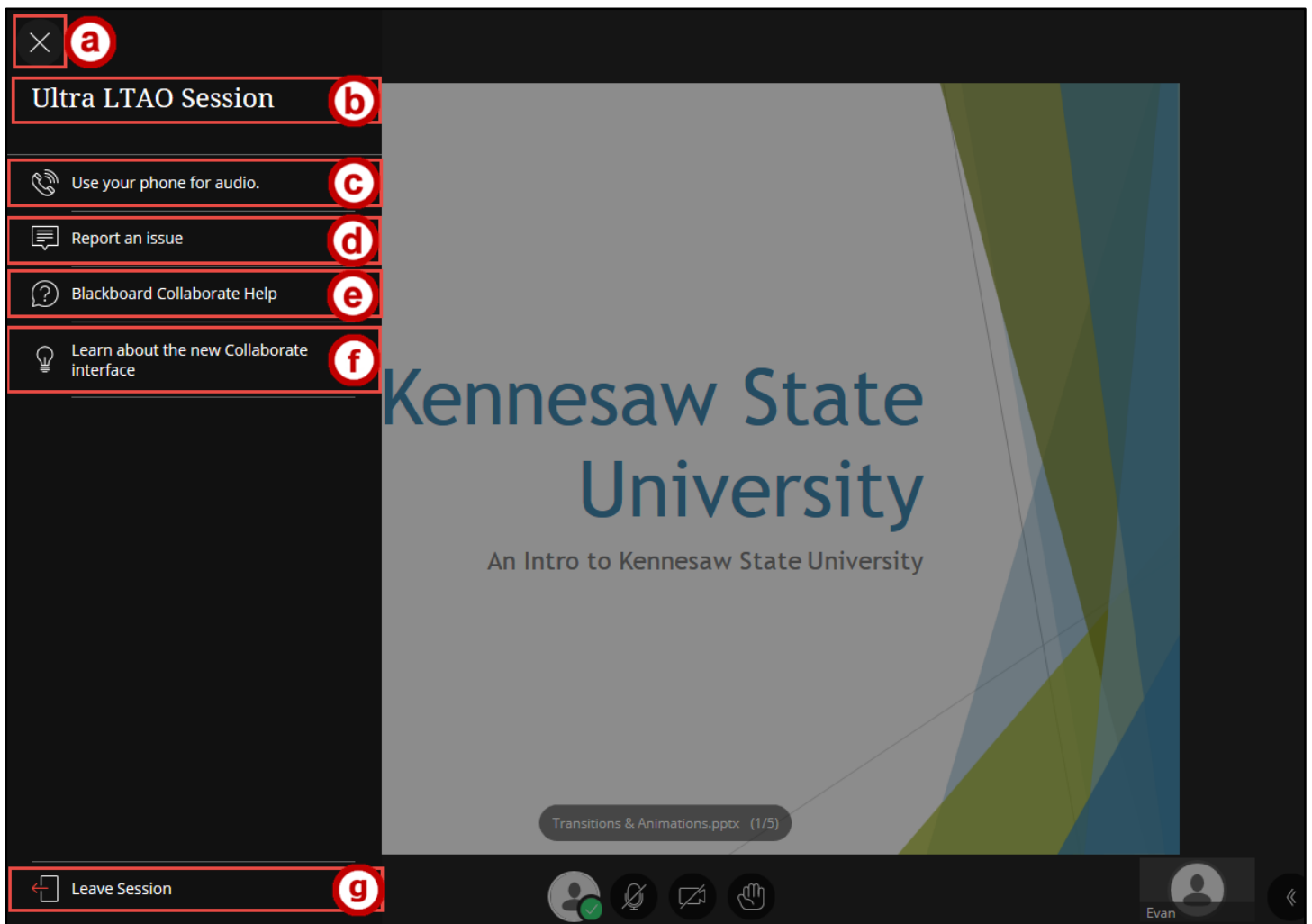


Figure 2 - Session Menu

Chat Panel

The Chat Panel contains any messages sent from participants during a session, and is where you can send messages to all participants.

1. Click the **Collaborate Panel** button to open the panel (See The Participant Interface).
2. Click the **Chat** button to chat with anyone in the session. (See Figure 3).
 - a. **Messages** - View the participants name, message, and time the message was posted (See Figure 3).
 - b. **Say Something** - Type your message and press Enter to chat with participants (See Figure 3).
 - c. **Emoji** - Images that show facial expressions and hand gestures (See Figure 3).
 - d. **Close Collaborate Panel** - Exit the Collaborate Panel (See Figure 3).

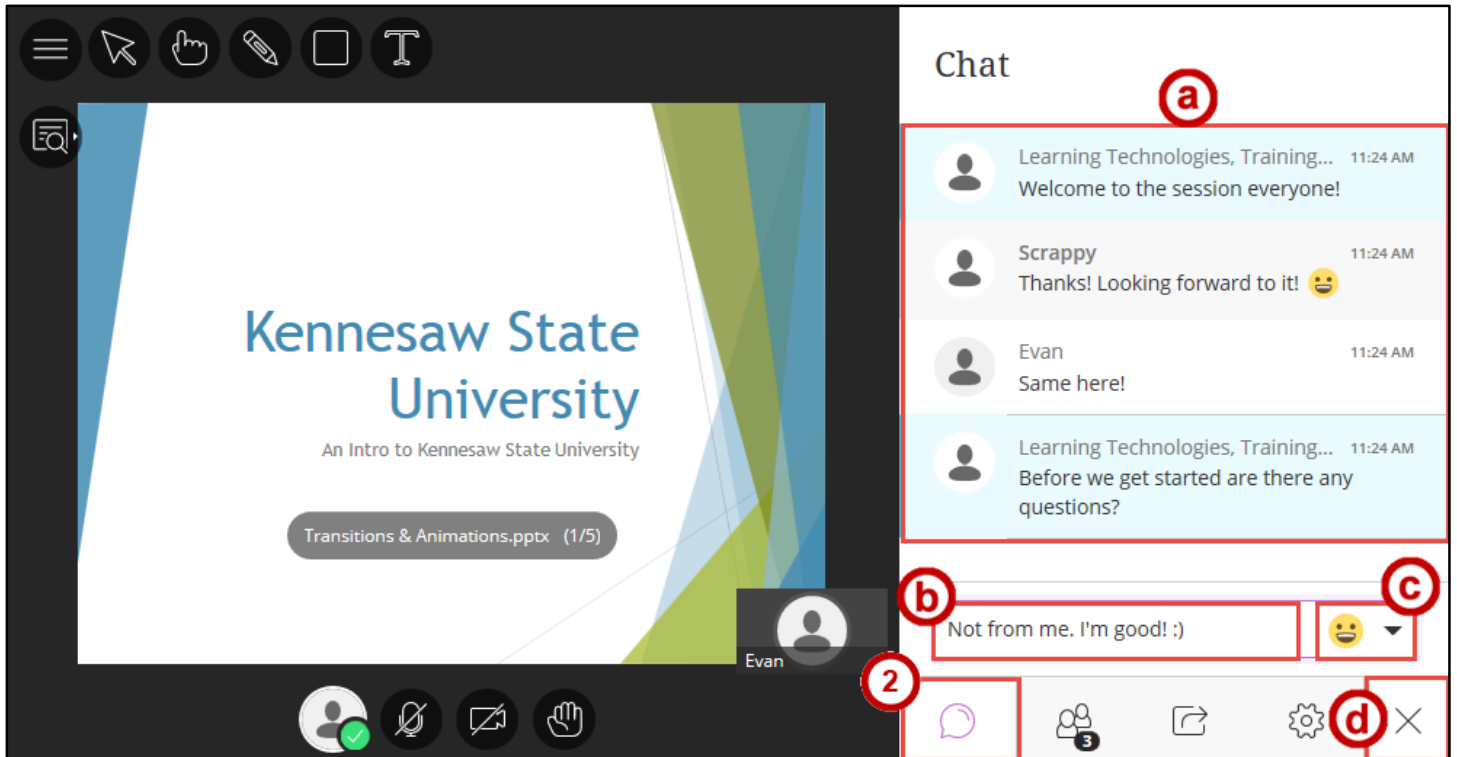


Figure 3 - Chat Panel

Participants List

The Participants List is where you can see who is currently in your session, as well as their role.

1. Click the **Collaborate Panel** button to open the panel (See The Participant Interface).
2. Click the **Participants List** button to see who is in the session and how many people are in the session (See Figure 4).
 - a. **Search for Participants** - Search for participants who are in the session (See Figure 4).
 - b. **Participants** - View the participants name and their role in the session (See Figure 4).
 - c. **Close Collaborate Panel** - Exit the Collaborate Panel (See Figure 4).

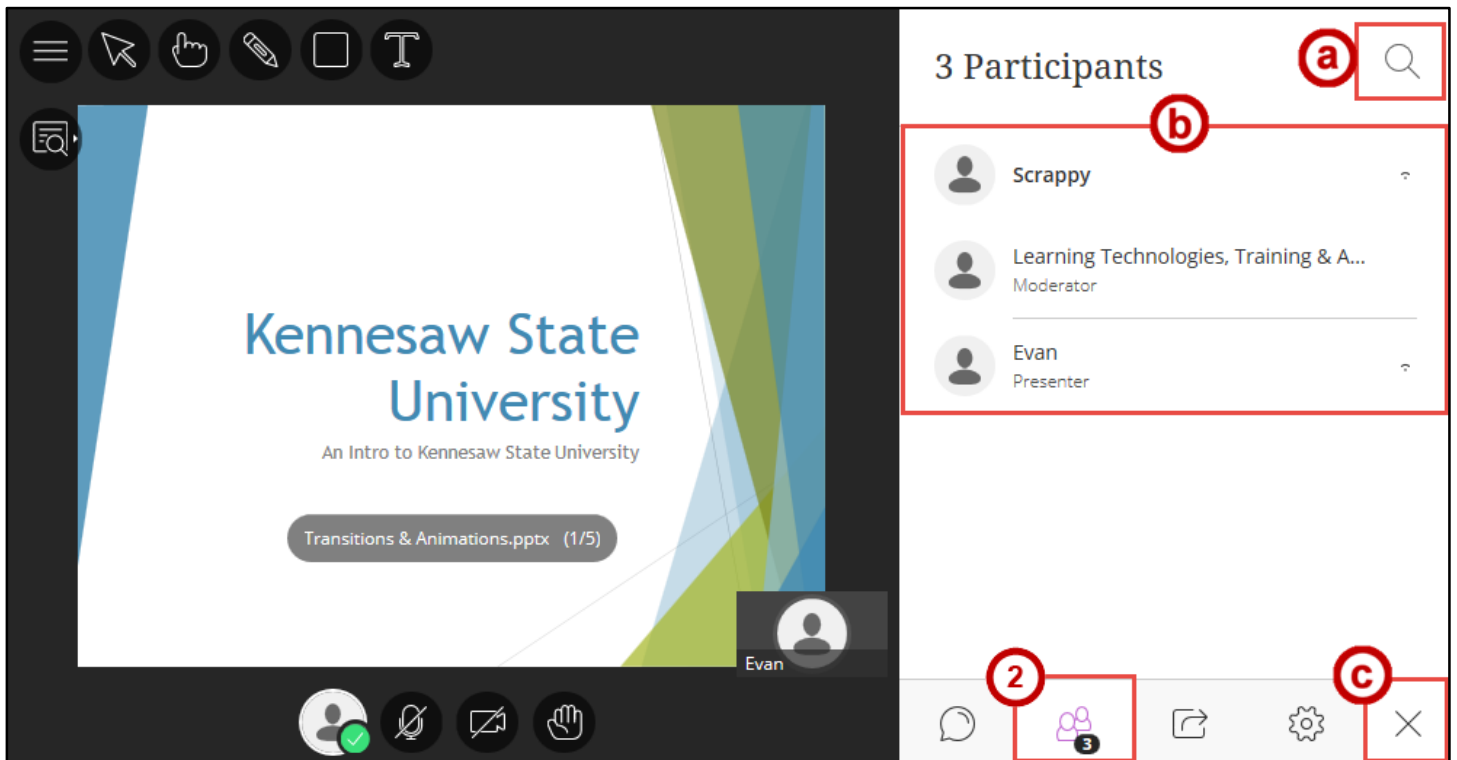


Figure 4 - Participants List Pane

My Settings

The Settings Panel is where you can configure your audio, video, and notification settings.

1. Click the **Collaborate Panel** button to open the panel (See The Participant Interface).
2. Click the **My Settings** button to change the following (See Figure 5 and Figure 6):
 - a. **Profile Picture** - Upload a photo for your profile picture (See Figure 5 and Figure 6).
 - b. **Online Status** - Set your status as Present or as Away (See Figure 5 and Figure 6).
 - c. **Audio and Video Settings** - Set up your camera and microphone, generate a phone number to call in from a phone, adjust your speaker or microphone volume, and display closed captions (See Figure 5 and Figure 6).
 - d. **Notification Settings** - Configure your notifications to show or hide someone joining a session, post a chat message, closed captions, and a hand raise (See Figure 5 and Figure 6).
 - e. **Close Collaborate Panel** - Exit the Collaborate Panel (See Figure 5 and Figure 6).

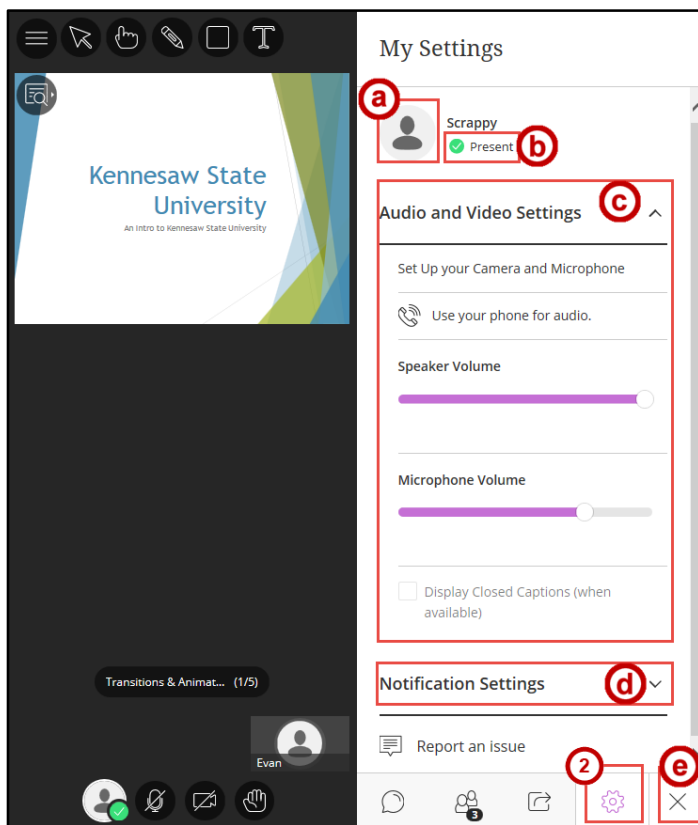


Figure 5 - Audio and Video Settings

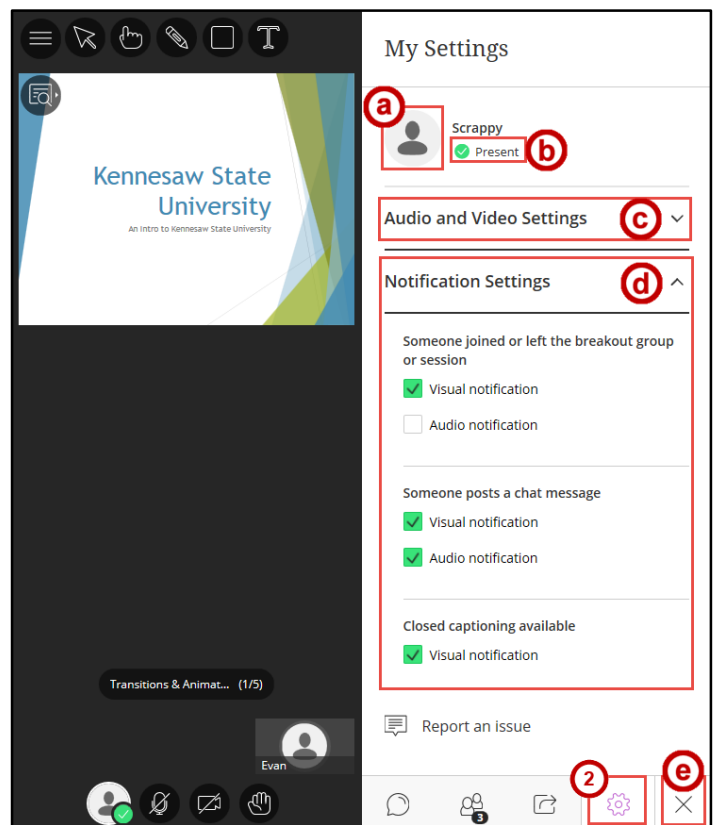


Figure 6 - Notification Settings

Whiteboard Tools

If enabled by the session moderator, the Whiteboard Tools will be displayed in the upper-left corner of the screen (See The Participant Interface).

1. If enabled, you can do the following with the Whiteboard tools:
 - a. **Select** - Select an object to resize, move, rotate, or delete (See Figure 7).
 - b. **Pointer** - Show participants what you are pointing at (See Figure 7).
 - c. **Pencil** - Draw freehand (See Figure 7).
 - d. **Shapes** - Draw a rectangle, ellipse, or a straight line (See Figure 7).
 - e. **Text** - Type text (See Figure 7).
 - f. **Colors** - Change the color of your drawing or text (See Figure 7).

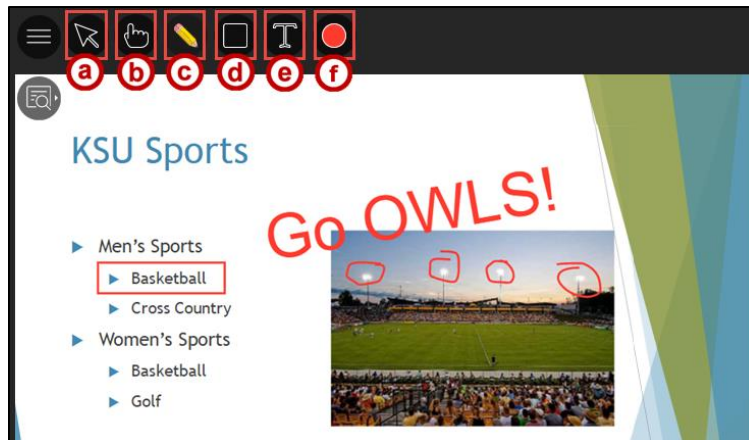


Figure 7 - Whiteboard Tools

View Controls

The View Controls are displayed in the upper-left corner of the media space and contain options for zooming in/out of the presented media.

1. Click the **View Controls** to display the following (See The Participant Interface):
 - a. **Show/Hide View Controls** - Show or hide the zoom, fit, and size tools (See Figure 8).
 - b. **Zoom In** - Make content larger on the screen (See Figure 8).
 - c. **Zoom Out** - Make content smaller on the screen (See Figure 8).
 - d. **Best Fit** - Fit the content in the viewable area on the screen (See Figure 8).
 - e. **Actual Size** - Return content to actual size (See Figure 8).

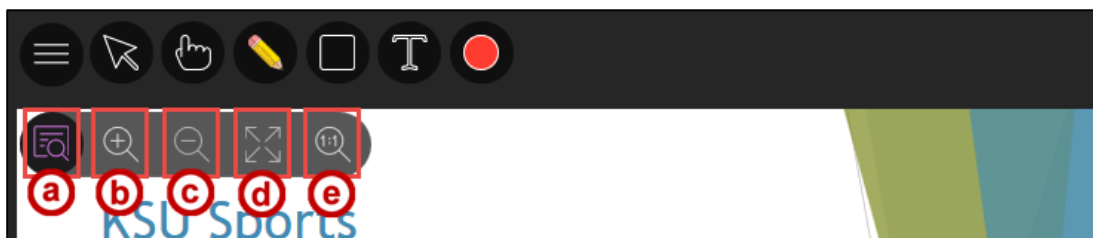


Figure 8 - View Controls

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff

•Phone: 470-578-6999

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•Website: <http://uits.kennesaw.edu/>

KSU Student Help Desk

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