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.
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](image-url)
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](image)
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](image1)

![Figure 6 - Notification Settings](image2)
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](image1)

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](image2)