Collaborate Ultra
Presenter Guide for D2L Brightspace
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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 with 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:

- Access the Collaborate Ultra session from D2L Brightspace
- Configure audio and video for the Collaborate Ultra session
- Understand the Collaborate Ultra interface
- Access Collaborate Ultra sessions that have been recorded by your professor

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 Applications</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

Collaborate Ultra sessions are created by your instructor. The following explains how to access a session via your D2L Brightspace Course.

1. Log into D2L Brightspace at d2l.kennesaw.edu.
2. Navigate to the course containing the Collaborate Ultra session.
3. Click Content.

4. Navigate to the module that contains the Collaborate Ultra session.
5. Click the **Collaborate Ultra** topic within the course module.

![Collaborate Ultra link](image)

Figure 3 - Click the Collaborate Ultra link

6. You will be taken to the session launch page. Click the **session** that you wish to enter.

![Session list](image)

Figure 4 - Click the session

7. Click **Join session** in the panel that appears.

![Join session panel](image)

Figure 5 - Click Join session

8. You will be taken into the 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. Obtain a call in phone number and PIN so that you may call the session via phone (See Figure 6).

b. **Video Display** - Displays video from you or the other participants in the session (See Figure 6).

c. **My Status and Settings** - Set away status, provide feedback; leave the session (See Figure 6).

d. **Share Audio** - Shares audio based on your selected microphone (See Figure 6).

e. **Share Video** - Share video based on your selected webcam (See Figure 6).

f. **Raise Hand** - Raises your hand in the session, allowing you to get the attention of other moderators or presenters (See Figure 6).

g. **Collaborate Panel** - Opens the list of participants, moderators, as well as presenters currently logged into the session (See Figure 6).

![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 7).
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 7).
c. **Report an issue** – Report issues with the Collaborate Ultra session (See Figure 7).
d. **Tell me about Collaborate** – Provides quick tutorials regarding use of **Collaborate Ultra** (See Figure 7).
e. **Blackboard Collaborate Help** – Opens the **Presenter** help page (See Figure 7).
f. **Privacy Policy** – View Blackboard Collaborate’s **Privacy Policy** (See Figure 7).
g. **Leave Session** – Exits the **Collaborate Ultra** session (See Figure 7).

![Figure 7 - Session Menu](image-url)
The Collaborate Panel

When clicking 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 8).
b. Chat – Chat with people in the session (See Figure 8).
c. Participants List – See who is in the meeting (See Figure 8).
d. Share Content – This is where moderators and presenters can share a whiteboard, application screens, files, or polls (See Figure 8).
e. My Settings - Update your profile picture, online status, audio and video settings, and notification settings (See Figure 8).
f. Panel Content - Displays the various panels, depending on the tab that you have selected (See Figure 8).

![Figure 8 - The Collaborate Panel](image)

Setting up Audio & Video

When accessing Collaborate Ultra for the first time, it is recommended that your setup 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**.

![My Settings](image10.png)

**Figure 10 - My Settings**

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

![Set Up your Camera and Microphone](image11.png)

**Figure 11 - Set Up your Camera and Microphone**

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

![Click Allow](image12.png)

**Figure 12 - Click Allow**

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 13).
   b. **Microphone Selection Dropdown** – Select your microphone for the session (See Figure 13).
   c. **No - I Need Help** – Select this if you have audio issues and require assistance (See Figure 13).
   d. **Yes – It’s Working** – Click when you have selected your preferred microphone and your audio is working properly (See Figure 13).

![Audio Test](image13.png)

**Figure 13 - Audio Test**

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6. When you have set your preferred microphone and verified that it was working, click **Yes – It’s working**.

![Figure 14 - Click Yes - It's working](image_url)

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

![Figure 15 - Click Allow](image_url)

8. The layout of the **Video Test** window is as follows:
   a. **Video Preview** – Displays a preview of your video (See Figure 16).
   b. **Camera Selection** – Select your camera for the session (See Figure 16).
   c. **No I Need Help** – Select if you have camera issues and require assistance (See Figure 16).
   d. **Yes – It’s Working** – Click when you have selected your preferred camera and your video is working properly (See Figure 16).

![Figure 16 - Video Test](image_url)
9. If you have selected your preferred webcam and verified that it is working, click Yes – It’s Working.

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.

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 19).
   b. Chat Message Notifications – Indicate whether you wish to have a visual or audio notification when someone posts in the chat (See Figure 19).
   c. Closed Captioning Notification – Indicate whether you wish to have a visual notification when closed captioning is available (See Figure 19).
   d. Raised Hand Notifications – Indicate whether you receive a visual or audio notification when someone raises their hand (See Figure 19).
3. When you have finished editing your notification settings, **Close Collaborate Panel**.

![Figure 20 - My Settings](image)

**Setting Up Phone for Audio**

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

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

![Figure 21 - Open Session Menu](image)

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

![Figure 22 - Use phone for audio](image)

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

![Figure 23 - Phone Number & Pin](image)
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 24 - 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 25 - Mute Audio](image)

Sharing Video

The following explains how to share video in Collaborate Ultra.

1. Click the Share Video button.

![Figure 26 - Share Video](image)

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

![Figure 27 - Video Preview Window](image)
3. Your video will be shared. To end the video share, click **Mute Video**.

![Mute Video](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**.

![Open Collaborate Panel](image)

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

![Open Participants List](image)

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

![The Participants List](image)
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 32 - Drag-and-drop](image)

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

![Figure 33 - 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.

![Figure 34 - More Options](image)

2. Click Find participant.

![Figure 35 - Find Participant](image)

3. Type the name of the participant that you wish to find. Your results will appear under the search field.

![Figure 36 - Search for the participant](image)
**Merging the Participant Panel**

The following explains how to merge the Participant Panel 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*.

![Figure 37 - Merge Panel](image)

**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.

![Figure 38 - Raise Hands](image)

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

![Figure 39 - Lower Hands](image)

**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.

![Figure 40 - Open Chat](image)
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**.

![Figure 41 - Chat with Everyone](image)

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

![Figure 42 - 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.

**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*.

![Figure 43 - Share Content](image)
2. Click **Share Blank Whiteboard**.

![Share Blank Whiteboard](image)

**Figure 44 - 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 45).
   b. **Select Tool** – Select objects on the Whiteboard (See Figure 45).
   c. **Pointer** – Draws attention to something on the Whiteboard (See Figure 45).
   d. **Pencil Tool** – Draw or highlight objects on the Whiteboard (See Figure 45).
   e. **Shapes Tool** – Insert various shapes (See Figure 45).
   f. **Text Tool** – Insert and edit text on the Whiteboard (See Figure 45).
   g. **Clear Whiteboard** – Clears objects from the Whiteboard (See Figure 45).
   h. **View Controls** – Access zoom controls such as zoom in/out and change the aspect ratio (See Figure 45).
   i. **Stop Sharing** – Ends the Whiteboard share (See Figure 45).
   j. **Whiteboard** – View, edit, and share the Whiteboard (See Figure 45).

![Whiteboard Layout](image)

**Figure 45 - 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.

   ![Figure 46 - 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.

   ![Figure 47 - The Pencil Tool](image)

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

   ![Figure 48 - Pencil Color](image)

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

   ![Figure 49 - Pencil Color](image)

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

Using the Shapes Tool

1. Click the **Shapes Tool**, located on the Whiteboard toolbar.

   ![Figure 50 - Shape Tools](image)
2. Select your desired **shape**.

![Select a Shape](image)

**Figure 51 - Select a Shape**

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

![Shape Color](image)

**Figure 52 - Shape Color**

4. Select your preferred shape **color**.

![Select preferred shape color](image)

**Figure 53 - 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 54 - Text Tool**

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

![Font Color](image)

**Figure 55 - Font Color**
3. Select your preferred font color.

![Select your font color](image)

Figure 56 - Select your font color

4. Click anywhere on the Whiteboard screen to place a text box.
5. Begin typing on the Whiteboard Screen to enter your text.

**To Delete Objects from the Whiteboard**

1. Click the Select tool.

![Click the Select Tool](image)

Figure 57 - Click the Select Tool

2. Click the object that you wish to delete.

![Select an object](image)

Figure 58 - Select an object

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.

![Figure 59 - 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.

![Figure 60 - Share Content](image)

3. Click Share Application.

![Figure 61 - Share Application](image)

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

![Figure 62 - Share Application/screen](image)
5. If prompted, select the screen you wish to share and click **Allow**.

![Figure 63 - Click Allow](image)

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

![Figure 64 - Stop Sharing](image)

**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.
2. Click **Share Files**.

![Figure 66 - 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 67 - 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 68 - Select the File](image)

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

![Figure 69 - Click Share Now](image)
6. If sharing a **PowerPoint** or **PDF** file:
   a. Click the slide/page to begin your share from.

   ![Select a slide to begin sharing](image1)
   
   **Figure 70 - 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](image2)
   
   **Figure 71 - Navigation Arrows**

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

   ![Navigate Slides](image3)
   
   **Figure 72 - 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.

![Figure 73 - Share Files](image)

3. Click the Delete button next to the file you wish to remove.

![Figure 74 - Delete Button](image)

4. The file will be removed from Collaborate Ultra session.

Exiting the Collaborate Ultra Session
The following explains how to exit the Collaborate Ultra Session:

1. Click the Open Session Menu.

![Figure 75 - Open Session Menu](image)
2. Click **Leave Session**.

![Figure 76 - 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 77 - Audio & Video Quality](image)

4. Click **Submit and Exit**.

![Figure 78 - Submit and Exit](image)

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

Recordings of your Collaborate Ultra session are processed after the session has been closed. It may take up to 24 hours for the session to appear in the Recordings Launcher. The following explains how to access Collaborate Ultra recordings in D2L Brightspace:

1. From the D2L Brightspace Content page, click the Collaborate Ultra topic.

![Collaborate Ultra Topic](image)

Figure 79 - Collaborate Ultra Topic

2. Click the Collaborate Ultra Menu button.

![Collaborate Ultra Menu](image)

Figure 80 - Collaborate Ultra Menu

3. The Collaborate Ultra Menu appears. Click the Recordings button.

![Recordings](image)

Figure 81 - Recordings
4. You will be taken to a list of your recordings. Click the **Recording Options** button, located next to the recording you wish to view (See Figure 82).

5. **Click Watch Now** to view the recording (See Figure 82).

6. **Click Download** to download the recording (See Figure 82).

![Figure 82 - View Recording](image)

**Additional Help**

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
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