

Collaborate Ultra for Presenters - Quick Start Guide

Collaborate Ultra is an interactive collaboration tool that integrates into D2L Brightspace. With Collaborate, you can have live two-way interaction with your students, sharing your desktop, or delivering learning content, such as a PowerPoint presentation, while you discuss with your students.

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

The presenter role can upload, share, edit, stop sharing content, and manage raised hands notifications without full moderator privileges. Moderators can make participants presenters.

The Interface

1. **Session Menu** - See the session name, generate a phone number to call in from a phone, report an issue, Blackboard Collaborate help, Learn about the new collaborate interface (See Figure 1).

2. **Profile Mode** - Switch between *group* mode and *follow the speaker* mode (See Figure 1).

Note: *Follow the speaker* mode is automatically enabled when there are more than five participants.

3. **Media Space** - View participant's avatar or live video feed (See Figure 1).

4. **Online Status** - Set your status as Present or as Away (See Figure 1).

5. **Share Audio** - Turn on or off your microphone (See Figure 1).

6. **Share Video** - Turn on or off your camera (See Figure 1).

7. **Raise Hand** - To get moderator or presenters attention you can raise your hand (See Figure 1).

Note: Presenters can see raised hands and can lower them.

8. **Collaborate Panel** - Access chat, participant's list, share content, and my settings panel (See Figure 1).

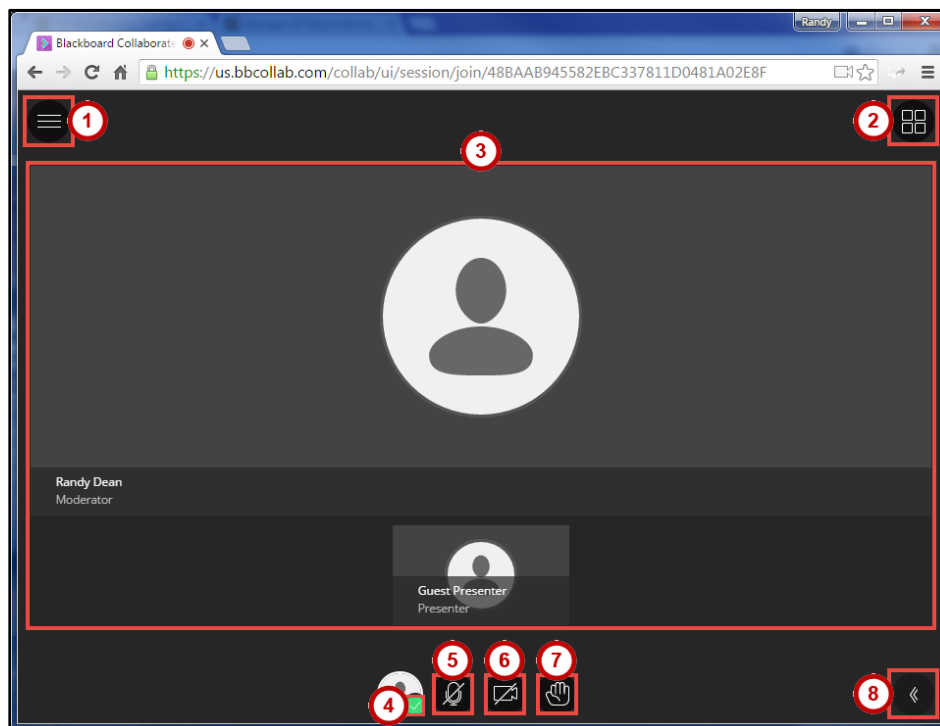


Figure 1 - The Interface

Session Menu

Click the **Session Menu** button to access the following (See The 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 Blackboard Collaborate's website explaining the new interface changes (See Figure 2).
- g. **Leave Session** - Exit the session (See Figure 2).

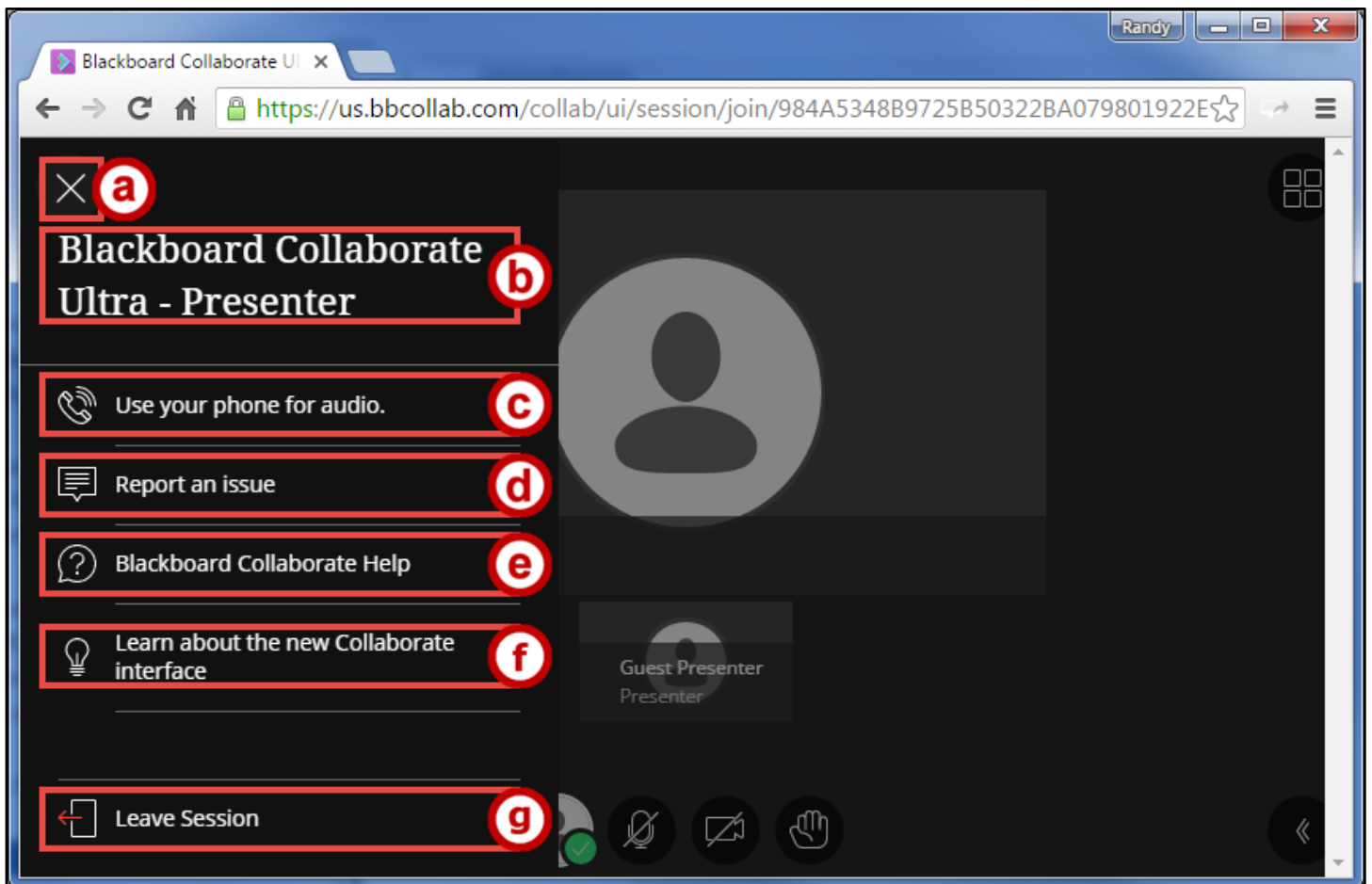


Figure 2 - Session Menu

Collaborate Panel

Click the **Collaborate Panel** button to access the following (See The Interface):

- a. **Chat** - View the participants name, message, time message was posted, chat with anyone in the session, and post images that show facial expressions and hand gestures (See Figure 3).
- b. **Participants List** - See who is in the session and how many, search for participants, view the participants name and their role in the session (See Figure 3).
- c. **Share Content** - Share a blank whiteboard to draw or write text collaboratively, share an application for participants to see, and share files (See Figure 3).
- d. **My Settings** - Upload a photo for your profile picture, set your status, configure your audio and video settings, and configure your notification settings (See Figure 3).
- e. **Close Collaborate Panel** - Exit the collaborate panel (See Figure 3).

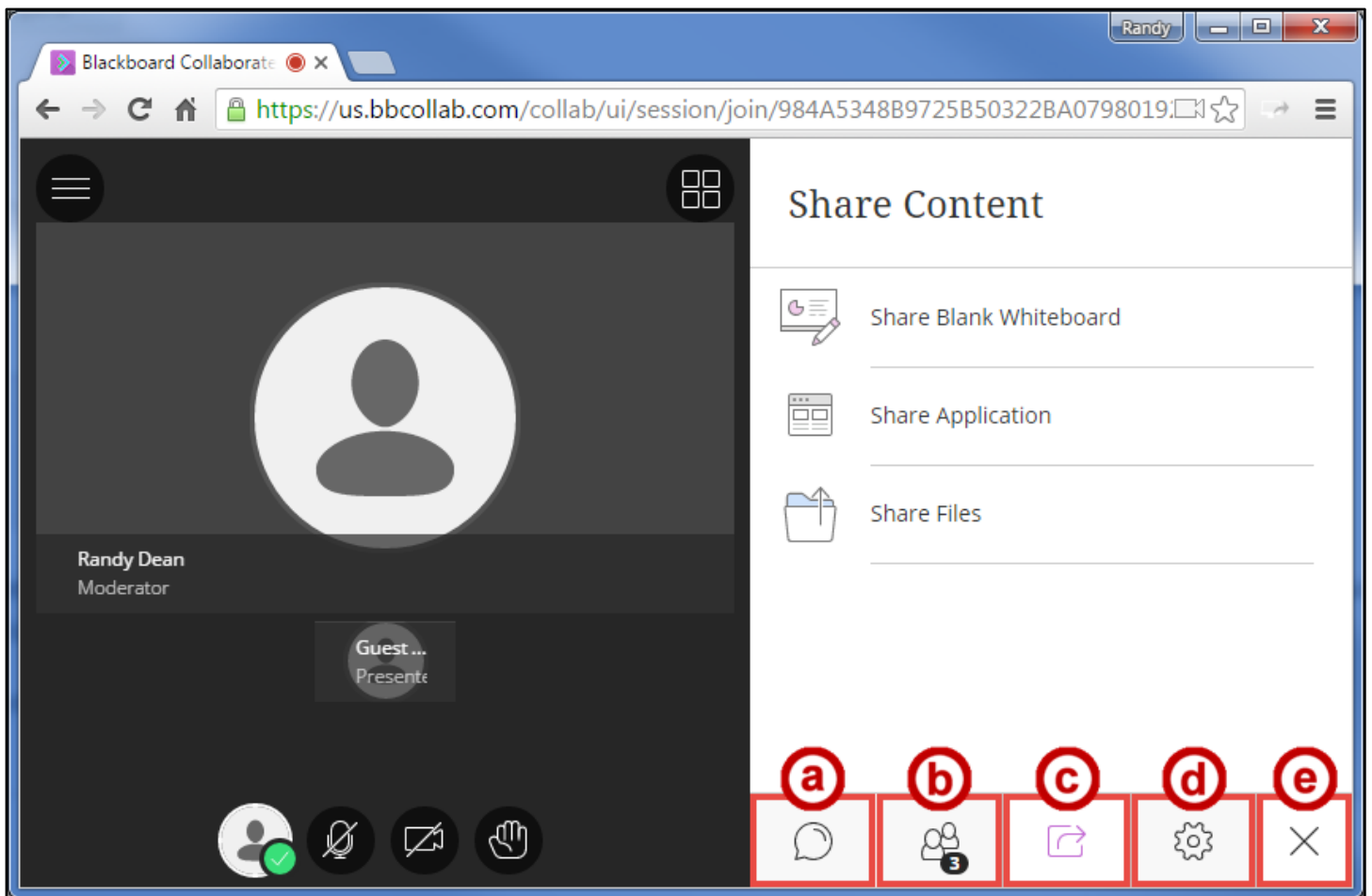


Figure 3 - Collaborate Panel

Share Whiteboard

On the *Share Whiteboard* screen, you can do the following:

- a. **Select** - Select an object to resize, move, rotate, or delete (See Figure 4).
- b. **Pointer** - Show participants what you are pointing at (See Figure 4).
- c. **Pencil** - Draw freehand (See Figure 4).
- d. **Shapes** - Draw a rectangle, ellipse, or a straight line (See Figure 4).
- e. **Text** - Type text (See Figure 4).
- f. **Erase** - Erase the entire whiteboard (See Figure 4).
- g. **Colors** - Change the color of your drawing or text (See Figure 4).
- h. **Show/Hide View Controls** - Show or hide the zoom, fit, and size tools (See Figure 4).
- i. **Zoom In** - Make content larger on the screen (See Figure 4).
- j. **Zoom Out** - Make content smaller on the screen (See Figure 4).
- k. **Best Fit** - Fit the content in the viewable area on the screen (See Figure 4).
- l. **Actual Size** - Return content to actual size (See Figure 4).
- m. **Stop Sharing** - Stop sharing the content and return to the *Media Space* screen (See Figure 4).
- n. **Media Space/Share Content Toggle** - Switch between the *Media Space* screen and the currently shared content (See Figure 4).

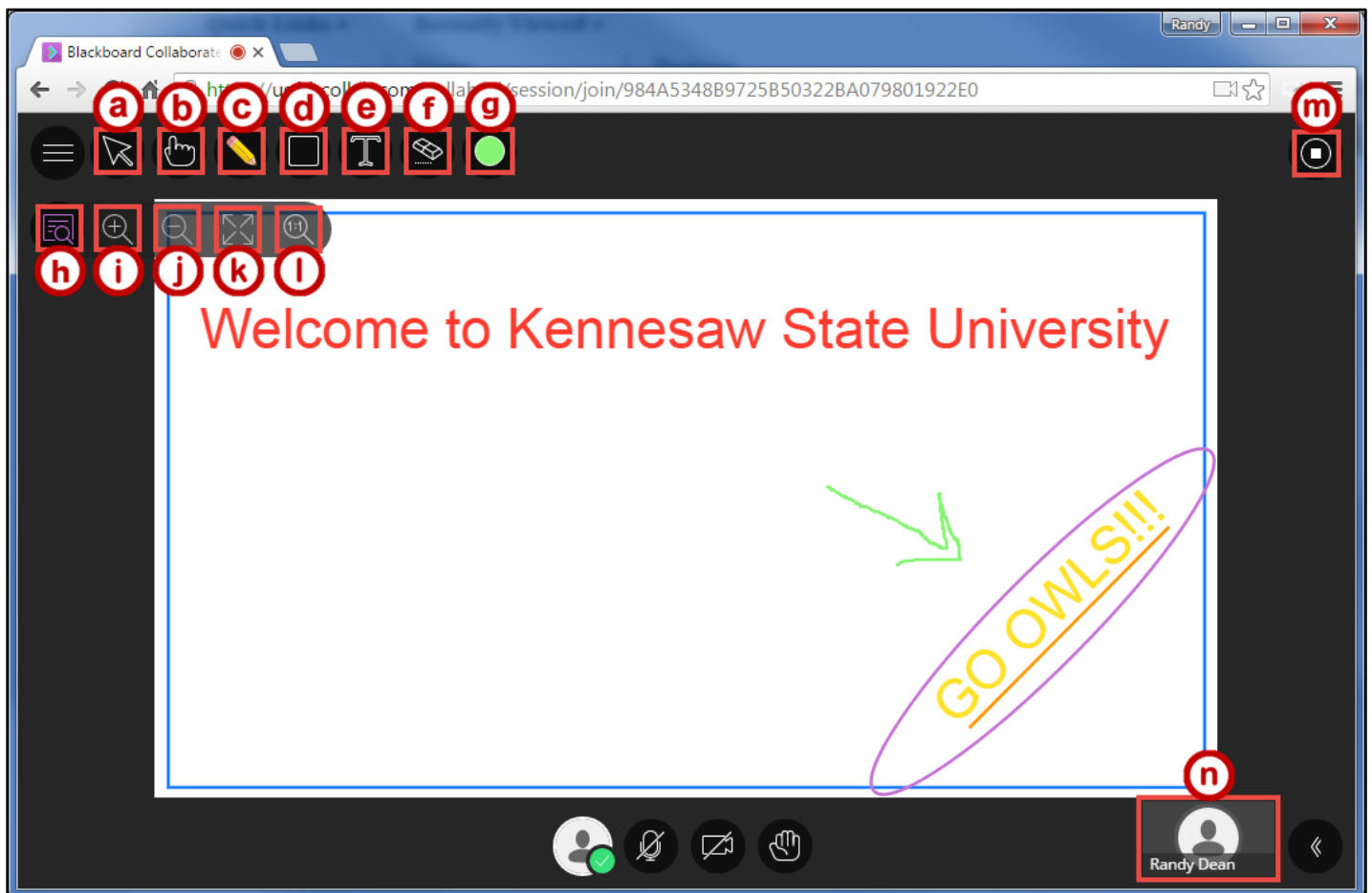


Figure 4 - Share Whiteboard Screen

For additional support, please contact the KSU Service Desk

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