

Student quick-guide for Collaborate Ultra

Before your online session starts

1. **Access the room** through the link or "join course" room from within the Canvas shell - "Collaborate Ultra" menu.
2. If your **internet connection is too poor** for a normal connection, you can still attend the session via a phone number (audio only). You can get the phone number from the teacher/moderator.
3. **The first time** you use Collaborate Ultra, when you enter an online course session:
 - a. you will be asked to give permission to your microphone and it will test its functionality. If you have multiple microphones (e.g. built in mic and headset mic) you need to choose the preferred one from the drop down box.
 - b. You will be asked to give permission to your camera and it will show a preview of your video feed (choose the preferred video source from drop down if you have several cameras)

While in the online session

4. check that your **microphone** and **camera** are **muted** when entering the session.

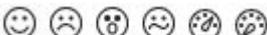


5. **Raise your hand** using the "raise hand"-button if you want to say something (far right button of the controls at the bottom of the screen).



6. Through the bottom controls, clicking on your profile picture  , you can easily give your answer to the teacher's **yes/no question** by choosing the agree/disagree option (the teacher will see this separately for each and every student).



7. Through the bottom controls, clicking on your profile picture, you can show your **general mood in relation to the lecture**: Happy, Sad, Surprised, Confused, Faster, Slower. 

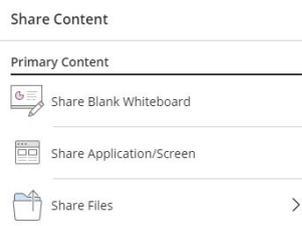
8. If the teacher creates a **poll**, it will appear in the mid-lower side of the screen. After answering your teacher may choose to make all the answers (not individual) visible for all participants.



9. open the **Collaborate panel** (purple button to the bottom right corner of the screen) for room chat, shared content (whiteboard, application, files when you are presenting), and settings (where you can take a profile pic, set up camera and microphone).



10. **If you are made a presenter** into the group (controlled by the moderator) you will be able to share your screen or application via the collaborate panel - shared content. Remember to stop sharing your screen or application when you are done presenting.



11. The teacher might **split you into separate groups**. That means that everything you do, chat (audio/text), video, and sharing of any information will only be visible in your own group.

After the Online session

12. **When class is finished** and you leave the course room, you will be prompted for a quick rating of audio and video during the session.
13. in the dashboard for Collaborate ultra you can **access the recordings** made available to you through the sessions menu up in the left corner (the three lines to the far left of the sessions bar). Some recordings might also be linked in the course material in the Canvas shell.
14. some of the recordings are **available for download** (if made available by the creator).

For more detailed information: <https://help.blackboard.com/Collaborate/Ultra/Participant>