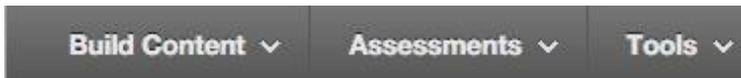


Collaborate Ultra for Faculty

Collaborate Ultra is the successor to the Blackboard Collaborate web-conferencing tool. It is noticeably more streamlined and no longer requires users to download and run the Java web plugin to join a web conference. These instructions will highlight the features of Collaborate Ultra and help you set it up for your course. Collaborate Ultra can be used for things like virtual office hours, recording lectures, or online meetings.

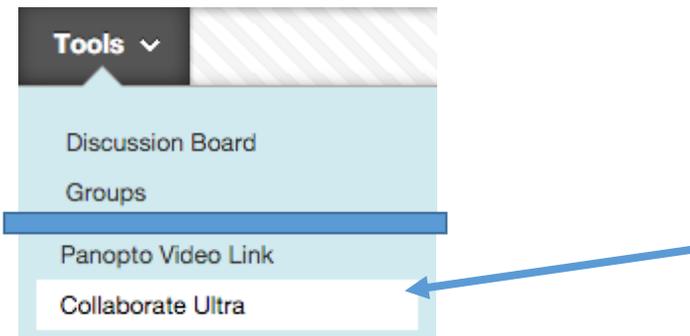
1. To get started using Collaborate Ultra, navigate to a Content Area in the MyGateway course where you'd like to use Collaborate Ultra.

You'll know you're in a content area when (with the Edit Mode turned on) you see the following menu bar at the top of the page.



2. Hover over the Tools button on the menu bar and select Collaborate Ultra.

Be careful NOT to select "Blackboard Collaborate". That is the older version of the web-conferencing tool.



3. This first step will make a link to the Collaborate area in your course. You can name it whatever you'd like, though naming it "Web Conference", "Collaboration Space", or "Collaborate Ultra" may prevent confusion. Making a link in this way will always return students to the Collaborate area so you can name it the same each time (ex. Collaboration Space), or make a new link in each module and name it based on what it is (ex. Lecture 1).

INFORMATION

* Name

Color of Name Black

4. Click "Submit" when you're done. The link you just made will be added to the bottom of the Content Area.



5. Click the link you just created to be taken to the Collaborate Ultra area for your course.

6. Click the + sign in the top-right to make a new session of Collaborate Ultra. You can either make a new session each time you need one or set up a semester-long session that you access each time you need to make a recording. Both are acceptable practices.



7. A fly-out menu will open from the right with the settings for the Collaborate session. These are explained below.

A. Session name: This is how the session will be named in the Collaborate Ultra area.

B. Start Time: This is when the session will be available for entrance by moderators and participants.

C. End Time: This is when the session will conclude. If you'd like it to be ad-hoc (accessible at any time), choose "No End".

D. Early Entry: This allows users to enter the session in advance of the start time. This is a good practice as it allows users to get their microphone and webcam properly set up.

E. Guest Access: If this switch is toggled green, it means that you can use the guest link below it to invite those outside of MyGateway to join the session.

F. Session Settings: These settings determine what roles users have upon entry to the Collaborate session. Moderators have elevated privileges (instructor) over participants so only provide these to students if they need them. There is also a presenter role to allow users to make a presentation but not have full moderator privileges.

G. Save or Delete the settings you've just modified.

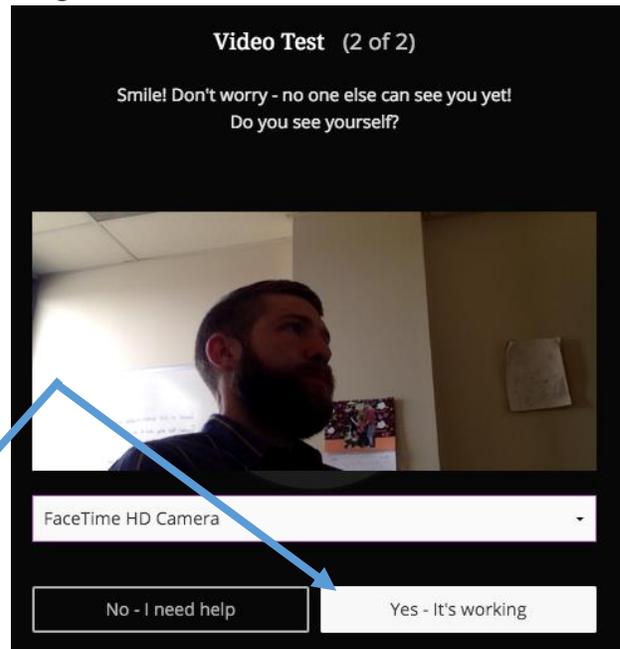
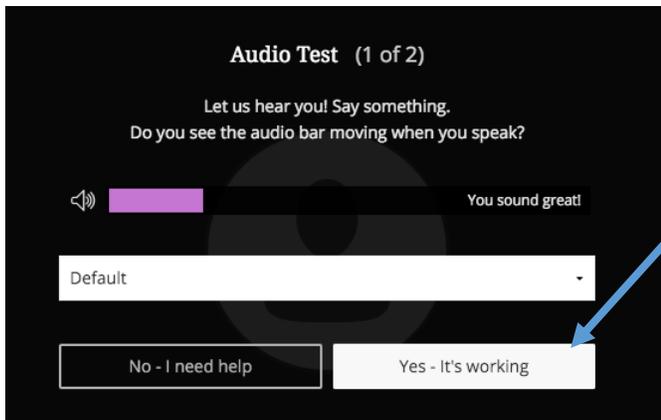
8. After you've saved your new session, click the link you created for it in order to access the session.

Name	Starts	Ends
Sample session	3/7/16, 11:41 AM	3/7/16, 12:41 PM

9. The session will open and begin loading. You may be prompted to Allow the browser to use your webcam and microphone. Be sure to click Allow or Yes to these prompts from Collaborate. Collaborate Ultra works best in Google Chrome, but should work in Mozilla Firefox as well.

 Jump in and get started! Set up your microphone and camera so you can start collaborating.
You can do this later. You need to do this at least once to use audio in future sessions.

10. Next, you'll complete an Audio Test and Video Test to ensure your microphone and webcam are working. For each, if the component is working, click "Yes – it's working".



11. You will then be in your Collaborate session.

Other participants can join by clicking the link in the Collaborate Ultra area of your course. Collaborate Ultra works on most mobile devices as well.

12. To add content to your session, use the + button on the right side.

You can open an interactive whiteboard to draw/type on or click "Add Files" to upload a Powerpoint presentation or other document. If you don't have any content to add, the person audio/video of the person currently speaking will be in the main content panel (middle).

13. The toolbar at the bottom will allow you to communicate with other participants in the room.



- A. Your Settings: Change your audio, video, or other settings.
- B. Turn on/off microphone.
- C. Turn on/off web cam.
- D. Raise/lower your hand. Students can use this to draw attention.
- E. Open chat with other participants.
- F. Open participant list.
- G. More Settings: These include the Start Recording option and the Session Settings.

14. Remember to click the More Options (...) button and then Start Recording if you want to have a recorded version of your session for viewing later. This is recommended for asynchronous online courses.

15. Once you've completed your Collaborate Ultra session, you can exit by clicking the "Leave Session" button.



If you have any questions about using Collaborate Ultra, contact the ITS Help Desk at 314-516-6034 or helpdesk@umsl.edu.