Collaborate Ultra

An instructional guide for first time student users.

What is Collaborate Ultra?

Collaborate Ultra is a webinar tool built into your Canvas course site. It also can be used for meetings with lecturer and group work.

You are recommended to use an echo-canceling headset when in a web conference. If you already have an earphone, most of them should be able to do the job. Using PC built in speakers can cause noises in the background when you speak.

Preferred Browsers:
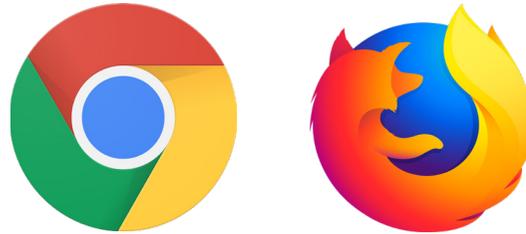
Online Etiquette

The online environment is great for networking and getting to know one another, and the rules of common courtesy or 'netiquette' apply here as they do in any classroom or public area.

At RMIT we value respect and tolerance, and expect everyone to adhere to some basic guidelines:

- Be respectful of others' views and opinions. Insulting, condescending or abusive words will not be tolerated. Debate is welcome as long as you are discussing the ideas, not attacking the person.

- Be sensitive to different cultural, political and religious backgrounds. These differences will add to your experience, not detract from it.

- Be aware of the impact of your posts. In general, if you think something could be taken the wrong way it's probably best not to post it. If there is something you want to say to a teacher or peer that you're unsure is appropriate for public display, sending it via private message/email is the best solution.

The online environment is great place to share ideas and support each other. Be proud of the posts you make as they can contribute to your fellow students learning experience.

Get started with Collaborate Ultra

Step 1: Access and join a session

To find the '*Collaborate Ultra*' tab, go to the Canvas '*Home Page*' your course. Click **Collaborate Ultra** ❶ menu on the left hand of your Canvas home page.

Usually your lecturer will give you a link to the session they wish you to join. You can then directly click into the link.

Alternatively, you can join the session from Canvas. Click the name of the session instructed by your lecturer and select **Join session**. ❷

The Collaborate Ultra session will open. Your name, along with other participants/moderators, will be listed in the Attendees list.

If the session you're joining is not yet opened, you can use this room to set up your audio and camera. When you're on the page, click on **Join from a browser**. Enter a name and click on **Join Session**.
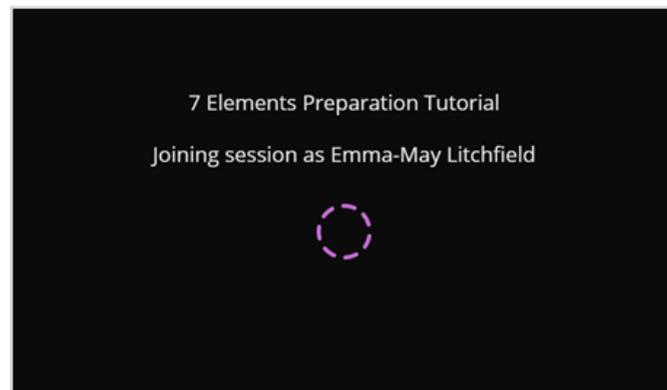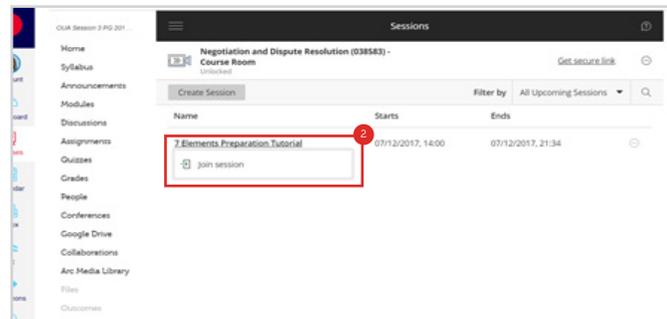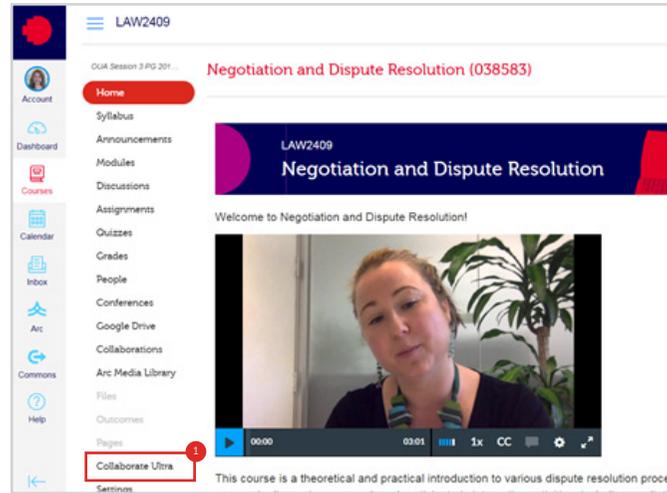
Step 2: Set up camera and audio

When you join a session for the first time, you need to set up your camera and audio to ensure they work properly. Follow the below steps:

1. Open the **Collaborate panel** ❸ on the bottom right hand side of your screen.

2. Click on **My Settings**. ❹

3. Then, click **Set Up your Camera and Microphone**. ❺

4. Choose the microphone you want to use. It tells you that you sound great when it is receiving your audio. Select **Yes, it's working**.

5. Choose the camera you want to use. It tells you that you look great when it is receiving your video. Select **Yes, it's working**.

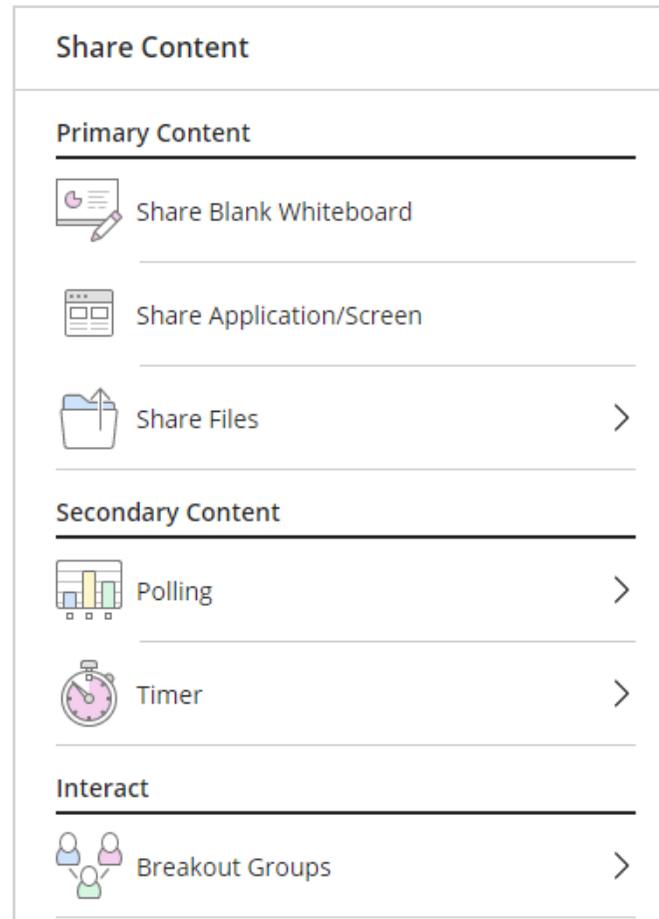6. You can adjust your speaker and microphone volume by dragging the button.
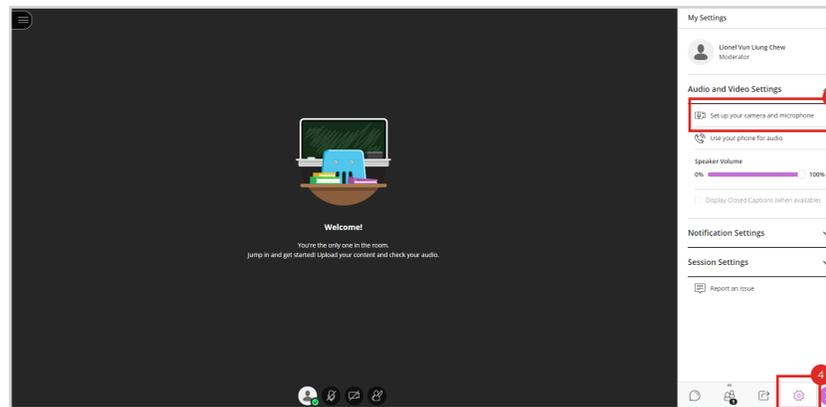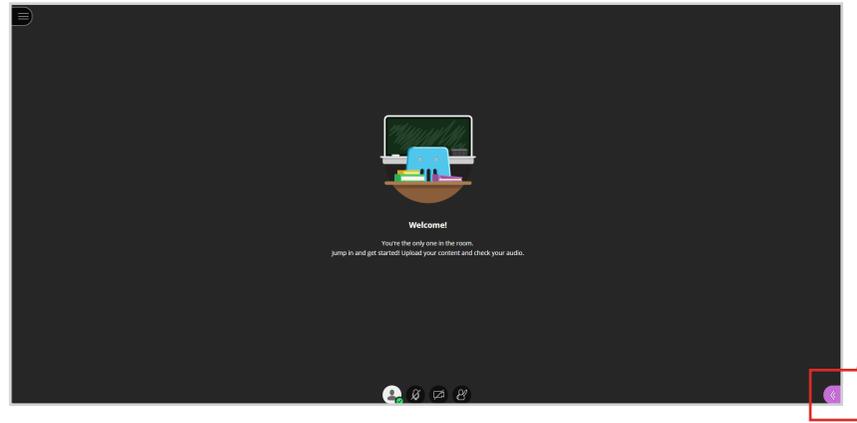
Step 3: Participate into a session

You can type chat messages, talk to other attendees, participate into polls and set your status using various functions available.

Session Best Practices

Participate in a session with ease and make a strong impression.

- **Join the session early.** Give yourself time to learn what you can and can't do in the session. Add a profile picture and set up your audio and video. If you are presenting, make sure you can share content. Practice using the tools.

- **Be on time.** If you can't be early, be on time. Let the moderator know if you are going to be late or absent. Everyone can set notifications to alert them when someone has joined the session and may see who is joining when.

- **Introduce yourself.** Don't assume everyone automatically recognizes your voice. State your name the first few times you speak. Let moderators know who is participating. Give everyone a chance to know you.

- **Make eye contact.** If you are sharing video, look at the camera and not the session. It may feel weird but it shows you are engaged in the session. If you need to multi-task during the session, shut your video off to avoid looking distracted.

- **Be considerate.** Even though it is possible for multiple people to talk at the same time, it is recommended that you release the Talk button each time you have finished speaking to avoid a possible echoing effect.

- **Mute yourself when not speaking.** Nothing is more distracting than background noise. For example, typing or a private conversation. It can also give the impression that you aren't paying attention.

- **Be professional.** You may be joining the session from somewhere private but you are not alone. You are face-to-face with your peers, instructors, and guest experts. Make a good impression. Participate. Don't talk over someone. Raise your hand if there is no opening to speak. Type questions and feedback in the chat. Pick your best profile picture. Watch your mannerisms and facial expressions.

Share Content

Primary Content

- Share Blank Whiteboard
- Share Application/Screen
- Share Files >

Secondary Content

- Polling >
- Timer >

Interact

- Breakout Groups >

- **Take an active part.** Use the feedback feature and chat to show your engagement.

- **Keep your focus.** Close all programs on your computer except for the browser you are using for your Collaborate session.

- **Use a hard-wired (Ethernet) connection,** if available. If not available, use a Wifi connection.

- **Stay up to date.** Only use up-to-date Internet browsers that are supported by Blackboard Collaborate.

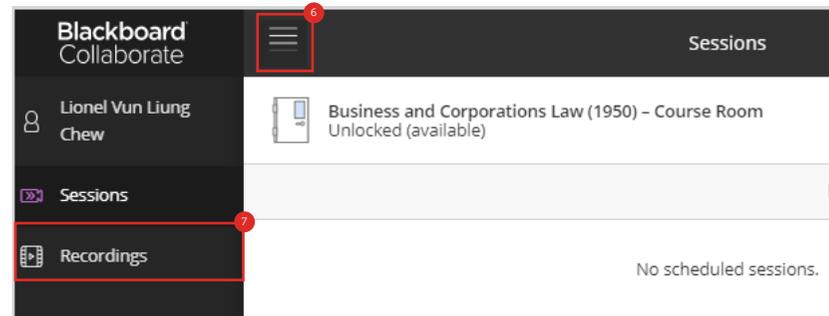- **Limit video use.** Use video during the session only when necessary.

Retrieve past recordings

You can view recordings in courses you are enrolled in. You may be able to download recordings. Instructors must allow session recording downloads for each session.
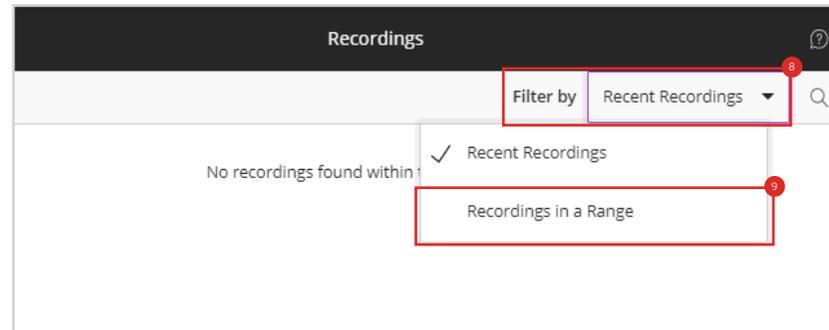
Go to *Collaborate Ultra*, open the **Menu,** 6 and select **Recordings.** 7

By default, only recent recordings appear on the *Recordings page*. To search for recordings that are not recent, click on **Filter by: Recent Recordings** 8 menu and select **Recordings in a Range.** 9 Adjust the **Range** 10 to view past recordings.

To view a recording now, click on the **recording name.** 11 To view additional options, click on the **Options menu** 12 on the right for the desired recording.