

Getting started with Collaborate Ultra - Students



What Is Collaborate Ultra?

Collaborate Ultra is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact with your instructor & other students. Collaborate Ultra opens right in your browser, so you don't have to install any software to join a session.

[Click here to watch a video introduction](#) about Collaborate Ultra

[Click here for more information](#) on Collaborate Ultra

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How to access Collaborate Ultra sessions in Canvas:

The Ultra experience is entirely browser-based. No downloads or installs are required. The recommended browser is Google Chrome. To enter your session:

- 1) Click on the Collaborate Ultra link in the left navigation of your Canvas course.
- 2) Then click on the name of the session.
- 3) Your Ultra session will open in the Google Chrome browser.

The screenshot shows the Canvas interface for a course. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, and Calendar. The 'Collaborate Ultra' link is highlighted with a red box and a red number '1'. The main content area shows the 'Sessions' page with a 'Show All Upcoming Sessions' dropdown. Below this is a 'Course Room' section with a 'join room' link. A table of sessions is displayed below, with the 'Test Session' link highlighted by a red box and a red number '2'.

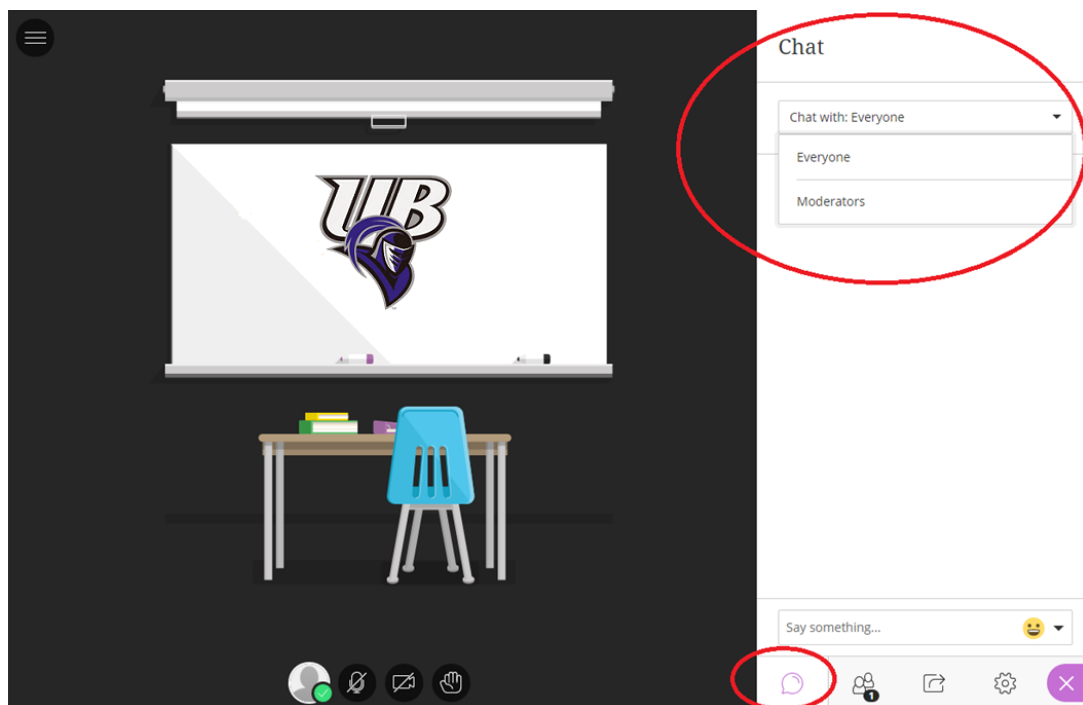
Name	Starts	Ends
Test Session	9/26/16, 9:00 AM	N/A

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Chat:

You can communicate with your instructor and other students through the chat box:

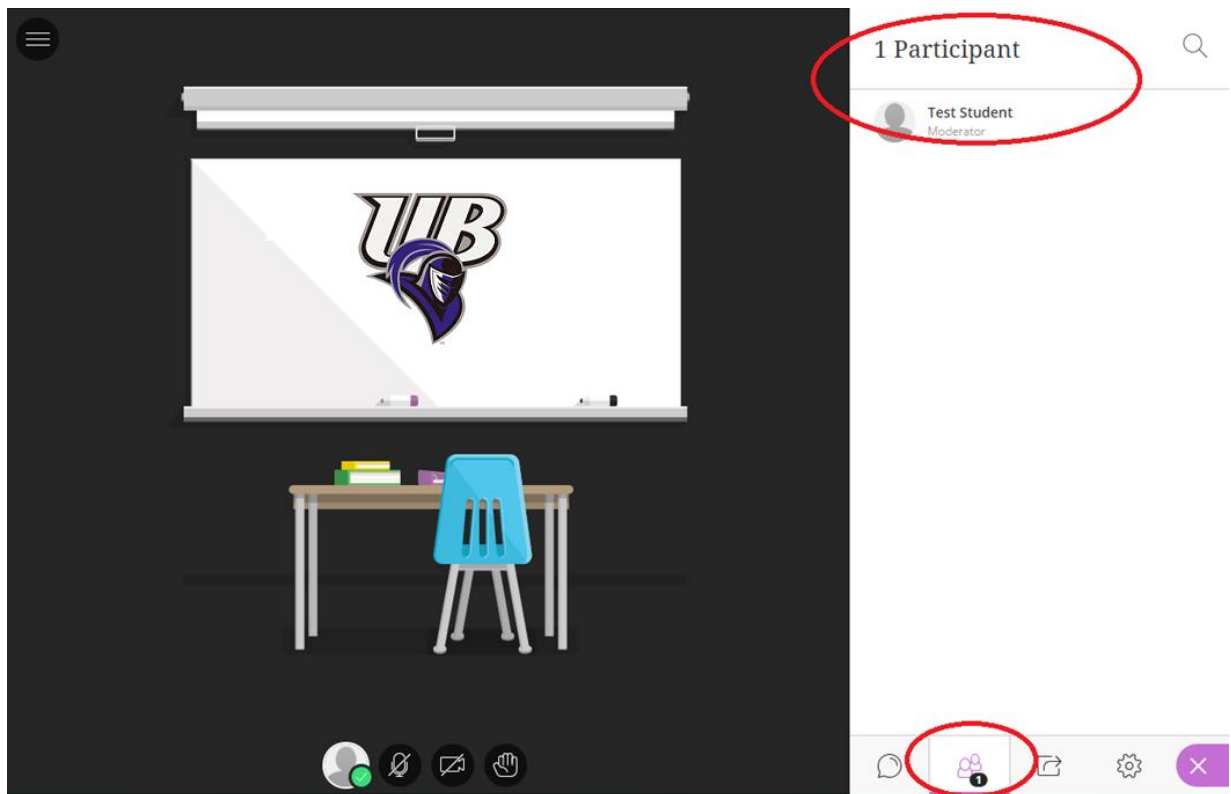


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View other participants:

To see a list of the other participants in the session:

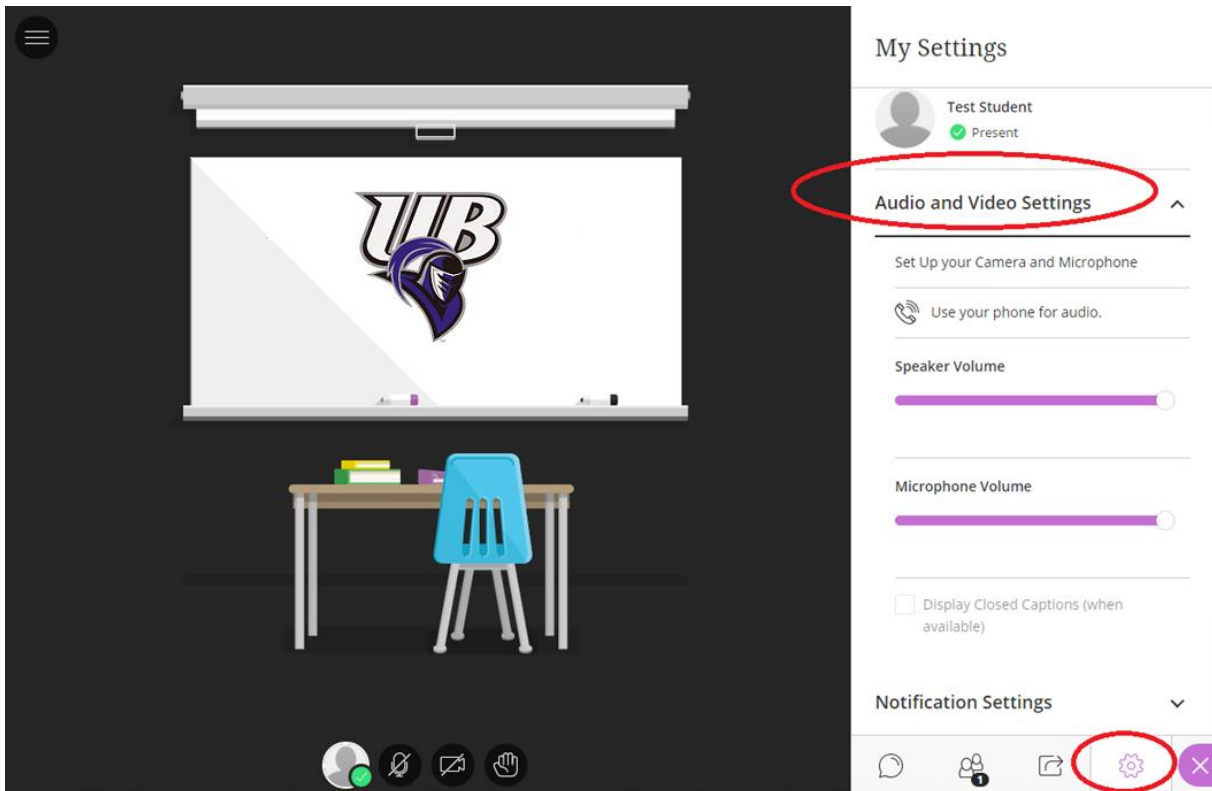


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Audio & video settings:

To manage your audio & video settings:

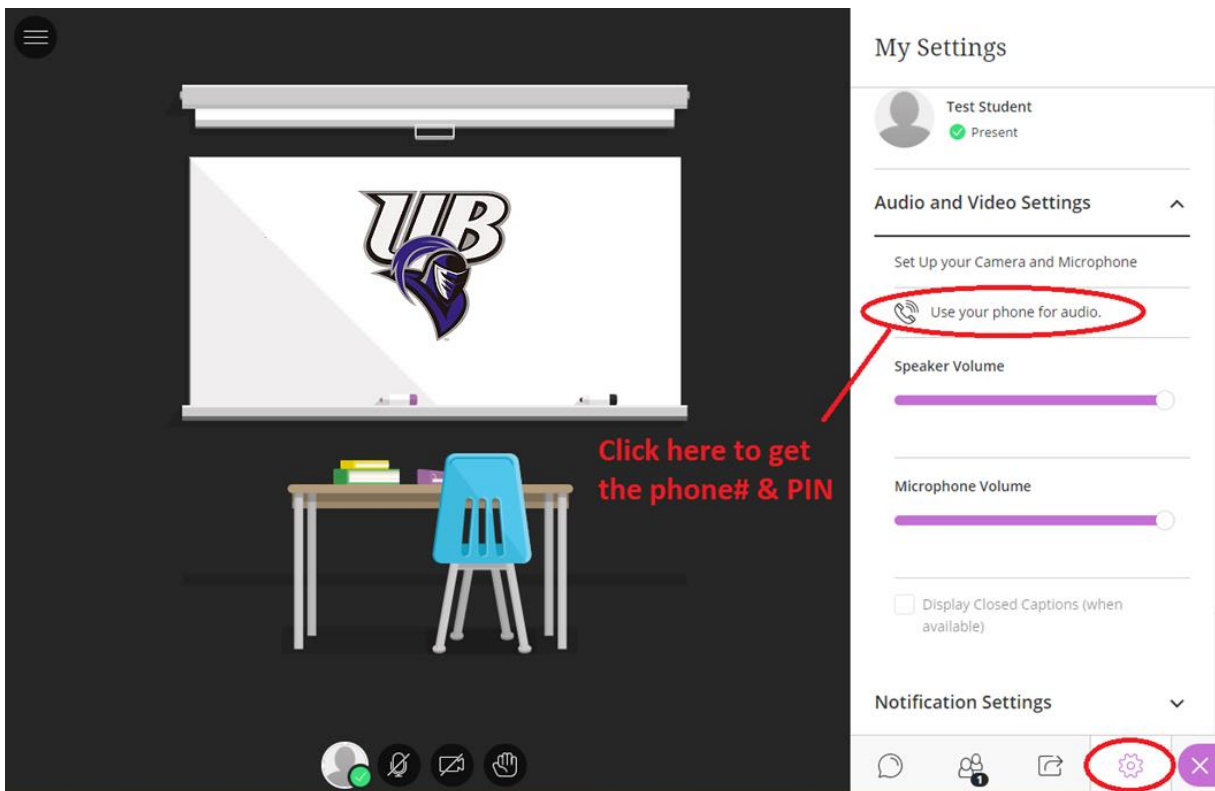


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Call in to session:

To call in to the session by phone, you must first enter the session to obtain the phone # and your unique PIN:

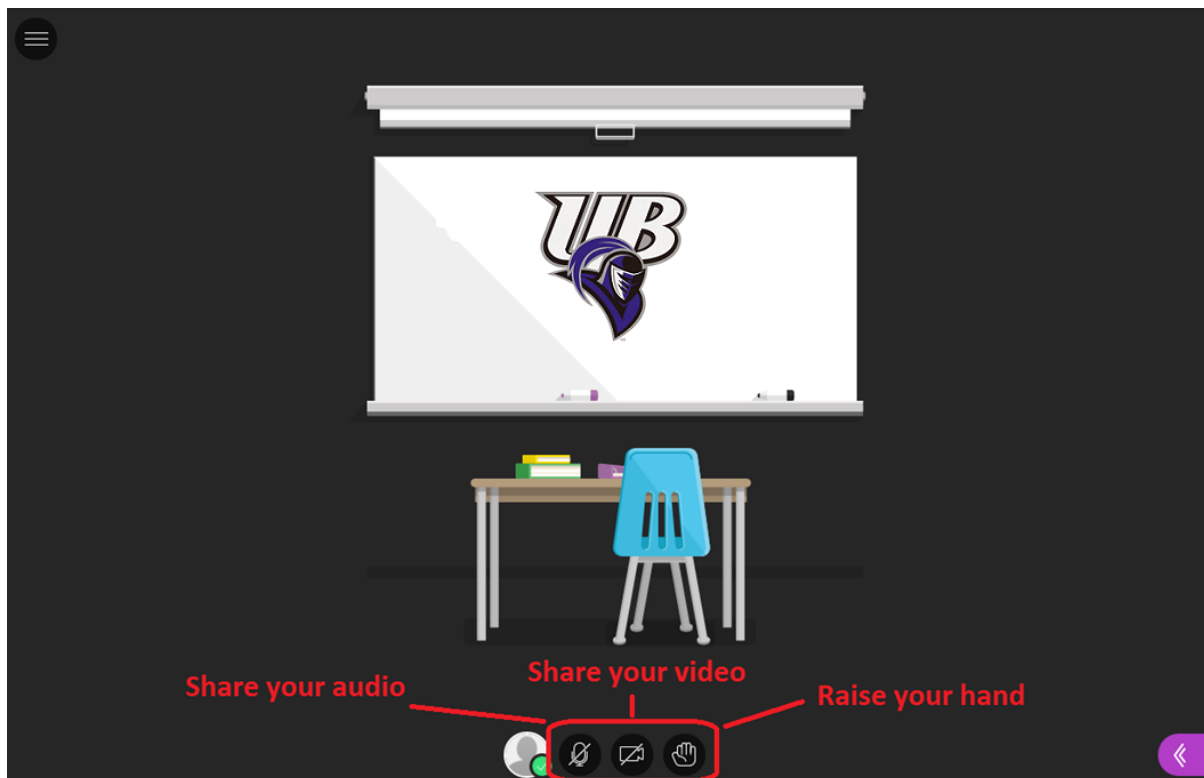


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Raise your hand, share your audio, share your video:

You can raise your hand to be noticed by the presenter and ask questions, and you can use your audio & video to participate:

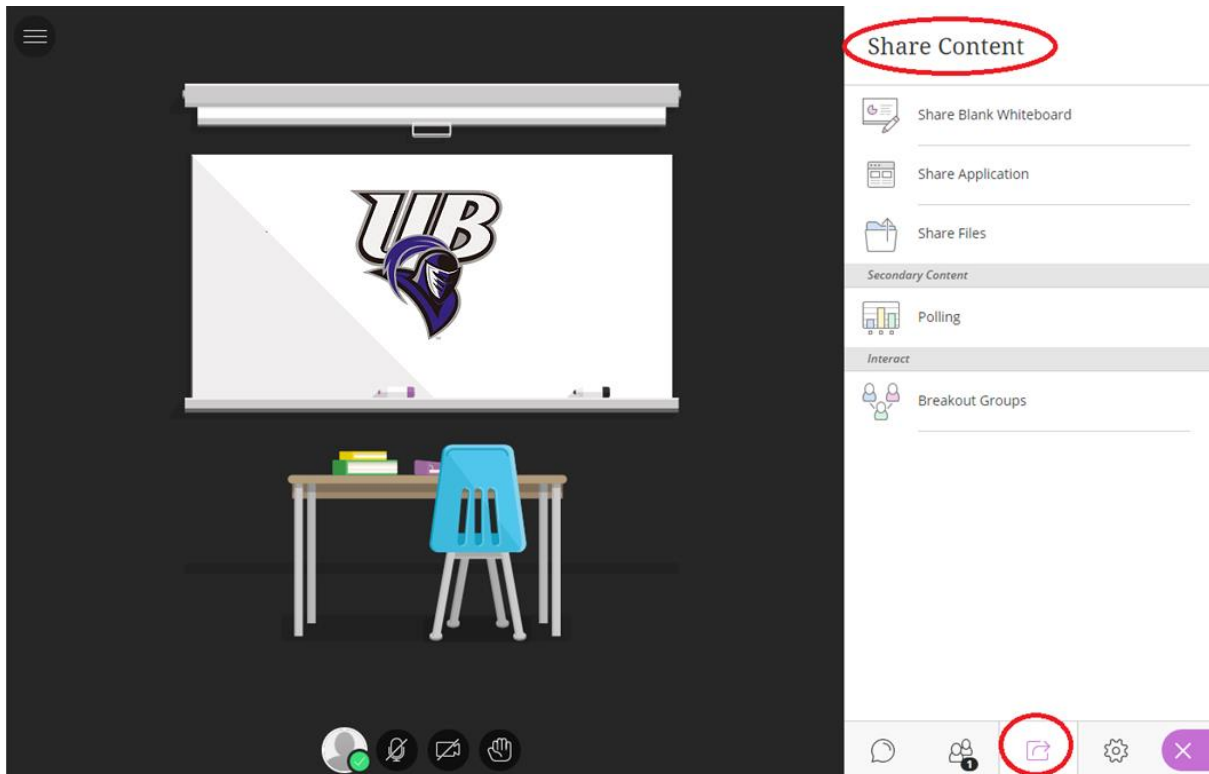


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Share content (only available if enabled by your instructor):

To share content - whiteboard, application (your computer screen), or files:



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Use the open Course Room for informal sessions:

The Course Room is an open Collaborate Ultra session dedicated to each course, and is an easy way to launch an informal session or impromptu meeting quickly. This room can be used at any time by either the instructor or students.

The screenshot shows the Collaborate Ultra interface for a 'Test Course'. On the left is a purple sidebar with navigation icons for Account, Dashboard, Courses, Calendar, and Help. The main content area is titled 'Sessions' and includes a search bar and a 'Show All Upcoming Sessions' dropdown. Below this is a 'Course Room' section with a 'Join room' button circled in red. At the bottom, there is a table of sessions.

Name	Starts	Ends
Test session	10/4/16, 2:02 PM	N/A

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View recordings:

To view recordings of Collaborate Ultra sessions
(recordings may take up to 30 minutes to appear):

- 1) Click on the Menu button
- 2) Click on Recordings
- 3) Click on View Recording to the right of the session you want to view

The screenshot shows the Blackboard Collaborate interface. At the top, it says "Test Course > Test Course". The main header is "Blackboard Collaborate" with a menu icon circled in red and labeled "1". Below the header, the user name "Kris Bickell" is visible. In the left sidebar, "Sessions" and "Recordings" are listed, with "Recordings" circled in red and labeled "2". The main content area is titled "Recordings" and shows a table of recent recordings. The table has columns for "Session Name", "Recording Name", "Duration", "Date", and "Recording (MP4)". A single row is visible with the following data: "Test session", "Test session - recording_1", "00:00:20", "10/4/16, 2:03 PM", and "View Recording". The "View Recording" link is circled in red and labeled "3".

Session Name	Recording Name	Duration	Date	Recording (MP4)
Test session	Test session - recording_1	00:00:20	10/4/16, 2:03 PM	View Recording

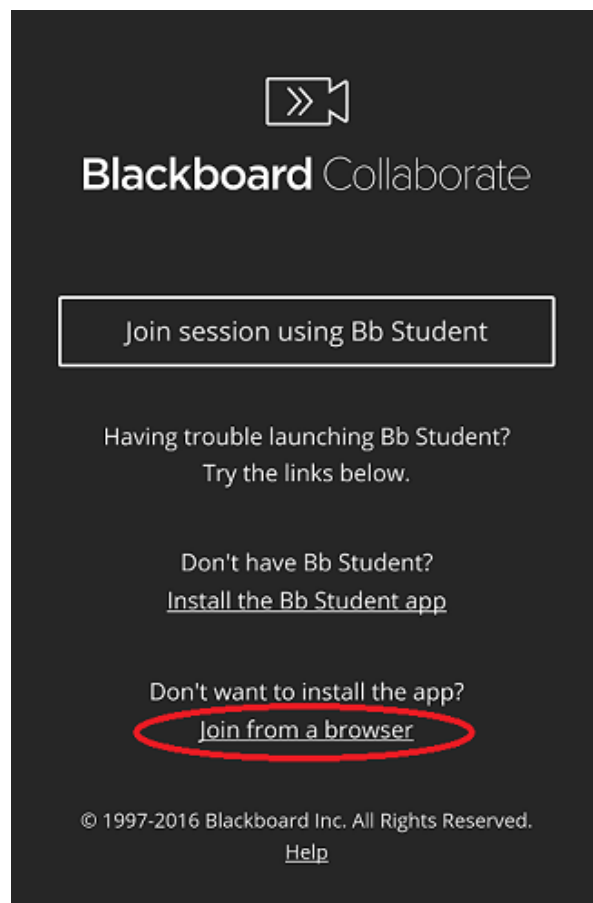
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Mobile access:

To use Collaborate Ultra with a mobile device, you must access your session through a web browser.

- 1) Enter your course in Canvas through your mobile browser
- 2) Navigate to the Ultra session
- 3) When prompted with the screen below, select "Join from a browser"
- 4) Your Ultra session will launch shortly



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Need help?

Online: [Collaborate Ultra online support](#)

Phone: 877-382-2293

Chat: [Live chat](#)

For additional help using Collaborate Ultra contact the GLI office:

- Phone: 203-576-4853
- Email: ubonline@bridgeport.edu