Collaborate Ultra Students Tutorial

For Distance Learning

- What you need to have in order to participate in an online or virtual class?
- Browser Support
- How to join an online session?
- Participating in the online Session

What you need to have in order to participate in an online or virtual class:

- A desktop / laptop computer or a mobile device
- A microphone and camera
- One of the recent versions of the supported browsers specified below

Browser Support

Collaborate Ultra requires a modern web browser with WebRTC support. The most recent releases of the following browsers on desktop/laptop computers and mobile devices are supported:
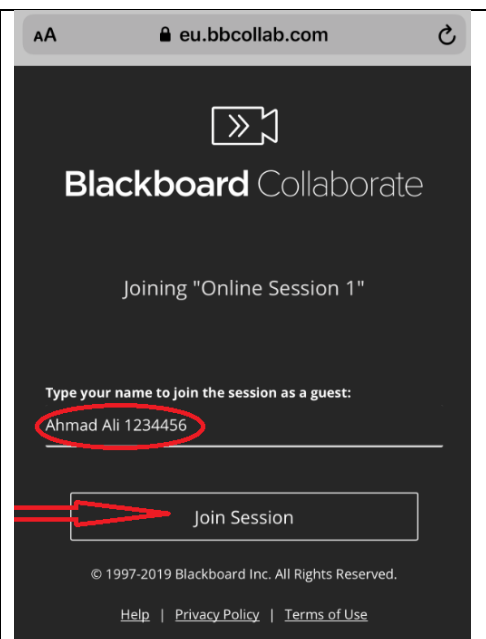
Browser	Desktop	Mobile
Chrome™	Windows®, macOS, Ubuntu	Android™
Firefox®	Windows, macOS	Not supported
Safari®	macOS 10.13+	iOS® 12+, iPadOS
Microsoft Edge®	Windows, macOS	Android, iOS

Please note that Internet Explorer is not supported, so do not use it.

How to join an online session?

You can join your online session using a web link or from your Blackboard course. Your teacher will inform you which method to follow:

- **From a web link**: if your teacher sends you a link to join the session, wait until the specified date and time of the online session and then:

  - Open the link in your computer or mobile using one of the above browsers
  - When prompted to enter name, enter your full name followed by your Student ID
  - Click Join Session

- **From your Blackboard course**: On the specified date and time of the online session
  - Login to your Blackboard course
  - Open the Collaborate link from your menu (this will be specified by your teacher)
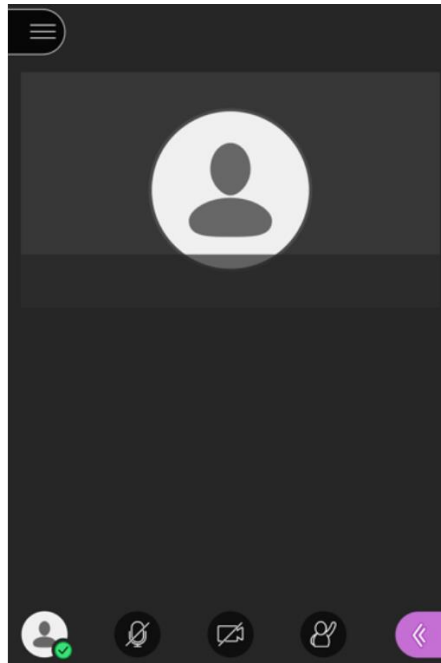 - Click on the session name and then click "Join session"
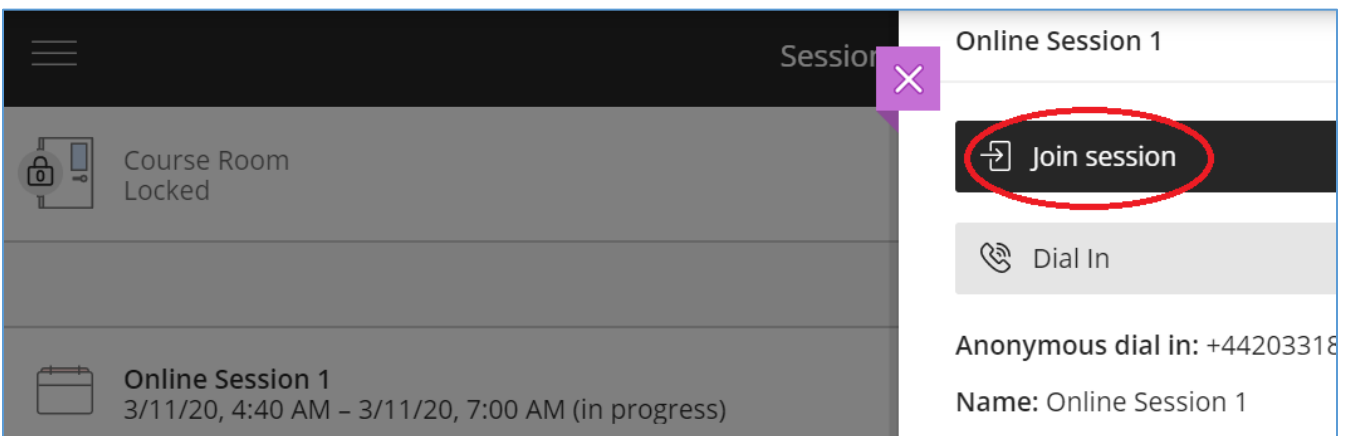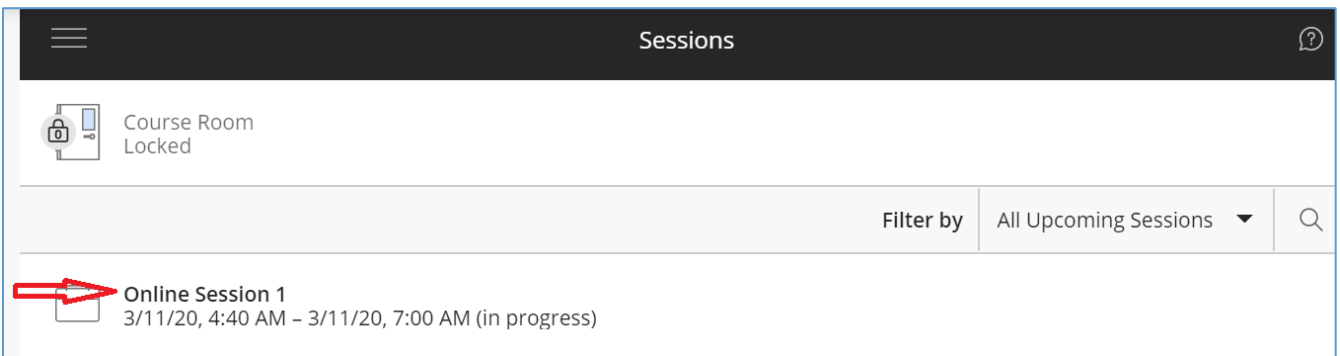
Participating in the Online Session

In the classroom, you should be able to attend a virtual class with your teacher and classmates. Your teacher will be presenting material and talking to you to explain what to do. Here is what you can do as a student/participant:

- Watch your teacher's presentation or video
- Listen to instructions
- Raise your hand if you have a question
- Participate with the chatting tool
- If your teachers gives you permission, you can open your microphone or camera to speak
- If your teacher gives you permission, you can upload a file to present it to your class.

Your Virtual Class interface:

Media Space Tools:

| Tool	Description
Audio	Turn your audio on. Lines through the microphone icon means that it is turned off. Select *Share Audio* to turn it on. 💡 *With your keyboard, press Alt + M to turn your microphone on and off.*
Video	Turn your video on. Lines through the camera icon means that it is turned off. Select *Share Video* to turn it on. 💡 *With your keyboard, press Alt + C to turn your camera on and off.*
Hand raise	Raise your hand to answer a question or get another moderator's attention. Select *Raise Hand*. 💡 *With your keyboard, press Alt + H.*
Collaborate panel	Open the Collaborate panel.
Session menu	Open the Session menu.

https://help.blackboard.com/Collaborate/Ultra/

Collaborate Panel Tools

> 💡 *Not sure where the Collaborate panel is? Go to the Find Your Way Around topic under Getting Started.*

Tool	Description
Chat 💬	Chat with everyone in the session. Open the *Collaborate panel* and select *Open Chat*. 🚩 *The moderator can turn chat off.* The emoji pack for Collaborate with the Ultra experience supports diversified emojis and Unicode 8 characters. Use one of five supported skin tones on any human emoji. Add underscore, tone, and the supported tone number (1 through 5) to your emoji when typing. Don't forget the colons on either end of your emoji text. **Example:** :wave_tone5: 🚩 *Collaborate's chat history only has 50 messages displayed at any given time.* ⊕ More on keyboard controls for chat history
Attendees panel 👥	View the list of attendees. Open the Collaborate panel and Select *Open Attendees List*.
Share Content 📤	Moderators and presenters can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.
My Settings ⚙️	Add a profile image, set up your audio and video and your notifications. Open the *Collaborate panel* and select *My Settings*.
Close ✕	Close the Collaborate panel.

https://help.blackboard.com/Collaborate/Ultra/