

Collaborate Ultra Videoconferencing for Instructors

Collaborate Ultra is a videoconferencing tool instructors can use for virtual class sessions or for virtual office hours with students at a distance. Students access through a guest web link to see and hear presentations, text chat, share webcam video and microphone audio. Instructors as moderators have more features for presenting and interacting with students.

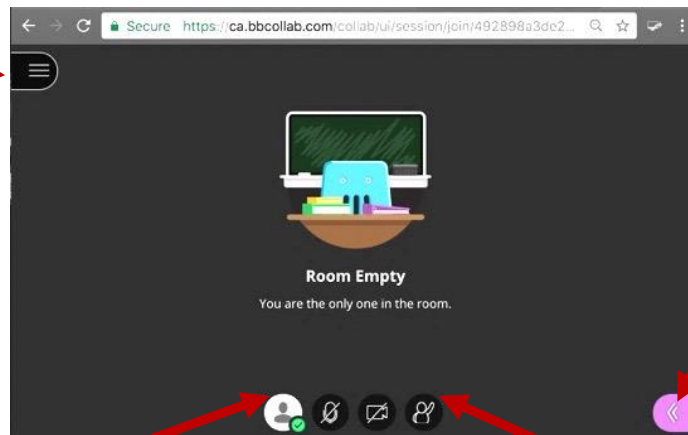
Getting Started:

- Get your Ultra room from CTL along with some Ultra instructions.
- Find a quiet space, headphones with microphone, and space
- Enter the room and become familiar with the menus and features.
- Rehearse what you will do in a session. (e.g. upload file, greet students, check that students can see and hear, present, ask for text chat questions, remind how to exit the session.)
- Give students the guest link and instructions on how to set up and participate in Ultra.
- Inform students whether you will record and whether they will use microphone or webcam.
- Keep your first Ultra session simple. Use your webcam and maybe a Powerpoint.

Ultra Menus

Click top left tab to see:

- Record session
- Ultra help
- Exit session at bottom



Click bottom right tab to see:

- Chat menu
- Attendee list
- Share content
- Settings for audio and video

Your status icon (away, happy) | microphone (on/off) | video (on/off) | student raised hand (red)

Click on the bottom right 4 tabs to access their menus.

Right side menus:




Text chat with participants.

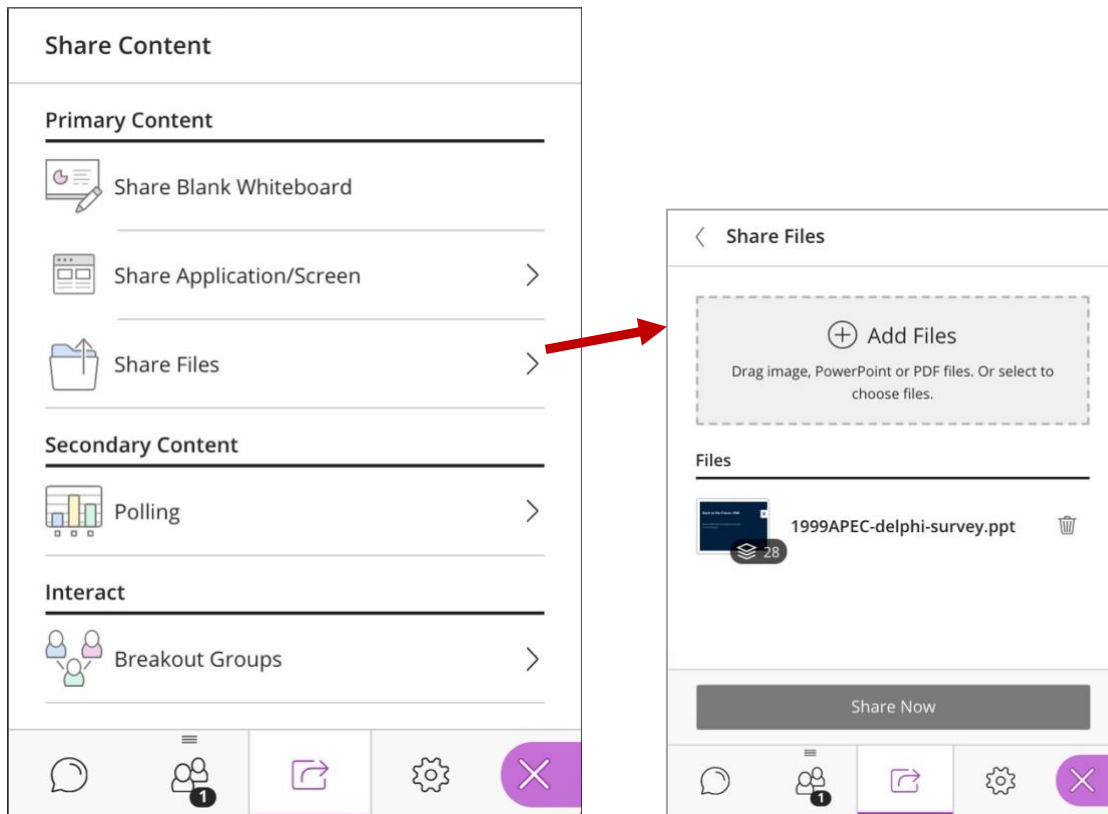
Attendees list. Click attendee options menu.

Share is where you can show students a whiteboard, files, poll, and create breakout groups.

Settings is where you can adjust audio and video, and remove participants.

To share a PowerPoint as Moderator or Presenter:

1. In Ultra, click open the bottom right tab.
2. At the bottom of the panel, click the share tab.
3. In the share menu that appears, click **Share Files**.
4. In the new window, click **+ Add Files**.
5. In the file browser window that appears, select your PowerPoint file, then click **OK**.
6. The PowerPoint file will upload and list in Share Files. Click to select your PowerPoint file.
7. At bottom, click **Share Now**. The PowerPoint will display in the main screen to students.
8. When you have finished with your slides, at the top right of the slides click stop sharing .
9. The PowerPoint will stop displaying to students and you can choose to share something else.



Learn more at:

Moderators: <https://help.blackboard.com/Collaborate/Ultra/Moderator>

Students: <https://help.blackboard.com/Collaborate/Ultra/Participant>

Ultra on Youtube: https://www.youtube.com/playlist?list=PLontYaReEU1thrYkZR4tynKpyvuTB_dkD

To request an Ultra room and tutorial, contact ctl.helpdesk@ubc.ca