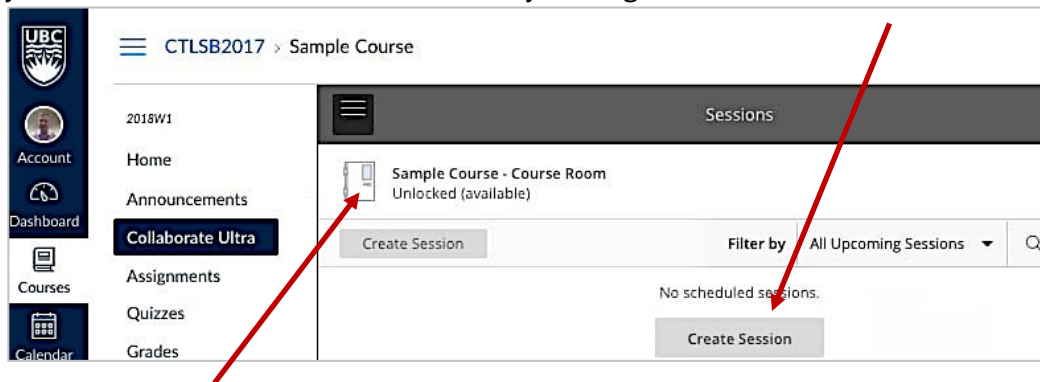


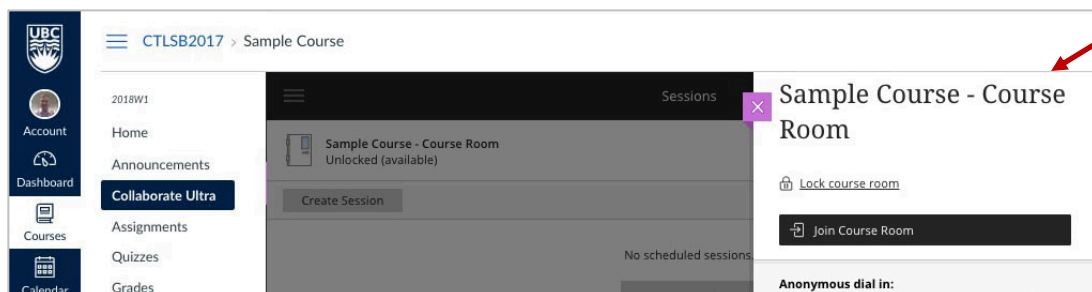
## Collaborate Ultra in Canvas

Collaborate Ultra is a videoconferencing tool you can use for virtual class sessions or for virtual office hours with students at a distance. Students can see and hear presentations, text chat, and share webcam video and audio. As moderators, instructors have more features and controls. Request the Collaborate Ultra tool be added to your Canvas course by emailing [ctl.helpdesk@ubc.ca](mailto:ctl.helpdesk@ubc.ca). When you

In your course menu, click Collaborate Ultra. The Sessions menu opens and lists a default room for your course. You can create other rooms by clicking the **Create Session** button.

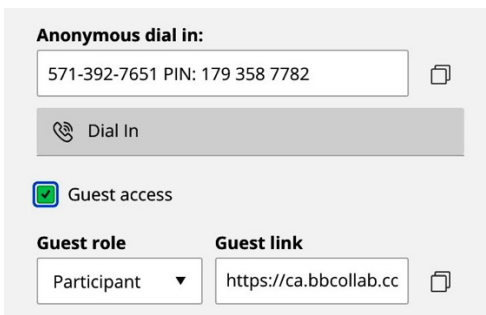


Click the door icon or the name of the course room. The room's session settings menu opens at right.



When students click on Collaborate Ultra, and then the room name, they see a **Join** button, the anonymous dial in, and they can access and download recordings.

You can give someone, such as a guest speaker, access to the Ultra room by copying and pasting the **Guest Link** into a Canvas Page or even an email.



Unfortunately, the instructor's Join weblink cannot be copied or pasted elsewhere; consequently, instructors have to join the room through the Collaborate Ultra link in the course menu. Do not hide or disable the Collaborate Ultra link in Settings > Navigation tab.

The Collaborate Ultra room settings menu enables you to perform the following common actions:

- a) Lock the room to prevent students from entering it.
- b) Join Course Room.
- c) Obtain a telephone number to use instead of your computer audio.
- d) Allow your students access as guests in a Participant, Presenter or Moderator role.
- e) Obtain a Guest link to insert in a Canvas page or email for access to the Collaborate Ultra room.

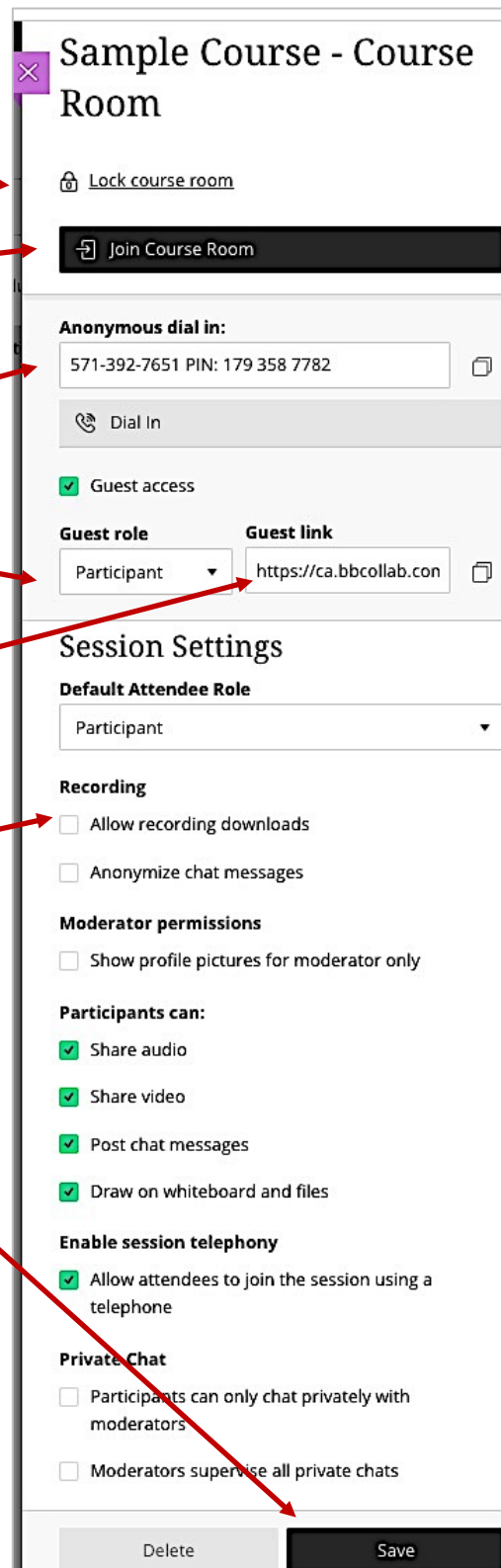
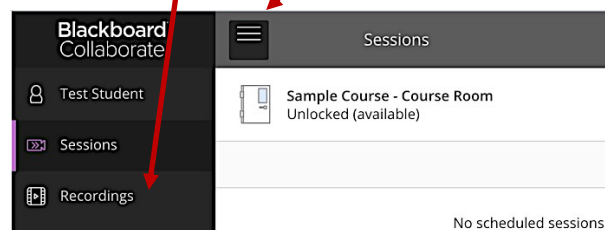
### Session Settings

- e) Allow recording downloads.\*

... and other options that most commonly left at default settings.

To save any changes you have made to settings, click **Save**.

- \* To access and download your recordings,
  1. In the Sessions bar, click the 3-bar menu. A menu opens.
  2. Click Recordings.



To learn more about Collaborate Ultra, contact [ctl.helpdesk@ubc.ca](mailto:ctl.helpdesk@ubc.ca)