

Job Aid

Create a Collaborate Ultra Classroom



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VALDOSTA STATE UNIVERSITY

Center for eLearning

2020

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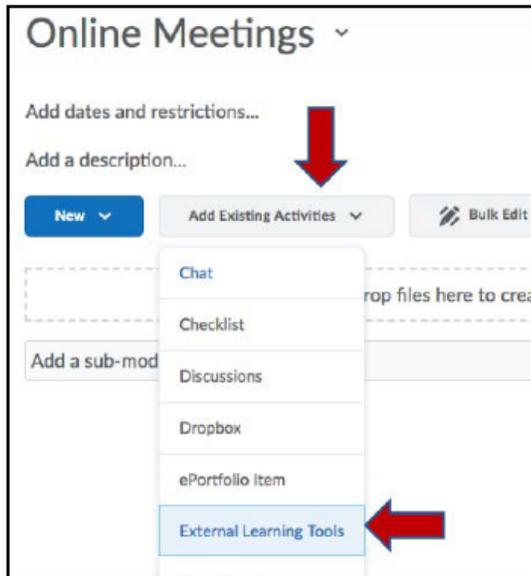
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Add Collaborate Ultra to a Course in BlazeVIEW

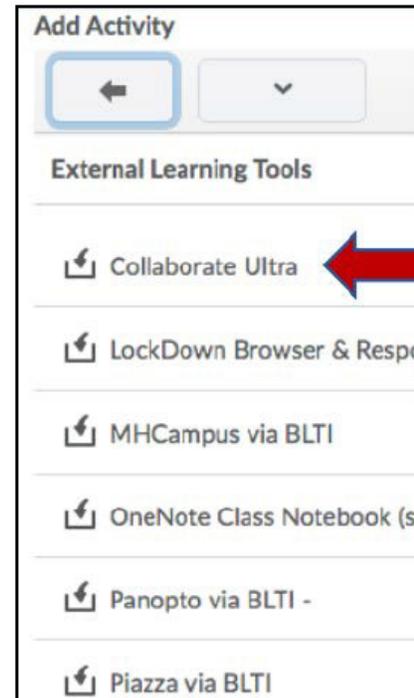
Collaborate Ultra is an open, educational-focused online collaboration platform where students and instructors can meet in a virtual classroom setting for an active learning experience.

1. Log into your BlazeVIEW course and select "**Content.**"
2. Select a current module or create a new module.
3. In the module, select "**Add Existing Activities**"> "**External Learning Tools**"> "**Collaborate Ultra**".

Add Existing Activities

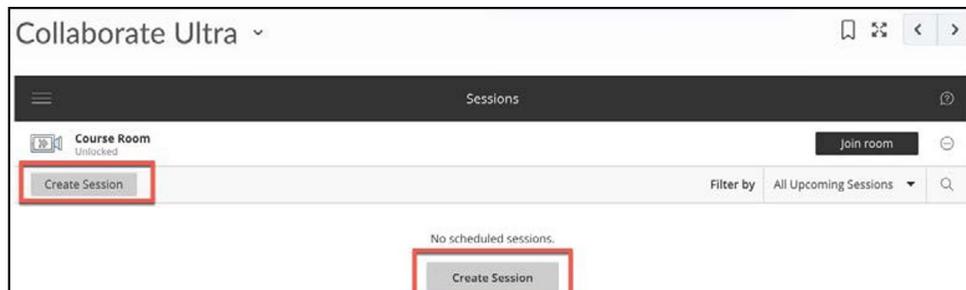


External Learning Tools



Create a Collaborate Ultra Classroom Session

1. Select **Collaborate Ultra** from the module.
2. When it opens, click the **Create Session** button to get started.



3. The **Event Details** window pops up automatically. Enter the session name.

The screenshot shows the 'Event Details' window. At the top, there is a 'Meeting Link' field with a red box around it. Below this is a 'Get secure link' button. The 'Anonymous dial in' section includes a phone number (+1-571-392-7650) and a PIN (495 893 8925). There is a 'Dial In' button and a checked 'Guest access' option. The 'Guest role' is set to 'Participant' and the 'Guest link' is 'https://us.bbcollab.cc'. At the bottom are 'Cancel' and 'Save' buttons.

4. If you prefer to share a **Guest Link** for students to join the meeting, you can check the option and specify the guest role of Participant, Presenter, or Moderator. Copy the link to share with attendees.

This screenshot shows the 'Event Details' window with the 'Guest access' option checked. The 'Guest role' dropdown menu is open, showing 'Participant', 'Presenter', and 'Moderator' options. The 'Guest link' field contains 'https://us.bbcollab.cc'. The 'Meeting Link' field is also visible at the top. The 'Dial In' button and 'Get secure link' button are also present. At the bottom are 'Cancel' and 'Save' buttons.

5. Scroll down to Enter the meeting **Start** and **End** Times. If you wish to leave the session open, check **No end**. If this will be a regularly scheduled meeting, check **Repeat Session**. **Early Entry** allows participants to enter the room before the meeting Start time.

Guest access

Guest role: Participant

Guest link: https://us.bbcollab.cc

Start: 7/23/20 10:26 AM

End: 7/23/20 11:26 AM

No end (open session)

Repeat session

Early Entry: 15 min before start time

[Provide a description](#)

Cancel Save

6. Select the **Session Settings** tab to set meeting permissions. Click the **Save** button when you have entered all changes, and your room will appear under the Create Session button.

Meeting Link

Session Settings

Default Attendee Role: Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participant permissions

Share audio

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can chat privately only with moderators

Moderators supervise all private chats

Large scale session (250+)

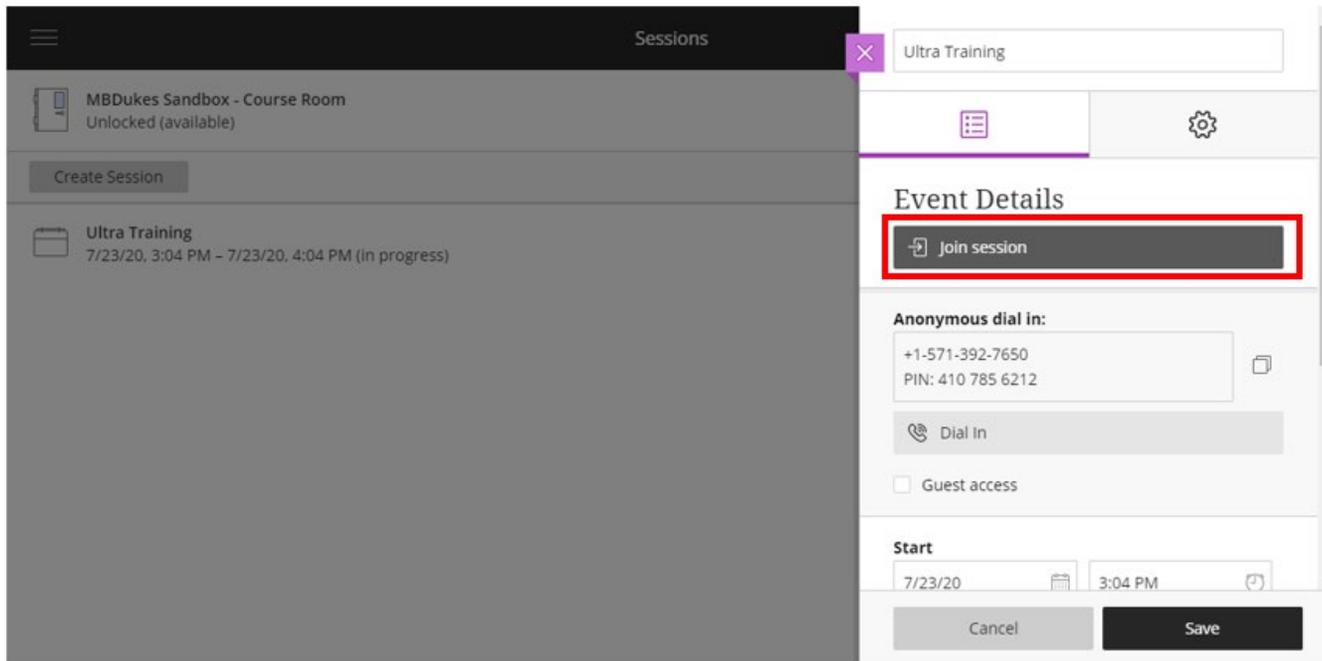
Allow 250+ attendees to join

Cancel Save

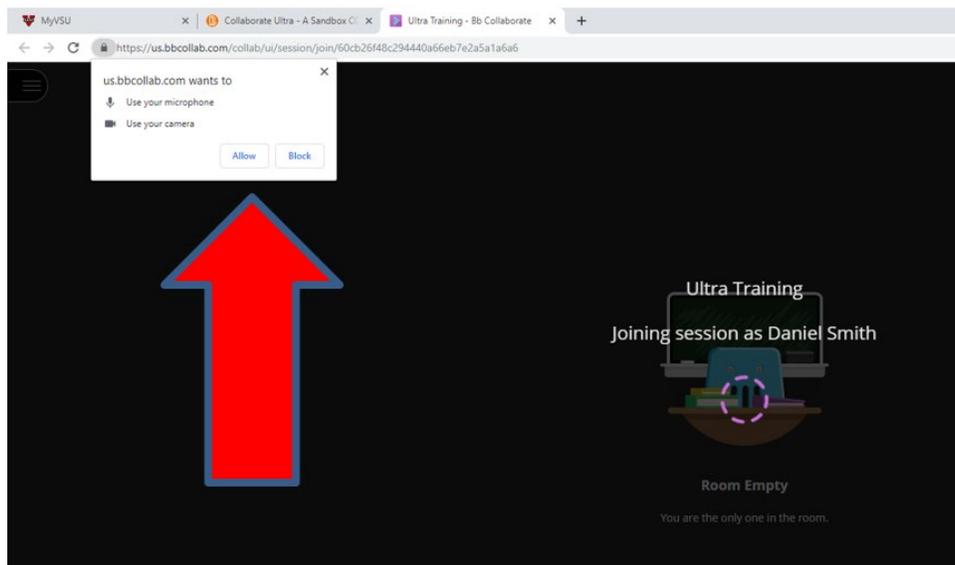
7. Access the session by clicking on the title, and then clicking the **Join Session** button on the right of the screen.

Connect to Collaborate Ultra

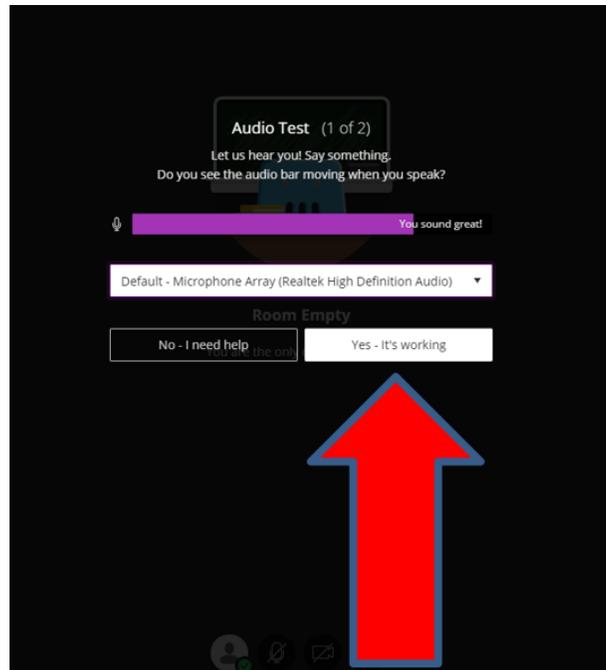
1. Click on the Collaborate Ultra Session and select Join session to connect to the meeting. A new browser window will open. Make sure you have the most current version of Google Chrome, or Mozilla Firefox installed, and the Pop-Up Blocker is turned Off.



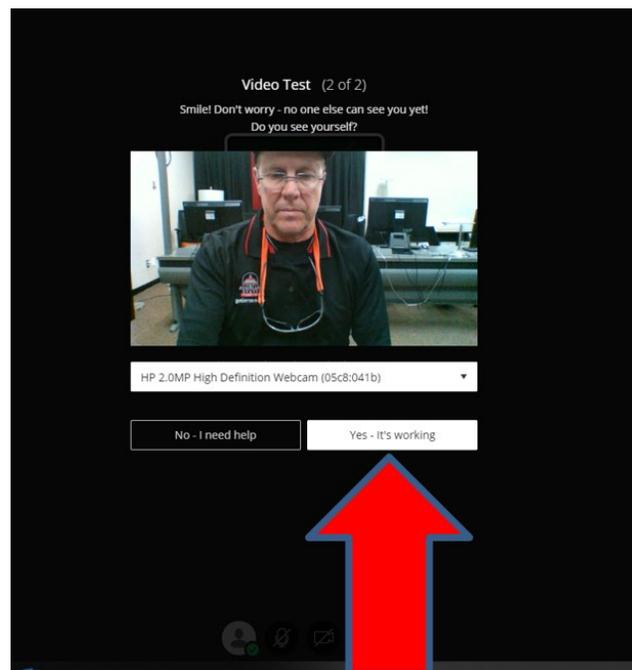
2. Click the **Allow** button to let Ultra access the audio and video:



3. Make sure that you see the microphone working. If you see the levels move as you talk, then click: **Yes, it's working:**

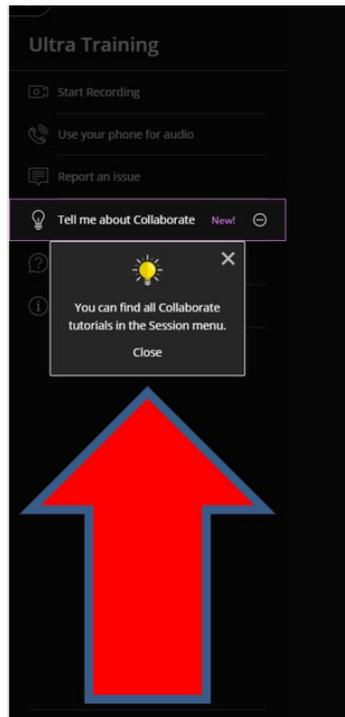


4. Check that the video is working. If so, click: **Yes, it's working:**

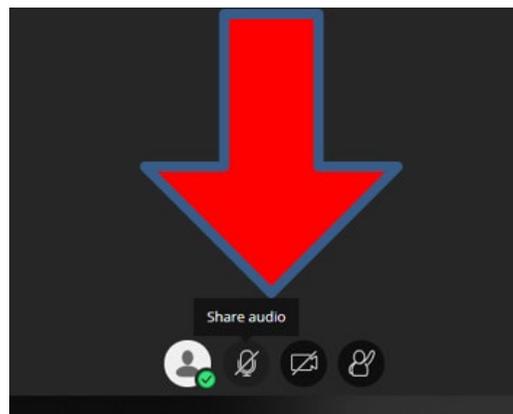


5. Click **Later** if you don't want to "Start Tutorial."

6. If a "Tell me about Collaborate" alert appears, you can close this and view the information later:



7. Click the **Share audio** and **Share video** buttons to talk and share video:



Interacting with Participants

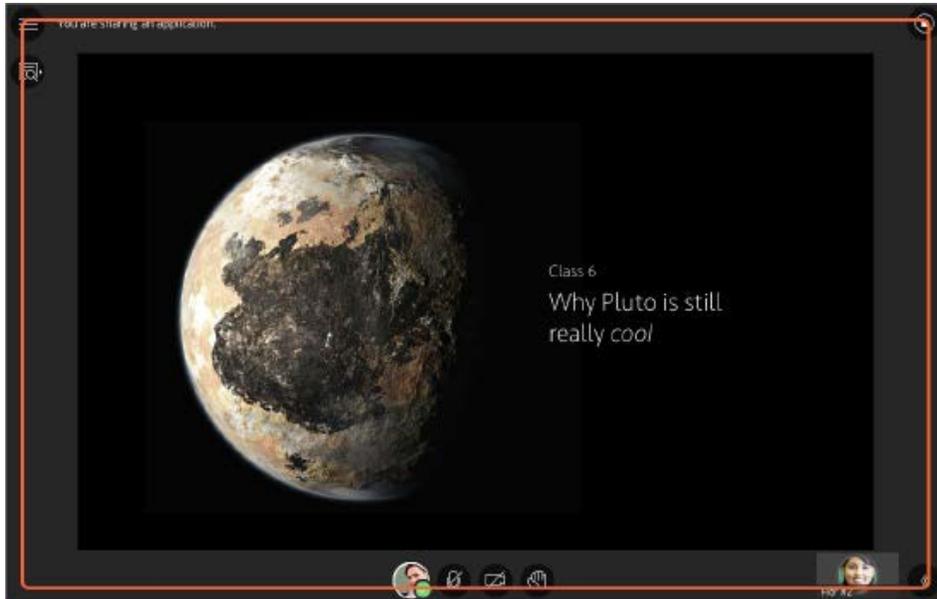
Use the different communication panels in Collaborate Ultra to interact with participants. **NOTE:** Moderator (instructor) view may be different from the student view with more options. Users will mainly use the three panels for interacting with participants:

1. Media space

2. Session menu
3. Collaborate Panel

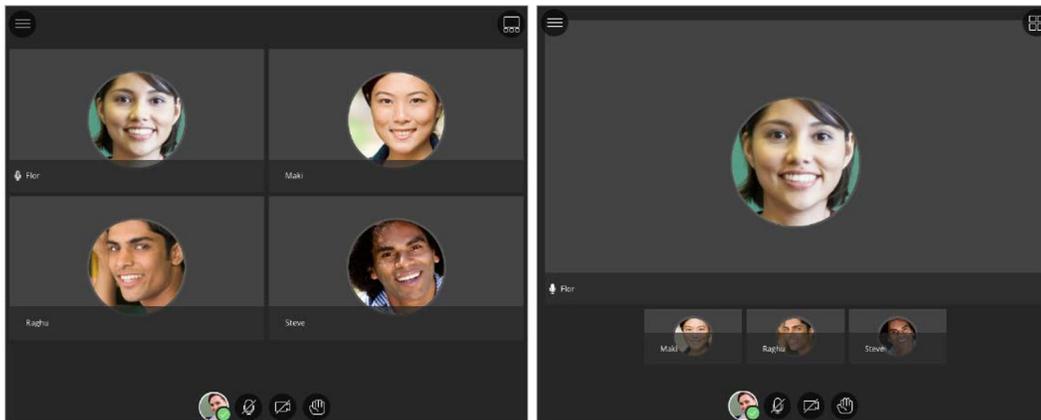
Media Space

The media space in Collaborate is where the content of the session is displayed.



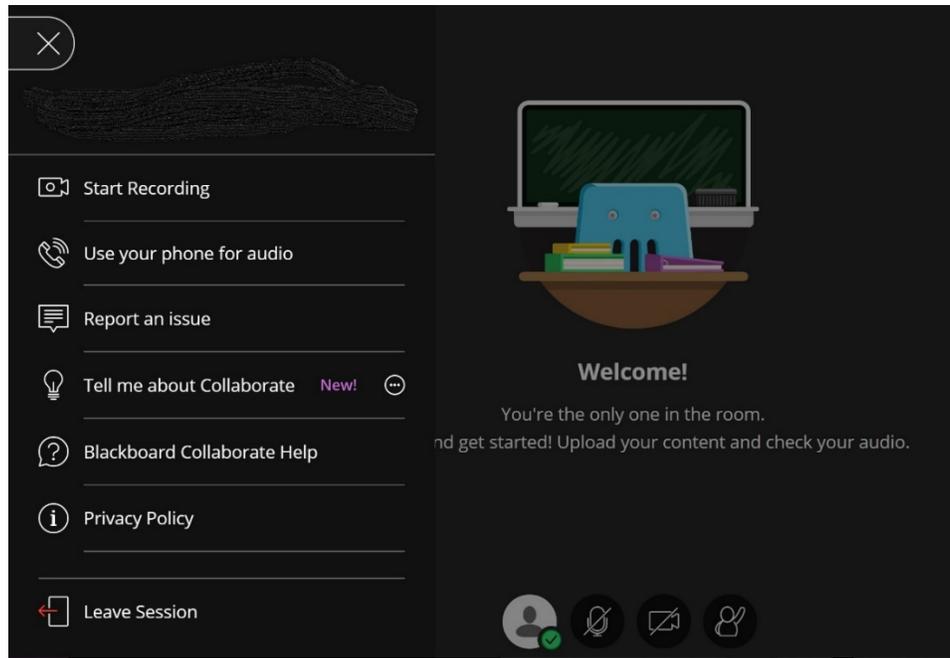
Tools that appear in the media space relate directly to what is happening in the session at that moment. Learn more about the available tools at [Know the tools. Use the tools.](#)

NOTE: The Ultra experience switches to follow-the-speaker view automatically when there are more than five participants.



Session Menu

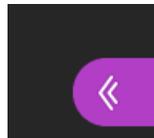
The Session menu opens a collection of high-level session actions and information. Open it using the session menu button at the top left of the screen. Tools and features you use only once or twice during a session are conveniently grouped here.



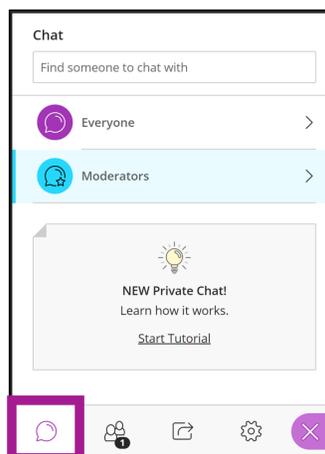
- Find details about the session.
- Moderators and presenters can record sessions.
- Connect your phone for audio
- Get help or report an issue.

Collaborate Panel

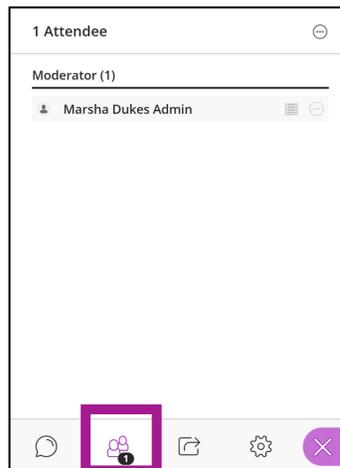
The Collaborate panel gives users a single space to go to engage other participants with all of the Collaborate Ultra tools. Locate the tab in the bottom right corner of the window:



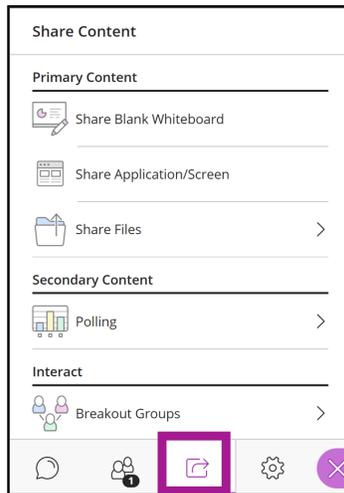
- Chat with everyone in the session or privately with other moderators.



- View participants and their roles.



- Moderators and presenters can share content, start polling, or set up breakout groups.



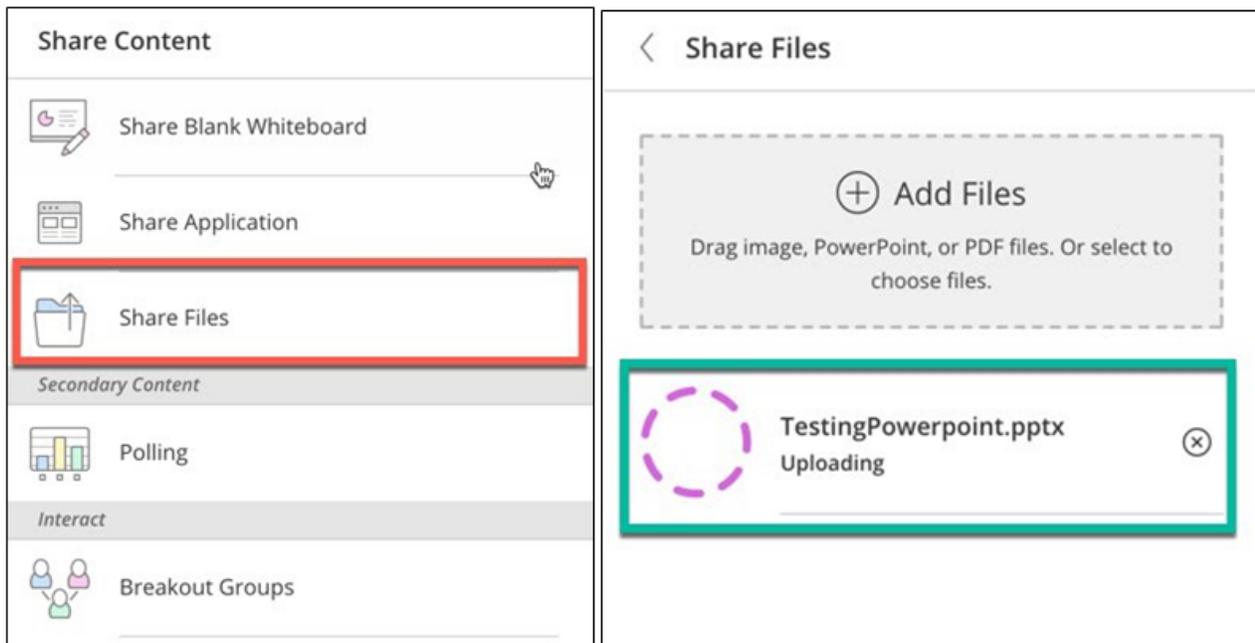
- Change your personal settings.



Share Content - Upload a PowerPoint

NOTE: Only Moderators can upload a PowerPoint video. Slides are uploaded as pictures, so no text editing is allowed once uploaded.

1. To upload your PowerPoint presentation, you should appear in the Participant's panel as a Moderator. Click to expand the Collaborate Panel in the lower right-hand corner.
2. On the **Share Content** tab, you will find instructor-specific options that will help you load your PowerPoint, share a blank whiteboard, share your screen, start a poll, and create breakout groups. Click on **Share Files**, and then choose your pre-prepared PowerPoint slides from your computer.

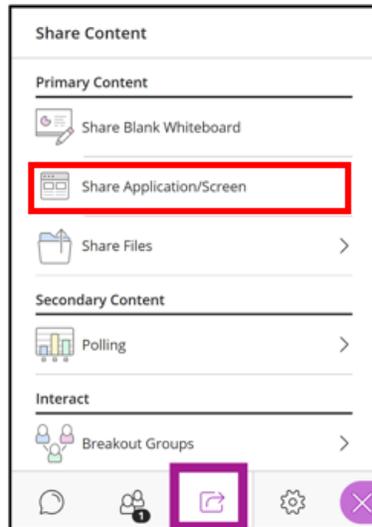


3. Ultra will process the PowerPoint and will grab the slides as **images** and upload them to the whiteboard. Click **Share Now**.
4. Select a slide to navigate.

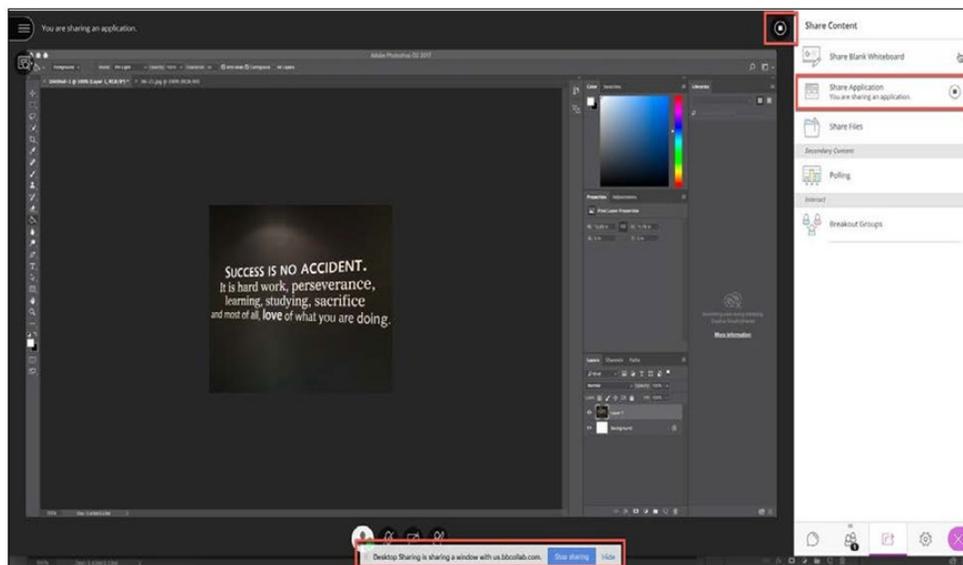
Screenshare - Collaborate Ultra Screen Sharing

Use Collaborate Ultra to Share your screen or any open application. **NOTE:** Only Moderators can screen share or application share.

1. The **Share Content** icon can be found on the **Collaborate Panel** in the lower right-hand corner of the screen.
2. Click the **Share Content** Icon and select **Share Application/Screen**.



3. Select to share either your whole screen or just an application.
4. You will find options to show or hide your zoom, fit, and size control.
5. You will be able to stop sharing your screen one of three ways: by clicking the stop icon next to **Share Application**, clicking the stop icon in the top right corner of the screen, or clicking **Stop sharing** located on the bottom of the screen.

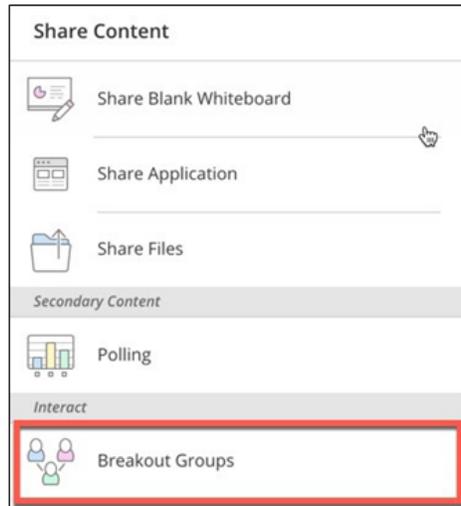


Collaborate Ultra - Create Breakout Groups

Instructors can create small groups that are separate from the main room and assign participants to them. Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main Room (and other groups).

NOTE Only Moderators are allowed to create breakout rooms.

1. Select the **Share Content** icon in the **Collaborate Panel** in the lower right-hand corner of the screen.
2. Select the **Breakout Groups** link.



3. Assign groups. Select Randomly assign or Custom assignment.
 - a. **Randomly assign:** Collaborate creates groups and randomly assigns participants for you.
 - i. If you want to be in a group, select *Include moderators in group assignment*.
 - ii. You can change how many participants are in each group. Select the number of groups from the *Number of Groups* menu.
 - iii. If you don't like how the participants are grouped, select *Reassign participants*.
 - b. **Custom assignment:** Create your own groups.
 - i. Assign participants to a group. You can select the Attendee menu and select the group. Or you can add members to groups by clicking on the dots next to the participant's name, and selecting which group to which you want them assigned. You can also select the participant and drag them to the right group.
 - ii. Select *Create a new group* to add more groups.
4. Select *Allow participants to switch groups*, if you want participants to be able to move to another group on their own.
5. Select *Start*.