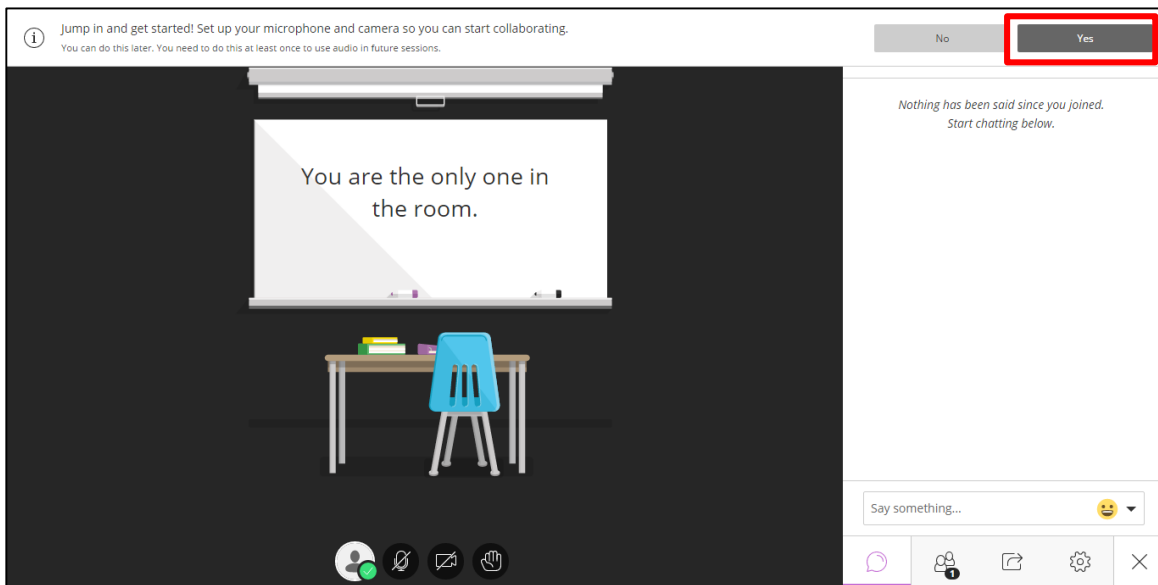


Logging In

Collaborate Ultra works best using the Google Chrome web browser.

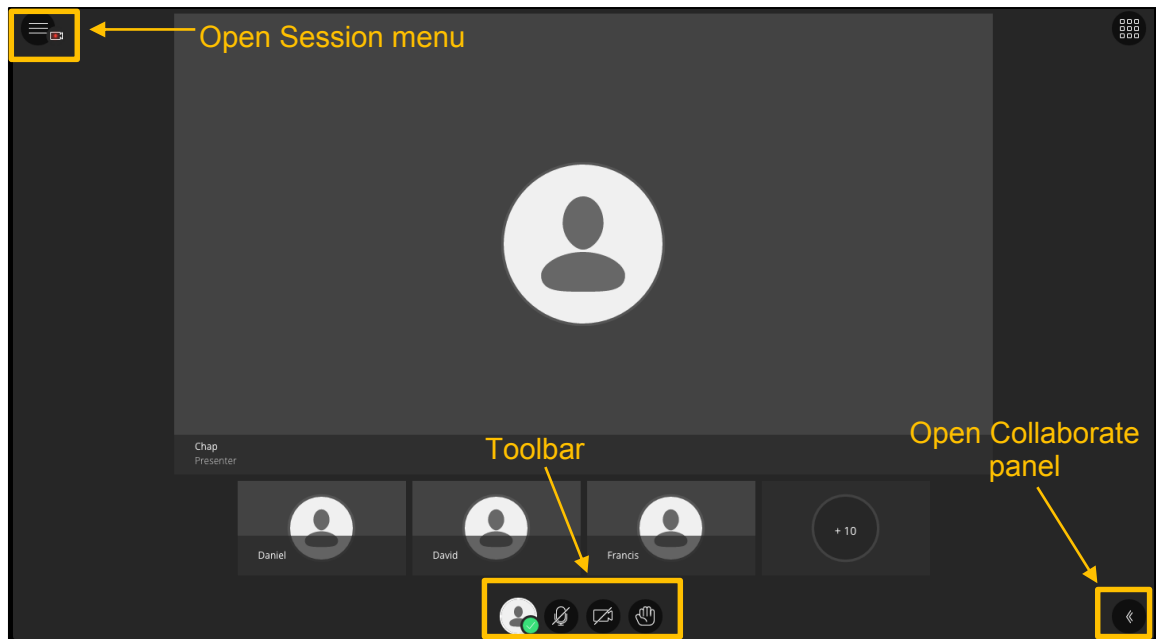
1. Make sure that your webcam and microphone are plugged in to the computer. We recommend using a USB headset microphone for better sound quality and ease of use.
2. Open the Collaborate room in Chrome. If you are logging in via MyEd or a VLE you will need to login there first, then click on the Collaborate room link. If you have been sent a guest link to a room you can copy and paste it into the Chrome address bar.
3. If you are joining the room as a guest you will be prompted to enter your name.
4. If this is your first time using Collaborate you will be offered a tour. Click **Begin The Tour** and work through the tour of Collaborate Ultra's features.



5. Click **Yes** in the white information bar at the top of the screen and work through setting up your microphone and camera.

By default your video is hidden and your microphone is mute after you complete the setup.

The Participant Interface



Collaborate Ultra has a toolbar at the bottom centre of the screen, as well as buttons at the top left and bottom right to open the Session menu and Collaborate panel. The Collaborate panel on the right is open by default when you log in.

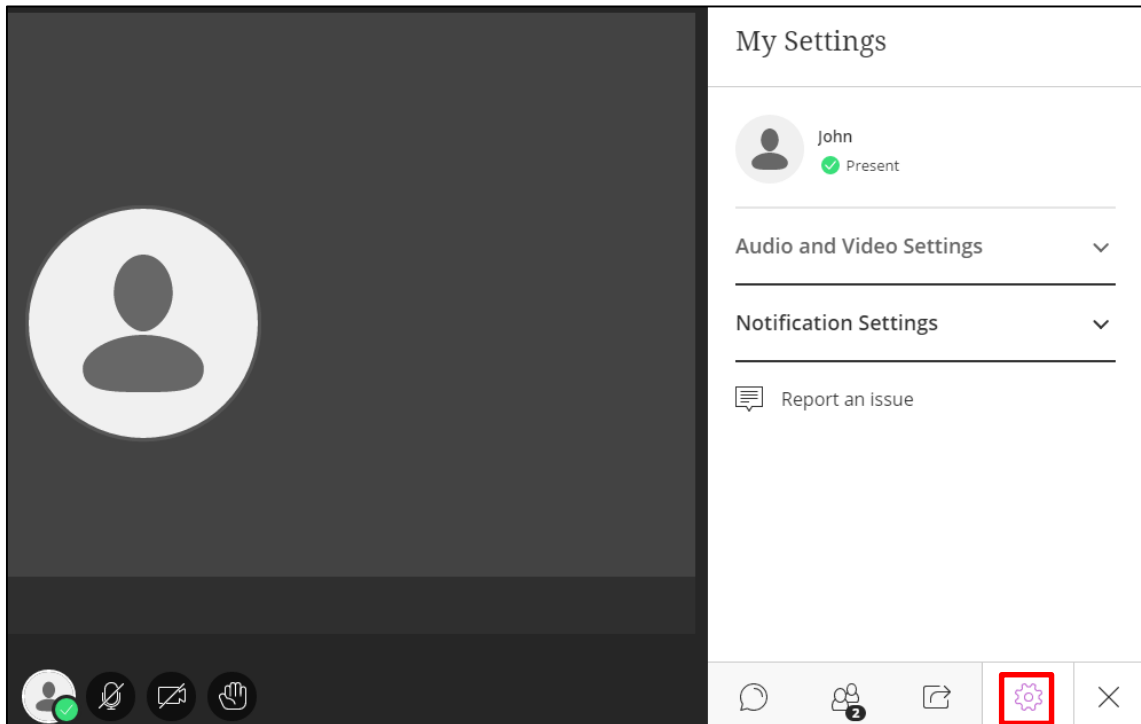
Collaborate Panel

The Collaborate panel opens on the right of the screen. This panel has tabs for chat, participants list, share content, and settings.

8. If the Collaborate panel is not already open, click on the button in the bottom right corner of the screen to open it.

My Settings

9. Click on the **My Settings** (cog) tab at the bottom of the Collaborate panel to switch to the **My Settings** tab.



Audio and video settings

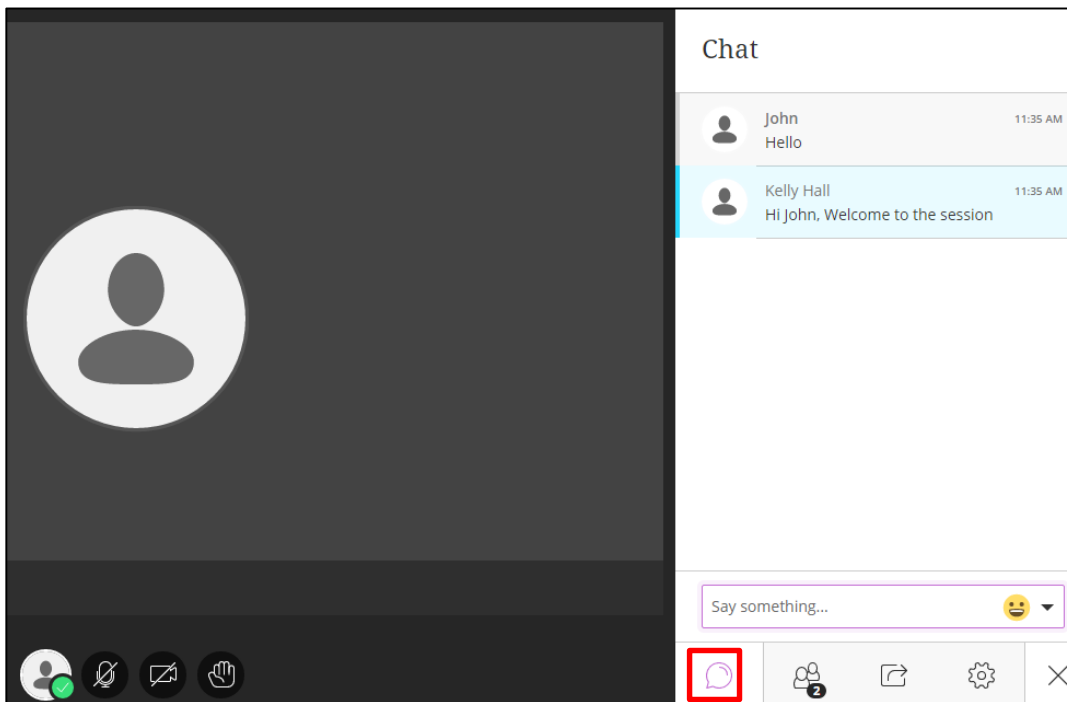
If you need to re-run the camera and microphone set-up (see “Logging In”), or adjust the speaker or microphone volume, you can do so here.

Notification settings

You can toggle notifications for when someone enters or leaves the room, posts a chat message and closed captioning.

10. Click on **Notification Settings** and choose how you’d prefer to be notified during the session. You may need to scroll down to find the **Notification Settings** option (or click on **Audio and Video Settings** to minimise it).

Chat

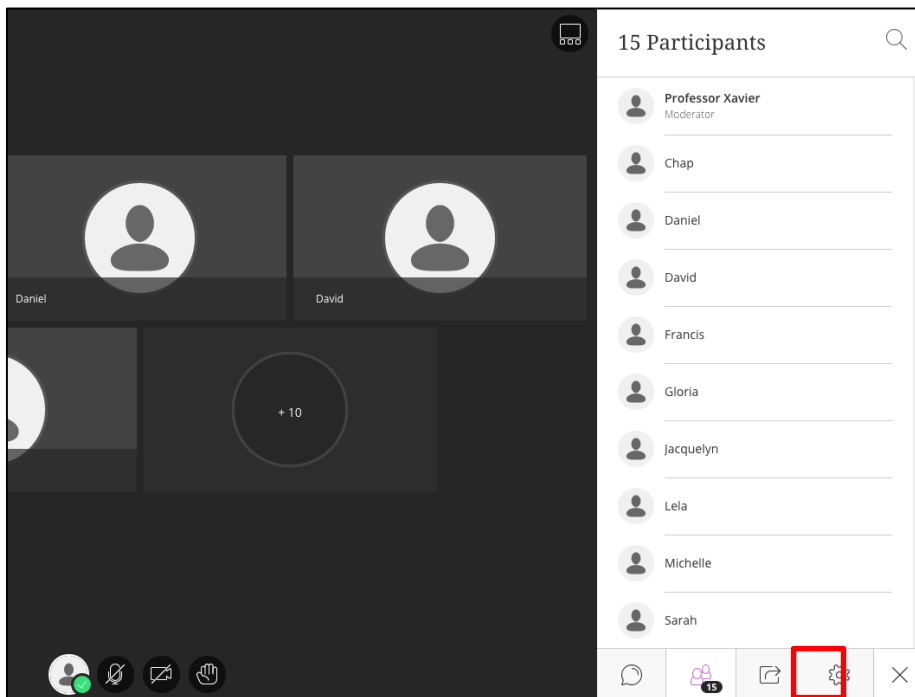


11. Click on the **Open Chat** tab at the bottom of the Collaborate panel to open the chat tab.
12. Type in the **Say something...** box. Press **[Enter]** to send your message to everyone in the room.
13. Click on the **Emoticon** (smiley face) button, select an emoticon and press **[Enter]** to send it to the room.
14. Type or paste a URL into the **Say something** box, and press **[Enter]** to send a clickable link to the room.

You cannot see any conversation that takes place when you are not in the room.

Tip: If your Chat tab is not open a red number appears on the **Open Chat** button at the bottom of the Collaborate panel when a new message arrives. The message also appears briefly to the left of the Collaborate panel.

Participants List



15. Click on the **Open Participants List** tab at the bottom of the Collaborate panel to see a list of all the people in the room.

You will see each participant's name, profile picture and role. Your name is highlighted in bold. Moderators are listed at the top, ordered alphabetically. Participants are listed under the horizontal rule, ordered alphabetically.

16. Click on the **X** at the bottom right close the **Collaborate Panel**.

Toolbar

Away

It is good practice to let everyone else in the room know if you have to leave your computer during a session, you can do this by setting your status as "away".



17. Click on the **Set as Away** button (green tick) on the Collaborate toolbar. It will turn yellow to indicate that you are away from the computer.

18. Click on the **I'm back!** button when you are ready to re-join the session.

Audio



19. To turn audio on, click on the **Share Audio** button on the Collaborate toolbar. The button will turn **green** to show the microphone is active.
20. Speak into the microphone and check that the other people in your room can hear you.
21. Turn audio off by clicking again on the **Share Audio** button.

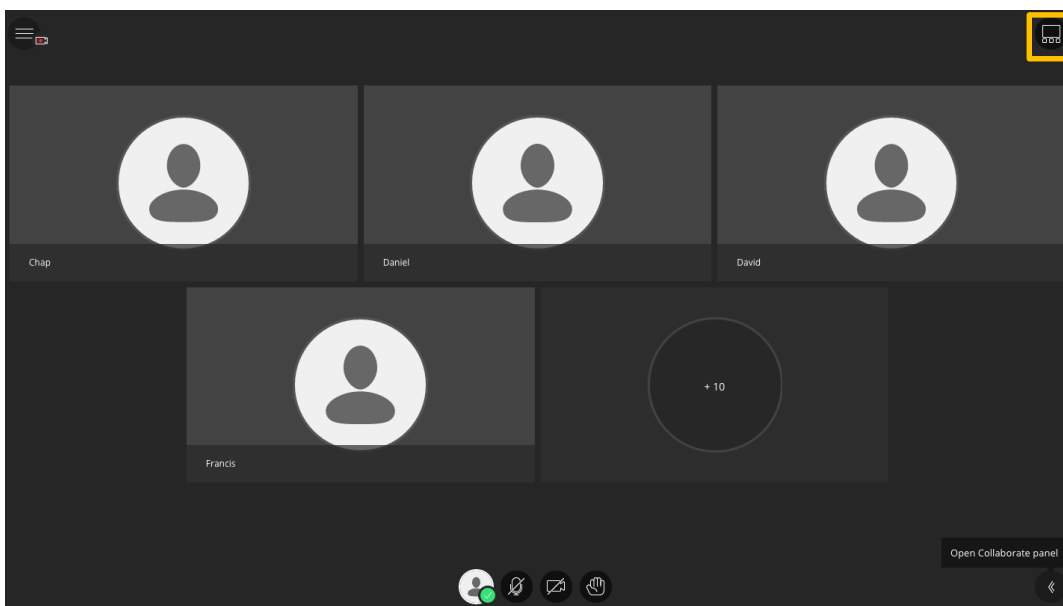
It is important to deactivate the audio button when you have finished speaking because it can be distracting for other people in the room if you leave your audio on when you are not speaking.

Tip: Press **Alt + M** to toggle the audio on and off.

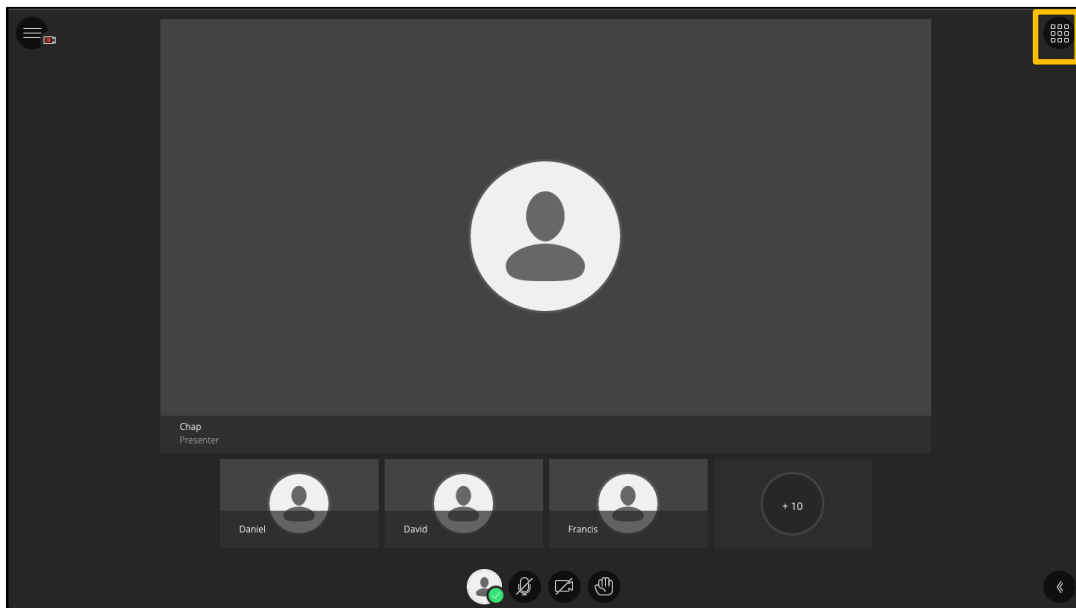
Video



22. To turn video on, click on the **Share Video** button on the Collaborate toolbar. You will see a video preview, click **Share Video** here too. The **Share Video** button on the toolbar will turn blue to show that the camera is active.
23. Providing there are more than two people in the room, the video will be in **Group Mode** by default. Click on the button at the top right corner to switch to **Follow the Speaker** mode.



24. Click on the top right button again to switch back to group mode.



25. Turn video off by clicking again on the **Share Video** button in the toolbar.

Tip: Press **Alt + C** to toggle the video on and off.

Hand Raise



The **Put hand up** button is used to ask a question. It puts a number against the participant's name in the Participants List in the order that they raised their hands. People with raised hands move to the top of the Participants List.

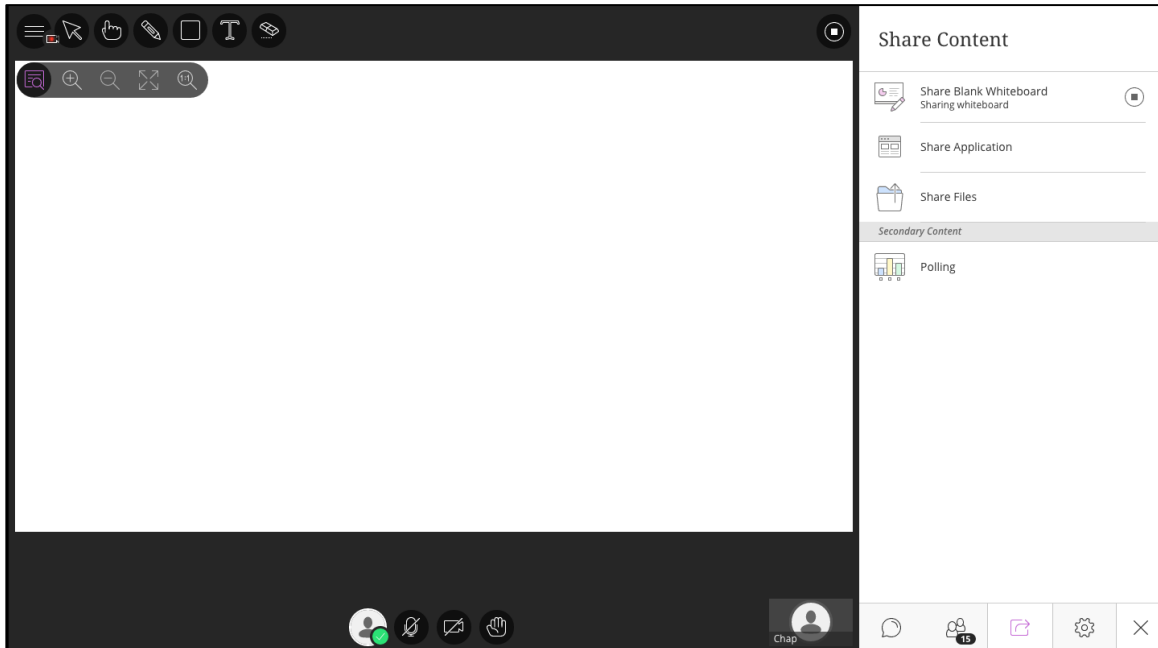
26. Click on the **Put hand up** button in the Collaborate toolbar to raise your hand.

27. Click on the button again to lower your hand.

Tip: Press **Alt + H** to raise or lower your hand.

Whiteboard

You can collaborate with other people in the session using the Whiteboard.



The whiteboard has 6 content tools:



Tip: The **Clear** button clears everything on the whiteboard. To delete a single item, select it using the **Select** tool, then press **[Delete]**.

The whiteboard also has 4 view controls:



14. To open the whiteboard, click on the **Share Content** tab in the **Collaborate** panel and choose **Share Blank Whiteboard**.

15. Use the content tools to draw on the whiteboard.

16. Click the **Stop sharing whiteboard** button on the **Share Content** tab to close the whiteboard.



Tip: Once you have closed a whiteboard you cannot reopen it. The contents are lost.