DMU Replay title: **Collaborate Ultra – Joining a Collaborate Ultra session**

Speaker: Jonathan Coope

Total length of audio: 00:01:59

To join a Collaborate Ultra session which has already been created within a particular Blackboard module, just go to the appropriate module; find the Collaborate Ultra area and select the session you wish to join. Click the 'Join Session' option. As you are logging in as a member of staff you will normally enter as a 'moderator', whereas students will normally only enter as 'participants'.

In this session you can see that another moderator or member of staff has already arrived before me and they have already uploaded Powerpoints to show as part of their session. But if you are a member of staff responsible for running a session, you will probably want to arrive in your session early, before the official start time, and upload your own presentation. In this session, I am the first to join the session. And now I want to upload my Powerpoint slides.

To upload your own Powerpoint slides, click on the pink tab at the bottom right to open the Collaborate panel; select the 'Share Content' panel, select 'Share Files'. Now you can upload your Powerpoint slides.

There is another way to join a Collaborate session and that is via a 'Guest link'. If you have been e-mailed a Guest link, then you just click on the link and provided that the session is currently open. you will be taken to the Collaborate Ultra session. Because you are entering as a 'Guest' you will be asked to provide a name before entering the session.