DMU Replay title: **Collaborate Ultra – Running a Session**

Speaker: Maxine Armstrong

Total length of audio: 00:04:44

When you first join a session, you can see there are some icons at the bottom of the window and a couple of tabs to open side menus. The middle is currently empty, but you can upload PowerPoint slides, word documents, web pages or a blank whiteboard.

The Session Menu opens on the left-hand side of the screen. Here you can record sessions, find help, report issues and also leave the session. If you did not view the quick tutorial the first time you opened Collaborate Ultra you can view it now by opening ‘Tell me about Collaborate’.

The Collaborate Panel opens on the right-hand side of the screen to show the chat, attendees, sharing options and settings pages. Open the Collaborate Panel by clicking on the pink/purple tab in the bottom right-hand corner.

Open the My Settings tab, which is the forth tab along from the left. The settings you can change during a session are audio and video settings, notification settings or session settings. Use the arrows to open each set. Use the sliders to adjust the microphone or speaker volumes. Set up your camera and microphone if they need adjusting. Audio or visual notifications can be turned on or off, by default they are turned on.

The icons at the bottom of the screen enable you to turn on your audio and video, set your status or raise your hand. My Status and Settings, shows your status and enables you to change your settings during the session. Students can also feedback about the session as it progresses. You can also use the Agree/Disagree options to quickly poll or get feedback from the students.

You can toggle the Mic button on and off to speak. If you have a webcam you can also toggle the Video button on and off. Mark yourself away if you need to momentarily step away from the session. Students can use the Raise Hand button to get your attention. Anyone who has raised their hands will be moved to the top of their role in the attendees list.

Use chat to message other attendees. Select the Chat tab, which is the first tab along from the left. Select Everyone to message all attendees, or you can just message the Moderators.

Type your message and add an emoji if you want. Press Enter or Return to post it.

Use the search field to find someone to chat with. You can send a private chat message by opening the Attendees tab, which is the second tab along.

Attendee controls vary according to role. A moderator can promote a participant to be a moderator, presenter or captioner. They can also mute them, or remove them from the session.

Attendees are grouped by role, those with their hands raised are at the top of each list.

Drag and drop the attendee’s icon onto the main stage, or move it by selecting More options at the top of the panel. Select Detach Panel. You can close the panel at any time and merge it back into the Collaborate panel.

To share content such as PowerPoint presentation select the Share Content tab, which is the third tab along from the left. To share a file, select Share Files.

Drag files onto the grey box if they are visible, otherwise click Add Files. Locate the file and click Open to upload it to the session. The file will now upload and soon be ready to share. You can share images, PowerPoint slides or PDF files in this way. Click the Share Now button to share the file. Use the arrows below the slide to move from one slide to the next. If you want to jump over multiple slides, click on the slide thumbnail. Stop Sharing to stop showing the slides.

Other sharing options are available in the Other Features video such as sharing a whiteboard or your screen.