DMU Replay title: **Collaborate Ultra – Additional Features**

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Total length of audio: 00:03:48

You can share more than just a PowerPoint presentation. You could share an application, like Word, your whole display screen or a single tab on your web browser.

Open Share Application/Screen. Click Share to continue.

As you move around the Word document your students will follow you. If you open a web browser the students again will follow you.

If you have set up the bowser pop-up notifications you will not miss any chat alerts while in another application.

If you want to share audio, for example from a YouTube video or a file on your computer, ensure you have selected the Share Audio check box.

Other content that can be shared is a Blank Whiteboard, where you can draw or make notes. There are a number of whiteboard tools that you can use to edit the content. You can also let students use these tools. Change these settings for participants during a session by going to Session Settings.

You have the selection tool, which will also resize, move or delete an object.

The hand, which you can use to point to different areas of the slide or whiteboard.

A pencil, to draw freehand.

A shape tool to draw rectangles, ellipse or straight lines.

A text tool to write.

And Clear will undo everything.

Change the magnification of your viewing area by opening the View Controls. These will only adjust your view, not the students view. The controls available are - Zoom In, Zoom Out, Best Fit and Actual Size.

Polls are very useful for enabling participation and receiving feedback. However, students using the mobile apps, can not join in, as it is not supported.

Open Share Content on the Collaborate panel. Select Polling and choose either multiple choice or yes/no answers. Type in your question. Now add your answers. If you leave the choices blank the students will see numbers instead.

Start the poll to see the poll responses. Open the attendees panel to see who has not responded yet. Select Show Responses to let the students see the results. They do not see how everyone else responded. Select End Polling to stop the poll.

Live closed captions make Ultra accessible to students who are deaf, hard of hearing or have a different native language to the presenter. Moderators select attendees to caption the session, by typing what is said. The other attendees can view these captions in real time.

Multiple languages can be captioned in a live session but only the first track is recorded.

A timer can count down to the start of a session or time a student presentation.

A timer is visible to either everybody or only to moderators.

Open the Collaborate panel and select Share Content. Start the Timer.

Note:

Ultra will end an inactive session even if attendees are present, to stop recordings overrunning. Moderators are notified that the session will end a minute before it closes. If you want a session to remain open but need to take a break, set the timer so that the session remains active.