**Collaborate Ultra**

**Description:**

This hands-on workshop will introduce participants to Collaborate Ultra. It will give the participant a basic overview of Collaborate Ultra and help establish a foundation for further exploration into the world of web conferencing.

## What you will need:

Webcampus username and password OR

Blackboard username and password

**Duration:** 1 Hour

**Format:** F2F and Online

**Objectives**:

* Explore the menu on Collaborate Ultra
* Understand how to set up Collaborate Ultra
* Understand how to use Collaborate Ultra
* Evaluate and use Whiteboard tool
* Evaluate and share applications
* Evaluate and upload files
* Set up and record a session
* Locate a recorded session

**AGENDA**

1. Welcome
	1. Attendance and sign in
	2. What is Blackboard Collaborate Ultra?
2. Hands-On Activities
	1. Setting up Collaborate Ultra
		1. Locating and setting up Collaborate Ultra within Blackboard
		2. Editing your rooms
		3. My Settings
			1. Changing Profile Picture
			2. Audio and Video Setup
			3. Telephony
			4. Notifications
	2. Using Collaborate Ultra
		1. Tool Bar
			1. Activating Audio and Video
			2. Raise Hand
			3. Chat
			4. Participant List
			5. More Tools
				1. Recording
				2. Session Settings
		2. Share Content
			1. Share Blank Whiteboard
			2. Share Application
			3. Share Files
				1. Persistent Content
			4. Breakout Groups
	3. Additional Resources
		1. Contact EdTech@wilmu.edu for support