# Getting Started With Collaborate Ultra – Part 2: Finding your way around the Ultra interface

## The Collaborate Ultra Interface



1: **Audio/video settings**. You can switch on and off your video and audio settings using the icons at the bottom of the screen. Remember you need to either have a (built in) web cam, microphone, headset or speakers to participate in a session. More information is available [here](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Use_Audio_And_Video).

2: **Session Menu**. This is where you start a session recording, access official Collaborate Ultra help, and leave a session. More information is available [here.](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Use_The_Tools#session_menu_tools)

3. **Collaborate Panel**. This where you manage and moderate a session. You can upload and share content, screen share, use polls, whiteboards and create groups and change use roles. More information is available [here](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Navigation#collaborate-panel).

## The Session Menu



The session menu allows you to start/stop recording a session, access official Blackboard collaborate help and system updates. It’s also where you leave a session.

## The Collaborate Menu

Sharing Content 

 

To share content, select **Share Files**, then drag or upload your files. Your file(s) will then appear. To share them in your session, you need to click the **Share now** button.

To share an application, select Share Application and follow the on screen instructions.

To set up a poll, select **Polling** and follow the on screen instructions. NB the polling functionality is limited.

To set up breakup groups, select **Breakout Groups**, and follow the onscreen instructions.

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|  | Select this icon to view and participate in session text chat. Moderators can also set up private chats with selected individuals in the session.  |
|  | This is where you can view a list of all the participants in a session and if necessary change their permission e.g. make them a presenter so they can share content.  |
|  | This is where you can adjust your video/audio settings, and add a profile picture  |

More detailed information on all the tools is available [here](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Use_The_Tools).[[1]](#footnote-1)•

1. • https://help.blackboard.com/Collaborate/Ultra/Moderator/Get\_Started [↑](#footnote-ref-1)