

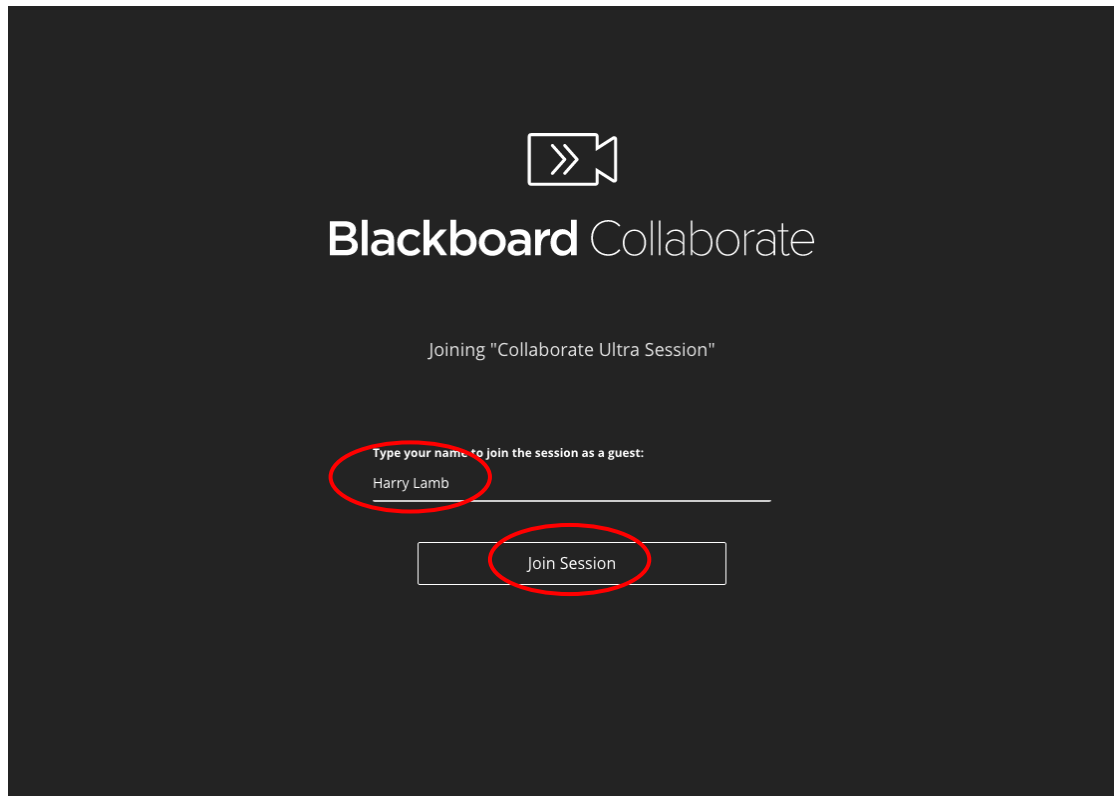
Quick start guide for participants

# Logging into Collaborate Ultra

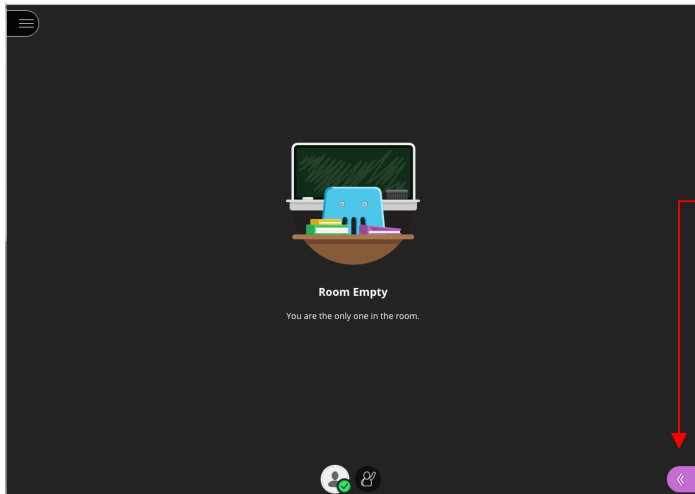
Before you can join a Collaborate Ultra Session you should receive an invite from your tutor which will include a URL for the session together with a date and start time.

Note: If you have not received an invite and expect one then please contact your module facilitator/instructor who will resend the invite.

Step 1. Click the link or copy it to your browser. This will open a browser window similar to the one below. You should add your name and then click join session.

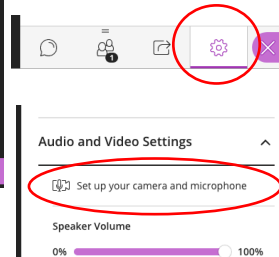


# Check your audio settings



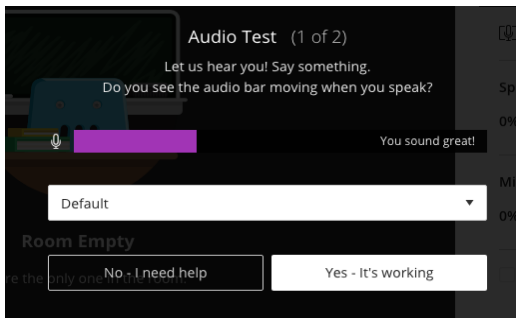
Once you have joined the session you may find the room is empty don't worry it just means you are the first to arrive. You can use this time to check your audio settings

Step 1. Click on the chevron in the bottom Right of the screen.



Step 2. In the menu that appears click on the gear wheel.

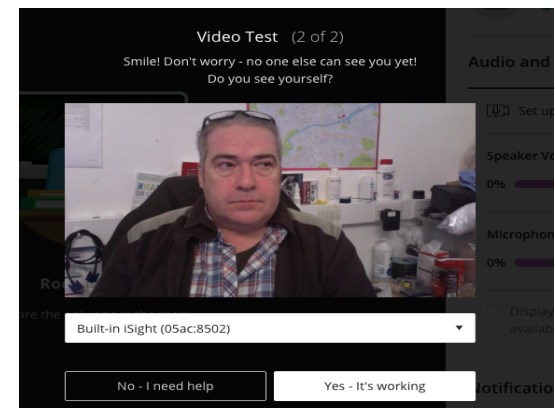
Step 3. Under 'audio and video settings' choose setup your camera and Microphone.



Step 4. Speak in to your microphone and you should see the sound level fluctuate and the message 'you sound great'. If so click 'yes - its working'

Step 5. Now check your webcam is working if you have one. Don't worry if you don't as in many online sessions being able to listen is all that is required. Click 'yes – its working'. And you will be returned to the main presentation window

Note: If you have trouble with your sound and or audio use the 'no – I need help' button for more information on what to do.



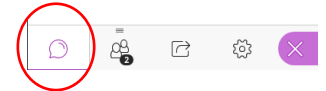
# Interacting with the Facilitator/Instructor



There are a number of ways you can interact with the facilitator and fellow students during a presentation. The most common way is to use the chat facility provided in Collaborate. Another is to raise your hand and another is to provide feedback.

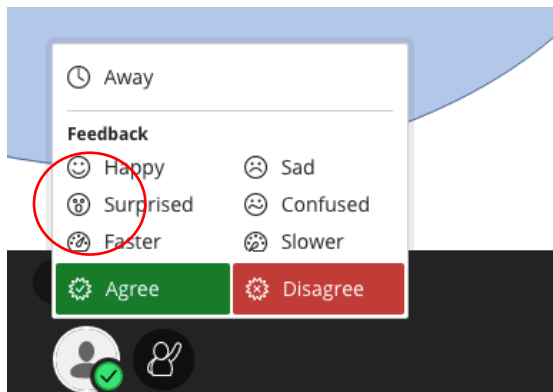
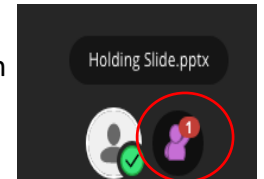
## Chat facility

Click the chevron on the bottom right of the screen as you done previously. Select the chat bubble icon from the menu that appears and type your message



## Raise your hand

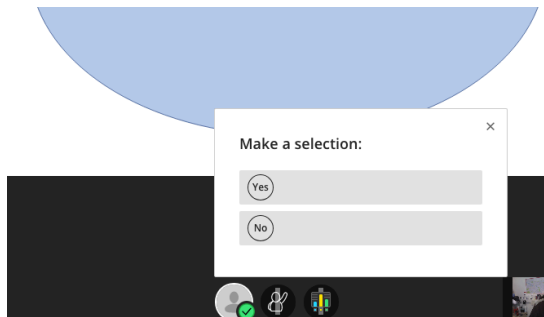
Click the raise hand icon found in the middle of the screen. This will indicate to your facilitator that you wish to as a question. You will see the number 1. This will vary depending one the number of hands being raised



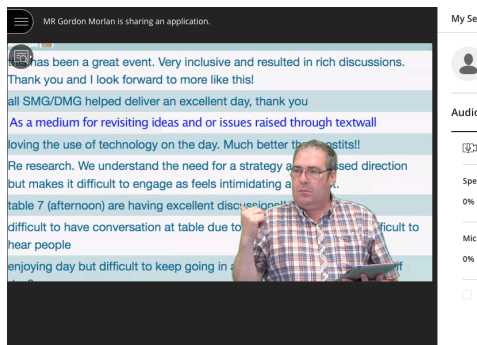
## Feedback

You can provide feedback during a session to help prompt the facilitator in a number of ways. for example you can agree or disagree with what has been said. You can indicated that you are confused by a particular part of the session or highlight a number of emotions you feel during the session. Your facilitator will let you know if they wish you to use this feature or parts of this feature prior to the session starting.

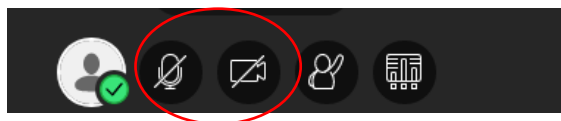
## Facilitator/Instructor interacting with you



On occasion your facilitator may interact with you to find out if you are understanding what has been presented or to ascertain your opinion on some issue. If that is the case you will see a selection box appear in the window as in the slide opposite. Questions posed in this way are verbal so make sure you are paying attention to what is being asked.



Another way a facilitator can interact is by sharing their screen and may do this if they wanted to guide you through a number of steps in finding information on the web or they may wish to show you how to use some feature on a piece of software (as in this demonstration of textwall).



If you have something important to add the facilitator may invite you through your webcam or microphone. If so you will see these icons appear in your window in addition to the 'feedback and Lift hand icons. If you tested your audio and video as mentioned earlier then all you need to do is click on the two icons to activate your microphone and webcam. Then click on share.

This covers the main features you will need to know as a student participating in Collaborate Ultra