# Collaborate Ultra in Canvas for UM students

Video conferencing tool for lectures and tutorials

## Contents

## What is Collaborate Ultra?

Blackboard Collaborate Ultra is a virtual classroom application that is easy to use and integrated in Maastricht University new LMS, Canvas, enabling you to manage synchronous (live) sessions with your course environment. You cannot access Collaborate Ultra outside of Canvas.

Collaborate Ultra facilitates synchronous (live) online tutorials, lectures and student group meetings:
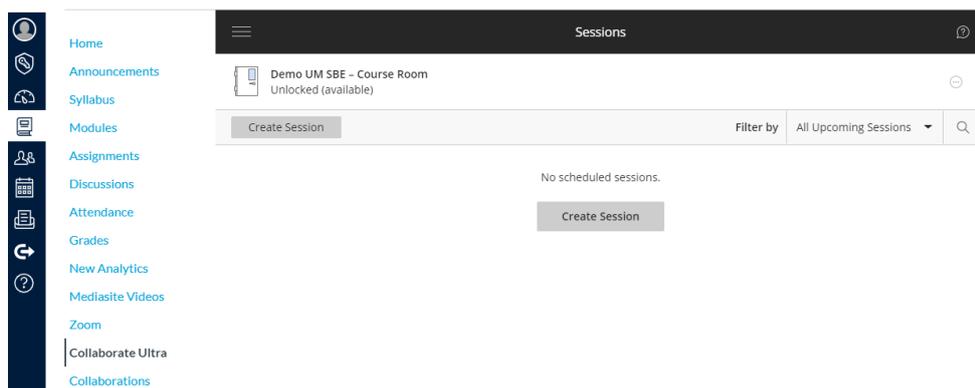- Live audio and video presentation
- Exchange text messages
- Collaborate on a Whiteboard
- Application and file sharing
- Recording
- Presentations
- Poll option

For more information visit: https://en-us.help.blackboard.com/Collaborate/v12/Moderator

## Accessing your lecture delivered through Collaborate Ultra Course Room

In the general course area of your Canvas course, you can access the course room by clicking on **Collaborate Ultra** in the light blue menu on left side of your Canvas course screen.
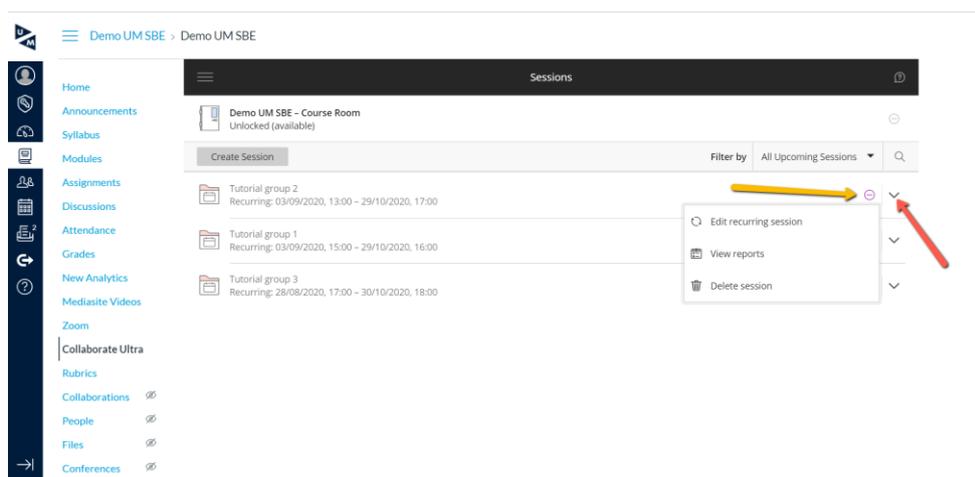
The Collaborate Ultra **Course Room,** will be in top of the screen. It is always there, but the course coordinator can make either available or not. Click on **Course Room** to open it (see screenshot).

After clicking on the course room, it opens a new screen (below). Here you press **Join Course Room** to enter.  Now click on Join Course Room and you or enter. You can choose to turn on your audio and video.

## Accessing a session (lecture, tutorial, etc) delivered in the general course area

Access by clicking on **Collaborate Ultra** in the light blue menu in the left of your course.



You will see an overview of all scheduled sessions (e.g. tutorials, lectures. All course members can access all groups, so make sure that you know which session is yours.

When the option **No end (open session)** was used, find your room number, tutorial group, or other session name used in this course.

When the option **Repeat session** was used, you need to find the right (tutorial) group name (or other session name used in this course) and the correct time. The screen will show the next session only. You can click on the arrow (screenshot above red arrow) to the right of each tutorial group session to unfold all sessions (screenshot below).

Click on the session to enter. Normally you will be a participant, unless the organizer made you moderator or presenter. In that case you can exchange text messages, collaborate on a whiteboard, share files and screens, present powerpoints, record, use polls.

For more information about how to moderate a session, see the [Blackboard documentation](#).
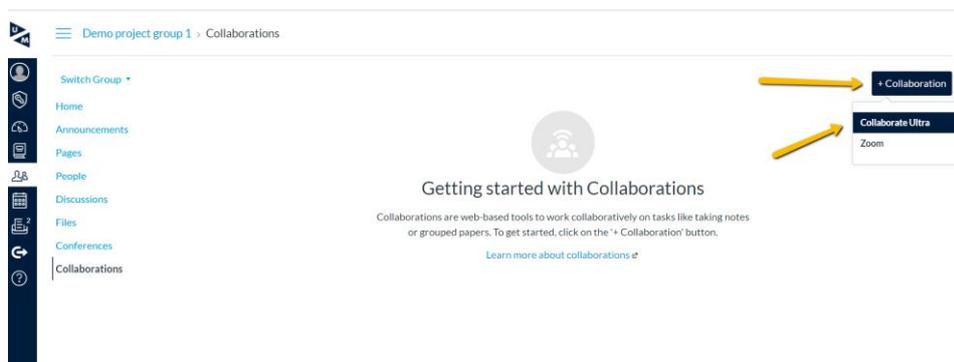
## Accessing a tutorial or group sessions for students in the Canvas group area

Only the Canvas group **Course room** is accessible. A tutor or student cannot schedule a Collaborate Ultra  session in the Group area. The room is always open.
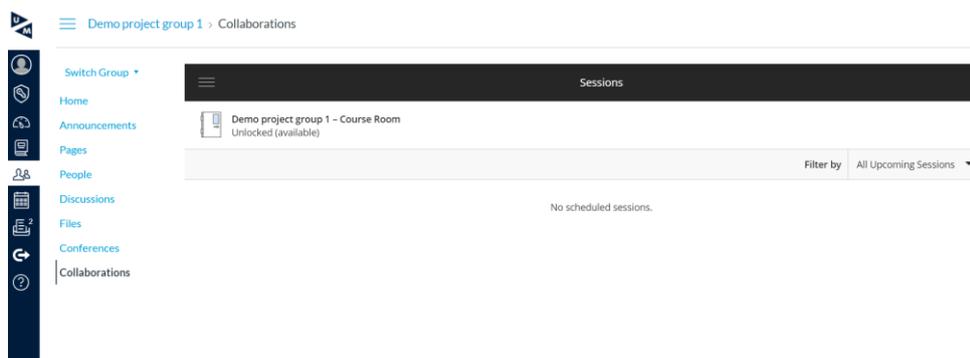
The Collaborate Ultra course room in the Canvas group area only allows for video conference or chat. It will not grant moderator or presenter rights to any participant .This means that no one can share screens and files, start a whiteboard, moderate the chat, do polls or make breakout rooms. Not even a tutor or teacher who enters. If you want to have the option to make video conferencing sessions from your Canvas group area in which you can share screens, use a whiteboard, and present, please use Zoom instead.

Go to the Group area by clicking on the **Group** icon in the dark blue global menu and select the correct group.

In the group area, click on collaborations in the light blue menu and choose collaborate



This will open a screen with the group **Course Room** After clicking on the course room, it opens and you press **Join Course Room** to enter. Everyone is a participant. <u>Roles cannot be changed</u>. Everyone has access to video, audio and chat.

## Finding Collaborate Ultra recordings in Canvas

Access by clicking on **Collaborate Ultra** in the light blue menu in the left of your course.

Click on hamburger menu in top right for black menu with account name, sessions and recording and click on **recordings.**



After clicking on recording this screen with all recordings will appear. Click on the desired recording and click on watch now.