Student Tutorial: Use Collaborate Ultra in a Small Group

Purpose: This tutorial explains how to use Collaborate Ultra to meet as a small group of students in your class and record your session.

Required: For these steps to work, your class must be set up with groups that have permissions to create and access session recordings. This is something your instructor sets up.

Learn to Use Collaborate Ultra
Take 10-15 minutes to review the instructions on how to use Collaborate Ultra in your small group, specifically these sections:

- **Get Started**
  Watch the video tour that covers how to:
  - Set up audio/video
  - Change settings
  - Share content
  - Stop/start recordings ([more info])

- **Share Content**
- **Session Best Practices**

Schedule your Session
Determine when your group is going to meet.

Meet Your Group
At your scheduled small group session time, access your group, lower-left corner in Blackboard.
- Option 1: Click Collaborate directly from your Group.
- Option 2: Click Group Homepage first.
• Option 2: If you click **Group Homepage** first, you can verify your group members and then click **Collaborate** listed under Group Tools.

After Collaborate opens, click **Join Room**.
Using what you learned about using Collaborate Ultra, take a few minutes to ensure your audio and video are working properly.

Troubleshoot if needed.

When everyone is ready to begin, open the Recording menu at the top left of your screen and click **Start Recording**. When actively recording, the video camera icon will have a red dot on it.

**Share Your Recording**

Your instructor will be able to review your recordings from within Collaborate Ultra.

Collaborate will email moderators links to their recordings at your drake.edu email address. If required to share your group’s recording in a discussion forum, for example, use the link provided in that email.