Collaborate Ultra

Moderator's Guide for D2L

University Information Technology Services

Collaborate Ultra
Moderators Guide for D2L Brightspace – Daylight Experience

Table of Contents

Introduction

Collaborate Ultra is an interactive communication tool that integrates into *D2L Brightspace – The Daylight Experience*, providing users a greatly enhanced online learning experience. Moderators can have live, online interaction with students and instructors, display and share desktop applications, as well as deliver learning content with session participants. While most Internet browsers will work with Collaborate Ultra, *Google Chrome* and *Mozilla Firefox* is most optimized to make the most of the Ultra experience.

The following guide was created using *Mozilla Firefox version 57.0 (64-bit)*.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a Collaborate Ultra session in D2L Brightspace
- Access the Collaborate Ultra Session
- Perform the audio and video setup
- Understand the Collaborate Ultra interface
- Utilize the presenter tools within Collaborate Ultra
- Access any Collaborate Ultra sessions that have been recorded.

System Requirements

- Windows 7, Windows 8, or Windows 10
- Mac OS 10.9 or higher
- Speakers, microphone, and/or headset
- An Internet connection
- Adobe Flash Player 17 or above

Supported Browsers

Browser	Audio/Video	Application Sharing
Google Chrome*	Supported with High Quality video	Share and View Applications
Mozilla Firefox	Supported using with Flash	Share and View Application
Safari	Supported using with Flash	View Applications Only
Internet Explorer	Supported using with Flash	View Applications Only
Microsoft Edge	Supported using with Flash	View Applications Only

*The optimal **Collaborate experience** for all users is with Google's Chrome browser as well as Mozilla Firefox.

Creating a Collaborate Ultra Link in D2L

The following explains how to create a link to Collaborate Ultra using the *Content* tool.

1. Log into your *D2L Brightspace* course and navigate to the **Content** page.
2. Create a new module or select an existing module.
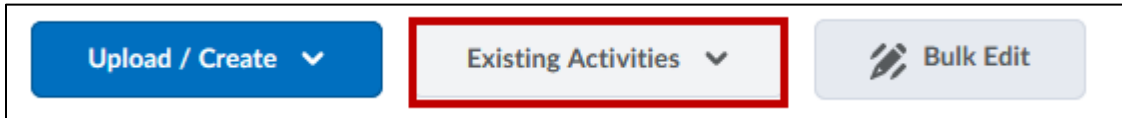3. Click **Existing Activities**.

Figure 1 - Click Existing Activities

4. Click **External Learning Tools**.
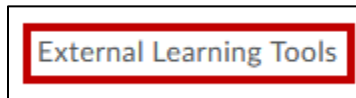

Figure 2 - External Learning Tools

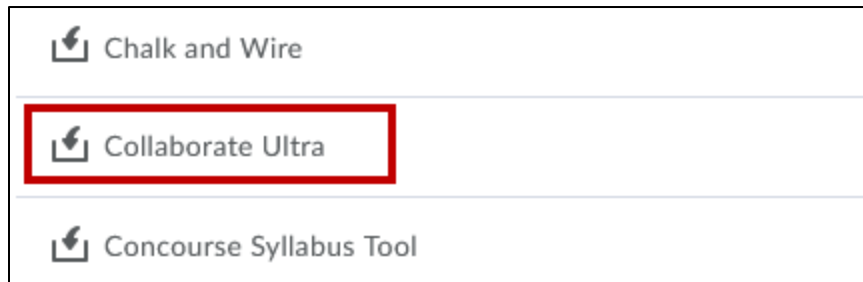5. Click **Collaborate Ultra** from the drop-down list.

Figure 3 - Collaborate Ultra

6. The **Collaborate Ultra** link will be added to your content.
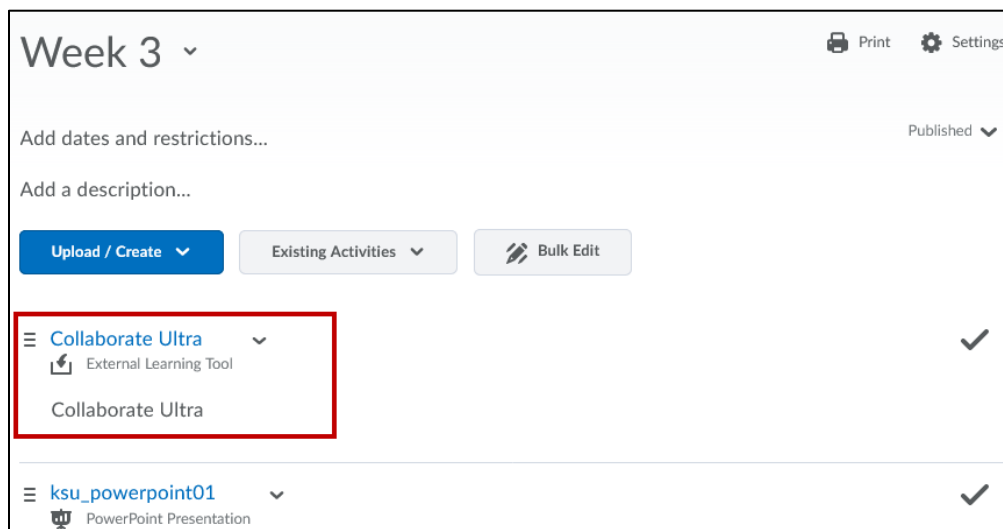

Figure 4 - Collaborate Ultra Link

Creating a Collaborate Ultra Session

Upon adding the *Collaborate Ultra* link via *Existing Activties/External Learning Tools* to your course module, you may create a session for your students. Sessions are web conferences that enable you to engage students in a live web environment. You must create at least one session in order to launch a web conference with your students. The following explains how to create a Collaborate Ultra session in D2L Brightspace – The Daylight Experience:

1. In your *D2L Brightspace Content*, click the **Collaborate Ultra** content topic.
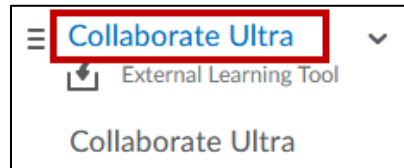
Figure 5 - Collaborate Ultra Module

2. Click Create **Session**.
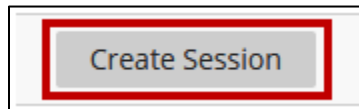
Figure 6 - Create Session

3. The *New Session Panel* will open. Here, you may:
    a. **Session Name** – Enter the name of the session (See Figure 7).
    b. **Anonymous dial-in** – View the phone number and pin for anonymous dial-ins into the session (See Figure 7).
    c. **Guest Access** – Enable guest access for users outside of D2L Brightspace (See Figure 7).
    d. **Guest Role** – Set the guest role and view the guest link for users outside of D2L Brightspace (See Figure 7).

Figure 7 - New Session

4. Under the *Event Details* section, you may:
   a. **Start Date** – Set the start date and start time for the session (See Figure 8).
   b. **End Date** – Set the end date and end time for the session (See Figure 8).
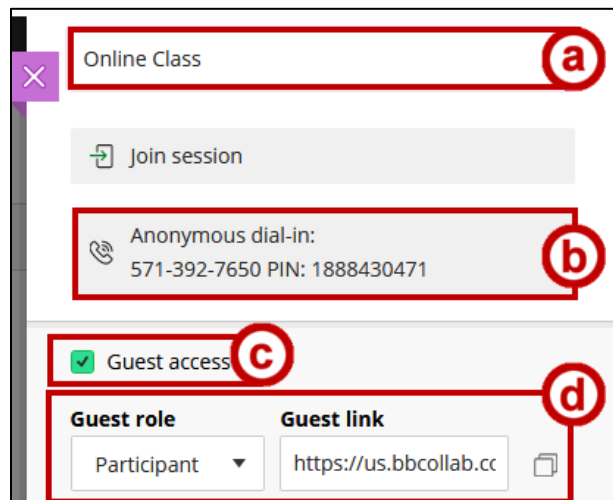   c. **Open Session** – Set the session as having no end date. This can be used to have an open room throughout the semester (See Figure 8).
   d. **Repeat Session** – Set the session to recur at intervals. For instance, you can set a meeting that recurs every week, bi-weekly or monthly (See Figure 8).
   e. **Early Entry** – Set an early entry time. For instance, you can set the meeting to allow early entry at 15, 30, 45 and 60 minutes before the scheduled start time (See Figure 8).
   f. **Provide a description** – Enter a description for the session (See Figure 8).

Figure 8 - Event Details

5. Under the *Session Settings* section, you may:
   a. **Default Attendee Role** – Set the attendee role as *Participant, Presenter, or Moderator* (See Figure 9).
   b. **Recording** – Allow participants in D2L to download recordings (See Figure 9).
   c. **Anonymize Chat Messages** – Set chat messages to be anonymous in the session (See Figure 9).
   d. **Moderator Permissions** – Set the session to show profile pictures for moderators only (See Figure 9).
   e. **Share audio and video** – Allow participants to share audio and video (See Figure 9).
   f. **Post chat messages** – Allow participants to post chat messages (See Figure 9).
   g. **Draw on whiteboard and files** – Allow participants to draw on whiteboard and files (See Figure 9).
   h. **Enable session telephony** – Allow attendees to join the session using a phone (See Figure 9).
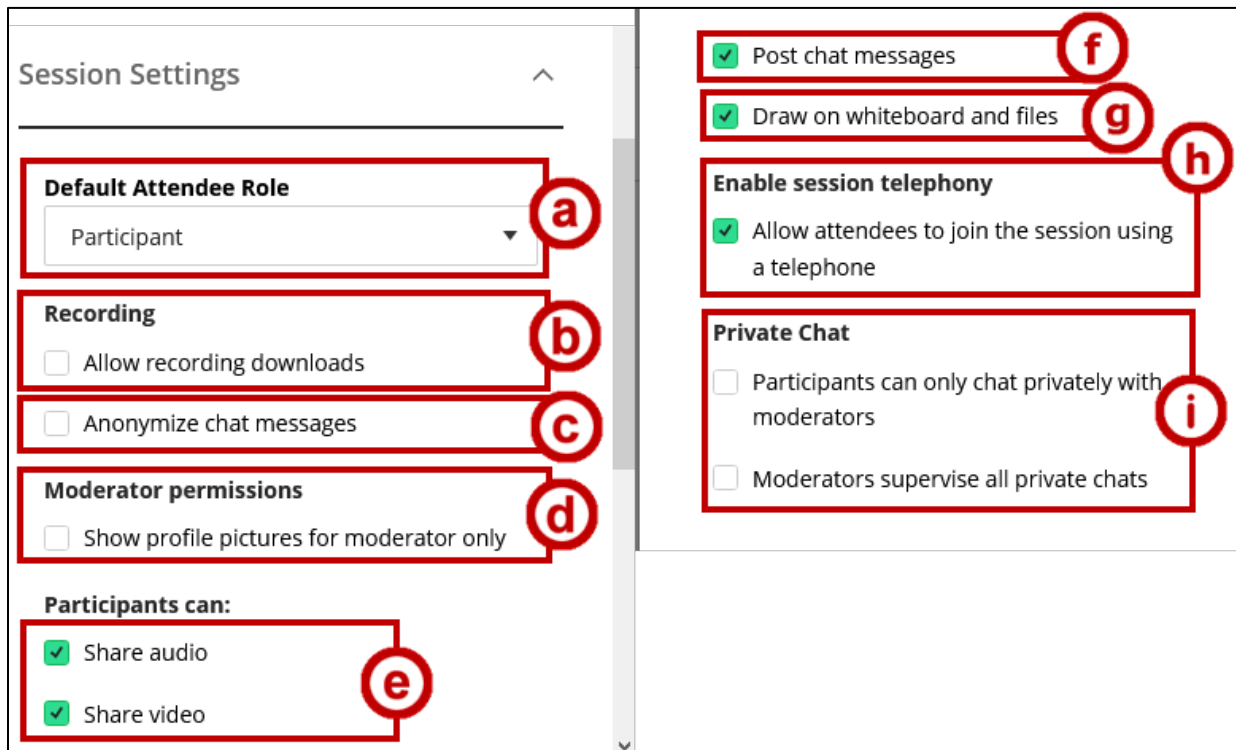   i. **Private Chat** – Set participant chat permissions (See Figure 9).

Figure 9 - Session Settings

Starting Your Collaborate Ultra Session

The following explains how to start your Collaborate Ultra Session.

1. Before starting your session, plug in your headset, microphone, and/or optional webcam.
2. Navigate to your **Content** in D2L Brightspace.
3. Navigate to the module containing your Collaborate Ultra topic.
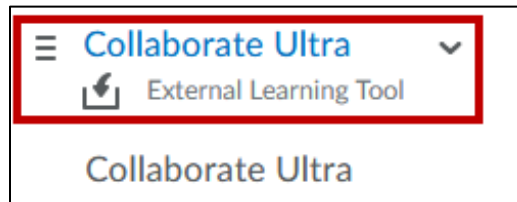4. Click the **Collaborate Ultra** topic.

Figure 10 - Collaborate Ultra Topic

5. The *Collaborate Ultra Sessions* page will open. Click the **session** that you wish to launch.

Figure 11 - Click the Session

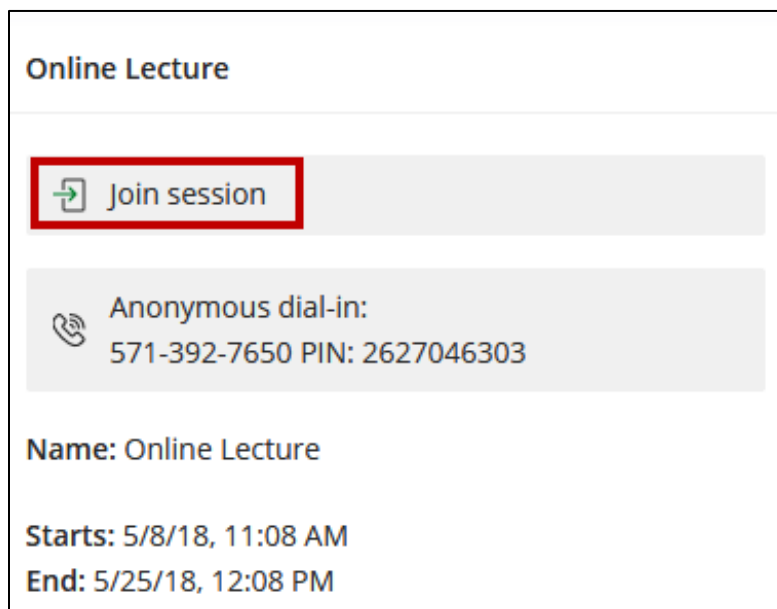6. Click **Join session** in the panel that appears.

Figure 12 - Click Join session

7. You will be taken into the Collaborate Ultra session.

The Collaborate Ultra Session Interface

Upon accessing Collaborate Ultra, you will be taken to your session. The session interface is as follows:

a. **Session Menu** - Access *Collaborate Ultra* settings. You can access a call-in phone number and PIN from here so that you may call the session via phone (See Figure 13).
b. **Video Display** - Displays video from you or the other participants in the session (See Figure 13).
c. **My Status and Settings** - Set away status, provide feedback, or leave the session (See Figure 13).
d. **Share Audio** - Shares audio based on your selected microphone (See Figure 13).
e. **Share Video** – Share video based on your selected webcam (See Figure 13).
f. **Raise Hand -** Raises your hand in the session, allowing you to get the attention of other moderators or presenters (See Figure 13).
g. **Collaborate Panel -** Opens the list of participants, moderators, as well as presenters currently logged into the session (See Figure 13).
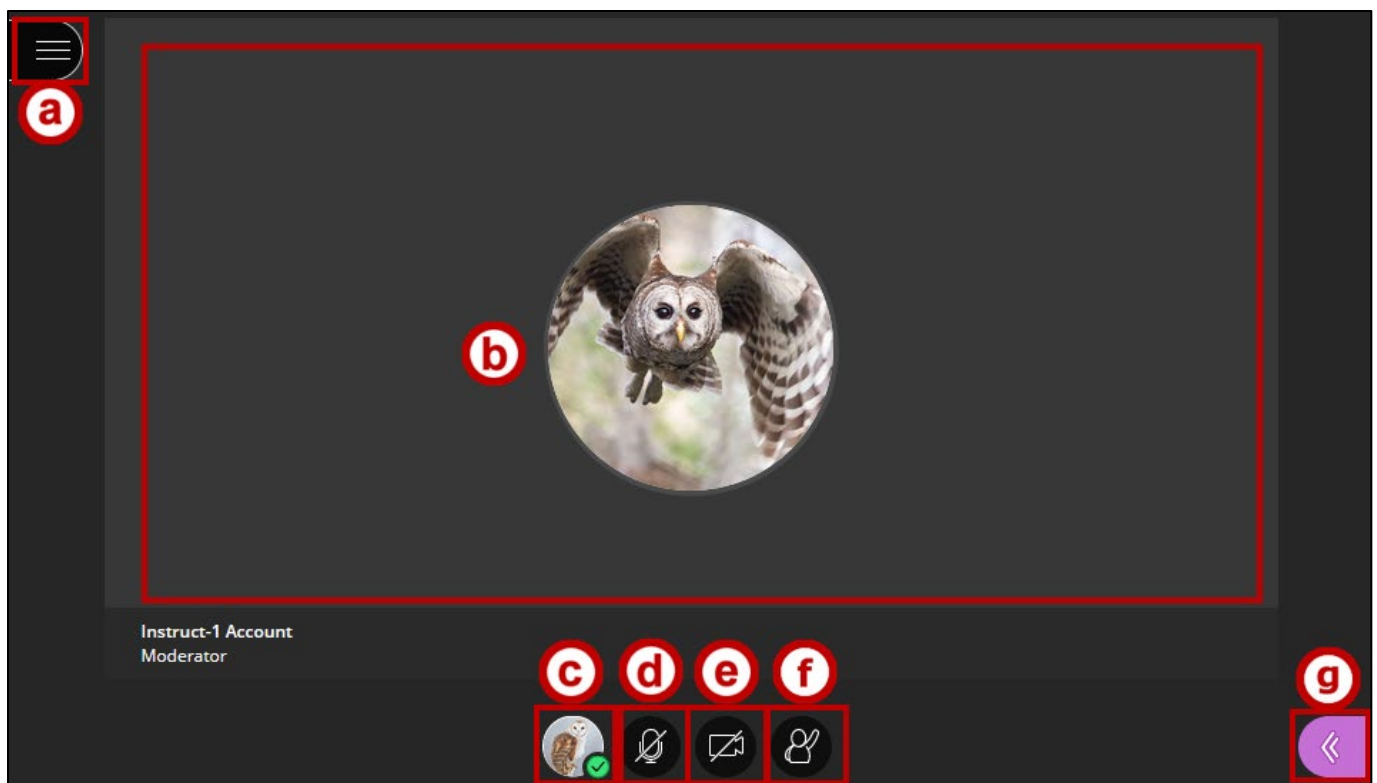

Figure 13 - Collaborate Ultra Classroom Interface

The Session Menu

When clicking **Session Menu**, you will be taken to the Collaborate Ultra Session Menu panel. Here, you can start or stop recording the session as well as use your phone for audio, report issues, and leave the session.

Starting and Stopping a Session Recording
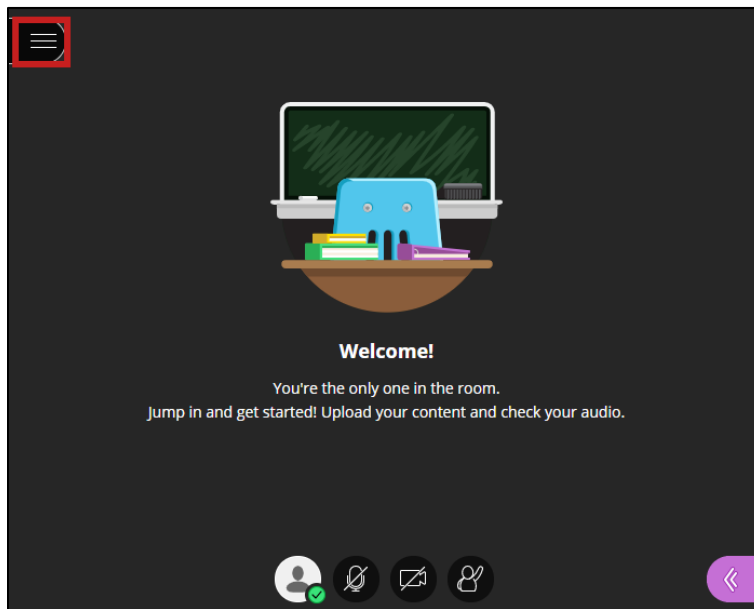
1. Click the **Session Menu** icon to open the menu.

Figure 14 - Click Session Menu

2. From the resulting dropdown menu, click **Start Recording**.
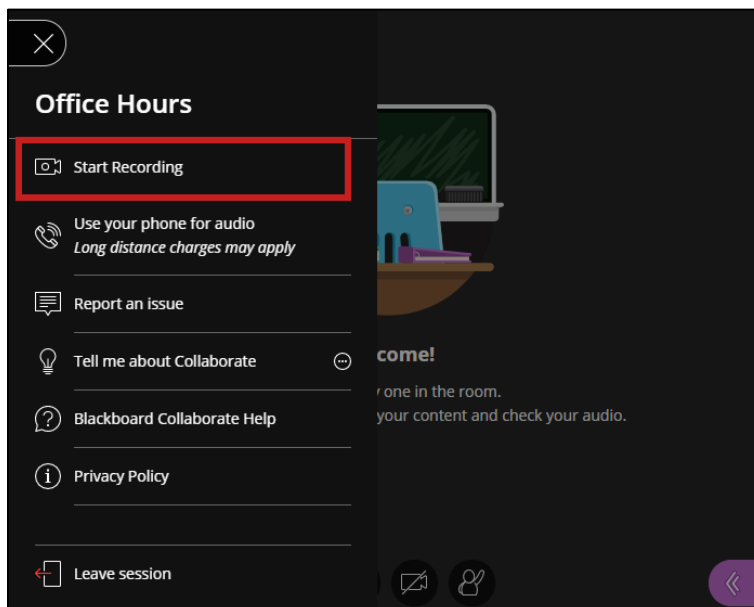

Figure 15 - Click Start Recording

3. The session is now being recorded:
   a. A pop-up message will appear indicating that the session is being recorded (See Figure 16).
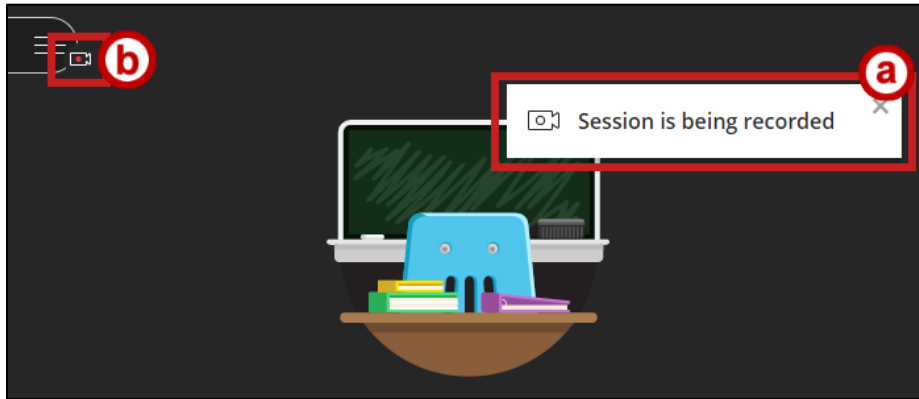   b. The recording icon will appear over the session menu (See Figure 16).

Figure 16 - Session is Being Recorded

4. To stop the recording, click the **Session Menu** icon to open the menu.

Figure 17 - Click the Session Menu

5. From the resulting dropdown menu, click **Stop Recording**.
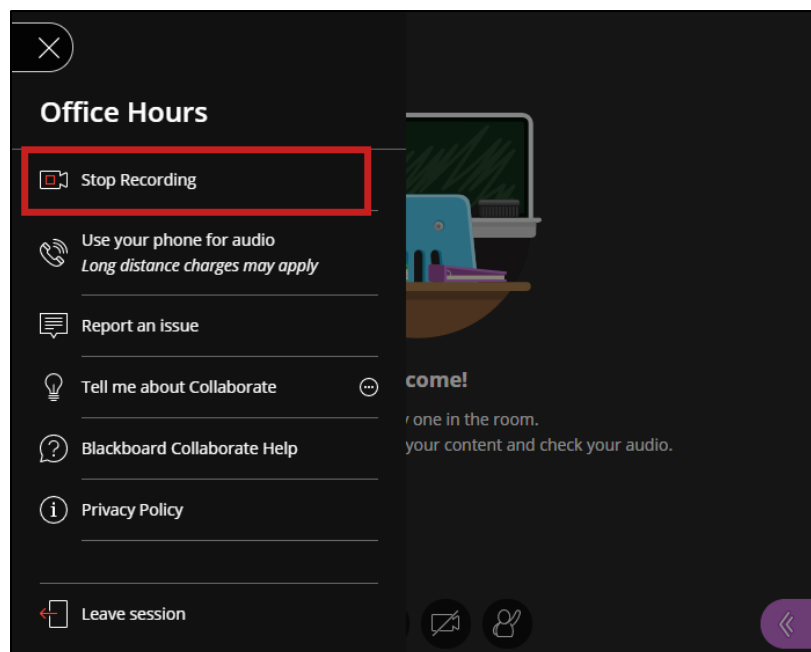

Figure 18 - Click Stop Recording

6. The session has stopped recording:
   a. A pop-up message will appear indicating the the recording has stopped (See Figure 19).
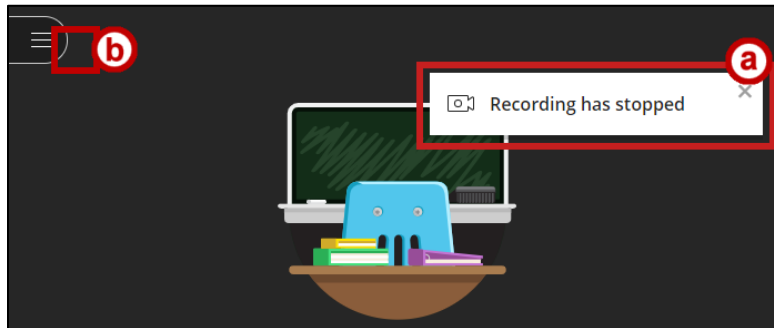   b. The recording menu will disappear over the session menu (See Figure 19).

Figure 19 - Recording has been Stopped

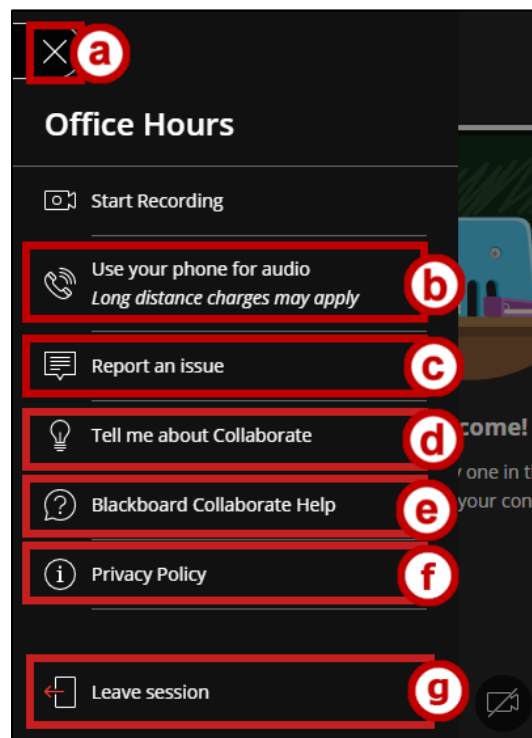The layout of the remainder of the **Session Menu** is as follows:

Figure 20 - Session Menu

a. **Leave Session Menu** – Exits the *Session Menu* (See Figure 14).
b. **Use your phone for audio** – Obtain a call in phone number and PIN so that you may call the session via phone (See Figure 14).
c. **Report an issue** – Report issues with the Collaborate Ultra session (See Figure 14).
d. **Tell me about Collaborate** – Provides quick tutorials regarding use of *Collaborate Ultra* (See Figure 14).
e. **Blackboard Collaborate Help** – Opens the *Presenter* help page (See Figure 14).
f. **Privacy Policy** – View Blackboard Collaborate's *Privacy Policy* (See Figure 14).
g. **Leave Session** – Exits the *Collaborate Ultra* session (See Figure 14).

The Collaborate Panel

When clicking the **Collaborate Panel** on the Collaborate Ultra main page, you will be taken to the *Collaborate Panel.* The *Collaborate Panel* provides tools to help you collaborate with all users in the session. It contains tabs that allow access to a variety of features that facilitate session interaction. The layout for the *Collaborate Panel* is as follows:

a. **Panel Content –** Displays the various panels, depending on the tab that has been selected (See Figure 15).
b. **Chat** – Chat with people in the session (See Figure 15).
c. **Participants List** – See who is in the meeting (See Figure 15).
d. **Share Content** – This is where moderators and presenters can share a whiteboard, application screens, files, or polls (See Figure 15).
e. **My Settings** - Update your profile picture, online status, audio and video settings, and notification settings (See Figure 15).
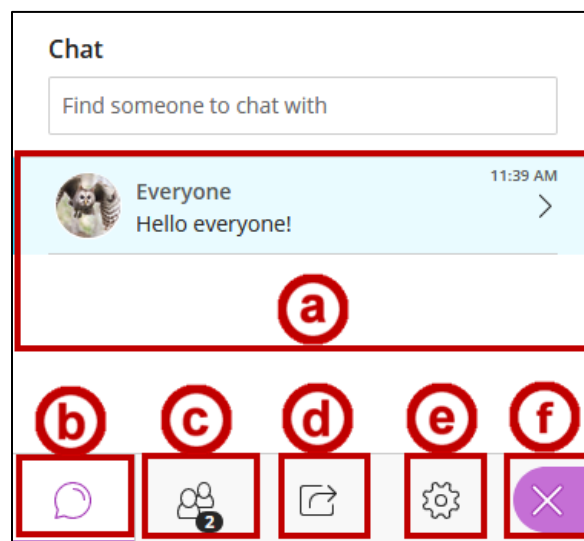f. **Panel Content** - Displays the various panels, depending on the tab that you have selected (See Figure 15).

Figure 21 - The Collaborate Panel

Setting Up Audio & Video

When accessing Collaborate Ultra for the first time, it is recommended that your setup your preferred camera and/or microphone. The following explains how to do so:

1. From the Collaborate Ultra session, click the **Open Collaborate Panel**.

Figure 22 Open Sessions Menu

2. The *Collaborate Panel* will appear. Click **My Settings**.

Figure 23 - My Settings

3. The *My Settings* window appears. Click **Set Up Your Camera and Microphone**.
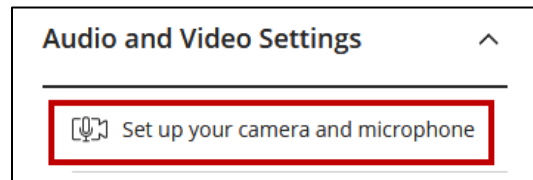

Figure 24 - Set up your Camera and Microphone

4. If prompted by the *Will you allow us.bbcollab.com to use your microphone?* window, click **Allow.**
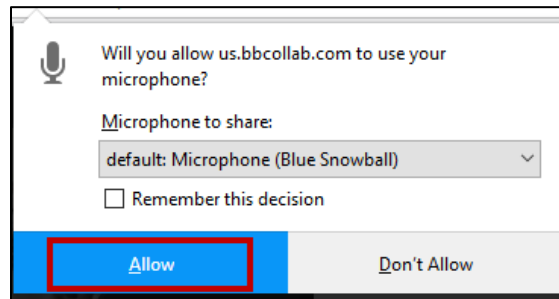

Figure 25 - Click Allow

5. The *Audio Test* window appears. The layout of the *Audio Test* window is as follows:
    a. **Audio Indicator** – Indicates the quality of your audio (See Figure 20).
    b. **Microphone Selection Dropdown** – Select your microphone for the session (See Figure 20).
    c. **No - I Need Help** – Select this if you have audio issues and require assistance (See Figure 20).
    d. **Yes – It's Working** – Click when you have selected your preferred microphone and your audio is working properly (See Figure 20).
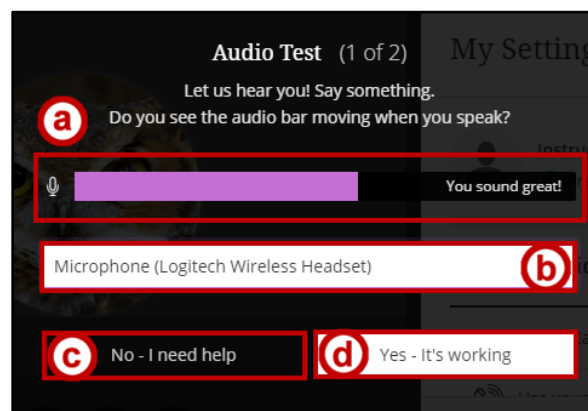

Figure 26 - Audio Test

6. When you have set your preferred microphone and verified that it was working, click **Yes – It's working**.

Figure 27 - Click Yes - It's working

7. You will be taken to the *Video Test* window. If prompted, select your preferred *Camera* to share and click **Allow.**
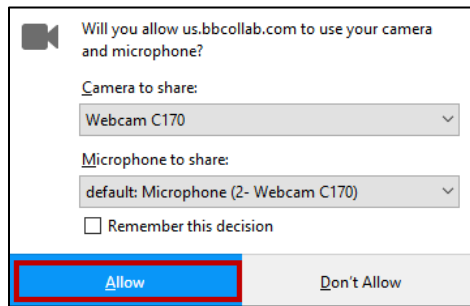

Figure 28 - Click Allow

8. The layout of the *Video Test* window is as follows:
   a. **Video Preview** – Displays a preview of your video (See Figure 23).
   b. **Camera Selection** – Select your camera for the session (See Figure 23).
   c. **No - I Need Help** – Select if you have camera issues and require assistance (See Figure 23).
   d. **Yes – It's Working** – Click when you have selected your preferred camera and your video is working properly (See Figure 23).
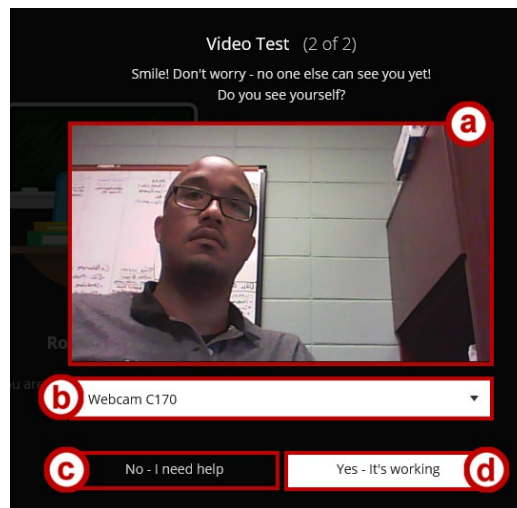

Figure 29 - Video Test

9. If you have selected your preferred webcam and verified that it is working, click **Yes – It's Working**.

Figure 30 - Click Yes - It's Working

Changing Notification Settings

You have the ability to adjust your notification settings within Collaborate Ultra. For example, you can be notified when someone posts a chat message, when someone raises their hand in the session, or when someone has joined or left the breakout session. The following explains how to adjust your notification settings:

1. From the *My Settings* window, located in the *Collaborate Panel*, click **Notification Settings**.
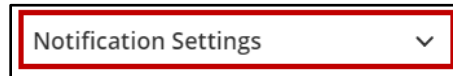

Figure 31 - Notification Settings

2. The *Notification Settings* list appears. The layout of the *Notification Settings* list is as follows:
   a. **Session Notifications** – Indicate whether you wish to have a visual or audio notification for when someone joins or leaves the session or breakout group (See Figure **26**).
   b. **Chat Message Notifications –** Indicate whether you wish to have a visual or audio notification when someone posts in the chat (See Figure **26**).
   c. **Closed Captioning Notification** – Indicate whether you wish to have a visual notification when closed captioning is available (See Figure **26**).
   d. **Raised Hand Notifications** – Indicate whether you receive a visual or audio notification when someone raises their hand (See Figure **26**).
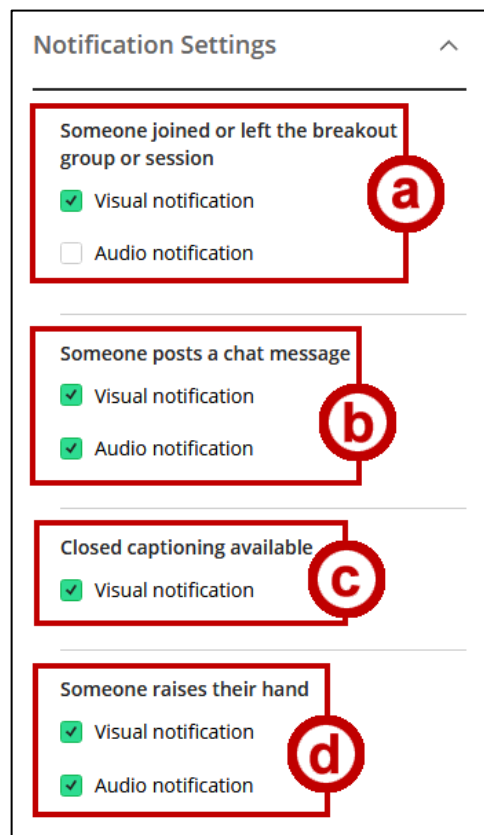

Figure 32 **- Notification Settings List**

3. When you have finished editing your notification settings, **Close Collaborate Panel**.

Figure 33 - My Settings

Setting Up Phone for Audio

The following explains how to utilize your phone for audio in *Collaborate Ultra.*
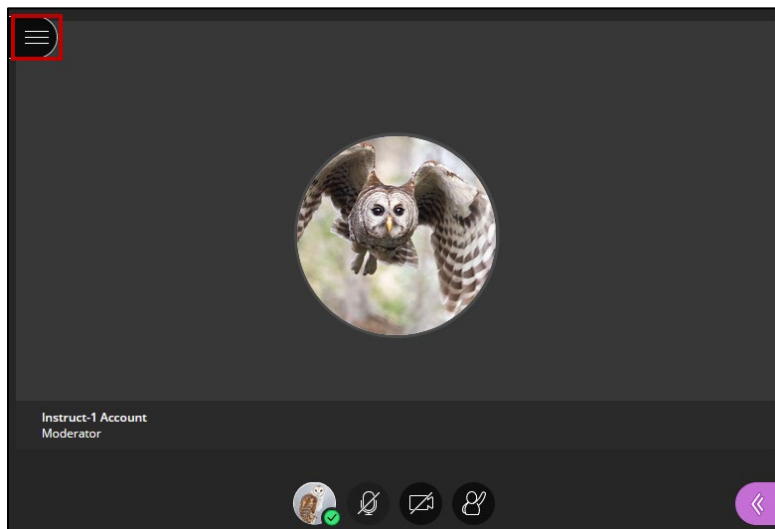
1. Click the **Open Session Menu**.

Figure 34 - Open Session Menu

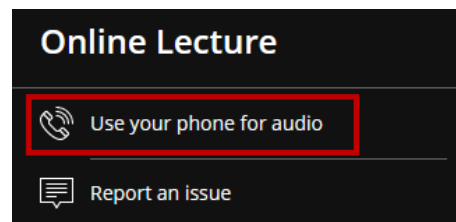2. The *Session Window* will appear. Click **Use your phone for audio**.

Figure 35 - Use phone for audio

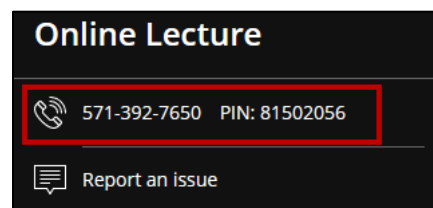3. A *Phone Number* and *Pin* will appear. Use these numbers to access the session from your phone.

Figure 36 - Phone Number & Pin

Sharing Audio

After selecting your preferred microphone, you are ready to share your audio. The following explains how to do so:

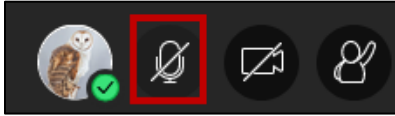1. In the *Collaborate Ultra* session, click the **Share Audio** button.

Figure 37 - Share Audio

2. Your audio will be shared and the audio indicator icon will be active. From here, you can speak into your microphone, thus sharing your audio with the session participants. To end the audio share, click **Mute Audio**.
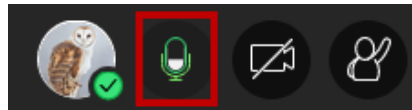

Figure 38 - Mute Audio

Sharing Video

The following explains how to share video in *Collaborate Ultra*.

1. Click the **Share Video** button.

Figure 39 - Share Video

2. The *Video Preview* screen will appear. Click **Share Video** when you are ready to share your video.
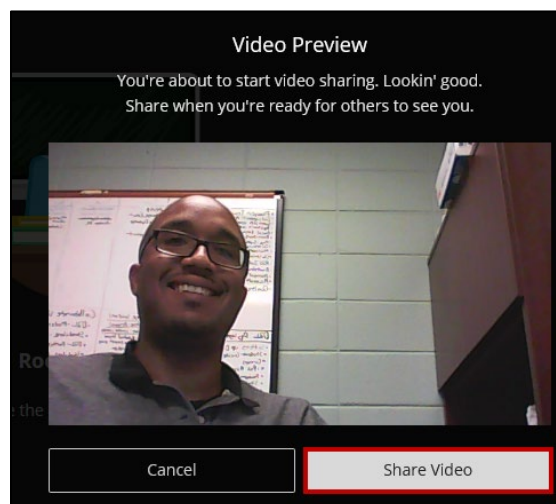

Figure 40 - Video Preview window

3. Your video will be shared. To end the video share, click **Mute Video**.

Figure 41 - Mute Video

The Participants List

The **Participants List** displays all of the users participating (moderators, presenters, participants) who are currently in the room. By default, *Moderators* are displayed at the top of the list. To access the participants list:

1. Click **Open Collaborate Panel**.

Figure 42 - Open Collaborate Panel

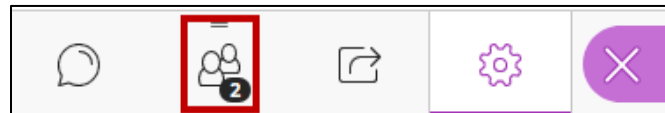2. The *Collaborate Panel* will open. Click **the Participants Panel**.

Figure 43 - Open Participants List

3. Upon clicking **Open Participants List**, the Participants List will open.
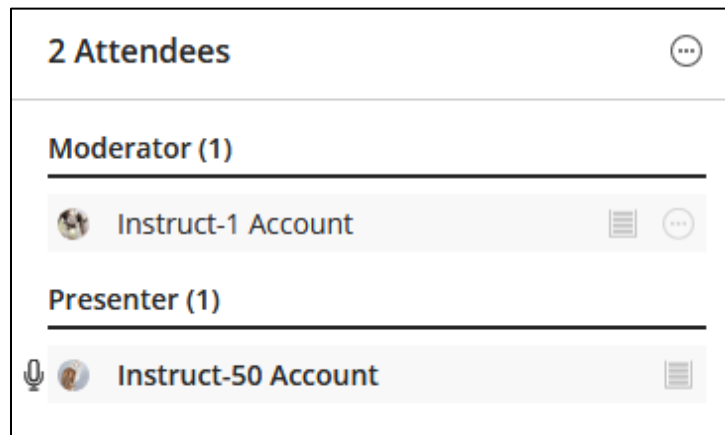

Figure 44 - The Participants List

Keeping the Participant List Open at all Times

You have the ability to keep the *Participant list* at all times during the session. This will allow you to chat with others in the room and see everyone in the session at the same time. The following explains how to keep the Participants list open during the session.

1. In *Collaborate Ultra,* open the **Collaborate panel**.
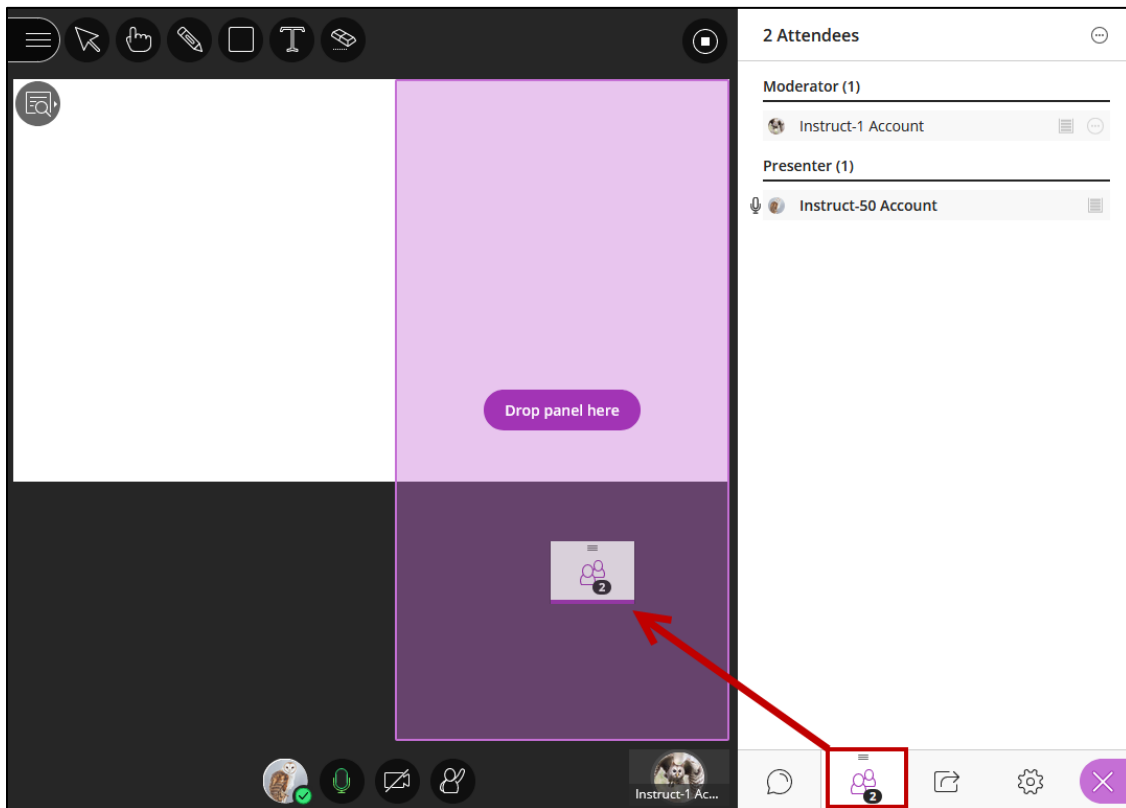2. Drag and drop the **Participants icon** to the *Collaborate Media Space*.

Figure 45 - Drag-and-drop

3. The *Participant List* will remain open on top of the *media space*.
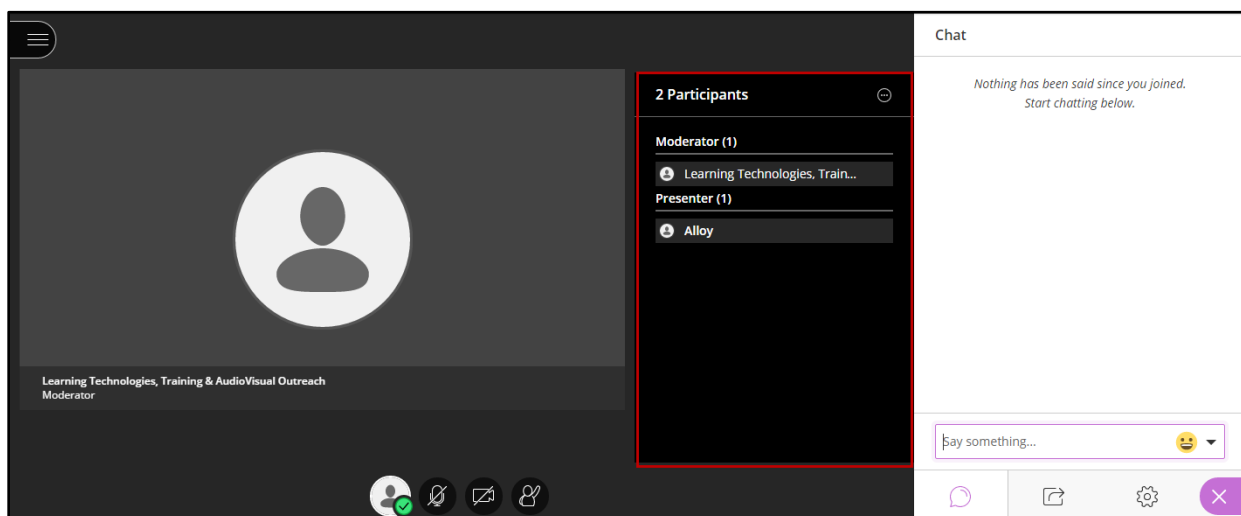

Figure 46 - The Open Participants Panel

Searching for Participants

The following explains how to search for participants in a session.

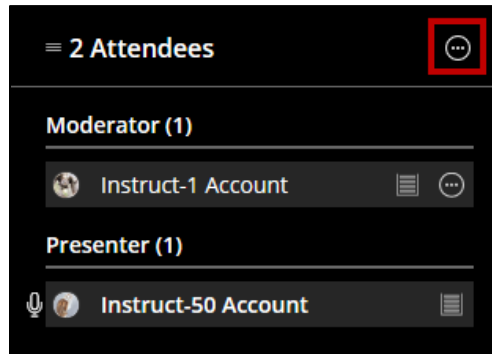1. On the *Participants List*, click **More Options**.

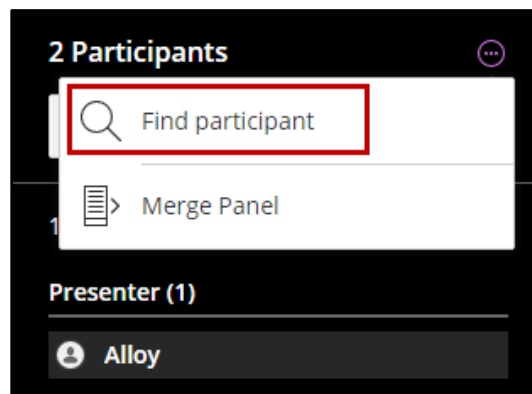**Figure 47 - More Options**

2. Click **Find participant**.

Figure 48 - Find Participant

3. Type the name of the participant that you wish to find.
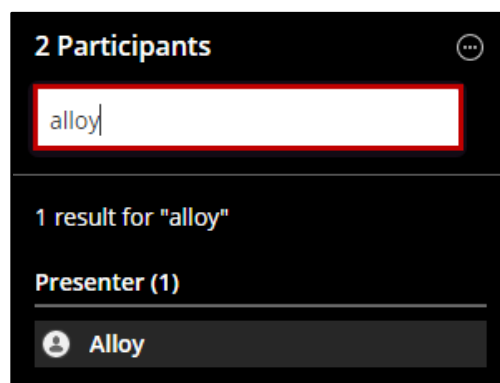

Figure 49 - Search for the participant

Muting All Participants

The following explains how to mute all participants in the room.
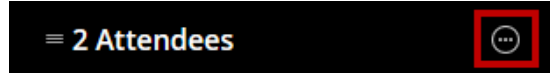
1. On the *Participants list,* click **More Options**.

Figure 50 - More Options

2. Click **Mute All**. All participants in the room will be muted.

Figure 51 - Mute All

Merging the Participant Panel

The following explains how to merge the Participant list with the Collaborate Panel.

1. On the *Participants list,* click **More Options**.
2. Click **Merge Panel**. The panel will be placed within the *Collaborate Panel*.

Figure 52 - Merge Panel

Changing User Roles

Through the *Participants List*, you may convert a user's role. For instance, you can make the user a moderator, giving them full control of the session, give them presenter access which allows them to share files as well as their desktop, or give them participant access which simply allows them to view the active session.

1. From the *Participant's List*, click the **Attendee Controls** by the user you wish to make a moderator.
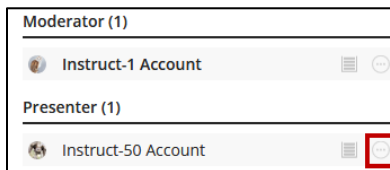

Figure 53 - Click the user

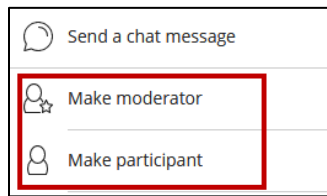2. Select the **new user role**.

Figure 54 - Click Make Moderator

3. The user role will be changed.

Raising Hands

You have the ability to raise and lower your hand during the session. Depending on notification settings, when you use this feature, moderators may receive a notification that a hand has been raised. To raise your hand, click the **Raise hand** icon.

Figure 55 - Raise Hand

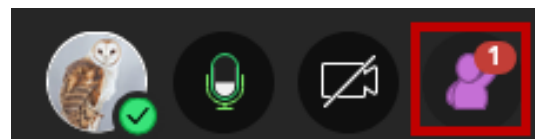To lower your hand, simply click **Lower Hand**.

Figure 56 - Lower Hand

The Chat Panel

Collaborate Ultra allows you to exchange messages with others during the session via the *Chat Panel*. The following explains how to use the Chat Panel.

1. From the *Collaborate* Panel, click **Open Chat** to open the chat list.

Figure - Open Chat

2. The *Chat* panel will open. Select who you wish to chat with. In this example, we wish to chat with everyone in the room. To do so, we will click **Everyone**.
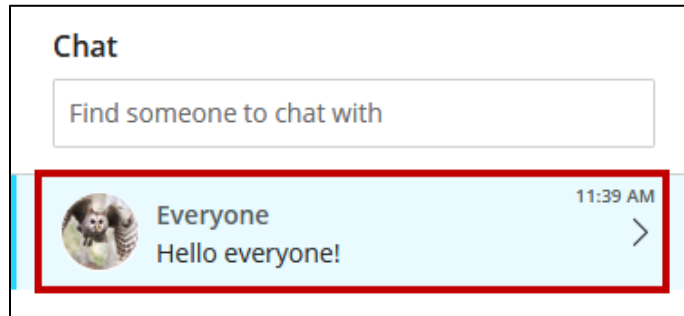

Figure 57 - Chat with Everyone

3. Type your message in the **Chat Text** field and press **enter** on the keyboard.
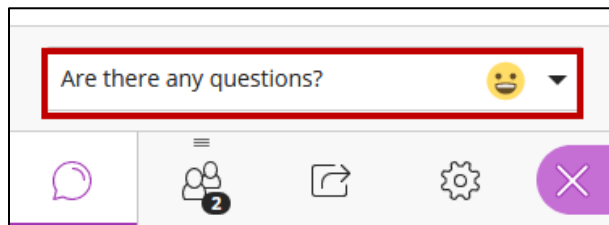

Figure 58 - Chat Text Box

4. If participants currently in the room do not have the chat list open, they will recieve a pop-up notification.

Changing Participant Permissions

The following explains how to change participant permissions while in the session:

1. From the *Collaborate* Panel, click **My Settings**.

Figure 59 - More Tools

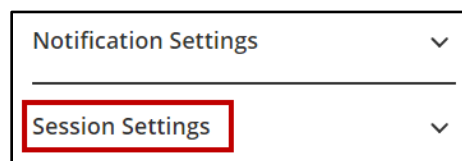2. Click **Session Settings**.

Figure 60 - Session Settings

3. The *Session Settings* list will open. Here, you can set whether participants can share audio, video, post chat messages, or draw on the whiteboard and on files.
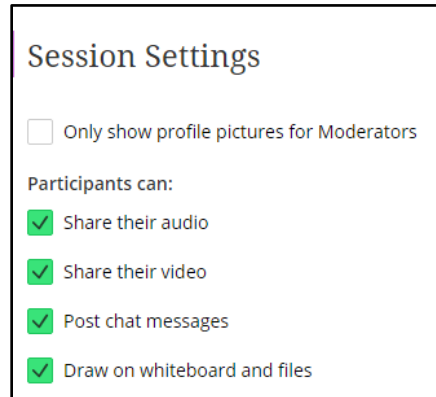

Figure 61 - Session Settings List

4. To exit the *Session Settings*, click the **Close Collaborate Panel.**

Figure 62 – Close Collaborate Panel

Share Content

The *Share Content* feature is the primary area for displaying content in a session. It is commonly used for giving presentations via the *Whiteboard*, sharing content like PDF documents, images, and PowerPoint slides, creating polls, and sharing applications on your computer.

The Whiteboard

The *Whiteboard* Tool contains drawing and text tools that can be used to add notes, comments, or add and manipulate pictures objects on the screen. To share a blank whiteboard:

1. Click **Share Content**, located in the *Collaborate Panel*.

Figure 63 - Share Content

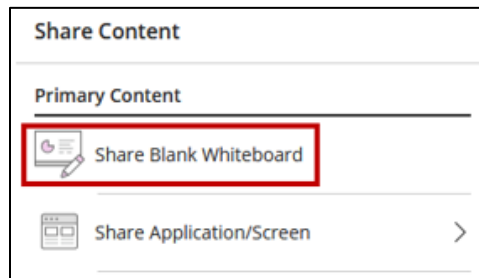2. Click **Share Blank Whiteboard**.

Figure 64 - Share Blank Whiteboard

3. The *Whiteboard* will be shared. The layout is as follows:
    a. **Open Session Menu** – Opens the Collaborate Ultra Session menu (See Figure 59).
    b. **Select Tool** – Select objects on the Whiteboard (See Figure 59).
    c. **Pointer** – Draws attention to something on the Whiteboard (See Figure 59).
    d. **Pencil Tool** – Draw or highlight objects on the Whiteboard (See Figure 59).
    e. **Shapes Tool** – Insert various shapes (See Figure 59).
    f. **Text Tool** – Insert and edit text on the Whiteboard (See Figure 59).
    g. **Clear Whiteboard** – Clears objects from the Whiteboard (See Figure 59).
    h. **View Controls** – Zoom in/out and change the aspect ratio (See Figure 59).
    i. **Stop Sharing** – Ends the Whiteboard share (See Figure 59).
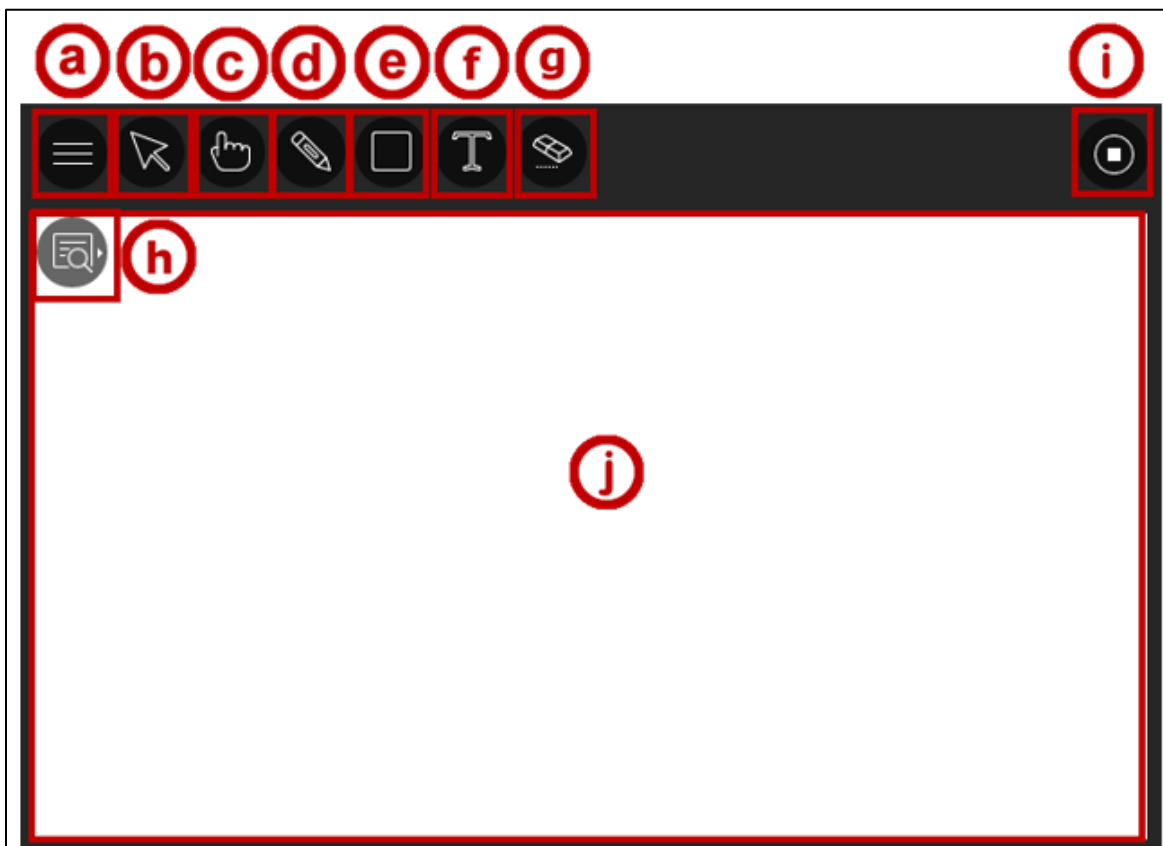   j. **Whiteboard** – View, edit, and share the Whiteboard (See Figure 59).

Figure 65 - Whiteboard Layout

Using the Whiteboard Tools

If the moderator has provided you proper permissions, you may utilize the various whiteboard tools to interact with the session. The following explains how to use the *Whiteboard tools*.

Using the Pointer Tool

1. Click the **Pointer Tool**, located on the Whiteboard toolbar.

Figure 66 - Pointer Tool

2. Your cursor will become a pointer, enabling you to point out key details on the Whiteboard.

Using the Pencil Tool

1. Click the **Pencil Tool**, located on the Whiteboard toolbar.

Figure 67 - The Pencil Tool

2. To change the pencil color, click the **pencil color** tool that appears.

Figure 68 - Pencil Color

3. Select your preferred **pencil color**.
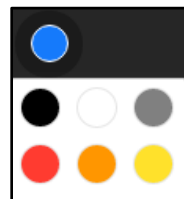
Figure 69 - Pencil Color

4. Begin drawing/writing on the Whiteboard as desired.

Using the Shapes Tool

1. Click the **Shapes Tool**, located on the Whiteboard toolbar.

Figure 70 - Shape Tools
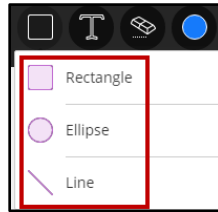
2. Select your desired **shape**.

Figure 71 - Select a Shape

3. To change your shape color, click the **Shape Color** tool.

Figure 72 - Shape Color

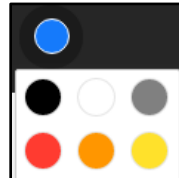4. Select your preferred shape color.

Figure 73 - Select your preferred shape color

5. Draw your shape as desired.

Adding Text to the Whiteboard

1. Click the **Text Tool**, located on the *Whiteboard* toolbar.

Figure 74 - Text Tool

2. To change the font color, click the **Font Color** button.

Figure 75 - Font Color

3. Select your preferred font **color**.
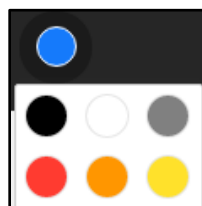
Figure 76 - Select your font color

4. Click anywhere on the **Whiteboard screen** to place a textbox.
5. Begin **typing** on the Whiteboard Screen to enter your text.

To Delete Objects from the Whiteboard

1. Click the **Select** tool.

Figure 77 - Click the Select Tool

2. Click the **object** that you wish to delete.

This is an important example
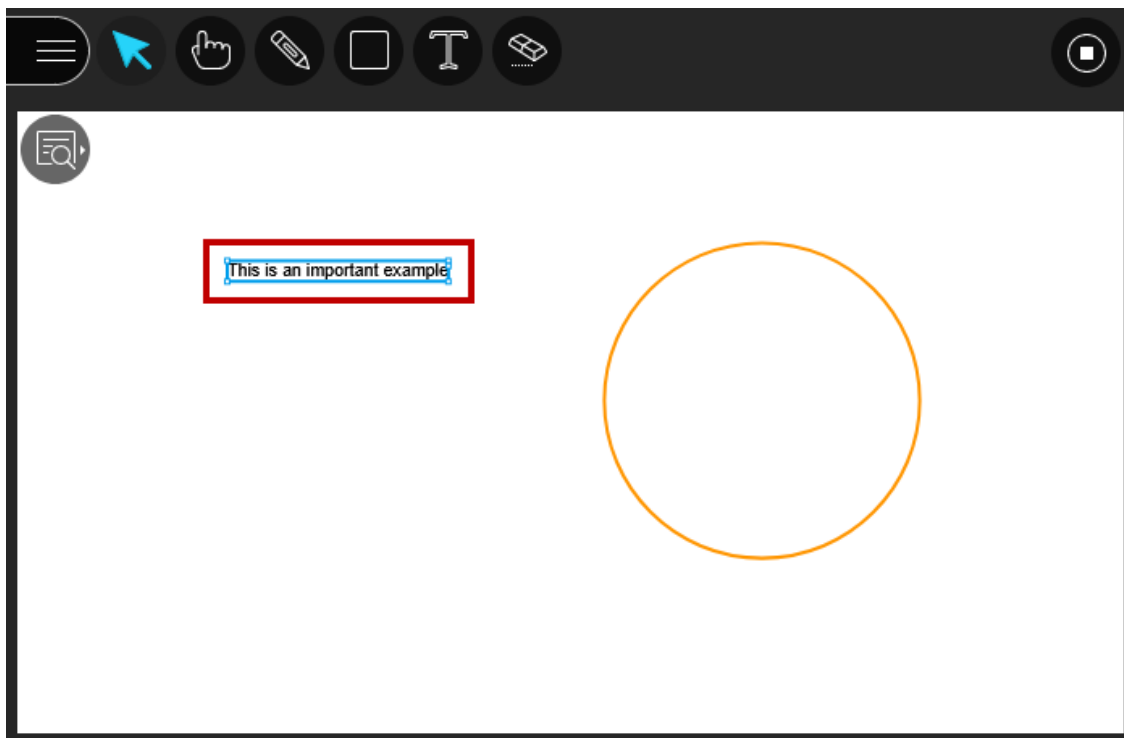
Figure 78 - Select an object

3. Press the **delete** key on your keyboard. The object will be deleted from the whiteboard.

To Clear the Whiteboard

Click the **Clear Whiteboard** tool. All objects will be cleared from the Whiteboard.

Figure 79 - Clear Whiteboard

Sharing Applications

When using *Google Chrome* or *Firefox*, you have the ability to share applications with users in the session. These shared applications will appear on the Whiteboard Page. The following explains how to share applications with *Firefox*:

1. On your computer, open the **application** that you wish to share and leave that window open.
2. From the *Collaborate Panel*, click **Share Content**.
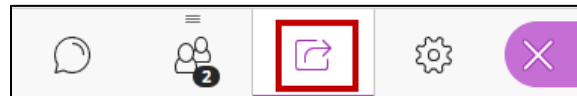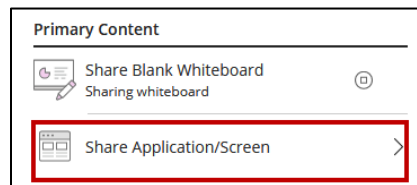

Figure 80 - Share Content

3. Click **Share Application**.

Figure 81 - Share Application

4. Select if you wish to share your **Entire Screen** or **Just an Application**.
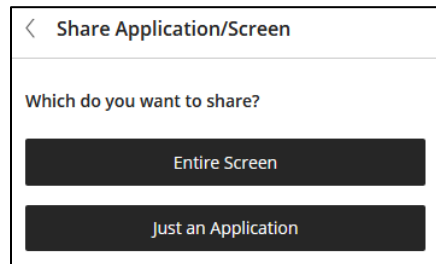
Figure 82 - Share Application/screen

5. If prompted, select the screen you wish to share and click **Allow**.
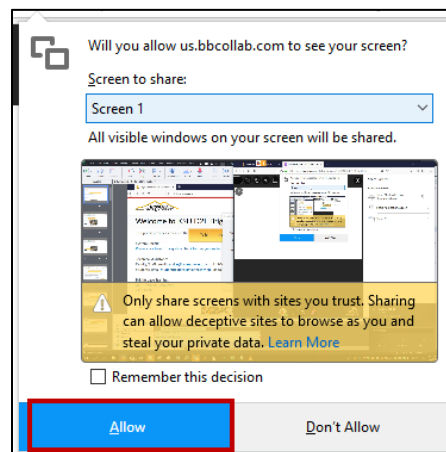
Figure 83 - Click Allow

6. Your screen or application will be shared in *Collaborate Ultra*. To end the share, click the **Stop Sharing** button.
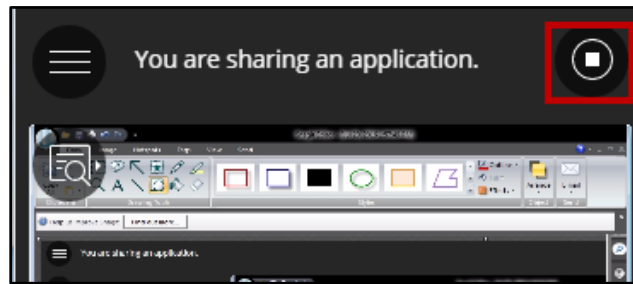

Figure 84 - Stop Sharing

Sharing Files

With Collaborate Ultra, you may share content such as PowerPoint, PDF, or image files with your participants. To upload content to the Whiteboard:

1. From the *Collaborate* Panel, click the **Share Content** button.
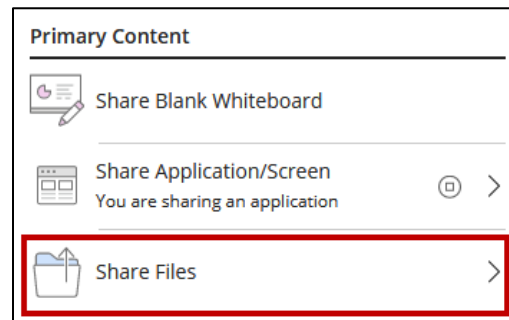

Figure 85 - Share Content

2. Click **Share Files**.

Figure 86 - Share Files

3. The *Share Files* window appears. You may either drag and drop content into the **Drag and Drop** field. Alternatively, click **Add Files Here** to navigate to the files you wish to upload.
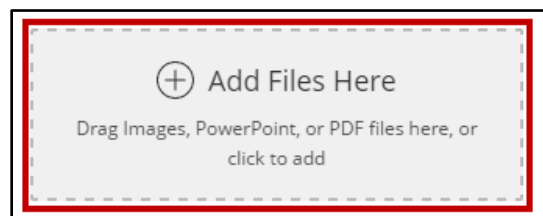
Figure 87 - Add Files Here

4. If you clicked the **Add Files Here** button, the *Open* window will appear. Navigate to and double-click the **PowerPoint**, **Image**, or **PDF file** you wish to upload.

Name	Date modified	Type	Size
BB Collaborate Ultra Special Request	9/1/2015 8:59 AM	Microsoft PowerP...	354 KB

Figure 88 - Select the File

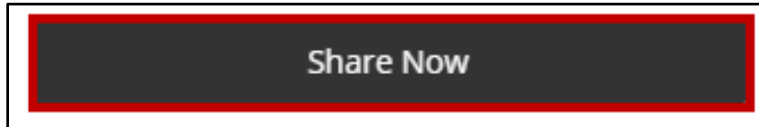5. The file will be uploaded to Collaborate Ultra. To share the file with the group, click **Share Now**.

Share Now

Figure 89 - Click Share Now

6. If sharing a **PowerPoint** or **PDF** file:
   a. Click the **slide/page** to begin your share from.

Select a slide to begin sharing

01

GETTING STARTED WITH KSUMAIL
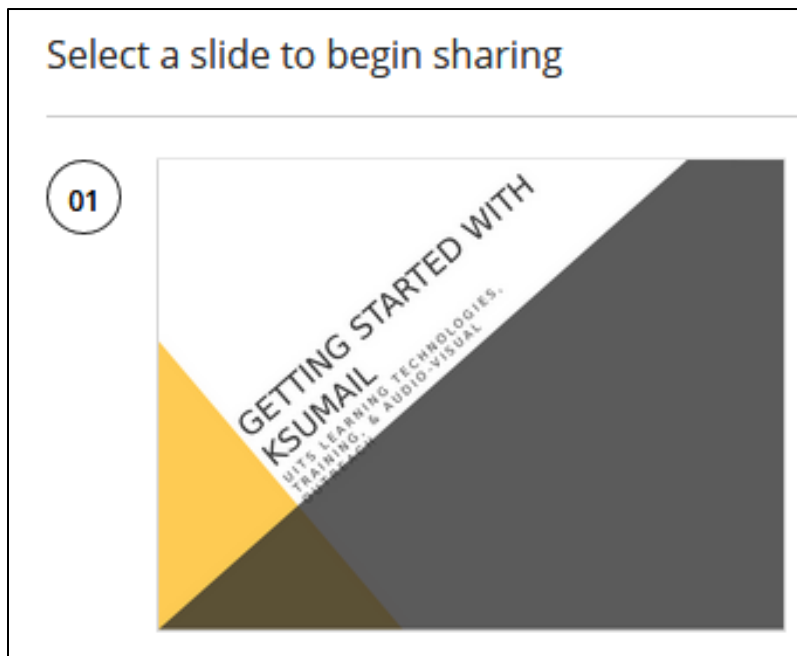
Figure 90 - Select the Slide

   b. The share will begin. If you wish to navigate through your PowerPoint presentation or PDF document, use the **Navigation** arrows at the bottom of the *share panel*.
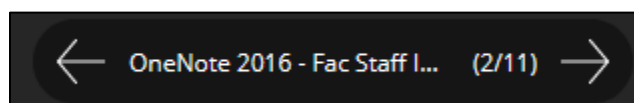

← OneNote 2016 - Fac Staff I...   (2/11)   →

Figure 91 - Navigation Arrows

7. To return to the *Collaborate Panel*, click **Previous Panel**.

Figure 92 - Previous Panel

8. To add additional content, repeat Steps 1 – 7.

Removing Files from Collaborate

To remove files from Collaborate Ultra:

1. From the *Collaborate Panel*, click the **Share Content** button.
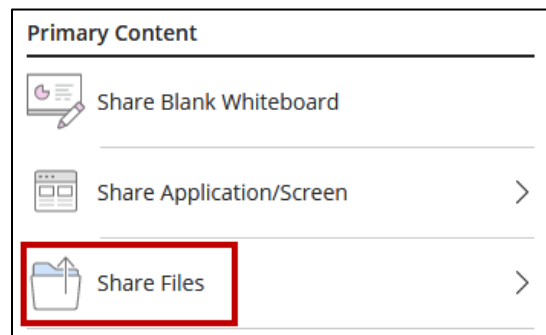2. Click **Share Files**.

Figure 93 - Share Files

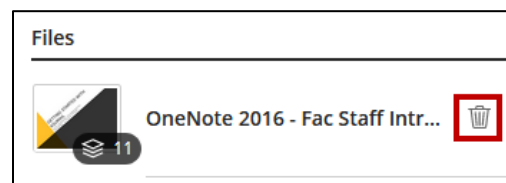3. Click the **Delete** button next to the file you wish to remove.

Figure 94 - Delete Button

4. The file will be removed from Collaborate Ultra session.

Polling

You have the ability to generate polls. These polls can be formal or informal questions used to gather feedback from your audience. There are five types of polling in Collaborate Ultra. They include:

- Yes/No Choices
- Polls with 2 Options
- Polls with 3 Options
- Polls with 4 Options
- Polls with 5 Options

Enabling Polling in Collaborate Ultra

1. From the *Collaborate Panel, click* the **Share Content** button.
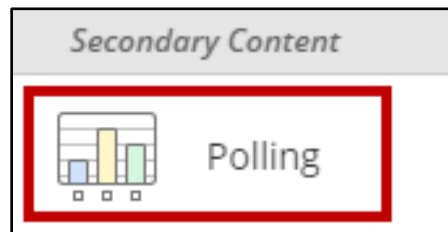

Figure 95 - Share Content

2. Click **Polling**.

Figure 96 - Click Polling

3. Select your preferred **polling method**.
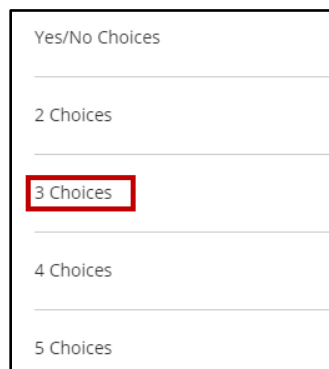
Figure 97 - Polling Methods

4. Click **Start**.

Figure 98 - Click Start

5. The *Polling* window will appear and your participants will be able to select their preferred answer to the poll.
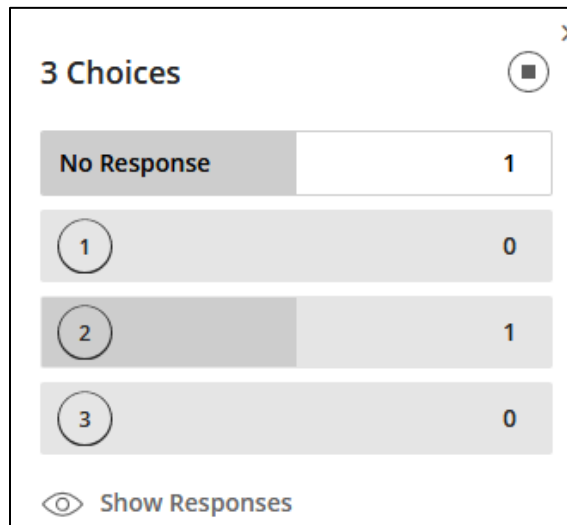

Figure 99 - Polling Window

6. To view a list of responses, click the **Participants List**, located in the *Collaborate Panel*.

Figure 100 - Participants List

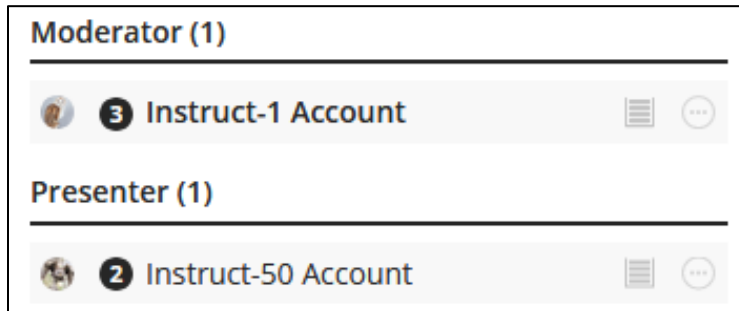7. You will see a list of the participants as well as their responses.

Figure 101 - User Responses

8. To access the poll, click **View Poll**.

Figure 102 - View Poll

Exiting the Collaborate Ultra Session

The following explains how to exit the Collaborate Ultra Session.

1. Click the **Open Session Menu**.
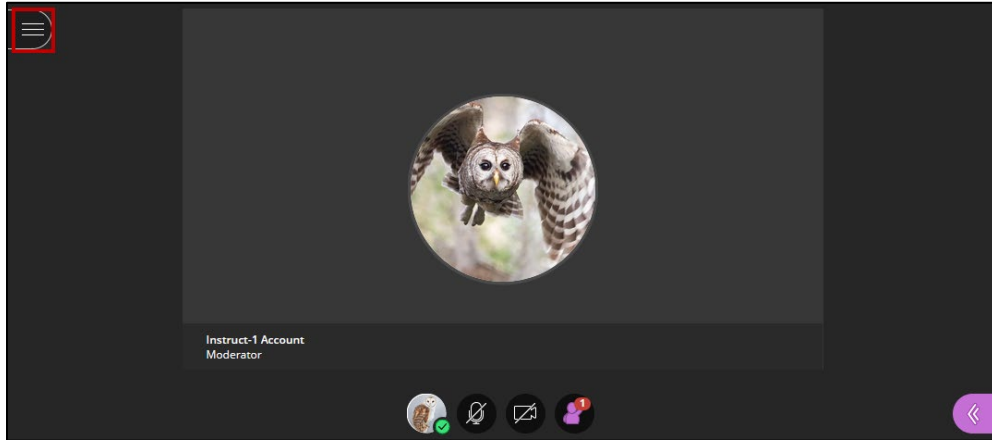
Figure 103 - Open Session Menu

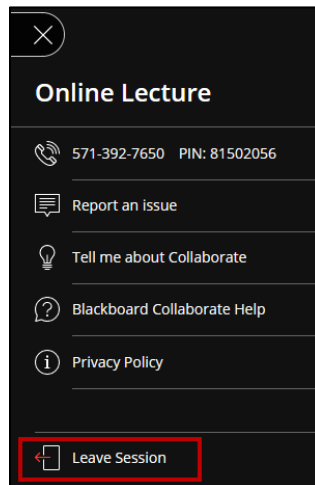2. Click **Leave Session**.

Figure 104 - Click Leave Session

3. You will be taken to a screen in which you may indicate your audio & video qualities for the session. If desired, make a **selection** based on your experience.
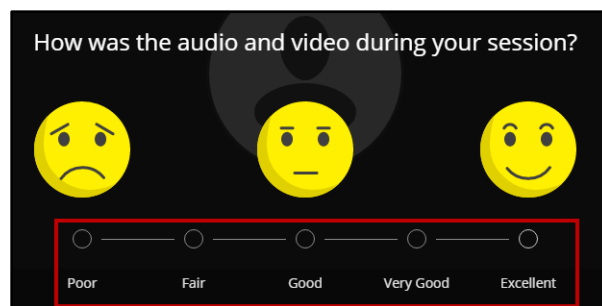

Figure 105 - Audio & Video Quality

4. Click **Submit and Exit**.

Figure 106 - Submit and Exit

5. You will be taken out of the *Collaborate Ultra* session.

Accessing Recordings

Recordings of your Collaborate Ultra session are processed after the session has been closed. It may take up to 24 hours for the session to appear in the *Recordings Launcher*. The following explains how to access Collaborate Ultra recordings in D2L Brightspace:
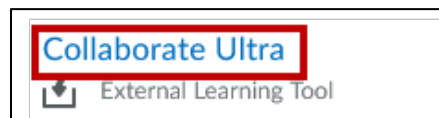
1. From the *D2L Brightspace Content* page, click the **Collaborate Ultra** topic.

Figure 107 - Collaborate Ultra Topic

2. Click the **Collaborate Ultra Menu** button.
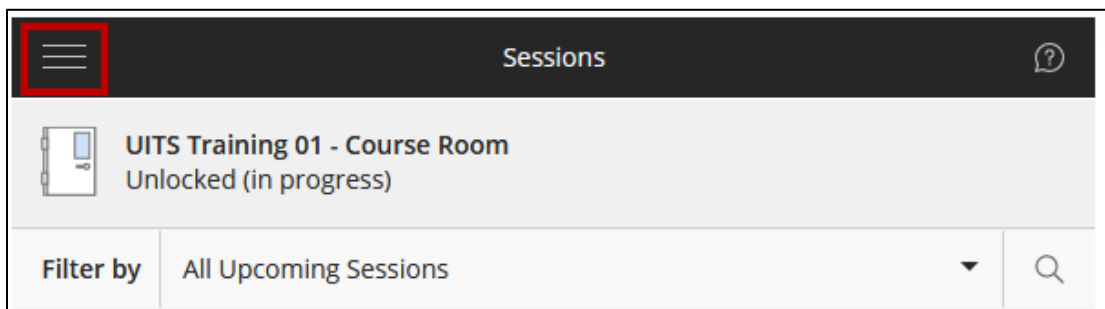
Figure 108 - Collaborate Ultra Menu

3. The *Collaborate Ultra Menu* appears. Click the **Recordings** button.
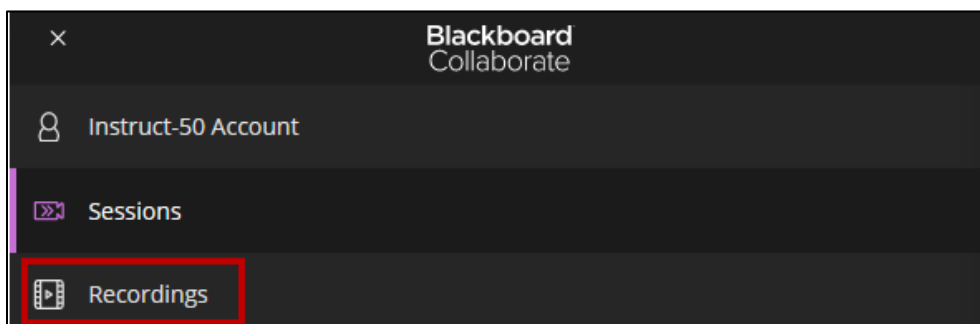

Figure 109 – Recordings

4. You will be taken to a list of your recordings. Click the **Recording Options** button, located next to the recording you wish to view (See Figure 104).
5. Click **Watch Now** to view the recording (See Figure 104).
6. Click **Download** to download the recording (See Figure 104).

Figure 110 - View Recording

Deleting Recordings

The following explains how to delete a Collaborate Ultra Recording.

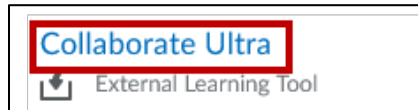1. From the *D2L Brightspace Content* page, click the **Collaborate Ultra** topic.

Figure 111 - Collaborate Ultra Topic
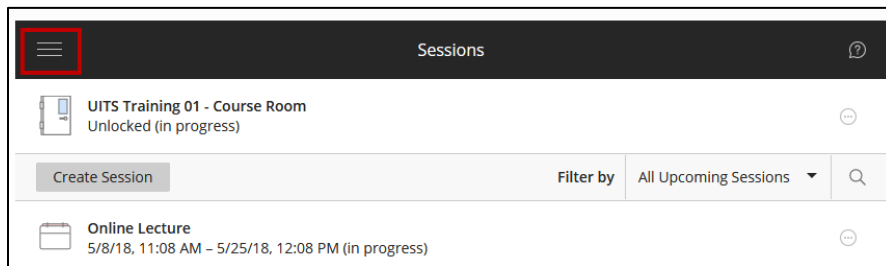
2. Click the **Collaborate Ultra Menu** button.

Figure 112 - Collaborate Ultra Menu

3. The *Collaborate Ultra Menu* appears. Click the **Recordings** button.
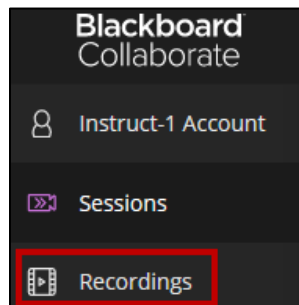

Figure 113 - Recordings

4. You will be taken to a list of Collaborate Ultra recordings. Click the **Recording Options** button (See Figure 108).
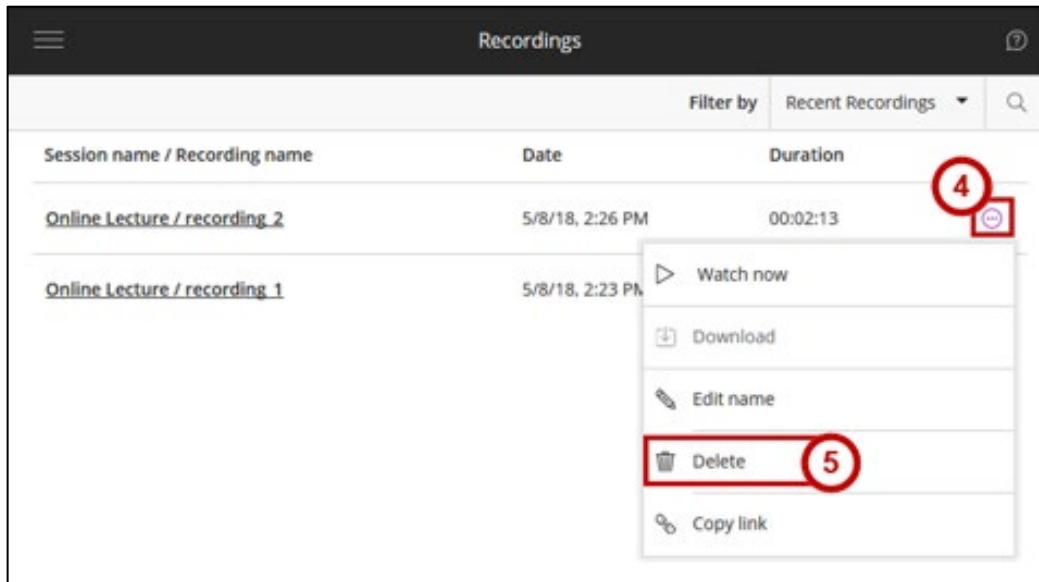5. Click **Delete** (See Figure 108).

Figure 114 - View Recording

6. The *Delete Recording* window will appear. Click **Yes, Delete It** to remove the recording from D2L Brightspace.

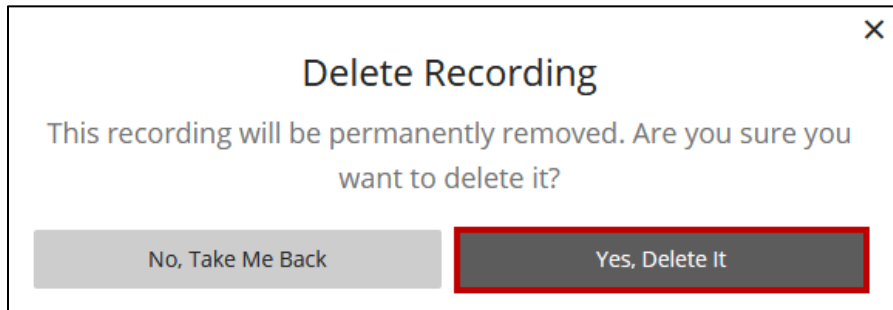**Figure 115 - Confirm Deletion**

7. Your recording will be deleted.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu