Armstrong eClassroom: Setting up a Collaborate Ultra Room

Collaborate inside of the Armstrong eClassroom as an External Learning Tool.

Go into your course, then into Content. Select the dropdown next to Existing Activities, select External Learning Tools.

Once you click on External Learning Tools, Collaborate Ultra will appear as an option.

Select Collaborate Ultra link and it will be added into your content area.
Click on the Create Session tab to begin setting up your Collaborate session.
Once the Create Session has been selected, this box will appear on the right hand side of the page.

Start by giving the session a name. Then set up the times that the session should begin and end and if you will let students/guests enter this Collaborate room/session early. Click on the Session Settings to allow students/guests to allow recording downloads and/or have moderator permissions by checking the appropriate box(es).
After you have indicated your selections you may click on “Save” button at the bottom of the page.

The bubble is to display the chats that are occurring. The people are to display the participant list in the session. The right arrow is to share your blank whiteboard, files or an application. Here you can also find the polling option. The wheel is the My Settings area. The X is simply to close the menu.

To share a blank whiteboard, an application or files you will need to click on the arrows at the far bottom right-hand corner and open that menu. Here you can also find the polling option. At the bottom in this menu, you can show the chats that may be occurring, the participant list, or make any changes to the settings that you may have missed or forgotten when initially setting up the room.
In the My Settings click on the area where a picture should be and you may upload your own photo. By clicking on the word Present, you can set the away message if you are not at your computer.

When you return simply click the I’M back! Button and everyone will know that you have returned to the session.

Under the My Settings area, you can Set up your Camera and microphone by click on those words. Under that you can click to retrieve the telephone number and the PIN number. The PIN will be good only for that user and in that session. The PIN cannot be shared with other users and if the user should have to log out a new PIN will be generated. The Speaker and Microphone volume can be adjusted here.

To locate the Record button, click on the lines in the far top left-hand side of the page. Here you can also find the Telephony information. This will be the same phone number for everyone, but the PIN number will be different for each user.
To leave the session, click in the far bottom left-hand side of the page.