Basic Collaborate

(3 hours)

COURSE SYLLABUS

Course Description: Collaborate Ultra class will have the objective of familiarizing instructors how to create a class on Ultra to include: Setting the time/date; working through all of the settings; understanding the controls available to the instructor and students on the main screen; how to record their sessions; how to leave and return to a session; etc. I expect this course to also be 1 to 2 hours lecture with an additional hour for Q&A. Depending on the level of understanding, there may be need for an additional hour of Q&A.

Objectives: Every student will be able to:

1. Set up Collaborate session
2. Use sessions menu, collaborate panel, audio, video and hand raise
3. Configure "My" settings, "Session" settings,
4. Use content options
5. Record sessions
6. Leave and return to the session

Rationale: With the outbreak of a novel coronavirus declared a pandemic by the World Health Organization, there is a need to convert all course to online learning.

Type of Course: Short Course

Evaluation: No formal evaluation will be administered.

Course Outline:

1. Introduction

   a. Log in to Collaborate Ultra

   b. Setting up a session

   c. Configure settings for a session

   d. Explore content options for presentation

   e. How to record sessions

   f. Leaving and returning to sessions

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2. Getting to Collaborate (walk through) on screen

3. How to create sessions

4. Setting up settings for session

5. Review of "stage" area and icons on screen

6. How to record a session

7. Review options for the stage during session

8. How to leave and return to session

9. Q & A