Transcript for Foundational Skills Video:
Collaborate Ultra on Canvas (Part 1)

Chapman Learning Commons

Hi there! My name is Tam and I am a Chapman Learning Commons Assistant. In this first part of the series on how to use Collaborate Ultra, learn how to log in to Canvas and how to enter your lecture using the Collaborate Ultra tool on Canvas.

1) How to log in to Canvas

1. First, go on UBC canvas website at canvas.ubc.ca. Enter your campus wide login (CWL) username.
2. Enter your password.
3. Click "login". You will be at the Dashboard page where all your registered courses are displayed.

2) How to find Collaborate Ultra

1. On the Dashboard page, click on the course that you want to attend a lecture for.
2. Click on the “Collaborate Ultra” tab, which should be located on the left of your course’s name.

3) How to enter a lecture

1. Now that you are in Collaborate Ultra, find the specific lecture that you want to attend. Click on the correct session.
2. Click “Join Session”, which should appear on the top right of your screen.
3. If this is your first time using Collaborate Ultra, set up your audio and your video.
4. Choose the appropriate microphone option and try speaking. If it says “You sound great”, that means your audio is working. Click “Yes, audio is working” to continue.
5. For the video test, choose your preferable webcam option and if you see yourself on the screen, click “Yes, video is working”.
6. If you are a first-time user, you will be able to view a tutorial of basic functions of Collaborate Ultra.

You have successfully entered your lecture! If you want to participate in the discussion with other peers or you want to ask your instructor a question, use the chat or the microphone. View the next part of this series to learn how to use them! Thanks for watching.

For more information, visit learningcommons.ubc.ca.