Transcript for Foundational Skills Video: Collaborate Ultra on Canvas (Part 2)

Chapman Learning Commons

Hi there! My name is Tam and I am a Chapman Learning Commons Assistant. In this second part of the series on how to use Collaborate Ultra, I will show you how to use the chat function, including the everyone chat, group chat, and individual chat.

1) How to find and reply to the chat function in Collaborate Ultra - Everyone chat:

1. Click on the purple button at the bottom right of your screen to find the “Collaborate Panel”.
2. Click on the speech bubble icon to find all the chats.
3. As a default, you will always see the “Everyone” chat first. Here, you can see the conversations that are visible to everyone in your class.
4. If you want to type something in the chat, click on the “say something” box and now, you can start typing and press the “Enter” key on your keyboard to send. Note that everyone in your class will see your message.

2) How to find and reply to the chat function in Collaborate Ultra - Group chat:

1. If your instructor created groups for your class, you will also see a chat designated for your assigned group.
2. From the Everyone chat, click the “Previous panel” button first to see all the chats.
3. Click on the chat that starts with “Group”. Here, only you and your group members can see and contribute to the conversations.

3) How to find and reply to the chat function in Collaborate Ultra - Individual chat:

1. To chat privately with someone, click on the “Find someone to chat with” textbox.
2. Then, type out the name of the person you want to privately chat with.
3. Lastly, click on their name and a new private chat will appear.

That’s the end of the second part of this series. If you want to know how to use the microphone function in Collaborate Ultra, continue to Part 3. Thanks for watching.

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