

# I WANT TO USE COLLABORATE FOR THE FIRST TIME, WHERE DO I START?

## WHAT YOU WILL NEED

- + Chrome Browser
- + Stable internet

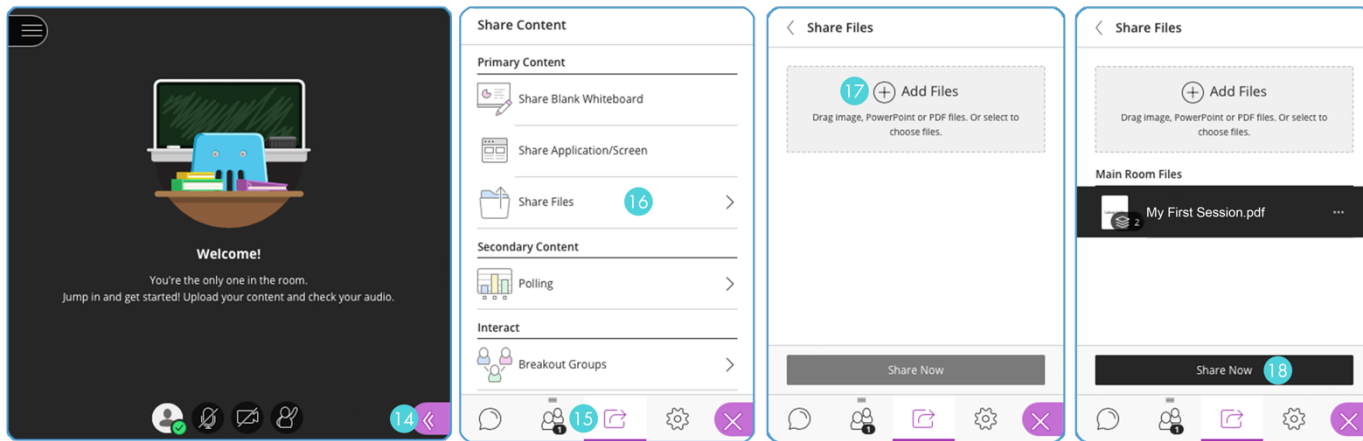
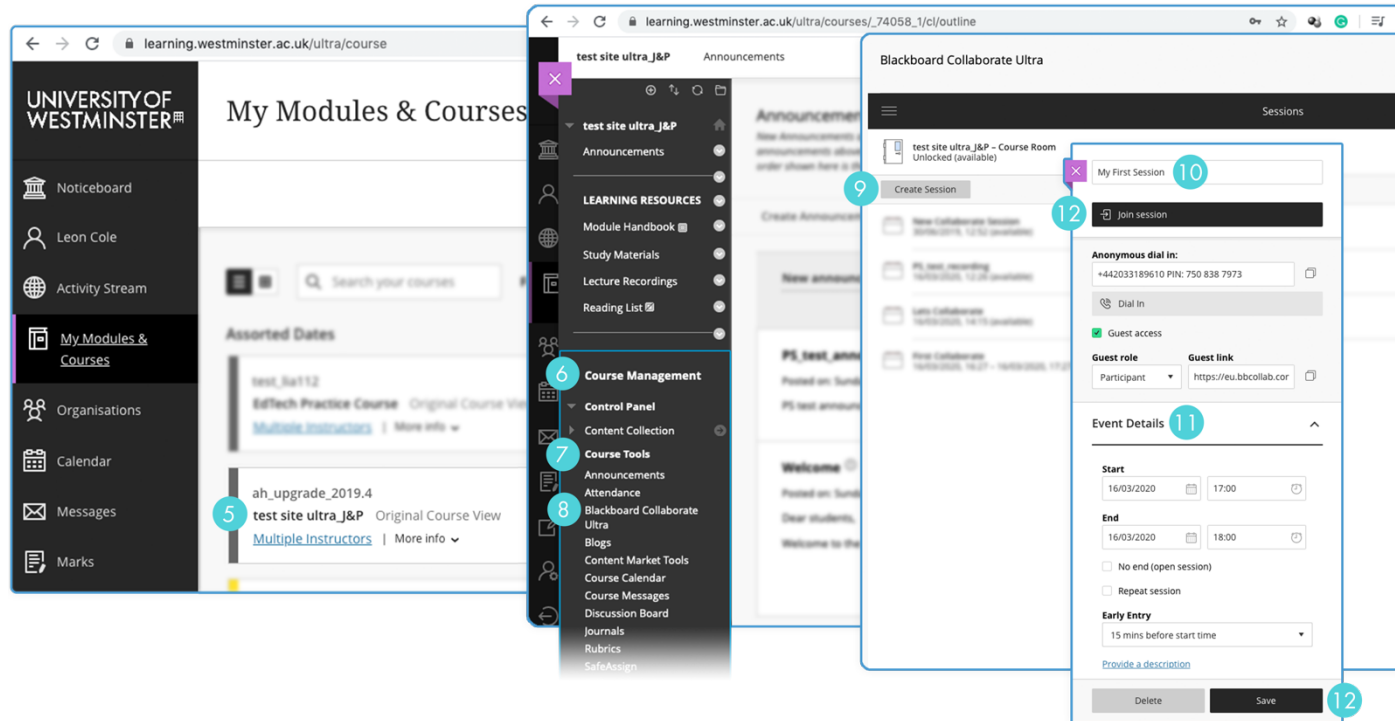
## GETTING STARTED

- 1 Install Chrome or
- 2 Update yours to the latest version
- 3 Go to [learning.westminster.ac.uk](https://learning.westminster.ac.uk)
- 4 Login

Collaborate ultra is a module tool and can be found in the tools of each module you teach

## SETTING THE SETTINGS

- 5 Navigate to your module
- 6 Scroll down to Course Management
- 7 Click Course Tool
- 8 Select Blackboard Collaborate Ultra
- 9 Create Session
- 10 Name session
- 11 Complete Event Details
- 12 Join Session or Save for later
- 13 Follow prompts for Mic & Camera tests
- 14 Open Collaborate Panel
- 15 Select Share Content
- 16 Click Share Files
- 17 Upload your pdf/s and holding slide (Save your PowerPoint presentations to PDF and upload)
- 18 Click Share Now



## HELPFUL TIPS

(See below is a helpful [email template](#) to send to participants to prepare them for a session. Also [holding slide](#) to help participants joining a session to get familiar with the interface)