TEXAS TECH UNIVERSITY
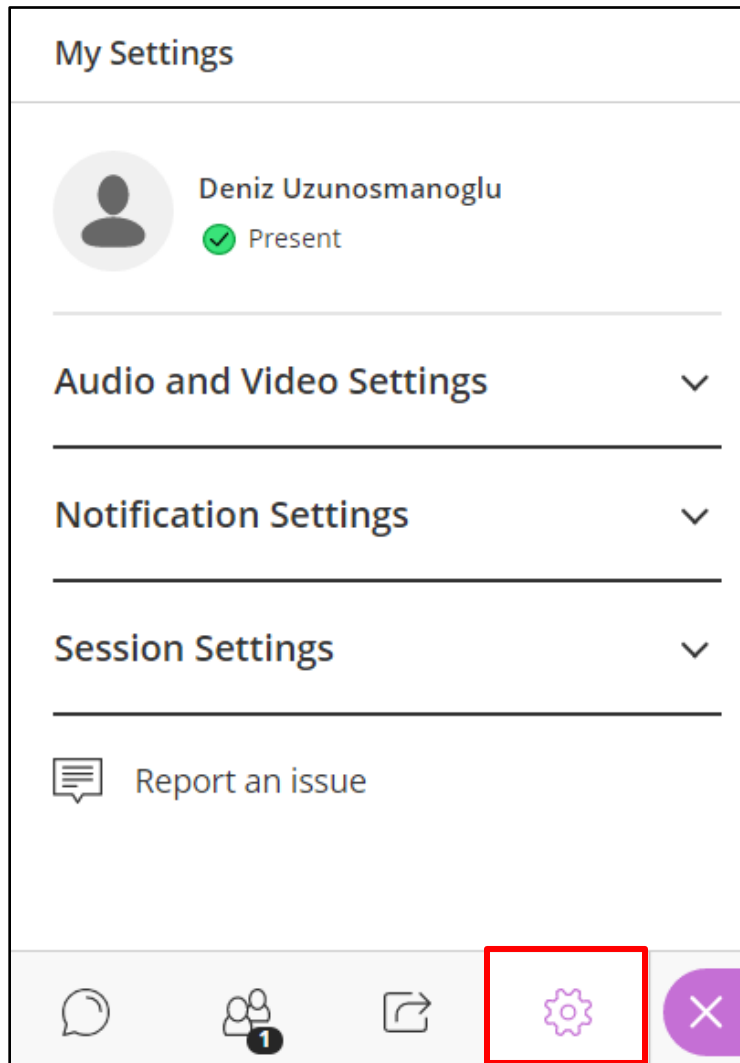Office *of the* Provost
Worldwide eLearning™

How to Change Settings during a Collaborate Ultra Session

In this handout you will learn how to:

1. Change your profile picture and status
2. Change audio and video settings
3. Change notification settings
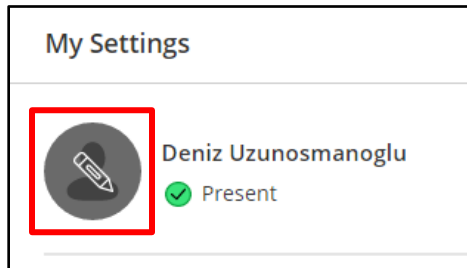4. Change session settings
5. Report an issue

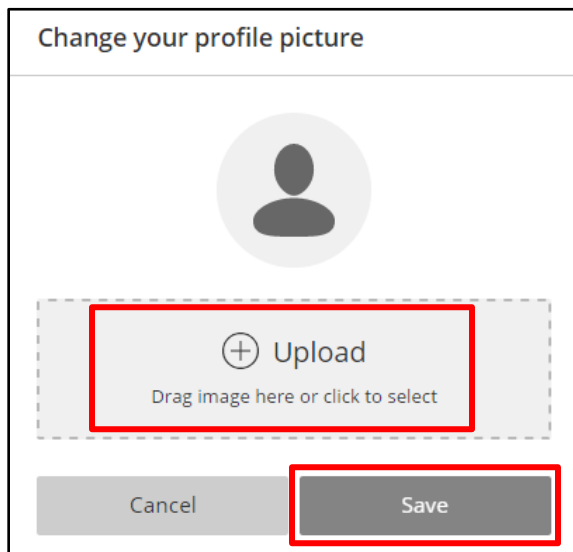To achieve these steps, open *Collaborate Panel*, and click *My Settings* tab.

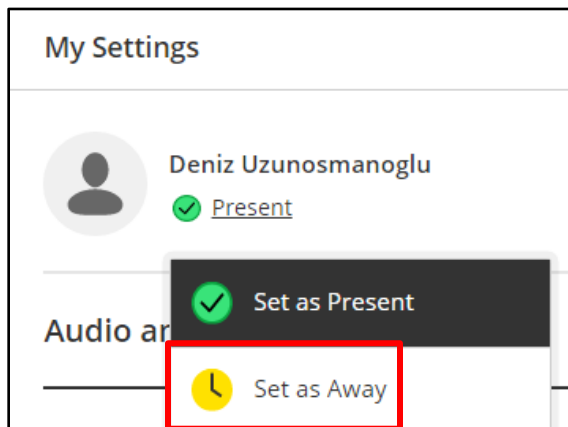## How to Change Your Profile Picture and Status

To change your profile picture click the icon.

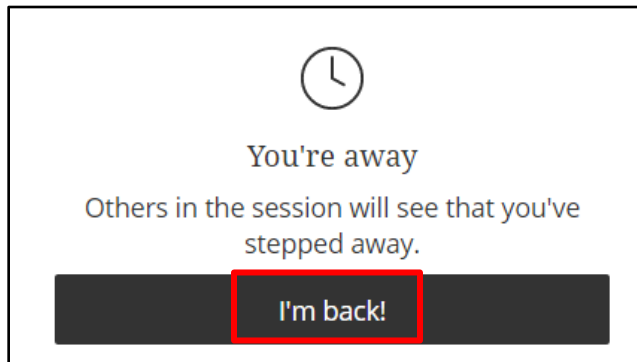Then, click to select or drag the image to upload. Finally, click *Save* to share your picture.

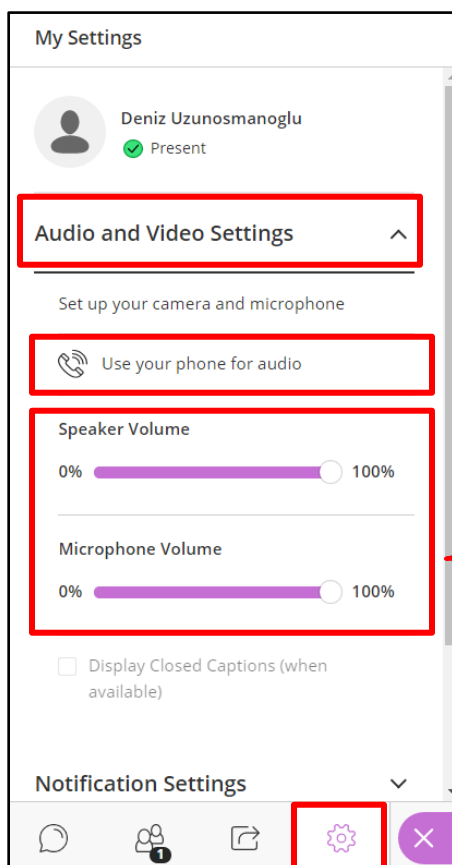To change your status, click *Present,* and *Set as Away*.

Then, a small window will appear in the middle of the screen. When you come back, click *I'm back* to change your status present.

How to Change Audio and Video Settings

Click *Audio and Video Settings* in *Collaboration Panel*. You can adjust your speaker and microphone volume.

When you click on this button, it gives you the phone number and PIN of the session.

Adjust your speaker and microphone volume.

If you click *Set up your camera and microphone*, it allows you to test your audio and video, and select the device from dropdown menu (if you have more than one video or microphone). Then click *Yes – It's working* to continue. If you need help, click *No – I need help* button.

Dropdown menu for selecting your microphone

Dropdown menu for selecting your video

How to Change Notification Settings

You can change your visual and audio notification settings in terms of when someone joined or left the breakout group or session, someone posts a chat message, closed captioning available, and someone raises their hand. If you enable all of the notification, it will be disturbing. The default notification settings are shown below.

How to Change Session Settings

In session settings part, you can give participants permission about sharing their audio/video, posting chat messages, and drawing on whiteboard and files. Also, you can click on *Only show profile pictures for moderators* option depends on what you want.

How to Report an Issue

If you have an issue, click Report an Issue button. Then you need to describe your problem, and click *Submit* to send.

My Settings

Deniz Uzunosmanoglu
✓ Present

Audio and Video Settings ⌄

Notification Settings ⌄

Session Settings ⌄

💬 Report an issue

Report an Issue

Audio Problems:
☐ I can't hear others
☐ Others can't hear me

Video Problems:
☐ I can't see others
☐ Others can't see me

Describe your issue: (max 1000 characters)

Auto-generated report that will be sent with your description:

Session Info
Apollo version: 17.2.4 build 122
Session UID:
a96eadf3cd214939911817c0d91592ed

Cancel   Submit