# Welcome to your "sandbox" activities!

- You will have 15 minutes to work together and support each other through four practice tasks.
- To navigate to the task, click the blue shortcut link below or simply scroll down the page.
- Each task includes written step-by-step instructions, as well as visuals to support multiple means of representation. Work together as a team to support each other, e.g. by having one person read the instructions while another person completes the task.
- You can complete the tasks in any order.
- You may wish to try and complete all four tasks, or focus on certain tasks, according to the preferences of your group.
- You can work through each task once for every person in your group, or you may decide that once is enough for the whole group. This will depend on the needs and preferences of the individuals in your group, as well as your time management.
- Keep an eye on the "Everyone" chat for updates from your facilitator.
- Have fun exploring! :)

## Sandbox task shortcuts:

Task 1: Whiteboard sharing

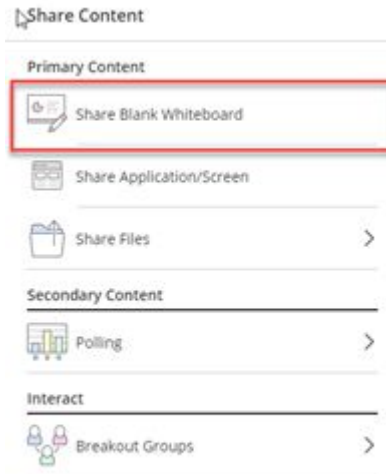Task 2: Screen sharing

Task 3: File sharing

Task 4: Polling



(Image source: Mari Sparrow on Pixabay)

# Task 1: Whiteboard sharing
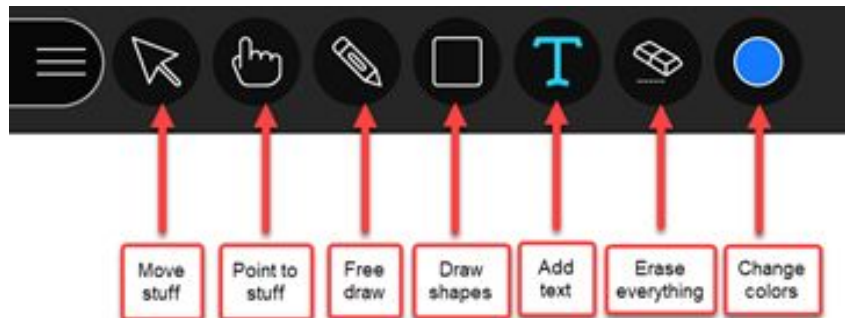
| | |
|---|---|
| 1. From the Collaborate tab, click on the Share tab. |  |
| 2. Select "Share Blank Whiteboard". |  |

3. Have fun! Doodle, write, and play with the whiteboard. Discuss together: what do you notice?



*Note: Take a screenshot if you wish to keep a record of your whiteboard. Collaborate Ultra won't share this information. Once it is erased or you stop the whiteboard, the information is gone forever.

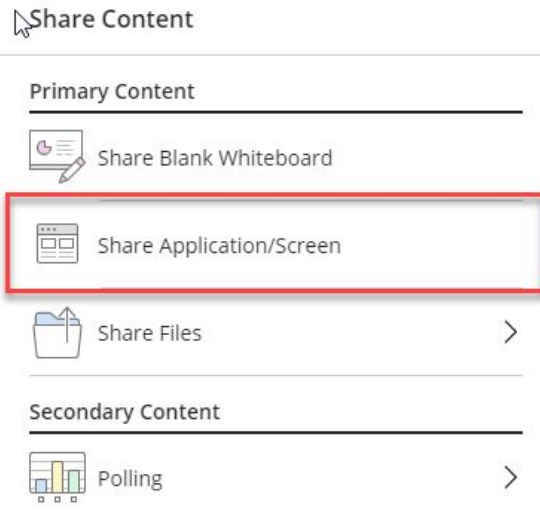| | |
|---|---|
| 4. Stop sharing by selecting the "stop" button on the top right.<br><br>Discuss as a group:<br><br>● Can you imagine yourself using the whiteboard in your own teaching? What for?<br>● What teaching and learning activities could the whiteboard support?<br>● What questions do you still have about the whiteboard? |  |

# Task 2: Screen sharing

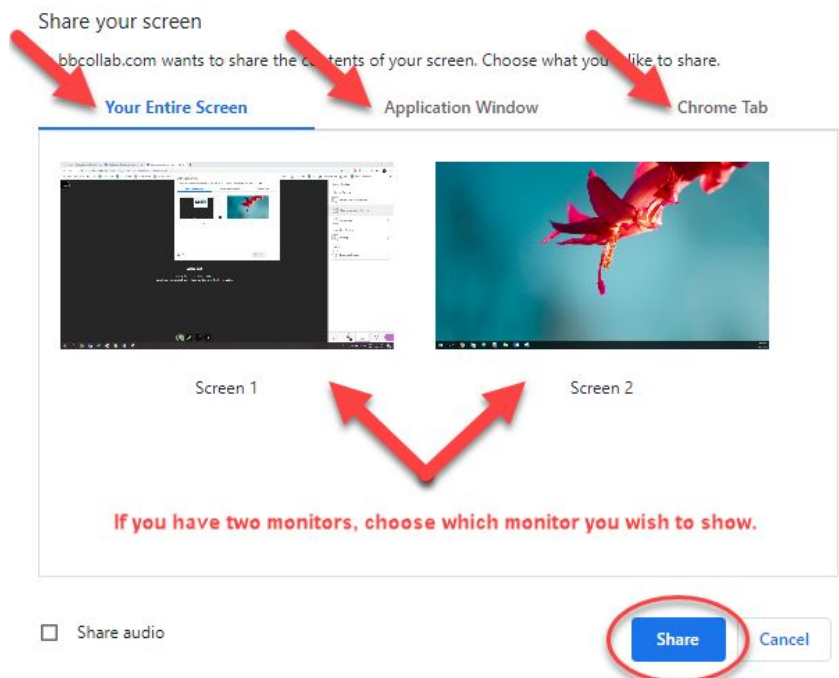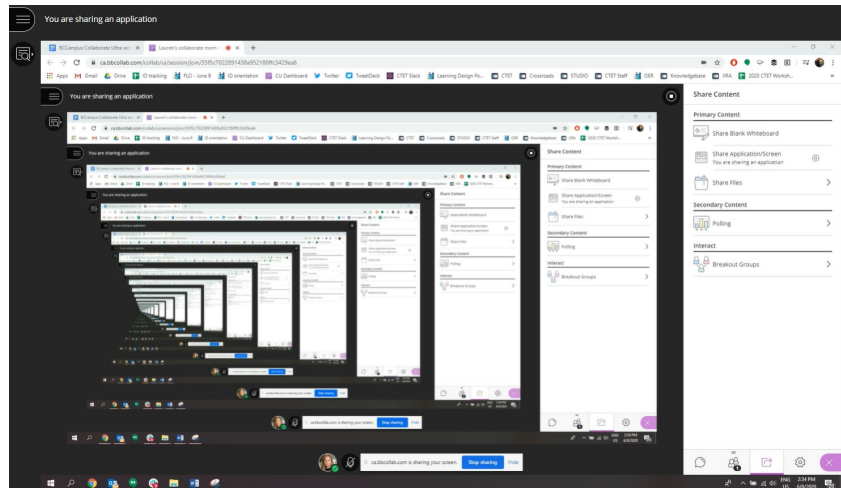| | |
|---|---|
| 1. From the Collaborate tab, click on the Share tab. |  |
| 2. Select "Share application/screen". |  |
| 3. Decide if you want to share your:<br><br>- entire screen (most common - note, if you have two computer monitors, choose which one to share)<br>- a single application window, e.g. Word, Excel, etc.<br>- a single browser tab.<br><br>Click to select what you would like to share, then select the blue "Share" button on the bottom right. |  |

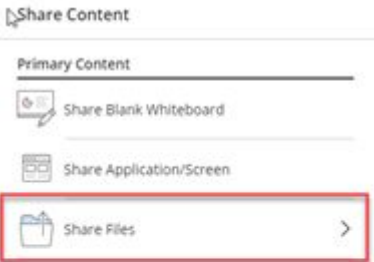| | |
|---|---|
| 4. If you see the "hall of mirrors" effect, don't worry! This is normal. Once you navigate away from Collaborate Ultra to another view, this will go away and your participants will see what you see. |  |
| 5. To stop screen sharing, select the blue "stop sharing" button on the bottom right. |  |
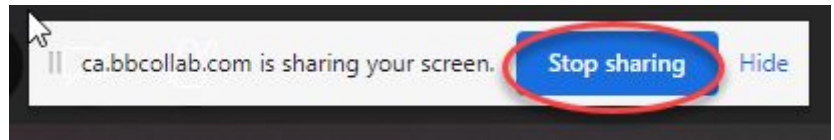
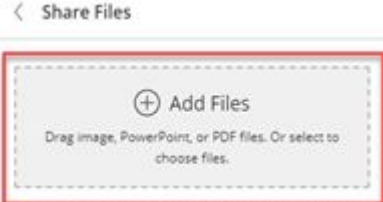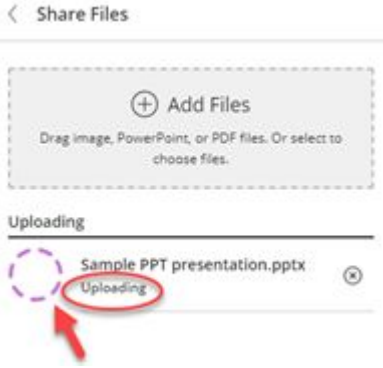6. A couple of notes about screen sharing:

- It is preferable to use file sharing, instead of screen sharing, for PowerPoint. The reason is you can still see everything that is happening in Collaborate Ultra (e.g. your attendees, chat, etc.) when **file sharing**, whereas if you play a PowerPoint file via **screen sharing**, you won't be able to see what is happening in Collaborate.
- Screen sharing isn't recommended for showing videos. Instead, send the link to the video to participants via the chat and have people go and watch the video directly from their own browsers.

Discuss as a group:

- Can you imagine yourself using screen sharing in your own teaching? What for?
- What teaching and learning activities could screen sharing support?
- What questions do you still have about screen sharing?
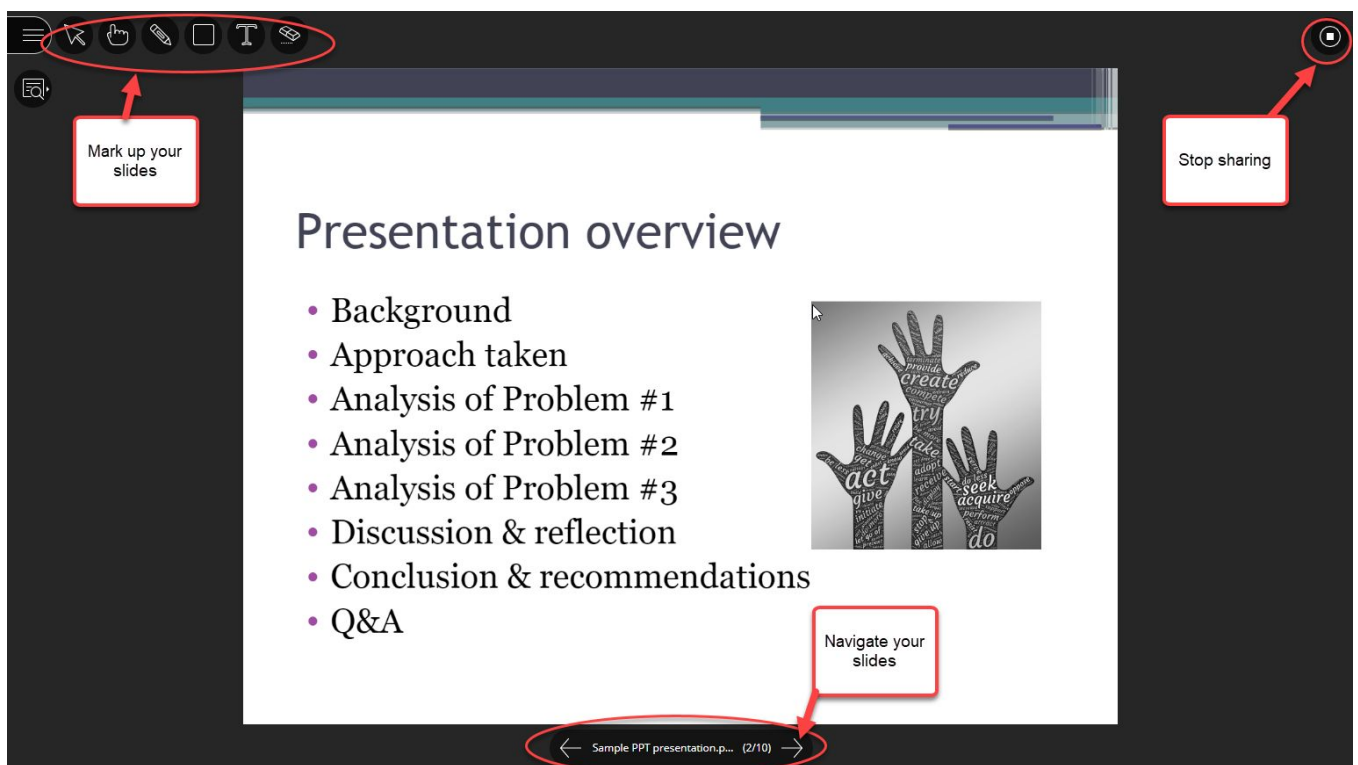
# Task 3: File sharing

Follow these steps to share a file (PDF, PowerPoint, or JPG):

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| 1. From the Collaborate tab, click on the Share tab |  |
| 2. Select "Share files" |  |
| 3. Choose from two options:<br><br>Option 1: drag and drop your file into the grey box<br>Option 2: Click in the grey box to select the file to share.<br><br>TIP: Save PowerPoint files as PDFs to avoid formatting issues (related to Collaborate Ultra's file conversion). Note that PowerPoint animations, embedded videos, and links will not work in Collaborate Ultra. |  |
| 4. Wait for your file to upload. |  |
| 5. When the upload is complete, select the file name (if it's highlighted in black, it's already selected), then select "Share now". |  |

6.  If your file has multiple pages, select the page you wish to start sharing from.
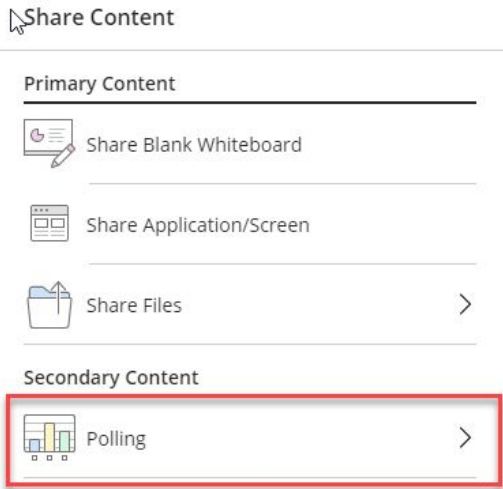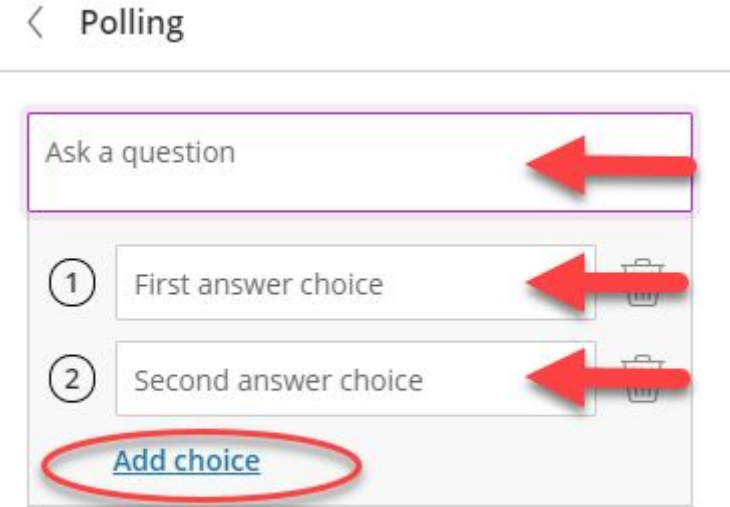


7.  Navigate through your file by using the arrow under the slides. Mark your slides with the drawing tools. Stop sharing by selecting the "stop" button on the top right.



Discuss as a group:

- Can you imagine yourself using file sharing in your own teaching? What for?
- What teaching and learning activities could file sharing support?
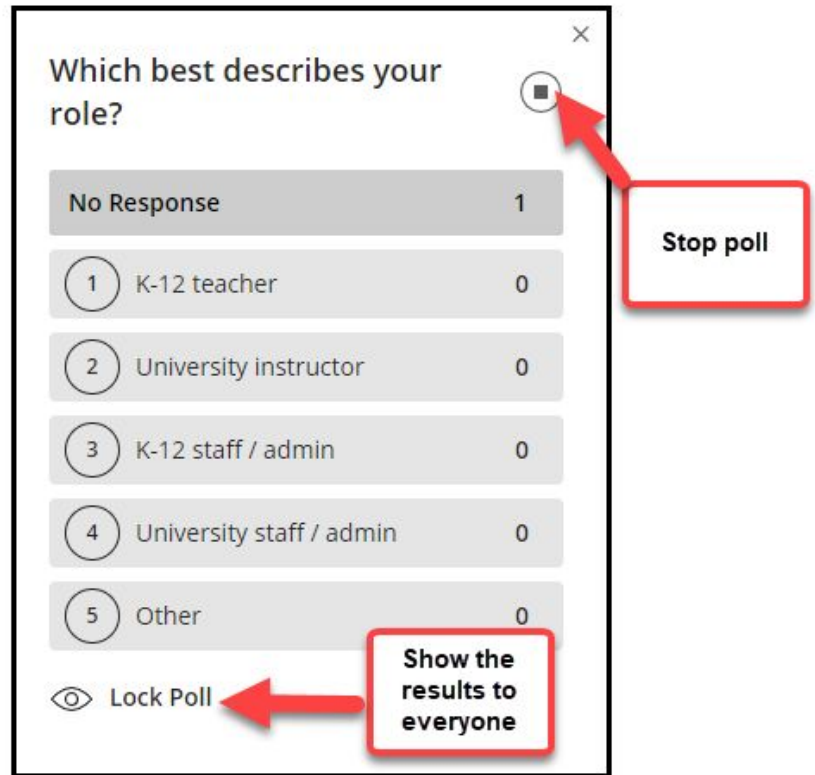- What questions do you still have about file sharing?

# Task 4: Polling

| | |
|---|---|
| 1. From the Collaborate tab, click on the Share tab |  |
| 2. Select "Polling" |  |
| 3. Choose either "Multiple choice" or "Yes/No" |  |
| 4. For multiple choice, type your question in the "Ask a question" box. Fill in the answer choices. Add more answer fields by selecting "Add choice". You can add up to five choices.<br><br>For Yes/No, type your question in the "Ask a question" box. |  |

| | |
|---|---|
| 5. Select the black "Start" button on the bottom left to share your poll. |  |
| 6. Your poll should now be visible to your colleagues:<br><br>● You can watch the answers come in.<br>● You can see how many people (including yourself) haven't answered.<br>● Watch the attendees panel as well to see which individuals haven't answered.<br>● Click the eyeball to lock your poll and share the answers with the group.<br>● Take a screenshot if you want a record of your poll (Collaborate doesn't save any data).<br>● Click the stop button to end the poll. |  |

Discuss as a group:

● Can you imagine yourself using polling in your own teaching? What for?
● What teaching and learning activities could polling support?
● What questions do you still have about polling?


# Bravo! You've finished all four practice tasks!
# What jumped out at you?
# What questions do you still have?