

The Participants Panel

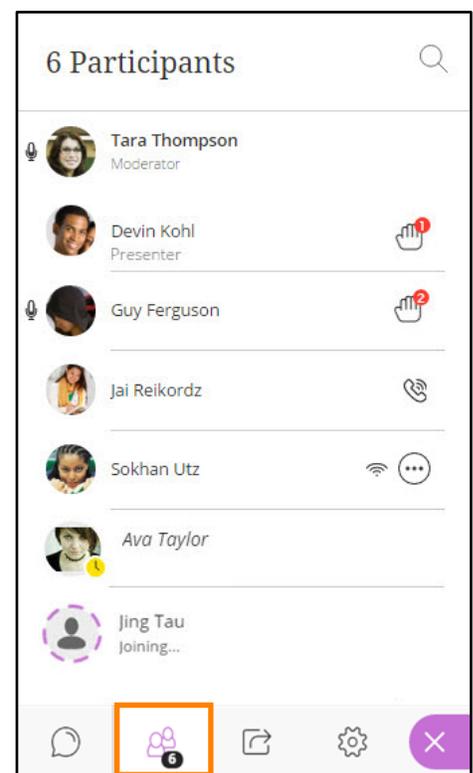
In Collaborate with the Ultra Experience

The Participants panel provides a list of all Participants, Presenters and Moderators in the session. This panel can be viewed by clicking on the Participant icon located in the Collaborate Panel. This icon displays the number of current session attendees and will dynamically adjust as attendees enter and leave the session.

Understanding the Participants Panel

Use the screenshot of the Participants Panel to the right to explore its functionality.

- Ava has stepped away. This is demonstrated by the yellow clock displayed on her profile picture.
- Devin and Guy have both raised their hands. We know Devin did so first because he has a 1 on his raised hand icon.
- Devin has been promoted to presenter. With presenter rights, Devin can upload, share, and annotate content. By sharing content, Devin can effectively stop any sharing currently in progress by other moderators/presenters.
- The session Moderator, Tara, was about to access the Moderator Controls for Sokhan. We know this because the screen shot shows the elipsis icon next to her name. Moderator controls allow the Moderator to promote/demote session attendees, lower a raised hand, and remove an attendee from the session.
- Jai has joined using telephony, as indicated by the phone icon next to her name.
- Jing Tau is in the process of joining the session. He is not yet fully connected as is evident by the purple dashed circle around his profile avatar.
- The session Moderator was checking the bandwidth indicator for Sokhan. We know this because we see the bandwidth indicator next to his name. These indicators allow session moderators to tell at-a-glance how a specific user's connection is.

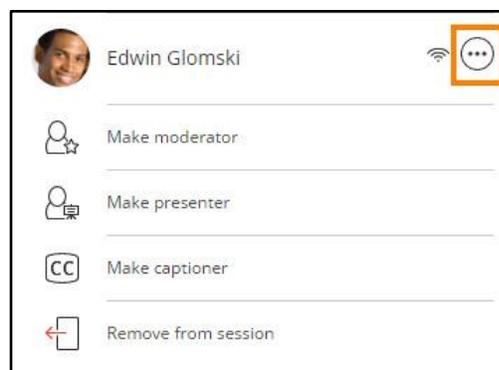


Managing Participants

Understanding Roles

Moderators use the Moderator Controls to promote and demote elevated roles, lower raised hands, and remove attendees from the session. When elevating attendees to Moderator, keep in mind that these participants will then be able to promote and demote other users, and remove session attendees as well. The primary Moderator, the moderator of record for the session, cannot be removed by anyone and maintains ultimate authority over all attendees.

- Moderators have full control over the content being shared and can end a presenter's or another moderator's content share. Moderators also have the ability to enable or disable session and notification settings.
- Presenters can upload, share, and annotate content. By sharing content, presenters can effectively stop any sharing currently in progress by other moderators/presenters.
- Participants have the ability to enable and disable visual and audio notification related to participants entering and leaving the room as well as chat posts.
- Captioners type what is being said during a session. Other participants can view what is being typed in real time. You can have multiple captioners at a time if desired.

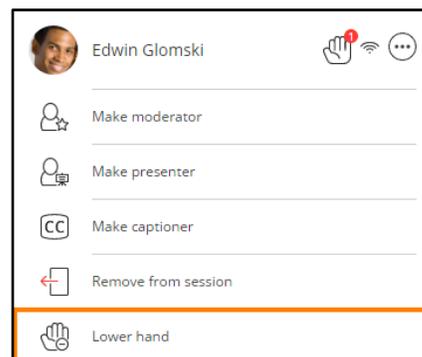


Raised Hands

When a participant raises their hand, an icon appears next to their name in the Participant panel and their name is moved to the top of the Participants list, above the Moderator, so they are easily seen. As hands are lowered, these participants return to their alphabetical placement within the list. When more than one hand is raised, a number will appear on each hand indicating where they are in the queue (the order in which hands were raised).

To lower a participant's hand:

1. Hover over an attendee's name to display the **Moderator Control** icon.
2. Click the icon to expand the Moderator Controls.
3. Select **Lower hand**.



Network Indicators

Users can tell at a glance of the Participants Panel who in the session might be having trouble connecting. New indicators have been added that tell you when someone is in the process of joining your session, if users are connected, how their connection is, and who is using telephony.

To view network indicators, hover your pointer over participants in the Participant panel to display the indicator and message.

