

How to share content in Blackboard Collaborate

Please use the Google Chrome browser when using Blackboard.

By default, when you join a Collaborate room you will be a participant and will not be able to share and add content. However, if you are a presenter, you will be able to share content. You will be a presenter if:

- You are in a Collaborate 'Break-out' room.
- Your tutor has made you a **Presenter**.
- You join a room where the default attendee role is Presenter.

Please note: There is an option to share your entire screen whilst in Collaborate, please ensure that anything that you do not need open is closed in advance of this.

Accessing the sharing panel

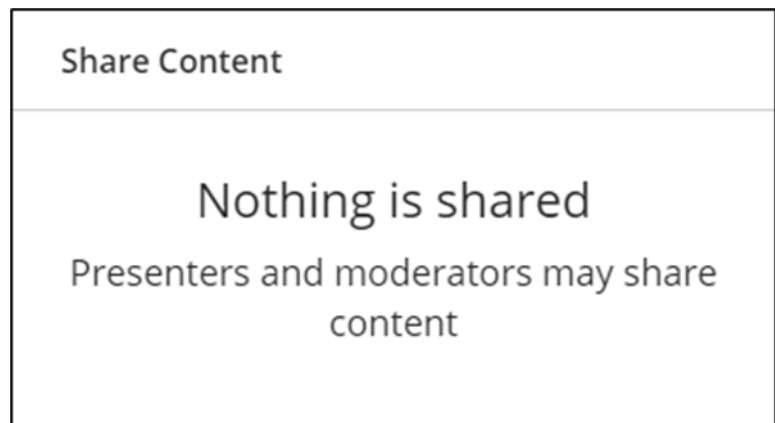
- 1 Click the collaborate panel icon to expand the menu .



- 2 Click the share content icon, this will display your sharing options.



- 3 If you receive the following message you do not have permission to share content.



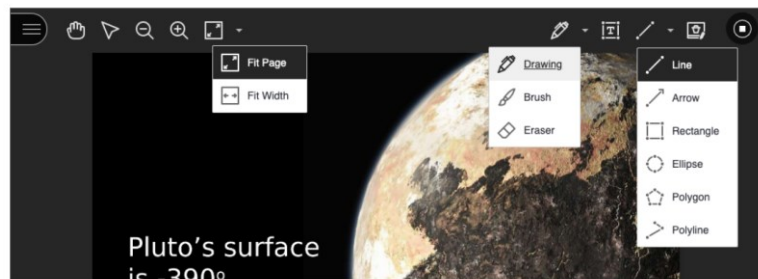
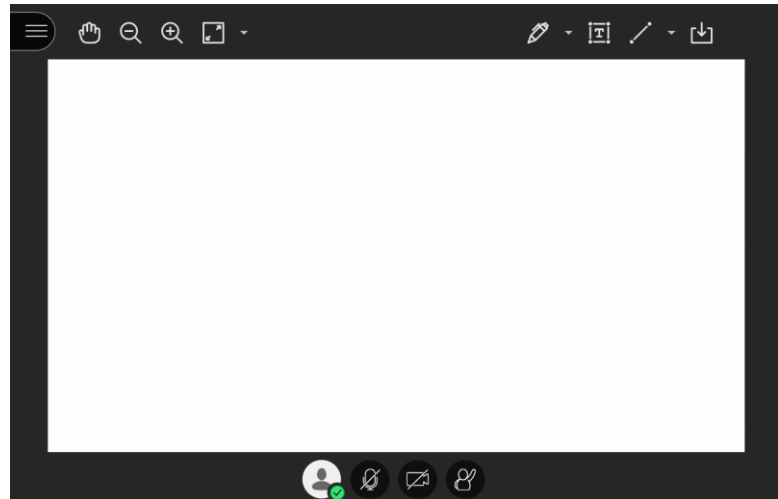
Sharing a Blank Whiteboard

- 1 You can share a blank whiteboard so that everyone within the Collaborate session can draw on it together or if you wish to draw something to demonstrate to the class. It is advised that you all use different colours when using the Pencil tool.



- 2 A whiteboard will appear within the central window in Collaborate. Any active webcams will be pushed into the bottom corners of the screen.

When files or a blank whiteboard are shared in a session, you can use annotation tools to edit and mark up the document during the live session. You will find the annotation tools at the top of the screen.



3 Annotation Tools.

- **Drawing, Brush, and Eraser:** Draw freehand on the page with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the *Delete* icon to delete the whole drawing.
- **Text:** Add text directly on the page. You can move, edit, and change the text and select the font, size, alignment, and color of the text.
- **Shapes:** Choose *Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline*. Each shape has its own settings to change the color, width, opacity, and more.
- **Clear Annotations:** Annotations are saved in the session. You can share something new, go to a new slide, or stop sharing. The annotations remain. Moderators can use *Clear Annotations* to delete all annotations from all pages.
- **Highlighter:** Select areas on a shared file to highlight. As you highlight text on the page, an additional menu opens. You can highlight, strikethrough, underline, squiggle, or comment on the highlighted section. The highlighter is only available on shared files. It's not available on the whiteboard.

Upload a blank file of several pages to use a multi-page whiteboard.

- **Pointer:** *Guide your attendees' attention to the main points of your content. Select Pointer from the toolbar and start moving your cursor to what you want to highlight. All attendees will see your movements in real time. To stop pointing, select the Pointer button again or any other tool.*

Only moderators and presenters have a pointer.

- **Clear annotations and Stop sharing:** *Only moderators and presenters can clear annotations and stop sharing.*

Sharing an Application/Screen

This option allows you to share an entire computer screen, application or chrome tab.

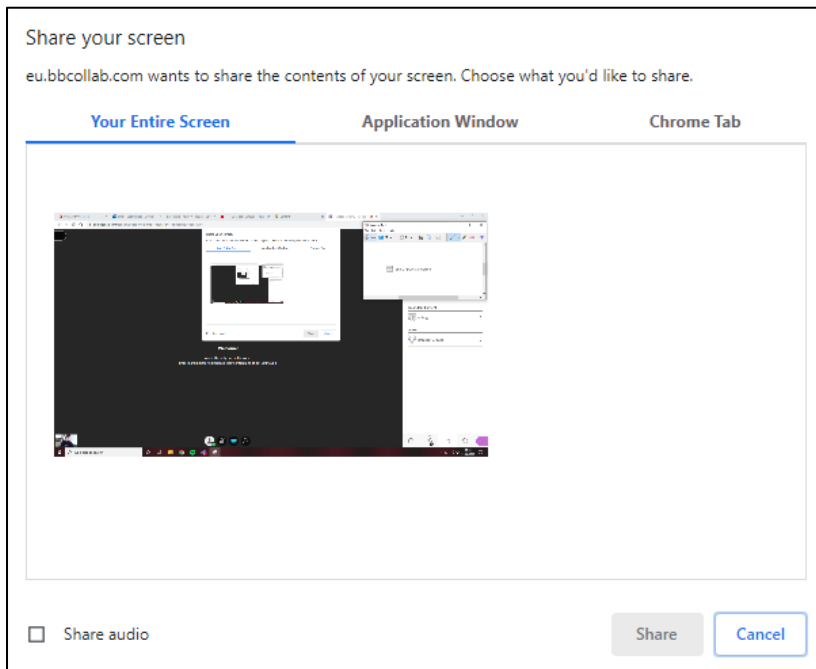
- 1 Click **Share Application/Screen** option.



- 2 The options will appear in a pop up.

NOTE: There are three tabs across the top of the pop up...

- Your Entire Screen.
- Application Window.
- Chrome Tab.



3 Sharing your Entire Screen

This option will share everything that is currently on your screen. So whatever is on your screen **At Any Time** will be shared within the session. There is the ability to share your audio in the session as well (bottom left check box). **Please note, the option to share computer audio for your entire screen is not available on Macs.**

Sharing your application Window

This option will allow you to share any application that is currently open on your computer (make sure that you have the application open and not minimized before sharing). This will only share what is in that application window. There is no option to share audio with this option.

Sharing a Google Chrome Tab

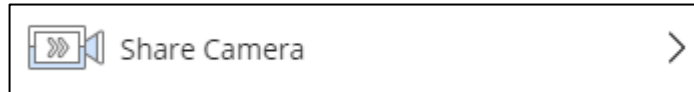
This option will allow you to share a tab that is currently open in the Google Chrome browser, this will only show what is in that particular tab and **Not the whole browser**. There is the ability to share your audio in the session as well (bottom left check box).

Sharing a Camera

The Share Camera feature will allow you to share a webcam as a fixed source, this could be useful if you wanted to share something you have in the real world with everyone in the room, such as a sculpture or tool.

You may also wish to remain on screen in a Collaborate room with lots of people as opposed to being part of a cascade of windows.

- 1 Click **Share Camera** option.



- 2 You will be presented with a number of cameras you have available. If you have any cameras that are plugged in to your computer or attached to a monitor, you could share either of them.

< Share Camera

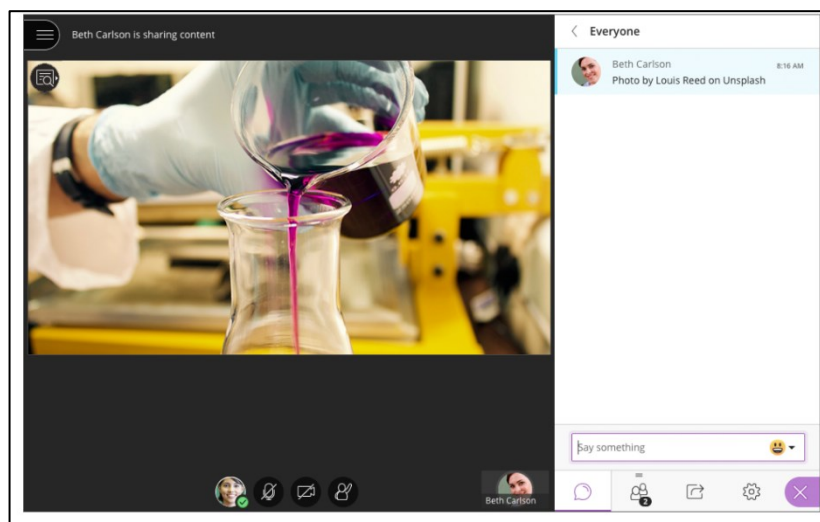
USB Camera (0c45:6366)

HP HD Camera (30c9:0010)

Once you have chosen your camera, you will be presented with a preview screen. If you are happy with what can be seen on camera, click **Share Camera**. Otherwise, click **Cancel**.

- 3 Your camera will be shared full screen for everyone to see, this is different from sharing your webcam as it considered a primary source and will be fixed on screen.

This image shows a lab experiment.



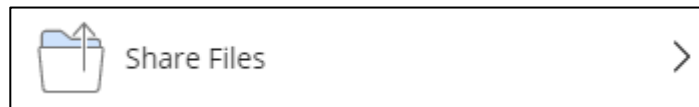
Sharing Files

The Share Files option allows you to upload PowerPoints, PDF and images to be shared and viewed online.

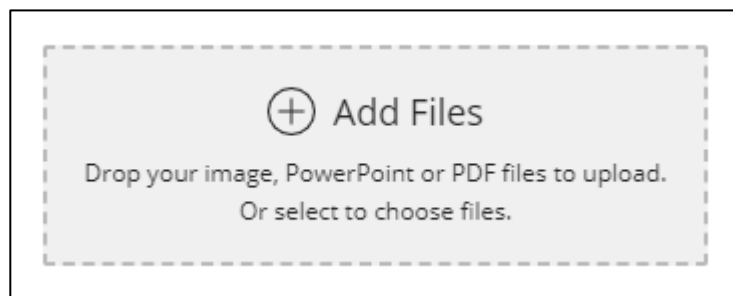
Please note: Any PowerPoints shared this way will lose all animations, clickable links and active video/audio that is embedded into them. This is because Collaborate renders them as an image.

Files that are uploaded this way will remain in the Collaborate session for later use.

- 1 Click the **Share Files** option.



- 2 You will be presented with a space to upload files and share files that have already been uploaded.

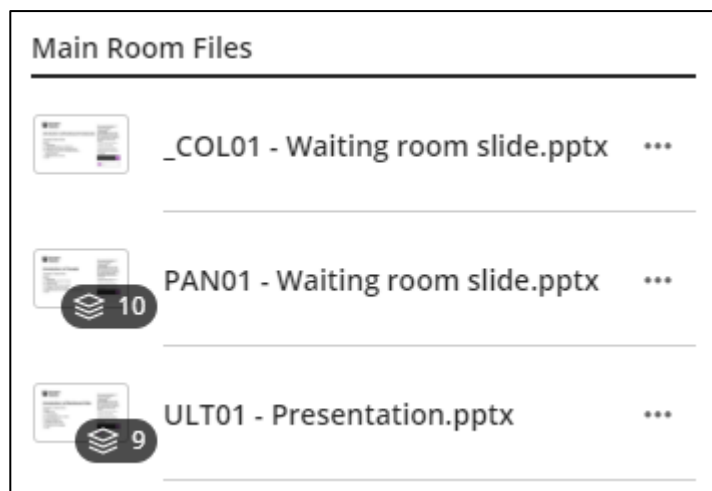


To upload a file, click and drag the file in to the cut-out space or click the cut-out space to open your file browser to search for the file.

- 3 Once your file has uploaded you will be able select it to share.

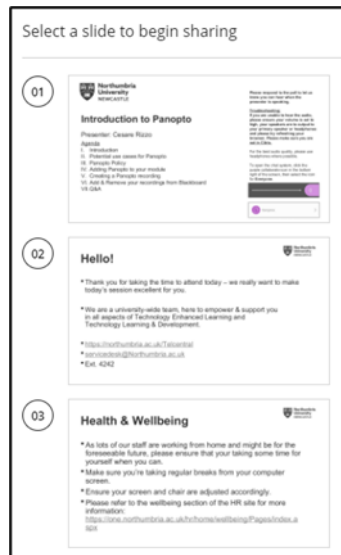
Note: Files with multiple pages/slides will display with a number next to the thumbnail, clicking share with these files selected will prompt you for a starting slide.

If the file you are sharing has a single page, clicking **Share** will display the file immediately.



- 4 If you have selected a file with multiple pages/slides you will be presented with them in a list on the right panel.

Clicking on any of them will immediately display the selected slide.



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