1

00:00:00,877 --> 00:00:02,877

Hello there. In this video I'm going to be talking about uploading

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00:00:02,877 --> 00:00:07,877

presentations into Blackboard Collaborate Ultra and also doing some screen sharing.

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00:00:07,877 --> 00:00:12,877

So the learning outcomes for this video are how to upload a presentation file (so I'm gonna use a PowerPoint

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00:00:12,877 --> 00:00:17,877

file), get into the Collaborate session and also how to share your screen with members

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00:00:17,877 --> 00:00:22,281

of the Collaborate session; so students or participants.

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00:00:22,281 --> 00:00:26,281

So now I'm in the Blackboard Collaborate Ultra room I'm going to move my mouse to the bottom right hand corner of the screen and click

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00:00:26,281 --> 00:00:30,279

on the Open Collaborate Panel button. Along the bottom here,

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00:00:30,279 --> 00:00:35,279

I'm going to click the Share Content button and first of all, I'm going to share some files.

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00:00:35,279 --> 00:00:41,279

So I'm going to click on here where it says Share Files and this is where we can upload our PowerPoint presentation.

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00:00:41,279 --> 00:00:43,333

and share it.

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00:00:43,333 --> 00:00:47,333

I'm going to click on the grey Add Files box and then my web browser will give

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00:00:47,333 --> 00:00:52,333

me a little dialogue box. And I'm going to choose these slides here

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00:00:52,333 --> 00:00:55,151

and click Open.

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00:00:55,151 --> 00:01:00,609

The slides will then upload into the Collaborate Ultra session and be converted into images.

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00:01:00,609 --> 00:01:04,609

Once converted, I can leave them there if I'm setting my session up for delivery in a day or two's time;

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00:01:04,609 --> 00:01:09,570

or I can click the Share Now button to share them with the room immediately.

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00:01:09,570 --> 00:01:14,570

To share my screen, I'm going to click this little Previous Panel link

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00:01:14,570 --> 00:01:17,979

and this brings me back to the Share Content window.

19

00:01:17,979 --> 00:01:22,449

If I click on Share Applications/Screen, I will then get a pop up in my browser.

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00:01:22,449 --> 00:01:27,449

This is Google Chrome on a Windows 10 computer, other browsers and operating systems may look different,

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00:01:27,449 --> 00:01:32,449

if I click this little preview window and then click to Share Audio; when I click the blue Share

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00:01:32,449 --> 00:01:37,449

button that will share my entire computer screen with the participants in the Blackboard Collaborate

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00:01:37,449 --> 00:01:39,111

Ultra room.