



**Job Aid Objective:** This job aid provides faculty with detailed instructions on all the different ways to Share Content in Blackboard Collaborate Ultra.

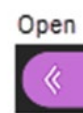
## Table of Contents

- Accessing the Share Content panel (p.1)
- Share a Blank Whiteboard (p.2-3)
- Share Application/Screen Overview (p.3-6)
- Share Your Screen with One Monitor (p.4-5)
- Share Your Screen with Two Monitors (p.5-6)
- Share an Application Window (p.7)
- Share A Web Browser Tab (p.8)
- Share Files (p.9-10)
- Polling (p.11)
- Timer (p.12)
- Breakout Groups (p.12-14)

## Accessing the Share Content panel

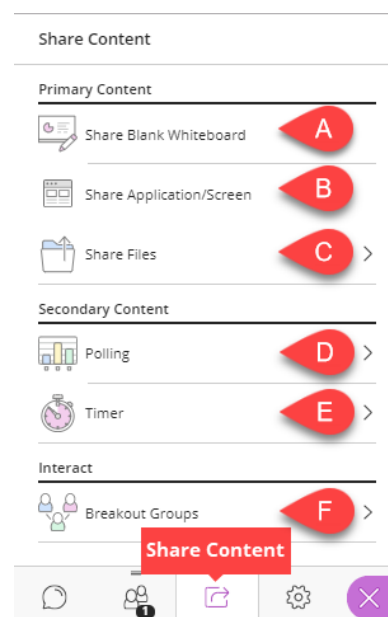
As a moderator, you can share: a blank whiteboard, application or screen, uploaded files, polling questions, and a timer. You can also create breakout groups.

**Step 1:** To access the Share Content, open the Collaborate panel by clicking on the purple tab.

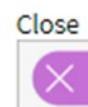


**Step 2:** At the bottom of the Collaborate Panel, click on the Share Content icon. In Share Content you will see:

- A) Share Blank Whiteboard
- B) Share Application/Screen
- C) Share Files
- D) Polling
- E) Timer
- F) Breakout Groups.



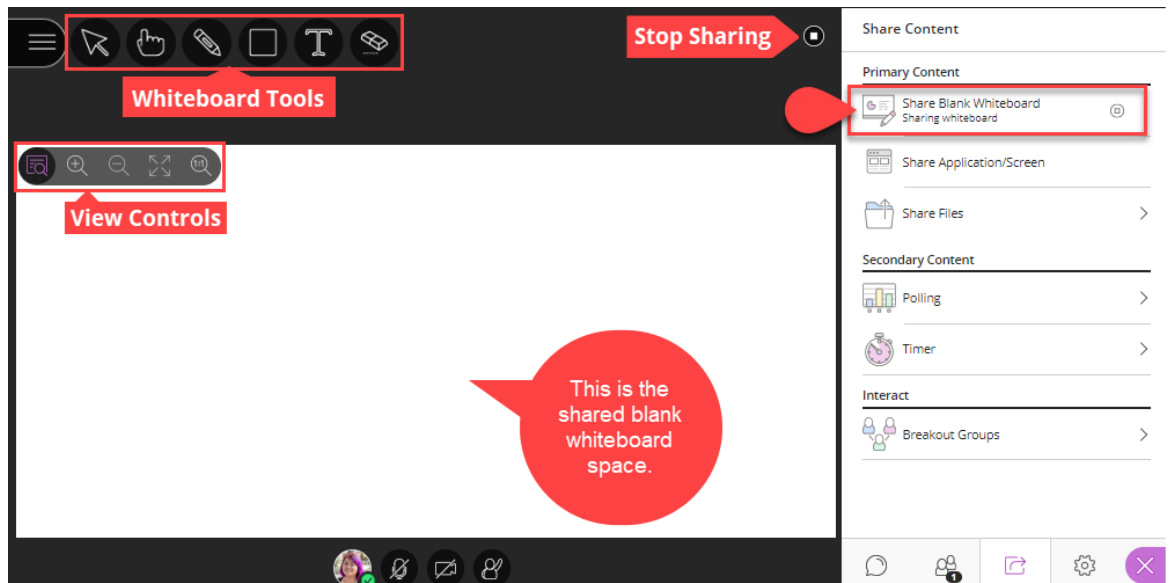
**Step 3:** You can close the “Share Content” panel at any time by clicking on the Collaborate tab on lower right-hand corner.



## Share a Blank Whiteboard

**\*Best Practice:** The whiteboard is a great tool to use for a discussion-based collaborative activity that doesn't require too much preparation, such as a quick brainstorm. The whiteboard tools can be used while sharing a blank whiteboard or files (.pdf, .ppt, or image). To encourage student engagement, you'll want to make sure that the whiteboard tools have been activated for students to use. *Note: Content created with the whiteboard tools will not be saved.*

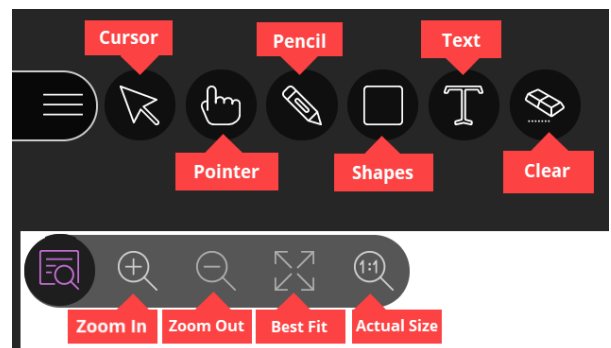
**Step 1:** Click on "Share Blank Whiteboard" in the Share Content tab of the Collaborate panel. Note the key areas of the whiteboard:



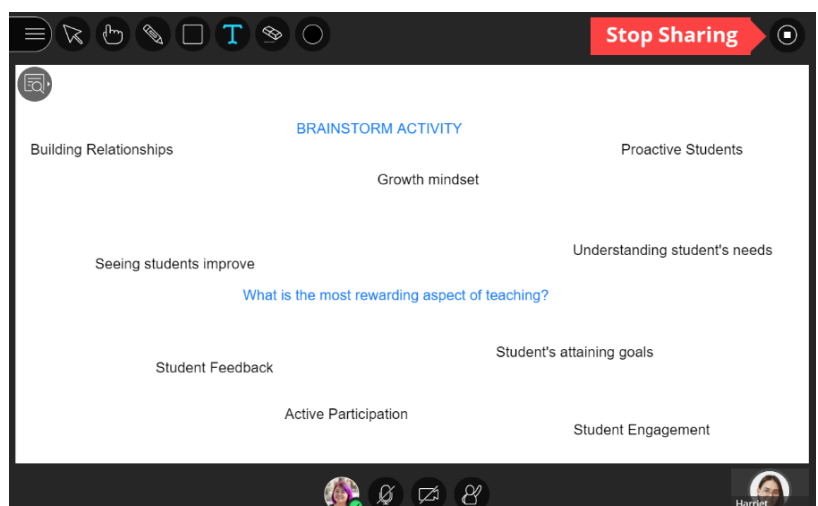
**Step 2:** In the upper left-hand corner, click on a tool icon and start annotating the whiteboard. If you want students to access these tools, make sure that permission is activated.

*\*For detailed descriptions of the Whiteboard tools see:*

[Ultra: Interface and Tool Reference Guide](#)



**Step 3:** Here is an example of an annotated whiteboard created during a brainstorm. Click on "Stop Sharing" in the upper right-hand corner of your screen to stop sharing the whiteboard.



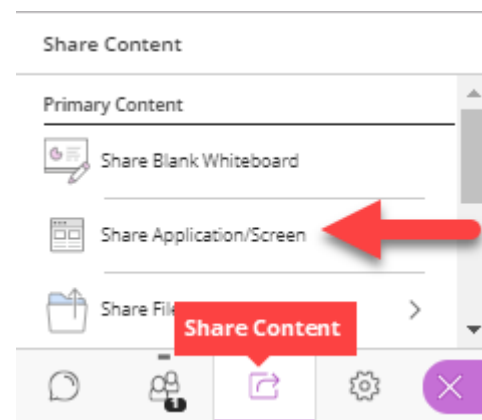
## Share Application/Screen Overview

### **\*Best Practices:**

- For an optimal experience, using two computer monitors (screens) for Ultra sessions allows you to view the session window and the shared content at the same time.
- When you share your screen, application, or browser tab, it is seen by everybody in the live session and anybody viewing the recording later.
- Frequently monitor any chat messages or feedback, while sharing your screen or applications.
- If you plan to share multiple items, do a test run prior to the start time of the session, so that you can get comfortable with switching between different shared items.
- Share Application/Screen is best used via the Google Chrome internet browser.

**Accessing Share Application/Screen:** In the Share Content tab of the Collaborate panel, click on Share Application/Screen.

**\*Note:** You may be asked to download an extension, or a software that adds new features to your browser. Say yes; this should only take about 20 seconds.



**Choosing what to share:** Share Application/Screen allows moderators and presenters to share content from the following three options -

**A) Your Entire Screen (p.4-6) –**

Attendees see your desktop, any open windows, and all areas that you navigate to in real time.

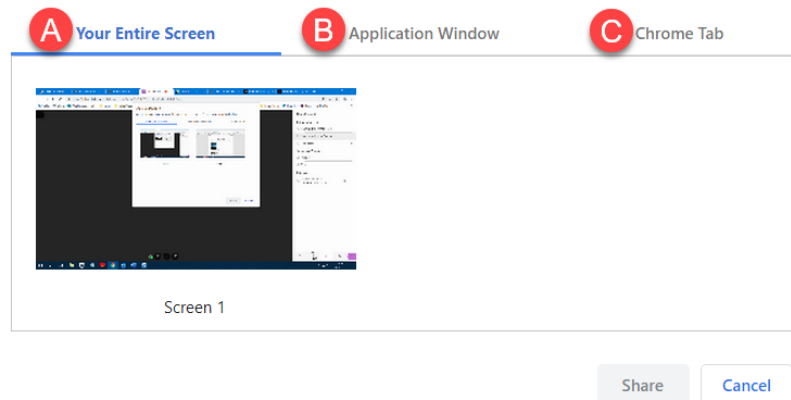
**B) Application Window (p.7) –**

Attendees see the chosen application window (E.g. excel files, word documents, or other computer programs).

**C) Browser Tab (p.8) –** Attendees see the chosen browser tab (E.g. Chrome Tab).

Share your screen

us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.



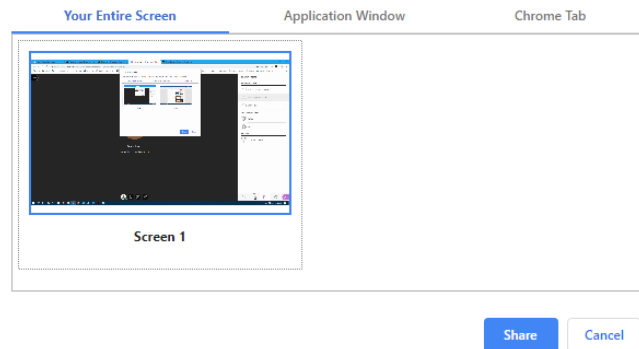
## Sharing Your Screen with One Monitor

**\*Note:** If you are only using one monitor, you only see the screen that you're sharing. This requires navigating away from the Ultra session window, but not closing it out completely. Attendees see your desktop, any open windows, and all areas that you navigate to in real time. Make sure to close any windows and applications you don't want others to see before starting to share your screen.

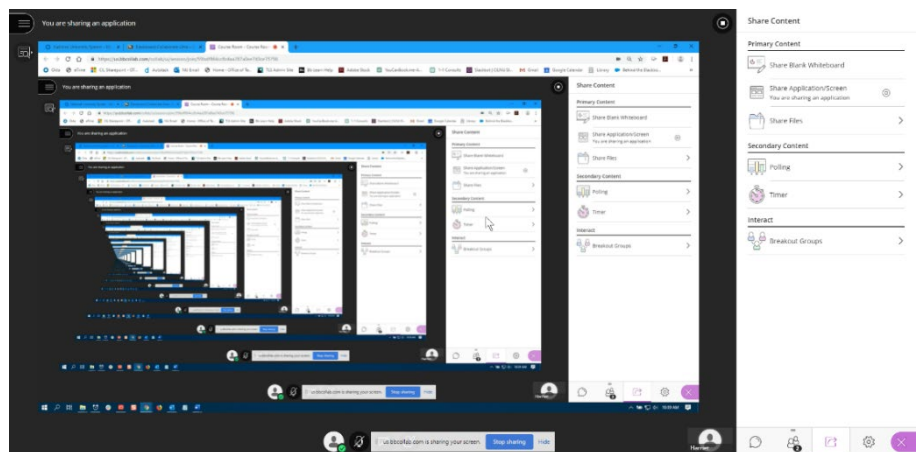
**Step 1:** In the Share your screen window, select Your Entire Screen, then click on the screen (there will only be one option), and then click Share.

Share your screen

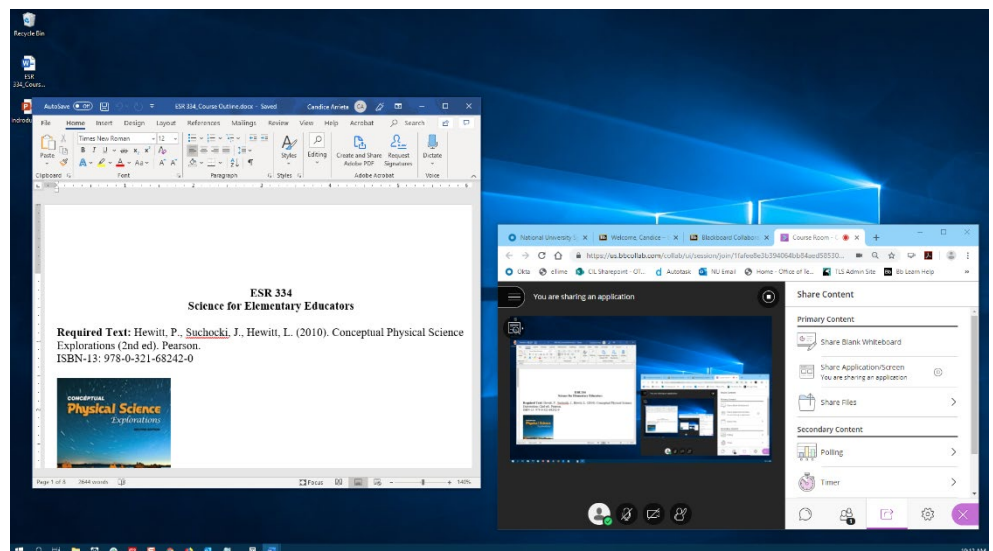
us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.



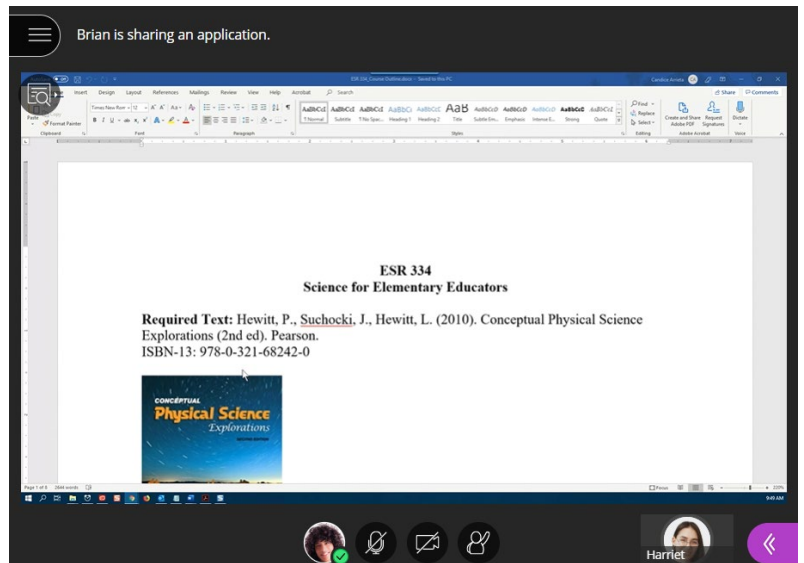
**Step 2:** After clicking on Share, a tunneling effect occurs; this is normal.



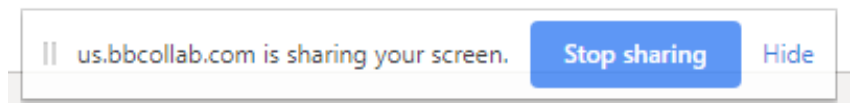
**Step 3:** Navigate away from the Ultra Session window by minimizing the window and clicking on the file or program you want to share from your computer. Then maximize the file or program you want to share.



This is what participant's see:

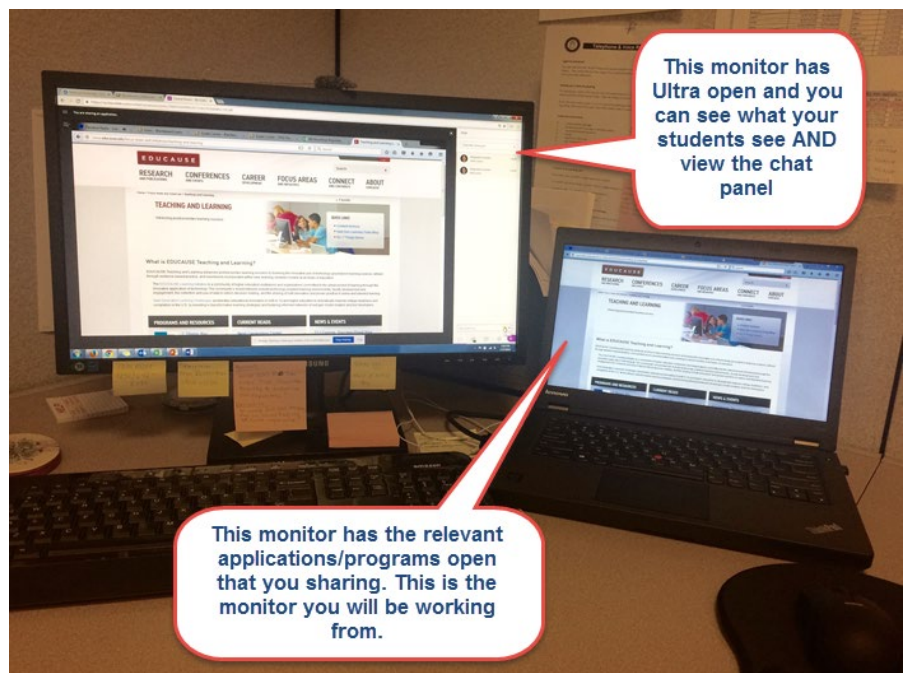


**Step 5:** Your Ultra session window is not visible while the shared file is maximized, but you know that it is being shared based on this notification. When are you done sharing your screen, click on **Stop Sharing**.



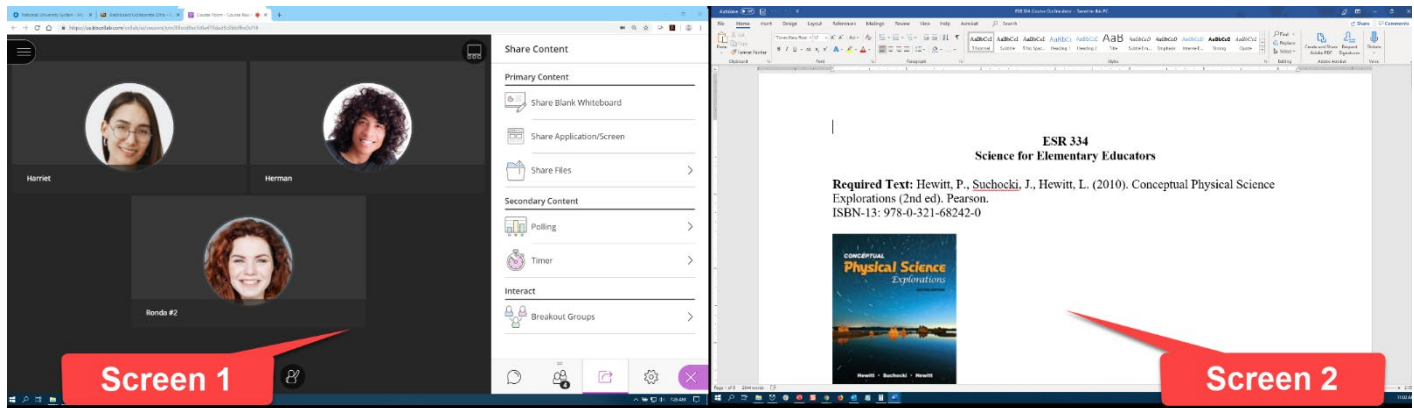
### Sharing Your Screen with Two Monitors

**\*Note:** If you are using two monitors, as the moderator you can see the Ultra window and the screen, application, or tab you are sharing concurrently. Attendees see your desktop, any open windows, and all areas that you navigate to in real time. Make sure to close any windows and applications you don't want others to see before starting to share your screen.





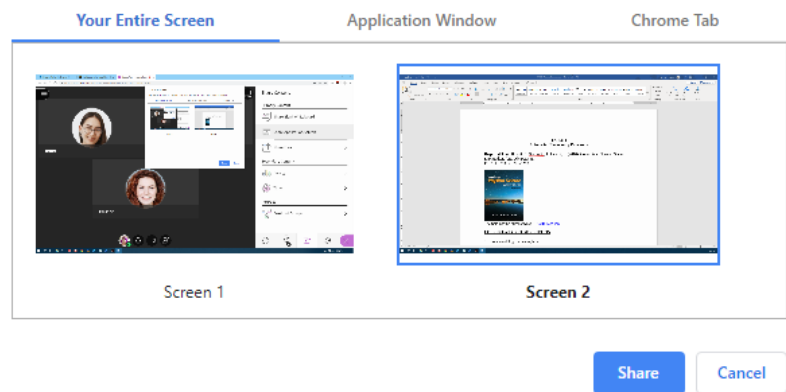
**Step 1:** Open the file or program on the screen that you will be sharing. Keep the Ultra Session window open on your other screen.



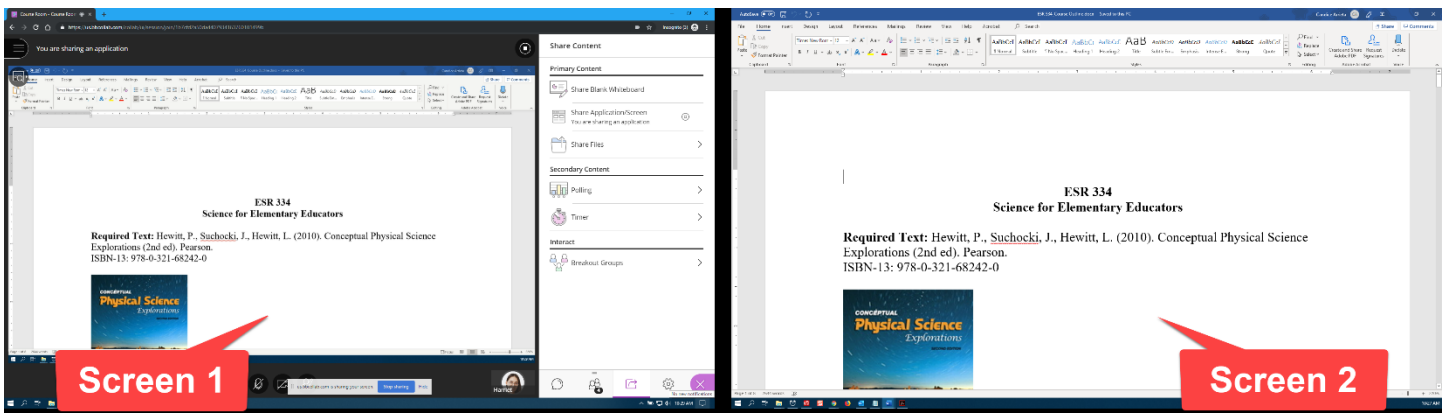
**Step 2:** After clicking on the Share Application/Screen within the Collaborate panel, select the screen you would like to share in the “Share your screen” window. Then click Share.

Share your screen

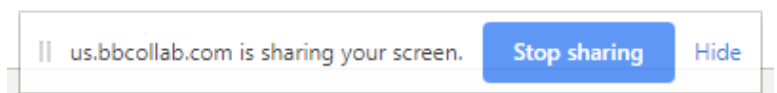
us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.



**Step 3:** You will notice that the tunneling does not occur.



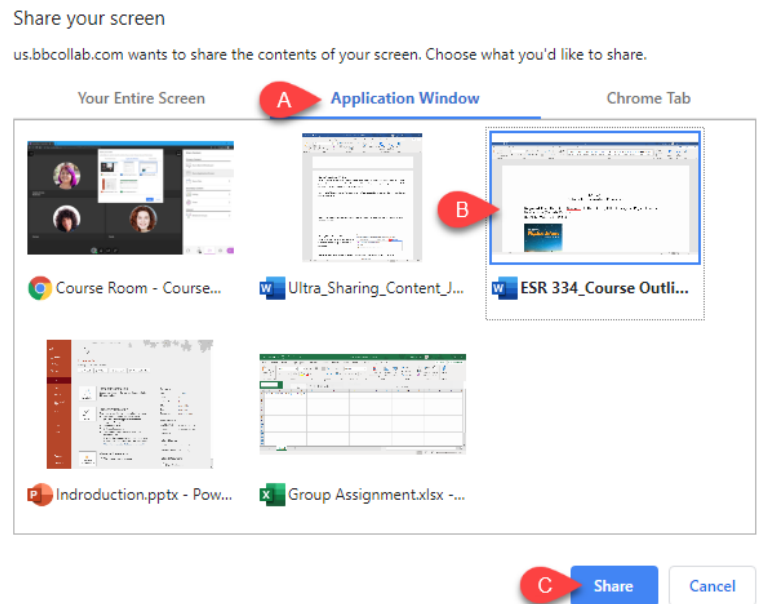
**Step 4:** When are you done sharing your screen, click on Stop Sharing.



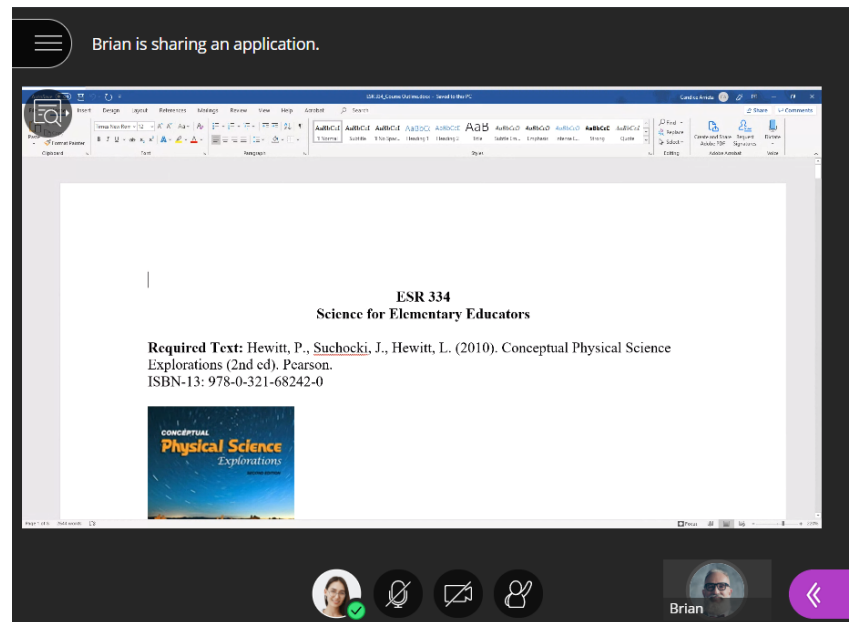
## Sharing An Application Window

**\*Note:** All open computer applications will appear in the Share your screen window (E.g. open files or other programs). If you want to share a PowerPoint presentation, a PDF, or images, it is suggested to upload and share the file within the “Share Files” area in the Ultra session (See p.

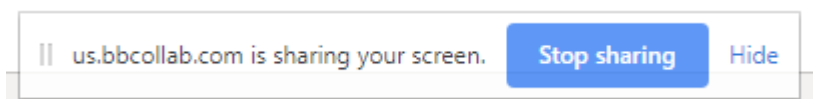
**Step 1:** In the “Share your screen” window, select the **Application Window** tab (A), then click on the application (B), and then click Share (C).



**Step 2:** Attendees will only see the chosen application window (E.g. excel files, word documents, or other computer programs).



**Step 3:** When are you done sharing your screen, click on Stop Sharing.



## Sharing a Web Browser Tab

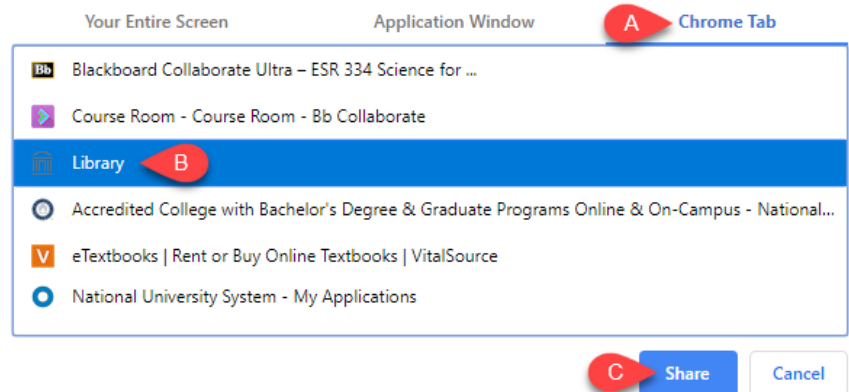
**\*Note:** Participants see all tabs that you currently have open in your web browser (E.g. Chrome Tab).

**Step 1:** (In this example, we will be sharing a website using the Google Chrome browser.) In the “Share your screen” window: select the browser tab (A), select the website you want to share (B), and then click Share (C).

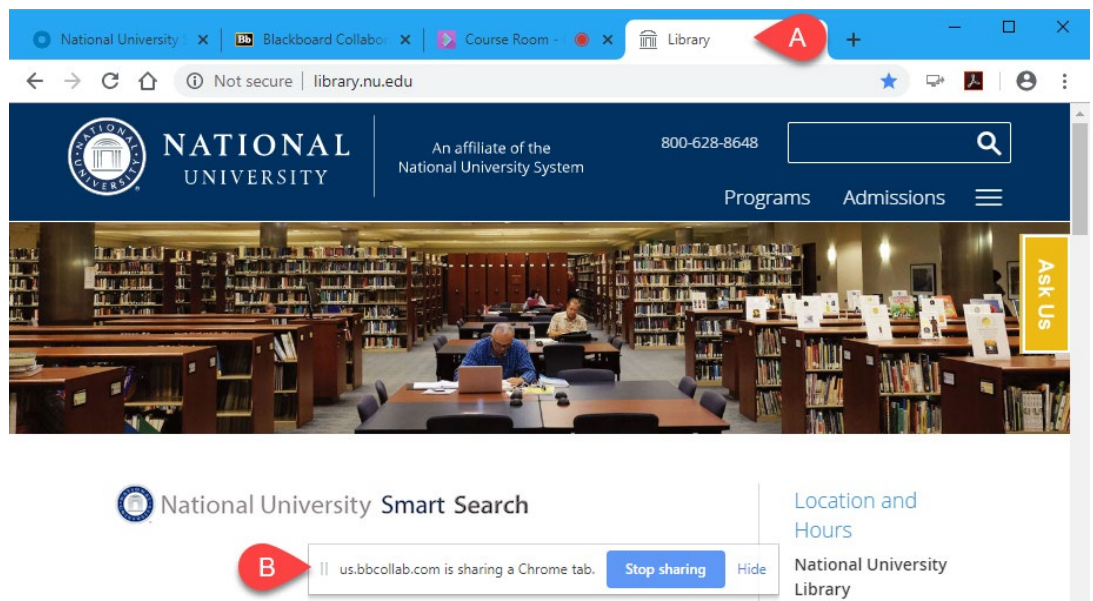
**\*Best Practice** - Make sure to have the website open in a new tab so that it appears as an option to share.

Share your screen

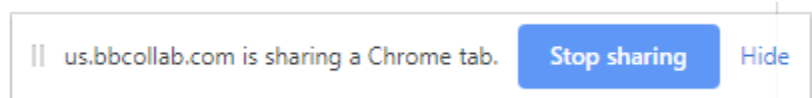
us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.



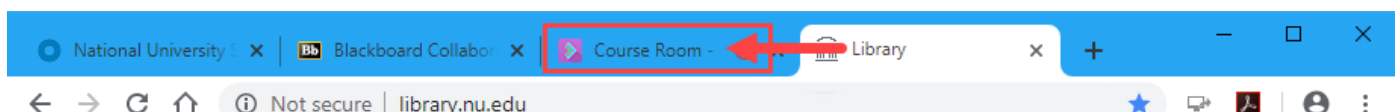
**Step 2:** The shared tab will come to the forefront of your screen (A) and you will see a notification at the bottom of your screen informing you of what you are sharing (B).



**Step 3:** To stop sharing select the Stop sharing button.



**Step 4:** To navigate back to the session, click on the Blackboard Collaborate Ultra Tab in the web browser.



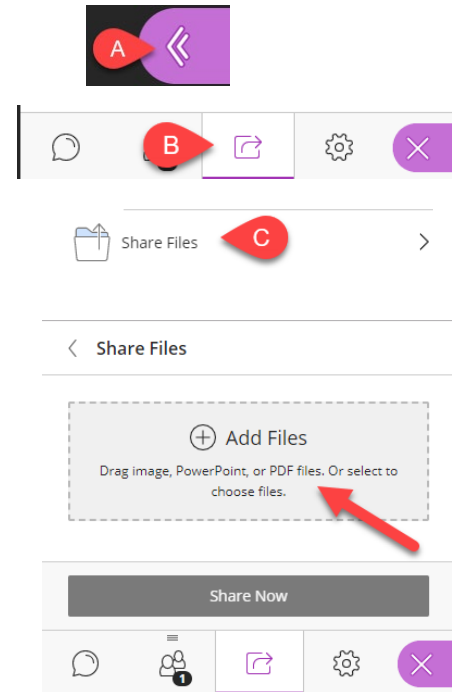


## **Sharing Files** (Images, PowerPoints, or PDFs)

You can share the following files using the Share Files tool: JPEG, PNG, PDF, and PPT (try to keep PPT files to ≤60 MB in size).

**\*Best Practice** – Some files may take more than a couple of minutes to load. If you've set up the session with early entry at 60 minutes prior, you should use this time to prepare and upload any files you are planning to share during your session. If you plan to use a file at the beginning of your session, share the file at least 5 minutes prior to the start time of your session.

**Step 1:** To Share Files (In this example, we will be uploading a PowerPoint presentation.) Open the Collaborate Panel (A). Click on the “Share Content” icon (B). Click on “Share Files” (C).



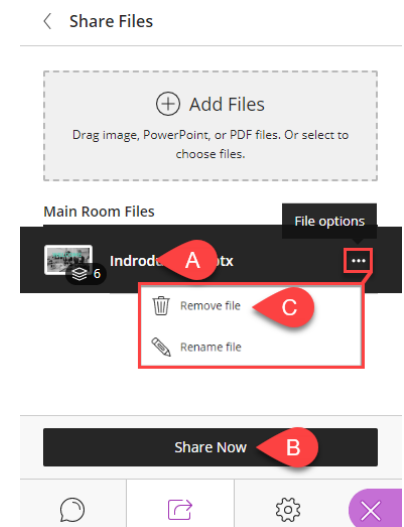
**Step 2:** In the “Share Files” area, drag or upload files into the “Add Files” box.

**Step 3:** Under the “Uploading” area, you will see a purple circle indicating the progress of the file (*Uploading and Converting*). Allow time for the files to upload, this may take a few minutes depending on the size of the file.

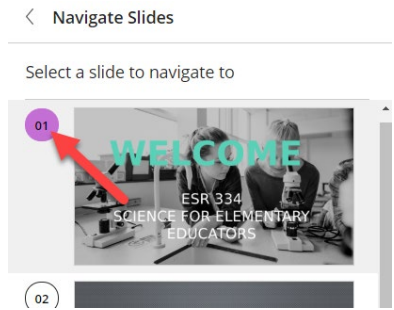


**Step 4:** When the files have successfully uploaded, you will see them in the “Files” area. Even if you navigate away from this panel, the files will remain in this area until you are ready to share them. To share the file to the Main Stage:

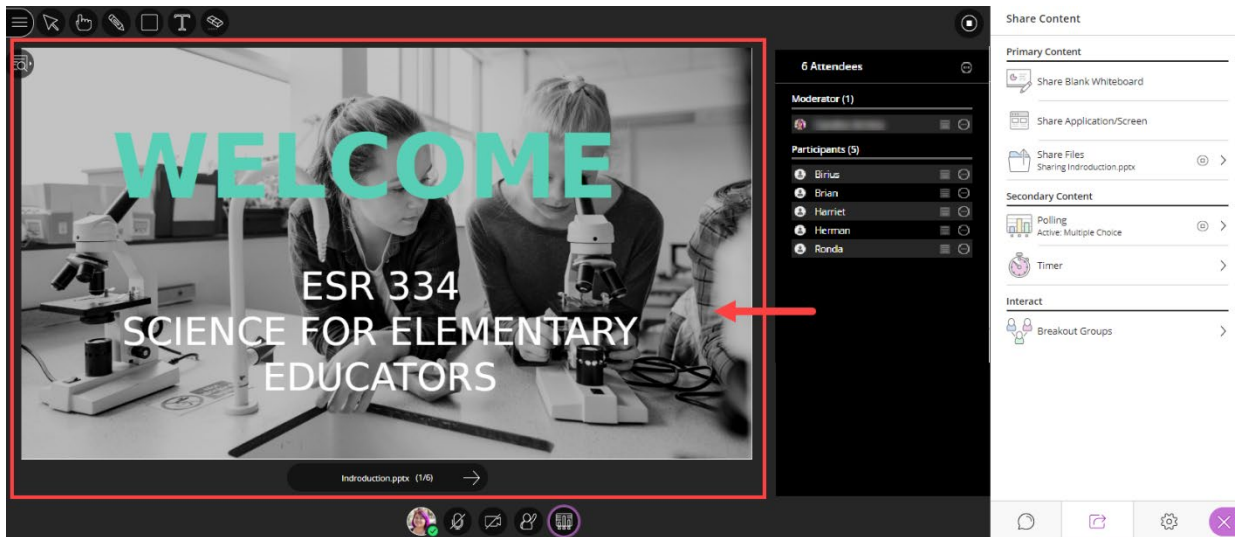
- Click on the file (Selected file will be in a dark grey).
- Click on Share Now.
- To delete or rename the file, click on the File options icon and select Remove File.



**Step 5:** After clicking Share Now, you can select the first slide you want to show. This will be the first slide your students see.

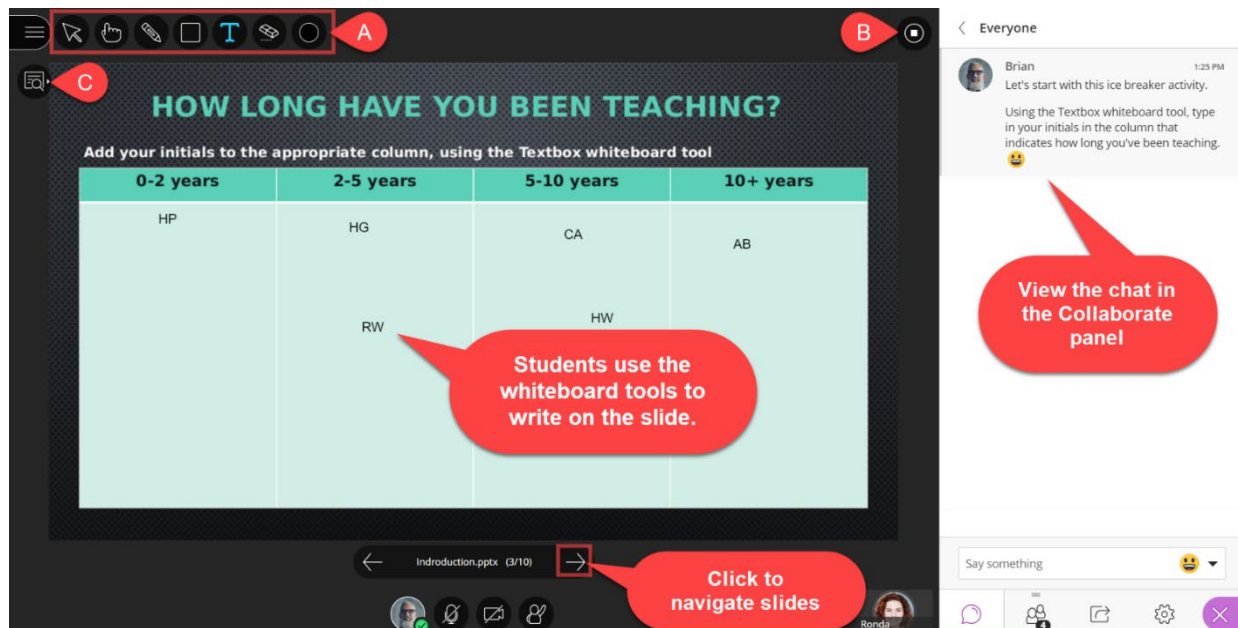


**Step 6:** You will see the shared file on the Main Stage.



**Step 7:** Study the image below for details on the Ultra interface.

- A) The whiteboard tools are available for you and for students to use. Make sure to activate them.
- B) To stop sharing the file, click the stop button.
- C) The zoom controls can be used in Share File mode. This will only affect the view of the user and not other participants' views. Chat messages will show up in the left-hand side of the screen as well. This is not the default view, so make sure to complete the steps to access chat.

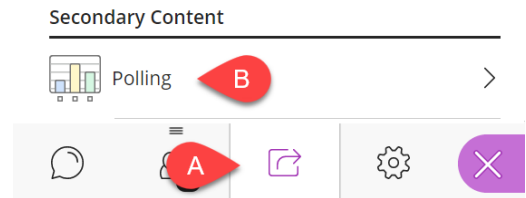


## Polling

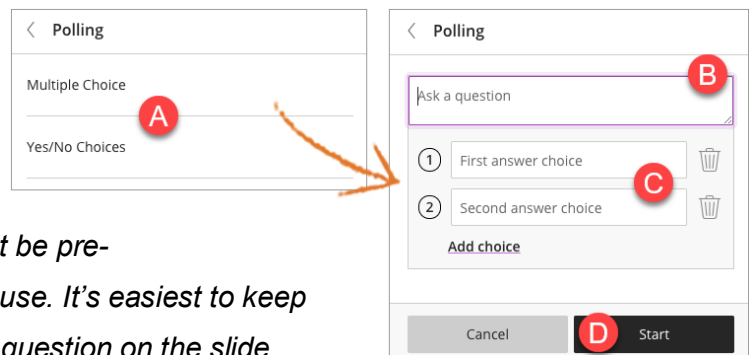
You can also use polling to keep your participants engaged. It can also be used as helpful way to check the participant's understanding and/or receive reflective feedback. You may also want to use polling questions periodically throughout your session.

**\*Best Practice:** Share a pre-uploaded a slide with the question and answer options, this slide may also be built into a PowerPoint presentation or PDF file.

**Step 1:** To create a poll, in the open Collaborate panel, click on Share Content (A) and then click on Polling (B).

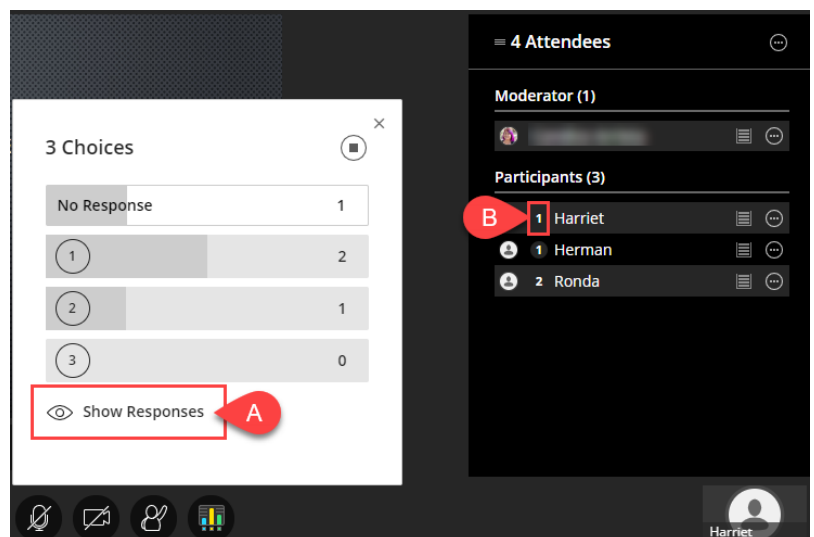


**Step 2:** Select between Multiple Choice (max of 5 answers) or Yes/No Choices (A), leave the question (B) and answer (C) fields blank. Then click Start (D).

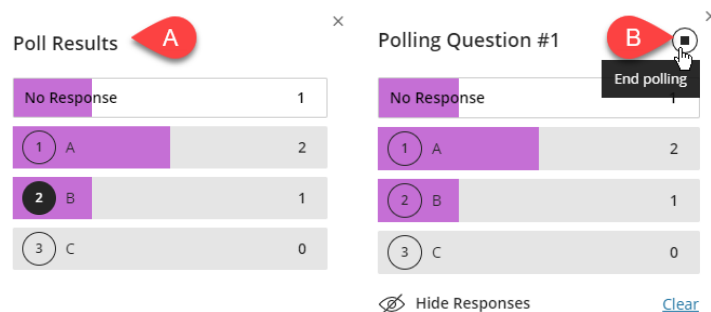


**\*Note:** You can manually type in the questions and answers, but the text cannot be pre-populated and must be typed before each use. It's easiest to keep the text fields blank but refer to the polling question on the slide.

**Step 3:** The polling window will appear above the main stage tools. Participants will make their selections and then you can lock the poll if you choose (so participants can't change their answer) by clicking on **Show Responses** (A). As the moderator, you can see individual responses in the attendees (B).



**Step 4:** Participants can only see their answer and the overall polling results on the main stage (A). When you are done with the poll, click the stop icon (B).



## Timer

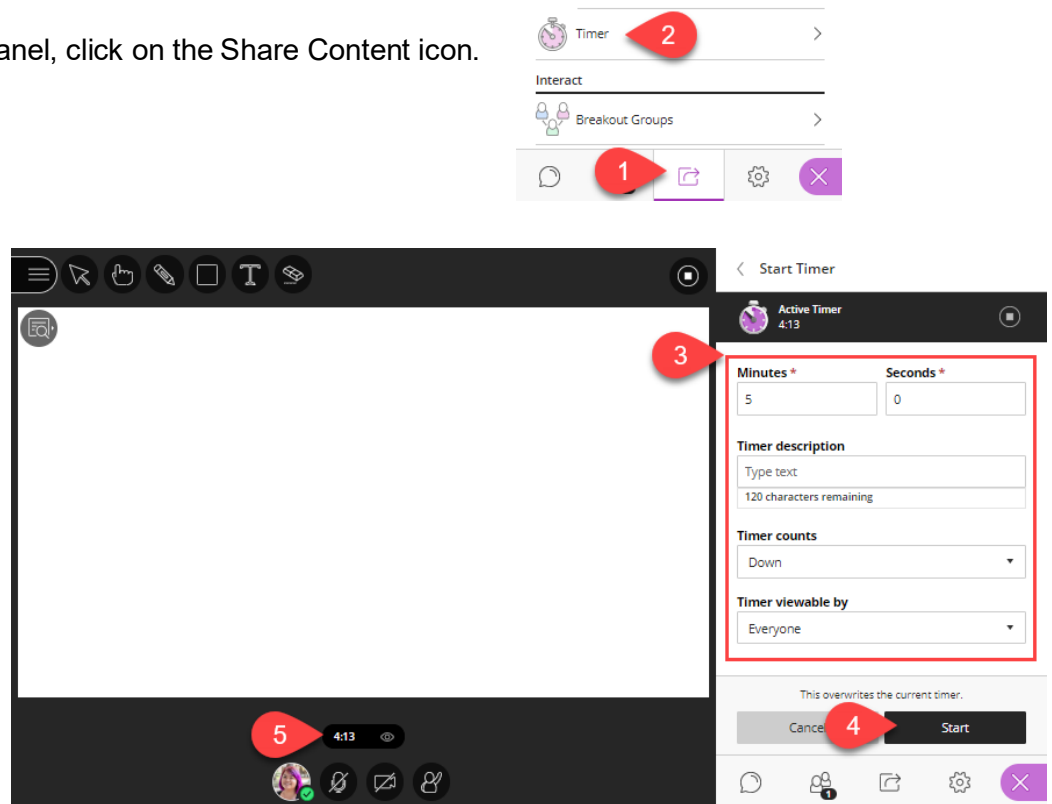
**Step 1:** In the Collaborate panel, click on the Share Content icon.

**Step 2:** Click on Timer.

**Step 3:** Fill out the Timer settings. *\*By default, the timer is set at 5 Minutes.*

**Step 4:** Click Start.

**Step 5:** The timer will appear at the bottom the Main Stage.



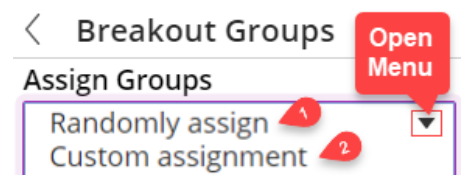
**\*Best Practice:** The session should have been scheduled to allow early entry, so that students can have time to join early and test their audio/video settings. At about five minutes prior to the start time of the session, set a timer and add a chat message letting the students know that the session will be starting shortly.

## Breakout Groups

A breakout room is a separate room with one or more users. Users in breakout rooms will have presenter privileges: audio and video communication, chat, and can share files, whiteboard, and applications. Activity in breakout rooms is independent of what occurs in the Main Room and other breakout rooms, and it is not captured in recordings. Moderators can assign student groupings or allow Collaborate to randomly choose; they can also choose to allow participants to switch groups. *\*Use version 52 of the Chrome browser for best results.*

**Assign Groups:** Depending on your number of participants, there are 2 methods to Assign Groups:

1. **Randomly assign:** Collaborate creates and randomly assigns attendees for you.
2. **Custom assignment:** Allows you to manually create groups.



*\*Optional: Select "Allow attendees to switch groups," which enables attendees to move themselves in and out of a group.*

☒ Allow attendees to switch groups

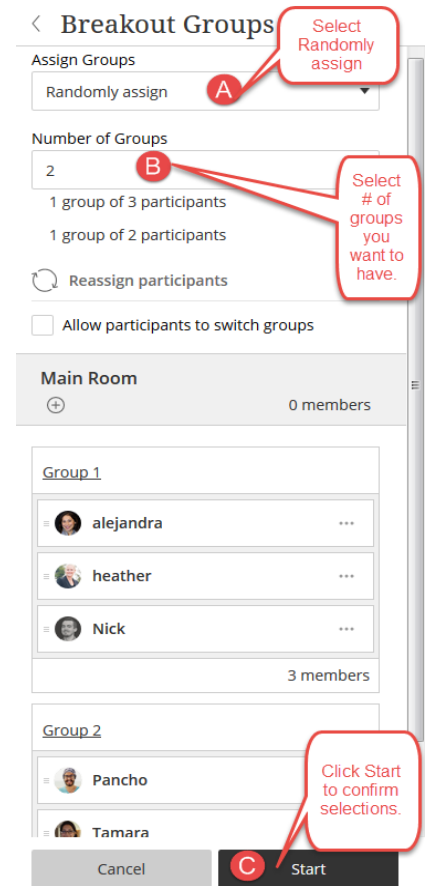
### Randomly assign:

- A) Collaborate creates the groups and randomly assigns participants.
- B) You can change the number of participants per group and the number of groups.
- C) Click Start to confirm selections.

*\*Optional: to be included in a group, select Include moderators in group assignment.*

*\*Optional: if you don't like how the participants are grouped, click Reassign participants.*

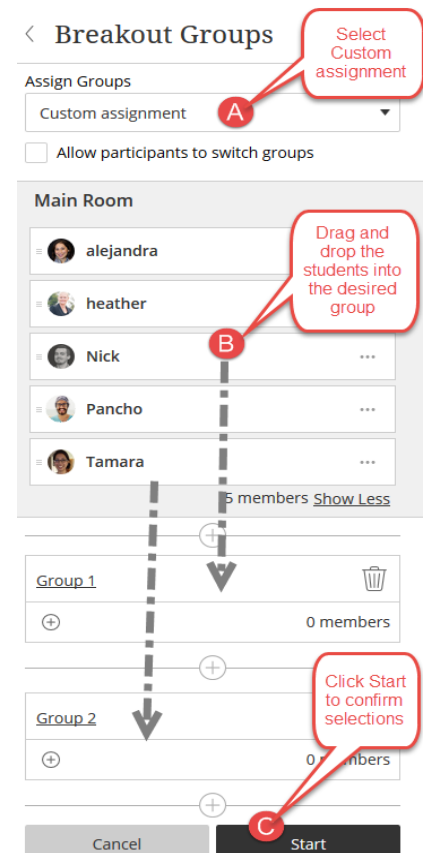
*\*Optional: you can select Allow participants to switch groups if you want participants to move to other groups.*



### Custom assignment:

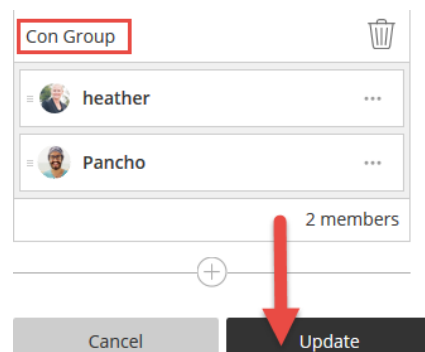
- A) You can create your own groups by assigning participants to a group.
- B) You can do this by clicking on a name and dragging it into a group (your default is 2 groups).
- C) Click Start to confirm selections.
- D) As the breakout groups load, this notification appears on the Main Stage letting the user know which group they are assigned to.

*\*Optional: Select the plus sign to create a new group to add more groups.*

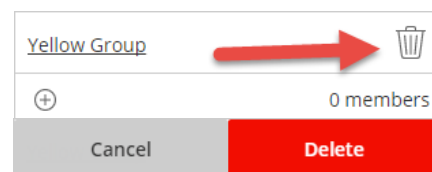




**Rename Groups:** You can rename these groups by clicking on Group name and typing in a new name. Click Update to confirm.

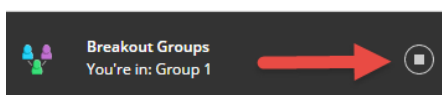


**Delete Groups:** You can delete a group by clicking on the Trash icon and then selecting Delete.



**End Breakout Groups:** To end the Breakout Groups, click on the stop button in the Participants panel or in the Share Content panel. This will return all attendees to the Main Room.

4 Participants



Share Content

