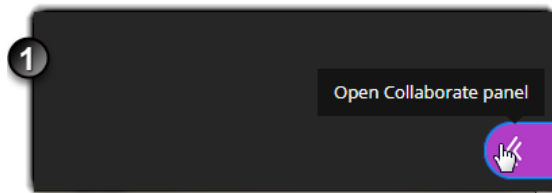# Sharing an Application or Screen

Blackboard Collaborate has built in screen-sharing functionality. When screen-sharing, you can choose to share your entire screen, an open application, such as PowerPoint, or just an individual tab from your browser.
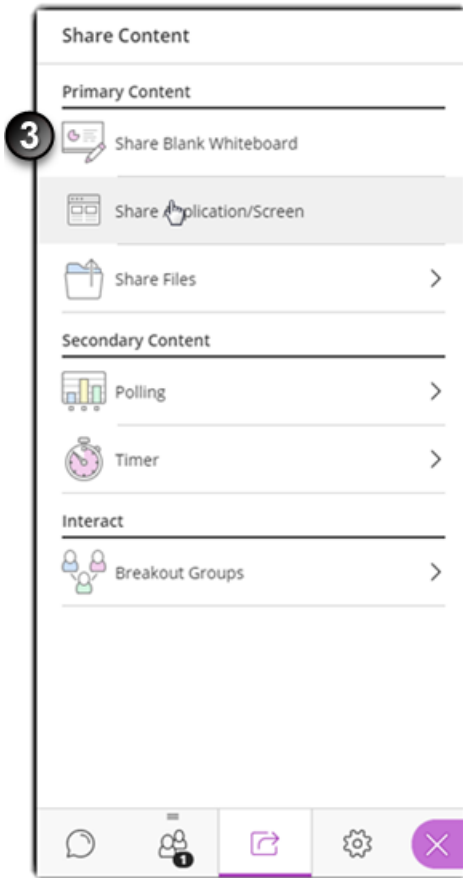
1. Open the **Collaborate Panel** on the bottom left hand corner.

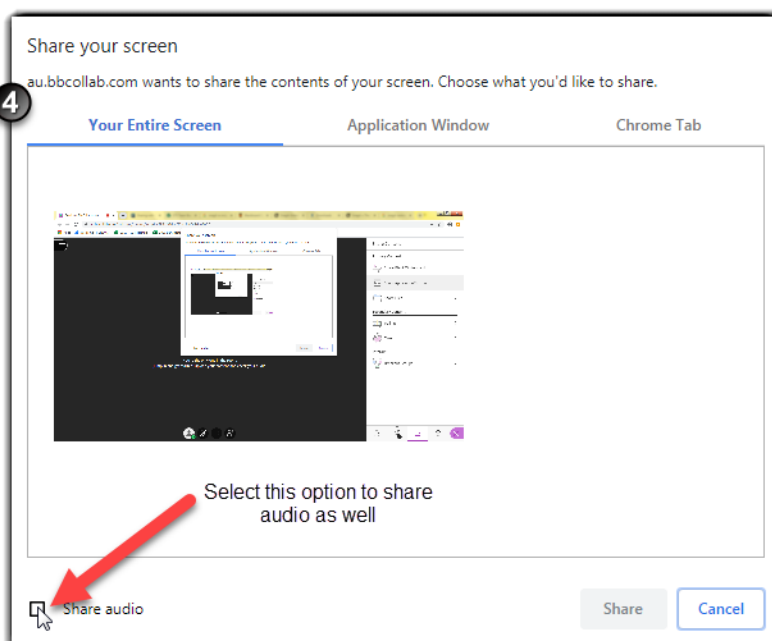2. Click on the **Share** option in the toolbar.

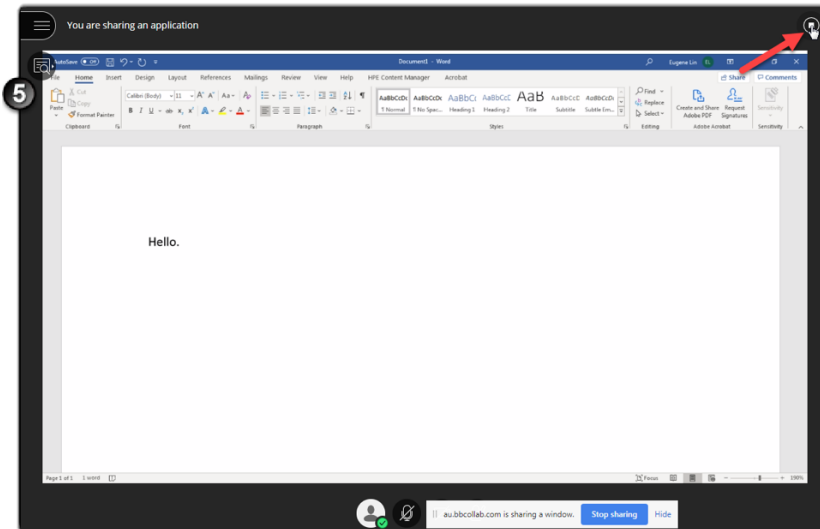3. Select **Share Application/Screen**

Share Content

Primary Content

③ Share Blank Whiteboard

Share Application/Screen

Share Files >

Secondary Content

Polling >

Timer >

Interact

Breakout Groups >

4. Select the appropriate option.
Note: Make sure to press the "**Share Audio**" option whenever you want to share the audio from a screen.

Share your screen

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

④   **Your Entire Screen**   Application Window   Chrome Tab

Select this option to share audio as well

Share audio   Share   Cancel

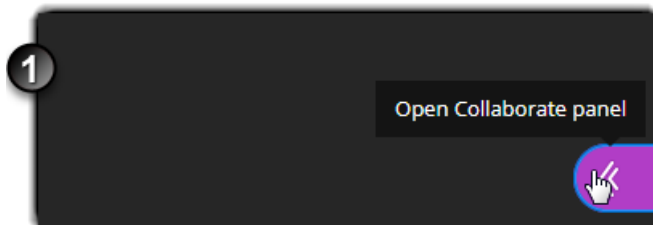5. To end the screensharing, press the square on the top right-hand corner.

Sharing files

Presenters can choose to share files any time during a session. The files can only be seen by students when it is being shared.

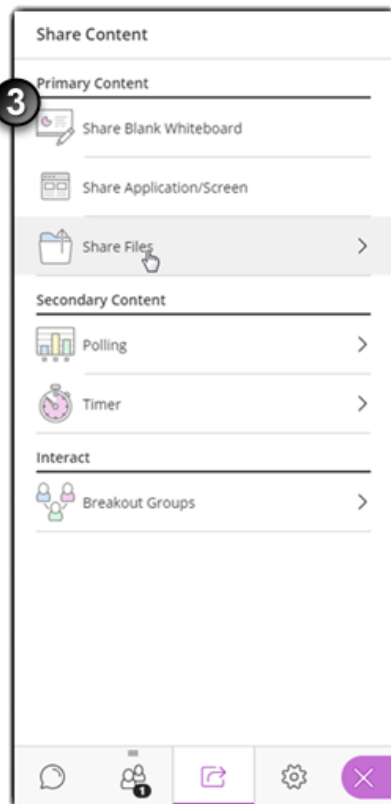**Note:** Only image, PowerPoint and PDF files can be shared.

1. Open the **Collaborate Panel** on the bottom left hand corner.
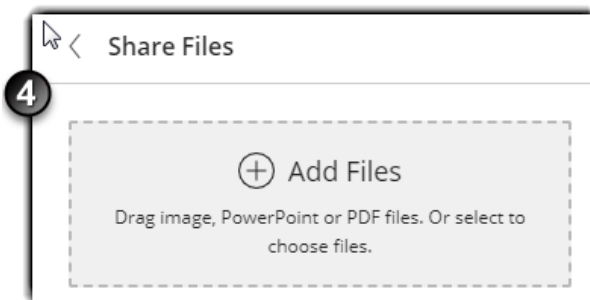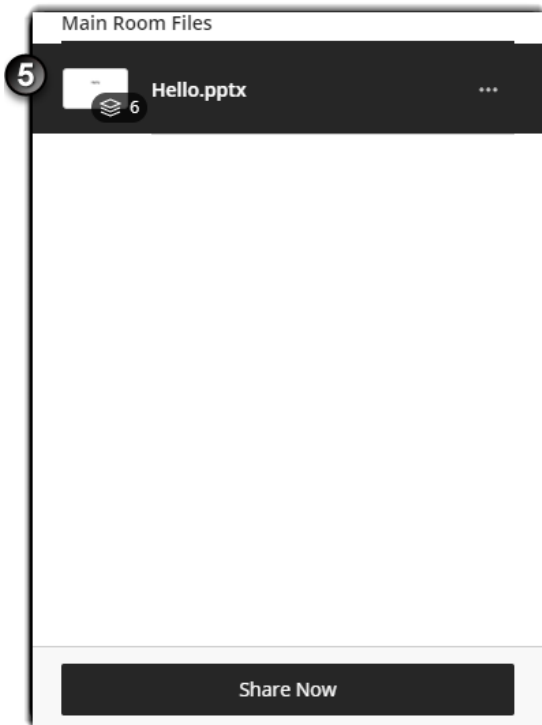

2. Click on the **Share** option in the toolbar.

3. Select "**Share Files"**.

4. Click on "**Add Files"** and select the appropriate file to upload.

5. Once it is uploaded, select the file from the list of files and click "**Share Now"**

6. When the file is shared, all participants will be able to see it on their screen. You can select which page to display by select it on the right. You can also annotate the page using the tools on the top right.

- You can stop sharing by pressing the square on the top right-hand corner.
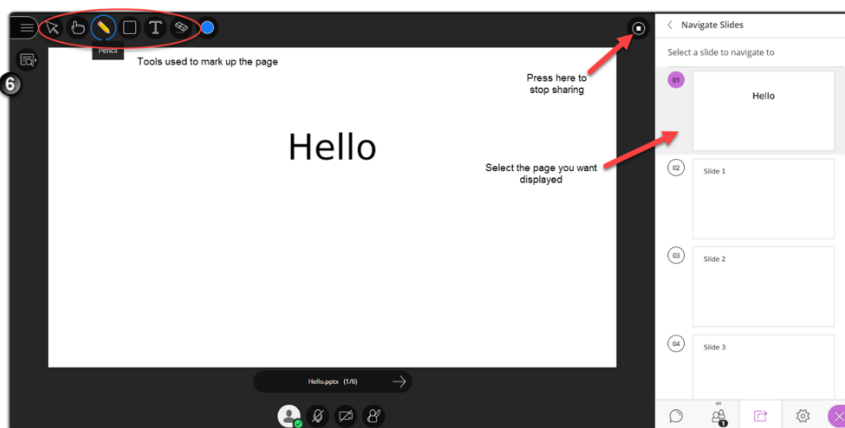
- The "Select" tool allows you to select and move elements around the file screen.

 o To move an element with the "Select" tool:

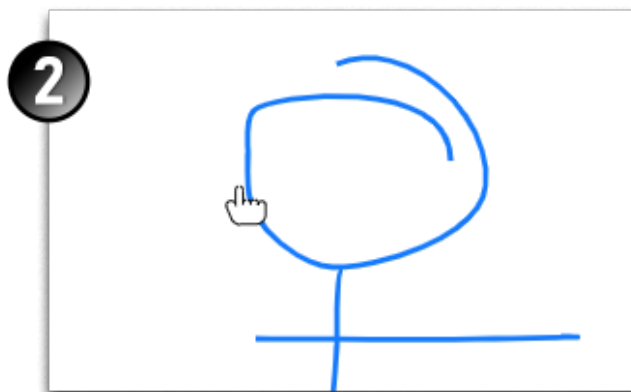1. Toggle the "Select" tool by clicking on it in the menu

2. Move your cursor over an existing element, and click and drag it to the desired position

- The "Pointer" tool allows for you to point at elements for those watching your presentation. Others in your session can see the pointer as it moves around the screen.

  - To enable the "Pointer" tool:
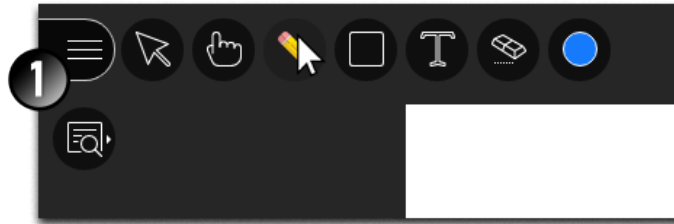   1. Toggle the "Pointer" tool by clicking on it in the menu
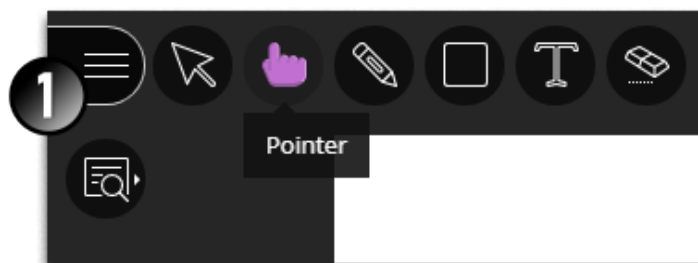
    2. Move your cursor around the screen to point at elements on the file screen
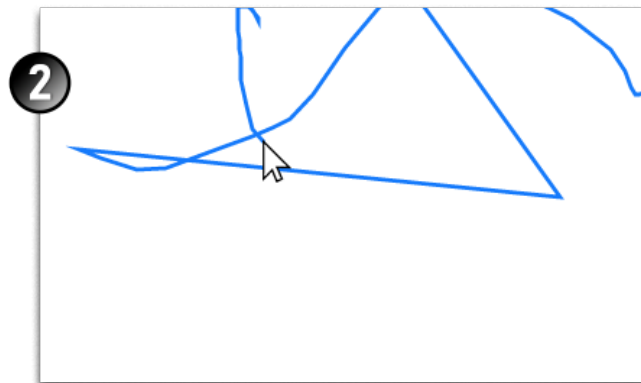

- The "Pencil" tool allows you to draw freehand onto the file screen.

o To enable the "Pencil" tool:
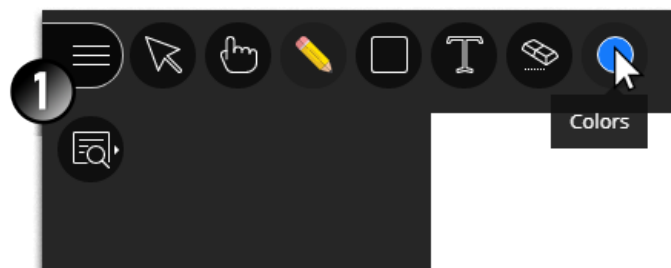 1. Toggle the "Pencil" tool by clicking on it in the menu
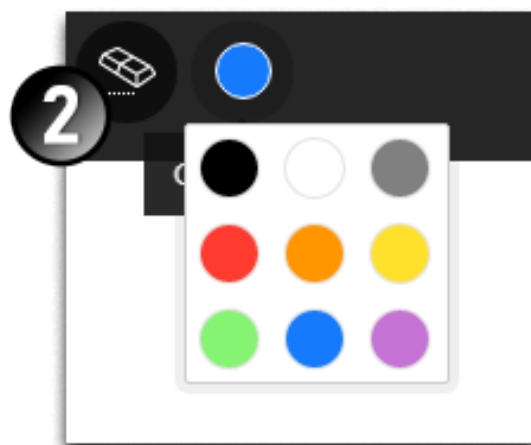

  2. Draw elements freehand as desired

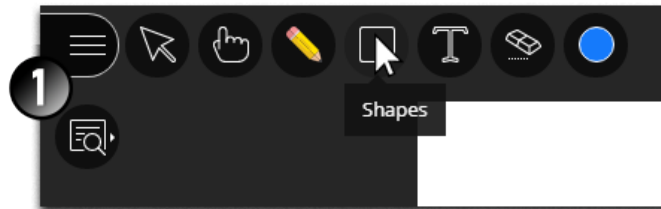o To change the colour of the "Pencil" tool:
  1. Enable the "Pencil" tool. A new menu option called "Colours" should appear. Click on it.
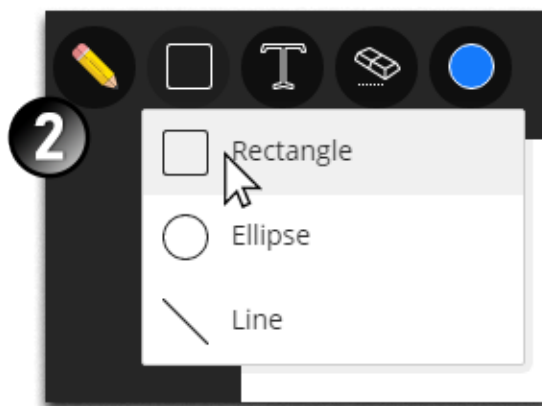

  2. You can then choose from 9 colour options. To select one, simply click on it.

- The "Shapes" tool allows you to add shapes to your file screen.

  - To enable the "Shapes" tool:
    1. Click on the "Shapes" tool to view the different shapes you can select
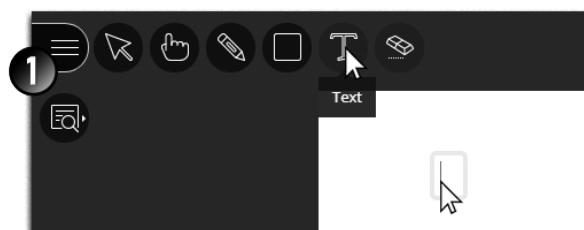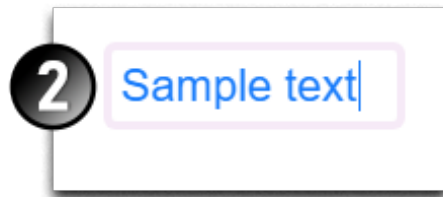

    2. Click on either Rectangle, Ellipse or Line

    3. Click and drag on the file to create your shape as desired

- The "Text" tool allows you to add text-box to your file.

  - To enable the "Text" tool:
    1. Click on the "Text" tool and click where you would like your text to appear on the screen.

2. Type your text on your keyboard and press Enter
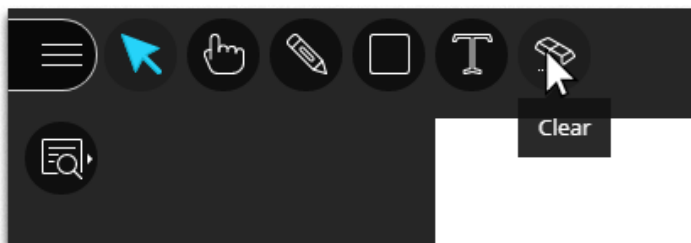

- To move or resize text:
    1. Enable the "Select" tool and single click on the text you want to change

    2. To move, click and drag the text to another location
    3. To resize, click and drag on any of the four corners of the box surrounding the text

- To clear click the "Clear" tool:

Note: The mark ups will not be preserved when you change slides.