

## Sharing/Showing Images in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

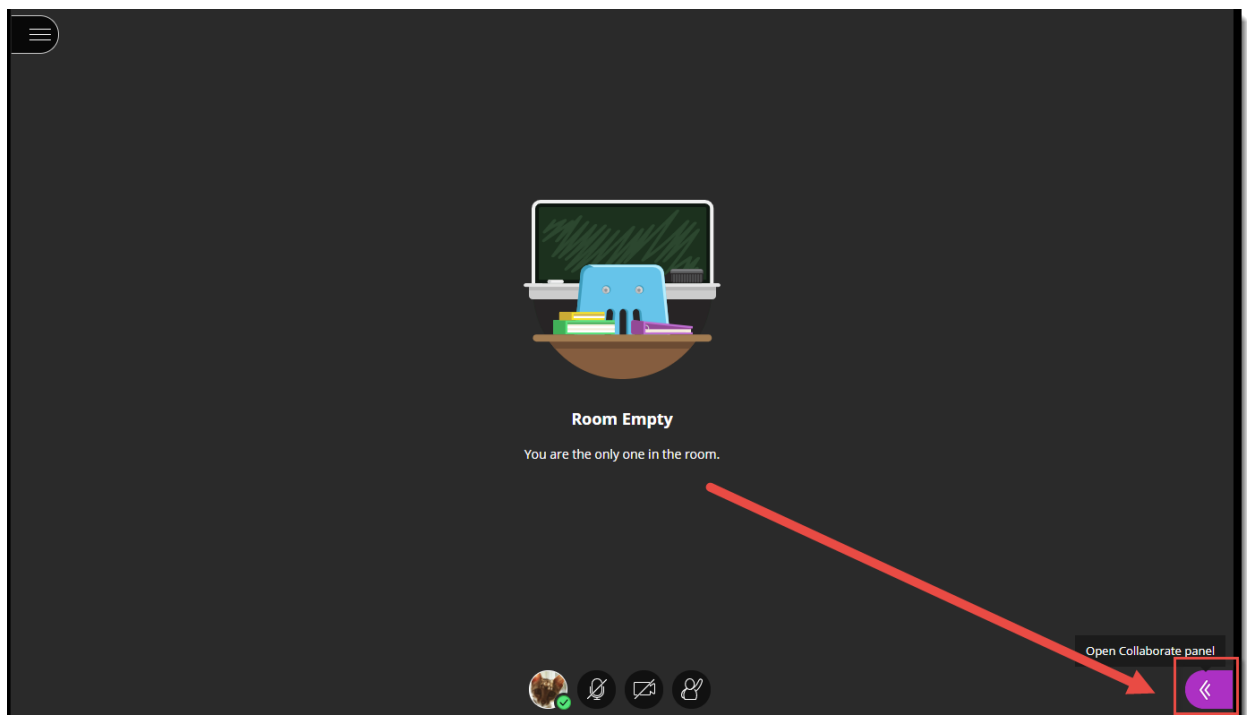
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information, please contact [elarning@camosun.ca](mailto:elarning@camosun.ca) for assistance.

### Scenario

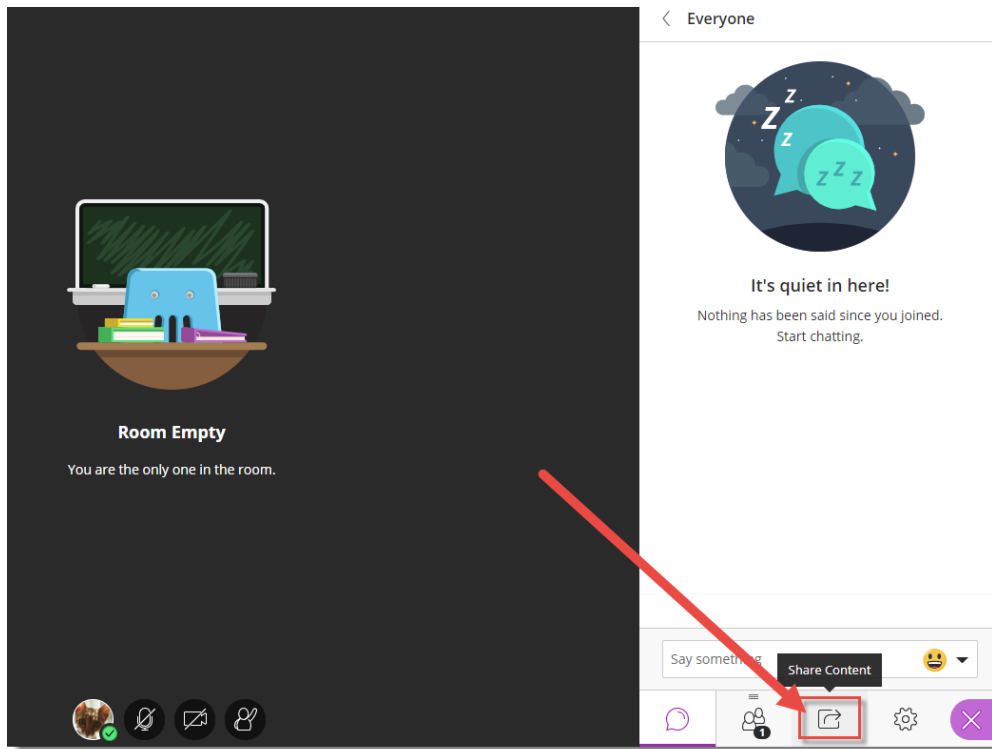
This tutorial will cover how to show images in your Collaborate session.

### Steps

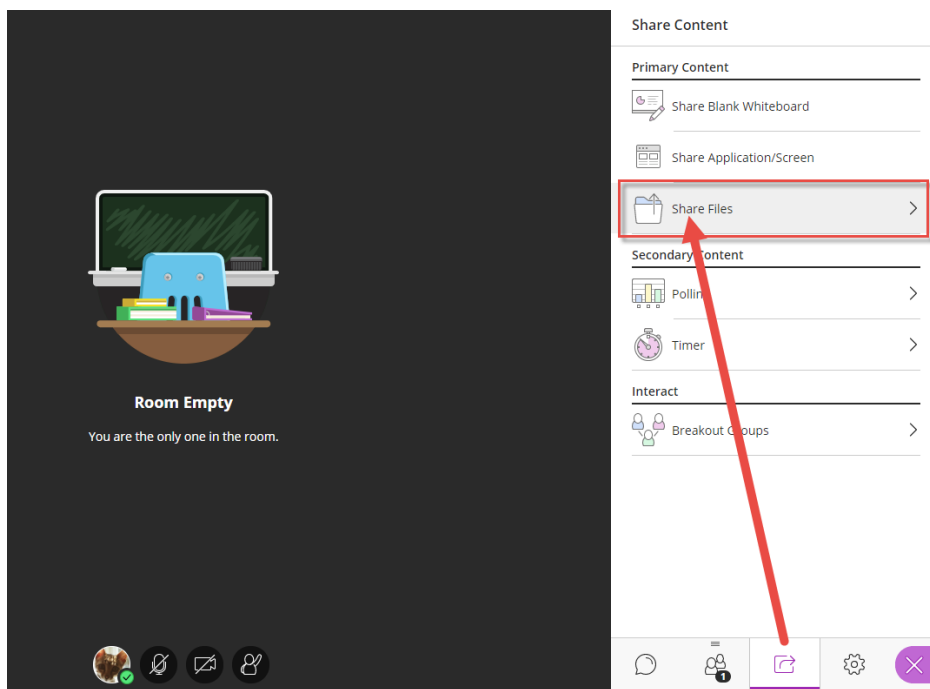
1. Go to **Collaborate**, click on your Collaborate Ultra, and enter your session.
2. Open the **Collaborate panel** (the bottom right icon).



3. Click the **Share Content** icon.

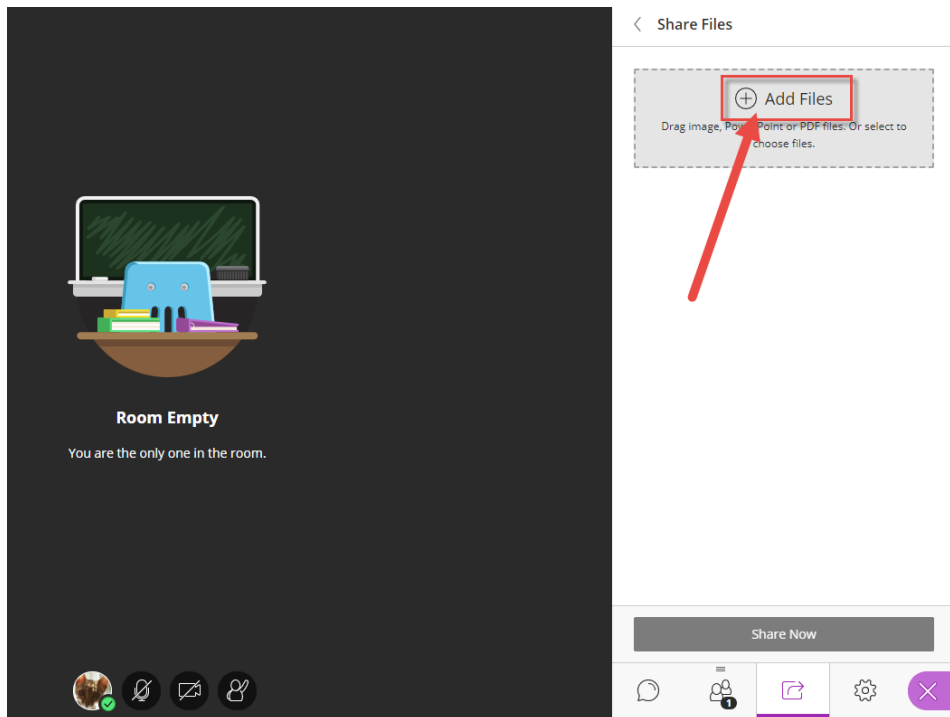


4. Click **Share Files**.

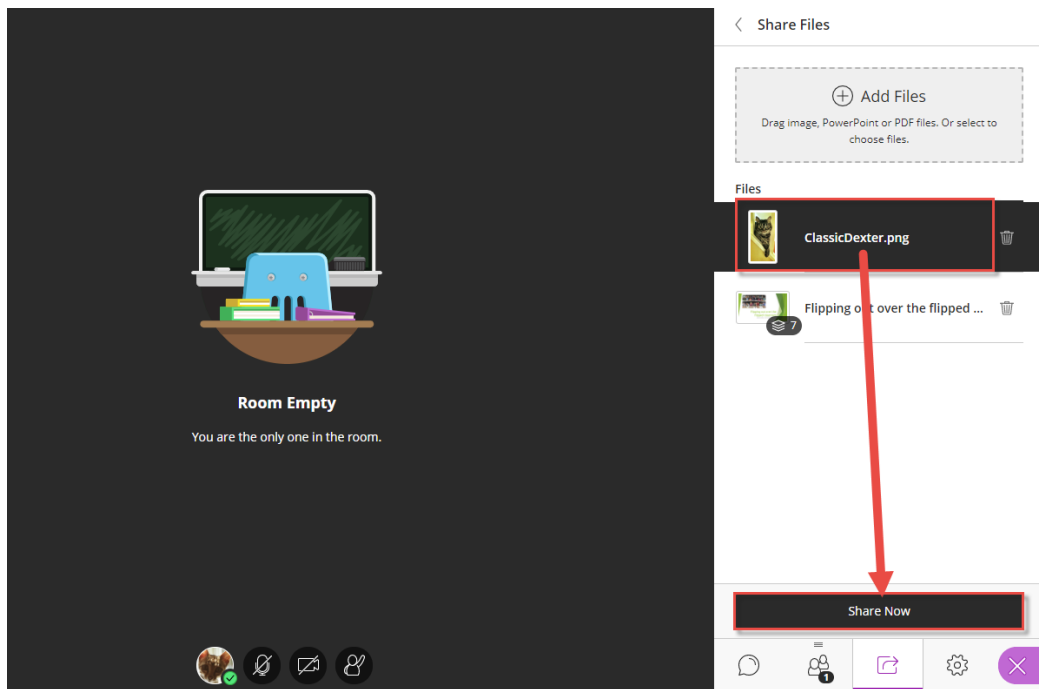


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5. Click **Add Files** to upload an image file from your computer (or drag the file into the **Add Files** box).

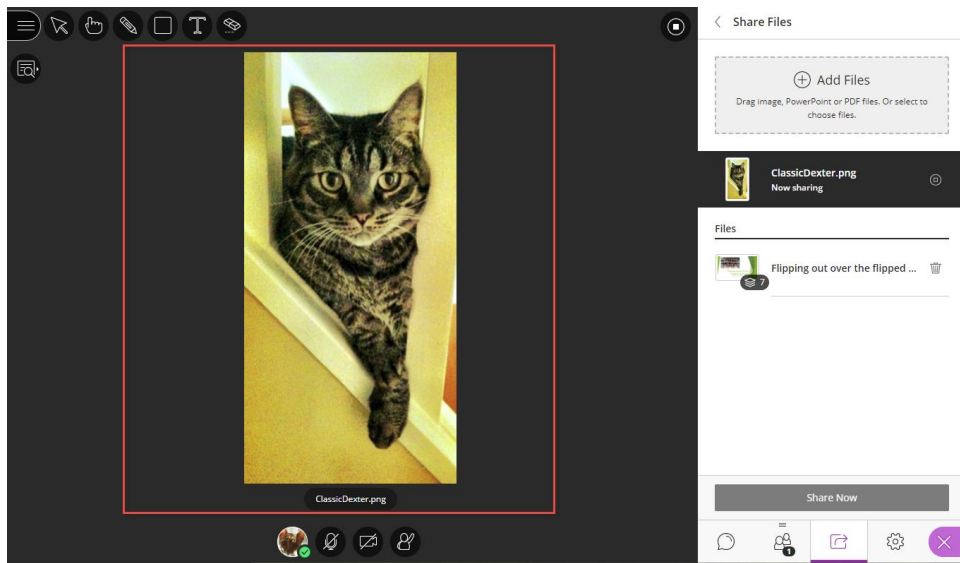


6. When the image has finished uploading, select it, then click **Share Now**.

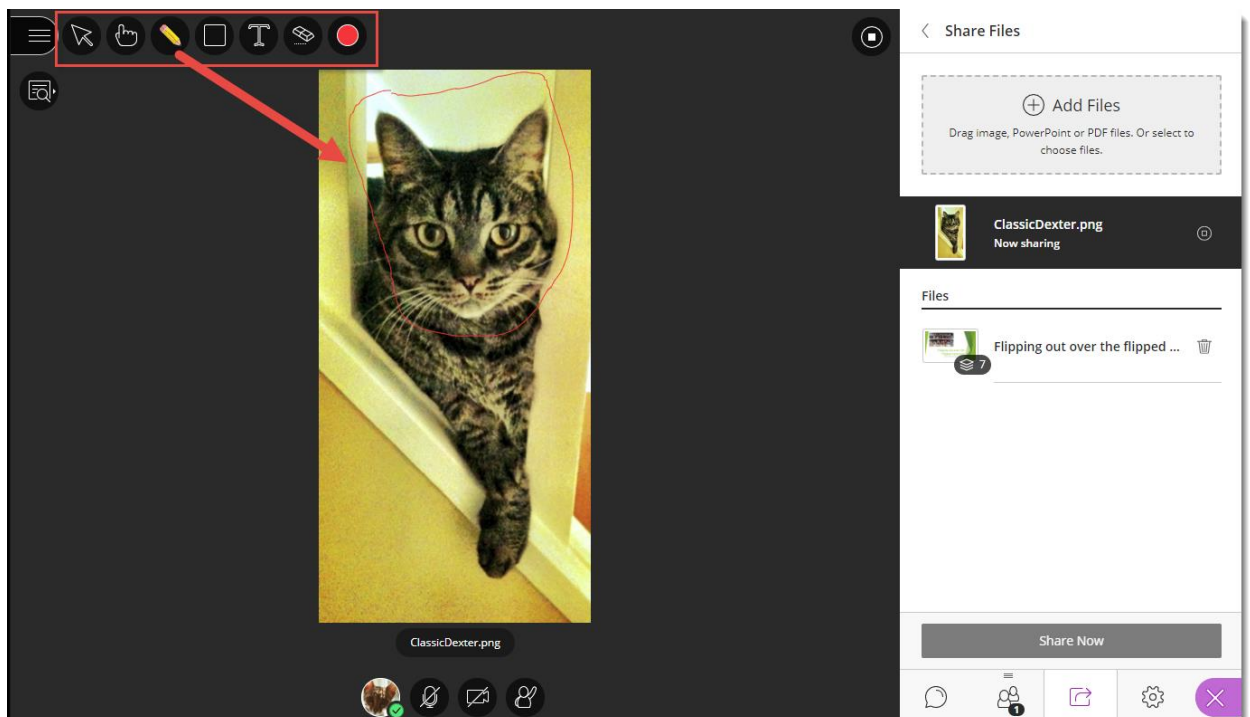


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7. The image will appear in the main window of your session.

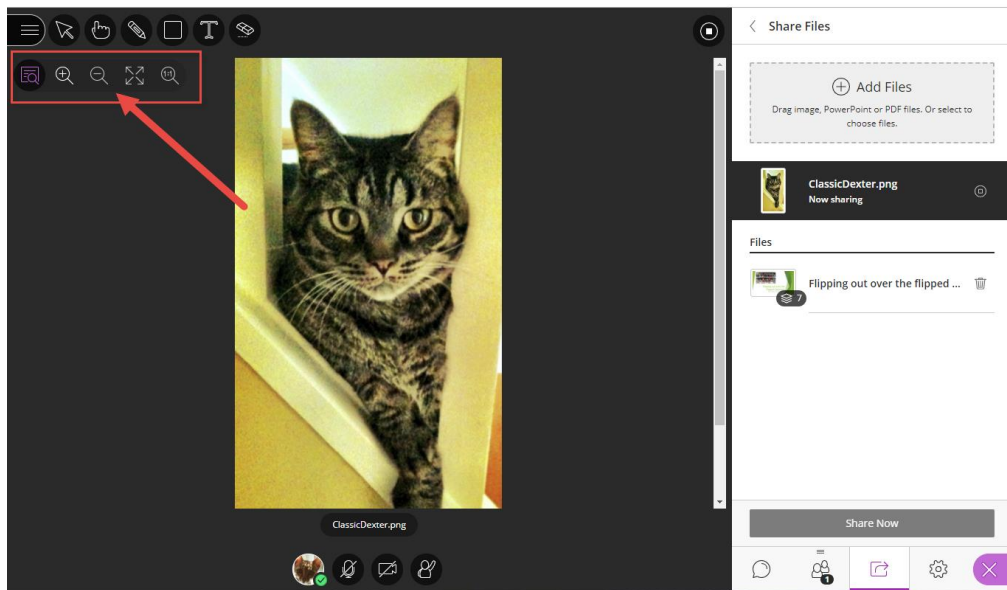


8. Use the drawing tools at the top-left to **Select** items, **Point** to items, draw with the **Pencil**, add **Shapes**, write **Text**, and **Clear** everything (note that there is NO undo for this!). When you select Pencil, Shapes, or Text, the **Colours** selector will also appear.

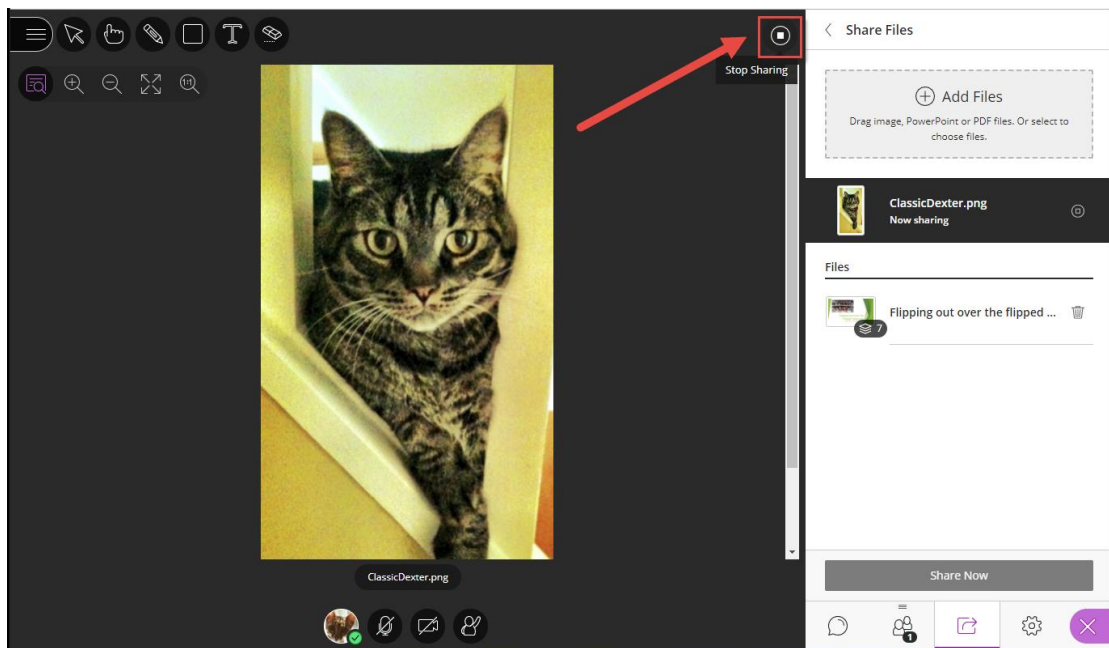


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9. You can also use the View Controls to **Zoom In**, **Zoom Out**, see the **Best Fit**, and view the **Actual Size** of the image.



10. Click the **Stop** icon (top right of the slide in the main window) to stop sharing the image.



## Things to Remember

Once you have added an image file to a session, it will stay there until the session is deleted.



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