

## Showing PowerPoints in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

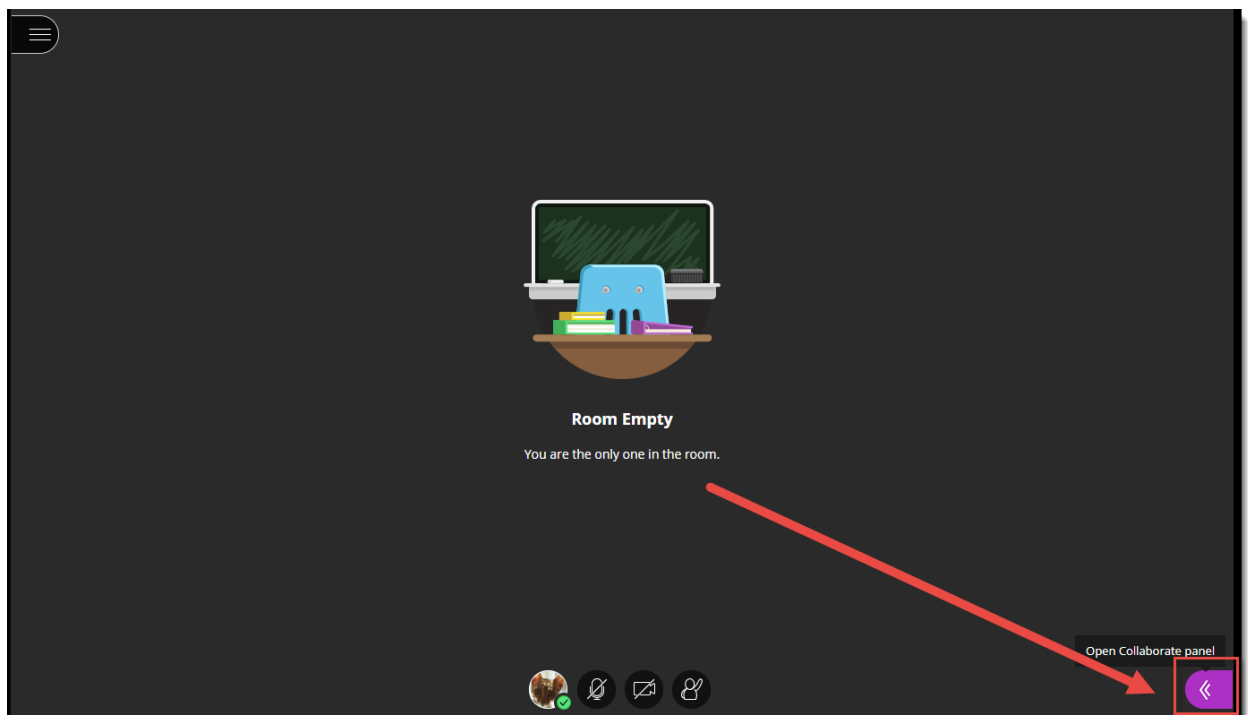
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

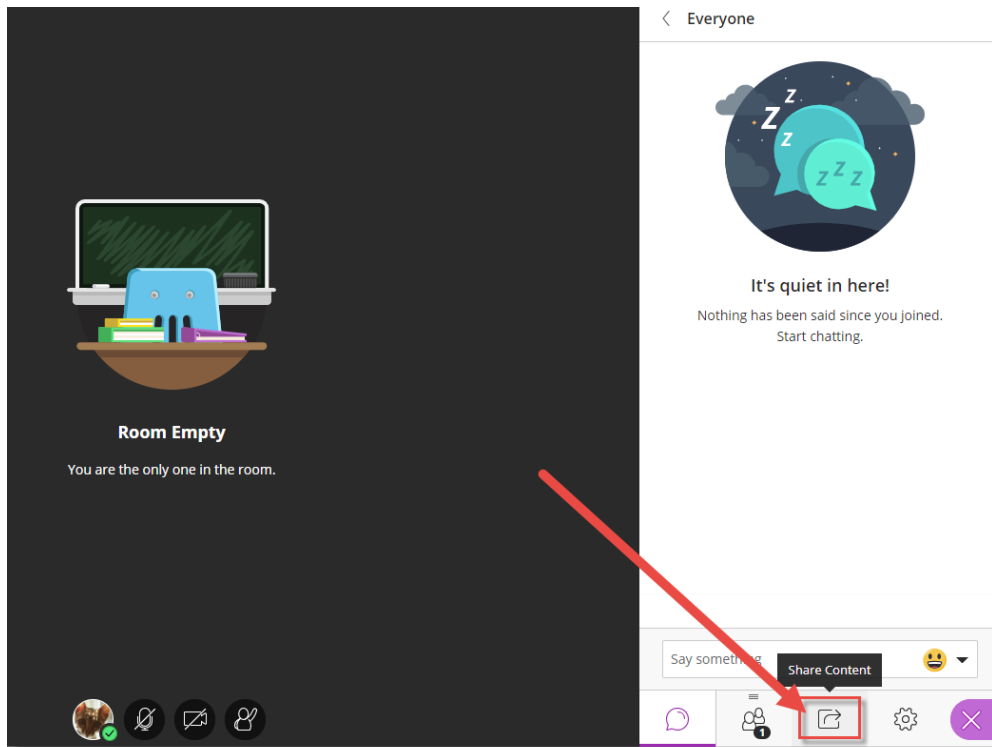
This tutorial will cover how to show PowerPoints in your Collaborate session.

### Steps

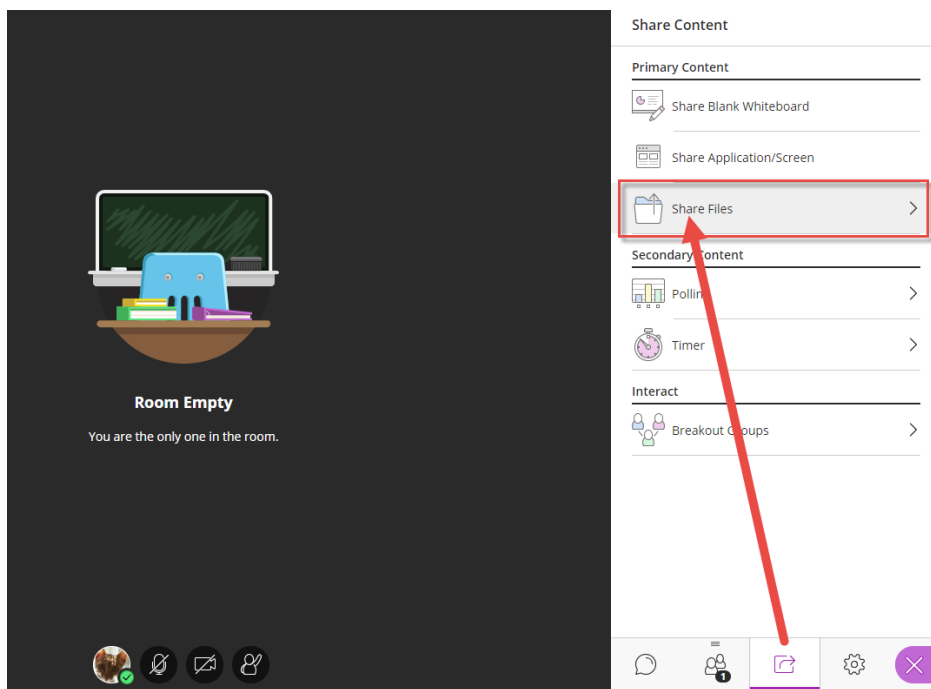
1. Go to **Collaborate** and open your Session.
2. Open the **Collaborate panel** (the bottom right icon).



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

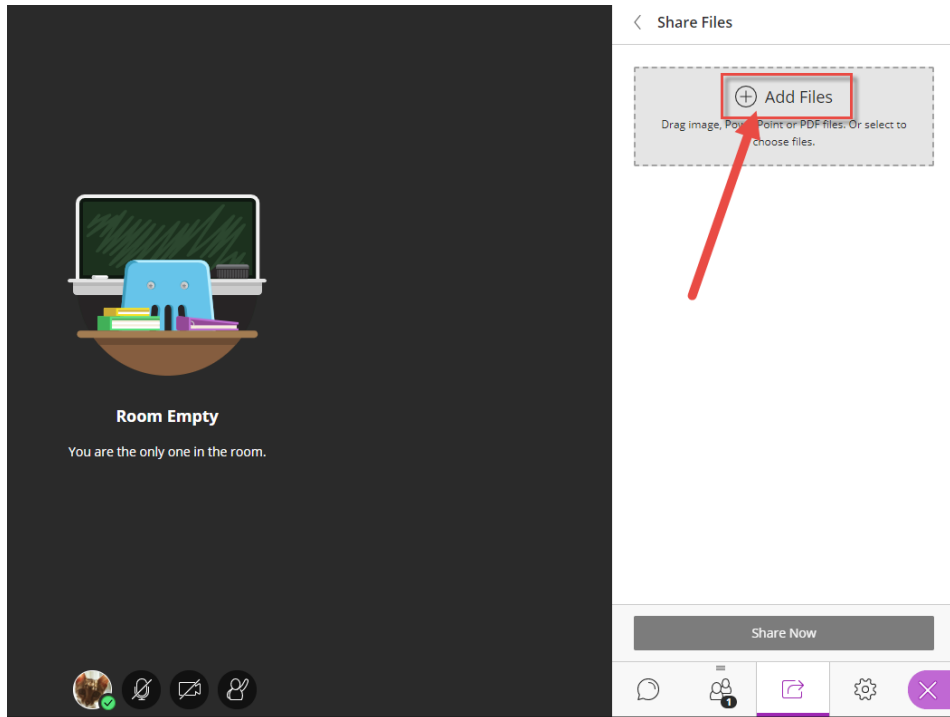


4. Click **Share Files**.

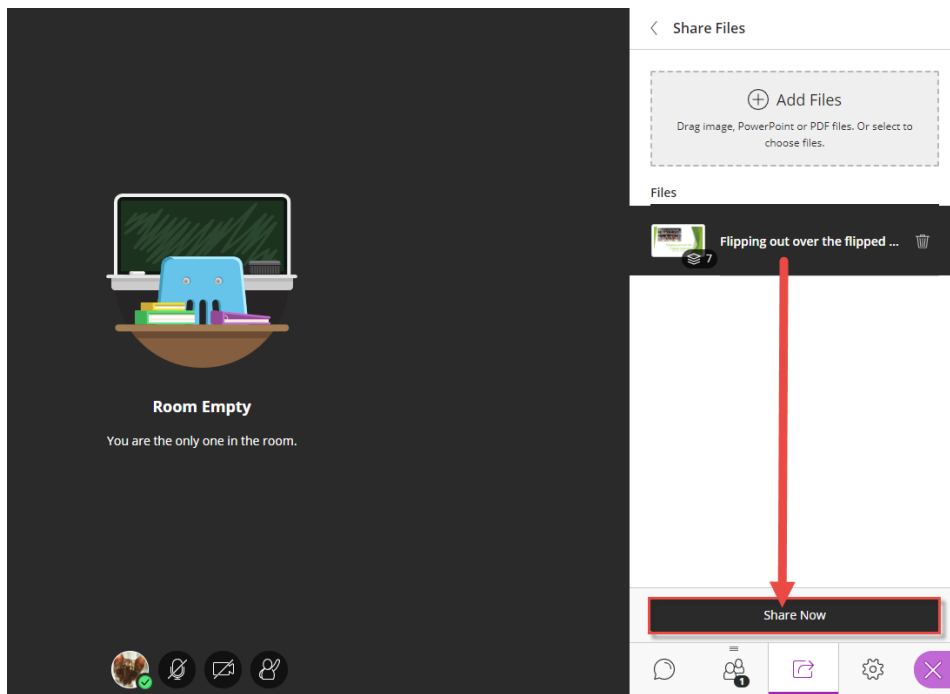


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5. Click **Add Files** to upload a PowerPoint from your computer (or drag the PowerPoint into the **Add Files** box).

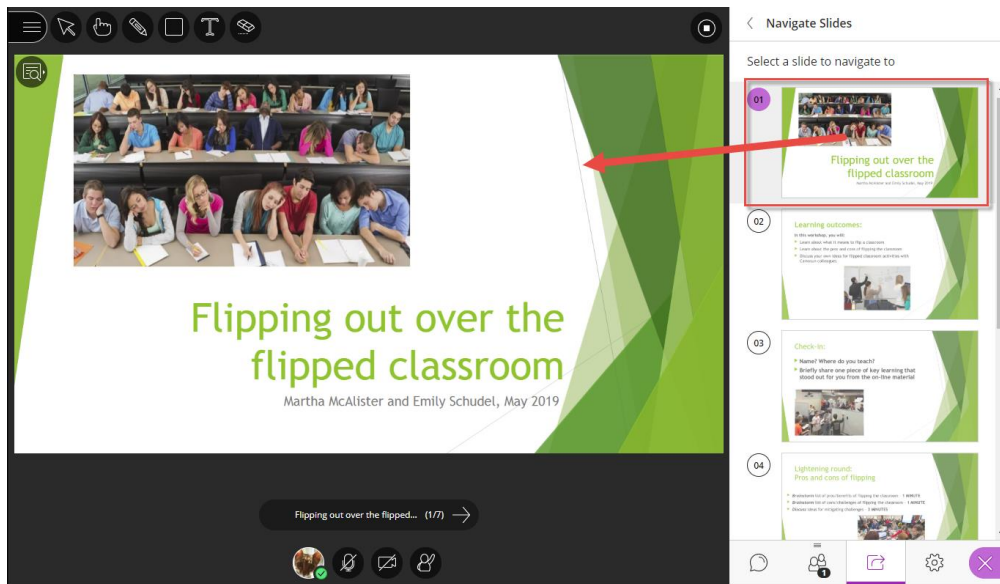


6. When the file has finished uploading, select it, then click **Share Now**.

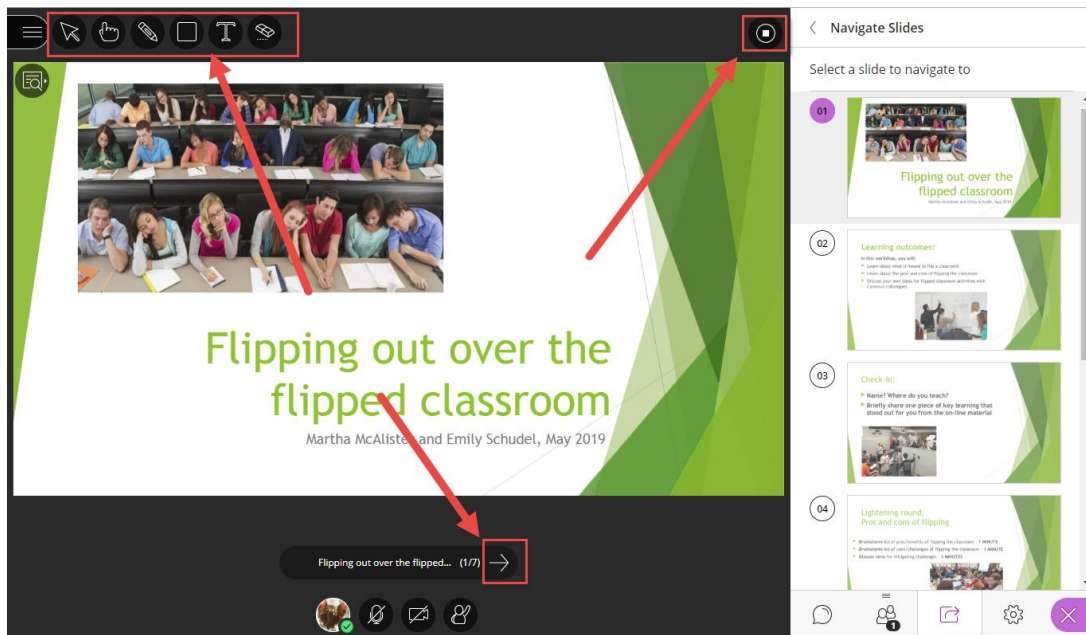


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7. Select a slide to begin sharing (the slide will appear in the main window of your session).



8. You can either use the arrow under the main slide to navigate through your presentation, or click on any slide in the **Navigate Slides** area to jump to another slide. Use the drawing/pointing icons at the top-left to enhance the presentation. Click the **Stop** icon (top right of the slide in the main window) to end the presentation.



## Things to Remember

Once you have uploaded a PowerPoint file to a session, it will remain there as long as the session is not deleted. This means you can upload a PowerPoint in advance of a session, or if you re-open a session you don't have to re-upload your PowerPoint.



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