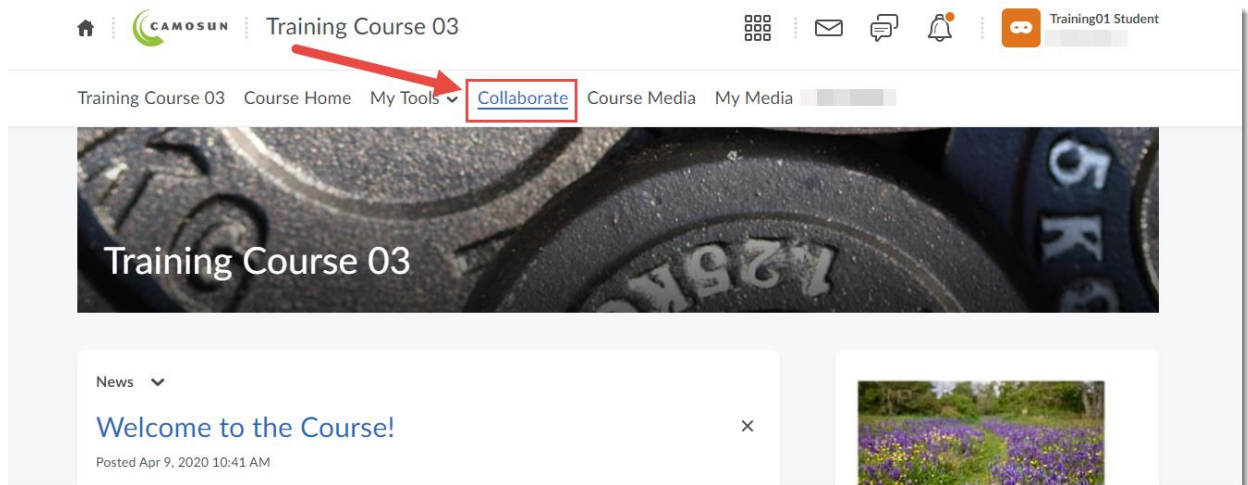


Showing PowerPoints in Collaborate (D2L) – A Student Tutorial

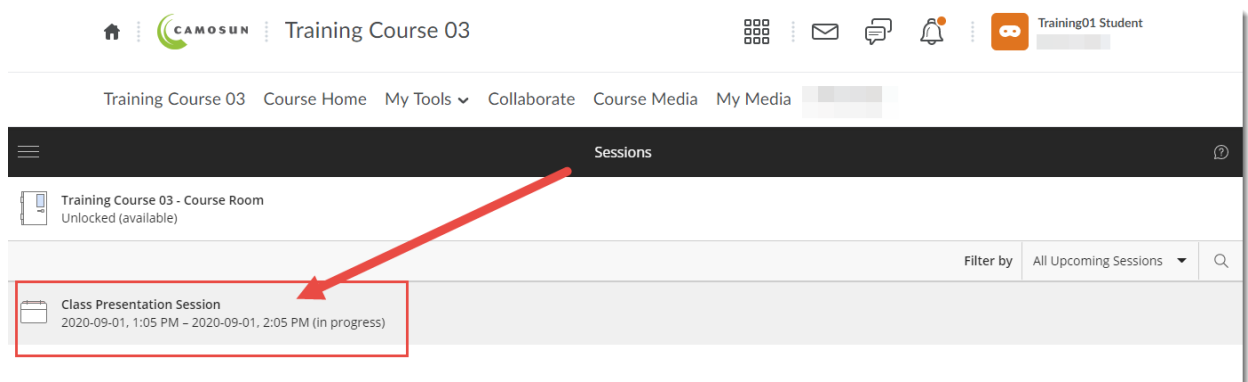
This tutorial will cover how to show PowerPoints in a Collaborate session (if you have been given Presenter access by your instructor, or if you are in a Breakout room with fellow students). For further information, please contact desupport@camosun.ca for assistance.

Steps

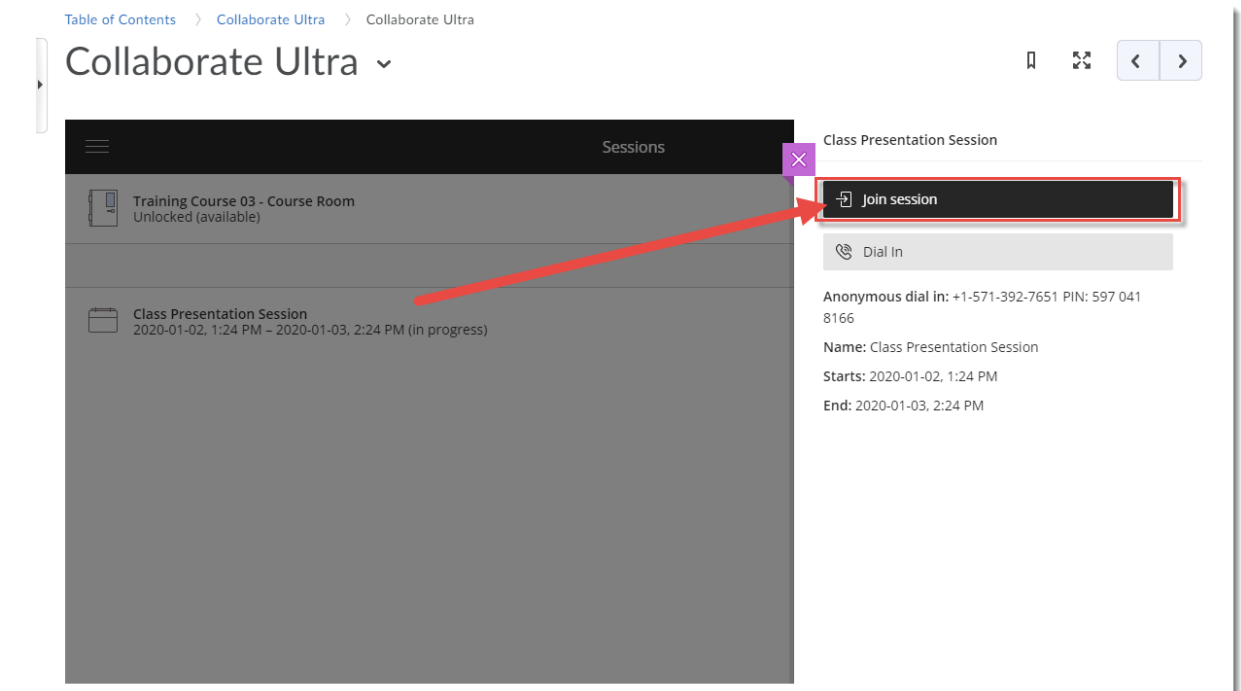
1. Click the Collaborate link on your course Navbar. If you do not see a Collaborate Ultra session link, talk to your instructor.



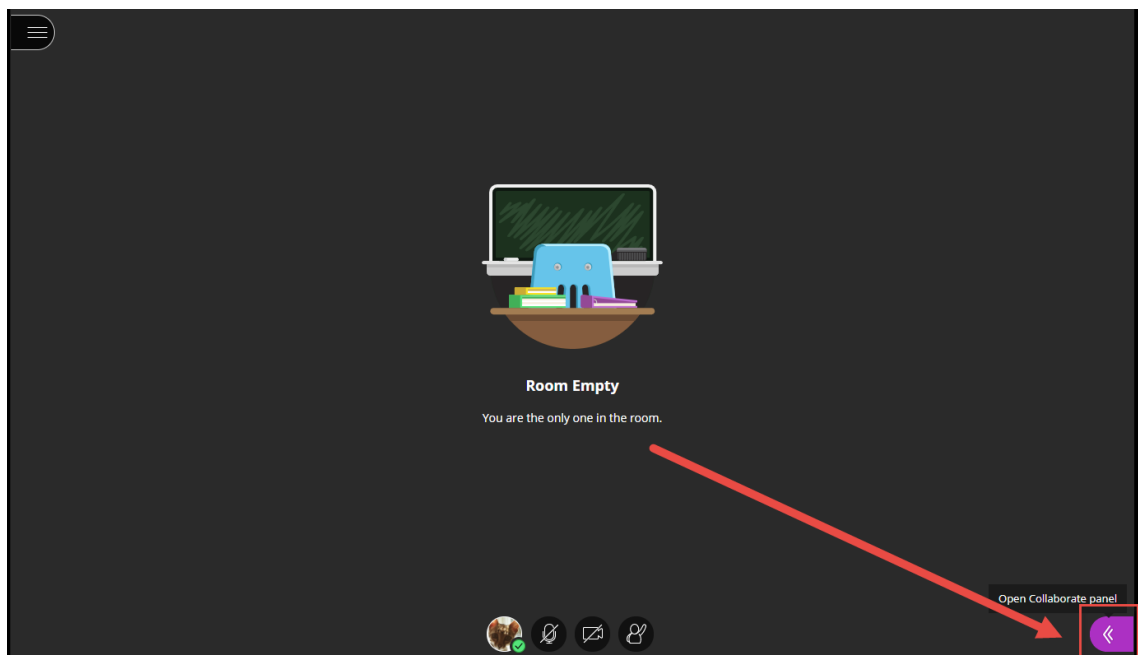
2. Click on the **Course Room** OR the appropriate **Session** you need to access.



3. Click **Join Session**.

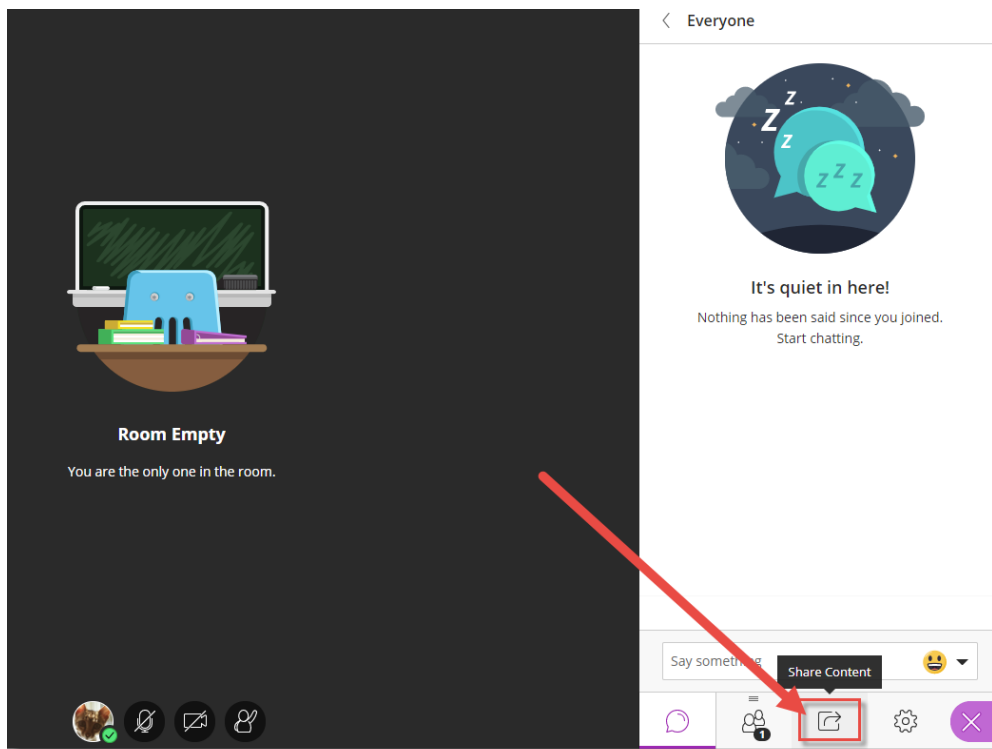


4. Open the **Collaborate panel** (the bottom right icon).

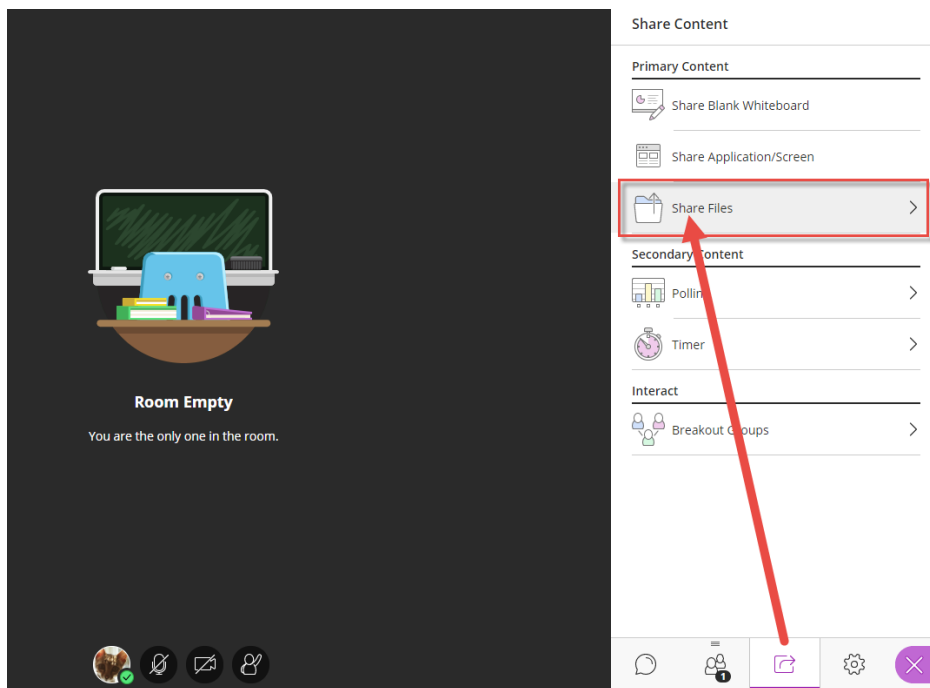


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5. Click the **Share Content** icon.

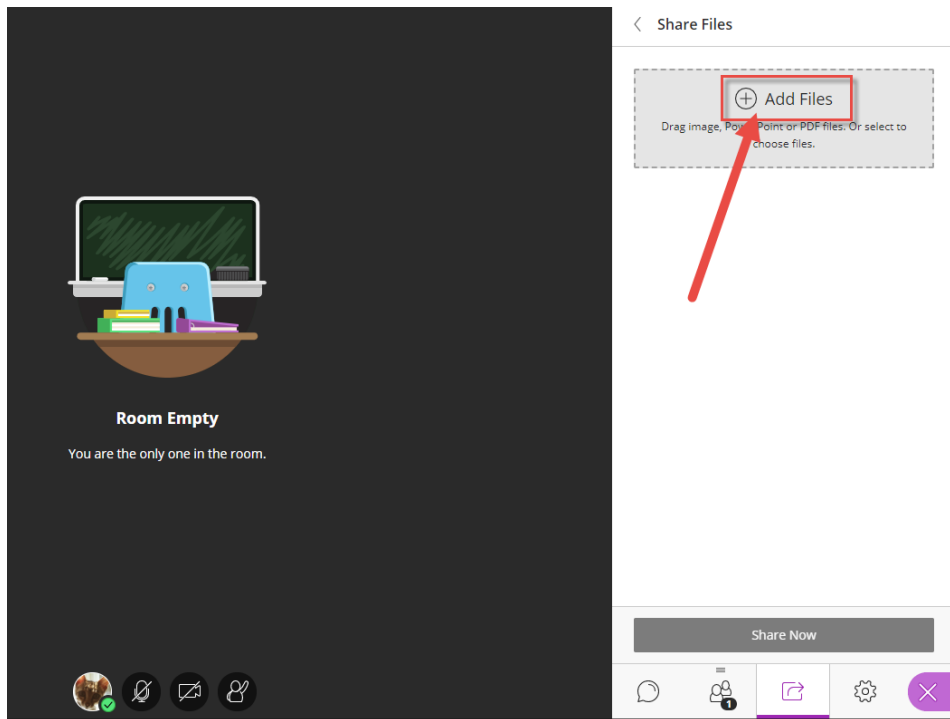


6. Click **Share Files**.

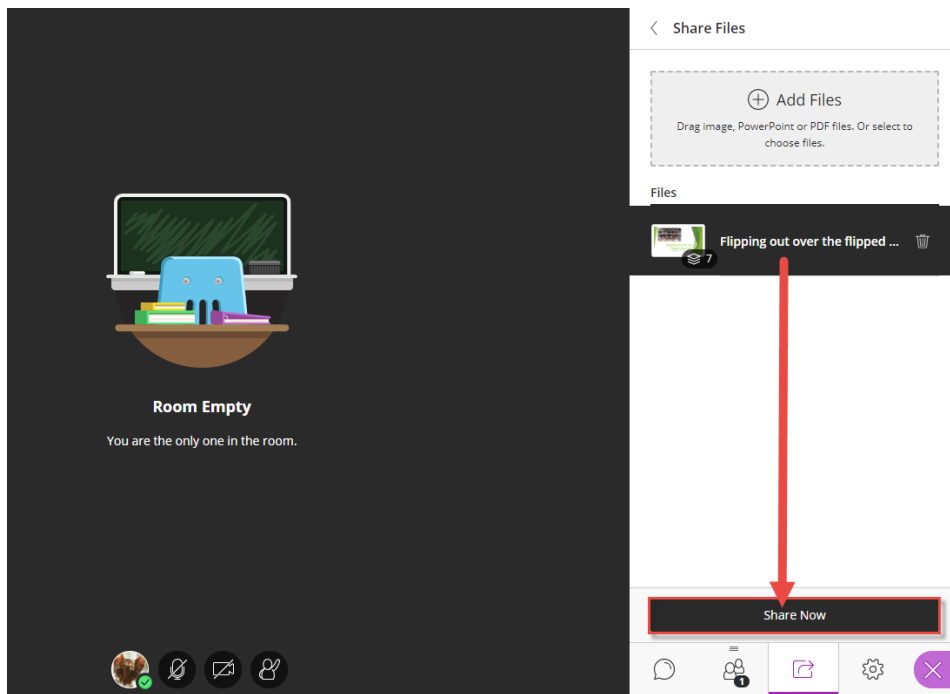


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7. Click **Add Files** to upload a PowerPoint from your computer (or drag the PowerPoint into the **Add Files** box).

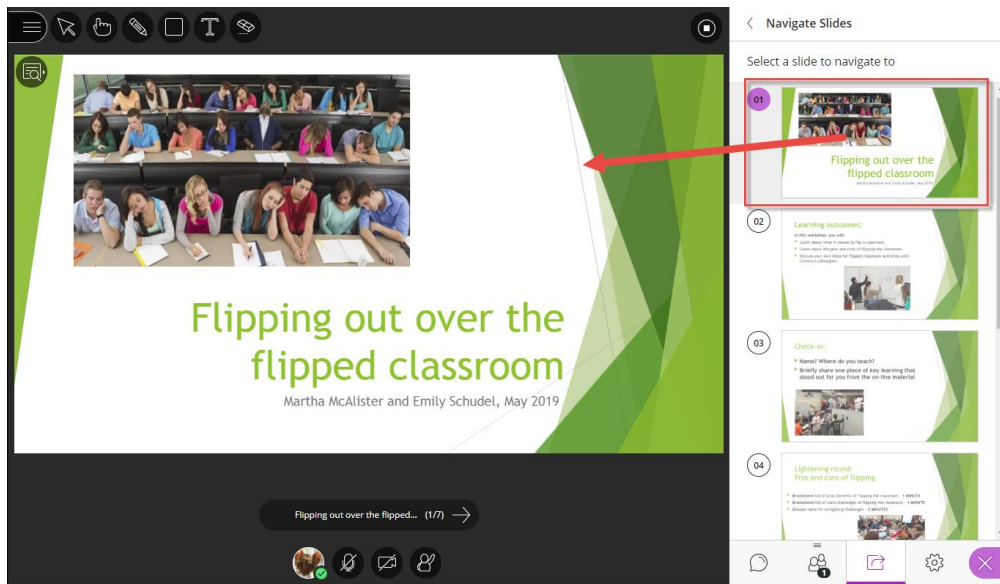


8. When the file has finished uploading, select it, then click **Share Now**.

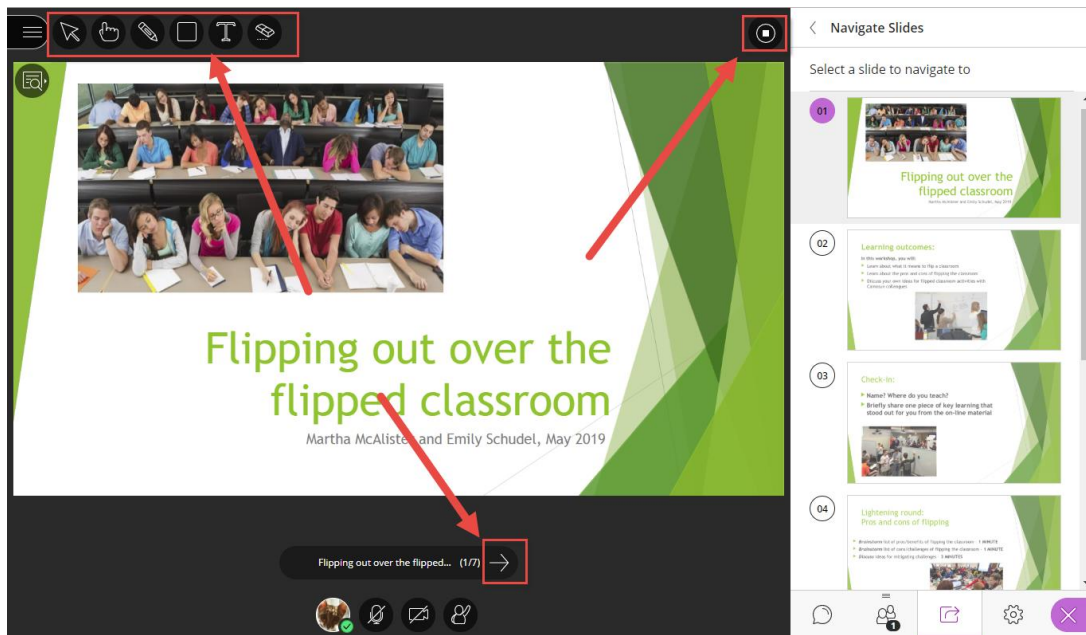


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9. Select a slide to begin sharing (the slide will appear in the main window of your session).



10. 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 added a PowerPoint file to a session, it will stay there as long as the session is active. If you have added a file to a Breakout room, it will appear in the Main Share Files area and your instructor will be able to see and share it as well.



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