

## Sharing Files to Breakout Rooms in Collaborate (D2L) – Collaborate Ultra Tutorial

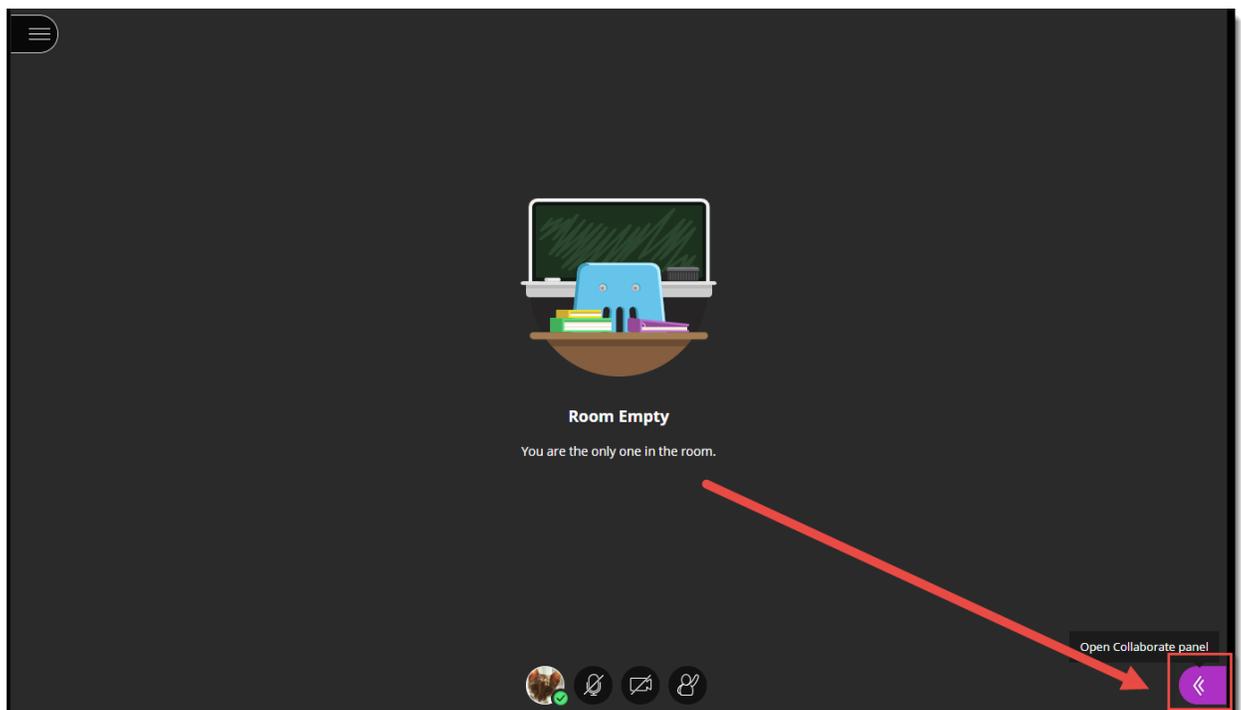
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

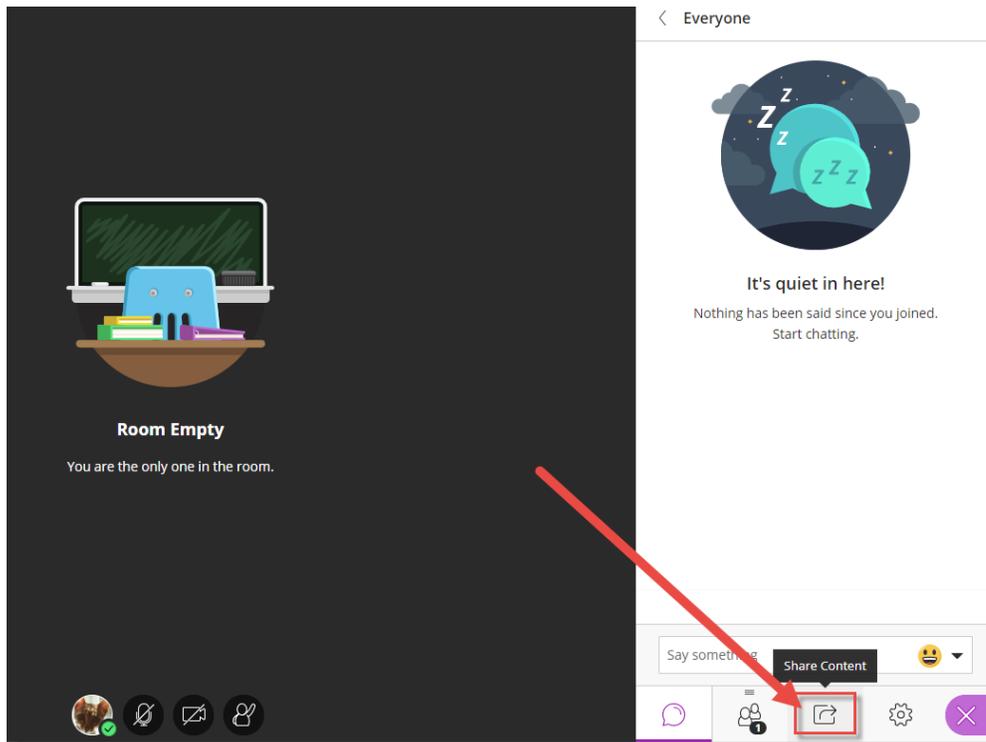
This tutorial will cover how to show images in your Collaborate session.

### Steps

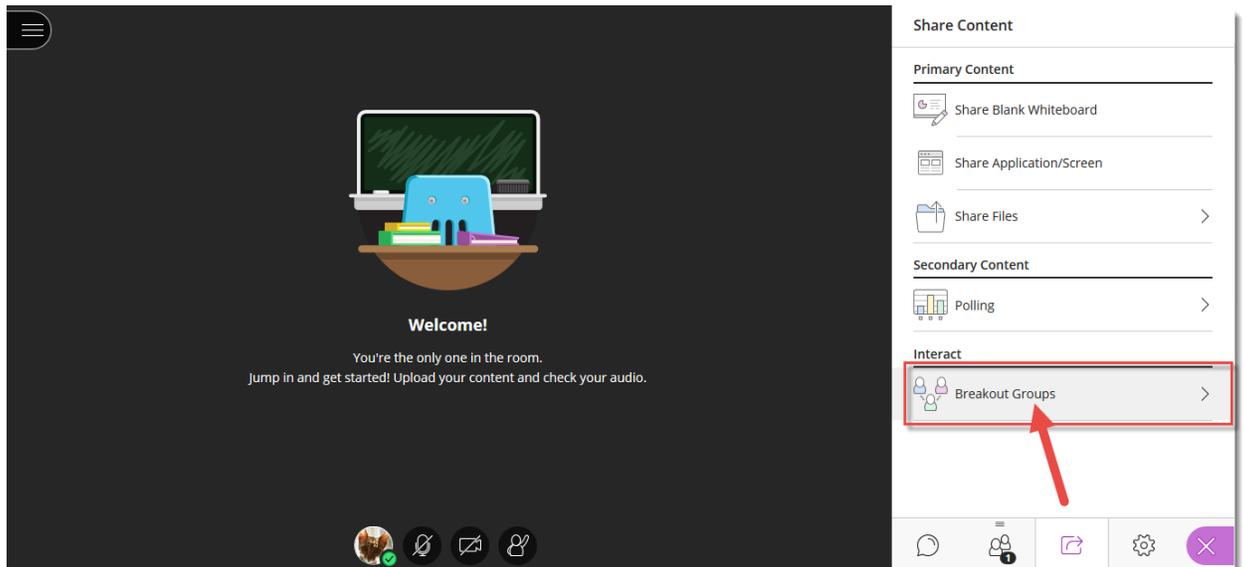
1. Go to Collaborate room, click on your Collaborate session, and enter your session.
2. Open the **Collaborate panel** (the bottom right icon).



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

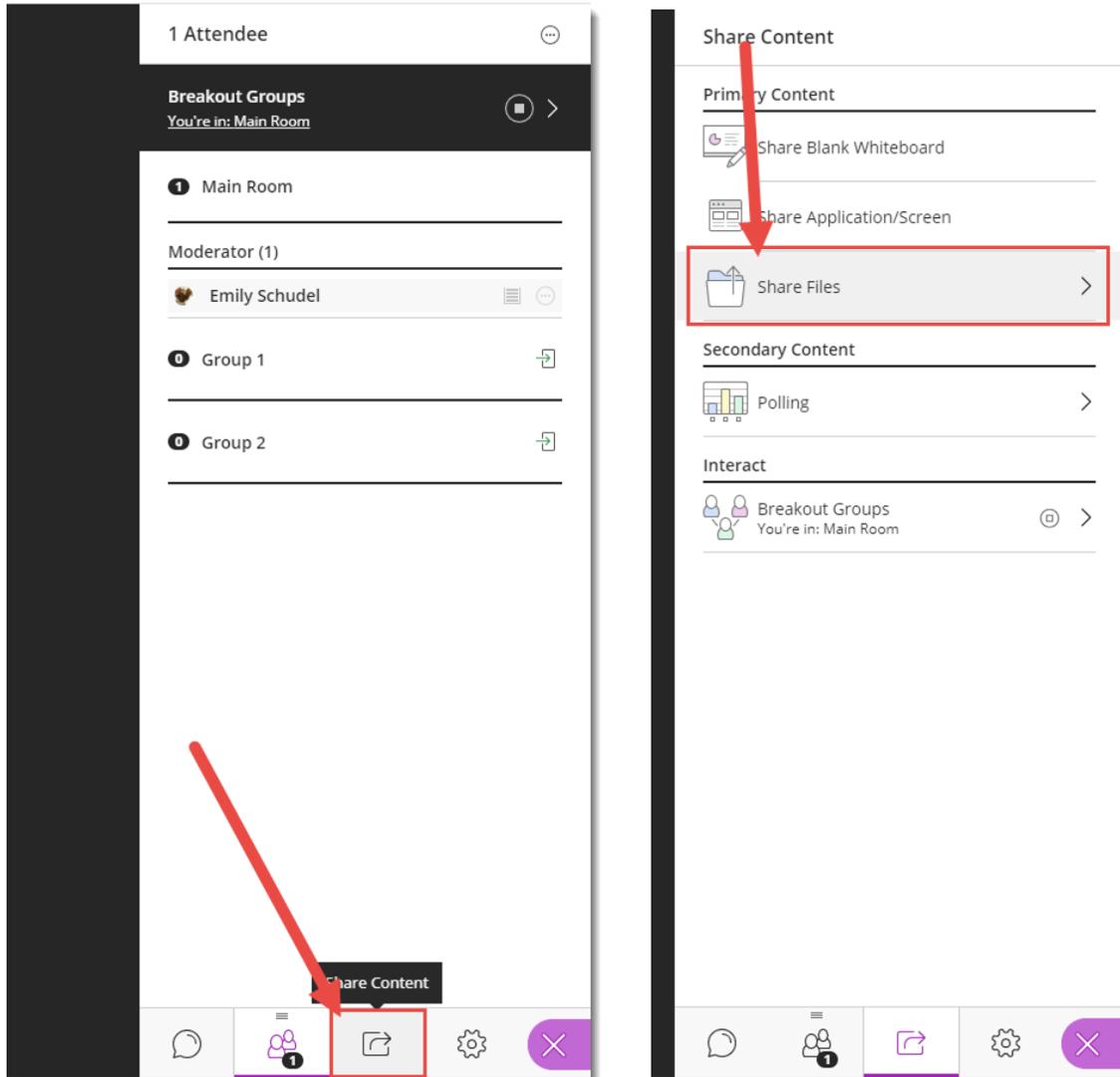


4. Click **Breakout Rooms**. Then start your breakout rooms (see the *Creating Breakout Rooms (for group work)* in *Collaborate* tutorial for more information). **NOTE: You, as Moderator, need to stay in the Main Room to complete the steps that follow.**



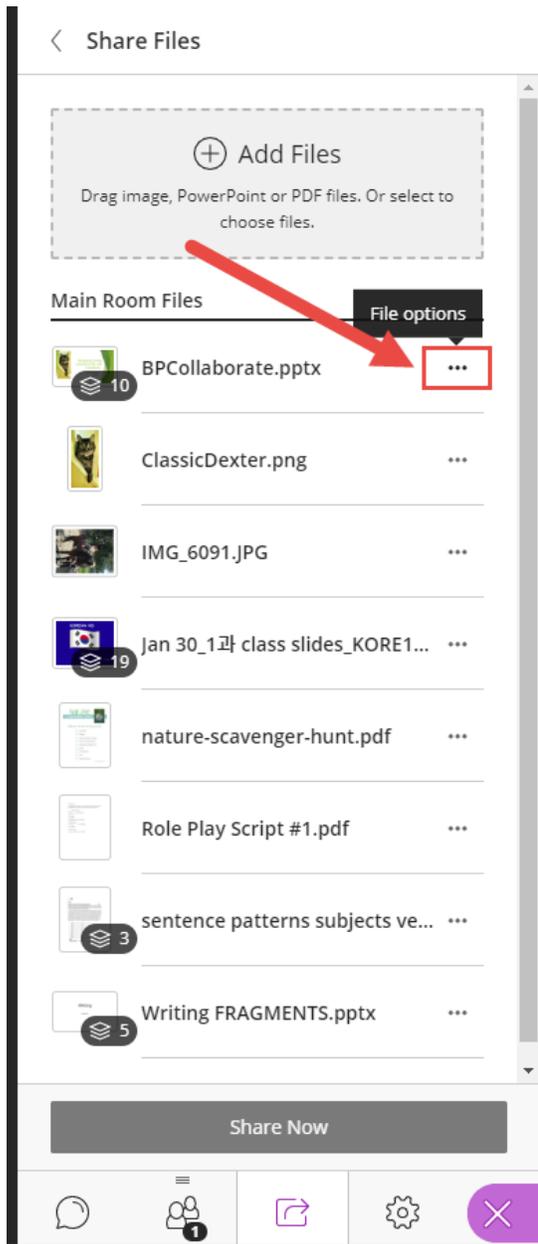
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5. Go back to the **Share Content** area, and then click **Share Files**.



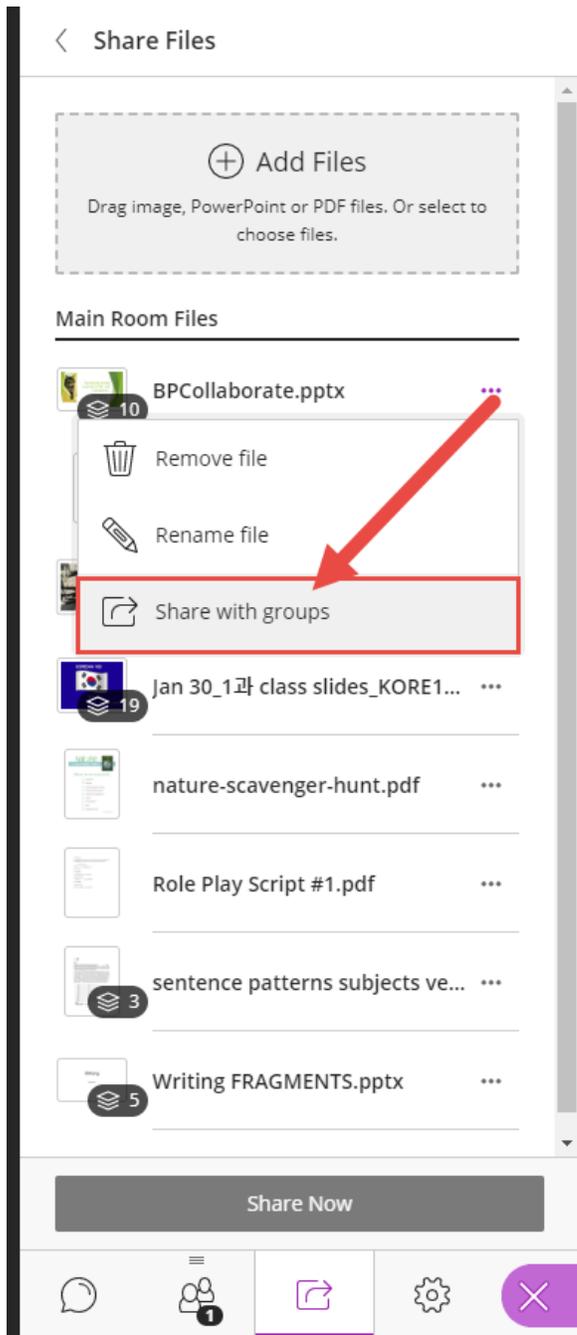
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6. Upload the file you want to share, and then click **File options** (the three dots) to the right of the file name.

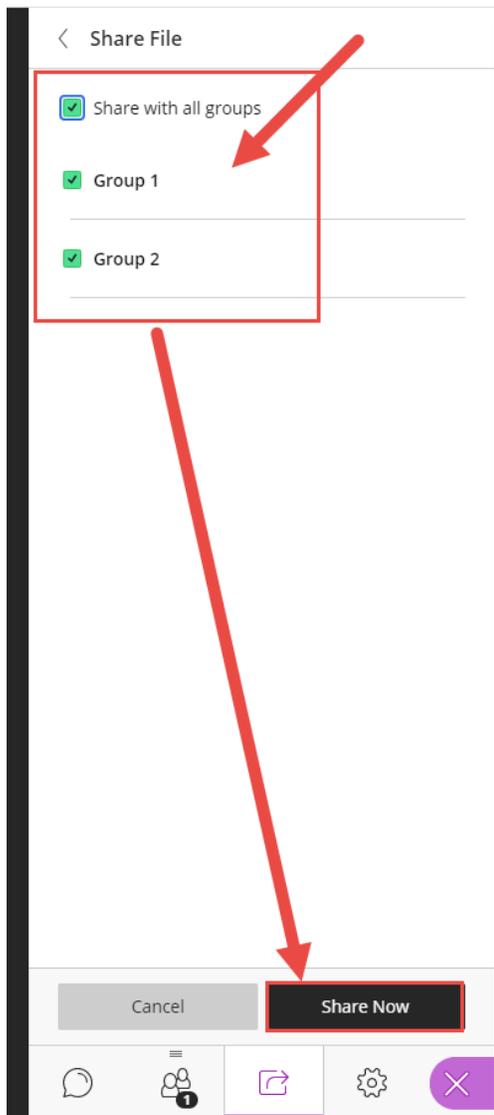


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7. Select **Share with groups**.



- At the top of the **Share File** area, you will now need to select the Group or Groups you want to share this file with. Click **Share Now**. The groups you have selected will now see the file you are sharing with them.



## Things to Remember

You can NOT share a file to a breakout room until you have started them.

You also can NOT **Share Application/Screen** or a **Blank Whiteboard** to Breakout rooms. You or your students would need to share these from within each Breakout room.

Students can automatically share files within their Breakout room Groups, and those files will be added to the Share File area so you could share them in the Main Room later.



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