Sharing your Computer Screen 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 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 share your computer screen within your Collaborate session. Note, if you want to share audio with your application or website sharing, see the final page of this document.
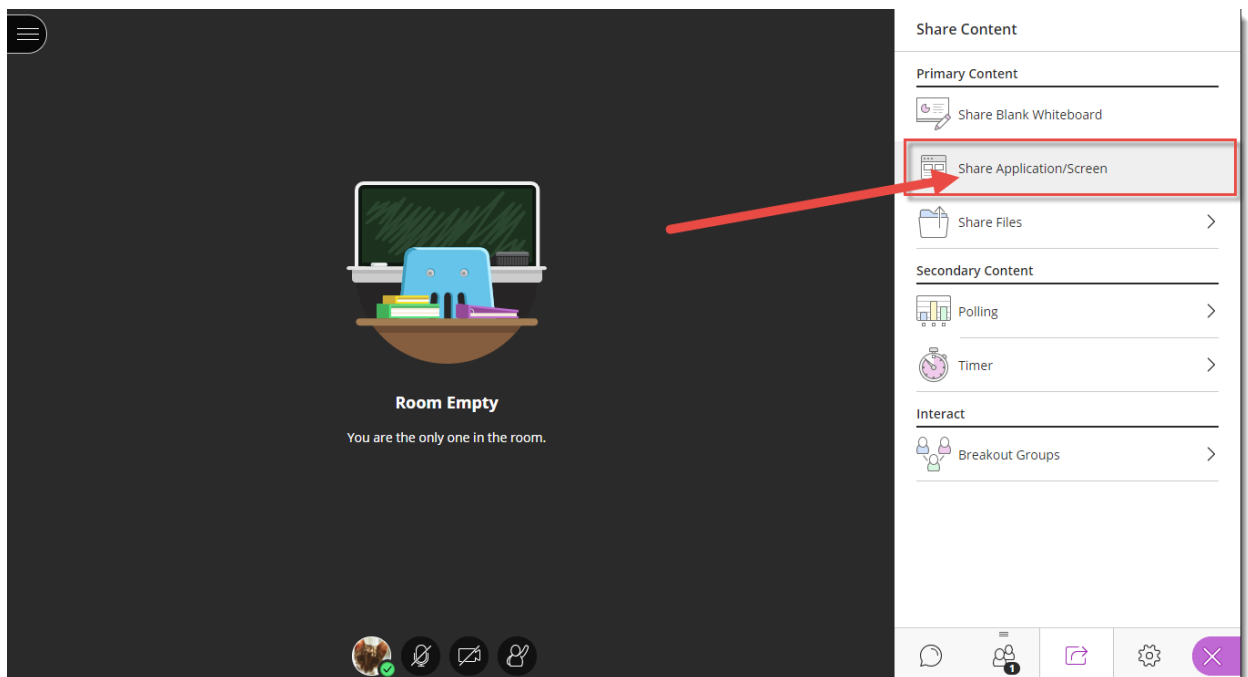
Steps

1. Go to **Collaborate**, click on your Collaborate session, and join your session.

2. Open the **Collaborate panel** (the bottom right icon).
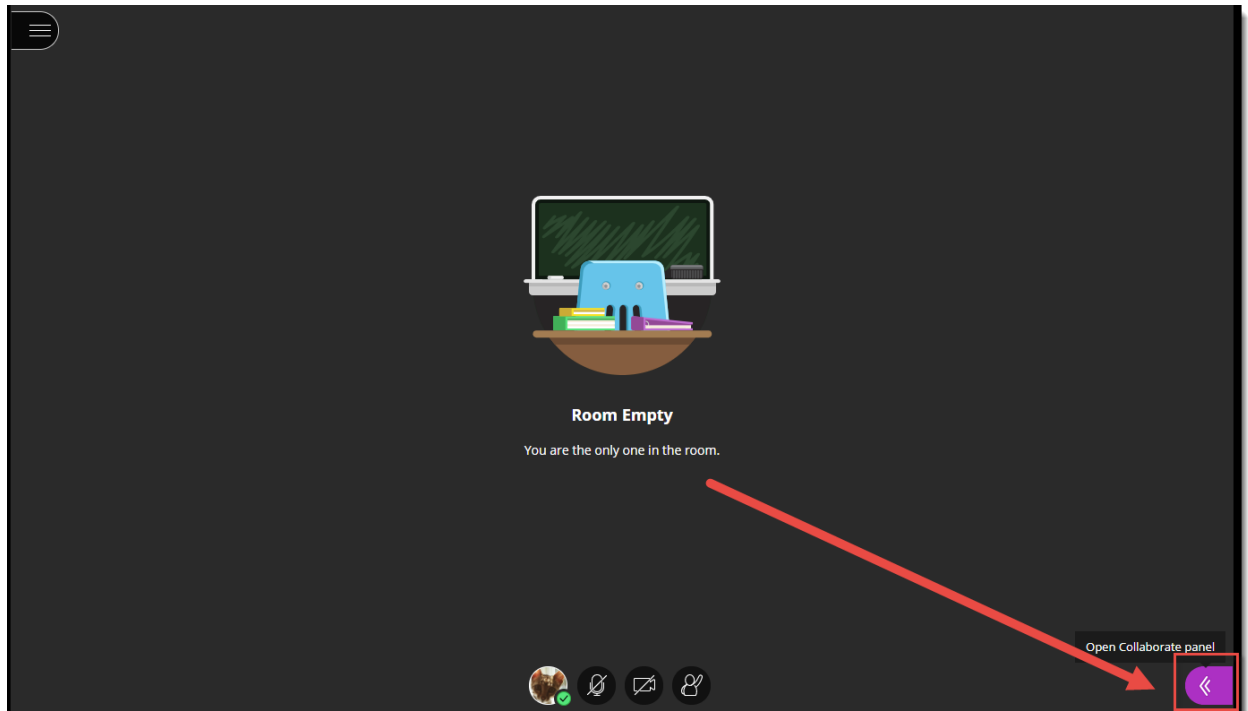
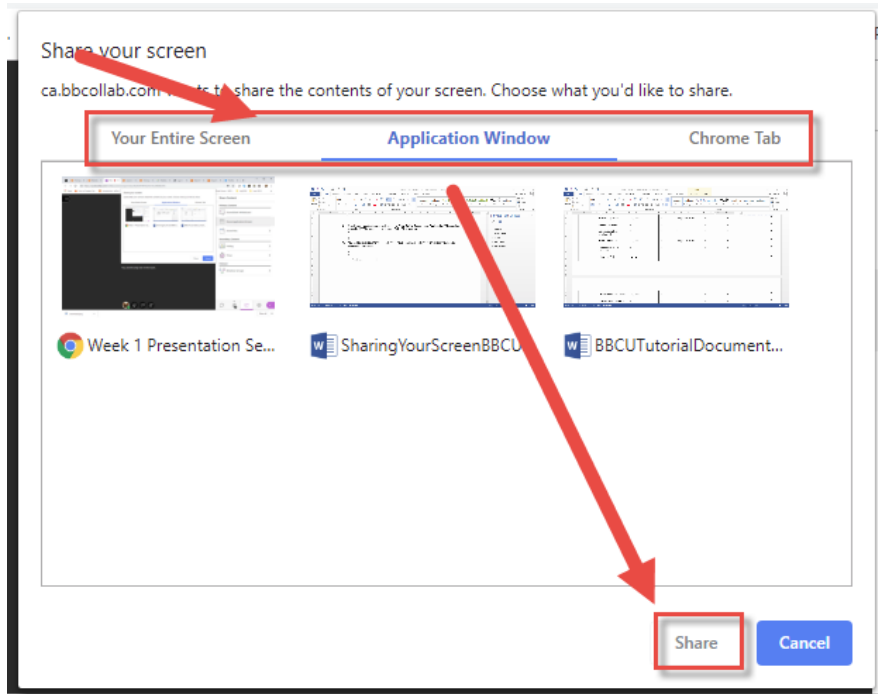3. Click the **Share Content** icon.
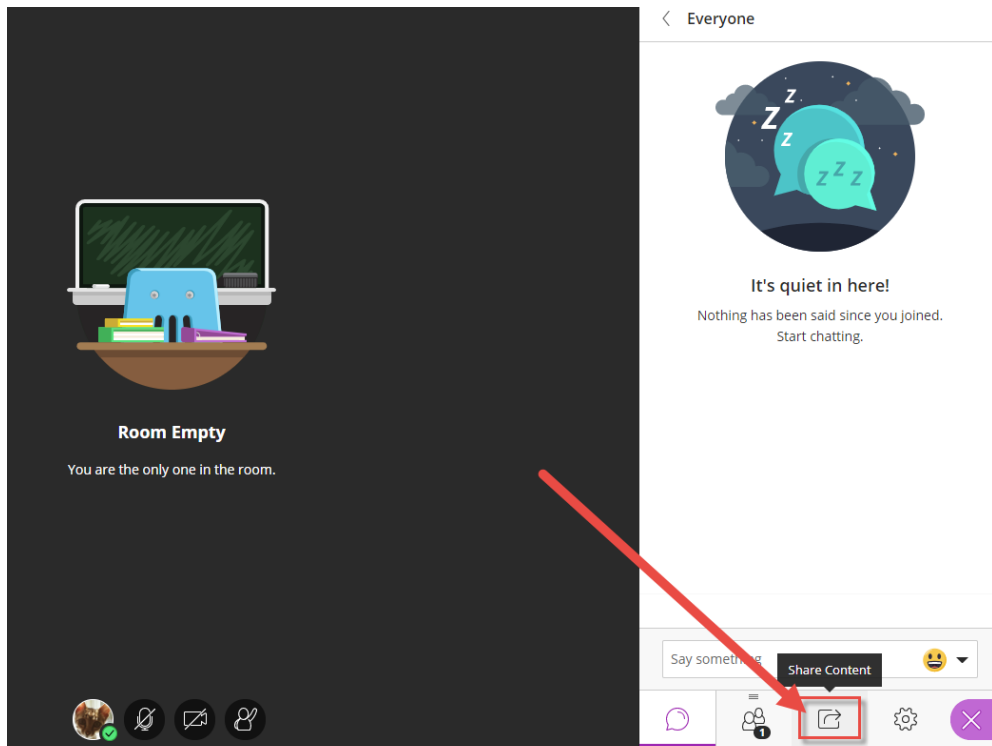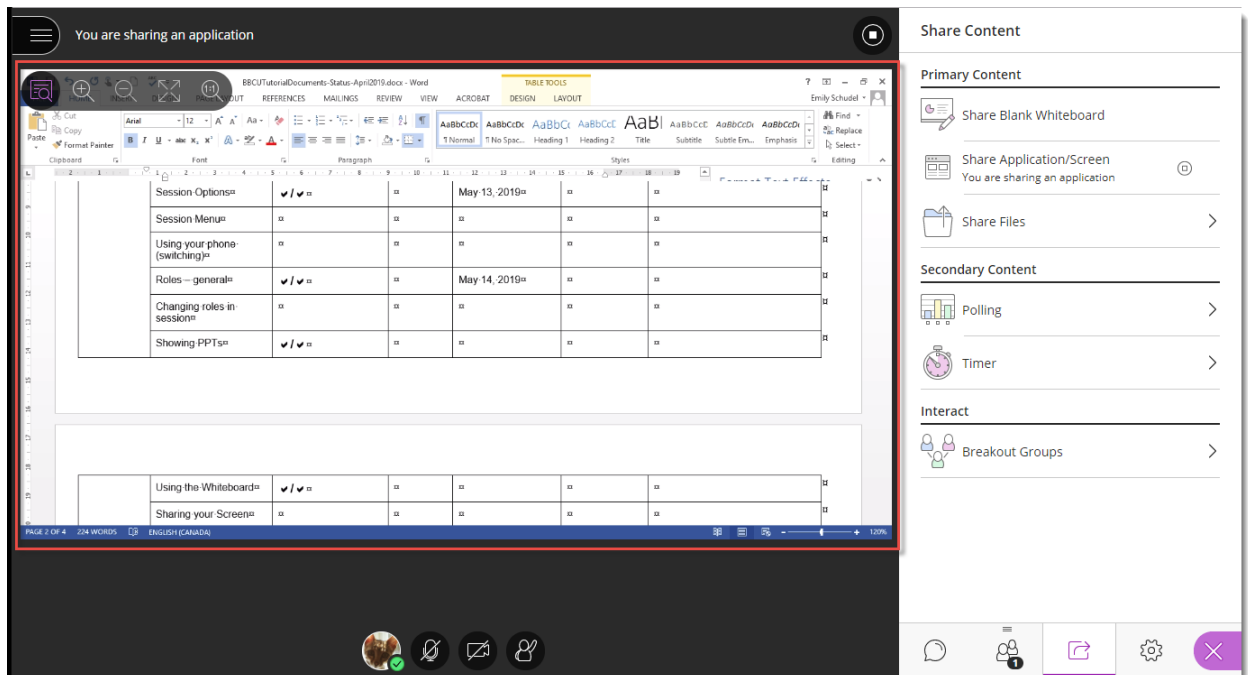

4. Click **Share Application/Screen**.

5. Select which application you wish to share: **Your Entire Screen**, one **Application Window** (for example, WORD), or a specific browser **Tab**. Click **Share**.
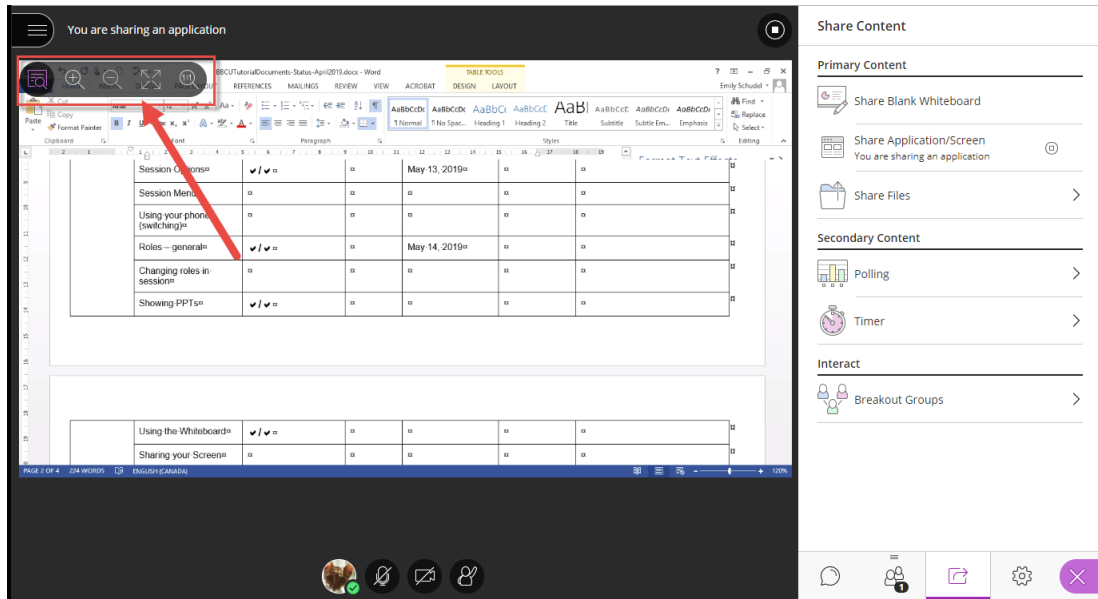

6. You and the participants will see what you have shared, and what you are doing with it, in the main session window.
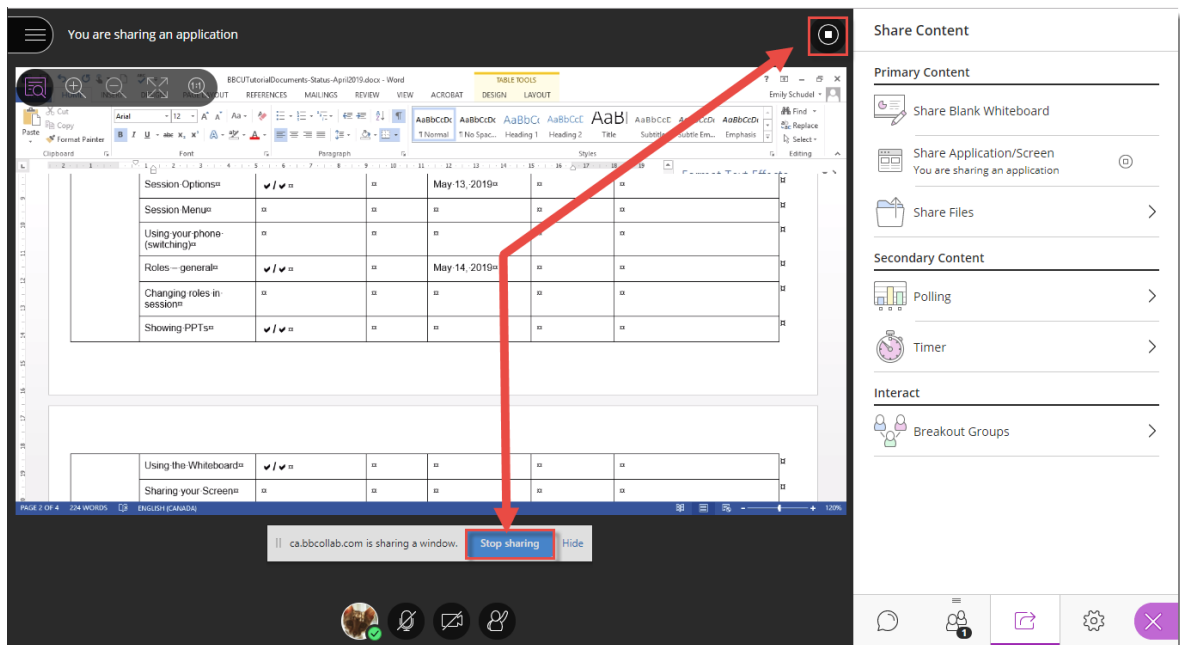
7. Use the View Controls to **Zoom In**, **Zoom Out**, see the **Best Fit**, and view the **Actual Size**.

8. Click **Stop Sharing** (in the pop-up box which appears when you begin sharing your Application/Screen) OR click the **Stop** icon (top right of the slide in the main window) to stop sharing your Application/Screen.
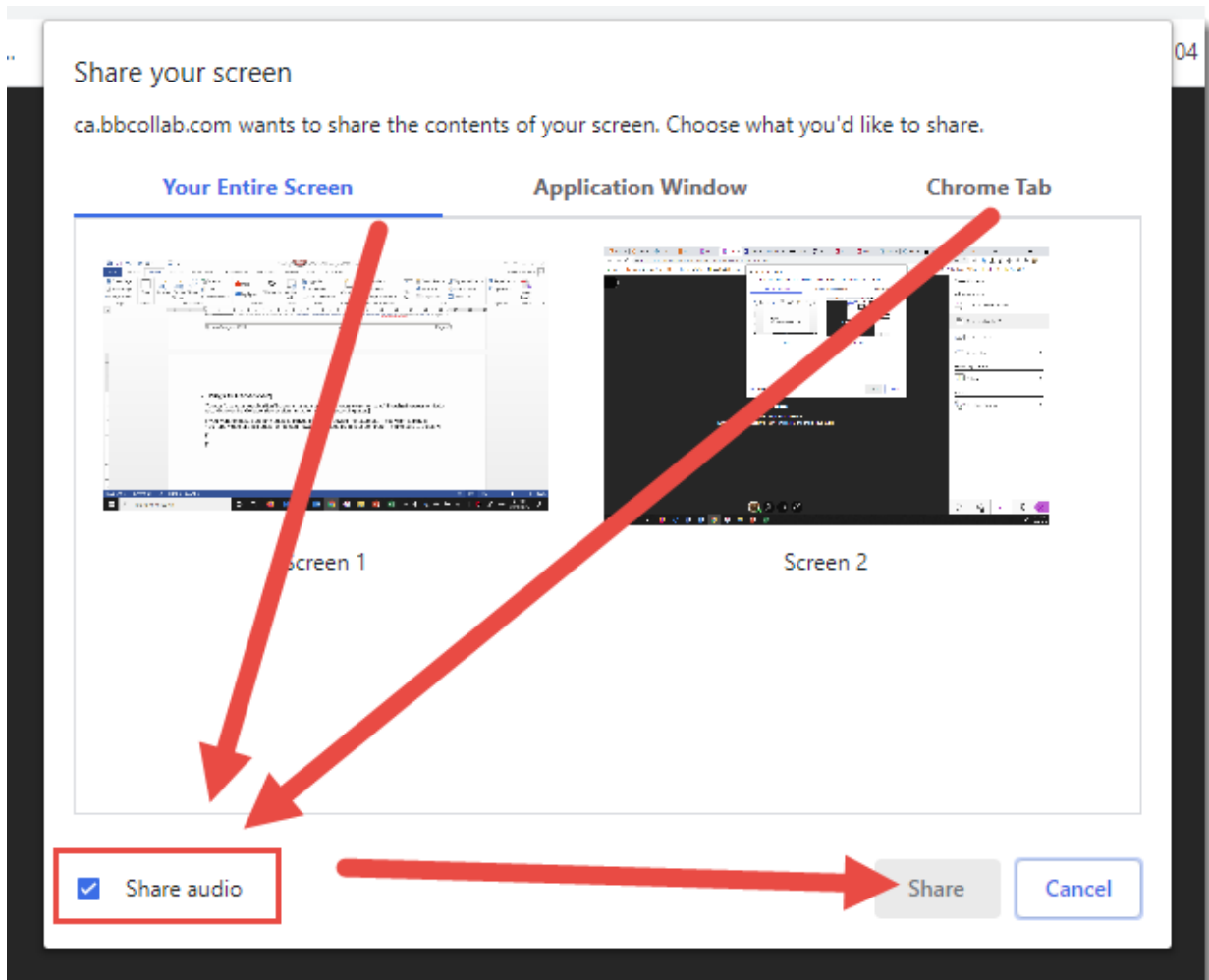
Things to Remember

You can't save an Application/Screen sharing session. The only way to "save" the sharing session is to record the entire Collaborate session, and then edit the recording later.

If you want to make sure any audio is played from your device (for example, if you want to play a YouTube video or a full audio-enhanced PowerPoint video from your computer), make sure to select **Share Audio** before sharing. This option is available for both the **Your Entire Screen** and the **Chrome Tab** options in the **Share your screen** box.