

Uploading a File (PDF) into Collaborate

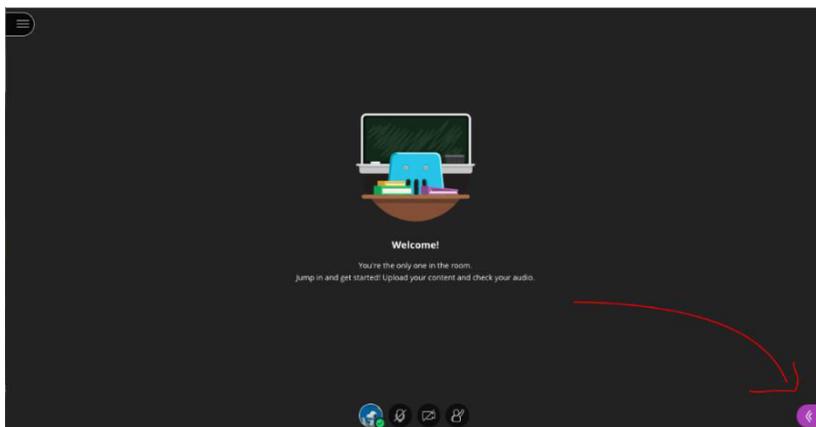
Summary

- Open Collaborate panel (Bottom right – purple tab)
- Click on “Share Content”
- Click on “Share Files”
- Drag-and-drop file into grey box
- Click “Share Now” at bottom
- Select slide thumbnail to start

Instructions

PowerPoint slides are often used for class. If the internet connection is not acceptable it may cause issues in sharing a screen. To limit bandwidth it is best to share previously uploaded files.

Join your online Course Room and open the side panel for chat, share content, etc. The purple tab on bottom right opens the Collaborate panel.



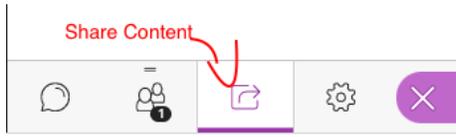
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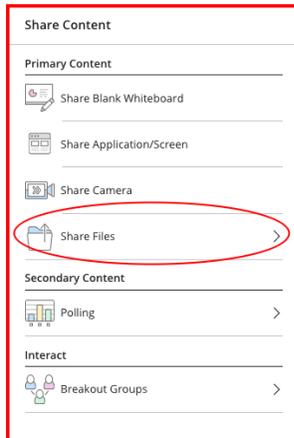
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Once the Collaborate panel is open there are several options along the bottom to choose from: Chat, Attendees Panel, Share Content and Settings.

Select Share Content.



A number of options appear in this side menu. Select Share Files.



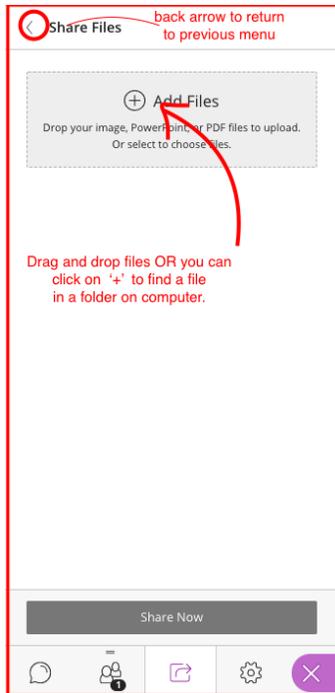
Once you are in the Share Files menu, you can drag and drop PowerPoints, PDFs or images into the grey area. Alternately you may click on the plus '+' symbol to find the file using your local folders on your computer.

The file will upload and convert to a usable file for Collaborate. We recommend converting PowerPoints to PDF files before uploading. The slideshow will be static and without transitions when uploaded to Collaborate.

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There is a 60 MB upload limit and a 125 MB overall limit for files in an online classroom. Please refer to our guide on compressing PowerPoint slides if your PowerPoint is too large.

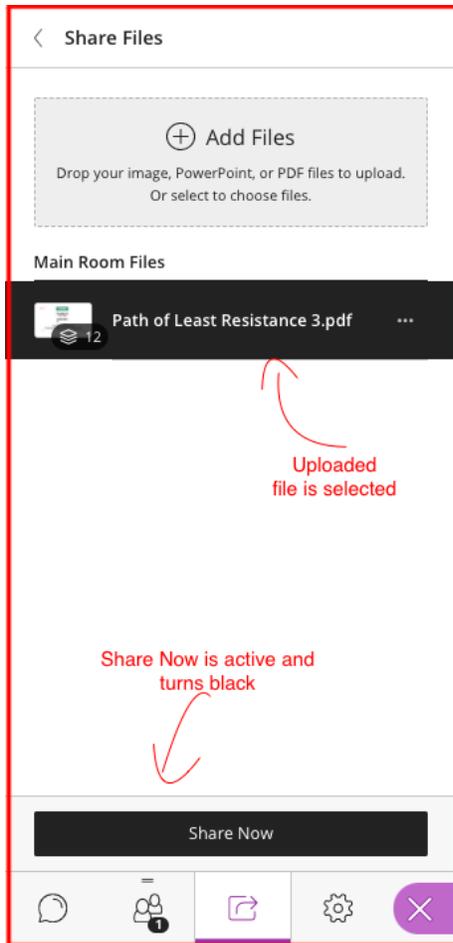
Once the file is uploaded, it will be listed in the “Main Room Files” area (below the drag and drop box).

To select a file, click on it. This will highlight it in BLACK. The light grey “Share Now” button will also show in Black when a slideshow/file is selected.

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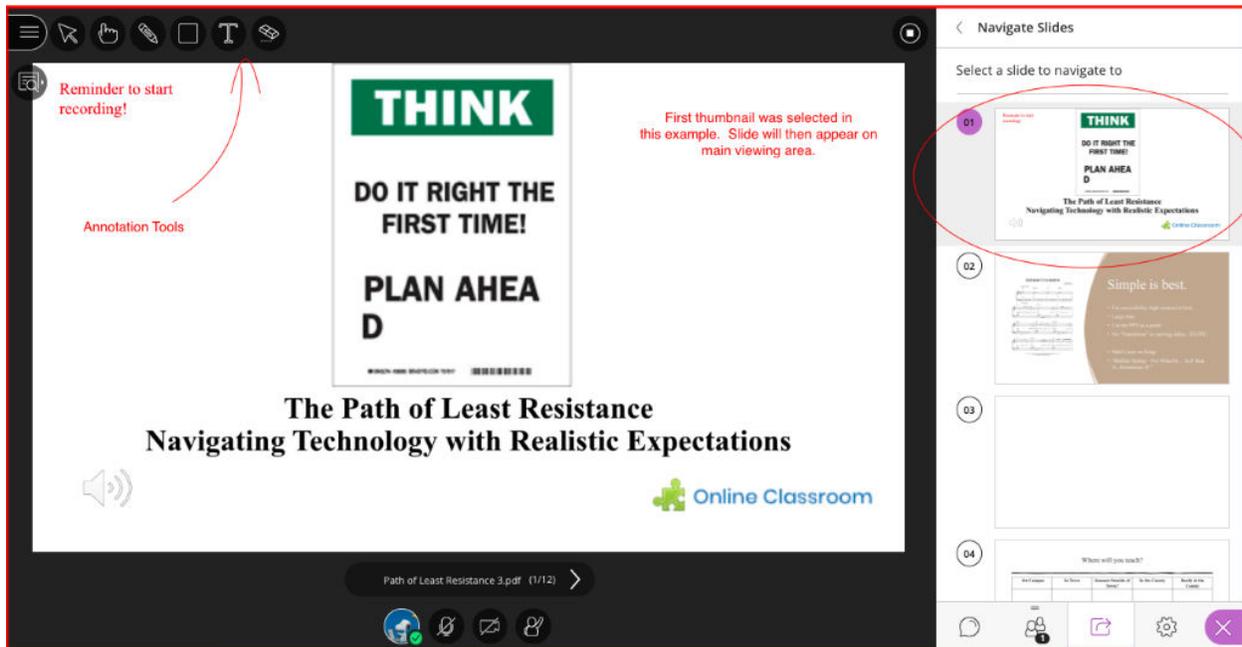


Click "Share Now" and thumbnails for all slides will appear. Choose a thumbnail to begin from that slide (see image below).

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For more information on Sharing Content, please refer to these links.

https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Share_Content

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