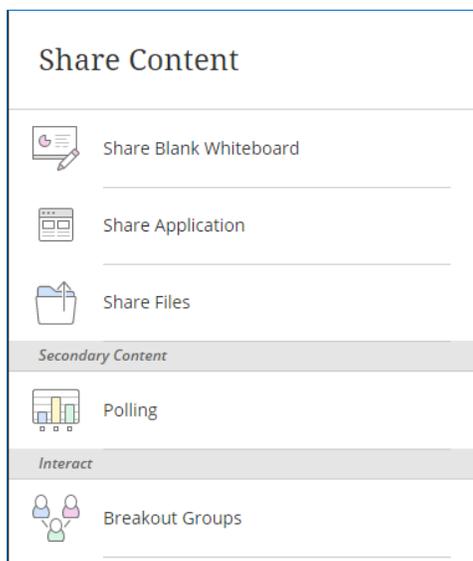


Collaborate Ultra: Sharing Content

The Share Content pane on the Collaborate Panel provides five links, three of which are actually for sharing content: Whiteboard, Applications, and Files. There is also a link to start a poll and obtain feedback from users, and another to divide the users into Breakout Groups.



Basics of Sharing Content

When a Moderator or Presenter shares content, there are several useful interface elements that they and other users should get to know.

Switching between Shared Content and Participant Views

When a Moderator or Presenter shares a Whiteboard, Application, or File, users may click the thumbnail window in the bottom-right corner to switch between the shared content and the Moderator, Presenter, current speaker, or other user.



The View Controls Toolbar

Users may adjust the size of the content displayed on their own computers via the Zoom Toolbar that appears in the top-left corner. This does not affect any other user's view, even if the Moderator or Presenter changes the size. The toolbar appears when you click the **Show View Controls** icon, which then toggles to **Hide View Controls**.

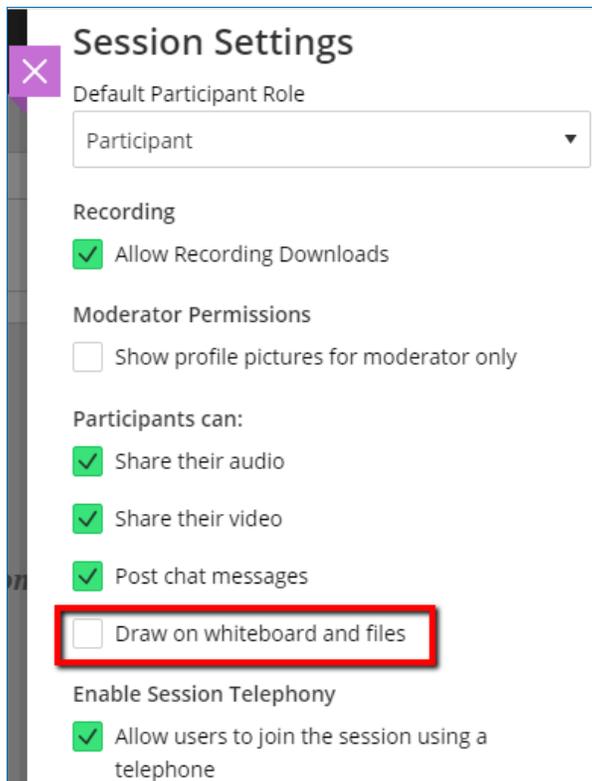


The **Best Fit** icon makes the content fit within the available space for the resolution and aspect ratio of the monitor. Users may also double-click on the content to toggle between **Best Fit** and **Actual Size**. The range of magnification runs from 100% (Actual Size) to 200%.

Another method of zooming in and out involves the scroll wheel on a mouse. Hold down a Ctrl key, and scroll the wheel down to zoom in or up to zoom out.

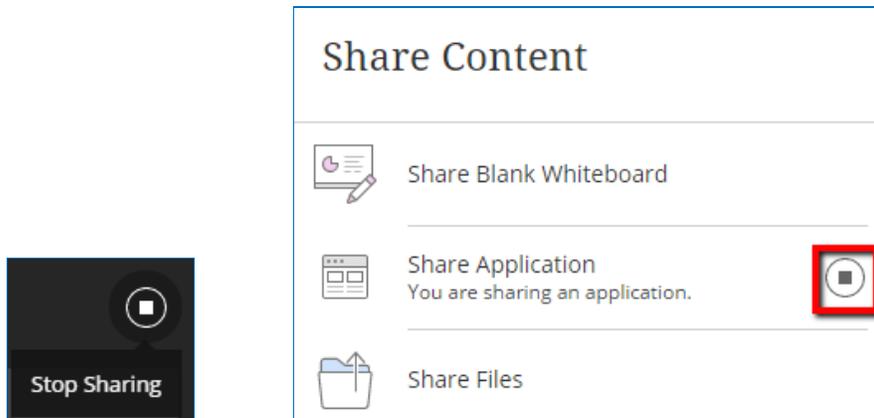
Enabling or Disabling Interactivity

Sharing of files and the Whiteboard is interactive by default. However, a Moderator may modify the Session Settings in either Blackboard Learn or Collaborate to control whether Participant users may use the drawing tools to mark on shared files or the Whiteboard.



The Stop Sharing Icon

The Moderator may close the Share Content pane by clicking the **Stop Sharing** icon that appears in the top-right area, or the one on the Share Content pane next to the option currently shared.



Navigating Back to Share Content

Several of the sharing panes have a Back icon that allows the user to revert to the Shared Content pane.



Share Blank Whiteboard

The **Share Blank Whiteboard** link changes the image in the content portion of the screen to a virtual whiteboard, on which all Moderators, Presenters, and Participants (if settings permit) may draw images or type messages. A toolbar at the top-left provides six buttons near the Session Menu icon:



- **Select** allows a user to select an object in order to move, resize, rotate, or delete it. Drag objects by the selection frame to move them; drag any corner of the selection frame to resize the object; drag the rotation handle to rotate the object; press the Delete or Backspace key to delete selected objects.

- **Pointer** changes the mouse pointer to a hand with a pointing index finger to point at objects on the screen.
- **Pencil** allows users to draw freehand lines and curves. Clicking this button reveals the **Colors** button, which provides a menu of nine different colors for the drawing.
- **Shape** produces a menu from which users may select **Rectangle, Ellipse,** or (straight) **Line**. This button also reveals the **Colors** button to choose a color for the outline of the shape; there is no option for fill color. As with PowerPoint, you may hold down the Shift key to constrain to rectangle to a perfect square or an ellipse to a perfect circle. With the Rectangle tool, the shape begins by dragging from one of the corners; however, with the Ellipse tool, wherever you begin dragging the mouse is the center of the shape.
- **Text** allows users to type text in an opaque box wherever they click on the whiteboard. This tool also displays the **Colors** button to type text in different colors. The click-point serves as the middle of a line, and text extends symmetrically to the left and right. Word-wrap is not available. While typing, press the Escape key to undo what you have typed so far; press the Enter or Return key to finish typing. You cannot edit what you have typed afterward.
- **Clear** deletes everything on the whiteboard and does not ask for confirmation; use this button with caution. Only Moderators may clear the entire board, but Participants can select and erase their own markings.

There are also two contextual commands available by right-clicking anywhere on the whiteboard:

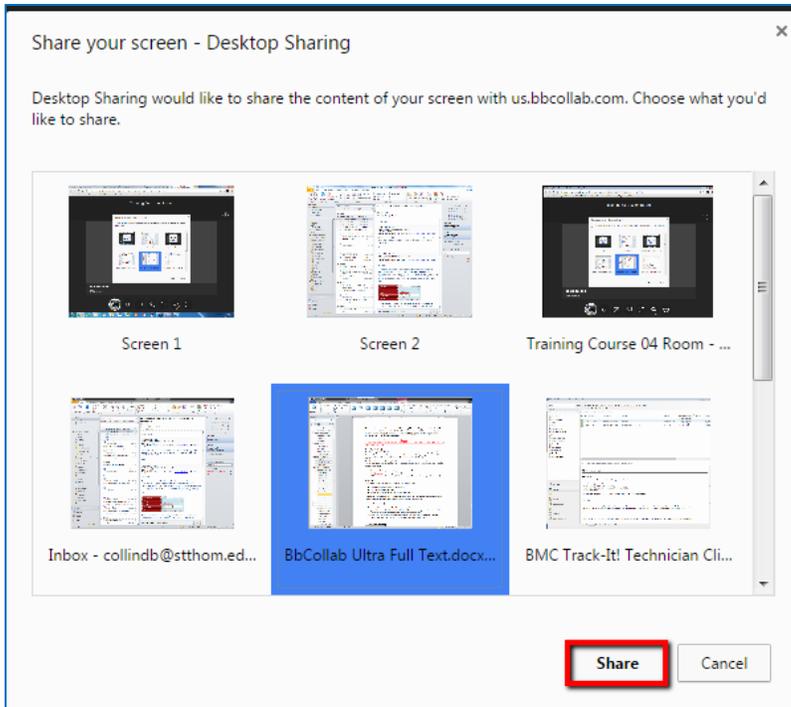
- **Save image as** lets you save the entire whiteboard with content as a PNG file.



- **Copy image** lets you copy the content to the Clipboard and paste it into a graphics management program such as MS Office Picture Manager.

Share Application

The **Share Application** link allows a Moderator or Presenter to choose from among currently open applications to share with other attendees. It will display a window with thumbnails of all open applications; select the appropriate thumbnail, and click the **Share** button to share that application.



IMPORTANT FACTS TO REMEMBER ABOUT APPLICATION SHARING:

- Moderators and Presenters using Google Chrome should download and install the special extension before beginning a conference featuring application sharing. Fortunately, if the extension must be installed during a session, it should not take very long over a fast connection.
- Sharing an embedded video, such as a YouTube clip displayed in a browser, does not broadcast the audio component to other attendees. They will see the video, but they will not hear it.
- The sharer can control the relative size of the window and any content in it. The window does not scale well, so making text and graphics appear larger may also make them appear blurry.
 - Double-click the application image to zoom in or out.
 - Use Ctrl+scroll wheel to adjust the size
- The Moderator or Presenter should interact with the actual application window, not the application image in Collaborate.

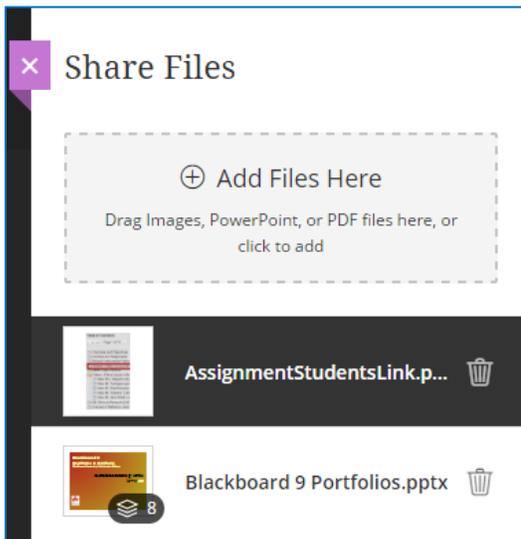
Share Files

This feature allows you to add multiple files and switch between them to share one file at a time. Unless you delete them from the list, these files will remain available the next time the room or session is opened. If you do not wish for a shared file to appear at the beginning of the next conference, click the **Stop Sharing** icon at the top-right.

A Moderator or Presenter may share the following types of files, 60 megabytes or less in size:

- PowerPoint presentations (.ppt, .pptx *only*)
- Portable Document Format (.pdf)

- Compressed image files (.gif, .jpg/.jpeg, and .png *only*)



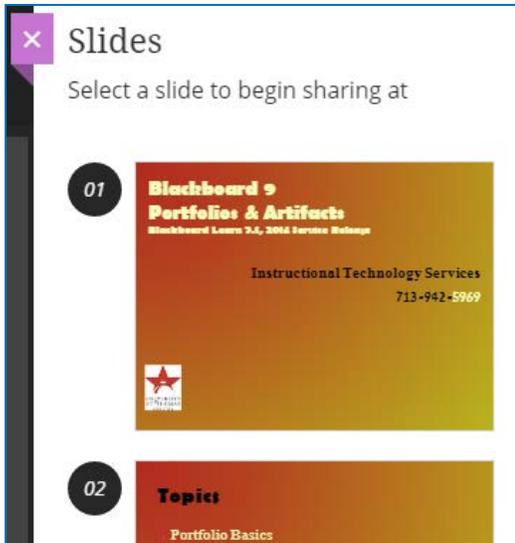
The Share Files feature allows a Moderator to upload one or more files that persist within the conference room—i.e., they remain available for the next session, unless the Moderator deletes them. Also, files shared in recurring sessions persist in each individual occurrence; files deleted in one occurrence become unavailable in all occurrences.

On the Share Files pane, click the **Add Files Here** box, and browse the file system for the appropriate file. You can also drag files from Windows Explorer or Macintosh Finder directly onto the box. It may take a few seconds for the file to finish loading. PowerPoint files will display the number of slides.

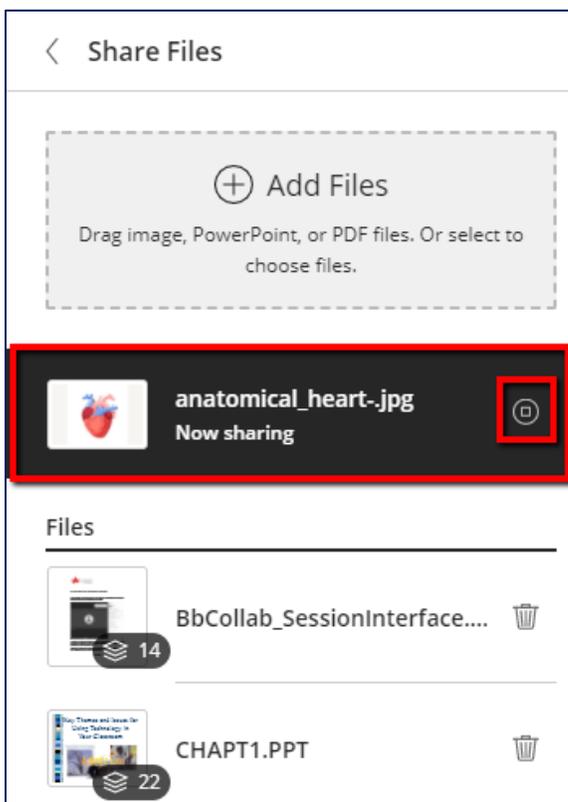
Add as many files as you need, click to select one of them, and click the **Share Now** button at the bottom of the pane. Clicking a listed file a second time deselects it.



If you are sharing a PowerPoint presentation, the Share Files pane gives way to a Slides pane. Similarly, pages of a shared PDF will appear as thumbnails. Click the thumbnail for the slide or page with which you would like to begin. Attendees will then see the selected slide or page.



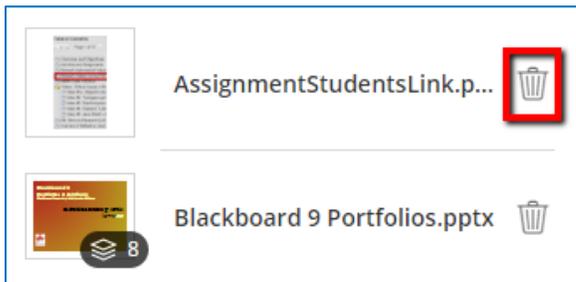
The Share Files pane displays the file currently shared above the list of available files. That makes it easier for a Moderator to see at a glance which file is currently shared and click the **Stop Sharing** icon if necessary.



To share a different file:

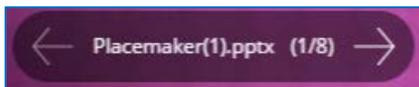
1. Click the Share Content icon (+), and select **Share Files**.
2. Select a different file on the Share Files pane, and click **Share Now**.

To remove a file from the list of shared files, click the trash can icon for that file. Collaborate does not ask you to confirm your intention; the file disappears from the list immediately.



IMPORTANT FACTS TO REMEMBER ABOUT APPLICATION SHARING:

- If you need to share a file that is larger than 60 MB, use the Share Application feature instead.
- When a Moderator clicks the **Stop Sharing** button during a PowerPoint presentation, re-sharing the presentation starts the file back at the first slide. In order to start a presentation in the middle, a best practice is to divide the presentation into two or more files and share them in sequence.
- Only basic presentation-type files are sharable in Collaborate, *not* PowerPoint Shows (.pps, .ppsx); templates (.pot, .potx); or macro-enabled presentations (.pptm).
- If you prefer to keep the Collaborate Panel hidden while sharing a presentation, Collaborate Ultra provides navigation arrows to advance to the next or previous slide in a presentation, next or previous page in a PDF. Windows users can press the Alt+Page Down or Alt+Page Up keyboard shortcut to move to the previous or next slide, respectively. Macintosh users can substitute Option for Alt.



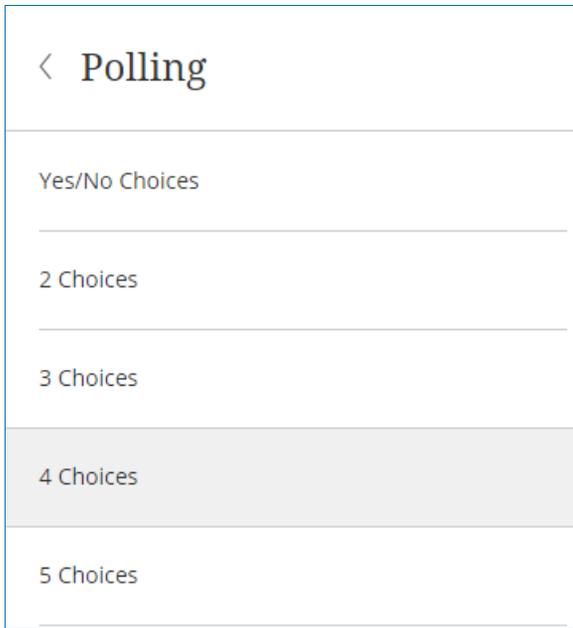
Polling

The Polling feature allows a Moderator to create yes/no or multiple-choice questions for Participants or other attendees to answer. It also tracks the responses in real time. (**NOTE:** *Only Moderators may launch and manage polls.*)

The multiple choices that Participants can select are currently limited to numbers, rather than text options. A Moderator may post a question and its answer choices (up to five) on a slide of a shared PowerPoint presentation, or on the whiteboard, then show a polling window for Participants to indicate their answers.

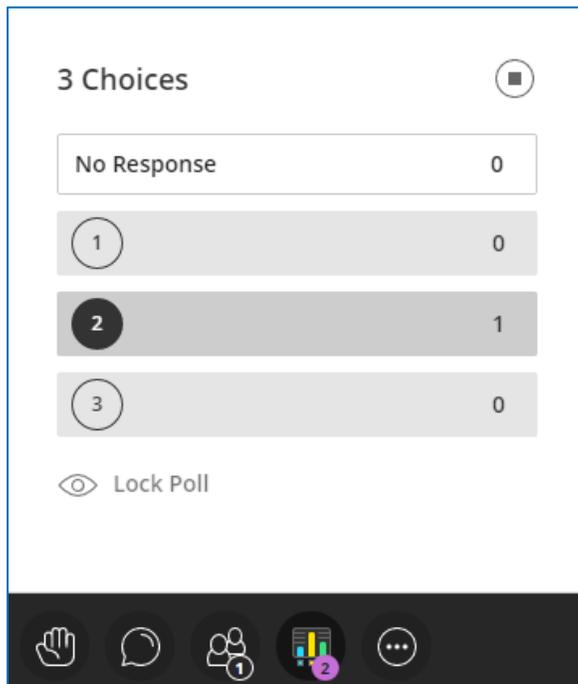
Eventually, the results of the polls may be stored in the session information in Blackboard Learn. For now, however, they are strictly ephemeral.

To give Participants a poll question, start by opening the Share Content pane and selecting **Polling** in the Secondary Content portion of the pane.



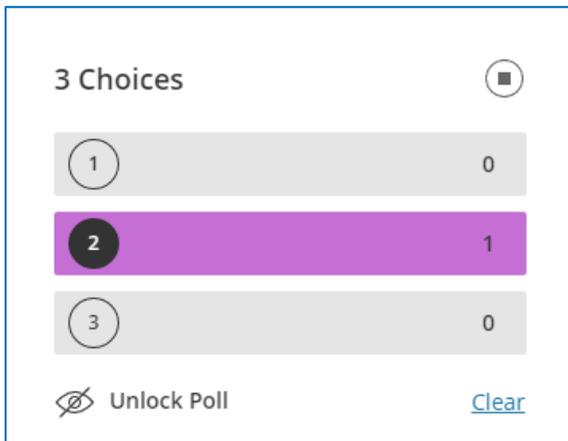
The Share Content pane now becomes the Polling pane. Click the appropriate link: Yes/No, 2, 3, 4, or 5 Choices. Then click the **Start** button at the bottom of the pane.

The **Start** button will hide the Polling pane, display the poll window, and add a **View Poll** icon to the Interaction Bar. During a poll, this icon shows each user the number of the choice that he or she has selected.



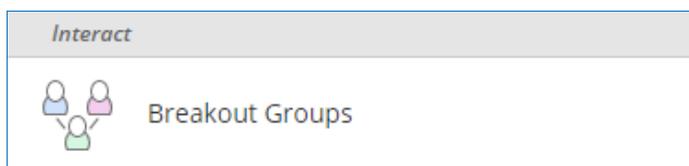
The Poll window allows all users, including Moderators and Presenters, to click an icon and indicate their choices. They may also click a different icon if they wish to change their answers. Any user may hide or show the Poll window by clicking the **View Poll** icon.

Moderators also get a **Lock Poll** icon to click when all answers are in and time is up, as well as an **End Polling** icon at the top-right to close the window. Clicking **Lock Poll** toggles the icon to **Unlock Poll** and adds a **Clear** link at the bottom-right. Clicking **Clear** allows a Moderator to erase all answers and start a new question (or ask the same question again, perhaps with clarifications).



Breakout Groups

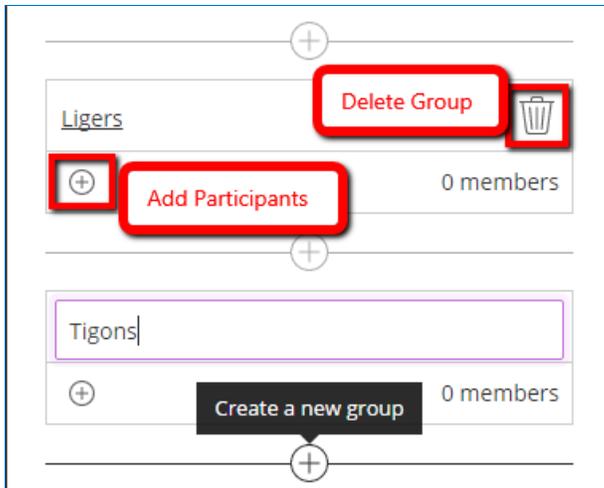
To divide a large group of attendees into smaller subgroups, start by clicking the **Breakout Groups** link in the Interact section of the Share Content pane. Within these subgroups, users granted temporary Presenter privileges may share files, applications, or the Whiteboard. (**NOTE:** *this feature is turned off when a conference has more than 250 attendees.*)



A Moderator (but *not* a Presenter) can create and populate these groups before or during a session, change room assignments, travel between groups, return to the Main Room, or end the breakout mini-sessions. However, no users, including Moderators, can be in more than one group at any given time.

Clicking the **Breakout Groups** link opens the Breakout Groups pane on the Collaborate Panel.

Collaborate Ultra creates two groups by default; a Moderator may click the **Add Group** icons  to create additional groups, or the trash can icon  for any group to delete it. When deleting a group, Collaborate allows you to confirm your intention or cancel the action; it also allows deletion of all current Breakout Groups.



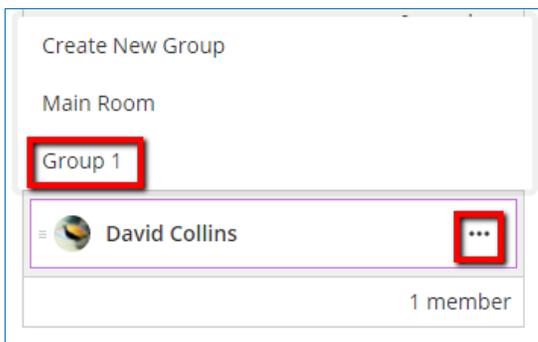
A Moderator may also click on the names of the groups (defaulted to Group 1, Group 2, etc.) to edit their names. Type in the new name, and press Enter (Return on a Macintosh).

To populate groups, first select either **Random Assignment** or **Custom Assignment** from the **Assign Groups** drop-down list. Random Assignment, which appears only if the session has at least four attendees, automatically allocates members to the groups, placing approximately equal numbers in each; you may change the group assignments thereafter. Custom Assignment allows you to decide the group for each user, either via the **Details** menu icon for each user or the **Add Participants** icon for each group.

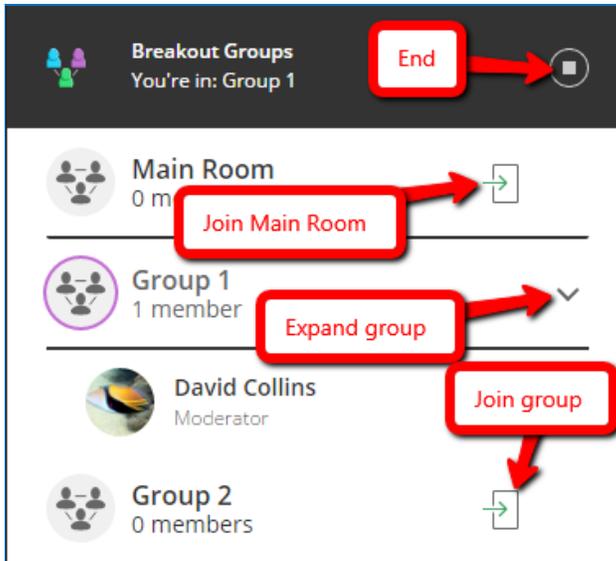
A checkbox near the top of the pane determines whether non-Moderator users may switch from one group to another. A Moderator may also click on the names of the groups (defaulted to Group 1, Group 2, etc.) to edit the names.

When you have members appropriately placed in groups, click the **Start** button at the bottom of the pane. All users will instantly leave the Main Room and be placed in one of the breakout sessions. It may take a few seconds for video and audio sharing to move with them.

If, during a breakout session, you wish to move a user into a different group, you can click the user's **Details** icon and select the correct group from the menu. The user is not moved until you click the **Update** button at the bottom. You can also move users back into the Main Room in order to converse with them there.



Clicking the **Start** button for Breakout Groups opens a modified Attendees pane on the Collaborate Panel. On the Attendees pane, each user assigned to a Breakout Group will see a list of the other members of that group. Moderators can view the membership in each Breakout Group on this pane, click a **Join** icon to switch rooms, or click the **End Breakout Groups** icon to bring all users back to the Main Room.



On the Chat pane, the **Chat With** drop-down offers a choice of Everyone, Moderators, or the members of the current group.

