


Using the Presenter Role in Collaborate Ultra


Overview

This tutorial will explain how to upload, share, edit, stop sharing content, and manage raised hands notifications as a **Presenter** in Collaborate Ultra. Your instructor must grant you the Presenter role in Collaborate Ultra in order to share documents or your screen.

Step 1

Open the Collaborate panel by going to the lower right-hand corner of the screen and clicking on the  purple button with the double arrowhead in it.

Step 2

At the bottom of the Collaborate panel, select the Share Content button  to start sharing and collaborating with your participants. You can [Share Application](#), [Share Files](#) (GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB or lower), or [Share Whiteboard](#). Each of these options is explained in detailed below.


Step 3

Participants can raise their hands any time during your session. They do this to get your attention or ask a question. You can choose to call on them now or close the notification and call on them later.

An image of a hand appears beside participants with their hand raised



. Those participants are also brought to the top of their role list in the Participants panel so they aren't forgotten and are easily found.


You can lower hands from the Participants panel . Point to the participant with their hand raised and select the Moderator control button. Select Lower hand.

Share Application

Step 1

Open the application that you would like to share, then minimize the window for that application.

Step 2

In your Collaborate Window, select the Share Content button , then choose Share Application.

Step 3

You may share your desktop or a software application window that you currently have open. Whenever you move through the application or desktop, your students automatically follow along.



You may also use Share Application to display a PowerPoint presentation that contains animations. Make sure your presentation is in Slide Show or Present mode before sharing it as an application.

Share Files

Step 1

In your Collaborate Window, select the Share Content button , then select Share Files.


Step 2

Click Add Files Here or drag a file into the box to upload it. Upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB or lower to your session.

Step 3

Select Share Now when you're ready for participants to see the file.

Step 4

A slide navigator panel opens  showing you all of your slides. Select a slide to start sharing it. Select the presentation name to open the slide navigator panel again at any time.



If you are recording your session, allow 8 seconds for the recording to include your shared file before moving on.

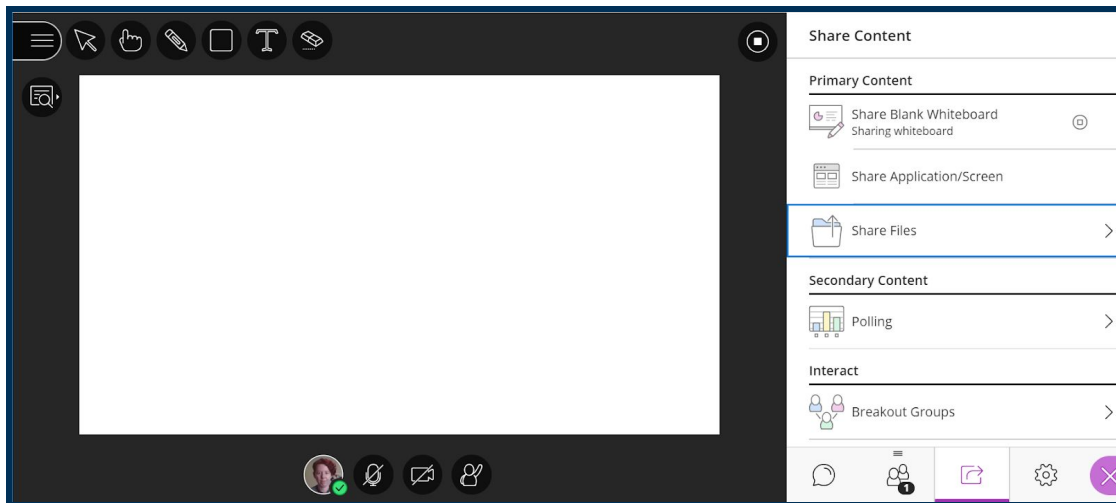
Share Whiteboard

Step 1



In your Collaborate Window, select the Share Content button , then select Share Blank Whiteboard.













Step 2

A blank whiteboard will display where you can write or draw, add shapes, type, and use the pointer. The moderator controls whether participants can use the whiteboard and tools along with you during a session. This is controlled from the Collaborate panel > My Settings > Session Settings.



Content Editing Tools

Icon	Tool	Description
	Select	➤ Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
	Pointer	➤ Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.

 	Pencil	<ul style="list-style-type: none"> > Use the pencil to draw free hand on the slide.
 	Shapes	<ul style="list-style-type: none"> > Use the Shapes icon to draw a rectangle, ellipse, or a straight line. Your choice.
 	Text	<ul style="list-style-type: none"> > Type text on the slide with the "T".
 	Clear	<ul style="list-style-type: none"> > Use the eraser to undo everything.
	View	<ul style="list-style-type: none"> > Show or hide your zoom, fit, and size controls.
	View Controls (opened)	<ul style="list-style-type: none"> > Zoom in, Zoom out, Best Fit, Actual size Best fit takes advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
	Slide Navigation Controls	<ul style="list-style-type: none"> > Move to the previous our next slide. With your keyboard, press Alt + Page Down to move back a slide and Alt + Page Up to move forward a slide. On a Mac, press Alt + Fn + Down Arrow or Alt + Fn + Up Arrow. Select the slide name to view all slides.
	Stop	<ul style="list-style-type: none"> > Stop sharing content.