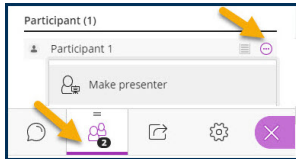# Share your Screen using Blackboard Collaborate Ultra
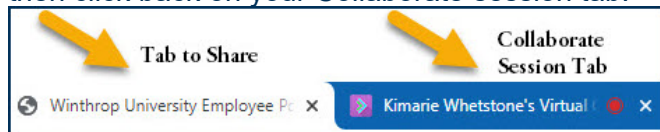
Step 1

Moderator Only: From the Attendees list, click on the attendee controls button to the far right of the participant's name, then select Make Presenter.

Step 2

Open the application or web page that you would like to share in a new tab in your browser, then click back on your Collaborate session tab.
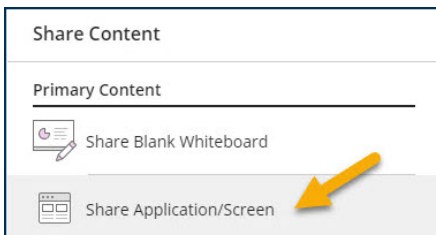

Step 3

Open the Collaborate panel by going to the lower, right corner of the screen and clicking on the purple tab with the double arrowhead on it.

Step 4

At the bottom of the Collaborate panel, click the Share Content button . Then, click Share Application/Screen.

Step 5

On the *Your Entire Screen* tab, click on the window that you would like to share, so that it is highlighted with a blue border. Then, click the Share button.

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