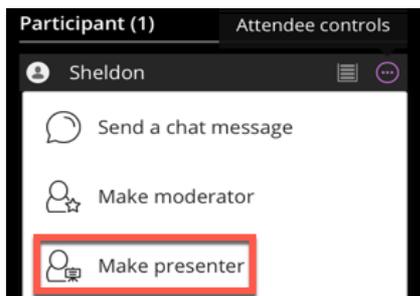# ual:

Presenting in Collaborate ULTRA

Presenting in Collaborate ULTRA

To present in Collaborate, first click on the link from your Moodle site. Make sure you are using Chrome for a better experience.

If the teacher wants you to present they will change your role from Participant to Presenter.


Once you are a Presenter you can share a whiteboard, share files and share your screen (not available on mobile phones).

Before the session

- Make sure you have all the content ready to share, so that you don't have to search for it in PDF or image format
- If you are using a mobile phone make sure you take photos of anything you want to share before the session starts

Open the Share panel
1. Open the **Collaborate panel** by clicking on the purple tab pictured
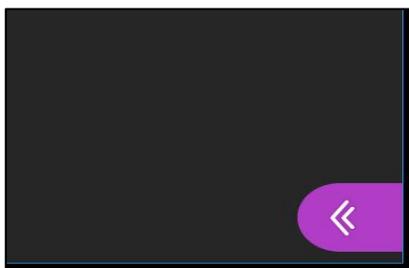
2. Select the share options by clicking on the arrow in the box next to the people icon.
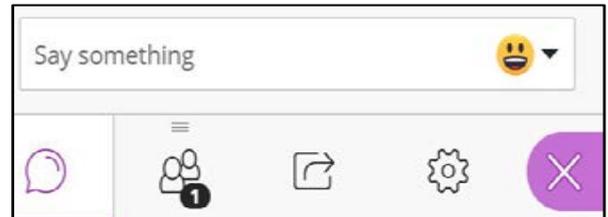
- You can now start sharing content with participants
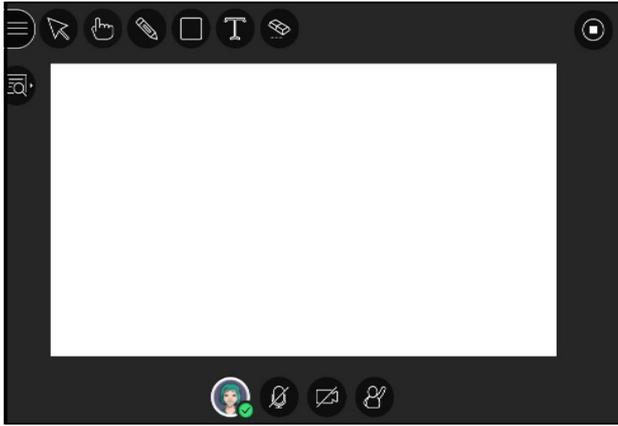

Sharing a whiteboard

Click **Share Whiteboard** to open up a whiteboard.

If you share the blank whiteboard, you can use it to make notes, by clicking on the arrow (the select tool) and then clicking on the other icons:

a) The **Hand** is the pointer, allowing you to point to things on the whiteboard
b) The **Pencil** allows you to write and draw
c) The **box** allows you to choose shapes
d) The **T** allows you to write text
e) The **Rubber** icon allows you to erase the whiteboard content
f) The **circle** is for colour.

The moderator may allow other participants to add notes to the whiteboard too.

Sharing Desktop

You may need to share your desktop in order to demonstrate something. To do this, have the window ready, and share your screen.
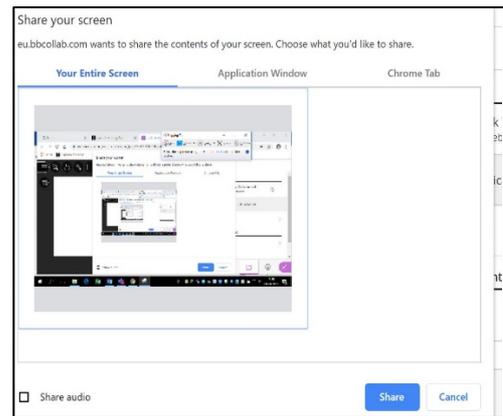
Notes:
- You cannot share your desktop on a mobile phone
- Remember that when you share your desktop or an app, it is seen by everybody in the live session and anybody who watches the recording
- Make sure to close any windows and apps that you don't want others to see before sharing your screen

1) Click the Share Application/Screen button and you will see the following image:
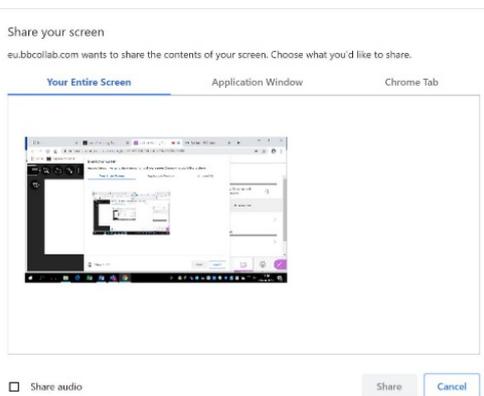
2) Choose what you want to share (your entire screen, an application window or a Chrome tab),

3) then click the Share audio checkbox if needed, and finally click the **Share** button.

Sharing Files

You can upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60mb or lower.

Notes:
- You can upload multiple files but the total size allowed is 125mb or lower for any session.

To share:
1. Choose **Share Files**
2. Click **Add Files** and choose locate it on your computer OR drag a file into the box to upload it
3. After your file uploads, click on it and then choose the **Share Now** button.