

COLLABORATE – SHARING CONTENT

| | |
|--|----------|
| What can I share via Collaborate? | 1 |
| How to Share Content via Collaborate | 1 |
| Share Application/Screen | 2 |
| Share Audio and Video Streams and Files | 4 |
| Share Files..... | 4 |
| When Using PowerPoint | 5 |
| Share Blank Whiteboard..... | 6 |
| Annotation Tools..... | 6 |
| Share Camera | 6 |
| How to Stop Sharing | 7 |

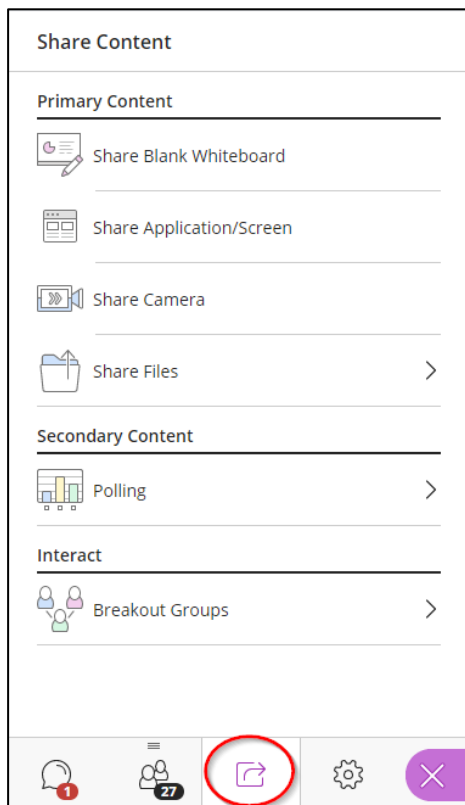
WHAT CAN I SHARE VIA COLLABORATE?

The suite of content sharing tools available in Collaborate, include:

- Share Blank Whiteboard
- Share Application / Screen
- Share Camera
- Share Files

HOW TO SHARE CONTENT VIA COLLABORATE

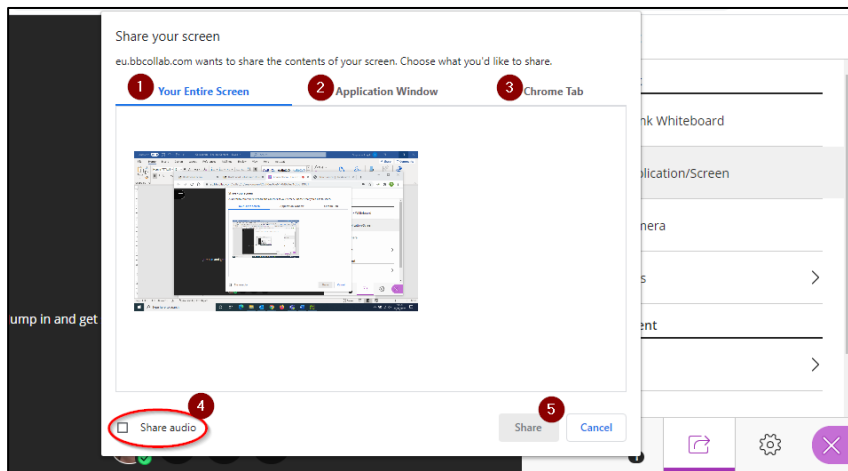
As a **moderator or presenter** (or as participant in 'Break-Out' groups) of a session, open the Collaborate panel and select the Share Content icon to view the panel.



SHARE APPLICATION/SCREEN

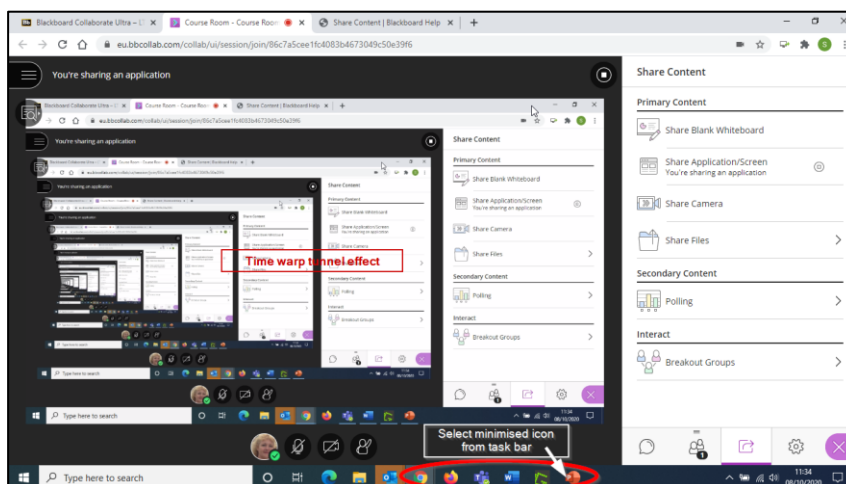
When you share your desktop or application it is seen by everybody in the live session and anybody viewing the recording later. Make sure to close any windows and applications you don't want others to see before starting to share e.g. Outlook / Teams. In addition the share Application/Screen requires good network connection for both the moderator / presenter and participants. For further details and troubleshooting network connection issues please see [Collaborate's own Network Connection Troubleshooting page](#).

From the **Share Content** panel in your Collaborate session select **Share Screen / Application**. The **Share your screen** window will open:



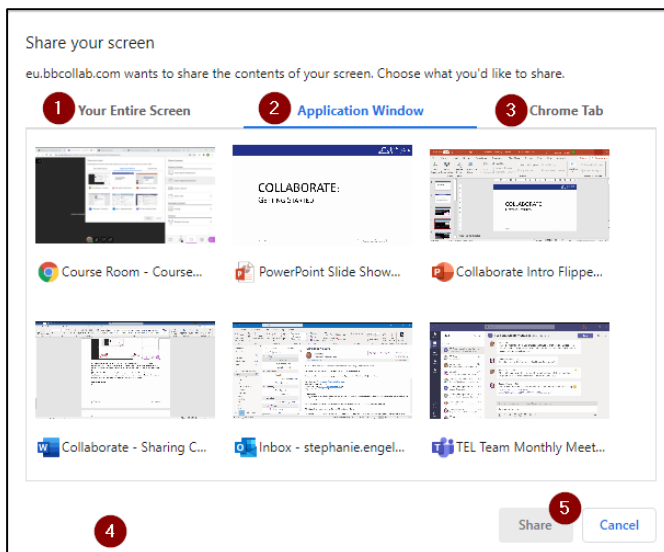
NB: If you are working with a single monitor, you will not be able to see the Collaborate session when sharing your entire screen. Prepare what it is you want to share before entering the session and simply minimise it to your task bar, or have it open in a separate browser tab.

[1] Your Entire Screen – selecting this and then clicking on **Share [5]** will (on a single monitor) cause a “time-warp tunnel” effect:



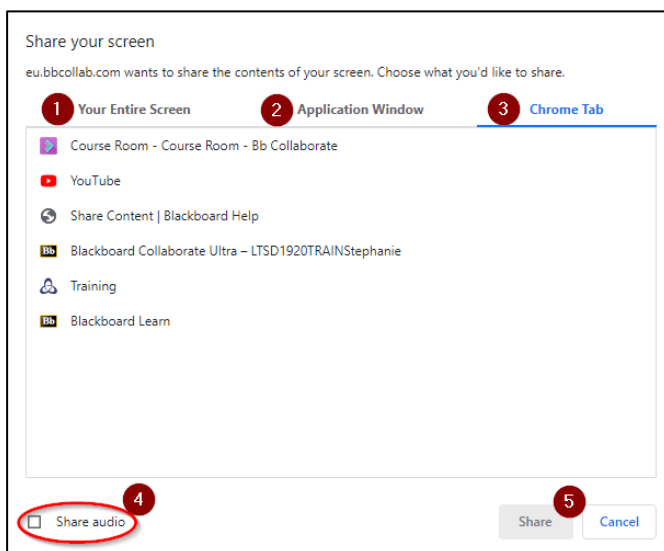
Simply click on the minimised task bar icon to open it or minimise your browser window and then navigate to the item you wish to show. If you are going to share anything containing audio and or video please see **Share Audio and Video Streams** section.

[2] Application Window – selecting this will give you a thumbnail view of each of the applications you currently have open on your PC e.g. a word document, PowerPoint or other programme. If you wish to share a PowerPoint make sure your presentation is set up and running before selecting **Share Application**. Select which you wish to share and then click on **Share [5]**.



NB: The share Application Window does not offer the **Share Audio [4]**.

[3] Chrome Tab –selecting this will give you a list view of all the Chrome tabs you currently have open. Select which you wish to share and then click on **Share [5]**. If you are going to share anything containing audio and or video please see **Share Audio and Video Streams** section.



NB: When navigating your Chrome tabs be careful not to close the tab that has the current Collaborate session running, or you will be lose connection to your virtual room!

SHARE AUDIO AND VIDEO STREAMS AND FILES

Share video from sites like YouTube, or open video and audio files you have on your desktop in a new **Chrome** tab to share them. From the **Share Content** panel in your Collaborate session select **Share Application/ Screen**. Then select the **Chrome Tab [3]** option.

NB: If you are on Windows, you can also select **Entire Screen [1]**.

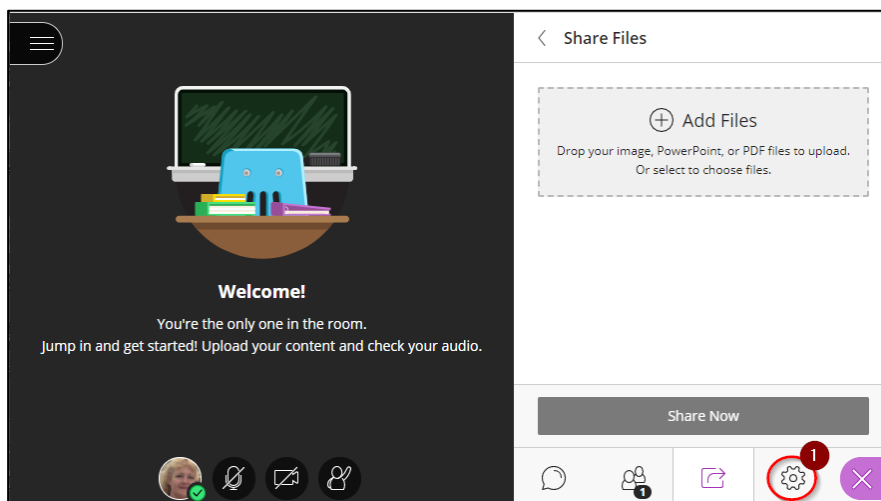
Ensure you select the **Share audio [4]** check box. Choose the tab you want to share from the list, then select **Share [5]**.

NB: When sharing a video or audio via Application/Screen share, **mute** your own microphone so that the sound doesn't feed back through to the Collaborate session via the microphone.

SHARE FILES

Upload GIF, JPEG and PNG images, PDF files, or non-animated PowerPoint presentations of 60MB or lower to your session. You can upload multiple presentations, however the total size allowed is 125 MB or lower for any particular session.

From the **Share Content** panel in your Collaborate session select **Share Files**:



Select **Add Files** or drag a file into the box to upload it. Then select **Share Now**.

You can preload files for a session at the beginning of the week, or even at the start of the semester. However, you will need to enter the session and load the files you want to share. These files stay in the session until deleted by a moderator. Load them once and reuse them as often as you want.

If you cannot join a session you want to upload files to, edit the session and change the date and time to start now, then upload the files. Don't forget to change the start date and time back to the original time.

You can choose to allow participants to mark up your shared file during a session. See **Share Blank Whiteboard** section. Go to **My Settings [1]** and then select the **Session Settings** to make your choice.

WHEN USING POWERPOINT

You can upload and share PowerPoint files directly in Collaborate or share the PowerPoint via Application/Screen. Read below to decide which to use.

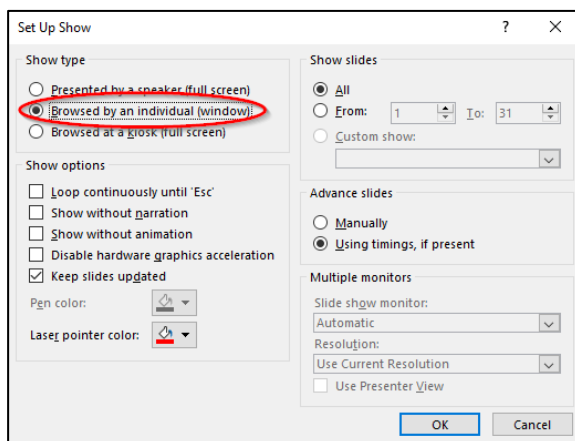
Share Files: For the best overall experience, use Share Files for non-animated PowerPoint slides.

- When uploaded each slide is optimised so all attendees can view quality slides no matter their network connection.
- With Share Files you can upload more than one presentation at any time to have ready for your session.
- Uploaded files stay in the session until deleted by a moderator. This makes it easier to return to a slide if you need to review.
- When you upload your presentation, you can use the annotation tools with your slides. See **Share Blank Whiteboard** section.
- You can also choose to allow participants to use the annotation tools during a session. See **Share Blank Whiteboard** section.
- Screen reader users can access text from PowerPoint and PDF files shared in the session. This provides an easy way to follow along as slides change. Moderators and presenters must select Share Files and upload the files to Collaborate for screen readers to access the text.

Share Application/Screen: Use Share Application/Screen, if you have animations or special symbols in your presentation or if you are presenting live in a physical space and online at the same time!

NB: Make sure your presentation is set up and running on the screen you want to share before selecting Share Application/Screen in Collaborate.

- In PowerPoint open the Slide Show menu and select **Set Up Show**.
- Select **Browsed by individual (window)** and select **OK**.



- Start your presentation.
- Resize the presentation window to the size you want.
- In your Collaborate panel select Share Application/Screen and then **Application Window** and select the PowerPoint or screen you want to share.
- Click on **Share**

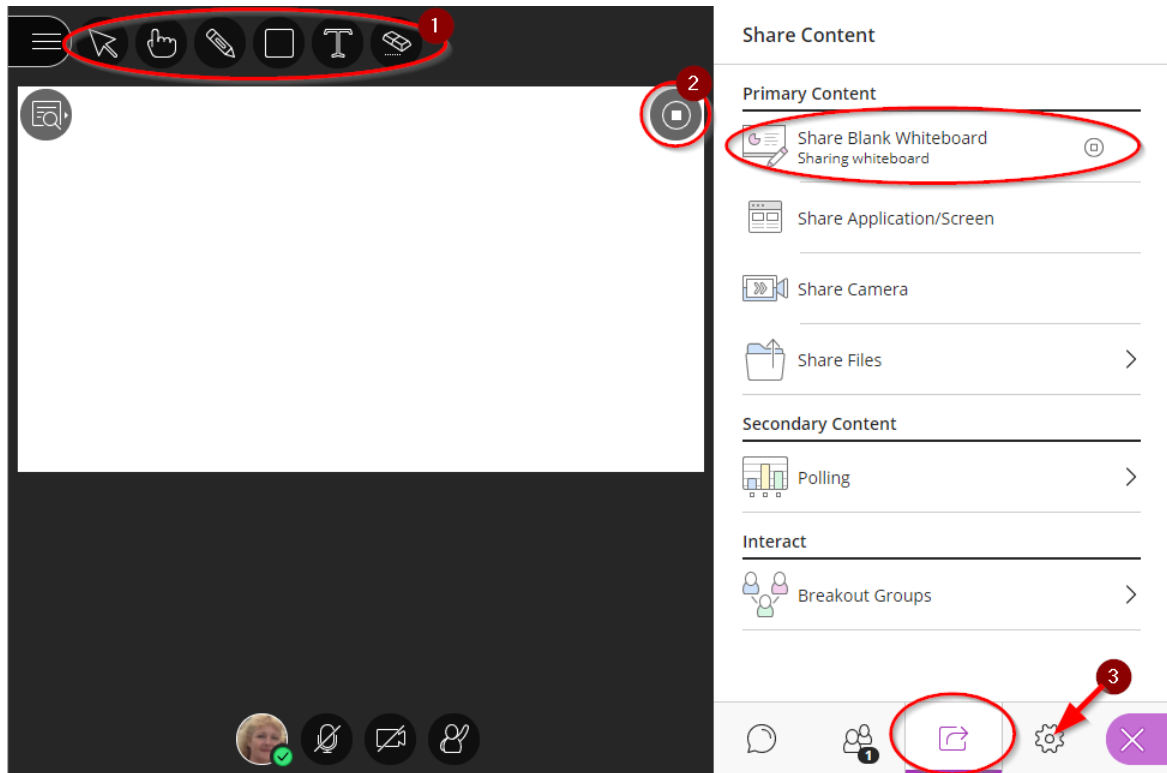
For the best experience, don't use Normal or Full screen views for your presentations. These views can make it challenging for you and your attendees to see everything. Instead, share your slides in a resizable window.

SHARE BLANK WHITEBOARD

The share Blank Whiteboard opens a blank whiteboard which you can draw or type on.

ANNOTATION TOOLS

When you share a blank whiteboard or files you are given tools [1]. These annotation tools can also be used on slides or content that you have uploaded into the Collaborate session and share with your participants, see **Share Files** section.



To stop sharing the Blank Whiteboard, select the **Stop Sharing** button [2].

You decide if participants can use the whiteboard and tools along with you during a session. Open the Collaborate panel and select **My Settings** [3]. Go to **Session Settings** and make your choice.

NB: Use your 'print screen' to save an image copy of the Whiteboard before closing or stopping the share Blank Whiteboard

SHARE CAMERA

The **Share Camera** option gives you the ability to share more than one camera. Share your video and share another camera connected to your computer. Participants can see you and anything else you want to show. You're only limited by the number of cameras and USB ports in your computer.

NB: The camera stream will appear backwards to you in the preview. This is normal. Your camera stream will appear correctly to others in the session and in recordings. The camera stream is only mirrored in the preview window.

HOW TO STOP SHARING

When you wish to stop sharing your entire screen, select the open Chrome browser from your task bar and select the tab with your open Collaborate session, then select **Stop Sharing**.

