



Blackboard

## Ultra Experience - Sharing Content in Collaborate with the Ultra Experience FAQ

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**Product:** Collaborate - Ultra Experience

**Document Type:** User Documentation

**Document Summary:**

### How do I share Content in Collaborate with the Ultra experience?

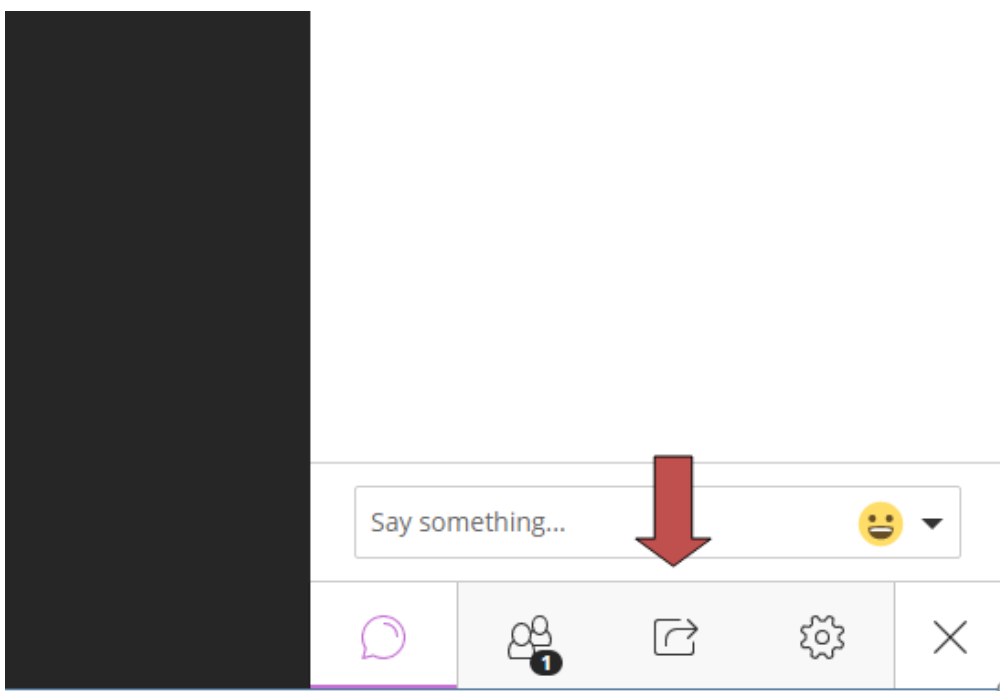
For more information on how to share files using Collaborate with the Ultra experience please review our online help documentation available on:

- [help.blackboard.com](http://help.blackboard.com)
- [Documentation on how to share content using Collaborate with the Ultra experience.](#)

### How do I share Files in Collaborate with the Ultra experience?

Upload GIF, JPEG and PNG images, PDF files, or 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.

Click this Icon in the menu. Click Share Now when you're ready for students to see the file.



# Share Content



Share Blank Whiteboard

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Share Application

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Share Files

## *Secondary Content*



Polling

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## How do I share my PowerPoint presentation in Collaborate with the Ultra experience?

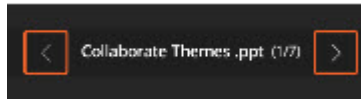
Select Share Files when using PowerPoint presentations of 60MB or lower. You can upload multiple presentations, however the total size allowed is 125 MB or lower for any particular session. This gives you and your participants the best experience.

Upload your PowerPoint and click Share Now. A slide navigator panel opens showing you all of your slides. Select a slide to start sharing it. Click the presentation name to open the slide navigator panel again at any time.

### Important Notes about using Powerpoint:

- Use Share Application, if your presentation has animations. When using Share Application to show your presentation, choose Entire Screen or make sure your presentation is in Present mode before sharing.
- Use Desktop Sharing (Share Application > Entire Screen) if you wish to display your PowerPoint Presentation in Slide Show mode.

Browse buttons appear when you share a presentation so you can navigate from slide to slide.



If you use your keyboard to navigate, use the following shortcuts.

To move to the next slide, press Alt + Page Up. On a Mac, press Alt + Fn + Up Arrow.

To move back a slide, press Alt + Page Down. On a Mac, press Alt + Fn + Down Arrow.

## How do I share an application in Collaborate with the Ultra experience?

For more information on how to share files using Collaborate with the Ultra experience please review our online help documentation available on:

- [help.blackboard.com](https://help.blackboard.com)
- [Documentation on how to share content using Collaborate with the Ultra experience.](#)

## How do I share my whiteboard in Collaborate with the Ultra experience?

For more information on how to share files using Collaborate with the Ultra experience please review our online help documentation available on:

- [help.blackboard.com](https://help.blackboard.com)
- [Documentation on how to share content using Collaborate with the Ultra experience.](#)

## How do I stop sharing?

Click *Stop Sharing* when your are done with a file, application, or whiteboard.

## Can I make my shared content bigger?

Yes, Double-click files, applications, and whiteboards that you share or others share with you to zoom in. Grab and move the content to see what you need to.

