# Guide to presenting a Webinar via BlackBoard Collaborate

Launch the session

You should have received an email with a link to the session – or you may be joining via a link on a webpage – either way, open the link in **Google Chrome.**
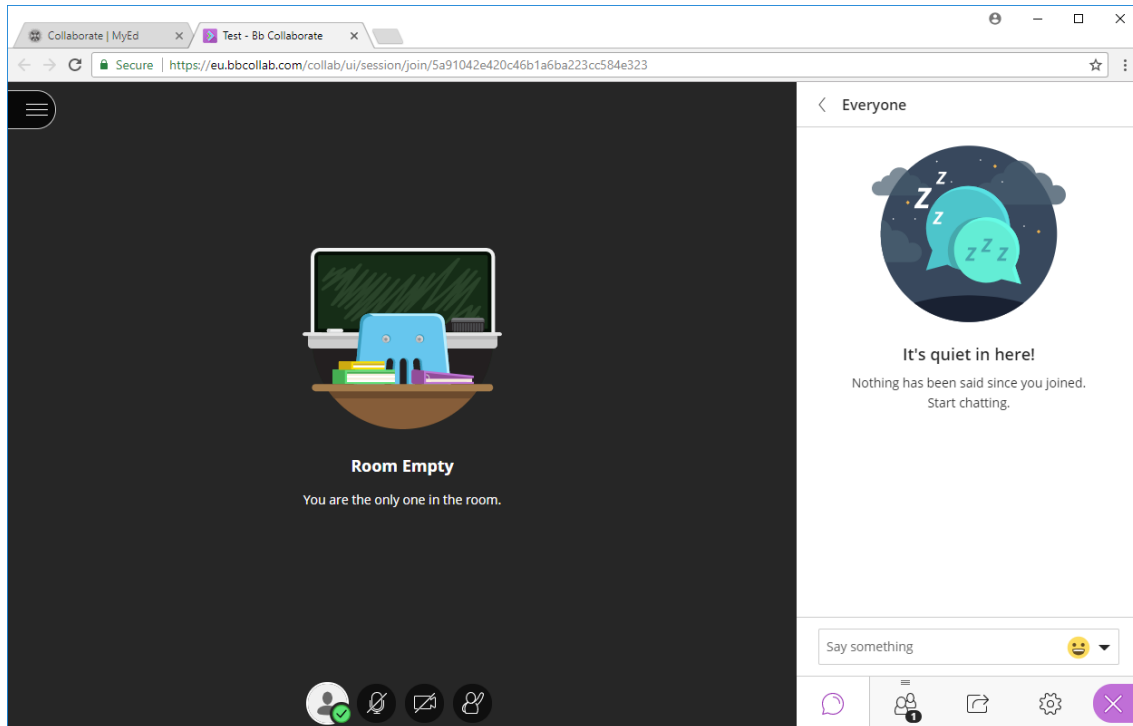
Collaborate works fine in Firefox, Internet Explorer, Edge or Safari as an attendee but you can only present using Chrome. Chromium on Linux will usually work, just about, but we have had some issues. It can be tried if there is no alternative.

You should see something like this:
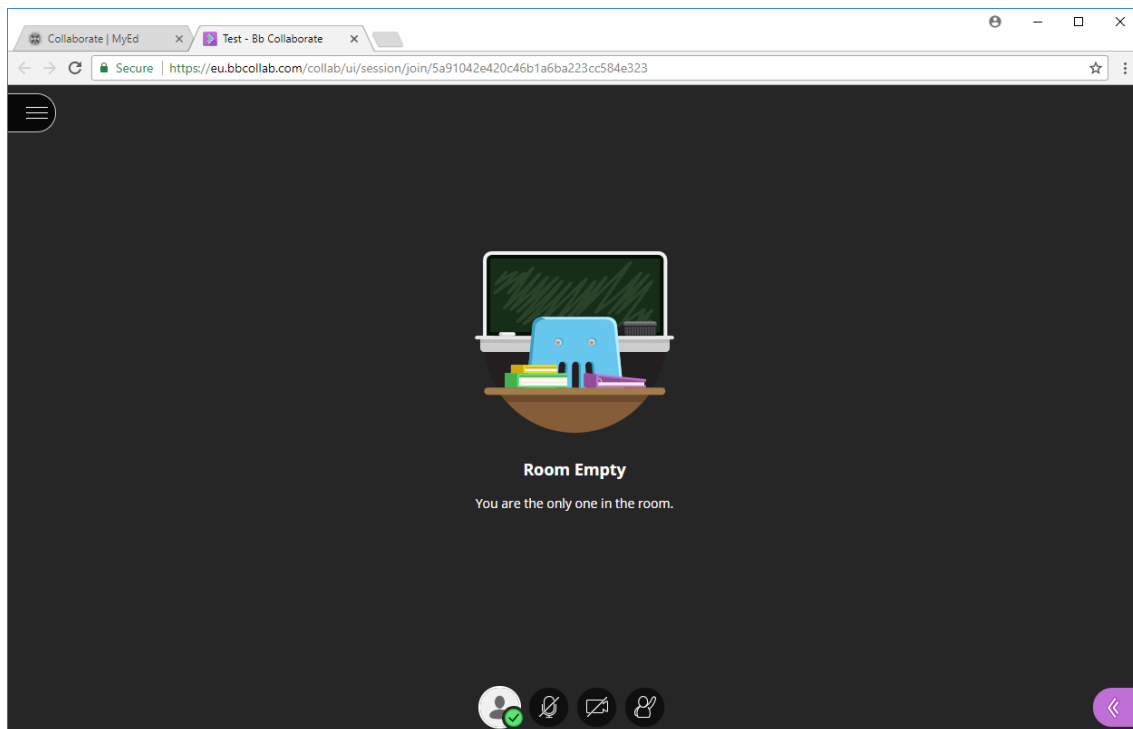
Now click on the pink arrow at the bottom right hand corner
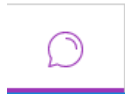
The panel will open

Control Panel Tabs

There are four control tabs.

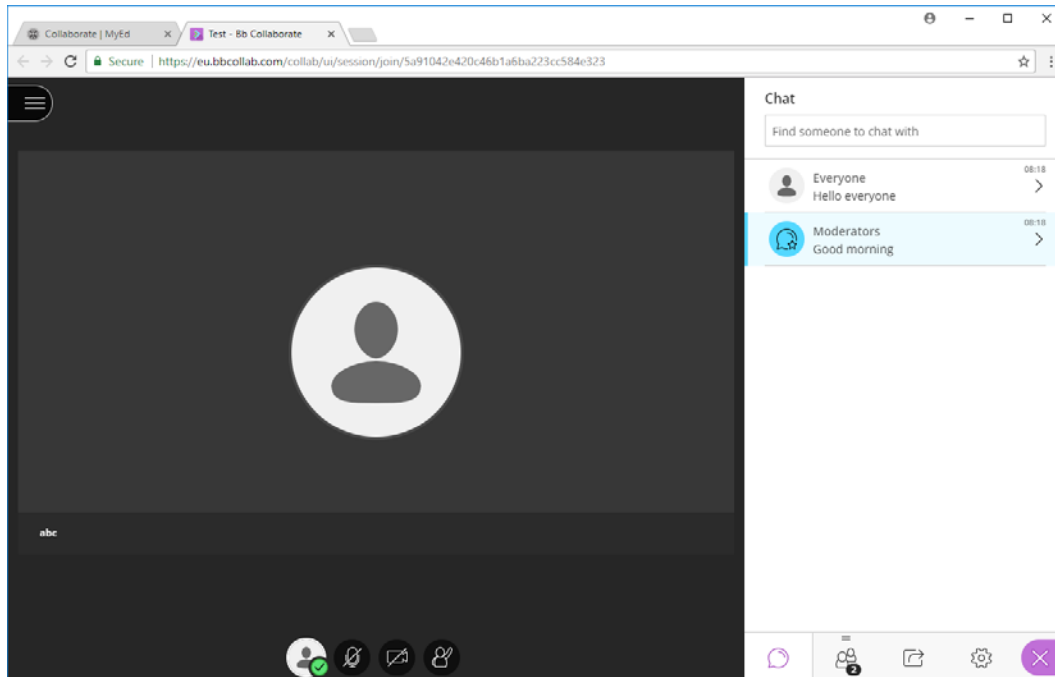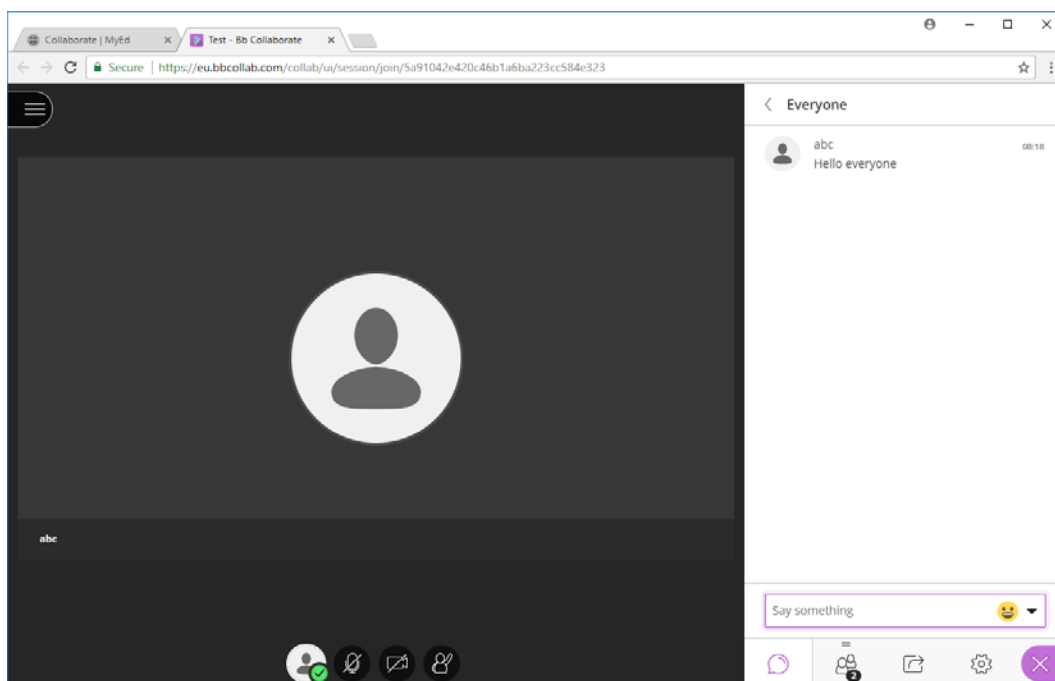Chat , Attendees , Share Content and Settings

Chat

Here you can see any messages between participants.

If you are a moderator or a presenter, you may see more than one chat thread
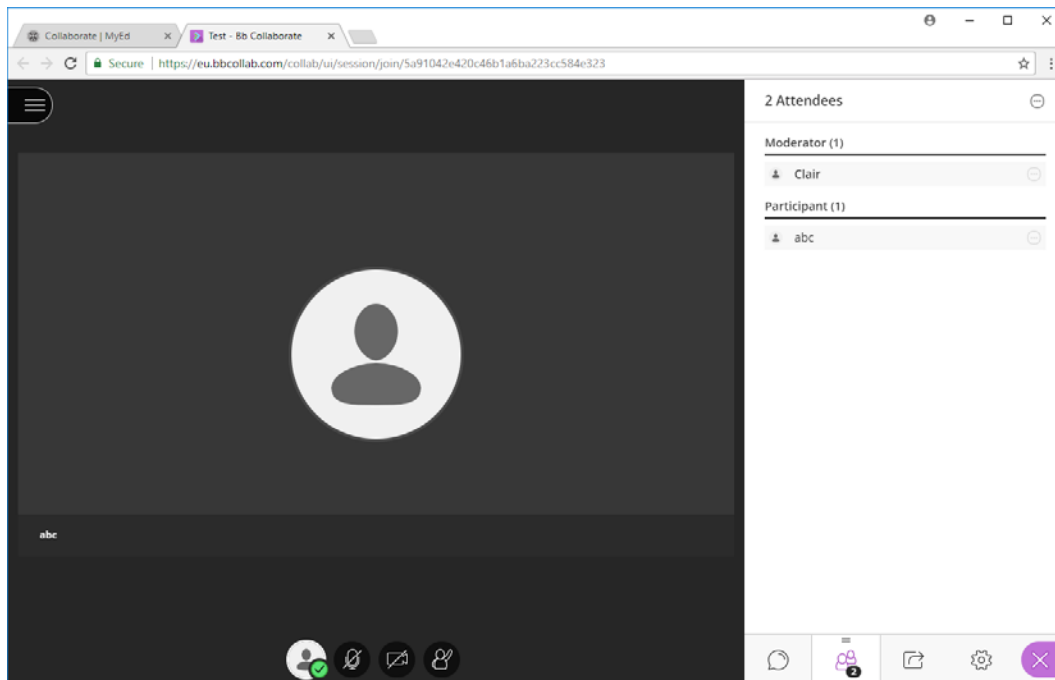

You can see all the messages in each of the chat threads by clicking on the thread

And get back to the chat menu by clicking the "< Everyone" or "< Moderators" bar at the top of the panel.

You can contribute your own comments by typing in the "Say something" box at the bottom of the panel.

Attendees

The participants tab shows you who has joined the session and whether they are a presenter or moderator.

If you have joined the session and will be presenting, but do not appear under the Presenter or Moderator list then one of the Moderators will be able to give you Presenter status.

If you are a moderator and need to give Presenter status to someone, click on the circle-with-dots-in symbol to the right of their name to bring up the menu of options and click the desired option.
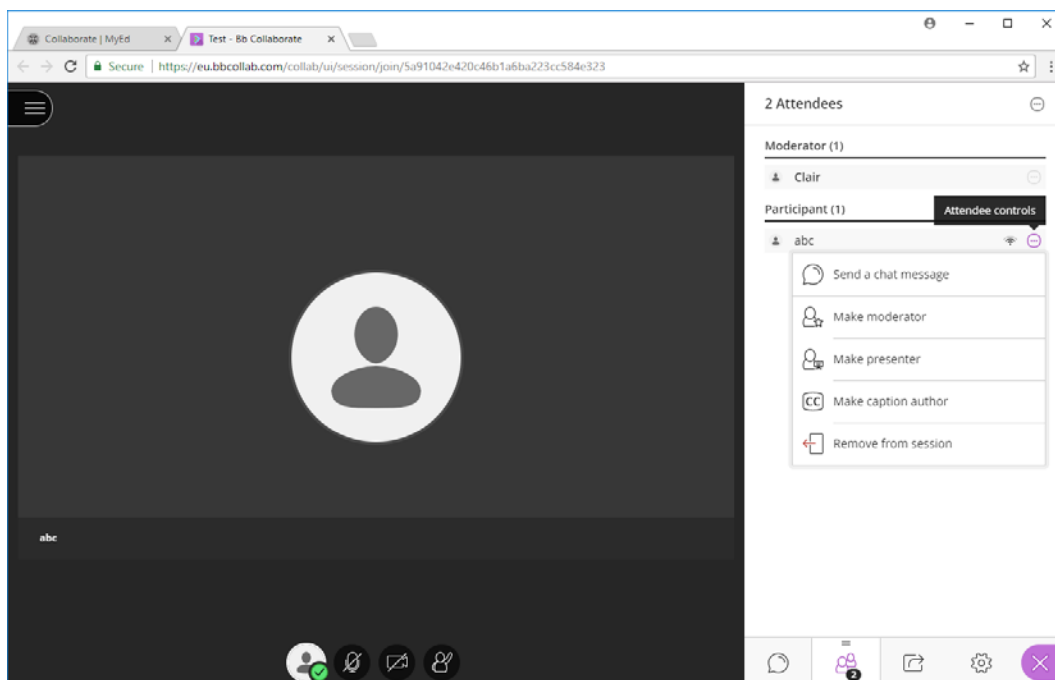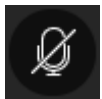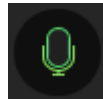
Settings
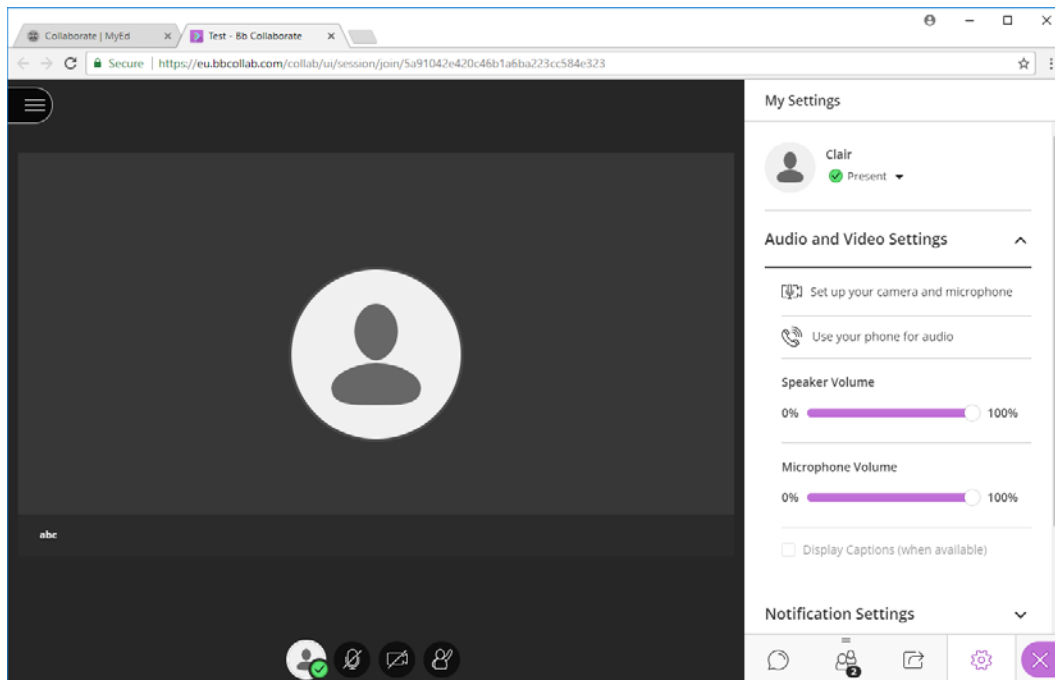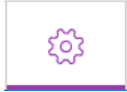
The settings tab allows you to set up your Audio and Video so that you can chat to the other participants and appear on screen. You may be asked to give Chrome permission to access these.
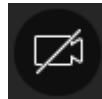
To turn on your audio and/or video click the Mic and/or Video symbols at the bottom of the main screen.
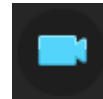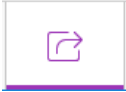
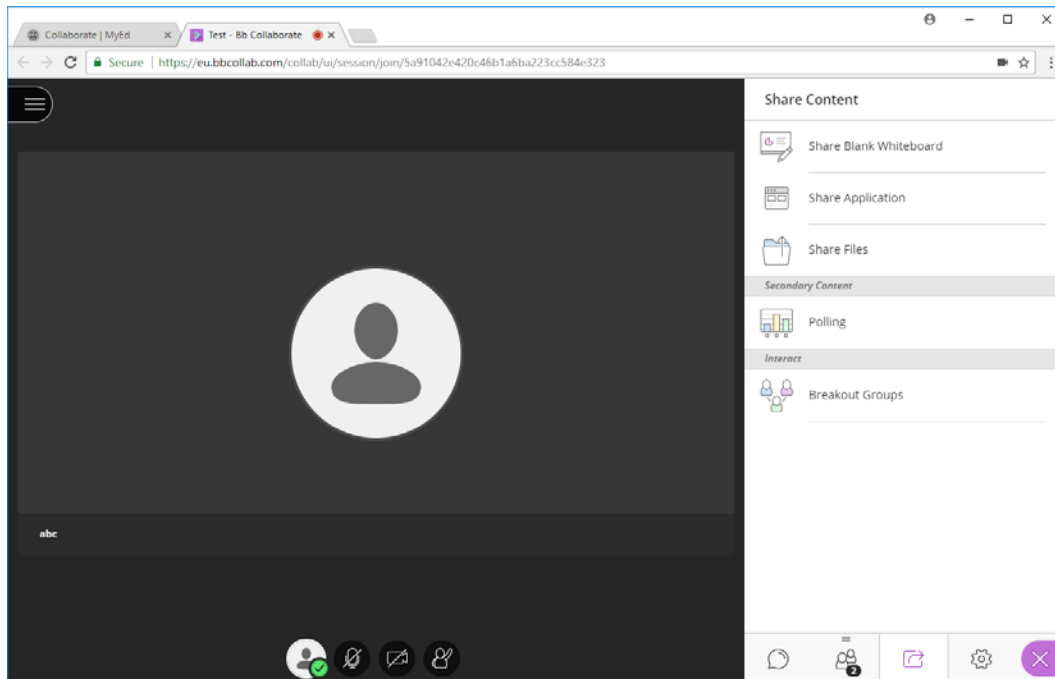 Mic off   Mic on   Video off   Video on

Share Content Tab

This tab allows you to share your presentation materials with the other participants.

You can use the Whiteboard to write brief messages on – all participants can update the whiteboard by default.

To share files such as a PowerPoint presentation, there are two modes you can use.


Share Files

In shared file mode, you upload your presentation to Collaborate before you begin presenting and then you can navigate through your slides as you present.

This has the advantage that the upload is done at the start and there is no lag switching between slides when you are presenting.
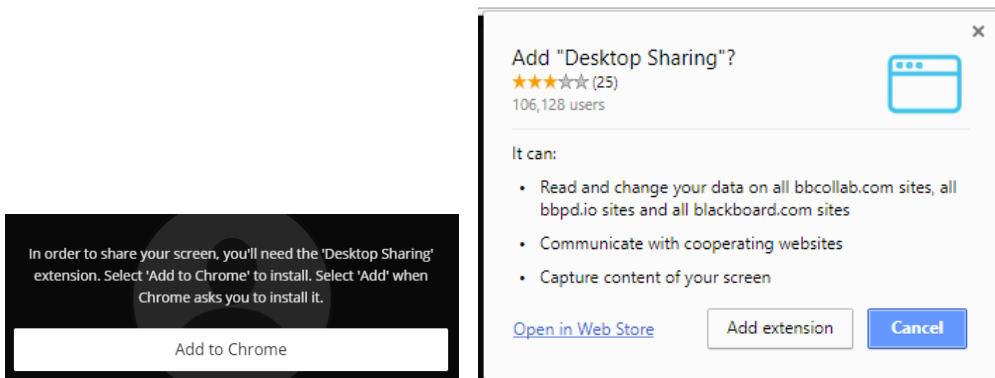
The disadvantage is that you cannot include any slide animations or videos.

Share Application

In this mode you can share either your Entire screen, or Just an Application screen.
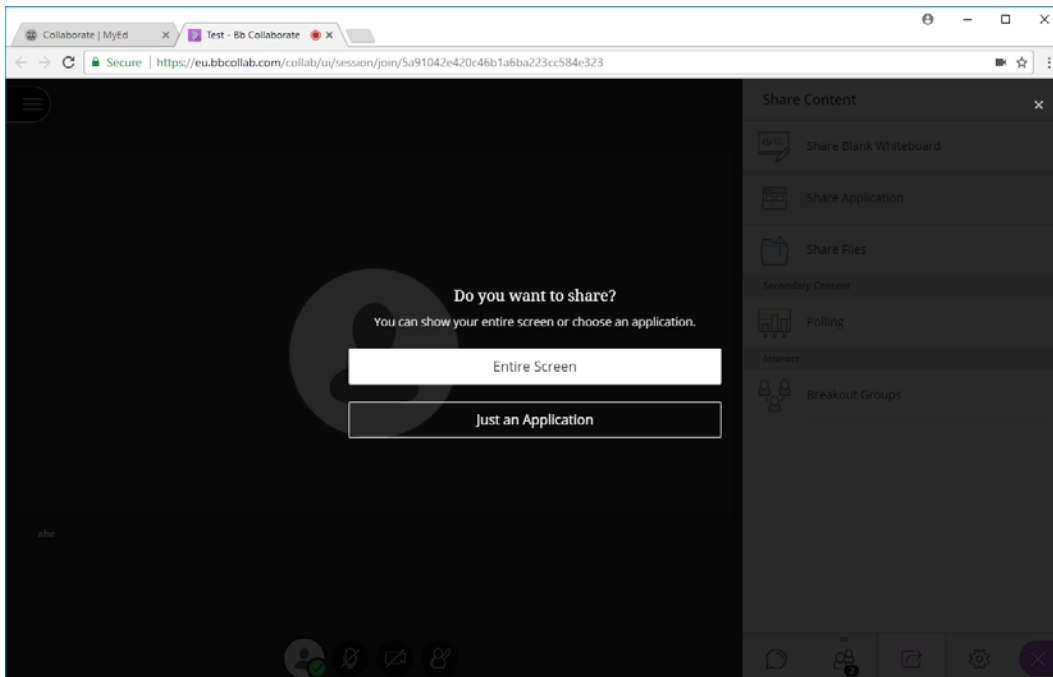
You may be prompted to install the "Desktop Sharing" extension. This takes only a few seconds to install and only happens once, the first time you use Desktop sharing.

Share Entire Screen

If you share your entire screen, you will broadcast exactly what you see on screen. This can be suitable for a presentation, but means you have no access to e.g. the Chat window whilst you present.

If you share just an application window, then you can retain control of the session by switching back to the Chrome application window at any time.
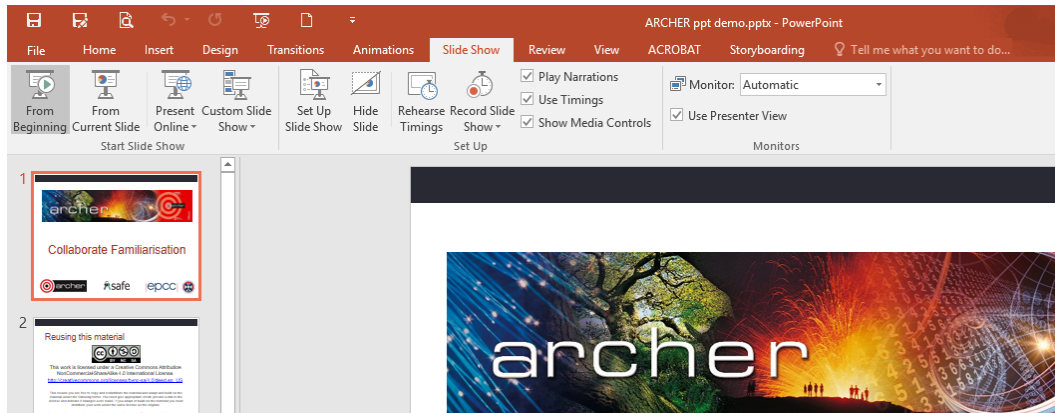
You can also switch to e.g. a Terminal window if you want to do a live demo part way through.

Step – by – step instructions for sharing a Powerpoint Application Window

This the processes we normally recommend.

Launch Powerpoint and open your presentation file.

In Powerpoint, under "Slide Show" click "From Beginning"

Or click the "Slide show" icon at the bottom right hand of the screen

Your presentation will now be full-screen on your laptop.

Now you need to get back to Collaborate to share this application window with the attendees.

The method you will need to use to get back to see the active windows and select Chrome will vary depending on your Windows Version.

In Windows10 you can use Task View to find Chrome – press the Windows key on your keyboard

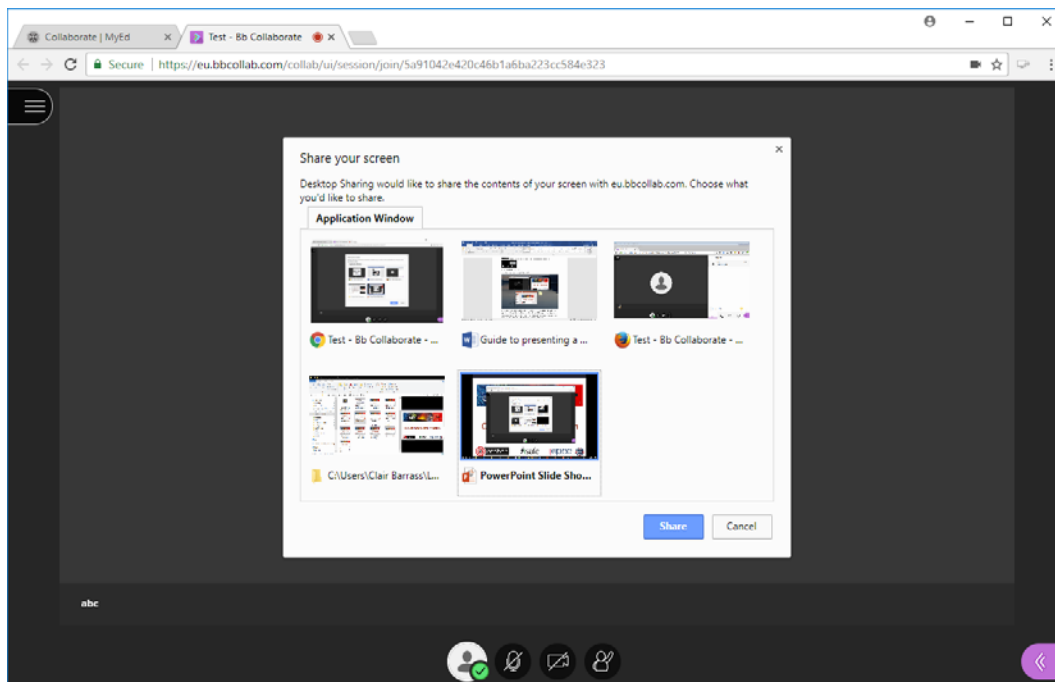 and then select 'Task View' from near the left hand end of the task bar
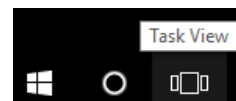
Or press the Windows Key + Tab,

You will then see all your open application windows

On Windows 7 or Windows 10 you can also use Alt + Tab to bring up thumbnails of all your open application windows, and then use Tab to scroll through them all till you get to the one you want.


Whichever method you use, you need to select the Chrome window and then go to the Sharing tab and choose "Just an Application" and then select "PowerPoint Slide Show" and then click 'Share'.

You will now be sharing your presentation with the audience.

In this mode, animations and videos will display.

If at any point you want to stop sharing the PowerPoint and switch, e.g. to sharing a Terminal window then

Use Task View or Tab Switching as above to return to Chrome. Use Share Application, select "Just an Application" and select the Terminal window.
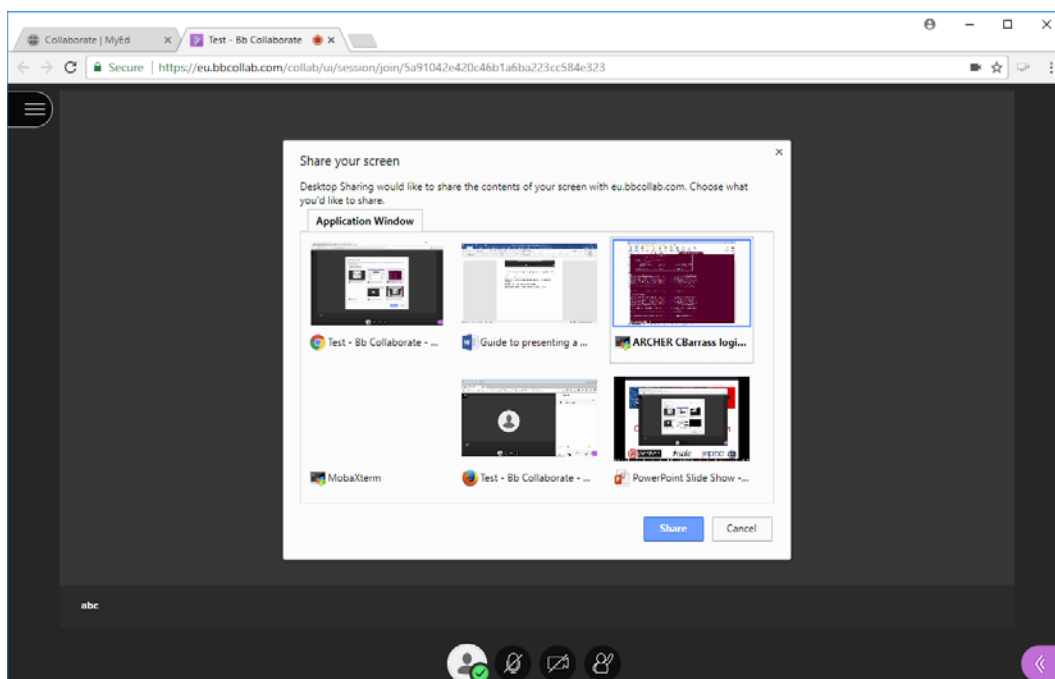
To stop sharing anything at any time, return to the Chrome window, open the Sharing Tab and click the "Stop" button.
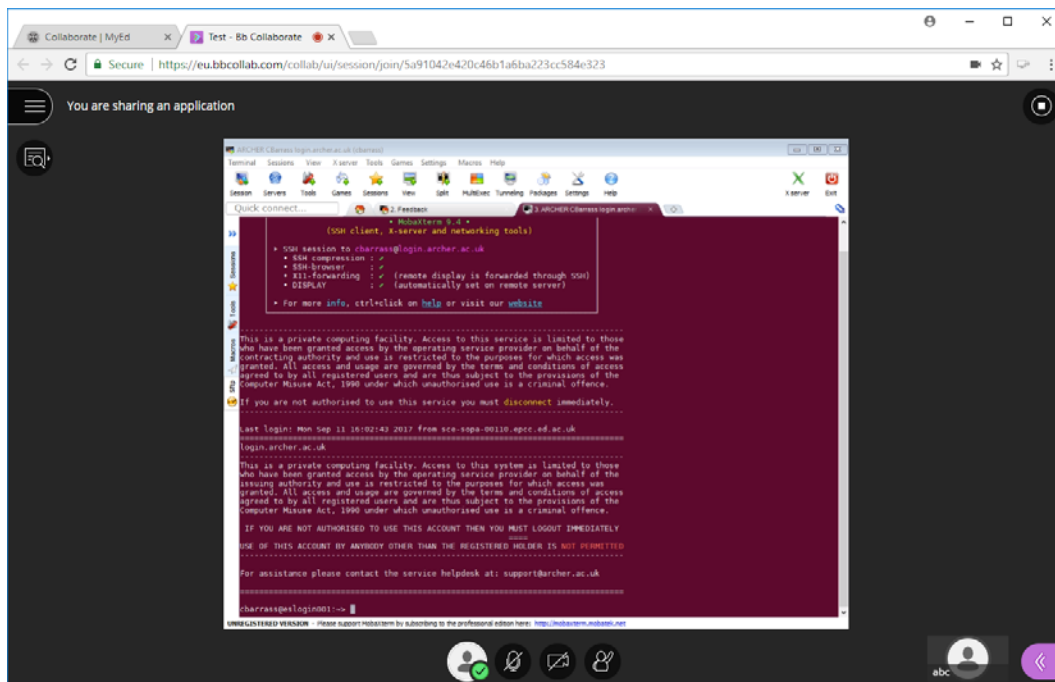
To watch a video-demonstration of this, please visit https://youtu.be/WHYrHSi9zhg