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.