

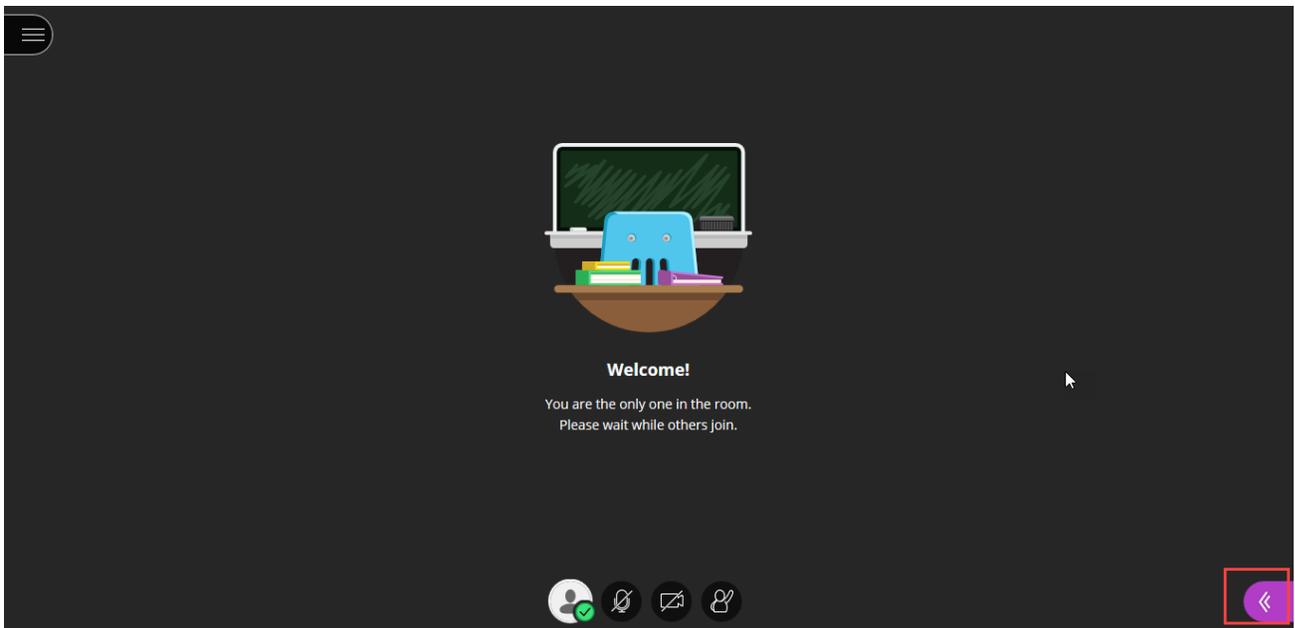
Blackboard Collaborate Ultra – Sharing a Whiteboard

Sharing a Whiteboard in Blackboard Collaborate Ultra

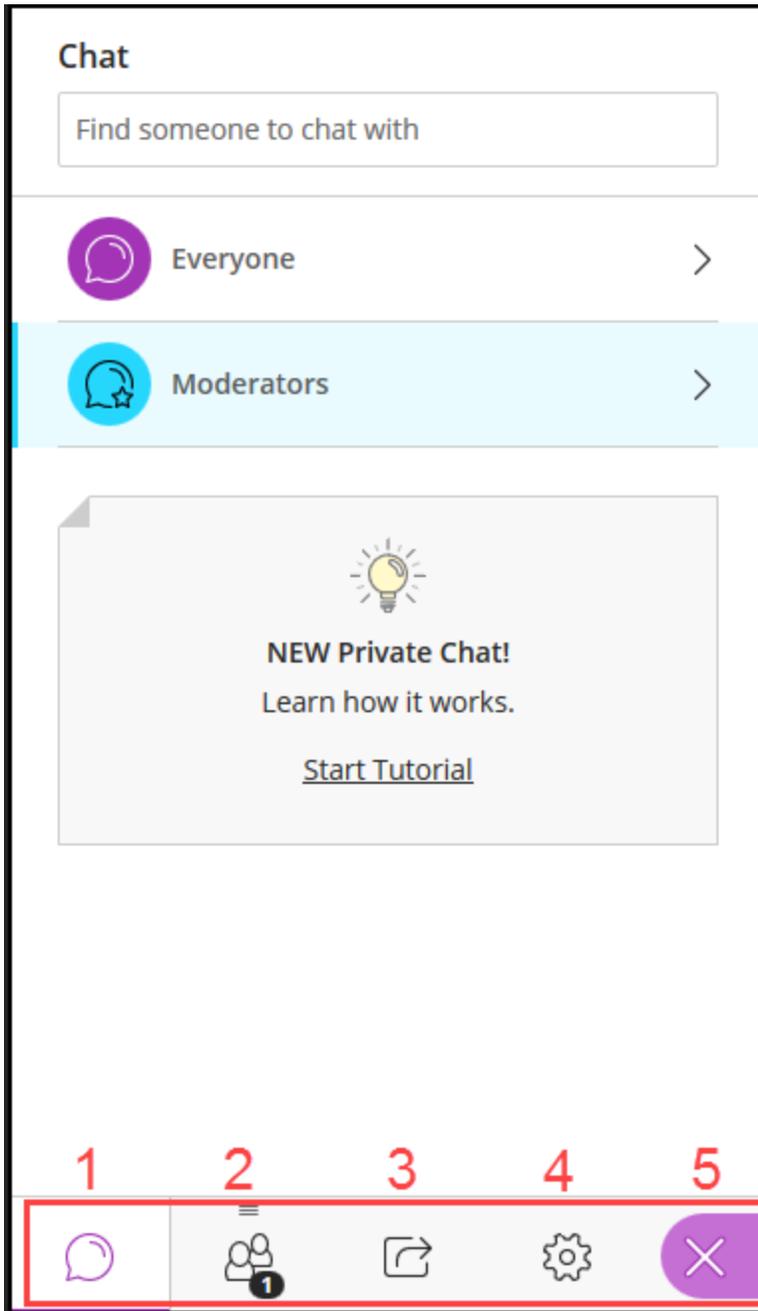
To share content in Blackboard Collaborate Ultra you should have already inserted the tool link in the content area and created a session. Once you have done that you can join a session. In the session, you can share content.

Opening a Blank Whiteboard

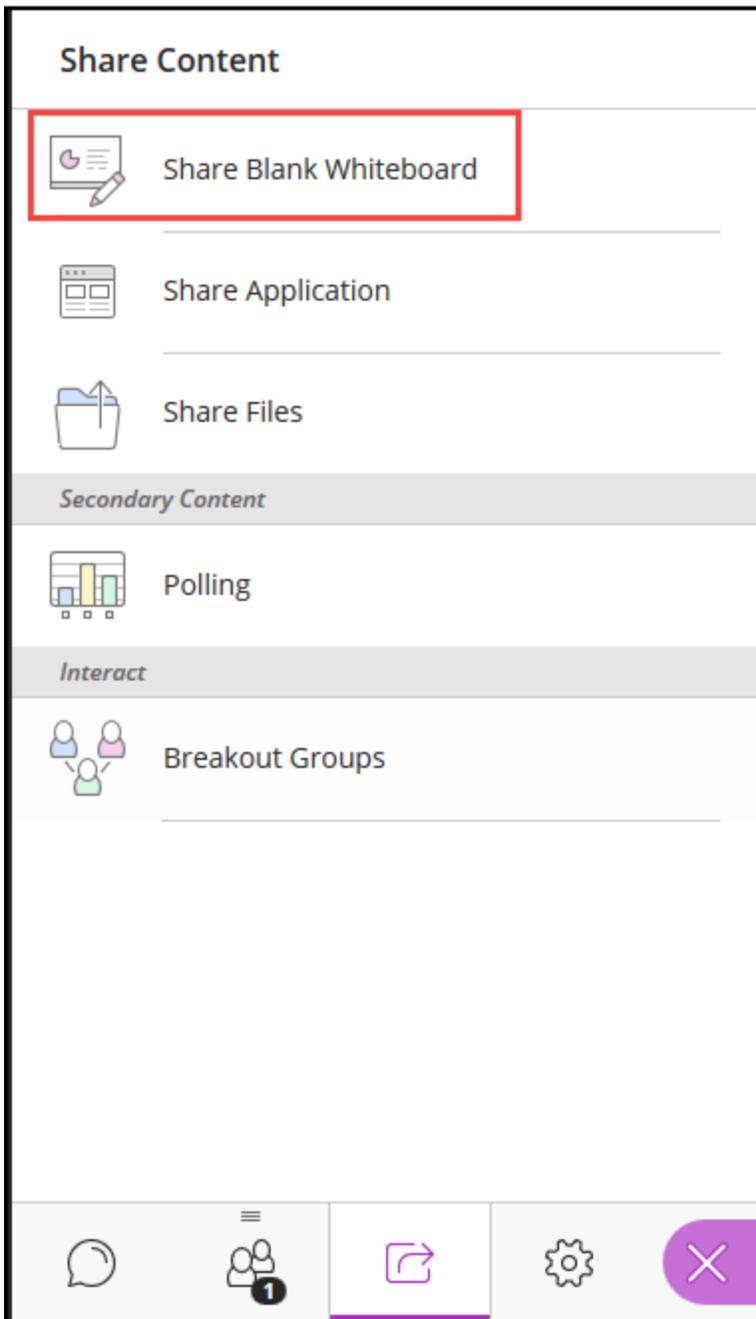
1. *Click* on the **purple tab** at the bottom right of the session screen to open the “Collaborate Menu.”



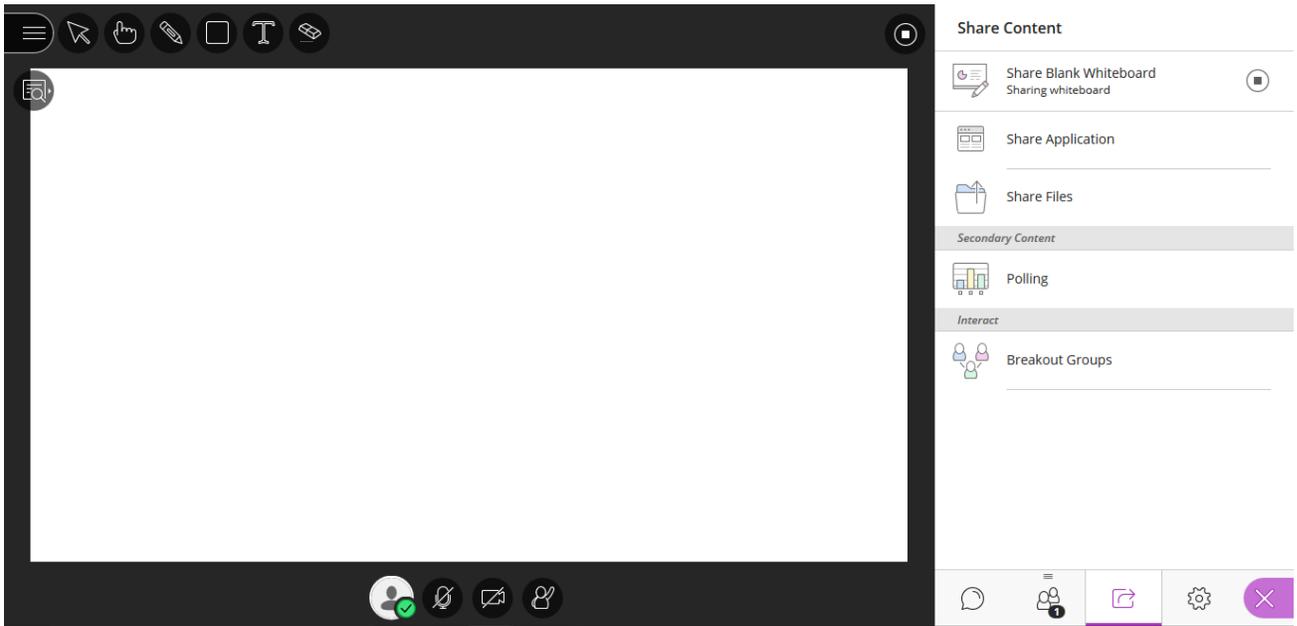
2. At the bottom of the Collaborate Menu, *click* the third icon from the left to open the **Share Content** page.



3. Click **Share Blank Whiteboard**.

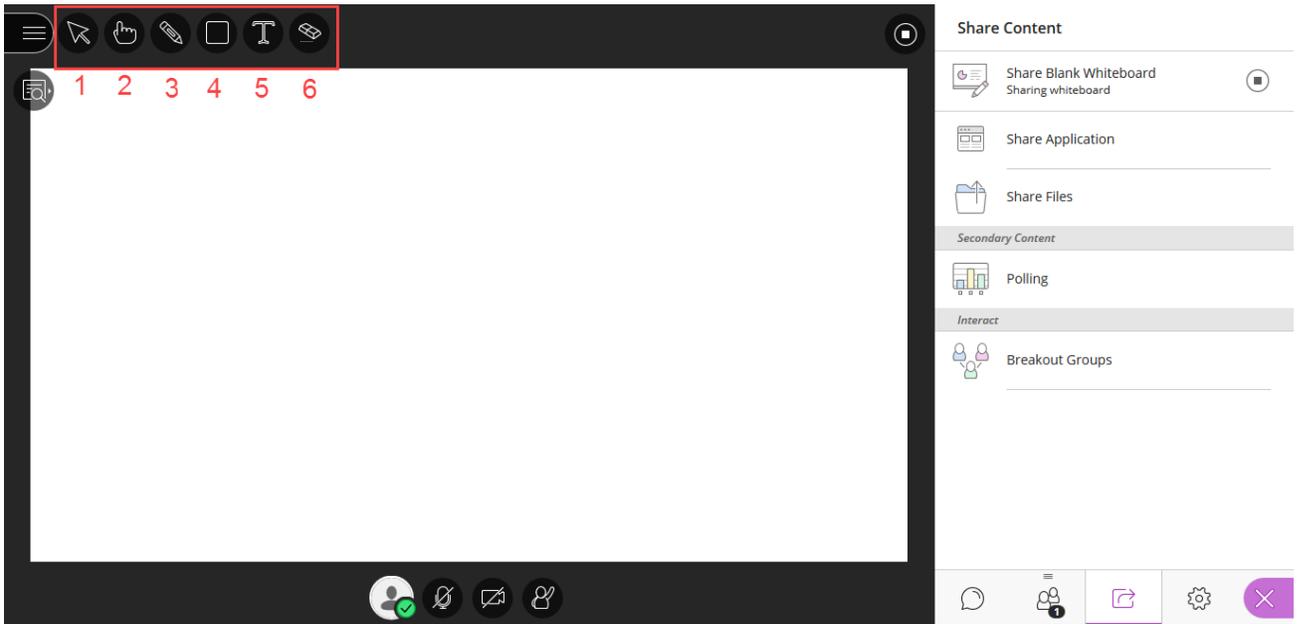


4. You should not have a blank whiteboard that is visible to all of the participants in the session.



Features of the Whiteboard

1. There is a row of icons at the top of the page that allows you to do various things with the whiteboard. The first icon on the left allows you to **Select** things. The second icon is the **Pointer** tool which allows you to point to objects with a finger tool. The third icon is a **Pencil** which allows you to draw on the whiteboard. The fourth icon is the **Shape** tool which allows you to select a shape (rectangle, ellipse, or line) to insert on the whiteboard. The fifth icon is the **Text** tool which allows you to type on the screen. The sixth icon is a **Clear** tool which clears the entire screen.

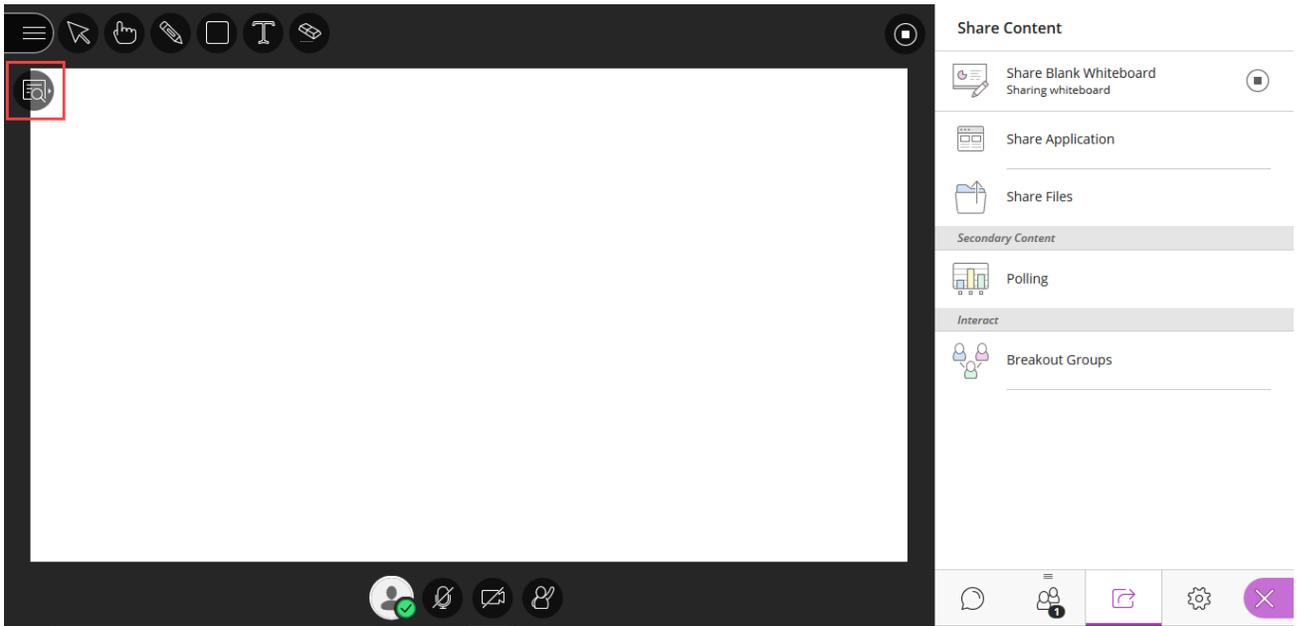


2. **Note:** a color selection icon appears to the left of the Clear icon when you click the **Pencil** icon, the **Shape** icon, or the **Text** icon which allows you to change the color when inserting these features

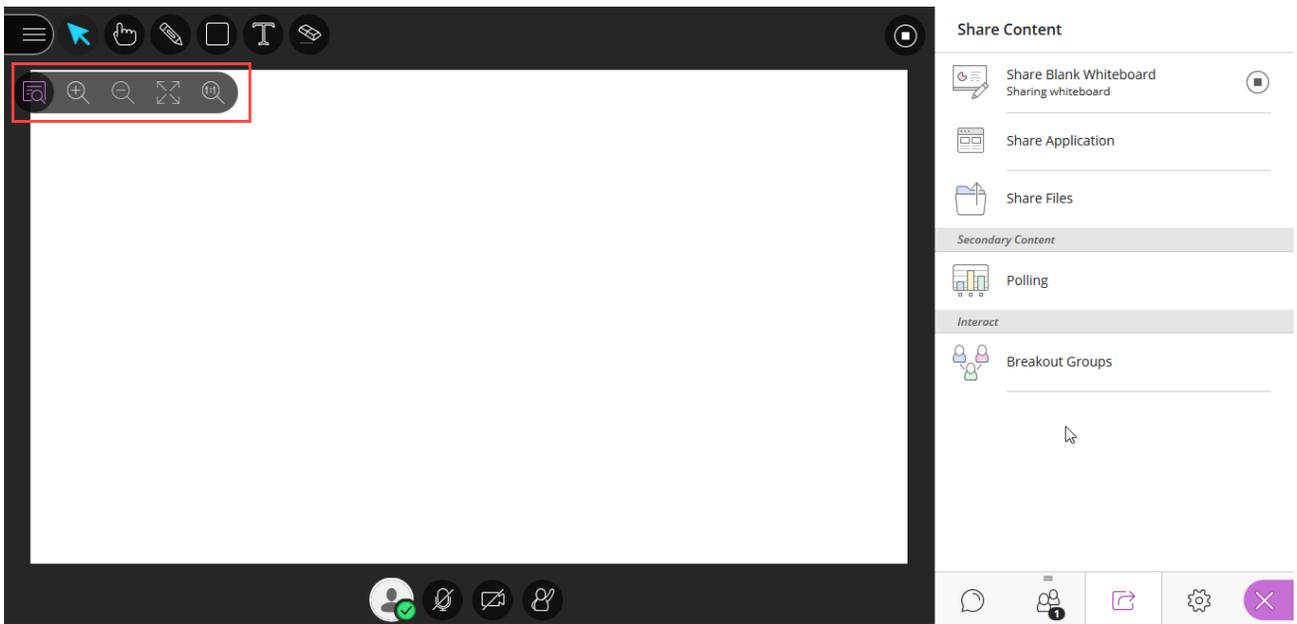


Viewing the Whiteboard Controls and Stopping the Whiteboard Sharing

1. To view the Whiteboard controls *click* the second icon down from the top left of the page. It looks like a page with a magnifying glass.



2. The four controls are the **Zoom In** and **Zoom out** icons, the **“Fit Screen”** icon, and the **“actual size”** icon. These allow you to adjust the way that the whiteboard appears to users.



3. To stop sharing the whiteboard, *click* the button next to “Share Blank Whiteboard” in the Collaborate Menu.

The image shows a screenshot of the Blackboard Collaborate Ultra interface. The main area is a large whiteboard. On the right side, there is a 'Share Content' sidebar with the following options:

- Share Blank Whiteboard (Sharing whiteboard) - This option is highlighted with a red square.
- Share Application
- Share Files

Below these options are sections for 'Secondary Content' (Polling) and 'Interact' (Breakout Groups). At the bottom of the sidebar, there are icons for chat, participants, a purple share icon, settings, and a close button.

The top toolbar contains icons for navigation, eraser, highlighter, text tool, and other drawing tools. The bottom toolbar contains icons for user status, mute, video, and other session controls.