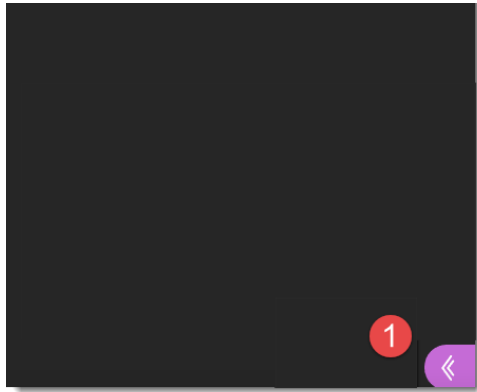
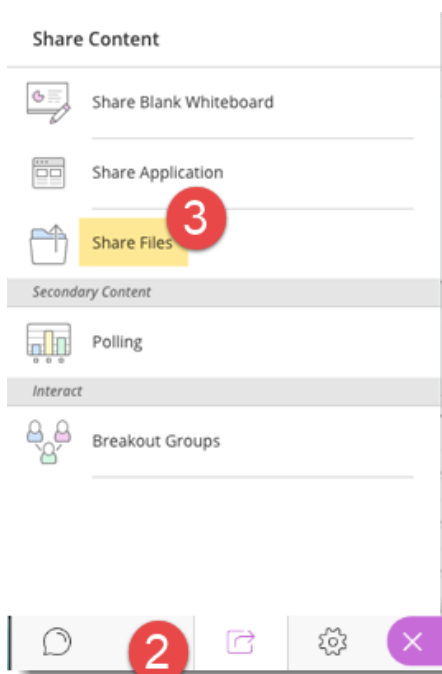


Share Files (PPT, PPTX, PNG, JPEG, GIF or PDF file)

1. Click on the purple icon located in the bottom right of your screen to open the Collaborate Panel.



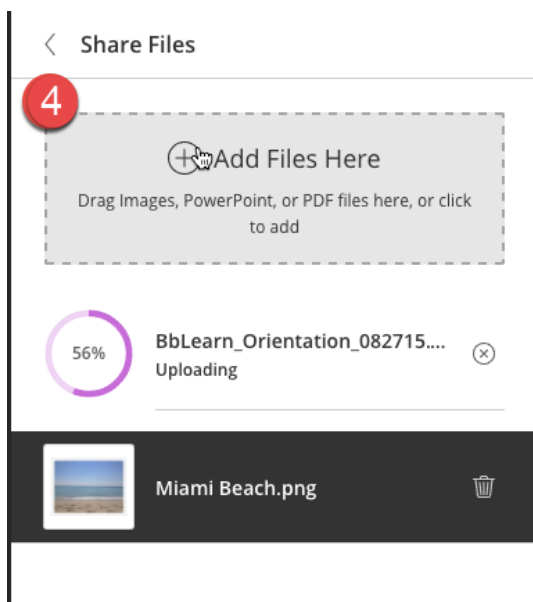
2. Click on the Share Content button at the bottom of the collaborate panel.
3. Click on Share Files.



Note: Word Documents (DOC) cannot currently be shared in Collaborate Ultra. Saving them as a PDF will allow you to share them.

The Share Files window opens on the right.

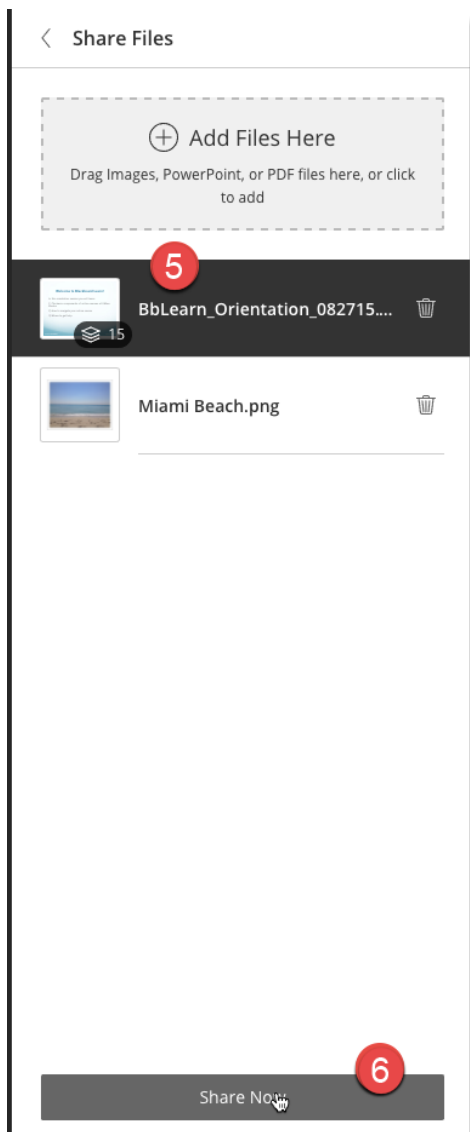
4. Drag the files you want to add to the grey box or click on Add Files Here.



You will see a progress report of the upload as shown.

5. Select the file you want to open.

6. Click Share Now.



If there is more than one page to your file, the thumbnails will show on the right.

7. Click once on the slide or page you want to show.

Select a slide to navigate to

01

Welcome to Blackboard Learn!

In this orientation session you will learn:

- 1) The basic components of **7** courses at UMass Boston
- 2) How to navigate your online course
- 3) Where to get help


Student Orientation updated 7/10/15

02

Three Tips for Online Student Success

1. Plan

- Log-in when your course material becomes available
- Make a to-do list with due dates
- Plan on a weekly discussion with replies and assignments



03

Three Tips for Online Student Success

2. Personalize

- Create a profile and add a picture
- Network with classmates and instructors



04

Three Tips for Student Online

3. Pause

- Take a breath when things aren't working, then seek help
- Don't worry, we'll tell you where to find it

