**To present a PowerPoint presentation in Blackboard Collaborate:**

1. Join the room for our class in Blackboard Collaborate:
	1. In a web browser, go to learn.wsu.edu, then sign in.
	2. Choose our class.
	3. Click ‘Tools’ on the left task bar.
	4. Click ‘Blackboard Collaborate Ultra’.
	5. Click ‘Systems Biology Reproduction Classroom – Click Here’.
2. Make yourself visible and audible by clicking the microphone and camera icons at the bottom of the Collaborate page so that they are not crossed out.
3. Load your PowerPoint presentation directly into Blackboard Collaborate:
	1. Click the pink arrow in the lower right corner to open the Collaborate panel.
	2. Click the ‘Share Content’ icon (box with curved arrow) at the bottom of the Collaborate panel.
	3. Click ‘Share Files’.
	4. There is a dotted box at the top of the Collaborate file. Drag and drop your PowerPoint file into this box, or click on the box to add your file. Collaborate will convert your PowerPoint file so it can be used within the Collaborate program.
4. Give your presentation:
	1. Highlight your presentation in the Collaborate panel. Click the ‘Share Now’ button at the bottom of the Collaborate panel.
	2. Navigate through the slides using the forward and back arrows below your current slide.
5. Stop your presentation by clicking the ‘Stop Sharing’ button (circle with square inside) in the top right corner of the window with your slide.

**Note that you can load your presentation and try it out at any time before you are due to present, even if the class is not in session.**