Quick Guide - Sharing an OMBEA Presentation on Collaborate

Before presenting OMBEA slides on Collaborate, there are a couple of things to be aware of to make sure the presentation is successful. The following instructions have been designed to help you set up your polling slides to best interact with Collaborate and the online learning environment.

Before Presenting

Creating your Presentation

In preparation for your Collaborate session, ensure your OMBEA presentation is set up properly.

1. In the top ribbon, click on the Slide Show tab.
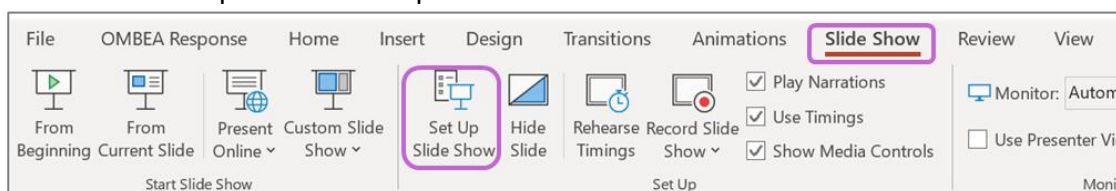2. Select the 'Set Up Slide Show' option.

Figure 1 PowerPoint ribbon with Set Up Slide Show button highlighted

3. This will open a settings window. Under 'Show Type', click 'Presented by a speaker (full screen)' and then press OK.
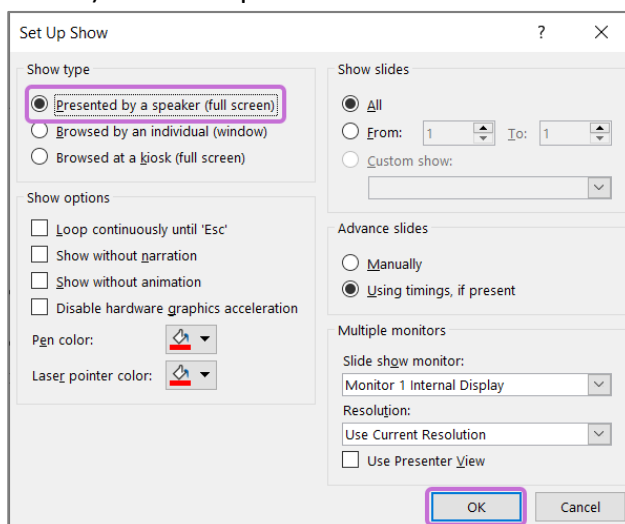

Figure 2 Slide show settings window

Warning: If you click the option "Browsed by an individual (window)" in the Set Up Show settings, OMBEA may not work and your presentation may freeze.

Before sharing the slides

Before you begin the session, ensure you have logged into OMBEA on your presentation and that you have provided relevant information (e.g. the Session ID) on the slides.

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Suggestion: The OMBEA username should be your University email address. However, the account is not connected to you University account, so the password to sign in to OMBEA will be different to your University one.

You can log in by clicking the ResponseApp button in the OMBEA Response tab. Once you have logged in, your Session ID will appear. You will need to share this with your students as they will need to enter the Session ID before joining.
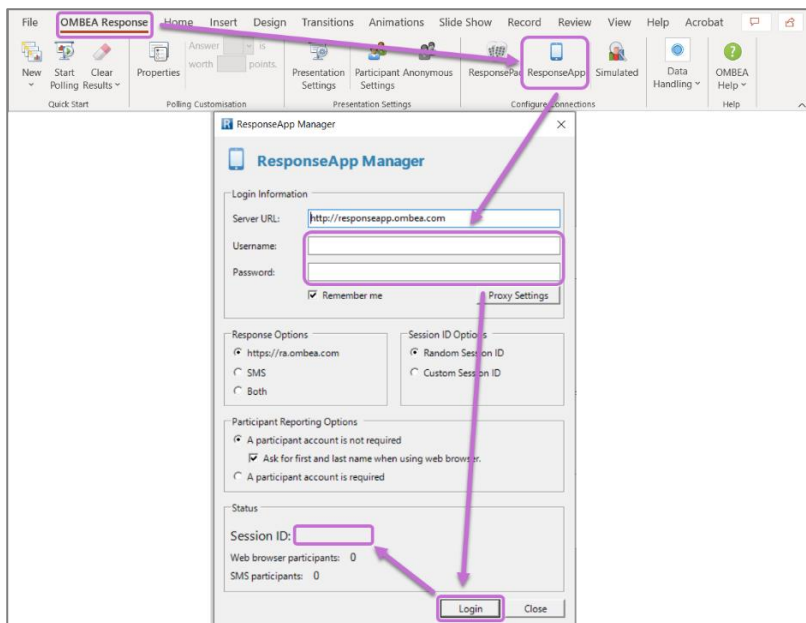

Figure 3 ResponseApp Manager window

Present in Collaborate

When you are ready to present in Collaborate, ensure your OMBEA slides are open. Then:

1. Navigate to the Share Content button within the Collaborate course room.
2. Click on the option to Share Application/Screen.
3. Here you have the option to either share your entire screen, or simply the PowerPoint application with the OMBEA slides. Either will work.
4. Once you have shared your screen, you can present the slides by pressing F5.
5. At this point, instruct the participants to sign into the session on their devices with the Session ID you have provided, by going to ra.ombea.com.
6. Now, you can navigate through the slides using the polling features as normal.

Further Resources

- Toolkit: OMBEA Response
- Course Design Guidelines
- www.abdn.ac.uk/elearning
- Collaborate Support (class.com)