



**Cómo compartir  
presentaciones y  
regresar a la página  
inicial**



En la parte inferior del salón virtual, localice el símbolo **+** donde encontrará opciones para: **Crear una encuesta**, **Subir una presentación** o **Compartir un video**.  
Seleccione ***“Upload a presentation”***.

The screenshot displays a virtual meeting interface with several interactive options:

- BREAKOUT ROOMS**: Group users into breakout rooms for team collaboration.
- POLLING**: Poll your users anytime.
- SCREEN SHARING**: Share your screen.
- MULTI-USER WHITEBOARD**: Draw together.

Below these options, a text prompt reads: "For more information visit [bigbluebutton.org](https://bigbluebutton.org) →".

In the bottom toolbar, a blue circle with a white plus sign (+) is highlighted with a red box. A dropdown menu is open from this icon, listing the following options:

- Start a poll
- Upload a presentation
- Share an external video

A red arrow points from the "Upload a presentation" option in the dropdown menu to the "POLLING" section above.

**Suba el documento o presentación ya sea con la opción directa de “arrastre y suelte” o desde las carpetas de su ordenador, luego *confirme*.**

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

The screenshot shows a file upload interface. At the top, there is a list of files. The first file is 'default.pdf' with a blue 'CURRENT' tag and a radio button icon. The second file is 'Problemas con los símbolos matemáticos.docx' with a checked radio button icon and a trash icon. Below the list is a dashed box containing a cloud icon with an upward arrow and the text 'Drag files here to upload or [browse for files](#)'. At the bottom, there is a 'Presentation' label, a 'Close' button, and a blue 'Confirm' button. A red line highlights the 'Problemas con los símbolos matemáticos.docx' file and the 'Confirm' button, with an arrow pointing from the file to the button.

default.pdf

Problemas con los símbolos matemáticos.docx

Drag files here to upload  
[or browse for files](#)

Presentation Close Confirm

**¡Listo!**

El documento se presentará en la pantalla principal.

Usted puede pasar las páginas con las flechas que aparecen en la parte inferior.

Salón virtual - Nombre clase | Start recording

Karola P. Ramírez Ara...

EDITING A MULTIPLE CHOICE QUESTION

Ejercicio original:  
Carlos recibe mensualmente \$1,425 por concepto de seguro social. Si utiliza 1/5 de ese dinero para gastos médicos, ¿cuánto dinero le sobra para otros gastos?

Ejemplo 3  
El estudiante ve esto:

5

Start a poll  
Upload a presentation  
Share an external video

< Slide 5 >

100%

Microphone, Phone, Video, Screen Share icons

Start a poll

Upload a presentation

Share an external video



Para regresar a la pantalla principal del salón virtual, presione nuevamente en **presentación**, luego elija la opción por **default** y finalmente presione en **confirmar**.

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

default.pdf



**CURRENT** Problemas con los símbolos matemáticos.docx



Drag files here to upload  
[or browse for files](#)

Presentation

Close

Confirm

**Nuevamente  
observará todas  
las opciones para  
continuar su clase**

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Ka Karola P. Ramír... (You)

Salón virtual - Nombre clase

Start recording

Karola P. Ramírez Ara...

Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

**CHAT**  
Send public and private messages.

**WEBCAMS**  
Hold visual meetings.

**AUDIO**  
Communicate using high quality audio.

**EMOJIS**  
Express yourself.

**BREAKOUT ROOMS**  
Group users into breakout rooms for team collaboration.

**POLLING**  
Poll your users anytime.

**SCREEN SHARING**  
Share your screen.

**MULTI-USER WHITEBOARD**  
Draw together.

For more information visit [bigbluebutton.org](https://bigbluebutton.org) →

Slide 1

100%

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📧

+

🗣️

📞

🖥️

📄

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