

# Instructor Handout for *Sharing a Desktop* In *Meetings*

## 1 WHY DO INSTRUCTORS SHARE THEIR *DESKTOP*?

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During a Meeting, instructors can go to another web browser tab or window and display a web site, such as the Durham Tech web site; click on the browser tab to display their Sakai course site; or open an application such as Word or PowerPoint, and display, edit and save a document or presentation.

## 2 HOW DO YOU *CREATE* AND *RUN* A MEETING?

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Follow the instructions in Sakai Instructor Resources: [Create a Meeting](#) and [Running a Meeting](#).

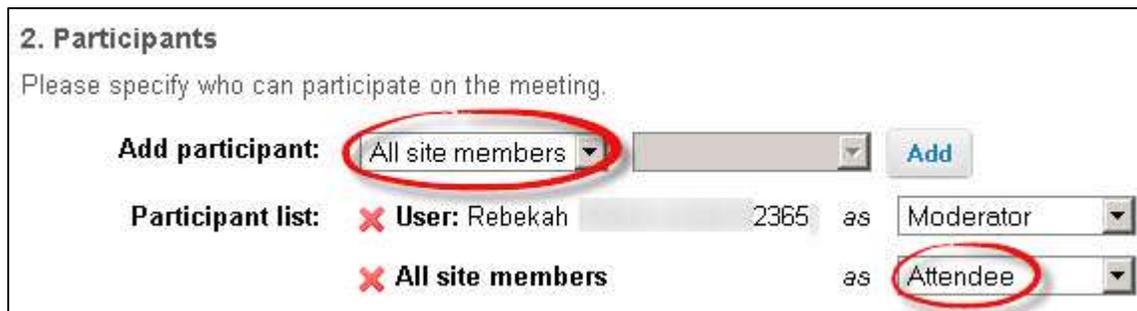
## 3 *WHO* CAN *SHARE* A *DESKTOP*?

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*Moderators* (who have *Java* and *Adobe Flash Player* enabled) can share whatever they display on their computer, including web sites, with their Meeting *participants*.

**Who are *moderators* and who are *attendees*?**

When you [Create a Meeting](#) these are the *default* Meetings settings:



The screenshot shows the '2. Participants' section of the Sakai meeting settings. It includes a title '2. Participants', a subtitle 'Please specify who can participate on the meeting.', and an 'Add participant:' section with a dropdown menu set to 'All site members' and an 'Add' button. Below this is a 'Participant list:' section with two entries: 'User: Rebekah 2365 as Moderator' and 'All site members as Attendee'. Red circles highlight the 'All site members' dropdown in the 'Add participant:' section and the 'Attendee' dropdown in the 'Participant list:' section.

- All students in the course are automatically added as *participants* and *attendees* of the meeting.
- The Instructor who creates the Meeting, is also added as a *participant* and is automatically assigned the role of the *moderator* of the Meeting.
- If you want to assign *specific* students as moderators, the instructions are included at the end of this handout.

## 4 WHAT DO YOU NEED TO DO *BEFORE SHARING* YOUR *DESKTOP*?

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### 4.1 LIKE YOU DO FOR ANY MEETING:

- **Check Sound:** Go to [YouTube](#), pick a video and play it to check your sound. If you can't hear at all or hear well, make sure your device is plugged in correctly and your volume is turned up on your device.
- **Install the latest version of Flash Player:** Check your web browser flash version (and download the latest version), visit [Adobe's Flash Version Check](#). If using a Mac, please follow the [BigBlueButton instructions and link](#).

### 4.2 **ADDITIONAL STEP:** CHECK *JAVA* ON YOUR COMPUTER:

- Desktop sharing works for Mac, Unix, and PC platforms.
- You can test if your system has Java installed using the following Verify Java [link](#).



- Click on the **Agree and Continue** button.



- If you see the “Do you want to run this Application?” dialog box, click on the **Run** button.
- You’ll then see the **Congratulations** message; *you’re ready to share your screen in your Meeting.*

**OTHERWISE:**



- If you see the message, “Your Java is Out of Date”, below it, check the statement:  
**Your Java version:**
  - If Your **Java** Version is **Version 7** **AND** the **Update is greater than 35**, *you can share your screen in your Meeting.*

**Note:** Please note that on **Mac OS X** with Java 7, you can run applets with **Firefox** but not Google Chrome, as Chrome is a 32-bit browser and Java 7 requires a 64-bit browser to run. Hence, on Mac OS X, if you need to run desktop sharing, we recommend using Firefox.

If your Java is not Version 7 with an update greater than 35, or you don’t have Java installed, download Java onto your computer, by visiting the [Java download page](#).

## 5 HOW DO YOU *JOIN* A MEETING?

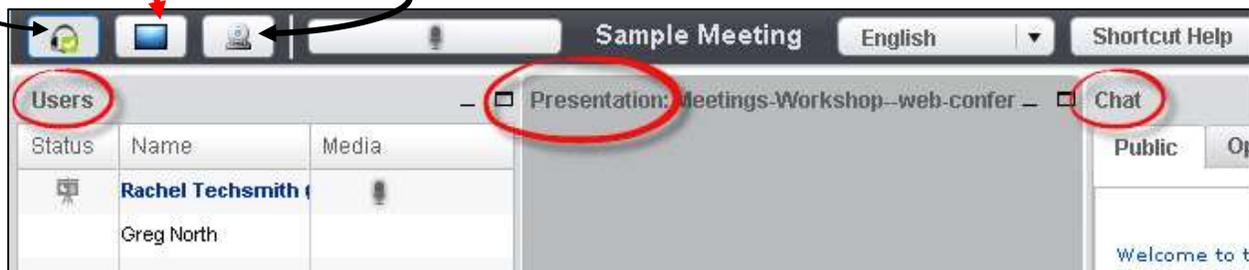
On the main menu in your Sakai course, click on **Meetings**. Click on the **Meeting name**.

- Beside status, you'll see now see *Available (Join meeting)*. Click on **Join meeting**.
- If asked, in the dialog box, click on **Allow**, to allow Flash Player to access your device.
  - In the *Audio Settings* dialog box: Click on the **Test or Change your Microphone** button:
    - You should see a bar raise on the left when you speak, otherwise, you can click on the drop-down to change your device; click on **close**.
    - Click on the **Test or Change your Microphone** button again to stop the test.
  - **Important!** Click on the **Test Speakers** button to hear audio:
    - You should hear a test sound. If not, check your device or volume. Click on the **Test Speakers** button again to end the test.
- Click on the **Join Audio** button, to **join the meeting**.

## 6 WHERE IS THE *SHARE MY DESKTOP* BUTTON?

On the top left of your Meetings session, you'll see three icons, above the *Users* module:

- 1) The Audio button (headset icon),
- 2) **Share My Desktop button** (monitor icon), and
- 3) Share My Webcam button.



In the **Users** module above:

Rachel Techsmith created the Meeting. After a creator joins a Meeting, they are assigned the role of *presenter*. Moderators become *presenters* when they join a Meeting.

- 1) To the left of Rachel Techsmith, in the *Status* column, the **Presenter icon** is displayed.
- 2) To the right of Rachel Techsmith, in the *Media* column, a **microphone icon** is displayed, since her microphone is active.
- 3) Rachel Techsmith's name is **bolded**, since this is a display of her session-she is logged into the Meeting.
- 4) Greg North is not a Presenter, but is a *participant/attendee*. Greg North does *not* have a microphone or headset plugged in, since the Media column does not display a microphone icon.

## 7 STEPS TO SHARE YOUR *DESKTOP/SCREEN* IN A MEETING



- 1) At the top left, above the Users module, click on the **Share My Desktop** icon

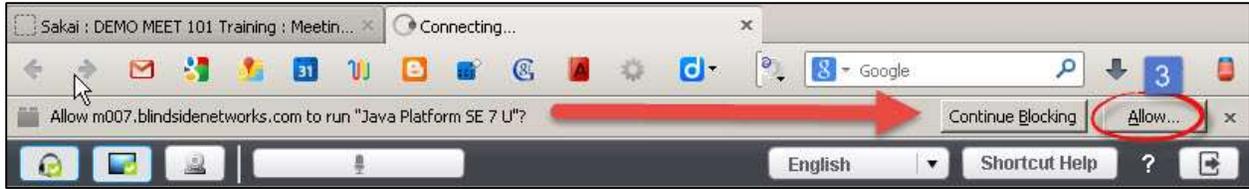


- 2) The *Desktop Sharing: Presenter's Preview* box will display below the Users Module. Click on the **Full Screen** button.

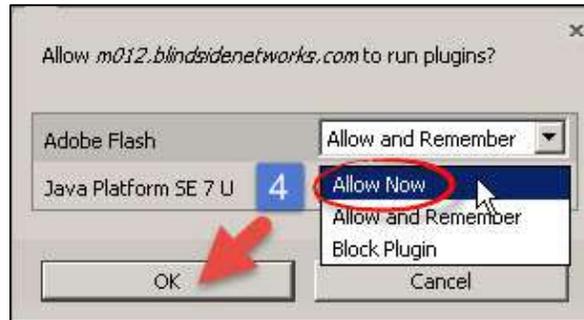


- 3) **For the Chrome web browser:** Look at the top left of your Meetings session. Beside the Java permission pop-up statement, click on the **Run this Time or Always run on this site** button.

**OTHERWISE:**



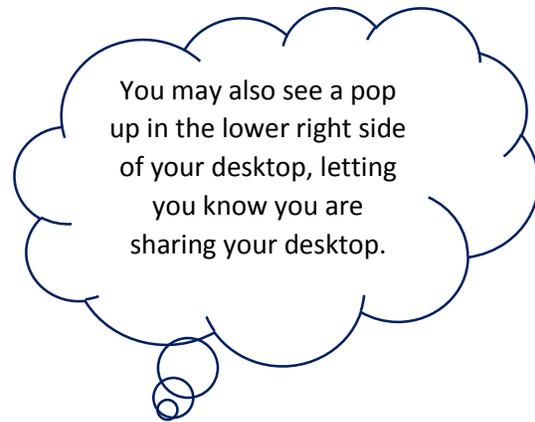
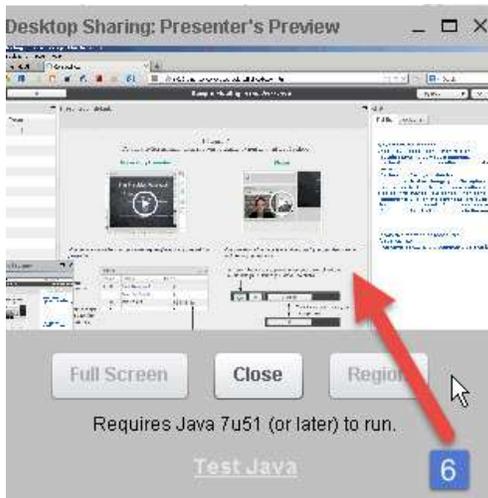
- 3) For **Mozilla Firefox web browser**: At the top of your Meetings session, look at the *top right*, and click on the **Allow** button, so you will be able to share your desktop.



- 4) For **Mozilla Firefox**: In the top/middle of your Meeting, you'll now see a new dialog box, requesting you to allow plugins to run for Adobe Flash and the Java Platform.  
 → Click on *both* of the *drop downs*, and click on **Allow Now** or **Allow and Remember**. Click **OK**.



- 5) For **both Chrome and Mozilla Firefox**: In the middle of your Meeting, you'll see a new dialog box, asking "Do you want to run this application?" Click on the **Run** button.



6) In the lower left, you'll see a *preview of what your students can now see in Meetings.*

## 8 WHAT CAN YOU SHARE IN MEETINGS?

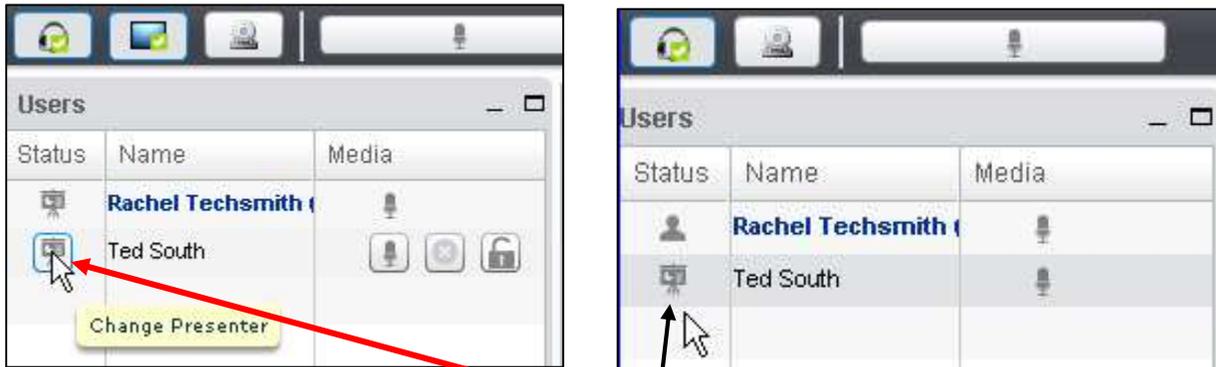
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- You can share any web site, such as the Durham Tech web site or Web Advisor.
- You can click on the web browser tab and go to your Sakai class.
- You can share any application you have on your computer. For example, you can open, display, and update Word, PowerPoint, or Excel documents.
- You can display images and diagrams.

**Note:** You can use the “share a desktop” to share a video with your students-but they will only see it, they won't hear it.

- Only you will be able to hear the video. If you want your students to see AND hear a video:
  - You'll have to stop sharing your desktop (see steps below).
  - In the chat box, type or paste the video's web address.
  - Tell your students to click on the link in the chat box area to watch the video PLUS tell your students to click on the Meetings/BigBlueButton web browser tab to return to your Meeting!
  - You can share your desktop again, or discuss the video with your students.

## 9 DURING A MEETING-MAKE *SOMEONE ELSE* A *PRESENTER*



**On the left above**, during the meeting, the *presenter*, Rachel Techsmith, can go to the *Users* module, and assign anyone in the Meeting the role of *presenter*. How? Click in the *status* column to the left of a user's name, such as Ted South.

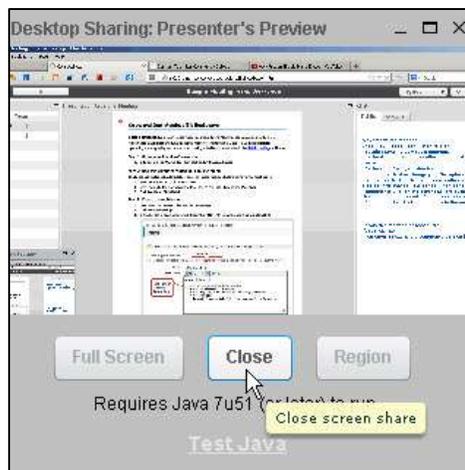
**On the right above**, in the *Users* module, the *presenter icon* now displays beside Ted South's name, as he is now the new presenter. The status for Rachel Techsmith, has changed to one of *participant/attendee*.

**To become presenter again:** Rachel Techsmith can click on her **status icon** in the *Users* module.

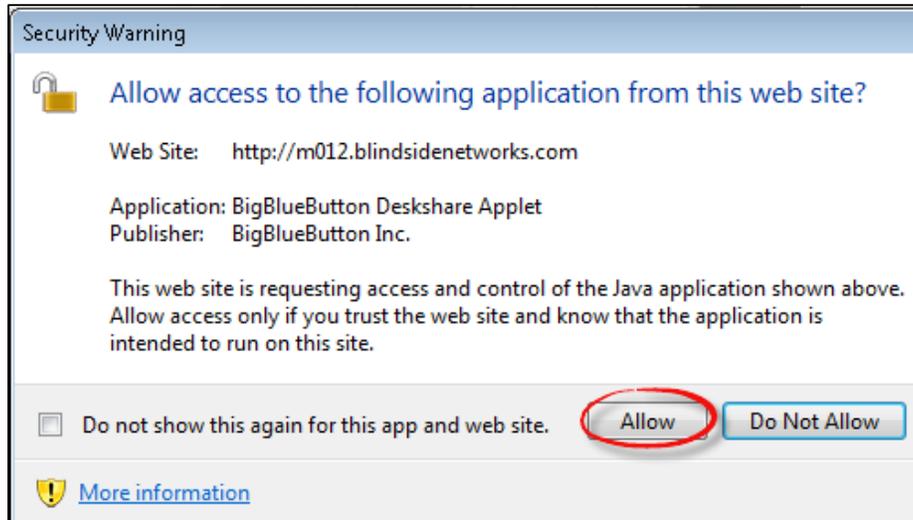
**Note:** If the new presenter is sharing their desktop, you won't have access to the User module, so you can't assign yourself the status of presenter. What can you do?

- Either the *new presenter* will have to stop sharing their desktop, so you have access to the User module again or
- The Meeting creator can log out of the Meeting and rejoin the Meeting. Rejoining the meeting will reset the presenter role to the *original presenter*.

## 10 HOW DO YOU *STOP* SHARING YOUR DESKTOP?



- 1) In the lower left, in the *Desktop Sharing: Presenter's Preview*, click on the **Close** button.



- 2) You **must** also respond to the Security Warning dialog box. Click on the **Allow** button



- 3) **If you don't see the security warning dialog box, look the bottom of your screen, across from your Start button, on your Windows taskbar.** Click on the [Java] Coffee Cup icon. Now you should see the Security Warning dialog box. Click on the **Allow** button.
- 4) You can now continue sharing presentations, chatting, drawing with the whiteboard or log out of your meeting.

## 11 WHEN *CREATING* A MEETING, CAN YOU ASSIGN *SPECIFIC STUDENTS* AS *MODERATORS*?

For example: If students are giving a presentation, and want to practice, but you won't be available, can you assign one or more students as *moderators for a Meeting*? *Yes, and you won't need to be present.*



- 1) In this Meeting, Rebekah is the *moderator*. Click beside *Add Participant*, on **All site members**. Click on **User** to be able to display all student names in the class.

**2. Participants**  
Please specify who can participate on the meeting.

**Add participant:** User

**Participant list:**

- All site members as Attendee
- User: Rebekah as Moderator

- 2) A student name will be displayed. Click on the *dropdown* displaying the student name.
- 3) Click on a *student name* you want to make a moderator/presenter. In this class, Rachel Techsmith is a student, which you want to make a *moderator*.

**2. Participants**  
Please specify who can participate on the meeting.

**Add participant:** User

**Participant list:**

- All site members as Attendee
- User: Rebekah as Moderator
- User: Rachel Techsmith (techsmithr) as Attendee

- 4) Click on the **Add** button beside the name of the student you want to make a moderator.
- 5) In the Participant list, beside the newly added student, click on **Attendee**, then click on **Moderator**, to change the role of the student to a moderator.

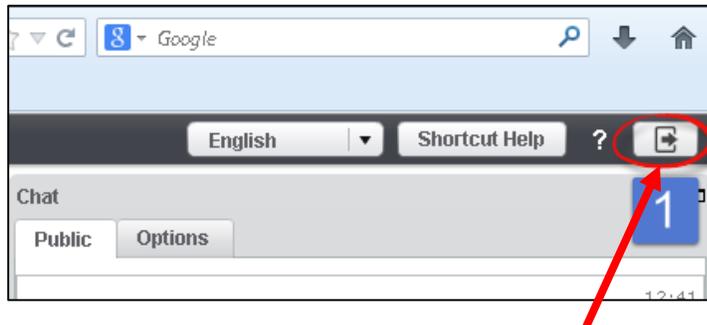
Continue adding students and changing their role to Moderator, that you want to be a *presenter* at your meeting.

## 12 CAN YOU CREATE A MEETING FOR A *GROUP*, AND ASSIGN A GROUP LEADER(S) AS *MODERATORS/PRESENTERS*?

- **Yes.** For groups, you can *create* a separate Meeting for each group, and as you did above, add students and assign them to the role of *moderator/presenter in each group*.

## 13 LOGOUT OF A MEETING

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1) In the upper right corner, click on the **logout** icon.



2) In the upper right corner, in the *Confirm Logout dialog box*, click on the **Yes** button.



3) In the middle of the screen, in the *Logged out dialog box*, click on the **OK** button. Your Meetings (BigBlueButton) session will close.

4) You should be returned to your Sakai site, to where you joined the Meeting.