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

1   WHY DO INSTRUCTORS SHARE THEIR *DESKTOP*?

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.

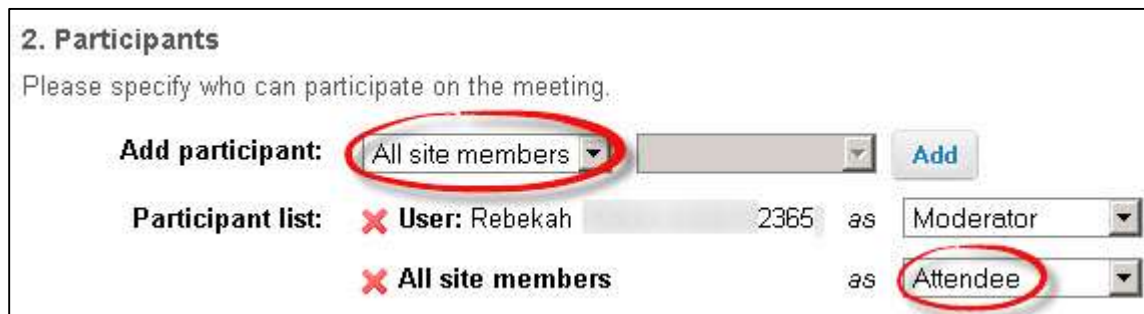## 2   HOW DO YOU *CREATE* AND *RUN* A MEETING?

Follow the instructions in Sakai Instructor Resources: **Create a Meeting** and **Running a Meeting**.

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

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

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

When you **Create a Meeting** these are the **default** Meetings settings:

- 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 in the **Create a Meeting** handout.

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

Desktop sharing works for Mac, Unix, and PC platforms.

1) **New!** You must use the **Mozilla Firefox** web browser to share your Desktop due to changes in the Chrome web browser.
2) **Check/Install the latest version of Flash Player:** Visit Adobe's Flash Version Check. If using a Mac, please follow the BigBlueButton instructions and link.
3) **Only if you want to share your Desktop: Check/Install the latest version of Java:**
   a. Go to the Verify Java and Find Out-of-Date Versions web page
   b. Click on the **Agree and Continue** button.

Verify Java and Find Out-of-Date Versions

Check to ensure that you have the recommended version of Java installed on your Windows computer and identify any versions that are out of date and should be uninstalled.

Agree and Continue

By clicking Agree and Continue, you acknowledge that you have read and accepted the license terms for the verify and find old versions feature.

After clicking the button, a security prompt may appear. Click **Run** to allow the application to continue.

If you recently completed your Java software installation, you **may need to restart your browser** (close all browser windows and re-open) before verifying your Java version.

   c. If you see the "*Do you want to run this Application*?" dialog box, click on the **Run** button.

Do you want to run this application?

Name:	Java Uninstall Applet
Publisher:	Oracle America, Inc.
Location:	https://java.com

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

☐ Do not show this again for apps from the publisher and location above

More Information   Run   Cancel

   d. You'll then see the **Congratulations** message; you're ready to share your screen in your Meeting.

OTHERWISE: Download the latest version of Java: Java download page. **Note:** For Mac's, if you need to run desktop sharing, we recommend using Firefox, too.

5 HOW DO YOU *JOIN* A MEETING?

1) Follow the student instructions or: On the main menu of your Sakai course, click on **Meetings**.
2) Click on the **Meetings name** (it must have a status of **Available** or you can't join it).
3) Beside Status, you'll see Available (Join meeting).
   - Click on the (**Join meeting)** link. You'll see a message that your Meeting is connecting to the Server, and modules are loading. Follow the steps to check your audio.

6 *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.
   At the bottom of the preview box, click on the **Full Screen** button.
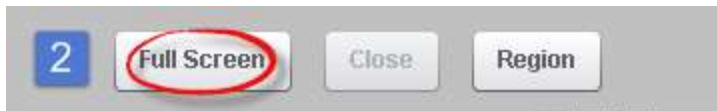
3) **For Mozilla Firefox web browser:** At the top of your Meetings session, look at the *top right*, and click on the **Allow** button, so you will be able to share your desktop.

4) **For Mozilla Firefox web browser:** In the top/left 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 each *drop down*, then click on **Allow Now** or **Allow and Remember**. Click **OK.**
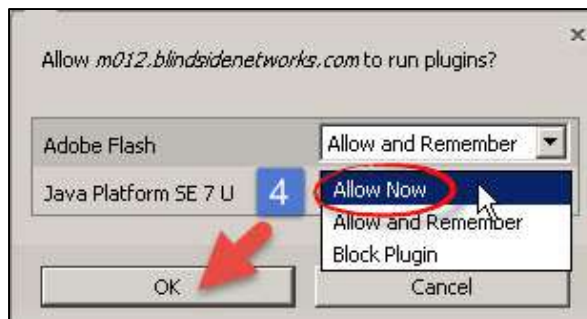
5) **For Mozilla Firefox web browser: If your Java is out of date, you may still be able to access the Meeting.** In the middle of your Meeting, you'll see a new dialog box, asking "*Do you want to run this application?*" Click on the **Run** button.


6) In the lower left, you'll see *a* preview of what your students can now see in Meetings*.*
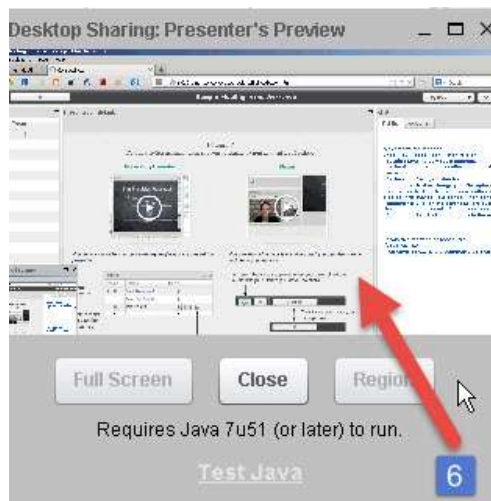
7   WHAT CAN YOU SHARE IN MEETINGS?

- 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.

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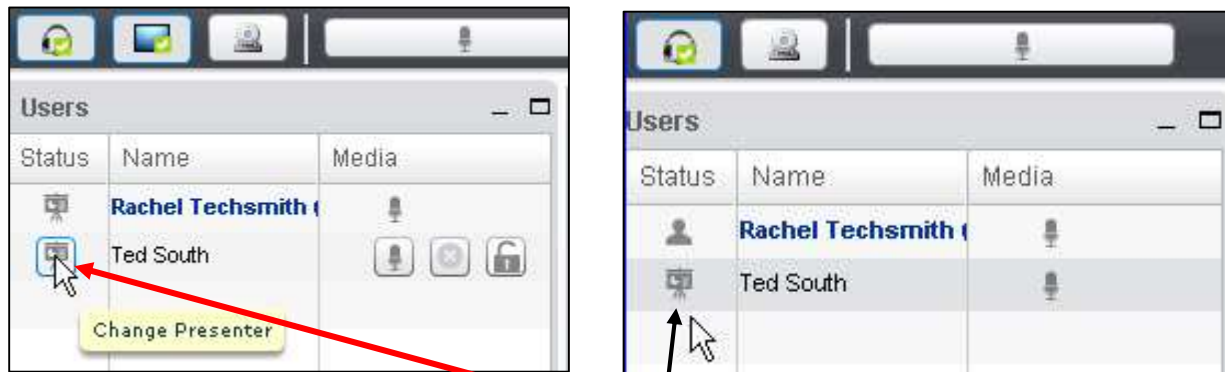
On the left above, during the meeting, the **presenter,** Rachel Techsmith, can go to the Users module, and assign anyone in the Meeting the role of **presenter.** How? Click in the **status** column to the left of a user's name, such as Ted South.

On the right above, in the Users module, the **presenter icon** now displays beside Ted South's name. 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**.

9 HOW DO YOU *STOP* SHARING YOUR DESKTOP?

In the upper right of the **Desktop Sharing: Presenter's Preview**, click on the **"X"** .