

# 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** or **attendees**.

**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 a Sakai meeting configuration page. It includes a dropdown menu for 'Add participant' set to 'All site members', an 'Add' button, and a 'Participant list' table. The table lists 'User: Rebekah' with ID '2365' as a 'Moderator' and 'All site members' as an 'Attendee'. Red circles highlight the 'All site members' dropdown and the 'Attendee' role in the list.

2. Participants			
Please specify who can participate on the meeting.			
Add participant:	All site members		Add
Participant list:	✗ User: Rebekah	2365 as	Moderator
	✗ All site members	as	Attendee

- 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*?

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

- 1) **New!** You can now use the **Mozilla Firefox** web browser OR **Chrome web browser** to share your Desktop, due to updates in Meetings/BigBlueButton.
- 2) **Check/Install the latest version of Flash Player:** Visit [Adobe's Flash Version Check](#).
- 3) **Only if you want to share your Desktop with Firefox:**  
**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.



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



- 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?

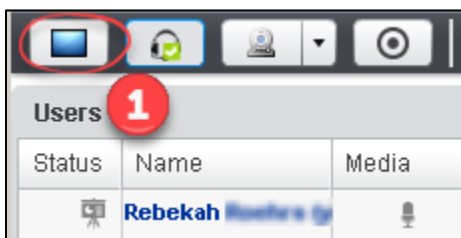
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- 1) Follow the [student instructions](#) or: On the main menu of your Sakai course, click on **Meetings**.
- 2) Click on the **Meetings name** (it must have a status of **Available** or you can't join it).
- 3) Beside Status, you'll see Available (Join meeting).
  - o 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.

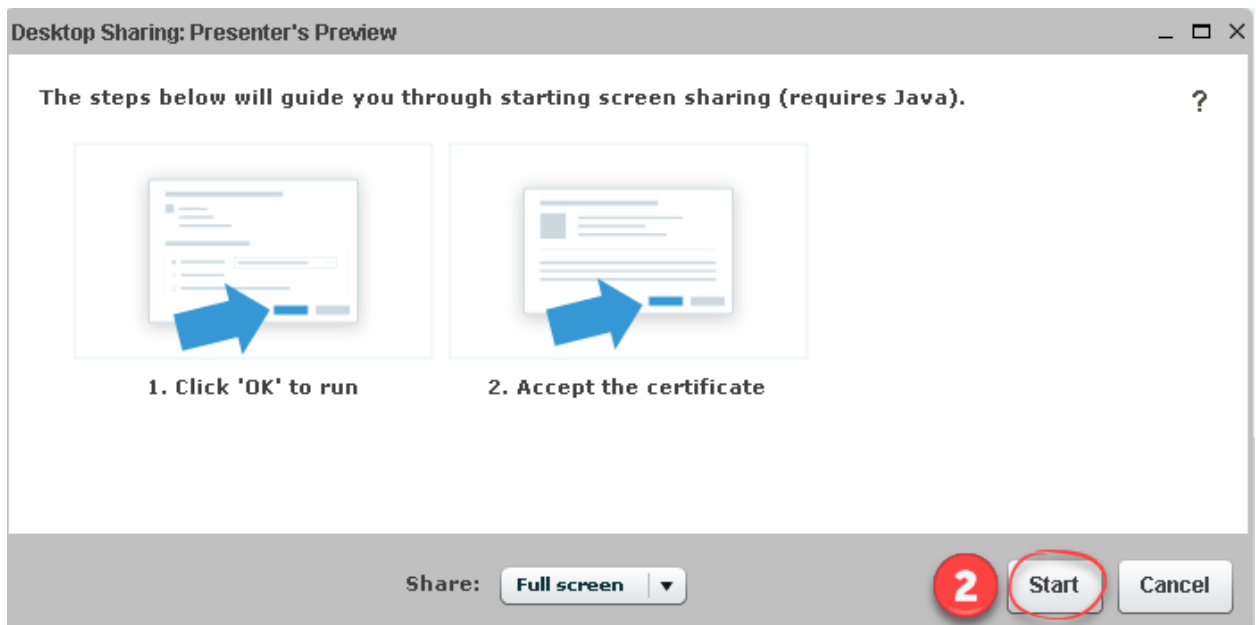
## 6 *STEPS* TO SHARE YOUR *DESKTOP/SCREEN* IN A MEETING

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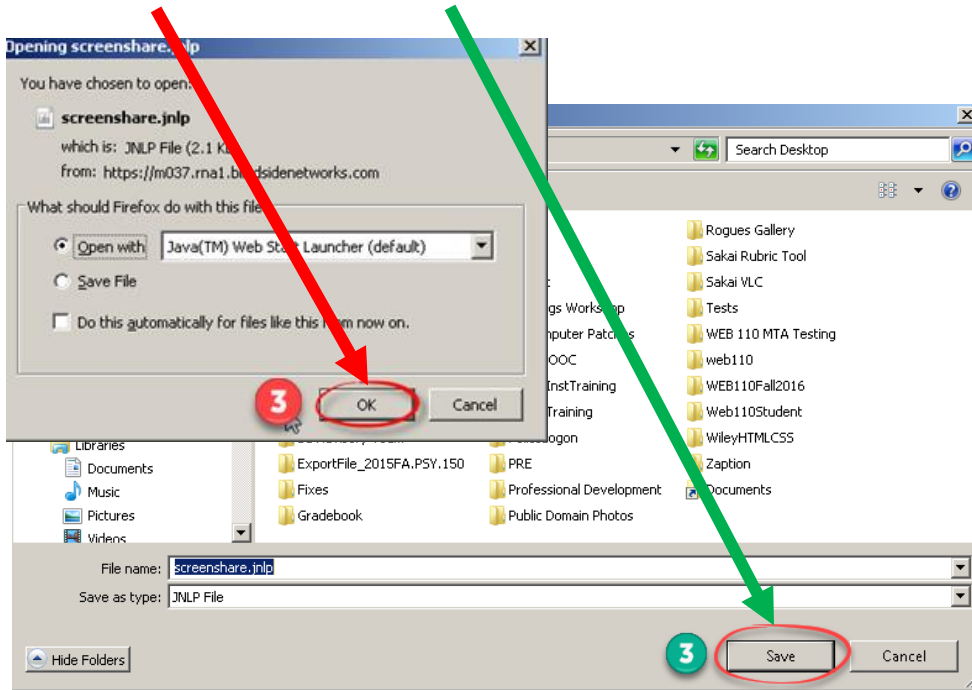
- 1) At the top left, above the Users module, click on the **Share My Desktop** icon



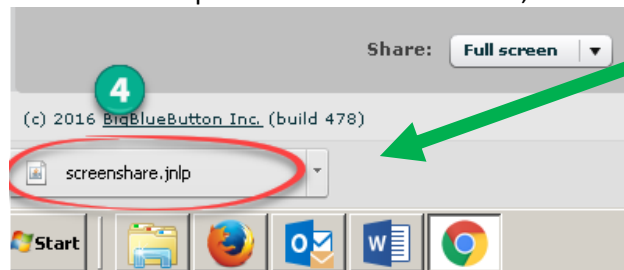
- 2) **The Desktop Sharing: Presenter's Preview** box will display below the Users module. At the bottom of the preview box, click **Start**.



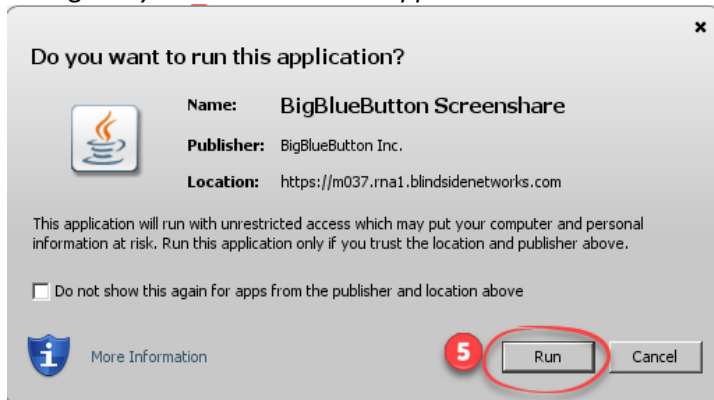
- 3) At the top of your Meetings session, open the “screenshare” file: for **Mozilla Firefox**, click **OK**; for **Chrome**, click **Save**.



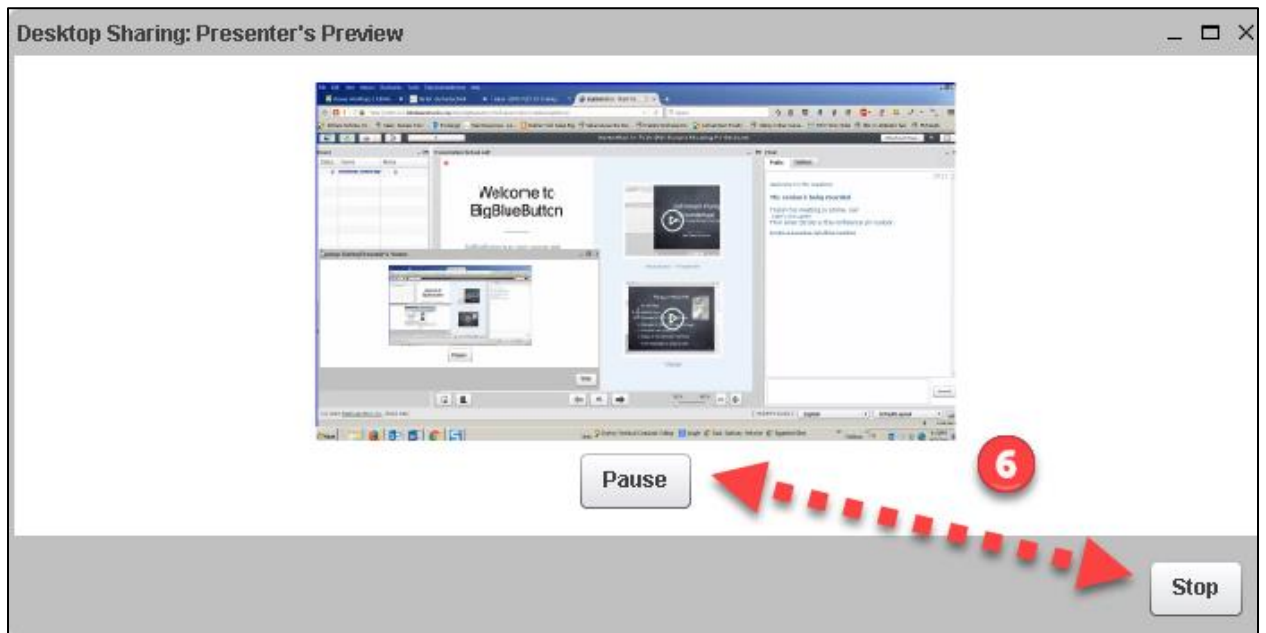
- 4) For **Chrome**, you have one more step. In the bottom left corner, click on the downloaded file:



- 5) In **both Mozilla Firefox and Chrome**: 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) You'll see a blue outline around the recording area, usually your whole screen. In the lower left, you'll see a preview of what your students can now see in Meetings. *At any time you can Pause/Restart or Stop sharing your desktop.*

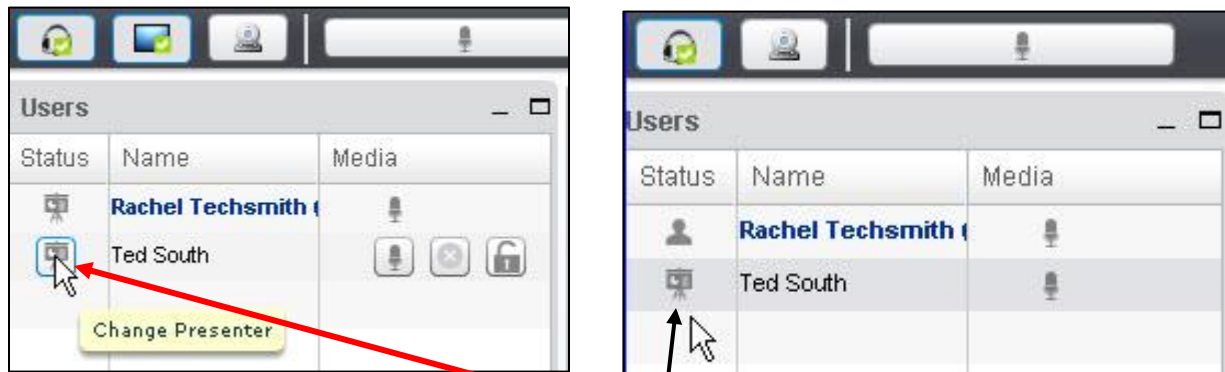


## 7 WHAT CAN YOU SHARE IN MEETINGS?

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- You can share any web site, such as the Durham Tech web site or Self-Service.
- 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.

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

In the **Desktop Sharing: Presenter's Preview**, click on the **Stop** button.

