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 In Sakai Instructor Resources at **http://bit.ly/SakaiMeetings**: **Create a Meeting handout** and **Running a Meeting handout**.

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 at http://bit.ly/SakaiMeetings.

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

Desktop sharing works for Mac, Unix, and PC platforms. You can now use the **Mozilla Firefox** web browser OR **Chrome web browser** to share your Desktop, due to updates in Meetings/BigBlueButton.

==Only if you want to share your Desktop with Firefox:==

1) **Check/Install the latest version of Flash Player:** Visit Adobe's Flash Version Check or https://helpx.adobe.com/flash-player.html

2) **Check/Install the latest version of Java:**

   a. Go to the Verify Java and Find Out-of-Date Versions web page or https://java.com/en/download/installed.jsp
   b. Click on the **Agree and Continue** button.
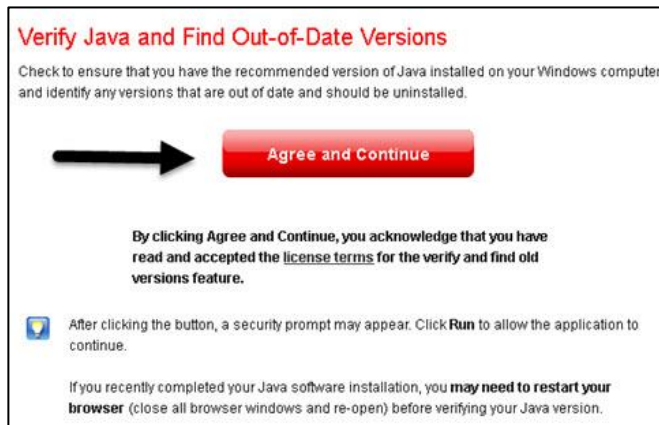
   c. In the "*Do you want to run this Application*?" dialog box, click on the **Run** button.

   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 or https://www.java.com/en/download/ **Note:** For Mac's, 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.

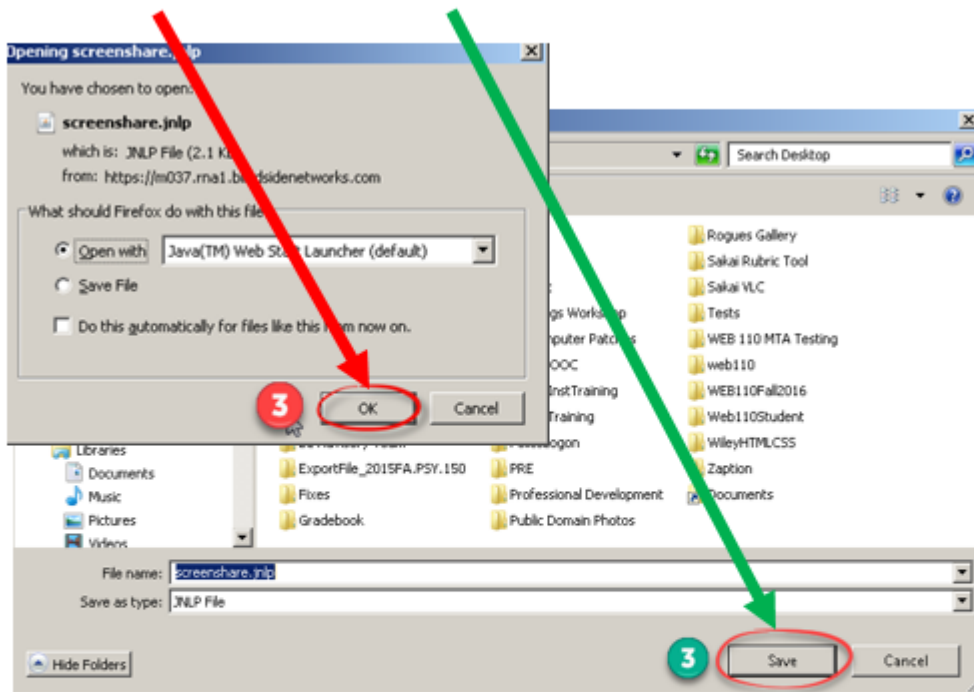# 6   *Steps* to Share Your *Desktop/Screen* in a Meeting

1) At the top left, above the Users module, click on the **Share My Desktop** icon
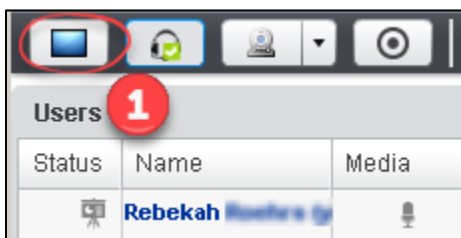
2) **The Desktop Sharing: Presenter's Preview** box will display below the Users module.
   At the bottom of the preview box, click **Start**.
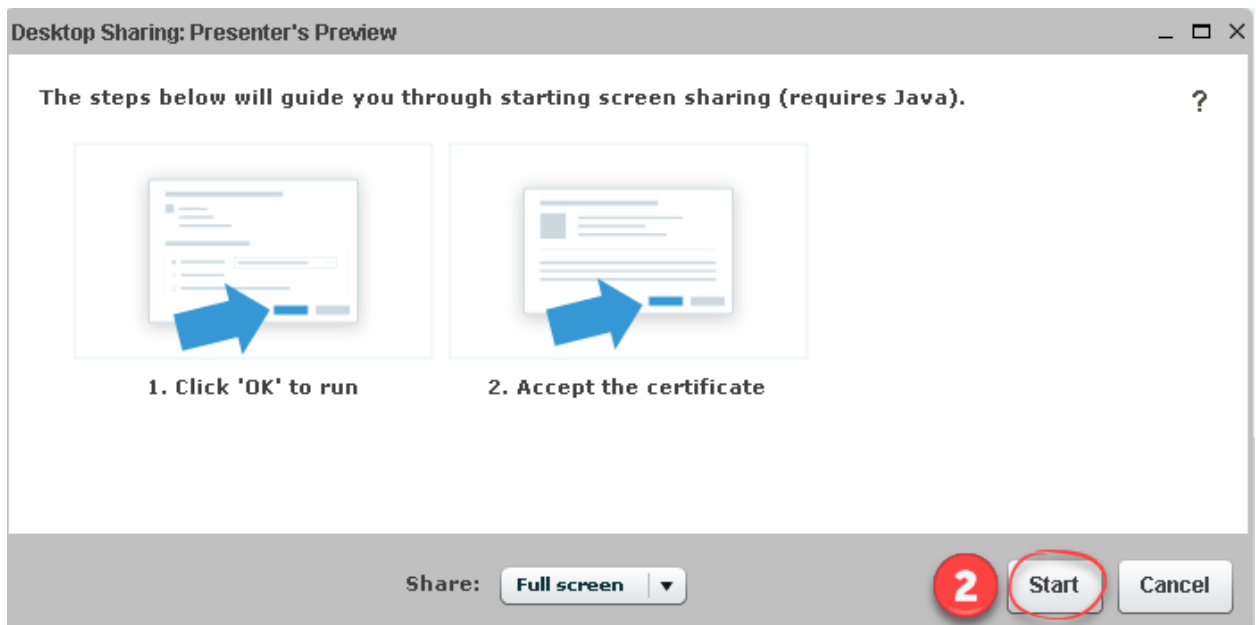
3) At the top of your Meetings session, open the "screenshare" file: for **Mozilla Firefox**, click **OK**; for **Chrome**, click **Save**.


4) For **Chrome**, you have one more step. In the bottom left corner, click on the downloaded file:
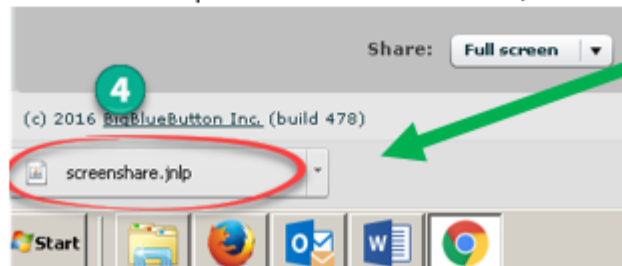
5) **In both Mozilla Firefox and Chrome**: In the middle of your Meeting, you'll see a new dialog box, asking "*Do you want to run this application?*" Click on the **Run** button.
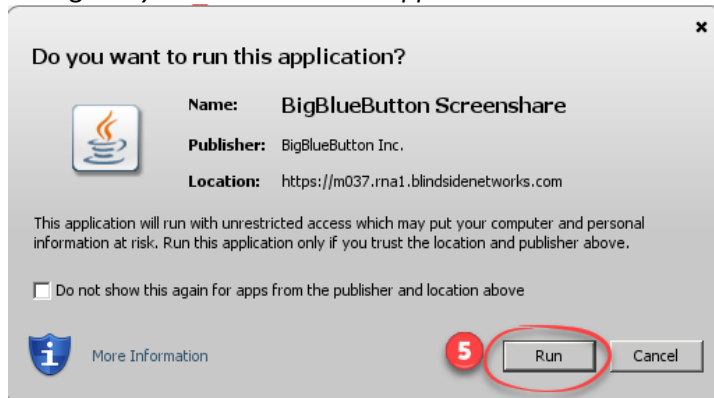
6) You'll see a blue outline around the recording area, usually your whole screen.
   In the lower left, you'll see a preview of what your students can now see in Meetings.
   At any time you can Pause/Restart or Stop sharing your desktop.
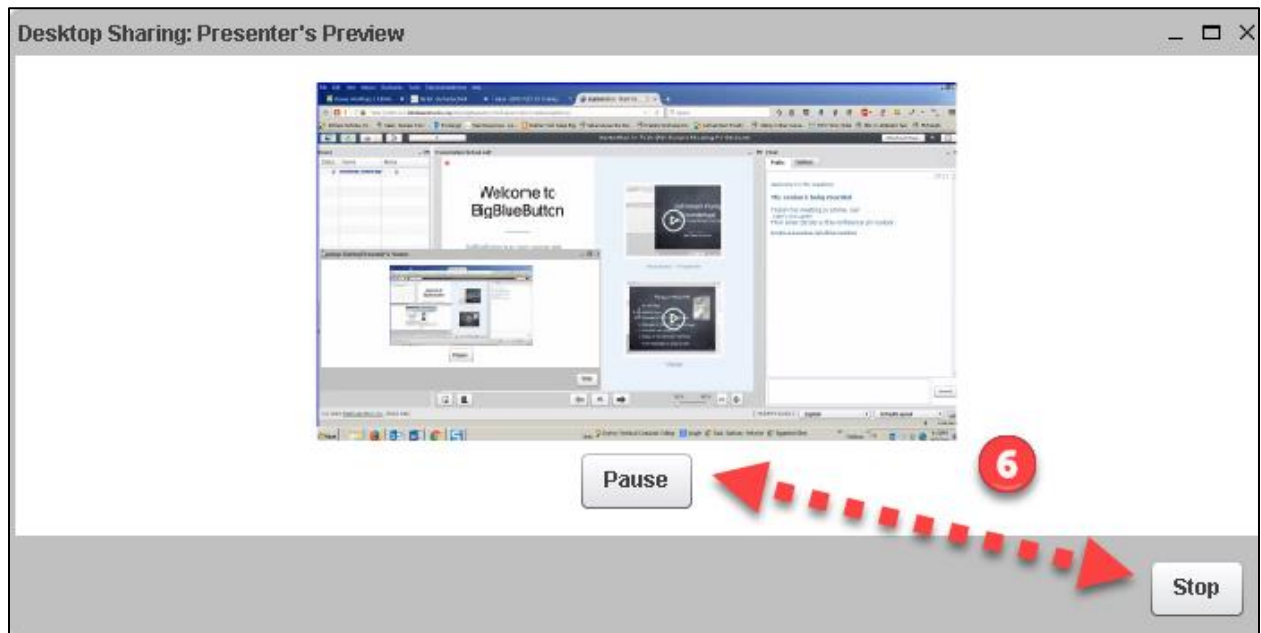
7   *WHAT* CAN YOU *SHARE* IN MEETINGS?

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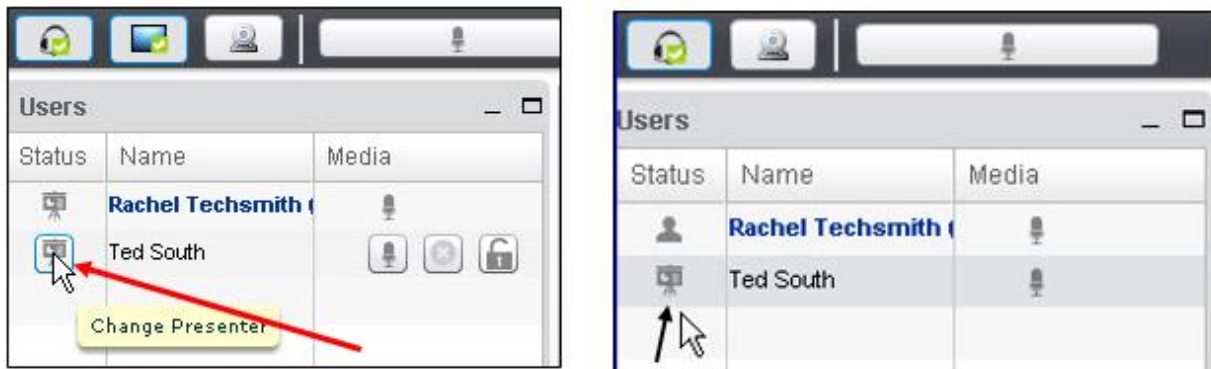
On the left above, during the meeting, the **presenter,** Rachel Techsmith, can go to the Users module, and assign anyone in the Meeting the role of **presenter.** How? Click in the **status** column to the left of a user's name, such as Ted South.

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.