

APPLICATION SHARING

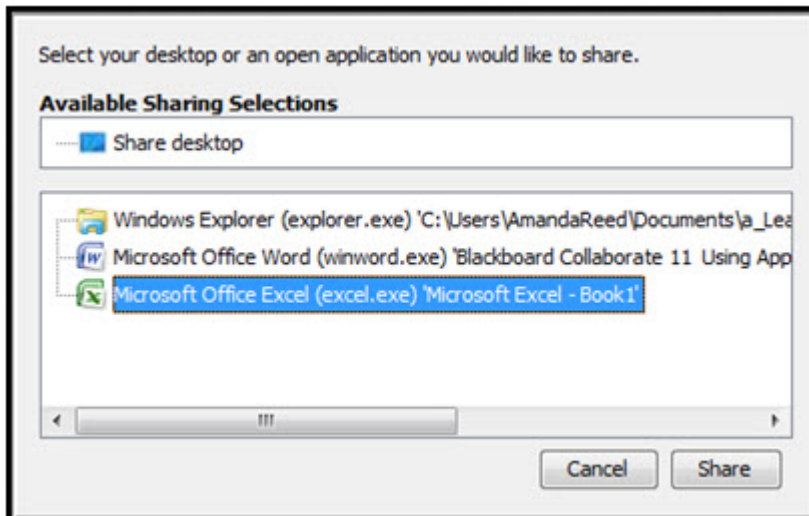
Application Sharing allows a Moderator or Participant to share any application or the entire desktop with other attendees. The host of the application share can grant remote control of his or her application(s) to others. This allows for true hands-on training, demonstrations, and support applications.

Start Application Sharing

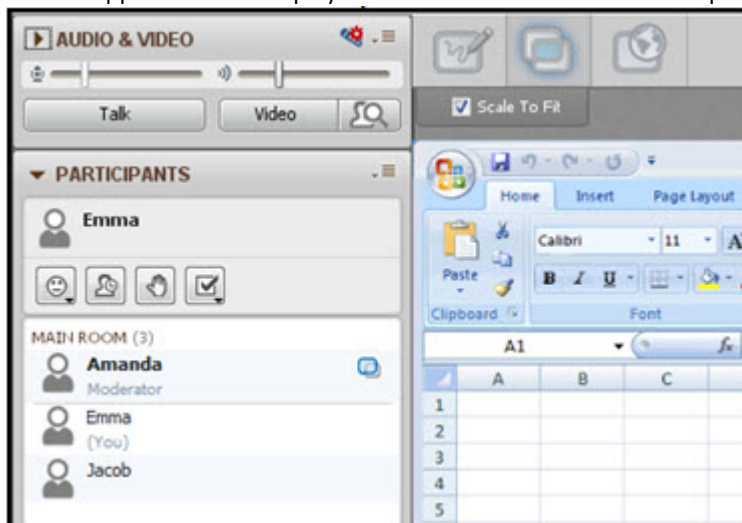
Click the Application Sharing button



2. Select Share Desktop or a specific application from the list. Only open applications that are not minimized will appear on the list.

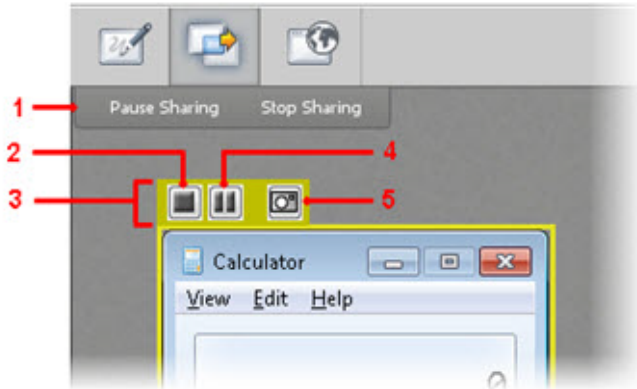


3. Click **Share**.
4. The shared application will display in the Content Window for Participants.



The session participant who is sharing an application should size the application to the approximate size of the content window. (**Quick tip:** Double click on the title bar of the application you are sharing. This will make the shared view smaller - allowing you to resize to fill the content window.) This will ensure room on the monitor to see the Blackboard Collaborate side panels and the application. By default a yellow box will appear around the region that is being displayed. A small controller will be available with a button for Stop, Pause and Snap Shot.

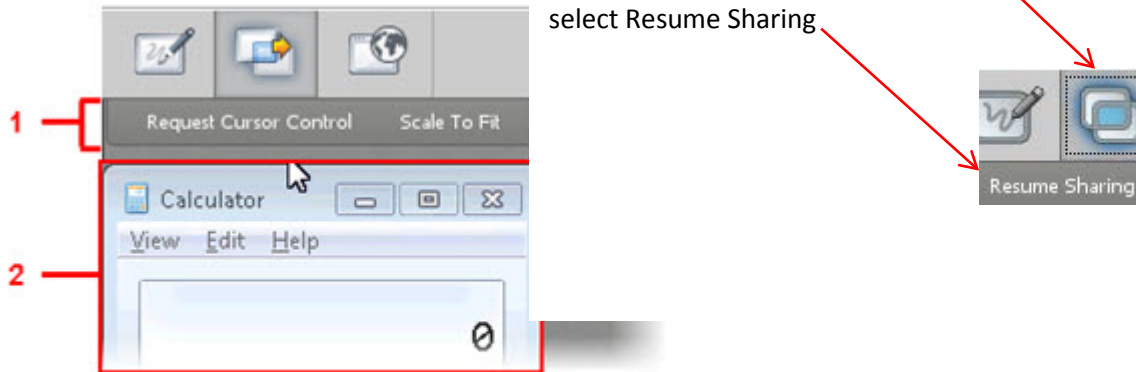
Host View:



- | | | | |
|---|---------------------|---|-------------------------------------|
| 1 | Host's action bar | 4 | Pause Sharing button |
| 2 | Stop Sharing button | 5 | Send Snapshot to Whiteboard button* |
| 3 | Host's controller | | |

*This step will take you to the Whiteboard and allow you to mark up the snapshot with the Whiteboard tools. To go back to Application Sharing, click the Application Sharing icon and select Resume Sharing

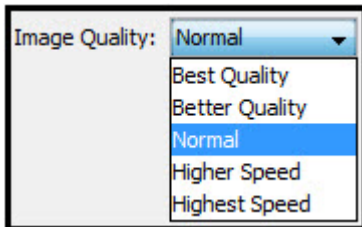
Viewer's View:



- | | | | |
|---|---------------------|---|------------------------------|
| 1 | Viewer's action bar | 2 | Shared screen or application |
|---|---------------------|---|------------------------------|

Change the Image Quality setting for my Shared Application

You can optimize application sharing by selecting the Image Quality you want to transmit. Normal is the default. Go to **Edit > Preferences > Application Sharing > Hosting Options** to make a change.



View Whiteboard content while using Application Sharing

The Whiteboard, Application Sharing and Web Tour share space in the Blackboard Collaborate Web Conferencing interface – each represents a "mode" in the content area. Although Whiteboard content, Application Sharing content and Web Tour content may all be loaded at the same time, you will be able to see the content of only one mode at a time. Only certain users can switch between modes:

- Moderators with can switch between all modes.
- Participants with Application Sharing permission can switch to Application Sharing mode and back to Whiteboard mode.
- Participants with Web Tour permission can switch to Web Tour mode and back to Whiteboard mode.

Note - Participants with Whiteboard permission (the default) but not Application Sharing or Web Tour permission **cannot** switch to Whiteboard mode from either of the other two modes. This safeguards against Participants switching modes during someone else's Web Tour or Application Sharing presentation.

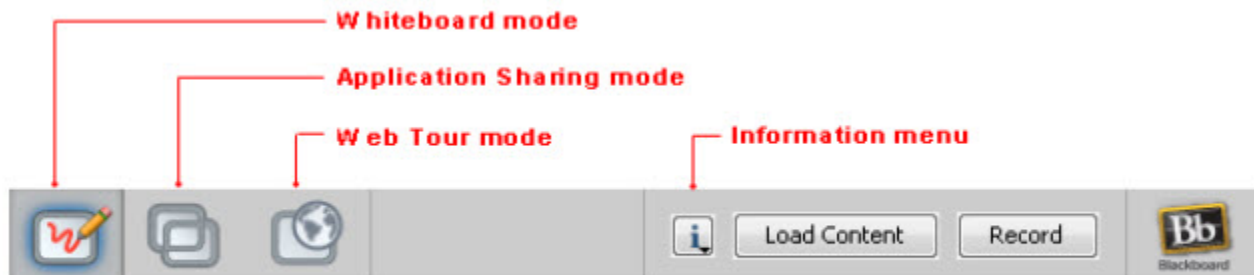
When someone switches modes, everyone in the session will follow them to the new mode.

Note - Be careful not to inadvertently switch modes on someone else who is presenting content. Everyone in the session will follow you to the new mode.

To switch modes, do one of the following:

- Click on the button in the Collaboration toolbar associated with the desired mode.
- Select the desired mode from the View menu.
- Use the keyboard shortcut associated with the desired mode:
 - Whiteboard mode: Ctrl+Alt+W (Command-Option-W on Mac)
 - Application Sharing mode: Ctrl+Alt+A (Command-Option-S on Mac)
 - Web Tour mode: Ctrl+Alt+U (Command-Option-U on Mac)

You can easily see which mode is selected by noting which button in the Collaboration toolbar is colored. In the Collaboration toolbar below, the current mode is Whiteboard mode.



Resize Shared Application to Fit my Application Sharing Window (Participants)

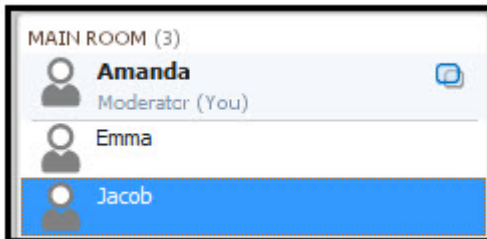
If the area being shared is larger than the Application Sharing window, it can be scaled to fit the window. Select **Scale To Fit**. This option must be selected by participants in the session, and cannot be set by the moderators.



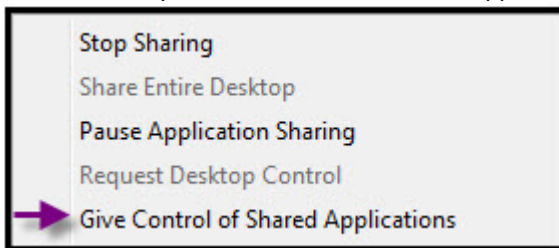
Give and Take Back Control of Your Shared Application

To give control of the shared application to another participant in the session, do the following:

1. Select the Participant from the Participants List



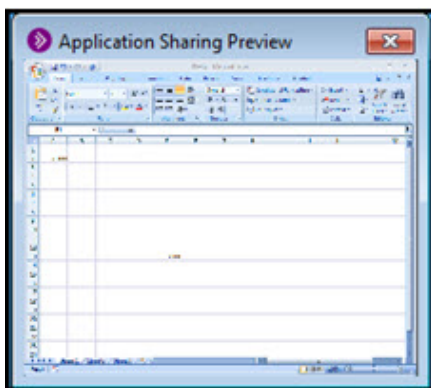
2. From the **Tools** menu, select **Application Sharing > Give Control of Shared Applications**. The Participant now has the ability to interact with the shared application.



3. To regain control, from your keyboard hold down the CTRL key and the Space at the same time. Control is now given back to the host.

Preview Shared Application (Privately)

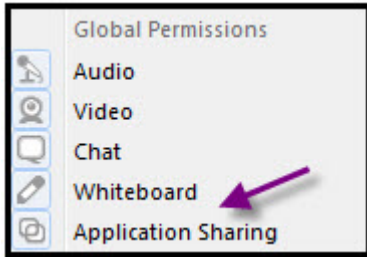
To view what your participants are seeing go to Tools menu, select **Application Sharing > Show Preview Window**. A thumbnail of the shared application will display in a new window.



Do not place the Preview window on top of the shared application because it will block transmission and appear as a black box on the Participants screens.

Give Participant Permission to use Application Sharing

By default Participants do not have the permission to use Application Sharing. The Moderator may give permission to all Participants from the Global Options menu or to a single participant from the Participants Option menu.

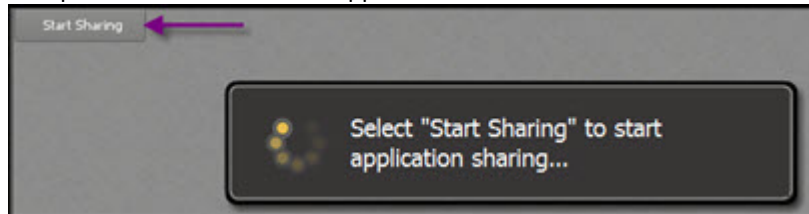


If the permission is given globally, you will not see a change in the Participants List. However if it is given to an individual Participant, the Application Sharing permission icon will appear next to that Participant's name.



Steps:

1. Give the Participant(s) Application Sharing permission as described above.
2. Click on the Application Sharing button to switch to that mode. (The Participant with Application Sharing permission can do this as well.)
3. The Participant must click the **Start Sharing** button, select an application and click Share. Now all session Participants will see the shared application.



4. The Application Sharing permission will change to an active status.



Request Control of Someone Else's Desktop

Application Sharing privileges are required to request control of someone else's desktop or shared application.

Moderators and Participants with the Application Sharing permission can request control of another person's desktop at any time – even when the session is not in Application Sharing mode.

When you receive permission to remotely control someone else's desktop, that person retains the ability to control their desktop as well – control is shared.

Note: If a different user already has control of the desktop you want to control, or the desktop owner is already sharing their own desktop, you will not be able to request control (*Request Desktop Control* will be disabled).

To request control of another Participant's desktop, do the following:

1. Select the person in the Participants list from whom you wish to request desktop control.
2. In the Tools menu, open the Application Sharing menu and select Request Desktop Control. The desktop owner will receive a notification that you are requesting control of their desktop. They may grant or refuse your request.
3. Depending on the Host's settings, you may be prompted for a password.

Requesting Control of an Application Share from the Host

Moderators and Participants with the Application Sharing permission can request cursor control from the Host of a current Application Share.

1. Send a request to the Host through one of the following methods:
 - o In the Action Bar at the top left of the Content area, click **Request Cursor Control**.



This option does not appear if the viewer does not have Application Sharing permission.

- o In the Tools menu, select Application Sharing and click *Request Control of Shared Applications*.

The desktop owner will receive a notification that you are requesting control of their shared application. They may grant or refuse your request.