

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.

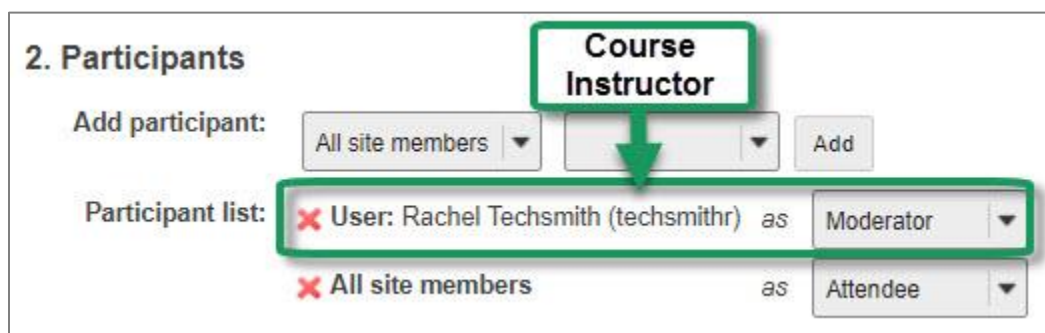
2 HOW DO YOU *CREATE* AND *RUN* A MEETING?

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 and **Presenters** (who have **Java** enabled) can share whatever they display on their computer, with their Meeting **participants/attendees**. Who are moderators and presenters? When you create a Meeting, by default, the instructor who creates the Meeting is assigned the role of the **moderator** of the Meeting.

- By default, all students or course site members are added as attendees in the Meeting.



The screenshot shows the '2. Participants' section of a Sakai meeting interface. At the top, there is a box labeled 'Course Instructor' with a green arrow pointing down to a dropdown menu in the 'Add participant:' section. The dropdown menu is currently set to 'All site members'. To the right of the dropdown is an 'Add' button. Below this is the 'Participant list:' section, which contains two entries: 'User: Rachel Techsmith (techsmithr) as Moderator' and 'All site members as Attendee'. The first entry is highlighted with a green box, and the role 'Moderator' is also highlighted with a green box.

- Alternatively, the instructor can temporarily give/take away a *presenter* role to a participant; by going to the Users module, the instructor can click to the left of a participant's name in the status column.
 - The participant will now be able to do everything a moderator can.
 - **Note:** Only one participant can be given the presenter role at a time.
- If you want to assign **specific** students as moderators throughout a meeting, 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. Use the **Chrome web browser** to share your Desktop (Firefox may work, but you can't upload and display presentations on Firefox).

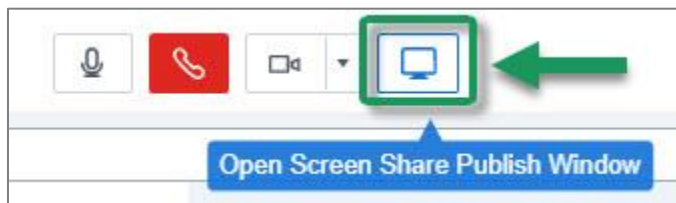
- **Network:** We recommend that you use a wired (not a wireless) network, for the best results when sharing your desktop/laptop. Otherwise, you could experience audio issues.
- **Software:** To share your desktop, you must have the latest version of Java installed. If needed: [Install Java on your computer](#) or <https://www.java.com/en/download/>.
- **If Java is not working after you install it:** Here are the step-by-step [Java troubleshooting instructions](#) or https://java.com/en/download/help/troubleshoot_java.xml.

5 HOW DO YOU *JOIN* A MEETING?

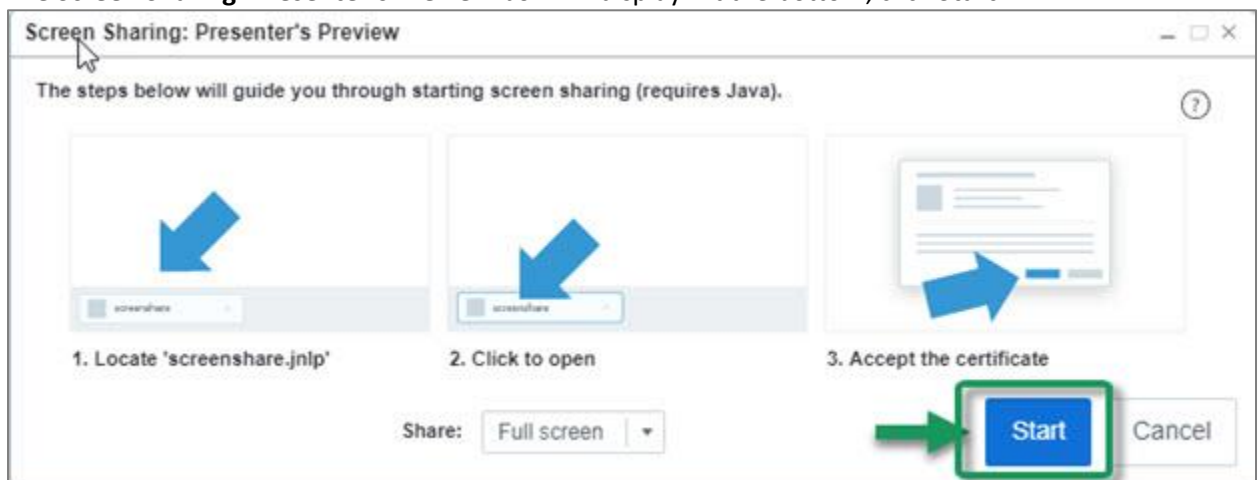
- 1) On the course menu of your Sakai course, click on **Meetings**.
- 2) Click on the **Meetings name** (it must have a status of *Available* or you can't join it).
- 3) Click on the **(Join meeting)** link. You'll see a message that your Meeting is connecting to the server, and modules are loading.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

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

- 1) At the top left, above the Users module, click on the **Screen Share** icon to share your screen.



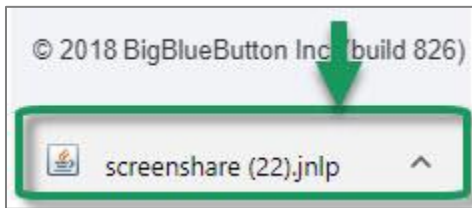
- 2) **The Screen Sharing: Presenter's Preview** box will display. At the bottom, click **Start**.



- 3) On Chrome: To open the “screen share” file, at the bottom left of the browser window, click on the **Keep** button



- 4) In the bottom left of the browser window, click on the **screenshare.jnlp** file to download it



- 5) In the dialog box asking “Do you want to run this application?” Click on the **Run** button to run the application.
- 6) You’ll now 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 click **Pause/Resume** or **Stop**, to return to your presentation.

