This feature can be used to share Web pages with others in the session. It is a type of content that appears in the Content Area and is accessed through the Collaboration Toolbar. This feature is not supported on mobile devices. Students must be granted Web Tour permission by the Moderator before they can share a Web page. If students have not been granted Web Tour permission they are only able to view Web pages displayed by the Moderator.

**Switch to Web Tour Mode**

One of the following ways can be used to connect to Web Tour Mode.

- Click the **Web Tour Mode** button on the **Collaboration Toolbar**.
- Click the **View Menu** and then select **Web Tour**.
- On a Windows computer, use the keyboard shortcut **Ctrl + Alt + U**.
- On a Mac computer, use the keyboard shortcut **Command-Option-U**.
- The following components are available when in the Web Tour interface.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration Toolbar</td>
<td>This is the area that contains the buttons that are used to move from Whiteboard, Application Sharing, to Web Tour Modes</td>
</tr>
<tr>
<td>Navigation Bar</td>
<td>To move around in the Web site or to access a different site, click the options on this bar.</td>
</tr>
<tr>
<td>Back/Forward Buttons</td>
<td>Click these buttons to move back and forth in the Web site.</td>
</tr>
<tr>
<td>Address Text Box</td>
<td>This is the area where the address for the Web site is input. Once the address has been input press the Enter key to access the page.</td>
</tr>
<tr>
<td>Follow Me Option</td>
<td>This option allows Participants to freely browse other pages in the Web Tour, independent of the pages to which the tour guide browses.</td>
</tr>
<tr>
<td>Options Menu</td>
<td>To decide how the Web page is to be viewed, click this option. The two options are Publish the URL to Chat or Open the URL in the browser.</td>
</tr>
</tbody>
</table>

- When someone is hosting a Web Tour, the blue Web Tour Activity Indicator will appear next to their name in the Participants List.
**Start Web Tour**

The Moderator as well as Participants, if permission has been given, can start a Web Tour. To start a Web Tour, complete the steps below.

- Enter the **URL/Address** of the Web site in the **Address** box on the **Navigation Bar** (see illustration below).

- Press the **Enter** key on the keyboard.
- To allow others to freely browse the Web site independent of the pages the host is accessing, uncheck the Follow Me button.

**Conduct Web Tour**

- To navigate through the current Web site within Web Tour, it is possible to click on the links in the site.
- To move to a different site, enter a new URL/Address in the Address text box.
- When browsing the site, Web Tour maintains a history of the pages that were visited. To move between the pages kept in the history, click the Back and Forward buttons on the Navigation Bar.

**NOTE:**

- Web Tour cannot be used for password-protected sites. If password-protected sites are used in Web Tour, Participants will not be able to follow the Host past the login screen.
- Password-protected sites can be shared using Application Sharing. This will allow the Participants to view the Host’s desktop or Web browser.

**Follow Me Option**

- This option is selected when switching to Web Tour mode.
- When this option is selected, session attendees will be able to freely browse to other pages in the Web Tour.
- This is independent of the pages which the Tour Guide browses.
- When the Tour Guide moves to a new page, the Participants will be redirected to the new page.
- Participants are not able to follow the Tour Guide to a different page if the Web page is protected by a password. An error will display such as **The Web page cannot be found.**
- To prevent the Participants from being directed to the new page, unselect the **Follow Me** option.

**Tour Guide Control**

- The person starting the **Web Tour** is automatically the **Tour Guide**.
- A Moderator or Participant with Web Tour permission can take control of the Web Tour by selecting the **Follow Me** option.
- The Tour Guide’s **Follow Me** option will be unselected.
- The Tour Guide can take back control by selecting **Follow Me** again.
Publish URL/Address to Chat Panel
Moderators and Participants with Web Tour permissions are able to publish the URL/Address of the active Web page to the Chat Conversation pane. This will make it available to everyone in the session.
- Click the Web Tour Options Menu.
- Select Publish URL to Chat.
- The URL/Address will be added to the Chat Panel.

Stop Web Tour
To stop the Web Tour, switch the mode to Whiteboard or Application Sharing.

View a Web Tour
Once a Web Tour has been started, it is possible for the Participants to navigate to other pages within the Web site. Do one of the following to navigate through the site.
- Click the links within the Web site.
- Click the Back and Forward buttons on the Navigation Bar.
  - If the Host has selected the Follow Me option, you will always be redirected to the Host’s current page whenever the Host moves to a new page.
  - It is not possible to follow the Host to a Web page that is password protected. A message such as The page cannot be found will display.

Optimize Content Area
Web Tour content may not fit into the Content area of ClassLive Pro. If that happens, Participants will have to use the scroll bars to view the Web pages. There are two ways that space can be optimized in the Content area of a session.
- Maximize Window – To maximize the window, click the Maximize button in the upper right corner of the ClassLive window.
- Hide Side Bar – To hide the side bar, unselect Show Side Bar in the View Menu or move the mouse pointer over the right edge of any of the panels until it turns to two solid lines with two arrows. Drag the panel to the left.
- Restore Side Bar – To restore the sidebar, reselect Show Side Bar or drag the Panel Border back to the right.