APPLICATION SHARING-Student

This feature is used to share applications or the entire desktop with participants in the Chat Session. It is a type of content that appears in the Content area like the Whiteboard and Web Tour. When someone is hosting an Application Sharing session the blue Application Sharing Activity Indicator (see illustration at right) appears next to their name in the Participants List.

The Session Moderator must provide Application Sharing permission before a Participant can access it. If permissions have not been granted, the Participant will only be able to view Application Sharing, but will not be able to share an application.

Users of Mobile Devices cannot host or remotely control Application Sharing sessions. They are only able to view them. The user has to log in to the session from a desktop or laptop computer in order to host an Application Sharing session.

View Shared Application

Application Sharing is displayed in the Content Area. This area contains an Application Sharing Action Bar in the upper left corner. If Participants do not have Application Sharing permission they will only see the Scale to Fit option. Participants who have Application Sharing permission will see the Scale to Fit and Request Cursor Control options.

- **Scale to Fit** – This feature allows Participants to scale the window so they can view the content at the same size as the Host/Moderator.
- **Request Cursor Control** – This feature allows the Participant to take control of the desktop of the Host/Moderator. The Participant will then be able to control the cursor. The Moderator has to grant the Participant to take control of the cursor.

Scale Shared Content

The application or desktop area that has been shared by the Host/Moderator can be scaled to fit the Content Area or viewed at the same size as the Host/Moderator. To view the content at the same size as the Host/Moderator, do one of the following:
- Uncheck **Scale to Fit** in the Action Bar.
- Click the **Tools Menu**, select **Application Sharing**, and then uncheck **Scale to Fit**.
- To restore scaling to the default, **recheck Scale to Fit**.

Maximize Content Area

There are two ways in ClassLive Pro to maximize 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.
Host Application Sharing Session
Before an Application Sharing session can be conducted, the Participant must be granted Application Sharing permission by the Moderator and must switch to Application Sharing Mode in the Content area. When switching modes, the Participant needs to be careful not to inadvertently switch modes on someone else. If that happens, everyone in the session will follow the Participant to the new mode.

Switch to Application Sharing Mode
Do one of the following to switch to Application Sharing:
- Click the **Application Sharing Mode** button in the **Collaboration Toolbar** (see illustration at right).
- Click the **View Menu** and then select **Application Sharing**.
- On a **Windows** computer, enter the keyboard combination CTRL + Alt + A.
- On a **Mac** computer, enter the keyboard combination Command-Option-A.
- Click the **Tools Menu**, select **Application Sharing** and then select **Start Sharing**.
- Click the **Tools Menu**, select **Application Sharing**, and then select **Share Entire Desktop**.
  - Application Sharing will be started immediately.
  - The **Available Sharing Selection** dialog box will not display.
- When the **first five options** are used to start Application Sharing, the **Available Sharing Selections** dialog box will open.

![Available Sharing Selections Dialog Box]

Select your desktop or an open application you would like to share.

**Available Sharing Selections**

- Share desktop

1. **Java (javaw.exe) ‘ClassLive Pro – EDU421_BA_House’**
2. **Microsoft Word (winword.exe) ‘ClassLive ApplicationSharing - Word’**
3. **ShoreTel Communicator (shoretel.exe) ‘7651 - ShoreTel Communicator’**
4. **Windows Explorer (explorer.exe) ‘Documents’**
5. **Internet Explorer (iexplore.exe) ‘Software for Educators (AA) - Windows In’**
6. **Microsoft Outlook (outlook.exe) ‘Calendar - WHOUSE@sienaheghts.edu - C’**
7. **ClassLive Pro (javaw.exe) ‘ClassLive Pro – EDU421_BA_House’**
8. **Foxit Reader 6.0, Best Reader for Everyday Use! (foxit reader.exe) ‘Class’**

Start an Application Share
- In the **Available Sharing Selections** dialog box, do one of the following:
  - Click **Share Desktop**.
  - Click one of the available programs.
    - If there are multiple available windows for a program, click the arrow icon (see illustration) to expand the list.
    - Select the window that is to be shared.
    - To share multiple applications or windows, select them by using the Shift or Control button.
- Click **Share** to begin sharing the Application.
Click **Cancel** to close the menu without sharing an application.

To start a new share after cancelling, click the **Start Sharing** button on the **Action Bar** (see illustration).

Move the window that is to be shared to the front of the desktop.

☆ Obscured windows or portions of windows will not be visible to remote Participants.

**TIP:**

☆ A helpful approach is to resize the window that is being shared to the dimensions of the Content area.

☆ This will allow the Participant and the Host to have access to all Blackboard Collaborate Web Conferencing Tools even while sharing the application.

**NOTE:**

☆ The Application will persist until it is closed or when the host leaves the session.

☆ If the Participant switches to Whiteboard or Web Tour mode, the share will still be active, but not visible.

☆ When the Participant switches back to Application Share the application will be visible.

**Pause Application Share**

An Application Share that has been paused can be easily restarted later. Complete one of the following steps to pause an Application Share.

☆ Click **Pause Sharing** in the **Action Bar**.

☆ If the **Hosting Preference Hide Content** is not turned on, the Action Bar will not be visible.

☆ Click the **Tools Menu**, select **Application Sharing**, and then select **Pause Application Sharing**.

☆ Switch to either **Whiteboard Mode** or **Web Tour Mode**.

**Resume Application Share**

Complete one of the steps below to resume Application Sharing.

☆ Click **Resume Sharing** in the **Action Bar**.

☆ Click the **Tools Menu**, select **Application Sharing**, and then uncheck **Pause Application Sharing**.

**Preview Application Share**

A small preview window of the shared application can be viewed by the host. This allows them to see how the application or desktop appears to others. It allows hosts to know if part of a shared window is obscured or if the application share becomes frozen or lost.

☆ Click the **Tools Menu**.

☆ Select **Application Sharing** from the list of options.

☆ Click **Show Preview**.

☆ A preview of the application will appear in the upper-left corner of the program window.

**Give Control to Another Participant**

With this option, Application Sharing Hosts can turn control of their application or desktop over to another Participant. The Participant who has remote control can move the mouse cursor, click and type. The host retains control at all times and can revoke control at any time. Only the host and one other Participant can share control at one time.
There are two ways that a shared application or desktop can be controlled by another Participant.
- Control can be delegated to them.
- Control can be requested from the Participant. The host can reject or approve the request.

If control is delegated to a Participant, the Participant does not need Application Sharing permission to take control.

When an Application Window or Desktop is being shared, the remote Participant’s control is limited only to the selected application.

The Participant doesn’t have access to other areas of the Host’s desktop.

**CAUTION:**
- When giving Remote Control Access to the desktop of a computer, be very careful.
- The Remote Controller has full user control over the computer.
- It is imperative that the Host not leave the computer unattended.

**Delegate Remote Control**
- On a Windows computer, right-click on the desired person in the Participants List.
  - Select Give Control of Shared Applications.
  - or
- On a Mac computer, Control-Click on the desired person in the Participant’s List.
  - Select Give Control of Shared Applications.
  - or
- Open the Participants Option Menu of the desired person in the Participants List.
  - Select Give Control of Shared Applications.
- or
- Select the desired person in the Participants List.
  - Click the Tools Menu.
  - Select Application Sharing.
  - Select Give Control of Shared Applications.
- The person with Remote Control will have joint control over the cursor until the permission is revoked or until they voluntarily end their control.

**Grant Request for Control**
Moderators and Participants who have been granted Application Sharing permission have the ability to request control of a shared application or desktop. When a control is requested, a Remote Control Requested dialog will appear on the Moderator screen.
- Click Yes to allow a participant one time access to the desktop.
- Check Allow all other requests until I quit, to allow future requests for control from any Participant without requiring approval. This setting will last until the Host exits the session.
- To require a Participant to request control, enter the password in the field below the Allow all requests until I quit option.
- To deny access to the desktop one time, click the No button.

**CAUTION:**
- When giving Remote Control Access to the desktop of a computer, be very careful.
- The Remote Controller has full user control over the computer.
- It is imperative that the Host not leave the computer unattended.
Stop an Application Share
Complete one of the steps below to stop an Application Share.
 Enter the keyboard Control + Shift + S on a Windows computer.
 On a Mac computer, enter the keyboard shortcut Command-Shift-S.
 Click Stop Sharing on the Action Bar.
   ✶ If the Hosting Preference Hide Content Area is turned on, the Action Bar will not be visible.
 Click the Tools Menu, select Application Sharing, and then select Stop Sharing.