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.

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, to 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.

❖ Moderators can use all the available Web Tour features.

❖ Participants can use a subset of those features.
The table below shows which functions that can be performed by Moderators and which ones can be performed by Participants when the Web Tour permission is enabled.

<table>
<thead>
<tr>
<th>Component</th>
<th>Moderators</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a Web Tour</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Publish a URL/Web Address to the Chat Conversation Pane</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Switch to Web Tour Mode</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grant Participants the Web Tour Permission</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Activity and Permission Indicators
The state of a Web Tour activity and permissions can be monitored through indicators displayed in the Participants List of the Participants Panel. The table below describes these indicators.

<table>
<thead>
<tr>
<th>Activity Indicator</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This icon will display when a Participant is conducting a Web Tour.</td>
</tr>
<tr>
<td></td>
<td>When Web Tour permission is set globally to on, but the Moderator has revoked Web Tour permission from a Participant, this icon will display.</td>
</tr>
<tr>
<td></td>
<td>This icon will appear when Web Tour permission is set globally to off but the Moderator has granted Web Tour permission to this Participant.</td>
</tr>
</tbody>
</table>

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).

  ![Web Tour Navigation Bar](image)

- 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, Participants 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.

Set Web Tour Permissions

This option is not included in the default set of Global permissions.
Participants must be granted Web Tour permission in order to conduct a Web Tour.
Web Tour permission is not needed for Participants to view another Participant’s Web Tour.

Global

Click the Global Options menu (see illustration below).
Select Web Tour from the list of options.

or

Click the Web Tour Global Permission icon that appears at the top of the Participants List (see illustration below).

Individual

Select the Participant from the Participants List.
Hold the mouse pointer over the blue area.
A group of icons will display (see illustration at right).
Click Web Tour from the group of icons (first one on the right).