

Using the Sharing Feature in Wimba

DISCOVERY SERVICES TRAINING

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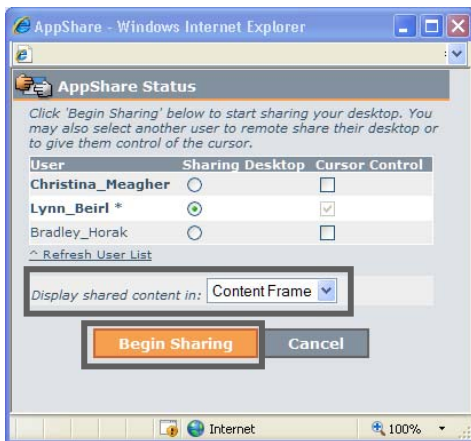
Overview of Application Sharing

Application Sharing allows you to share all or parts of your desktop with other session participants.

1. To begin application sharing, click on the **Share** button in the Presenter's Console.



2. Specify which desktop you wish to have shared by clicking on the associated radio button in the **Sharing Desktop** column.



3. Indicate where the content will be displayed by selecting the desired location from the "Display shared content in:" drop-down list:
 - a. **Content Frame:**
Replaces the information currently displayed in the Content Frame.
 - b. **New Window:**
Displays the content in a new window, allowing the participants to see both the content being shared, as well as their Wimba Classroom screen.
4. Click on the **Begin Sharing** button to display the **AppShare Selection** dialog box.



Sharing a Window

Description:

Selecting the **Window** radio button will allow you to share one window on your desktop.

Advantages:

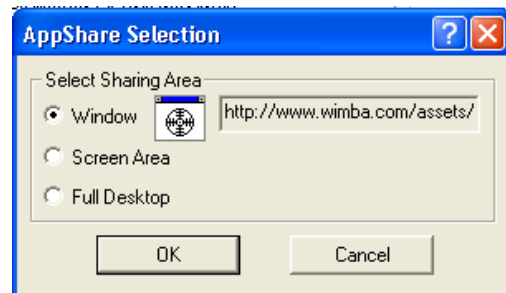
This allows other participants to view the entire screen for a single application you have open on your desktop. Any changes you make within that window will be displayed synchronously on the screens of the other participants. For example, if you share an Internet browser window, then the participants can follow as you navigate from one website to another.


Disadvantages:

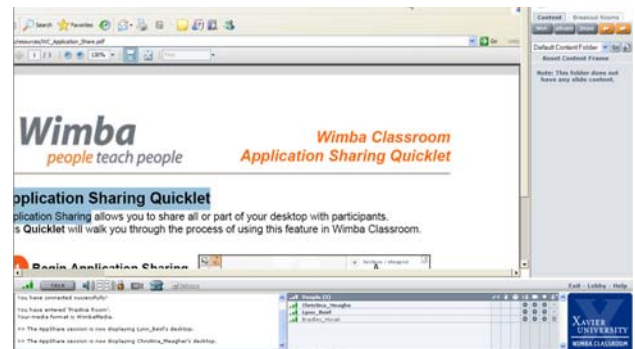
You can only share one Window at a time, so if you need to display something from another application, you will need to end the current Application Sharing session and start another one.

To share a **Window** with other participants:

1. Select the **Window** radio button in the **AppShare Selection** dialog box.



2. Open the window you want to share, and drag the window sharing icon  and drop the icon on top of a screen within the open window. This will cause whatever you have open in that window on your computer to be displayed in the Content Frame or in a new window on each of the other participants' computers.
3. Click the **OK** button to begin sharing.



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Sharing a Screen Area

Description:

Selecting the **Screen Area** radio button will allow you to select an area of your screen to display to other participants.

Advantages:

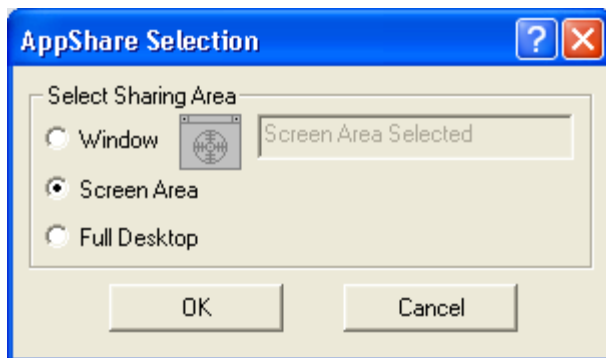
This sharing option is most effective in order to focus on a very specific part of a diagram or a document.

Disadvantages:

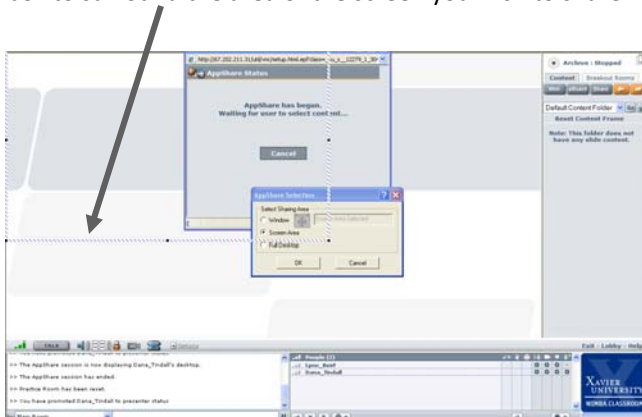
One the person sharing the screen area has selected the area to be shared, anything displayed within that portion of the screen becomes visible to other participants. So, if you have selected the area surrounding a PowerPoint slide, and decide to read an email that just came into your mailbox, as soon as you click on the email, the contents that lie within the screen area that was selected will be visible to everyone.

To share a Screen Area with other participants:

1. Select the **Screen Area** radio button in the **AppShare Selection** dialog box.

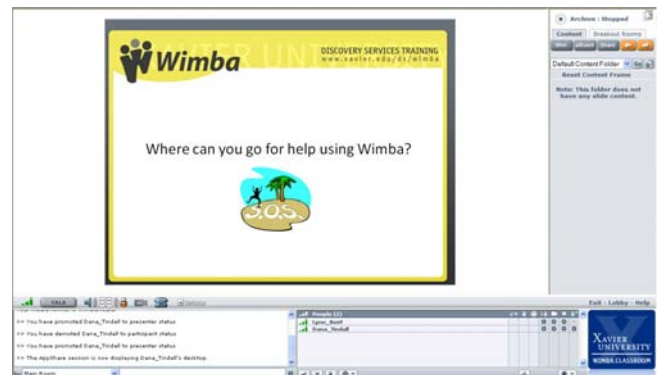


2. A zebra-striped, rectangular-shaped border will appear in the top, left-hand corner of your screen. You can re-size that box to surround the area of the screen you wish to share.



Sharing a Screen Area (continued)

- a. To re-size the box, drag on the small black squares that appear in each of the four corners, and in the middle of each of the four sides.
 - 1) Clicking and dragging on one of the corner squares will increase or decrease the height and width of the box in equal proportions.
 - 2) Clicking and dragging on a square in the middle of one of the horizontal lines will change the height of the box.
 - 3) Clicking and dragging on a square in the middle of one of the vertical lines will change the width of the box.
- b. Once the box has been re-sized, anything that appears within the borders of that box will be visible to the other participants. In the example pictured below, the instructor has re-sized and positioned the box to fit around the borders of the slides in a PowerPoint presentation.



3. To begin sharing the selected screen area, locate the original **AppShare Status** window (which may be minimized or hidden behind other windows) and click the **"OK"** button.

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Sharing your Desktop

Description:

Selecting the **Full Desktop** radio button will allow other participants to see your entire desktop.

Advantages:

This option provides the most flexibility, allowing other participants to follow you as you navigate between different documents, applications, and windows.

Disadvantages:

This enables other participants to see everything that is displayed on your screen. If you have a window open containing something you don't want to share, but accidentally click on the window, you have just made that information visible to everyone who is paying attention! Also, if you have an email or instant messaging application open and a new message comes in, your participants may be able to read the message.

Because of the amount of information that is being shared, this method requires a longer amount of time to display the data and for participants to update it.

To share your Desktop with other participants:

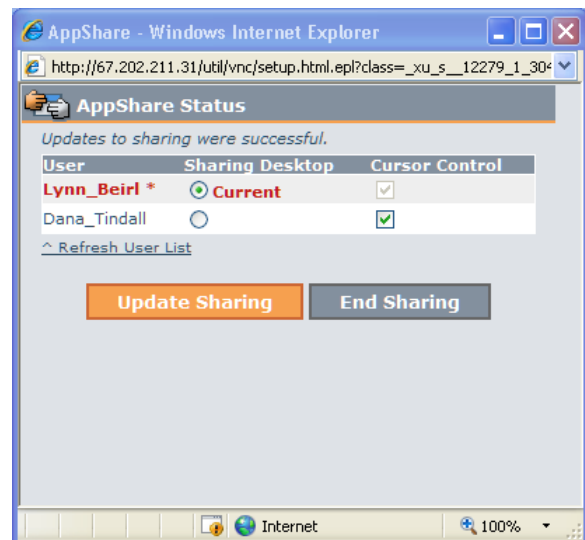
1. Select the **Full Desktop** radio button in the **AppShare Selection** dialog box



Cursor Control

Description:

When sharing a window, screen area, or desktop, you can choose whether to give cursor control to each of the other participants. This gives them the ability to click, type, or navigate within the document being shared.

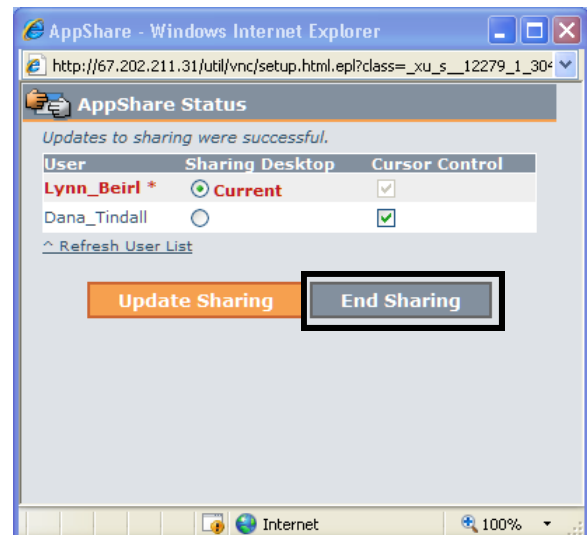


By default, only the person initiating the sharing session will have cursor control unless s/he selects another user under this column.

Ending the Sharing Session

To end an application sharing session....

1. Locate the original **AppShare Status** window (which should be minimized or hidden behind other windows).
2. Click the "End Sharing" button.



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Best Practices for Application Sharing

The following are Wimba's recommended best practices when using Application Sharing:

- Choose to share your application or web page in the **Content Frame**, rather than a New Window, to avoid confusion.
- Before the presentation, conduct a practice session where another user logs in as a participant. You can perform this yourself if you have access to two computers side-by-side.
- During the presentation, have the application ready before you start. By doing this, you can ensure that your application will be the first thing viewed by participants when you begin.
- In a small group, you may also want to ensure that everyone sees the AppShare content by asking them a question such as, "Is anyone having problems seeing the application?"
- If you are using WimbaMedia, you should use the **Lock Talk** feature to avoid using the **Ctrl** key to speak. You may also consider changing the **Talk Hot Key** to F8.
- If broadcasting video, you may wish to select **Stop transmitting video** to bring focus to the shared application and ease bandwidth.
- If you enable other participants to have control of your application, we recommend enabling only one participant at a time, or giving very clear instructions about taking turns.
- If you will be giving a web tour but will not navigate through too many links, you may want to consider using screen shots or web pushes instead of Application Sharing, since Application Sharing takes several seconds to initiate.
- If showing your application in a new window (instead of the **Content Frame**):
 - o Verbally inform participants that a new window will appear when you begin, to minimize confusion.
 - o To continue using the **Text Chat Area**, keep the shared content to $\frac{3}{4}$ of the computer screen so users can see and use text chat.

Technical Notes about Sharing

Some additional information that faculty should know about the mechanics of Application Sharing:

- Participants will not need to have the application being shared installed on their computers in order to view or interact with it.
- For best performance, follow these recommendations:
 - ◇ Participants should be on the fastest Internet connection available (56 kbps minimum for Application Sharing).
 - ◇ Presenters should close all non-Wimba Classroom applications on their computers before hosting Application Sharing.
 - ◇ Presenters should select the smallest possible window or screen area to show or share, for fastest performance.
 - ◇ Presenters on Windows OS may want to set the color settings on their monitors to High Color (16-bit). To define this setting, go to **Start > Settings > Control Panel > Display**.
 - ◇ Presenters on the Mac OS may want to set the color settings on their monitors to "Thousands". To define this setting, go to **Apple Menu > System Preferences > Appearance > Display**.
 - ◇ Presenters who accidentally close the **AppShare Status** window can click the **Share** button on the **Presenter's Console** again to re-display that window.