

Application Sharing

Wimba Classroom's Application Sharing tool lets you show or share any application running on your computer with all participants in a presentation. It is the ideal tool to use for:

- Showing dynamically changing content (such as giving web tour of software demonstrations)
- Showing content that cannot be added to Wimba Classroom as slides (such as any proprietary software application or your desktop)
- Teaching participants to use a software application and having them demonstrate their knowledge for you
- Collaborating on documents and applications (such as a Microsoft Word document or Excel spreadsheet)
- Troubleshooting end users by having them show you their desktops (using Wimba Classroom's Remote AppShare Request feature)

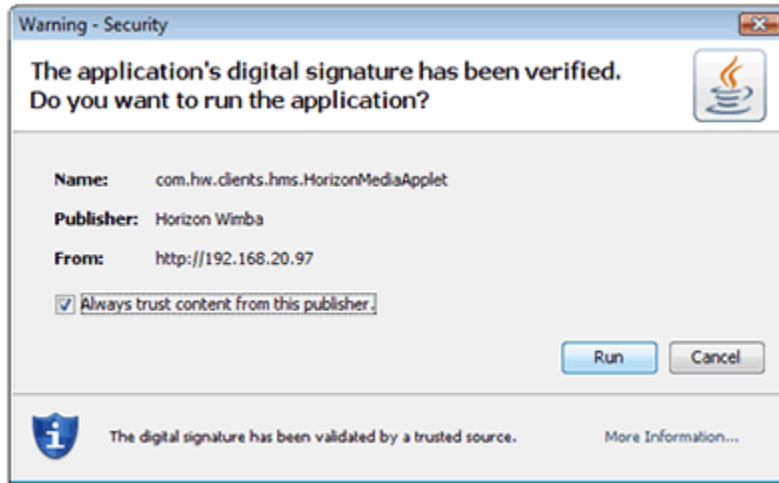
When you begin Application Sharing in a presentation, all users (besides yourself) will see the application appear in the Content Window by default, or in a New Window if you choose. You can choose to share only the window of the application or webpage, a portion of your computer screen, or your entire desktop. Everyone can see all of your keystrokes and mouse movements in real-time as you work within this shared area.

By default, everyone (including co-presenters) can only see the application. They are not able to interact with the application. However, you can give them control of your mouse so they can interact with that application as well.

In addition, Application Sharing gives you the ability to let participants share their own applications with the rest of the group.

Authorizing AppShare

Security Warning



AppShare uses a signed Java applet to allow users to view your desktop remotely. If you have not fully authorized the applet previously, you will receive a popup window similar to the one pictured above.

When asked if you wish to trust the signed applet provided by Wimba, click 'Always' or 'Grant Always.'

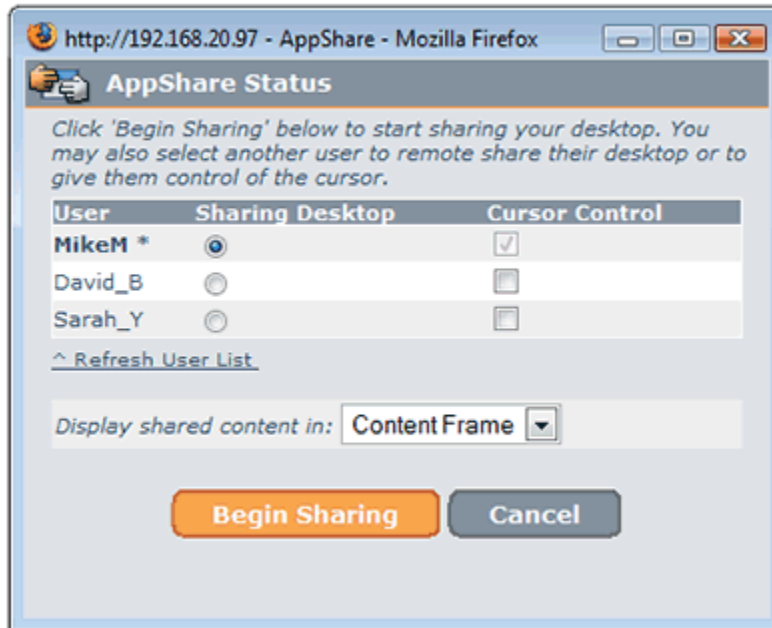
NOTICE FOR MAC USERS: *Certain Safari users will receive a different popup window. If so, under "When using this certificate" select 'Always Trust' and click 'OK.'*

Once you have successfully authorized AppShare, you should see the AppShare Selection window appear.

Note: *Users who simply wish to view or interact with the shared application will not need to authorize the Java applet. Only the user actually Sharing content from his computer will need to authorize.*

Running Application Sharing

Overview



1. Click the **Share** button (located in the **Content** tab of the Presenter's Console).

The **AppShare Status** window opens, which contains 3 columns.

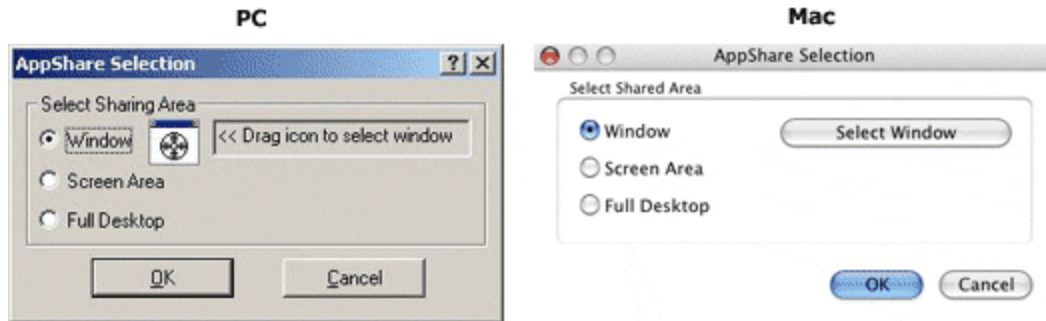
The "User" column lists all users in the room.

The "Sharing Desktop" column indicates whose application will be shared. By default, your application will be shared. However, you can choose another user under this column to share his/her application instead.

The "Cursor Control" column indicates who else will have cursor control (i.e., ability to click, type or navigate). By default, only you have cursor control. Select other users as appropriate under this column.

Below these columns, you can use the drop-down menu to indicate where the application will appear for users when shared. By default, the application appears in the Content Frame. However, you can choose a New Window if it takes up a relatively large area.

2. Click the orange **Begin Sharing** button. If this is the first time you have hosted Application Sharing on your computer, you will need to authorize a signed Java applet which enables AppShare. For more information about this authorization refer to [Authorizing AppShare](#).
3. The AppShare Selection window opens. Decide what area of your desktop you would like to share. Choose one of 3 options:



a) **Window** - Select this option if you would like to share only the application window.

PC only: click and drag the window icon  onto the desired application window.

You may choose this option because:

You're showing/sharing on only one application or window.

Other users will have cursor control. By choosing a Window, you limit mouse and keystroke control to only that application, instead of your entire Desktop.

Note: *Even though you have selected a specific window, any other application or window that overlaps the selected window will also be displayed during Application Sharing.*

b) **Screen Area** - Select this option if you would like to select a region of your computer screen to share.

You may move this tool to a different area of your screen by clicking and dragging your mouse on one of the hatched lines. You may also resize it by clicking on one of the black squares on the edge of the tool and dragging it.


c) **Full Desktop** - Select this option if you want to share your entire desktop screen. While it is the easiest option to choose for a presenter, it also takes the longest to display and update for participants.

4. Click the **OK** button after you have made your selection. Your application is now shown in the area you've specified (content frame or new window) to all users. Any users with cursor control are also able to interact with the application.
5. To end Application Sharing, locate the original **AppShare Status** window (which should be minimized or hidden behind other windows) and click the "End Sharing" button.

You may also use this window to change cursor control or allow someone else to share his/her application. Click the "Update Sharing" button after making your selections.

Additional Notes

If you choose the "Window" option when selecting the shared region, you can "pause" Application Sharing (i.e., make an update to your desktop that is invisible to the user). When the shared window is minimized, users will only see a message that reads "The shared window is minimized. Please wait for next update."

You can change the portion of the screen being shared after making your original selection. For PCs, double-click the **Application Sharing** icon  in your system tray to re-open the AppShare Selection window. For Macs, hold down the **Ctrl** key, click the Application Sharing icon in your system dock, and then select "AppShare Selection" from the menu.

Best Practices for Application Sharing

The following are best practices to follow 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**):
 - Verbally inform participants that a new window will appear when you begin, to minimize confusion.
 - 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 for Application Sharing

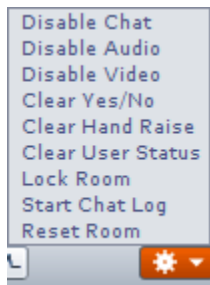
This Help Screen provides some general information about Application Sharing, as well as several recommendations for optimal performance.

Technical Notes

- Participants will not need the application installed on their computers 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.

User Management

Overview

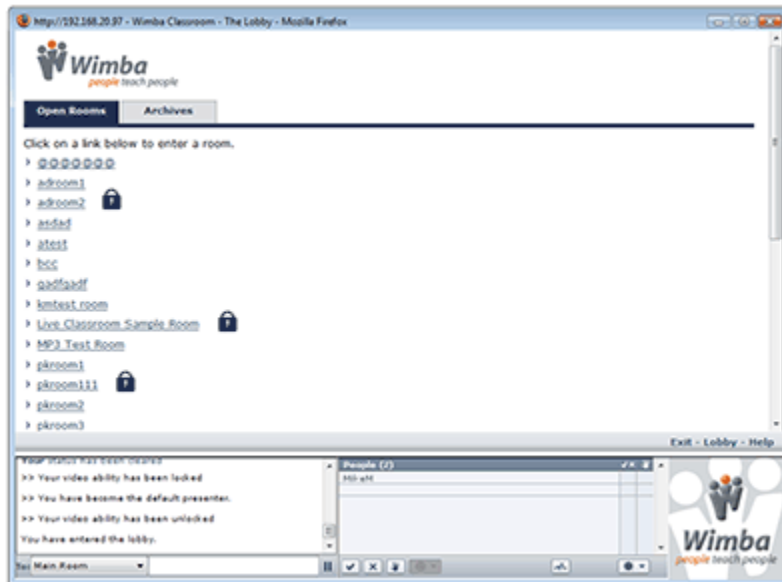


The **Actions Menu**, located at the bottom of the Participant Area, allows you to manage all of your participants' activities during a presentation.

Each feature is described below:

- **Enable/Disable Chat** lets you give or take away the ability for all participants to send public and private text messages during a presentation. For additional details, review: [Chat Privileges](#).
- **Enable/Disable Audio** lets you give or take away the ability for all participants to speak during a presentation. For complete details, see: [Speaking Privileges](#).
- **Enable/Disable Video** lets you give or take away the ability for all participants to share video during a presentation. For more information, see [Video Broadcasting Privileges](#).
- **Clear Yes/No** resets the **Yes** (check mark) and **No** (X) indicators that reflect participants' responses after clicking the **Yes** or **No** button during a presentation.
- **Clear Hand Raise** resets indicators that note participants who have raised their hands by clicking the **Hand Raising** button during a presentation.
- **Clear User Status** resets status indicators selected by participants from the **Set Status** menu.
- **Lock Room** gives Presenters the ability to lock a room and prevent new participants from joining the presentation. For further details, consult the [Room Lock](#) section.
- **Start/Stop Chat Log** allows you to create a transcript of all chat and activities during a presentation. For more information, refer to the [Chat Logs](#) section.
- **Reset Room** restores the Wimba Classroom to its pre-presentation state. For complete information, review the [Reset Room](#) section.

Room Lock



Presenters have the ability to lock a room and prevent new participants from joining. This feature can be activated by selecting **Lock Room** from the **Actions Menu**, located at the bottom of the **Participant Area**.

The room lock feature will not lock out presenters. If a participant is in the room when it is locked, and they exit, they will not be able to re-enter. Rooms that are locked will be visible in the Lobby, but a lock icon will be displayed next to the room title.

You can unlock the room by clicking the **Actions Menu** again and selecting **Unlock Room**.

Notes:

The room will unlock automatically when the room session expires (3 hours), or when the presenter logs out of the room.

*This option is also available in the **Actions Menu** of all Breakout Rooms (accessible to only presenters). Using this feature will lock/unlock the Main Room.*

Chat Logs

Chat Logs record all public text chat messages entered during the presentation. They also include the activities users performed in a presentation (for example, launching a file in the eBoard).

Archiving a presentation automatically creates a chat log, so if you plan to archive your presentation, you need not use this feature separately.

This feature can be activated by selecting **Start Chat Log** from the **Actions Menu**, located at the bottom of the **Participant Area**.

Chat logs can only be viewed through the Administration Tools (or within a Course/Section, if using a Course Management System integration).

Reset Room

Reset Room (available in the **Actions Menu**) allows presenters to restore a room (and its Breakout Rooms, if applicable) to a fresh state.

This setting:

- Returns all users in Breakout Rooms to the Main Room.
- Pushes the Default **Content Frame** and **Branding Frame** slides.
- Stops Application Sharing (if running)
- Demotes all "promoted" Participants
- Clears all Yes/No Responses
- Clears all Hand Raises
- Clears all Status Indicators
- Resets audio/video/chat states to Main Room default settings
- Closes the **Video Window** for all users
- Resets **eBoard** enabled state to Main Room default setting
- Removes all Breakout Rooms created on-the-fly
- Stops Archive (if running)

It is recommended that you use this option at the end of each session to ensure that the archive is stopped and the room is ready for future sessions.

Note: This option is also available in the **Actions Menu** of all Breakout Rooms (accessible to only presenters). Using this feature will perform all functions described above, resetting the Main Room and all Breakout Rooms.