

ANGEL 7.3 Desktop Sharing Quick Reference Guide

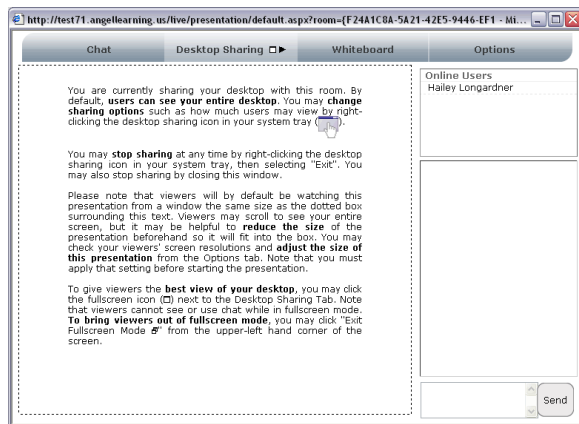
Desktop sharing allows you to demonstrate and share any desktop application, such as Microsoft® Suite products or tutorial software provided by textbook publishers. Interact with individuals, groups, or teams. Desktop Sharing is a great way to work on projects together. You can view online users and participate in private conversations as applications are shared.

Using Desktop Sharing

Before you begin your desktop sharing, you are required to install the desktop sharing application. Refer to the *ANGEL 7.3 Instructor Reference Manual* for details.


To begin sharing your desktop:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the hyperlink name of the **Live Chat** you are using for your desktop sharing.
3. Click the **Desktop Sharing** button.
4. Click the **Present to this room** hyperlink. The desktop sharing window appears.




The following information displays when you begin your desktop sharing:

You are currently sharing your desktop with this room. By default, **users can see your entire desktop**. You may **change sharing options** such as how much users may view by right-clicking the desktop sharing

icon in your system tray ().

You may **stop sharing** at any time by right-clicking the desktop sharing icon in your system tray, then selecting "Exit". You may also stop sharing by closing this window.

Please note that viewers by default can watch this presentation from a window the same size as the dotted box surrounding this text. Viewers may scroll to see your entire screen, but it may be helpful to **reduce the size** of the presentation beforehand so it fits into the box. You may check your viewers' screen resolutions and **adjust the size of this presentation** from the Options tab. Note that you must apply that setting before starting the presentation.

To give viewers the **best view of your desktop**, you may click the fullscreen icon () next to the Desktop Sharing Tab. Note that viewers cannot see or use chat while in fullscreen mode. **To bring viewers out of fullscreen mode**, you may click "Exit Fullscreen Mode" from the upper-left hand corner of the screen.

5. Follow the information provided on the sharing window to display your desktop to your students.

Best Practices

Pre-session Tips

- Open web pages, applications needed for application sharing.
- Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application is also shared.
- Practice before leading your first session!

In-session Tips

- Set your connection speed to the Internet from the Session menu. Also, remind your participants to set their connection speed as well.
- When another attendee is controlling your application, use the audio hot key to press/release the Talk button.
- Observe the activity indicator lights. This allows you to know which attendees are on a slower connection or are experiencing Internet delays so you can adjust the pace of your presentation.
- If desired, ask participants to use the optional setting of Scale to fit from **Tools > Application Sharing** when viewing a shared application or region. When this is selected, if the area that is being shared is larger than the Application Sharing window, it scales to fit the window. The percentage that the application is scaled from the original image indicated at the top of the Application Sharing window.
- If desired, you can optimize application sharing by “Best Image Quality” to “Highest Speed” from **Tools > Application Sharing > Optimization**.