

HOW TO...



Share Applications (Appshare)

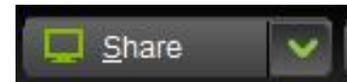
Enhance your e-CLASSES Skills and Learn to Share

Use e-CLASSES's Appshare tool to show a document, coach users, or conduct virtual hands-on training. Participants do not require the applications (software) on their computers as they use it through their e-CLASSES connection. As a leader, you can give control to participants so they can use the application.

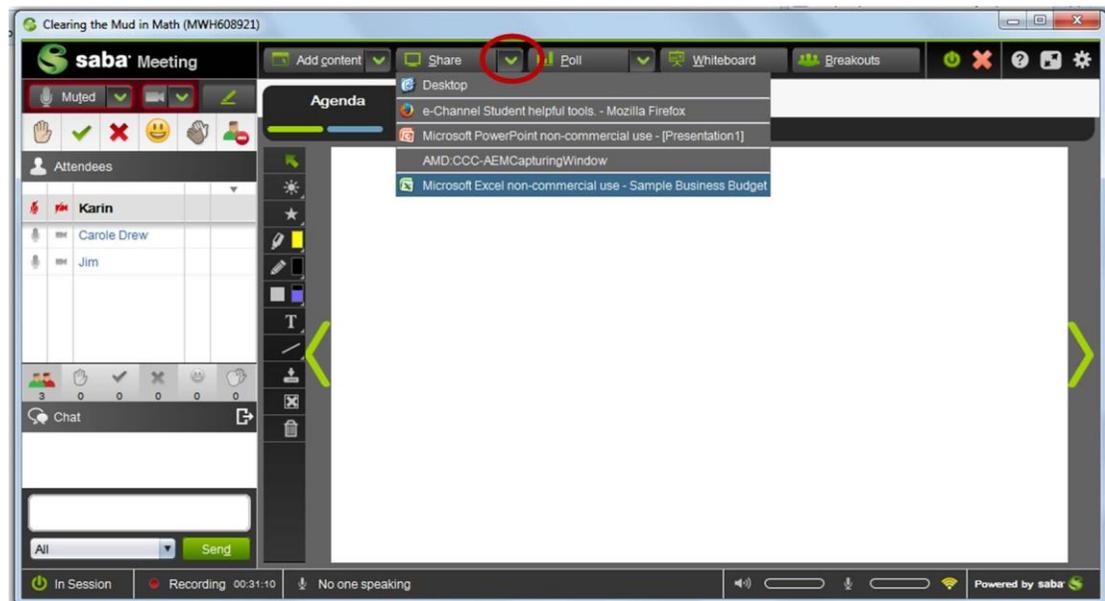
Launching Appshare

In order to share application with participants, you must first start or open the application or document on your own computer.

Then click the Share button to launch application sharing.



To select a specific application, click on the drop-down menu to display your currently open applications and then click on the application you wish to share.



TIP: Use the Lock-to-Talk microphone during Appshare to allow for hands-free talking.

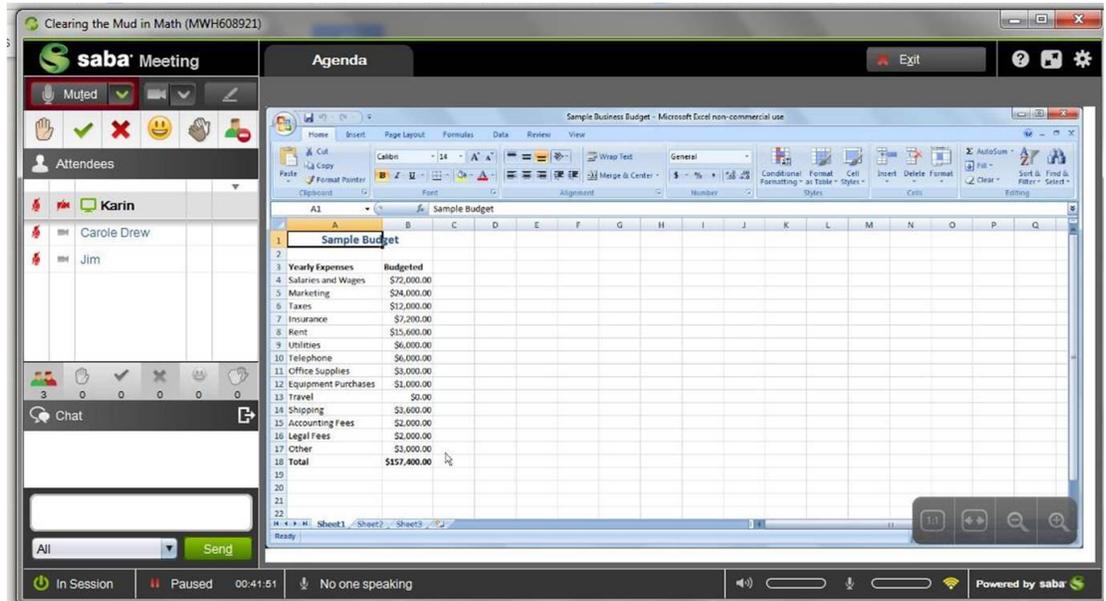
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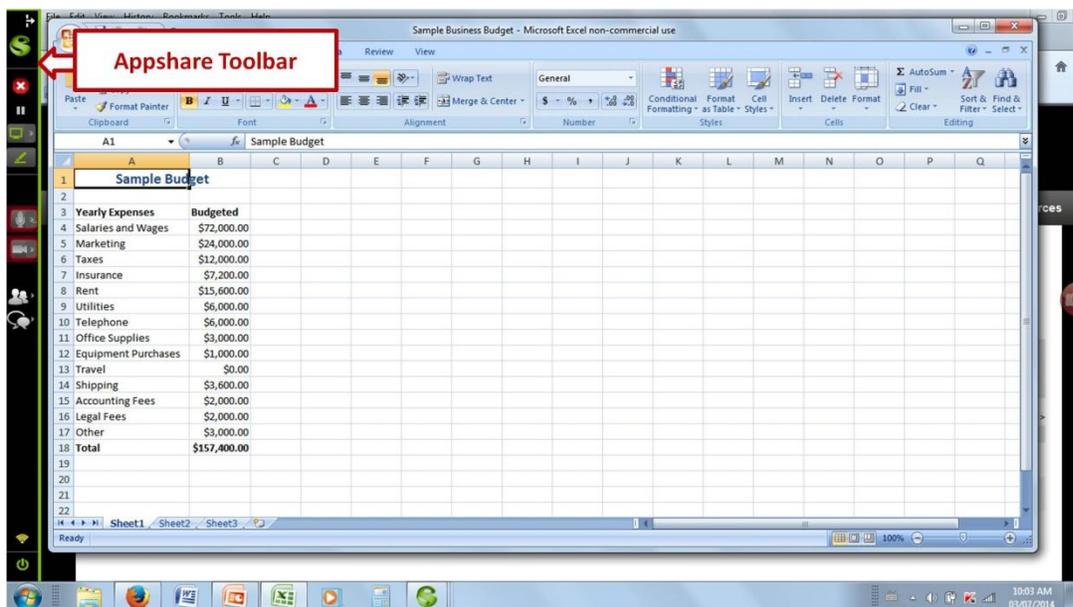
View for Participants

The default view for participants is shown below. The shared application is visible in the media window and all other e-CLASSES features remain available and active.



Appshare View for Instructors

When Appshare is launched, the default view allows maximum space for the shared application on the screen by using a minimized toolbar along the left side as shown below. The leader will not see the Audio controls or Attendees panel but will have access to them and the other features via the Appshare toolbar.



The Appshare Toolbar

The buttons on the toolbar are as follows:



Expand – click this icon to open the expanded toolbar (see below)



Quit Appshare – close Appshare and return to e-CLASSES normal view



Pause – pause Appshare



Transitions – access classroom options



Markup tools – display markup tools



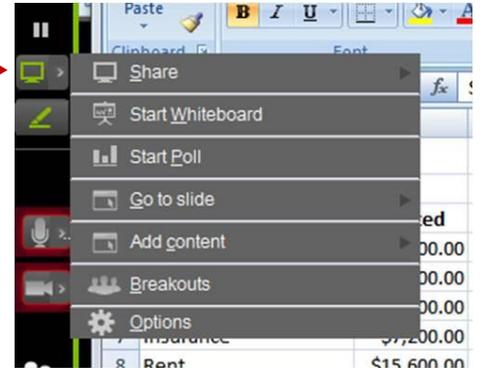
Talk – control the microphone



Camera – turn your webcam on or off



Attendees /Chat – hover over either of these icons to temporarily expand the toolbar allowing access to these features



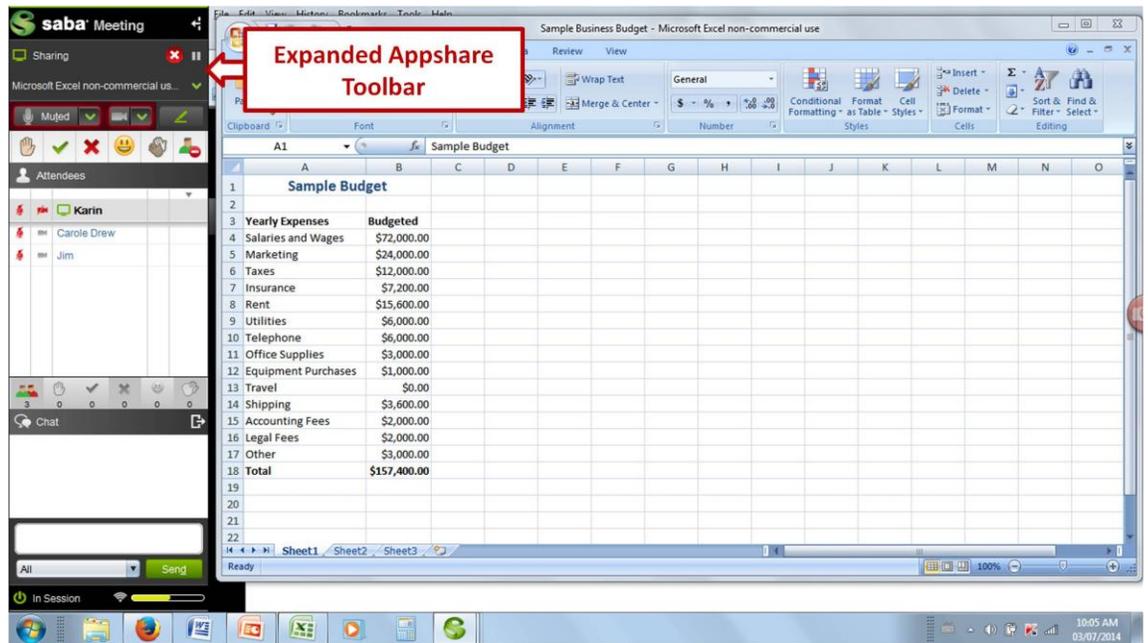
Network Status indicator



Start/Stop button – click to start or end a session



 Expand the Appshare Toolbar for a more traditional layout allowing access to the Audio controls and the People Panel.



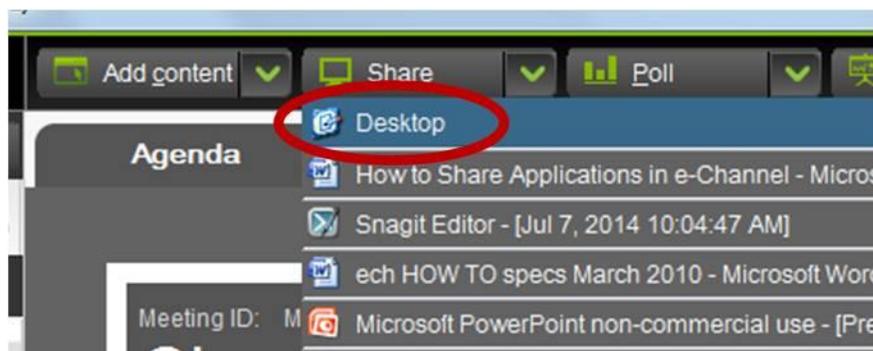
Other Considerations

Sharing Multiple Applications

If you are sharing an application and then decide to open another, a green icon appears on the application. When clicked, your new application will appear in the Participants' view.

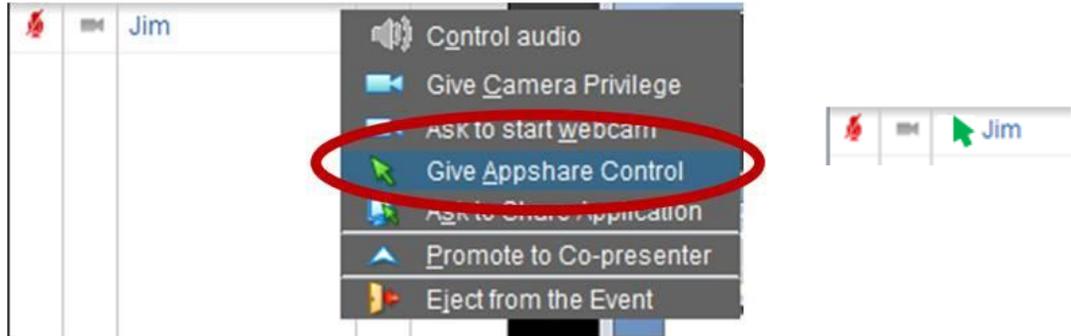


Another option when you want to share a number of applications is to choose to share your Desktop instead of a specific application. You can do this either by clicking directly on Share when launching Appshare, or selecting "Desktop" from the Appshare dropdown list.



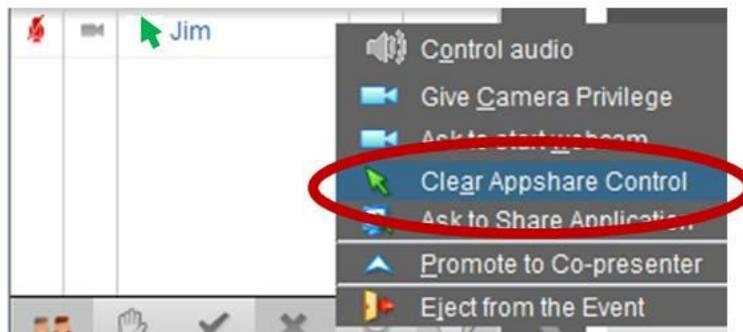
Giving Appshare Control

When you right-click on a participant's name and choose **Give Appshare Control**, that participant will have the required privileges to work within the application that you are sharing.* A green arrow beside the participant's name indicates that they have Appshare Control.



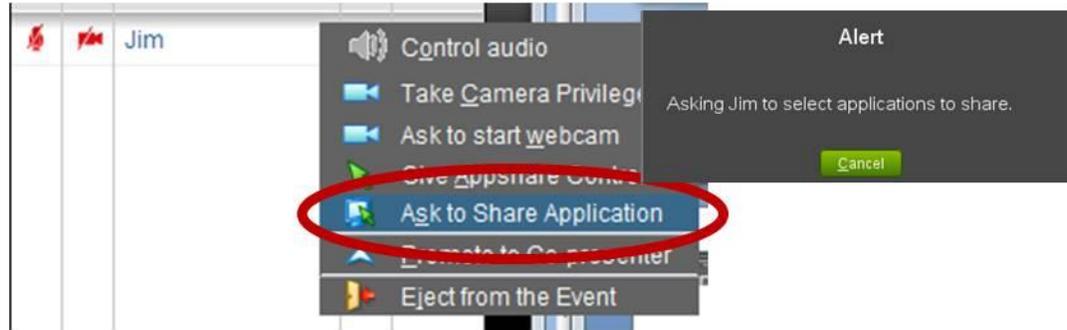
***Note: You may need to click back on the application being shared before Appshare Control begins working.**

The leader can quickly take back control by moving their mouse, or by right clicking over the participant's name and selecting **Clear Appshare Control**.



Asking Participant to Share Applications

Advise the participant to lock on their microphone and open the application or document they wish to share. Right-click over the participant's name in the Attendees window and select **Ask to Share Application**. The leader will see an Alert window advising that the participant is being asked to share an application.



Stop Application Sharing

You can stop an Appshare by choosing a new Agenda item, choosing another tool, or selecting **Quit Appshare** from the Appshare toolbar.



Tips for Application Sharing

- Be sure that you have the minimum requirements for your application sharing.
- Close all non-essential applications.
- Large applications will take longer to reach participants.
- Avoid unnecessary mouse movements.
- Do not share applications or websites that use a lot of animation.
- Lock on your microphone before starting an application share.