



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

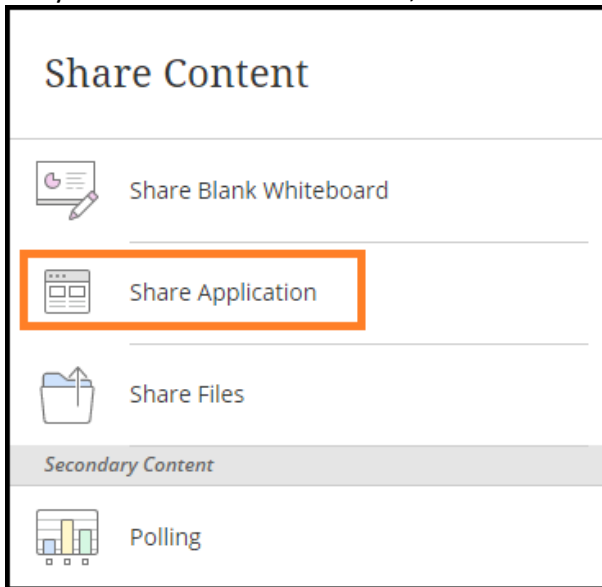
Forward thinking. World ready.

Blackboard Tools

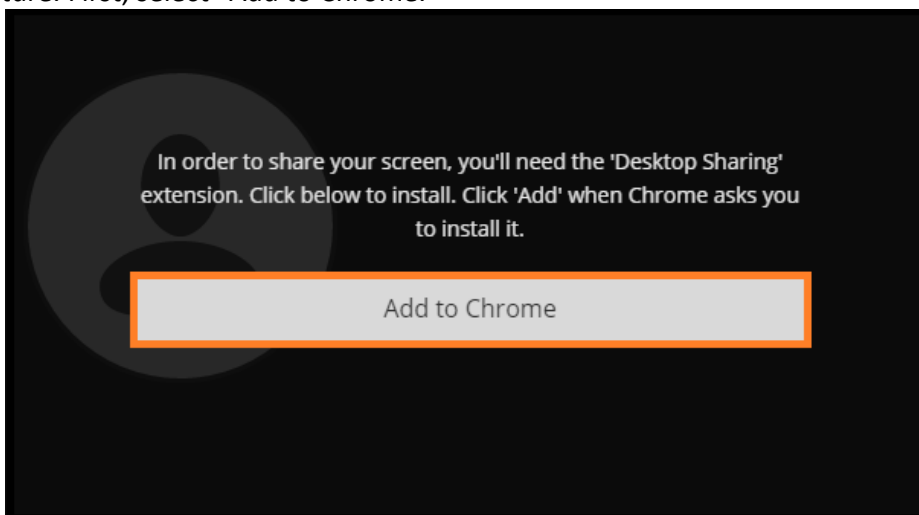
****** This feature is only available when using Google Chrome. ******

Share Application means you are able to share your screen with your viewers.

1. To share your screen with other users, use the “Share Application” feature.



2. Since this feature can only be used in Chrome, you will need to install the “Desktop Sharing” extension. This prompt will appear on its own, and you just need to follow the instructions to install this feature. First, select “Add to Chrome.”



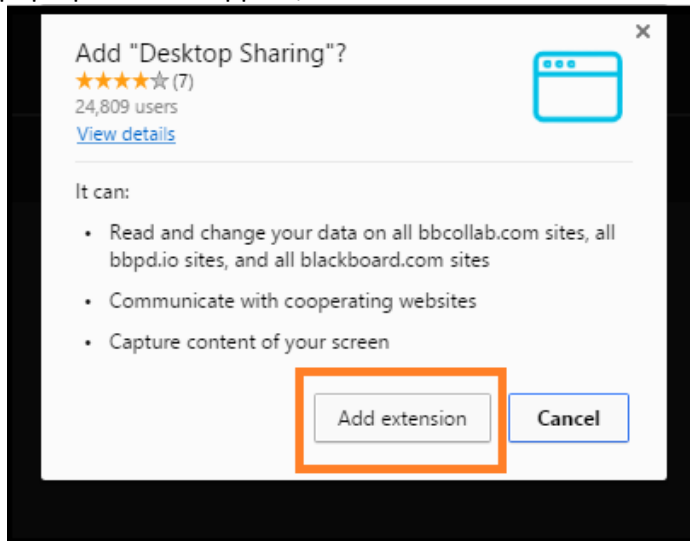


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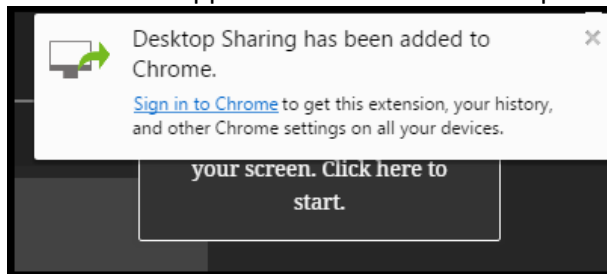
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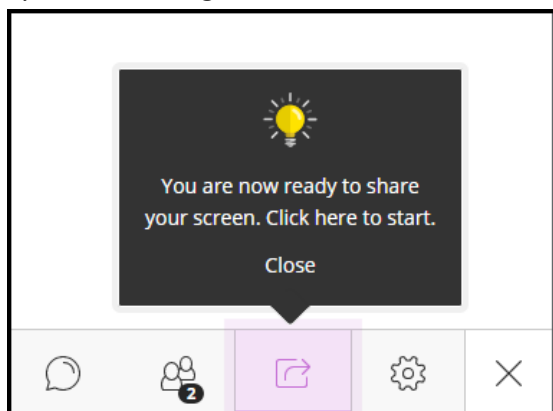
3. This pop-up will then appear, select “Add Extension.”



4. This alert will then appear to ensure that desktop sharing has been installed.



5. The next alert will be to tell you that you are ready to screen share. To get to this feature, select the “+” symbol in the right corner.



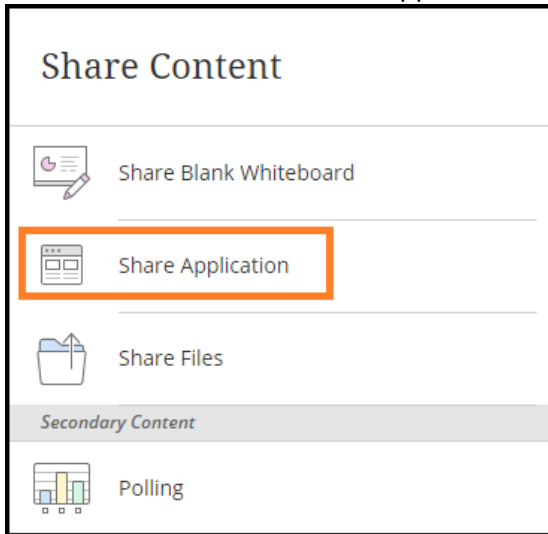


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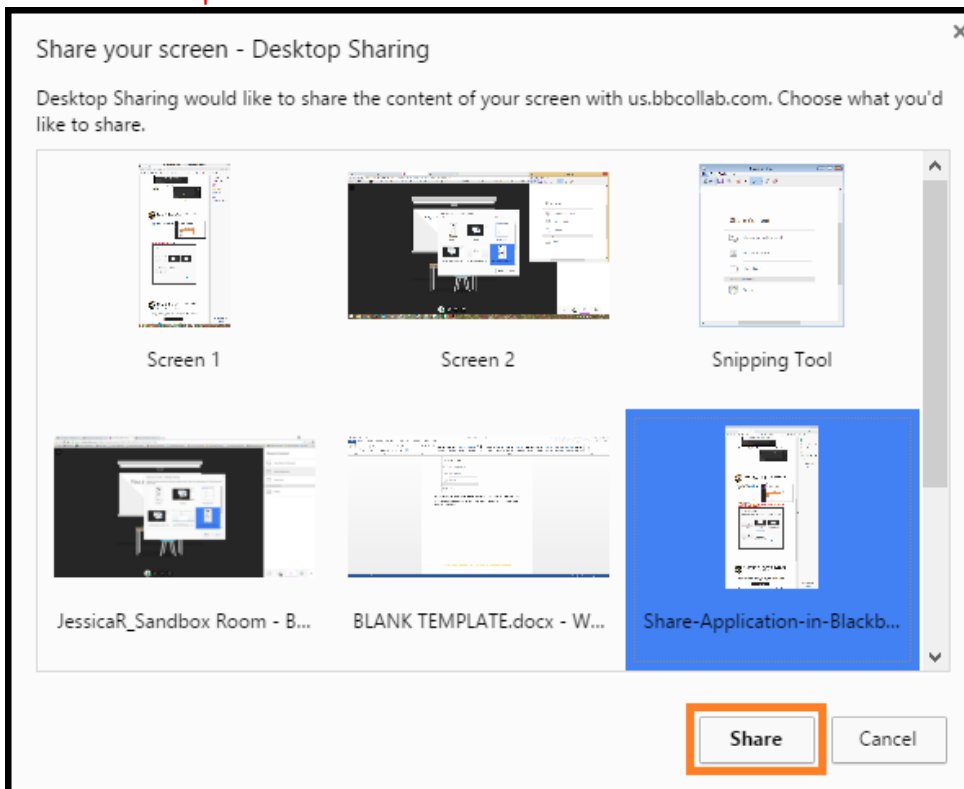
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6. You will then need to select “Share Application” out of the Share Content menu.



7. A window will then appear giving you the option to select which window you would like to share. ***** With the Ultra Experience, you are able to share individual windows with your viewers rather than your entire desktop.**





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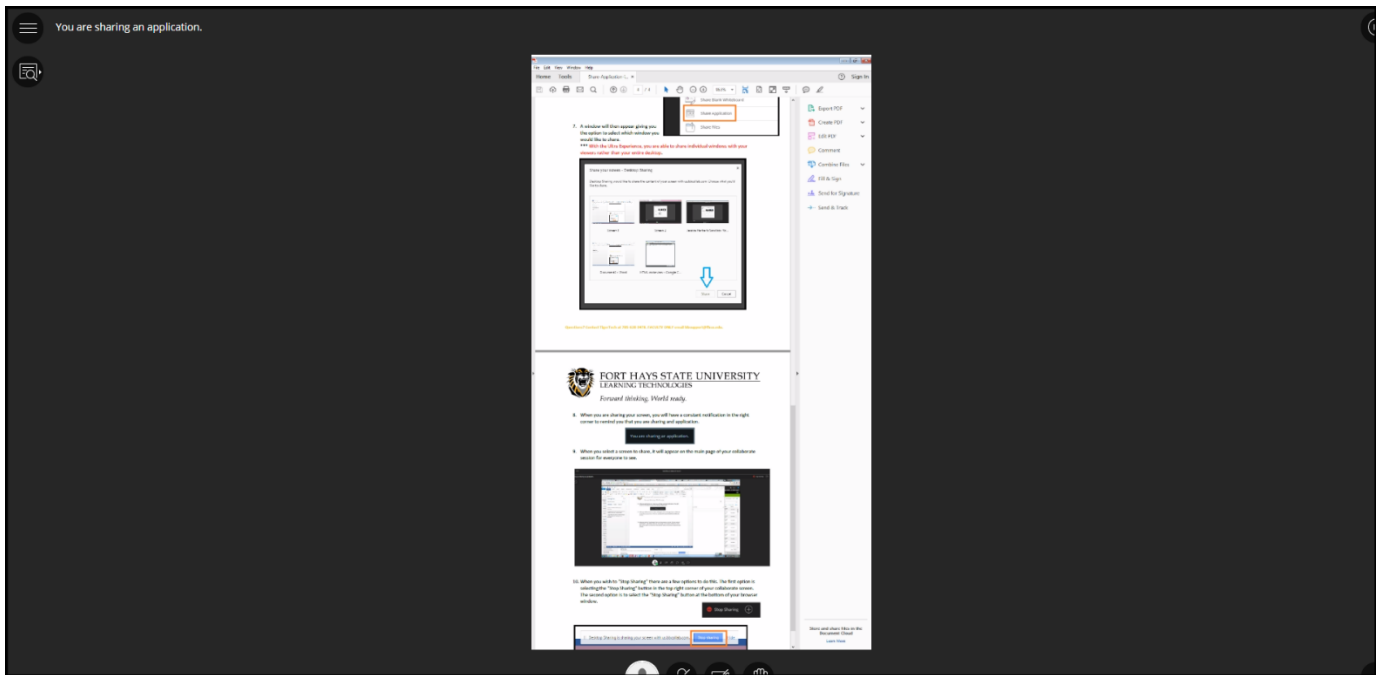
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8. When you are sharing your screen, you will have a constant notification in the right corner to remind you that you are sharing and application.

You are sharing an application.

9. When you select a screen to share, it will appear on the main page of your collaborate session for everyone to see.



10. When you wish to “Stop Sharing” there are a few options to do this. The first option is selecting the “Stop Sharing” button in the top right corner of your collaborate screen. The second option is to select the “Stop Sharing” button at the bottom of your browser window.

