Blackboard Collaborate Application Sharing Tool

Blackboard Collaborate is UGA's current online collaborative learning solution. Collaborate sessions can be setup and accessed inside and outside eLC by UGA users enrolled in courses, UGA users not enrolled in courses, and non-UGA users depending on the settings and permissions. Users may participate in live Collaborate sessions via computer, mobile device, or phone. Blackboard Collaborate also includes an archive feature that allows both audio and video recordings to be created for reviewing 15-30 minutes after a live session has ended.

Application Sharing is a tool that allows moderators to share applications -- or entire desktops -- with participants in a Blackboard Collaborate session. Moderators can provide Application Sharing control anyone in the session for a truly interactive and collaborative experience. This tutorial provides the steps for launching the Application Sharing tool, selecting the desktop or application you wish to share, an overview of available tools within an Application Sharing session, and information on providing participants access to share their screen and request desktop control.

Step-by-step guide

- Step 1: Select Application Sharing
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- Step 6: Approval or Denial of Desktop Control
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Step 1: Select Application Sharing

Select the Application Sharing button.

Step 2: Select Desktop or Application to Share

In the pop-up window, select Share desktop or the desired application to share. The appropriate application screen will appear with a yellow box outlining the screen. Anything performed during application sharing will also appear in the online room.

Step 3: Application Sharing Tool

Application sharing tools include the ability to Stop, Pause, or take a Screenshot.

For Windows users, the tools are located in the yellow screen outline. For Mac users, the tools are located under Tools > Application Sharing.
The **Stop** feature closes the Application Sharing session. **To restart a session**, select the **Start Sharing** button.

The **Pause** feature halts screen sharing for non-moderator participants. **To resume sharing**, select the **Pause** button again.

The **Screenshot** feature inputs a picture of the current screen onto the whiteboard.

### Step 4: Permissions for Participants

Individual participants must be granted permission to share applications and desktops. **To grant permission to participants**, open the individual’s **Participant Options menu** and select **Application Sharing**.

![Participant Options Menu](image)

Participants with permission to share applications will see a **Start Sharing** button under their Collaboration toolbar.

### Step 5 : Cursor Control

Users with Application Sharing permission have the ability to request desktop control during an Application Sharing session. This allows approved moderators or participants to control the keyboard and mouse of the person sharing their desktop or application. **To request desktop control** when another participant is using Application Sharing, click the **Request Cursor Control** button.
Step 6: Approval or Denial of Desktop Control

Once requested, the participant using Application Sharing will have the option to approve or deny a request for desktop control. **To approve access**, click the Yes button. **To deny access**, click the No button.

![Remote Control Requested](image)

Step 7: Notification of Desktop Control

Once approved, the participant using Application Sharing will be notified they have granted remote desktop control another user. **Click the OK button** to continue.

![Give Control](image)

Step 8: Deny Remote Desktop Control

**To deny remote desktop control** access at any time, click the CTRL+Space keys or right click on the participant's name and select Take Away Control of Shared Applications.

Related articles

- Creating a Blackboard Collaborate Session in eLC
- Blackboard Collaborate Recording Tool
- Blackboard Collaborate Breakout Rooms
- Blackboard Collaborate Application Sharing Tool
- Blackboard Collaborate Web Tour Tool