



Best Practices for Application Sharing

The following are best practices to follow when using Wimba Classroom Application Sharing:

1. Choose to share your application or web page in the **Content Frame**, rather than a New Window, to avoid confusion.
2. 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.
3. 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.
4. In a small group, you may also want to ensure that everyone sees the content by asking them a question such as, "Is anyone having problems seeing the application?"
5. If you are using audio or video, you should use the **Lock Talk** feature to avoid using the **Ctrl** key to speak.
6. If broadcasting video, you may wish to select **Stop Transmitting Video** to bring focus to the shared application and ease bandwidth.
7. If you allow other participants to have control of your application, we recommend allowing only one participant at a time, or giving very clear instructions about taking turns.
8. 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.
9. If showing your application in a new window (instead of the **Content Frame**):
 - a. Verbally inform participants that a new window will appear when you begin, to minimize confusion.
 - b. 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.