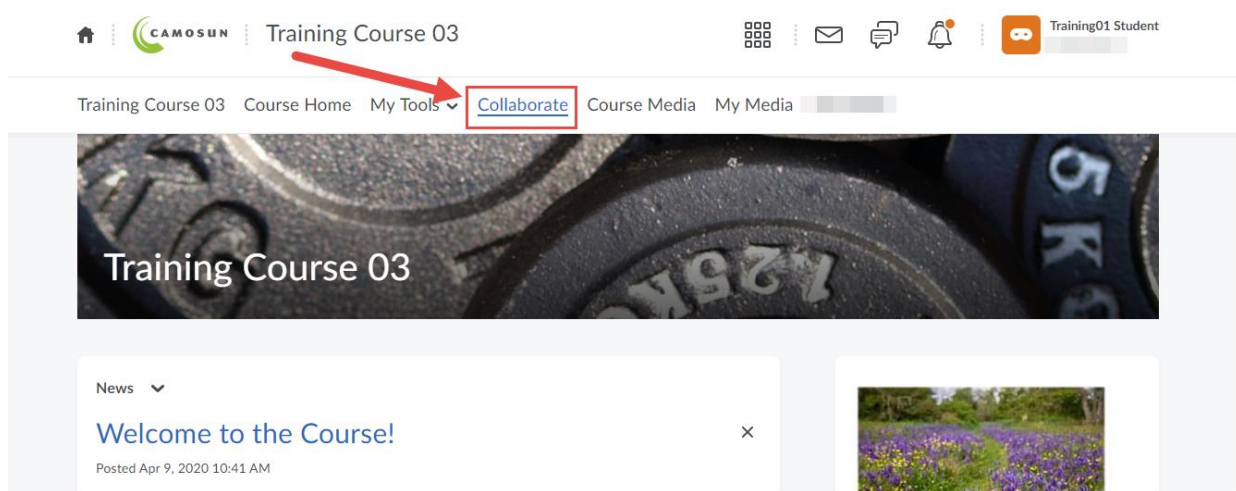


## Application/Desktop Sharing in Collaborate in D2L – a Student Tutorial

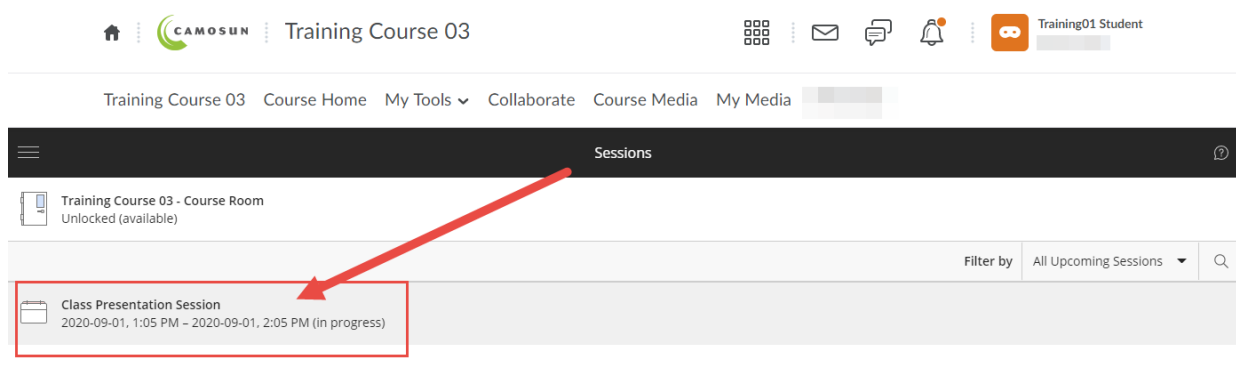
This tutorial will cover how to share your desktop, or an application you have open on your device, or a Chrome tab, in a Collaborate session (if you have been given Presenter access by your instructor, or if you are in a Breakout room with fellow students). For further information, please contact [elarning@camosun.ca](mailto:elarning@camosun.ca) for assistance.

### Steps

1. Click the **Collaborate** link on your course Navbar. If you do not see a Collaborate session link, talk to your instructor.

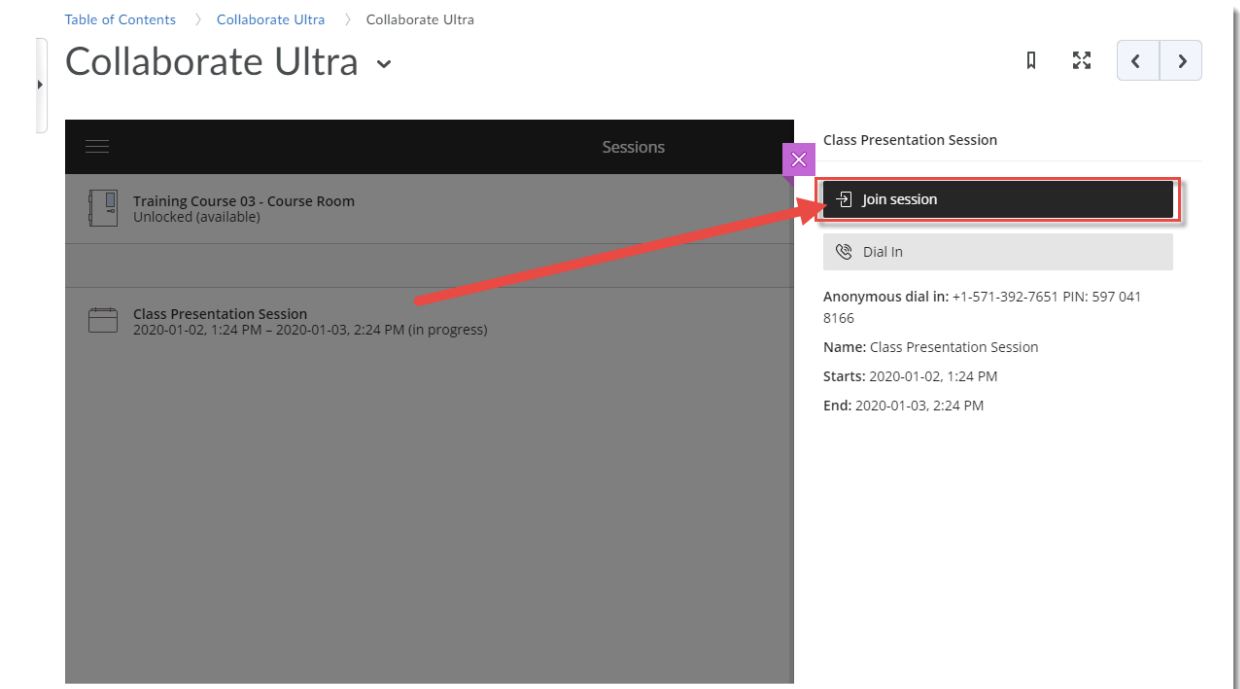


2. Click on the **Course Room** OR the appropriate **Session** you need to access.

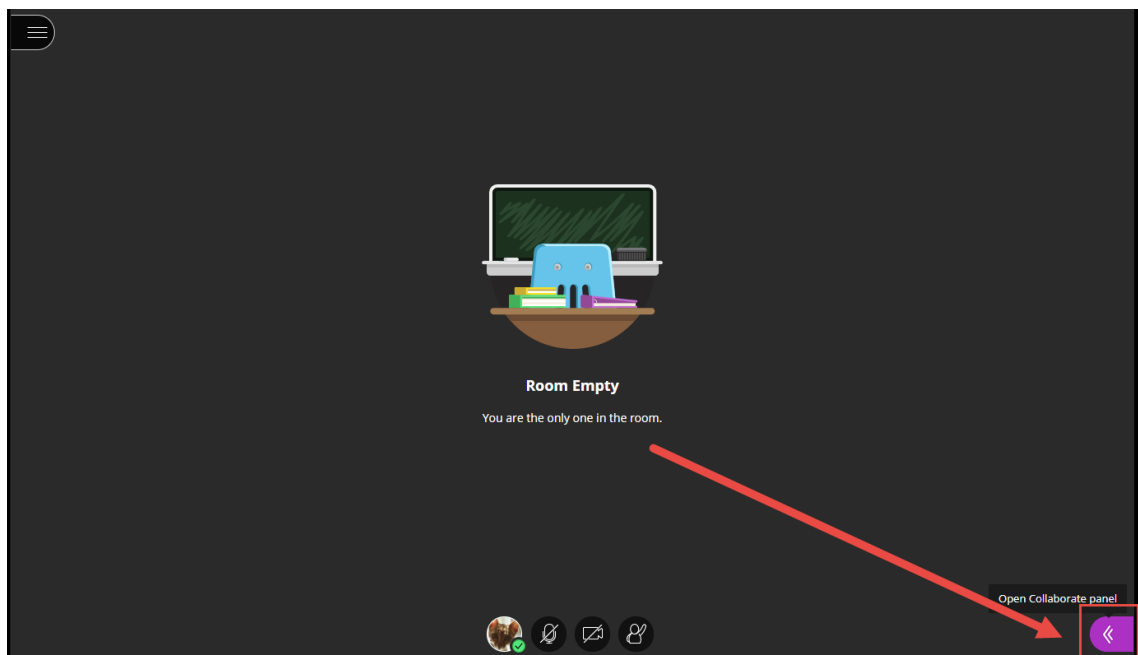


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3. Click **Join Session**.

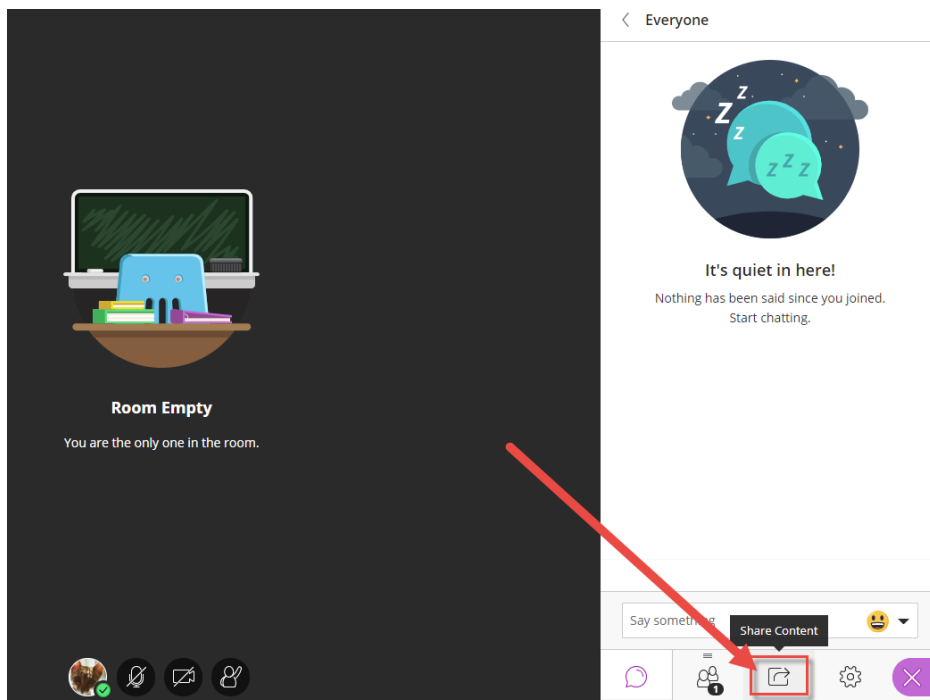


4. Open the **Collaborate panel** (the bottom right icon).

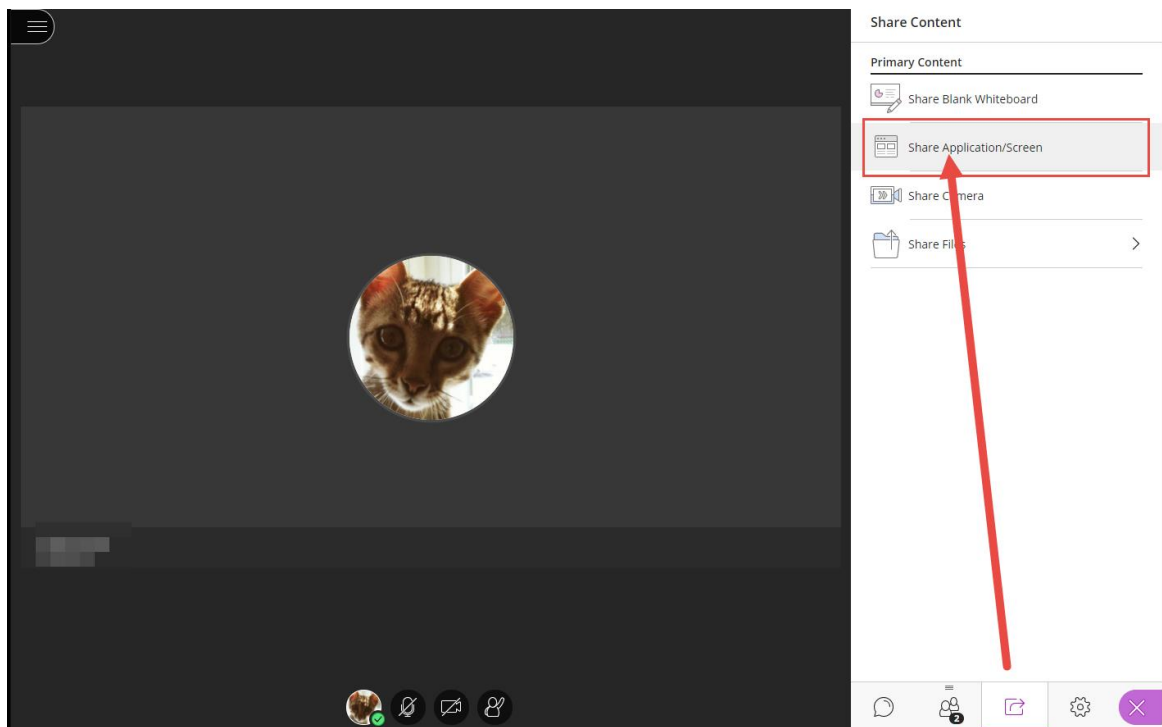


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5. Click the **Share Content** icon.



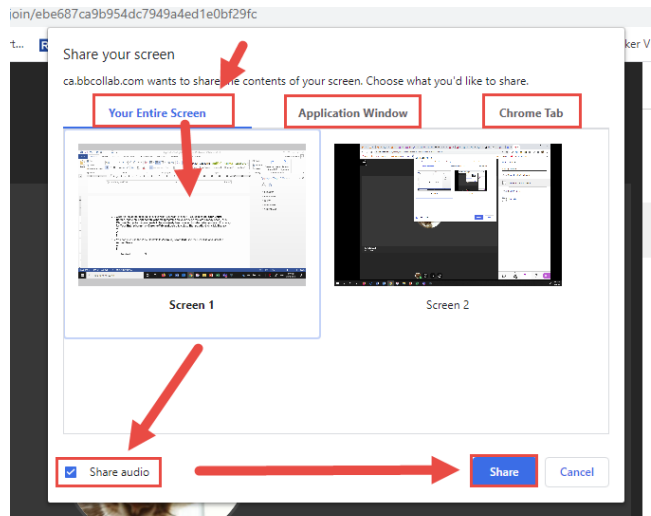
6. Click **Share Application/Screen**.



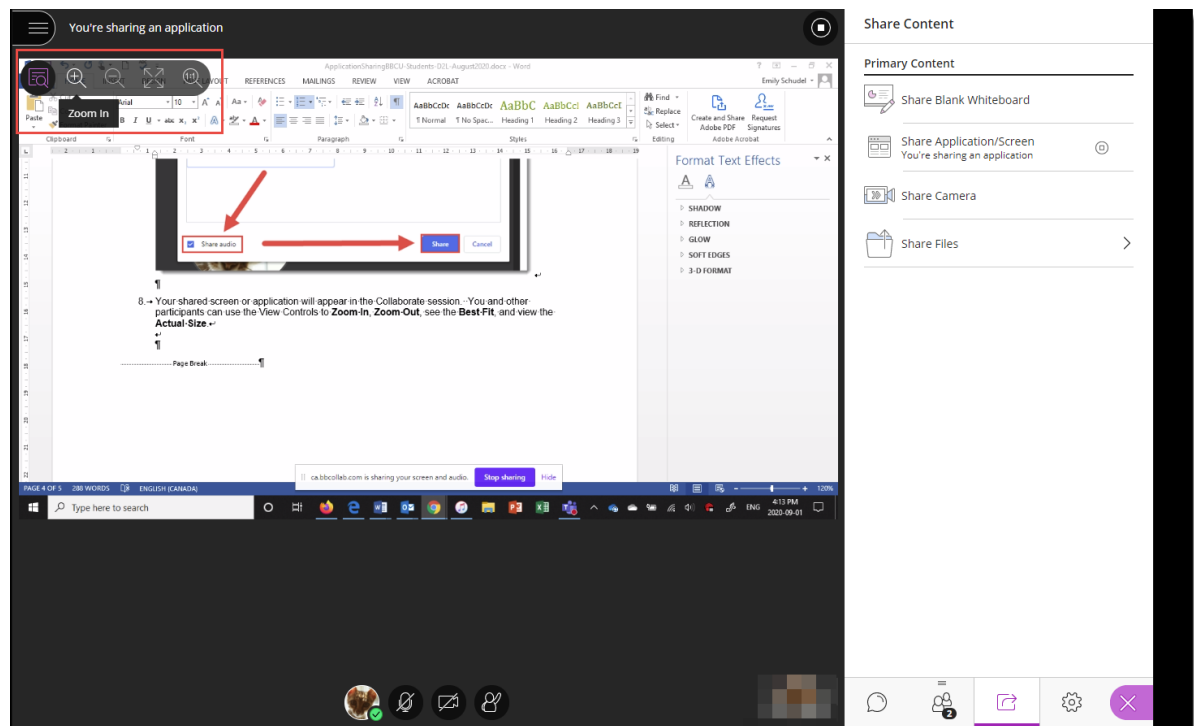
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- Click on the appropriate tab to select what you want to share. You can share **Your Entire Screen**, share an **Application Window** (programs on your device that are already open), or a **Chrome Tab** (which again needs to have already been opened.)

Select/click on what you specifically want to share (for example, your Screen), and if you are sharing **Your Entire Screen** or a **Chrome Tab**, make sure to select **Share audio**, then click **Share**.

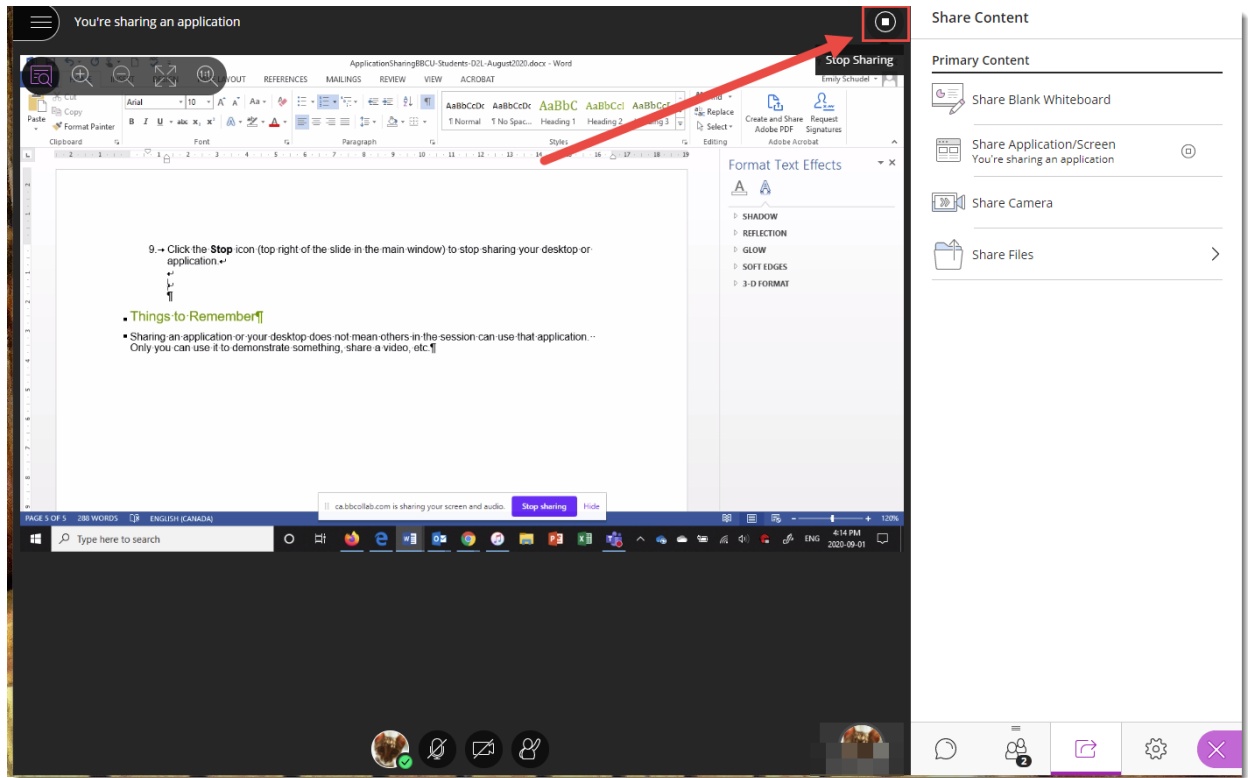


- Your shared screen or application will appear in the Collaborate session. You and other participants can use the View Controls to **Zoom In**, **Zoom Out**, see the **Best Fit**, and view the **Actual Size**.



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9. Click the **Stop** icon (top right of the slide in the main window) to stop sharing your desktop or application.



## Things to Remember

Sharing an application or your desktop does not mean others in the session can use that application. Only you can use it to demonstrate something, share a video, etc.



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