

Collaborate Practice Activity

Once you have entered your breakout room:

- Click “Talk” to turn on your microphones.
- Decide who will be person A and who will be person B.
- Follow the directions below for both Part I and Part II. Raise your hand if you need help.
- When you have finished the activities, select the green checkmark to show your trainers you are finished.

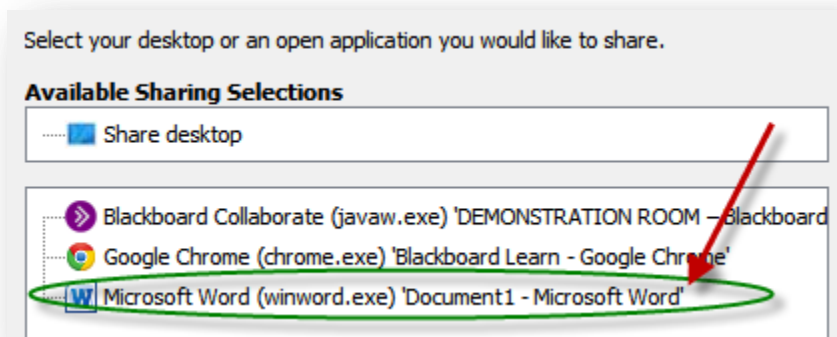
Part I: Application Sharing

Person A will use the “Application Sharing” to share a blank Word document with Person B. Here’s how to do it:

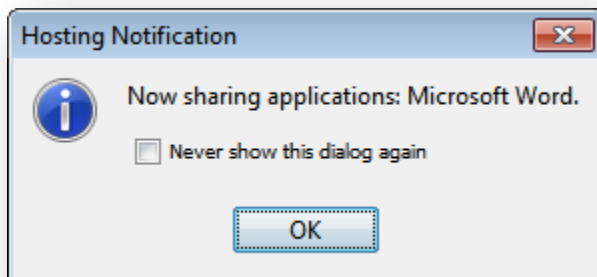
1. From your start menu, open Microsoft Word.
2. Resize the Microsoft Word window so it only takes up about ½ of your computer screen. Position the window on the right side of your computer screen.
3. In Collaborate, click the Application Sharing icon.



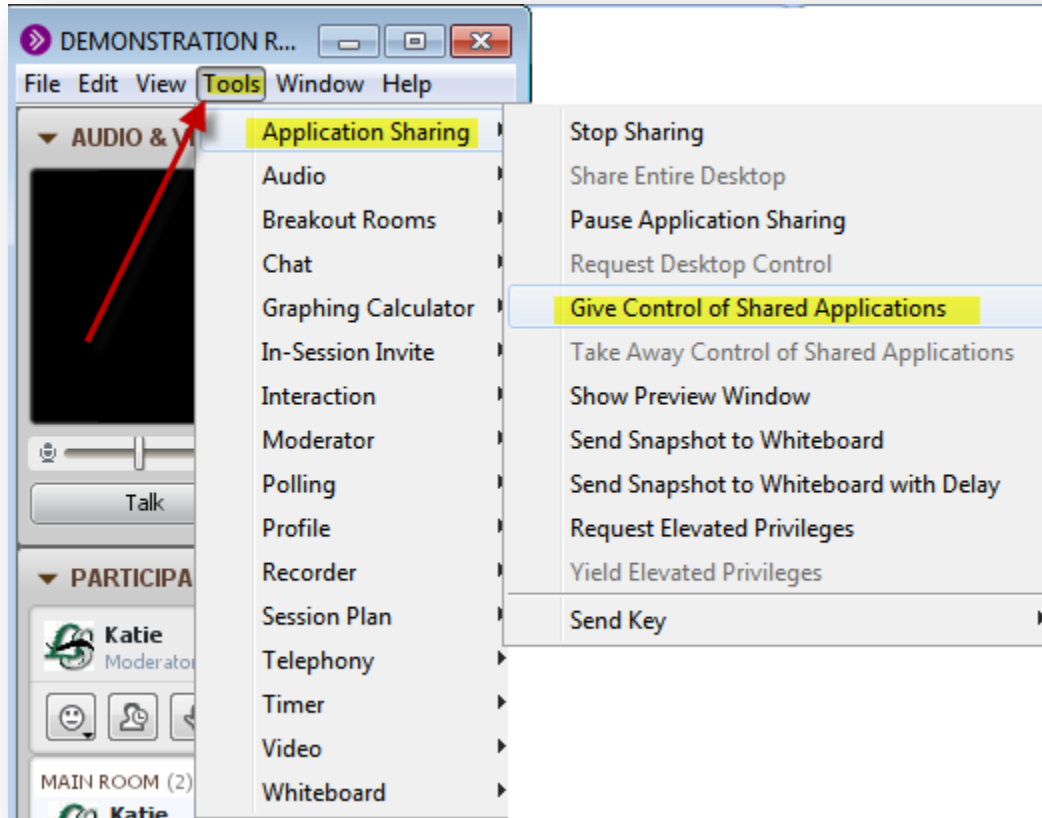
4. Choose “Microsoft Word” from the list that appears on your screen. DO **NOT** SHARE YOUR DESKTOP.



5. Click **OK** when the popup appears.



- Now, give control of your Word document to Person B by first clicking on Person B's name in the participant's list, then clicking **Tools>Application Sharing>Give Control of Shared Applications**.



- Person A then stops using his/her mouse and keyboard. Person B can now type in the Word document. Person B should type his/her name in the document.
- Person A regains control of his/her computer by clicking **CTRL+Space** at the same time.
- Use the **Stop** (square) button to stop application sharing. It is probably yellow, and located at the top of your Word window.



- Switch roles. Person B follows the directions above to share his/her Word document with Person A.

Part II: Web Tour

Person A will send Person B on a Web tour of the LSCC website. Here's how to do it:

1. Click the Web Tour icon.



2. Enter the URL for the LSCC website. The URL is: <http://www.lsc.edu>



3. After a few seconds, the website will appear on Person B's screen. Person A should click the Blackboard link on the LSCC website. Person B's browser will follow.
4. To stop Web Touring, click the Whiteboard icon.



5. Switch roles. Person B follows the directions above for sending Person A on a Web tour.

When you have finished these activities, please select the green checkmark so your trainers know you are finished.