

How to Share Your Screen

While the Intercambio Curriculum and teaching materials are designed to provide everything you need for lessons, you can share your screen to explain teaching points in your own way, or to share side content.

Start sharing

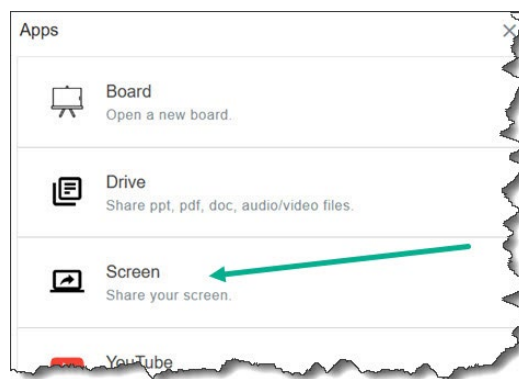
After you've prepared your online classroom and have launched the session, you can share your screen with class participants.


Figure 1 Online Classroom Screen Sharing



1. While in the Classroom layout, click the plus sign (+) to open a menu of available applications (Figure 1; 1).

Figure 2 Add apps menu



2. Click  **Screen** to share your screen.

Result: A window opens where you choose what to share.

3. Choose your screen sharing preference:
 - Click **<browser> tab** to display a list of available tabs to display.
*Be sure to toggle *Also share system audio* to the **ON** position.
 - Click **Window** to display a snapshot of all available windows to display.
Note: This option does not support sharing system audio. To share audio, share a tab or screen instead.
 - Click **Entire Screen** to display your entire screen in the classroom window.
*Be sure to toggle *Also share system audio* to the **ON** position.

Result: Your screen is shared.

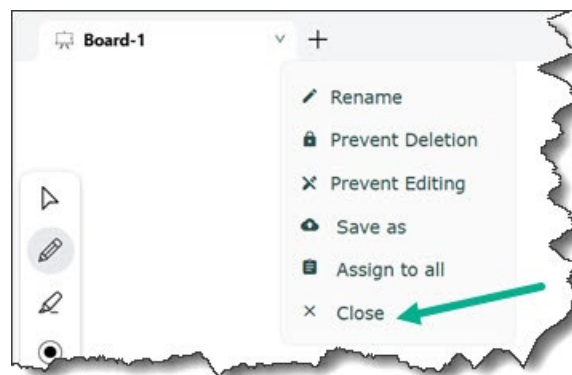
4. In the Classroom window, click  **Picture in Picture** (Figure 1; 2) to display all participants in a pop-out tab.

Stop sharing

There are two ways to stop sharing:

1. Click **Stop sharing** in the dialog that displays at the bottom of the shared screen,
or
go back to the Classroom window and click **Close** on the screensharing tab's drop-down menu (Figure 3).

Figure 3 Close Sharing



Result: Screen sharing stops, and the online classroom window displays.

About This Document

Release date	Title	Comment
June 1, 2024	How to Share Your Screen	Initial release

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