BigBlueButton – share your window/screen (animations, video, Wooclap etc. possible)

Last updated: June 2022. Questions? Contact your e-learning specialist.

Recommended browser: Chrome or Firefox. Edge is also possible if the others are not available. Share screen only works on a desktop/laptop.

1 Press the windows key and hold that key and then press the P.

2 Extend your screen. Like this, the beamer projection will function as a second screen.

3 Show your PowerPoint slideshow on the beamer projection and the BBB session on the screen in front of you.

4 Click on share screen in BBB and select the PowerPoint slideshow.

You can monitor the chat, see the online people, create breakout rooms etc, on the screen in front of you.

If you also want to switch between PowerPoint/ programs/browser tabs etc., then share the entire screen (screen 1 or 2) on which the content that you want to share is displayed (screenshot 5).

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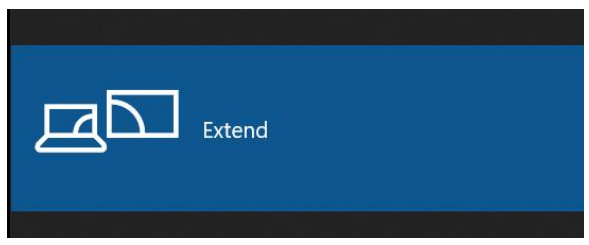

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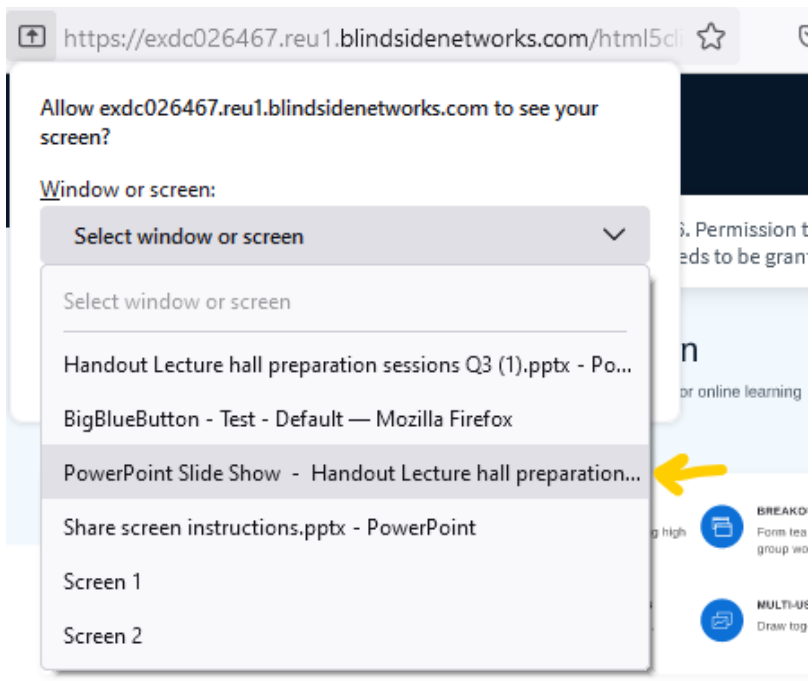

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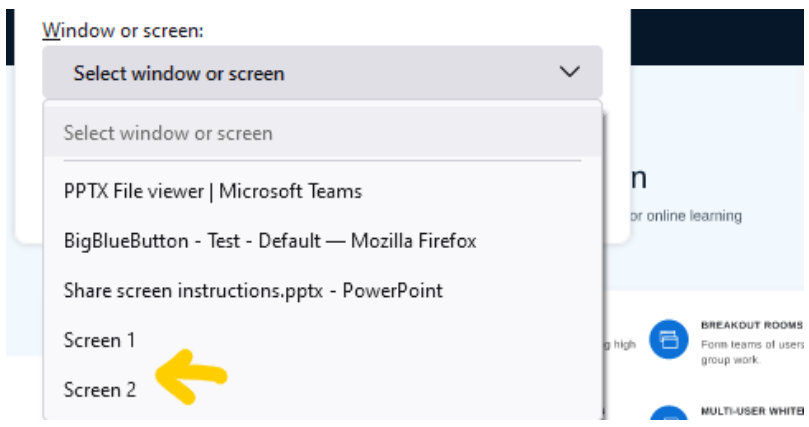

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BigBlueButton- share a PowerPoint/file (animations, video, Wooclap etc. not possible)

Last updated: June 2022. Questions? Contact your e-learning specialist.

Recommended browser: Chrome or Firefox. Edge is also possible if the others are not available. Share screen only works on a desktop/laptop.

1 Click on the plus icon in BBB and choose ‘Manage presentations’. Upload the PowerPoint file, it will be converted to a PDF.

2 Show your PDF on the beamer projection.

- Students on campus see the BBB lay-out. If you want to hide this: first extend your screen with Windows P (screenshot 3). Like this, the beamer projection will function as a second screen.
- Click on the ‘Invite a guest to join this meeting link’, below the chat (screenshot 4).
- click on the full screen icon in the corner of the presentation in BBB (screenshot 5).
- Copy this URL in a new incognito/private browser.
- Join the meeting as a quest (screenshot 6).
- Display the private browser on the beamer projection and the other BBB session on your screen in front of you.
- You can navigate through your PowerPoint /monitor the chat/people on this screen.

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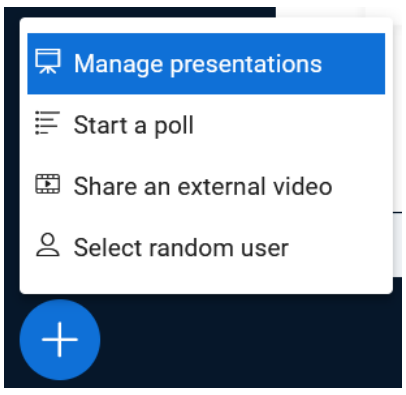

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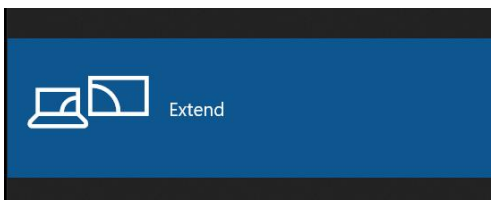

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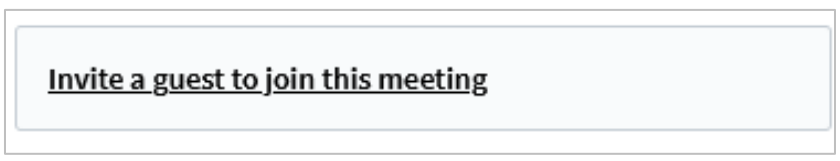

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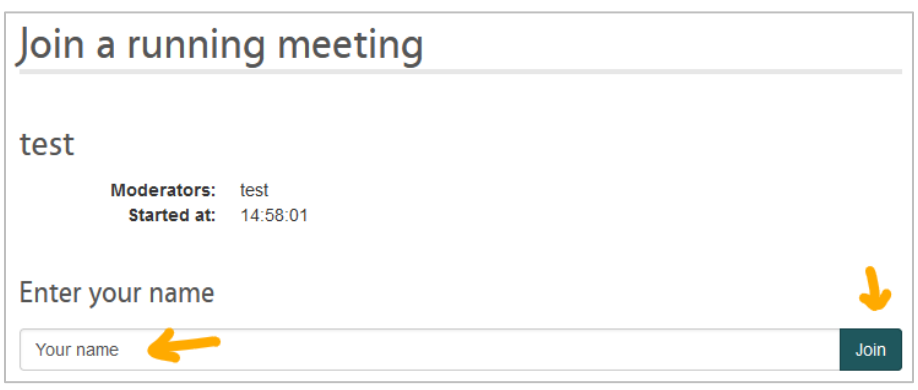

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Microsoft Teams - share your window/screen (animations, video, Wooclap etc. possibe)

Last updated: June 2022. Questions? [Contact your e-learning specialist.]

Recommended: use the teams app. If you us the lecture hall pc, you can search for the Teams app (windows key, search for 'Teams') or otherwise install it via the software center (Window key, search for 'Software center' > 'Teams').

1 Press the windows key and hold that key and press the P.

2 Extend your screen. Like this, the beamer projection will function as a second screen.

3 Display your PowerPoint slideshow on the beamer projection screen.

4 Click on 'Share' in Teams and choose for ‘Window' and select your PowerPoint slideshow in the next screen. Don't forget to include the sound if you show something with sound.

To monitor the chat, see the online people etc., click on the small Teams window in the right corner (screenshot 5) and show this on the screen in front of you.

If you also want to switch between PowerPoint/ programs/browser tabs etc., then share the entire screen on which the content that you want to share is displayed, screen 1 or 2. (Screenshot 6).

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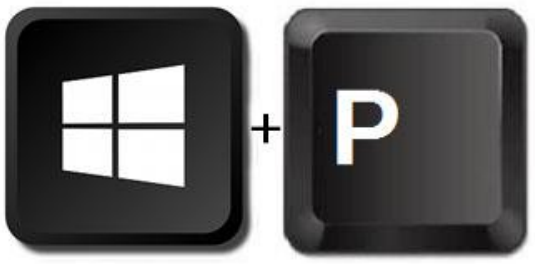

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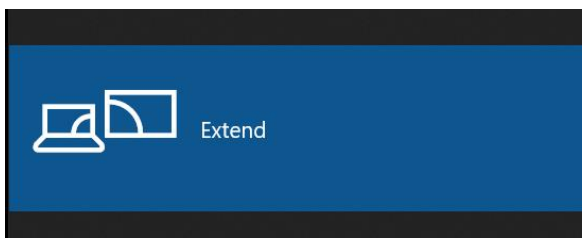

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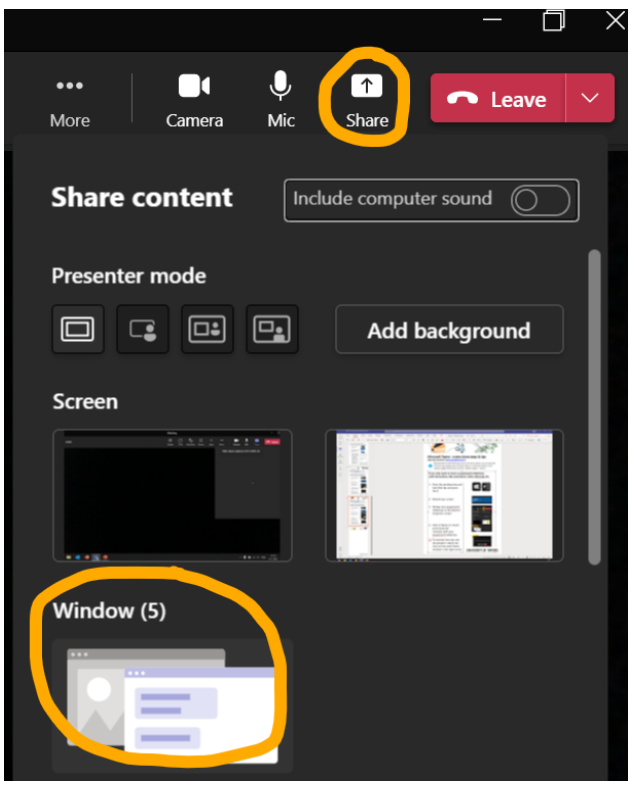

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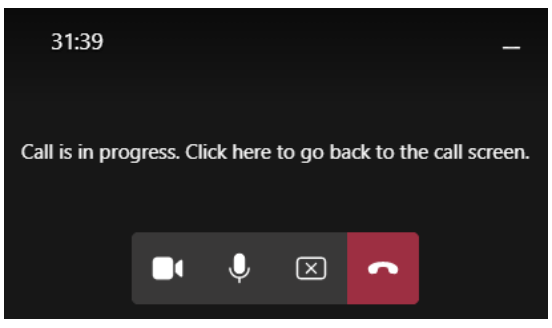

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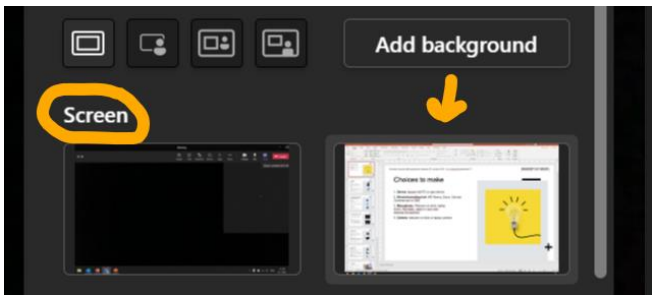

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Microsoft Teams - Use PowerPoint live, and see online, people, chat etc. in one screen

Last updated: June 2022. Questions? Contact your e-learning specialist.

Recommended: use the teams app. If you us the lecture hall pc, you can search for the Teams app (windows key, search for 'Teams') or otherwise install it via the software center (Window key, search for 'Software center' > 'Teams').

1. Click on ‘Share' in Teams and click on a PowerPoint below the ‘PowerPoint live’ option (or scroll down and browse in your OneDrive or on your computer).

2. Show or hide your presenter view/notes by clicking on 'More actions' (three dots below presentation).

3. Click on the eye icon to prevent people from moving through the shared presentation on their own.

- This option is especially suited for meetings that are fully online

- If you are on campus, students on campus also see the online people, chat etc.

- An integrated Wooclap in your PowerPoint (or video/animation) is not working in PowerPoint live. You can make use of the Webversion of Wooclap.

- Annotations, animations, video etc. will work but are not visible in the recording.

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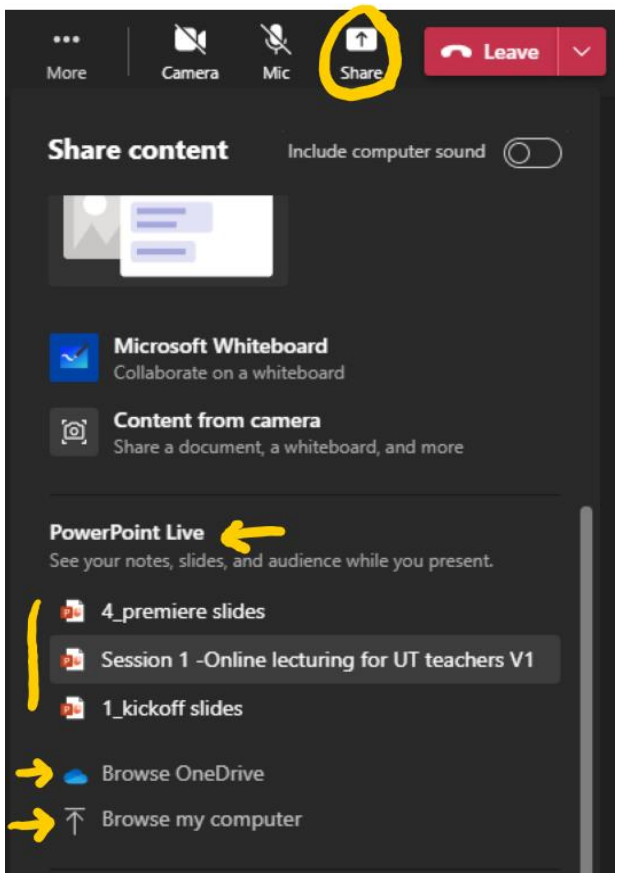

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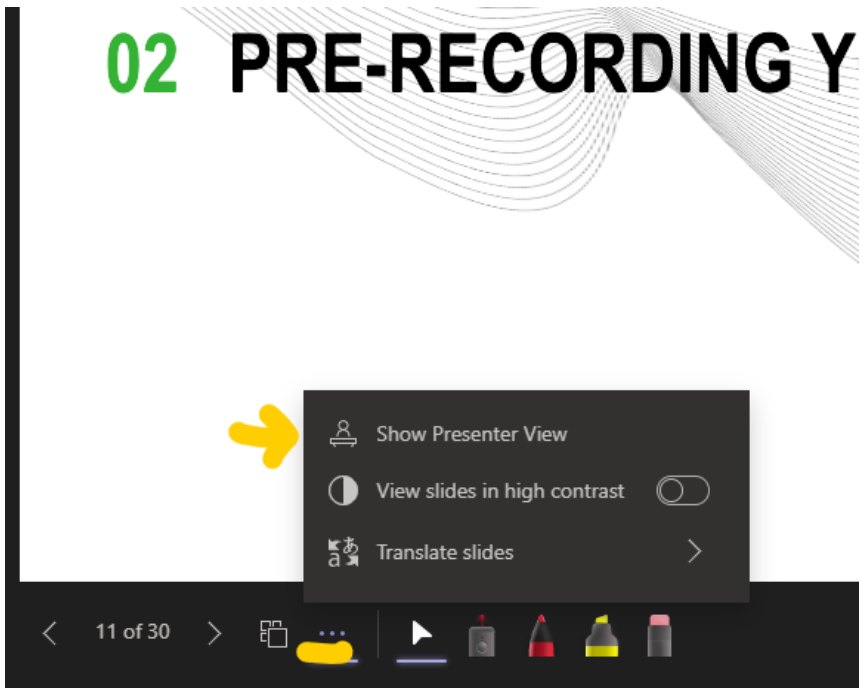

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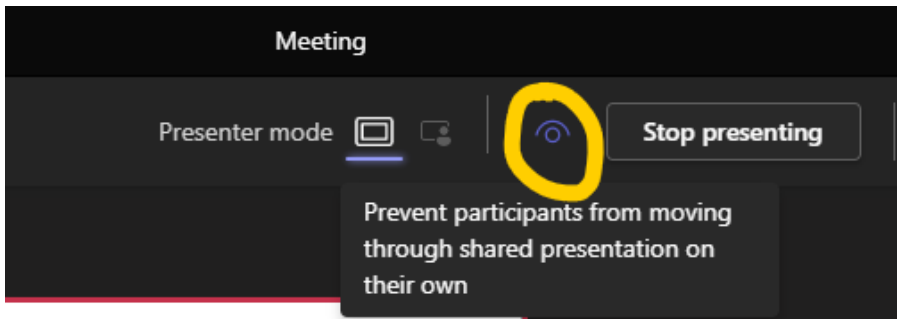

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Zoom - share your PowerPoint/screen (animations, video, Wooclap etc. possibe)

Last updated: June 2022. Questions? Contact your e-learning specialist.

1. Press the windows key and hold that key and press the P.

2. Extend your screen. Like this, the beamer projection will function as a second screen.

3. Display your PowerPoint slideshow on the beamer projection screen.

4. Click on 'Share screen' in Zoom and choose your PowerPoint slideshow. Don't forget to include the sound if you show something with sound.

To monitor the chat, see the online people etc., drag the zoom bar to the screen in front of you and click on 'Participant' & 'Chat' (screenshot 5).

If you want to switch between PowerPoint/programs/ browser tabs etc., then share the entire screen (screen 1 or 2) on which the content that you want to share is displayed (Screenshot 6).

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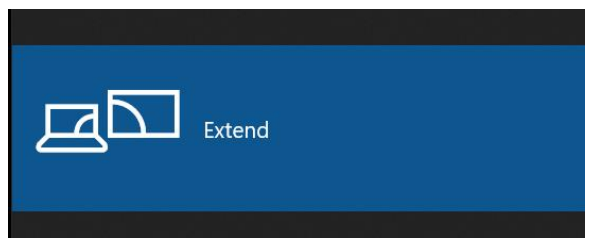

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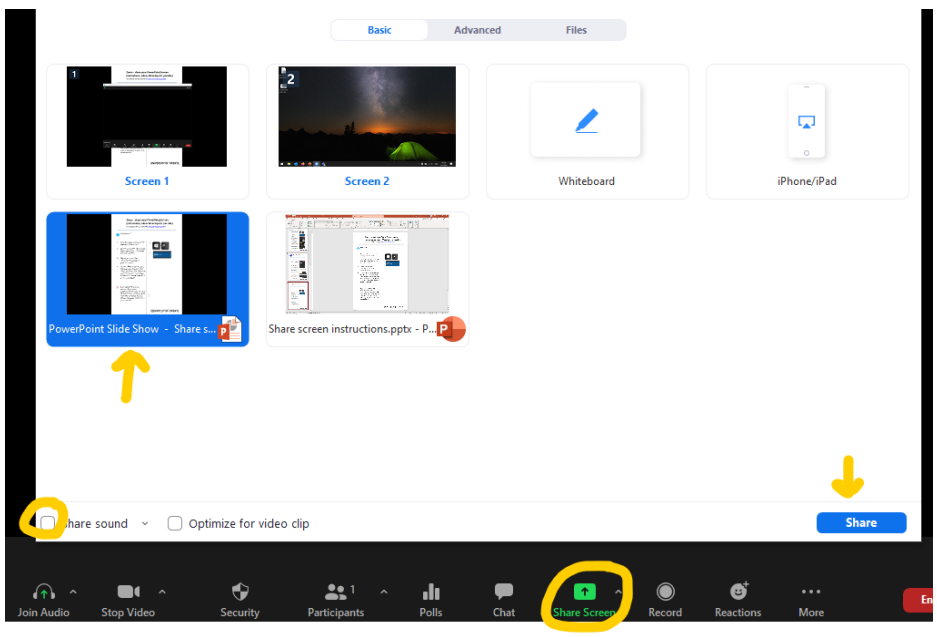

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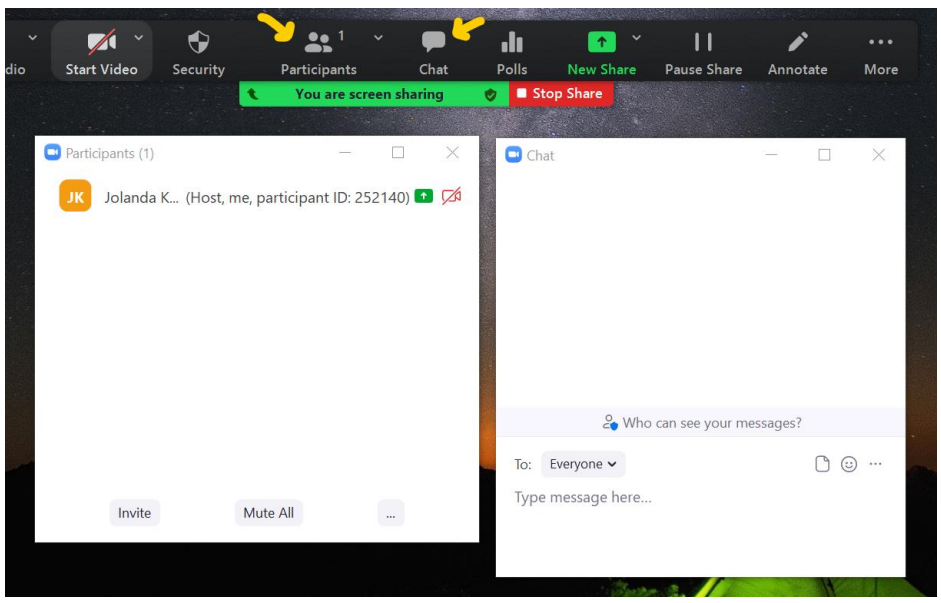

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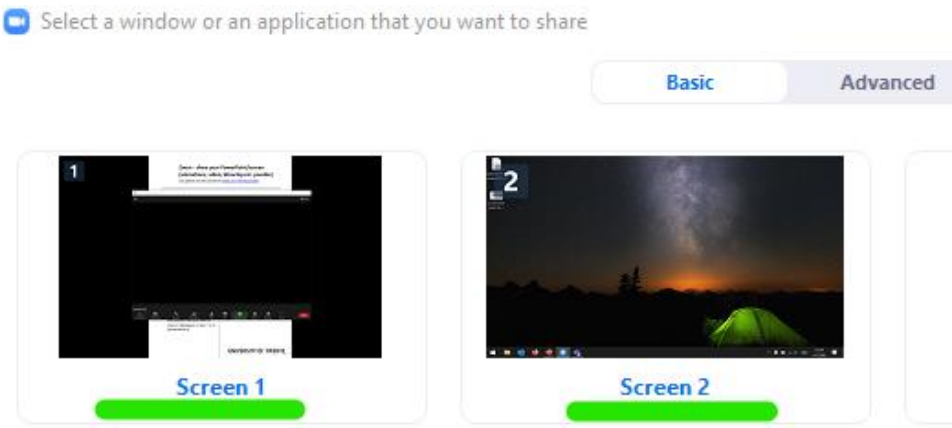

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