



## Interactive WebTour

**New!** A Flash 7 utility that will allow you to display Web Sites or course files simultaneously on your own and your students' screens during a given session.

### Introduction

The new Educator Interactive Web Tour is a Flash collaboration feature that allows you to select course files, external links or any URL and cause them to open in a new window on the student's screen. Similar to a chat environment, this is a synchronous tool requiring you and the student(s) to access at the same time. Unlike a chatroom, however, although you can type comments to the student about the site or document you are pushing to them, their focus will be on the newly opened screen, thus the communication is one way.

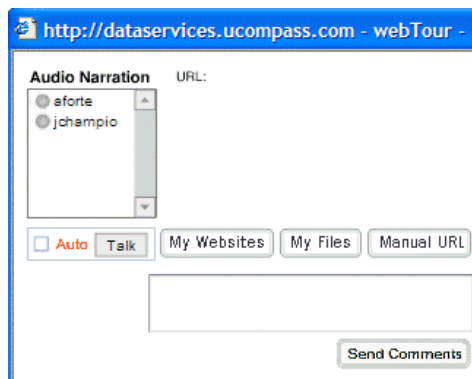
There are a few things you must know before using this feature:

1. You must have Macromedia Flash 7 **Player** installed on your computer. This is available free of charge at <http://www.macromedia.com/downloads/>.
2. You must have popup killers disabled. Each page launches from the previous popup, so it's best to permanently allow popups from this site. If you only temporarily disable the popup killer, each new window will have to be set to allow popups again. (You should get a dialog box that asks you if you wish to always allow popups from this site...simply reply yes and your other blocking won't be affected)
3. Be careful when clicking on files while connected with students. There is no such thing as an unlocked folder or file once you click on it. It is displayed on the student's screen regardless of status.

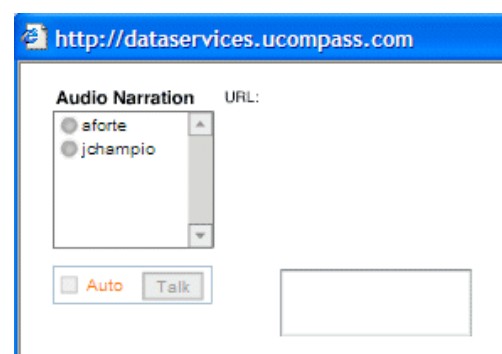
### Details

Click on the **[External Links]** main navigation link (and instruct your students to do the same). Everyone then needs to click on the **Interactive Web Tour** link located towards the top of the desktop.

A popup will appear listing the participants and an audio function on the left. On the right side of the popup, the instructor will see navigation functions, while the student will see a simple dialog window where any comments you send will appear.



Instructor View

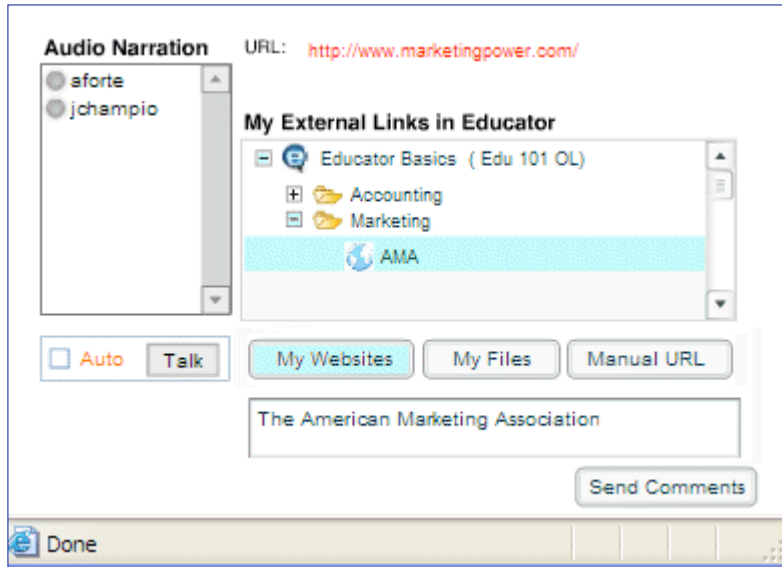


Student View

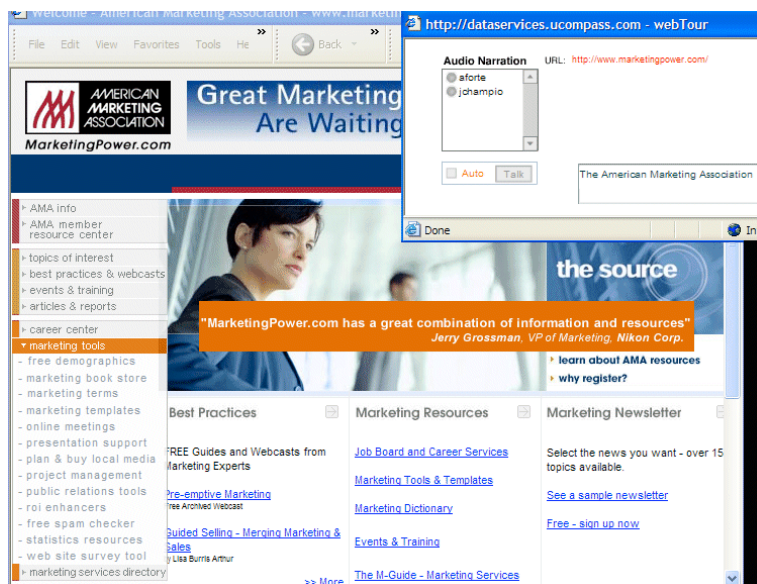
The navigation functions in the instructor view allow you to call up external links and course files from any of your courses, or any other URL even if it isn't saved as an external link in a course. In addition, you may type comments in the chat screen located under the function buttons. When you bring any of these things up on your screen, you will also bring it up to the students' screen.

## [My Websites]

If you click on the **[MyWebsites]** button, a listing of all of your unarchived courses (designated by an Educator icon) will appear in a directory format. Click on any plus sign next to an icon to reveal site folders containing external links. Again, click on any plus sign next to a folder to reach the external links contained inside.

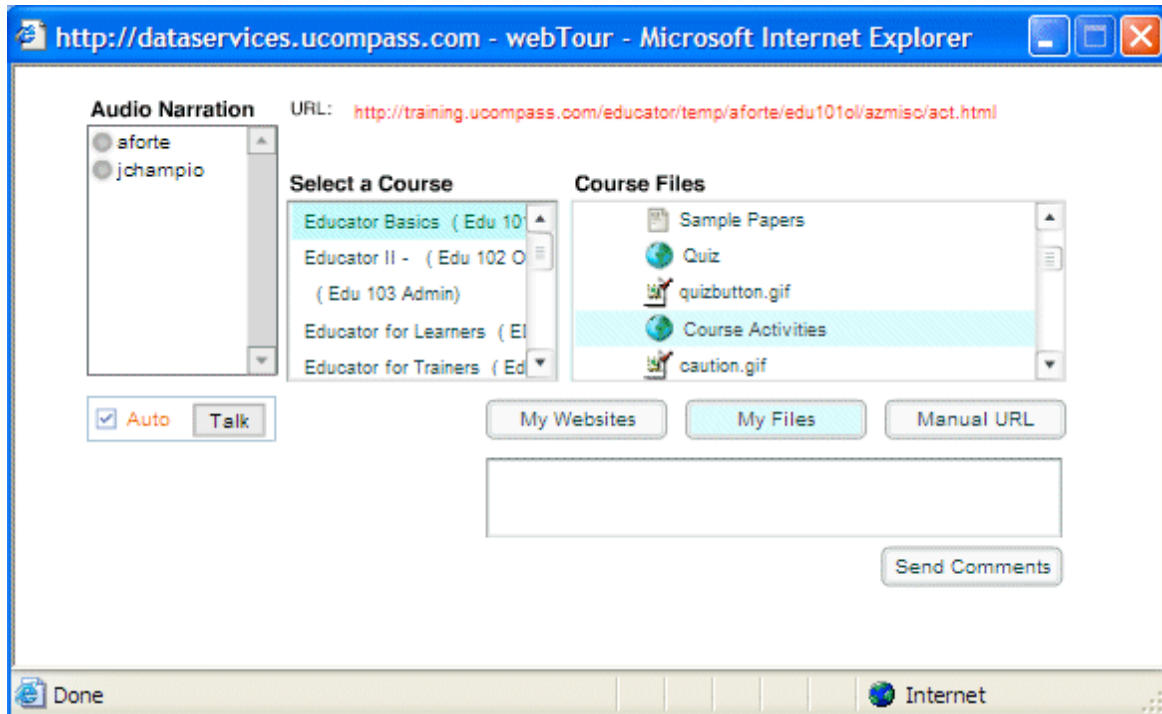


The globe icon indicates a web site that you have saved as an external link. If you click on the web site icon and/or name, a separate window displaying this site will launch for you and any student that has also entered the Web Tour at the same time.








## [MyFiles]


You can also display **course files** on your students' screens by clicking on the **[MyFiles]** button.



This works the same way as the external links, except this time clicking on a course name in the middle column will bring up the course folders and files in the right column. Open the folders by clicking on the plus sign. Then bring up a document on your collective screens by clicking on the object within the folder. Again, you will see file names with icons identifying the file type:

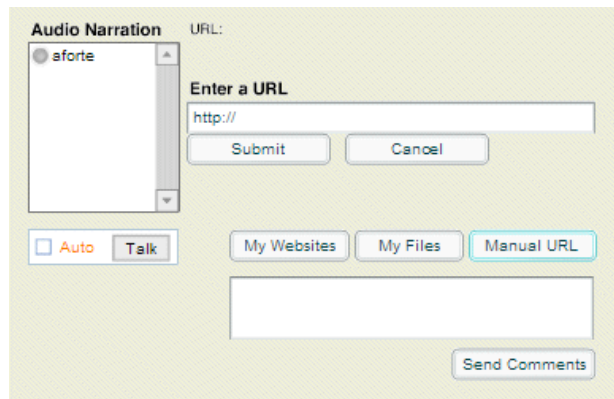
-  - Word Document
-  - PDF file
-  - Educator Course
-  - HTML document
-  - TXT file

Clicking on any file name will open that file in a new window on your students' screens as well as your own.

 Again—a word of caution! There is no such thing as an unlocked folder or file once you click on it. It is displayed on the student's screen regardless of status. ! Be careful when clicking on files while connected with students. Once it appears in a separate window on a student's screen, only the student can close that window.

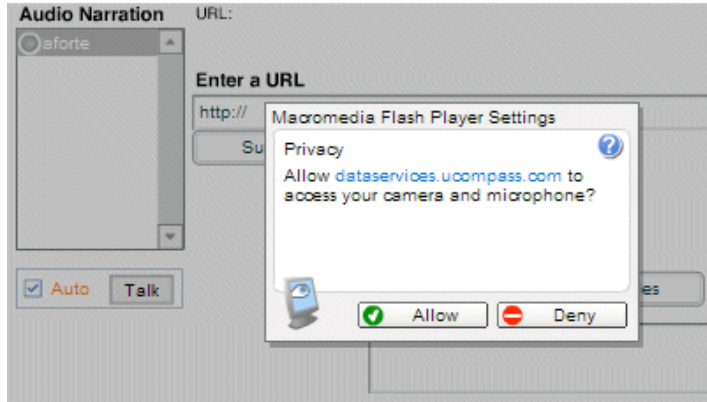
## [Manual URL]

If you would like to push a specific URL onto your students' desktops and you don't have it saved as an external link, you can simply click the **[ManualURL]** button. This will open a dialog box where you can manually type in the Web site address for the site you wish your students to view.




## Activating Audio Narration

To use the Audio feature, you and your students need to have a microphone and speakers activated. Then place a checkmark by clicking on the **Auto** checkbox in front of the **[Talk]** button. Educator will ask permission to access student's *camera* and microphone. Note that although the stock dialog box mentions cameras, it is not currently possible to use a camera in this feature--only microphones.



Simply direct your students to answer 'Allow'. At this point anyone who has a microphone and speakers will be able to participate by actually speaking.

## Usage Tips

 If for some reason you no longer see yourself or your students in the list of participants, close your browser. Then launch your browser again and before accessing the Web Tour, clear the cache.

- EXPLORER USERS: TOOLS MENU > INTERNET OPTIONS > DELETE TEMPORARY FILES
- NETSCAPE USERS: EDIT MENU > PREFERENCES > ADVANCED > CACHE > CLEAR CACHE