MODERATING A join.me SESSION
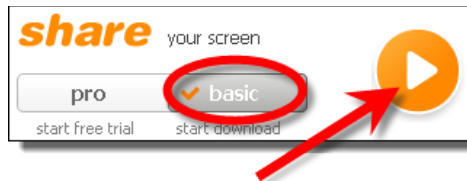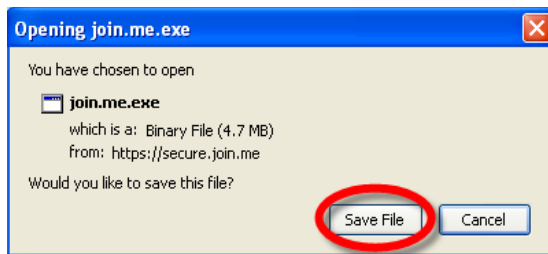
CREATE A SESSION.

If you have not already done so, go to http://join.me. Note that join.me is free, with no registration necessary, so there is no need to log in or create an account – just jump right in!

1. To start a join.me session, all you need to do is click the orange button in the area that says "share" (select "basic," rather than "pro," for the free version):
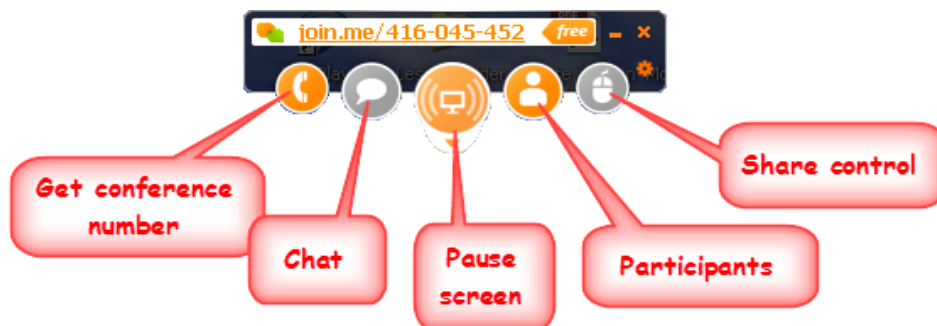

2. Click "Save File" when asked if you would like to save the join.me file; then double-click the join.me executable file (it will have the ".exe" extension on it) in your downloads to run the program.

You will be asked if you are *sure* that you want to launch the file – click "OK". If you are then asked whether you want to run the file, click "Run". *NOTE: Now that you have downloaded the join.me program, you will see a join.me icon on your desktop. In the future, all you need to do to start a session – or to join a session – is to double-click the desktop icon, and a pop-up box will prompt you to "share" or to "join".*
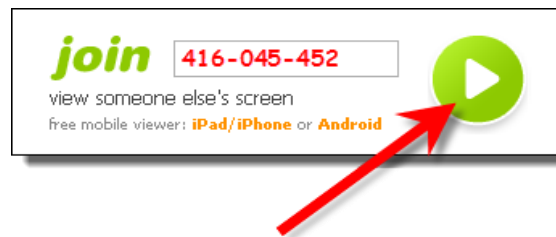
3. A control panel will appear at the top of your screen:

4. Now invite your collaborators to join you! Just copy the link in that is showing in the control box (in this example, join.me/416-045-452) by clicking on it, then share it with your participants:

Or, participants can go to http://join.me, enter the 9-digit numeric code (in this example, 608-416-358) in the box in the "join" area, and click the green button.
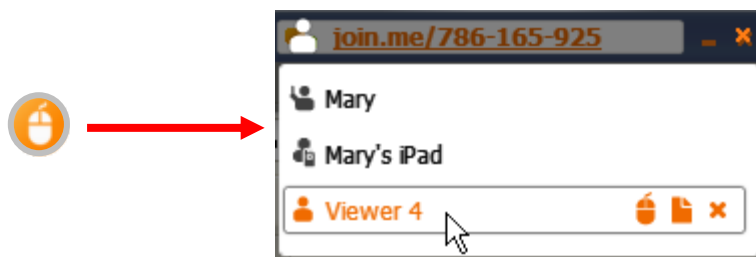

MODERATING THE SESSION.

As the moderator, you create the session and issue invitations to the participants, but you also have certain options that the other participants don't have – in particular, you can "pause" the screen during the session, and you have the power to turn over control of the screen to another participant (you can still take over the mouse, even when someone else has been given control).

1. **Chat.** To open the chat dialogue box, just click the "chat" symbol :

2. **Share control with a participant.** Only the moderator has the ability to share control; to do so, simply click the computer mouse symbol, then select the desired participant from the list.
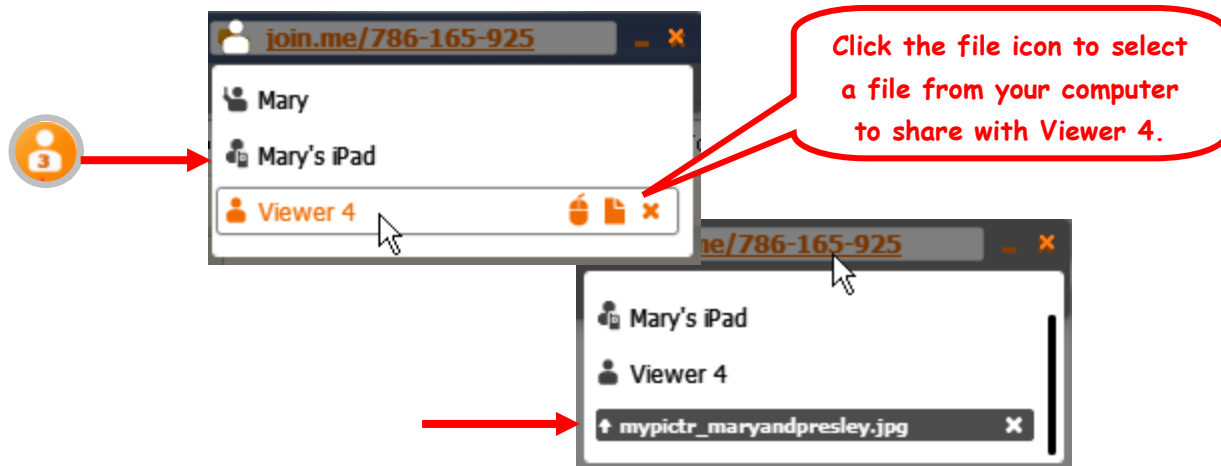

   ***NOTE on sharing with mobile devices such as iPads or Androids**: participants who have the join.me app on a mobile device will be able to see your screen and use the chat function, but the moderator cannot give over*
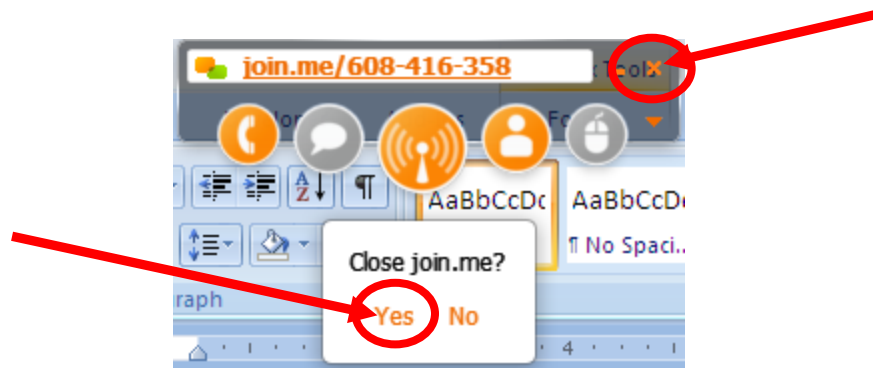
control of the screen to a participant on one of these mobile devices. In the screenshot below, with only two participants (one of whom is on an iPad), the "share control" button is greyed out:

Cannot share control with an iPad or Android.

3. **Share files**. Click the participant icon, then select the participant you would like to share a file with. Click the file icon, and you will be prompted to browse for a file. Once you have selected the file, you will see the file name in the box near the participant's name until the recipient accepts it.

Click the file icon to select a file from your computer to share with Viewer 4.

4. **End the session.** When your session is complete, simply click the "X" in the upper right-hand corner of your controls. When the "Close join.me?" message pops up, click "Yes."

That's all there is to it - join.me is an incredibly simple way to collaborate and conduct remote desktop-sharing with students or with colleagues. Try it for yourself, and think of all the ways this tool could facilitate the learning process in *your* courses!