

- "Main" device
- **"Presenter mode"**
- with camera on

- "Supporting" device
- **"Participant mode"**
- not necessarily with camera on

- Consider getting another device to monitor the livestreaming.

Getting started

- Notify attendees first, then pause.

"...I am going to start sharing my screen to go through the lecture slides..."

- Let attendees know the type of materials that will be shared.

"...I am going to play part of a movie, with some suddenly louder sound. You may want to adjust the volume level of your device first..."

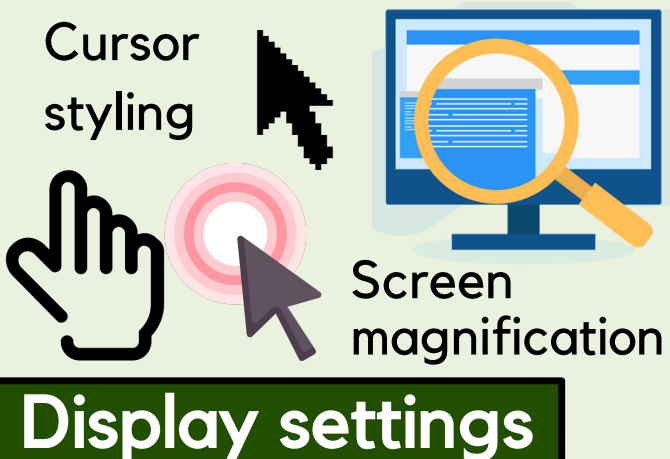
Before you begin screen sharing

Flow and pace

- Do not go through the content on the shared screen quickly.

- Adjust the cursor styling and screen magnification to let attendees follow through the content easier.

- Changes made to the display of your device might or might not show up in the shared view during live streaming or captured in the screenshots and screen recording.



Display settings

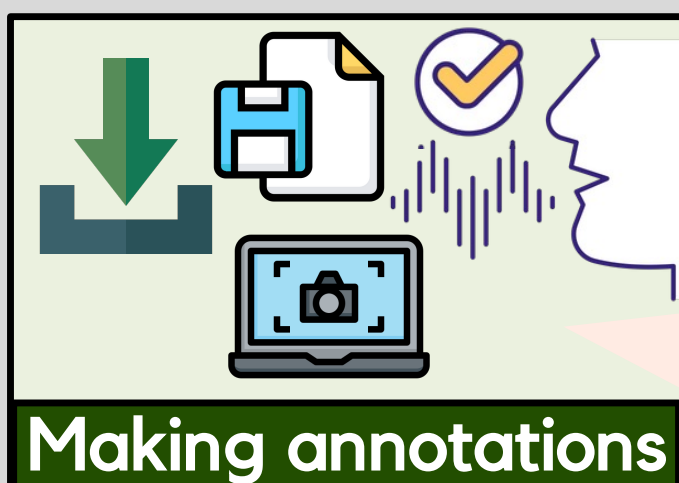
- System sounds or notifications from your device might cause distraction.

- Monitor and adjust the volume before and during screen sharing to avoid extreme high or low sounds.



Sharing sound

- Verbalize the annotations made during screen sharing.
- Save as alternative formats. Turn them into more accessible format afterwards.
- Check annotations in grayscale.



Making annotations

- Avoid simply pointing to the target parts of the materials while elaborating the content.
- Avoid using vague descriptions like "here", "that", or "this".
- Use descriptive phrases.

"Refer to the pie charts on the right and in the middle. Compare their pies."

"On this slide..." [keep talking and moving to subsequent slides]

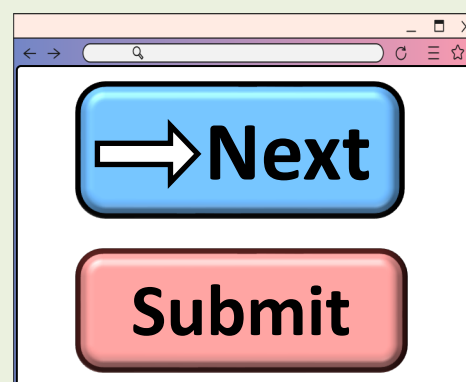
"We are on Slide 2... [continue talking]... now, go to Slide 3..."

- Verbalize the on-screen actions you are taking.

"Click the blue button to proceed. Click the red button to submit the survey."

"Click the blue Next button to proceed. Click the red Submit button to submit survey."

- Avoid using colour as the only visual cue.



"Look at these charts. Let's compare their pie segments."

"Here refers to..."

Verbalize relevant visual information

