

Zoom

Using Whiteboard Features in Remote Teaching

Introduction

The whiteboard feature can be a great tool while teaching via Zoom. It stimulates creativity and it can keep the class focused and attentive. Whiteboards allow you to collaborate on ideas or to work through equations while teaching. In this self-help document, you will learn how to share the whiteboard within the Zoom application. You will also learn how to share and use, in conjunction with Zoom, the Microsoft Whiteboard application on your iPad with a stylus for drawing purposes.

Sharing the Built-In Whiteboard

1. While in a Zoom meeting, click the **Share Screen** button located in your meeting tool bar.
2. Click **Whiteboard** and then click **Share**.

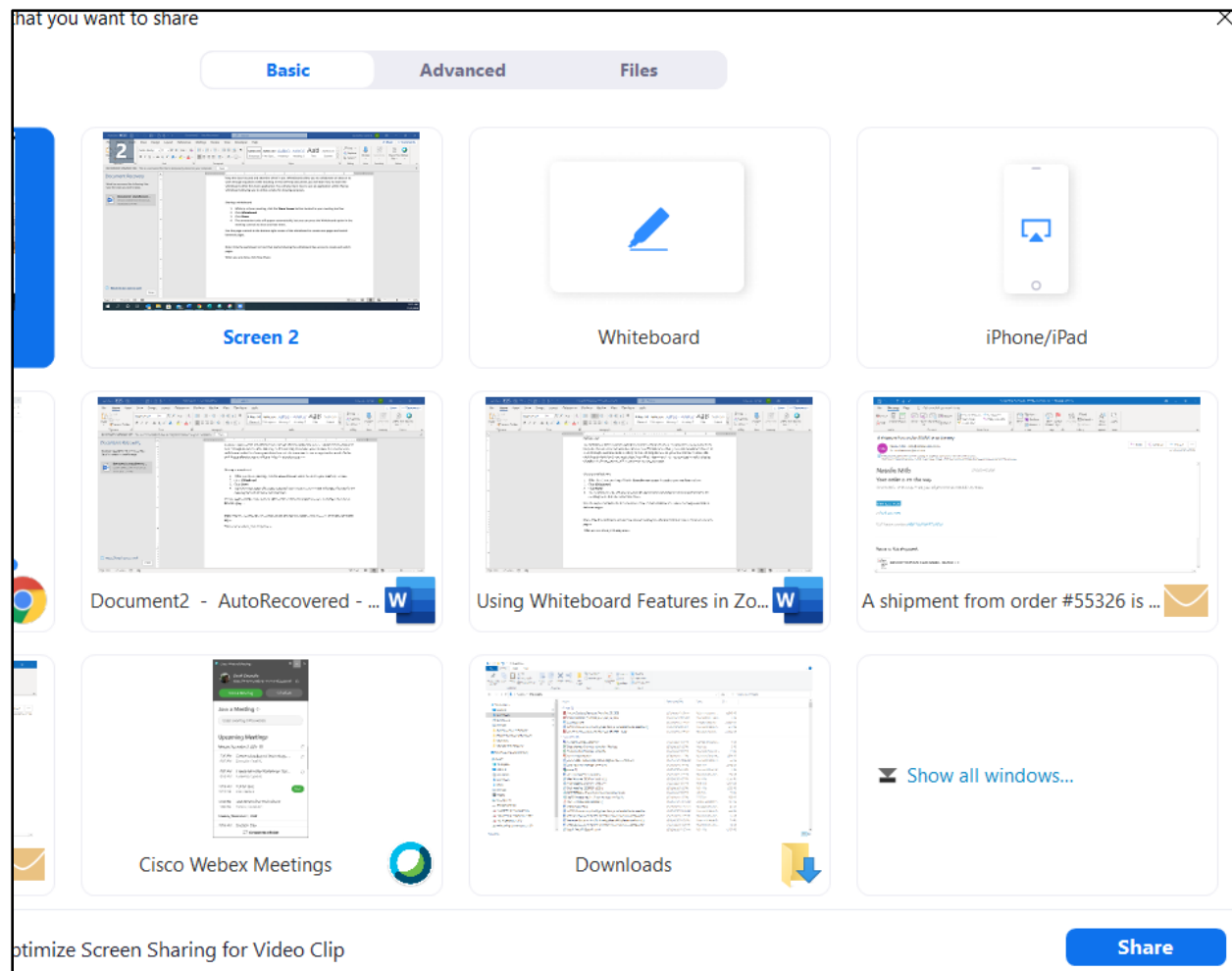


Figure 1

3. The annotation tools will appear automatically. You can hide the annotation tool bar by pressing the Whiteboard option in the screen sharing meeting controls (located at the top of the screen)

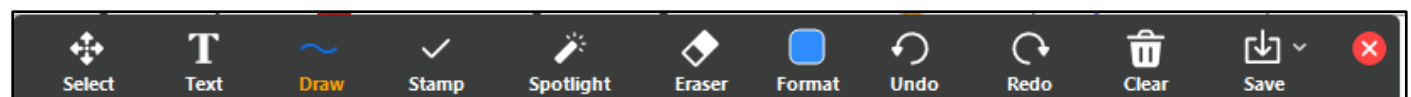


Figure 2

- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to capture your selections.
- **Text**: Allows you to insert text.
- **Draw**: Insert lines, arrows, and shapes. Click on a shape and then drag it out onto the whiteboard canvas.
 - If you want a shape that is filled in, click on one of the shapes in the draw menu with a semi-transparent, transparent or full fill.
 - If you wish to change the fill color, click the **Format** icon, select a color and then chose a shape.

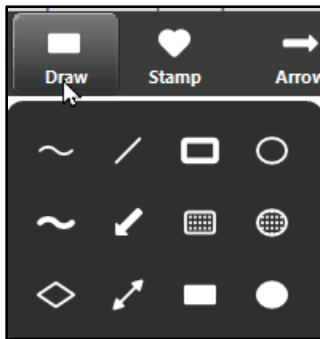


Figure 3

- **Stamp**: Insert predefined icons like a check mark or star.
- **Spotlight/Arrow**: Turn your cursor into a spotlight or arrow.
 - **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer as a radiating circle to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
 - **Arrow**: Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click moves the arrow to a new place. You can use this feature to point out your annotations to other participants.
- **Eraser**: Click and drag to erase parts of your annotation.
- **Format**: Change the formatting options of annotations tools like color, line width, and font.
- **Undo**: Undo your latest annotation.
- **Redo**: Redo the latest annotation that you undid.
- **Clear**: Delete all annotations.
- **Save**: Save shared screen/whiteboard and annotations as a PNG or PDF. The file(s) are saved to the local recording location. To change the file format, click the downward arrow next to Save and select one of these options:
 - **Note**: This option is only available to viewers if the host has allowed others to save.
 - **PNG**: Save as a PNG file. If there are multiple whiteboards, Zoom will save a PNG file for each whiteboard.
 - **PDF**: Save as a PDF. If there are multiple whiteboards, Zoom will save a single PDF containing all whiteboards. However, you can use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

4. When you are done, click **Stop Share**.

Using your iPad as an Additional Device

It may be tricky to draw with your keyboard and mouse using the whiteboard feature available through Zoom. A solution is to use your iPad as an additional device. In this self-help document, we will be using the Microsoft Whiteboard app to utilize the touch screen features. However, there are many free apps that you can use including ShowMe Interactive Whiteboard, Educreations Interactive Whiteboard and Jot!.

Open the Microsoft Whiteboard within Office 365 on your iPad

1. From you iPad, open **Safari** and type **office.towson.edu**.
2. Enter your TU Email address or NetID and password and then press **Sign in**.

Note: You may have to authenticate through DUO.

3. To reduce the number of times you are asked to sign in, click **Yes** in the **Stay signed in?** dialog box.
4. From the **Office 365 home page**, press the **Apps** button (waffle icon) in the upper left-hand corner and then press **All apps**.

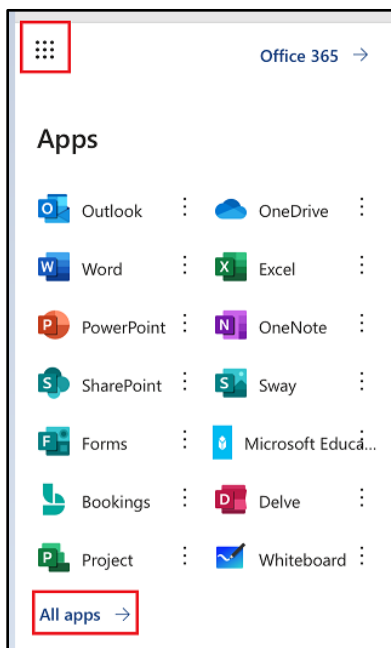


Figure 4

5. Scroll down and press **Whiteboard**. If prompted, choose work/school over personal account.
6. **Note:** The Whiteboard will now be added to the list of Apps on the Office 365 home page (along the left-hand side of the page) so you will no longer have to go to all apps to find the application after initial use.
7. The **Whiteboard** app will open. Tap **Create new Whiteboard**.

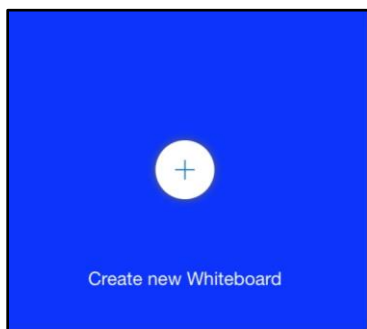


Figure 5

Sharing the Whiteboard from your iPad in Zoom

Basic Whiteboard

1. While in a Zoom meeting, click the **Share Screen** button located in your meeting tool bar.
2. Click **iPhone/iPad** and then click **Share**.

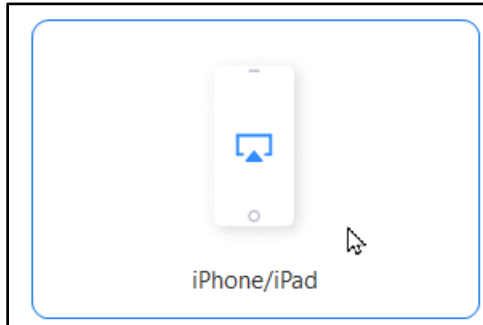


Figure 6

3. A screen of instructions will appear. Make sure you are connected to Wi-Fi (same network as PC).



Figure 7

4. Swipe down from the top right corner of your iPad and tap **Screen Mirroring**.

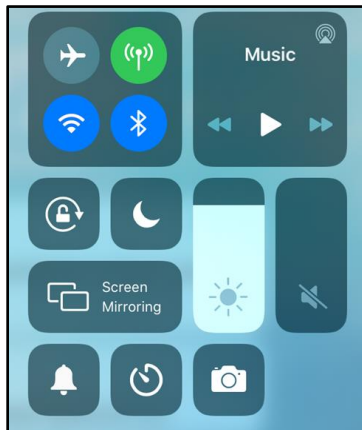


Figure 8

5. Choose the **Zoom** option.

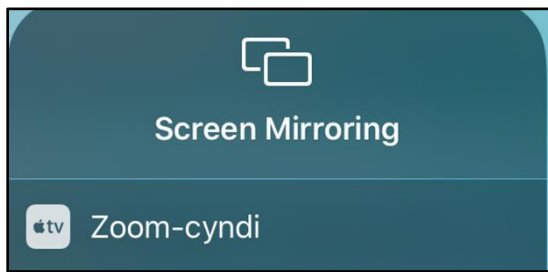


Figure 9

6. You are now sharing your iPad within your Zoom meeting.

7. Switch to the **Whiteboard** application if you are not already in it.

Note: Turning your iPad to landscape view may be a little easier for the audience to see.

8. At the top of the main screen, you will see the following:

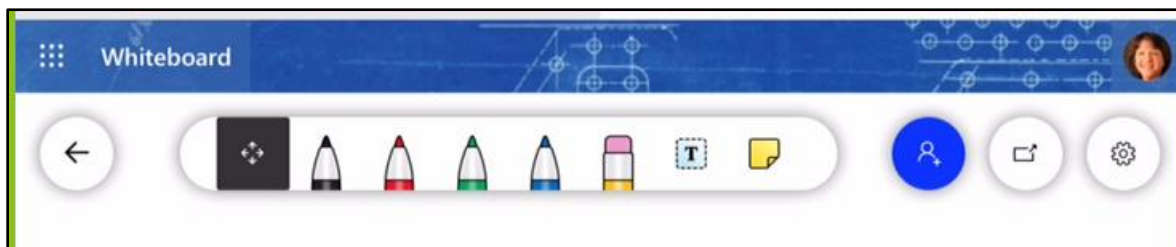


Figure 10

- **Start Arrow** – Takes you back to the start page where you can create a new board or see other boards you have created. You may rename a whiteboard here by pressing the ... button for the whiteboard and tapping the pencil. Type the name in the **Whiteboard Title** box and press **OK**.

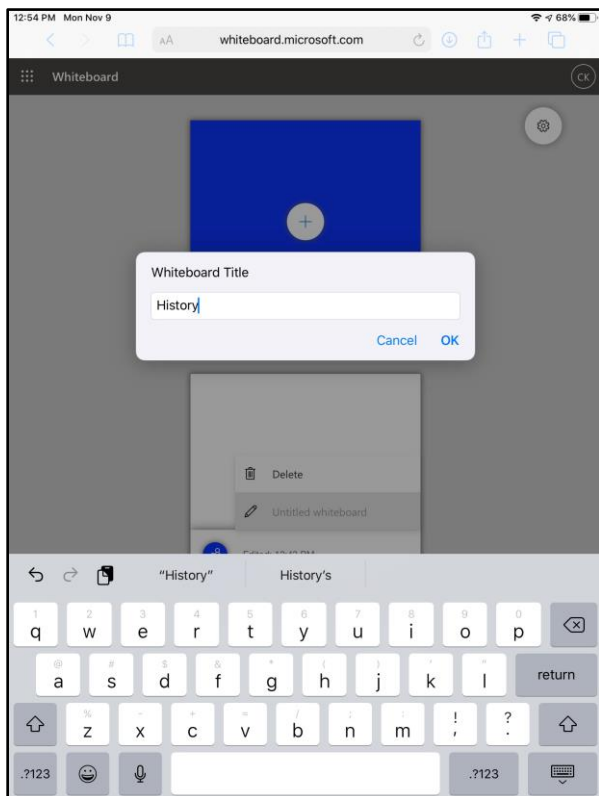


Figure 11

- **Inking tools** - Used to write on the board. Press one of the colored pens and then begin to draw on the canvas.
- **Eraser tool** – Used to delete annotations. Press the tool and drag across what you want to erase on the canvas.
- **Text tool** – Press the text icon and the **Type here** box will appear. Type using the onscreen keyboard. When finished, press on the dotted perimeter around the text box.
- **Post-It tool**. A blank post-it will be added to the board. The keyboard will appear allowing you to type in the post-it.
- **Sharing Link** – Press this icon to reveal the **Share** pane. Press **Share link on** and press **Copy link**. You can now share the link in an email, Blackboard, etc.

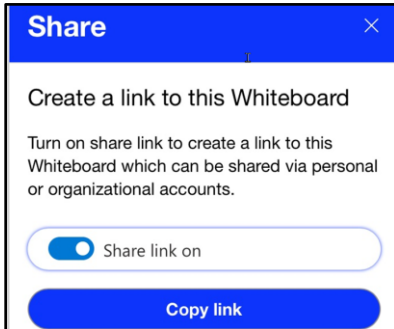


Figure 12

9. Your whiteboard is automatically saved.

Whiteboard App – Advanced Features

You may also launch the app for more advanced features. Be aware that you must also download the **Authenticator** app as well to use this application.

1. Press the **Open in app** icon.

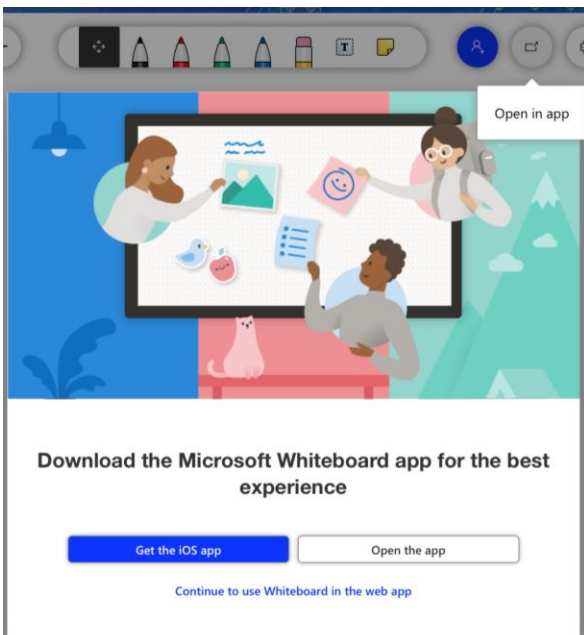


Figure 13

2. Press **Get the iOS app** button. You will be redirected to the app store. Download and open the app.
3. At the top of the main screen, you will see the following:



Figure 14

- **Start Arrow** – Takes you back to the start page where you can create a new board or see other boards you have created. You may also export and delete boards created.
- **Sharing** – Allows you to share your current board.
- **Sign Out**
- **App Settings** – You may turn on advanced features such as ink to table and ink to shape.

4. The **Creation** toolbar will appear at the bottom of the app.



Figure 15

- **Inking** – You can add text, highlighting, erase, ruler and more.
- **Image** – Add an image to the whiteboard
- **Post-It Note** – Add a post-it note.
- **Insert Icon** – Allows you to add documents, PowerPoint presentations, change the background template and more.
- **Undo and Redo**

5. To get started, click the **Inking** tool on the left. The toolbar will now display the Inking tools (or pens).

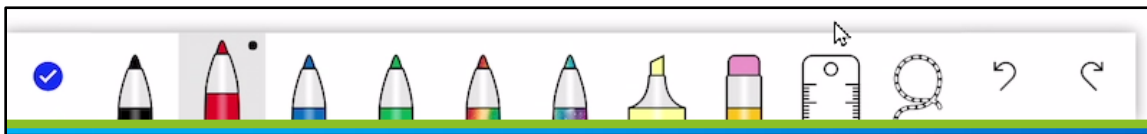


Figure 16

- **Close** - Closes the Inking tools.
- **Pens** – Used to write on the board. Choose a color, or the highlighter. To alter the color or width of a pen, click the black dot at the top of the pen and select from the options in the menu.

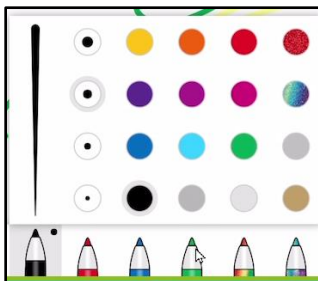


Figure 17

- **Eraser** tool – Used to delete annotations.
- **Ruler** – Used for drawing straight lines at any angle. You can change the angle by using two fingers to rotate it. Select a pen and draw a line against the ruler's edge for a perfectly straight line.

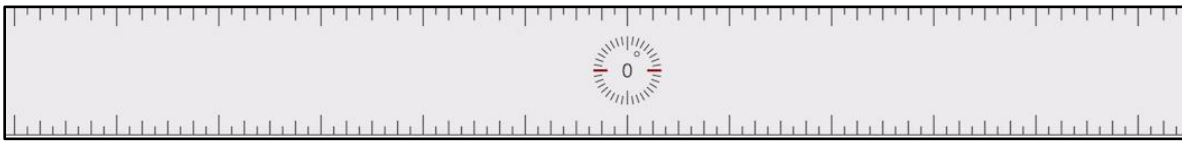


Figure 18

- **Lasso** tool – Used for selecting elements on the board. Write some text, and then select it with the lasso tool to bring up the context menu. Click the **Ink Beautification** button on the context menu. This turns your text into something much more readable.
 - **Undo** and **Redo** actions.
6. Click the **Close Inking** option and you will be returned to the Creation toolbar.
 7. Click on the **Add Image** option. A standard file dialog box will open, in which you can select an image to insert. When you do, it will appear on the board.
 8. Click the **Post-It Note** icon. A blank post-it will be added to the board with a context menu that allows you to write on it, change the color, and so on.
 9. Click on the **Insert** icon. A submenu will appear. You can choose to add text, templates, a camera image, etc.

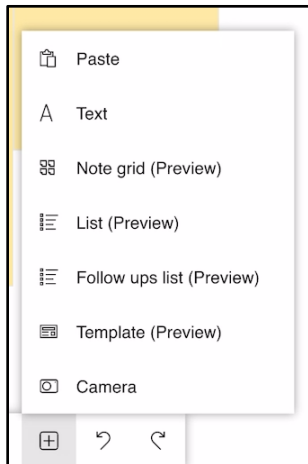


Figure 19