

HOW TO...



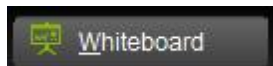
Use the Whiteboard

This document is intended for the following e-CLASSES users: leaders and co-presenters.

Collaborate Effectively Online with e-CLASSES!

The Whiteboard is a tool in e-CLASSES sessions that allows you to draw, write, annotate, and document information. During your session you will be able to highlight specific areas of the screen. And because you can allow participants do the same, it brings a high level of interaction to your online session.

Accessing the Whiteboard

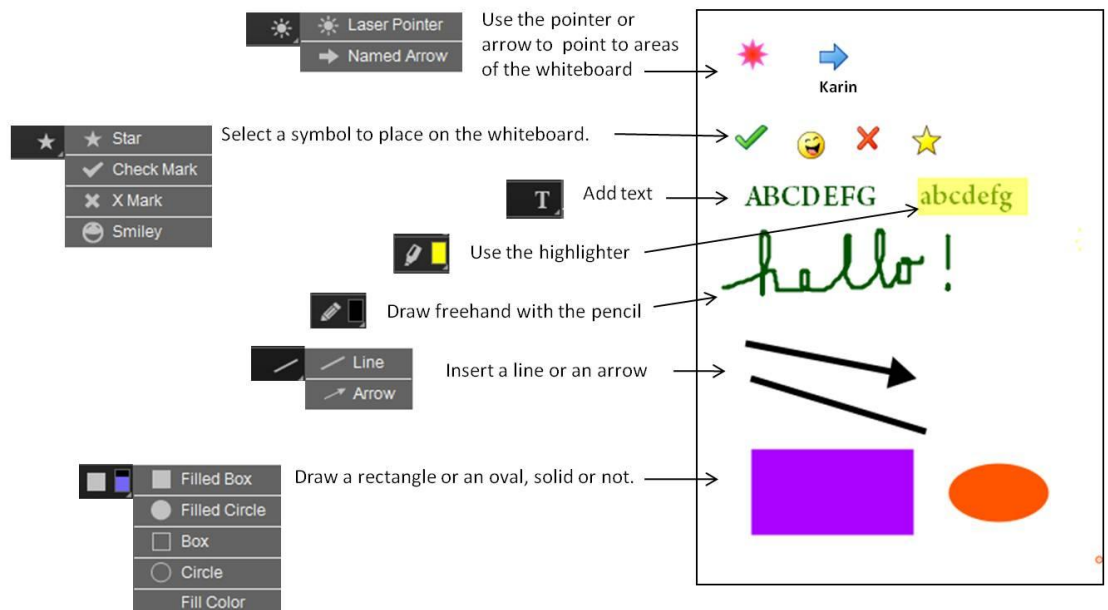


The **Whiteboard** icon is found on the Leader's toolbar. When you click on it, a blank screen will appear in the media window.

You can use the **markup tools** on the Whiteboard and your slides.

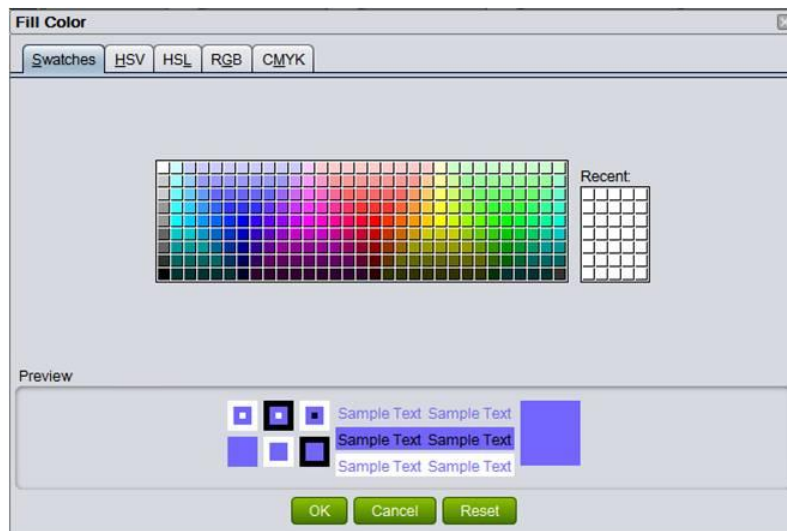
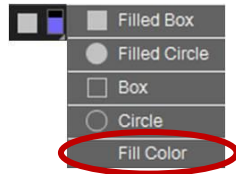
Whiteboard Mark-Up Tool Bar

Use the markup tools to highlight important information or draw attention to specific areas. The tools are located immediately to the left of the Whiteboard area and are only available to participants with an *enabled* microphone beside their name in the Participant Panel. You can Hide/Show the mark-up tools by clicking the Mark-up tools icon beside the Talk and Camera buttons.



Whiteboard Colour Palettes

You can select colours for lines, fill and shapes on the Whiteboard by using the colour palettes



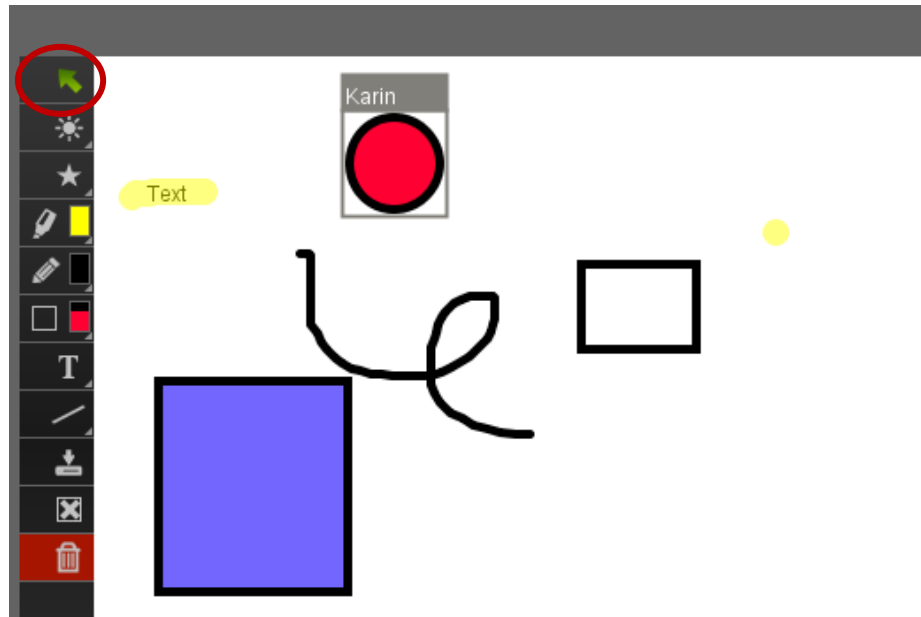
Formatting Text

The Whiteboard also allows choice of text formatting, style and size of font. This text formatting is accessed by clicking on the double A's option of the Text icon.



Moving Objects on the Whiteboard

Any object that you or your participants have put on the Whiteboard can be moved or deleted using the Selection (green) arrow. If a participant places an object or text on top of another participant's, simply select the white arrow and click and drag on the piece that you wish to move. The name of the person who added the object will be indicated in grey, and the delete object symbol will be highlighted.



Saving your Whiteboard



Save a copy of the Whiteboard to your Agenda by clicking on the **Save** icon in the Markup toolbar. The saved Whiteboard will be added to the bottom of the Agenda. *Participants do not have a Save to Whiteboard icon in their markup tools.*



TIPS for Whiteboard Use

- Use markups on each slide if possible.
- Let participants add a drawing or diagram.
- Don't allow too many participants to work at one time. Control this by clearing and giving microphones.
- Assign areas on the Whiteboard for each participant to work.
- Save important work to the agenda.

