

# TWO WAYS TO CREATE WHITEBOARDS IN THE ONLINE CLASSROOM

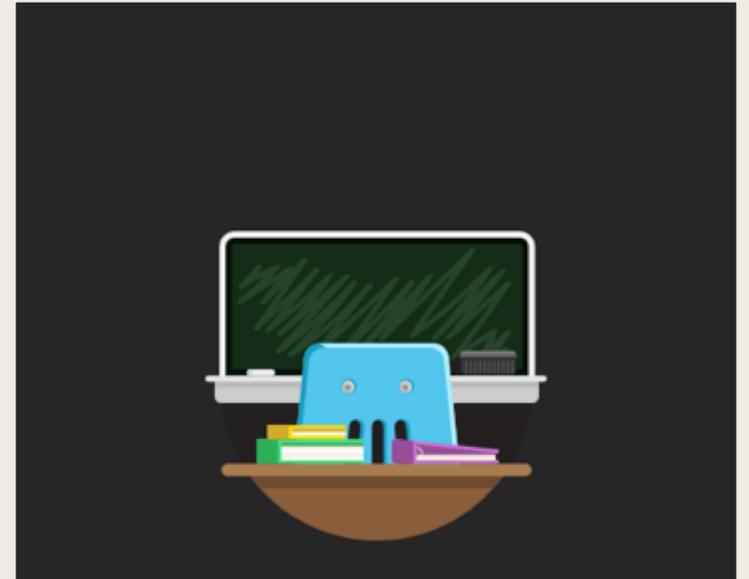
Learning the tools to make your online learning successful and engaging

- These slides have been created collaboratively by the members for the STFX Task Force for Online Preparedness, the Teaching and Learning Center, and the Faculty Development Committee to support online learning in the Winter 2021 Semester.
- They are suggested guides and we invite faculty to personalize and tailor them for their own online teaching, if they wish.



# Agenda for *Two Ways to Create Whiteboards* in an Online Classroom

1. Using the Whiteboard Feature
2. Embedding empty slides in PPT stack



For more information on whiteboards , see

[https://help.blackboard.com/Collaborate/Ultra/Participant/Participate\\_in\\_Sessions/Engage](https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Engage)

# Option 1: Using the Whiteboard feature

- Open the *Collaborate* Panel.
- Open the *Share Content* Panel.
- Choose the *Share Whiteboard* feature and the whiteboard will appear on the screen.

Share  
Whiteboard



Moderators and presenters can share a blank whiteboard from the *Share Content* panel.

# Whiteboard tools

## Mark on shared content



When moderators share a blank whiteboard they want to collaborate with you. Use Collaborate's editing and markup tools to participate.

 Moderators may also choose to allow participants to mark up their shared file during a session in their session settings. Look for the editing tools to collaborate.

Use these tools to edit and mark up shared files and the whiteboard.

Tool	Description
<p>Select</p>  	<p>Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.</p>
<p>Pointer</p>  	<p>Use the hand to point to different areas of the visible slide. Attendees see wherever you are pointing on the slide.</p>

# Whiteboard tools

Pencil



Use the pencil to draw free hand on the slide.

Shapes



Use the *Shapes* icon to draw a rectangle, ellipse, or a straight line. Your choice.

Text



Type text on the slide with the "T".

Clear



Use *Clear* to undo everything.



Please be aware that the eraser will clear all of the whiteboard content!

# Option 2: Adding blank slides to your PPT presentation.

- When an instructor creates their class PPT they can add blank slides throughout the presentation to fill the role of the Whiteboard
- When PPT slides are saved as PDF files they automatically become slides that can be annotated with the Whiteboard tools.
- Including blank slides as needed throughout their PPT presentation works in the same way as a whiteboard. This method can save time as we no longer have to end our presentation to insert the Whiteboard

*Please note – the information on either Whiteboard version is not saved without further manipulation (i.e., screen shot or some other tool).*