

Microsoft Whiteboard

Whiteboard is a visual and digital tool that can be used by both teachers and students for collaborative tasks or activities.


The tool is an online virtual whiteboard and can be used in a wide range of learning activities - from supporting creative study activities like brainstorming and quizzes to more serious activities as problem solving and discussions of the curriculum.

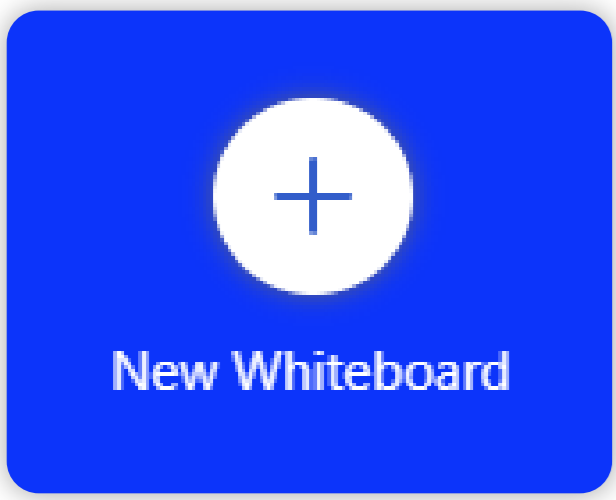


CENTER FOR DIGITALT
UNDERSTØTTET LÆRING

AALBORG
UNIVERSITET

Create a whiteboard

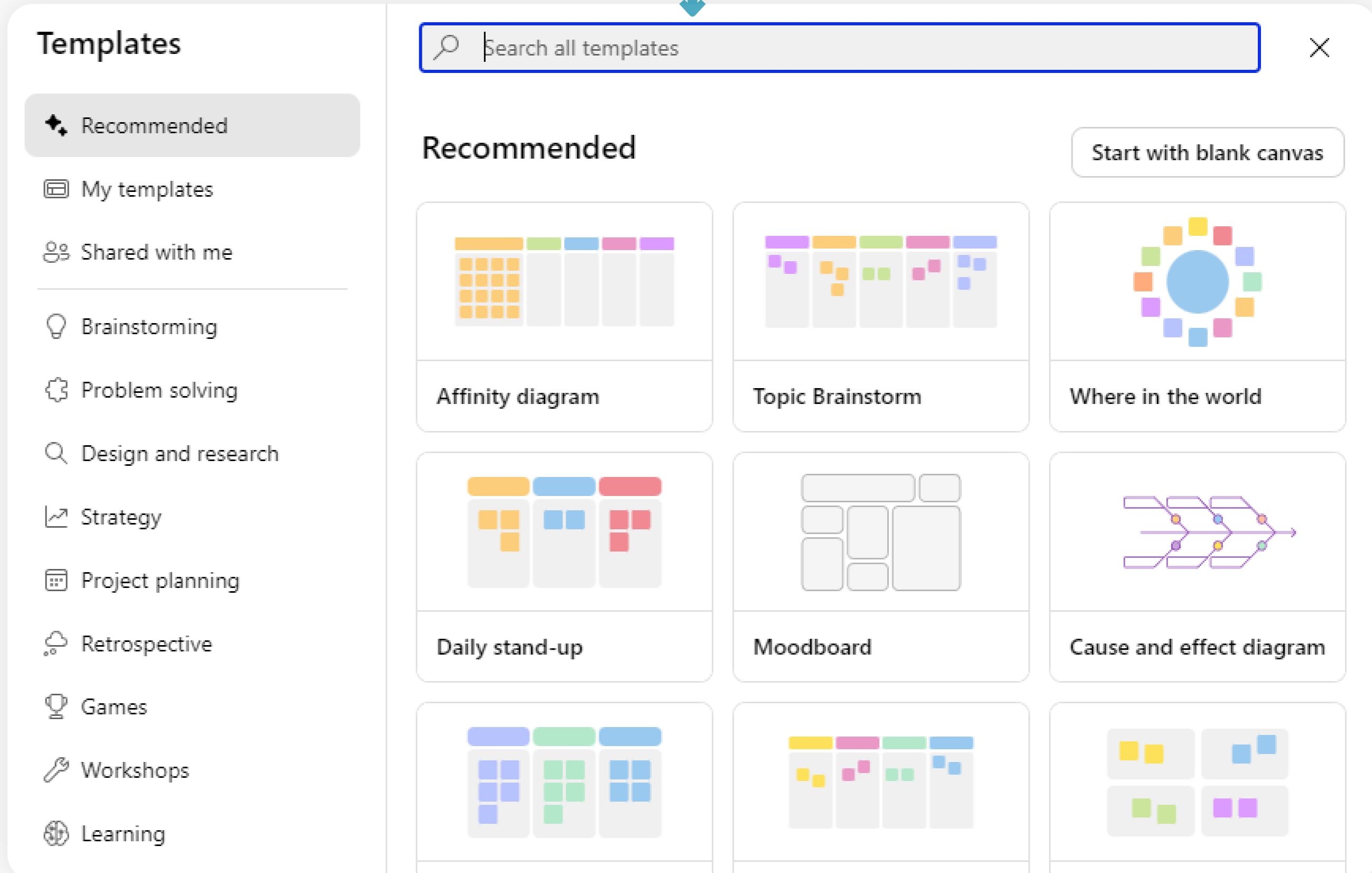
1  To get access to Microsoft Whiteboard you can find it in ITS' Software center, Microsoft Store or via Office 365 in your browser

2  Press the button "New Whiteboard" to create a new document

3 When creating a new document in Whiteboard, you will either see an empty canvas or you will be given the option to choose a canvas from a variety of templates (see 4)

We recommend to start with an empty canvas to get a sense of the different functions in Whiteboard. This guide is based on an empty canvas.

4 **Template menu in Whiteboard**
Read more about templates at page 10



i Please note that your version of Microsoft Whiteboard can deviate visually from this guide. The functionality should be the same, though. Please refer to page 12 for help and contact.

Your Whiteboard

The timer enables you to start a countdown that all participants on your Whiteboard can see.

You change the name of your Whiteboard here

Whiteboard 5 ▾

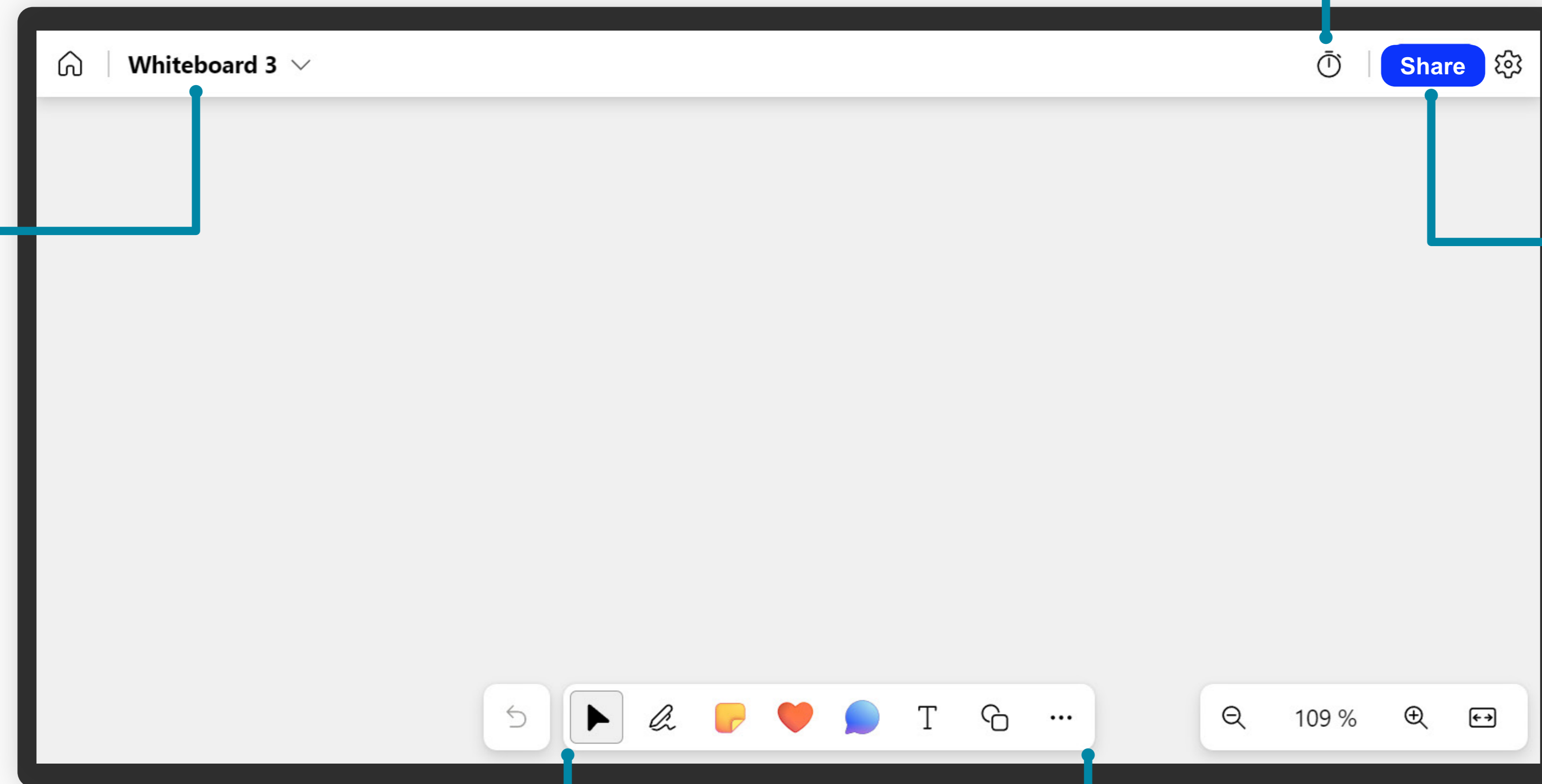
Board name

Whiteboard 5

Using the **Share** button you can generate a shareable link for you whiteboard.

You can read more about sharing at page 11.

This is the primary toolbar for your whiteboard. From here you can write, draw, highlight annotate and much more. This will be expanded on on the following pages.



Toolbar | Navigation

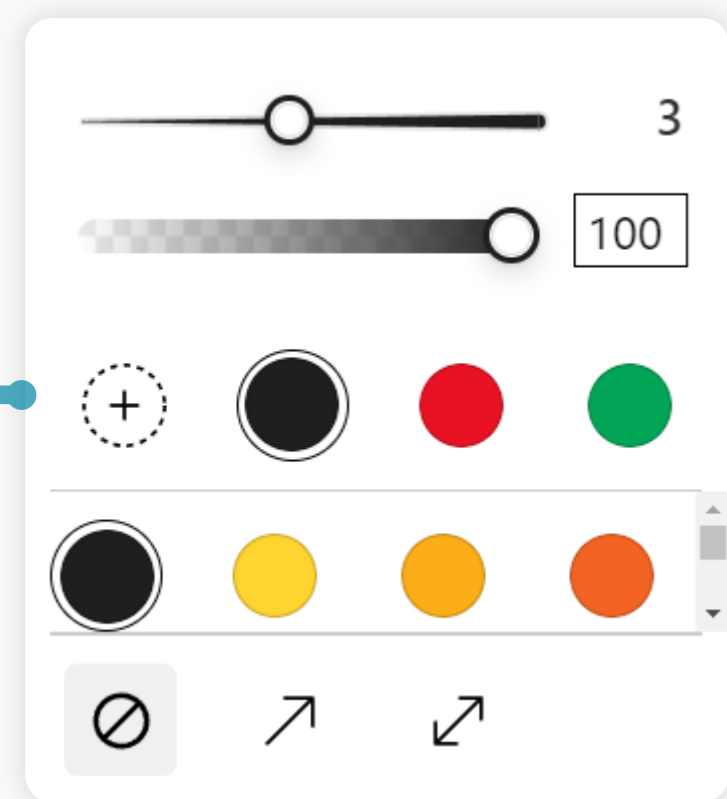
Undo latest action
(CTRL/CMD + Z)
Hover cursor over the button to repeat an action
(CTRL/CMD + Y)

Cursor for navigation and for choosing or highlighting objects on your whiteboard.

Toolbar | Pens

This button gives you a variety of illustrative tools

Each tool can be modified by clicking once more on the icon. This is an example from the Pen-tool. You can change the color, size, add arrowheads and much more.

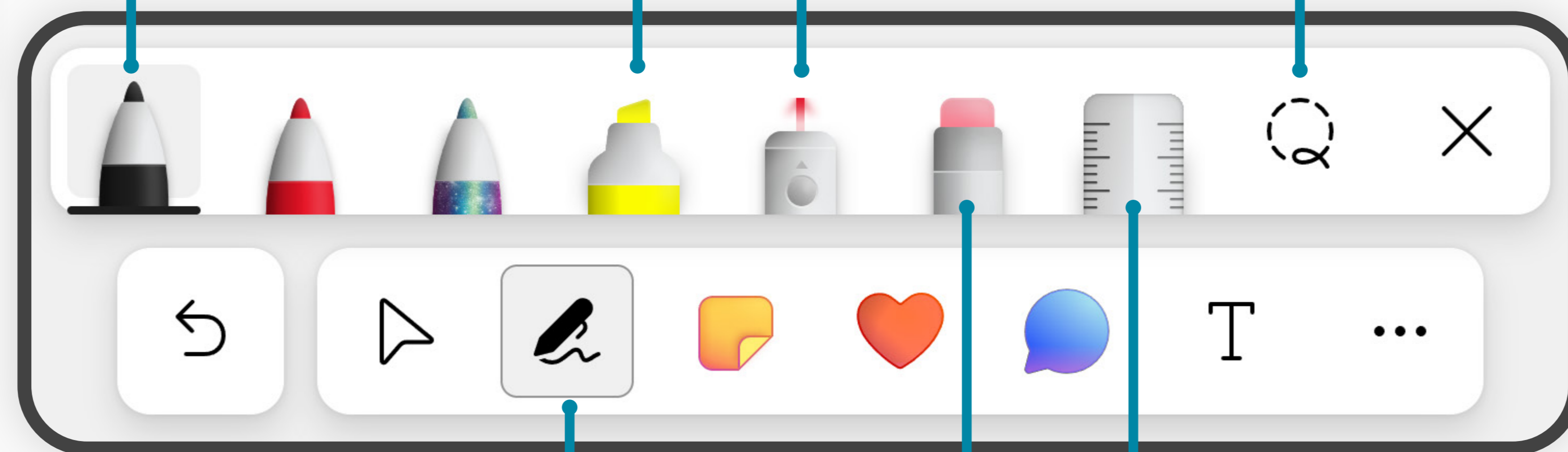


There are three different pens and one highlighter.

The laserpointer can be used to draw the participants' attention to something specific on your whiteboard

You can left click and hold the button to get the "laser" to stay on screen for a longer duration.

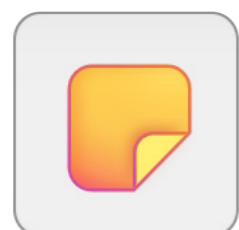
This tool can be used to mark a group of objects on your whiteboard and move it all at the same time.



The eraser can erase all or some of a drawing

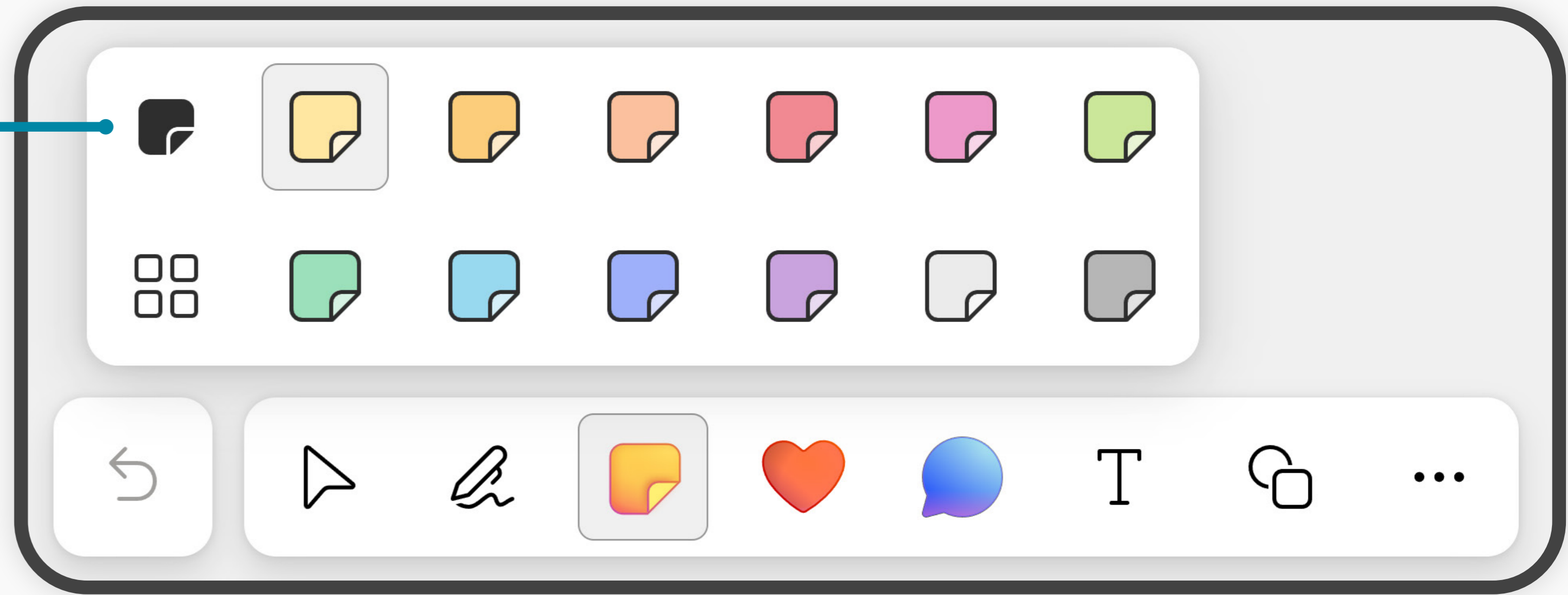
The ruler can be used to draw straight lines.
Use the scroll-wheel on the mouse to adjust the angle of the ruler.

Toolbar | Post-its

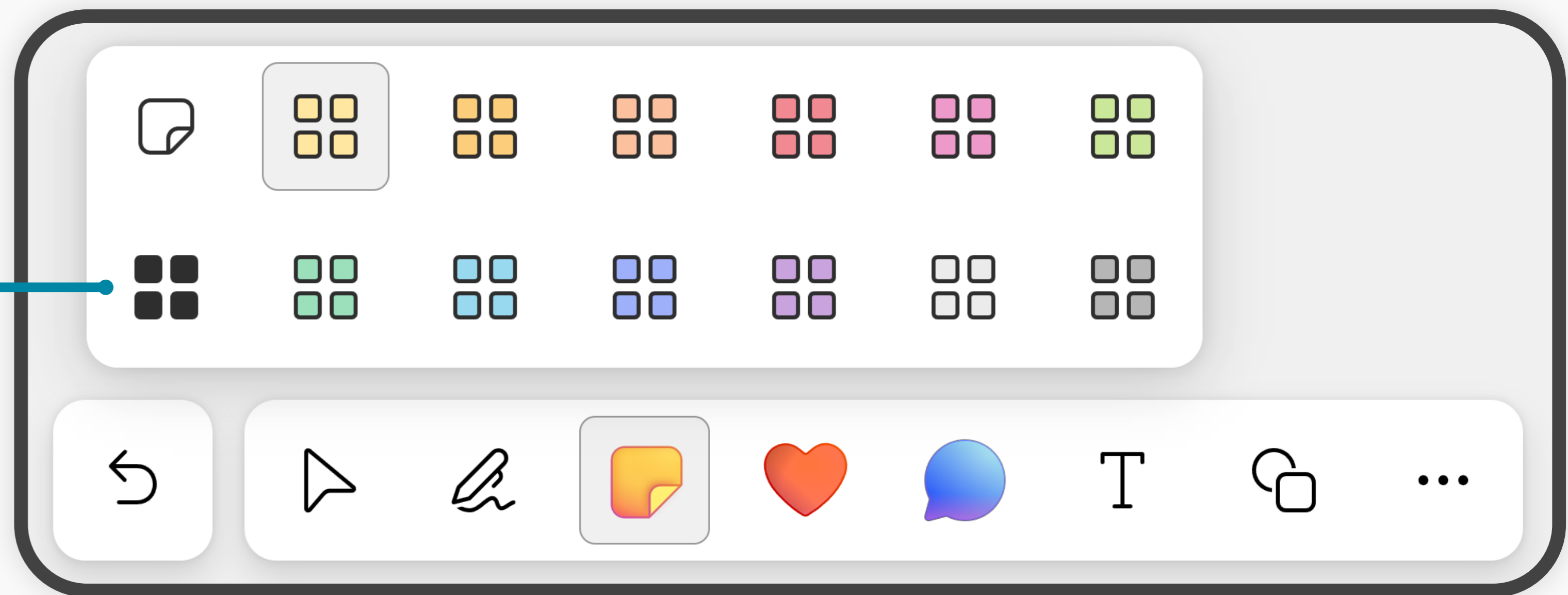
 **This button is used to insert post-its on your whiteboard**
You can either insert a single one or a whole section of them.

Post-its
This is where you can insert a single post it in a color of your choice.

Post-its in sections
This is where you can insert a section of post its



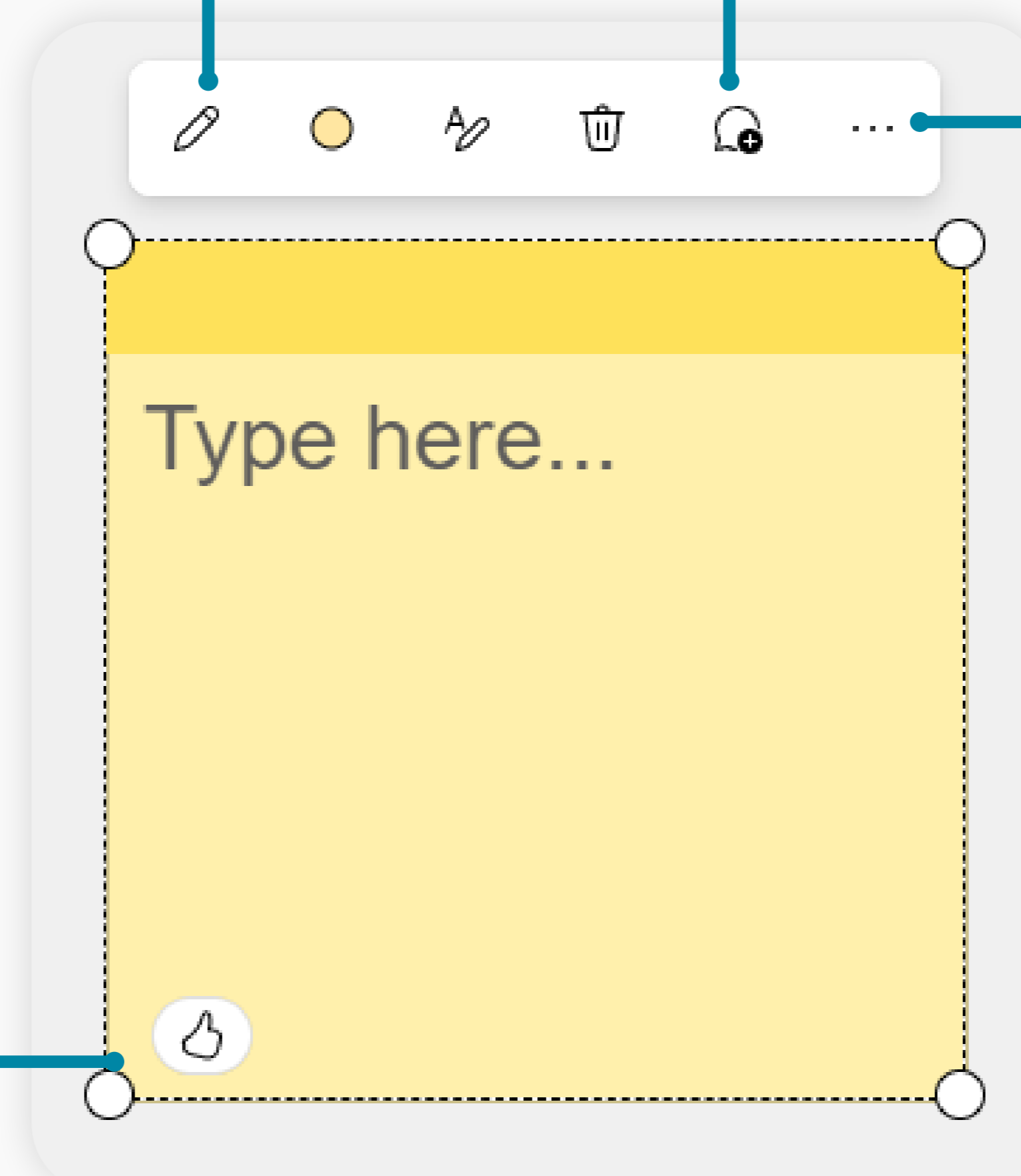
A toolbar for inserting single post-its. The top row contains a black post-it icon, followed by a row of seven colored post-it icons: yellow, orange, light orange, red, pink, and light green. The bottom row contains a grid icon, followed by a row of seven colored post-it icons: green, light blue, blue, purple, grey, and dark grey. Below these is a secondary toolbar with icons for undo, pointer, eraser, a highlighted post-it icon, heart, speech bubble, text, link, and a menu icon.



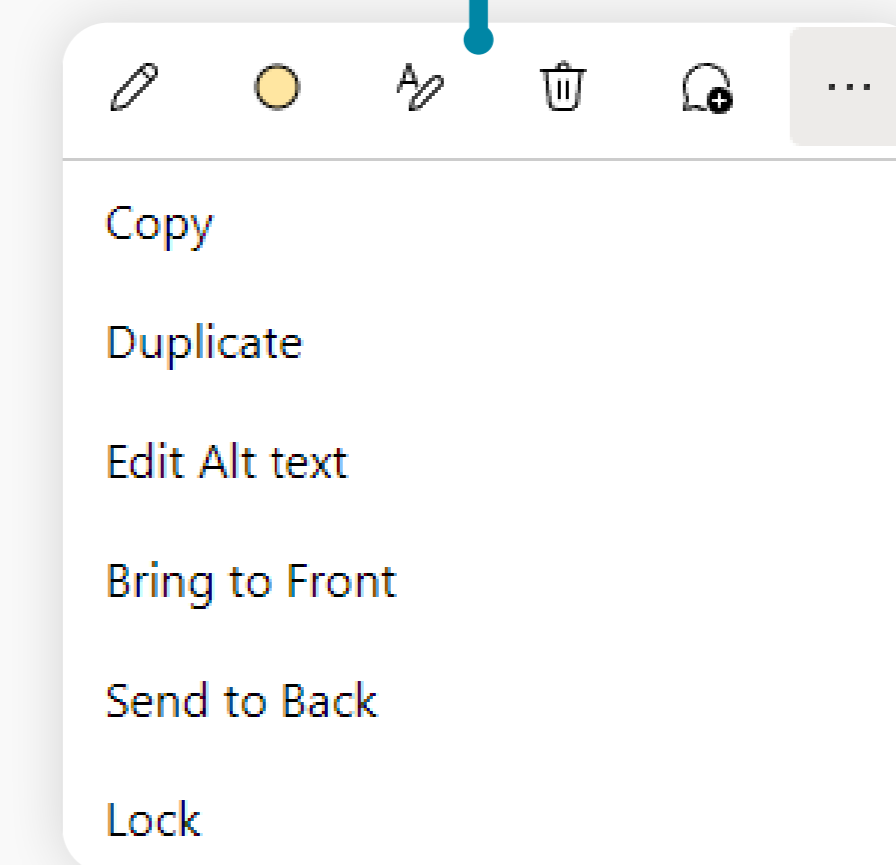
A toolbar for inserting sections of post-its. The top row contains a single post-it icon, followed by a row of seven grid icons: yellow, orange, light orange, red, pink, and light green. The bottom row contains a grid icon, followed by a row of seven colored grid icons: green, light blue, blue, purple, grey, and dark grey. Below these is a secondary toolbar with icons for undo, pointer, eraser, a highlighted post-it icon, heart, speech bubble, text, link, and a menu icon.

Toolbar | Post-its

After inserting a post-it, you can write and edit the text, change the color, erase the post it or add a comment.



Press the three dots to get an expanded menu. You can for example lock a post-it. By locking a post-it, you make sure that it doesn't get rearranged by accident. This can be helpful when you create different sessions in Whiteboard.

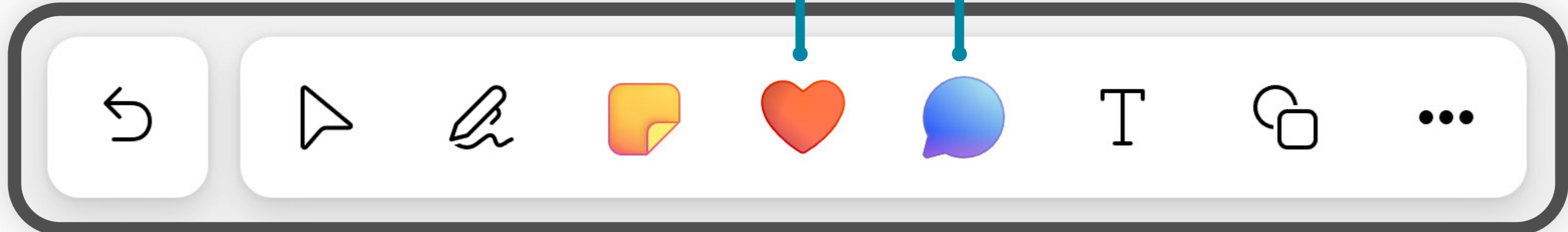
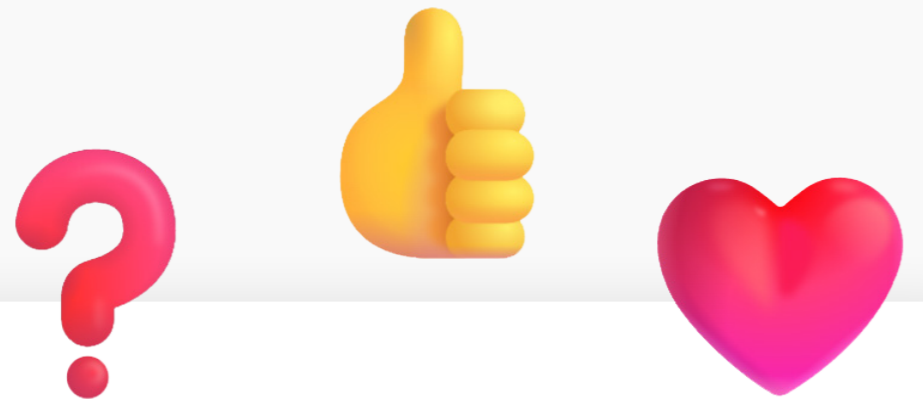


React to a post it

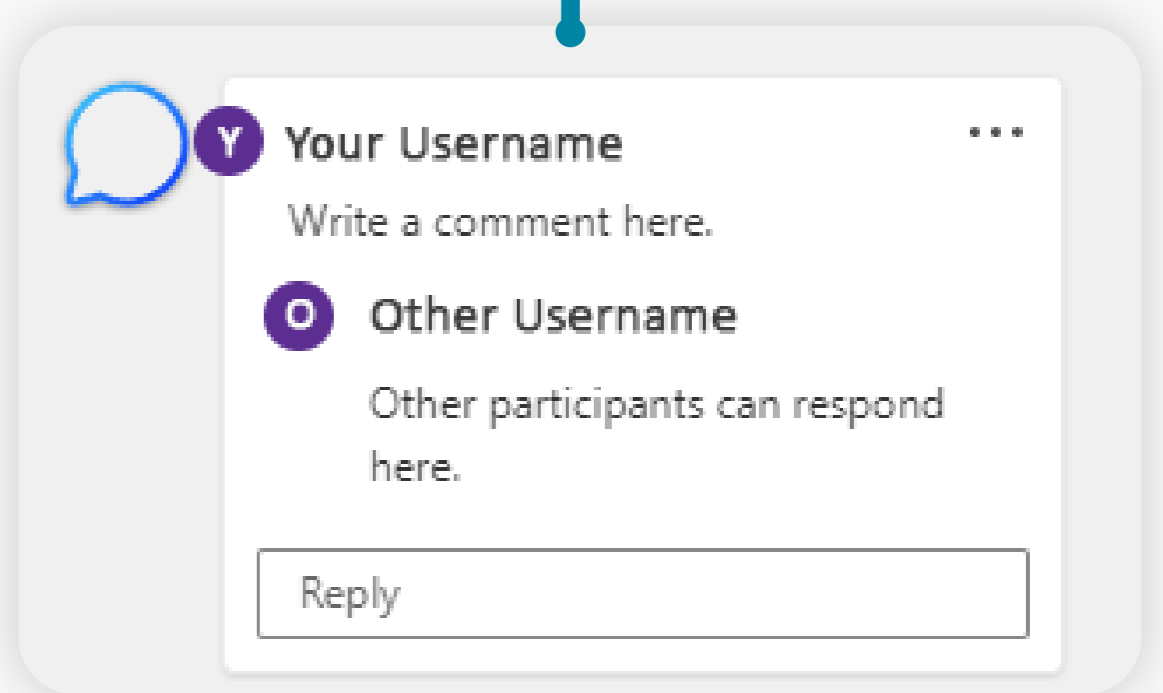
In a collaborative learning activity or in an online discussion it can be helpful to be able to react to a comment. React by pressing the thumbs-up icon in the bottom left.

Toolbar | Reactions and discussions

React with an emoji
The heart-button gives the opportunity to react to something with a small emoji. The emoji will be inserted as a small picture, as shown above.



Add a comment
The blue speech bubble gives you the opportunity to leave a comment on the whiteboard. Both you and others can afterwards respond to that comment.
If you click away from the comment, it will be shown as a speech bubble on the whiteboard, until you click it again.



Y Your Username ...
Write a comment here.
O Other Username
Other participants can respond here.
Reply

Toolbar | Text, shapes and more

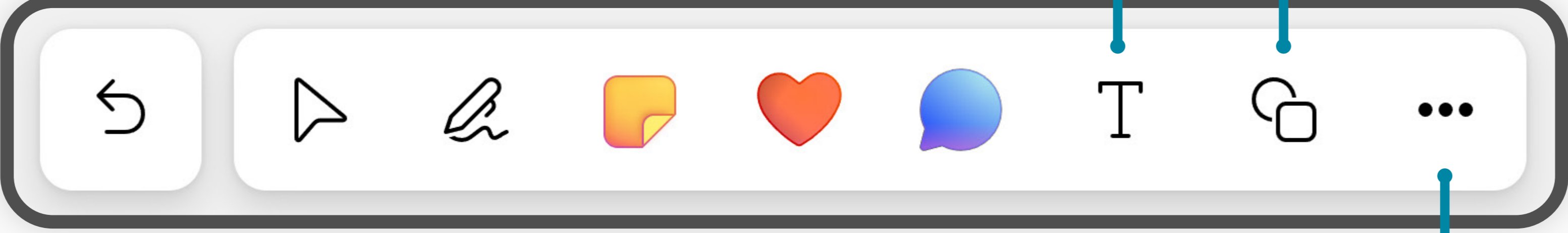
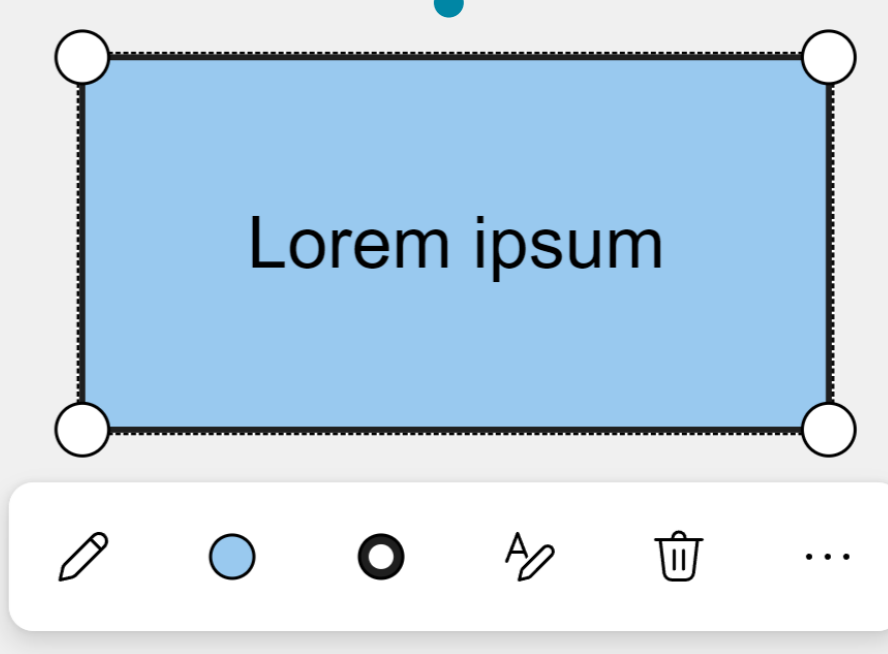
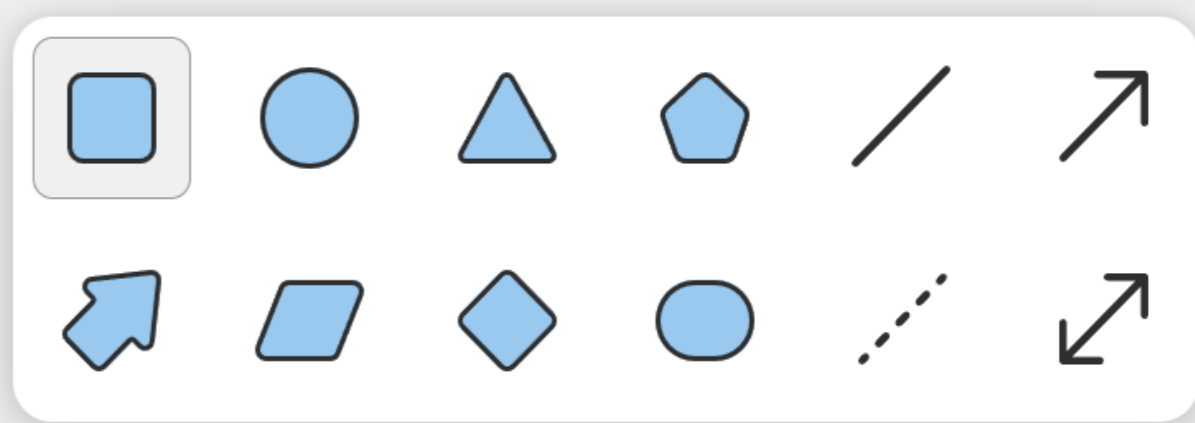
Add text to the whiteboard

The button with the T gives you the opportunity to insert a text field that you can write in. The size of the text can be adjusted by dragging the corners of the field in and out. Furthermore, you can change the color and type of text.



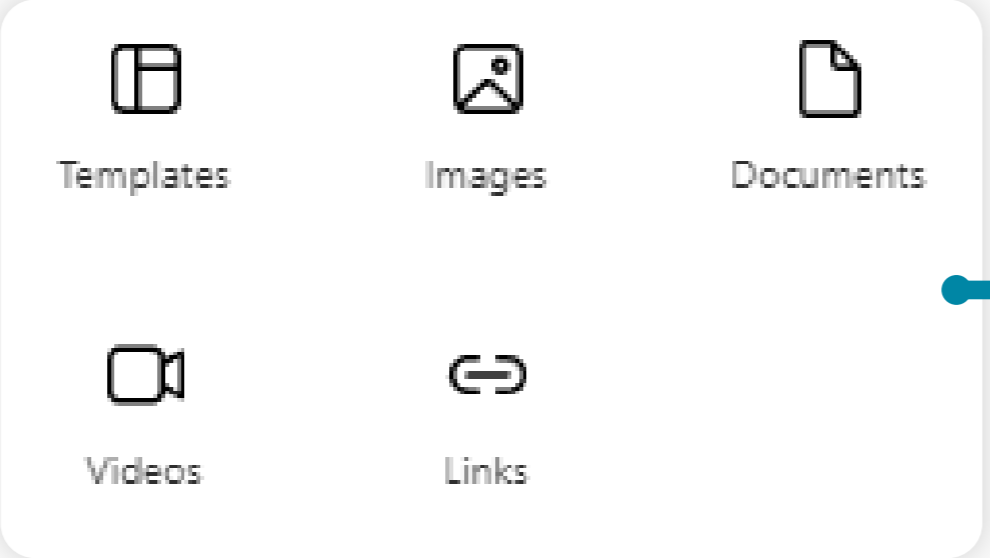
Shapes and lines

Here you can add different predefined shapes and lines. You can add text to the shapes. You could for example use the lines to combine different areas on your whiteboard.

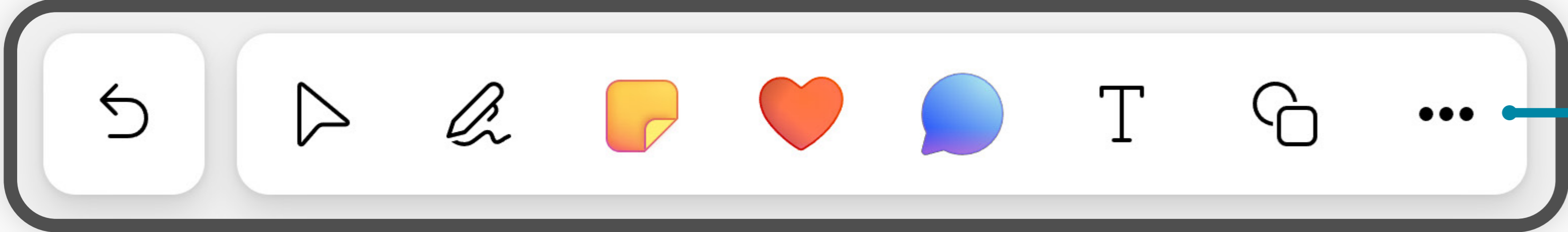


Media and files

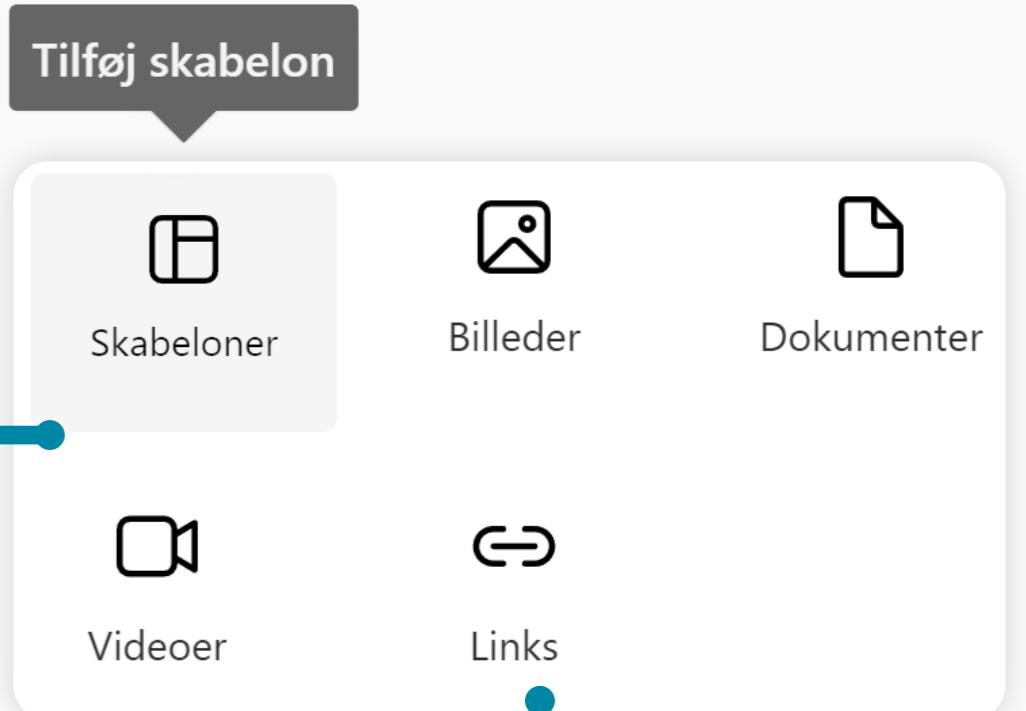
By clicking the three dots you get a menu, that enables you to insert pictures, documents, videos and links.



Toolbar | Templates



Templates
By opening the menu under the three dots, you find the opportunity to open another menu with pre-fabricated templates.



My templates
In the menu you can select "My templates" and save your whiteboard as a template. This will make it easier for you the reuse a good layout for a whiteboard.

Templates

- Recommended
- My templates
- Shared with me
- Brainstorming
- Problem solving
- Design and research
- Strategy
- Project planning
- Retrospective
- Games
- Workshops
- Learning

Show for new whiteboards

Search all templates

Start with blank canvas

Affinity diagram	Topic Brainstorm	Where in the world
Daily stand-up	Moodboard	Cause and effect diagram
Jobs to be done	Quick retrospective	Cost/benefit analysis

Share your whiteboard

Using the **Share** button in the top right corner, you can share your whiteboard

When sharing your whiteboard, you must decide with whom and how the whiteboard should be shared.

The options for sharing your whiteboard is similar to the sharing options you find elsewhere in Microsoft365 programs. This is briefly reviewed below.

1

Invitation

You can invite all AAU-users or groups to participate on your Whiteboard by finding them in the search field.

Remember to select **Can edit** in the dropdown menu to make sure that the participants can work on the whiteboard.

Share "Whiteboardwhiteboard"

Add a name, group, or email

Add a message

Can edit
Make any changes

Can view
Cannot make changes

People you specify can edit.

Copy link Send

2

Link

You can also generate a link for sharing with a group of students. To make sure the link works, press the cog and select **Persons at Aalborg University**.

At the bottom under "more" choose **Can edit** and press **OK**. You can now share your whiteboard link by pressing **Copy link**.

Sharing settings
Whiteboard 7.whiteboard

Share the link with

Anyone

People in Aalborg Universitet
Share with people in Aalborg Universitet, organization account required

People with existing access

Can edit
Make any changes

Can view
Cannot make changes

Can edit

Apply Cancel

Contact and help

ITS | support@its.aau.dk

Contact ITS for help with technical problems in using Whiteboard. This includes access to and sharing in the software >

CDUL | cdul@iaspbl.aau.dk

Contact Center for Digitally Supported Learning if you have any questions regarding how to use Whiteboard in a pedagogical setting >

