

Whiteboard Quick Reference Guide

Online Classroom Whiteboard

The whiteboard is one of the main tools available to you in the online classroom. It's highly customizable and easy to use. After you configure it for your class, the Intercambio Learning System (ILS) saves your changes.

Figure 1 Whiteboard Elements



1. Whiteboard tab	4. Zoom in/zoom out
2. + (Add apps) menu	5. Scroll up/scroll down
3. Tools menu	6. Download a PDF












Whiteboard tab

The whiteboard tab shows the name of the board, and a dropdown menu with the following options: **Rename, Prevent Deletion/Allow Deletion, Prevent Editing/Allow Editing, Save As, Assign to All, and Close.**

+ (Add apps)

Click the plus sign (+) to open a menu of applications you can add to the online classroom. Table 1 describes the apps available for the online classroom.












Table 1 Apps

Icon	Name/Function	Icon	Name/Function
	Board—Opens a new board.		Image library—Share images on the whiteboard.
	Drive—Share PPT, PDF, DOC, and audio/video files.		Courses—Bring course contents onto the whiteboard/into the online classroom.
	Screen—Share your screen.		Breakout Rooms—Break into groups for focused discussions.
	Google Docs—Collaborate with Google Docs.		Embed—Embed an external website or webpage.
	YouTube—Play YouTube videos synchronously.		Latex—Allows you to share latex equations. For future use.
	Quiz—Share polls, questions, and quizzes.		

Tools menu

The Tools menu helps you share information on the whiteboard. Table 2 describes the available tools.

Table 2 Tools

Tool	Name/Function	Icon	Name/Function
	Use the Selector to highlight or choose elements on the whiteboard.		Use the Eraser to remove elements of the whiteboard. Toggles with Delete .
	Use the Pencil to write on the whiteboard.		Click Undo to undo your most recent action in the online classroom.
	Use the Highlighter to emphasize elements on screen.		Click Redo to redo your most recent action in the online classroom.
	Click Pencil Settings to change pencil and highlighter color, width, etc.		Place the Pointer on the whiteboard emphasis.
	Use the Text tool to add text to the whiteboard.		Click Board Background to customize the whiteboard background.
	Use the Shapes menu to add images, shapes, lines, arrows, etc.		

About This Document

Release date	Title	Comment
June 1, 2024	Whiteboard Quick Reference Guide	Initial release

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