



Microsoft Whiteboard

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What is Microsoft Whiteboard?

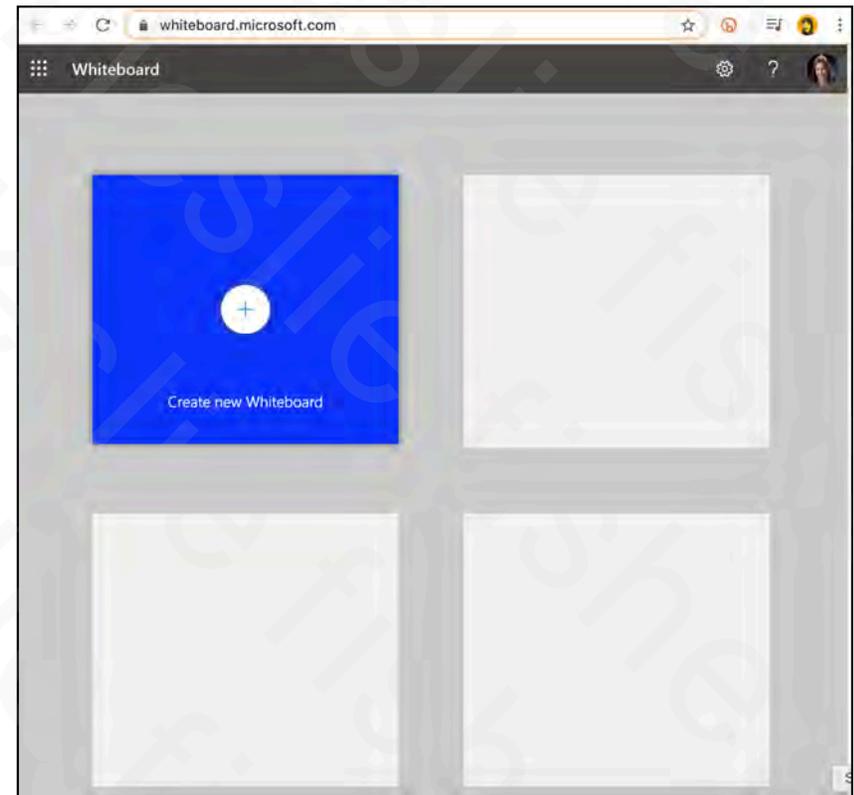
- <https://bit.ly/2YkmaqSB>
- Microsoft Whiteboard is a freeform, digital canvas where people, content, and ideas come together. You can use Whiteboard for collaborating with your team to accomplish many activities
- Team members can work collaboratively using their own devices
- <https://bit.ly/2KDuRAg>





How Do I Access Microsoft Whiteboard?

- Whiteboard is available on Windows, iOS and Web and is most effective as an app Windows and iOS
- It is also embedded into various Microsoft products such as Microsoft teams
- Heads up that Whiteboard for the web currently allows users to only create and join boards, create and erase ink, and view sticky notes and images that others have added.
- <https://whiteboard.microsoft.com/>
- <https://bit.ly/3eXRwFp>





Note! The Majority of These Slides are
Based on Using the Windows or iOS App

Please note, based on your device your options might not be
in the exact same place as these screenshots and might not
have all the same features.

I try to mention that where applicable



Microsoft Whiteboard Main Layout

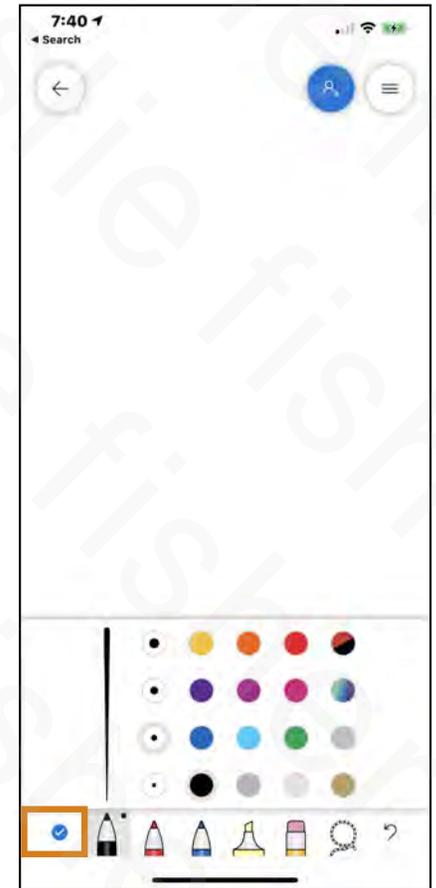
1. Tools: Includes
 - Pen
 - Photo
 - Sticky
 - Insert: Paste, Text, Note Grid (Preview), List (Preview), Template (Preview), Camera, Sticker
 - Undo and Redo
2. Share Option
3. Settings
4. Main drawing area





Interacting With Microsoft Whiteboard

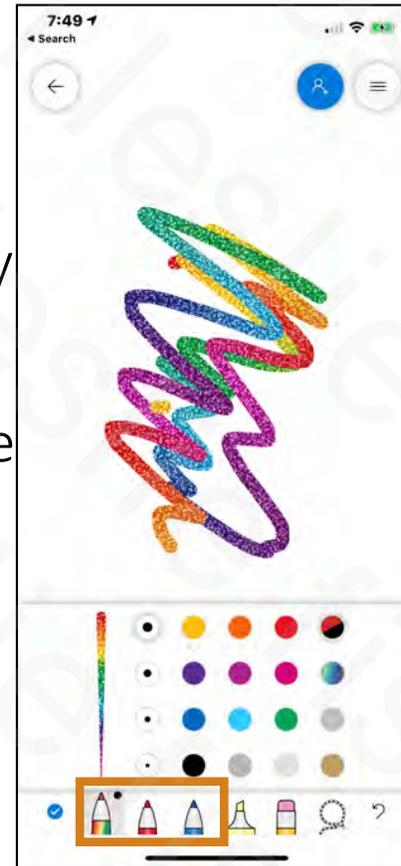
- If you're using a device with an active pen, you can use pen and touch for different things. Drawing on the screen with the pen will cause ink to appear, while dragging with your fingers will cause the canvas to pan
- If your device is passive, meaning that the pen is hollow or your device didn't come with any pens, you'll need to toggle finger painting mode on and off to change how you interact with the screen
- Finger painting mode is shown as a blue check to the left of some of the tools you choose. It is checked when you enter a drawing mode, to leave that mode, click on the blue check. It will be automatically checked when you click on a tool with a painting option.
- <https://bit.ly/2KDbtDo>





Microsoft Whiteboard: Pen Tool

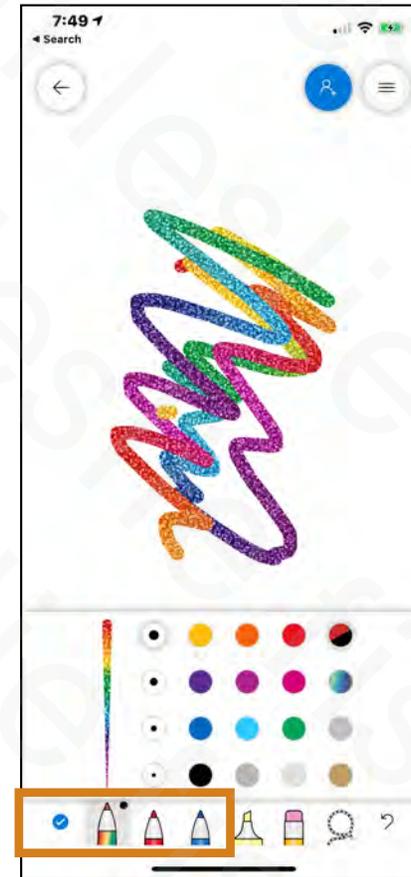
- The Pen tool has 3 active pens which are the same, but can each be configured differently with unique colors and pen widths to make deploying three different looks happen quickly
- Pens have 4 different pen thickness levels and 16 colors. Two of them rainbow and galaxy are multiple colors within one pen
- There is also a Highlighter, Pencil and lasso
- Double Clicking on the Pencil will display the ability to clear the entire canvas





Microsoft Whiteboard: Using Pen Tool

- When you click on the pen tool it is placed in finger painting mode (if you are on a device without pen support)
- You can then use the pen accordingly.
- Based on your device you can tap out of finger-painting mode or tap on your pen work to select it
- Selecting your pen work will display options to copy, change color, beautify selected work and additional options to add alt text or cut.
- To resize, move and rotate your pen work, click the work and a box will appear. Use the circle in the lower right corner of the selected work to resize and rotate





Whiteboard: Beatification and Ink Grab

- Ink beautification increases the readability of quickly-jotted notes in the Whiteboard canvas, which analyzes handwriting and automatically replaces it with more legible strokes. Tap on text and look for a magic wand icon
- Ink grab, enables you to take a picture of your notes scribbled on a physical item using the Insert > Camera option and convert them into digital ink on the Whiteboard App.
- I personally could not get this to work on my personal account but did work on my educational account.
- <https://bit.ly/3cVWSyX>





Microsoft Whiteboard: Pen Tool: Ruler

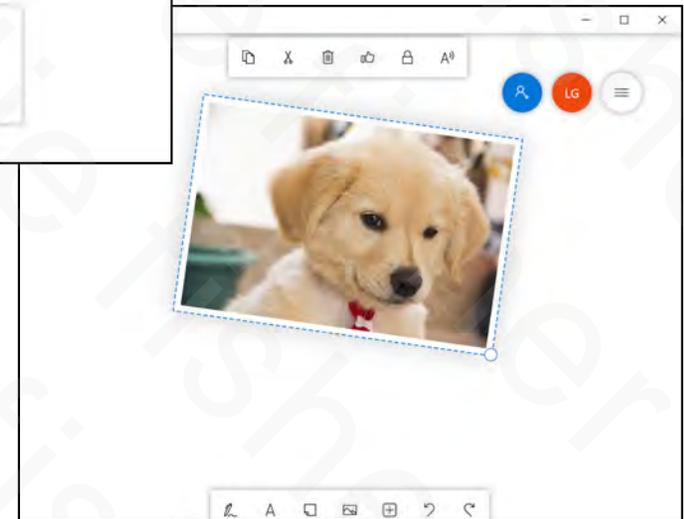
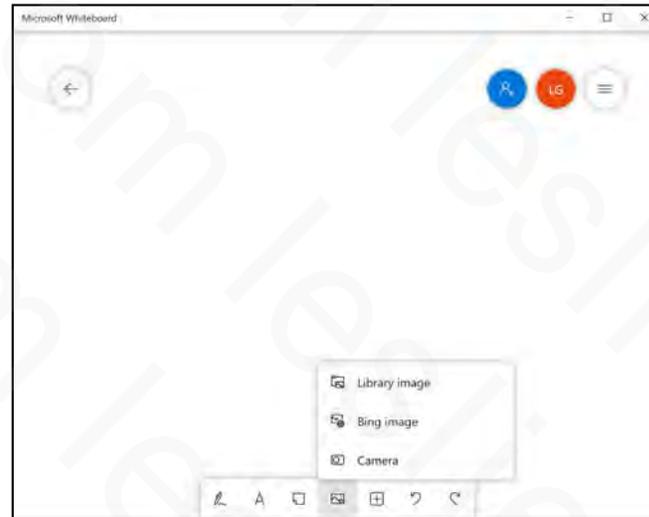
- Based on your device type your pen options might include a ruler. (For example, this was on my iPad but not my iPhone)
- The Ruler can be dragged and spun around and then used to draw even lines on either side of it





Microsoft Whiteboard: Image

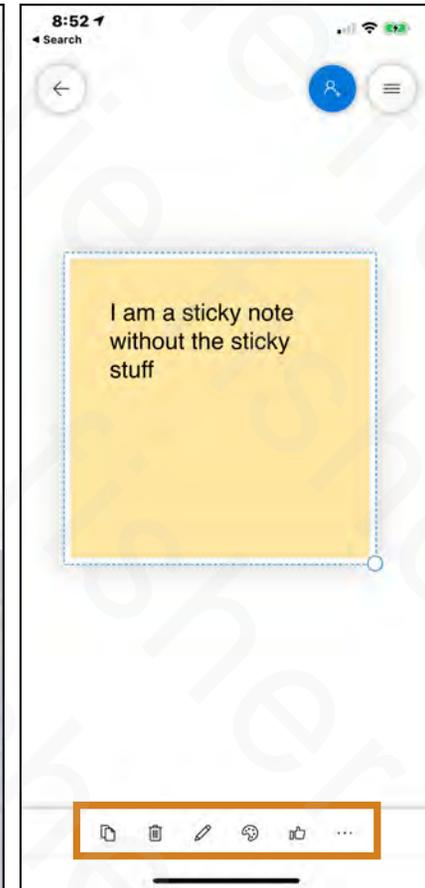
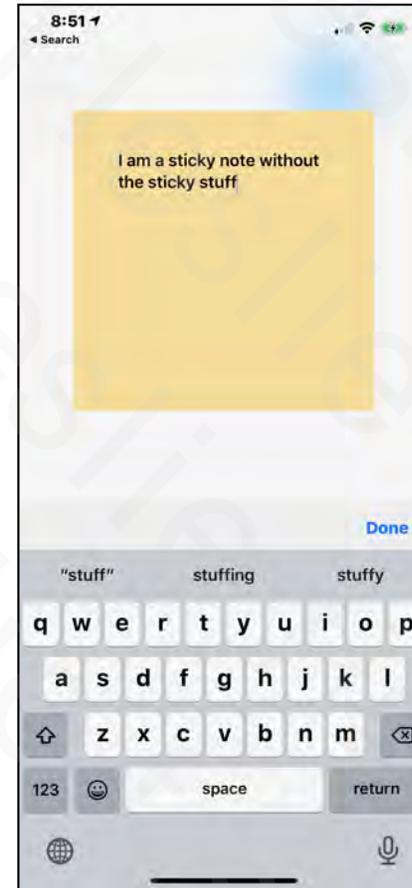
- For iOS, your only image option is to take an image from your device camera or upload an image from your device
- On Windows, you also have the option to perform a Bing image search
- Once you insert an image, clicking on it will give you the option to move, resize, rotate, copy, cut, delete, like, lock its place as well as add alt text
- If you add a pen tool object to the image and then move the image, Whiteboard will know the two of them should be together and will move them together





Microsoft Whiteboard: Sticky Note

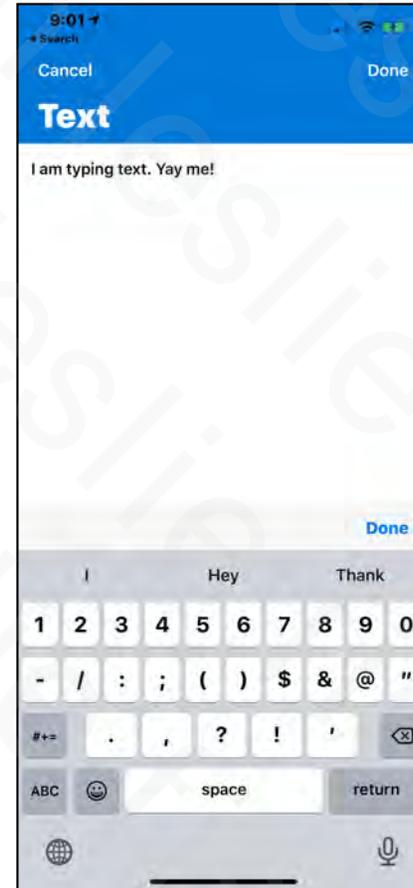
- The sticky note feature is pretty standard. Click to add a sticky note.
- You will then be able to type text into the sticky note
- Click done when you are done typing.
- You can then tap your sticky note on the Whiteboard to move it as well as copy, delete, edit, change its color, like, cut and add alt text





Microsoft Whiteboard: Text Tool

- Based on your device, the text tool might be on the main level or hiding under the + option
- Typing in the text is straightforward.
- Once the text is placed into Whiteboard, clicking it will display options to copy, delete, edit, change color, like, cut and add alt text
- Tapping on the text on the Whiteboard will show an a blue square to change the width of the text box and a blue outlined circle to rotate
- Tap and drag on the text box to move it and two finger drag to change the size of the text (two finger drag will also rotate your text).





Microsoft Whiteboard: Note Grid (Preview)

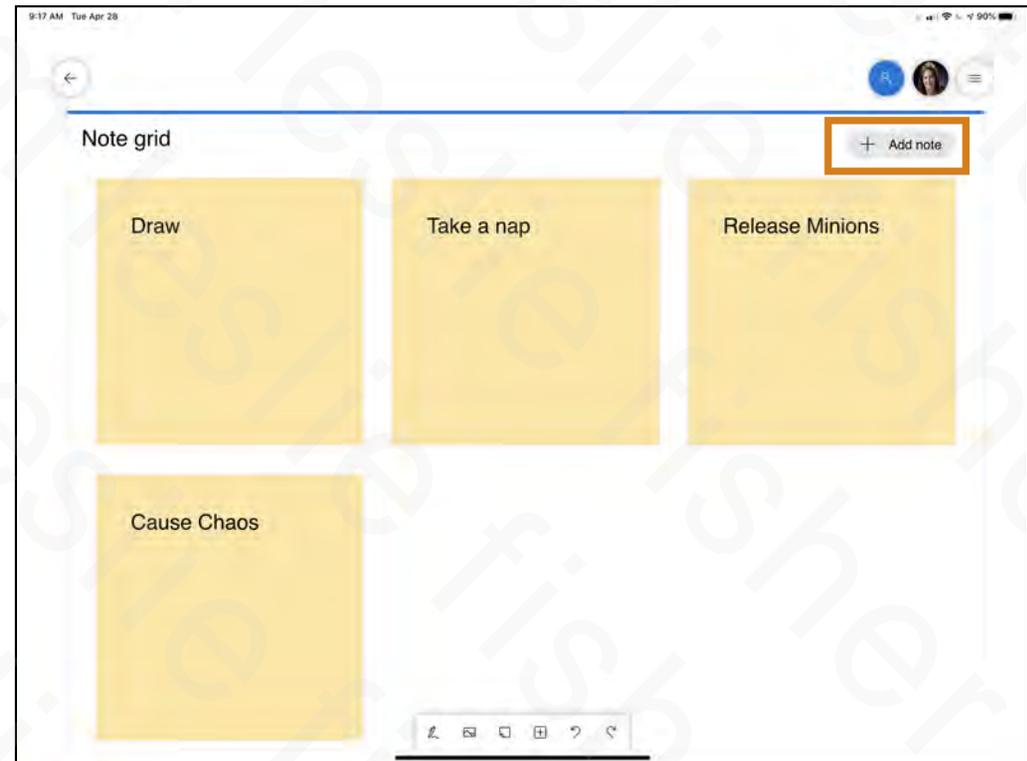
- This is a feature that was released early due to the current surge in Remote Learning
- A Note grid lets you place a grid and fill it with multiple sticky notes
- Sticky notes can be viewed by order added, color, alphabetically as well as reaction count.
- We have not discussed this yet, but, in case you did not know, Whiteboards have collaboration so you can use this feature to create all sorts of things like a poster board, daily outline, vote up, etc.





Microsoft Whiteboard: Note Grid (Preview)

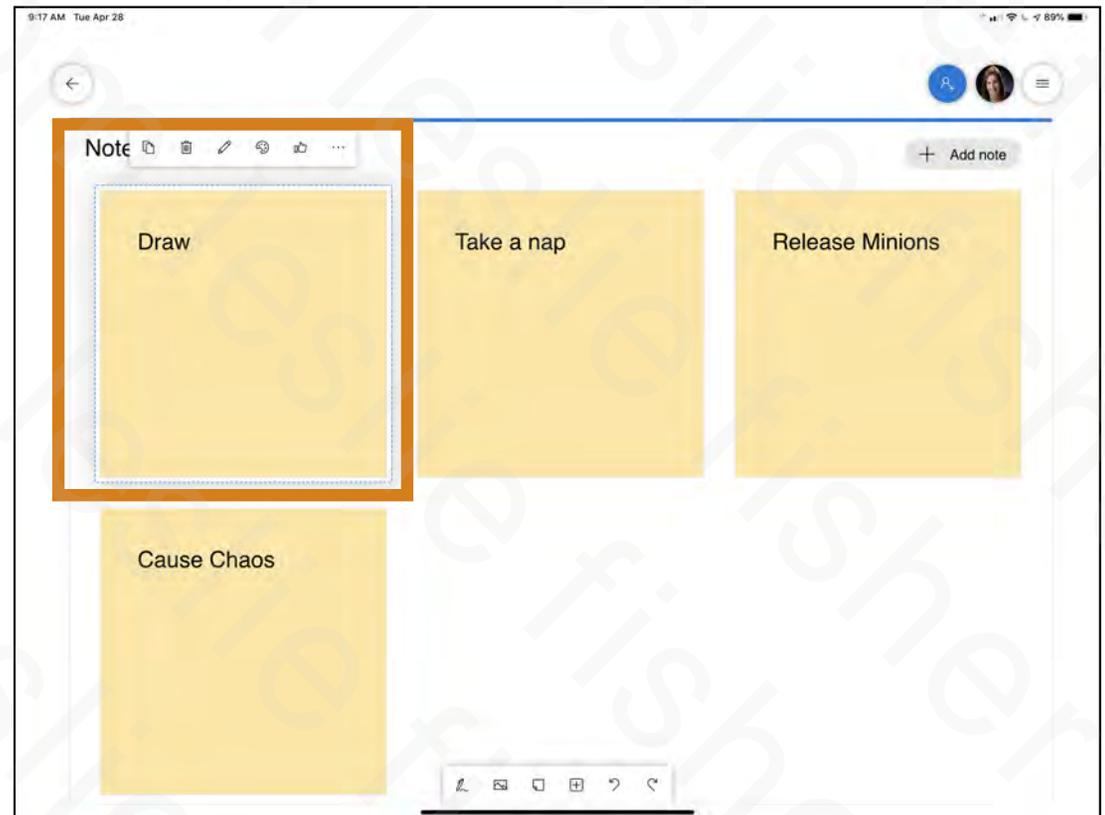
- Once you create a Note Grid, you will see the option to add notes in the upper right corner





Microsoft Whiteboard: Note Grid (Preview)

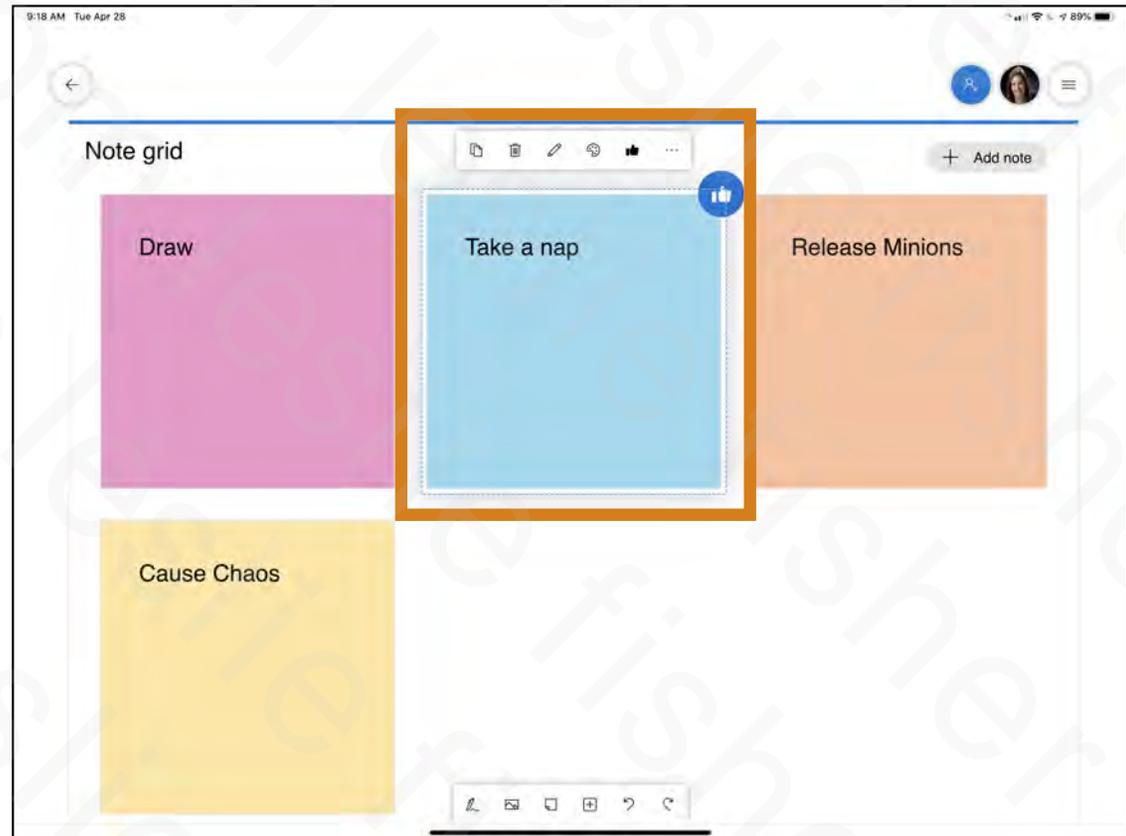
- Tapping on a note in the grid will show options to copy, delete, edit, change color, react, cut and add alt text





Microsoft Whiteboard: Note Grid (Preview)

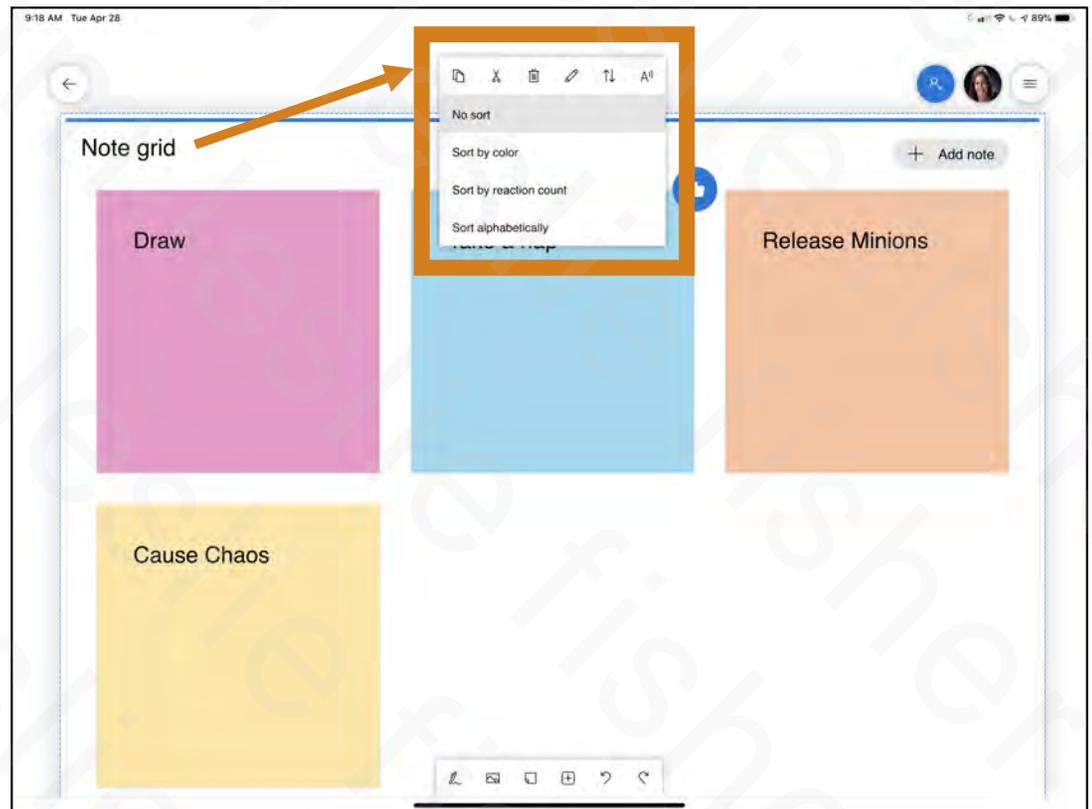
- Reactions to Notes in the grid will show a blue thumbs up in the upper right corner





Microsoft Whiteboard: Note Grid (Preview)

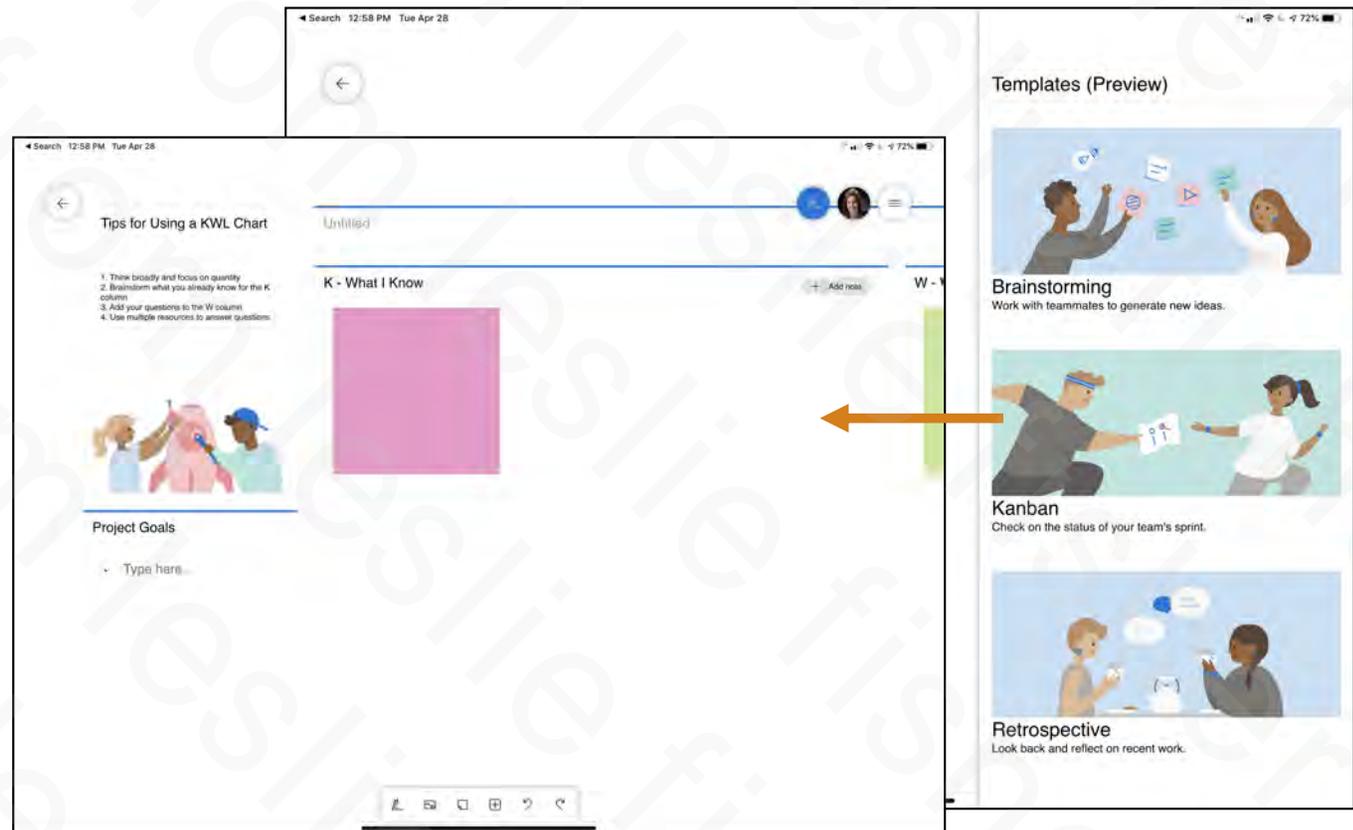
- Tapping on the grid title will display options for the grid itself which includes Copy, Cut, Delete, Edit, Sort and Alt Text
- Sort will provide you the option of sorting the cards based on nothing, color, reaction count or alphabetically





Microsoft Whiteboard: Templates (Preview)

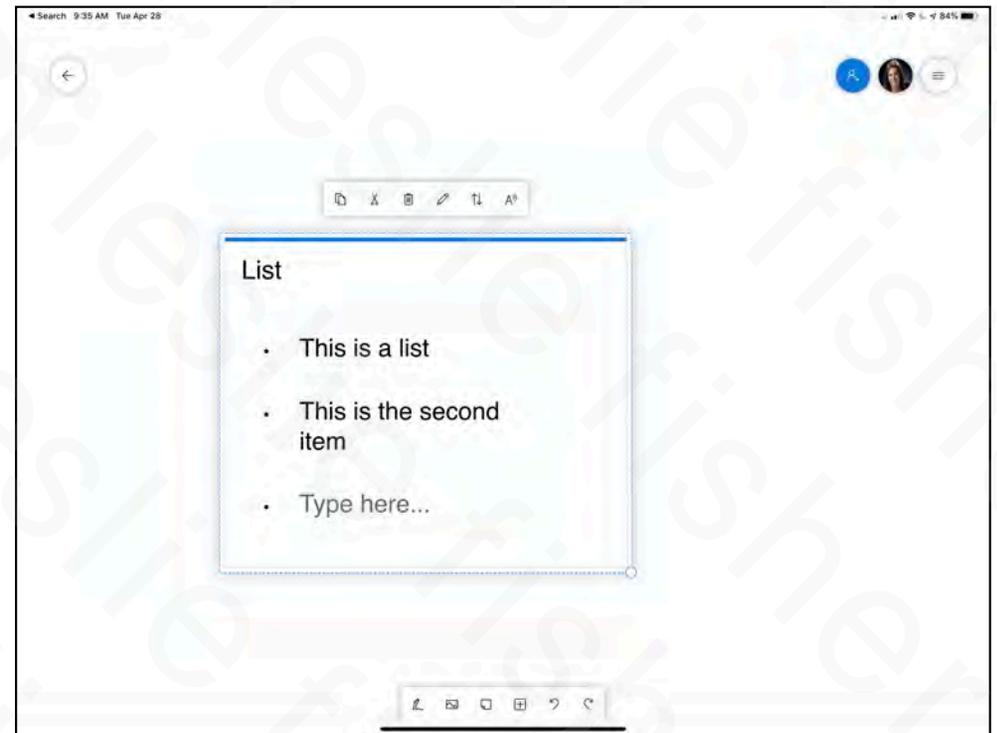
- Templates creates a premade base of various concepts that you might use in a classroom
- It will include a combination of note grids and lists to layout the framework of the template
- You can them customize the content, invite your students to add content to the template, etc.
- More educational templates planned to be released soon





Microsoft Whiteboard: List (Preview)

- There is now a list option available in Whiteboard
- Each item in the list can be interacted with individually including reaction allowing a group of people to reach to each individual item





Microsoft Whiteboard: Stickers

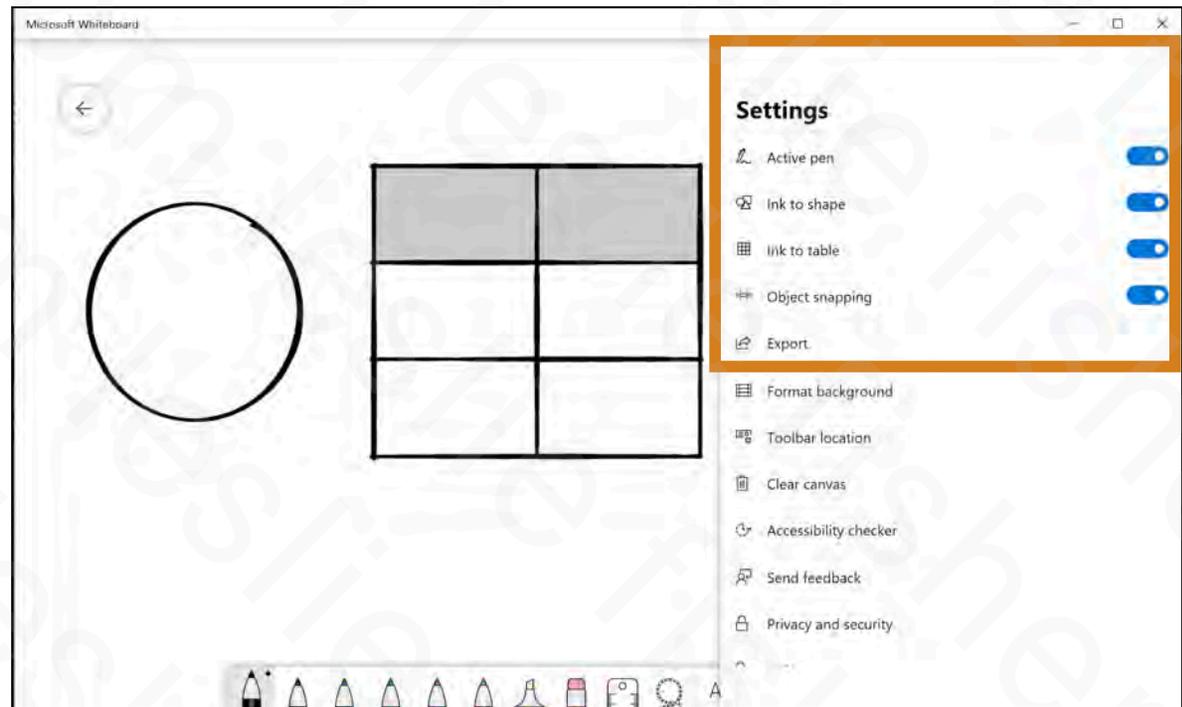
- Stickers are an option in many a Microsoft EDU app and Whiteboard is no different
- Many of the Stickers you might know from Teams, OneNote and more are also waiting for you in Whiteboard!
- Stickers can be moved, resized and rotated by clicking and interacting with them





Whiteboard: Inking and Object Options

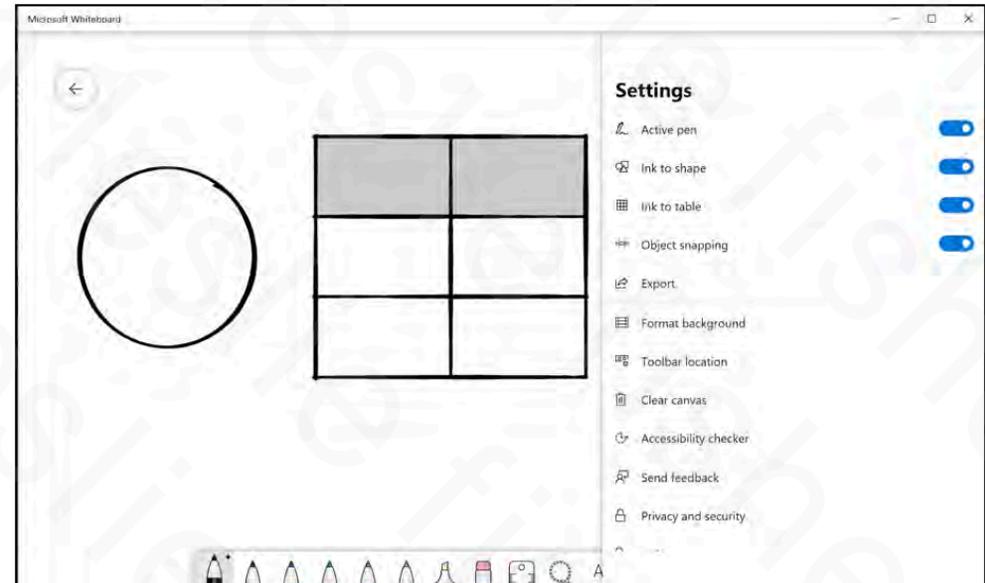
- Whiteboard has options to clean up your handwriting as well as objects you create in Whiteboard
- These are not toggled on by default. To toggle them on head to your settings in the upper right corner and click the three lines
- You will see options to toggle on Active Pen, Ink to Shape, Ink to Table and Object Snapping





Whiteboard: Inking and Object Options

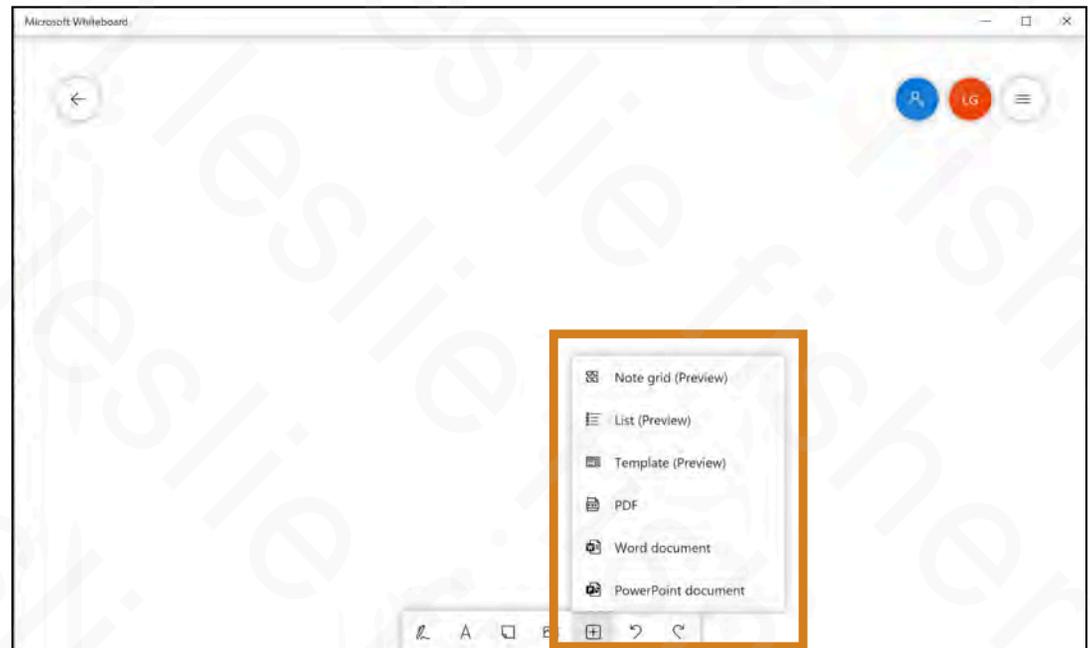
- Active Pen. Active pen assumes you have and are using a stylus for all your input. If you are also using or only using a mouse you might not want to click this.
- Ink to Shape: Will identify common shapes when you draw them and clean them up to make them look better
- Ink to Table: Draw a square and start drawing lines outside the square and all the way through it. It will make a table and fields for you. You can even draw in them and it will respond accordingly
- Object Snapping: Will show cue lines as you drag an object to show its alignment relative to other options





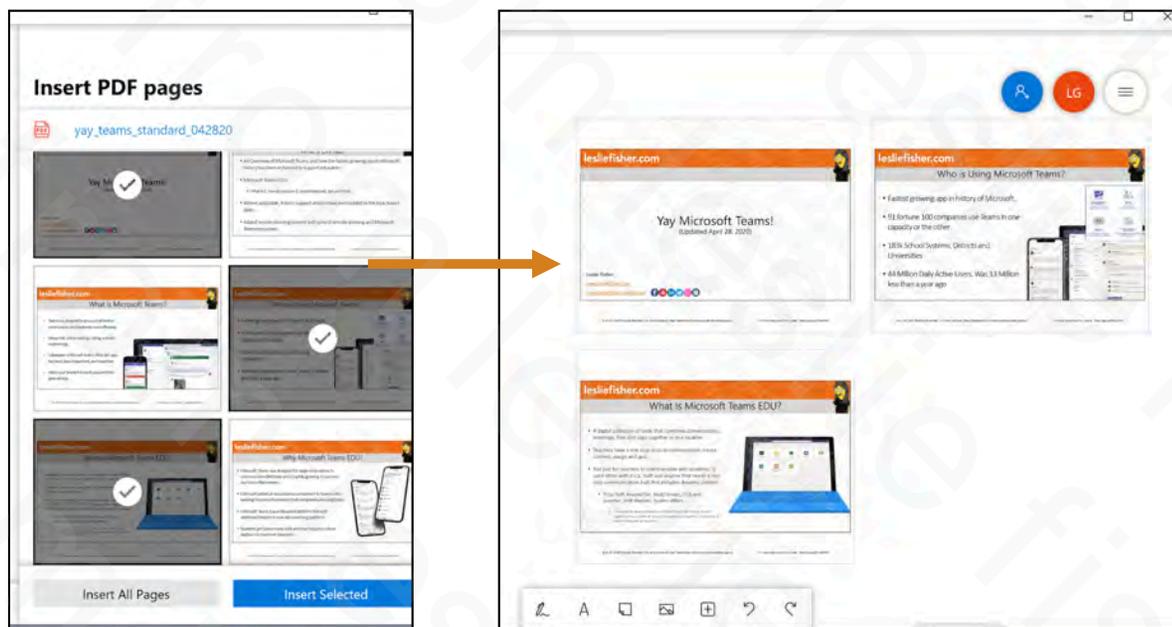
Whiteboard: Add PowerPoint, Word, PDF

- Within the Insert option you will see options to insert a .PDF, Microsoft Word as well as PowerPoint
- Whiteboard will identify each page and allow you to bring in one, some or all.
- Each page will show up individually. You can then move, resize, copy, react and delete them as you would any other image
- This is available on the Windows app only





Whiteboard: Insert: Add PDF





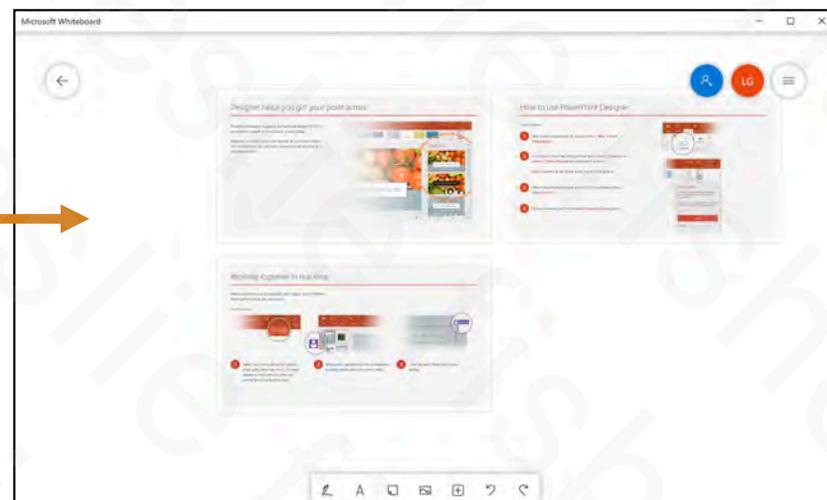
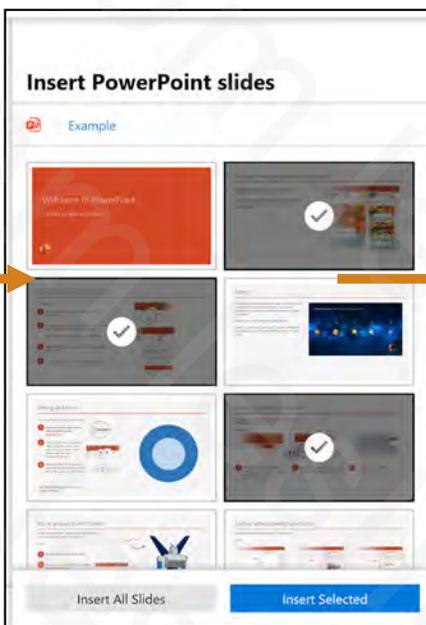
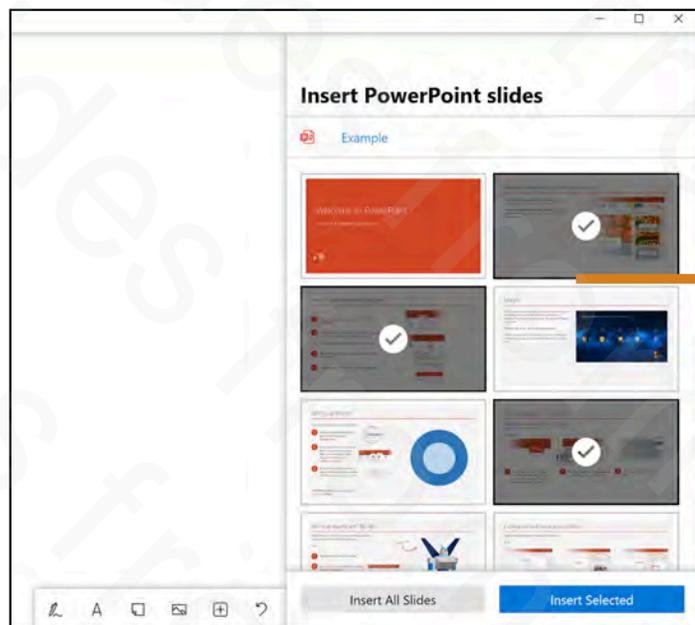
Whiteboard: Insert: Add Word Document

The image illustrates the process of inserting a Word document into a Microsoft Whiteboard in three sequential steps:

- Step 1:** The "Insert Word document pages" dialog box is open. It displays a preview of a document with a "REPORT TITLE 2018" header and a "Title Heading" section. The "Insert Selected" button is highlighted in blue.
- Step 2:** The document preview is shown with a white checkmark, indicating it has been successfully inserted into the whiteboard.
- Step 3:** The document is now visible on the whiteboard canvas, with a search bar and other whiteboard controls visible.



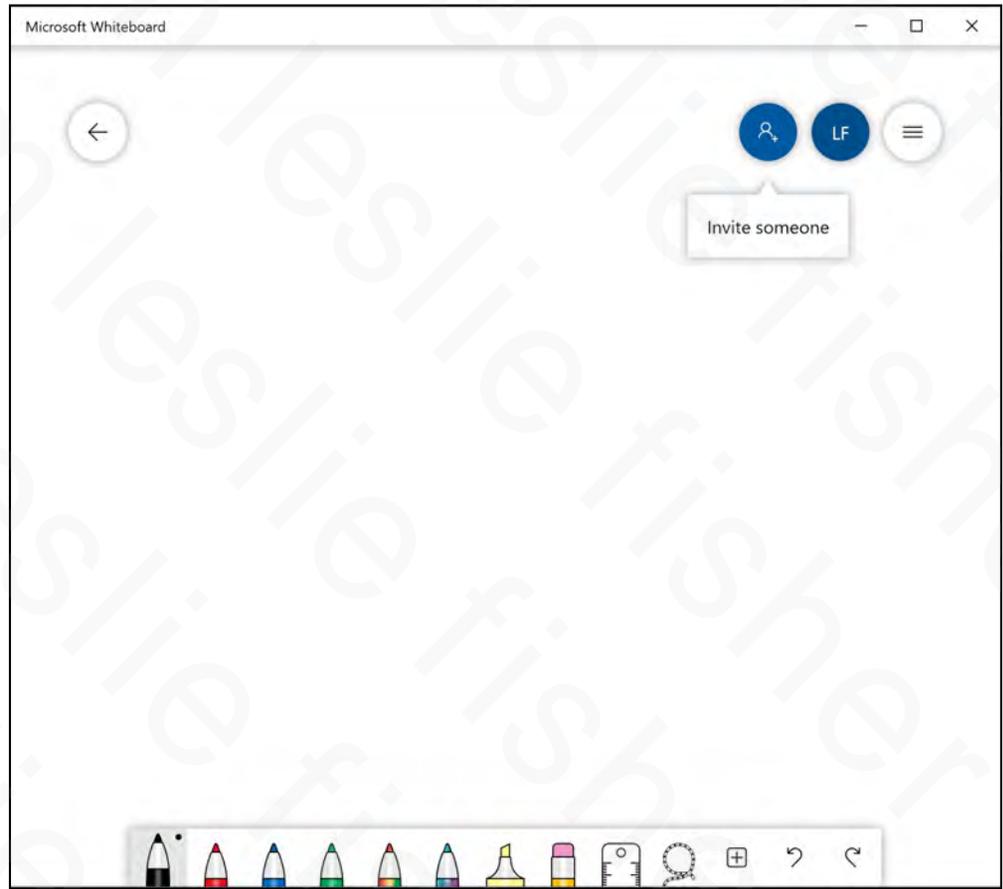
Whiteboard: Insert: Add PowerPoint





Whiteboard: Sharing

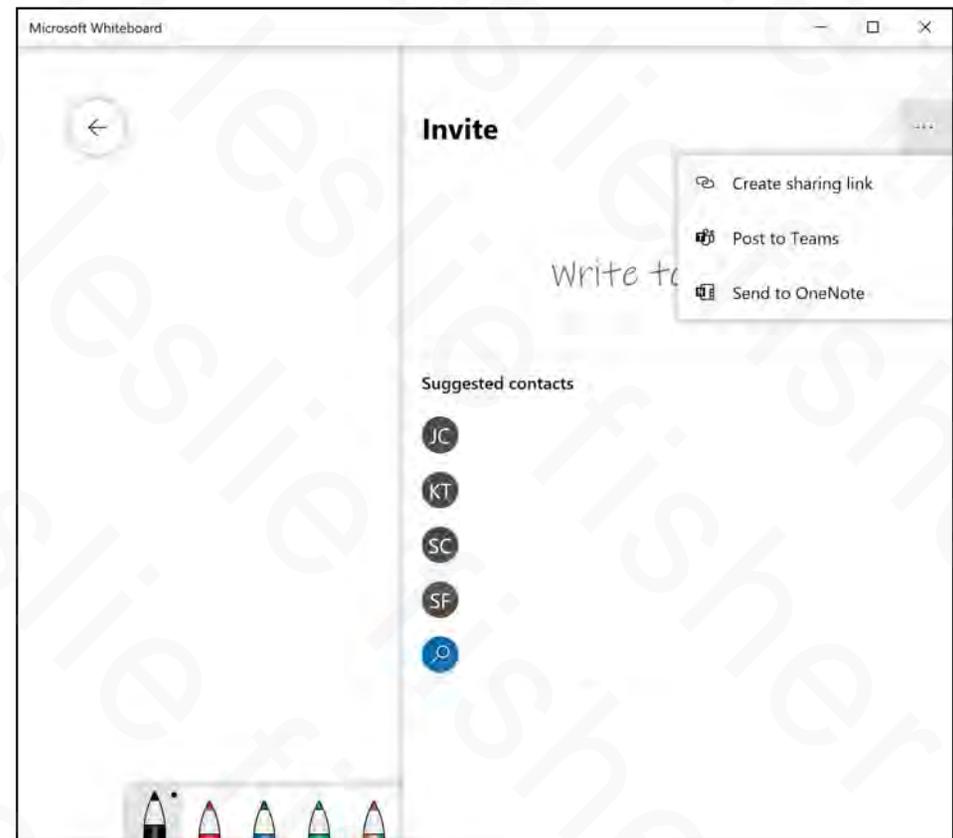
- You can share your Whiteboard with other people.
- If you have a personal Microsoft account, your only option will be a share link
- If you are part of a Microsoft school / tenant, you will also have the option to add someone via their email address





Whiteboard: Sharing

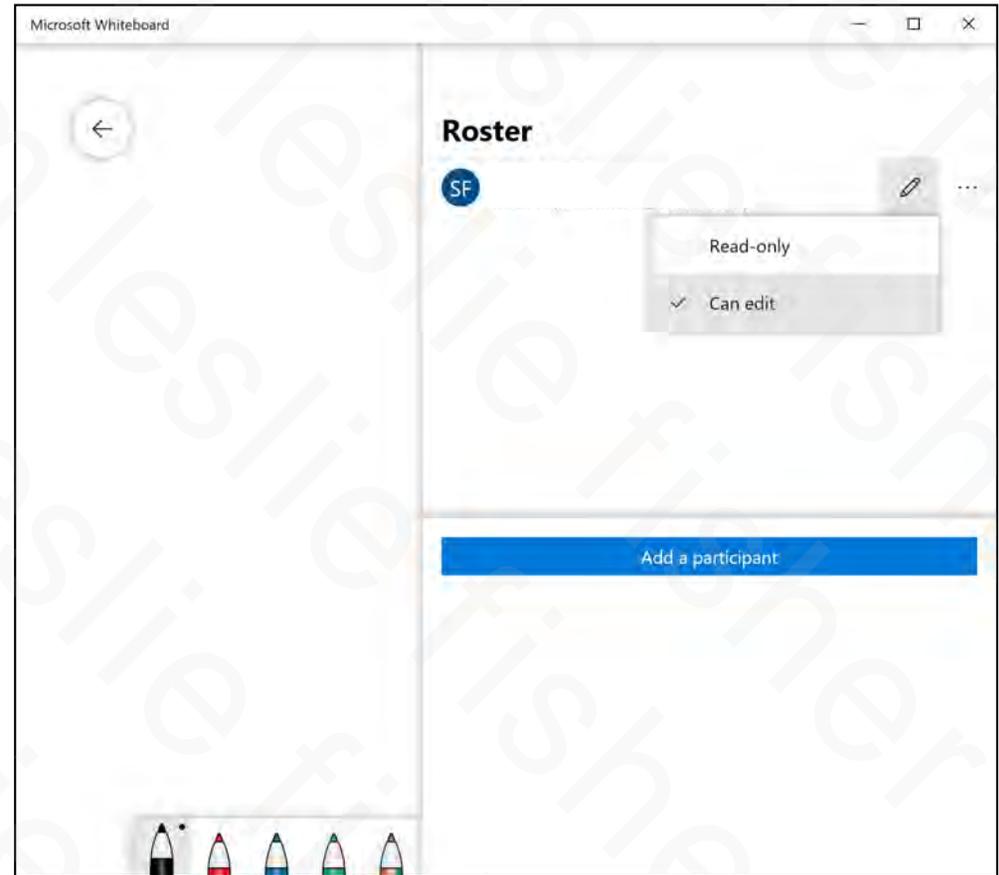
- A fun feature is you can start to write someone's name and it will then suggest additional contacts based on the name you wrote.
- They are also available in Settings, but you also have options to share with OneNote and Teams here as well





Whiteboard: Read Only Mode

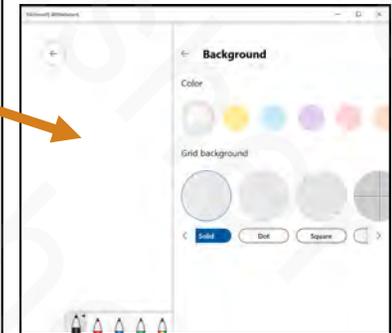
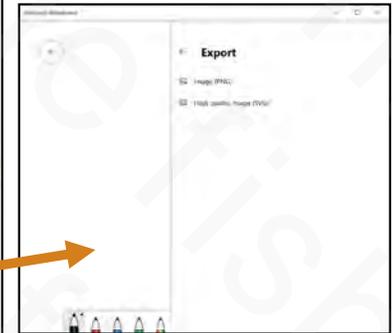
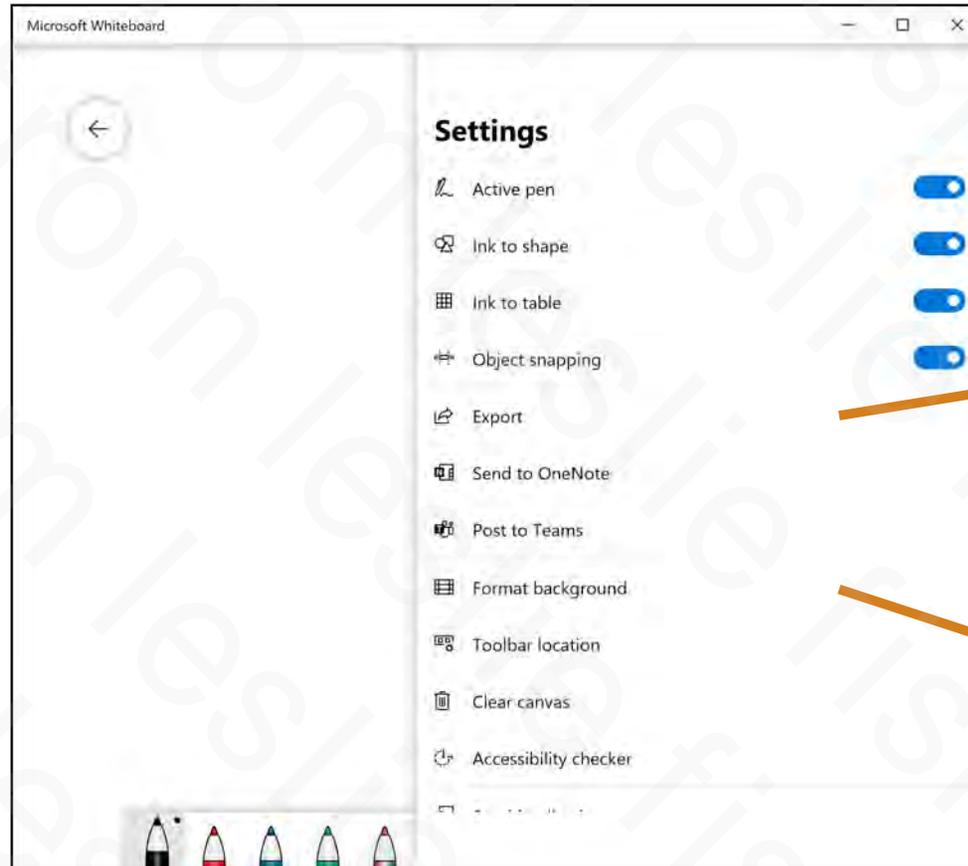
- Anytime you share a whiteboard via email address the user can edit it
- You can toggle them to Read-Only mode by clicking on the roster (it's a grey circle with a person icon in it) in the upper right corner
- Each person n your Whiteboard needs to be toggled to Read-Only if you do not want anyone editing your Whiteboard





Whiteboard: Settings

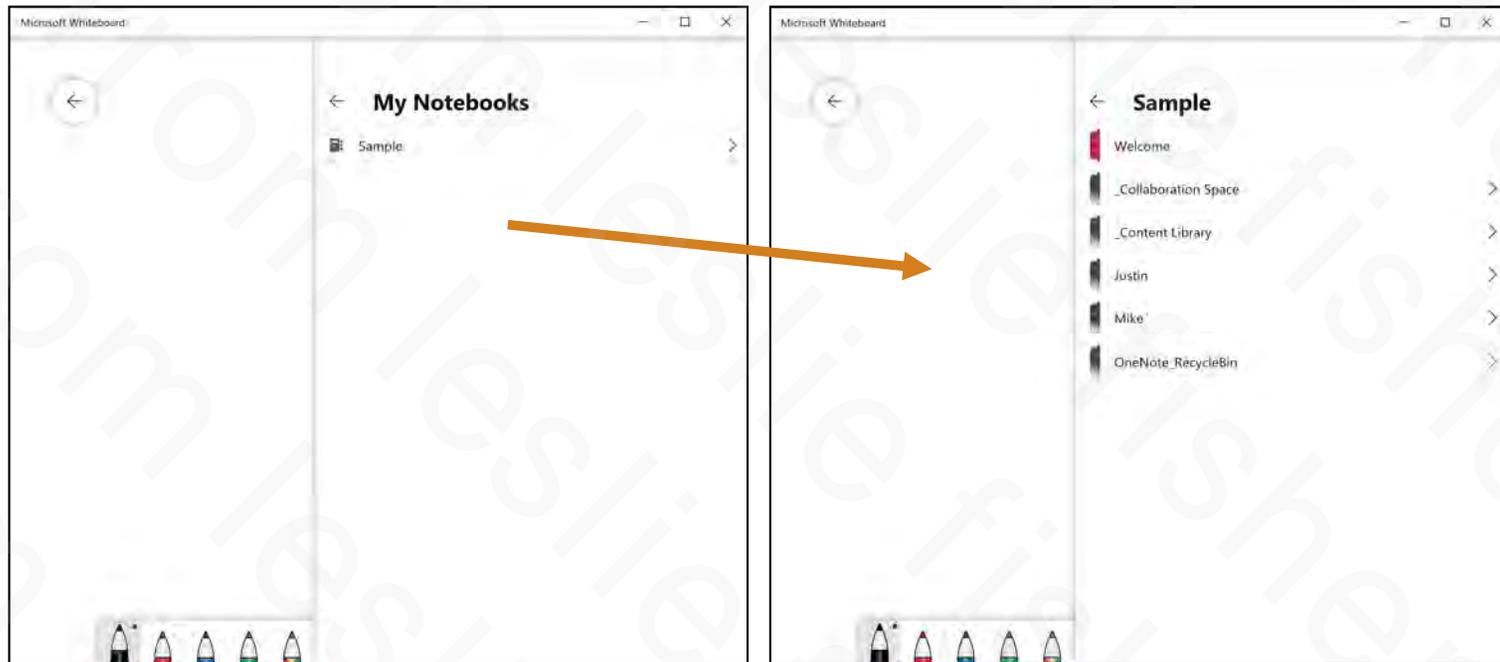
- We have talked about some of the Settings already in this presentation.
- Some items not mentioned include exporting to a PNG or SVG as well as formatting the background.
- Teams and OneNote? Next slides!





Whiteboard and OneNote

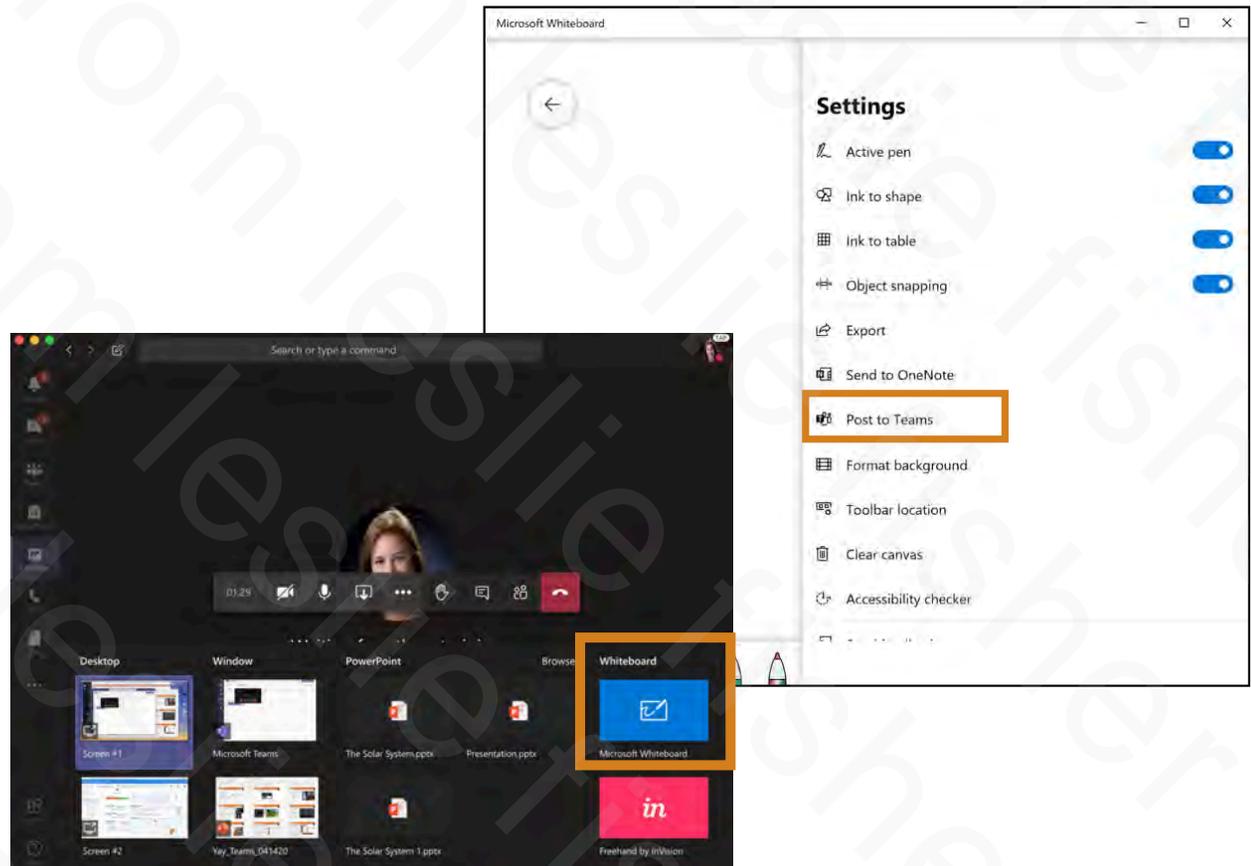
- There is an option in settings to export to OneNote
- This will allow you to choose a Notebook and then a section to share your Whiteboard
- Please note anyone able to see the whiteboard can edit it. There is no Read Only option





Whiteboard and Teams

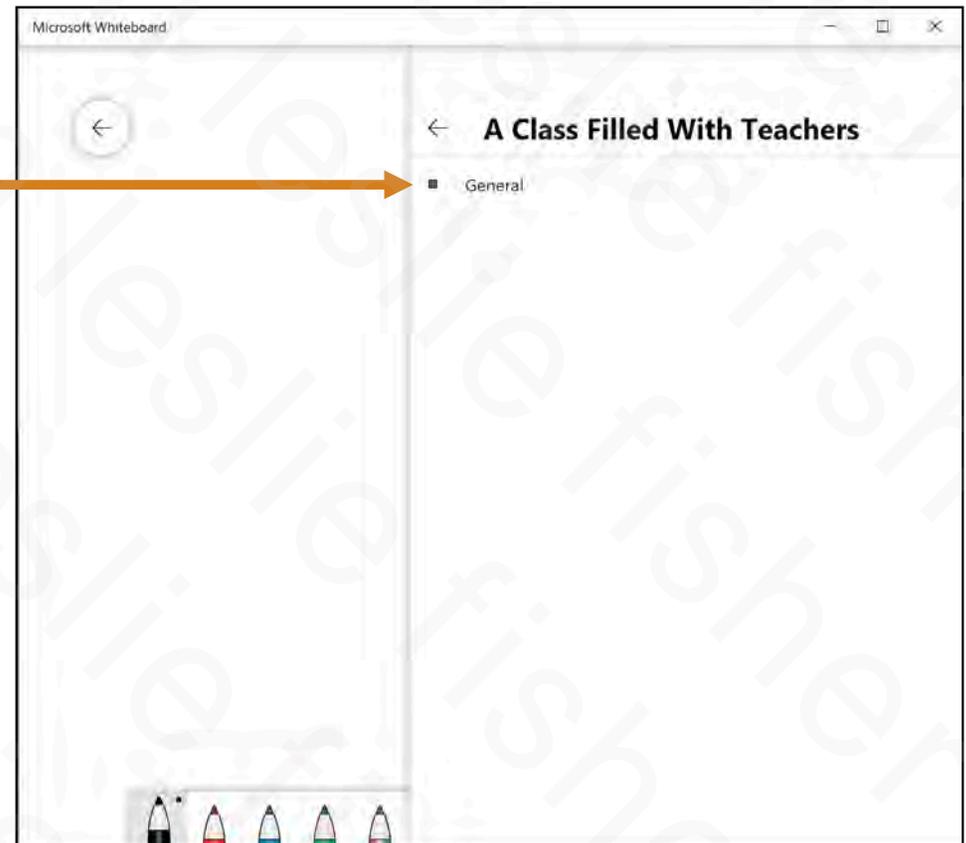
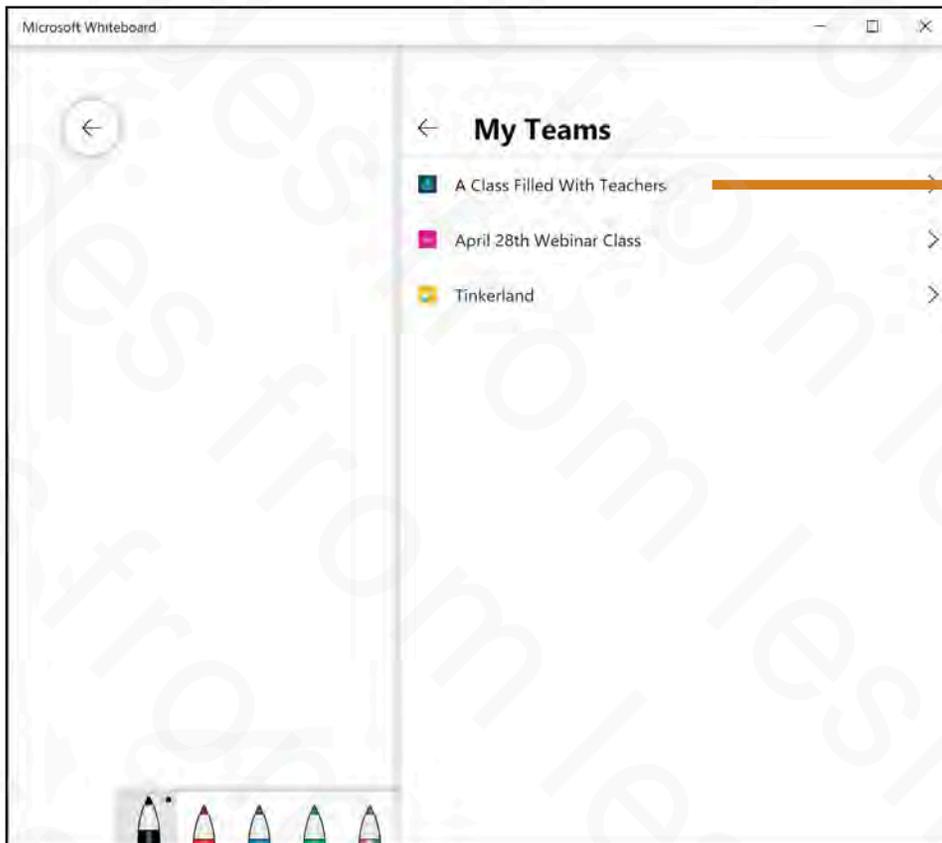
- There are a few ways to share a Whiteboard with Teams.
- One is the share link option
- Another is sharing your screen during a meeting. There is an option for Whiteboard with a basic web like feature set
- The other is to link directly into Teams. This will allow anyone in the Team to edit the Whiteboard. There is no Read Only mode
- Whiteboard will ask what Team and then what channel to share it to.
- Being able to send a Whiteboard to a specific channel is handy if you use private channels for study groups, etc.



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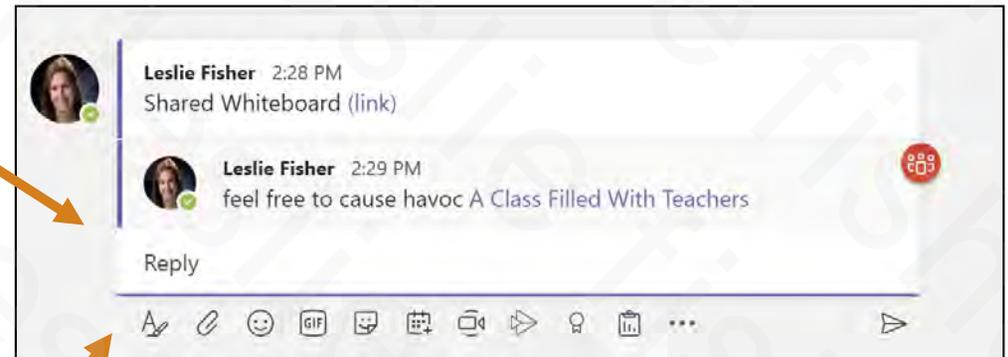
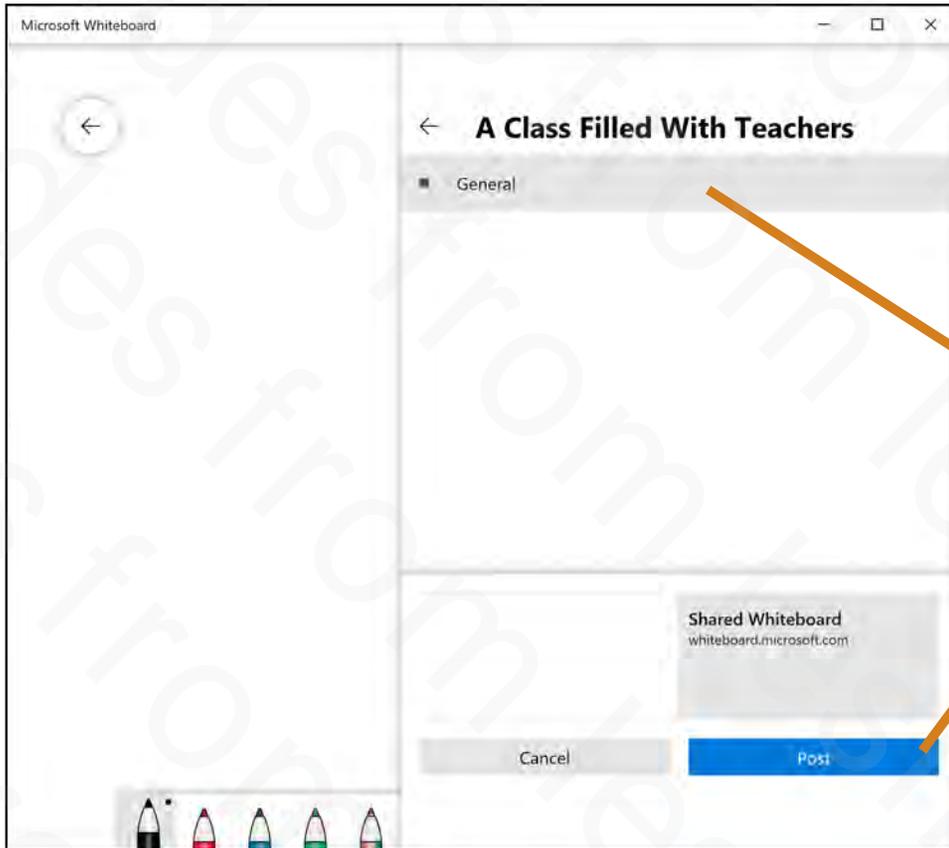


Whiteboard and Teams: Choosing Team and Channel





Whiteboard and Teams: Posting to Channel





Microsoft Whiteboard Help

- The Whiteboard support document is a little lacking, but, its better than nothing
- Its one single page with a lot of topics, but not images, step by step, etc.
- <https://bit.ly/2KDuRAg>

The screenshot shows a web browser window displaying the Microsoft Whiteboard Help page. The address bar shows the URL: support.office.com/en-us/article/microsoft-whiteboard-help-d236... The page title is "Microsoft Whiteboard Help". Below the title, there is a list of links for various topics related to Whiteboard, including:

- What can I do with Whiteboard?
- How do I start using Whiteboard on my PC?
- How do I start using Whiteboard on my iOS device?
- How do I start using Whiteboard for the web?
- How do I use Whiteboard on my Surface Hub?
- What account do I need to use Whiteboard?
- I'm an Office 365 IT Administrator. How do I enable or disable Whiteboard for my organization?
- What are the feature differences between Whiteboard for Windows 10, iOS, and web?
- What devices are supported?
- How do I sign in to Whiteboard?

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Whiteboard Help Videos on YouTube

- The Whiteboard YouTube channel was created to assist educators with using Whiteboard

- <https://bit.ly/2W2cQRj>

The screenshot shows the YouTube channel page for 'Whiteboard Help Videos'. The channel name is 'Whiteboard Help Videos' and the subscriber count is 1.1K. The page displays a grid of 12 video thumbnails, each with a title, duration, and view count. The videos are:

Video Title	Duration	Views	Time Ago
Collect Exit Tickets on Whiteboard	4:00	1K	1 week ago
Use KWL Templates on Whiteboard	3:11	363	1 week ago
Record Whiteboard using PowerPoint	2:39	2.1K	2 weeks ago
Whiteboard Read-Only Mode	3:03	1.1K	2 weeks ago
Whiteboard with Mouse and Keyboard	7:50	1.8K	2 weeks ago
Whiteboard for Collaboration	0:30	472	3 weeks ago
Whiteboard for Inking and Drawing	0:25	288	3 weeks ago
Whiteboard for Meeting Planning	0:26	270	3 weeks ago
Whiteboard EDU Webinar	36:21	674	3 weeks ago
Whiteboard for Student Projects	6:58	698	3 weeks ago
Whiteboard for EDU	18:49	5.1K	3 weeks ago

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Thank You!

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