

LiveOnline@UT (Zoom) – Participant’s Guide to the Whiteboard

LiveOnline@UT (Zoom) is the UT branded name for the Zoom application. Zoom, a cloud-based technology, allows faculty, staff, and students to have high-quality interaction in real time from their computers and mobile devices.

The following will assist participants when working with the Whiteboard tool in an online meeting. Topics include:

- Display the Whiteboard.
- Add text and drawing objects.
- Save the Whiteboard.

Getting Started

The virtual Whiteboard available in a LiveOnline@UT (Zoom) meeting allows participants the opportunity to add text, drawing objects such as circles or squares to a blank Whiteboard. Some quick tips for working with the whiteboard tool include:

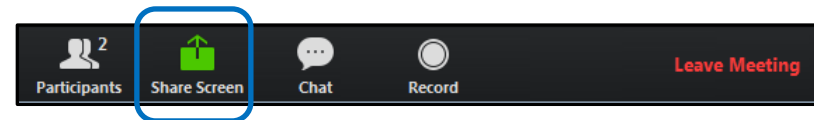
- The Whiteboard may be selected during the Share Screen activity. If selected, all participants in the main room will view the same Whiteboard.

- This is also true for any Breakout Room. For example, if the participants of Breakout Room One choose to display or share the Whiteboard, then all participants in Breakout Room One will view the same Whiteboard. Participants in another Breakout Room may share a Whiteboard, application, website and so on.
- We recommend only one Share Screen activity at a time in the main room or in any Breakout Room.

How to Display the Whiteboard

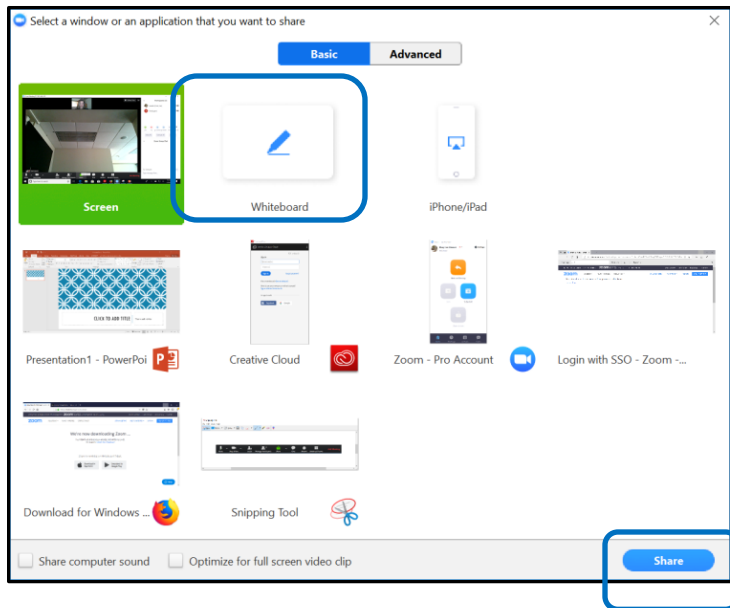
Leaders and participants may access the Whiteboard tool via the Share Screen icon on the meeting toolbar. Please note, it is possible for the meeting leader to allow, or not allow, meeting participants to share during the meeting. This permission may be changed in real-time during the meeting.

- The Share Screen icon is located on the meeting toolbar.



- After selecting Share Screen, choose Whiteboard and then Share.

The following images are examples of selecting and sharing the Whiteboard.



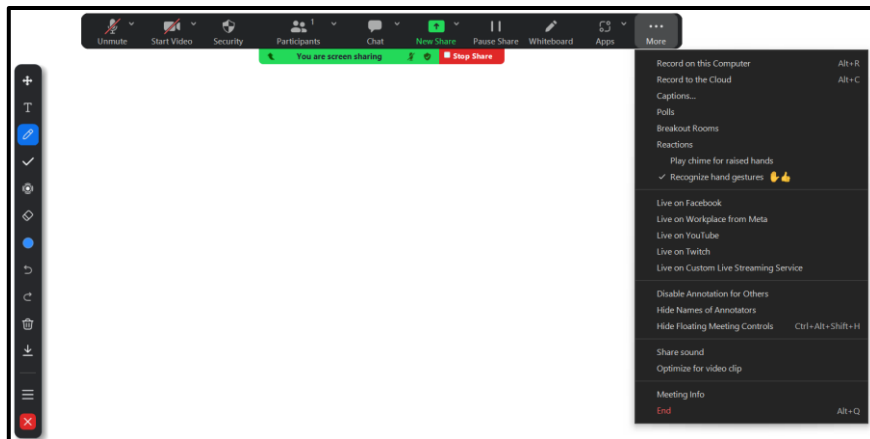
While in progress, a mark-up toolbar will appear. Another meeting toolbar may appear at the top or bottom of the interface, and this toolbar contains icons that govern the meeting itself. These icons include Participants, Chat, and More, which leads to additional meeting functions.

How to Add Text and Drawing Objects to the Whiteboard

Once the Whiteboard is displayed in the meeting (main room or a Breakout Room), an Annotation toolbar is available for participants. Depending on the operating system and browser, participants may need to select this toolbar in order to view the annotation options.

If the toolbar does not appear automatically, move the mouse to the top of the meeting interface and do one of the following:

- If you are leading the share and displaying the Whiteboard for others, select the Whiteboard menu item from the top of the meeting interface.
- If you are viewing the Whiteboard that someone is sharing (displaying), select Options and then Annotate.



The Whiteboard Annotation toolbar includes icons such as the following:



- Select – Select an object or icon.
- Text – Add a text box.
- Draw – Use the drawing tool.
- Stamp – Add a stamp to the Whiteboard.
- Spotlight – Spotlight an item on the Whiteboard.
- Eraser – Erase an item on the Whiteboard.
- Color – Select a color to draw an object on the Whiteboard.
- Undo – Undo the previous action.
- Redo – Redo the previous action.
- Trash – Trash an action or selection.
- Save – Save the Whiteboard. This option may only be available to meeting leaders or to the user who starts the Share Screen activity.
- More – Select this icon to lock the mark-up toolbar in place.
- Close – Select the red X to close the mark-up toolbar.

How to Save a Whiteboard

The Save icon on the Annotation toolbar may only be available to the meeting leader or the user who starts the Share Screen

activity. The Whiteboard saves as a .png (image) file or a .pdf file on the local device.



Review of the Whiteboard Tool

- The Whiteboard is available after selecting Share Screen on the meeting toolbar.
- All participants present in the main room or in a Breakout Room may annotate the Whiteboard, unless the instructor or meeting leader has withdrawn annotation permission.
- We recommend only one Share Screen activity per meeting room, or per Breakout Room.
- Meeting leaders may change the permissions of who has access the Share Screen tool at any time during the meeting.