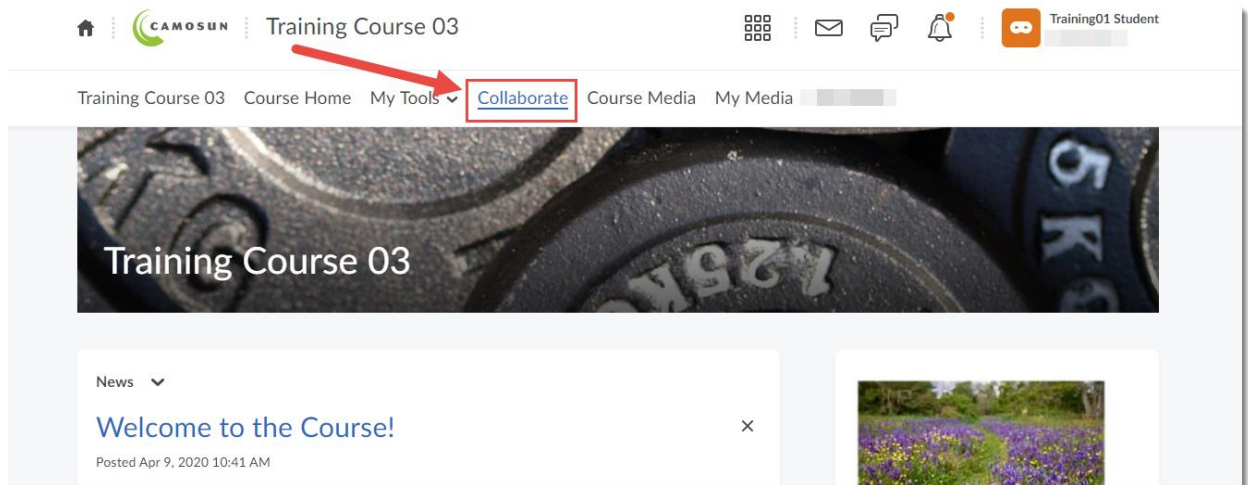


Using the Whiteboard in Collaborate in D2L – a Student Tutorial

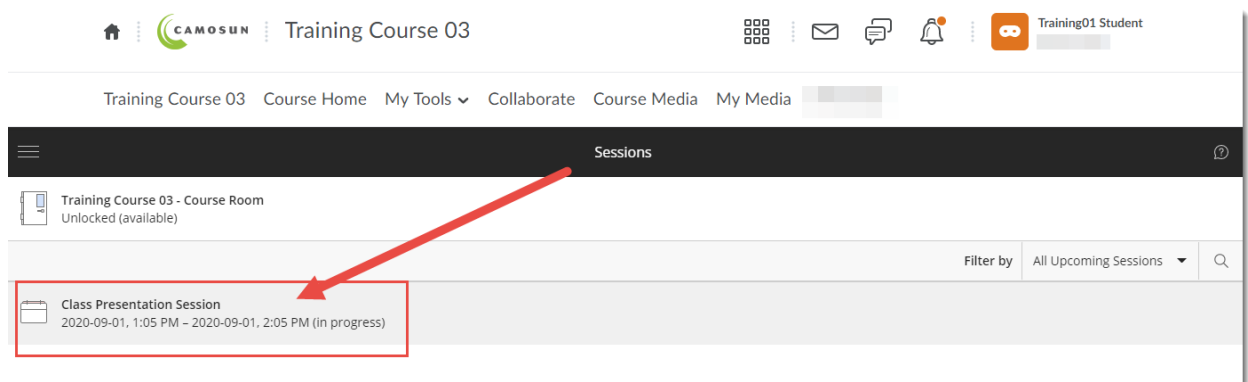
This tutorial will cover how to use the Whiteboard in a Collaborate session (if you have been given Presenter access by your instructor, or if you are in a Breakout room with fellow students). For further information, please contact elearning@camosun.ca for assistance.

Steps

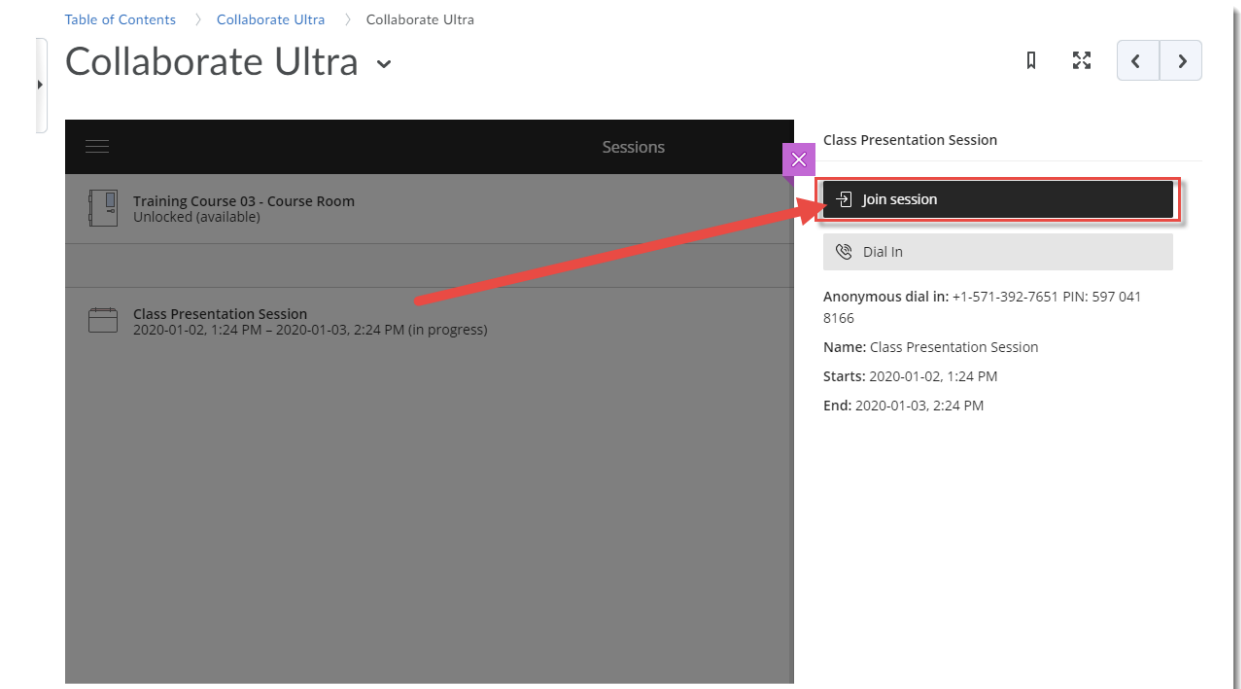
1. Click the **Collaborate** link on your course Navbar. If you do not see a Collaborate session link, talk to your instructor.



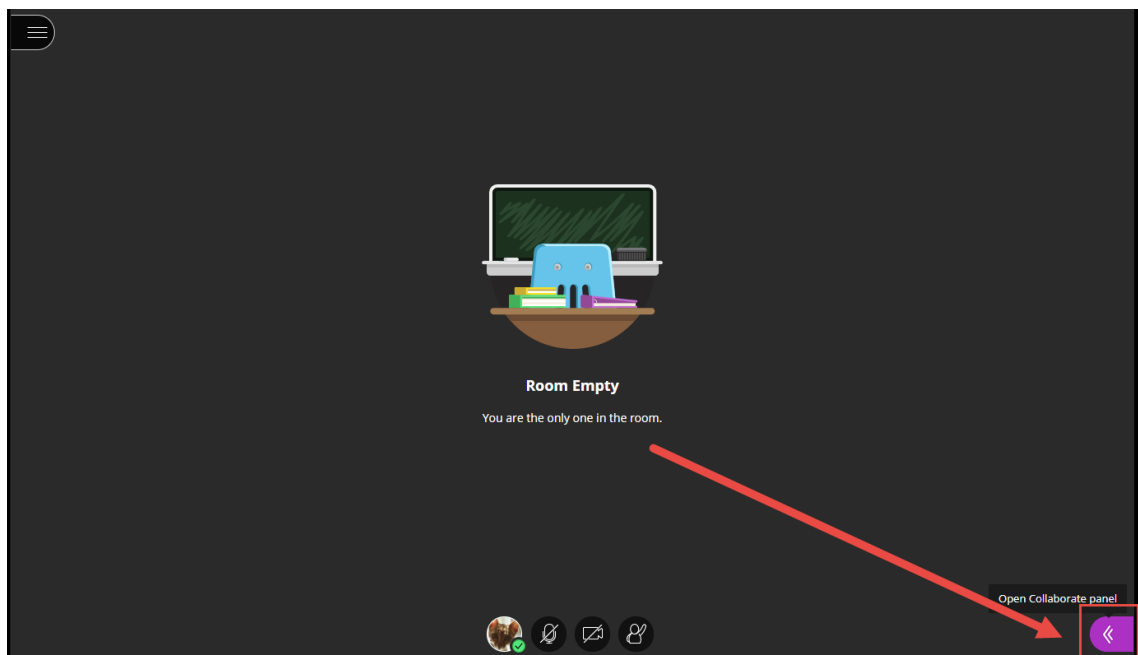
2. Click on the **Course Room** OR the appropriate **Session** you need to access.



3. Click **Join Session**.

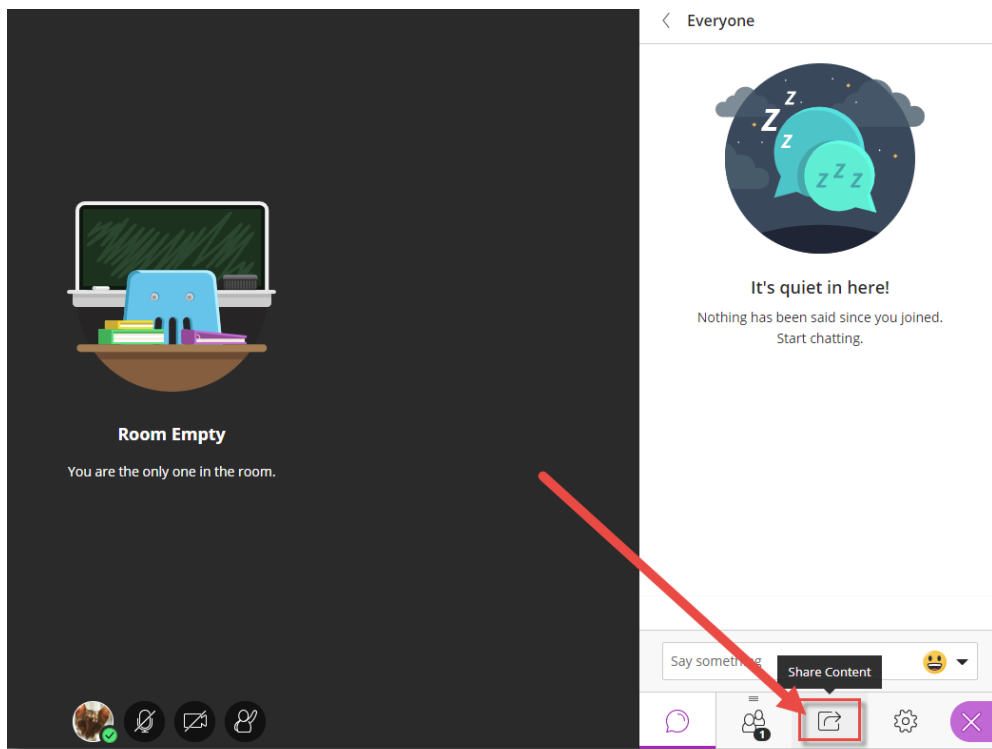


4. Open the **Collaborate panel** (the bottom right icon).

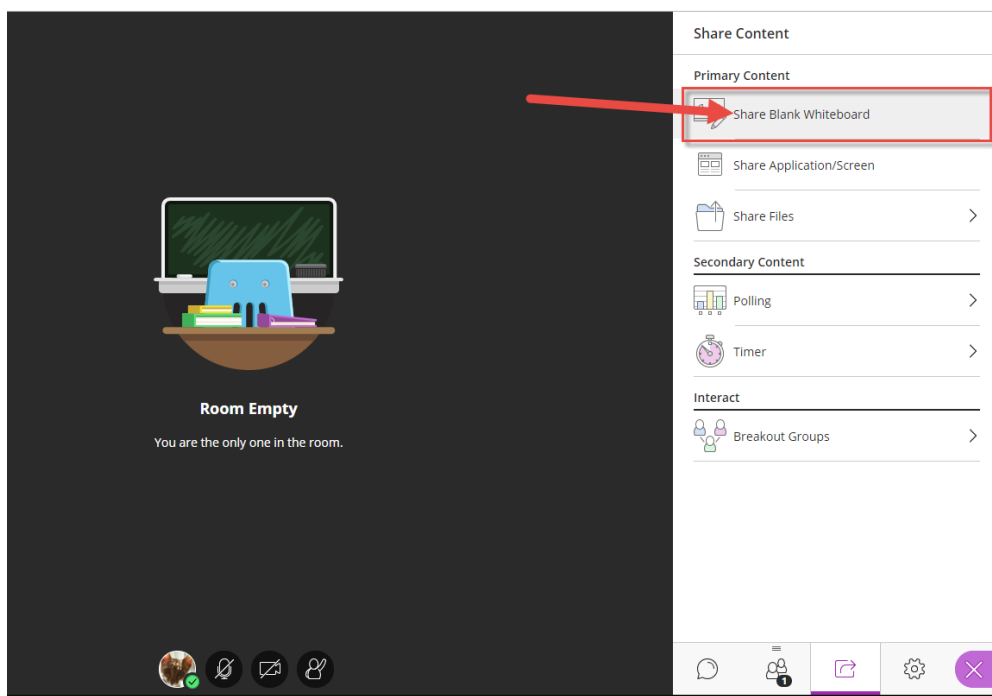


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5. Click the **Share Content** icon.

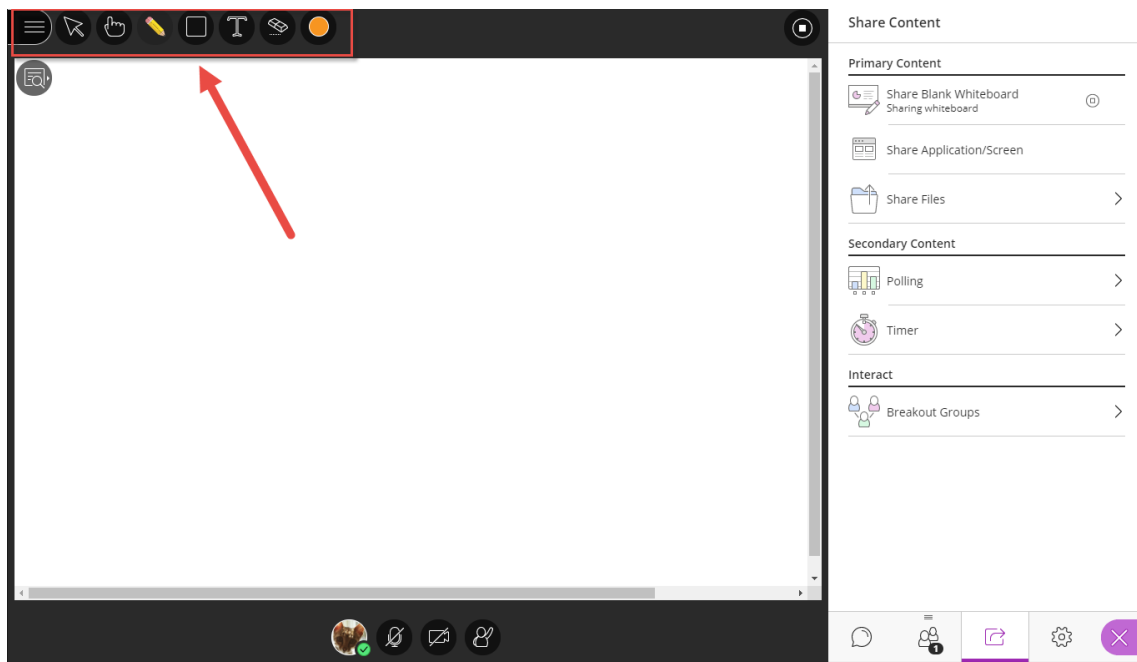


6. Click **Share Blank Whiteboard**. The Whiteboard will open in the main session area.

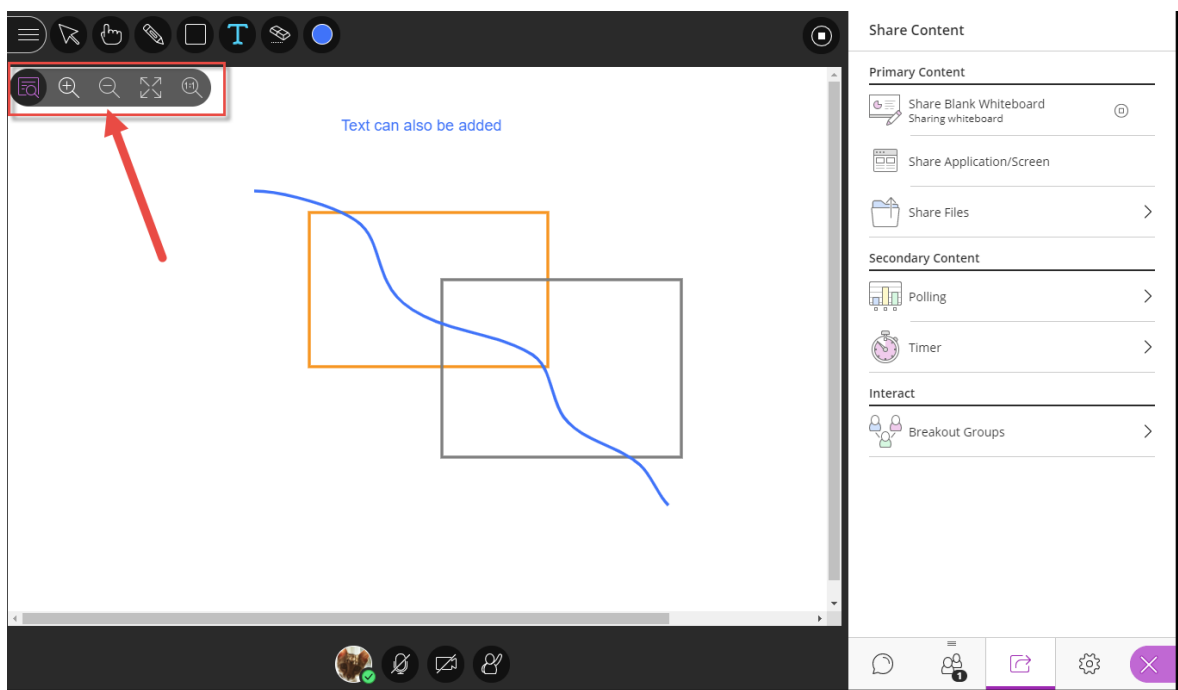


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7. Use the drawing tools at the top-left to **Select** items, **Point** to items, draw with the **Pencil**, add **Shapes**, write **Text**, and **Clear** everything (note that there is NO undo for this!). When you select Pencil, Shapes, or Text, the **Colours** selector will also appear.

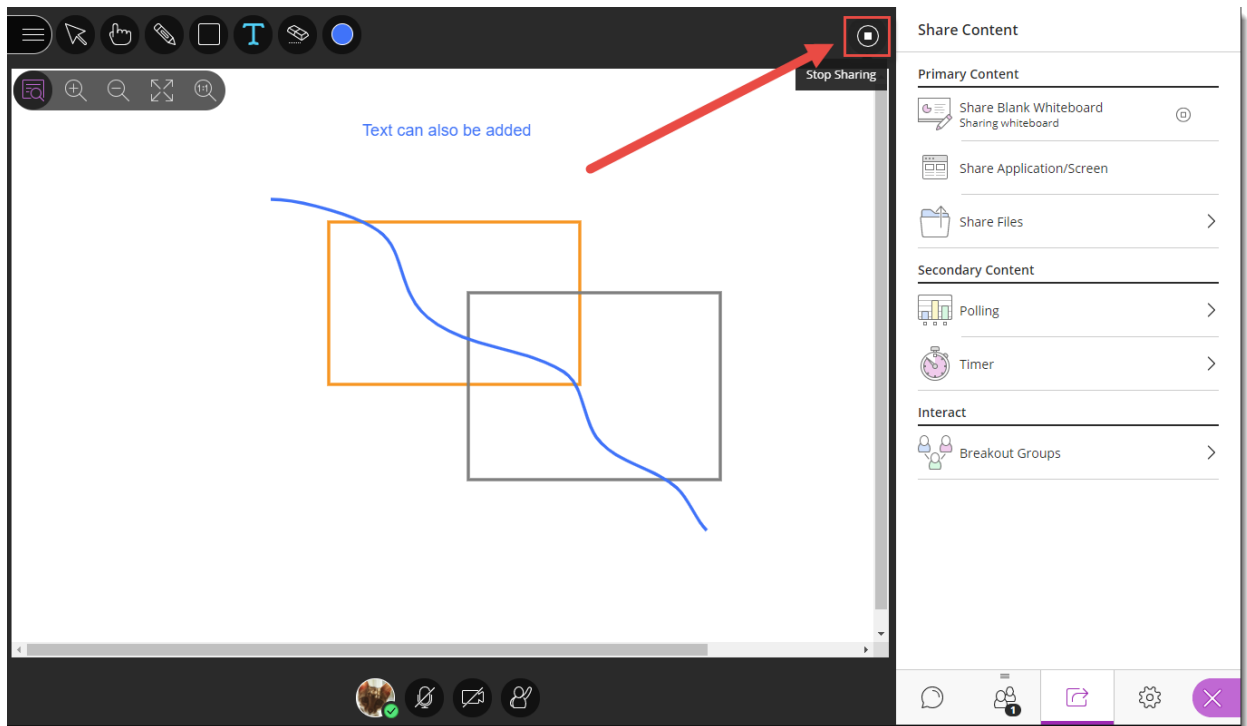


8. You can also use the View Controls to **Zoom In**, **Zoom Out**, see the **Best Fit**, and view the **Actual Size**.



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9. Click the **Stop** icon (top right of the slide in the main window) to stop sharing the Whiteboard.



Things to Remember

You can't save a Whiteboard session, and once you have stopped sharing the Whiteboard, it will disappear. If you need to keep a copy of what happens in the Whiteboard, you can either use the screen printing option on your computer, or right-mouse click on the whiteboard, to save an image of the Whiteboard to your computer.

You can't add an image (picture, graphic, etc.) to the Whiteboard. To present and work with an image in the main session area, you need to use **Share Files** (see the tutorial *Showing PowerPoints in Collaborate* for more information).



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