

Using the Whiteboard in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

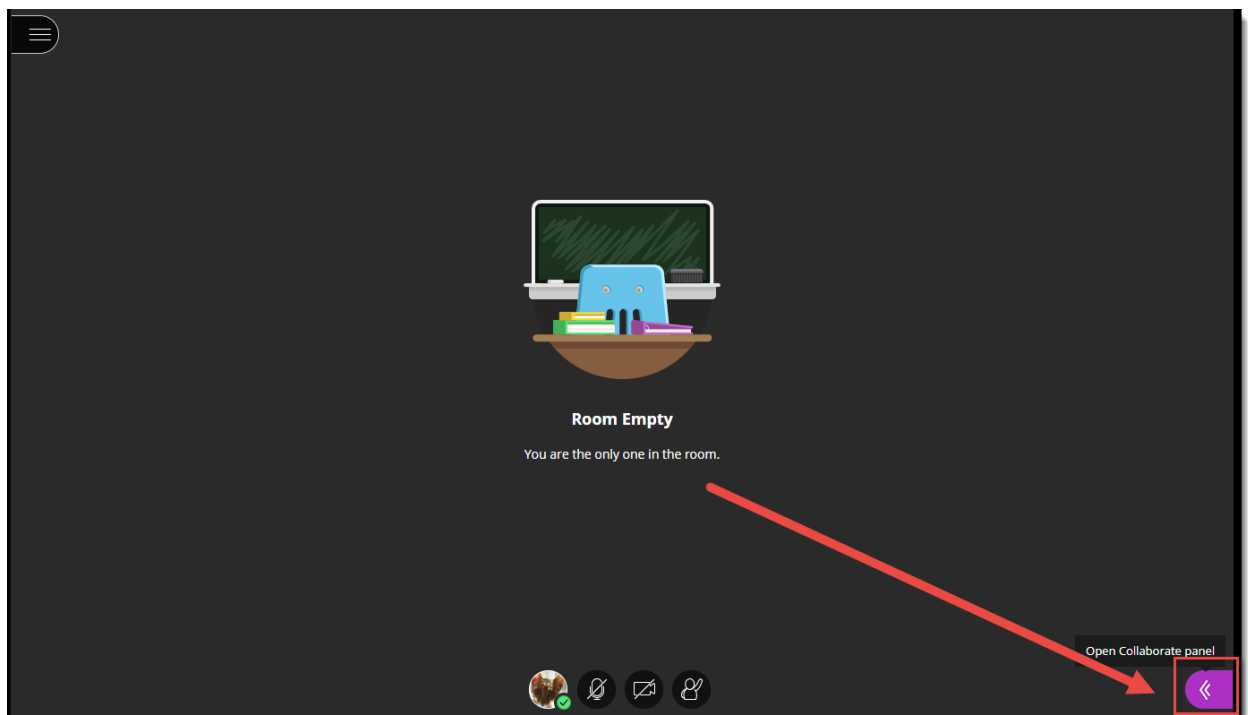
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

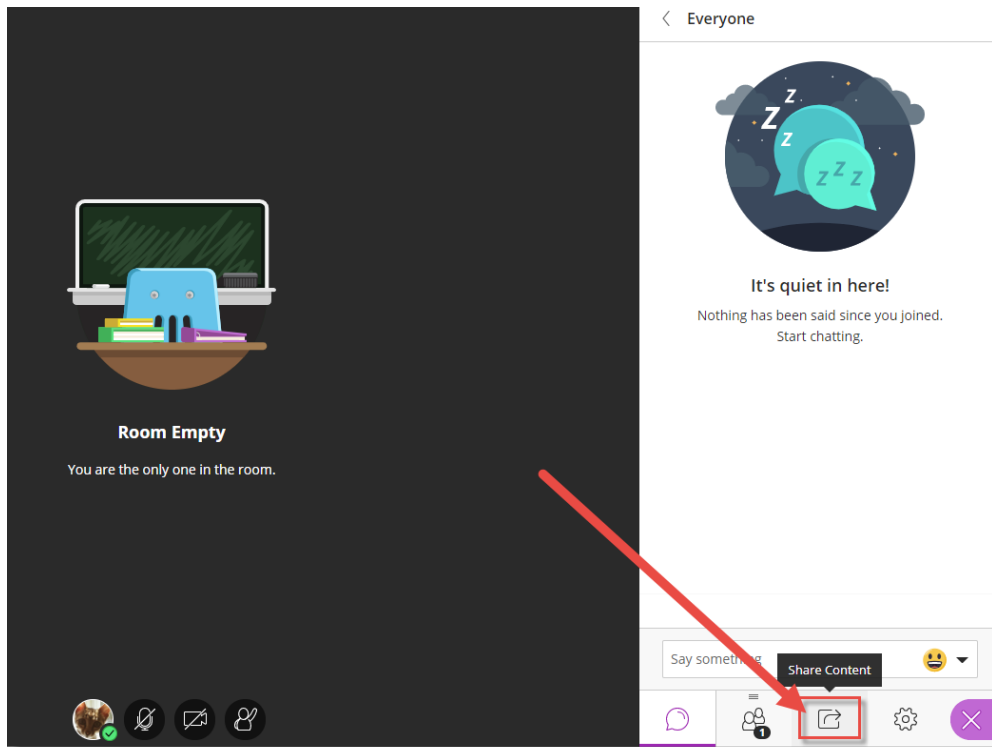
This tutorial will cover how to use the Whiteboard in your Collaborate session.

Steps

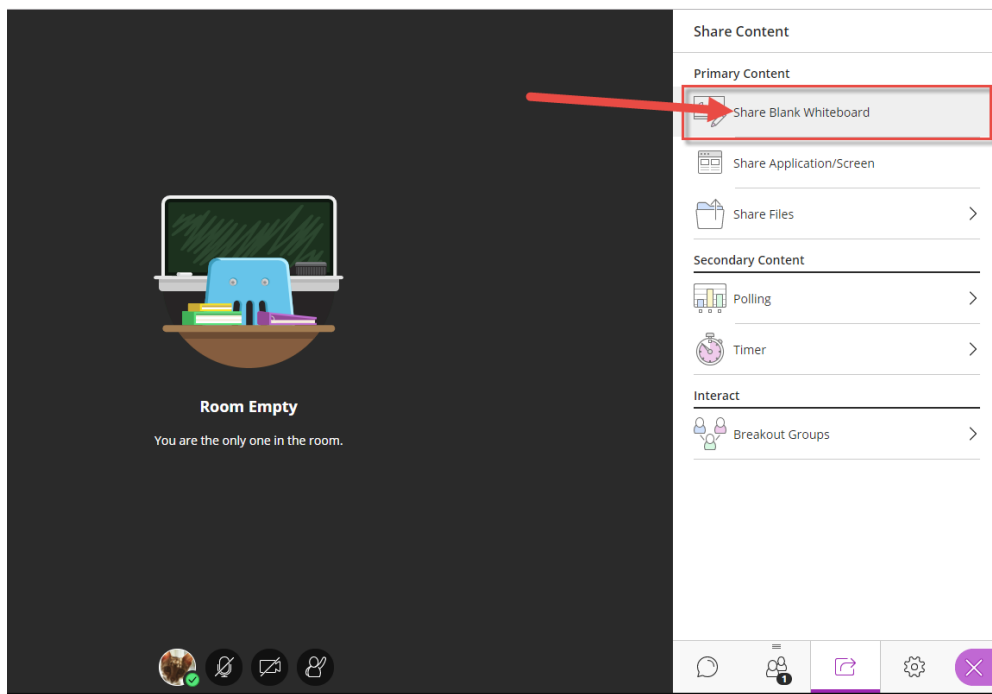
1. Go to Collaborate, click on your Blackboard Collaborate session and enter your session.
2. Open the **Collaborate panel** (the bottom right icon).



3. Click the **Share Content** icon.

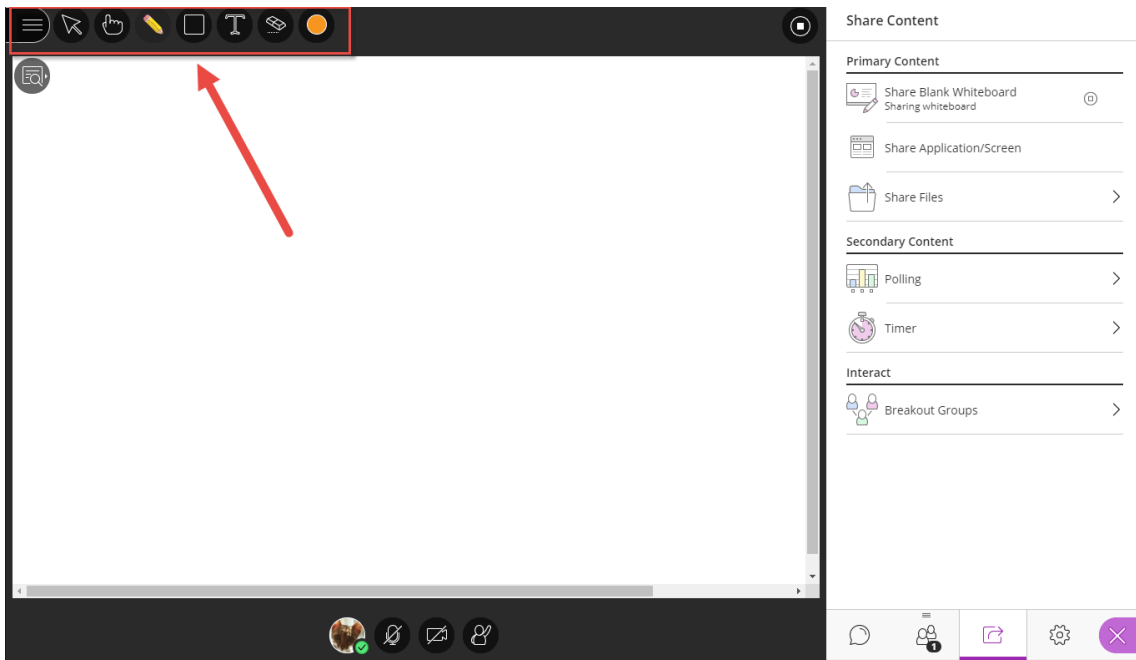


4. Click **Share Blank Whiteboard**. The Whiteboard will open in the main session area.

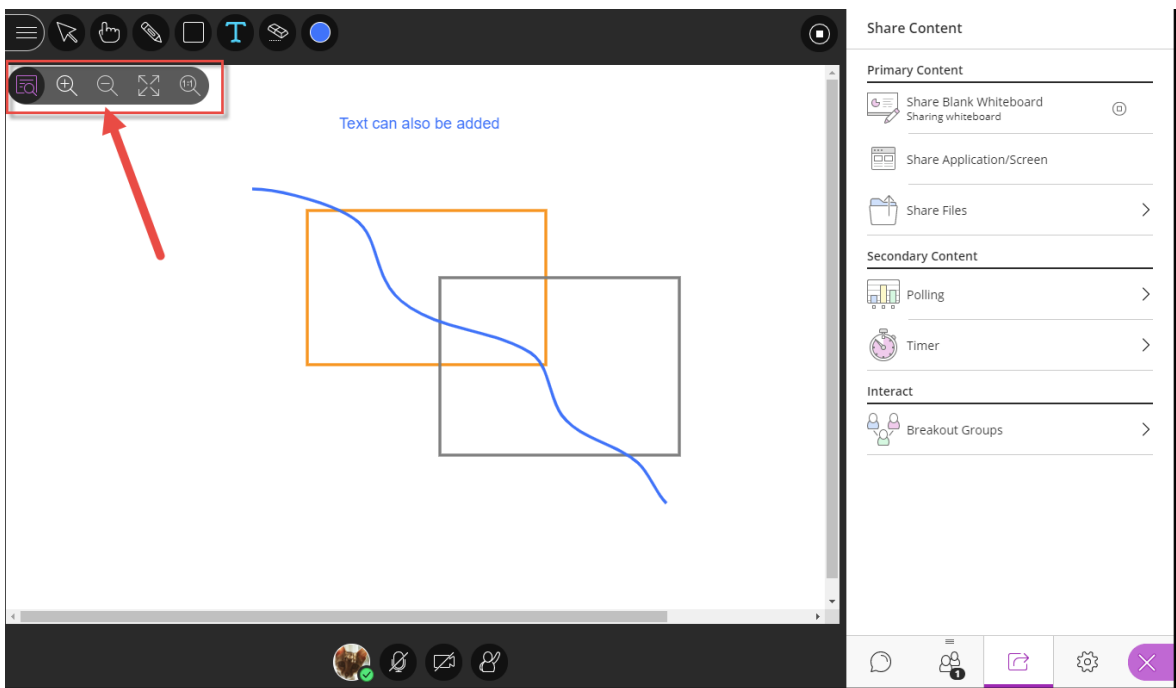


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5. Use the drawing tools at the top-left to **Select** items, **Point** to items, draw with the **Pencil**, add **Shapes**, write **Text**, and **Clear** everything (note that there is NO undo for this!). When you select Pencil, Shapes, or Text, the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

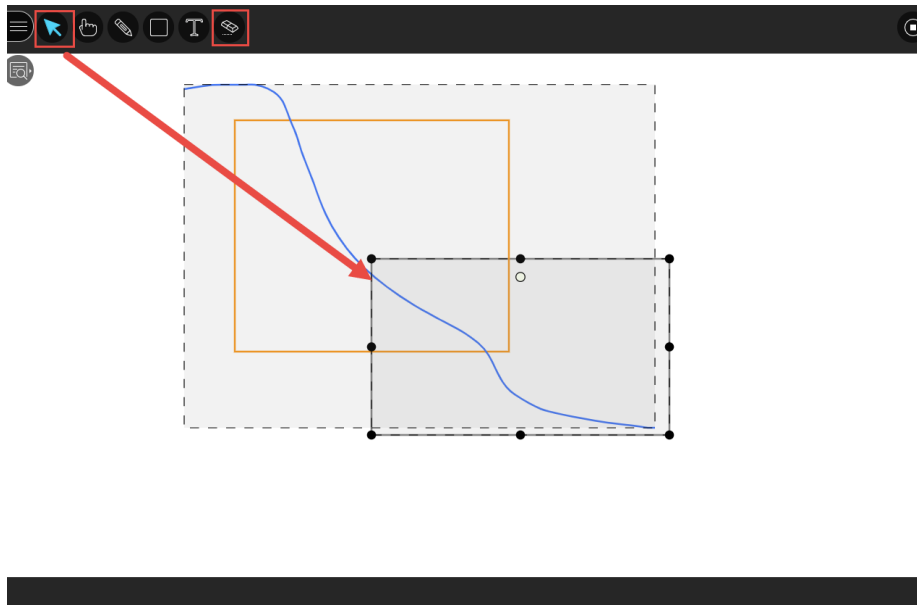


6. You can also use the View Controls to **Zoom In**, **Zoom Out**, see the **Best Fit**, and view the **Actual Size**.

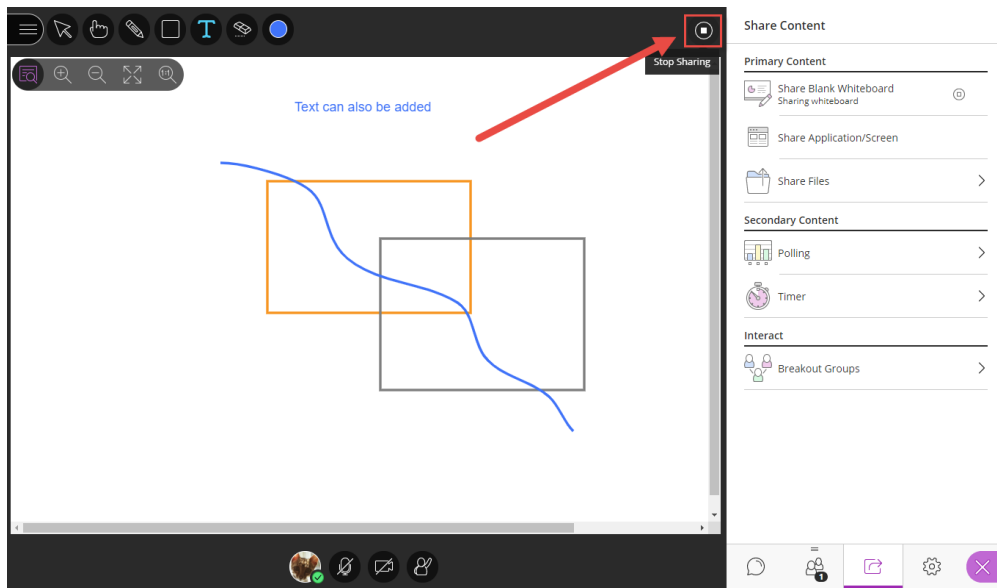


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- To delete items on the Whiteboard, either click the **eraser** icon to delete everything, or click the **Select** arrow, then click your mouse on one object and press the **Delete** key on your computer.



- 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**.



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