

Accessing Whiteboard, Application Sharing, and Web Tour

Whiteboard:

Toolbar:

Select the pencil drawing on paper icon near the top of the page, then use the toolbar located on the left side of the Whiteboard.

1. **Select:** Select objects
2. **Pointers:** Point to items of interest on the page. Hold down for other pointers.
3. **Pen/Highlighter:** Draw a pen stroke on the page. Hold down for a highlighter.
4. **Text:** Enter text on the page. Hold down for a text label.
5. **Filled Shapes:** Draw a filled rectangle on the page. Hold down for filled ellipse.
6. **Shapes:** Draw a rectangle on the page. Hold down for an ellipse.
7. **Straight Line:** Draw a straight line on the page.
8. **Screen Capture:** Place a screen capture on the page.
9. **Clip Art:** Place clip art on the page.



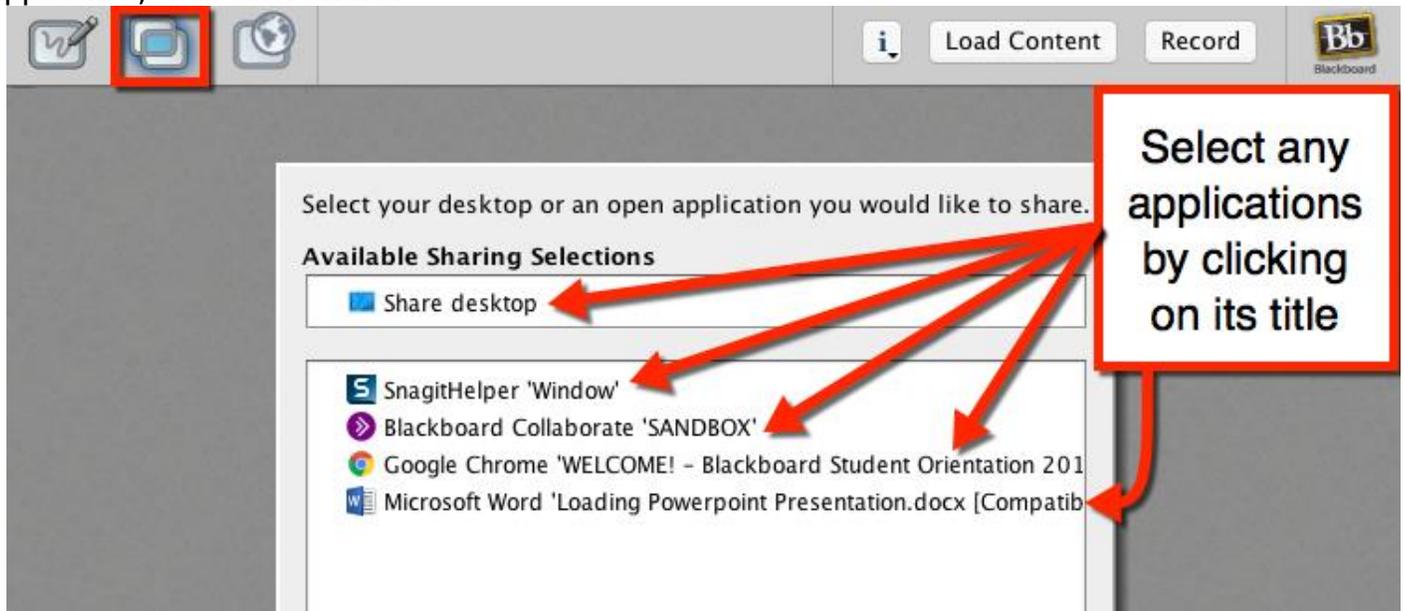
Page Explorer:

1. **New Page:** Insert a new page after the current page.
2. **Delete Page:** Delete page from the Whiteboard presentation.
3. **Scale Page:** Scale page to selected size.
4. **Previous/Next Page:** Go to the previous or next page.
5. **Page Selection:** Go to the selected Whiteboard page.
6. **Follow:** Cause all participants to move to the same screen as the moderator.
7. **Explorer Mode:** User Explore Mode to explore other pages while leaving others on current page.

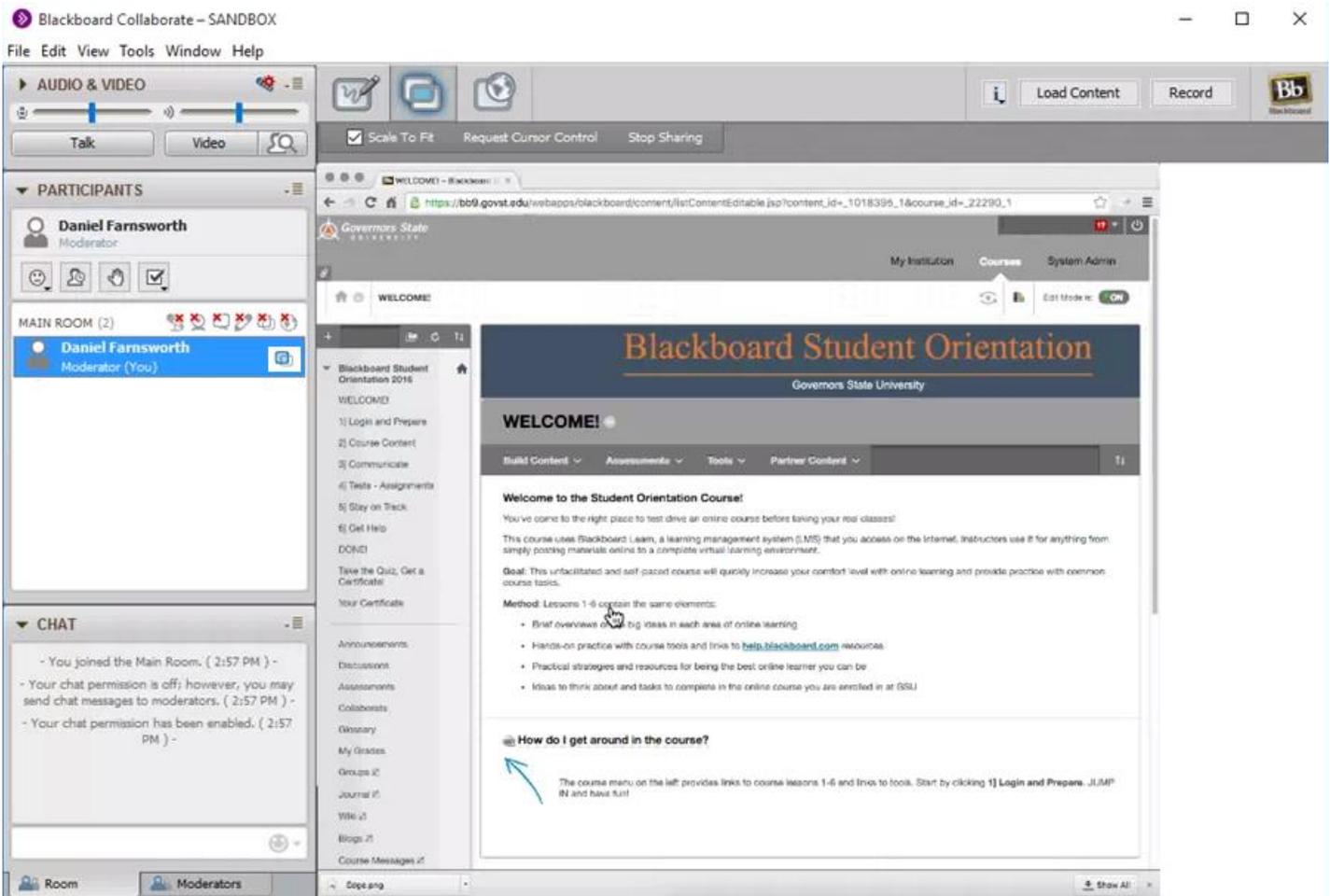


Application Sharing:

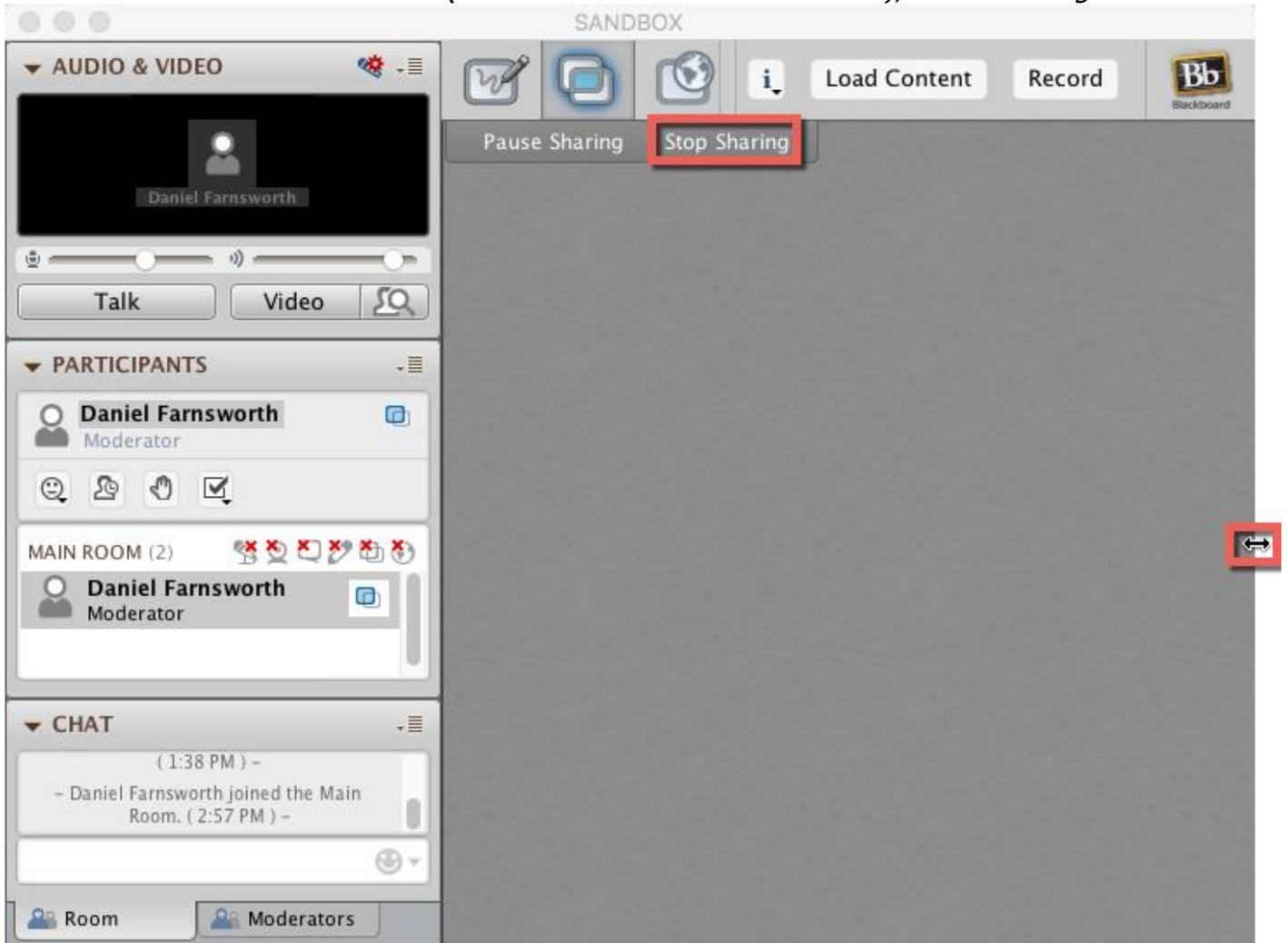
Select the two monitor icon near the top of the Collaborate window. Highlight any available application, then click **Share**.



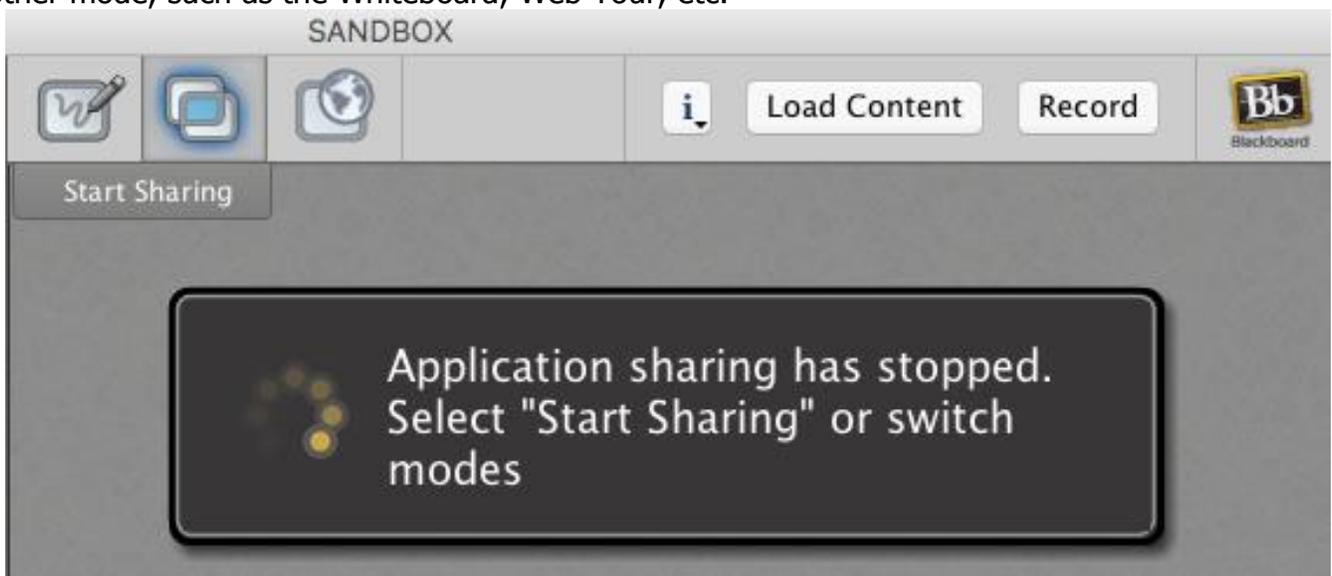
For this example, we shared Google Chrome to show the Blackboard Student Orientation course. The output to the other users would be:



In case you would like to stop sharing, find the Collaborate window and select the **Stop Sharing** link. *Note: you may have to open your window more in order to see the links. Hover your mouse over the side of the Collaborate window (wait for the double headed arrow), click and drag.*

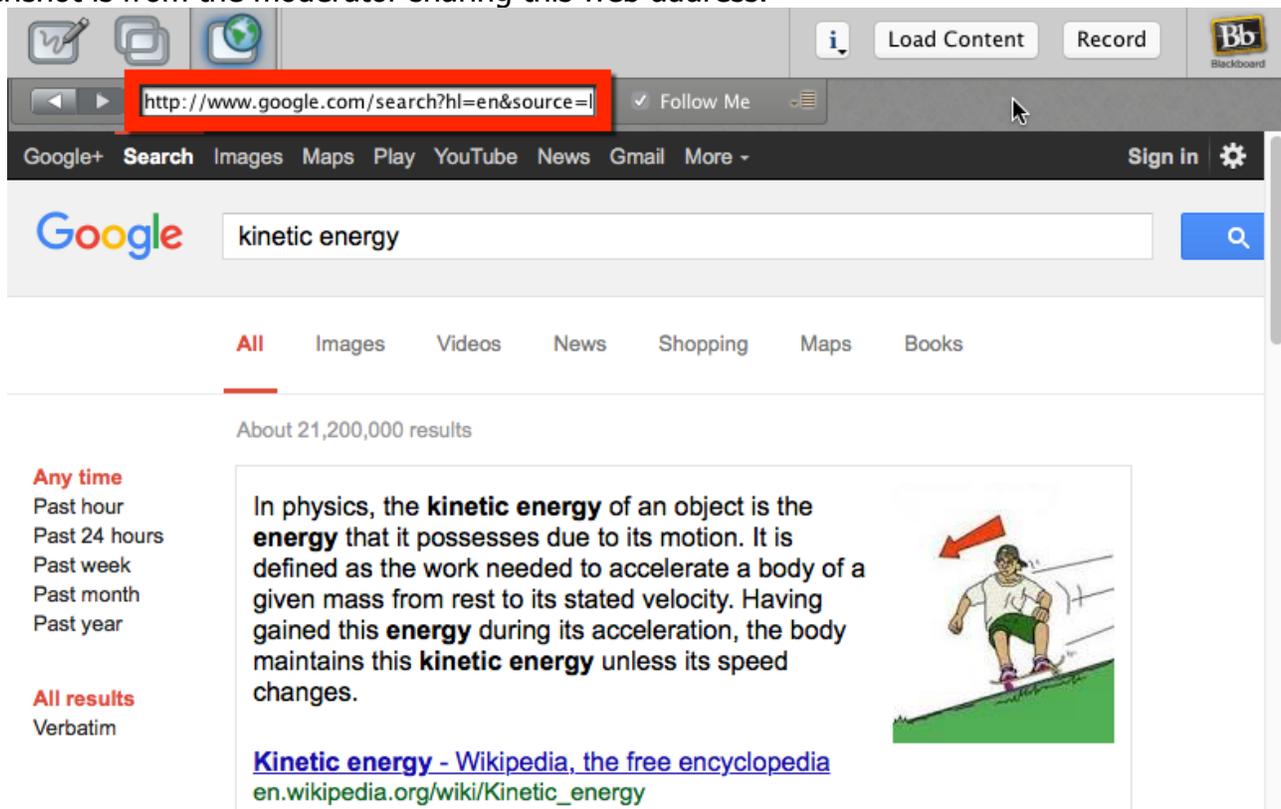


The Application sharing has stopped page appears. You may either start sharing again or select another mode, such as the Whiteboard, Web Tour, etc.

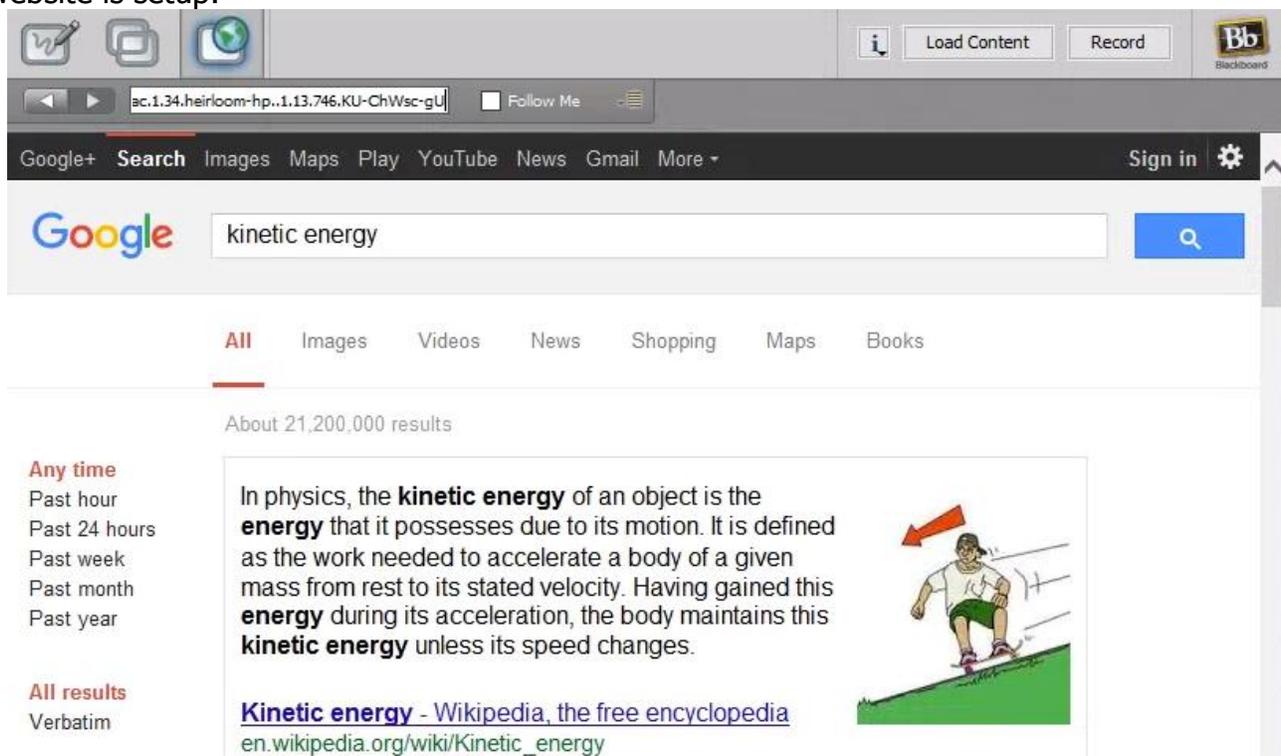


Web Tour:

Select the screen with the globe icon near the top of the page. Input a web address and click enter. For this example, we used help.blackboard.com and pressed enter on our keyboard. The below screenshot is from the moderator sharing this web address.



Below is a screenshot of what the other users will view as long as the moderator who is sharing the web address has *Follow Me* checked. Note: Some pages may be a little different, depending on how the website is setup.



Note: As a moderator if you would like other users to follow the pages you are sharing with them, please make sure **Follow Me** is checked.

