

# WorldWideWhiteboard®

## v5.0

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Product Training Guide 5/13/2015


# Introduction

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Thank you for using WorldWideWhiteboard to host your virtual classroom. It is the intent of this guide to provide educators with the tools they will need to have a meaningful interactive experience with their students as a tutor, instructor or trainer. The following pages will show how to launch, lead, and engage the virtual environment and help unlock your creativity as an online educator.

WorldWideWhiteboard is a web based collaborative environment which operates through a web browser. This means WorldWideWhiteboard can be used through many different types of hardware and operating systems including desktops, laptops, iPads and other tablets. Except in certain areas, this manual's tutorial will focus on using WorldWideWhiteboard from a desktop or laptop running on a Windows or Apple OS operating system. Many interactions with WorldWideWhiteboard will focus on actions typically associated with a mouse. The term "mouse select" will refer to any input traditionally provided by a left click on a CPU mouse or a simple click on an Apple mouse. All inputs and actions such as "copy and paste", "delete", and "mouse select" should translate to the user as the specific action their hardware would require to make that input.


When referencing tablet input, this guide will refer to selection actions as "poking".

A  icon in this manual will link to a video that will demonstrate the subject matter of that section. This manual is organized in order of importance for first time users and is by no means exhaustive. Please refer to the "WorldWideWhiteboard User's Manual" for an in depth explanation of the user interface and features of WorldWideWhiteboard.

## Getting Started

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### Signing In

WorldWideWhiteboard can be accessed through any Learning Management System (LMS) WorldWideWhiteboard will launch in the classroom or tutoring center shell once selected. 

The user's permissions will be pulled directly from the user's LMS, granting the user student or leader access.




**Students:** Can join live sessions, submit offline papers and questions, respond to worksheets, view large group archives, and view one-on-one archived sessions they took part in.

**Leaders:** Can start and lead live modes, respond to student's offline questions and paper center submissions, create and manage offline worksheets, and view/manage large group archives as well as view one-on-one sessions they participated in.

**Supervisors:** Can join one-on-one sessions as a third party, and view all archives and offline work produced by group members. 

No additional downloads will be necessary to use WorldWideWhiteboard. The user will need to use an HTML5 supported browser such as Mozilla Firefox, Google Chrome, Safari, or Opera. If Internet Explorer will be used, it must be IE10 or more recent. To test the web browser's HTML5 compatibility, please [Select Here](#). If the user sees a score less than 300 it is suggested that the user perform a regular update of that browser or change to an HTML5 supported browser. Contact your institution's LMS administrator or technical support staff if you are not aware of the specific placement of this resource.

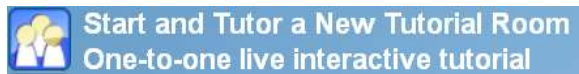
## Signing in from our home page


In rare circumstances, a user may be accessing WorldWideWhiteBoard through our website at [www.worldwidewhiteboard.com](http://www.worldwidewhiteboard.com). This may be because they are accessing the software in terms of a trial, pilot or the institution/ department requested access in this manner. When accessing WorldWideWhiteboard from our website, an additional administrator privilege will be available that will take the place of the LMS in managing user accounts. Administrators will be defined by LSI staff and will see a  icon in the top left hand corner. Selecting the  icon will navigate the user to a separate menu where they can manage the permissions mentioned above. 

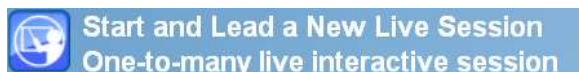
## The Dashboard


After logging in, the user will land on the group dashboard where they can launch the various modes of WorldWideWhiteboard. Select the icon to launch the mode you would like to use.

**Live sessions** will prompt the leader to name the session before the collaborative environment is launched.



A **One-to-One** live session will allow one leader to work with one student. A supervisor will be allowed to enter the session as a third party. 



A **One-to-Many** live session hosts an unlimited number of users from a group. 

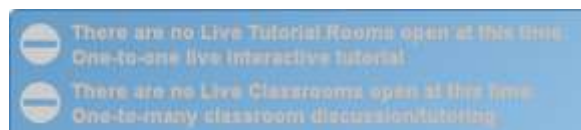
Other leaders may have one-to-many sessions open in the user's group that the user can join.



**One-to-One** sessions opened by other leaders will be closed to the user as a leader but visible on the leader's dashboard.





Students will see place holders until live sessions are opened by leaders.



**Offline modes** will open sub-menus which will allow the user to design and manage submissions in these areas. For a detailed account of these areas please refer to the WorldWideWhiteboard User's manual or follow the video links below.



**Q&A**  and **Paper Center**  inquiries are created by students. Leaders will respond using the same collaborative environment available in the live session.




In the **Worksheet Center**, leaders can create activities that can be submitted and graded upon completion. Worksheet activity takes place in the same collaborative environment as live sessions.



The **Show your work** center is a private room where a user can practice with the collaborative environment. A leader can design templates for live sessions or a student can prepare notes for a different mode.

 **Live Session Archive: 19 Sessions.**  
Archive of previous Live Sessions

 **My Tutorial Archive: 2 Sessions.**  
Archive of Live Tutorial Sessions

The **One-to-Many** archive is available to all group members and the **One-to-One** archive is available to students and leaders who participated in the session and supervisors of the Group. Group members who did not participate in One-to-One sessions will not see them in the archive. 

# Live Sessions

## Layout




The screenshot shows the WorldWideWhiteboard interface with the following callouts:


- Menu Bar:** Click the title for additional options.
- Selector tool:** Moves and resizes items on the canvas with a left click and drag. Deletes and changes the color of items with a left click.
- Undo and Redo:** Left clicking will edit your submissions to the whiteboard one step at a time.
- Navigation tool:** Creates and scrolls to whiteboards.
- Video Conferencing:** (indicated by arrows pointing to the video feeds)
- Tool bar:** Left click the tool and then the area of the whiteboard you would like to commit it to. Drawing tools will use a left click and drag on the canvas.
- User List:** Leaders can manage permissions by left clicking the icons next to the user name.
- Archive Button:** Ends the session, closing it from participation and further design.
- Chat area:** Submit dialog by selecting the bottom right hand corner.

When a leader starts a live session they will be able to interact with the whiteboard immediately. Before students join, leaders can set up the learning environment to fit their needs.



## User List


As participants join, leaders will hear an audible ring and new participant's names will be added to the user list. The boxes next to their name will symbolize the permissions that have been granted. Empty boxes or a  symbol will mean the permission is inactive.

## Leader Permission

The leader permission is symbolized by the  icon in the user list. The leader who started the session is granted the leader permission at the start of the session.




In the One-to-One session, **students** will not be allowed to receive the leader permission.





Students in a One-to Many live session will be allowed to receive the leader privilege from other leaders by mouse selecting the empty box, next to the user name,  and filling it with the  icon, granting the permission.

Leaders can manage permissions, archive the session, scroll to new whiteboards, and delete/edit items submitted to the whiteboard by other participants. 

## Audio/Video Conferencing

Leaders can decide to interact in the session over audio and video with the other participants. There can be four webcams transmissions simultaneously, and those selected individuals can be changed throughout the session.

Mouse select the empty box (  ) next to the user name (including your own) and under the  symbol for audio, and the  symbol for video, to grant the respective permissions.

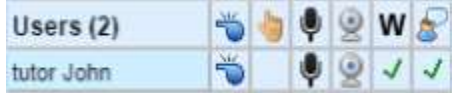
Users with the  next to their names can then mouse select those icons to allow their feeds to transmit. The  icon means audio is being transmitted by the user. The  means video is being transmitted. 

For Example:

**A/V not allowed**



**Allowed but not active**



**Allowed and active**



## Whiteboard Permission

The Whiteboard permission is enabled to all users in a live session by default. The Whiteboard permission allows users to commit items to the whiteboard during live sessions. To toggle the whiteboard permission off, mouse select the under the **W** symbol. The will toggle to an . To re-enable the whiteboard permission, mouse select the , and the will reappear.

## Text-chat Conferencing

Text-chat is available to all users in a live session by default in the bottom right hand corner of the whiteboard. To toggle the chat permission off, mouse select the under the symbol. The will toggle to a and the text box in the bottom right hand corner will disappear. To re-enable the chat permission, mouse select the , and the will reappear with the chat box.

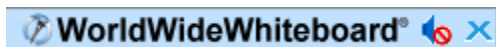
All text-chat will be vocalized by the text-to-voice feature. To disable text-to-voice, mouse select the icon in the top right hand corner of the whiteboard. Then mouse select the icon again to re-enable text-to-voice.



For example:

**Text-to-voice enabled**






**Text-to-voice disabled**



Text-to-voice will also work with the  tool in the tool bar. 

## Archiving Sessions


All modes should conclude with a leader (or student in offline modes) mouse selecting the archiving button in the bottom left hand corner. The session will not be closed until the leader takes this action. If a leader goes to a new website under the same browser tab, mouse selects the  icon in the top right hand corner, or experiences a system shut down, the session they are leading will remain open until they return and archive the session. If the original leader has designated another leader, they will be able to lead and archive the session in in the original leader's place. **Any user with the  can archive a live session!** 

The archiving button will come in different forms depending on the mode a user is in:



Will archive sessions with a student in a **One-to-One room**. The current student will be vacated from the room, but the room will remain open for another student to join and the room's entrance will remain open on the groups dashboard.



Will close **One-to-One rooms** when a student is not present. The room's entrance will be removed from the group's dashboard. 



Will archive and close **One-to-Many sessions** and send **paper center responses**.



Will close and send **Q&A and worksheet submissions and responses**.



# The Interactive Whiteboard

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## Tool Bar




Each tool enables users to manipulate the whiteboard, to communicate with students and collaborators, and to design an engaging learning environment.



To use a tool, mouse select the icon in the tool bar then select the area of the whiteboard where the tool is to be used with a mouse select, or mouse select hold and drag onto the whiteboard. Some tools will open interface menus while others are drawing tools that will manipulate the whiteboard in real time. A prompt will appear when other users are submitting a tool to an area on the whiteboard.

For example:


mathstudent Rebekah

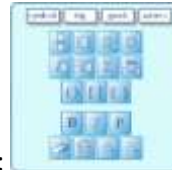
 **TEXT** is a **single line text editor**. Mouse select the tool in the tool bar and then mouse select the whiteboard. A text box will open on the whiteboard that the user can type text into. When the user presses enter, the text will post to the whiteboard and a new text box will open below that line. To close the tool, press enter on an empty line. Each line of text can be moved, edited and deleted independently. To edit characters, font size, style, or color the user will select the tool again then the item on the whiteboard. 

 is a **multiline text tool** and will format the entire submission as a whole. Mouse select the tool in the tool bar and then mouse select the whiteboard. A text box will open on the whiteboard that the user can type or paste text into. When the user presses enter, they will start a new line inside the text box. A scroll icon,  on the bottom right of the text box will allow the user to manipulate the submission area. Press the [paste text to whiteboard](#) button below the text box to submit the text to the whiteboard. The entire text can be moved, edited and deleted as a whole. To edit the characters, font size, style, or color, select the tool again then the item on the whiteboard. 

 are **free hand tools**. Mouse select the desired tool and then use the tool on the whiteboard by mouse selecting, holding, and dragging over the area of the whiteboard the user would like to modify. 






are **quick draw tools** that will design their respective shape on the whiteboard. Mouse select the tool the user would like to use then design on the whiteboard by mouse selecting, holding, and dragging vertically to increase the height of the shape and horizontally to increase the length. Double mouse select the tool to design a filled shape with the user's selected color .










**math** is the **math equation editor** that opens in a keypad mode:

To open the keypad, mouse select the tool in the tool bar, then mouse select an area of the whiteboard. The keypad can be repositioned by mouse selecting, holding, and dragging the background of the keypad.

Mouse select buttons on the keypad to design their corresponding math function.

Use the keyboard or the additional keypads to input characters. Use your arrow keys or a mouse select to navigate between elements. Use the  in the keypad to delete selected elements and  to discard an entire design and start over. Mouse select [send it to whiteboard](#) to submit your design to the collaborative area. 

 is a **selector tool** that can manipulate the size and position of the items on the collaborative space. Hovering your cursor over an item will produce a gold banner around the item and change your cursor type to repositioning icon (  ) which means the user can reposition the highlighted area. Hovering the cursor around the border area of an item will produce one of the resizing icons ( , , or  ) which will allow the user to resize the highlighted area.









Mouse selecting an item with the  tool will produce a pop up menu that will allow the user to delete or change the color of that item. 

## Drag and Drop


WorldWideWhiteboard allows users to easily load items onto the collaborative space through a simple drag and drop action. This action is only available on Desktop and Laptop operating systems but not on tablets because their selection interface does not support dragging items to other areas or applications.

To drag and drop an item, mouse select and hold the item, drag it to the collaborative space and release.


Items that can be dragged and dropped include:


- PDF and image files from the user's desktop or file browser: 
  - PDFs  (each page of a PDF will get a whiteboard page to itself)
  - JPEGs 
  - PNGs and GIFs 
  - Bitmaps 
- Text from documents 
- Text from the internet 
- Images from the internet 


Once the user has incorporated an image or text onto the whiteboard, the user may use the tools to annotate and edit their submissions.

If the user cannot view the collaborative space from the area you are dragging from, continue to hold the selected item and drag it to the tab in your browser or start menu, DO NOT RELEASE, hover the item until WorldWideWhiteboard populates, then drag the item to the collaborative space, and release. 



## Editing text and Images

After text has been dropped onto the whiteboard, the  tool can be used to select that item and edit its content.



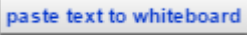
The  tool will allow the user to resize and reposition text and images that the user has dragged and dropped.

If the user highlights a section from a webpage or document that includes both text and images, then attempts to drag and drop that selection, the  tool can be used to edit the submission.

## Loading, images, PDFs text on a tablet

As mentioned above, tablets do not allow users to drag items to other areas or applications. To load images or PDF's use, the  tool in WorldWideWhiteboard. Once selected a file browser will open where you can select an image file. Once an image file is selected the file will load onto the whiteboard. 

On desktop operating systems, once an image file is selected, the image will pin itself to the user's cursor. The user will then mouse select the area of the collaborative space where the user would like the image to load.

On a tablet, text can be selected with a poke and hold. Selection "rabbit ears" will allow the user to highlight a portion of text and the "copy" button from a pop up menu will allow the user to save the selection to their clipboard. Navigating back to WorldWideWhiteboard, the user can select the  tool, then select the area of the collaborative space they would like to paste their selection. With the  tool open to the collaborative space, poke and hold the editing window and release to populate the "paste" button. Poke the  button to submit your selection to the collaborative space.

# Concluding your session

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When the leader has finished working with students in a live session or is ready to submit their work in one of the offline modes they should remember to **ARCHIVE!**

If the user closes their browser or navigates away, their work will be saved in the open room but will not be submitted to the archive. Please refer to the “Archiving Sessions” of this manual on page 6 to review this action.

Thank You and Enjoy!

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