

Using the Whiteboard – Facilitator Version


You can use the Whiteboard to display images like logos, web-pages or ads, and ask participants to draw and write comments on them.

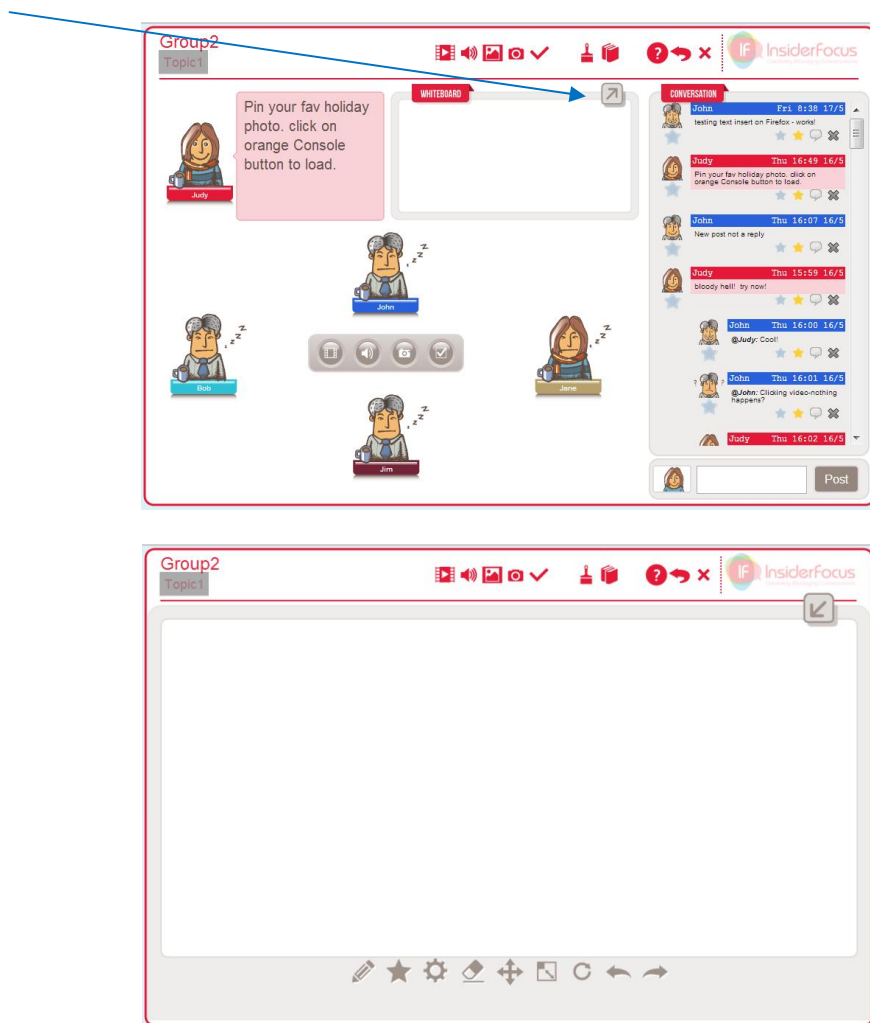
Or

Involve Participants in creative exercises like Word-Spiders or Go-Graffiti.

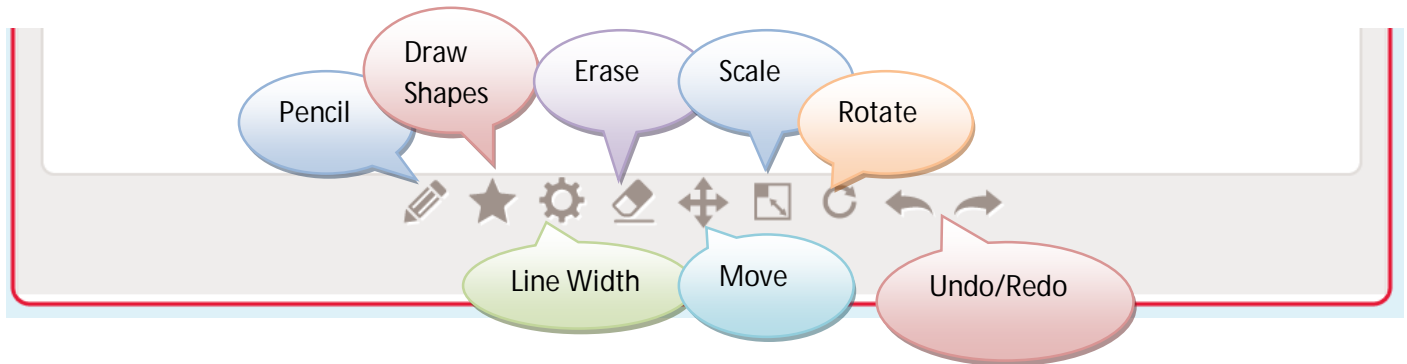
Or

Free-Drawing themes. It's up to you how it is used and when.

 To start, click on the Expand Whiteboard button on the top right of the Whiteboard, which will now fill your screen.



There are a variety of tools on the Whiteboard...

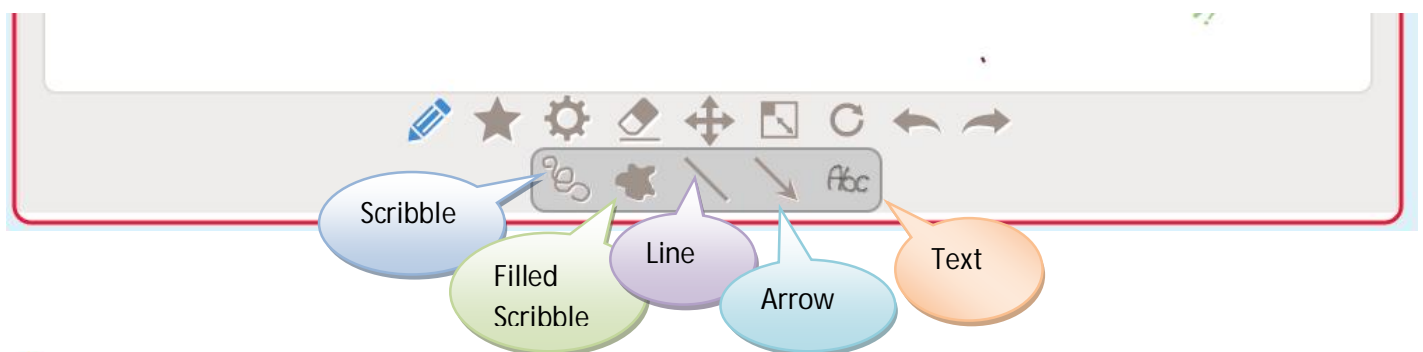


As you click on each icon it turns Blue, making it easy to see which is active.

Everything you write as a Facilitator on the Whiteboard will be in **Red**. Each Participant has a different colour so you can see who has drawn what.

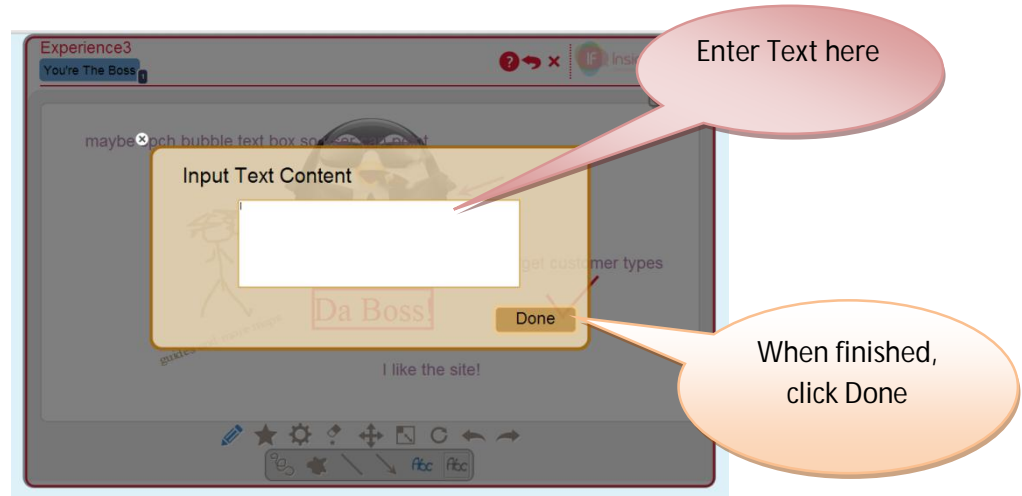
Pencil

Click on the Pencil to bring up a submenu. Then choose a function.

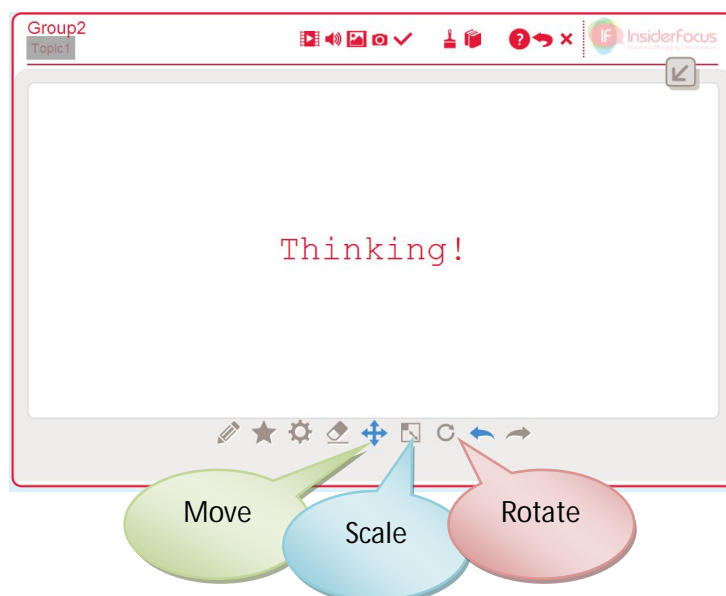


The default font size is 4 pixels, suitable for most purposes. However if you want it smaller or larger, first click on the Line Width icon and select. Then go back to the Pencil and select.

If When you click/tap on the Text menu, the following text box appears.



If Your text will appear in the centre of the Whiteboard by default.



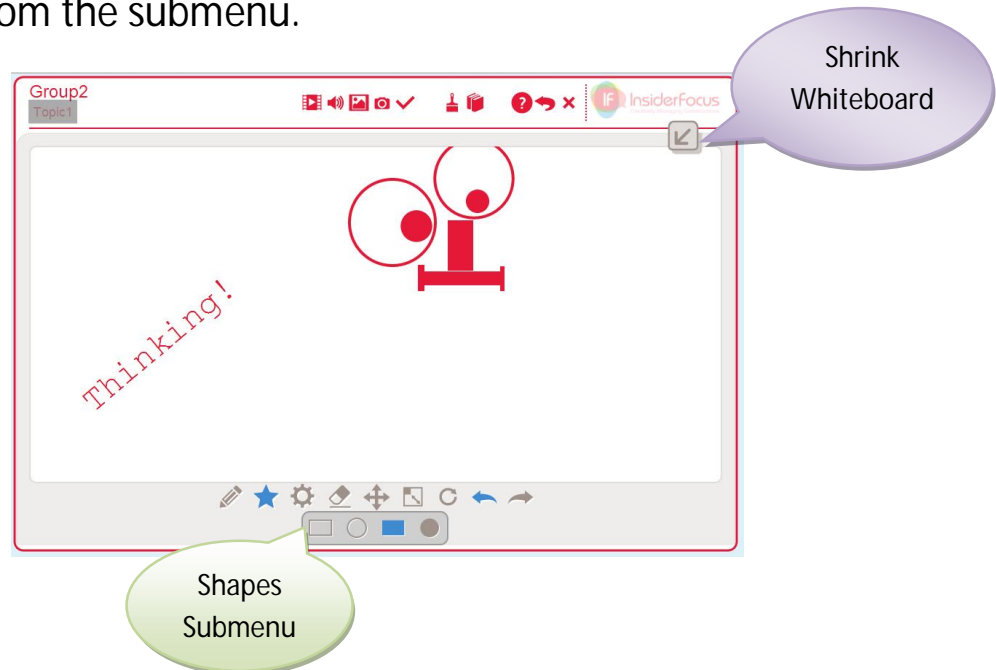
If You can now Move, Scale or Rotate anywhere on the Whiteboard. Click on the icon you want to use. This places a shaded area on all Whiteboard objects. Select the one you want, then Move, Scale or Rotate.

If As a Facilitator you can manipulate ALL objects on the Whiteboard, even those drawn by Participants. Making it clearer to see all contributions.

If *Note – Participants can only Move, Scale or Rotate their own objects.*

Shapes

As well as Text and Lines you can draw shapes. Click or Tap on the Shapes icon and choose from the submenu.



When you've finished and want to return to the main Chat Room screen, Click or Tap on the Shrink Whiteboard button at the top right corner.