

Whiteboard use on Zoom: Overview of individual tools

This instruction shows what the Whiteboard and its tools are
and how they can be used on Zoom.

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Remarks in Advance

- Via the function „Share Screen“ Zoom offers you the so-called **Whiteboard**. The Whiteboard has several tools which will be presented in this instruction.
- The screenshots in this instruction are from the view of a host. However, the same tools are at the disposal for the participants once they are activated (page 13).
- Both host as well as students (depending on the settings, see page 4) can **save** the Whiteboard as a **PDF or a PNG file**.
- Saved Whiteboards can be **further edited** in the next session. For example, you can offer students Whiteboard templates via eCampus or sciebo which then are edited in a meeting. Even Whiteboards created or edited during a session can be shared again and used for input or discussion.

1

Settings on the Zoom website

Log in to Uni Bonn's Zoom website. Navigate to the area **settings** and then to the section **Whiteboard**.

The sharing of Whiteboards as well as saving its content is usually already set up. Here, you can select the automatic saving if, in case, the sharing is interrupted.

Whiteboard



Allow host and participants to share whiteboard during a meeting



Allow saving of whiteboard content 

Auto save whiteboard content when sharing is stopped 

Save as PNG Save as PDF

Save

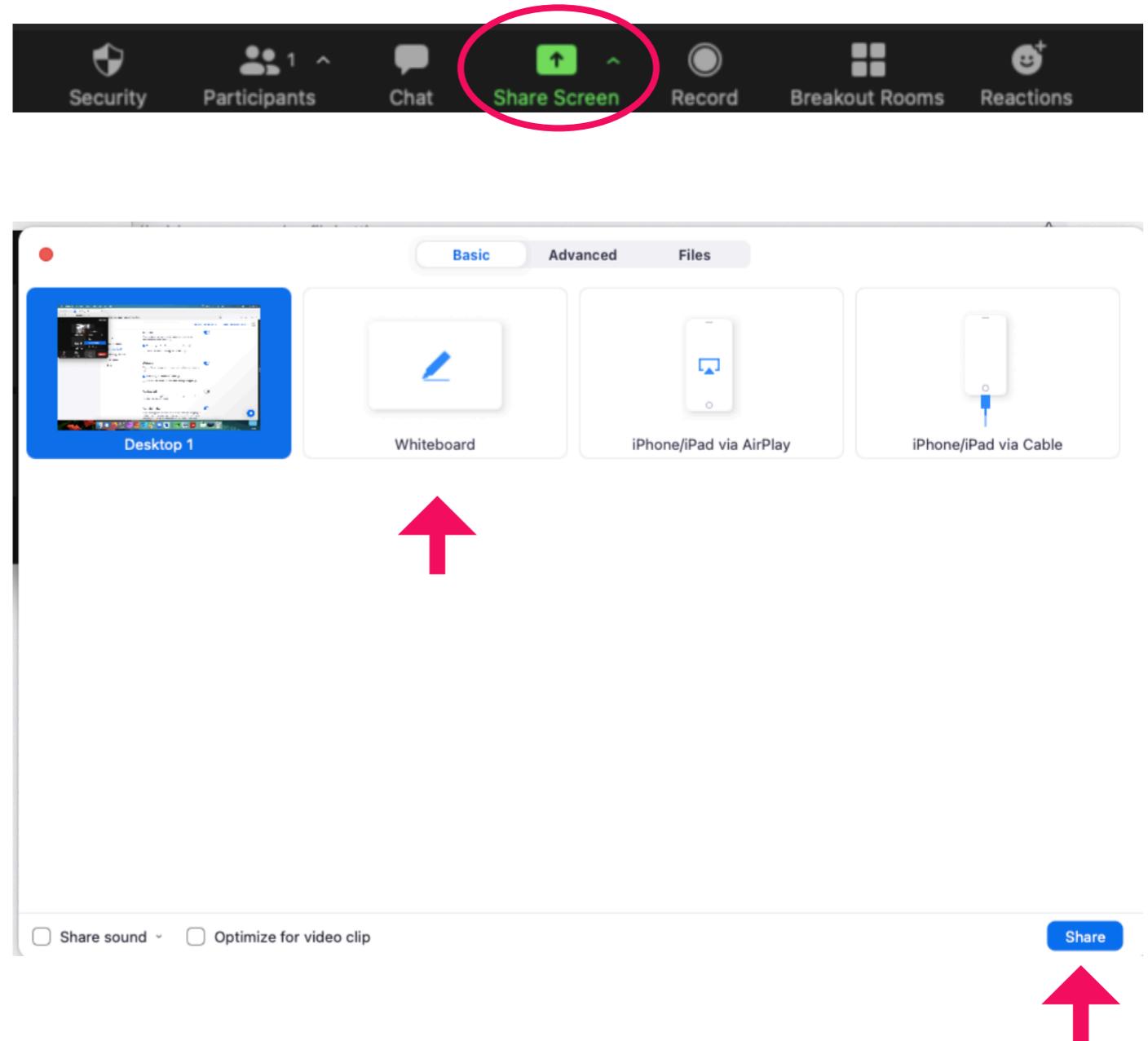
Cancel

2

Share Screen, select Whiteboard

During an ongoing meeting, click on the bottom list on **Share Screen**:

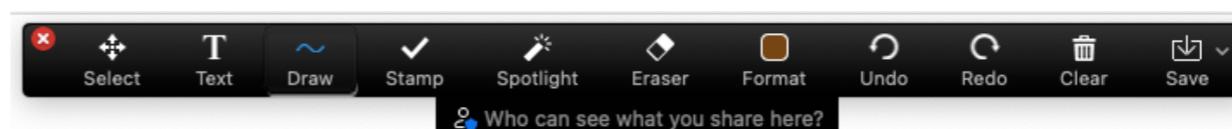
In the next window, select the option **Whiteboard** and click on **Share Screen**:



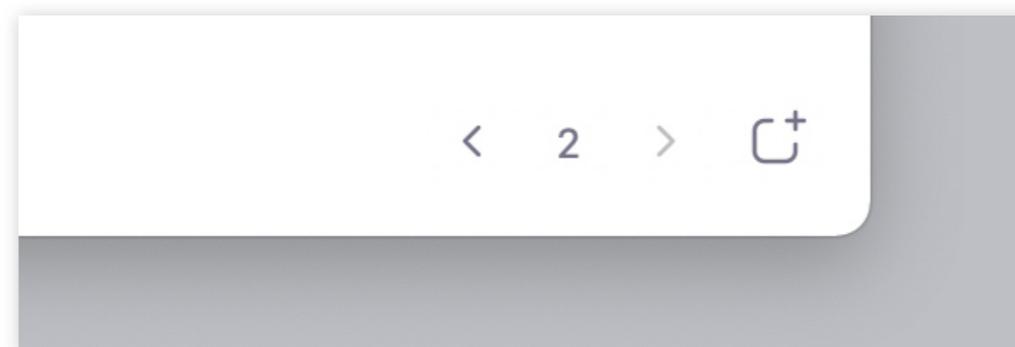
3

Tools and pages

In the above area of the Whiteboard, a tool bar appears:



On the right bottom at the plus symbol you can add additional pages. With the grey arrows you can navigate between the pages:



4

Select tool

With the tool **Select** you can “touch” elements on the screen and **move** them around. This tool is only offered to hosts. Participants don’t have access even when the toolbar is active for them.

You can also select several elements at the same time by dragging your mouse:



Use this tool to move, order, sort, or cluster elements. For example, this can be used during a brainstorming session or when creating a task.

The image shows the Zoom whiteboard interface. At the top, a toolbar contains icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. A red arrow points to the Select tool icon. Below the toolbar are two panels illustrating the tool's use. The top panel shows a whiteboard with three green rectangles and a diagram of river names (Donau, Inn, Salzach, Rhein, Mosel, Main, Havel, Oder, Elbe) connected by dotted lines. The bottom panel shows the same whiteboard after the elements have been reorganized and clustered using the Select tool. A red arrow on the right side indicates the transition from the top panel to the bottom panel.

4

Text tool

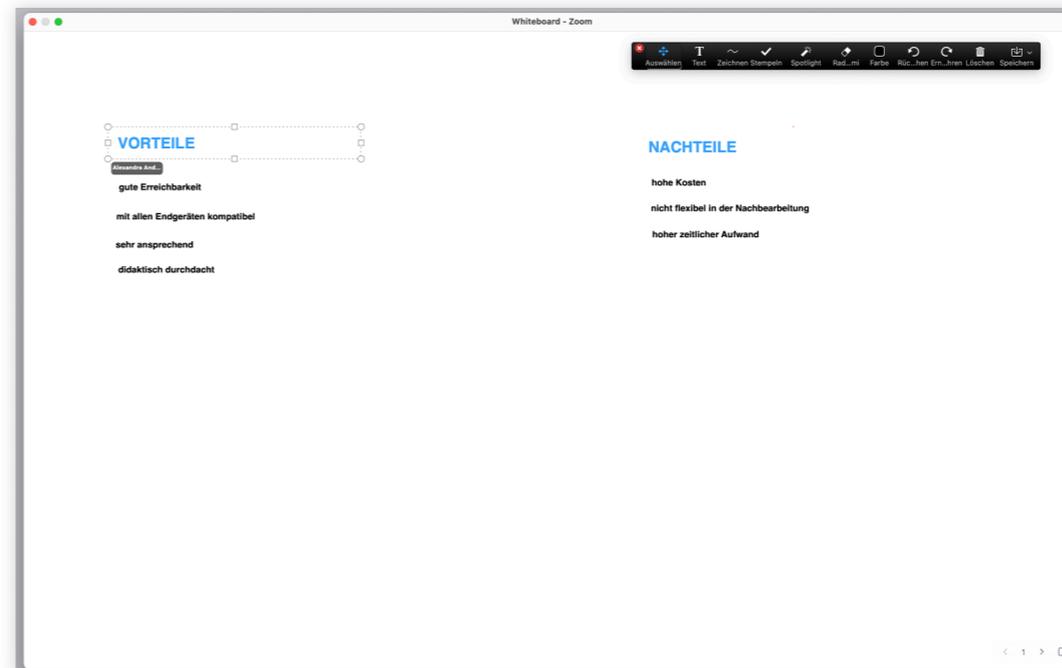
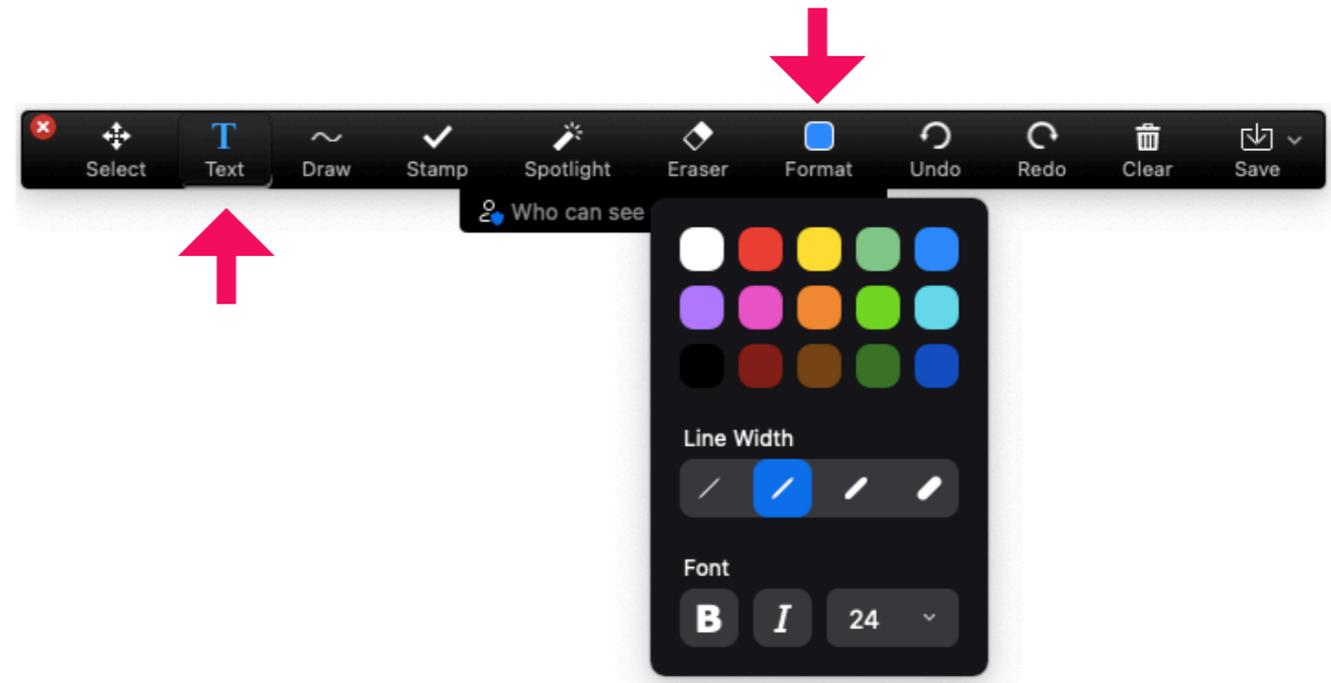
With a click on the **T** you activate the text tool.

The font size, font style, and font colour can be chosen in the area **Format**.

On the right, you see an example for using the text tool.

Attention: The text can only be changed as long as the area is active.

Once the text field has been left, no changes can be made any longer.



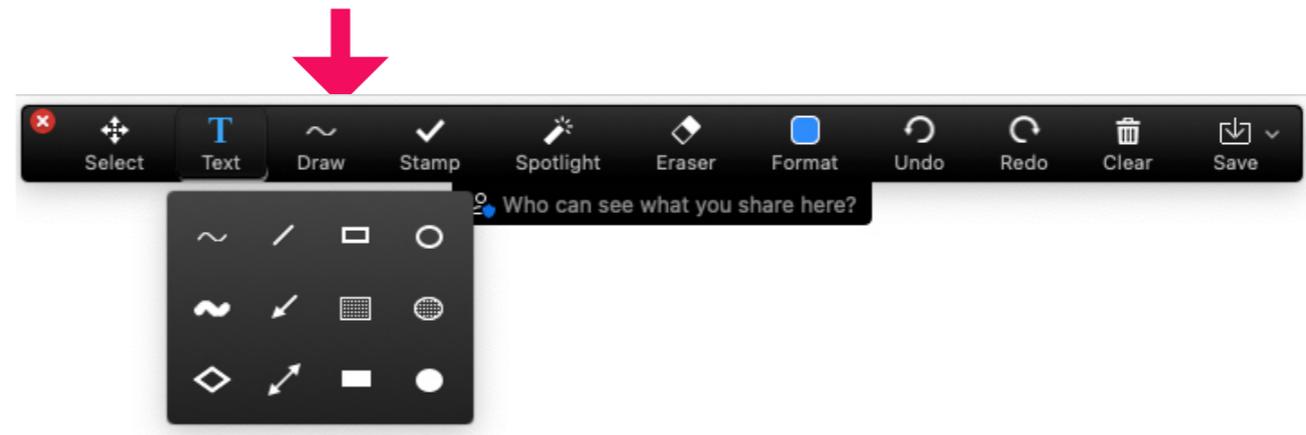
5

Draw tool

With the tool **Draw** you can draw lines, strokes, arrows, and shapes.

The line strength as well as the colour can be adjusted in the area **Draw**.

On the right side you see an example for using lines to connect specific areas with each other.

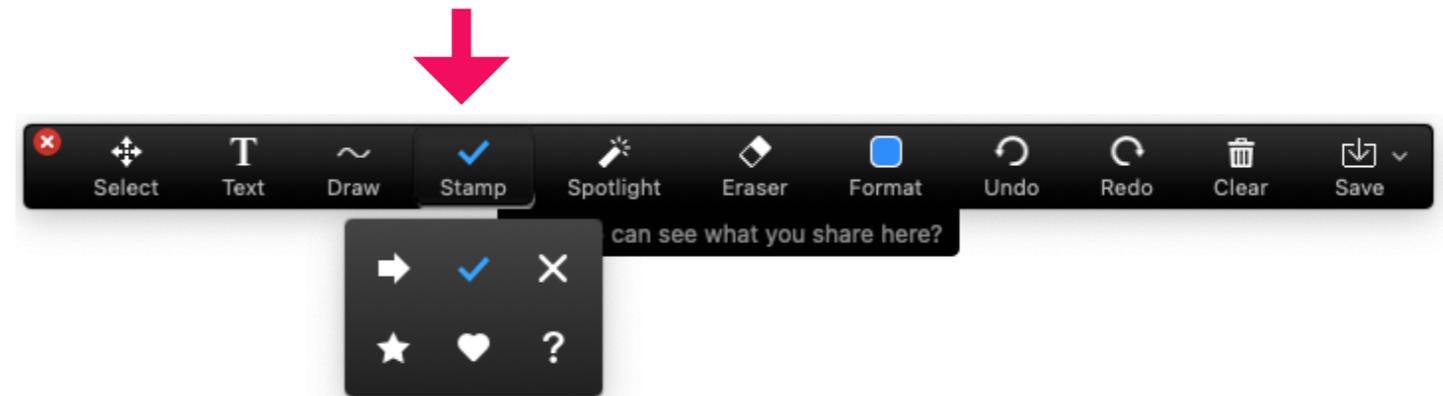


6

Stamp tool

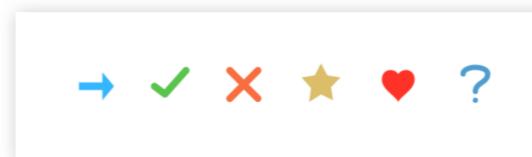
With the **Stamp** tool you or your students can put specific stamps on the Whiteboard. For example, you can use an arrow to draw attention to specific terms or areas. An example is on the right side:

The stamps have set colours which cannot be changed. An arrow is always blue, a check mark always green and so on.



VORTEILE

- gute Erreichbarkeit**
- mit allen Endgeräten kompatibel**
- sehr ansprechend**
- didaktisch durchdacht**



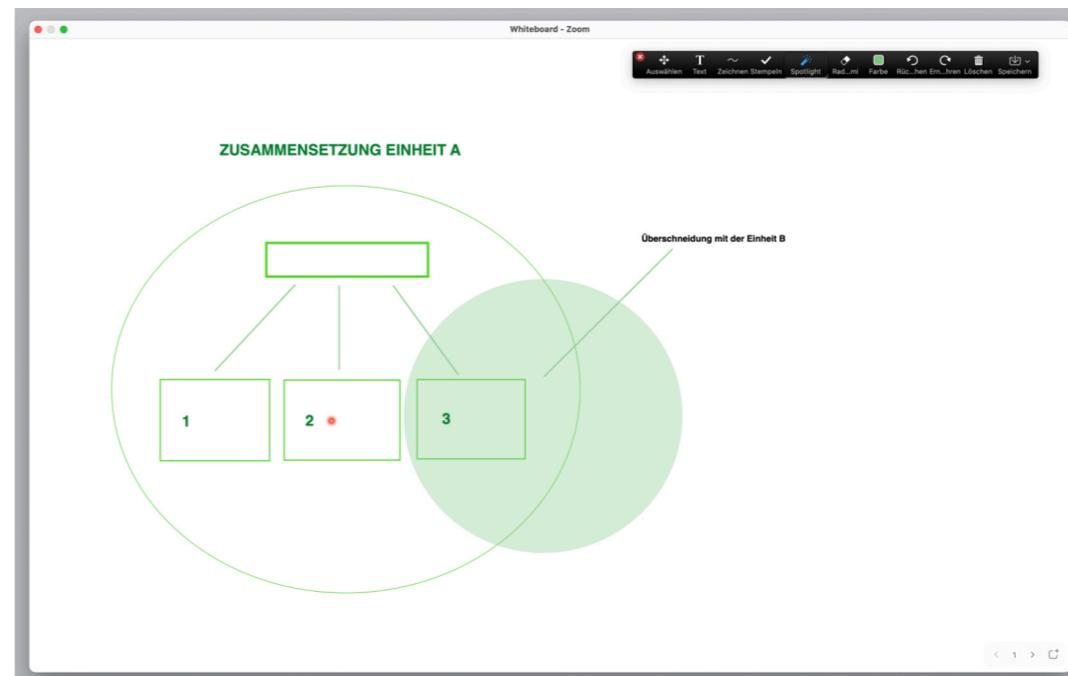
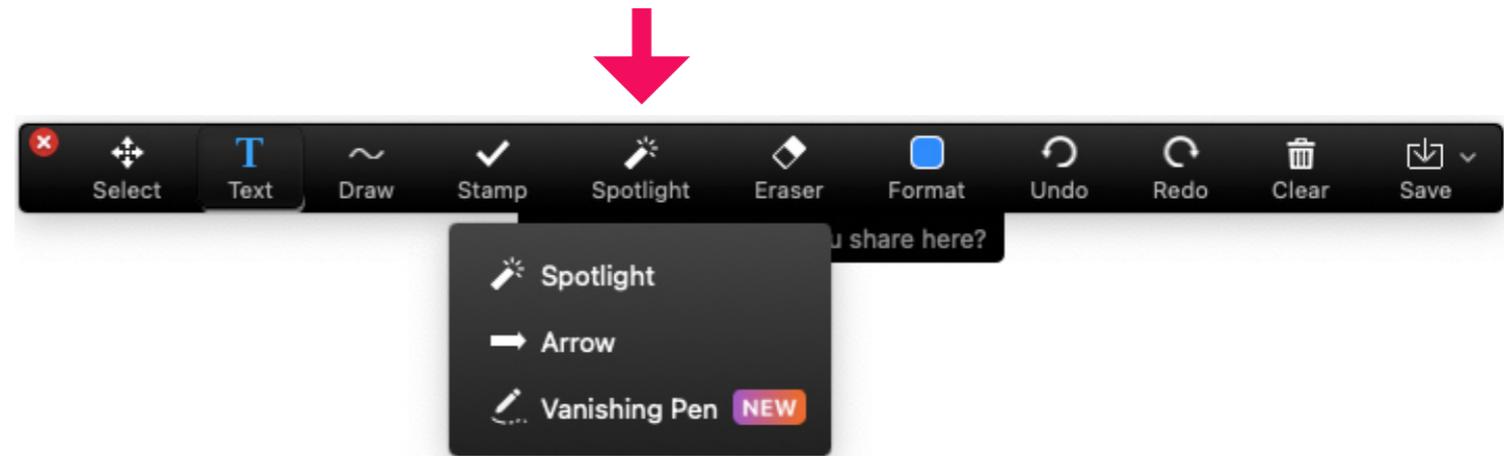
7

Spotlight tool

When you select the tool **Spotlight**, your cursor turns into a light pointer, an arrow or a vanishing pen:

That way you can use your cursor as a pointer with which you can point to specific areas on the Whiteboard or show something on your presentation.

On the illustration on the right you can see the spotlight:



8

Eraser, Clear, and Save

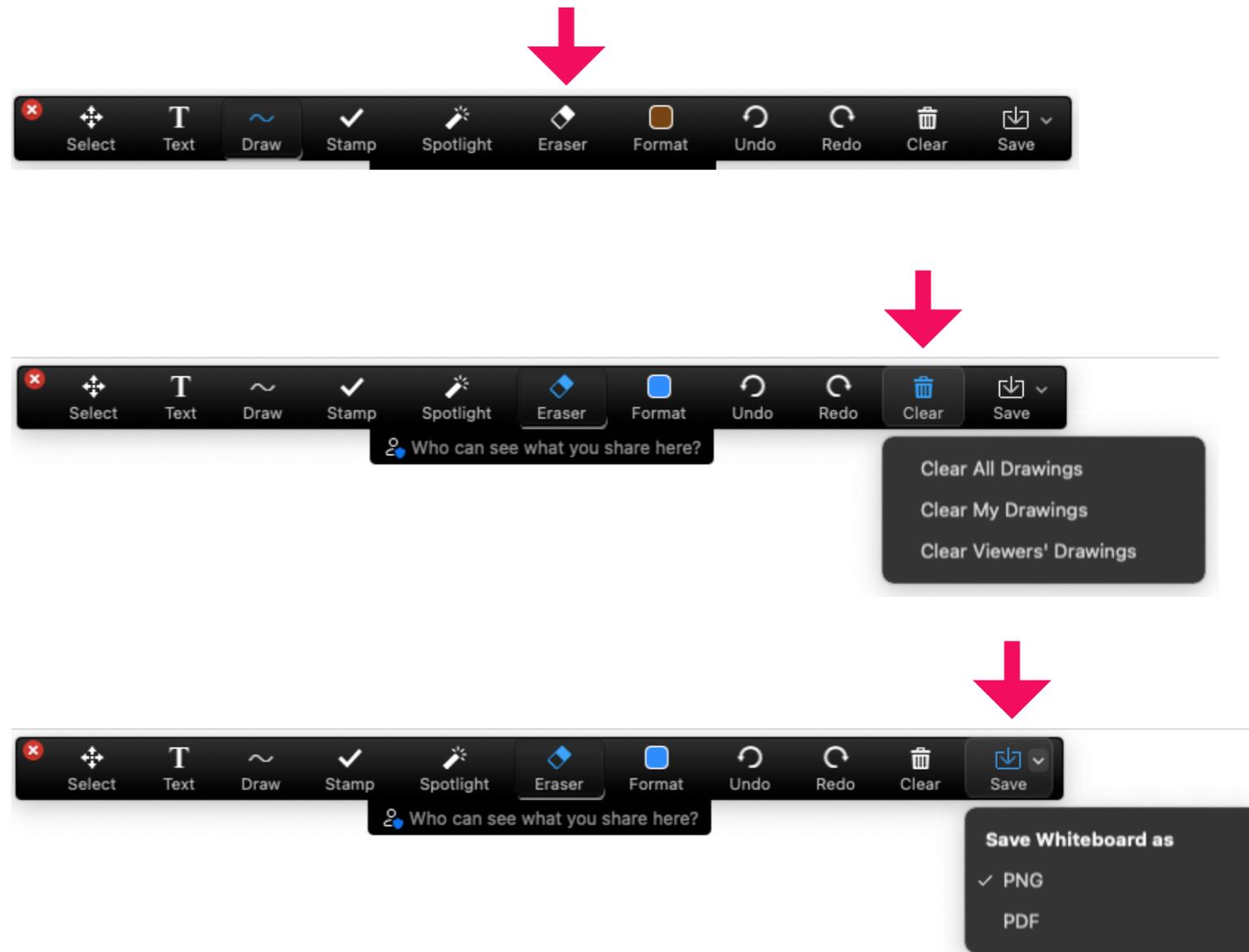
With the **Eraser** you can remove previously created objects such as texts, stamps, lines, and so on with a mere click.

With the **Clear** tool you can remove all drawings at once.

You as well as your students can **Save** the Whiteboard in PNG and PDF format.



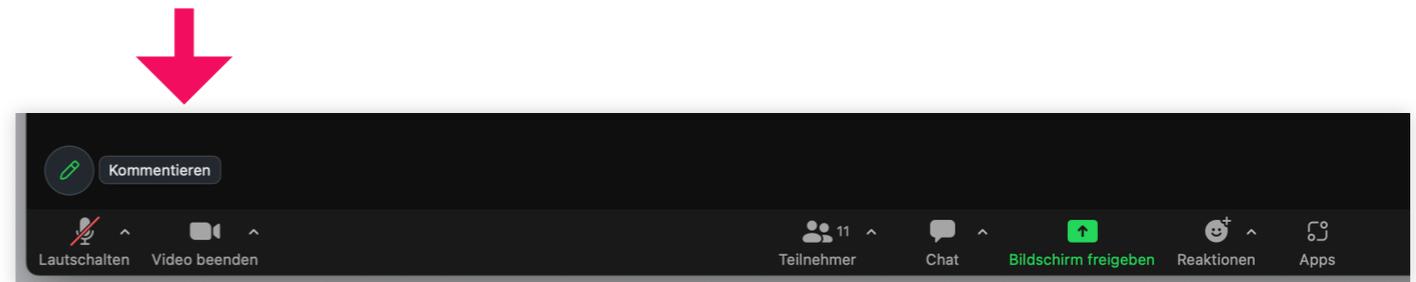
Test the saving beforehand to see where the files are automatically stored on your PC. For example, Mac computers automatically create a Zoom folder with a time stamp.



9

Annotate

For your students to also use the tool bar, you must click in **View Options** on **Annotate**. This will make the tool bar visible for your students and they can use all shown tools.



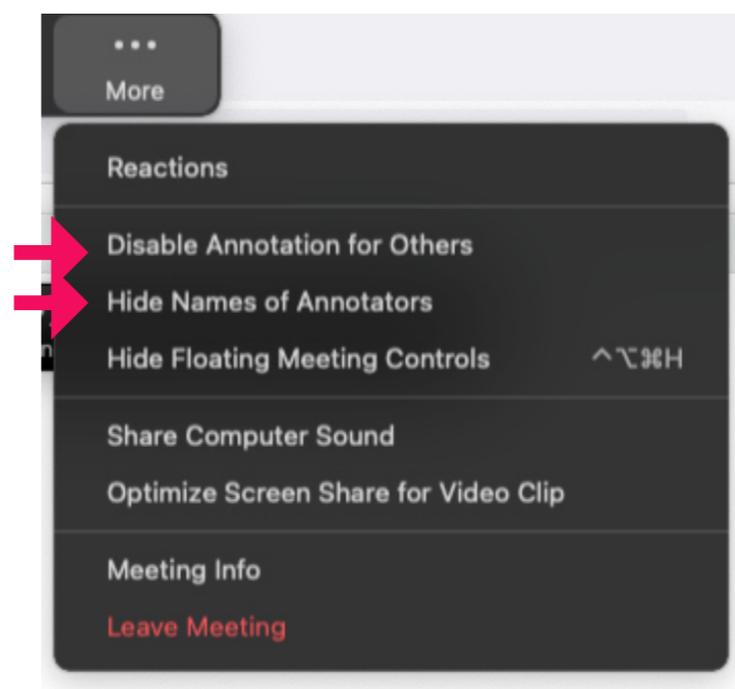
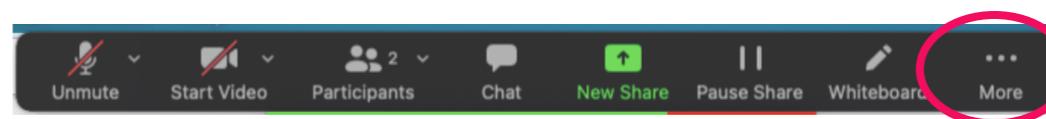
Use the stamp tools to incentivise your students: For example for different polls, for feedback, for questions or more.

Anonymous Annotating and disabling Annotations

Click on the above bar of the Zoom meeting (**not** the tool bar!) on **More**.

Here you can allow **anonymous annotating** if it is desirable for your teaching concept. The students can then continue to use the tools, but their names will not be displayed.

In addition, you find the setting to **disable** annotations altogether if participants should not have access to the Whiteboard tool bar.





Need more help?

If questions arise on using Zoom for teaching, you can always contact the BZH. The BZH offers workshops and advice on using Zoom for teaching purposes.

Further instructions on Zoom can be found on the eCampus' website:

If you require technical support on using Zoom, please contact the HRZ:

[**bzh-qualifizierung@uni-bonn.de**](mailto:bzh-qualifizierung@uni-bonn.de)

[**Further Instructions on Zoom**](#)

[**zoom@uni-bonn.de**](mailto:zoom@uni-bonn.de)