Use the whiteboard in your Kaltura Room

Content updated: 12/28/2023

This article is designated for moderators and hosts

About

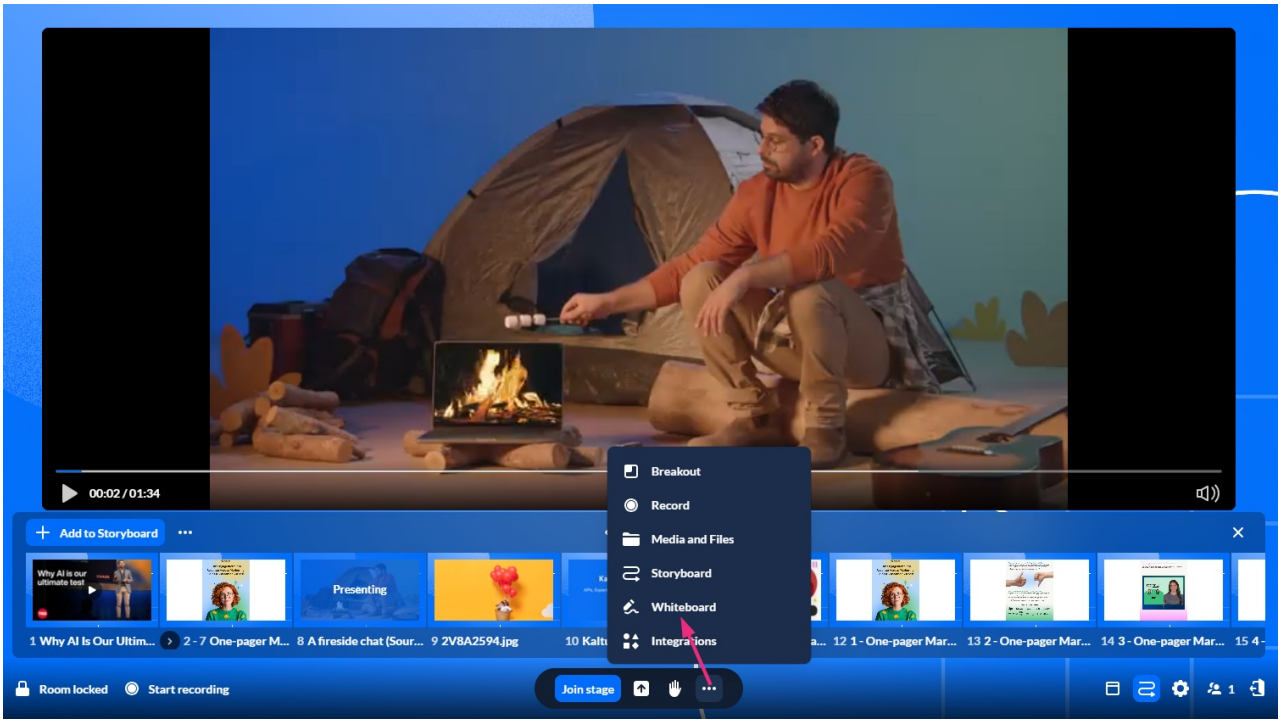
The whiteboard allows moderators to draw, write, and collaborate visually during a Kaltura Room session. It can be used for brainstorming, explaining concepts, or annotating ideas in real time.

Only one whiteboard can be active at a time.

On mobile, the whiteboard is view only. You can see what others draw, but drawing and annotating aren't available.

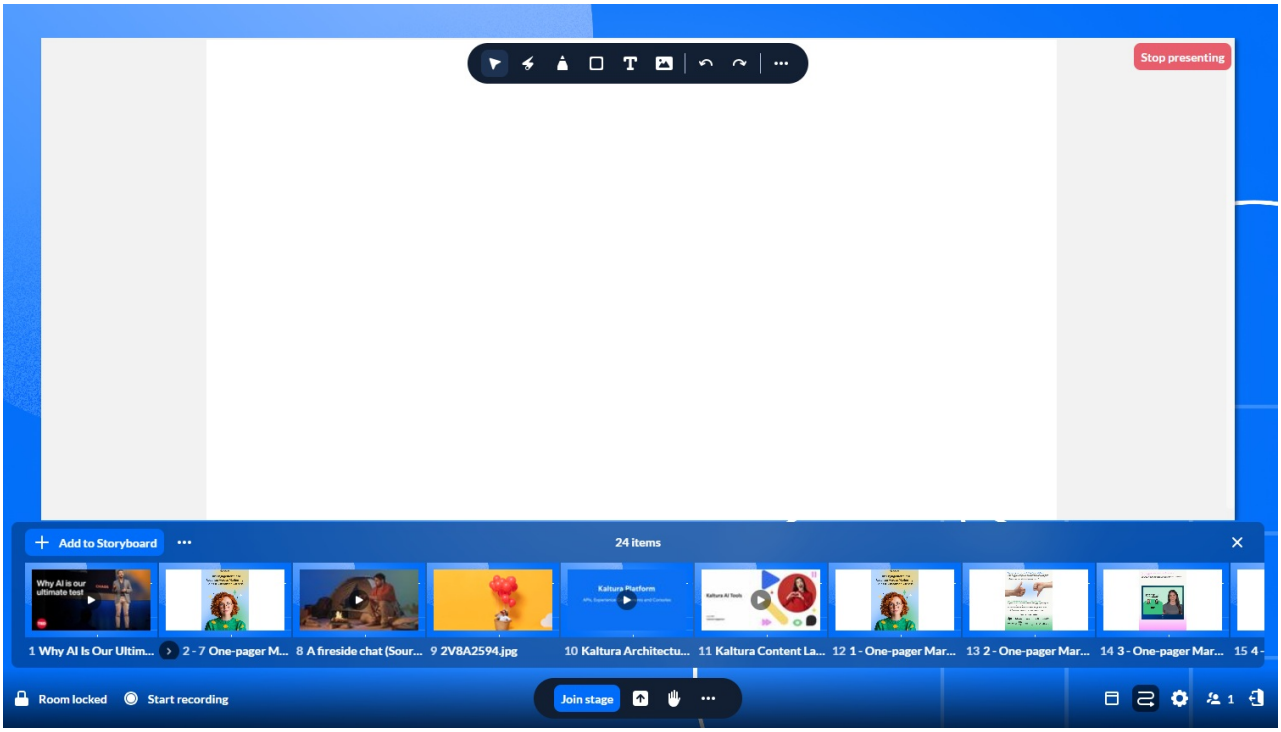
Open the whiteboard

1. Click the **three dots** on the bottom toolbar and select **Whiteboard** from the menu.

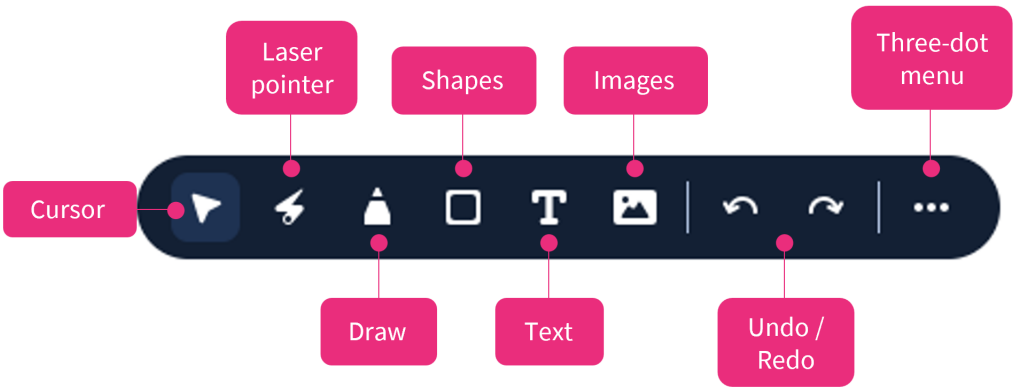


The whiteboard displays.

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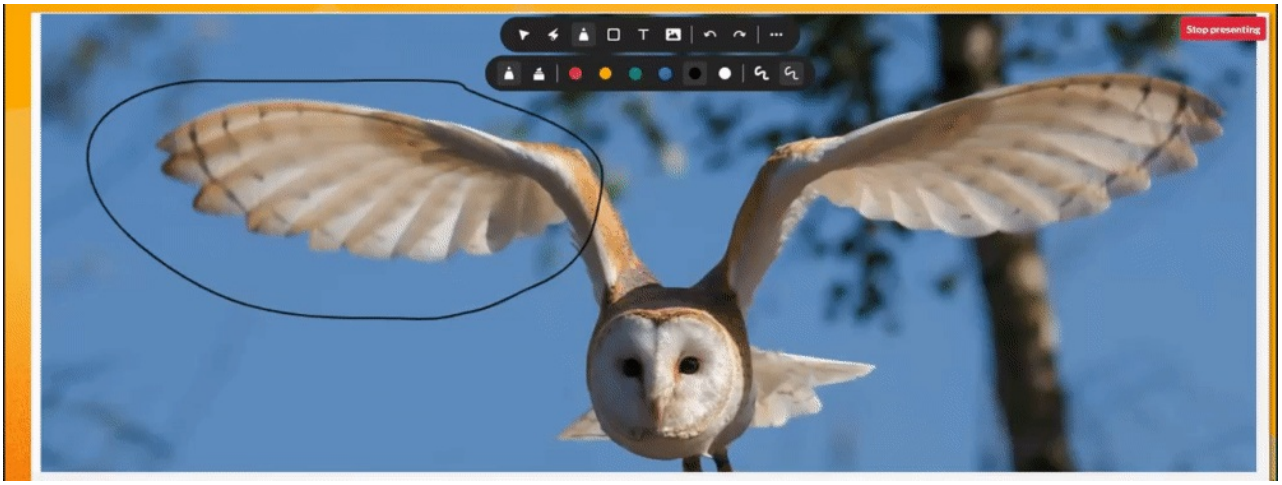
Use the whiteboard tools



Cursor

Use the **cursor tool** to select existing objects and move, resize, or edit them.

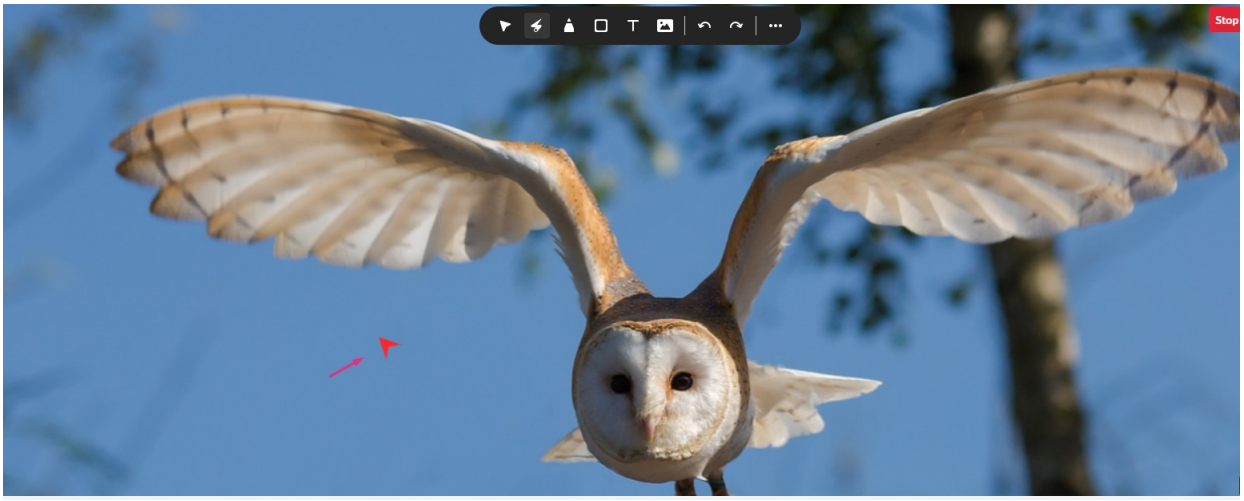
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Laser pointer

The **laser pointer** highlights your cursor movement so participants can easily follow along.

Each participant has their own laser pointer labeled with their name.



Drawing tools

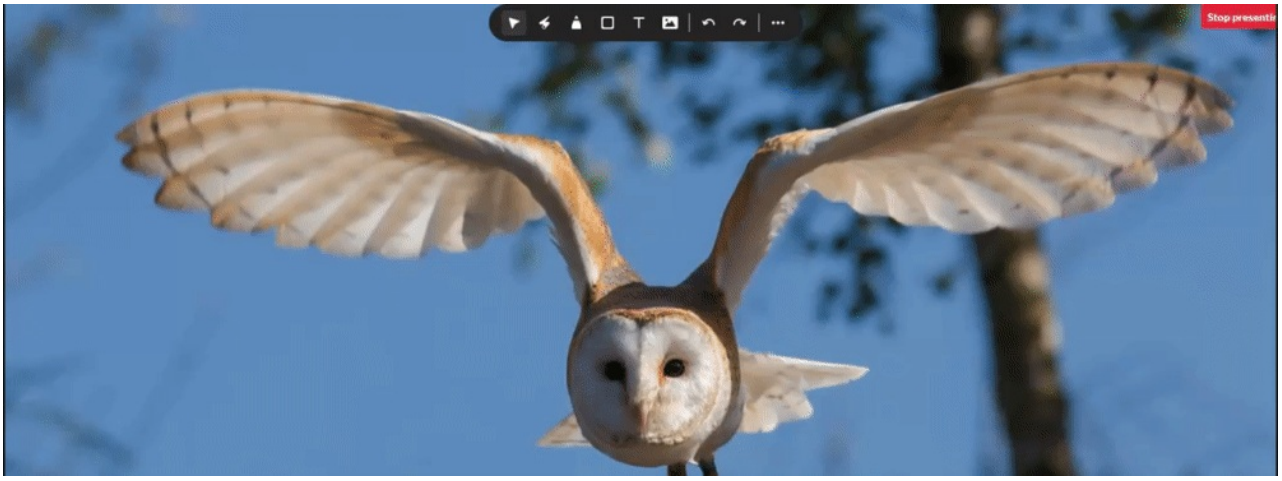
Pencil

1. Click the **drawing tool** to open the dropdown.
2. Select the **pencil** icon.



3. Choose a **color** and **thickness**.
4. Click and drag to draw.

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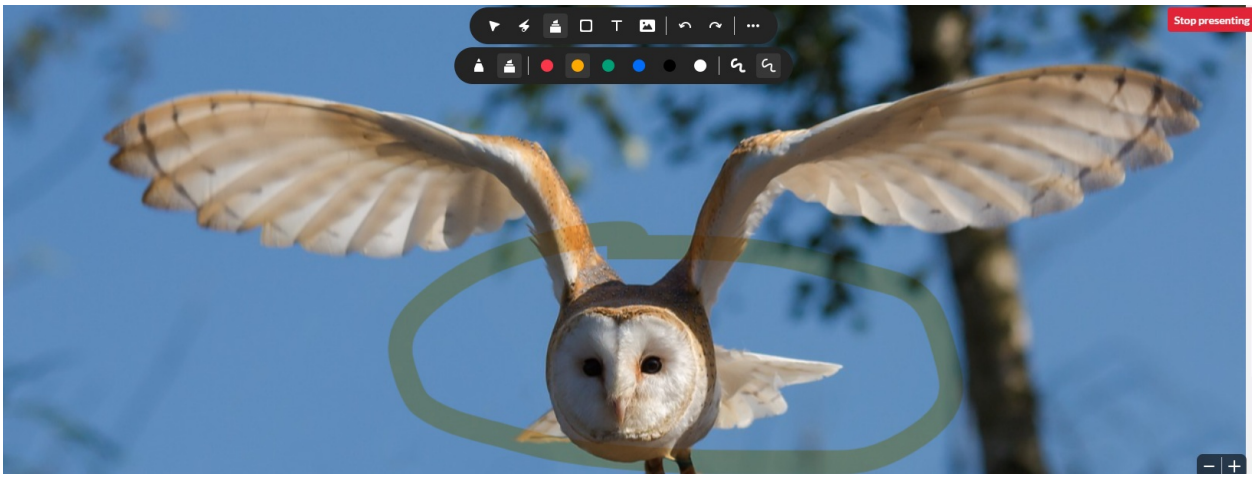


Highlighter

1. Click the **drawing tool** to open the dropdown.
2. Select the **highlighter** icon.



3. Click and drag to highlight areas on the whiteboard.

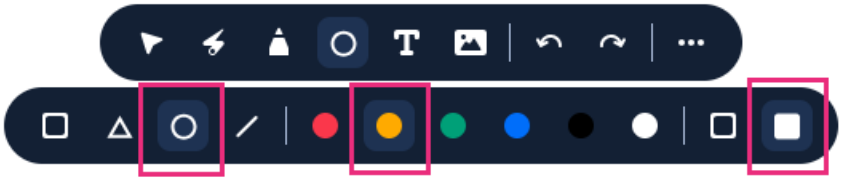


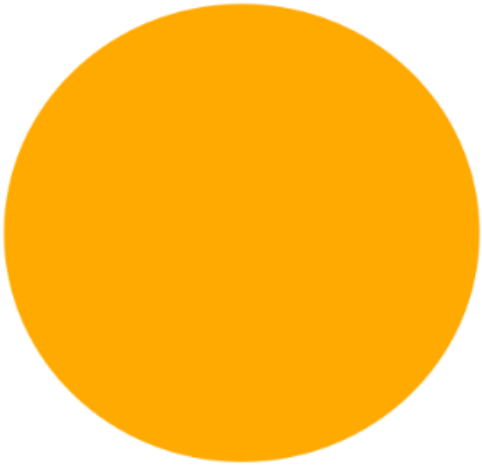
Shapes

1. Click the **shapes tool**.
2. Select a shape (square, triangle, circle, or line).

   To draw a solid shape, click the **Fill** box.
3. Click and drag to draw the shape.

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Text

1. Click the **text tool**.
2. Click anywhere on the whiteboard and type your text.
3. Click outside the text box to place it.



To edit text, **double-click** the text object.

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Add clickable links

1. Select the **text tool**.
2. Click anywhere on the whiteboard and enter a link.



A *Go to link* hyperlink appears that participants can click.



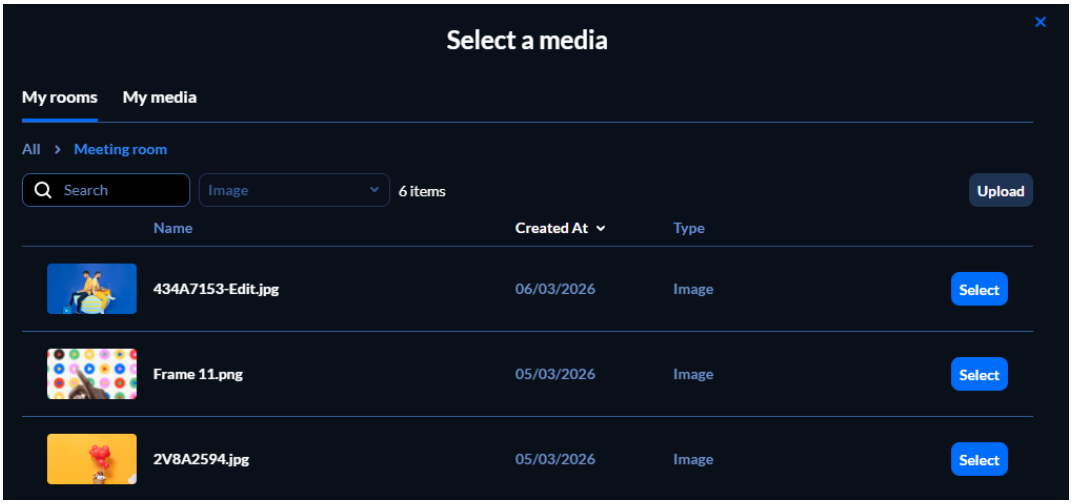
Images

Add an existing image

1. Click the **image** icon.

   The 'Select a media' window opens.

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2. Locate the image and click **Select**.

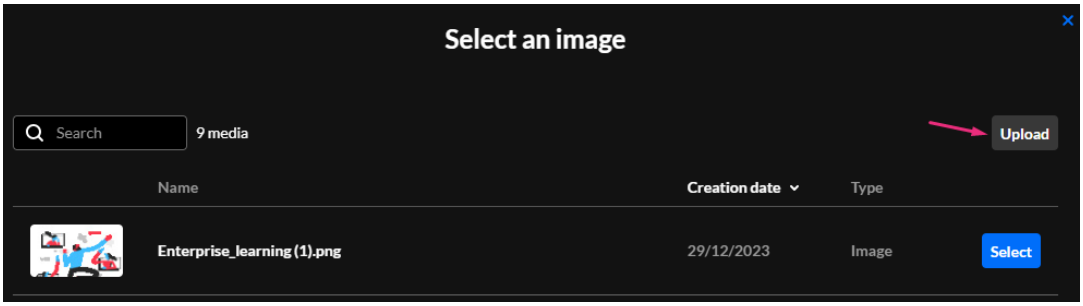
   The image displays immediately on the whiteboard.

Upload a new image

1. Click the **image** icon.

   The 'Select a media' window opens.

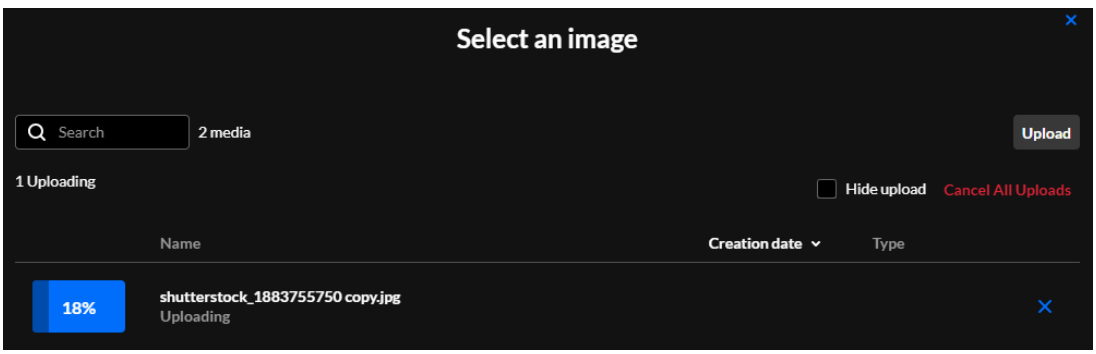
2. Click **Upload** at the top right.



3. Select an image from your computer.

   The image uploads.

   During this process, you can click **Hide upload** to hide all the uploads that are processing, or **Cancel All Uploads** to cancel the process.



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Undo / redo

Click the **undo** / **redo** arrows to undo or redo previous actions.

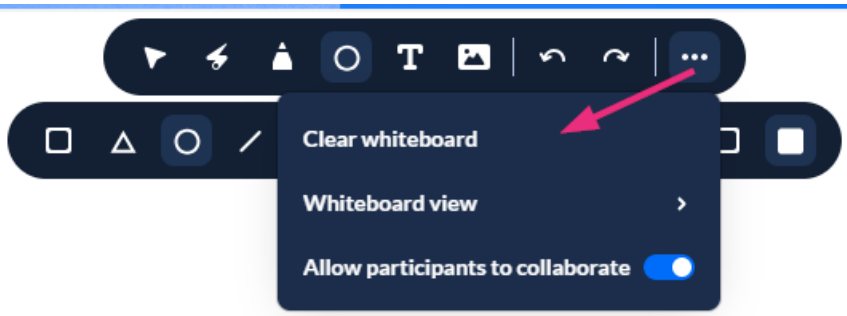
Undo and redo apply to the current session only. You cannot undo or redo marks from previous sessions.

Whiteboard display options

Clear whiteboard

Clearing the whiteboard is only an option for moderators.

1. Click the **three-dot menu** at the end of the toolbar.
2. Select **Clear whiteboard.**
   The whiteboard clears immediately.

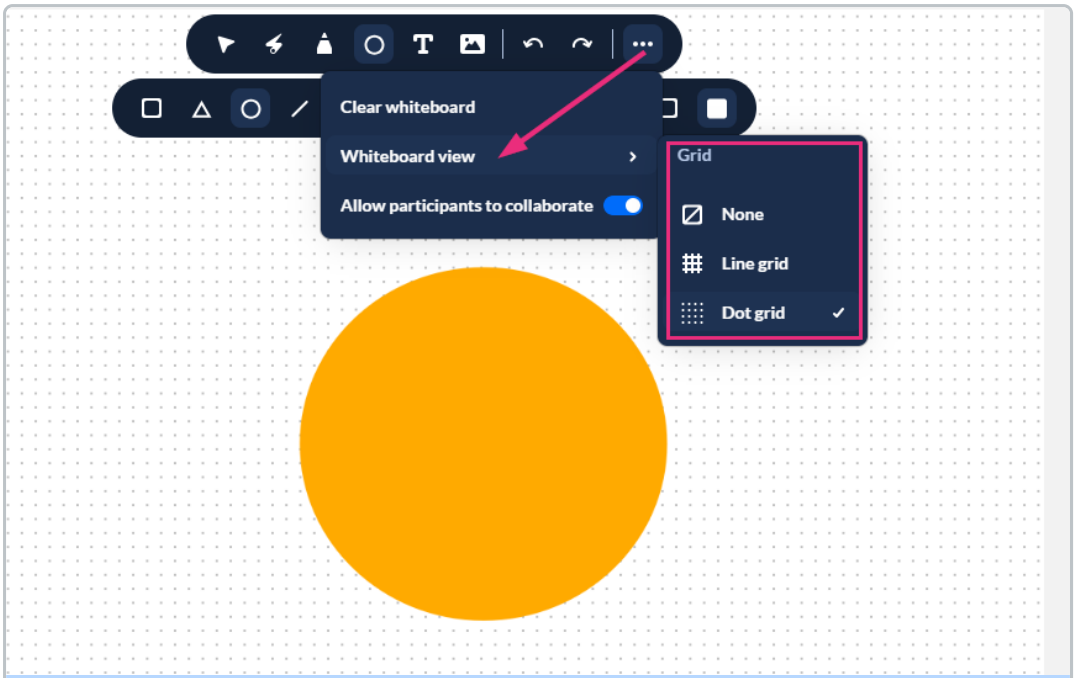


Change the background grid

Two backgrounds can be applied to the whiteboard: **Line grid** and **Dot grid**.

1. Click the **three-dot menu** at the end of the toolbar.
2. Select Whiteboard view.
3. From the menu that extends, select **Line grid** or **Dot grid**.
   The whiteboard updates immediately.

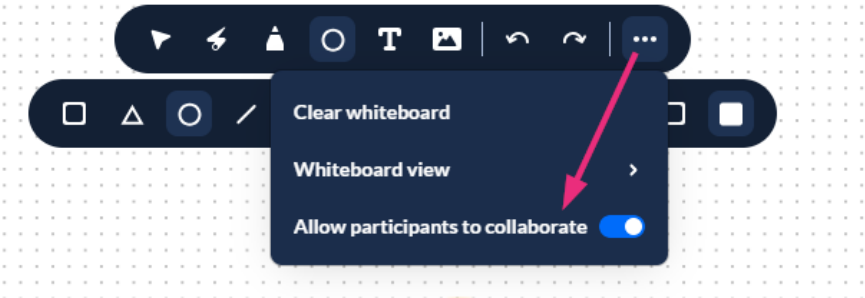
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Whiteboard with dot grid

Enable participant collaboration

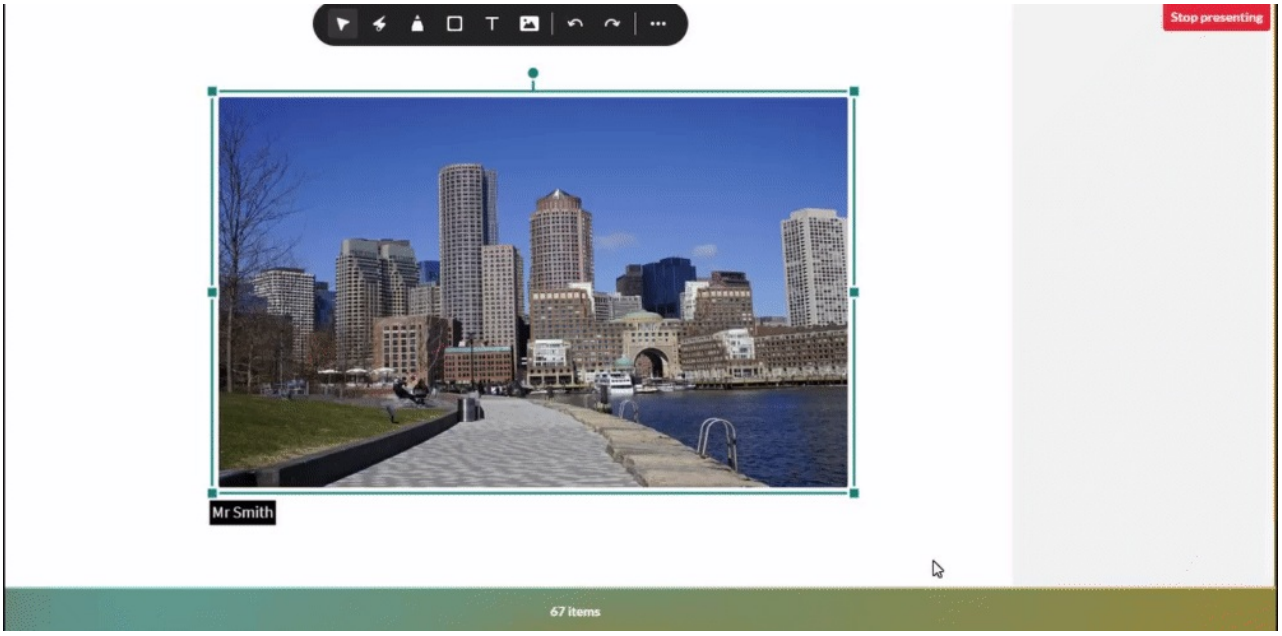
1. Click the **three-dot menu** at the end of the toolbar.
2. Toggle on **Allow participants to collaborate**.



Zoom

Use the **+** / **-** controls at the bottom right of the screen to zoom in or out.

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Delete

Moderators can delete any marks drawn on the whiteboard.

1. Select the **Cursor** tool.
2. Select the object you want to delete.
3. Hit the **Delete** key on your keyboard.

Stop presenting the whiteboard

To close the whiteboard, click **Stop presenting** in the top right of the stage.

The whiteboard content remains saved in the room until it is manually cleared.

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