

Whiteboard

Last Modified on 09/27/2024 3:07 pm IDT

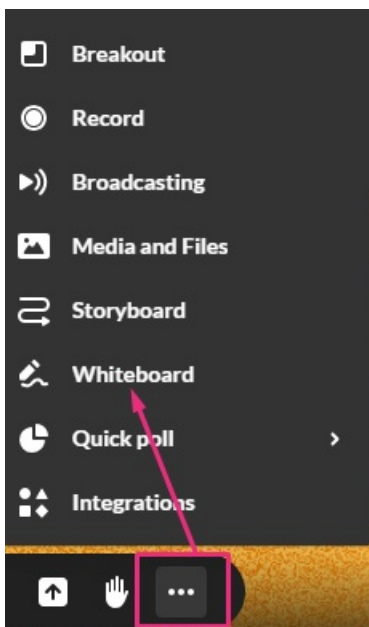
 This article is designated for moderators and hosts

About

Kaltura's whiteboard is perfect for meetings, brainstorming, lessons and more. Designed for easy collaboration, it promotes engagement through visuals and active participation, providing a user-friendly experience. Whether you're hosting a meeting or brainstorming, the whiteboard is an excellent addition to your toolkit.

Display the whiteboard

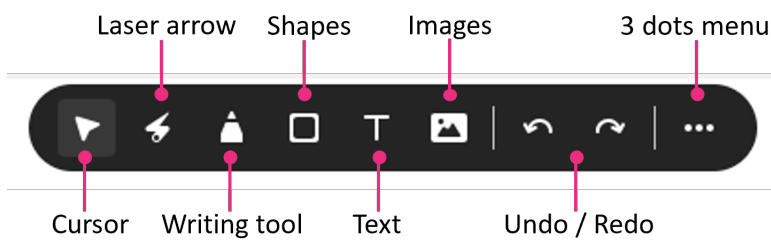
1. Click the **three dots menu** on the bottom toolbar.
2. Click **Breakout**.



The whiteboard displays.

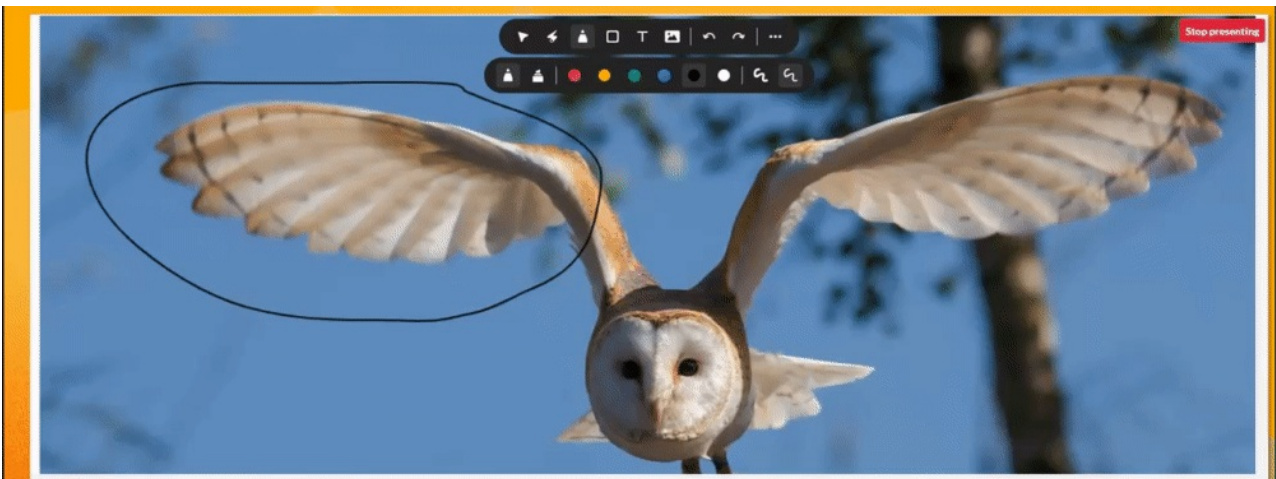


Whiteboard tools



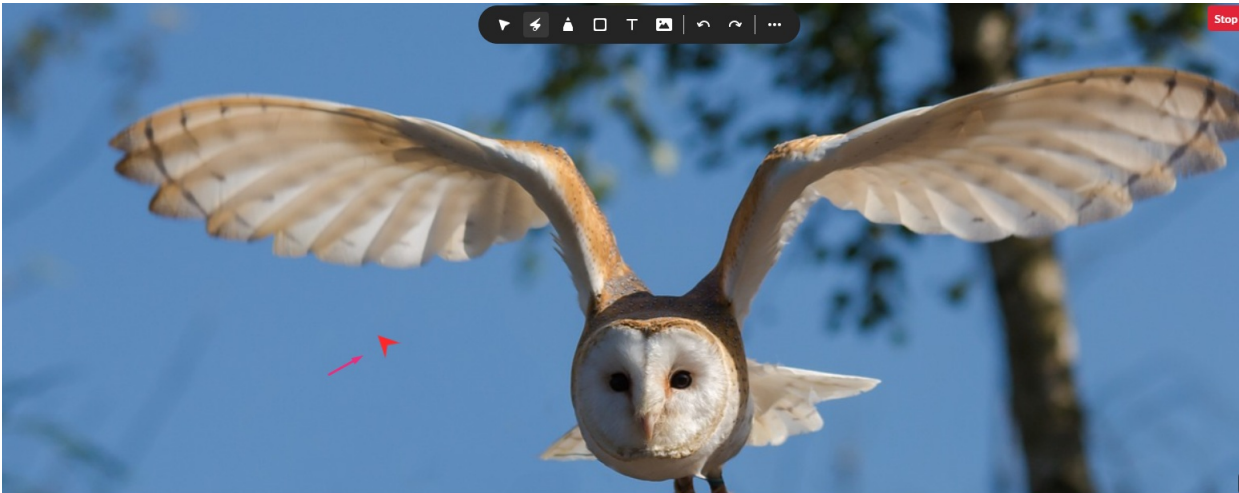
Cursor

Use the cursor tool to select drawn objects then move them, resize them, or edit them.



Laser arrow

Use the laser arrow to enable your participants to track your cursor as it moves along the whiteboard. Each participant has their own laser pointer identified by their first name to help you identify who is using the laser pointer.



Writing tool

Pencil

1. Click the writing tool icon to reveal a drop down.
2. Select the **Pencil** icon.
- 3.

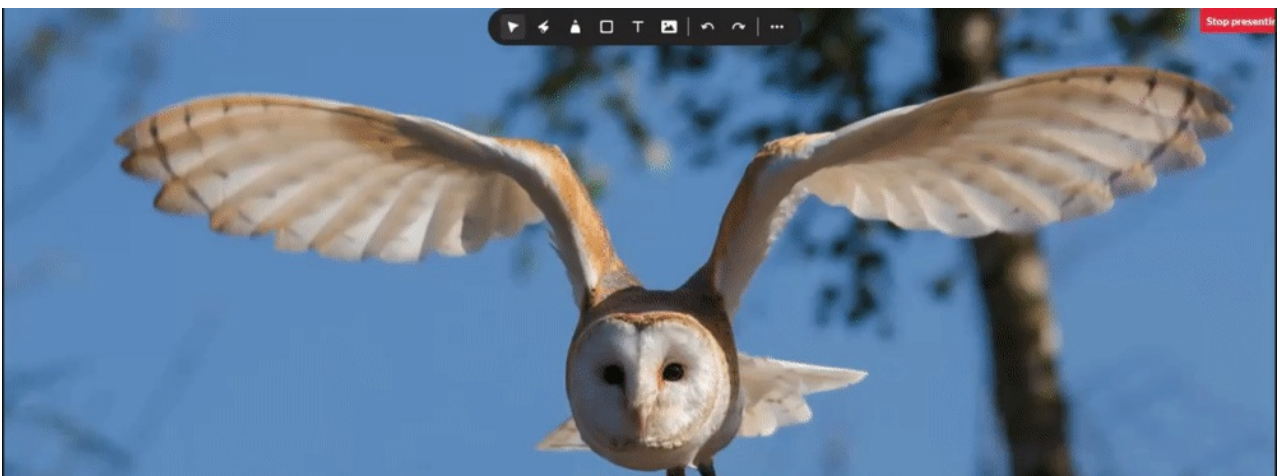


4. Select a color.
5. Select a thickness.



↑ ↑
Thick Thin

6. Click and drag your cursor to draw.



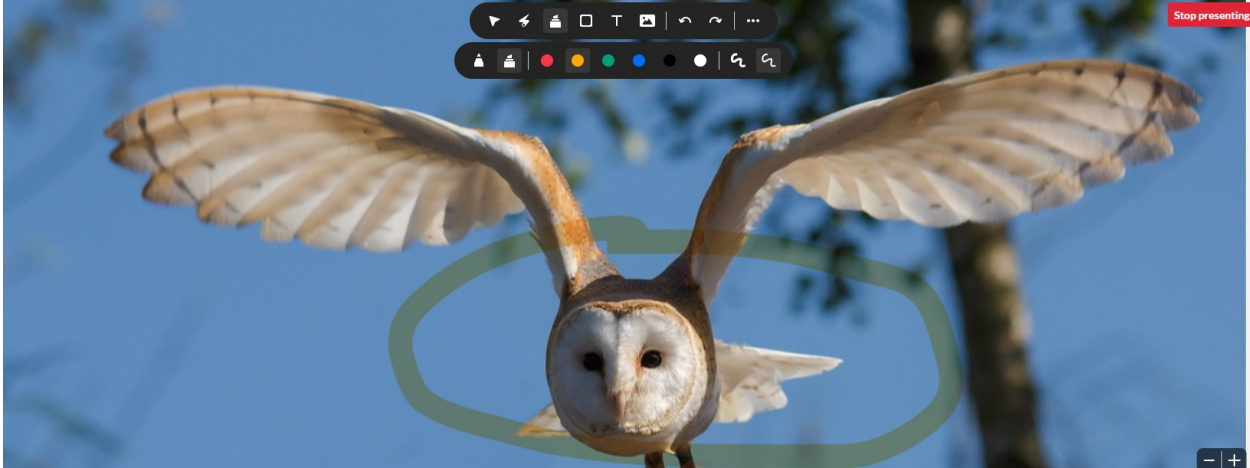
Highlight

1. Click the Pencil icon to reveal a drop down.

2. Select the **highlighter** icon.

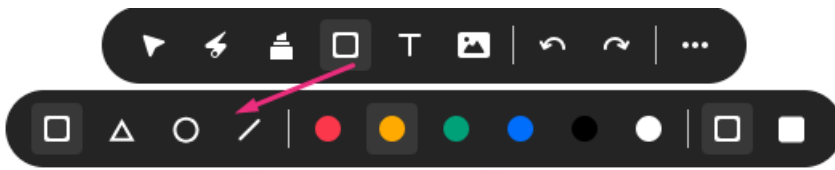


3. Click & drag your cursor to highlight what you want on the whiteboard.



Shapes

1. Click the shapes icon.
2. Choose the shape you want from the menu: square, triangle, circle and line.



To draw a solid shape, click the **Fill** box.



↑ Outline ↑ Fill

3. Click and drag your cursor to draw the shape.

Change Color

You can select a color and apply it to the marks you draw.

1. Select the writing or drawing tool.
2. Click the color you want to apply.



Text

1. Select the **text** tool.
2. Click the whiteboard in the place you want your text to be.
3. Type your text.
4. Click outside of the text box to post it.



Edit text by double clicking text you posted on the whiteboard.



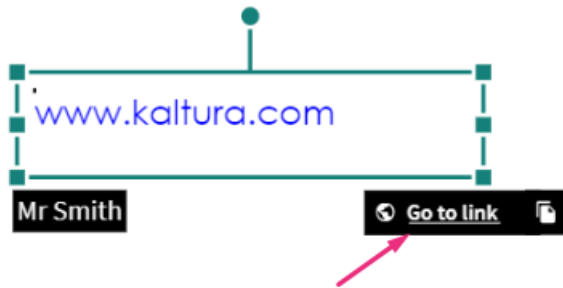
Create clickable links

1. Select the **text** tool
2. Type in a web address OR copy/paste in a link.



A hyperlink displays: **Go to link**.

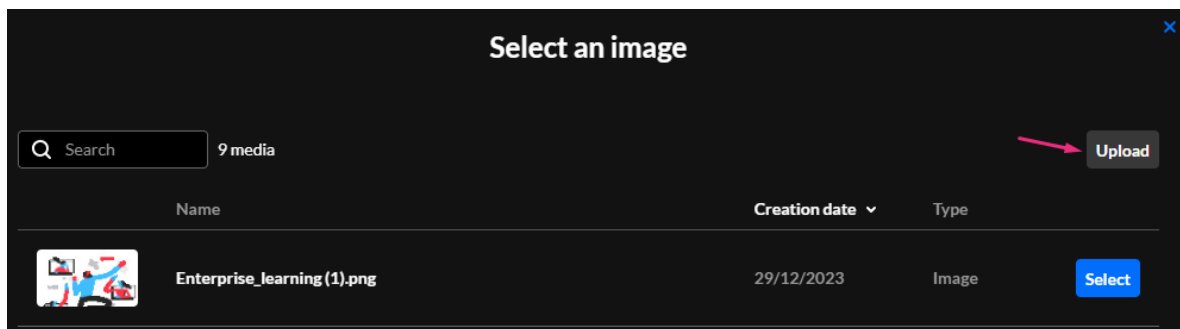
Participants will be able to click on the link and be taken to that webpage.



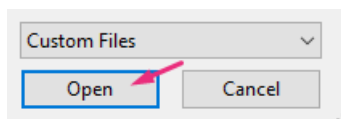
Images

Upload images to the image library

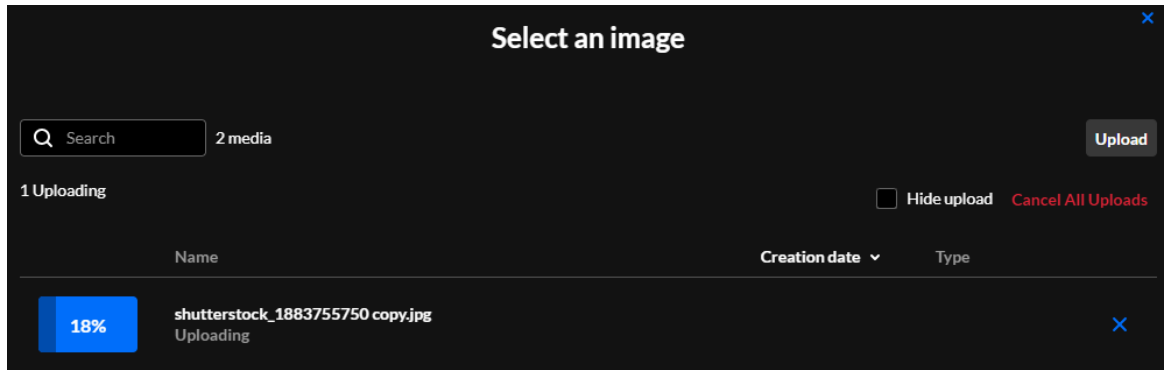
1. Click the **image** icon.
2. Click **Upload**.



3. Search your desktop for a new image and click **Open**.

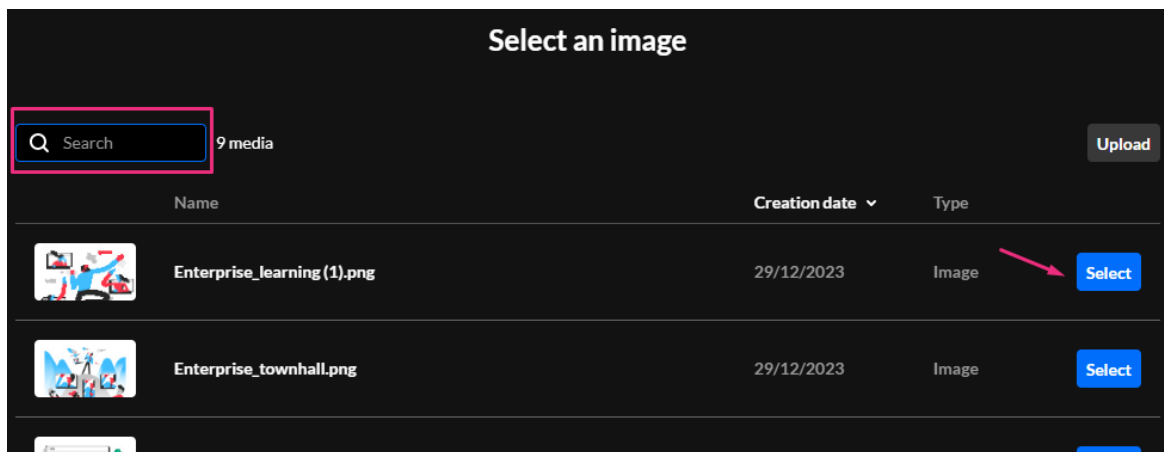


The image uploads. During this process, you can click **Hide upload** to hide all the uploads that are processing, or **Cancel All Uploads** to cancel the process.




Add a previously loaded image image to your whiteboard

1. Click **Select** next to the desire entry. If you have many entries, you can use the **Search** function to locate it.
2. The image displays immediately on the whiteboard



Undo / redo

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

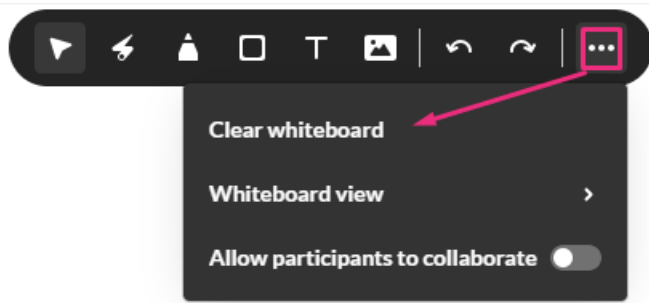
 Undo and Redo apply to the current session only. You cannot undo or redo marks from previous sessions.

Clear whiteboard

Clearing the whiteboard is only an option for Instructors / moderators.

1. Click the 3 dots menu at the end of the toolbar.
2. Select **Clear whiteboard.**

The whiteboard clears immediately.

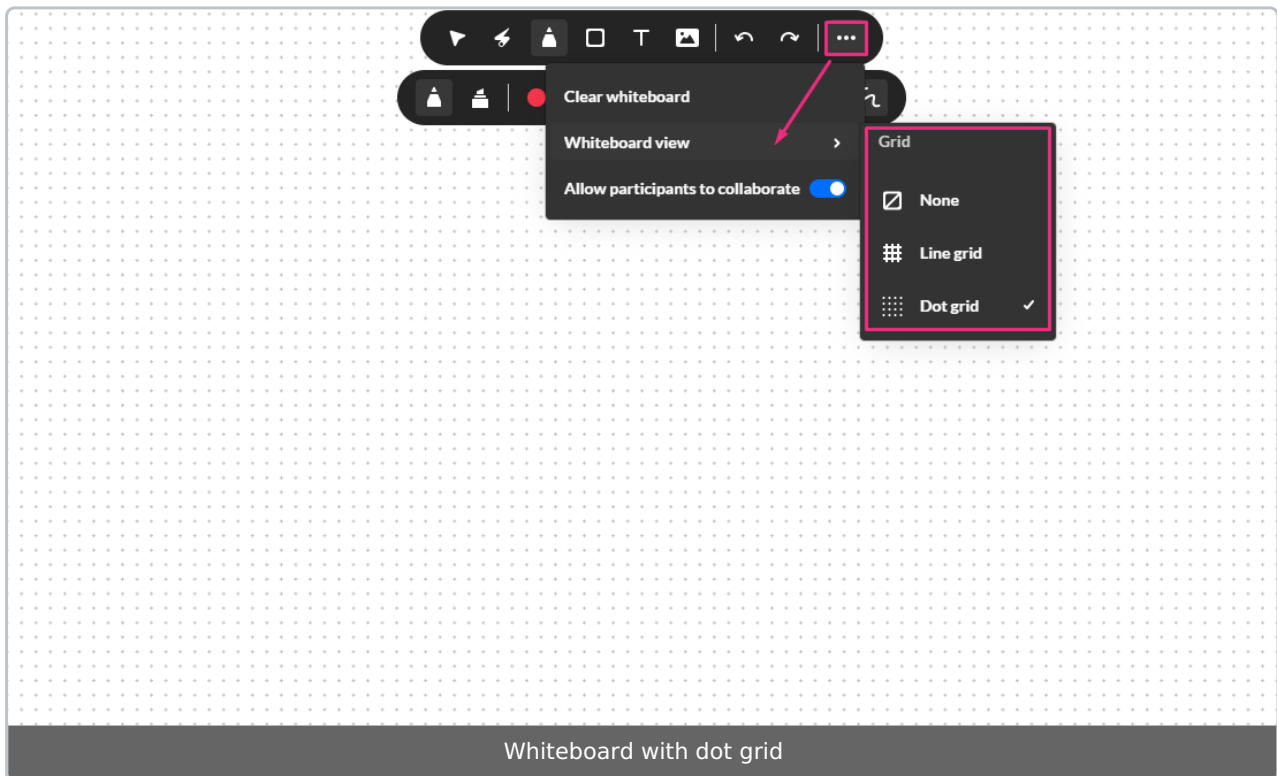


Whiteboard view

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

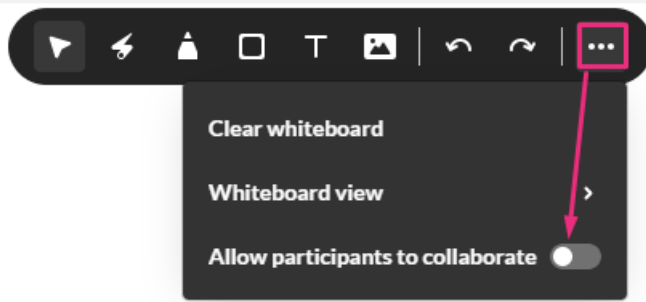
1. Click the **three dots menu** at the end of the toolbar.
2. Select **Line grid** or **Dot grid**.

The whiteboard updates immediately.



Collaborate

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



Zoom in / out

The zoom in / out control is at the bottom right of the screen. Click **+** to zoom in and **-** to zoom out.



Delete

Instructors / 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.

Dismiss the whiteboard

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



Dismissing the whiteboard does not clear it. The whiteboard annotations are saved in the room until

