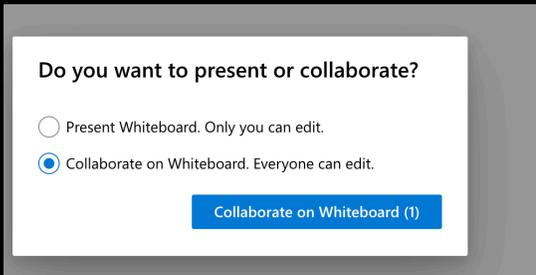


Collaborative Whiteboard in Teams

We suggest for all teachers to join Team's meetings from both your laptop and your iPad. Join from your laptop first and then go to share your screen. You should see whiteboard as an option. Click to share Whiteboard and you should get the message below:



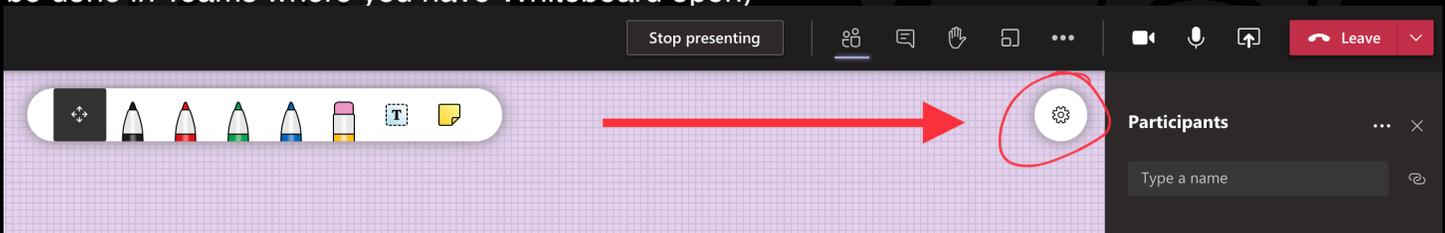
If you are only wanting to model how to do something, choose "Present". If you want everyone to be able to write, choose "Collaborate". This can be changed on the fly during the meeting as well!

The students should be able to see that you are sharing the whiteboard with them on their iPad, but for the best experience they will want to join the whiteboard from the app that is already installed. (They need to be signed in to the Whiteboard app with their Office 365 credentials)

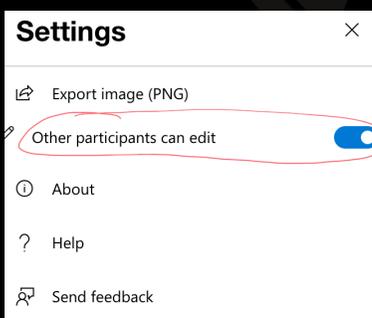
As a teacher, you will also want to join the whiteboard on your iPad. This will give you greater control over what you are writing/drawing. It also gives you the ability to draw shapes, lines, and change backgrounds. I suggest joining the whiteboard session by going directly to the Whiteboard app on your teacher iPad. It is most likely called "Whiteboard Meeting" and should have a time that it was last edited near your current time.

In order to change the whiteboard from collaboration mode back to present mode:

In the top right-hand corner of the screen of the whiteboard, click on the options menu: (This needs to be done in Teams where you have Whiteboard open)



From this options menu you can turn the whiteboard to present mode to disable student participation. The menu looks like this:



Before you end the meeting you will want to make sure you turn off the ability to collaborate on the whiteboard so that kids can't write things to each other without your supervision in that whiteboard after the meeting has ended. (They can create other whiteboards on their own).