# Draw On Your Kaltura Digital Whiteboard

This article describes how to collaborate with your participants in real time on the Kaltura Live Room Digital Whiteboard.

The Kaltura Live Room Digital Whiteboard is a perfect tool for collaboration, brainstorming, and language learning.

Display Your Digital Whiteboard

1. Click **Tools.**
2. Select **Whiteboard.**

Instructors/Moderators can add additional boards as needed by simply clicking **+Add Board** in the thumbnail tray to add a new board to the whiteboard.
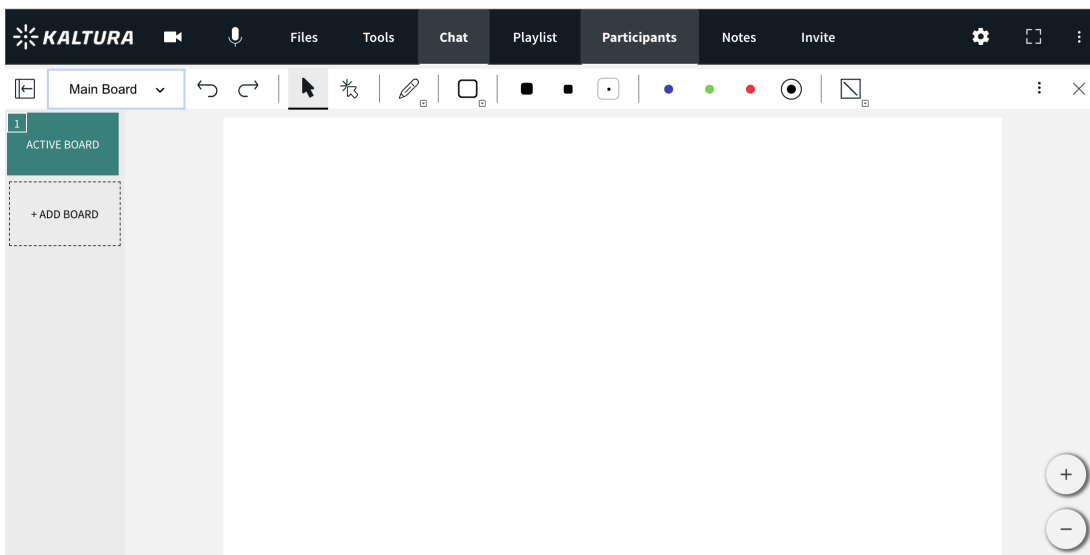

Create Additional Whiteboard Pages

- Your whiteboard drawings are automatically saved and remain from session to session - unless you delete them.
- A room can have up to 20 boards, each whiteboard can support up to 50 pages.
- Use the right and left arrow keys to navigate to next or previous boards (available to Instructors/moderators only).
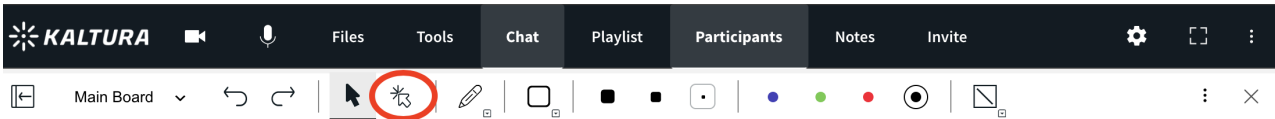
Whiteboard Tools

Use Cursor

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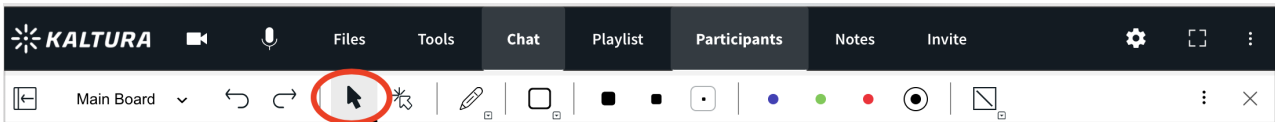
Use Laser Arrow

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.
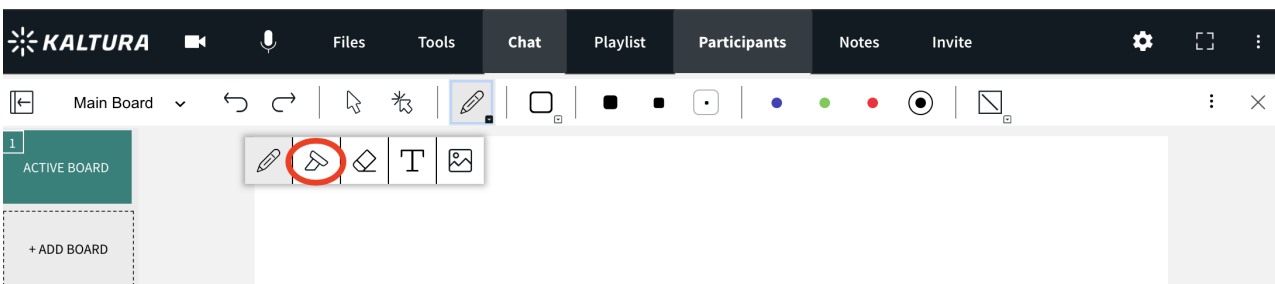

To Free Draw/Use Pencil

1. Select the **Pencil** icon.
2. Click & drag your cursor to draw.

 Use a touch screen device or USB trackpad to more accurately write equations, music, and more.
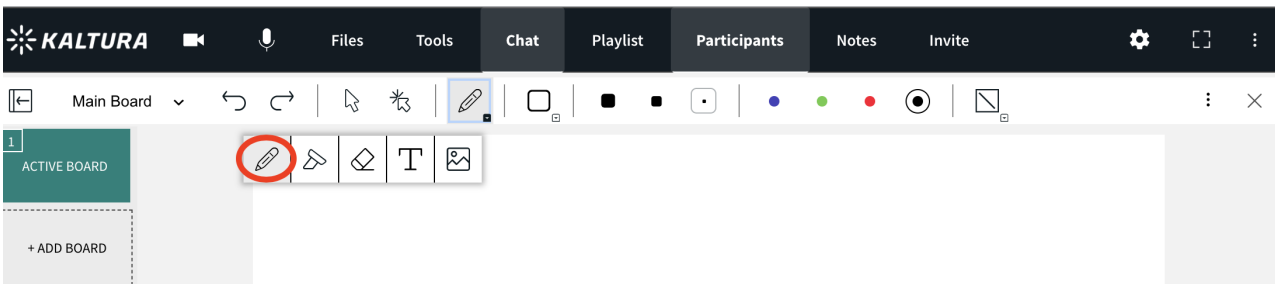
To Highlight

1. Click the **Pencil icon** to reveal a drop down.
2. Select the **Highlighter** icon.
3. Click & drag your cursor to highlight text on the whiteboard or slide.
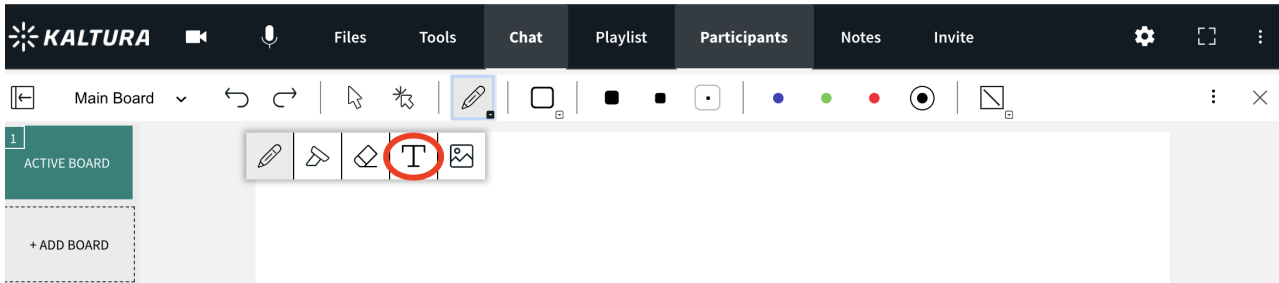

To Type

1. Select the **Text** icon.

2. Click the whiteboard where you want your text box to be.
3. Enter in your text.
4. Click outside of the text box to post it.

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


To Draw Shapes

1. Select the **Square** icon.
2. Click the selected **Square** icon to display a menu of shapes: *Circle, Right Triangle, Equilateral Triangle, Square, Pentagon, Hexagon, Heptagon, Octagon, Polygon, Line, Single Headed Arrow, Double Headed Arrow*.
3. Click and drag your cursor to draw the shape.

To fill in a shape, click the **Fill** box before selecting the shape and the shape will be filled with color.
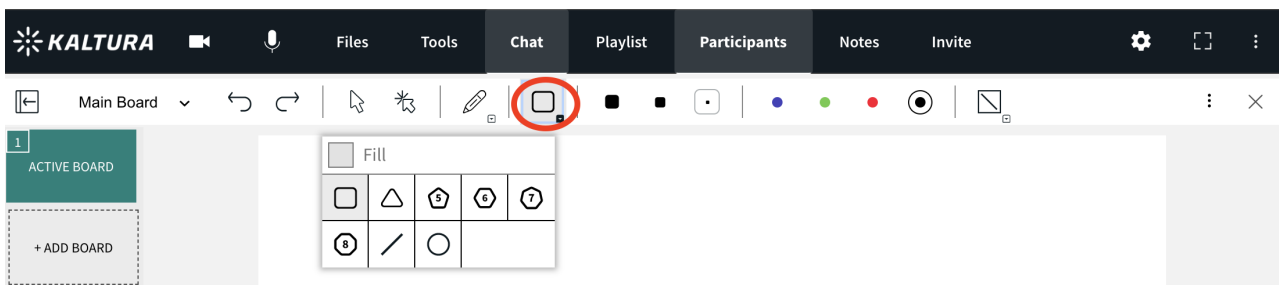

Undo or Redo

- Click the Undo or Redo arrows to undo or redo previous marks.
- Undo and Redo applies to up to the last 10 edits committed by you - not by others. Meaning, you cannot undo edits or actions by other participants.
- Undo and Redo apply to the current session only. You cannot undo or redo marks from previous sessions.
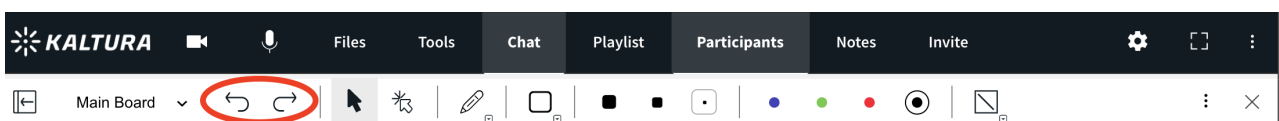
Set Backgrounds

Set Backgrounds

Each board can have backgrounds applied to the whiteboard: two types of **Graph Paper**, **Dot Grid Paper**, **Vector**.
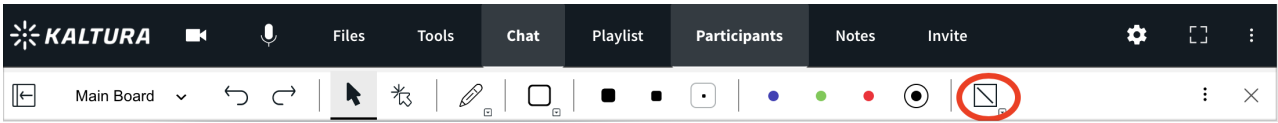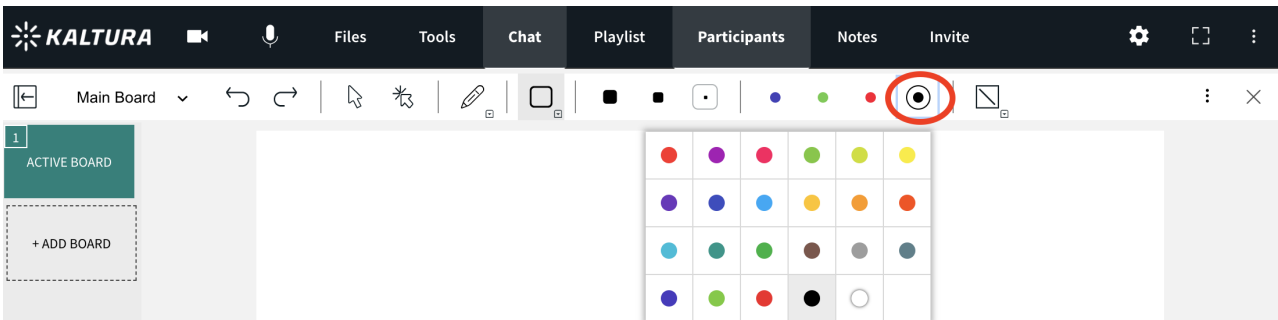

Formatting Tools

Adjust line thickness or color of your marks by simply clicking the thickness or color you prefer.

To Change Color

You can select a color and apply it to the marks you draw. You can also change the color of marks you already drew.

1. Select the **Cursor** tool Or select the mark you want to change the color of.
2. Click the color you want to apply.

To Adjust Line Thickness

Adjust the thickness of **Free Draw**, **Eraser**, **Highlighter**, **Shapes** by simply selecting the thickness to apply the thicker or thinner line.
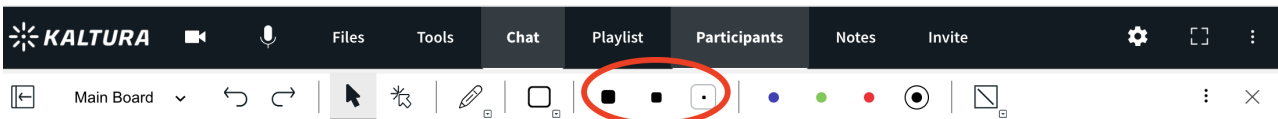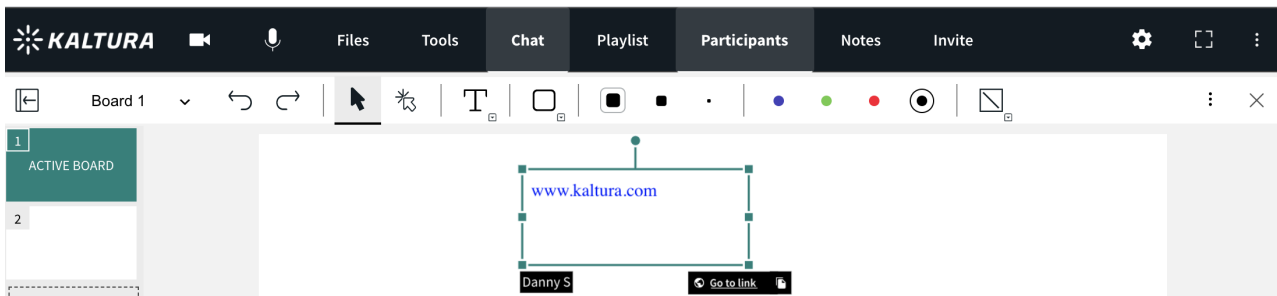

Create Clickable Links

You will now be able to type in a weblink and allow participants to click on it.

1. Select the Text tool
2. Type in a web address OR Copy/paste a link

Participants will be able to click on the link and be brought to that page.

Add Images

Instructors/Moderators can upload images to their whiteboard.

1. Click the Pencil Icon to reveal the drop down bar.
2. Select the **Image icon.**
3. Click an image or document previously loaded from your content management system or Click +Add Icon to search your desktop for a new image.
4. Click **Add.**
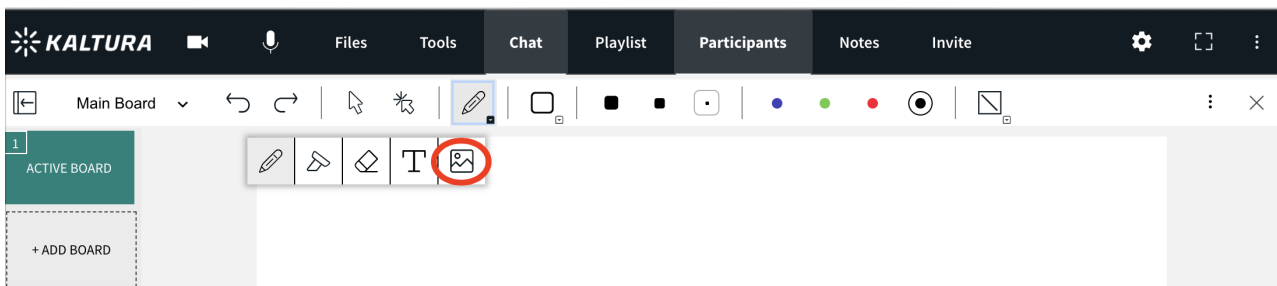
Copy and Paste on Whiteboard

The whiteboard supports pasting images directly from your clipboard. Images copied from a web browser or using the OS snipping tools can be easily pasted on the whiteboard or on any document while being presented on stage.

Delete or Erase Drawn Objects

Instructors/Moderators can delete any marks drawn on the whiteboard. Participants with *Draw on whiteboard* permissions are only able to delete objects they drew.
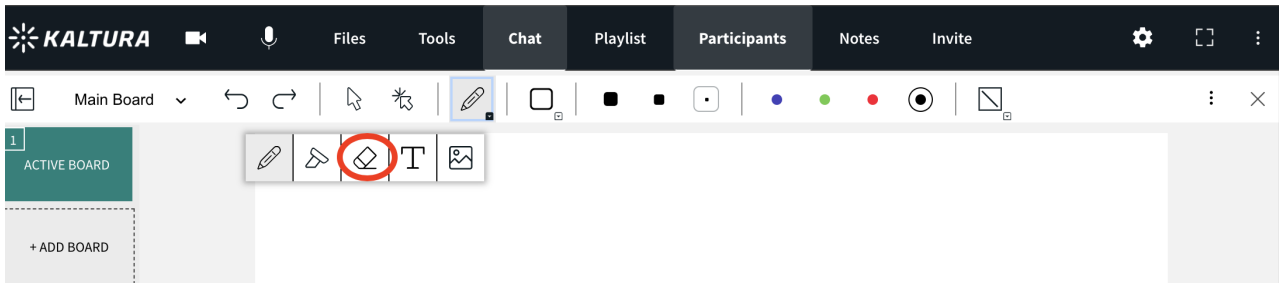
To Delete Specific Marks

Participants can only delete marks they draw.

1. Select the **Cursor** tool.
2. Select the object you want to delete.

3. Hit the *Delete* key on your keyboard.

To Erase Drawn Objects

1. Select the **Eraser** icon,
2. Click & drag the eraser over whiteboard marks you want to erase.
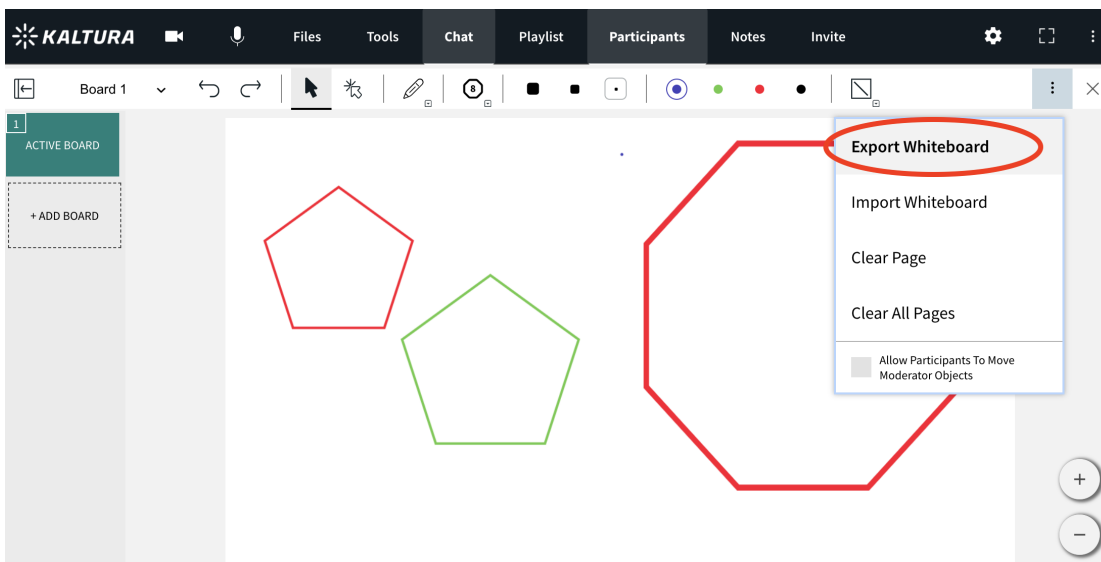

Exporting/Saving Whiteboards

You can save individual whiteboards to your desktop.

1. Click the **3 dot dropdown** in the top right corner of the whiteboard.
2. Click **Export Whiteboard.**

You can then upload the file to your File Management System from your desktop.

Importing/Uploading Whiteboards

You can import previously exported whiteboards

1. Click the 3 dot drop down menu in the top right.

2. Click **Import Whiteboard.**

3. Search your desktop for a previously saved Kaltura formatted whiteboard.
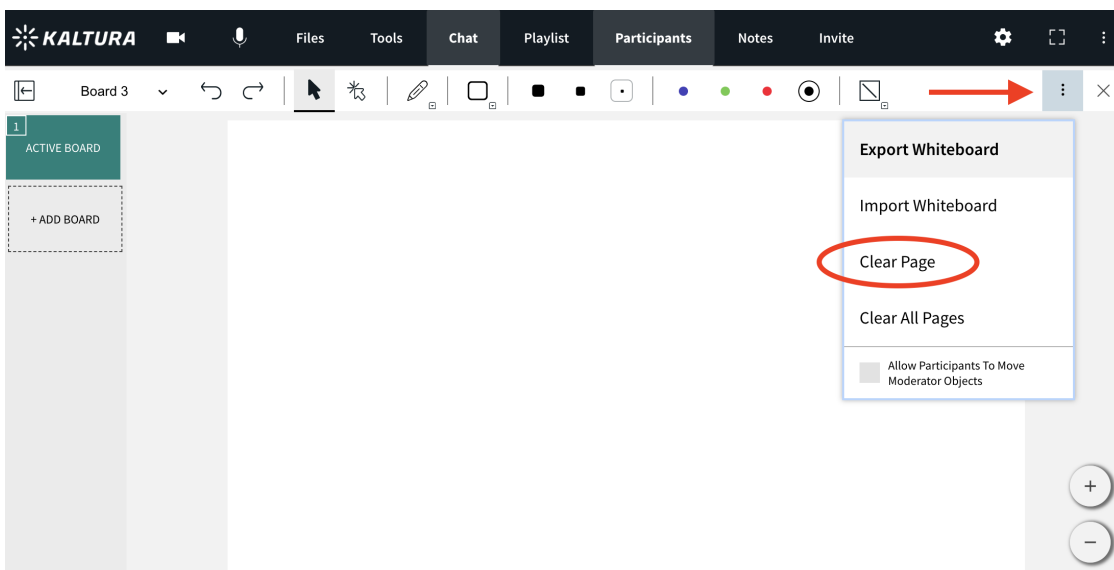
4. Click **Ok.**

⬜Instructors will be able to upload a Kaltura formatted whiteboard to another room, and have access to work on that whiteboard in the new room.
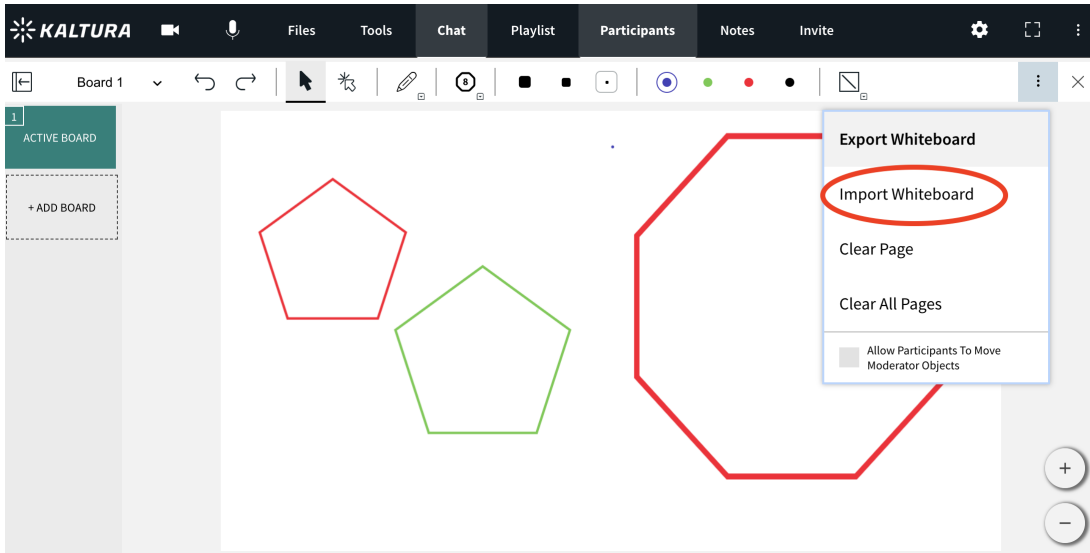
To Clear Page

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

1. Click the 3 dot menu in the top right of the whiteboard.

2. Select **Clear Page.**

3. Click **Ok** to in the *Confirm Delete* pop-up.

To Clear All Pages

Resetting the whiteboard deletes all boards in the whiteboard and all marks on them. The process cannot be undone!.

1. Click the 3 dot menu in the top right of the whiteboard.
2. Select **Clear All Pages.**
3. Click **Ok** to in the *Confirm Delete* pop-up.

Allow Participants to Move Moderator Objects

Check to allow guests to move objects that the moderator draws on the whiteboard.

Dismiss/Close Whiteboard

To dismiss the whiteboard, click the **x** in the top right of the stage or select another app/file to display. Dismissing the whiteboard does not clear it. The whiteboard marks are saved in the room until erased.

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