

Using electronic whiteboards in remote tutorials

(These steps were tested using an iPad Pro (12.9 inch. OS 13.3.1) and Apple Pencil)

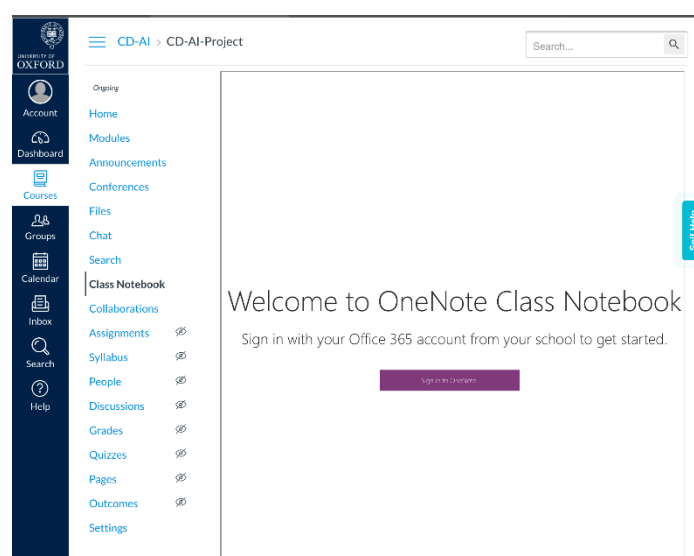
This short guide shows how to use an electronic whiteboard to conduct remote tutorial sessions (one-to-one or one-to-many) for subjects that use diagrams, mathematical notation, or special language characters.

Download the following Apps on your device (links to Help pages are provided below)

- Microsoft Whiteboard
- Microsoft OneNote
- Microsoft Office Lens
- Microsoft Teams
- Canvas App for teachers (but you can use the web version at <https://canvas.ox.ac.uk>)

Access to Class Notebook (part of OneNote) from Canvas

1. Set up tool OneNote “Class Notebook” within your Canvas course (in which you have the ‘teacher’ role). If the tool is not available on the left hand side navigation, go to Settings > Navigation and add to the navigation tool – you will need to drag “Class Notebook” from the bottom to the top part of the list. Remember to click Save at the bottom if the Navigation settings screen.
2. This will launch the **Class Notebook** tool and create a ‘class’ with the name of your Canvas course. You will then be guided through a brief set up process and will then be able to work with students by using all the Class Notebook features, including sharing screens.

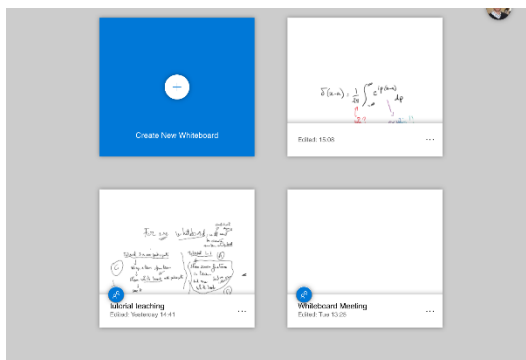


3. With Class Notebook you have many ways to organise content into sections, and each notebook page is effectively a whiteboard area which can accept free annotation using a stylus (ideal if working on a tablet), text, images, and multimedia. As such Class Notebook is powerful but more complex to use than Microsoft Whiteboard. The Help section within any Class Notebook contains a range of introductory videos.

Access to Whiteboard from Teams

1. Start your Microsoft Teams app. You need to have previously created a Team (requested via IT Self-Service <https://oxford.saasiteu.com/Default.aspx>) and added students to your team.
2. Start a call with students included in your Team (you can decide whether to use video and audio, or only audio).
3. During the call, share your tablet screen with the students.
4. Launch the Whiteboard App and create a new whiteboard. Students will see what you are writing (they will not see your video feed but will still be able to hear you).

5. You can invite students inside the Whiteboard App to collaborate with you, and they will be able to write on the same whiteboard. However, you can have only one whiteboard per meeting. If you want to use another whiteboard, you will have to create a new one and invite students again. Whiteboard is simpler to use than Class Notebook, although Class Notebook offers better options for organising content or giving spaces for students to work on assigned tasks.



Access the Whiteboard App directly

1. You can do the same as above, but initially you will not be able to use the video feed to talk to your participants, only audio (this has only been tested on an iPad).
2. If you have not downloaded the App on your iPad, you can access online, go to your Nexus365 account, which you can reach by signing into email via <https://www.it.ox.ac.uk/> and then opening All Apps from the top-left icon in Nexus 365:



3. You may need to expand All Apps to see the Whiteboard.
4. The whiteboard area starts by filling the screen space, if you need more room it should be possible to scroll down as required.
5. Once the whiteboard has been used, you can export it from the App to Teams or save it as an image

General Help Pages

Microsoft Teams

<https://support.office.com/en-us/article/use-whiteboard-in-microsoft-teams-7a6e7218-e9dc-4ccc-89aa-b1a0bb9c31ee>

Microsoft Whiteboard

<https://www.microsoft.com/en-GB/p/microsoft-whiteboard/9mspc6mp8fm4>

Microsoft OneNote

<https://support.office.com/en-gb/article/draw-and-sketch-notes-on-a-page-e34b425a-9431-4b73-b52d-63c44a67f67a>

Microsoft Office Lens

<https://support.office.com/en-gb/article/office-lens-for-windows-577ec09d-8da2-4029-8bb7-12f8114f472a>

Scenario: Writing on paper and then submitting your work via email or Canvas with Office Lens

Office Lens is a product that trims, enhances and makes pictures of whiteboards and documents readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive.

A quick example on how to use the App on iPad Pro (12.9 inch. OS 13.3.1) or iPhone

1. **Write a document with pen and paper** - this can be on A4 paper, a chart or any other surface
2. **Scan** the document with the **App on your phone**. It will automatically frame it, but this can also be modified.
3. Use **Filters and Modes** to change the tone of the picture, for example, using a B/W Filter.
4. **Convert** the file into a PDF (to reduce file size) or **Export** your document to various format and Apps.
5. Use **'Send to more Apps'** on your iPad, depending on what Apps are installed and available to you.

