

myViewBoard Whiteboard Training Handbook

UK Introductory Session



Signing Into myViewBoard Whiteboard

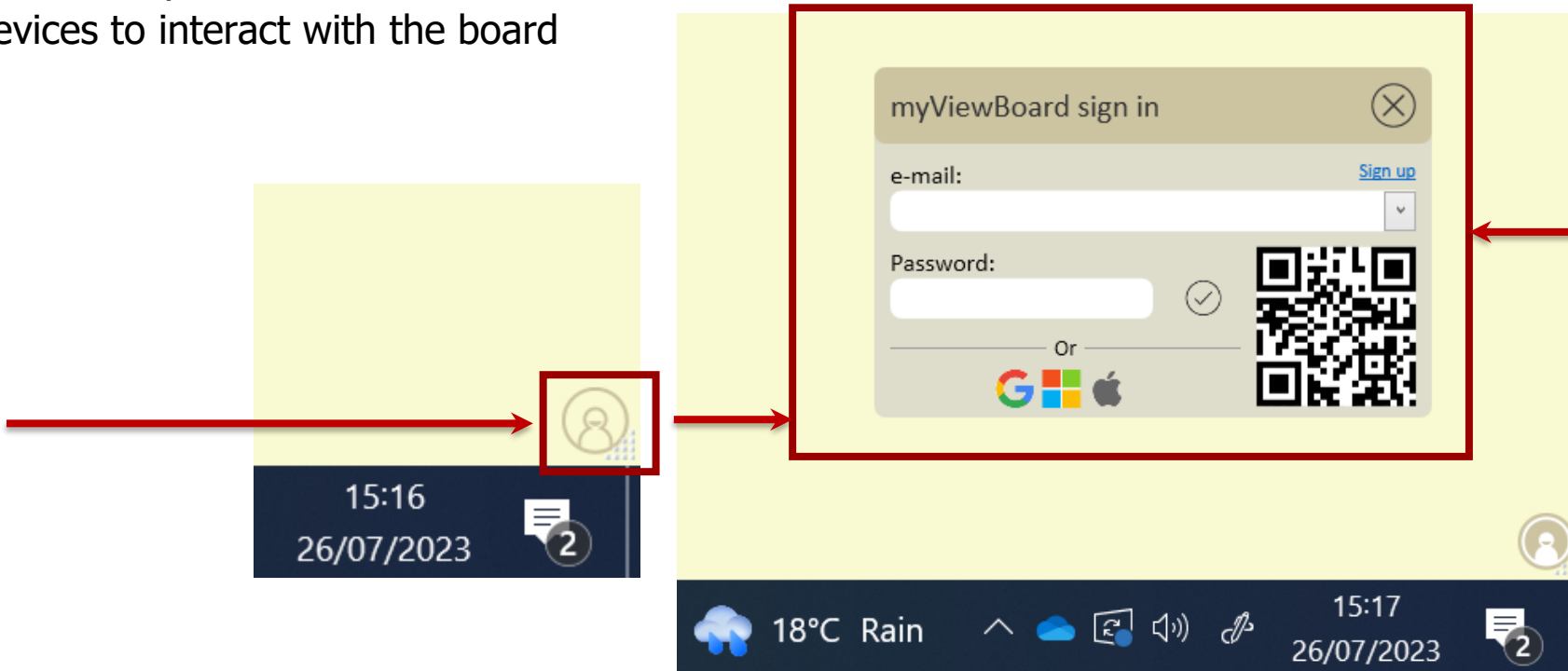


['How to' video tutorial](#)

Sign into your account to:

- Use your personal settings
- Open/save files from/to your cloud accounts
- Enable other devices to interact with the board

Click on this icon to sign into your account. A separate sign in box will open.



You can sign in manually, using SSO or using a QR code via the Companion app.

myViewBoard Whiteboard Main Toolbar



Single tap on each of the icons for quick use. Tap for a second time for more options.



Windows Mode: Hides the canvas & displays computer desktop. You still have access to most of the tools for use within Windows.



Wireless Presentation: Send & receive screens.



Screen Capture Tool: Record your presentation, take a screenshot or capture part of the screen.



Move Toolbar



File Manager: Open, save, export & share Whiteboard session files.



Magic Box: The central hub of the software. Add files, videos, web content, tools, quizzes, and more.



Embedded Browser: Built-in browser to access internet resources



Infinite Canvas: Zoom in & out, expand the page and move across the infinite canvas.



Selection Tool: Selects objects, text and images. This brings up an additional menu for interaction.



Pen: Draw, annotate and highlight with ease. Click again to open pen options.



Eraser: Delete objects, based on the last mode selected. Click again to display eraser options.



Shape/Line: Insert shapes & mind mapping lines. Click again to display more options.



Text Editor: Creates a textbox. Click again to switch to handwriting recognition.



Undo & Redo



myViewBoard Whiteboard Navigation Bar



myViewBoard Whiteboard has two toolbars which provide you with a wide range of tools which can help you create and deliver class leading content.

Both toolbars can be moved around the board to a position that suits you; just use the  icon on each tool bar.

Background Management:

import images from local and cloud storage or use myViewBoard custom backgrounds.

Move Toolbar

Add New Page: Enable use of multiple pages.

Participate Mode:

divide the whiteboard surface into up to six smaller whiteboards.

Presentation Mode: slicker look for presenting.

Paste: paste items from your clipboard.

Page Management: opens all pages preview and control menu.

Canvas Navigation: move between pages.



The Magic Box Overview



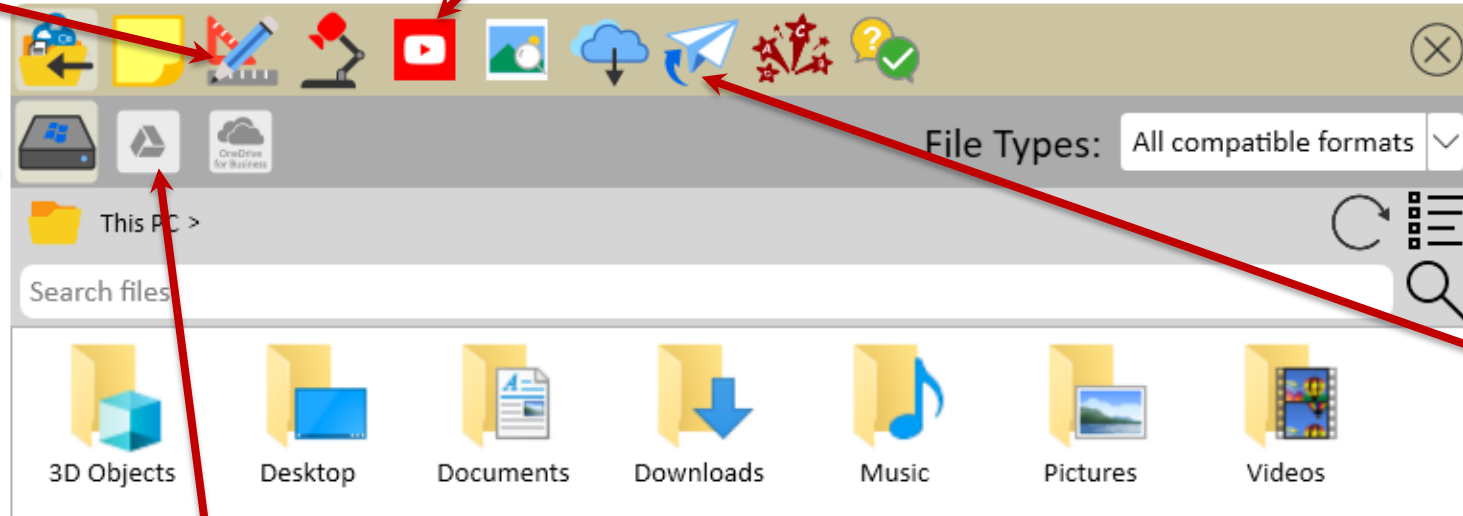
Your hub for importing and sharing resources, accessing your cloud accounts and utilising some of myViewBoard Whiteboard's most useful tools.

General Tools:

Including rulers, timers, calculators, compasses etc.

YouTube Integration: Search and embed YouTube videos onto your canvas. YouTube videos will play without adverts.

Local import: Using Windows PC drive and USB inputs.



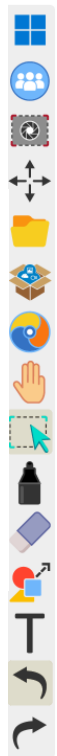
Throw Tool: Retrieve files sent to the board from external devices.

Cloud Resource Import:

Allows your cloud storage to be connected, so you can retrieve files from cloud drives.

[Full Overview](#)

Basic Whiteboarding Tools



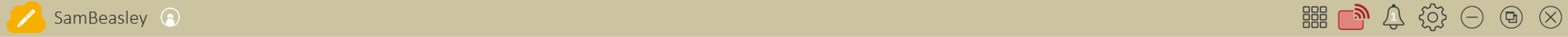
Background:

You can choose a blank background of any colour, use our pre-set templates, or upload your own image.

- ← Utilise and the [Infinite Canvas](#) and zoom in and out of content
- ← Use the [Selection Tool](#) to select, move, resize and modify objects on the canvas
- ← Write, draw and highlight on the canvas using the [Pen Tools](#)



Importing Existing Resources

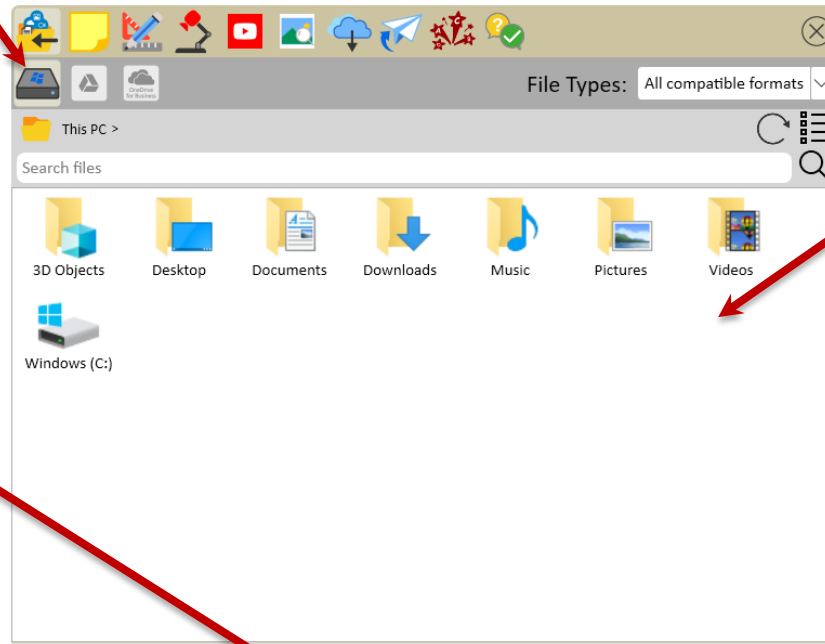


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Step 2: Identify whether you want to import resources from local or cloud storage

Step 3: Simply drag and drop your files onto the canvas to open and interact with them

Step 1: Click on the Magic Box

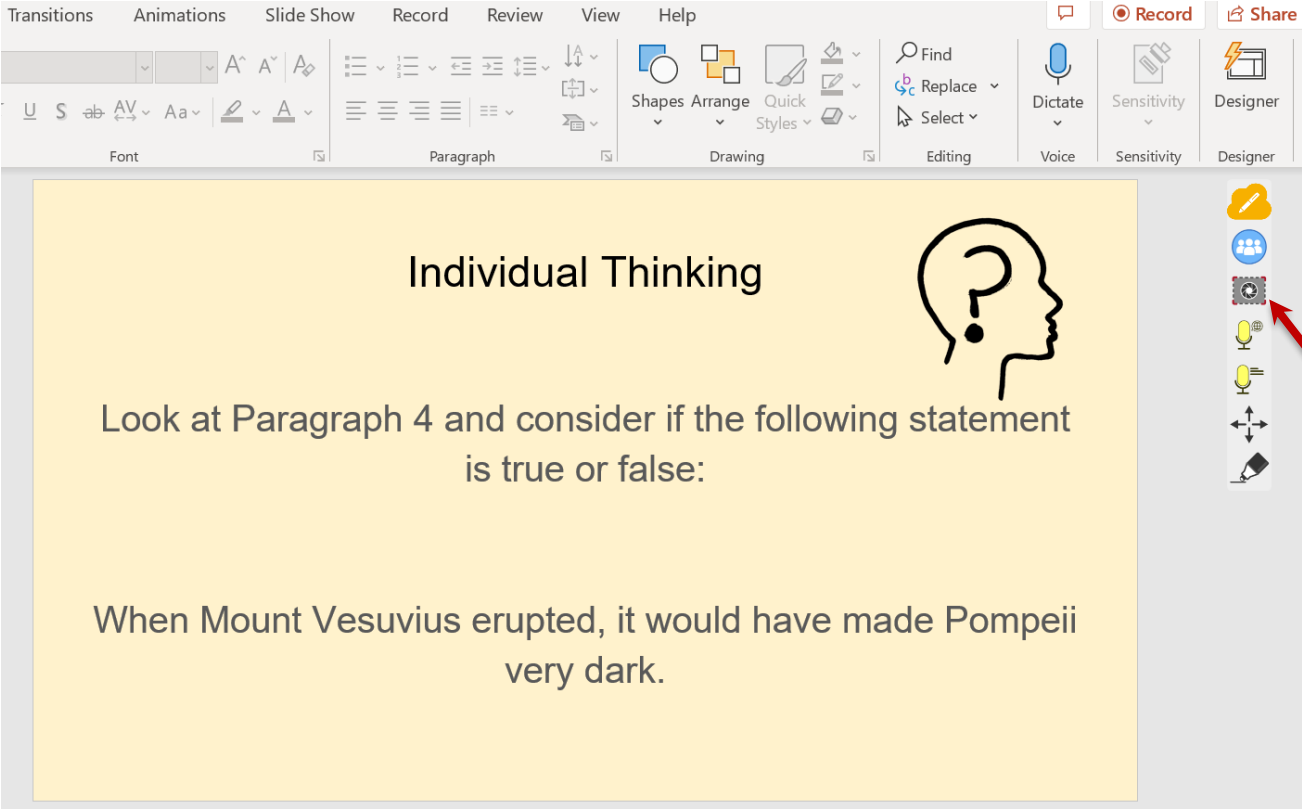
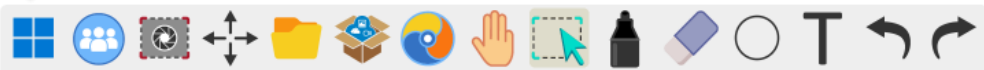


[YouTube Tutorial](#)

Toggle and snip material into the canvas



Step 1: Click the Windows Toggle button to access other resources/applications and still access the Main Toolbar.



Step 2: Continue to teach from existing resources including PPTs and Google Slides whilst having access to the myViewBoard Main Toolbar

Step 3: Use the Screen Capture tool to instantly bring material into the canvas.



[YouTube Tutorial](#)

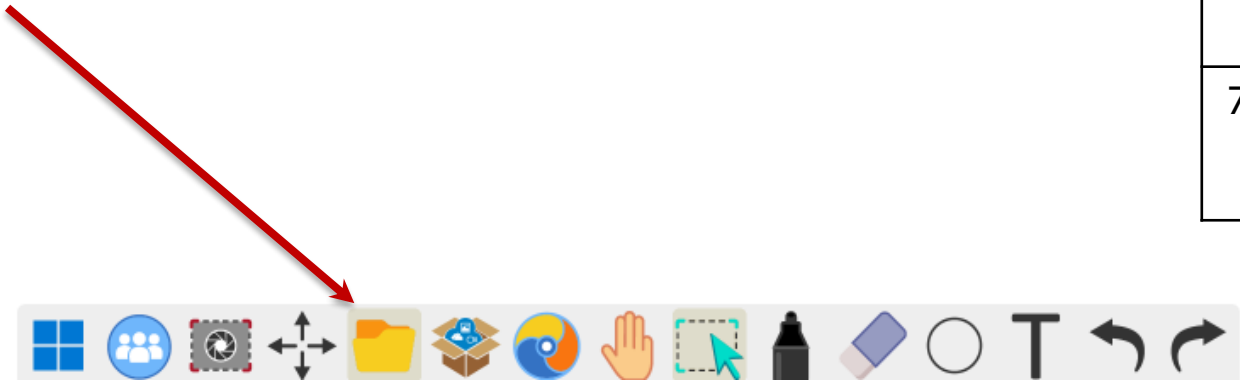
Save and Share Resources



Step 2 : save or share resource



Step 1: open [File Manager](#)

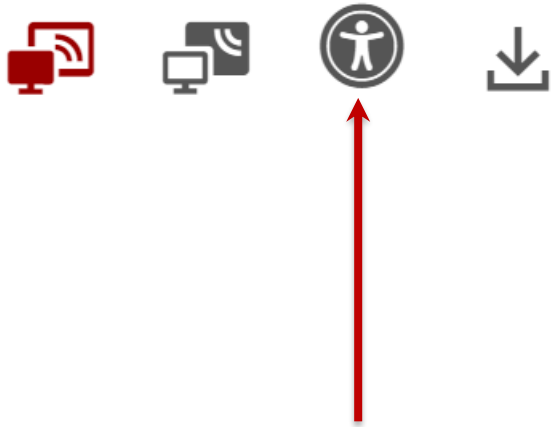


1	Create a New Canvas
2	Open a previously saved lesson
3	Save
4	Save As
5	Export as other file formats. Ideal when sharing presentation with students on Teams/Google Classroom
6	Print
7	QR Code Share for instantly sharing lesson resource with students

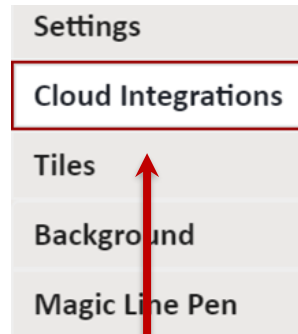
Connecting Cloud Drives



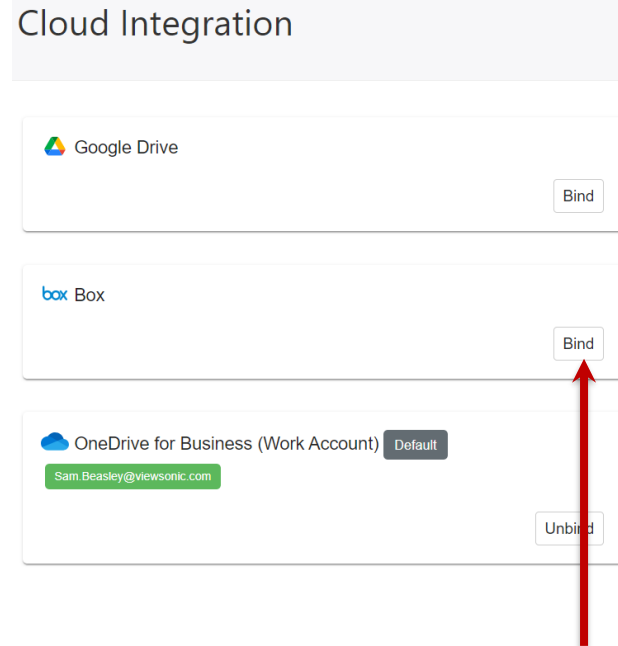
If your cloud drives aren't bound after signing in for the first time, you can do this manually at www.myviewboard.com. This will enable you to open files from your cloud drives directly into myViewBoard Whiteboard for interaction and annotation.



Go to www.myviewboard.com and login. In the top central row of icons, click on 'FollowMe Settings'

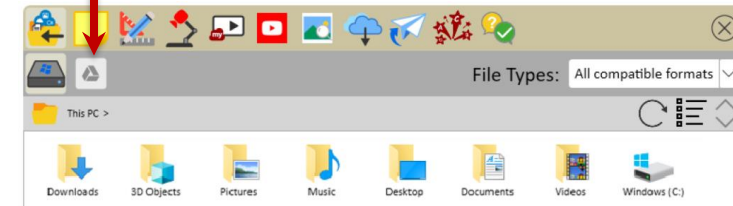


On the far-left of your screen, select 'Cloud Integrations'



Click 'Bind' for the cloud drive you wish to integrate with myViewBoard. You will then be prompted to put in your username and password for your cloud account to authorise the binding.

Once the accounts have been bound, they will show your email address in green, and will also now show in the Magic Box in Whiteboard.



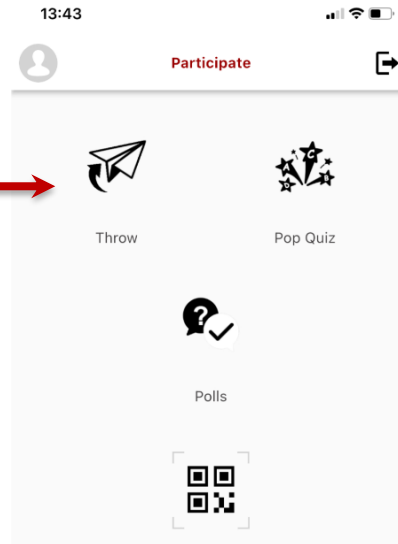
Now you will be able to open your cloud content directly through Whiteboard by selecting the cloud drive icon in the Magic Box.

'Throw' files to the canvas using the Companion App

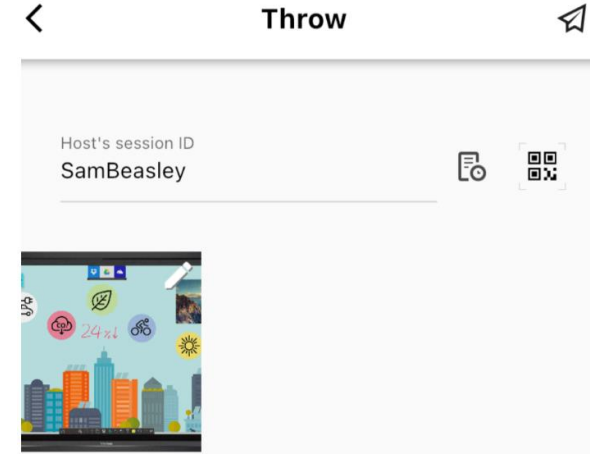
Step 1: If you haven't already, [download the myViewBoard Companion App](#) on your device. Sign-in using SSO or your myViewBoard credentials



Step 2: Click on the Throw icon and take a photo/video or select files already saved locally



Step 3: Click on the Throw icon in the top right corner to send the file



Step 4: Click on the 'Got it' icon



Success!

Got it

Would you like to open this photo on the Whiteboard?

NO

YES



'Throw' files to the canvas without the Companion App

Step 1: Generate a QR code by clicking your username in the top-left corner of the screen.



Step 2: Scan QR code or type in URL



Step 4: Click on the notification icon in the top right corner to identify and bring your file onto the canvas

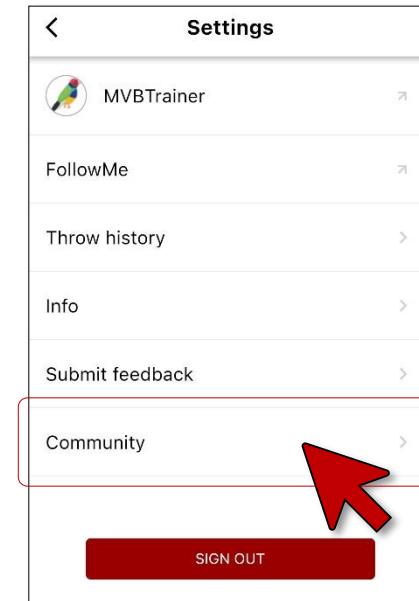
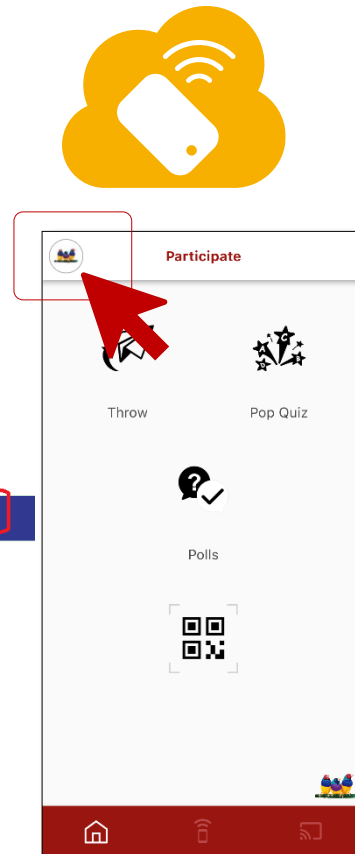
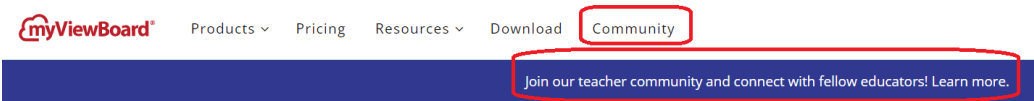
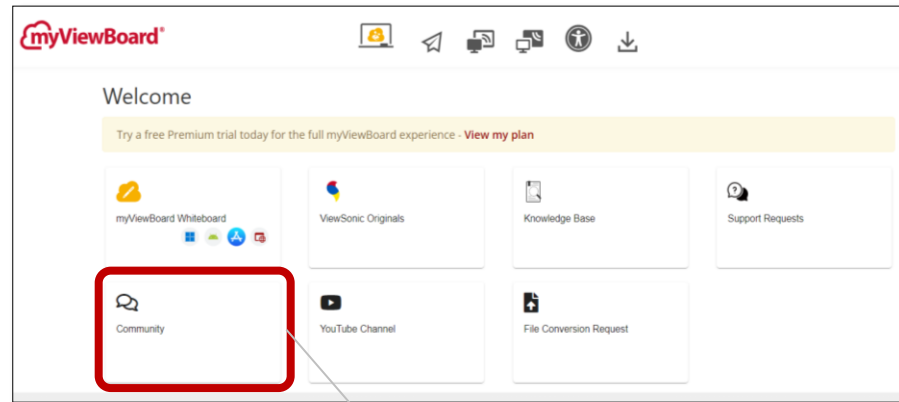
Step 3: Click upload take instant picture/videos or upload files locally stored on your device



ViewSonic Educator Community (1)

Step 1 - Access

Find access through **navi bar**, **myViewBoard tile** and **Companion app**. Click the **link** or scan the **QR code**.



<https://community.myviewboard.com>



ViewSonic Educator Community (2)

Step 2 – Join

Use your myViewBoard account to log in.

Step 3 – Begin

Get started by visiting the "[Start Here](#)" space.



Sign In

 Sign in with Google

 Sign in with Microsoft

 Sign in with Apple

 使用教育雲端登入

Don't have an account?

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