

# Microsoft Whiteboard for Education

## Navigate to board picker

View other boards you've created or were previously shared to you

## Add ink and highlighters

Annotate and emphasize concepts with colorful ink and highlighters

## Toolbox and create panel

Add text, sticky notes, shapes, and images to promote creativity in your class

## Sticky notes

A great way to organize thoughts, to brainstorm, and to share ideas

## Shapes and lines

Use shapes, lines, and text to create diagrams and process flows

## Ink straight lines

Hold down the shift key while inking with mouse, pen, or finger to draw a straight line

The screenshot displays the Microsoft Whiteboard interface for a board titled "Group Project Assignment". The interface includes a navigation bar at the top with a home icon, a back arrow, a refresh icon, and the board title. Below the navigation bar is a toolbar with various drawing tools like pens, highlighters, eraser, and selection tools. A "Create" panel on the left offers options for Notes, Text, Shapes, Reactions, Templates, and Images. The main workspace contains several elements: a sticky note with the text "Class lunch?", a note with "don't forget to get your field trip permission slips signed", a note with "David Power", and a note with "Kristin Patterson". A KWL (Know, Want to know, Learned) template is used for a lesson on Washington, with handwritten notes and arrows connecting the sections. A homework list at the bottom includes "get permission slip signed" and "1 paragraph journal of what you did over the weekend". A settings menu on the right shows options like "Export image (PNG)", "Presence cursors", "Enhance inked shapes automatically", "Format background", "Send feedback", "Help", and "About Whiteboard". A small image of a dog named "Charlotte de Crum" is also visible.

## Change your settings

Customize your board background, export your boards, or toggle collaborative cursors on and off

## Ink to shape

Turn on enhanced ink shapes to automatically convert your ink strokes into shapes

## Notes grids

Use an auto-layout grid to organize a group of sticky notes

## Move to front

Fine tune your presentation by moving objects to the front or sending them to the back

## Images

Upload images to make your lessons more visually engaging and fun

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## Laser pointer\*

Draw attention to places on the board using the laser pointer from the ink toolbar

## 40+ Templates

Drill into the templates panel to discover a variety of different templates

## Templates

Effectively design and lead an interactive lesson using one of the inbox templates as a guide

## Ink arrows

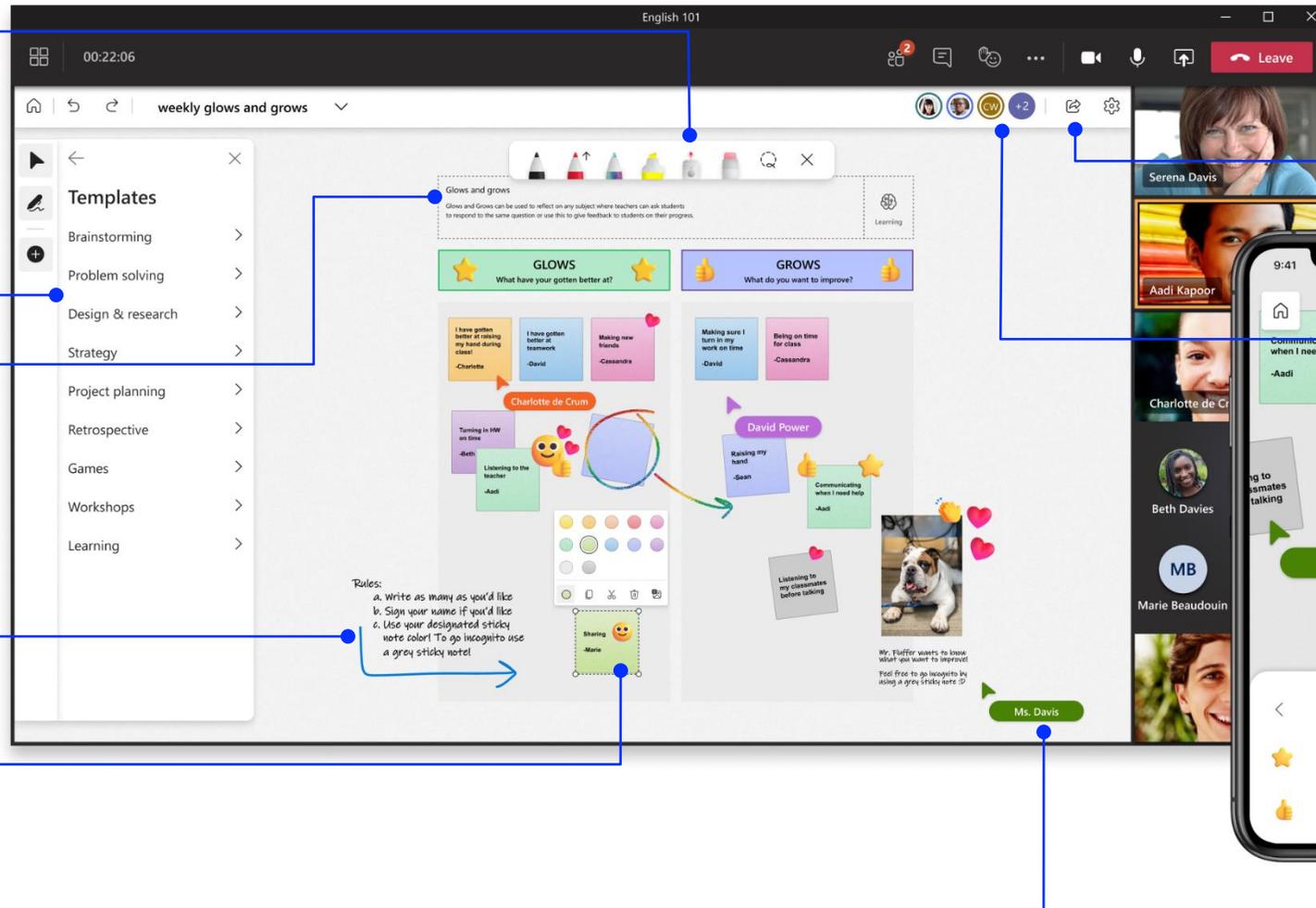
Add auto arrow heads to your ink strokes to quickly point to content using ink

## Color coding

Use sticky note and ink colors to represent who created them. Click or tap on the sticky note to change its color.

## Collaborative cursors\*

See where each student is on the board and what they're working on



## Share board\*

Create a share link to share the board with the class

## Collaboration roster\*

See who else has joined the interactive lesson

## Mobile screen

Interact with students on any platform or device

## Highlighter

Emphasize concepts using the multi-colored highlighter tool

## Reactions

Gather quick feedback from students by having them add reactions to the board

\* Some features are rolling out over the next few months

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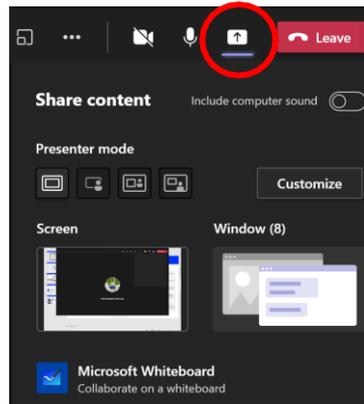
Whiteboard on Teams allows you to collaborate real-time with your virtual classroom.

## Starting a new Whiteboard in Teams

Within your Teams call, you can simply start a new Whiteboard with just a few clicks.

### Step 1

Click on the screensharing icon on your Teams video call to find Whiteboard.



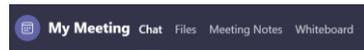
### Step 2

Click on the Whiteboard logo to begin a shared board and collaborate within your Teams call.

Or

### Step 1

Go to the meeting tab where you see your chat and files for your meeting

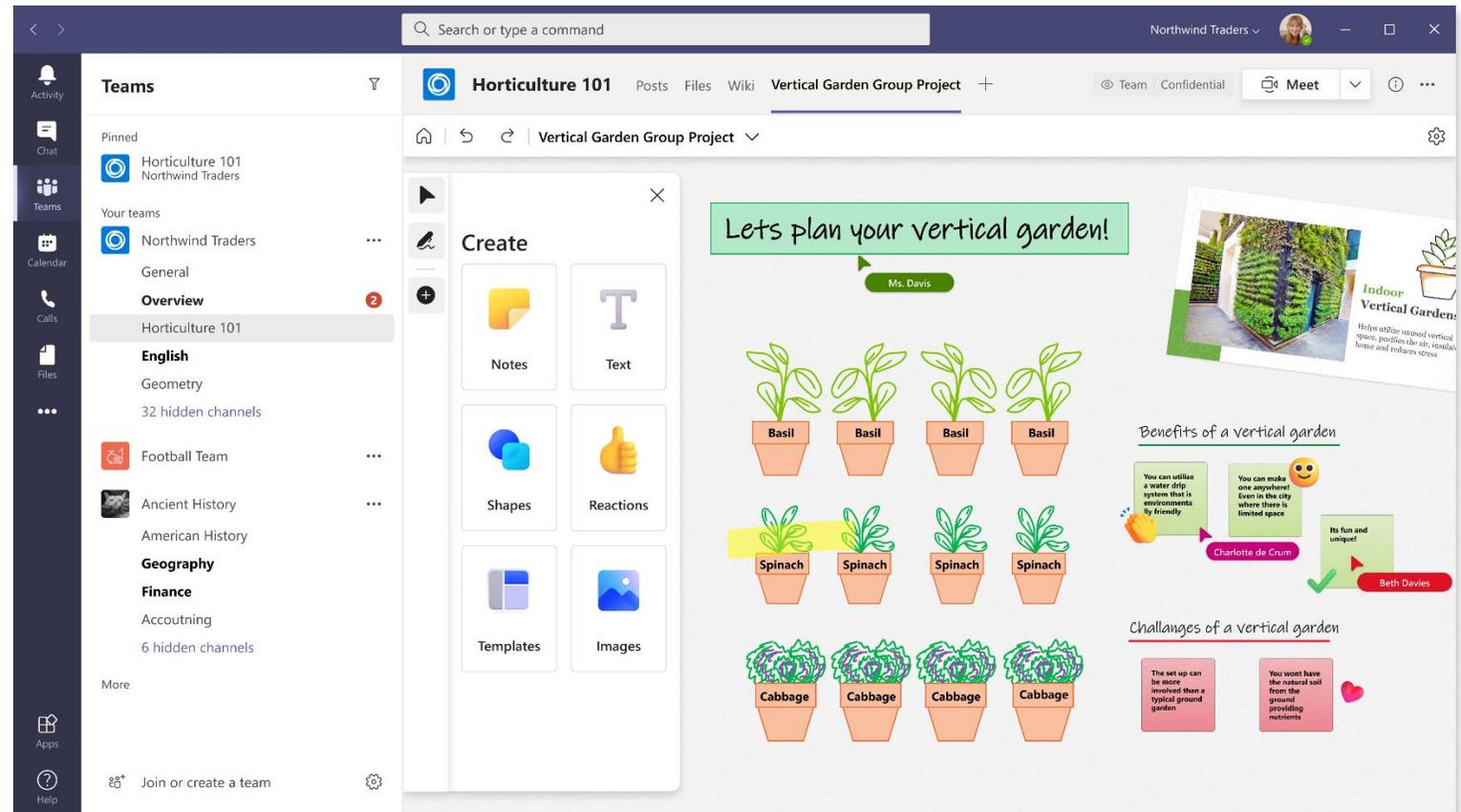


### Step 2

Click on the Whiteboard tab and create a new board

## Whiteboard tab apps in Teams

Watch students work asynchronously with each other at any time and from anywhere using Whiteboard tab apps in Teams



# Microsoft Whiteboard for Education

## Whiteboard lives in our secure cloud

All the whiteboards you create or are invited to are automatically saved to the cloud and accessible in the board picker across all your devices and the web seamlessly. Create, share, join, export, and title boards from one, easy-to-navigate location.

**Create new board**  
Get started by creating a new Whiteboard from the board picker

**Open existing board**  
Visually browse all the boards that you've previously created or that were shared with you

**Create new Whiteboard**

**Project kickoff workshop**  
Edited: 09/21/2021 3:52 PM

**Two truths, one lie**  
Edited: 5:09 PM

**Glows and grows**  
Edited: 09/21/2021 11:24 PM

**Sailboat Retrospective**  
Edited: 09/21/2021 11:23 PM

**Brainstorm workshop**  
Edited: 09/21/2021 11:22 PM

## Classroom exercises

Use graphic organizers, common frameworks, and games to get students engaged and to get the creativity flowing.

**Choose your favorite**

Choose your favorite is a great activity to get people to know a little about each other. Take one of the sticky note and write out your favourite movie, tv show, song, sport, or emoji and then get everyone to guess who wrote it.

Games

## Lesson plan

Create and organize lesson plans to facilitate learning sessions and to inform students about their assignments.

**Lesson plan**

Teachers can plan their curriculum with this lesson planner template. Use this customized lesson plan to list lesson objectives, materials, activities and assessments for any subject or course.

Date: \_\_\_\_\_  
Grade: \_\_\_\_\_

Learning

**LESSON TITLE**

**SUBJECT:** \_\_\_\_\_ **TEACHER:** \_\_\_\_\_

**TOPIC:** \_\_\_\_\_

Lesson objective:  
★  
★  
★

Materials:  
★ ★ ★  
★ ★ ★

Activities:  
★ ★ ★  
★ ★ ★

Assignments:  
★  
★  
★

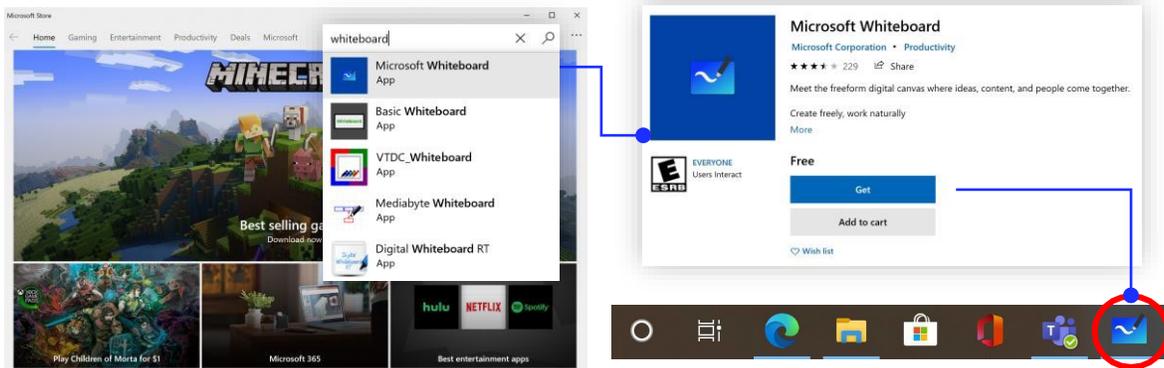
Notes:

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## Add Whiteboard to your computer

Whiteboard is available for download in the Microsoft Store on Windows 10, and on the App Store for iPhone and iPad.

Windows download

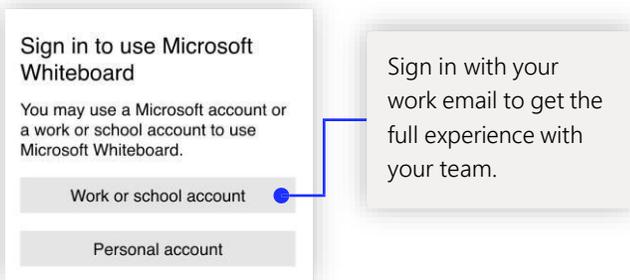


iOS download



## Enterprise sign-in

See our [support page](#) for how-to guidance to get started with Whiteboard for your organization.



## Next steps with Microsoft Whiteboard

Remote work has become a new norm. Here are some helpful links to articles with how-to guidance for [remote learning](#) and working in [Teams](#).

For additional support on Microsoft Whiteboard, please see the helpful support articles below:

- Microsoft Whiteboard [help](#)
- Enable Microsoft Whiteboard for your [organization](#)
- Whiteboard in a [Teams meeting](#)
- Enable Microsoft Whiteboard on [Surface Hub](#)

## Get other quick start guides

Visit our [YouTube page](#) or our [website](#) to find out more ways you can use Whiteboard.

**SUBSCRIBE**