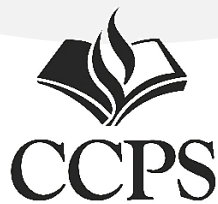


# myViewBoard Whiteboard User Guide



Collier County Public Schools

Collier County Public Schools  
Technology Department

# ViewSonic ViewBoard User Guide

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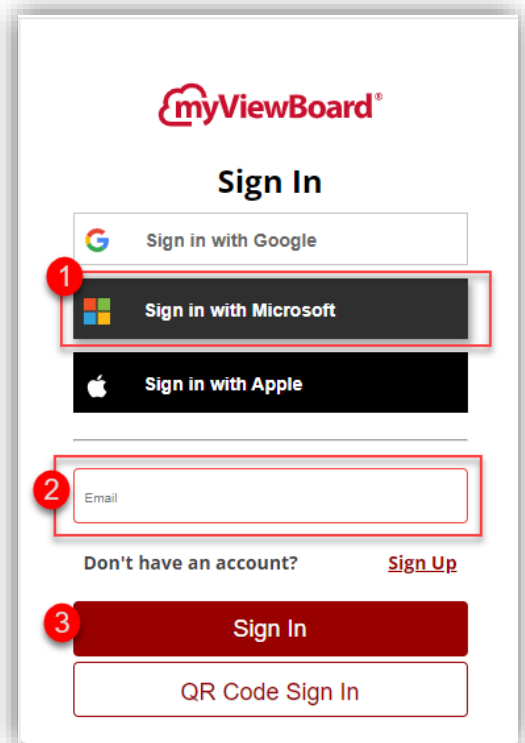
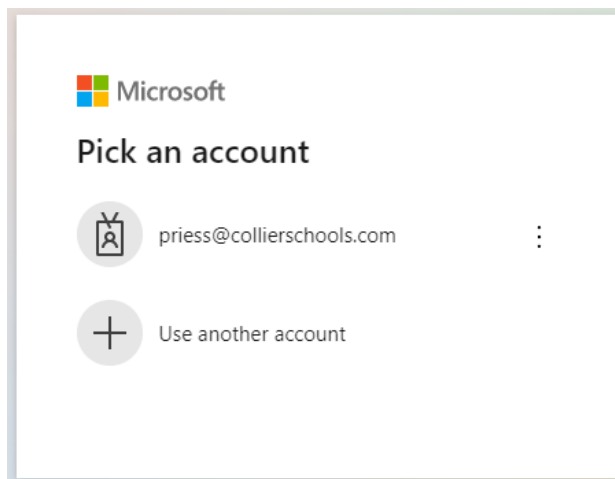
## myViewBoard Whiteboard

The myViewBoard Whiteboard is a digital whiteboard that you can use for demonstration. For example, you could model how to solve a problem, draw a diagram, do a brainstorming activity, create an outline, draw a concept map, and much more! You can also get students involved by having them use the whiteboard to teach their peers about course concepts.

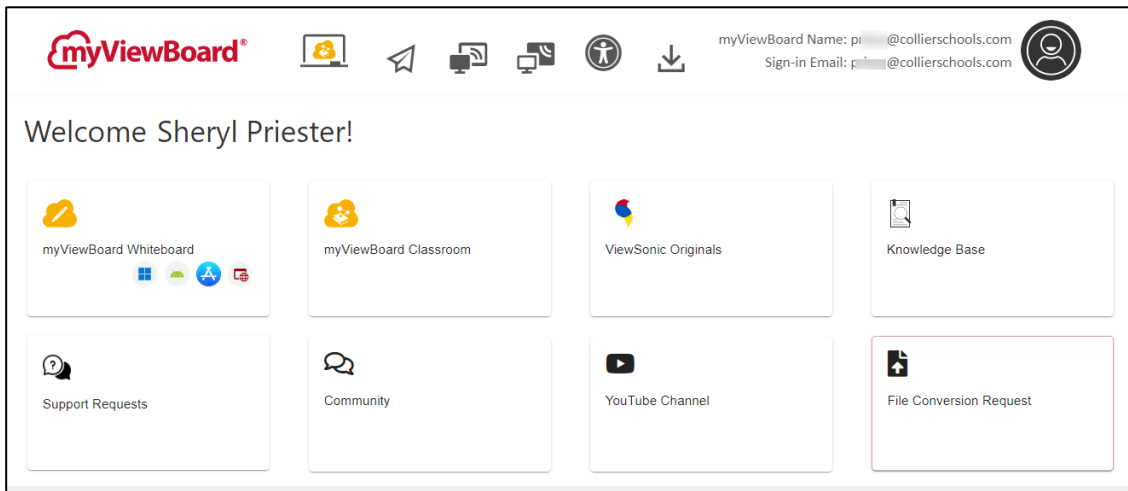
## GETTING STARTED

### Accessing myViewBoard Website

1. Visit <https://myviewboard.com/>
2. Click Sign in in the upper right portion of the screen.
3. The Sign In page will display.
4. Select "Sign in with Microsoft"
5. Enter your *full* CCPS email address.
6. Click the Sign In button.
7. If it is your first time logging in or you have not logged into Microsoft on your computer, it will prompt you to pick an account.
8. Select the account.
9. Microsoft will log you in.



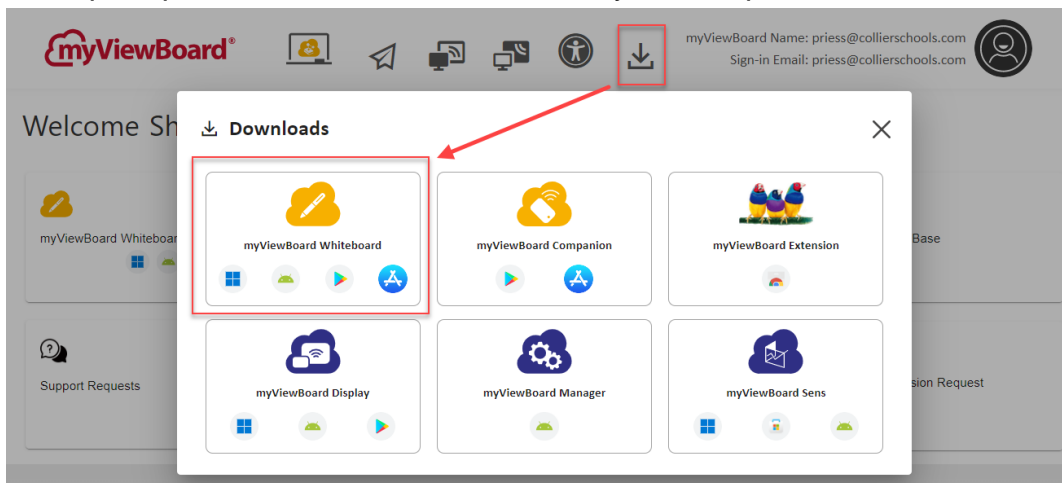
# ViewSonic ViewBoard User Guide



## Download myViewboard Whiteboard Software

To download the software on your computer:

1. Click the download icon in the header.
2. Select the proper operating system (windows, android, google play, or app store) in the myViewBoard Whiteboard module.
3. Follow the prompts to download the software to your computer.



4. Once the install is complete, you will have the myViewBoard Whiteboard icon on your desktop.

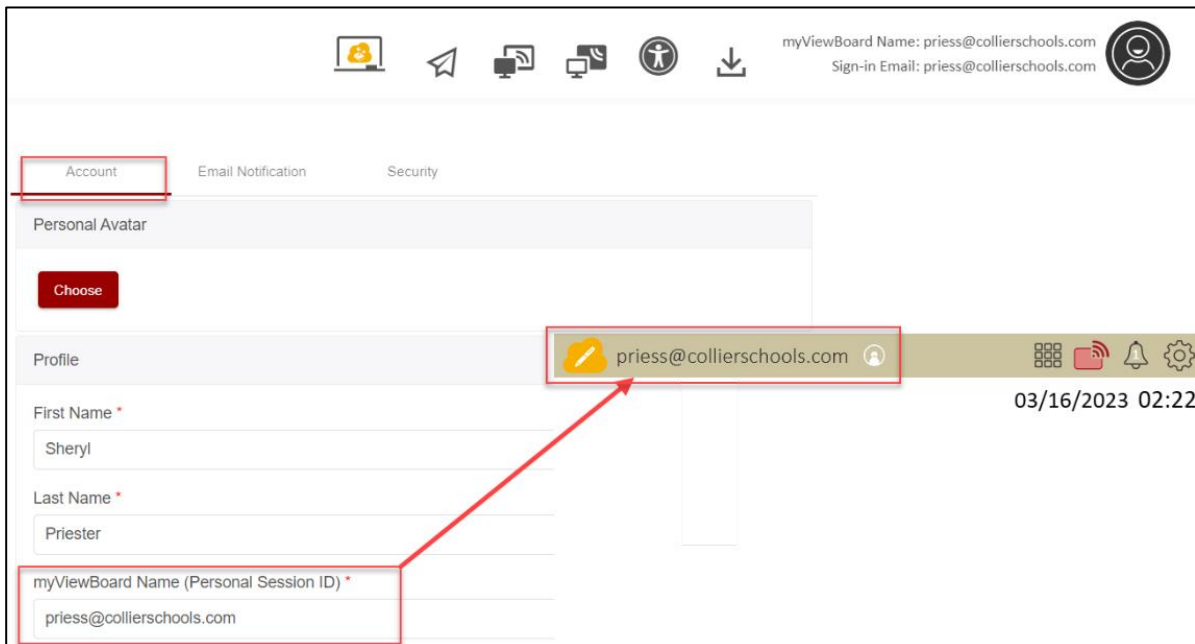
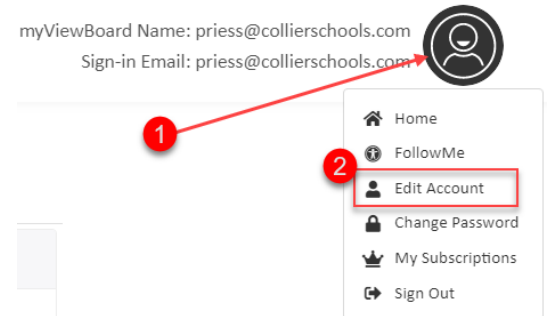
# ViewSonic ViewBoard User Guide

## Account Settings

Under account settings, you can choose a personal avatar and or change your viewboard name.

### Changing your myViewBoard Name

1. Click the profile icon in the upper right corner of the screen.
  2. Select Edit Account.
  3. Under the Account tab, locate the myViewBoard Name field. This field will likely default to your CCPS email address.
  4. Enter the desired name.
- Note: This name will display in the upper left corner of your viewboard whiteboard.
5. Click the Confirm button at the bottom of the screen.



## Accessing myViewBoard Whiteboard

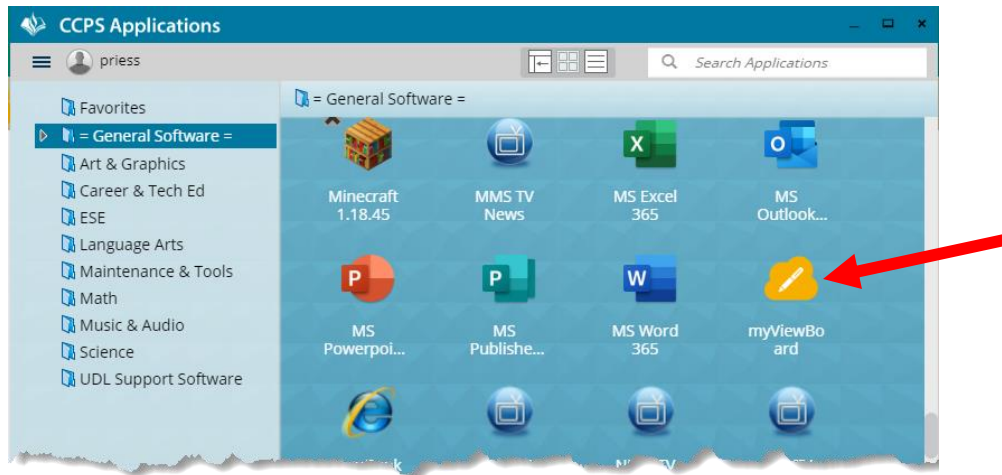
1. Double-click the CCPS Applications icon on your desktop.
2. Under General Software, Double-click the myViewBoard icon.
3. If this is your first time opening the software on your computer, it will initiate the installation process. Once the installation process is complete, the application will launch.

**OR**

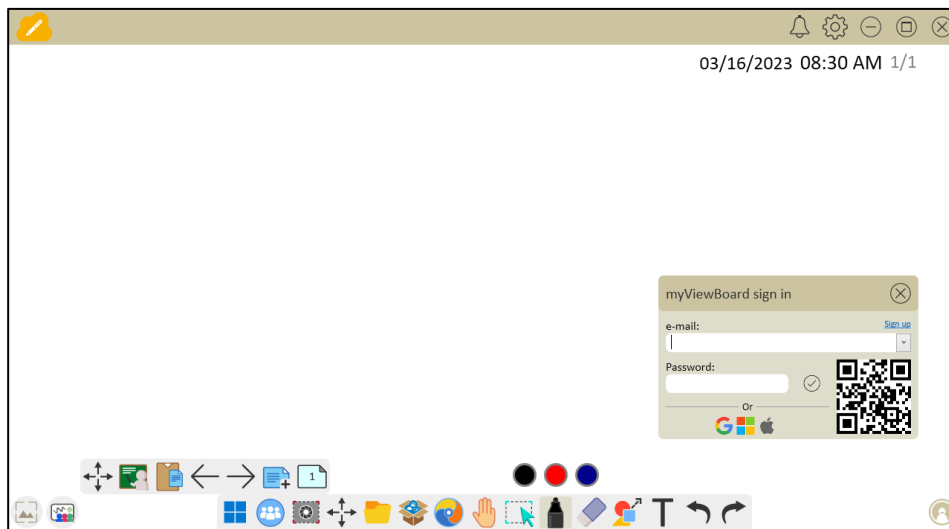
1. Double-click the myViewBoard Whiteboard icon on your desktop.
2. The application will launch.



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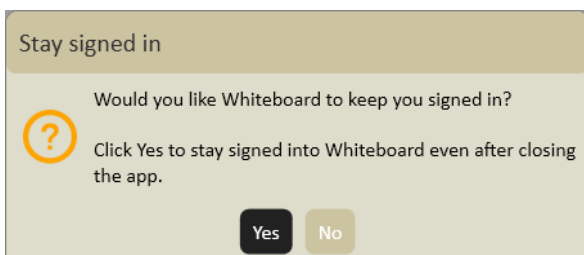
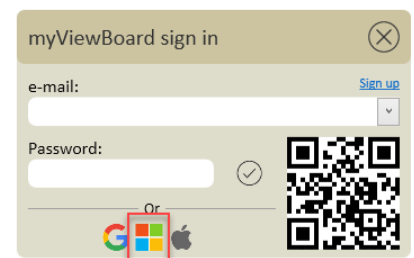
After opening Whiteboard, you will see the working area and toolbar icons.



## Signing in to myViewBoard Whiteboard

Sign in to myViewBoard Whiteboard to access all available features to your subscription tier. Use your network account credentials to login.

1. Enter your CCPS email address.
2. Enter your current network password.
3. Click Sign in with Microsoft icon.
4. Follow the prompts.



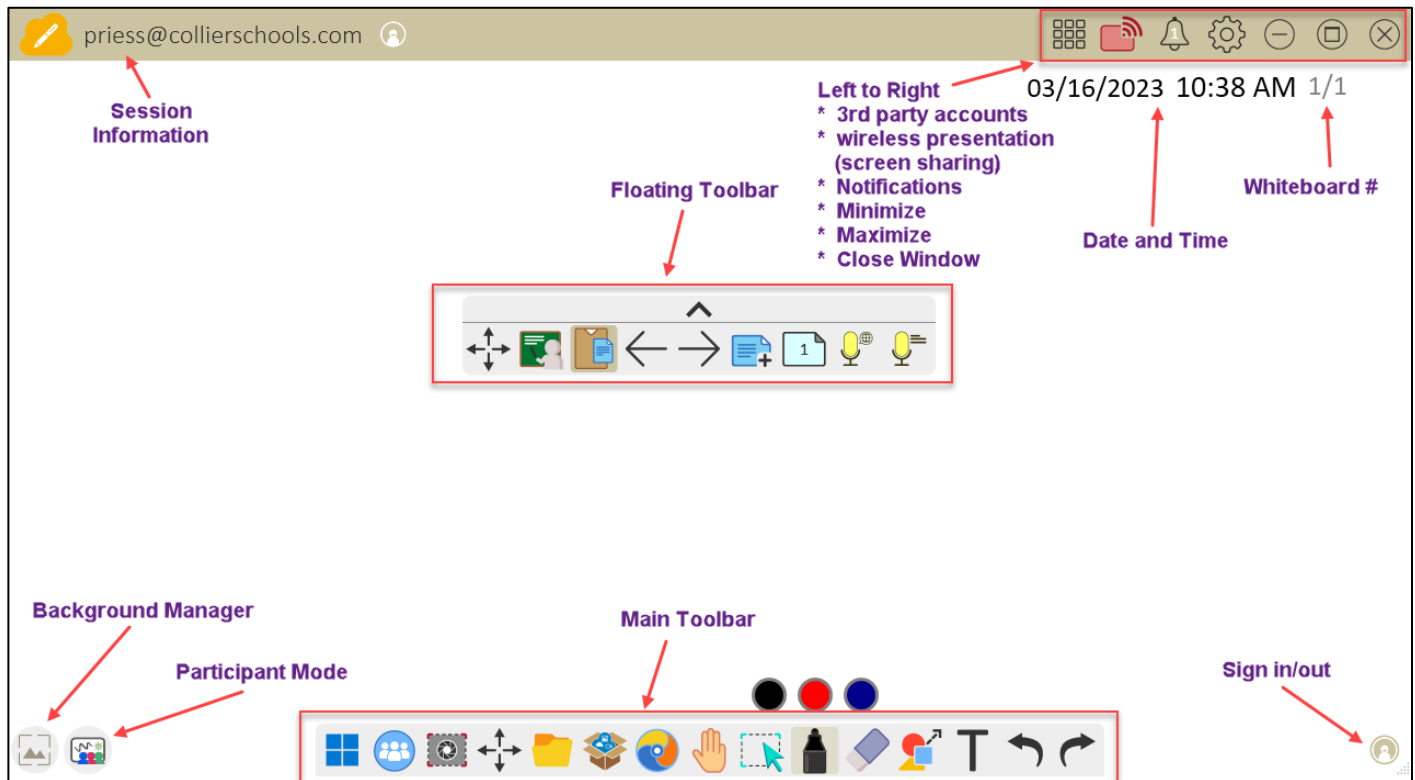
Once you are logged in, you may be presented with an option to remain logged in after closing the app. Click Yes or No.

# ViewSonic ViewBoard User Guide

## GETTING TO KNOW THE WHITEBOARD INTERFACE


### Whiteboard Interface Overview

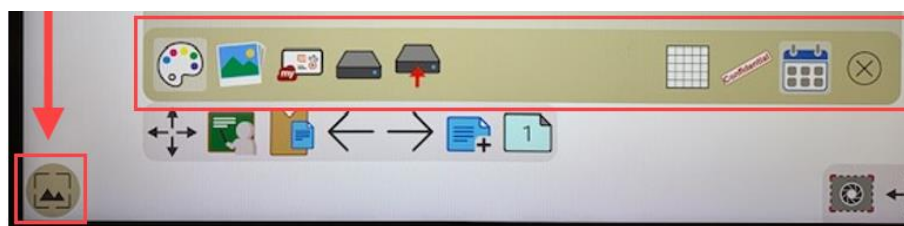
After opening Whiteboard, you are presented with the main whiteboard canvas and toolbar icon's. Your whiteboard session name will appear in the upper left portion of the screen and can be changed/updated via myviewboard.com preferences. You can generally find more tools and options by clicking/tapping any icon in the main toolbar.









### Change the Whiteboard Background

The Background Management feature allows you to customize myViewBoard Whiteboard canvas backgrounds.

1. Tap the Background management icon  in the bottom left corner of the screen.
2. The background management pop-up window will display. You will see different categories of backgrounds you can choose from. Below are descriptions of recommended categories.



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	Select a solid color as the background
	Select from backgrounds that come pre-installed (e.g., lined paper, speech bubble, etc.)
	Select a grid on the canvas. Strokes and objects created will display over the grid
	Add a “confidential” watermark to the background.
	Display the current date and time in the top-right corner of the canvas
	Exits the background management window





- Once you have selected a background, the change background confirmation window will display.
- Confirm whether you want to apply the selected background to all pages or this page.
- Once a selection is made the background window will close and you will be back to the main whiteboard canvas.

## MAIN TOOLBAR

Along the bottom of the screen, you will see the main toolbar.













Tools on the main toolbar are as follows:

 Windows Toggle	Click to hide the Whiteboard canvas and navigate to Windows OS while still having access to Whiteboard tools. By doing so, you can navigate your Windows OS and its apps while having the option to annotate on top at any time.	 Wireless Presentation	Enable and manage wireless presentations by casting your session to other devices or receiving a feed from other devices.
 Screen Capture	Screenshot the canvas or record audio or video activity on the canvas.	 Move toolbar	Click/tap and drag to move the position of the toolbar to either side of or the bottom of the canvas.



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 <b>File Manager</b>	<p>Open, save, export, print, or share Whiteboard session files.</p>	 <b>Magic Box</b>	<p>Add tools that enhance engagement and encourage students to interact with the board.</p>
 <b>Embedded Browser</b>	<p>Opens an internet browser within your Whiteboard session. Drag text, images, and videos onto the canvas as objects, or embed web pages into the canvas for later navigation.</p>	 <b>Infinite Canvas</b>	<p>Drag to move around the canvas. When using touch controls, use two touchpoints to zoom in/out. Click/tap this icon twice to open the Infinite Canvas overview for easier navigation.</p>
 <b>Selection Tool</b>	<p>Select objects by drawing a line across/surrounding desired objects. This allows resizing of images and shapes, editing of text, and editing of objects through the Adorning Menu.</p>	 <b>Pen</b>	<p>Draw using freehand lines. Click/tap twice to open the Pens sub-menu, which contains AI Pen and more.</p>
 <b>Eraser</b>	<p>Eraser Erase objects by dragging over or tapping them. Click/tap twice for more eraser options.</p>	 <b>Shapes and Lines</b>	<p>Create shapes and arrows as well as tables. Click/tap twice for a sub-menu containing different shape and arrow types.</p>
 <b>Text</b>	<p>Create a textbox and input text onto the canvas. Click/tap twice to switch to Handwriting Recognition mode.</p>	 <b>Undo/Redo</b>	<p>Undo/redo the last action on the current page.</p>

## Change the position of the Main Toolbar

By default the main toolbar is located at the bottom of the whiteboard screen, but you can change the location to either side, bottom or top of the canvas.

1. Press-hold and drag the move toolbar icon to move the main toolbar to a desired location.





## FLOATING TOOLBAR



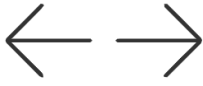


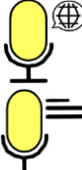
To the left of the main toolbar is the floating toolbar.



Tools on the floating toolbar are as follows:

 <b>Move Toolbar</b>	<p>Drag this to move the floating toolbar anywhere on the screen.</p>	 <b>Present Mode</b>	<p>Put the whiteboard in full screen mode, with the title bar and Windows task bar hidden. The main and floating toolbars will still be available.</p>
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## ViewSonic ViewBoard User Guide

 Prepare Mode	Exit full screen with access to the title bar restored.	 Paste from Clipboard	Paste copied content onto the canvas. Supports text and most file types.
 Prev / Next Page	Tap on the arrows to navigate between different pages of the whiteboard.	 New Page	Add a new blank page to the whiteboard.
 Page Manager	Add, reorder, duplicate, and delete pages.	 Live Captions	Set the language in which Live Captions will create captions.

### Change the position of the Floating Toolbar

The floating toolbar can be moved and placed anywhere within the canvas.

1. Press-hold and drag the move toolbar icon to move the floating toolbar to a desired location.