

Creating a Digital Whiteboard

This fact sheet is intended for faculty who want to have a space to write notes during a lecture, work out equations, teach vocabulary or collaborate in some other way. There are many tools out there for creating whiteboard spaces. Here are two:

- 1) Google Docs: a simple Google document is one way you can create a collaborative “whiteboard space.” Follow these steps:
 - a. Go into Google Drive
 - b. Click New/Google Docs/Blank Document (NEW is on the top left side of the page)
 - c. At the top of the new Google Doc, you will see a field that says “Untitled Document;” click this and name it (could be the date of the class or the name of the day’s module)
 - d. On the top right side of the document, click “Share” and “Get Shareable Link.” You will see a drop down menu that says “Anyone at Bard College with the link can...” – click this menu button and scroll down to “more.”
 - e. You will then see an option for “On: anyone with the link can...” – click this
 - f. Finally, on that same screen, click on “Access” and select if you want the students to be able to “view” or “edit”
 - g. Share the link with all of your students in advance of the class

- 2) PREFERRED OPTION: <https://awwapp.com> is a free tool for creating a digital whiteboard. Before class, you and the students should all create free accounts, which you can easily do by automatically logging in with your existing Facebook, Twitter or Google accounts.
 - a. Once you have an account the board is easy to use. The tools are in the left hand column. If you click on the “Aa” and then on the whiteboard, you can select “Aa” to type numbers or text.
 - b. To give students access, all you need to do is click “add people,” copy the link and share it via email, what’s app or on the Moodle.
 - c. The great thing about this tool is you can download and share it by clicking on “Export board” at the top of the webpage.