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# Learning Objectives

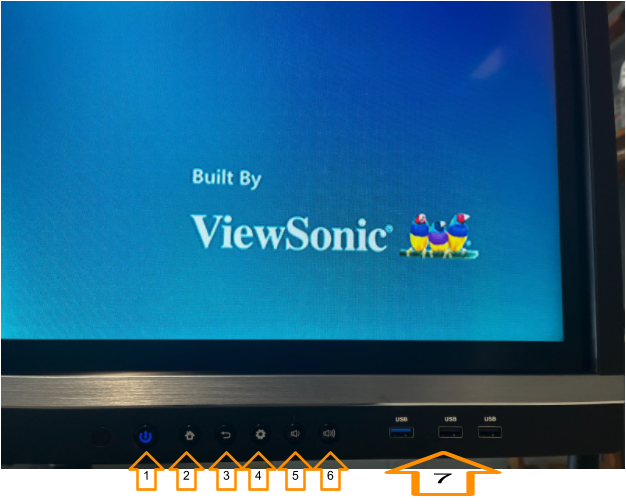
This training document is designed to introduce you to the basics of the ViewSonic ViewBoard. At the end of this training, you will be able to:

1. perform basic operations on the ViewBoard including powering on, accessing the whiteboard function, writing, screen mirroring/casting, and logging into Google Drive
2. synthesize current curriculum with the ViewBoard interface
3. apply current instructional techniques to the ViewBoard

# Getting to Know Your ViewSonic Board

## Exterior

On the lower right corner of the ViewBoard, you’ll find several function buttons and inputs.



1. Power
2. Home
3. Back
4. Settings
5. Volume Down
6. Volume Up
7. USB Inputs

## 

## Interface

When you power on the board, this screen will appear. This is “Home”. 

### Favorite Apps

1. Chromium - native browser *(Note: avoid live searching in front of students)*
2. Folders - Sign into Google Drive
3. MyViewBoard Whiteboard - Interactive display
4. MyViewBoard Display - native screencasting tool (great for virtual days!)
5. MyViewBoard Record - Record steps in a process

### 

### Toolbar

The toolbar can be accessed by tapping the arrows on either side of the board. 

### Airclass

When the QR code appears, students should scan the code in their Companion app. Once all participating students have scanned, tap “Enter the Class”. Then choose a function.

1. Voter: single and multiple choice questions
2. Judge: True/False questions
3. Responder: Race to answer first
4. Selector: Randomly select a participant
5. Grouping: Assign participants to groups
6. Message: allow/deny participants to direct message the ViewBoard
7. Manager: Add participants (displays QR code)
8. Exit: Leave the AirClass tool

# 

# Signing into Google Drive

You can access your Google Drive files including Smart Notebook and Easy Teach, Slides/PowerPoint, and Docs from your ViewBoard. This is a great way to create interactive lesson materials and present them to the class.

To sign into Google Drive, follow these steps:

1. Tap Folders on the main screen
2. Tap Cloud Drive on the left side
3. Tap Add
4. Tap Add Account
5. Tap Google Drive
6. Sign in with your school email address and password
7. When prompted, tap Allow
8. A browser will open. Close this browser to return to Folders.

# WhiteBoard

The Whiteboard function allows you to simply write notes on the board or create elaborate presentations and everything in between. Whiteboard is infinite.

## Signing in

When you first open the Whiteboard, you will be prompted to sign in as shown below. If you have the Companion App, you can scan the QR code to sign in. Otherwise, tap the G to sign in with your school email address and password.

## 

## Toolbars

When you sign in, you’ll see a toolbar like the one pictured below. 

1. Wireless presentation
2. Screen Capture
3. Move Toolbar
4. File
5. Magic box - interactive and web content
6. Embedded browser - image search
7. Infinite Canvas - use two hands to zoom in/out
8. Selection
9. Pen - tap twice for more options
10. Eraser
11. Shapes and Lines
12. Text/Handwriting - toggle between by tapping
13. Undo
14. Redo

On the left side, is another toolbar. 

1. Background selector - choose from a variety of background options. Filter by subject.
2. Move Toolbar
3. Present Mode - hides task and title bars
4. Paste from Clipboard
5. Previous Page
6. Next Page
7. New Page
8. Pages in Whiteboard - create, select, sort, and delete pages

### 

### Magic Box

Magic Box offers powerful tools to make your whiteboard more engaging.

1. On board storage
2. Google Drive
3. Sticky Notes
4. Tools - ruler, compass; more tools being added regularly
5. myViewBoard Clips - curated, safe, and certified educational videos
6. YouTube - drag and drop into whiteboard; ad free
7. Image Search - safely search web for images; drag and drop into whiteboard
8. Throw - browse documents participants have shared with whiteboard session
9. Pop Quiz - create a quiz that students will answer from their personal devices

### Accessing Google Drive files

1. Follow steps above for [Signing into Google Drive](#_heading=h.dalrf297dpve)
2. Open Whiteboard
3. Sign in via Companion App with QR Code or email address and password
4. Open Magic Box
5. Select the Google Drive icon (second icon from left)
6. Tap My Drive and navigate to appropriate folder/document

### Tools

To insert a tool:

1. Tap Tools icon
2. Double tap desired tool
3. Tool will automatically appear on the canvas

### Shapes

To insert a shape:

1. Tap the Shapes icon on the toolbar
2. Choose a color first!
3. Choose shape (flat, 3D, or line)
4. Draw on whiteboard canvas

### 

### Saving WhiteBoard Canvas



1. New Canvas - if a canvas is open, you will be prompted to save it before creating a new one
2. Open - Open a .vboard file canvas from local drive or cloud storage
3. Save
4. Save As - create a new copy of the canvas to local drive or cloud storage
5. Export - save whiteboard canvas as .png, .jpg, .pdf, or .pptx
6. QR Code Share - converts canvas to .pdf. Students can scan the QR code and take a copy of the lesson with them

## 

## Customizing the Whiteboard Canvas

Customizer includes canvas enhancers like speech bubbles, graphic organizers, and much more. You can filter by subject to find the right image. One such customization option includes pre-installed images such as those shown below.

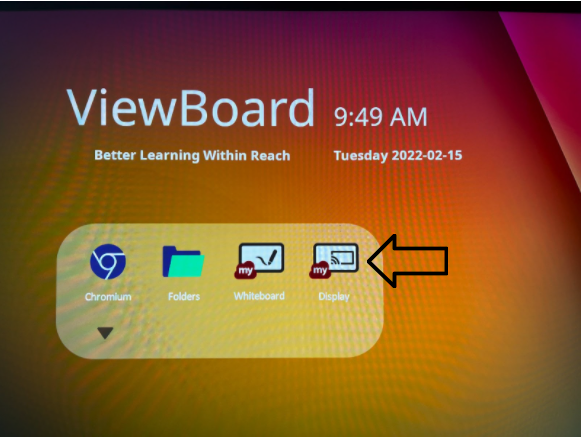
## 

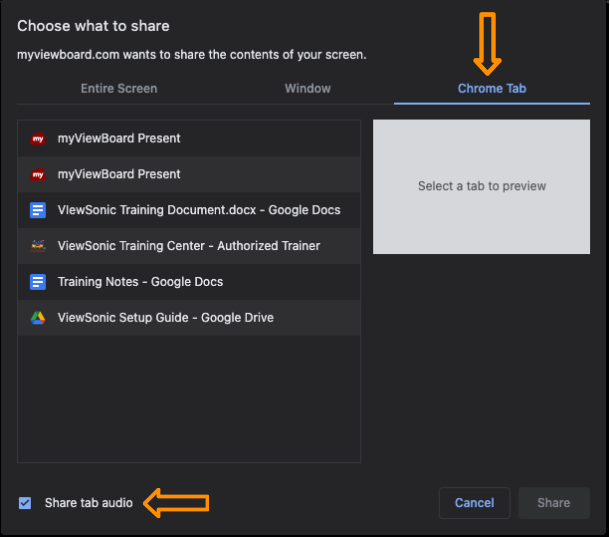
Another customization option is myViewBoard Originals. These can also be accessed from [myviewboard.com](#_heading=h.cjgnjxtr1xd5).

## 

## 

# Streaming Content

You can stream content from your laptop to your ViewBoard. This may include educational content from Disney+, Hulu, Netflix, YouTube, or other similar platforms. Follow the steps below to stream your content from your device to your ViewBoard.

1. From **Chrome**, sign into the platform
2. Locate the content you want to display
3. On the ViewBoard, tap the Display icon
4. In another Chrome tab, go to: [myviewboard.com/display](http://myviewboard.com/display)
   1. Enter the Display Code
   2. Enter the One Time Password
   3. Click Present
   4. Choose Chrome Tab > Select tab to share
   5. Make sure Share Audio is checked

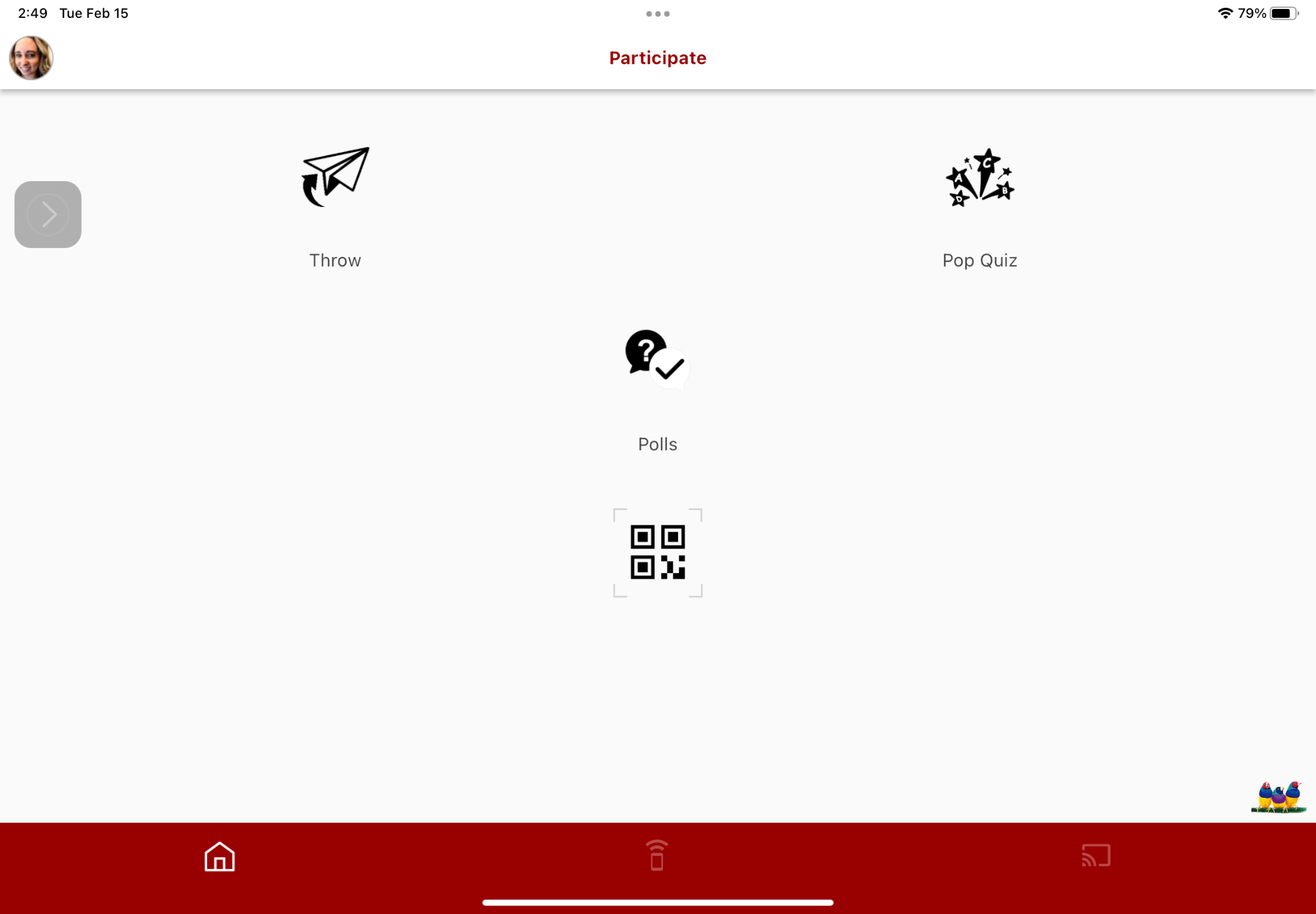
# Companion App

The Companion App can be added to a mobile device via the Apple App Store or Google Play. A web version is also available when an app download is not available such as on an older MacBook. To sign in to the Companion app, the Teacher should always select **Host/IT Admin**. Choose Sign in with Google, and use your school email address and password.

pictures

## Participate (Home)

The Participate tab, which looks like a house, includes host controls and allows you to interact with Whiteboard sessions from *other* users. This will mostly be used for students.



## 

## 

## 

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## 

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## 

## 

1. Throw: send a photo or video from your mobile device to the ViewBoard.
2. Pop Quiz: Answer a pop quiz and throw it to the board
3. Polls: Answer polls using multiple choice, true/false, rating, voting, random draw, and free format questions

*Note: Pop Quizzes and Polls are not designed for formal grading purposes (formative or summative), but may be useful for informal “temperature checks” and gamification of learning.*

## Whiteboard Remote Control

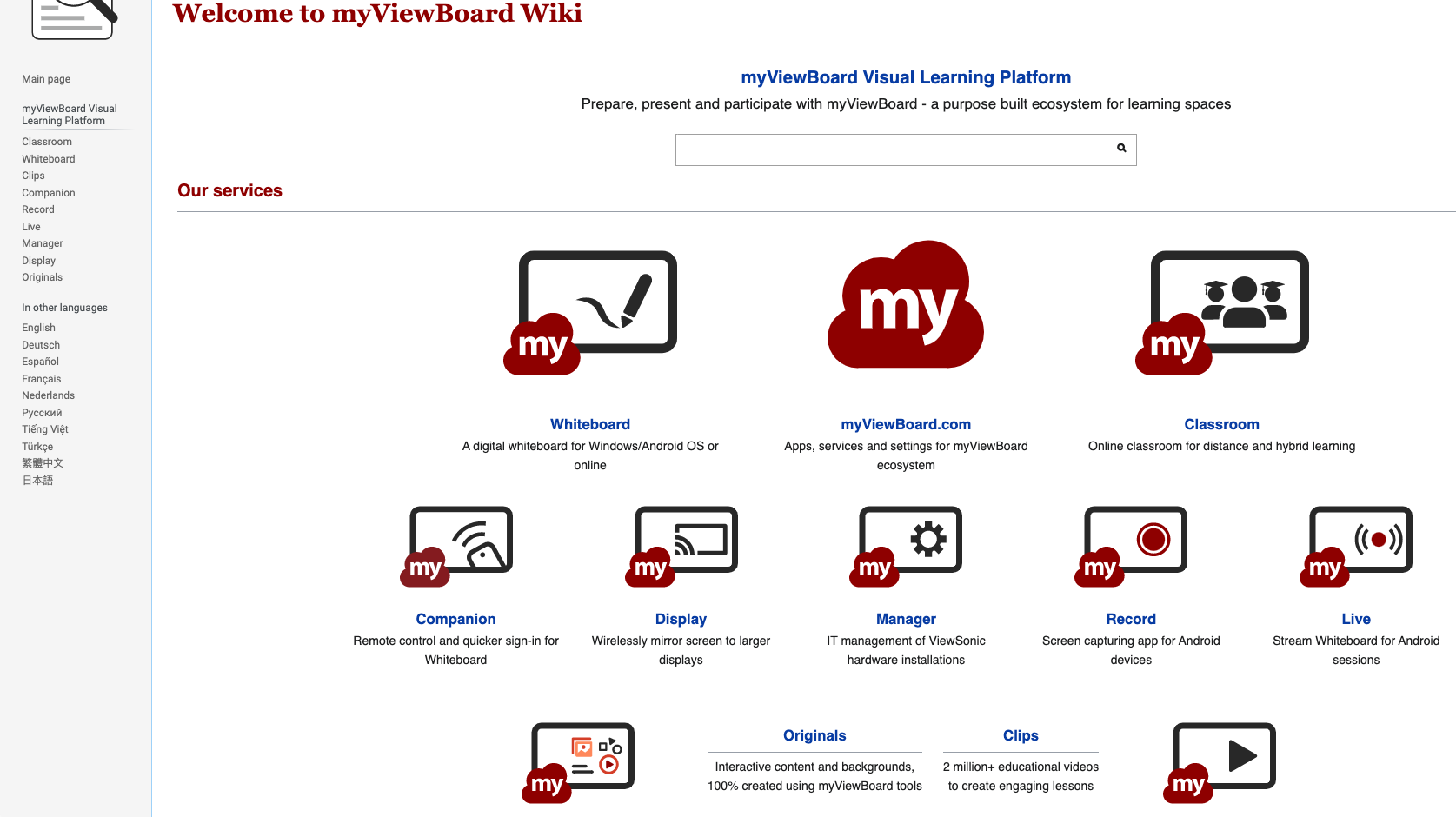
*Note: You must be signed into the Whiteboard and the Companion App with the same account to use the remote control function.* 

1. URL: Display Whiteboard URL and QR code for Throw, Pop Quiz, and Polls interaction
2. Laser Pointer: turn your device into a laser pointer
3. QR Code: Generate QR code; when students scan this code, they can take the whiteboard session with them on their device
4. Previous and Next: move between pages

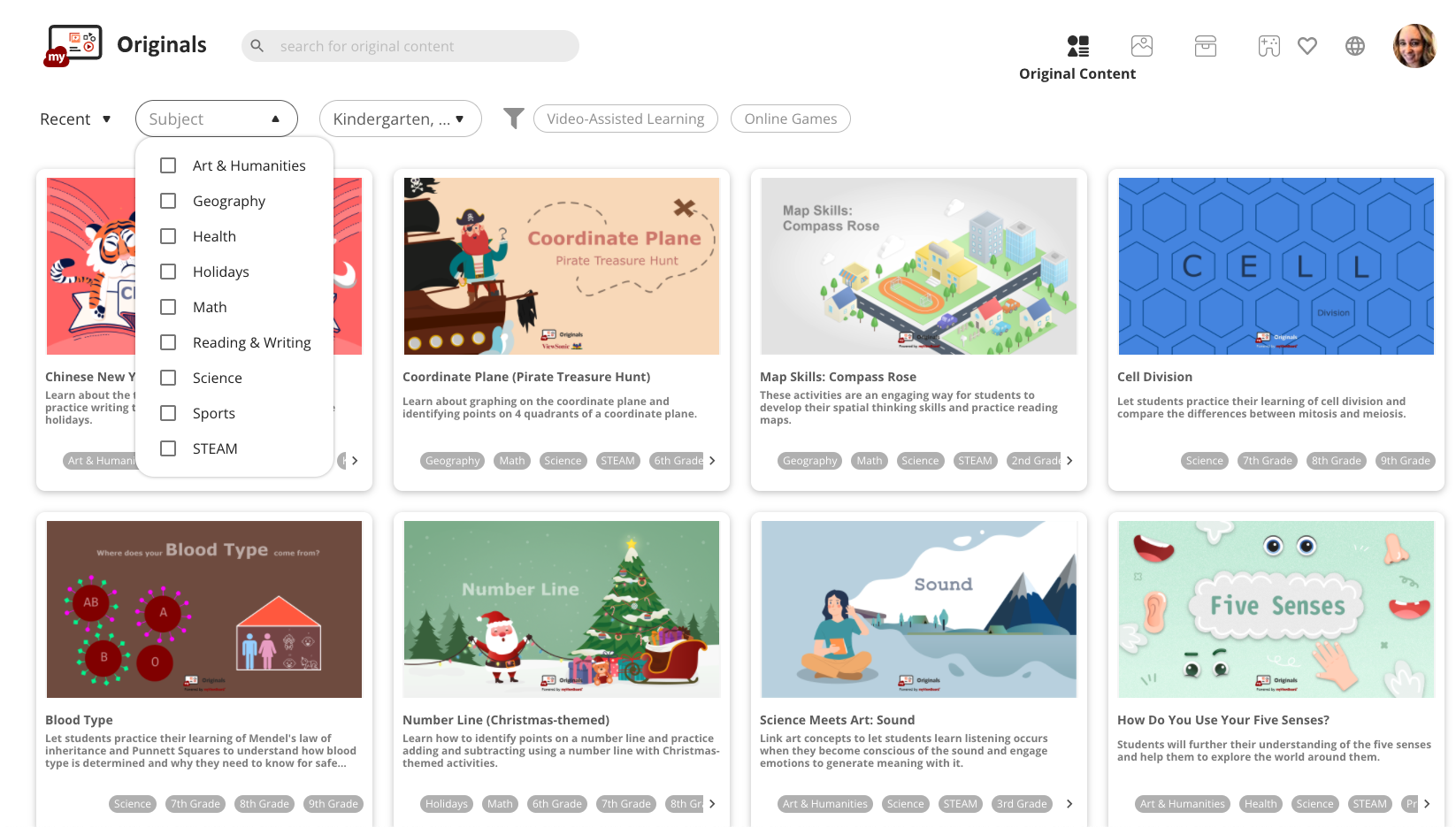
# MyViewBoard.com

## WikiHelp

myViewBoard Wiki has answers to all of your ViewBoard questions!



## Originals

Originals offers prepared lessons. You can filter by subject and grade level. Original lessons include games and other content by clicking on them from this page.

## Teacher Certification

If you are interested in learning more about ViewBoard, you may visit [viewsonic.com/us.learn](http://viewsonic.com/us.learn). Click Register Now, submit the form, and choose Certified Educator when you arrive at the screen seen below.



# References

Magic Box: <https://wiki.myviewboard.com/Magic_Box>

myViewBoard Wiki: <https://wiki.myviewboard.com/Welcome_to_myViewBoard>

myViewBoard Originals: <https://myviewboard.com/originals>

Polls: <https://wiki.myviewboard.com/Polls_Quiz>

Teacher Certification: [viewsonic.com/us/learn](http://viewsonic.com/us.learn)