# Using whiteboard editing tools

**Note:** When using the whiteboard it is important that:

We ensure the text (font and size) and colours are appropriate for all users.

We provide an audio report of any changes and additions to the white board.

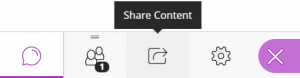
## Learning outcomes

By the end of this guide you should know;

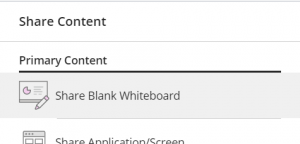
* how to share a whiteboard and use the whiteboard tools.

## How to

1. Having opened a Blackboard Collaborate Ultra session, click on the Open Collaborate panel button and Share Content.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/1-15.png)

2. Click on Share Blank Whiteboard.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/1-17.png)

3. A blank whiteboard will appear – the controls appear toward the top left hand corner of the session.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2020/06/2-16.png)

4. Select and use the desired tool as appropriate.