# 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.



2. Click on Share Blank Whiteboard.



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



4. Select and use the desired tool as appropriate.