

Presentation/Whiteboard Options in a Microsoft Teams Meeting

I want to present a lesson on screen during a Teams call.

It's a pre-made lesson that I want to share real-time

YES

I **share my screen** with the student(s) in the call and open my presentation in PowerPoint, Sway, Photos, Word document etc. Students can't make changes on the screen.

NO

While teaching my lesson I would like to write/draw/explain as I go. I use **Whiteboard** on Teams.

TIP #2: How to use the Whiteboard on Teams

It works great!

TIP #1: How to share the screen on Teams

NO,
it's not perfect.

Why?

YES 😊

I would like to use **more tools**, not just a pencil and an eraser.

You might want to try the app **Explain Everything (EE)**. You are able to type, add photos, shapes, graphs, etc.

TIP #4: Explain Everything

I am using an iPad. Download the free **EEEDU** app.

I am using a desktop / laptop. Register at explaineverything.com/ for a free **EE** account - students don't need an account.

TIP #3: Microsoft Whiteboard

Use **Microsoft Whiteboard** (it is a web-based application and an app for iPad / iPhone. We all have it in O365.

Some **students can't see** the whiteboard.
Are they using an iPad?

YES

It might not work, Microsoft is working on it!

NO

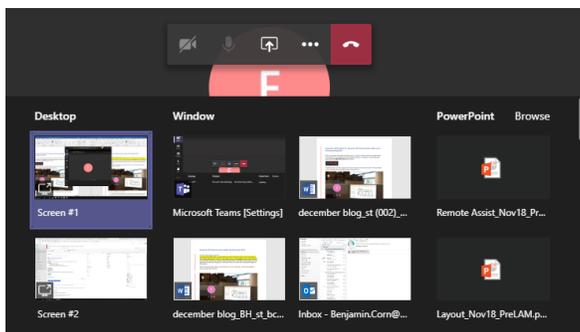
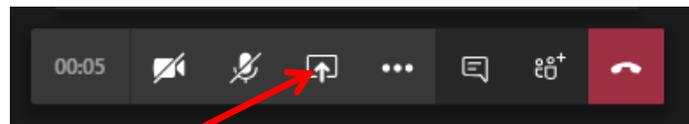
If they are using a desktop or a laptop, ask them to **re-install the Teams app** an update may be needed.

Reinstallation solved the problem.

NO,
they still can't see the whiteboard.

YES 😊

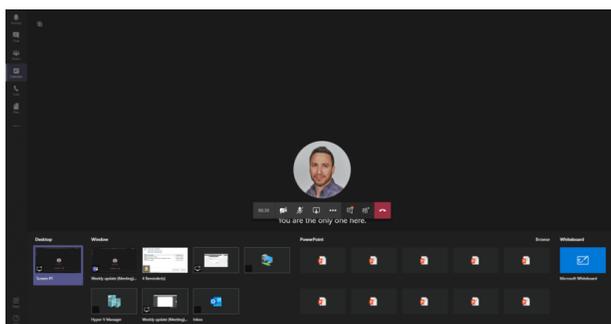
TIP #1: How to share the screen on Teams



Click on this icon and choose the screen you want to share. Be aware that sharing your desktop makes all your desktop notifications visible for the students.

When you want to stop sharing your screen, click on the same icon, with an 'x' on it.

TIP #2: How to use the Whiteboard on Teams

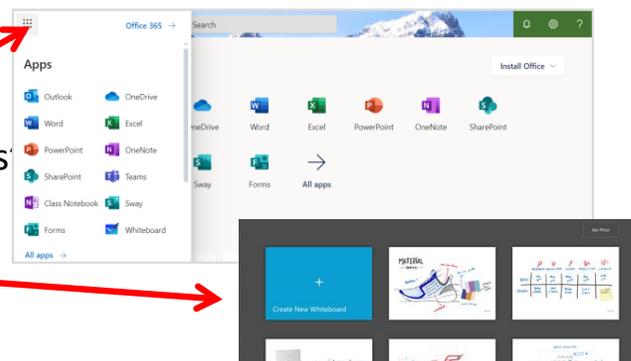


Click on the screen sharing icon and choose the 'Whiteboard' option.

If you don't see it, try to reinstall the app, or use Microsoft Whiteboard or Explain Everything.

TIP #3: Microsoft Whiteboard

Open your Office 365 page, look for the apps in the corner. Find the Whiteboard app in "All Apps". Open the whiteboard app and click on "Create new Whiteboard".



When your whiteboard opens, you can share it with the students. Click on the human figure with a + sign. Create a sharing link, then copy it (blue 'Copy' button). Paste the link to your Teams Posts of in the Chat, so students can click on it and contribute to the whiteboard.

TIP #4: Explain Everything

You can download the Explain Everything EDU app for free on your iPad (if you don't have it already). You can create presentations, record them and play them, send them to students whenever you want. You can show it by screen sharing on Teams, but students might not be able to contribute to your whiteboard, unless they have the app on their iPad. If you are using a desktop/laptop, create a free account on the [EE](#) website, and you get the same features. Also, you can copy the link and send it to the students to share the whiteboard the same way as with Microsoft Whiteboard (above).