



A Web Whiteboard

Welcome to the tutorial on how to master AWW!

Learn how to

- ✓ Invite people to the board
- ✓ Change your board name
- ✓ Save boards in repository
 - ✓ Use keyboard shortcuts
 - ✓ Have multiple pages on the board
 - ✓ Use voice chat
 - ✓ Enable Google Classroom share

...

FEATURES

Basic (free) tools

- ✓ Pencil
- ✓ Eraser
- ✓ Scissors
- ✓ Text
- ✓ Image upload
- ✓ Undo
- ✓ Board erase
- ✓ Pan tool

Basic features

- ✓ Sharing boards
- ✓ Google Classroom share
- ✓ Keyboard shortcuts
- ✓ Embed link



Premium tools


- ✓ Line & Shapes
- ✓ Pointer tool
- ✓ PDF/PPT upload
- ✓ Marker tool

Premium features


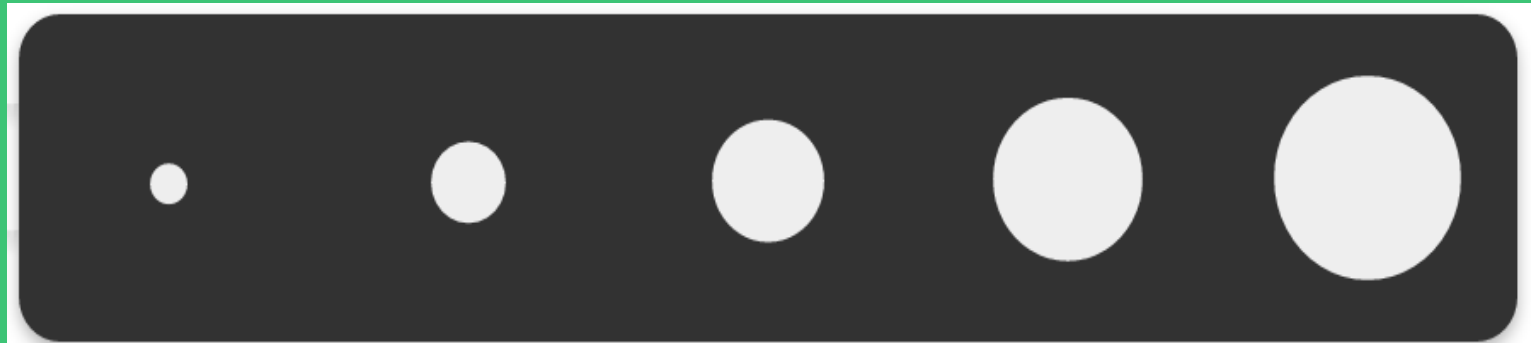
- ✓ PDF export
- ✓ Multipage board
- ✓ Saved boards
- ✓ Share a copy of the board
- ✓ Support for view only guests
- ✓ Voice chat
- ✓ Admin Account Management
- ✓ G. Classroom Send & Turn in

BASIC TOOLS

Drawing on the board

Start drawing by clicking on the pencil button  or clicking P on your keyboard

Change the size of pencil by clicking the dot button and choose between five

sizes.  →  Or click 1-5 on your keyboard

Change the default black color by clicking the palette button



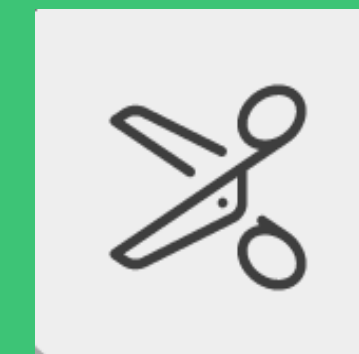
BASIC TOOLS

Erasing drawings

Wish to manually erase your drawing? Choose eraser tool or use keyboard shortcuts by clicking E



Use the scissors tool to select the area you want to erase



Erase entire board by clicking on a can tool. New dialog box will open, asking you to confirm deletion.



BASIC TOOLS

Writing on the board

Wish to write down instead of drawing your words? Start by clicking the text button or by clicking T on your keyboard



You want to enter new row? Click enter

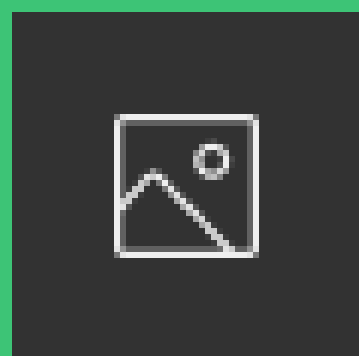
The same rules for changing color and size of pencil apply on the text feature

BASIC TOOLS

Uploading images on the board

Upload images from your computer or internet. Click the image button. In a new dialog box, choose between uploading from computer or importing from

web



Add image to board ✕

Upload image from computer

Browse

Import from web — paste the address (URL) of the image

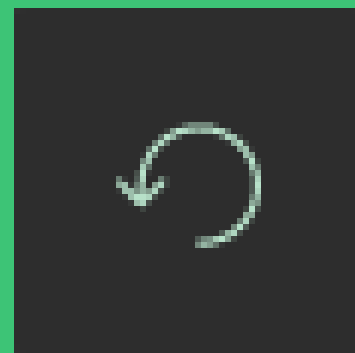
Confirm

BASIC TOOLS

Undoing last move

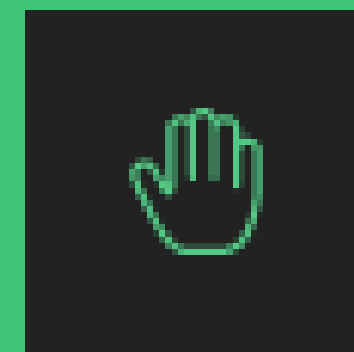
Undo the last move by clicking on the **undo button** or using shortcut by

clicking **U**



Moving on the board

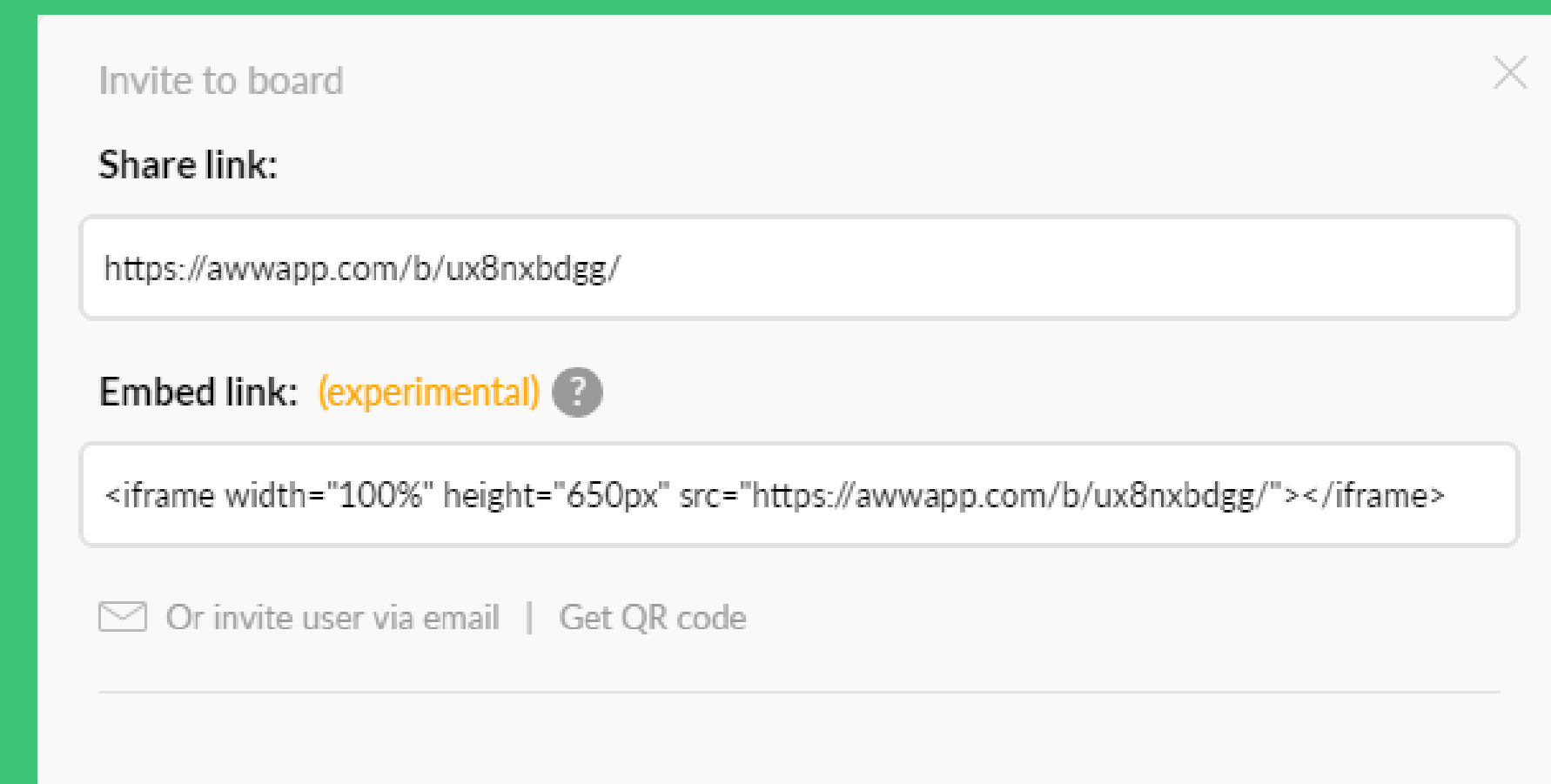
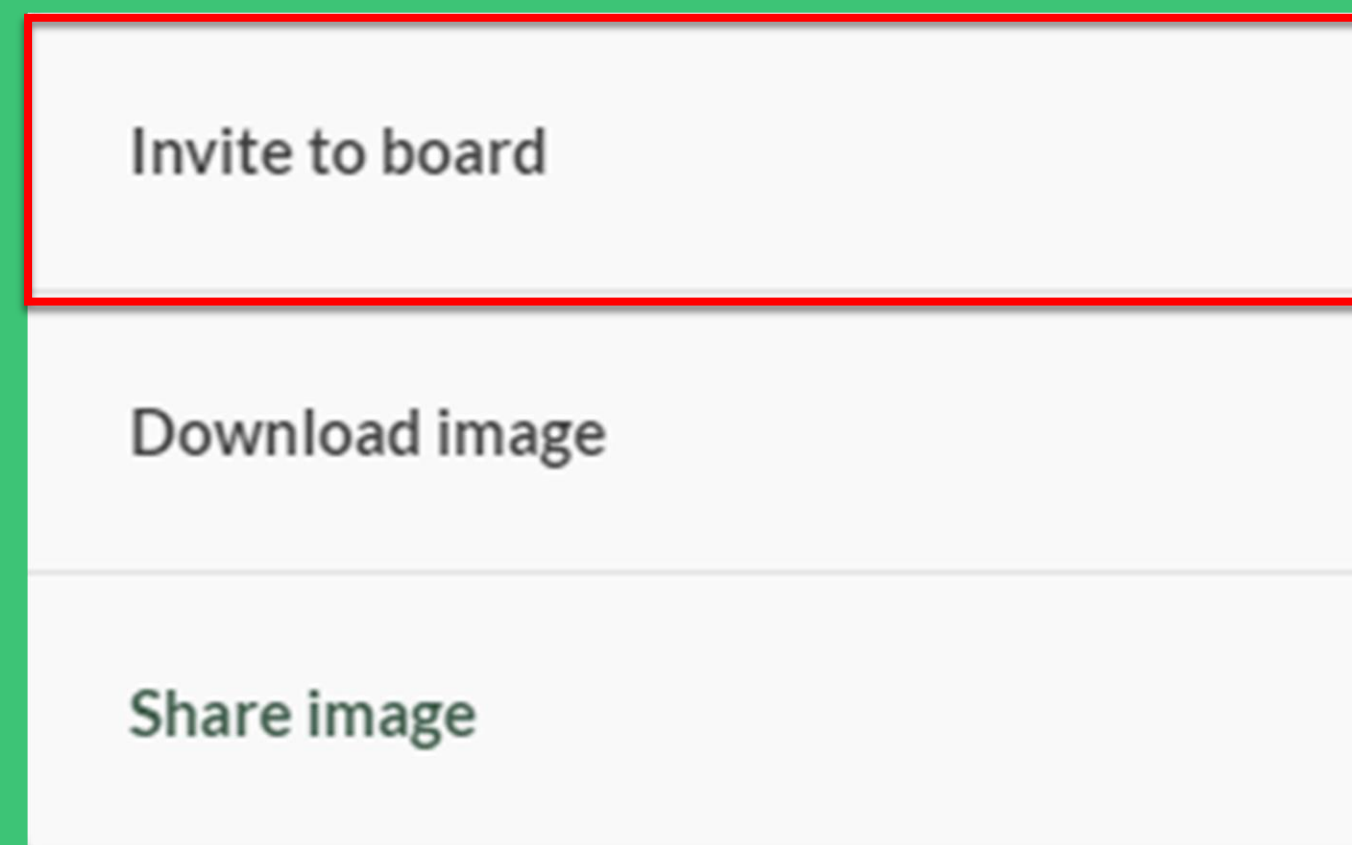
Use the pan tool to move on your canvas



BASIC FEATURES

Sharing a board

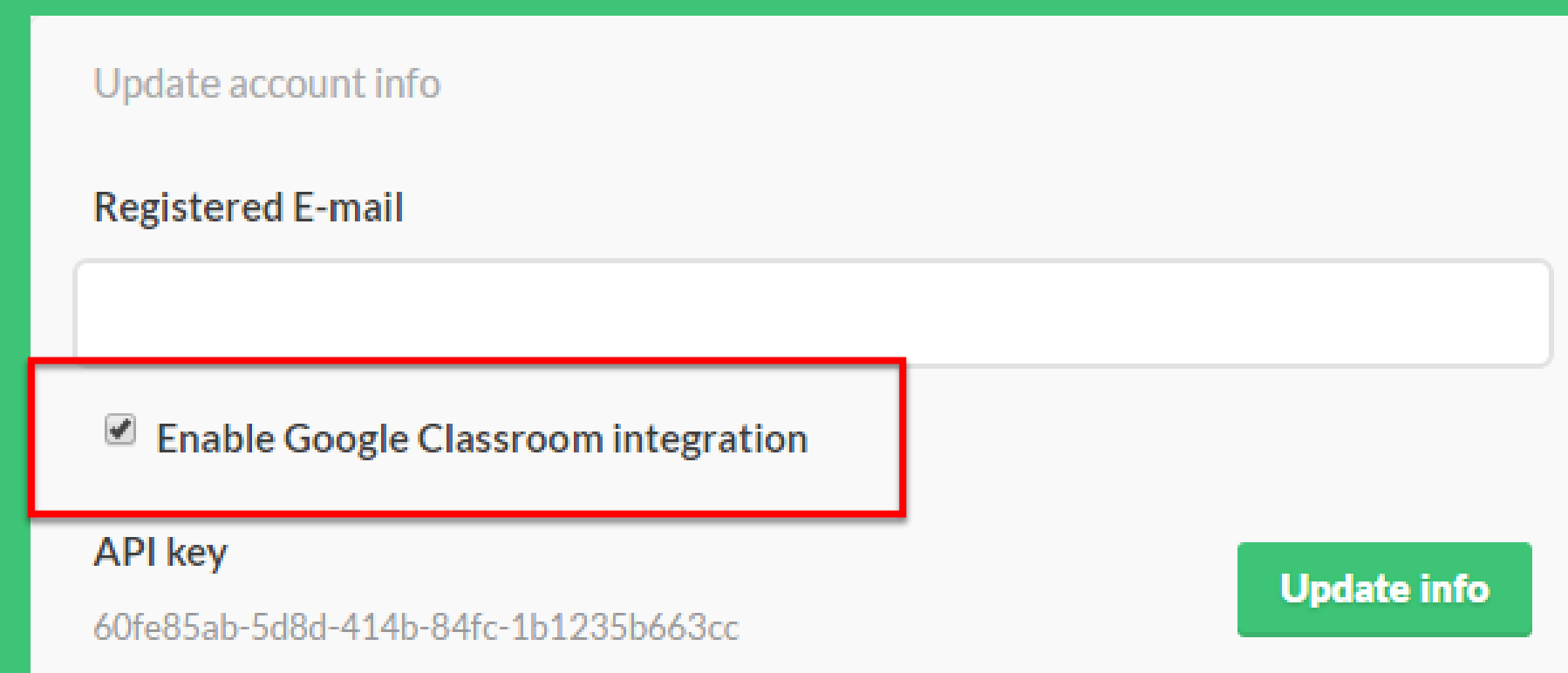
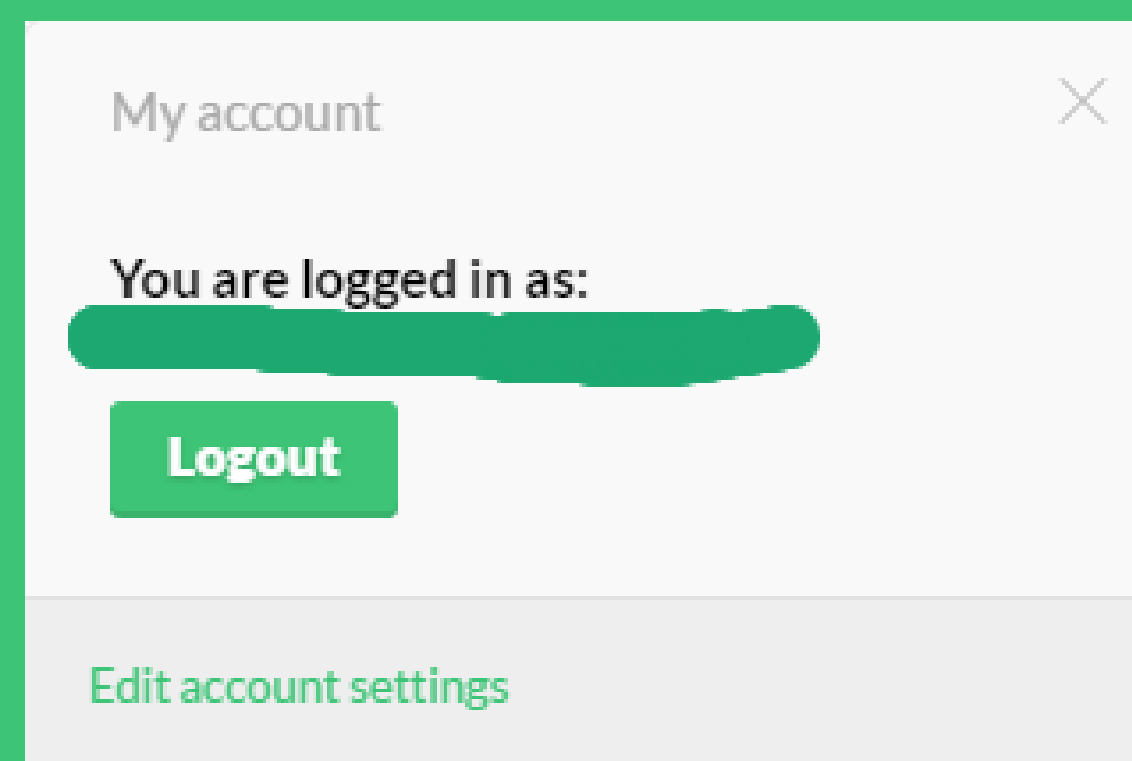
1) click the plus button or I on your keyboard. When a dialog box opens, click invite to board button. A dialog box will open with a share link and embed link.



BASIC FEATURES

Sharing board via Google Classroom

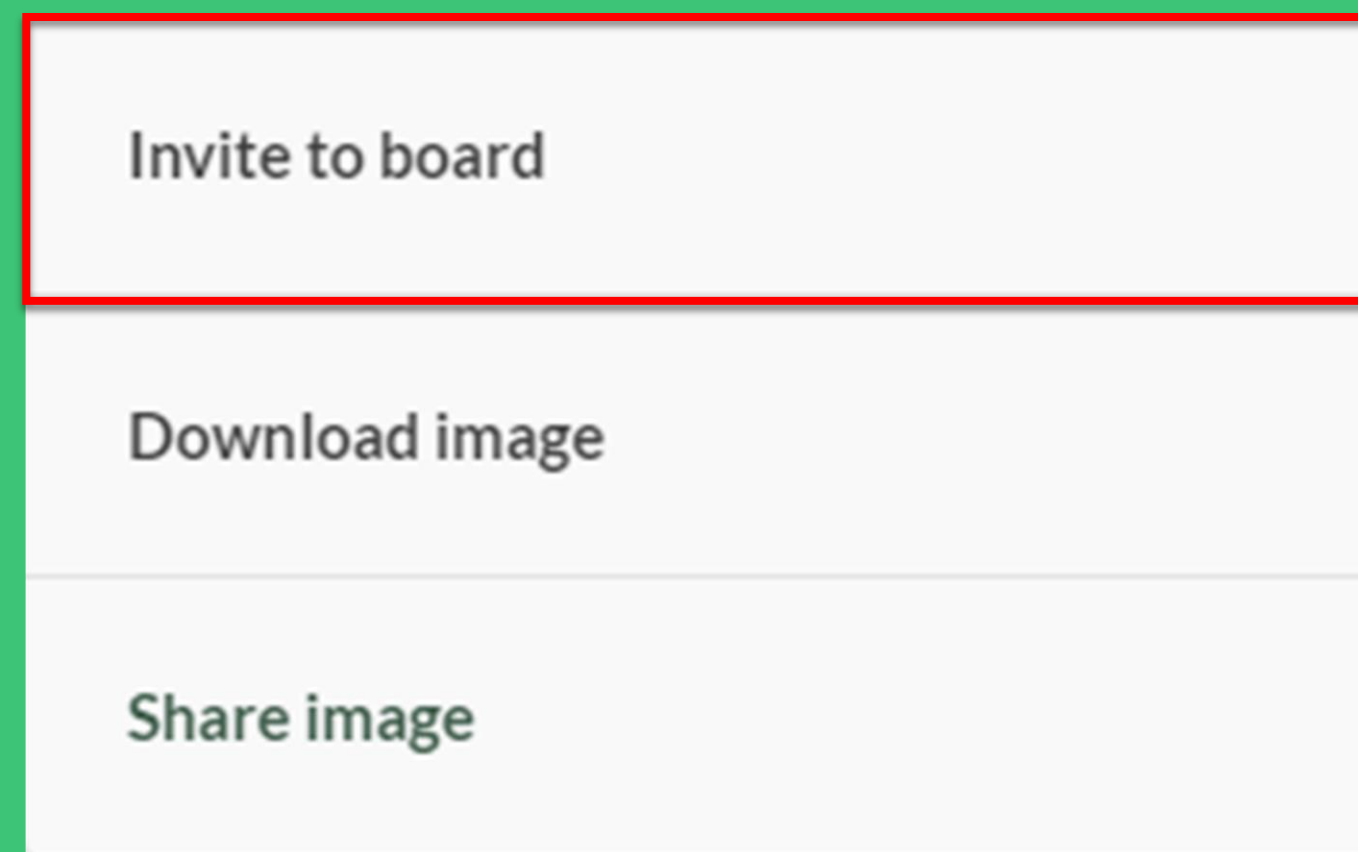
To enable Google Classroom go to your account details by clicking account button. Log in and click the edit account settings. Check the Enable Google Classroom integration box in account details page.



BASIC FEATURES

Downloading board image

Click the invite to board button. When a dialog box opens, click download image



You can share the board content as an image to Facebook, Twitter or Reddit

BASIC FEATURES

Showing users on the board

Click invite to board button. When a dialog box opens, click Show users.



After opening users box, you can change the board name by typing it in

PREMIUM TOOLS

Line & Shapes

To insert line click here



Choose between filled and outlined shapes



To change the size and color of line and shapes apply the dot and palette tool

Pointer tool

Pointer tool can help you orient on your big canvas



PREMIUM TOOLS

Marker tool

To highlight text or other objects click on the marker tool



To change the size or color of the marker apply dot or palette tool

PREMIUM TOOLS

PDF/PPT upload

To insert PDF or PPT file onto the board click on this button



New dialog box will open asking to select a file from your computer

Every slide or page will show up on a different page on multipage board

To erase a slide or page click the undo button

PREMIUM FEATURES

PDF export

Export your boards by clicking on the Invite to board button. When the new dialog box opens, click the export as PDF option

Your PDF file will be sent to you via e-mail



Save & load ×

Enter name for current board

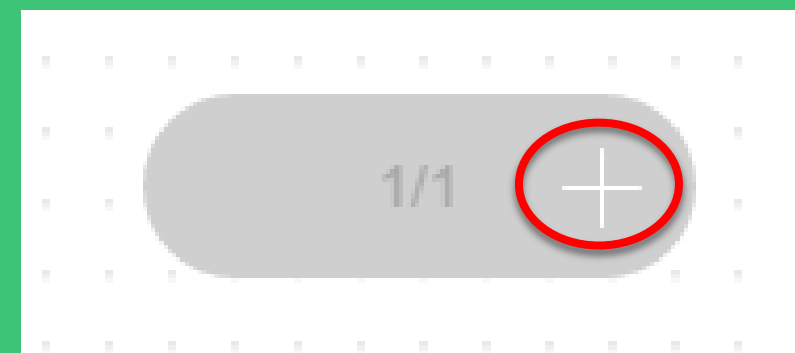
Save slots left: 9

Save board template

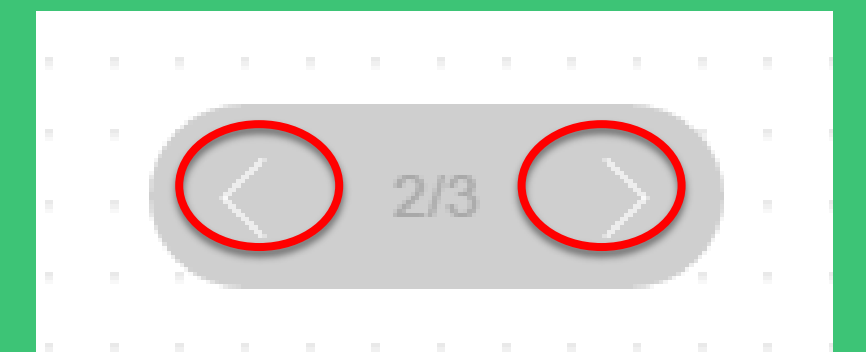
PREMIUM FEATURES

Multipage board

Want to have limitless canvas? Just click on the plus button on the bottom of the board and new page will add.



Navigate through your pages by clicking on the side arrows



PREMIUM FEATURES

Saved boards

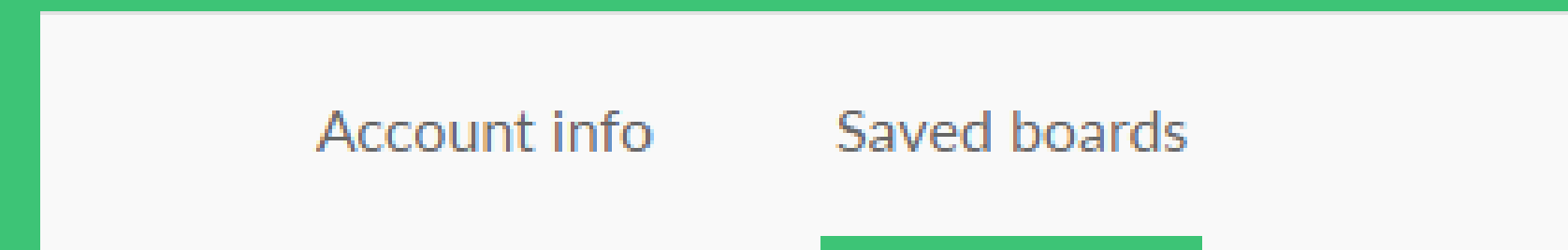
Save unlimited number of boards by clicking on a save button. Reach boards within your saved boards repository in your account details.



Save & load ×

Enter a name for current board

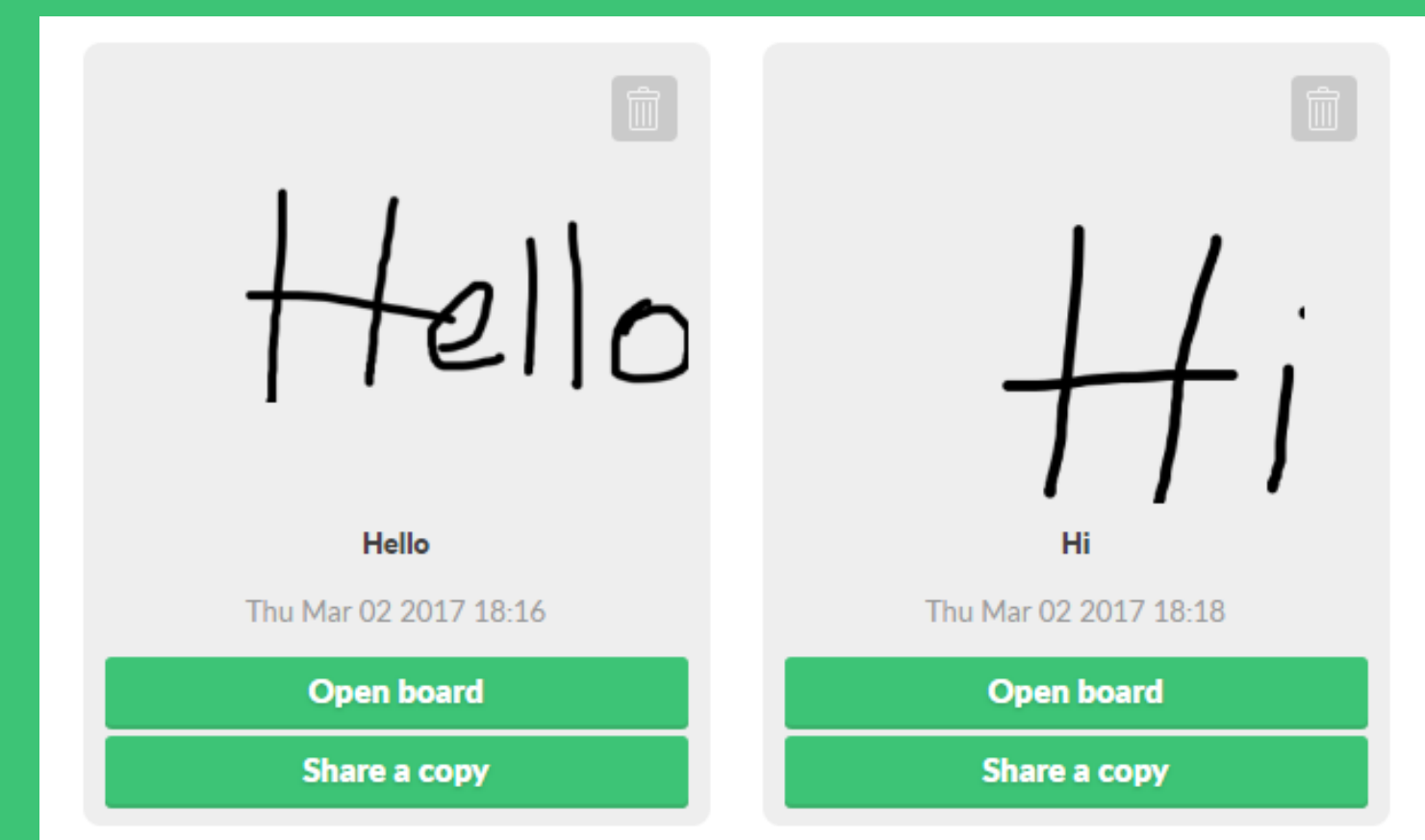
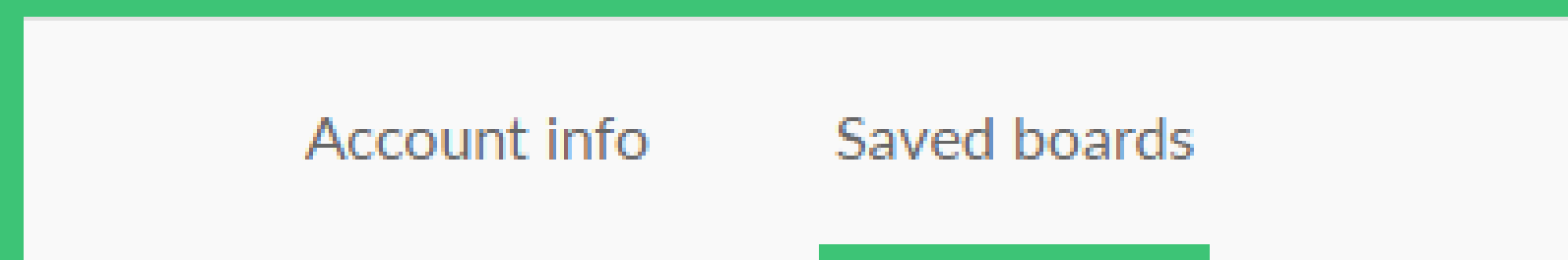
Save board



PREMIUM FEATURES

Sharing a copy of the board

You can share a copy of a saved board in two ways. First one is reaching a desired board in your account details and choosing an option to share a copy.



PREMIUM FEATURES

Sharing a copy of the board

Another way to share a copy is clicking a plus button and choosing a share a copy option from a drop down menu. You can rename a default name of the board.



Invite to board ×

Hey there, this board is saved under the name *board_u1db62dfg* [✎](#)

Choose how users will interact with your board

Share a copy for each user ▼

Share link:

Embed link: **(experimental)** [?](#)

[✉ Or invite user via email](#) | [Get QR code](#)

PREMIUM FEATURES

Support for view only guests

Click the plus button, and then from a drop down menu choose a view only type of a link. Link will generate.



Invite to board ✕

Hey there, this board is saved under the name *board_u1db62dfg* [✎](#)

Choose how users will interact with your board

Allow everyone to view ▼

Share link:

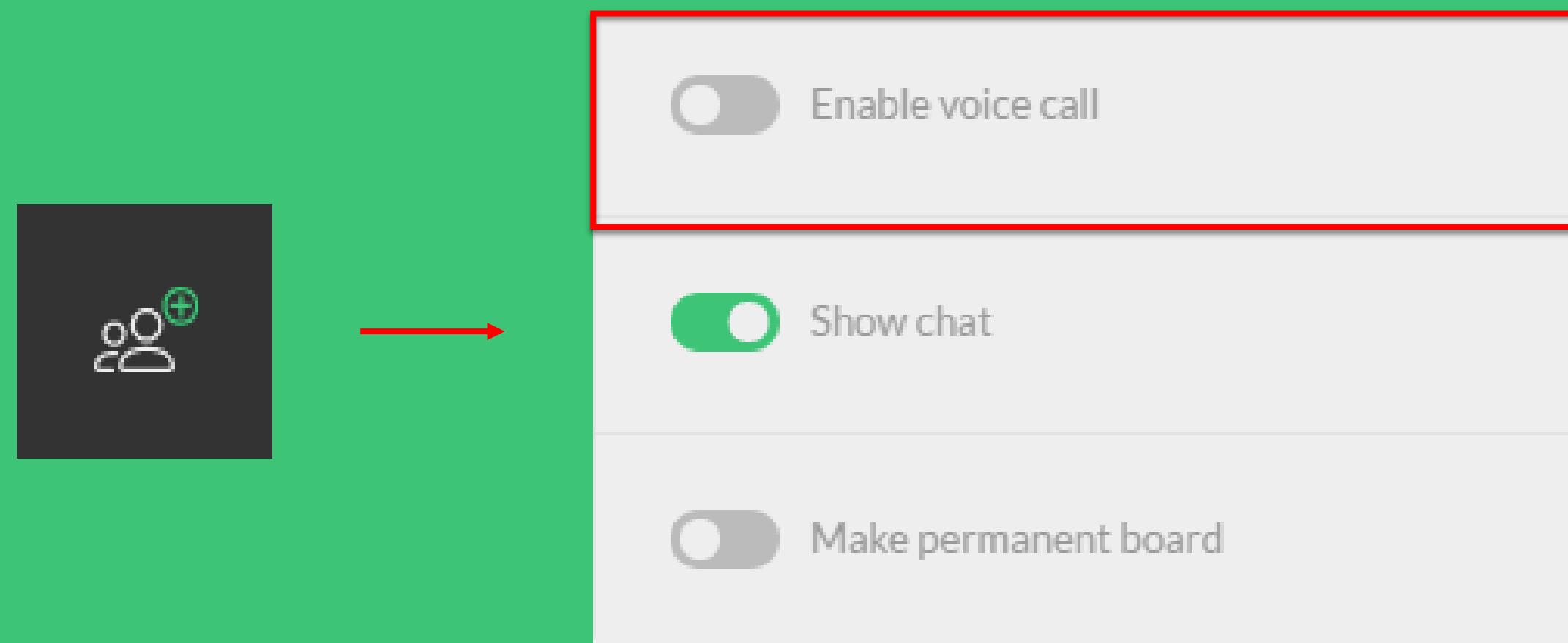
Embed link: **(experimental)** [?](#)

[✉ Or invite user via email](#) | [Get QR code](#)

PREMIUM FEATURES

Voice chat

Click on the Invite to board button and click on the Enable voice call option.



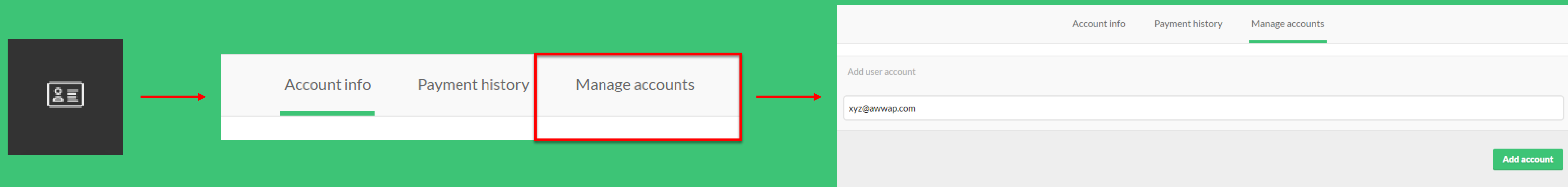
You will be asked to confirm the use of microphone when first using the voice call option. Note: the voice chat may not be working on iOS devices

PREMIUM FEATURES

Admin account management

When subscribing for a school or organization plan, you can add up to 10 accounts. Go to your account details and click the Manage accounts option.

Type in e-mail accounts you wish to add and click add accounts.

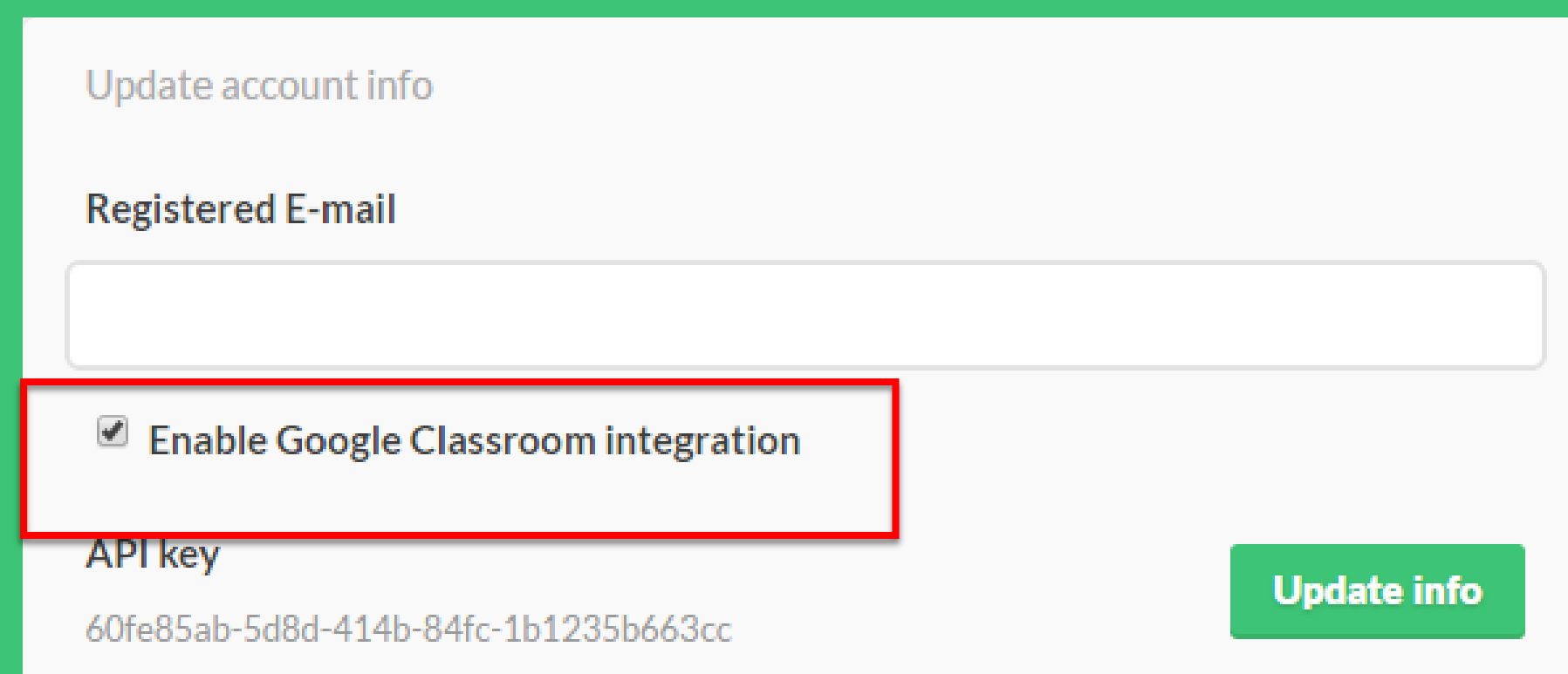


PREMIUM FEATURES

Google Classroom send and turn in - TEACHERS

The premium feature allows teachers to send assignments directly from AWW.

Firstly, enable Google Classroom integration in your account details. Navigate to drawing page and click Google Classroom button.



Update account info

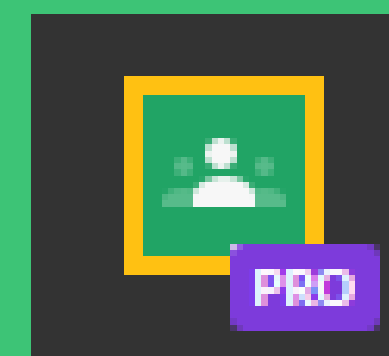
Registered E-mail

Enable Google Classroom integration

API key

60fe85ab-5d8d-414b-84fc-1b1235b663cc

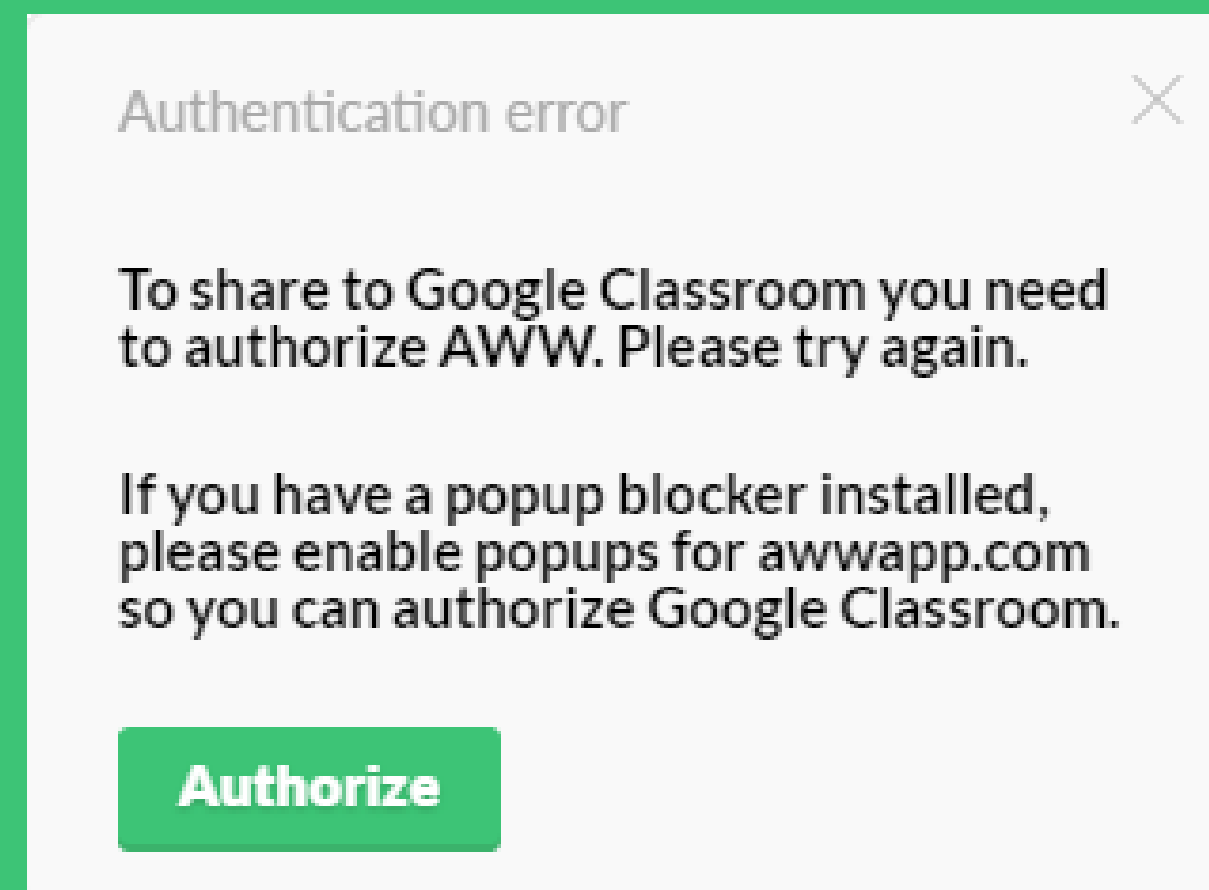
Update info



PREMIUM FEATURES

Google Classroom send and turn in – TEACHERS

A dialog box with authorisation request will open in three cases: if you have disabled your Google Classroom Integration, if you didn't sign up with a Google Classroom account in your browser or if you have disabled browser pop-ups.

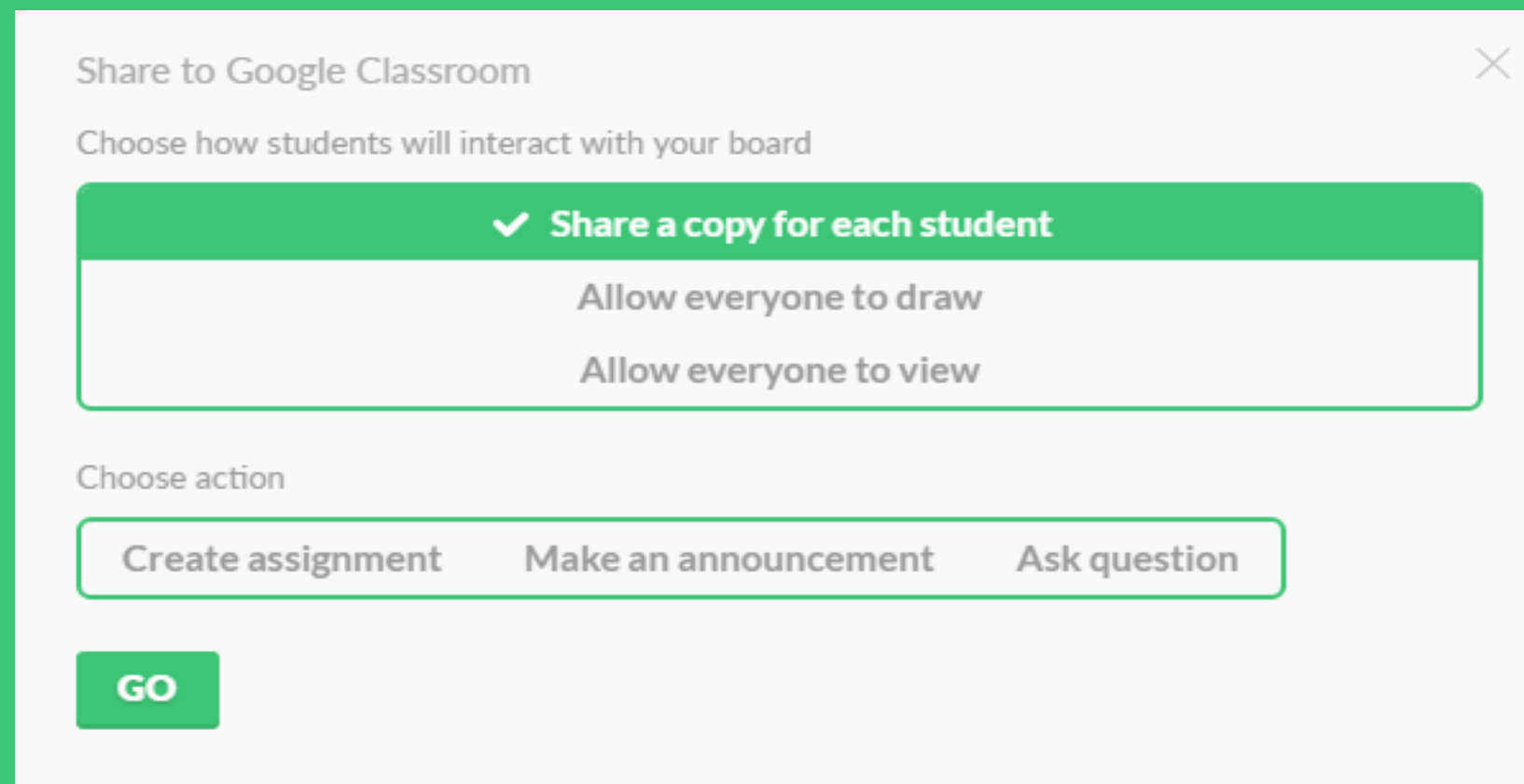


PREMIUM FEATURES

Google Classroom send and turn in - TEACHERS

After you have authorized AWW, you are ready to create assignment.

In a new dialog box select type of interaction with the board and then choose desired action.



Share to Google Classroom

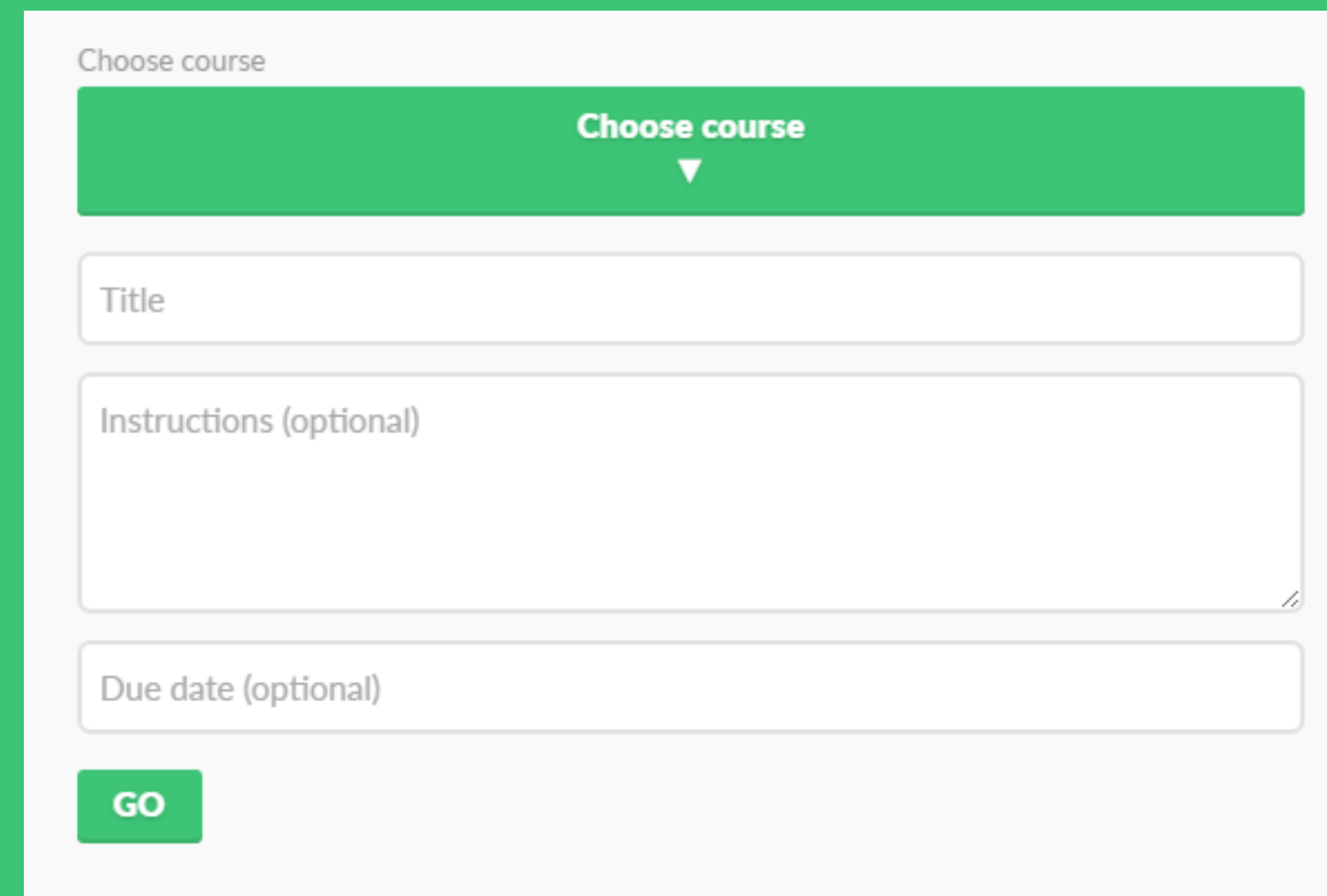
Choose how students will interact with your board

- Share a copy for each student
- Allow everyone to draw
- Allow everyone to view

Choose action

Create assignment Make an announcement Ask question

GO



Choose course

Choose course

Title

Instructions (optional)

Due date (optional)

GO

PREMIUM FEATURES

Google Classroom send and turn in - STUDENTS

The premium feature allows students to turn in assignments directly from AWW. Firstly, tell your students to sign up with their Google Classroom account in the browser. When you send the AWW assignment via Google Classroom, turn in button will automatically generate on their boards.

