Using a Tablet for Boards in Zoom
For iPad/Mac Users

1. **Recommended Configuration**: Connect your iPad via cable to your Mac. Then, when you share your screen from your Mac, the iPad will appear as an option to share. In this mode, you can share the iPad screen just as you would any other application.

2. **Alternative Configuration (Not Recommended)**: Some faculty log their tablet into the Zoom session, using their main computer for most of their teaching and sharing the tablet screen for board work. (Essentially this makes the tablet a “participant” in the class.) This approach—logging two separate devices into Zoom—greatly increases the instability of both your tablet and your computer, because the two devices compete for bandwidth. This problem will be exacerbated if you have a weaker broadband connection or if others in your vicinity are also using the same broadband connection.

**Tip Sheet for using an iPad on Zoom with a Mac**

1. **Find an iPad application** that makes you comfortable. “Notes” (included on your iPad by default), “Notability,” and “Penultimate” are three choices that various faculty currently use. All offer similar functionality: you can write with an Apple Pencil, use different colors, and save your boards (e.g. as a PDF). The applications’ user interfaces differ, with some more intuitive to you than others. The choice is a matter of personal preference.

2. **Be sure your Zoom software is up to date.** In Zoom, click “Check Updates” under the zoom.us menu on the top of your Zoom screen.

3. **Plug your iPad into your laptop** using your iPad charging cable. If your computer launches iTunes or other programs you will not use in class, close them.

4. **Start or join the Zoom session.**

5. **When you are ready to use your iPad for boards, click the green “Share Screen” icon in the Zoom menu.** When you click it, a window will open that will show icons for every open application on your computer. Your iPad will be among these options—typically listed as “iPhone/iPad via Cable” (shown below). You might want to “lock screen” to lock the iPad in portrait orientation.

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1 For further directions on sharing in Zoom, see the “Annotated Reference Guide for Faculty Teaching Cases on Zoom.”

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6. **Select your iPad.** Click “iPhone/iPad via Cable” to select your iPad as the source. (The option will become outlined in blue to indicate that you have selected it.) Next, click the blue “Share” icon to share your iPad’s screen. Your iPad screen will appear in a window in the middle of the Zoom interface, showing the view that participants see.

7. **Use your iPad.** Now that you’re sharing your iPad screen, anything you do on your iPad will be visible to participants. If you are using one of the notes applications mentioned above, you can use your iPad like a chalkboard—to capture student comments, draw pictures, use different colors, erase, etc.

8. **Stop sharing your iPad.** When you are finished using your iPad, click the red “Stop Share” button at the top of your Zoom screen.