

Cloud whiteboard

Supported versions: Windows, Android (BenQ display), Web

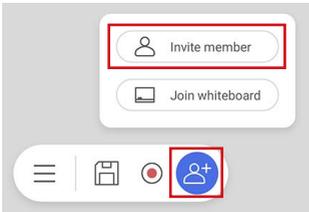
Activating Cloud whiteboard

Note

1. If your whiteboard exceeds 30 pages, you will be asked to select no more than 30 pages before initiating Cloud whiteboard.
2. To activate Google Classroom, see [Google Classroom in EZWrite 6 Web](#).

1. Choose one of the following options:

- Windows & Android version: Click **Add member**  > **Invite member** to activate Cloud whiteboard.



- Web version: Click **Add member**  to activate Cloud whiteboard.
2. A window will pop up and display necessary information for members to join the whiteboard.
 - The host can click **Copy link** to get the link to the room and share it with the members.
 - Members can scan the QR code to directly enter the website or go to the URL and enter the Room ID. See [Joining Cloud whiteboard](#) for more information.

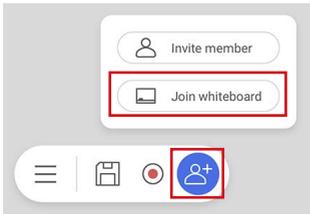


3. Click outside the pop-up window to close the QR code.

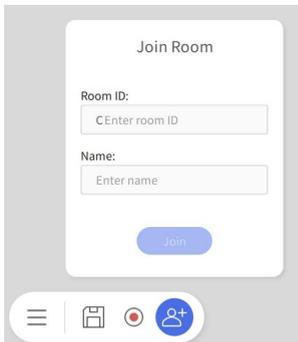
Joining Cloud whiteboard

For Windows & Android (BenQ display) version

1. Click **Add member**  > **Join whiteboard**.



2. Enter both the **Room ID** and **Name** and click **Join** to enter the Cloud whiteboard.



For Web version

Note

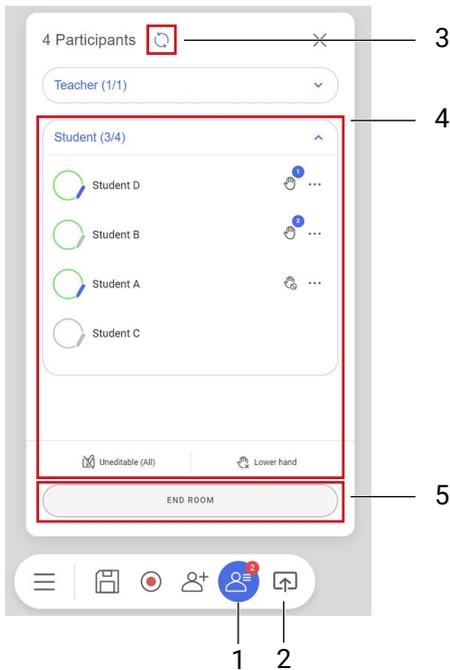
EZWrite Web now supports Chrome, Firefox, Safari and Edge. See [Supported browser version](#) for more information.

1. Use either options to enter the EZWrite website.
 - Scan the QR code provided by the host to directly enter the website.
 - Go to the URL (<https://ezwrite6.benq.com/main/#/>) and enter the **Room ID**.
2. On the website, choose to **Join with Google** or **Join as Guest**.
 - **Join with Google:** Enter your Google account and password to sign in.
 - **Join as Guest:** Enter your name and click **Join** to enter the Cloud whiteboard.

Managing members

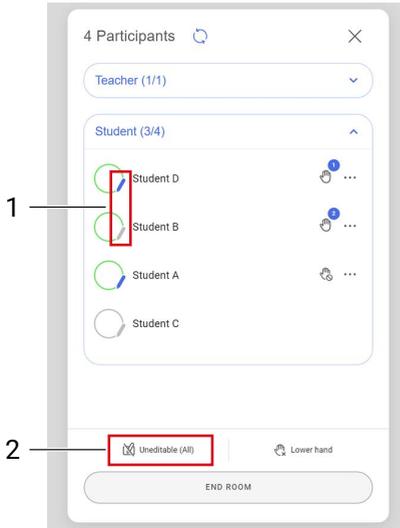
Once Cloud whiteboard is activated:

1. Click **Member list** (👤) to view all participants.
2. Click **Share screen** (📺) to keep all students' whiteboard the same scale and position as the teacher's.
3. Click **Refresh** (🔄) to update the member list.
4. Use the control panel to [grant/remove editing permissions](#), [lower hands](#) or [drop out selected participants](#).
5. Click **End room** to end the Cloud whiteboard. All participants will be dropped out except the host.



Granting/Removing editing permissions

1. Click on the pencil icon to give editing permissions to students. Click again to remove permissions.
2. Click **Editable (All)/Uneditable (All)** to sync the editing permission status.



Synchronizing all members' screen

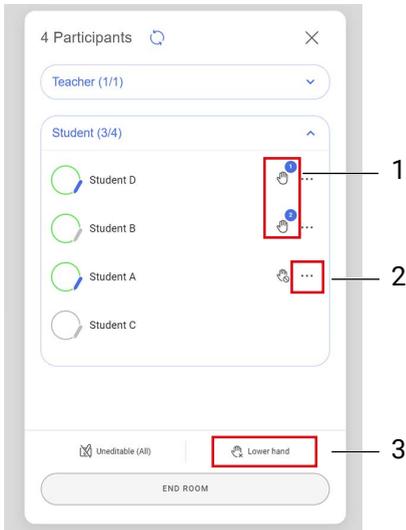
Click **Share screen** (🖥️) to keep all students' whiteboard the same scale and position as the teacher's. In the meanwhile, students will not be able to edit or control the canvas.



Lower hands

The hand icon will appear with a number, representing the order in which the student raises their hand.

1. Click on the icon to lower the student's hand.
2. Click **More (...)** > **Disable hand raising** to stop the student from raising their hand.
3. Click **Lower all hands** () to clear all requests.



Drop out selected participants

- Go to **Member list** () > **More (...)** > **Drop out** to remove a participant from the cloud whiteboard.
- In **Member list** (), click **End Room** to drop out all participants at a time.

Engaging in class

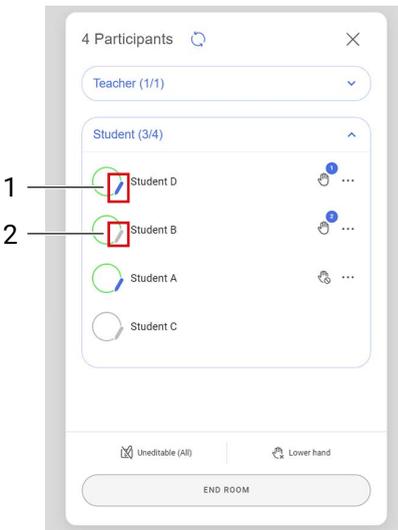
Viewing and editing the canvas

1. Allow editing

Students with editing permissions can navigate between different pages on their own and edit contents on the whiteboard.

2. Viewing only

Students with no editing permissions can click [Preview Canvas](#)  > **Fit to Screen**  to scale the screen to show all content on the canvas.

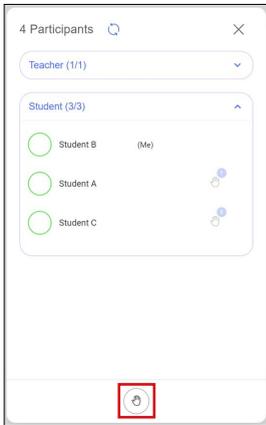


3. Share screen mode ()

If the teacher clicked [Share screen](#) to synchronize all students' screen, students will not be able to edit or move the canvas.

Raising hands

1. Students can click the icon  to raise their hand.



2. The icon  means the student is currently not allowed to raise their hand.

