



GoBoard

GoBoard Software Teachers' Guide

Instructions for using the Hub and Teacher Console

Contents

What is GoBoard?	2
Using GoBoard Education for Teachers	3
User profile	3
Teacher console	6
Classes	8
Creating a lesson	11
Search lessons	17
Lesson templates	19
Polls & quizzes	21
Creating a Poll	22
Displaying a Poll and Poll reports	29
Poll Aggregate Report	31
Poll Detailed Report	32
App shortcuts	33
Settings	40
Video conferencing system	52
Teacher Console Only mode	74
Hub mode	80
Three ways to connect to a hub	86
Combined Teacher Console with Hub mode	87
Use of the whiteboard	94
Document Camera	100
Whiteboard sub-Menus and tools	120
System Health Check	127
Troubleshooting	128
Where To Get Help	132

What is GoBoard?

GoBoard is a visual collaboration software that allows teachers to share, annotate, and present digital content in real-time from any device. It is an excellent interactive tool that allows teachers to create online classes for their students to participate in via the GoBoard student app. Useful features are:

- Subject specific Lesson templates such as a squared grid whiteboard for maths
- Polls and Quizzes
- Shortcut to most-used teacher applications
- Advanced whiteboard
- Compatibility with Miracast, AirPlay and Google Cast
- Offline content management
- Integration with common VC applications
- Collaboration with students via free apps
- Student screen sharing via common protocols such as AirPlay, Google Cast & Miracast (powered by AirServer).

There are 2 modules included with GoBoard:

Teacher Console Only is the workspace where teachers manage classes and prepare lessons. The teacher must then connect his/her device to the in-classroom hub via the Hub Only mode to share the lesson with students.

Hub Only allows the teacher to share his/her previously prepared lessons created in the Teacher Only mode with his/her class. Students join via QR code or by manually entering codes. There is also the option to start an 'Instant Lesson' if a blank whiteboard is required.

GoBoard can be installed in three ways, depending on your IT infrastructure:

- **Teacher Console only**
- **Hub only**
- **Combined Teacher Console with Hub**

Hub Only – If your infrastructure has a dedicated, static PC in each classroom, connected to your interactive display (and your teachers each have their own laptops), only the hub needs to be installed on this device.

Teacher Console Only – If your infrastructure has a dedicated, static PC in each classroom then only the Teacher Console should be installed on the teachers' laptop. Then, as the teacher moves between classrooms, he/she simply connects to the hub in the room in which they will be teaching.

Combined Teacher Console with Hub If you don't have a dedicated, static PC in every classroom and the teacher plugs his/her laptop into the display, then both the hub and console can be installed on his/her laptop. This enables the teacher to use his/her own device as the hub for sharing lessons with students. There is also the

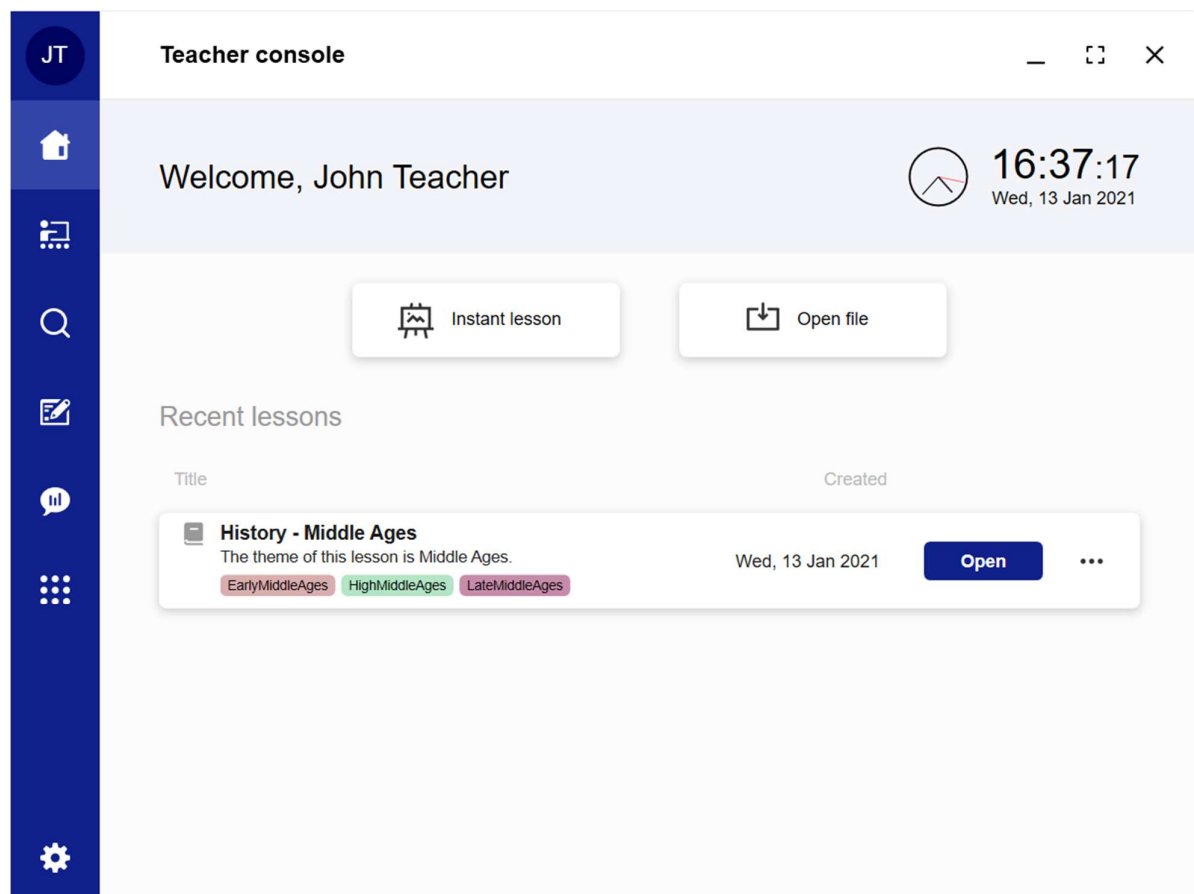
option to look for nearby hubs in the same way as with the Teacher Console Only mode in case some classrooms have a hub PC and others do not.

You can switch between modes at any time. Every lesson has an interactive whiteboard that can be customised in advance (except for instant whiteboard which is always blank).

Note: Each mode requires a specific licence key, and every hub licence includes 5 teacher console licences.

Using GoBoard Education for Teachers

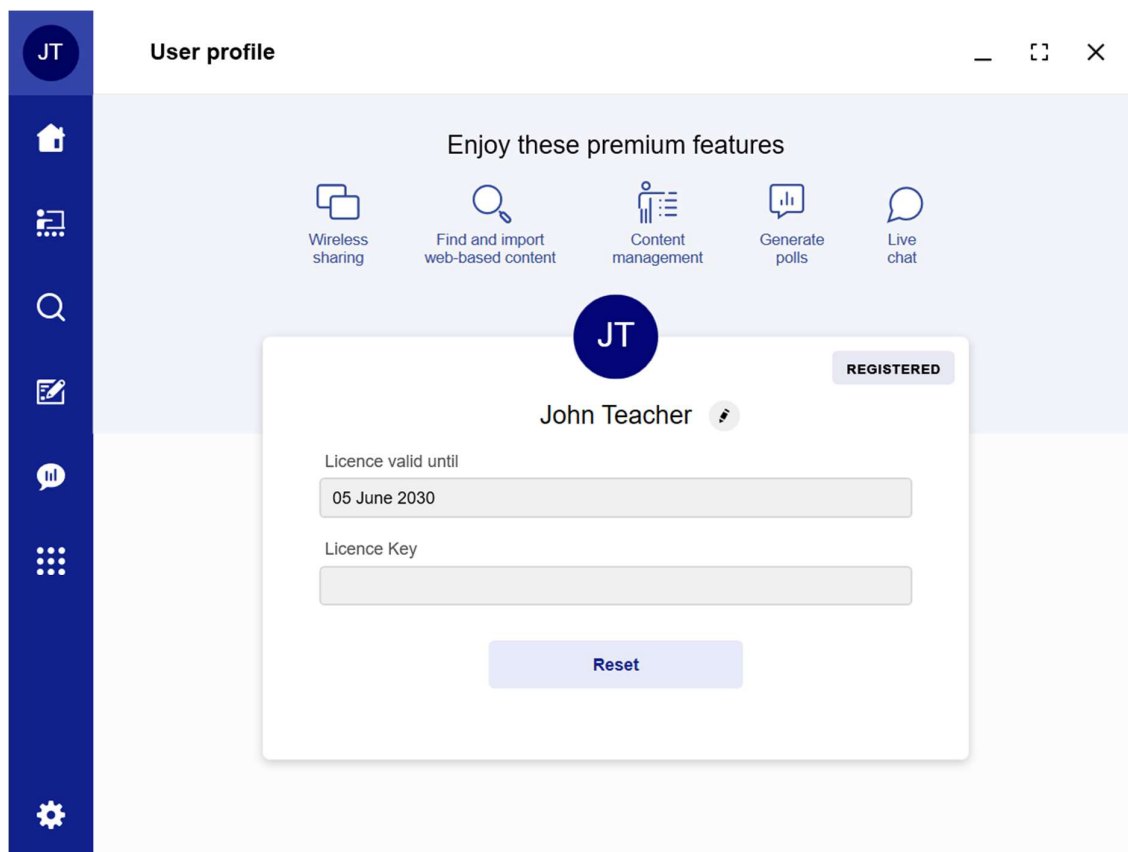
NOTE: The blue vertical toolbar below is visible on the Teacher Console mode and on the Combined Teacher Console/Hub mode.



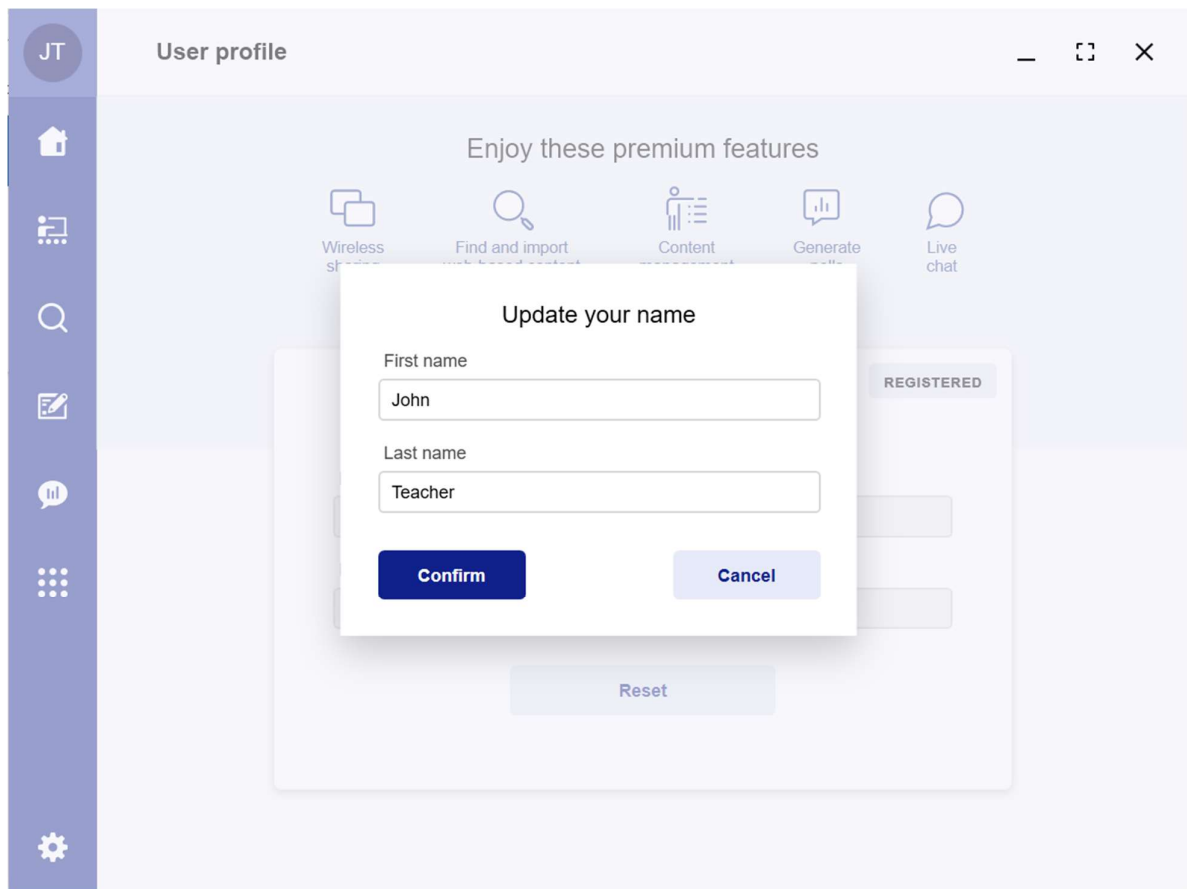
User profile



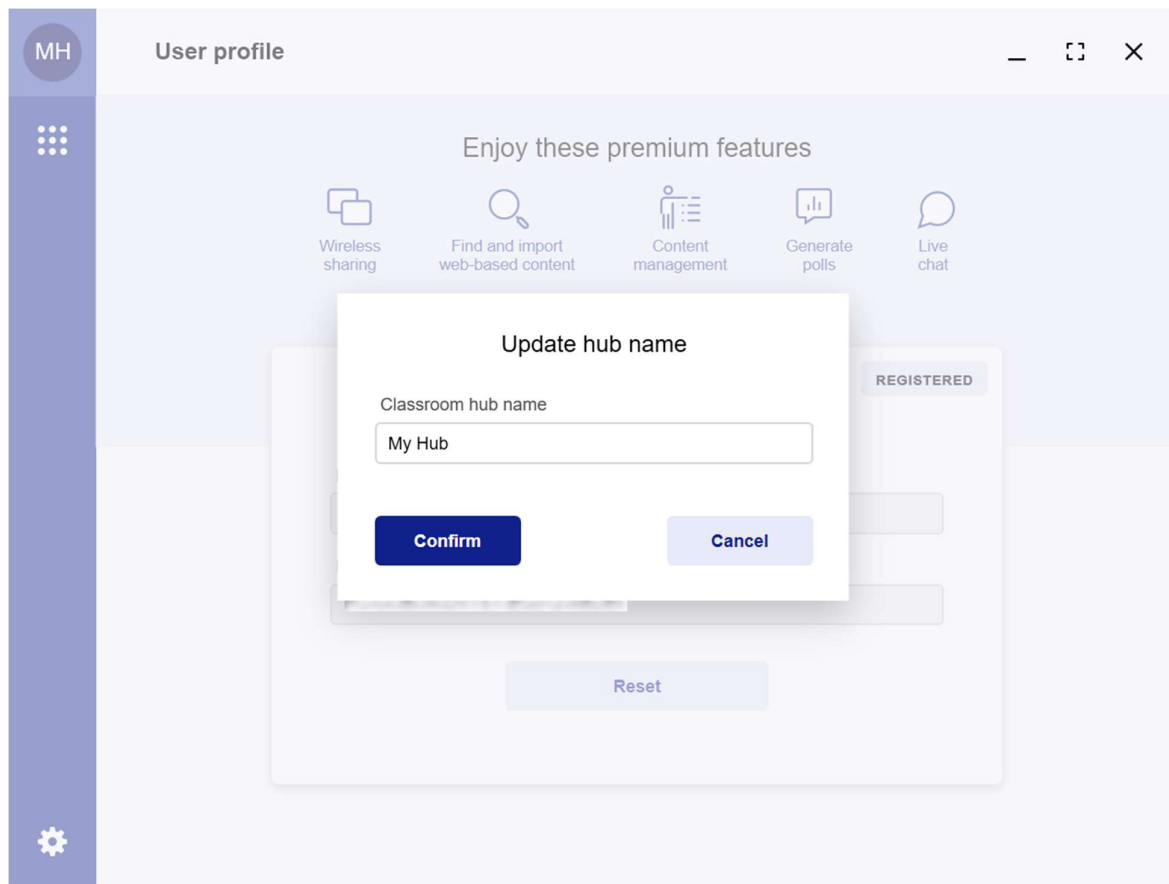
Your User profile is the first and last name as submitted in the Teacher Console identification. The icon is your initials (see the example of John Teacher) and here you can find the licence key details.



“Update your name” icon: use to edit your name. Note that this name is used by students to identify this hub when they connect their companion apps or use the screen sharing functionality.

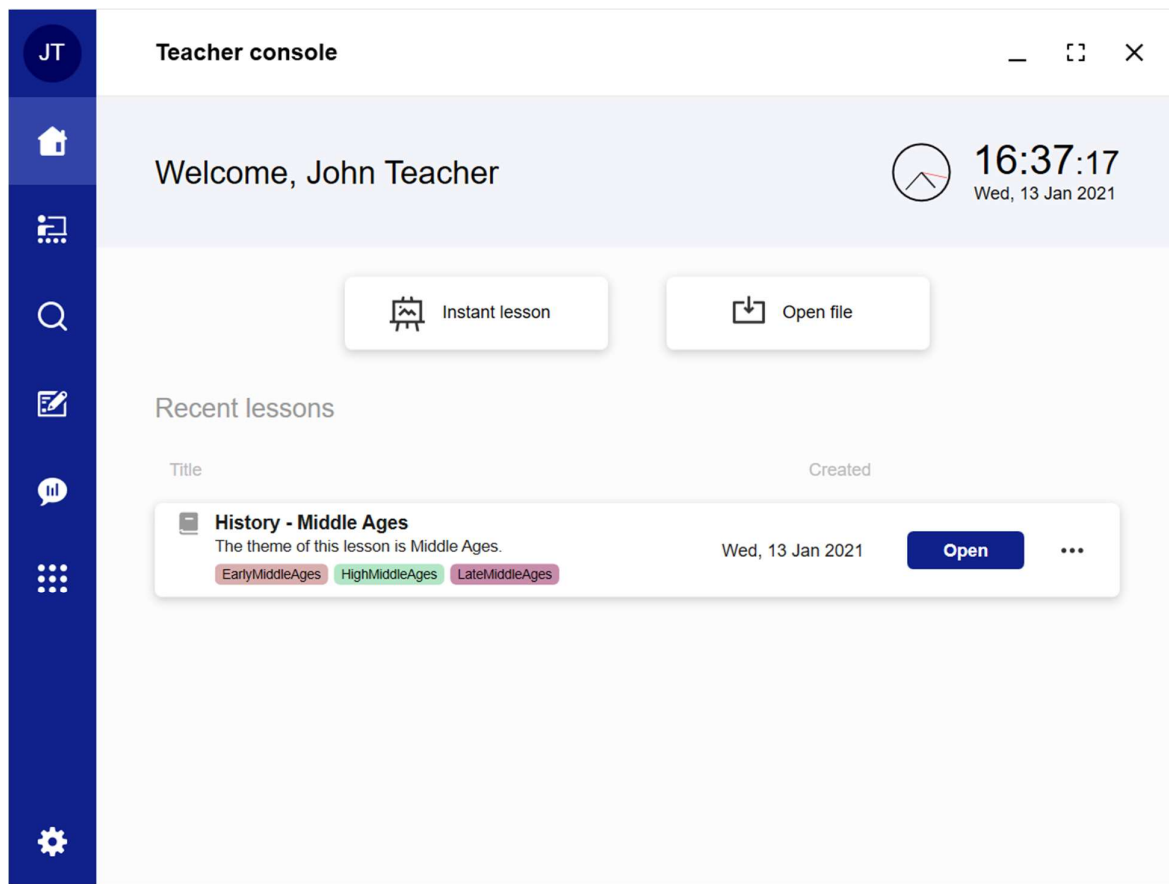


NOTE: You will find the same icon in the “User profile” of the “Hub only” mode to edit the hub name.



Teacher console

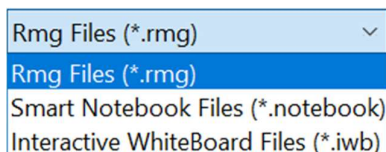
The Teacher console section shows all recent lessons that have been created by the teacher.



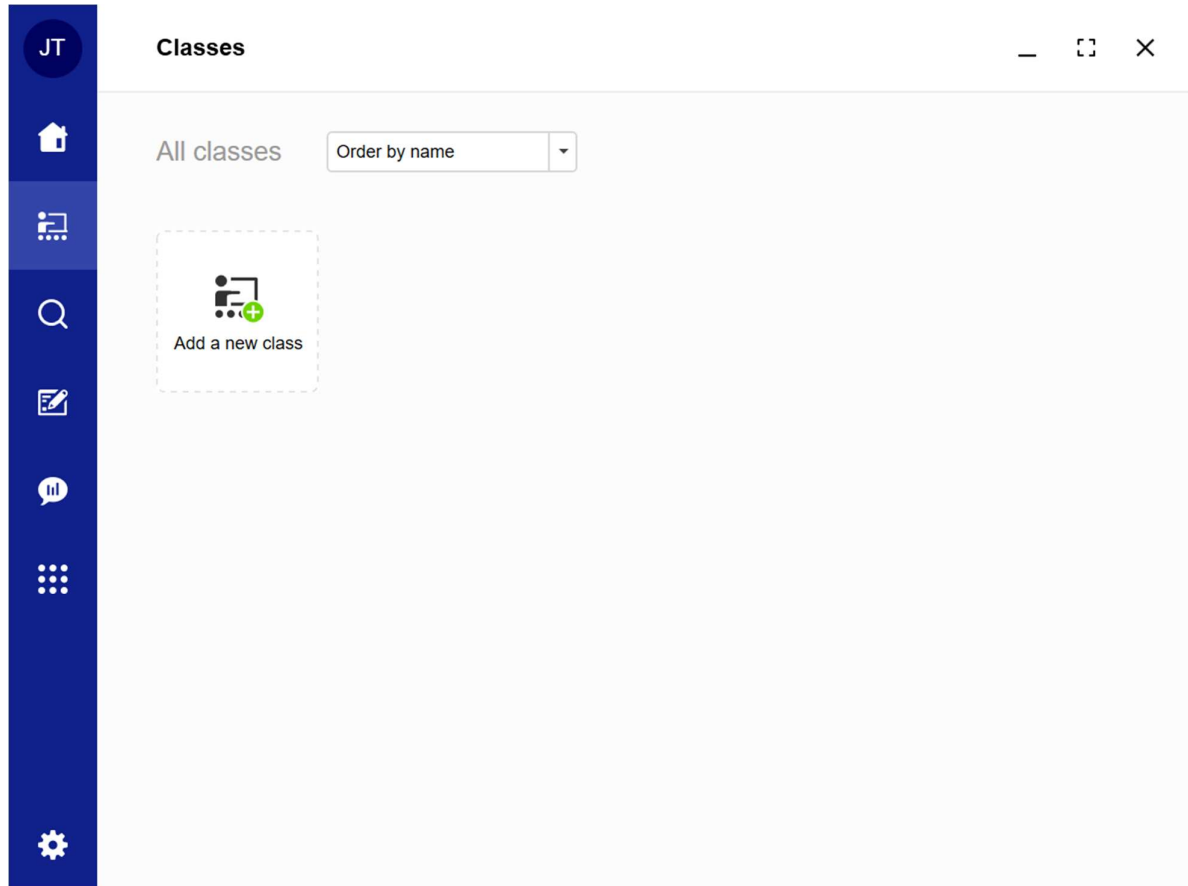
Until you create your first Class, the Teacher Console will appear empty.


Instant lesson: use to start an instant lesson with a blank whiteboard.

Open file: use to start a lesson opening a file among: Rmg file (native GoBoard storage format for lessons), Smart Notebook file and Interactive WhiteBoard file.

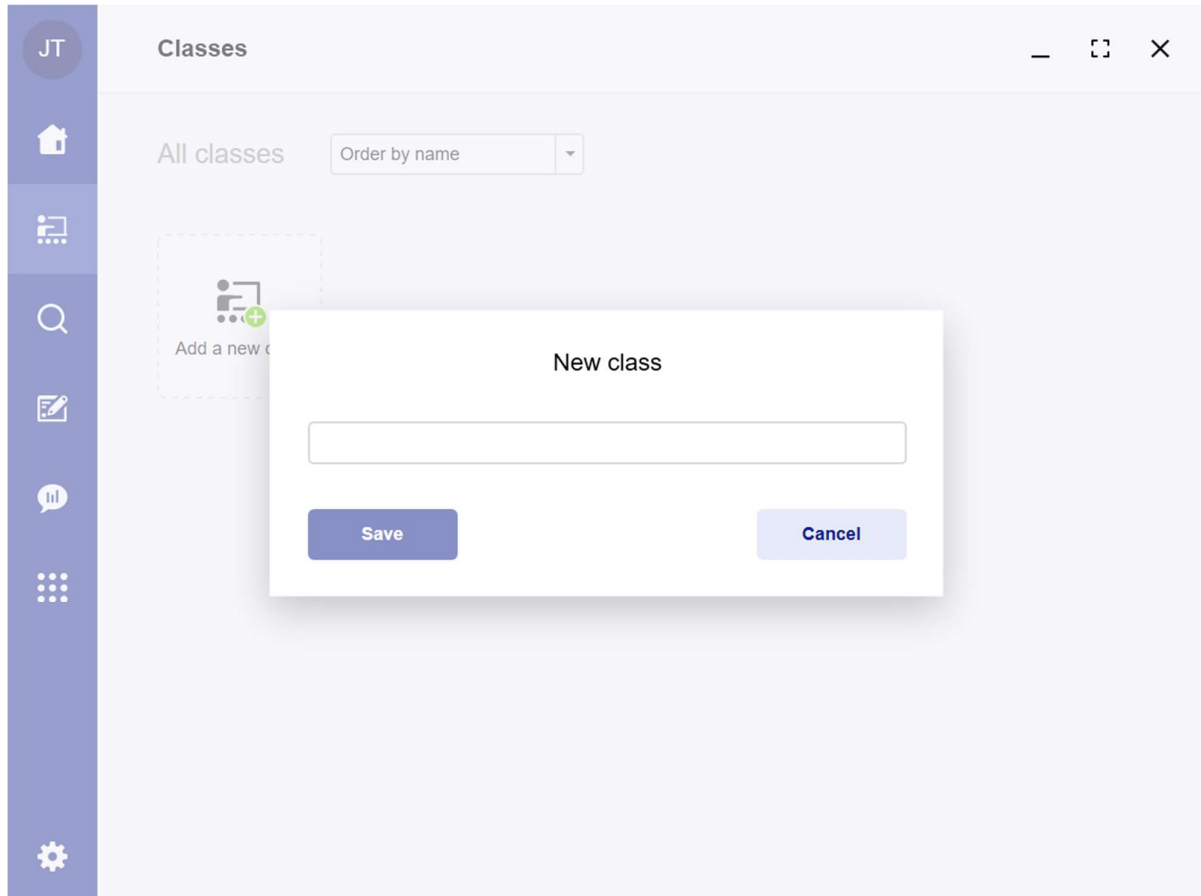


Classes



Once the “Classes” icon  is selected, you can now create a class. Click on the “Add a new class” icon and a box asking for the New Class name will appear. Save

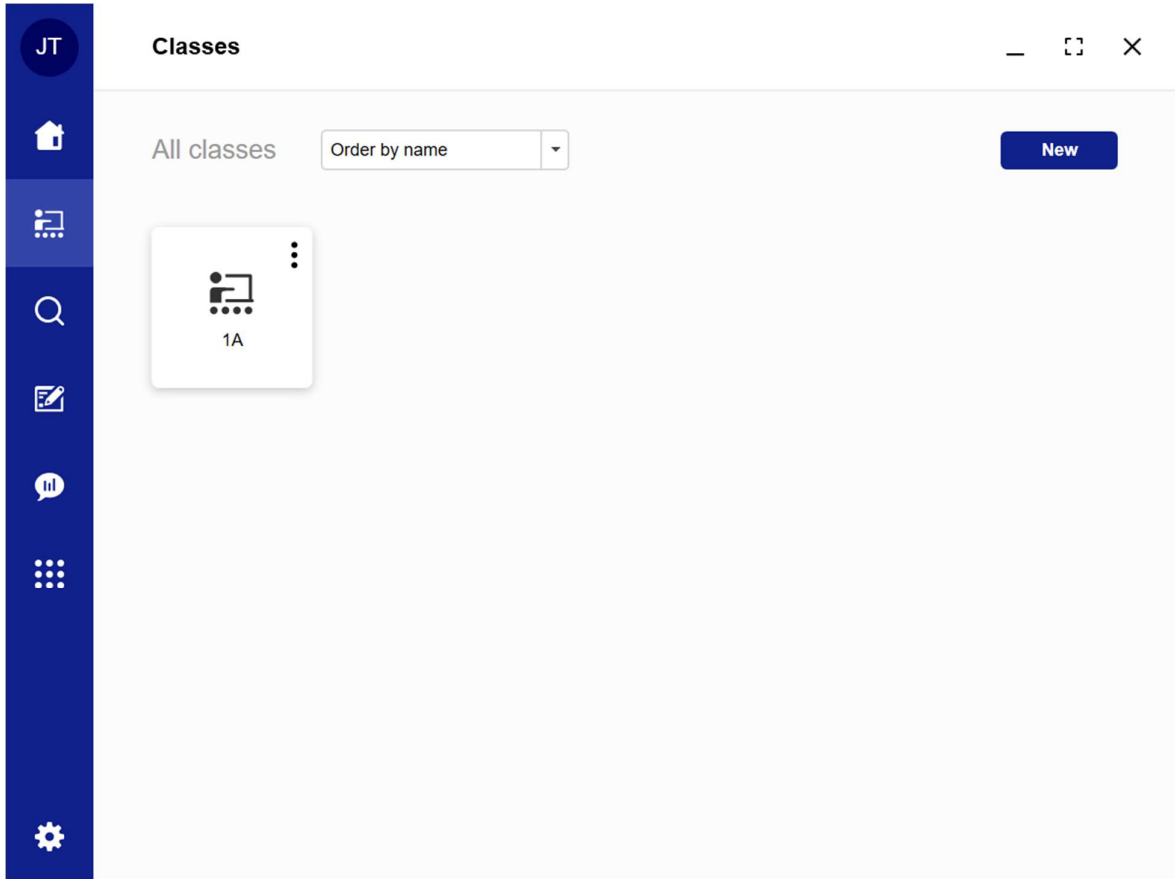
to create the New Class.

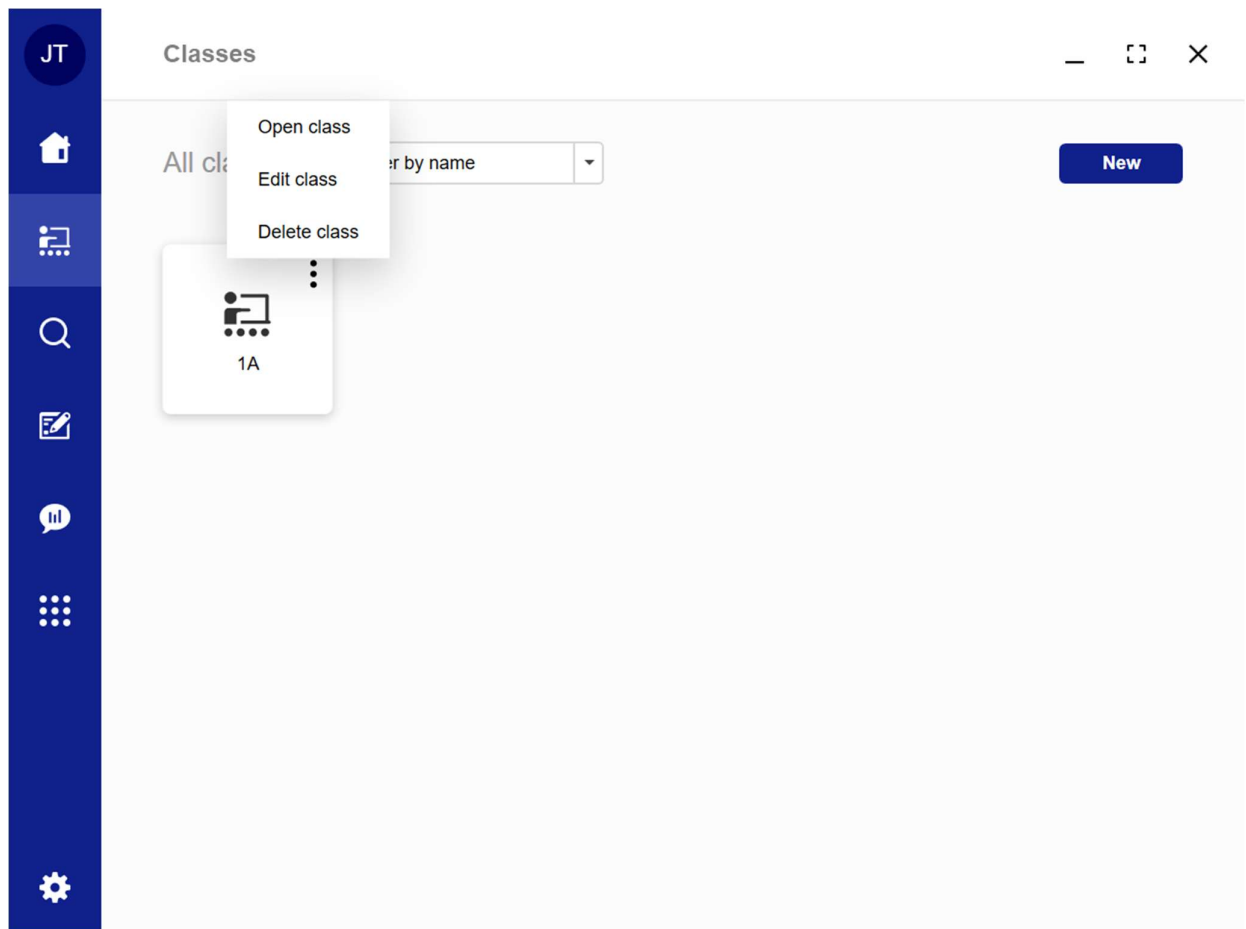


The class has now been created and will be visible on the “Classes” page. Classes can be ordered by name or creation date via the drop-down menu.

A class can be opened, edited and deleted at any time by selecting the three dots at the top-right of the class icon. Open the class by clicking the icon directly or via the three-dot menu.

Lessons can be saved within each class. So for example, you could have a class called “Year 1 Mathematics”. Within that class, you could have lessons called “Week 1 – Adding”, “Week 2 - Multiplication” etc.





Creating a lesson

Once you have opened a Class, you can now create lessons for that class.

JT

Home

Lessons

Search

Calendar

Messages

Grid

Settings

◀ Back to all classes

— □ ×

1A

Created on 31 December 2020

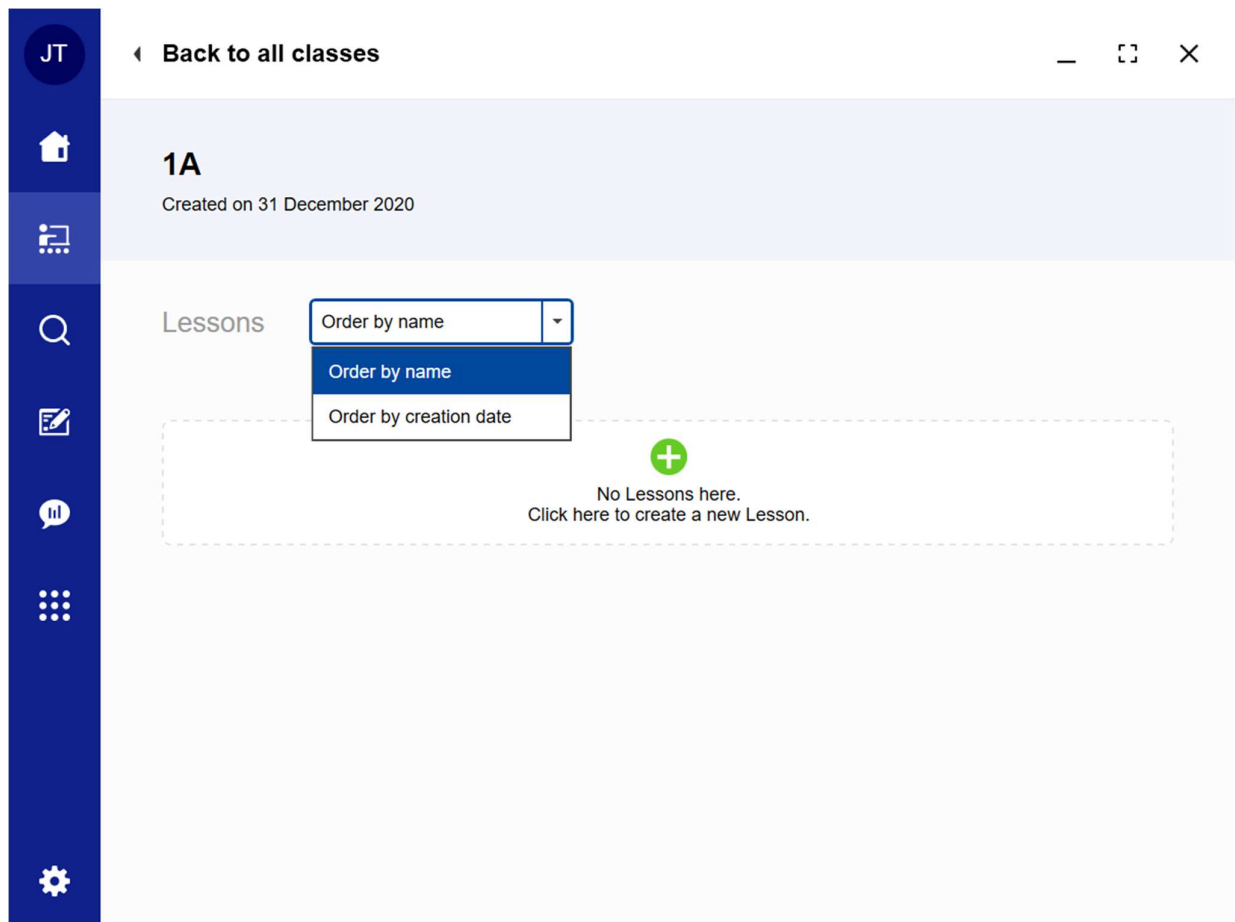
Lessons

Order by name ▾

+

No Lessons here.
Click here to create a new Lesson.

Lessons can be ordered by name or creation date.



After clicking the green plus sign icon, a box will appear for you to write the lesson title, add tags, a description, and choose your whiteboard data type.

The screenshot shows a software interface with a vertical sidebar on the left containing icons for home, classes, search, and settings. The main area displays a 'New lesson' dialog box. The dialog has a title bar with 'Back to all classes' and window controls. Inside, there are input fields for 'Title' and 'Tag', a large 'Description' text area, and a 'Whiteboard data' dropdown menu currently set to 'Empty (default)'. 'Add', 'Save', and 'Cancel' buttons are also present.

JT

◀ Back to all classes

1A

New lesson

Title

Tag

Add

Description

Whiteboard data

Empty (default)

Save

Cancel

The Whiteboard data box allows you to choose between: Empty (default), Import file or Import template (see the Lesson Templates section for more details on Lesson Templates).

JT

◀ Back to all classes

1A

New lesson

Title

Tag

Description

Whiteboard data

Empty (default)

▼

Empty (default)

Import file

Import template

Enter the lesson Title, Description, Tags, and Whiteboard data as shown here:

The screenshot shows a software interface with a sidebar on the left containing icons for a user profile (JT), home, dashboard, search, edit, chat, and settings. The main area displays a 'Back to all classes' link and a '1A' class identifier. A 'New lesson' dialog box is open, featuring the following fields and options:

- Title:** A text input field containing 'History - Middle Ages'.
- Tag:** An empty text input field with an 'Add' button to its right.
- Description:** A text area containing 'The theme of this lesson is Middle Ages.'.
- Whiteboard data:** A dropdown menu currently set to 'Empty (default)'.
- Tags:** Three colored tags are listed on the right: 'EarlyMiddleAges' (red), 'HighMiddleAges' (green), and 'LateMiddleAges' (purple), each with a delete icon (✕).
- Buttons:** A blue 'Save' button at the bottom left and a light blue 'Cancel' button at the bottom right.

NOTE: It is advisable to insert an identification tag with the teacher's name as all created lessons will be visible to every teacher (if the teacher console is installed on a dedicated, static PC).

You can start a lesson, edit it and delete it at any time by selecting the three dots (highlighted in yellow) at the top-right of the lesson icon. Once finished, the lesson will be created by clicking "Save".

The screenshot shows a user interface for managing classes. On the left is a dark blue sidebar with icons for user profile (JT), home, lessons, search, edit, chat, grid, and settings. The main area has a header with a back arrow and 'Back to all classes', and window controls. Below this is a section for '1A' created on 13 January 2021. A 'Lessons' section contains a table with columns 'Title' and 'Created'. A 'New' button is in the top right. The table lists a lesson titled 'History - Middle Ages' with the description 'The theme of this lesson is Middle Ages.' and a creation date of 'Wed, 13 Jan 2021'. Below the title are three tags: 'EarlyMiddleAges' (red), 'HighMiddleAges' (green), and 'LateMiddleAges' (purple). An 'Open' button and a three-dot menu are to the right of the lesson entry.

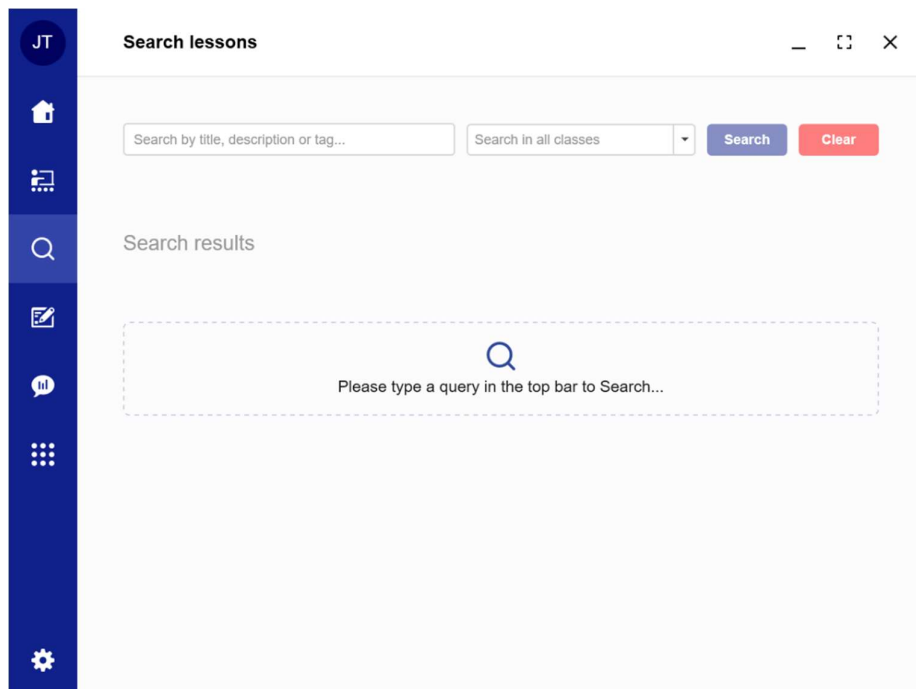
Title	Created
History - Middle Ages The theme of this lesson is Middle Ages. EarlyMiddleAges HighMiddleAges LateMiddleAges	Wed, 13 Jan 2021


Repeat this process to create further lessons.

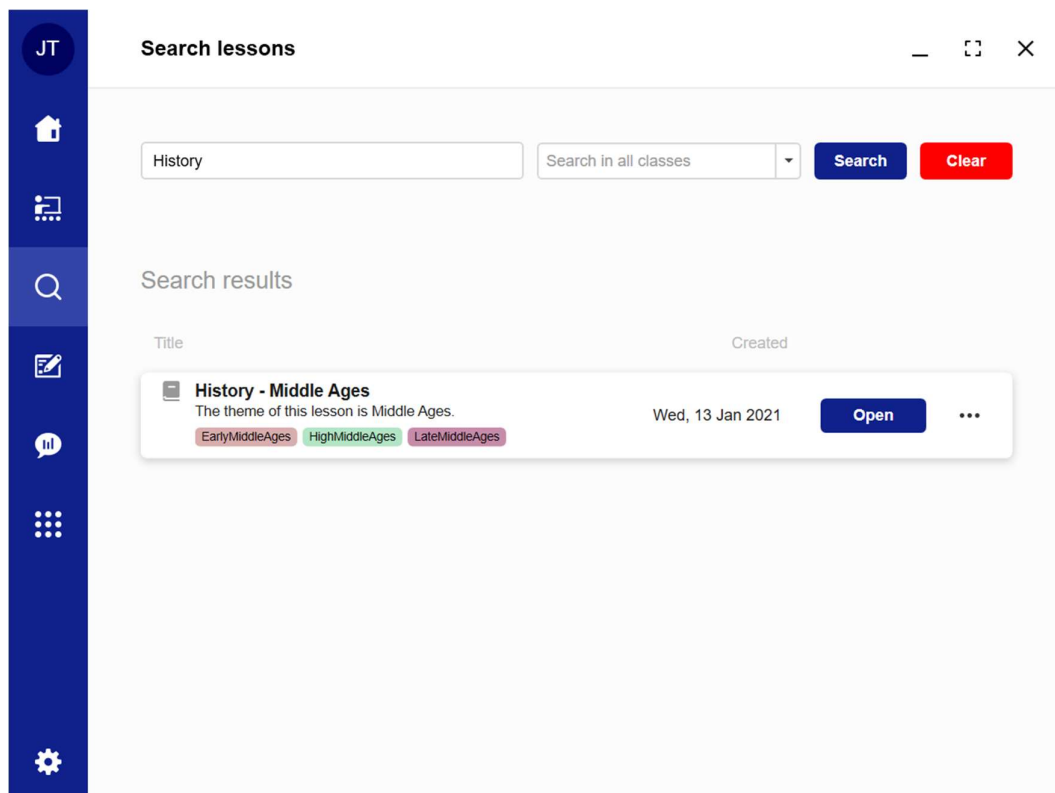
NOTE: Lessons are auto-saved, so there are no buttons to press to save their contents. Simply leave the lesson when you are done.

Search lessons

After creating lessons, you can access them by using the Search function.



To look for a specific lesson, click on the search Icon  and in the box marked “Search by title, description or tag...” enter the details you want to search for.



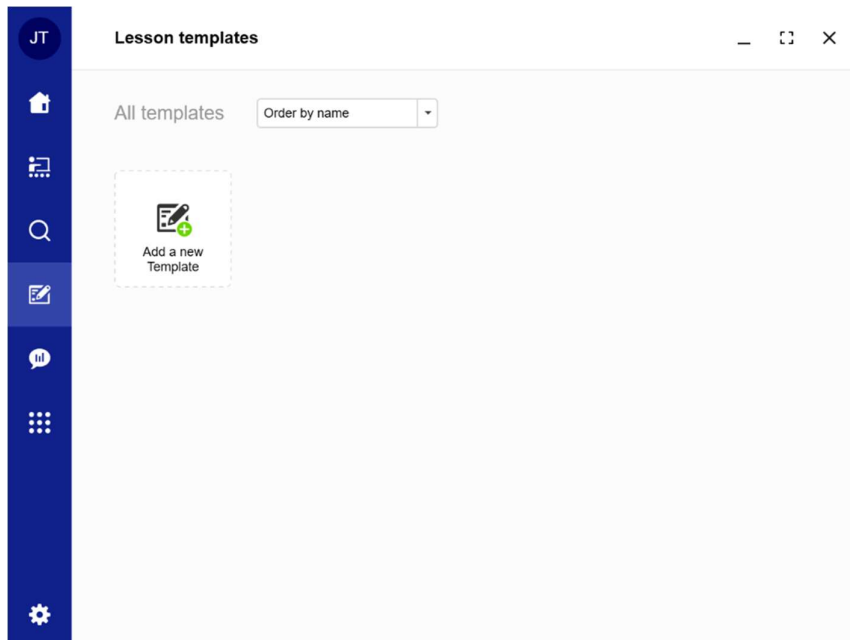
In this example, “History” has been written in the search box, and after clicking on “Search”, the created lessons will appear. Click the “Clear” button to clear the search and to search again.


There is the option to “Search in all classes” for your lesson, or if a lesson has been created for a specific class, select that class from the drop-down menu.

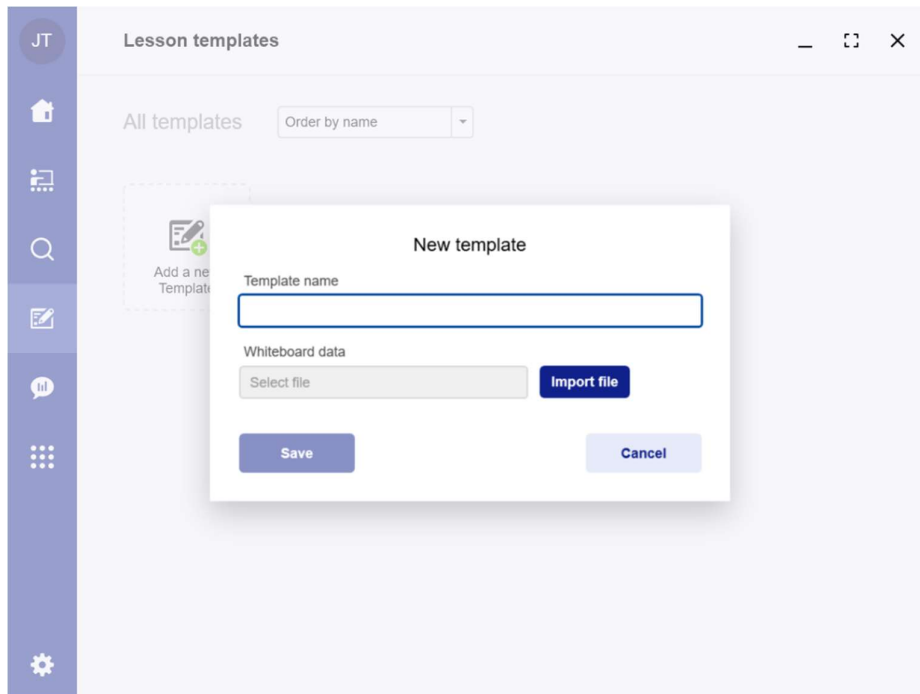
Lesson templates



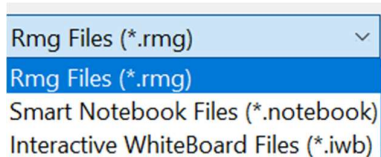
You can use Lesson Templates to quickly create lesson plans with a desired format. For example, you may choose to use certain background colours, a photo background, or a school logo as part of a template.



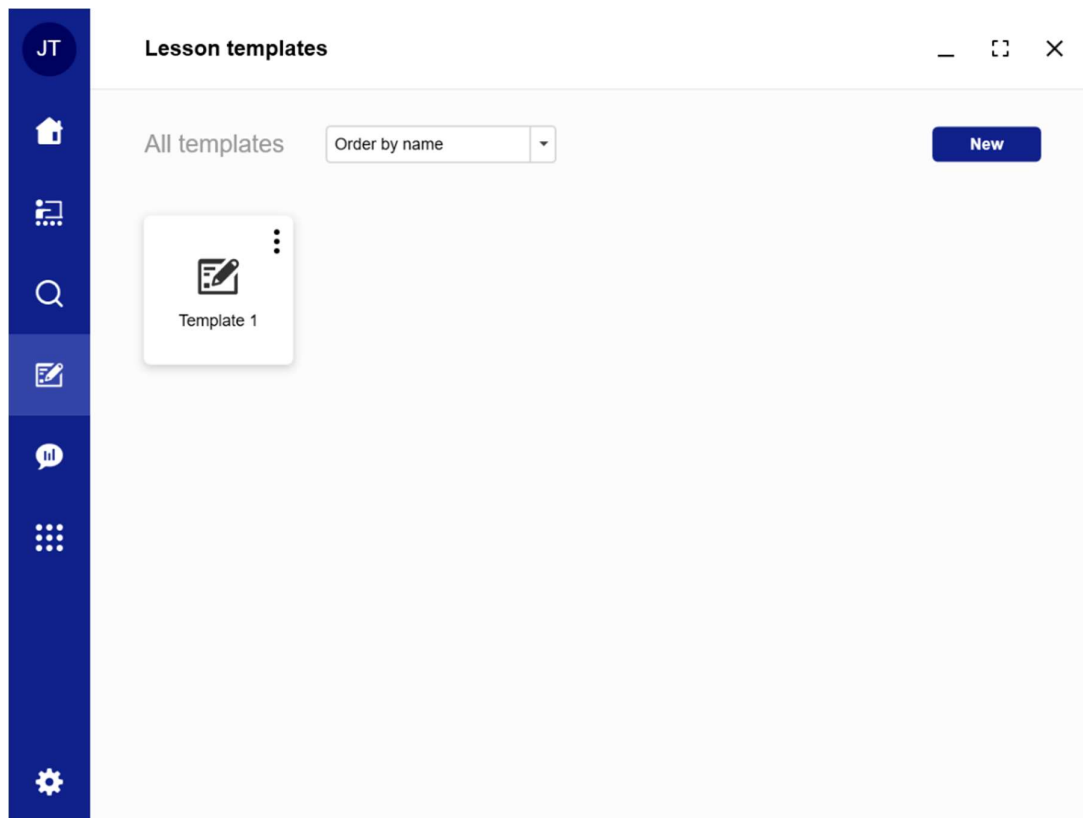
Select the “Add a new Template” icon  to add a template.



Write the template name inside the “Template name” box and click the “Import file” button to select a file to import. You can choose among Rmg Files (native GoBoard storage format for lessons), Smart Notebook Files or IWB (Interactive WhiteBoard Files) Files, then click “Save”.



A template can be opened, edited and deleted at any time by selecting the three dots at the top-right of the lesson icon. Templates can be ordered by name or creation date via the drop-down menu.

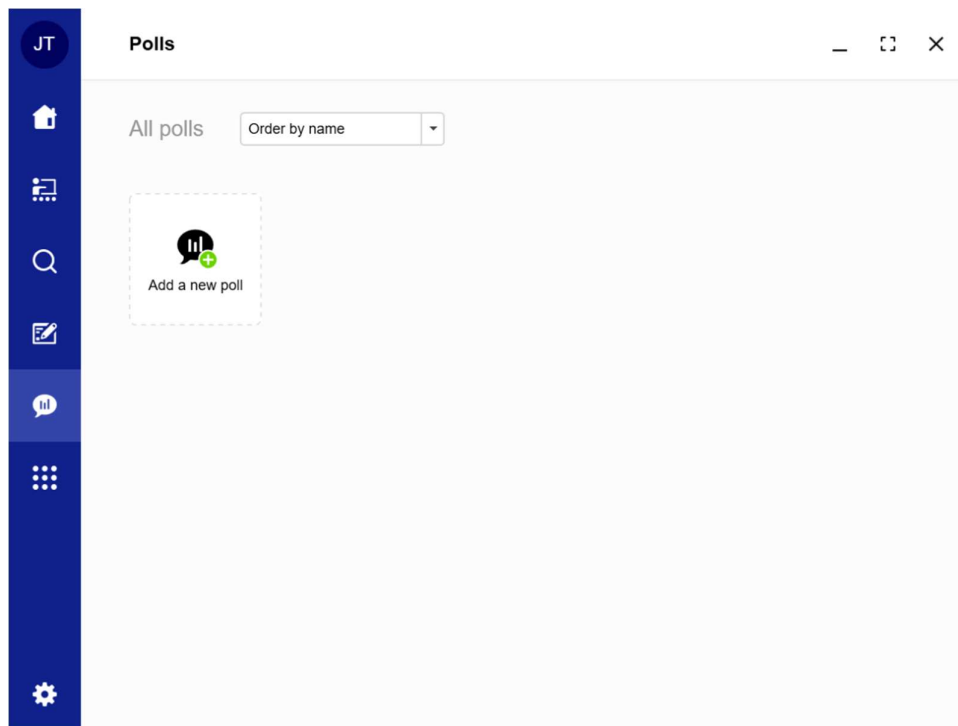


The template will automatically be added inside the Lesson templates section.

NOTE: Templates are auto-saved, so there are no buttons to press to save their contents. Simply close the session when you are done.

Polls & quizzes





The Polls section can be used to create tests, polls and quizzes that students connected to the lesson via the companion app can answer in real time.

Pre-prepared polls can be dragged and dropped onto a whiteboard for ease of sharing with students, and teachers will then be able to see student progression as a percentage. After completion, teachers can create and then view a Poll report to see the student answers. Polls can be ordered by name or creation date via the drop-down menu. Reports can be shared with the students via the whiteboard if required.

Creating a Poll

By selecting the “Polls” icon, it is possible to add a Poll or view existing Polls. To

create a New Poll, click on the “Add a new poll”  icon.

The screenshot shows a web application interface for creating a new poll. On the left is a vertical sidebar with icons for home, search, and other functions. The main content area is titled 'Polls' and contains a 'New poll' form. The form has the following fields and controls:

- Poll name:** A text input field.
- Questions list:** A section with a 'New question' button and an 'Add question' button.
- Question:** A text input field for the poll question.
- Poll order:** A text input field containing the number '1'.
- Poll type:** A dropdown menu with 'True / False' selected.
- Answers:** Two radio button options: 'True' (selected) and 'False'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

Input your chosen “Poll name” into the box then select the “Question” box to write your first question. The “Poll type” drop-down menu allows you to choose the poll type, in this example the default “True / False” is selected. Below see images of the other options available from this menu.

The screenshot shows a 'New poll' dialog box within a 'Polls' window. The dialog has a title bar with standard window controls. Inside, the 'Poll name' field contains 'Sun'. The 'Question' field is empty. The 'Poll order' field contains '1'. The 'Poll type' dropdown is set to 'True / False'. The 'Answers' section shows two options: 'True' (selected with a green square) and 'False' (unselected with a grey square). On the left, the 'Questions list' section shows a 'New question' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows a sidebar with various icons and a 'JT' logo.








It is possible to select different kinds of poll types: Open answer, True / False, Multiple choice, Multiple answer, and Poll / Opinion.

By selecting Open Answer, the student can write freely. True / False and Multiple choice enable the student to select only one correct answer. Multiple answer allows for more than one correct answer, then Poll / Opinion is for giving an opinion with teacher-led answers.

The screenshot shows the 'New poll' dialog box in the JT application. The dialog has a title bar with the 'JT' logo and standard window controls (minimize, maximize, close). The main content area is divided into several sections:

- Poll name:** A text input field at the top.
- Questions list:** A section on the left containing a 'New question' button and an 'Add question' button.
- Question:** A text input field for the poll question.
- Poll order:** A text input field containing the number '1'.
- Poll type:** A dropdown menu with the following options: 'Open answer', 'Open answer', 'True / False', 'Multiple choice', 'Multiple answer', and 'Poll / Opinion'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

JT



Polls

New poll

Poll name

Questions list

New question

Add question

Question

Poll order

1

Poll type

True / False

Answers

☒ True

☐ False

Save

Cancel

JT

Home

Dashboard

Search

Reports

Messages

Grid

Settings

Polls

New poll

Poll name

Questions list

New question

Add question

Question

Poll order

1

Poll type

Multiple choice

Add answer

Answers

☒

☐

Save

Cancel

JT

Home

Dashboard

Search

Reports

Messages

Grid

Settings

Polls

New poll

Poll name

Questions list

New question

Add question

Question

Poll order

1

Poll type

Multiple answer

Add answer

Answers

☒

☒

Save

Cancel

The screenshot shows a 'New poll' form within a 'Polls' window. The form has a title bar with a close button. The main content area is divided into several sections: a 'Poll name' input field at the top; a 'Questions list' section on the left with a 'New question' button; a 'Question' input field and a 'Poll order' input field (containing the number 1) on the right; a 'Poll type' dropdown menu (currently set to 'Poll / Opinion') and an 'Add answer' button below the question field; and two empty 'Answers' input fields at the bottom right. At the very bottom of the form are 'Save' and 'Cancel' buttons. A sidebar on the left side of the application contains various icons, including a home icon, a search icon, and a settings icon.

Click on “Add question” to enter a question and select the “Poll order” box if you would like to change the question position inside the poll.

For **Multiple choice**, **Multiple answer** and **Poll / Opinion** answer boxes can be added by clicking the “Add answer” button for each answer. To delete an answer

box, click the “Delete answer” icon . Once the poll is completed click “Save”.

The screenshot shows a 'New poll' form within a 'Polls' window. The form includes a 'Poll name' text field, a 'Questions list' section with a 'New question' button and an 'Add question' button, a 'Question' text field, a 'Poll order' dropdown set to '1', a 'Poll type' dropdown set to 'Poll / Opinion' with an 'Add answer' button, and three 'Answers' text fields with delete icons. At the bottom are 'Save' and 'Cancel' buttons.

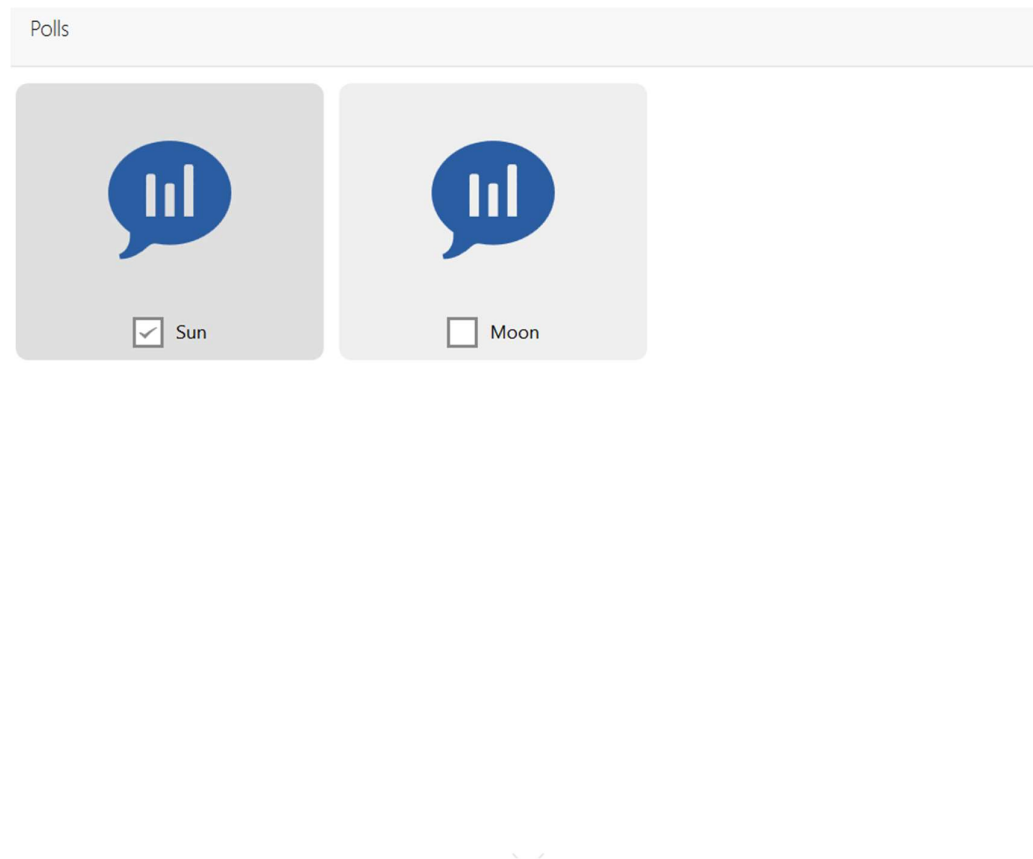
A poll can be edited or deleted at any time by selecting the three dots at the top-right of the poll icon.

The screenshot shows the main interface of the 'Polls' application. It features a sidebar with navigation icons and a main area with 'All polls' and an 'Order by name' dropdown. A 'New' button is in the top right. A single poll icon labeled 'Sun' is displayed, with a three-dot menu icon at its top-right corner.

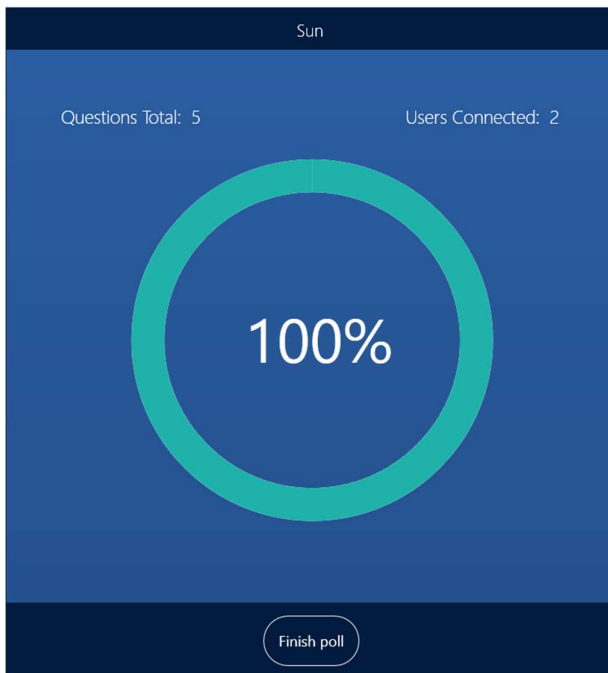
Click “New” to create further polls.

Displaying a Poll and Poll reports

When a poll has been created, the teacher can select a poll from Poll section after starting a lesson. Select the poll by clicking on it and dragging it into the whiteboard. The poll will automatically open and connected students will see on their devices a request to fill a poll.



As students connected to the session complete each question, the teacher will see a progress bar. The teacher can create a poll report after clicking on “Finish poll”.

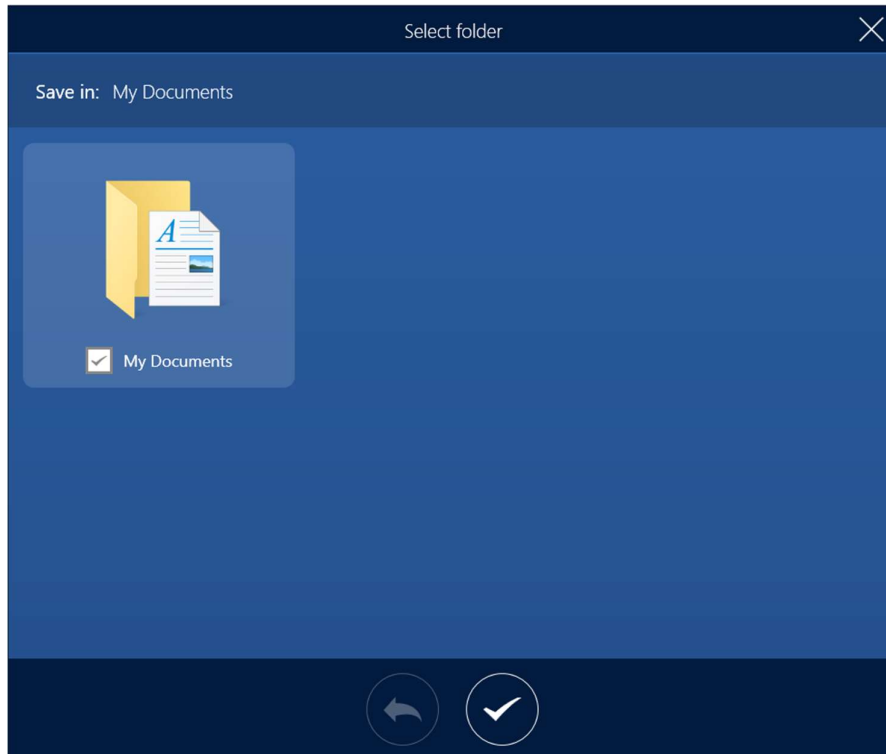


The teacher can select “Aggregate” type report, “Detailed” type report or both. As destination folder, reports can be saved in Session folder or you can select the destination folder. Clicking on Session folder and then on “Create and close”, a report will automatically be generated in that folder.

A screenshot of a report generation selection screen. At the top, a dark blue header bar contains the text "Sun". Below the header, the screen has a blue background. The text "Select the report type to generate:" is centered. Below it, there are two options, each with a green square checkbox: "Aggregate" and "Detailed". Below these, the text "Select the report destination:" is centered. Below it, there are two options, each with a checkbox: a grey square checkbox for "Session folder" and a green square checkbox for "Select the destination folder". At the bottom, there are two buttons: a green button labeled "Create and close" and a red button labeled "Exit".

You can also select a destination folder on your PC for the saving the report. As an example, you may choose the “My Documents” folder as shown below.

To do so Select “My Documents” folder and click on the check tool to save.



Poll Aggregate Report

Here it is possible to view the number of participants and their answers.

Answers to questions requiring an open text response will not be included in the aggregate report.

Sun

The sun is a star

Total Participants : 2



What do you think about the sun?

Total Participants : 2



What's the colour of the sun?

Total Participants : 2



Poll Detailed Report

Here it is possible to view all student answers. In the example below, there are two participants. Correct answers are in green and incorrect answers are in red. For **open answers** and **poll/opinions** answers are in black.

Sun

Name	Question	User Response	Responses List
James Student	Description of the sun	The sun is very far from the Earth	
	The sun can be:	Hot	Yellow
			Cold
			Hot
		Yellow	Yellow
			Cold
			Hot
	The sun is a star	True	False
	What do you think about the sun?	The sun makes me feel happy	True
			The sun makes me feel happy
	What's the colour of the sun?	Black	It gives energy
			Yellow
			Black

Omar Student			
	Description of the sun	The sun is bright	
	The sun can be:	Cold	Yellow
			Cold
			Hot
		Yellow	Yellow
			Cold
			Hot
	The sun is a star	False	False
	What do you think about the sun?	It gives energy	True
			The sun makes me feel happy
	What's the colour of the sun?	Yellow	It gives energy
			Yellow
			Black

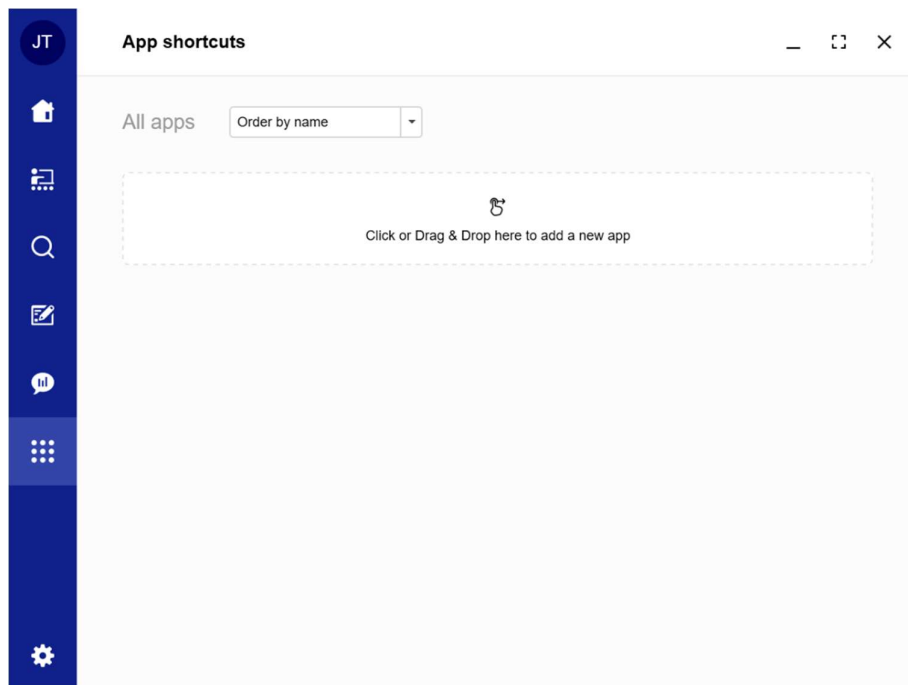
App shortcuts



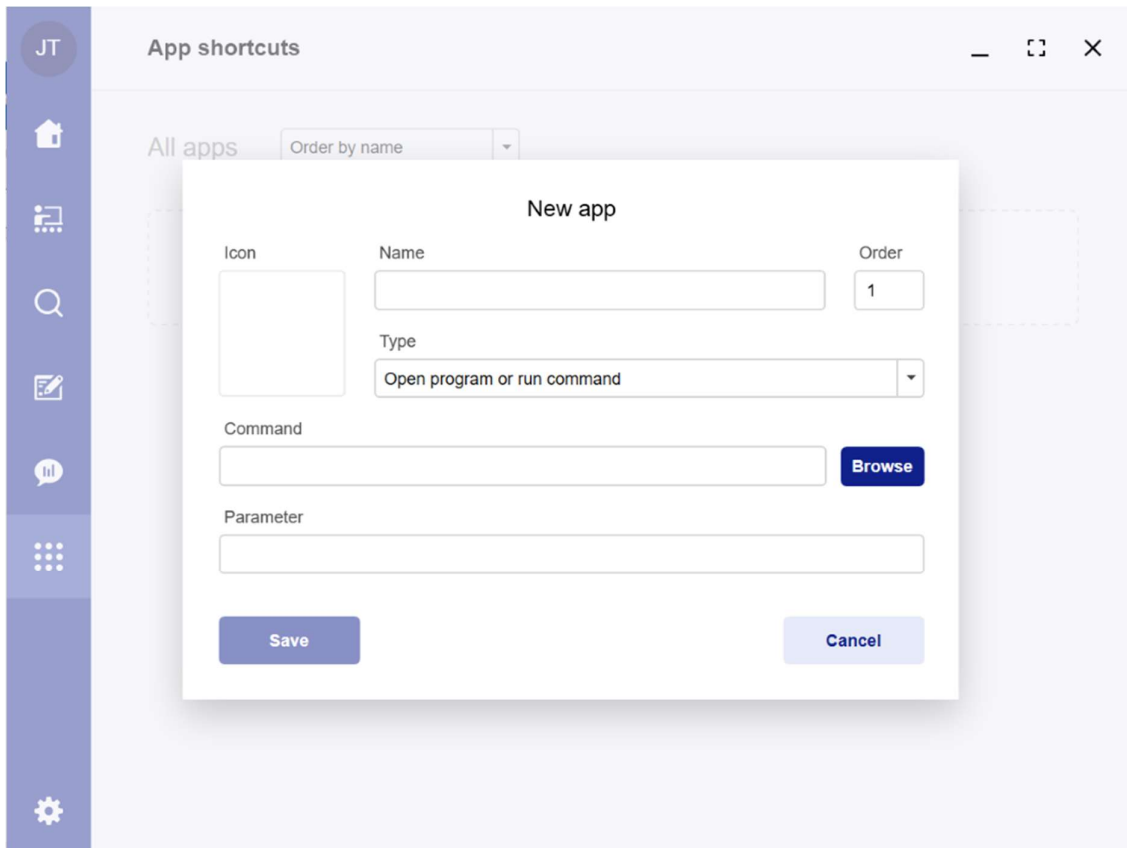
In the Teacher Console, you can add short cuts to frequently used applications. This will allow you to access these applications without leaving a whiteboard session. Apps short cuts can include such things as a calculator, camera, or other programs stored on your computer.



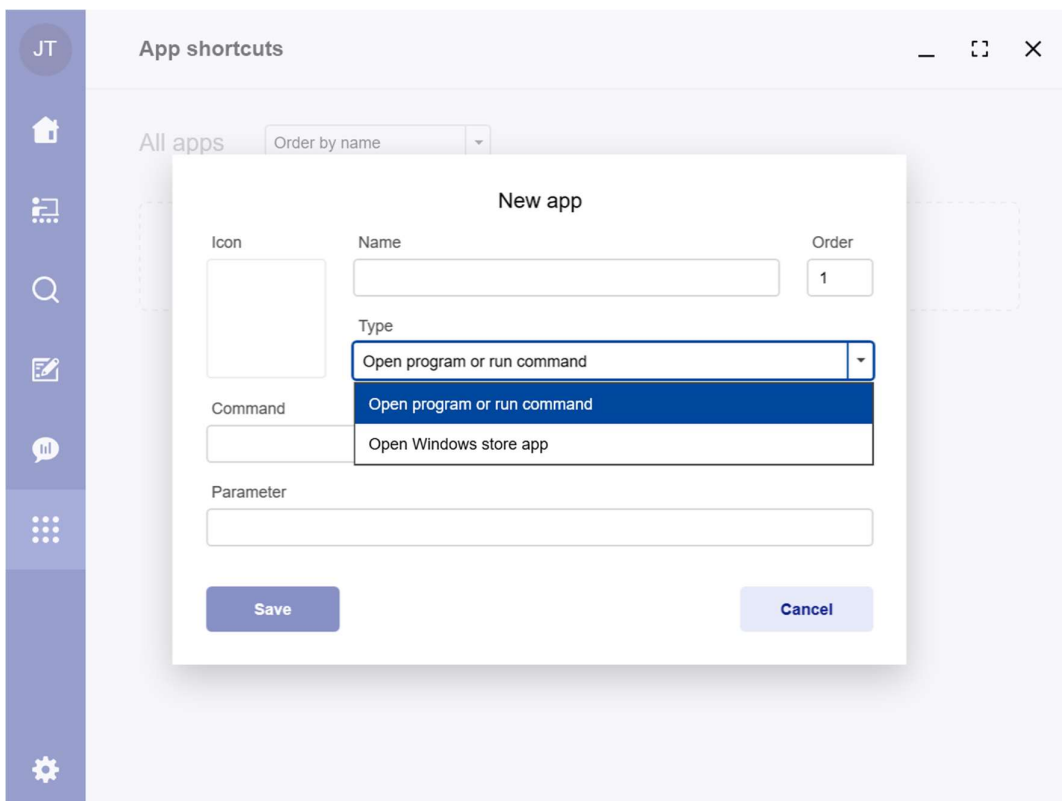
Click the “App shortcuts” icon to add new apps by Drag & Drop from your device.



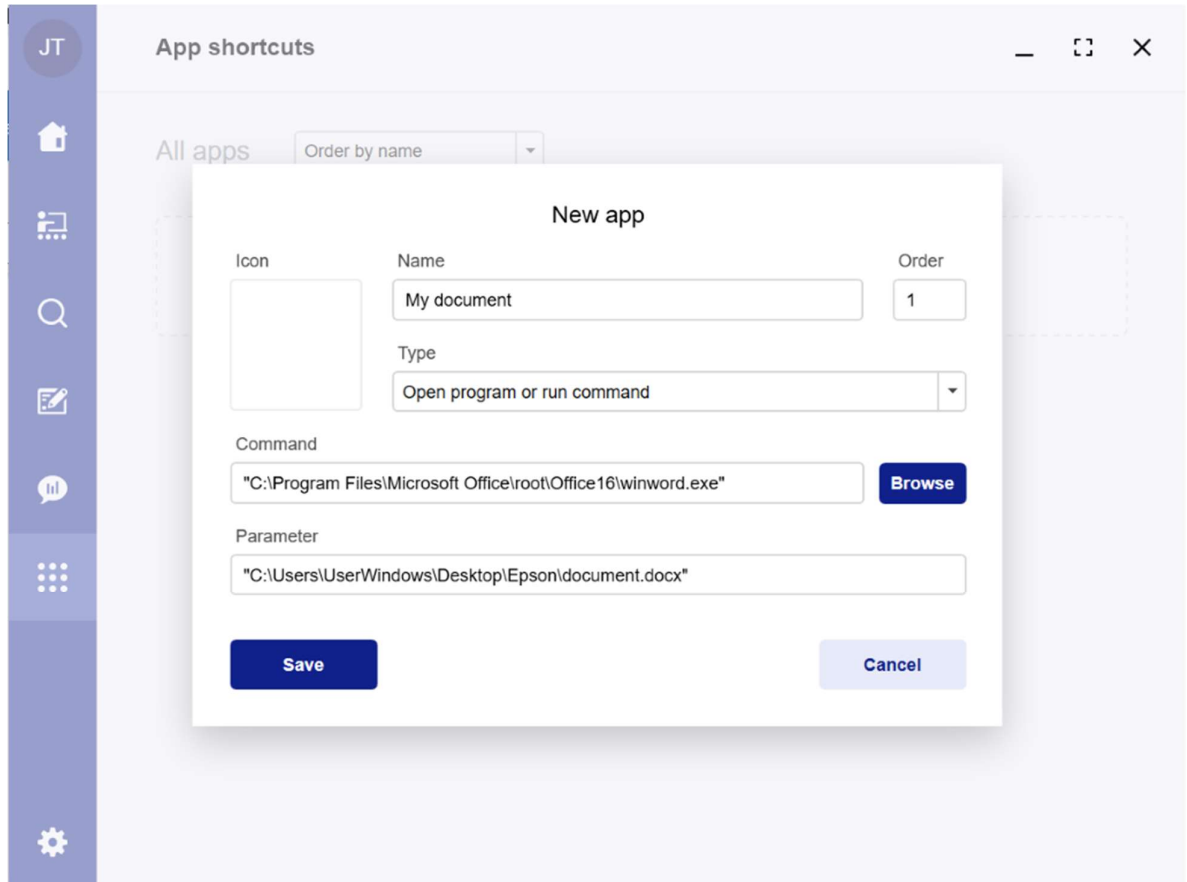
You can add apps and files. If you would like to add a file as an app, such as a Microsoft Word file, you will need to do this manually. Click inside the box marked “Click or Drag & Drop here to add a new app” and a box will appear for you to input the App information manually. For further files as apps, you will be able to use the “New” button which will appear in the top-right corner. Choose a name for your app and write it in the name box.



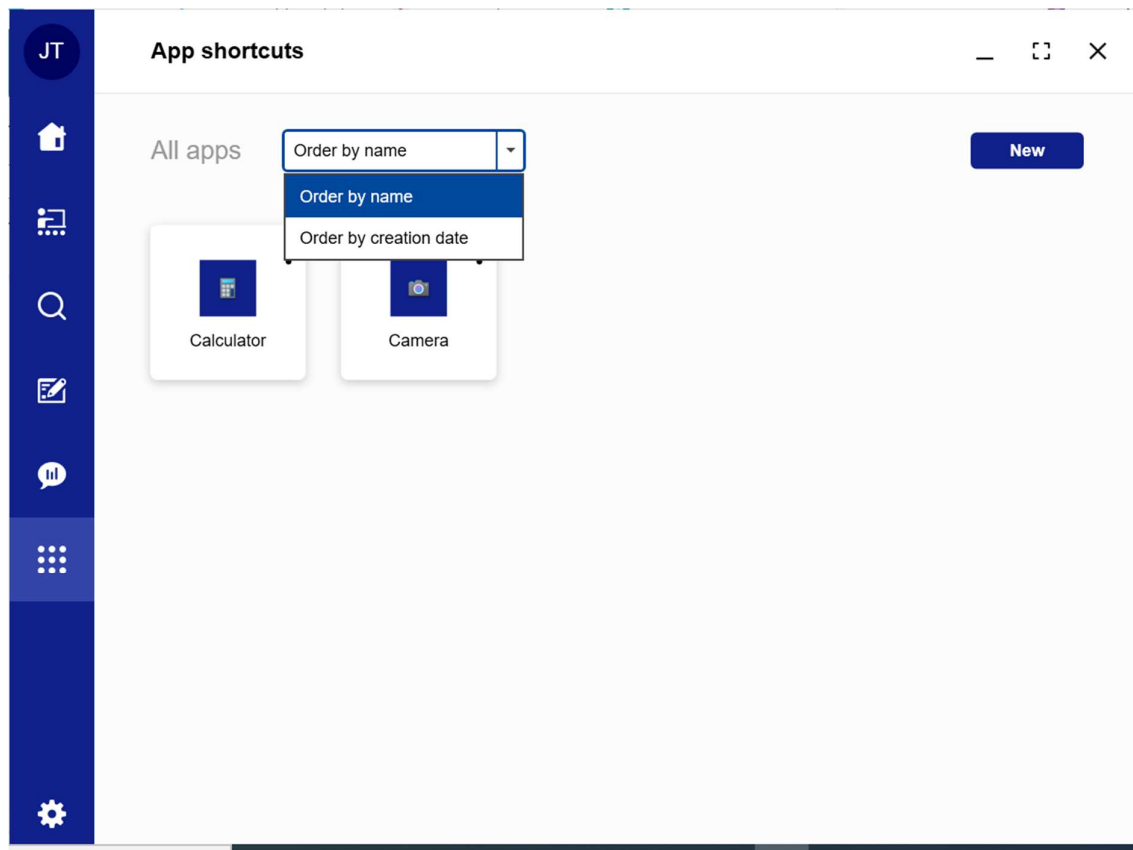
Then select “Open program or run command” from the Type from the drop-down menu.



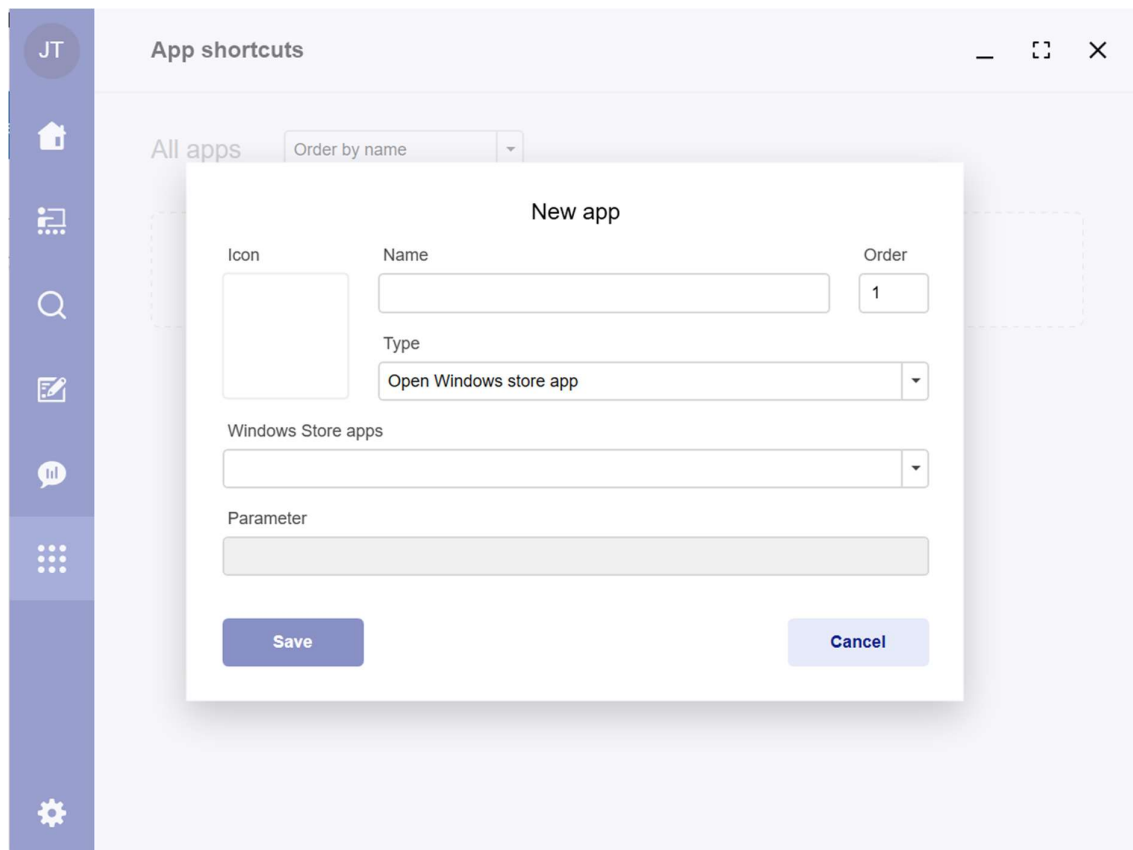
After “Open program or run command” is selected, you can “Browse” your device to find the app file which will be added to the “Command” bar, and under the “Parameter” bar you must manually write the location of the specific file you would like to use, it’s parameter.



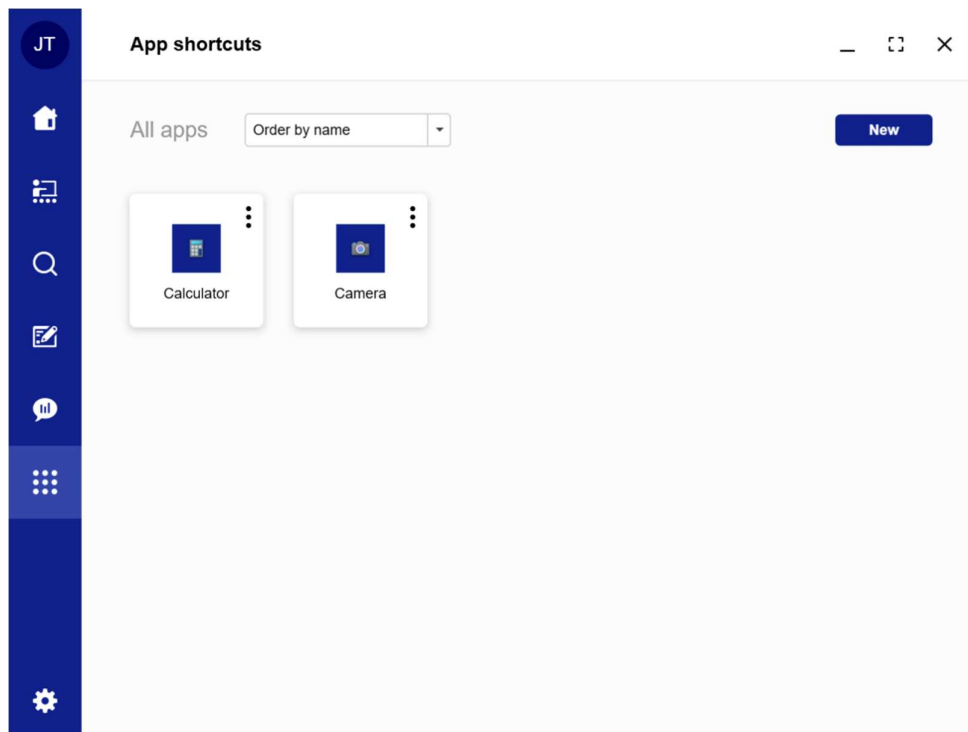
You can also sort most frequently used apps by App name or date that the short cut was created.




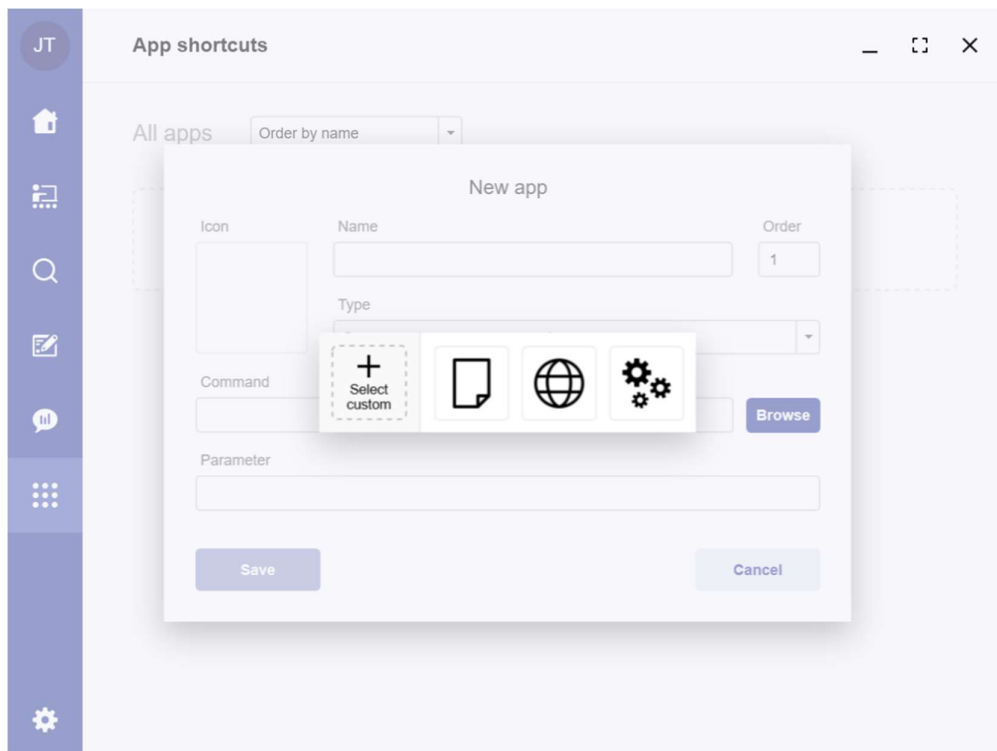
If you would like to add an app from the Windows store, instead select “Open Windows Store App” from the Type menu and a box named “Windows Store apps” will appear with a drop-down menu. Choose the app from the menu then click “Save” to add your app.



Examples of apps you can add from the Windows store include a calculator and a camera. You can select the “New” button to add further apps. An app can be opened, edited or deleted at any time by selecting the three dots at the top-right of the app icon.



To choose an icon for your app, select between these three icons , or “Select custom” to choose an icon from your device.



NOTE: Apps must open in front of the whiteboard, if apps open behind the whiteboard, a reboot of the PC is recommended.

Settings



NOTE: See how to use “**Export**” in the GoBoard Installation Guide for Teachers manual inside the “Software distribution” section.

To open your Setting menu click on the cog icon located in the bottom-left corner.

Teacher Console and Combined Teacher Console with Hub settings

As mentioned in the installation manual (and in this document), you can install both the Teacher Console and Hub onto one PC. This section addresses how to make Settings changes when Teacher Console and Hub reside on the same computer.

General

Here you can choose your language, running and folder settings.

Interface language

English is the default language; You can choose among:

1. English (United Kingdom)
2. English (United States)
3. Italian (Italy)
4. Spanish (Spain)
5. Portuguese (Portugal)
6. French (France)
7. French (Canada)
8. German (Germany)
9. Danish (Denmark)
10. Dutch (Netherlands)
11. Finnish (Finland)
12. Norwegian (Norway)
13. Swedish (Sweden).

Voice commands language

GoBoard is supporting:

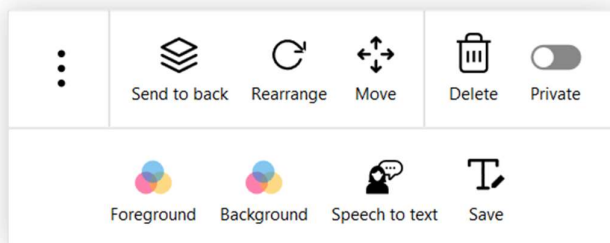
1. English (United Kingdom)
2. English (United States)
3. Italian (Italian)
4. BR Portuguese (Brazil)
5. German (Germany)
6. Spanish (Spain)
7. French (France)
8. Japanese (Japan)
9. ZH Chinese
10. CN Simplified Chinese.

Install from Windows the preferred languages among these languages listed, close and reopen GoBoard and you will see in the drop-down menu the languages installed from the device.

When you install these languages on the operating system, they will appear into "Voice commands language" settings list.

Speech-To-Text language

When you add a text to the whiteboard, you have the possibility to activate the command: "Speech to text".

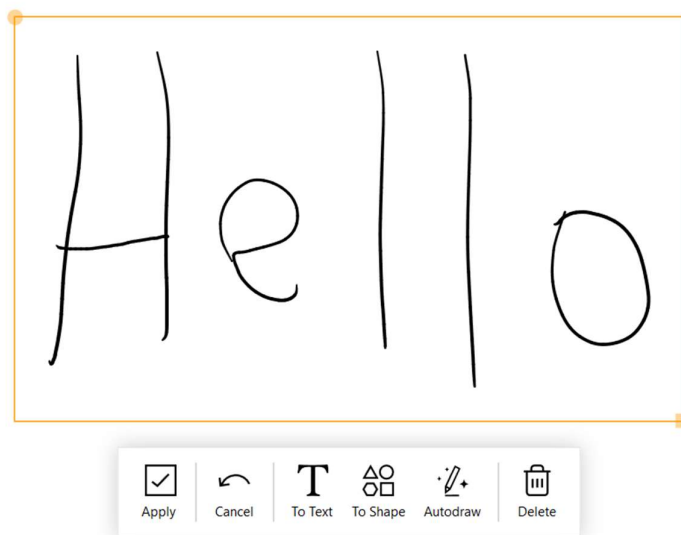


Type your text

Install the preferred languages from Windows, close and reopen GoBoard and in the “Speech-To-Text language” drop-down menu you will find the installed languages from the device.

Handwriting recognition language

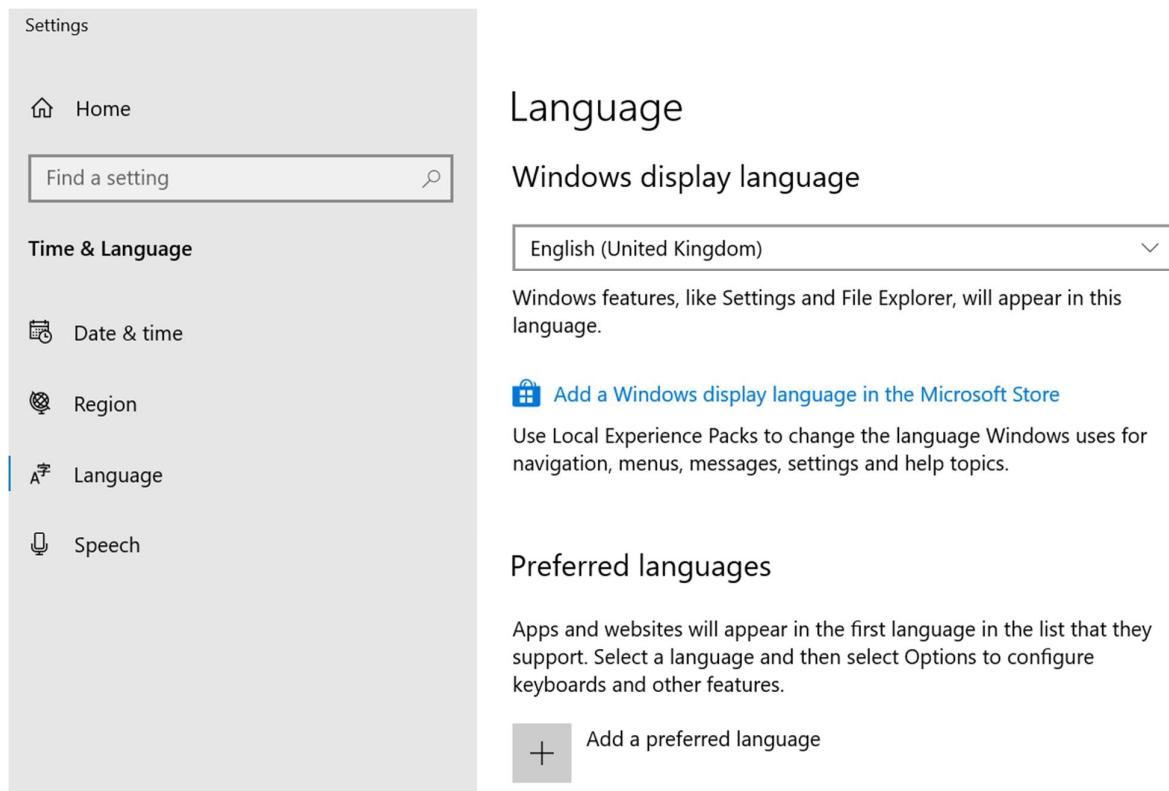
When you draw a text on the whiteboard using the “Lasso” option, you have the possibility to convert the drawing into text (To Text).



You need to install the Windows 10's **Language Pack** (in addition to the system native/default language), select the related **Handwriting** feature and set the desired language as **default language** for Windows UI.

Select the **Start** button, and then select **Settings** > **Time & Language** > **Language**.

Under **Preferred languages**, select **Add a preferred language**.



Under **Install language features**, select **Handwriting** in the language that you selected to download, and then select **Install**.

Install language features


Preferred language

Français (France) ▼

☐ Set as my display language

☒ Install language pack

Choose language features that you want to install.

☒  Speech recognition (43 MB)

☒  Text-to-speech (36 MB)

☒  Handwriting (3 MB)

☒  Basic typing (13 MB)

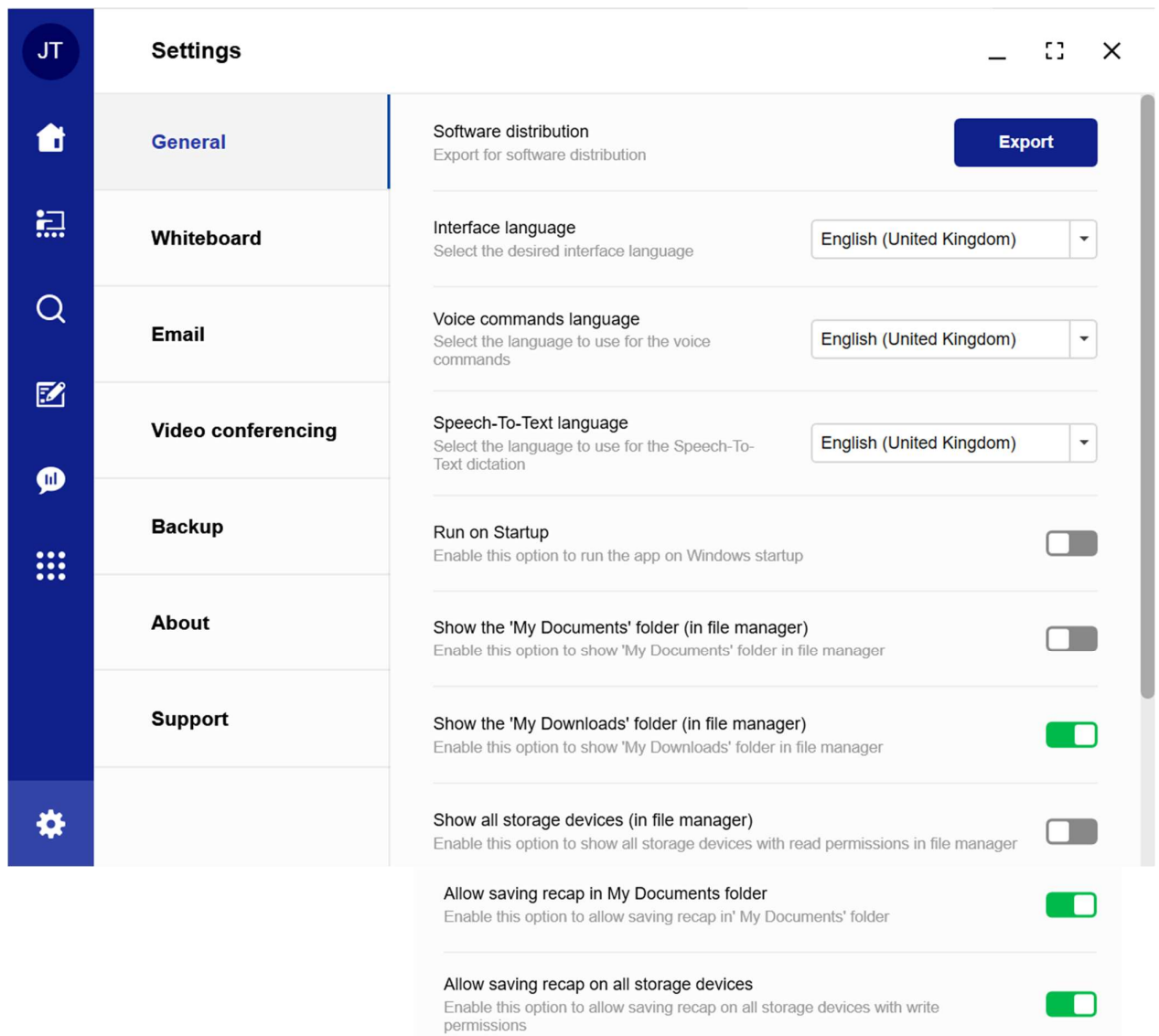
☒  Optical character recognition (1 MB)

[Choose a different language](#)

Install

Cancel

Teacher Console



Combined Teacher Console with Hub

JT

Home

Whiteboard

Search

Notes

Calendar

Grid

Settings

Settings

General

Whiteboard

Email

Video conferencing

Backup

System diagnostic

About

Support

Software distribution

Export for software distribution

Export

Interface language

Select the desired interface language

English (United Kingdom)

Voice commands language

Select the language to use for the voice commands

English (United Kingdom)

Speech-To-Text language

Select the language to use for the Speech-To-Text dictation

English (United Kingdom)

Run on Startup

Enable this option to run the app on Windows startup

☐

Show the 'My Documents' folder (in file manager)

Enable this option to show 'My Documents' folder in file manager

☒

Show the 'My Downloads' folder (in file manager)

Enable this option to show 'My Downloads' folder in file manager

☐

Show all storage devices (in file manager)

Enable this option to show all storage devices with read permissions in file manager

☒

Allow saving recap in My Documents folder

Enable this option to allow saving recap in 'My Documents' folder

☒

Allow saving recap on all storage devices

Enable this option to allow saving recap on all storage devices with write permissions

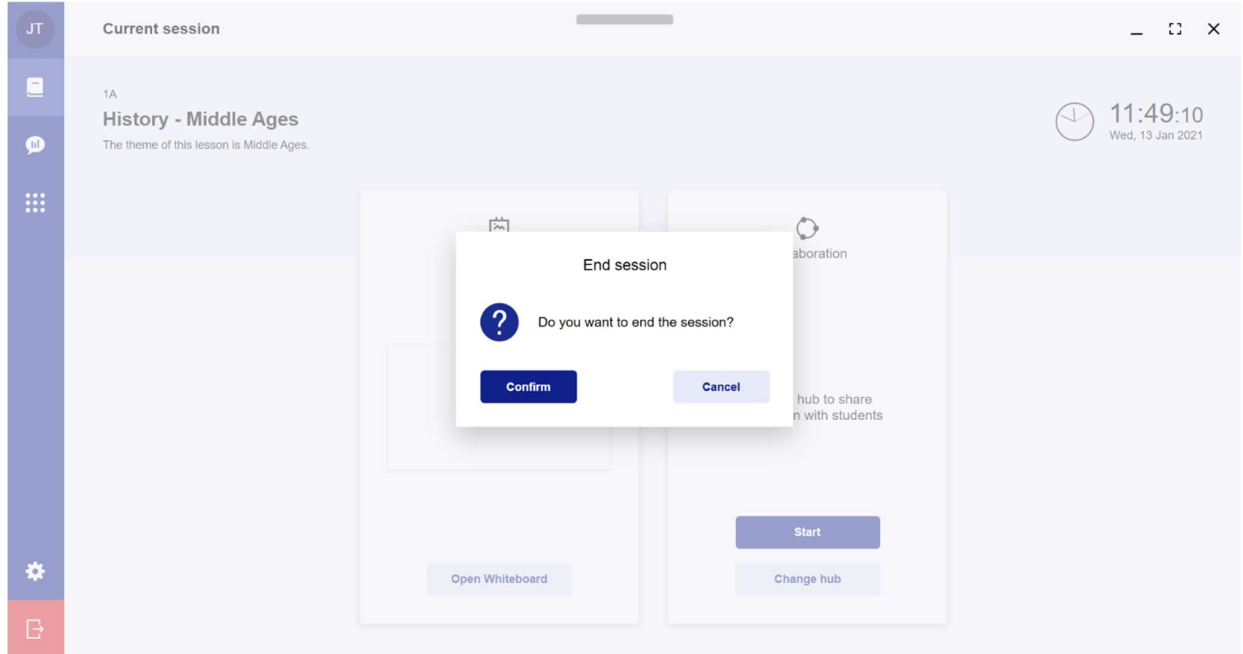
☒



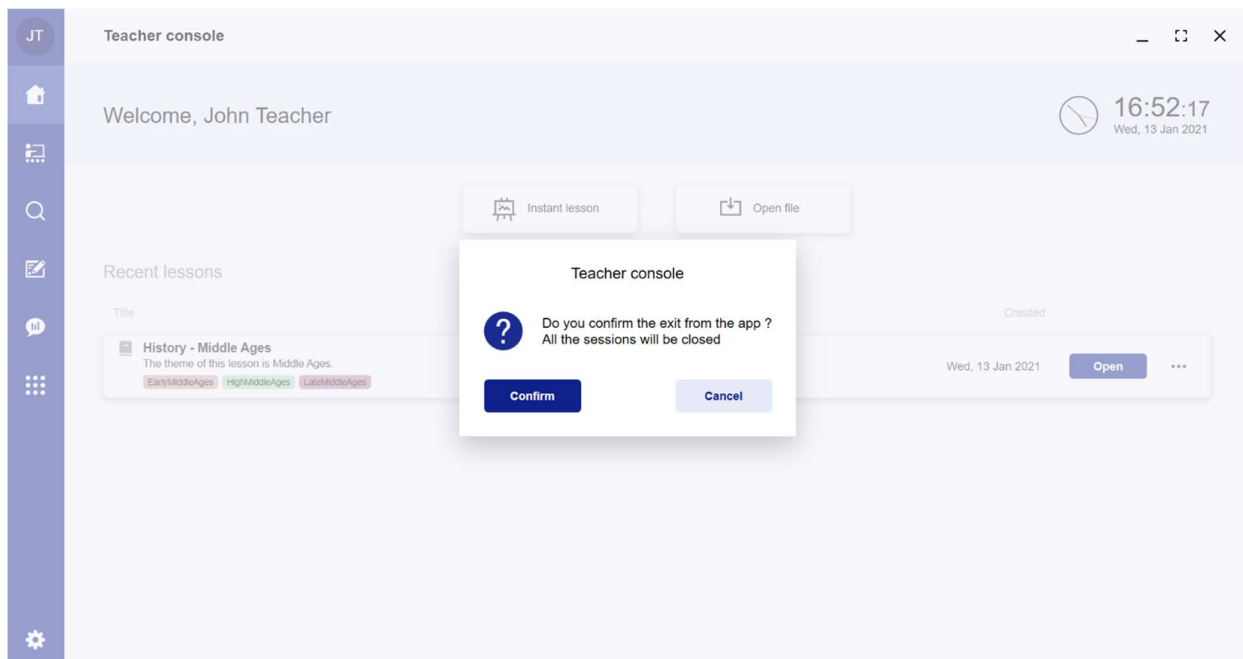
Current session: this icon is visible when a lesson is running.



End session: select the icon if you want to end the lesson.



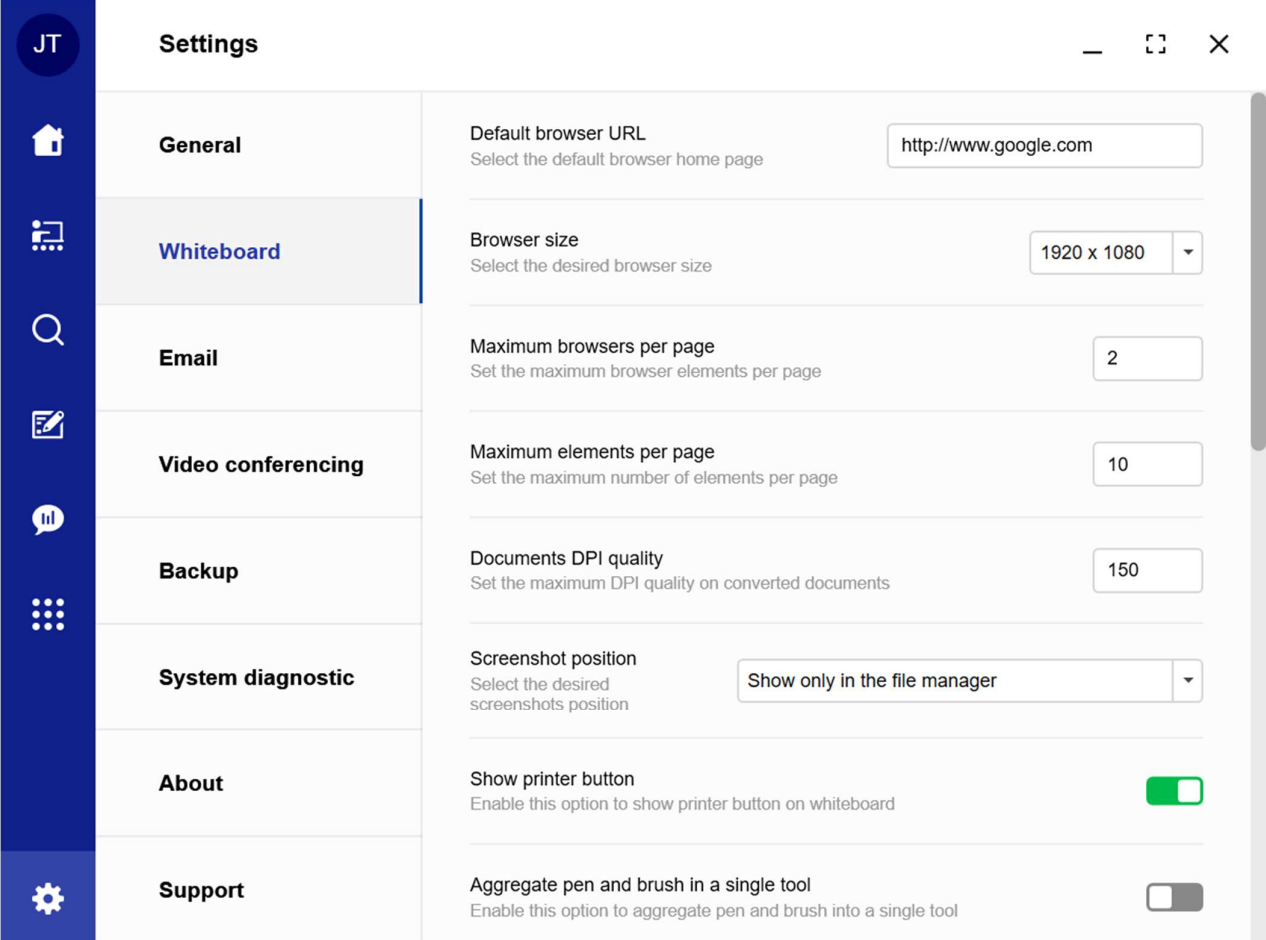
Close GoBoard for Teachers: click on the “X” button on the top-right to close GoBoard for Teachers. You will be asked to confirm closure.



Whiteboard

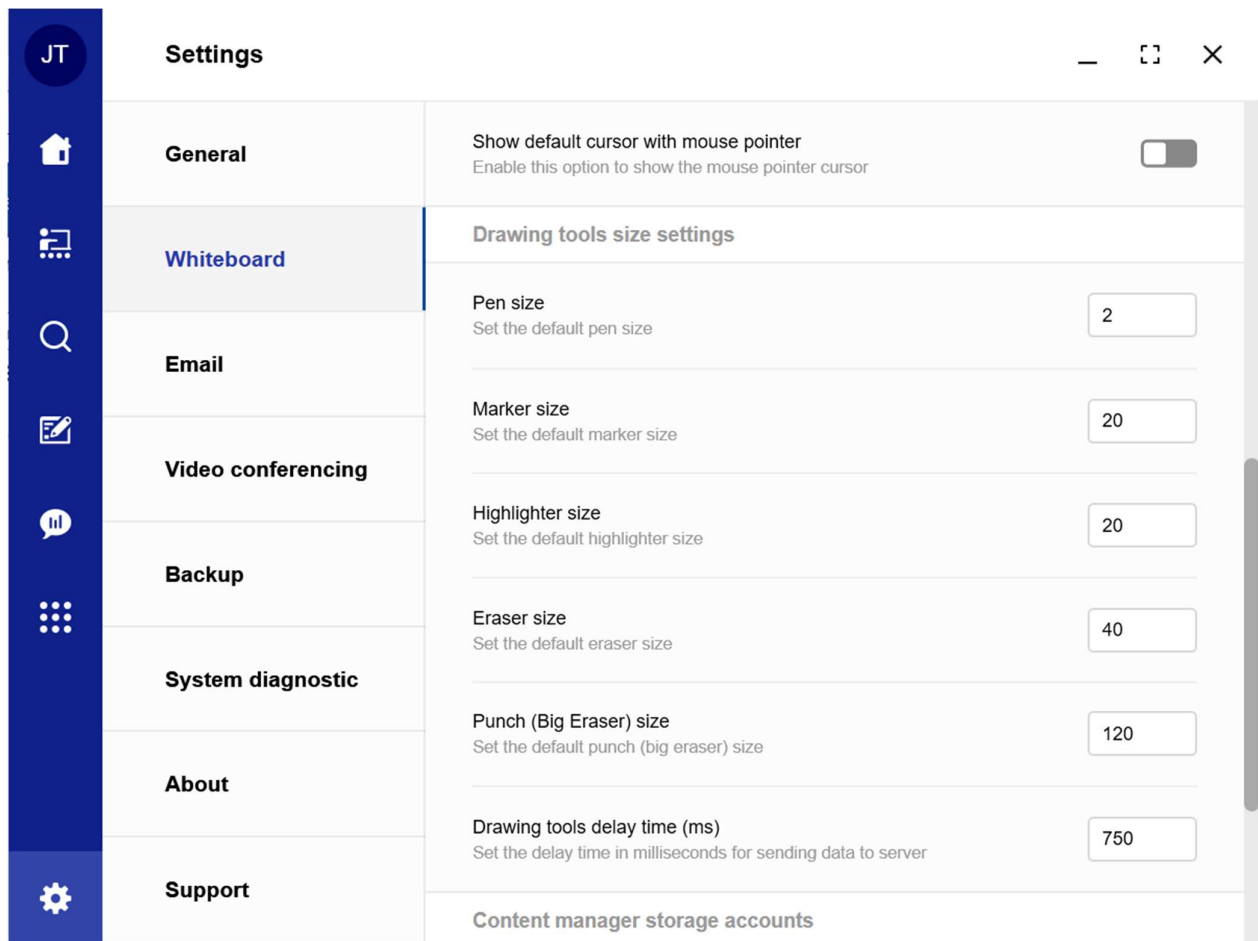
Decide on the **default browser** home page by entering its **URL** in the box then choose the desired browser size from the drop-down menu.


It is also possible to select the maximum number of browsers and elements per page, the documents display size/quality (DPI), and the screenshot position from the drop-down menu.

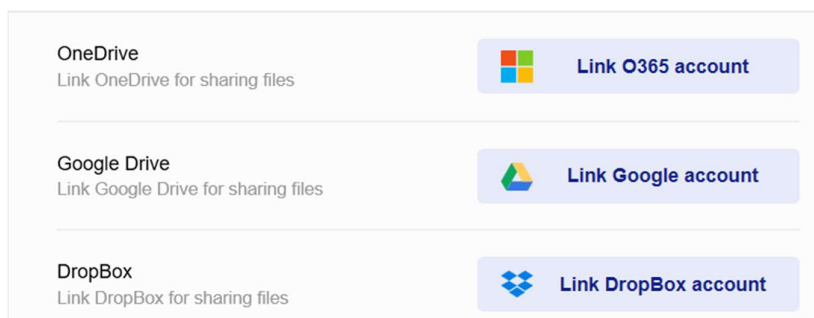


Category	Setting	Value
Whiteboard	Default browser URL	http://www.google.com
	Browser size	1920 x 1080
	Maximum browsers per page	2
	Maximum elements per page	10
	Documents DPI quality	150
	Screenshot position	Show only in the file manager
	Show printer button	Enabled
	Aggregate pen and brush in a single tool	Disabled

Choose the size of your drawing tools (pen, marker, highlighter, eraser, punch) and its delay time.



Aside from saving lesson plans directly to your computer, you can also choose to save files to your cloud-based storage location. This is especially useful if the HUB and Teacher Console are on a single PC. Storing files to your cloud account allows you to better manage your files when there are multiple persons using the same GoBoard system. You can connect your chosen cloud storage via the Content manager  under the Drawing tools size settings.



Email

If you would like to connect your email inbox to send recaps directly from GoBoard, you may need to contact your Network/IT Manager to complete this action for you.

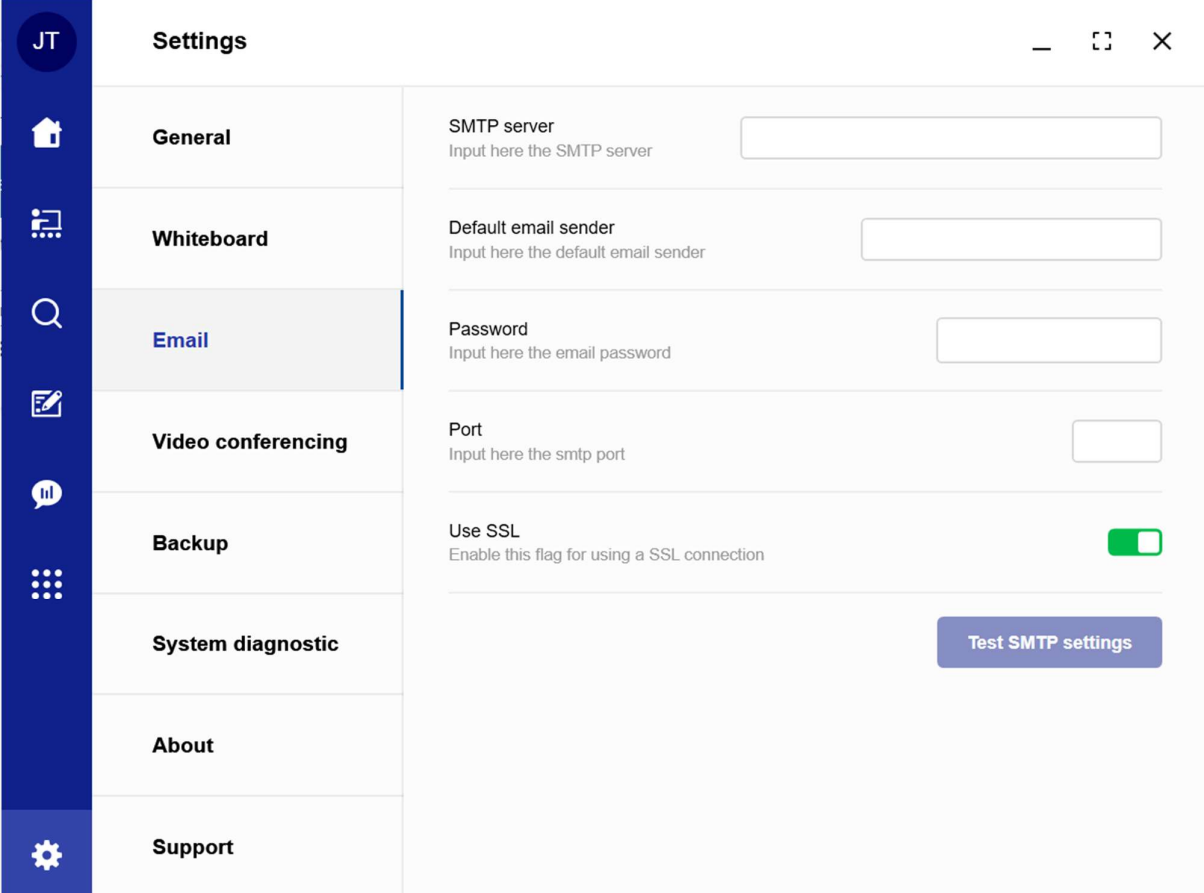
SMTP server: enter in the box a valid SMTP server. For instance: smtp-mail.outlook.com.

Default email sender: enter a valid email address.

Password: enter the password of the email address written in the “Default email sender” box.

Port: enter the correct port.

Use SSL: enable “Use SSL” flag for using a SSL (Secure Sockets Layer) connection.



The screenshot shows the GoBoard Settings interface. On the left is a dark blue sidebar with a vertical list of icons and labels: 'JT' (user profile), a home icon, a whiteboard icon, a magnifying glass icon, a document icon, a speech bubble icon, a grid icon, and a gear icon. The main content area is titled 'Settings' and has a light gray background. It contains a list of settings categories on the left: 'General', 'Whiteboard', 'Email' (highlighted in blue), 'Video conferencing', 'Backup', 'System diagnostic', 'About', and 'Support'. The 'Email' settings are displayed on the right, including fields for 'SMTP server', 'Default email sender', 'Password', and 'Port', each with a text input box. Below these is a 'Use SSL' toggle switch, which is currently turned on (green). At the bottom right of the settings area is a blue button labeled 'Test SMTP settings'.

After you finish completing the details, click on “Test SMTP settings”.

If the entered credentials are correct you will see this message:

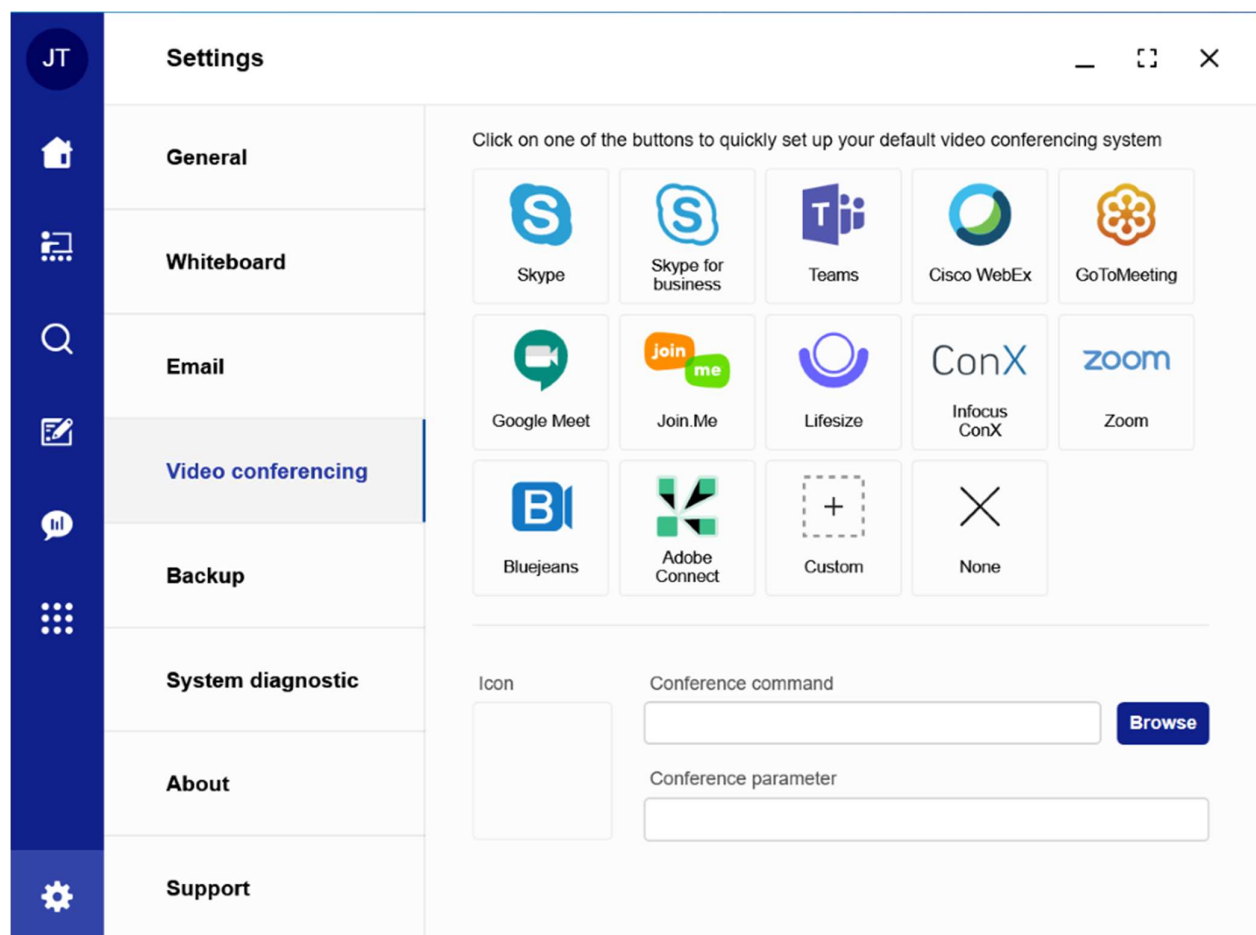


If the entered credentials aren't correct you will see this message:



Video Conferencing

GoBoard is compatible with most top video conferencing software applications. You can use the Video Conferencing tab to create shortcuts to your favourite conferencing solution. (Note: Video conferencing applications may require a valid user licence/account which is not included with GoBoard).



Video conferencing system

To set up your default Video Conferencing system, you have 2 options.

Enabling video conferencing systems via weblink

The Video Conferencing system of your choice is only accessible via a web link.

Click on your chosen Video Conferencing system icon from the Video Conferencing settings menu and in the Conference Command box, insert the link to your profile on your chosen system. Here below see the example for GoToMeeting as your chosen system.

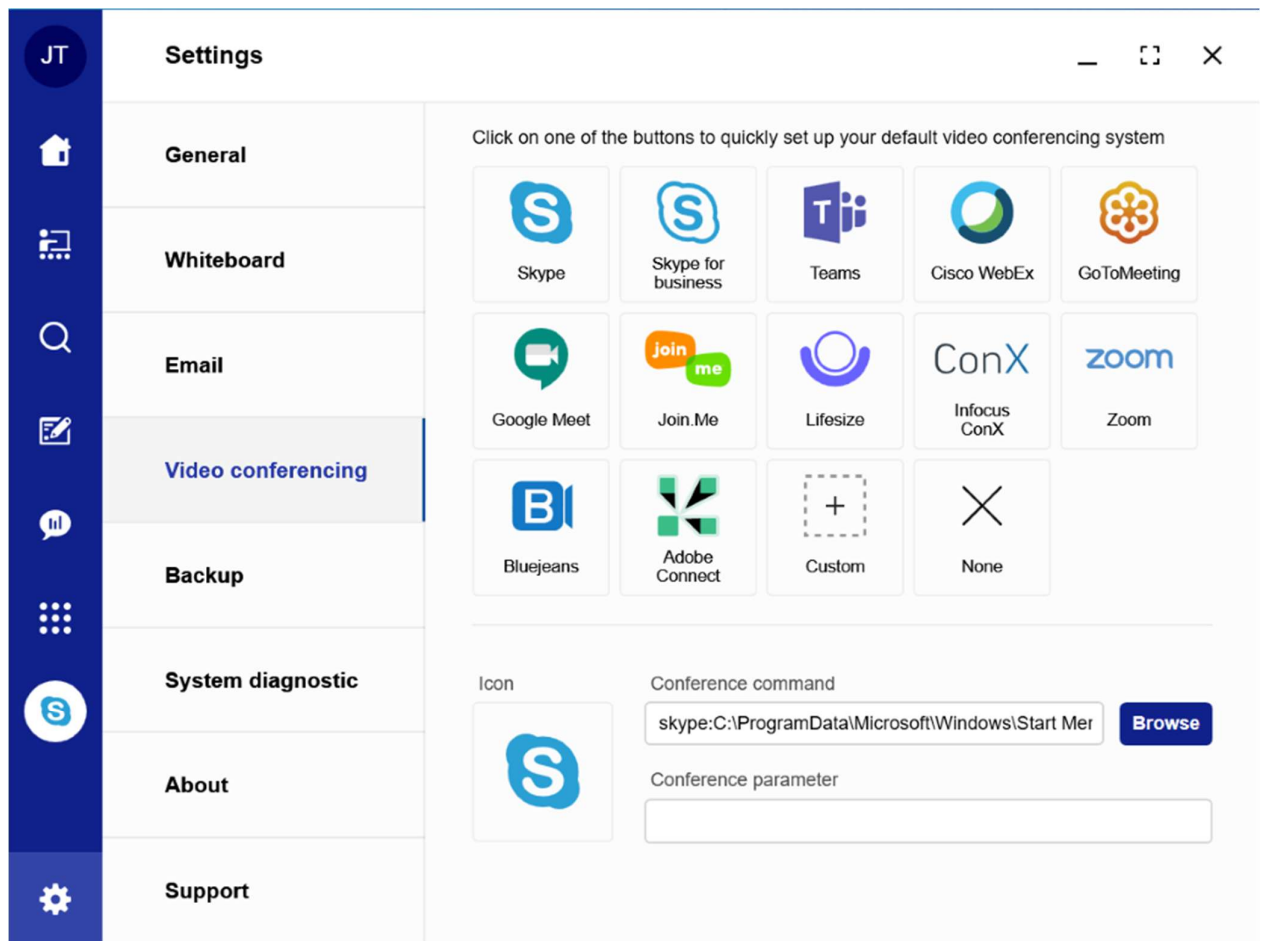
Enabling video conferencing systems installed on your device

The Video Conferencing system of your choice is already installed on your device.

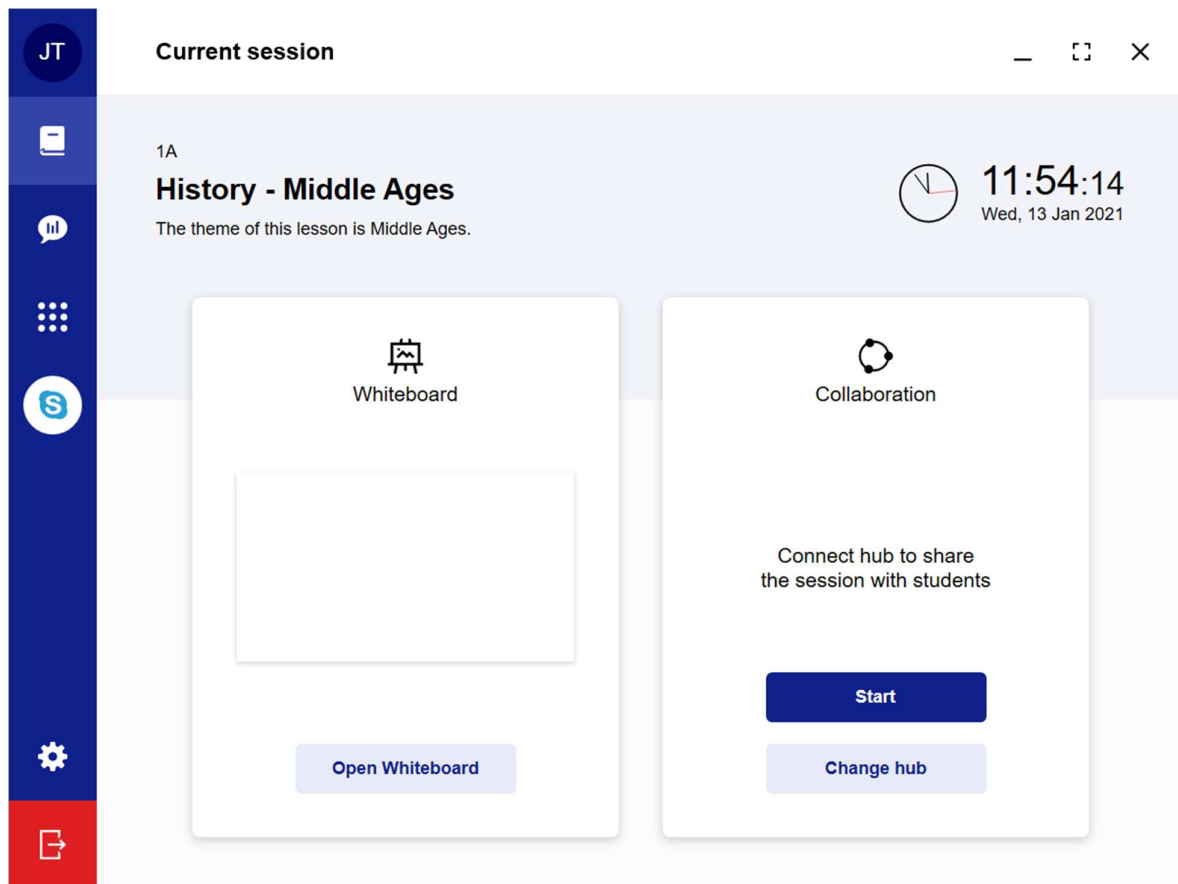
Click on your chosen Video Conferencing system icon from the Video Conferencing settings menu and the system icon will automatically appear in the menu bar on the left side of your GoBoard. Here below see the example for Skype as your chosen system.

Note: The Video Conferencing system of your choice must be already installed on your device.

Skype

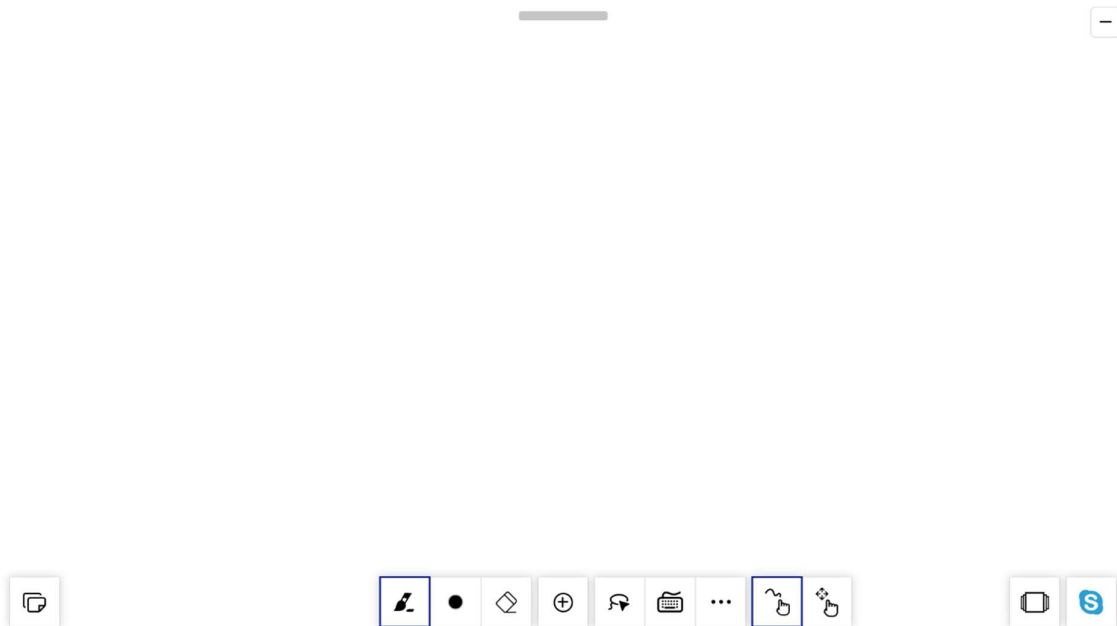


Here we can see the Skype icon from the Current Session menu.

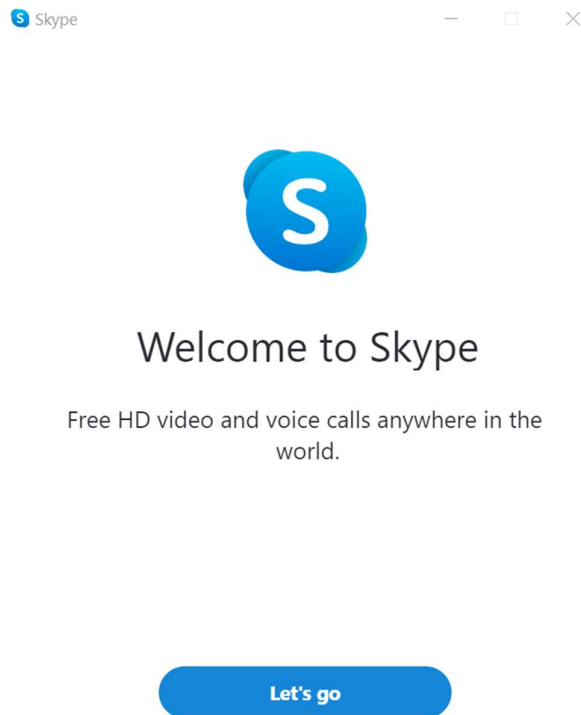


Here we can see Skype icon from the whiteboard.

NOTE: The grey bar at the top is a ToolBar. Users can click on it to see other options.



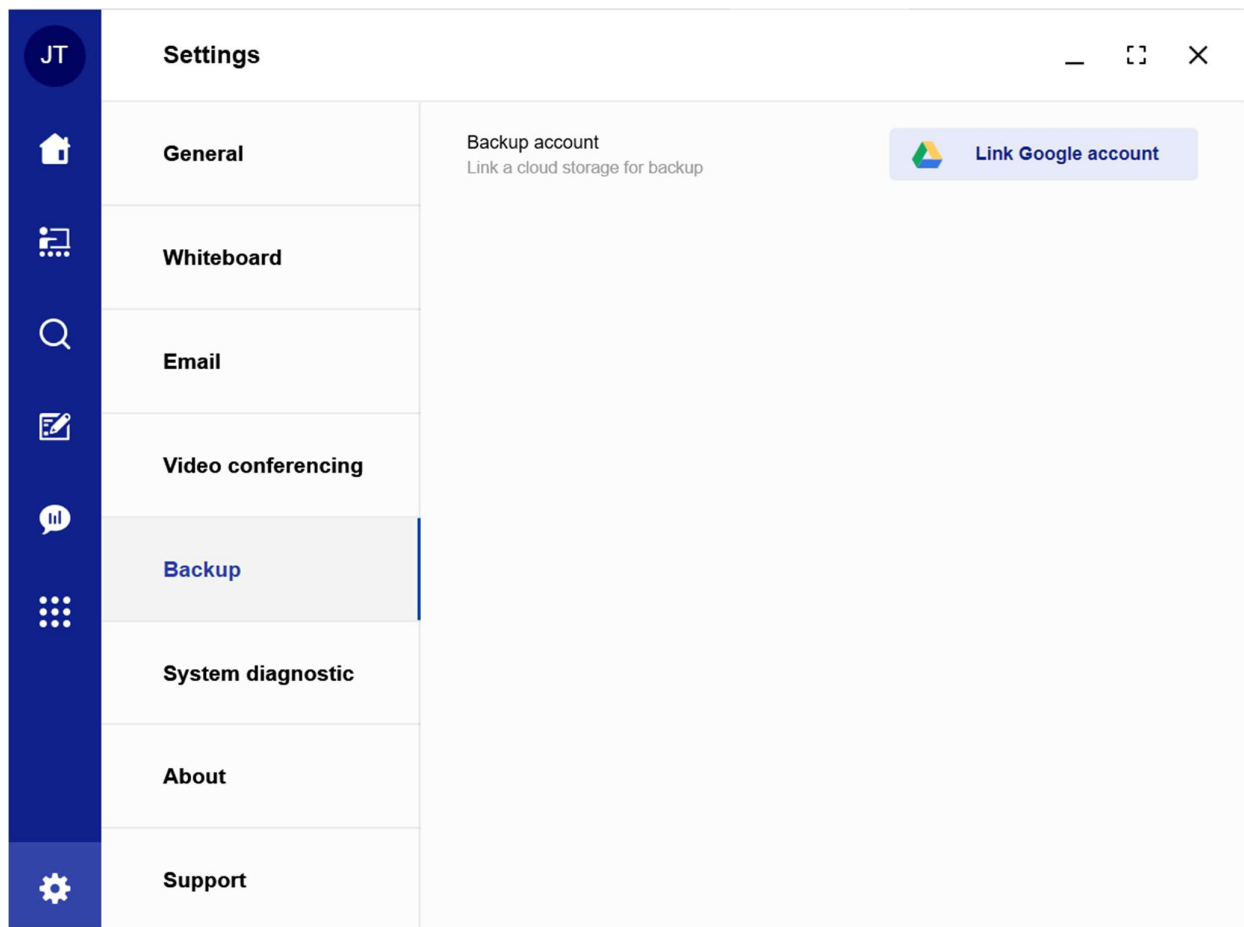
To open Skype, click on its icon and the sign in box will appear. After signing in, you will be able to use your Skype account with GoBoard.



The preferred VC system will be opened for the user to enter their account details (if necessary).

Backup

By clicking the Backup tab, you can set your files to be saved to your Google Drive account.

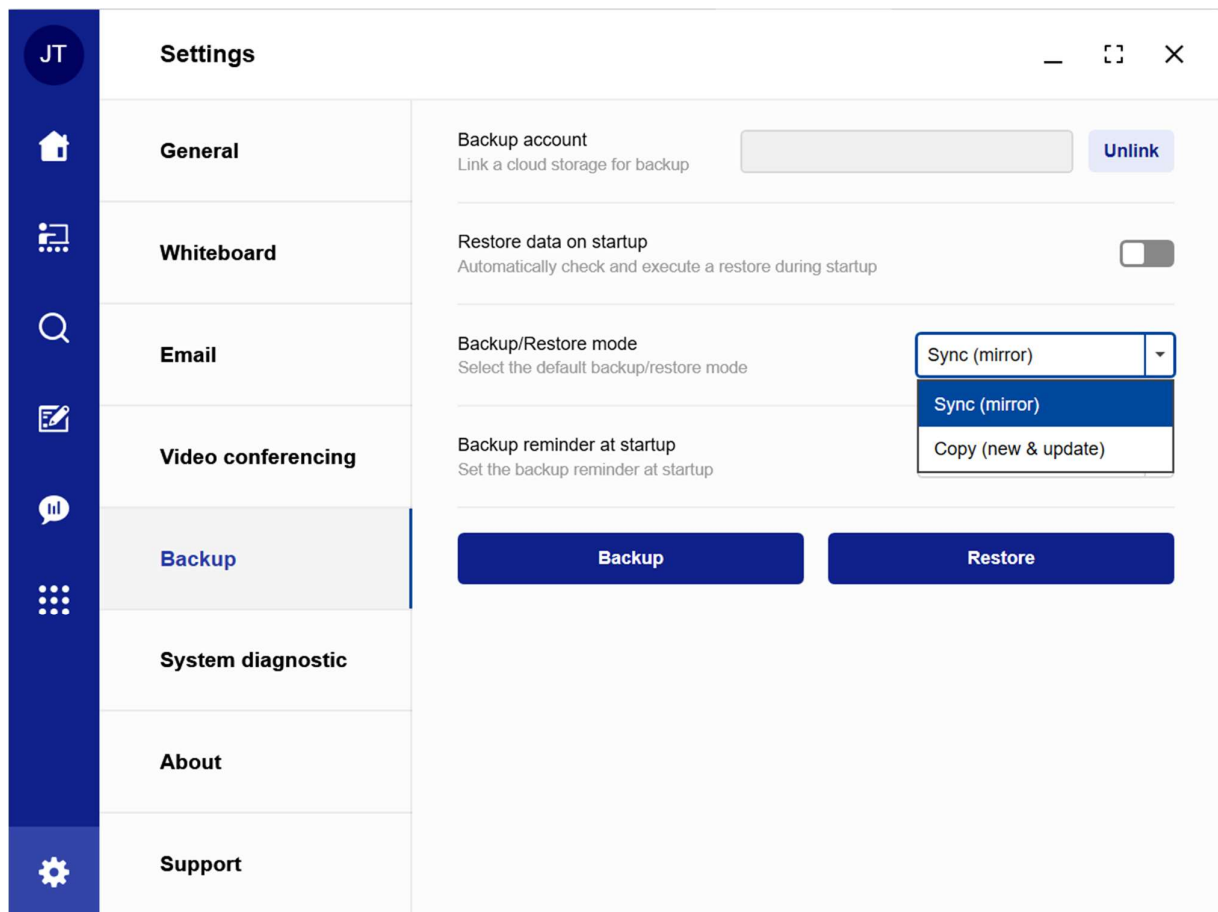


Backing up saves data such as lessons, templates and polls.

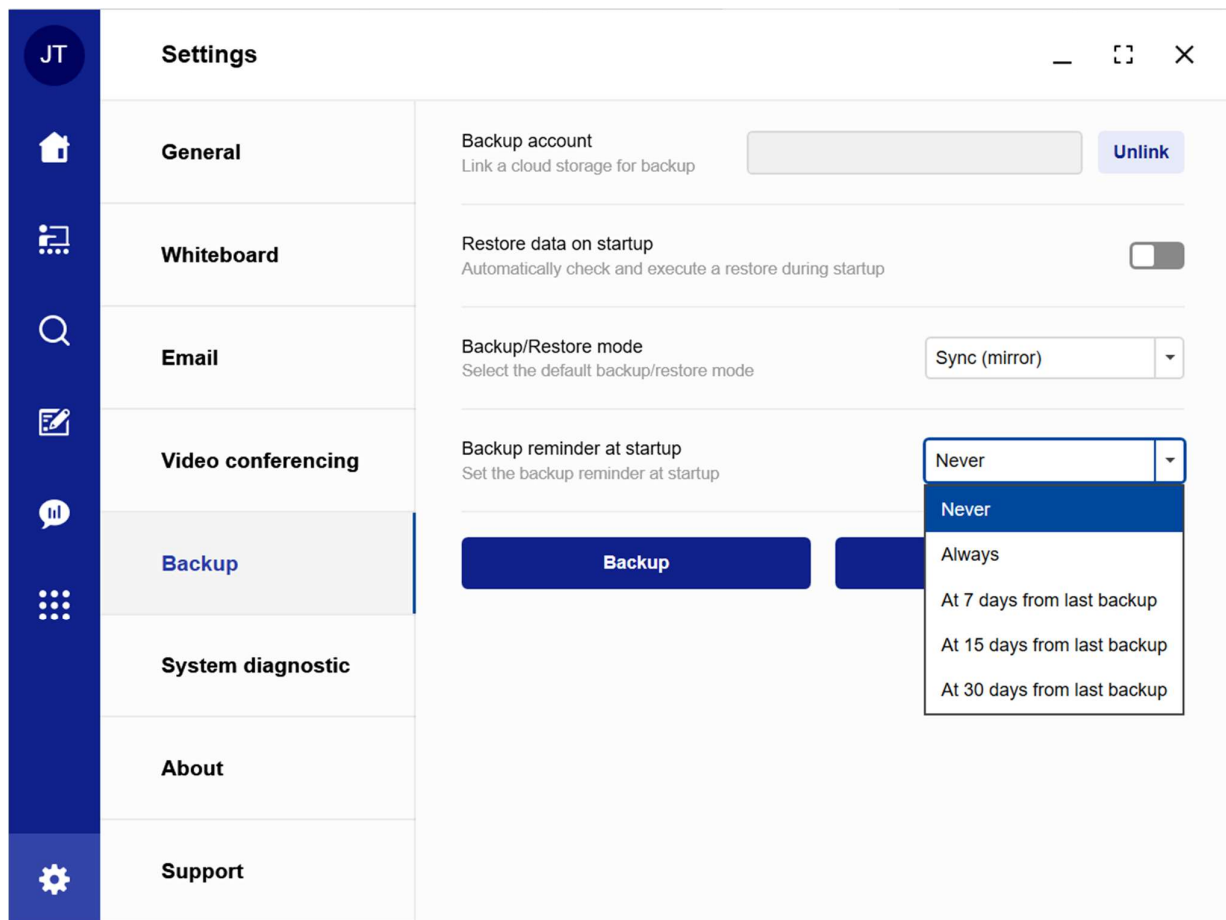
Click the “**Backup/Restore mode**” drop-down menu to select the default backup/restore mode. You can choose between Sync (mirror) or Copy (new & update).

Sync means a copy of your lessons, templates and polls will be saved to your Google account along with any actions taken. For example, if you create two lessons on GoBoard, and you delete one of these, when you select Sync, the deleted lesson will not be in your Google account.

Copy means a copy of your lessons, templates and polls will be saved to your Google account. For example, if you create two lessons on GoBoard, you select “Sync”. Then after synchronizing, you delete one of these lessons on GoBoard. You then select “Copy” but the deleted lesson will remain in your Google account because the action of deleting the lesson happened after syncing both lessons to your account.



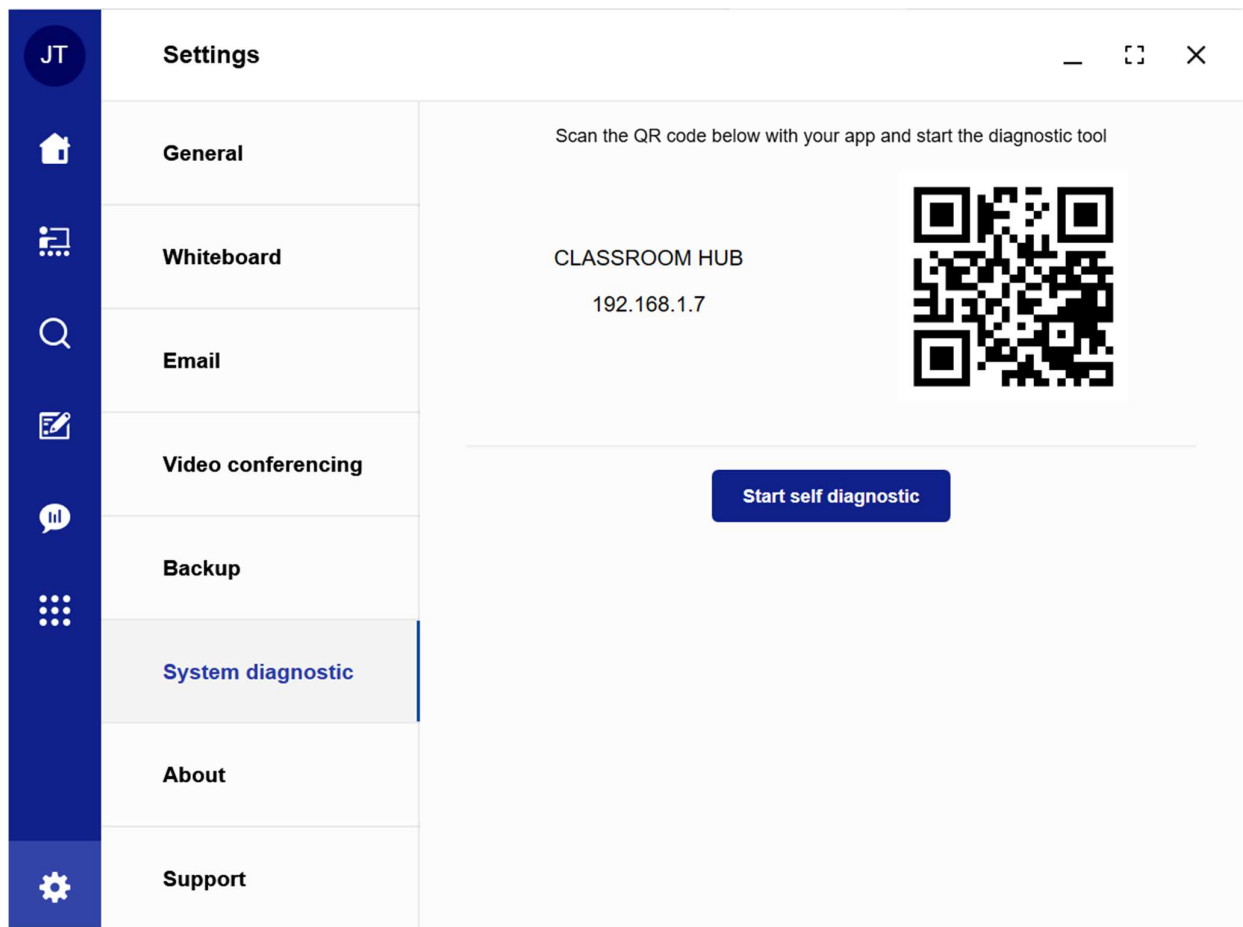
Click the “**Backup reminder at startup**” drop-down menu to select the frequency of the reminder.





System diagnostic

NOTE: The system diagnostic feature is only present in the settings of the “Combined Teacher Console with Hub” and “Hub only” modes.

The system diagnostic feature is used to execute tests to verify the correct operation of some functions. From the “Hub only” mode and the “Combined Teacher Console with Hub” mode, it is possible to run the tests by clicking on “Start self diagnostic”. From the iOS and Android student apps it is possible to scan this QR code below in order to run the tests from the apps.



If tests are successful you will see the “Successful test”  icon, if tests have an error you will see the “Error”  icon.

JT

Settings

Home

Whiteboard

Search

Tools

Help

Grid

About

Support

General

Whiteboard

Email

Video conferencing

Backup

System diagnostic

About

Support

Scan the QR code below with your app and start the diagnostic tool

CLASSROOM HUB

192.168.1.7

Start self diagnostic

AirServer is running

AirServer service is reachable

AirServer port is open (port 7000)

Autodraw service is reachable

Google Drive service is reachable

Local Server is running

Whiteboard is listening (port 8033)

✓

✓

✓

✓

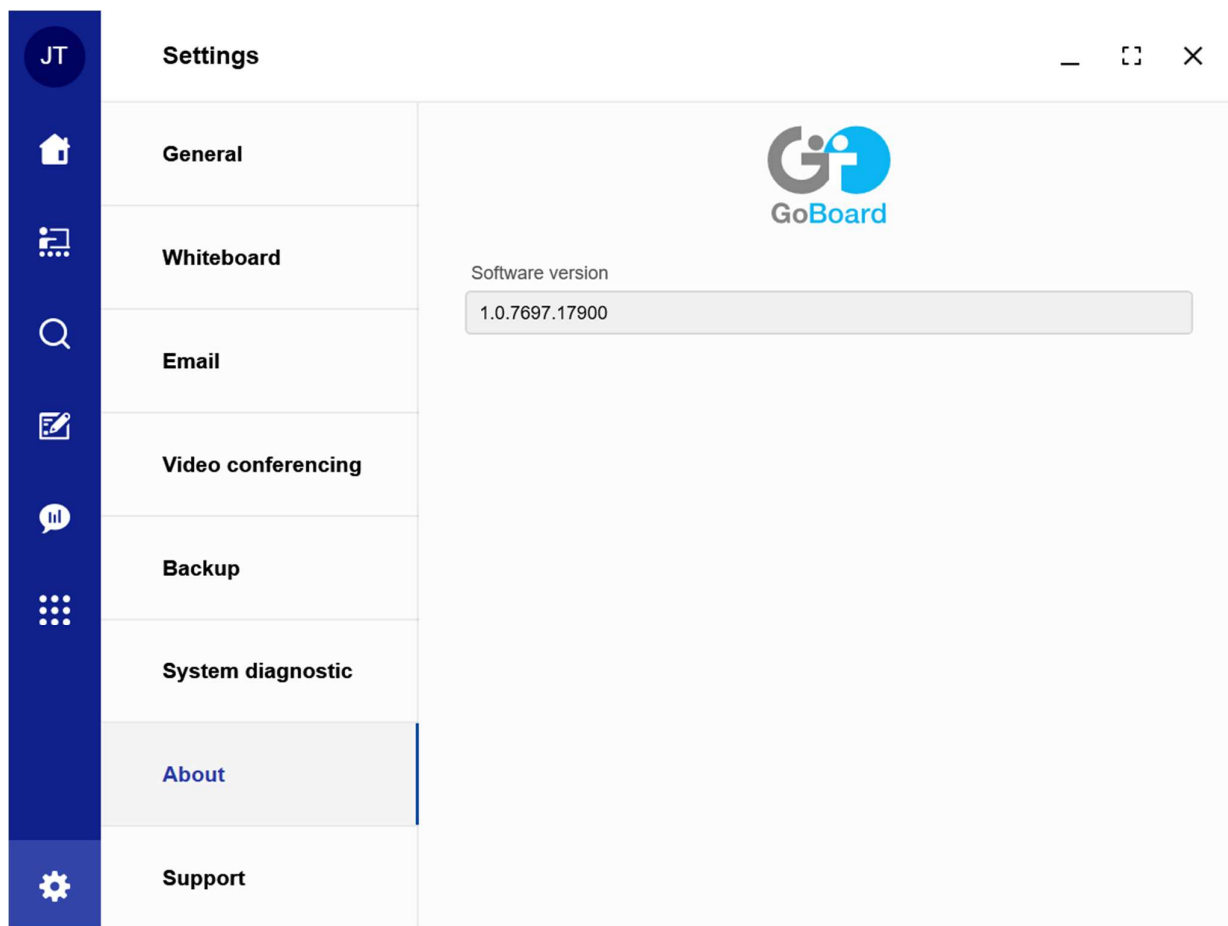
✓

✗

✗

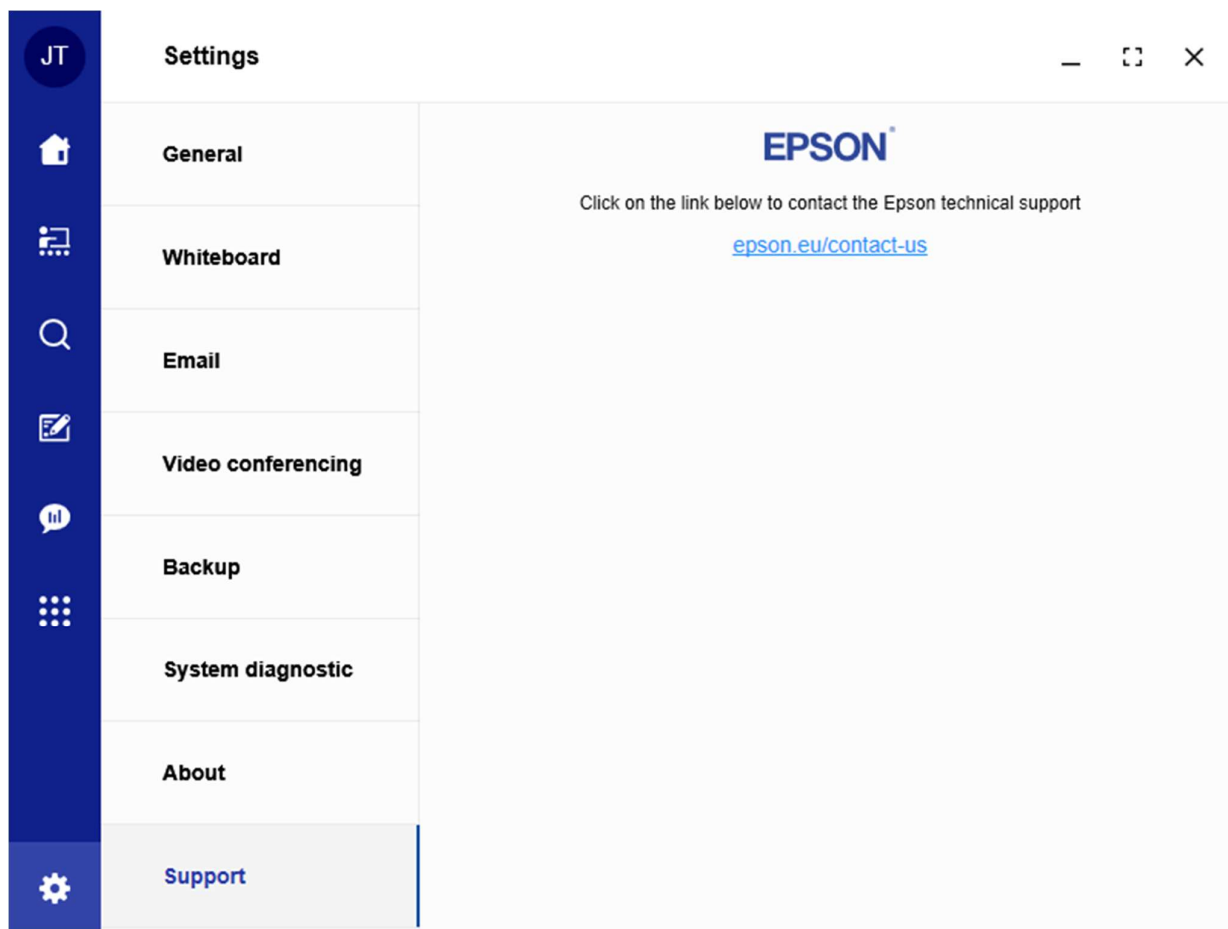
About

Select “About” to view your software version.



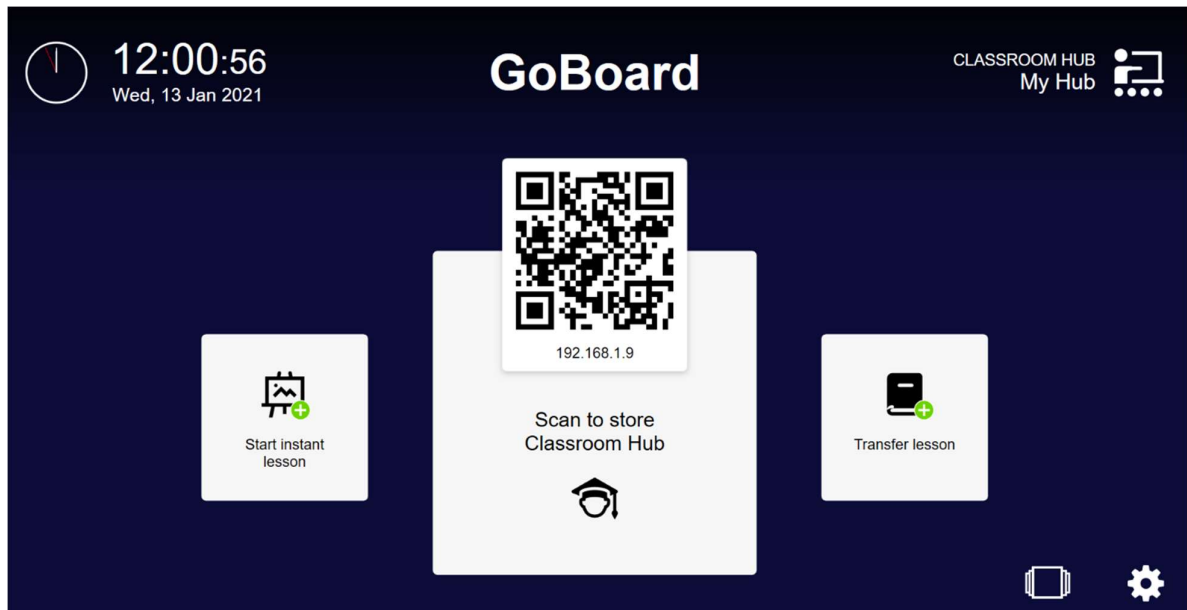
Support

If you need technical support, click on the Epson technical support link that you see below.



Hub settings

You can install GoBoard in Hub-only mode on a computer that is permanently attached to your display. In Hub-Only Mode, the settings cog icon is located in the bottom-right corner of the display.



On Hub Only Mode you can find your Password settings, Hide settings button and Kiosk mode flag. Kiosk mode prevents user interaction and activities on the device outside the scope of execution of the software.

General

Interface language

English is the default language; You can choose among:

1. English (United Kingdom)
2. English (United States)
3. Italian (Italy)
4. Spanish (Spain)
5. Portuguese (Portugal)
6. French (France)
7. French (Canada)
8. German (Germany)
9. Danish (Denmark)
10. Dutch (Netherlands)
11. Finnish (Finland)
12. Norwegian (Norway)
13. Swedish (Sweden).

Voice commands language

GoBoard is supporting:

1. English (United Kingdom)
2. English (United States)
3. Italian (Italian)

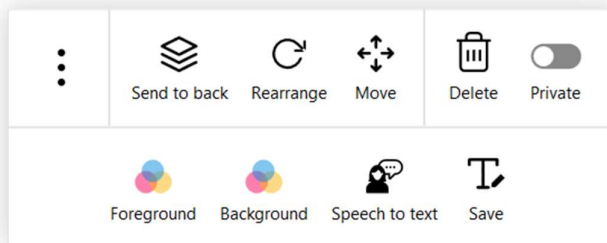
4. BR Portuguese (Brazil)
5. German (Germany)
6. Spanish (Spain)
7. French (France)
8. Japanese (Japan)
9. ZH Chinese
10. CN Simplified Chinese.

Install from Windows the preferred languages among these languages listed, close and reopen GoBoard and you will see in the drop-down menu the languages installed from the device.

When you install these languages on the operating system, they will appear into “Voice commands language” settings list.

Speech-To-Text language

When you add a text to the whiteboard, you have the possibility to activate the command: “Speech to text”.



Type your text

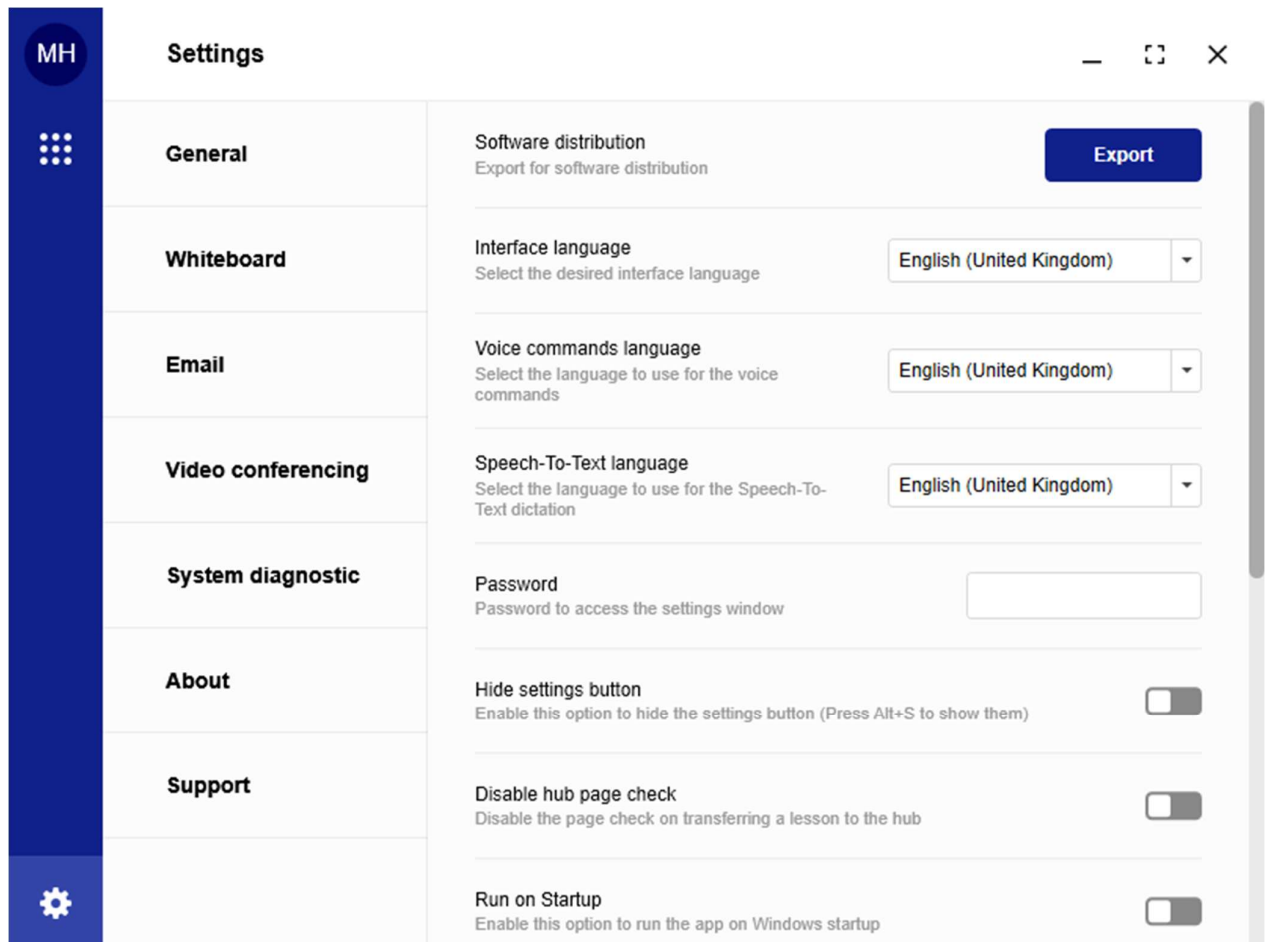
Install the preferred languages from Windows, close and reopen GoBoard and in the “Speech-To-Text language” drop-down menu you will find the installed languages from the device.

Handwriting recognition language

When you draw a text on the whiteboard using the “Lasso” option, you have the possibility to convert the drawing into text.



NOTE: Refer to page 42 to read how to install the languages.

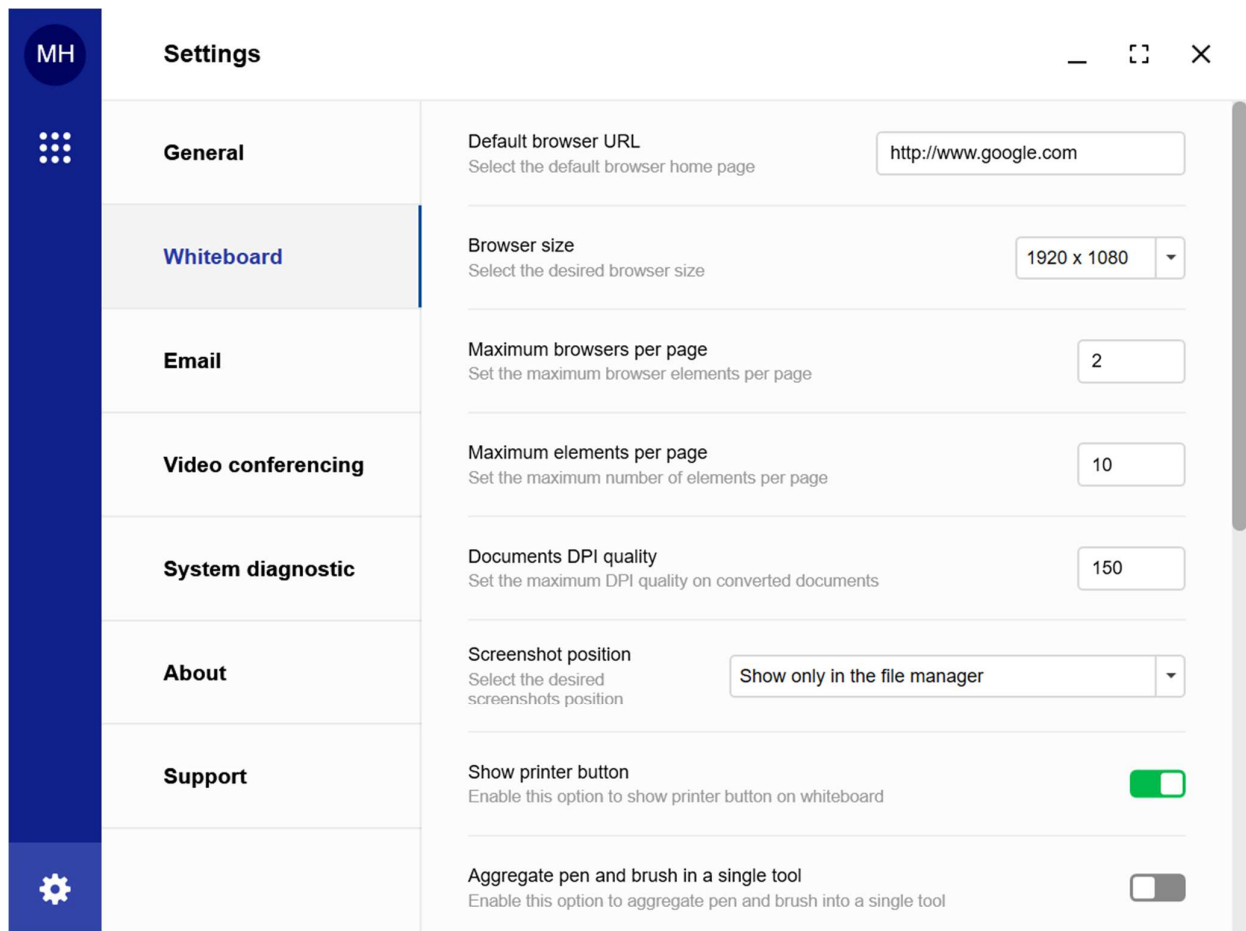


Kiosk Mode Enable this option to activate the kiosk mode	<input type="checkbox"/>
Show the 'My Documents' folder (in file manager) Enable this option to show 'My Documents' folder in file manager	<input checked="" type="checkbox"/>
Show the 'My Downloads' folder (in file manager) Enable this option to show 'My Downloads' folder in file manager	<input type="checkbox"/>
Show all storage devices (in file manager) Enable this option to show all storage devices with read permissions in file manager	<input checked="" type="checkbox"/>
Allow saving recap in My Documents folder Enable this option to allow saving recap in 'My Documents' folder	<input checked="" type="checkbox"/>
Allow saving recap on all storage devices Enable this option to allow saving recap on all storage devices with write permissions	<input checked="" type="checkbox"/>

Whiteboard

Decide on the **default browser** by entering its **URL** in the box then choose the desired browser size from the drop-down menu.

It is also possible to select the maximum number of browsers and elements per page, the documents display size/quality (DPI), and the screenshot position from the drop-down menu.



Choose the size of your drawing tools (pen, marker, highlighter, eraser, punch) and its delay time.

Show default cursor with mouse pointer

Enable this option to show the mouse pointer cursor

☐

Drawing tools size settings

Pen size

Set the default pen size

2

Marker size

Set the default marker size

20

Highlighter size

Set the default highlighter size

20

Eraser size

Set the default eraser size

40

Punch (Big Eraser) size

Set the default punch (big eraser) size

120

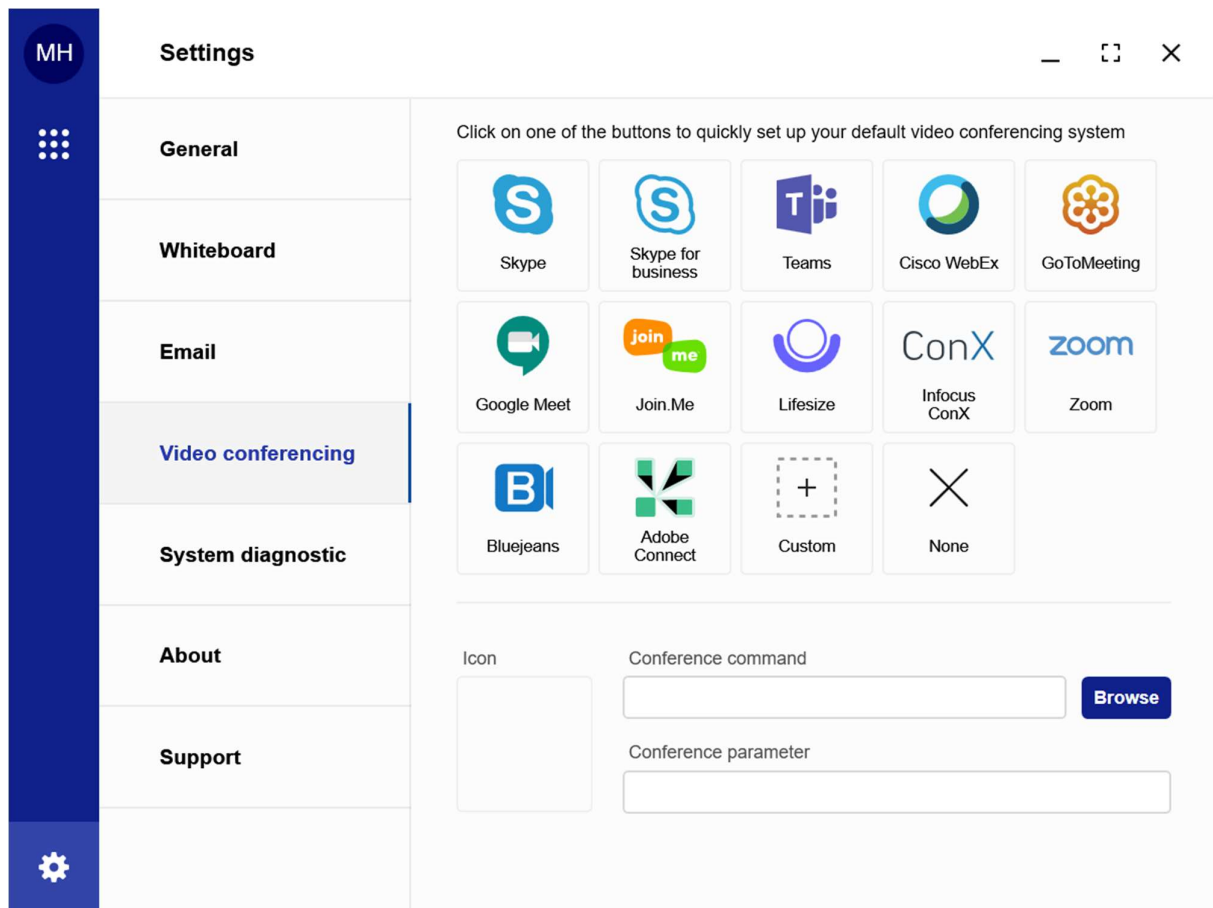
Drawing tools delay time (ms)

Set the delay time in milliseconds for sending data to server

750

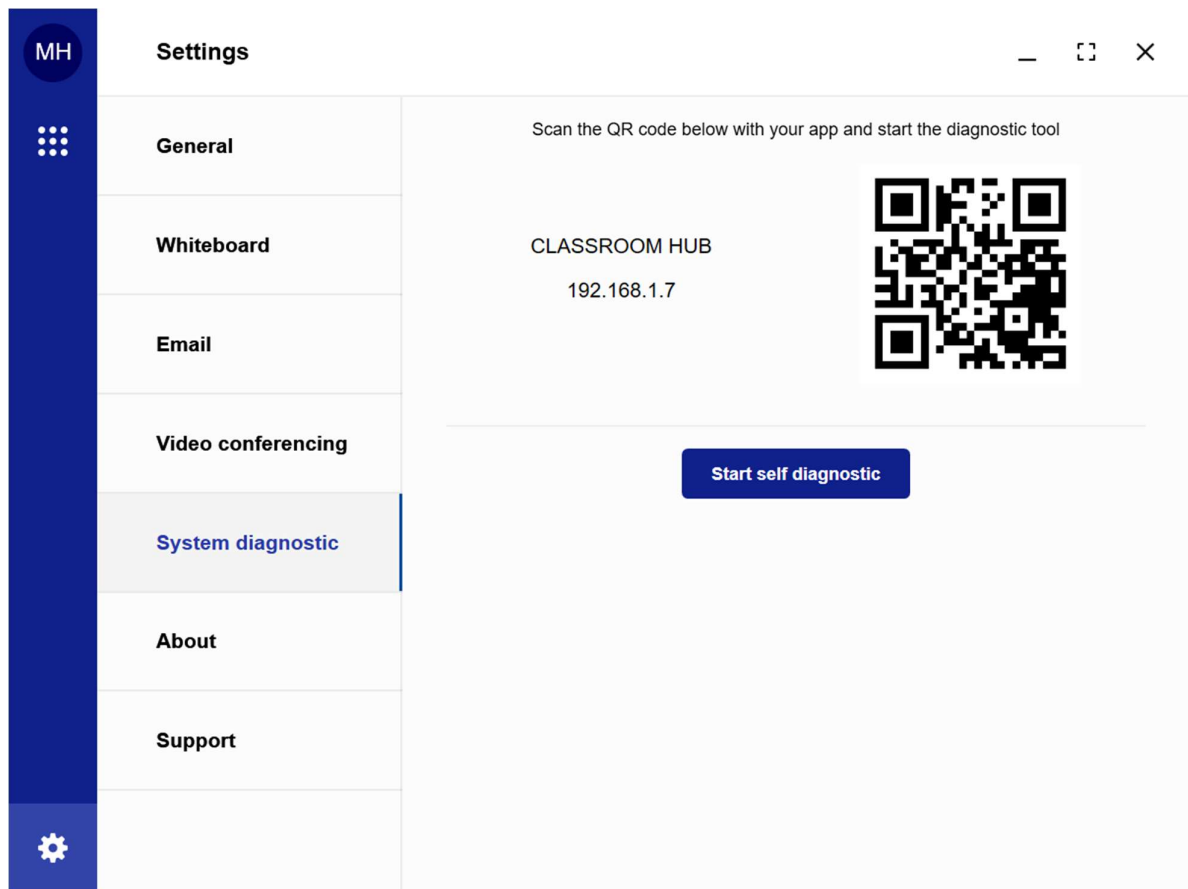
Email



To read the explanation refer to page 50 of this guide.



System diagnostic

The system diagnostic feature is used to execute tests to verify the correct operation of some functions. From the “Hub only” mode and the “Combined Teacher Console with Hub” mode, it is possible to run the tests by clicking on “Start self diagnostic”. From the iOS and Android student apps it is possible to scan this QR code below in order to run the tests from the apps.

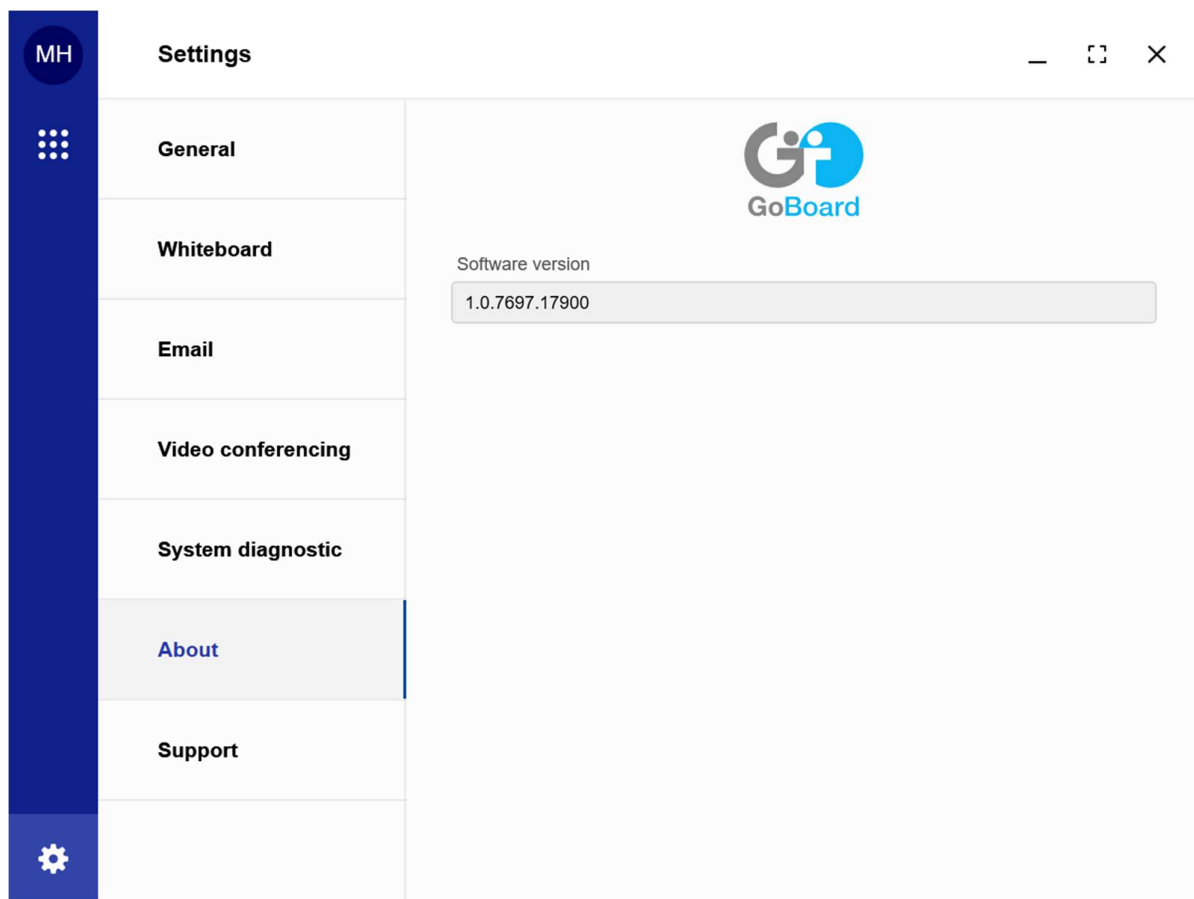


If tests are successful you will see the “Successful test”  icon, if tests have an error you will see the “Error”  icon.

MH		Settings	_ [X
	General	Scan the QR code below with your app and start the diagnostic tool	
	Whiteboard		
	Email		
	Video conferencing		
	System diagnostic	CLASSROOM HUB 192.168.1.7	<p>Start self diagnostic</p> <ul style="list-style-type: none"> AirServer is running ❌ AirServer service is reachable ✅ AirServer port is open (port 7000) ✅ Autodraw service is reachable ✅ Google Drive service is reachable ✅ Local Server is running ✅ Whiteboard is listening (port 8033) ✅
	About		
Support			

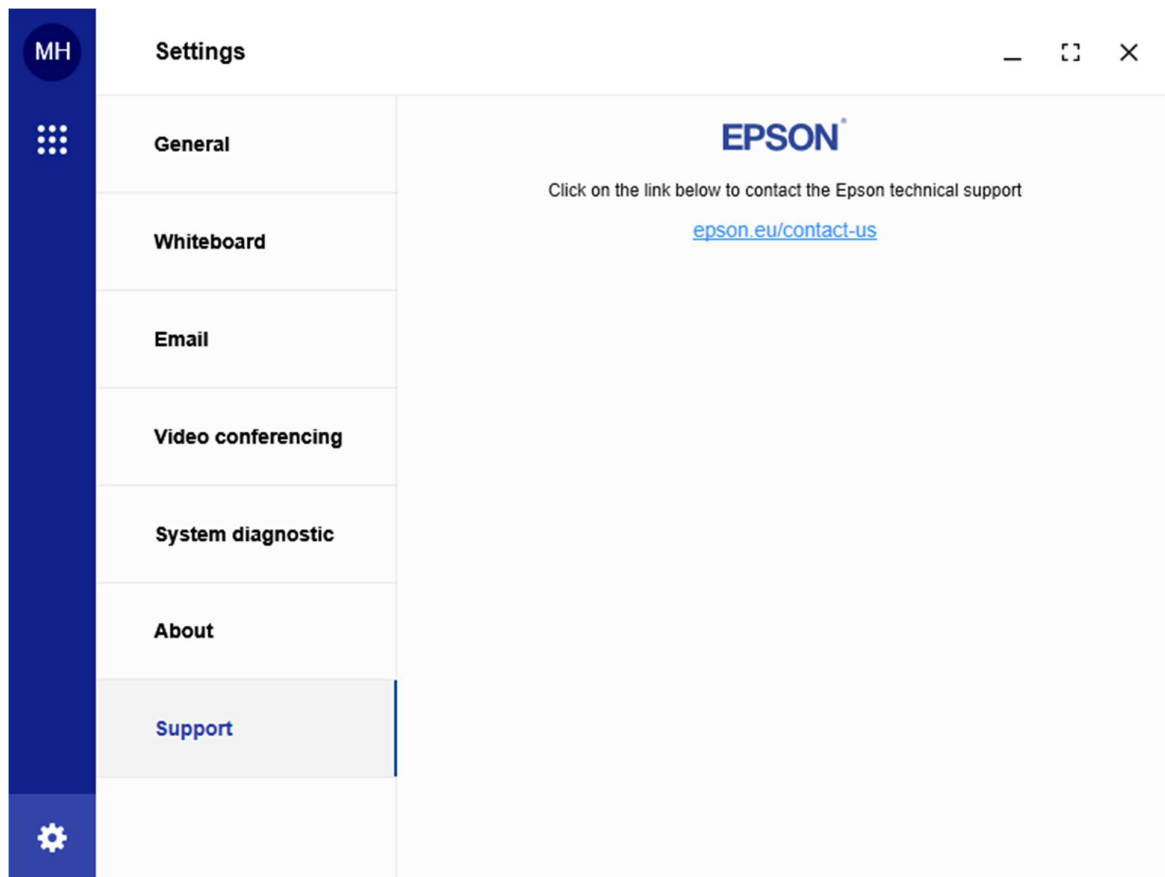
About

Select “About” to view your software version.



Support

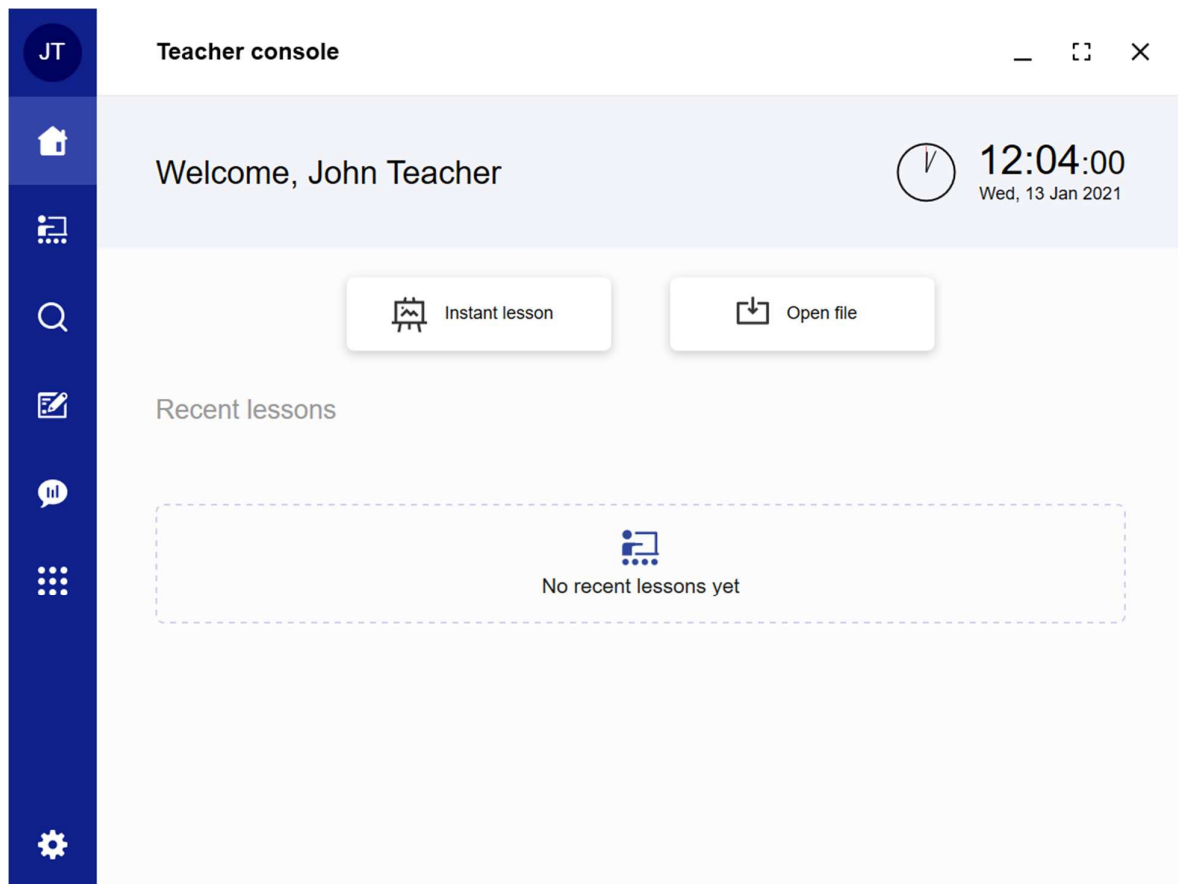
If you need technical support, click on the Epson technical support link that you see below.



Teacher Console Only mode

This section explains how to use the Teachers Console, when it is installed on a different computer than the GoBoard Hub.

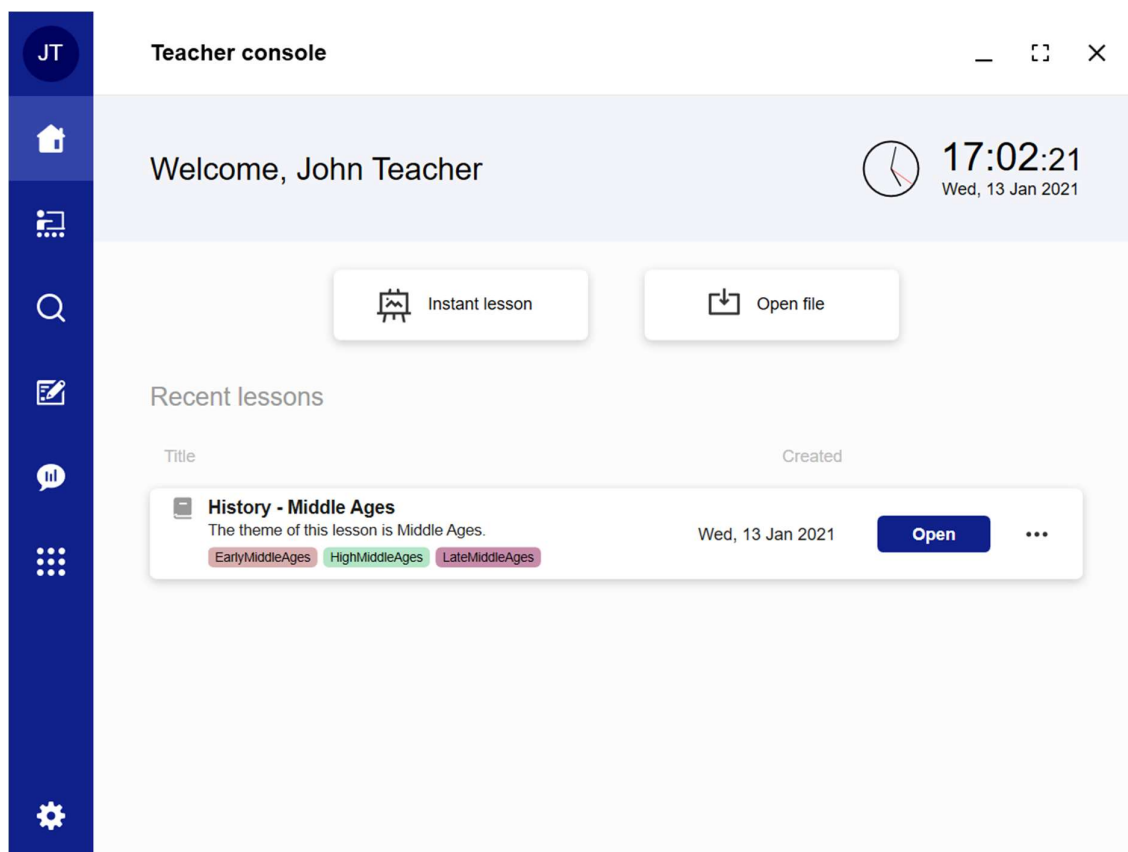
In Teacher Console mode, you can view your recent lessons and select which to “Open” by clicking the blue button. If you have yet to set up any classes or lessons the console will look like this:



To learn how to set up classes or lessons, refer to page 8 of this guide.

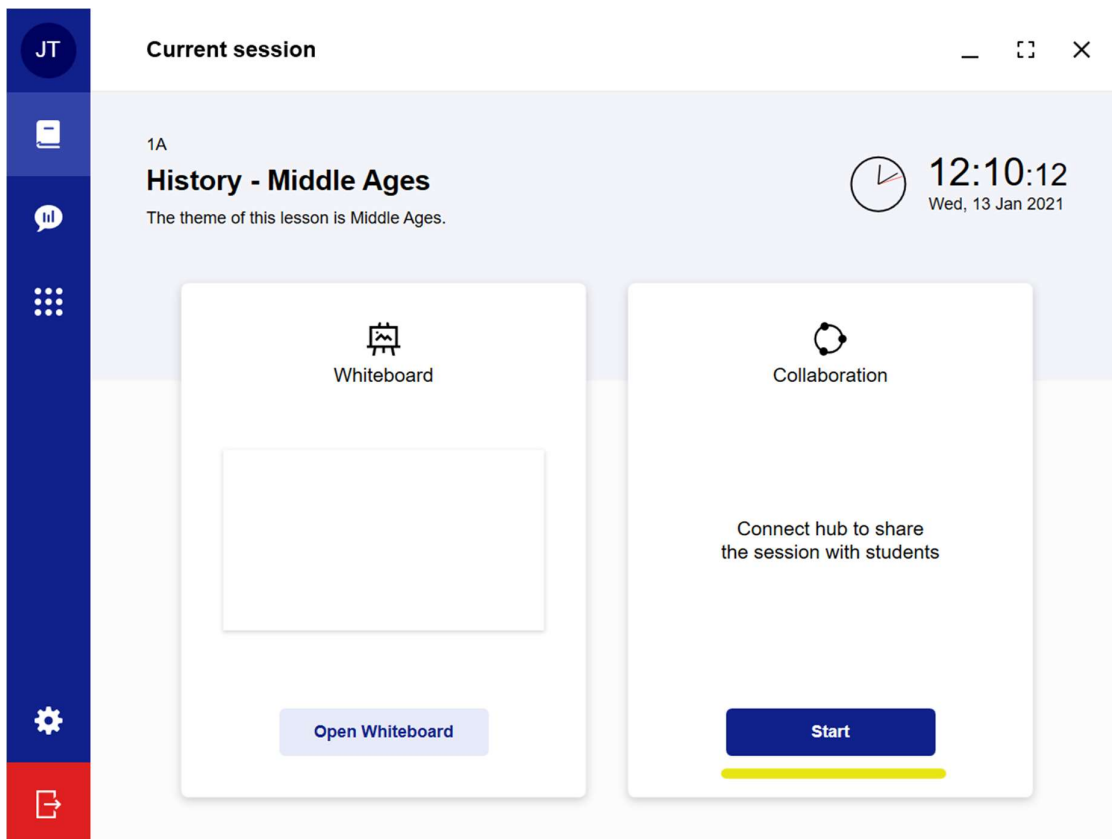
Once you have set up a classroom, the Teacher Console will appear as shown below.

In Teacher Console mode, you can view your recent lessons and select which to “Open” by clicking the blue button.

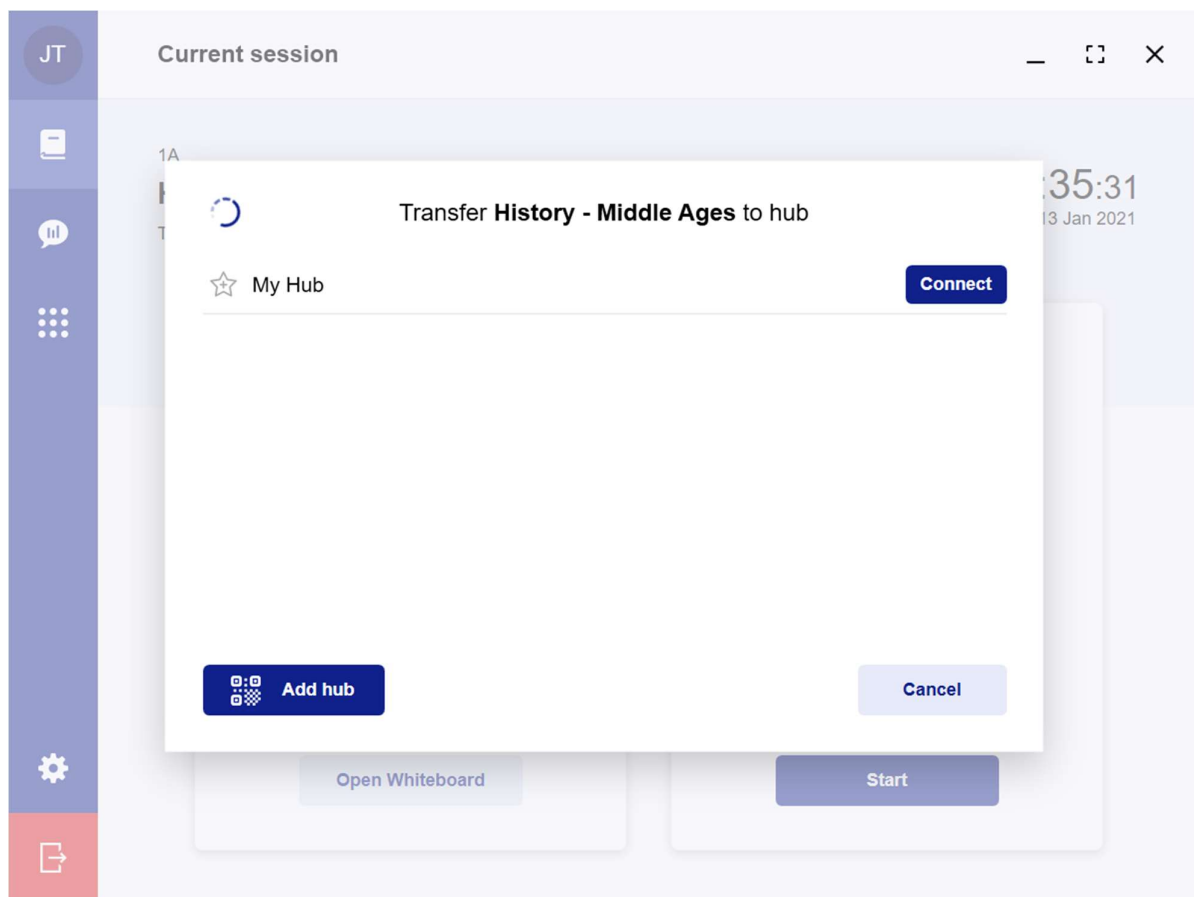


Here you can open your whiteboard or search for a hub to share your lesson with students in the classroom. Click on the “Open Whiteboard” button under the Whiteboard menu on the left side of the display to open a whiteboard session from the console. When Whiteboard is selected, the whiteboard will open but you will be unable to share the whiteboard session to other devices in the classroom.

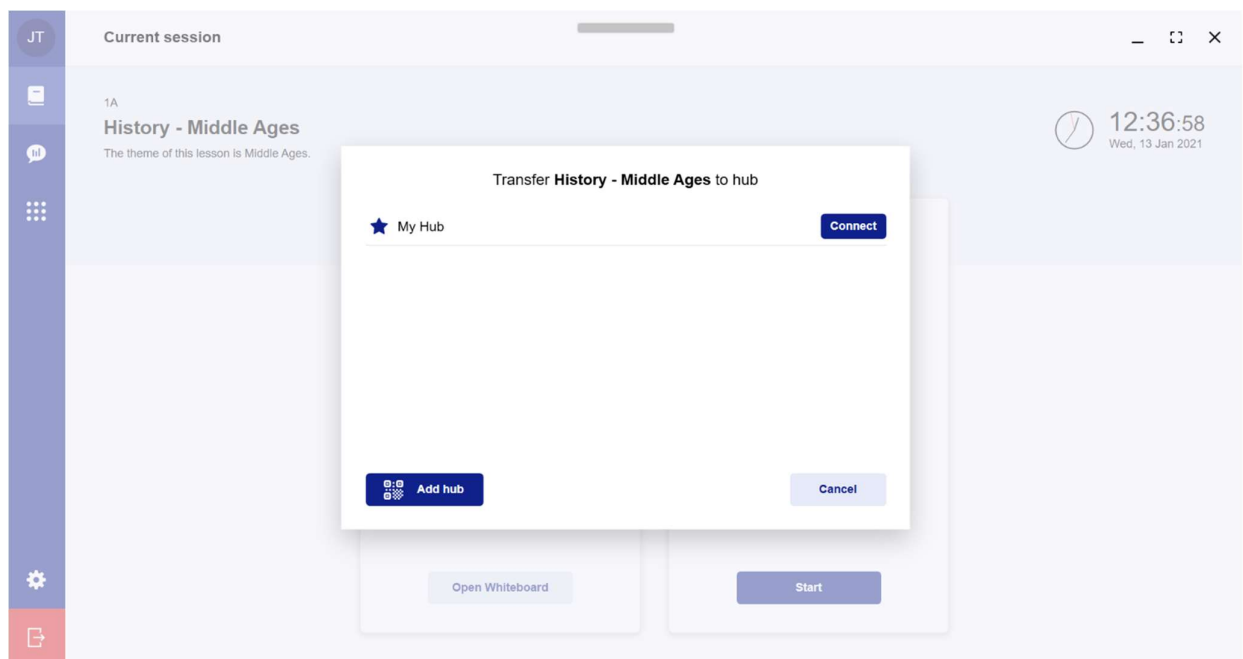
To share a whiteboard session with others in the classroom, select the “Start Button” on the Collaboration menu on the right side of the display. The Console will begin searching for nearby Hubs. When you see the Hub you wish to connect to, you may do so by clicking on it.



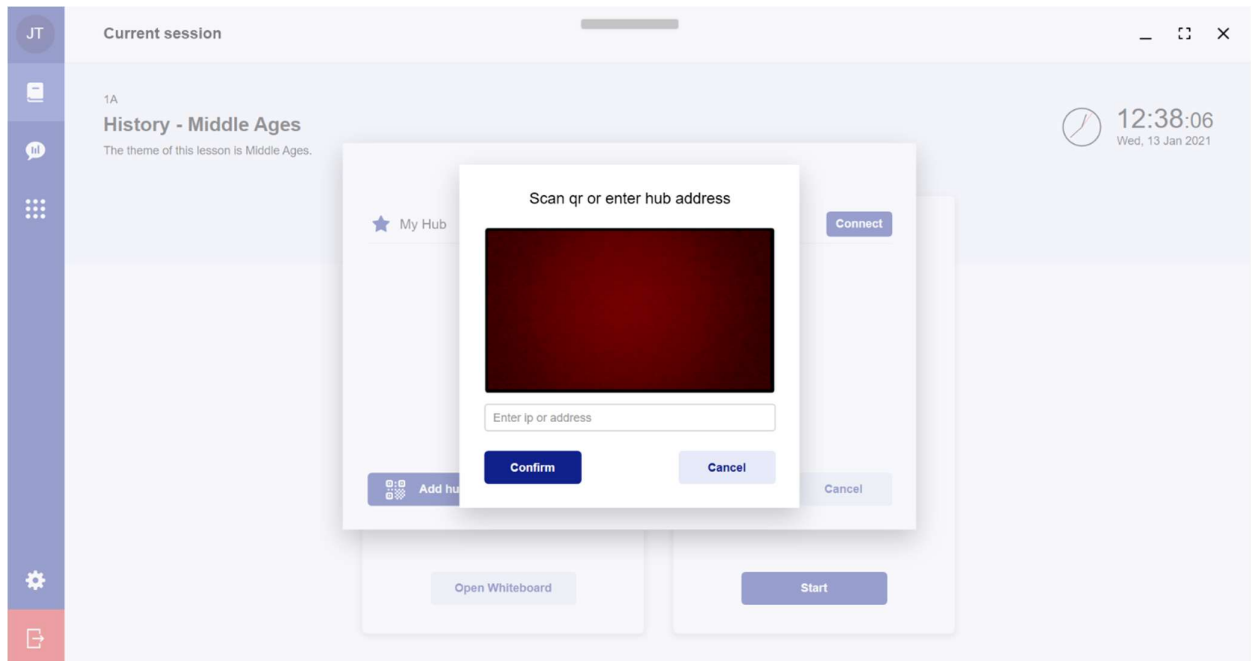
Once a Hub is discovered, you can choose to store the Hub in the Console if it is one that you will frequently connect to.



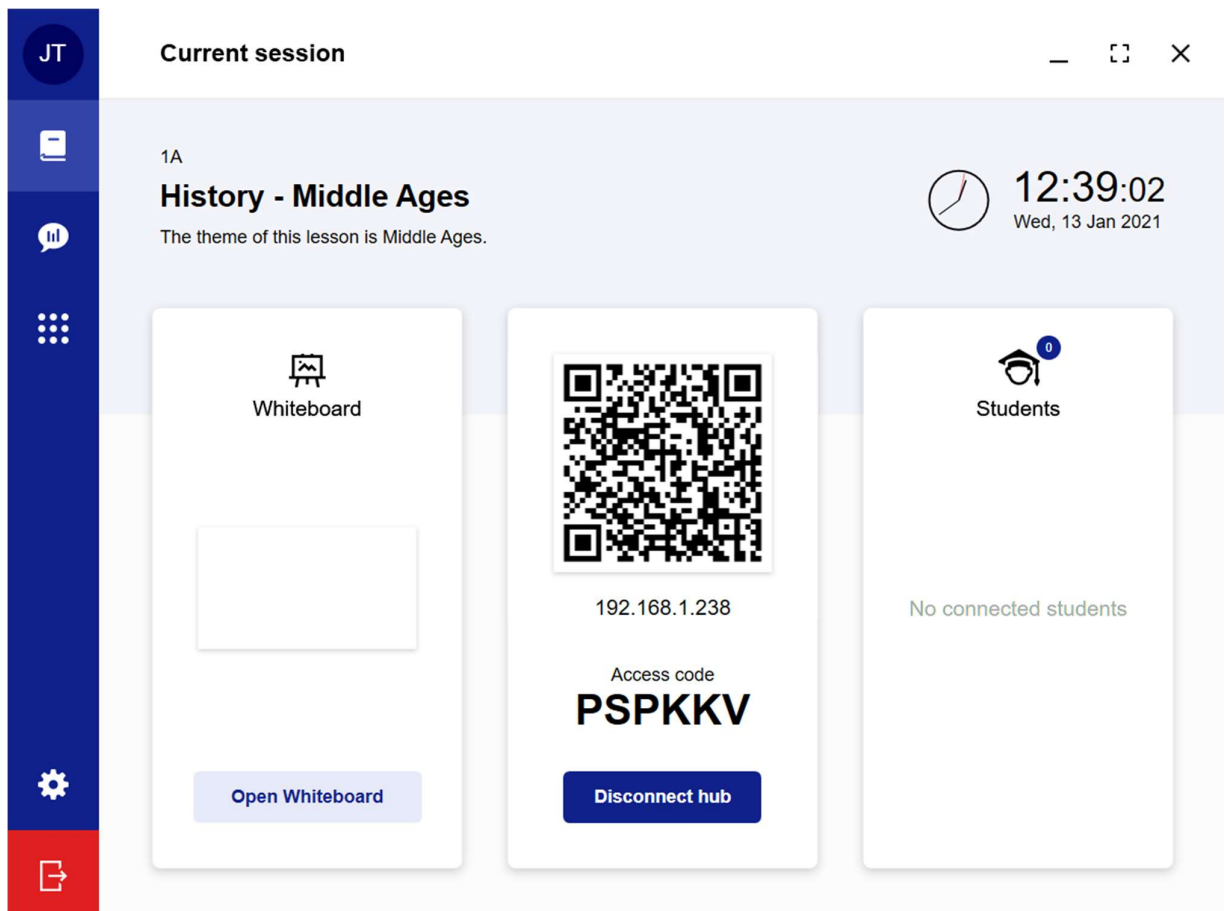
To store the classroom hub, click on the white star beside hub name, the star will turn blue and it will be stored.



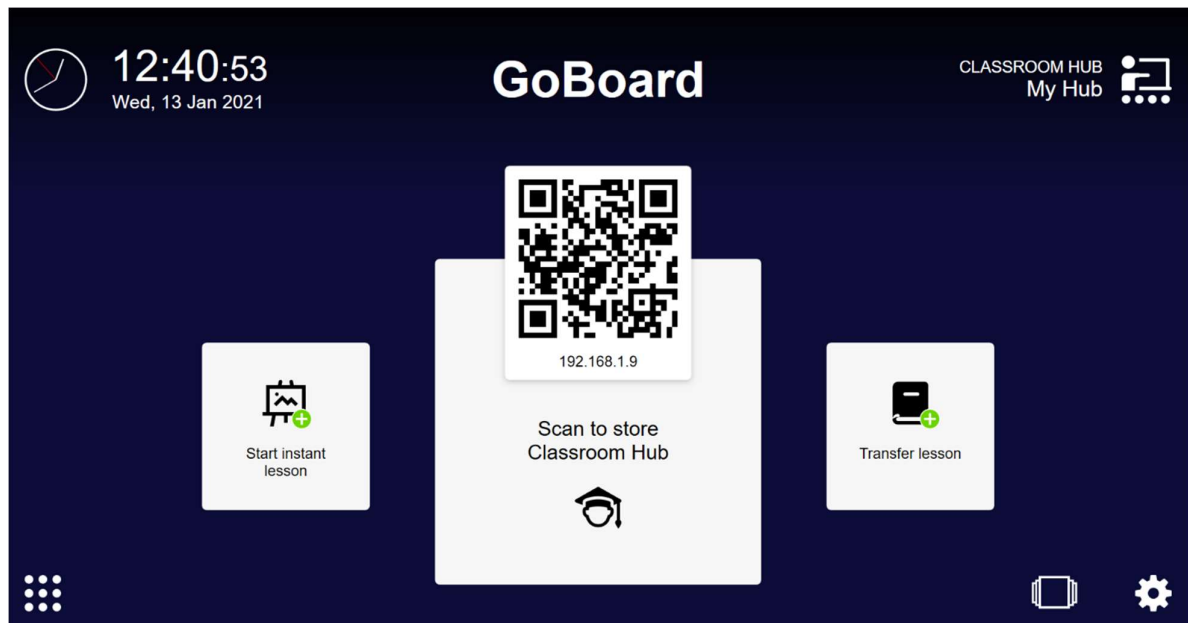
All available hubs will be listed, or hub details can be added by selecting “Add hub”. It is possible to scan the QR code or write the hub IP or address.



Once a hub has been found, click “Connect”, and the page below will be seen:

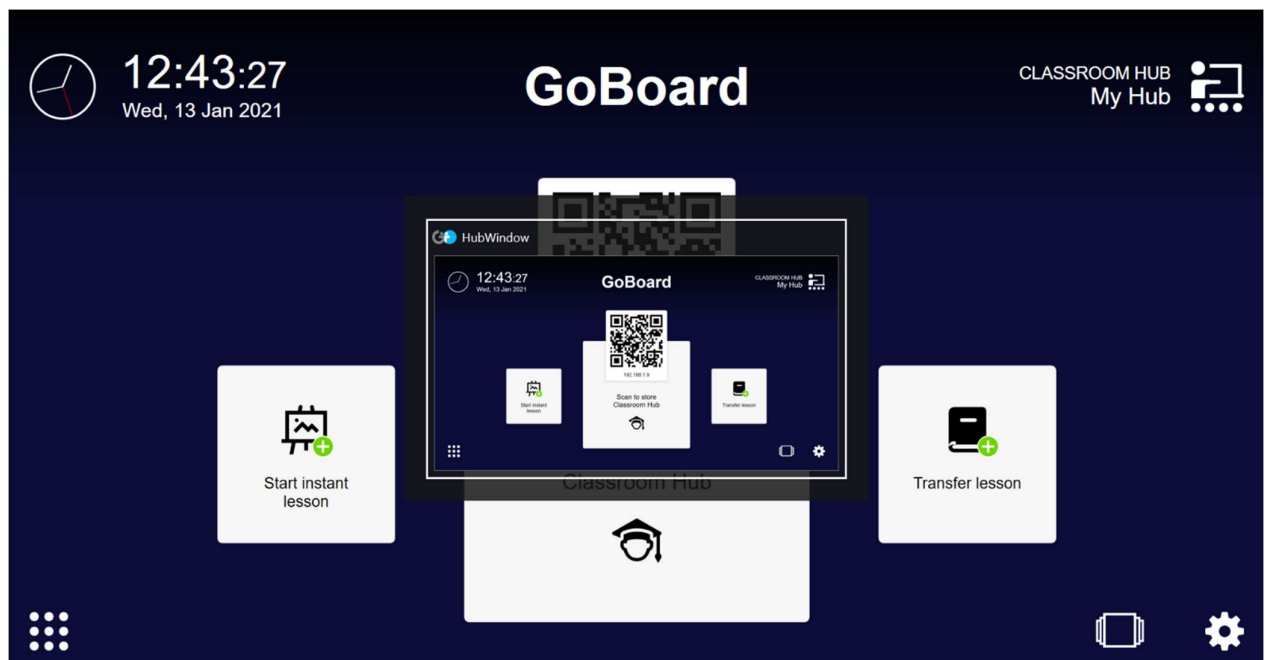



Hub mode




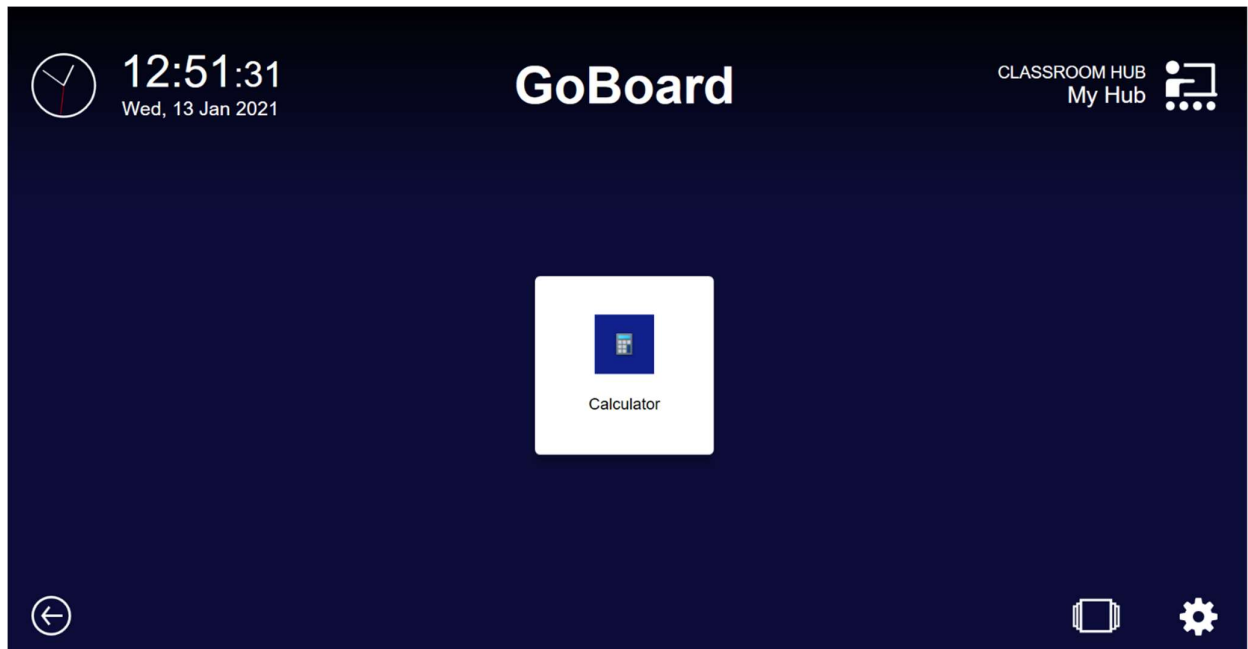
Students and teachers can store the classroom hub for future use by scanning the QR code visible in the box with the message “Scan to store Classroom Hub”.

NOTE: It is recommended to use a clear and descriptive name for the Hub. Avoid a generic name like “EPSON Projector”. It is better to use very specific names like “Classroom XYZ”. This will ensure that teachers launch the lesson to the correct Hub and not in a different classroom.

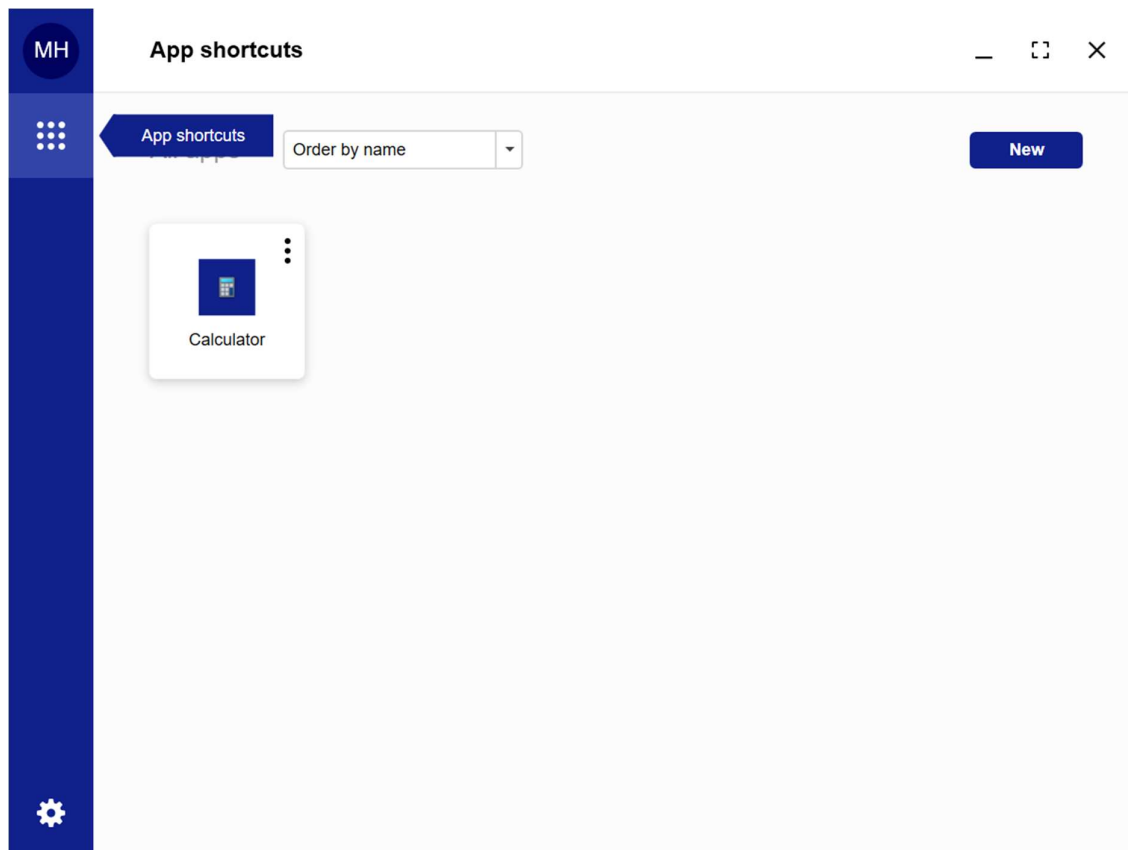


Click on “Applications”  icon if you want to view all your open applications.

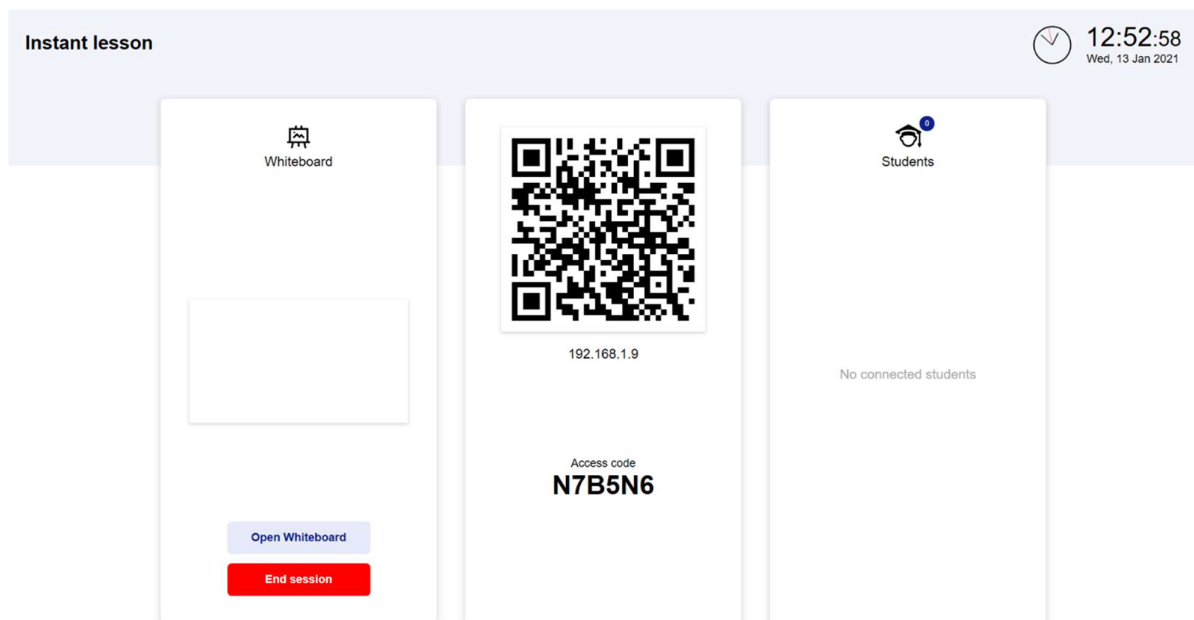
Click on “Apps”  icon to open the list of apps you added.



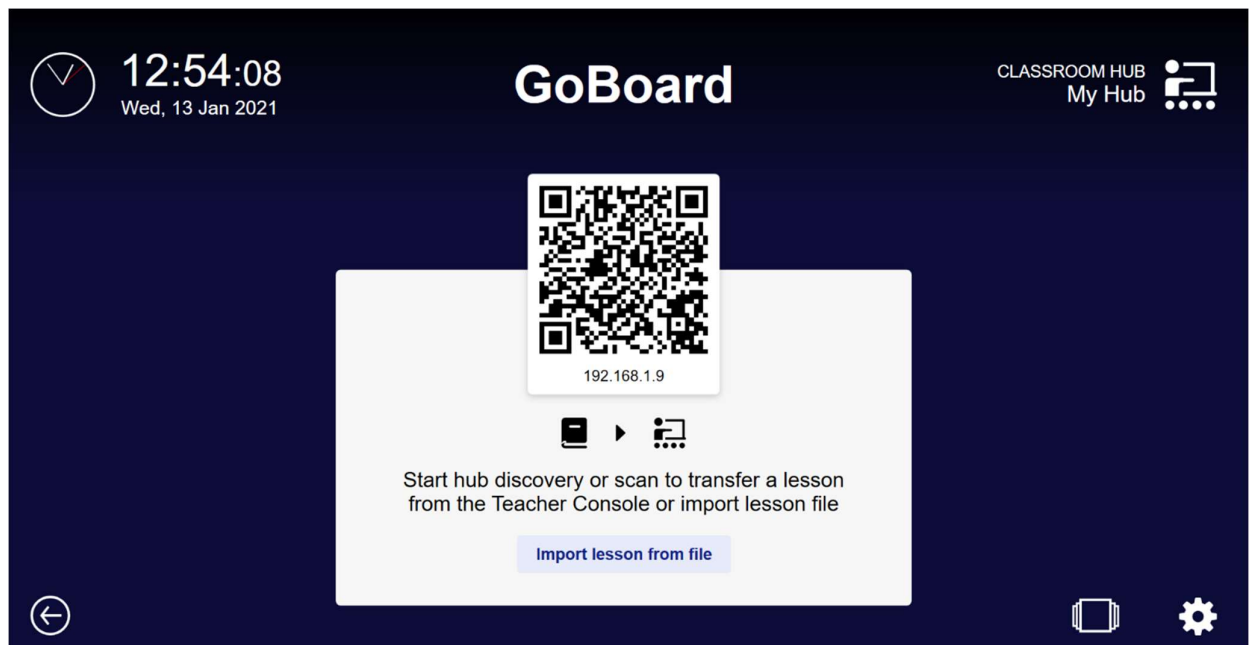
NOTE: You will see the “Apps” icon only if you have previously added apps from the “App shortcuts” section.



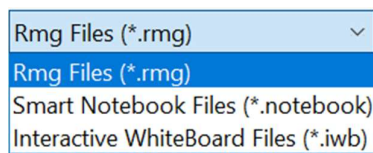
If you choose to “Start instant lesson”, students will be able to connect by scanning the QR code or entering the access codes manually:



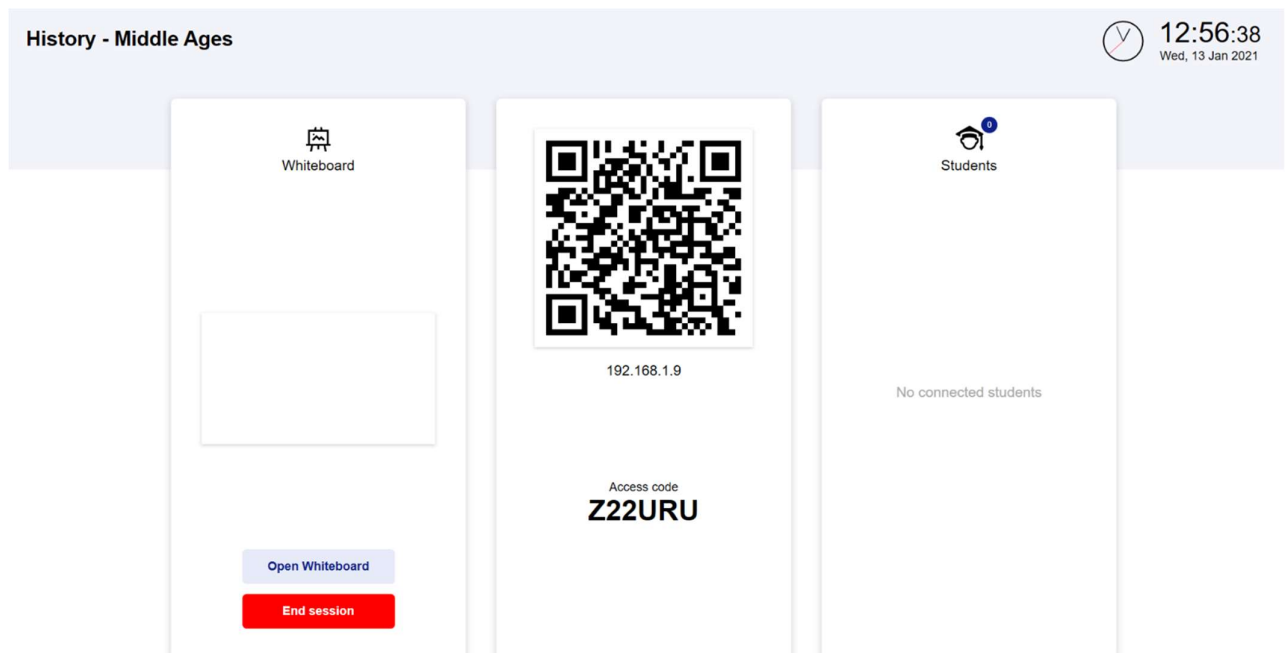
If you have an existing lesson, you can transfer it to a hub with the hub discovery function or by scanning the QR code or you can import a lesson from a file as you can see below:



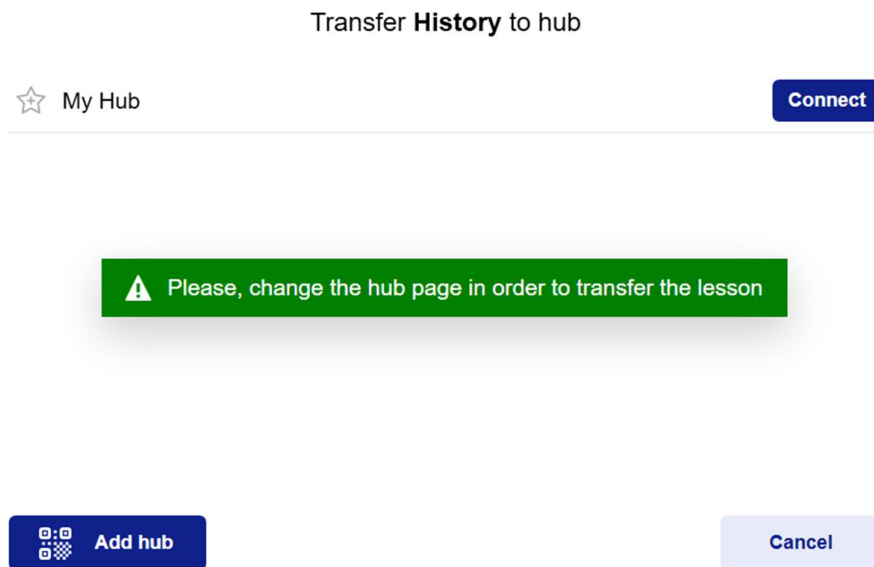
You can import a lesson from a Rmg file (native GoBoard storage format for lessons), a Smart Notebook file or an IWB (Interactive WhiteBoard file) file.



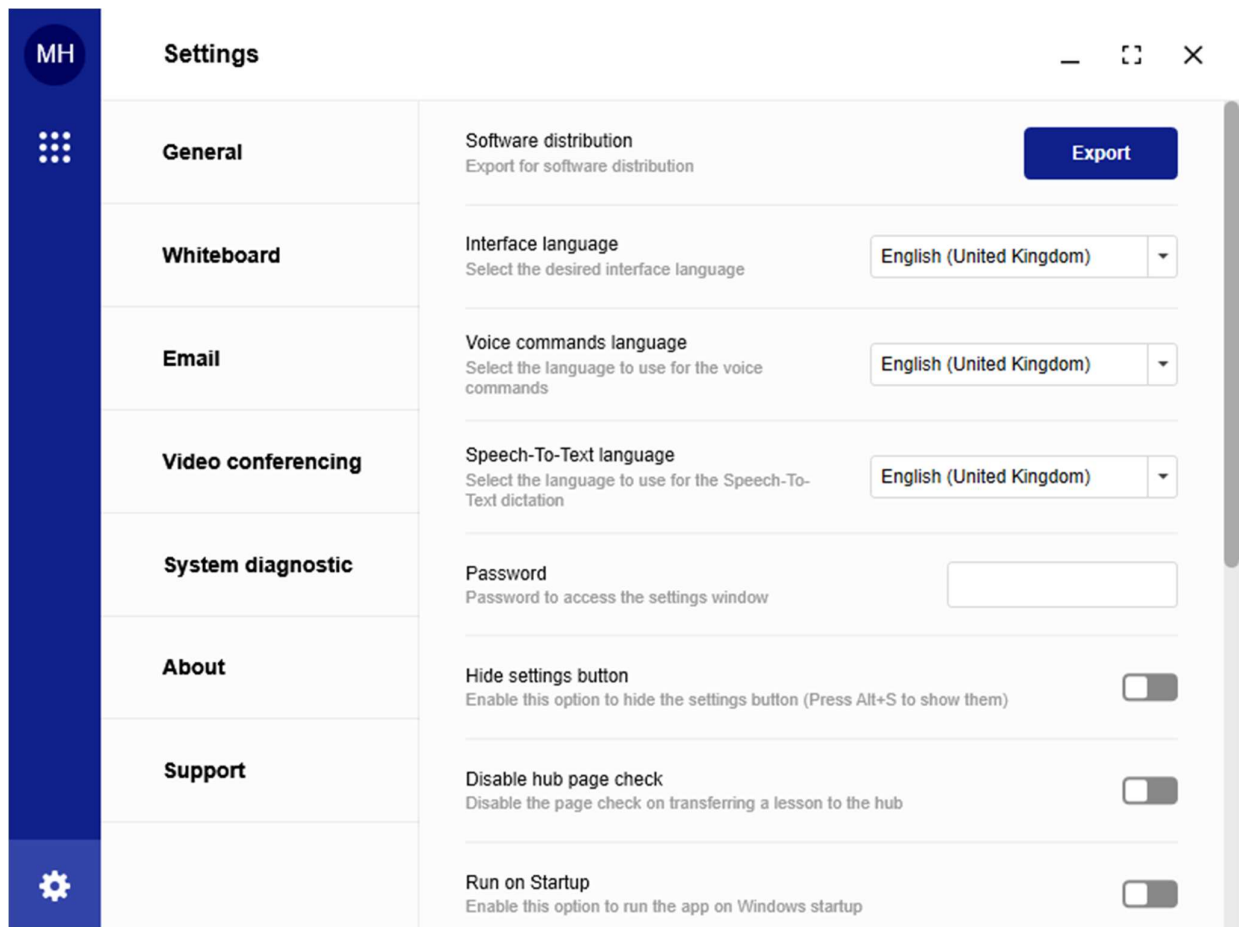
On the image below you can see how the hub looks like after a teacher has transferred a lesson to the hub.



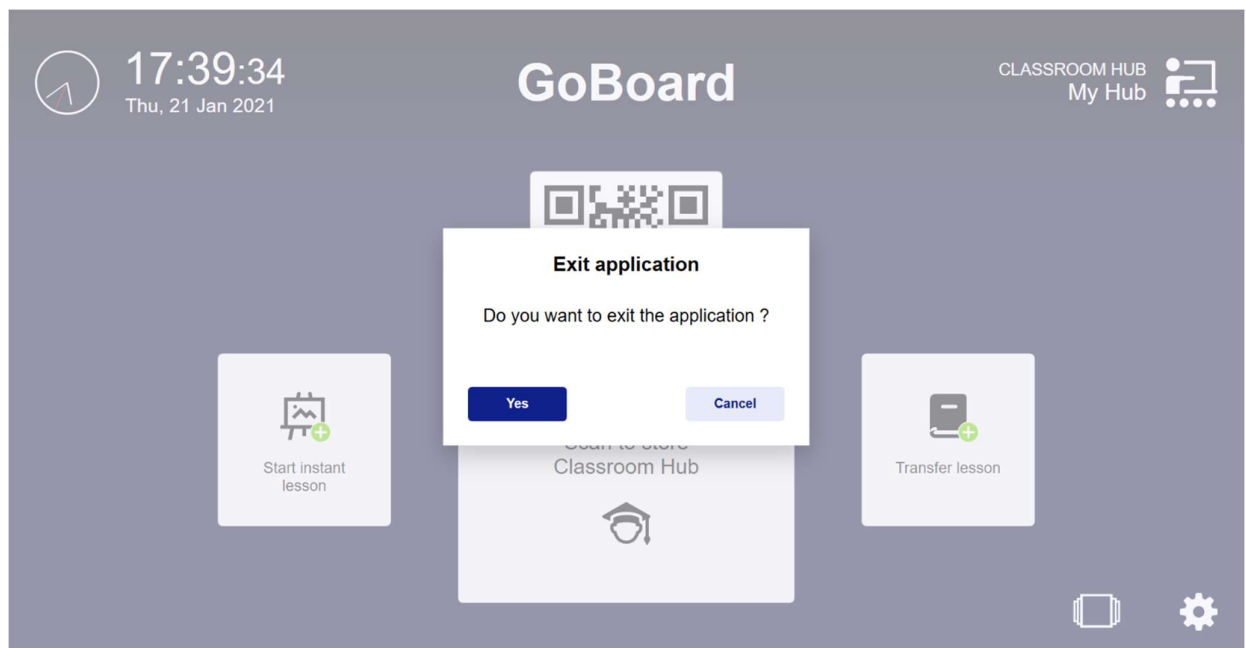
NOTE: Before transferring a lesson from the Teacher Console to the Hub, select “Transfer lesson” from the hub/primary display, otherwise this message will appear on the Teacher Console:



Although it is not recommended, you may disable the display of this message on the Teacher Console, from the Hub mode settings menu enable this option: “Disable hub page check”. In this case the lesson will be transferred from the Teacher Console to the Hub even without first clicking on “Transfer lesson” from the Hub mode.

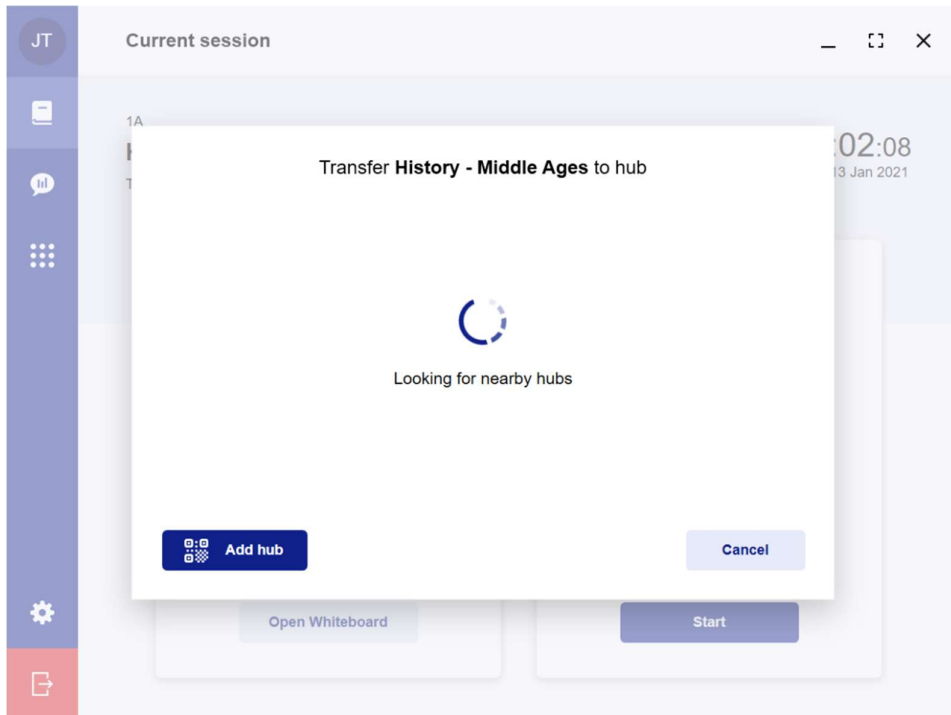


NOTE: To exit the application select and hold “GoBoard” on the top of the screen, you will see the “Exit application” message. Select “Yes” to confirm the exit.

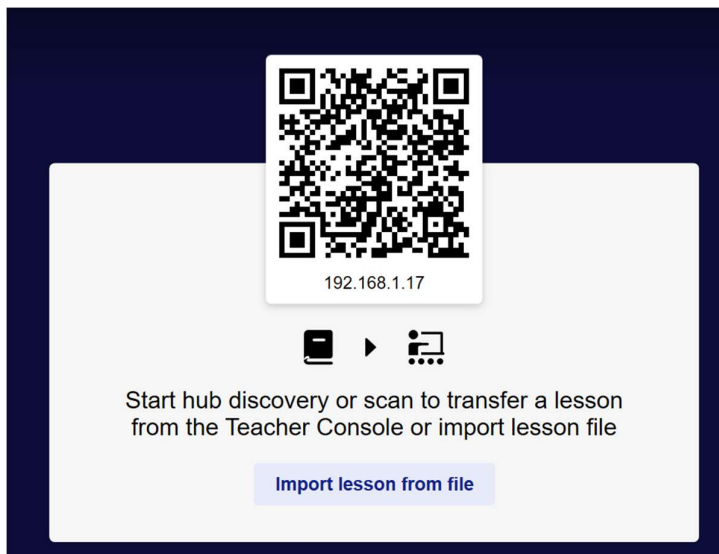


Three ways to connect to a hub

1. **Hub discovery:** use this feature to look for nearby hubs to connect to when using Teacher Console-only mode, or with Combined Teacher Console with Hub mode.



2. **Scan the QR code:** use this feature to scan the hub QR code to transfer your lesson to the hub (from the Teacher Console-only mode or the Combined Teacher Console with Hub mode).



3. **Enter the hub IP or address:** manually enter the hub IP or address to connect to transfer your lesson to the hub.


Confirm

Cancel


Combined Teacher Console with Hub mode


This section provides instruction for when the Hub software and the Teacher Console are installed on the same computer.


Combined Teacher Console with Hub permits use of the Teacher Console as a hub.


From your Teacher Console area , open the lesson you would like to start. IF you have not yet created a lesson, refer to page 8 on how to create Classes and Lessons.


JT




















Teacher console


Welcome, John Teacher

 17:06:59
Wed, 13 Jan 2021

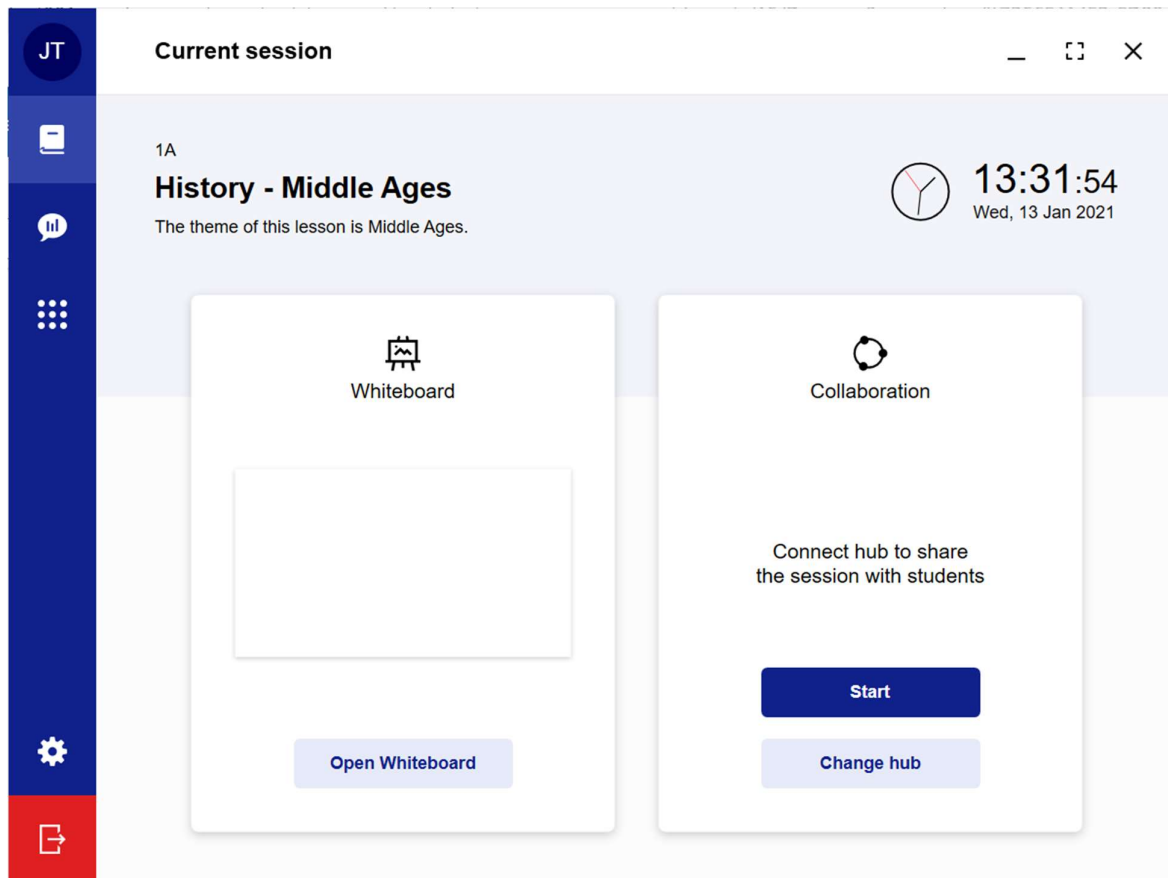
 Instant lesson

 Open file

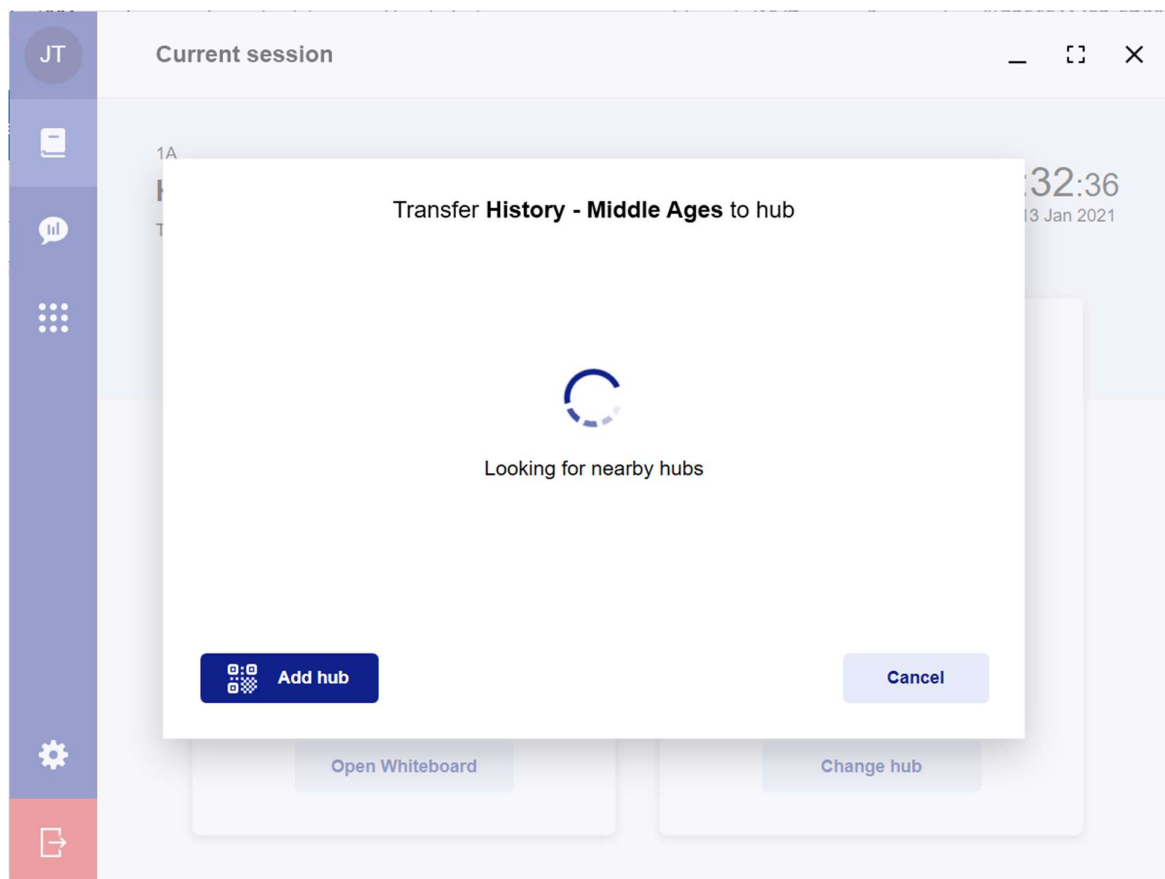
Recent lessons

Title	Created
<div> History - Middle Ages The theme of this lesson is Middle Ages. <div>EarlyMiddleAges HighMiddleAges LateMiddleAges</div></div>	<div>Wed, 13 Jan 2021</div> <div><div>Open</div><div>...</div></div>

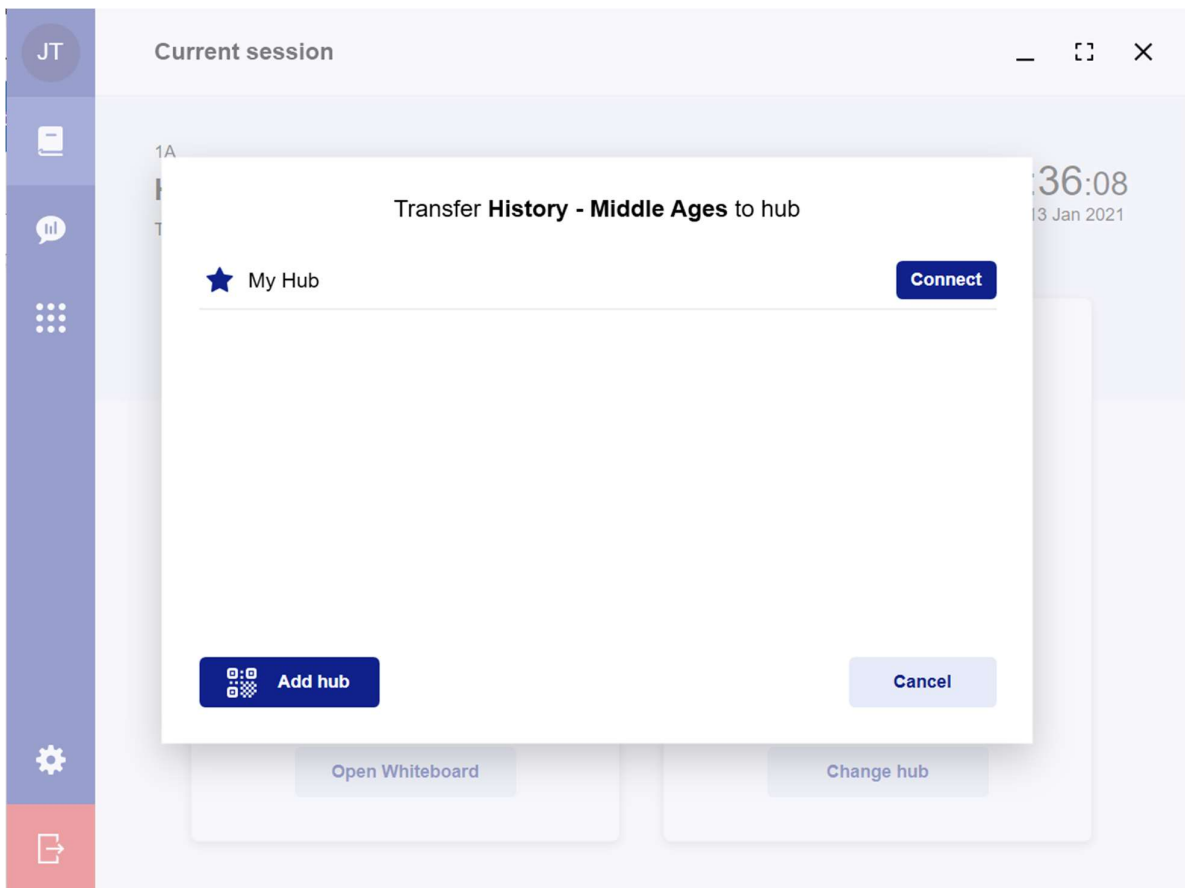
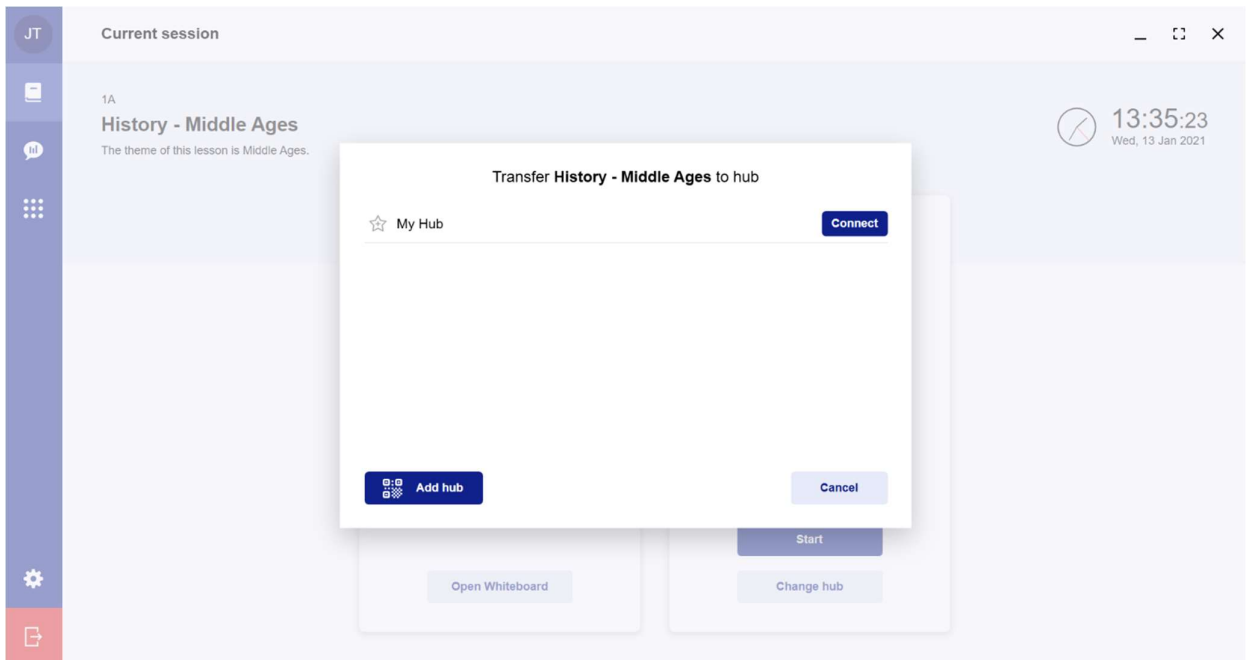
If you plan to share a lesson with connected devices in the room, you must first connect to the Hub. You can select “Start” to use your device as the hub, or use “Change hub” to locate other nearby hubs.

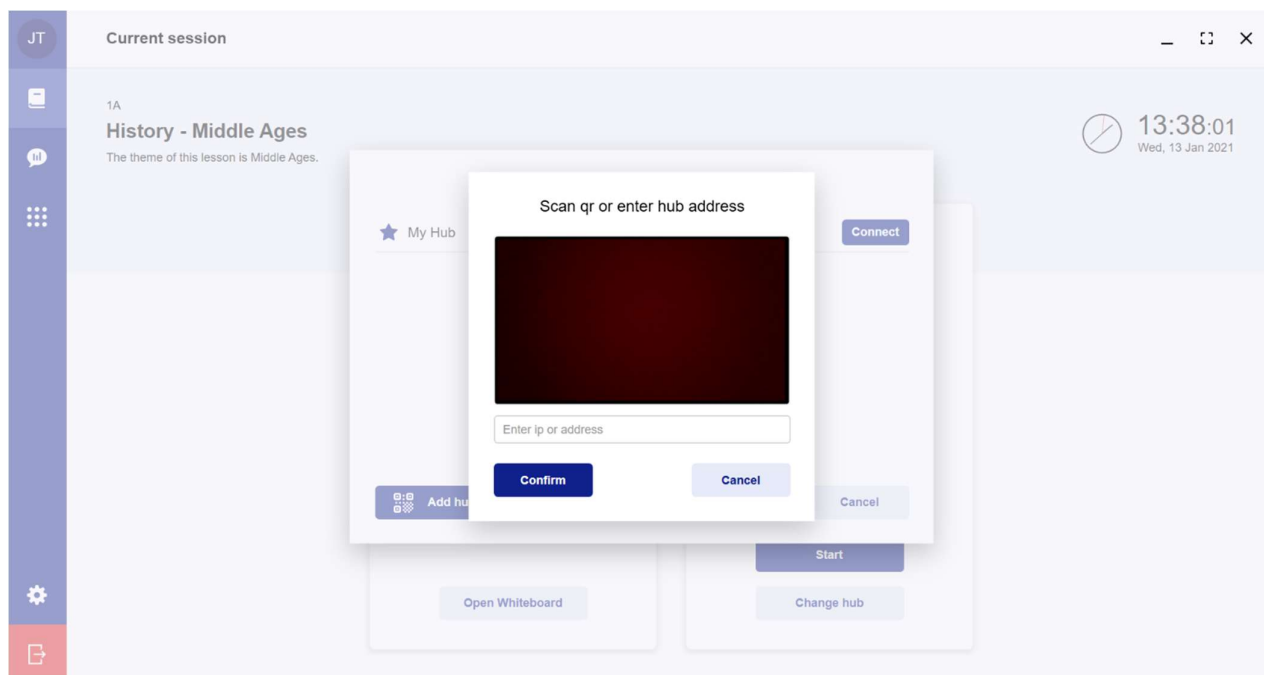


If you choose to “Change hub”, GoBoard will look for all nearby hubs.



All found Hubs will be listed. Click on “Connect” or input the hub details manually, select “Add hub” and enter the hub IP or address in the box, or scan the QR code. Click on the white star beside the hub name to store the classroom hub for future use. When the star turns blue, it means that the classroom hub has been stored. If you wish to remove the classroom hub, click on the blue star. It will turn white again, and the classroom hub is removed.





After you are connected either as a hub or to a hub, you can use the interactive whiteboard in your lesson. After clicking on “Start”, click on “Open Whiteboard”. Students will be able to see the whiteboard and what the teacher is writing/drawing on the student’s own device. If you choose “Start”, the hub QR code will be visible to students (see images below).

JT

Current session

1A

History - Middle Ages

The theme of this lesson is Middle Ages.

13:40:01

Wed, 13 Jan 2021

Whiteboard

Open Whiteboard

Collaboration

Connect hub to share the session with students

Start

Change hub

JT

Current session

1A

History - Middle Ages


The theme of this lesson is Middle Ages.

13:40:37

Wed, 13 Jan 2021

Whiteboard

Open Whiteboard



192.168.1.9

Access code


E9BX6E

Disconnect hub

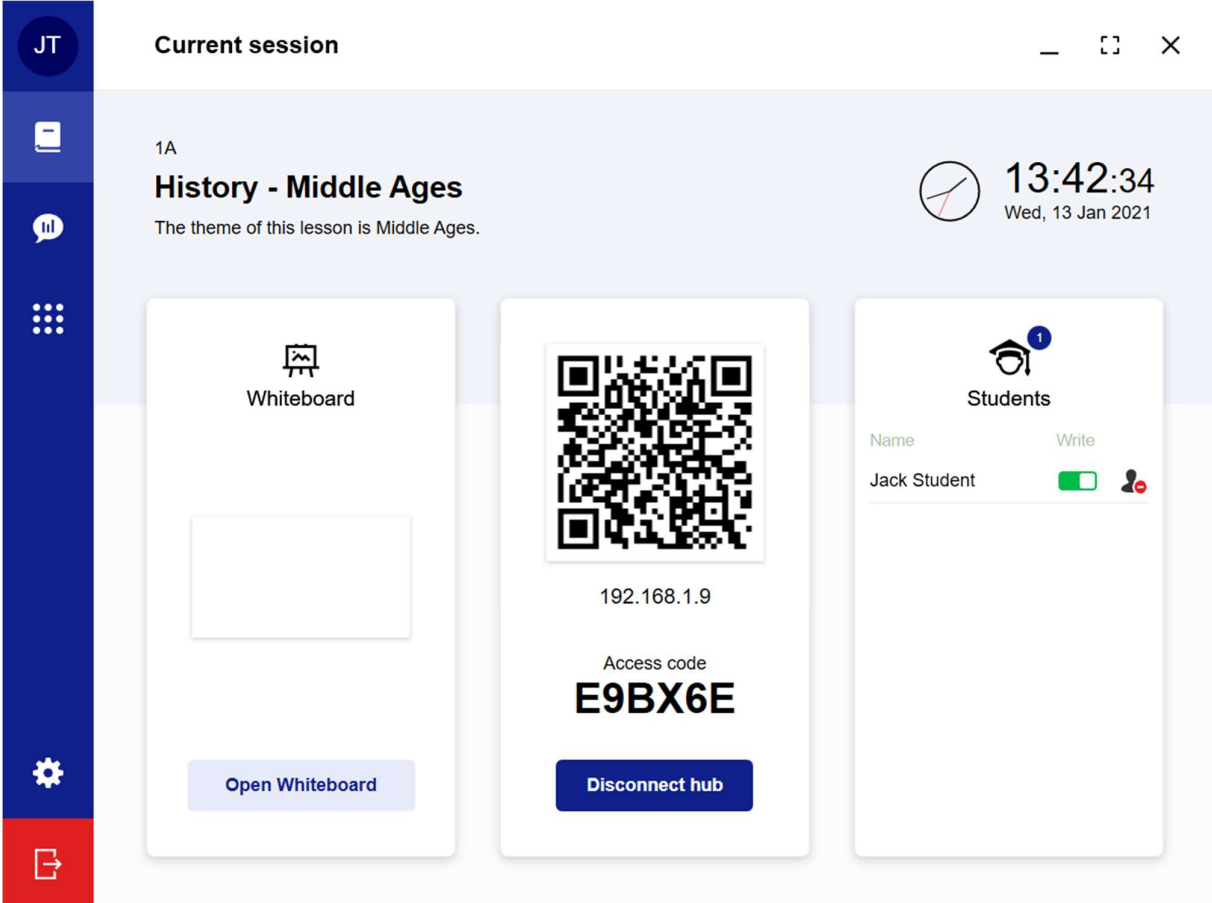
Students

No connected students

Students will be in Read-only mode unless the teacher provides Read/Write access from the Teacher Console. To do this, select the student name from the list of connected devices and move the button to the right to enable writing access. Alternatively, write access can also be granted once the lesson has started by


clicking on the share button  inside the whiteboard and selecting the student you wish to grant access.

Please note, only 4 students can have write access at a time.



The screenshot displays the 'Current session' interface. On the left is a vertical sidebar with icons for a user profile (JT), a document, a chat bubble, a grid, a gear, and a red button with a white icon. The main area has a light blue header with 'Current session' and window controls. Below this, the lesson title 'History - Middle Ages' is shown with a sub-note 'The theme of this lesson is Middle Ages.' and a clock showing 13:42:34 on Wed, 13 Jan 2021. The interface is divided into three vertical panels. The left panel, titled 'Whiteboard', contains a large empty box and an 'Open Whiteboard' button. The middle panel features a QR code, the IP address '192.168.1.9', an 'Access code' 'E9BX6E', and a 'Disconnect hub' button. The right panel, titled 'Students', lists 'Jack Student' with a 'Write' toggle switch and a red icon.

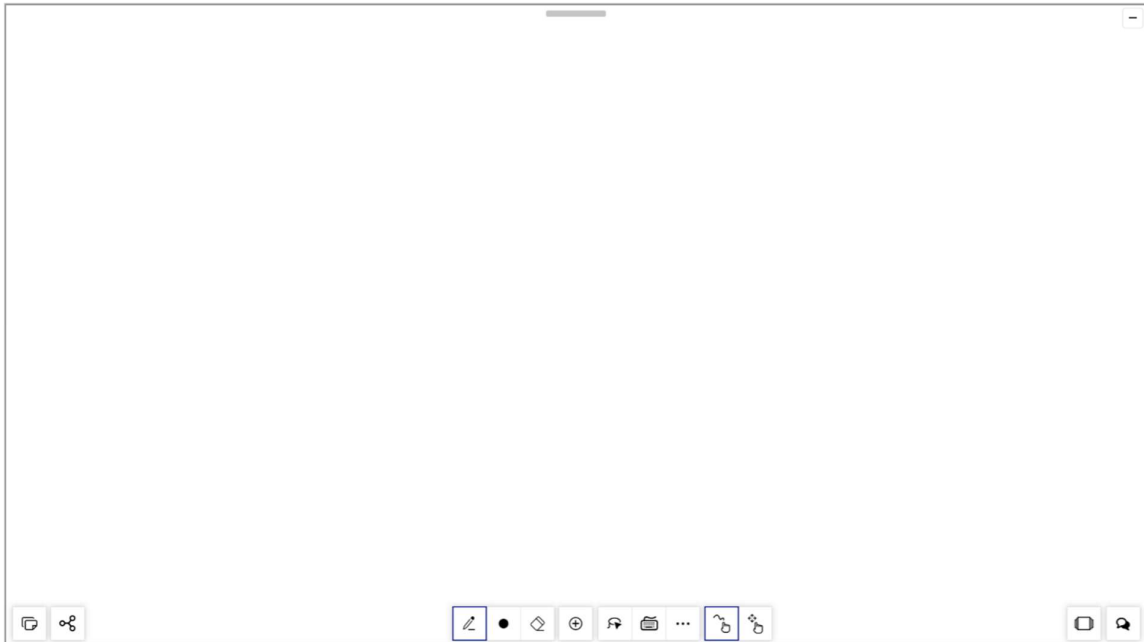


Remove a student by clicking this icon .

Use of the whiteboard

NOTE: The whiteboard always opens on the primary screen. When using the Combined mode, you need to configure your computer to set the projector as primary screen.

GoBoard features a built-in electronic whiteboard. This section will cover the various tools and functionality of the whiteboard.



At the top of the whiteboard, there is a **horizontal bar**. This is a tool bar that provides the user with additional features not available on the lower tool bar.



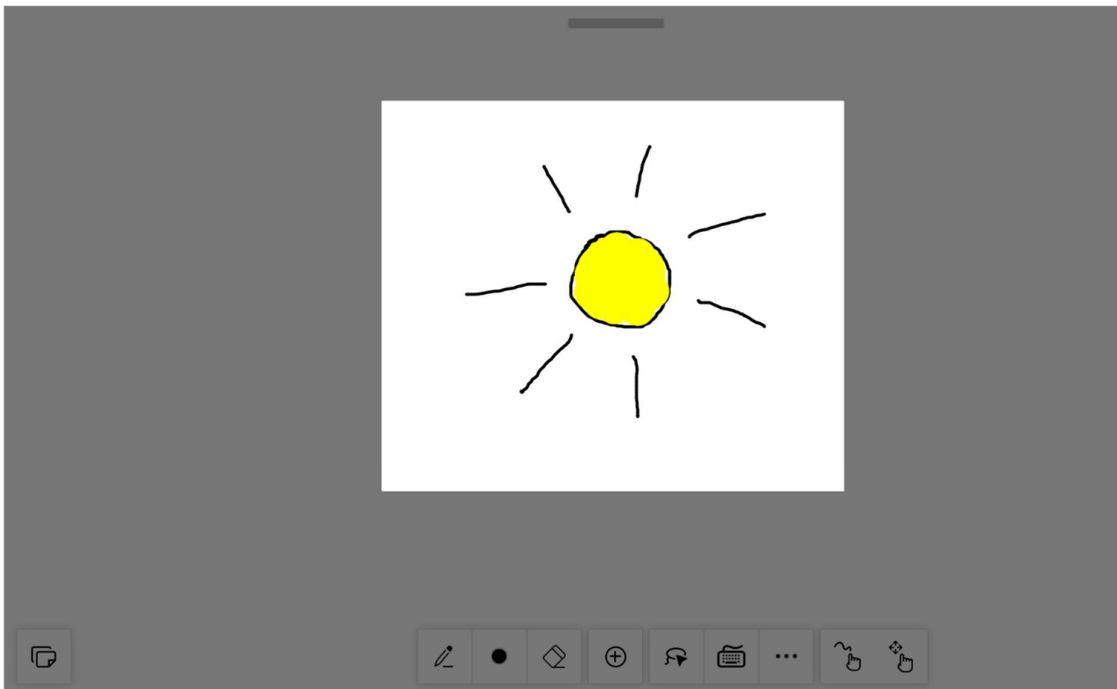
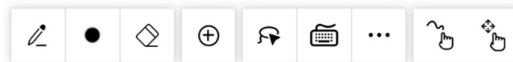
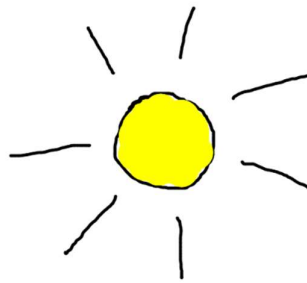
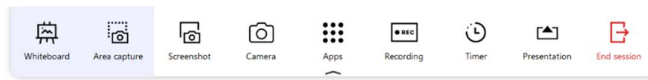
When clicked, the menu below will open. NOTE: The horizontal bar will be visible even if you minimise your whiteboard.

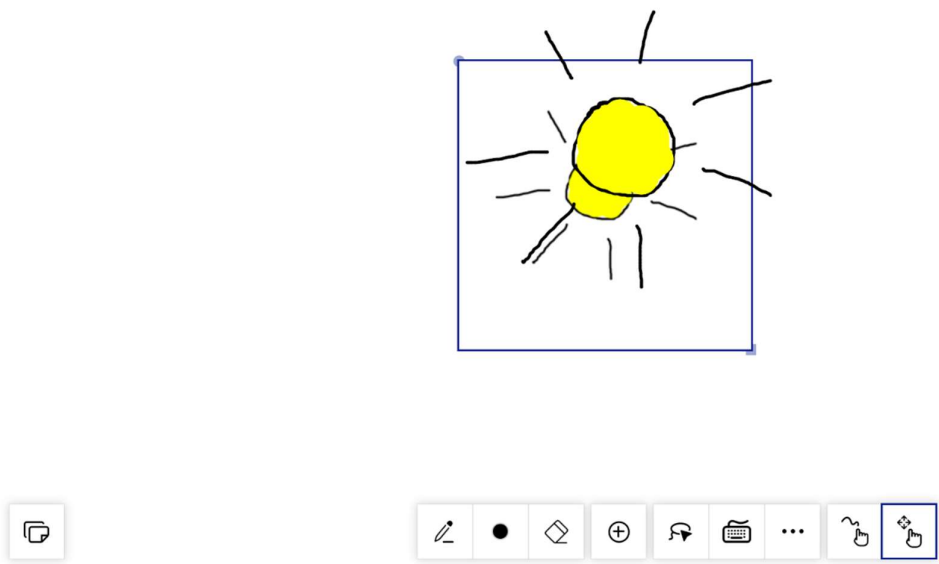
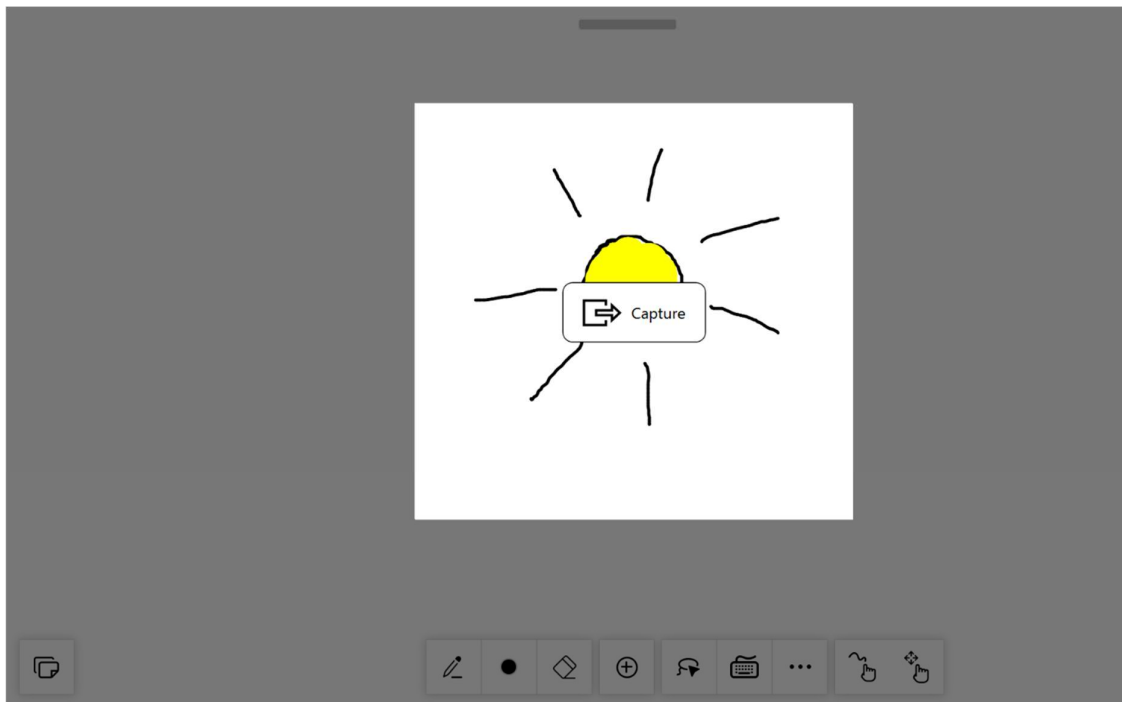


Whiteboard: use to open and close the whiteboard.



Area capture: to convert an area of your whiteboard into an image, click the “Area Capture” icon and select and drag the part of the whiteboard you would like to convert into a second image. Once the area is decided, click “Capture” and a second image will appear slightly smaller.







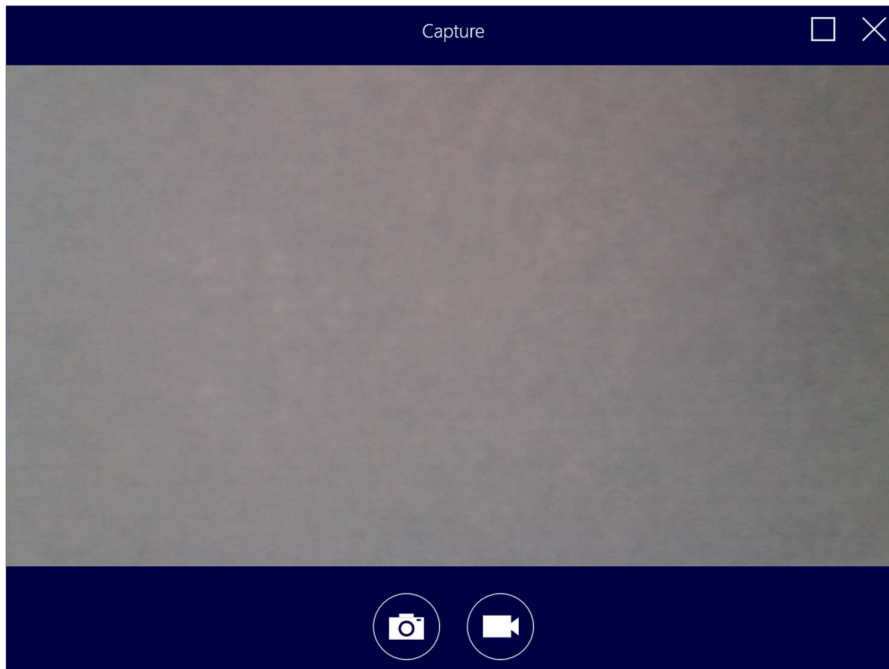
Screenshot

Screenshot: use to create screenshots. If you want to screenshot something from outside of the whiteboard, locate the horizontal bar visible at the central top of your screen to reopen the menu. The screenshot will automatically appear on your whiteboard.



Camera

Camera: use to take photos or to record videos to add to the whiteboard. For instructions, refer to page 101.



Apps

Apps: use to access your apps. The Apps icon is only visible if there are apps available to use.



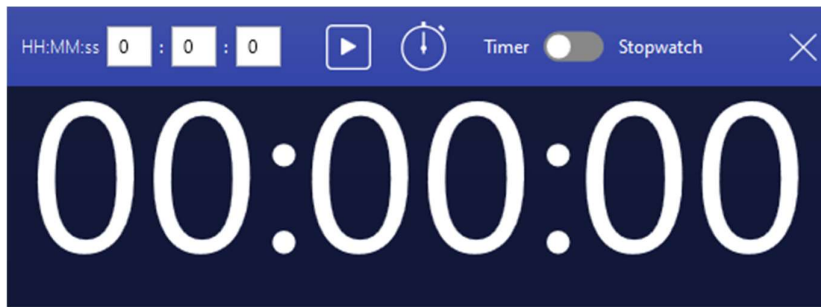
Recording

Recording: enables to record a video to add to the whiteboard. Before recording you will be asked to select a folder where to save the video, then after saving it, the video will be findable inside the content manager.

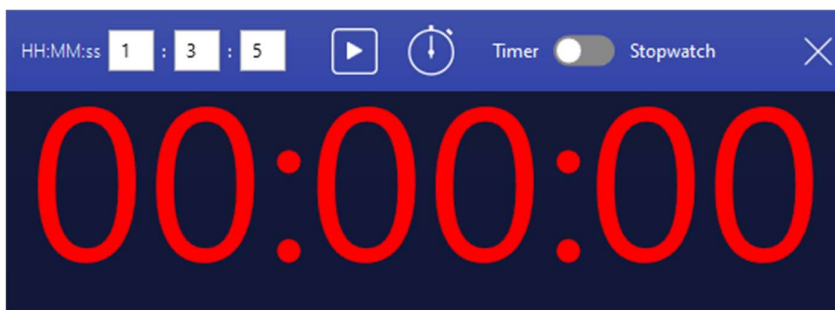
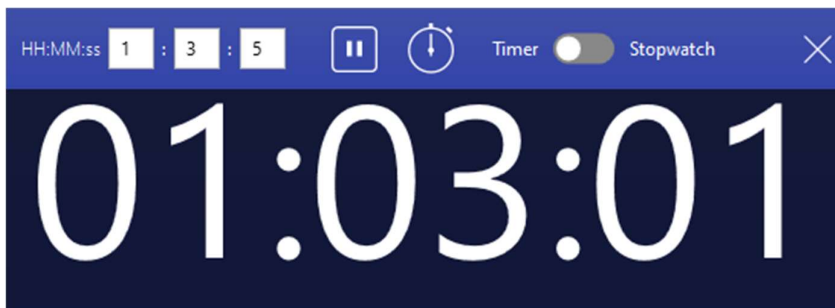
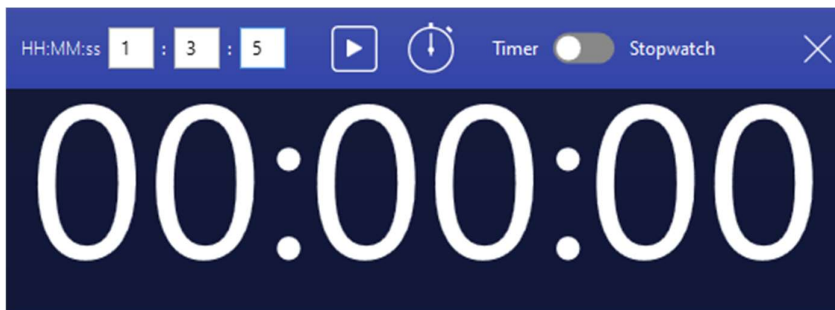


Timer

Timer: use to activate the timer and the stopwatch.



To activate the timer, you can enter the hours, minutes and seconds inside the boxes, then click on the “Play” button.

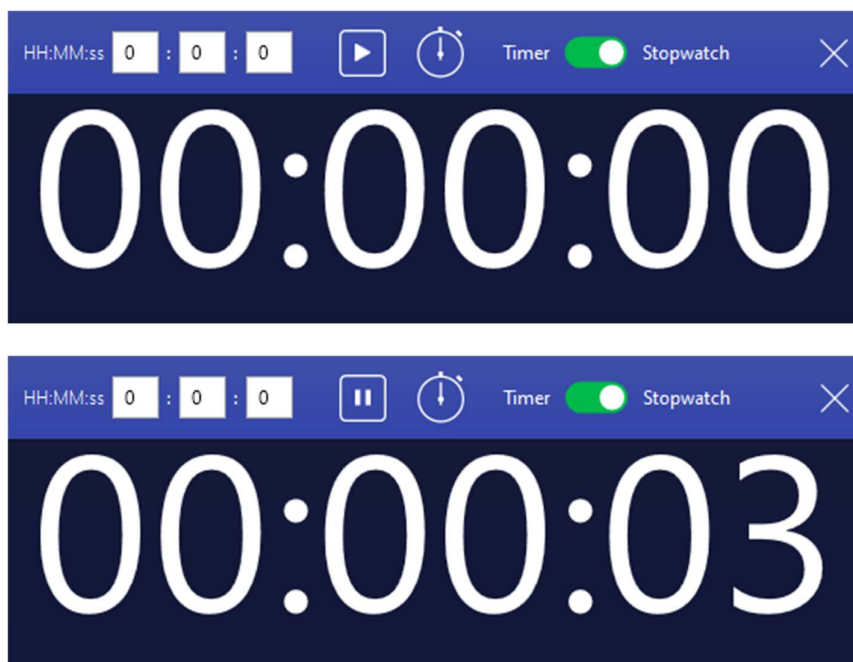


Reset icon: use to reset the time.



Pause icon: use to pause time.

To activate the stopwatch, enable the stopwatch flag and then click on the “Play” button.



Presentation

Wireless Presentation: GoBoard software features AirServer technology, a wireless display application that allows students and teachers to cast/mirror content from Chromebooks, Android, PCs and iOS devices to projectors and flat panel displays. In order to use this feature, make sure the devices you wish to cast are connected to the same network of the Hub's device.

To utilise this feature, select the PRESENTATION icon located at top of the whiteboard menu. When the presentation icon is selected, the icon will appear green. The green icon indicates that GoBoard is ready to receive content from wireless devices. When the presentation feature is active, users may display content from up to 4 devices simultaneously.

NOTE: The presentation icon is only visible if the AirServer application was installed at the time the GoBoard was installed.



End session

End session: use to end sessions and the lesson will stop.

Document Camera

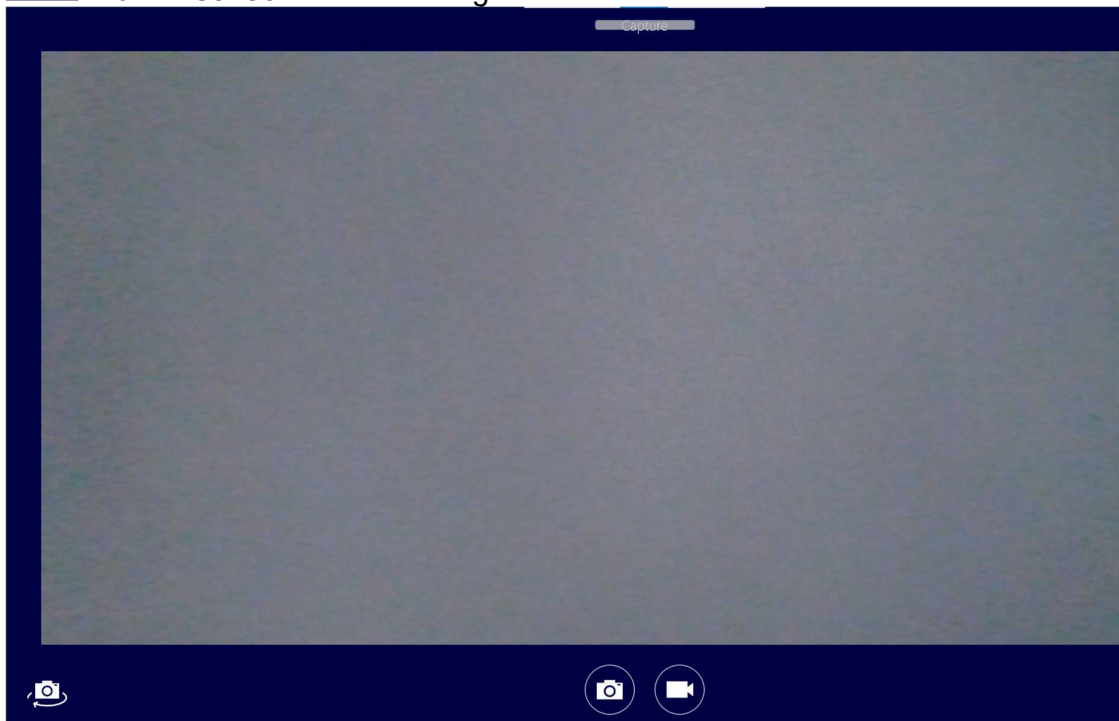
Select "Camera" and your device camera will be activated. Choose to take a **photo** or to record a **video** to add to the whiteboard.



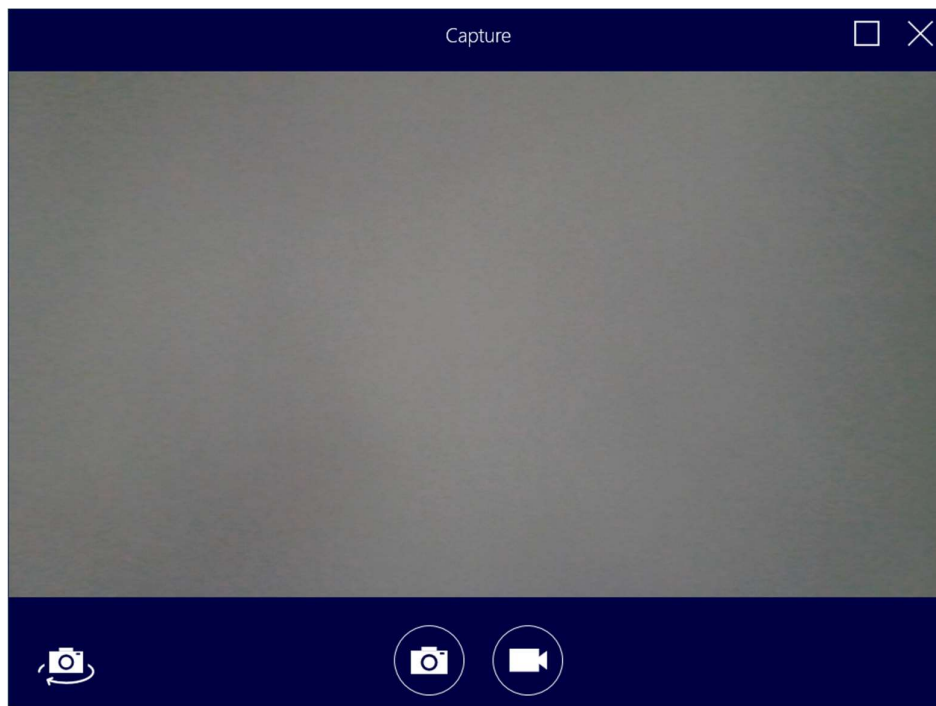
Swap camera icon: use to swap the camera. NOTE: The icon is activated if multiple video input devices are found. For instance, if the software defaults to the webcam, you can swap to a different video camera.



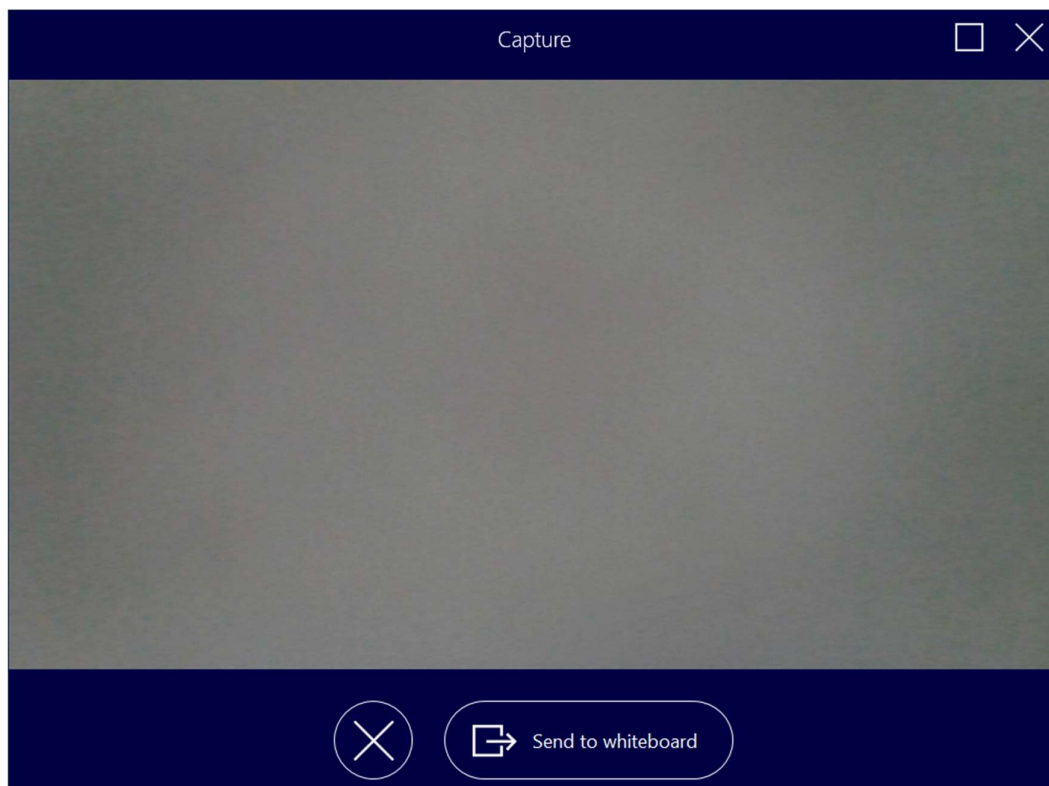
Maximise icon: use to enlarge the window.

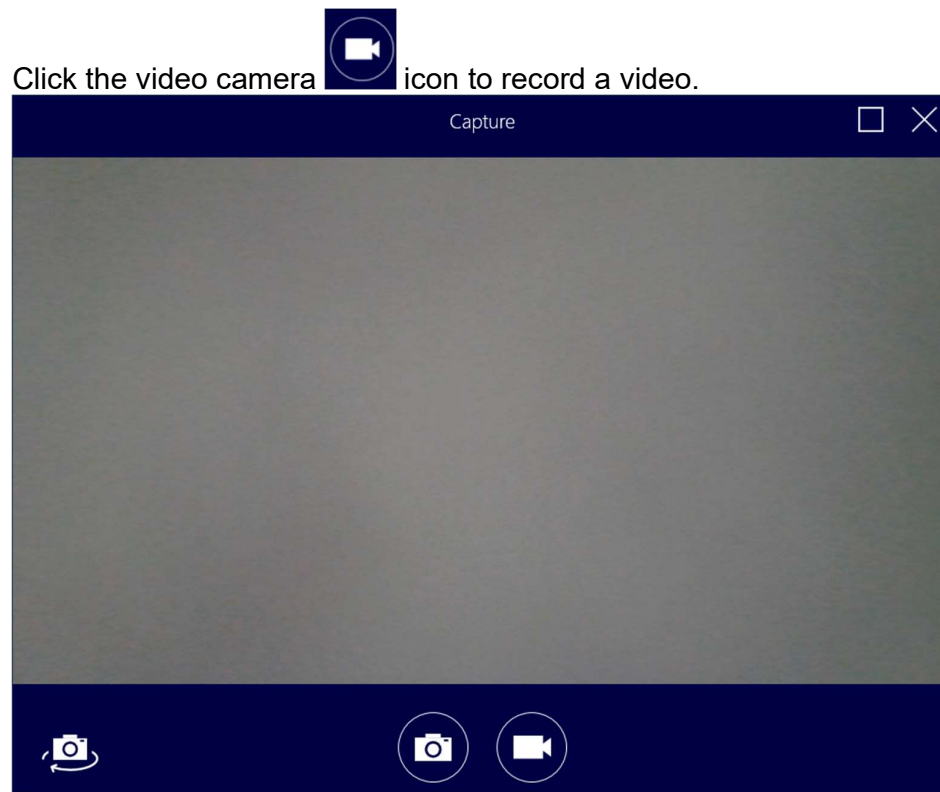


Click the photo icon to take a photo.

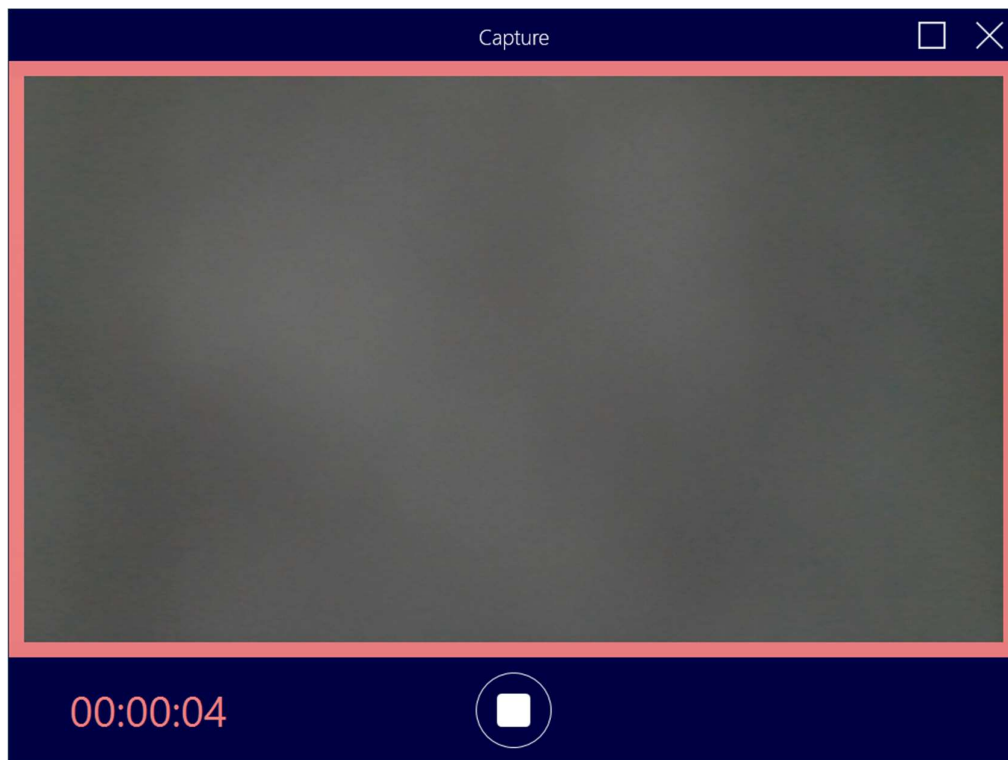


When you take a **photo**, a “Send to whiteboard” message will appear. Click it to add your photo to the whiteboard.

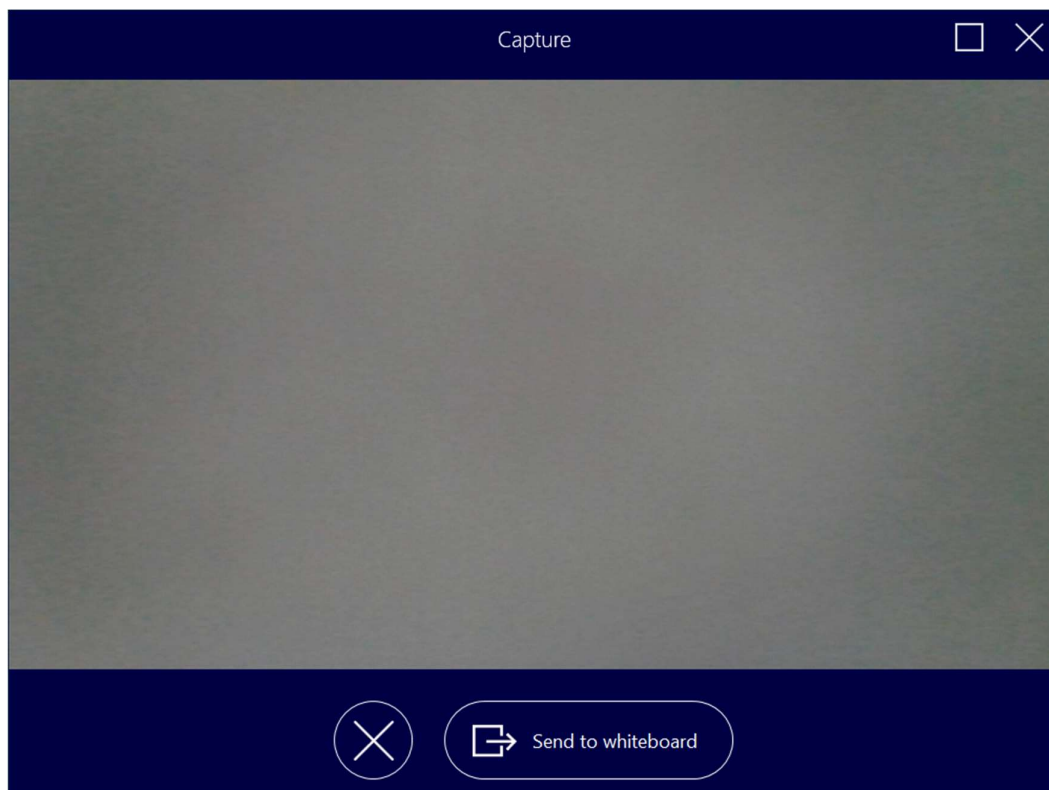




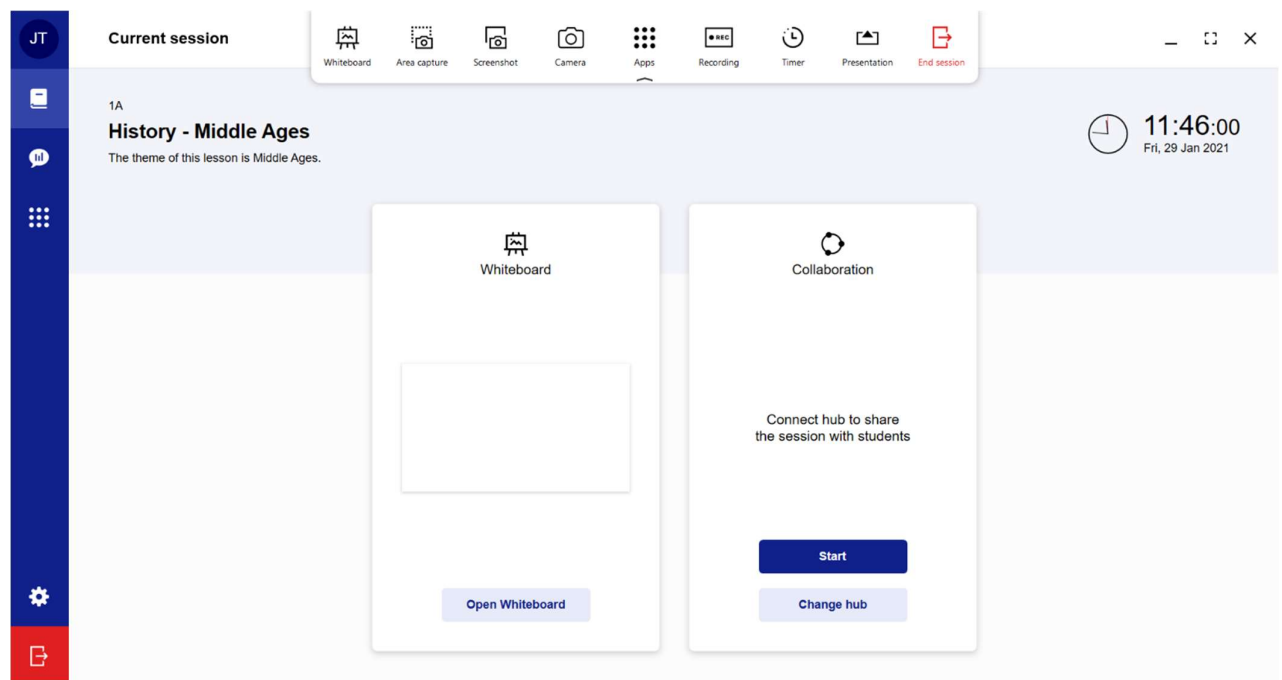
The video will start recording.







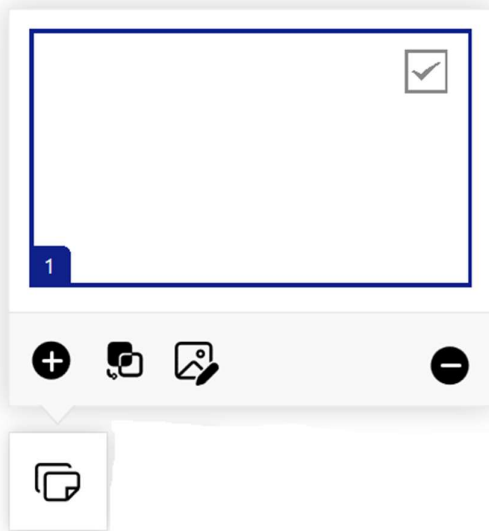
Once you have stopped the video, a “Send to whiteboard” message will appear. Click it to add your video to the whiteboard.





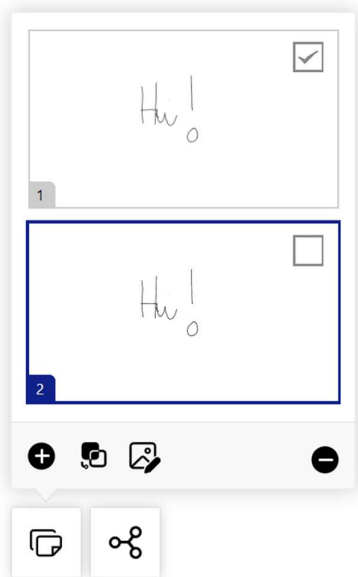
At the upper-right corner the **Minimise**  icon is visible, click on it to close the whiteboard.



Click the “**Open pages**” icon to add , clone , select Background tools  or delete  a page.





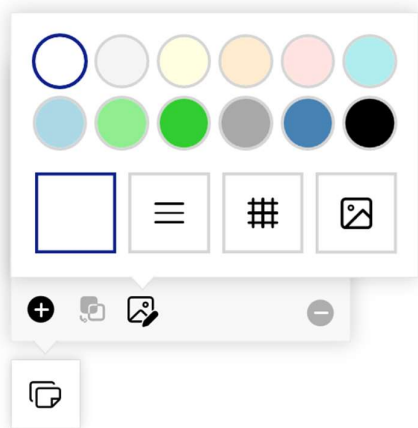
Select the page with the check tool , and then click “Clone page”  to duplicate it.



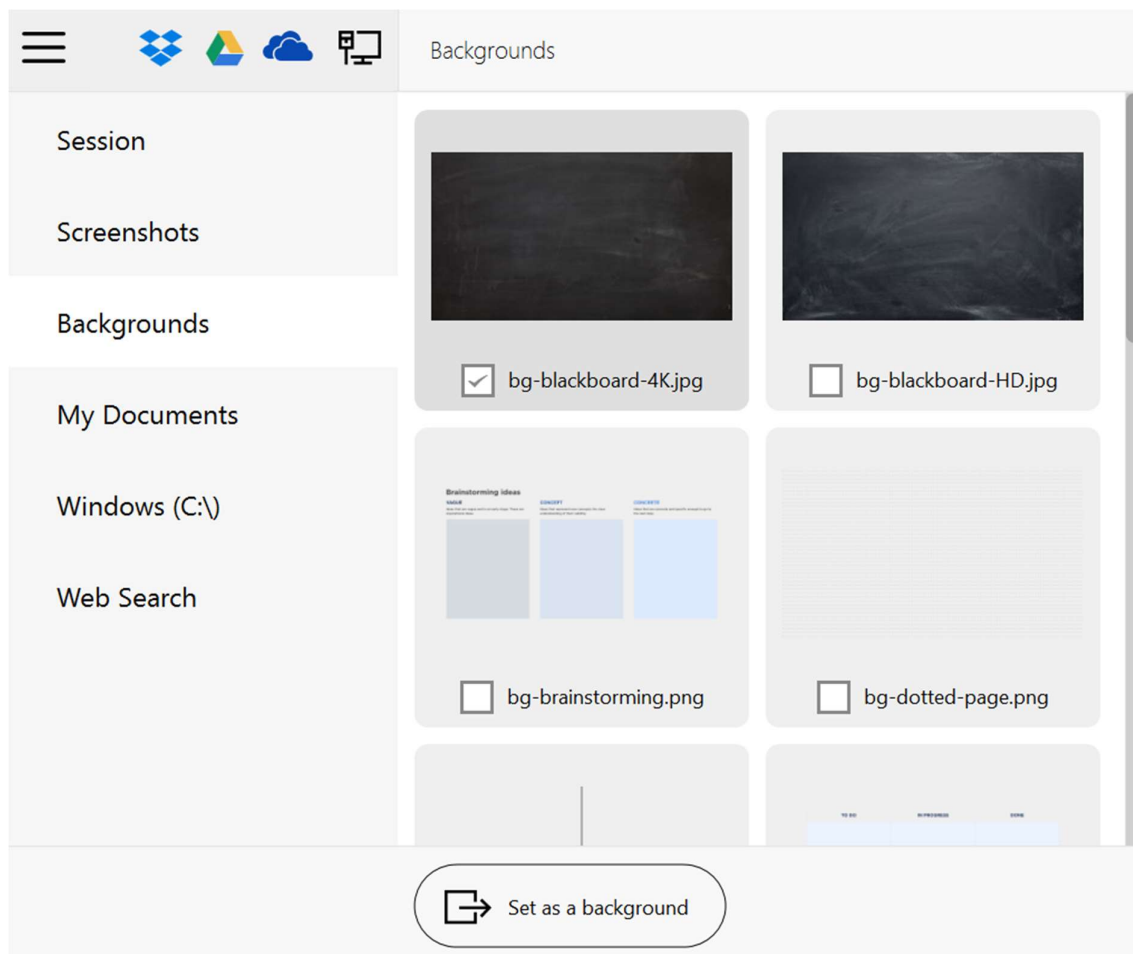
Hi!

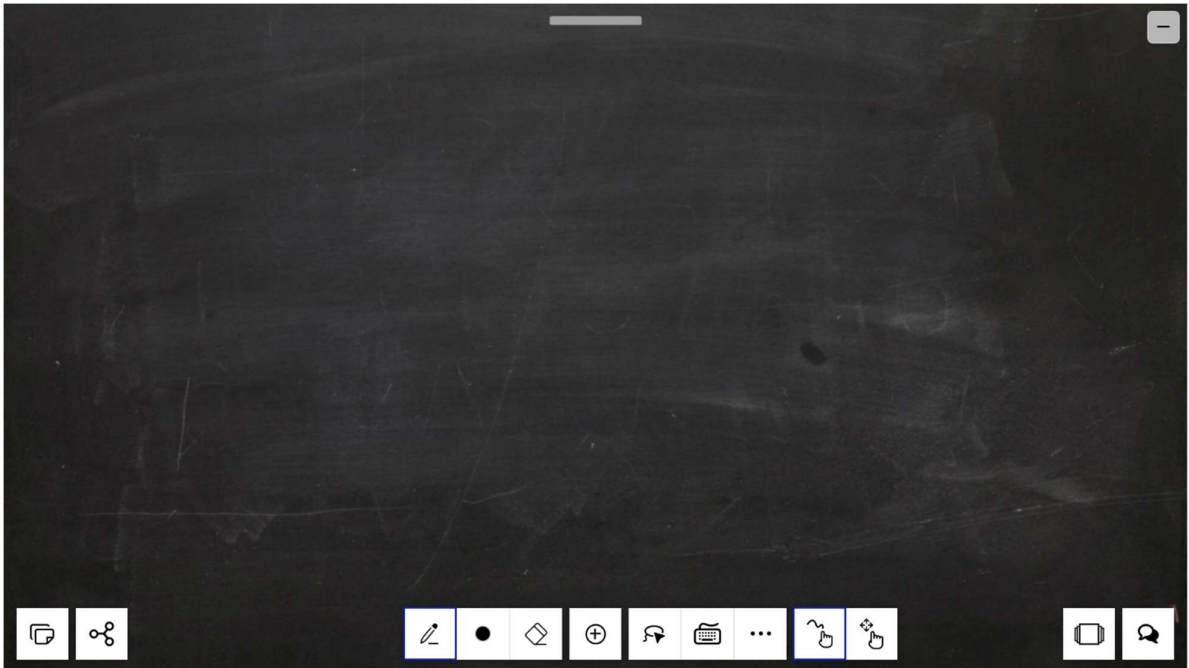



Click the Background tools icon  to choose your page colour and add lined or squared backgrounds. To choose an image already saved on your device, click the Background icon  as you can see below:

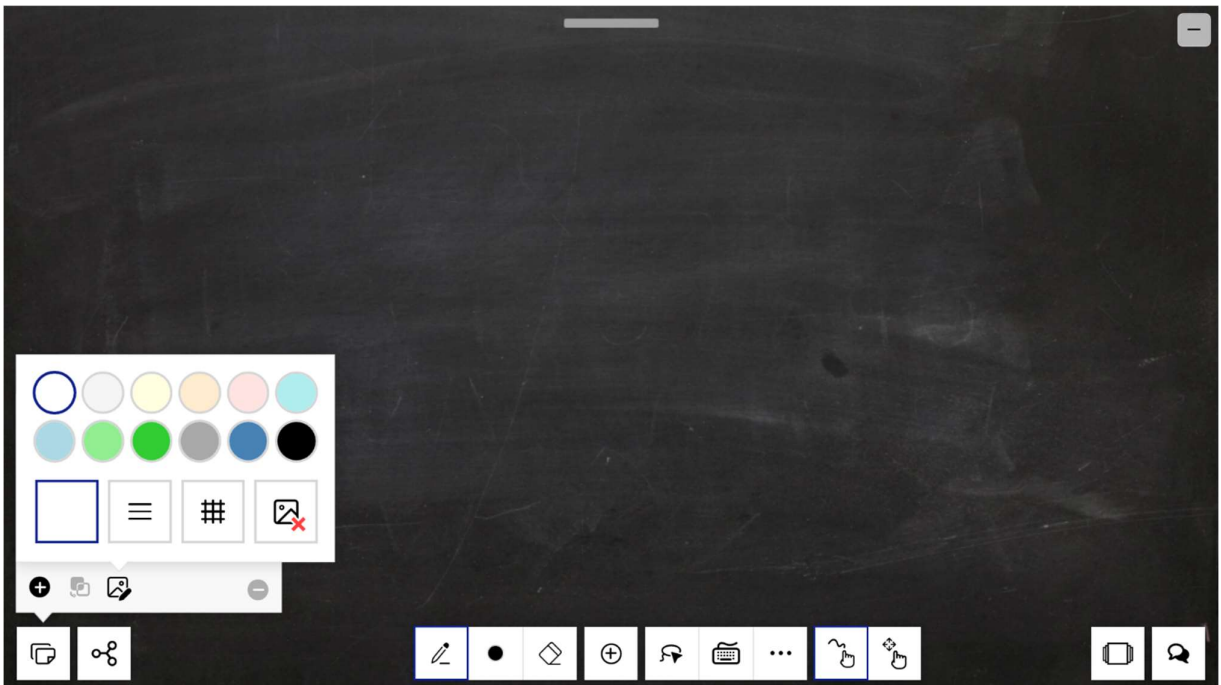


Select and drag the background of your choice onto the whiteboard, otherwise select the background and then click on “Set as a background” icon. In this example, the first background has been added. See the images below.



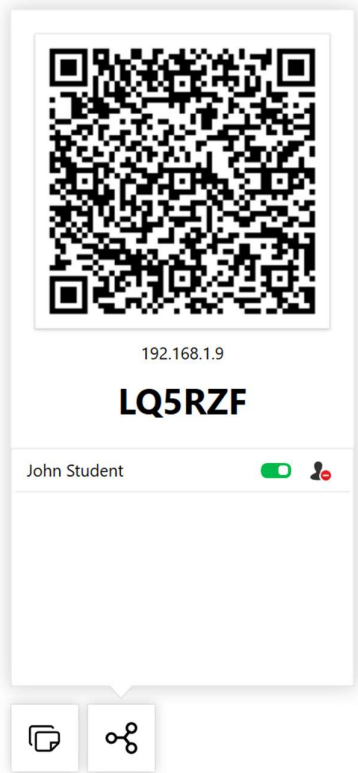


To remove the added background, click on the “Open pages” icon, then on “Background tools” and then on the “Remove background” icon .

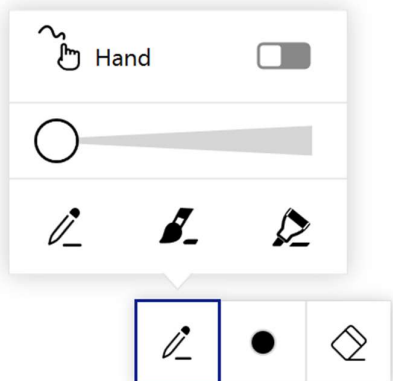


Once the teacher has started a lesson, the **Share session**  icon will be visible.

Click the share session icon to share your lesson via QR code or the access codes. Here teachers can see all participating students.



The **Ink tools** icon allows selection of stylus, brush or highlighter. The horizontal slider changes stroke size.




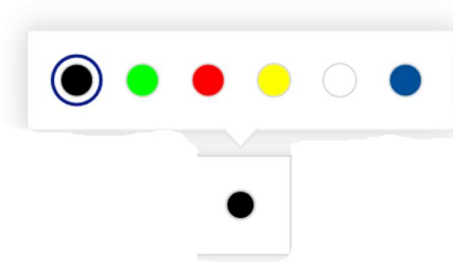
If “Hand” mode is selected, it means that you can draw and move with both fingers and pens.



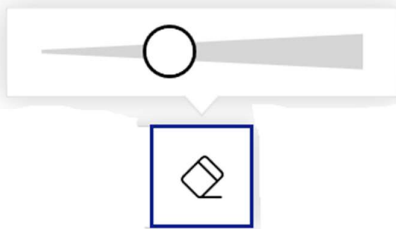
If “Pen” mode is selected it means that you can draw with pens and move objects with fingers.



Click on the **Colour**  icon to see the colours bar where it is possible to choose your writing colour.



Eraser icon: switch to an eraser and select the eraser size.






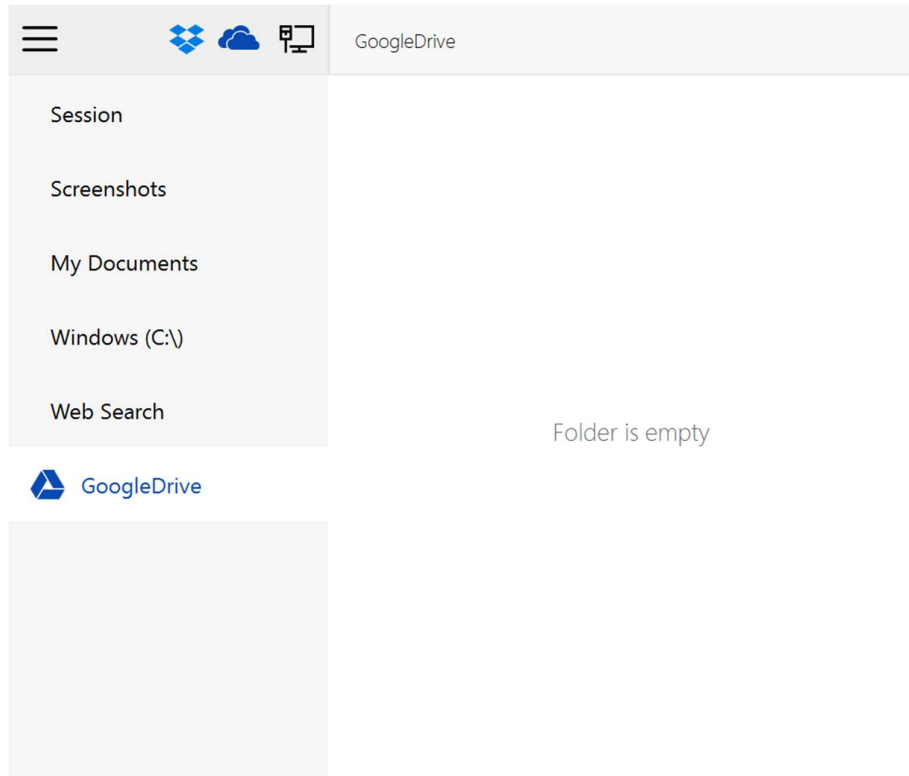
To add content, open a browser, add a note, add text, add a shape or a poll, click the


Elements  icon.

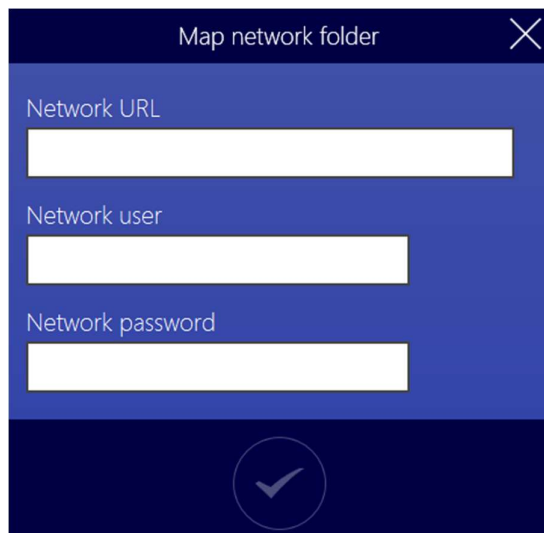


Content Manager

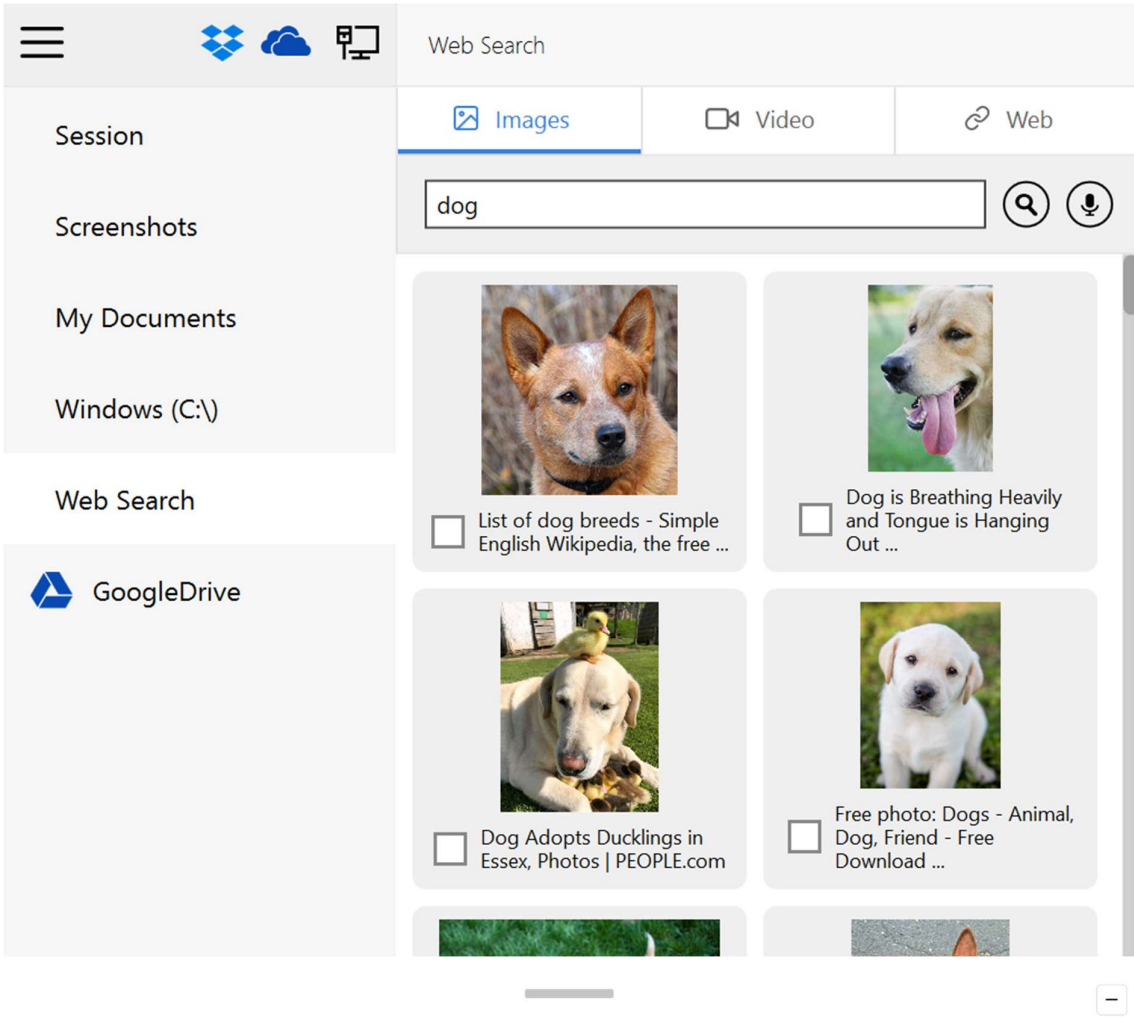
The Content manager shows all documents that can be selected, dragged and dropped onto the whiteboard. You can add OneDrive , Dropbox  and Google Drive  to your Content Manager. Here is an example of a GoogleDrive account that has been added.



It is also possible to add a map network folder by clicking on Map network folder  icon. Enter Network URL, Network user and Network password, then click on the checkbox to add the map network folder in the Content manager.

The screenshot shows a dialog box titled 'Map network folder' with a close button (X) in the top right corner. The dialog box has a dark blue background. It contains three input fields: 'Network URL', 'Network user', and 'Network password'. Each input field is a white rectangle with a thin black border. At the bottom of the dialog box, there is a large circular button with a white checkmark inside, indicating a confirmation or 'Add' action.

Web Search: use to add images, videos and web links to the whiteboard.

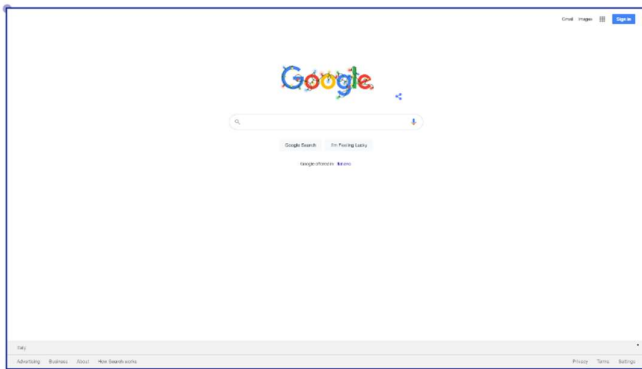




Browser icon

The Browser icon enables you to open your default browser inside the whiteboard.

The homepage can be specified in the teacher console.



Note icon

By clicking the note icon, a sticky note will appear on the whiteboard.



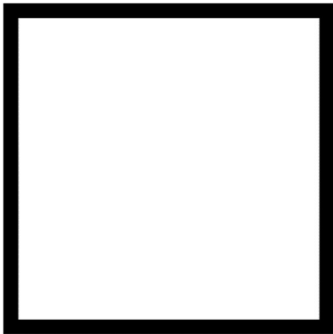
Text icon

To enter text on your whiteboard, click the Text icon and a three-dot menu will appear.



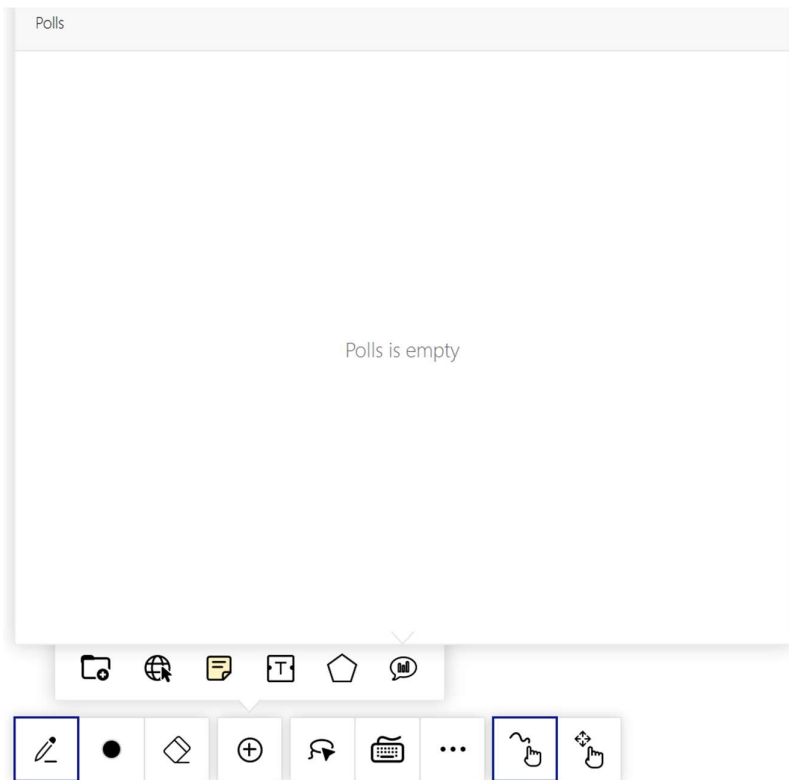
Shape icon

To enter a shape on your whiteboard, click the Shape icon and select the desired shape from the options that appear.

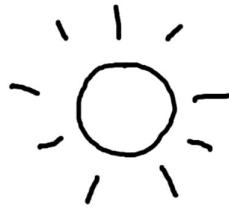


Poll icon

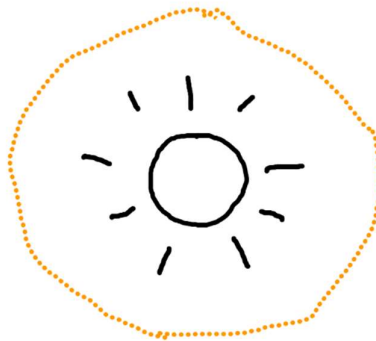
Previously created polls will be visible here. If no polls have been created, a “Polls is empty” message is present.



This icon is called “**Lasso**”, here below is an example of how it works:



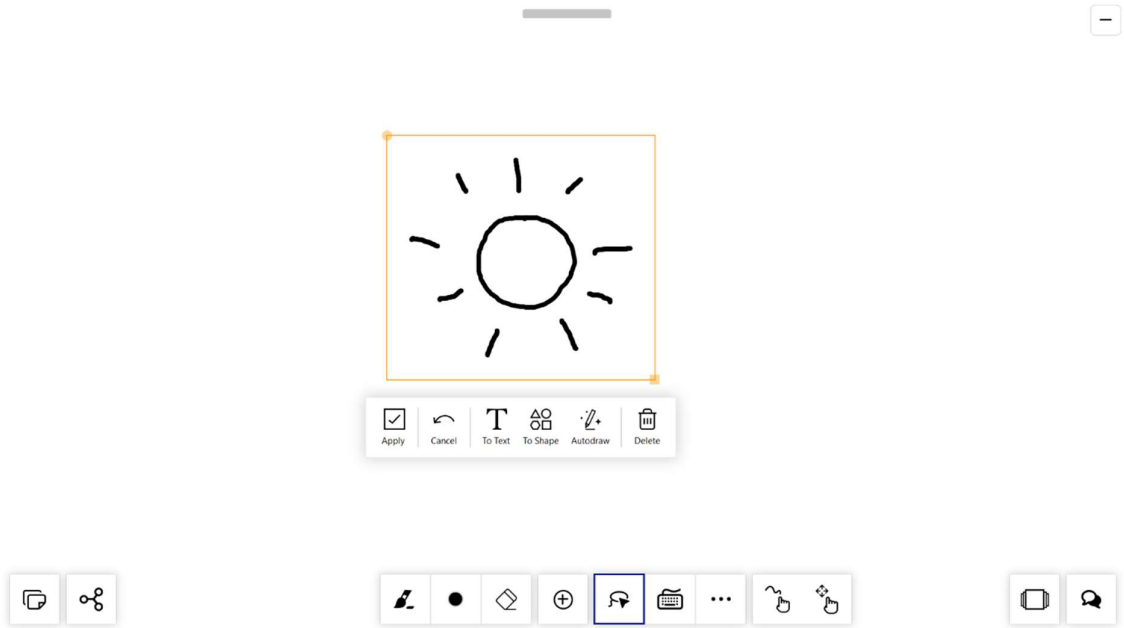
Draw a sun on the whiteboard and select the Lasso icon.




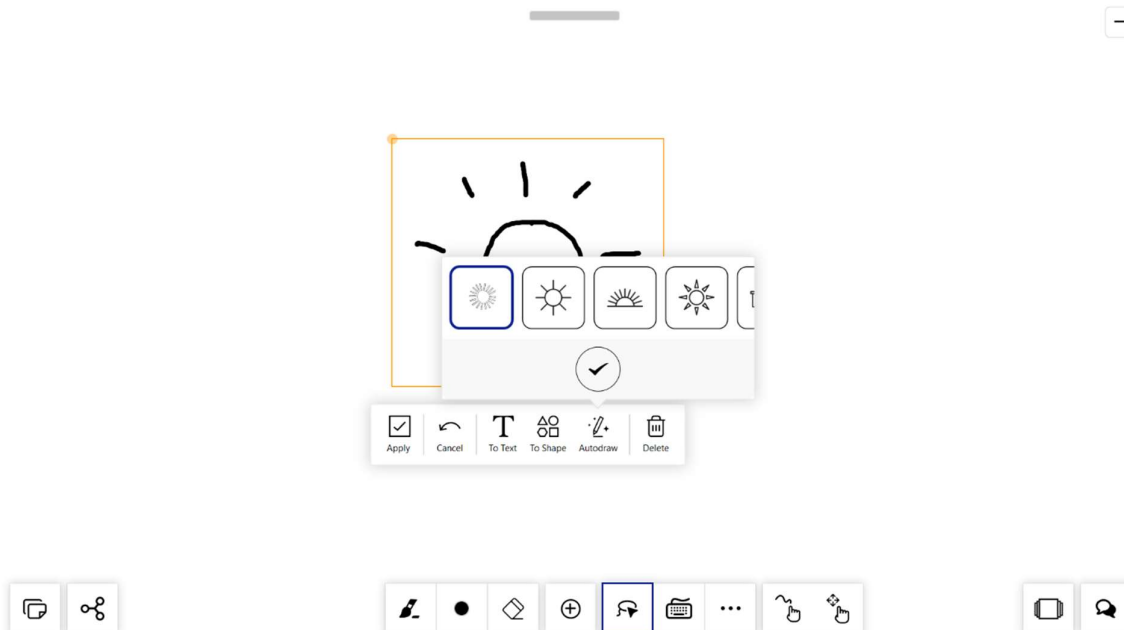
Autodraw

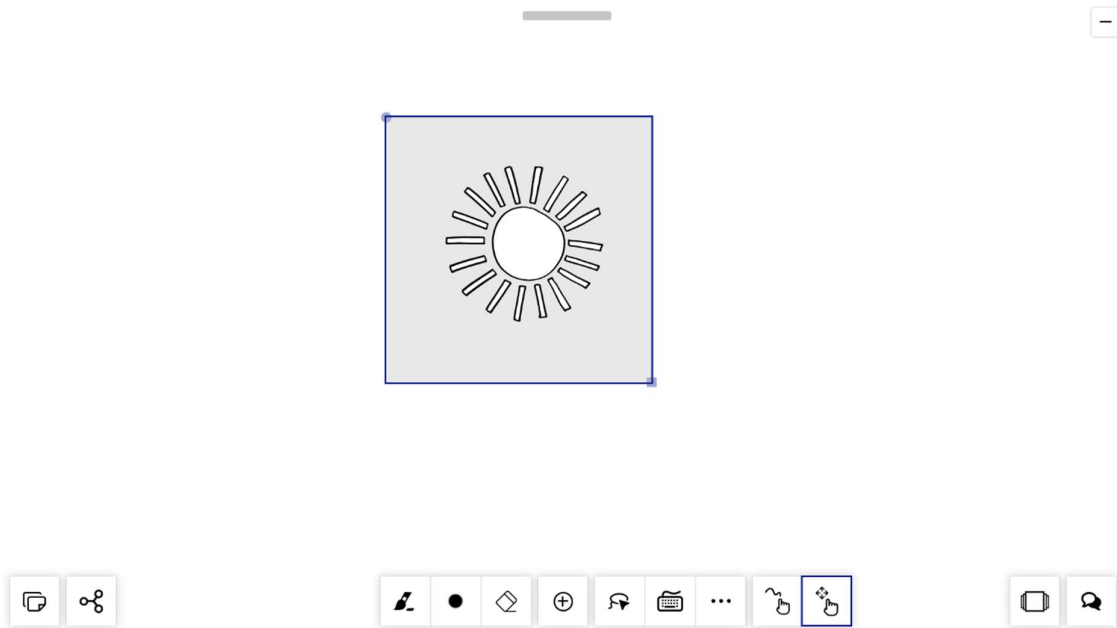
Encircle the sun and a menu will appear. Select the “Autodraw” icon.

NOTE: Select “Apply” to apply changes, select “Cancel” to go back to the standard position. If you draw words, you can convert them into text by selecting “To Text”. If you draw shapes, you can convert them into precise shapes by selecting “To Shape”. If you want to delete what you have drawn, select “Delete”.



Then select the preferred image from the options that appear. Click the check sign  and your chosen design will appear on the whiteboard.





Click the **keyboard** icon to enter a text or to write a chat message.



Click the **Three-dot** menu and you will see the following options:



Voice command icon: Use to command your whiteboard with your voice. When clicked, the icon will turn to red from black and a blue microphone will appear. This means that voice command has started listening.



Voice commands list:

1. Help (to view the voice commands list)
2. Pen
3. Marker
4. Eraser
5. Highlighter
6. Black colour
7. Green colour
8. Red colour
9. Yellow colour
10. White colour
11. Blue colour
12. Whiteboard
13. Close whiteboard
14. Clear page (to clear the whiteboard content)
15. Create recap
16. Screenshot
17. Print screen
18. Keyboard



Print page icon: use to print the selected page.



Create recap icon: use to create a recap in PDF or a zip file.



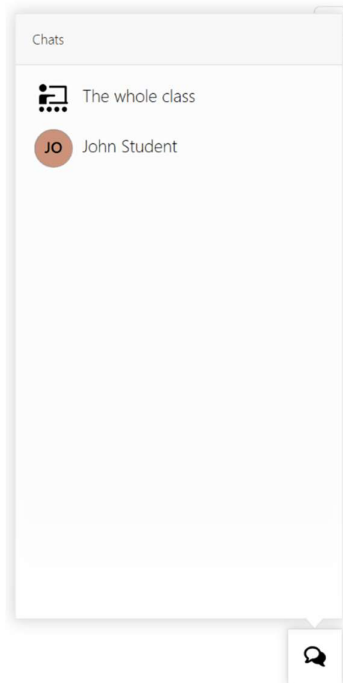
Create RMG icon: use to create a RMG file. Unlike a PDF file which is a flattened document file, an .RMG file is a dynamic file format that allows users to save a whiteboard lesson so that it can be opened and edited.



Applications: use to view all your open applications.

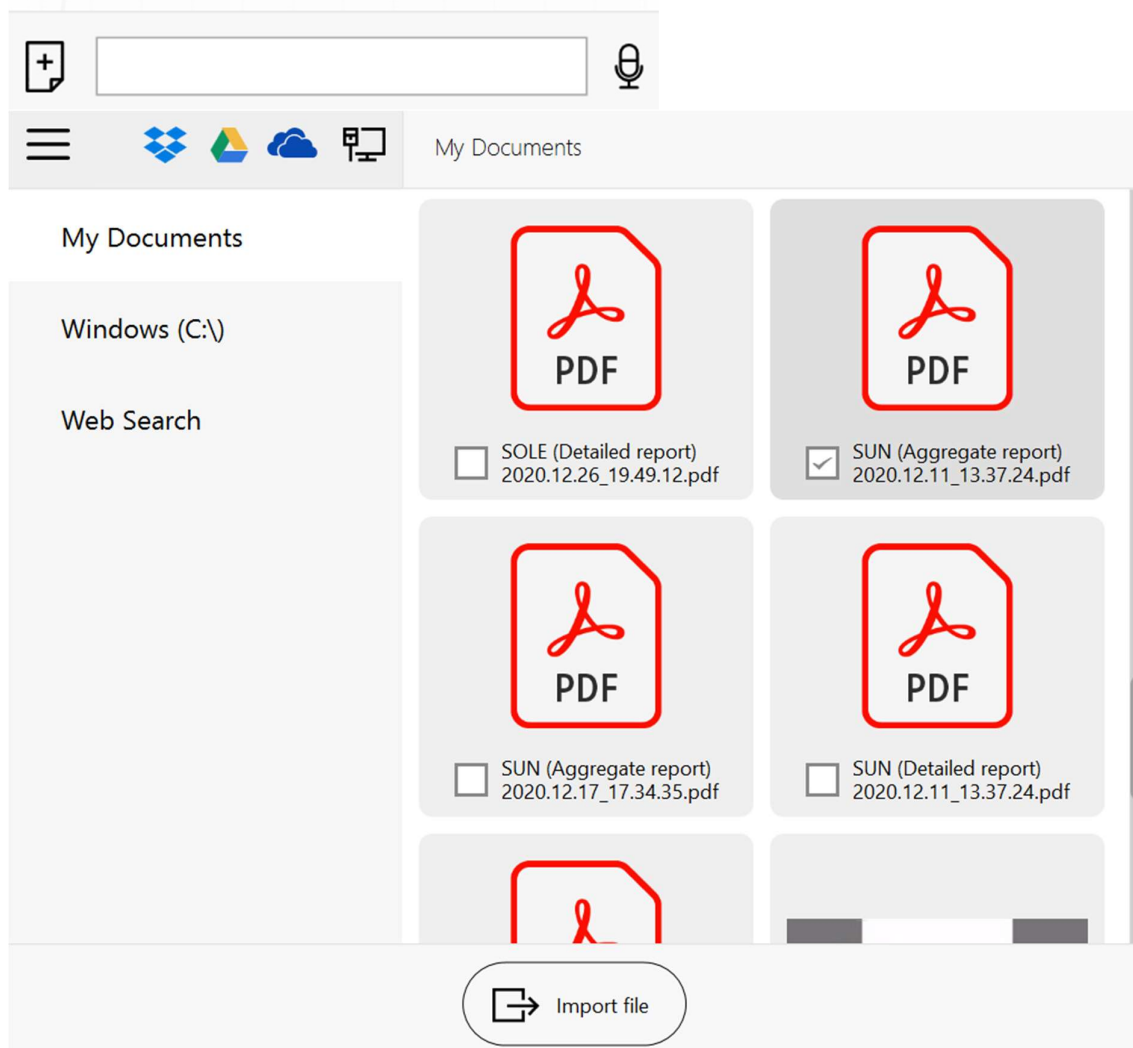



Chat icon: the teacher can decide to send a chat message to a specific student or to the whole class.



In addition to sending text messages, the teacher can also send to the whole class or to the student some elements by clicking on the chat items icon

Select your preferred element and click on “Import file” “to send the item to the chat.




The teacher can also record voice messages by clicking on the “Microphone record” icon , click again on the same icon to send the voice message to the chat.

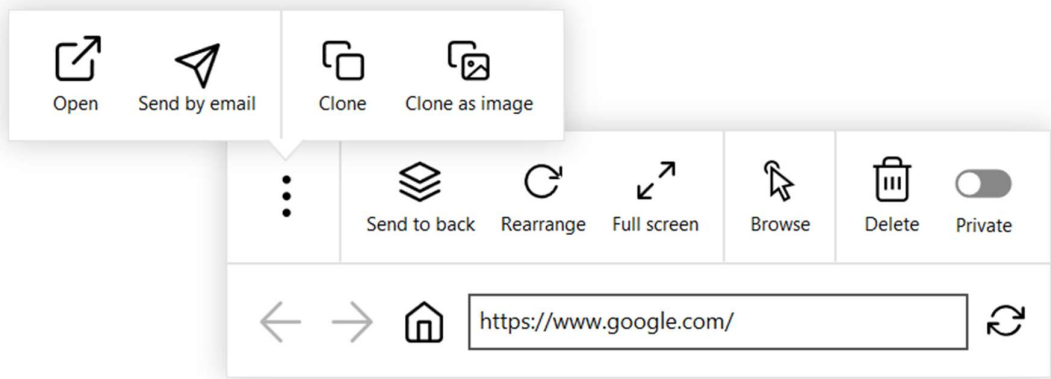
Whiteboard sub-Menus and tools

As you insert images, text, videos and other objects into the whiteboard, a set of sub-menus and tools are available to manage the content.

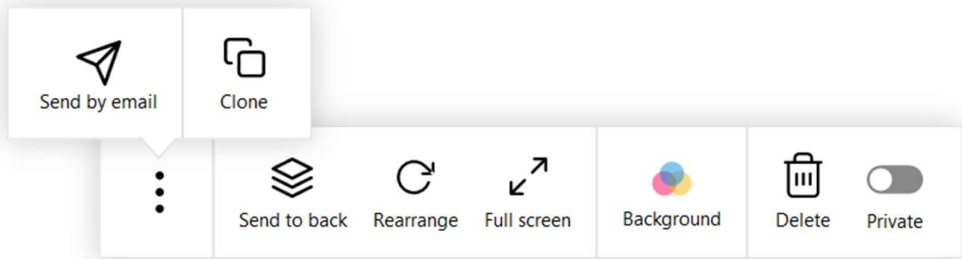
NOTE:

1. Click on the element to view the menu.
2.  **Three-dot:** select the Three-dot menu to see more options.

Browser menu:



Note menu:



Text menu:

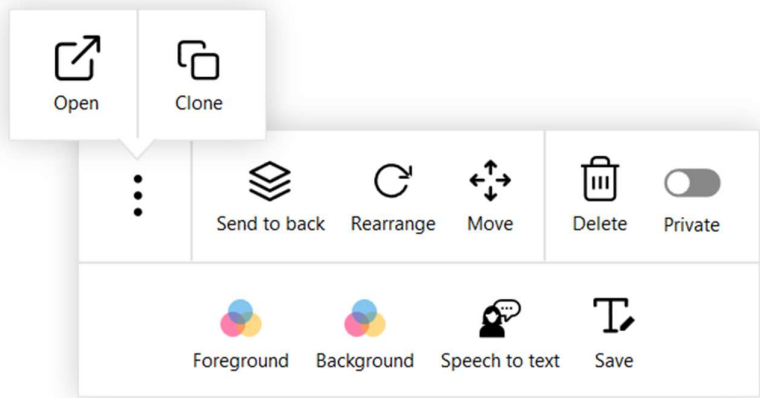
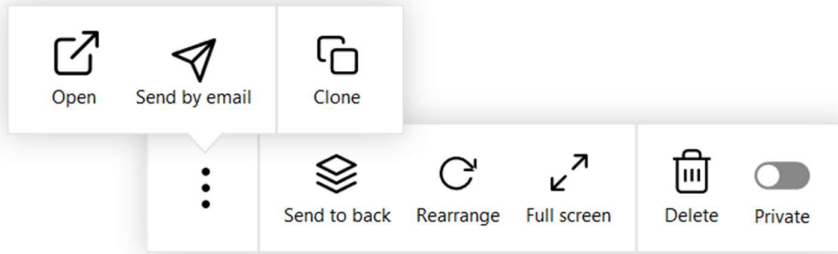
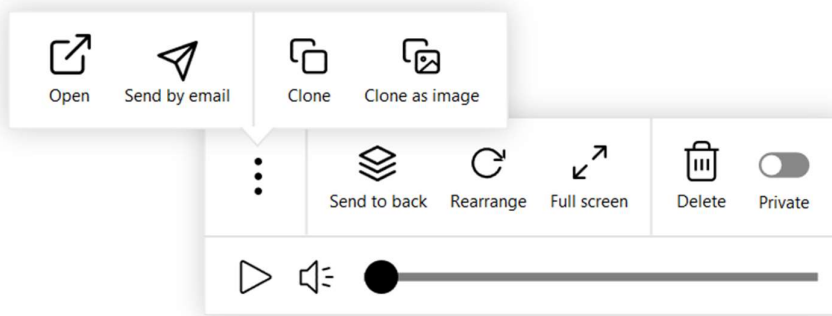


Image menu:

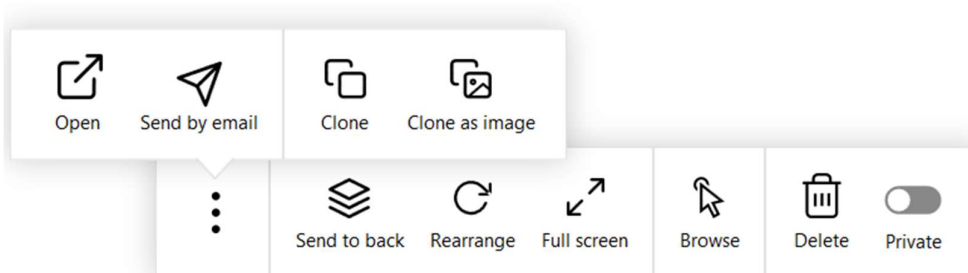


NOTE: The shape menu is the same as the image menu.

Video menu:



PDF document menu:



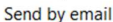
Open: click the Open icon to open the element (browser page, text, image, video, PDF document).



Send by email

Send by email: to send by e-mail the element (browser page, note, image, video, PDF document).



NOTE: The “Send by email”  icon is only visible if the SMTP settings have been set before from the “Email” settings section.



Clone

Clone: to clone your element (browser page, note, text, image, video, PDF document).



Clone as image

Clone as image: to clone your element as an image (browser page, video, PDF document).



Send to back

Send to back: to send your element to the background. Your element will now be behind the other elements present on the whiteboard (browser page, note, text, image, video, PDF document).



Rearrange

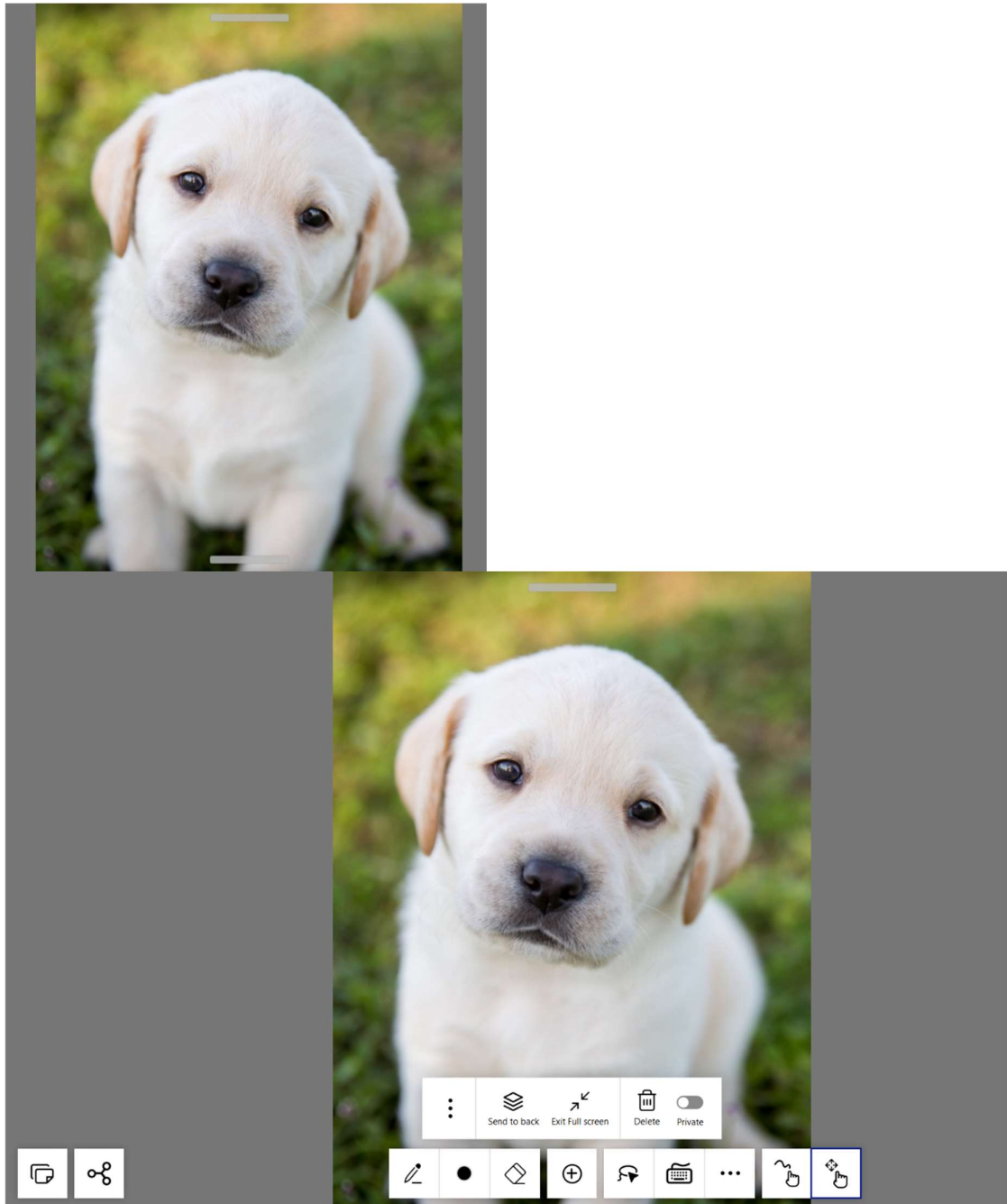
Rearrange: when the element is selected, a small circle will appear at the top left corner of your element. By selecting and dragging it, the element can be spun to the angle you require. To return to the original angle, select the element again and click on “Rearrange” (browser page, note, text, image, video, PDF document).



Full screen

Full screen: to see the element in full screen (browser page, note, image, video, PDF document).

NOTE: When an element is in full screen mode, to exit from the full screen mode double click on the element or click on the toolbar at the bottom of the item and select “Exit Full screen”.



Browse

Browse:

1. when this icon is selected, it is possible to browse on the web page directly from the whiteboard (a button with three dots will appear). Then, to enter a URL in the browser on the whiteboard, click on the three-dot button. Input your desired web address and enter. To exit from this option, click on the three-dot button, then on "Move" and you won't be able to browse in the **browser page**.

2. to view a **PDF** page by page, click 'Browse' and a three-dot button will appear. Scroll or use fingers to turn the pages. To exit from this option, click on the three-dot button, then on "Move" and the browser menu box will disappear.



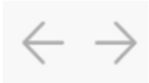
Delete

Delete: to delete the element (browser page, note, text, image, video, PDF document).



Private

Private: to hide the element from participants using the companion app (browser page, note, text, image, video, PDF document).



Double arrows: to go backward or forward while browsing (browser page).



Homepage icon: to return to the default **browser page**.



Refresh icon: to refresh the browser (browser page).



Background

Background:

1. use to change the background colour of your **note**.
2. use to change the highlight background colour of your **text** box.



Foreground

Foreground: use to change the colour of your **text**.



Move

Move: to move the **text**, the **browser page** and the **PDF document**.



Speech to text

Speech to text: use to dictate Speech to text. Once selected, your Speech will be converted to **text**. Speak slowly and clearly. To stop the dictation, click the three-dot button and click on “Stop speech”.



Edit



Save

Edit/Save: use to edit or save **text**. Once the text has been edited, click the three-dot button to save the text.

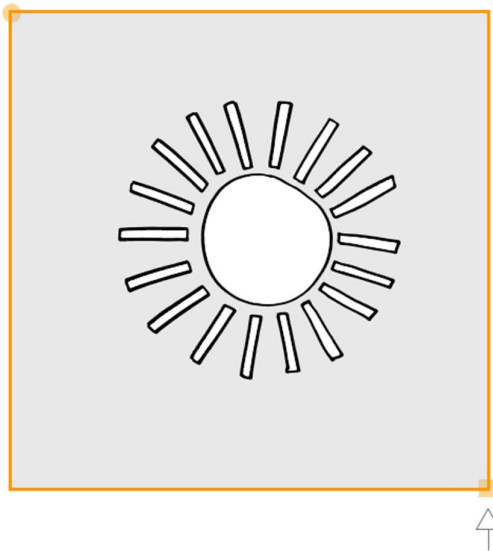


Play: click the play button and the **video** will start to play in loop. To stop the loop, click Pause.





Audio: use to disable audio. Click again to reactivate audio (video).

NOTE: to resize an element on the whiteboard, use the square on the bottom right corner to enlarge or reduce.



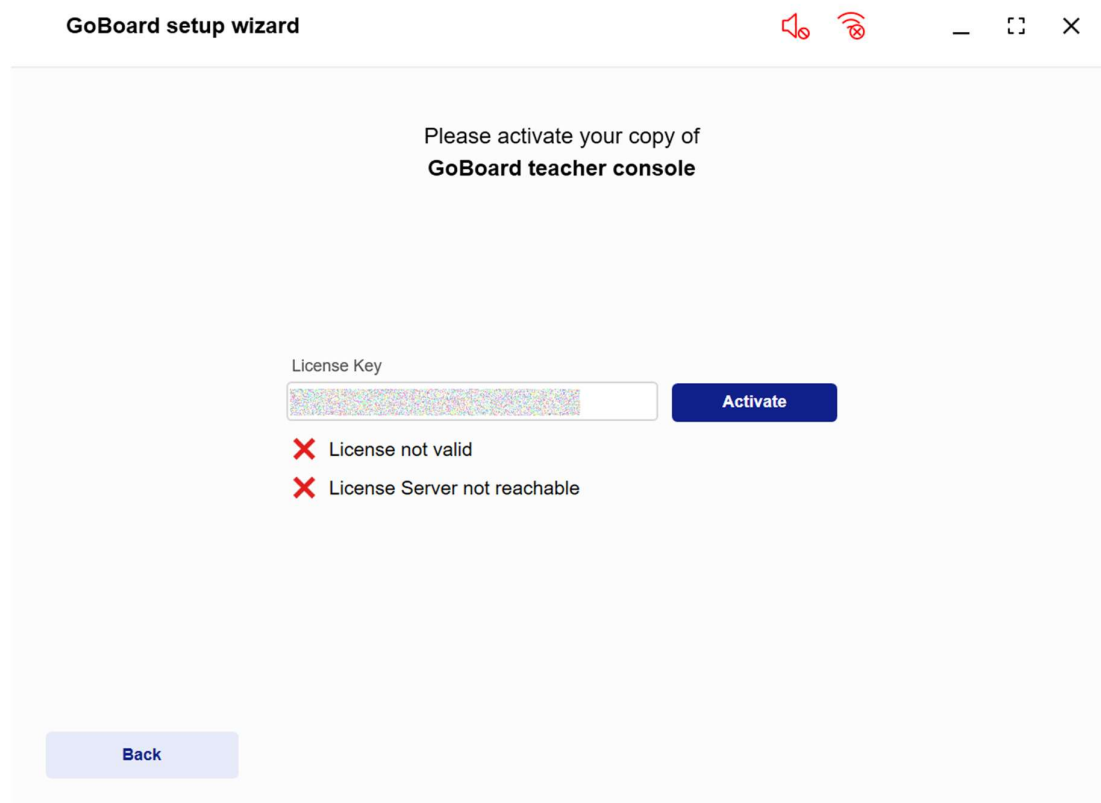
System Health Check

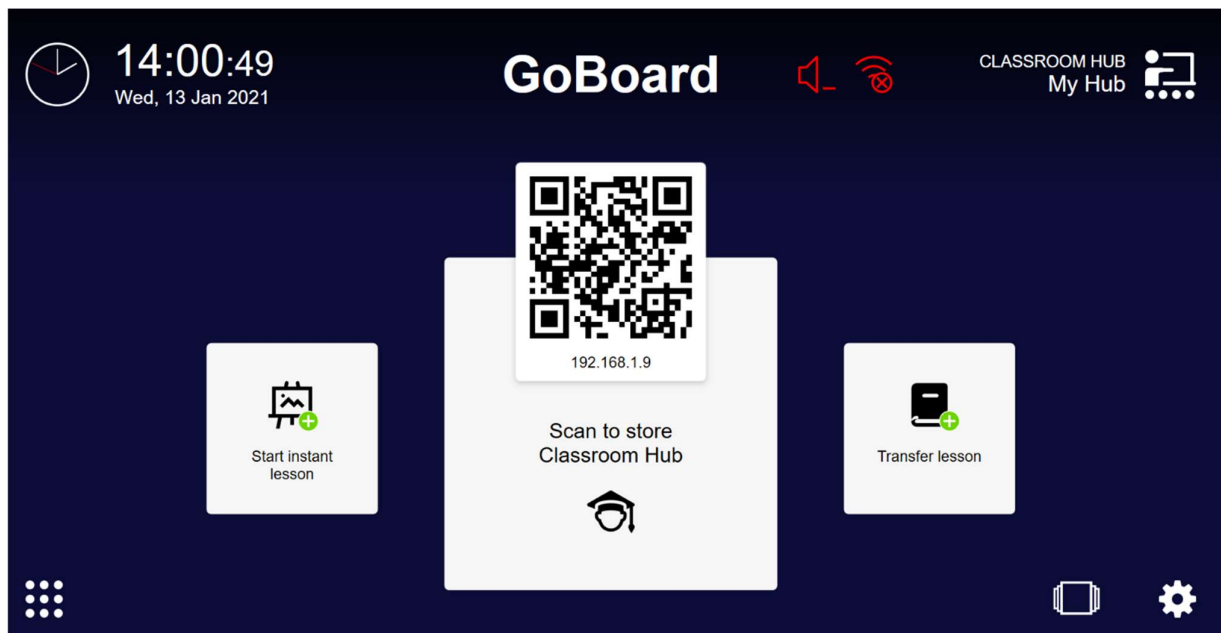
If you experience a **connection problem** while connecting to the whiteboard session, you will see a red “Unconnected”  icon at the top-right of your screen.

When audio volume from your device is totally **disabled**, you will see a red “Muted”  icon at the top-right of your screen.

When audio volume of your device is **lower than 20%** you will see this “Low volume”  icon.

You may also see this error: “An error occurred while sending the request.”. Click on “Activate” beside the License Key box. Reconnect your device to solve this issue.





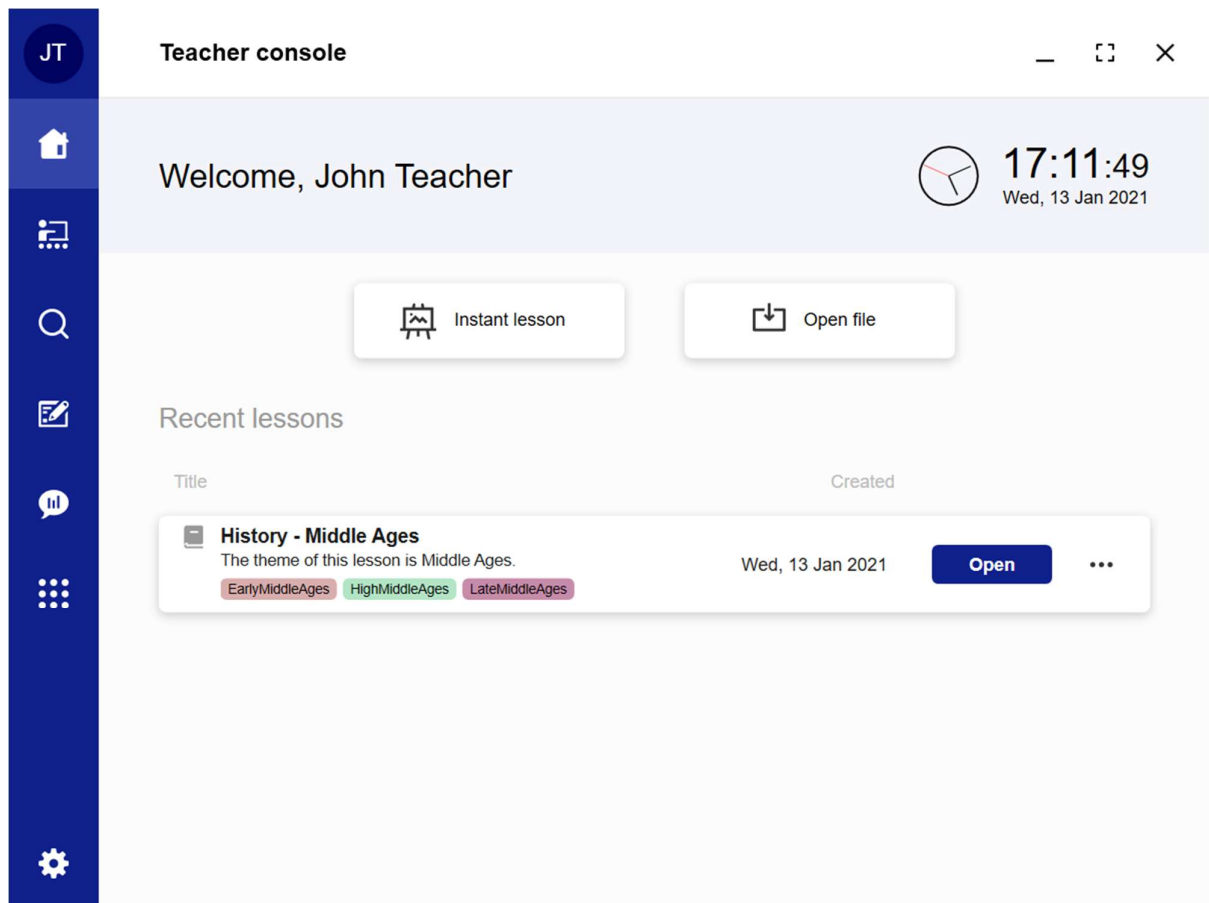
Troubleshooting

I can't use the wireless presentation feature.

GoBoard uses AirServer software for wireless connectivity of teacher and student devices. Without an active AirServer licence, the GoBoard wireless connectivity is disabled. Also, for AirPlay and Google Cast, the student device and the hub must be connected to the same network.

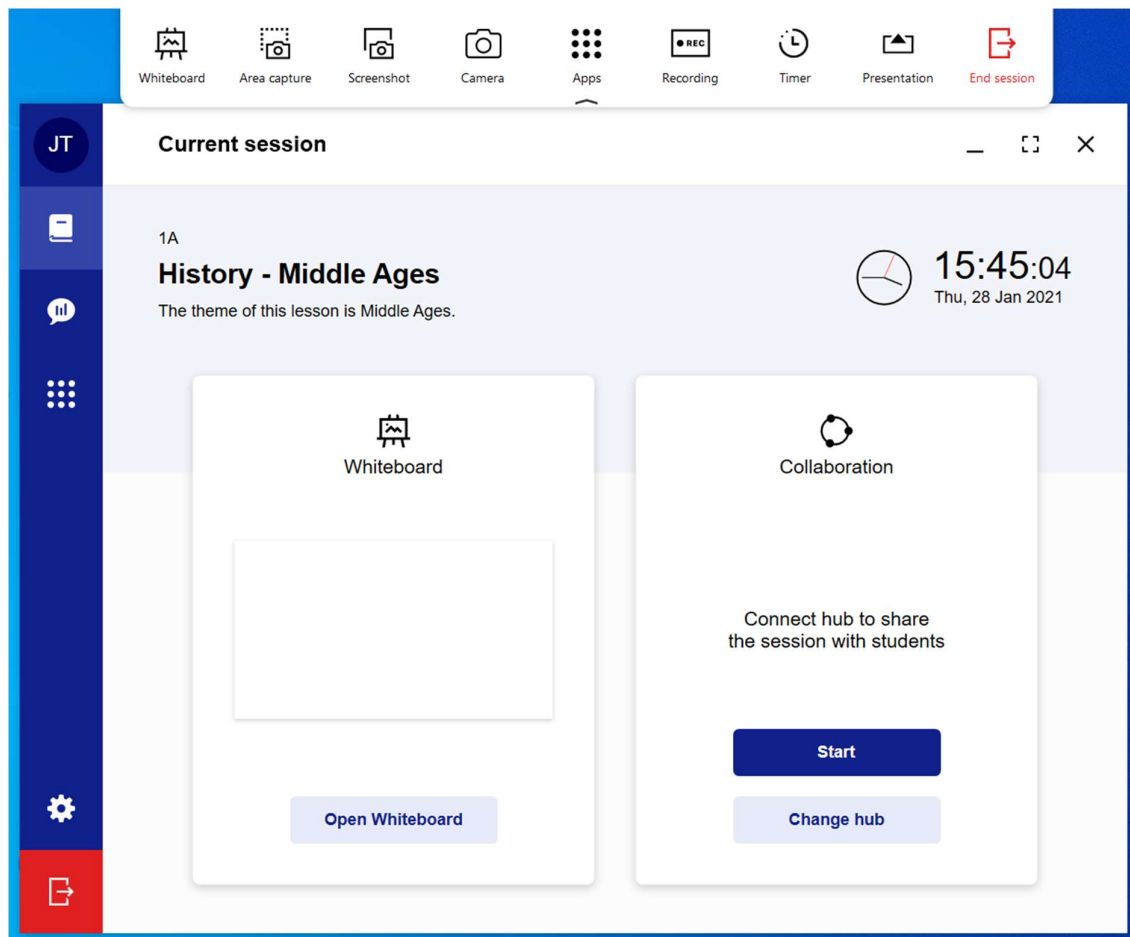
1. Verify if the AirServer licence is active

To verify the AirServer activation, first you need to start a lesson by selecting a lesson and clicking "Open".

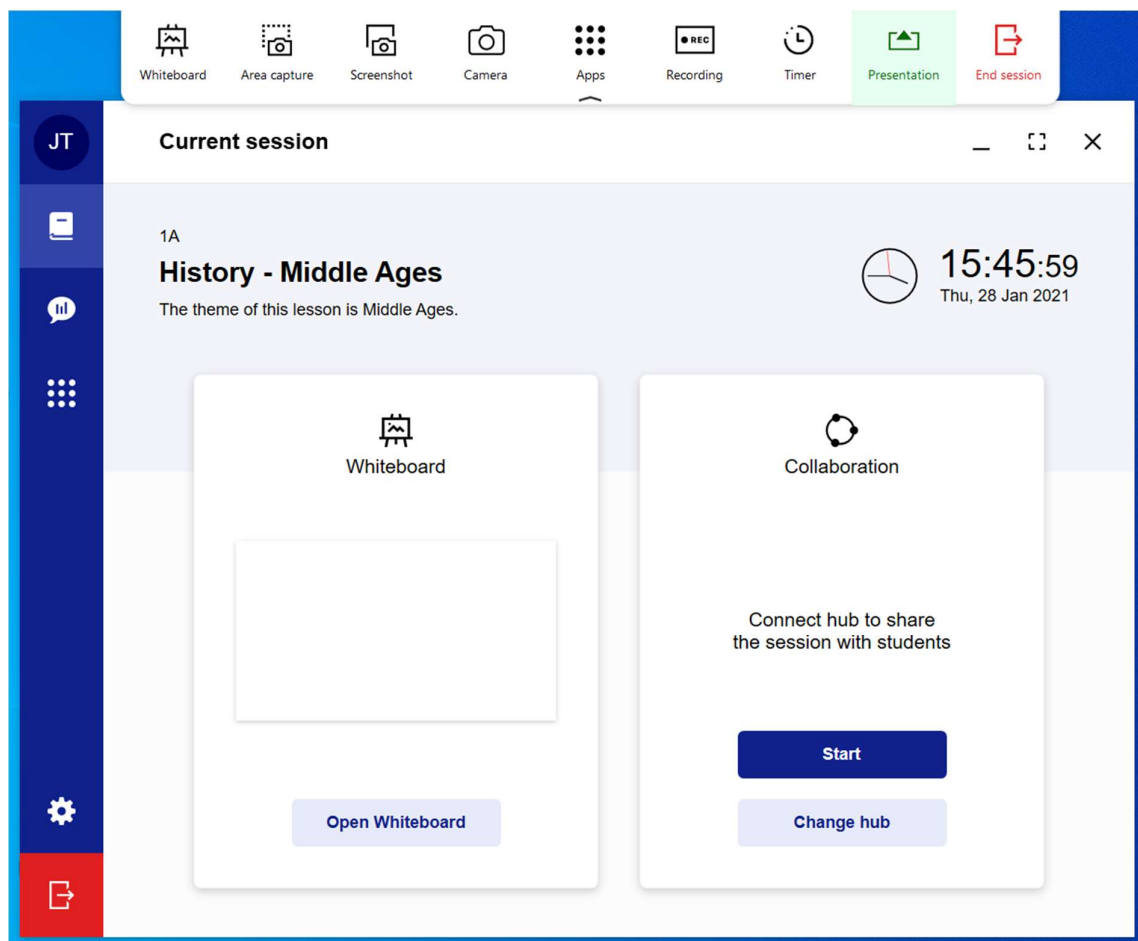


Once the lesson is started you will see the central top horizontal bar, which when clicked, you will find "Presentation".






If you click on “Presentation”, the colour of the icon will turn green. This means that AirServer is active, and other devices can share their screen on the hub. As you can see below you open a lesson starting a session, then you will see the toolbar on the top. From here you can click on “Presentation”.



2. Verify AirServer installation

After clicking on “Presentation”, if the icon turns green this means that the AirServer is active. Then to verify the installation, the Windows bar at the bottom of the page should have this icon visible: 

Right click on the AirServer icon -> About AirServer -> Verify that is in “ACTIVATED” state.

If you are using GoBoard on an active 30-day trial, or are using an active GoBoard licence key, and continue to experience connectivity issues, contact Epson support for further help.

AirServer

When the AirServer server window opens, it will not be at full size. To maximise the AirServer window to full screen, double tap on the AirServer window. When you wish to exit full screen display, simply double tap on the AirServer window again.



AirServer® 2020.12.6

ACTIVATED

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Where To Get Help

If you need to contact Epson for technical support services, visit Epson's support website at epson.eu/contact-us and select your country.

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