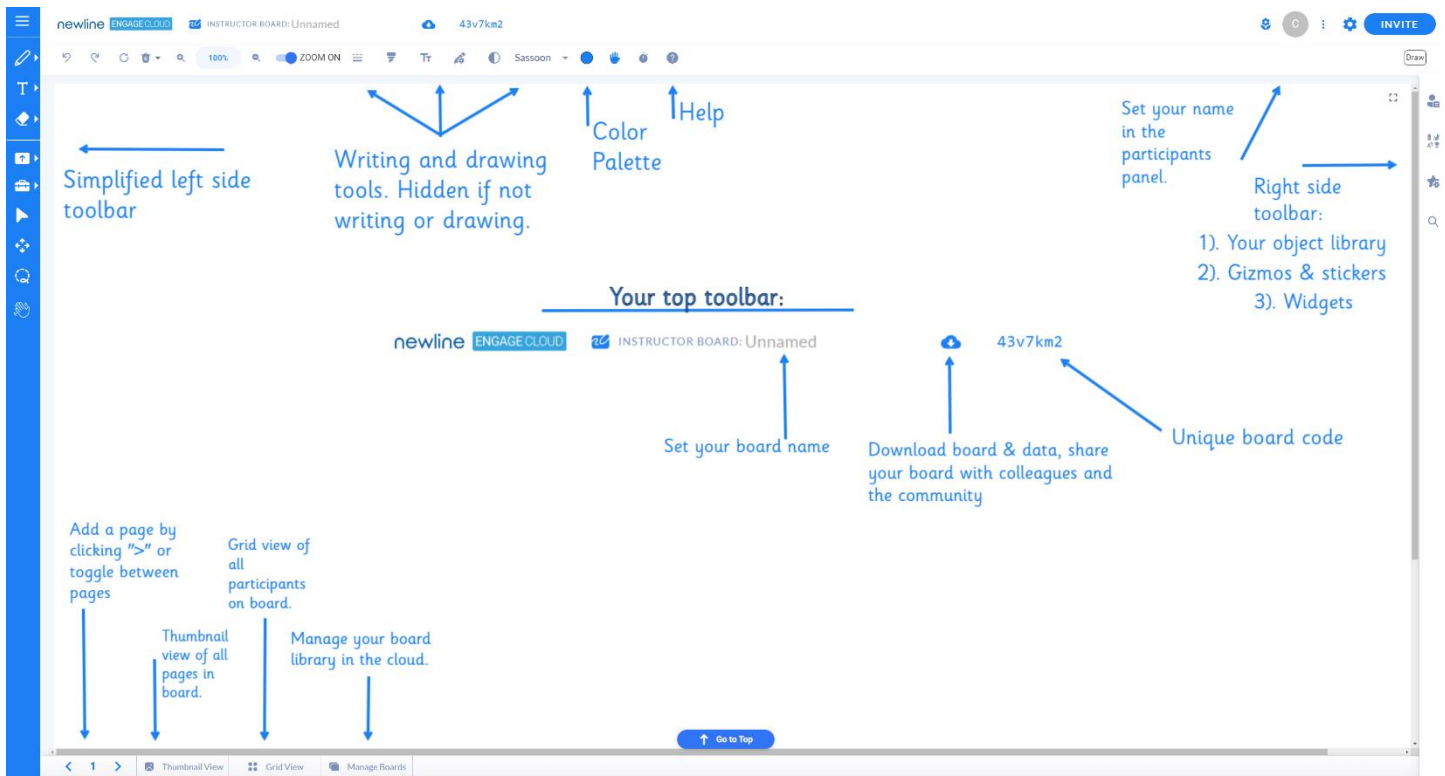


## Navigating Newline Engage Whiteboard

This guide describes how to navigate the tools of Newline Engage whiteboard, an online interactive whiteboard that is designed specifically for teachers and students.



**Pro-tip:** You may also benefit from checking out our YouTube [Newline Engage how-to playlist](#)



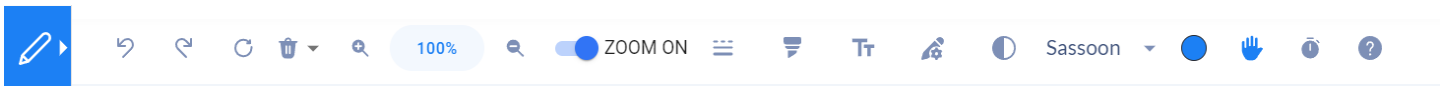
## Navigating Tools Accessible from the Top Left Corner



















- Home** – Clicking on the Newline Logo will take you back to the landing page of Newline Engage.
- Board Type & Name** INSTRUCTOR BOARD: Unnamed – Instructor Lesson Board or Single View Collaborate board. You can set the name of your board here.
- Download** – Click on the Cloud icon next to the board name to access the drop-down menu below.
  - **Copy Page** – Make a copy of this page.

- **Download PDF** – Download this Board as a PDF.
    - **My Board** – Only my board.
    - **This Page** – Only this page.
    - **Whole Class** – Single Page – Entire class as a single page (including students).
    - **Single PDF** – Entire class as a single PDF (including students).
    - **One PDF Per Scholar** – One PDF per student.
  - **Download Student Report** – Student engagement report and activity data via CSV file.
  - **Save Copy** – Make a copy of your board.
  - **Send a Copy** – Copy the URL and send it to your colleagues.
  - **Send Unencrypted Copy** – Some browsers do not support or understand encryption. This is a way to work around those browsers by sending a link to an unencrypted board.
  - **Share with Community** – Publish your board to Community Boards under Manage Boards so teachers in the Newline community can copy your board and benefit from the shared content.
4. **Class Code** [43v7km2](#) – Find the six-letter class code near the top of your board. This is unique to each board created.

## Top Tool Bar













1. **Undo/Redo**   – Use these to undo or redo the last action.
2. **Refresh**  – Reload the board. This is useful to come out of temporary network connection-related issues.
3. **Clear & Delete**  – Click on the trash icon to access a drop-down menu with the following options to clear/delete content of your board or page.
  - **Clear Page** – Clear content of the current page.
  - **All Pages** – Clear all pages of this board.
  - **Student Pages** – Clear student-placed content across all students, all pages.
  - **Students and Pages** – Students will be removed from the class, along with all their content across all pages of the board.
  - **Delete Forever** – Delete this board and all its pages, along with students' boards.
4. **Zoom In & Out**   – Regular zoom feature.

5. **Zoom On & Off**  ZOOM ON – You can turn off zoom completely for your students, so they do not accidentally zoom in or zoom out.
6. **Dashed Line**  – Toggle between full line and dashed line.
7. **Toggle Highlighter**  – Toggle between fully opaque line and transparent line as highlighter.
8. **Font Size**  – Change the size of your font.
9. **Pen Thickness**  – Change the thickness of your drawing pen.
10. **Pen Opacity**  – Change the opacity of your pen ink.
11. **Font** Sassoon  – Change font using the dropdown arrow.
12. **Color Picker**  – Select a color for your board and/or pen.
13. **Student Help Indicator**  – When a student clicks on the *Hand* symbol on their boards, a notification will show up on the instructor board with a list of students asking for help.
14. **Class Timer**  – Use for timed activities, with optional locking of the class on timer expiry.


### Top Right Corner of the Board

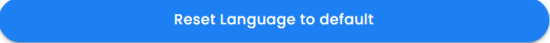


1. **Participants' Panel**  – Also called Avatars, where each participant's avatars are displayed as circles. Click to open the list of current participants on the board.
  - **Lock Class, Lock Page** – The instructor can lock the class or lock the current page.
  - **Follow Teacher** – When enabled, students will be forced to be on the same page as the instructor.
  - **Rename/Showcase Student** – Rename a participant or showcase their board to the entire class.
2. **Actions Menu**  – Also known as the “three-dots” menu. Next to Avatars or Participant's Panel. Click to open a menu with the following actions.
  - **Lock All Objects on This Page**  – Lock all objects on this page so they cannot be deleted/moved.
  - **Unlock All Objects on This Page**  – Unlocks all content for editing and moving.

- **New Poll**  – Create a new poll or vote.
- **Open Class Boards**  – Browse through boards of participants by clicking on their name from the list.
- **Demo Student**  – Join your instructor board as a demo student.
- **Set Background**  – Set background color for your board.
- **Set Background Image**  – Set an image as a background for your board.
- **Stop Replication to Students**  – Disable replication of whatever you as an instructor are writing/drawing onto your students' boards.

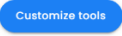
### 3. Board Settings

- **Default Tool for the Class** – Set the default tool for your entire class.
- **Default Board Size for the Class** – Set the size of your board, beyond which drawing/writing will not be permitted.
- **Font for Textbox** – Set font when you type in a Text box.
- **Language** – Set language for the platform.  **Pro-tip:** Use the reset language button seen below to return to English- the default language for the platform:



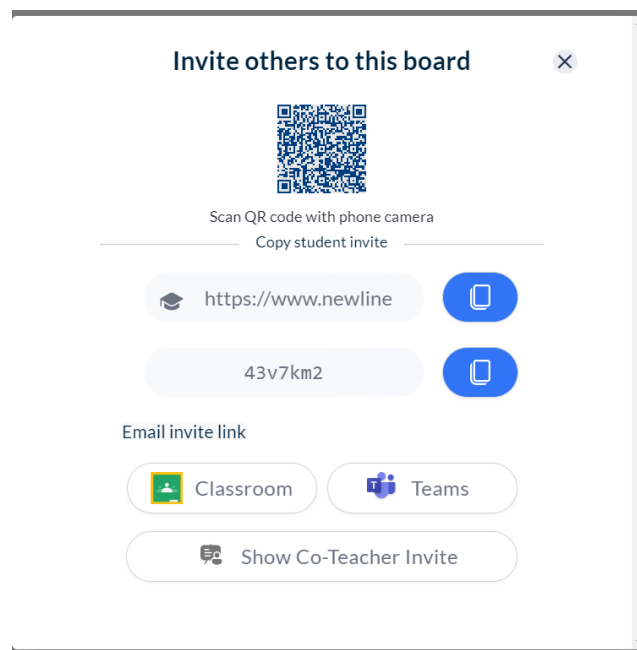
- **Starter Mode** – Easy mode for teachers, with limited functionality available. Better when you are just getting started with the Newline Engage Whiteboard.
- **Students See Simple Tools** – Restrict tools that students see.
- **Students See Very Simple Tools** – Further restriction on tools available to students.
- **Only Logged-in Users can Join the Board** - Enable to ensure that only students with registered accounts on Engage are allowed to join your board when you send the invite link
- **Dark Mode** – Set the whiteboard in a dark mode.



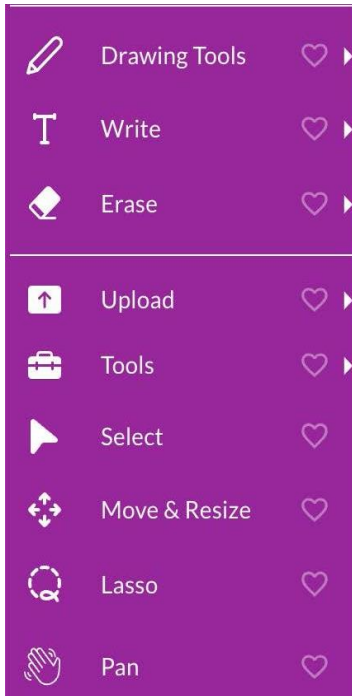
- **More Settings** – Use this dropdown for advanced setting controls for your board.
  - **Select Tools for Students**  – You can individually pick and choose which tools are available to your students.
  - **Students Can Only Draw on Individual or Group Boards** – Keep this enabled to ensure that students do not disturb others.

- **Students Cannot Add Pages** – Enable to prevent students from adding pages to their book.
- **Read-Only Showcasing** – Enable this setting to ensure showcasing a student’s board is purely for viewing only.
- **Enable Webcam for Video Recording** – Enable your local computer’s webcam to capture photos and videos.
- **Enable Enter in Textbox** – Allow linefeed inside Textbox by pressing Enter.
- **Enable Speech to Text** – Enable transcription of speech into text.
- **Disable Immersive Reader** – Disable read-aloud using an immersive reader.
- **Pen and Board Color Match** – By default each time you choose a different color under Color Picker, both pen and board change their color. You can disable that to only change the color of your writing/drawing pen.
- **Disable Pen Smoothing** – Inhibits the smoothing of pixelation of pen writing.
- **Disable Right and Double Click** – Disable all right-click menu options.
- **Disable Wobot** – Do not show our AI-enabled chatbot as a way to get support.

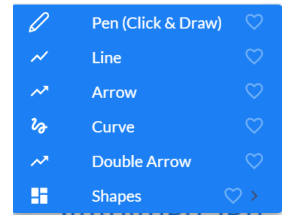
4. **Invite Participants** INVITE – Invite your students using a QR code, copying a link to your board, posting them directly at Teams or Google Classroom, or simply sending the class code.



## Left Side Tool Bar



1. **Drawing Tools** – The following options are available to draw on your board. Most are self-explanatory.

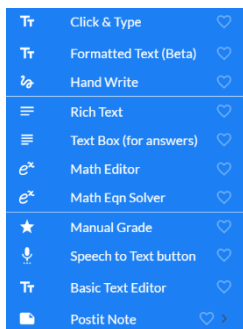


- **Pen (Click & Draw)** – Simply click anywhere on the board and start drawing.
- **Line**
- **Arrow**
- **Curve**
- **Double Arrow**
- **Shapes**
  - **Circle**
  - **Rectangle**
  - **Triangle**
  - **Polygon** – Set your number of sides and Engage will create your shape.

Number of sides







Set Close

2. **Write** – The following options are available to write/place text on your board. Most are self-explanatory.





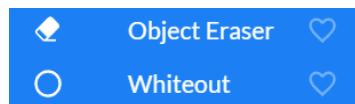
- **Click & Type** – Simply click anywhere on the board and a textbox will appear where you can type your text.
- **Formatted Text (Beta)** – Similar to a Click & Type text box but allows for formatting alignment (left/center) and style (bold/italics) inside a basic text box.
- **Hand Write** – Our built-in handwriting recognition option to convert writing to text. **Pro-tip:** you can change the recognized language! This is great for writing in a foreign language with different alphabet characters.
- **Rich Text** – If you wish to place long-form text on the board, use this editor with advanced editing options.
- **Textbox (for answers)** – Use this to assign answers and points (using right-click sub-menu), and subsequently auto-correct or give an option to students to self-correct.



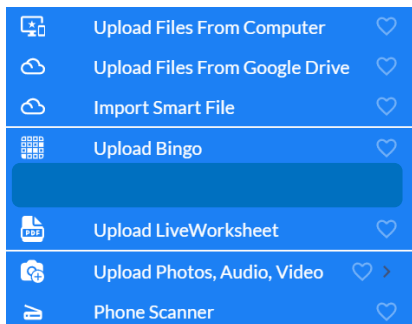
- **Math Editor**  – Our in-built LaTeX-based Math editor for advanced math.
- **Math Eqn Solver**  – Use this to enable a multi-step math equation solution.
- **Manual Grade**  – Use this to manually grade each student’s board. Text will be **RED** and outlined to make feedback easy for students to find.
- **Speech to Text Button**  – Place a button on the board specially designed for young kids to click, record answers, and transcribe them on the board.
- **Basic Text Editor**  – Our basic in-built word processor, best used with college-lined Grid to convert the entire board into a truly digital notebook.
- **Postit Note**  – Place a sticky note.










### 3. Erase

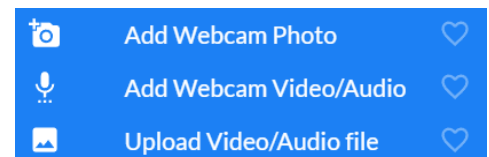
- **Object Eraser**  – Drag over any object to erase it.
- **Whiteout**  – Drag to partially erase an object.




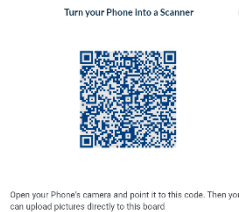
### 4. Upload



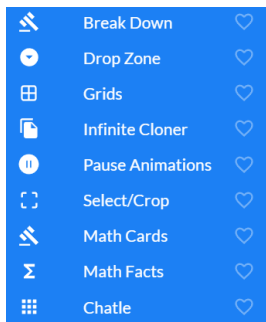
- **File from Computer**  – Upload a PDF, jpeg, or PNG image file from your local computer to the board.
- **File from Google Drive**  – Upload a file by linking to your Google Drive.
- **Import Smart File**  - Upload a SMART Notebook file from your computer.
- **Bingo**  – Upload a bingo deck of cards (downloaded from [myfreebingocards.com](http://myfreebingocards.com) or a similar site). Each participant who joins your board will automatically be assigned a randomly selected bingo card from this deck.
- **Live Worksheet**  – Upload any worksheet directly from [www.liveworksheets.com](http://www.liveworksheets.com)
- **Upload Photos, Audio, Video** 
  - **Add Webcam Photo**  – Take a pic using a webcam and upload it.
  - **Add Webcam Video/Audio**  – Record audio or video using a webcam and place the recording directly on your board.
  - **Upload Audio/Video File**  – Uploaded an audio or a video file to your board.







- **Phone Scanner**  - Instantly upload a new photo, or photo from your library, or use instant live draw to push content from your phone/tablet to your board.




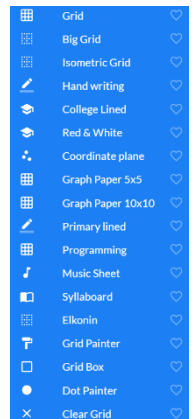
## 5. Tools












- **Breakdown**  – Used to break down a math block manipulative or a currency into smaller denominators.  **Pro-tip:** Use the reverse  button to put items back together!


- **Drop Zone**  – Place a drop zone for counting currencies and math manipulative blocks, or creating math equations.


- **Grids**  – We support the following background grids for drawing, writing, graph work, music, etc.: Grid, Big Grid, Isometric Grid, Handwriting, College lined, Red & white, Coordinate plane, Graph paper 5x5, Graph paper 10x10, Primary lined, Programming, Music sheet, Syllaboard, Elkonin, Grid painter, Grid box, Dot painter, Clear grid.




- **Infinite Cloner**  – Enable infinite numbers of clones for an object.
- **Pause Animations**  – Stop animation of objects.  **Pro-tip:** You can animate an object by right-clicking it with the select tool  in the left side toolbar.
- **Select/Crop**  – Crop part of an image/PDF.
- **Math Cards**  – Use to show combining smaller denominations into larger ones, or to break down larger denominations into smaller ones, and optionally combine with place value chart.
- **Math Facts**  – Create a fun, progressive math flashcard-style game.
- **Chatle (Wordle)**  – Play a clone of the popular Wordle game, and observe students play it in real time.  **Pro-tip:** Use our library or create your own 5-letter word to tie into your curriculum!

- 6. **Select**  – To select an object for access to its right-click menu.

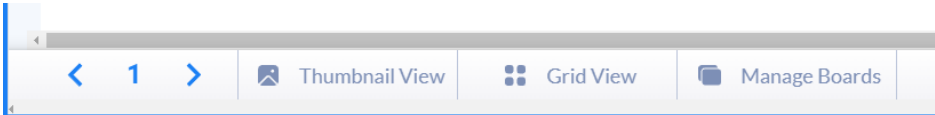
- 7. **Move & Resize**  – To move or resize or rotate an object.





- 8. **Lasso**  – To select multiple objects and group them.

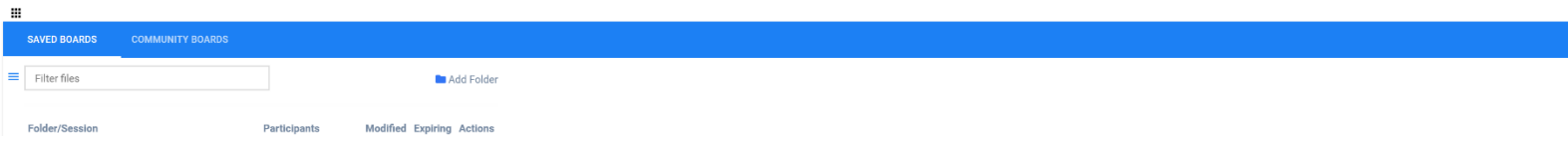




9. **Pan**  – Move around a board and zoom in on portions of your workspace.

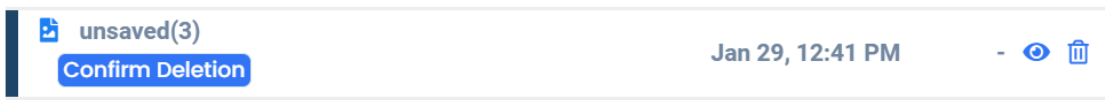
## Lower Tool Bar













- Page Number** – Type in the page number of the booklet you wish to go to.
- Previous & Next Page**  $\langle / \rangle$  – Use to flip through pages of your booklet.
- Thumbnail View** – See the thumbnail of each page of your booklet, rearrange pages, and delete and insert pages to your booklet.  **Pro-tip:** Password-protect pages by clicking on the  menu of the thumbnail to create digital escape rooms.
- Grid View** – To see students' boards in a grid, to observe their progress in real-time.
- Manage Boards** – To go to a listing of all your boards, manage them in folders or sub-folders, and access the Community Boards.  **Pro-tip:** You can also sign out of Newline Engage Cloud through the Manage tab and then click the “Sign Out” button on the upper right side of the screen 






- Delete** unneeded boards by clicking the trashcan  and then clicking the “Confirm Deletion”  button.

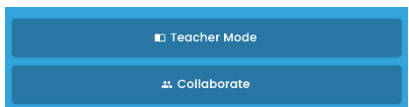


- Return** to a previously created board by clicking the eye icon .
- See** board participants by clicking the addition sign  signifying multiple users:

Folder/Session	Participants	Modified	Expiring	Actions
– unsaved(9)		Feb 22, 1:34 PM		-  
 unsaved:Leah	cate, Leah	Feb 22, 1:36 PM		-  
 unsaved:Megan	Megan	Feb 22, 1:36 PM		-  

Delete a user by clicking the trashcan  of their board and “Confirm Deletion” 

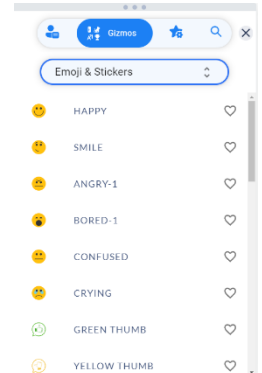
 **Pro-tip:** This action ONLY WORKS for boards created in TEACHER MODE for students invited to lessons, NOT COLLABORATE MODE.



## Right Side Tool Bar



1. **Full-Screen Mode** – Switch the board into full-screen mode.
2. **My Objects** - Create your own unique object library by right-clicking on items you drop into your board from other browser windows or items you have modified and choose “Add to My Objects” to find them later.
3. **Gizmos** – The following static images are available to post on your board to facilitate the creation of interactive lesson boards. Use the drop-down menu to enter the different categories and click on the objects to add them to your page. Use the “Move & Resize” tool to adjust them, or right-click with the “Select” tool for additional options.





















- **Favorites** – You can mark the heart of any of the gizmos as a favorite and access them from this first menu option without having to scroll down or find them.
- **ALPHABETS** – The following alphabet characters are available to teach languages.

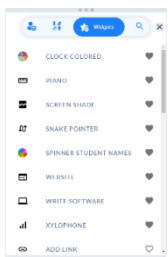
▪ ASL , English , English Letters , French , Hindi , Marathi , Russian   
Tamil

- **ANIMALS & PEOPLE** – The following categories of stickers and images are available.





▪ Animals , Candies , Clothes , Faces , Food , Hobbies




- **CURRENCIES** – The following currencies are available. **Pro-tip:** Currencies can be broken down into smaller denominations using the “Breakdown” tool!
  - **Argentinian, AU/Australian), Canadian, Chinese, EU, Indian, Japanese, Malaysian, Singapore, Taiwan, Bangladesh, UK, US**
- **EXPERIMENTS** – Great science-based icons including DNA, chemical compounds, and lab tools.
  - **Biology** , **Chemistry** , **Electrical** , **Experiments**
- **FESTIVALS** – This is a seasonal list of festival symbols and stickers that are updated.
  - **St. Patrick’s Day** , **Ramadan** , **Valentine’s Day** , & **Holi**
- **MATH** – The following math symbols and manipulatives are available to teach math.
  - **Math Symbols**  $\Sigma$  – Everything you need to build a great equation.
  - **Manipulatives** – Rulers, number lines, fraction cards, charts, counting blocks, and much more! **Pro-tip:** Manipulatives like the counting blocks can be broken down into smaller groups (i.e. 100’s to 10’s) using the “Breakdown” tool!


- SHAPES & PATTERNS** – Various 3D and 2D shapes and patterns.  **Pro-tip:** Many of the **3D shapes** can be broken down into their patterns using the “Breakdown”  tool!
  - 3D Shapes**  , **Patterns** 
- STICKERS** – A wide range of options to liven up any Engage page or use in grading student pages.  **Pro-tip:** Use rewards and feedback to give personalized attention to your students.
  - Emojis & Stickers** 
  - Feedback** 
  - Reward** 
- OTHERS**
  - Block Code** 
  - Comic** 
  - Game** 
  - Icons** 
  - Mind Maps** 
  - Music** 
  - Phonogram** 
  - Robots** 
  - Weather** 
  - Tangram** 






**3. Widgets** – These are active, configurable, interactive in-built widgets available to make your boards highly interactive and engaging.

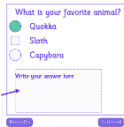
- Add Link**  – Add a link to go to a specific page of your booklet, or to an external site, including the ability for students to self-check their answers.
- ChatGPT Image**  - Use the power of ChatGPT to create images to add to your lessons.
- ChatGPT Assistant**  - Maximize the ChatGPT assistant to create custom-written content based on your search and creation parameters.
- Clock**  – A clock where you can demonstrate time by moving both hands.


- **Colored Clock**  - A more colorful version of the standard clock.  **Pro-tip:** if you want your students to be able to manipulate the clock make sure to use the “Select”  tool and right-click to create a duplicate for your students’ pages.


- **Compass**  Access a compass tool for graphing and geometry equations

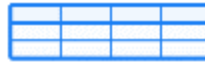
- **Dice Super**  – Dice with fractions as face values.



- **Editor MOLECULE**  – In-built molecule editor for chemistry teaching. An additional window will open revealing molecule editing tools. 

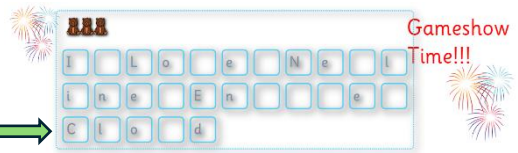




- **Factory Form**  – To create quick polls, surveys, and exit tickets. You can do “Fill in the Bubble”, “Fill in the Square”, or “Free Text” options!




- **Factory Table**  – To place a table on the board.



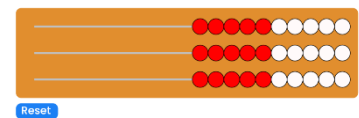
- **Factory Tile**  – To create movable/cloneable word tiles, matching cards, and guess-a-word games (Wheel of Fortune-style games). 





- **Factory Place Value**  - Create custom place value charts. Choose your preferred rows and place options to create something wonderful to help facilitate learning! 

- **Piano**  – Place a two-octave piano on your screen and use it to teach music.  **Pro-tip:** Use the “Select”  tool to press keys and make music!






















- **Rekenrek** - A rekenrek is a counting frame, like an abacus. It has ten beads on each row, five white and five red which supports the development of number sense. You can customize the number of rows you want!



- **Screen Shade**  – To hide part of your board and reveal it by moving the colored tabs as part of your concept explanation.

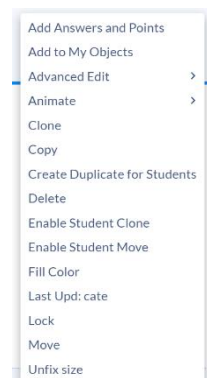
- **Snake Pointer**  – To draw the attention of the class by swirling this brightly colored tool on your board.



- **Spinner**  – Regular spinner. Edit your spinner options by clicking the menu  icon on the upper left of the spinner.  **Pro-tip:** if you want your students to be able to manipulate the spinners make sure to use the “Select”  tool and right-click to create a duplicate for your students’ pages.
  - **Spinner Student Names**  – Spinner where students' names are automatically added as students join your class.  **Pro-tip:** You can save any spinner by using the “Select”  tool and right-clicking it to save it to your objects for future use.
  - **Spotlight**  – To draw the attention of the class to a specific item on your board.  **Fun feature:** the spotlight will match your pen color.
  - **Student Signals:** Use the “Select”  tool to choose the stoplight color or thumb gesture needed.  **Pro-tip:** If you want your students to be able to manipulate the signals on each of their pages make sure to use the “Select”  tool and right-click to create a duplicate for your students’ pages.
    - **Stop Light**  – Place a stop light to take the pulse of the class.
    - **Thumb Signals**  – Place a thumb signal so students can indicate up, sideways, or down.
  - **Website**  – Embed a website onto your Engage board.  **Pro-tip:** The Embedded webpage will operate with full function just like if you had opened another browser window.
  - **Write Software**  – Our built-in JavaScript coder to teach basic JavaScript programming.
  - **Xylophone**  - Place a small xylophone on your screen and use it to teach music.  **Pro-tip:** Use the “Select”  tool to press keys and make music!
  - **YouTube**  – Place a YouTube video onto your board.
4. **Search Palette-** Search for items in your “Objects, Gizmos, & Widgets” toolbar.








## Right-Click Actions on Objects Placed on the Board

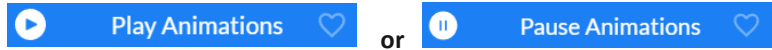



1. **Add Answers and Points** (applicable to Textbox and Dropzone only, view only)
2. **Add to My Objects-** Items will get added to your “My Objects” library in the right-side tool bar.
3. **Advanced Edit:**
  - **Flip Horizontal-** Change the orientation of an item.
  - **Flip Vertical-** Change the orientation of an item.
  - **Send to Back-** Send an object to the background of your board page.


- **Rotate**- Spin your object in any direction.


- **Add Link**  - Embed a link your students can click on by using the “Select”  tool on the  “Add Link” icon.

4. **Animate**- Add motions to your board items!  **Pro-tip:** This motion can be stopped/started in the “Tools” menu. 



- **Animate-Rotate**- Animate your object to rotate 360 degrees.  **Pro-tip:** this movement will continue until you choose to pause animations.

- **Animate-Move** Animate your object to move around your board on a path you set.  **Pro-tip:** This is great for grouping and matching activities.

- **Animate-Color** Animate your object with a fun color-changing frame. This is great for emphasizing an item.  **Pro-tip:** This frame will continue to change color until animations are stopped.

5. **Clone**- Create (1) clone of an object at a time.

6. **Copy**- Copy an item and use either “CTRL + V” or “Command + V” to paste the item in the desired location.

7. **Create Duplicate for Students**- This is an important tool if you want EACH STUDENT to be able to manipulate the selected object on their individual boards.

8. **Delete**- Remove an item from your board.


9. **Enable Student Clone**- Allow students to clone an item. Great for counting and grouping multiples.

10. **Enable Student Move**- Allow students to move an item for grouping and sorting tasks.

11. **Fix Size/Unfix Size**- Prevent or allow the resizing of objects.

12. **Last Upd: <name>** See the last person to update an item on the board.

13. **Lock**- Prevent anyone from moving an item.

14. **Make Jigsaw**- Make a puzzle out of a picture with the option to custom set the number of pieces.  **Pro-tip:** This is only applicable to an image or picture file that’s been uploaded to the board.

15. **Move**- Move an object without switching the tool you are using.



Number of Pieces

Set

Close

## Contact Us

Still need additional assistance? Contact our Technical Support Team at 833-469-9520 or [support@newline-interactive.com](mailto:support@newline-interactive.com).