Smartboards, iSee Drive & Sharing Files

Intro

Hi, Welcome to the iSee tutorial series.

In this tutorial, we will look at how to use smart boards, upload files to your personal cloud storage called iSee Drive, and how to share those files.

Smart boards are like a canvas in the environment that you can use to display different types of content.

Creating, Moving and Deleting boards

To create a Smart board, right click on a compatible wall and select "Create display board". You will know if a wall is compatible because you will get a tooltip that says "Wall".

To move a board, click and drag the blue bar at the top. The board can only move along the wall it is on.

You can resize a board by clicking and dragging the resize tool at the bottom right of the board. Again, the board cannot be resized outside of the wall it is on.

To remove a board, open the context menu by either right clicking on the board, or clicking on the hamburger menu in the top right corner of the board, and select "Delete".

3D, Overlay and Snap Views

Smart boards have three different views which you can switch between in the top right corner of the board, or in the board context menu;

3D view. This is the default view where the board is displayed in the environment.

Snap view. This snaps the view to the right of your screen so you can move around and always have the board visible on the screen.

And Overlay view. This stretches the board over your whole screen if you need to focus on just the board's content or to make it easier to edit in some cases.

The board will be live updated and synchronised no matter which view you are currently in.

Uploading, Adjusting and Clearing Content

To upload content to a board, open the board's context menu by clicking on the hamburger menu, or right clicking, and select Open > from local drive. This will open a file explorer for you to select the document to upload.

Select a file to upload and it will start loading. You can open a variety of files on boards including PDF's, word docs, images, videos and slideshows. For a full list of compatible documents, follow the link to the technical document in the description.

Depending on the document you uploaded, you can adjust the document in different ways like zooming in and out, and changing page.

To clear the content from a board you can click the "Clear Board" button in the top right, or just load a new document.

Sharing and Displaying iSee Drive Files

iSee drive is a cloud storage service for documents within iSee. You can open your iSee drive from the cloud button in the top right-hand side of the window.

Here you can Create new folders and upload new files. Once you have uploaded a file, you can right click on the document to get a menu of actions you can do with this document.

The action we will focus on for now is the "Share" action. If you select Share, it will bring up the Users Panel. From here you select the users you would like to share the document with and press confirm.

You can also do it the other way around, open the users panel, select the users you wish to share with, and click the share button which will bring up the iSee drive for you to select a file to share.

When you share a file, all users you share it with will receive a message asking whether they would like to accept the file. You will receive a message whether they accepted it or not.

You can un-share a file by right clicking the shared file and selecting "Properties". Here there is a section with all the users the file is shared with. Select "Unshare" and then confirm whether you want the file completely removed from their iSee drive.

All files that have been shared with you will be located in the "Shared with me" folder.

You can upload files from your iSee Drive directly to a Smart Board by right clicking a board, or clicking the hamburger menu, selecting open > from iSee Drive, then selecting a file, and then pressing "Confirm".

Browser Boards

Smart boards have a few other functionalities, one of the most useful is displaying websites.

You can display a website by right clicking, or clicking the hamburger menu, and selecting New > Browser. This will put the board in overlay mode as the browser requires the board to be in overlay mode to interact with the website.

Up the top of the board there is the URL bar, where you can enter the site you wish to visit, the back button, and the refresh button.

Once you have navigated to the desired website, you can synchronise the browser board with all other users by pressing the sync button at the top right, this will make the current website visible to all users. Note that users will only see the last synchronised website, which by default is the iSee home page.

You can open any browser board you see in your external browser by clicking the "Launch System Browser" at the bottom of the board. Note you do not need to be in overlay mode for this.

You can leave overlay mode from the top right of the board, again note that while in 3D mode you cannot interact with the website. You can clear a browser from the board by clicking the "Clear Board" button at the top right of the board.

Other Board Types

In the "New" section of the board context menu, there are a few other board types that can be useful.

The Text board is like a basic text document that you can use to write messages on the wall. To do this, write your message and then click the "Confirm Edits" button in the top right and it will be displayed for everyone. You can exit overlay mode in the top right of the board.

A useful feature of the text board is that it can display text from multiple different languages. For a full list of supported languages, follow the link to the technical document in the description.

In the board context menu, you can edit or download the current text, and you can clear the text board by clicking the "Clear Board" button in the top right of the board.

The white board allows you to draw freely on the board like a paint document. The drawing will be synchronized every time you release the mouse.

Like the Text board, you can download the image on a whiteboard in the context menu by selecting the "Save As" option.

The final option for smart boards is the Quiz board. The quiz board will display quizzes you have set up on the management portal. To set up a quiz, follow the tutorial linked in the description.

Locking and Syncing Boards

If you want to prevent people from altering a board, you can use the lock function in the top left of the board.

When a board is locked, the only action that will be able to affect the content on the board is clearing it using the "Clear" button in the top right corner of the board.

Whether a board is locked or not, you can alter the current document for yourself by pausing the synchronisation of the board. This can be done by clicking the "Pause Sync" button at the bottom left corner of the board.

When a board's synchronisation is paused, any changes you make to the document, like zooming in or changing pages, won't be seen by other users. You can resume the synchronization by clicking the button again, which will set the board back to the state that everyone else can currently see.

Outro

This Concludes the "Smart Boards, iSee Drive & Sharing Files" Tutorial. In the next tutorial, "Advanced controls for session hosts" we will look at some advanced tools designed to help session hosts keep a session running smoothly.