HOW TO SET UP A STUDY GROUP WITH GOBOARD

This guide provides instructions for starting a study group with GoBoard. Invited to join a group? Make sure you have a compatible browser, then see TO JOIN A SESSION on page 2.

PRIOR TO YOUR SESSION

1. REACH OUT TO YOUR CLASSMATES.
   - Up to five people can take part in a GoBoard session.
   - Need emails? Search student emails in Outlook by entering your classmate’s name and clicking SEARCH DIRECTORY.

2. AGREE ON A TIME AND DATE FOR YOUR SESSION.
   - Let group members know to be on the lookout for an email (or Facebook message) with a link to join the session.

3. MAKE SURE EVERYONE HAS A BROWSER THAT SUPPORTS GOBOARD.
   - GoBoard works best on Chrome but can be used on Firefox and Safari.
   - NOTE | GoBoard is not compatible with Internet Explorer or Microsoft Edge and the app is no longer supported. Need Chrome? Download it here.

TO START A GROUP SESSION

1. GO MVCC.GOBOARD.COM

2. SCROLL DOWN UNTIL YOU SEE THE OPTION TO CREATE A NEW GOBOARD.

3. SELECT I’M A STUDENT.

4. ENTER YOUR NAME AND STUDENT EMAIL.

5. CLICK ENTER GOBOARD.

6. YOU’LL BE PROMPTED TO ENABLE YOUR CAMERA AND MICROPHONE.
   - If the CAMERA icon is green or shaded, your camera is functioning.
     - You’ll be able to see a thumbnail of your image.
     - No camera? You will still be able to see other group members and participate in the session by using the microphone.
   - If the MICROPHONE button is green or shaded, your microphone is functioning.
     - No microphone? Use the CHAT option.
TO INVITE YOUR CLASSMATES & ENTER GOBOARD

1. UNDER STEP 2, CLICK INVITE SOMEONE TO JOIN YOU.

2. COPY THE SHAREABLE LINK TO YOUR CLIPBOARD & SHARE IT IN A GROUP EMAIL, OR INVITE EACH PARTICIPANT BY EMAIL OR FACEBOOK MESSAGE.
   - To invite multiple participants with email, use the back button.

3. AFTER YOU’VE INVITED ALL PARTICIPANTS, SELECT THE BACK BUTTON TWICE.

4. ENTER THE SESSION.

TO JOIN A SESSION STARTED BY SOMEONE ELSE

1. CHECK YOUR EMAIL (OR FACEBOOK)
   - You will receive a message from your classmate or from GoBoard with a link to the session.

2. CLICK ON THE LINK.

3. SELECT I’M A STUDENT.

4. FILL OUT THE REQUIRED FIELDS.
   - Be sure to use your MVCC email (jdoe04@student.mvcc.edu).

5. JOIN THE SESSION BY SELECTING ENTER GOBOARD.

6. IF YOUR DEVICE ALLOWS, ENABLE YOUR CAMERA AND MICROPHONE.

TO USE THE INTERACTIVE WHITEBOARD

ACCESS THE TOOLS PIE MENU

- The Tools menu lets you add text, shapes, and drawings to the board. It also lets you erase, undo, and select.

CHECK OUT THE MORE TOOLS OPTIONS.

- The More Tools menu allows you import files to the board, change the background and access subject specific features.

TO SCREEN SHARE

- Start screen sharing by selecting the monitor icon.
- Choose whether you will share your whole screen, an application window, or a browser tab.

TO END YOUR SESSION, SIMPLY CLOSE THE WINDOW OR TAB.