BALL STATE
UNIVERSITY
Information Technology

Explain Everything

A BEGINNER'S GUIDE TO USING EXPLAIN EVERYTHING AT BALL STATE

Getting Started

WHAT IS EXPLAIN EVERYTHING?

Explain Everything is an interactive digital whiteboarding platform where Ball State University faculty actively engage learners through synchronous whiteboard-demonstrations or with pre-recorded videos.

FEATURES

Explain Everything gives you access to:

- Present in real time.
- Create projects with mixed media, such as videos, images, PDFs, web browsers, annotations, and text.
- Record screen and audio.
- Share projects and recordings.

Explain Everything is a vast tool, so Ball State recommends instructors start with a few features:

- Draw and annotate on the whiteboard to show work.
- Record video lessons to share with students.
- Screenshare the whiteboard during synchronous online classes.

EXAMPLES

For specific examples on how to use Explain Everything, from visual storytelling to providing student feedback, visit the article "11 Creative Ways to Use a Digital Whiteboard in the Classroom," **https://tinyurl.com/pcxjapkn.**

Explore the Comprehensive Guidebook on Explain Everything, **https://tinyurl.com/mef94f3c.**

Navigating Explain Everything

LIBRARY

All the content you create in Explain Everything lives in the "Library" tab. You can navigate to the "Library" tab to record and edit your whiteboards.

EDITING

Explain Everything provides editing tools for you to easily customize your whiteboards. You can manage drawings, images, files, and the whiteboard appearance using these tools along the left side of your screen. Learn more about these tools and more creative tools at **https://explaineverything.zendesk.com.**

Hand Tool

- Navigate to the hand icon.
- Select and move elements around your whiteboard.
- You can also scale and rotate elements.

Add Media

- Navigate to the plus icon.
- Import photos, documents, presentations, and spreadsheets to your project.
- You can add media from your device, search for media within Explain Everything, or take a photo or record audio within Explain Everything.

Zoom and Pan

- Navigate to the magnifying glass icon.
- Navigate the whiteboard and zoom in and out to explore each angle of your canvas.

Draw Tool

- Navigate to the pencil icon.
- Write, draw, and leave comments on the whiteboard.
- You can customize colors and select from the Pen, Pencil, or Highlighter options to enhance your canvas.
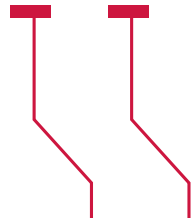
Recording

Explain Everything makes recording your interactive sessions easy. The "Timeline" feature captures video and audio. You can edit recordings, mute and unmute your microphone, and control the camera frame to customize your videos.

RECORDING TIPS

- Only the host can start recording and control the camera.
- Only the owner of the project can export video snippets.
- You can use the "Mix," "Overwrite," or "Insert" modes to adjust your recordings.

HOW TO RECORD VIDEOS

1. Select "Record" at the bottom of your screen to begin recording.
2. Select "Record" during your recording to pause or stop it. The "Timeline" of your recording will appear.
3. Select "Play" on the "Timeline" to watch your recording during or after your recording session.

SHARING

You can share projects and recordings through the Explain Everything Drive folders, CODEs, and shareable links. You can manage sharing, viewing, and editing permissions for your shared projects.

HOW TO SHARE RECORDINGS

1. Select "Share" in the top right corner of the screen.
2. Select "Create Web Video Link" from the dropdown menu. This saves the video to your Explain Everything drive where you can find it later.
3. Select "Copy link" to copy the video link to your clipboard.
4. Share the link with your students or colleagues.

You can include an Explain Everything video link on Canvas, such as on a module, discussion board, or assignment.

PRESENTING

Explain Everything has online presentation capabilities for digital classrooms and offices.

HOW TO PRESENT WHEN SCREENSHARING

1. While you are in a Zoom meeting, pull up your Explain Everything whiteboard on your browser.
2. At the bottom of the Zoom screen, click "Share Screen" and select the window with the whiteboard.
3. You can edit your whiteboard while your students watch.

Additional Features and Resources

COLLABORATION

Explain Everything allows you to digitally collaborate on projects, making online learning, brainstorming, and group projects easier for faculty, staff, and students. You can invite others to join your project through a Join CODE or a link, and you can join others' projects through a CODE or a link or by accessing your "Shared With Me" folder in the Explain Everything Drive.

EXPLAIN EVERYTHING DRIVE

Explain Everything Drive provides cloud storage for Explain Everything projects. You can access your projects stored in the cloud and projects shared with you through the cloud.

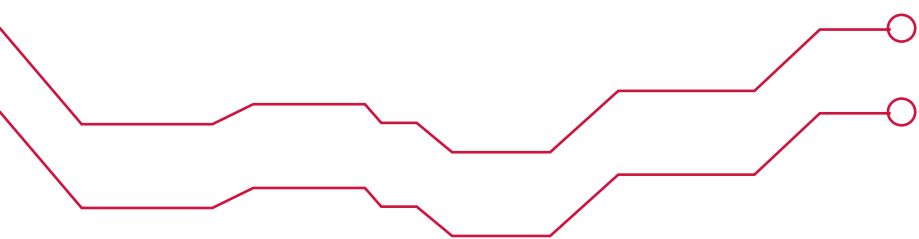## HELPFUL RESOURCES

Zoom recording of the Explain Everything Founder:
https://tinyurl.com/a2nzkj3x

What is Explain Everything:
https://tinyurl.com/47v4rbfy

How to share your Explain Everything screen in Zoom:
https://tinyurl.com/zknzbj4

Need More Help?

BALL STATE HELPDESK
bsu.edu/helpdesk

(765) 285-1517
Bracken Library (BL) 101
Ball State University
Muncie, IN 47306

EXPLAIN EVERYTHING SUPPORT
explaineverything.zendesk.com