




Most **online tutoring sessions** will use **GoBoard**, an online tool that features



- video conferencing 
- screen sharing 
- an interactive canvas 

The interactive canvas does not work with **Microsoft Word** or **Google Docs** documents.



NOTE | If you have those documents open on your device, you can **screen share** them.

If you'd like to collaborate on a document on GoBoard, **the document must be saved & imported as a PDF** or photo.

TO SAVE YOUR DOCUMENT AS A PDF

GOOGLE DOCS



1. Select the **File** tab at the top left of the document. A dropdown menu will appear.
2. Select **Download** . A menu will open on the right.
3. Select **PDF Document (.pdf)**.
4. In most cases, a document icon  and title will appear on a ribbon at the bottom of your screen. If you do not see one, check your downloads folder.

MICROSOFT WORD (2016):

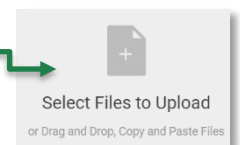
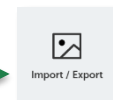
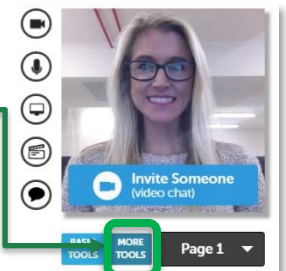


1. Select the **File** tab at the top left corner of the document. The FILE MENU will open over your document.
2. On that menu, select **Save as** or **Save File as Adobe PDF**.
3. Save the file to a place where you can find it on your computer.
 - If you choose **Save As**, be sure to choose **PDF** from the dropdown under the file name.
 - If you choose **Save File as Adobe PDF** and a pop-up for Adobe Acrobat appears, you can exit it. You do not need to open it to save the file as a PDF.

TO UPLOAD YOUR DOCUMENT TO GOBOARD

ENTER GOBOARD USING THE [ONLINE TUTORING WITH GOBOARD INSTRUCTIONS](#).

1. Once in your GoBoard session, click the **MORE TOOLS** option under the video box. A tabbed menu will open.
2. In the first row of the menu, select the **IMPORT/EXPORT** option.
3. Select **IMPORT**.
4. Select **INSERT MY OWN PDF or IMAGE**.
5. Drag and Drop, Copy and Paste or click the area that says, **SELECT FILES TO UPLOAD** to choose and **UPLOAD** a PDF from your computer or flash drive.



NOTE | A pop-up titled CHOOSE ONE OR MORE PAGES TO INSERT will open.

Choose the page or pages you want to focus on or upload the entire document by checking the **SELECT ALL PAGES** box at the bottom of the pop-up.