Lucid Guide

My fellow online educators, are you so sad that they're taking Jamboard away from us? Or are you asking yourself, "what's Jamboard?" Either way, I've got good news for you! Evergreen now has access to Lucid whiteboards and we can use them right in Canvas. You can use Lucid boards the way you might have used Jamboard, and Lucid offers many more options for working together visually online.

Lucid is a collaborative online whiteboard that you can use for both synchronous and asynchronous activities. You can also assign individual Lucid boards, if you want students to use it for individual work. Here's Evergreen's Help Guide to working with Lucid in Canvas.
Below are additional tips for how you might use Lucid in your teaching.

Signing in to Lucid for the First Time

Both faculty and students will need to jump through a few hoops to get Lucid working. Once you've done this, it should work seamlessly with your Evergreen login.
Below are step-by-step directions for accessing Lucid the first time via Canvas:
- for Students
- for Faculty/Instructors

Setting up assignments and activities in Canvas using Lucid

To set up an assignment using a Lucid board in Canvas, follow instructions to Create an assignment. This will allow you to create an individual Lucid board for each student (or each group, if you make it a group assignment) based on a single board you set up.

To create a collaborative board for the whole class, it's better to embed a Lucid board in a Canvas page (or announcement, assignment, quiz, discussion, or syllabus). This short video (1:37) talks you through how to embed a collaborative Lucid board anywhere in Canvas.

Navigating a Lucid Board

Here are some tips for using a Lucid board, once you have one set up:

Scale can be one of the more confusing things about online whiteboards. These boards have infinite scale, and when you enter a board, it might be quite zoomed out. I recommend starting with the board at about 50-75% scale. This allows you to zoom out when you need to see everything on the board, and also allows for some zooming in if anyone needs to get to increase font size to be able to comfortably read something.

Lucid boards are infinite. This means that you can scroll in any direction and add content. You can scroll and scroll and scroll, so give students guidelines about how far to spread out, so work does not get lost from view.

Navigation tools appear in a menu at the bottom right of the board. These allow you to scale, move around, view a mini-map of the board, and view a table of contents of what's on the board.

Writing, drawing, and upload tools appear in a menu on the left of the board. This is everything you will need to contribute to the board.

Collaboration controls appear on the top right of the board. If you click on the people icon, you can follow others or invite them to follow you (this is very helpful when a whole class is trying to look at something together). You can also adjust how contributors are viewed, add comments, set a timer or a vote, record a video as you move around the board (this might be helpful for making an instructional video for students), or make a presentation from the board.

How students can add to the board
Let students know if you want them to write their contributions on sticky notes, loose on the board, or in some other format.

Sticky notes
These are great for containing/equalizing the length of student contributions, and for allowing you or students to arrange notes into themes by moving or color coding them. If you want to make a discussion visual, this is a good choice.

Typing directly on the board
If you want students to be unconstrained in how much they write, and you want the focus on the text itself, you can direct them to click on the T in the left menu, click anywhere on the board, and start writing. The text box can be moved around.

Adding images or pdfs to the board
If you want students to use the board to share their work, this can be done with pdfs or other forms of image files. We are not able to directly upload Word or PowerPoint documents, unfortunately.

Use a template to organize contributions
Lucid provides many, many pre-made templates of different kinds of graphic organizers, from flow charts to concept maps to business model canvases and logic models. You can select a template and instruct students in how it can organize their collaborative work, or you might want students to explore the templates themselves and decide what could help them organize their ideas.

Using Lucid to share student submissions for peer viewing and review

You can use a Lucid board to allow students to share and arrange their work. Here's an example of what this can look like:
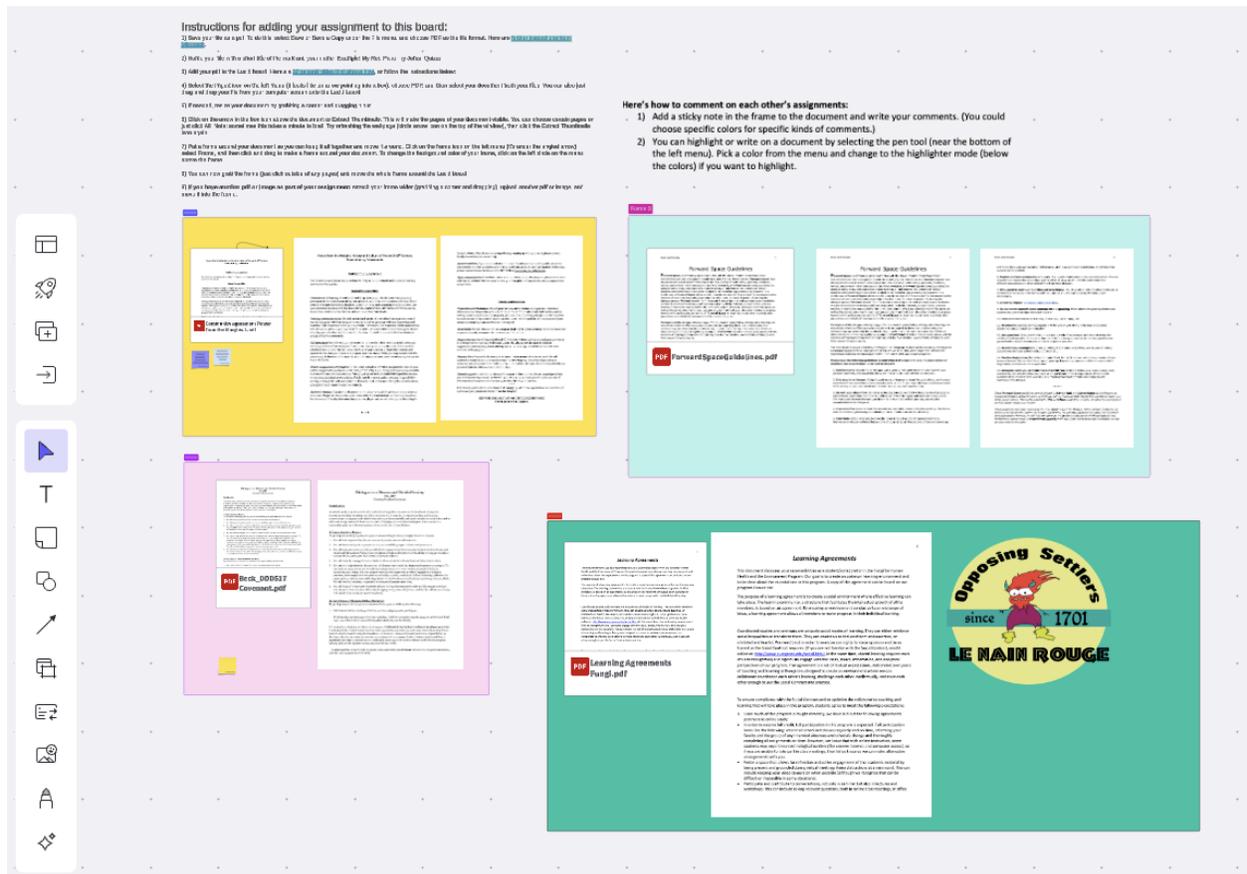
Below are some instructions to share with students, to share and review their work.

Here's how to add your assignment to our Lucid board:

1) Save your file as a pdf. To do this, select Save or Save a Copy under the File menu, and choose PDF as the file format. Here are [further instructions from Microsoft](#).
2) Name your file with a short title of the work and your name. Example: My Red Paper by Johan Quizar
3) Add your pdf to the Lucid board. Here's a [30 second video that shows how](#), or follow these instructions: Select the import icon on the left menu (it looks like an arrow pointing into a box), choose PDF, and then select your document from your files. You can also just drag and drop your file from your computer screen onto the Lucid board.
4) If needed, resize your document by grabbing a corner and dragging it out.
5) Click on the arrow in the box icon above the document to Extract Thumbnails. This will make the pages of your document visible. You can choose certain pages or just click All. Note: sometimes this takes a minute to load. Try refreshing the webpage (circle arrow icon on the top of the window), then click the Extract Thumbnails icon again.

6) Put a frame around your document so you can keep it all together and move it around. Click on the frame icon on the left menu (it's under the angled arrow), select Frame, and then click and drag to make a frame around your document. To change the background color of your frame, click on the left circle on the menu above the frame.
7) You can now grab the frame (just click outside of any pages) and move the whole frame around the Lucid board.
8) **If you have another pdf or image as part of your assignment:** stretch your frame wider (grabbing a corner and dragging), upload another pdf or image, and move it into the frame.

Here's how to comment on each other's assignments:
1) Add a sticky note in the frame to the document and write your comments. (You could choose specific colors for specific kinds of comments.)
2) You can highlight or write on a document by selecting the pen tool (near the bottom of the left menu). Pick a color from the menu and change to the highlighter mode (below the colors) if you want to highlight.

Using Lucid in Discussion Boards
It's possible to insert a Lucid board in a Discussion.

Anonymous Discussion Settings
Note that when you're setting this up, there is an option to make the board anonymous. Generally, this isn't something you want, but there could be some situations in which it would be desirable: a brainstorm, to get a controversial conversation started, . . .
It's best to know your students before moving to an anonymous activity. If you sense that there are students in the group who might use anonymity to provoke in unhelpful ways, or to evade participation, it's not the right choice for this learning experience. But don't be too afraid of the power of what a group might create, with the freedom of anonymity infused into one step of a process.