

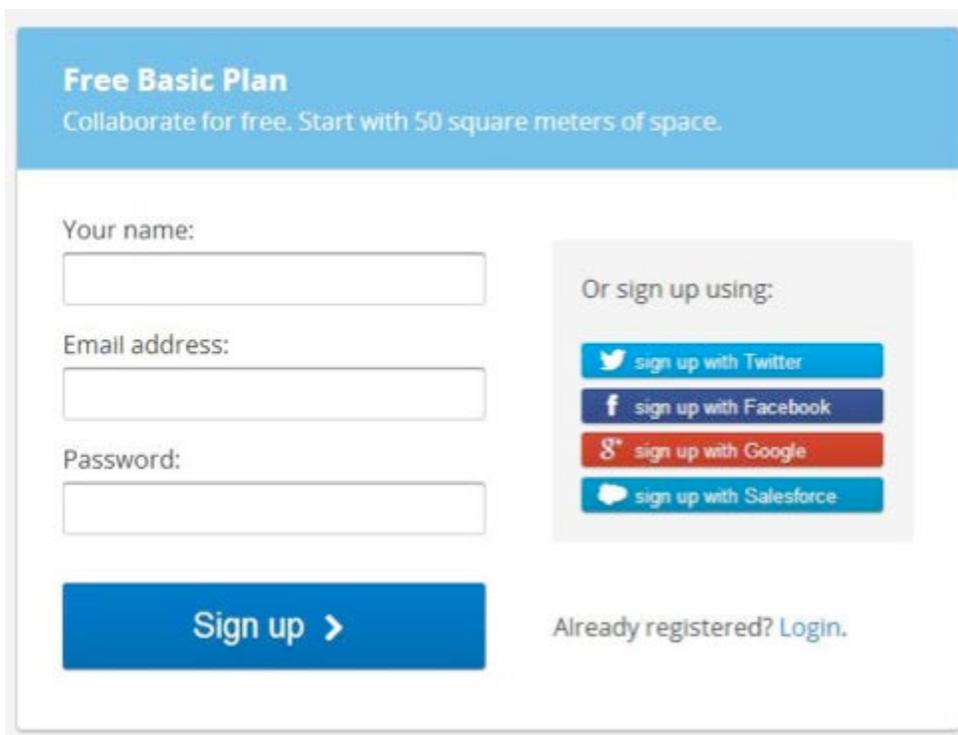
How to Use Conceptboard

Go to the [Conceptboard website](#).

If you don't already have an account, **select** "Sign Up" from the top right-hand corner.



Fill out the information needed and **select** "Sign up":



Free Basic Plan
Collaborate for free. Start with 50 square meters of space.

Your name:

Email address:

Password:

Sign up >

Or sign up using:

-  sign up with Twitter
-  sign up with Facebook
-  sign up with Google
-  sign up with Salesforce

Already registered? [Login](#).

Uncheck the "I want all team features for 30 days option" and **select** "Go to app".

Free Basic Plan
Collaborate for free. Start with 50 square meters of space.

I want all Team features for 30 days!

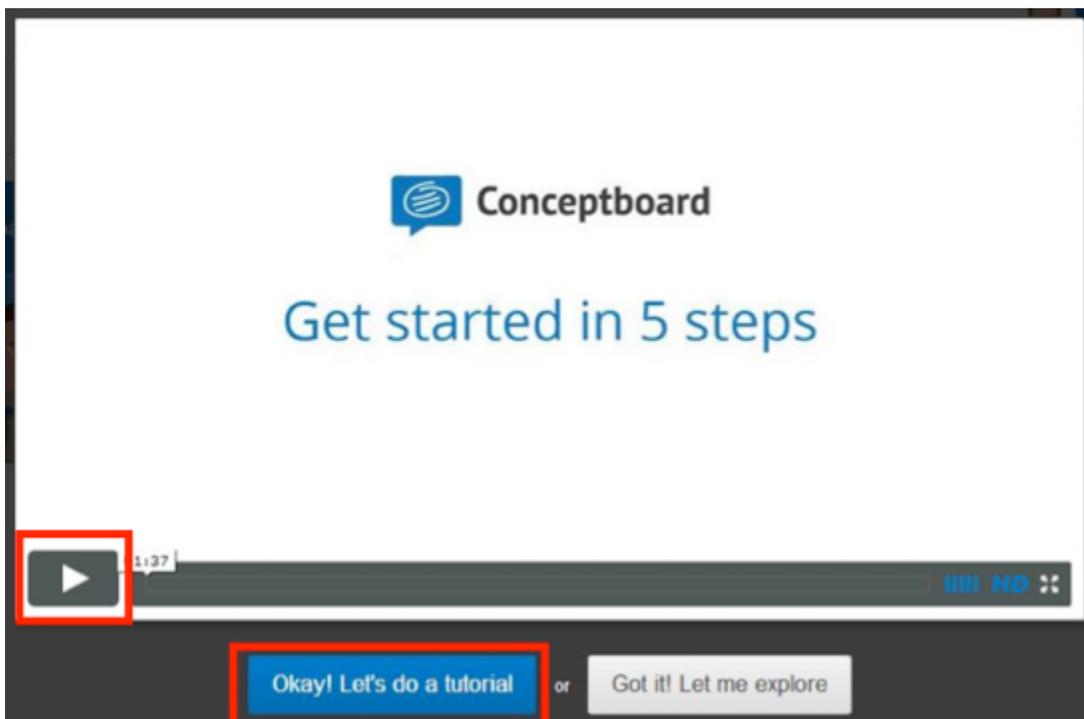
Try out all Team features with no risk! Your account automatically continues as a free Basic account after the trial.

Team name:

I want to invite collaborators to work with

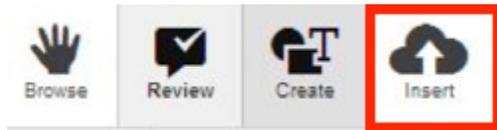
[Go to app >](#)

Now you will come to an intro video. **Take the time to view the video.** I know, I know but it is short and actually helpful. Also, this step is important! **Select "Okay! Let's do a tutorial"**. This tutorial is user friendly, will walk you through all of the basics you need for the assignment, and you will miss out on meeting Captain Conceptboard if you skip it.



After the tutorial, you should know how to upload images, draw on the board, and create feedback. For your assignment, you will need to use the Grand Staff image that you can find

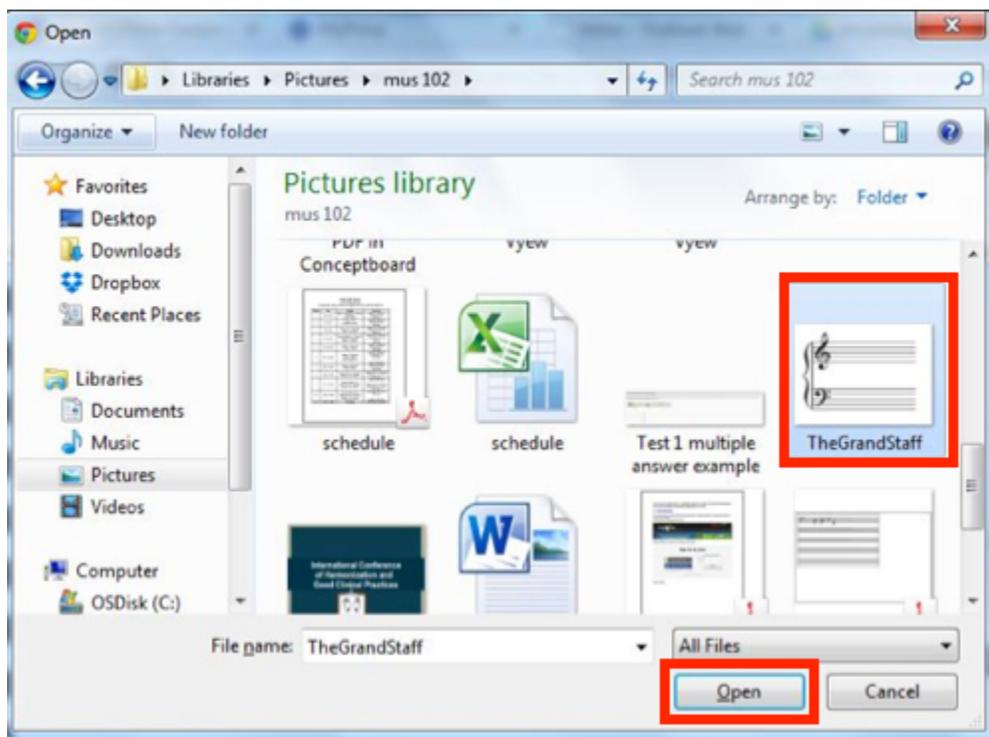
attached to your assignments. Once you have saved the image on your computer, you will need to insert it on your board by **Selecting Insert** at the top of your screen.



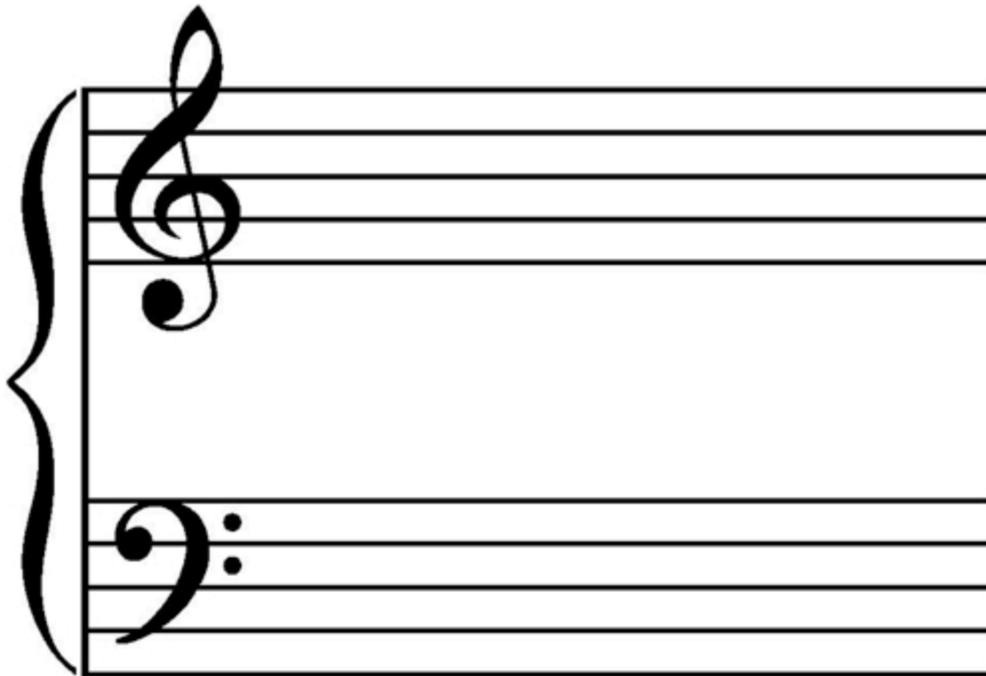
Then **Select** Upload Document from the top left of your screen.



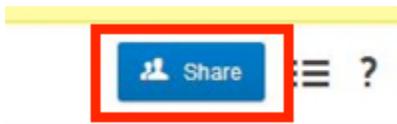
Now a folder will appear, browse your computer for where you have the Grand Staff image saved and **Select** the image and then **Select** Open.



Now the image should appear on your board and you can continue to follow the instructions from your assignment. Here is the image so you have an idea of what it will look like on your board.



To complete your assignments, you will also be able to share your board. In the top right hand corner **select** "Share".



Fill in the information asked for. You will need to make sure that you have the email address that your partner used to sign up for conceptboard. Then, **select** "Share Board".

Share board "New Board"

via email via link

★ Upgrade now to access advanced security settings.

Enter an email address or select a contact

mnelson@pima.edu X

Hello,
Please work on our music assignment with me on my board.

All receive the link and your message via e-mail. Users with activated accounts get instant access via their boards overview.

Share board

Here is the great news. You have options. You can either collaborate while you are both online or on your own time. The last thing that you need to know about getting around Conceptboard is the navigation. You may have noticed in the bottom right corner a box. This box shows you your whole whiteboard. The grey boxes show where there is any object and the blue box shows what are of the whiteboard you are currently viewing. You can see the - + bar at the bottom of the box allows you to zoom in or out.

