

Quickstart Guide to Miro

THE MCGRAW CENTER FOR TEACHING AND LEARNING



Miro is a collaborative online whiteboard platform designed for remote and distributed teams. Miro can make collaboration easier by engaging distributed and remote teams in brainstorming, processes, workshops and decision making with digital workspaces that enable asynchronous and synchronous collaboration.

The free version of Miro allows for unlimited team members and up to three editable boards.

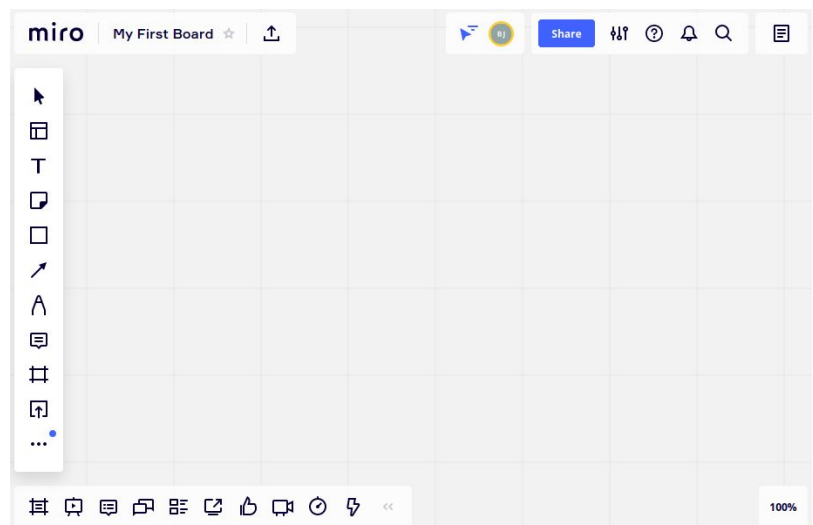
Starting out

Sign up for an account on the Miro website at <https://miro.com>. After you created an account, you will be asked to create a 'team'. When you add participants, they will be added to this team and team members will be able to make changes to your boards. After having created a team, you will be taken to the dashboard for that team, providing a gallery of the boards you have created previously as well as quick links to starter new boards in a variety of styles. Select **New board** to create a new, blank board. When you start a new board, you may use one of their pre-built templates or start without one. In most teaching scenarios, a blank, non-templated board will suffice.

The Miro interface

The Miro board interface, shown to the right, provides a variety of tools for interacting with your board. The toolbar on the left provides tools for selecting objects on the board, inserting text, drawing shapes, lines, and arrows, inserting 'sticky notes', and more. Hover your cursor over any of the icons to learn more about the tools.

The toolbar at the bottom of the screen contains tools related to sharing, presentation, and commenting.



The Miro canvas

Miro provides a huge space in which to collaborate. This space can be panned and zoomed in a variety of ways depending whether you use a trackpad, a mouse, or a keyboard. Click the settings icon in the upper-right toolbar and then select Navigation mode to find out more. At a basic level, the board may be panned by using the arrow keys on the keyboard and may be zoomed in and out using the plus and minus keys on your keyboard.

You can also use an image or a PDF as the backdrop of your board. Simply add an image to your board, resize it if you wish, and then add other elements on top of that image or PDF. Images and PDF may be added using the **Upload** icon in the left-hand menu or simply by dragging and dropping a file from your computer onto the board.

Inviting collaborators

Students and other collaborators are added to your board by adding them to your team. This can be done by selecting your team on the Dashboard, clicking 'User and Team Management', and then '**Invite new members**', or directly in the board screen by clicking the blue, **Share** button. New members will need to register on the Miro website before they can make changes to your boards.

Getting more help

Miro is capable of many things not even mentioned in this Quickstart Guide. To find out more about what is possible and to find Miro's own Getting Started Guide, visit <https://help.miro.com/hc/en-us>