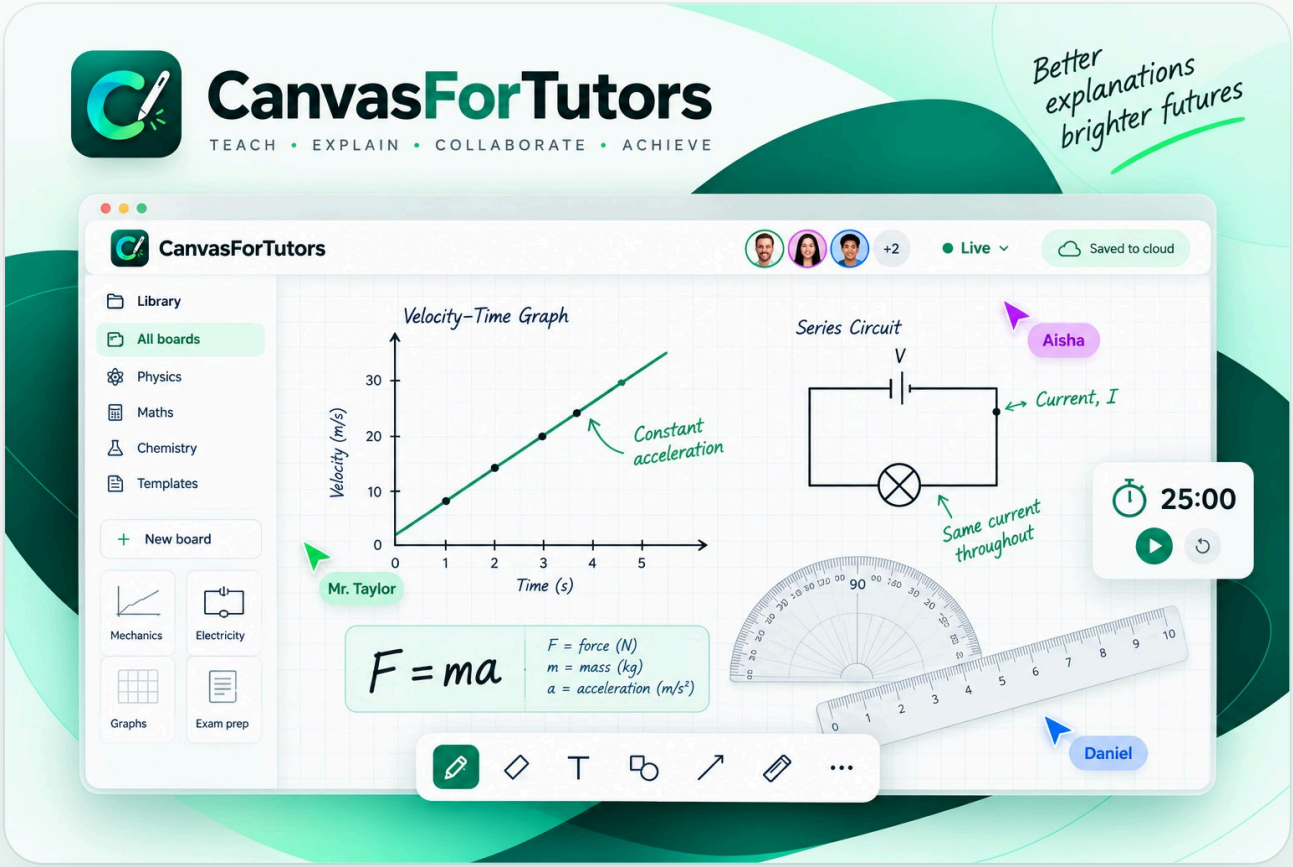
CanvasForTutors

OFFICIAL USER GUIDE

CanvasForTutors User Manual

A teaching-first collaborative whiteboard built for tutors and teachers



Contents

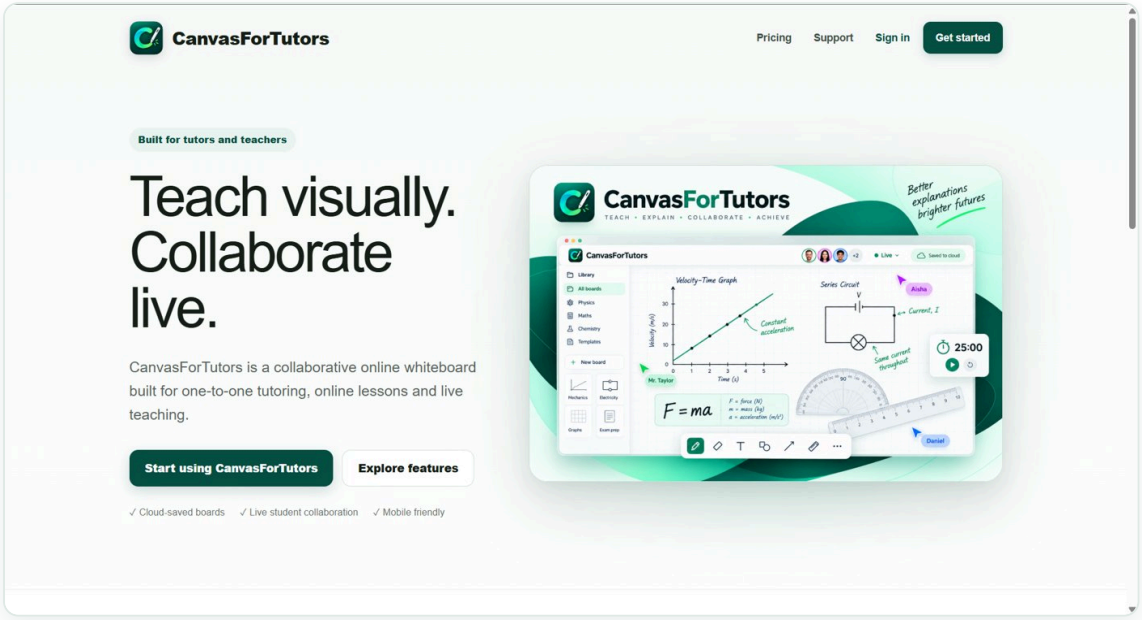
	Welcome to CanvasForTutors	3
1	Getting Started	3
2	The My Boards Dashboard	5
3	The Whiteboard Interface	8
4	Bottom Toolbar Icon Guide	11
5	Pen and Drawing Tools	15
6	Importing Content	17
7	Equation Tool	18
8	Graphs	19
9	Circuit Symbols	22
10	Physics Apparatus	23
11	Geometry Tools	24
12	Timer and Stopwatch	26
13	Calculator	27
14	Scientific Calculator (Pro)	30
15	Live Student Collaboration	31
16	Saving and Cloud Sync	33
17	Free vs Pro	34
18	Mobile Use	35
19	Common Troubleshooting	37
20	Best Practices for Tutors	39
21	Frequently Asked Questions	39
22	Quick Reference Guide	40
	Appendix A. Quick Start Guide	41
	Appendix B. Website FAQ Version	42
	Appendix C. Suggested Help Centre Structure	42

Welcome to CanvasForTutors

CanvasForTutors: a teaching-first collaborative whiteboard built for tutors and teachers.

This guide shows you how to create boards, teach live with a student, and use every tool on the whiteboard. It is written for tutors, teachers, lecturers, private educators and tutoring businesses. You do not need any technical background.

CanvasForTutors runs in your web browser on computers, tablets and phones. There is nothing to install. Your boards are saved to the cloud, so you can return to a lesson from any supported device.



The CanvasForTutors home page at www.canvasfortutors.com.

How to use this guide

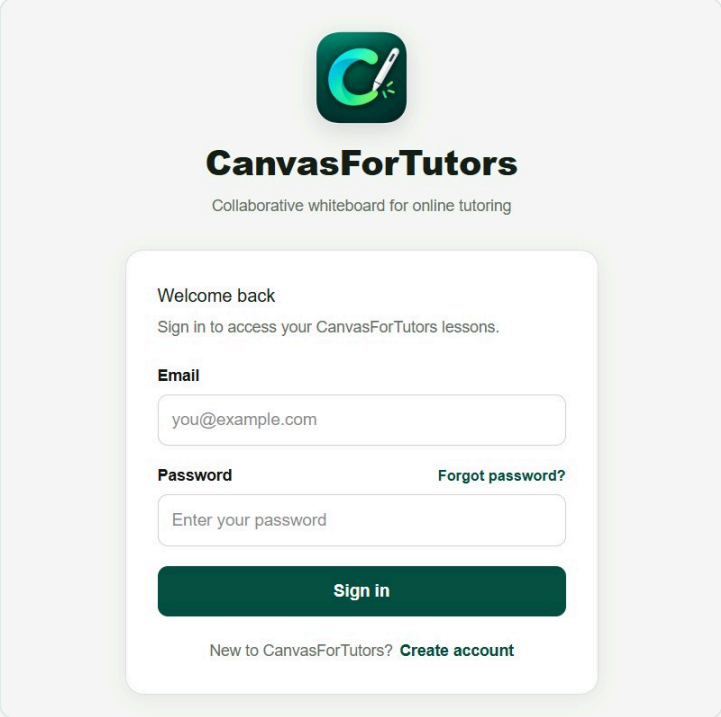
- New users: read Sections 1 to 4, then try the Quick Start Guide at the end.
- Looking for one tool: go to Section 4 (toolbar icons) or Section 22 (Quick Reference).
- Something not working: go to Section 19 (Troubleshooting).

1. Getting Started

You need an email address and a password to start. Students do not need an account; they join through a link you share.

1.1 Creating an account

1. Go to www.canvasfortutors.com and select **Get started**.
2. On the sign-in page, select **Create account** (below the Sign in button).
3. Enter your email address and choose a password.
4. If you are asked to confirm your email, open the message we send you and follow the link.
5. Sign in. You will arrive at your **My Boards** dashboard.



The sign-in page. New users select Create account at the bottom.

1.2 Signing in

1. Go to www.canvasfortutors.com and select **Sign in**.
2. Enter your email and password.
3. Select **Sign in**.

Forgot your password? Select **Forgot password?** above the password box and follow the instructions sent to your email.

To sign out, select **Sign out** at the top right of the My Boards dashboard, or from the menu on any board.

1.3 Free vs Pro at a glance

Every account starts on the Free plan. Free lets you save up to 3 boards and includes the whiteboard and teaching tools, live student collaboration and a basic calculator. Pro removes the board limit and adds folders, templates and the scientific calculator. Section 17 has the full comparison.

Pro accounts show a green **PRO** badge next to the email address on the dashboard.

1.4 Creating a new board

1. On the My Boards dashboard, select **+ New Board**.
2. The new board opens straight away, ready to use.
3. Give it a clear name from the dashboard (see Section 2.2), for example “Year 12 – Projectile motion”.

On Free, you can keep up to 3 saved boards. If you reach the limit, delete an old board or upgrade to Pro.

1.5 Opening an existing board

1. Sign in to reach the My Boards dashboard.
2. Select the board you want. It opens in the whiteboard.

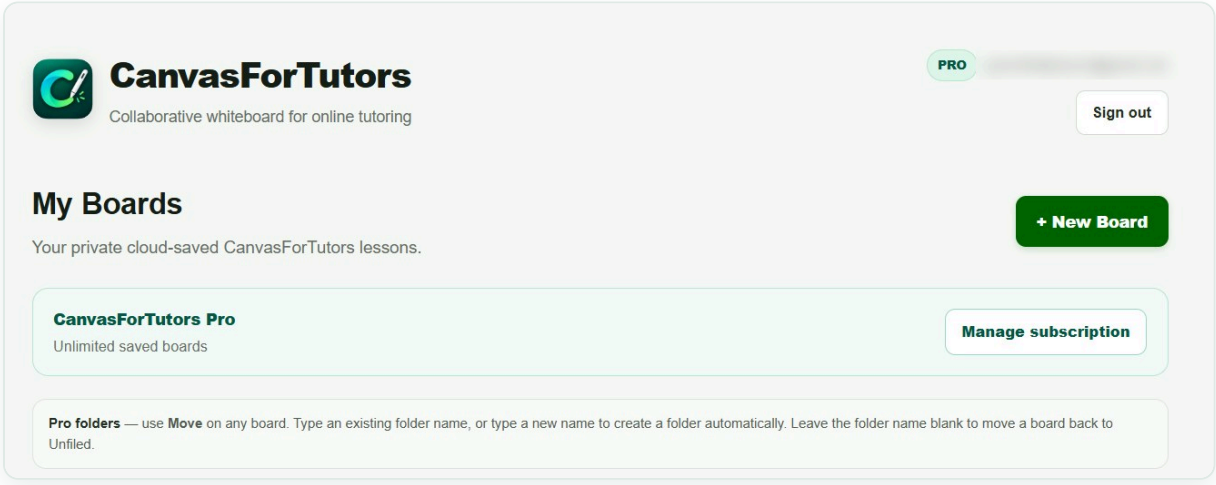
> **TIP** the address bar shows the board’s own web address. You can bookmark a board you use every week.

1.6 Saving and cloud storage

You do not need to press Save. CanvasForTutors saves your changes to the cloud automatically while you work. Look for ✓ **Saved to cloud** at the top of the board. Section 16 explains saving in detail.

2. The My Boards Dashboard

My Boards is your home page after signing in. It lists your private, cloud-saved lessons and lets you organise them.



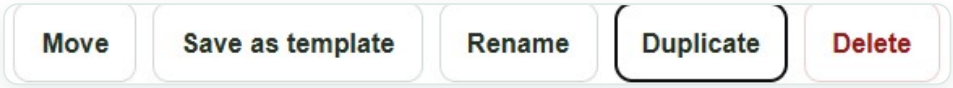
The top of the My Boards dashboard on a Pro account, showing the PRO badge, + New Board, the Pro panel and the folders note.

At the top of the dashboard you will see:

- **Your email address**, with a **PRO** badge if you are on Pro.

- **Sign out**.
- **+ New Board**.
- On Pro, a **CanvasForTutors Pro** panel with **Manage subscription**.
- On Pro, a short note explaining how folders work.

Each board in the list shows its name, its folder (if it has one) and when it was last updated. Five buttons sit on the right of each board:



The five board buttons: Move, Save as template, Rename, Duplicate and Delete.

2.1 Creating boards

Select **+ New Board**. The board opens immediately and appears in your list.

2.2 Renaming boards

1. Find the board in My Boards.
2. Select **Rename**. A box headed **Rename board:** opens with the current name already filled in.
3. Type the new name.
4. Select **OK** to confirm, or **Cancel** to leave the name unchanged.

Use names that tell you the student, topic and date at a glance.

2.3 Duplicating boards

1. Find the board you want to copy.
2. Select **Duplicate**.
3. A separate copy is created straight away. It has the original name followed by “Copy” — for example, “Year 12 – Projectile motion” becomes “Year 12 – Projectile motion Copy”.

The copy appears as its own board. You can rename, move, save as a template, duplicate or delete it like any other board.

Duplicating is useful when you teach the same lesson to several students: each student gets their own copy. On Free, a copy counts towards your 3-board limit.

2.4 Deleting boards

1. Find the board.
2. Select **Delete**. A box asks you to confirm, showing the board’s name — for example, *Delete "Year 12 – Projectile motion Copy"? This cannot be undone.*
3. Select **OK** to delete, or **Cancel** to keep the board.

WARNING deleting a board is permanent and cannot be undone.

2.5 Folders (Pro)

Folders keep boards grouped by student, class or topic. Boards not in a folder appear as **Unfiled**.

Moving a board into a folder

1. Select **Move** on the board.
2. Type the name of an existing folder, or type a new name to create that folder automatically.
3. Confirm.

Moving a board out of a folder

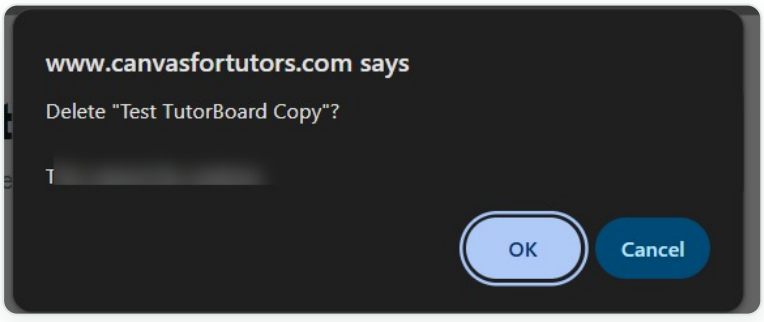
1. Select **Move** on the board.
2. Leave the folder name blank.
3. Confirm. The board goes back to Unfiled.

TIP pick one naming style and stick to it, for example “Student – Aisha” or “A-Level – Mechanics”.

2.6 Saving a board as a template (Pro)

A template is a starting board you can reuse, such as a lesson layout, a worksheet or a set of blank graph axes.

1. Prepare a board the way you want every new copy to start.
2. On My Boards, select **Save as template** on that board.
3. A box headed **Template name:** opens. The suggested name is the board’s name followed by “Template”.
4. Edit the name if you wish, then select **OK** to save the template, or **Cancel** to stop.



The Template name box. The suggested name is the board’s name followed by “Template”.

2.7 Using templates (Pro)

Templates are a Pro feature. Create a template from any board with **Save as template** (Section 2.6), then reuse it whenever you teach that lesson again.

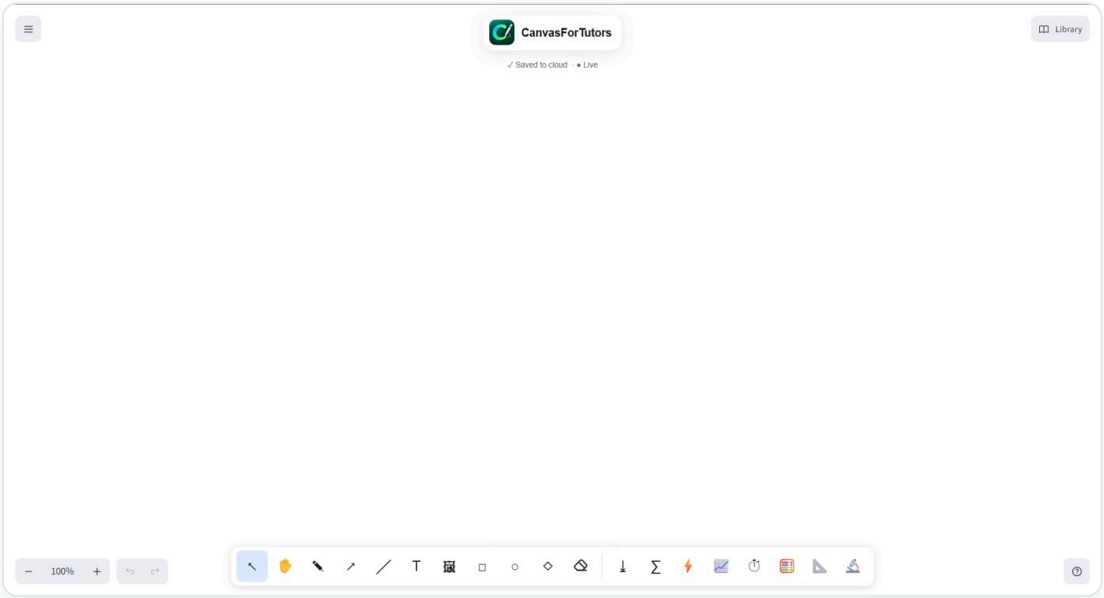
When you start a new lesson from a template, rename the new board straight away so it is clear which student or lesson it belongs to.

2.8 Pro features on the dashboard

Feature	Free	Pro
Saved boards	Up to 3	Unlimited
Folders	–	Yes
Save as template / use templates	–	Yes
Manage subscription panel	–	Yes

3. The Whiteboard Interface

When you open a board you see a large blank canvas with controls around the edges. The canvas is effectively endless: you can scroll and zoom as far as you need.



A new board: menu (top left), logo and save status (top centre), Library (top right), zoom and undo/redo (bottom left), toolbar (bottom centre) and help (bottom right).

Area	What you see	What it does
Top left	Menu button (three lines)	Opens the CanvasForTutors menu, including student sharing and view/edit settings
Top centre	CanvasForTutors logo	Shows you are on a CanvasForTutors board

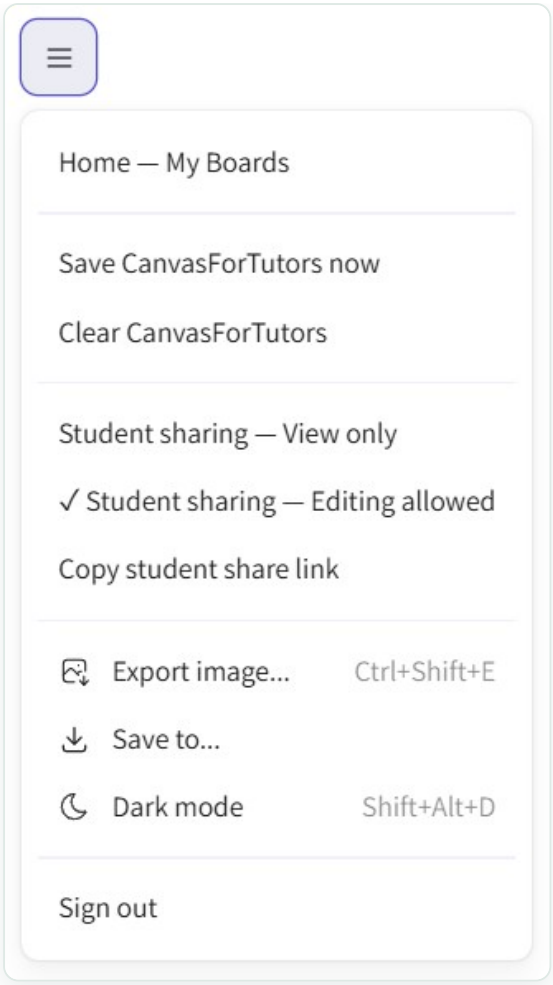
Area	What you see	What it does
Below the logo	"✓ Saved to cloud · ● Live"	Shows saving status and that the live connection is active
Top right	Library button	Opens the library of reusable items
Bottom left	− 100% +	Zoom out, current zoom level, zoom in
Bottom left	Curved arrows	Undo and redo
Bottom centre	Main toolbar	All drawing and teaching tools (Section 4)
Bottom right	? button	Opens help

The toolbar has two groups separated by a thin divider. The left group holds everyday whiteboard tools. The right group holds the teaching tools: import, equations, circuits, graphs, timer, calculator, geometry and apparatus.

> **TIP** select the zoom percentage to jump back to 100% if you get lost on the canvas.

3.1 The board menu

Select the **menu** button (three lines, top left) to open the board menu.



The board menu. The tick shows the student sharing mode in use.

Menu item	What it does
Home — My Boards	Returns to your My Boards dashboard
Save CanvasForTutors now	Saves the board to the cloud straight away (Section 16.2)
Clear CanvasForTutors	Removes everything from the board, after asking you to confirm (see below)
Student sharing — View only	Your student can watch but not change the board (Section 15.2)
Student sharing — Allow editing	Your student can draw and type on the board. When on, it reads ✓ Student sharing — Editing allowed (Section 15.3)
Copy student share link	Copies the link to send to your student (Section 15.1)
Export image... (Ctrl+Shift+E)	Exports the board as an image
Save to...	Saves a copy of the board to a file on your device (Section 16.5)
Dark mode (Shift+Alt+D)	Switches the board to a dark colour scheme

Menu item	What it does
Sign out	Signs you out of CanvasForTutors

Clearing a board. Clearing is not immediate. CanvasForTutors first asks: *Clear everything from this CanvasForTutors?* Select **OK** to clear the board, or **Cancel** to stop.



The confirmation shown before a board is cleared.

4. Bottom Toolbar Icon Guide

The toolbar at the bottom of every board holds 19 tools, listed here in the order you see them from left to right. The tool you are using is highlighted in blue. To use any tool, click or tap its icon once.



The bottom toolbar. Whiteboard tools sit left of the divider (Select to Eraser); teaching tools sit right of it (Import to Physics apparatus).

Group 1: Whiteboard tools

4.1 Select

- **Looks like:** a small arrow pointer. It is the first icon and is selected when a board opens.
- **What it does:** picks up items on the board so you can move, resize, rotate, restyle, copy or delete them.
- **When to use it:** to tidy a diagram, move a worked answer, or change the colour of something already drawn.
- **How to use it:** select the icon, then click an item. Drag a box around several items to select them together.
- **Tips:** drag the corner handles to resize; drag the round handle above an item to rotate it. Press Delete on a keyboard to remove a selected item.

4.2 Hand (pan)

- **Looks like:** an open hand.
- **What it does:** moves your view around the board without changing anything on it.

- **When to use it:** to scroll to empty space for the next question, or back to earlier work.
- **How to use it:** select the icon, then click and drag on the board.
- **Tips:** safe to use with students watching because it cannot move or erase work by mistake.

4.3 Pen (freehand drawing)

- **Looks like:** a pen.
- **What it does:** draws freehand lines, like writing on a real whiteboard.
- **When to use it:** handwriting working, sketching diagrams, circling and annotating.
- **How to use it:** select the icon and draw with your mouse, finger or stylus.
- **Tips:** a stylus and tablet give the most natural handwriting. Colour and thickness are covered in Section 5.

4.4 Arrow

- **Looks like:** a short diagonal arrow.
- **What it does:** draws a straight arrow from where you press to where you release.
- **When to use it:** force diagrams, vectors, labelling parts of a diagram, showing the direction of current or flow.
- **How to use it:** select the icon, press where the arrow should start and drag to where it should point.
- **Tips:** reselect the arrow with the Select tool to change its length or direction.

4.5 Line

- **Looks like:** a diagonal straight line.
- **What it does:** draws a straight line with no arrowhead.
- **When to use it:** axes, rays in optics, construction lines, underlining.
- **How to use it:** select the icon, then press and drag.

4.6 Text

- **Looks like:** a letter T.
- **What it does:** adds typed text to the board.
- **When to use it:** titles, questions, key definitions, neat labels your student can read easily.
- **How to use it:** select the icon, click where the text should go, type, then click outside the text box to finish.
- **Tips:** double-click existing text with the Select tool to edit it.

4.7 Image

- **Looks like:** a picture in a frame.
- **What it does:** places an image file from your device onto the board.
- **When to use it:** adding a photo of a textbook diagram, a screenshot or a scanned question.
- **How to use it:** select the icon and choose a PNG or JPG file from your device.
- **Tips:** for PDFs and multi-page material, use the Import tool (4.12) instead.

4.8 Rectangle

- **Looks like:** a square outline.
- **What it does:** draws rectangles and squares.
- **When to use it:** boxing key answers, flow charts, blocks in mechanics diagrams.
- **How to use it:** select the icon, then press and drag.

4.9 Ellipse

- **Looks like:** a circle outline.
- **What it does:** draws circles and ovals.
- **When to use it:** orbits, particles, highlighting an area of a diagram, Venn diagrams.
- **How to use it:** select the icon, then press and drag.

4.10 Diamond

- **Looks like:** a diamond outline.
- **What it does:** draws diamond shapes.
- **When to use it:** decision points in flow charts, simple crystal or lattice sketches.
- **How to use it:** select the icon, then press and drag.

4.11 Eraser

- **Looks like:** an eraser.
- **What it does:** removes items you rub over.
- **When to use it:** clearing a wrong line or a finished annotation.
- **How to use it:** select the icon, then drag across what you want to remove.
- **Tips:** the eraser removes whole items rather than parts of them. Use Undo (bottom left) if you erase too much.

Group 2: Teaching tools (right of the divider)

4.12 Import (whiteboard, PDF or image)

- **Looks like:** a downward arrow onto a line.
- **What it does:** brings PDF pages, PNG or JPG images, and exported whiteboards into your board.
- **When to use it:** exam papers, worksheets, textbook pages, or lessons you prepared in another whiteboard.
- **How to use it:** select the icon, choose your file, and for PDFs pick the pages to import. See Section 6.
- **Limitations:** imported pages are pictures you annotate over. Text and drawings inside them cannot be edited individually.

4.13 Equation

- **Looks like:** a Greek sigma, Σ.

- **What it does:** creates neatly typeset equations and places them on the board.
- **When to use it:** formulae, rearrangements, final answers with units.
- **How to use it:** select the icon, type the equation or use the symbol buttons, then select Insert equation. See Section 7.

4.14 Circuit symbols

- **Looks like:** an orange lightning bolt.
- **What it does:** inserts standard electrical circuit symbols.
- **When to use it:** drawing circuits for electricity topics at GCSE, A-Level or equivalent.
- **How to use it:** select the icon, then select one of the 15 symbols. See Section 9.

4.15 Graphs

- **Looks like:** a small line graph.
- **What it does:** creates blank graph axes or plots data as scatter or line graphs.
- **When to use it:** practicals, motion graphs, sketching relationships.
- **How to use it:** select the icon, choose Sketch graph or Plot data, and fill in the panel. See Section 8.

4.16 Timer and stopwatch

- **Looks like:** a stopwatch.
- **What it does:** opens a timer panel with a countdown and a stopwatch.
- **When to use it:** timed exam questions, starter tasks, keeping lessons on schedule.
- **How to use it:** select the icon. The panel opens on the board. See Section 12.

4.17 Calculator

- **Looks like:** a colourful calculator keypad.
- **What it does:** opens a calculator. Free accounts get the basic calculator; Pro adds the scientific calculator.
- **When to use it:** checking arithmetic during worked examples.
- **How to use it:** select the icon. See Sections 13 and 14.

4.18 Geometry tools

- **Looks like:** a set square.
- **What it does:** places a ruler or a protractor on the board.
- **When to use it:** measuring lengths and angles, ray diagrams, constructions.
- **How to use it:** select the icon, then select Ruler or Protractor. See Section 11.

4.19 Physics apparatus

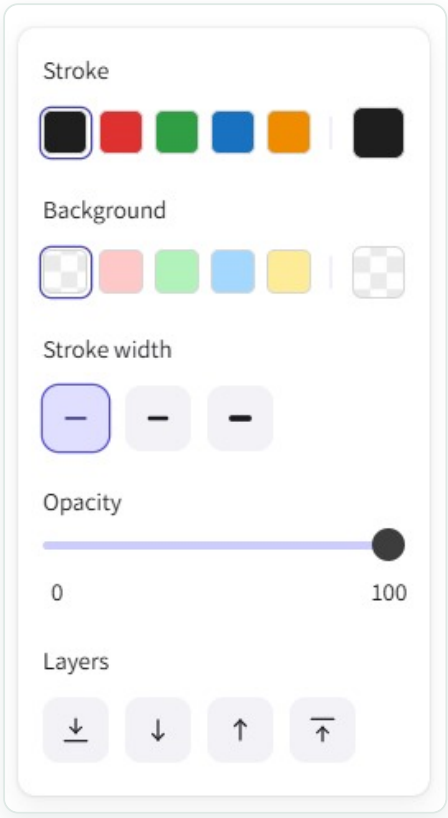
- **Looks like:** a microscope.
- **What it does:** inserts drawings of laboratory apparatus.

- **When to use it:** planning practicals, describing methods, labelling experimental set-ups.
- **How to use it:** select the icon, then select one of the 13 items. See Section 10.

On smaller screens some tools move into a **More** menu. See Section 18.

5. Pen and Drawing Tools

The pen is the tool most tutors use most. When the pen is selected, a settings panel appears with five groups: **Stroke**, **Background**, **Stroke width**, **Opacity** and **Layers**.



The pen settings panel.

5.1 Pen colours

1. Select the pen.
2. Under **Stroke**, choose black, red, green, blue or orange. The larger swatch on the right shows the colour in use.
3. Start drawing.

Background sets a fill colour. The options are no fill (the chequered swatch), pink, green, blue and yellow.

> **TIP** use colour with a purpose. For example, black for working, green for corrections and red for the final answer.

5.2 Pen width

Under **Stroke width**, three buttons run from thin (left) to thick (right). Choose one before you draw. Thicker lines are easier for students to read on small screens.

5.3 Thin pen option

The thin pen is the **leftmost** Stroke width button, with a width of **0.5**. It draws the finest line, for small handwriting, detailed diagrams, subscripts and precise annotations.

5.4 Persistent pen settings

CanvasForTutors remembers your pen colour and pen width, so you do not need to set them again:

- when you switch to another tool and come back to the pen;
- when you open a different board;
- when you return later on the same device.

5.5 Switching tools and returning to the pen

1. Select any other tool, for example Text or Arrow, and use it.
2. Select the pen icon again. It keeps the colour and width you last used.

> **TIP** after inserting an equation, graph, symbol or apparatus, select the pen again to carry on writing.

5.6 Using the eraser

1. Select the eraser.
2. Drag it across the items you want to remove.
3. Select the pen again to carry on.

The eraser removes whole strokes or items. To remove only part of a long handwritten line, undo and redraw it. **Undo** (bottom left of the board) reverses your last action.

5.7 Opacity and layers

- **Opacity:** drag the slider between 0 and 100. At 100 the ink is solid; lower values make it see-through, which is useful for highlighting over an imported page.
- **Layers:** the four buttons move a selected item behind or in front of other items. From left to right they send it to the back, move it back one step, move it forward one step, and bring it to the front.

> **TIP** if a drawing disappears behind an imported page, select it and use the right-hand Layers button to bring it to the front.

6. Importing Content

Use the **Import** tool (downward arrow icon, Section 4.12) to bring a PDF or image onto a board and annotate it live with your student.

6.1 Importing a PDF or image

1. Select the **Import** tool in CanvasForTutors.
2. Your device's standard file picker opens.
3. Choose the PDF, PNG or JPG file you want to use.
4. For PDFs, choose the pages you want to import.
5. The selected pages or images are added to the board for annotation.

Use the pen, text and shape tools to write over the imported pages.

> **PRIVACY NOTE** the file picker is provided by your device and browser, so its appearance varies. It is not shown in this manual.

6.2 Selecting PDF pages

When you import a PDF, you choose the pages you need rather than importing the whole file. Importing only the relevant pages keeps the board quick to load and easy to navigate.

> **TIP** for a long exam paper, import only the questions you plan to cover in that lesson.

6.3 Importing PNG and JPG images

Follow the steps in 6.1 and choose a PNG or JPG file. The image is added to the board. Position and resize it with the Select tool.

You can also add a single image with the **Image** tool (Section 4.7).

6.4 Importing Microsoft Whiteboard content

> **IMPORTANT** CanvasForTutors imports Microsoft Whiteboard content as exported **PDF, PNG or JPG** files. It does not import native, editable Microsoft Whiteboard objects.

This means your Microsoft Whiteboard lesson arrives as a picture of the board. You can write, draw and add shapes over it. You cannot move, edit or delete the individual pen strokes, sticky notes or shapes that were created in Microsoft Whiteboard.

How to bring in a Microsoft Whiteboard lesson

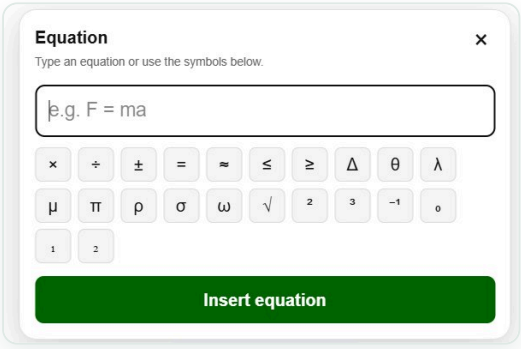
1. In Microsoft Whiteboard, export your board as a PDF or image (PNG or JPG).
2. Save the exported file to your device.
3. In CanvasForTutors, open a board and select **Import**.
4. Choose the exported file. For a PDF, pick the pages you want.
5. Annotate over it as usual.

6.5 Import limitations

- Imported PDFs and images are flat pictures. Their text is not editable.
- Very large files may take a little longer to import.
- If an import fails, see Section 19.4.

7. Equation Tool

The Equation tool (∑) lets you type an equation, add symbols from a button panel, and place it neatly on the board.



The Equation panel: type in the box or use the symbol buttons, then select Insert equation.

7.1 Typing equations

1. Select the ∑ icon. The **Equation** panel opens.
2. Click in the box (it shows “e.g. F = ma” when empty).
3. Type your equation using your keyboard, for example F = ma or v = u + at.

7.2 Using symbols

Select a symbol button to add it to your equation. The panel has these buttons:

Group	Buttons
Operators	× ÷ ± = ≈ ≤ ≥
Greek letters	Δ θ λ μ π ρ σ ω
Root	√
Superscripts	^{2} ^{3} $^{-1}$
Subscripts	$_{0}$ $_{1}$ $_{2}$

Examples: $v^2 = u^2 + 2as$ · $R = \rho L / A$ · $\Delta E = mc\Delta\theta$ · v_0 for initial velocity.

7.3 Inserting equations onto the board

1. Check the equation in the box.
2. Select **Insert equation**.
3. The equation appears on the board. Use the Select tool to move or resize it.

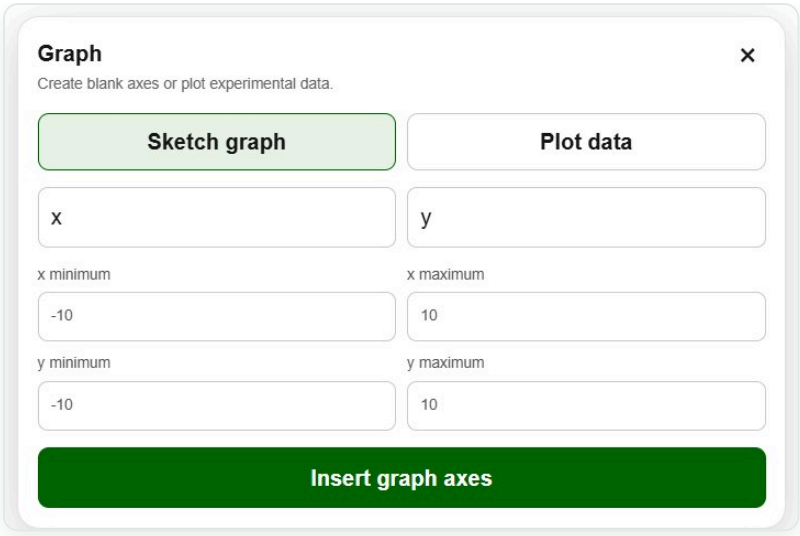
> **TIPS**
>
> - Put each step of a rearrangement in its own equation so you can line them up.
> - Write over or around an inserted equation with the pen to show working.

8. Graphs

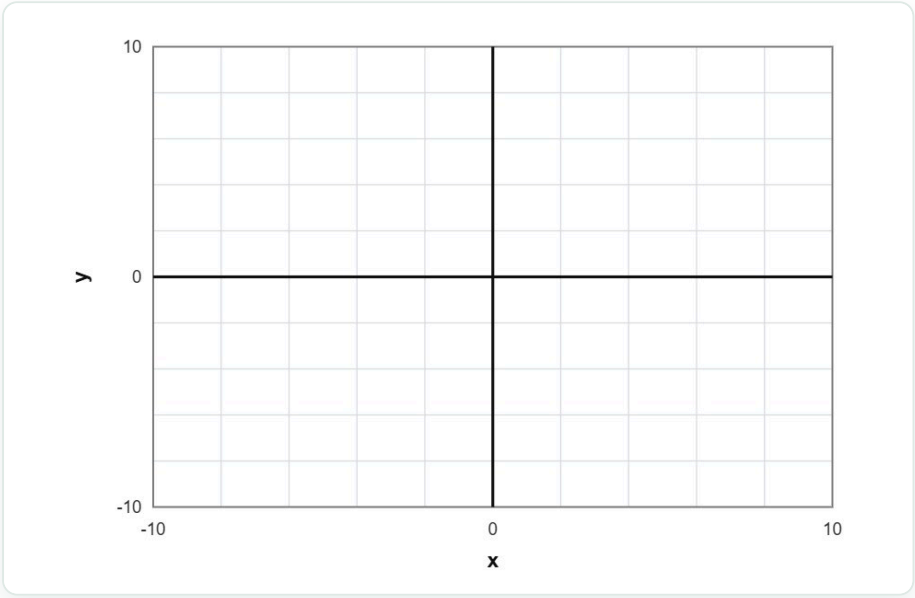
The Graphs tool opens the **Graph** panel, which can “Create blank axes or plot experimental data.” It has two modes: **Sketch graph** and **Plot data**.

8.1 Blank graph axes (Sketch graph)

1. Select the **Graphs** icon.
2. Choose **Sketch graph**.
3. Type the x-axis label and the y-axis label in the two label boxes.
4. Enter the **x minimum**, **x maximum**, **y minimum** and **y maximum** (see 8.5).
5. Select **Insert graph axes**.
6. Sketch on the axes with the pen.



Sketch graph mode, with the default ranges of −10 to 10.

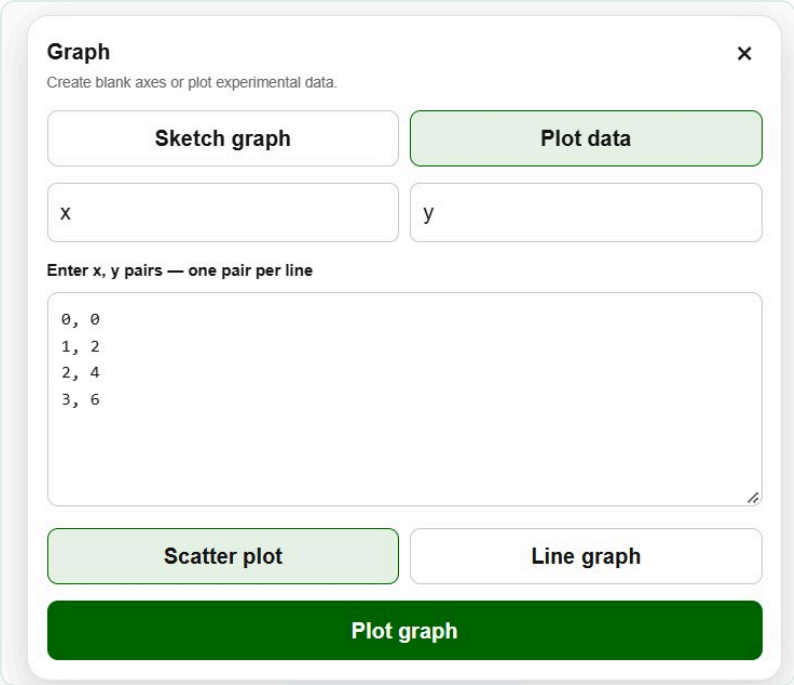


The blank axes that Insert graph axes places on the board.

Use blank axes for sketch graphs, such as velocity–time graphs or I–V characteristics, where the shape matters more than exact values.

8.2 Plotting data (Plot data)

1. Select the **Graphs** icon.
2. Choose **Plot data**.
3. Type the x-axis label and the y-axis label.
4. In the box headed **Enter x, y pairs — one pair per line**, type each data point as x, comma, y, for example 2, 4.
5. Choose **Scatter plot** or **Line graph**.
6. Select **Plot graph**.



Plot data mode. Each line is one x, y pair.

8.3 Scatter plots

A scatter plot shows each data point as a separate mark. Use it for practical results, where the student then judges and draws a line of best fit with the pen.

8.4 Line graphs

A line graph joins the data points in order. Use it to show how a quantity changes over time or through a sequence.

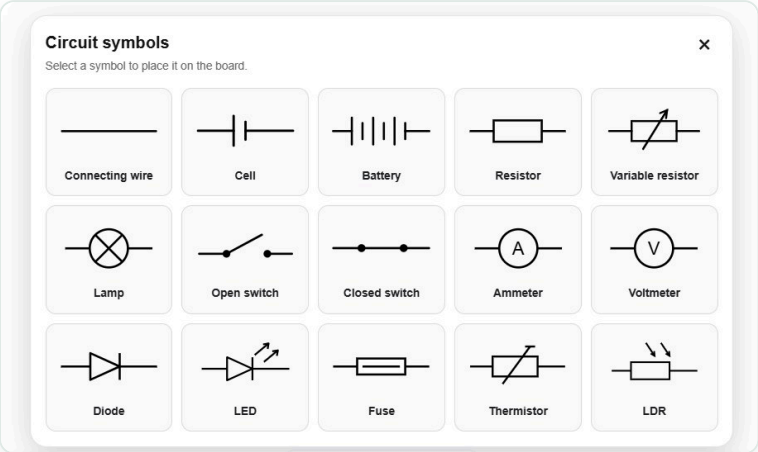
8.5 Axis labels and ranges

- **Labels:** both modes have an x-axis label box and a y-axis label box. Include the quantity and unit, for example “t / s” and “v / m s^{-1}”.
- **Ranges (Sketch graph):** set the x minimum, x maximum, y minimum and y maximum. The defaults are −10 and 10. For a graph with only positive values, set both minimums to 0.
- **Plot data:** there are no range boxes. You enter only the two axis labels and the x, y pairs.

> **TIP** getting students to choose sensible axis ranges is excellent exam practice. Let them suggest the values before you insert.

9. Circuit Symbols

The Circuit symbols tool (orange lightning bolt) opens the **Circuit symbols** panel. Select a symbol and it is placed on the board.



The Circuit symbols panel, showing all 15 symbols.

9.1 Available symbols

The panel has 15 symbols, in this order:

Row	Symbols
1	Connecting wire · Cell · Battery · Resistor · Variable resistor
2	Lamp · Open switch · Closed switch · Ammeter · Voltmeter
3	Diode · LED · Fuse · Thermistor · LDR

9.2 Inserting a symbol

1. Select the **Circuit symbols** icon.
2. Select the symbol you need. It is placed on the board.
3. Drag it into position with the Select tool.

9.3 Resizing and rotating

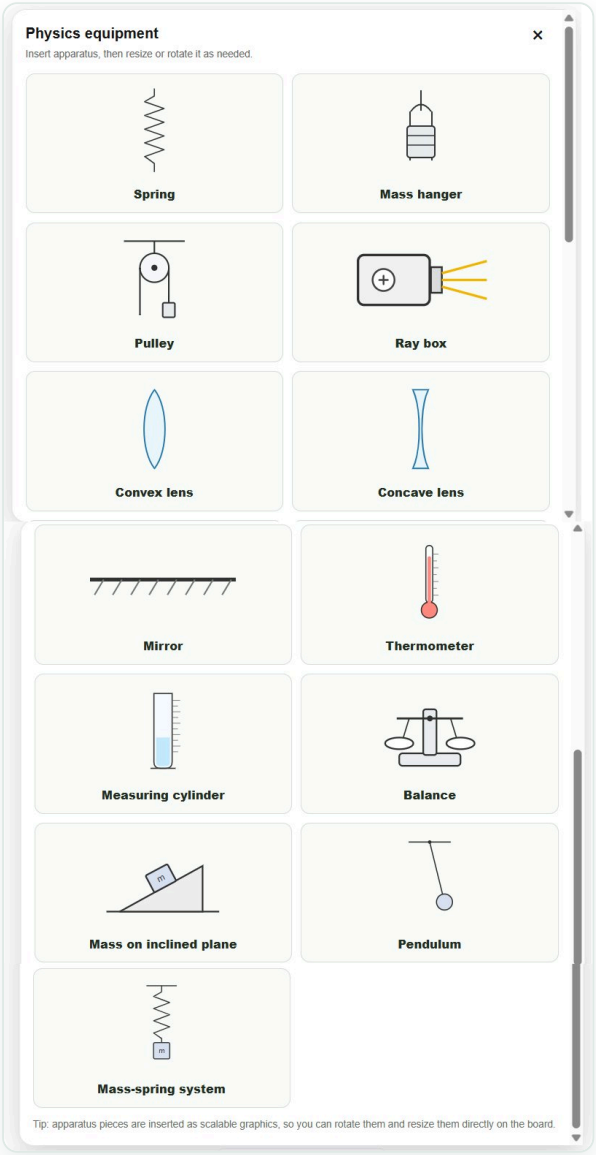
- **Resize:** select the symbol and drag a corner handle. Keep all symbols in one circuit the same size.
- **Rotate:** drag the rotation handle above the symbol. Rotate by 90° for symbols on vertical wires.

9.4 Connecting symbols

Join symbols with the **Connecting wire** symbol, or draw wires with the **Line** tool. Straight wires with square corners make a circuit easiest to read.

10. Physics Apparatus

The Physics apparatus tool (microscope icon) opens the **Physics equipment** panel: “Insert apparatus, then resize or rotate it as needed.”



The Physics equipment panel, scrolled to show all 13 items.

The panel has 13 items, in this order:

Area	Items
Forces and motion	Spring · Mass hanger · Pulley · Mass on inclined plane · Pendulum · Mass-spring system
Light	Ray box · Convex lens · Concave lens · Mirror
Measurement	Thermometer · Measuring cylinder · Balance

In the panel they appear as: Spring, Mass hanger, Pulley, Ray box, Convex lens, Concave lens, Mirror, Thermometer, Measuring cylinder, Balance, Mass on inclined plane, Pendulum, Mass-spring system. Scroll down the panel to see them all.

10.1 Inserting apparatus

1. Select the **Physics apparatus** icon.
2. Scroll to the item you need and select it.
3. It is placed on the board. Move it into position with the Select tool.

10.2 Resizing and rotating apparatus

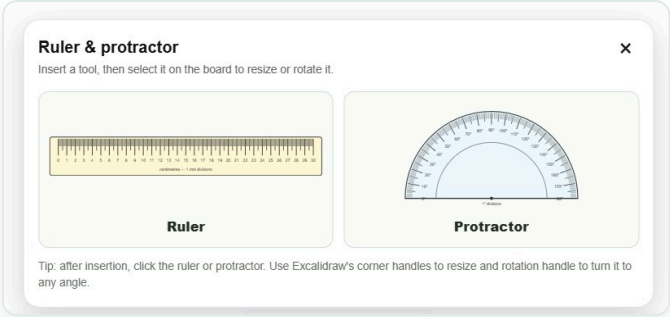
Apparatus pieces are inserted as scalable graphics, so they stay sharp at any size.

- **Resize:** select the item and drag a corner handle.
- **Rotate:** drag the rotation handle above the item.

> **TIPS**
>
> - Build a full set-up from several items, then add labels with the Text tool and arrows with the Arrow tool.
> - Ask your student to arrange the apparatus themselves when describing a required practical.

11. Geometry Tools

The Geometry tools icon (set square) opens the **Ruler & protractor** panel. It places an on-screen ruler or protractor on the board for measuring and constructing.



The Ruler & protractor panel. Select a tool to insert it.

11.1 Ruler

The ruler is marked in centimetres from 0 to 30, with 1 mm divisions.

1. Select the **Geometry tools** icon, then select **Ruler**.
2. Move the ruler alongside the line you want to measure or draw.
3. Read the scale, or draw along its edge with the Line tool or pen.

11.2 Protractor

The protractor is a semicircle marked from 0° to 180°, with 1° divisions.

1. Select the **Geometry tools** icon, then select **Protractor**.
2. Place the centre point on the vertex of the angle.
3. Line up the base with one arm of the angle and read the scale.

Useful for angles of incidence and refraction, vector diagrams and resolving forces.

11.3 Resizing and rotating

After inserting a ruler or protractor, click it on the board to select it.

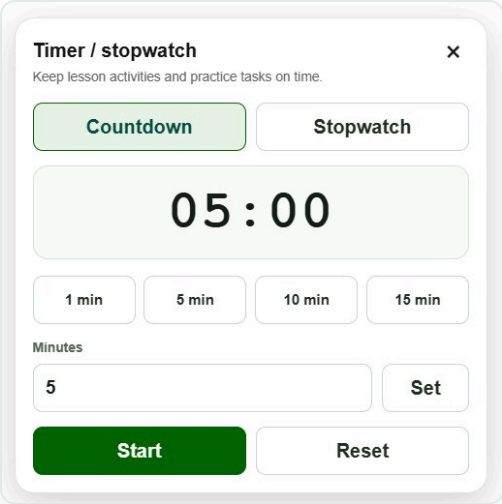
- **Move:** drag it to where you need it.
- **Resize:** drag a corner handle.
- **Rotate:** drag the rotation handle to turn it to any angle, for example to line the ruler up with a sloping line.

The on-screen ruler shows a scale, not real-world centimetres on your screen. If you resize it, use it for proportions and angles rather than exact lengths.

> **TIP** remove the ruler or protractor when you have finished so it does not cover your student's work.

12. Timer and Stopwatch

The stopwatch icon opens the **Timer / stopwatch** panel: “Keep lesson activities and practice tasks on time.” It has two modes: **Countdown** and **Stopwatch**.



The Timer / stopwatch panel in Countdown mode, set to 5 minutes.

12.1 Countdown

1. Select the **Timer** icon.
2. Make sure **Countdown** is selected.
3. Choose a preset, or set your own time (see 12.3).
4. Select **Start**. The time counts down to zero.

12.2 Presets

Four preset buttons set the countdown in one click: **1 min**, **5 min**, **10 min** and **15 min**.

12.3 Custom timing

1. Type the number of minutes in the **Minutes** box.
2. Select **Set**. The display updates, for example to 05:00.
3. Select **Start**.

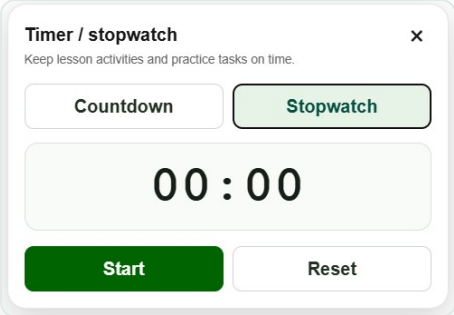
For exam practice, a useful guide is roughly one minute per mark.

12.4 Stopwatch

Select **Stopwatch** at the top of the panel. The display shows **00:00** and the controls are **Start** and **Reset**. The preset buttons are not shown in this mode.

1. Select **Start**. The stopwatch counts up from zero.
2. Select **Reset** to return to 00:00.

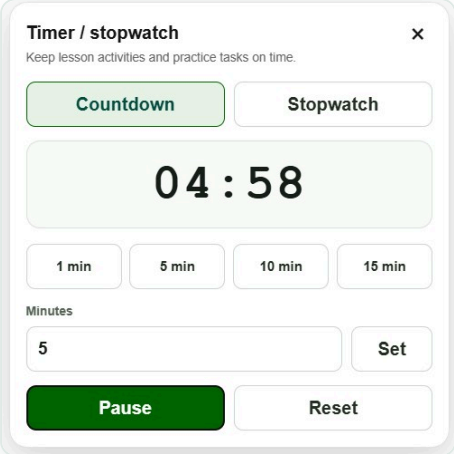
Use it to see how long a student takes on a question.



Stopwatch mode.

12.5 Pause and reset

- **Pause:** while a countdown is running, the green **Start** button becomes **Pause**. Select it to stop the countdown.
- **Reset:** select **Reset** to return the timer to its starting time.



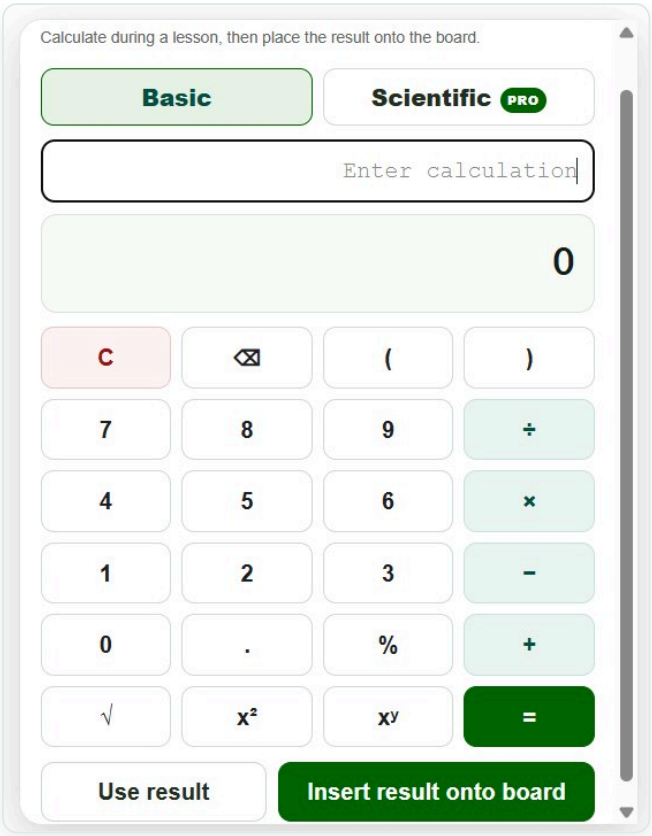
A countdown in progress. The green button now reads Pause.

12.6 Dragging the timer panel

Drag the timer panel to a corner of the board so it does not cover the question. Close it with the × at the top right when you no longer need it.

13. Calculator

The calculator icon opens the **Calculator** panel: “Calculate during a lesson, then place the result onto the board.” The panel has two tabs: **Basic** (all plans) and **Scientific** (marked PRO).



The Basic calculator.

13.1 Using the basic calculator

1. Select the **Calculator** icon. The **Basic** tab is shown.
2. Type a calculation in the **Enter calculation** box, or use the buttons.
3. Select **=** to see the answer in the display.

Button	What it does
0–9 and .	Enter numbers and decimals
+ − × ÷	Add, subtract, multiply, divide
( )	Brackets
%	Percentage
√	Square root
x^2	Square
x^y	Raise to a power
C	Clear the calculation
⌫	Delete the last character

Button	What it does
=	Calculate the answer

13.2 Use result and Insert result onto board

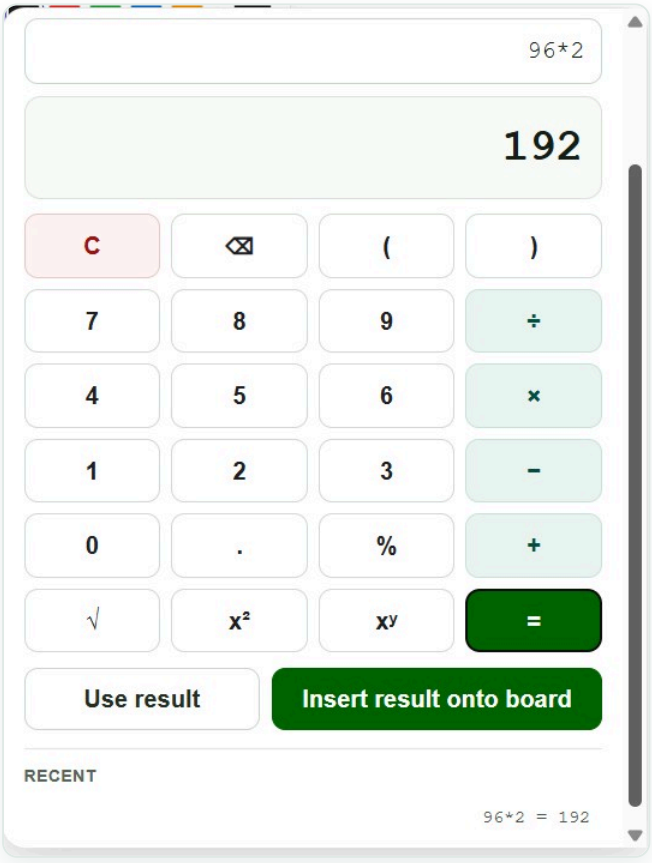
Both buttons sit at the bottom of the calculator, on both tabs.

- **Use result:** takes the current result and makes it the starting value for your next calculation, so you can carry on without retyping it.
- **Insert result onto board:** places the current result on the whiteboard as an image (SVG) object. You can move and resize it with the Select tool, but you cannot edit the numbers in it. To change it, delete it, recalculate and insert again.

> **TIP** add units and the correct number of significant figures next to the inserted result with the Text tool or pen.

13.3 Calculation history

Completed calculations are listed under **RECENT** at the bottom of the calculator panel, for example *96*2 = 192*. Scroll down the panel to see them.

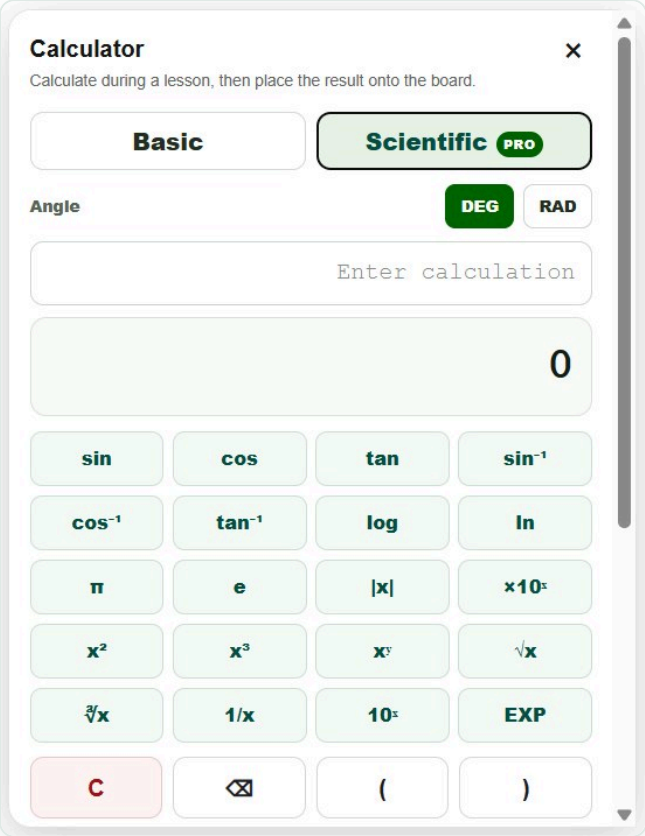


Use result, Insert result onto board and the RECENT list.

> **TIP** for exam practice, ask the student to use their own approved calculator and use the board calculator only to check.

14. Scientific Calculator (Pro)

Pro accounts can select the **Scientific** tab in the Calculator panel. It adds scientific functions above the same basic keypad, and includes the same **Use result** and **Insert result onto board** buttons (Section 13.2) and calculation history (Section 13.3).



The Scientific calculator (Pro), with the DEG/RAD angle toggle and the scientific function keys.

Function	Buttons	What it does
Trigonometry	sin, cos, tan	Sine, cosine and tangent of an angle
Inverse trigonometry	$\sin^{-1}$, $\cos^{-1}$, $\tan^{-1}$	Finds the angle from a ratio
Angle mode	DEG, RAD	Switches between degrees and radians
Logarithms	log, ln	Log to base 10 and natural log
Constants	π, e	Inserts pi and Euler's number
Powers	x^2, x^3, x^y	Square, cube, and raise to any power

Function	Buttons	What it does
Power of ten	10^x	10 to the power of a number
Roots	$\sqrt{x}$, $\sqrt[3]{x}$	Square root and cube root
Reciprocal	1/x	Divides 1 by the number
Absolute value	|x|	Makes a number positive
Scientific notation	$\times 10^x$, EXP	Enter numbers in standard form, such as 6.63×10^{-34}

14.1 DEG and RAD

The **Angle** setting at the top of the Scientific tab has two buttons, **DEG** and **RAD**. The highlighted button is the one in use. Use **DEG** for most school problems in degrees. Use **RAD** for circular motion, simple harmonic motion and calculus work. A wrong angle mode is the most common cause of a wrong trig answer.

14.2 Scientific notation

Use **×10ˣ** or **EXP** to enter numbers in standard form rather than typing "× 10 ^" by hand. This keeps the order of operations correct, for example when dividing by 3.00×10^8.

14.3 Inserting results onto the board

1. Complete the calculation.
2. Select **Insert result onto board**.
3. The result is placed on the board as an image (SVG) object. Move or resize it with the Select tool. It cannot be edited as text.

> **TIP** add units and significant figures next to the inserted result.

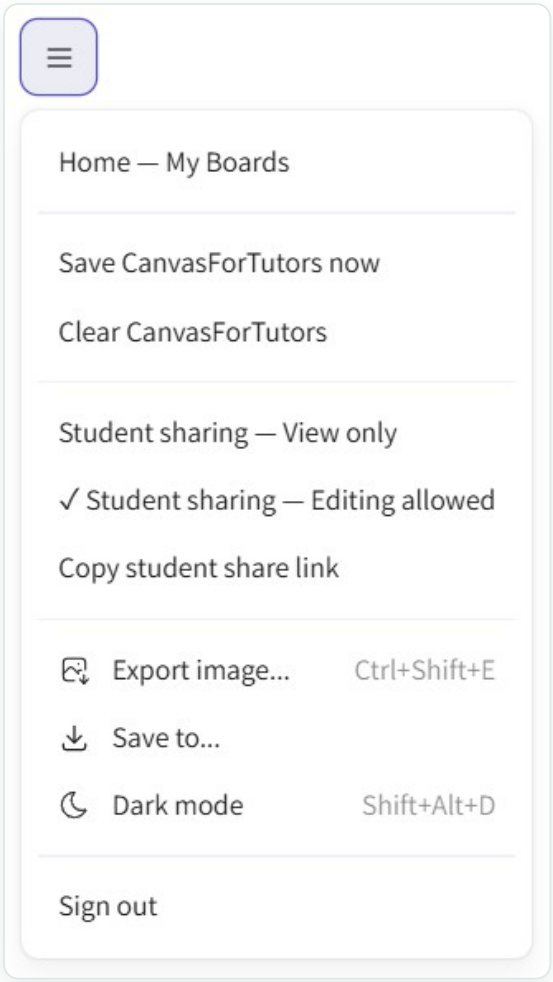
15. Live Student Collaboration

You and your student can work on the same board at the same time. Students join with a secure link and do not need an account.

15.1 Sharing the student link

1. Open the board you want to teach from.
2. Select the **menu** button (three lines, top left).
3. Select Copy student share link.

4. Send the link to your student, for example in your video-call chat, by email or by message.
5. Your student opens the link in their browser and sees the board.



Student sharing options in the board menu. The tick shows the mode in use.

Share each link only with the student it is meant for. Anyone with the link can open that board.

15.2 View-only mode

In view-only mode your student sees everything you draw, live, but cannot change the board. Use it for explaining new content, showing a worked example, or when you want the board to stay tidy.

15.3 Editing mode

In editing mode your student can draw, type and use the tools on the board. Use it for practice questions, labelling diagrams and any time you want the student to show their thinking.

Changing the mode: open the **menu** (top left) and select **Student sharing — View only** or **Student sharing — Allow editing**. A tick (✓) shows the mode in use; when editing is on, the item reads ✓ **Student sharing — Editing allowed**. You can change the mode at any point in the lesson.

15.4 Live collaboration

When live, changes appear on everyone's screen within moments. The ● **Live** indicator at the top of the board shows the live connection is active.

15.5 Recommended tutor workflow

1. **Before the lesson:** create or duplicate the board, import any PDF pages, and set the mode to view-only.
2. **Start of the lesson:** send the link and check the student can see the board.
3. **Teaching:** explain in view-only mode.
4. **Practice:** switch to editing mode and let the student work.
5. **End of the lesson:** switch back to view-only so nothing is changed by accident. The board stays saved for next time.

16. Saving and Cloud Sync

CanvasForTutors saves your board to the cloud automatically while you work. You do not need to remember to save.

16.1 Automatic saving

Every supported change you make is saved automatically. When you close a board and open it later, from the same or a different device, your work is there.

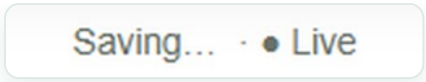
16.2 Manual save

To save straight away, open the **menu** (top left) and select **Save CanvasForTutors now**. Use it for extra reassurance, for example just before closing the browser.

16.3 Live status

The status line under the logo shows what is happening:

Status	Meaning
Saving…	Your latest changes are being uploaded
✓ Saved to cloud	All your changes are safely stored
● Live	The real-time connection for collaboration is active. It stays visible alongside the saving status



The status line while saving. It changes to "✓ Saved to cloud" when saving is complete.

16.4 What "Saved to cloud" means

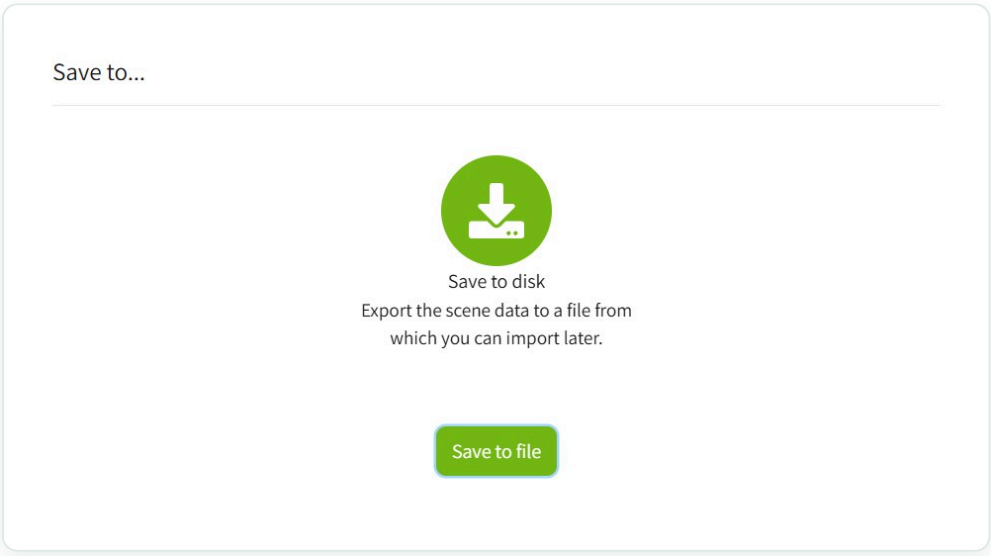
"Saved to cloud" means your latest changes are stored on the CanvasForTutors servers, not only on your device. It is then safe to close the tab or switch devices.

> **TIP** before closing a board, check that the status shows ✓ **Saved to cloud**.

16.5 Saving a copy to your device (Save to…)

Save to… in the board menu downloads a copy of the current board. It is separate from cloud saving, and you do not need it for ordinary saving, because boards save to the cloud automatically.

1. Open the **menu** (top left) and select **Save to…**.
2. A **Save to…** box opens, showing **Save to disk** — "Export the scene data to a file from which you can import later."
3. Select **Save to file**.



The Save to… dialog.

17. Free vs Pro

The Free plan is designed so you can try CanvasForTutors with real students. Pro is for tutors who teach with it regularly.

Feature	Free	Pro
Saved boards	Up to 3	Unlimited
Core whiteboard tools (Select to Eraser)	Yes	Yes
Live student collaboration and share links	Yes	Yes
PDF and image import	Yes	Yes
Equations	Yes	Yes
Graphs	Yes	Yes
Circuit symbols	Yes	Yes
Physics apparatus	Yes	Yes
Geometry tools (ruler and protractor)	Yes	Yes
Timer and stopwatch	Yes	Yes
Basic calculator	Yes	Yes
Mobile and tablet access	Yes	Yes
Folders	–	Yes
Templates	–	Yes
Scientific calculator	–	Yes
Price	£0	£7.99 per month or £79 per year

Pro will also include future advanced Pro features as they are released.

Upgrading: choose Pro from the Pricing page. **Managing your subscription:** use **Manage subscription** on the My Boards dashboard.

If you stop Pro: your existing boards stay with your account. The Free limit of 3 boards then applies, so you may need to delete older boards before creating new ones, or upgrade again.

Schools and teams: departments, schools and tutoring companies can ask about custom annual plans with multiple tutor accounts through the Support page.

18. Mobile Use

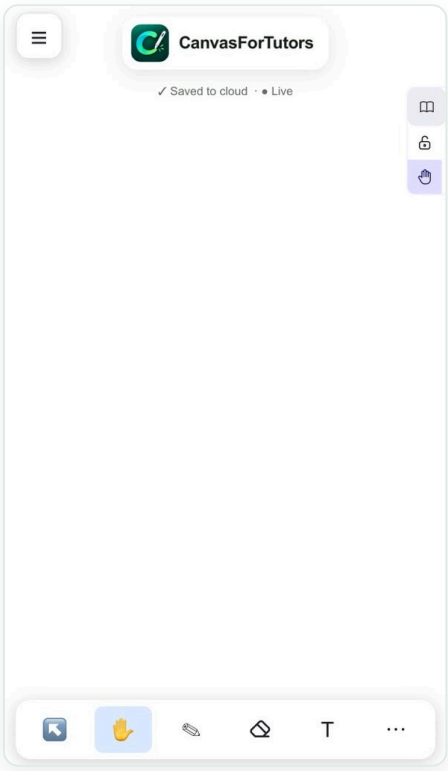
CanvasForTutors works in the browser on phones and tablets, for both tutors and students. Some advanced teaching workflows are easier on a larger screen.

18.1 The toolbar on smaller screens

On a phone-sized screen, the bottom toolbar shows only the most-used tools:

- Select
- Hand (pan)
- Pen
- Eraser
- Text
- **More** (…)

The board menu stays at the top left, and the CanvasForTutors logo and status line stay at the top.



CanvasForTutors on a phone, with the simplified toolbar at the bottom.

18.2 Using the More menu

No tools are lost on mobile. The rest are grouped under **More** to save space.

1. Tap **More** (…) on the toolbar. A grid of tools opens.
2. Tap the tool you need. It works in the same way as on a computer.

The More grid contains: Arrow, Line, Image, Rectangle, Ellipse, Diamond, Import Whiteboard, Equation, Circuits, Graphs, Timer, Calculator, Geometry and Apparatus.

18.3 Tips for mobile and tablet

- Use a tablet with a stylus for the best handwriting.
- Turn a tablet to landscape for more working space.
- Pinch with two fingers to zoom; use the Hand tool to move around without drawing by mistake.
- Students joining on a phone may find view-only mode easier to follow.

19. Common Troubleshooting

Most problems are fixed by refreshing the page or signing out and back in. Try the steps below in order.

19.1 A board will not load

1. Check your internet connection.
2. Refresh the page (see 19.7).
3. Go back to My Boards and open the board again.
4. Try another up-to-date browser such as Chrome, Edge, Safari or Firefox.
5. Sign out and back in (see 19.8).

19.2 Changes are not saving

1. Look at the status under the logo. Wait for ✓ **Saved to cloud**.
2. Check your internet connection. Changes cannot reach the cloud while you are offline.
3. Do not close the tab until the status shows saved. If needed, select Save CanvasForTutors now from the menu.
4. If it still does not save, copy anything important, refresh and check again.

19.3 My student cannot edit the board

1. Open the **menu** (top left) and check the board is in **editing** mode, not view-only. If it is not, select Student sharing — Allow editing.
2. Ask the student to refresh their page.
3. Make sure they are using the most recent link you sent.
4. Check the student has selected a drawing tool, not the Hand tool.

19.4 A PDF will not import

1. Check the file is a PDF, PNG or JPG.
2. Import fewer pages at a time.

3. For very large files, save a smaller copy (fewer pages or lower image quality).
4. For Microsoft Whiteboard, make sure you are importing the exported PDF or image, not the original whiteboard file (Section 6.4).

19.5 The calculator will not open

1. Select the calculator icon once and wait a moment.
2. Check it has not opened off-screen. Zoom out or reset the zoom to 100%.
3. On a phone, the calculator is under **More**.
4. Refresh the page.

19.6 A Pro feature is missing

1. Check the **PRO** badge appears next to your email on My Boards.
2. If you have just upgraded, sign out and back in.
3. Refresh the board.
4. Check you are signed in with the email address you used to subscribe.
5. If it is still missing, contact support with your account email.

19.7 Refreshing the browser

Refreshing reloads the page and fixes many display issues. Your saved work is not lost.

- **Windows / Chromebook:** press F5 or Ctrl + R.
- **Mac:** press Cmd + R.
- **Phone or tablet:** tap the refresh arrow in the browser, or pull down on the page.

Wait for ✓ **Saved to cloud** before refreshing in the middle of a lesson.

19.8 Signing out and back in

1. Go to My Boards and select **Sign out**.
2. Go to www.canvasfortutors.com and select **Sign in**.
3. Enter your email and password.

This refreshes your account details, including a recent upgrade to Pro.

19.9 Still need help?

Email support@greenfieldphysics.co.uk. Include the device and browser you were using, what you were trying to do, and what happened.

20. Best Practices for Tutors

- **Prepare before the lesson.** Import PDF pages and set up headings before the student joins.
- **Keep one board per student or per topic.** On Pro, use folders to keep them organised.
- **Name boards clearly.** Include the student, topic and date.
- **Use templates for repeated lessons (Pro).** Save a lesson layout once and reuse it.
- **Start in view-only, then hand over.** Explain first, then switch to editing for practice.
- **Give the student space.** Leave a clear area on the board for their answers.
- **Use colour consistently.** For example, one colour for your working and another for the student's.
- **Use typed equations for key formulae.** They are easier to read than handwriting.
- **Plot real data.** Let students enter practical results and judge the line of best fit.
- **Time exam questions.** Use the countdown to build exam timing habits.
- **Check DEG or RAD** before any trig calculation.
- **Use a stylus if you can.** Handwriting with a mouse is slower and less clear.
- **Check the status before you leave.** Wait for "✓ Saved to cloud".
- **Revisit old boards.** Open last week's board for a quick recap at the start of a lesson.

21. Frequently Asked Questions

1. Do my students need an account? No. Students join through the secure link you share.

2. Do I need to install anything? No. CanvasForTutors runs in your web browser.

3. Which devices can I use? Computers, tablets and phones, using an up-to-date browser.

4. How many boards can I save on Free? Up to 3. Pro gives you unlimited saved boards.

5. Does CanvasForTutors save automatically? Yes. Supported changes are saved to the cloud as you work.

6. Can my student write on the board? Yes, when you set the board to editing mode from the menu.

7. Can I stop my student changing the board? Yes. Switch the board to view-only mode.

8. Can I use CanvasForTutors with Zoom, Teams or Google Meet? Yes. Run your video call as normal and share the board link in the call chat.

9. Can I import a PDF exam paper? Yes. Use the Import tool and choose the pages you need.

10. Can I import my Microsoft Whiteboard lessons? Yes, as exported PDF, PNG or JPG files. Native, editable Microsoft Whiteboard objects cannot be imported.

11. Can I edit the text inside an imported PDF? No. Imported pages are images. You can write and draw over them.

12. What is the difference between the calculator on Free and Pro? The Basic calculator (all plans) covers arithmetic, brackets, percentages, square roots and powers. Pro adds the Scientific tab: trig and inverse trig, DEG/RAD, log and ln, π and e, cube roots, reciprocals, absolute value and scientific notation.

13. How do folders work? On Pro, select Move on a board and type a folder name. A new name creates the folder. Leave it blank to return the board to Unfiled.

14. What is a template? A reusable starting board (Pro). Each new board made from it is a separate copy.

15. What happens to my boards if I cancel Pro? They stay in your account. The Free limit of 3 boards applies to creating new ones.

16. Is CanvasForTutors only for Physics? No. It suits any subject. The STEM tools are especially useful for Physics, Maths, Chemistry and Engineering.

17. Can my school or tutoring company use it? Yes. Contact support about custom annual plans for teams.

18. How do I get help? Email support@greenfieldphysics.co.uk with details of your device and the problem.

22. Quick Reference Guide



Icons 1 to 19, left to right.

#	Icon	Tool	Use it to
1	Arrow pointer	Select	Move, resize, rotate, restyle or delete items
2	Open hand	Hand	Move around the board safely
3	Pen	Pen	Handwrite and sketch
4	Diagonal arrow	Arrow	Draw arrows, vectors and labels
5	Diagonal line	Line	Draw straight lines and wires
6	T	Text	Add typed text
7	Framed picture	Image	Add a PNG or JPG
8	Square	Rectangle	Draw boxes
9	Circle	Ellipse	Draw circles and ovals
10	Diamond	Diamond	Draw diamonds
11	Eraser	Eraser	Remove items

#	Icon	Tool	Use it to
12	Down arrow	Import	Import PDF pages, images and exported whiteboards
13	Σ	Equation	Insert typeset equations
14	Orange lightning bolt	Circuit symbols	Insert circuit components
15	Line graph	Graphs	Axes, scatter plots and line graphs
16	Stopwatch	Timer	Countdown and stopwatch
17	Calculator keypad	Calculator	Basic (Free) or scientific (Pro) calculator
18	Set square	Geometry tools	Ruler and protractor
19	Microscope	Physics apparatus	Insert laboratory apparatus

Around the board: Menu (top left) for sharing and view/edit mode · Library (top right) · Zoom and Undo/Redo (bottom left) · Help (bottom right) · Status under the logo.

Appendix A. Quick Start Guide



CanvasForTutors: A teaching-first collaborative whiteboard built for tutors and teachers. Teach your first lesson in five minutes.

1. **Create your account.** Go to www.canvasfortutors.com, select **Get started**, then **Create account**.
2. **Make a board.** On My Boards, select **+ New Board**.
3. **Add your material.** Select the **Import** icon (down arrow) to bring in PDF pages or images.
4. **Invite your student.** Open the **menu** (top left), select Copy student share link and send it. Your student does not need an account.
5. **Choose the mode.** View-only while you explain; editing when the student practises. Switch any time from the menu.
6. **Teach.** Use the pen for handwriting, Σ for equations, the graph and circuit tools for STEM, and the timer for exam questions.
7. **Finish.** Check the board shows ✓ **Saved to cloud**. It will be waiting on My Boards next time.

Free lets you keep 3 boards. Upgrade to Pro for unlimited boards, folders, templates and the scientific calculator.

Appendix B. Website FAQ Version

What is CanvasForTutors? A teaching-first collaborative whiteboard built for tutors and teachers, for one-to-one tutoring, online lessons and live teaching.

Do students need an account? No. Students join with a secure link from their tutor.

Is there a free plan? Yes. Free includes up to 3 saved boards, the whiteboard tools, PDF and image import, equations, graphs, circuit symbols, Physics apparatus, geometry tools, the timer, live collaboration and a basic calculator.

What does Pro add? Unlimited saved boards, folders, templates and a scientific calculator. Pro is £7.99 per month or £79 per year.

Does it save automatically? Yes. Boards save to the cloud while you work.

Can my student write on the board? Yes. Choose editing mode, or view-only if you want the board unchanged.

Can I import PDFs? Yes. Import the pages you need, then annotate them together.

Can I import Microsoft Whiteboard lessons? Yes, as exported PDF, PNG or JPG files. They arrive as images you can annotate, not as editable Microsoft Whiteboard objects.

Does it work on phones and tablets? Yes. Less-used tools sit in a More menu on smaller screens.

What subjects is it for? Any subject. It includes equations, graphs, circuit symbols, geometry tools and physics apparatus for STEM teaching.

What happens if I cancel Pro? Your boards stay in your account. The Free 3-board limit then applies to new boards.

Can schools use it? Yes. Contact us about custom annual plans for departments and tutoring companies.

How do I get help? Email support@greenfieldphysics.co.uk.

Appendix C. Suggested Help Centre Structure

Each page should open with a one-line answer, then numbered steps and a screenshot. Link related pages at the bottom.

Category	Pages (manual section)
Getting started	What is CanvasForTutors? · Create an account (1.1) · Sign in and reset your password (1.2) · Quick Start Guide (App. A)
Boards and dashboard	Create, open and rename boards (1.4, 2.1–2.2) · Duplicate and delete (2.3–2.4) · Folders (2.5) · Templates (2.6–2.7)

Category	Pages (manual section)
The whiteboard	Tour of the interface (3) · Toolbar icon guide (4) · Pen, colours and eraser (5) · Quick reference (22)
Importing	Import PDFs (6.1–6.2) · Import images (6.3) · Microsoft Whiteboard exports (6.4)
Teaching tools	Equations (7) · Graphs (8) · Circuit symbols (9) · Physics apparatus (10) · Geometry tools (11) · Timer (12) · Calculator (13) · Scientific calculator (14)
Teaching live	Share a board with a student (15.1) · View-only and editing (15.2–15.3) · Recommended lesson workflow (15.5) · Best practices (20)
Saving	Automatic saving and status messages (16)
Plans and billing	Free vs Pro (17) · Upgrade and manage your subscription · Schools and teams
Devices	Using phones and tablets (18)
Troubleshooting	One page per problem in Section 19
FAQ and contact	Website FAQ (App. B) · Contact support

Tip for the website: add a search box at the top of the Help Centre and a “Was this helpful?” link on each page, so you can see which articles need improving.