Prowise
EMPOWERING EDUCATION

User guide
Prowise Teach

A concise guide for teachers: from your first lesson to interactive activities.

This guide covers the **web version** of Prowise Teach (teach.prowise.com), version 1.5, October 2026. Screenshots show the Dutch interface.



WELCOME

Getting started with Teach

Prowise Teach is the whiteboard software from Prowise. You write, draw and build your lessons in it, with ready-made images, handy mini-tools and AI that helps you with text and images.

Opening Teach

GO HERE

teach.prowise.com

Log in with your **existing Presenter account**. You don't need a new account.

1. In your browser's address bar, type **teach.prowise.com** and press Enter.
2. **Log in with your Presenter account**: use the same login details as in Prowise Presenter.
3. Teach starts straight away with a **blank lesson**. You can begin right away.
4. Want to continue with an existing lesson? Choose File management → Open document.

No account? Use the app

In the **Teach app** you can also use Teach **without an account**. Only your settings and personal preferences are not saved.

This guide covers the web version

All explanations and screenshots are about the **web version** of Teach in the browser (teach.prowise.com). The Teach app on a Prowise touchscreen may look and work differently.

Three golden rules

1. **Click a button twice** in the toolbar to open its options (colour, thickness, type).
2. **Made a mistake?** Undo brings everything back, even a cleared page.
3. **Save your lesson** with Ctrl + S (Mac: ⌘ + S). As long as there is a * in the tab, something has not been saved.

Contents

The screen at a glance	3
The toolbar	4
Drawing, shapes and text	5
Editing objects	6
Interactive activities	7
Media library and AI images	8
AI help with text and images	9
Mini-tools	10
Pages, saving and sharing	11
Shortcuts and tips	12



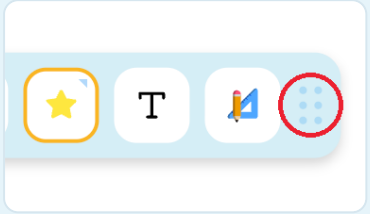
ORIENTATION

The screen at a glance

Everything you need is around the edges of the screen. The large white area in the middle is your canvas.



1. **Tabs.** Each lesson opens in its own tab. Use **+** to start a new document.
2. **Top bar.** Feedback, Help (with a guided tour and all shortcuts), notifications, settings and your account.
3. **Bottom bar, left.** File management, Media library, AI image generation, Undo, Redo, Paste and Clear canvas.
4. **Toolbar.** All the buttons for selecting, writing, drawing and more. Explained on the next page.
5. **Zoom and full screen.** Click the percentage to go back to 100%.
6. **Pages.** Browse between pages. Click the page number for an overview of all pages.
7. **Safe zone.** Anything inside the dotted line stays visible on screens with a different aspect ratio.



Toolbar in the way?

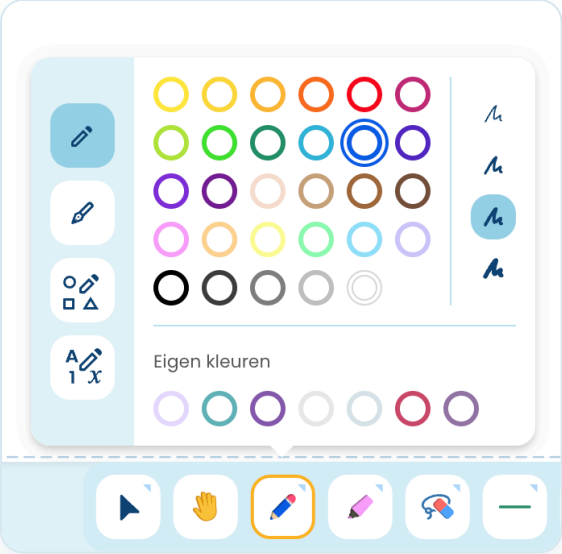
At the far right of the toolbar is a button with **six dots** (circled in red). Hold this button and drag the toolbar somewhere else. Have you switched on the **'Longpress' toolbar** under **Settings → General settings**? Then you can also right-click (or long-press on a touchscreen) on the canvas for a floating toolbar.

BASICS

The toolbar

The toolbar at the bottom has nine buttons. Click a button once to select it, and once more to open its options.

Select and edit	Click, move, rotate and resize objects.	V
Move canvas	Shift the canvas by dragging.	H
Pencil	Write and draw, with four pen types (see below).	P
Highlighter	A wide, transparent stroke: whatever is underneath stays readable.	M
Eraser	Erase a small part, a whole line, or erase with a lasso.	E
Lines	Straight, free or dotted lines, with or without an arrowhead.	L
Shapes	20 shapes, from rectangle to speech bubble and heart.	S
Text	Click on the canvas and type, or drag a text box onto the canvas.	T
Mini-tools	Ruler, set square, timer, spinner wheel, calculator and more.	



Pencil → click again: pen types on the left, colours in the middle, line thickness on the right.

The Pencil: four pen types

1. Normal pen
Write and draw freely. What you draw stays exactly as it is.

2. Calligraphy pen
Thick and thin strokes, great for handwriting practice and titles.

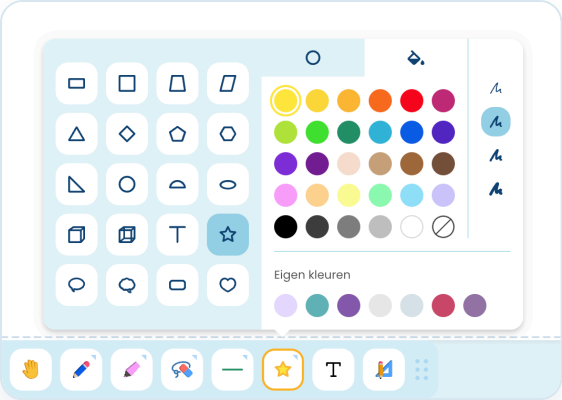
3. Shape recognition
A drawn circle becomes a perfect circle, a sketch a neat triangle.

4. Text recognition
Choose a language. After a short pause, your handwriting becomes typed text.

Note
Teach remembers the last pen type and colours you chose, even in a new lesson. Is your pen suddenly writing differently than you expect? Then check the pen type.

BASICS

Drawing, shapes and text



Shapes → click again. Use the tabs at the top to choose the colour of the outline or the fill.

Drawing a shape

1. Click **Shapes** and click once more to open the options.
2. Choose a shape, for example the star.
3. Choose a colour for the **Border** and, if you like, a **Fill**. Use ⊘ to choose "no colour".
4. Drag on the canvas. The size of your drag sets the size of the shape.

Lines, highlighter and eraser

You draw **Lines** by dragging from the start point to the end point. In the options you choose straight, free or dotted, plus an arrow, dot or T-bar at the ends. The **Eraser** has three types: erase a small part, a whole line at once, or everything inside a lasso.

Adding and formatting text



1. Choose **Text** and click where the text should go. Or drag on the canvas to create a text box of the right size.
2. Type your text. A floating text bar appears.
3. Select the text (Ctrl + A) and choose the font, size, bold, colour or alignment.

Under **...** you will find headings, lists, indents, subscript and superscript, a **Link** (to a website or a page in your lesson) and the AI text functions.

Poppins (default) | Grundschrift | Druckschrift95 | OpenDyslexic | + 12 more

In the classroom

Use **OpenDyslexic** for pupils with dyslexia, or **Grundschrift** for beginning reading and writing.

Editing objects

Click an image, shape or text with the Select button. The context bar appears above the object.



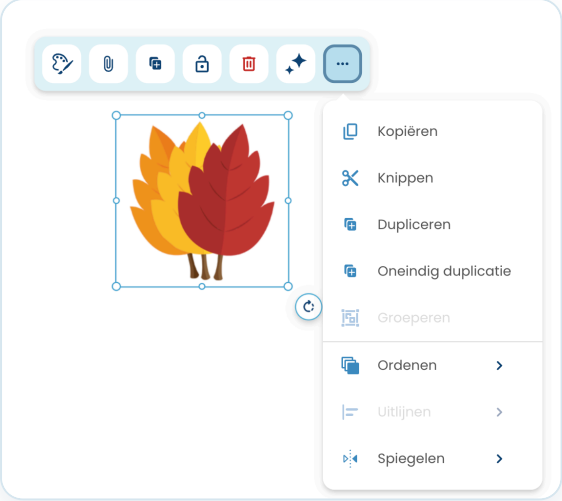
A selected image with the context bar above it.

The context bar

Appearance	Adjust fill, border and transparency. The options you see depend on the object: for an image, for example, you can only adjust the transparency.
Attachments	Make the object interactive (see page 7).
Duplicate	Makes a copy straight away.
Lock	Fixes the object in place so it can't be moved by accident.
Delete	Removes the object.
AI	Smart edits for text and images (see page 9).
...	More options, such as arrange and mirror.

Moving, rotating and resizing

Drag the object to move it. Drag a corner handle to change the size, or the round arrow to rotate it.



The ... menu with all the extra options.

Handy in the ... menu

- **Arrange:** bring an object forward or send it backward.
- **Group and Align:** work when you select several objects. Select more by dragging a frame, or with Shift +click.
- **Mirror:** horizontally or vertically.
- **Infinite duplication:** every time you drag the object, you drag out a new copy and the original stays put.

> **In the classroom**
> Turn on **Infinite duplication** for a counter, coin or word card. That gives you a pile that never runs out.

INTERACTIVE

Interactive activities

With **Attachments** you give an object a reaction. Pupils tap an answer and immediately see whether it is right or wrong.



Attachments → Presets + shows all the ready-made reactions.

Making a multiple-choice question

1. Put the question and the answers on the canvas, for example as text, a shape or an image.
2. Select the **correct** answer and click **Attachments** (paperclip).
3. Next to **Presets**, click **+** and choose `Correct answer – Icon`.
4. Repeat this for the wrong answers with `Wrong answer – Icon`.
5. In the lesson, click an answer: a green tick or a red cross appears.

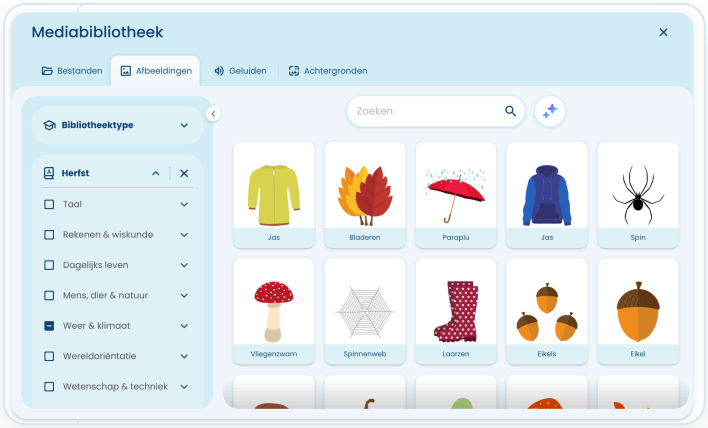
What can you add?

- **Presets:** correct or wrong answer (with an icon, with sound or just a border) and **hide answer**.
- **Sound:** a sound from the Media library or your own file. A small player appears next to the object.
- **Building blocks:** set the transition, fill, border and icon yourself.

Editing an object with an attachment?
A click plays the reaction instead of selecting the object. So drag a selection frame around the object, or right-click it.

IMAGES

Media library and AI images



The Media library, filtered on the Autumn theme.

Media library

A large collection of images, sounds and backgrounds, made especially for education.

1. Click **Media library** in the bottom bar on the left.
2. Choose the **Images**, **Sounds** or **Backgrounds** tab.
3. Search for a word, or filter by library type (primary or secondary education) and subject.
4. Click a tile: the item appears in the middle of your page. The library stays open, so you can carry on choosing.



AI image generation with the prompt "Kinderen in de speeltuin" (children in the playground).

Generate your own image

1. Click the **stars** in the bottom bar on the left (AI image generation).
2. Describe what you want to see. The more specific, the better.
3. Choose an aspect ratio and a style, such as Photo, Cartoon, Pencil or Watercolour.
4. Click **Generate**. After about 15 to 30 seconds you will see the result.
5. Not happy? Click the circle at the top right to generate again. Happy? Click **Add**.

AI

AI help with text and images

Select a text box or image and click the **stars** in the context bar. The AI runs within Prowise's own environment.

With text

More concise	Makes your text shorter.
More detailed	Makes your text longer and more complete.
Make a list	Turns the text into bullet points.
Check grammar	Corrects spelling and grammar.
Adjust audience	Rewrites the text for ages 3 to 13.
Translate	Into Dutch, English, German, French or Spanish.

Example

"Welkom groep 6!" → Translate → English became "Welcome, 6th grade!" within a few seconds, in the same text box and with the same formatting.

With images



- **Generate alternative:** a new variant of the image.
- **Remove background:** only the subject remains.
- **Change style:** for example to Cartoon, Watercolour or Clay.

Visualise selection

Select a sketch or a few shapes and choose the AI button: Teach turns it into one image. Use **Undo** to get your sketch back.

Bear with it

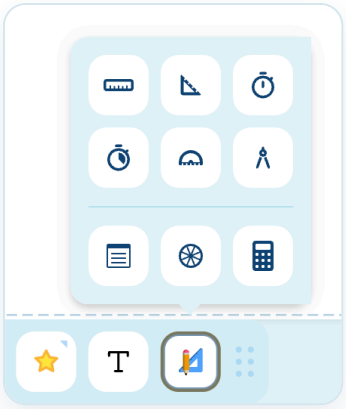
AI actions usually take from a few seconds to half a minute. If an action fails, you will get a notification. Then try again later.

Don't see the stars? Then check that **Settings → Tools → Show AI features** is switched on.

TOOLS

Mini-tools

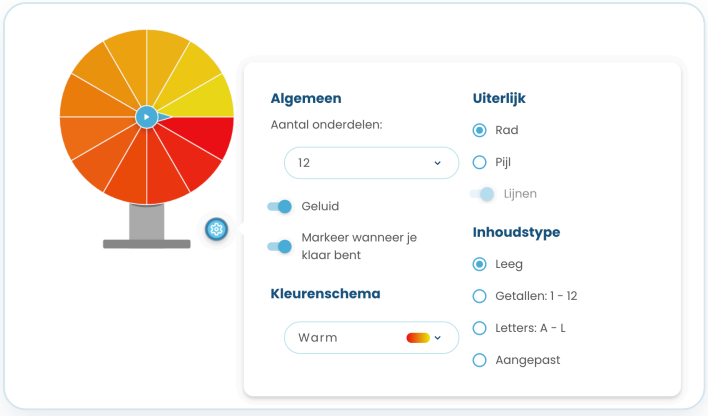
Click the last button in the toolbar (Mini-tools) and choose a tool. Most mini-tools have a red × to close them, a rotate button and a button to make them bigger.



The Mini-tools menu.

Ruler	Draw along the edge with the Pencil for a perfectly straight line.
Set square	With degree and centimetre scales.
Stopwatch / Timer	Analogue or digital. Set the timer with +/- or by dragging the hand.
Protractor	Switch between 180° and 360°.
Compass	Spread the legs and turn the compass.
Note	A sticky note in pink, yellow or blue that you can type on straight away.
Spinner wheel	Let chance decide (see below).
Calculator	An ordinary calculator on the board.

Setting up the spinner wheel



Click the cog next to the wheel for the settings.

1. Click the **cog** next to the spinner wheel.
2. Choose the **number of segments** (2 to 40).
3. Under **Content type**, choose Numbers, Letters or **Custom**.
4. With Custom, type a name, for example, and press Enter.
5. Click the **play button** in the middle to spin.

> **In the classroom**
> Put your pupils' names in the wheel and fairly choose who goes next.

Pages, saving and sharing

Working with pages

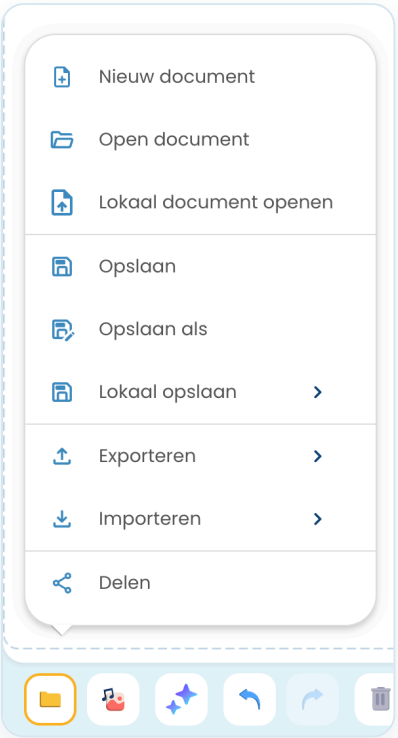
- Click the **page number** at the bottom right (for example 1/1) to open the page panel.
- Use **+ New page** to add a page.
- On the last page? Then the **Next page** arrow at the bottom right turns into a **+**. Click it to add a new page as well.
- Next to the active page you will find **...** (up, down, copy, change background), **+**, **Duplicate** and **Delete**.
- Via `... → Change background` you choose a colour or image as the background, optionally for all pages at once.



The page panel.

Note

Deleting a page and **Clear canvas** happen without asking for confirmation. Done it by accident? Click **Undo** straight away.



The File management menu.

Saving and opening

1. Click **File management** (folder) at the bottom left, then **Save**.
2. Choose a folder in **Prowise Storage** (or create a new folder) and give your lesson a name.
3. Your lesson is saved as a **.teach** file. After that, press Ctrl+S to save.

Also in this menu

- **Open document:** open a saved lesson.
- **Save locally / Open local document:** store a lesson on your own computer, optionally with a password.
- **Export:** as PDF, JPG, PNG or BMP.
- **Import:** add a file or a **YouTube video**. Paste the link and the video plays on the canvas.
- **Share:** send your lesson as a PDF by email, optionally with a QR code.

REFERENCE

Shortcuts and tips

Working with a keyboard? Shortcuts make things a lot faster. On a Mac, use ⌘ instead of Ctrl. You will find the full list via Help (i) → Shortcuts.

Toolbar buttons

Select	V
Move canvas (temporarily: hold the space bar)	H
Pencil	P
Highlighter	M
Eraser	E
Lines	L
Shapes	S
Text	T

Document

Save	Ctrl + S
New page	Ctrl + Enter
Open document	Ctrl + O

Objects

Undo	Ctrl + Z
Copy / paste	Ctrl + C / V
Duplicate	Ctrl + D
Select all	Ctrl + A
Extend selection	Shift + click
Group / ungroup	Ctrl + G / + Shift
Lock	Ctrl + L
Unlock all	Ctrl + Alt + Shift + L
Move (Shift = bigger step)	arrow keys
Bold / italic / underline	Ctrl + B I U

Five tips for a smooth lesson

1. **Prepare in tabs.** Open several lessons side by side with the **+** at the top.
2. **Lock your layout.** Lock titles and background images so they don't move when pupils work at the board.
3. **Customise the toolbar.** Via Settings → Tools → Customisable toolbar remove the buttons you don't use.
4. **Take the tour.** Help (i) → Info tour shows you all the buttons in a few steps.
5. **Give feedback.** Rate Teach via the speech bubble at the top right. Prowise keeps developing Teach.

> **Need more help?**
> Visit the Prowise Service Center: **service.prowise.com** → Prowise Teach. There you will find manuals and answers to frequently asked questions.