Information Management: Three Simple Strategies for Using a Whiteboard as a Brainstorming Tool

**Strategies for planning a project**
- Establish starting topics in advance
- Encourage out-of-class planning for quickly generating topics with details. A form students can fill in will help them write down topics and supporting information
- Set a time limit for the brainstorming activity
- Agree on the use of colors as information organization tools. For example, when planning a collaborative writing activity:
  - green = propositions and conclusions
  - black = supporting details
  - red = identified biases
  - purple = fuzzy areas that need clarification
- Specify how information will be used when the session ends and assign tasks and deadlines
- Distribute results to participants ASAP

**Strategies for solving a problem**
- Identify and agree upon the problem: use colors to rank and vote
- List steps, tasks
- Assign tasks to individual team members using a chart format
- Use the whiteboard to share results from sub-teams
- Distribute information from planning session to all members

**Survey/Voting Strategies**
- Prepare chart on whiteboard
- Fill in responses
  - Use Excel to graph and display distribution of responses