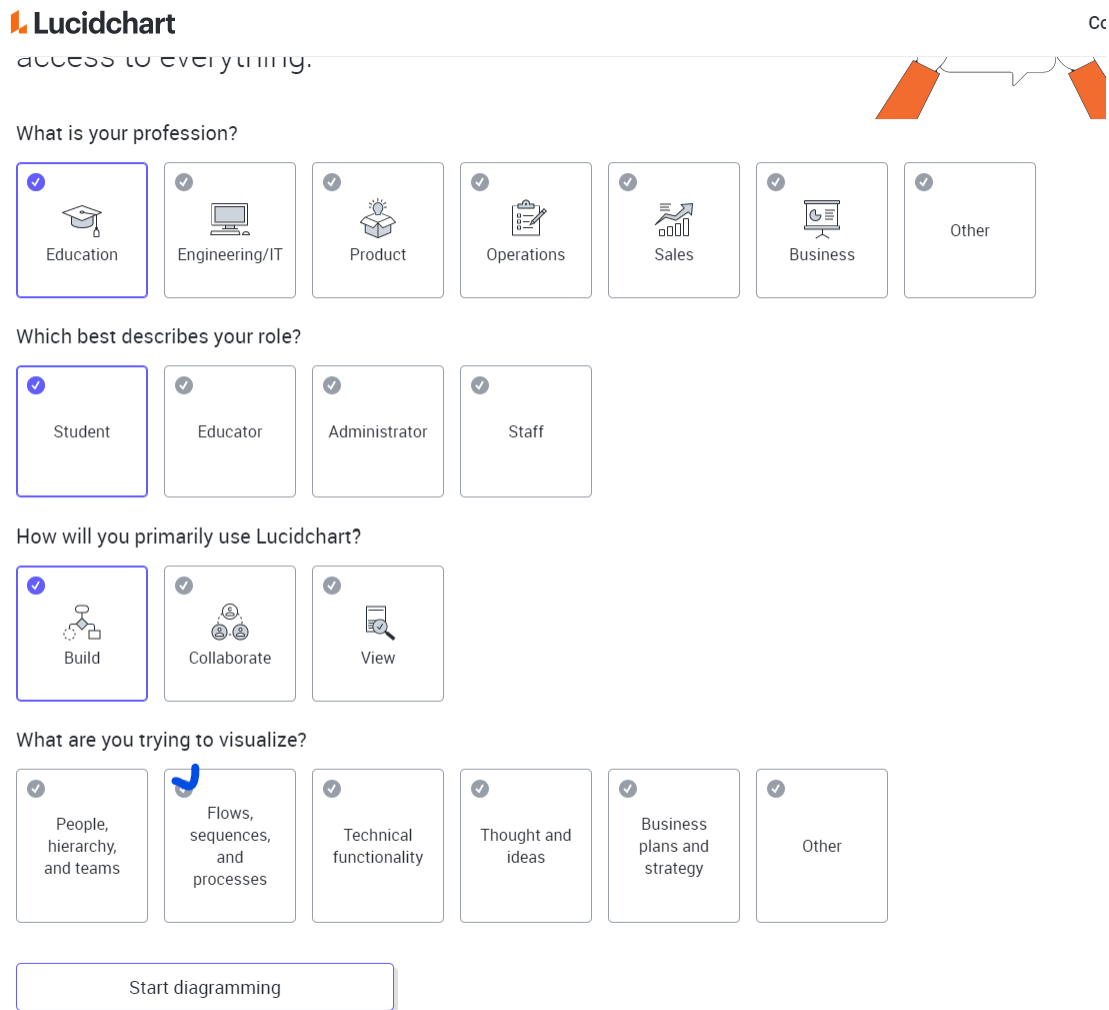Go to Lucidchart.com

There are paid and free versions. We will use the free one. You can only work on three diagrams, but this should be sufficient for our class. You may have to delete all the information in one if you run out of diagrams.

Select Sign up free

Under plans, Select Continue with free

(See below) Select Education; Student; Build; Flows, sequences and processes

(See below) Select Swimlane Diagrams
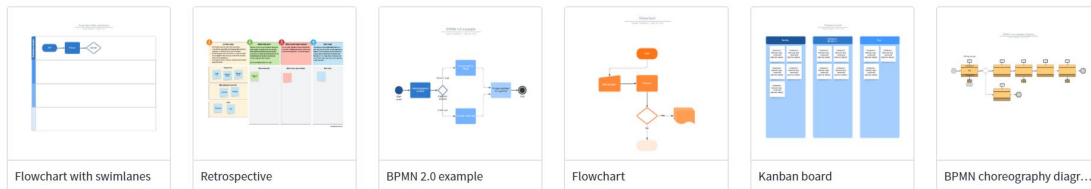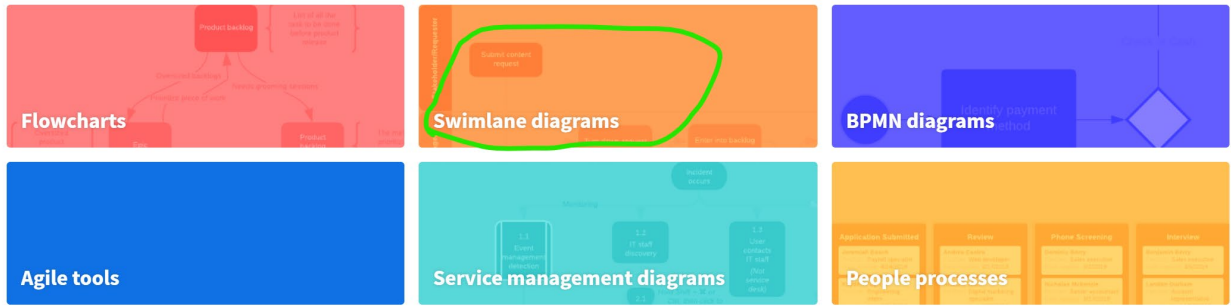
(See below) Select Flowchart with swimlanes
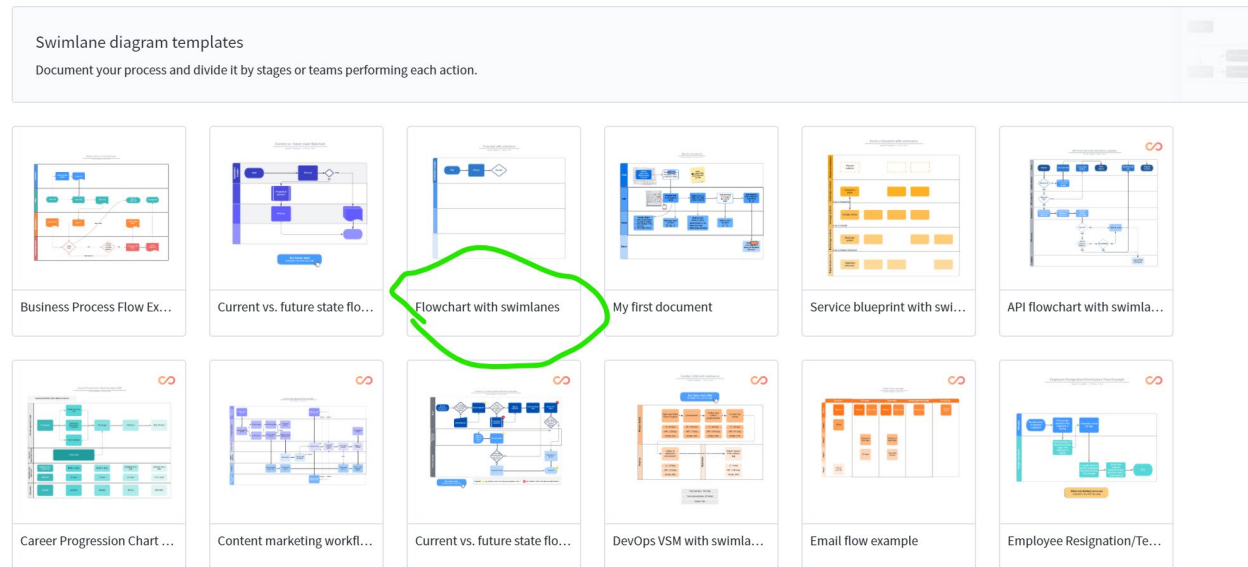
Double click on the example flowchart. Delete the items that are already in the example.
Drag a rectangle to the drawing (see below). Click on a header to put in the name of the actor.

Shapes

Liberation Sans

▼ Standard   ✕

T ☐ ▨ ⚡ ↗

▼ Flowchart   ✕

▼ Containers   ✕