



Desktop

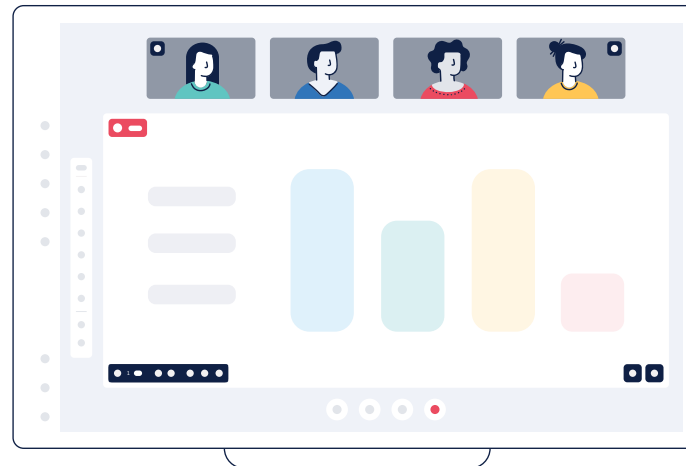
tutoom



User guide
Moderator

Welcome to Tutoom!

Let's make teaching interactive, participative and collaborative.





What you can do

Control the session and its permissions

Before starting



Make sure to set up your devices



Have all your class materials ready



Remember to record the session

DEVICES



Set up your devices

Set up your camera and microphone before starting your class

Camera preview

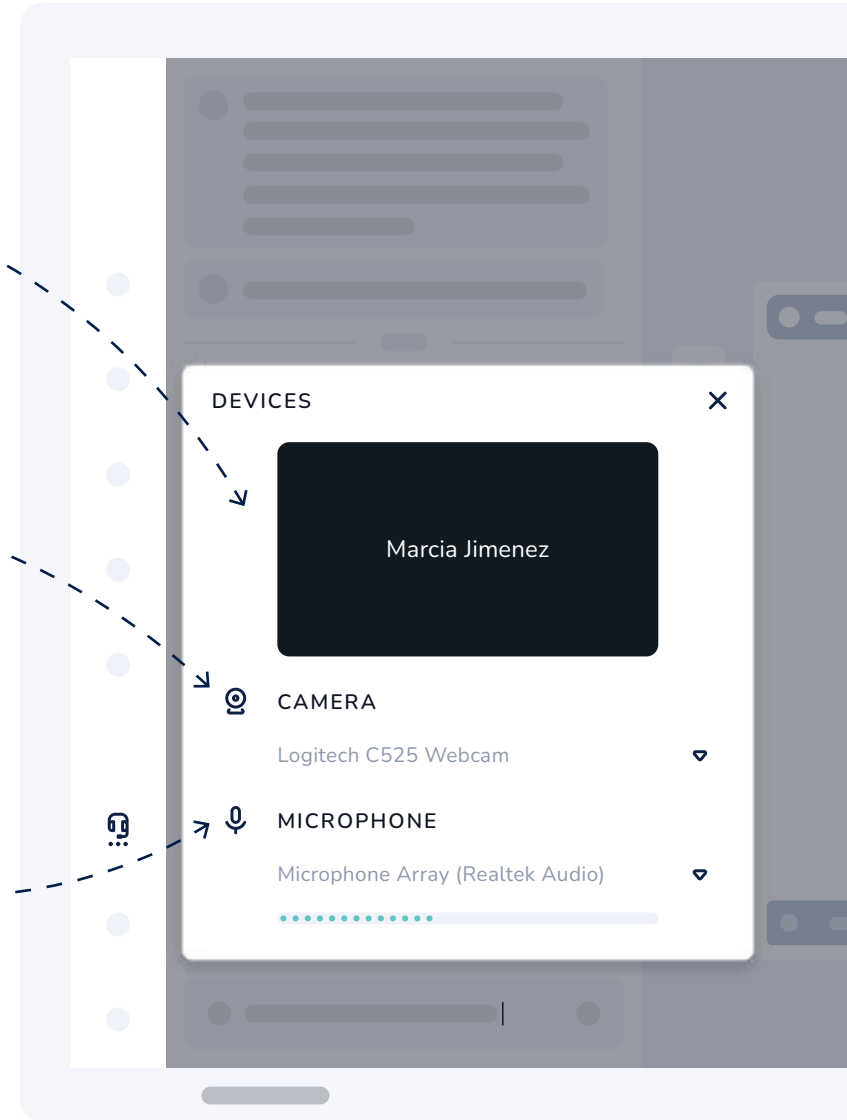
Present a file or video to the participants

Camera

Choose your camera in the list or let the system pick your main one by default.

Microphone

Choose your microphone in the list or let the system pick your main one by default.



SETTINGS



Set up the room

Set up the room and its permissions before starting

Language

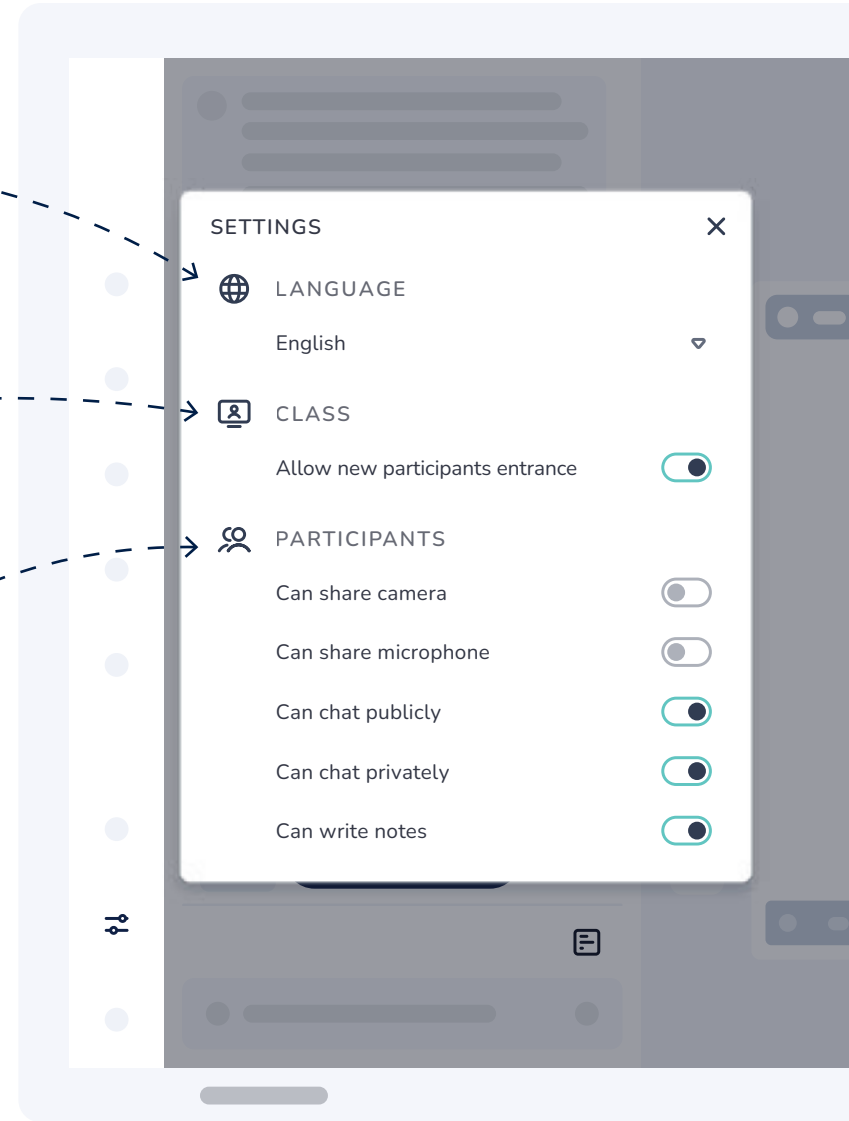
Choose the display language

Class

Lets you control whether participants can enter once the session has started or not

Participants

Control what participants can do in the session



Let's begin!

1

Organize your materials

2

Master the whiteboard

3

Interact with the participants

4

Group participants and make teamwork

1

Organize your materials

- Upload files and videos
- Coedit notes with everyone
- Share and present

LIBRARY



Upload files and videos

Magic starts in the library.
Here you can share files and video links that you'll use during your session.

1

Let's start



Click the add button (+)

2

Choose the file type



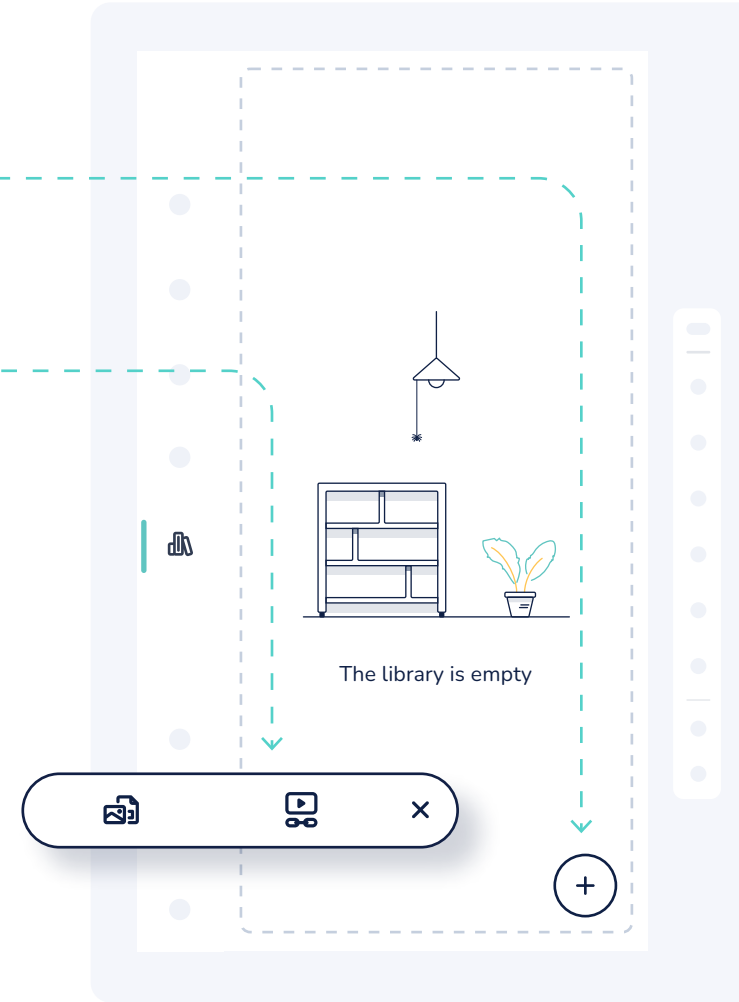
Upload documents (Word, Excel, PDF) or images



Choose YouTube or Vimeo video links

3

Add and present



TOOLS



Coedit notes with everyone

Make notes, annotate a list of tasks or just brainstorm some ideas. Everyone in the room can coedit these annotations, real-time.

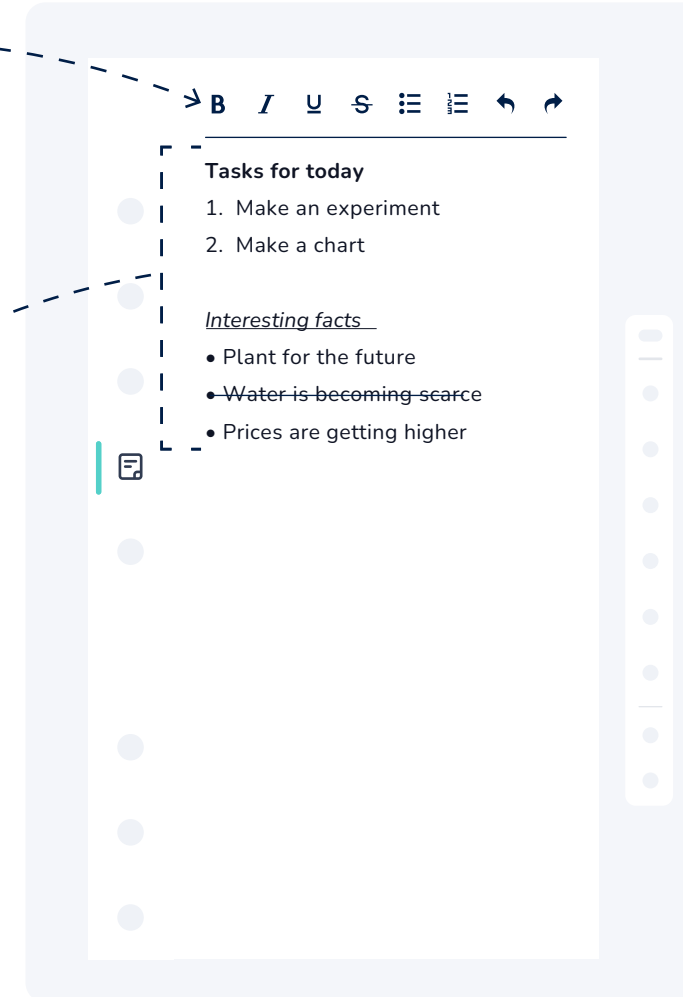
You can also restrict editing notes in the room settings.

Notes toolbar

Format your notes to style them, and undo/redo your editings.

Synced notes

Everyone in the room can write and edit notes, real-time.




LIBRARY




Present and share

Present your files in class and let everyone download them.


 You can only present one file at a time

 Present file/video

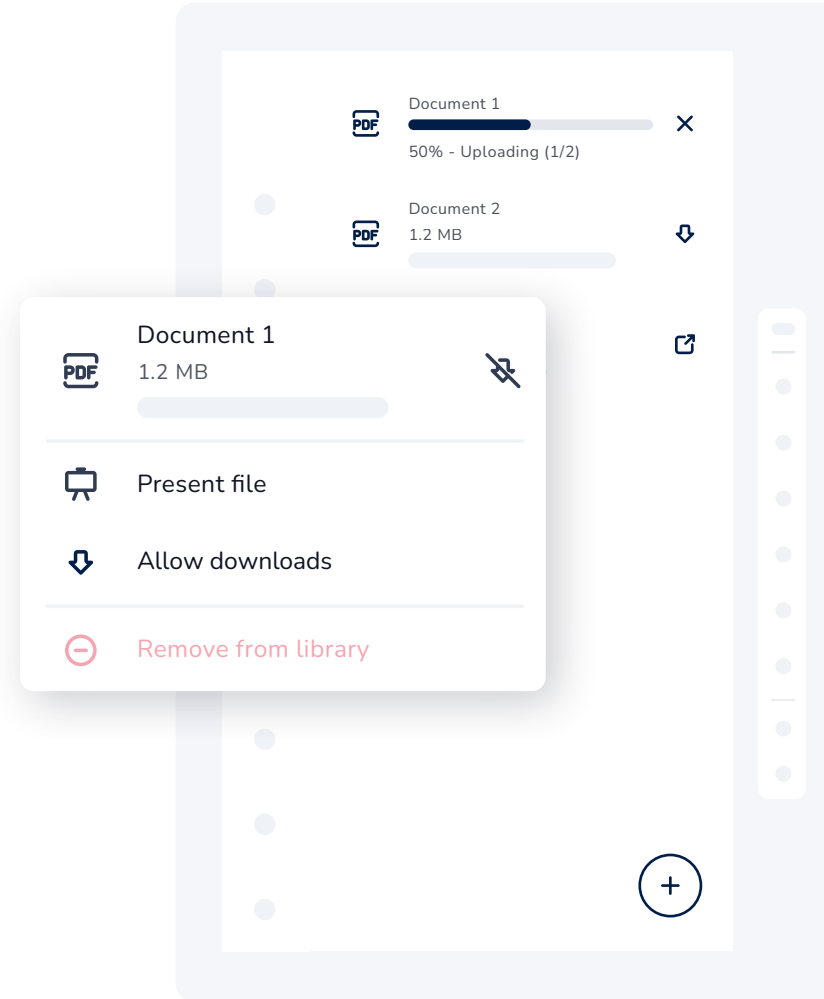
Present to all participants the selected file.

 Allow downloading

Your participants will be able to download a copy of the files you upload to the library.

 Remove from library

Deletes a file/video from the library.



2

Master the whiteboard

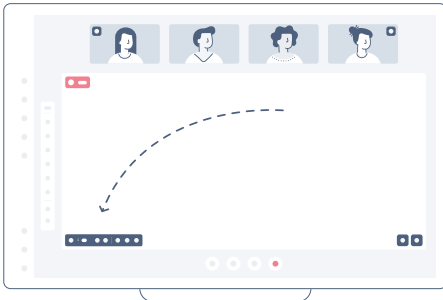
- Go to your slide
- Draw on your presentation
- Fast forward/rewind your videos
- Full-screen mode

TOOLS



Go to your slide

Select your slide easily by going to the bottom left of the presentation area.



Current slide

Shows the page of the current slide that you're showing to the class

Next/previous slide

Go to the next/previous slide in a click.



You can also use your keyboard for better convenience.

Slide search

Have a preview of your slides. Navigate through them and select the one you want to show.

Zoom in/out

Get closer to the areas you want to show by zooming in/out. You can also pan the slide using this tool.



Use the mouse scrollwheel for better convenience.

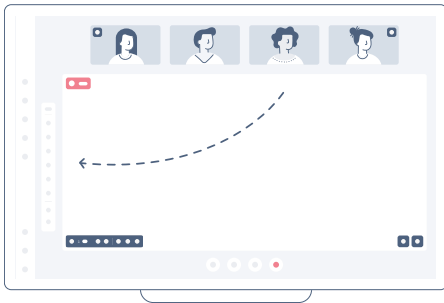


TOOLS



Draw on your presentation

You can write text, draw shapes and make freehand drawings on your slides.



→	Move the toolbar	Changes this toolbar position, left or right.
→	Pointer	Shows your cursor position to all participants.
→	Selector	Select drawn shapes so you can edit them.
→	Freehand	Make freehand drawings.
→	Shapes	Draw circles, rectangles, and other predefined shapes.
→	Text	Place and write text anywhere in your slide.
→	Colors	Choose colors for your shapes, text and drawings.
→	Clear drawings	Deletes all the drawings on the current slide
→	Undo	Undo drawings you made on the slide.
→	Redo	Redo drawings you made on the slide.



Drawing on slides is only available for presenters.

Learn more about the whiteboard tools



Point and drag the slide

Participants can follow your pointer anywhere in the slide

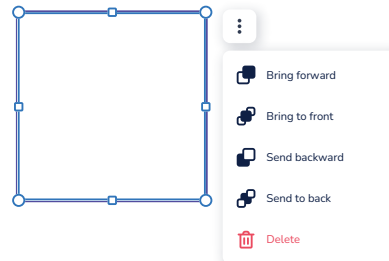


You can click and drag the slide to move it wherever you want.



Select objects and edit them

Transform shapes and place them everywhere.



supr

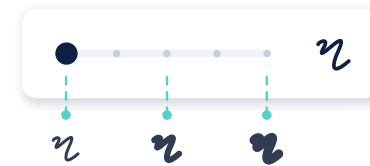
delete

You may use any of these keys to delete them faster.



Change the stroke width for your drawings

Choose between 5 different predefined widths.



Click and hold, and start your freehand drawing.

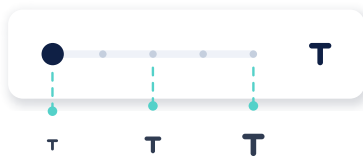


Learn more about the whiteboard tools

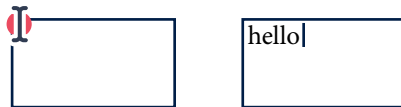
T

Change text size and write on your slide

Choose between 5 sizes.



Click to create a text box and start typing your ideas.

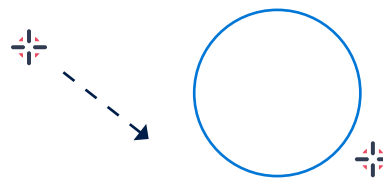


Create predefined shapes

Explain in a different way with known shapes.



Click, hold and drag to start drawing shapes.



Make it pop with colors

Choose the one that better suits your explanation.



You may choose a color before start drawing with these tools.

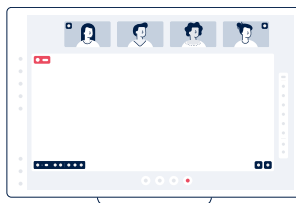
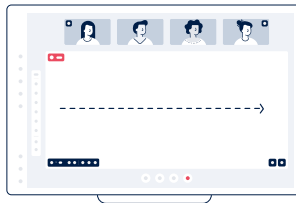


Learn more about the whiteboard tools



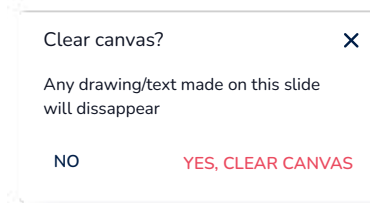
Move the whiteboard tools

You can change the position of the toolbar according to your needs.



Clear all drawings in a click

All drawings will be deleted from the current slide.



You should confirm this actions since it's undoable.

Keep in mind it's just for the current slide, not the entire presentation.



Undo any drawing

Step back to any previous state with your drawings.

Ctrl + **Z** *You may also use this lovely shortcut*



Redo

Redo any step if you stepped back further.

Ctrl + **Y** *You may also use this shortcut*

Synced video

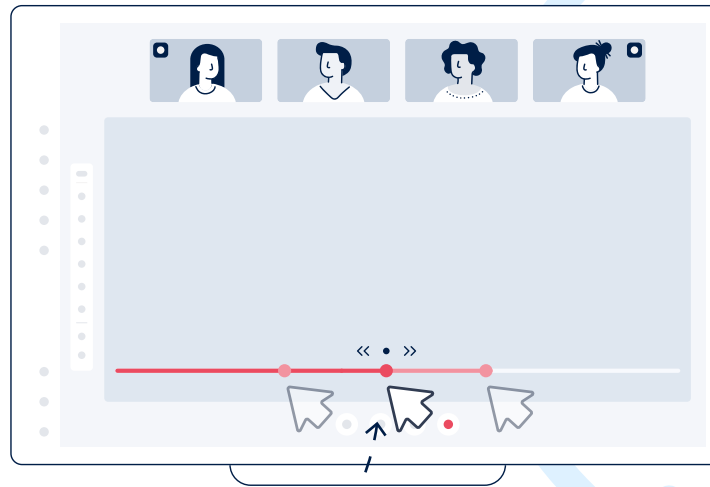
Everyone in the room can follow your actions automatically, since it's always in sync with them.

TOOLS



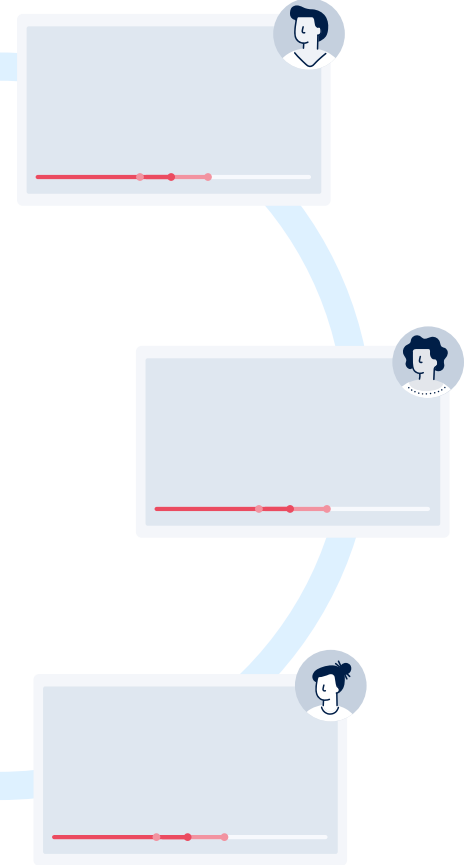
Fast forward/ rewind your videos

Go to any part of the video you want to show, it will always sync with your participants.



Time selection

Play, pause or select any part of the video in the timeline to share it simultaneously with the participants.



This functionality is active by default for presentators who share videos.

TOOLS



Full-screen mode

Present or attend the class in full-screen mode having essential tools at hand.

Recording state

Session recording button/info is always handy.

Notifications

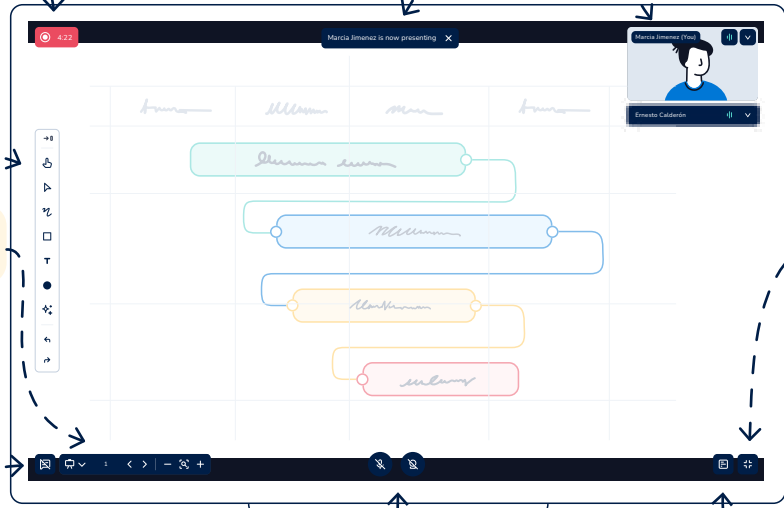
Have notifications at the top of the screen

Active speakers

You may see who's presenting the slide, the moderator, and also your own camera.

Slide/Whiteboard tools

Navigate through your slides easily.



Exit full-screen mode

Esc You can also press the Escape key

Chat messages

You may only see the last messages from everyone.

Microphone/camera buttons

Toggle on/off your devices

Polls

You can see poll results, if any.



Slide/whiteboard tools and Polls are available only for presentators.

3

Interact with the participants

- Chat with participants
- Manage participants
- Private messaging
- Raising hands
- Make polls
- Delegate functions

PUBLIC CHAT



Chat with participants

Everyone can chat publicly in the main chat section.

You can also use emojis to personalize your messages.



Moderator messages

Moderator's welcome message will appear at the beginning of the chat.



Notifications

Find out if the session is being recorded or who's presenting in these notification items.



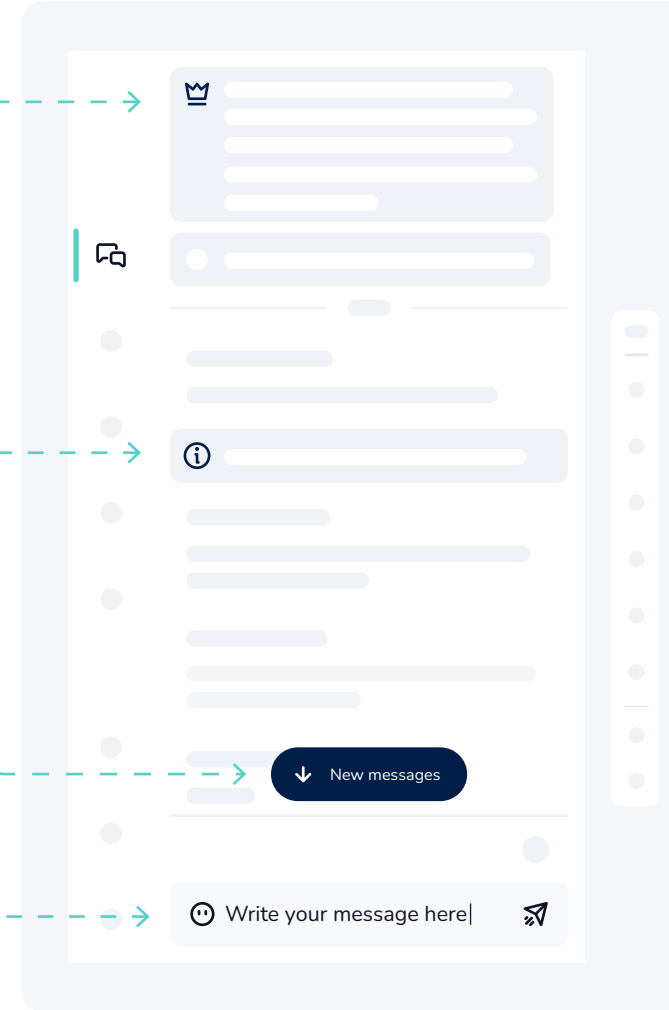
New messages

Go to the last new messages, they will appear at the bottom of the chat window.



Emojis

Personalize your messages with the emojis you already know.



PARTICIPANTS



Manage participants

This is the participants tab.

Learn more about your participants to get the most out of them for the session.

Number of participants
Shows how many participants are currently in the session.

Moderator
Active moderators may have this badge.

Current presentator
Only one user can be presenting at a time.

New message
This will appear if the user has sent you a private message.

Microphone ON
The user has enabled his/her microphone.

Microphone OFF
The user has disabled his/her microphone.

PARTICIPANTS



Private messaging

You can send private messages to any user in the session.

Private messages notifications will only appear in the participants tab.

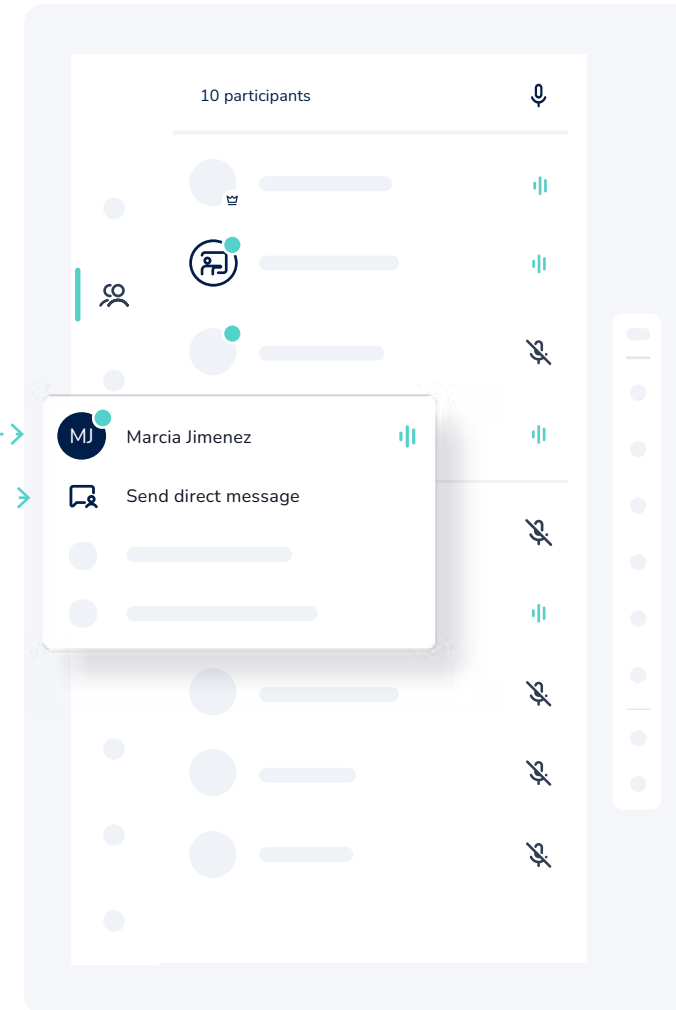
1 Click a participant



2 Select this option



3 Send a message to the participant



PARTICIPANTS



Raising hands

Manage participants who are raising hands. A panel will appear and you'll see a list in chronologic order.

Raising hands notification

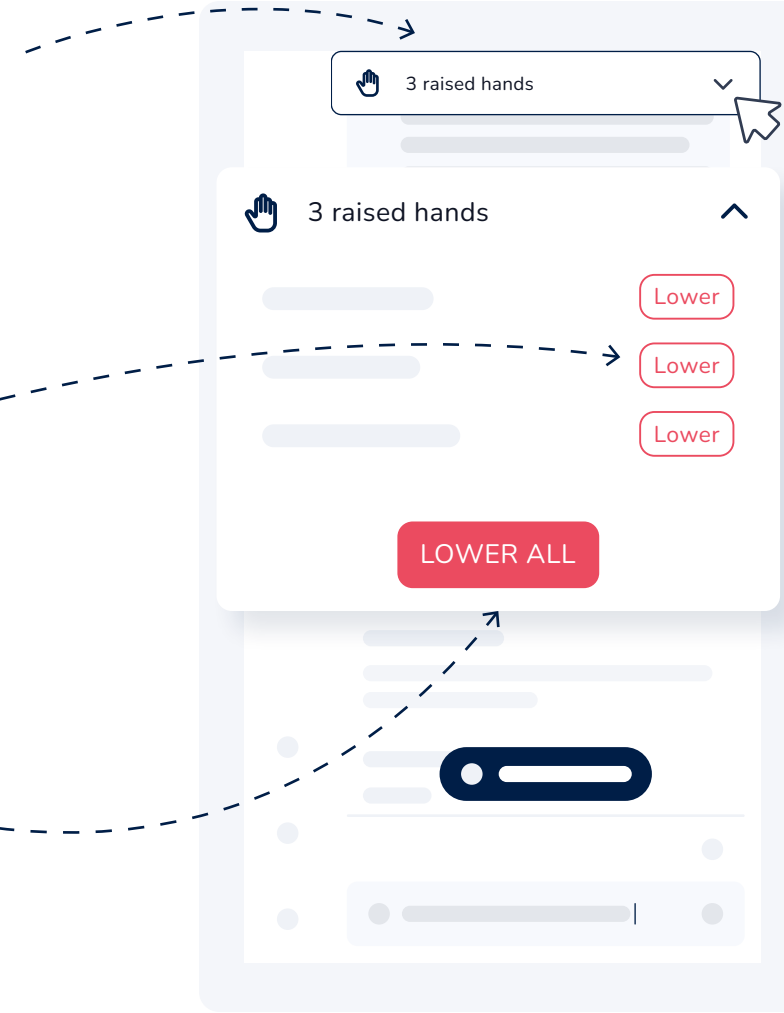
Shows how many participants have their hands raised.
Expand it to see them in chronological order.

Lower hand

Lower hands of a specific user.
This will not affect the others.

Lower all hands

Lower all raised hands in a click.
This will also make the raising hands notification disappear.



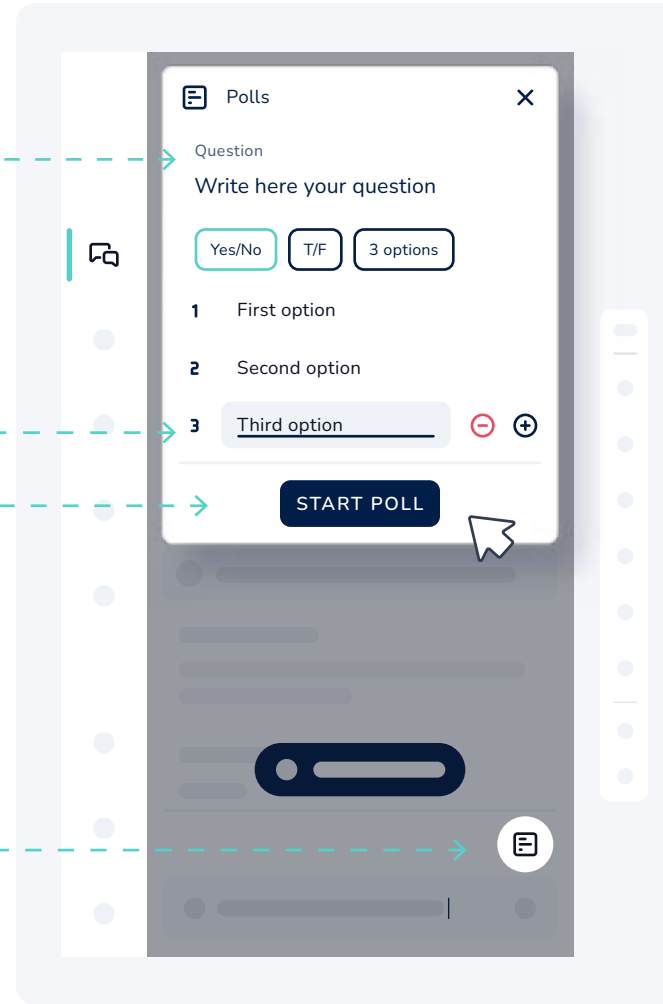
PARTICIPANTS



Make polls

Learn how to make fast quizzes or simple icebreakers for the session. Its result will only be visible in the slide where it was made.

- 1 Star in the Polls button
- 2 Set up your poll
 - Choose the type of answers:
 - Yes/no
 - True/False
 - 3 options or more
 - Add/remove options
- 3 Start the poll

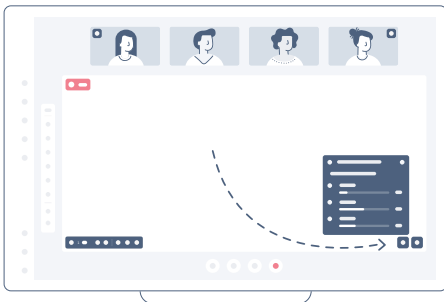


PARTICIPANTS

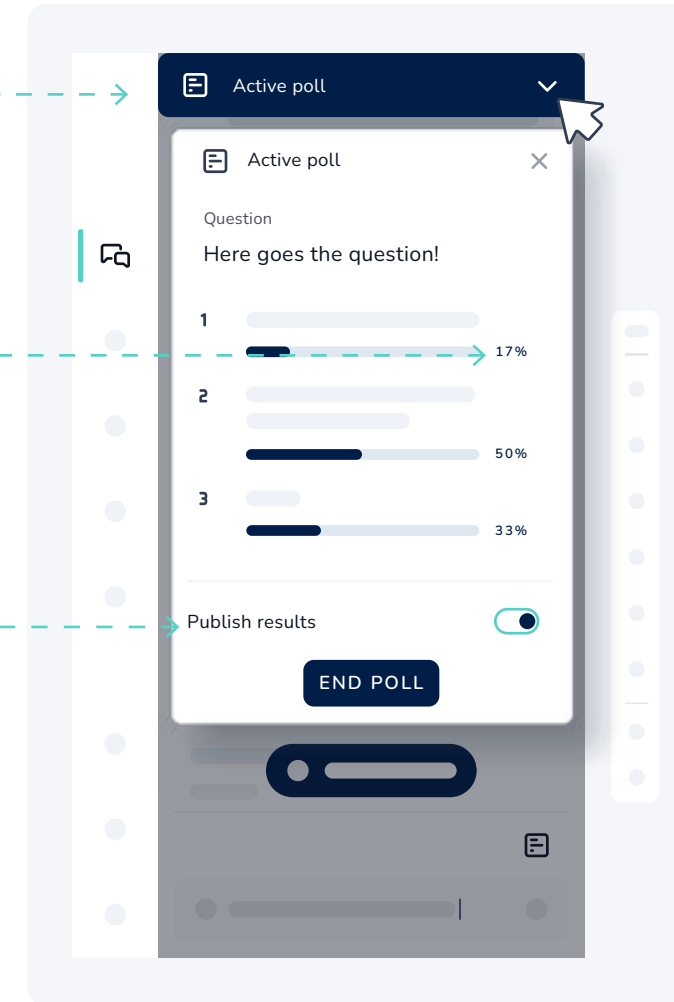
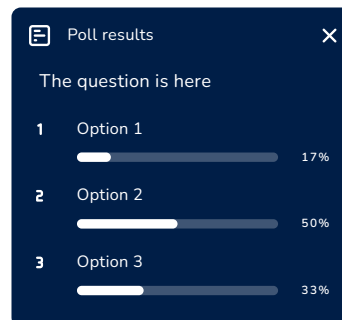


End polls

End polls by publishing them.
Its results will be available on the slide
they were created on.



- 1 Expand the poll**
 This notification will appear
 in the top of the chat panel
- 2 Percentage of each answer**
 This shows the percentage
 of users that have voted
 for an specific option.
- 3 End poll and publish it**
 When you publish the poll it will
 be attached to the current slide it
 was created on.




PARTICIPANTS





Delegate functions

Participants will be able to control the session or start presentations.


 **Turn into presenter**

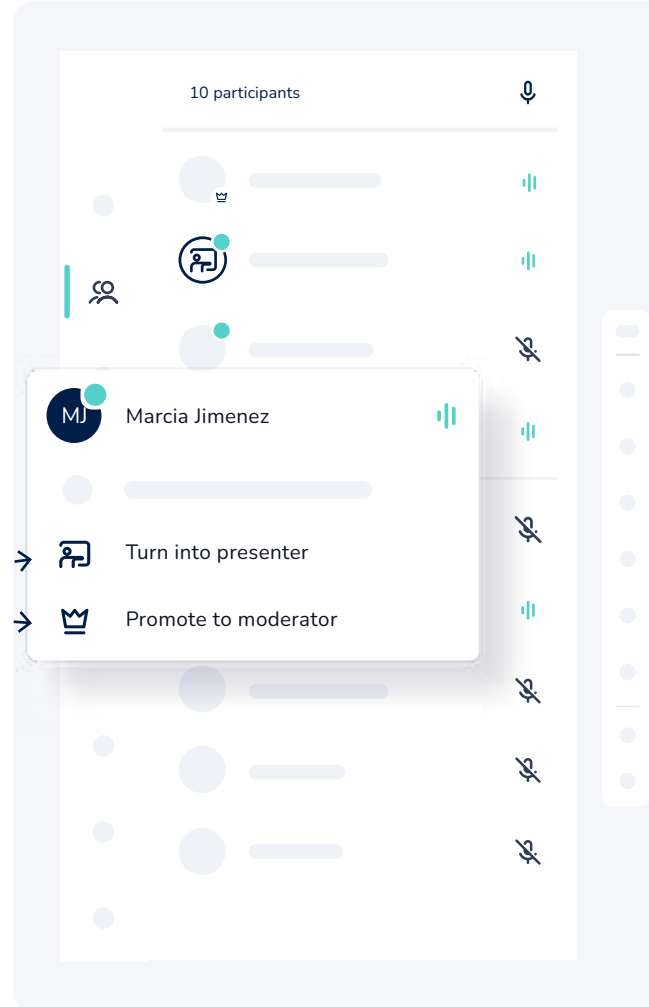
The user will be able to upload files and present them

 There can only be one presenter at a time

 **Promote to moderator**

The user will be able to control the session with the same options that you manage.

 There can be more than one moderator in the session



4

Group participants and make teamwork

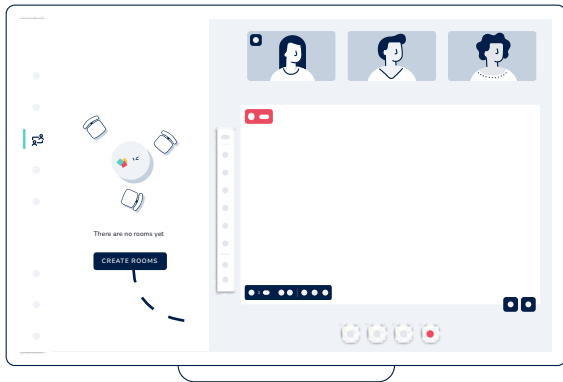
- Create group rooms
- Interact with the groups

GROUPS







Create group rooms

You can group participants into rooms so they can work together.



1 Enter the Rooms tab and click on Create

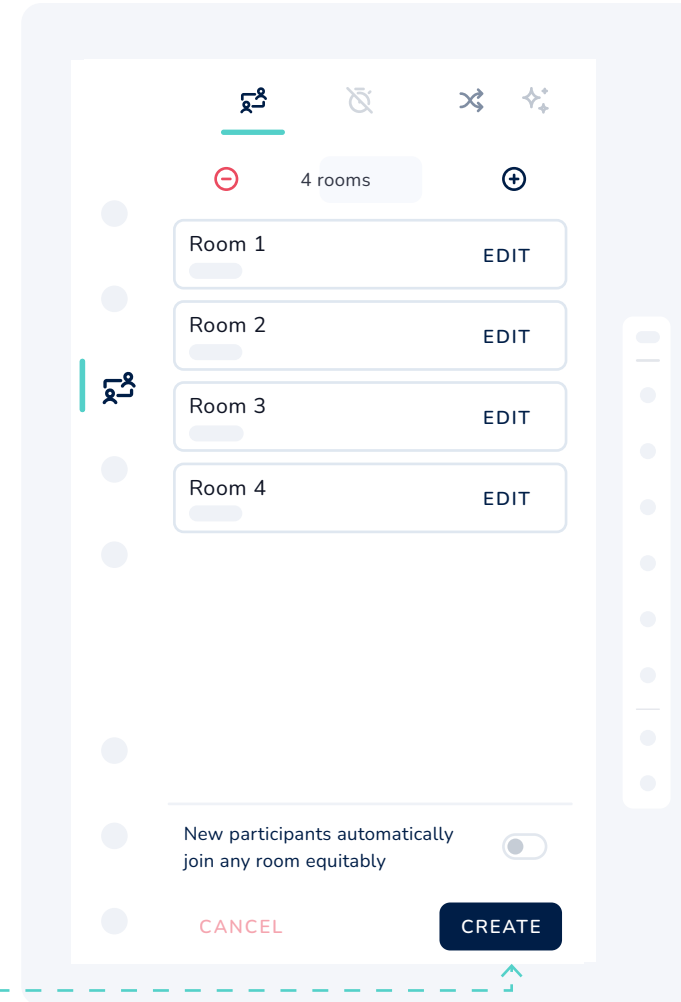
2 Set up the rooms

-  Choose how many rooms there will be
-  Set a duration time for the rooms if needed
-  Shuffle participants and fill the rooms equitably
-  Clear rooms and start again

Choose manually the participants in the rooms

You can enable automatic group room entrance for newcomers

3 Click on Create



GROUPS



Interact with the groups

You can enter any room and interact with its participants.

You can also return to the public chat easily.

End rooms

You may do it manually or wait until the timer reaches zero.

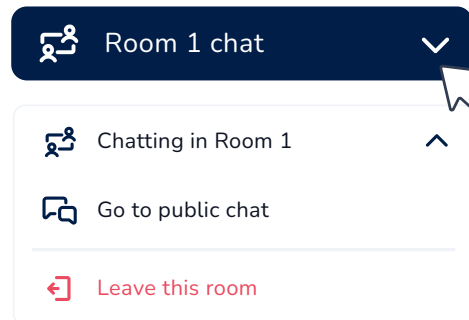
Quantity of rooms

Quantity of participants per room

Enter to the selected room

In a room, you can chat with its participants.

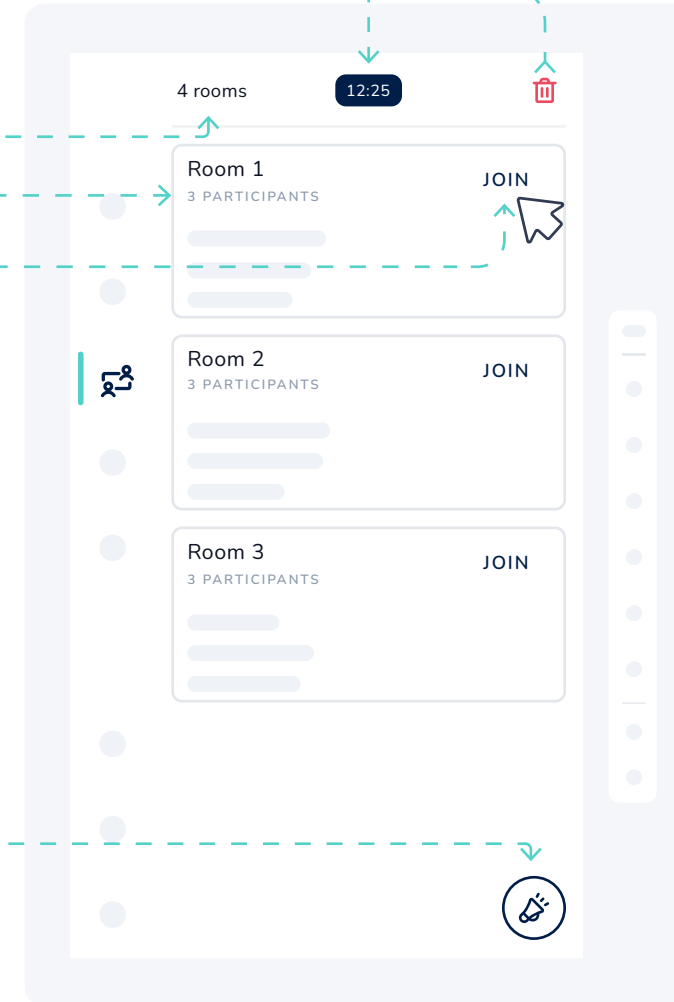
You can also alternate between the room's chat and the public chat.



Announcements

Send messages to all rooms at once as announcements.

 5 minutes left!



You're all set!

Have questions? Visit our Help Center to learn more.

[Tutoom Help Center](#)

