



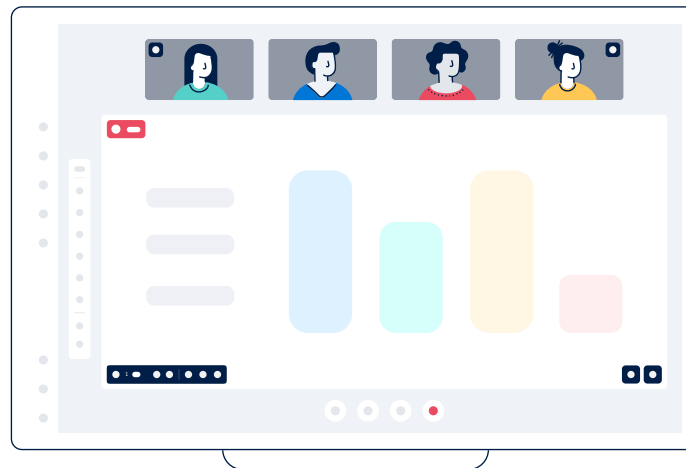
Desktop

tutoom

User guide
Participant

Welcome to Tutoom!

Let's make teaching interactive, participative and collaborative.





What you can do

Attend and participate in a session

Before starting



Make sure to set up your devices



Have all your class materials ready



Remember to record the session

Let's begin!

1

Participate in the session

2

Present your work

3

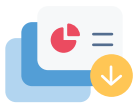
Let's teamwork

1

Participate in the session

- Download class materials
- Participate through the chat
- Raising hands
- Enter full-screen mode

LIBRARY



Download class materials

You can find documents and links shared in the session.



Downloads disabled

You can't download the file



Download enabled

You can download the file



Presenting

This file is currently being presented



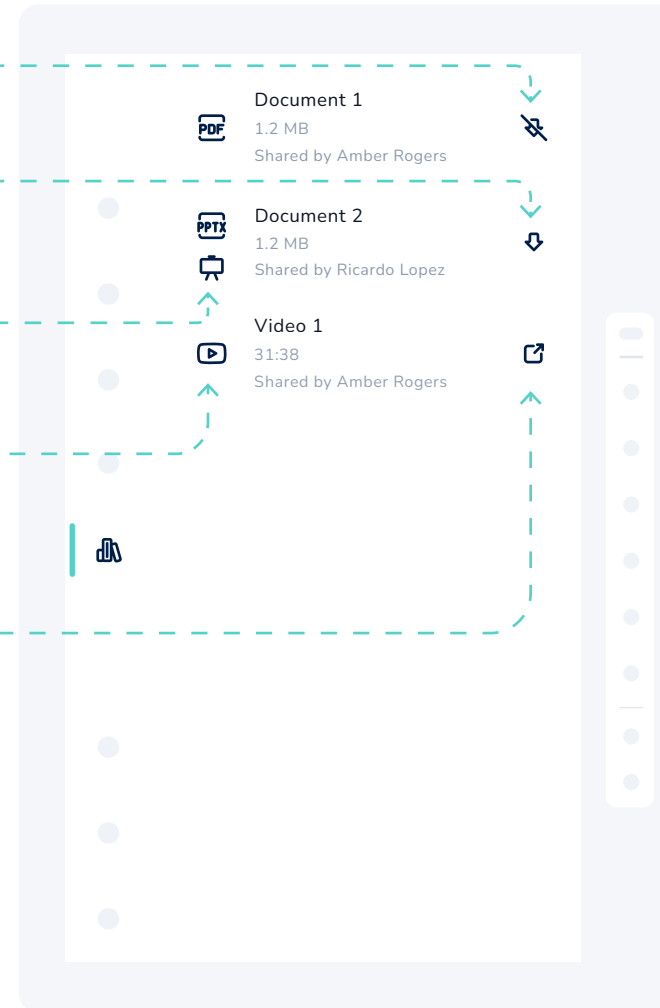
File type

Indicates whether the file is a document, image or a video



Open in a new tab

You can open videos in an independent tab to save them for later



PUBLIC CHAT



Participate through the chat

Answer polls and send messages publicly, all in one place.



Polls

Answer polls during the session



Moderator message

It's the welcome message sent by the moderator



Notifications

These are some changes made during the session



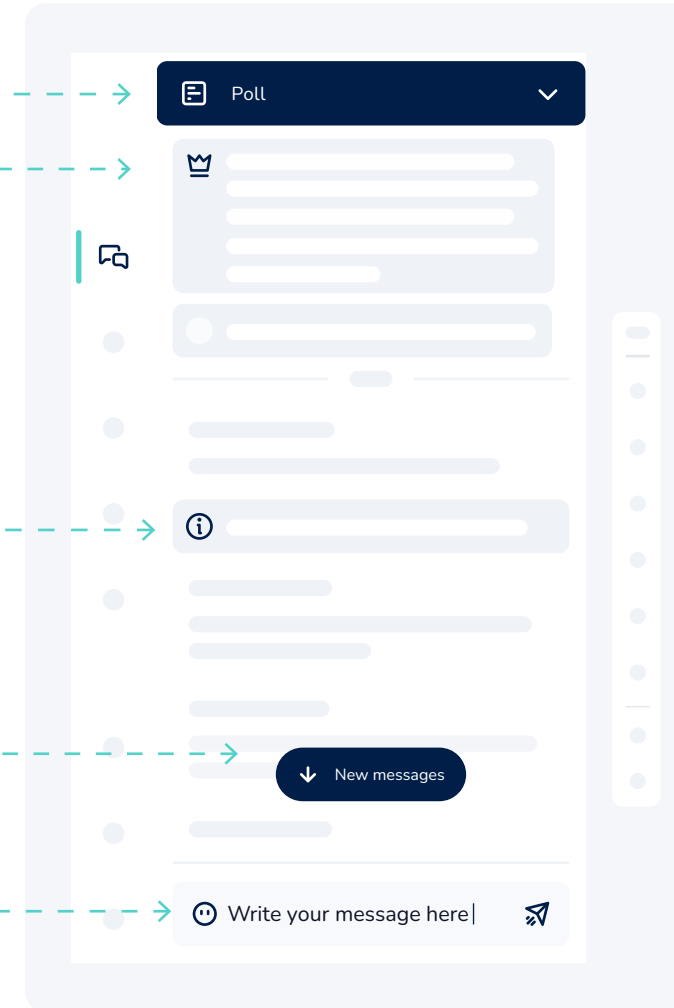
New messages

See the most recent messages at the bottom of the chat panel



Emojis

Use emojis to express your ideas in a different way

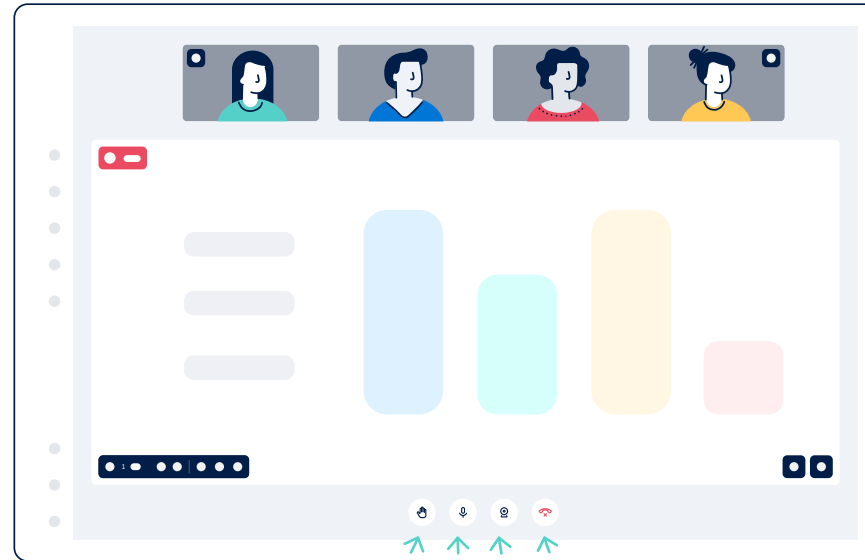


CHAT PÚBLICO



Participa de diferentes maneras

Participa en la sesión levantando la mano y usando tus diferentes dispositivos.



Raise your hand

Let the moderator know you want to participate



Turn on your microphone

The session will be able to hear you through your microphone



Turn on your camera

The session will be able to see you through your camera



Hang up

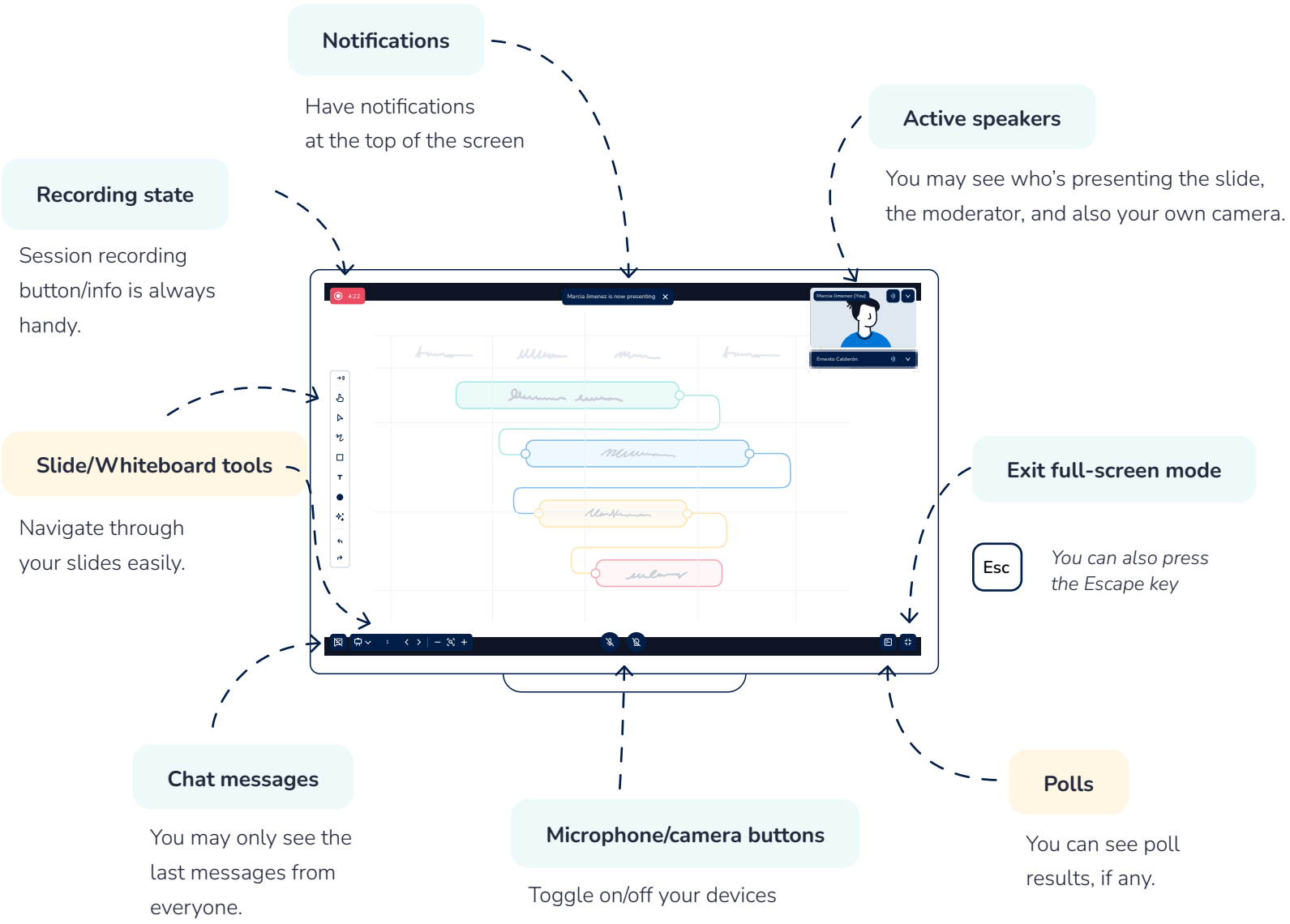
Leave the session

TOOLS



Full-screen mode

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



! Slide/whiteboard tools and Polls are available only if you become a presenter in the session.

2

Present your work

- Upload your presentations
- Present and share with everyone
- Fast forward or rewind the videos
- Go to your slide
- Draw and annotate on your presentations

PRESENTER MODE

Become a presenter to show your slides

You'll be able to upload files and manage download permissions



Only moderators can make you a presenter.

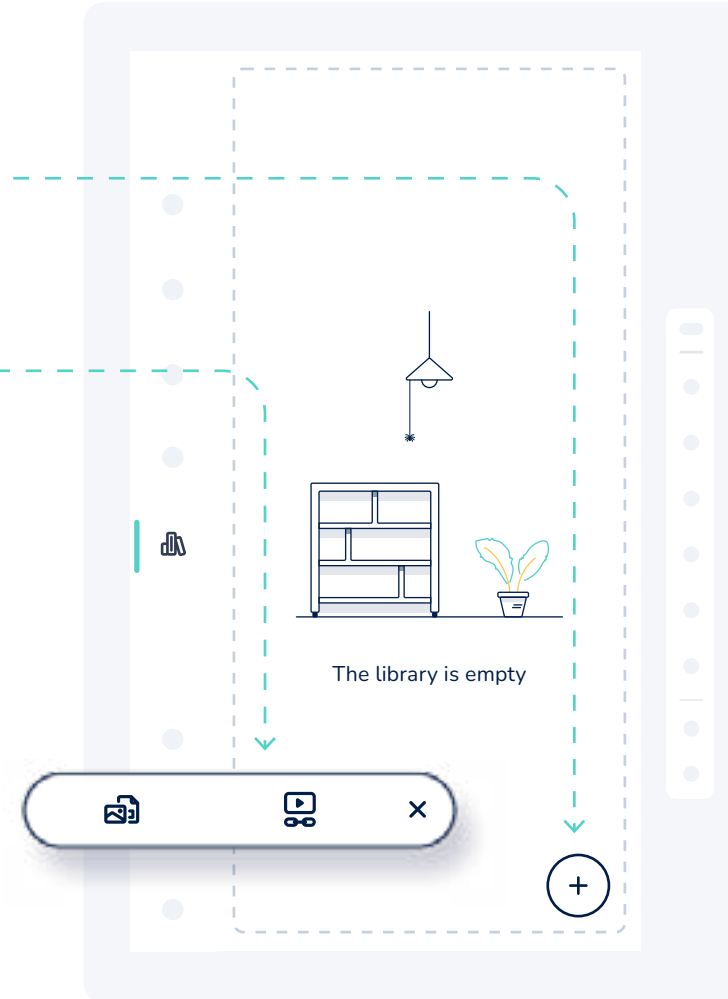
LIBRARY



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 them and present**



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

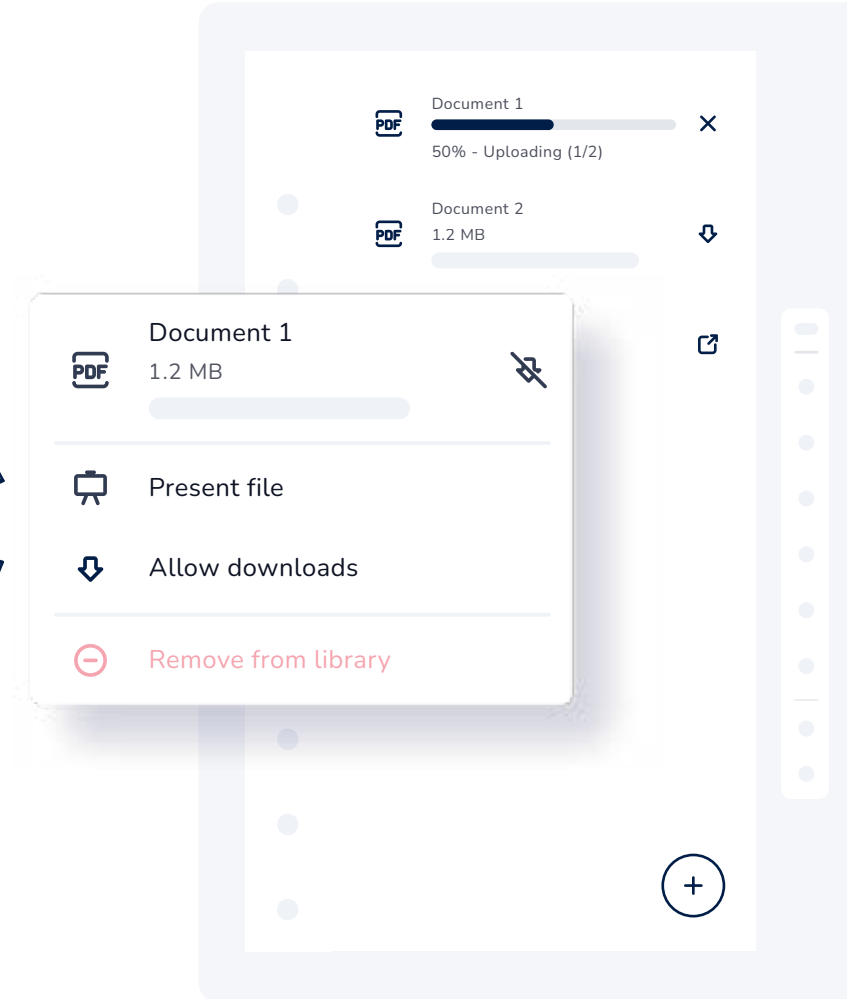
Present to all participants the selected file.

 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.



Synced video

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

HERRAMIENTAS

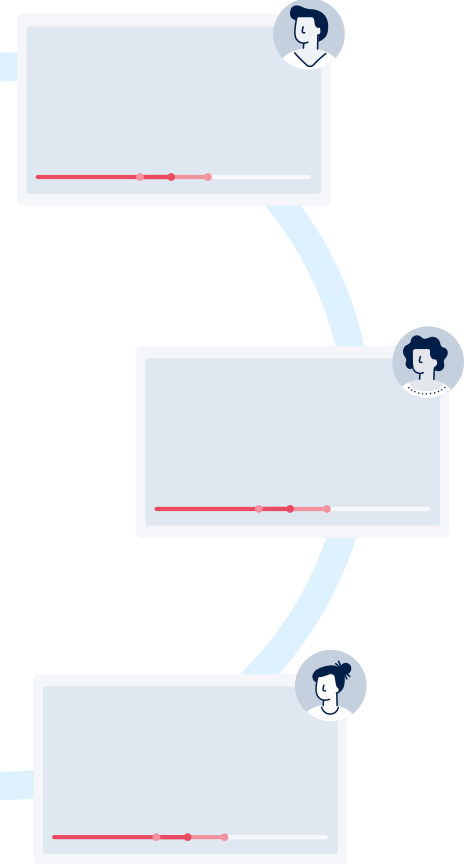


Fast forward/ rewind your videos

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.

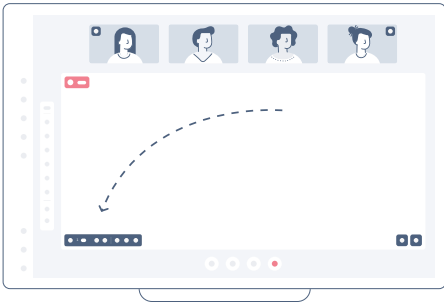


TOOLS



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.

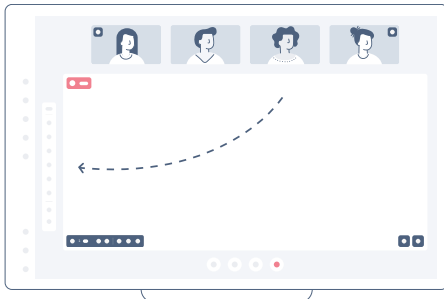


TOOLS



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

T

Point and drag the slide

Participants can follow your pointer anywhere in the slide

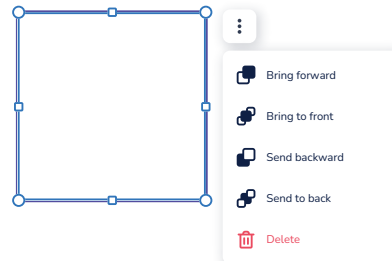


You can click and drag the slide to move it wherever you want.



Select objects and edit them

Transform shapes and place them everywhere.



supr

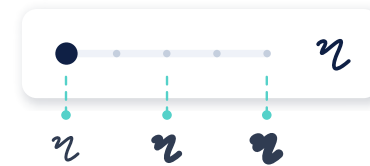
delete

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.

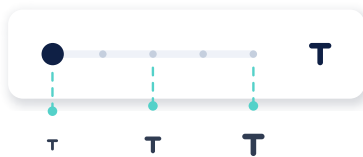


Learn more about the whiteboard tools

T

Change text size and write on your slide

Choose between 5 sizes



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

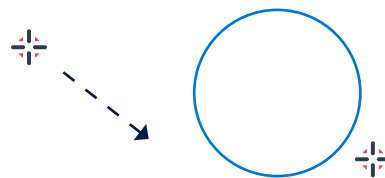


Create predefined shapes

Explain in a different way with known shapes

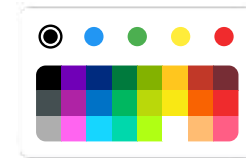


Click, hold and drag to start drawing shapes.



Make it pop with colors

Choose the one that better suits your explanation.



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

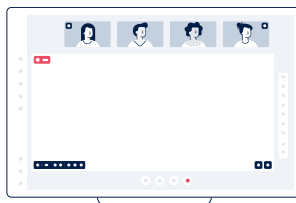
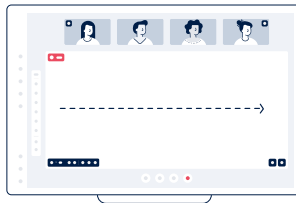


Learn more about the whiteboard tools



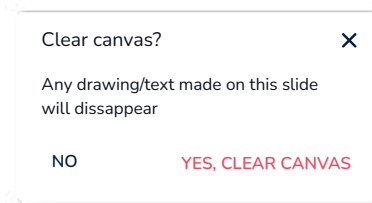
Move the whiteboard tools

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.



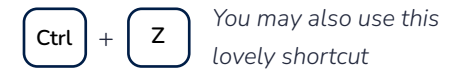
You should confirm this actions since it's undoable.

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.



Redo

Redo any step if you stepped back further.



3

Let's teamwork

- Join a group room
- Interact in a group room
- Colaborate and present files

GROUPS



Join a group room

Join any group room and interact with those who are there.

Remaining time

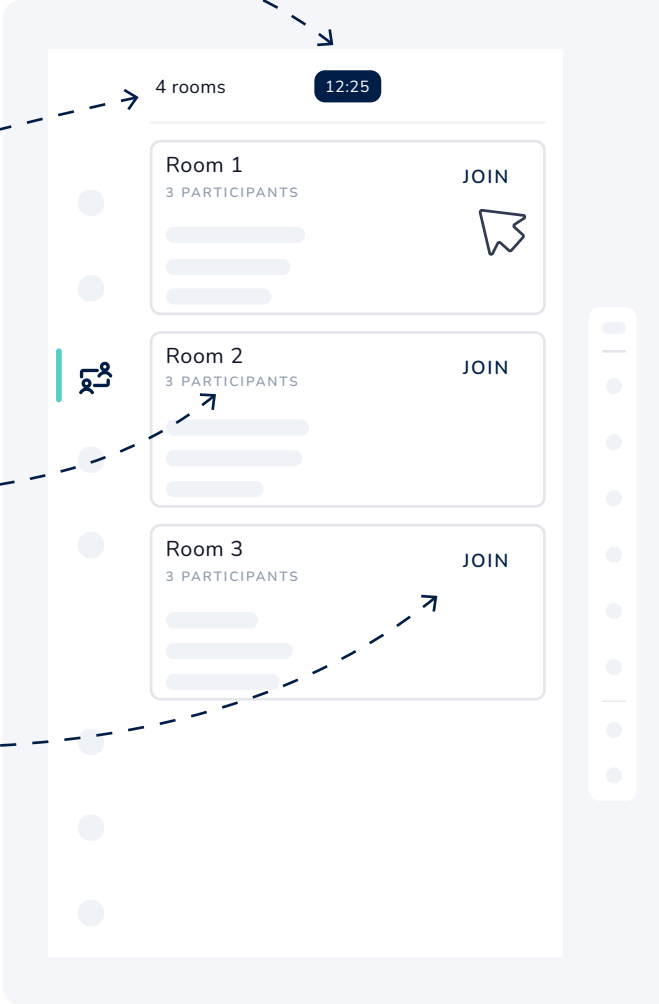
Once it gets to zero, all rooms will automatically end.

Quantity of rooms

Participants inside a room

Enter the room

You'll be able to chat only with the group room or globally from just a switch. You can leave the room at any moment.



GROUPS



Colaborate and work together

Interact with room participants, get notifications from the moderator and switch between public and group room chats.

Chat switch

You can choose to chat only to the group or to the main session.
You can also leave the room.

- Room 1 chat
- Chatting in Room 1
- Go to public chat
- Leave this room

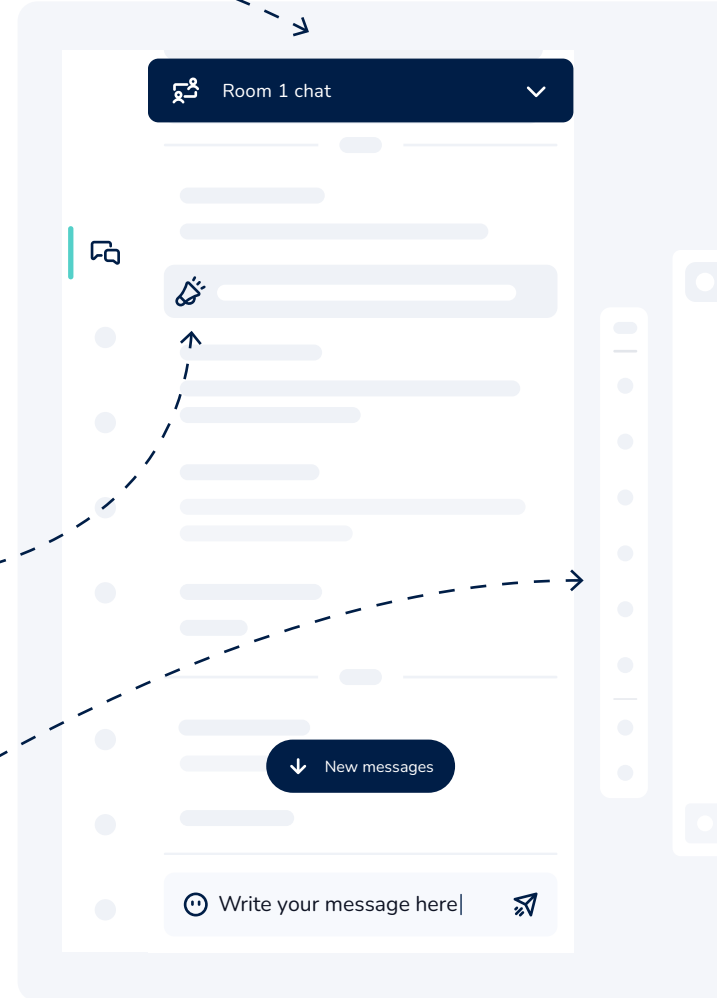
Notifications

Notifications from the moderator will appear in the chat.



! Whiteboard tools

Only the presenter in the group room will be able to use these tools.



NOTES



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.

Notes toolbar


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

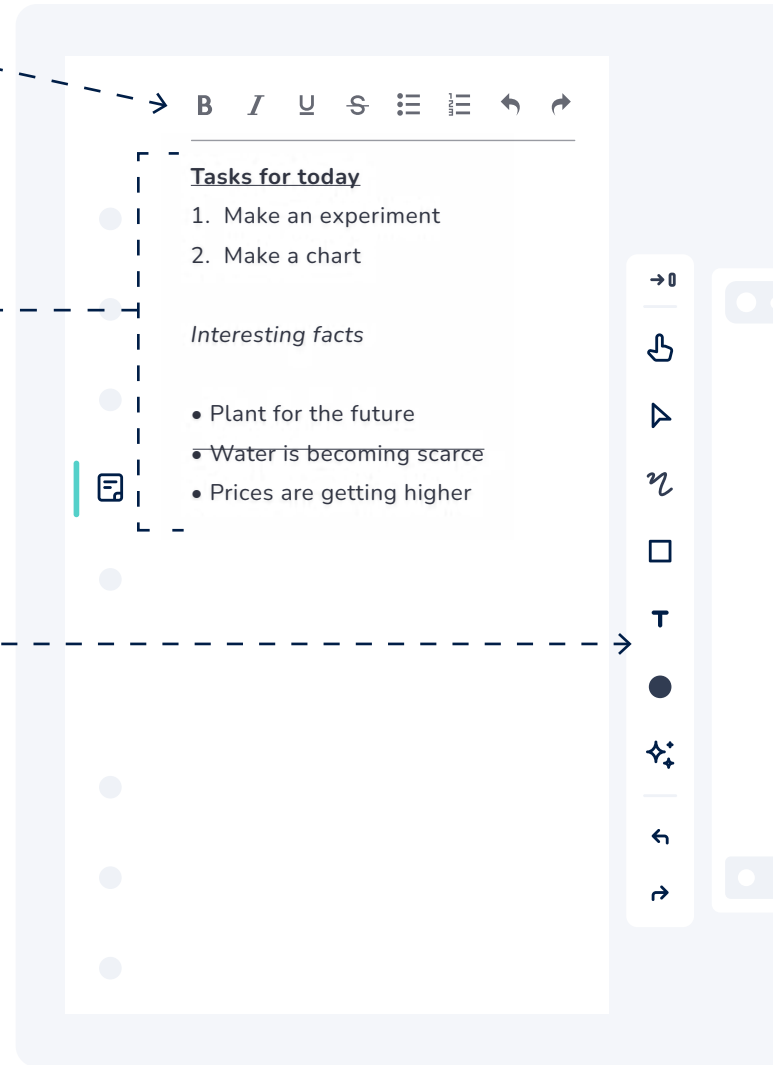
Synced notes

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

Whiteboard tools

Only the presenter in the group room will be able to write on the whiteboard.

 The presenter is randomly selected



At the end of the session
rate your experience!



You're all set!

Have questions? Visit our Help Center to learn more.

Tuoom Help Center

