



 Mobile

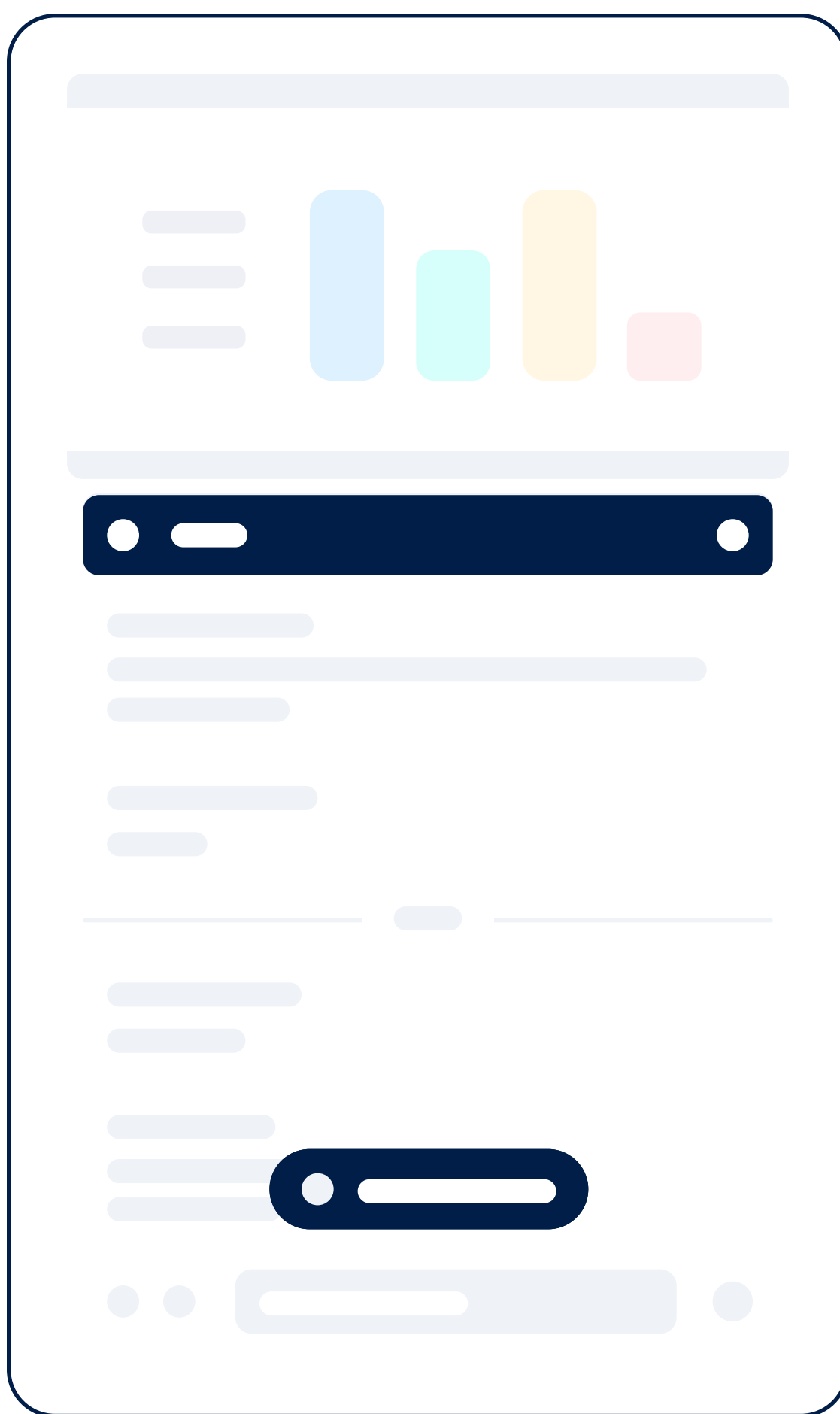
User guide

Participant

tutoom

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



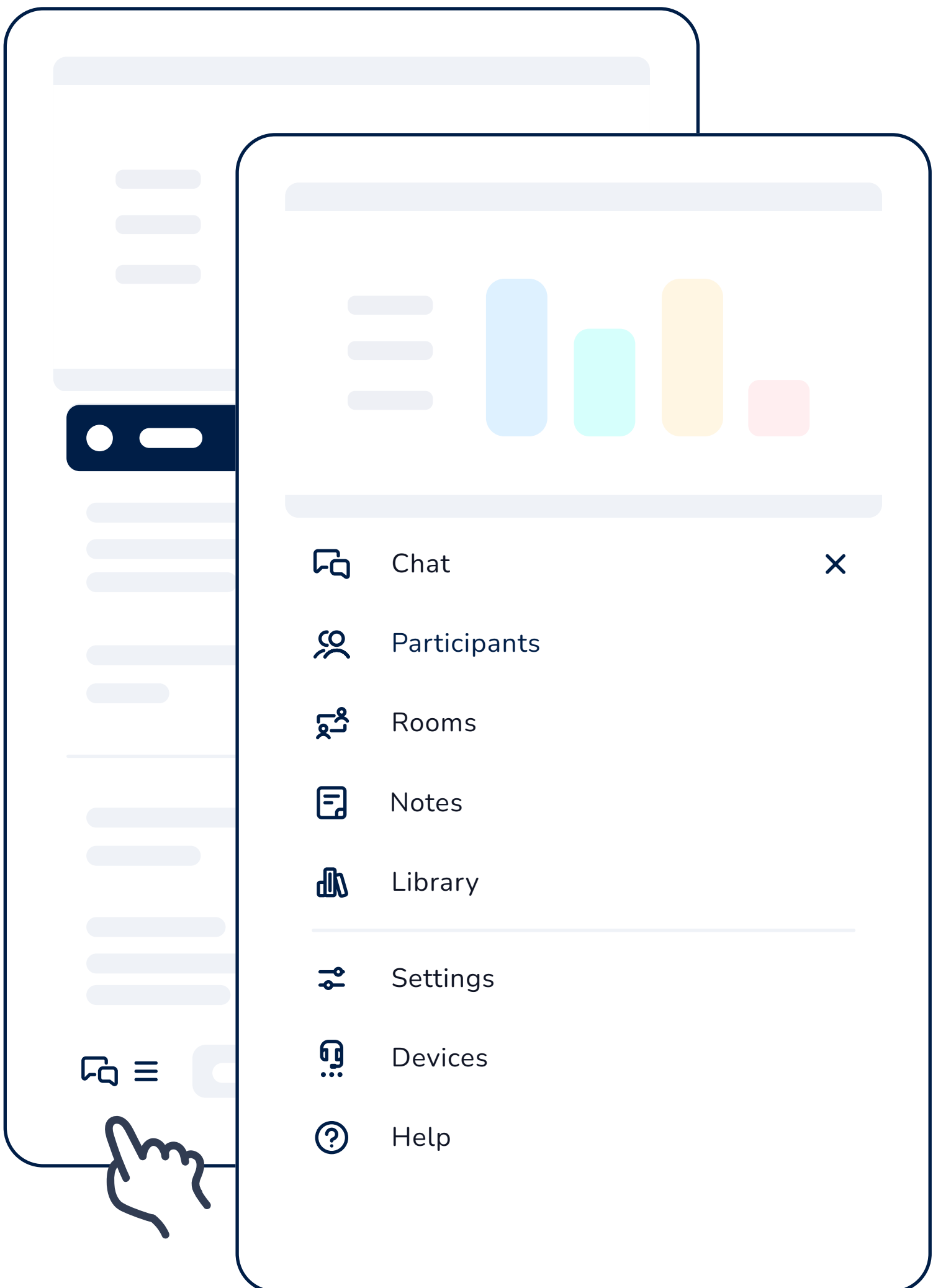
Have all your class materials ready



Remember to record the session

Everything in one place

Menu options are located
at the bottom left side of the screen



Let's begin!

1

Participate in the session

2

Present your work

3

Let's teamwork



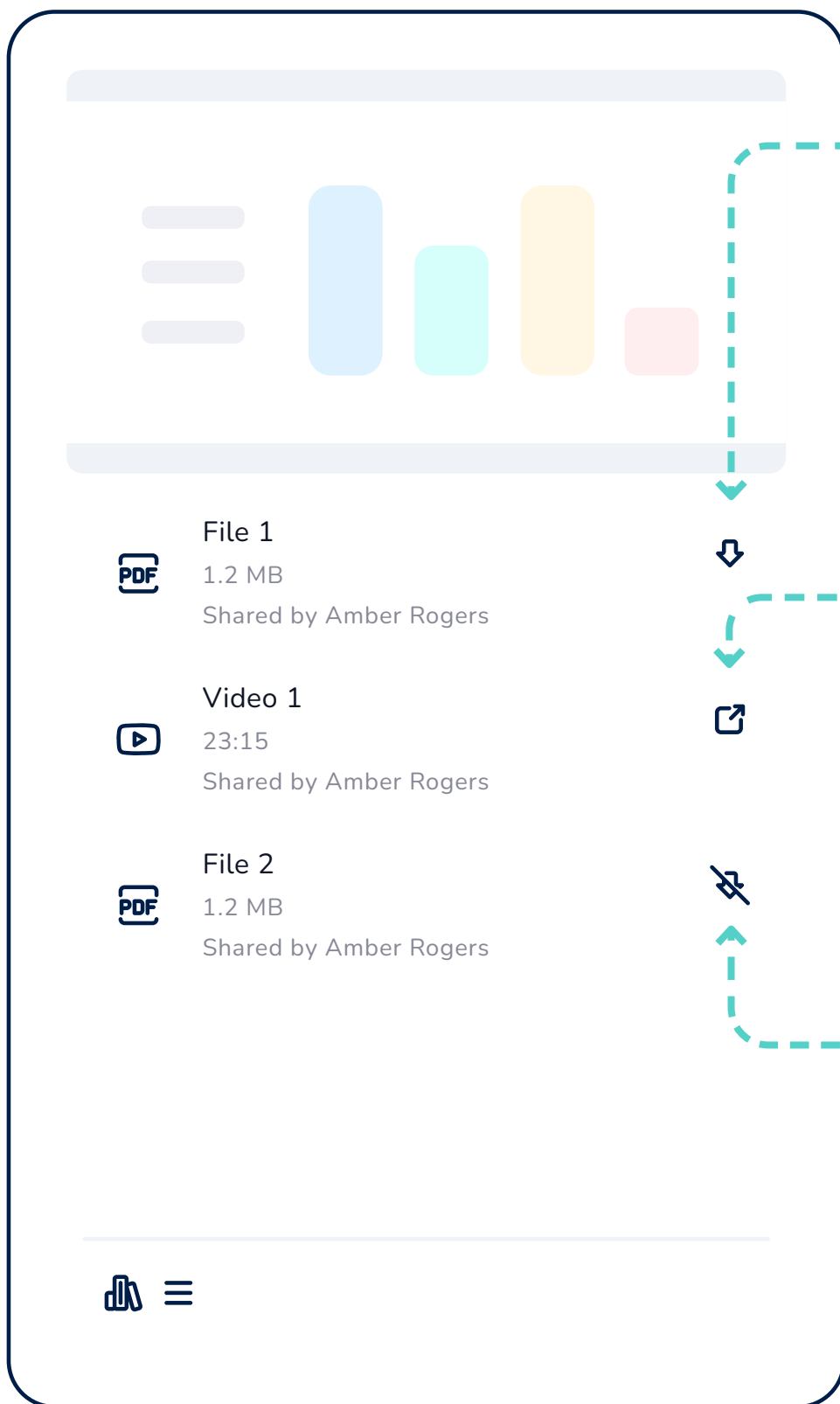
Participate in the session

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

LIBRARY Menu → Library

Download class materials

You can find documents and links shared in the session.



Download enabled

You can download the file



Open in a new tab

Abre los videos en una ventana nueva



Downloads disabled

You can't download the file

CHAT

Menu



Messages

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



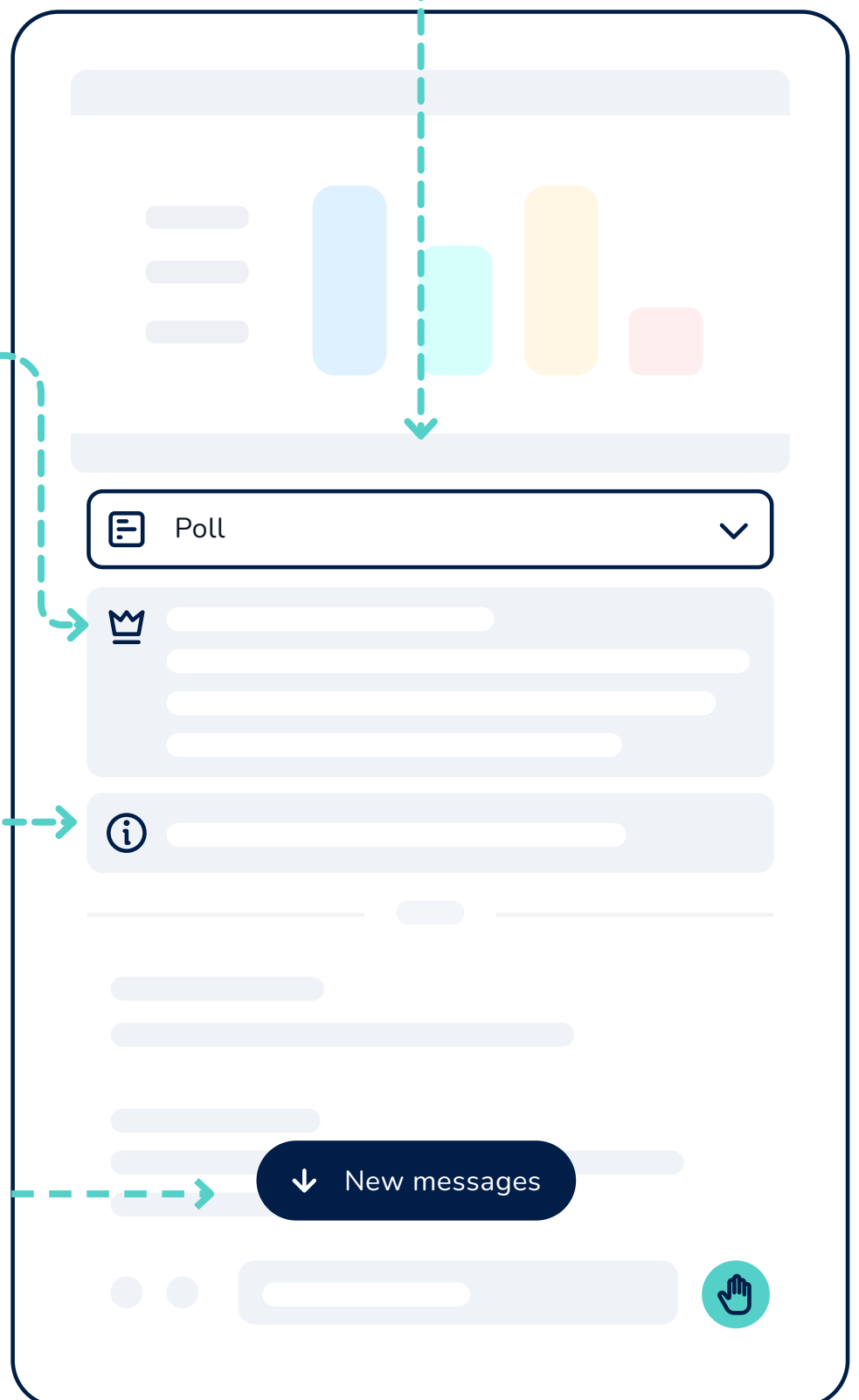
Notifications

These are some changes made during the session



New messages

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




 OPTIONS



Tap the
presentation area

Participate and raise hands

¡Levanta la mano, responde encuestas y envía mensajes en el chat público!



Raise your hand

Let the moderator know you want to participate



Turn on/off your mic

So you can speak during the session.



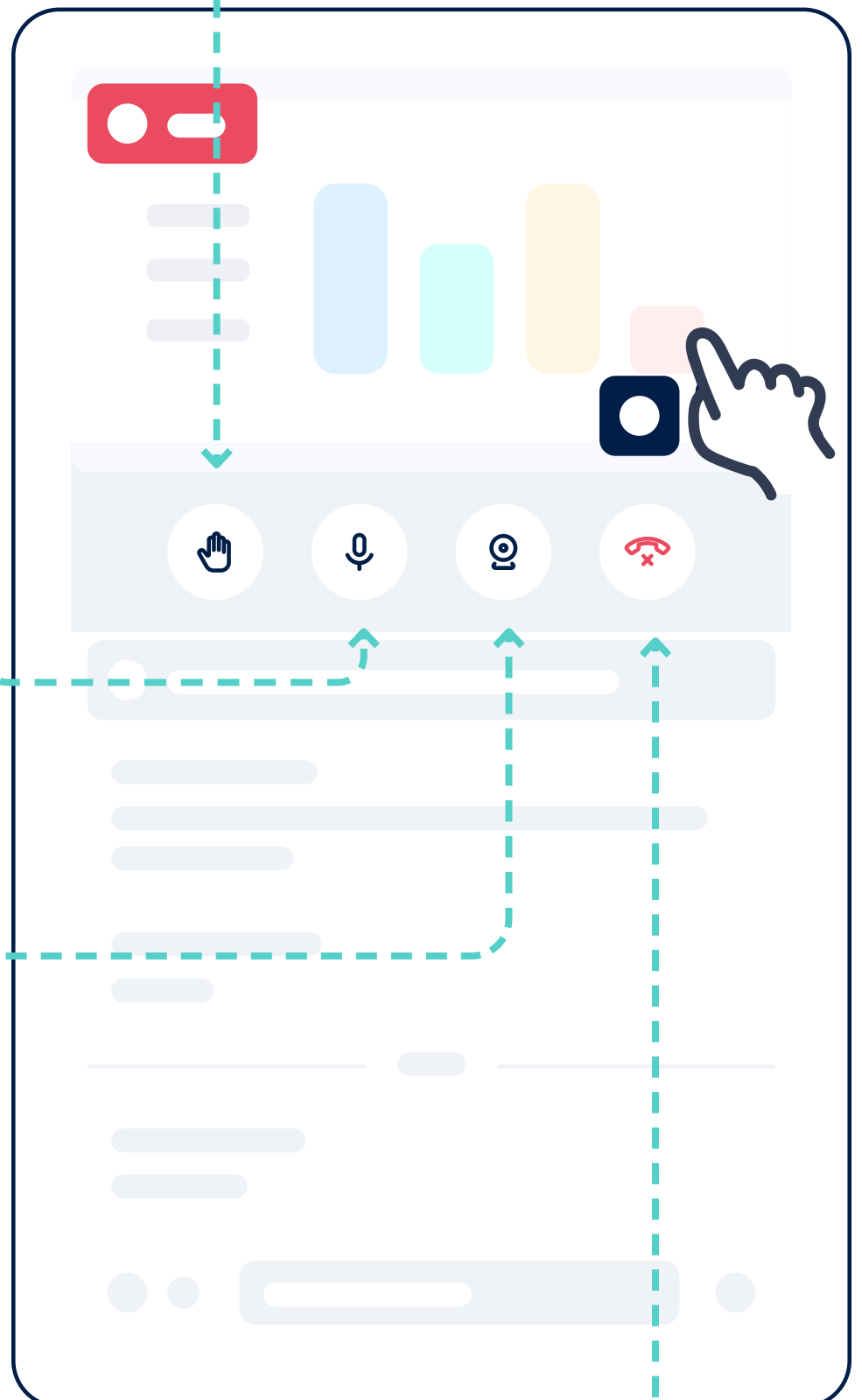
Turn on/off your camera

So you can be seen during the presentation



Leave the session

You can always return if the session is still active



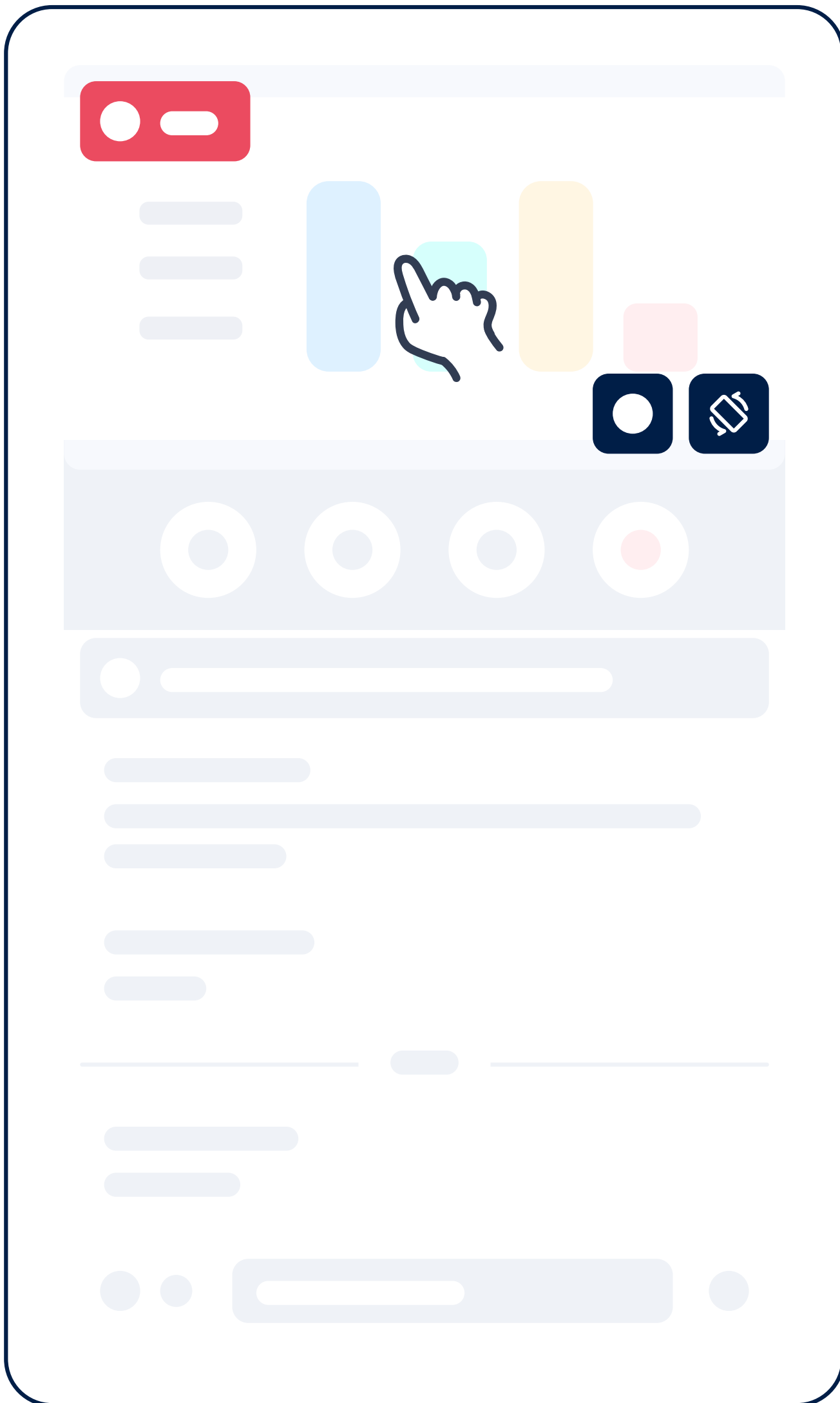
SCREEN

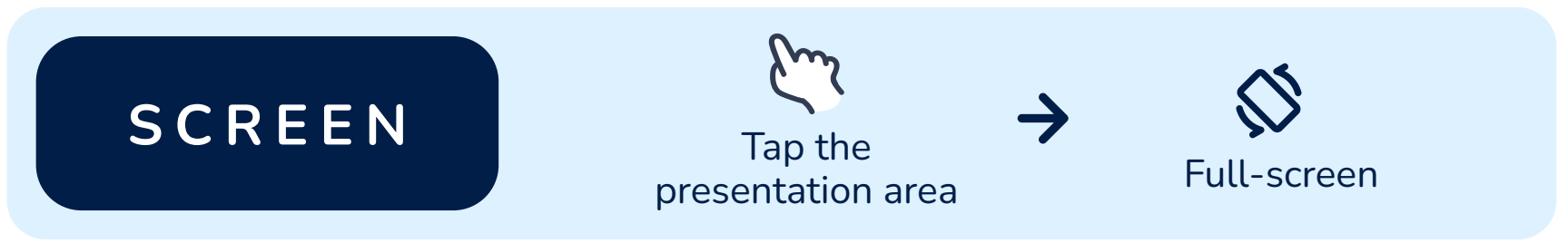
Tap the presentation area

Full-screen

Full-screen

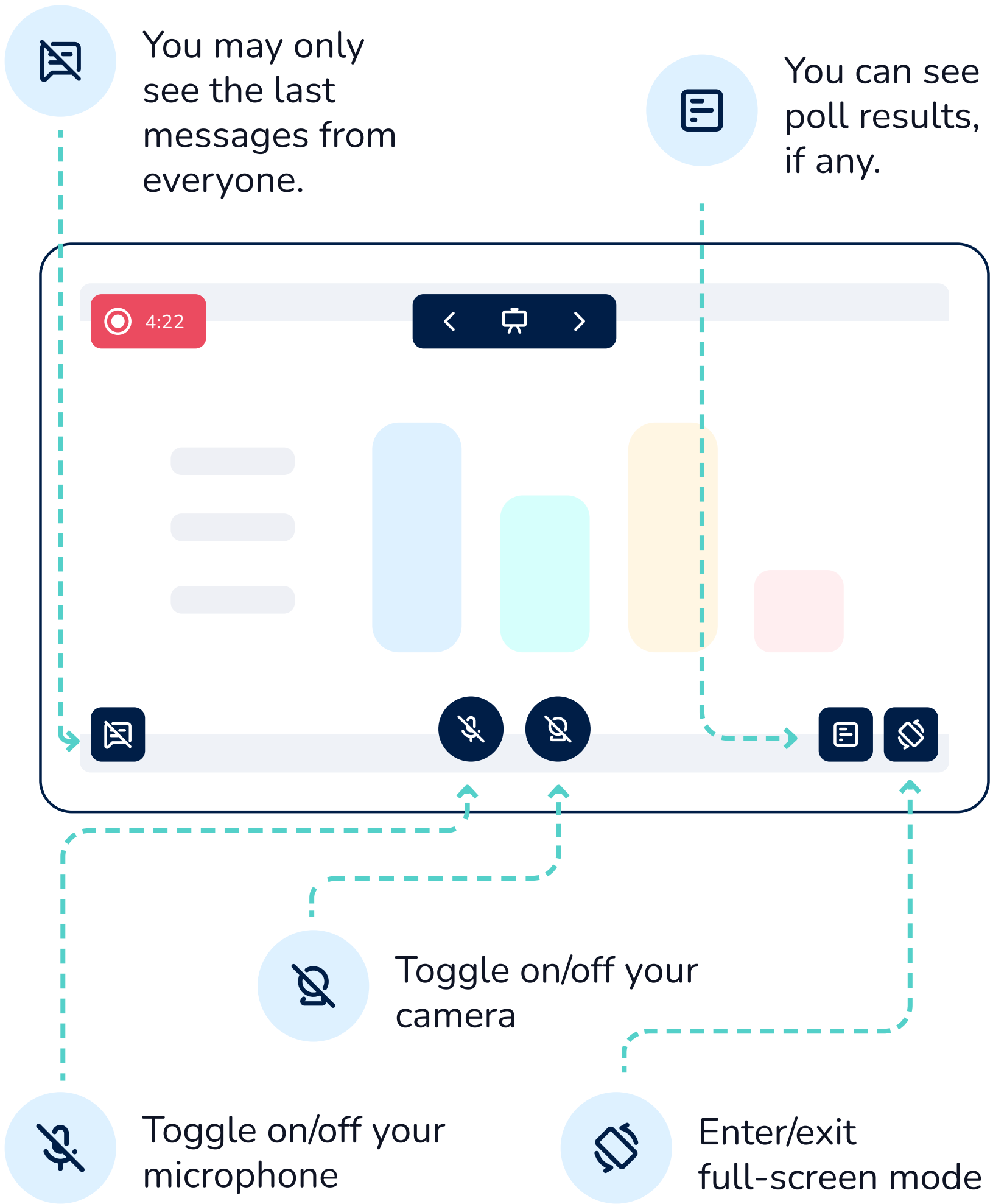
Tap the button and rotate your screen





Full-screen

Tap the screen and then rotate it





Present your work

- Upload your presentations
- Present and share with everyone
- Go to your slide

Presenter mode

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



Only moderators can make you a presenter.

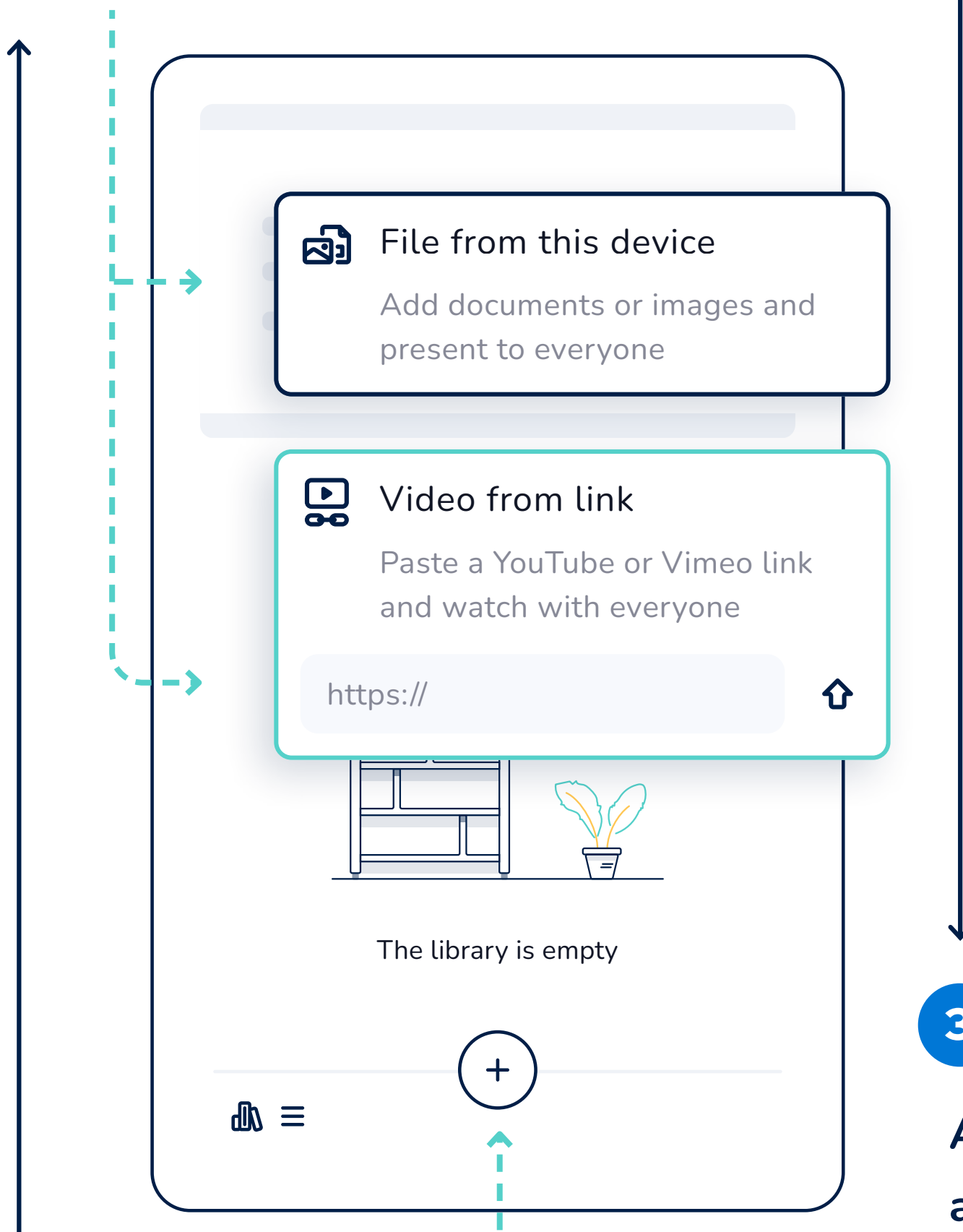


Upload files and videos

Here you can share files and video links that you'll use during your session.

2

Choose the file type



3

Add them and present

1

Let's start

Click the add button (+)

LIBRARY

Menu



Library

Present and share

Present your files in class and let everyone download them.

Present file/video

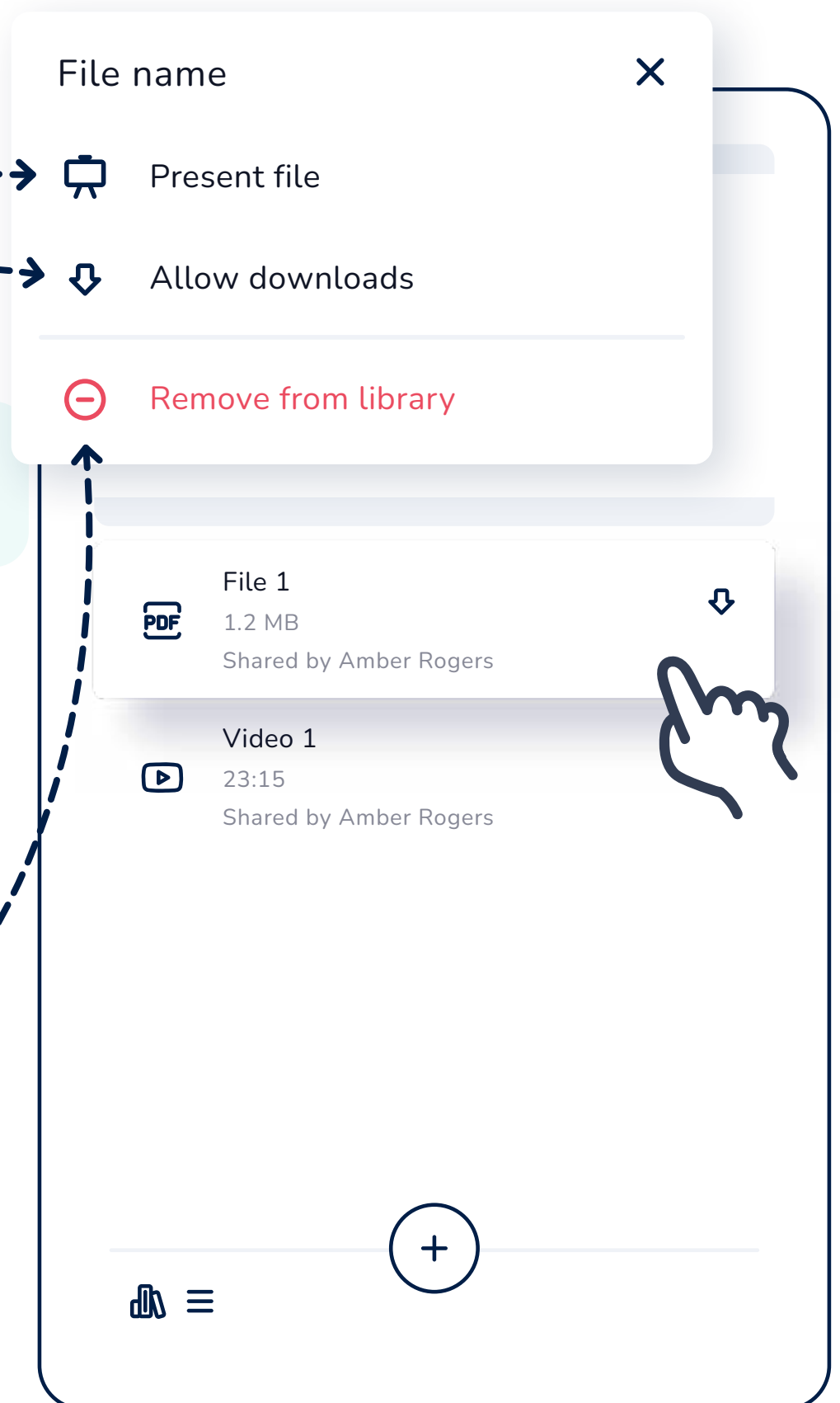
Present to all the participants the selected file.


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.




 You can only present one file/video at a time.

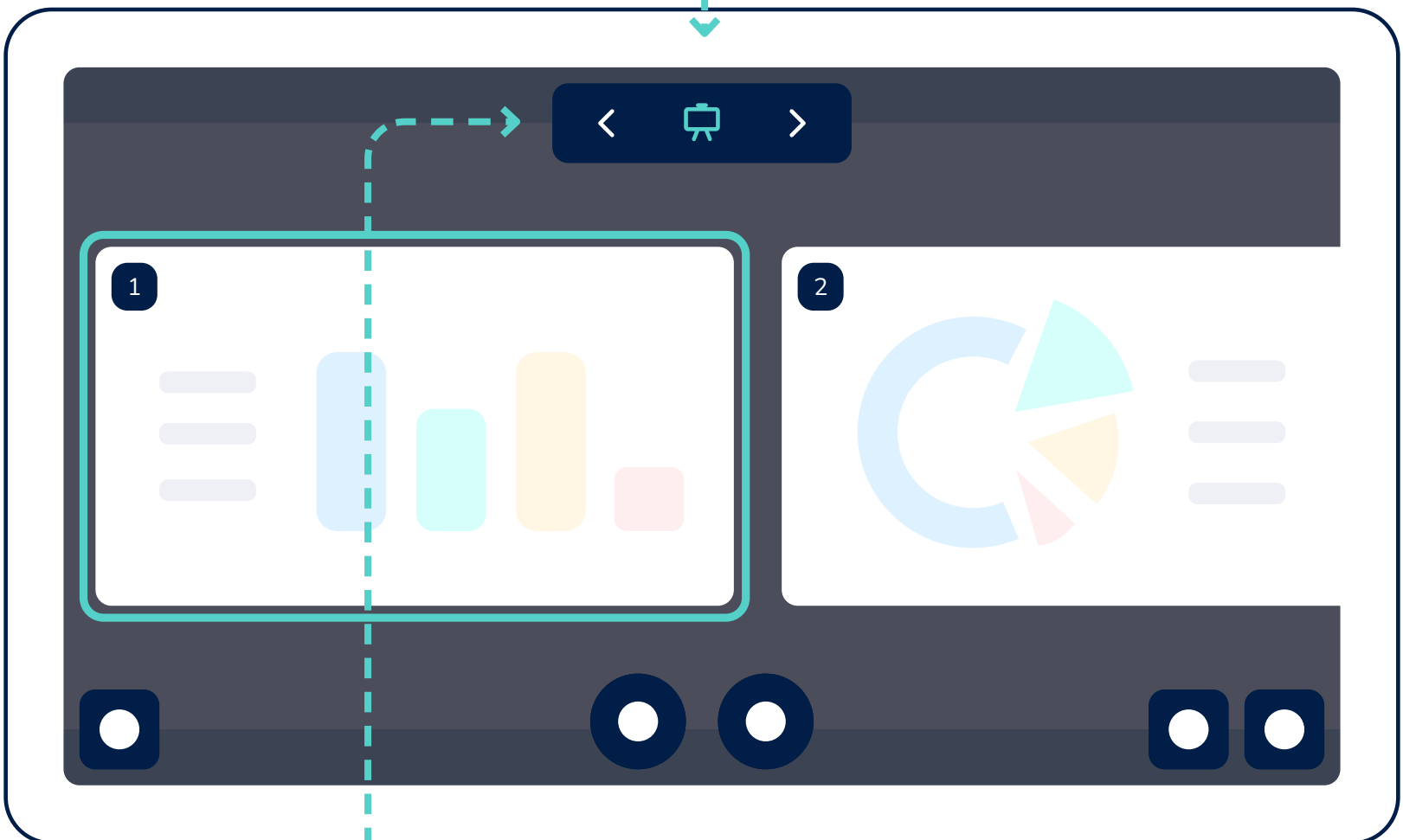
LIBRARY



Tap the presentation area → Buscar diapositiva

Go to your slide

Preview your slide easily before selecting it.

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

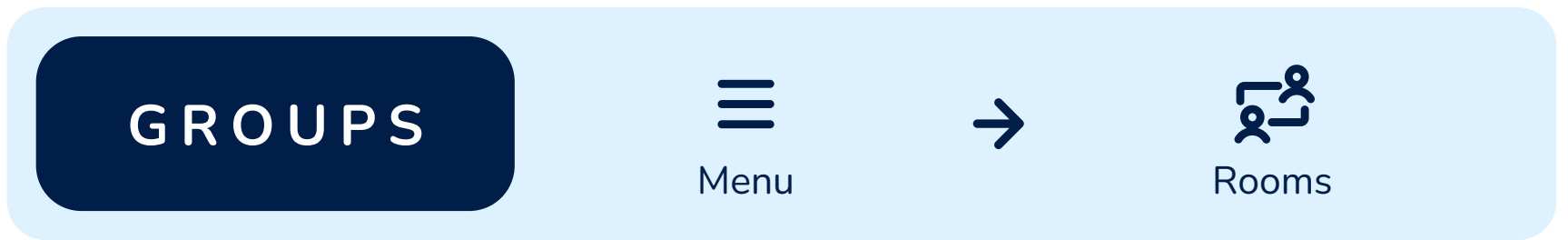


  Go to your next/previous slide in a click

3

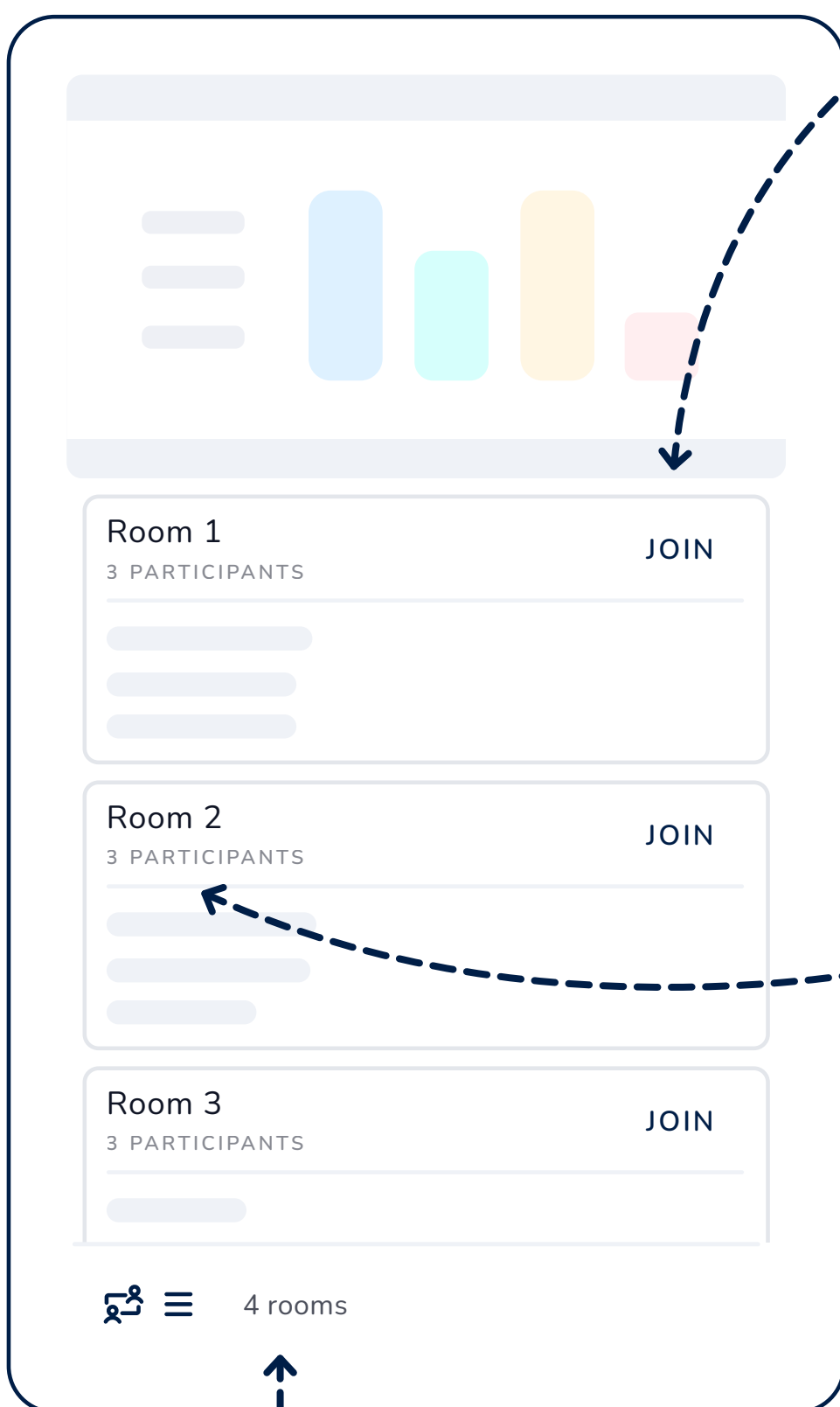
Let's teamwork

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



Join a group room

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

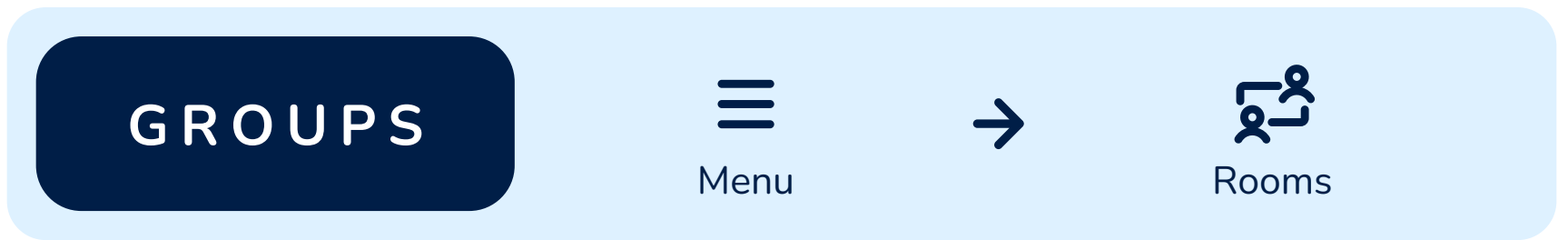


Join the room

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.

Quantity of participants

Quantity of rooms



Interact in a group room

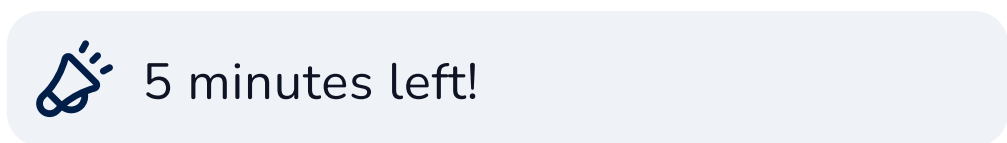
Chat switch

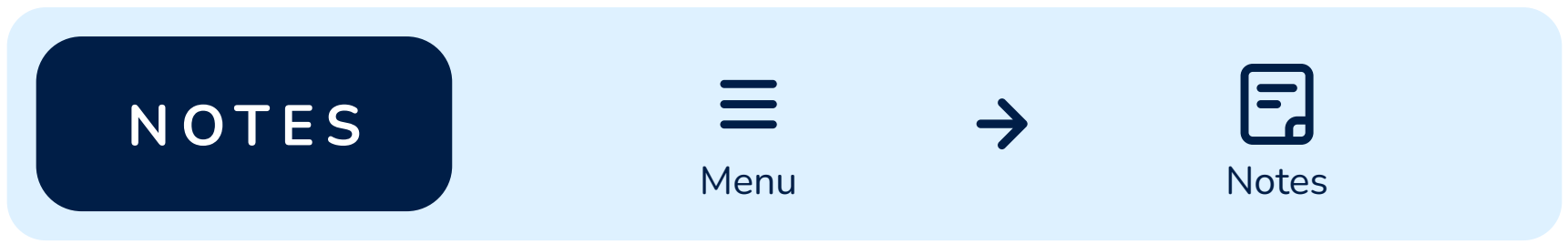
You can choose to chat only to the group or to the main session. You can also leave the room.



Notifications

Notifications from the moderator will appear in the chat.





Coedit notes with everyone

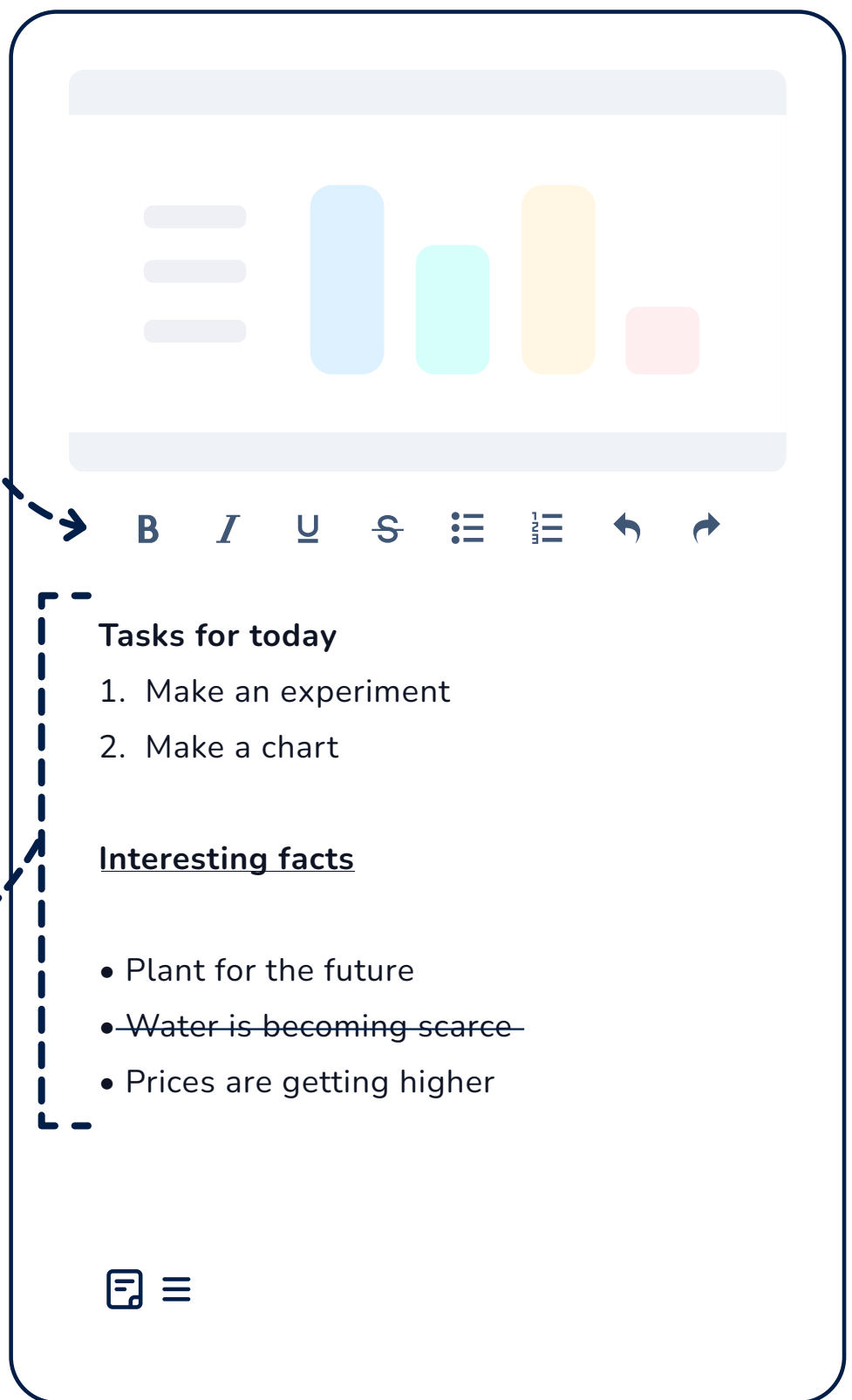
Make notes, annotate a list of tasks or just brainstorm some ideas.

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.



At the end of the session

rate your experience!



You're all set!

Have questions? Visit our Help Center to learn more.

Tutoom help center

