

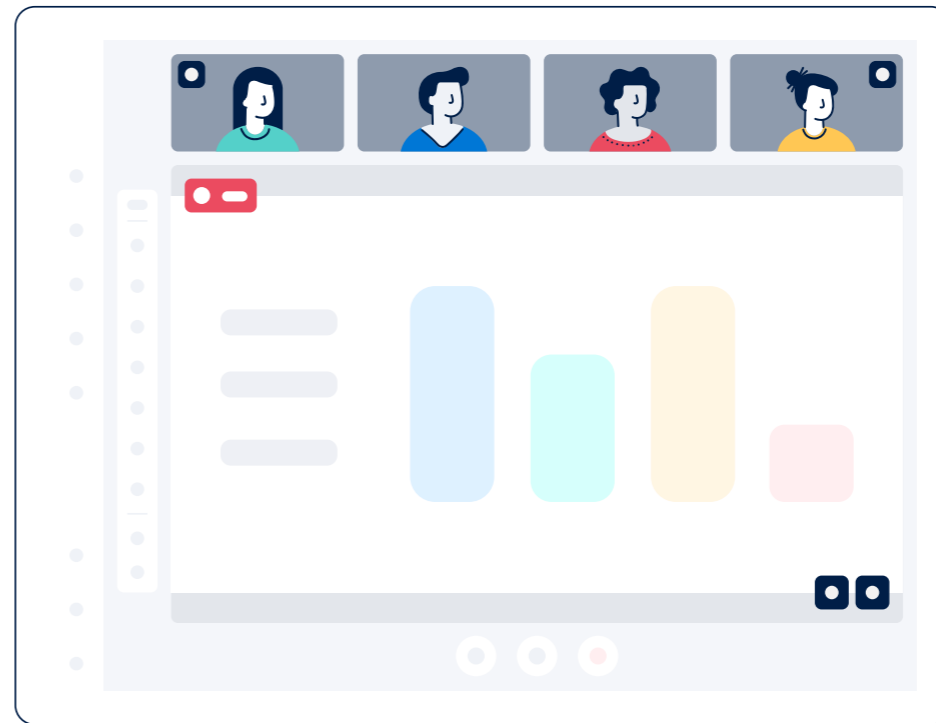


**tutoom**

**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

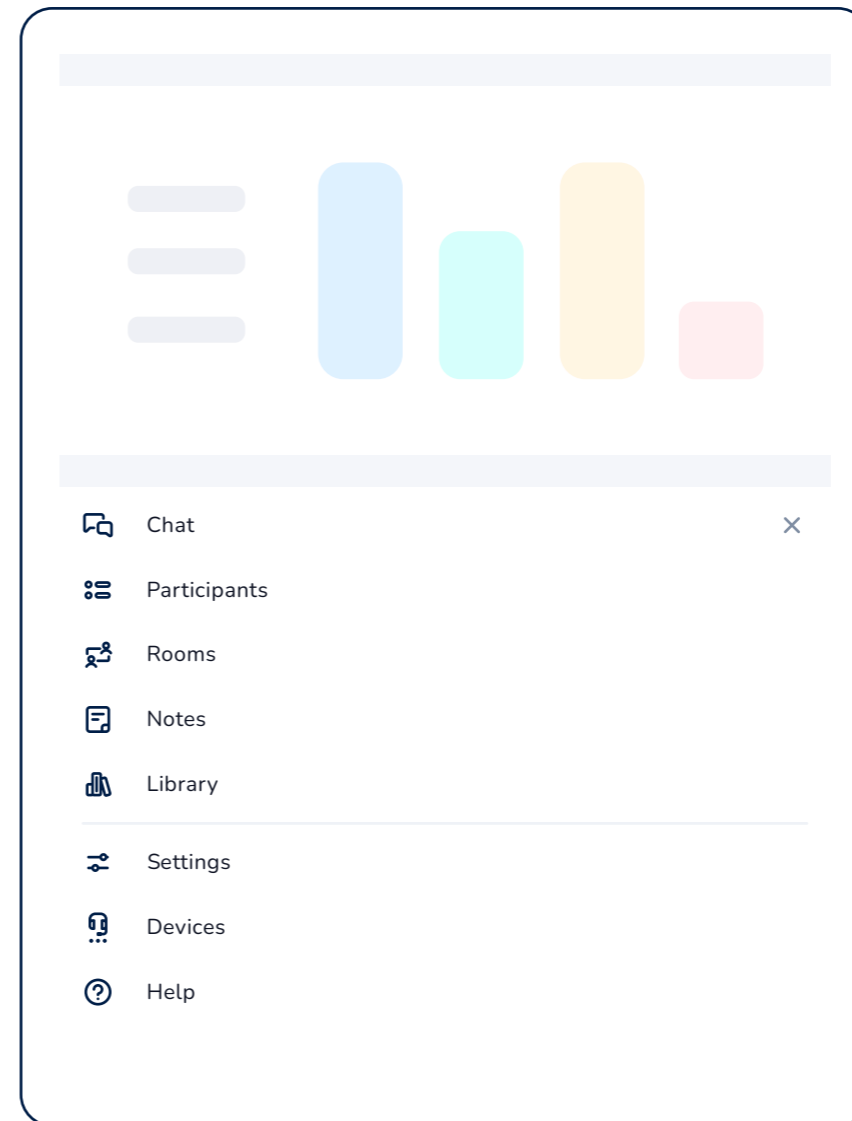


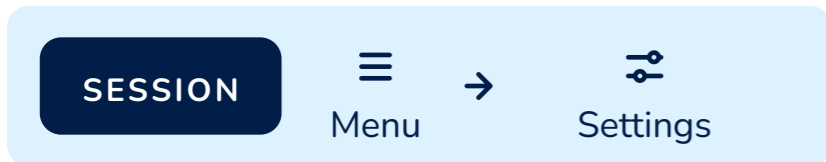
Have all your class materials ready



Remember to record the session

# Everything in one place





## Set up the room

Set up permissions before starting the session

### Language

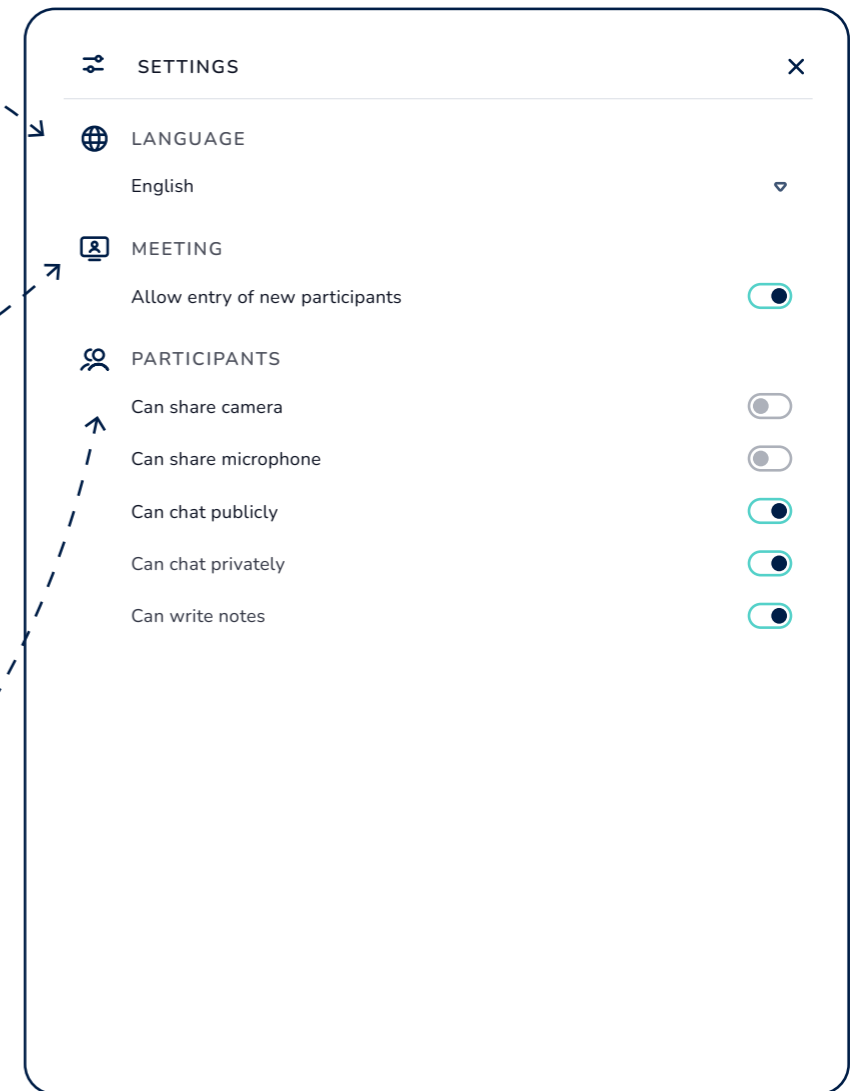
Choose the display language

### Class

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

### Participants

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



**Let's begin!**

- 1
- 2
- 3
- 4

Organize your materials

Master the whiteboard

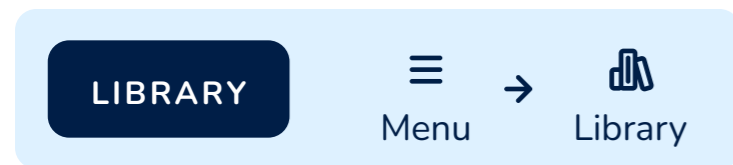
Interact with the participants

Group participants and make teamwork



## Organize your materials

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



## 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



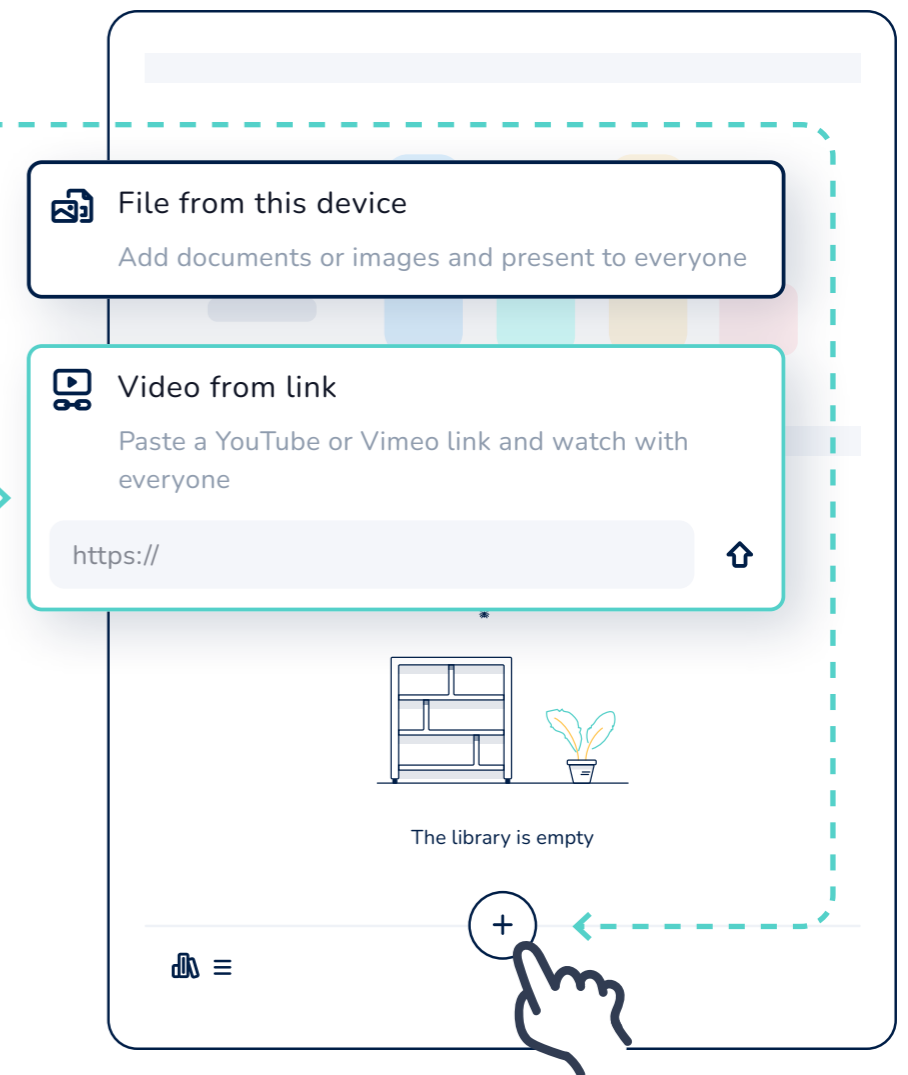
Upload documents  
(Word, Excel, PDF)  
or images

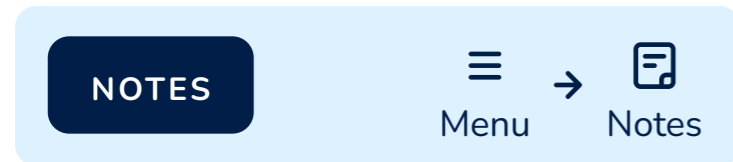


Choose YouTube  
or Vimeo video links

3

### Add and present





## 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.



### Present file/video

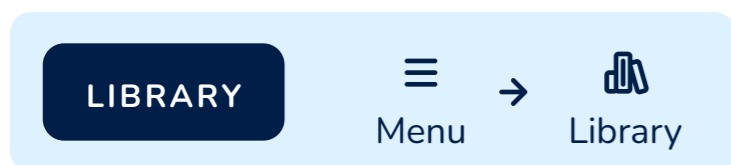
Present to all participants the selected file.

### Allow downloading

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

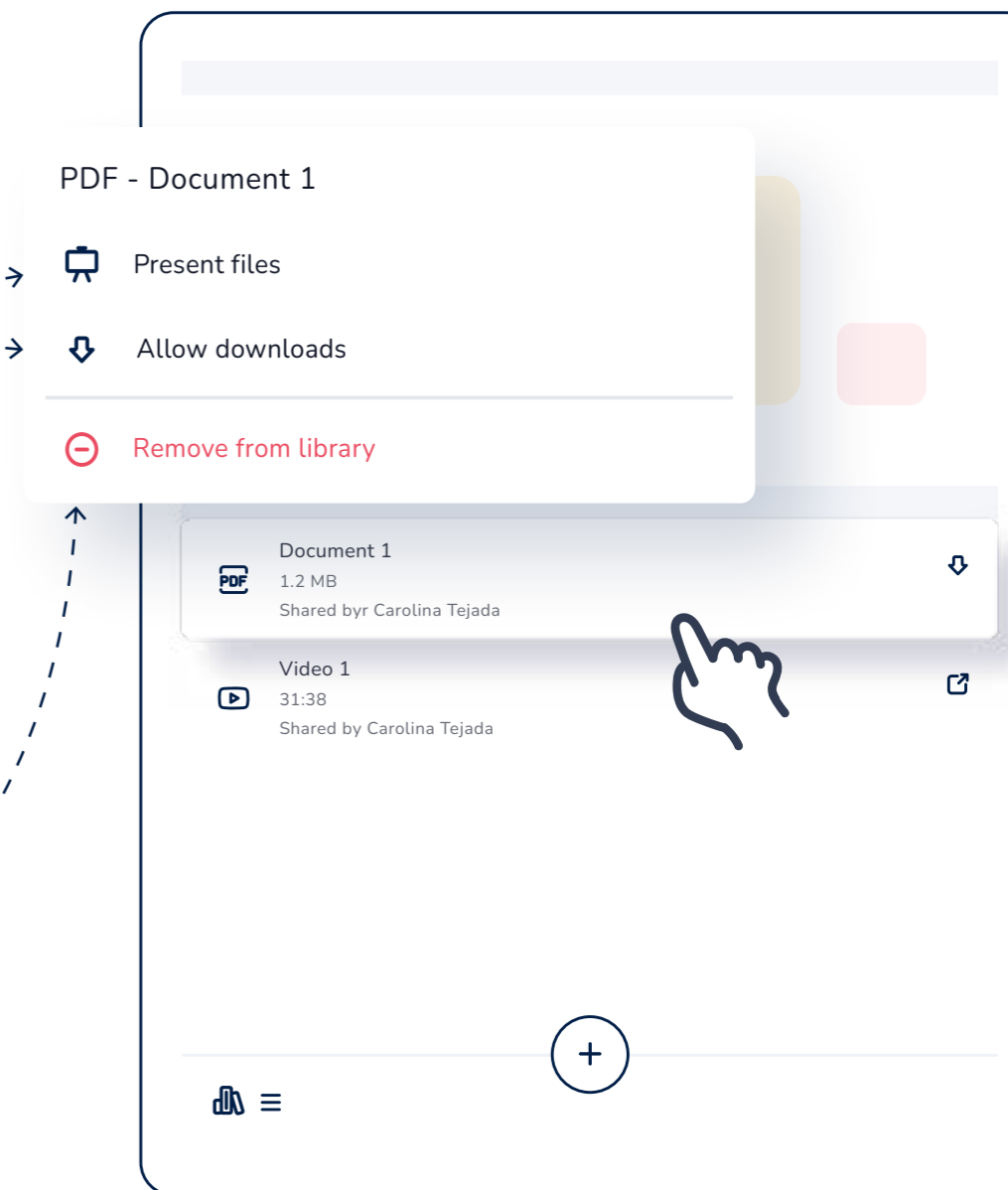
### Remove from library

Deletes a file/video from the library.



## Present and share

Present your files in class and let everyone download them.





## Master the whiteboard

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



# Use your device in landscape mode

and take advantage of wide screens for presentations

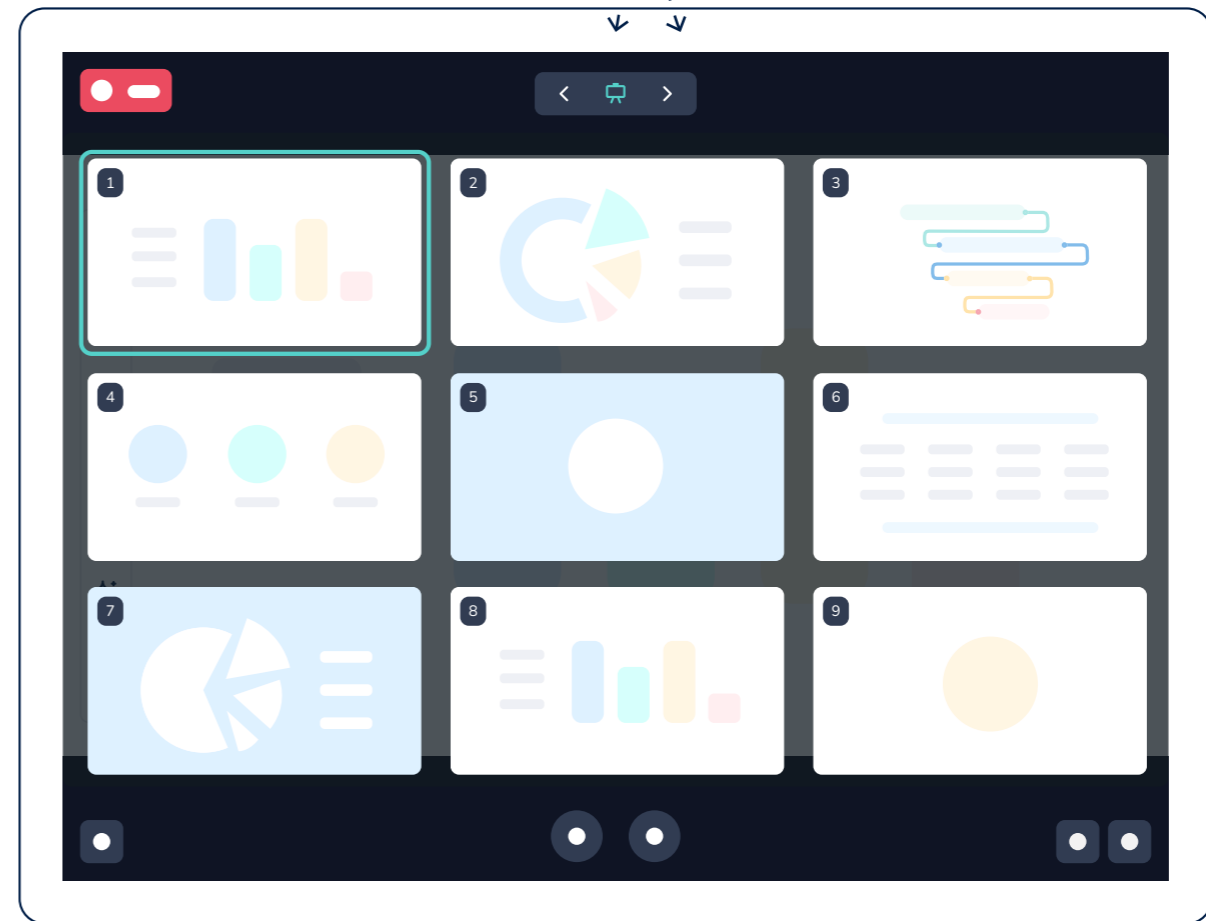


### Slide search

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

### Next/previous slide

Go to your next/previous slide  
in a click



### TOOLS



## Go to your slide

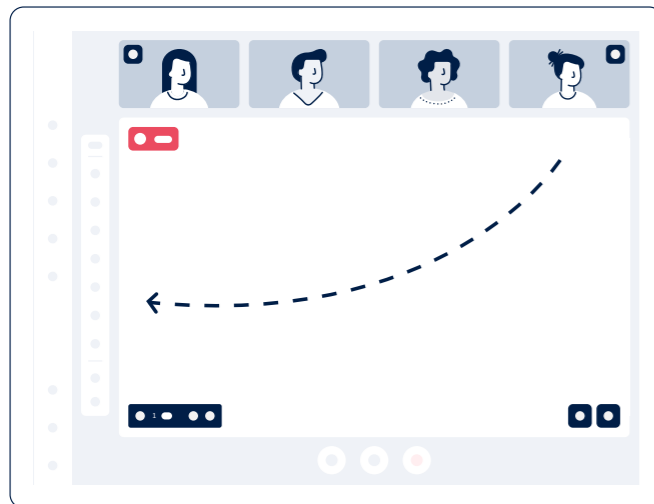
Preview your slide easily before  
selecting it.

## 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.

## Conoce más sobre las herramientas del whiteboard

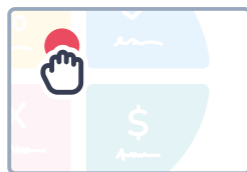


### Point and drag the slide

Participants can follow your pointer anywhere in the slide

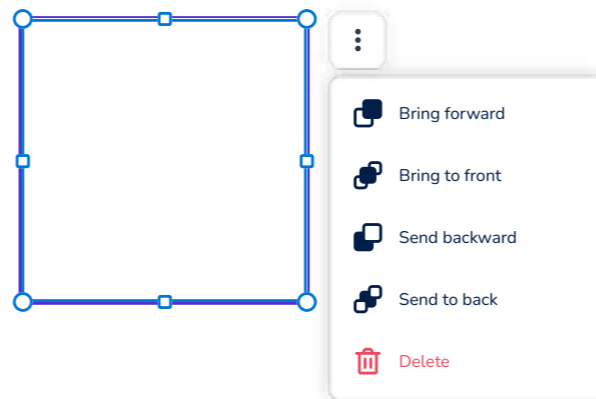


You can click and drag the slide to move it wherever you want.



### Select objects and edit them

Transform shapes and place them everywhere.



### Change the stroke width for your drawings

Choose between 5 different predefined widths.



Click and hold, and start your freehand drawing.

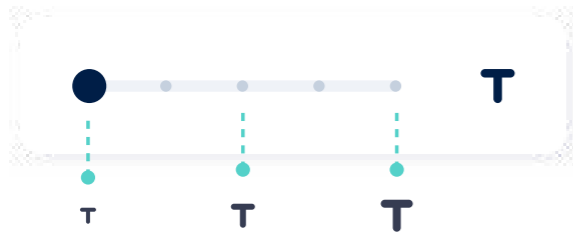


# Learn more about the whiteboard tools

## T

### Change text size and write on your slide

Choose between 5 sizes.



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

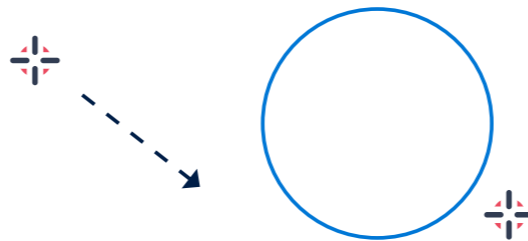


### Create predefined shapes

Explain in a different way with known shapes.

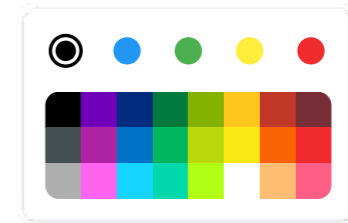


Click, hold and drag to start drawing shapes.



### Make it pop with colors

Choose the one that better suits your explanation.



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

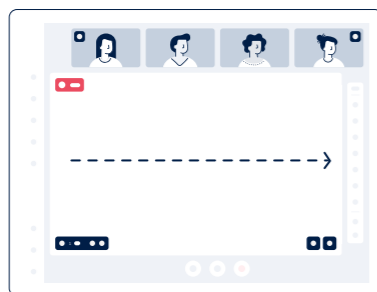
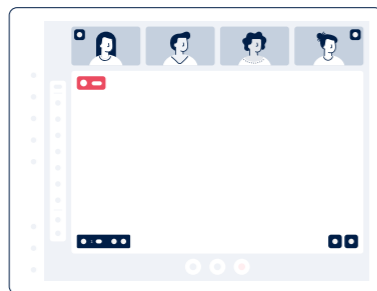


## Learn more about the whiteboard tools



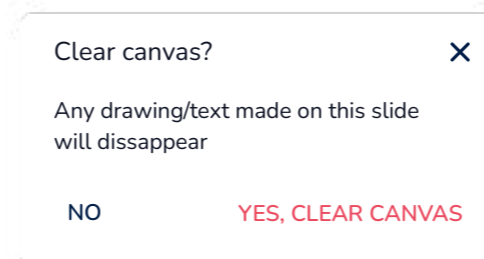
### Move the whiteboard tools

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.

### Synced video

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

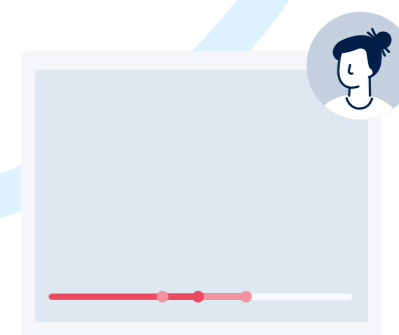
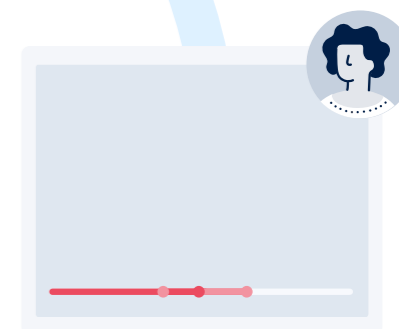
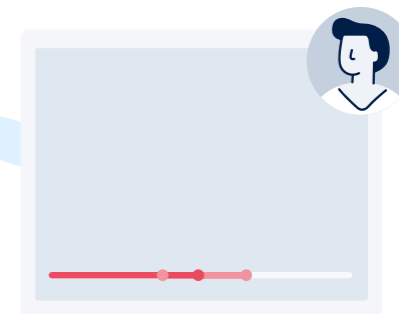
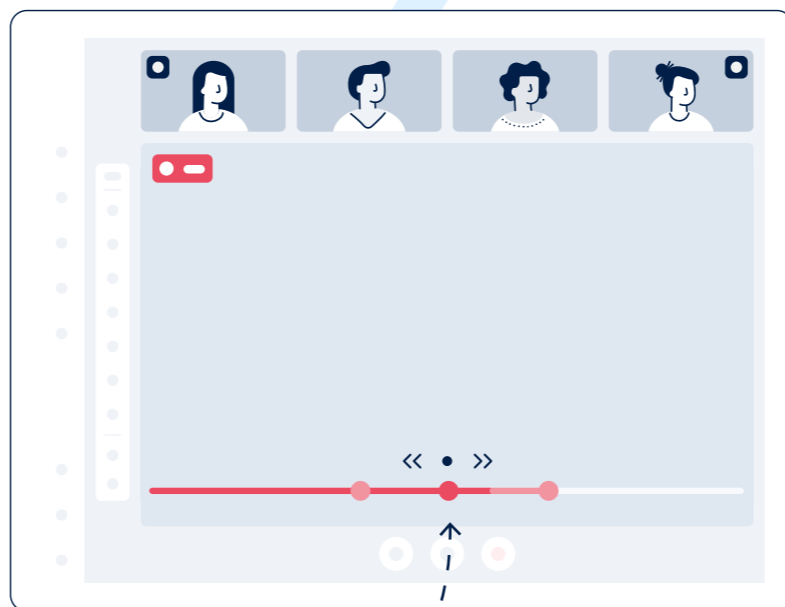
### TOOLS

## 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.



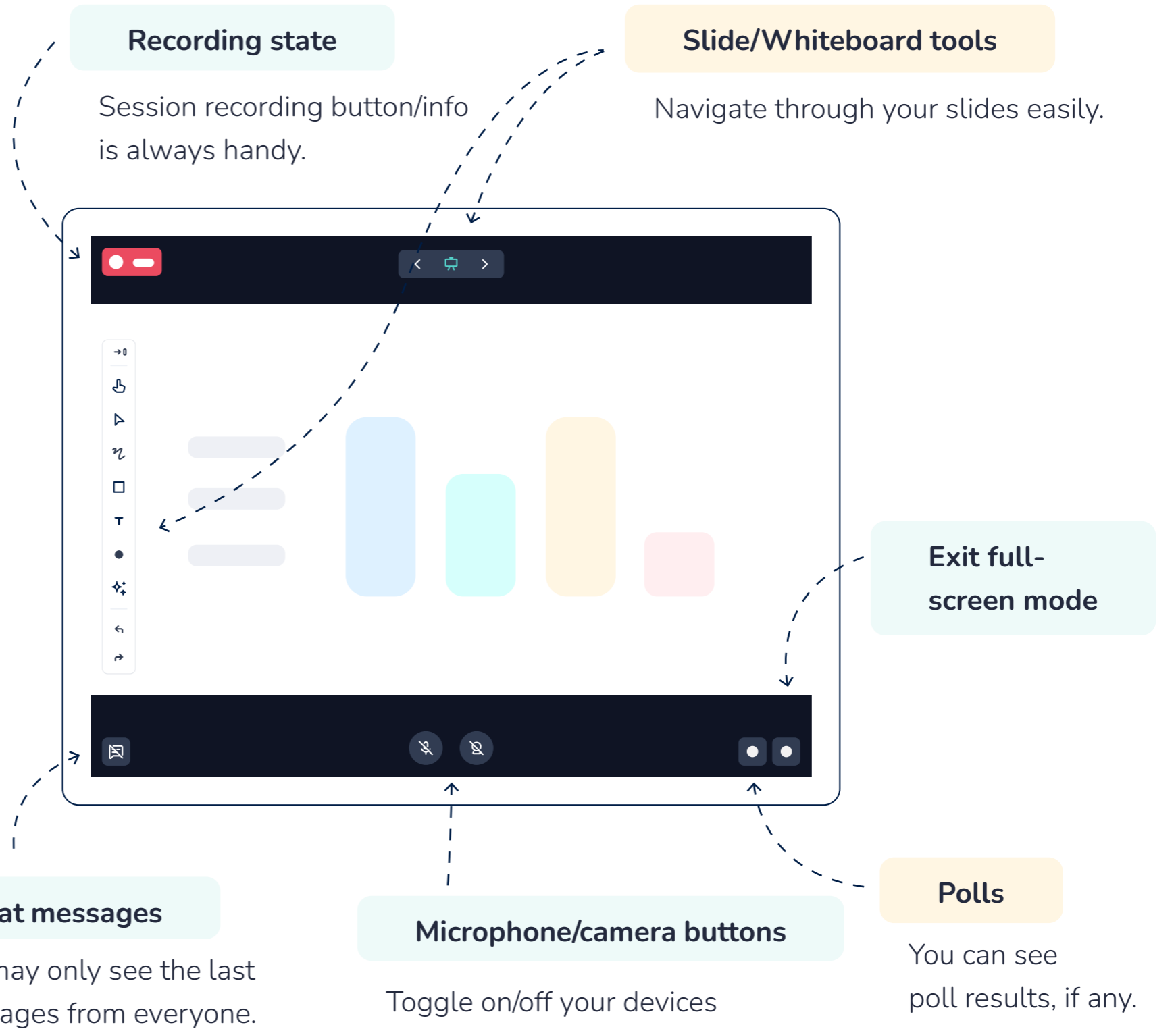
This functionality is active by default for presentators who share videos.

**TOOLS**



# Full-screen mode

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



# 3

## Interact with the participants

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



## 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.



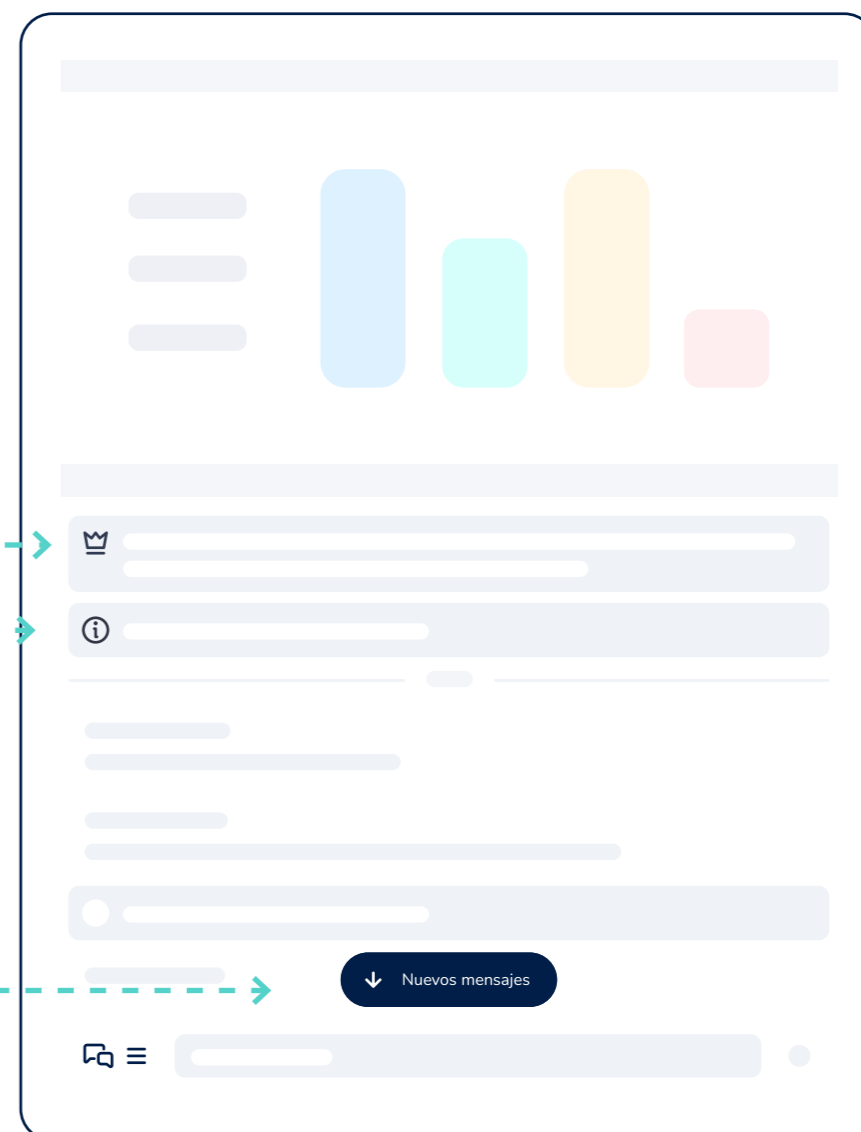
### Notifications

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.





## Manage participants

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



### Moderator

Active moderators may have this badge.



### Current presenter

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.

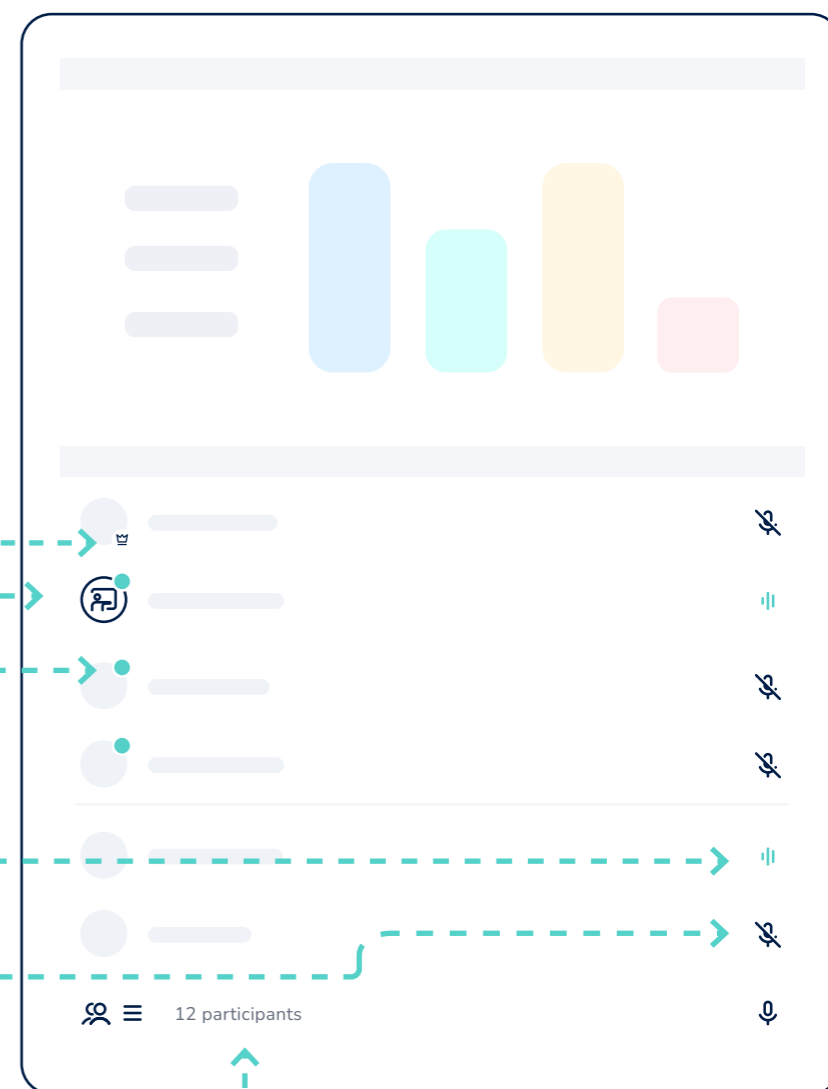


### Microphone OFF

The user has disabled his/her microphone.

### Quantity of participants

Shows how many participants there are in the session

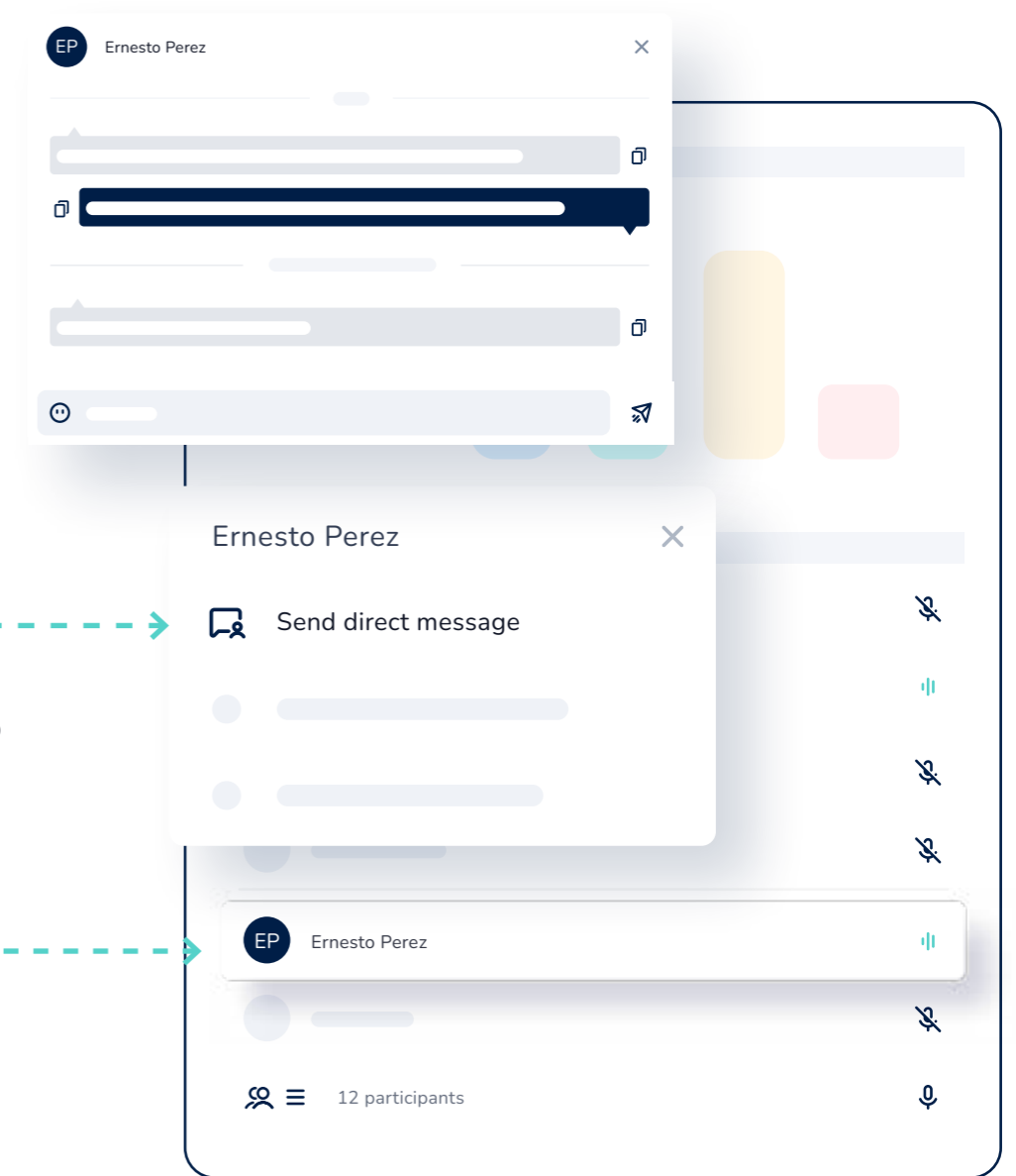




## Private messaging

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  
Enviar mensaje directo
- 3** Send a message to the participant





## Raising hands

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

### Lower hand

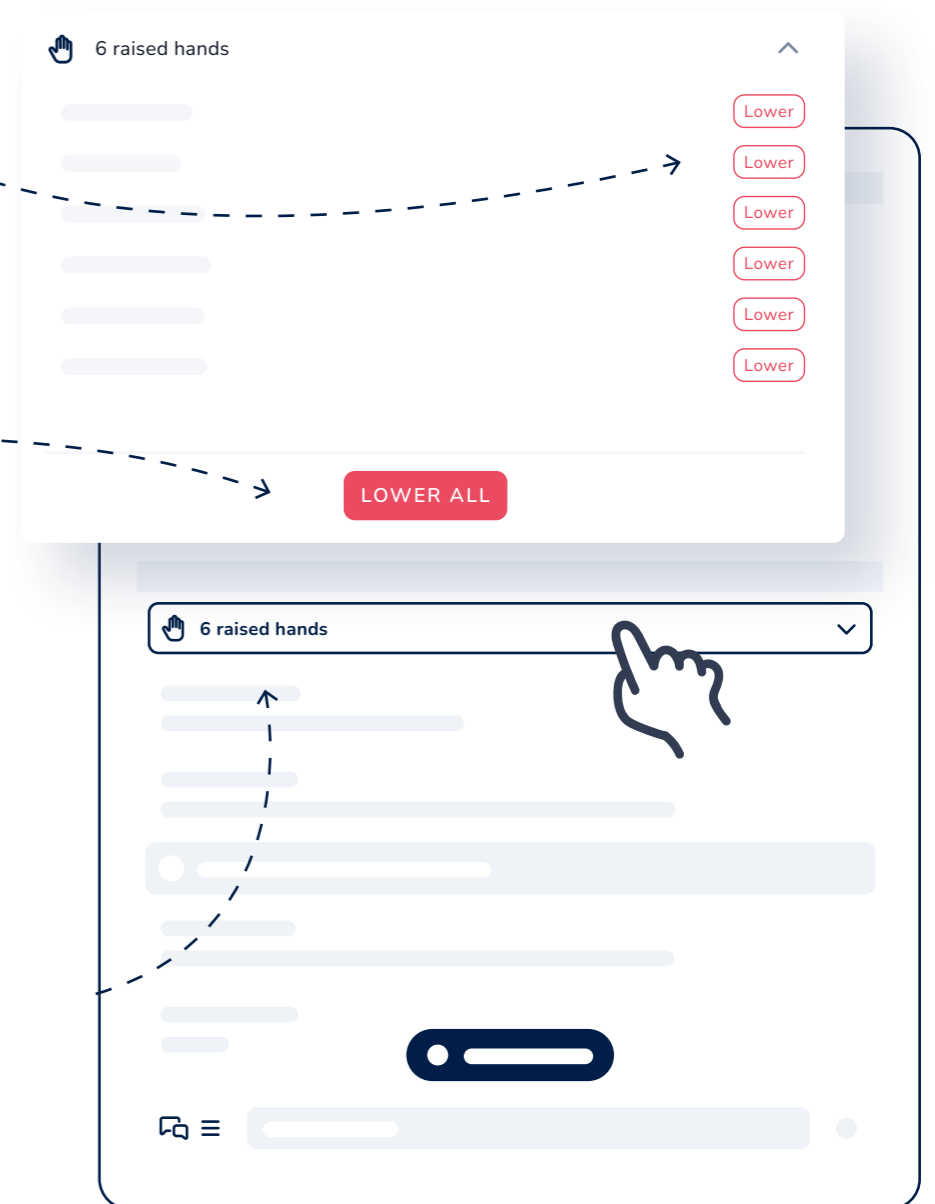
Lower hands of a specific user. This will not affect the others.

### Lower all hands

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

### Raising hands notification

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





## 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.

### 2 Set up your poll

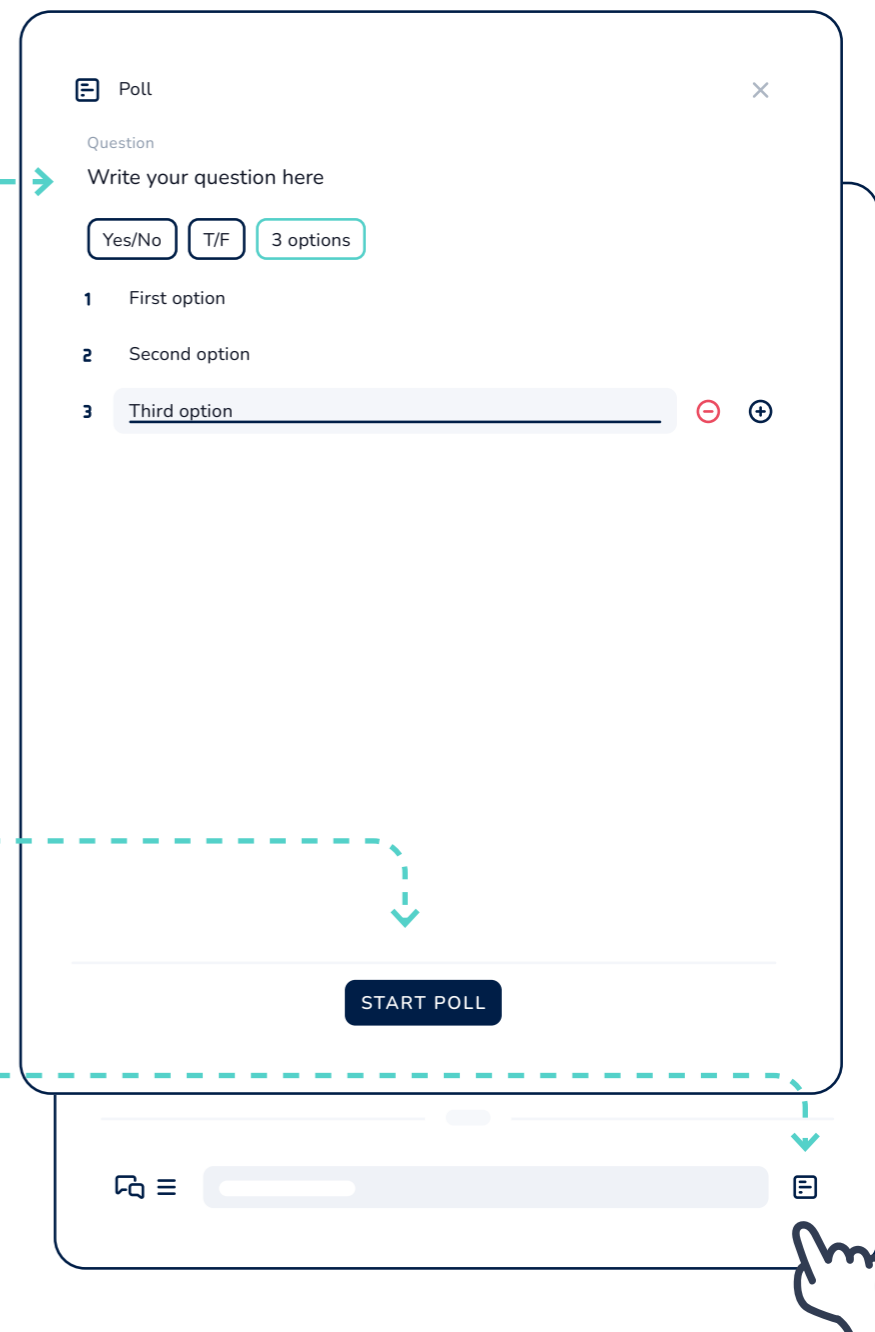
Choose the type of answers:

- Yes/no
- True/False
- 3 options or more

Add/remove options

### 3 Start the poll

### 1 Start in the Polls button



PARTICIPANTS

Menu

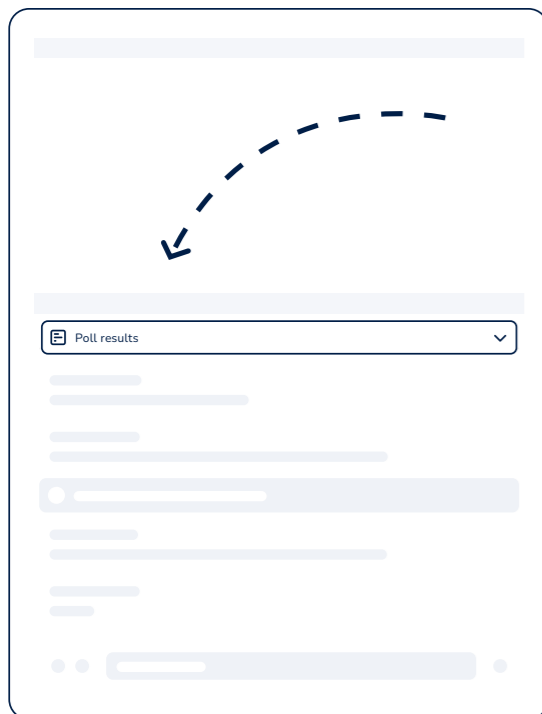


Messages



## 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

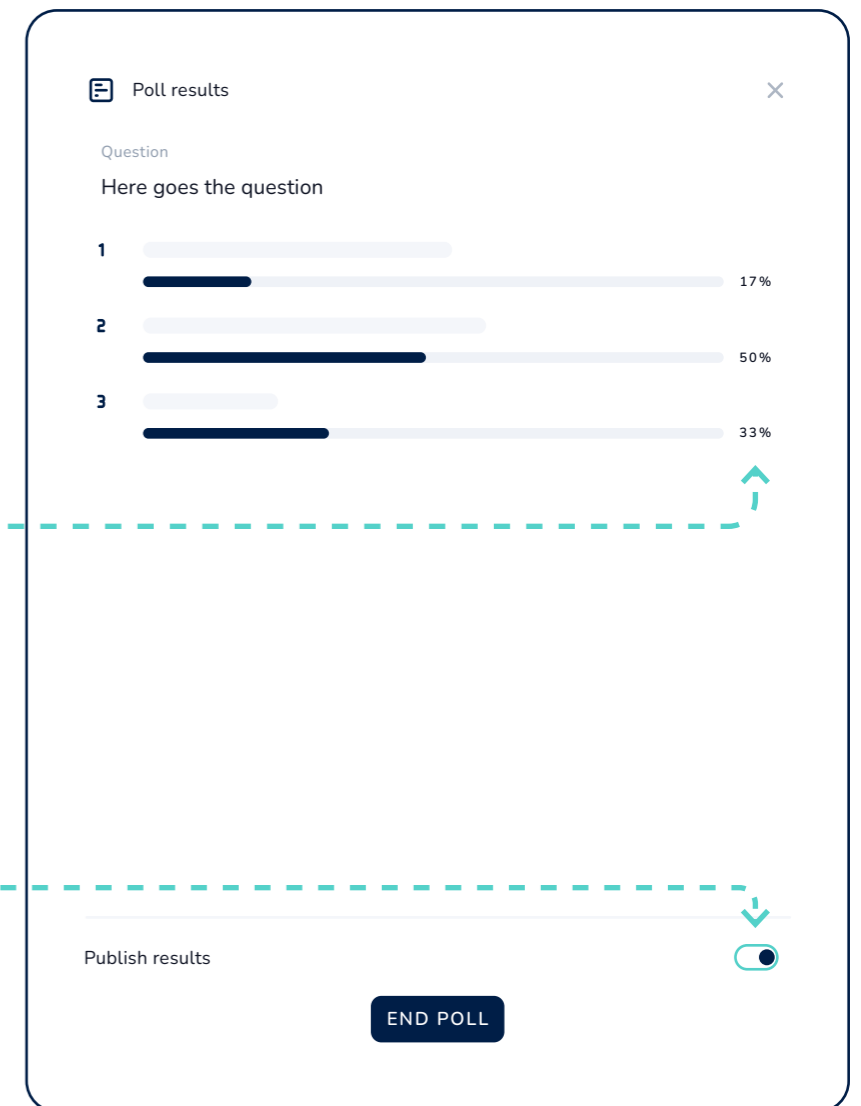
### Percentage of each answer

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.





Turn into presenter

The user will be able to upload files and present them

There can only be one presenter at a time

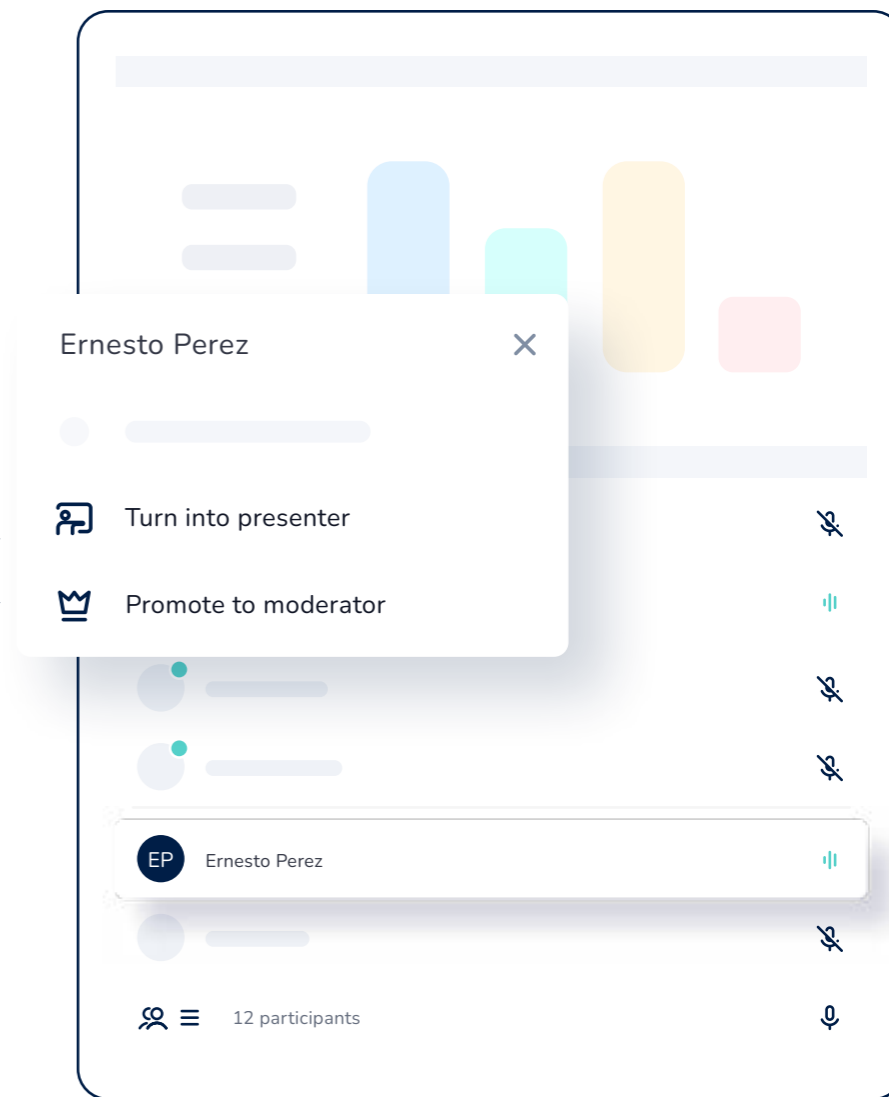
Promote to moderator

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

**Delegate functions**

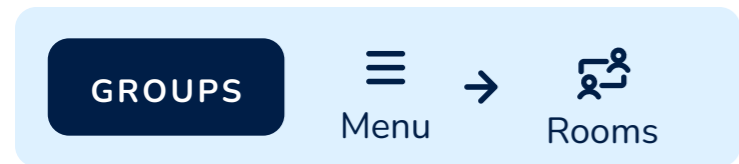
Participants will be able to control the session or start presentations.





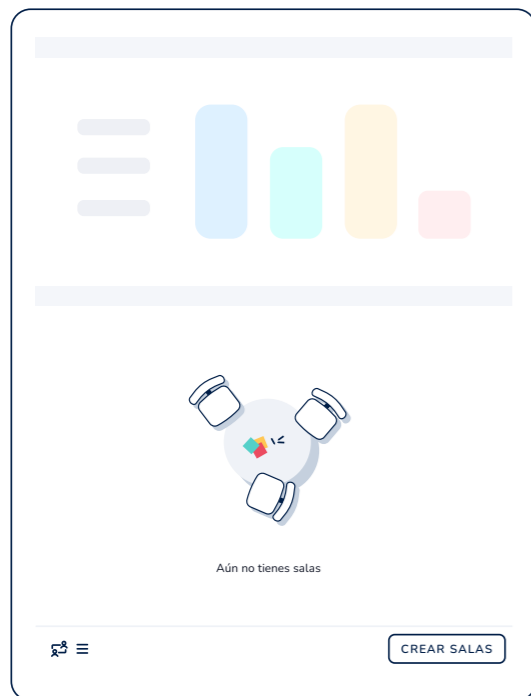
## **Group participants and make teamwork**

- Create group rooms
- Interact with the groups



## Create group rooms

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



**1** Enter the Rooms tab and click on Create

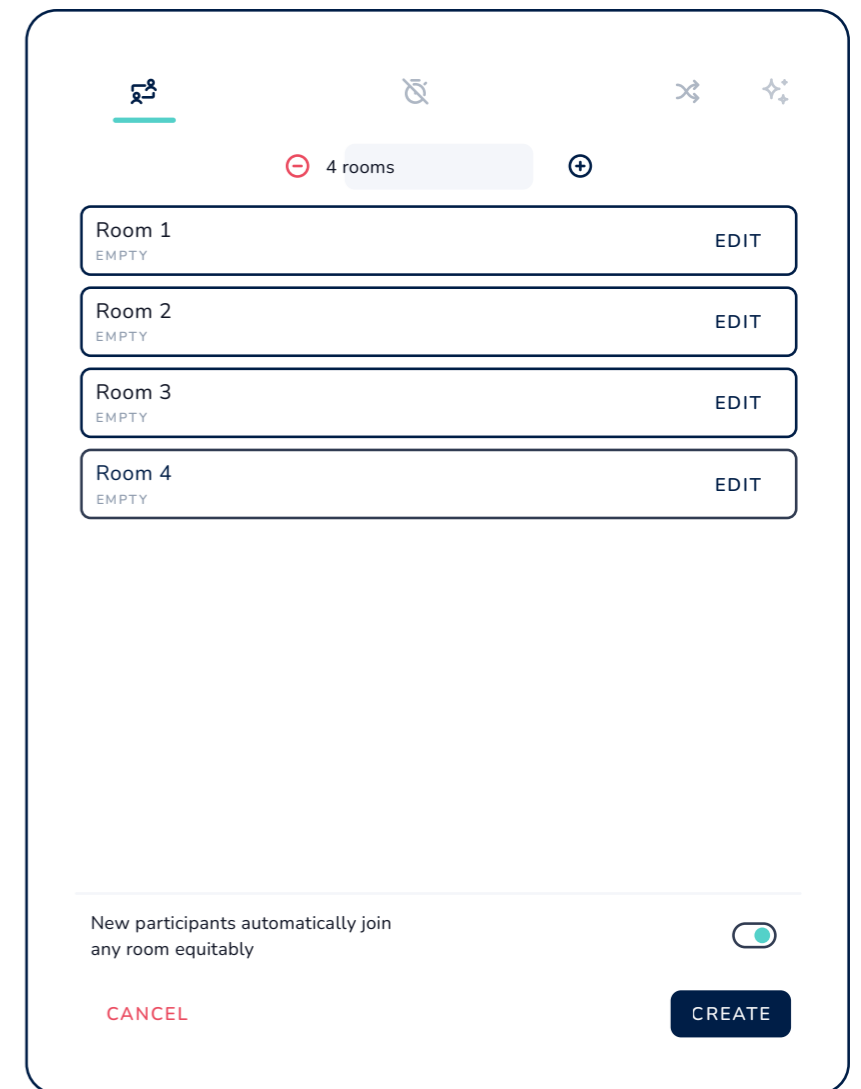
**2** Set up the rooms

-  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

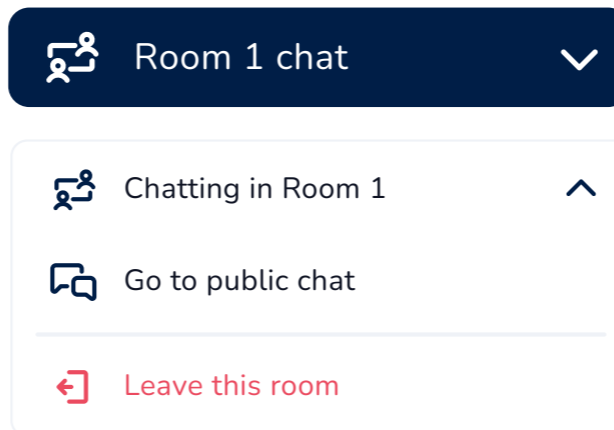
**3** Click on CREATE



### 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.

### Quantity of rooms

### End rooms

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

GROUPS

Menu

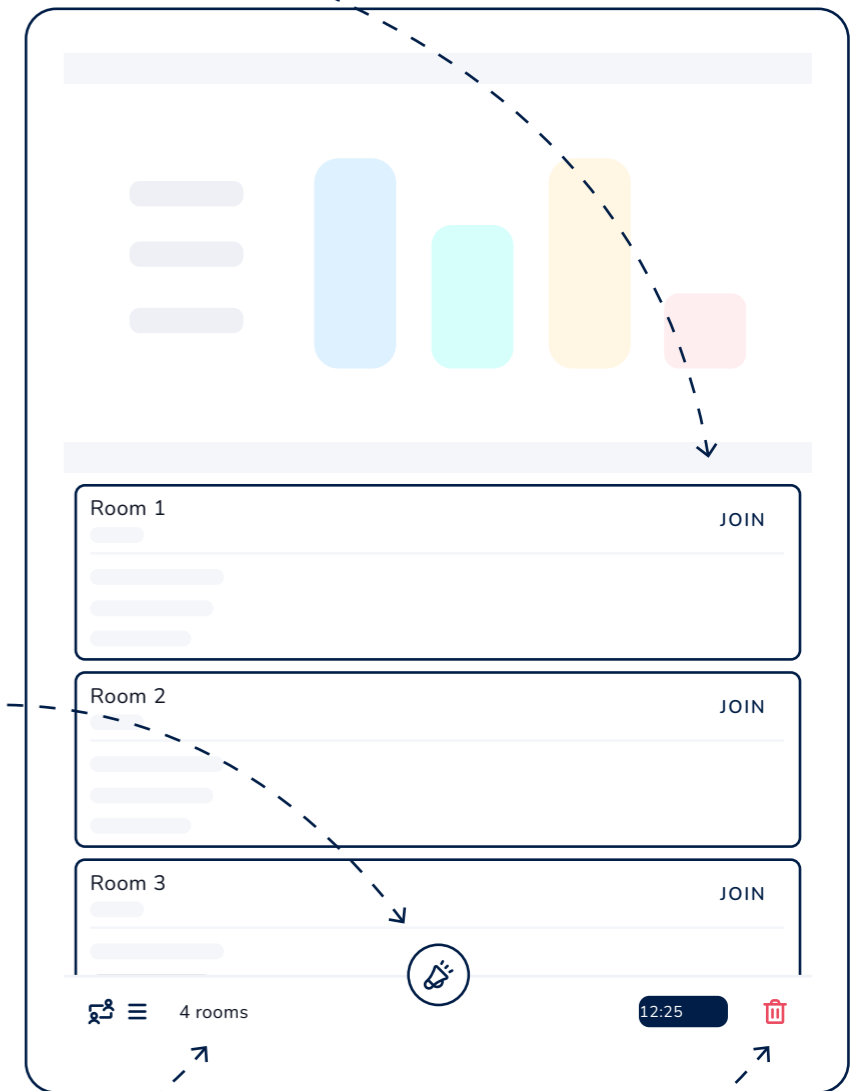


Rooms



## Interact with the groups

You can enter any room and interact with its participants. You can also return to the public chat easily.



## You're all set!

Have questions? Visit our Help Center to learn more.

Tutoom help center

