



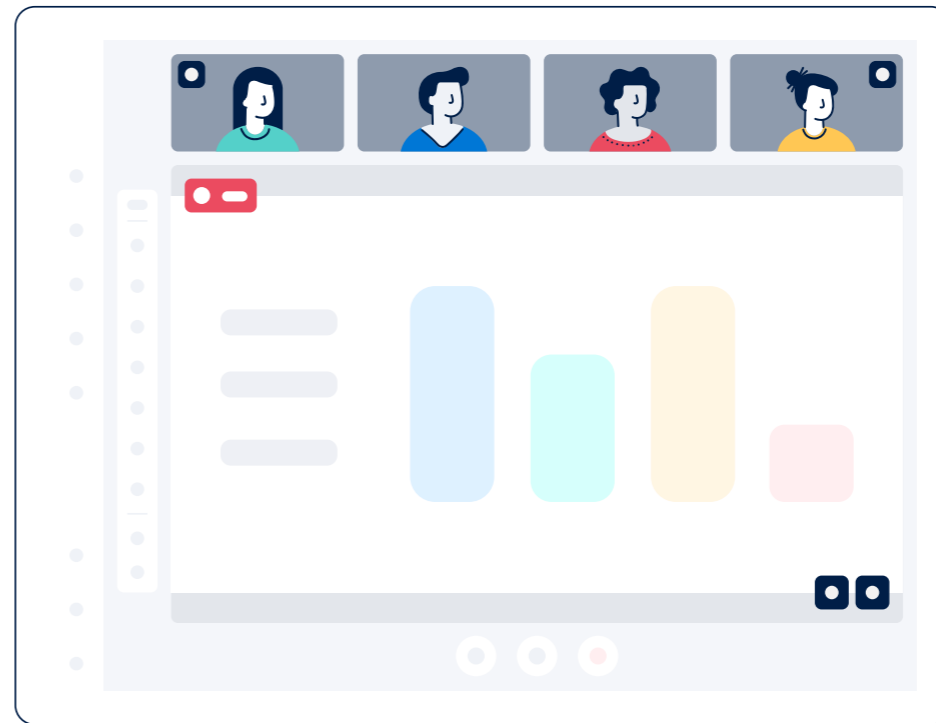
tutoom

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

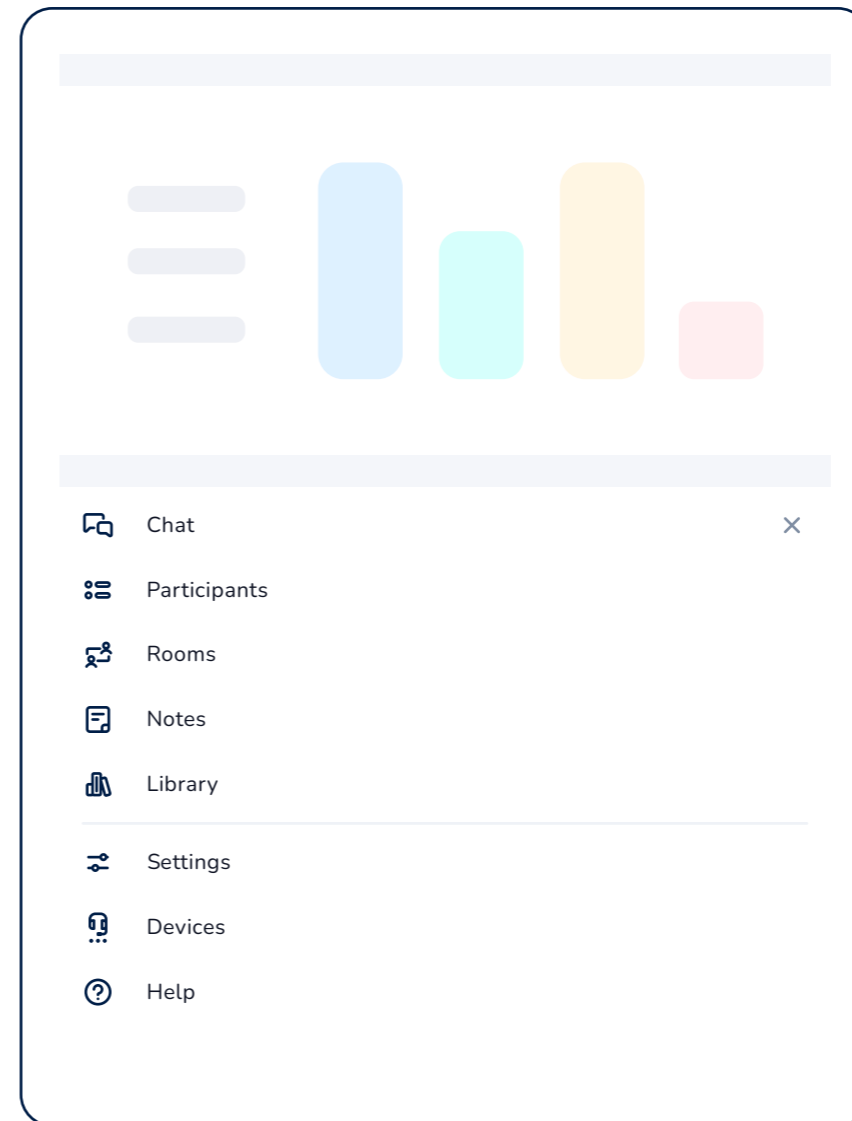


Have all your class materials ready



Remember to record the session

Everything in one place



Let's begin!

1

Participate in the session

2

Present your work

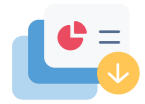
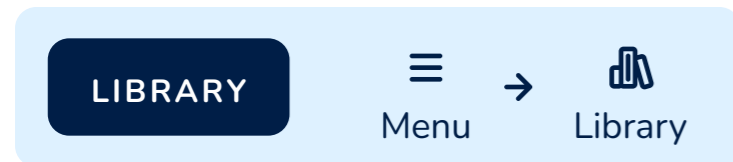
3

Let's teamwork



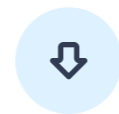
Participate in the session

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



Download class materials

You can find documents and links shared in the session.



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

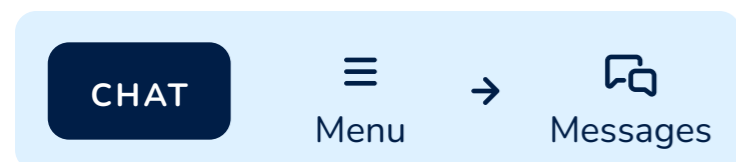
You can open videos in an independent tab to save them for later



Downloads disabled

You can't download the file





Participate through the chat

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



Raise hands

Participate raising your hand any time during the session. Find the button tapping once on the presentation area.



Polls

Answer polls made during the session



Moderator message

It's the welcome message sent by the moderator



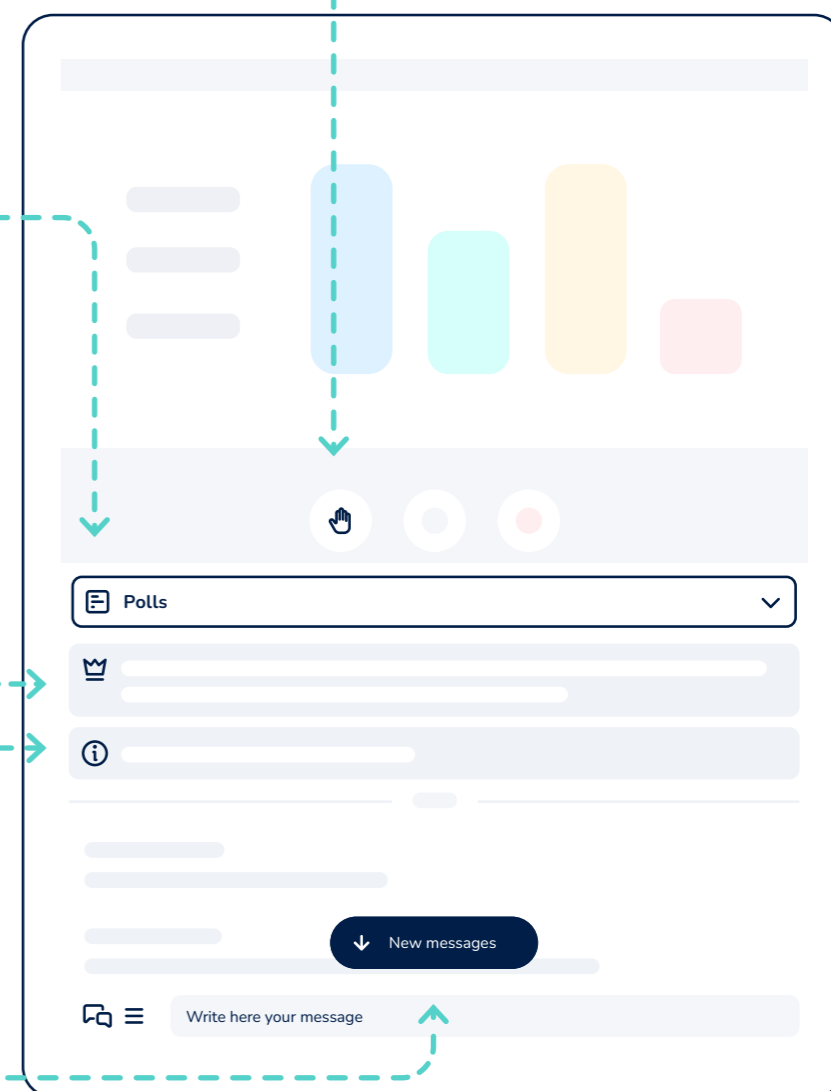
Notifications

These are some changes made during the session



New messages

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



SCREEN



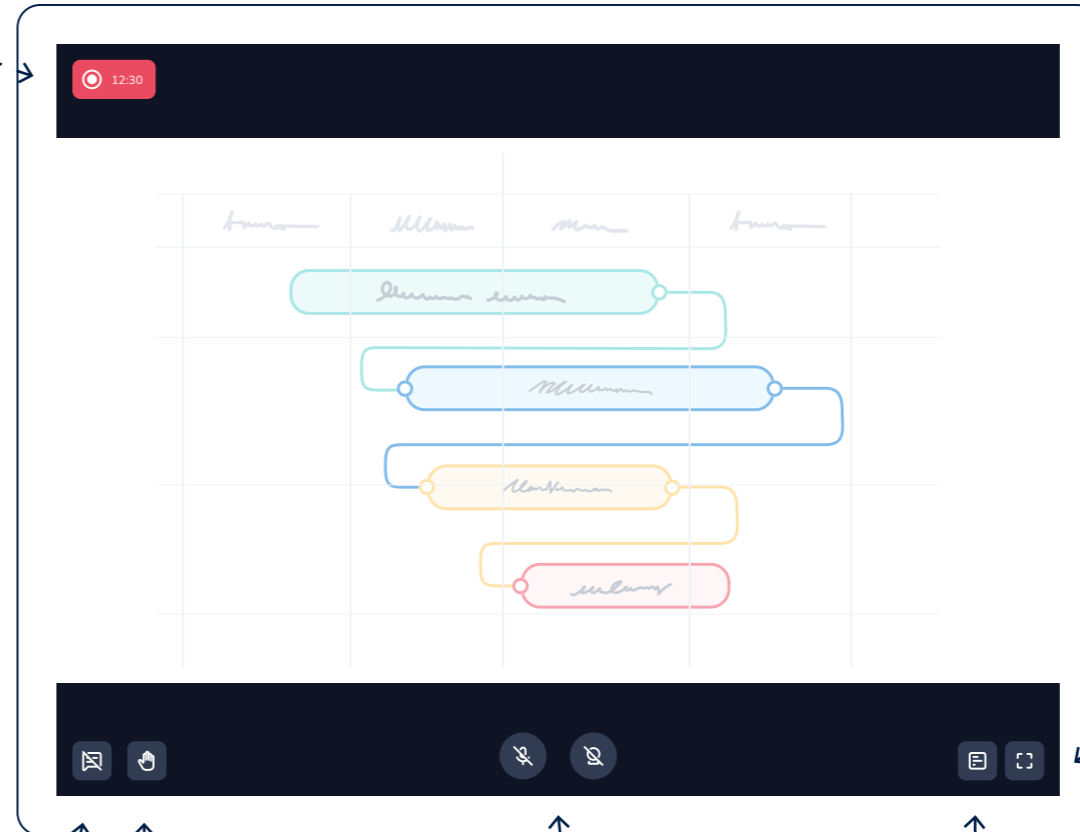
Full-screen mode

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

Recording state

Session recording button/info is always handy.

Exit full-screen mode



Chat messages

You may only see the last messages from everyone.

Raise hands

Let the moderator know you want to participate

Microphone/camera buttons

Toggle on/off your devices

Polls

You can see poll results, if any.



Present your work

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

PRESENTER MODE

Become a presenter to show your slides

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



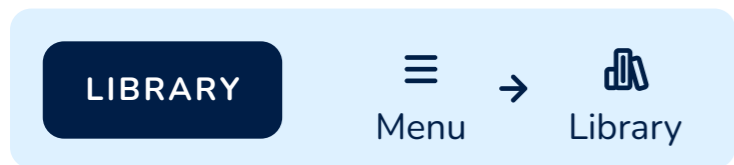
Only moderators can make you a presenter.



Use your device in landscape mode

and take advantage of wide screens for presentations





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



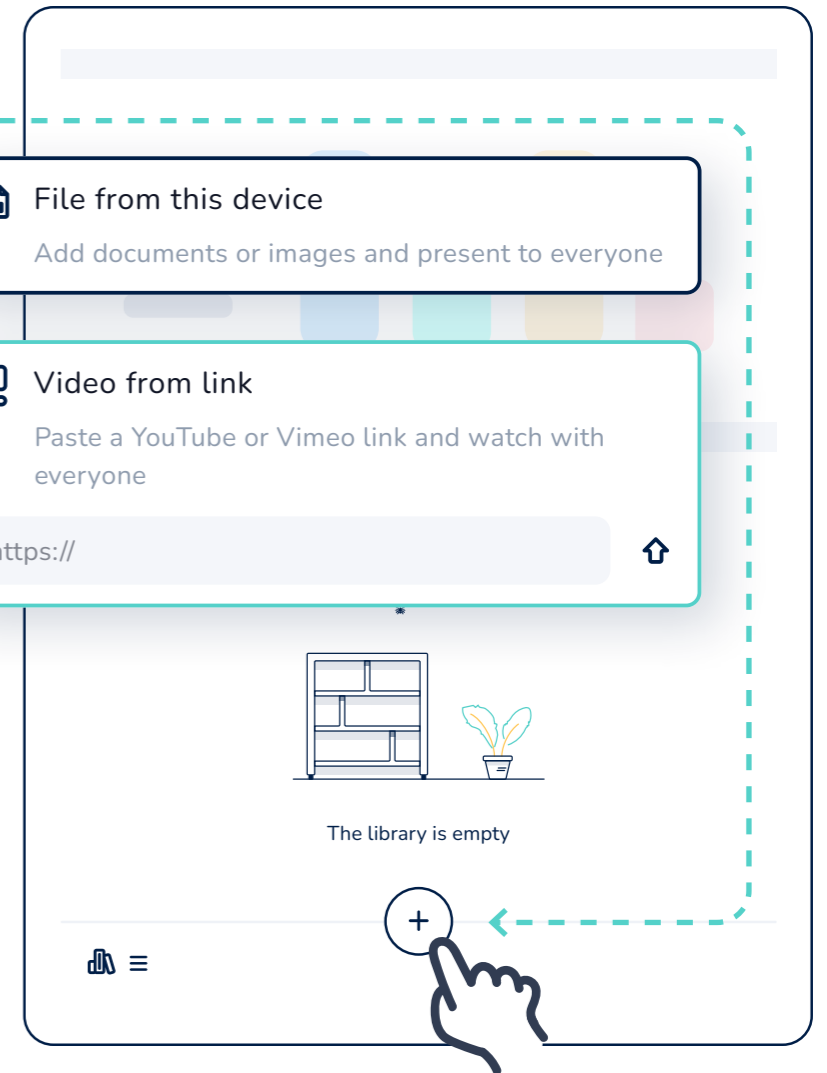
Upload documents (Word, Excel, PDF) or images



Choose YouTube or Vimeo video links

3

Add them and present



Present file/video

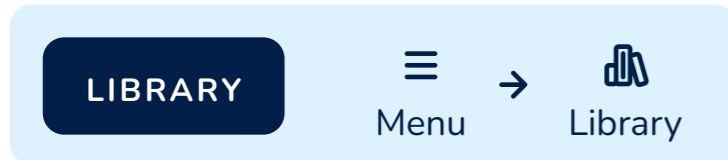
Present to all the participants the selected file.

Allow downloading

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

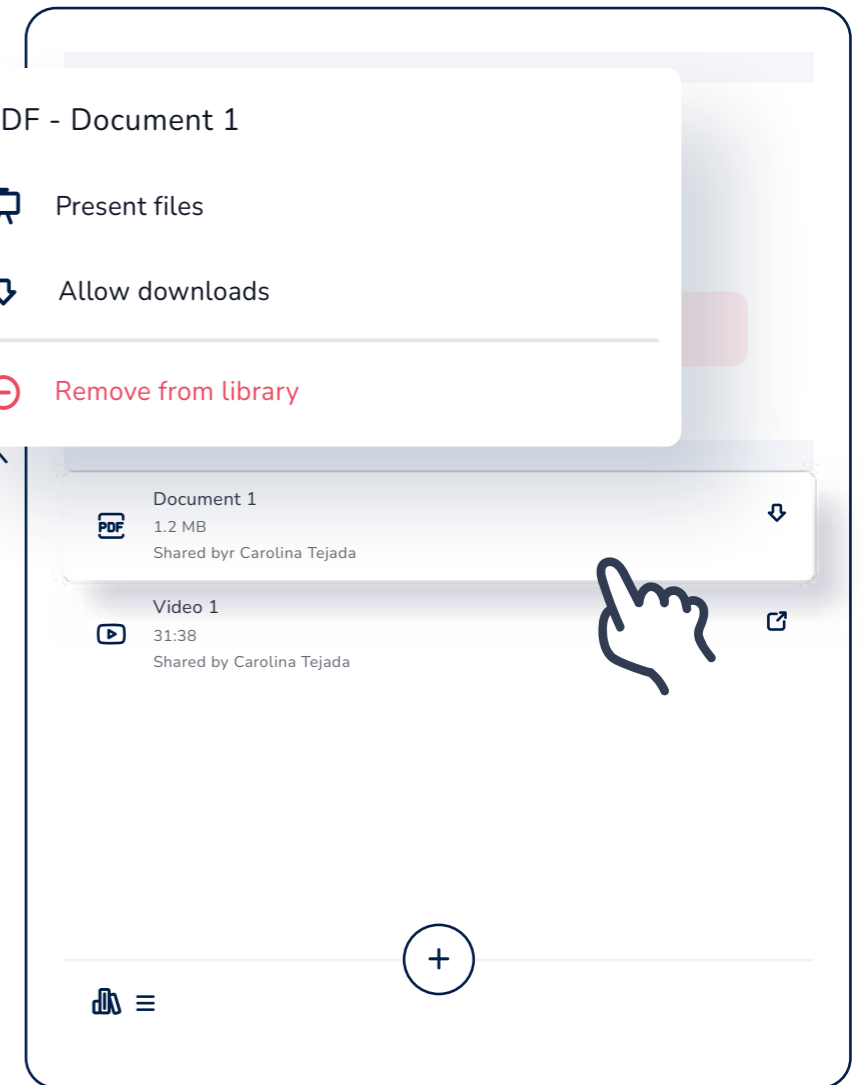
Remove from library

Deletes a file/video from the library.



Present and share

Present your files in class and let everyone download them.

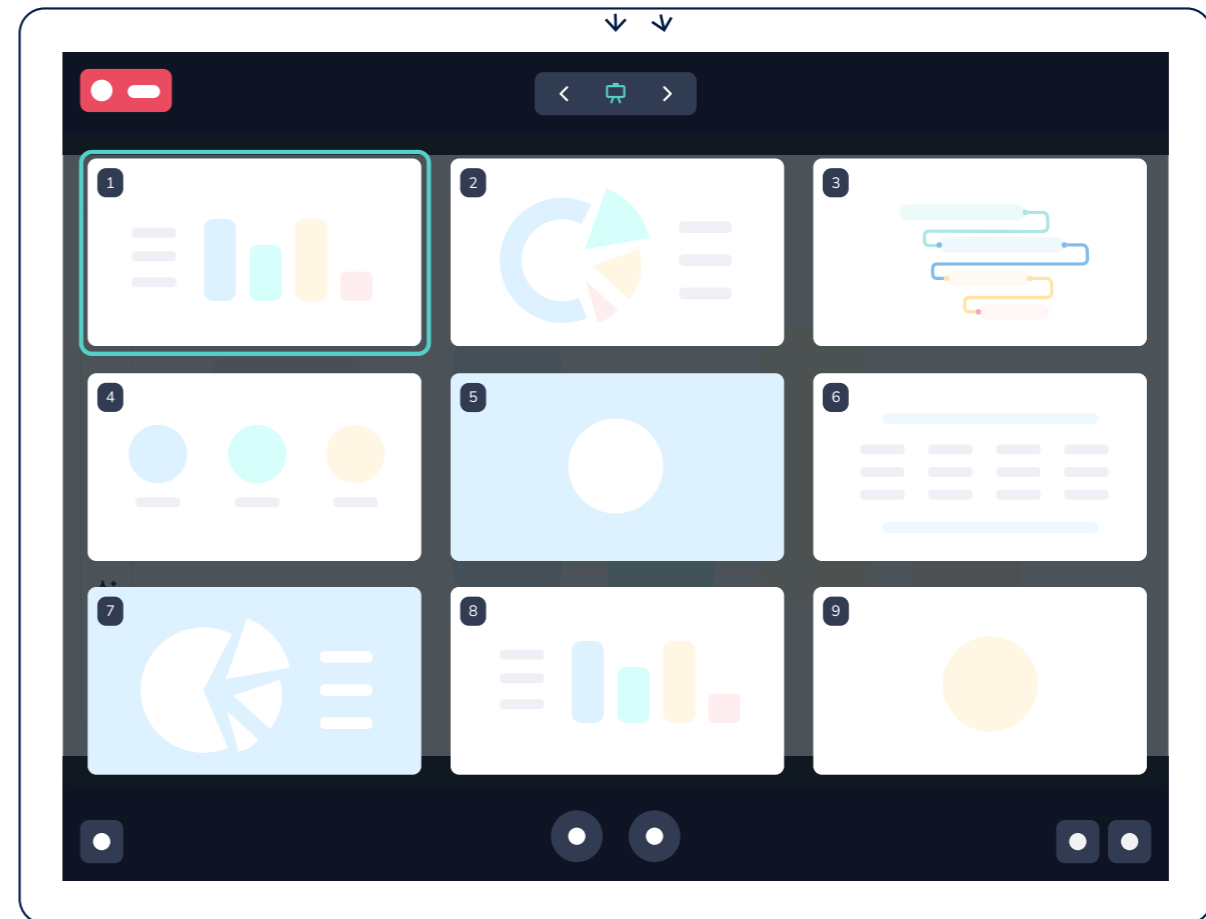


Slide search

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**

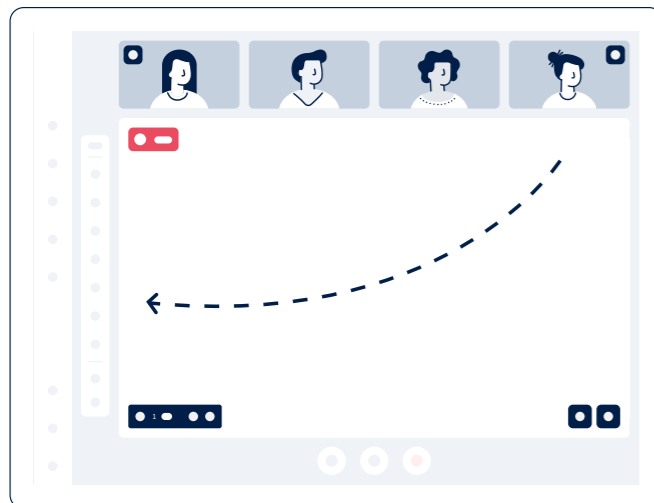
Preview your slide easily before
selecting it.

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.

Learn more about the whiteboard tools

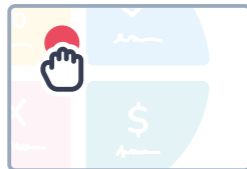


Point and drag the slide

Participants can follow your pointer anywhere in the slide

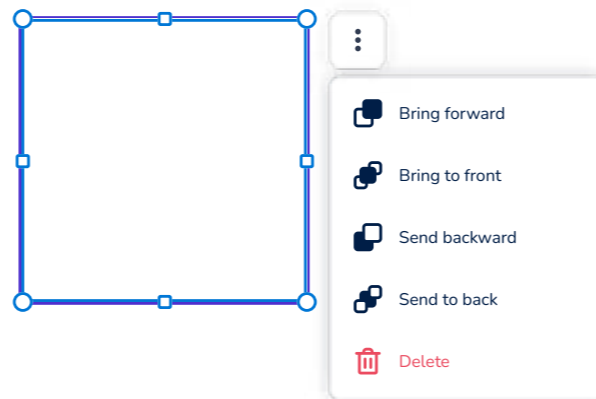


You can click and drag the slide to move it wherever you want.



Select objects and edit them

Transform shapes and place them everywhere.



Change the stroke width for your drawings

Choose between 5 different predefined widths.



Click and hold, and start your freehand drawing.

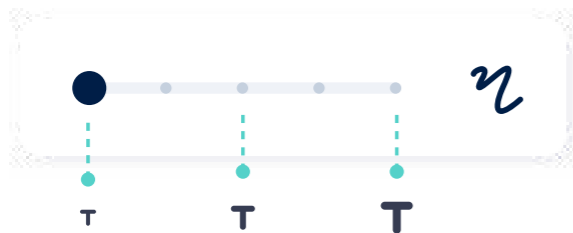


Learn more about the whiteboard tools

T

Change text size and write on your slide

Choose between 5 sizes.

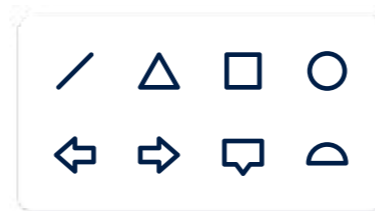


Click to create a text box and start typing your ideas.

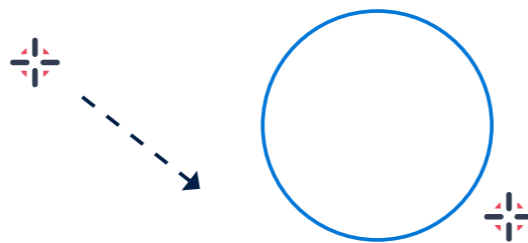


Create predefined shapes

Explain in a different way with known shapes.

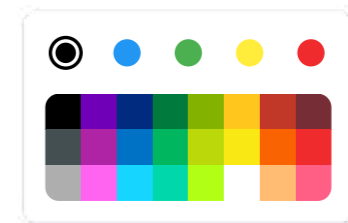


Click, hold and drag to start drawing shapes.



Make it pop with colors

Choose the one that better suits your explanation.



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

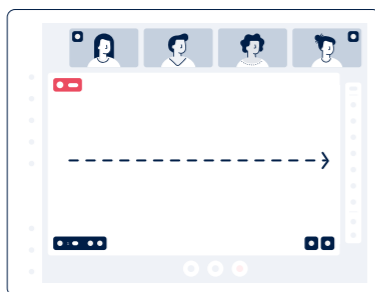
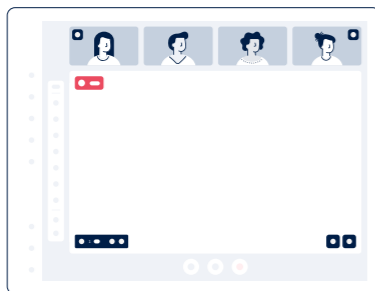


Learn more about the whiteboard tools



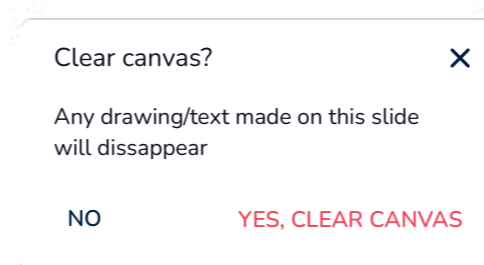
Move the whiteboard tools

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.

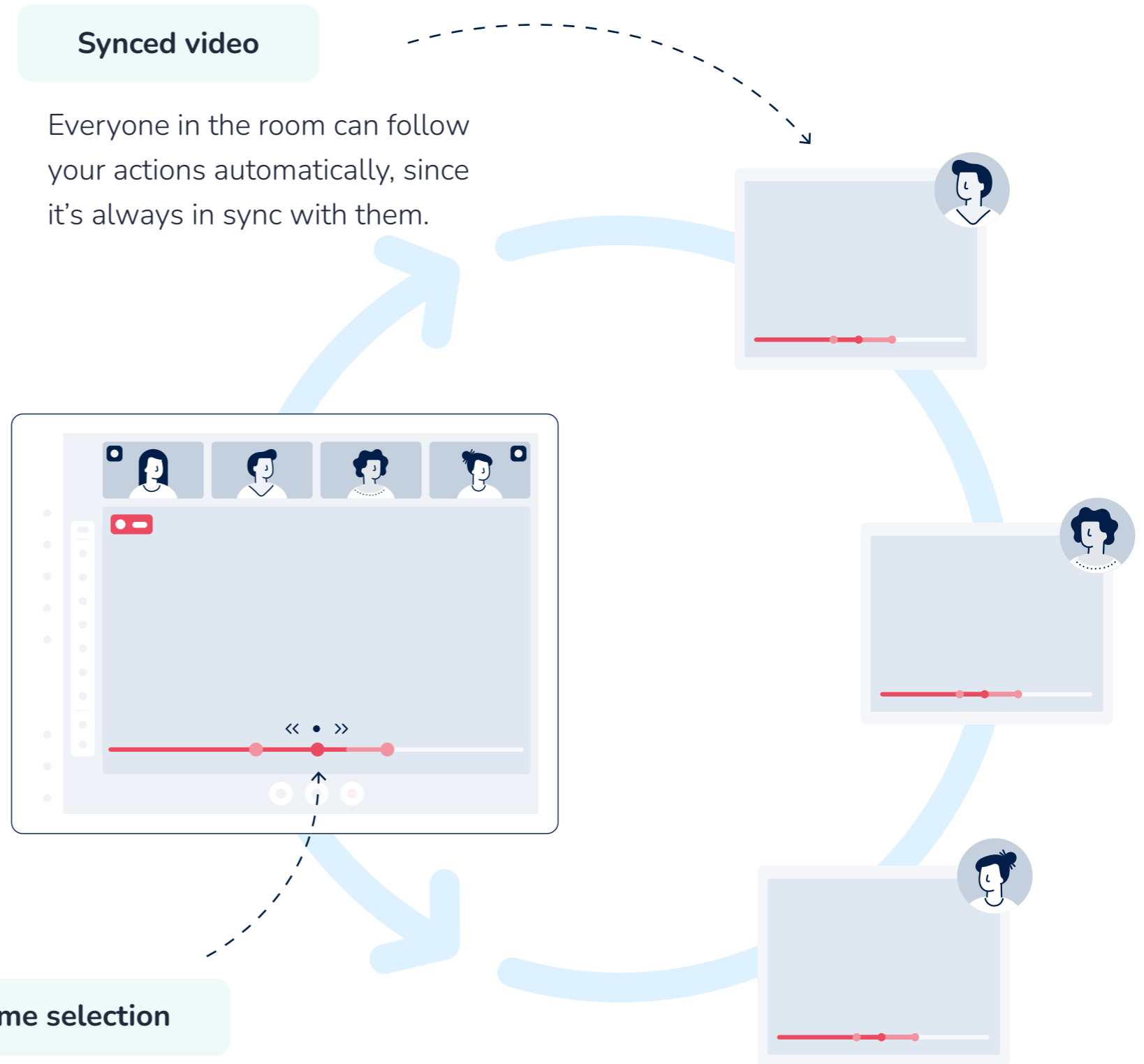
TOOLS

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.

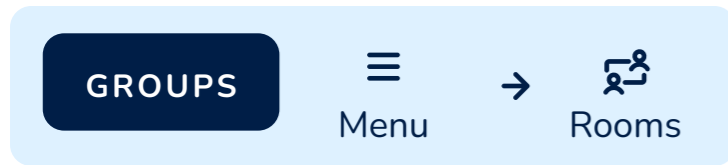


This functionality is active by default for presentators who share videos.

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.

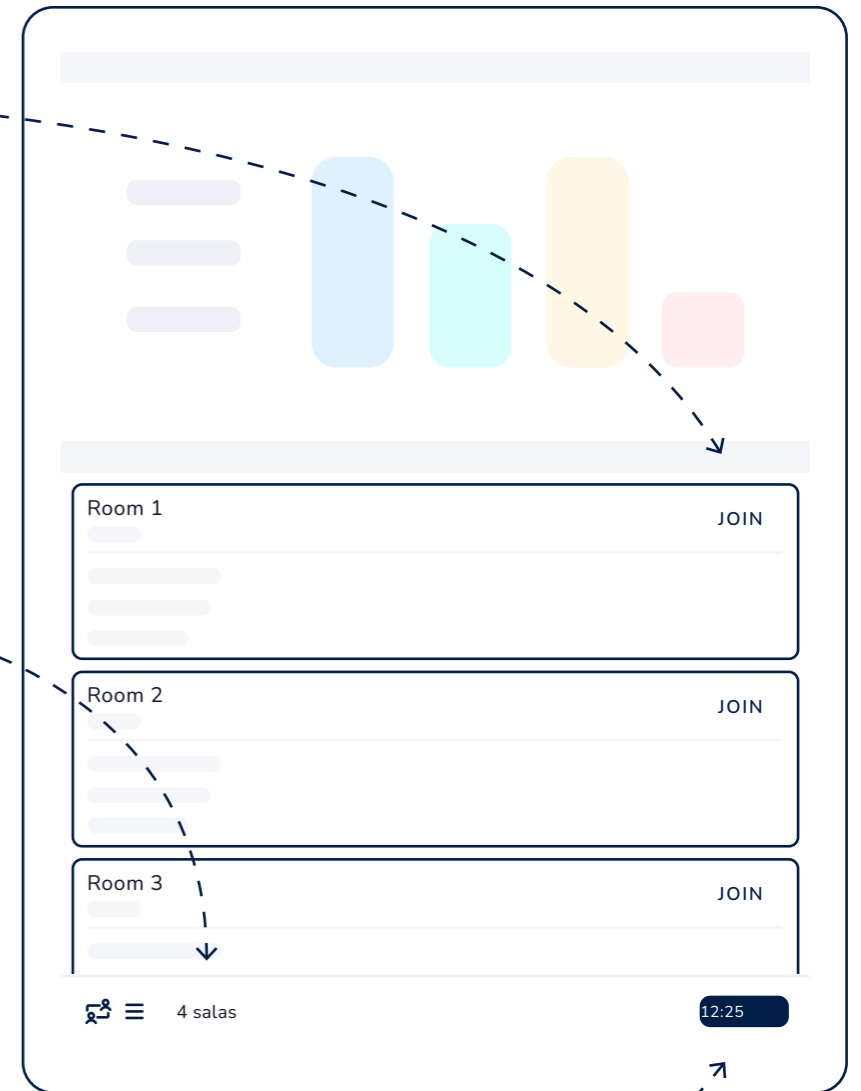
Join the room

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 rooms

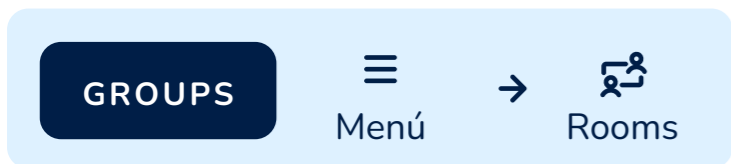
Remaining time

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



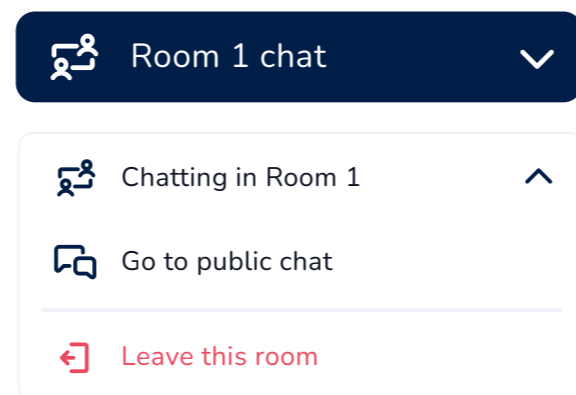
! Whiteboard tools

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



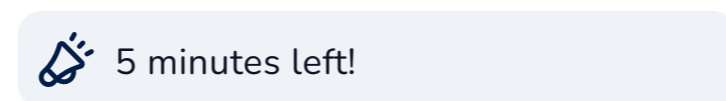
Chat switch

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



Notifications

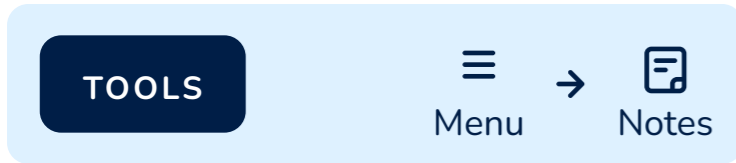
Notifications from the moderator will appear in the chat.



Colaborate and work together

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





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.



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

