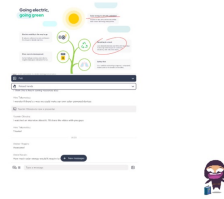


tutoom Participant Tablet



tutoom Participant Tablet User Guide

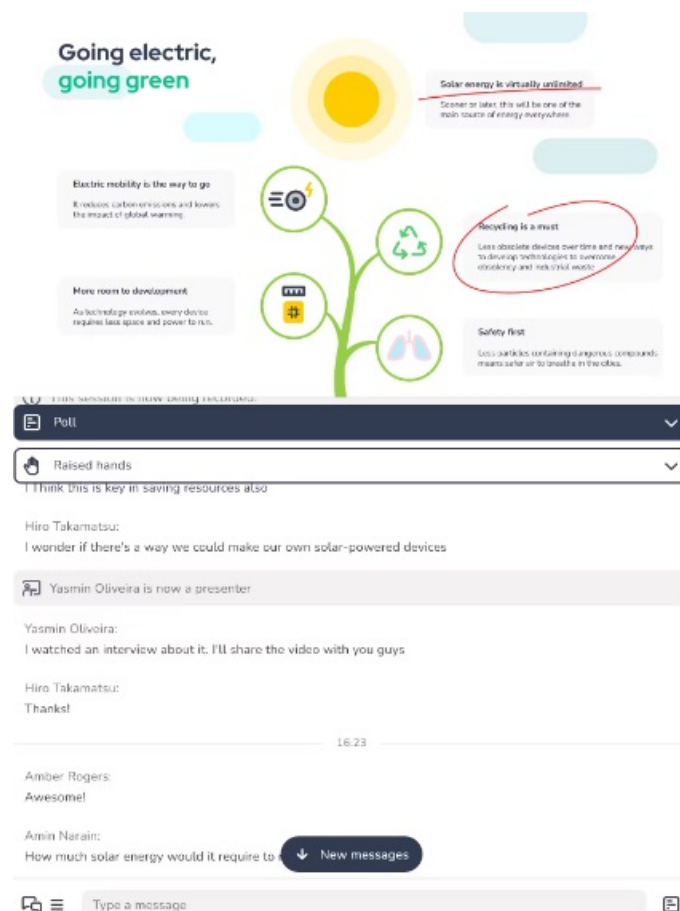
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tutoom

tutoom Participant Tablet



Specifications

- **Product:** Tablet
- **Functionality:** Interactive teaching platform
- **Features:** Attend sessions, participate in discussions, present work, collaborate

Product Usage

Before Starting

Ensure to set up your devices and have all class materials ready before starting a session.

Participating in a Session

1. Join the session using the provided link or code.
2. Engage in discussions, answer polls, and send messages through the chat feature.
3. Raise your hand to participate actively during the session.

Presenting Your Work

1. Access the Presenter Mode to showcase your slides or documents.
2. Upload files and manage download permissions for participants.
3. Utilize landscape mode for wider screen presentations.

Library Usage

1. Download class materials shared in the session from the Library section.
2. Upload files and videos to share with participants.
3. Present files to the class and allow downloading for participants.

FAQ

- **How can I download class materials?**

You can download class materials from the Library section where documents and links shared in the session are available for download.

- **Can I present videos during a session?**

Yes, you can paste YouTube or Vimeo video links in the Library section to watch with everyone during the session.

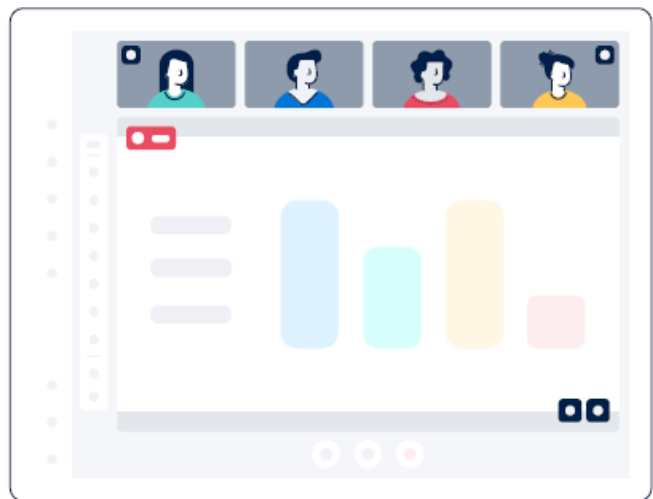
- **How do I become a presenter?**

Only moderators can make you a presenter. You can upload files and manage permissions in Presenter Mode.

User guide Participant

Welcome to Tutoom!

Let's make teaching interactive, participative and collaborative.



What you can do

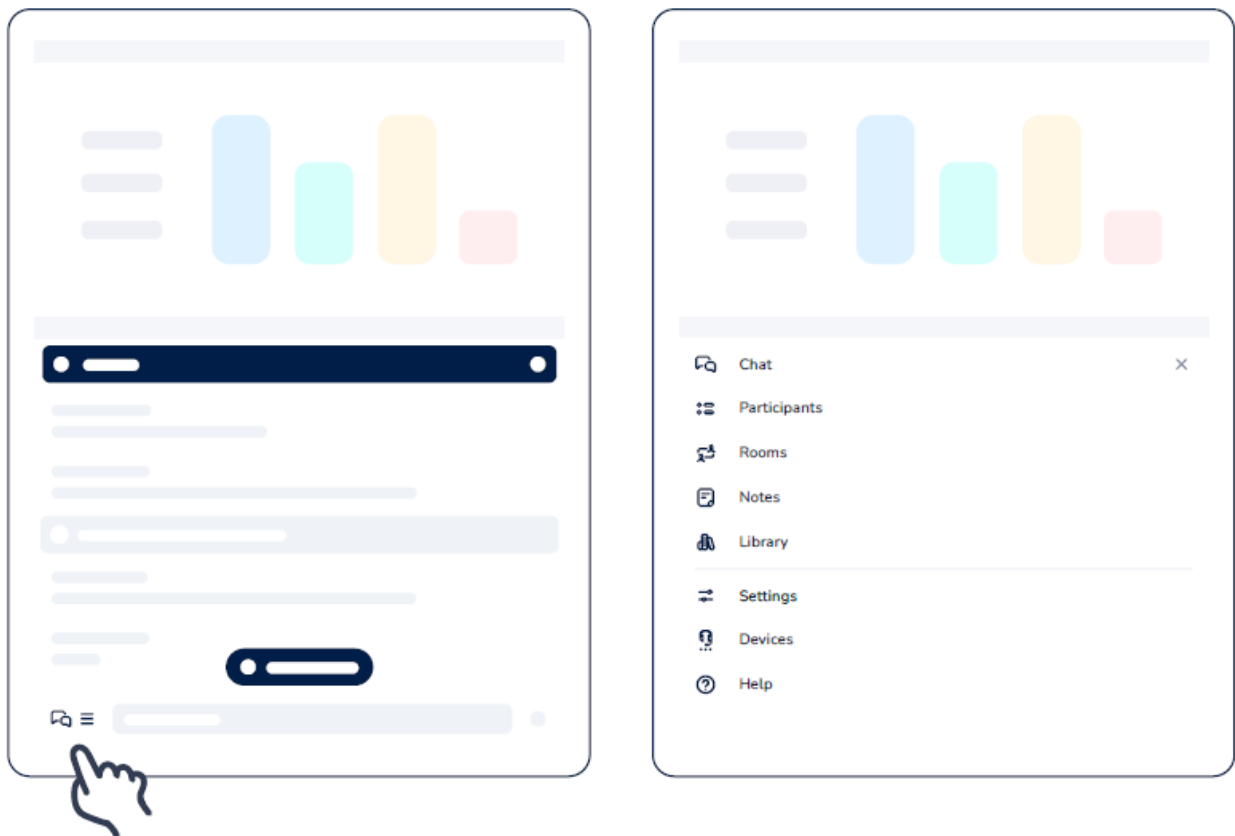
Attend and participate in a session

Before starting

- Make sure to set up your devices
- Have all your class materials ready
- Remember to record the session



Everything in one place



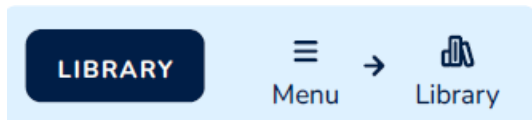
Let's begin!

- Participate in the session

- Present your work
- 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

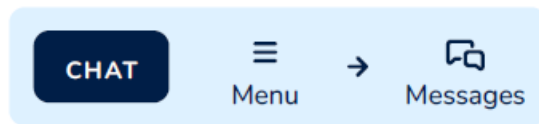
Open in a new tab
You can open videos in an independent tab to save them for later

Downloads disabled
You can't download the file

The mockup shows a session interface. At the top is a bar chart with four bars of different heights and colors (blue, teal, yellow, pink). Below the chart is a list of shared files:

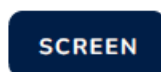
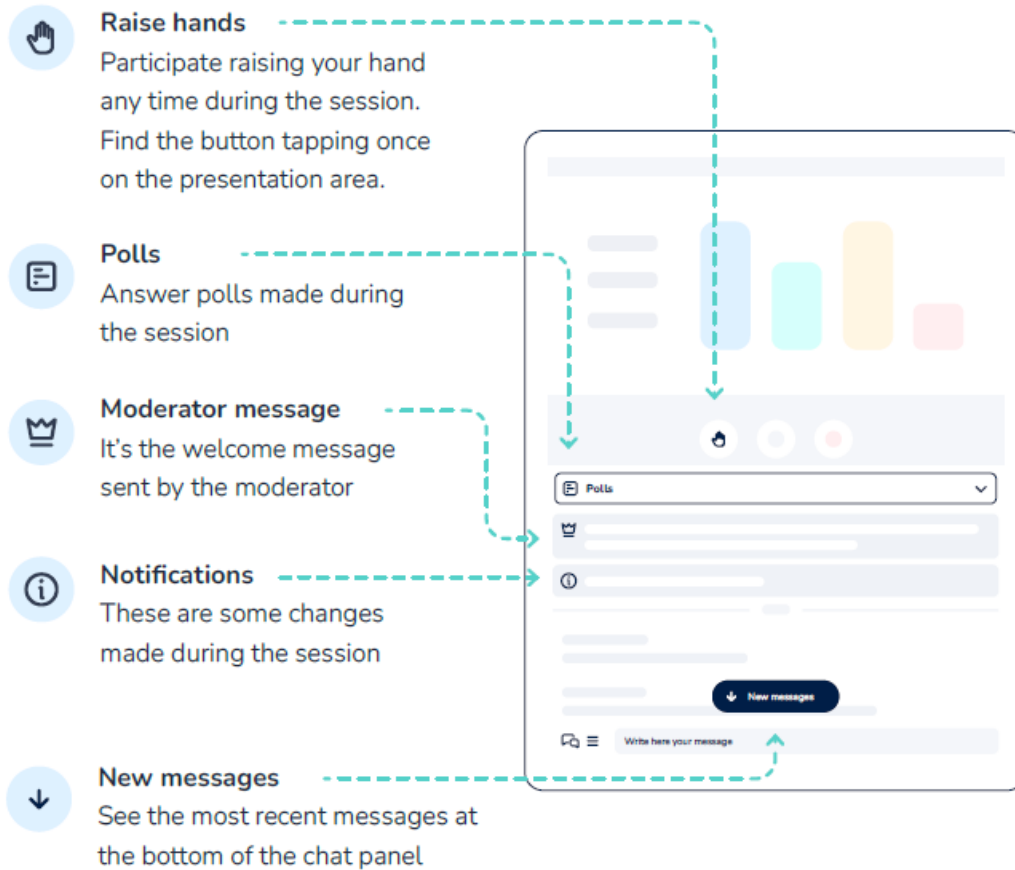
- Document 1
1.2 MB
Shared by Carolina Tejada
- Video 1
31:38
Shared by Carolina Tejada
- Document 2
1.2 MB
Shared by Carolina Tejada

Each file entry has an icon (document or video) and a status icon (a diamond for documents, a play button for videos). The status icons are on the right side of the list. The bottom of the mockup shows a navigation bar with a bookshelf icon and a menu icon.



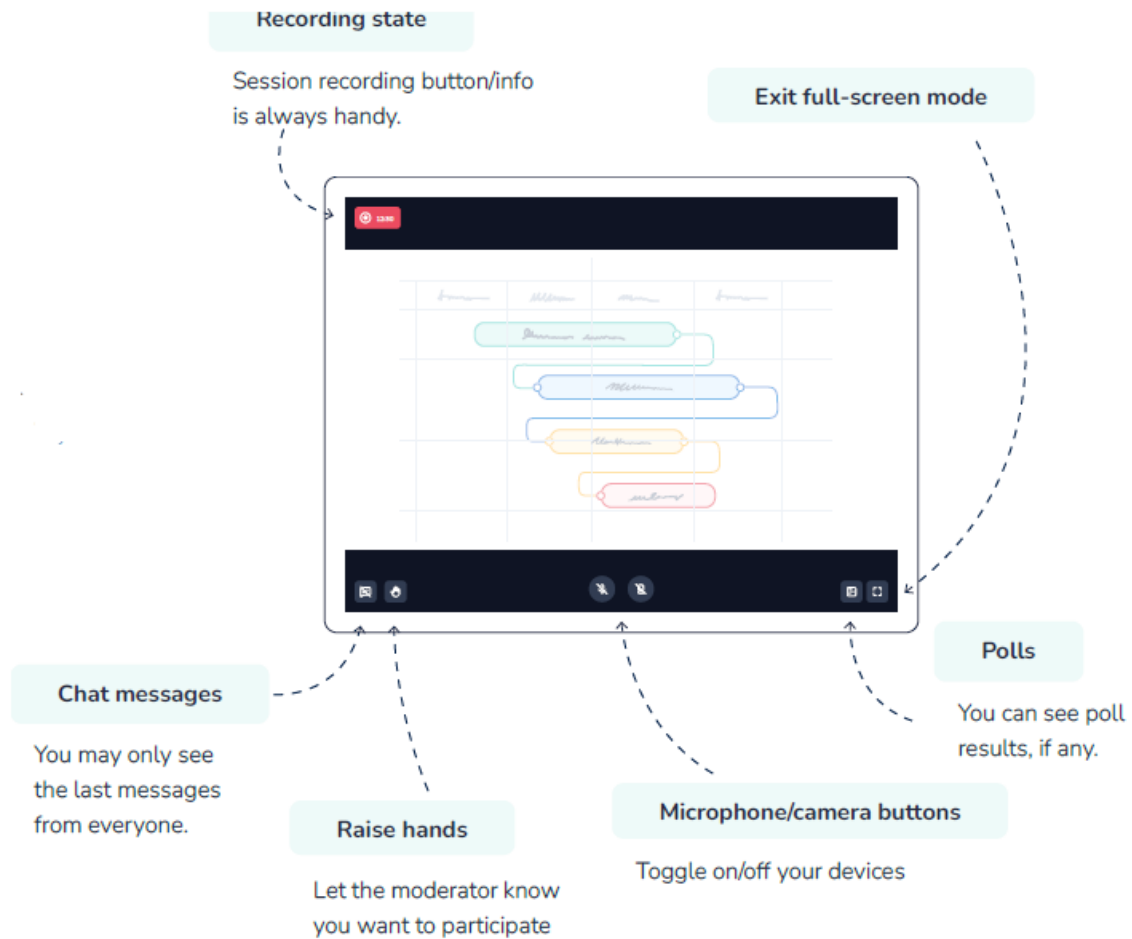
Participate through the chat

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



Full-screen mode

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



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

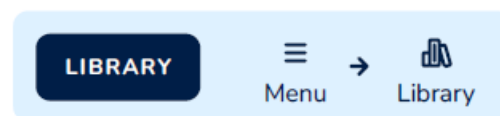
PRESENTER MODE

- 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.

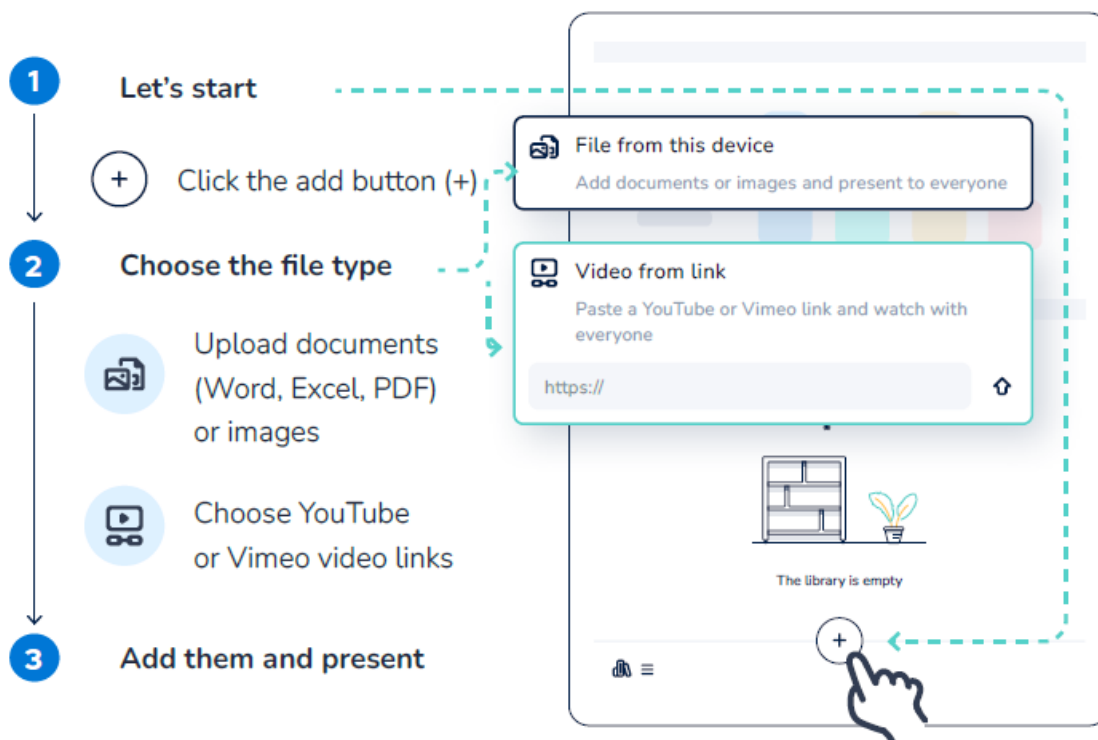
Use your device in landscape mode

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.






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.

PDF - Document 1

 Present files

 Allow downloads

 Remove from library

Document 1
1.2 MB
Shared by Carolina Tajada

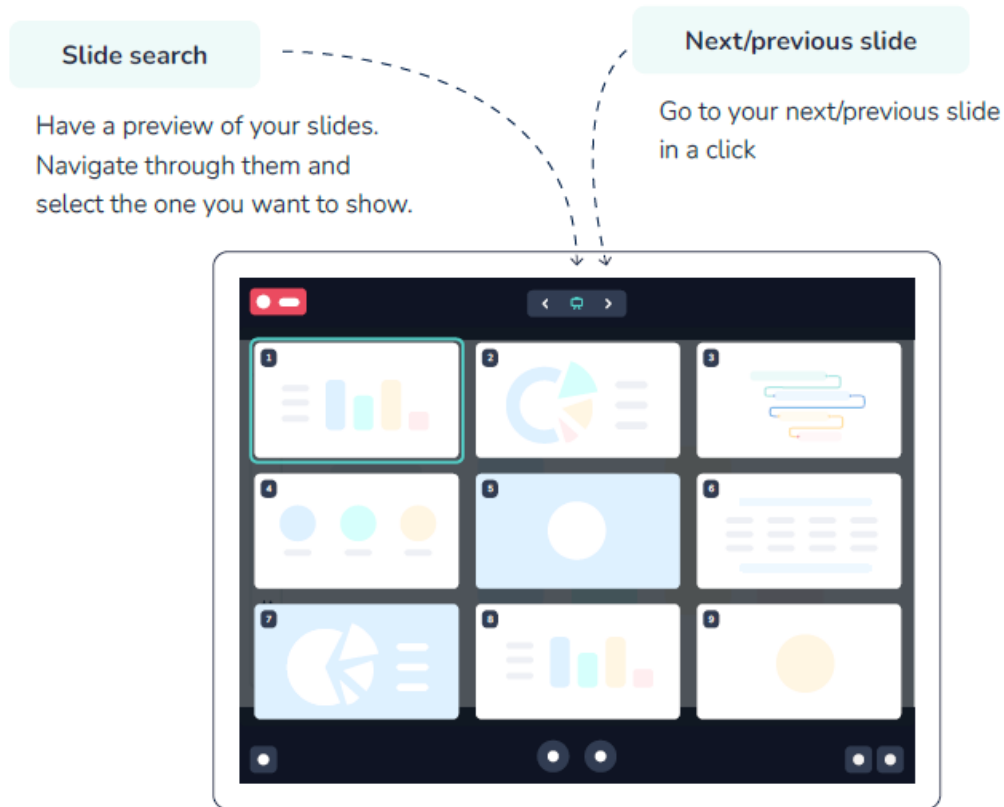
Video 1
31:38
Shared by Carolina Tajada

TOOLS



Go to your slide

Preview your slide easily before selecting it.

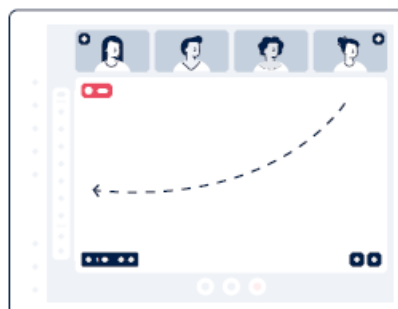


TOOLS



Draw on your presentation

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



Drawing on slides is only available for presenters.

- **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**

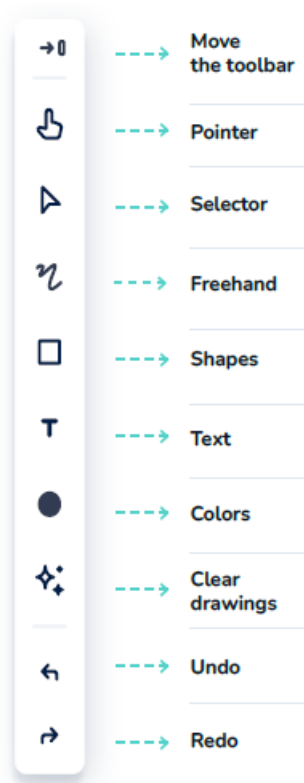
Deletes all the drawings on the current slide.

- **Undo**

Undo drawings you made on the slide.

- **Redo**

Redo drawings you made on the slide.



Learn more about the whiteboard tools



Point and drag the slide

Participants can follow your pointer anywhere in the slide

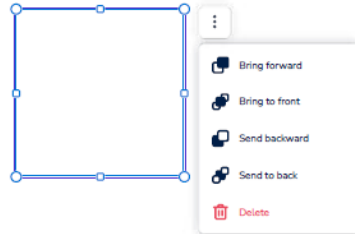


You can click and drag the slide to move it wherever you want.



Select objects and edit them

Transform shapes and place them everywhere.



Change the stroke width for your drawings

Choose between 5 different predefined widths.

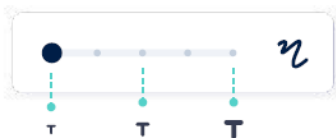


Click and hold, and start your freehand drawing.

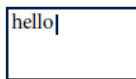


Change text size and write on your slide

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.



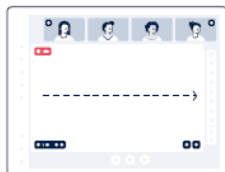
You may choose a color before start drawing with these tools.





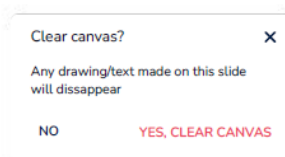
Move the whiteboard tools

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

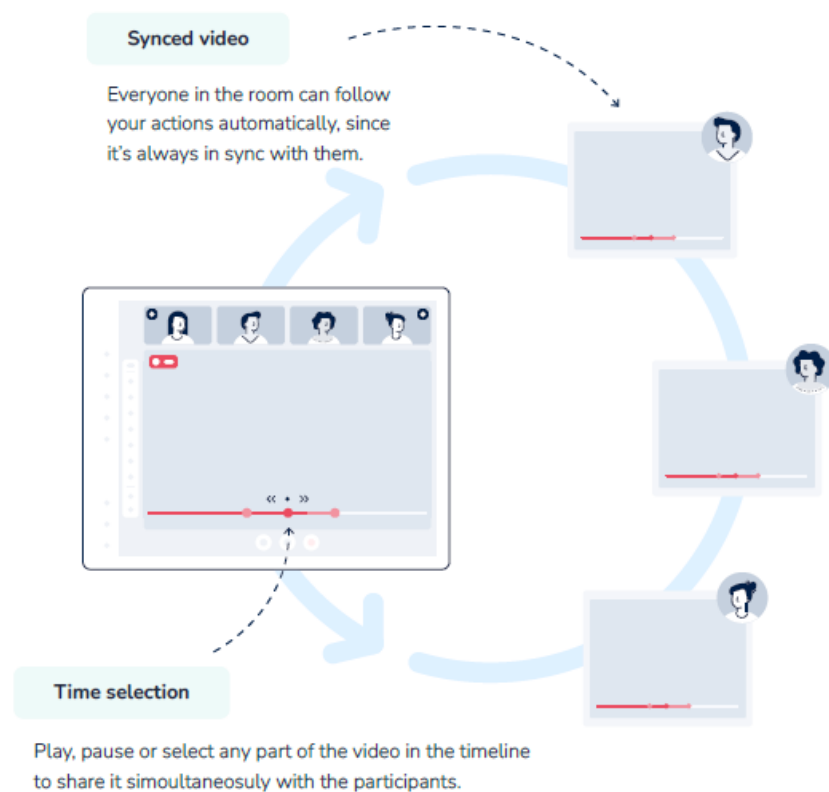
Redo any step if you stepped back further.

TOOLS



Fast forward/ rewind your videos

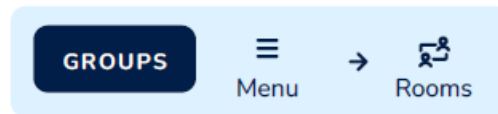
Go to any part of the video you want to show, it will always sync with your participants.



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

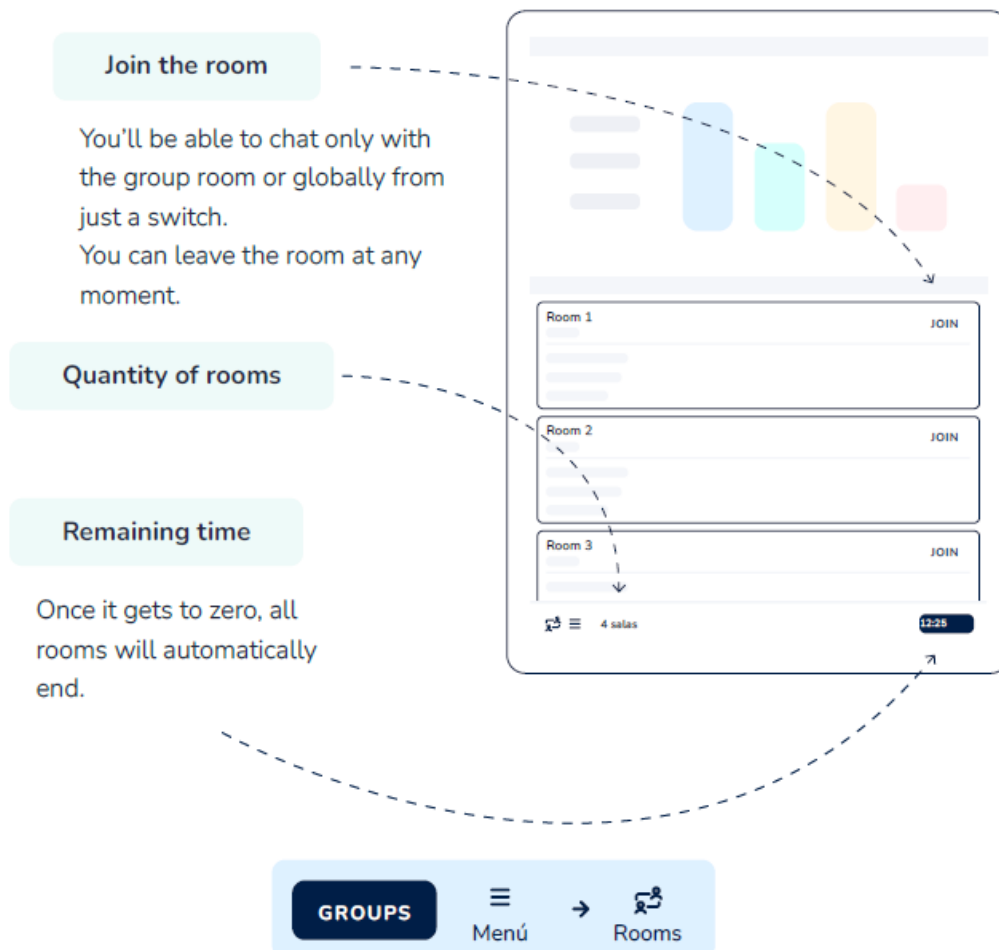
Let's teamwork

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



Join a group room

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



Colaborate and work together

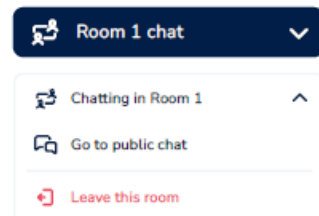
Interact with room participants, get notifications from the moderator and switch between public and group room chats.

! Whiteboard tools

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

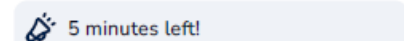
Chat switch

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.



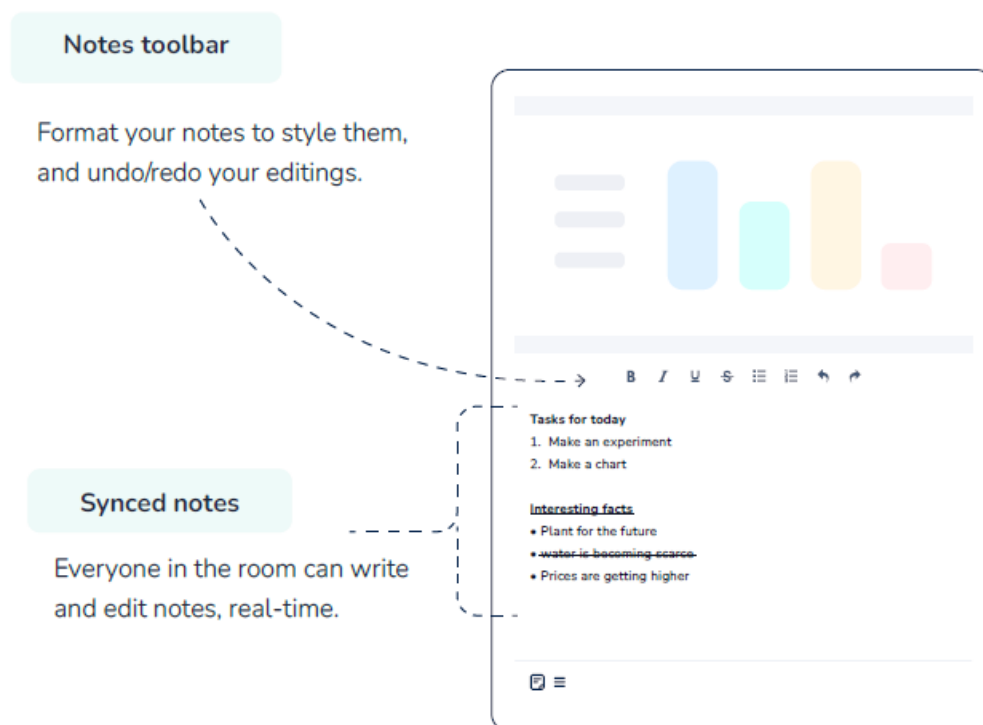
TOOLS

Menu → Notes



Coedit notes with everyone

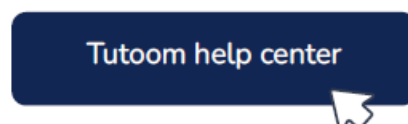
Make notes, annotate a list of tasks or just brainstorm some ideas. Everyone in the room can coedit these annotations, real-time.




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](#)



Documents / Resources

 tutoom User guide Participant Tablet	tutoom Participant Tablet [pdf] User Guide Participant Tablet, Participant, Tablet
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References

- [User Manual](#)

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