



 Mobile

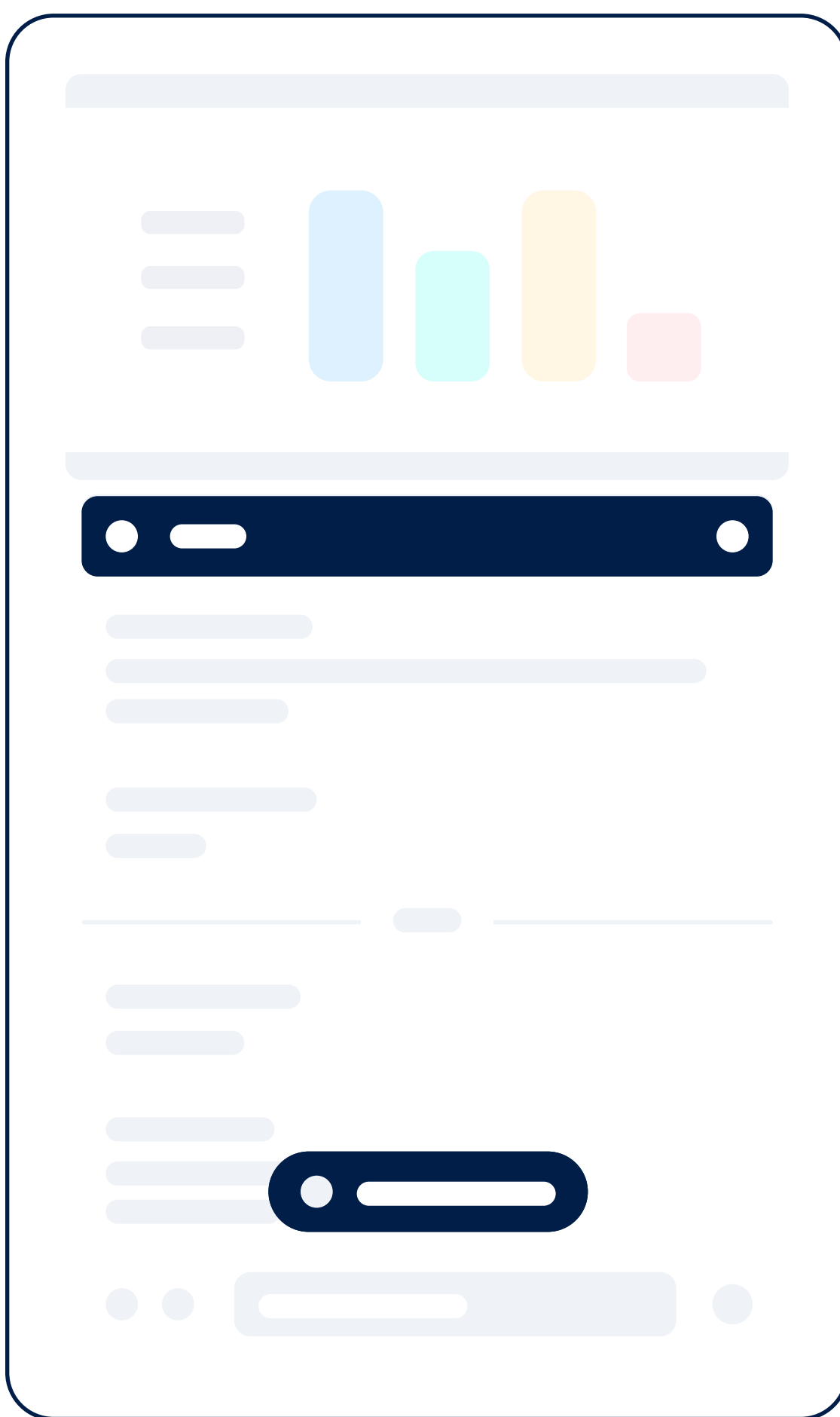
User guide

Moderator

tutoom

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



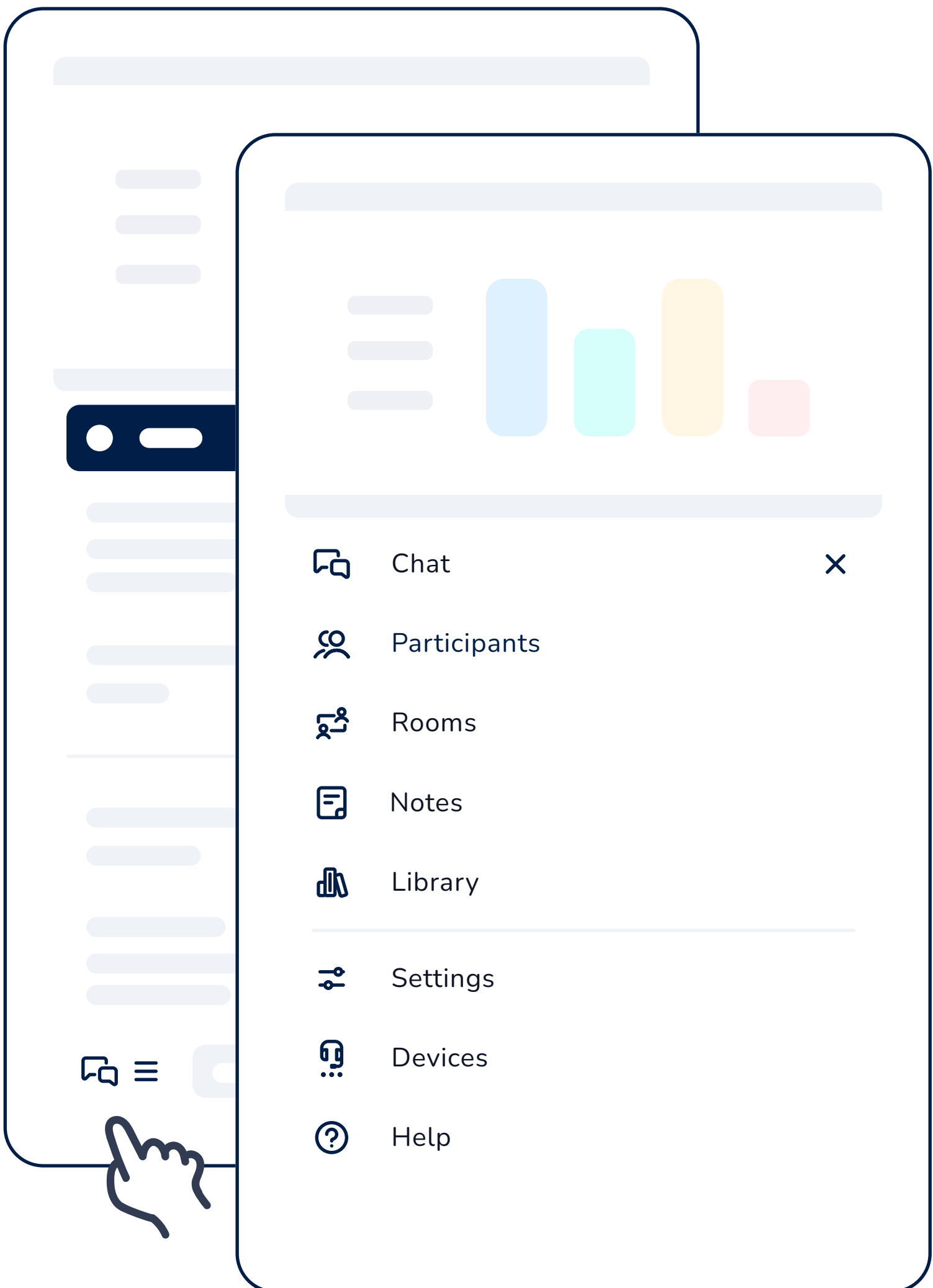
Have all your class materials ready



Remember to record the session

Everything in one place

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



SETTINGS

Menu



Settings

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

SETTINGS X

LANGUAGE
English

MEETING
Allow entry of new participants

PARTICIPANTS
Can share camera
Can share microphone
Can chat publicly
Can chat provately
Can write notes

Let's begin!

1

Organize your materials

2

Master the whiteboard

3

Interact with the participants

4

Group participants and make teamwork

1

Organize your materials

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

LIBRARY

Menu



Library

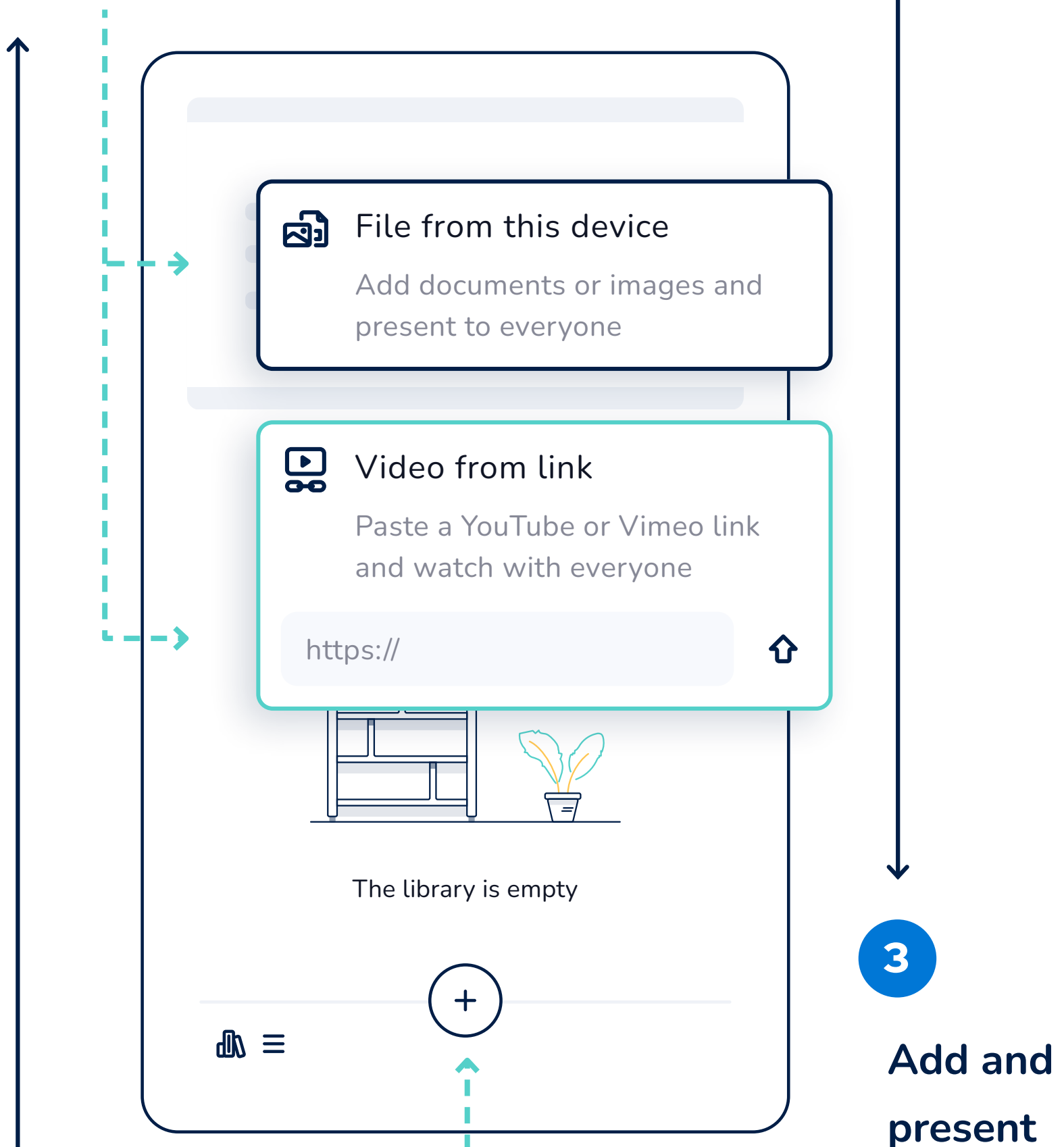
Upload files and videos

Magic starts in the library.

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

2

Choose the file type



1

Let's start

Click the add button

3

Add and present

NOTES

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.

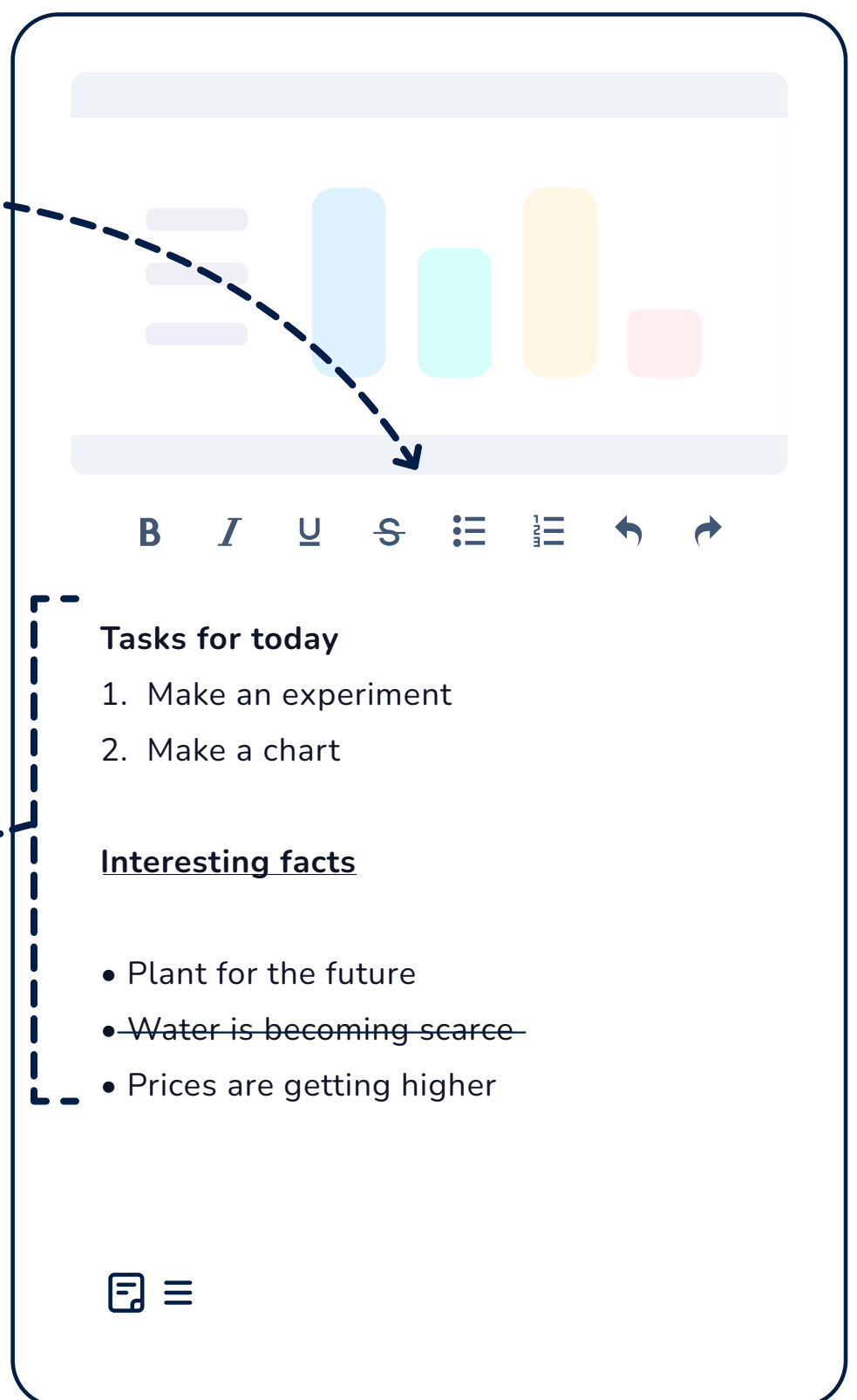
You can also restrict editing notes in the room settings

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.



BIBLIOTECA


Menú

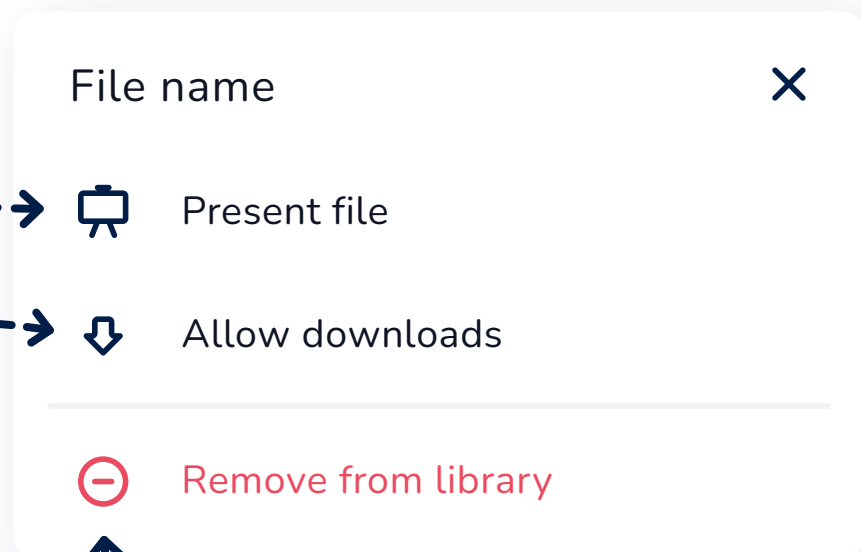

Biblioteca

Present and share

Present your files in class and let everyone download them.

Present file/video

Present to all participants the selected file.

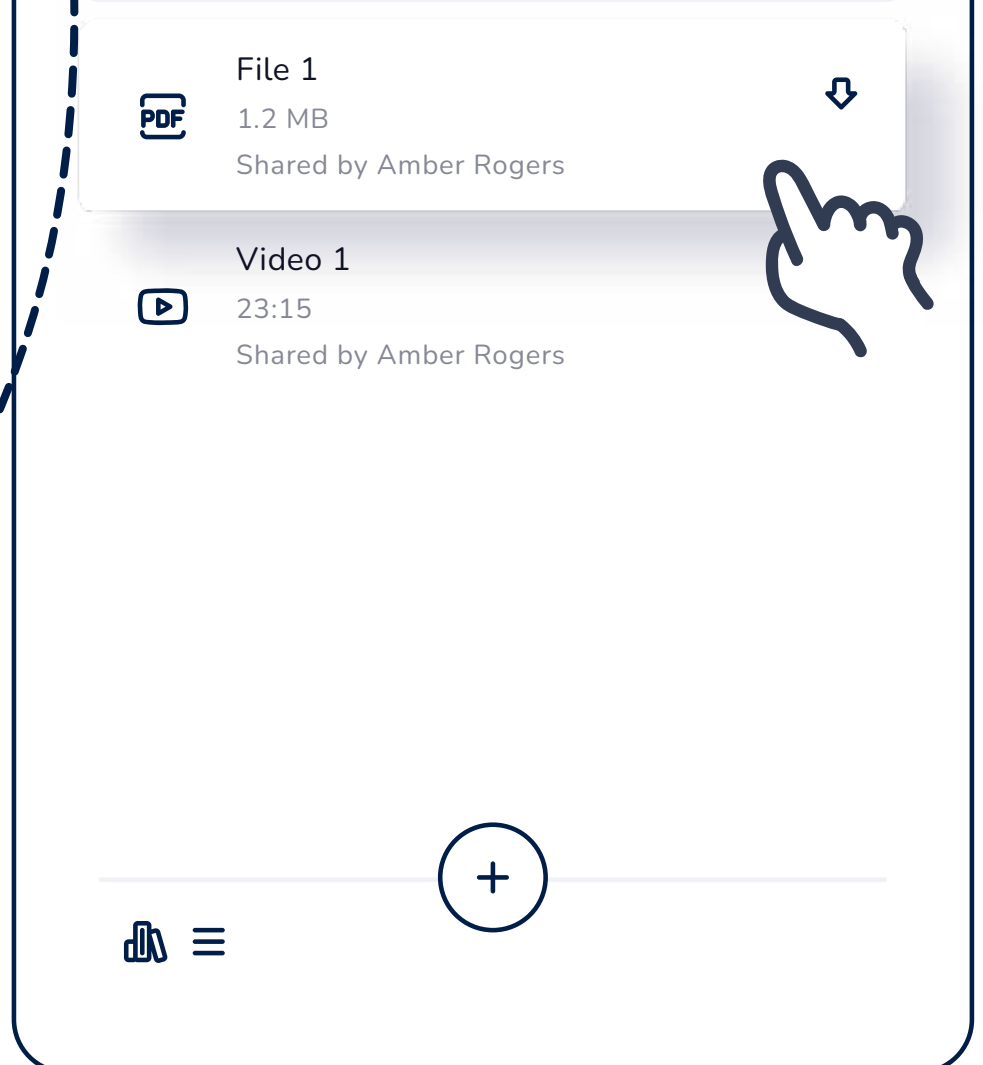


Allow downloading

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.



You can only present one file/video at a time



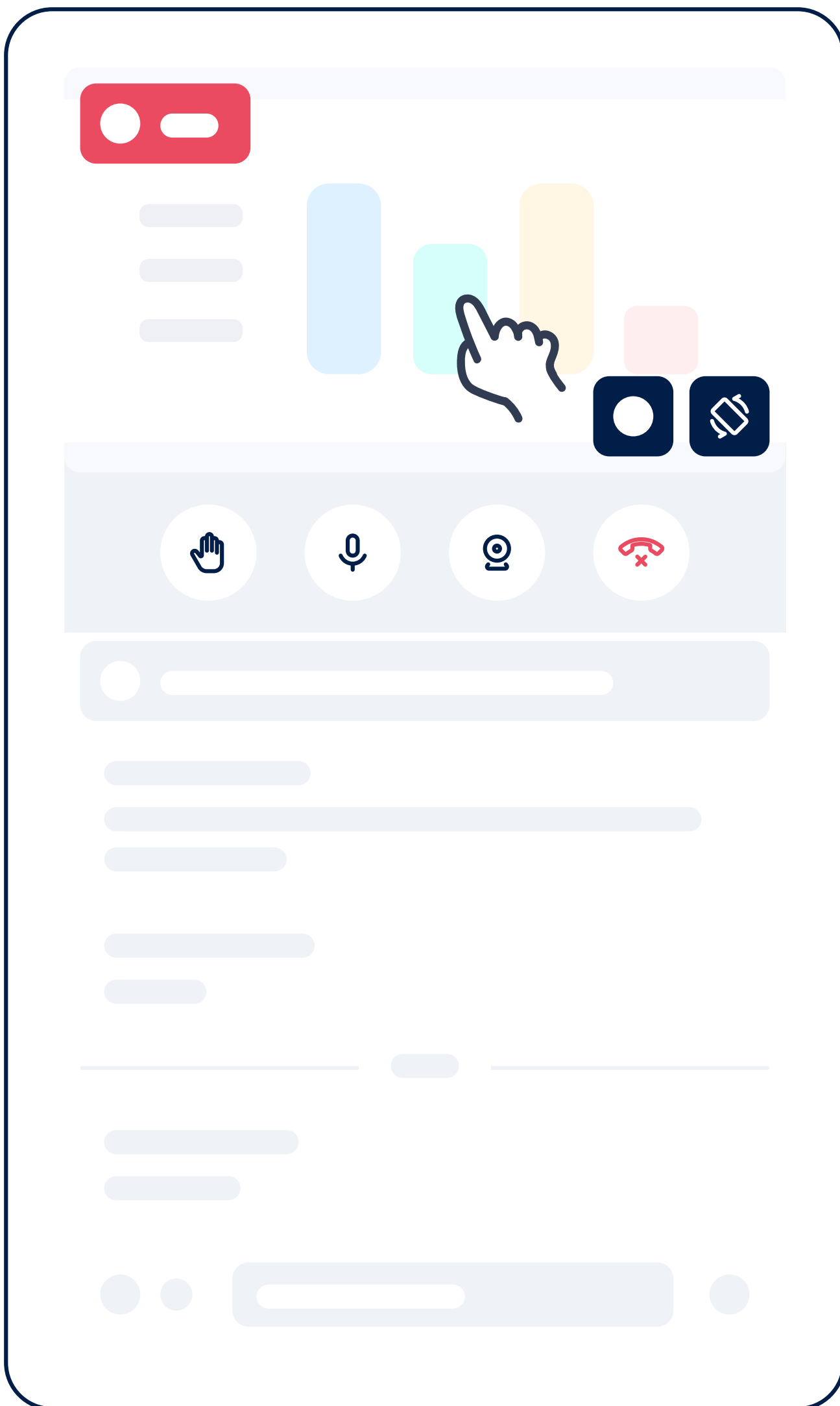
Master the whiteboard

- Full-screen mode
- Go to your slide

TOOLS Tap the screen → Full-screen

Full-screen

Tap the screen to press the button and then rotate your screen.



TOOLS Tap the screen → Full-screen

Full-screen

Have essential tools at hand



3

Interact with the participants

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

CHAT

Menu



Messages

Chat with participants

Everyone can chat publicly in the main chat.



Moderator messages

A welcome message will appear at the beginning of the chat.



Notifications

Find out if the session is being recorded or who's presenting.



New messages

They will appear at the bottom of the chat window.



After chatting you can return tapping this arrow.



PARTICIPANTS

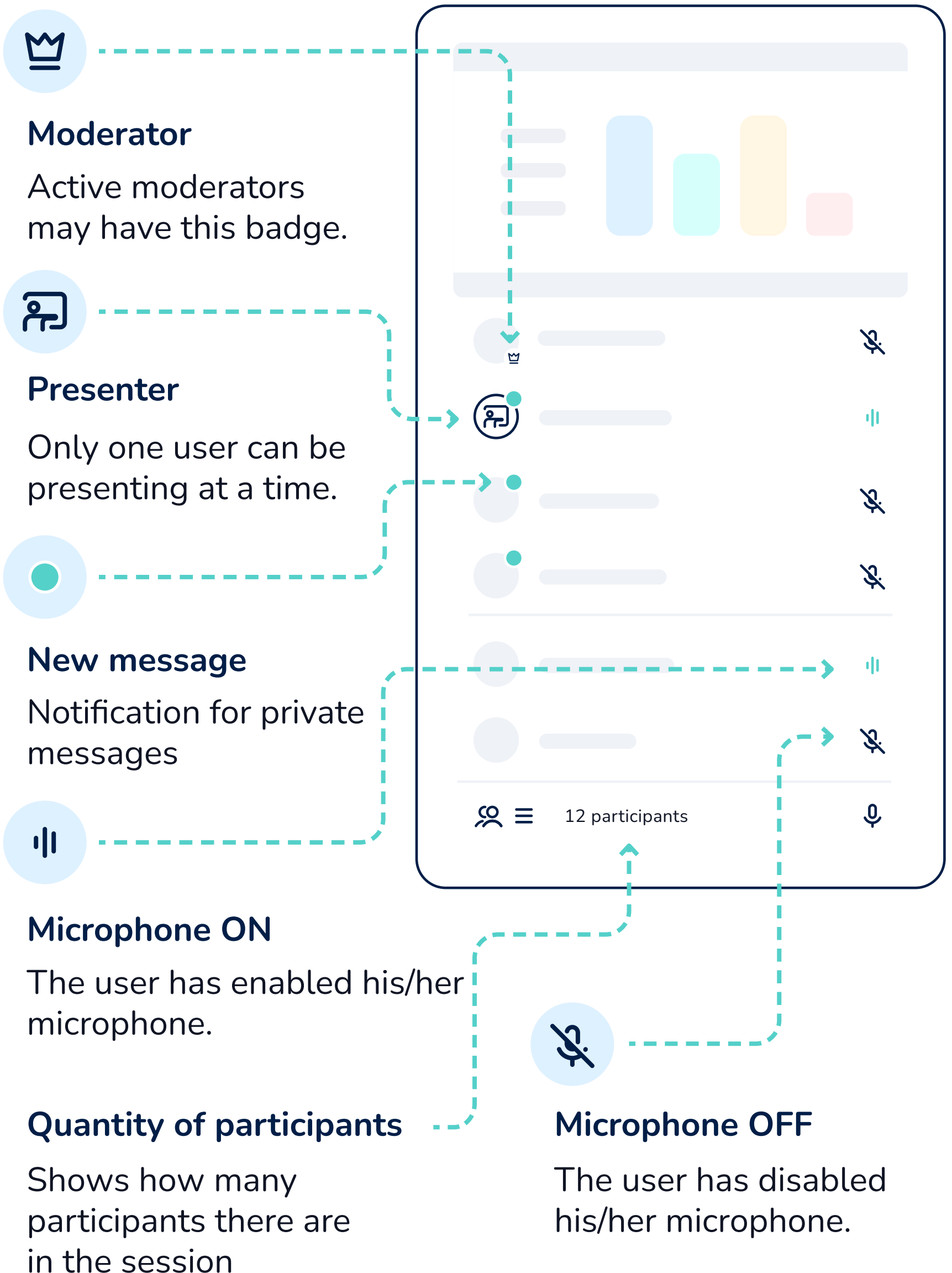
Menu



Participants

Manage participants

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



PARTICIPANTS

Menu



Participants

Private messaging

You can send private messages to any user in the session.

1

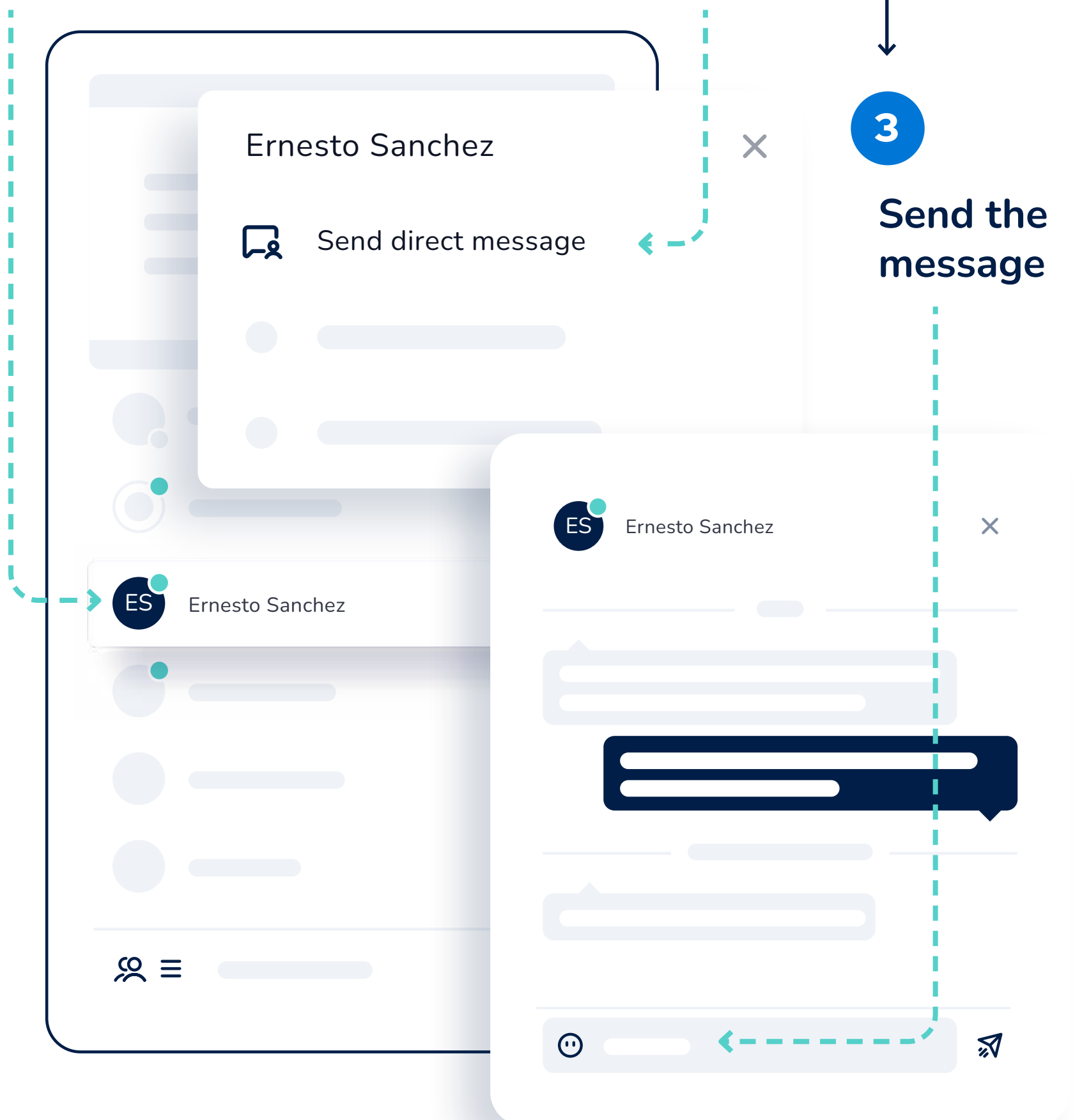
Click a participant

2

Send direct message

3

Send the message

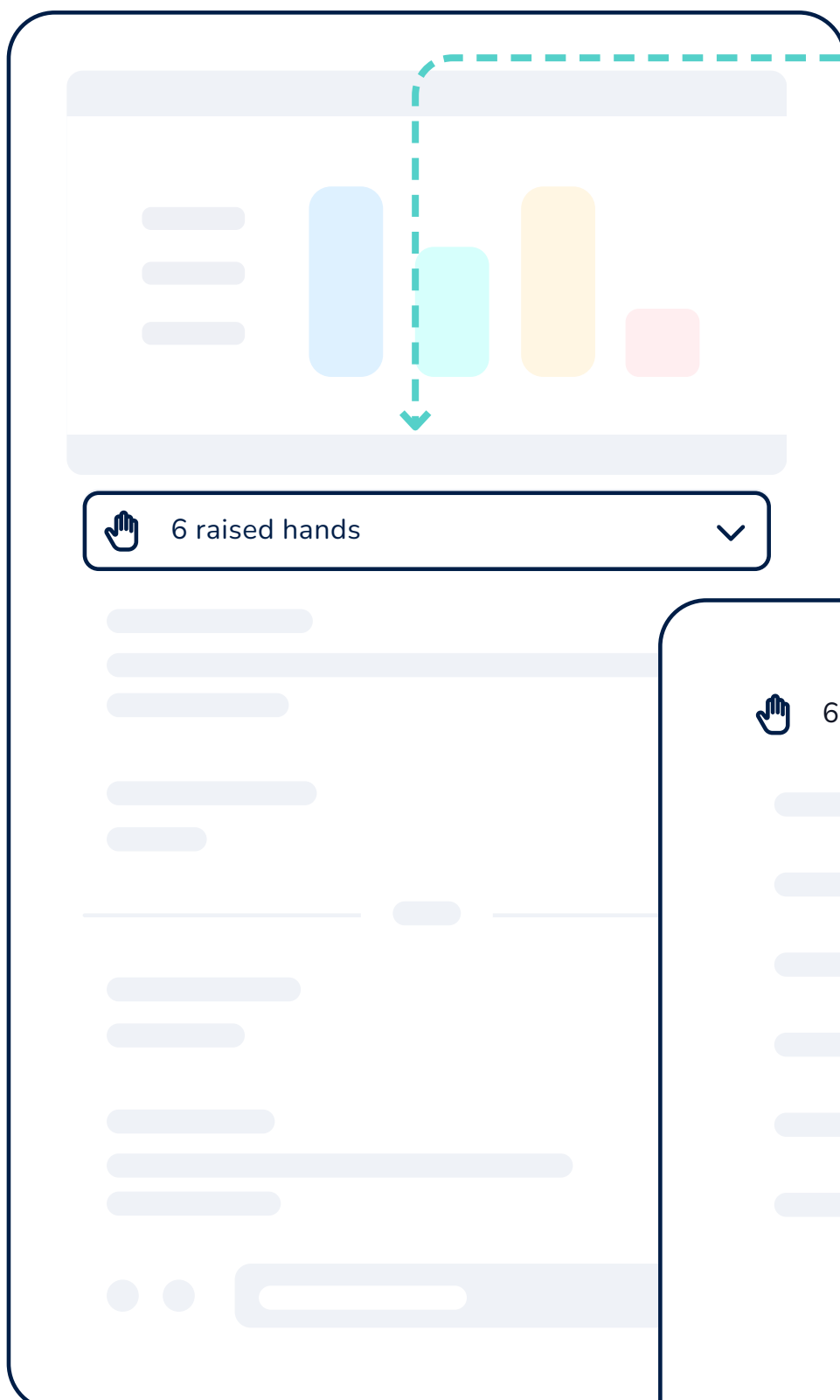


PARTICIPANTS   

Menu

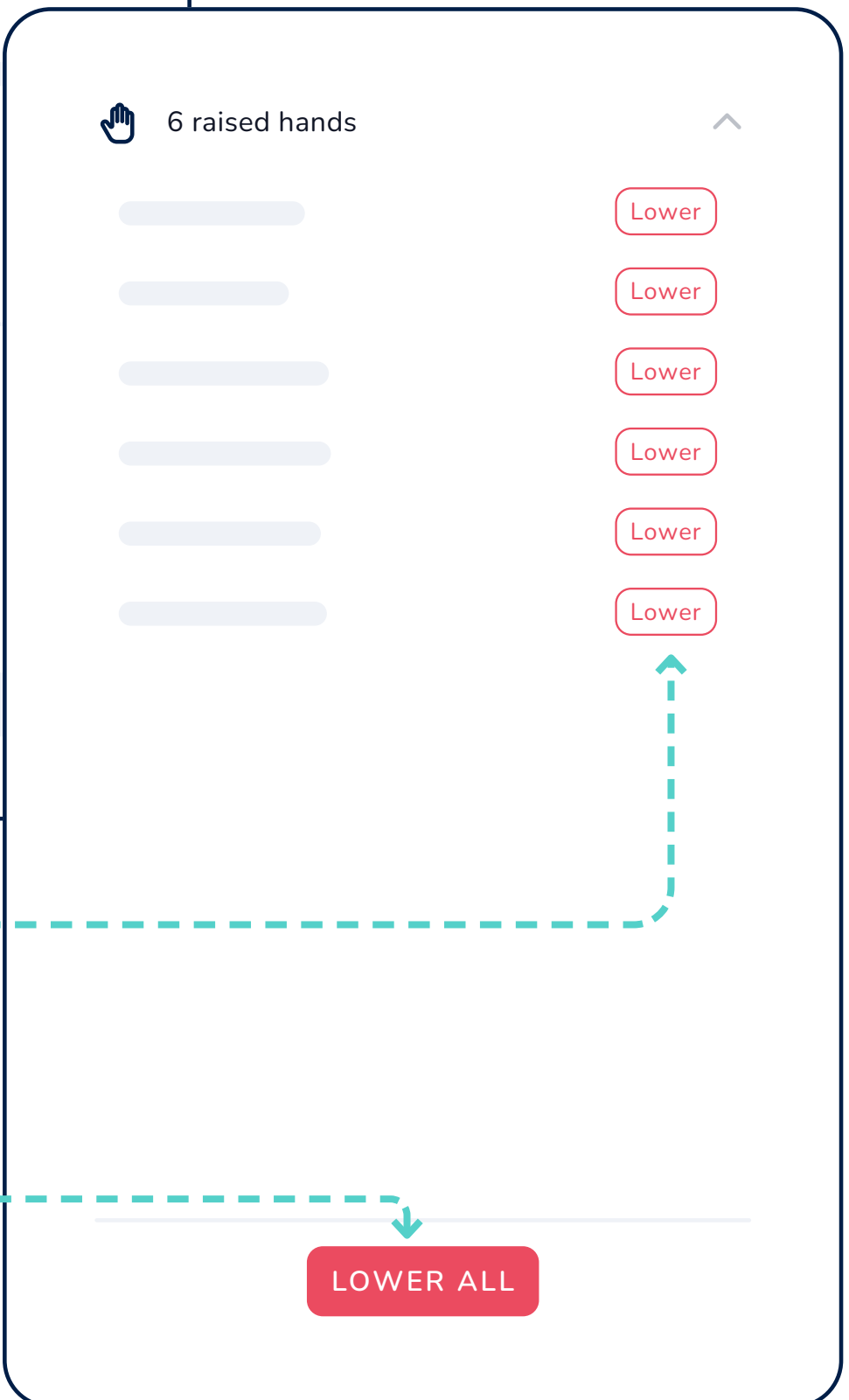
Raising hands

Manage participants who are raising hands.



Raising hands notification

Shows how many participants have their hands raised.



Lower hand

Lower hands of a specific user.

Lower all hands

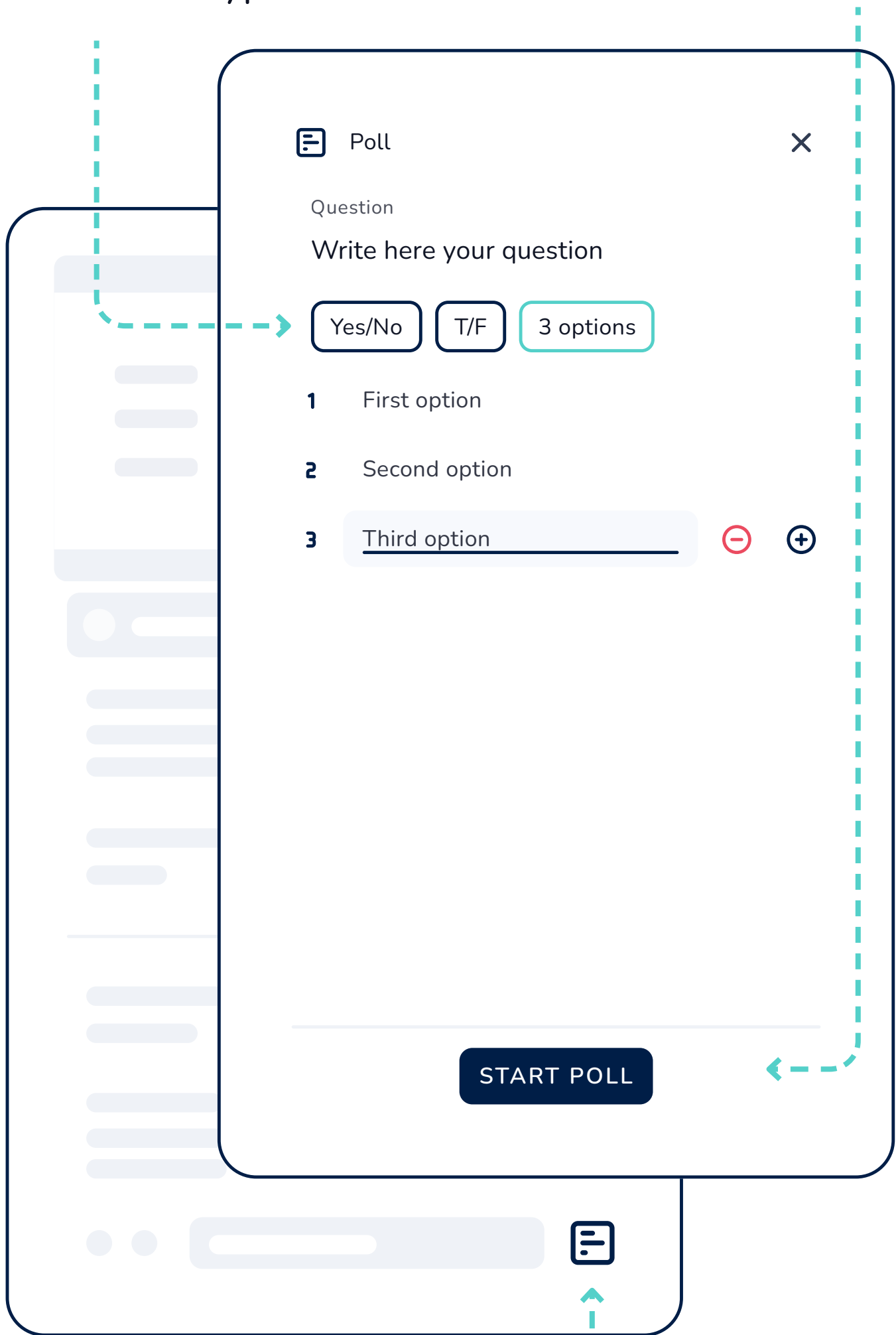
Lower all raised hands in a click.

PARTICIPANTS Menu → Messages

Make polls

Make fast quizzes or icebreakers for the session.

- 2** Set up your poll → **3** Start the poll
- Choose the type of answers:



- 1** Start in the Polls button

NOTIFICATIONS

Menu



Messages

End polls

Its results will be available on the slide they were created on.

Poll results

This shows the percentage of users that have voted for an specific option.

Option	Percentage
1	17%
2	50%
3	33%

Publish it

It will be attached to the current slide.

End poll

Ends the poll so you can start another one.

Publish results

END POLL

POLLS

Tap the screen



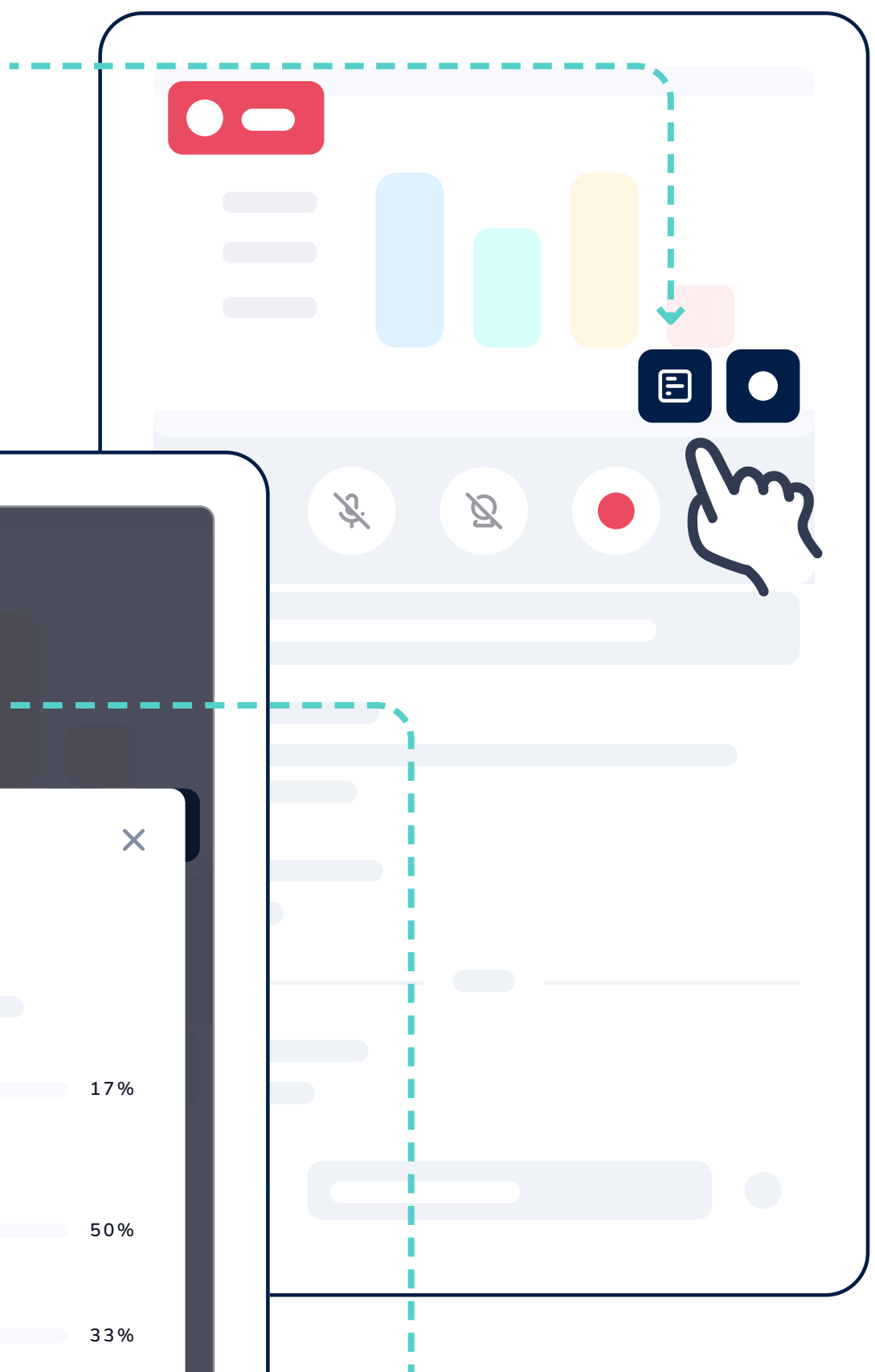
Polls

View poll results

They will be attached to the slide they were created on.

Poll results

Tap this button to see what the poll results are



Results

See how it ended

PARTICIPANTS

☰
Menu



👤
Participants

Delegate functions

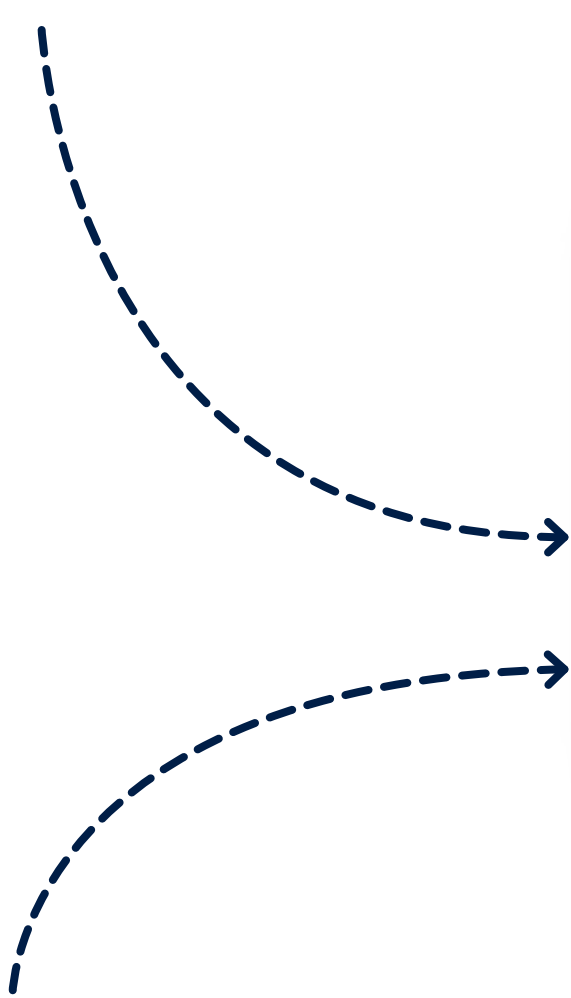
Participants will be able to control the session or start presentations.

Turn into presenter

The user will be able to upload files and present them



There can only be one presenter at a time



Ernesto Sanchez



Turn into presenter



Promote to moderator

Promote to moderator

The user will be able to control the session with the same options that you manage.

ES Ernesto Sanchez



There can be more than one moderator in the session



Group participants and make teamwork

- Create group rooms
- Interact with the groups

GROUPS

Menu



Rooms

Create group rooms

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

2 Set up the rooms



Choose how many rooms there will be



Set a duration time for the rooms if needed



Shuffle participants equitably



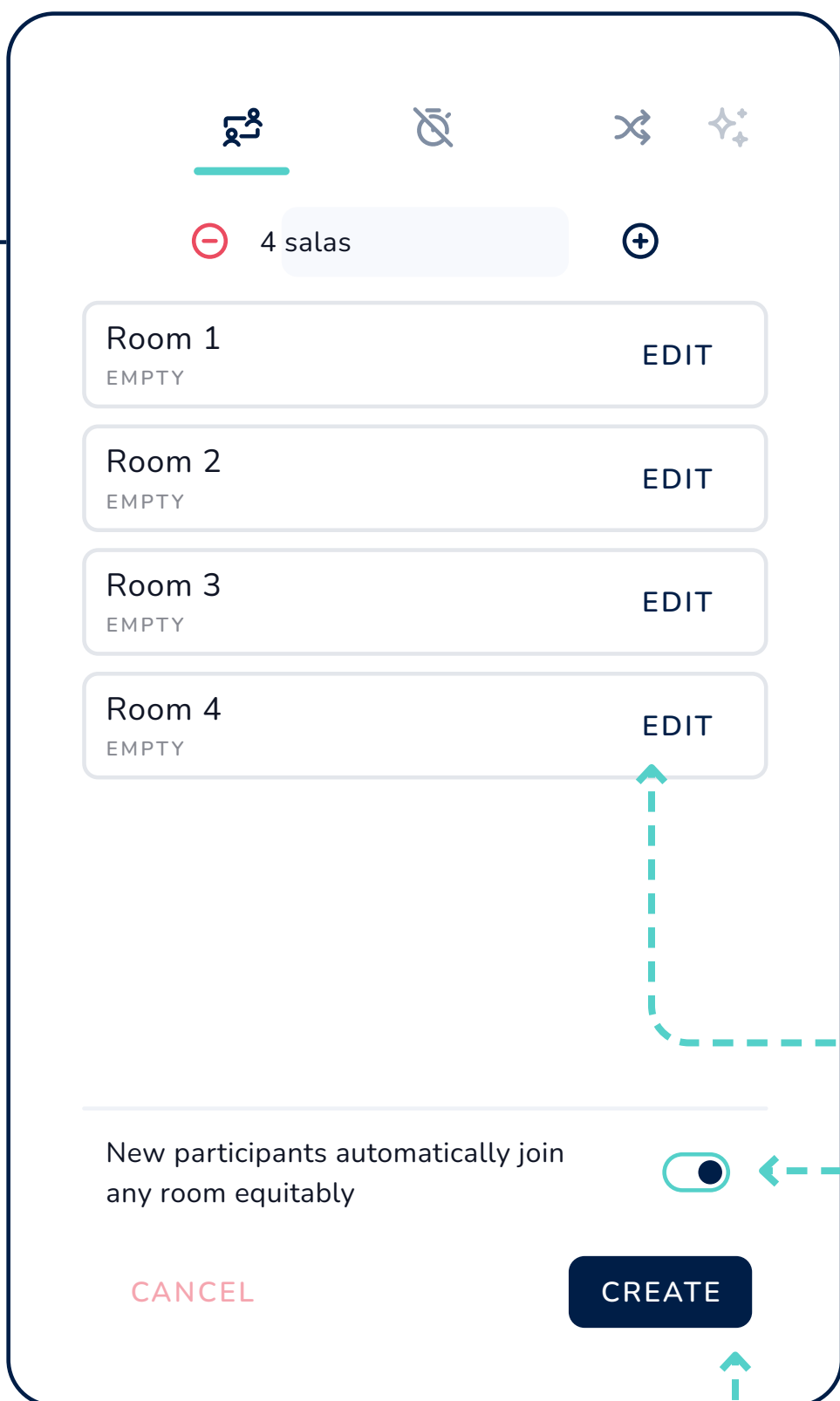
Clear rooms and start again

Manually choose participants

You can enable automatic group room entrance for newcomers

3 Tap on CREATE

1 Tap on Create rooms



GROUPS

Menu

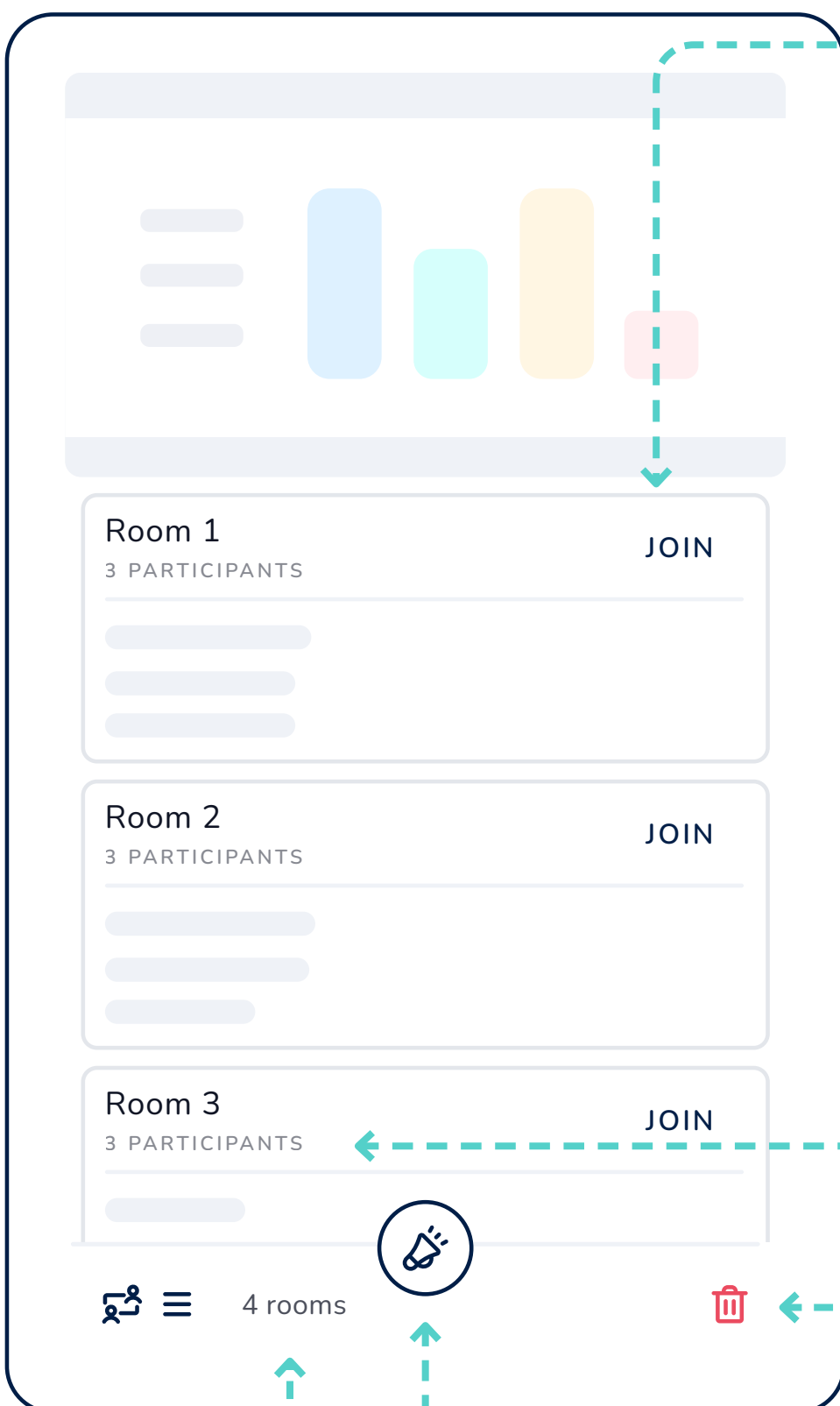


Rooms

Interact with the groups

You can enter any room and interact with its participants.

You can also return to the public chat easily.



Join a room

You can chat with its participants.

You can also alternate between the room's chat and the public chat.

Quantity of participants

End rooms

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

Quantity of rooms

Announcements

Send messages to all rooms at once as announcements.

5 minutes left!

You're all set!

Have questions? Visit our Help Center to learn more.

[Tutoom help center](#)

