

Rainbow Classroom

(Classmate Guide)



Legal notice

Alcatel-Lucent, ALE International and the Alcatel-Lucent logo are trademarks of ALE International. All other trademarks are the property of their respective owners. The information presented is subject to change without notice. ALE International assumes no responsibility for inaccuracies contained herein.

Copyright © 2026 ALE International - All rights reserved.

Index

1	Document History	6
2	Introduction.....	12
2.1	<i>Overview – The Product</i>	<i>12</i>
2.2	<i>Overview – The Guide</i>	<i>13</i>
3	User Roles in Rainbow Classroom	14
3.1	<i>Rainbow Classroom Features Availability.....</i>	<i>14</i>
4	Using Rainbow Classroom as a Student or Classmate	22
4.1	<i>Setting up your Media Devices</i>	<i>22</i>
5	Understanding the User Interface (UI)	25
5.1	<i>Side Navigation Bar</i>	<i>25</i>
5.2	<i>Guided Tour.....</i>	<i>25</i>
5.3	<i>Help & Support</i>	<i>27</i>
5.4	<i>About</i>	<i>29</i>
5.5	<i>Notifications.....</i>	<i>30</i>
5.6	<i>Accessibility Menu</i>	<i>34</i>
5.7	<i>Recent Conversations.....</i>	<i>36</i>
5.7.1	Search in Recent Conversation	37
5.7.2	Active Sessions.....	38
5.8	<i>Classroom Details to see Enrolled Participants</i>	<i>40</i>
6	Getting Started with Classrooms.....	42
6.1	<i>Explore Classroom Features</i>	<i>44</i>
6.1.1	Joining a Live Classroom Session	46
6.1.2	Live Session Features	47
6.1.3	Call Overlay Display Options.....	56
6.1.4	Main Classroom Tabs.....	57
7	Joining a Breakout / Exam Room.....	67
7.1	<i>The Graphical Representation for Live Breakout Room</i>	<i>68</i>
7.2	<i>The Graphical Representation for Live Exam Room.....</i>	<i>69</i>
8	Workgroups for Participants	70

8.1	<i>View Available Workgroups</i>	70
8.2	<i>Setting up a Workgroup</i>	71
8.3	<i>The Graphical Representation for Available Workgroups</i>	76
8.4	<i>Open Workgroup</i>	78
8.5	<i>Starting a Live Session in Workgroup</i>	79
8.6	<i>Edit Workgroup topic / topic</i>	80
8.7	<i>Main Workgroup Tabs</i>	81
9	<i>Using Meetings</i>	88
9.1	<i>Joining a Live Session in Meeting</i>	91
10	<i>Using Whiteboard</i>	93
10.1	<i>Joining an Online Whiteboard Session</i>	94
10.2	<i>Graphical Representation of Whiteboard in Live Session</i>	96
10.3	<i>Offline Whiteboard for Participants</i>	96
11	<i>Using Flowcharts</i>	100
11.1	<i>Creating a flowchart</i>	101
11.2	<i>Graphical Representation of Flowchart shared in Live Session</i>	104
12	<i>Polls & Quizzes</i>	106
12.1	<i>Polls</i>	106
12.1.1	Offline Mode	106
12.1.2	Online Mode	108
12.2	<i>Quizzes</i>	109
12.2.1	Offline Mode	109
12.2.2	Online Mode	112
13	<i>One-to-One Conversation</i>	113
14	<i>Contacts</i>	118
15	<i>My Library</i>	121
15.1	<i>Flowcharts</i>	121
15.2	<i>Whiteboards</i>	121
15.3	<i>Files</i>	122

16 Notes	125
16.1 Create a New Note.....	125
16.2 Notes Management.....	127
16.3 Notes during Live Session.....	129
17 Calendar	131
18 Tasks.....	135
18.1 Create a task	136
18.2 Viewing Tasks.....	139
18.2.1 List View.....	140
18.2.2 Gantt View	140
18.2.3 Kanban View	141
18.3 Task Options.....	142
18.4 Import & Export Tasks.....	143
19 My Certificates.....	144
20 Profile Options.....	146
20.1 Availability Status.....	146
20.2 Update Profile Details.....	147
20.3 Profile Preferences.....	148
20.3.1 Audio/Video.....	148
20.3.2 Notifications.....	149
20.3.3 Appearance.....	150
20.3.4 Accessibility.....	152
20.3.5 Security & Privacy	152
20.3.6 About	153
20.4 Appearance	154
21 Security & Privacy	156
21.1 Two-Factor Authentication	157
21.1.1 Setting Up Two-Factor Authentication	157
21.1.2 Logging in for Two-Factor Authentication	159
21.1.3 Managing Two-Factor Authentication	162
21.2 Passkey Authentication.....	166
21.2.1 Browser Password Manager	167
21.2.2 Phone, Tablet, or Security Key	168
21.2.3 Logging in With Passkey Authentication.....	170
21.2.4 Disabling Passkey Authentication	171

1 Document History

Edition	Date	Changes / Comments / Details
01	06/08/2021	Initial Rainbow Classroom Classmate Guide
02	14/08/2021	A new section for forms has been added. Screenshots and details have been updated.
03	01/04/2022	Legal notice has been updated. Replaced rooms with Workgroups in the entire document. Section 2.1 List of features has been updated. Section 3.1 Feature availability matrix has been updated. Section 4 Screenshot has been updated. Section 5 Screenshots have been updated. Section 5.2 New section has been added. Section 5.3 New section has been added. Section 5 Screenshots have been updated. Section 6 Screenshots have been updated. Section 7 Details about exam rooms has been added. Screenshots have been updated. Section 8 Screenshots have been updated. Section 9 Screenshots have been updated. Section 10 Screenshots have been updated. Section 11 Screenshots have been updated. Information about polls and quizzes has been added. Section 12 Screenshots have been updated. Section 13 Screenshot has been updated. Section 14 Screenshots have been updated.
04	27/05/2022	Section 3.1 Feature availability matrix has been updated. Section 4.1 Screenshots have been updated. Section 5 Screenshots have been updated.

Edition	Date	Changes / Comments / Details
		Section 5.4.2 Details about expansion/collapsing of left side panel on double click has been added. Section 6 Screenshots have been updated. Section 6.1 Screenshots have been added. Section 8 Screenshots have been updated. Section 9 Screenshots have been updated. Section 10 Screenshots have been updated. Section 12 Screenshots have been updated. Section 13 Screenshots have been updated. Section 14 New section about Contacts has been added and remaining sections have been renumbered. Section 15 Screenshots have been updated.
05	04/07/2022	Section 3.1 Feature availability matrix has been updated. Section 4 Screenshots have been updated. Section 5.4.5 Screenshots have been updated. Section 5.6 Screenshot has been updated. Section 6.1.1 Screenshot has been updated. Section 6.1.2 Screenshots have been updated. Description for reactions has been added. Section 9 Screenshots have been updated. Section 11 Screenshots have been updated. Section 13 Screenshots have been updated.
06	11/11/2022	Section 4 Screenshots have been updated. Section 5 Screenshots have been updated. Section 5.4.3 Section has been removed. Remaining sections have been renumbered. Section 5.4.4 Section has been removed. Remaining sections have been renumbered.

Edition	Date	Changes / Comments / Details
		Section 5.4.5 Section has been removed. Remaining sections have been renumbered. Section 6 Screenshots have been updated. Section 7 Screenshots have been updated. Section 8 Screenshots have been updated. Section 9 Screenshots have been updated. Section 10 Screenshots have been updated. Section 11 Screenshots have been updated. Section 12 Screenshots have been updated. Section 13 Screenshots have been updated. Section 14 Screenshots have been updated. Section 15 New section has been added and remaining sections have been renumbered. Section 16 Screenshots have been updated.
07	26/01/2023	Legal notice has been updated. Section 5.3 Section about about Help & Support has been added. Section 5.4 Section about about option has been added. Section 5.5 A note about accessibility menu position has been updated. Section 6.1.2 A note about multiple reactions has been added. A note about session recording has been added. Screenshot has been added. Section 6.1.3 Screenshots have been updated. Note about call overlay tab has been added. Details about preview of shared screen has been added. Section 6.1.4 Note about show search bar has been added. Screenshots have been added. Section 7.2 Notes about exam rooms have been added. Section 10 Screenshots have been updated. Section 10.2 Notes about whiteboard functionalities have been added. Section 12

Edition	Date	Changes / Comments / Details
		Screenshots have been added. Details about search messages and delete messages have been added. Section 15.2 A note about export note feature has been added. Section 16 Section about calendar has been added. Section 17.1 Details about availability status has been updated. Screenshots have been updated. Section 17.4 Section about apperance settings has been added.
08	20/07/2023	Section 5.5 New section about Notifications has been added. Section 5.7 Screenshots have been updated. Section 5.7.2 Section has been removed due to redundancy. Section 8.2 New section about setting up a workgroup has been added. Remaining sections have been renumbered. Section 8.6 New section about editing a workgroup has been added. Remaining sections have been renumbered. Section 8.7 New section about main workgroup tabs has been added. Remaining sections have been renumbered. Section 9 Screenshots have been updated. Section 10 Details about whiteboards have been added. Section 10.2 Details about image gallery have been added. Section 11 Screenshots have been updated. Section 12 Screenshots have been updated. Section 13 Screenshots have been updated. Section 14 Screenshots have been updated. Details about recordings have been added. Section 15 Screenshots have been updated. Section 15.3 New section about notes during live session has been added. Section 16 Details about Calendar have been added.
09	26/09/2023	Section 10 Details about new interface of whiteboard have been added.

Edition	Date	Changes / Comments / Details
10	01/12/2023	Section 14 A note about files in library section has been added.
11	28/02/2024	Legal notice has been updated. Section 3 Role of presenter has been added. Section 3.1 Rainbow Classroom features availability matrix has been updated. Section 4 Screenshots have been updated. Section 5 Screenshots have been updated. Section 5.3 Section about about Help & Support has been updated. Section 5.5 Details about notification configuration have been added. Section 6 Screenshots have been updated. Section 6.1.2 Details about presenter have been added. Section 6.1.4 Details about sending audio message and video clip recording have been added. Section 7 Screenshots have been updated. Section 8 Screenshots have been updated. Section 8.2 Details about adding a workgroup have been updated. Section 8.7 Details about sending audio message and video clip recording have been added. Section 9 Screenshots have been updated. Section 10 Screenshots have been updated. Details about whiteboard being used with previous interface have been removed. Section 10.3 Details about Whiteboard templates and creating a whiteboard have been updated. Section 11 Screenshots have been updated. Section 12 Screenshots have been updated. Section 13 Screenshots have been updated. Section 14 Screenshots have been updated. Title of the section has been updated. Section 14.1 Section about Whiteboards has been added.

Edition	Date	Changes / Comments / Details
		Section 15 Screenshots have been updated. Section 17.4 Screenshot has been updated.
12	24/10/2025	Section 3.1 Feature availability matrix has been updated. Section 5 Screenshots have been updated. Section 6 Screenshots have been updated. Section 8 Screenshots have been updated. Section 9 Screenshots have been updated. Section 10 Screenshots have been updated. Section 11 New section related to flowcharts has been added. Remaining sections have been renumbered. Section 13 Screenshots have been updated. Section 15 Screenshots have been updated. Section 18 New section related to tasks has been added. Remaining sections have been renumbered. Section 19 New section related to my certificates has been added. Remaining sections have been renumbered.
13	05/08/2026	Section 5.6 Screenshots have been updated. Section 6.1.2 Details about pop-out call feature during live session have been added. Details about screenshare options during live session have been updated. Section 6.1.3 Request to speak has been added in the list of available reactions. Section 18.2 Section about Viewing tasks in different formats is added. Section 18.4 Section about importing and exporting tasks has been added. Section 20 Subsections for Profile Preferences have been added. Section 21 New section related to Security & Privacy has been added.

2 Introduction

2.1 Overview – The Product

Rainbow Classroom is a SaaS (Software as a Service) solution that offers powerful collaboration and learning tools for education and training institutes. It enhances and provides a deep integration with industry leading Learning Management Systems (LMS) that works via LTI (Learning Tools Interoperability) protocol. The user can also use Rainbow Classroom as a standalone without the need of LMS integration.

Rainbow Classroom has a range of collaboration features for better management of classroom sessions. Some of the features are following:

- Centralised Management Center
- Dashboard for live and upcoming classroom sessions
- KPIs and Reports module
- School and teacher level classroom configuration controls
- Audio and video conferencing
- Screen-share for both students and teachers
- Live Chat
- Course content sharing
- Classroom session recording (multiple streams and full duration)
- Online and offline whiteboards
- Workgroups for offline collaboration between students and breakout rooms for in-call collaboration
- Meetings
- Polls & Quizzes
- Welcome Screen, Course Material and Links
- Watch Together
- Exam Rooms
- Contacts
- Notes
- Dark & Light Theme
- My Library
- Reactions during live session
- Calendar for events
- Audio Message
- My Certificates
- Breakout Rooms
- Video clip recording
- Flowcharts
- Tasks
- My Certificates
- Two Factor Authentication / Passkeys

More information on the live classroom features that enrich the attendee experience can be found in this user guide.

2.2 Overview – The Guide

The purpose of this document is to explain Rainbow Classroom features that are available to build a user-friendly virtual classroom environment. This guide expects the user to be a classmate in order to explore their Rainbow Classroom features.

The Table of Contents is provided at the beginning of this document which includes hyperlinks. These links can be used to jump to sections and topics of focus. Sometimes only small parts of the screen are shown to highlight a specific item or feature of the user interface.

3 User Roles in Rainbow Classroom

Rainbow Classroom has the following four types of user roles. The access to Rainbow Classroom features will vary depending on the user role.

1. **Host** - The user that sets up or starts a live session in a classroom, room, breakout room or meeting. The host can only be the one in the live session, who has control over all the Rainbow Classroom features to actively manage or administer the respective session.
2. **Co-host** - A co-host has access to all the hosting privileges and session controls that the host has, except ending the live session. Unlike the host, the number of co-hosts can be multiple. During the live session, the host can transfer primary hosting privileges to a co-host.
3. **Classmate** - The user who joins a live session in order to learn in a virtual classroom environment. During a live session, the classmate can only use Rainbow Classroom features if the host grants them permission. For example, the host can apply restrictions to the classmate(s) on sharing audio, video, whiteboard and screen during a live session.
4. **Guest** – Rainbow Classroom can be accessed by a guest user who is not associated with an organisation as a classmate or host. A guest user can be a guardian or a professional who can be added to a classroom, meeting and room with the access to join a live session and to use Rainbow Classroom features if the host grants them permission.
5. **Presenter** – A host can assign this role to any participant of live session. User with this role gets the ability to share a video via watch together feature or share a whiteboard with rest of the participants. It is a temporary role and can be assigned only to one participant at a time.

3.1 Rainbow Classroom Features Availability

The following table displays the comparison of the Rainbow Classroom features available to the host, classmate, and guest. The co-hosts will have the same availability of features like the host has except ending a live session and ability to transfer call that's why the co-host is not added in the below table.

The symbols that have been used in the below columns represent the following:

- **X** – By default, the feature is available.
- **X*** – Require permission from the host in a classroom, room and breakout room, exam room and meeting.
- **X**** – By default it is available but a host can restrict the classmates during a live room or live breakout room session, meeting and exam room.

Feature Availability Matrix			
Feature	Host	Classmate	Guest
Classroom & Meeting			
Start Call	X	-	-
Request to join (Lobby)	-	X	X
Join Call (with lobby enabled)	X	X*	X*

Mark Attendance with and without defined shift during a live session	x	X*	X*
Allow Participants to Mark Attendance in multiple shifts	x	X*	X*
Whiteboard	X	X	X
Classroom details	X	X	X
Classroom Permission	X	-	-
Classroom Settings	X	-	-
Reports	X	-	-
Classroom Lobby	X	-	-
Raise Hands	-	X	X
Raise Hands list	X	-	-
Non-verbal feedback (Reactions)	-	x	x
Ban/Unban Classmates	X	-	-
Mute/Unmute all classmates	X	-	-
Disable/Enable Video Sharing	X	-	-
Disable/Enable Screen Share	X	-	-
Disable/Enable Chat	X	-	-
Disable/Enable File Sharing	X	-	-
Lock Classroom	X	-	-
Leave Call	X	X	X
Start Recording	X	-	-
Transfer Call	X	-	-
End Classroom Session	X	-	-
Chat	X	X*	X*
Send Emojis and Attachments in Chat	X	X*	X*
Audio (Ability to speak)	X	X*	X*
Video Sharing	X	X*	X*
Screen Sharing	X	X*	X*
File Sharing (Attach Documents)	X	X*	X*
List of Classrooms	X	X	X
Classroom Details	X	X	X
Share Whiteboard	X	X	-
Create Polls and Quizzes	X	-	-
Open for responses (Poll/Quizzes)	X	-	-
Close Polls and Quizzes	X	-	-
Submit Response (Polls and Quizzes)	-	X	X
Disable lobby	X	-	-
Lobby content	X	-	-
Gallery View	X	X	X
Active Speaker View	X	X	X
Carousel view	X	X	X
Live Chat	X	X	X
File Attachment from Rainbow Storage in Chat	X	X	X

File Attachment from Google Drive in Chat	X	X	X
File Attachment from OneDrive in Chat	X	X	X
Set welcome content	X	-	-
View welcome content	X	X	X
Start watch together session	X	-	-
View watch together session that is being shared in classroom	X	X	X
Change avatar	X	-	-
Add course material	X	-	-
Add course link	X	-	-
My Library	X	X	X
Recordings	X	X	X
Polls & Quizzes	X*	X*	X*
Add Contacts	X	X	X
View Contacts	X	X	X
Files	X	X	X
One-to-One Conversation	X	X	X
Accessibility Widget	X	X	X
View/Open course material	X	X	X
Download course material	X	X	X
Add course material	X	-	-
Delete course material	X	-	-
Open course link	X	X	X
Copy course link	X	X	X
Add course link	X	-	-
Delete course link	X	-	-
Search course material files or links	X	X	X
Links Management (My Library)	X	-	-
Recordings Management (My Library)	X	-	-
Session Recordings Playback	X	-	-
Profile Picture	X	X	X
Profile Management	X	X	X
Guided Tour	X	X	X
Presence Management	X	-	-
Assessment of Responses (Polls and Quizzes)			
Analytics of Responses (Polls and Quizzes)			
Delete Welcome screen content	X	-	-
Remove/Drop Participant from a live session	X	-	-
Export Reports	X	-	-
Test Audio/Video devices	X	X	X
Change/Select Audio/Video devices	X	X	X
Classroom Experience Manager	X	-	-
Report a Problem	X	X	X

Download Application Logs	X	X	X
Share Files	X	-	-
Share Recordings	X	-	-
Change Appearance (Light or Dark Theme)	X	X	X
Update classroom topic	X	-	-
Add Tags associated with classroom	X	-	-
Add Tags associated with meetings	X	-	-
Search Classrooms from list	X	X	X
Search Classrooms with associated Tags and Topics	X	X	X
Calendar events view (Day, Week, Month, List)	X	X	X
Update workgroup details (name and topic)	X	X	X
Manage meetings (My Meeting)	X	-	-
Update meeting topic	X	-	-
Whiteboard Fullscreen	X	X	X
Rename Whiteboard	X	X	X
Create Blank Whiteboard	X	X	X
Create Whiteboard from Templates	X	X	X
Edit Whiteboard	X	X	X
Share Whiteboard	X	X	X
Manage Whiteboard Sharing	X	X	X
Save & exit Whiteboard	X	X	X
Close Whiteboard	X	X	X
Leave Whiteboard	X	X	X
Save Whiteboard	X	X	X
Delete Whiteboard	X	X	X
Create Blank Polls & Quizzes	X	-	-
Create Polls & Quizzes from Templates (My Library)	X	-	-
Leave Polls & Quizzes	X	-	-
Save Polls & Quizzes	X	-	-
Save & exit Polls & Quizzes	X	-	-
Export CSV of Polls & Quizzes	X	X	x
Export Pdf of Polls & Quizzes	X	X	X
Export of result page of Polls & Quizzes	X	X	x
View Polls & Quizzes	X	-	-
Edit Polls & Quizzes	X	-	-
Delete Polls & Quizzes	X	-	-
View Polls & Quizzes details	X	-	-
Open Polls & Quizzes result	X	-	-
Attempt Polls & Quizzes	X	X	X
View result of attempted Polls & Quizzes	-	X	X
Reject incoming one2one call	X	X	X
End one2one call	X	X	X

Create Blank Flowchart	X	X	X
Create Flowchart from Templates	X	X	X
Edit Flowchart			
Rename Flowchart	X	X	X
Delete Flowchart	X	X	X
Close Flowchart	X	X	X
Save Flowchart	X	X	X
Leave Flowchart			
Save & exit Flowchart	X	X	X
Export Flowchart (SVG,			
Upload files	X	X	X
Multiple files selection at a time	X	X	x
Delete My files	X	X	X
Change application language	X	X	X
Notification management	X	X	X
Search in Chat	X	X	X
Audio message in Chat	X	X	X
Video message in Chat	X	X	X
Notes Management	X	X	X
Notes Sharing	X	X	X
Export Notes	X	X	X
Copy notes content to clipboard	X	X	X
View recent chat in the left panel	X	X	X
Search recent chat in the left panel	X	X	X
Share Multiple Content simultaneously	X	X*	X*
View contact's personal information	X	X	X
View contact's public information	X	X	X
Calendar view in Meetings	X	X	X
Calendar Sync from outlook	X	-	-
Calendar Sync from Google Calendar	X	-	-
Ability to take notes during the classroom session	X	X	X
View topics recorded during a session on Reports Page	X	X	X
View reactions recorded during a session at Reports Page	X	X	X
Default recording	X	-	-
Recording on Demand	X	-	-
Device Selection Management (Microphone, Speakers and Camera)	X	X	X
Dark mode	X	X	X
Classroom/ Meetings Settings	X	-	-
Select Avatar	X	-	-
Set Lobby Content	X	-	-
Files	X	X	X
Recordings	X	X	X
Classroom, Meetings, Workgroups/Session Permissions	X	-	-

In-App Notifications	X	X	X
In-App Notifications Settings	X	X	X
Read/Unread In-App Notifications	X	X	X
Delete all In-App Notifications	X	X	X
Help & Support	X	X	X
About	X	X	X
Preferences (Audio/Video and Classroom Settings)	X	X	X
Breakout Room (All users are Participants)			
Create breakout rooms	X	-	-
Automatic Creation Of Breakout Room	X	-	-
Manual Creation Of Breakout Room	X	-	-
Add Participants To The Existing Breakout Rooms	X	-	-
View Participants List Of Breakout Rooms	X	-	-
Start/Open Breakout Room(s)	X	-	-
Stop/Close Breakout Room(s)	X	-	-
Host Jump-in	X	-	-
Host Jump-out	X	-	-
Mute/Unmute all classmates	X	-	-
Disable/Enable Video Sharing	X	-	-
Disable/Enable Screen Share	X	-	-
Disable/Enable Chat	X	-	-
Disable/Enable File Sharing	X	-	-
Chat	X	X**	X**
Audio (Ability to speak)	X	X**	X**
Video Sharing	X	X**	X**
Screen Sharing	X	X**	X**
File Sharing (Attach Documents)	X	X**	X**
Whiteboard	X	X	X
Export Whiteboard	X	X	X
Share Whiteboard	X	X	X
Gallery View	X	X	X
Active Speaker View	X	X	X
Carousel view	X	X	X
Thumbnail view	X	X	X
Leave Breakout Room	X	X	X
Breakout Room details	X	X	X
List of Breakout Rooms	X	-	-
Delete Breakout Room	X	-	-
Exam Room (All users are Participants)			
Create Exam rooms	X	-	-
Manual Creation Of Exam Room	X	-	-
View Participants List Of Exam Rooms	X	-	-
Start/Open Exam Room(s)	X	-	-

Stop/Close Exam Room(s)	X	-	-
Mute/Unmute Exam room participant	X	-	-
Chat	-	X	X
Audio (Ability to speak)	X	X**	X**
Video Sharing	X	X	X
Screen Sharing	-	X	X
File Sharing (Attach Documents)	-	X	X
Whiteboard	-	X	X
Export Whiteboard	-	X	X
Course Material	X	-	-
Preview Course Material	X	-	-
Download Course material	X	-	-
Leave Exam Room	X	X	X
Exam Room details	-	X	X
List of Exam Rooms	X	-	-
Delete Exam Room	X	-	-
End Exam Room session	X	-	-
Workgroups (All users are Participants)			
Start Room Session	X	X	X
Join Room Session	X	X	X
Create Workgroups	X	X	X
Delete Workgroups	X	X	X
Open Workgroup	X	X	X
Add Participants to the Existing Workgroups	X	-	-
Conversation	X	X	X
Whiteboard	X	X	X
Use Whiteboard	X	X*	X*
Share Whiteboard	X	X	X
Workgroups Details	X	X	X
Mute/Unmute all classmates	X	-	-
Disable/Enable Video Sharing	X	-	-
Disable/Enable Screen Share	X	-	-
Disable/Enable Chat	X	-	-
Disable/Enable File Sharing	X	-	-
Chat	X	X**	X**
Send Emojis and Attachments in Chat	X*	X	X
Audio (Ability to speak)	X	X**	X**
Send Audio message in Chat	X	X	X
Send video message in Chat	X	X	X
Video Sharing	X	X**	X**
Screen Sharing	X	X**	X**
File Sharing (Attach Documents)	X	X**	X**

Multiple files selection at a time	X	X	x
Gallery View	X	X	X
Active Speaker View	X	X	X
Carousel view	X	X	X
Thumbnail view	X	X	X
Leave Room Session	X	X	X
End Room Session	X	X	X
Search Workgroups from list	X	X	X
List of Workgroups	X	X	X
Workgroups Details	X	X	X
Workgroup Settings	X	-	-
List/Icon view for Workgroups	X	X	X
Change avatar (by creator)	X	X	X
Tasks Manager			
Create New Task	X	X**	X**
Create Quick Task	X	X**	X**
Tasks List	X	X	X
Tasks Status	X	X**	X**
Tasks Assign/Unassign	X	X**	X**
Tasks Priority	X	X**	X**
Search Tasks	X	X	X
Column option to show/hide in grid	X	X	X
Edit Task	X	X	X
Copy Task	X	X	X
Duplicate Task	X	X	X
Delete Task	X	X	X
My Library			
Polls & Quizzes Templates	X	-	-
Create New Polls & Quizzes	X	-	-
Preview Polls & Quizzes	X	-	-
Edit Polls & Quizzes	X	-	-
Rename Polls & Quizzes	X	-	-
Show More Details for Polls & Quizzes	X	-	-
Delete Polls & Quizzes	X	-	-
Add/Remove/Duplicate/Required questions	X	-	-
Marks & Correct answer option in Quizzes	X	-	-
Add question type as Single, Multiple, Image, Free Text and Ratings	X	-	-
Option to mark question as mandatory	X	-	-
Save Polls & Quizzes	X	-	-
Close/ Leave Polls & Quizzes	X	-	-

4 Using Rainbow Classroom as a Student or Classmate

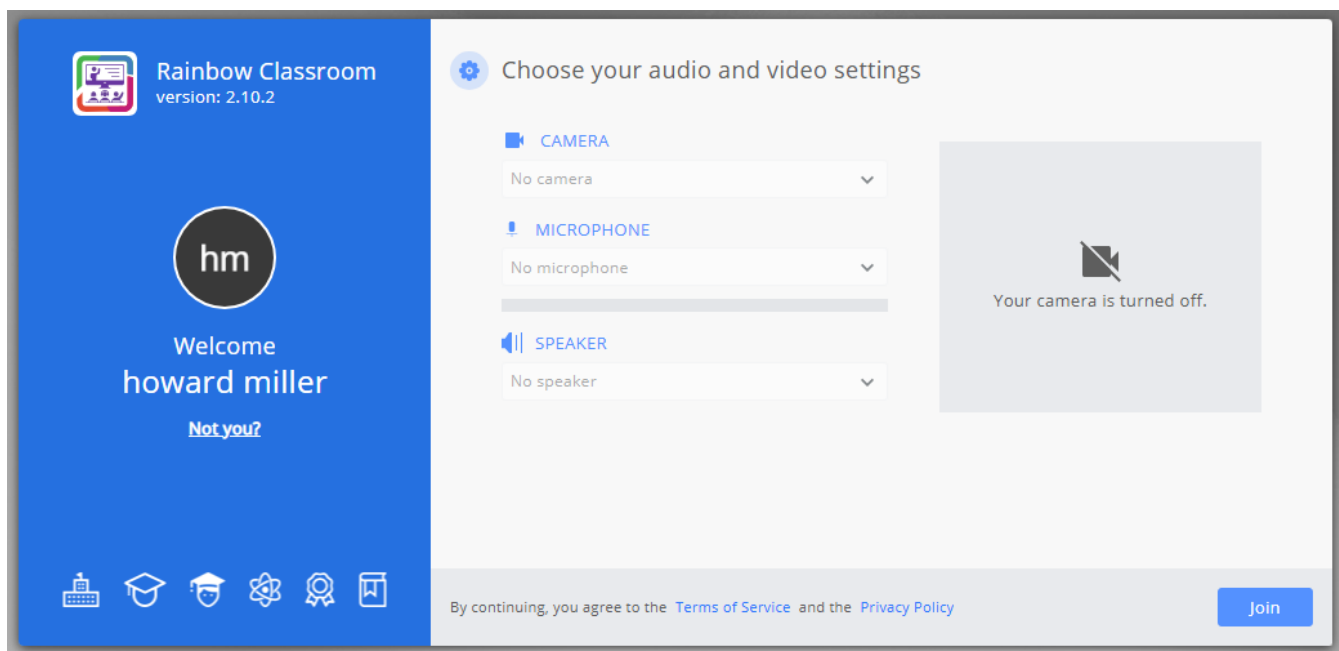
A student can launch Rainbow Classroom from any of the following two ways:

1. **Single sign-on (SSO) via LMS course** – The student can jump directly to Rainbow Classroom via the SSO link available within their LMS course without having to provide user credentials to Rainbow Classroom separately.
2. **Login via Rainbow Classroom** – The student can login with their user credentials that will be provided to them via an email by Rainbow Classroom team. Please note that the student must set their password first via that email in order to login to Rainbow Classroom.

4.1 Setting up your Media Devices

For seamless Rainbow Classroom operations and high-quality real-time communication, make sure your required media devices are selected and functioning properly before proceeding with an audio/video live session in Rainbow Classroom.

Once you have been logged in to Rainbow Classroom successfully, you will be presented with the following screen that allows you to configure your media devices. We recommend you to select your required camera and audio devices (microphone and speaker) from the respective fields to avoid using the wrong device unintentionally.



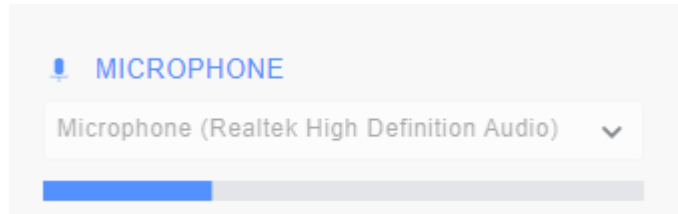
SCREENSHOT - Setting up media devices screen

On the above screen, the built-in audio and video devices of your system will be selected by default. If you wish to change your audio and video devices, choose the media devices accordingly from their respective fields. The following are the options available:

Audio: You can select one of the following audio devices options.

- Computer mic/speakers – Select this option if you want to use your system’s built-in microphone/speakers.
- Custom configuration – Select this option if you want to use any other internal or external devices for the microphone and speaker.

Microphone: Choose the required microphone device from the dropdown menu of the respective field. A microphone wave bar is also displayed for you to test your selected microphone device, as shown below.



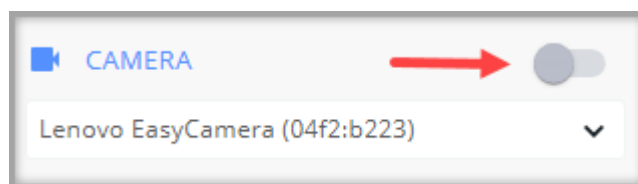
SCREENSHOT – Microphone Settings

Speaker: Choose the required speaker device from the dropdown menu of the respective field. You can test your selected speaker by clicking on the **Play Sound** button displayed on the media devices screen. You will hear a sound if the selected speaker is working properly.

Note: Please note that the ‘Microphone’ and ‘Speaker’ fields will only be enabled if you have selected ‘Custom configuration’ from the above field.

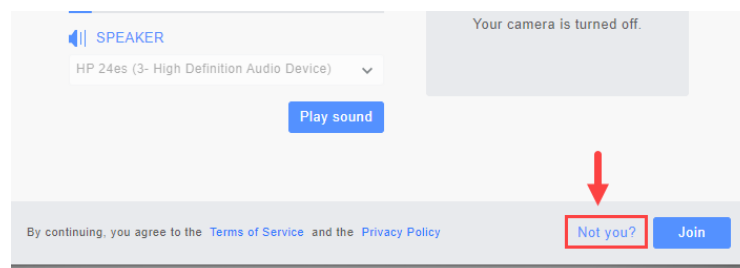
Video: Choose the required camera device from the dropdown menu of the respective field. If the selected camera device is functioning properly, you will be presented with the preview video from the selected camera displayed beside the ‘Video’ field.

By default, camera view will be disabled. In order to enable video feed, enable the button displayed next to drop down menu as highlighted below:



SCREENSHOT – Video Settings

Note: Please note that if you consider that the account details don’t match your authorised user account then click on **Not You?** Button as highlighted below:

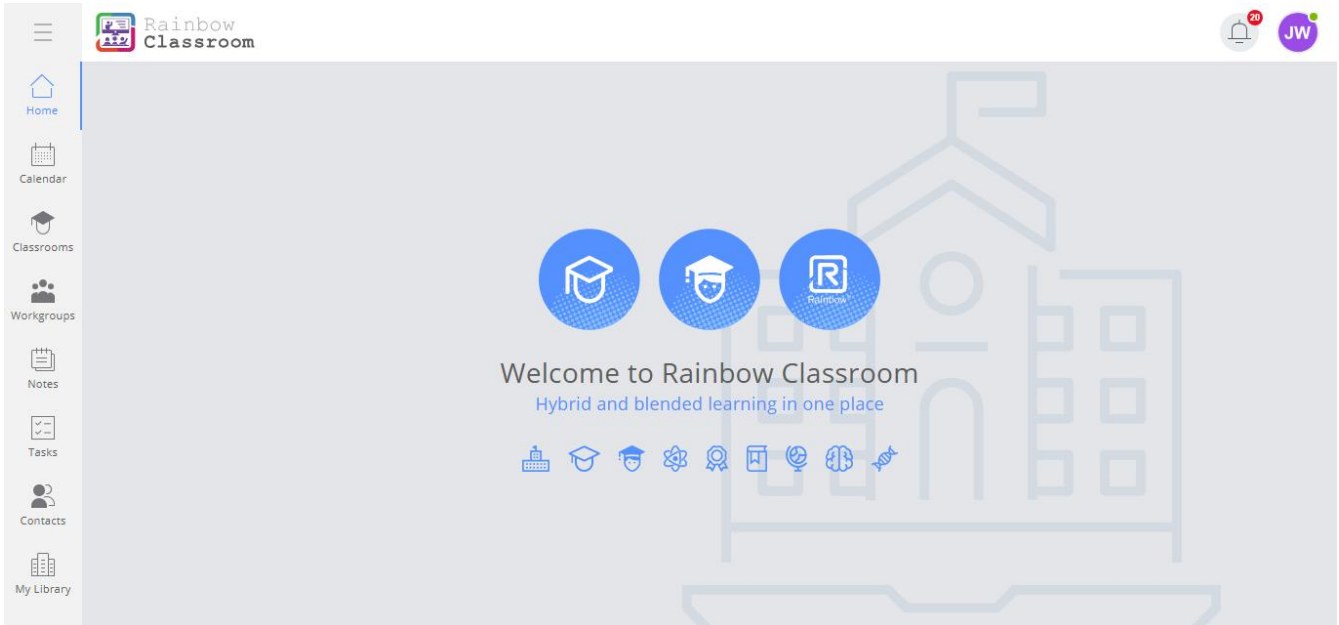


SCREENSHOT - Setting up media devices screen

You will be redirected to the login screen and you can re-enter your account credentials.

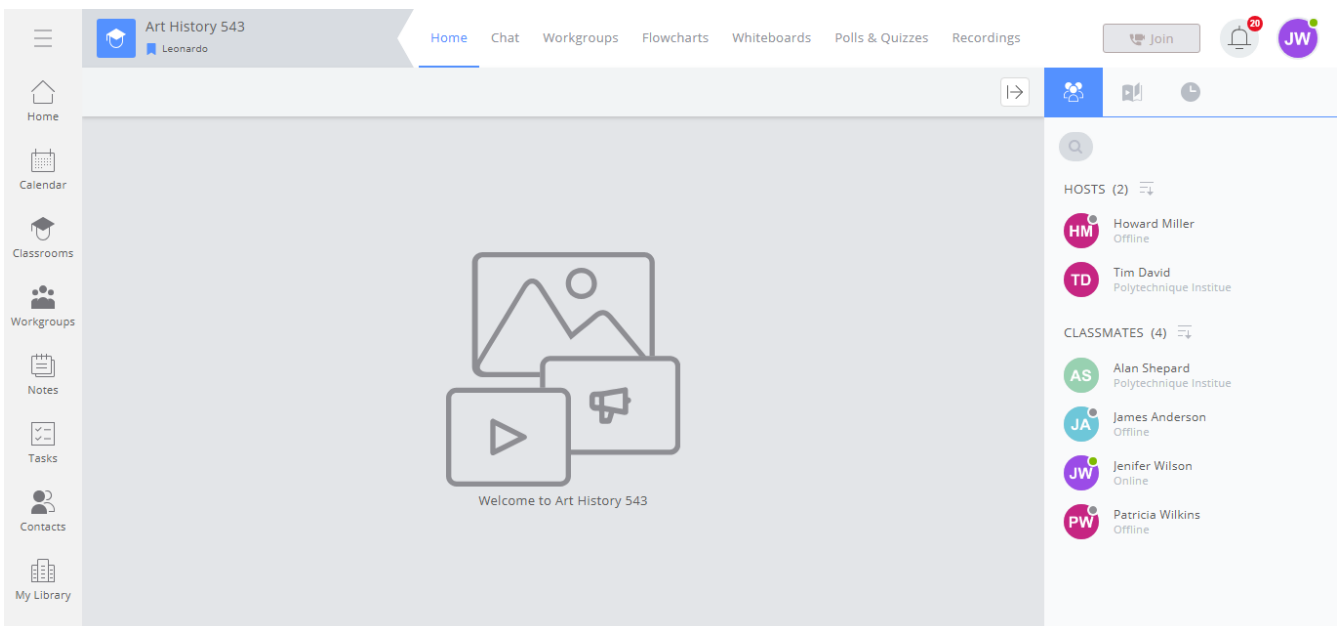
IMPORTANT!! If any of the fields do not have any device options available then you need to do some audio/video configuration from your PC windows and browser. For more details, please check 'Rainbow Classroom – Troubleshooting Guide' document.

Once done, click on [Join](#) button. The following screen will be displayed



SCREENSHOT – Rainbow Classroom Interface

Following screen is displayed, once the classmate has opened a particular classroom.



SCREENSHOT – Classroom View

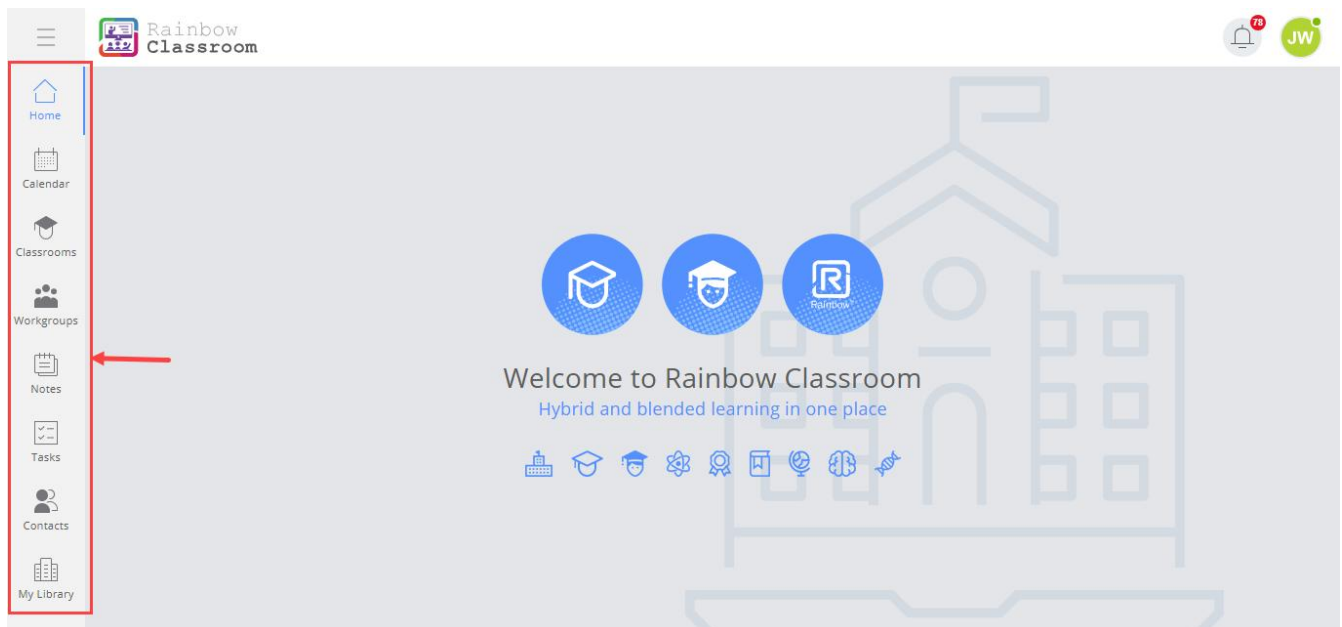
5 Understanding the User Interface (UI)

Rainbow Classroom is designed for four types of users including host, co-host, classmate and guest. The standard user interface of Rainbow Classroom is the same for all of these users but access to Rainbow Classroom features may vary depending on the particular user role. For example, the host has special privileges and control over their particular courses as well as access to all supervisory features of the Rainbow Classroom sessions. However, the classmate has limited access to Rainbow Classroom features and will be reliant on the host for some of the features during a live session.

Note: For more details on the user roles, please see the section titled '[User Roles in Rainbow Classroom](#)'.

5.1 Side Navigation Bar

The web interface has a side navigation bar that will allow you to navigate around the application, as shown below.

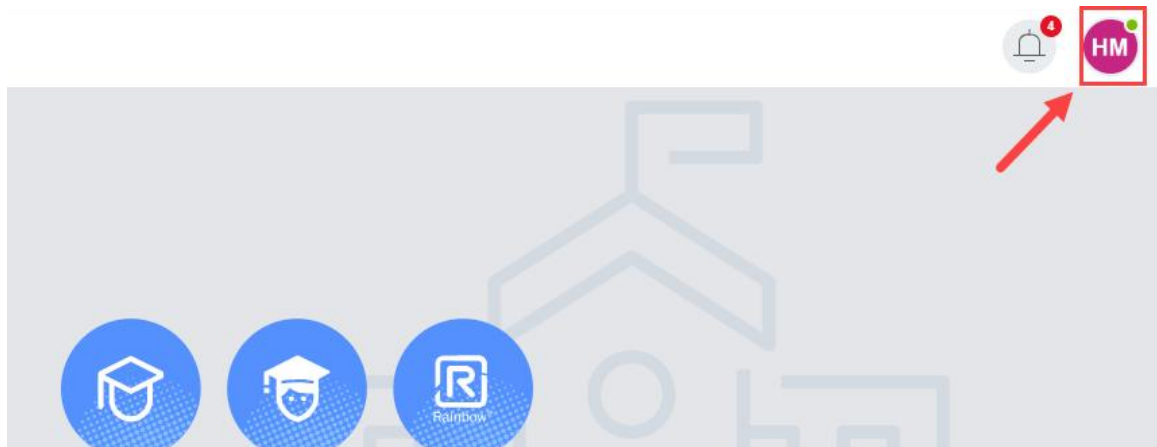


SCREENSHOT – Side Navigation Bar of Rainbow Classroom

For every click on the side navigation bar, the main page to the right will change to the corresponding display.

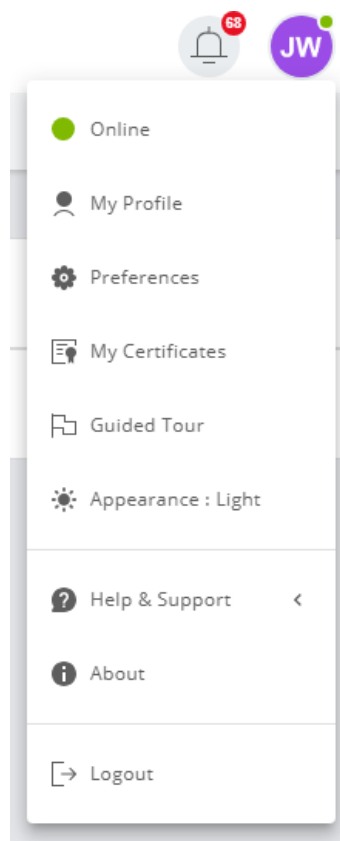
5.2 Guided Tour

In order to take a guided tour of each section of application and how it impacts the overall configuration of Rainbow Classroom, click on avatar icon that is available in the top right corner as highlighted below:



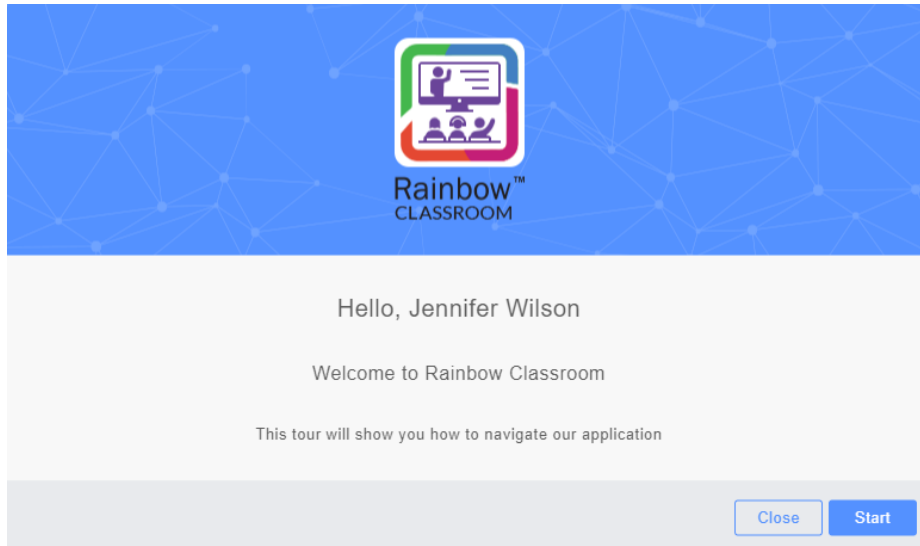
SCREENSHOT – Avatar

Following menu will be displayed:



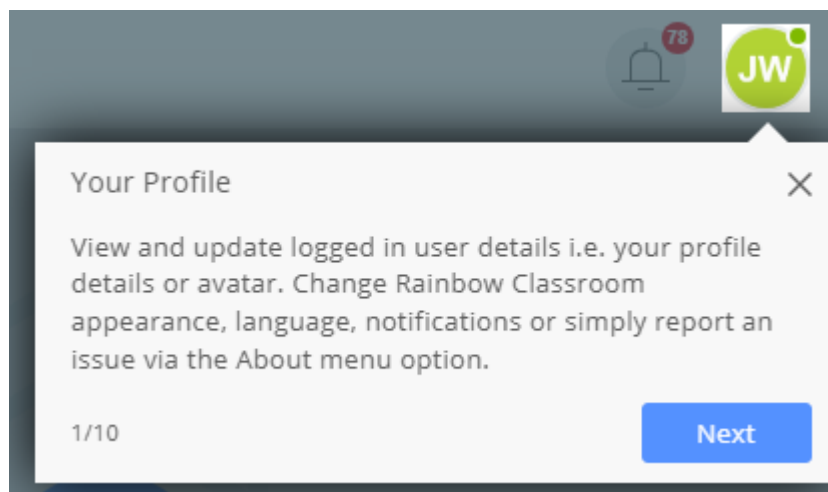
SCREENSHOT – Avatar Drop Down Menu

When you click on Guided Tour option following pop up is displayed:



SCREENSHOT – Guided Tour

When you press on Start button, guided tour will commence as shown below:



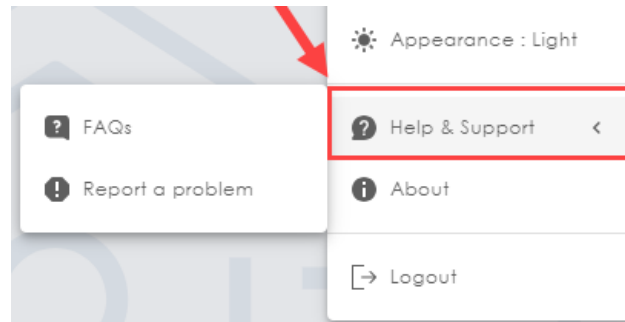
SCREENSHOT – Guided Tour

Click on Next Button to take the step-by-step tour of Rainbow classroom application.

5.3 Help & Support

Rainbow Classroom offers users an easily accessible Help section and ability to report a problem to technical support.

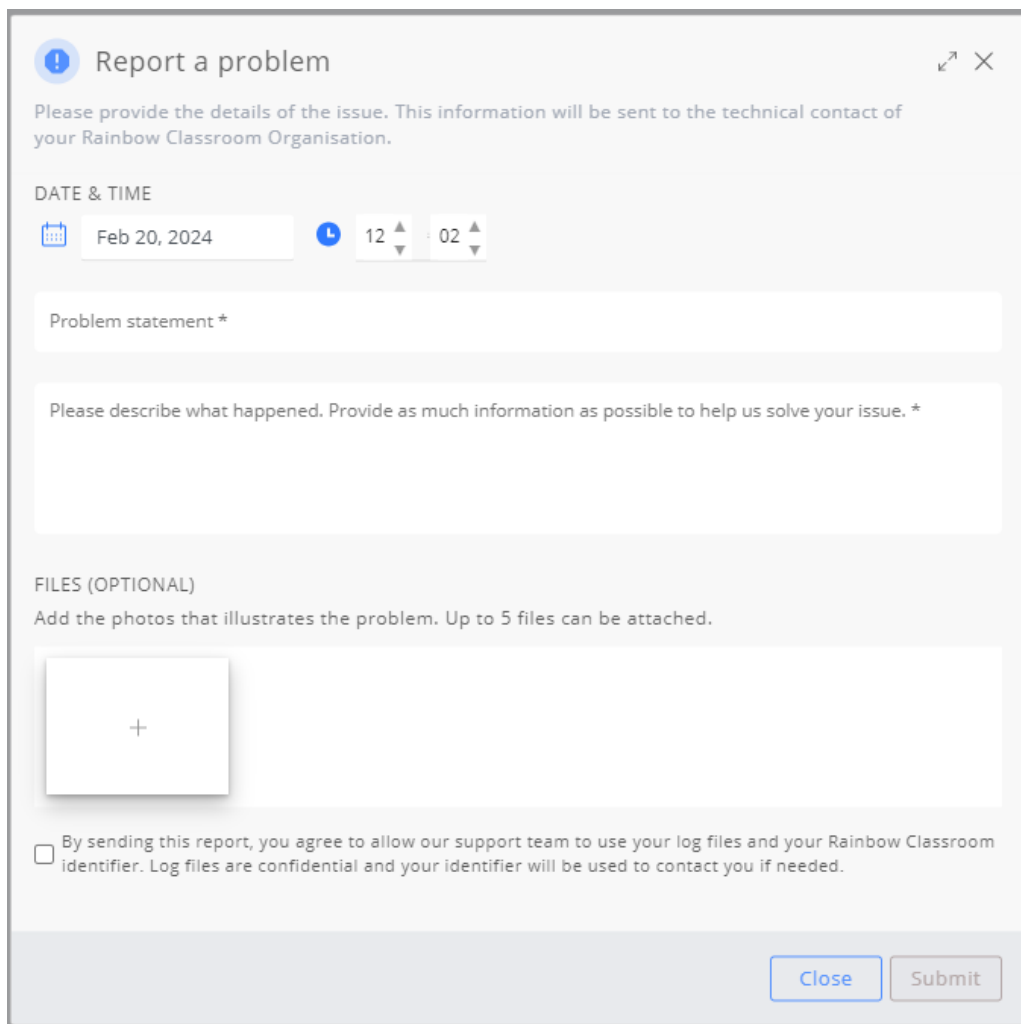
Click on avatar of your profile and then click on Help & Support option as highlighted below:



SCREENSHOT – Help & Support

If you want to learn about features and functionalities of Rainbow Classroom, click on FAQs option

Click on Report a Problem option to inform about any issue you might have faced. Following screen will be displayed:



SCREENSHOT – Report a Problem

Following information can be provided while reporting a problem:

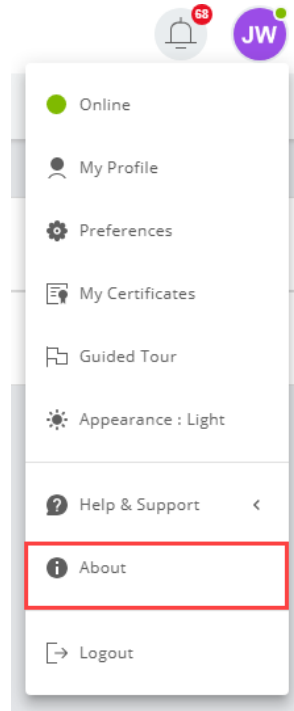
Date & Time: Provide date and time when the report is being filled.

Problem Statement & Description: Provide a short statement to explain the issue you are facing while using Rainbow Classroom. In the next box, provide detailed description of the issue you want to report.

Files: You can attach up to 5 photos / screenshots depicting the technical issue you are facing.

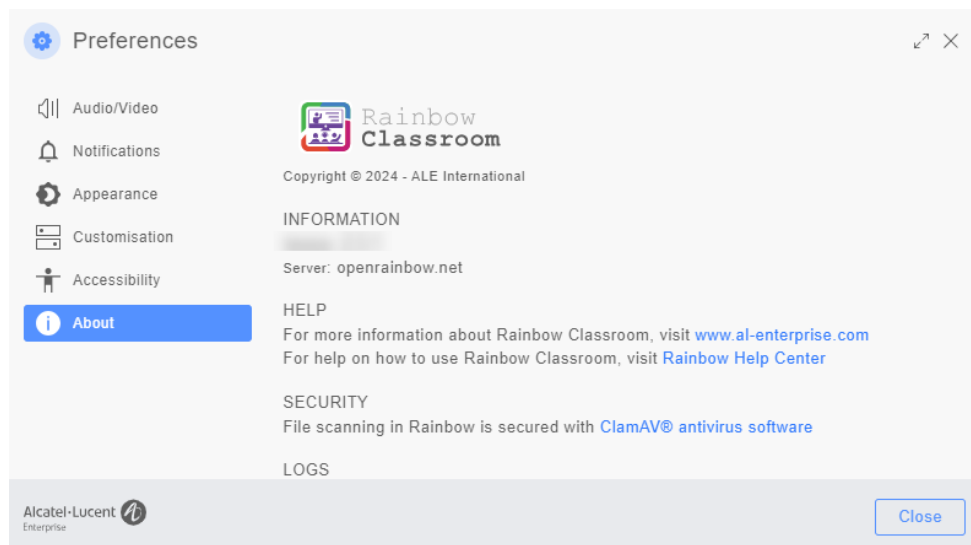
5.4 About

To learn about the current version of Rainbow Classroom, security information or to download logs, click on About option as shown below:



SCREENSHOT – About

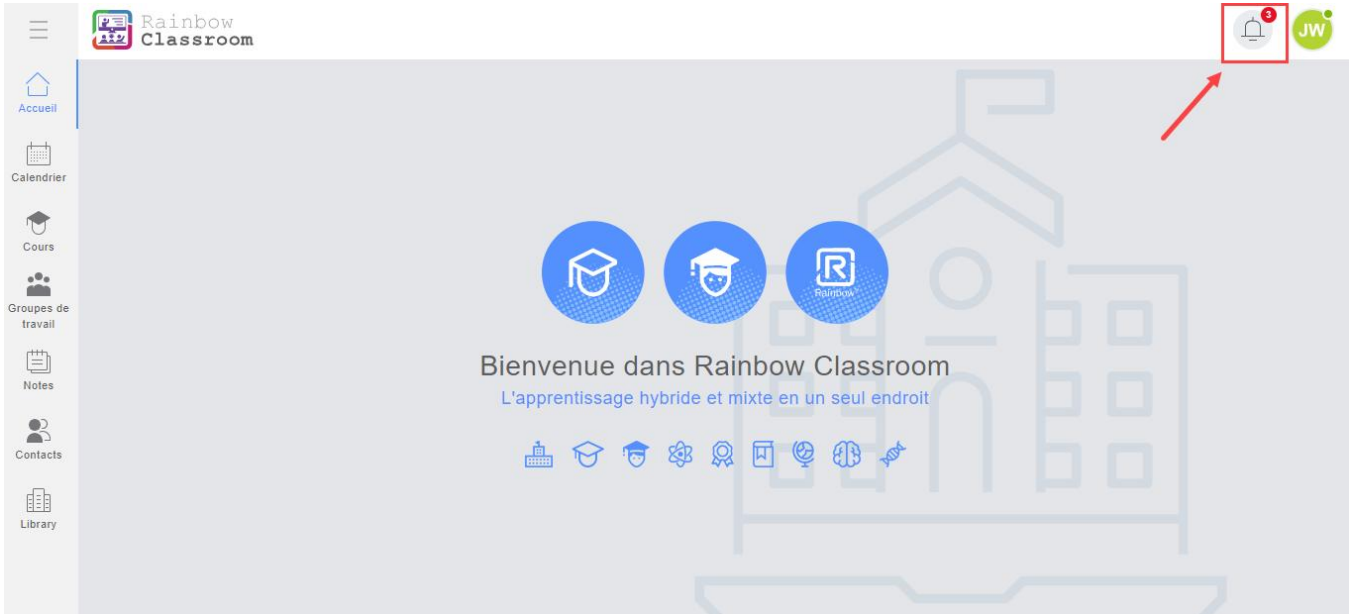
Following screen will be displayed:



SCREENSHOT – About

5.5 Notifications

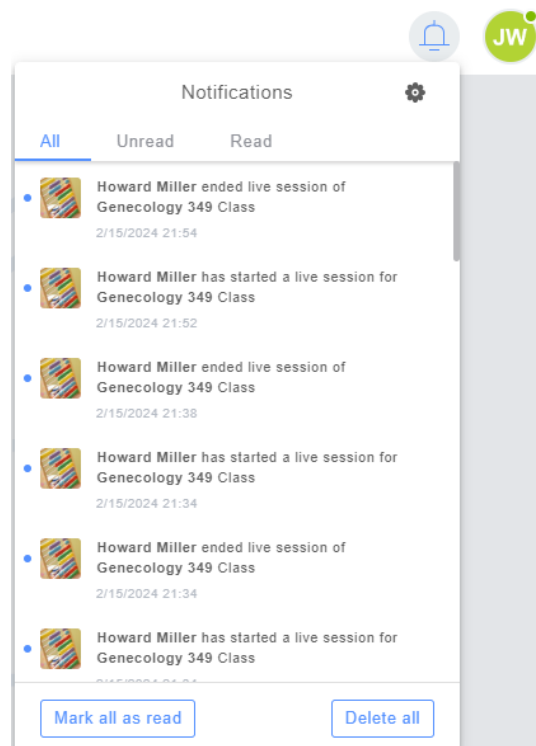
Rainbow Classroom users are alerted about different activities with the help of notifications. These notifications are displayed in the top right corner of the web interface for all the screens as highlighted below:



SCREENSHOT – Home Screen

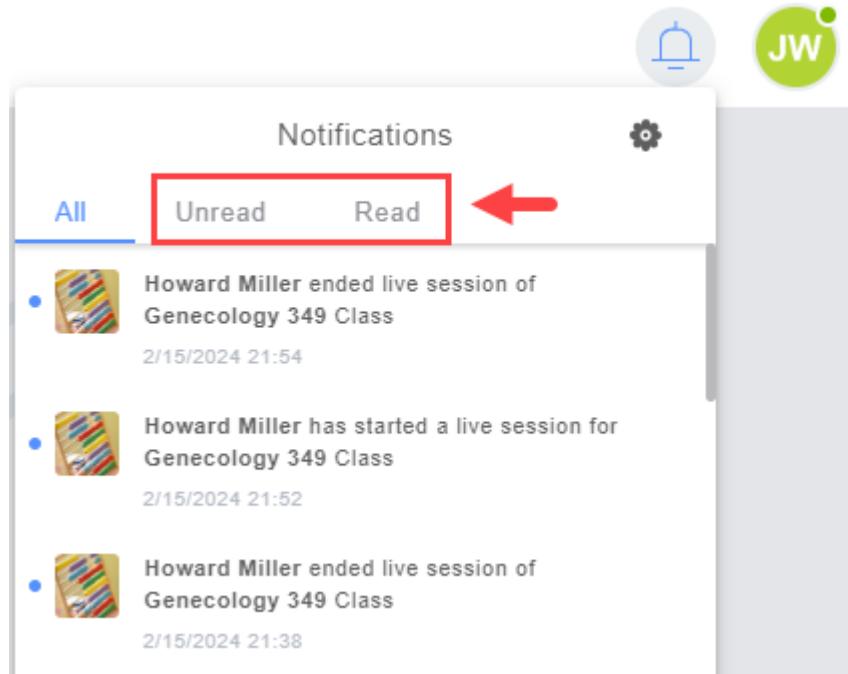
Notifications for activities like live sessions, whiteboard actions, notes sharing, meeting updated and classroom permissions are received through this feature.

In order to view notifications, click on the  icon and all the notifications received by the user are displayed:



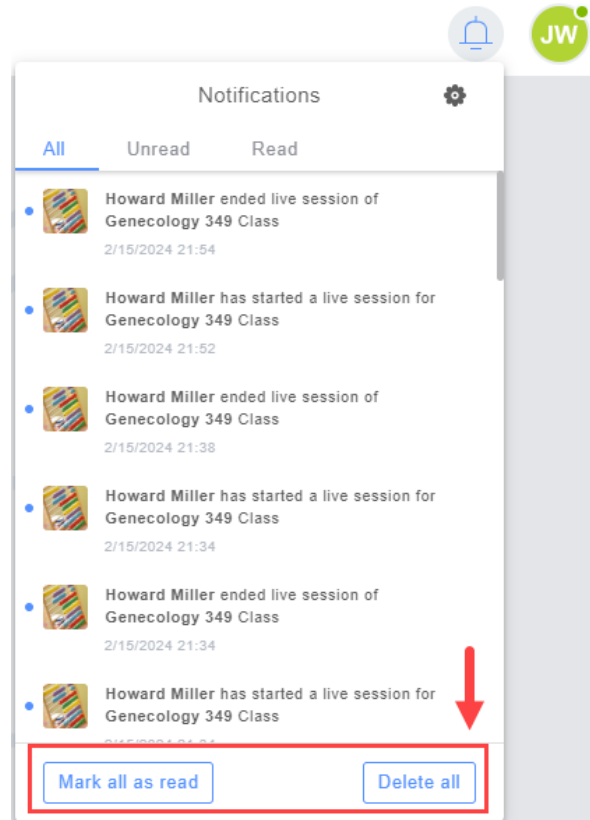
SCREENSHOT – Notifications

Click on the **Unread** option if you want to view the unread the notifications. Click on the **Read** option if you want to view the notifications that you have already read.



SCREENSHOT – Notifications

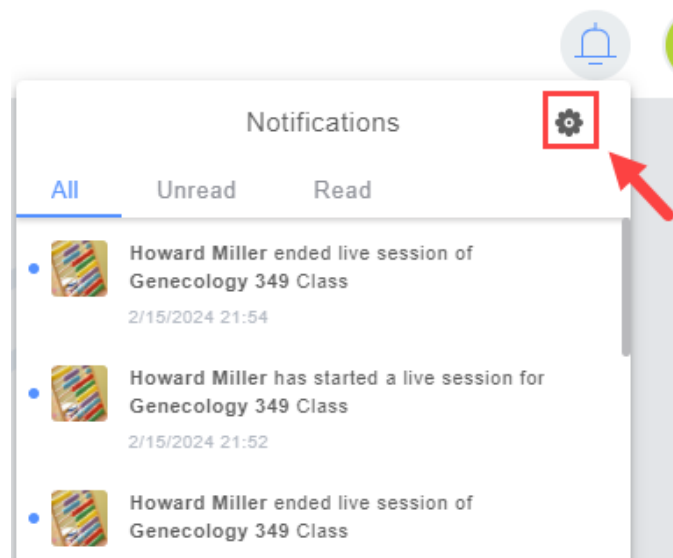
In order to remove the numbered marker from the notification icon, click on Mark all as read button. In order to delete all notifications, click on Delete All button as highlighted below:



SCREENSHOT – Notifications

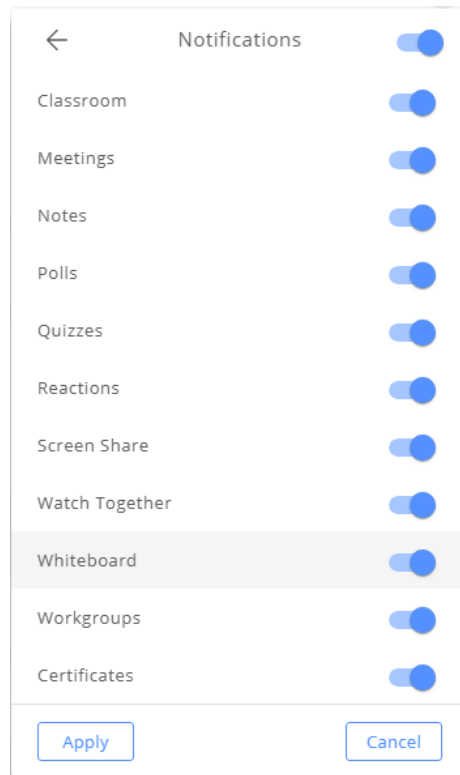
Clicking on any Notification will take the user to relevant section of Rainbow Classroom. E.g. if a user clicks on the notification about a live session being started in a particular classroom, clicking on the notification will navigate the user to the particular classroom.

In order to disable/enable notifications, click on the  icon as highlighted below:



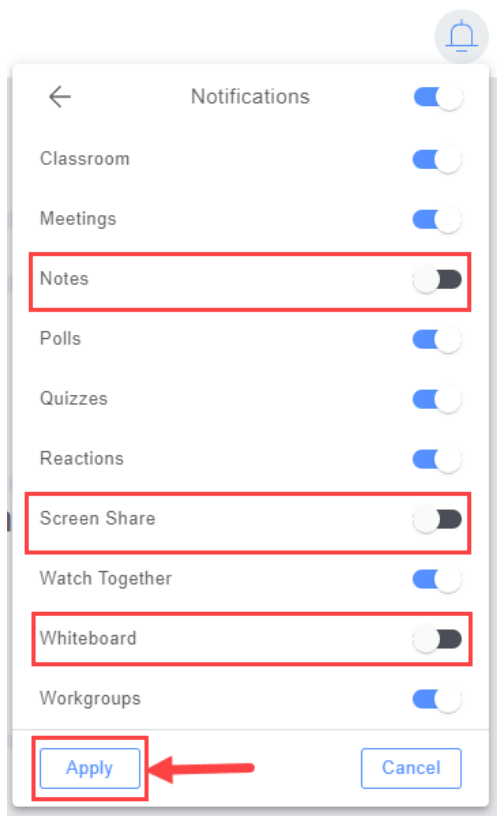
SCREENSHOT – Notifications

Following screen is displayed:



SCREENSHOT – Notifications

Notifications for all features of Rainbow Classroom are enabled by default but you can disable notifications for some features if you want to reduce the number of notifications you receive on daily basis. Simply click on the  icon displayed next to your required feature and it will be disabled. Once you have enabled/disabled notifications for your required features, click on Apply button as highlighted below:

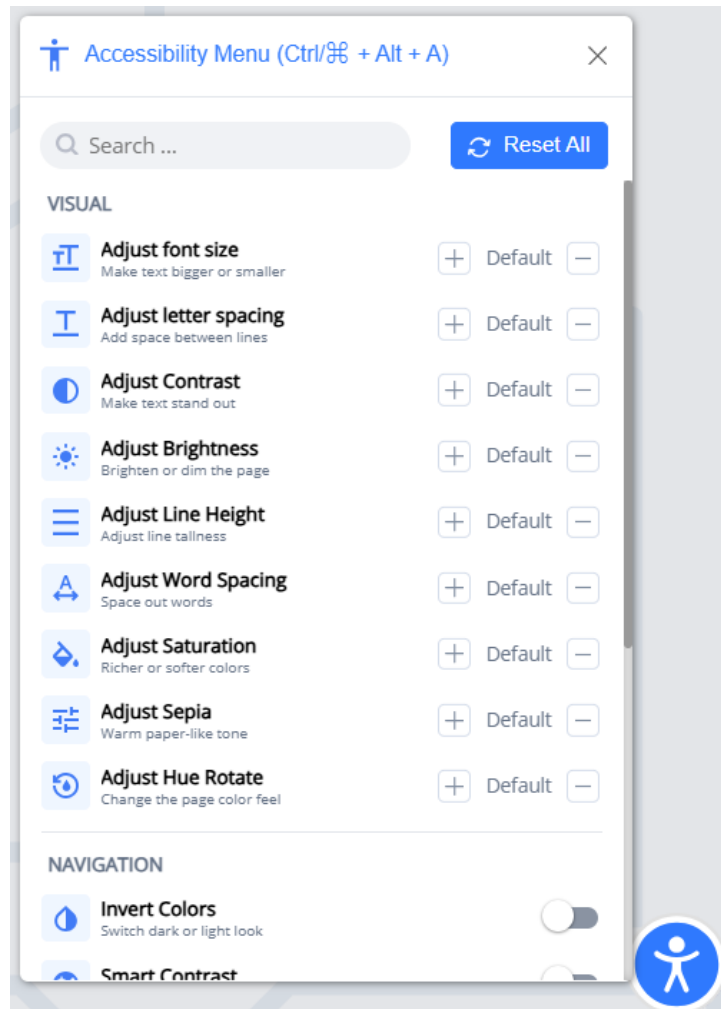


SCREENSHOT – Notifications

5.6 Accessibility Menu

Accessibility menu provides built-in support to enable a basic level of accessibility that the student can customize with very little work, by setting just a handful of properties. Once enabled, this menu is available throughout the

Rainbow Classroom application for students and is represented by  icon. Following menu appears when you click on  icon:

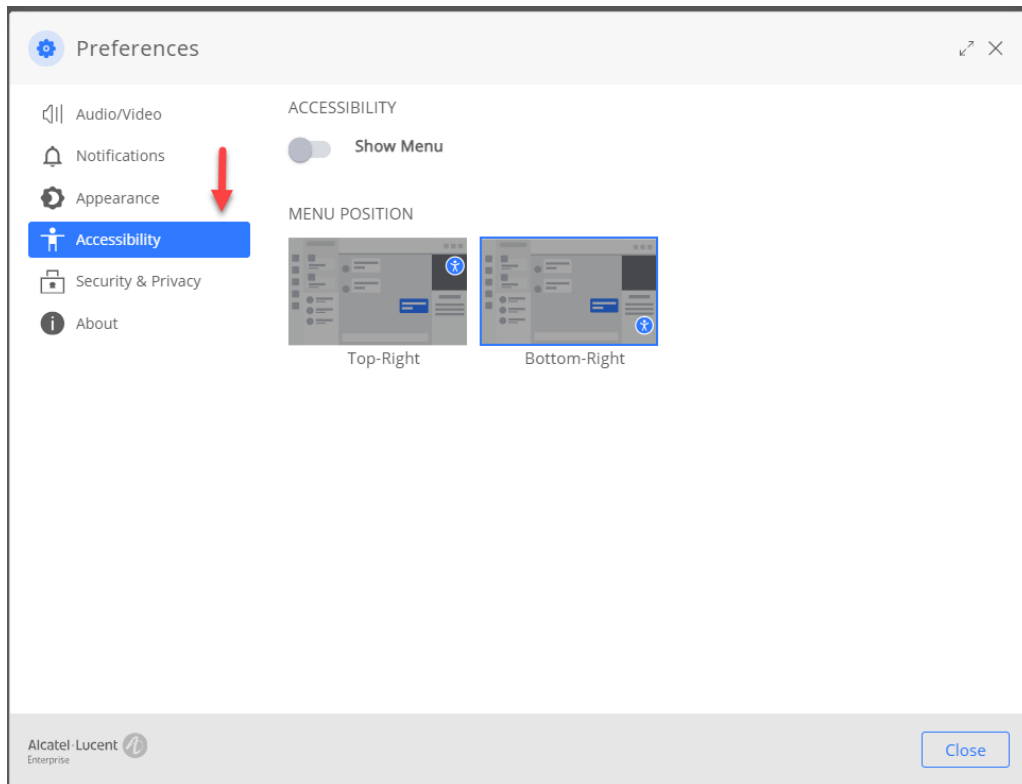


SCREENSHOT – Accessibility Menu

The student can customize the user experience for the entire Rainbow Classroom application by making necessary adjustments through this menu.

Note: The changes made by a student through accessibility menu will only be visible to that specific user and it will have no impact on the user interface of other users. Once a user has logged off from their account, all of their settings will be reverted to default and they will have to make those changes again from accessibility menu when the login to their account.

Note: By default, accessibility menu is hidden. A user can choose to hide accessibility menu or change its position on the screen from Preferences screen as shown below:



SCREENSHOT – Accessibility Options

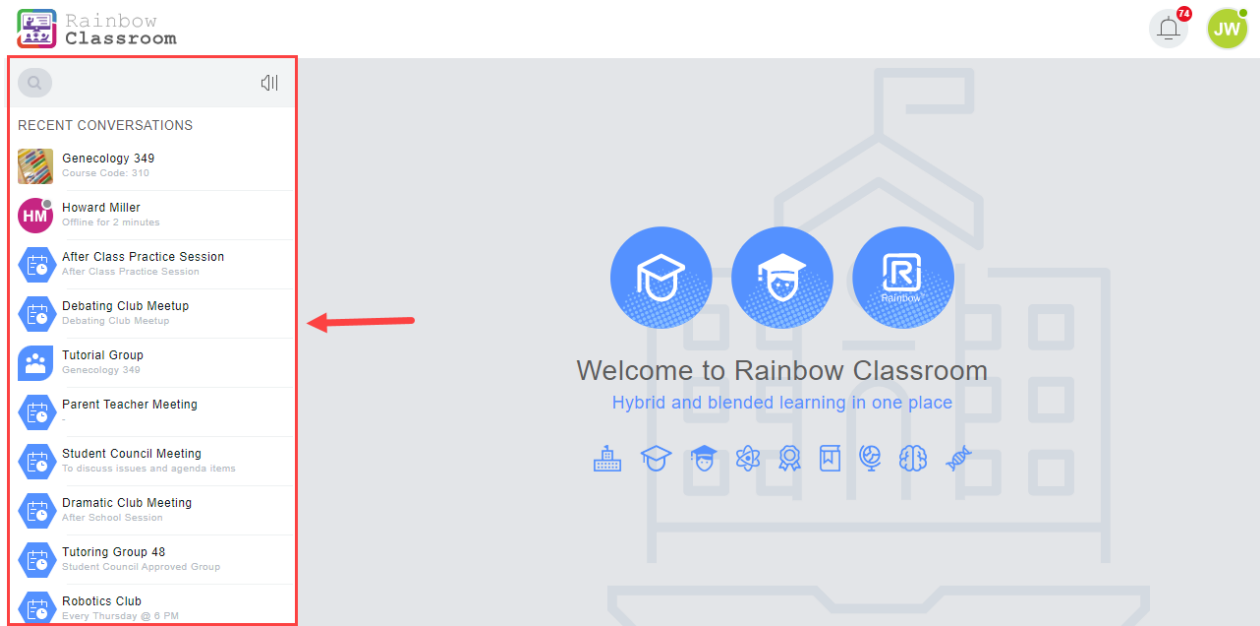
5.7 Recent Conversations

A left side panel is also available beside the side navigation bar that provides quick access to all the recent conversations conducted in classrooms, workgroups and meetings to the classmate. Click on the  icon available in the top left corner of the Home screen as shown below to quickly access conversations:



SCREENSHOT – Home Screen of Rainbow Classroom

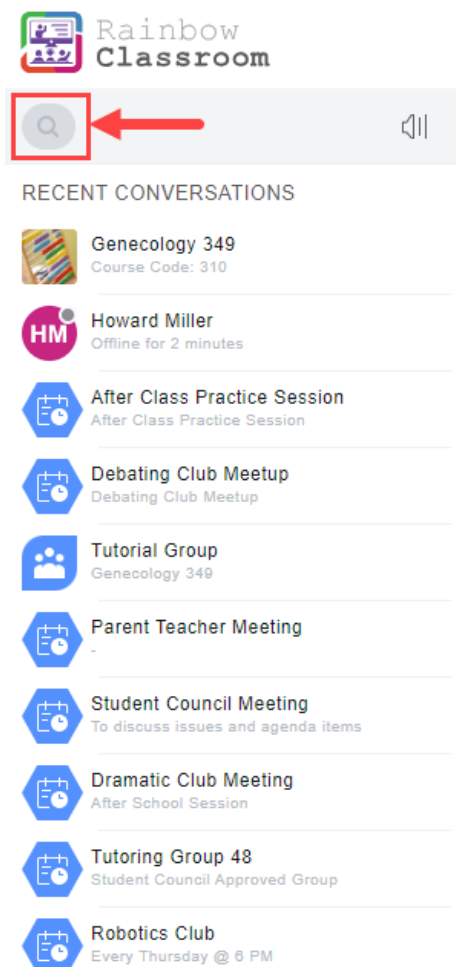
Once you click on the  icon, Recent Conversations panel is displayed as shown below:



SCREENSHOT – Recent Conversations Panel

5.7.1 Search in Recent Conversation

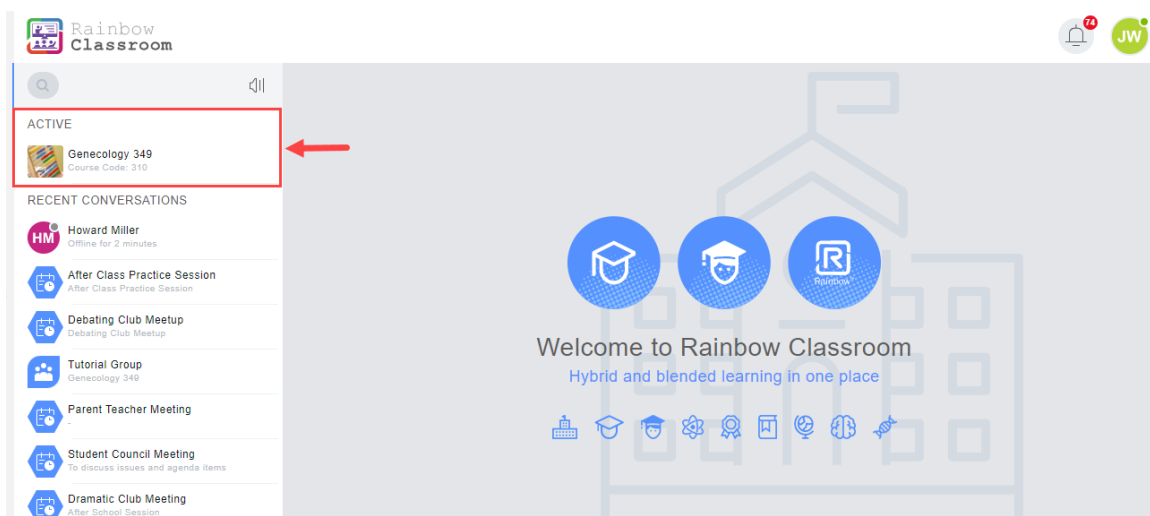
Rainbow Classroom also provides a search bar on the top of the left side panel to search for a particular entity.



SCREENSHOT – Left Side Panel of Rainbow Classroom

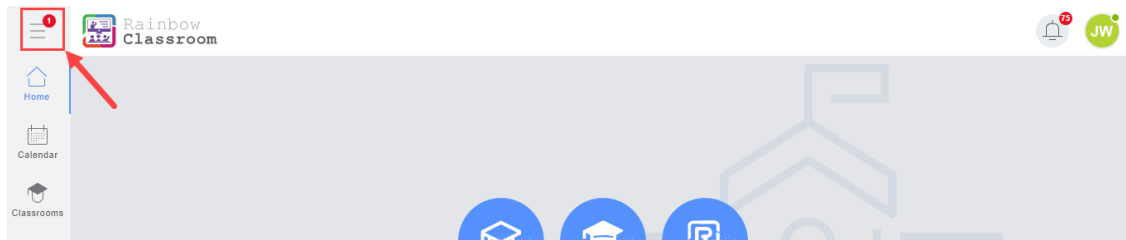
5.7.2 Active Sessions

If any of the hosts is conducting a live session in a classroom or meeting then the respective session will be displayed in a newly appeared 'Active' section on the left side panel, as shown below.



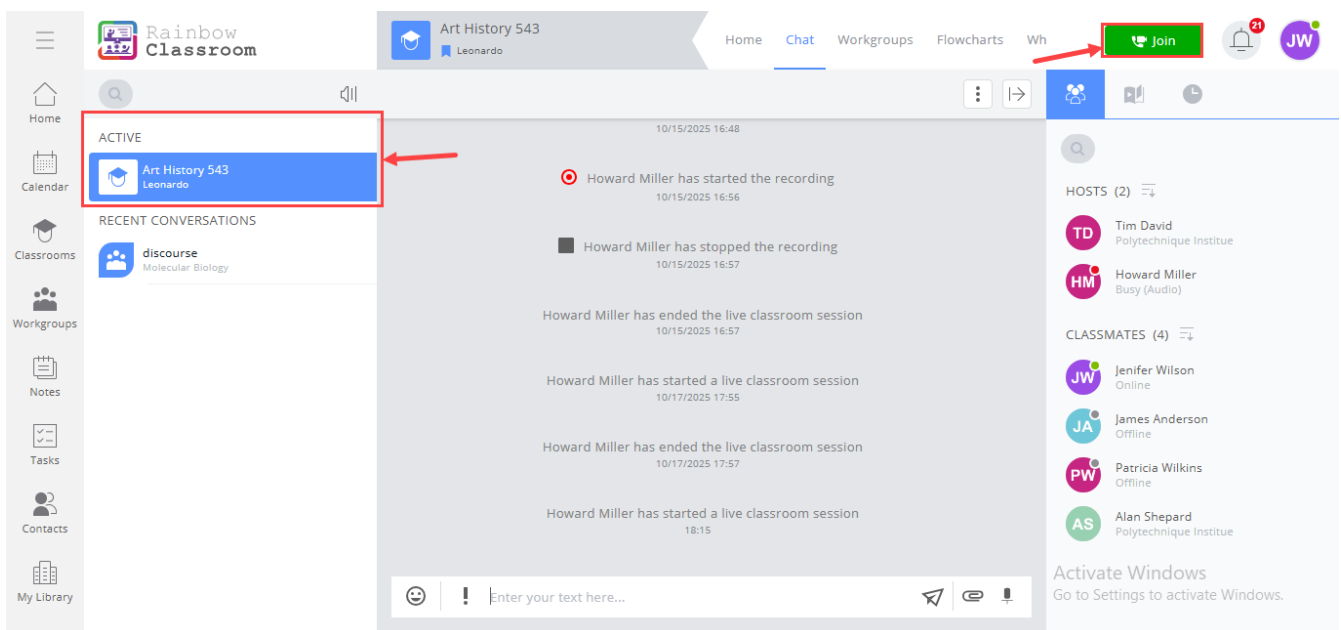
SCREENSHOT – Left Side Panel of Rainbow Classroom

If the left-hand menu is hidden then the classmate will be informed about the live session with the help of a notification in the top-left corner as highlighted below:



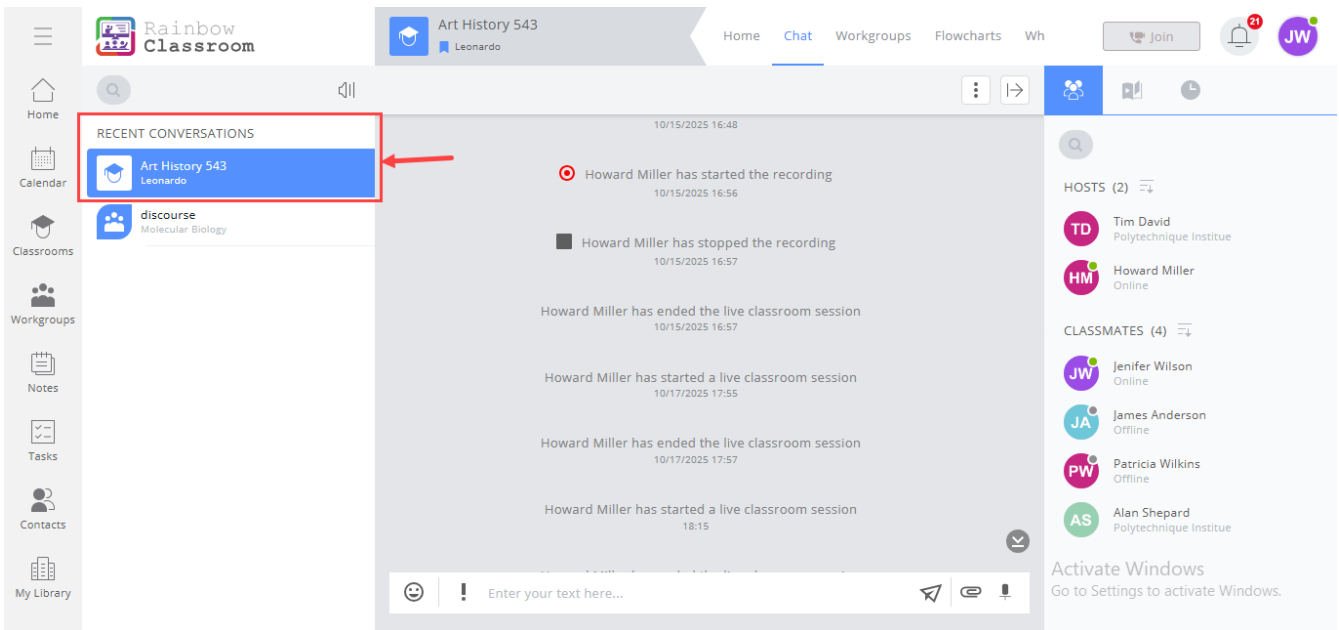
SCREENSHOT – Notification

Note: If you wish to join the live session conducted by any host, click on that particular live session and then click on the **Join** button, as shown below.



SCREENSHOT – Live session

As soon as the session will be ended by the respective host then that classroom or meeting will be moved back to its respective section, as shown below.

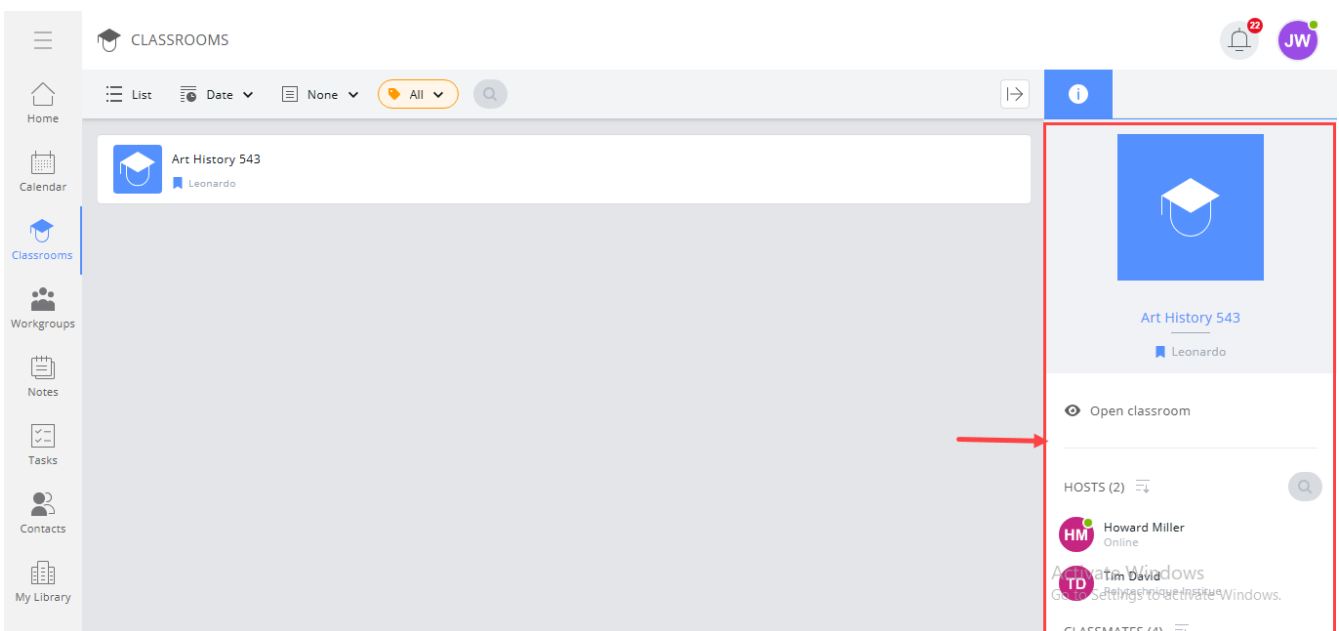


SCREENSHOT – Left Side Panel of Rainbow Classroom

Note: Please note that the 'Active' section will only appear if there's an ongoing session by the host, otherwise this section will not appear on the left side panel.

5.8 Classroom Details to see Enrolled Participants

The classmate can see all the enrolled hosts, classmates and guests in the respective classroom displayed on the right-side panel of the web interface, as shown below.



SCREENSHOT – Classroom details on right side panel

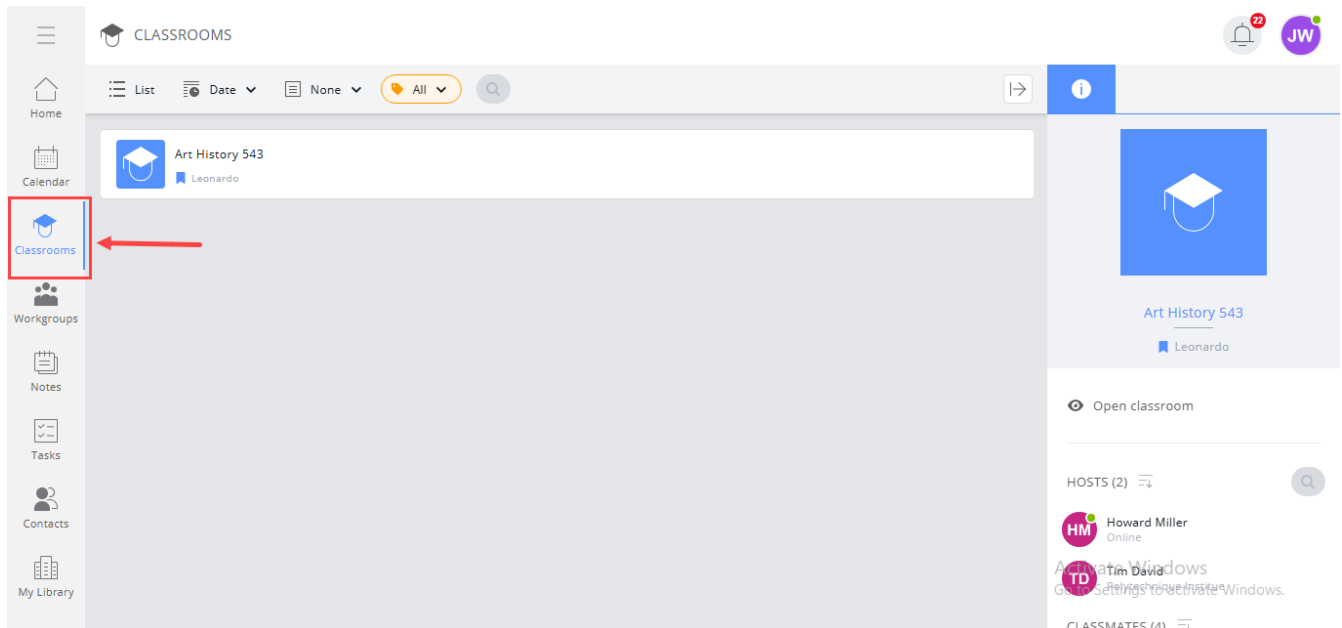
A search bar is also available on the top right of the 'Hosts' and 'Classmates' sections that allow you to quickly locate a participant in the respective classroom.

Note: The classmate can also start a one-to-one conversation with any of the participant available on the right side panel. By clicking on the respective user, a one to one conversation will be opened. For more details, please see the section titled '[One to One Conversation](#)'.

6 Getting Started with Classrooms

Rainbow Classroom provides a structure for its users to connect in a course specific space where the classrooms are available for their enrolled courses. The classmates, hosts and guests can interact in a classroom via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative live session.

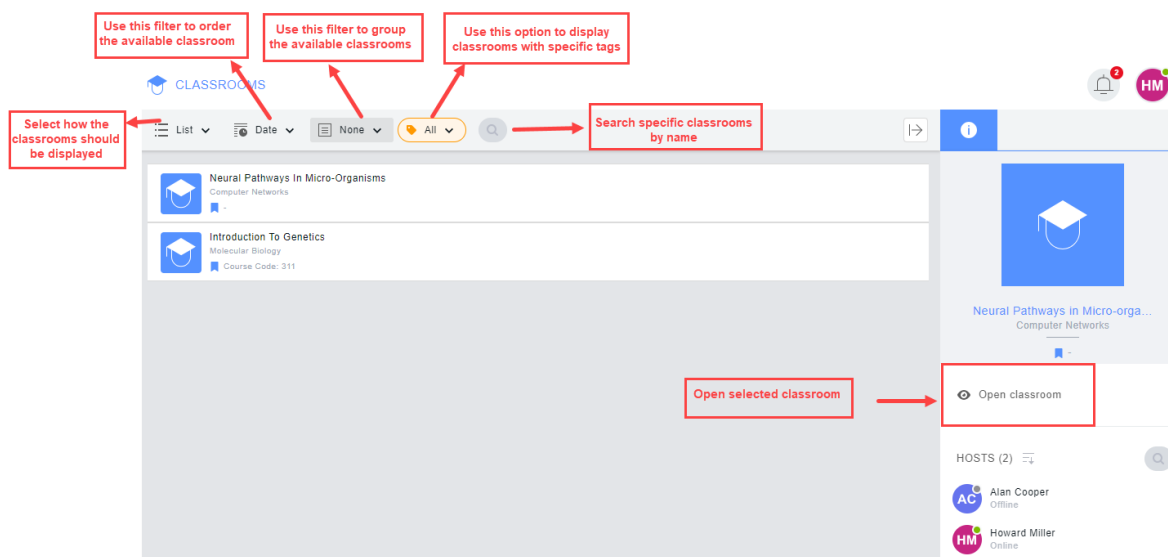
The classmate can view all the available classrooms associated with them by clicking on the **Classrooms** tab from the side navigation bar and the resultant screen will be presented to you, as shown below.



SCREENSHOT – Classrooms

This section facilitates the classmate to view enrolled participants as well as shared files in each classroom. The classmate can also open any available classroom in order to engage with the participants via text messaging and file sharing (if permissions are granted to you by the host).

The following is a graphical representation for you to understand the features available on the 'Classrooms' screen.

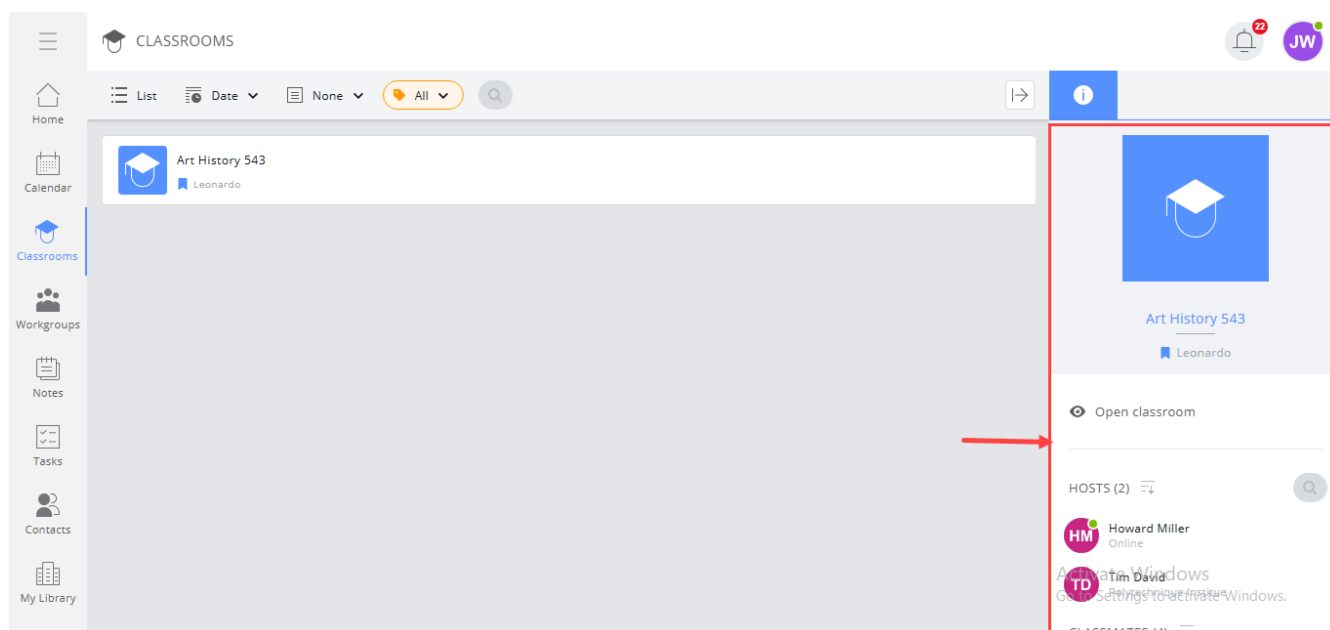


SCREENSHOT – Classrooms

The following are the details that describe the use of the features and S you can benefit from them.

Associated Classrooms with the Classmate – A list of all the classrooms associated with you are available on this screen. You can select a classroom to perform further operations such as to view the selected classroom details and to open that classroom.

To select a classroom, move the mouse pointer to the required classroom tile and click on it. A blue tick will be displayed on the selected classroom tile and its corresponding details will be presented to you on the right side panel, as shown below.

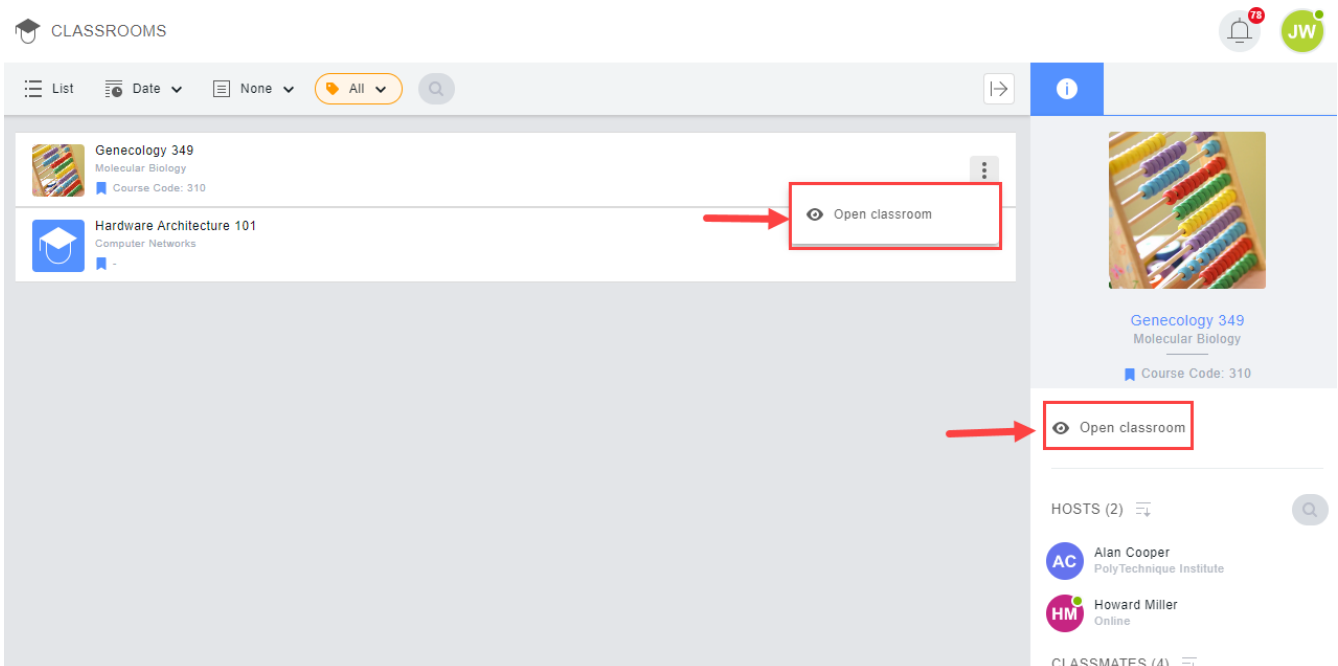


SCREENSHOT – Classrooms

The classmate can see classroom details including the enrolled hosts, classmates and guests from the right hand panel. A search bar is also available on the top right of each 'Host' and 'Classmates' section that allows you to quickly locate a particular participant in the respective classroom.

Note: The classmate can start one-to-one conversation with any of the participant available in the right side panel. By clicking on the respective user, a one to one conversation will be opened. For more details, please see the section titled '[One to One Conversation](#)'.

Open Classroom – The 'Open classroom' feature allows you to open a classroom in order to join a live classroom session if it is being conducted by the host or to engage with other participants via file sharing and text messaging. To do this, select a classroom that you want to open, and click on the 'Open classroom' button from the left side panel, as shown below:

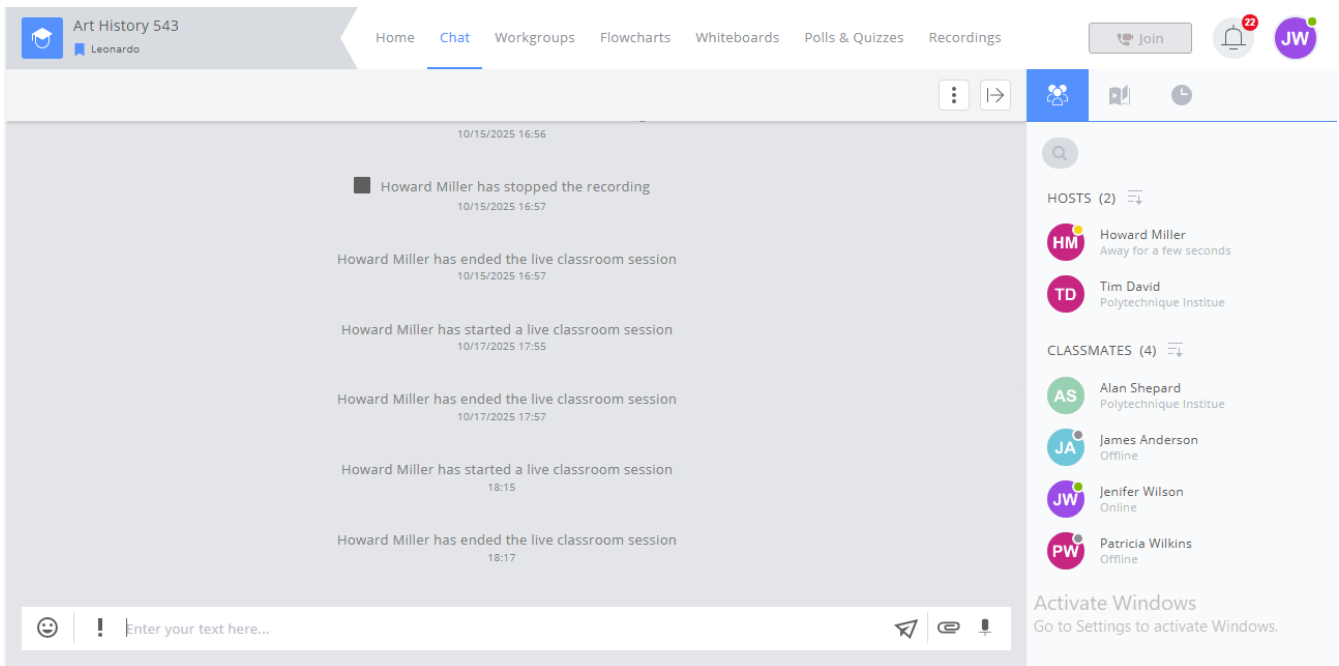


SCREENSHOT – Classrooms

6.1 Explore Classroom Features

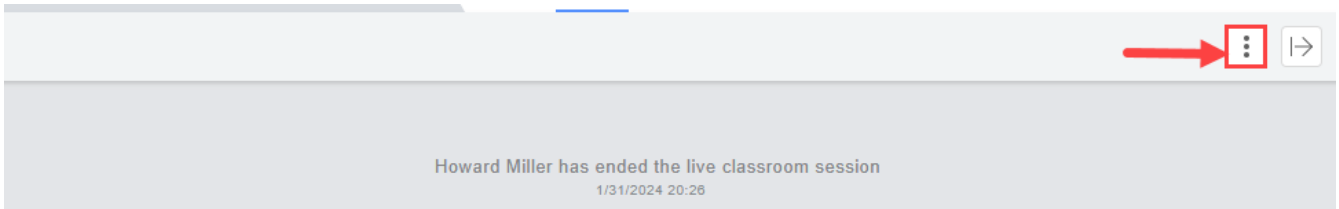
Rainbow Classroom has a rich set of features that build a realistic classroom environment to facilitate better interaction with its users. It provides a user-friendly experience that is similar to a traditional classroom, allowing users to continue learning in a virtual classroom environment.

Once you have opened a classroom, the following screen will be presented to you. This section describes all the classroom features that the classmate has in an online learning medium.



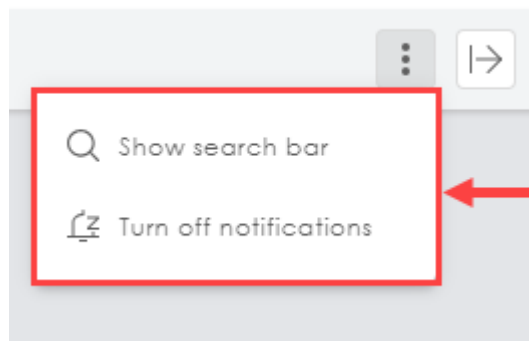
SCREENSHOT – Classroom

Note: If you want to search some specific messages in the conversation of classroom, click on the  icon highlighted below:



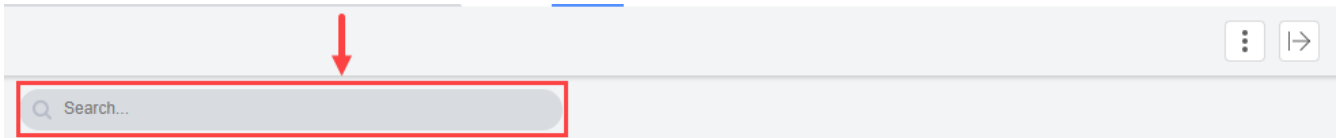
SCREENSHOT – Classroom

A drop-down menu is displayed as shown below. Click on the Show search bar option on the drop-down menu:



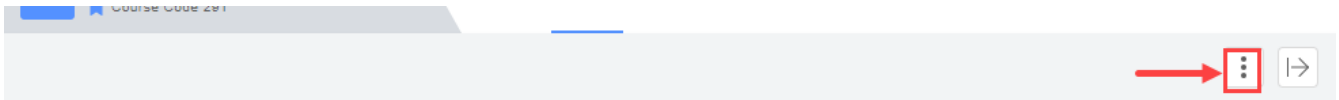
SCREENSHOT – Classroom

Search bar for classroom chat is displayed as shown below:



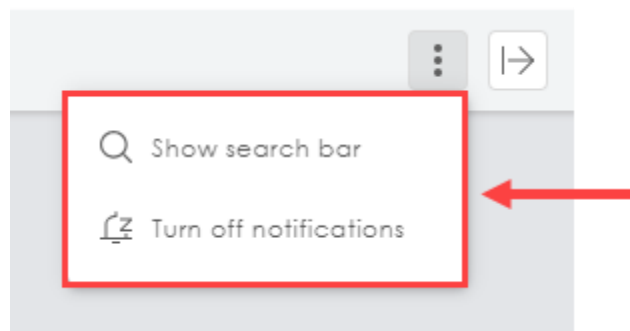
SCREENSHOT – Classroom

Note: If you want to turn off notifications for a particular classroom then click on the  icon highlighted below:



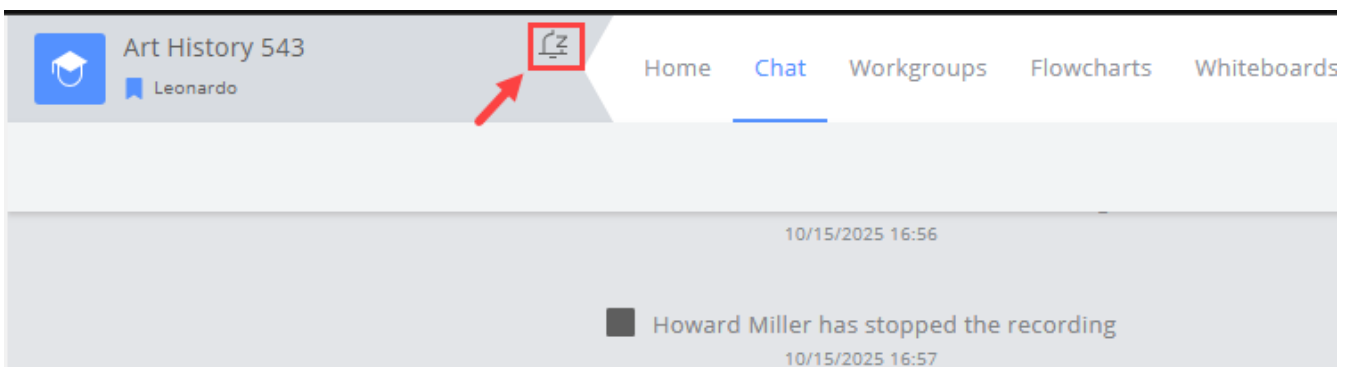
SCREENSHOT – Classroom

A drop-down menu is displayed as shown below. Click on the Turn Off notifications option on the drop-down menu:



SCREENSHOT – Classroom

Notifications for this particular classroom will not be received by the teacher. A snooze notification icon is also displayed next to the title of the classroom as highlighted below:

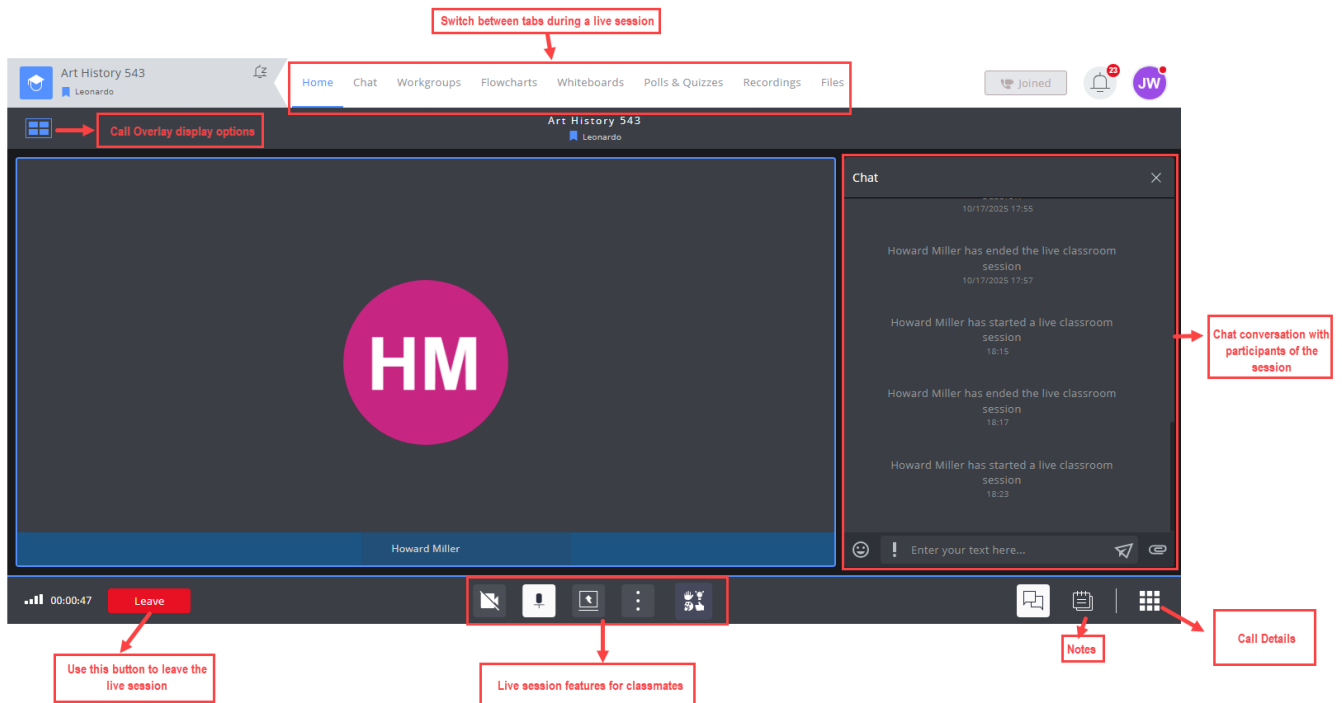


SCREENSHOT – Classroom

6.1.1 Joining a Live Classroom Session

The classmate can join a live session in the respective classroom if it is being conducted by the host by clicking on the **Join** button displayed on the above screen. Joining a live classroom session will allow the classmate to interact with the other participants via audio/video sharing, text messaging, file sharing and screen sharing. These classroom features will only be accessible to you if the host has provided you the permission to use these features during a live session. The following is a graphical representation of the live classroom environment.

Note: The **Join** button will only be enabled if there's an ongoing session in the respective classroom otherwise this button will be disabled.



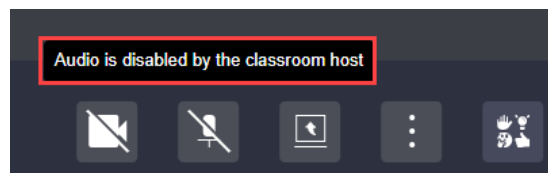
SCREENSHOT – Classroom

6.1.2 Live Session Features

During the live session, you can use the following classroom features to interact with the participants in the respective classroom.

IMPORTANT!! Please note that you can only use these features if the host has granted you permission. You will be notified also whether the host has enabled or disabled any feature for you during a live classroom session.

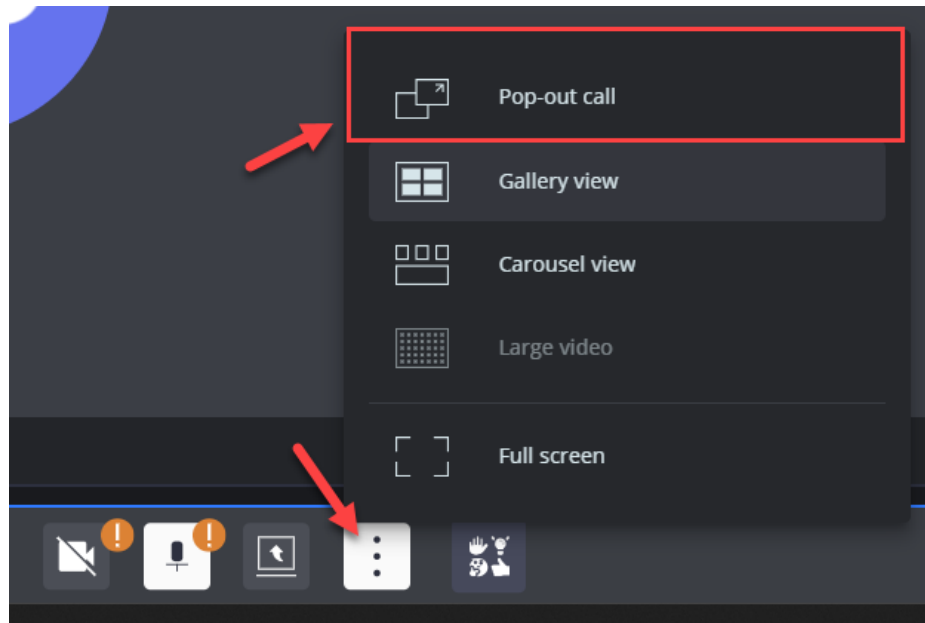
Note: The classmate can check the availability of a feature by hovering their mouse over a particular feature and in case that feature is disabled, a tool tip will appear as shown below.



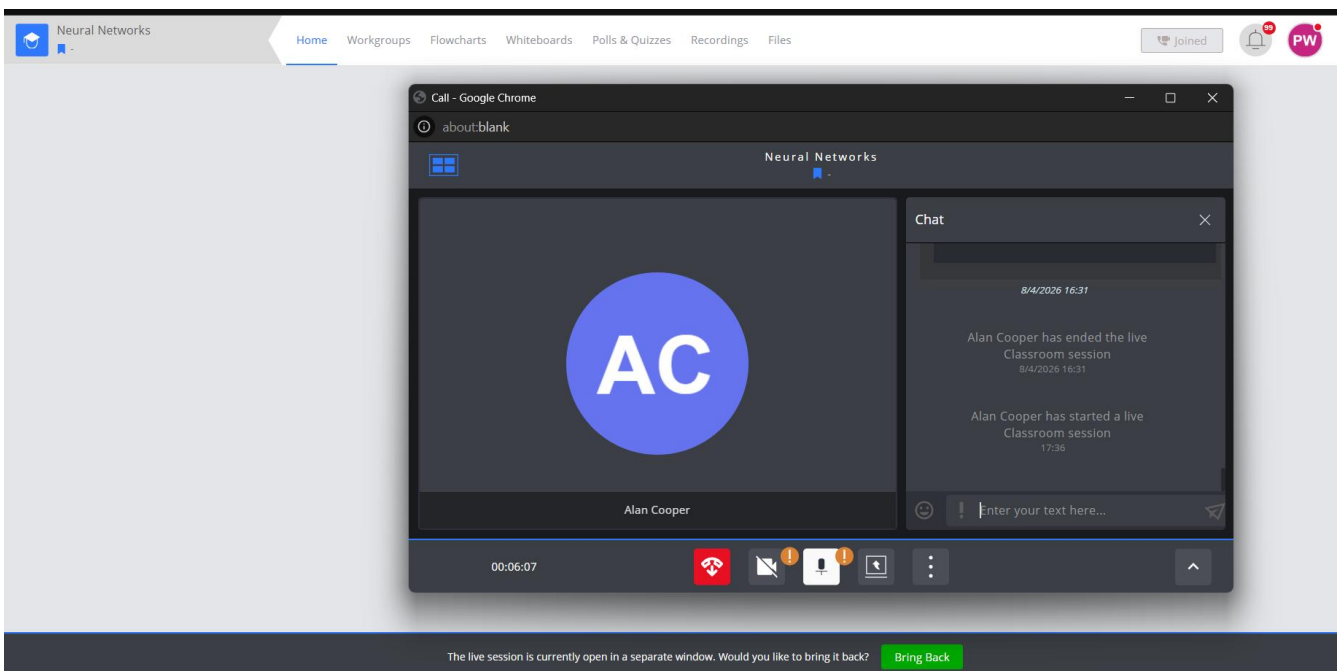
SCREENSHOT – Live session feature

- **Pop-out Call:** The feature enables participants to open the live classroom session in a separate, resizable window. This allows users to continue participating in the audio and video call while accessing other applications or navigating other areas of Rainbow Classroom without interrupting the ongoing session.

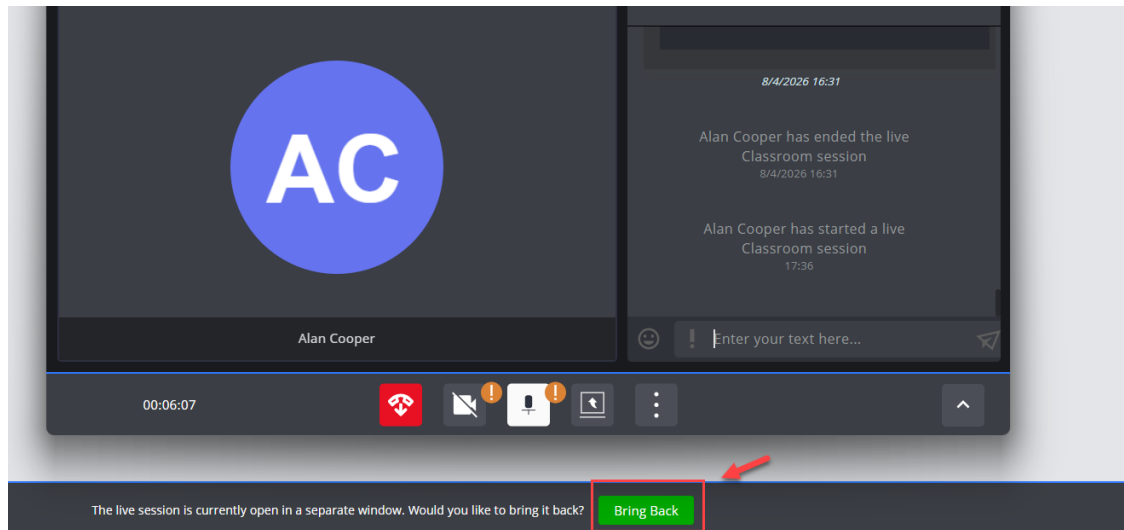
To open the live session in a separate window, click the **Pop-out Call** option by clicking on the Call options menu as highlighted below:



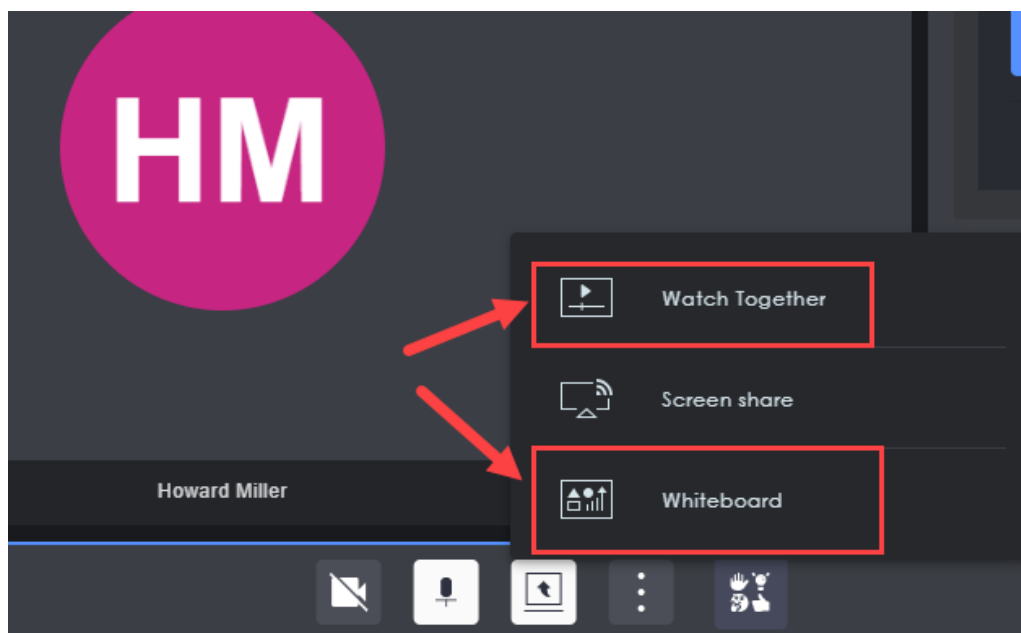
The live classroom session is displayed in a separate browser window, allowing it to be moved or resized as required.



After the live session is opened in a separate window, a notification is displayed on the main classroom screen indicating that the call is currently running in a separate window. The notification also provides a Return to Call option, allowing the participant to restore the live session to its original layout, as shown below



- **Share Video** – Use the **Share Video** button displayed at the bottom of the call overlay to share your real-time video with participants during the live session. To stop sharing the live video, click the respective button again.
- **Mute** – The classmate can mute/unmute their microphone by clicking on the mute icon displayed at the bottom of the call overlay.
- **Whiteboard & Watch Together** – If a host makes you a presenter during a live session then you can share a Whiteboard or share a Watch Together session with the participants in a live session, as shown in the below screenshot:

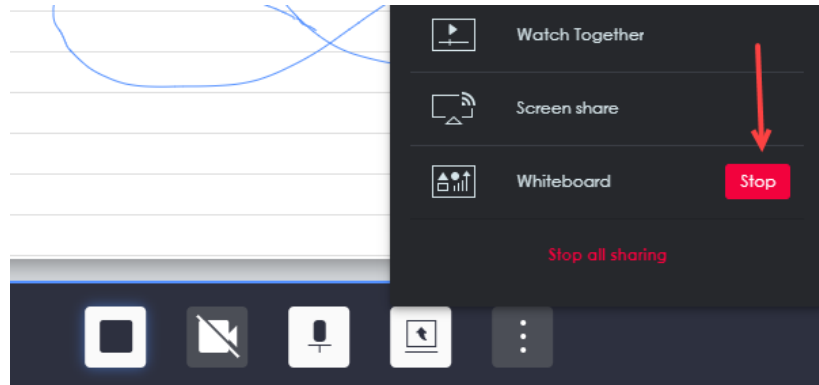


SCREENSHOT – Live Session

A participant can share an existing whiteboard with the participants or Start a new whiteboard to share with the participants.

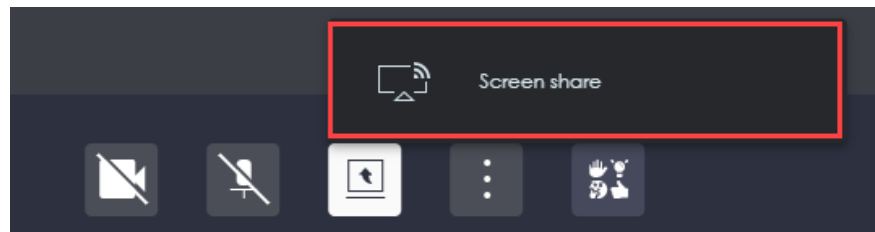
With Watch Together, you can share a YouTube or Vimeo video in a classroom that will be synchronized with the classroom's participants. The presenter who shares the video will have the video controls. It means that only you will be able to play, pause, rewind or fast forward the video, which will be synced with all of the participants present in the classroom. This allows them to have a co-viewing learning environment.

Use the **Stop** button displayed next to Whiteboard/Watch Together option to stop sharing the Whiteboard/Watch Together with the participants, as shown below.



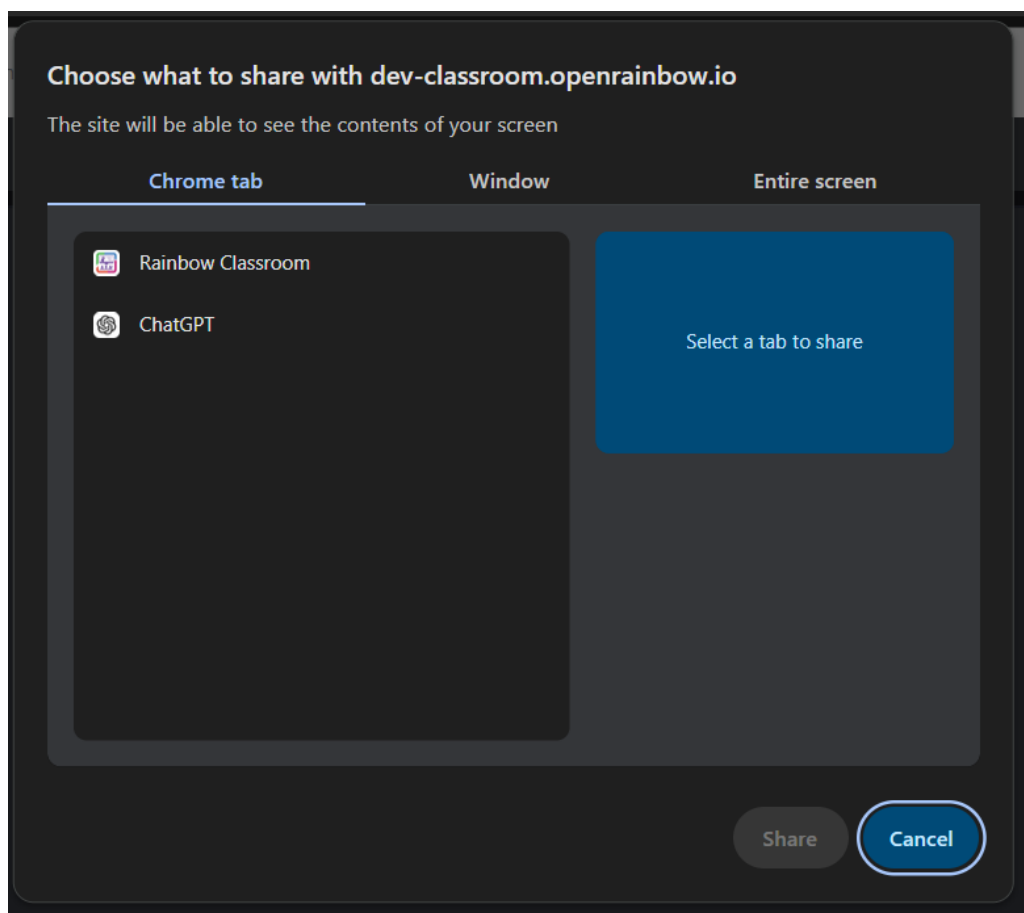
SCREENSHOT – Stop WhiteBoard Sharing

- **Screen share** – The classmate can share their screen with the participants in a live session, as shown in the below screenshot.



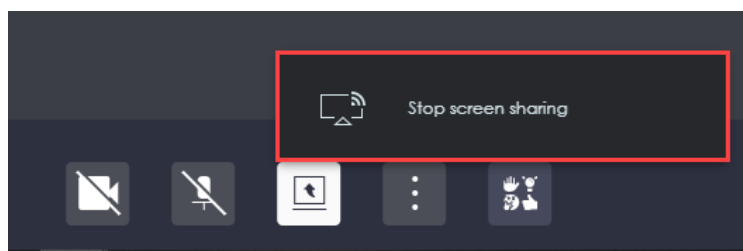
SCREENSHOT – Screen sharing

You will be presented with the following dialogue box that will allow you to choose between the screens options that you want to share. Select a tab i.e. Entire Screen, Window, Chrome Tab from the top of the screen and you will be presented with their respective screen options. Choose on the required screen and then click on the **Share** button, as shown below.



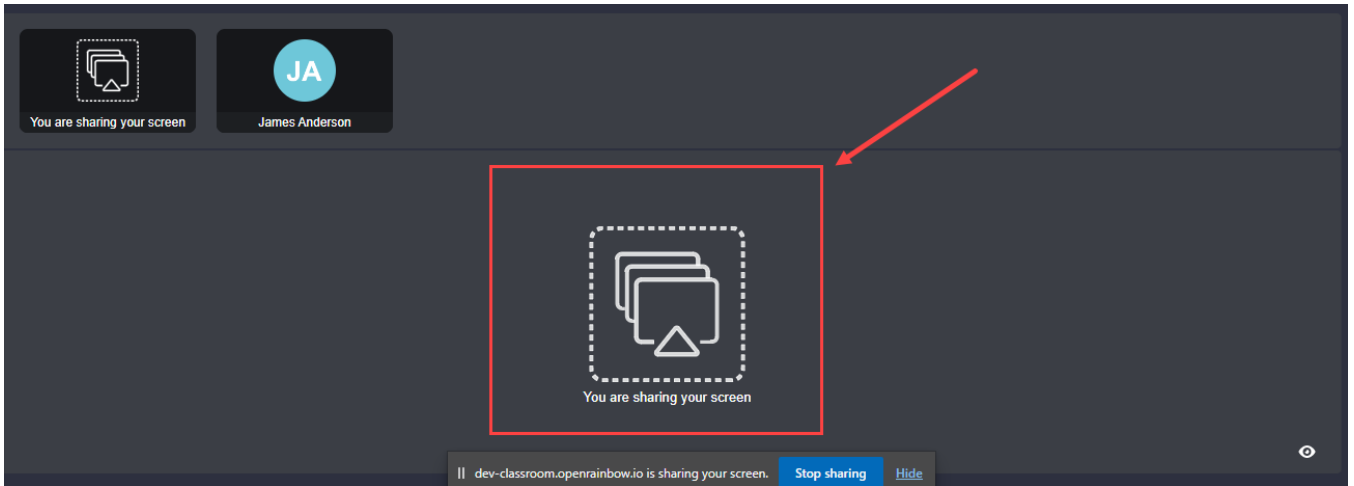
SCREENSHOT – Screen sharing

Your selected screen will be shared with the live session's participants. Use the **Screen Share** button at the bottom of the call overlay to stop sharing the screen with the participants, as shown below.



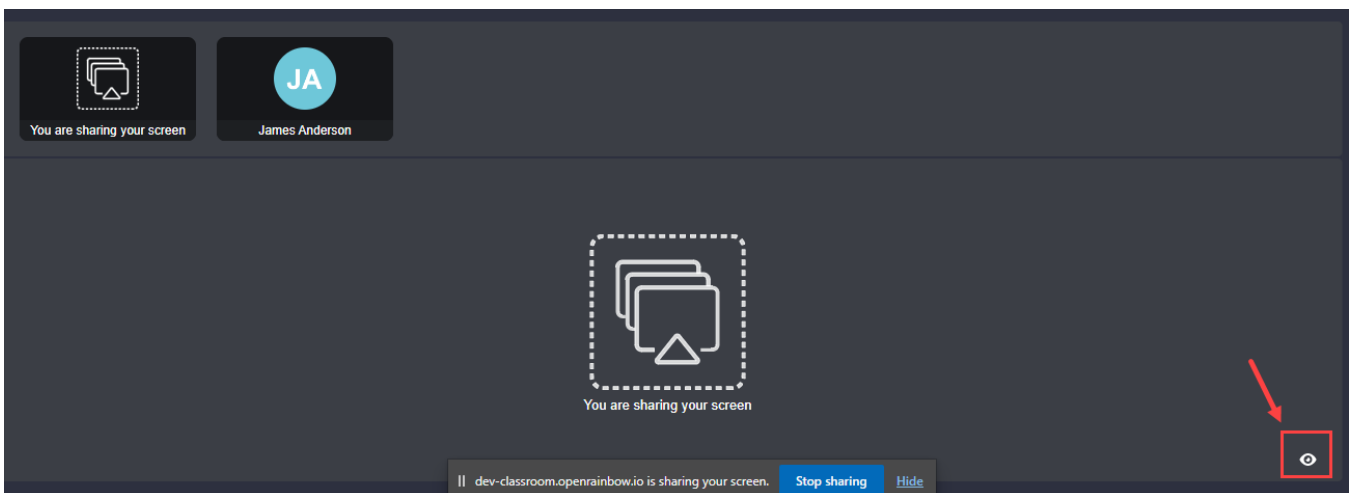
SCREENSHOT – Screen sharing

User who has shared their screen is displayed following animation:



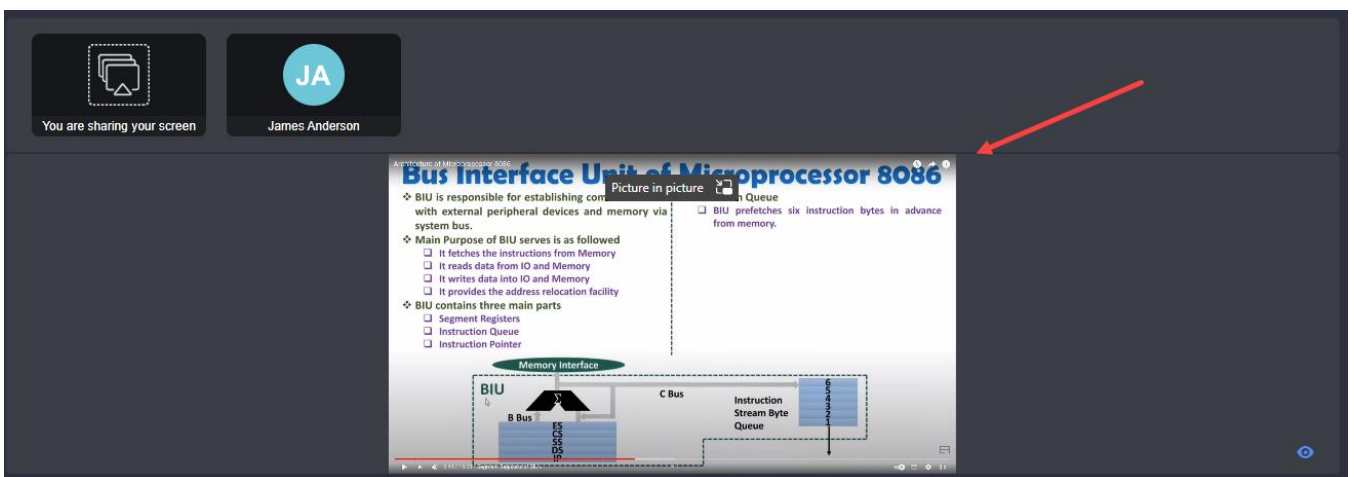
SCREENSHOT – Screen sharing

But they can have a preview of their shared screen by clicking on the  icon available in the bottom right corner as highlighted below:



SCREENSHOT – Screen sharing

Preview of shared screen is displayed as shown below:



SCREENSHOT – Screen sharing

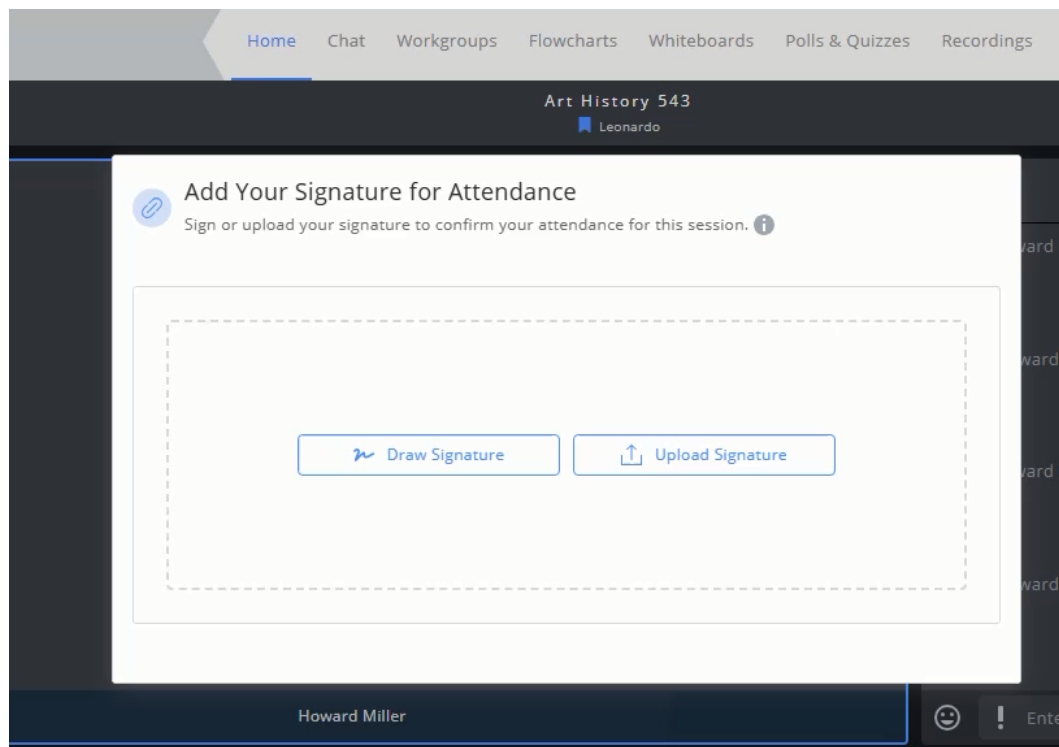
- **Reactions** – The classmates and guests can use different reactions in order to make the live session much more interactive. The hosts are immediately notified about your reaction.

Following reactions can be used by a student or guest:

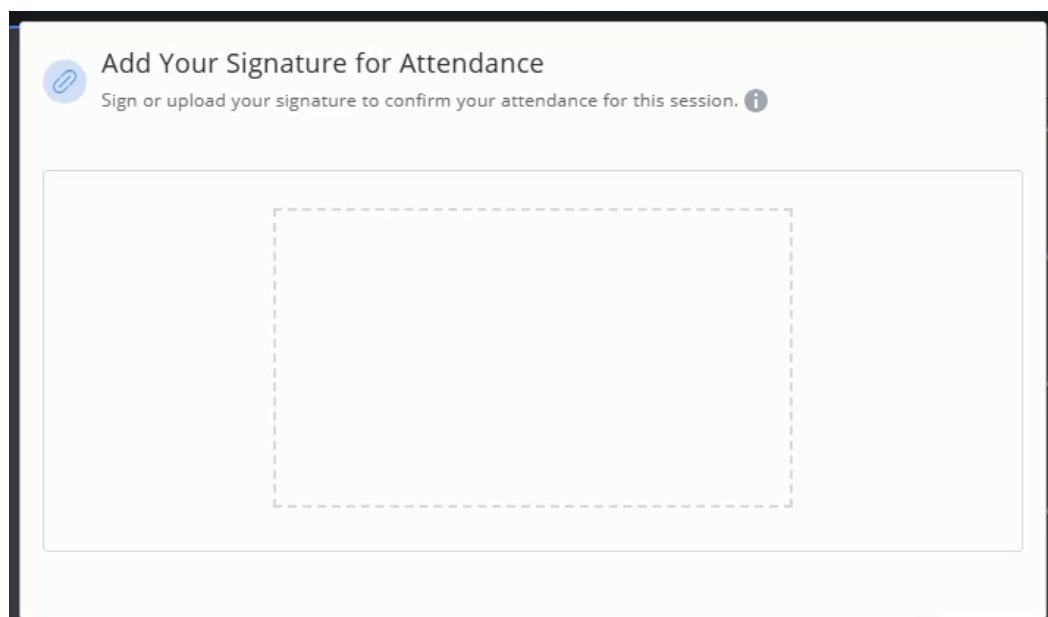
- Raise Hand
- Yes
- No
- Confused
- I Understand
- Celebrate
- Like
- Clock
- Request to Speak

Note: Participant of a live session can use same reaction multiple times and the Host of the live session will receive separate notification every time a participant uses a reaction. This is not applicable for Raise Hand reaction. It can only be used once and unless allowed again by the Host, a user cannot use this reaction again in that particular live session.

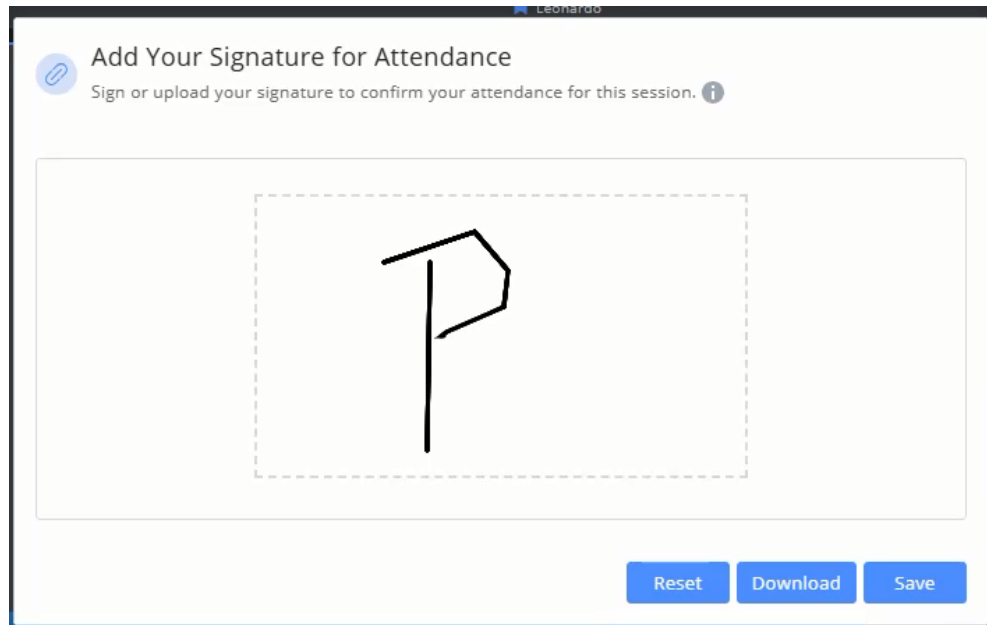
- **Leave** – Use the 'Leave' button displayed on the bottom of the call overlay in order to leave the respective live session.
- **Live Chat** – Participants of a live session can also engage in a live session of a classroom via text messaging and file sharing.
- **Notes** – Use the 'Notes' button to write down any important points that you might need after the live session ends. You can view, edit and delete your Notes within the live session and after the session from the Notes option available in the side panel. Please see [Notes](#) section for more details.
- **Sign Your Attendance** – If attendance certificates are enabled for an organization, the following screen is displayed on the live session interface when the host initiates the attendance process for participants.



The classmate can either upload a previously created signature or draw a new one. When Draw Signature is selected, the following screen is displayed:

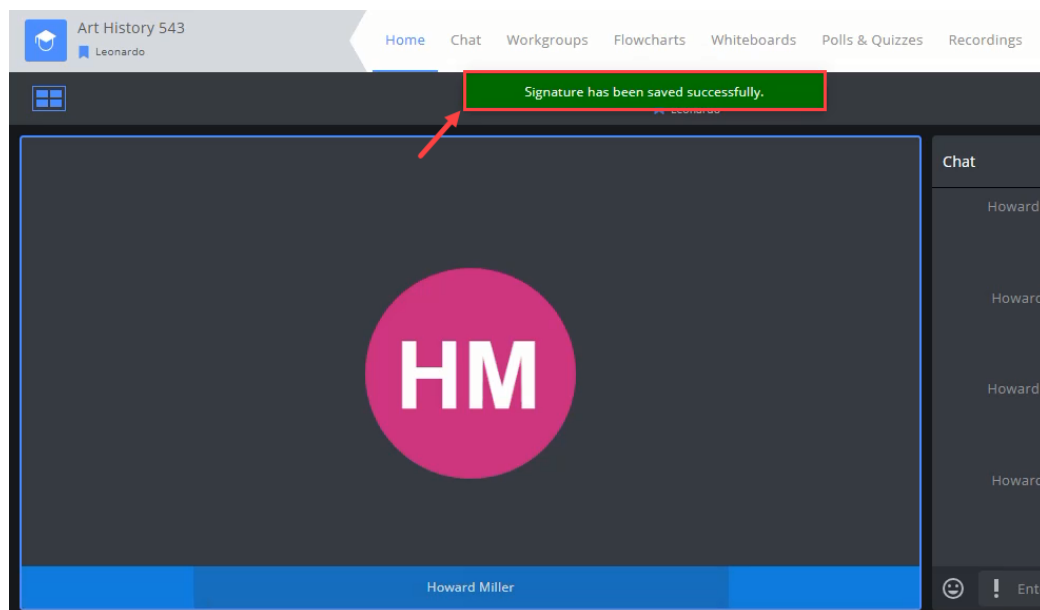


The classmate must draw their signature within the dotted rectangle.

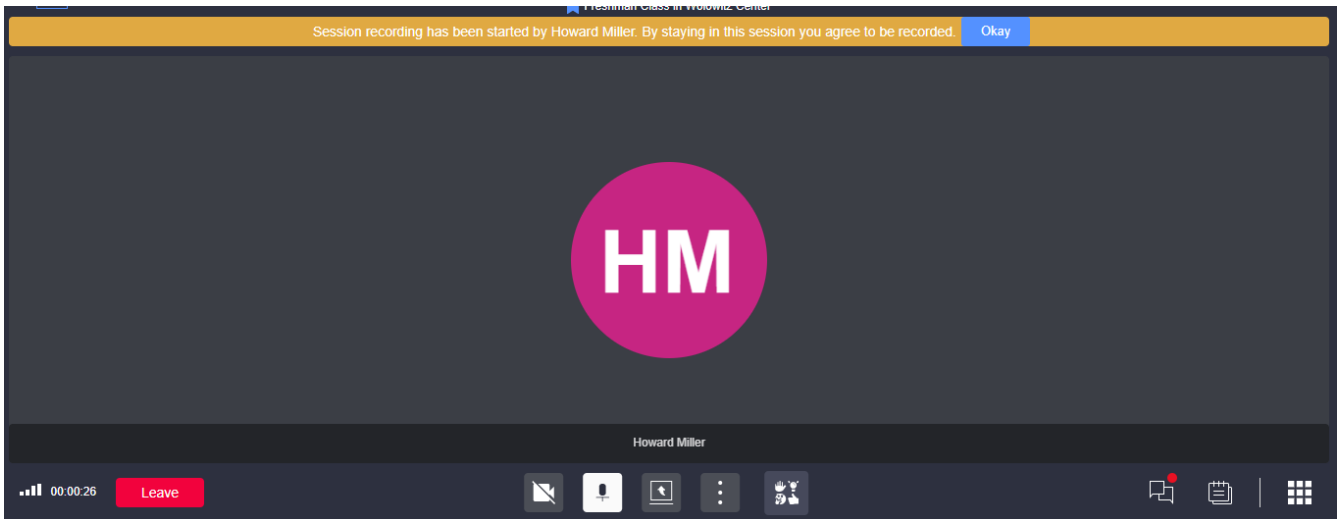


Following option are available to the classmate:

- **Reset** - Clears the drawing area, removing the existing signature.
- **Download** - Downloads the drawn signature for future use. The downloaded signature can later be uploaded as an image.
- **Save** - Saves the signature and marks attendance for the session with following success message:



Note: A host can start session recording based on their preference but a classmate is informed in Live session that session recording has been turned ON as shown below:



6.1.3 Call Overlay Display Options

Rainbow Classroom provides the following types of call overlay display options:

1. **Gallery View** – By default, the call overlay is displayed in a gallery view in which you can see up to twelve present participants at one time. The participants will be displayed in the small tiles that are scrollable on the call overlay as shown below:



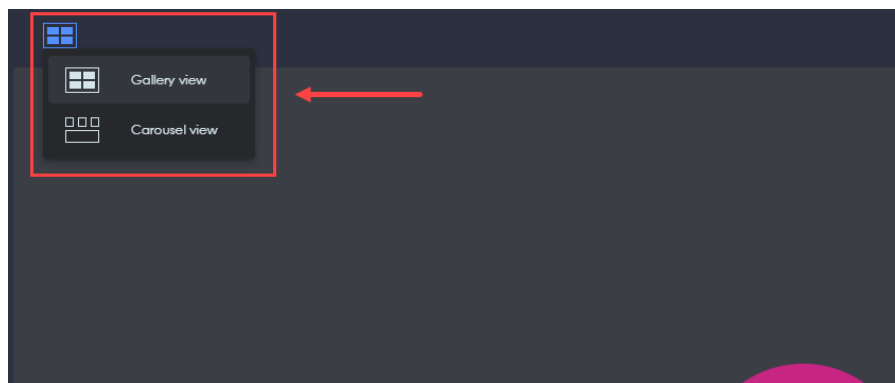
SCREENSHOT – Gallery View

2. **Carousel View** – This view displays up to 12 present participants at once at the top of the call overlay, as well as the person who is currently speaking. The participants will be displayed in the small tiles that are scrollable on the call overlay as shown below:



SCREENSHOT – Carousel View

Note: Gallery view and carousel view tabs are merged to show a single tab at a time. To switch to your desired call overlay display, click on the tab available in the top left corner and select your preferred overlay as shown below:



SCREENSHOT – Call Overlay Display Options

3. **Minimized View** – In this view, live call is displayed in a minimized overlay view as shown below:

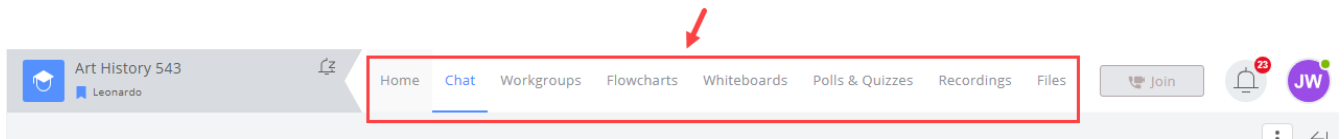


SCREENSHOT – Minimized View

6.1.4 Main Classroom Tabs

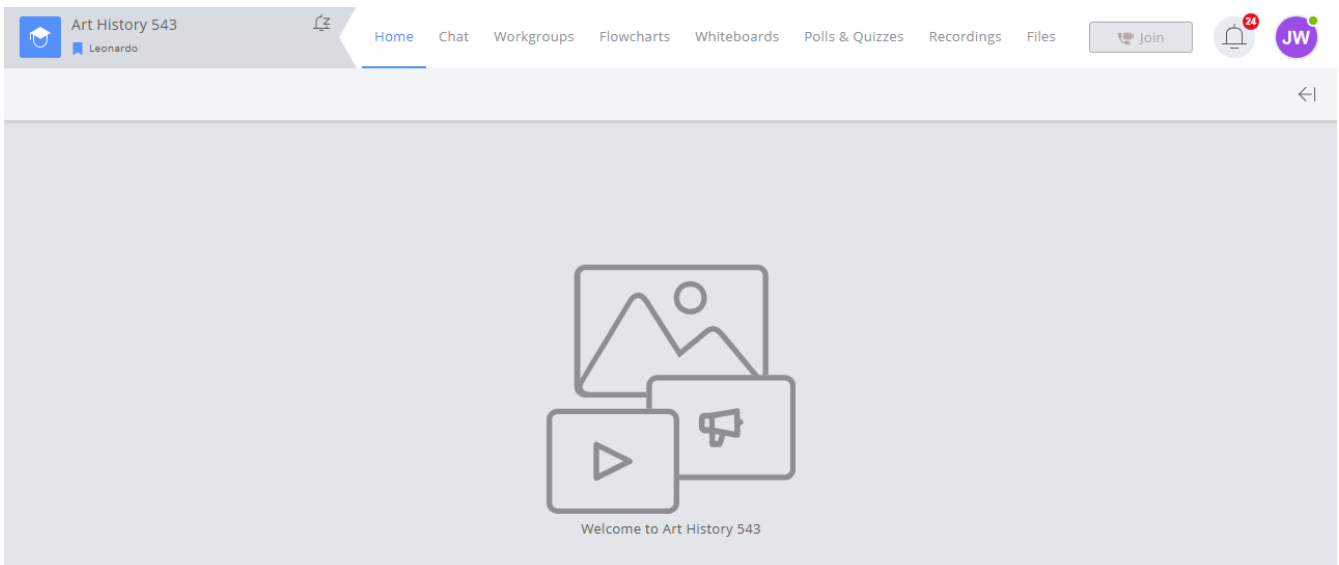
The following tabs are available in each classroom, the classmate can switch between them according to their requirements. These are the major classroom features that Rainbow Classroom provides to its users in order to maintain the quality of education in a virtual classroom environment.

Note: Please note that the classmate can use all of the main classroom tabs when there's no live session except the 'Live Session' tab which can only be used during a live classroom session.

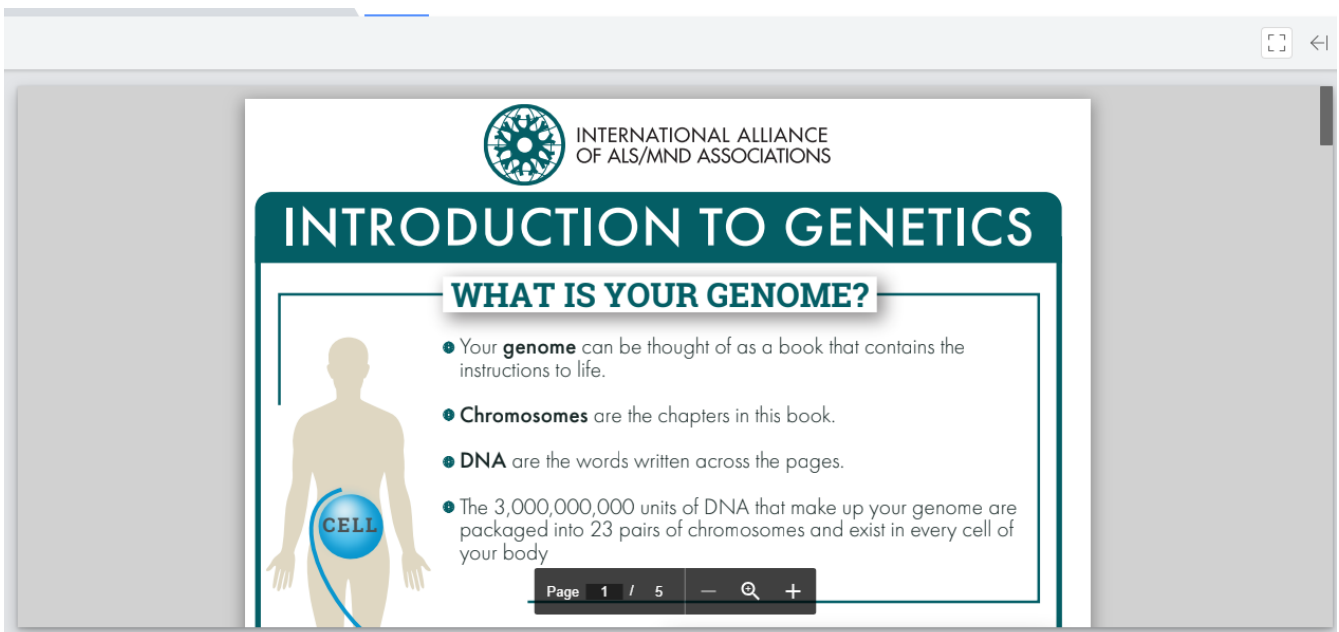


SCREENSHOT – Main Classroom Tabs

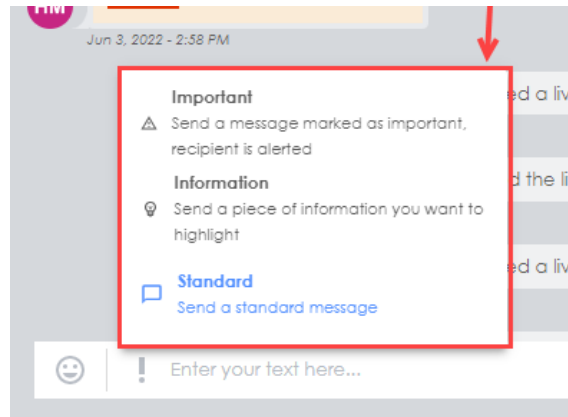
Home – Displays the call overlay, only if you have joined a live classroom session. In case of no live session, following screen is displayed:



If a Home screen content is set by the Host, then it is also displayed on this tab as shown below:

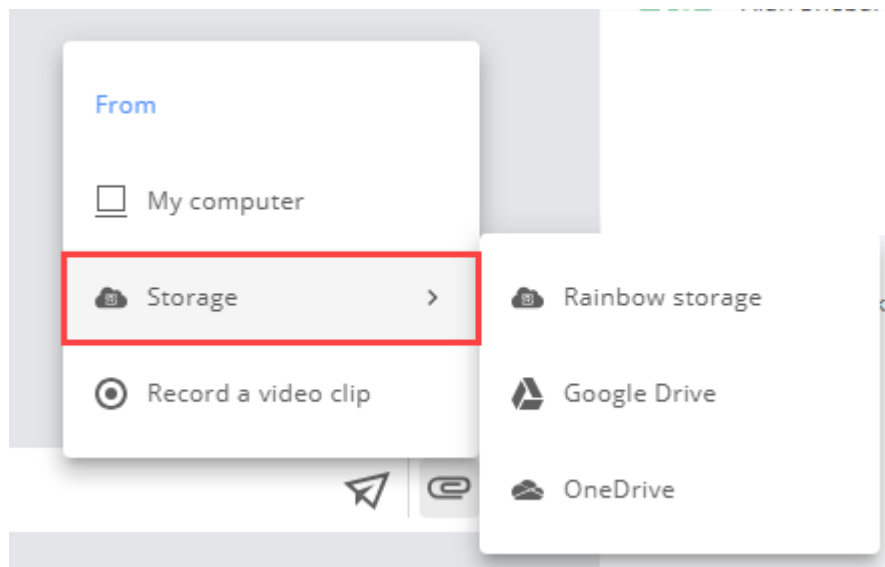


Chat – The classmate can switch to this tab to engage with the participants in the respective classroom via text messaging, voice notes, video clips and file sharing. Rainbow Classroom provides three different ways of sending a text message, as displayed below. Choose the required way according to your requirement.



SCREENSHOT – Chat

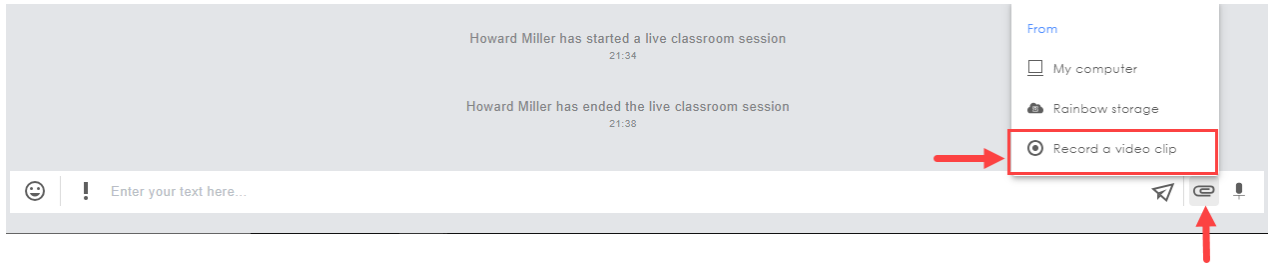
You can also send any type of files in a classroom by clicking on the **Attachment** button displayed at the bottom of the chat box. The files can be uploaded directly from your computer by using My Computer option. The files can be attached from your virtual storage devices such as Rainbow Storage, Google Drive or One Drive.



Note: Files from the Rainbow storage includes the shared files that you have already sent in a classroom or uploaded using the upload button on the files page.

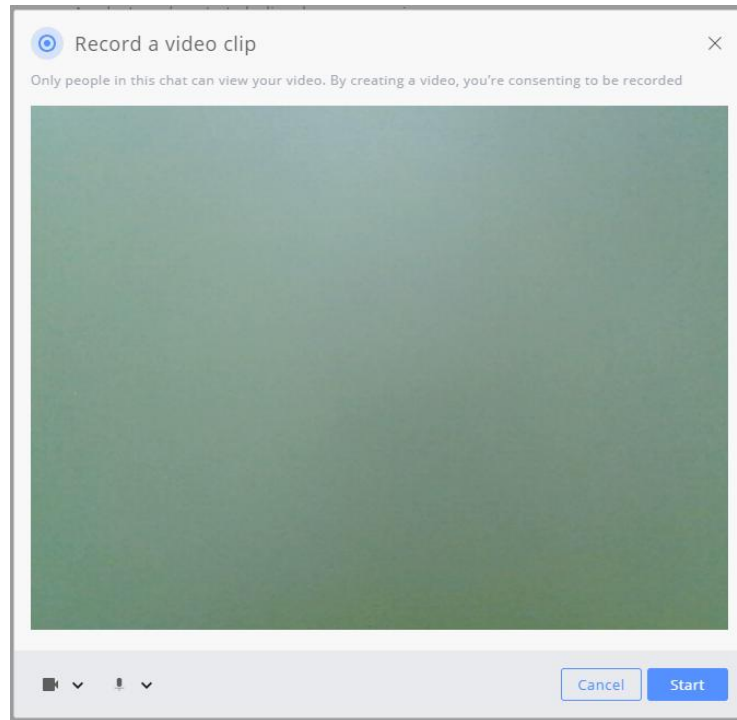
Note: Credentials and necessary permission rights have to be provided to access files from Google Drive and One Drive.

In order to send a video recording in chat, click on the icon **Attachment** button and then click on **Record a video clip** option as shown below:



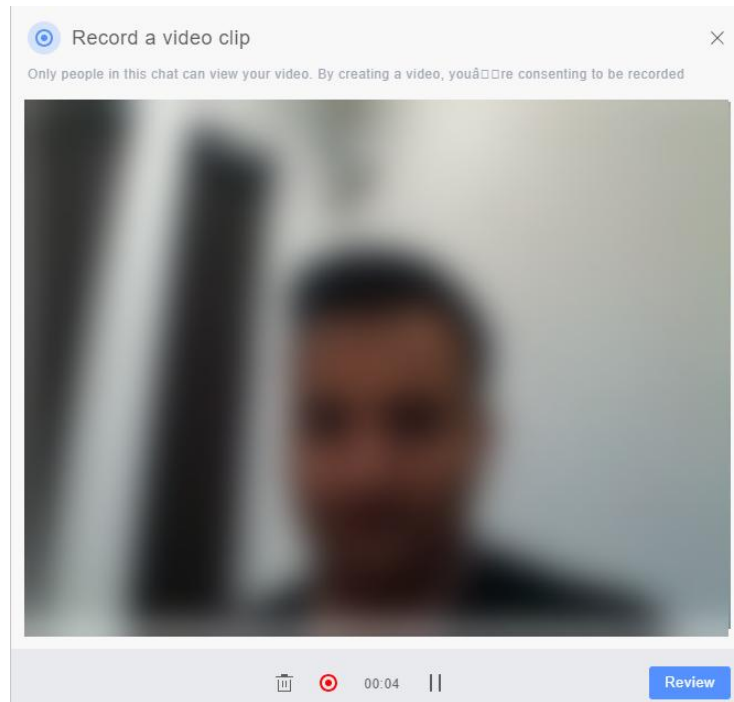
SCREENSHOT – Chat

Following screen is displayed:



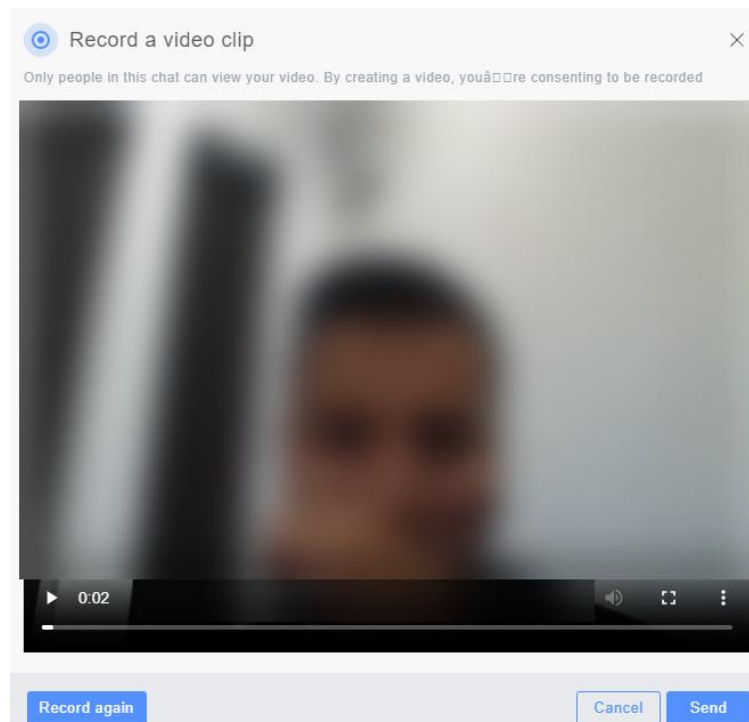
SCREENSHOT – Record a Video Clip

You can select audio and video devices of your choices from the relevant buttons. Once you are ready to record the video clip, click on Start button. Controls on the bottom of the screen changes once recording is started as shown below:



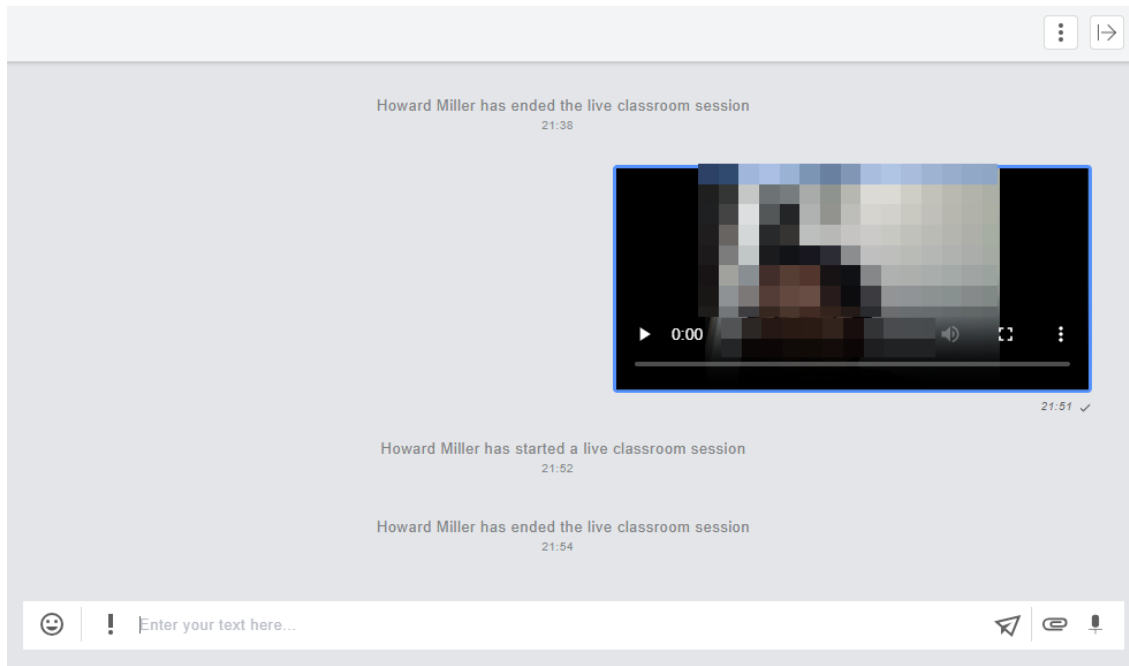
SCREENSHOT – Record a Video Clip

You can either Pause recording or delete the clip by using the relevant buttons. Once you are done recording your video clip, click on Review button.



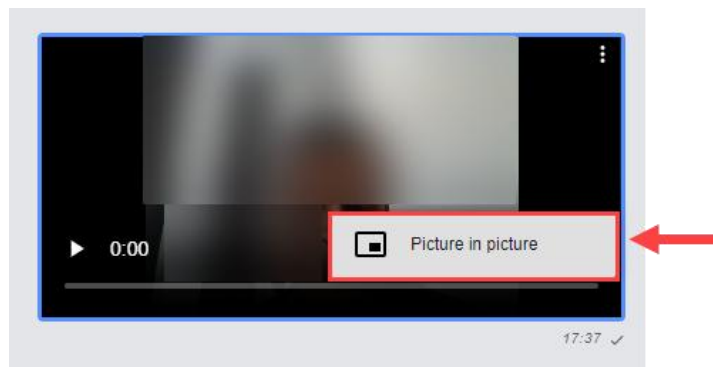
SCREENSHOT – Record a Video Clip

You can choose to record the clip again or send it in your chat by using the relevant buttons. In case you choose to record again, previous clip will be deleted. Once you send a recorded clip, it will be displayed in the chat as shown below:



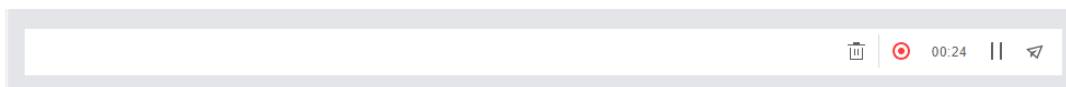
SCREENSHOT – Chat

Users can see the received clip in **picture in picture** view by clicking on the  icon available in the bottom right corner of the clip as shown below:



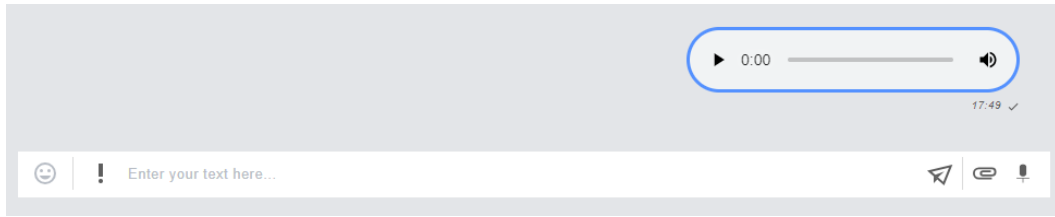
SCREENSHOT – Chat

If you intend to send a voice message in the chat, click on the  icon available in the bottom right corner of the chat box and the message box will be transformed as shown below:



SCREENSHOT – Voice Message Recording

You can pause the recording or delete it altogether by clicking on the relevant buttons. Click on Send Recording button in order to send your voice message to the chat. It will be displayed in the Chat as shown below:



SCREENSHOT – Voice Message in Chat

Note: A participant can directly paste Files and screenshots into chat.

Note: Classmates and guests can also delete the messages after sending in a conversation.

Workgroups – Switch to this tab in order to start a live session in any of the available workgroups created by the host. For more details, please see the section titled '[Workgroup for Participants](#)'. A classmate can also create a new workgroup if they have been provided the required permission.

Note: Please note that you cannot start or join a live workgroup session in case you are already engaged in another live session.

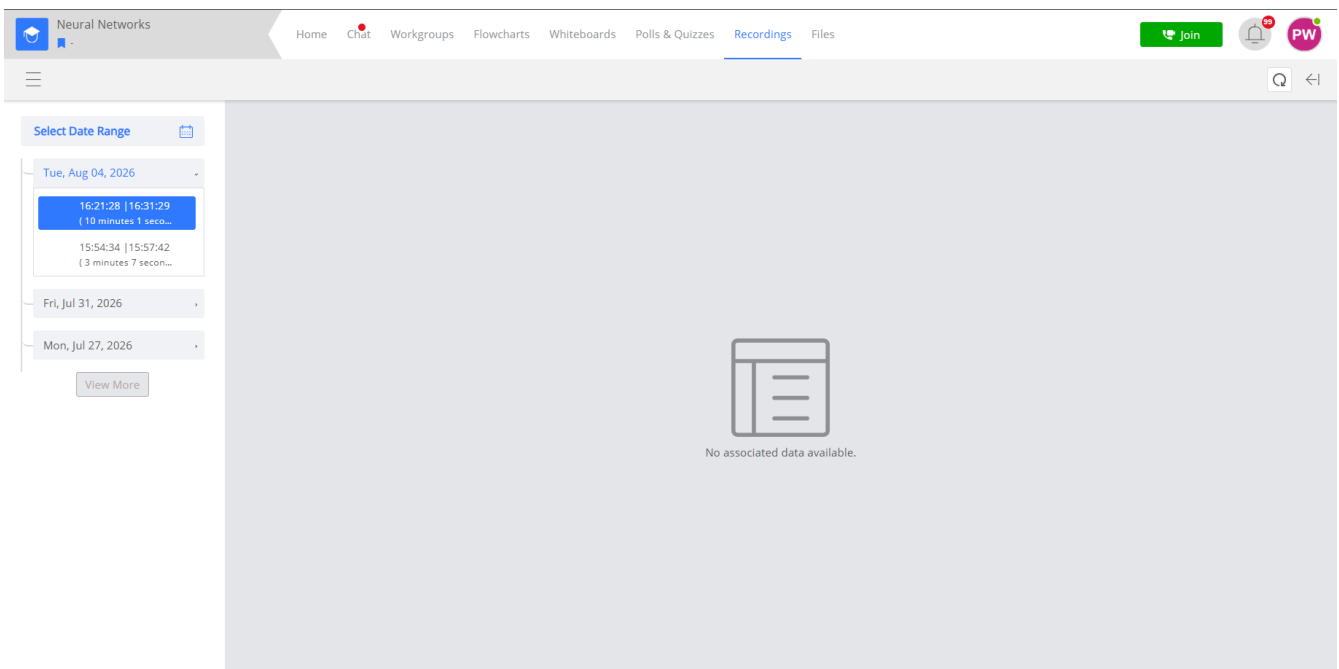
Flowcharts – The classmate can start a flowchart session by switching to this tab. Please see the section titled '[Using Flowchart](#)' for more details.

Whiteboard – By switching to 'Whiteboard' tab, the classmate can start a whiteboard that helps them to take notes during a live classroom session. Please see the section titled '[Using Whiteboard](#)' for more details.

Polls & Quizzes – This tab allows classmates to access all of their associated polls and quizzes, as well as submit responses and view live poll and quiz results. For more details, please see the section titled '[Polls & Quizzes in Classroom & Meeting](#)'

Recording – The **Recordings** tab provides access to recordings of live classroom sessions. It enables classmates to review previously recorded classroom sessions, allowing them to revisit lectures, discussions, demonstrations, and other classroom activities at any time.

Select the **Recordings** tab to display the recording repository, as shown below

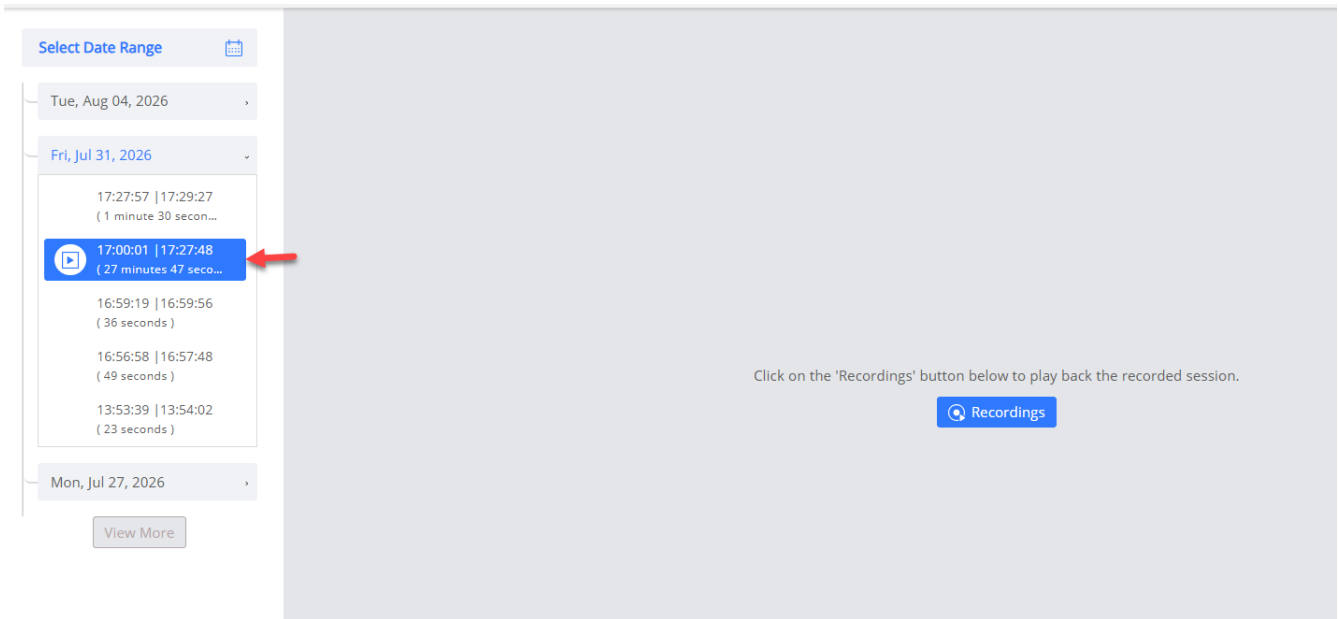


The left pane displays all live sessions conducted for the classroom, grouped by date. Sessions for which a recording is available are identified by the Recording icon. Use the Select Date Range filter to locate recordings from a specific period, or browse the list of available sessions.

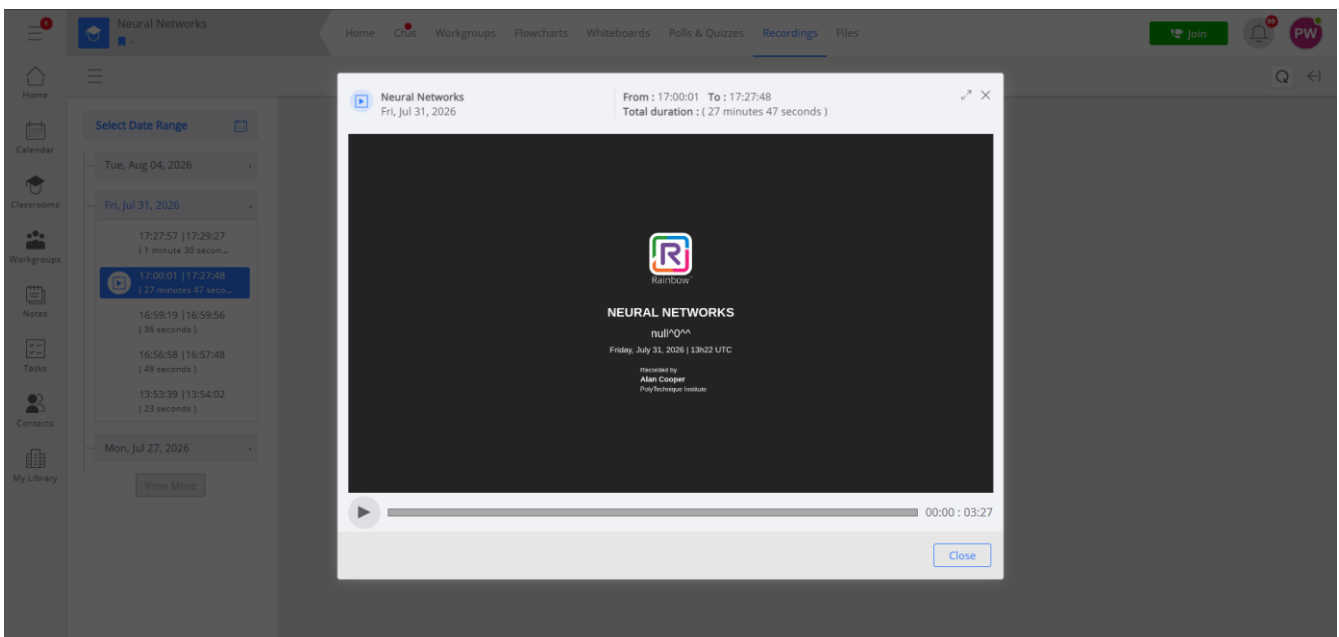


Select the required recorded session from the left pane. The **Recordings** button is displayed in the main content area, indicating that a recording is available for the selected session.

Rainbow Classroom – Classmate Guide



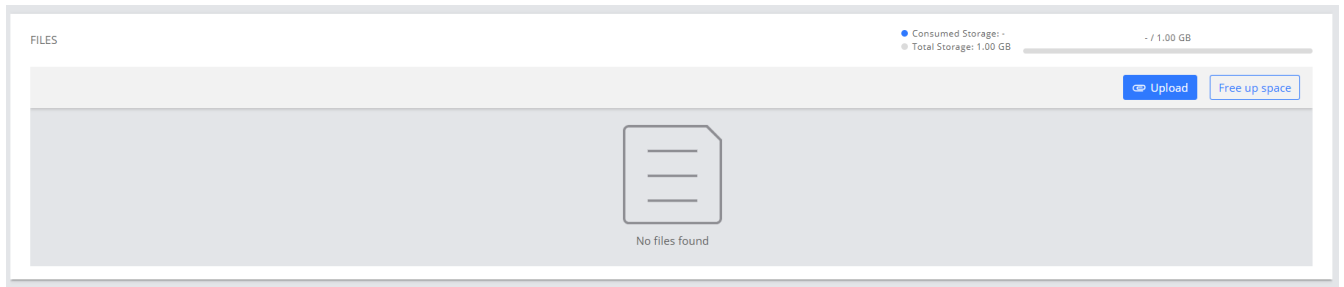
Click **Recordings** to open the recording in a pop-up media player. Use the media player controls to play, pause, resume or navigate through the recording as required.



Note: By default, only the host who records the live session; has access to view and playback the recordings unless they choose to share recordings with others.

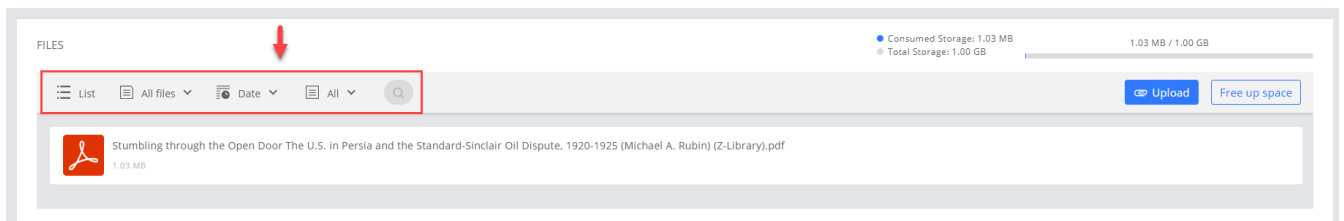
Files – The participant can search and order files received in a classroom through this tab.

In order to view files received and shared in a classroom click on the Files option. Following screen will be displayed:



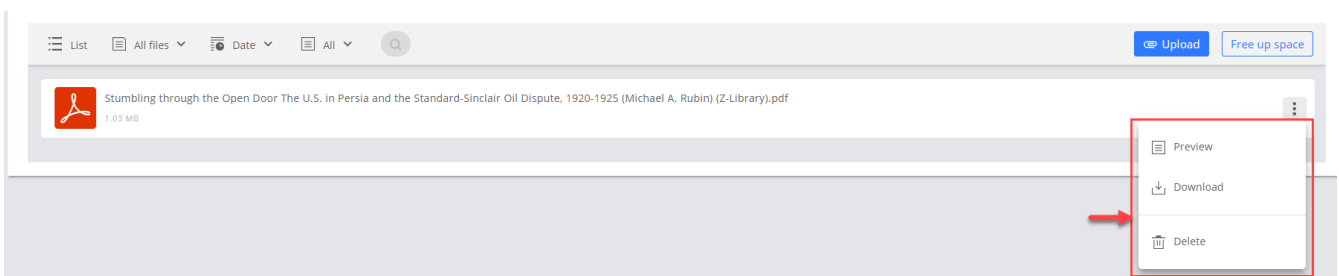
SCREENSHOT – Files

You can search and sort documents through multiple options available in this screen:



SCREENSHOT – Files

When you hover your cursor on any of the available file,  icon is displayed. When you click on the  icon, following pop-up menu will be displayed:



SCREENSHOT – Files

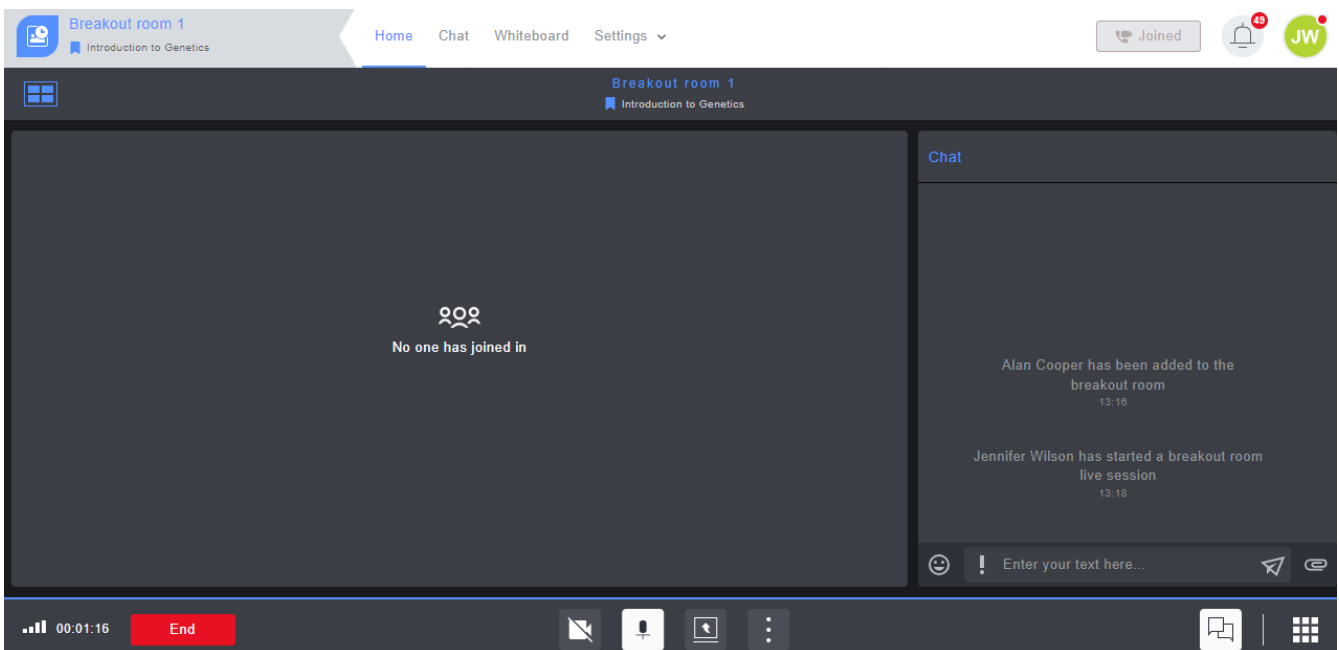
You can preview a document or download from this drop-down menu. A file that has been uploaded by the classmate can also be deleted by it, otherwise Delete option is not displayed.

7 Joining a Breakout / Exam Room

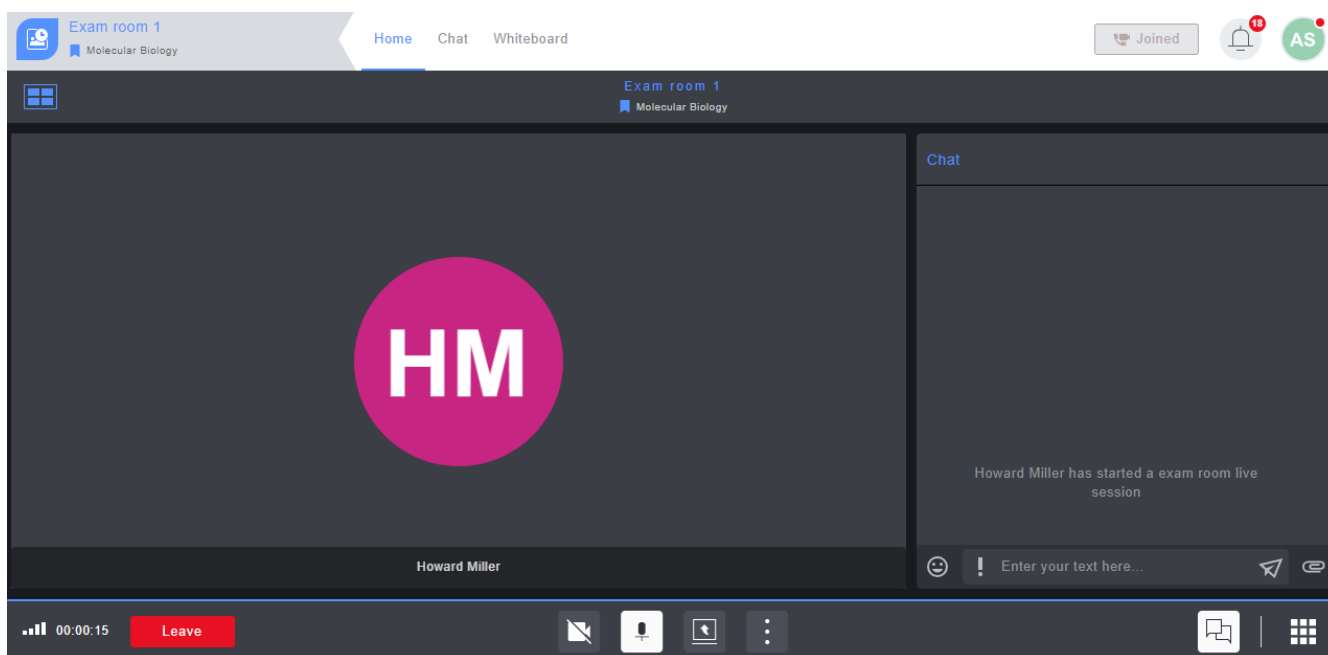
The breakout rooms are the smaller temporary separate sessions that the host can create during a live session of classroom and meeting. It allows the hosts to split classmates of the live session into smaller groups for collaboration and discussions of their various learning projects. Similarly, exam rooms allow a teacher to conduct a supervised activity unlike breakout room where the teacher is not formally a part of the live session.

Once the host starts the live breakout /exam room session in a live classroom or meeting, you will be automatically joined into your respective breakout/exam room. It is important to note that the classmate who will join first in the breakout room will be appointed as the breakout room host.

Note: Please note that the breakout room host will not have permission controls to enable/disable the live session features of the participants. These permission controls will only be available to the classroom hosts if one of them is present in the respective breakout room session.



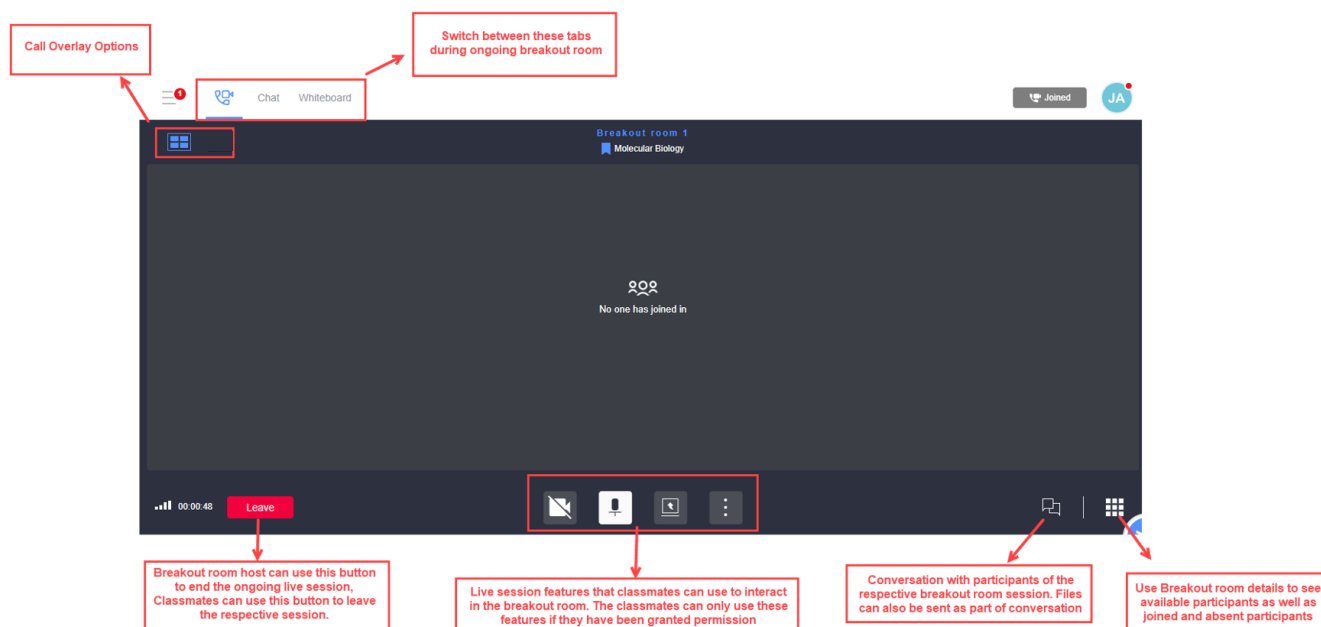
SCREENSHOT – Joining a breakout room



SCREENSHOT – Joining an exam room

7.1 The Graphical Representation for Live Breakout Room

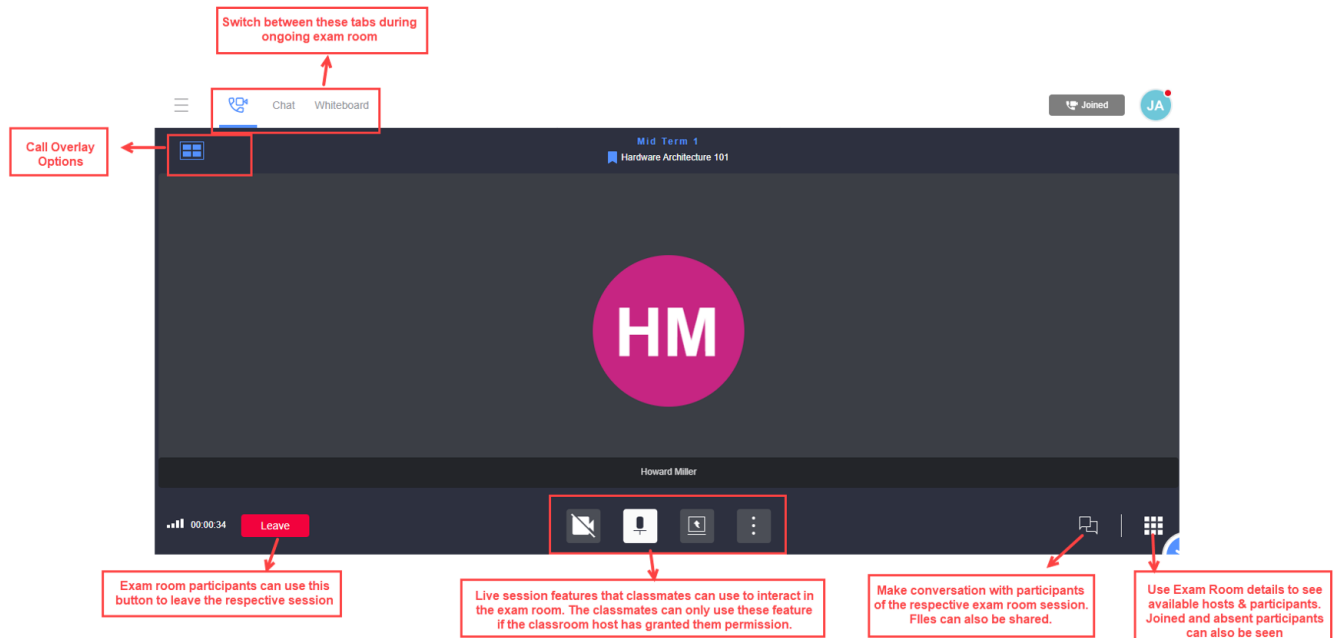
The following is a graphical representation for you to understand the features available in the live breakout room session.



SCREENSHOT – Graphical Representation of a Live Breakout Room

7.2 The Graphical Representation for Live Exam Room

The following is a graphical representation for you to understand the features available in the live exam room session.



SCREENSHOT – Graphical Representation of a Live Exam Room

Note: An exam room during live session cannot be created if this feature is disabled for a particular class by organisation admin.

Note: If enabled by organisation admin, an exam room will be retained even after live session has ended.

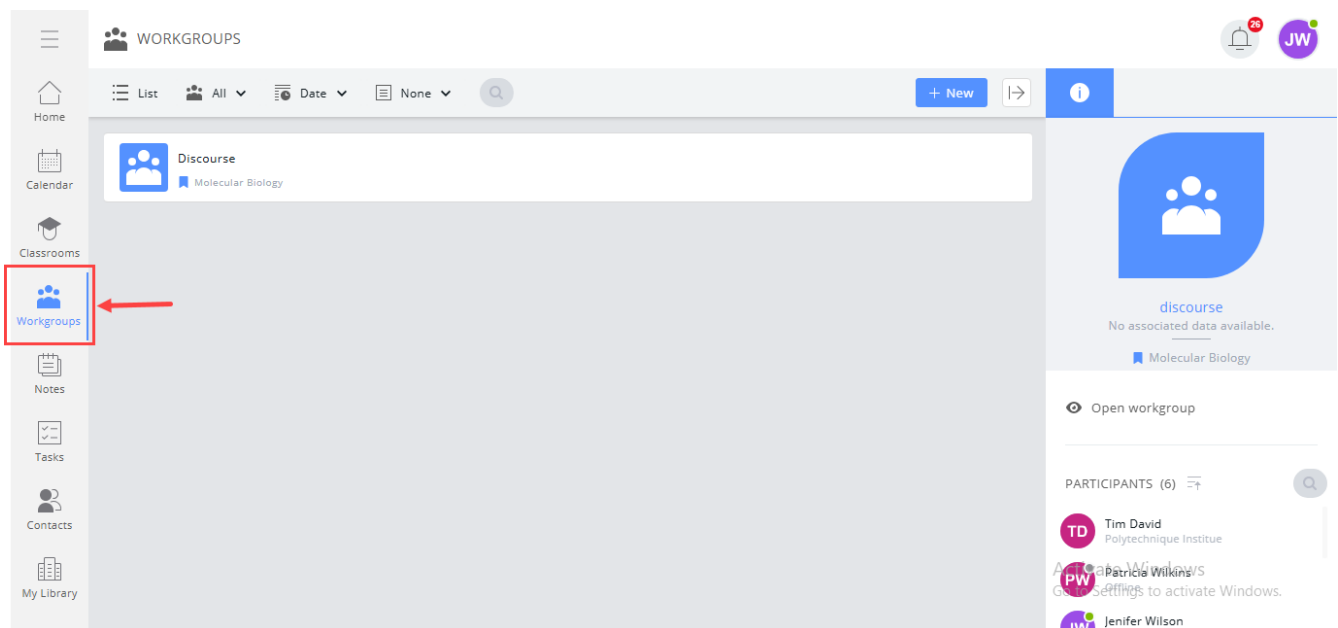
8 Workgroups for Participants

Workgroups are the learning spaces that are created by the host within a classroom or meeting. They are specifically created for the classmates and guests that allow them to start a live session in any of their associated workgroups and connect with other participants via audio/video sharing, screen sharing, text messaging, file sharing, and whiteboard sharing. Not only the host has the privilege to create a workgroup within the classroom or meeting but if provided permission a participant can also create a workgroup.

It is important to note that any participant available in the workgroup can conduct a live session even without the presence of the classroom or meeting's host which helps them to have discussions of various projects with other participants of the workgroup. However, the hosts can still join the respective workgroup session whenever they want and will have the supervisory controls of the workgroup.

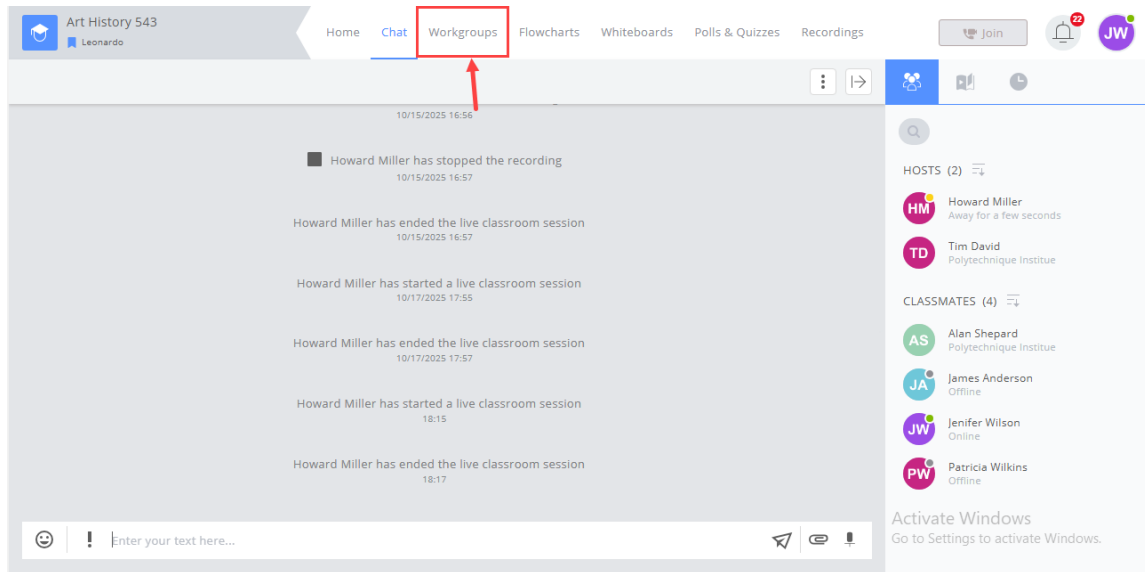
8.1 View Available Workgroups

To view the available workgroups, click on the **Workgroups** tab on the side navigation bar and the resultant screen will be displayed, as shown below.



SCREENSHOT – Workgroups

You can also view the available workgroups associated with the classrooms and meetings from the left side panel. Go to the required classroom or meeting from the side panel and then click on the workgroup option, as shown below:

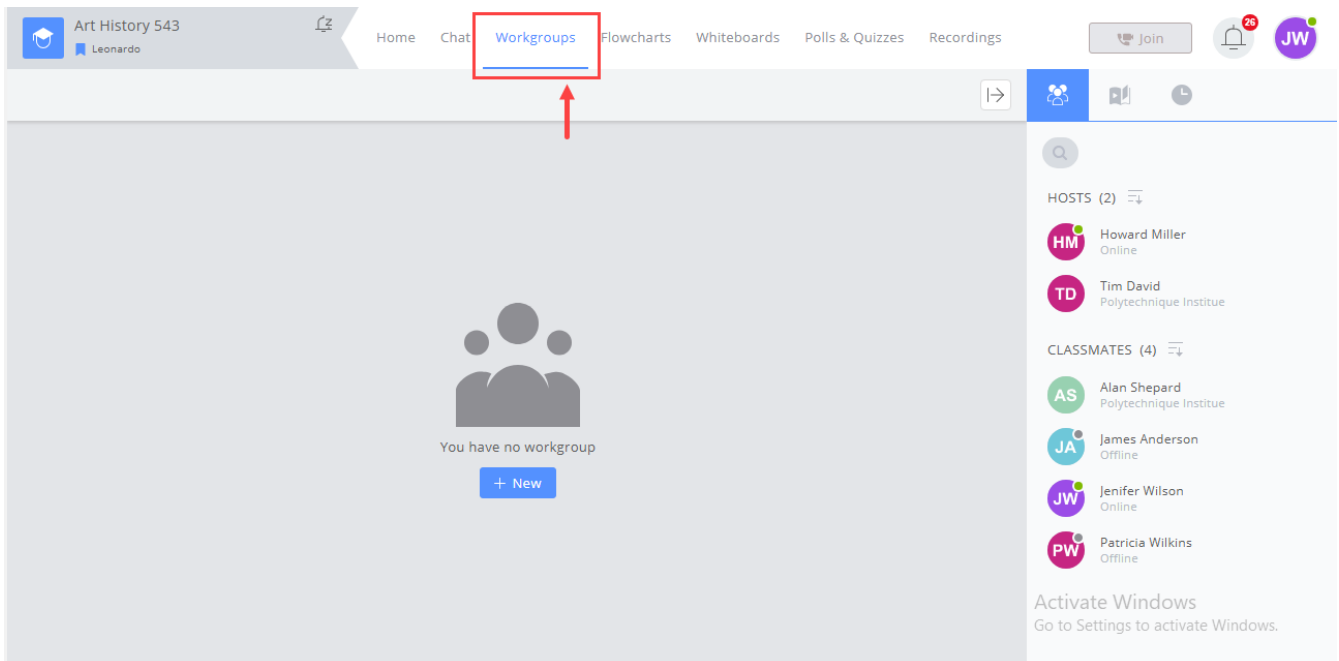


SCREENSHOT – Workgroups

8.2 Setting up a Workgroup

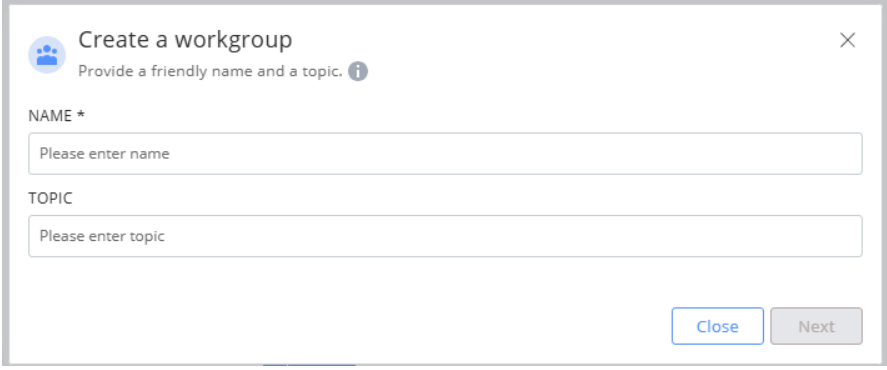
Classmates are authorized to create workgroups on their own as well with members of their classrooms or other members of organisation.

To create a workgroup, go to the required classroom or meeting for which you wanted to create the workgroup or click on the Workgroups option in the left-hand menu and then click on +New button.



SCREENSHOT – Workgroups

The following screen will be presented to you, click on the **+New** button.

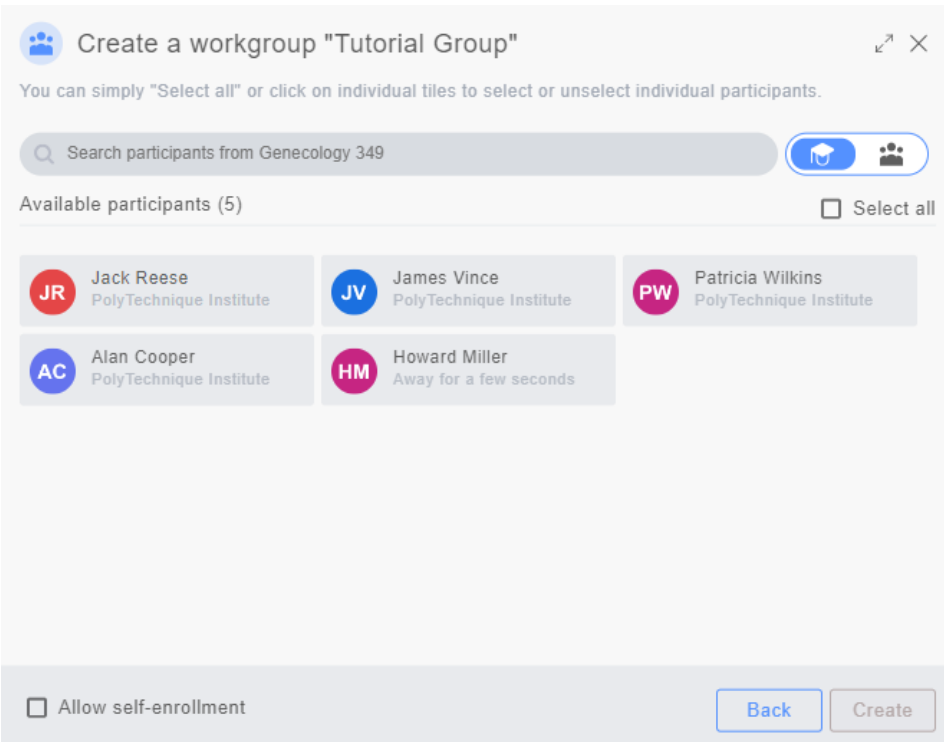


SCREENSHOT – Workgroup

Note: A student can only add a new workgroup in a classroom if organisation admin has provided them with necessary permissions.

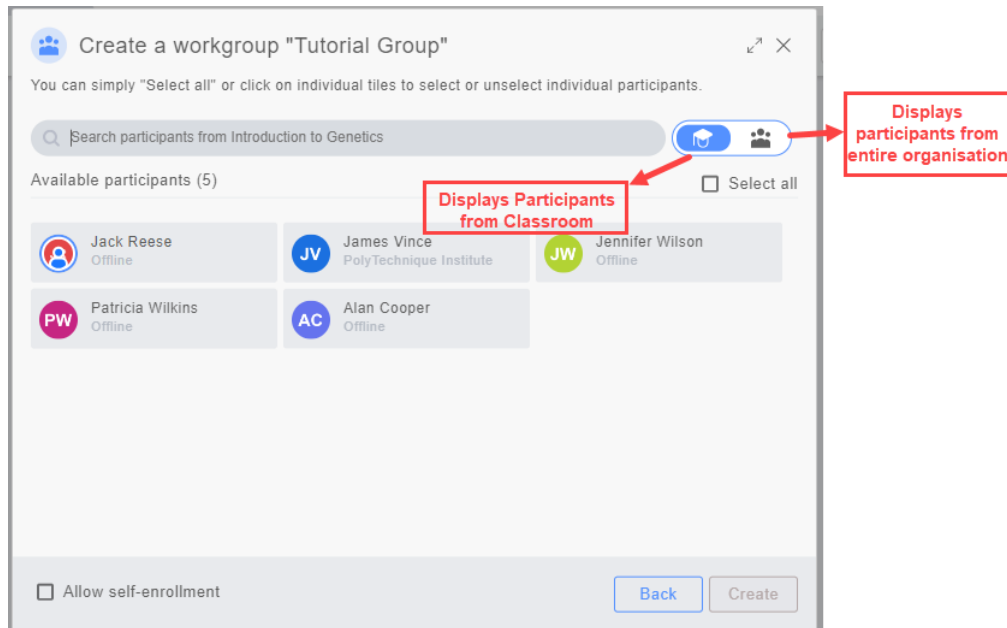
Provide a suitable workgroup name and topic (if any) in the requisite fields. Once done, Click Next.

On the below screen, the user can add classmates and guests in the respective workgroup.



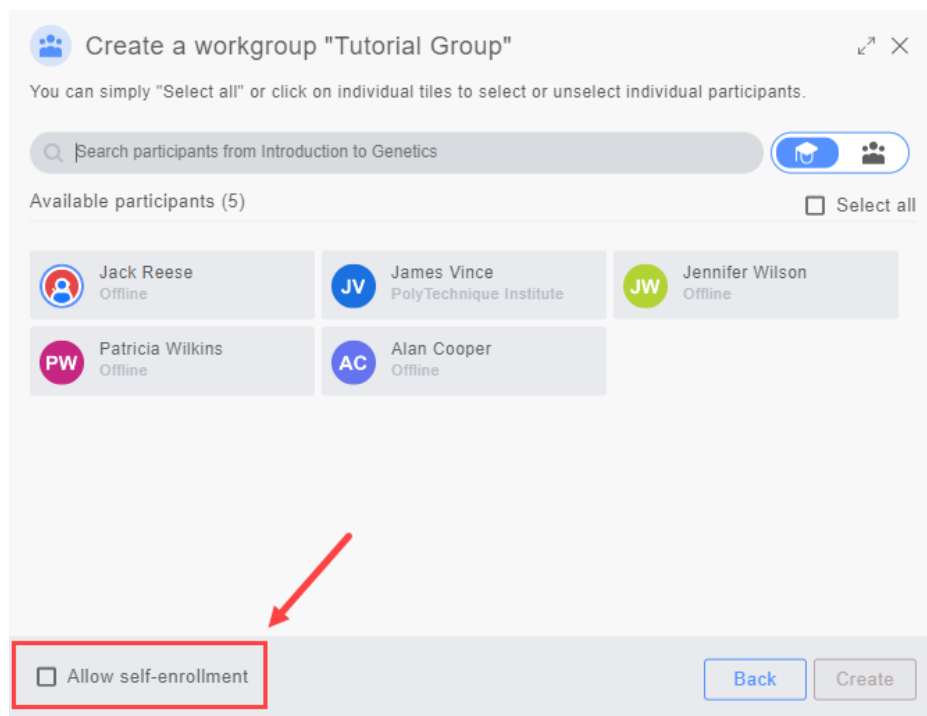
SCREENSHOT – Workgroups

A user can add members of a particular classroom or can select members from across the organisation that are not part of a classroom to be added in a workgroup. Select the required option from the below highlighted tabs:



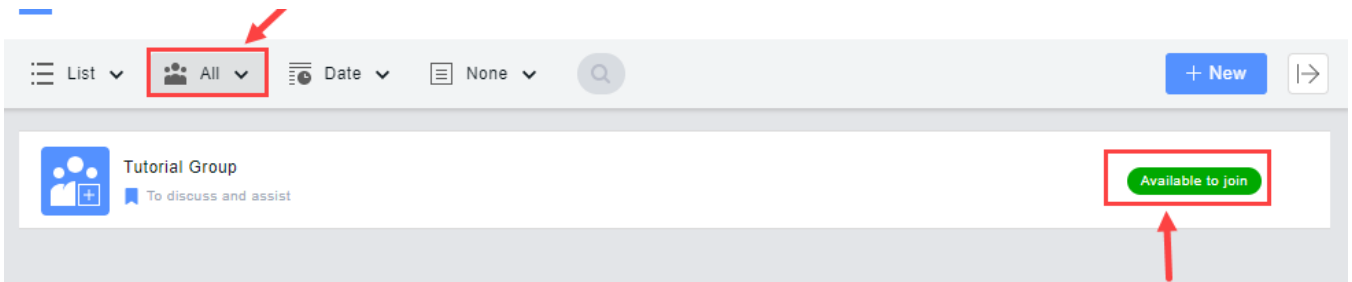
SCREENSHOT – Workgroups

Users can allow self-enrolment feature for a workgroup so that classmates and guests who are not made part of the workgroup at the current moment can add themselves into the workgroup later on. This feature relieves the creator of workgroup from the responsibility of adding new users in an existing workgroup.



SCREENSHOT – Workgroups

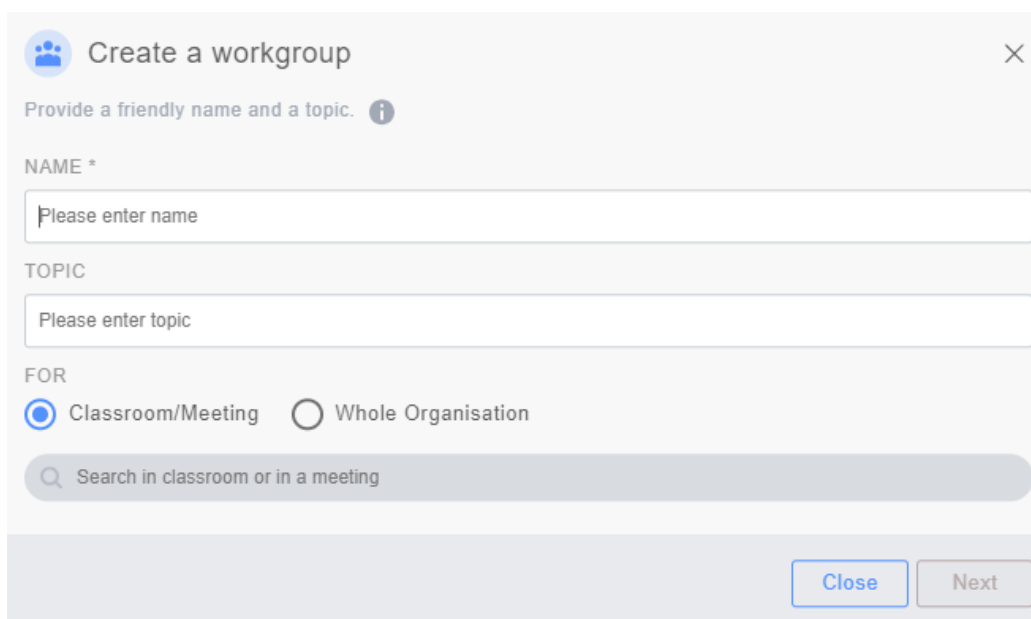
Note: If **Allow self-enrolment** option is enabled then all the users that are not part of that particular workgroup will be able to view the workgroup as highlighted below:



SCREENSHOT – Workgroups

Once all required configurations are made and participants added, click on **Create** button.

In case you want to create a workgroup for participants of more than one classroom/meeting, then click on **Workgroups** tab available in the left-hand panel and then click on **+New** button. Following pop-up window is displayed:

A screenshot of the 'Create a workgroup' pop-up window. The window has a title bar with a close button (X). Below the title bar, there is a prompt 'Provide a friendly name and a topic.' with an information icon. The form contains three main sections: 'NAME *' with a text input field containing 'Please enter name'; 'TOPIC' with a text input field containing 'Please enter topic'; and 'FOR' with two radio button options: 'Classroom/Meeting' (selected) and 'Whole Organisation'. Below these options is a search bar with the placeholder text 'Search in classroom or in a meeting'. At the bottom right of the form are two buttons: 'Close' and 'Next'.

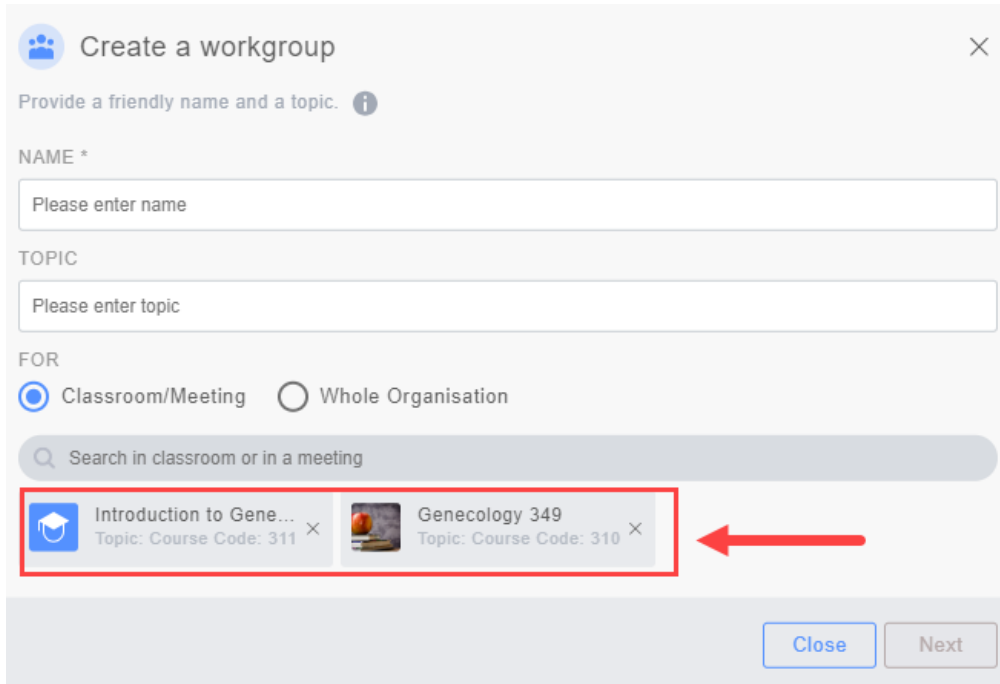
SCREENSHOT – Workgroups

Name: Provide name of the workgroup in this field.

Topic: Provide a topic for the workgroup in this field.

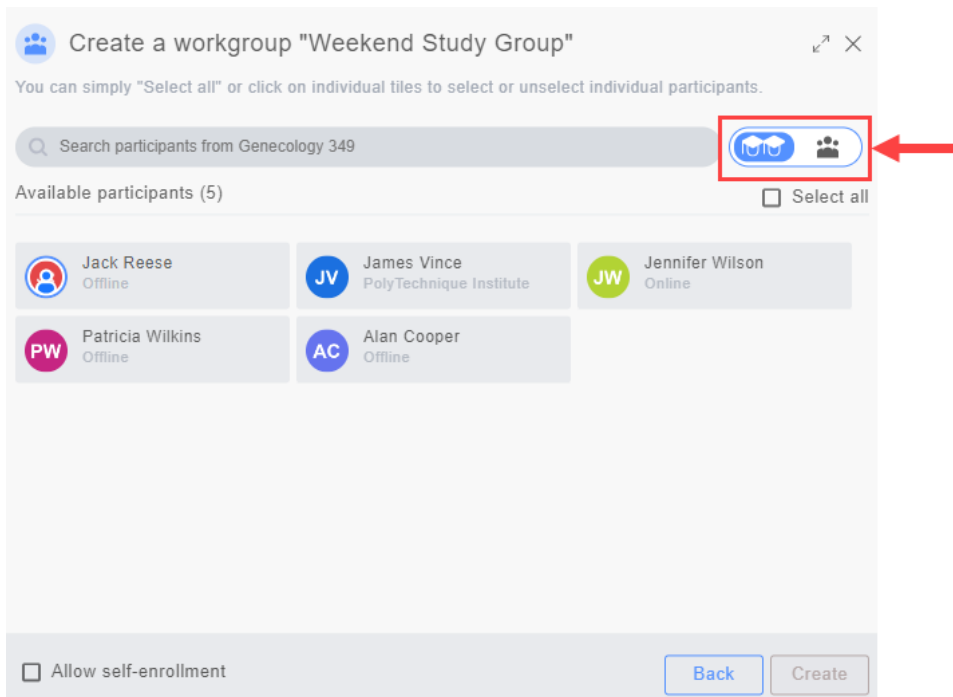
For: Select whether you want to create a workgroup for specific classroom/meeting or for whole organisation from this option.

A search bar is available at the bottom of the screen to help you find specific classroom or meeting for which you want to create this workgroup. You can select multiple classrooms or meetings in this section as can be seen below:



SCREENSHOT – Workgroups

Once done, click on Next button. You will be displayed list of all the participants that are part of selected classrooms/meetings. You can add members of a particular classroom or can select members from across the organisation that are not part of a classroom to be added in a workgroup. Select the required option from the below highlighted tabs:

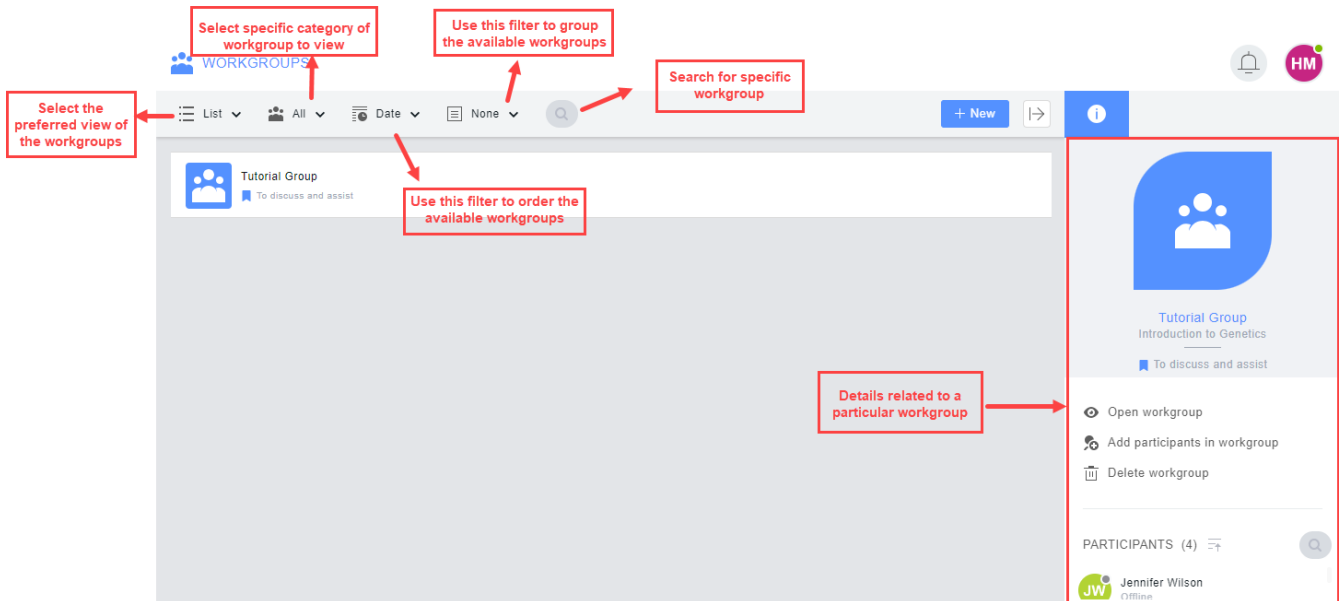


SCREENSHOT – Workgroups

Rest of the process is similar to the process explained earlier in this section.

8.3 The Graphical Representation for Available Workgroups

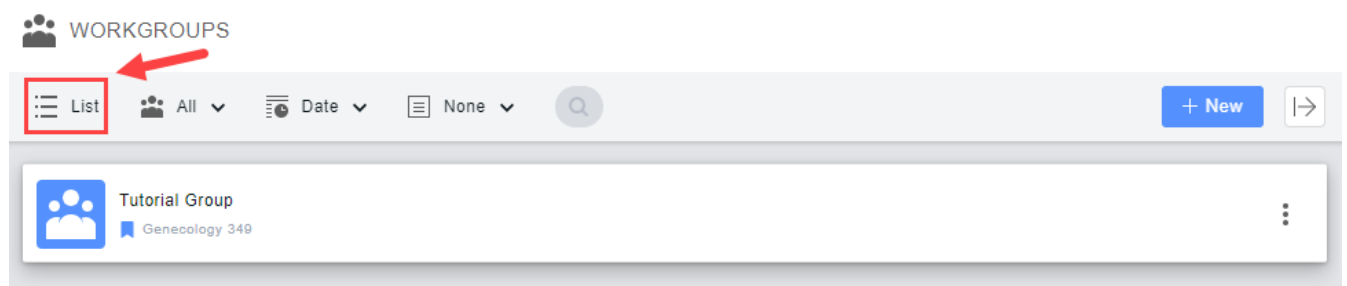
The following is a graphical representation for you to understand the features available on the 'Workgroups' screen.



SCREENSHOT – Workgroups

Following options are available to a teacher to organise the display of the available Workgroups:

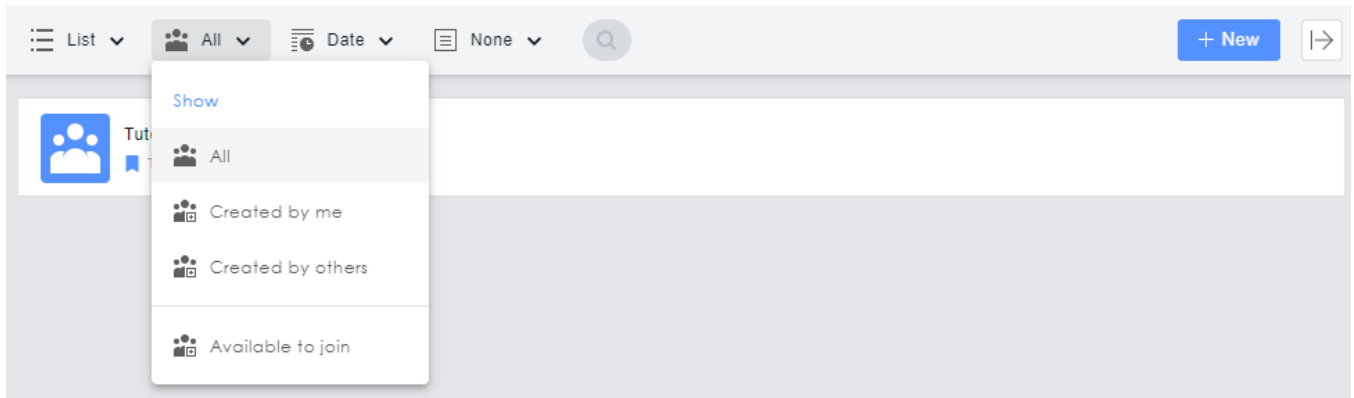
View as: Classmate can view the Workgroups either in the form of List or Icons by simply clicking on this icon as shown below:



SCREENSHOT – Workgroups

Show: A classmate can configure to display following categories of Workgroups:

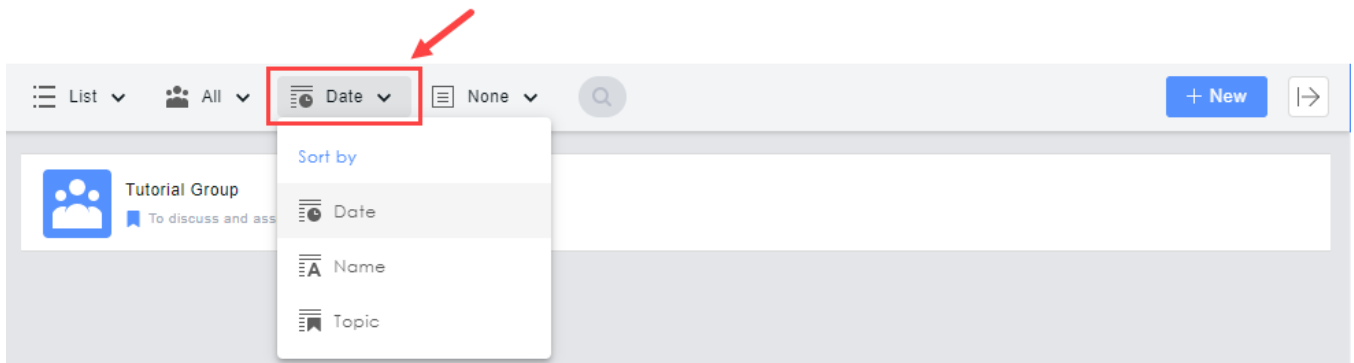
- All – Displays all the Workgroups in which the user is included.
- Created by Me – Displays specific workgroups that are created by the user.
- Created By Others – Displays workgroups that a user is part of but are created by some other user.
- Available to Join – Displays workgroups that a user is not currently part of but can join because the creator of the workgroup has enabled the self-enrolment feature.



SCREENSHOT – Workgroups

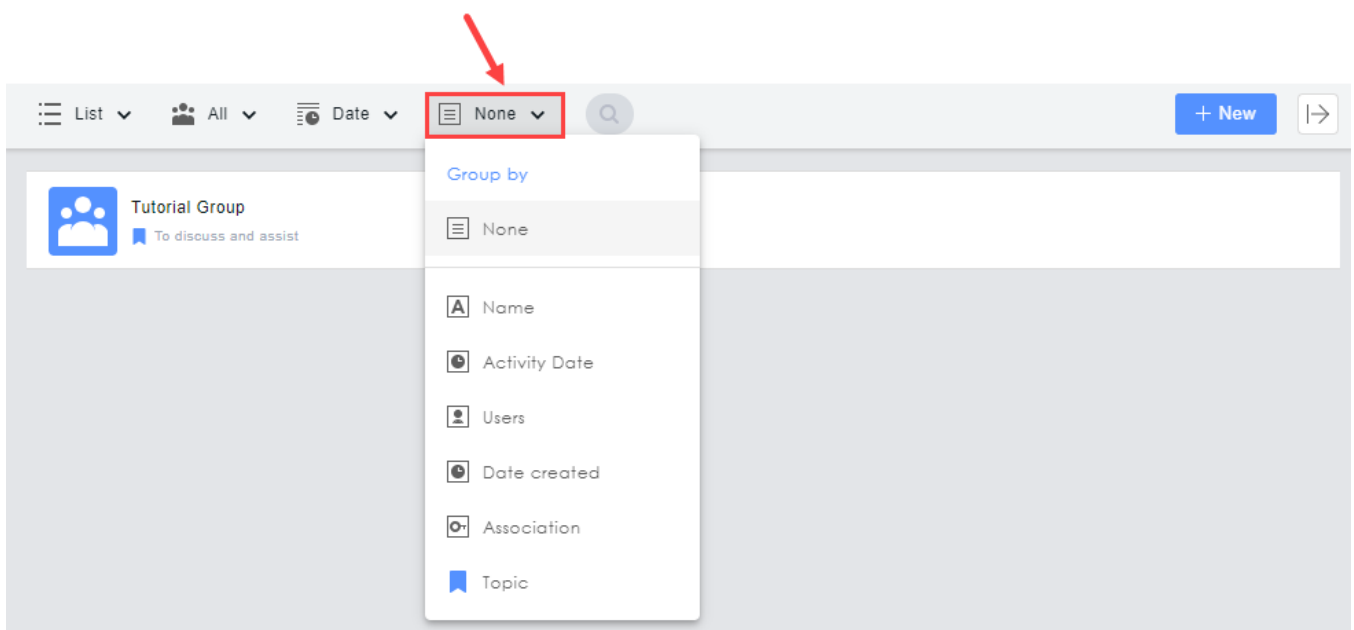
Sort By: Classmate can sort the available Workgroups based on:

- Date
- Name
- Topic



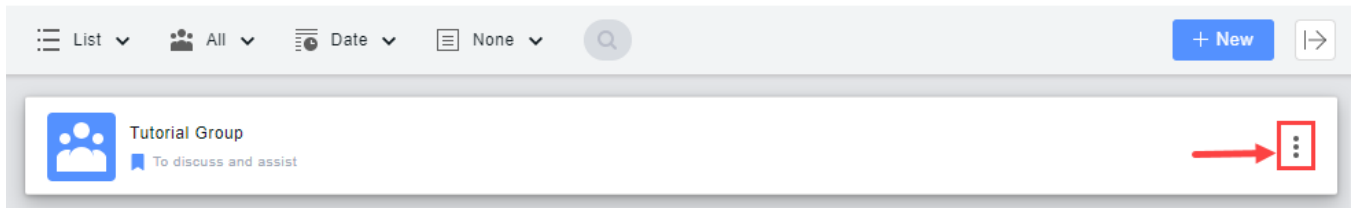
SCREENSHOT – Workgroups

Group By: Classmate can group the workgroups based on the topics by using the below highlighted option:



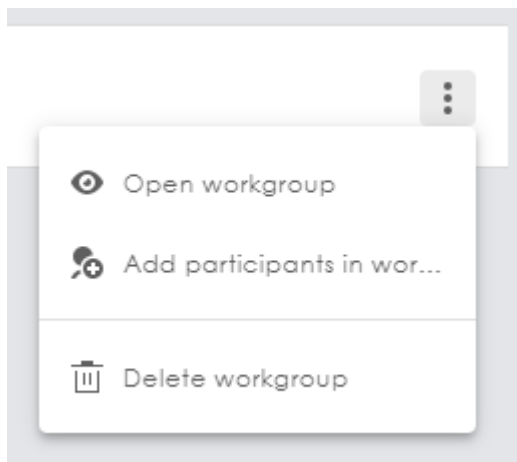
SCREENSHOT – Workgroups

Whenever a user hovers the cursor over a workgroup, an  icon is displayed in right corner of its tile as highlighted below:



SCREENSHOT – Workgroups

When the user clicks on the  icon, following drop down is displayed:

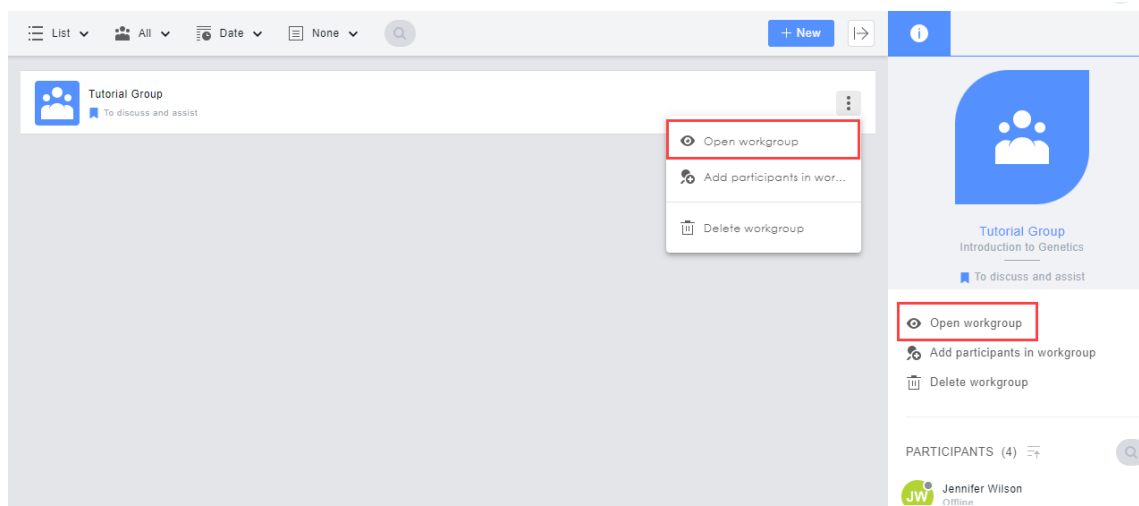


SCREENSHOT – Workgroups

You can open workgroup, add participants in workgroup or delete a workgroup through these options.

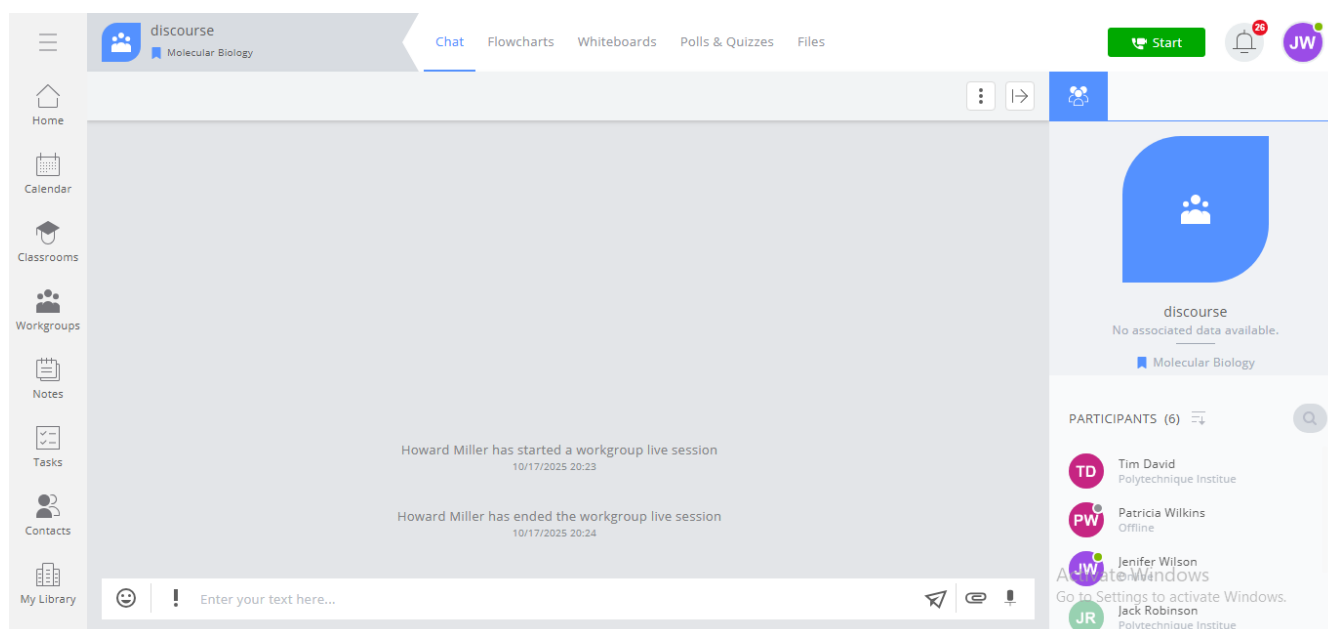
8.4 Open Workgroup

The 'Open Workgroup' feature allows you to open a workgroup in order to start a live session or to engage with other participants via audio/video sharing, file sharing, text messaging, screen sharing and whiteboard sharing. To do this, select a workgroup that you want to open, and click on the 'Open Workgroup' button displayed on the 'Workgroup Details' tab.



SCREENSHOT – Workgroup

You will be presented with the following screen.

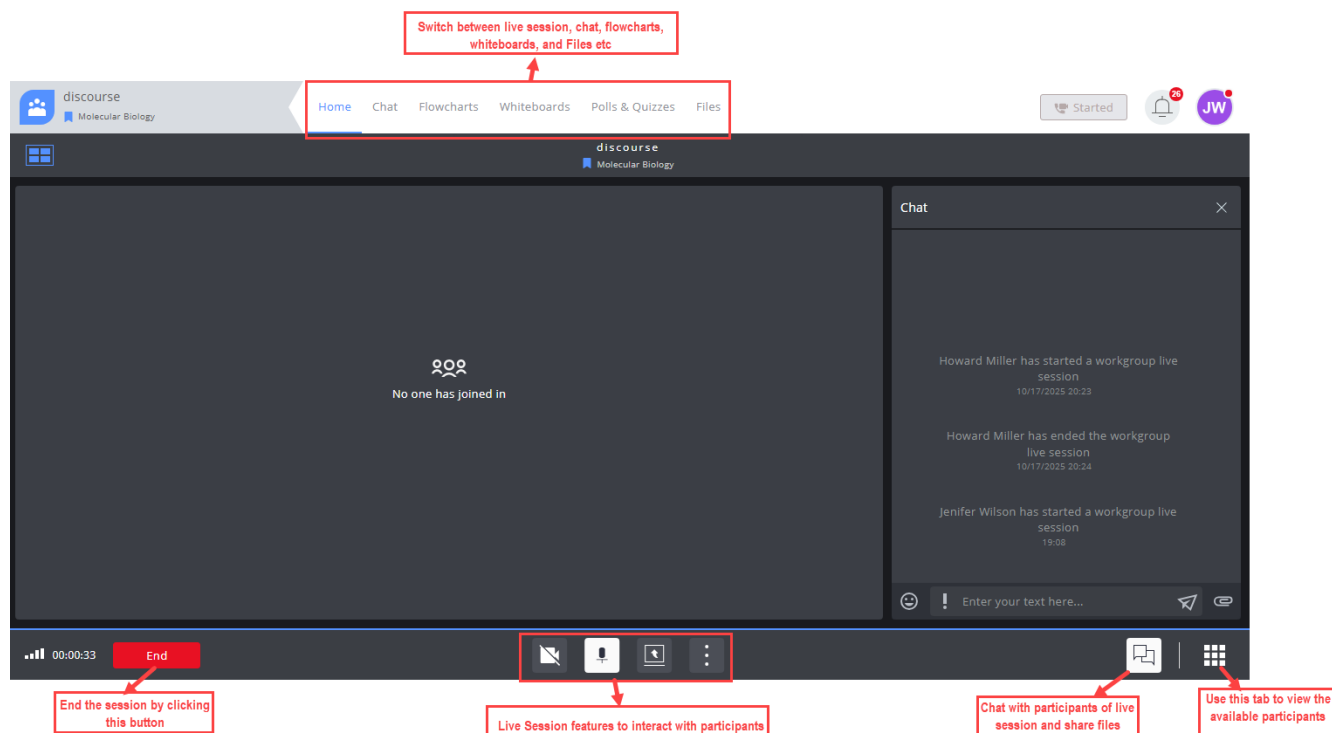


SCREENSHOT – Workgroup

Note: In case another participant has already started a live workgroup session then a 'Join' button will be available on the above screen that will allow you to join that live workgroup session.

8.5 Starting a Live Session in Workgroup

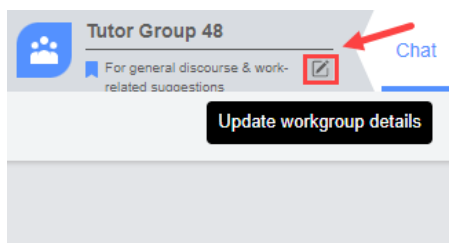
Any participant available in the workgroup can start a live session by clicking on the **Start** button from the above screen and the other available participants will be able to join the respective session. The following is the graphical representation of the live session started in a workgroup.



SCREENSHOT – Graphical representation of Live workgroup Session

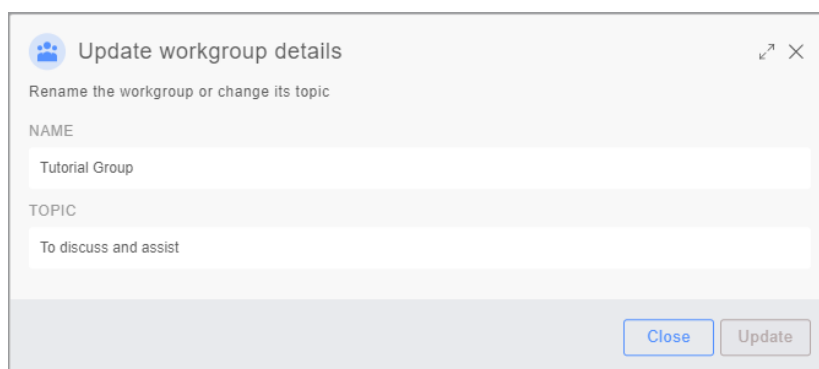
8.6 Edit Workgroup topic / topic

If a classmate has created a workgroup then they are authorized to edit work group topic or the topic of a workgroup. Hover your cursor next to the topic of Workgroup and the  icon will be displayed as shown below:



SCREENSHOT – Edit Workgroup Topic

Following pop-up window is displayed when you click on the  icon:



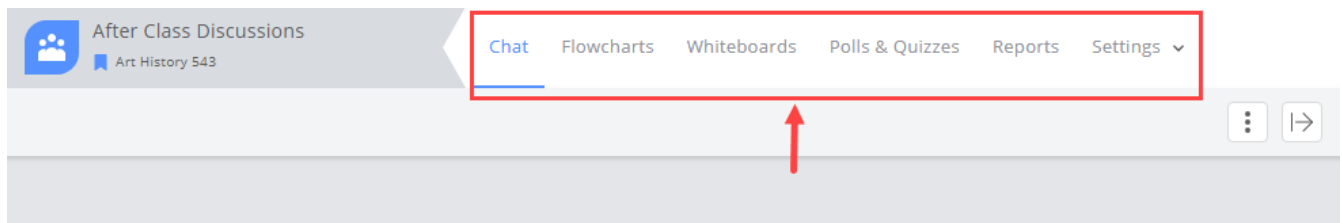
SCREENSHOT – Edit Workgroup Topic

Enter your desired name and topic of workgroup and press on Update button.

8.7 Main Workgroup Tabs

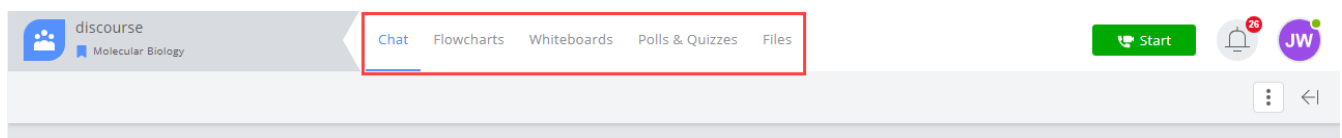
If a classmate has created a workgroup then following tabs are available in each workgroup.

Note: Please note that the host can use all of the tabs when there's no live session except the 'Home' tab which can only be used during a live workgroup session.



SCREENSHOT – Workgroup

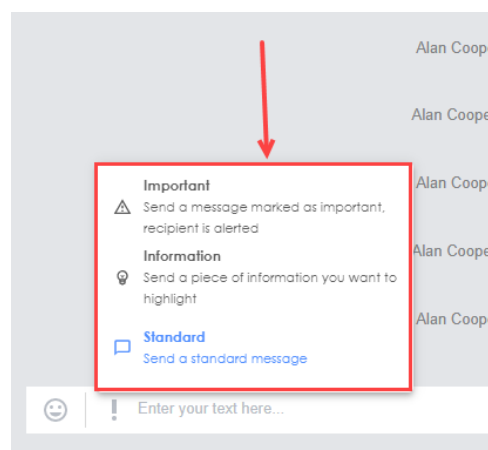
If a classmate is only a member of a workgroup then following tabs are displayed in each workgroup to that particular user.



SCREENSHOT – Workgroup

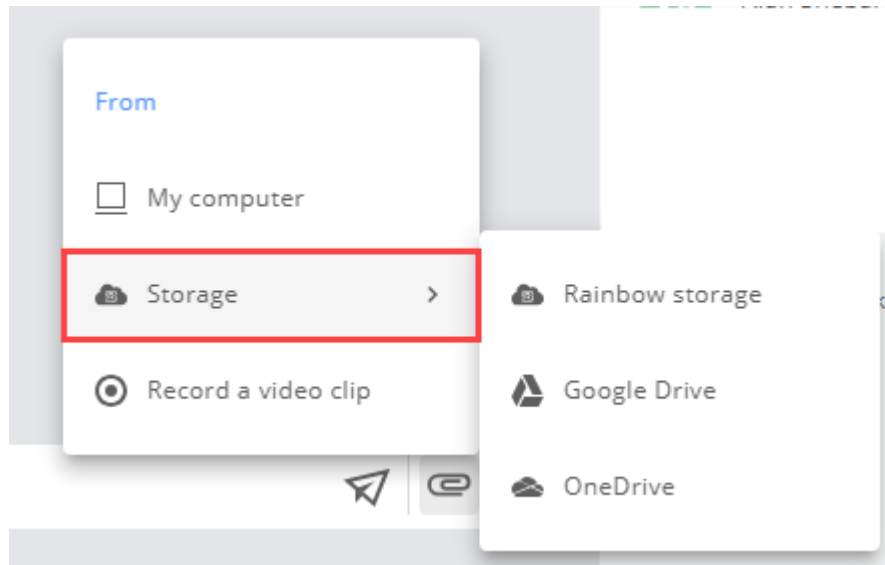
Home – Displays the call overlay, if a live session is being conducted by a member of the workgroup. This tab will be disabled in case you have not started / joined a live session.

Chat – The classmate can switch to this tab to engage with the participants in the respective workgroup via text messaging and file sharing. Rainbow Classroom provides three different ways of sending a text message, as displayed below. Choose the required way according to your requirement.



SCREENSHOT – Conversation

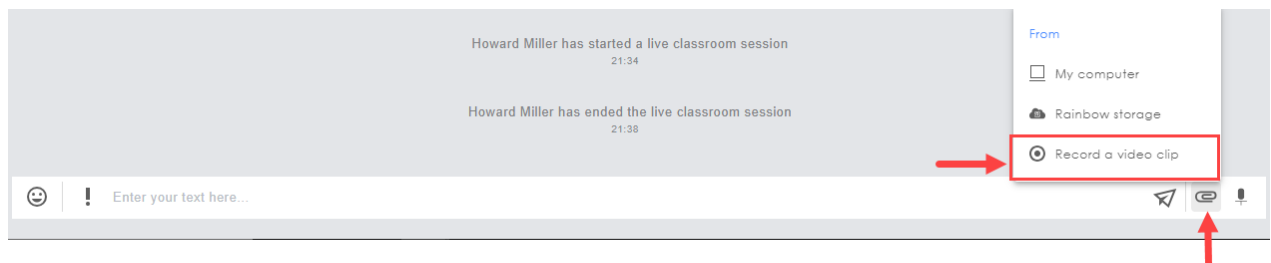
You can also send any type of file in a workgroup by clicking on the **Attachment** button displayed at the bottom of the chat box. The files can be uploaded directly from your computer by using My Computer option. The files can be attached from your virtual storage devices such as Rainbow Storage, Google Drive or One Drive.



Note: Files from the Rainbow storage includes the shared files that you have already sent in a classroom or uploaded using the upload button on the files page.

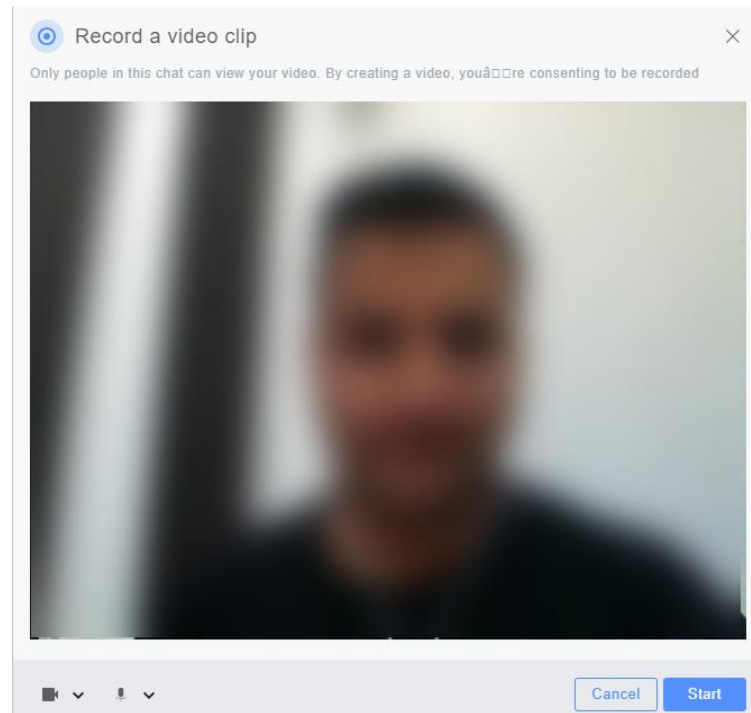
Note: Credentials and necessary permission rights have to be provided to access files from Google Drive and One Drive.

In case of offline mode, chat tab of Workgroup offers additional functionality of sending voice messages and video clips. In order to send a video recording in chat, click on the icon **Attachment** button and then click on **Record a video clip** option as shown below:



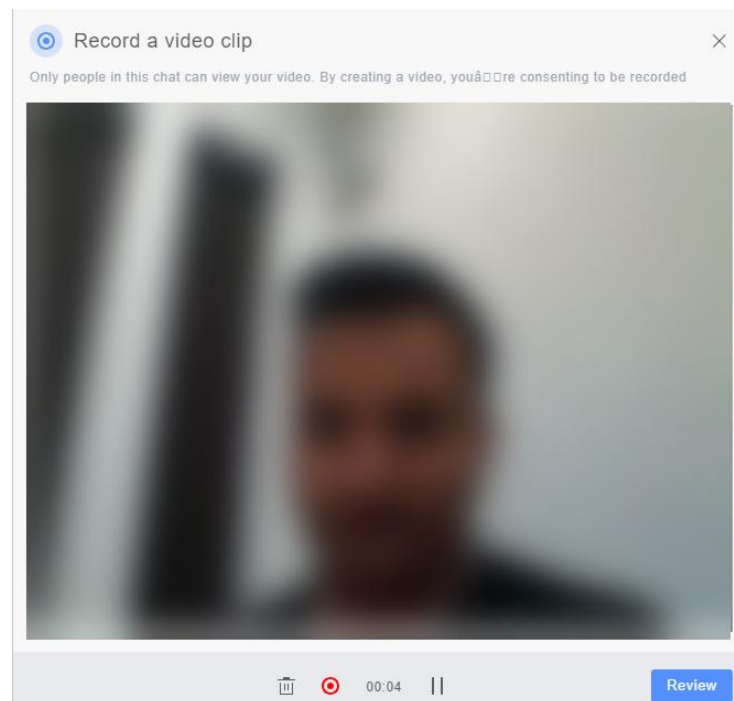
SCREENSHOT – Chat

Following screen is displayed:



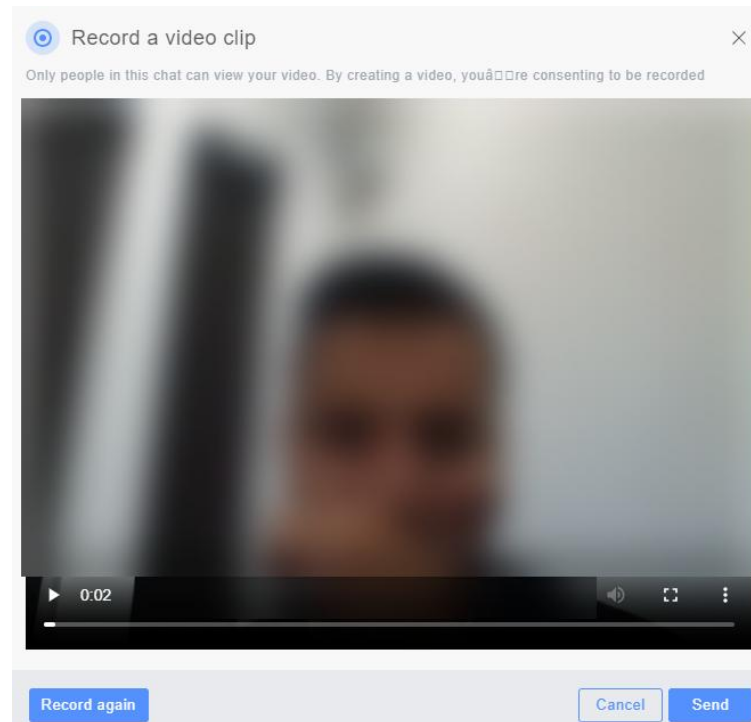
SCREENSHOT – Record a Video Clip

You can select audio and video devices of your choices from the relevant buttons. Once you are ready to record the video clip, click on Start button. Controls on the bottom of the screen changes once recording is started as shown below:



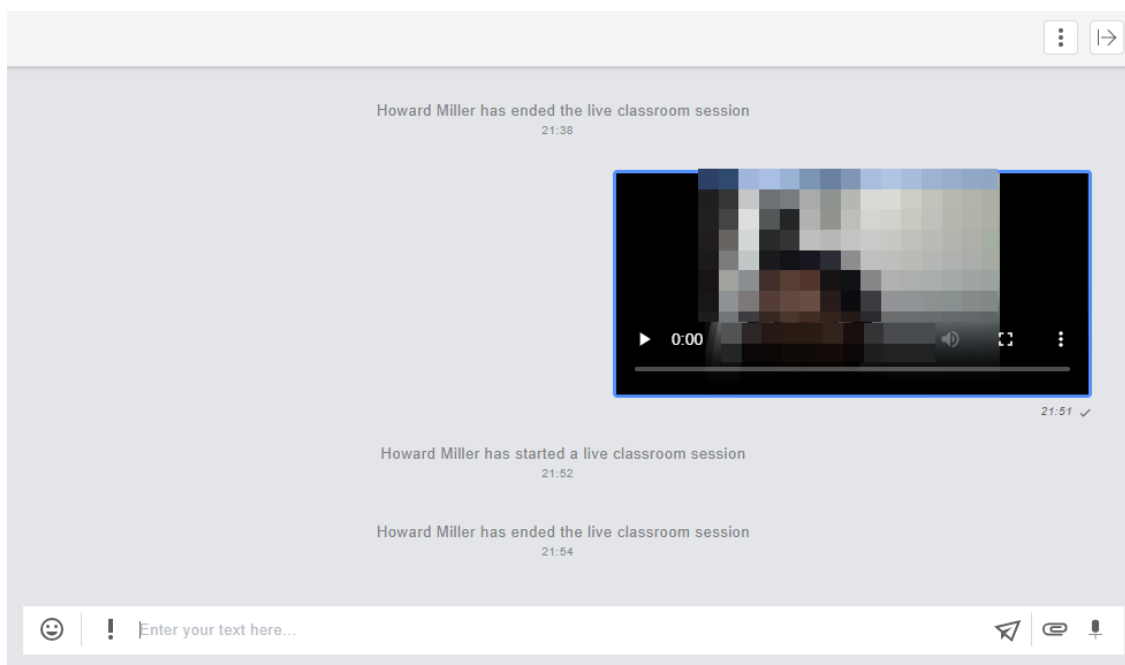
SCREENSHOT – Record a Video Clip

You can either Pause recording or delete the clip by using the relevant buttons. Once you are done recording your video clip, click on Review button.



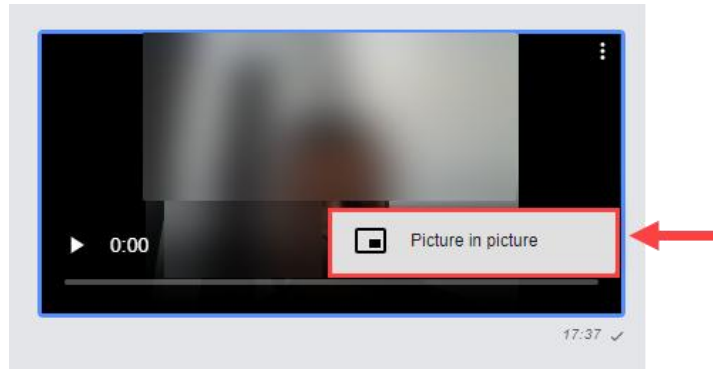
SCREENSHOT – Record a Video Clip

You can choose to record the clip again or send it in your chat by using the relevant buttons. In case you choose to record again, previous clip will be deleted. Once you send a recorded clip, it will be displayed in the chat as shown below:



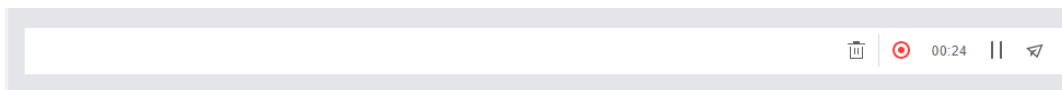
SCREENSHOT – Chat

Users can see the received clip in **picture in picture** view by clicking on the  icon available in the bottom right corner of the clip as shown below:



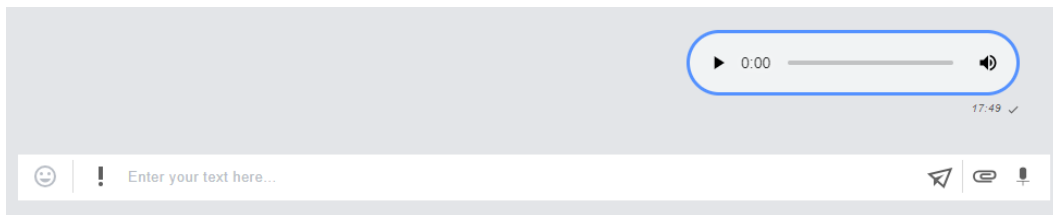
SCREENSHOT – Chat

If you intend to send a voice message in the chat, click on the  icon available in the bottom right corner of the chat box and the message box will be transformed as shown below:



SCREENSHOT – Voice Message Recording

You can pause the recording or delete it altogether by clicking on the relevant buttons. Click on Send Recording button in order to send your voice message to the chat. It will be displayed in the Chat as shown below:



SCREENSHOT – Voice Message in Chat

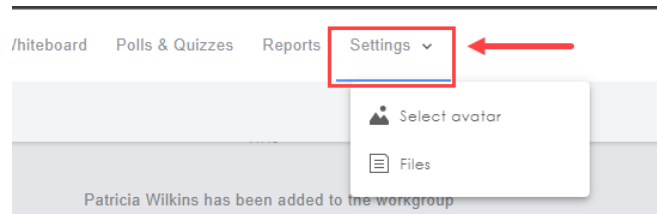
Note: A participant can directly paste Files and screenshots into chat.

Whiteboards – The classmate can start a whiteboard session by switching to this tab. Please see the section titled '[Using Whiteboard](#)' for more details.

Polls & Quizzes – The classmate can use this tab to start Polls & Quizzes by creating a poll or quiz as well as use their existing templates and share it with the respective workgroup. For more details, please see the section titled '[Forms in Classroom & Meeting](#)'.

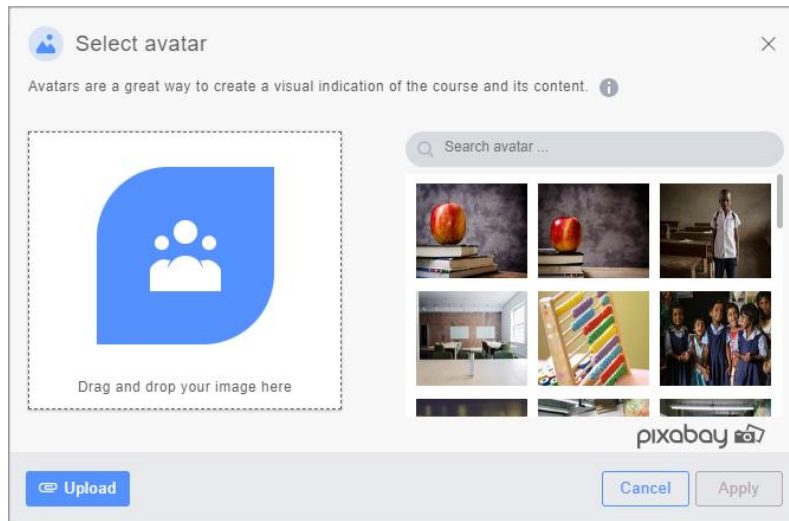
Reports – By switching to this tab, the creator of the workgroup can see automatically generated reports related to attendance according to the date and time on which the live session was conducted. For more details, please see the section titled '[Reports](#)'.

Settings – The creator of the workgroup can use this tab to update the avatar. That particular classmate can also search and order files and recorded sessions on this tab.



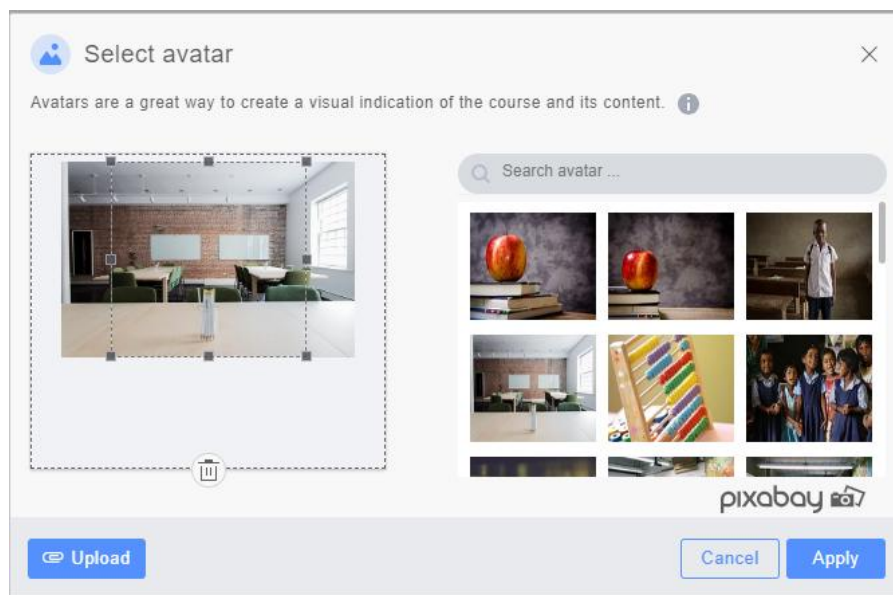
SCREENSHOT – Settings

In order to upgrade avatar of your workgroup, click on Select Avatar. Following screen will be displayed:



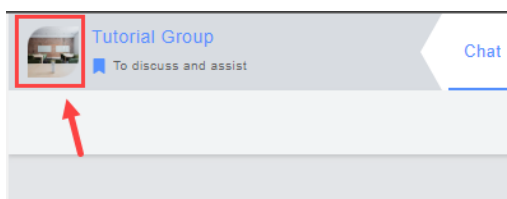
SCREENSHOT – Select Avatar

You can either drag and drop your preferred avatar from your PC or select an avatar from pixabay collection. You can use Upload button to browse for the avatar from your PC. Once you have selected an avatar, click on Apply Button as highlighted below:



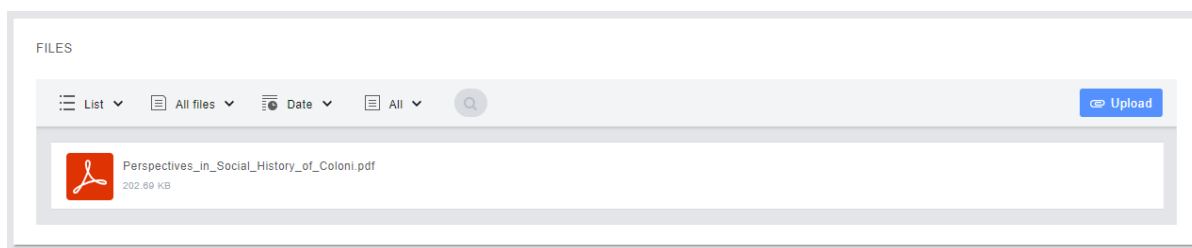
SCREENSHOT – Select Avatar

Avatar of workgroup will be updated as highlighted below:



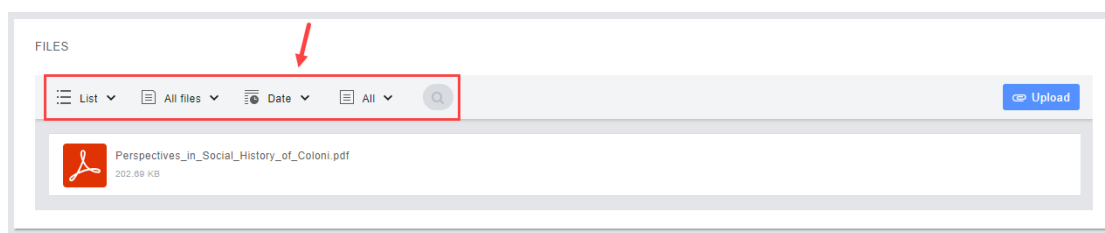
SCREENSHOT – Workgroup

In order to view files received and shared in a workgroup click on the Files option. Following screen will be displayed:



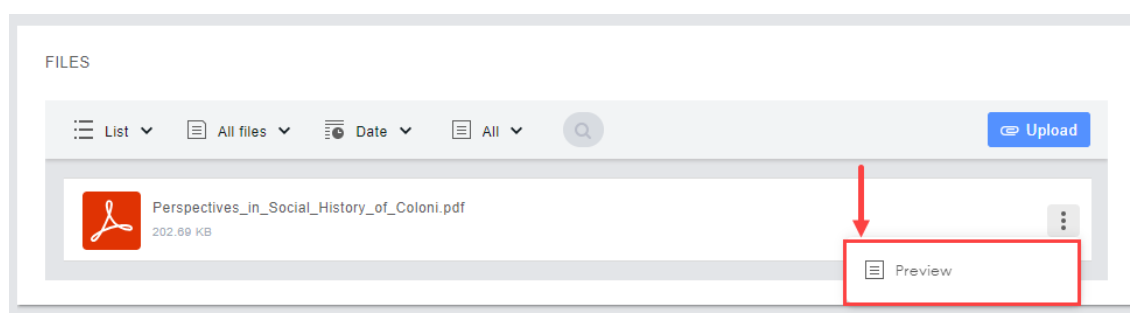
SCREENSHOT – Files

You can search and sort documents through multiple options available in this screen:



SCREENSHOT – Files

When you hover your cursor on any of the available file,  icon is displayed. When you click on the  icon, following pop-up menu will be displayed that can be used to preview the requisite file:



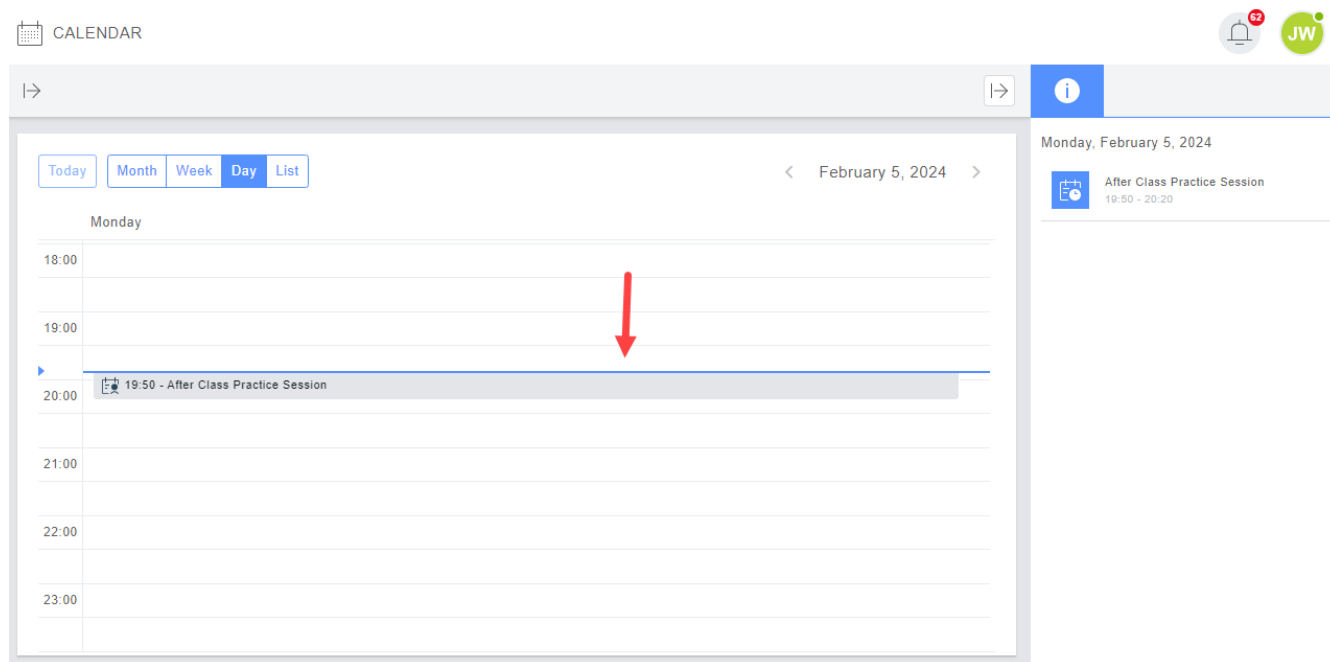
SCREENSHOT – Files

Note: In settings tab, only file option is displayed to a classmate if they have not created that particular workgroup.

9 Using Meetings

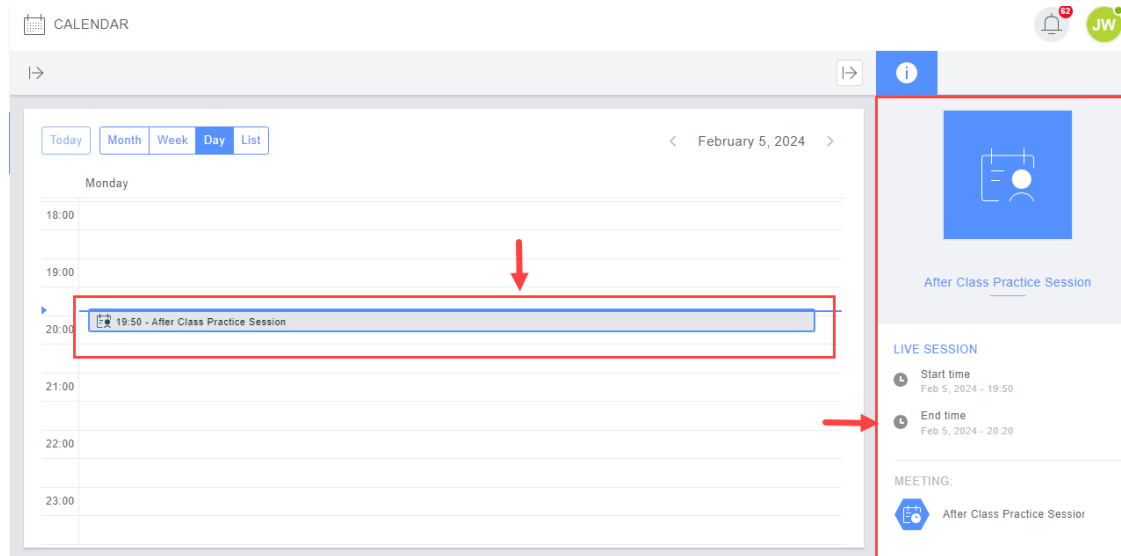
Rainbow Classroom offers general meetings that can be used for any purpose such as discussions and announcements by the host. The participants can interact in a meeting via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative live session. Only an organisation admin can create a meeting.

To view the meetings lined up for you, click on the **Calendar** tab in the left side panel and see for specific entries that are different from a classroom session (entries for meeting are grey coloured instead of a classroom's blue) as highlighted below:



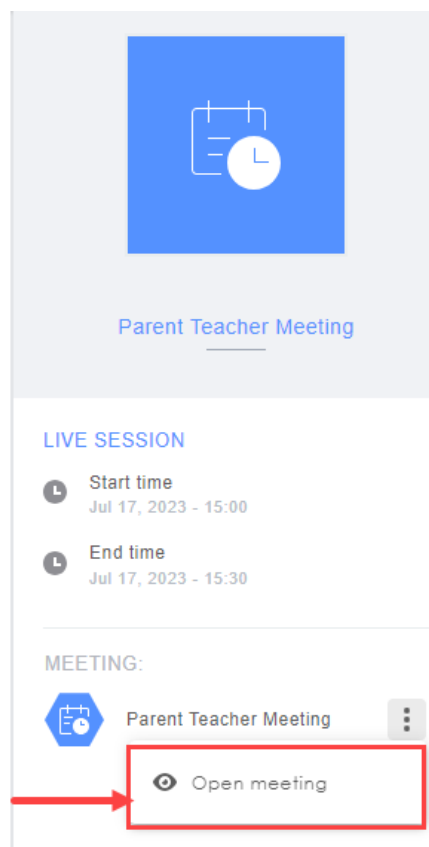
SCREENSHOT – Calendar

When you click on a meeting, the right-hand panel is displayed with details displayed for respective meeting as shown below:



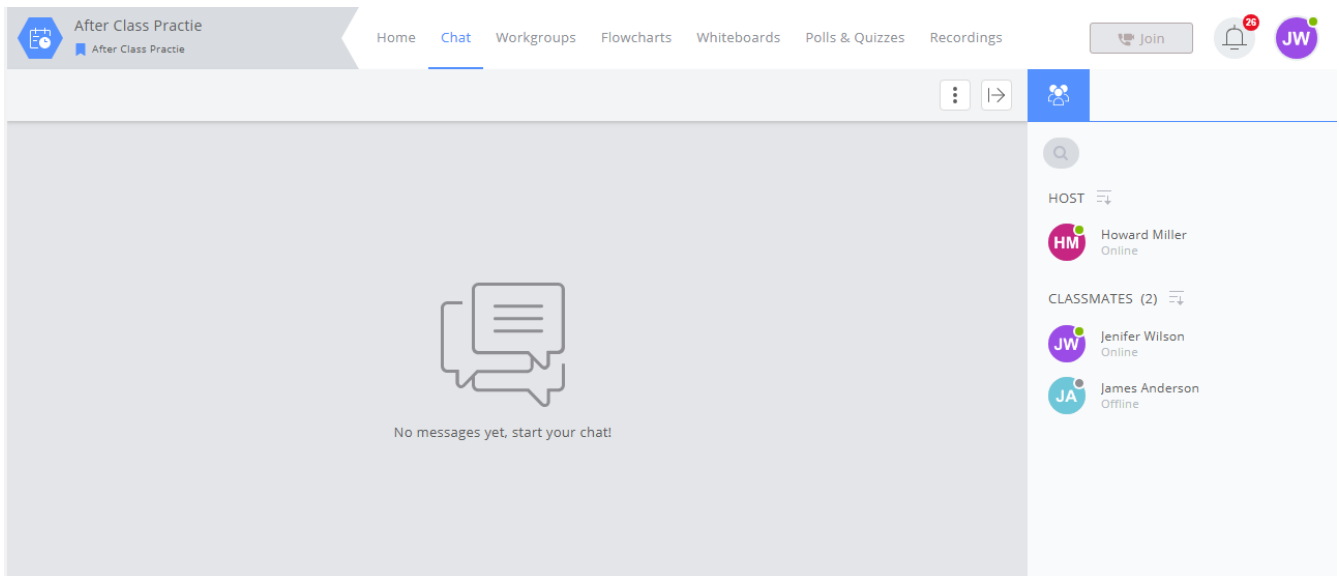
SCREENSHOT – Meeting Details in Calendar

In order to open the meeting, hover over the link of the meeting.  icon appears and once a user clicks on the  icon, they are displayed an option to open the respective meeting as highlighted below:



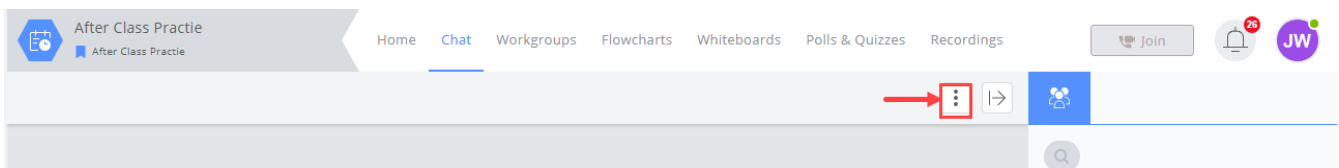
SCREENSHOT – Calendar

You will be presented with the following screen.



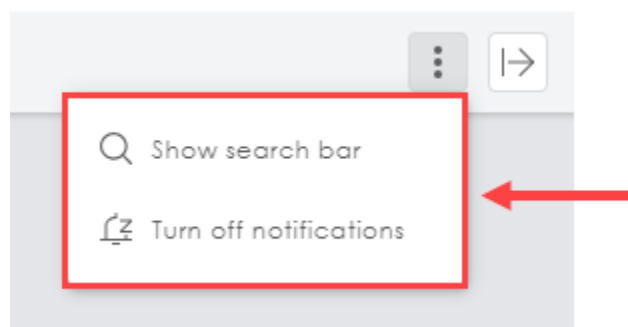
SCREENSHOT – Meetings

Note: If you want to search some specific messages in the conversation of meeting, click on the  icon highlighted below:



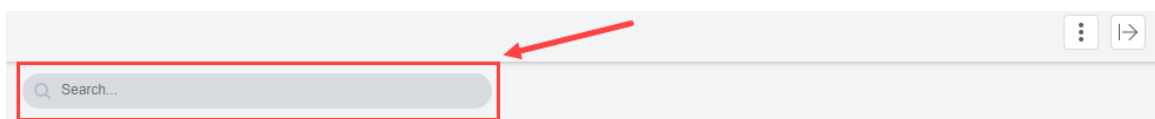
SCREENSHOT – Meetings

A drop-down menu is displayed as shown below. Click on the Show search bar option on the drop down menu:



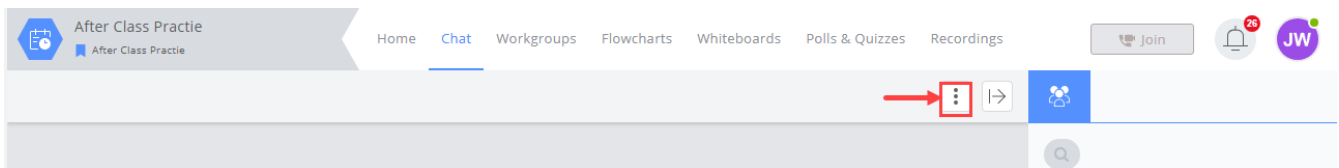
SCREENSHOT – Meeting

Search bar for meeting chat is displayed as shown below:



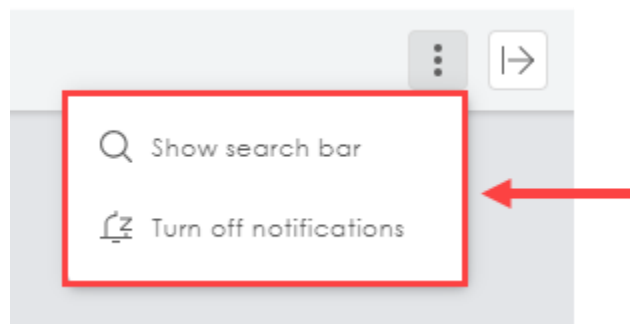
SCREENSHOT – Meeting

Note: If you want to turn off notifications for a particular meeting then click on the  icon highlighted below:



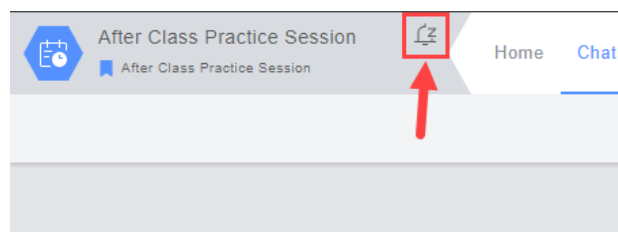
SCREENSHOT – Meeting

A drop-down menu is displayed as shown below. Click on the Turn Off notifications option on the drop-down menu:



SCREENSHOT – Meeting

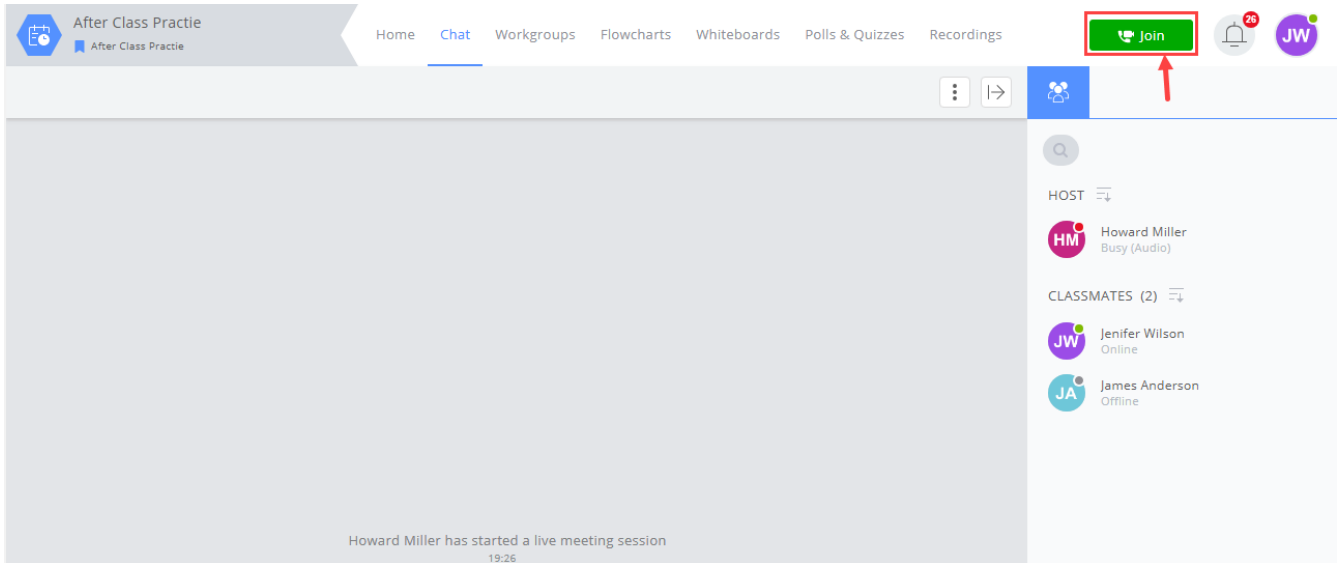
Notifications for this particular meeting will not be received by the teacher. A snooze notification icon is also displayed next to the title of the meeting as highlighted below:



SCREENSHOT – Meeting

9.1 Joining a Live Session in Meeting

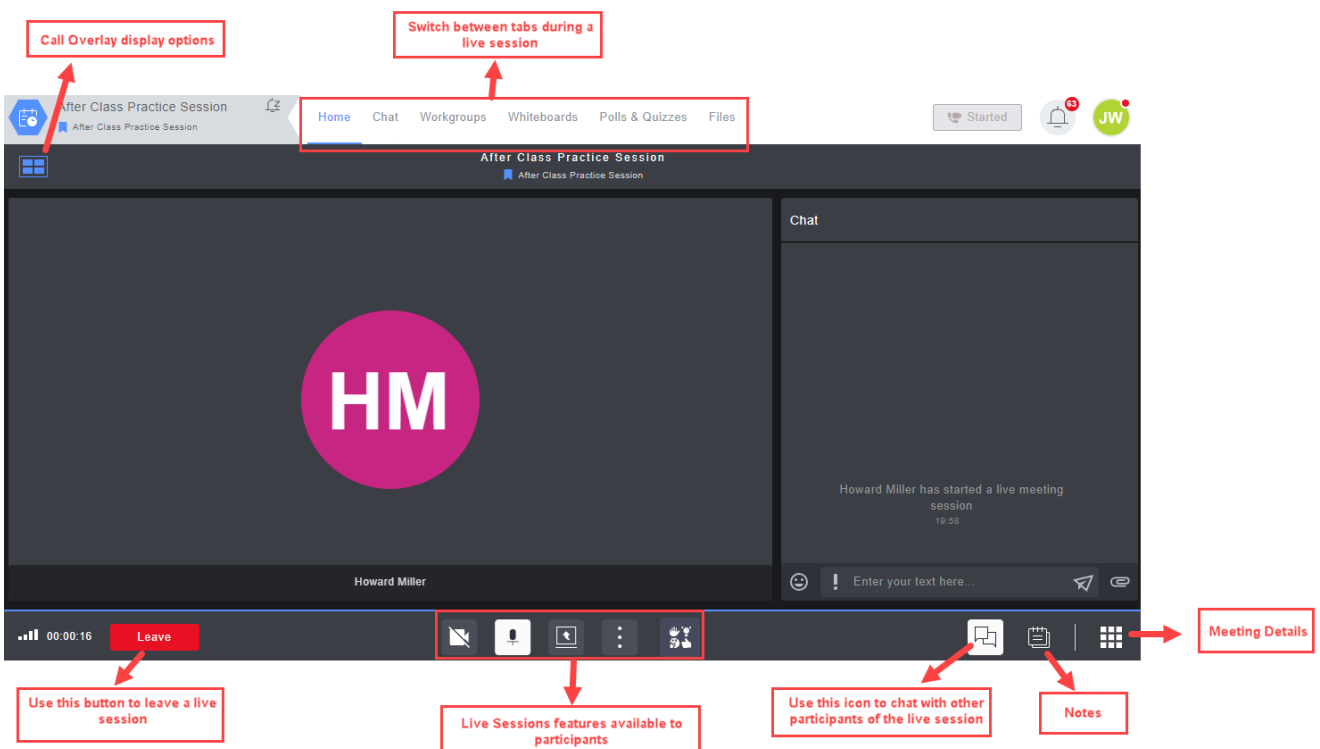
The classmate can join a live meeting session in the respective meeting if it is being conducted by the host by clicking on the **Join** button displayed as highlighted below:



SCREENSHOT – Meetings

Joining a live meeting session will allow classmate to interact with the present participants via audio/video sharing, text messaging, file sharing and screen sharing. These meeting features will only be accessible to you if the host has provided you the permission to use these features during a live meeting session. The following is a graphical representation of the live meeting environment.

Note: The **Join** button will only be enabled if there's an ongoing session in the respective meeting otherwise this button will be disabled.



SCREENSHOT – Graphical representation of Live Meeting Session

10 Using Whiteboard

IMPORTANT!! Whiteboards created prior to Rainbow Classroom version 2.1.1 by using older interface are no longer available.

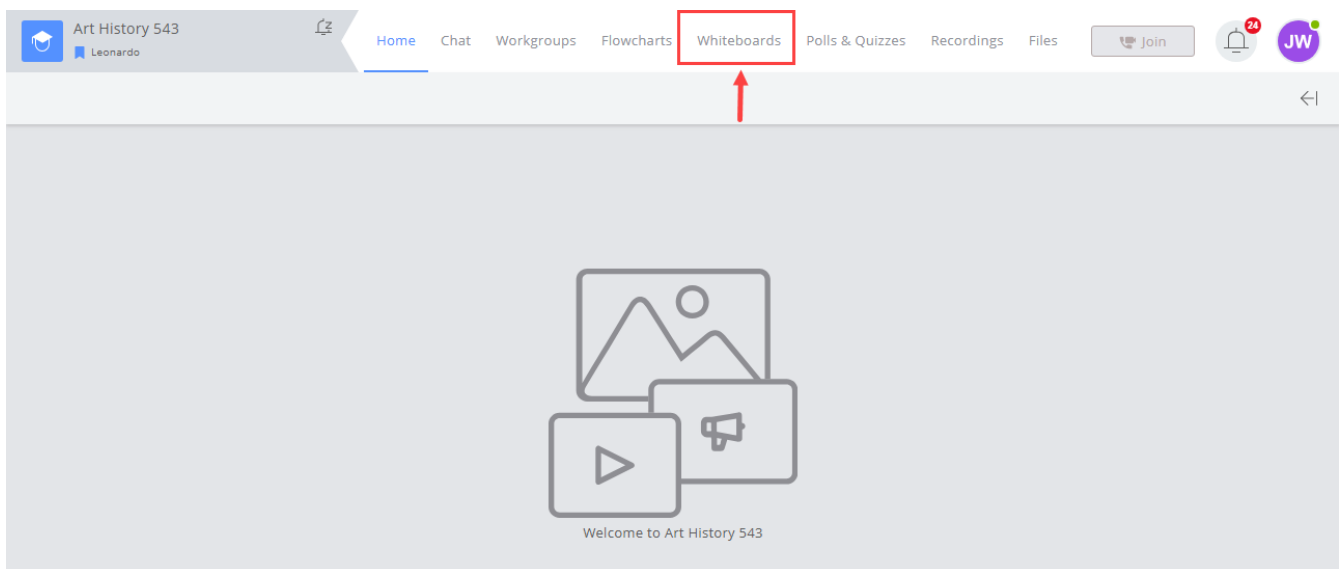
Whiteboard is a primary tool for any traditional or virtual classroom environment that is majorly used for the interaction and collaboration between teachers and students. Rainbow Classroom provides a whiteboard feature that the hosts can use and share for the participants to annotate on (if whiteboard editing permissions are allowed to the participants). The whiteboard has a variety of tools for drawing, typing, and doing anything else that would be done in a regular classroom.

The classmate can use a whiteboard in the following two ways:

1. **Online Whiteboard:** The classmate can annotate on a whiteboard shared by the host during a live session only if the host has granted whiteboard editing permissions to them.
2. **Offline Whiteboard –** The classmate can use a whiteboard without any live session in the classroom, workgroup, and meeting.

Note: Please note that the classmate cannot share a whiteboard in a classroom or meeting session in an online or offline mode.

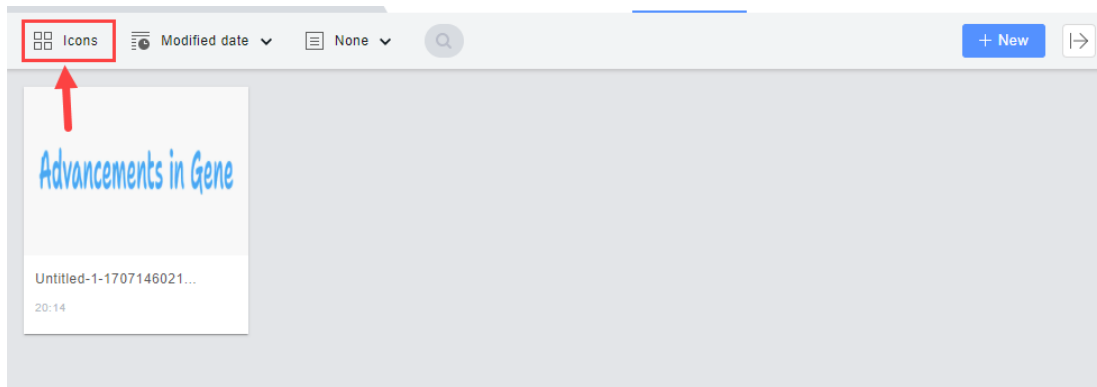
Whenever a whiteboard tab is accessed by a classmate following screen is displayed:



SCREENSHOT – Whiteboard

Following options are available to a classmate to organise the display of the available Whiteboards:

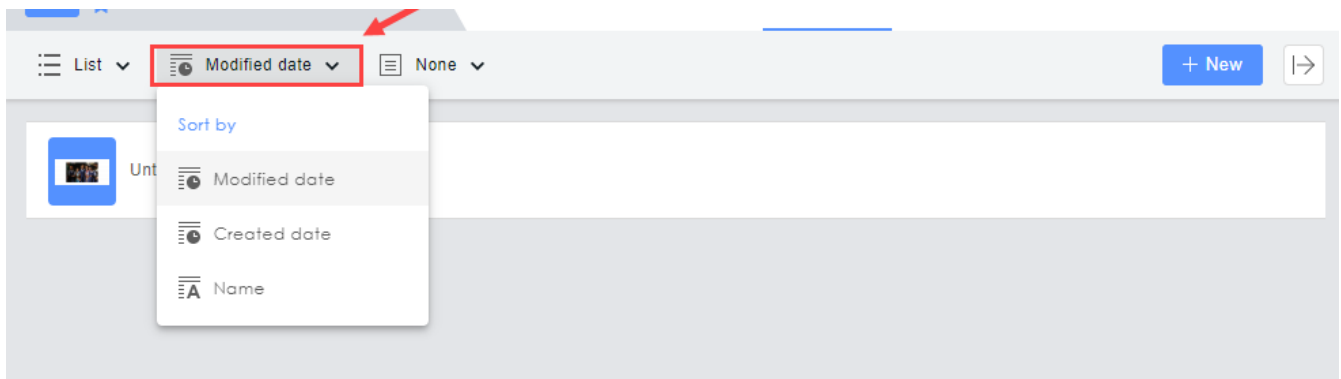
View as: Classmate can view the Whiteboards either in the form of List or Icons by using the below highlighted option:



SCREENSHOT – Whiteboard

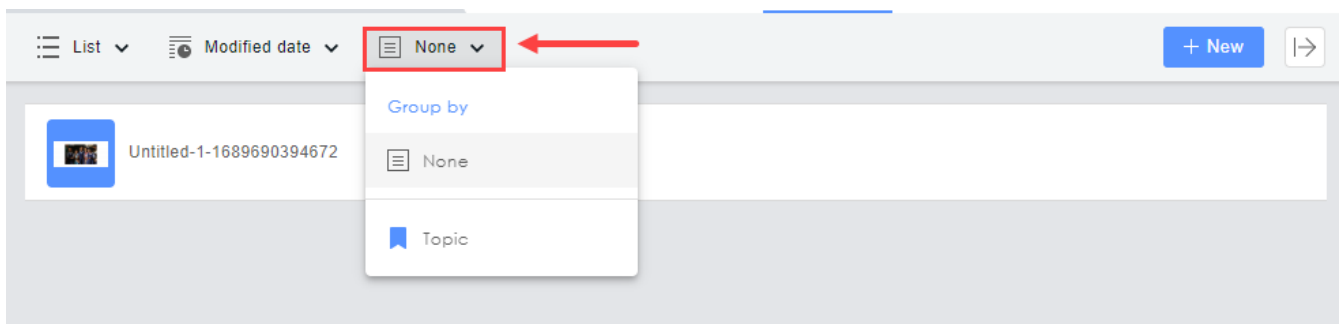
Sort By: Host can sort the available Whiteboards based on:

- Modified Date
- Created Day
- Name



SCREENSHOT – Whiteboard

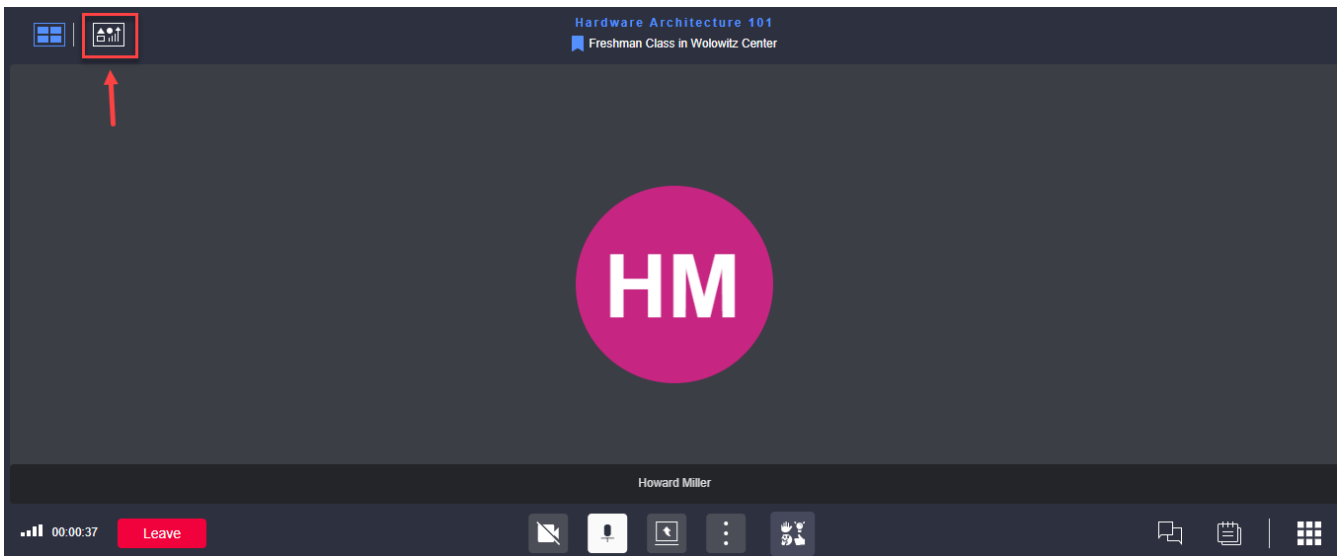
Group By: Host can group the Whiteboards based on the topics by using the below highlighted option:



SCREENSHOT – Whiteboard

10.1 Joining an Online Whiteboard Session

If the host has shared an online whiteboard during a live session, a classmate can join it by going to the **'Whiteboard'** icon displayed on the call overlay, as shown below.

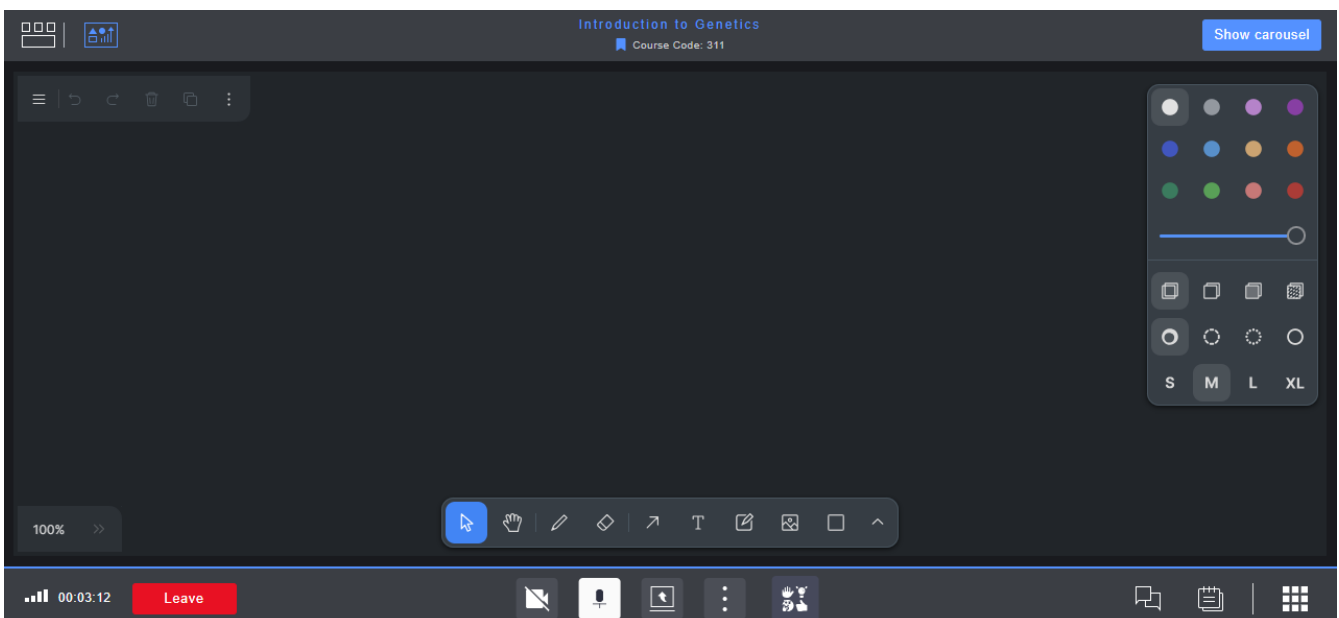


SCREENSHOT – Live Session

You will be presented with whiteboard screen where the classmate can do their required editing i.e. add comments or notes.

If the shared whiteboard was created prior to Rainbow Classroom version 2.1.1 then it will be displayed with old interface.

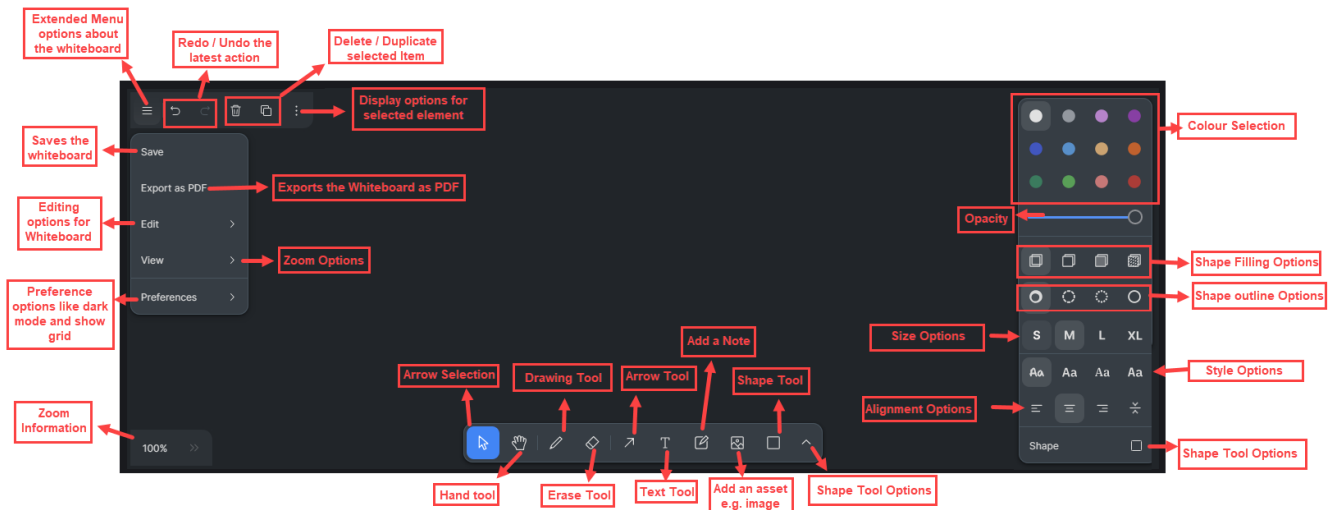
In case a whiteboard is created with new interface then following Whiteboard screen will be displayed to the classmate if editing is enabled by the host:



Note: Please note that the classmate will only be able to do editing on the whiteboard if the host has granted them the whiteboard editing permission.

10.2 Graphical Representation of Whiteboard in Live Session

The following is a graphical representation of the whiteboard, when the host starts it and allows editing for the participants of the live session.

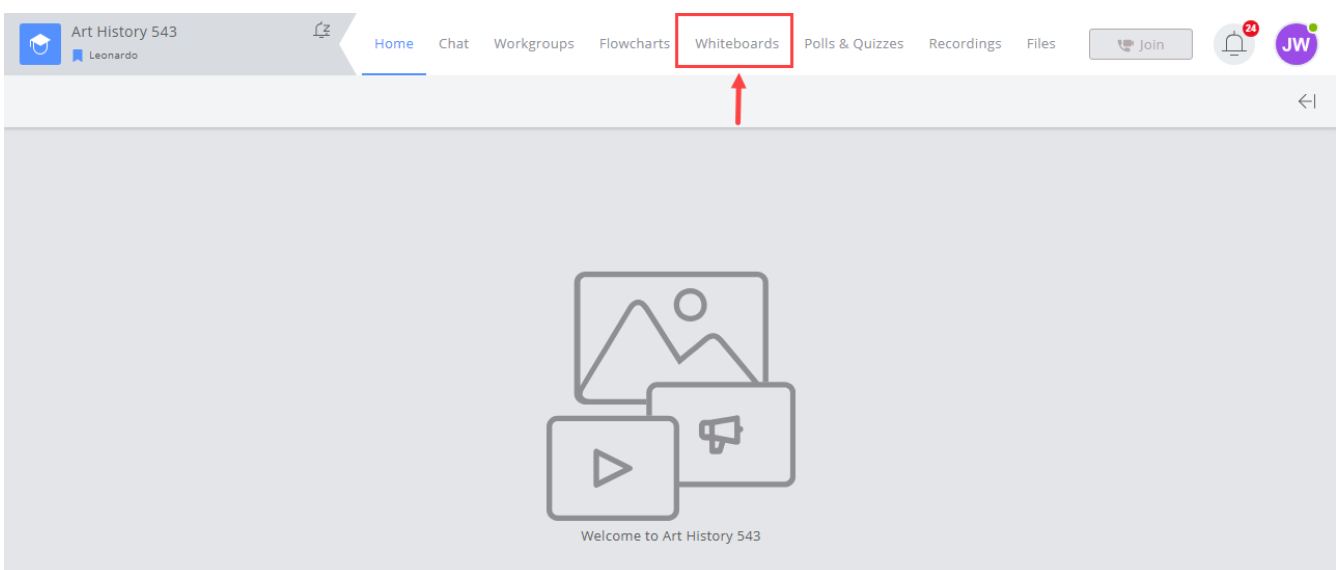


SCREENSHOT – Whiteboard in a Live Session

Note: A user can simply select an element on the Whiteboard (Shape, line etc.) and Press Delete button to erase it.

10.3 Offline Whiteboard for Participants

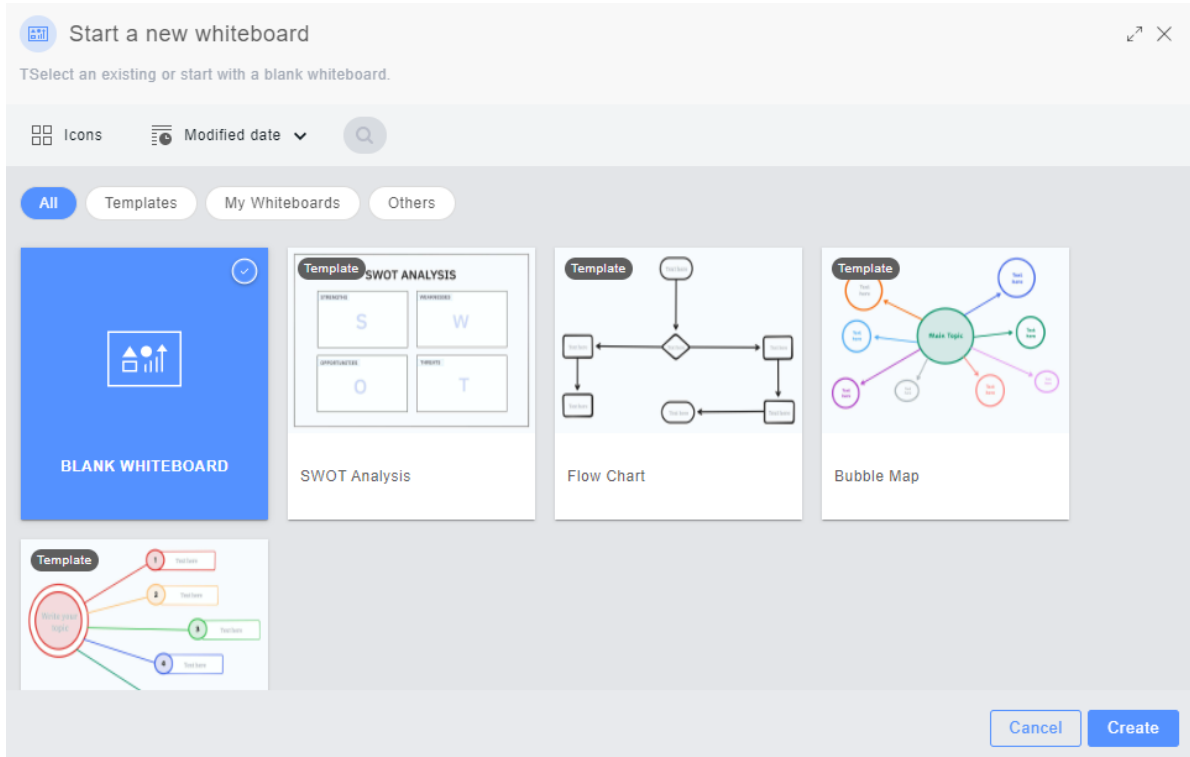
To get started with an offline whiteboard, go to the required classroom, workgroup or meeting and click on the **Whiteboard** tab displayed at the top bar, as shown below.



SCREENSHOT – Whiteboard

Note: Please note that the whiteboard list will only appear if you have saved an offline whiteboard before.

Click on an existing Whiteboard or open a new Whiteboard by clicking on the **+ New** option. In case of a new Whiteboard, following screen is displayed:

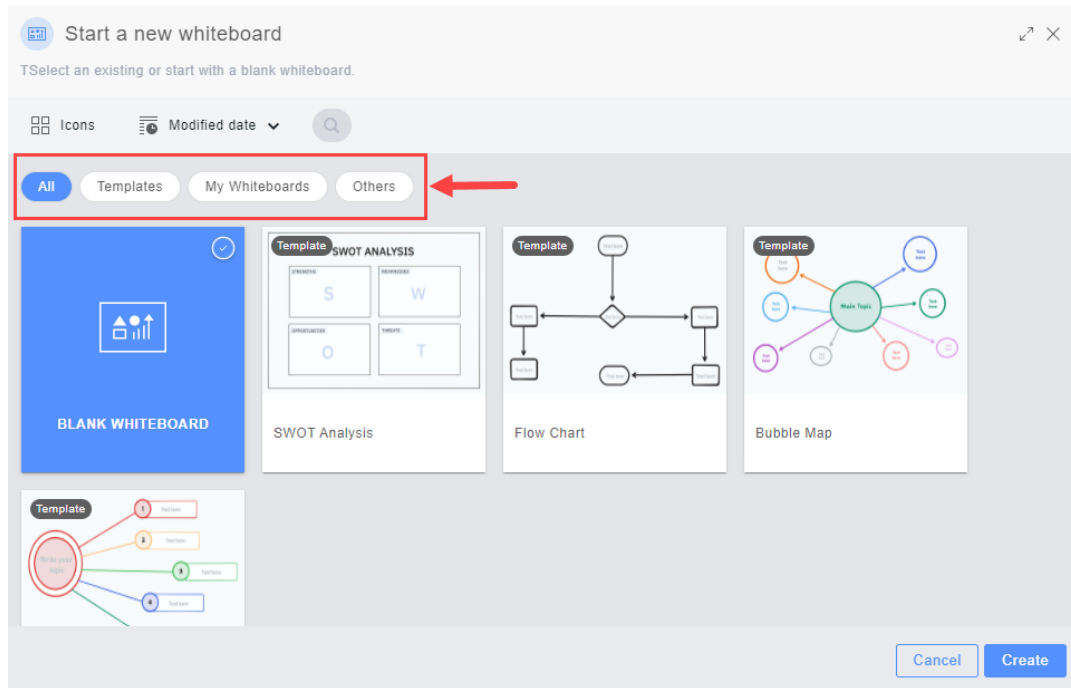


SCREENSHOT – Whiteboard

You can either select to open an existing whiteboard, start a blank whiteboard or use any of the available templates to start your new whiteboard. Following template options are available:

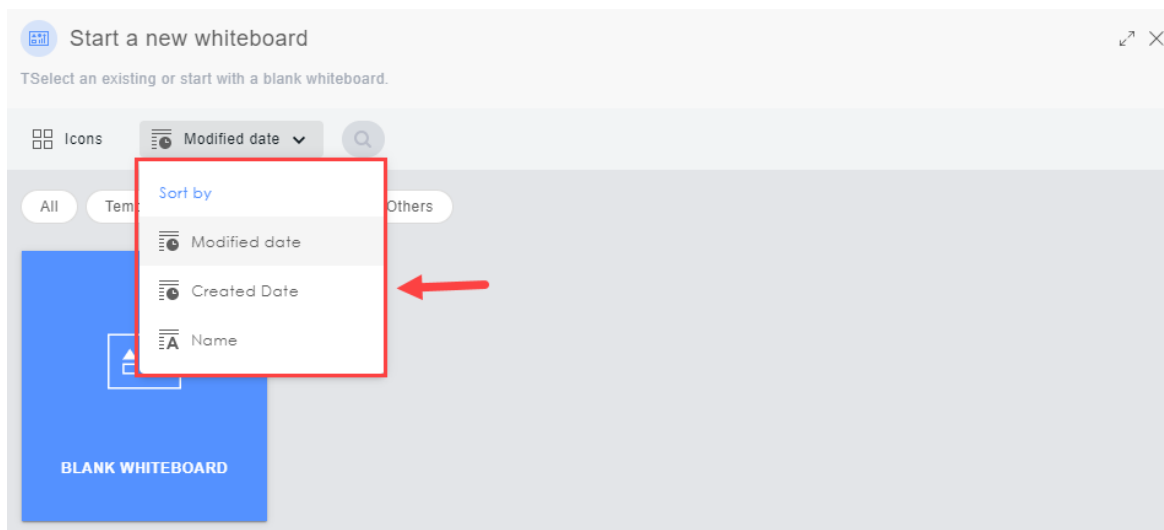
- SWOT Analysis
- Flow Chart
- Bubble Map
- Linear Diagram

Searching for your desired Whiteboard is made easy with Grouping options like All, templates, My Whiteboards and Others as shown below:



SCREENSHOT – Whiteboard

You can search a whiteboard by entering the name in search bar. Whiteboards can be sorted by Modified date, created date and Name as shown below:

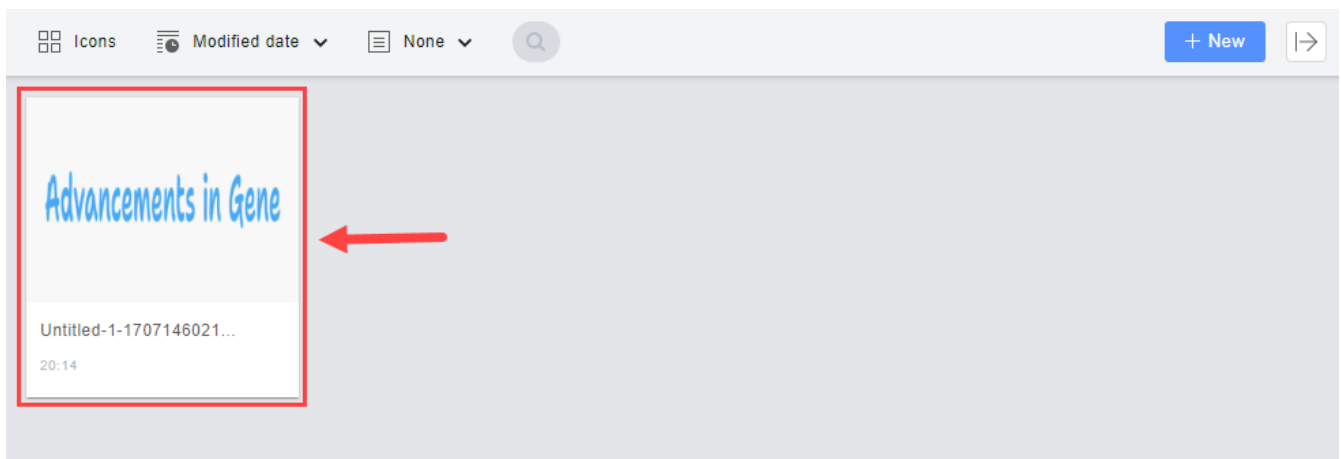


SCREENSHOT – Whiteboard

Note: Please note that features will be the same for an offline and an online whiteboard. For details of whiteboard features, please see the section titled '[Graphical Representation of Whiteboard](#)'.

In case of Import file option, you can upload images. Supported file format for import option include jpg, jpeg, bmp, gif and pdf. Maximum allowed file size for background files is 10 MB.

Snapshot of Saved Whiteboard is set as preview tile in list of Whiteboards as shown below:



SCREENSHOT – Whiteboard

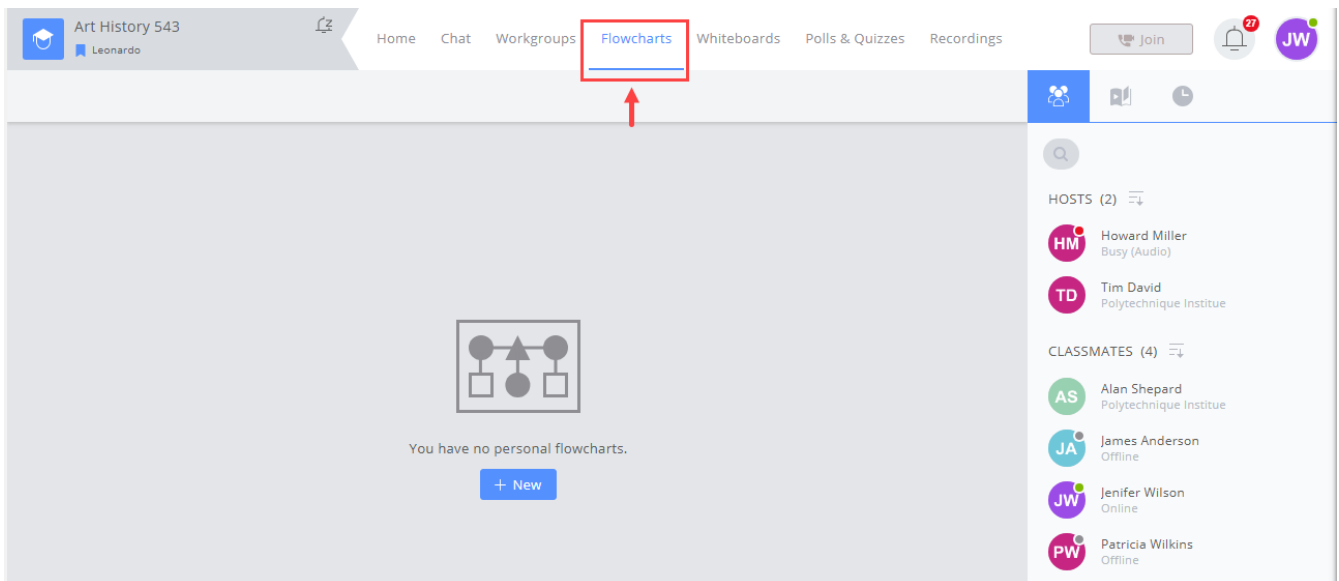
Preview will be available if user has saved the Whiteboard. This makes it easier for user to identify a whiteboard without having to rename it every time a change is made in whiteboard.

Note: Content on Whiteboard is auto-saved every 30 seconds.

11 Using Flowcharts

Rainbow Classroom provides a **Flowchart** feature that can be used to visually explain complex processes and workflows. A typical flowchart in Rainbow includes a range of tools that enable hosts to draw, label and illustrate relationships between different elements, thus allowing hosts and participants to present information in a structured and interactive manner.

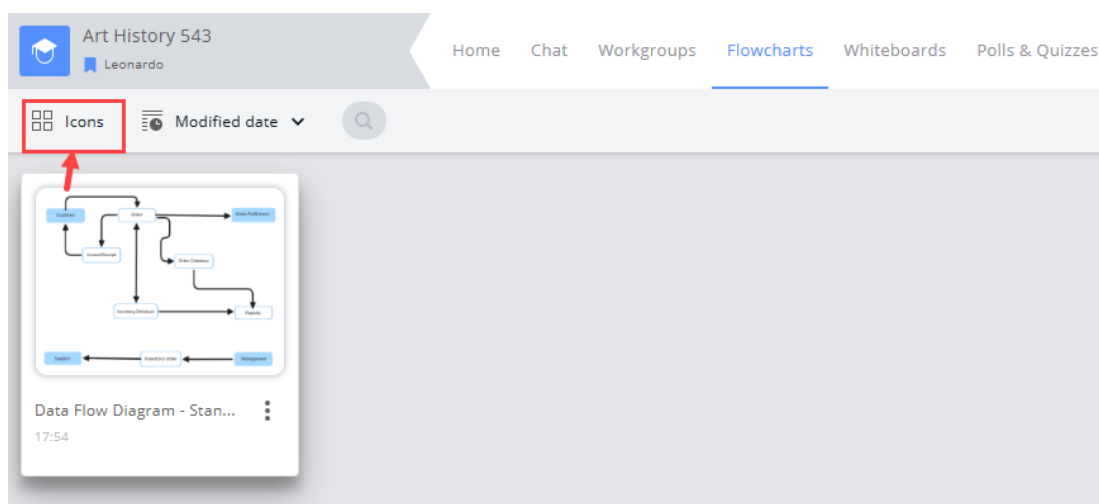
Whenever a flowchart tab is accessed by a participant, following screen is displayed:



SCREENSHOT – Flowchart

Following options are available to a teacher to organise the display of the available Flowcharts:

View as: Host can view the Flowcharts either in the form of List or Icons by clicking on the highlighted option:

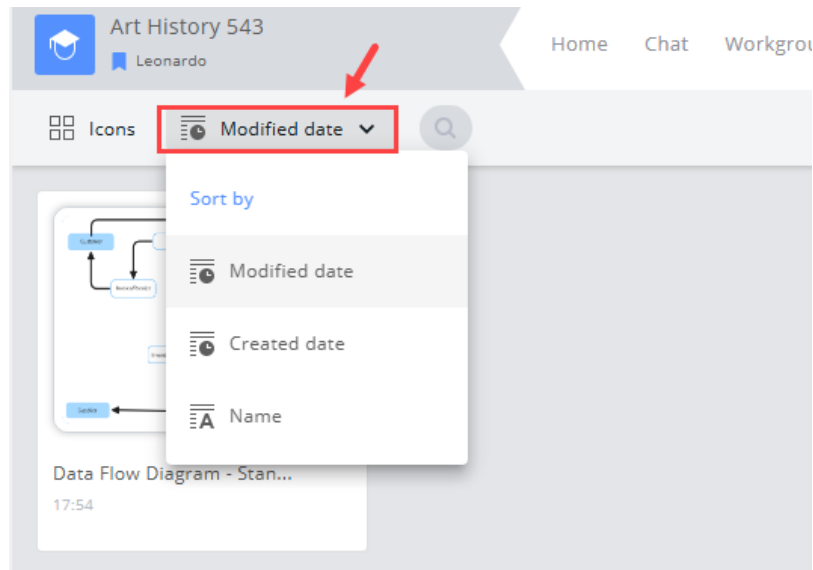


SCREENSHOT – Flowchart

Sort By: Host can sort the available Flowcharts based on:

- Modified Date

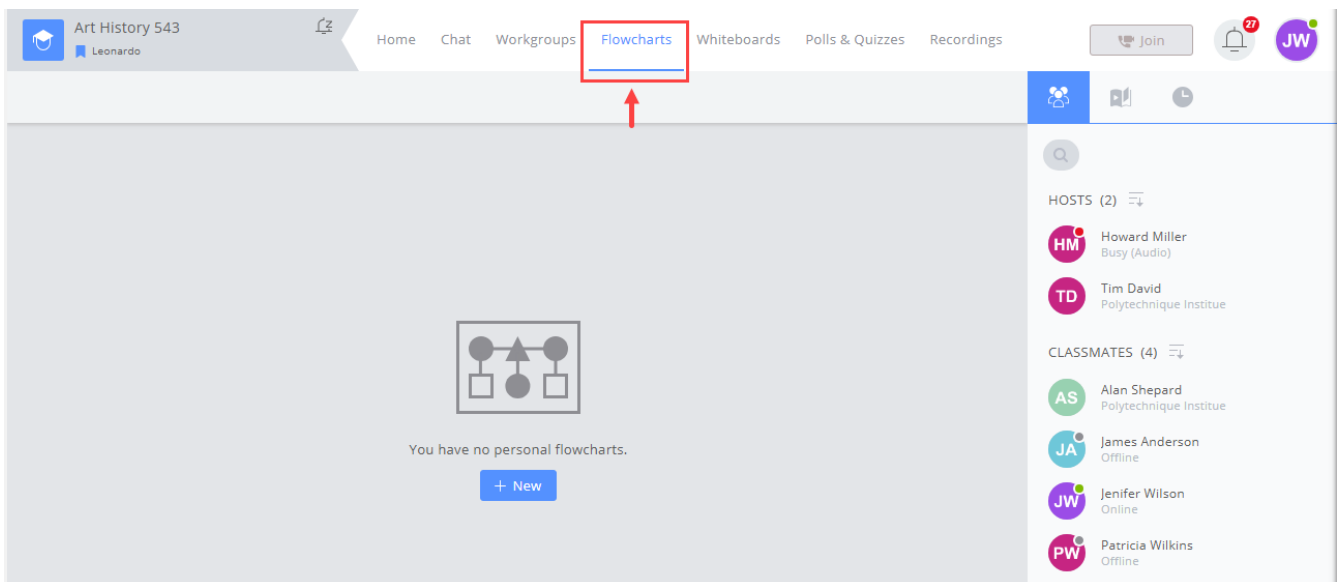
- Created Day
- Name



SCREENSHOT – Flowchart

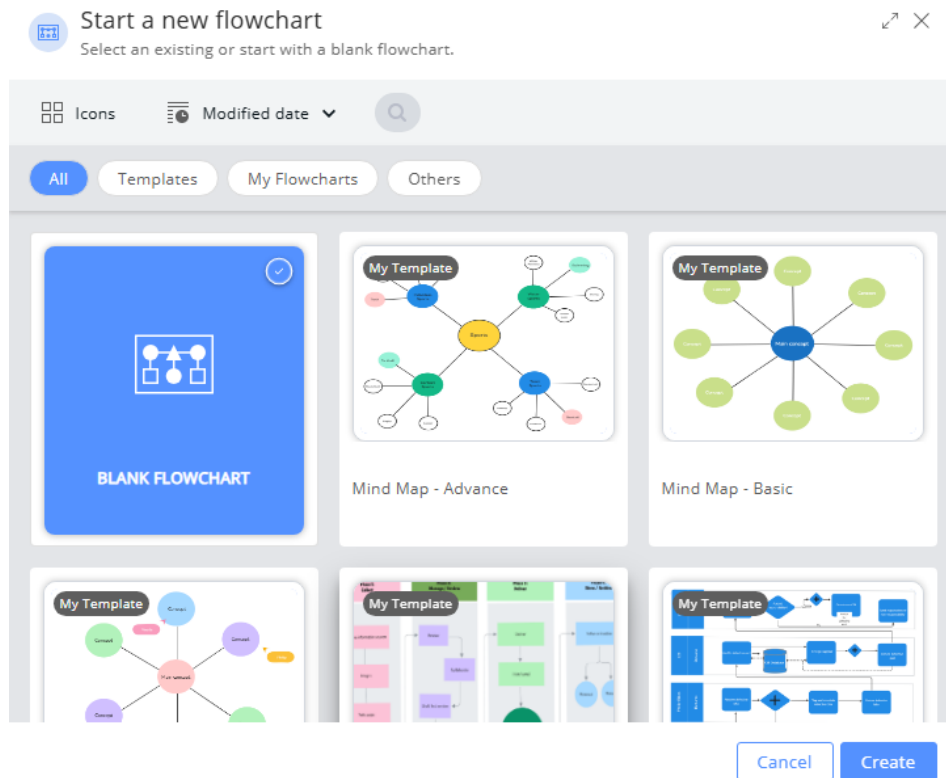
11.1 Creating a flowchart

To get started with a flowchart, go to the required classroom, Workgroup or meeting and click on the **Flowchart** tab displayed at the top bar, as shown below.



SCREENSHOT – Flowchart

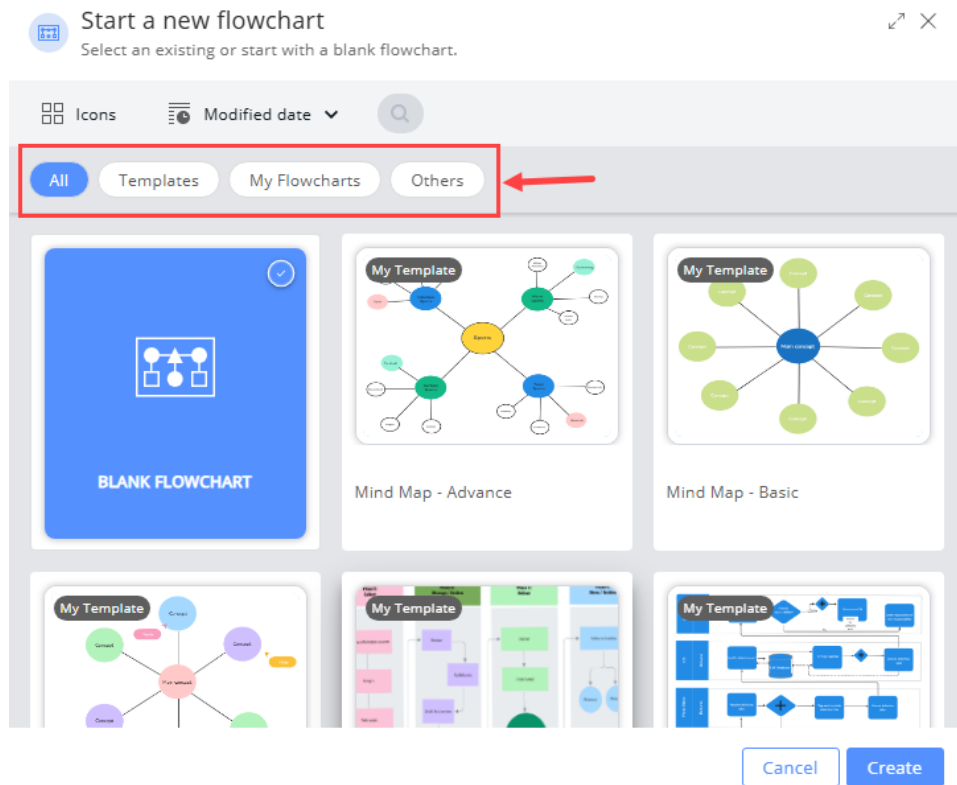
You can also find a **+ New** option, click on it in order to start the flowchart. Following screen is displayed:



SCREENSHOT – Flowchart

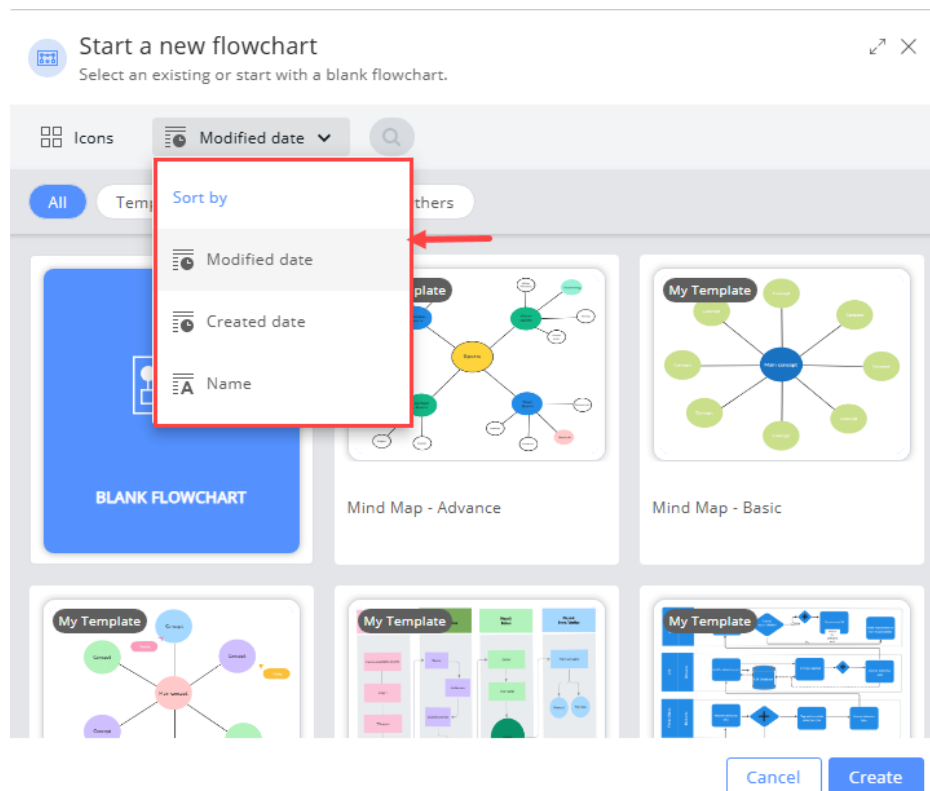
You can either select to open an existing flowchart, start a blank flowchart or use any of the available templates to start your new flowchart.

Searching for your desired Flowchart is made easy with Grouping options like All, templates, My Flowcharts and Others as shown below:



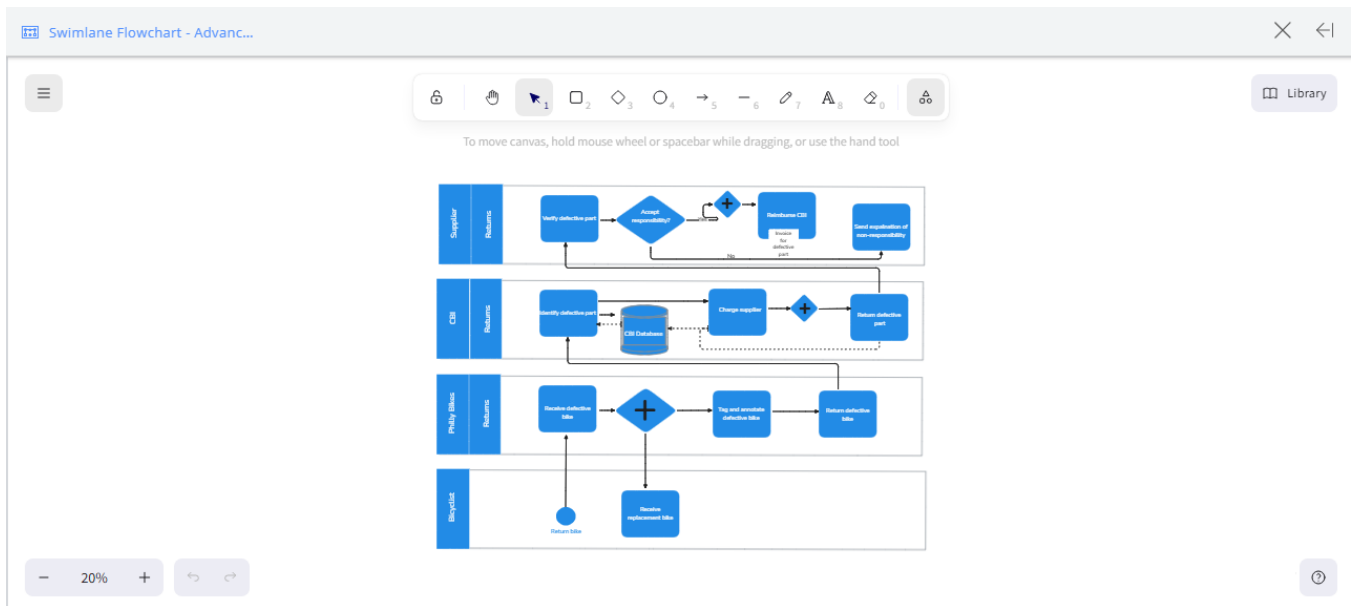
SCREENSHOT – Flowchart

You can search a flowchart by entering the name in search bar. Flowcharts can be sorted by Modified date, created date and Name as shown below:



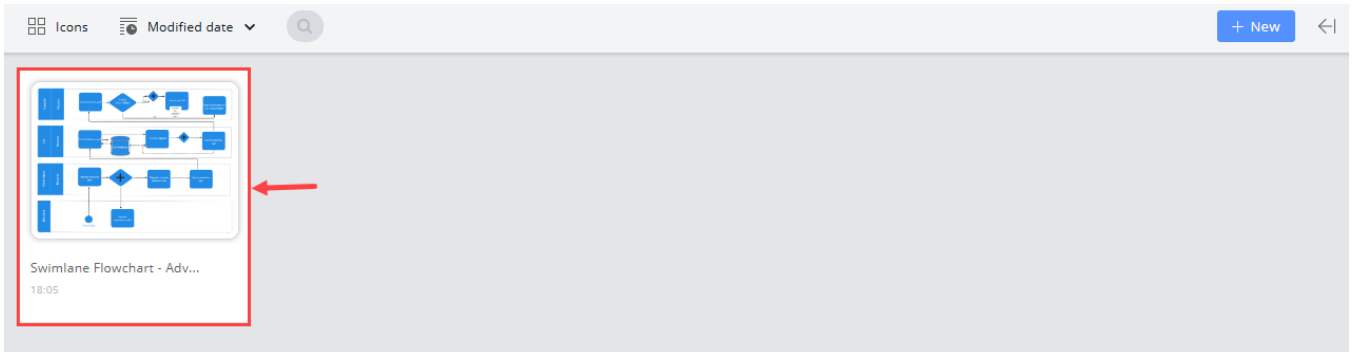
SCREENSHOT – Flowchart

Once you have selected your desired flowchart, click on Create/Create a Copy button. Flowchart is created and displayed as shown below:



SCREENSHOT – Flowchart

Snapshot of Saved Flowchart is set as preview tile in list of Flowcharts as shown below:

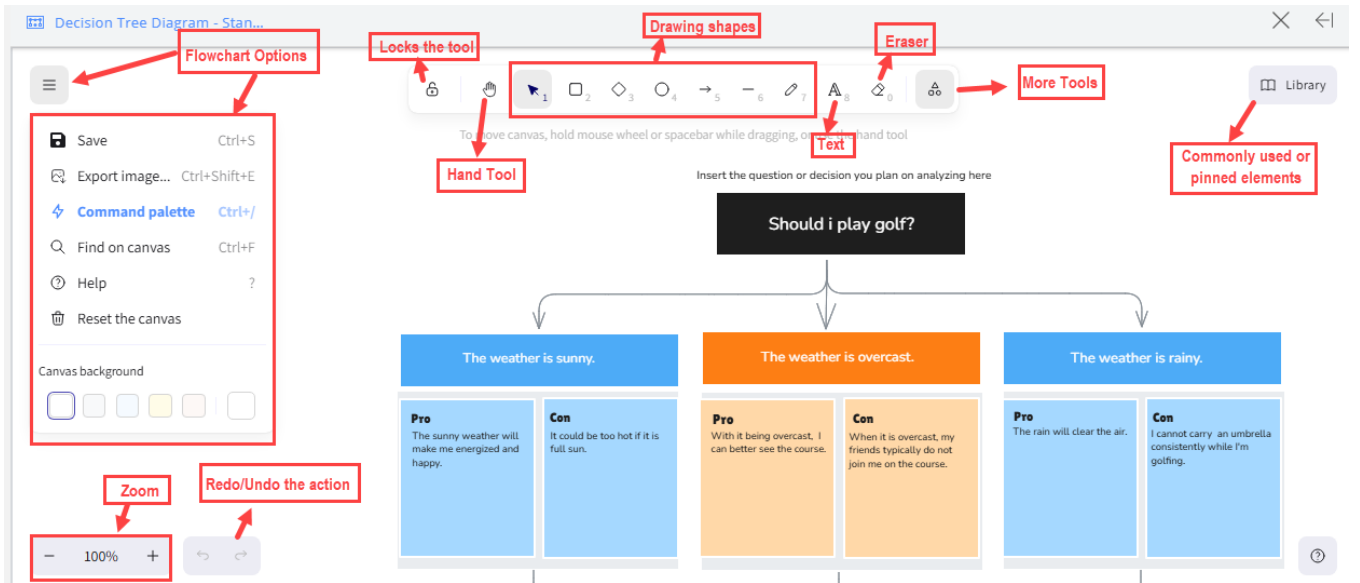


SCREENSHOT – Flowchart

Preview will be available if user has saved the Flowchart. This makes it easier for user to identify a flowchart without having to rename it every time a change is made in flowchart.

11.2 Graphical Representation of Flowchart shared in Live Session

The following is a graphical representation of the flowchart



SCREENSHOT – Flowchart in a Live Session

Note: A user can simply select an element on the Flowchart (Shape, line etc.) and Press Delete button to erase it.

12 Polls & Quizzes

It can be challenging for the classmates to interact purposefully in a virtual classroom environment especially when it comes to class evaluations and accessing study material that is shared by their teacher. In order to provide a wholesome learning experience to classmates, Rainbow Classroom offers a 'Polls & Quizzes' feature through which the classmates host can participate in an interactive classroom using 'Polls' and 'Quizzes'.

12.1 Polls

The polling in a classroom and meeting allows the classmates to participate in the class more willingly. It helps the classmates to give and get live feedback from other participants. The classmates who prefer not to share their thoughts in front of the class can benefit from the polls because it will allow them to express themselves while staying anonymous.

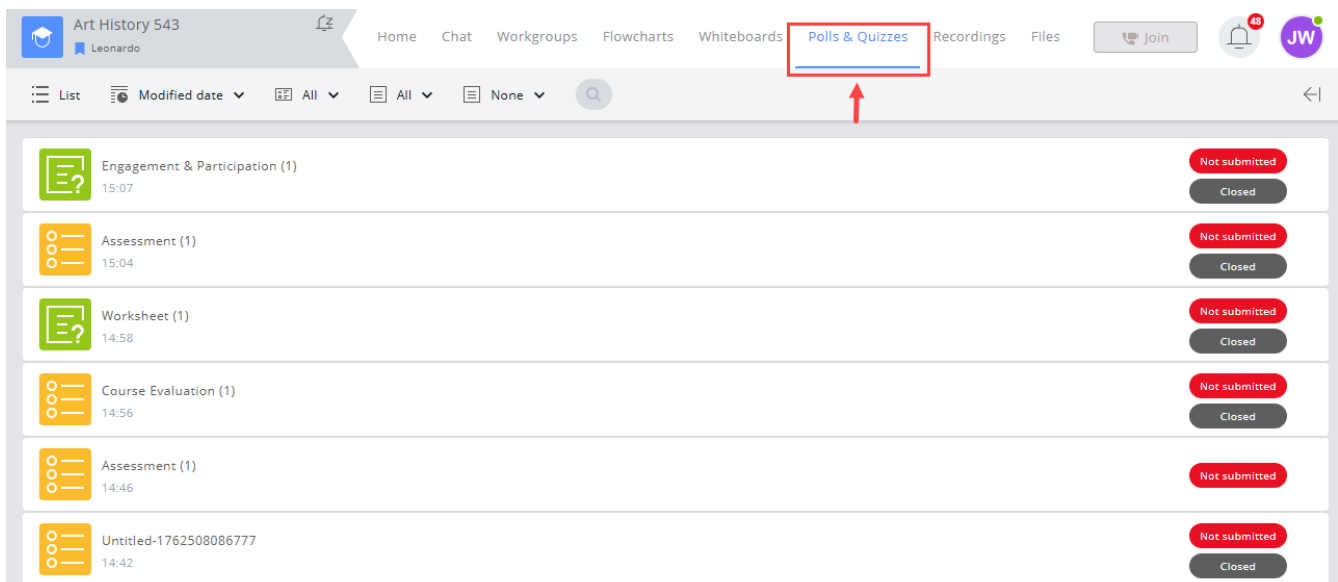
The classmate can use polls in the following two ways:

1. **Offline Mode** – Use poll via the main tab 'Polls & Quizzes' in the classroom or meeting.
2. **Online Mode** – Use poll via the call overlay of a live classroom or meeting session.

To give you an overview of all the available features of polls, we have explained the process in detail for a classroom below.

12.1.1 Offline Mode

To get started with polls in an offline mode, go to the main classroom tabs and click **Polls & Quizzes** displayed at the top bar, as shown below:



SCREENSHOT – Polls & Quizzes

The poll will be available in the following three ways, as shown in the below screenshot as well:

- **Not Submitted** – If a poll is displayed as 'Not submitted', then you can submit your response for the respective poll.

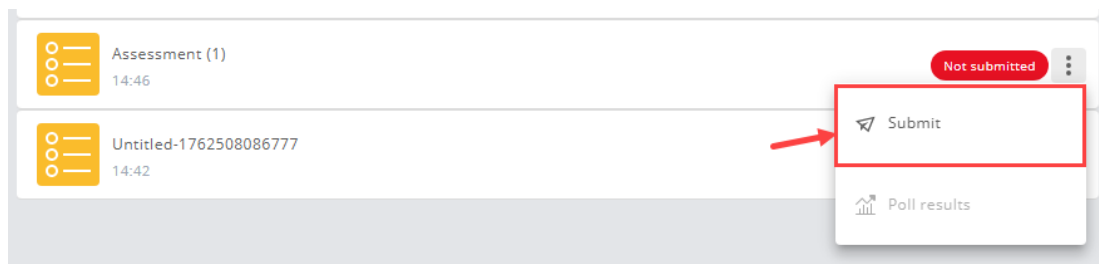
- **Submitted** – If a poll is displayed as ‘Submitted’, it means that you have already submitted your response for the respective poll.

Note: It is important to note that you cannot submit a response for a poll more than once.

- **Not Submitted and Closed** – If a poll is displayed as ‘Not Submitted’ and ‘Closed’, it means that you have not submitted your response for the respective poll and it has been closed by the host to accept any responses.

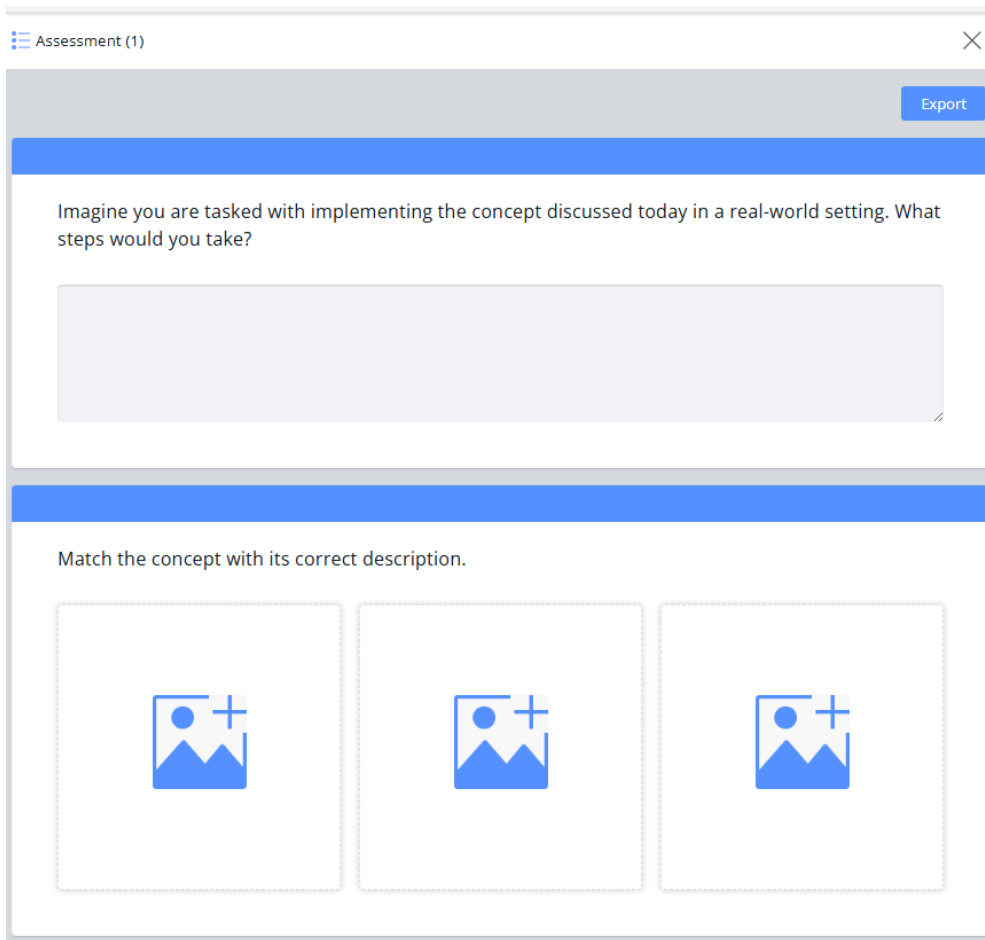
Submit Response

To submit a response for a poll displayed as ‘Not Submitted’, go to the required poll menu options by clicking on  icon and click on **Submit** as shown below.



SCREENSHOT – Polls

You will be presented with the following screen. Attempt the respective poll and submit your response.



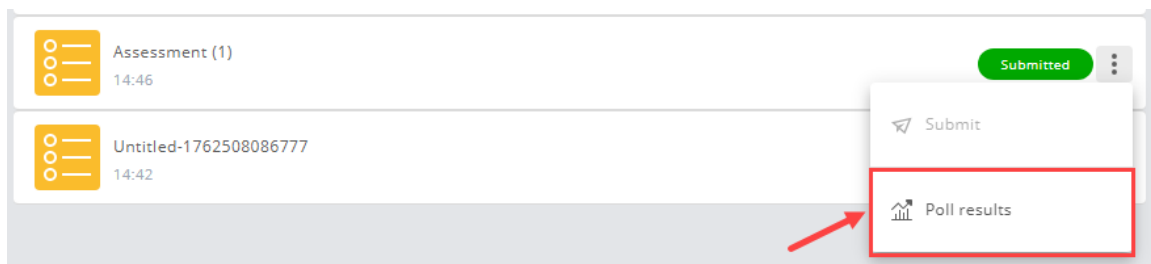
SCREENSHOT – Poll

Note: You can download a poll as PDF file by clicking on Export button available in the top-right corner.

You will get a notification on your screen indicating whether or not the Polls & Quizzes submission was successful.

View Poll Results

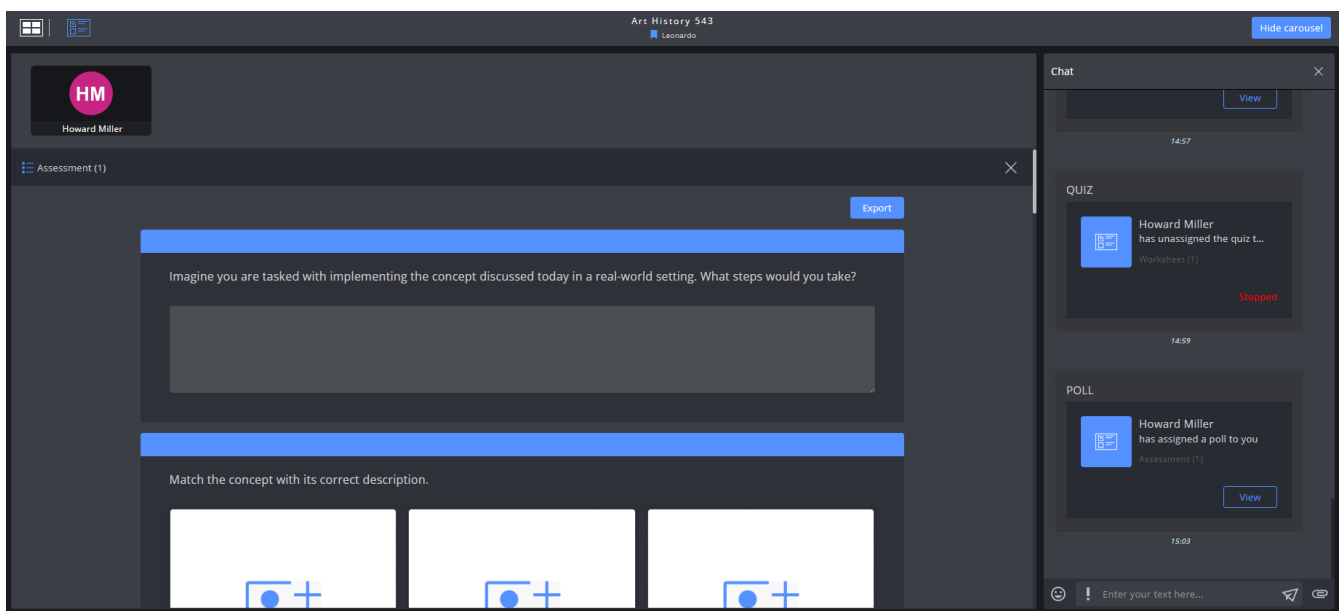
The classmate can get live results of the whole class that will help them to know majority of the participant's opinions easily. The live poll results will show the participant's response to each answer of the question. To view poll results, go to the required poll menu options by clicking on  icon and click on **Submit** as shown below and click on **Poll Results** as shown below.



Screenshot- Polls

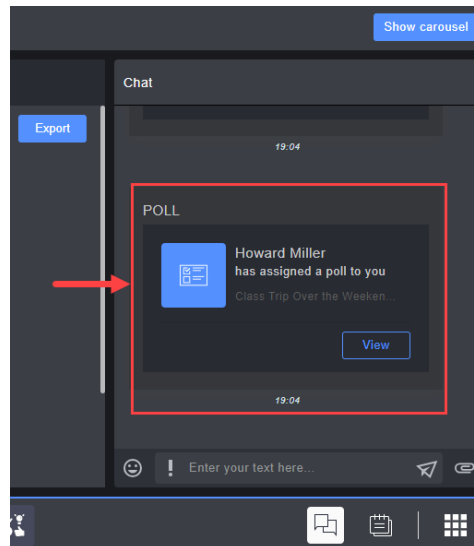
12.1.2 Online Mode

Once the host has shared a poll during a live classroom session, it will be displayed to you on the call overlay, as shown below:



SCREENSHOT – Poll in Live Session

An immediate notification is displayed in the conversation tab as highlighted below:



SCREENSHOT – Poll in Live Session

Important!! Please note that if the host ends the live session, then you will not be able to attempt the respective poll.

Note: Please note that a poll's features will be the same in both offline and online modes. Please see the above sections for more information.

12.2 Quizzes

Quizzes in a classroom and meeting allows the classmates to participate in a more constructive manner. Their evaluation for a particular topic or class can be performed by their teachers in real time allowing for a more robust learning experience.

The classmate can take quizzes in the following two ways:

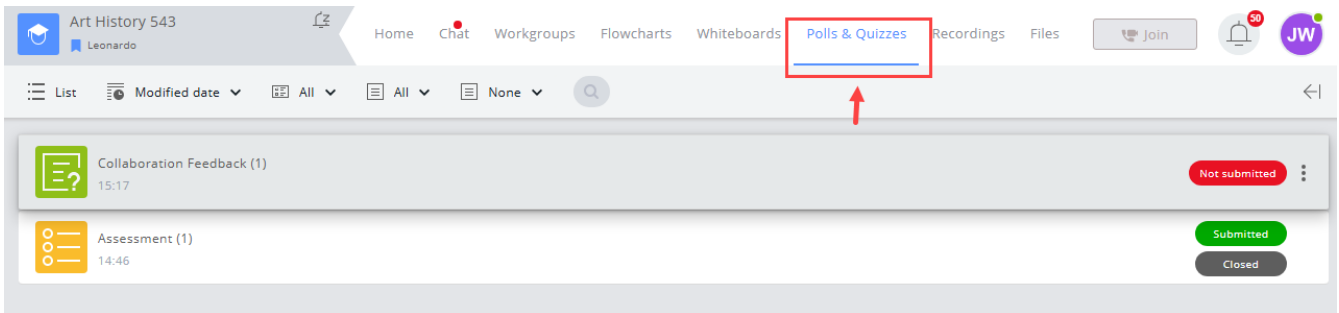
Offline Mode – Take a quiz via the main tab 'Polls & Quizzes' in the classroom or meeting.

Online Mode – Take a quiz via the call overlay of a live classroom or meeting session.

To give you an overview of all the available features of quiz, we have explained the process in detail for a classroom below.

12.2.1 Offline Mode

To get started with quiz in an offline mode, go to the main classroom tab and click **Polls & Quizzes** displayed at the top bar, as shown below:



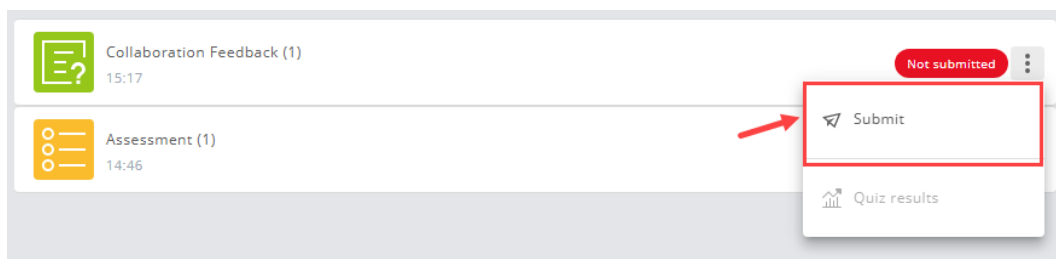
SCREENSHOT – Polls & Quizzes

The quizzes will be available in the following three ways, as shown in the below screenshot as well:

- **Not Submitted** – If a quiz is displayed as ‘Not submitted’, then you can submit your response for the respective quiz.
 - **Submitted** – If a quiz is displayed as ‘Submitted’, it means that you have already submitted your response for the respective poll.
- Note:** It is important to note that you cannot submit a response for a quiz more than once.
- **Not Submitted and Closed** – If a quiz is displayed as ‘Not Submitted’ and ‘Closed’, it means that you have not submitted your response for the respective quiz and it has been closed by the host to accept any responses.

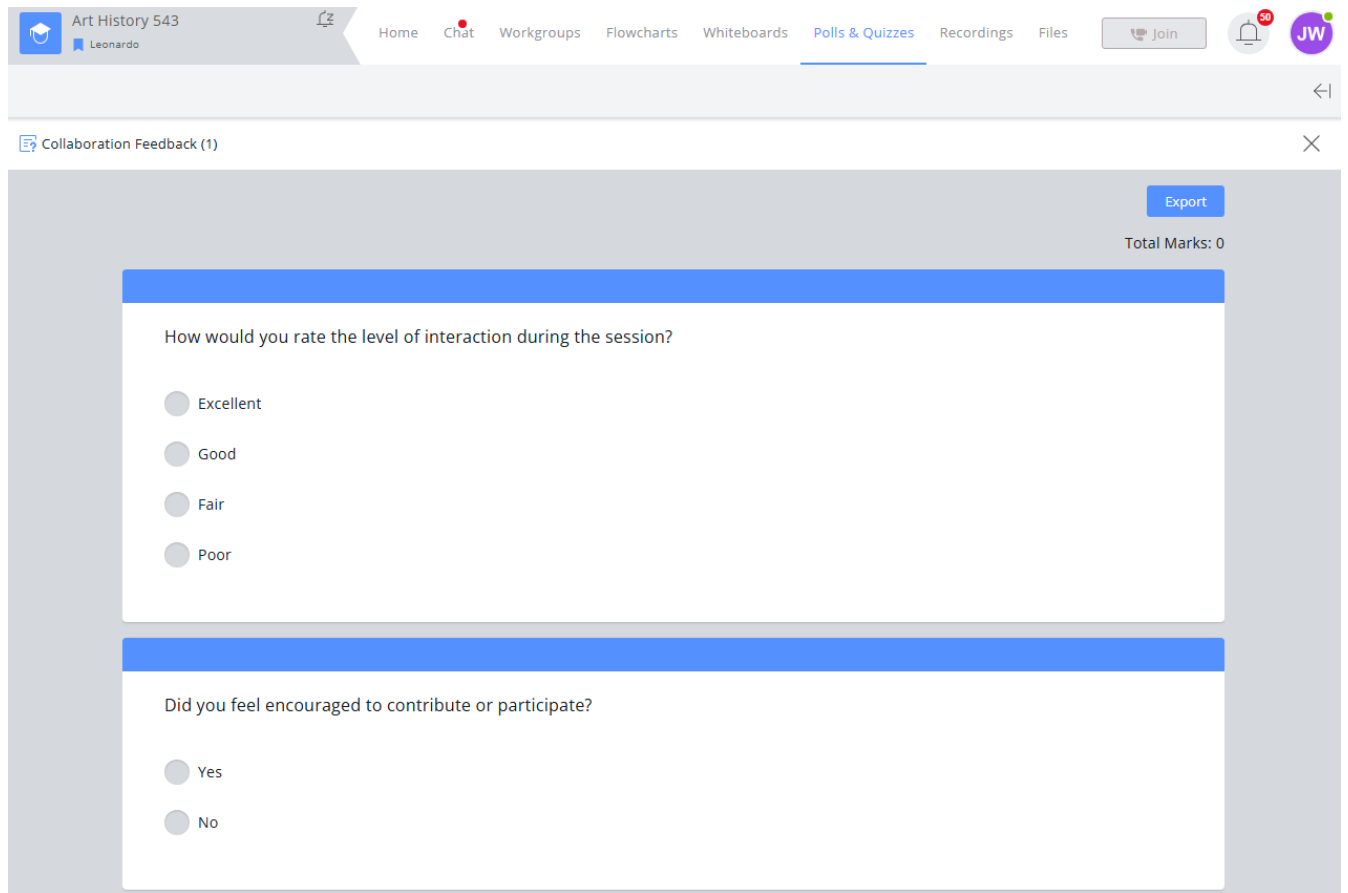
Submit Response

To submit a response for a quiz displayed as ‘Not Submitted’, go to the required quiz menu options and click **Submit** as shown below:



SCREENSHOT – Submit Responses

You will be presented with the following screen. Attempt the respective quiz and submit your response.



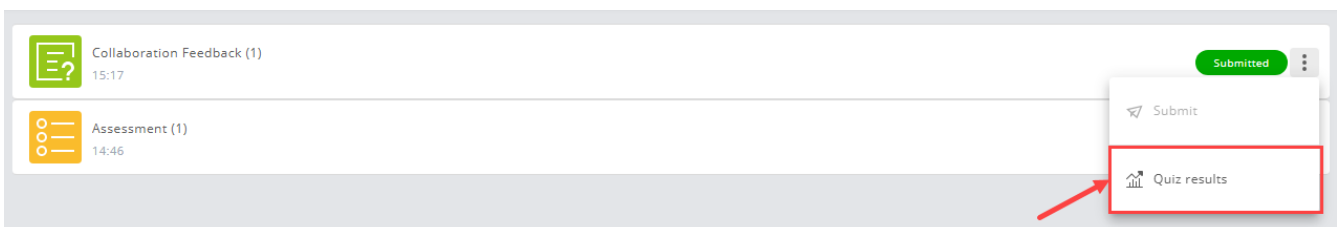
SCREENSHOT – Quiz

You will get a notification on your screen indicating whether or not the Polls & Quizzes submission was successful.

View Quiz Results

The classmate can get live results of the quiz that will help them to know the correct answers of an attempted a quiz easily. To view quiz results, click on **Quiz Results** as shown below.

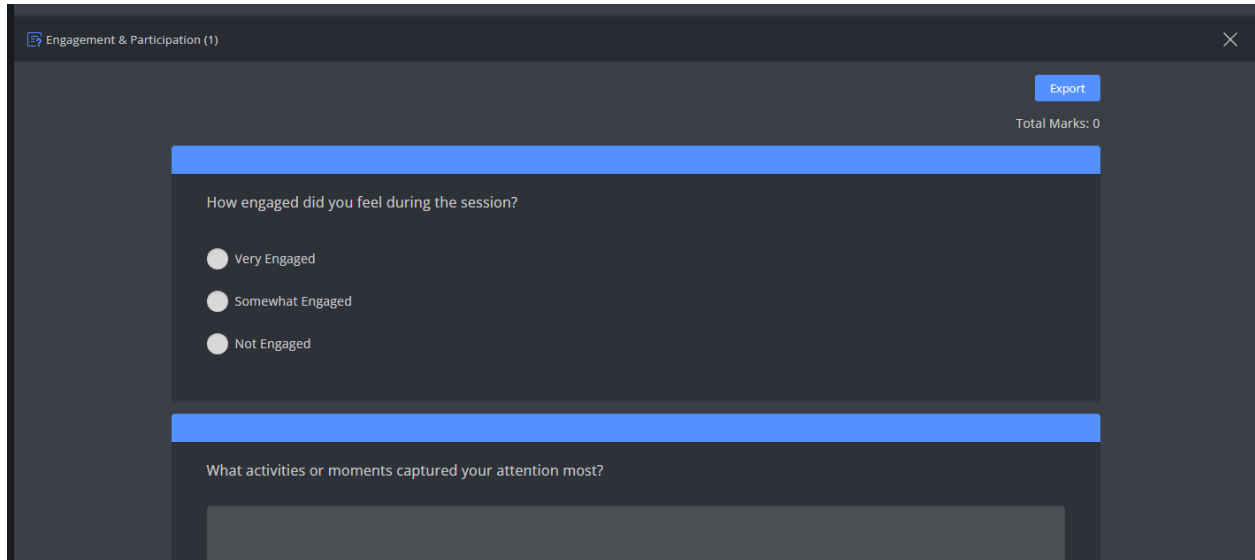
Note: Classmate can view poll result even if poll has been closed by double clicking the poll tile.



SCREENSHOT – Quiz Results

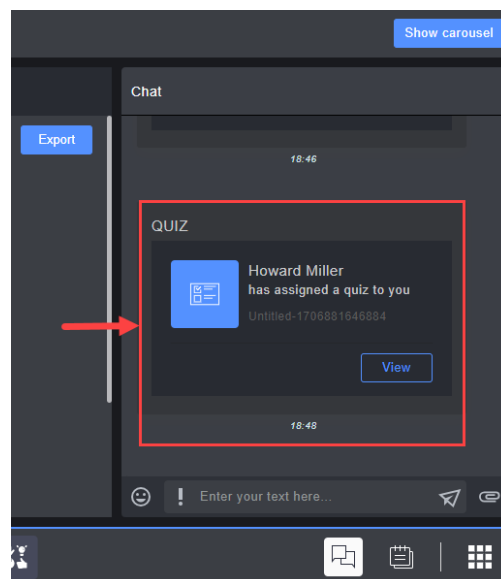
12.2.2 Online Mode

Once the host has shared a quiz during a live classroom session, it will be displayed to you on the call overlay, as shown below.



SCREENSHOT – Quiz in Live Session

An immediate notification is displayed in the conversation tab as highlighted below:



SCREENSHOT – Quiz in Live Session

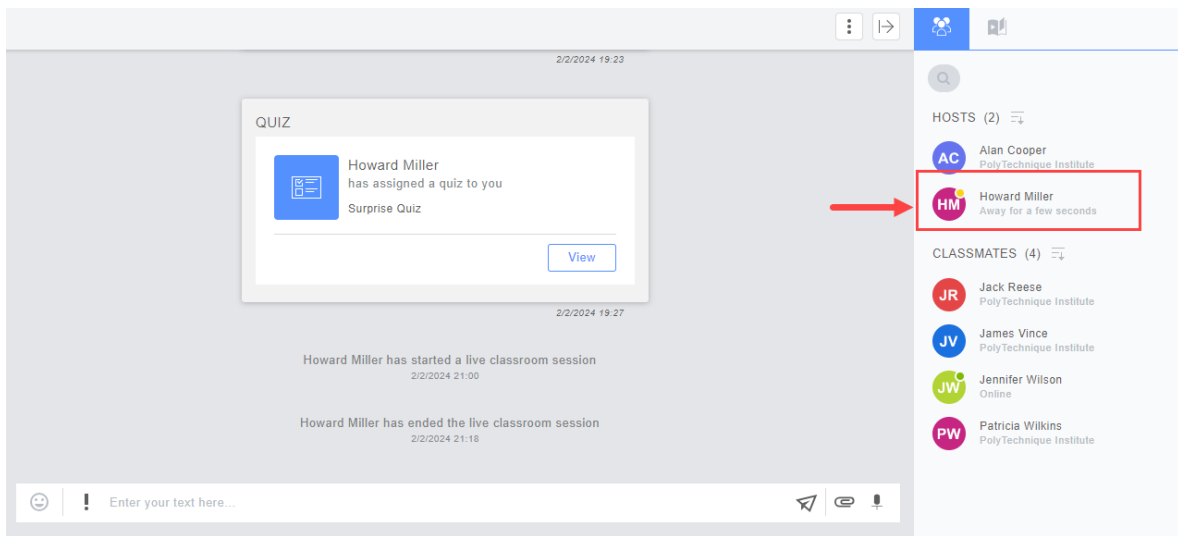
Important!! Please note that if the host ends the live session, then you will not be able to attempt the respective quiz.

Note: Please note that a quiz's features will be the same in both offline and online modes. Please see the above sections for more information.

13 One-to-One Conversation

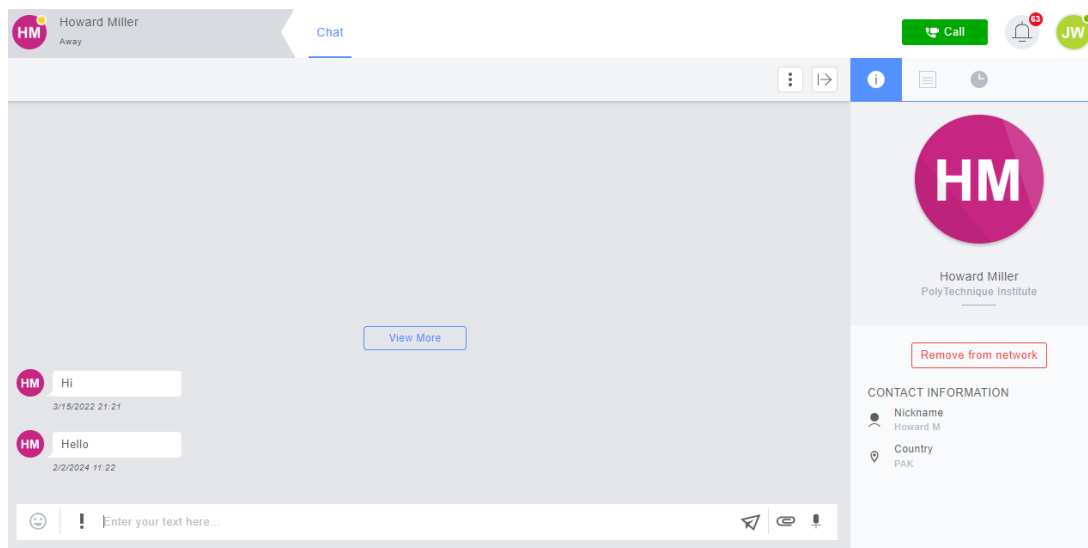
One-to-One Conversation refers to the conversation that happens between two individuals. Rainbow Classroom provides this feature to its users in order for them to engage with one another. This feature helps the classmate to open a personal chat room with any individual contact and connect with them via text messaging, audio/video calls, screen share and file sharing. The classmate can do a one-to-one conversation by clicking on any participant available in the classroom, workgroup or meeting. An example is shown below to open a one-to-one conversation.

Go to the required classroom, workgroup, or meeting, click on the particular participant displayed on the detail section of the right-hand panel, as shown below.



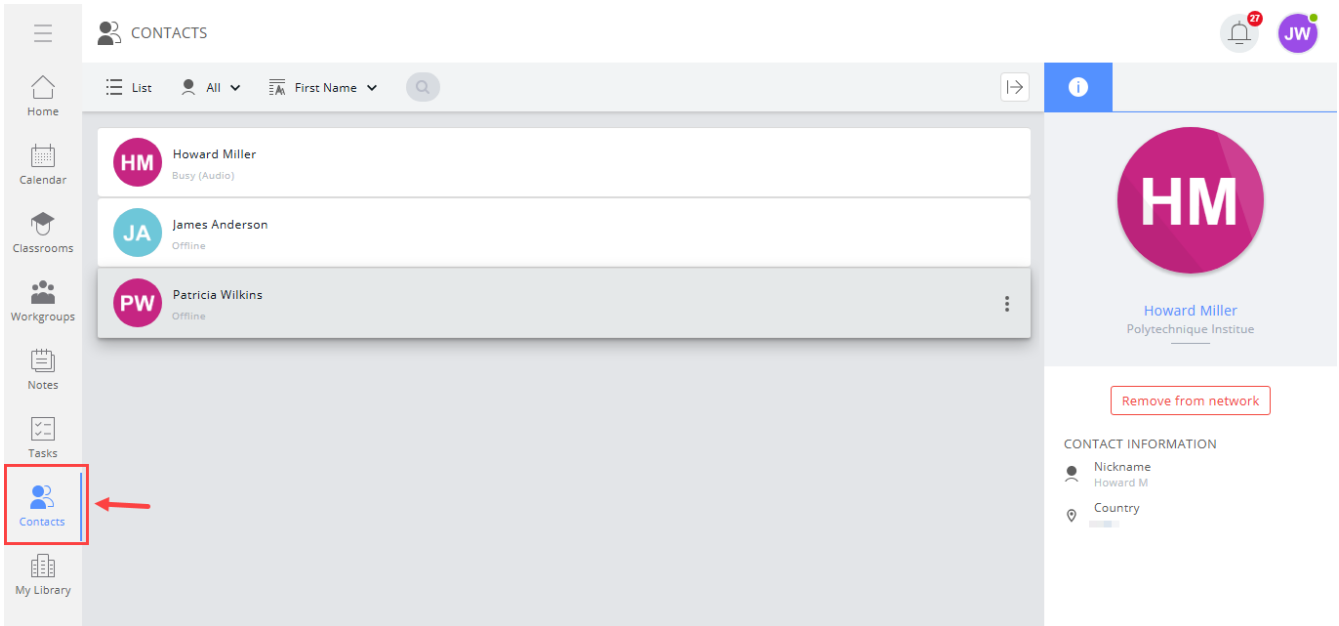
SCREENSHOT – One to One Conversation

Following screen is displayed:



SCREENSHOT – One-to-One Conversation

If a user is already part of your network, you can start the conversation with that user by accessing the Contacts section as highlighted below:

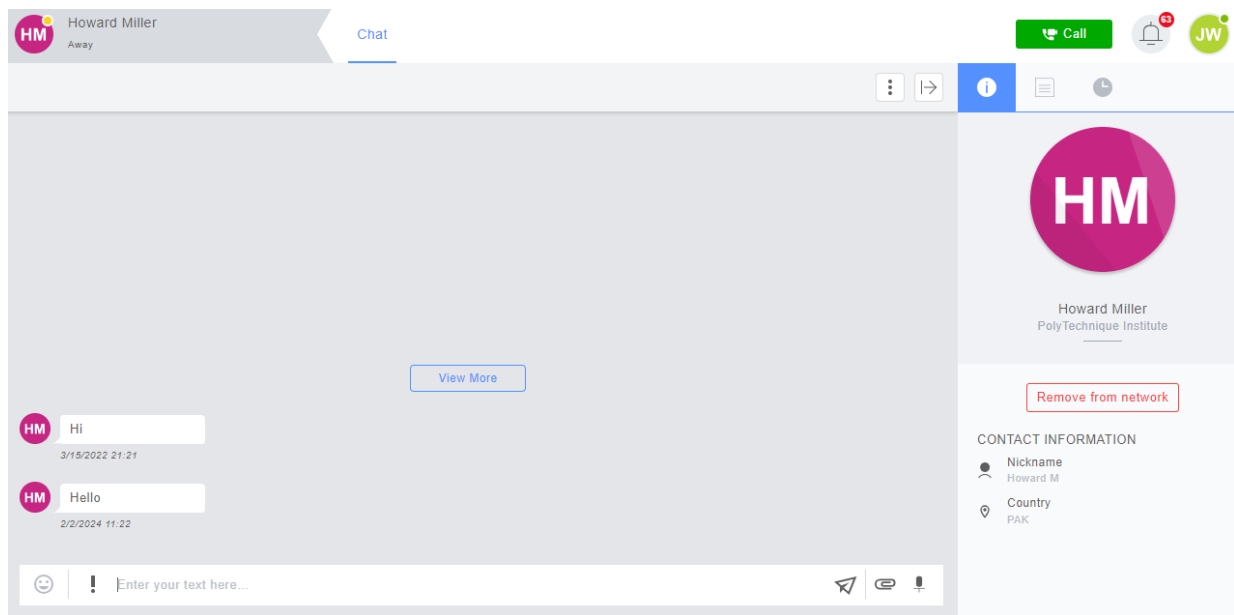


SCREENSHOT – Conversation

Following two condition needs to be fulfilled first in order for you to make an audio/video call or screen sharing session with the respective user. However, you can still share files and do text messaging with the respective user.

1. The user should be added to your network. To do this, click on the **'Add to my network'** button from the right-side panel.
2. The respective user's availability status should be 'Online' or 'Away'.

Once the above conditions are met, following screen will be presented to you:



SCREENSHOT – Conversation

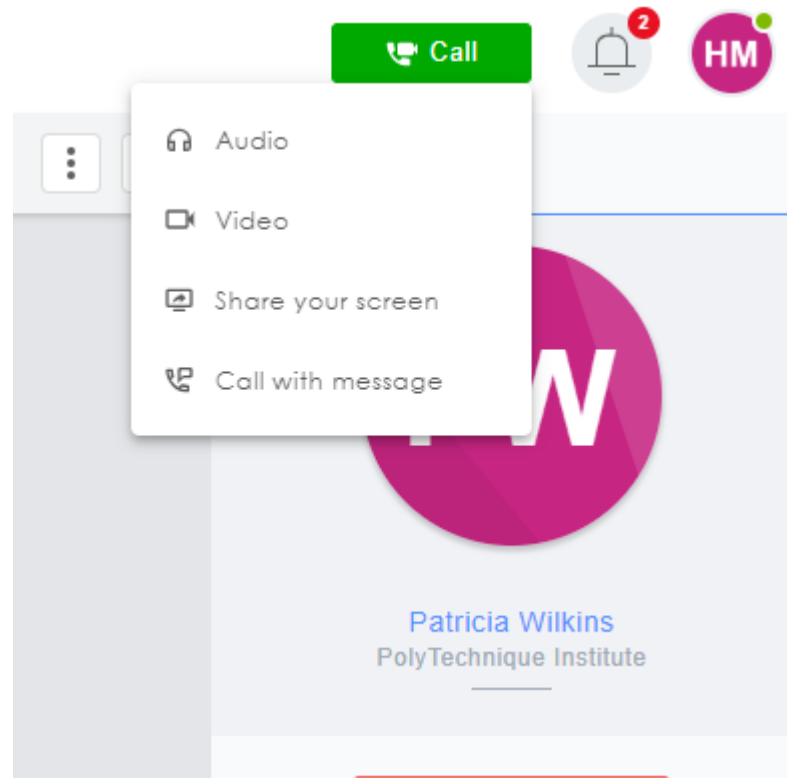
The following options are available on the above screen:

1. Call
2. Chat box
3. Right hand panel

We have addressed these options below to provide you with an overview of the one-to-one conversation between two users.

1. **Call:** Classmate can start a call with the respective user via audio/video or screen sharing session. Click on the **Call** button at the top of the chat box and you will be presented with the call options, as shown below.

IMPORTANT!! Please note that the call option will only be available if the user that you want to call is already added to your network. The user's availability status should be either 'Online' or 'Away'. The call option will not be available if the user is 'Offline' or 'Busy' on another call.



SCREENSHOT – Conversation

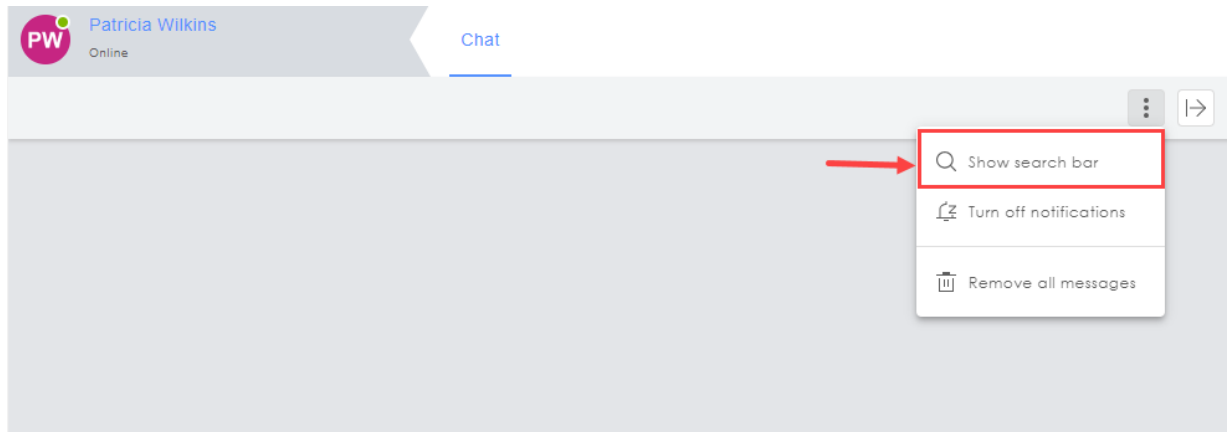
You can choose one of the following call options when making a call:

- **Audio:** Choose this option to start a voice call with the respective user.
- **Video:** Choose this option to request a live video session with the respective user.
- **Share your screen:** Choose this option to start a voice call while sharing your screen at the same time with the other user.
- **Call with message:** This call option is not functional yet and will be available soon.

Make a required selection from the above call options, the attendee will get a notification for the call. The one-to-one call will be started, once the attendee answers your call.

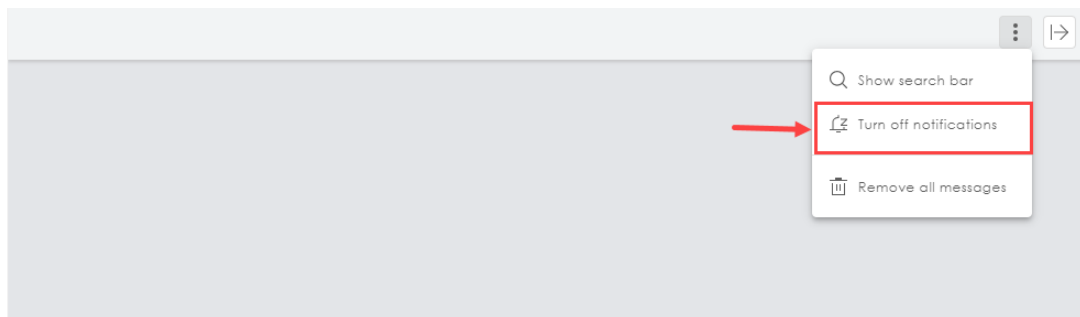
2. **Chat Box:** The host can share files as well as text messages from the chat box. A recorded video clip and audio message can also be sent via chat box.
3. **Right Hand Panel:** The classmate can see the user's details, call history as well as shared and received files with the respective user from the right-hand panel.

You can search for specific messages in a chat or remove all messages by clicking on the  icon as highlighted below:



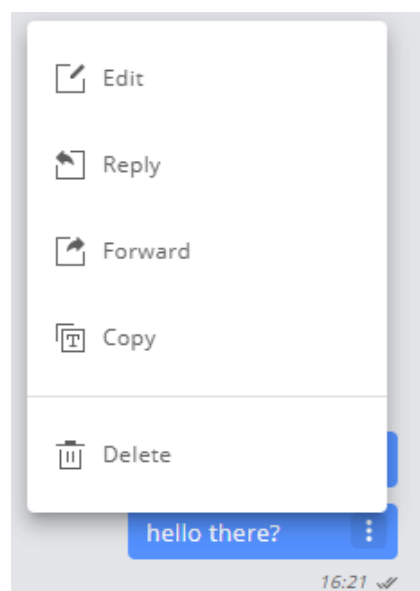
SCREENSHOT – Chat

You can stop receiving notification for a particular one-to-one conversation by clicking on the Turn Off Notifications option from the drop down menu as highlighted below:



SCREENSHOT – Chat

Note: A message received in one-to-one conversation can be directly replied, edited, forwarded, copied or deleted by clicking on the text as highlighted below:



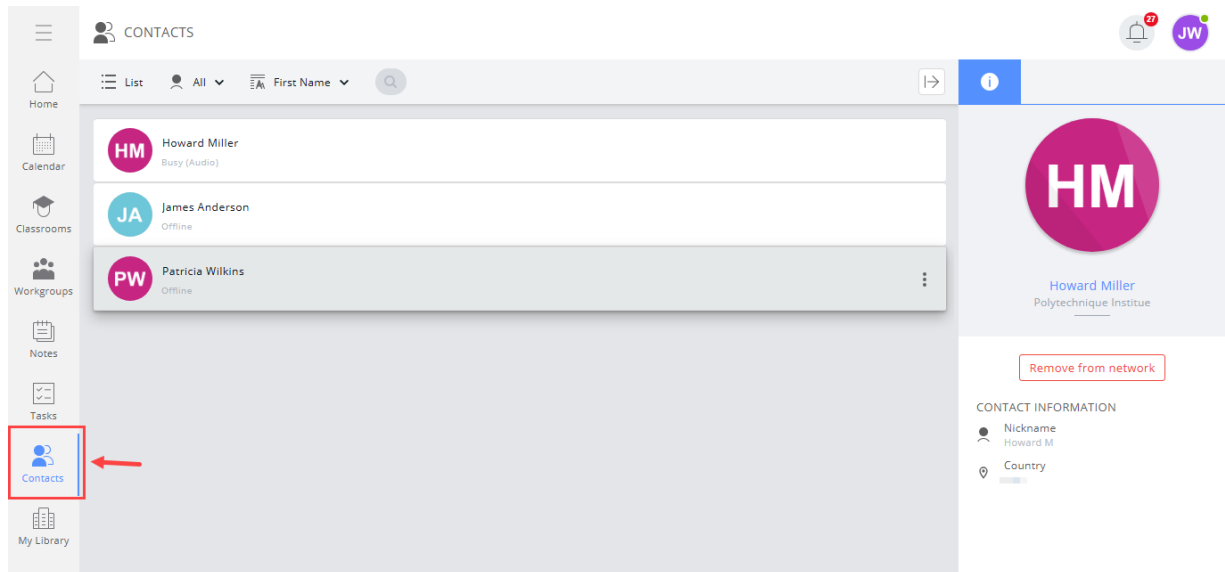
SCREENSHOT – Chat

Note: A host can directly paste Files and screenshots into chat.

14 Contacts

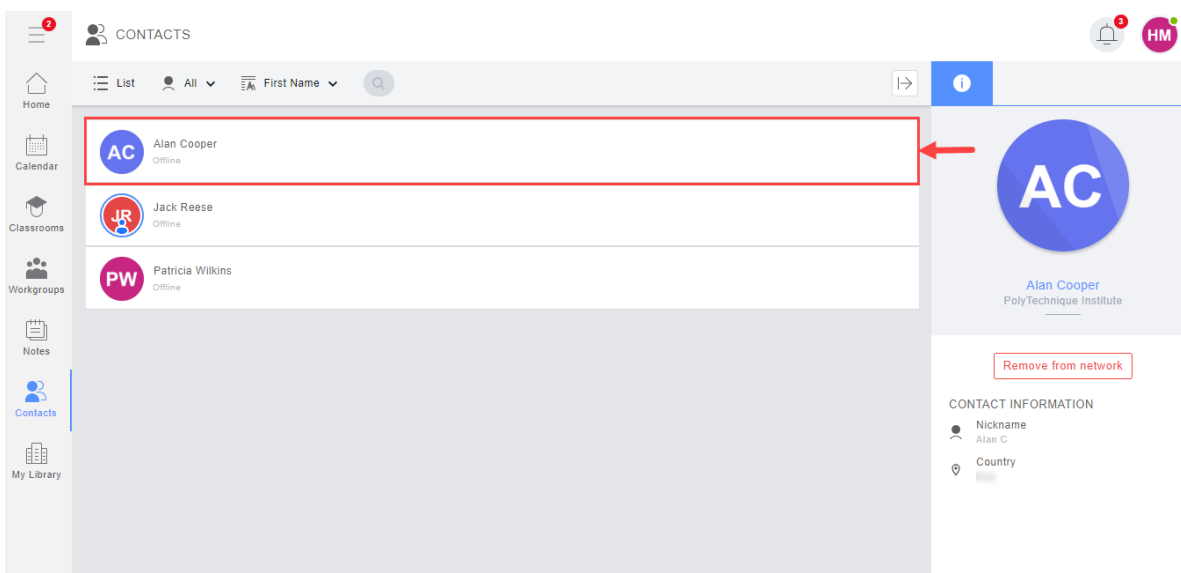
All of your contacts that are part of your network in Rainbow Classroom can be accessed from a centralized location. This makes interaction among Rainbow Classroom users hassle free. Multiple filters make it even easier to quickly find your desired contact whether a fellow classmate, host or guest.

Users don't have to go to specific classrooms, meetings or workgroups in order to find their contacts. To view the contacts screen, click **Contacts** tab displayed on the side navigation bar and its relevant page is displayed, as shown below:



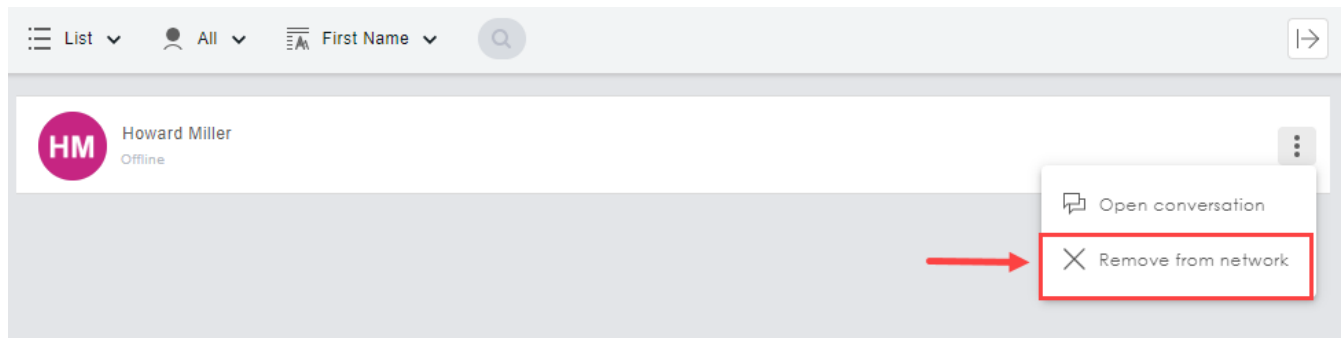
SCREENSHOT – Contacts

Once you click on the tile of any contact, its information is displayed in the right-hand panel. You can remove the contact from the right-hand panel as highlighted below:



SCREENSHOT – Contacts

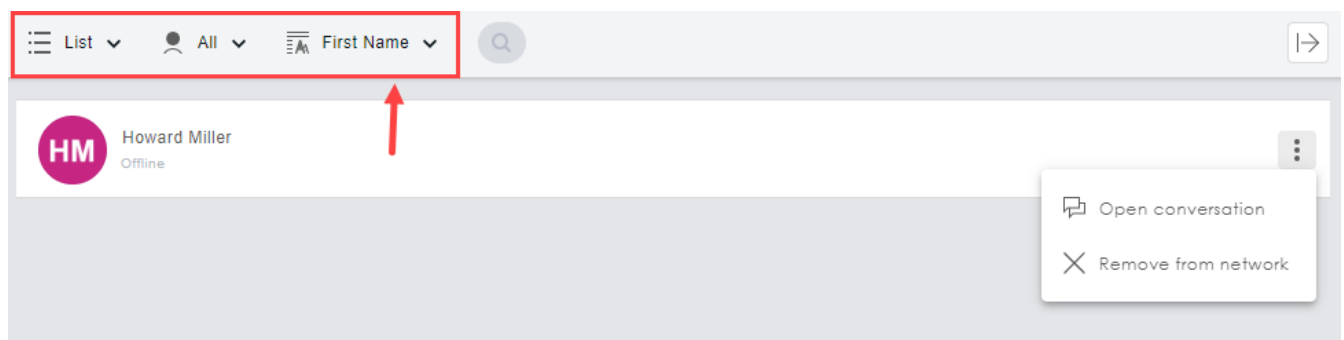
You can also remove a contact by clicking on the  icon that will open up a menu as shown below:



SCREENSHOT – Contacts

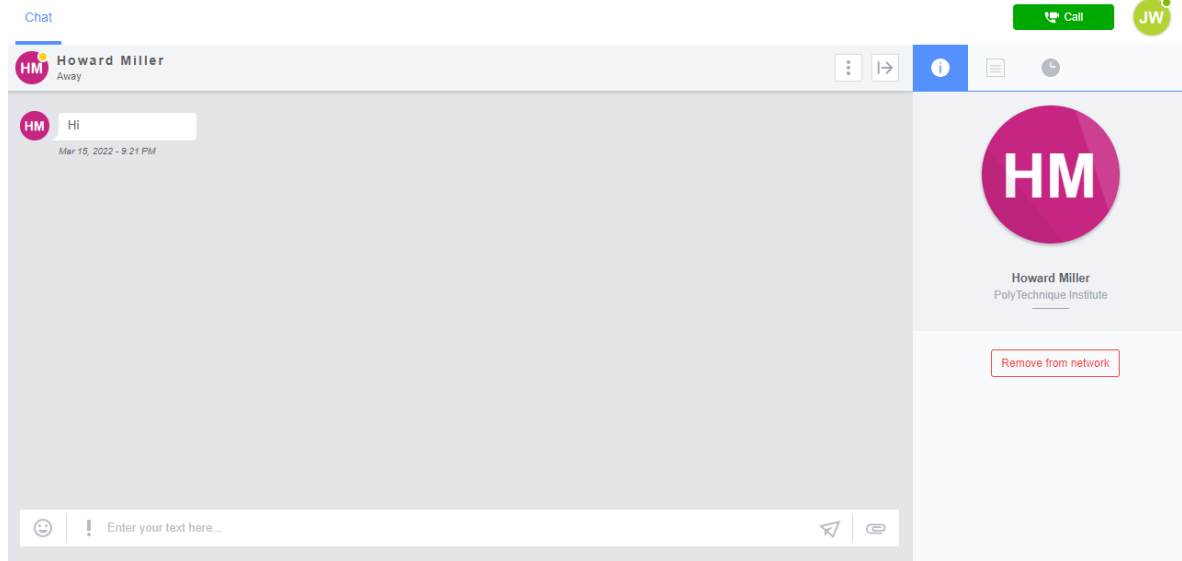
You can search for your desired contact through search field.

You can also sort your contacts list based on their availability (online, offline or All) and order them based on their first and last name as well. You can choose to display your contacts in the form of icon and list as well from below highlighted filters:



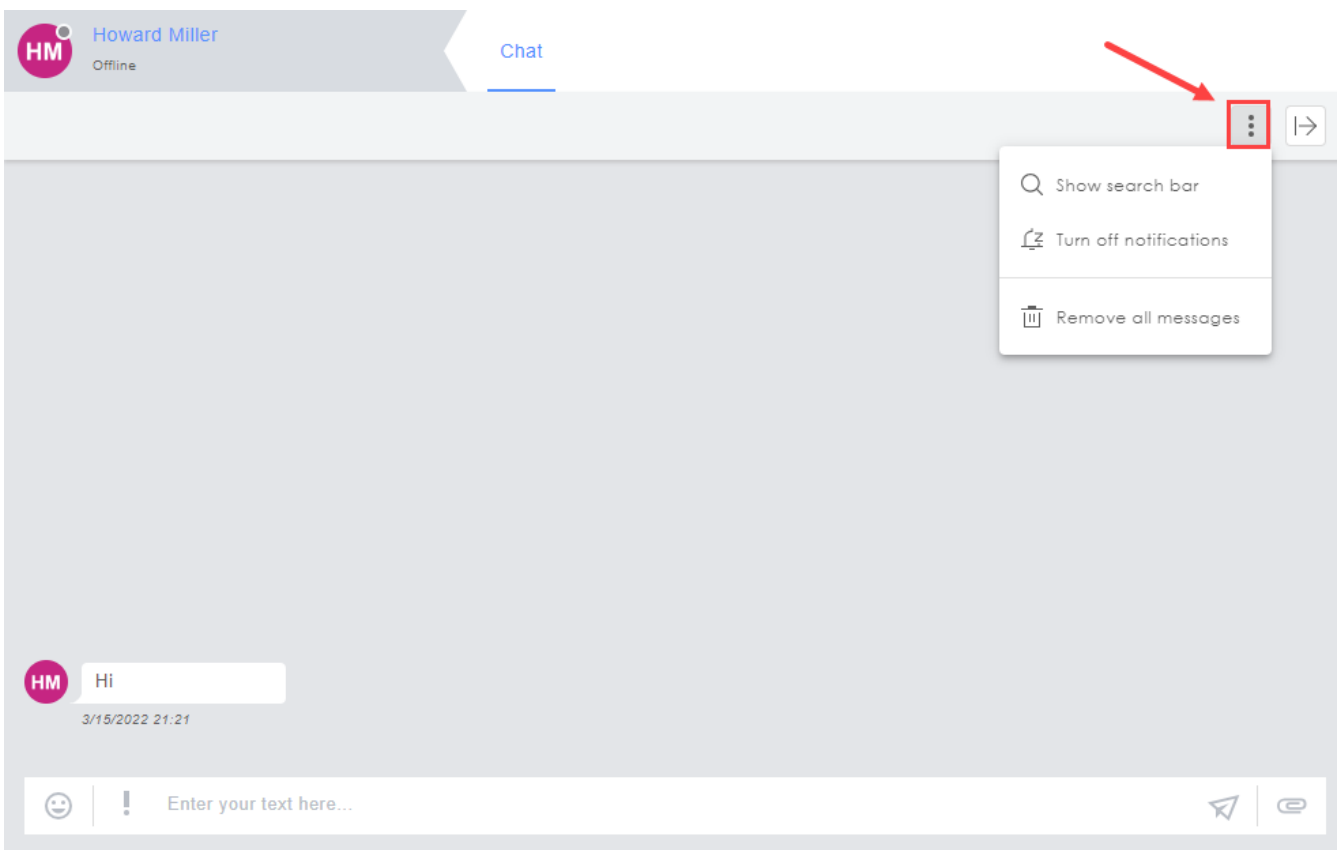
SCREENSHOT – Contacts

Click on Open Conversation to display the conversation that you have had with those particular contacts as shown below:



SCREENSHOT – Chat

You can search for specific messages in a chat, turn off notification or remove all messages by clicking on the icon as highlighted below:

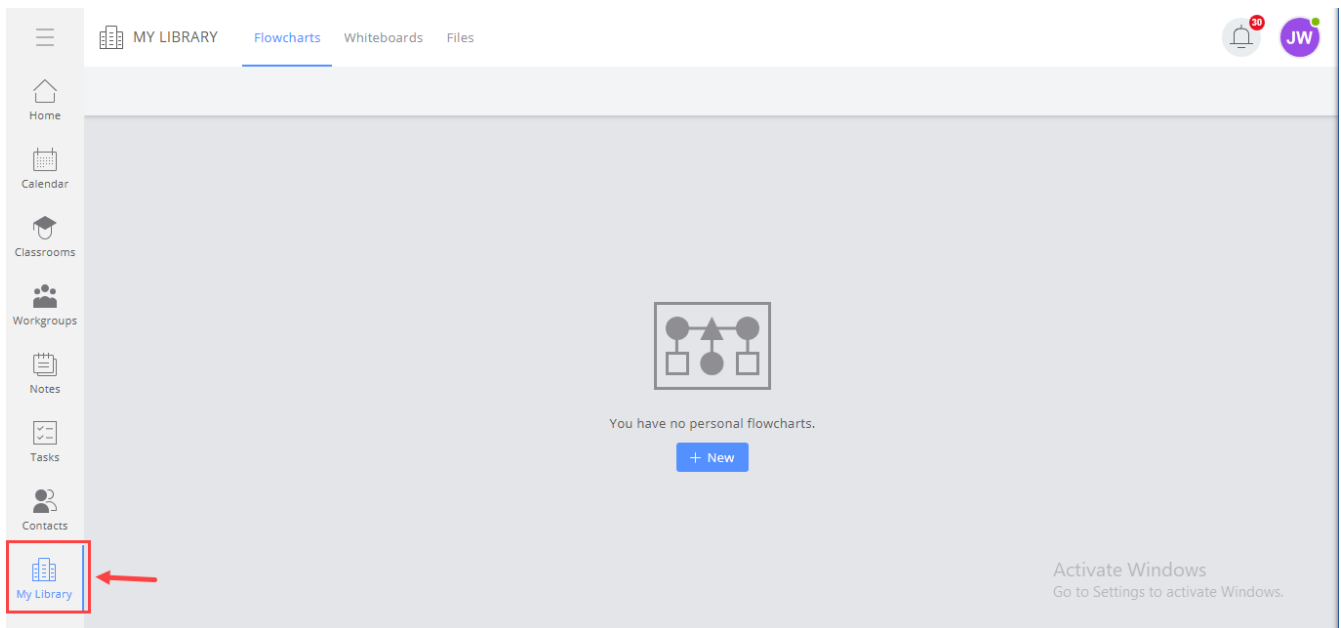


SCREENSHOT – Chat

15 My Library

All the files, whiteboards and flowcharts are shared and received in the classroom, workgroup and meeting will be saved automatically in My Library. The classmates can access these assets as well as download them to their system. They can share whiteboard and flowcharts with other participants if they are promoted to the role of **Presenter**.

Go to My **Library** tab from the side navigation bar, and the resultant screen will be displayed as shown below.



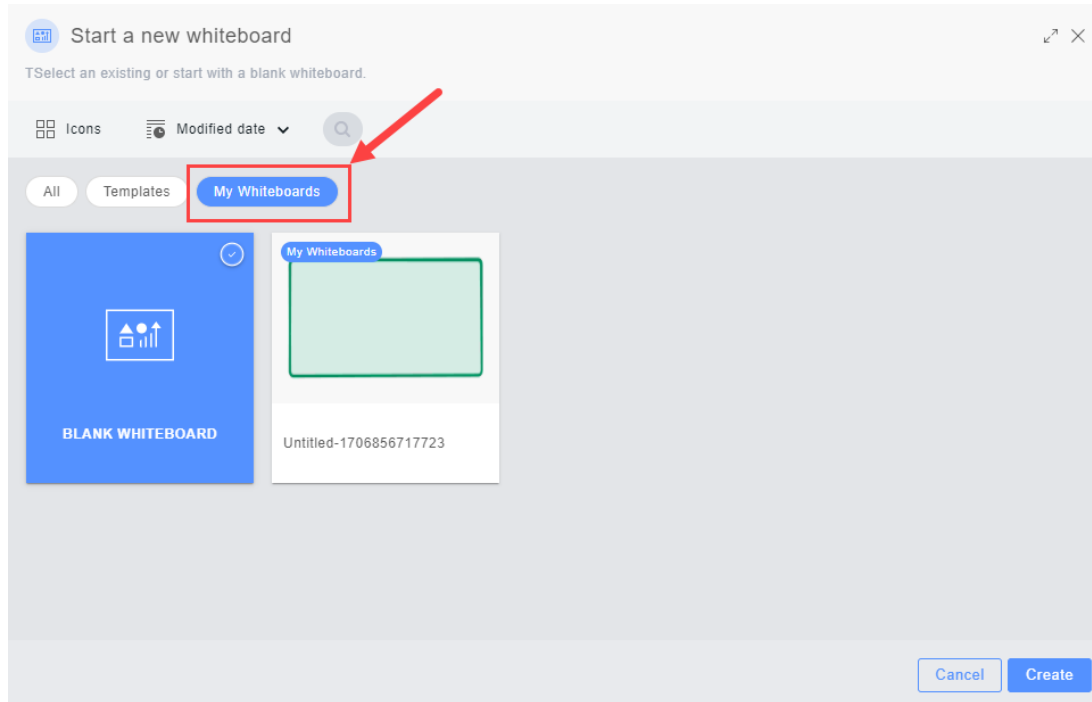
SCREENSHOT – My Library

15.1 Flowcharts

This section enables classmates to create a collection of Flowcharts that can be shared with participants of a classroom, work group or meeting. Flowcharts created in this section of **My Library** are available under **My Flowcharts** heading when creating a new flowchart.

15.2 Whiteboards

This section enables classmates to create a collection of Whiteboards that can be shared during live sessions or with participants of a classroom, work group or meeting. Whiteboards created in this section of **My Library** are available under **My Whiteboards** heading when creating a new Whiteboard as shown below:

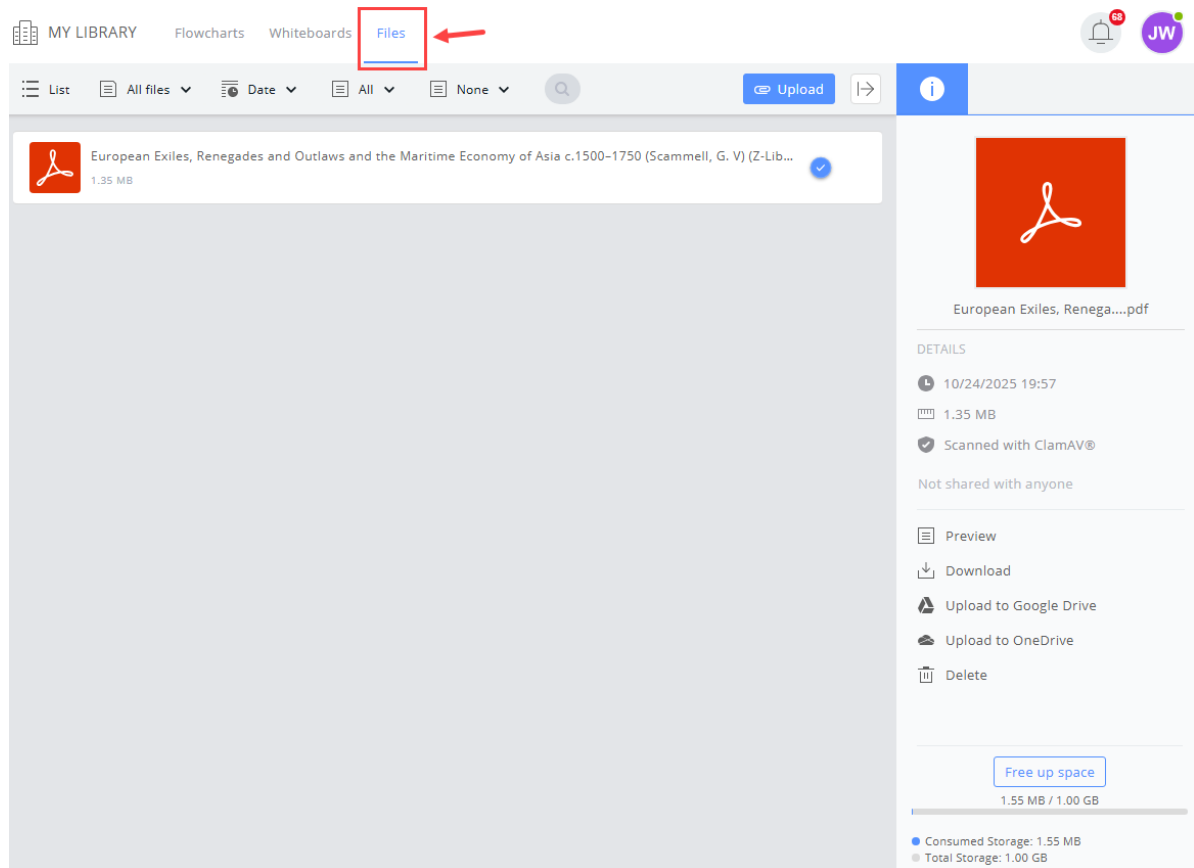


SCREENSHOT – Message from the Application

15.3 Files

All the files that are shared and received in the classroom, workgroup and meeting will be saved automatically in My Library. The classmates can also share files with other classmates and guests from My Library so that they can easily access these files for any clarification they may require after the live session.

Go to the **My Library** tab from the left side panel, click on the **Files** tab and the resultant screen will be displayed as shown below:

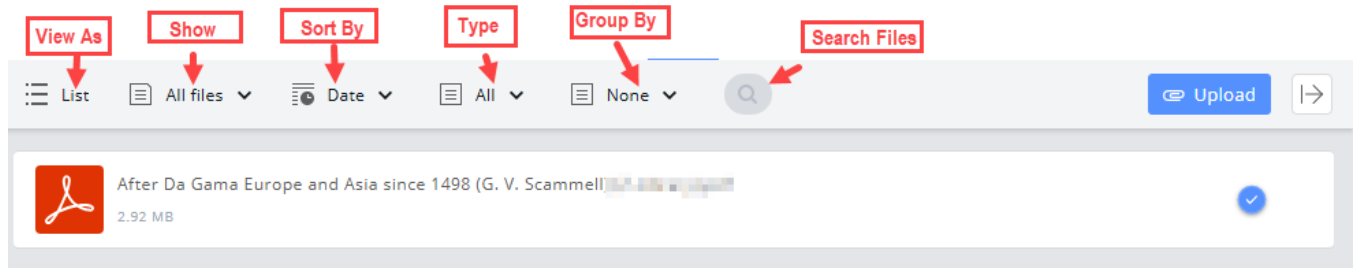


SCREENSHOT – My Library

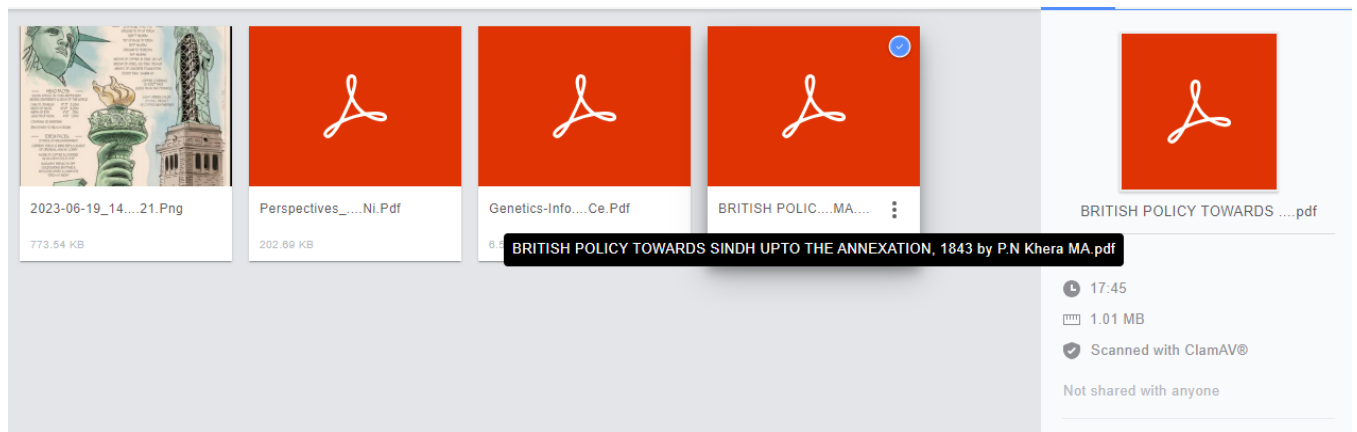
The classmate can select any file available in My Library and see its corresponding details from the right-side panel. The selected file can also be previewed, downloaded, deleted and uploaded to Google Drive/One Drive.

To simplify file management, Rainbow Classroom provides several options that allow users to organize and access files efficiently. The following options are available in the file management interface:

- **View** – Allows users to choose how files are displayed, either in List view or Icon view.
- **Show** – Filters files based on ownership. Users can view All Files, My Files (files they have uploaded), or Received Files (files shared by other users).
- **Sort By** – Enables users to sort files by Date, Name, or Size.
- **Type** – Displays only files of a selected type, such as Images, PDFs, Documents, Spreadsheets, Presentations, Audio/Video, or Compressed files.
- **Group By** – Allows users to group files according to the Room they were received from or the Contact who shared them.
- **Search Bar**: Users can search a particular file by simply typing in its title.



Note: If the title of the file is too long to display in the list or icon view, it will be visible in the tooltip when you hover the cursor over that particular file as shown below:

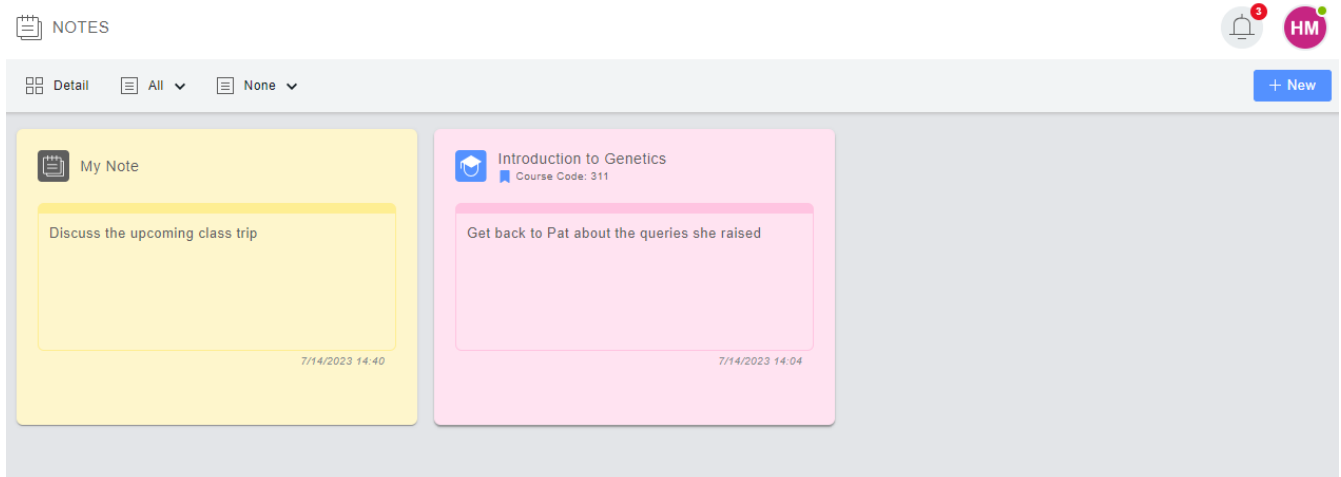


SCREENSHOT – My Library

16 Notes

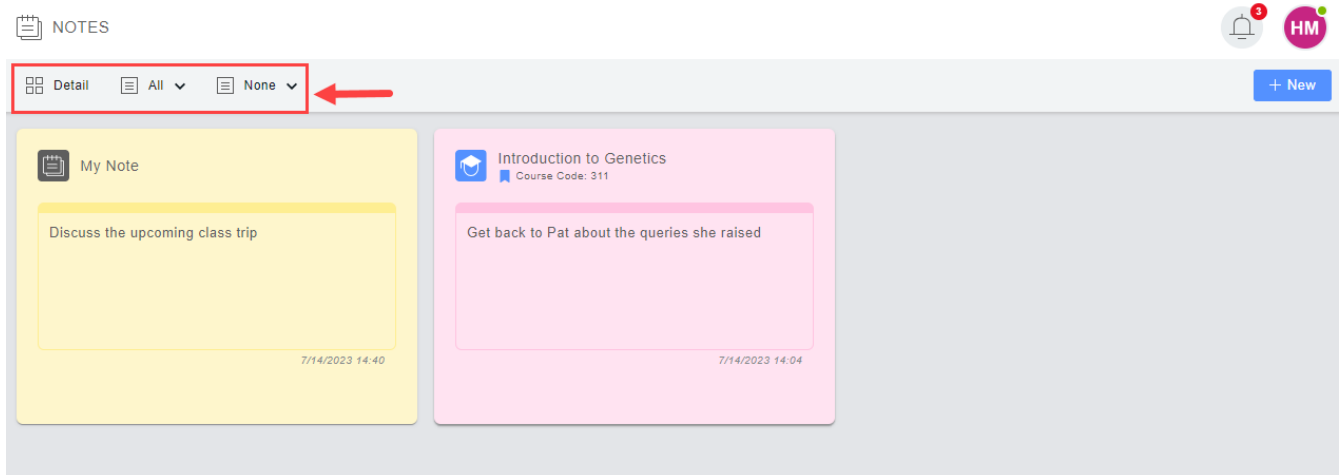
Taking Notes during a classroom is an age-old habit for students as it makes it easier to retain important information delivered during a classroom. Rainbow Classroom provides the ability to every student to take Notes not only during live classroom sessions but also create notes for later use outside a live session.

To access Notes created during Live sessions or to create New Notes, click on the Notes icon displayed in the side panel. Following screen will be displayed:



SCREENSHOT – Notes

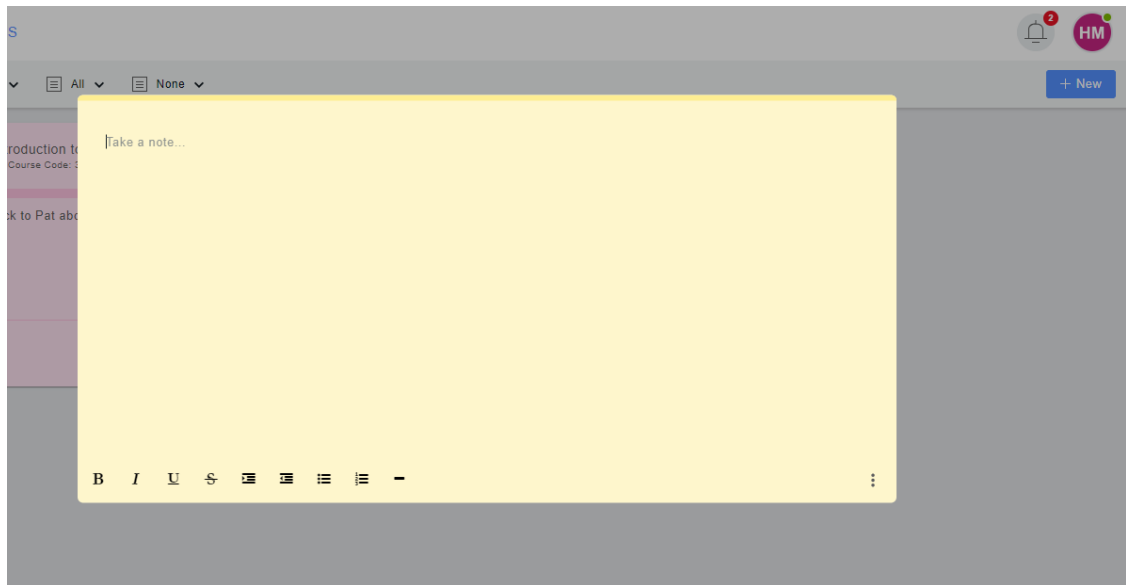
You can sort the view of Notes by following options:



SCREENSHOT – Notes

16.1 Create a New Note

To create a New Note, click on the  icon. Following screen will be displayed:



SCREENSHOT – Create a Notes

Following formatting options are available at the bottom of the note:

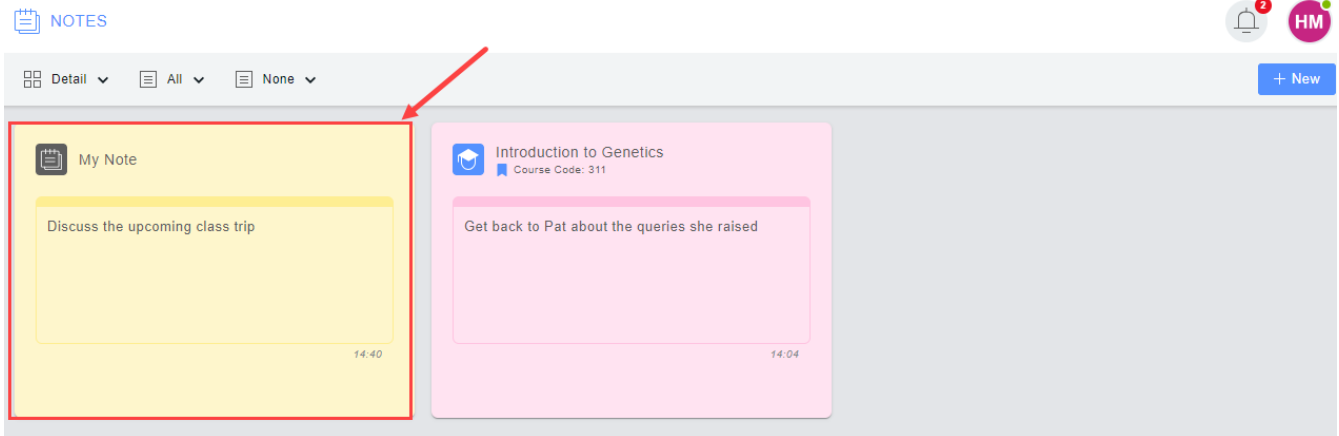
- Bold Text
- Italic Text
- Underlined Text
- Strikethrough Text
- Indent Text
- Outdent Text
- List with Bullet icons
- List with Numbers
- Horizontal Line (Works as a separation)

You can change the Category of the Note by clicking on the  icon displayed in the bottom right corner. Following menu is displayed:



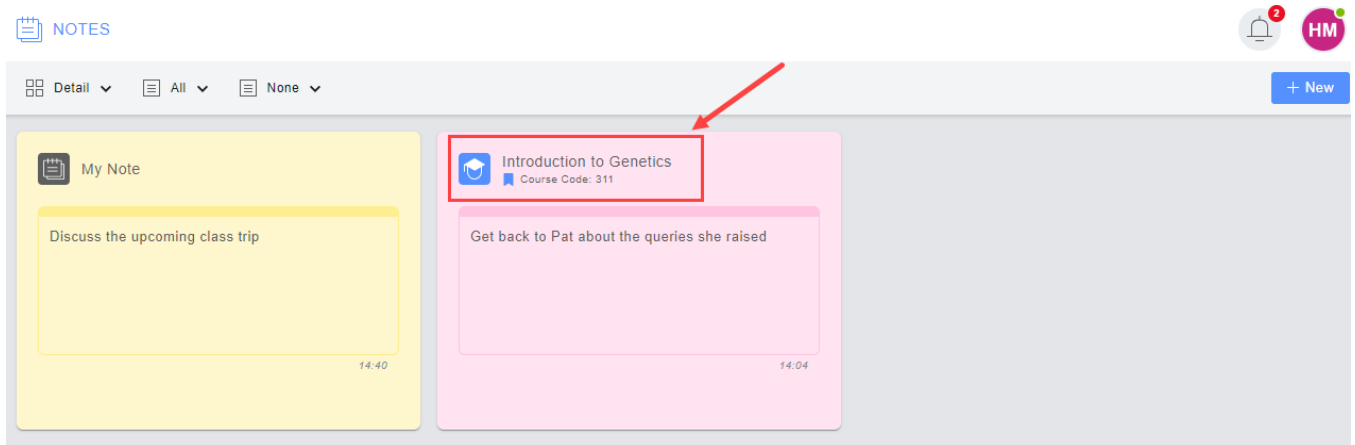
SCREENSHOT – Note Options

Once you have finished working on a note, it will be displayed in the Notes section as shown below:



SCREENSHOT – Notes

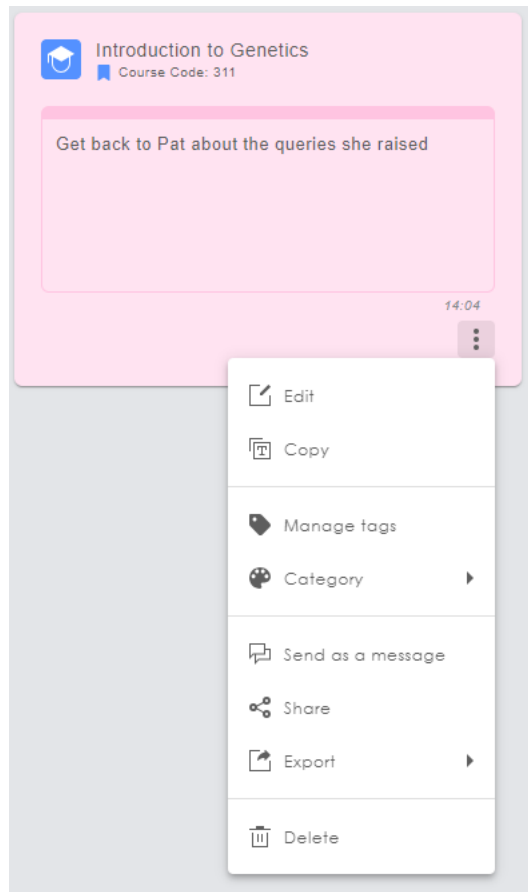
Notes created in particular classrooms, meetings or workgroups will be displayed with details of their respective session as highlighted below:



SCREENSHOT – Notes

16.2 Notes Management

Several options are available in Rainbow Classroom to manage Notes in an effective manner. In order to explore different options available for Notes Management, click on the icon  on the Note of your choice. Following menu will be displayed:

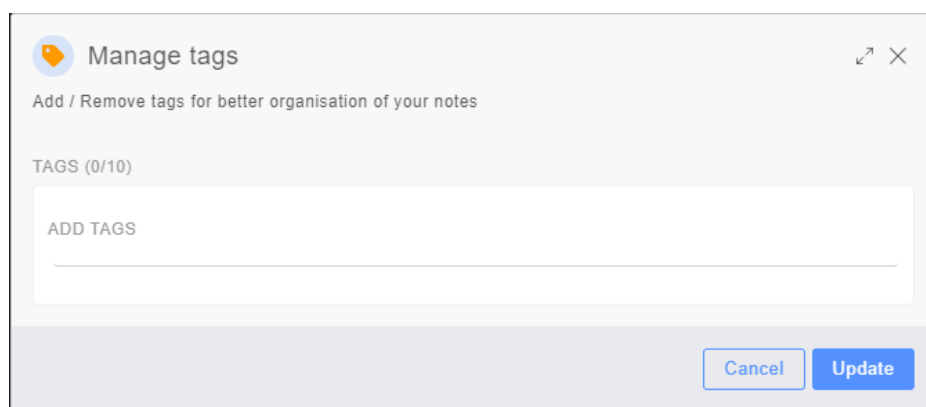


SCREENSHOT – Notes Management

Edit – Use this option to edit an existing note.

Copy – Use this option to copy the text of the note.

Manage Tags – Use this option to add/remove tags for your notes. These tags enable better organisation of your notes. When you click on Manage tags option, following pop-up window is displayed:



SCREENSHOT – Notes

Categories – Use this option to change the background colour of the note.

Send as a Message - A note can be sent as a message to any contact, workgroup, classroom and meeting conversation by clicking on this option.

Share: A note can be shared with any contact by clicking on this option.

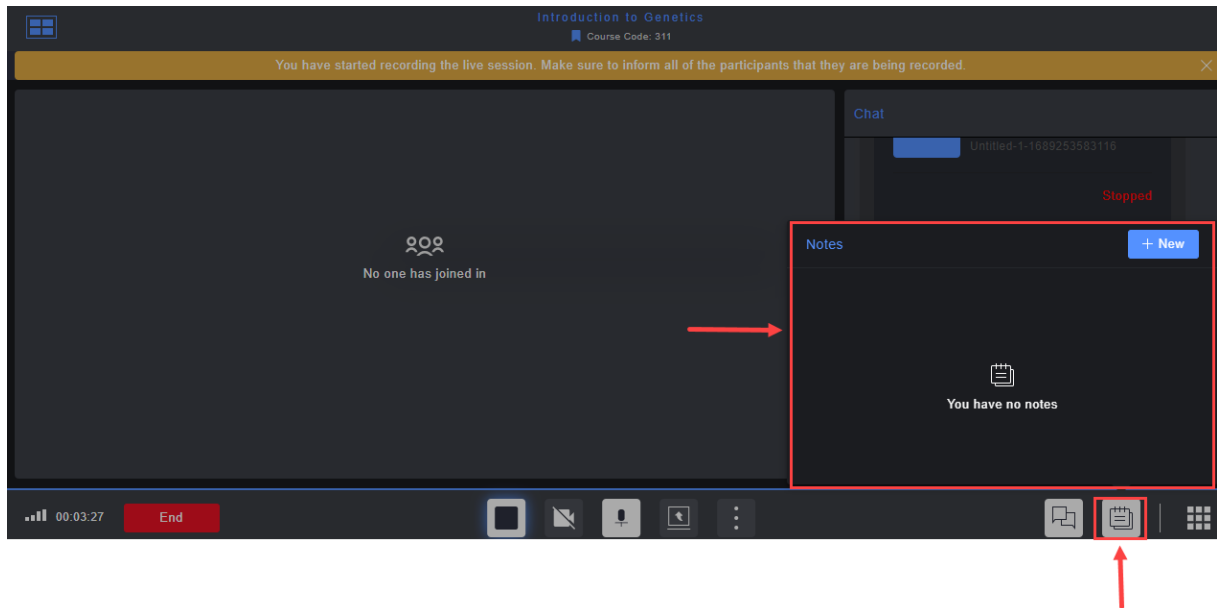
Export: Use this option to export the note in any of your desired file format. Available file formats are Doc, Txt and PDF.

Note: Notes can be exported during a Live session.

Delete: Use this option to delete the note.

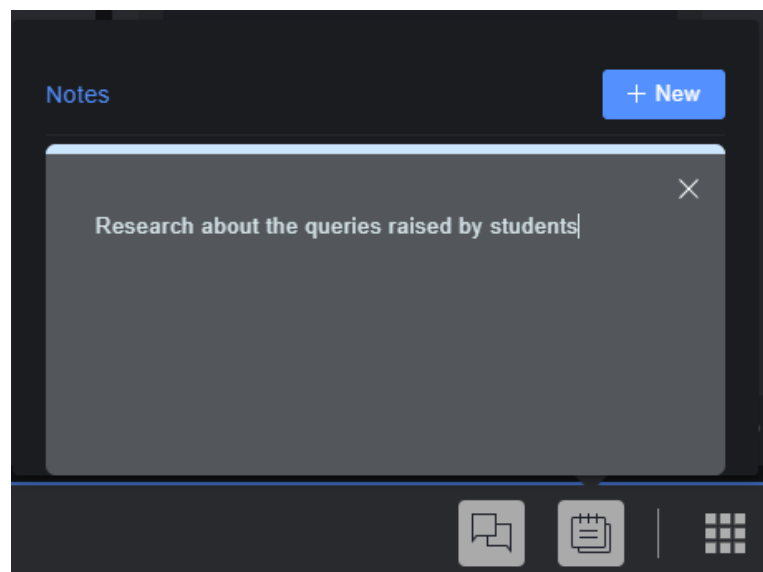
16.3 Notes during Live Session

When a user clicks on Notes button during a live session, following screen is displayed:



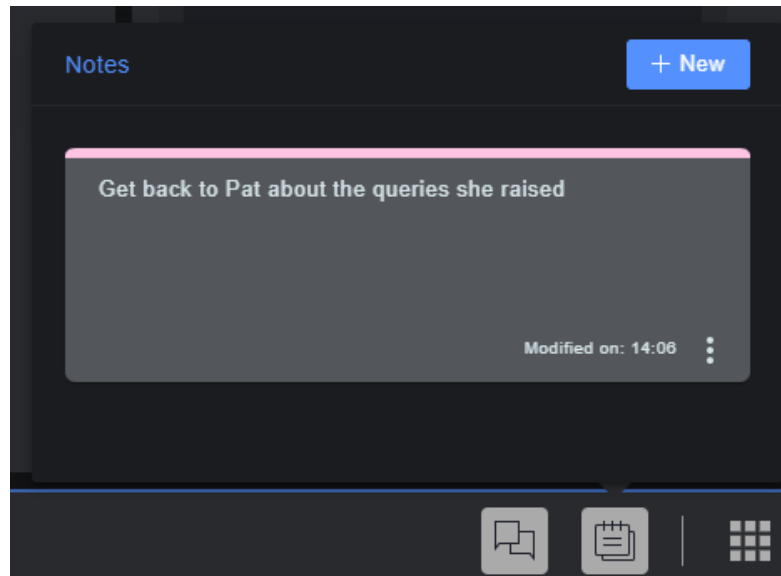
SCREENSHOT – Live Session Screen

Click on the **+ New** button to start writing a new note.



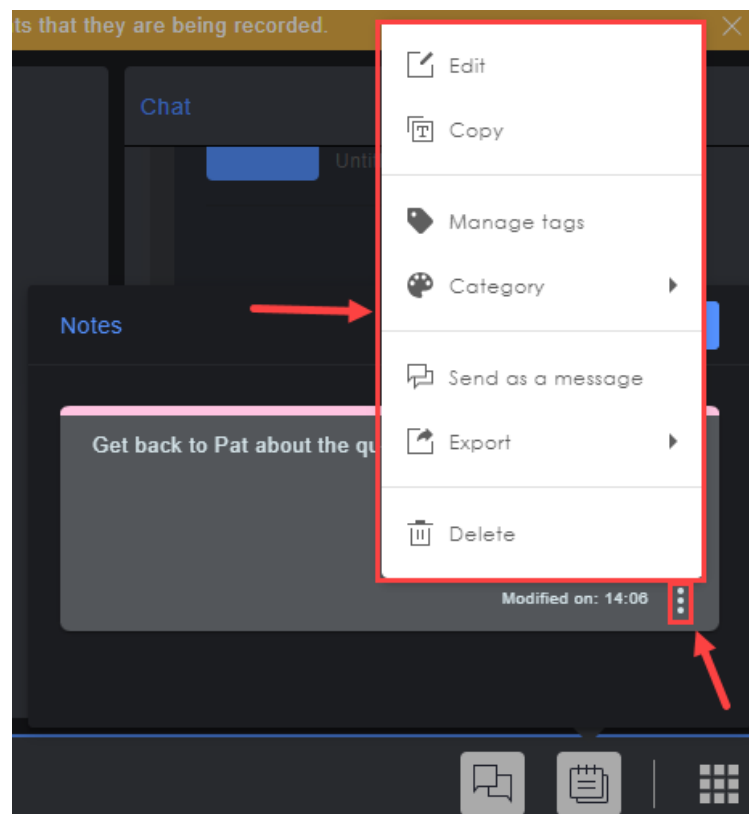
SCREENSHOT – Notes

Once a Note is written, click on X button to close it and it starts appearing as shown below:



SCREENSHOT – Notes

Several options are available to manage your notes during a live session. Click on the  icon displayed in the bottom right corner of a note and following menu is displayed:



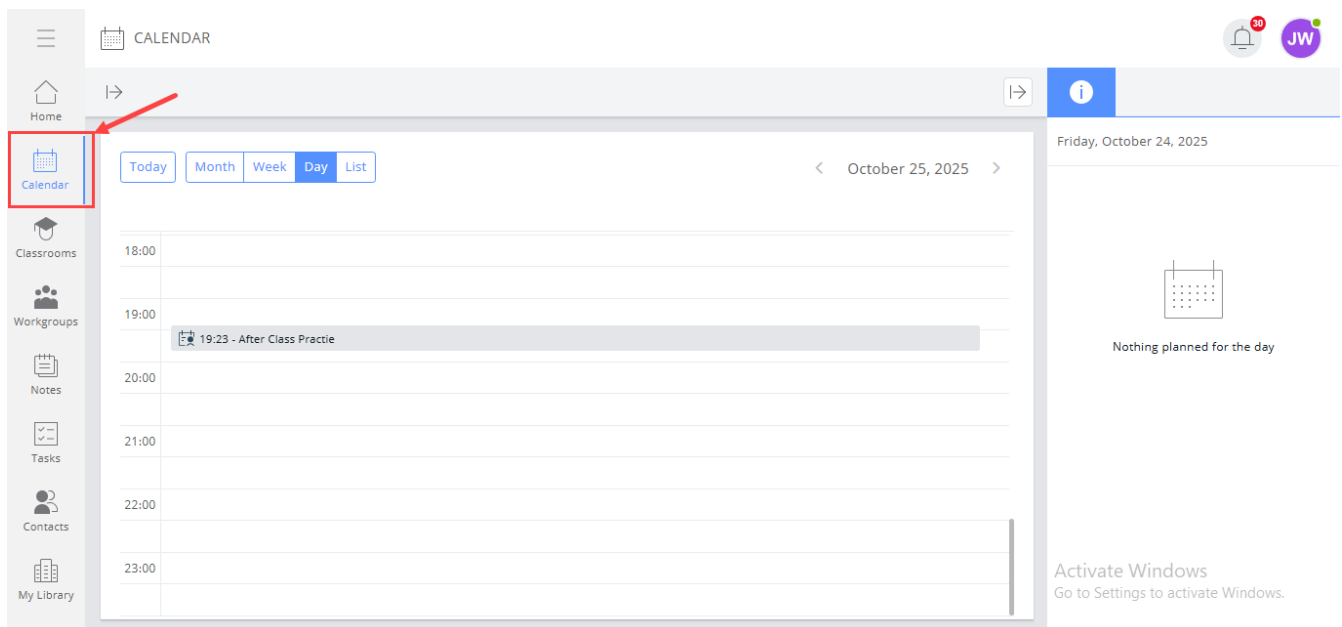
SCREENSHOT – Notes

All these options are similar to the options that are available for Notes management in the main tab of Notes.

17 Calendar

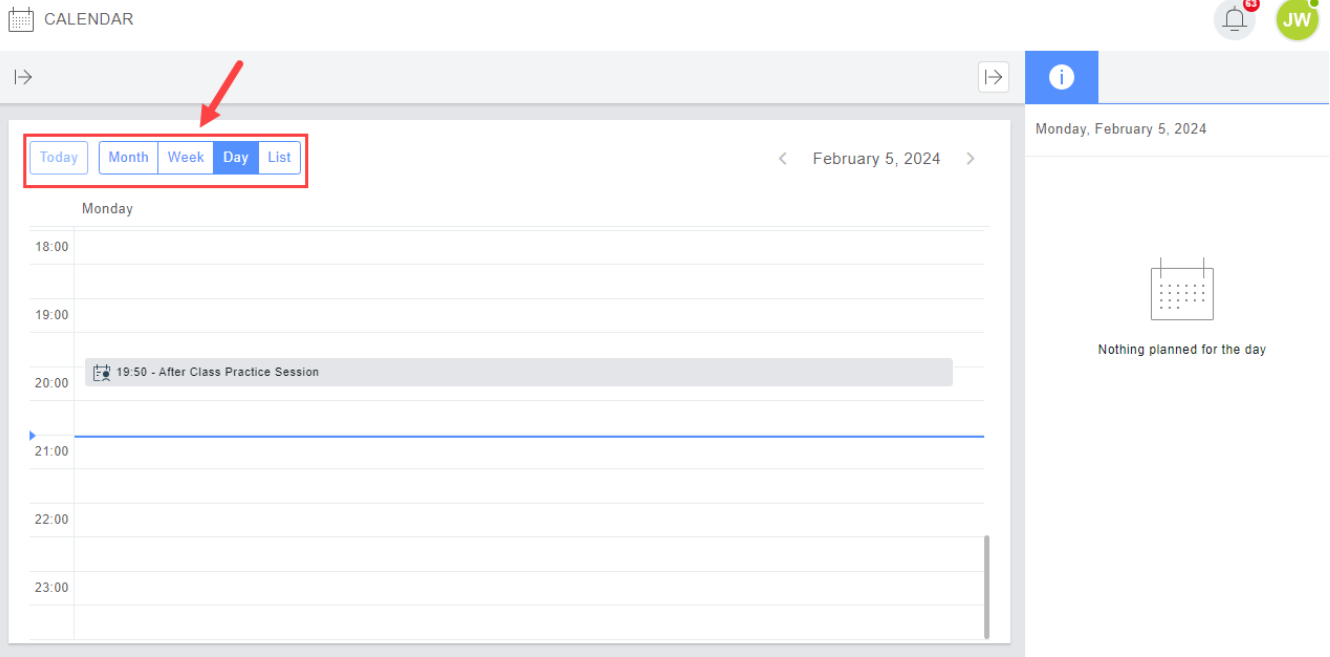
Rainbow Classroom offers all users a centralized view of upcoming class sessions and meetings with the help of Calendar feature. Just like in any conventional training or educational institution, time table or rosters for different classes and meetings are pre-set in Rainbow Classroom. But instead of a generalized time table / class roster view, Rainbow Classroom offers customized rosters and time tables for hosts and participants in the form of Calendar. Classes and meetings that a host/participant has to attend are displayed in Calendar screen along with date and time information for the whole month or more (if set by their organisation admins). With the help of this feature, hosts and students can plan their schedules, breaks and co-circular activities in advance to make their virtual learning experience convenient and hassle free.

In order to view your upcoming classes and meeting, click on the Calendar option available in the left-hand menu and following screen is displayed:



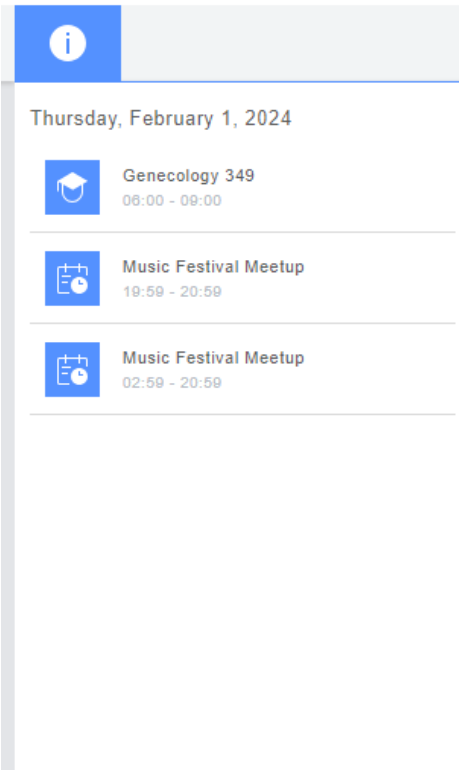
SCREENSHOT – Calendar

Calendar view displays classes and meetings in Day format by default. But you can view upcoming classes and meetings for Today, week, month or list format by clicking on the relevant tab as highlighted below:



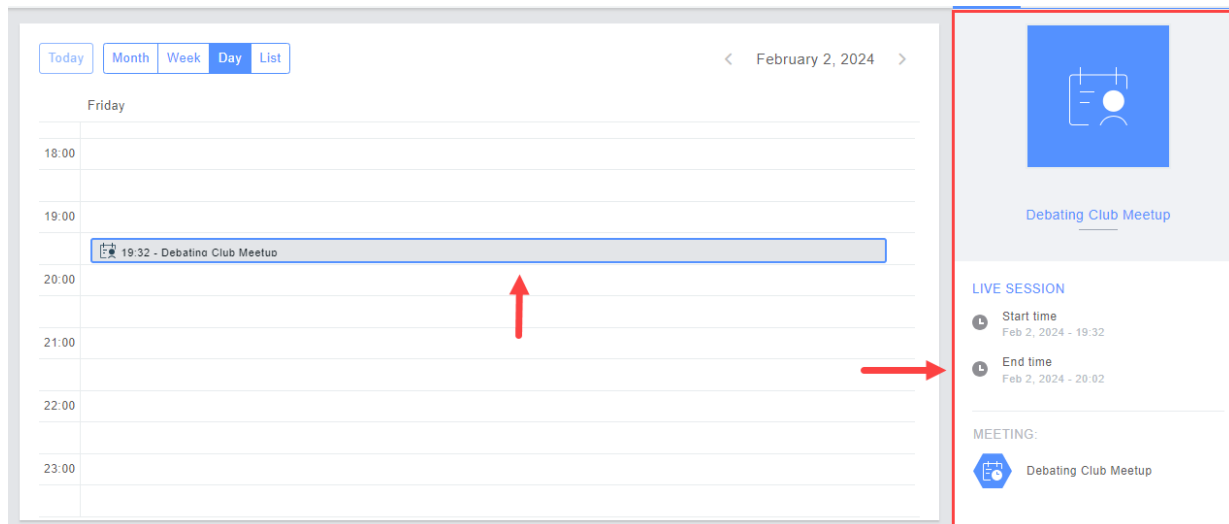
SCREENSHOT – Calendar

Details of the upcoming sessions is displayed in the right-hand menu for a particular day as highlighted below:



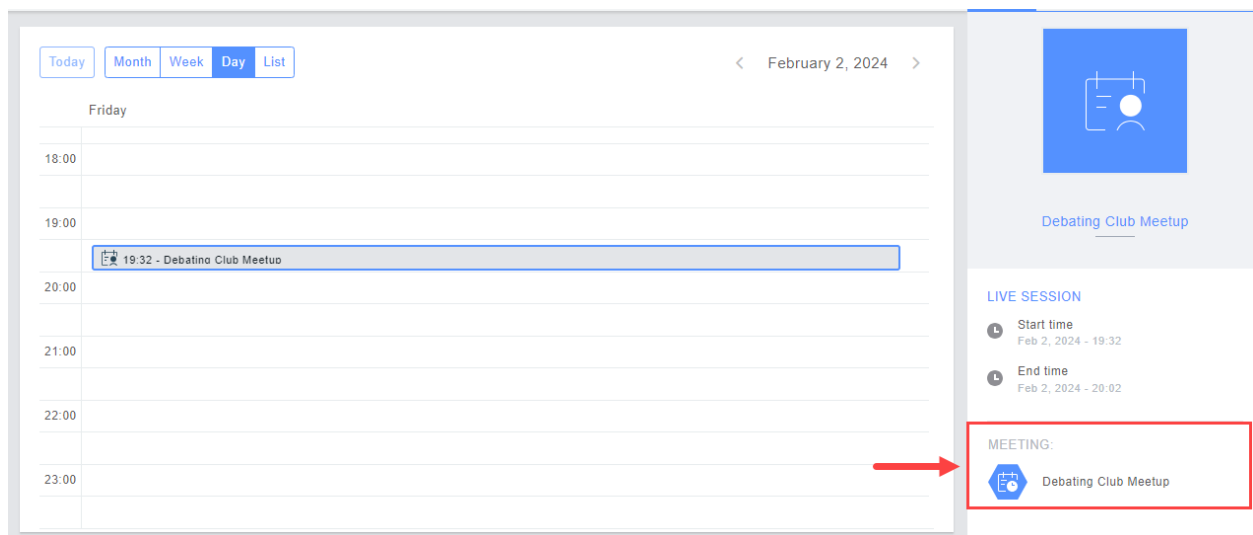
SCREENSHOT – Calendar

For further details of each session, click on a specific entry in the calendar. Relevant details of each session will be displayed as shown below:



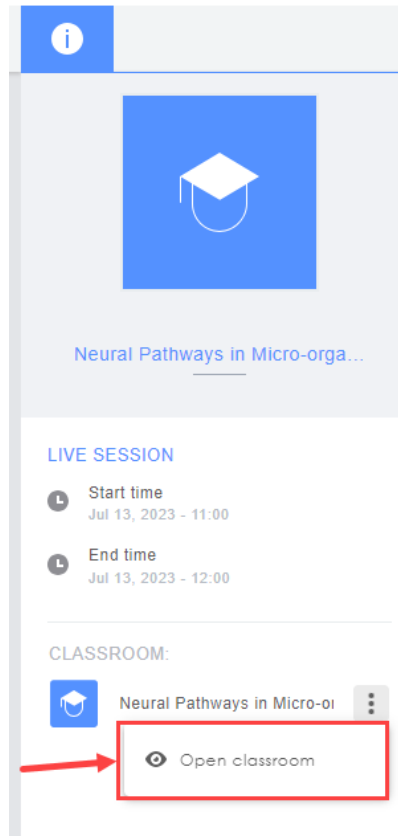
SCREENSHOT – Calendar

In the right-hand menu, type of session (for a classroom or a meeting) is mentioned at the bottom right corner as highlighted below:



SCREENSHOT – Calendar

Once a user hover over the link of the meeting/classroom,  icon appears and once a user clicks on the  icon, they are displayed an option to open the respective meeting/classroom as highlighted below:

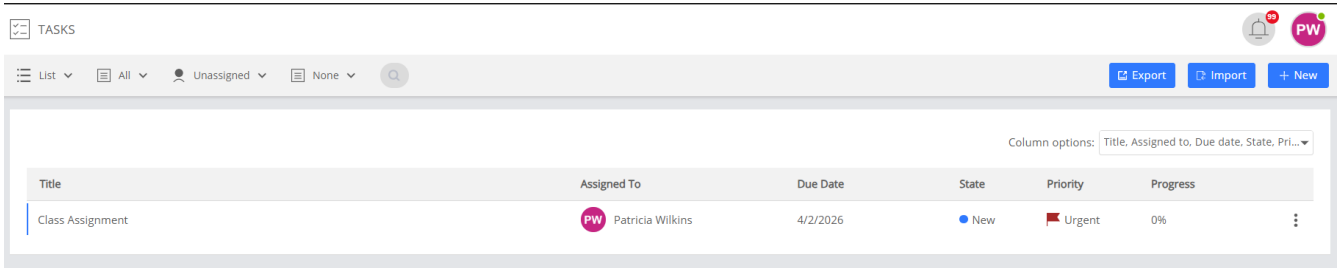


SCREENSHOT – Calendar

18 Tasks

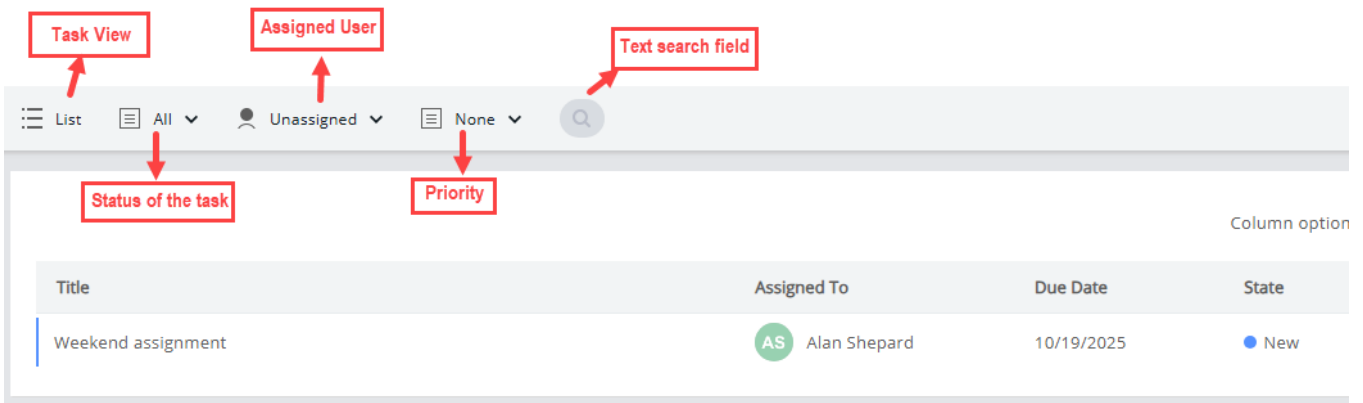
Just like in a traditional classroom, hosts in Rainbow Classroom can assign homework, projects or group activities to classmates with the added efficiency of a digital platform. The Tasks section enables classmates to manage workloads, keep track of each tasks' progress and performance, and keep activities organized. Classmates can attach relevant files and communicate progress or any delays the description and comment fields.

To view tasks assigned to the classmates, click on the Tasks option available in the left-hand menu and following screen is displayed:



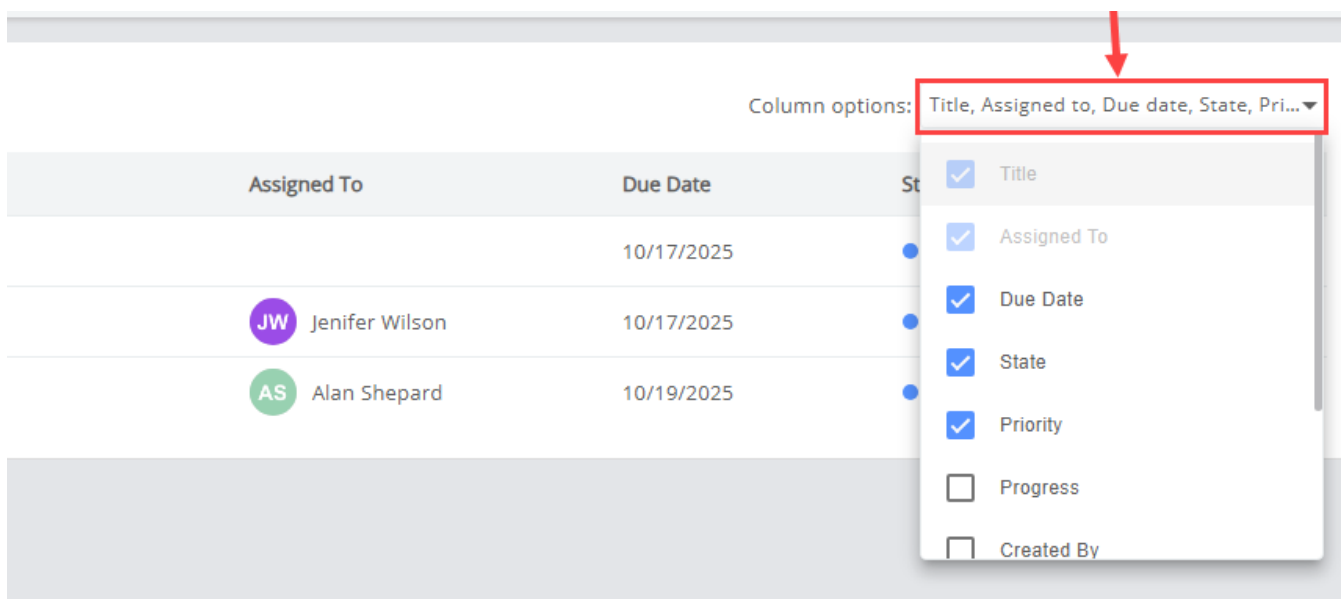
Title	Assigned To	Due Date	State	Priority	Progress
Class Assignment	PW Patricia Wilkins	4/2/2026	New	Urgent	0%

Tasks can be filtered based on Status, Assigned User, or Priority, allowing hosts to focus on specific task sets as needed. A Search field is also available to quickly locate a task by its title.



Title	Assigned To	Due Date	State
Weekend assignment	AS Alan Shepard	10/19/2025	New

Additionally, hosts can customize the task display using **Column Options**. Selecting or clearing a column checkbox enables or hides specific task details, providing a personalized and detailed view of the task list.



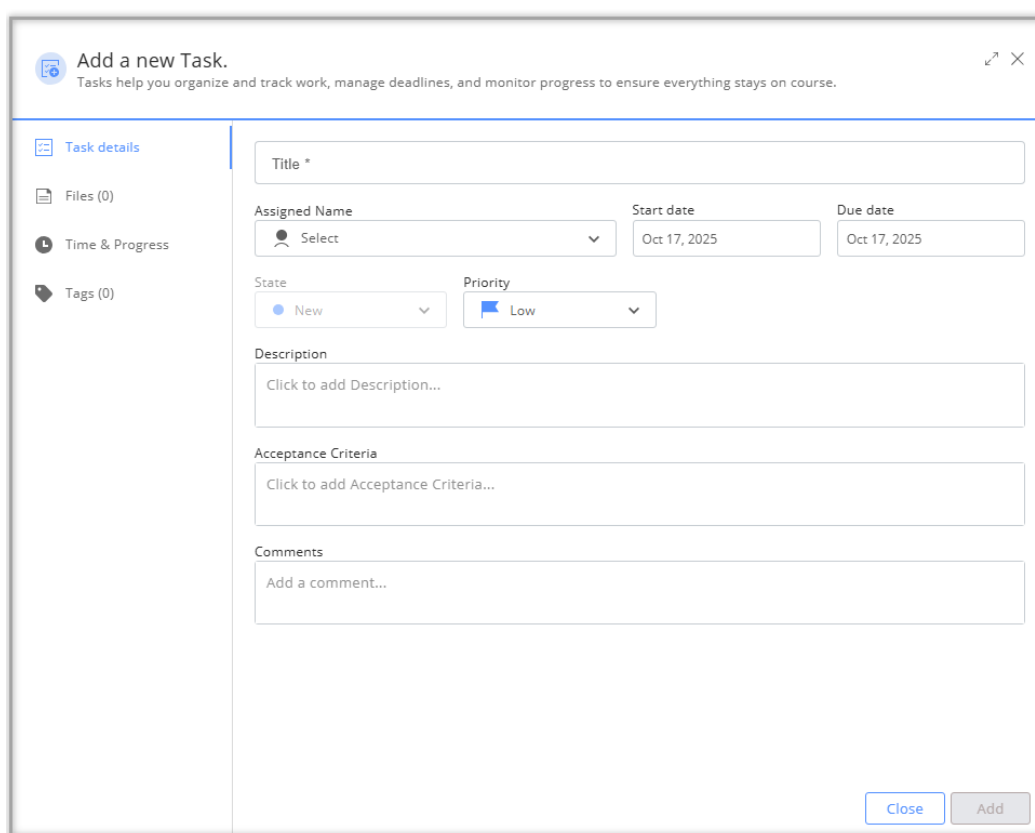
The screenshot shows a task list with columns: Assigned To, Due Date, and State. A dropdown menu is open, showing column options: Title, Assigned to, Due date, State, Pri..., Progress, and Created By. The dropdown menu is highlighted with a red box and a red arrow points to it.

Assigned To	Due Date	State
	10/17/2025	
 Jenifer Wilson	10/17/2025	
 Alan Shepard	10/19/2025	

Column options: Title, Assigned to, Due date, State, Pri...
☒ Title
☒ Assigned To
☒ Due Date
☒ State
☒ Priority
☐ Progress
☐ Created By

18.1 Create a task

To add a new task for a classmate, click the **+New** button. The Add task window is displayed as shown below:



The 'Add a new Task' window is displayed. It contains fields for Title, Assigned Name, Start date, Due date, State, Priority, Description, Acceptance Criteria, and Comments. The 'Add' button is visible at the bottom right.

Add a new Task.
Tasks help you organize and track work, manage deadlines, and monitor progress to ensure everything stays on course.

Task details

Files (0)

Time & Progress

Tags (0)

Title *

Assigned Name: Select

Start date: Oct 17, 2025

Due date: Oct 17, 2025

State: New

Priority: Low

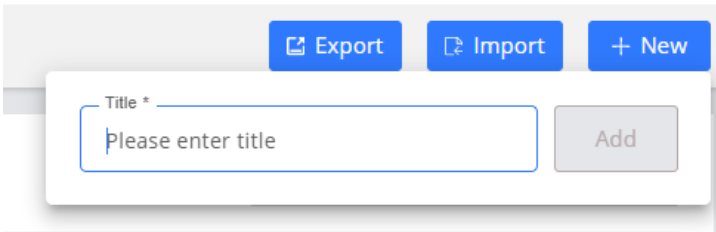
Description: Click to add Description...

Acceptance Criteria: Click to add Acceptance Criteria...

Comments: Add a comment...

Close Add

When existing tasks are already available, the **+ New** button moves to the top-right corner of the screen. Clicking it displays a drop-down menu from which a new task can be created:



Enter a title for the new task. The task will then appear in the list of existing tasks. To update the task details, click the  icon next to the task and select **Edit**.

Title	Assigned To	Due Date	State	Priority	Progress	
Class Project		10/17/2025	New	Low	0%	
Weekend Task	AS Alan Shepard	10/19/2025	New	High		 Edit  Copy  Duplicate  Delete

This Task window is divided into four sections. The first section, **Task Details**, allows the host to define key information for the task, including:

- **Title** – Specify a clear and descriptive title for the task. A minimum of 10 characters is required.
- **Assigned Name** – Select the classmate to whom the task will be assigned.
- **Start Date** – Define the date when the task becomes active.
- **Due Date** – Set the deadline for task completion.
- **State** – This field is disabled for new tasks and is set to New by default. Available options for already created tasks are New, Committed, Done, Approved and Removed.
- **Priority** – Assign a priority level to help organize workload. Available options include Low, Normal, High, Urgent and No Priority.
- **Description** – Provide detailed instructions or context related to the task. Text formatting options are available to help structure the content.
- **Acceptance Criteria** – Define the specific outcomes or requirements expected for successful completion of the task. Text formatting options are available to help structure the content.
- **Comment** – Add any additional notes or clarifications for the classmate. Text formatting options are available to help structure the content.

The second section allows the host to attach supporting files to the task. Files can be added by dragging and dropping them directly into the window, by browsing the local system, or by selecting from files already available in the Rainbow Classroom. The maximum file size is limited to 2 MB.



Add a new Task.

Tasks help you organize and track work, manage deadlines, and monitor progress to ensure everything stays on course.

Task details

Files (0)

Time & Progress

Tags (0)

Would you like to attach files to this task?



Drop or Paste or Click here.
to upload your image (max 2 MB)

Add Files.
Select From Existing...

Close
Add

The third section covers time and progress tracking. Here, the host can specify the estimated time required to complete the task and record the actual time taken by the classmate once the task is finished. Both fields accept entries in hours and minutes to maintain consistency.



Add a new Task.

Tasks help you organize and track work, manage deadlines, and monitor progress to ensure everything stays on course.

Task details

Files (0)

Time & Progress

Tags (0)

Time & Progress

Estimated time to complete

h
 m

Actual time to complete

h
 m

Close
Add

The fourth and final section is used for adding tags. Tags help categorize tasks for better organization and make it easier to filter or locate specific assignments within the classroom.



Add a new Task.

Tasks help you organize and track work, manage deadlines, and monitor progress to ensure everything stays on course.

✓ Task details

Files (0)

Time & Progress

Tags (0)

Choose some tags for this task. (0/10)

Add Tags

Close

Add

Once all the required details are added, click on the Add/Update button and the task is displayed in the list of the existing tasks as shown below:

List

All

Unassigned

None

+

New

Column options: Title, Assigned to, Due date, State, Pri...

Title	Assigned To	Due Date	State	Priority	Progress
Weekend assignment	AS Alan Shepard	10/19/2025	New	High	0%

18.2 Viewing Tasks

The Tasks section provides multiple options for classmates to organize and view tasks according to their preferences by using the view option as highlighted below:

TASKS

List

All

Unassigned

None

+

New

Export

Import

+

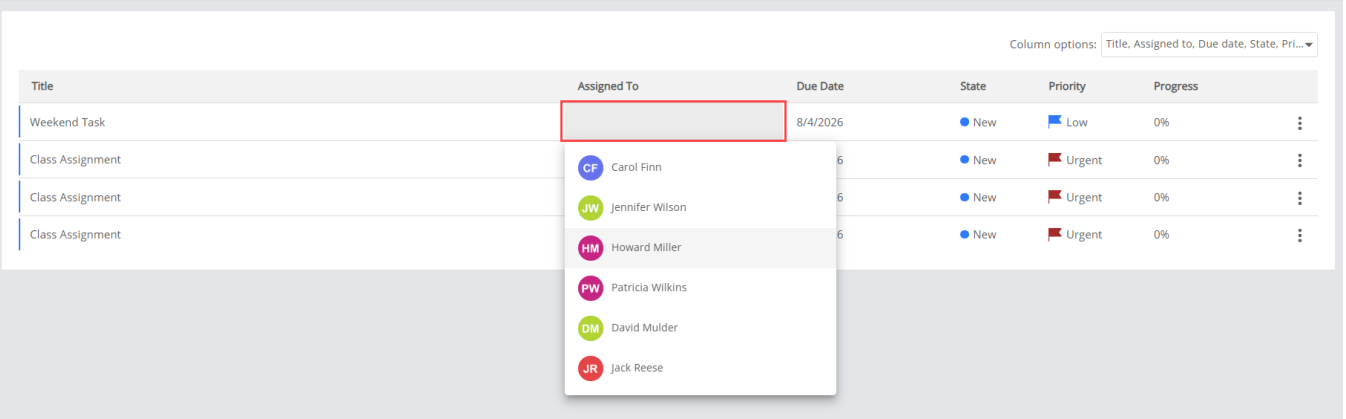
New

Column options: Title, Assigned to, Due date, State, Pri...

Title	Assigned To	Due Date	State	Priority	Progress
-------	-------------	----------	-------	----------	----------

18.2.1 List View

The **List** view displays all classroom tasks in a tabular format, providing a comprehensive overview of task details such as the assigned participant, due date, priority and current status. This view enables classmates to efficiently manage large numbers of tasks by updating key task attributes directly from the task list without opening the task for editing.

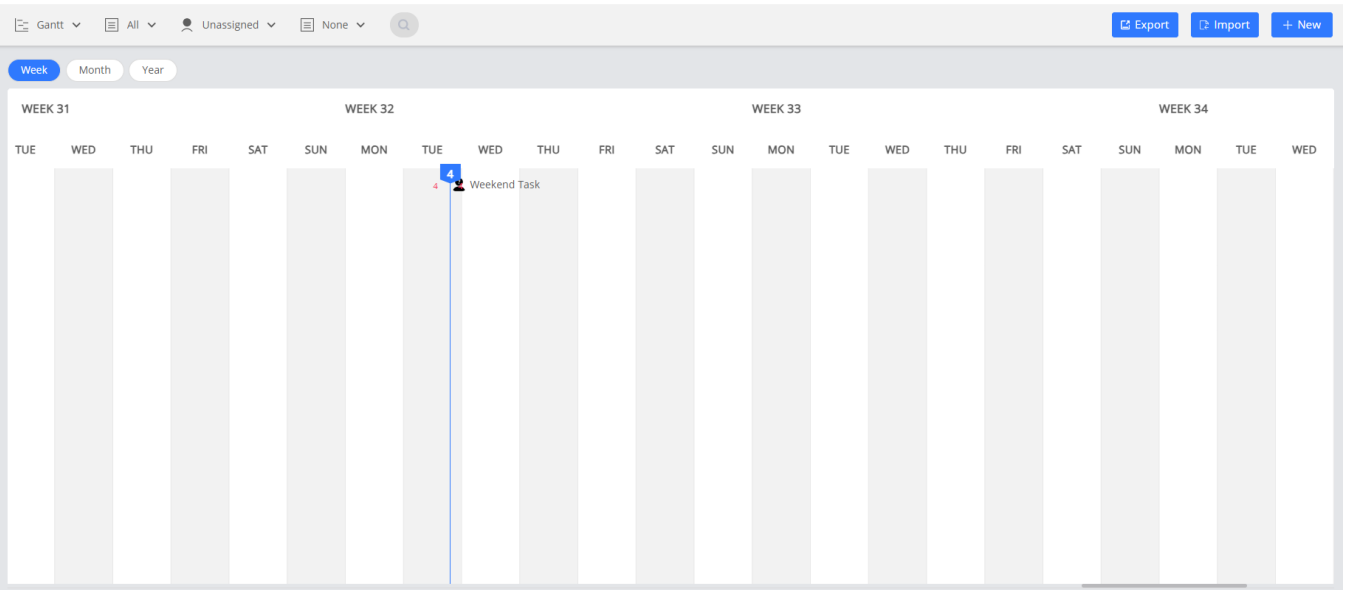


Column options: Title, Assigned to, Due date, State, Pri...

Title	Assigned To	Due Date	State	Priority	Progress
Weekend Task		8/4/2026	New	Low	0%
Class Assignment	Carol Finn	6	New	Urgent	0%
Class Assignment	Jennifer Wilson	6	New	Urgent	0%
Class Assignment	Howard Miller	6	New	Urgent	0%
	Patricia Wilkins				
	David Mulder				
	Jack Reese				

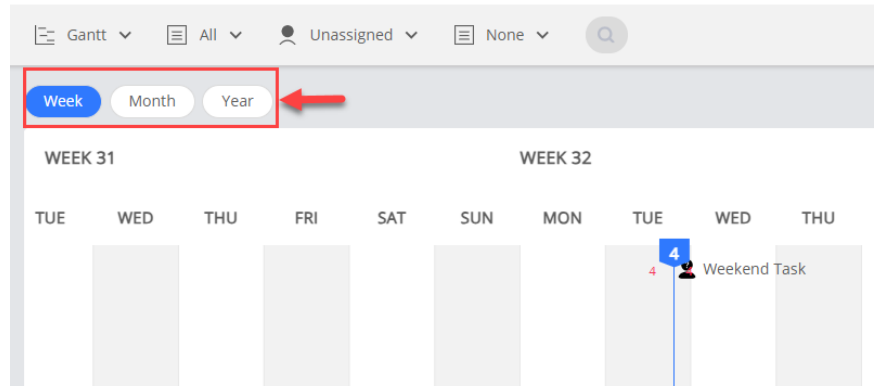
18.2.2 Gantt View

The **Gantt** view displays classroom tasks on a timeline, allowing classmates to visualize task schedules, durations and deadlines.



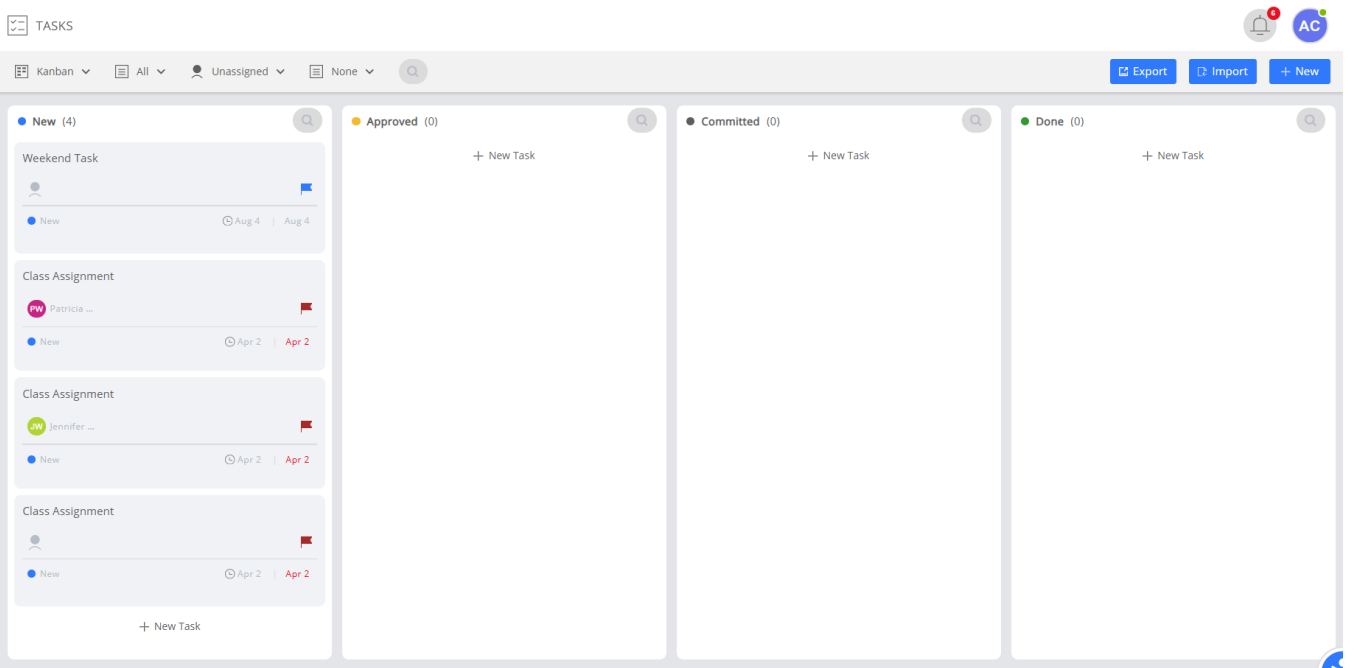
The timeline provides a chronological overview of upcoming, ongoing and completed tasks, making it easier to monitor task progress throughout the course. The Gantt view is a read-only visualization and does not support direct task editing.

Filters are available to display tasks scheduled for the current **Week**, **Month**, or **Year**.

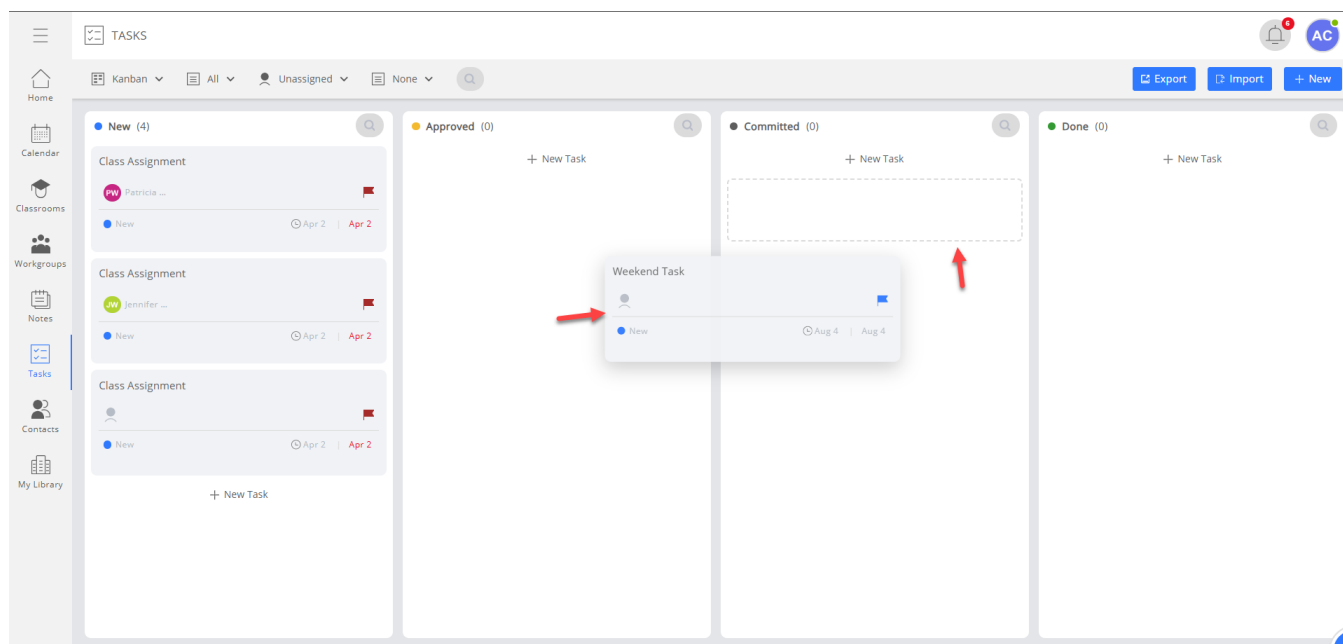


18.2.3 Kanban View

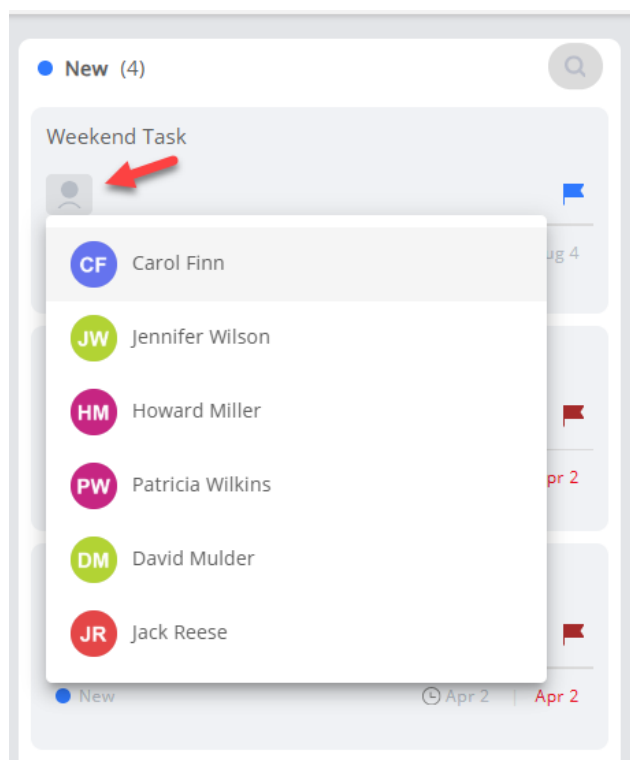
The **Kanban** view organizes classroom tasks into workflow columns based on their current status (**New**, **Approved**, **Committed** and **Done**).



This provides classmates with a visual representation of task progress and enables them to quickly identify pending and completed activities. Task cards can be dragged and dropped between workflow columns to update their status.



Classmates can also update key task attributes, such as the assigned participant, due date, priority and status directly from the Kanban board without opening the task for editing.



18.3 Task Options

Each created task created by classmate includes the following options:

Title	Assigned To	Due Date	State	Priority	Progress	
Class Project		10/17/2025	New	Low	0%	
Weekend Task	AS Alan Shepard	10/19/2025	New	High		Edit Copy Duplicate Delete

- **Edit** – Opens the task details window to update or modify task information.
- **Copy** – Creates a copy of the selected task that can be reassigned or modified as needed.
- **Duplicate** – Generates an exact replica of the selected task, retaining all its parameters and configurations.
- **Delete** – Permanently removes the selected task from the list. If a task is assigned to the classmate than this option is not available as shown below:

Column options: Title, Assigned to, Due date, State, Pri...

Title	Assigned To	Due Date	State	Priority	Progress	
Mock test prep	JW Jenifer Wilson	10/17/2025	New	Low	0%	
Class Project	JW Jenifer Wilson	10/17/2025	New	Normal		Edit Copy Duplicate

18.4 Import & Export Tasks

The **Import** and **Export** features simplify the management of classroom tasks by enabling hosts to perform bulk task operations.

TASKS					
List	All	Unassigned	None		Export Import New
Column options: Title, Assigned to, Due date, State, Pri...					
Title	Assigned To	Due Date	State	Priority	Progress

Tasks can be exported to a Microsoft Excel file for offline review, backup or reuse. Existing tasks that follow the supported import template can also be imported in bulk, eliminating the need to create each task individually.

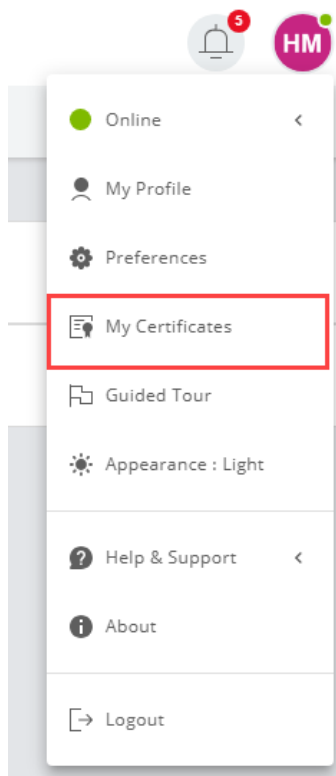
The exported Excel file can be used as a template for creating additional tasks. After populating the required task information, the file can be imported back into Rainbow Classroom to create multiple tasks in a single operation.

19 My Certificates

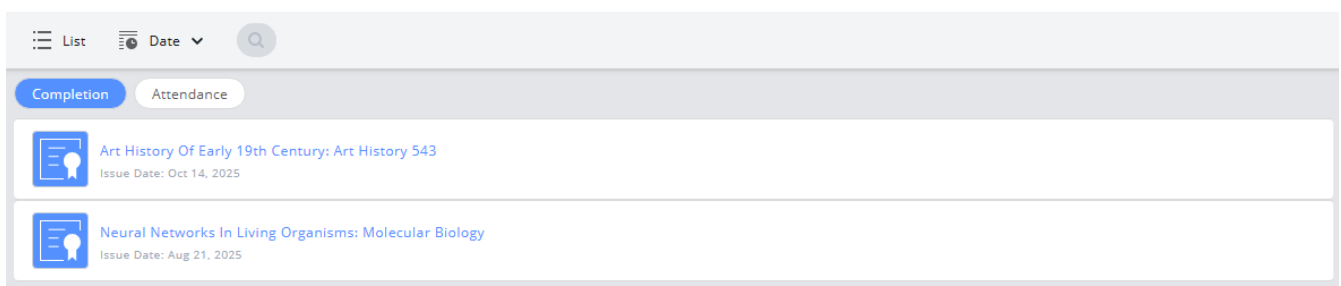
Rainbow Classroom provides both attendance and completion certificates for all classes and training sessions. These certificates serve as digital evidence of a participant's engagement and achievements within the platform.

Attendance certificates confirm a participant's presence during scheduled sessions, while completion certificates validate that the participant has successfully completed a course or training program. Similar to traditional learning environments, these certificates can be used for academic records, professional development tracking, or organizational compliance requirements.

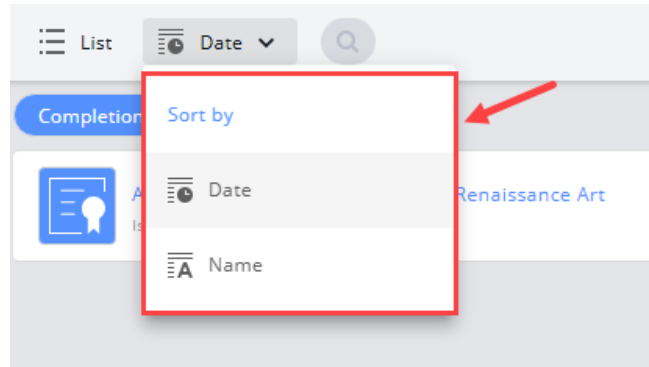
To access the Certificates issued by the organisation admin, click the avatar icon in the top-left corner of the screen and select My Certificates from the drop-down menu, as shown below:



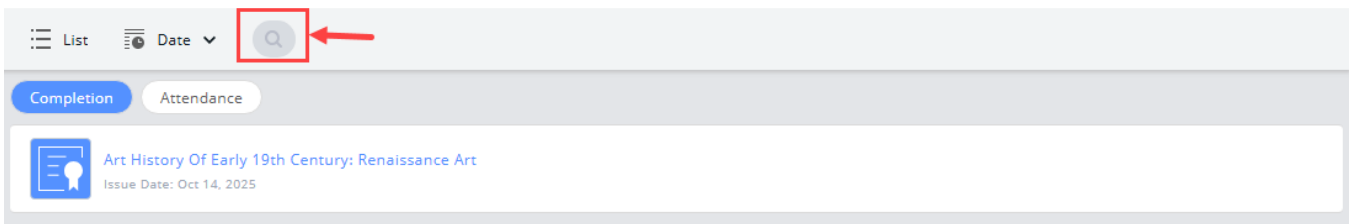
Following screen is displayed:



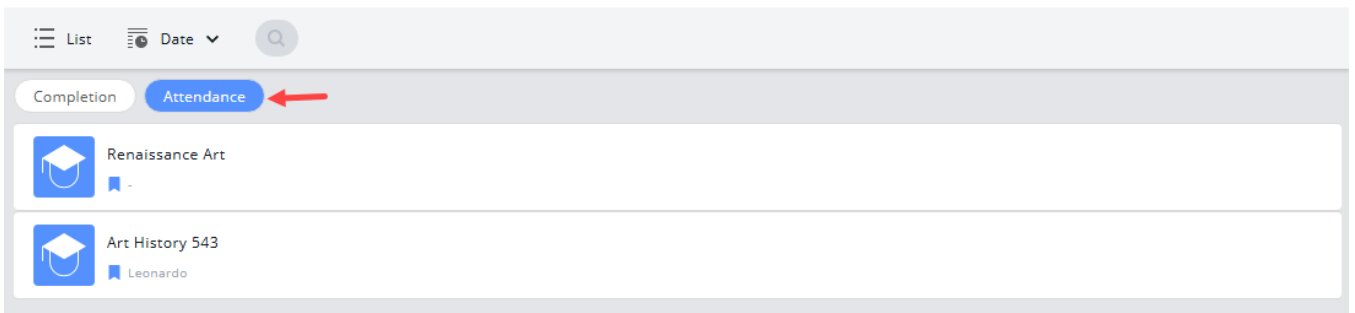
Certificates can be sorted by Date or Name using the drop-down menu shown below:



To locate a specific certificate associated with a classroom, use the search bar.



Attendance and completion certificates are displayed under separate tabs, as shown below:

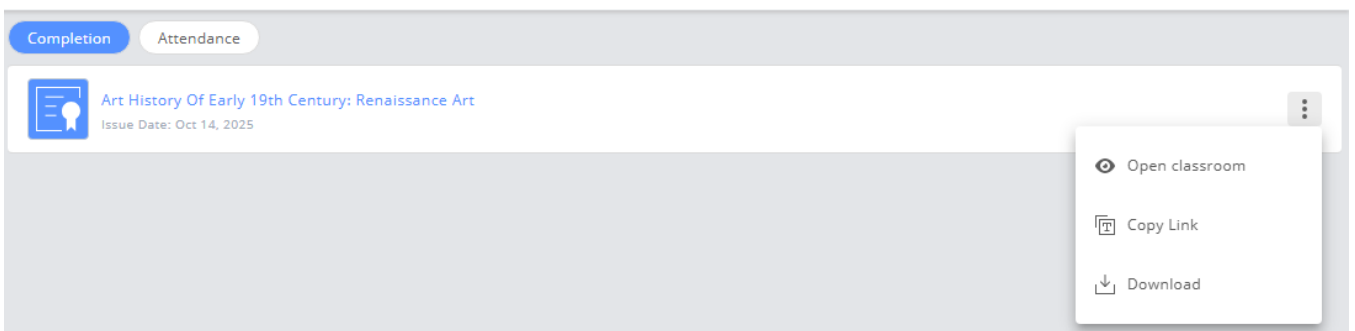


Following options are available for each available certificate:

Open Classroom: Opens the associated classroom where the certificate was earned.

Copy Link (*Not available for Attendance Certificates*): Copies a shareable link to the certificate.

Download: Downloads the certificate in a printable format.



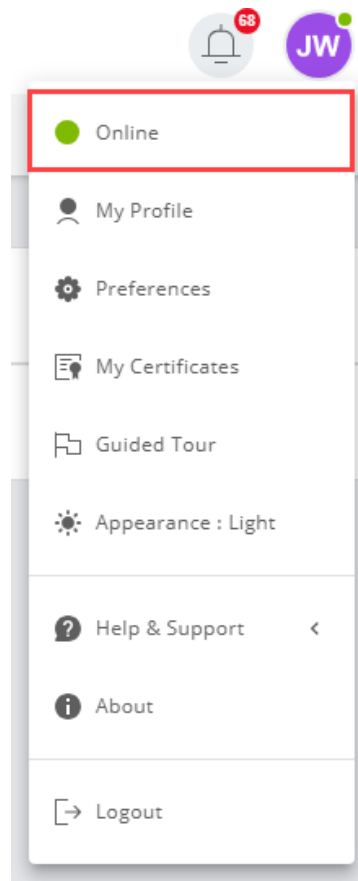
20 Profile Options

20.1 Availability Status

The availability status will help your contacts to determine your availability can set their availability status according to their requirements. This will help your contacts to determine your availability. Following statuses are available:

- Online
- Away
- Invisible
- Do Not Disturb

To do this, click on your avatar displayed at the side navigation bar, hover over the first option and the list of statuses will be displayed to you, as shown below.

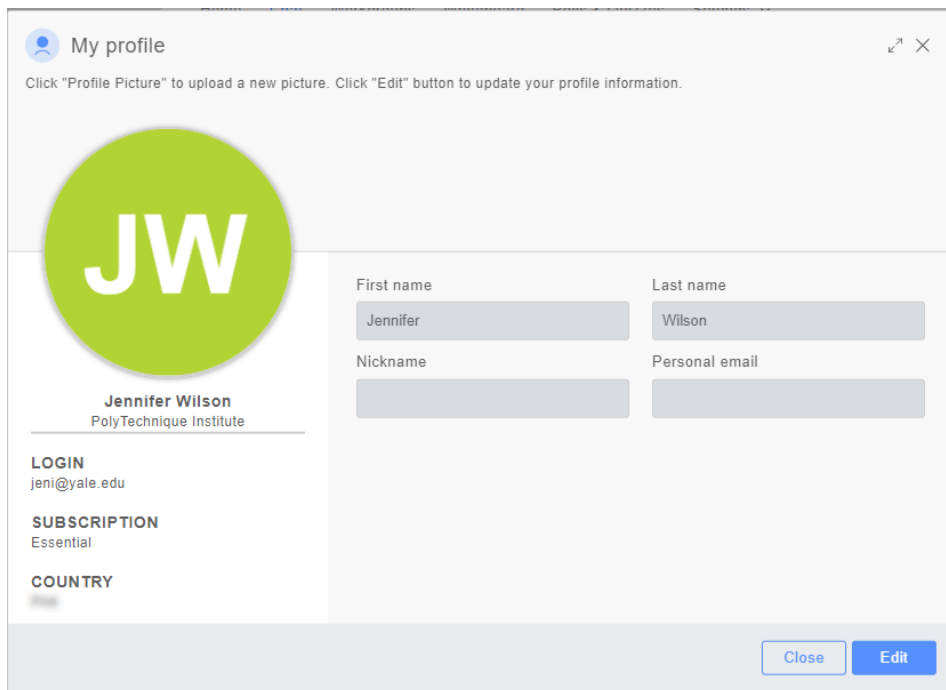


SCREENSHOT – Availability Status

Note: When a user is part of a live session, they cannot update their availability status and it is displayed as Busy by default.

20.2 Update Profile Details

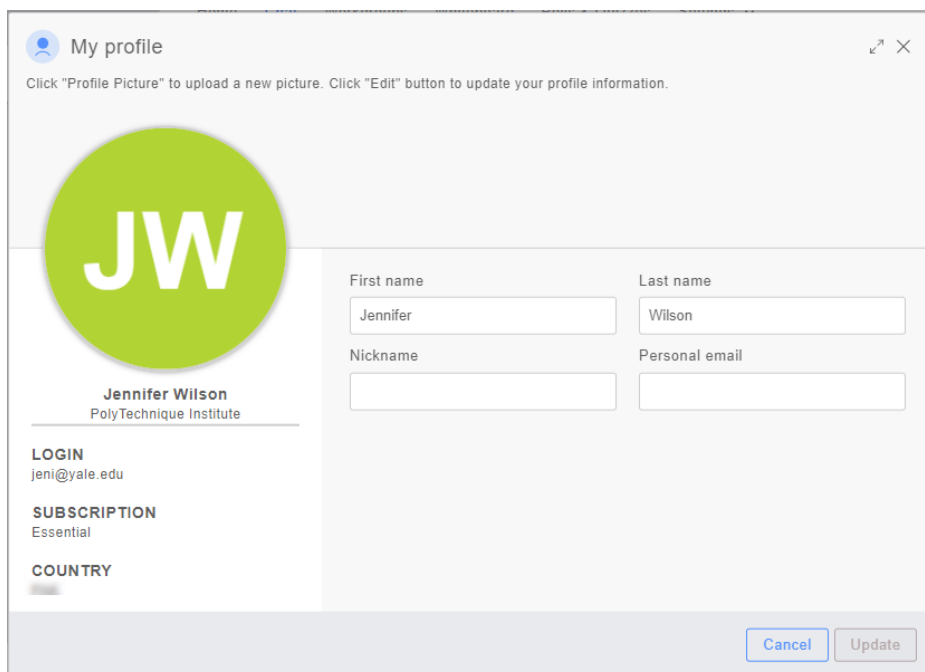
The classmate can modify their profile details by clicking on the avatar displayed on the side navigation bar, go to **My Profile** option and the following screen will be displayed.



The screenshot shows the 'My profile' interface. On the left is a profile card with a green circular avatar containing the letters 'JW'. Below the avatar, the name 'Jennifer Wilson' and affiliation 'PolyTechnique Institute' are listed. Further down are sections for 'LOGIN' (jeni@yale.edu), 'SUBSCRIPTION' (Essential), and 'COUNTRY' (partially visible). On the right is a form with four input fields: 'First name' (Jennifer), 'Last name' (Wilson), 'Nickname' (empty), and 'Personal email' (empty). At the bottom right of the form are 'Close' and 'Edit' buttons.

SCREENSHOT – Update Profile Details

By clicking on the **Edit** icon, you will be able to make changes to your profile details, as shown below.



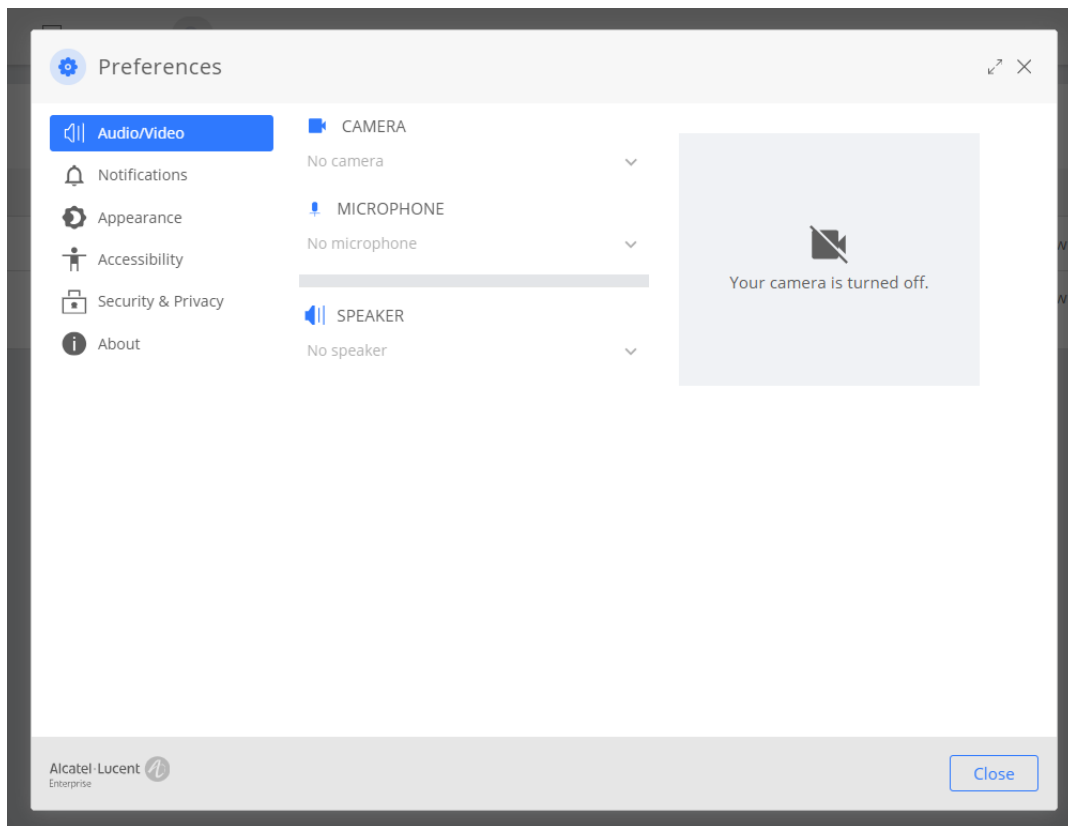
This screenshot is identical to the previous one, but the 'Edit' button at the bottom right of the form is highlighted with a blue border, indicating it is the active element.

SCREENSHOT – Update Profile Details

The classmate can also update his profile picture by clicking on his avatar displayed on the above screen. Once done with all the required changes, click on the **Apply** button and the changes will be applied to your profile.

20.3 Profile Preferences

You can also configure preferences for audio/video, notification, appearance and contacts display format for your Rainbow Classroom account. These options can be updated any time you want. To configure your account preferences, click on the avatar displayed at the side navigation bar and then click on the 'Preferences' option. The following screen will be presented to you.

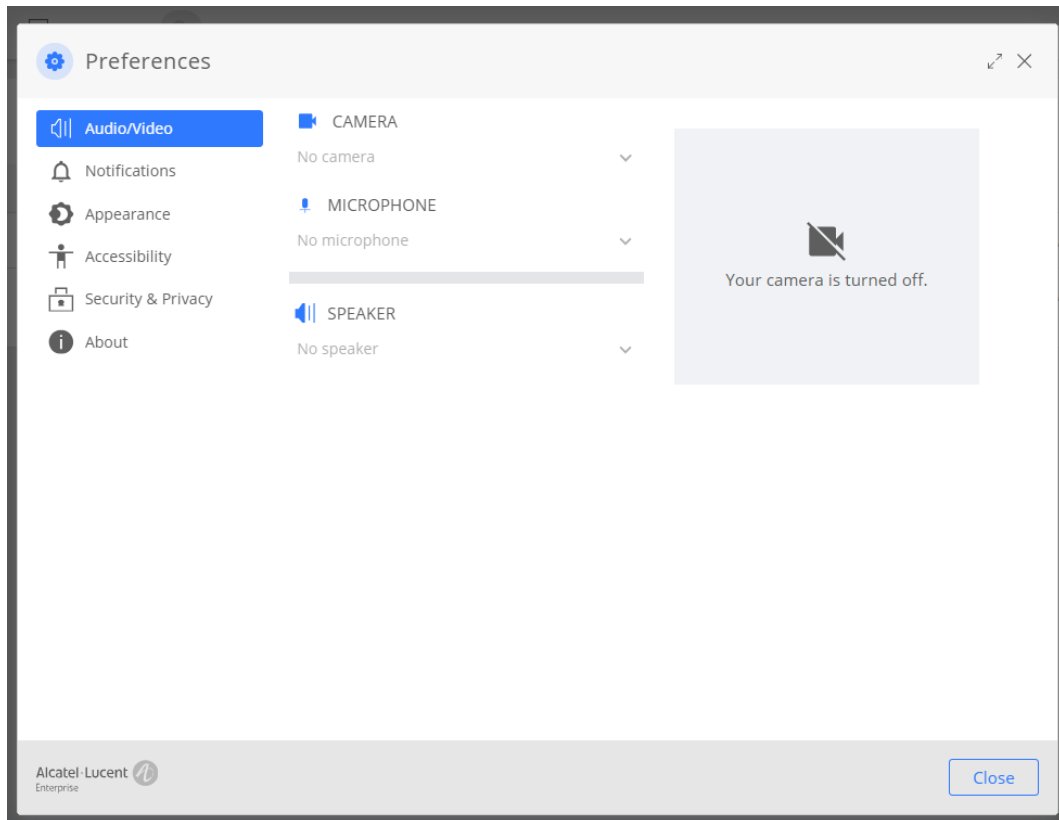


SCREENSHOT – Configure Rainbow Classroom account

The following options are displayed on the above screen.

20.3.1 Audio/Video

The Audio/Video screen enables users to configure the media devices used during Rainbow Classroom live sessions. Users can select between built-in and externally connected audio and video devices based on their system configuration.



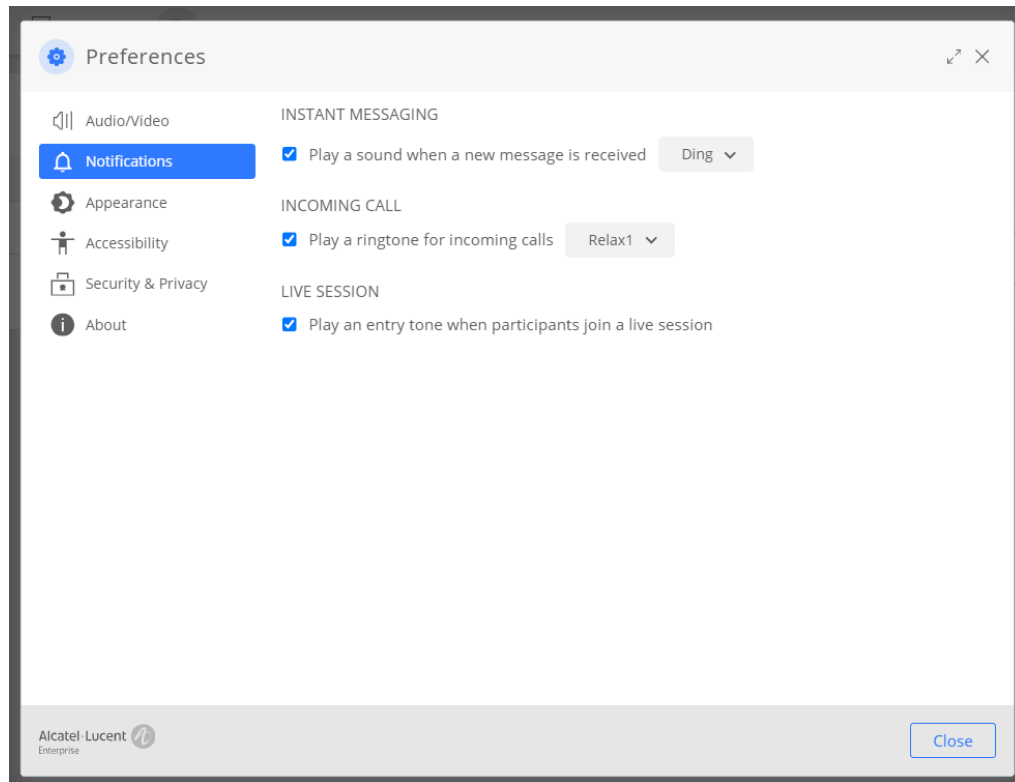
Separate drop-down menus are provided for the following device categories:

- **Camera:** Select the video input device to be used during live sessions.
- **Microphone:** Select the audio input device for voice capture and communication.
- **Speaker:** Select the audio output device for playback of session audio and participant communication.

The available options displayed in each drop-down menu depend on the devices currently detected and connected to the system.

20.3.2 Notifications

The **Notifications** screen provides options to configure audio alerts for different activities within Rainbow Classroom. These notification settings help users remain informed about messaging activity, incoming calls, and participant activity during live sessions.



The following notification types are available:

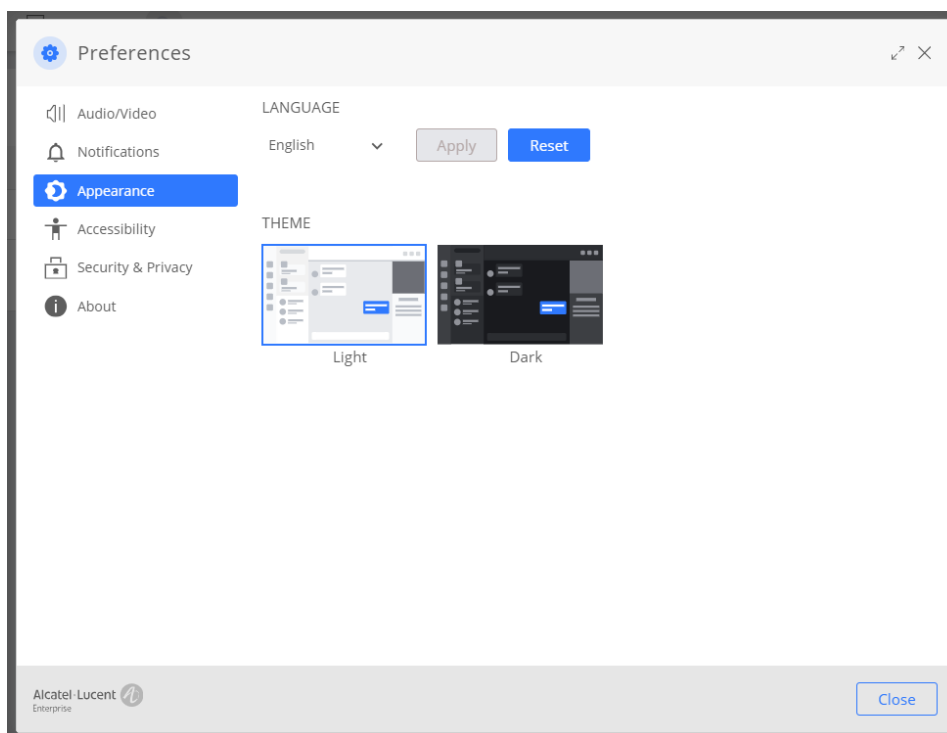
- **Message Notification:** Plays an audio tone when a new message is received.
- **Incoming Call Tone:** Plays a ringtone for incoming calls.
- **Live Session Entry Tone:** Plays an audio alert whenever a participant joins an active live session.

Each notification type can be enabled or disabled using the corresponding checkbox option.

For message notifications and incoming call alerts, additional sound options are available through drop-down menus, allowing users to select the preferred notification tone or ringtone.

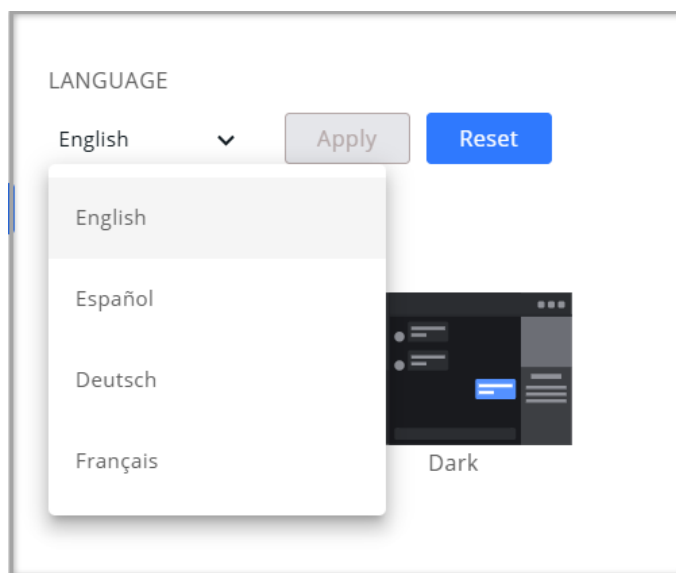
20.3.3 Appearance

The **Appearance** screen enables users to customize the visual and language preferences of the Rainbow Classroom web interface.



Language Settings

Users can change the display language of their Rainbow Classroom account through the **Language** option. A drop-down menu displays the list of all supported interface languages available within the application.



A **Reset** option is also provided to restore the default language configuration.

Theme Settings

The Appearance screen also provides options to customize the visual theme of the Rainbow Classroom web interface.

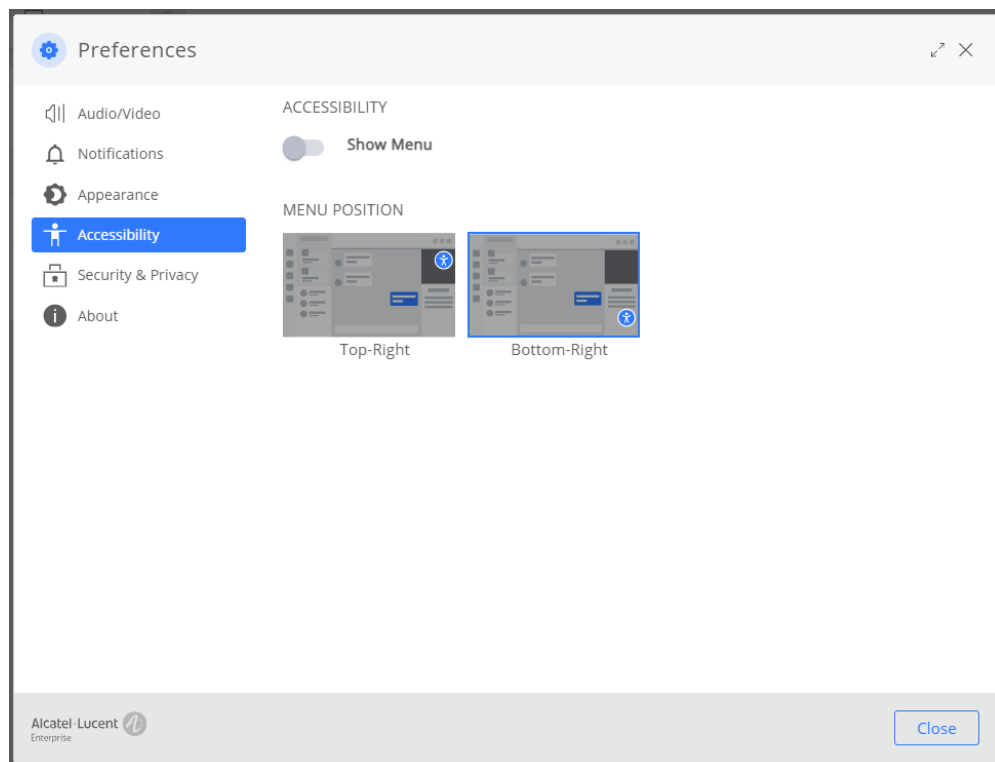
Users can select between the following theme modes:

- **Light Theme:** Displays the interface using a lighter color scheme.
- **Dark Theme:** Displays the interface using a darker color scheme designed for reduced screen brightness and improved visibility in low-light environments.

The selected theme is applied across the Rainbow Classroom web interface.

20.3.4 Accessibility

The **Accessibility** screen provides options to enable and configure accessibility features within the Rainbow Classroom interface for the current user account.



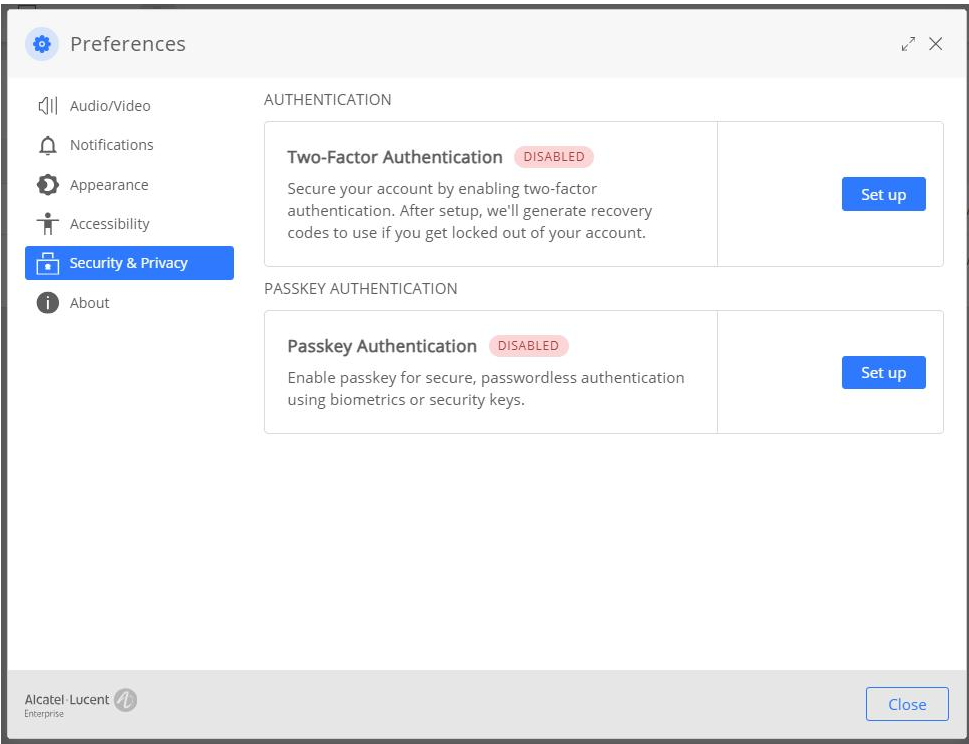
A toggle option is available to display the accessibility menu throughout the Rainbow Classroom interface. When enabled, the accessibility menu remains accessible across all supported application screens for the respective user.

Users can also configure the position of the accessibility menu within the interface. The following placement options are available:

- Top-Right
- Bottom-Right

20.3.5 Security & Privacy

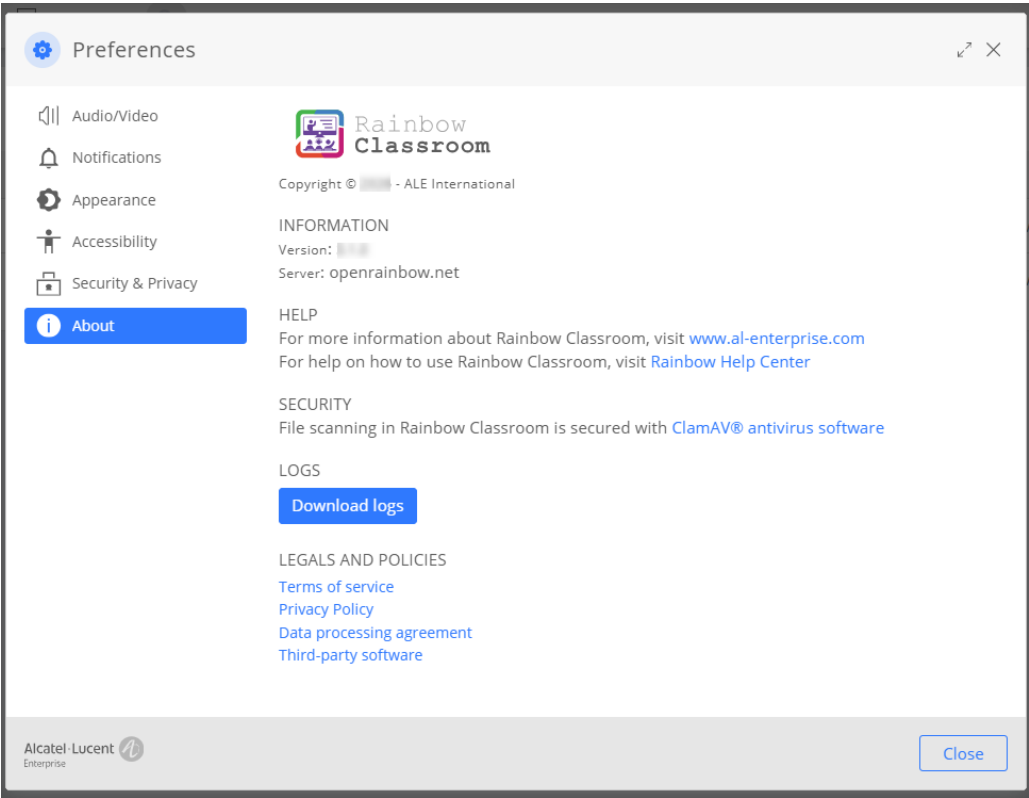
Using this particular screen, user can enable two-factor authentication or passkey authentication to enhance account security beyond standard username and password-based authentication.



Please see [Security & Privacy](#) section for more details.

20.3.6 About

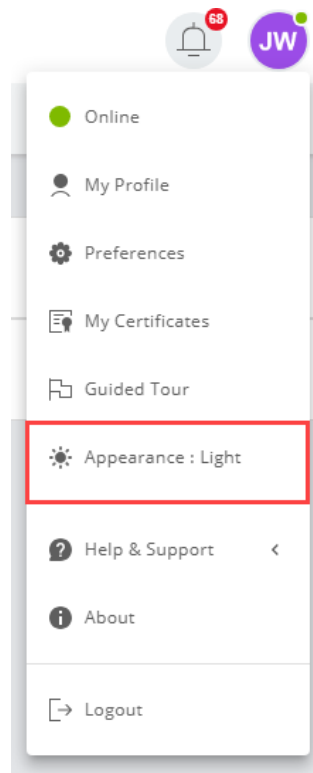
The **About** screen provides general information and reference resources related to Rainbow Classroom.



This section includes details such as the current Rainbow Classroom version, help and support links, security information, bug reporting links, and access to legal information and documentation resources. An option to download application logs is also available. These logs can be used for troubleshooting and diagnostic purposes when reporting issues or contacting support.

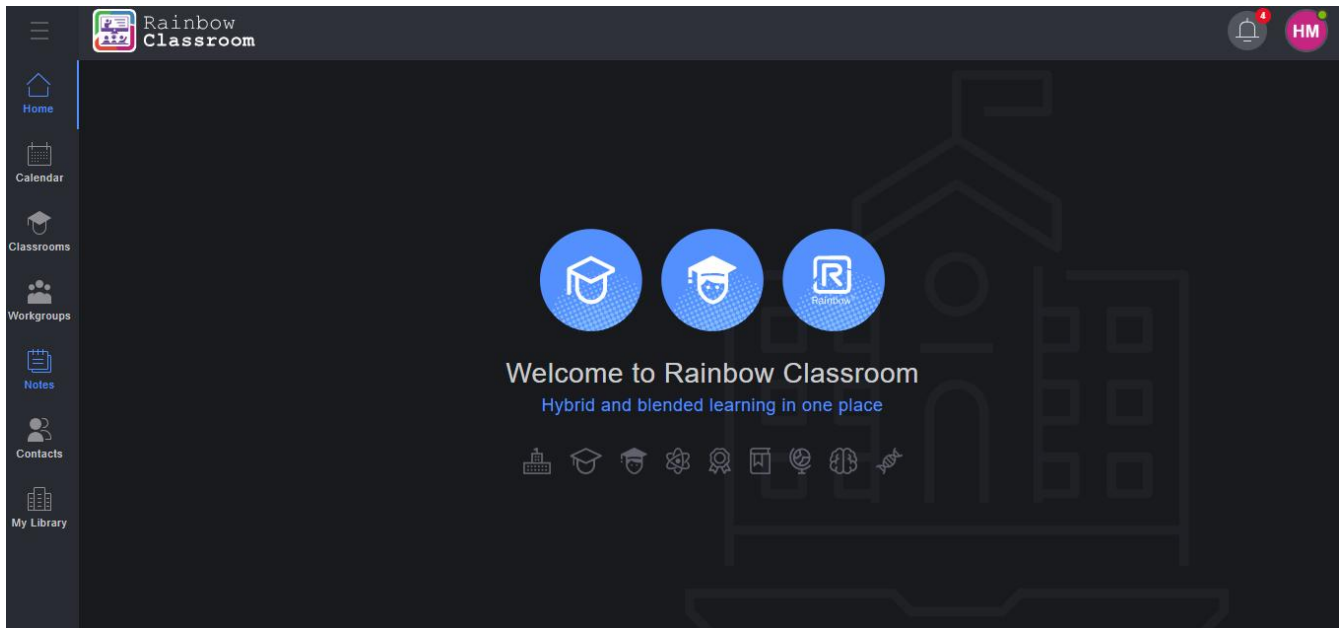
20.4 Appearance

Rainbow Classroom provides the ability to users to change appearance of web interface based on their preference. By default, the interface is displayed in Light mode but you can update it to Dark Mode by clicking on avatar of your profile and clicking on appearance option as displayed below:



SCREENSHOT – Appearance Settings

Web interface will be updated to Dark theme as shown below:



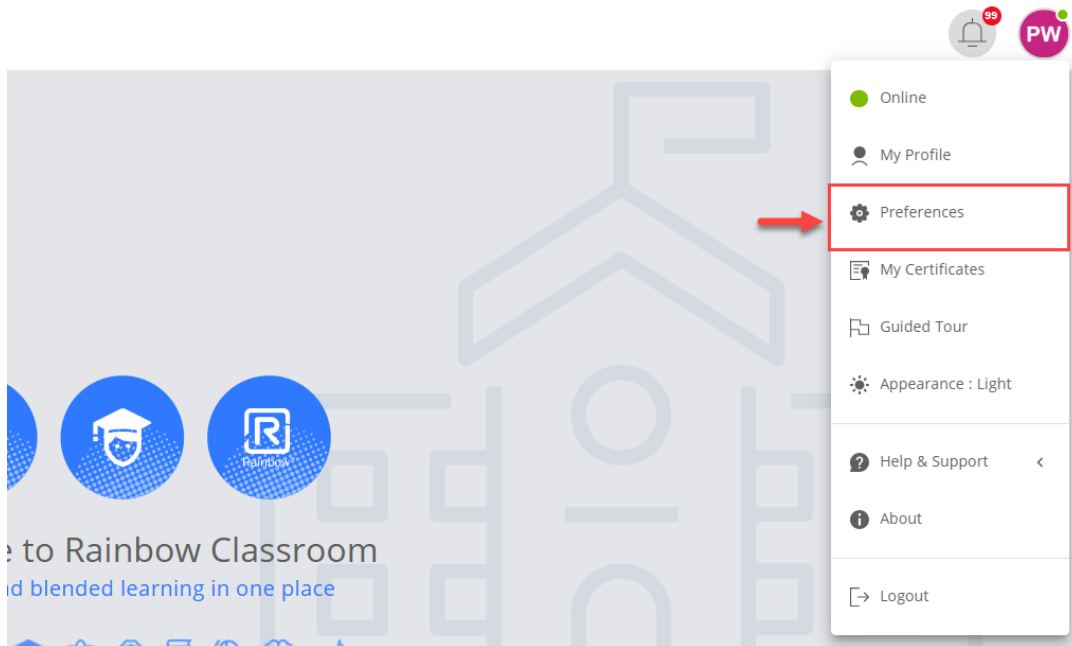
SCREENSHOT – Web interface in Dark Mode

You can revert the web interface back to Light theme by clicking on the same option.

21 Security & Privacy

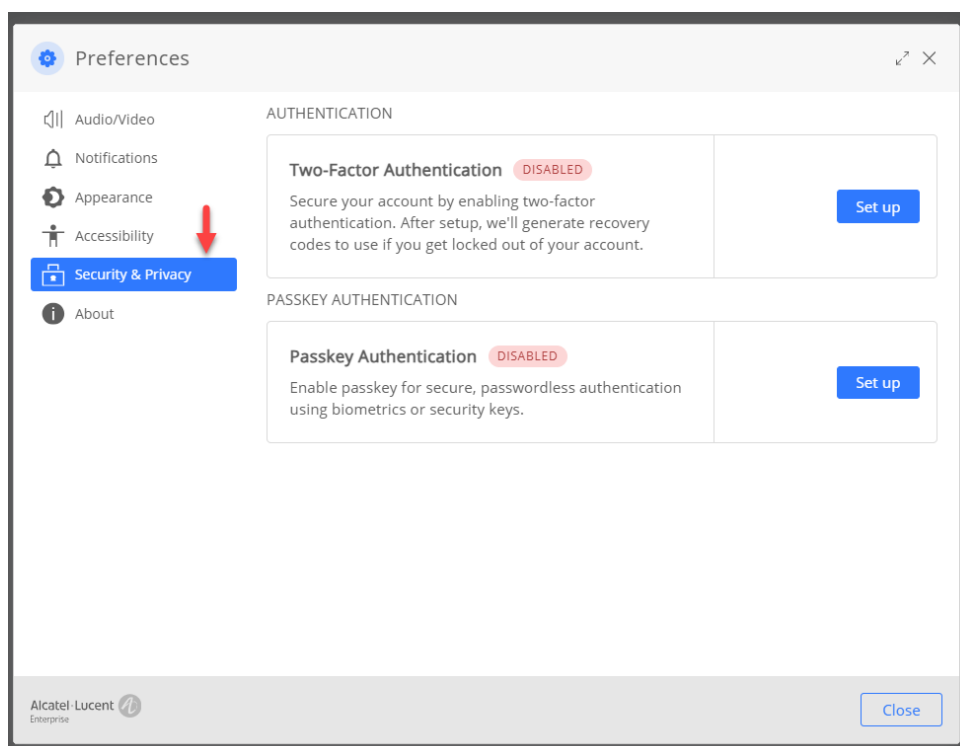
To enhance the security of Rainbow Classroom accounts, users are provided with multiple configuration options, such as enabling two-factor authentication and configuring passkey-based authentication.

To perform these configurations, users must click the profile icon located in the top-right corner of the interface, and then select the **Preferences** option, as shown below.



SCREENSHOT – Home Screen

On the Preferences dialog box, select Security & Privacy option as highlighted below:

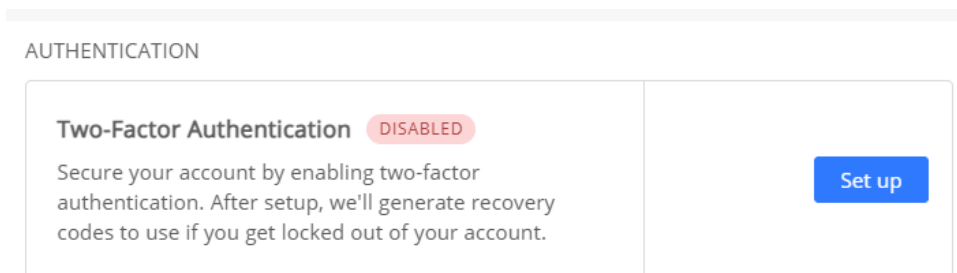


21.1 Two-Factor Authentication

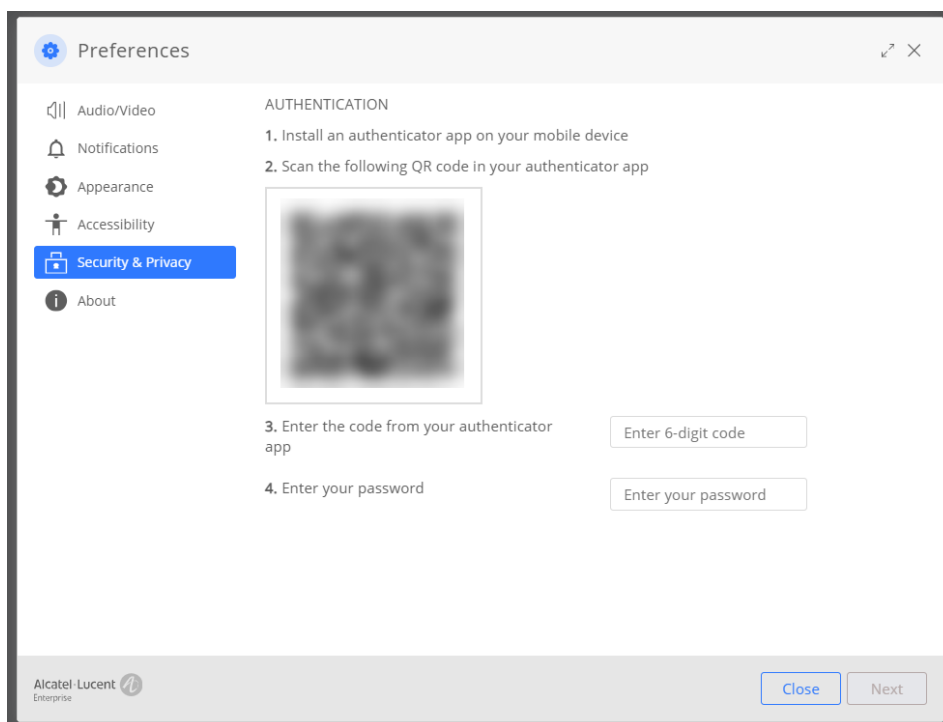
When 2FA is enabled by a user for their account, gaining access to the account requires an additional verification step during login. After entering valid credentials on the login screen, the administrator must provide a time-based, six-digit verification code generated by a registered authenticator application. This secondary factor ensures that access is granted only after successful multi-factor verification, thereby reducing the risk of unauthorized access

21.1.1 Setting Up Two-Factor Authentication

This section enables hosts to configure and activate two-factor authentication (2FA) for their accounts.



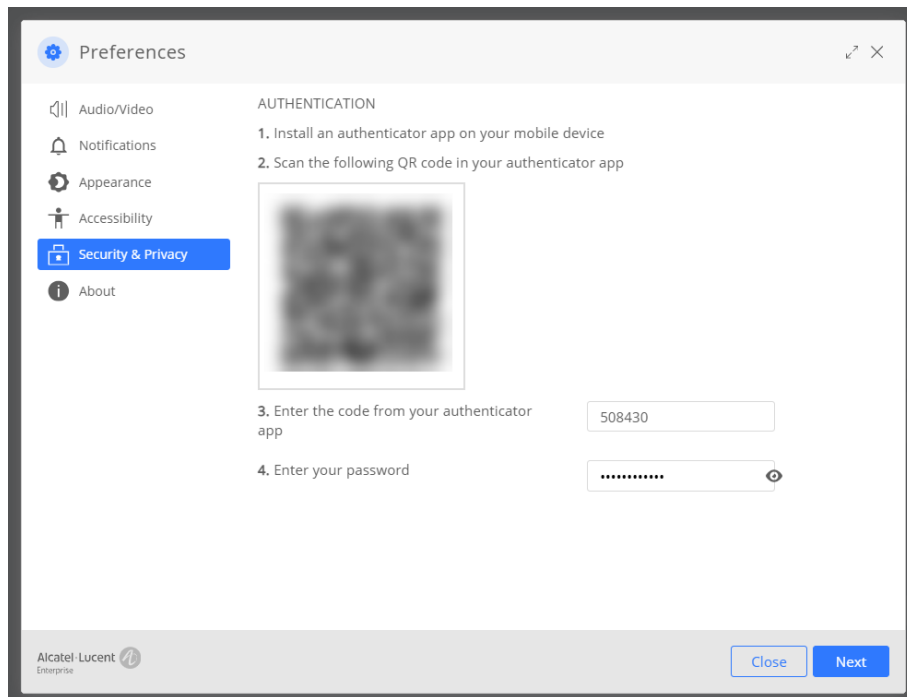
To initiate the setup process, click Set Up. The authentication screen is displayed:



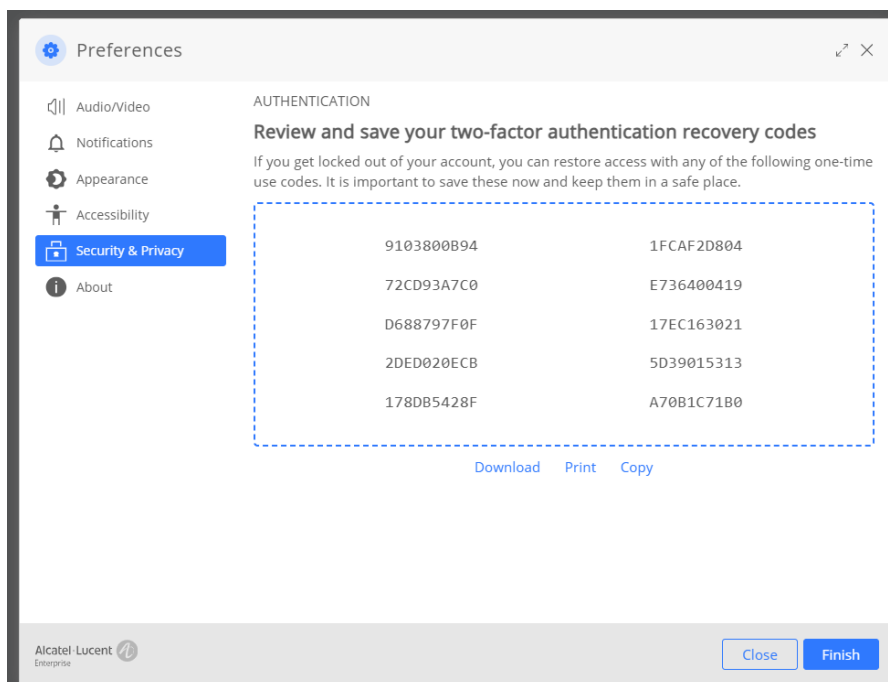
Follow the on-screen instructions to complete the configuration:

1. Install a supported authenticator application such as Microsoft Authenticator or Google Authenticator on a mobile device.

2. Open the authenticator application and select the option to add a new account using a QR code. Scan the QR code displayed on the authentication screen. This action registers the Rainbow Classroom account with the authentication application.
3. Once the account is successfully registered, the authenticator application generates a time-based, six –digit verification code. Enter this code in the designated field and then provide the account password for verification.
4. After completing the required inputs, click Next to finalize the setup.



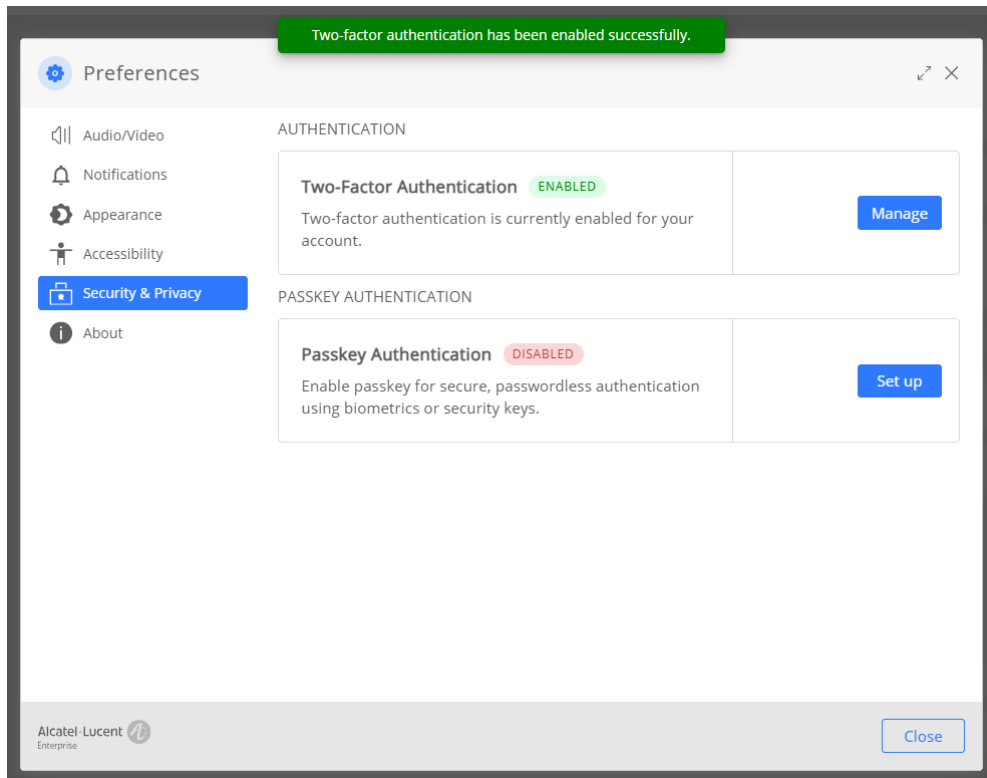
After clicking Next, a set of recovery codes is generated and displayed.



These are one-time use backup-codes that can be used to regain access to the account in case the user is unable to complete two-factor authentication (for example, if the authenticator device is unavailable).

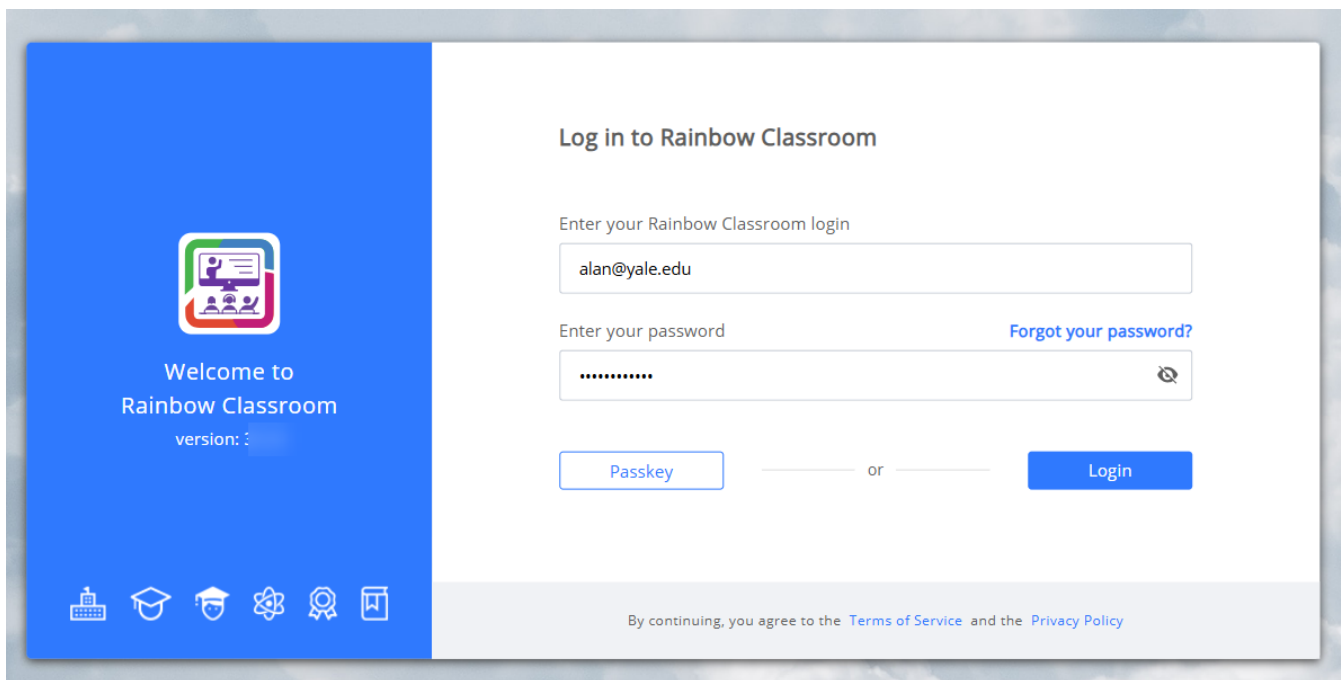
Options are provided to download, print or copy these codes for secure storage. It is recommended to store these codes in a safe and accessible location.

Once the codes have been securely saved, click **Finish** to complete the setup process. The updated Authentication screen is then displayed, indicating that two-factor authentication has been successfully configured.



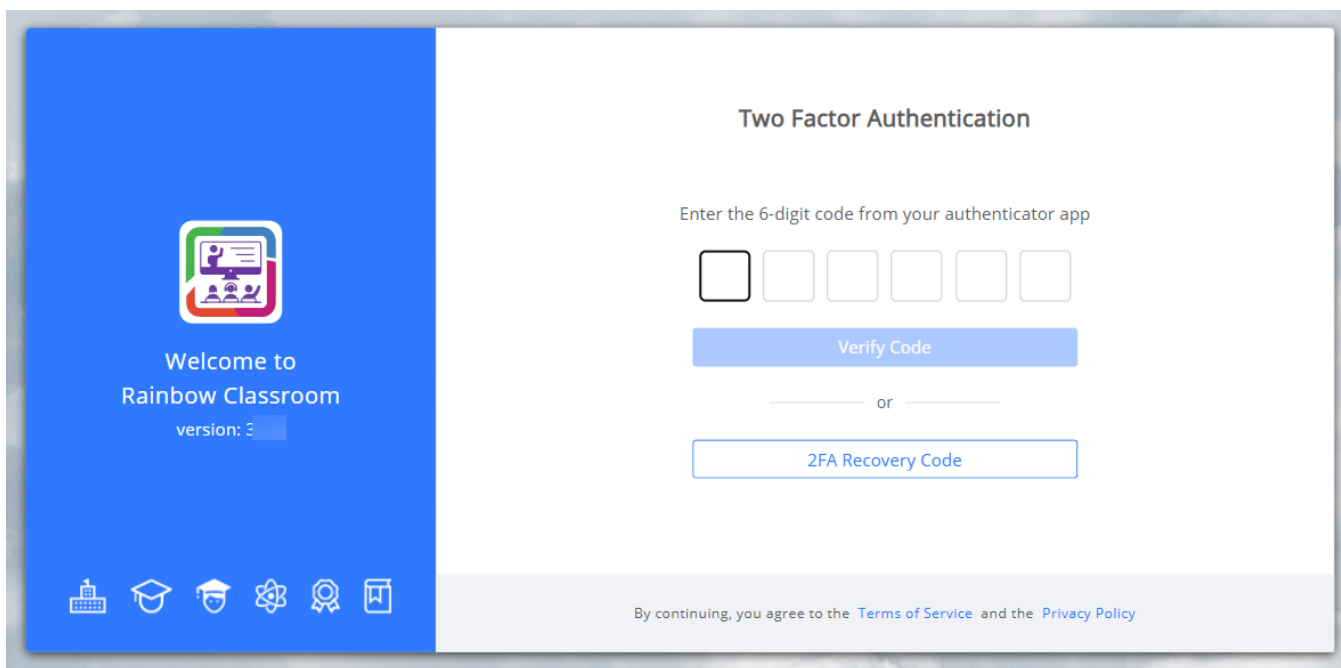
21.1.2 Logging in for Two-Factor Authentication

Once two-factor authentication (2FA) has been configured for an account, the user is required to complete an additional verification step during the login process.



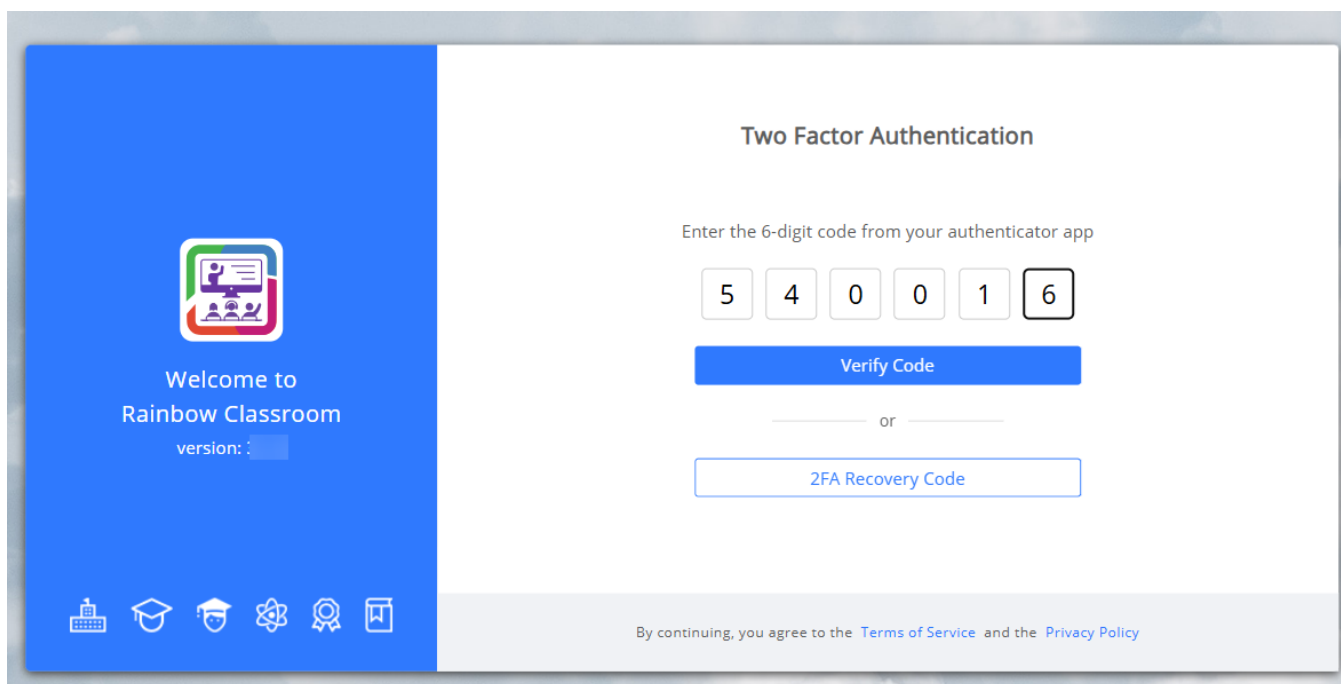
The login screen features a blue sidebar on the left with the Rainbow Classroom logo, the text "Welcome to Rainbow Classroom", the version number "version: 3", and a row of five icons: a building, a graduation cap, a shield, a flower, and a book. The main white area is titled "Log in to Rainbow Classroom". It contains two input fields: "Enter your Rainbow Classroom login" with the email "alan@yale.edu" and "Enter your password" with masked characters. A "Forgot your password?" link is to the right of the password field. Below the fields are two buttons: "Passkey" and "Login", separated by a horizontal line with the word "or" in the center. At the bottom, a grey bar contains the text "By continuing, you agree to the [Terms of Service](#) and the [Privacy Policy](#)".

After entering the email address and password associated with the account on the login screen, the two-factor authentication verification screen is displayed

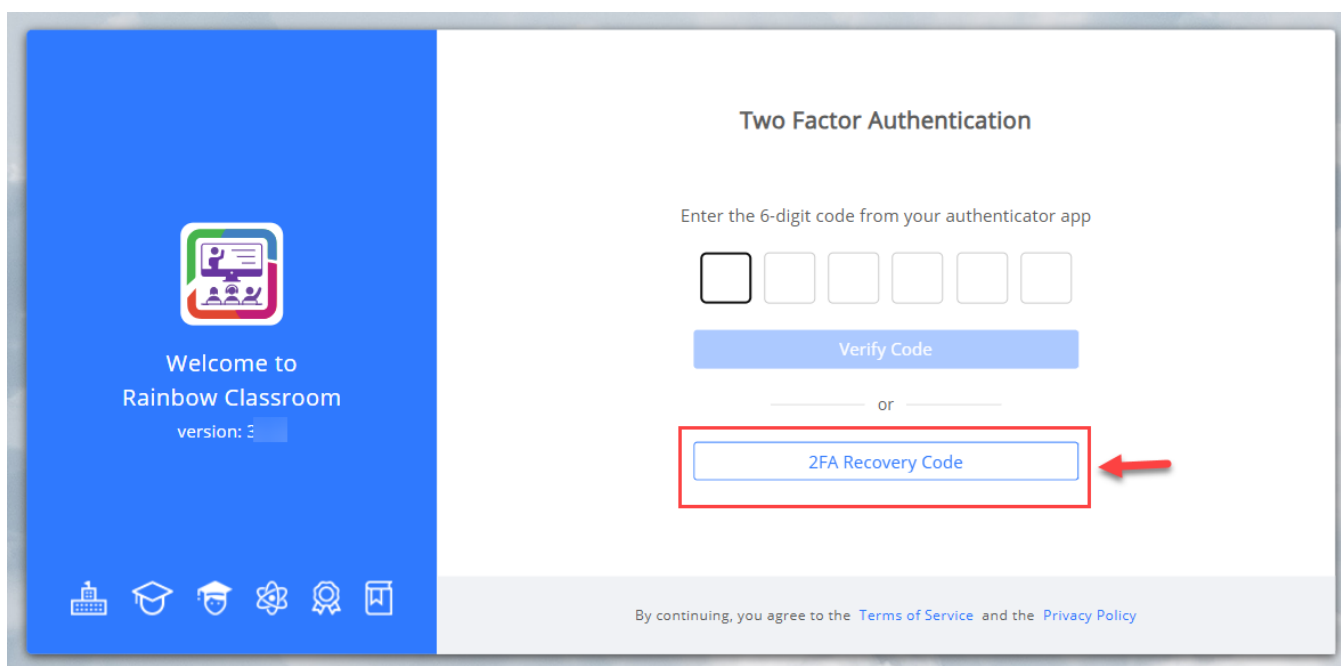


The Two Factor Authentication screen has the same blue sidebar as the login screen. The main white area is titled "Two Factor Authentication". It contains the text "Enter the 6-digit code from your authenticator app" above a row of six empty square boxes for the code. Below the boxes is a blue "Verify Code" button. A horizontal line with the word "or" is below the button. At the bottom is a "2FA Recovery Code" input field. The same grey footer bar with the terms and policy link is at the bottom.

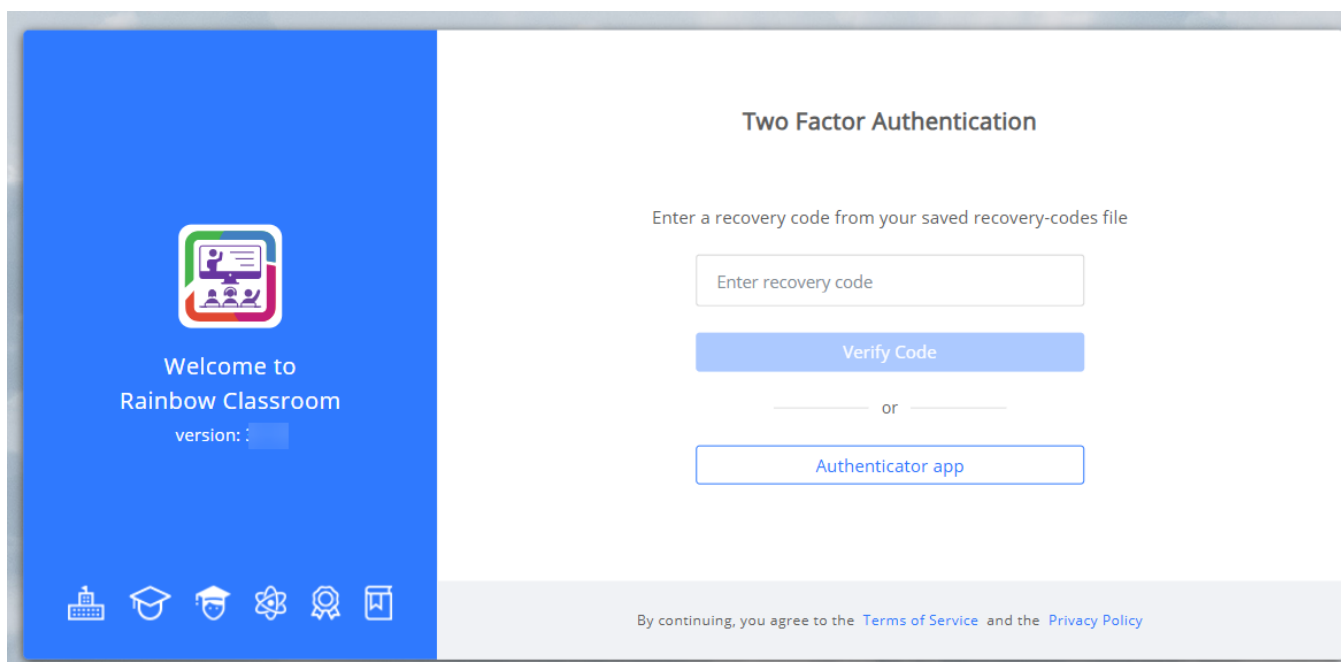
On this screen, the user must enter the six-digit verification code generated by the registered authenticator application for the respective Rainbow Classroom account. After entering the verification code, click **Verify Code** to continue.



If the user is unable to access the authenticator application or retrieve the verification code, an option to use a recovery code is also available on the same screen, as highlighted below.

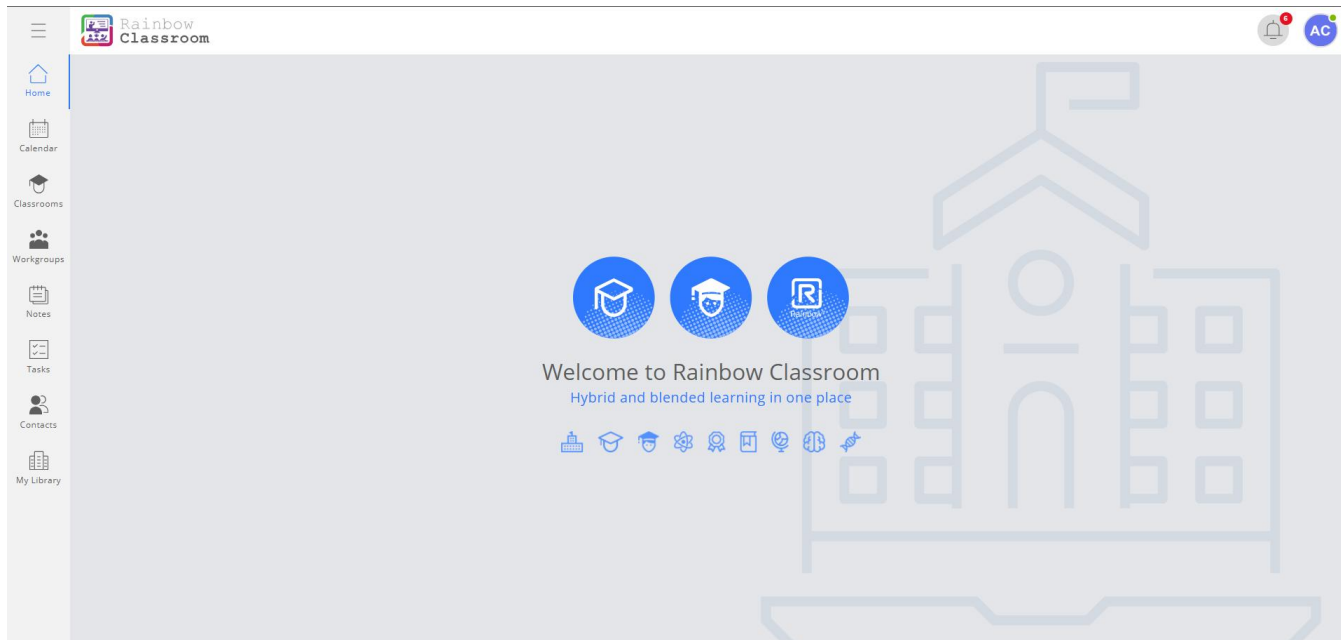


When this option is selected, the recovery code verification screen is displayed.



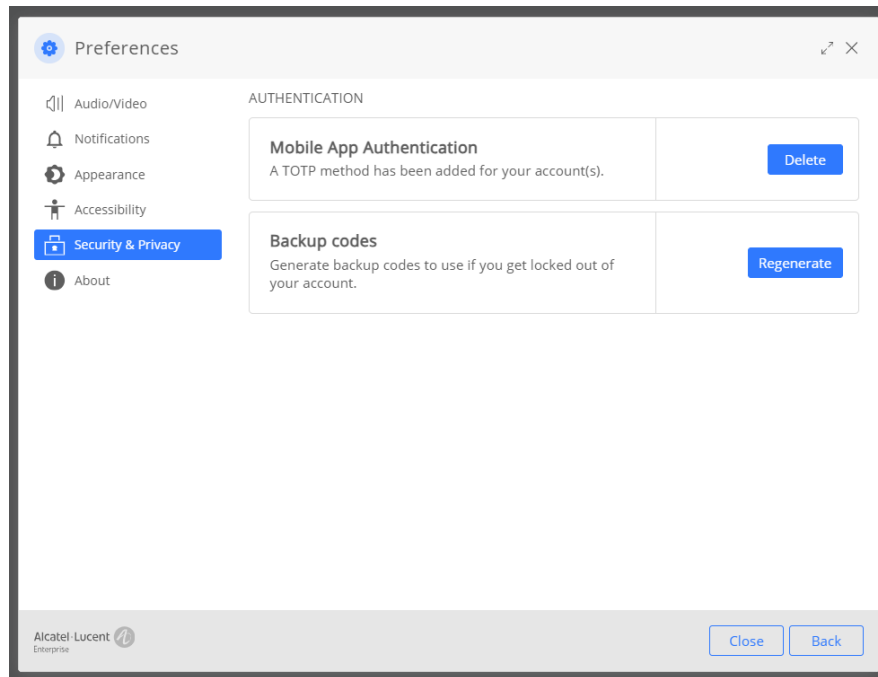
Enter one of the recovery codes that were generated and provided during the initial setup of two-factor authentication.

Once a valid verification code or recovery code is entered successfully, the user is authenticated and logged in to the account, as shown below.

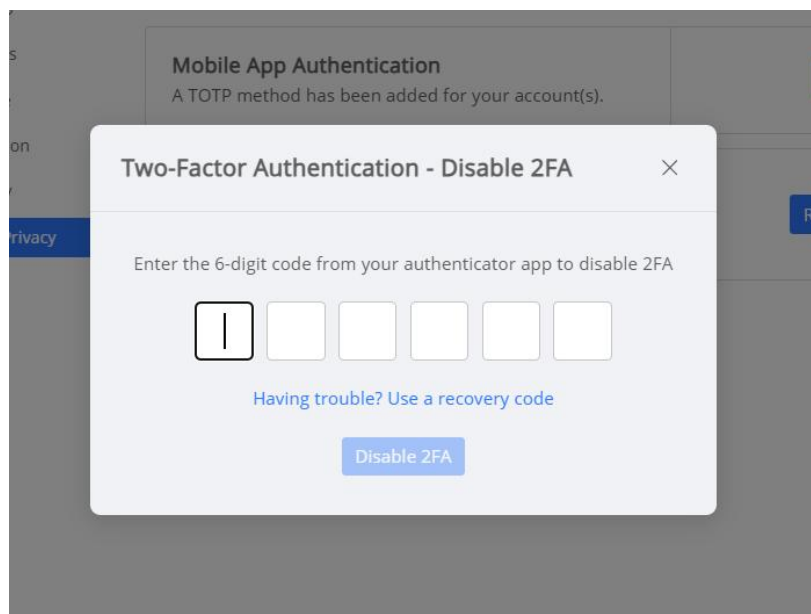


21.1.3 Managing Two-Factor Authentication

The following options are available to manage two-factor authentication and are displayed when **Manage** is selected:

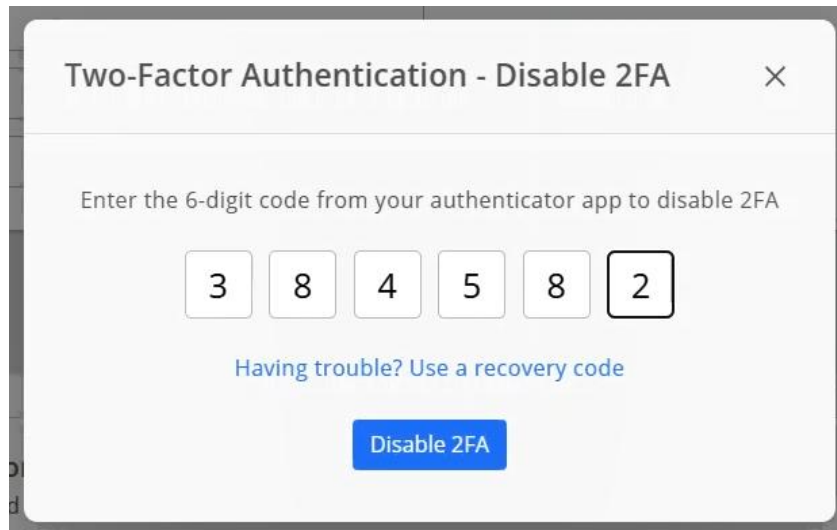


An option is provided to remove two-factor authentication from the account. To proceed, click **Delete**. A confirmation pop-up window is displayed:

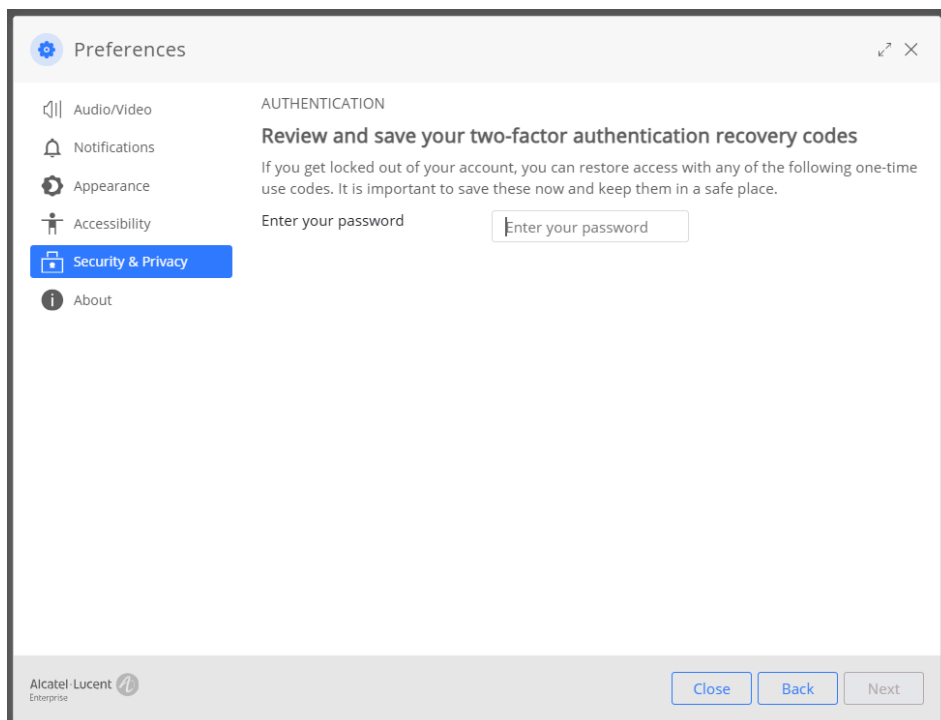


To disable two-factor authentication, enter the six-digit verification code generated by the registered authenticator application. Alternatively, a recovery code can be used if the authenticator application is not accessible.

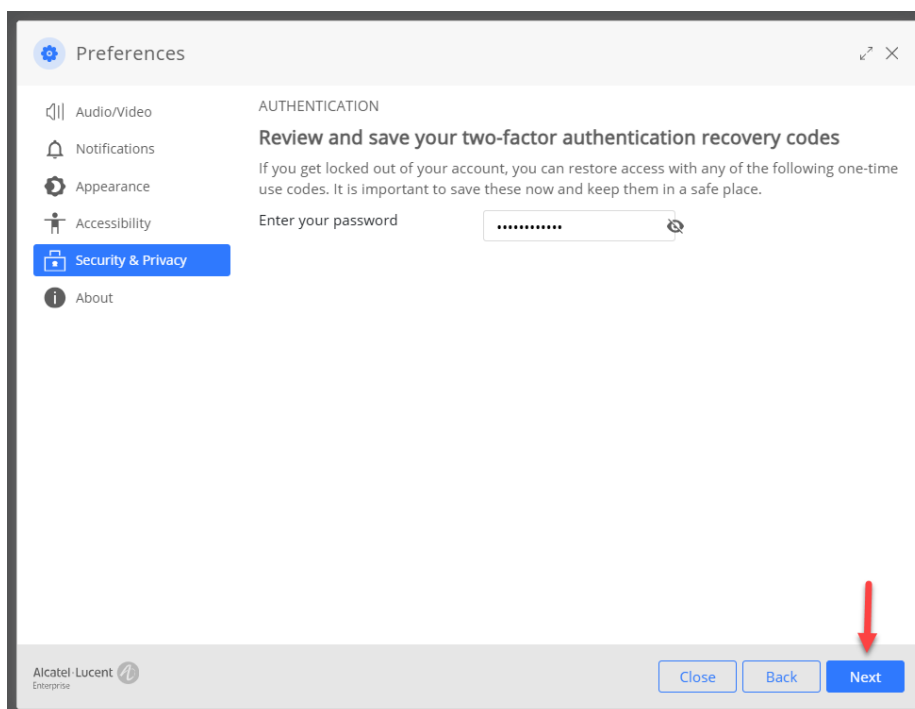
Once a valid code is entered, the **Disable 2FA** button is enabled. Click **Disable 2FA** to complete the process.



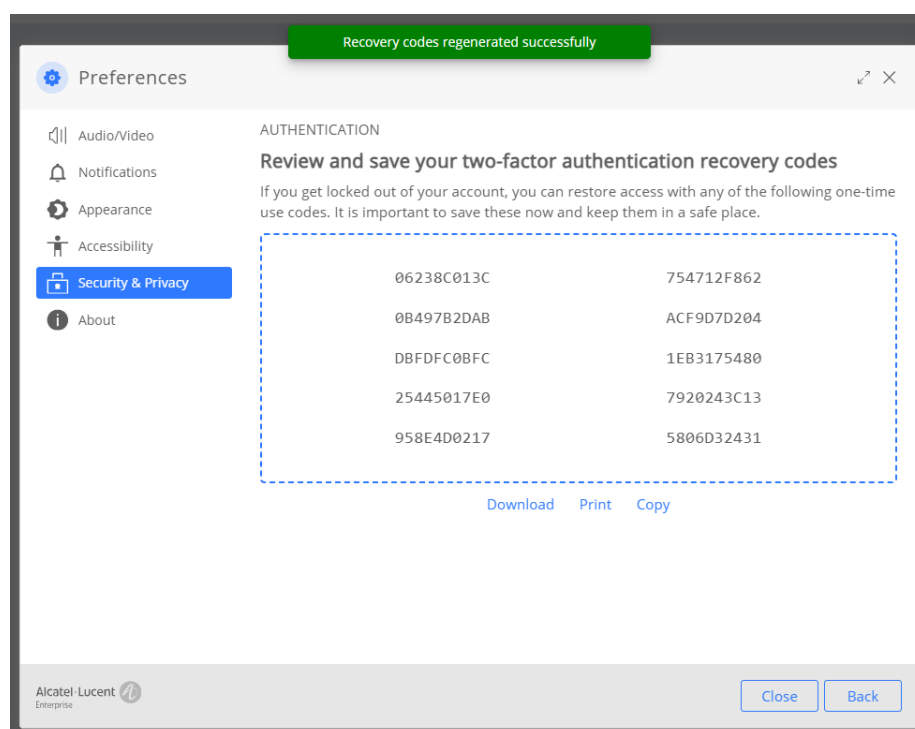
An option to generate a new set of backup (recovery) codes is also available on the same screen. To proceed, click Regenerate. The user is prompted to enter the account password to authorize the action.



After entering the password, click Next.



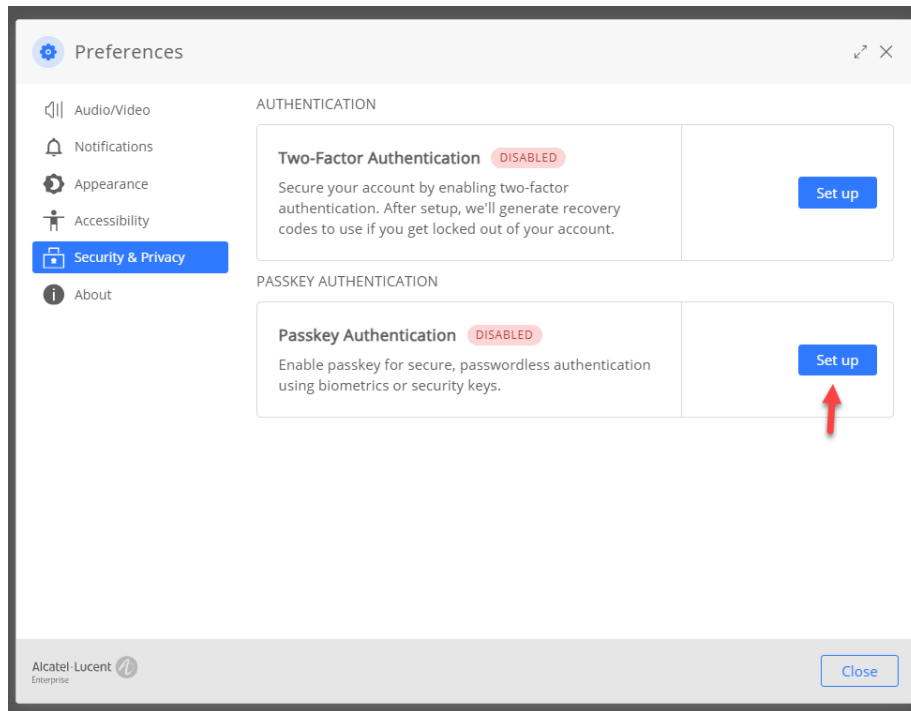
The system then generates and displays a new set of one-time use recovery codes. These codes can be used by the host to regain access to the account if they are locked out. Options are provided to download, print, or copy the codes for secure storage.



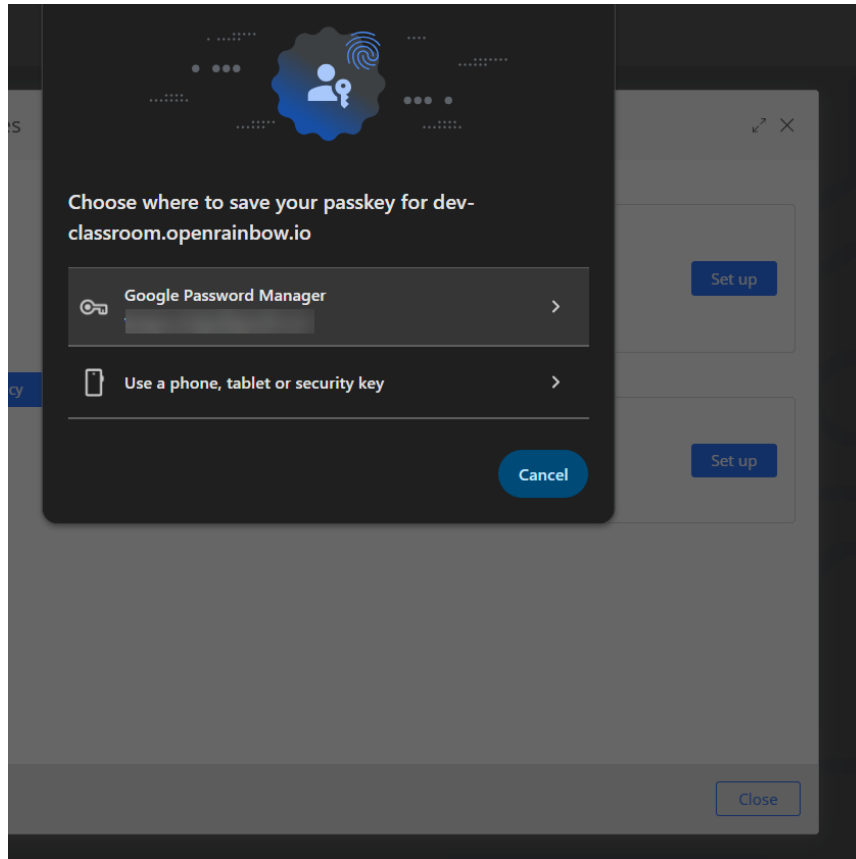
21.2 Passkey Authentication

This section enables hosts to configure passkey-based authentication for their accounts. Passkeys provide a passwordless authentication mechanism that uses device-based biometric verification, such as fingerprint recognition, facial recognition or device PIN verification, to securely authenticate users

To configure a passkey, click Set Up in the Passkey section as highlighted below:



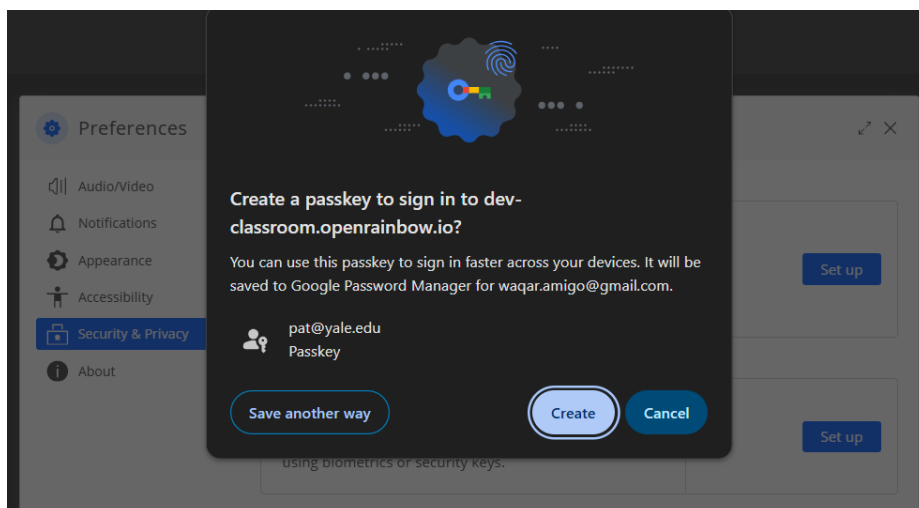
A confirmation window is displayed by the browser prompting the user to select the location or method for storing the passkey associated with the account.



The following options are typically available:

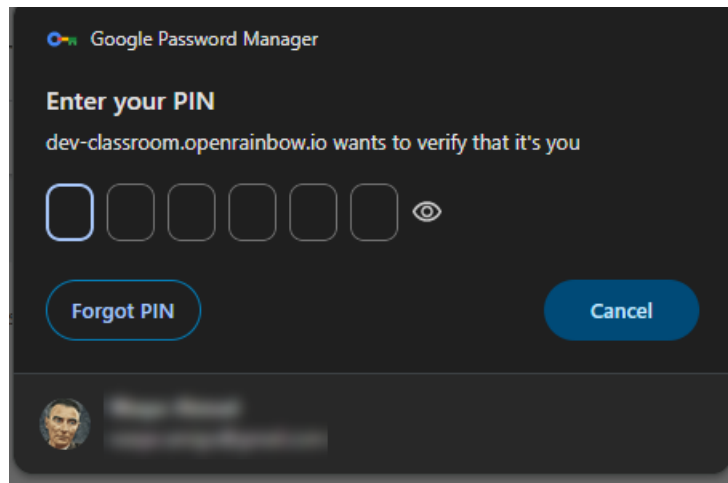
21.2.1 Browser Password Manager

If the Browser Password Manager option is selected, the browser displays a prompt requesting confirmation to create and store a passkey within the browser's integrated password manager.



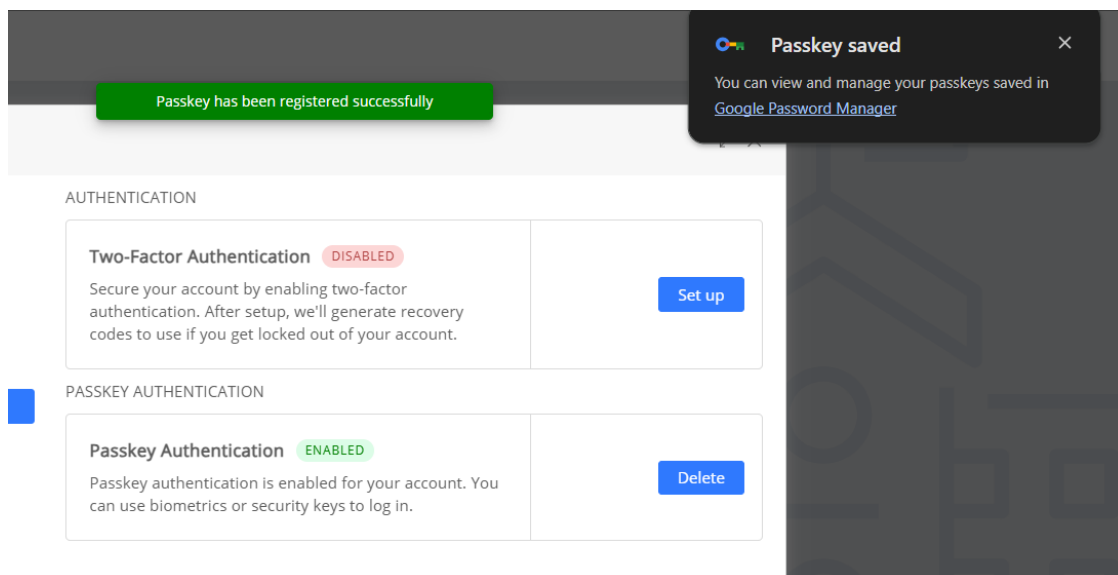
Click Create to continue.

The browser then displays an authentication screen prompting the user to verify their identity by entering the device authentication PIN. Depending on the operating system and device configuration, this may be a six-digit PIN, device password, fingerprint verification, or facial recognition.



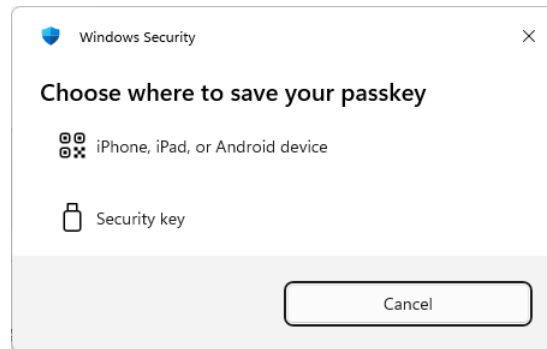
After successful verification, the passkey is securely generated and stored in the browser password manager associated with the user profile on the device.

Once the process is completed successfully, a confirmation message is displayed indicating that the passkey has been registered and can now be used for future authentication attempts.

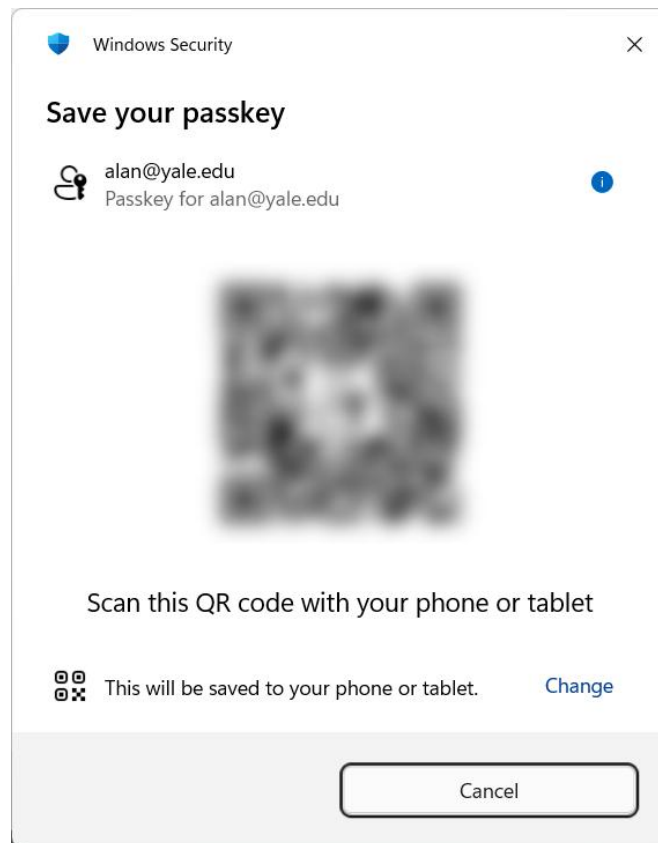


21.2.2 Phone, Tablet, or Security Key

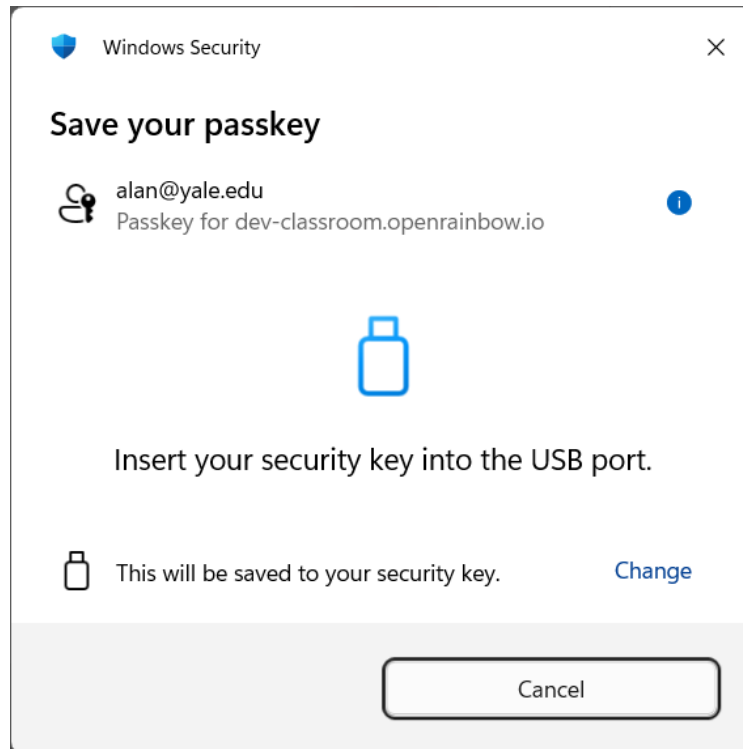
Selecting this particular option, enables the use of an external trusted device or hardware-based security mechanism for passkey registration and authentication. Depending on the selected option and the capabilities of the device, the user may be required to complete biometric verification, such as fingerprint recognition or facial recognition, or provide the device PIN/password to authorize the creation of the passkey.



Users can choose to save the passkey on a trusted mobile device, such as an iPhone, iPad, or Android phone/tablet. In such cases, the browser displays a QR code and requires Bluetooth to be enabled on both the computer and the mobile device to establish secure proximity-based communication. The user must then approve the authentication request on the mobile device to complete passkey registration.

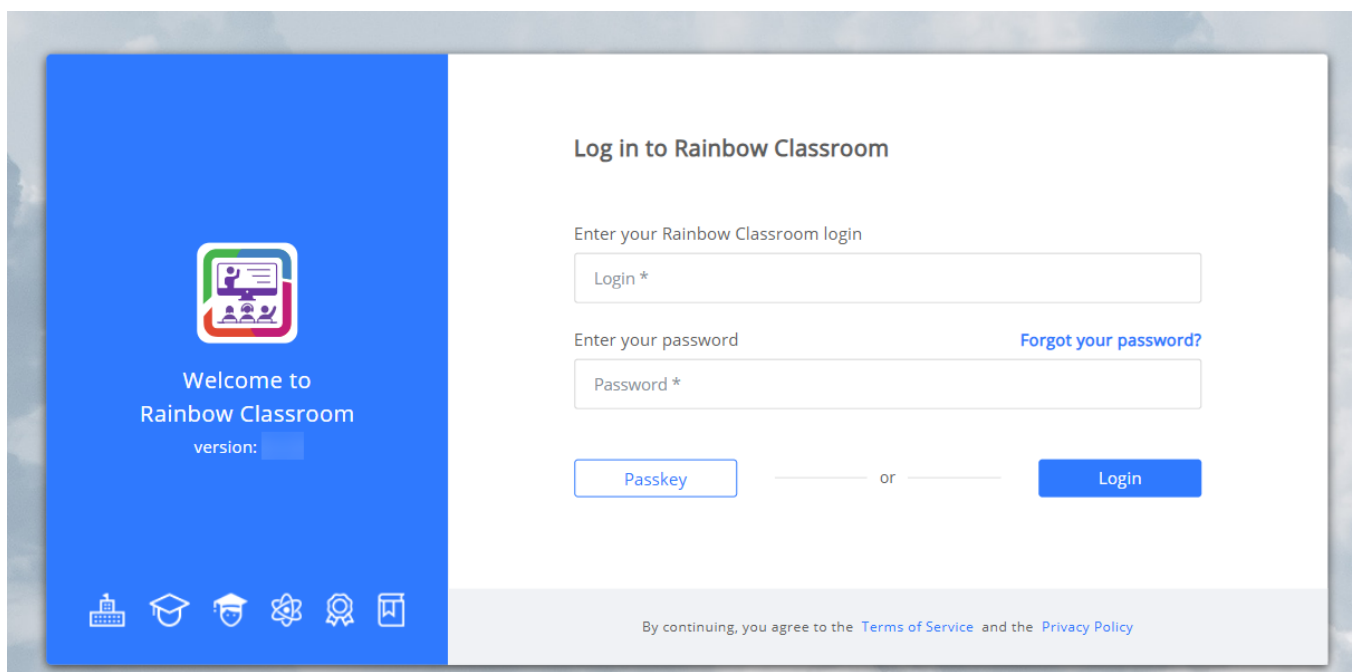


If the current system does not support built-in biometric authentication (for example, a laptop without a fingerprint scanner or facial recognition hardware), the browser may prompt the user to connect a supported external security device, such as a USB security key, to complete the registration process.



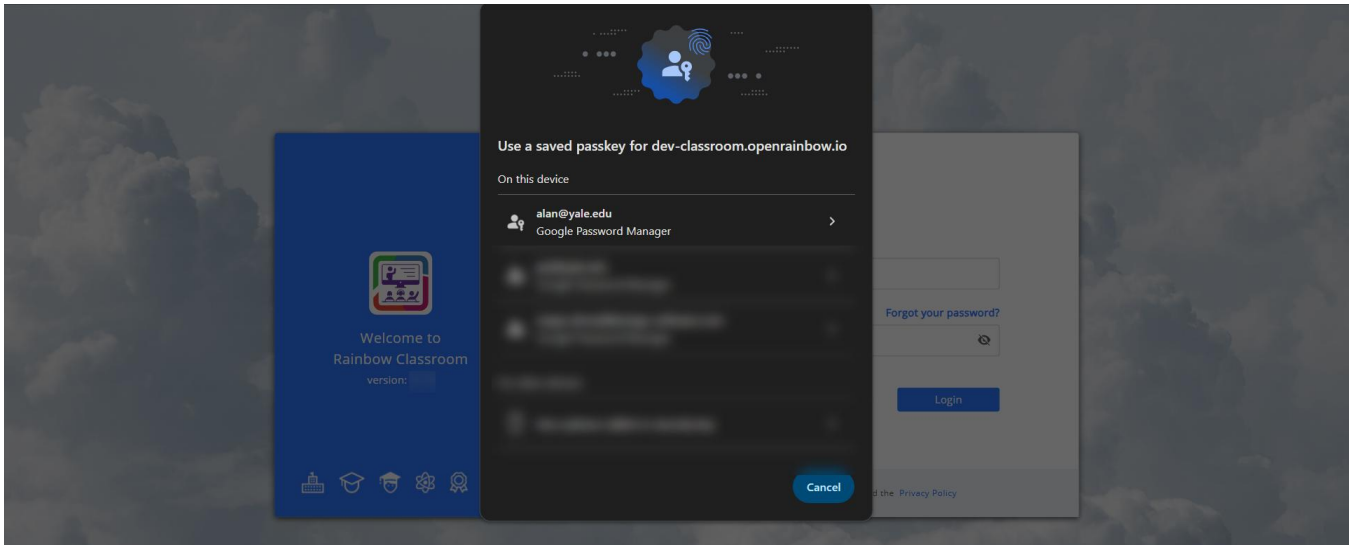
21.2.3 Logging in With Passkey Authentication

Once passkey authentication has been configured for an account, users can authenticate using the registered passkey during the login process.

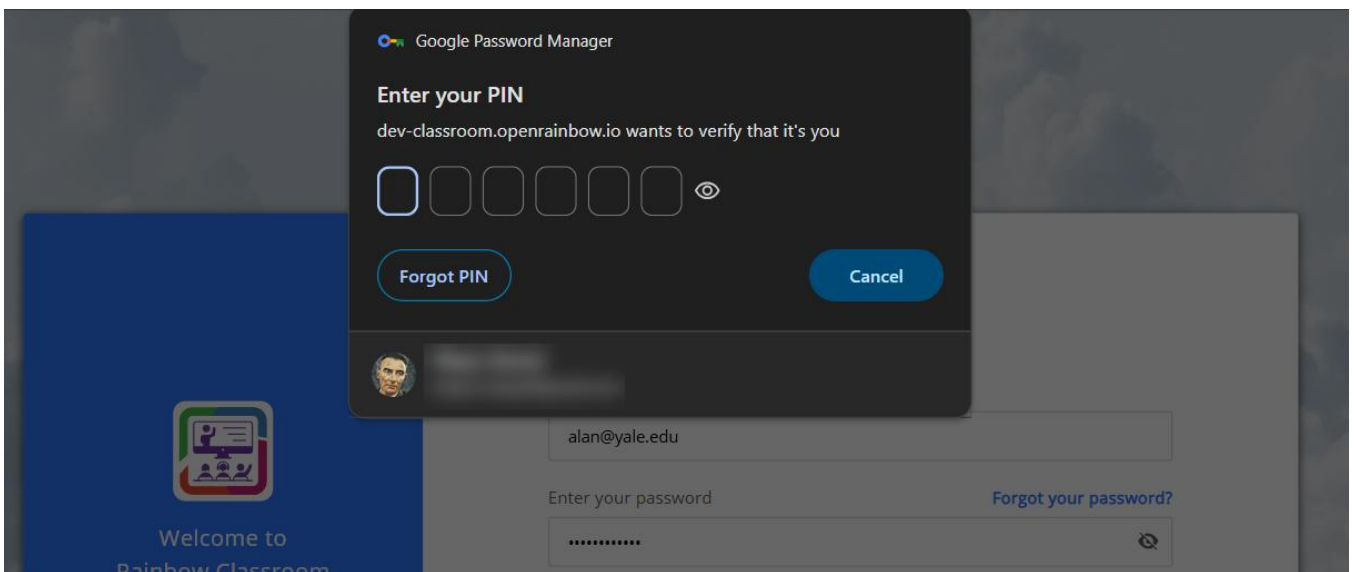


After entering the email address and password associated with the account, the browser or authentication source used to store the passkey prompts the user to complete passkey verification.

In the example below, the browser password manager prompts the user to authenticate using the stored passkey associated with the Rainbow Classroom account.



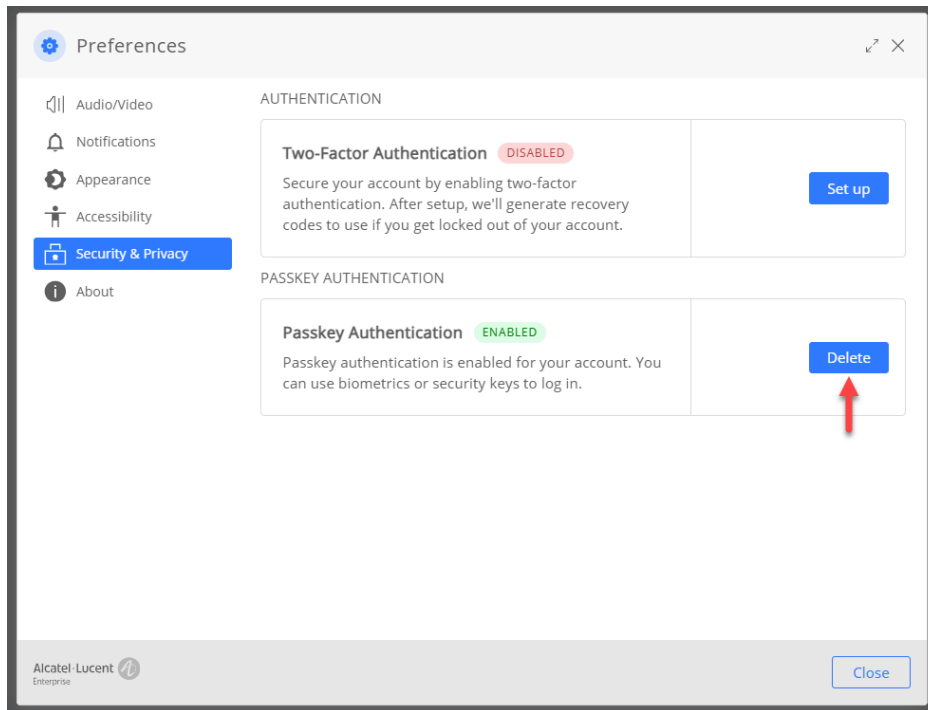
If password is not yet entered by the user then depending on the configured authentication method and device capabilities, the user may be required to provide biometric verification, such as fingerprint or facial recognition, or enter the device PIN/password to authorize the authentication request.



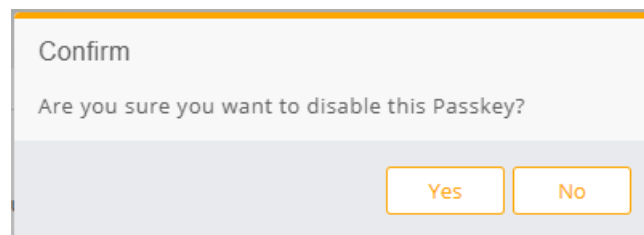
The stored passkey is then used to authenticate the user, and access to the account is granted successfully.

21.2.4 Disabling Passkey Authentication

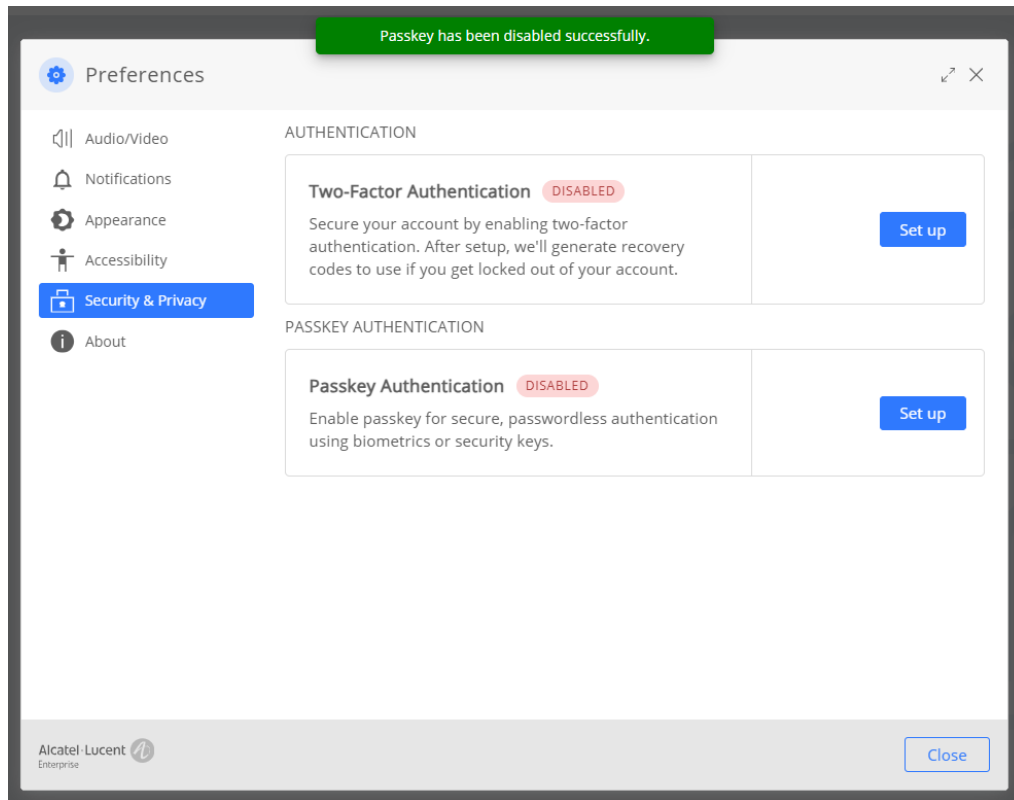
Once passkey authentication has been configured, it can be disabled by clicking **Disable** in the corresponding section, as highlighted below.



A confirmation dialog is then displayed prompting the user to confirm the removal of passkey authentication for the account.



After confirmation, the registered passkey is removed and passkey-based authentication is disabled for subsequent login attempts.



enterprise.alcatel-lucent.com

Alcatel-Lucent and the Alcatel-Lucent Enterprise logo are trademarks of Alcatel-Lucent. To view other trademarks used by affiliated companies of ALE Holding, visit: enterprise.alcatel-lucent.com/trademarks. All other trademarks are the property of their respective owners. The information presented is subject to change without notice. Neither ALE Holding nor any of its affiliates assumes any responsibility for inaccuracies contained herein