Rainbow Classroom

(Host Guide)

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1 Document History

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01	18/07/2021	Initial Rainbow Classroom User Guide
02	06/08/2021	A new user role of guest has been added. Screenshots and details have been updated.
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Edition	Date	Changes / Comments / Details
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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
- Library
- Reactions during live session
- Calendar for events

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 host in order to explore their Rainbow Classroom features.

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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.

IMPORTANT!! *This guide assumes that the organization admin has already set up a Rainbow Classroom environment for the host.*

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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, workgroup, 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 workgroup with the access to join a live session and to use Rainbow Classroom features if the host grants them permission.

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, workgroup and breakout room.
- **X** –** By default it is available but a host can restrict the students during a live workgroup or live breakout room session

Feature	Host	Classmate	Guest
Classroom & Meeting			
Start Call	X	-	-
Request to join (Lobby)	-	X	X
Join Call (with lobby enabled)	X	X*	X*
Whiteboard	X	X	X
Classroom details	X	X	X
Classroom Permission	X	-	-
Classroom Settings	X	-	-
Reports	X	-	-

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Classroom Lobby	X	-	-
Raise Hands	-	X	X
Raise Hands list	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*
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	-	-
Create Forms	X	-	-
Open for responses (Forms/Poll)	X	-	-
Close Form	X	-	-
Submit Response (Forms/Poll)	-	X	X
Disable lobby	X	-	-
Gallery View	X	X	X
Active Speaker View	X	X	X
Carousel view	X	X	X
Live 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	-	-
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

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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 (Library)	X	-	-
Recordings Management (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 (Forms/Poll)			
Analytics of Responses (Forms/Poll)			
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	-	-
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
Delete Whiteboard	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

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View result of attempted Polls & Quizzes	-	X	X
Reject incoming one2one call	X	X	X
End one2one call	X	X	X
Upload files	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
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
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
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	-	-
Device Selection Management (Microphone, Speakers and Camera)	X	X	X
Dark mode	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

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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
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	-	-

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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**
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
List of Workgroups	X	X	X
Workgroups Details	X	X	X
Change avatar	X	-	-

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4 Using Rainbow Classroom as a Teacher or Host

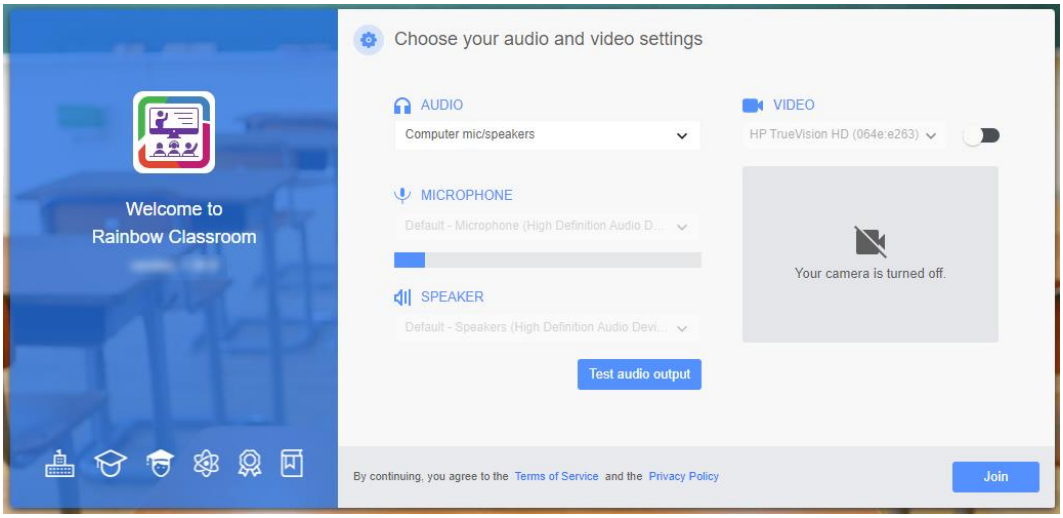
A teacher can launch Rainbow Classroom from any of the following two ways:

1. **Single sign-on (SSO) via LMS course –** The teacher 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 teacher can login with their user credentials that will be provided to them via an email by Rainbow Classroom team. Please note that the teacher 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.

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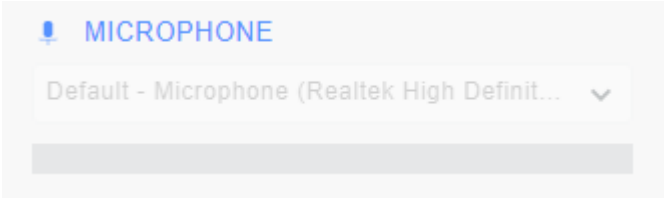
Microphone: Choose the required microphone device from the dropdown menu of the respective field. A microphone wave bar is also displayed for you to test your selected microphone device, as shown below.



SCREENSHOT – Microphone Settings

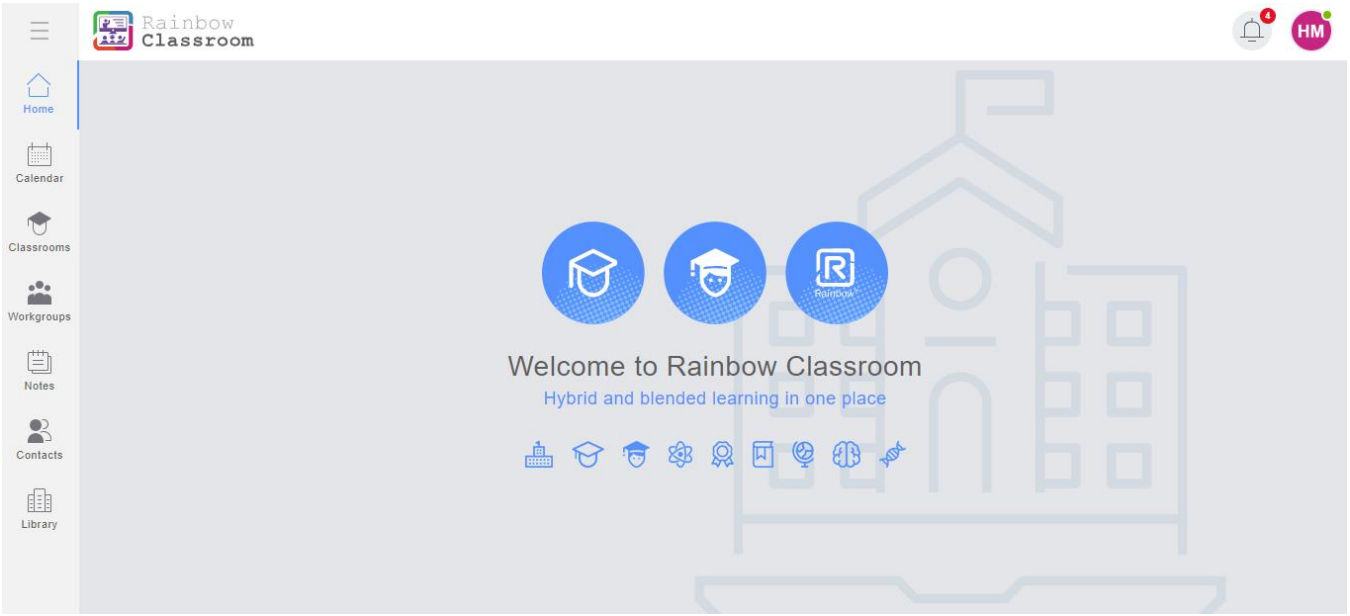
Speaker: Choose the required speaker device from the dropdown menu of the respective field. You can test your selected speaker, by clicking on the **Test audio output** button displayed on the media devices screen. You will hear a sound if the selected speaker is working properly.

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.

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 - Welcome Screen of Rainbow Classroom

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

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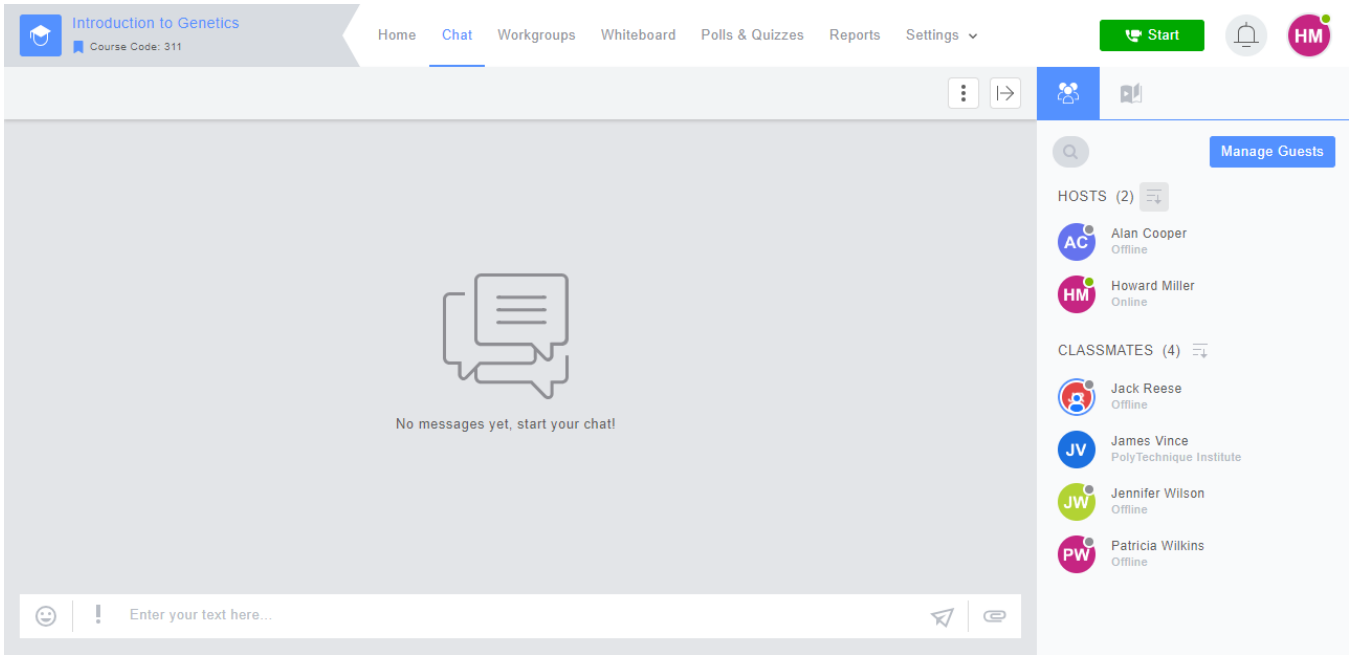

SCREENSHOT - Classroom View

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5 Understanding the User Interface (UI)

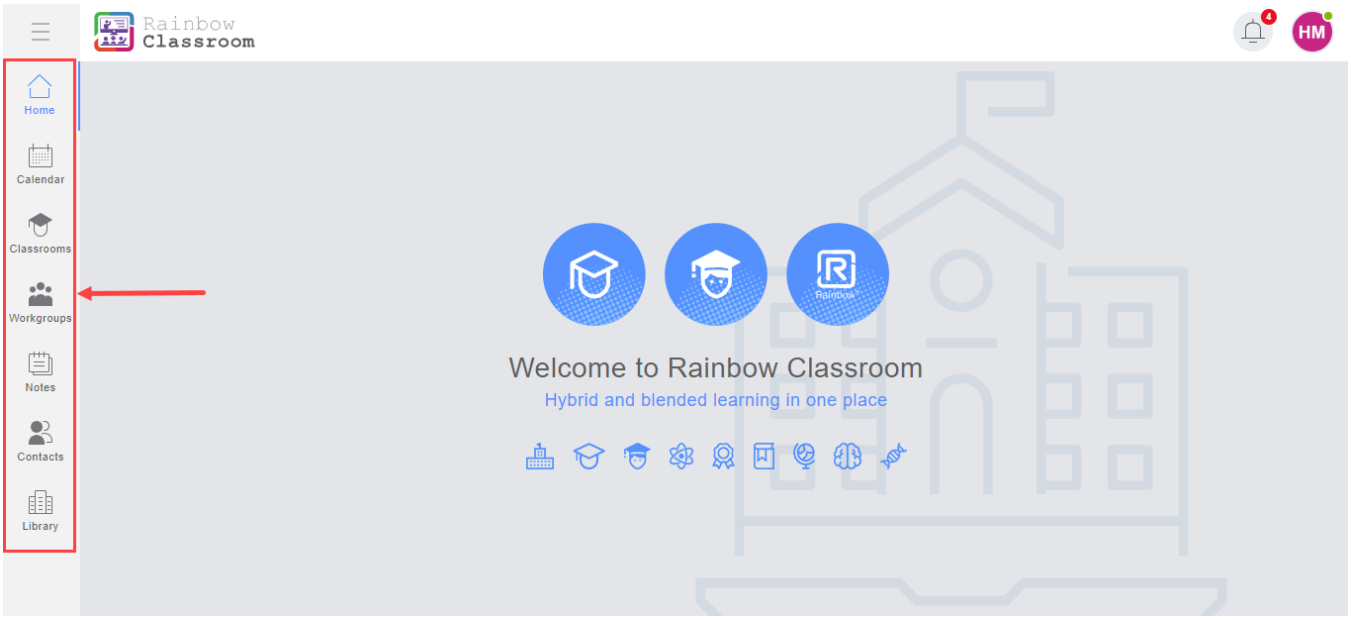
Rainbow Classroom is designed for four types of users including host, co-host, classmate and guest. The standard user interface of Rainbow Classroom is same for all of these users but access to Rainbow Classroom features may vary depending on the particular user role. For example, the host has special 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.

Note: Each icon on the side navigation bar has a tooltip that describes the icon. You can see the tooltip simply by moving the cursor on the available icon.



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 left corner as highlighted below:

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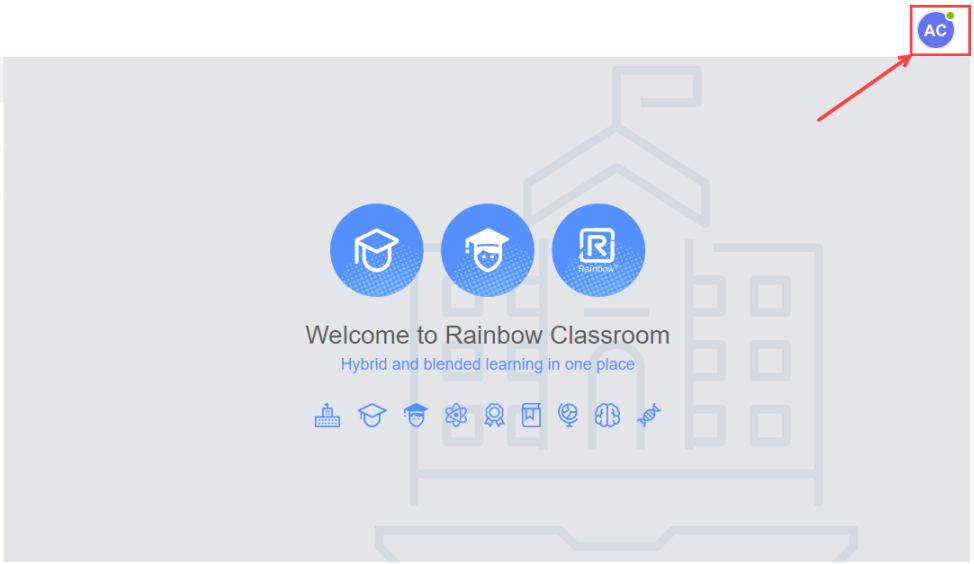
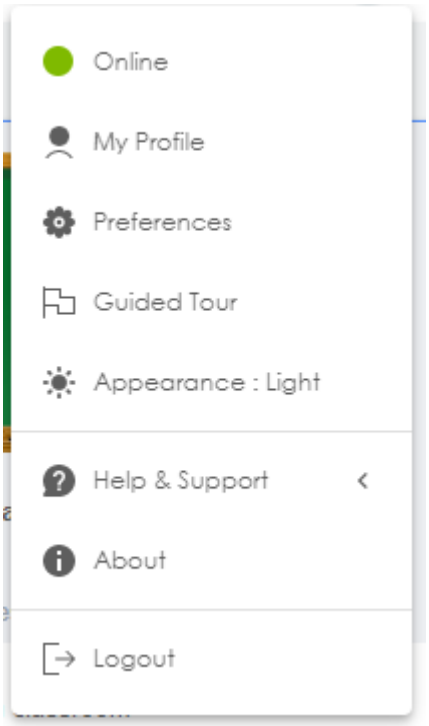


SCREENSHOT – Welcome Screen

Following menu will be displayed:



SCREENSHOT – Welcome Screen

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

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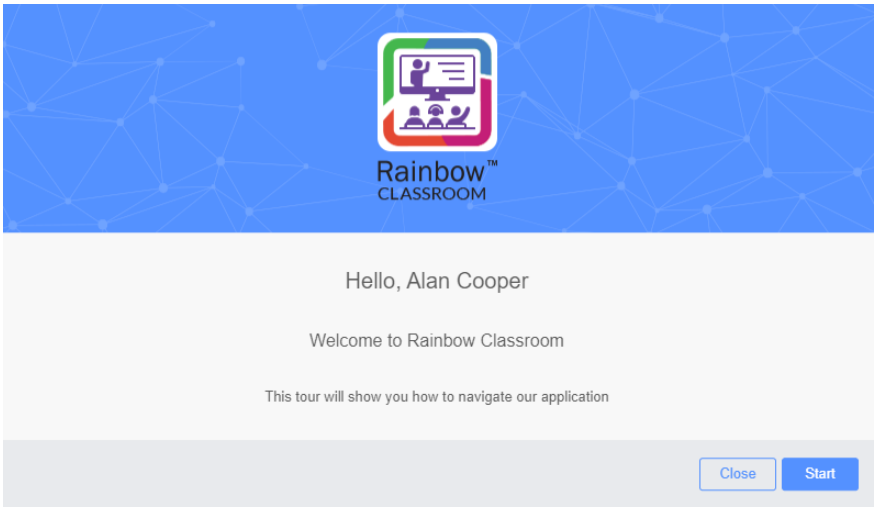
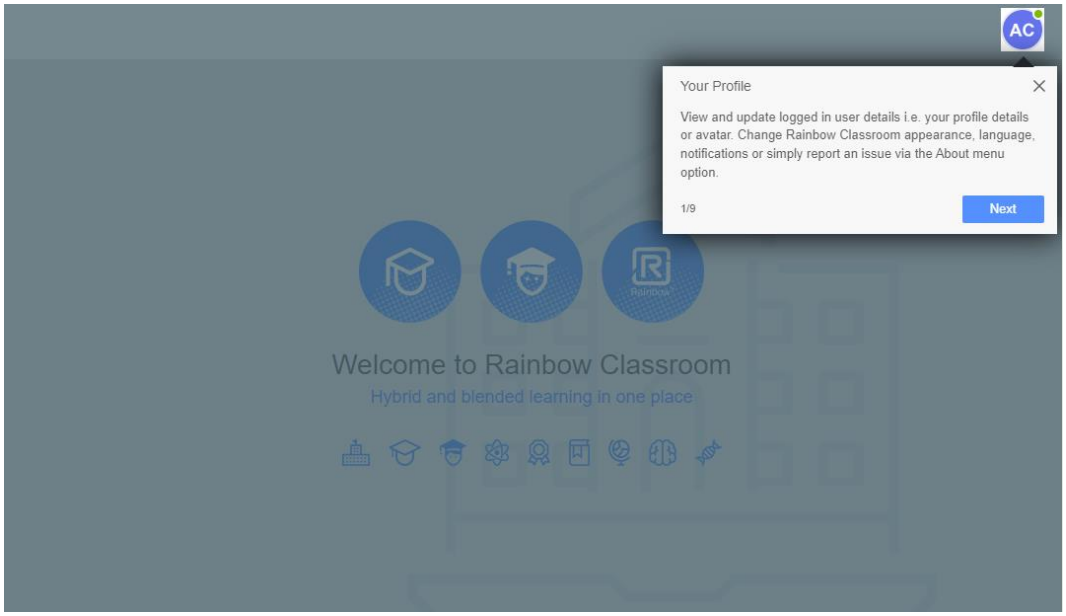


SCREENSHOT – Guided Tour

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:

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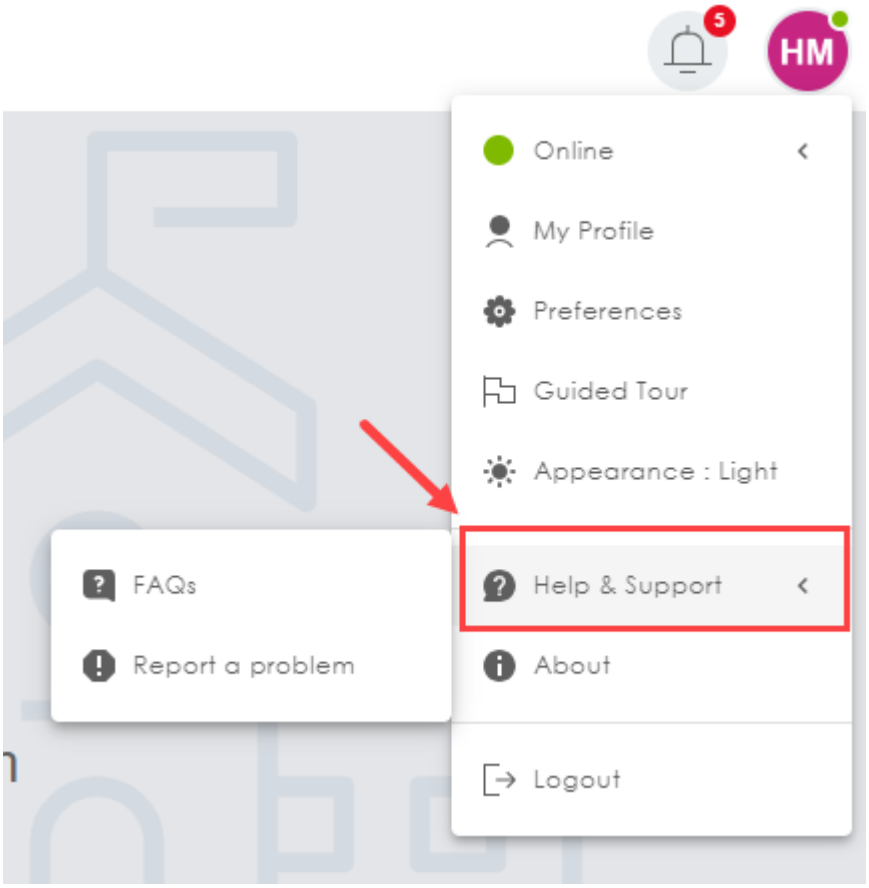
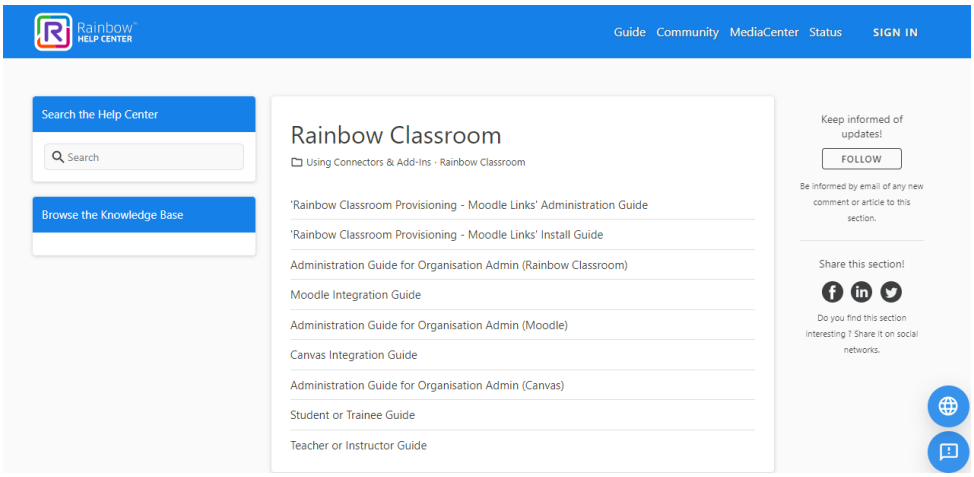


SCREENSHOT – Help & Support

If you want to learn about features and functionalities of Rainbow Classroom, click on FAQs option. It will display following screen:



SCREENSHOT – Rainbow Help Center

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

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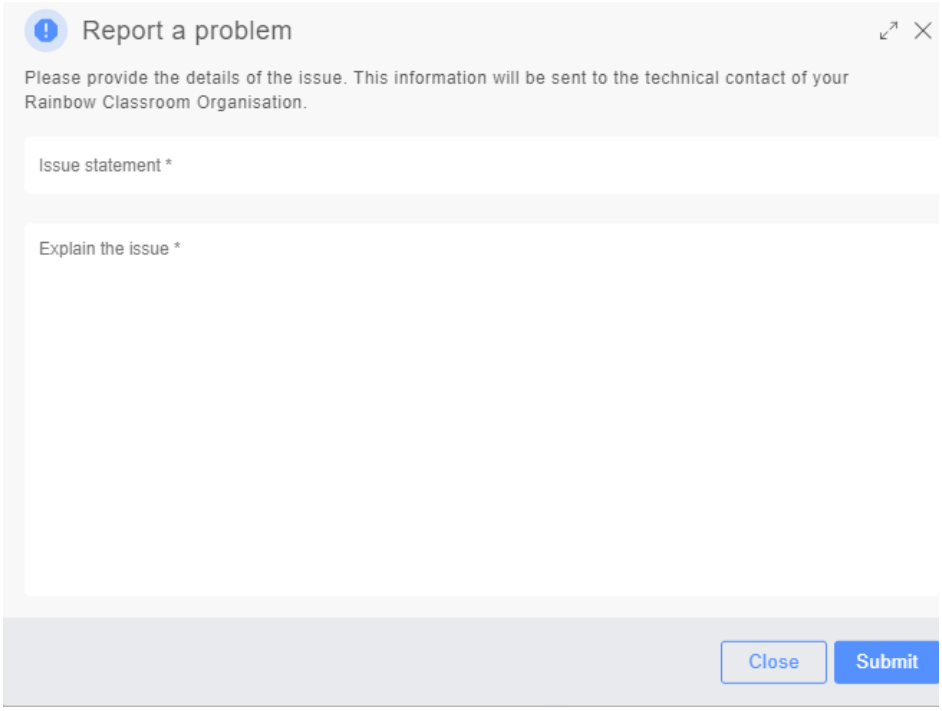
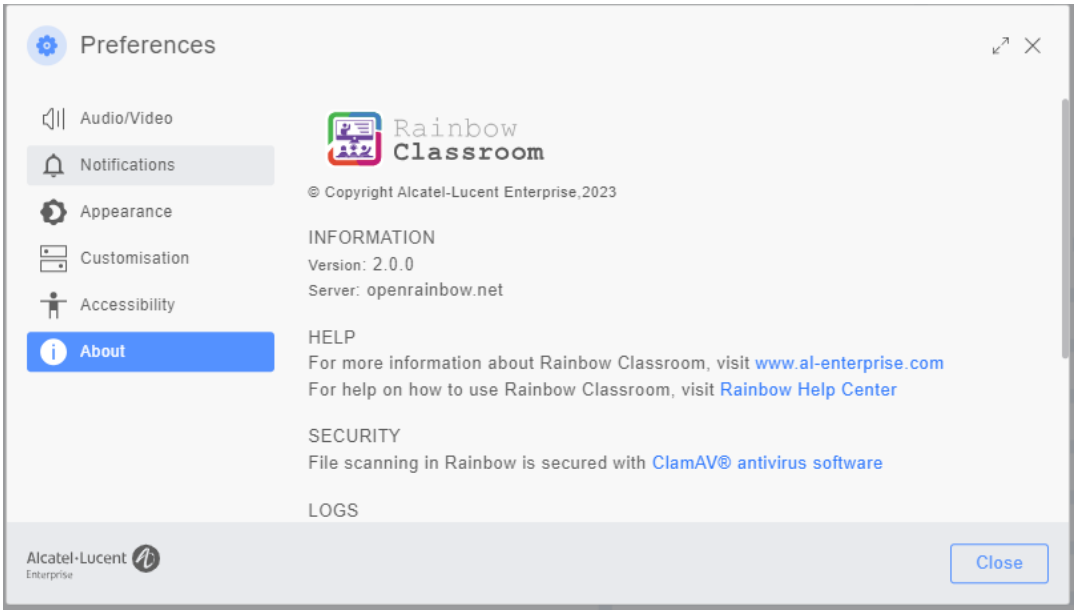


SCREENSHOT – Report a Problem

5.4 About

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

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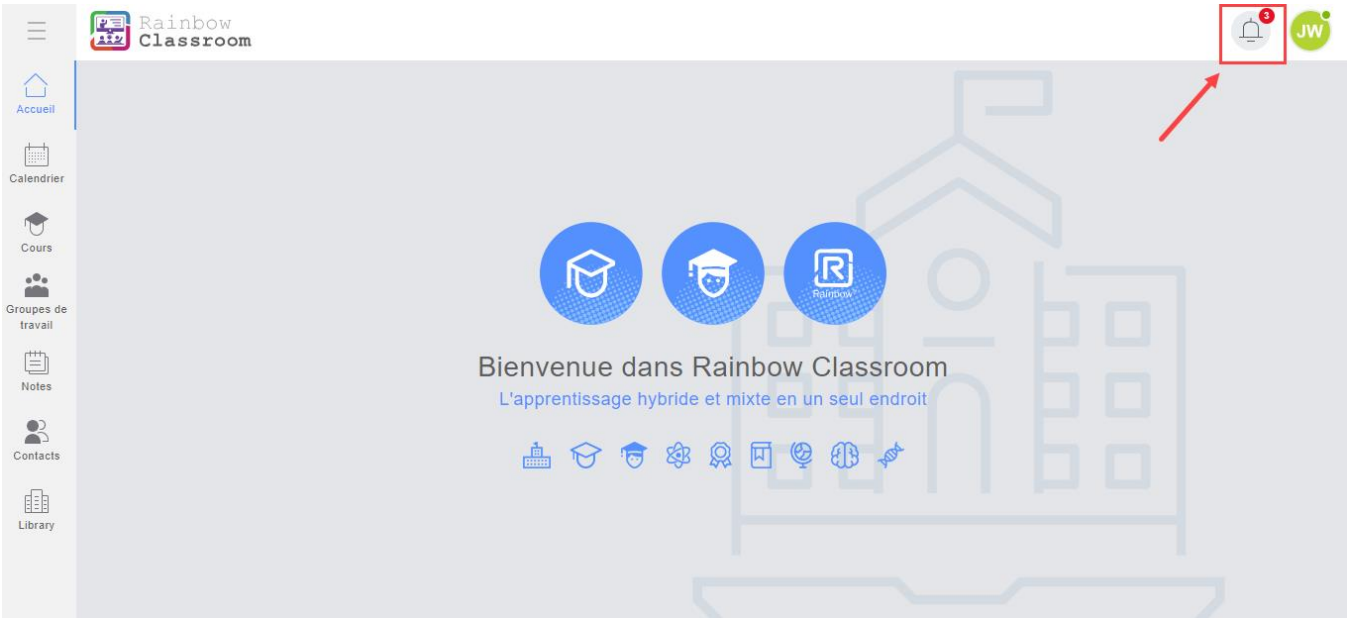
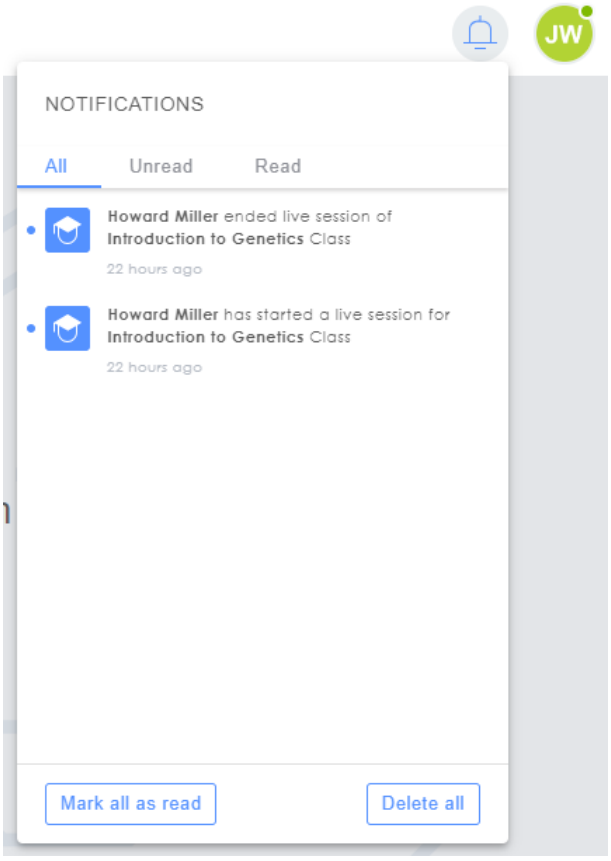


SCREENSHOT – Home Screen

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

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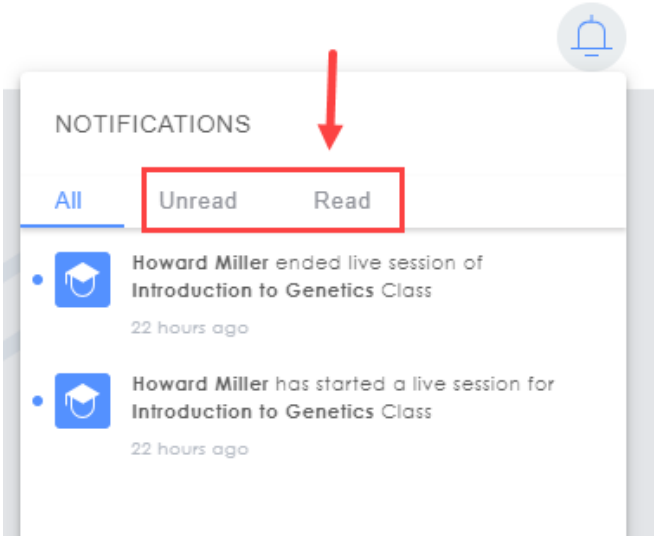
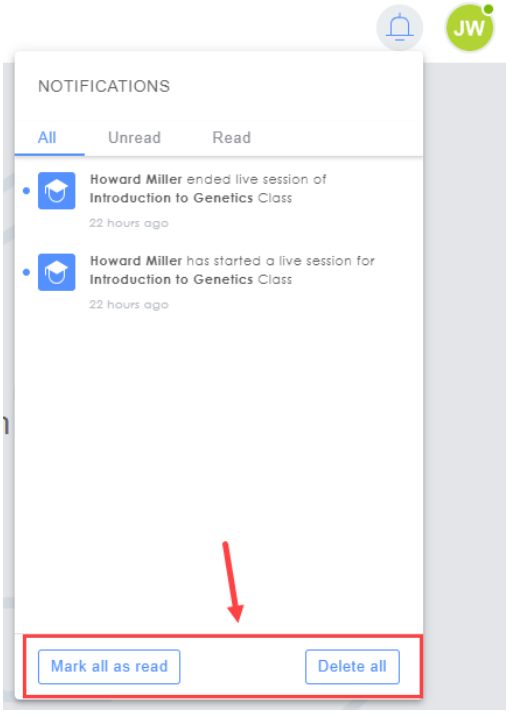
Click on the **Unread** option if you want to view the unread the notifications. Click on the **Read** option if you want to view the notifications that you have already read.



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.

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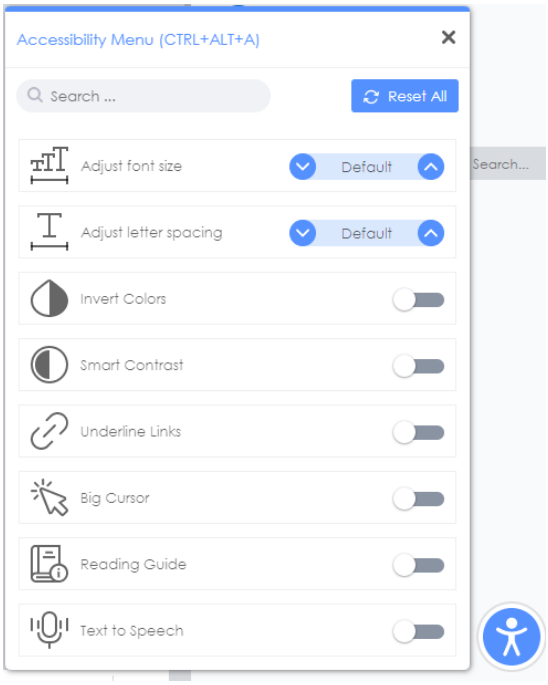
5.6 Accessibility Menu

Accessibility menu provides built-in support to enable a basic level of accessibility that the host can customize with very little work, by setting just a handful of properties. This menu is available throughout the Rainbow Classroom application for hosts and is represented by icon. This menu can be accessed by pressing CTRL+ALT+A as well. Following menu appears when you click on icon:



SCREENSHOT – Accessibility Menu

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

Note: The changes made by a host 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 display accessibility menu or change its position on the screen from Preferences screen as shown below:

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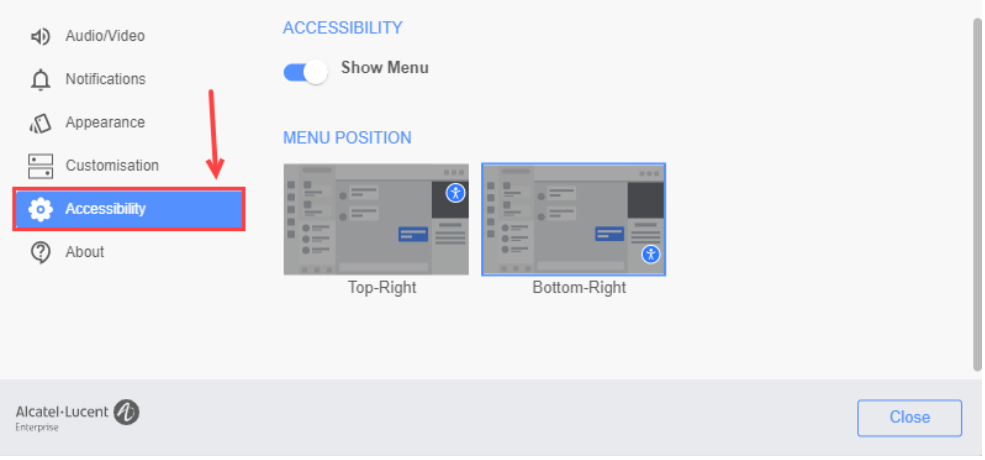
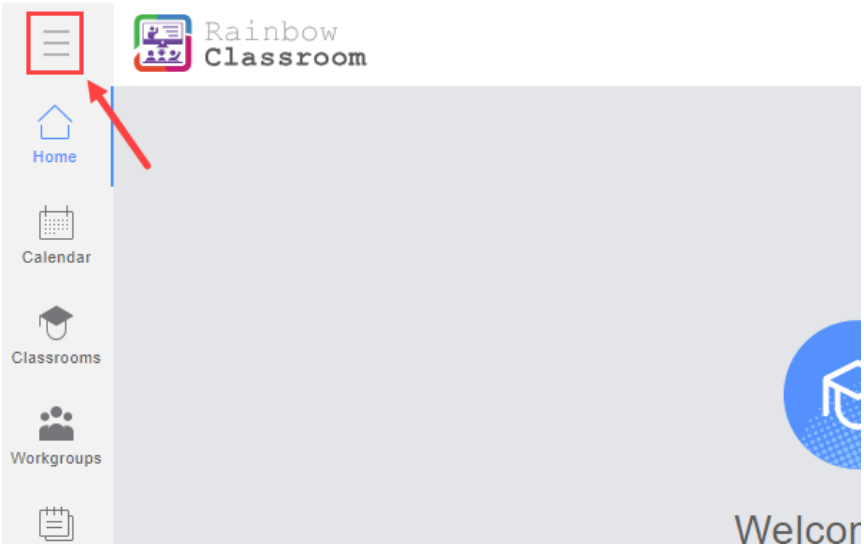


SCREENSHOT – Accessibility Menu

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:

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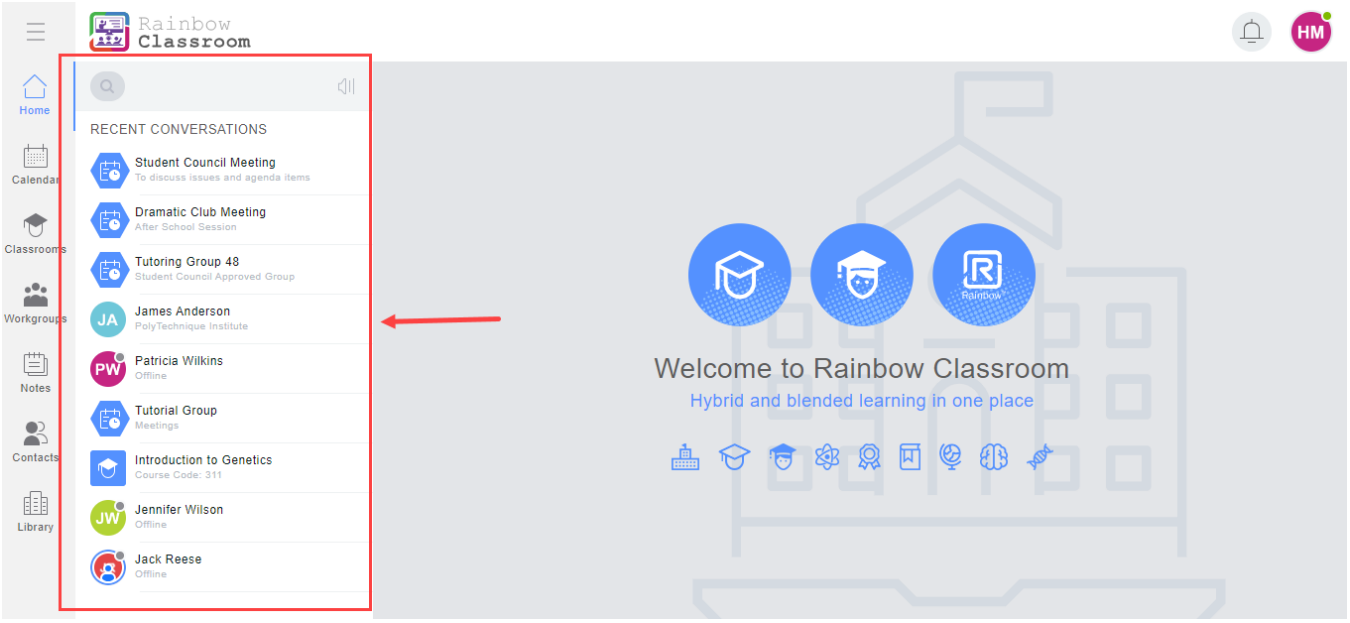
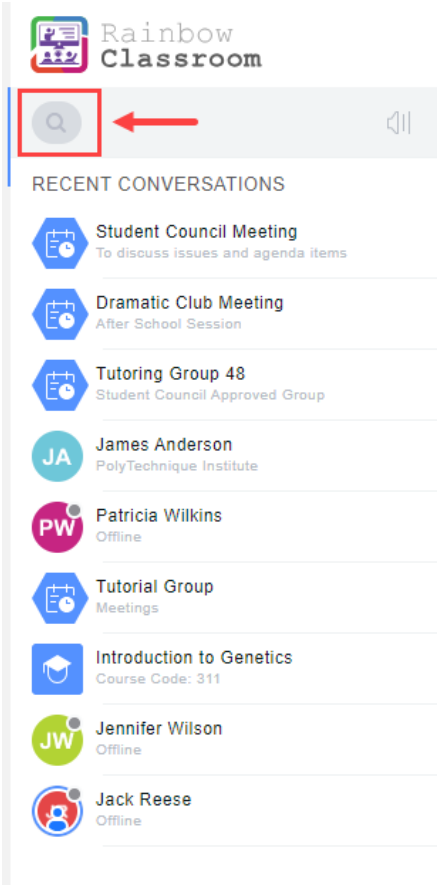


SCREENSHOT – Recent Conversations Panel

5.7.1 Search on Classrooms, Conversations and Meetings

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



SCREENSHOT – Recent Conversations Panel

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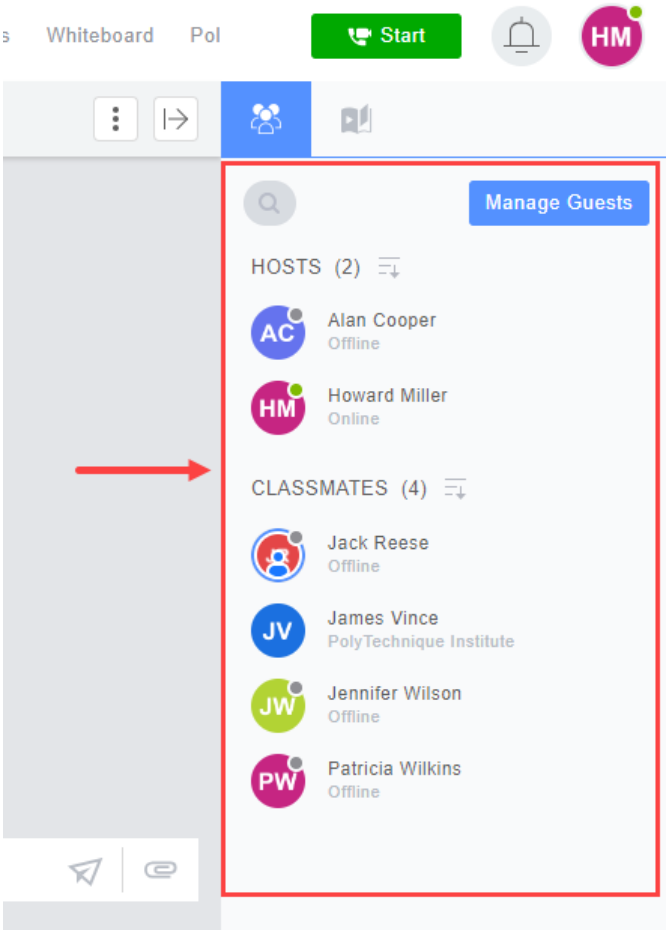
5.8 Classroom Details to see Enrolled Participants

The host 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

The host can add or remove guests from the respective classroom by clicking on the **Manage Guests** button displayed at the top of the right-hand panel. A search bar is also available on the top right of the right-hand panel that allow you to quickly locate a particular host, classmate or guest in the respective classroom.

Note: The host can also start one-to-one conversation with any of the hosts, classmates and guests 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'.

5.9 Start a Live Session by Host

If you want to start a live session in a classroom, open that classroom click on the **Start** button, as shown below.

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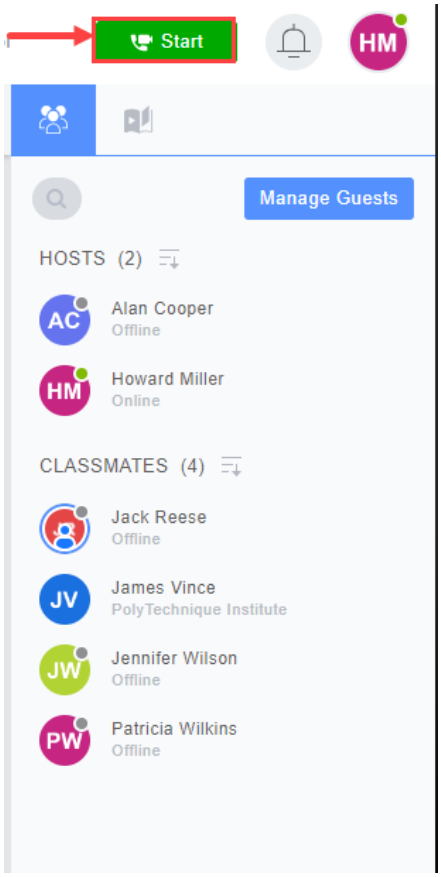
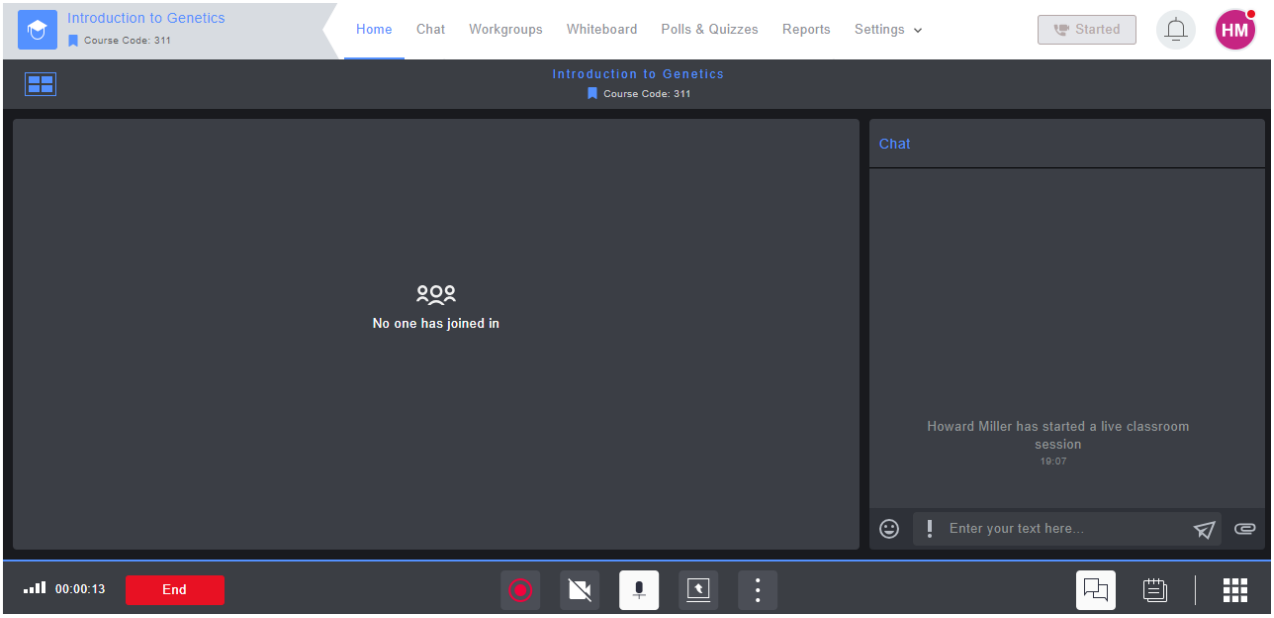


SCREENSHOT – Classroom

The following screen will be presented to you. For more details, please see the section titled 'Getting Started with Classrooms'.



SCREENSHOT – Classroom

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5.9.1 Joining a Classroom Session by Co-Host

In case a live session is already being conducted by any other host, then you can join that session as a co-host from the **Live Sessions** section of the left side panel. Open the required session that you want to join and then click on the **Join** button.

To learn more about Rainbow Classroom features availability for co-hosts, please see the section titled 'Rainbow Classroom Features Availability'.

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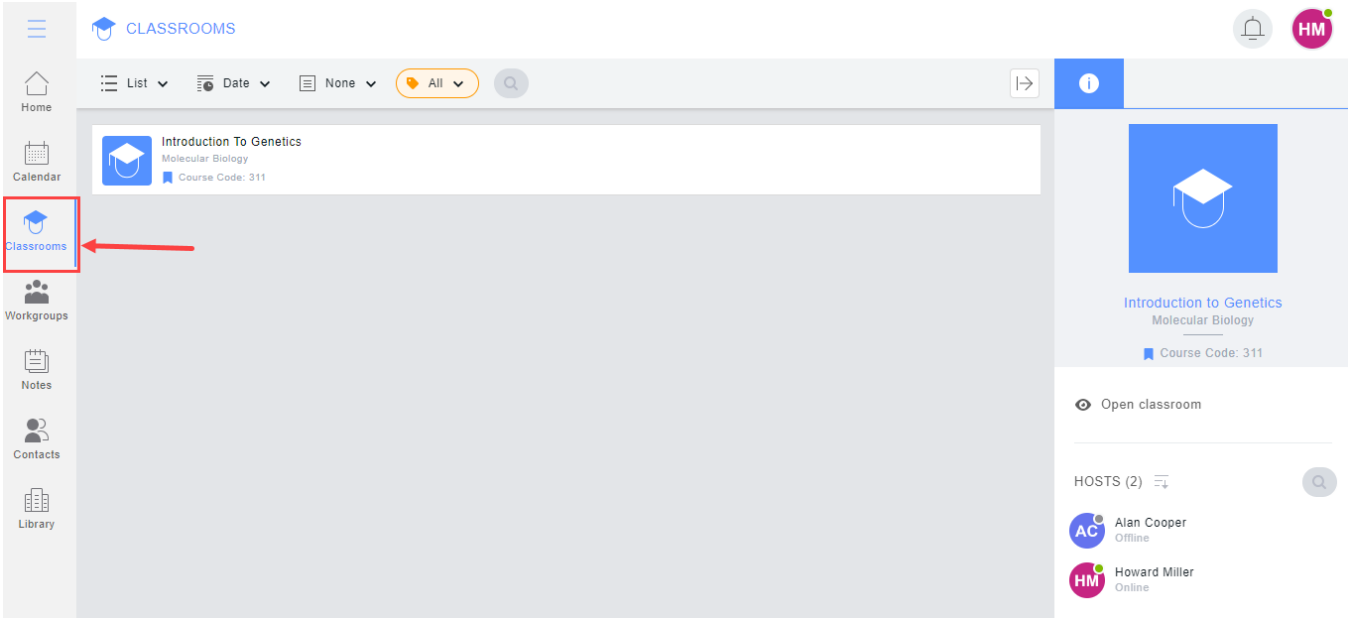
6 Getting Started with Classrooms

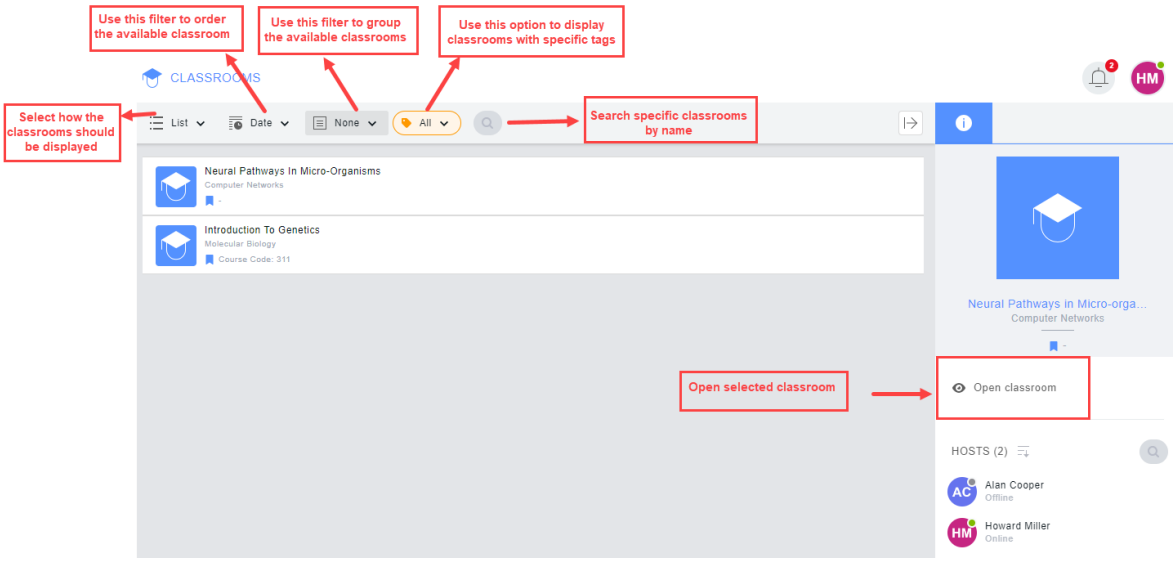
Rainbow Classroom provides a structure for its users to connect in a course specific space where the classrooms are available for their enrolled courses. The hosts, classmates and guests can interact in a classroom via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative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

The host 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 host to view enrolled participants i.e. hosts, classmates and guests as well as shared files in each classroom. The host can also open any available classroom in order to engage with the participants via a live session. The following is a graphical representation for you to understand the features available on the 'Classrooms' screen.



SCREENSHOT – Classrooms

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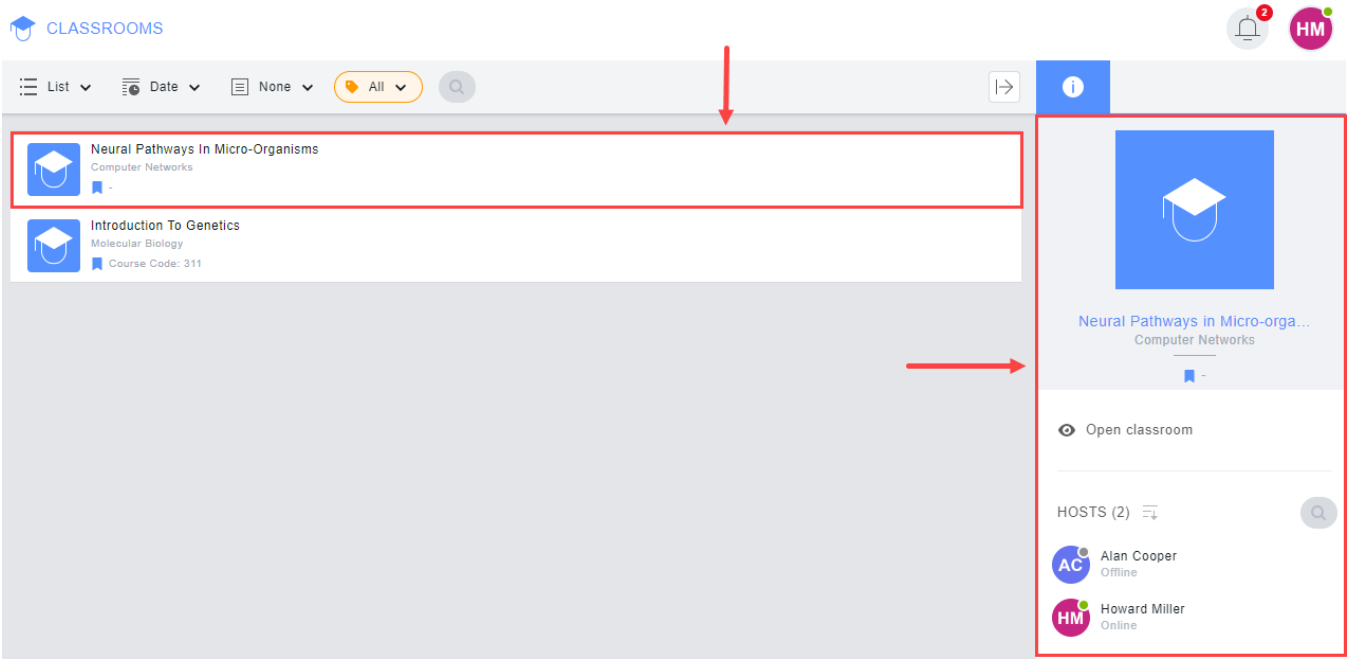
The following are the details that describe the use of the features and how you can benefit from them.

Associated Classrooms with the Host – A list of all the classrooms associated with you are available on this screen. The classroom options can be collapsed and expanded by clicking on the arrow icon beside each classroom option. This will allow you to only see the required classroom tile, you can select it 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 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 host 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 host, classmate or guest in the respective classroom.

Note: The host can start one to one conversation with any of the other hosts, classmates and guest 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'.

6.1 Explore Classroom Features

Rainbow Classroom has a rich set of features that build a realistic classroom environment to facilitate better interaction to 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 where you can start or join an audio/video live session with many other features such as whiteboard, screen sharing and Polls & Quizzes.

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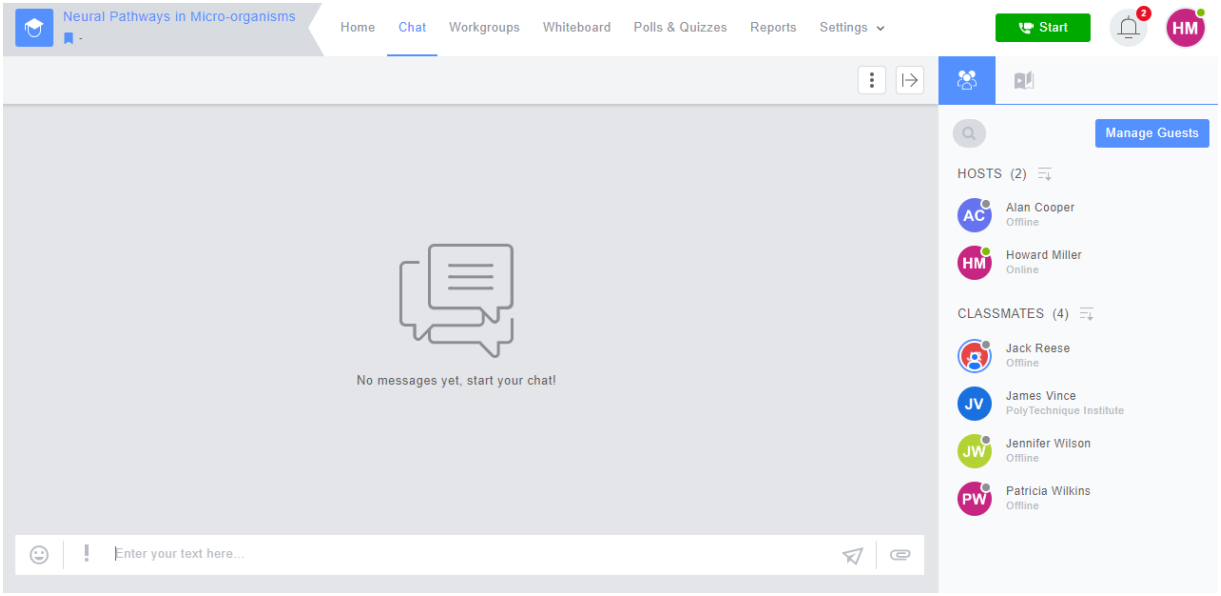
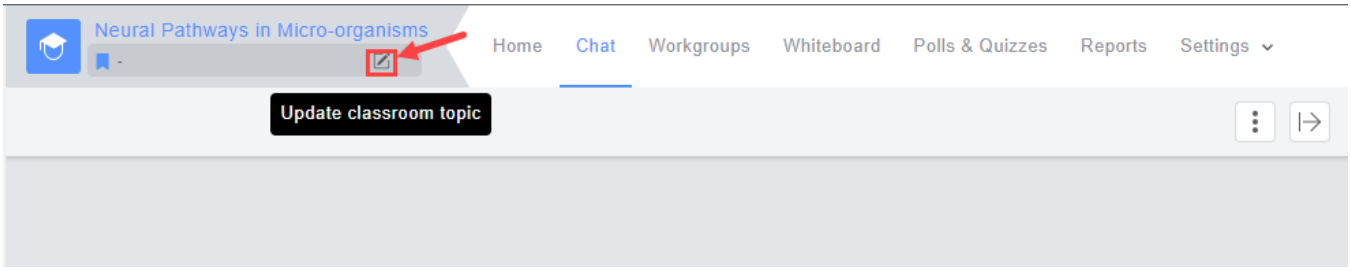
This section describes all the classroom features that the host has to supervise in a Rainbow Classroom environment.



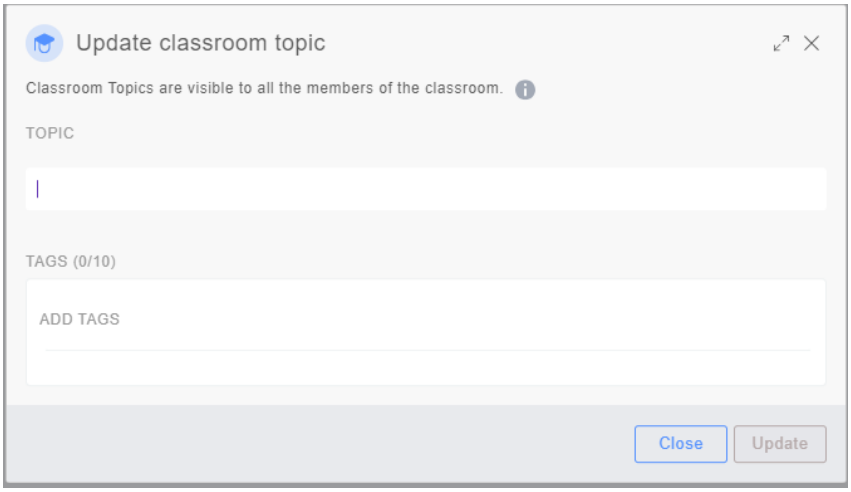
SCREENSHOT – Classroom

A host can edit the topic of classroom or add/remove tags by hovering cursor next to the topic of the classroom. icon will be displayed on hovering as highlighted below:



SCREENSHOT – Edit Classroom Topic

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



SCREENSHOT – Edit Classroom Topic

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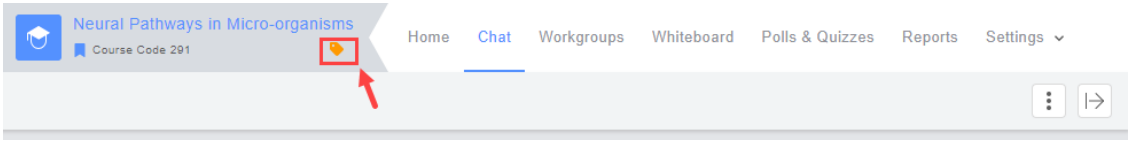
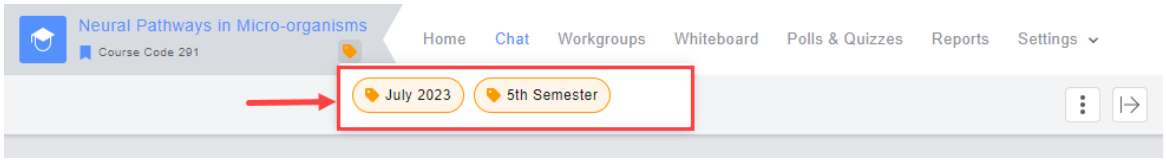
Once you have provided a new topic for classroom or added/removed tag, click on update button. Maximum characters count for the topic of classroom is 200. If tags have been added for a classroom, then a special icon is displayed next to topic as highlighted below:



SCREENSHOT – Classroom Tags

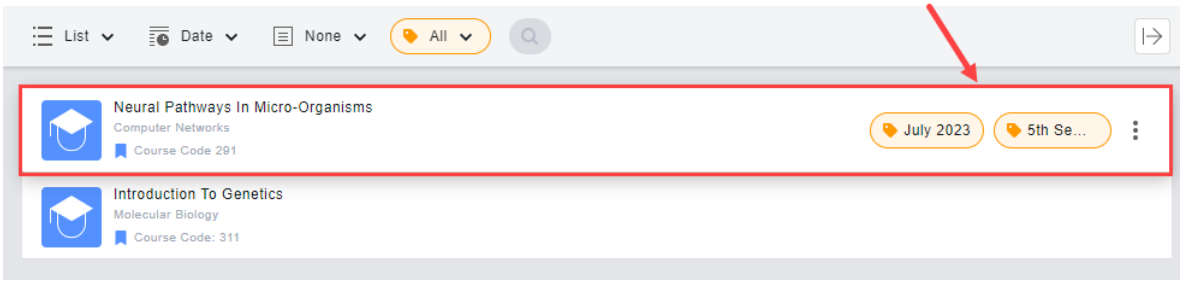
If you click on this icon, the tags are displayed for the classroom as shown below:



SCREENSHOT – Classroom Tags

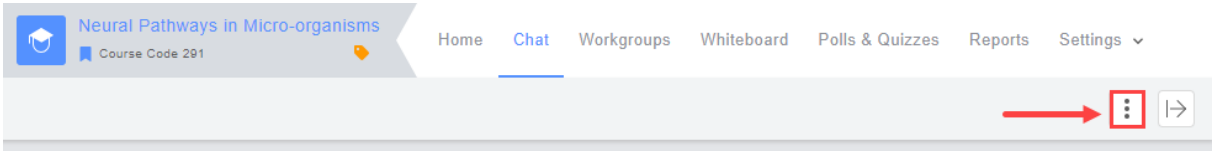
Note: Tags added in a classroom by a teacher are only visible to the respective teacher.

Note: Tags added for a classroom are also visible in the tile of that particular classroom on the Classrooms screen as shown below:



SCREENSHOT – Classrooms

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:

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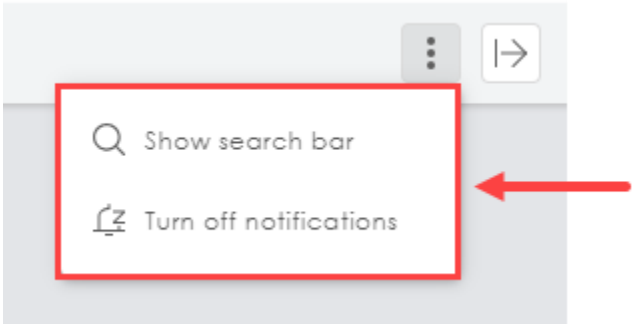
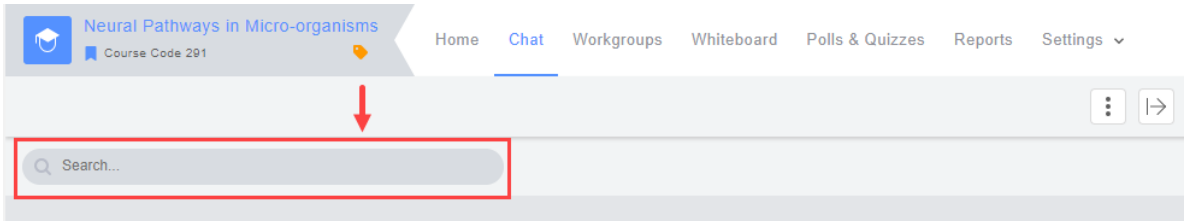


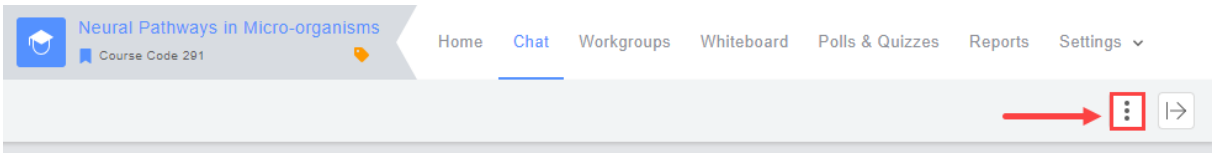
SCREENSHOT – Classroom

Search bar for classroom chat is displayed as shown below:



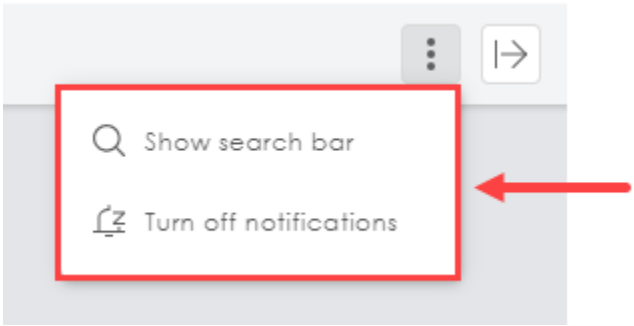
SCREENSHOT – Classroom

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:

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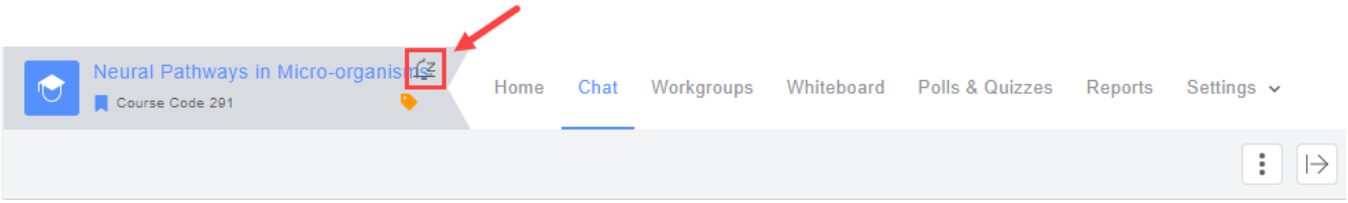
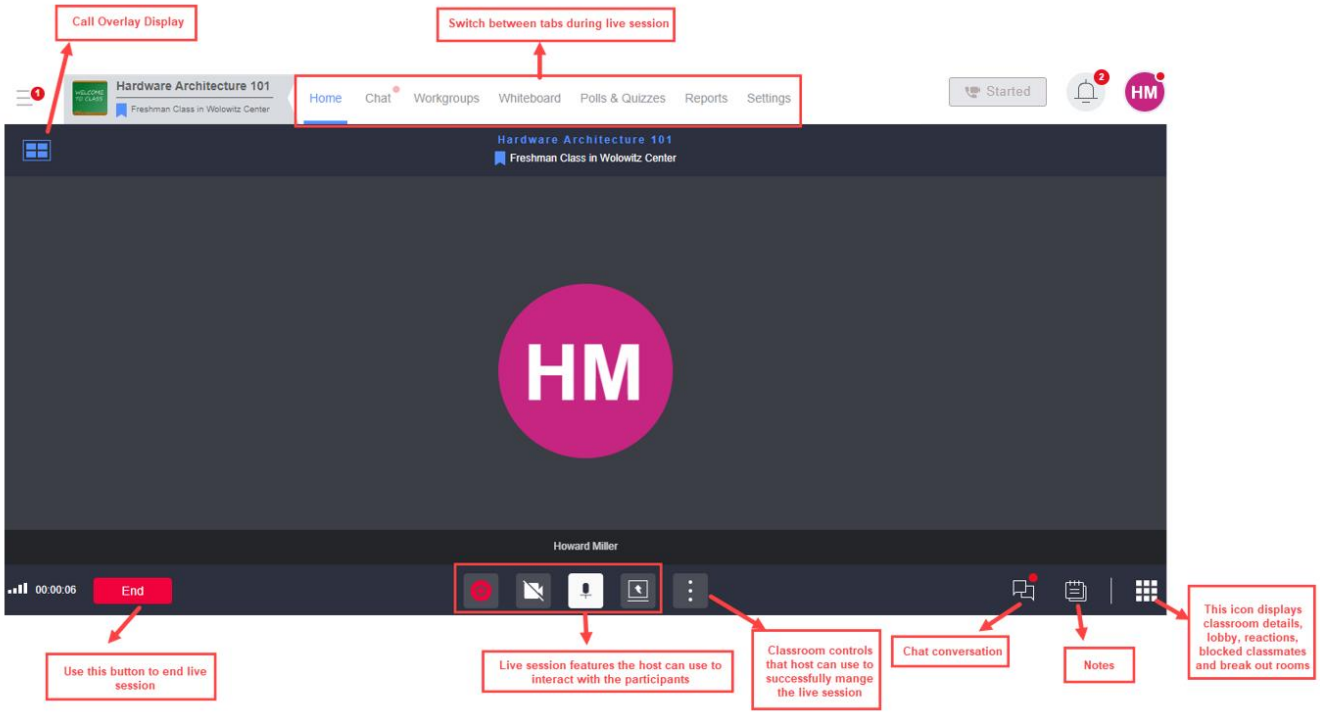


SCREENSHOT – Classroom

6.1.1 Start a Classroom Session by Host

Clicking on the **Start** button on the above screen will start the live audio session in the classroom after which the host can share their live video, real-time whiteboard and screen, etc. The host who started the classroom session has all the primary hosting privileges including classroom controls, permission to end a classroom as well as all other Rainbow Classroom features. It is important to note that only the host who started the classroom session can end the respective classroom session. The following is a graphical representation of the live classroom environment.



SCREENSHOT – Classroom

Note: If the organisation admin has set a specific duration for a classroom session then the class will not be automatically terminated at pre-set time. Host will be the authorised user to end live session. In case the live session exceeds the pre-set time, the timer displayed for the classroom will become red from blue to notify the host that the time for this session has exceeded its pre-set duration but the class live session will only end once the host clicks on End Live session button.

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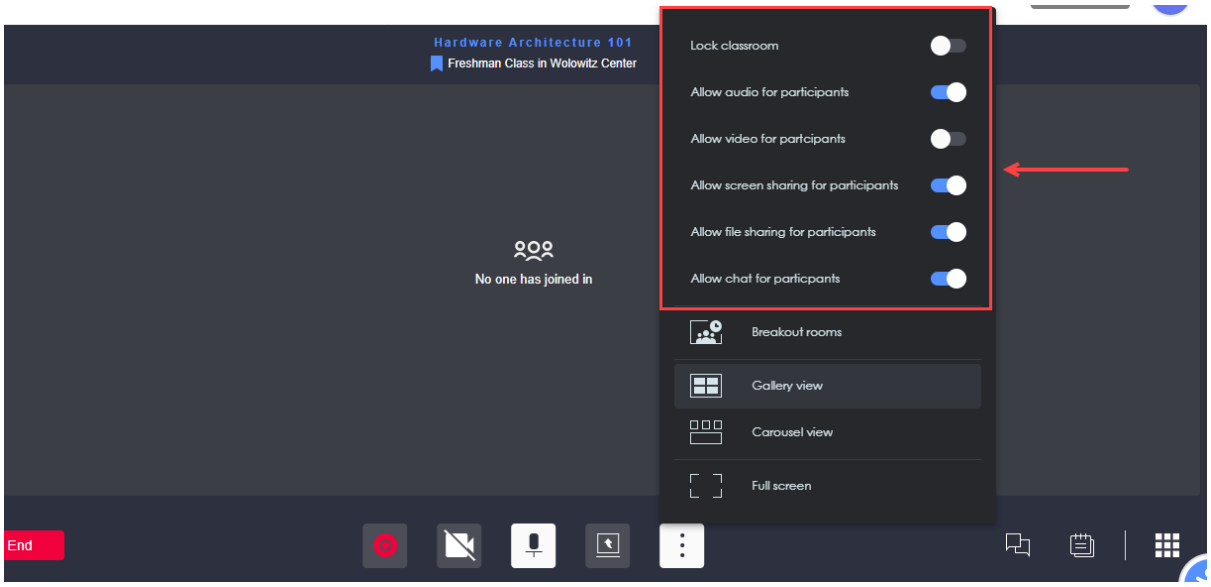
6.1.2 Classroom Controls for Classmates

During the live classroom session, classroom controls allow the host and co-host to permit or restrict access to various classroom features to all the classmates who are present in the respective session. These controls can be granted/removed by following highlighted section:



SCREENSHOT – Classroom Controls for Classmates

Host can use these controls to manage permissions of the features at any time during a live session. Please note that these permissions only apply to classmates of the respective classroom. The following are the classroom controls:

- Lock/Unlock Classroom
- Mute/Unmute all classmates
- Enable/Disable Video sharing
- Enable/Disable screen share
- Enable/Disable File Sharing in chat messages
- Enable/disable chat messages

Click on the ⋮ icon displayed at the bottom of the call overlay and you will be presented with the above-mentioned controls.

Classroom or Guest Controls for Individual Classmate – The host can also manage each participant's permissions by going to the classroom details displayed on the right-side panel. Hovering over each participant will display classroom controls for them, as shown below:

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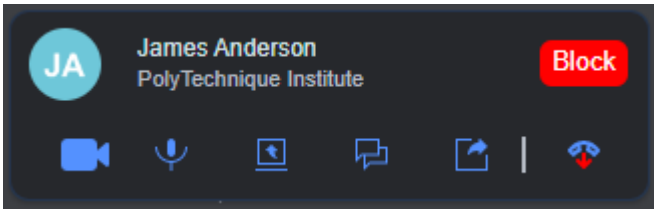


SCREENSHOT – Classroom Controls

The classroom controls available for each participant are:

- Block/Unblock video sharing
- Mute/Unmute Participant
- Block/Unblock screen share
- Block/Unblock text conversation
- Block/Unblock file sharing
- Hang up Call
- Block

Note: Use the **Hang up Call** button if you want a classmate or guest to be removed from the respective live session.

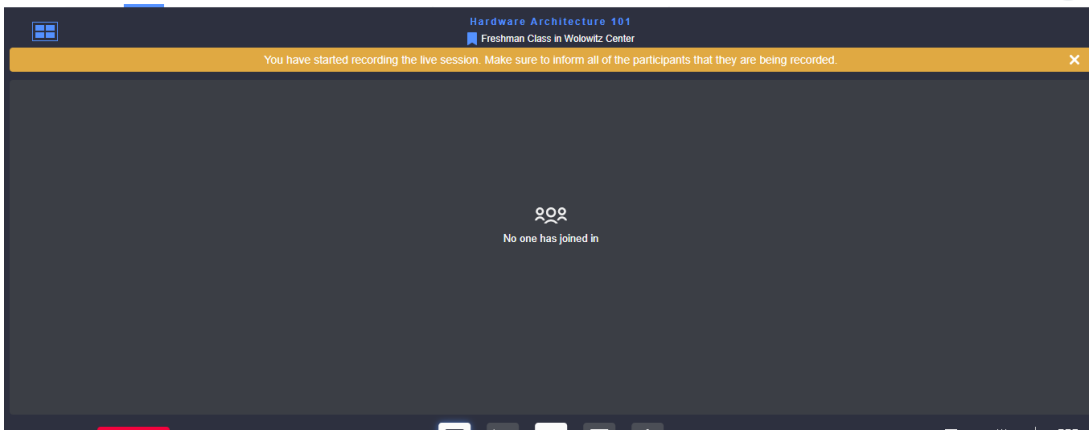
Note: The classmate and guest can be removed and restricted to re-join the respective session. To do this, use the **Block** button from the classroom controls and that user will be removed and restricted from the respective live session.

6.1.3 Live Session Features

During the live session, the host can use the following classroom features to interact with the classroom.

- **Session Recording –** You can record the live session at any time you want by clicking on the **Start recording** button displayed at the bottom of the call overlay. The audio recorded session will be saved in a WAV file format while the video recorded session will be saved in mp4 format. These recorded sessions will be available in the **'Library'** of Rainbow Classroom.

  Once a host starts session recording, an intimation is displayed to the host as shown below:



SCREENSHOT – Session Recording

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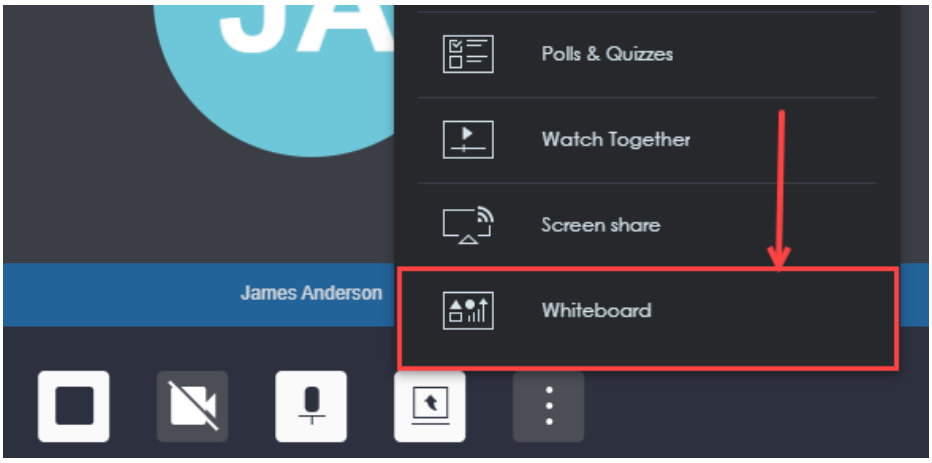
In only voice-based communication was done during a recording session then only audio will be recorded.
If a video was shared during recording session and voice communication was done during a recording session then the recorded lecture will have audio and video recording.
If screen was shared during recording session and voice communication was done during a recording session then the recorded lecture will have audio and screen sharing recording.
If a video was shared during recording session, screen was shared and voice communication was done during a recording session then the recorded lecture will have audio and screen share recording.
For more details, please see the section titled 'Library'. To stop recording the live session, click the respective button again.

- **Share Video –** Use the **Share Video** button displayed at the bottom of the call overlay to share your real-time video with participants in the live session. To stop sharing the live video, click the respective button again.
- **Turn Off Your Microphone –** The host can mute/unmute their microphone by clicking on the Turn Off Your Microphone icon displayed at the bottom of the call overlay.
- **Whiteboard –** The host can share a Whiteboard with the participants in a live session, as shown in the below screenshot:



SCREENSHOT – Whiteboard

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

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

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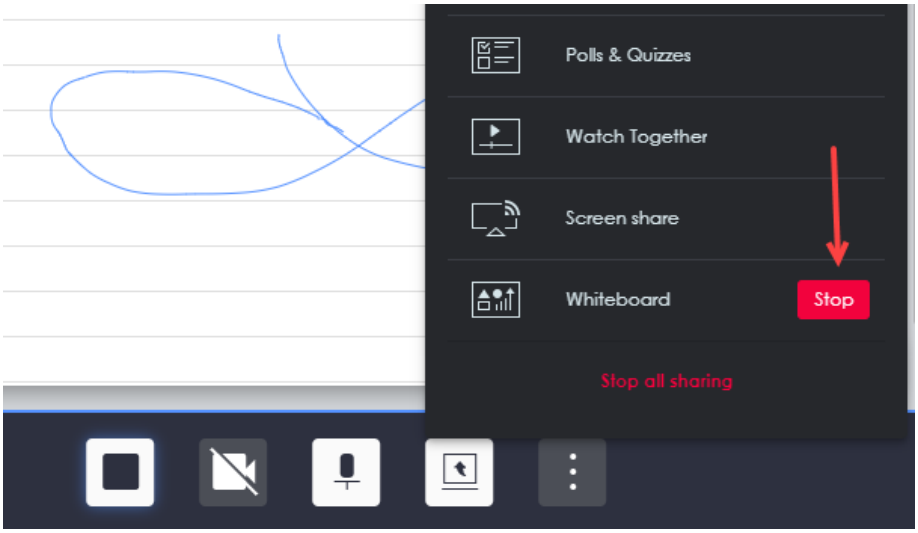
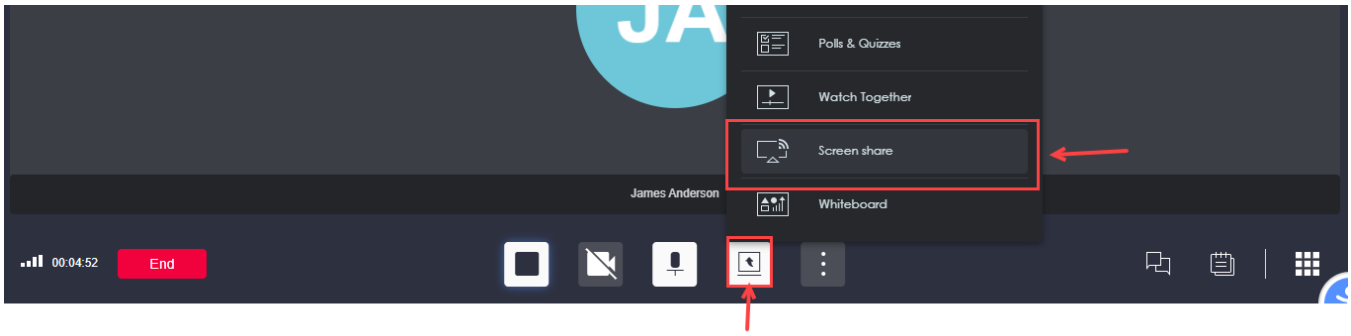


SCREENSHOT – Stop WhiteBoard Sharing

- **Screen share –** The host 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.

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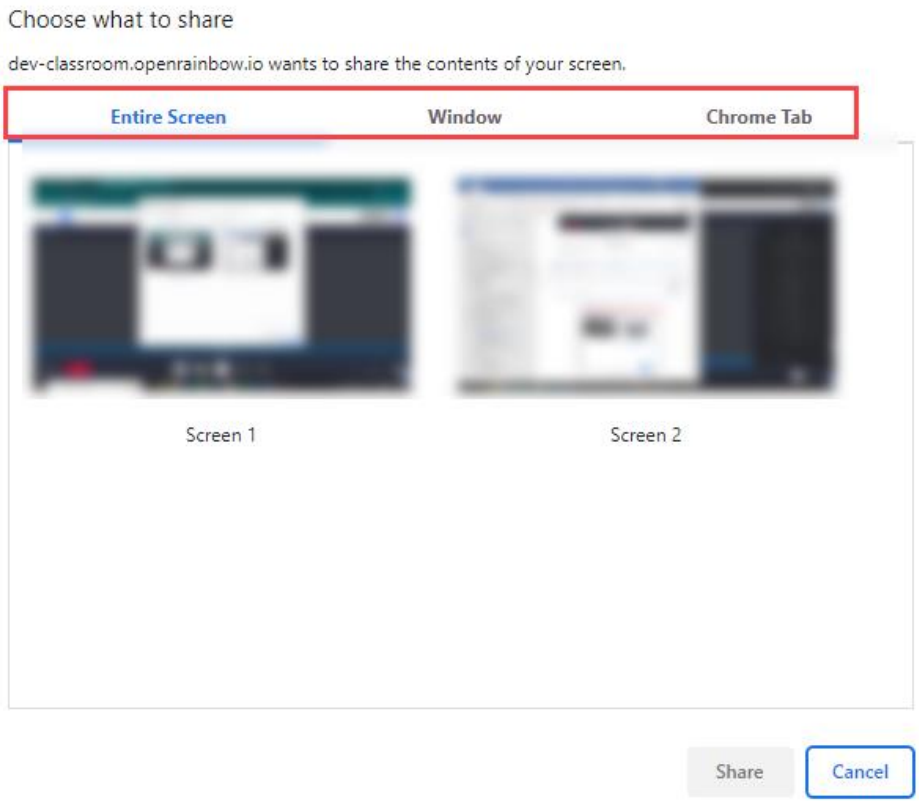

SCREENSHOT – Screen sharing

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.

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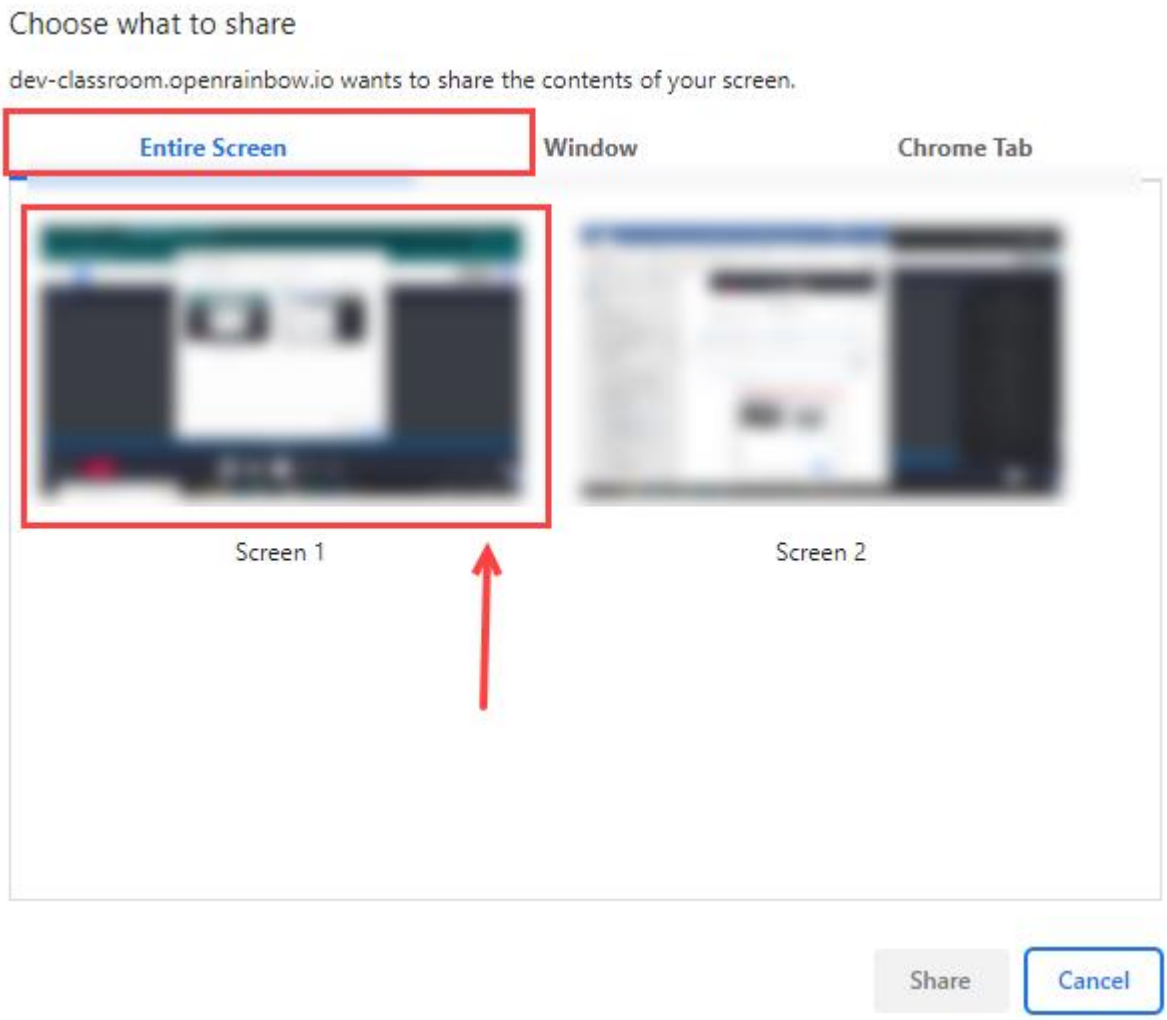

SCREENSHOT – Screen sharing

Use the **Stop** button displayed next to Screen Share option to stop sharing the screen with the participants, as shown below.

SCREENSHOT – Screen sharing

User who has shared their screen is displayed following animation:

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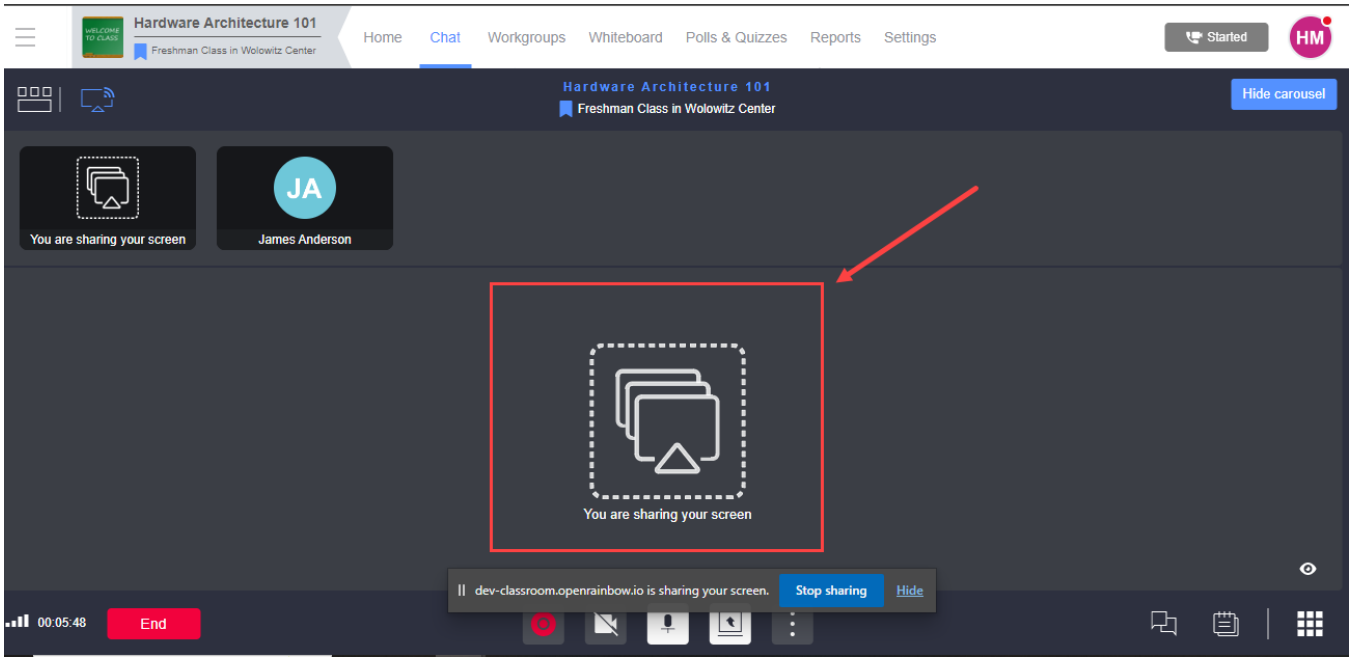
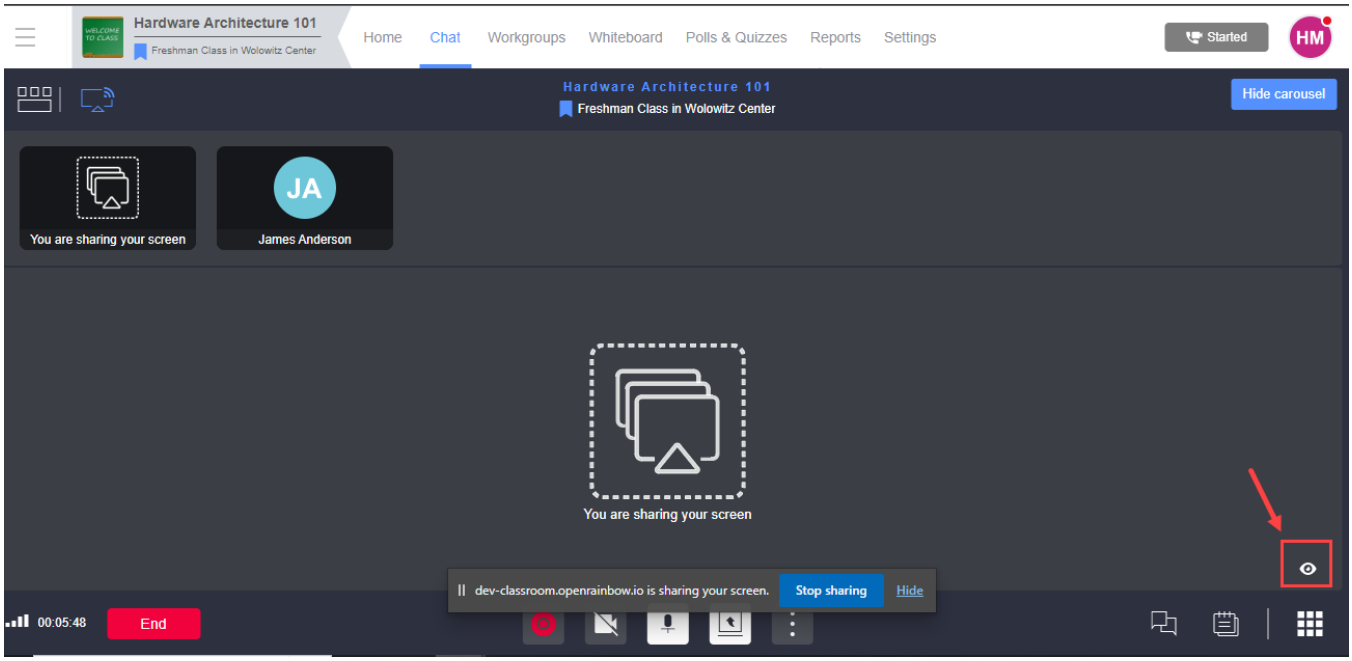


SCREENSHOT – Screen sharing

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:

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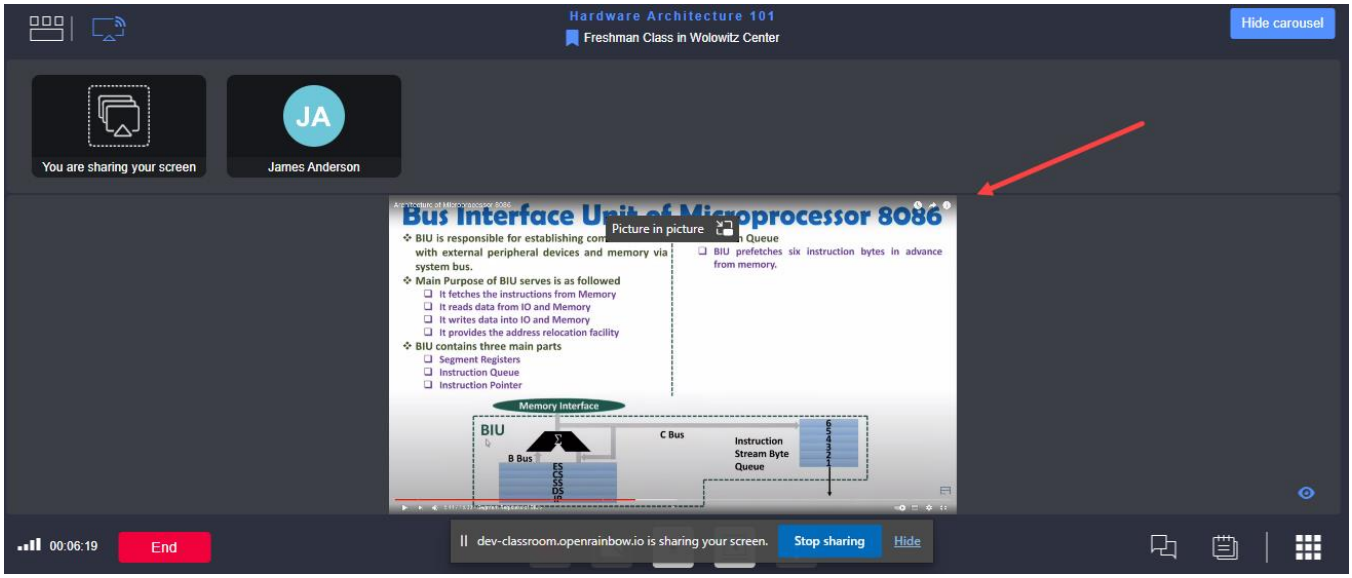
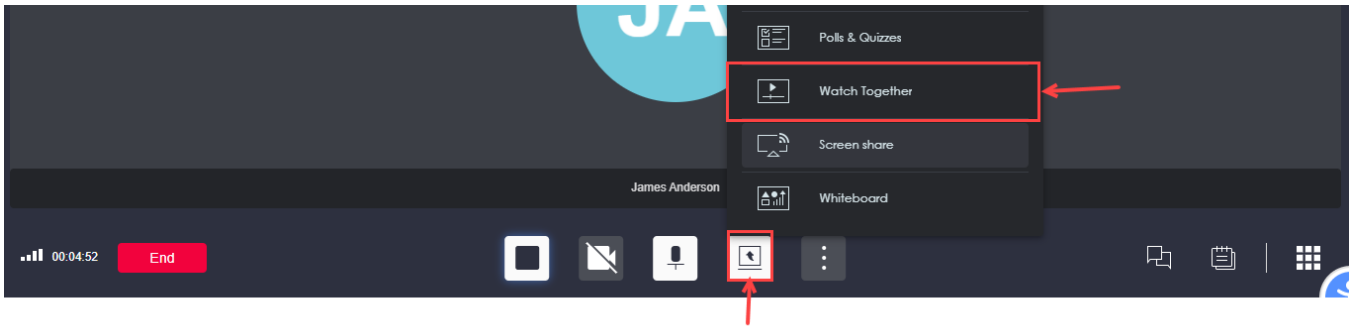


SCREENSHOT – Screen sharing

- **Watch together –** This feature allows the host to share a YouTube video in a classroom that will be synchronized with the classroom's participants. The host who shares the video will have the video controls. It means that only he 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. Click on the **'Watch Together'** button by navigating to the icon on call overlay, as shown below.



SCREENSHOT – Watch Together

The following dialogue box will be presented to you. Enter the required YouTube video URL.

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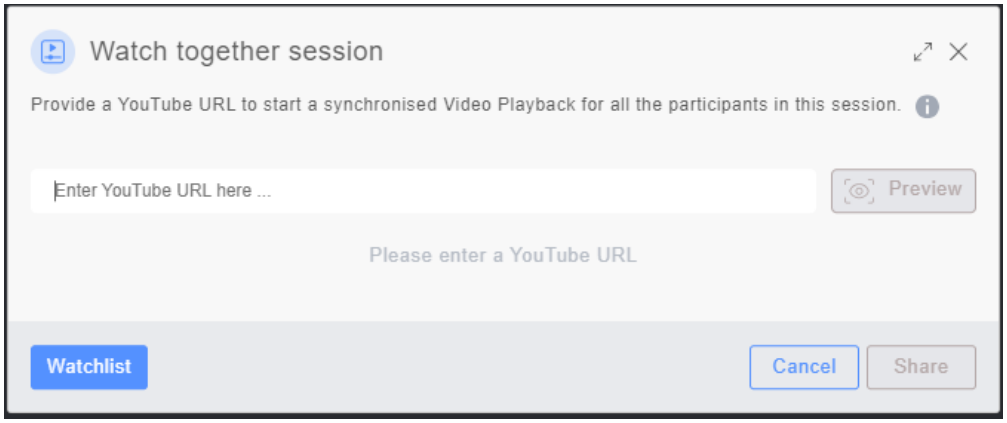
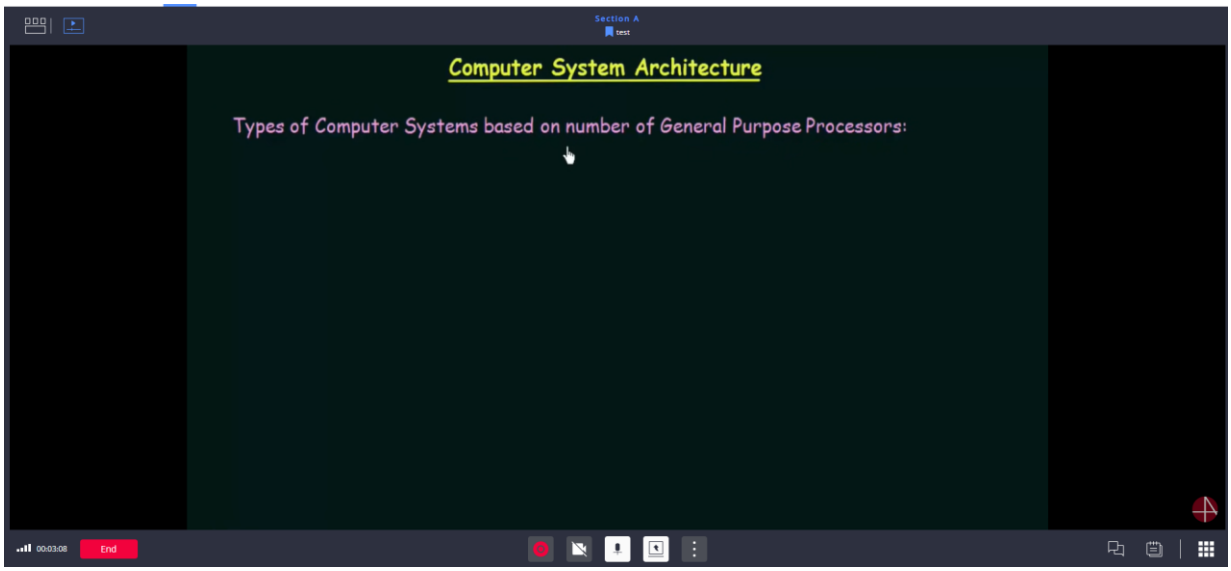


SCREENSHOT – Watch Together

You can also watch the respective video before starting a watch together session. To do this, click on the Preview button displayed on the dialogue box.

You can select a YouTube video available in your Links section by clicking on the **Watchlist** button available in the bottom left corner of the pop up window. Once done, click on the **Share** button, the watch together session will be started and the video will be shared with all the participants of the classroom, as shown below.



SCREENSHOT – Watch Together

Use the **Stop** button displayed next to Watch Together option to stop playing of the video.

Polls & Quizzes – This feature allows the host to create a poll or quiz as well as use their existing templates and share it with the respective classroom. Navigate to the **Share** button of call overlay and click on **Polls & Quizzes** option, as shown in the below screenshot. For more details, please see the section titled 'Polls & Quizzes'.

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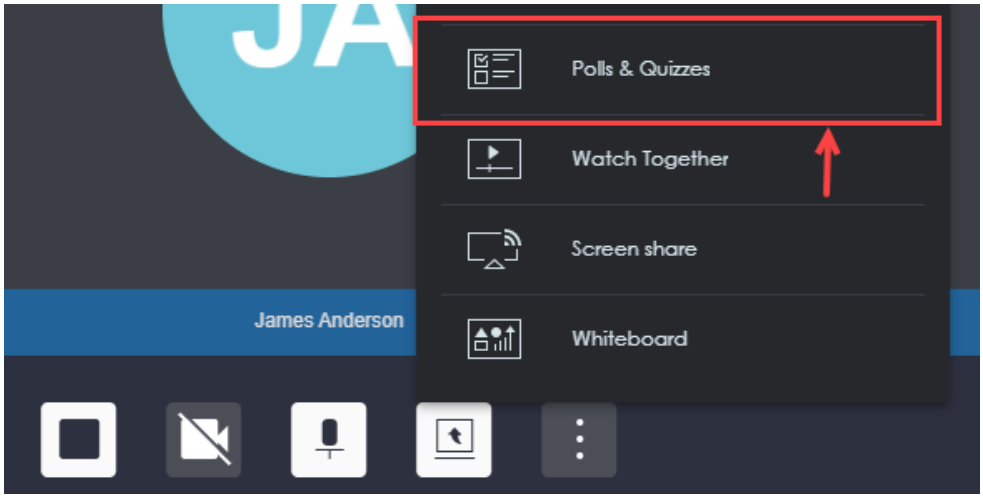

SCREENSHOT – Polls & Quizzes

- **End Live Session –** Use the 'End' button in order to end the respective live session. Please note that only the host who started a live session can end it.

6.1.4 Classroom Lobby

Classroom Lobby refers to a waiting area of classmates and guests who have requested to join the live session. It allows the host and co-hosts to decide who can join the respective live session. The host can view all the joining requests of classmates and guests as well as approve or decline these requests from the 'Classroom Lobby' option displayed at the top of the right-side panel, as shown below.

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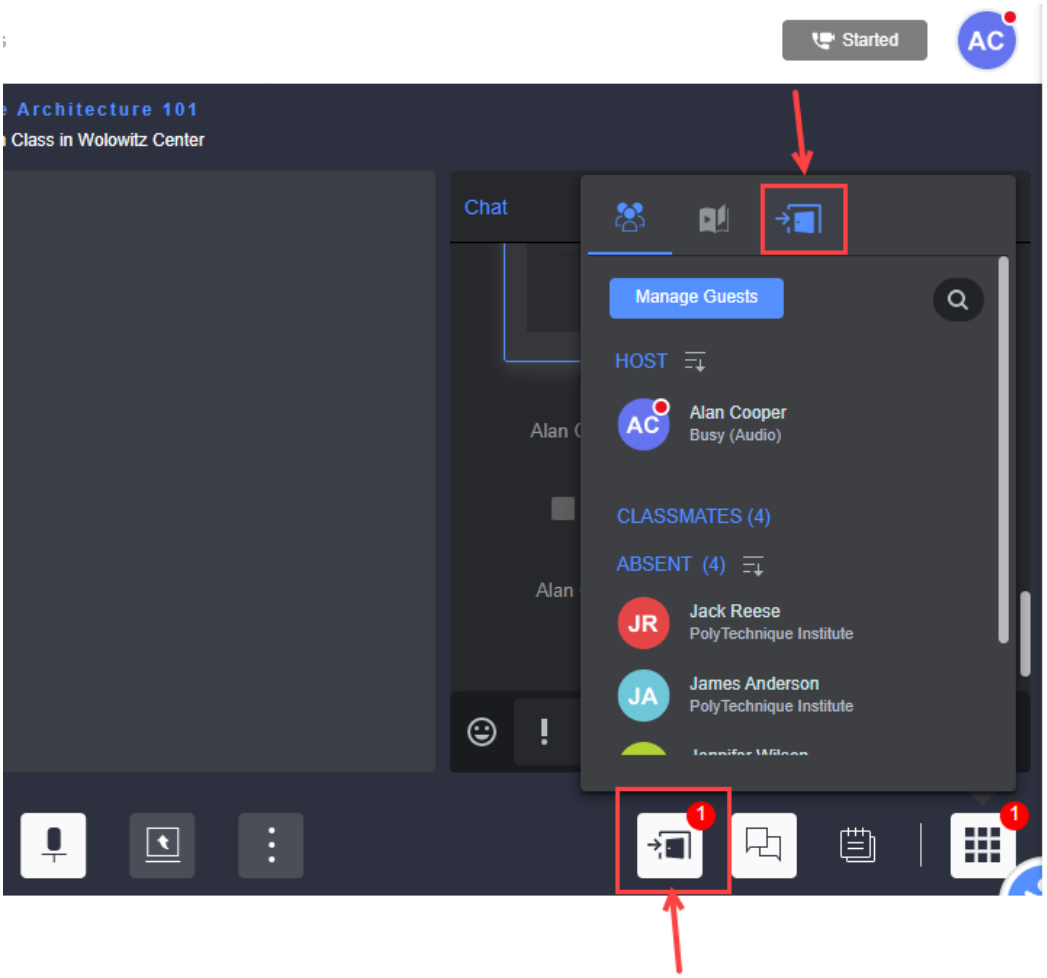

SCREENSHOT – Classroom Lobby

Use **Approve all** button to approve the joining requests of all classmates and guests who are waiting in the lobby. If you want selective users in the classroom, move the mouse pointer to each user option and the following two options will be displayed.

Click this button to approve the joining request of the respective classmate or guest.

Click this button to decline the joining request of the respective classmate or guest.

Note: A search bar is also available beside the 'Approve all' button that allows you to quickly locate a particular user's joining request.

6.1.5 Reactions of Classmates or Guests

The classmates and guests can use different reactions in order to make the live session much more interactive. Reactions tab is not visible by default to host but as soon as any participant uses a reaction, the hosts are immediately notified via the indication of highlighted notification on the 'Reactions' tab displayed at the top of the right side panel, as shown below.

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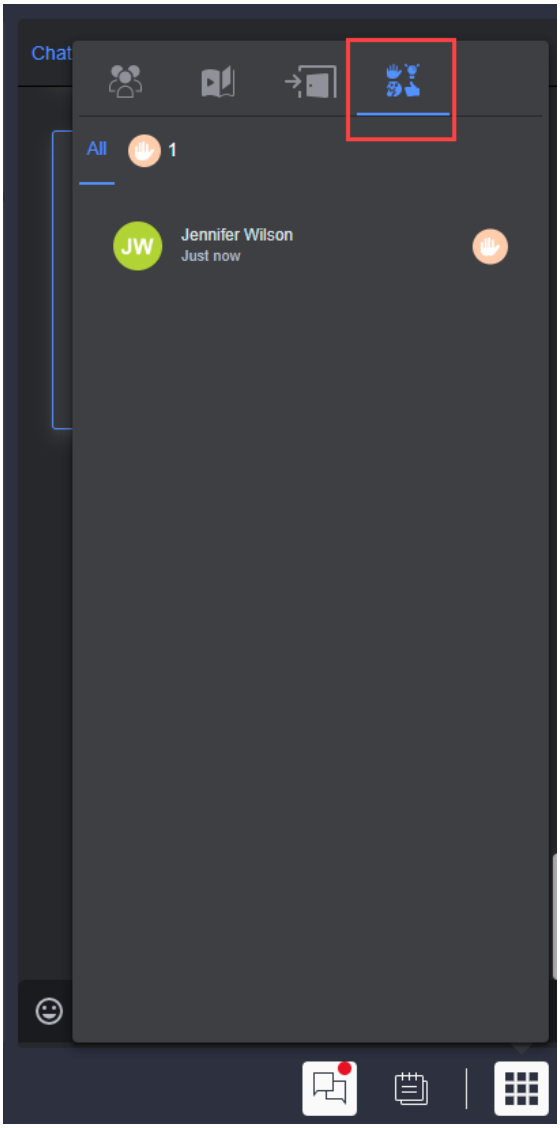

SCREENSHOT – Raised Hands

Click on the reactions tab and the classmate or guest who raised their hands or performed any other reaction will be displayed along with the permission controls that will allow the host to manage the respective user's permissions if required.

Following reactions can be received from a student or guest:

- Raise Hand
- Yes
- No
- Confused
- I Understand
- Celebrate
- Like
- Clock

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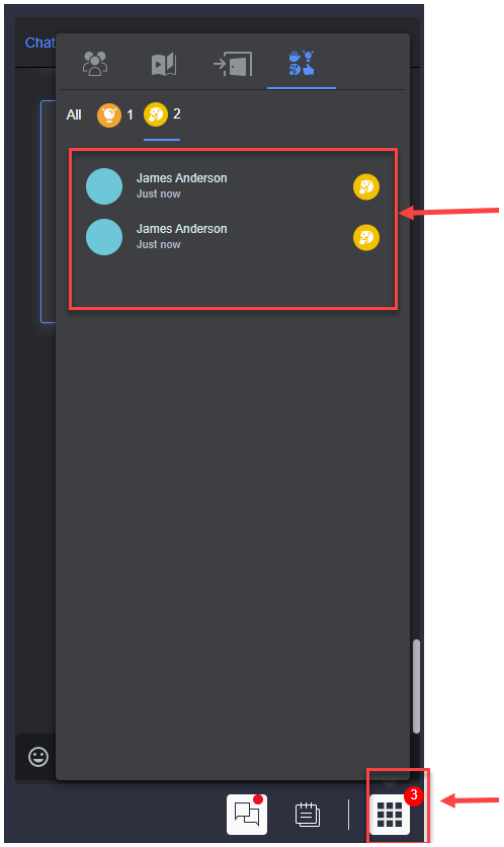
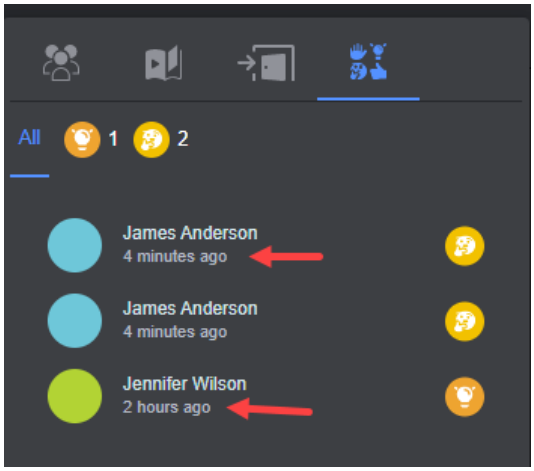
Note: Clock reaction can be raised by a student or guest when the live session has gone beyond the pre-determined time.

Note: If a participant uses same reaction (except for Raised Hand) multiple times then the Host will receive separate notification every time a participant uses a reaction as shown below:



SCREENSHOT – Reactions

Note: Time duration will also be displayed when a particular Reaction was used by a participant as shown below:



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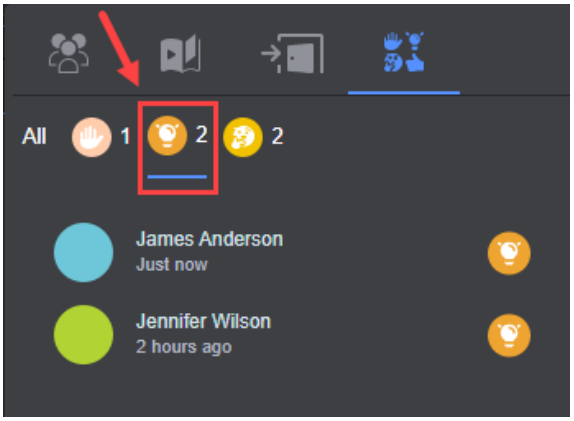
SCREENSHOT – Reactions

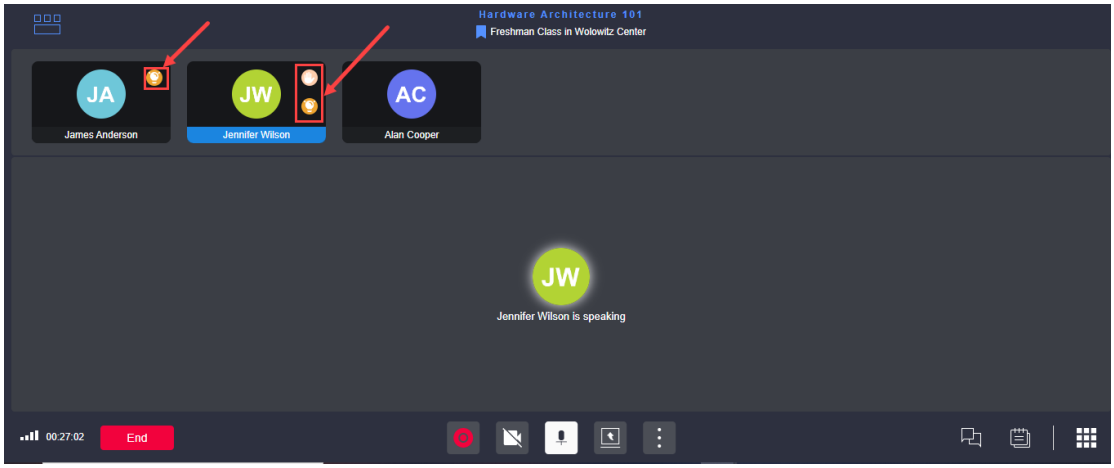
All the reactions received in all the live sessions of a classroom will be available in Reactions tab to the Host as shown above. The most recent reaction will be displayed at the top (except for Raised Hand).

Note: In each reaction category (confused, celebrate etc.) the most recent reaction will be displayed at the top as shown below:



SCREENSHOT – Reactions

Note: A host will be able to see the Last reaction used by a participant at the respective tile of each participant (along with their Raised Hand) e.g. In the below screenshot, Host can see the raised hand as well as the last reaction used by the participants of a live call:



SCREENSHOT – Carousel View

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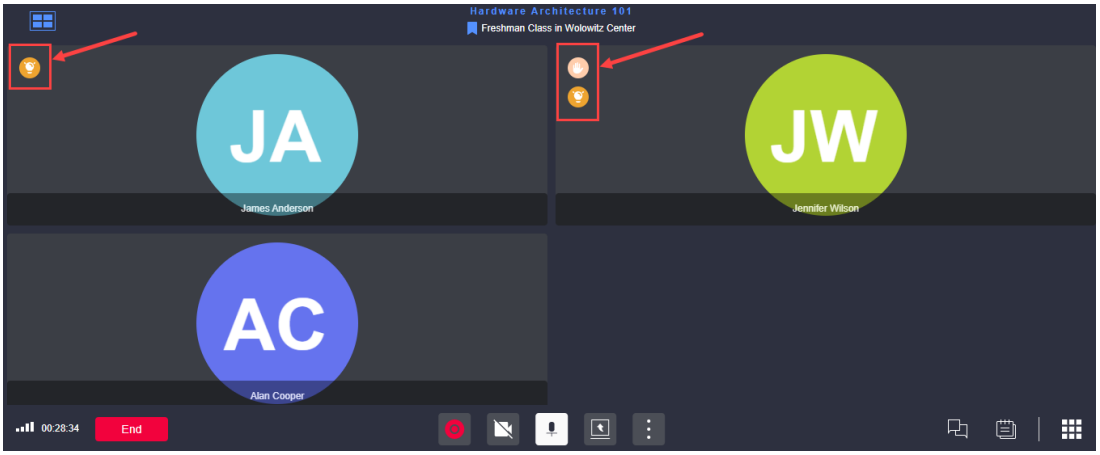
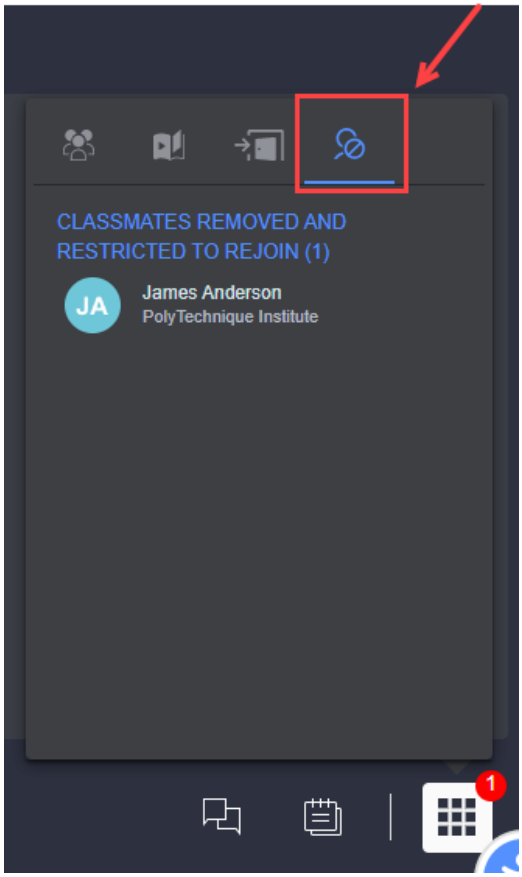


SCREENSHOT – Gallery View

Note: For more details on classroom controls, please see the section titled 'Classroom Controls for Classmates'.

6.1.6 Removed and Restricted Classmates & Guest

When a classmate or guest is being blocked by the host, it immediately goes to the 'Classmate removed and restricted to re-join' tab. This tab is not visible by default to host but as soon as any participant is blocked , the hosts are notified via the indication of highlighted notification as shown below:



SCREENSHOT – Classmates Removed & Restricted to ReJoin

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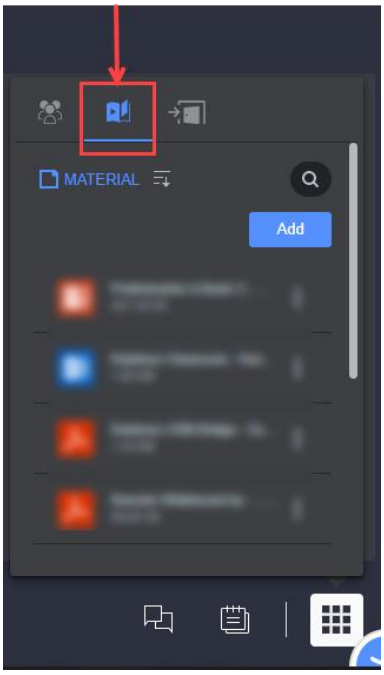
Whenever required, the host can go to the respective tab and click on the icon beside the classmate or guest in order to allow them to re-join the respective classroom.

6.1.7 Material

This tab provides the host to see available material or to add new material during a live session. You can click on Material tab displayed at the top of the right-hand panel, as shown below:



SCREENSHOT – Material

You can search for any soft copy of study material or link through search bar or can add new study material by clicking on add button as highlighted below:

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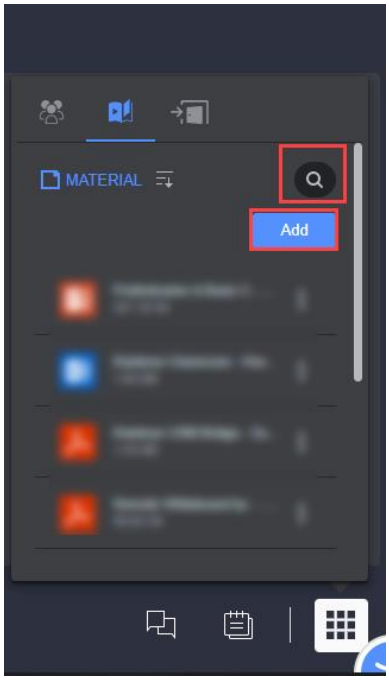
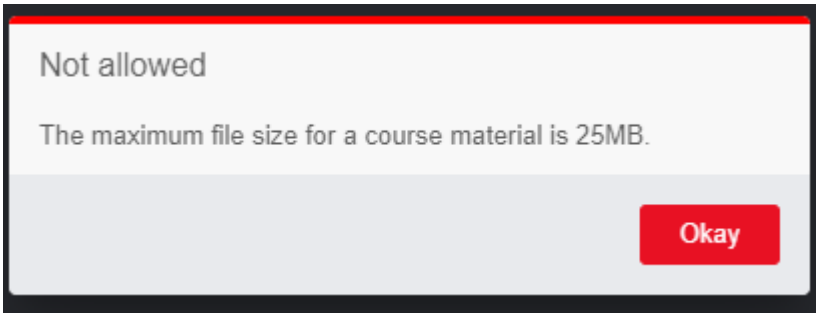


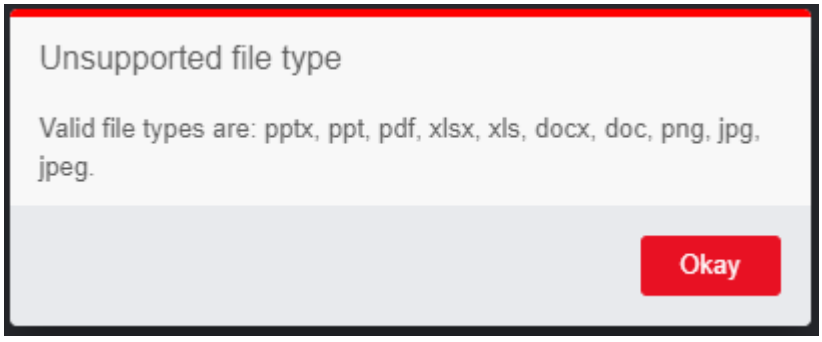
SCREENSHOT – Material

A host cannot upload a file that is over 25 MB. Following error is displayed if a host tries to upload such a file:



SCREENSHOT – Message from the Application

Supported file formats are jpeg, jpg and png for images, doc and docx for document files, xls and xlsx for excel files, ppt and pptx for presentations and pdf . Following message is displayed when host tries to upload a file whose format is not supported by Rainbow Classroom:



SCREENSHOT – Message from the Application

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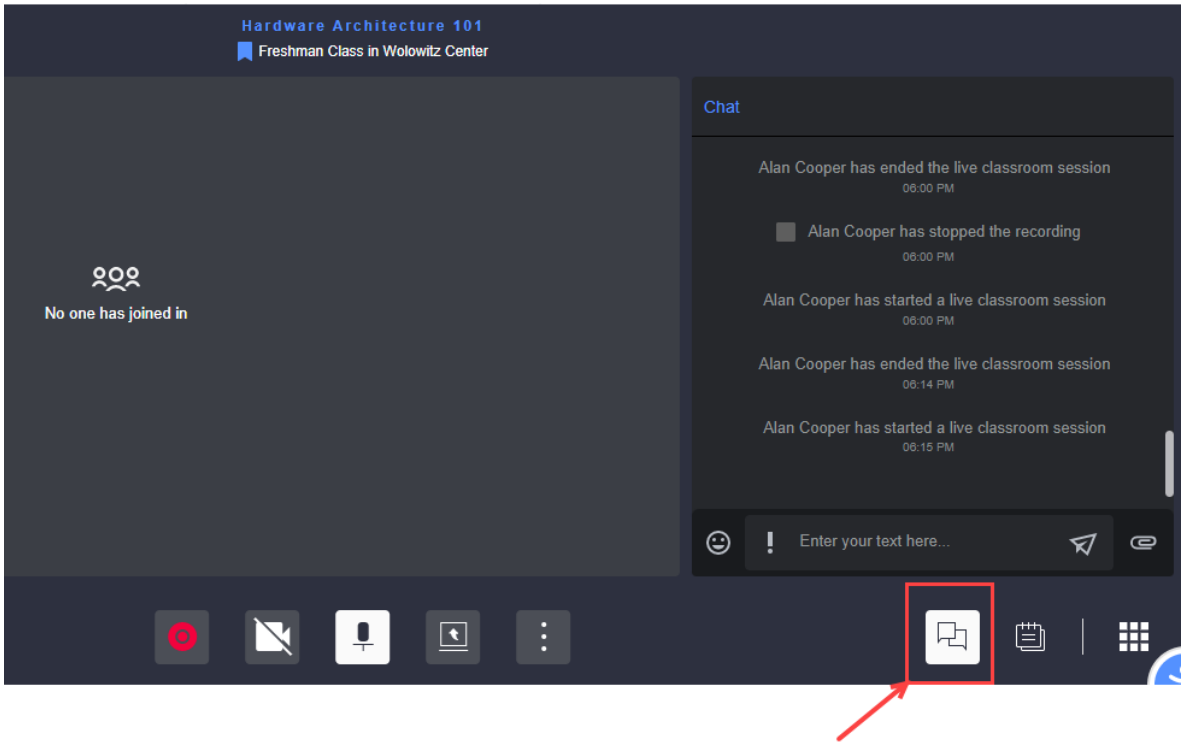
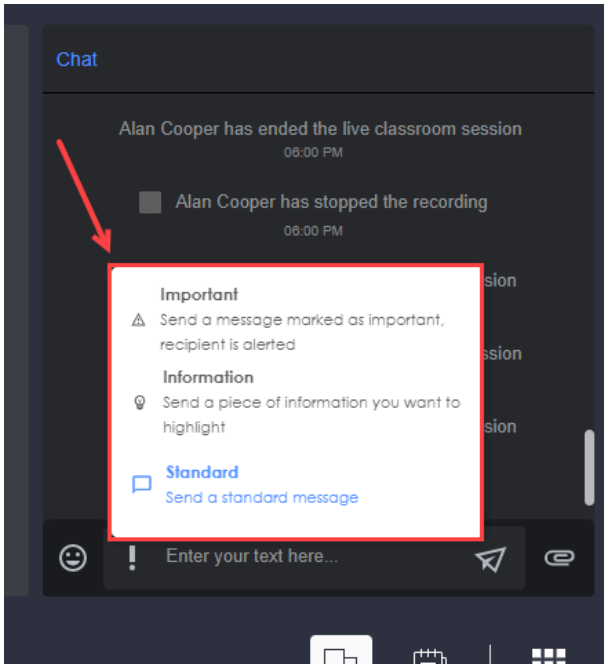
6.1.8 Chat

The host can switch to this tab to engage with the participants in the respective classroom via text messaging and file sharing by clicking on Chat icon as highlighted below:



SCREENSHOT – Chat

Rainbow Classroom provides three different ways of sending a text message, as displayed below. Choose the required way according to your requirement.



SCREENSHOT – Chat

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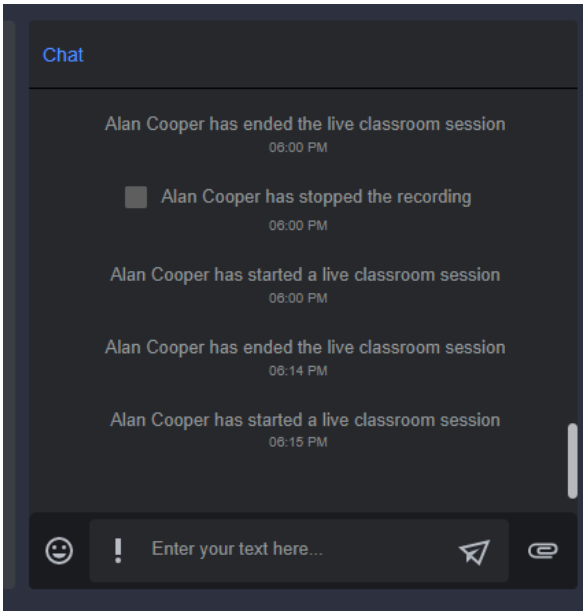
You can also send any type of file in a classroom by clicking on the **Attach documents** button displayed at the bottom of the chat box. The files can be attached from your computer storage or from the Rainbow storage which includes the shared files that you have already sent in a classroom.

Chat tab also displays intimation for different actions performed by hosts as shown below:



SCREENSHOT – Chat

6.1.9 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.

6.1.10 Breakout Rooms / Exam Rooms

This option provides the host the ability to see available breakout/exam rooms or to create a new one during a live session.

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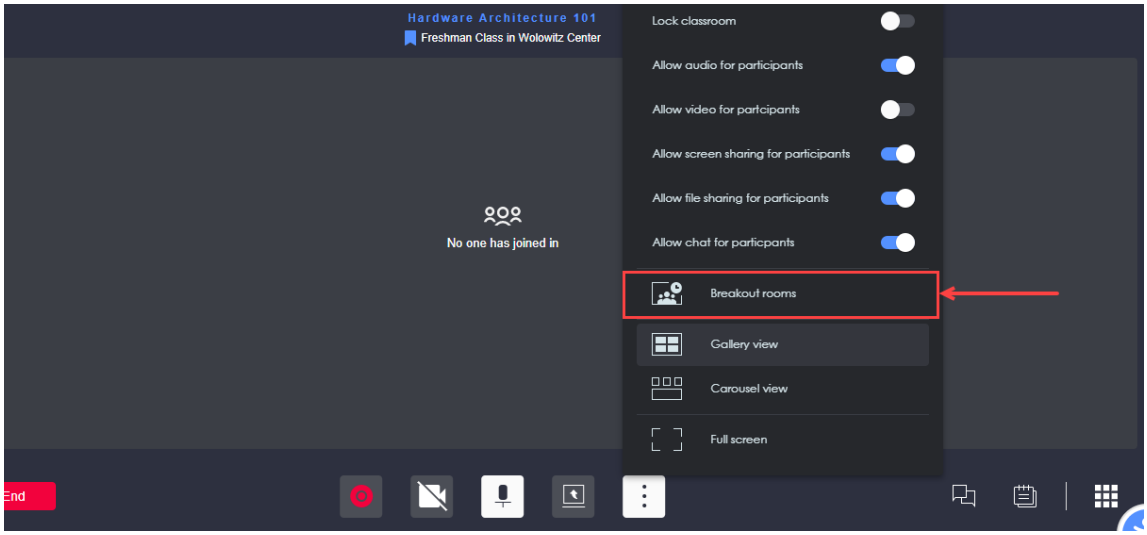
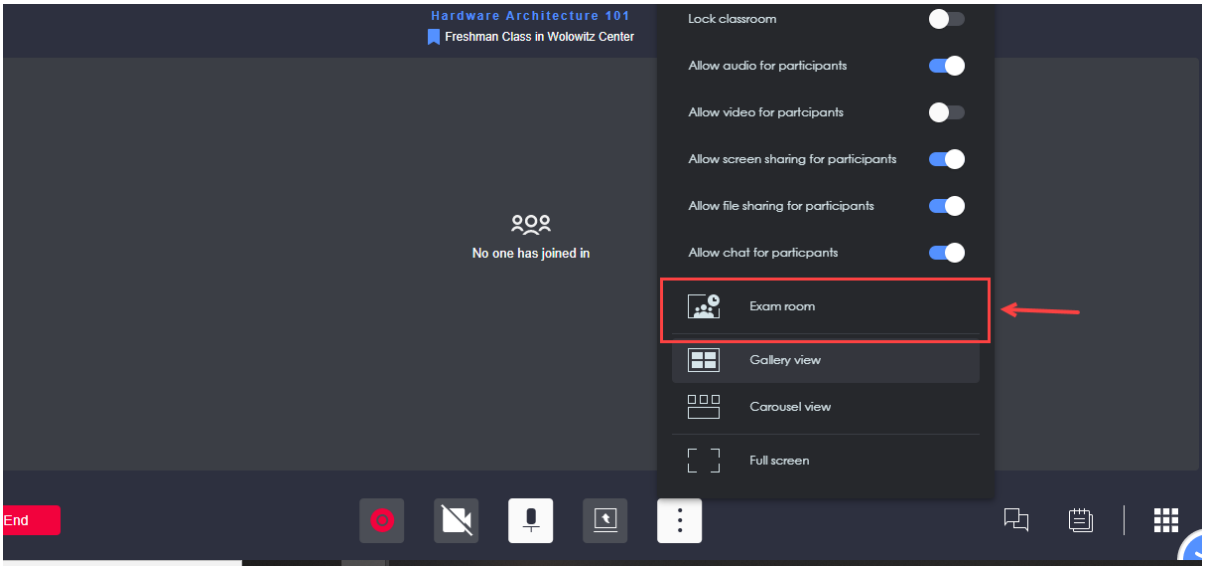


SCREENSHOT – Breakout Rooms

Note: If a host has been enabled for proctoring, then only exam rooms will be available. If a teacher has been provided the functionality of Break Out rooms, then only Breakout rooms will be visible. In case the organisation admin has not provided the functionality of either breakout room or exam room to the teacher then none of these options will be available. otherwise only breakout rooms will be available.



SCREENSHOT – Exam Rooms

Note: For more details on the breakout room, please see the section titled 'Creating Exam/Breakout Rooms'.

6.1.11 Call Overlay Display Options

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

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

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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:

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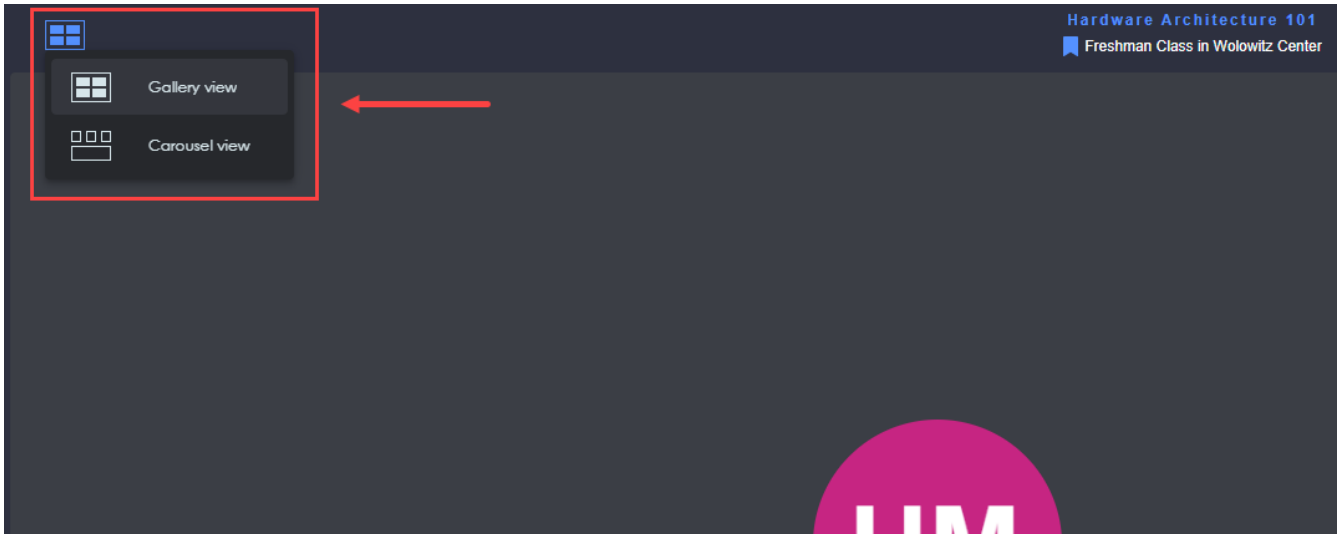
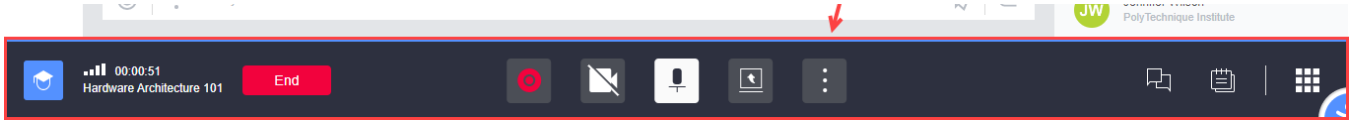


SCREENSHOT – Call Overlay Display Options

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

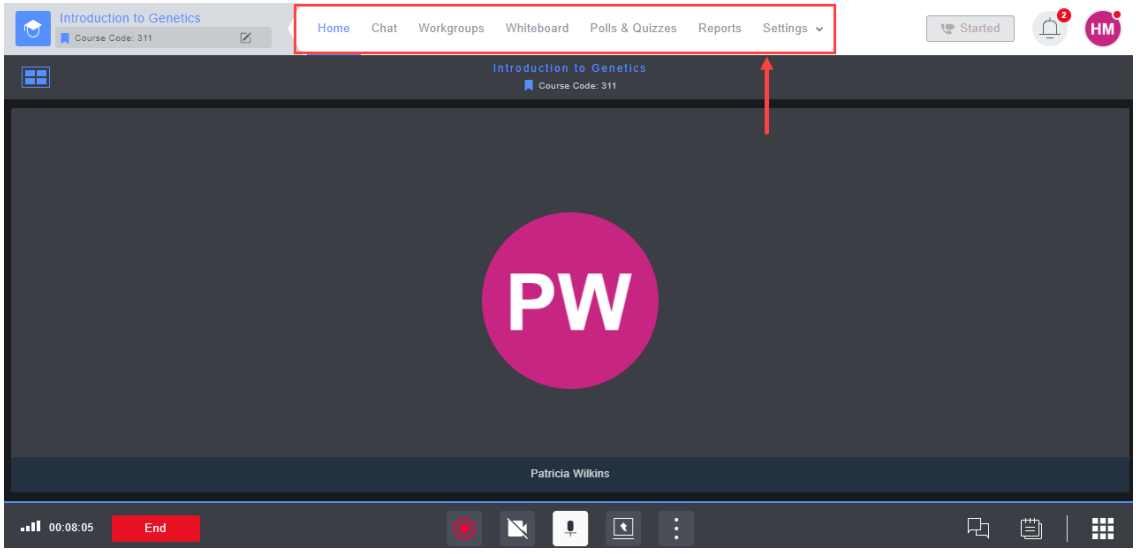


SCREENSHOT – Minimized View

6.1.12 Main Classroom Tabs

The following tabs are available in each classroom, the host 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 host 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

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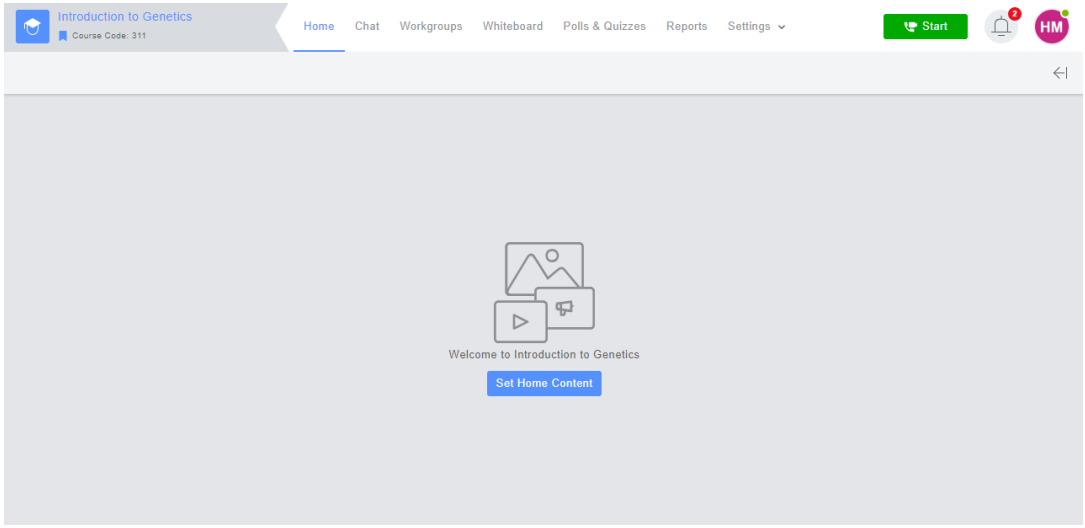
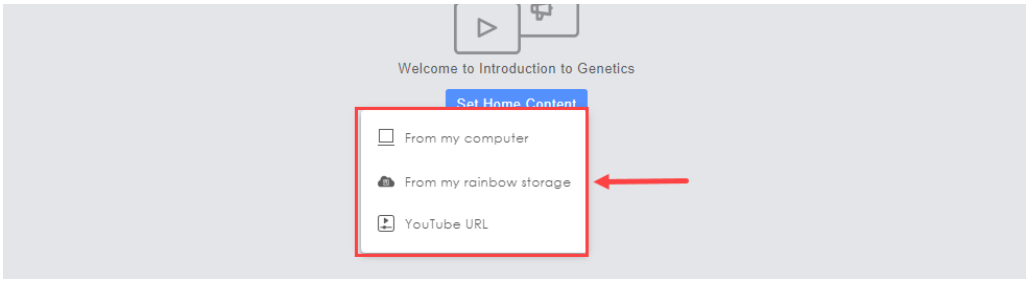
Live Session – Displays the call overlay, if a live session is being conducted by the host. This tab will be disabled in case you have not started / joined a live session.

Home – This is the main Home screen of a classroom.



SCREENSHOT – Classroom Home Content

In order to set content for Home screen, click on Set Home Content button. Following drop down menu is displayed:



SCREENSHOT – Classroom Home Content

Following options are available for content to be displayed on Home Screen:

1. Upload file directly from your computer
2. Display content already available in Rainbow Storage.
3. Set a Youtube Video as Home screen content.

Supported file formats for Classroom Home content are PDF, Excel sheets, Microsoft word and PowerPoint presentations.

Following screen is displayed once you have set Classroom Home content:

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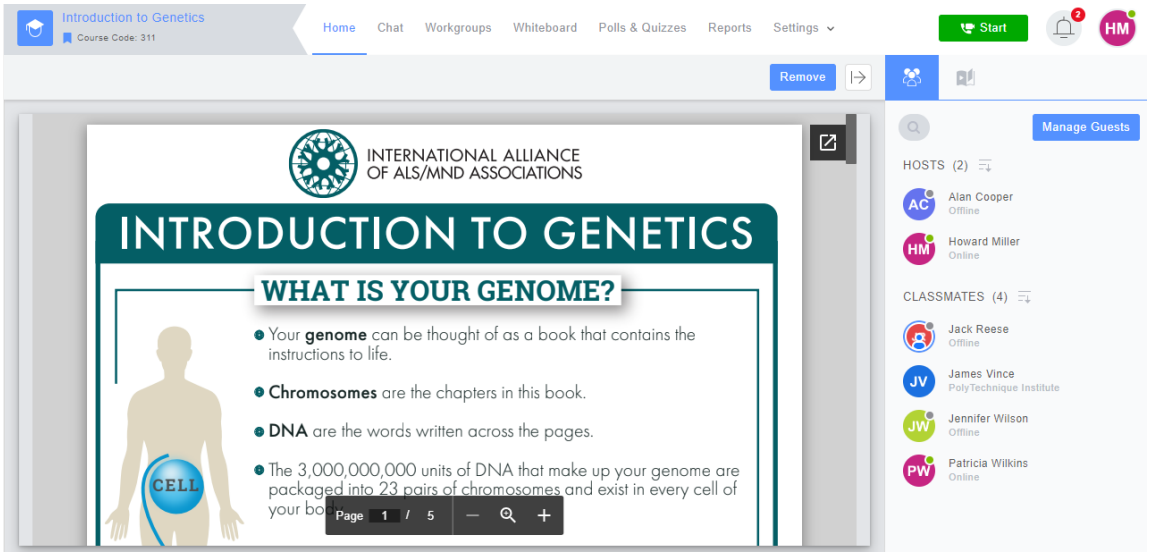
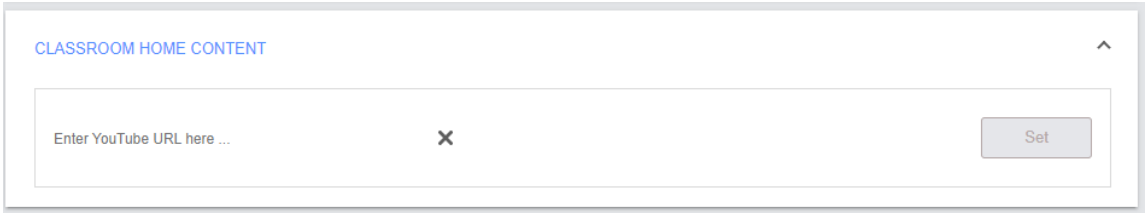


SCREENSHOT – Classroom Home Content

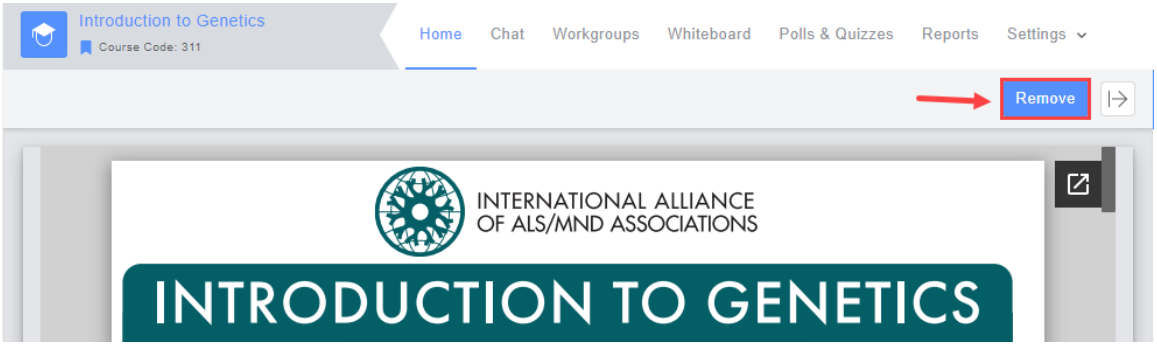
If you click on the YouTube URL option then following screen is displayed:



SCREENSHOT – Classroom Home Content

Once you have entered a YouTube link, click on Set Button and the video will be displayed as Classroom Home content.

Click on Remove button to remove the content from your screen as highlighted below:



SCREENSHOT – Classroom Home Content

Chat – The host can switch to this tab to engage with the participants in the respective classroom 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.

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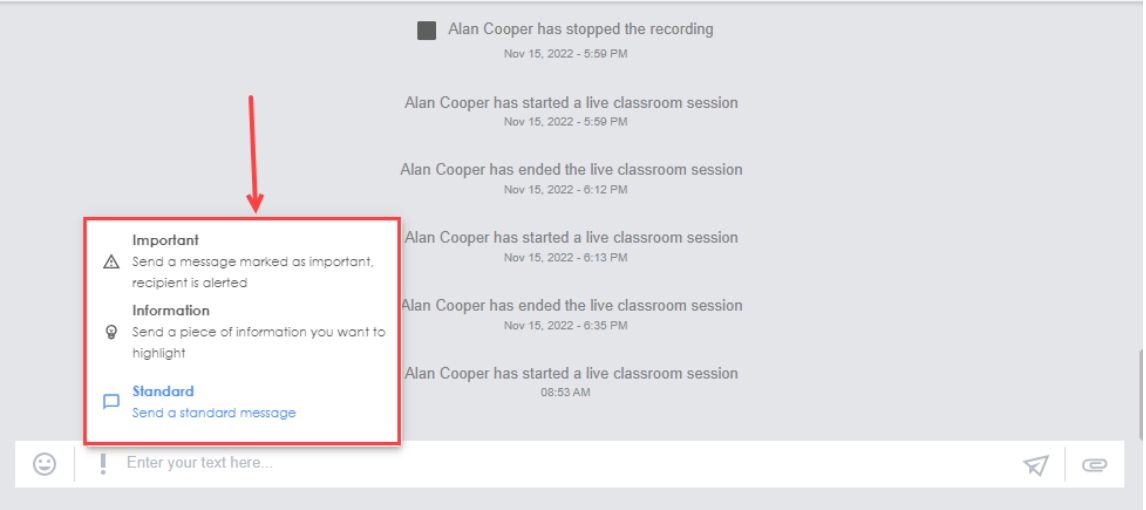


SCREENSHOT – Conversation

You can also send any type of file in a classroom by clicking on the **Attach documents** button displayed at the bottom of the chat box. The files can be attached from your computer storage or from the Rainbow storage which includes the shared files that you have already sent in a classroom or uploaded using the upload button on the files page.

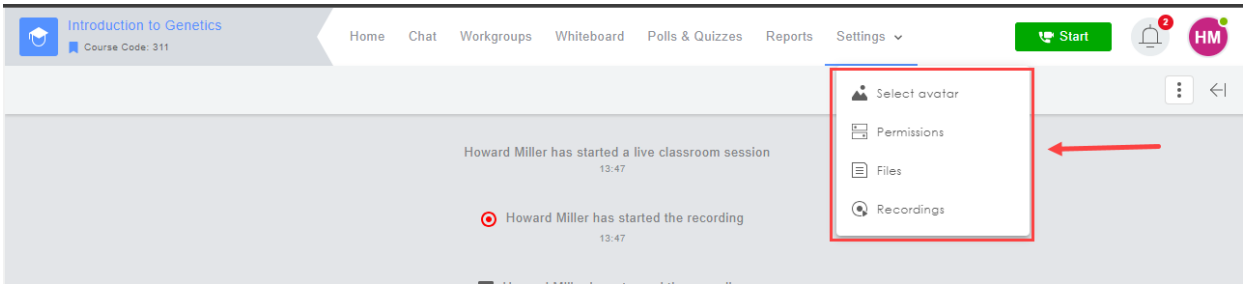
Workgroups – Switch to this tab in order to create a room for the respective classroom or to engage in the already created room via live session. For more details, please see the section titled 'Setting up Workgroups for Participants'.

Whiteboards – The host can start a whiteboard session by switching to this tab. Please see the section titled 'Using Whiteboard' for more details.

Polls & Quizzes – The host 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 classroom. For more details, please see the section titled 'Forms in Classroom & Meeting'.

Reports – By switching to this tab, the host can see automatically generated reports related to classroom 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 host can use this tab to update the avatar and welcome screen content of a classroom. Permissions for different features can also be configured from Settings tab. The host can also search and order files and recorded sessions on this tab.



SCREENSHOT – Settings

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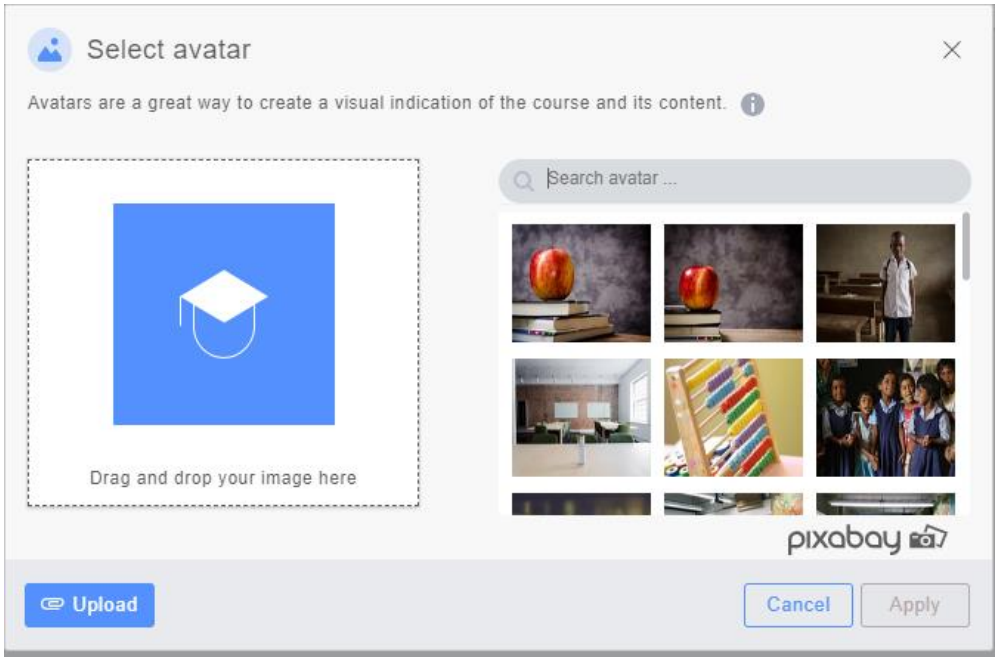
In order to upgrade avatar of your classroom, click on Select Avatar. Following screen will be displayed:



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

The host can also use this tab to configure permissions for the entire classroom as well as individual classmate and guest that are enrolled in the respective classroom. You cannot update classroom permissions during a live session and they can only be set before starting a live session.

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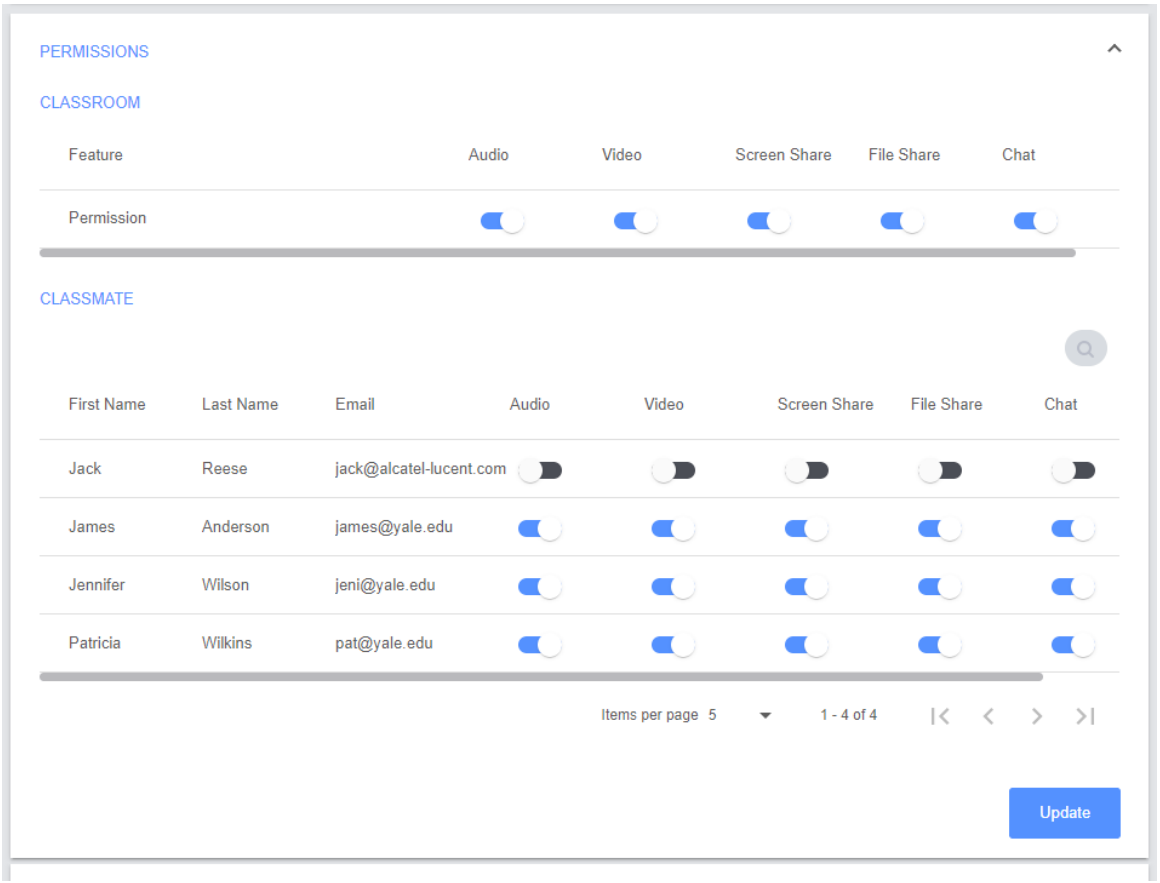
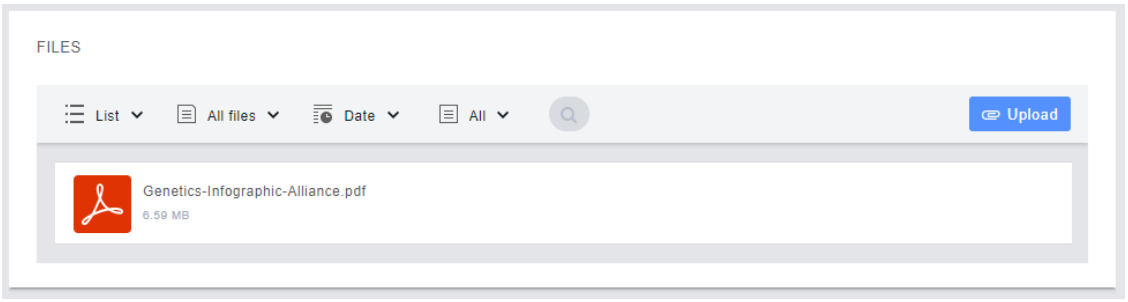


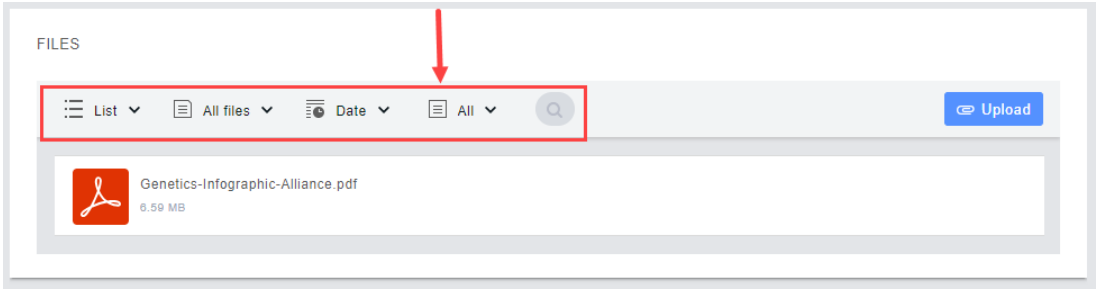
SCREENSHOT – Permissions

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

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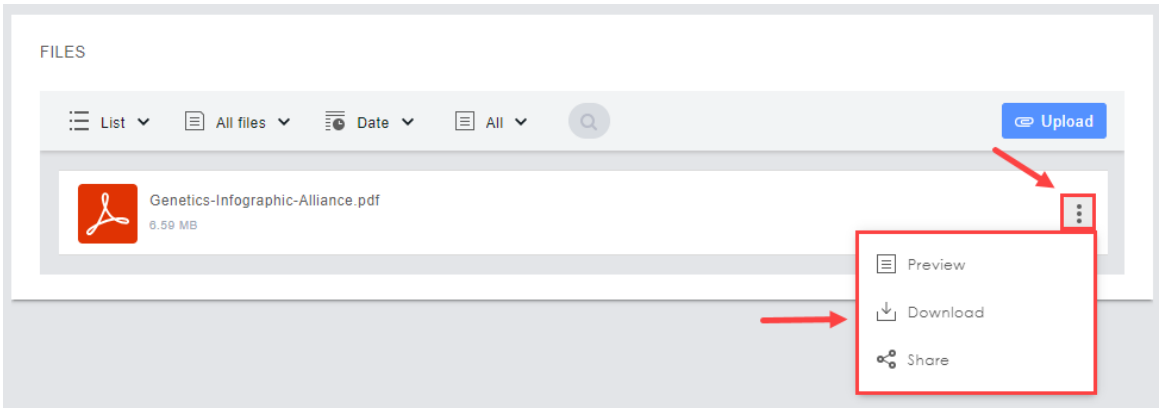
When you hover your cursor on any of the available file, ⋮ icon is displayed. When you click on the ⋮ icon, following pop-up menu will be displayed:



SCREENSHOT – Files

You can preview a document, download it or share it from this drop-down menu.

In order to view recorded sessions in a classroom click on the Recordings. Following screen will be displayed:

SCREENSHOT – Recordings

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

SCREENSHOT – Recordings

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

:

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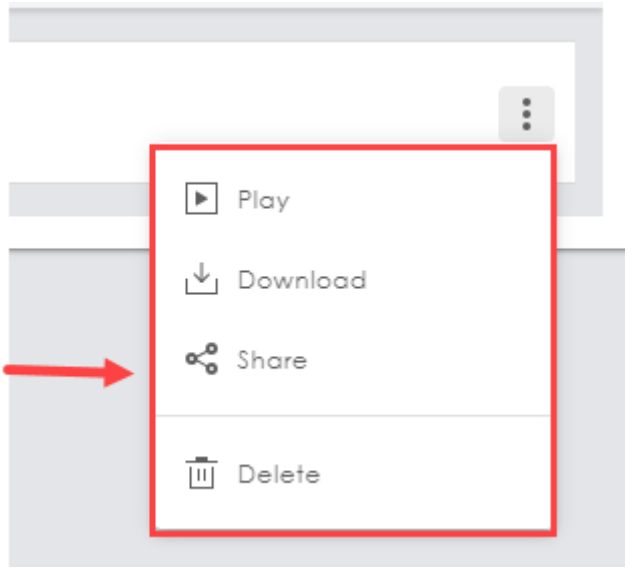

SCREENSHOT – Recordings

You can play, download, share or delete a recorded lecture right from this menu.

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.

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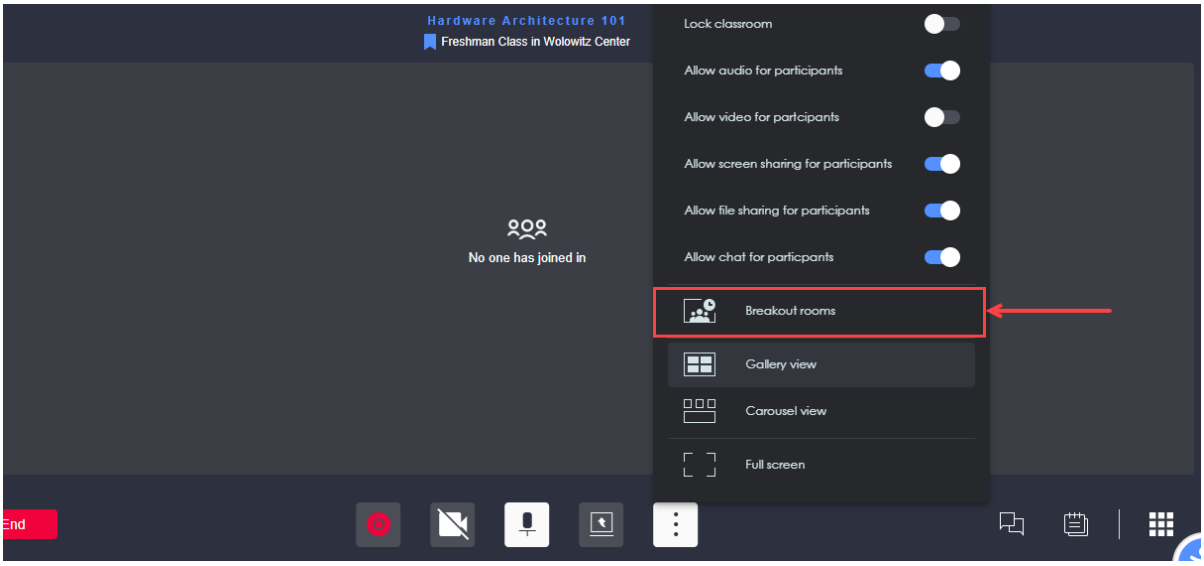
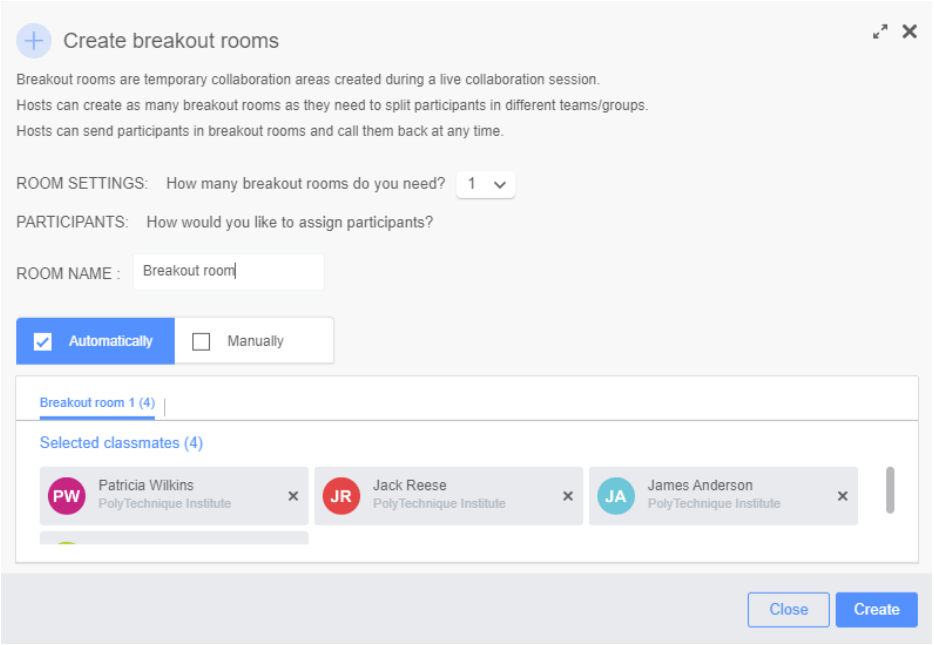
7 Creating Breakout/Exam Rooms

The Breakout rooms/Exam rooms allow the host to split the classmates and guests of the live session into smaller temporary separate sessions. This helps the host to divide the participants into smaller groups for collaboration and discussions of their various learning projects. The breakout rooms/exams rooms can be created in a live classroom and live meeting session only. To create a breakout room/exam room in a live session, go to the respective live session and click on the ⋮ button from the call overlay and then select Breakout rooms/ exam rooms as highlighted below:



SCREENSHOT – Breakout Rooms

Click on the above-mentioned link, the following dialogue box will be presented to you.



SCREENSHOT – Breakout Rooms

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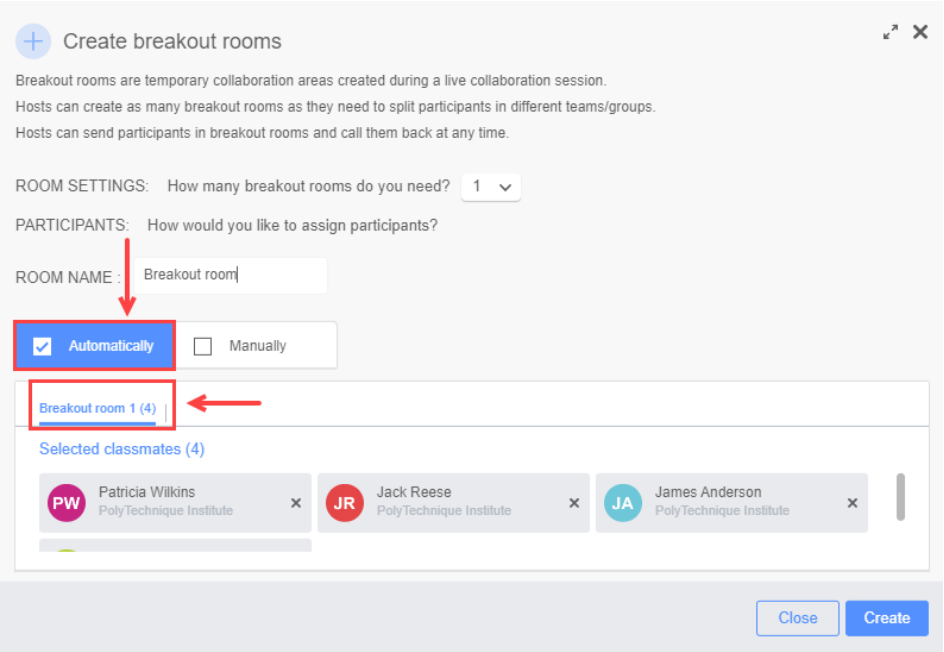
The following options are available in order to create a breakout room.

Room Settings: Choose the required number of breakout rooms that you want to create.

Participants: In the breakout rooms, participants can be assigned in any of the following two ways.

- Automatically – Select this option, if you want the participants to be assigned automatically in the required number of breakout rooms. However, you can also remove a participant by clicking on the icon displayed beside each participant's name.



SCREENSHOT – Breakout Rooms

- Manually – Select this option, if you want to manually select participants for the breakout room(s). This helps the host to add the particular participants to the required breakout rooms. An example is shown below, where only the required participant is selected for the breakout room.

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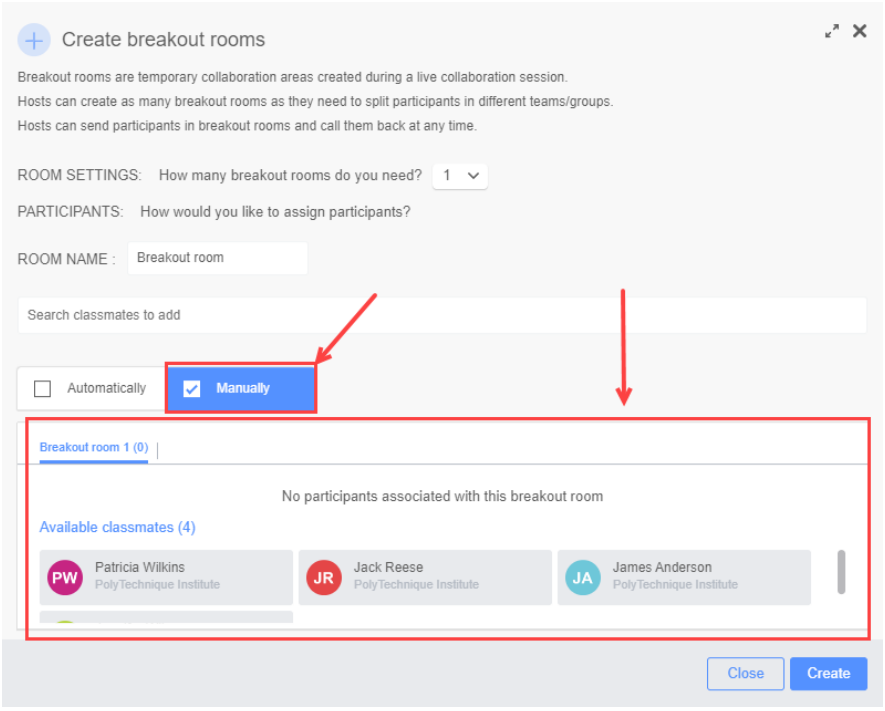
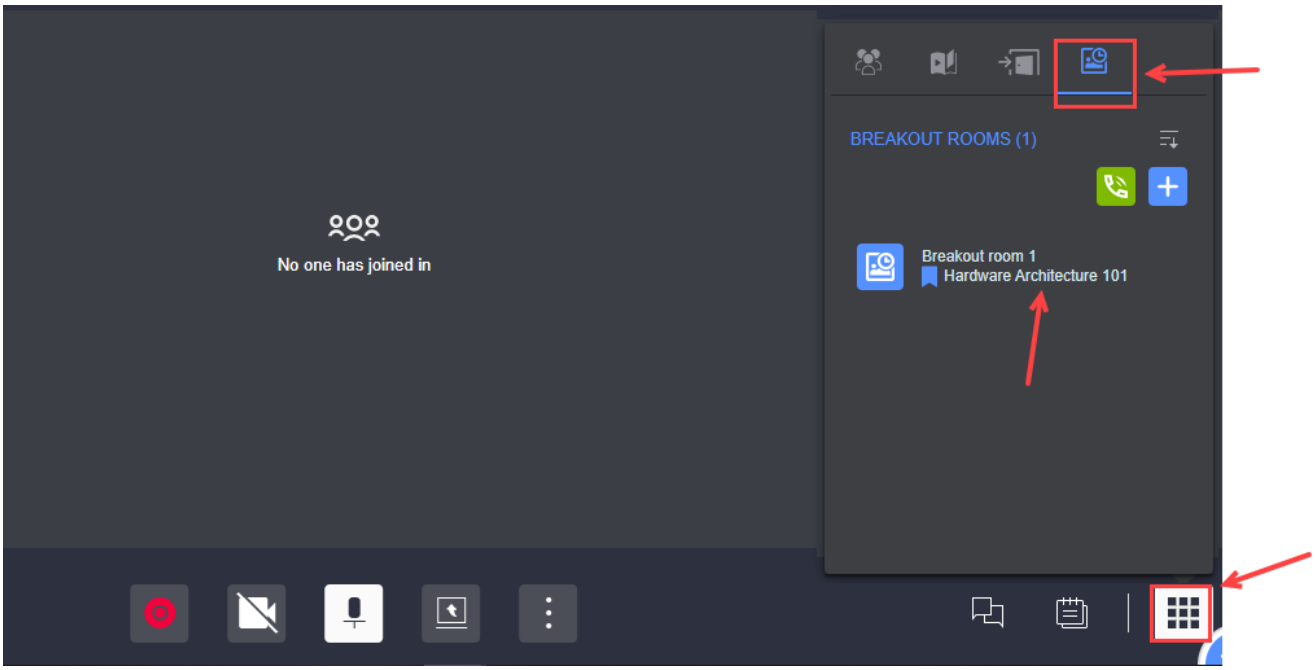


SCREENSHOT – Breakout Rooms

Room Name: Provide a name for this breakout room.

Once done, click on the **Create** button and the newly created breakout room will be displayed.



SCREENSHOT – Breakout Rooms

Note: The host can start all the available breakout rooms as well as create the new breakout rooms by clicking the icons respectively which are displayed at the top right of the breakout rooms tab.

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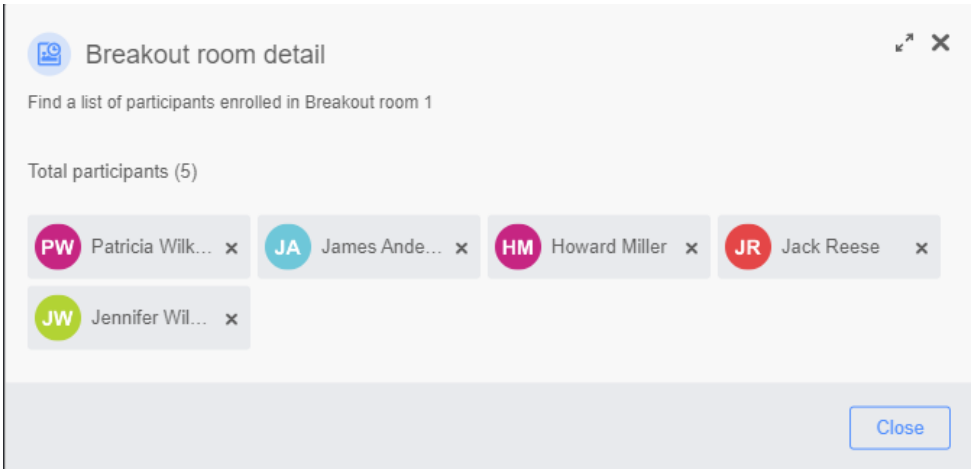
Moving the mouse pointer to the respective breakout room will display the following options.

Add Participants – Use this button if you want to add participants in the respective breakout room. The following dialogue box will be displayed, that will allow you to add the available classmates from the respective live session.

Display/Hide Participants – Use this button to display or hide all the available participants in the breakout room. These participants will be displayed in a pop-up window as shown below:



SCREENSHOT – Breakout Rooms

Open Breakout Room – This button allows the host to start the breakout room session during the live session of the classroom or meeting. The participants will be joined automatically in their respective breakout rooms.

Join Breakout Room – Once the breakout room session has been started by the host, the host can join the respective session only after transferring the live classroom controls to any other co-host. The other co-hosts available in the live session can join the breakout room session any time by using this button.

Close Breakout Room – The host or co-host can use this button to end a breakout room session. The participants will be joined back to the respective live session.

Delete Breakout Room – Use this button to delete the respective breakout room permanently.

IMPORTANT!! *The breakout room will be deleted automatically if the host ends a live session intentionally but it will not be deleted incase the live session is ended for any abnormal reason, such as an internet disconnection.*

Note: Similar process is observed for Exam Room except for one minor change that the host who has created a particular examroom will be automatically part of the exam room session and will not have to transfer the live classroom controls to any other co-host. A host can only create upto 2 exam rooms and each exam room must have at least 1 student. A host can also add offline students in the exam room.

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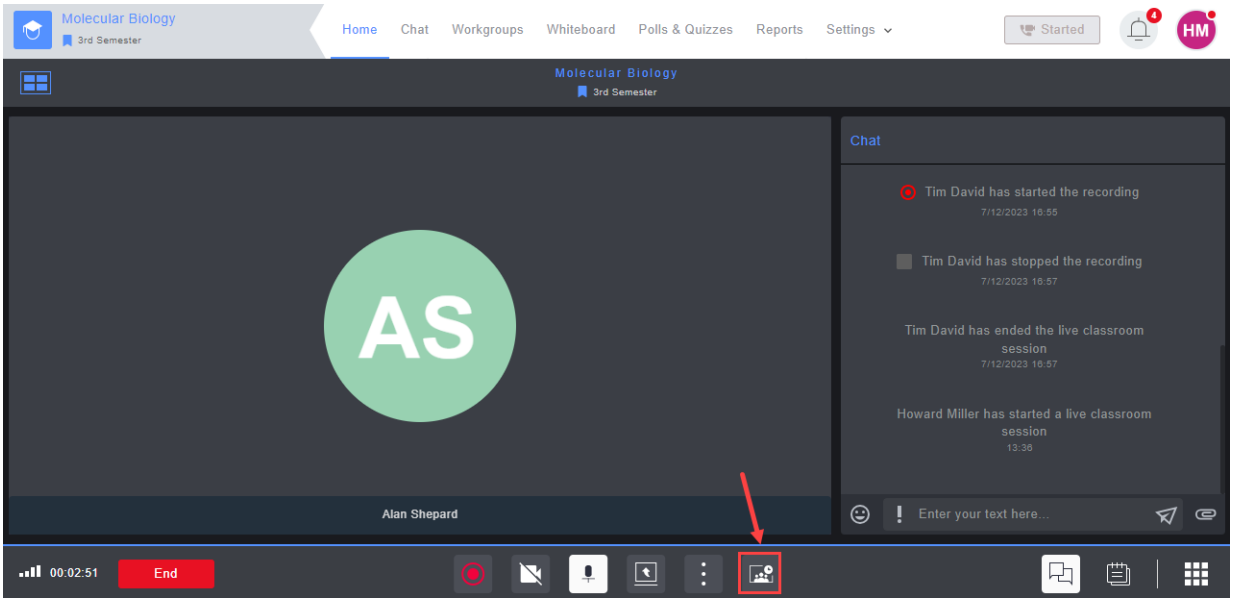
Note: A teacher will be unable to create an exam room during live session if this feature is disabled for a particular class by organisation admin.

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

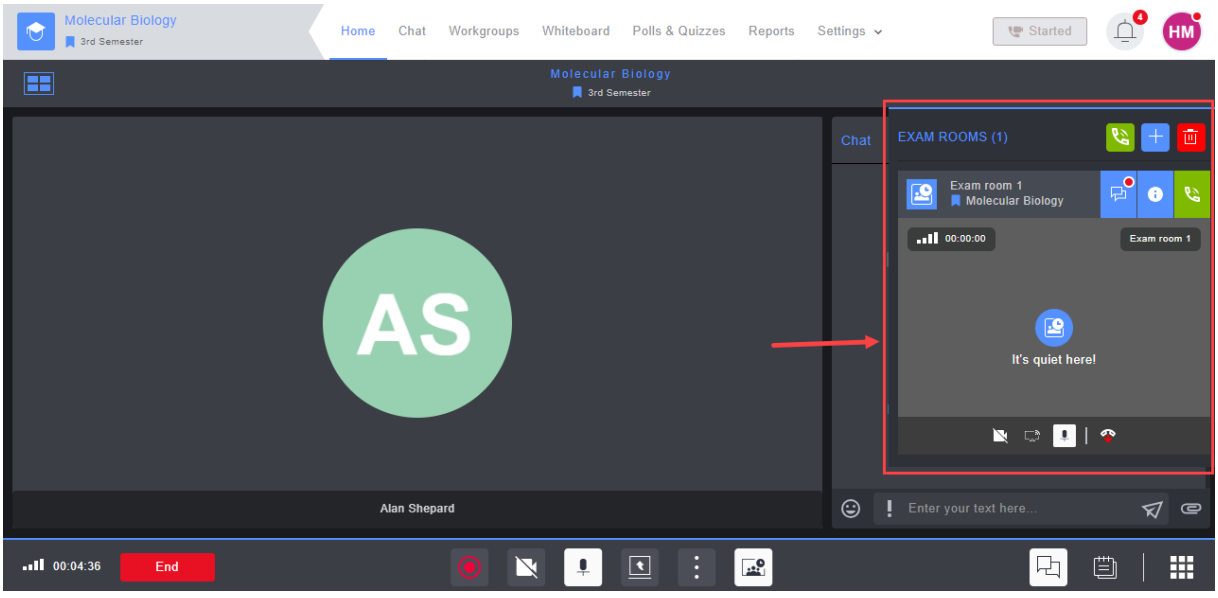
Note: Files uploaded as Course Materia in Exam Room are restricted from appearing in the chat and Rainbow Storage

When a teacher creates an exam room in a live session, it is displayed with an icon on main call overlay as highlighted below:



SCREENSHOT – Breakout Rooms

Once a host clicks on the exam room icon, a pop up window is displayed on the right side as shown below:



SCREENSHOT – Live Session

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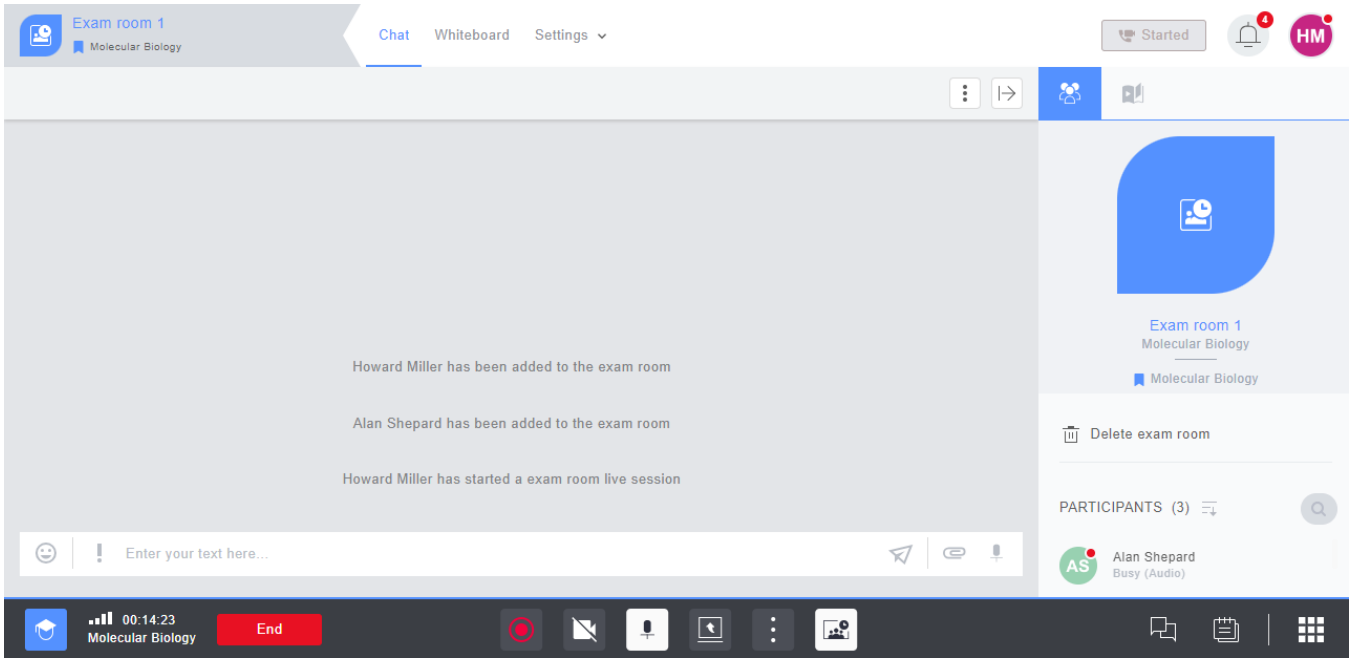
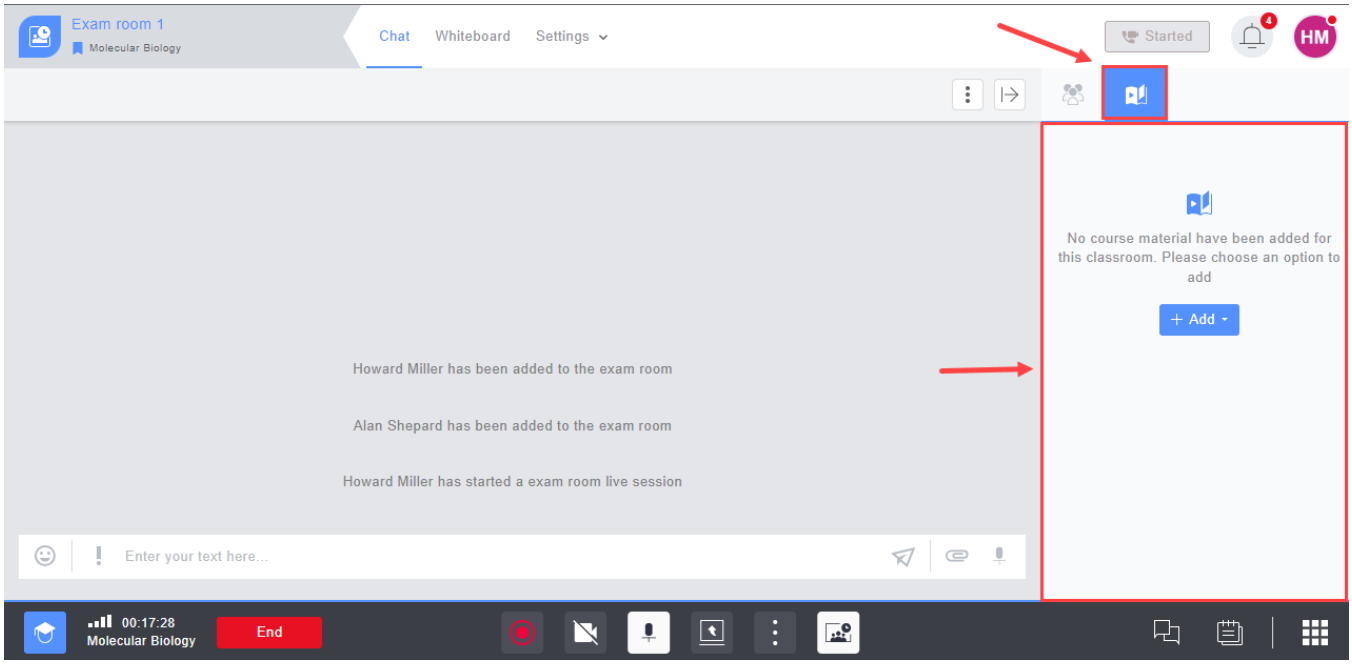
They can enter any of the exam room by clicking on the icon displayed next to it. Following screen is displayed:



SCREENSHOT – Exam Room

Click on the icon if you intend to upload files into Exam Room. Following screen will be displayed:



SCREENSHOT – Exam Room

Click on Add button and host will be asked to upload files from their computer.

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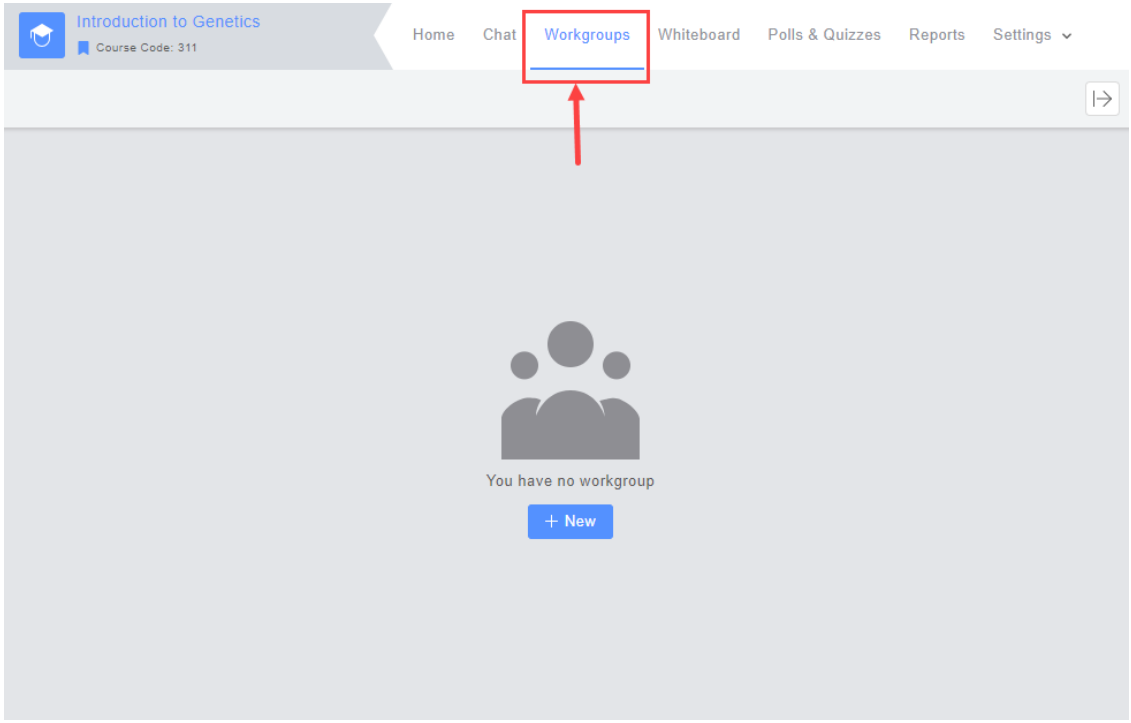
8 Setting up Workgroup for Participants

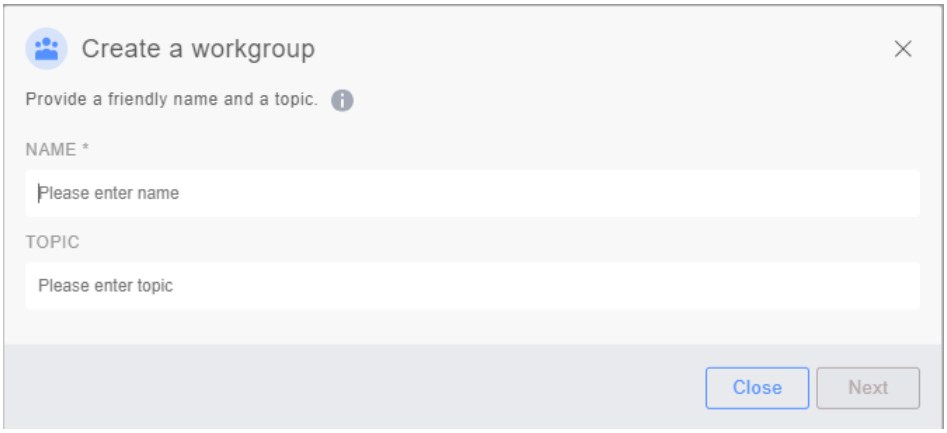
The host can create work groups within a classroom or meeting that provides participants with the privilege to start a live session in a workgroup and interact with other participants via file sharing, text messaging and whiteboard sharing. This helps classmates and guests to have a learning environment in which they can have discussions with one another even if the host is not present. However, the hosts can still join the respective workgroup session whenever they want and will have the supervisory controls of the workgroup.

To create a workgroup, go to the required classroom or meeting for which you wanted to create the workgroup and click on the **Workgroups** tab displayed on the top bar, as shown below.



SCREENSHOT – Workgroups

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



SCREENSHOT – Workgroup

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

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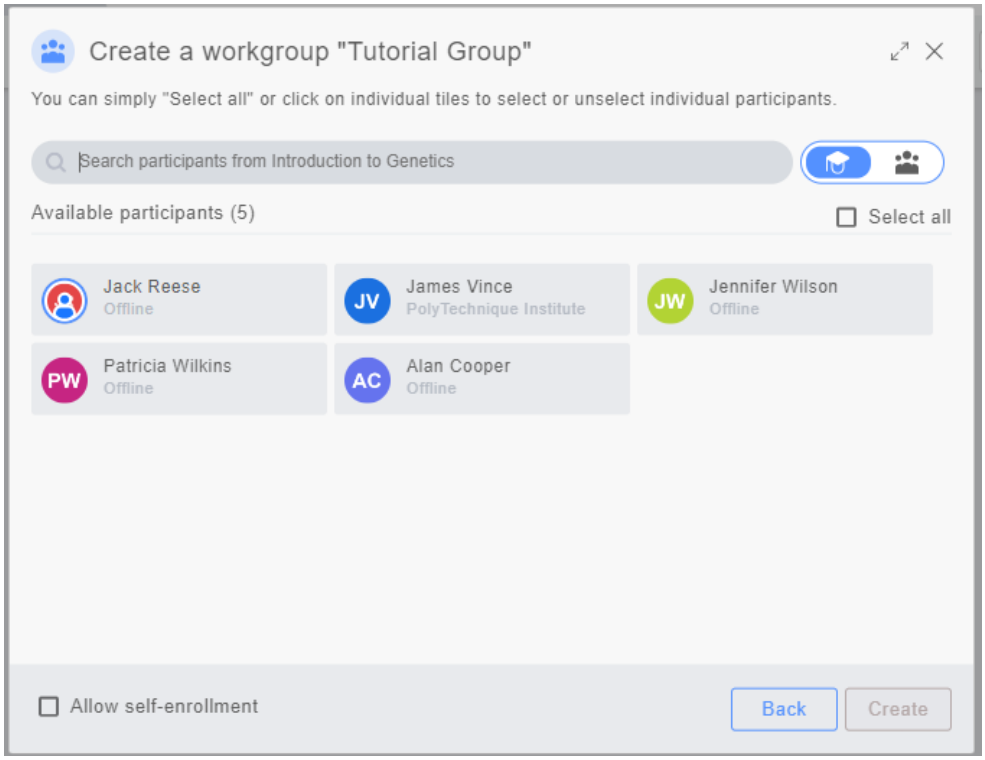
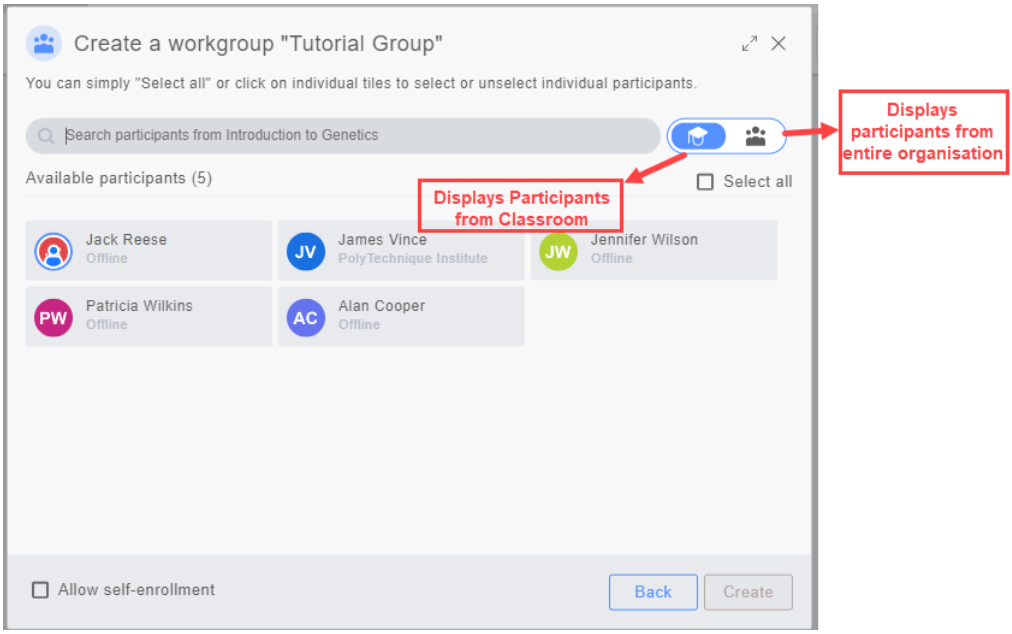
On the below screen, the host can add classmates and guests in the respective workgroup.



SCREENSHOT – Workgroups

A host 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

Hosts 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 host or creator of workgroup from the responsibility of adding new users in an existing workgroup.

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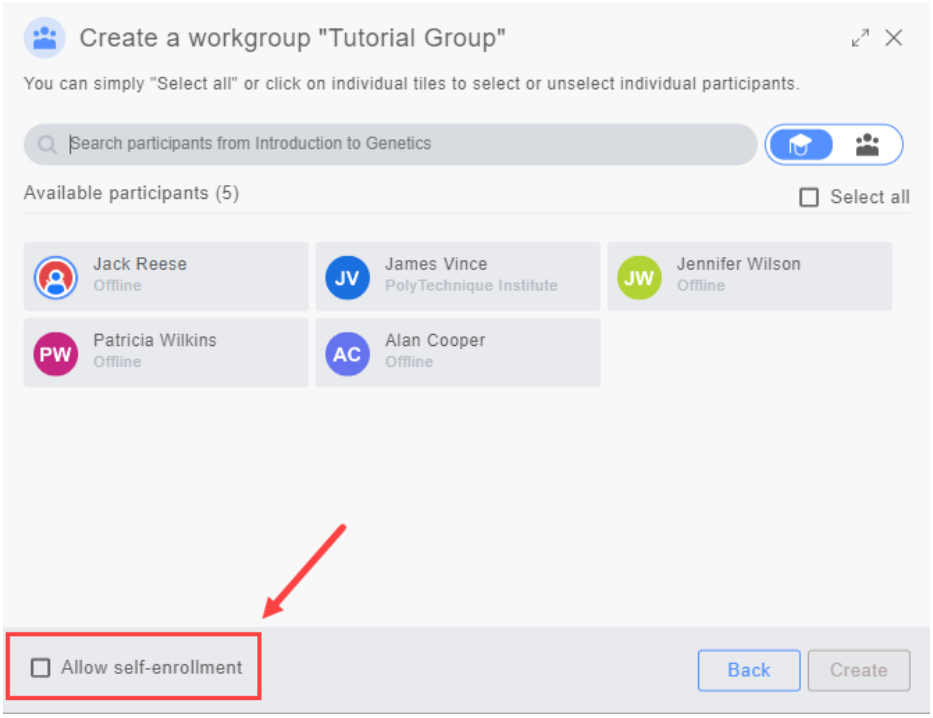
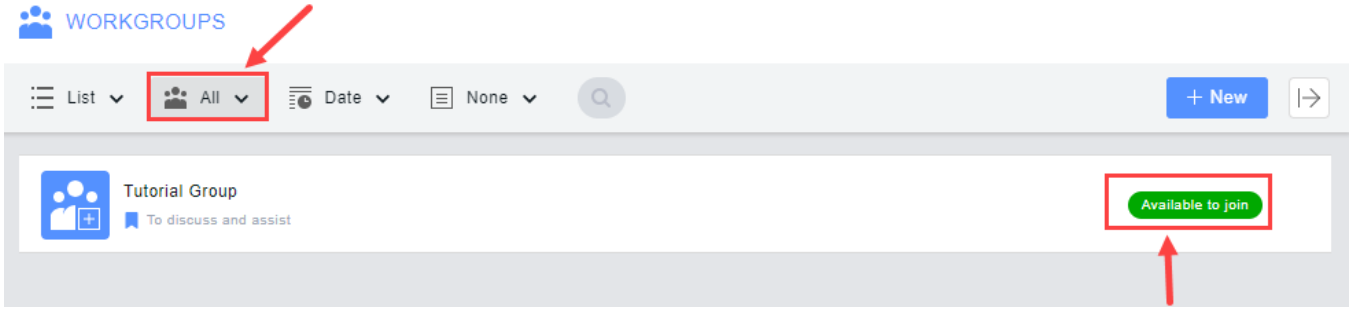


SCREENSHOT – Workgroups

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.

8.1 View Available Workgroups

Once the workgroup is created, it will be available in the respective classroom or meeting, as shown below.

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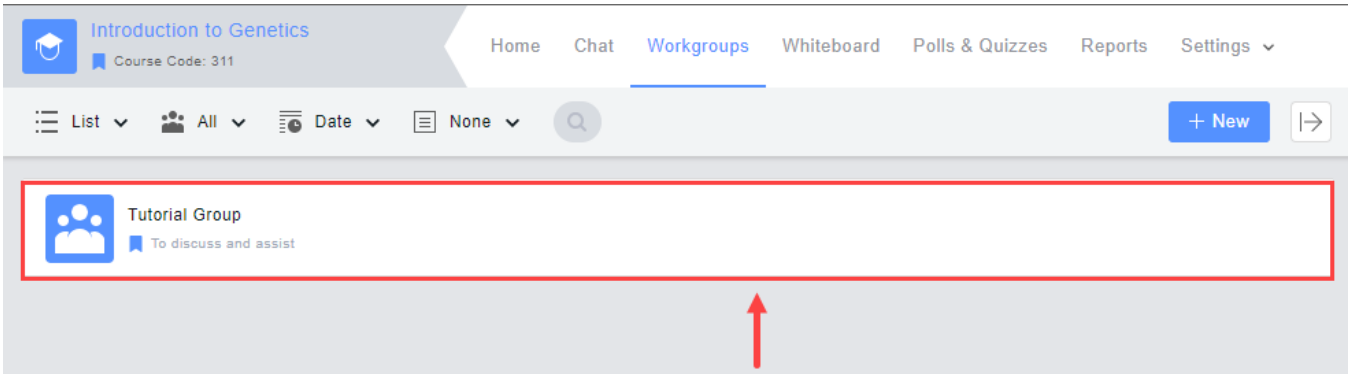
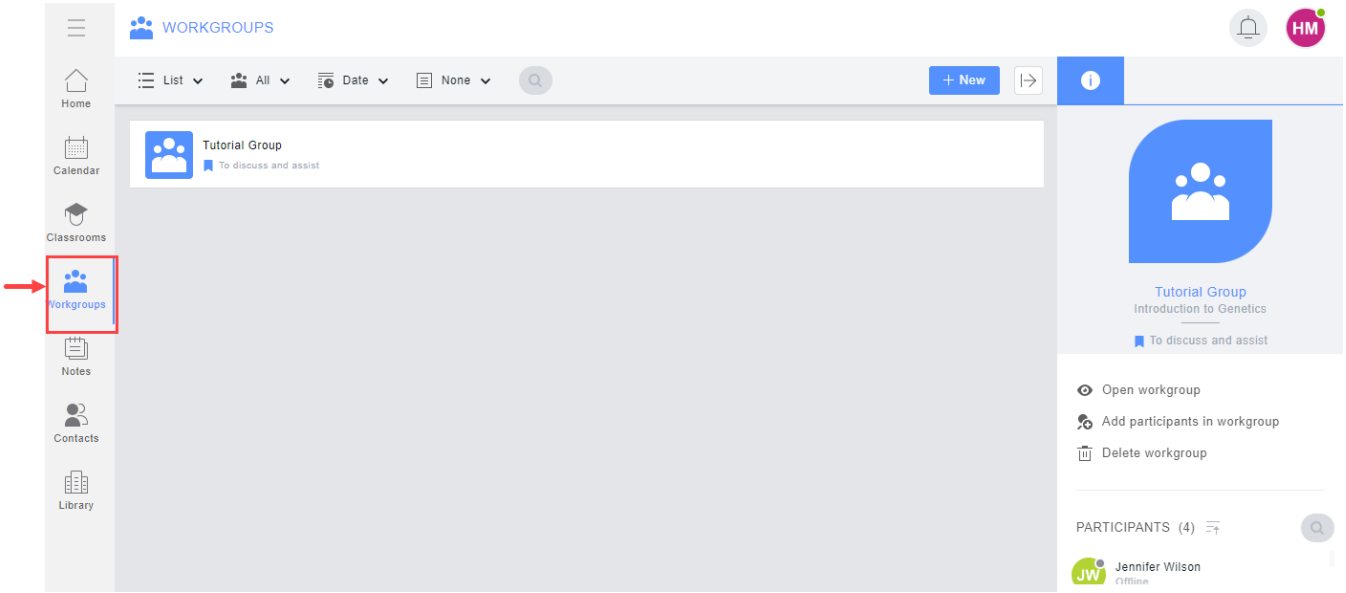


SCREENSHOT – Workgroups

You can also see the available workgroups by clicking on the **Workgroups** tab displayed at the side navigation bar, as shown below.



SCREENSHOT – Workgroup

8.2 The Graphical Representation for Available Workgroups

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

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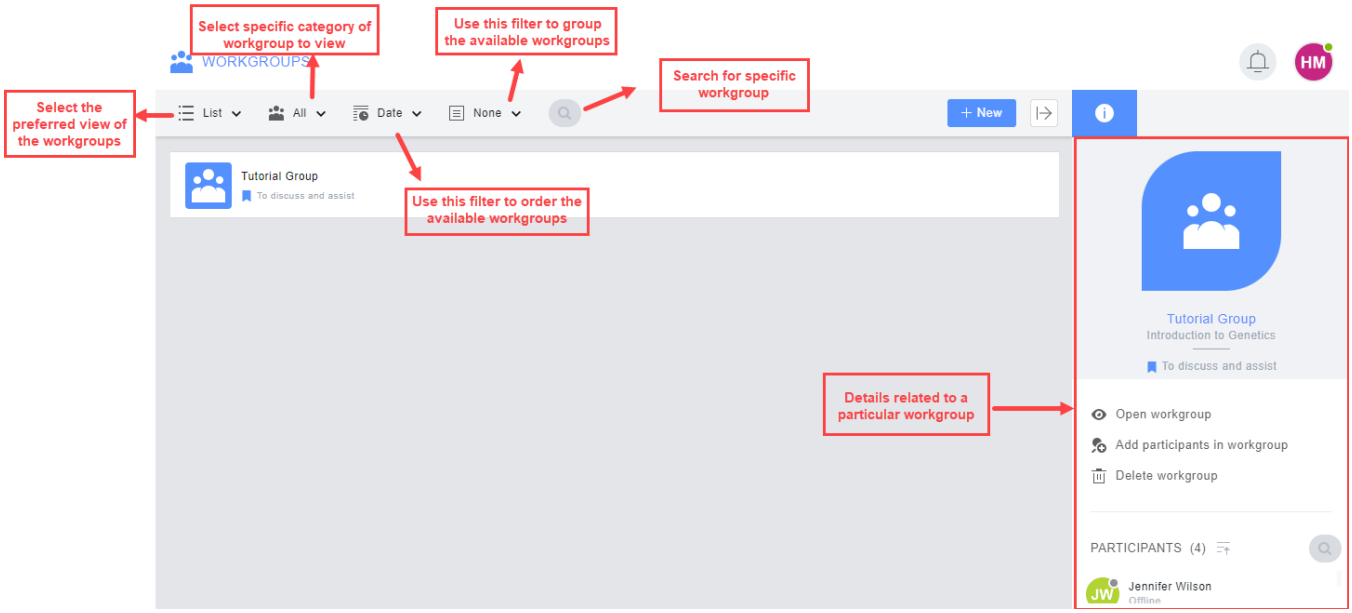
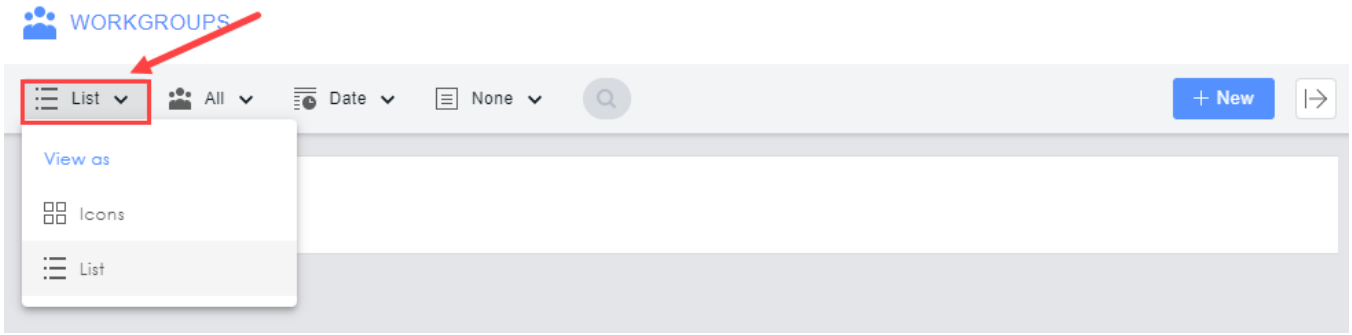


SCREENSHOT – Workgroups

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

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



SCREENSHOT – Workgroups

Show: A teacher 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.

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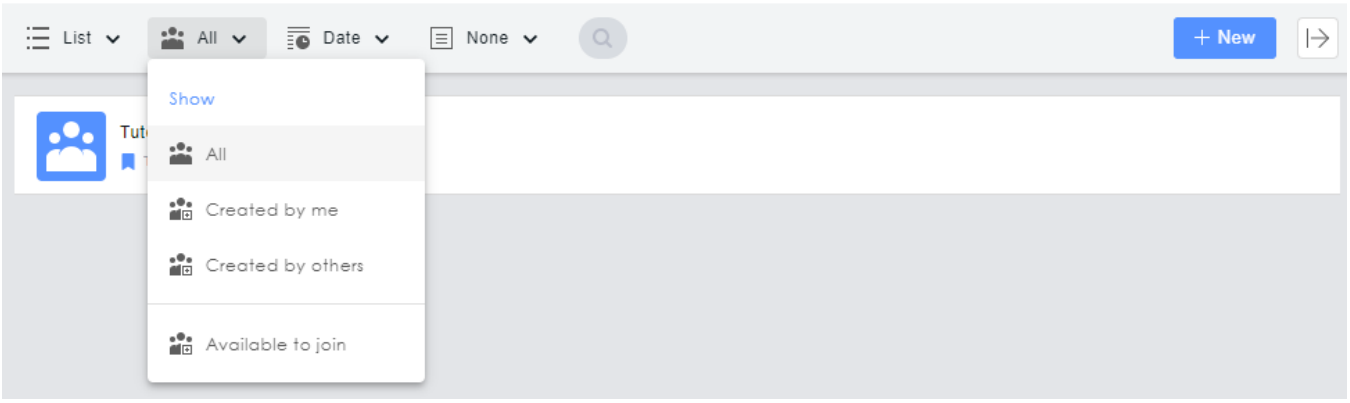
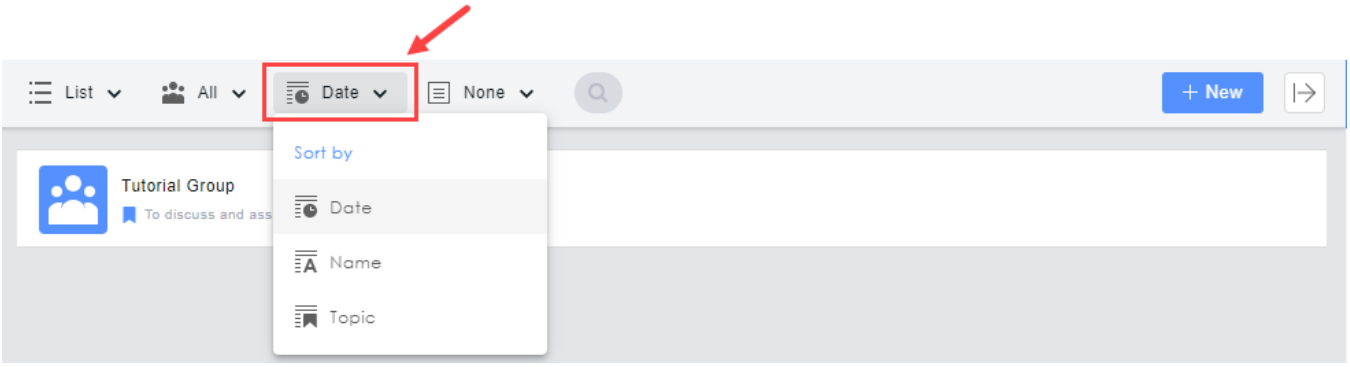


SCREENSHOT – Workgroups

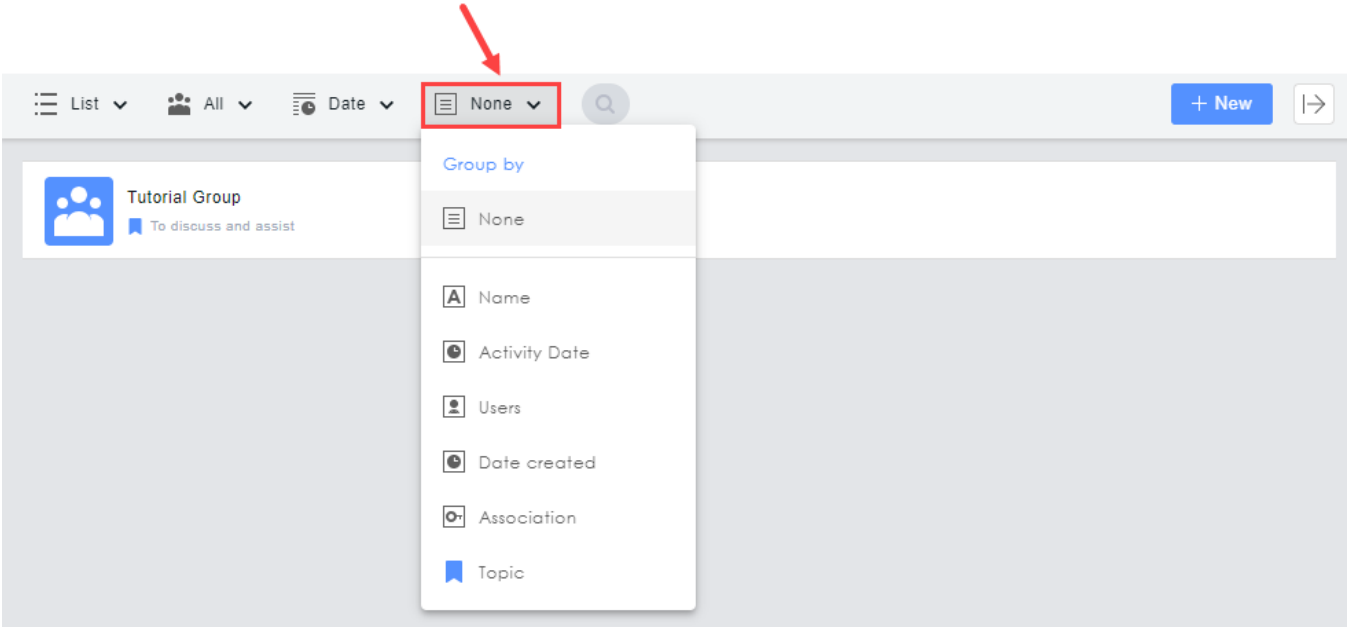
Sort By: Host can sort the available Workgroups based on:

- Date
- Name
- Topic



SCREENSHOT – Workgroups

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



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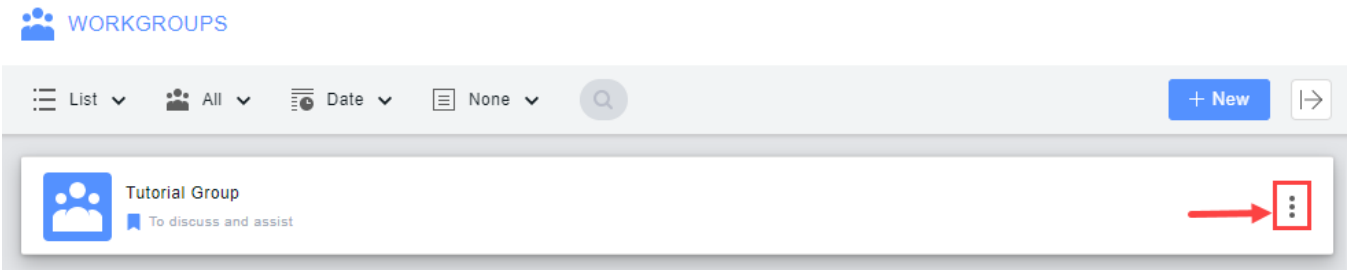
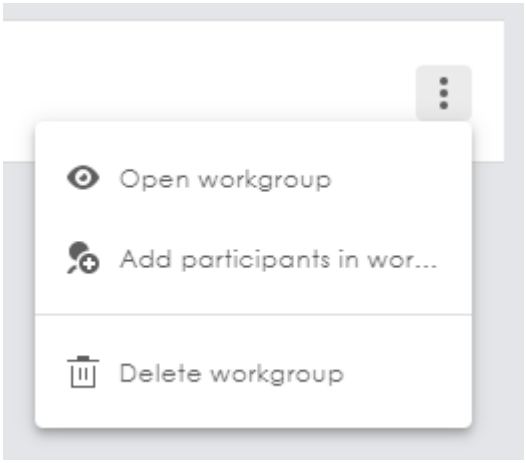
SCREENSHOT – Workgroups

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.

8.3 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 file sharing, text messaging and whiteboard sharing, etc. To do this, select a workgroup that you want to open, and click on the 'Open workgroup' button displayed on the 'Details' tab of the left side panel, as shown below.

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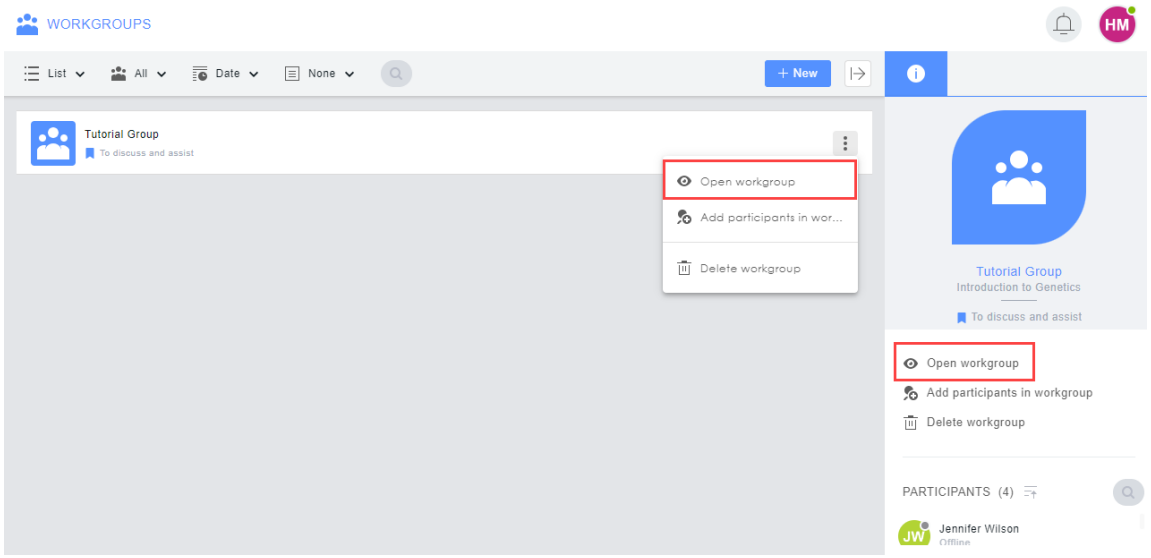
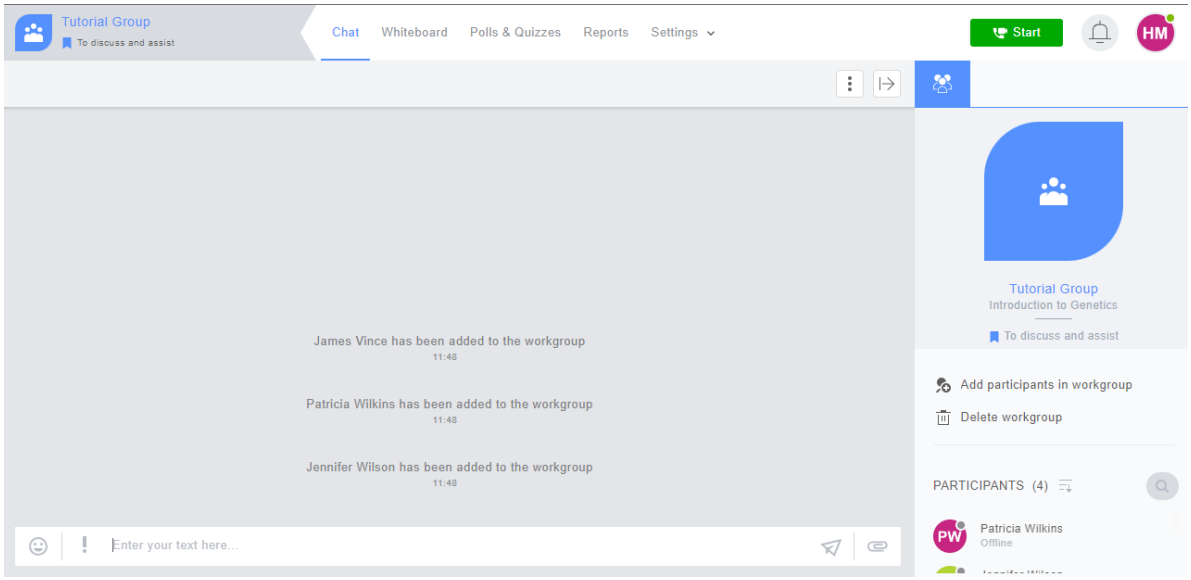


SCREENSHOT – Workgroups

You will be presented with the following screen.



SCREENSHOT – Workgroups

8.4 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. The other participant will be able to join the respective session, although approval to join the live session will not be required. The following is the graphical representation of the live session started in a workgroup.

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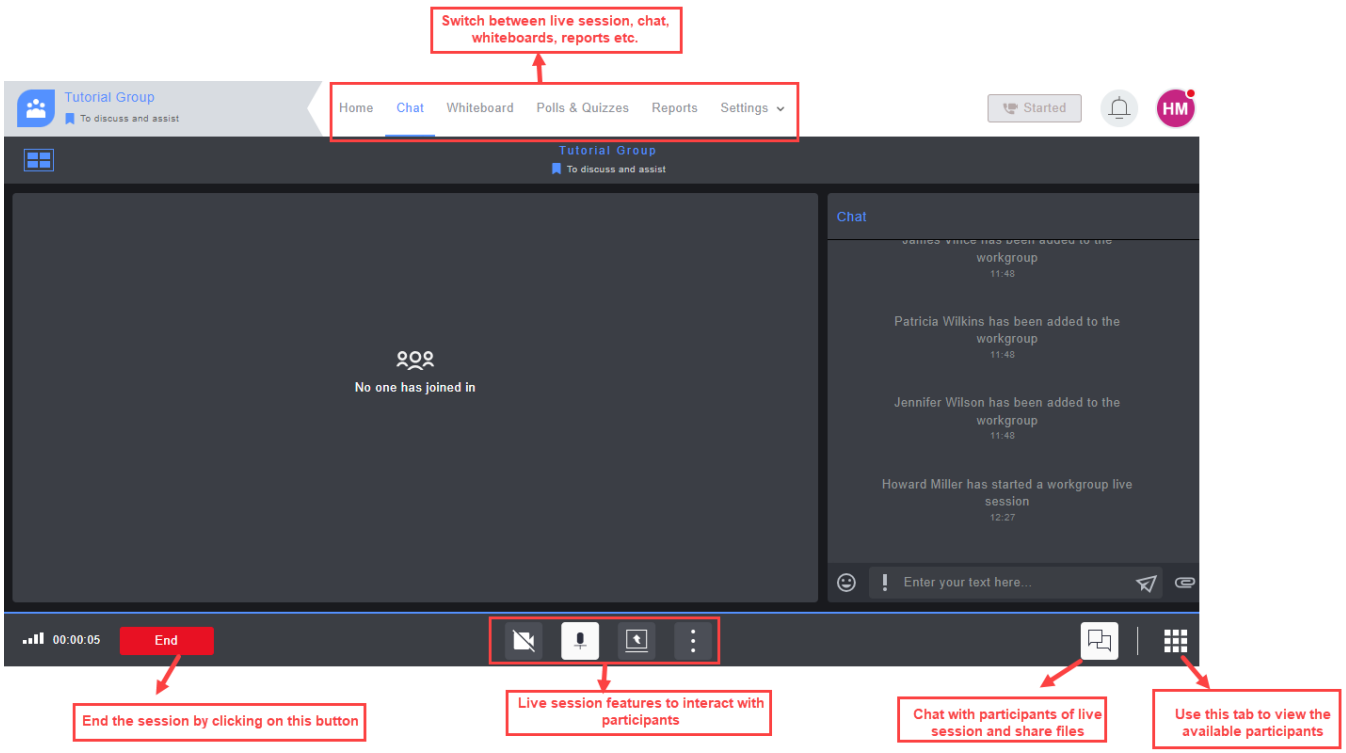
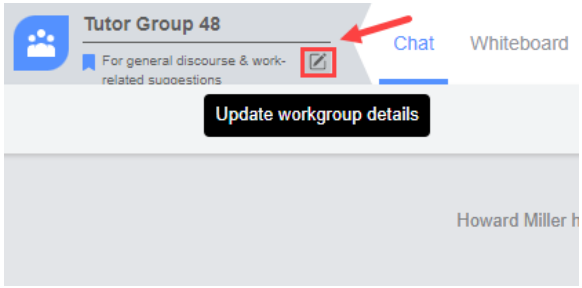


SCREENSHOT – Graphical representation of Live Room Session

8.5 Edit Workgroup topic / topic

A host is 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

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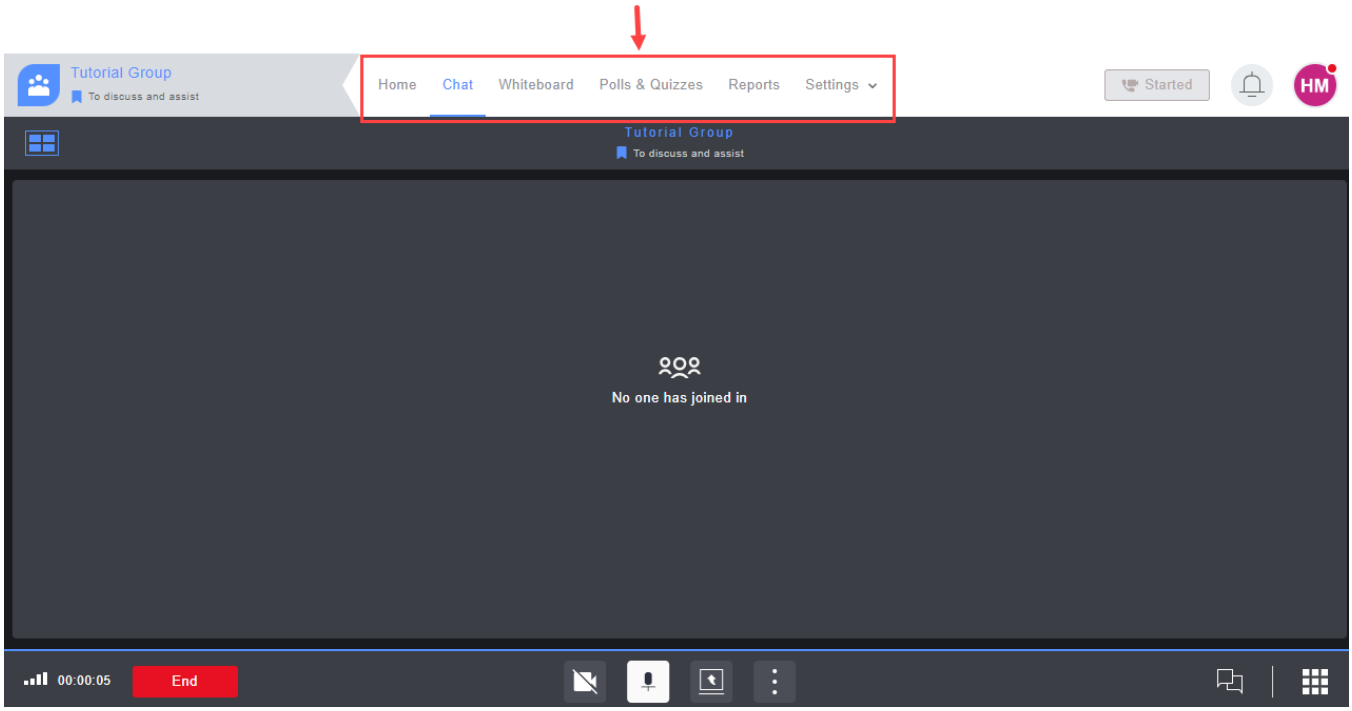
Enter your desired name and topic of workgroup and press on Update button.

8.6 Main Workgroup Tabs

The following tabs are available in each workgroup, the host can switch between them according to their requirements. These are the major workgroup 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 host can use all of the tabs when there's no live session except the 'Live Session' tab which can only be used during a live workgroup session.



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

Chat – The host 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.

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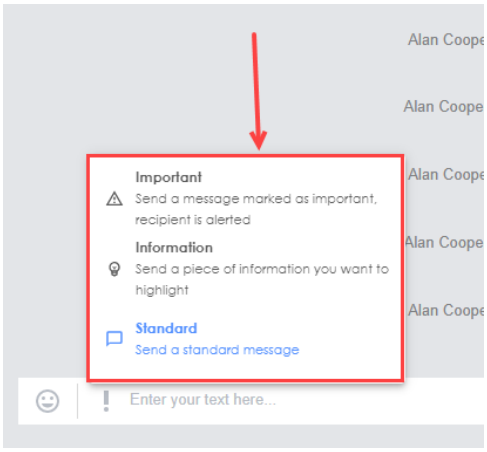


SCREENSHOT – Conversation

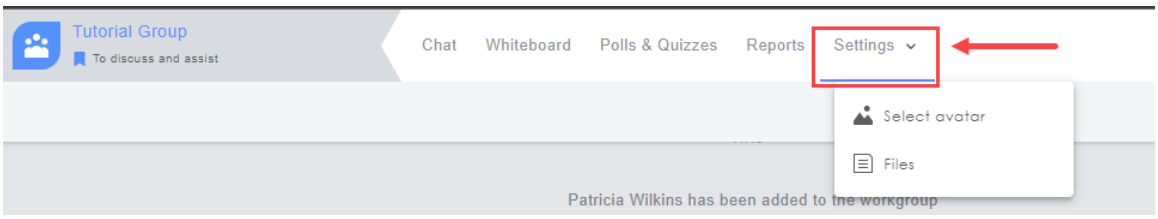
You can also send any type of file in a workgroup by clicking on the **Attach documents** button displayed at the bottom of the chat box. The files can be attached from your computer storage or from the Rainbow storage which includes the shared files that you have already sent in a classroom or uploaded using the upload button on the files page.

Whiteboards – The host can start a whiteboard session by switching to this tab. Please see the section titled 'Using Whiteboard' for more details.

Polls & Quizzes – The host 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 host can see automatically generated reports related to classroom 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 host can use this tab to update the avatar. The host 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:

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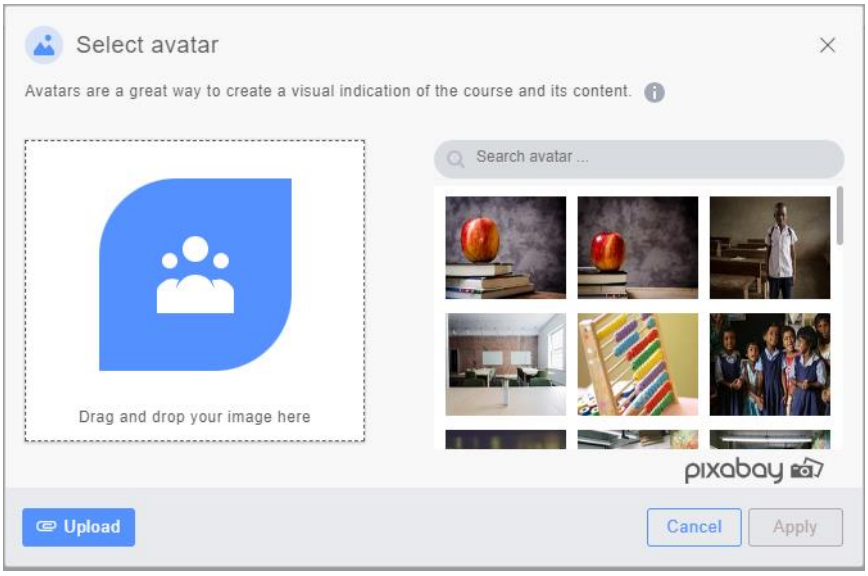
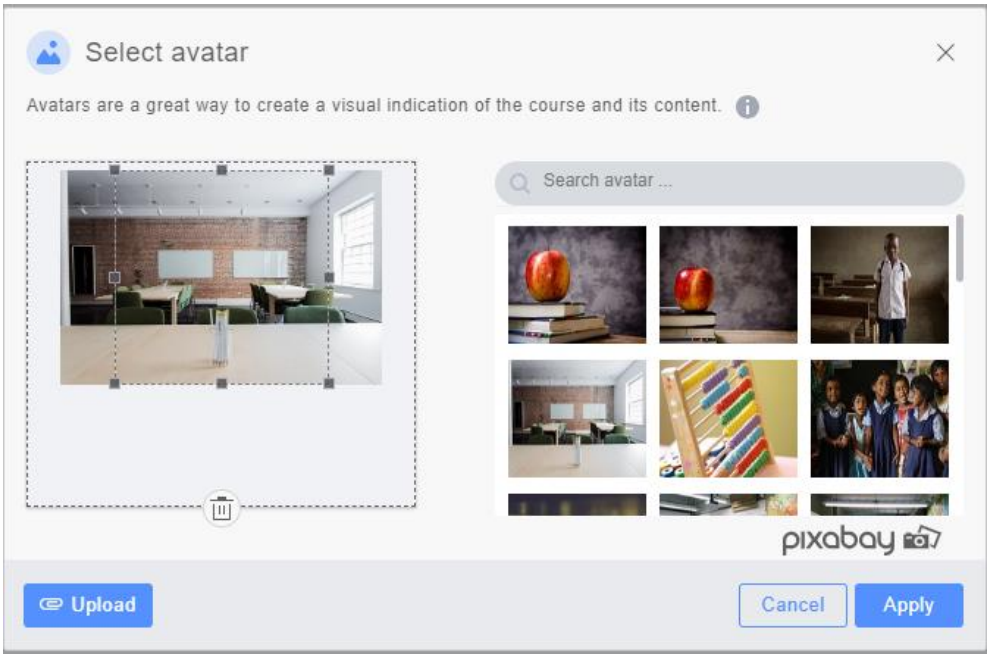


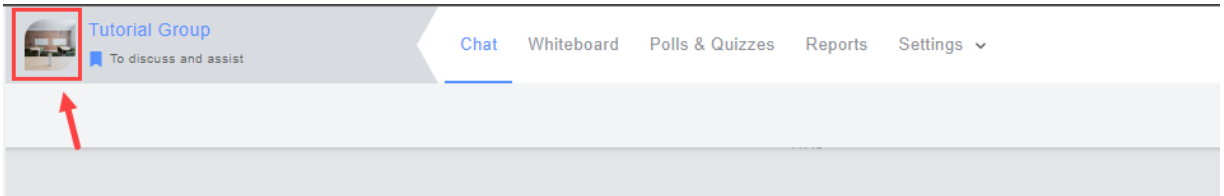
SCREENSHOT – Select Avatar

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

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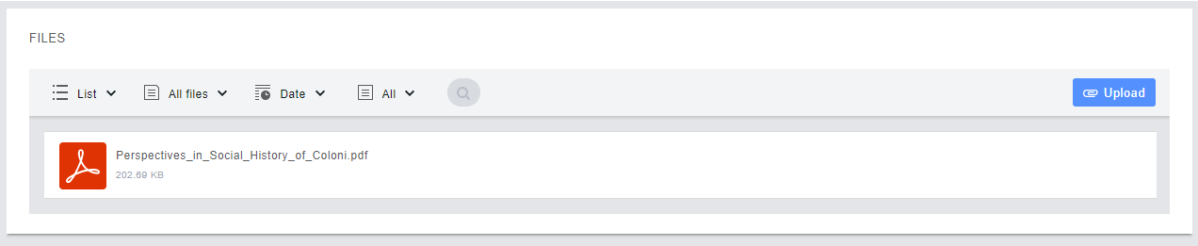
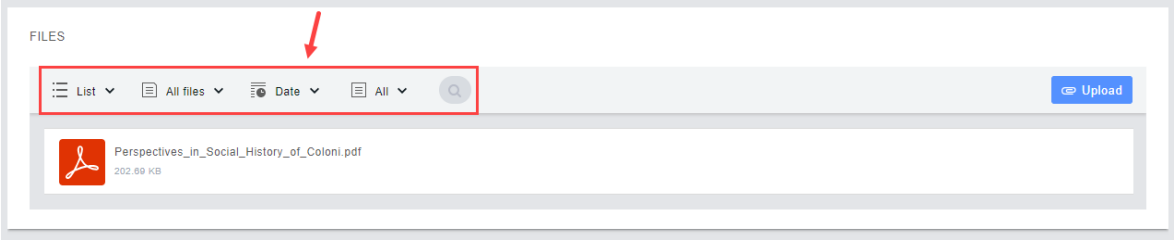
In order to view files received and shared in a workgroup click on the Files option. Following screen will be displayed:



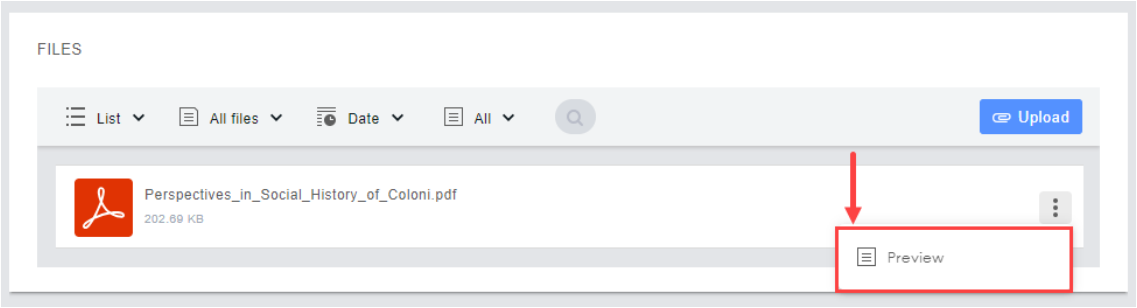
SCREENSHOT – Files

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

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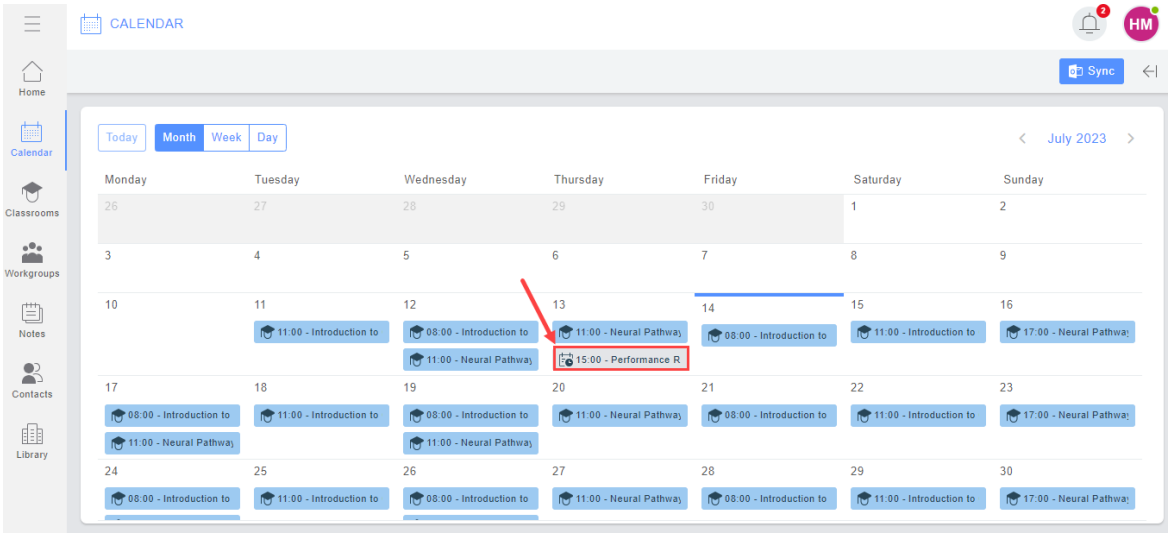
9 Using Meetings

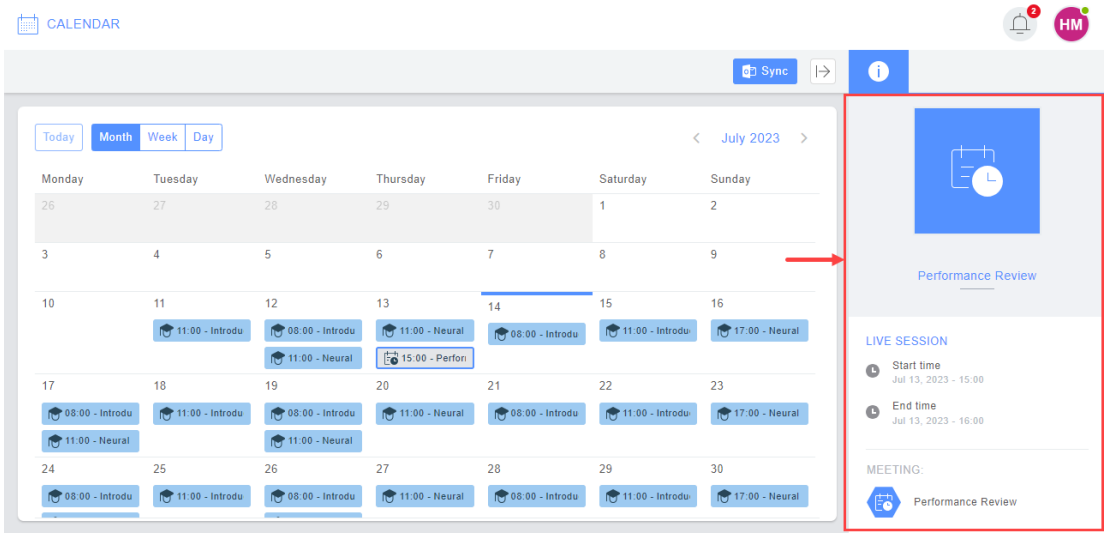
Rainbow Classroom offers general meetings that can be used for any purpose such as discussions and announcements by the host. The host, classmates and guests can interact in a meeting via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative live session. Only an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

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:

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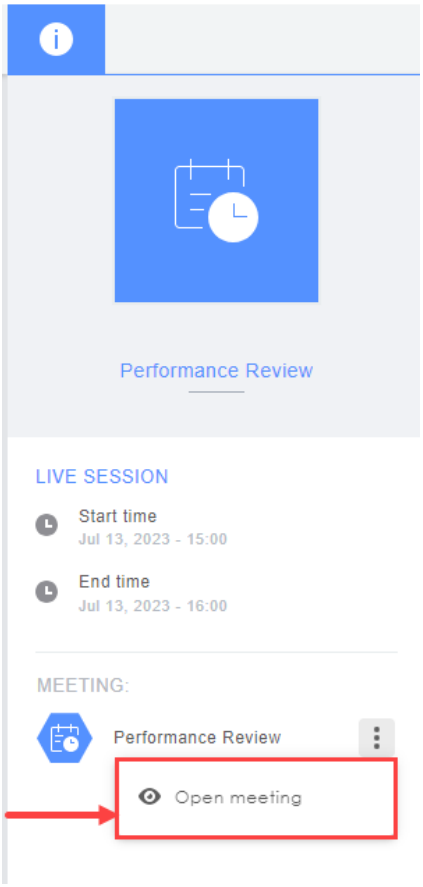
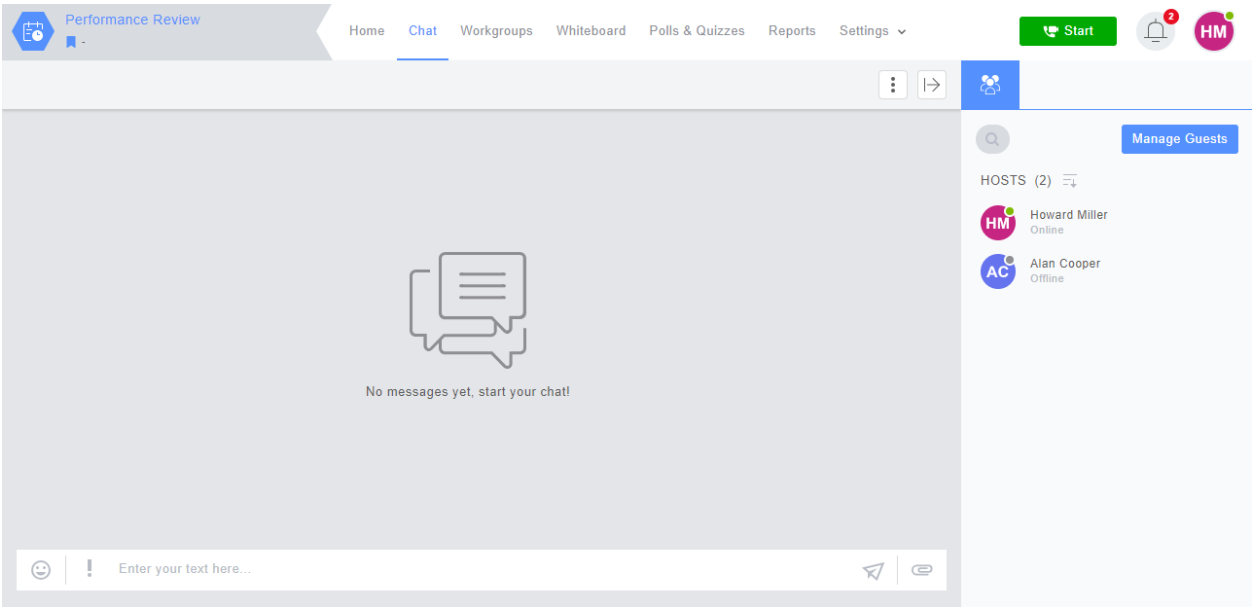


SCREENSHOT – Calendar

You will be presented with the following screen.



SCREENSHOT – Meetings

A host can edit the topic of meeting or add/remove tags by hovering cursor next to the topic of the meeting. icon will be displayed on hovering as highlighted below:

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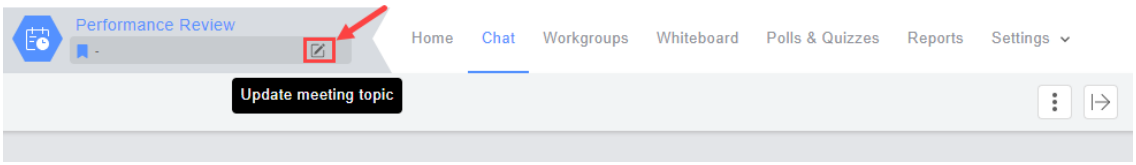
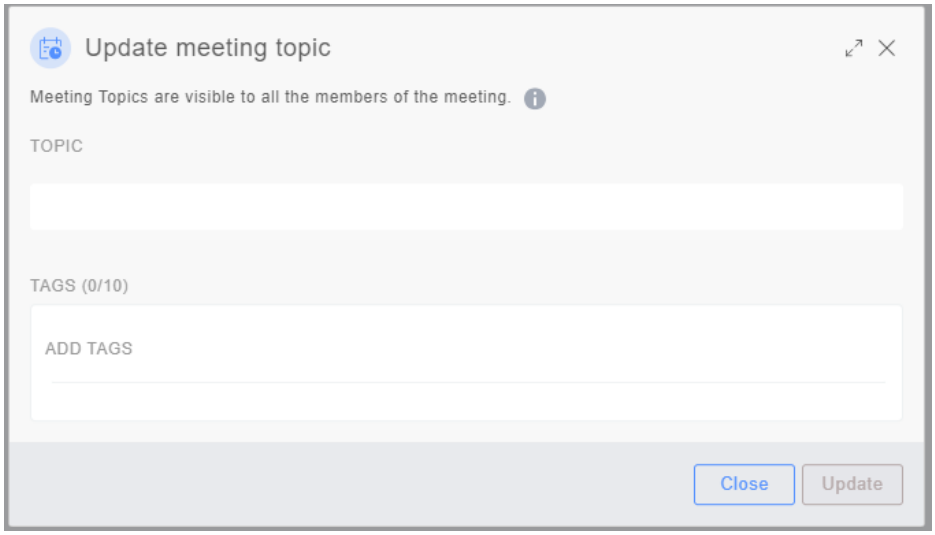


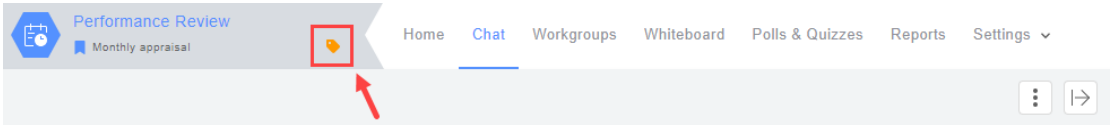
SCREENSHOT – Edit Meetin Topic

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



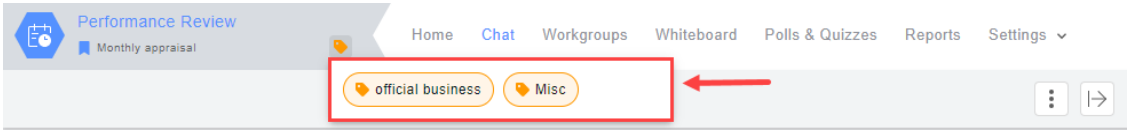
SCREENSHOT – Edit Meeting Topic

Once you have provided a new topic for meeting or added/removed tag, click on update button. Maximum characters count for the topic of meeting is 200. If tags have been added for a meeting, then a special icon is displayed next to topic as highlighted below:



SCREENSHOT – Meeting Tags

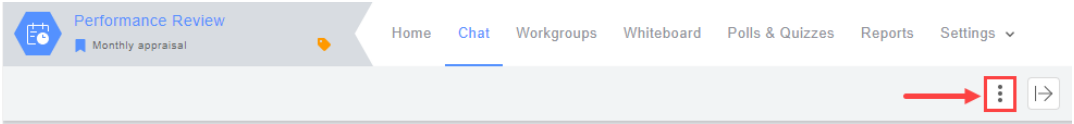
If you click on this icon, the tags are displayed for the meeting as shown below:



SCREENSHOT – Meeting Tags

Note: Tags added in a meeting by a teacher are only visible to the respective teacher.

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



SCREENSHOT – Meetings

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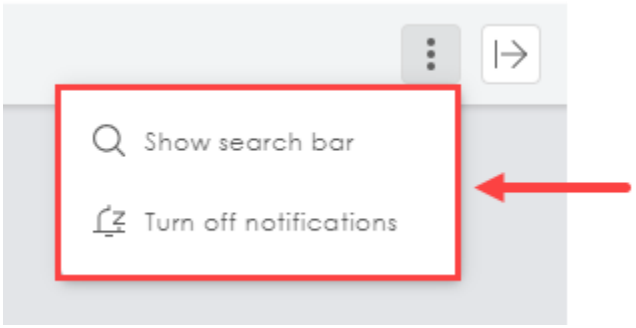
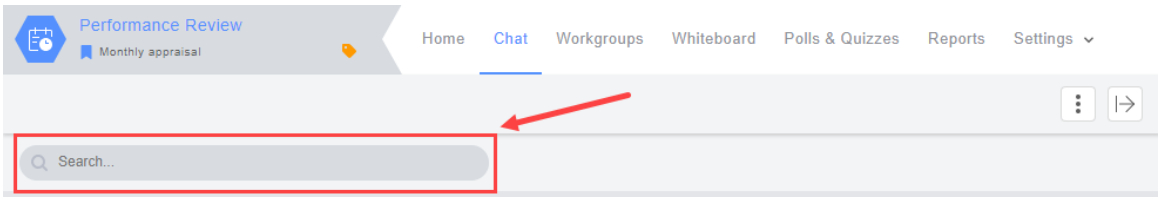
A drop-down menu is displayed as shown below. Click on the Show search bar option on the drop down menu:



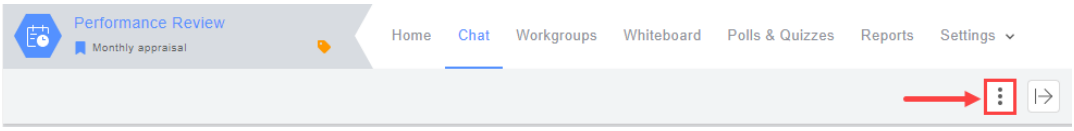
SCREENSHOT – Meeting

Search bar for meeting chat is displayed as shown below:



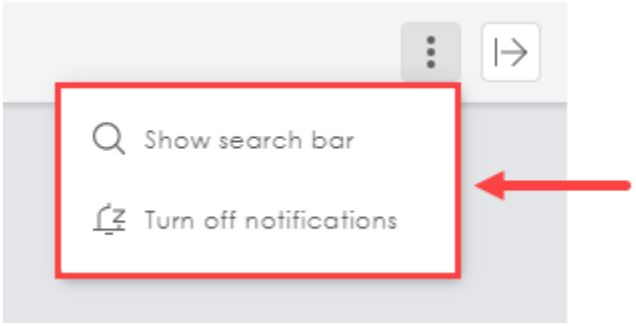
SCREENSHOT – Meeting

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:

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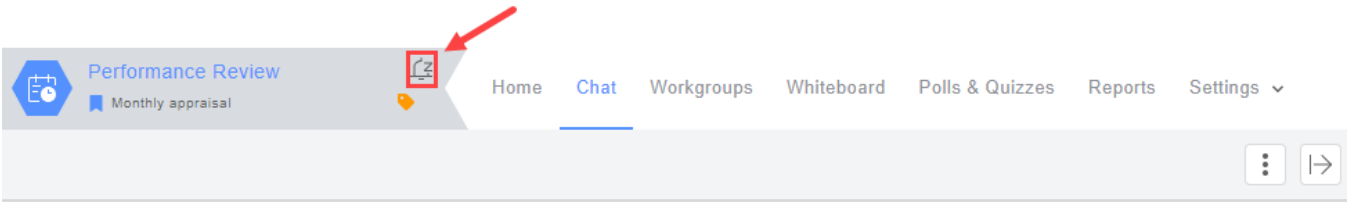
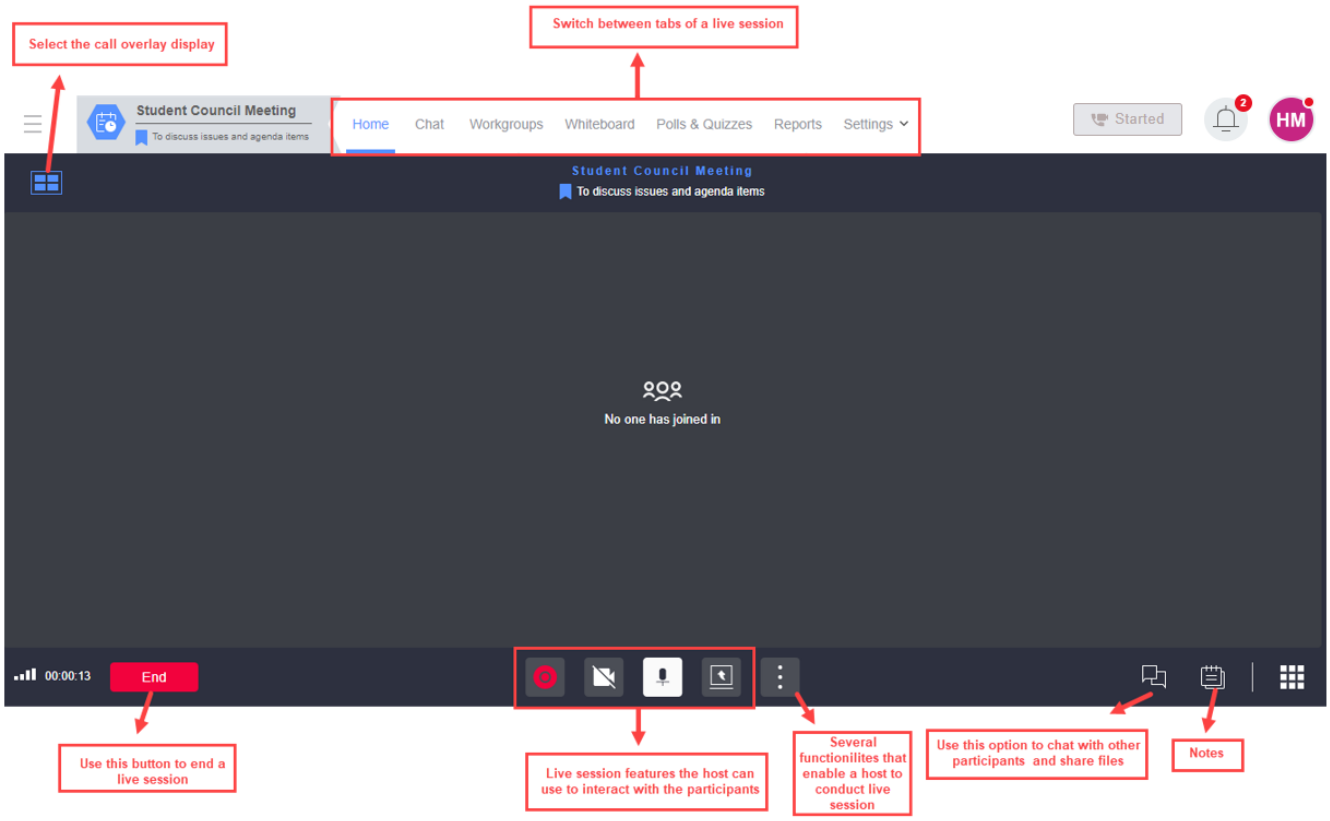


SCREENSHOT – Meeting

9.1 Starting a Live Session in Meeting

The host can start a live session by clicking on the **Start** button from the above screen. The following is the graphical representation of the live meeting session.



SCREENSHOT – Graphical representation of Live Meeting Session

Note: Live session of a meeting has identical features as a Live session of a class.

Note: The other co-hosts available in the meeting will have the same supervisory features except ending the live meeting session.

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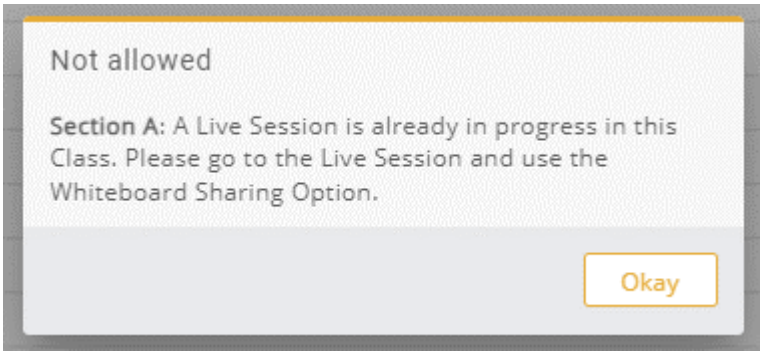
10 Using Whiteboard

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 participants). The whiteboard has a variety of tools for drawing, typing, and doing anything else that would be done in a regular classroom.

Note: If user is sharing an online whiteboard, user won't be able to share an offline whiteboard in that classroom. Following warning message is displayed by the application:



SCREENSHOT – Message from the application

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

1. Online Whiteboard: Use and share the whiteboard with participants during a live session of the classroom, workgroup, breakout room and meeting.
2. Offline Whiteboard – The host can use and share a whiteboard with participants without any live session in the classroom, workgroup, and meeting.

Whenever a whiteboard tab is accessed by a Teacher, following screen is displayed:

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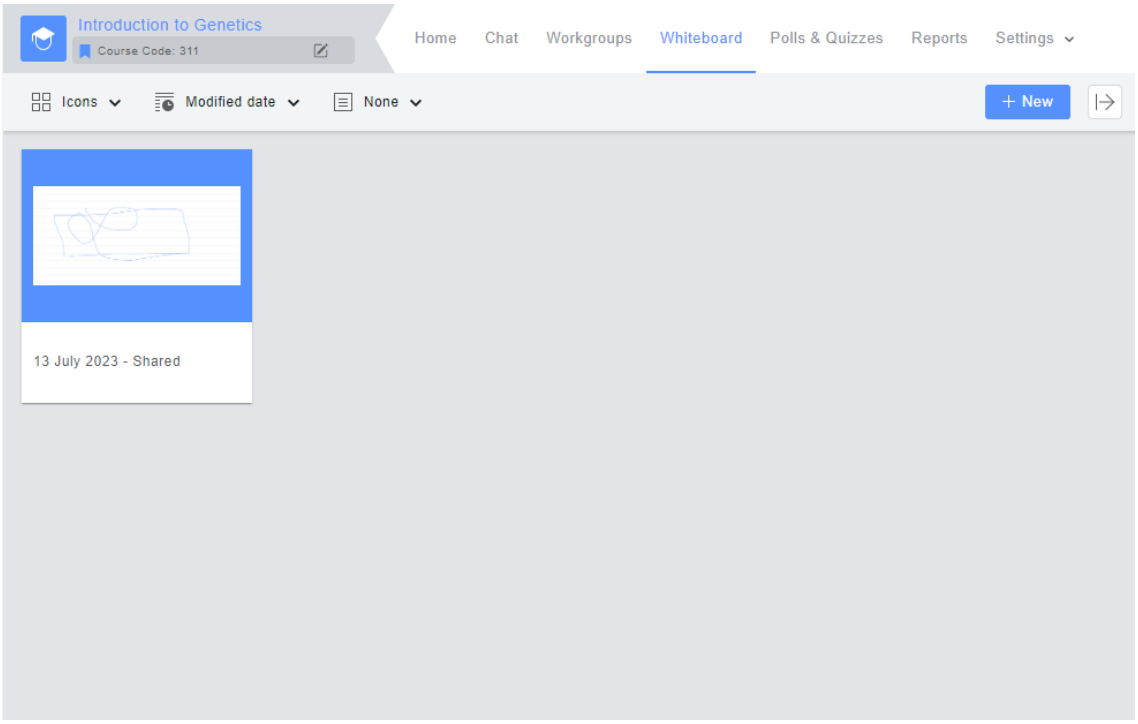
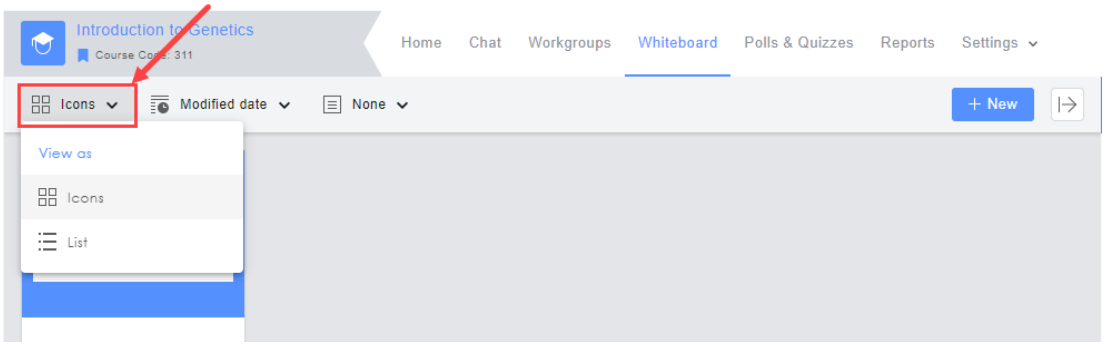


SCREENSHOT – Whiteboard

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

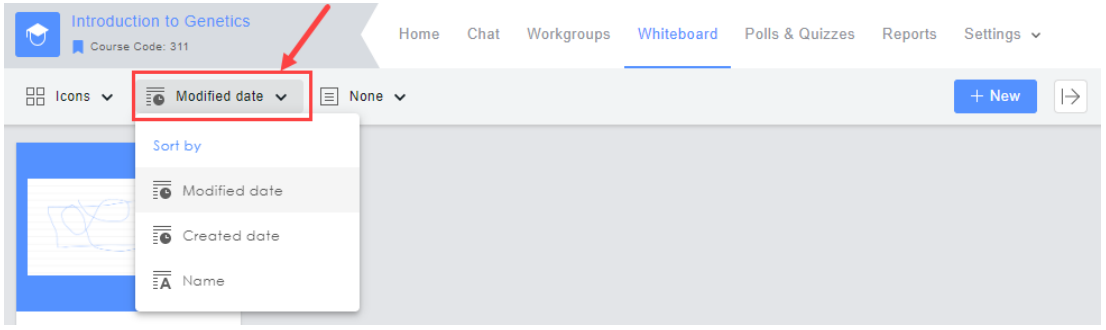
View as: Host can view the Whiteboards either in the form of List or Icons by using the below highlighted option:



SCREENSHOT – Whiteboard

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

- Modified Date
- Created Day
- Name



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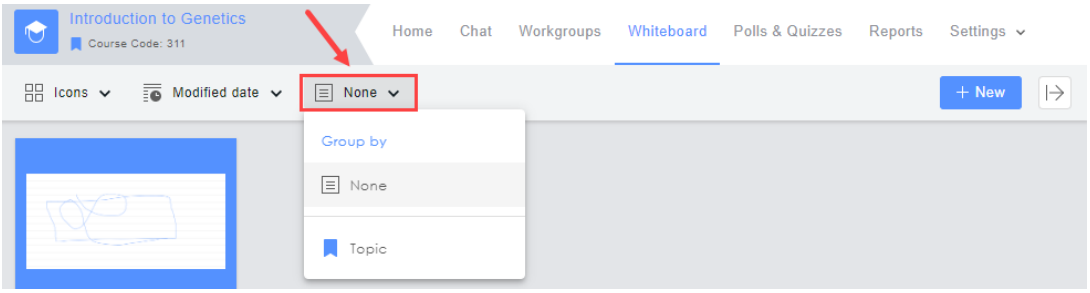
SCREENSHOT – Whiteboard

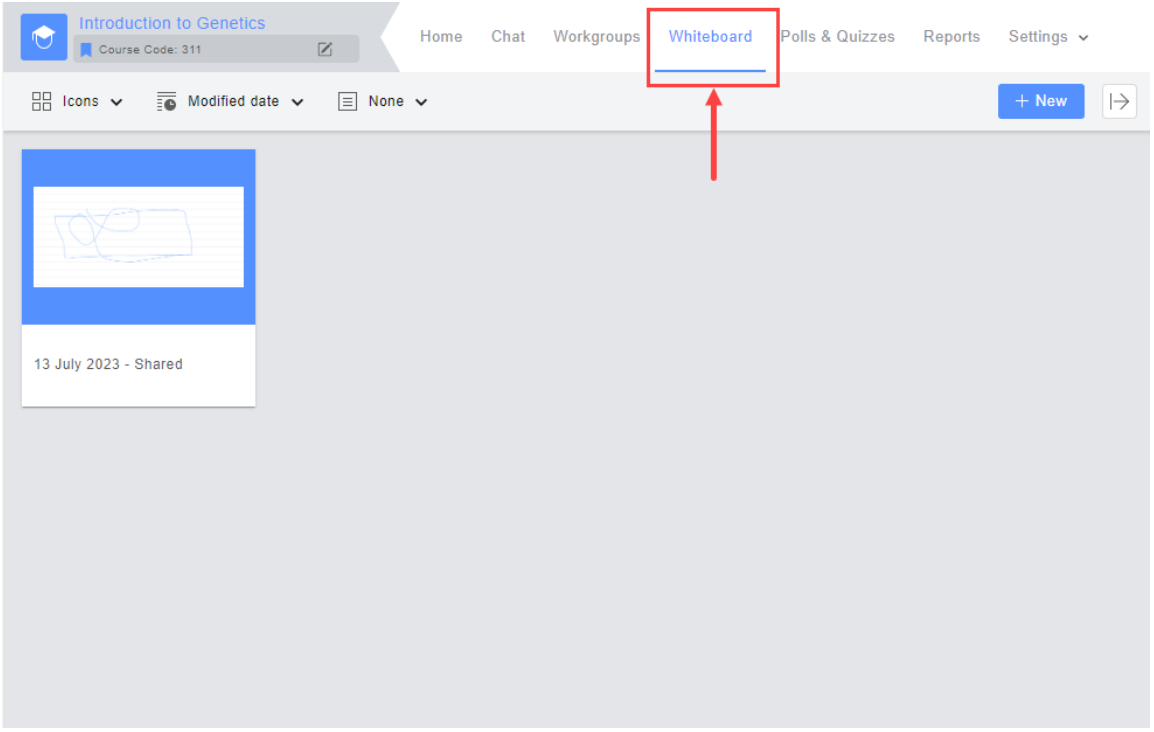
Group By: Host can group the Whiteboards based on the topics by using the below highlighted option:



SCREENSHOT – Whiteboard

10.1 Starting an Online Whiteboard Session

To get started with an online whiteboard session, start the required live session and go to the **Whiteboard** tab displayed at the top bar, as shown below.



SCREENSHOT – Whiteboard

Use this icon on the above screen to display and hide the whiteboard list. You can also find a

option, click on it in order to start the whiteboard.

Live whiteboard can be started from the call overlay screen by clicking on the icon and selecting Whiteboard as shown below:

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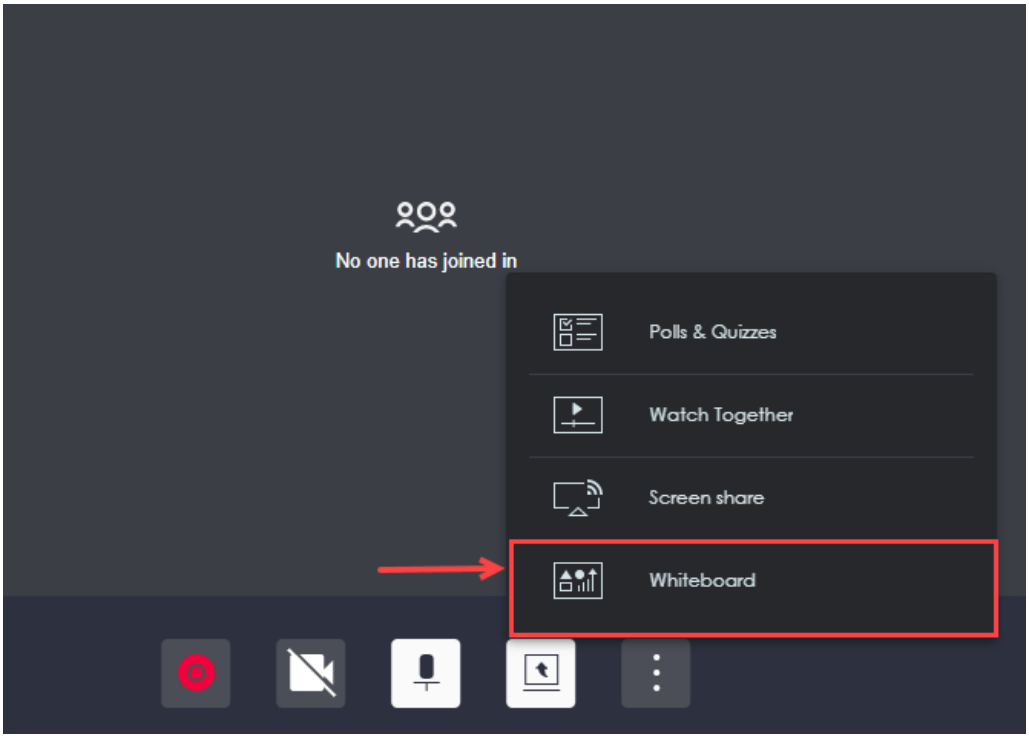
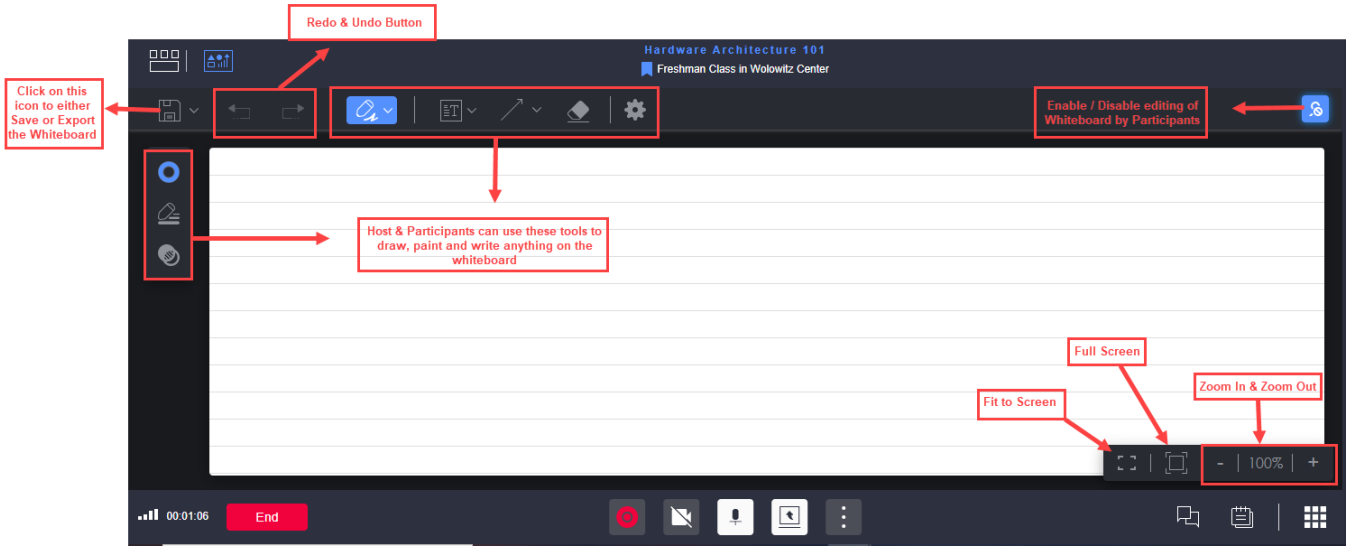


SCREENSHOT – Whiteboard

10.2 Graphical Representation of Whiteboard shared in Live Session

The following is a graphical representation of the whiteboard when the host shares in a live session.



SCREENSHOT – Whiteboard

Note: You can import any existing file from your PC and set it as background. Supported formats for background image include jpg, jpeg, bmp, gif and pdf. Files sizes of upto 10 MB are supported.

Note: Please note that when an image as imported as background image, you can choose to fit the imported image on the whole screen by clicking on the "Fit to Screen" button as shown below:

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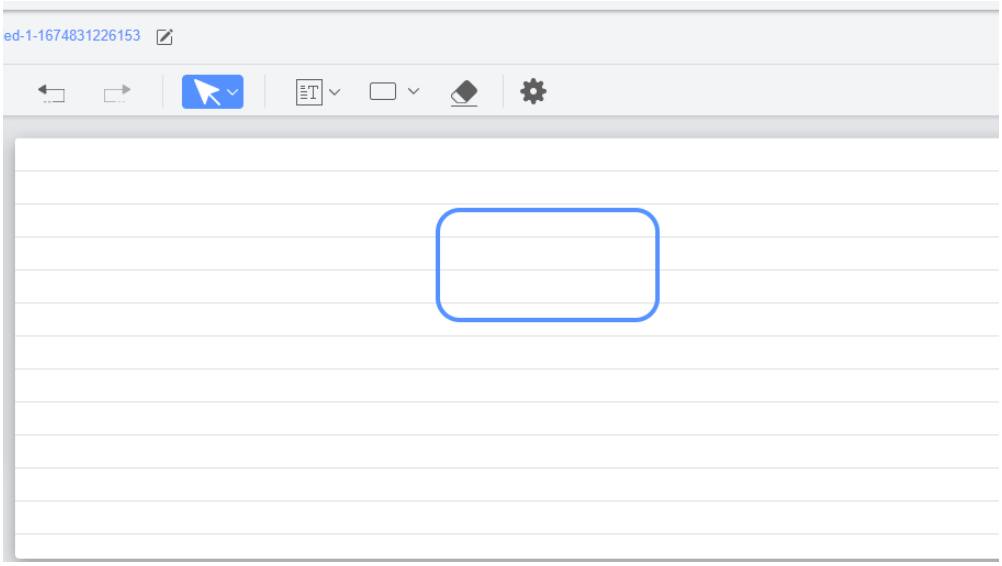
SCREENSHOT – Whiteboard

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

Note: Hovering the cursor pointer over any shape makes the edges prominent of that particular shape as shown below:



SCREENSHOT – Whiteboard

Note: You can simply switch flat sqaure to rounded square and vice versa by selecting your desired shape and then selecting the option available in the left hand menu as shown below:

SCREENSHOT – Whiteboard

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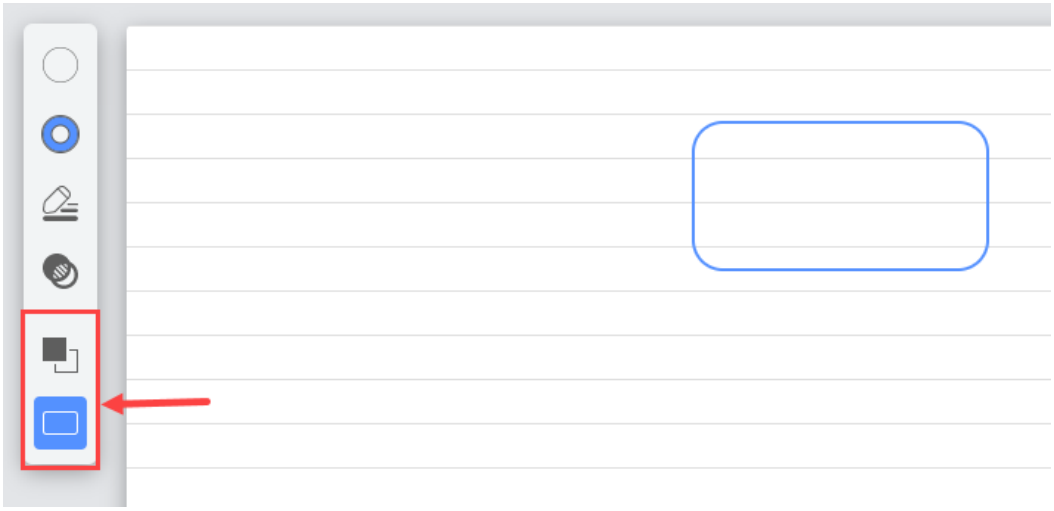
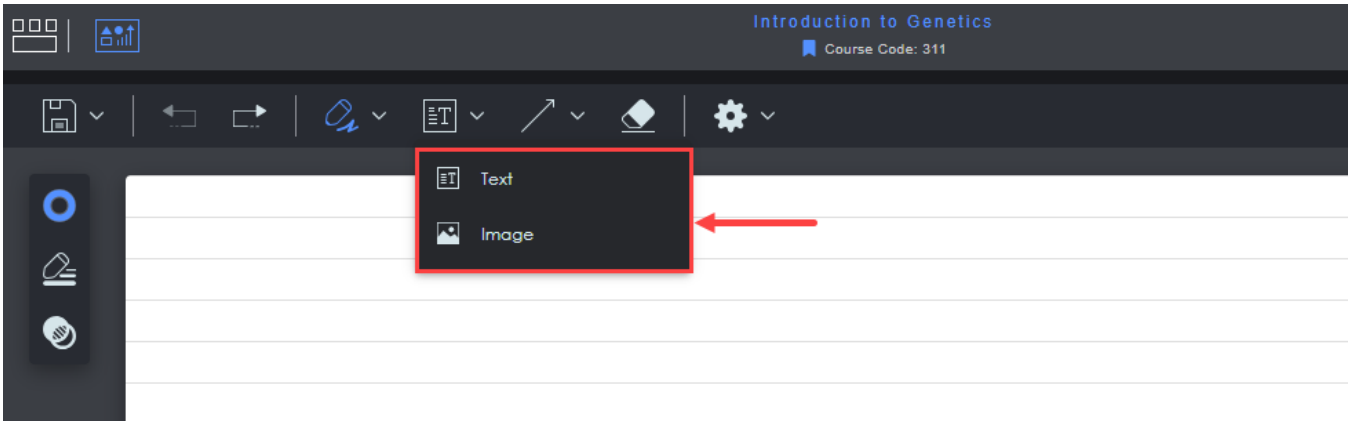
Similarly, you can switch square rectangle to a rounded rectangle and vice versa by selecting your desired shape and then selecting the option available in the left hand menu as shown below:



SCREENSHOT – Whiteboard

Image Gallery

Rainbow Classroom users can fetch images from an in-built gallery and display them directly into their Whiteboards. Click on the icon on whiteboard as highlighted below and a drop down is displayed:



SCREENSHOT – Whiteboard

Click on the Image option and the gallery is displayed:

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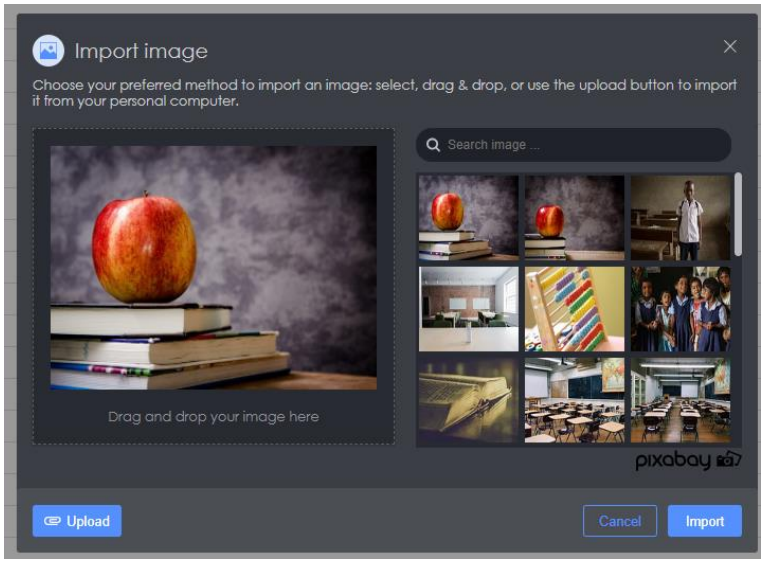
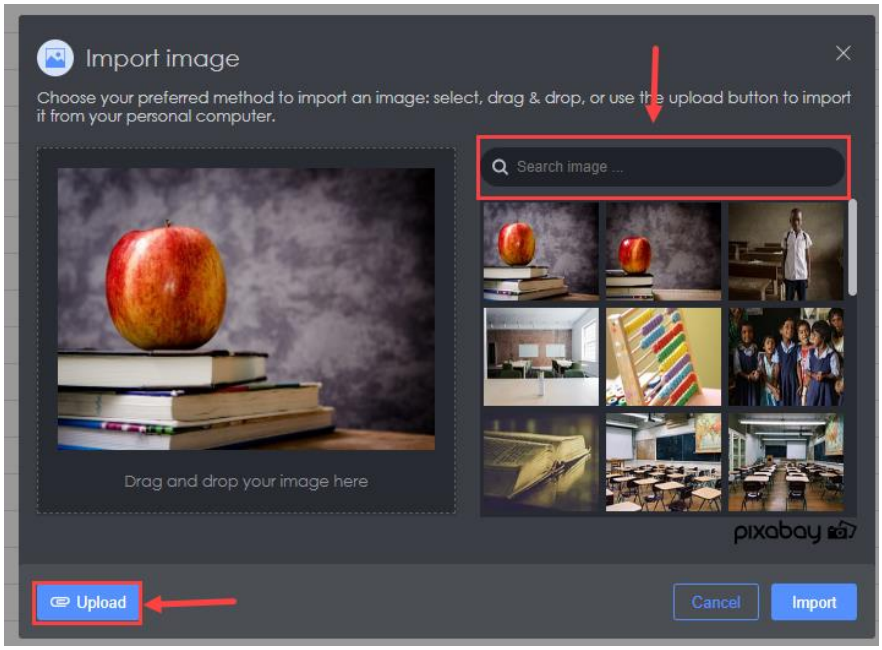


SCREENSHOT – Image Gallery

Host can either upload an image of their own or search for appropriate image by entering text in the search bar as highlighted below:



SCREENSHOT – Image Gallery

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.

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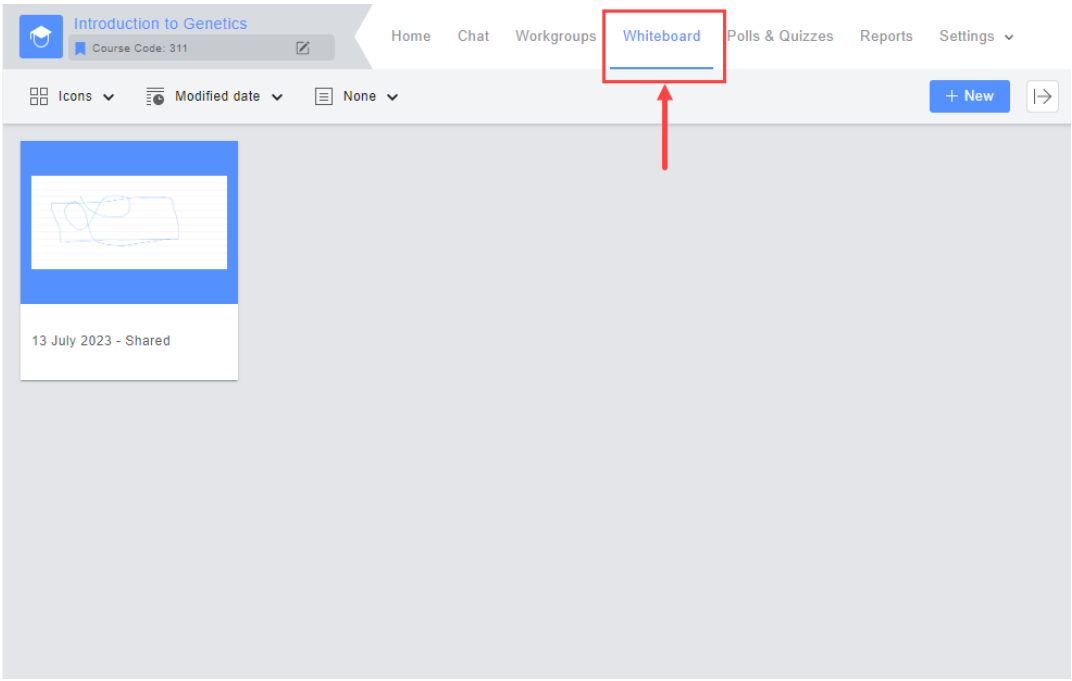
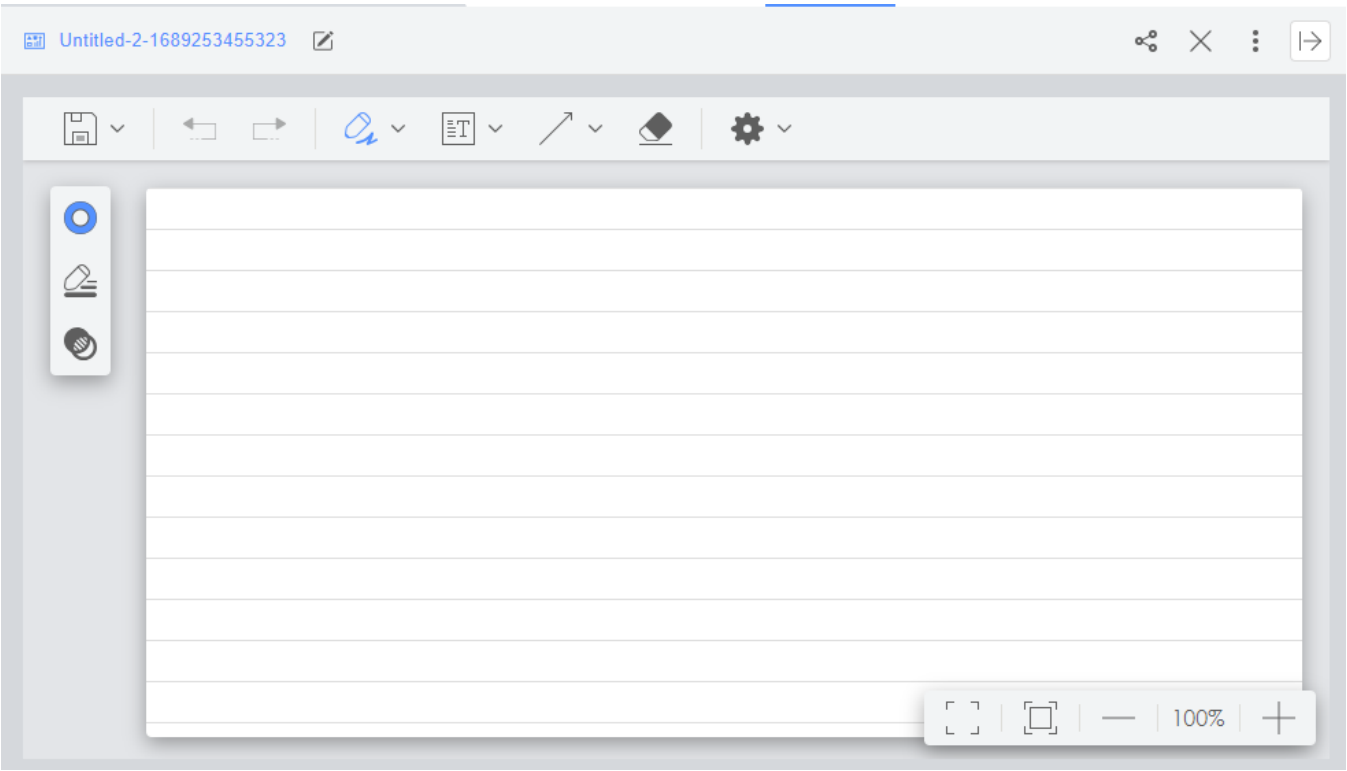


SCREENSHOT – Whiteboard

You can also find a + New option, click on it in order to start the whiteboard. An offline whiteboard will be started, as shown below:



SCREENSHOT – Whiteboard

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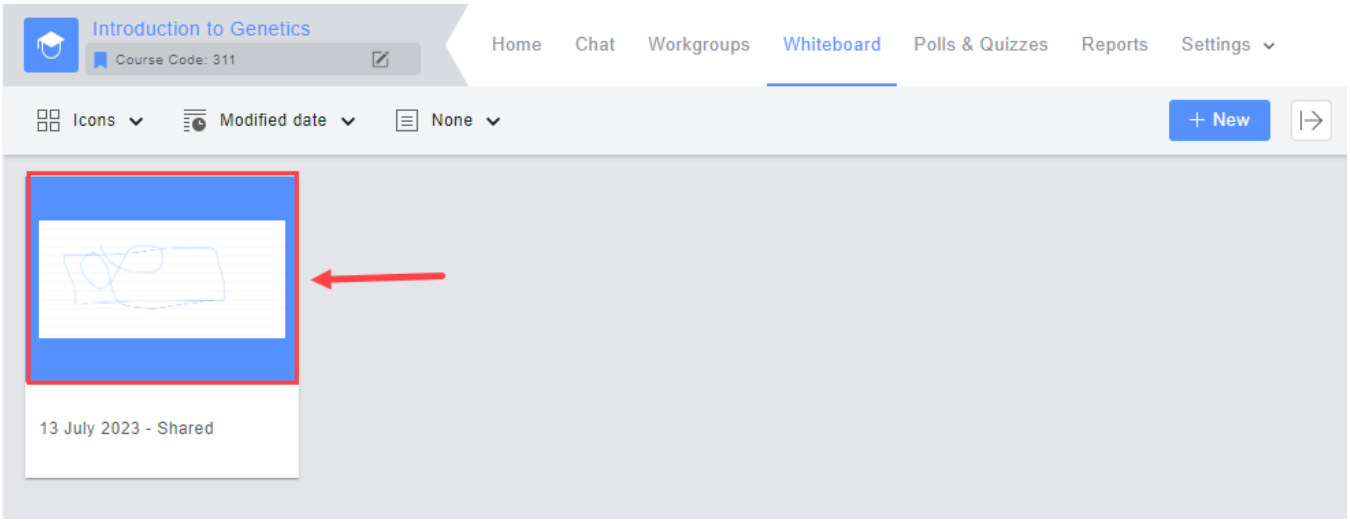
Note: Please note that features will be the same for an offline and an online whiteboard. For details of whiteboard features, please see the section titled 'Graphical Representation of Whiteboard'.

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.

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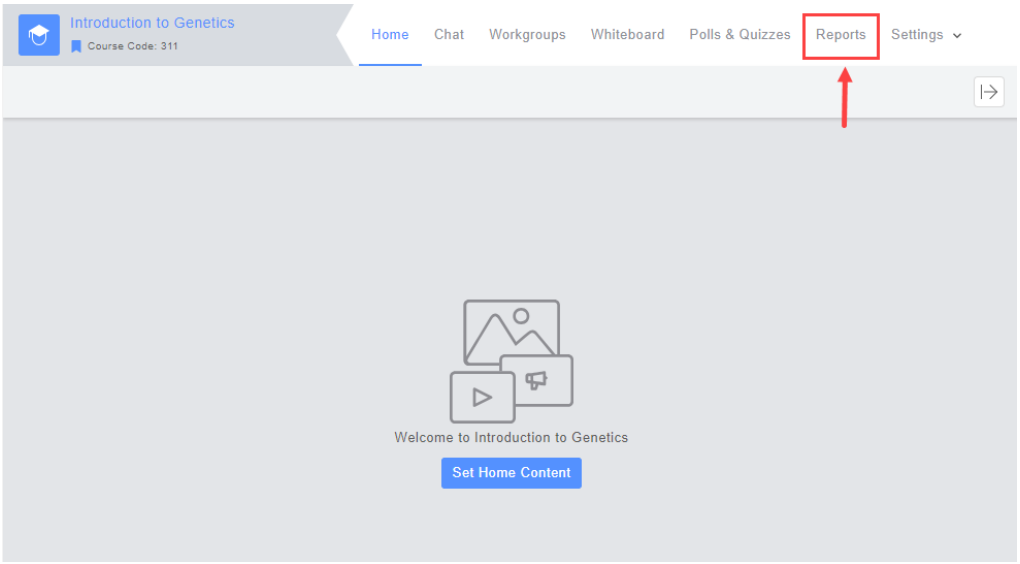
11 Reports

Rainbow Classroom provides Reports feature that generates the participant's attendance automatically on every live classroom/meeting session conducted by the host. The Reports can be seen according to the date and time on which the live session was conducted. The Reports feature helps the host to monitor classmate's participation in the live session, this may highlight certain issues faced by the classmates that can be resolved by offering training to them and ensuring that their participation is at the required level.

To view Reports, go to the required classroom or meeting and click on the **Reports** tab displayed at the top bar. The resultant screen will be displayed, as shown below.

Note: The reports will only be available if any host has conducted a session in the respective classroom, workgroup or meeting.



SCREENSHOT – Classrooms

11.1 Generate Reports Based on Date & Time Span

The host can generate reports and check the attendance of different sessions that have been conducted for the selected classroom, workgroup or meeting. These sessions are displayed on the basis of the date and time span on the left side of the screen, as shown below.

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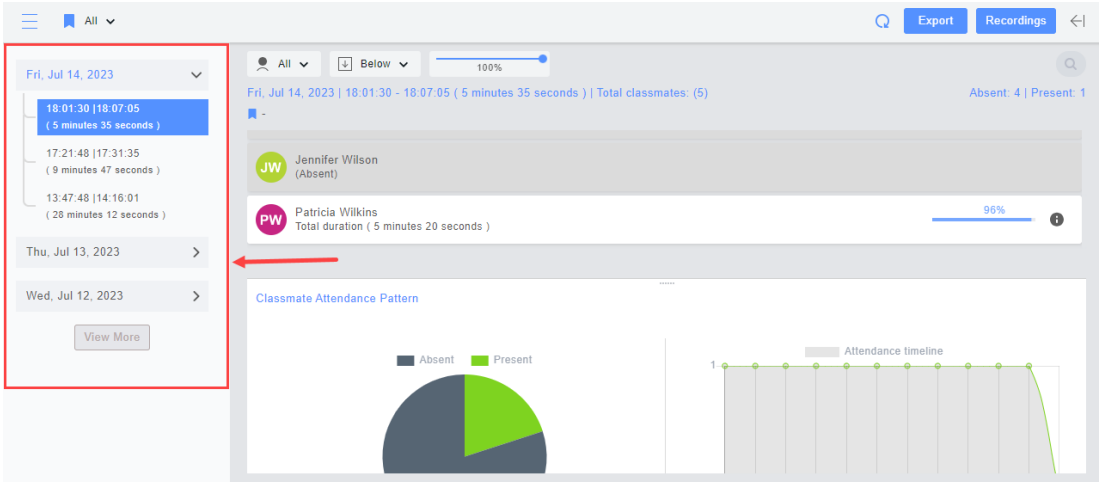
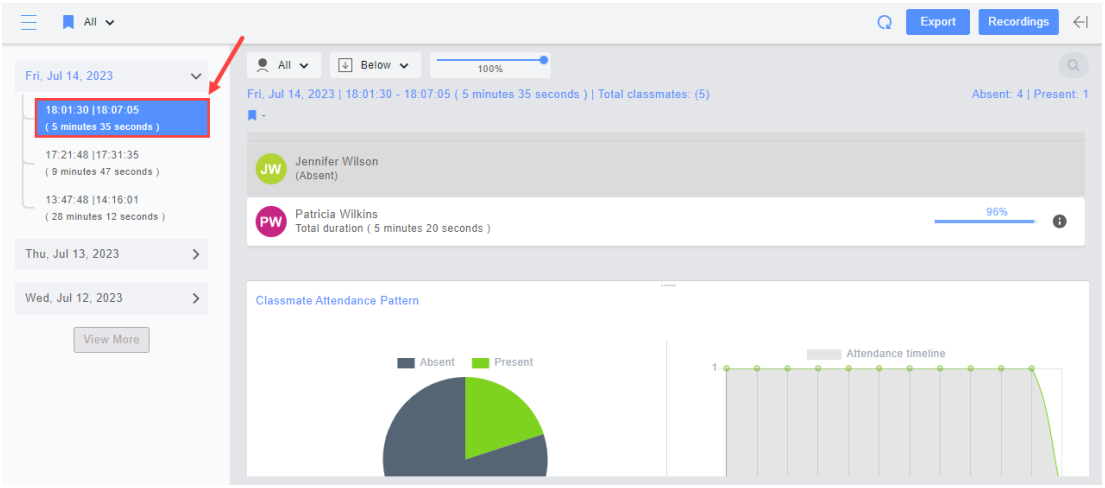


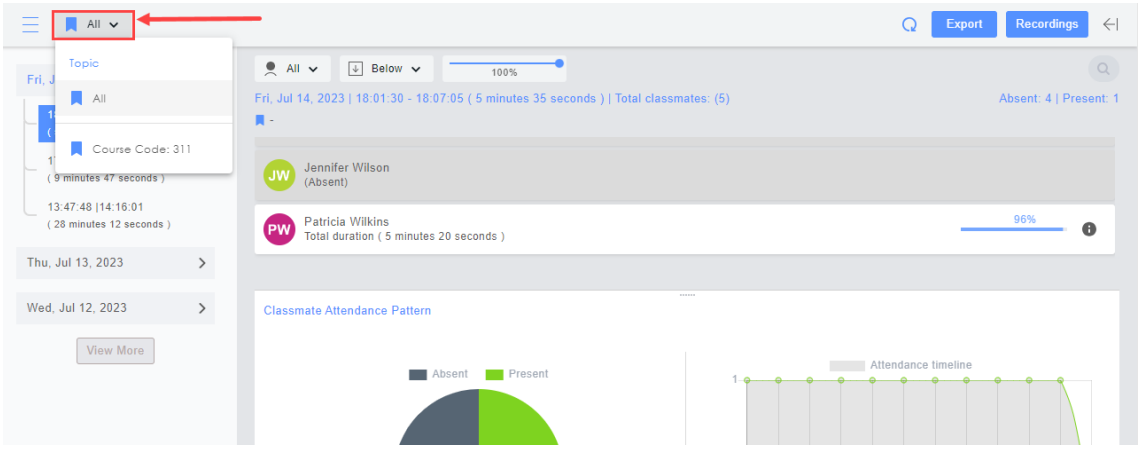
SCREENSHOT – Reports

Click on the session time that has been conducted on a particular date and its relevant attendance report will be displayed, as shown below.



SCREENSHOT – Reports

Hosts can view reports for different topics of classrooms/meetings. They can select their desired topic from the below highlighted option:



SCREENSHOT – Reports

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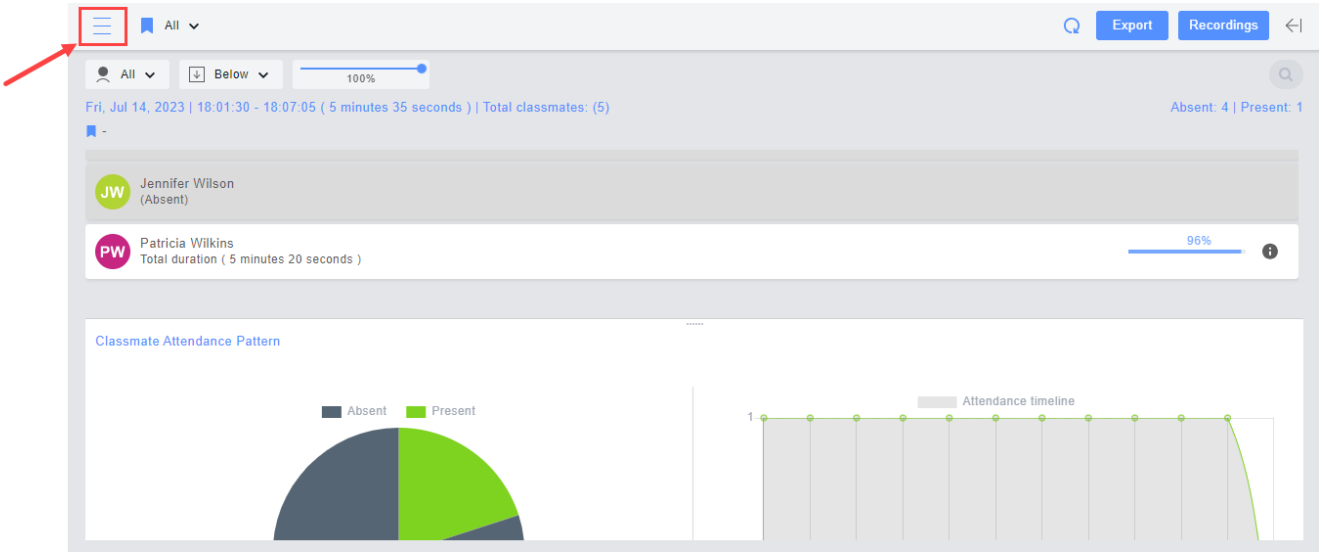
Note: Slider control is also available on the Reports screen that will allow you to hide the left side panel of Reports on which the session's date and time are displayed. To do this, click on the slider control icon and the left side panel of Reports will be hidden from the web interface as shown below:



SCREENSHOT – Reports

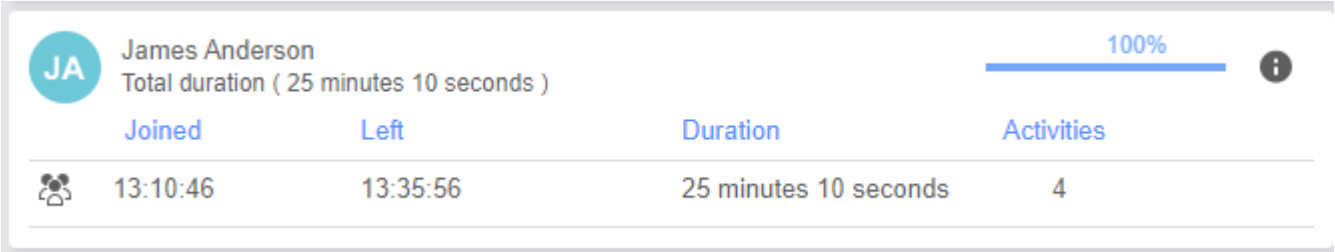
11.1.1 Reports Details

The Reports results display the following details:

Session Date: Date on which the session was conducted by the host.
Session Time Duration: Displays the start and end time of the session as well as total time duration.
Total Classmates: Displays the total number of classmates in the respective session.
Absent & Present Number of Classmates: Total number of absent and present classmates in the session.
Attendance Duration of Present Classmate: The total duration of time that a classmate spends in the session.
Attendance Percentage of Present Classmate: The percentage of time a classmate spends in the session.

Absent Classmate: Classmates who are not present in the session are marked as absent.

Note: A host can view specific details of a particular classmate's attendance by clicking on the icon displayed in each session's report. Following details are displayed:



The following is a sample view of all the attendance details that have been explained above.

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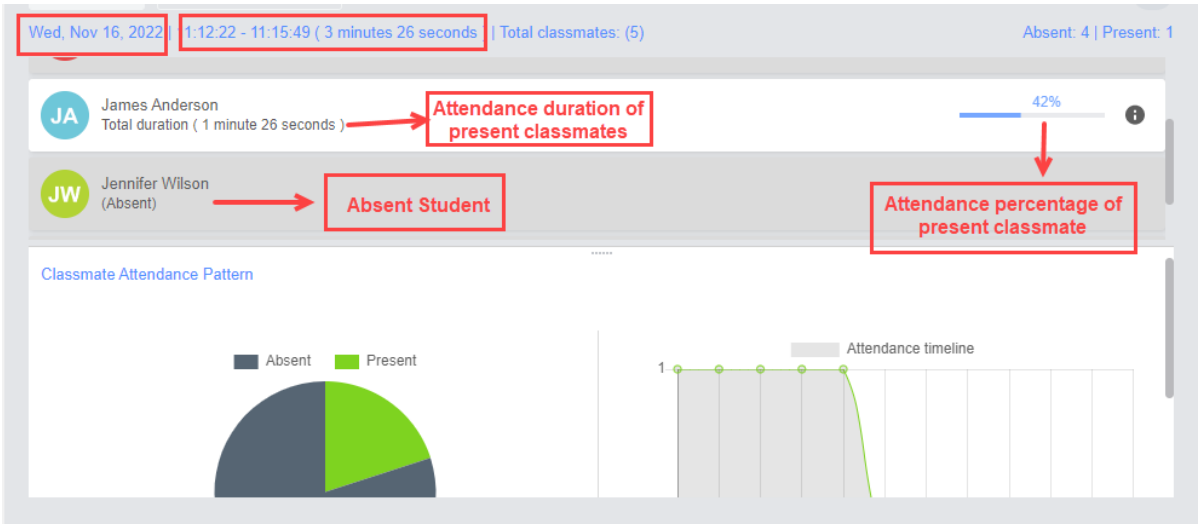
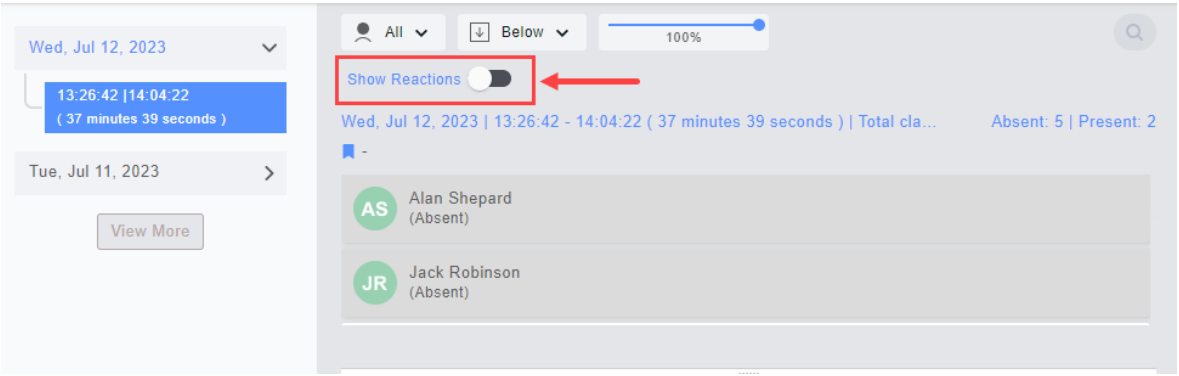


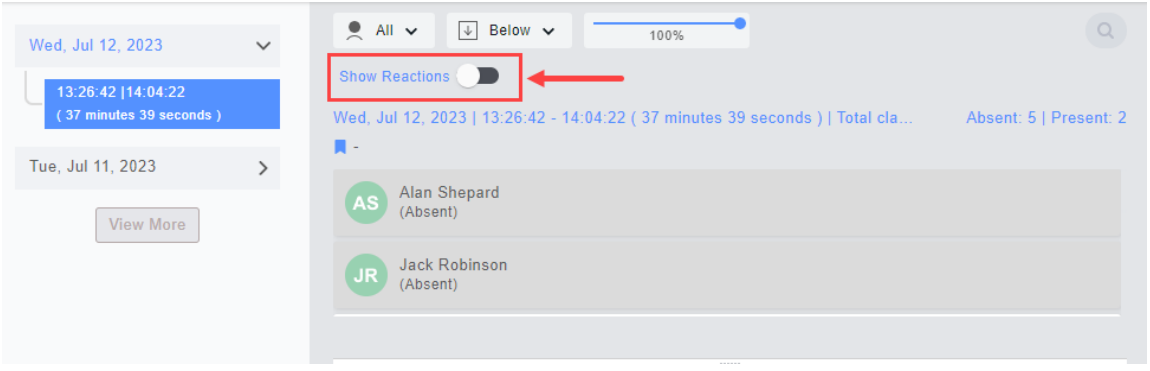
SCREENSHOT - Sample View of Reports Details

Note: If during a live session, reactions (Raised Hand, Yes, No, Confused etc) were used by participants then an additional option of Show Reactions will be available for that particular session as shown below:



SCREENSHOT – Show Reactions Option in Reports Details

Once you enable Show Reactions option, you can sort the report based upon specific reactions that were used by each participants and in specific classroom topic as shown below:



SCREENSHOT – Show Reactions Option in Reports Details

For example, below screenshot represents a report containing instances of Yes reaction used in a particular live session. When we expand the report details for the participant, we can see that this particular participant used Yes reaction once in that particular live session.

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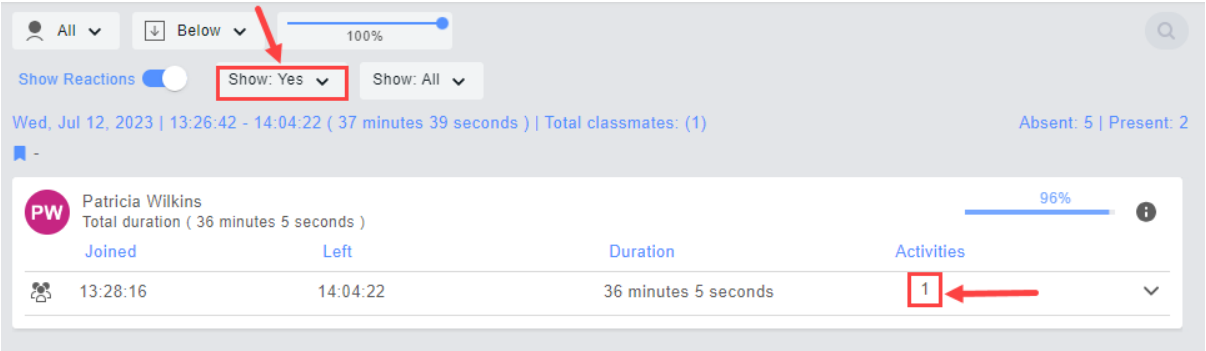
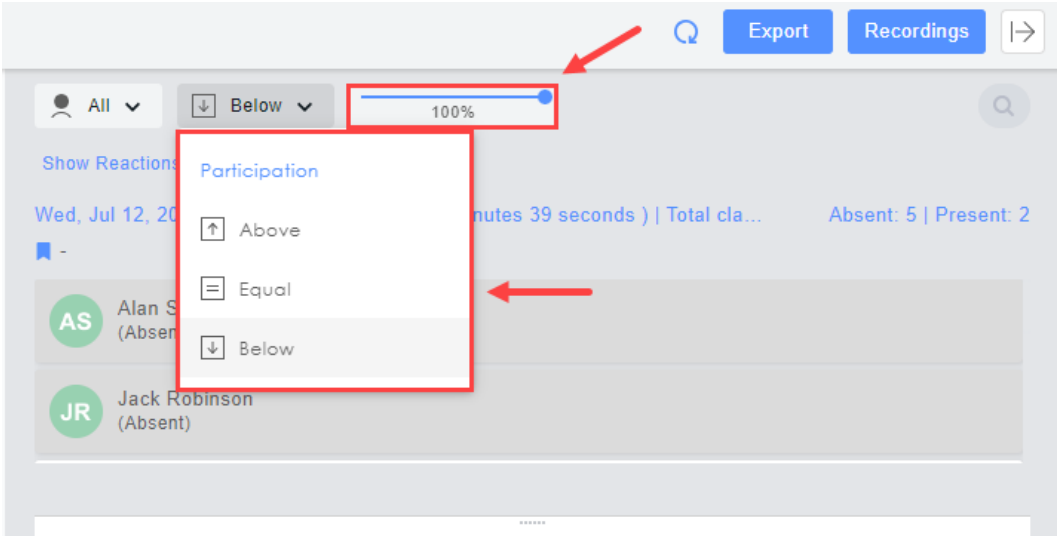


SCREENSHOT – Show Reactions Option in Reports Details

Note: The host can search any classmate's attendance via the search bar displayed at the top of the screen.

Note: The host can filter attendance results via the dropdowns displayed beside the search bar. The attendance percentage slider is also available that works as a qualifier for the options that are selected from the respective dropdowns, as shown below.



SCREENSHOT - Reports

11.1.2 Classmate Attendance Pattern

The host can see classmate's attendance patterns via pie chart and graph, as shown below.

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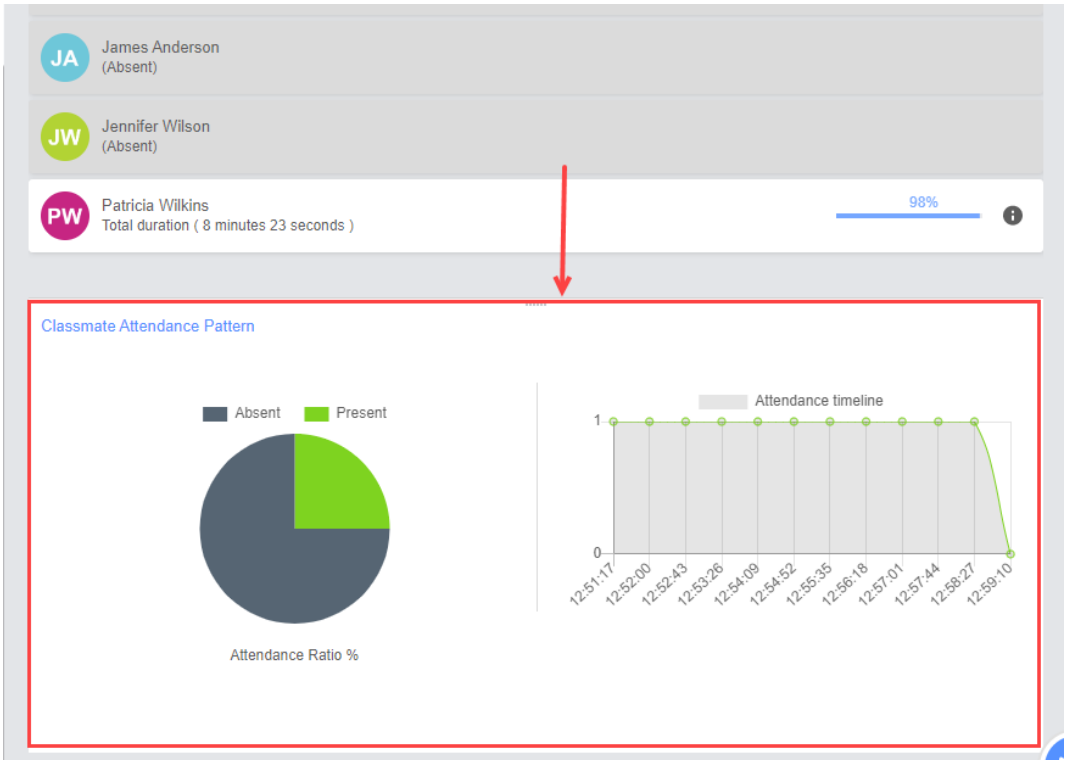

SCREENSHOT – Reports

Attendance Ratio % (Pie Chart) – This pie chart displays the present and absent classmates ratio in the respective session. It helps the host to monitor the participation of classmates and to ensure that classmate's presence is on a required level in the respective session.

Attendance Timeline (Graph) – This graph displays the classmate's attendance with respect to the total time span of the session. The time span is displayed along the X-axis and the number of present classmates is displayed along the Y-axis of the graph. The graph helps the host to track the progress of classmate's participation for a specific time in the respective session.

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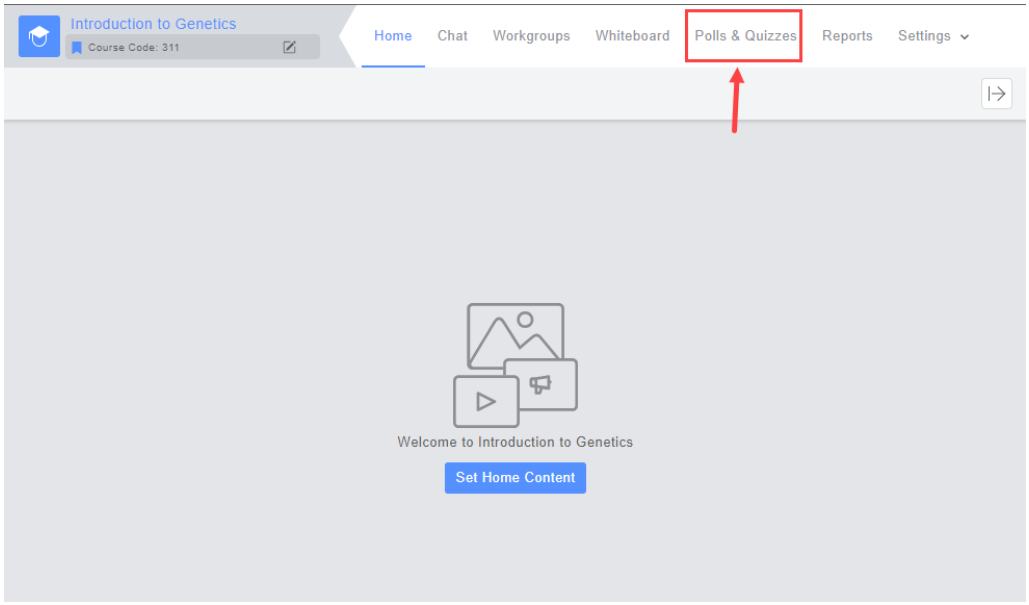
12 Polls & Quizzes

It can be challenging for the host to maintain the interest of the classmates in a virtual classroom environment, which is crucial for their learning process. Rainbow Classroom provides a specific tab through which the host can build an interactive classroom using '**Polls**' or '**Quiz**'.



SCREENSHOT - Classrooms

12.1 Polls

The polling in a classroom and meeting allows the host to conduct a quick assessment or surveys in order to evaluate the classmate's knowledge on a specific topic so that the host can adjust their lesson accordingly. It helps the host as well to conduct surveys or collect feedback from the classmates and guests regarding the lesson which can be useful for them to enhance their teaching methods.

Note: Assessment conducted via poll cannot be graded by the host. If the host wants to conduct a graded quiz as well as see its insights, please see section titled 'Quizzes'.

The host can use polls in the following two ways:

1. **Offline Mode –** Create and share a poll with participants via the main tab 'Polls & Quizzes' in the classroom or meeting.
2. **Online Mode –** Create and share a poll with participants 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/meeting tabs and click **Polls & Quizzes** displayed at the top bar, as shown below.

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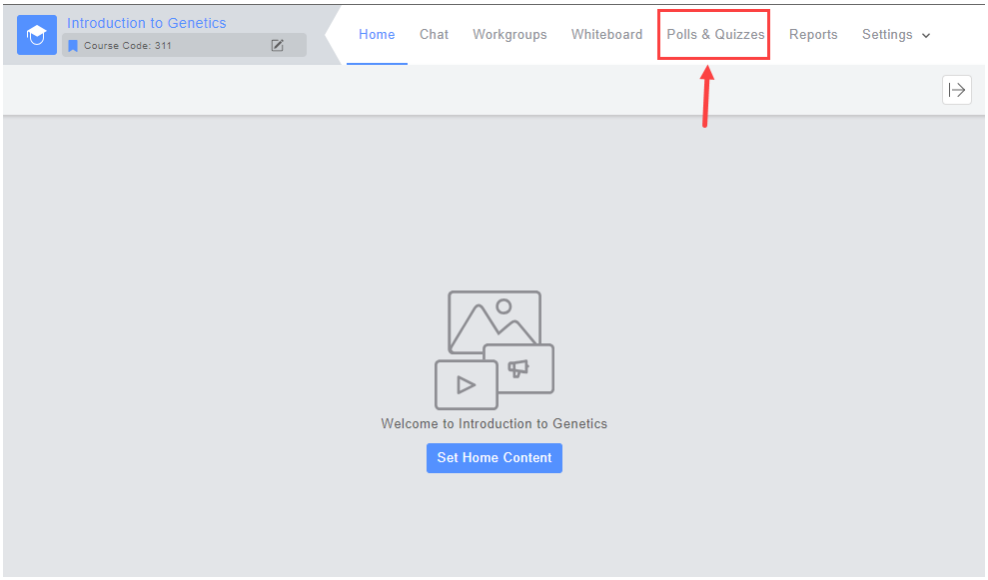
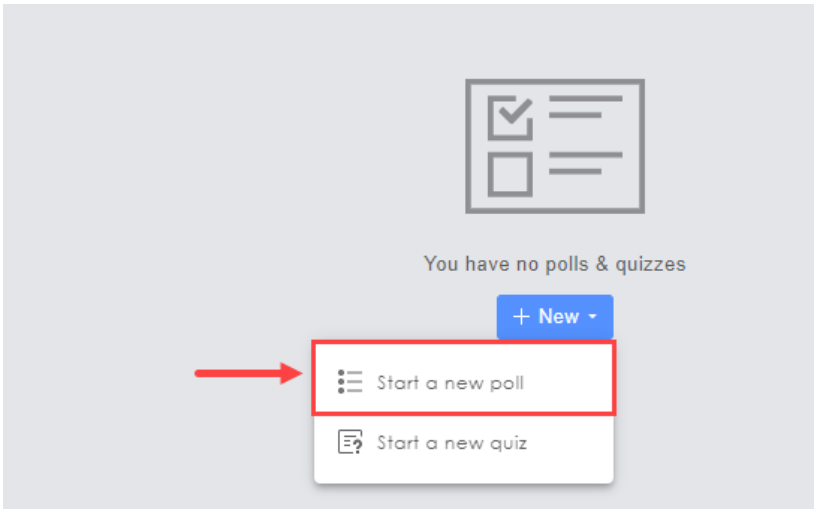


SCREENSHOT - Polls & Quizzes

Click the **+New** dropdown menu and select **Start a new poll**, as shown below.



SCREENSHOT - Polls & Quizzes

You will be presented with a popup window, as shown below. Select blank or existing poll and then click **Create** button in order to create a poll.

Note: Existing poll will only be available if you or any other host has already created a poll/poll template. If the existing poll is available, then you will be able to create a copy of that poll in order to share it in the respective classroom.

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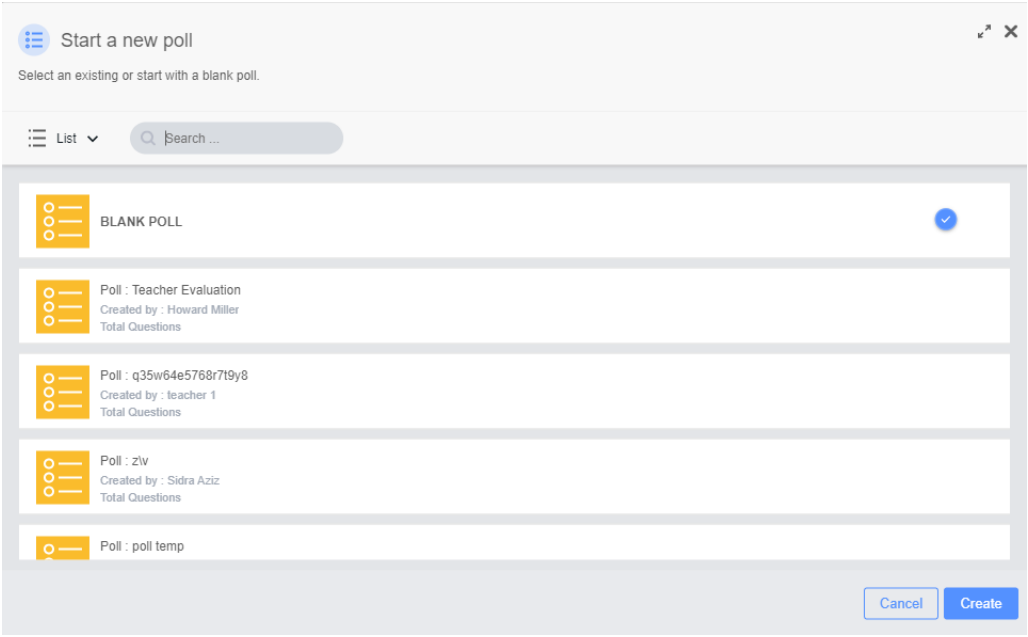
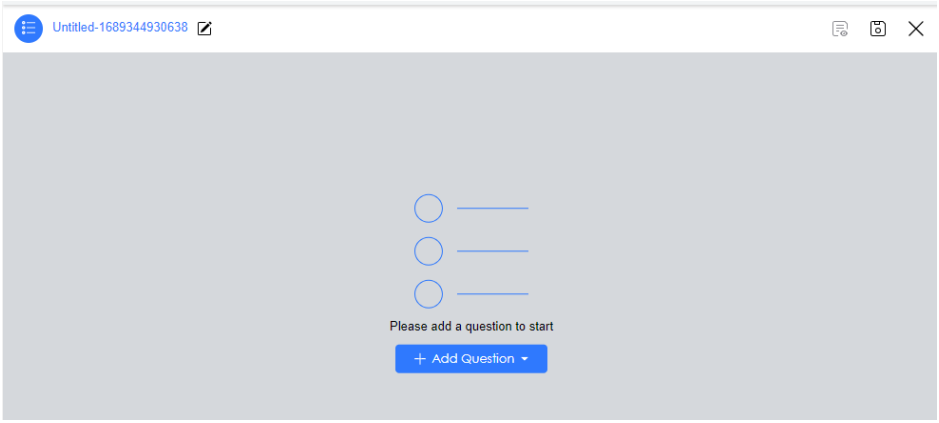


SCREENSHOT - Create Poll

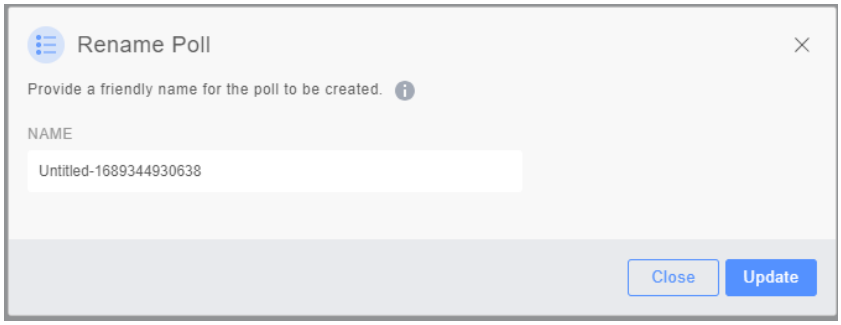
If you choose to start off with a Blank Poll, you will be presented with the following screen.



SCREENSHOT - Polls & Quizzes

Click on the icon if you want to assign a specific name to this newly created poll.

Following pop-up is displayed:



SCREENSHOT – Rename Poll

Click on Update button after you have entered your desired name.

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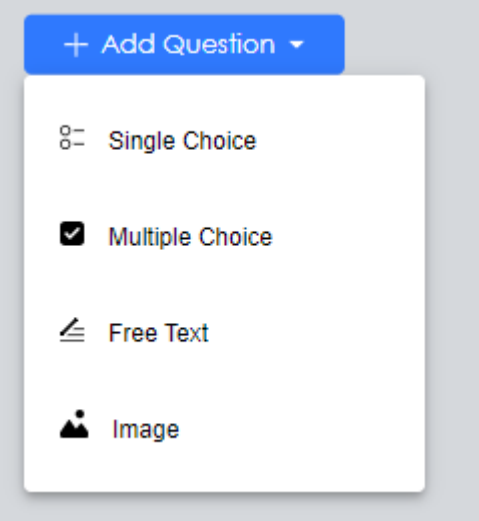
Following are the options available in a blank poll:

1. Add Questions:

When you create a new poll, you can add questions to the poll by clicking the **Add Question** dropdown menu and select the type of question that you require. You can select from the following choices.

- Single Choice
- Multiple Choice
- Free Text
- Image



SCREENSHOT - Polls & Quizzes

2. Available features for an Added Question:

Added questions can be edited, deleted and adjusted according to your requirements. Click on a question block to view the available features. We have described the features below that are available on each question block.

- **Edit –** To edit the name of a question or its option, move the mouse pointer over it and an edit icon will appear. Click the edit icon and rename the respective question, description of question or its option. Once done, click ✓ icon in order to make changes for the respective element, as shown below.

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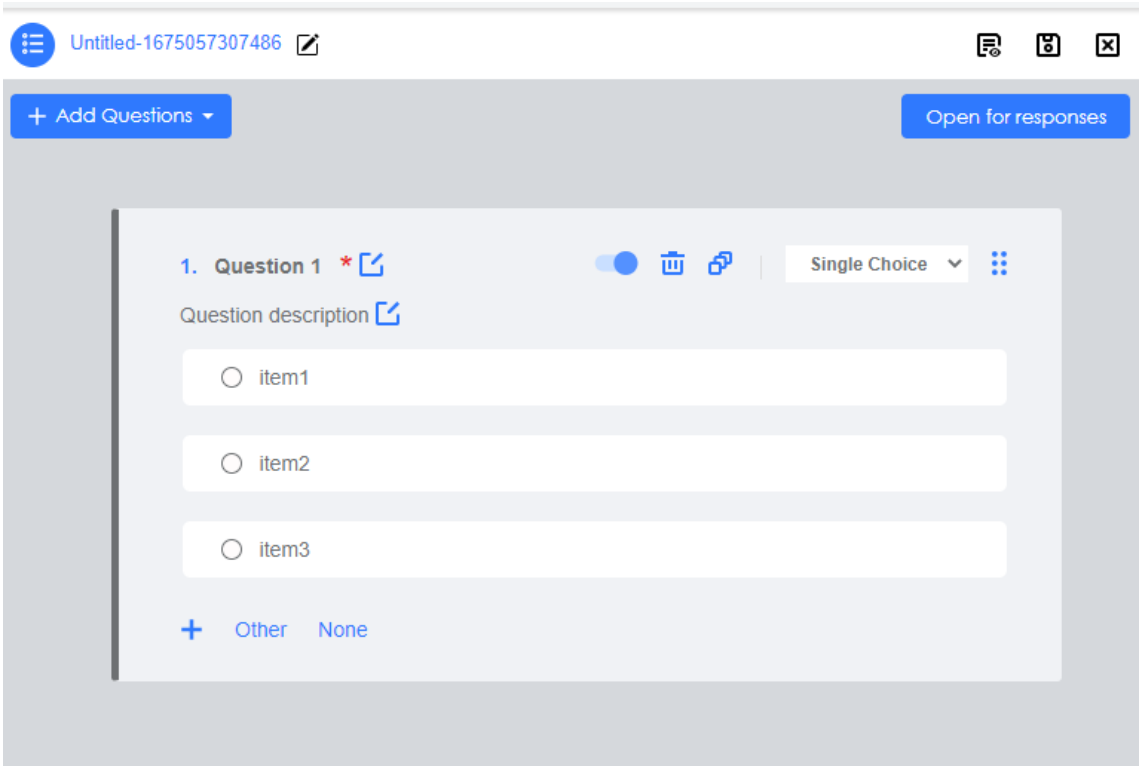

SCREENSHOT - Polls & Quizzes

- **Edit** – To change a question, its description or its option, move the mouse pointer over it and a edit icon will appear. Click that icon and the respective element will become editable.
- **Delete –** To delete a question or its option, move the mouse pointer over it and a delete icon will appear. Click that icon and the respective element will be deleted from the poll.
- **Move –** To move questions or the position of its corresponding option, move the mouse pointer over it and a **Drag element** icon will appear. Use that icon and adjust the respective element's position according to your need.
- **Copy –** A copy of the question block can be made on the poll template. To do this, move the mouse pointer over a question and a copy icon will appear. Click on it and an identical question block will be available on the polling template.
- **Other –** Use this option to add another checkbox option for a question, you can also use icon for this purpose. Other options can be used to describe the answer if a student does not want to select a given option and instead wants to provide their own.
- **Select All –** Use this option to add a 'Select all' checkbox option for a question.
- **None –** Use this option to add a 'None' checkbox option for a question.

Once you have set the poll, click the **Preview** icon displayed at the top right of the screen. This will help you to view the created poll before sharing it with the classroom. You can also save the respective poll by clicking the **Save** button displayed beside the preview option. A draft of that poll will be saved which can be shared with the classroom whenever required.

3. **Open for responses**

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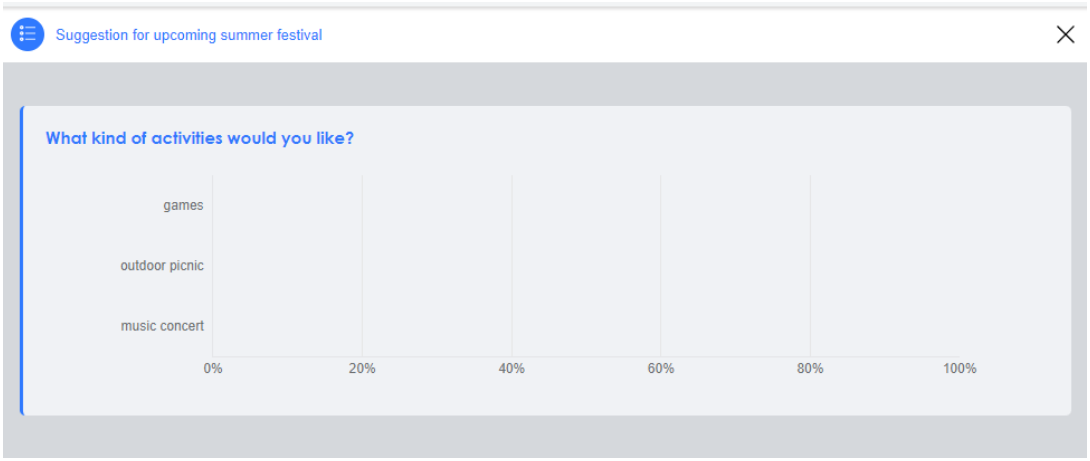
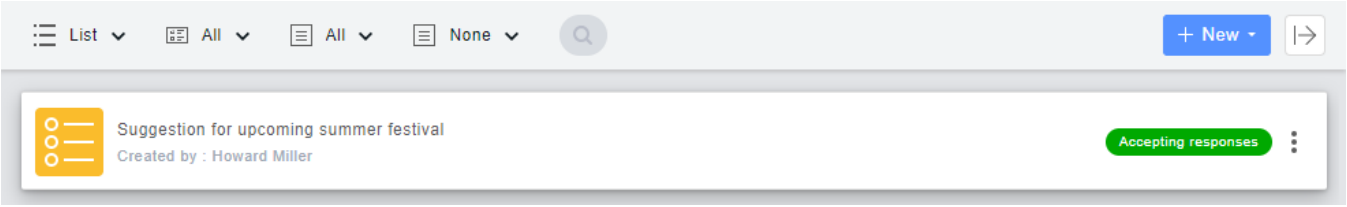
Once the poll is all set to be shared in a classroom, click the **'Open for responses'** button and you will be presented with the following results screen on which the host can see live results of the shared poll.

Note: Once a poll is opened for responses, it will allow the classroom's participants to attempt the respective poll.



SCREENSHOT - Poll Results

Use the **Close** button displayed at the top right of the screen in order to close the poll results and you will be presented with the following screen. The respective poll will be indicated as 'Accepting responses' for the host.



SCREENSHOT - Polls & Quizzes

Close Polling: When a poll is closed, the participants will not be able to submit their responses. To do so, go to the respective poll's menu option and click **'Close Polling'** as shown below.

Note: Once a poll is closed then it cannot be open again for participant's responses. Although, the host can still create a copy for any previously created poll and share it with the classroom.

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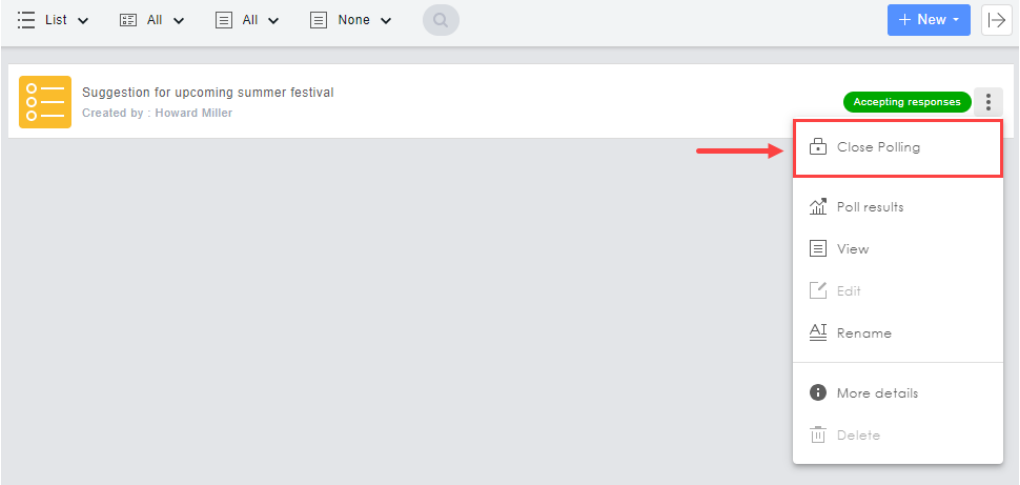
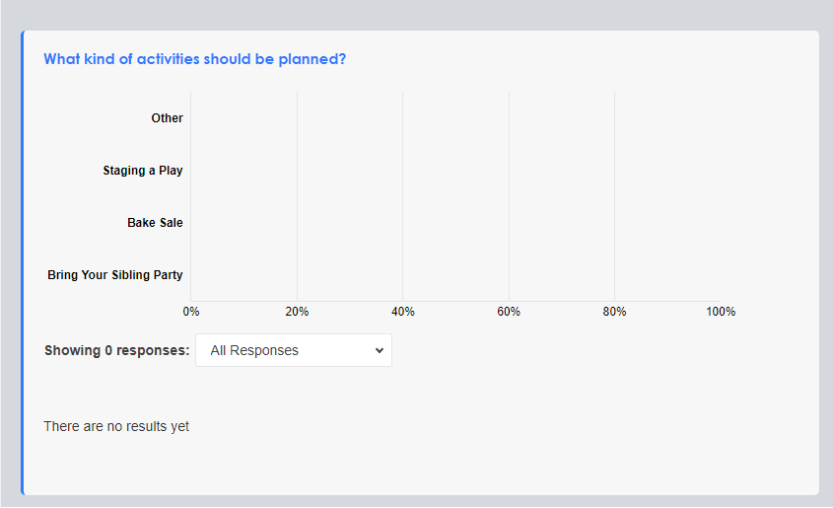


SCREENSHOT - Close Polling

The respective poll will be displayed as 'Closed'.

Poll Results: The host can get live results from the whole class and provide immediate feedback to the participants. This will help the host to determine the participants' knowledge of a given topic and if the results are not satisfactory, then the host can revise their instructions accordingly. The live results will show the participant's response to each answer of the question that will allow the host to interpret the majority of the feedback easily.



SCREENSHOT - Poll Results

View Poll: You can view any of the available polls from the **Polls & Quizzes** screen that will help the host to view the respective poll and if required create a copy of it to share it with the classroom. To view a poll, go to the respective poll's menu options and click **View**, as shown below.

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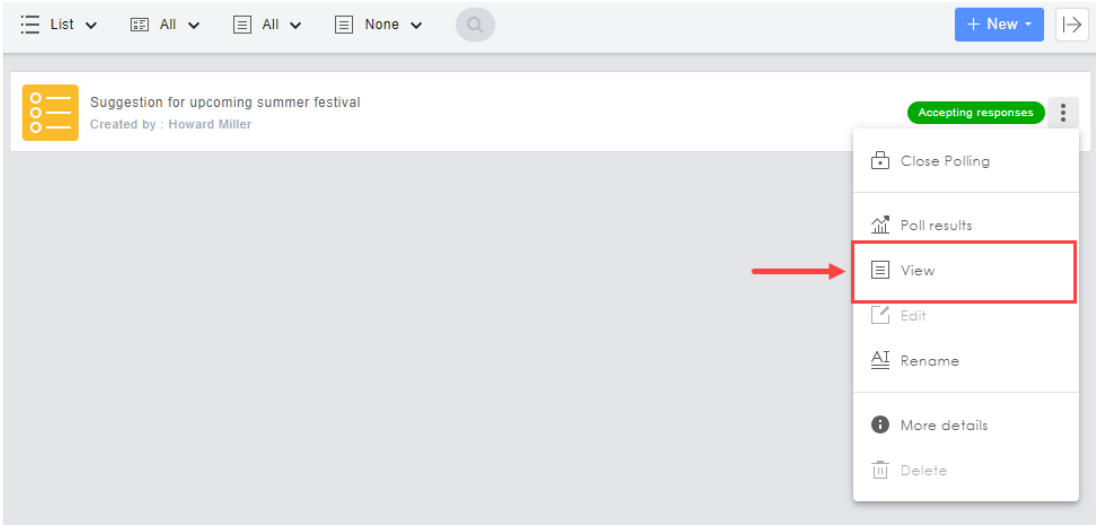
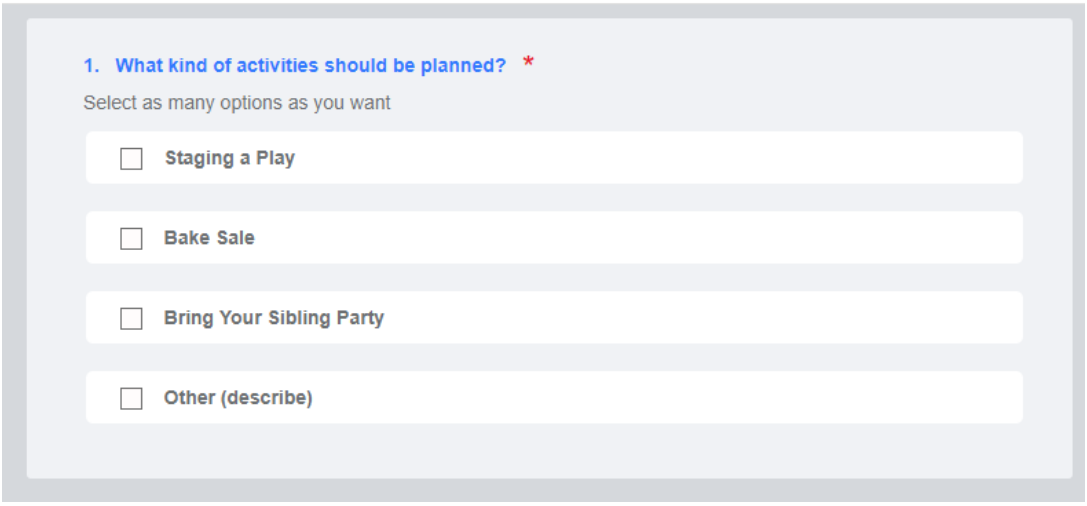


SCREENSHOT - View Poll

You will be presented with the following screen.



SCREENSHOT - View Poll

Click the Close ☒ button displayed at the top right of the poll screen in order to close the respective screen.

Note: You can also view an available poll's details i.e., creator and the created date of the poll, by clicking on the More details option as shown below.

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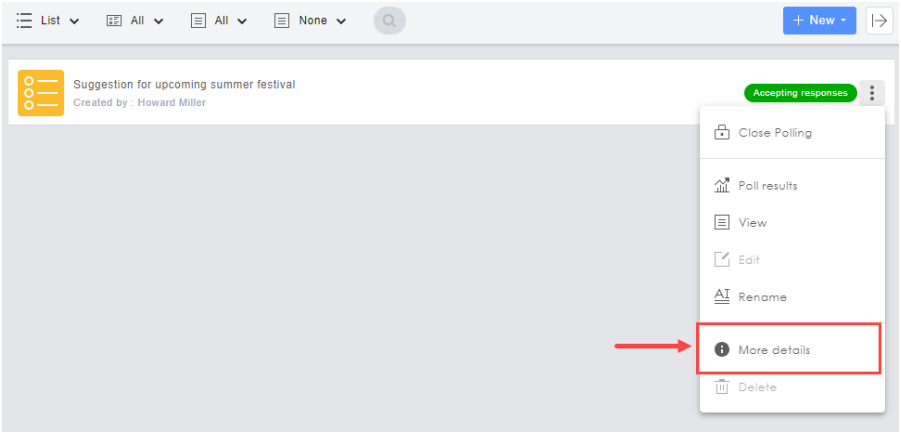
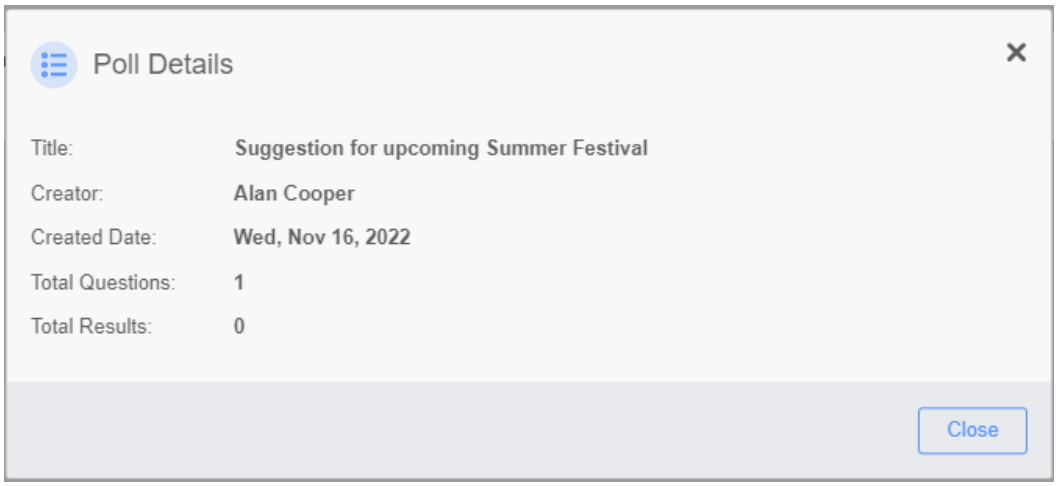


SCREENSHOT - More Details

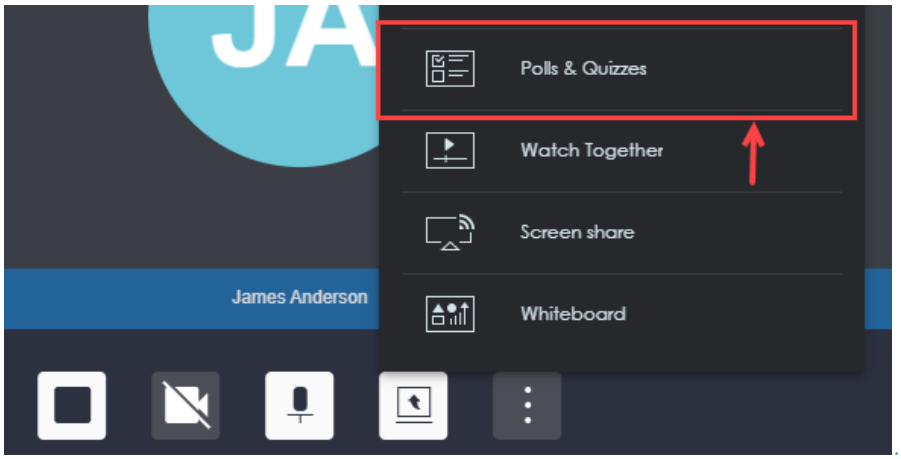
You will be presented with all the associated details, as shown below.



SCREENSHOT - Poll details

12.1.2 Online Mode

To get started with polls in an online mode, start a live classroom session and go to the **Share** option of call overlay. Click **Polls & Quizzes** option as shown below.



SCREENSHOT - Polls & Quizzes

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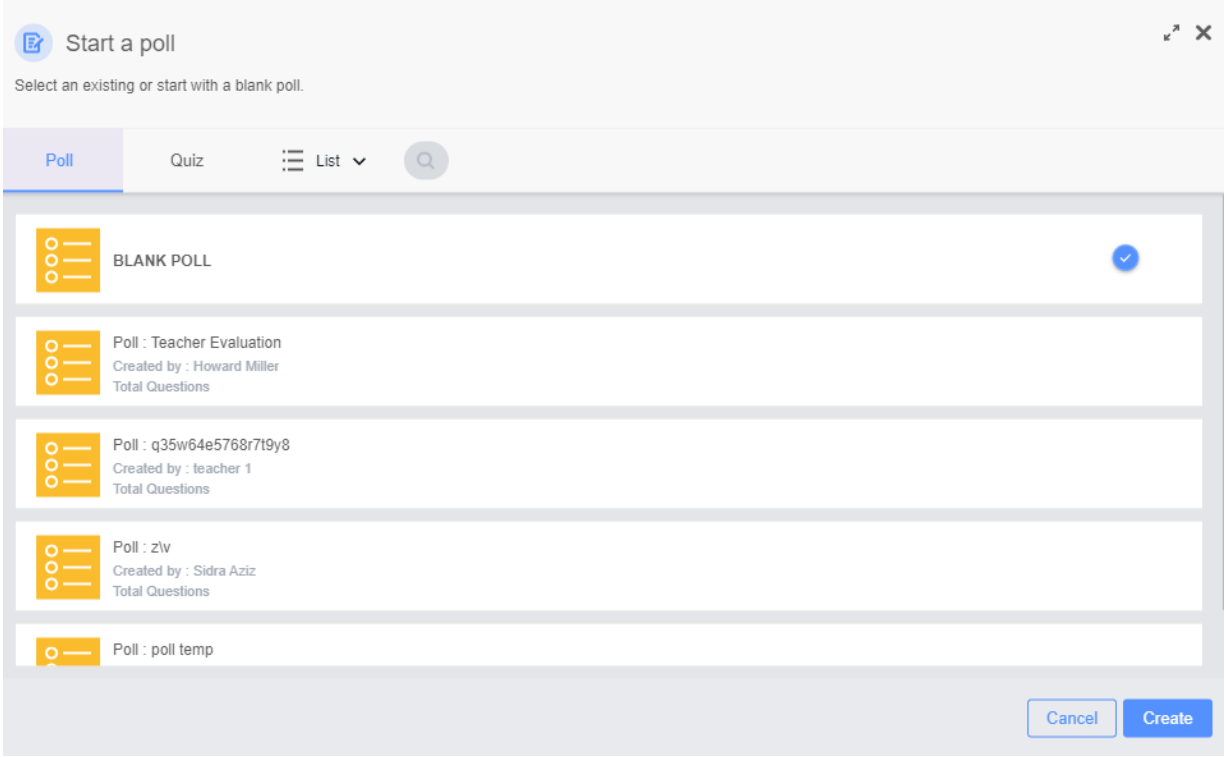
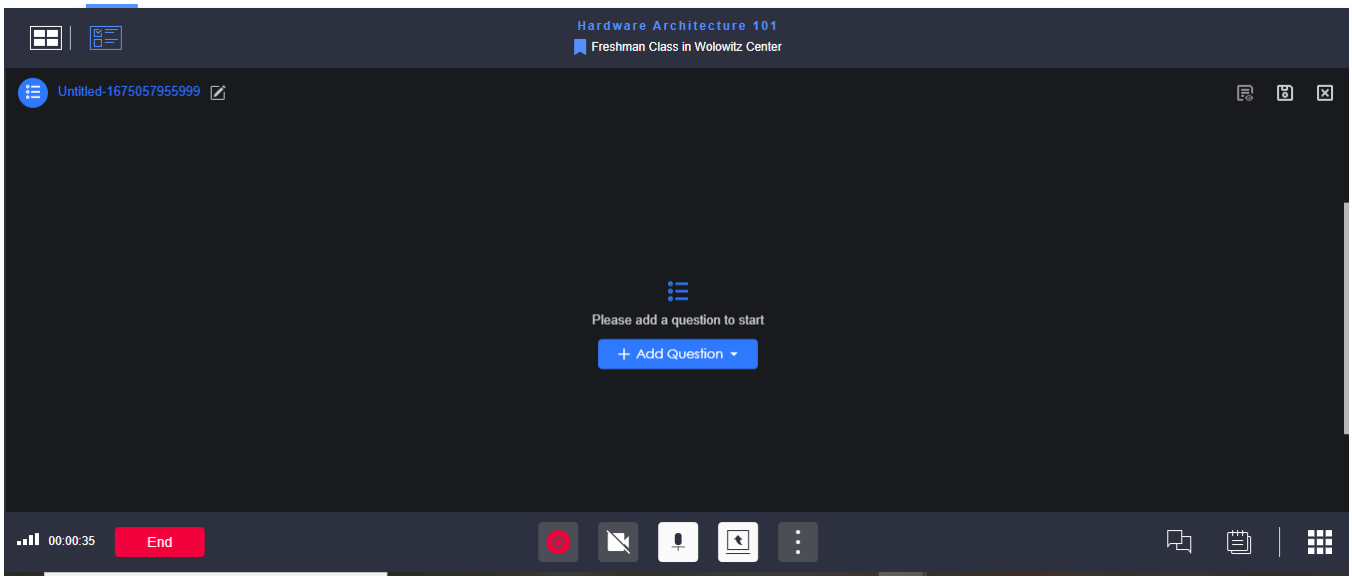
You will be presented with a popup window, as shown below. Select blank or existing poll and then click **Create** button in order to create a poll.

Note: An existing poll will only be available if you or any other host has already created a poll. If an existing poll is available, then you will be able to create a copy of that poll in order to share it in the respective classroom.



SCREENSHOT - Create Poll

If you choose to start off with a Blank Poll, you will be presented with the following screen.



SCREENSHOT - Polls & Quizzes

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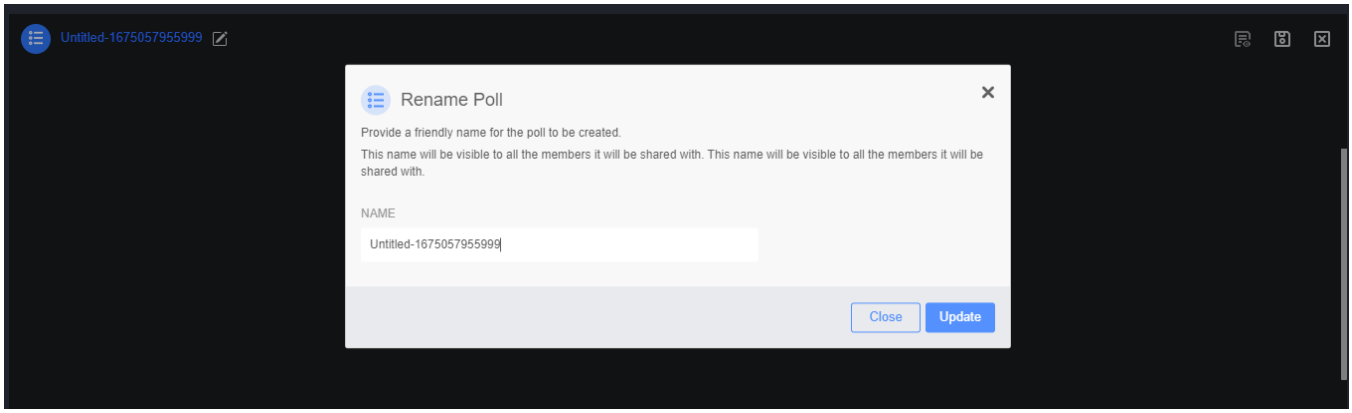
Click on the icon if you want to assign a specific name to this newly created poll.

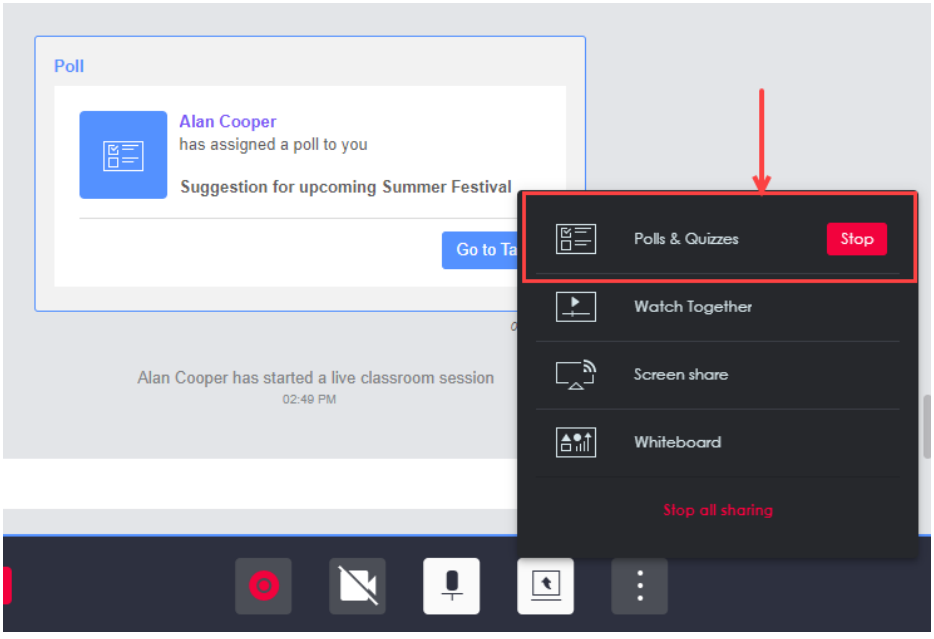
Following pop-up is displayed:



SCREENSHOT – Rename Poll

Click on Update button after you have entered your desired name.

You can stop sharing of a Quiz in a live session by clicking on **STOP** button displayed next to **Polls & Quizzes** or by clicking on **Stop All Sharing** option as highlighted below:



SCREENSHOT – Polls & Quizzes

IMPORTANT!! *If the host ends the live classroom session, the respective poll will be closed automatically and the classroom's participants will not be able to attempt it.*

Note: Please note that a poll's features will be same in both offline and online modes. For more feature's details, please see the section titled 'Offline Mode'.

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12.2 Quizzes

Frequent quizzes allow the host to evaluate classmate's learning for a course. It allows them to reach out to classmates who are struggling to understand a lesson or concept. Rainbow Classroom provides you **Quiz** feature through which the host can create a template and set scores for each quiz question according to their need. The host will be able to share the quiz template with the classroom, allowing them to attempt the respective quiz. The quiz results will be available to the host including result analytics for the whole classroom and individual classmate's result. If majority of the classmate's results are not satisfactory, the host can assess their teaching methods to ensure that classmates' concepts are clear.

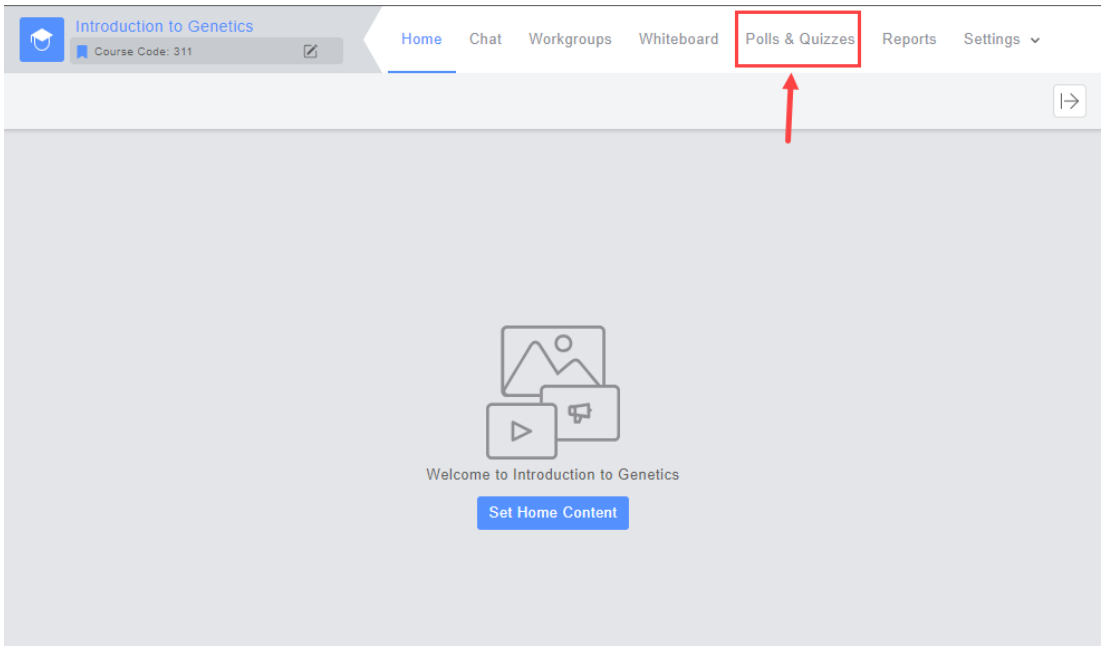
The host can use quizzes in the following two ways:

1. **Offline Mode –** Create and share a quiz with participants via the main tab 'Polls & Quizzes' in the classroom or meeting.
2. **Online Mode –** Create and share a quiz with participants via the call overlay of a live classroom or meeting session.

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

12.2.1 Offline Mode

To get started with quizzes in an offline mode, go to the main classroom/meetings tabs and click **Polls & Quizzes** as shown below.



SCREENSHOT - Polls & Quizzes

Click the **+New** dropdown menu and select **Start a new quiz**, as shown below.

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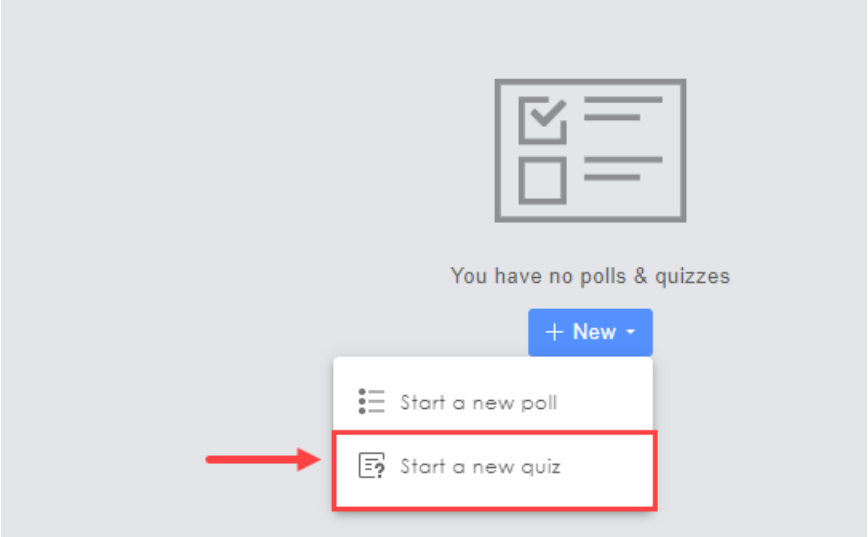
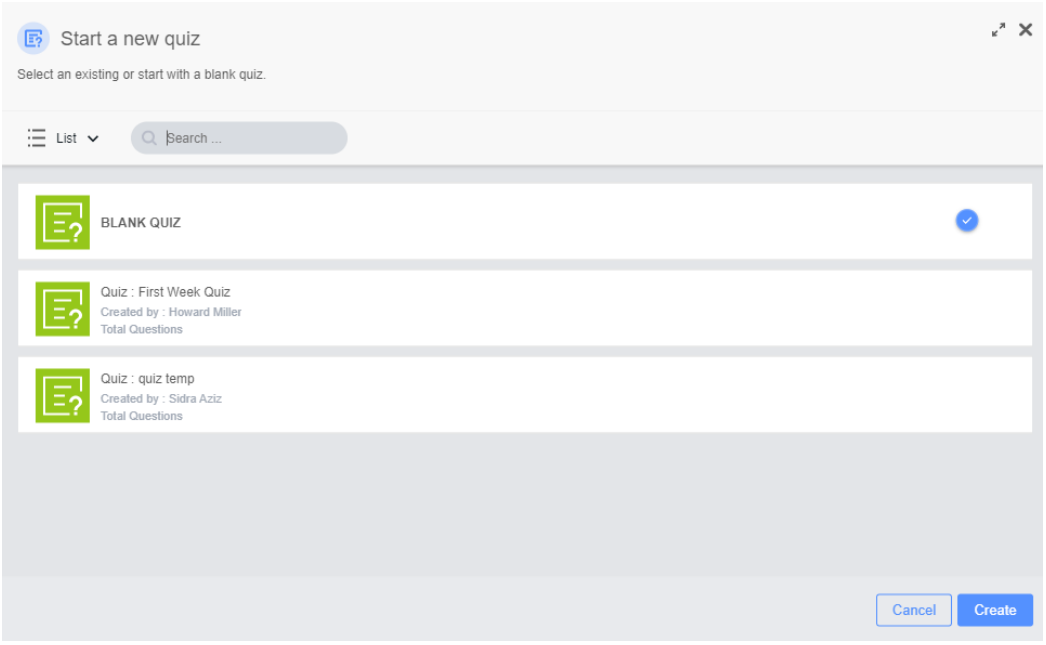


SCREENSHOT - Polls & Quizzes

You will be presented with a popup window, as shown below. Select blank quiz tile and then click **Create** button in order to create a quiz.

Note: Existing quizzes will only be available if you or any other host has already created a quiz template. An existing quiz can be any quiz that host conducted in the past or it can be a quiz that host created and saved as a draft. Quiz templates on the other hand are templates that can be created from the Library. Host cannot share existing quiz and templates directly; Host needs to create a copy of quiz and then that copy can be shared with the students. However, host can share the quiz drafts directly. (Without creating the copy)
If the existing quiz template is available, then you will be able to create a copy of that template in order to share it in the respective classroom.



SCREENSHOT - Create Quiz

You will be presented with the following screen.

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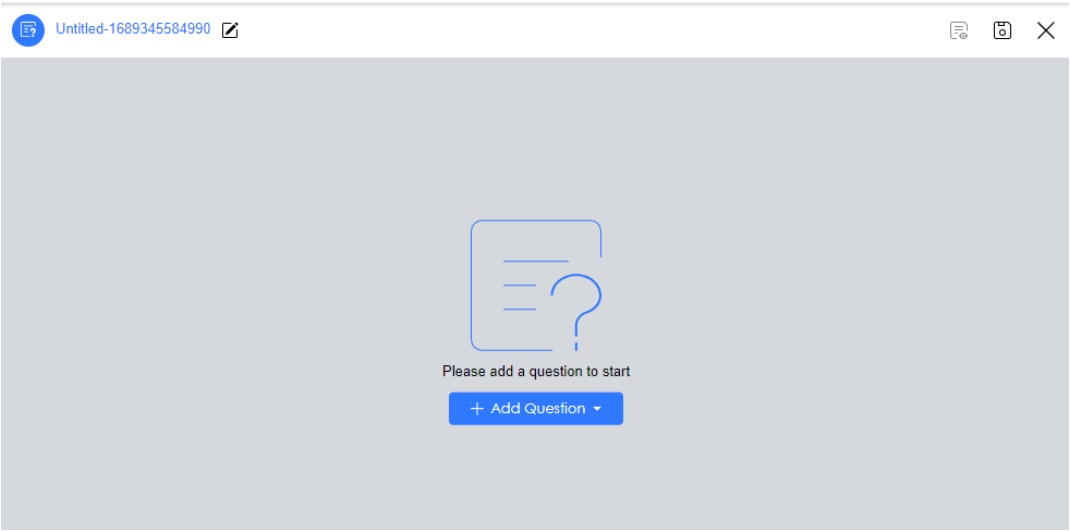
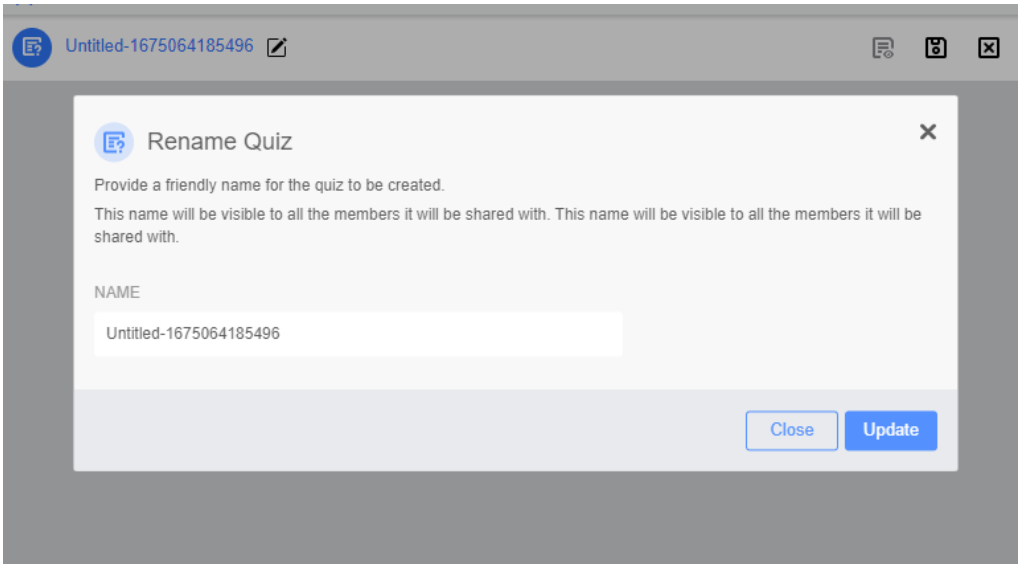


SCREENSHOT - Polls & Quizzes

Click on the icon if you want to assign a specific name to this newly created quiz

Following pop-up is displayed:



SCREENSHOT – Rename Quiz

Click on Update button after you have entered your desired name.

Following are the options available in the blank quiz:

1. **Add Question:**

When you create a new quiz, you can add any type of questions in the template by clicking the **Add Question** dropdown menu and select the type of question that you require. You can select from the following choices.

Single Selection – The classroom's participants will be able to select only one answer from the list of options.

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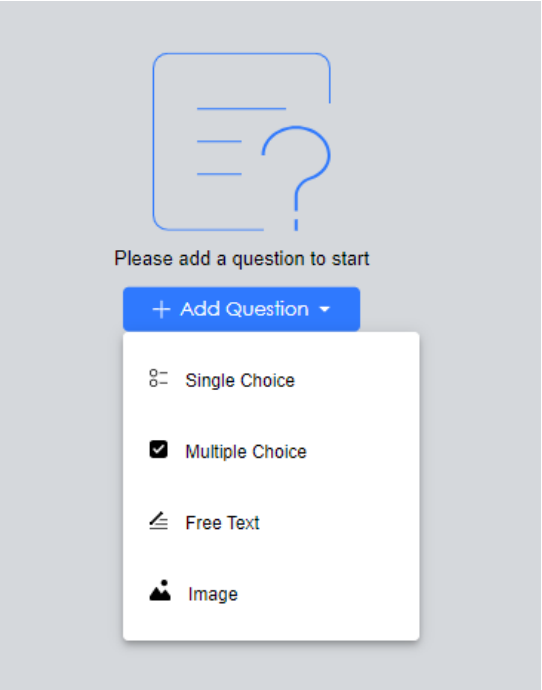
Multiple Selection – The classroom's participants will be able to select more than one answer from the list of options.

Free Text – The classroom's participants will be able to write down a detailed answer for a question

Image – The classroom's participants will have to select the correct image(s) to answer a question



SCREENSHOT - Polls & Quizzes

2. **Available features for an Added Question:**

Added questions can be edited, deleted and adjusted according to your requirements. Click on a question block to view the available features which are explained below.

- **Edit –** To edit the name of a question or its option, move the mouse pointer over it and an edit icon will appear. Click the edit icon and rename the respective question, description of question or its option. Once done, click ✓ icon in order to make changes for the respective element, as shown below.

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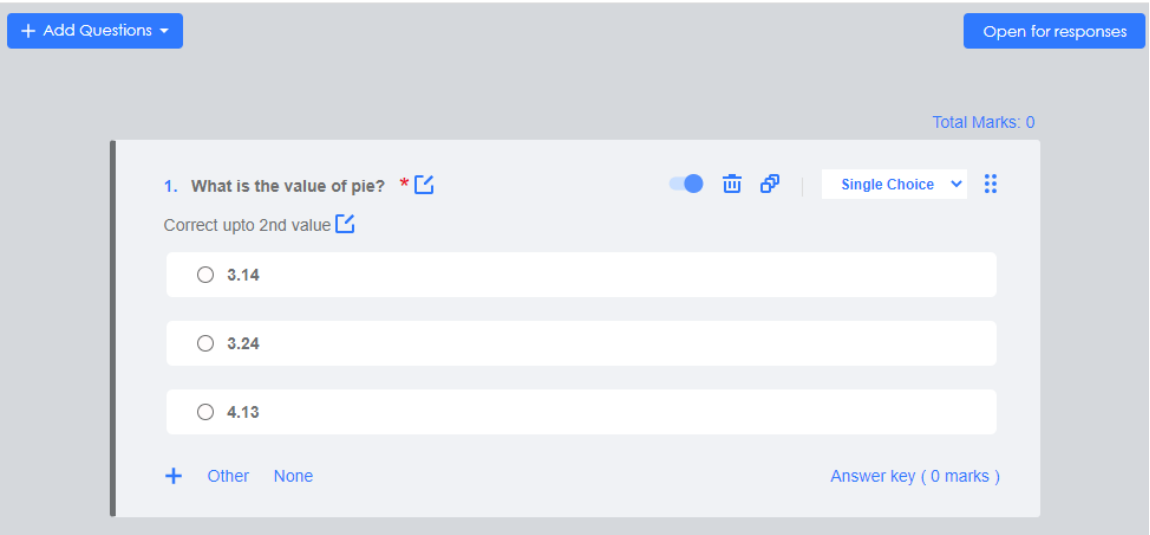

SCREENSHOT – Edit the Quiz

- **Delete –** To delete a question or its option, move the mouse pointer over it and a delete icon will appear. Click that icon and the respective element will be deleted from the quiz template.
- **Move –** To move questions or the position of its corresponding option, move the mouse pointer over it and a **Drag element** icon will appear. Use that icon and adjust the respective element's position according to your need.
- **Copy –** A copy of the question block can be made on the quiz template. To do this, move the mouse pointer over a question and a copy icon will appear. Click on it and an identical question block will be available on the respective template.
- **Other –** Use this option to add another checkbox option for a question, you can also use icon for this purpose. Other options can be used to describe the answer if a student does not want to select a given option and instead wants to provide their own.
- **Select All –** Use this option to add a 'Select all' checkbox option for a question.
- **None –** Use this option to add a 'None' checkbox option for a question.
- **Answer Key –** Use this option to define answer and score for the respective question. Once the classmate attempts a question, it will be instantly scored based on the answer key that you have set. This will provide instant feedback to the classmates while saving your time.
  To do so, click **Answer Key** displayed on the bottom of the question block and following popup window will appear. Chose the correct answer as well as the marks for the respective question, as shown below.

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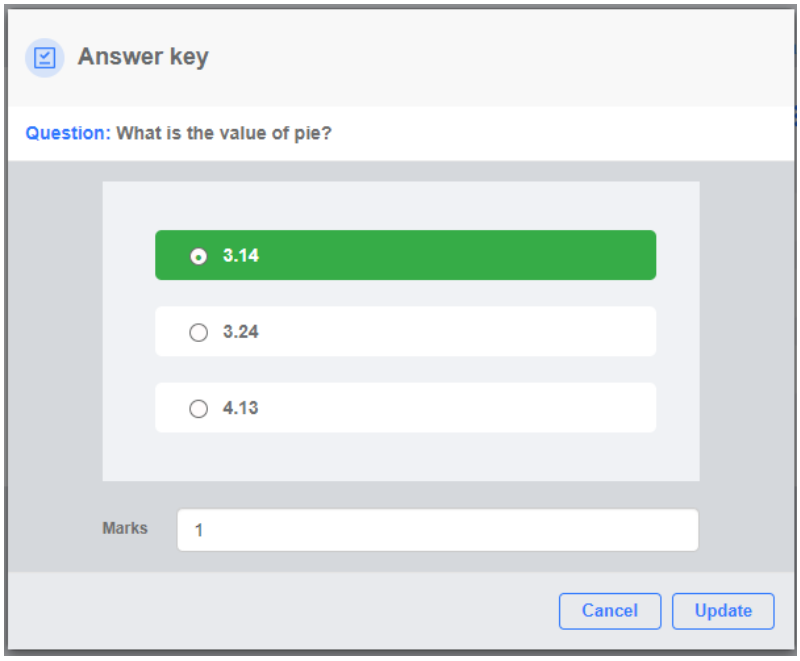

SCREENSHOT – Answer Key

Note: Answer key cannot be changed/updated once the quiz has been opened for responses. Host would not be able to save the quiz unless host sets the answer key for all the available questions. Quiz/poll cannot be saved with 0 questions. There should be at least one question.

Once done, click **OK** to save changes.

Once you have created the required quiz, click the **Preview** icon displayed at the top right of the screen. This will help you to view the created quiz before sharing it with the classroom. You can also save the respective quiz by clicking the **Save** button displayed beside the preview option. A draft of that quiz will be saved which can be shared with the classroom whenever required.

3. **Open for responses**

Once the quiz is all set to be shared in a classroom, click the **'Open for responses'** button and you will be presented with the following 'Cumulative Results' screen on which the host can see live results of the shared quiz.

Note: Once a quiz is opened for responses, it will allow the classroom's participants to attempt the respective quiz.

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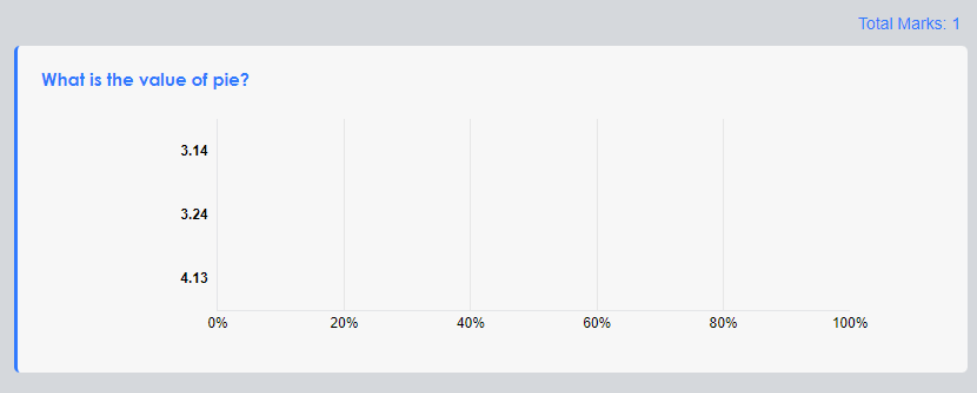
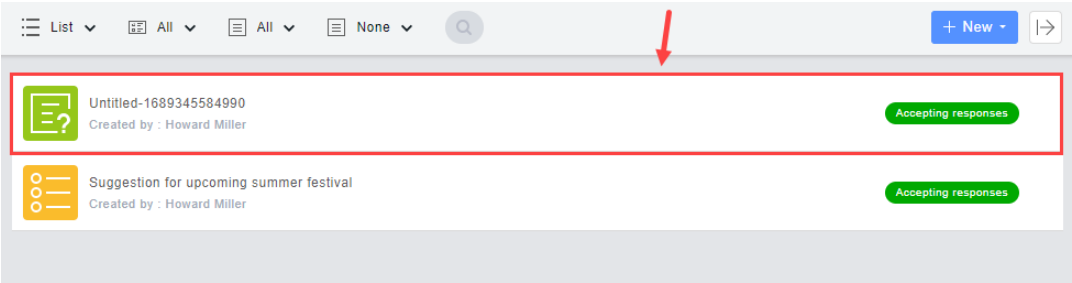


SCREENSHOT – Quiz Results

Use the **Close** button displayed at the top right of the screen in order to close the quiz results and you will be presented with the following screen. The respective quiz will be indicated as **'Accepting responses'** for the host.



Close Quiz: When a quiz is closed, the participants will not be able to submit their responses. To do so, go to the respective quiz's menu option and click **'Close Quiz'** as shown below.

Note: Once a quiz is closed then it cannot be open again for participant's responses. Although, the host can still create a copy for any previously created quiz and share it with the classroom.

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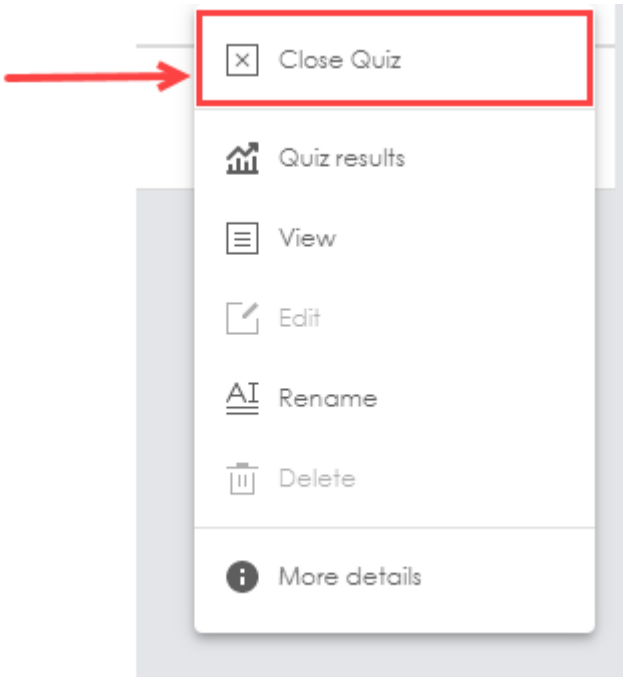


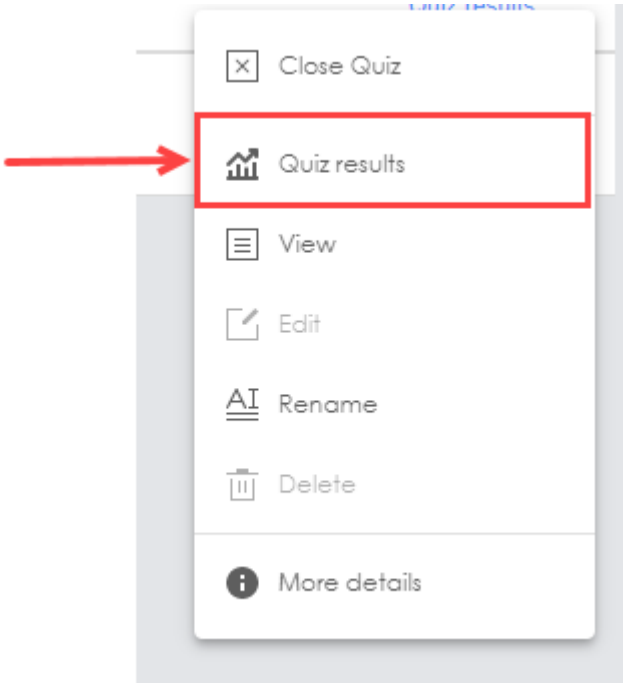
SCREENSHOT - Close Quiz

The respective quiz will be displayed as 'Closed'.

Quiz Results: The host can get following two types of results:

1. Cumulative Results – This will provide overall results analytics of the whole classroom. The host will be able to see percentage of classmates who responded to a particular option that will help them to interpret the majority of the classmate's results easily.
2. Responses Received – This tab will allow host to view individual classmate's result for the quiz.

To open quiz results, click the menu option of the respective quiz and click **'Quiz Results'** as shown below.



SCREENSHOT - Quizzes

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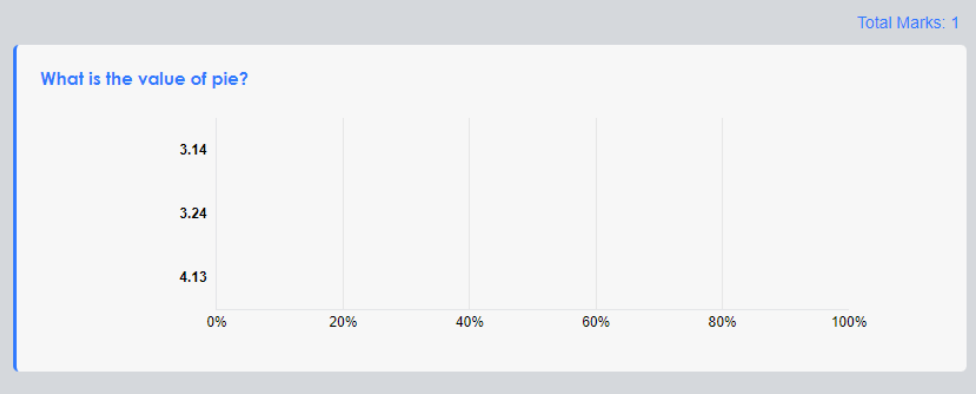
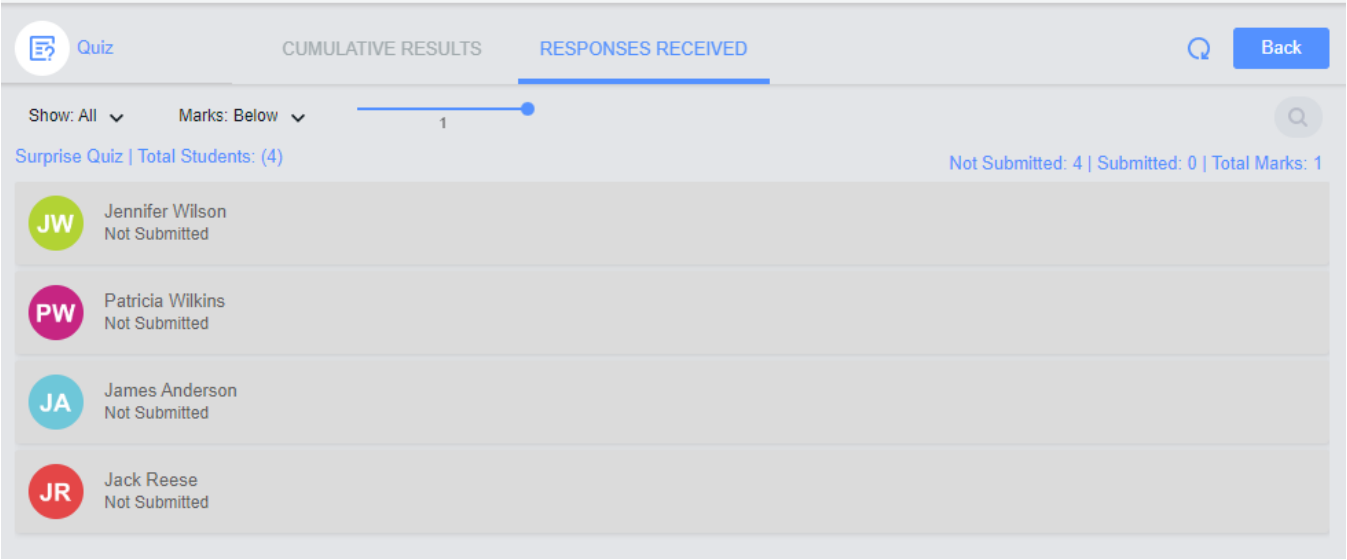
You will be presented with the 'Cumulative Results' screen.



SCREENSHOT – Cumulative Results

To view individual classmate's results, click 'Responses Received' tab and following screen will be displayed.



SCREENSHOT - Quizzes

View Quiz: You can view any of the available quiz from the **Polls & Quizzes** screen that will help the host to view the respective quiz and if required create a copy of it to share it with the classroom. To view a quiz, go to the menu options of the respective quiz and click **View**, as shown below.

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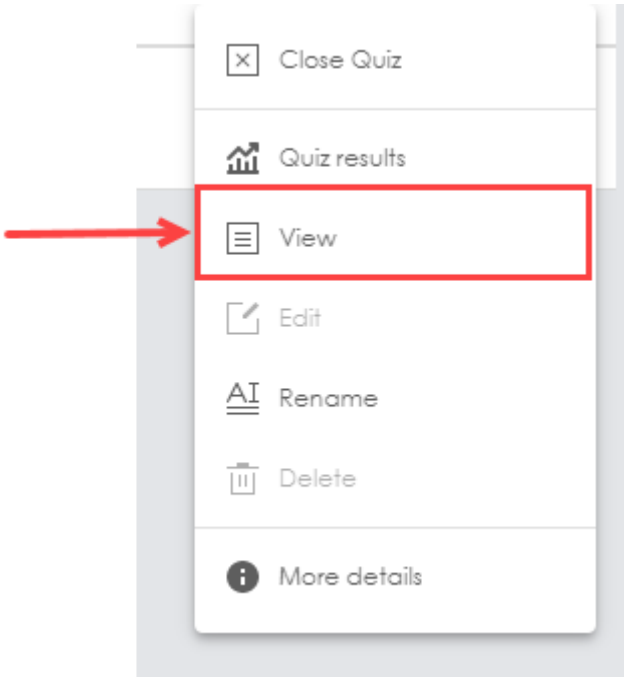

SCREENSHOT - View Quiz

You will be presented with the following screen.

SCREENSHOT - View Quiz

Click the Close ⊠ button displayed at the top right of the template screen in order to close the respective screen.

Note: You can also view an available quiz detail i.e., creator, created date and title of the quiz, by clicking on the More details option as shown below.

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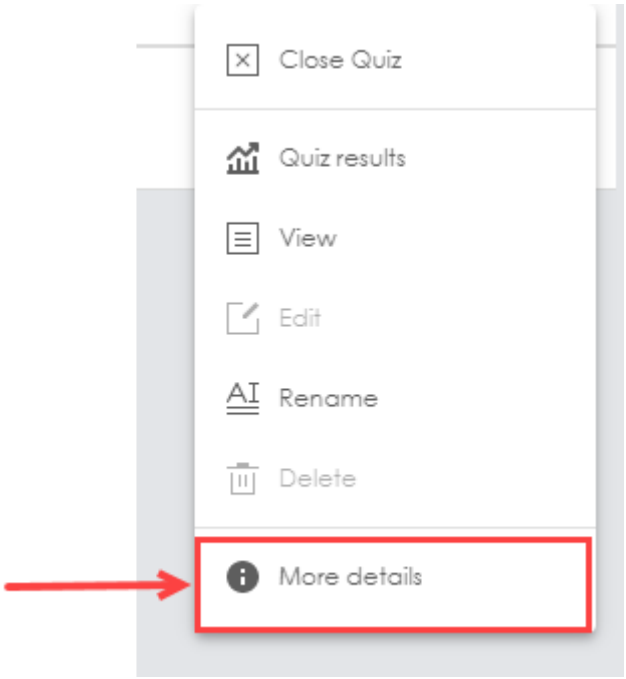
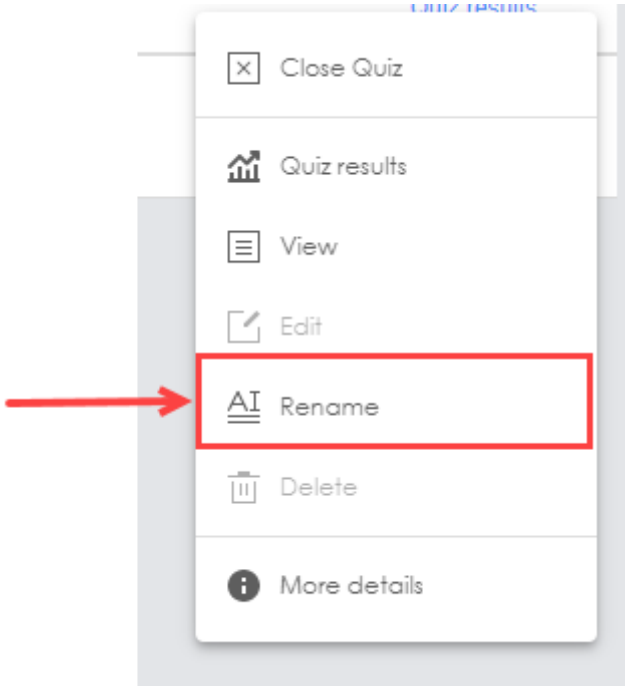


SCREENSHOT – More Details

Rename: To update quiz name, click the menu options of the respective quiz and click 'Rename' as shown below.



SCREENSHOT – Rename Quiz

You will be presented with the following popup, update the respective quiz name and click Update.

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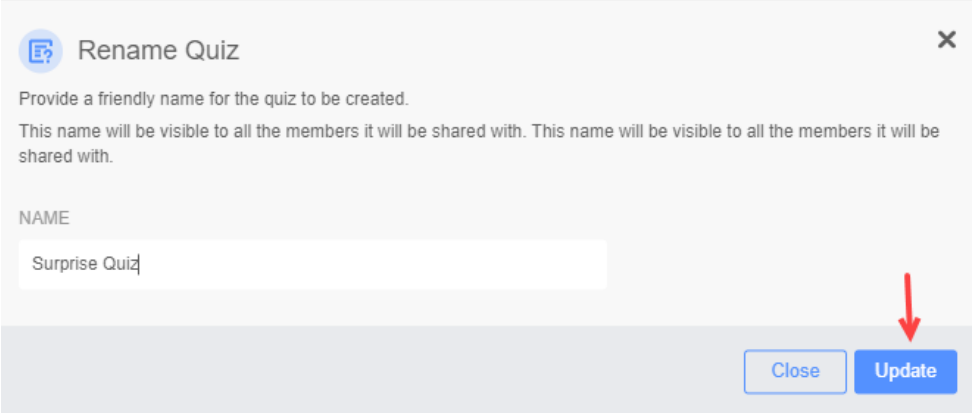
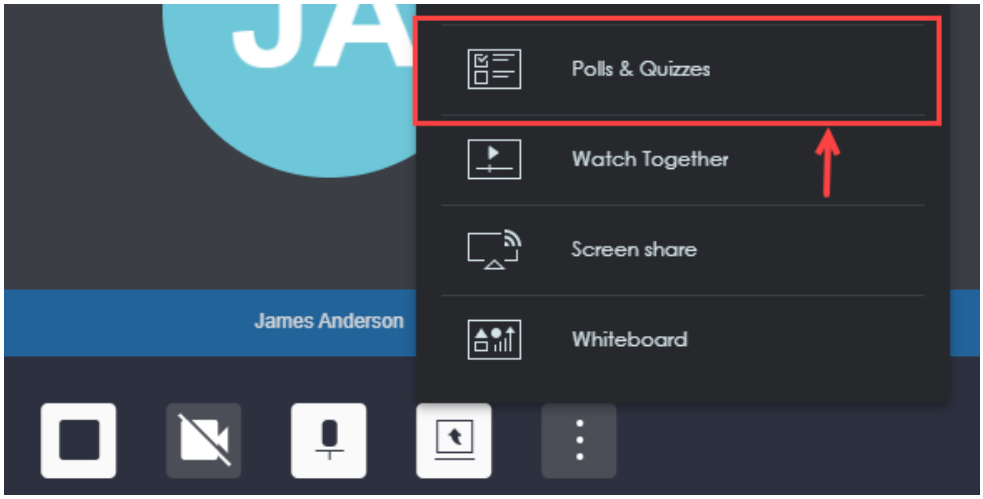


SCREENSHOT – Message from the Application

12.2.2 Online Mode

To get started with quizzes in an online mode, start a live classroom session and go to the **Share** option of call overlay. Click **Polls & Quizzes** option as shown below:



SCREENSHOT - Polls & Quizzes

You will be presented with a popup window, as shown below. Click on **Quiz** tab and then select the blank quiz tile as shown below and click on Create.

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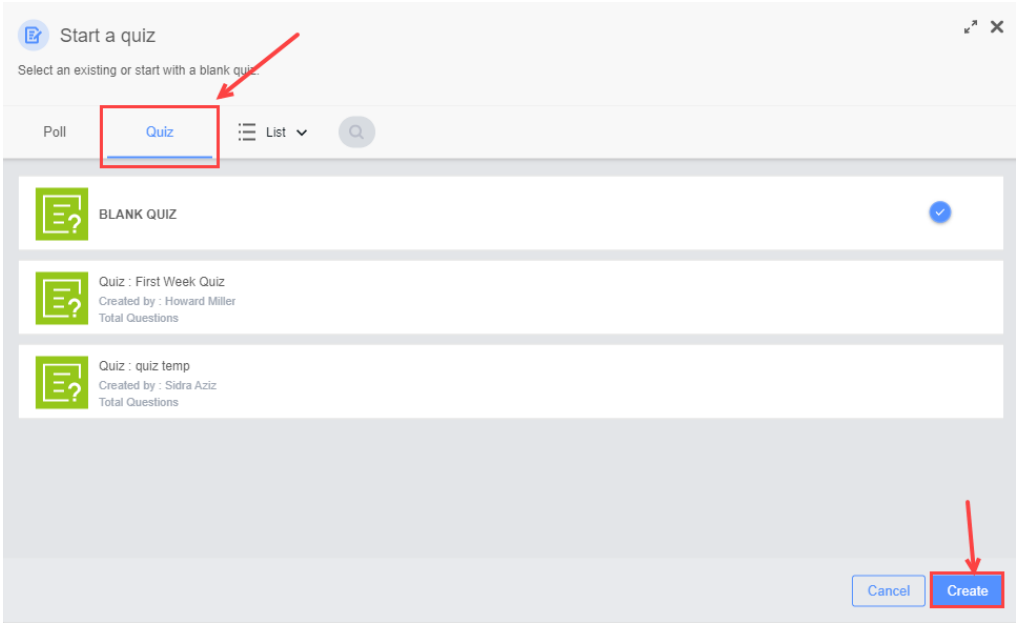
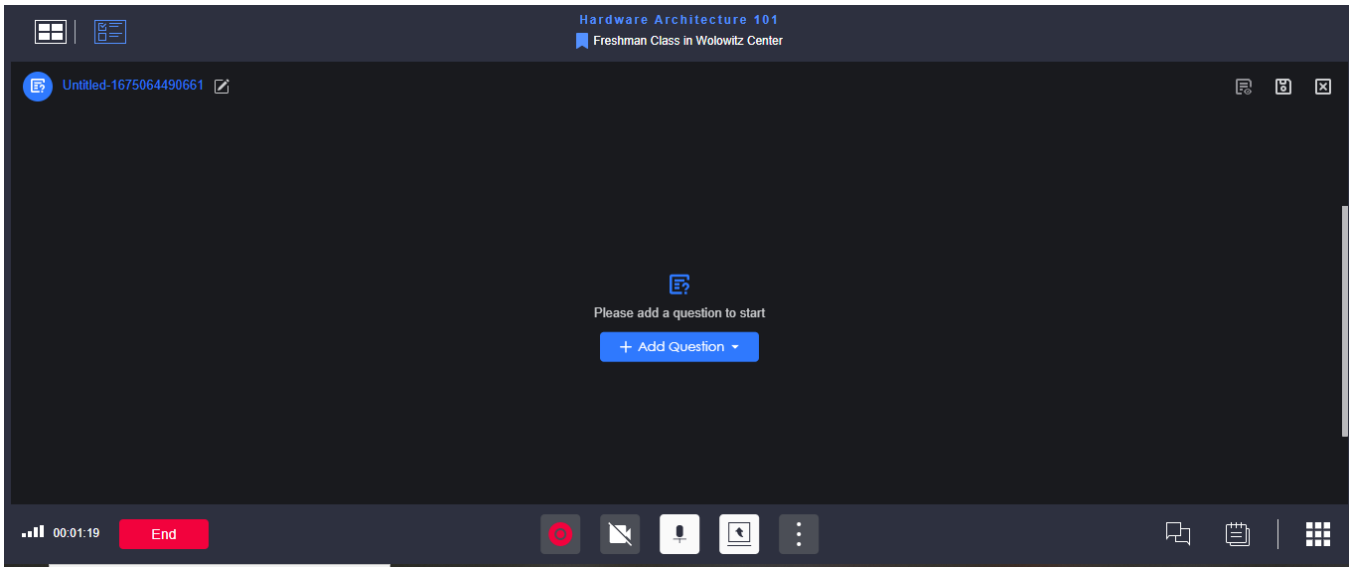


SCREENSHOT – Create a Quiz

Note: An existing quiz template will only be available if you or any other host has already created a quiz template. If an existing template is available, then you will be able to create a copy of that quiz template in order to share it in the respective classroom.

If you choose to start off with a Blank Poll, you will be presented with the following screen:



Click on the icon if you want to assign a specific name to this newly created poll.

Following pop-up is displayed:

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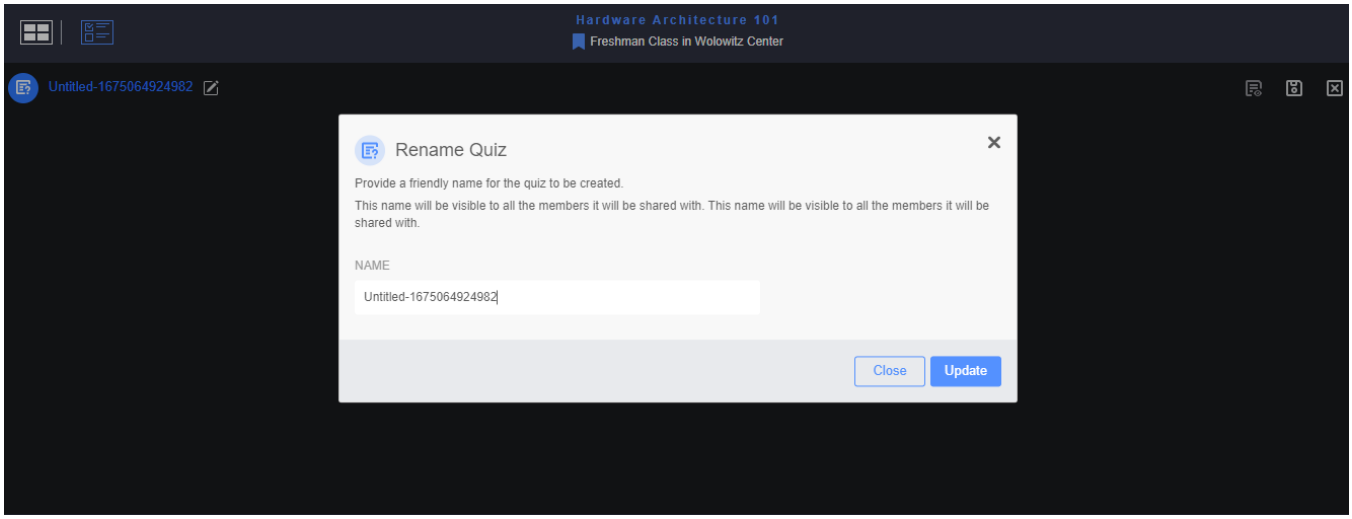

SCREENSHOT – Rename Quiz

Click on Update button after you have entered your desired name.

Once quiz is created in an online mode, results will be displayed as shown below:

SCREENSHOT – Quiz Results

You can stop sharing of a Quiz in a live session by clicking on **STOP** button displayed next to **Polls & Quizzes** or by clicking on **Stop All Sharing** option as highlighted below:

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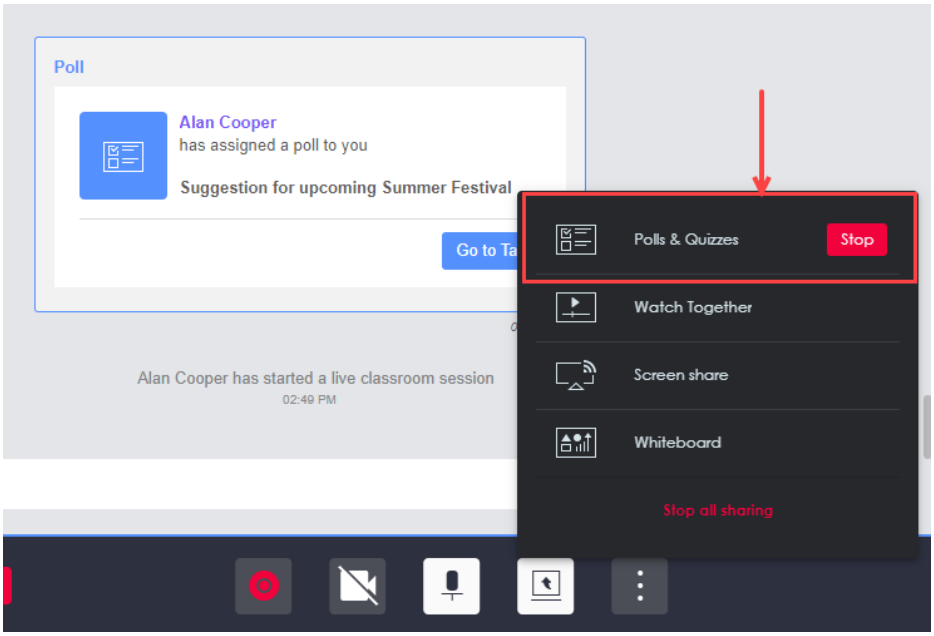

SCREENSHOT – Polls & Quizzes

IMPORTANT!! *If the host ends the live classroom session, the respective quiz will be closed automatically and the classroom's participants will not be able to attempt it.*

Note: Please note that a quiz's features will be same in both offline and online modes. For more feature's details, please see the section titled 'Offline Mode'.

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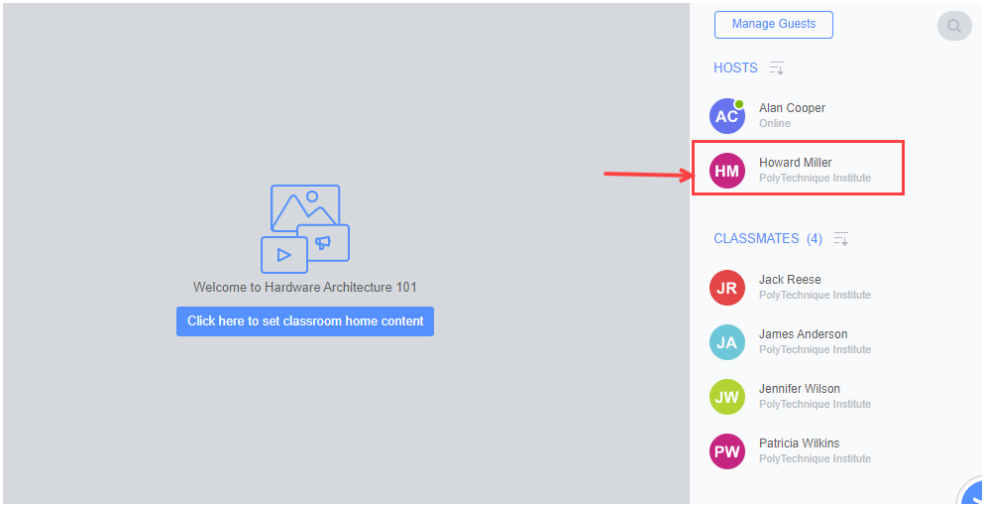
13 One-to-One Conversation

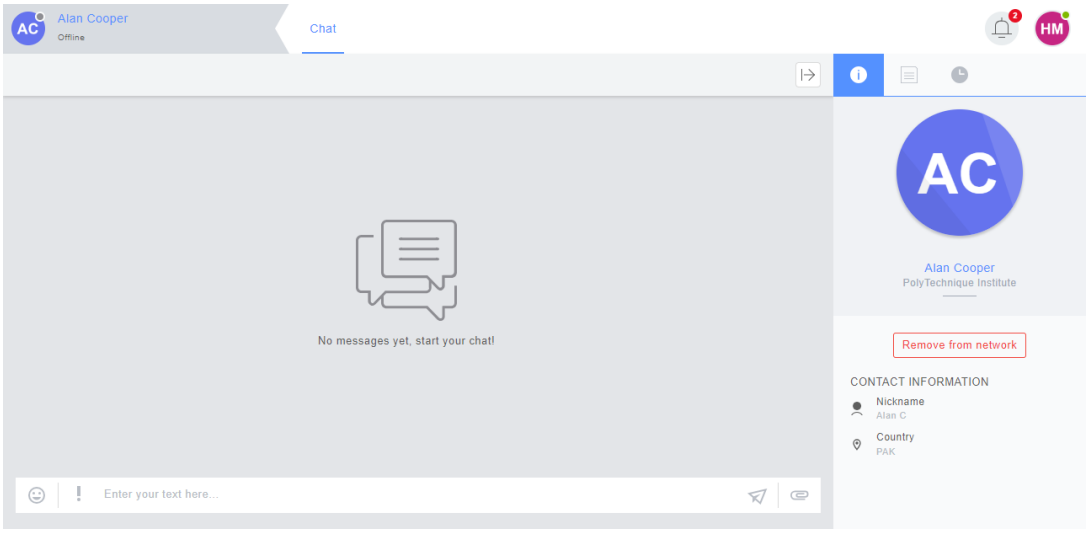
One-To-One Conversation refers to the conversation that happens between two individuals. Rainbow Classroom provides this feature to its users in order for them to engage with another via audio/video call, screen sharing and text messaging. This feature helps the host to open a personal chat room with any individual contact. The host 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

The following screen will be displayed, as shown below.



SCREENSHOT – One-to-One Conversation

If a user is already part of your network, you can simply access the conversation with that user by clicking their user name displayed in the left hand panel as highlighted below:

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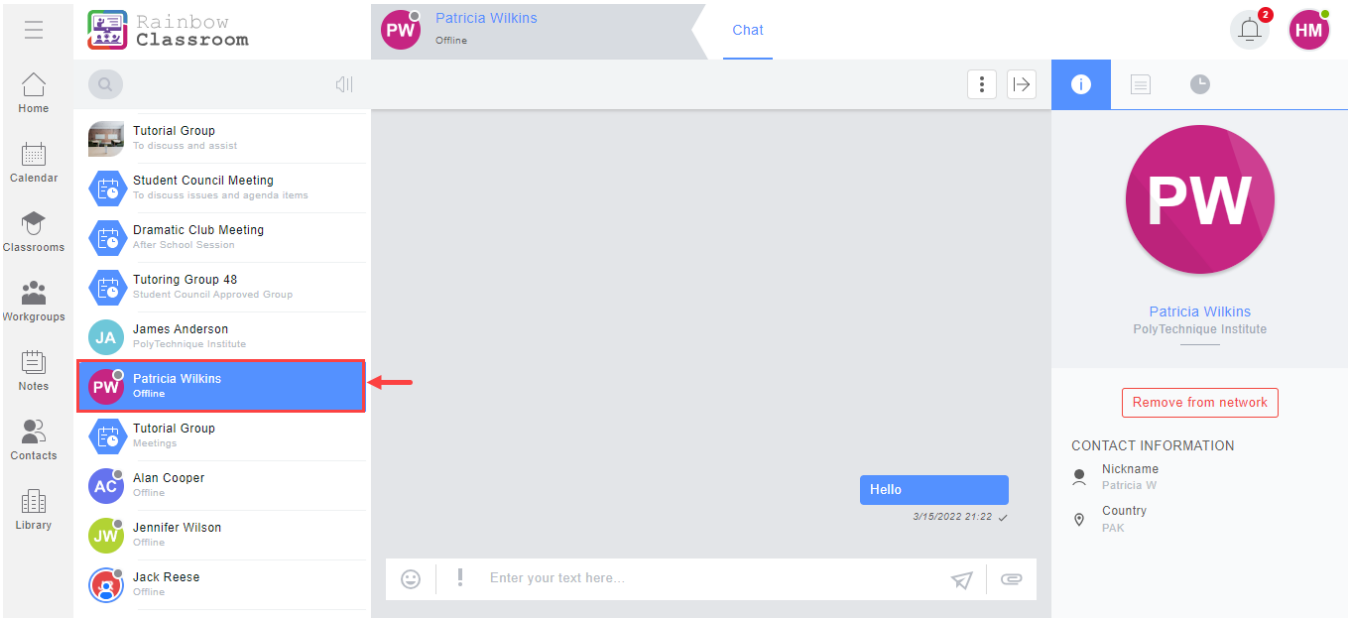
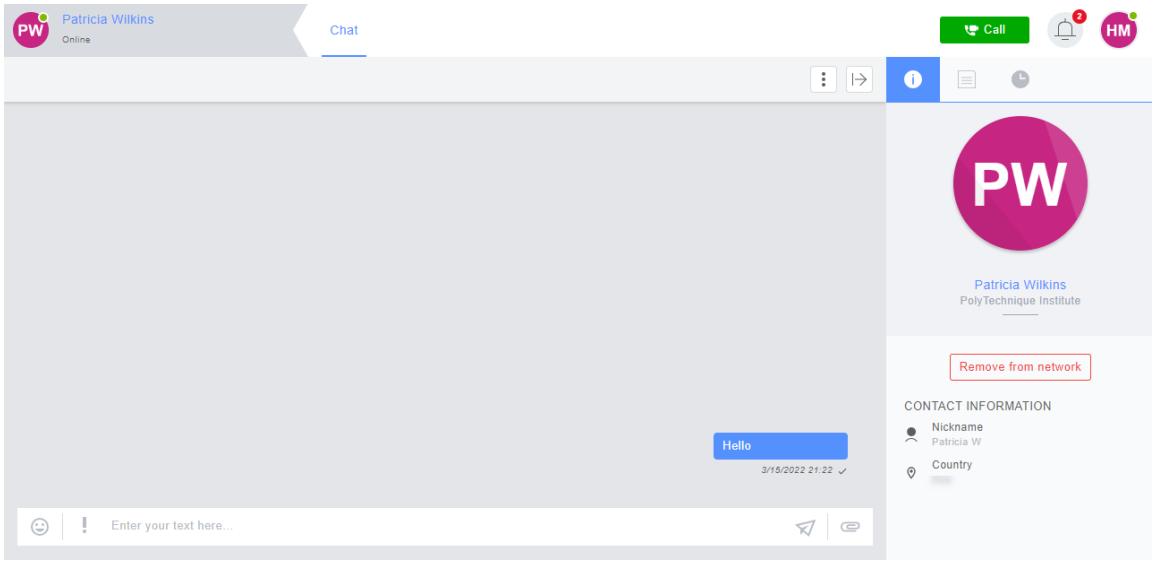


SCREENSHOT – Rainbow Classroom Interface

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, the following screen will be presented to you.



SCREENSHOT – One-to-One Conversation

The following options are available on the above screen:

1. Make a Call

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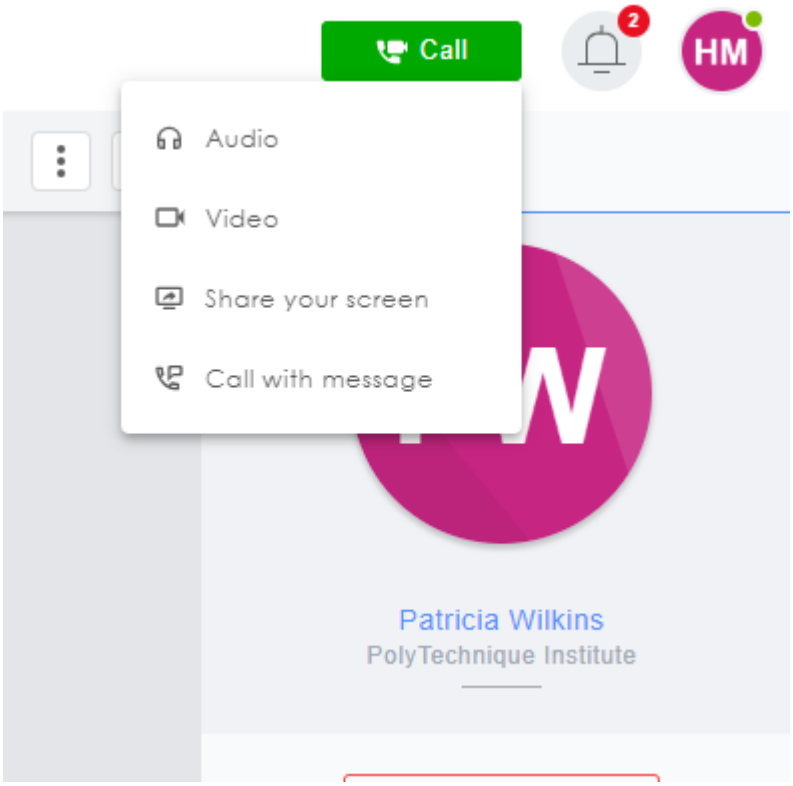
2. Chat box
3. Right hand panel

We have addressed these options below to provide you with an overview of the one-to-one conversation between the host and the attendee.

1. **Make a Call:** The host 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 – One to One 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 attendee.
- **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.

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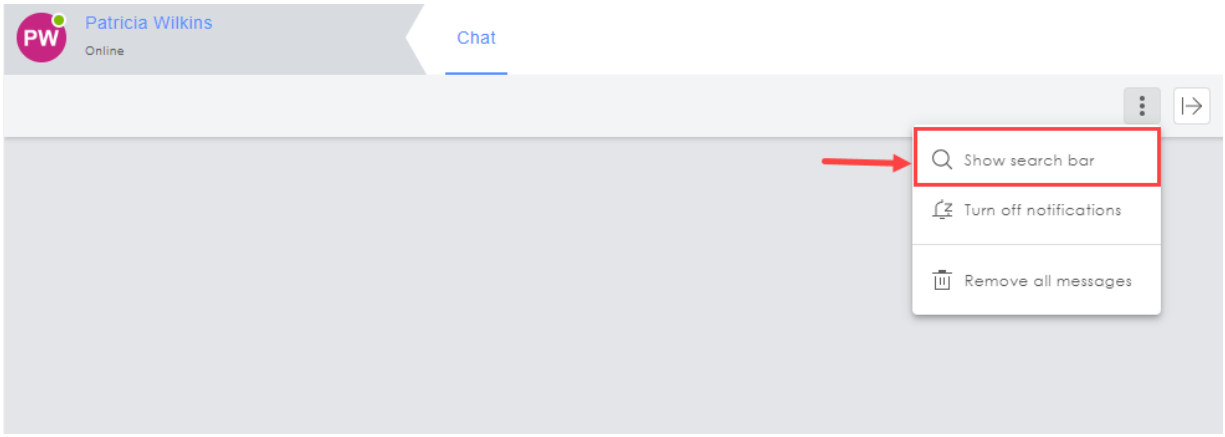
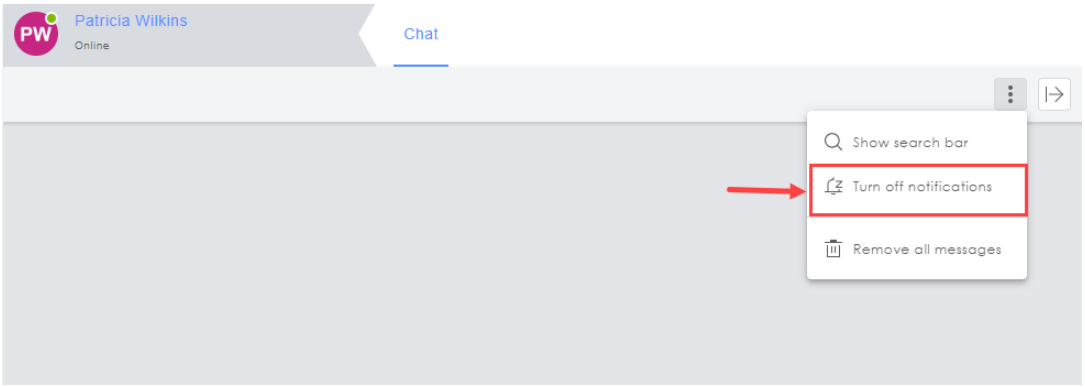
2. **Chat Box:** The host can share files as well as text messages from the chat box.
3. **Right Hand Panel:** The host can see the user's details, call history as well as shared and received files with the respective user from the right-hand panel.

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 to, forwarded or copied by clicking on the text as highlighted below:

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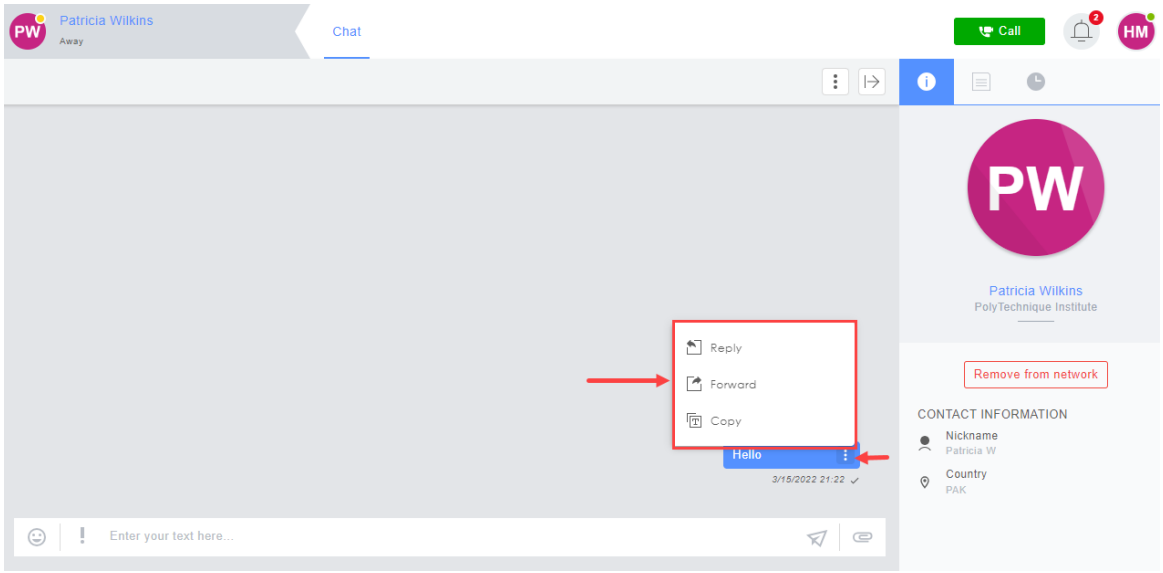

SCREENSHOT – Chat

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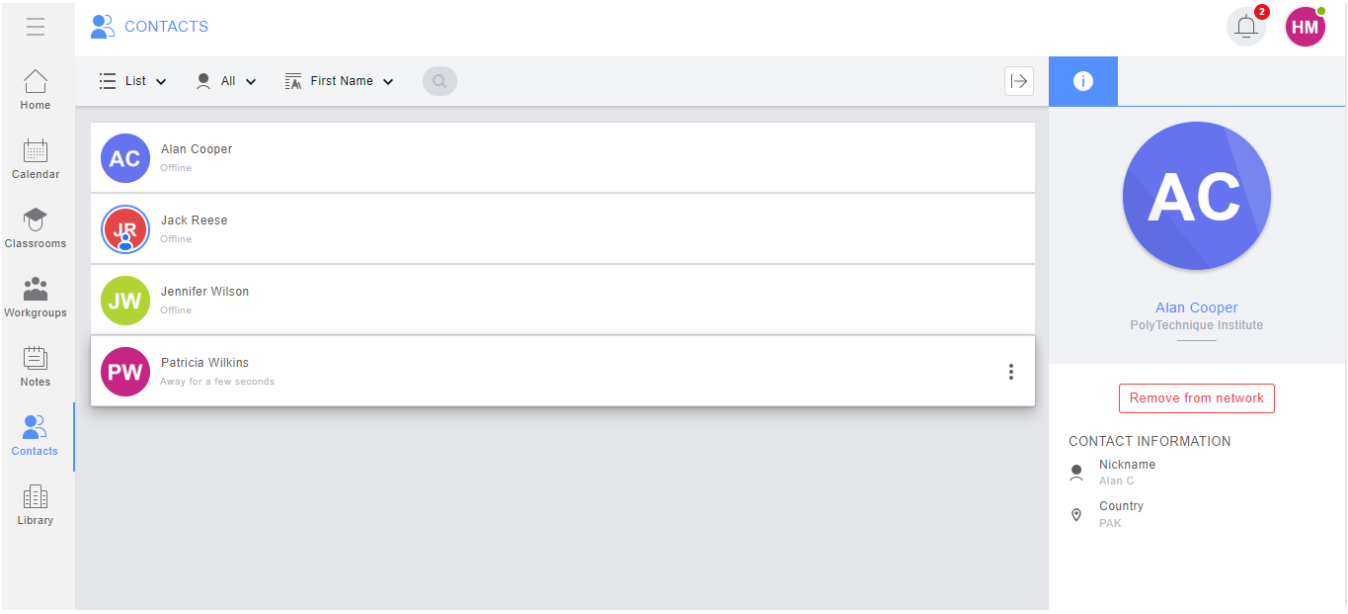
14 Contacts

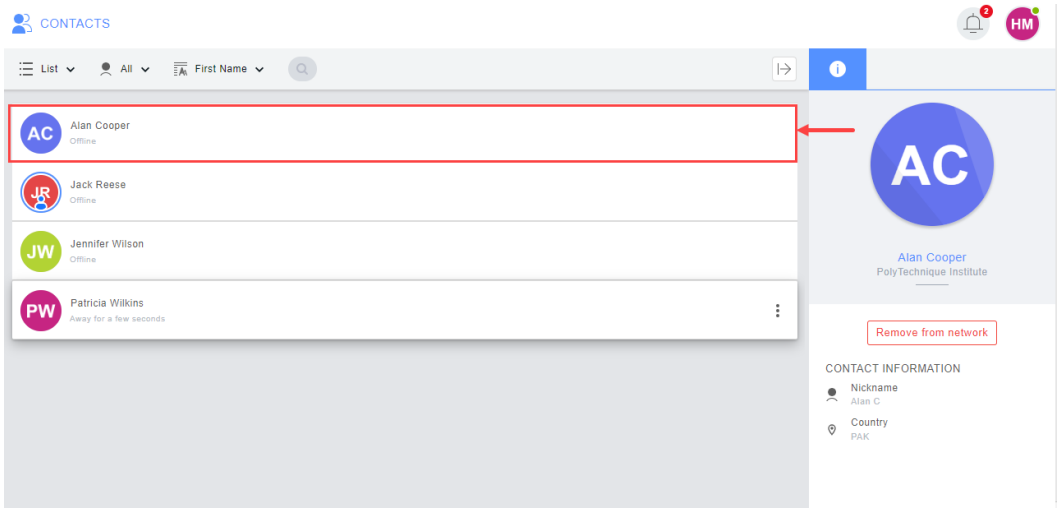
All of your contacts that are part of your network in Rainbow Classroom can be accessed from a centralized location. This makes interaction among Rainbow Classroom users hassle free. Multiple filters make it even easier to quickly find your desired contact whether a fellow classmate, host or guest.

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

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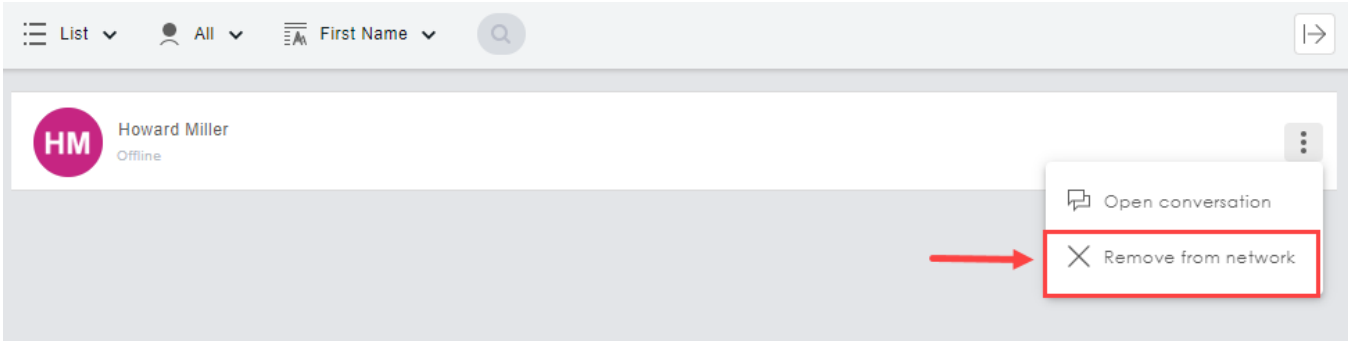
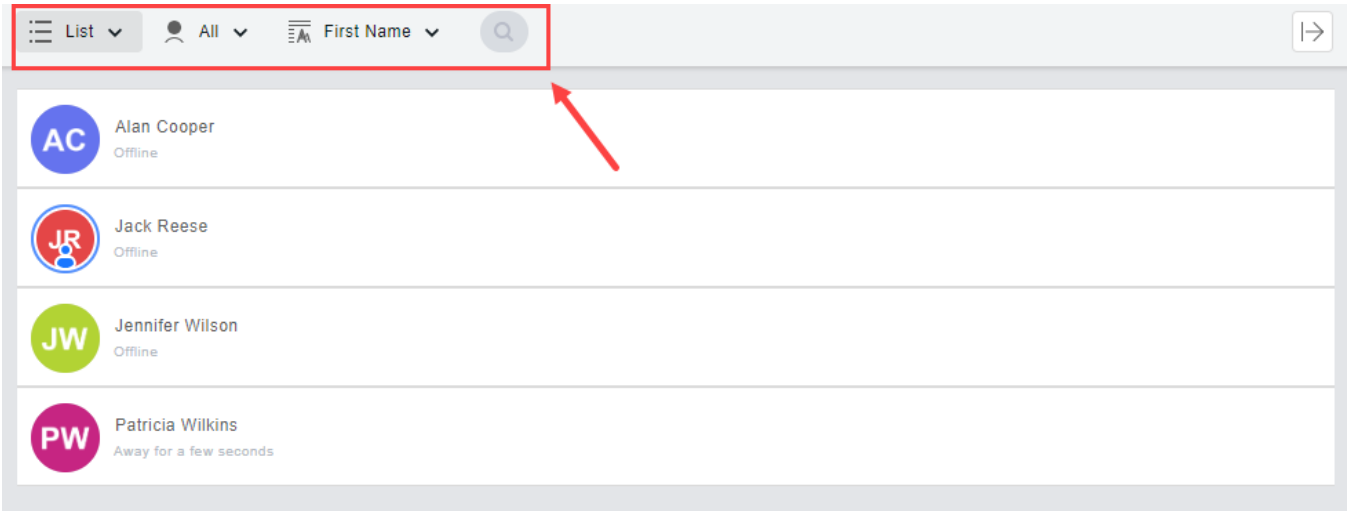
You can also remove a contact by clicking on the ⋮ icon that will open up a menu as shown below:



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:

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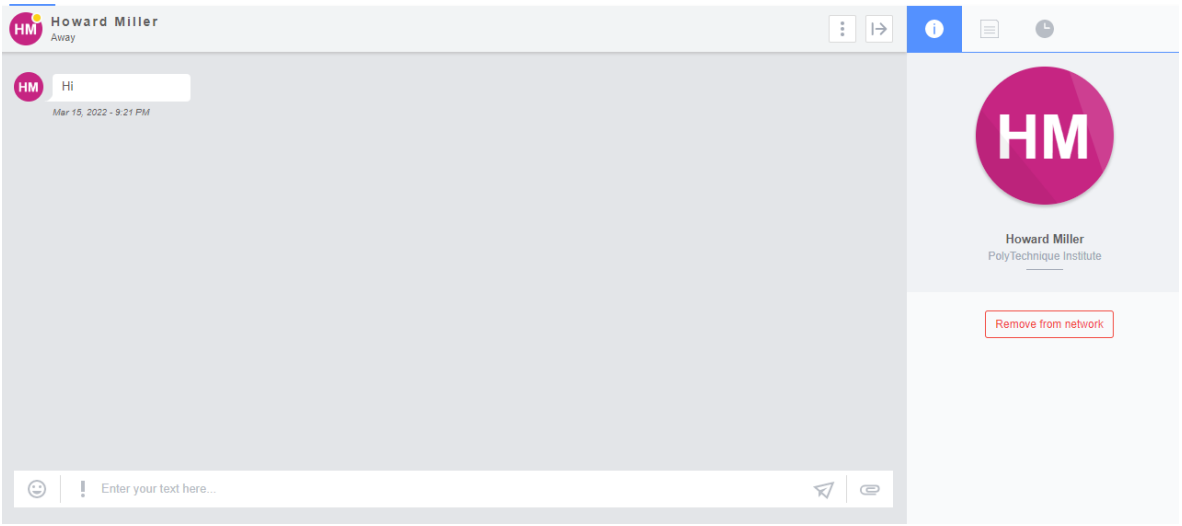
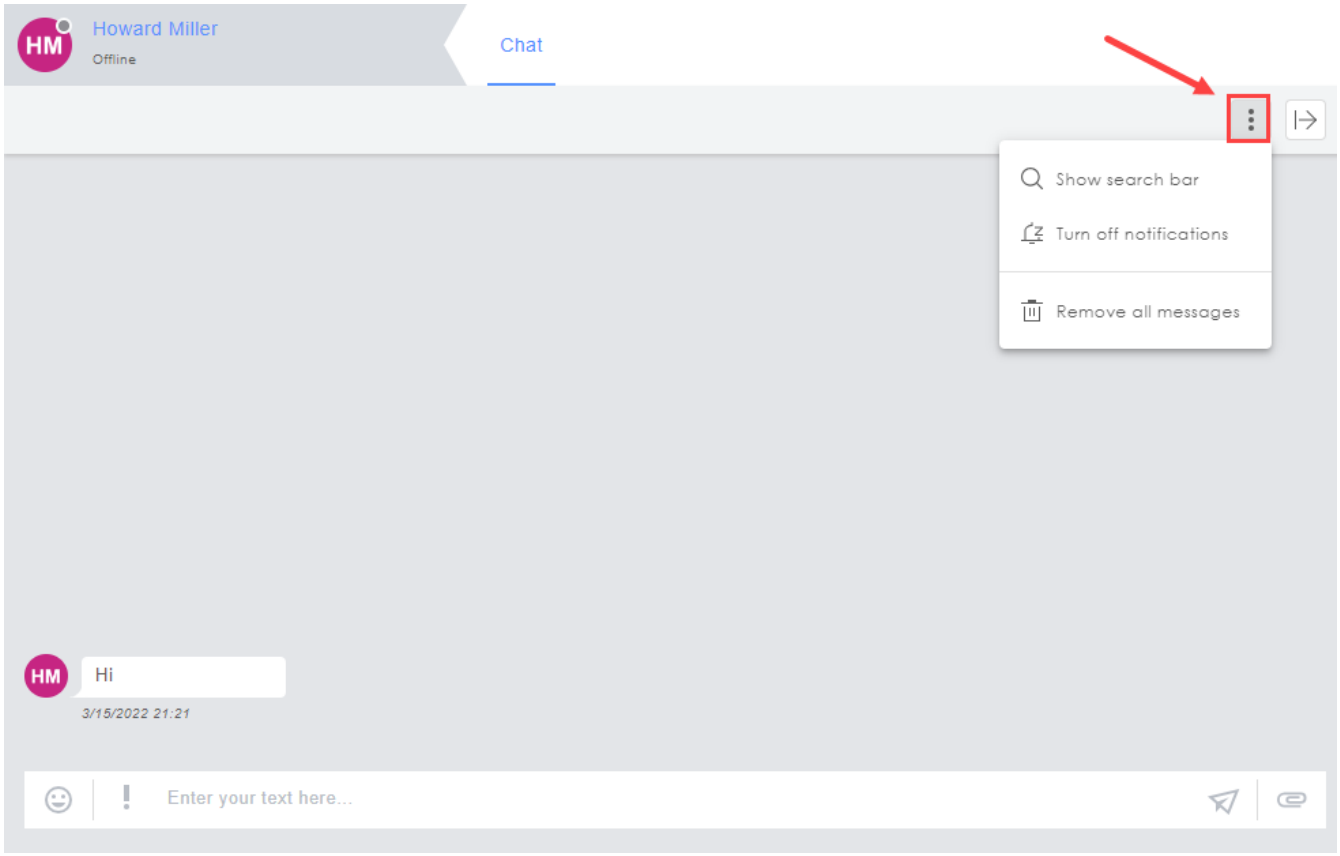


SCREENSHOT – Chat

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

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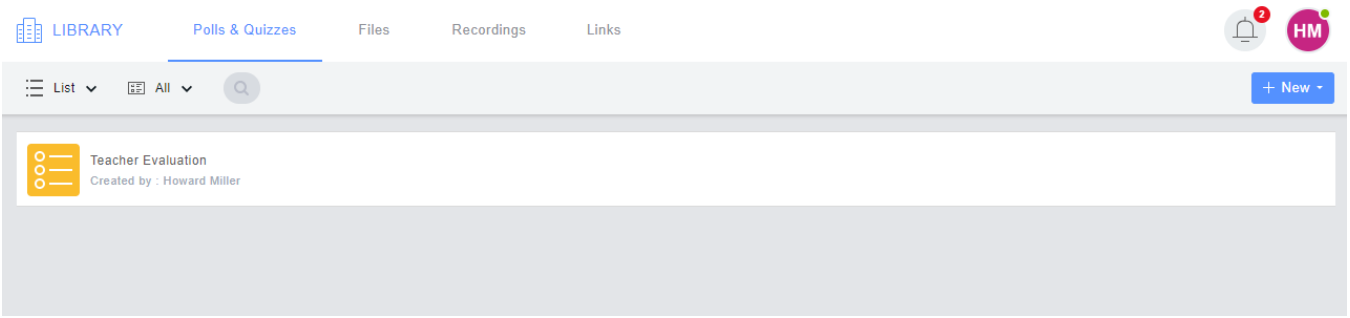
15 Library

A Library is typically a designated place where the host can create the forms for users as well as access all of their shared and received files associated with the classes. The host can create interesting activities such as polls and assessments for users via these forms. They can also access all of their Recordings using the 'Recordings ' section. Rainbow Classroom provides the 'Library' to encourage interaction and engagement with the classmates and guests. This helps to build a realistic virtual classroom environment in which hosts and classmates can enjoy their educational process. The Library consists of following components:

1. Polls & Quizzes
2. Files
3. Recordings
4. Links

To view the Library screen, click **Library** tab displayed on the side navigation bar and its relevant page is displayed, as shown below.



SCREENSHOT – Library

15.1 Polls & Quizzes

The Library provides the ability to create a form template of type 'Poll' and 'Quiz' which can be shared in a classroom or meeting with or without any live session. The Polls & Quizzes can be used by the host to get feedback or evaluate the classmates performance in a classroom or meeting.

IMPORTANT!! *The Library allows you to create a new poll / quiz template or edit, delete the existing ones. The host must go the required classroom or meeting in order to share a poll or quiz with the respective class. For more details, please see section titled 'Polls & Quizzes'.*

To create a poll or quiz template, click the **Polls & Quizzes** displayed at the top of the Library screen. The following resultant screen will be displayed:

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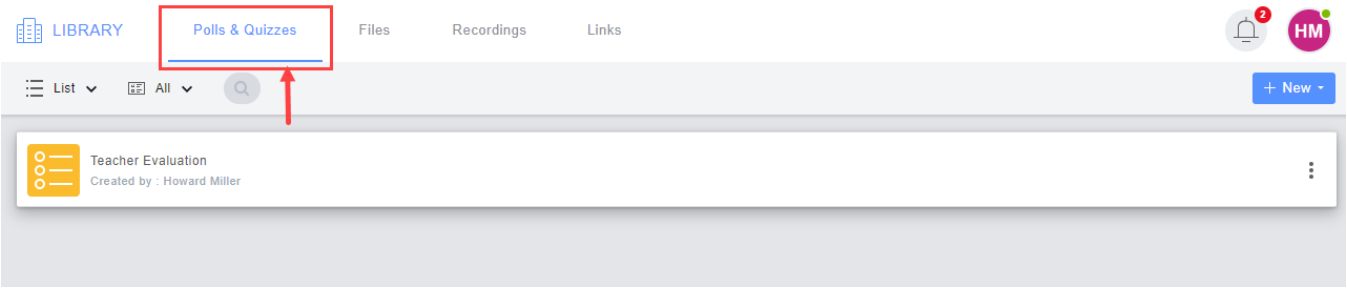
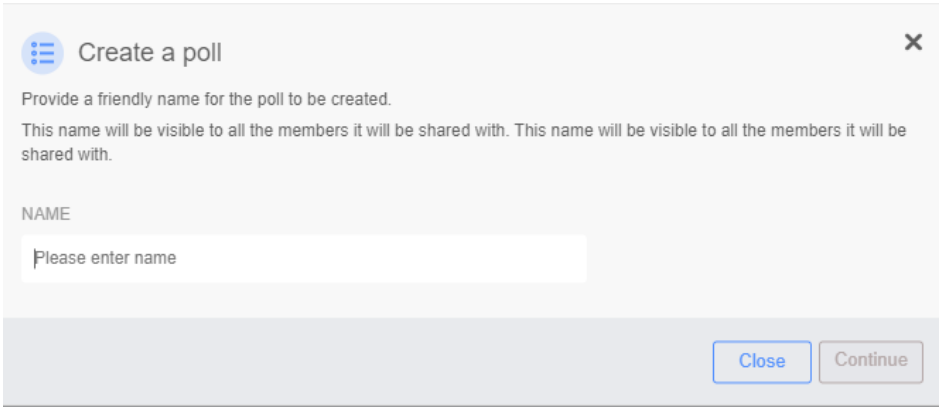


SCREENSHOT – Polls & Quizzes

Click the + New dropdown button and select **'Create a poll template'** or **'Create a quiz template'** option. Upon clicking this option, you will be presented with a popup window. To give you more understanding, we have given an example below for creating a poll template.



SCREENSHOT – Message from the Application

Enter the poll name in the respective field and click the **Continue** button. You will be presented with the following screen.

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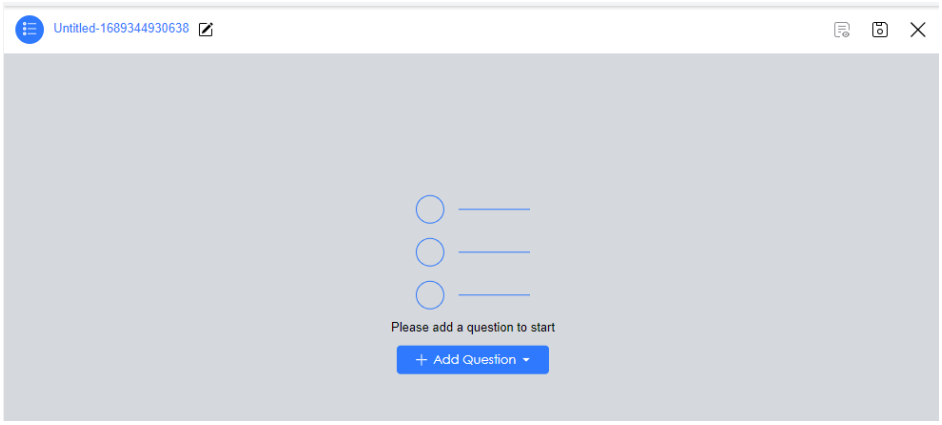


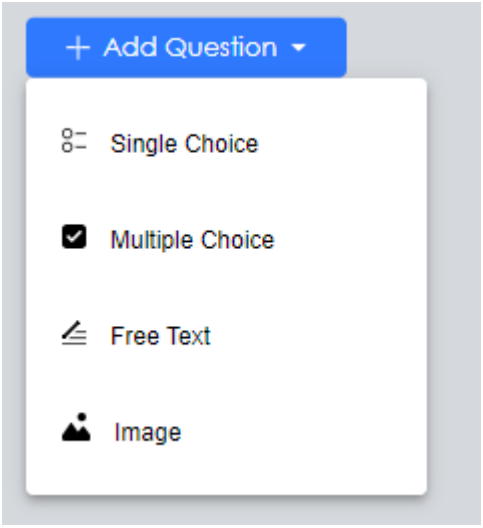
SCREENSHOT – Polls & Quizzes

Following are the options available on the above screen.

1. Add Questions to Poll:

When you create a new poll, you can add new questions to the poll by clicking the **Add Question** dropdown menu and select the type of question that you require. You can select from the following choices:

- Single Choice
- Multiple Choice
- Free Text
- Image



SCREENSHOT - Polls & Quizzes

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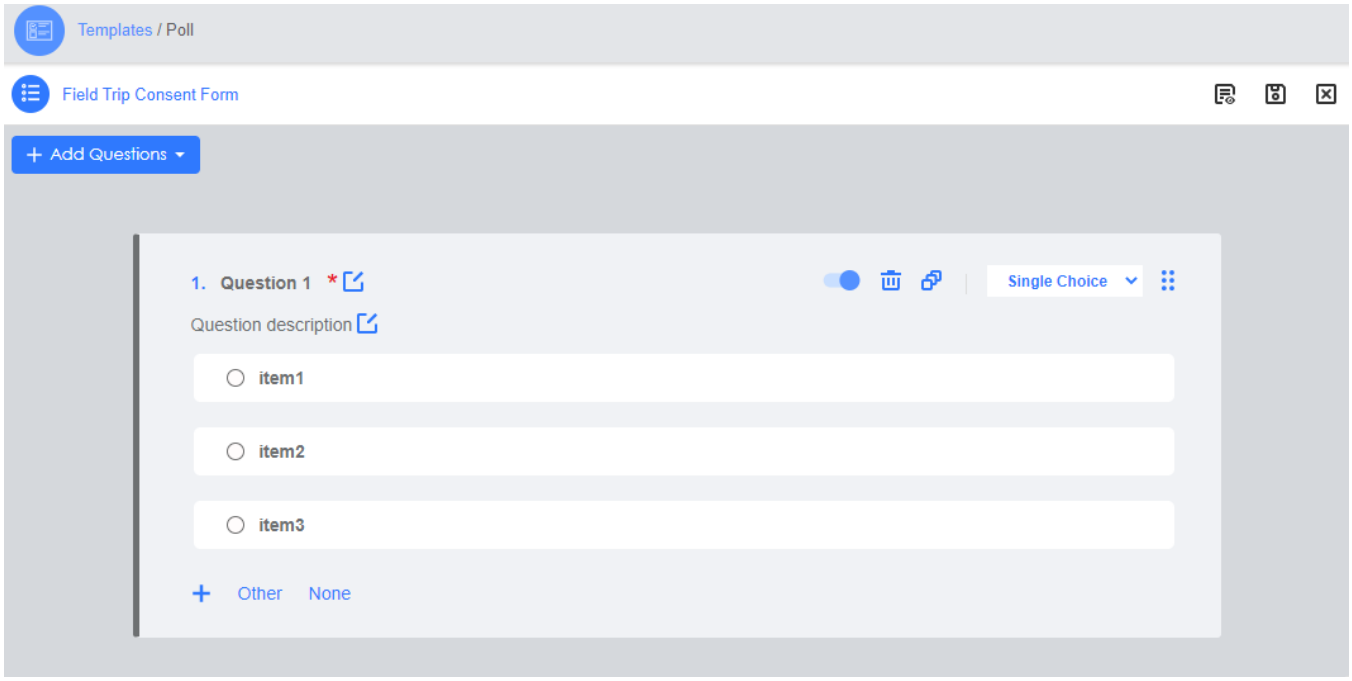
2. Available features for an Added Question:

Added questions can be edited, deleted and adjusted according to your requirements. Click on a question block to view the available features. We have described the features below that are available on each question block.

- **Edit –** To edit the name of a question or its option, move the mouse pointer over it and an edit icon will appear. Click the edit icon and rename the respective question, question description or its option. Once done, click ✔ icon in order to make changes for the respective element, as shown below:



SCREENSHOT – Polls

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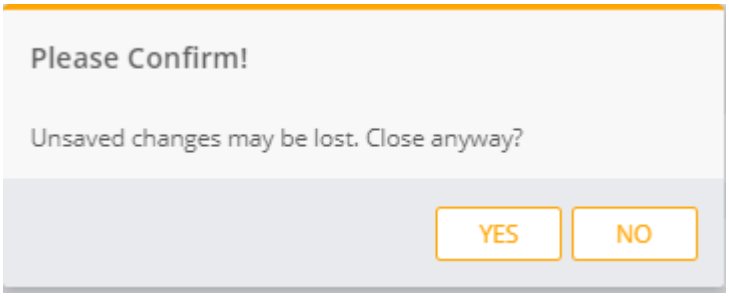
- **Delete –** To delete a question or its option, move the mouse pointer over it and a delete icon will appear. Click that icon and the respective element will be deleted from the poll template.
- **Move –** To move questions or the position of its corresponding option, move the mouse pointer over it and a **Drag element** icon will appear. Use that icon and adjust the respective element's position according to your need.
- **Copy –** A copy of the question block can be made on the poll template. To do this, move the mouse pointer over a question and a copy icon will appear. Click on it and an identical question block will be available on the poll template.
- **Other –** Use this option to add another checkbox option for a question
- **Select All –** Use this option to add a 'Select all' checkbox option for a question.
- **None –** Use this option to add a 'None' checkbox option for a question.

Once you have set the poll template, click the Preview icon displayed at the top right of the screen. This will help you to view the created poll before sharing it with the classroom or meeting.

IMPORTANT!! *After creating a poll template, the host must save it otherwise the respective template will not be available in the Library or in any classroom/meeting. To save the poll template, click the* ***Save*** *button displayed at the top right of the template screen.*

Click the Close icon in order to close the created template screen. You will be presented with the following popup window.



SCREENSHOT – Message from the Application

Click **Yes** if you have saved the poll template and you will be redirected to the **Polls & Quizzes** screen where the saved poll template will be displayed, as shown below.

Note: All the templates created by you or any other host will be available on the **Polls & Quizzes** screen.

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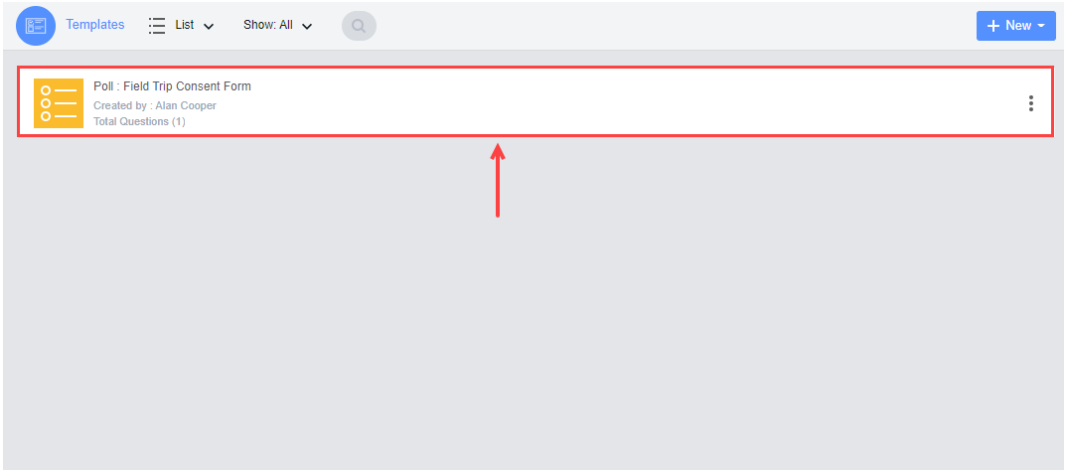
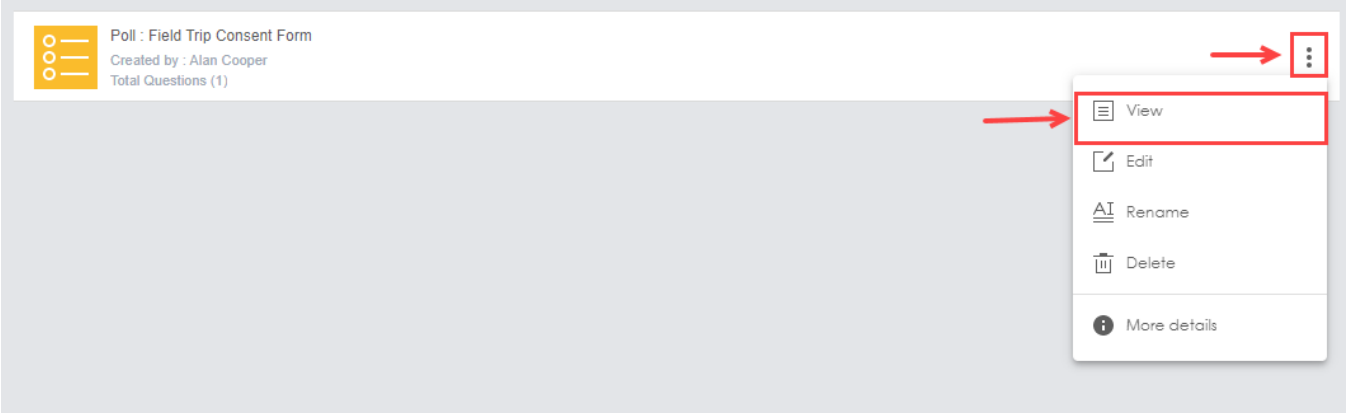


SCREENSHOT – Polls

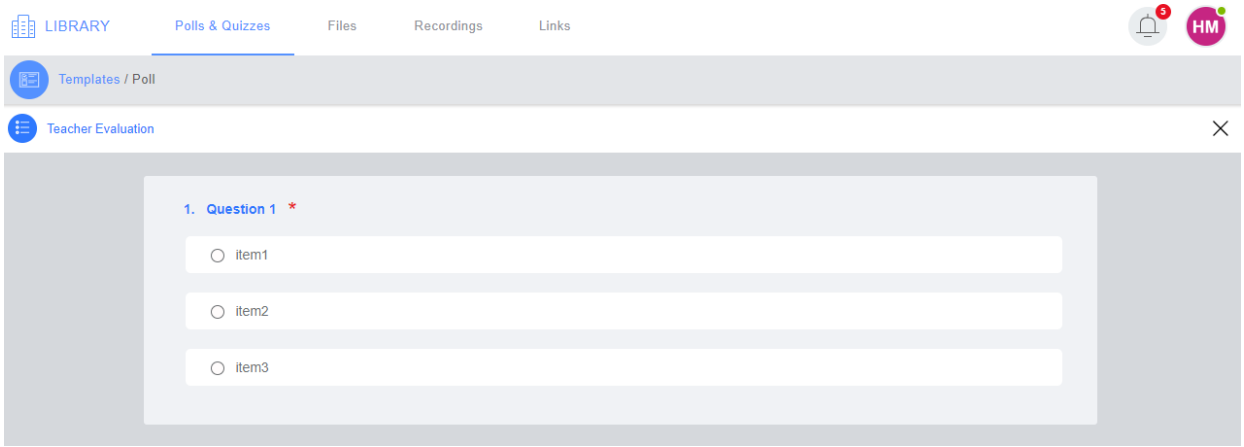
15.1.1 View Template

You can view any of the available Quiz or poll template from the Polls & Quizzes screen that will help the host to view a poll template each time before sharing it with any classroom or meeting. To do this, go to the respective template's menu options and click **View**, as shown below.



SCREENSHOT – Polls

You will be presented with the following screen:



SCREENSHOT – Polls

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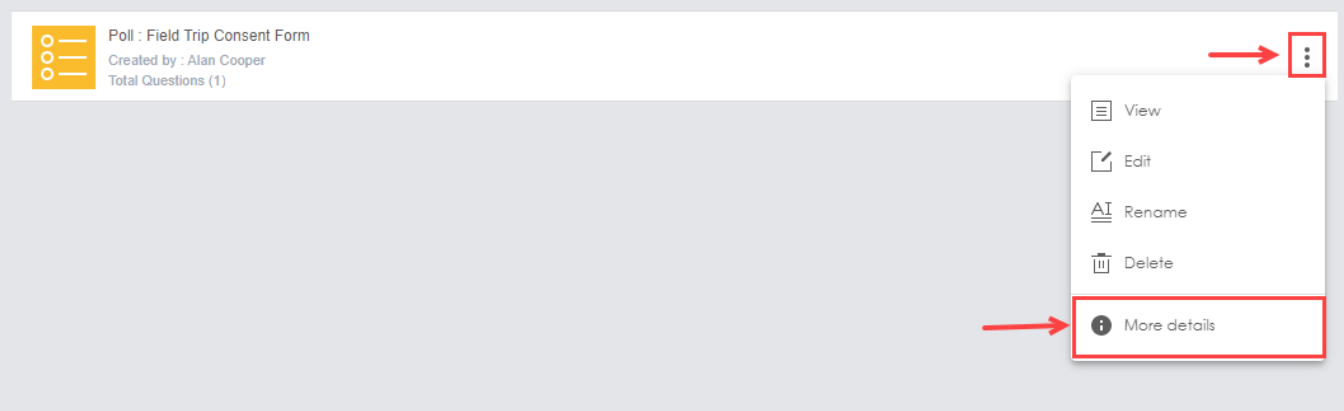
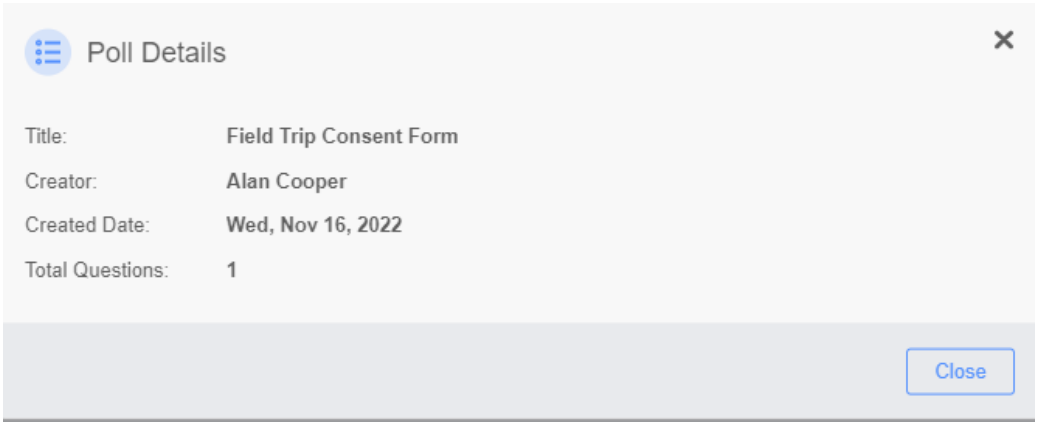
Click Close icon displayed at the top right of the template screen in order to close the poll template.

Note: You can also view the available template details i.e., creator, created date and title of the form, by clicking the More details option as shown below.



SCREENSHOT – Polls

You will be presented with all the associated details, as shown below:



SCREENSHOT – Poll Details

15.1.2 Update Template

To update a poll template, go to the respective template's options and click **Edit** as shown below.

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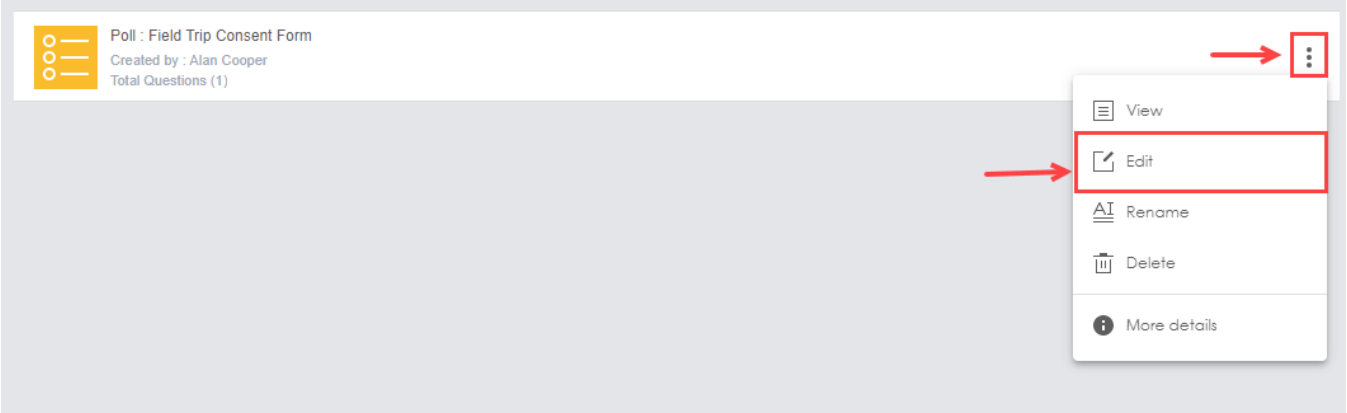
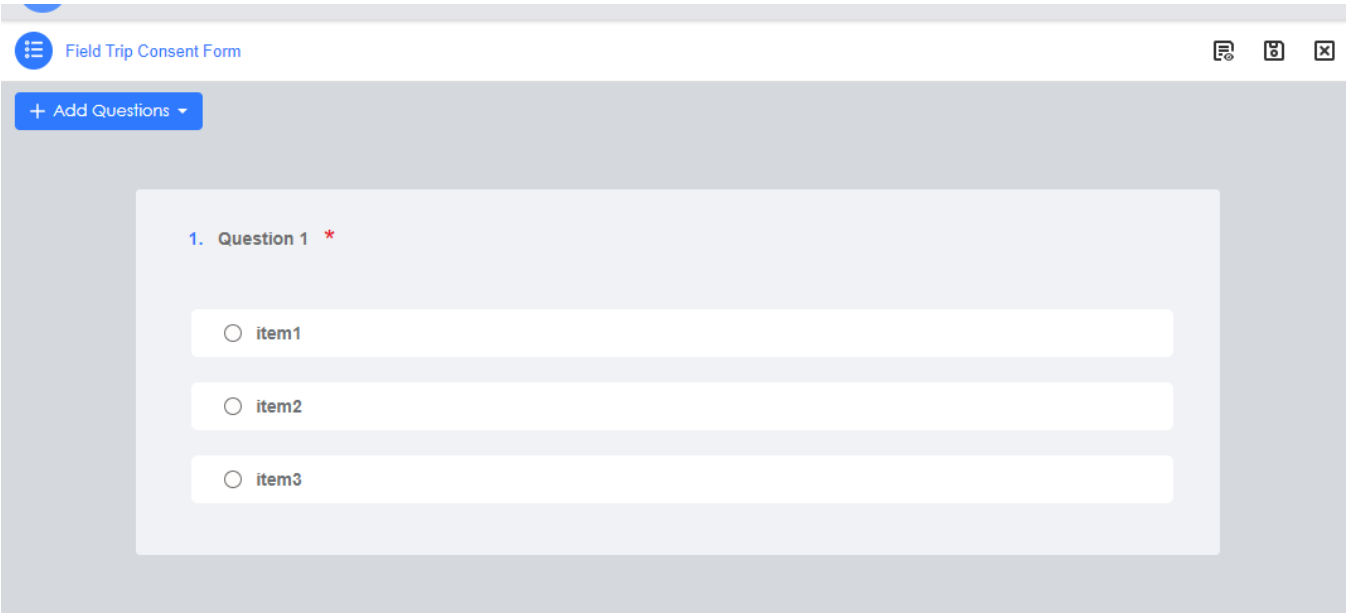


SCREENSHOT – Poll Options

You will be presented with the following screen, make changes in the required questions and then click **Save** button in order to update the changes.



SCREENSHOT – Edit Poll

15.1.3 Delete Template

To delete an available template, go to the respective template's menu options and click **Delete** as shown below.

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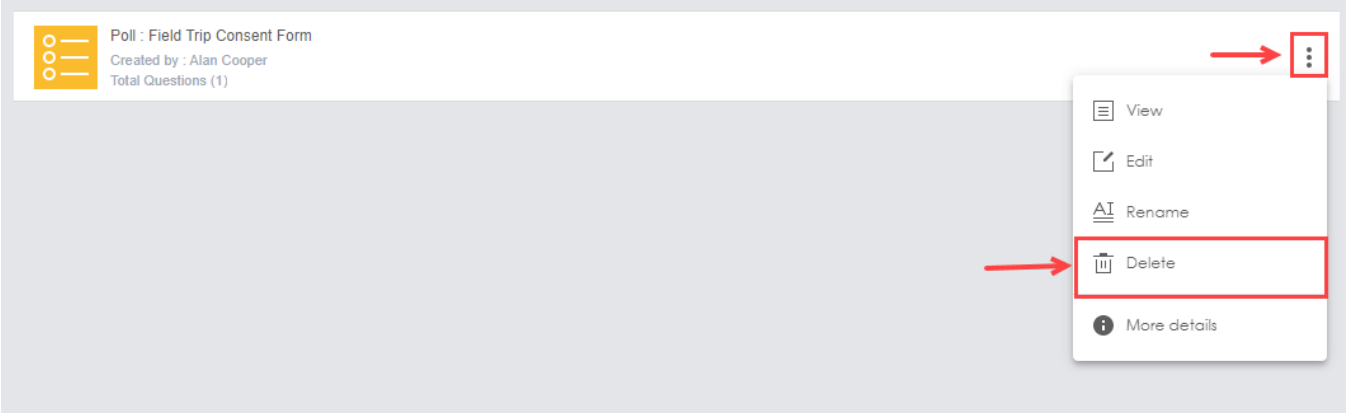
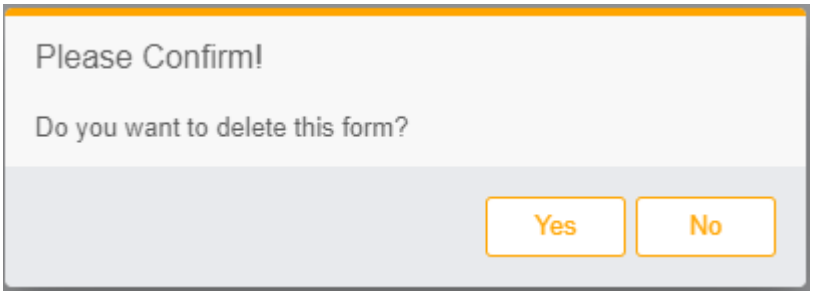


SCREENSHOT – Delete Template

You will be presented with the following popup window.



SCREENSHOT – Message from the Application

Click **YES**, the respective form template will be deleted from the **Polls & Quizzes** screen.

15.2 Files

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

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

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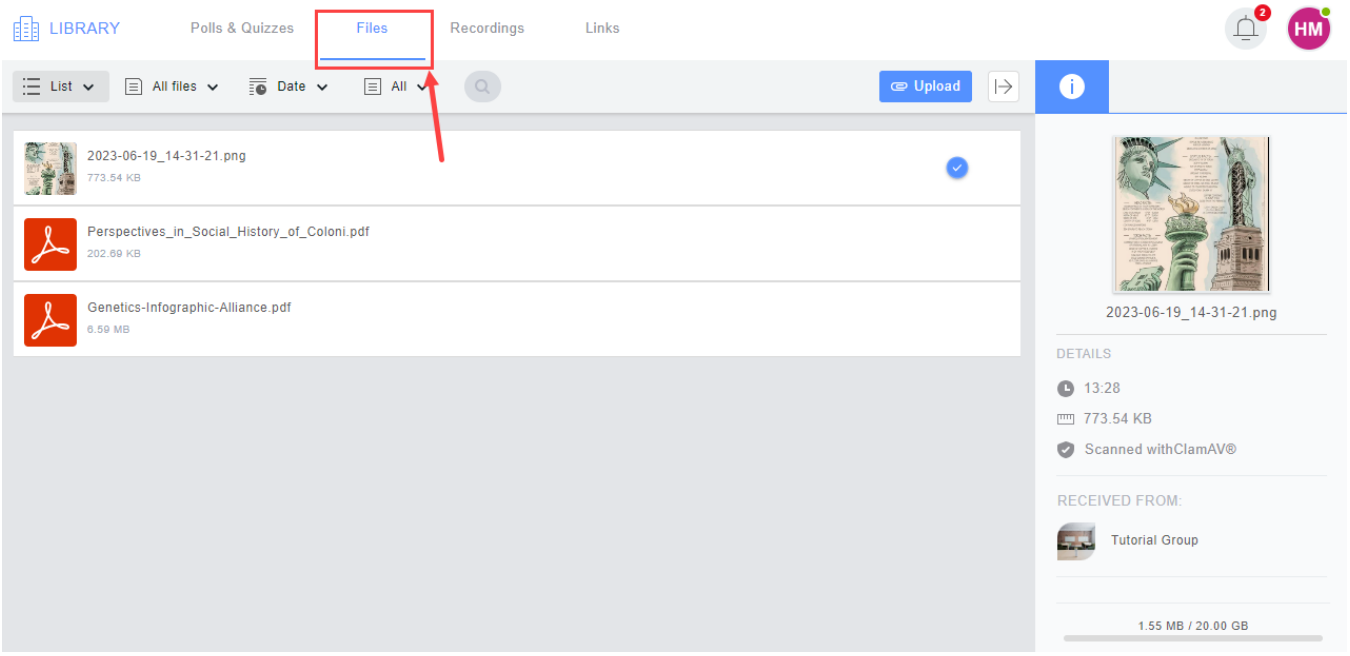


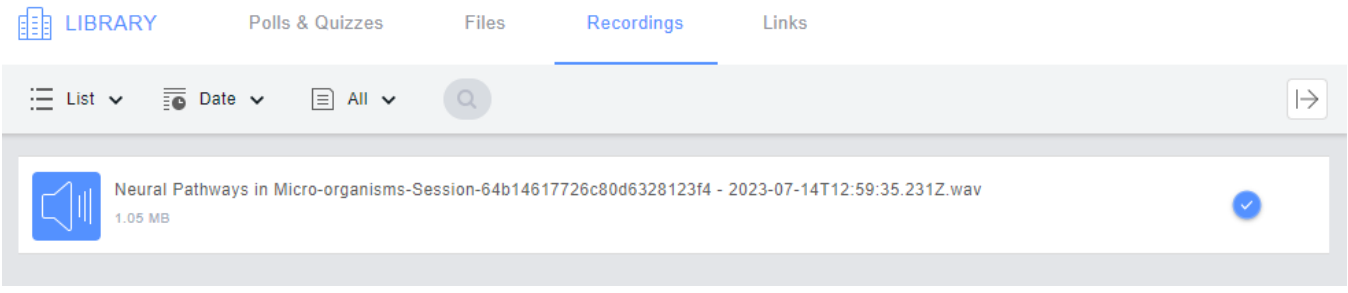
SCREENSHOT – Library

The host can select any file available in the Library and see its corresponding details from the right side panel. The selected file can also be previewed, downloaded, deleted, shared and set as welcome content from the right side panel of the Library.

15.3 Recordings

All the Recordings by the hosts will be saved automatically in the Library. The Recordings will only be available to the hosts and classmates or guests will not be able to access them unless the host has shared these lectures with them. The saved Recordings in the Library will allow the hosts to self-evaluate themselves in order to improve the quality of education. The host can also share Recordings with the classmates and guests from the Library so that they can easily access these lectures for any clarification they may require after the live session.

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



SCREENSHOT – Library

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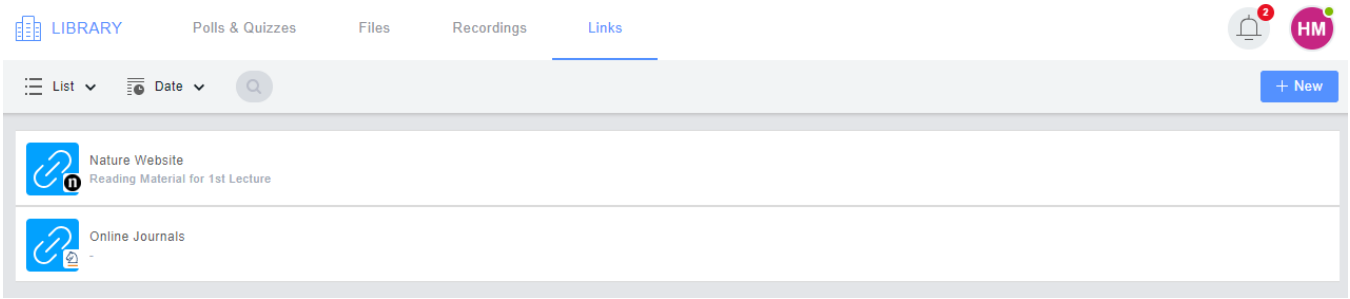
The host can select any recorded lecture available in the Library and see its corresponding details from the right side panel. The selected recorded lecture can also be played, downloaded, deleted and shared from the right side panel of the Library.

15.4 Links

Links are added manually from the Link tab (available in Library and in classroom details). Others links that participants has shared or received in the classroom will not display here. Links cannot be shared via Library with students. Only YouTube links can be used to share as a watch together session during an active session in meeting or classroom.

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



SCREENSHOT – Library

The selected link can also be opened, copied, edited and deleted from the menu options. In case of a YouTube video, the link can be opened, copied, edited, deleted, previewed and set as welcome content from the menu options.

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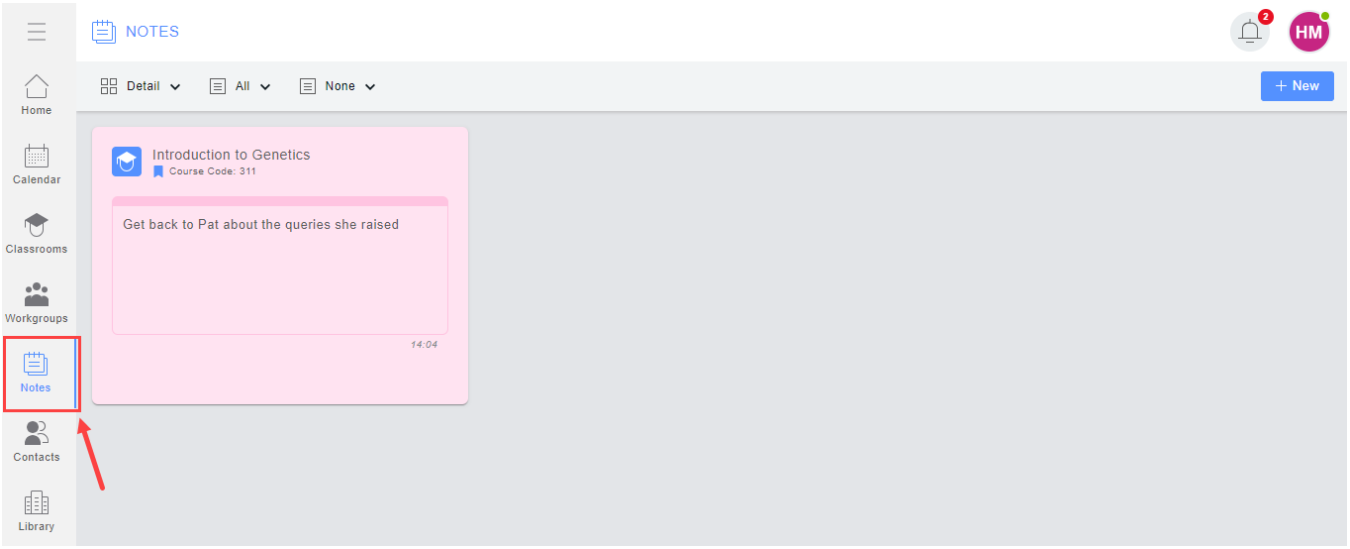
16 Notes

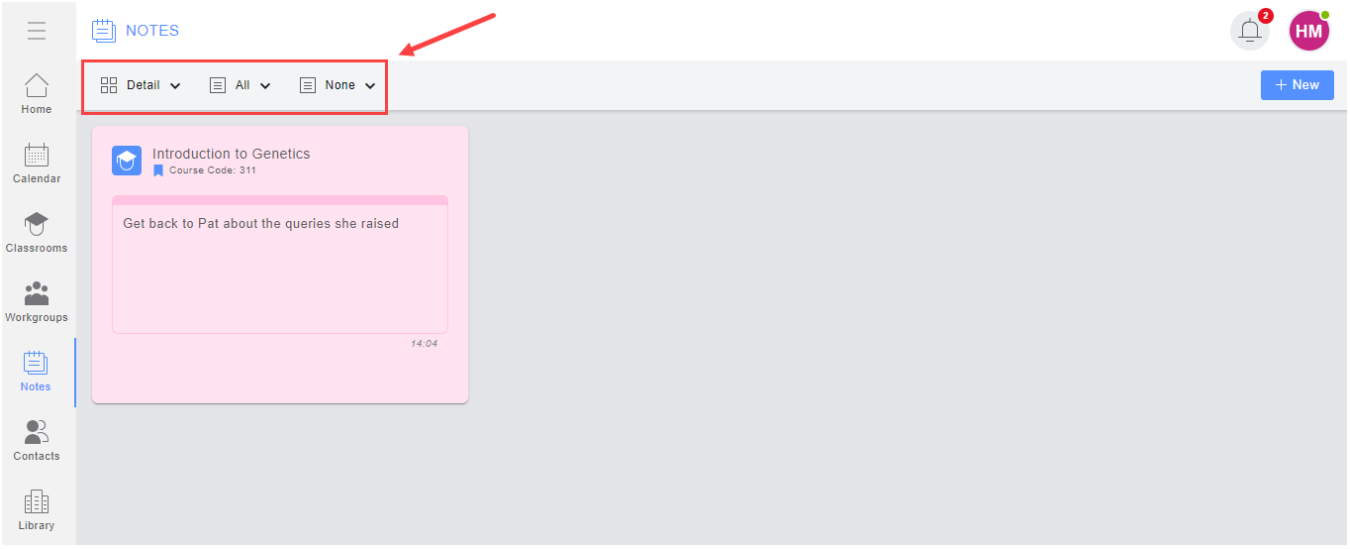
Hosts can take Notes during a classroom in order to retain important information delivered during a classroom. Rainbow Classroom provides the ability to every host to take Notes not only during live classroom sessions but also create notes for later use outside a live session.

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 – Rainbow Classroom Interface

You can sort the view of Notes by following 3 options:



SCREENSHOT – Notes

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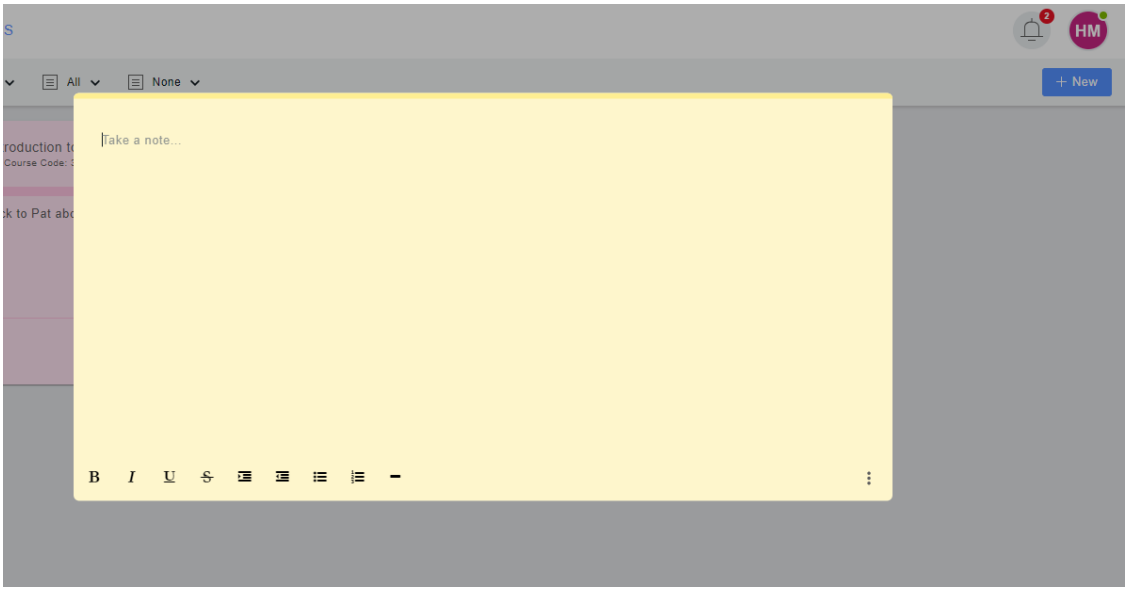
16.1 Create a New Note

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



SCREENSHOT – Create a Note

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:

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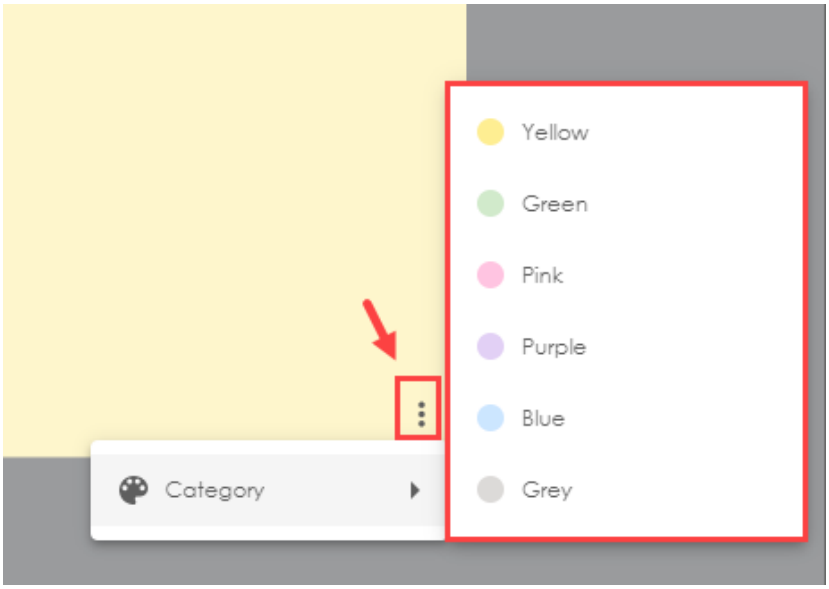
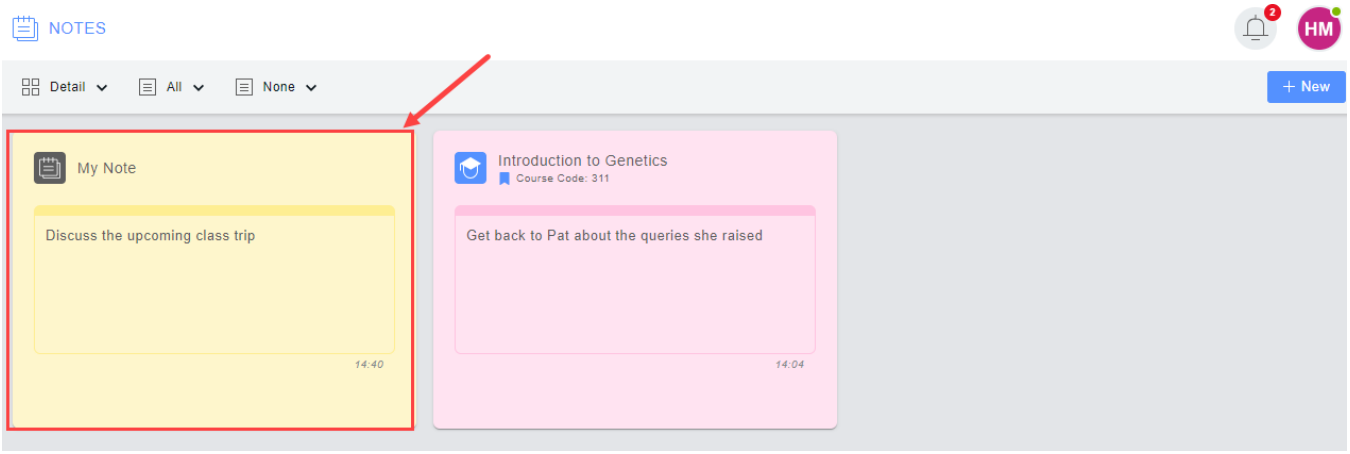


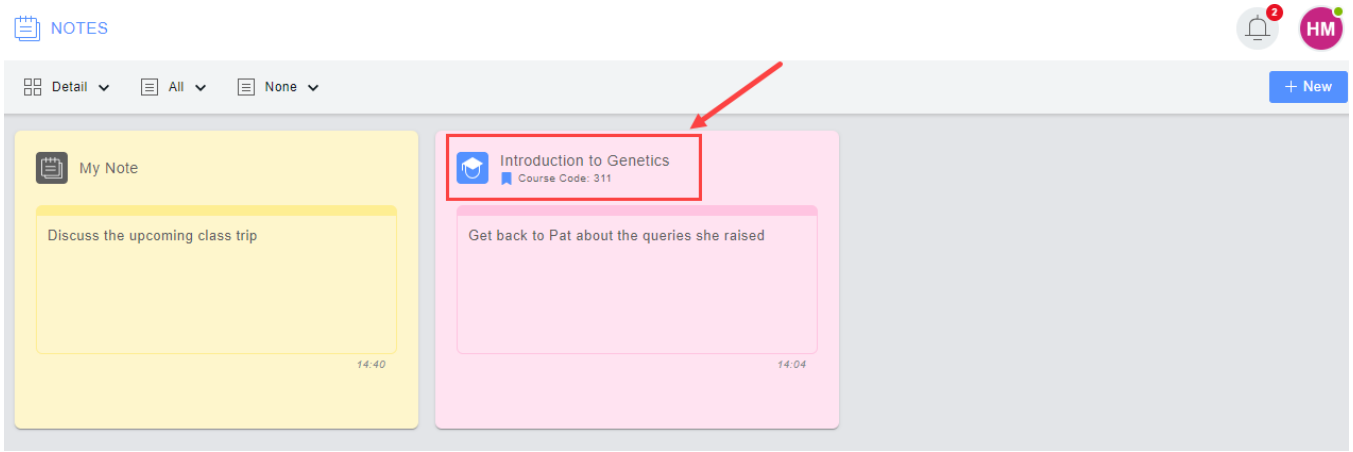
SCREENSHOT – Edit Note

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

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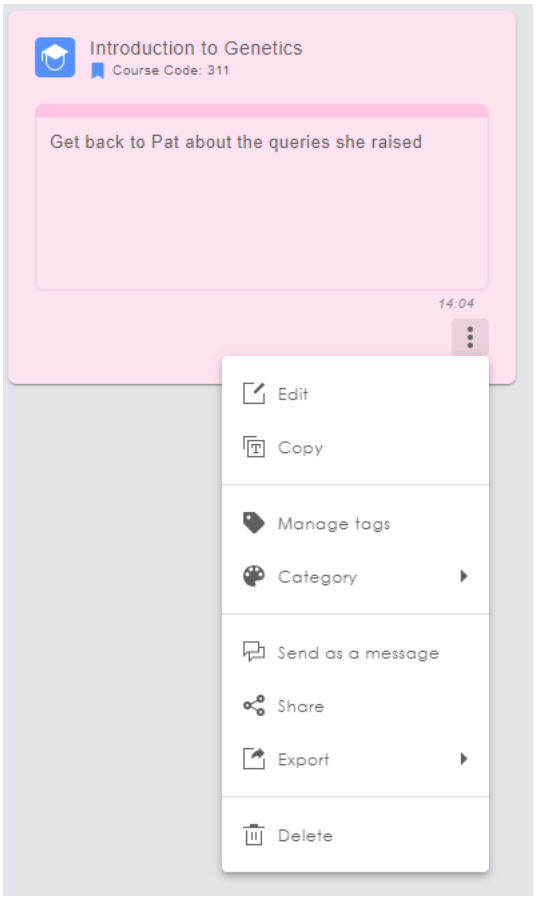
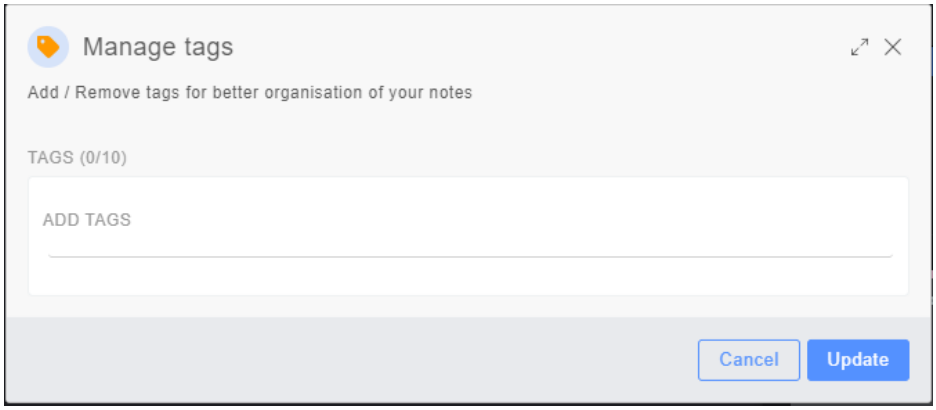
16.2 Notes Management

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

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

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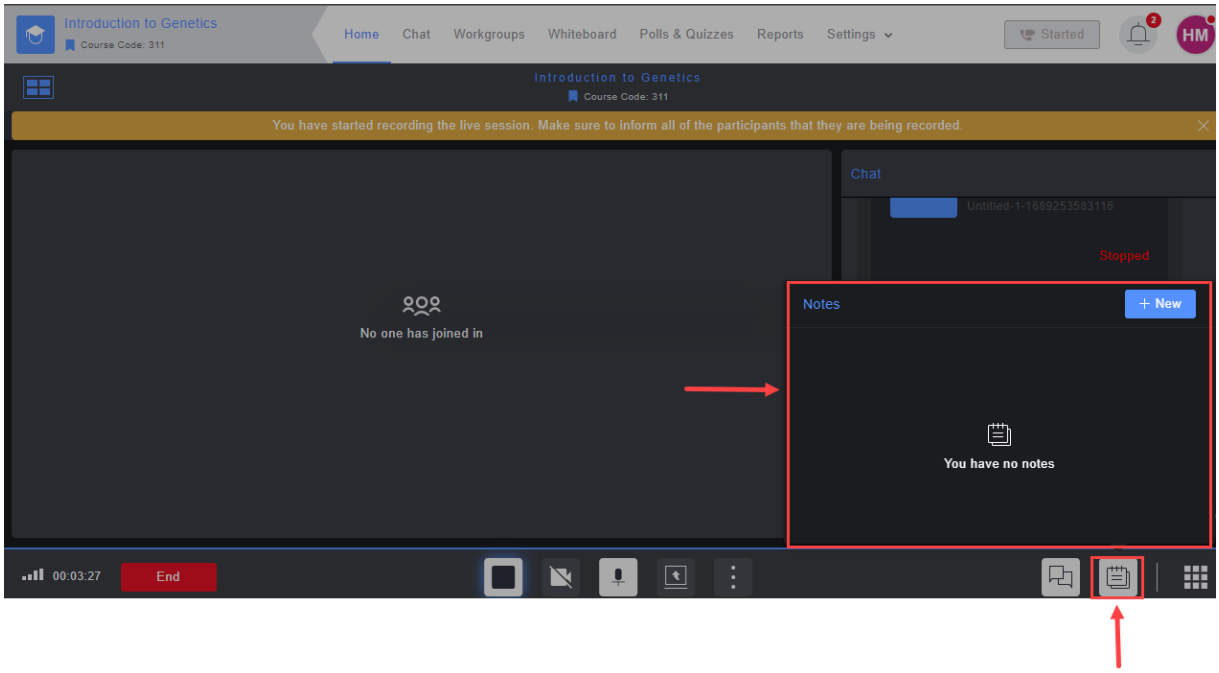
Categories – Use this option to change the background colour of the note.
Send as a Message - A note can be sent as a message to any contact, workgroup, classroom and meeting conversation by clicking on this option.
Share: A note can be shared with any contact by clicking on this option.
Export: Use 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.

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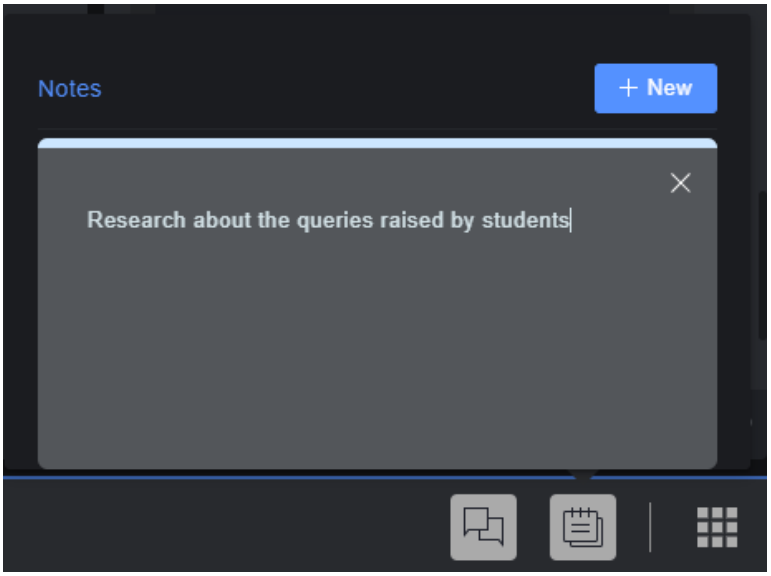
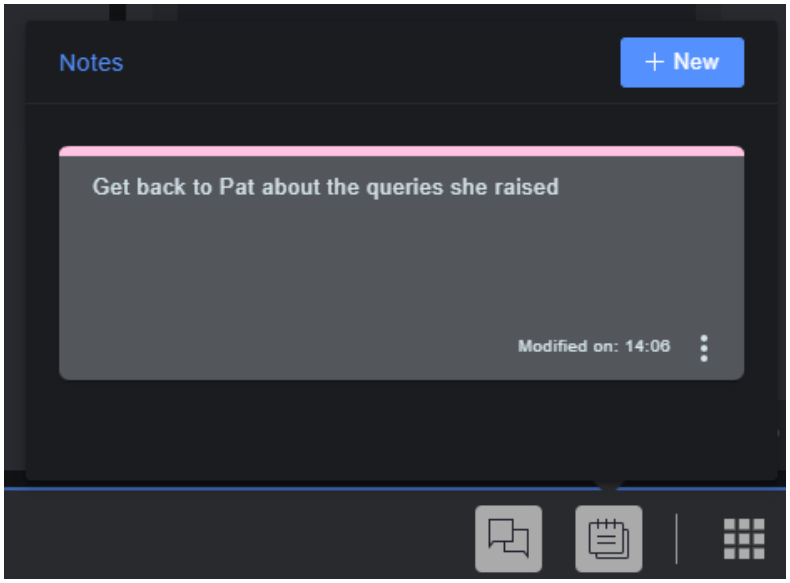


SCREENSHOT – Notes

Once a Note is written, click on X button to close it and it stars 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:

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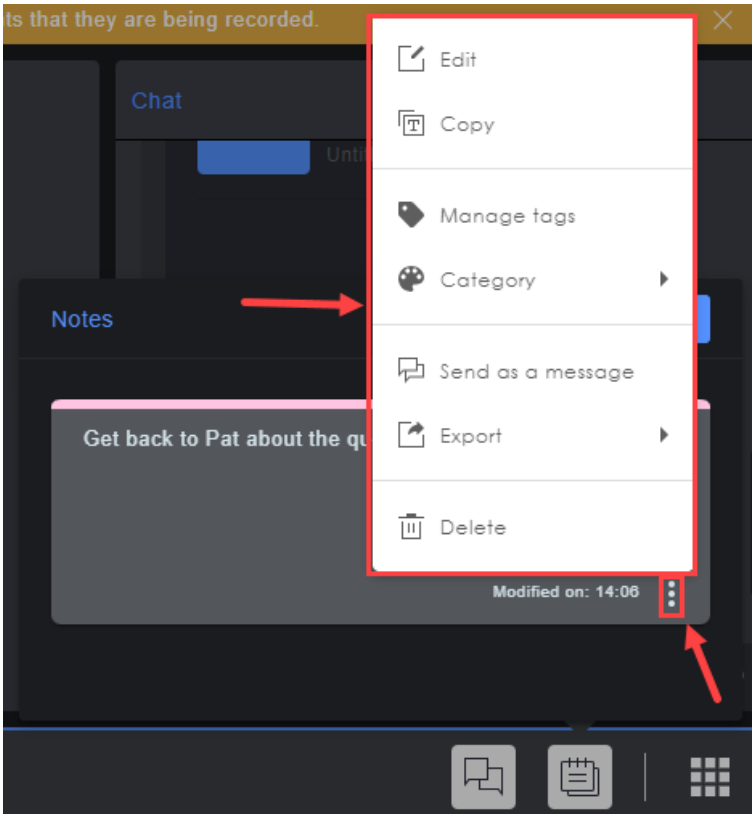

SCREENSHOT – Notes

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

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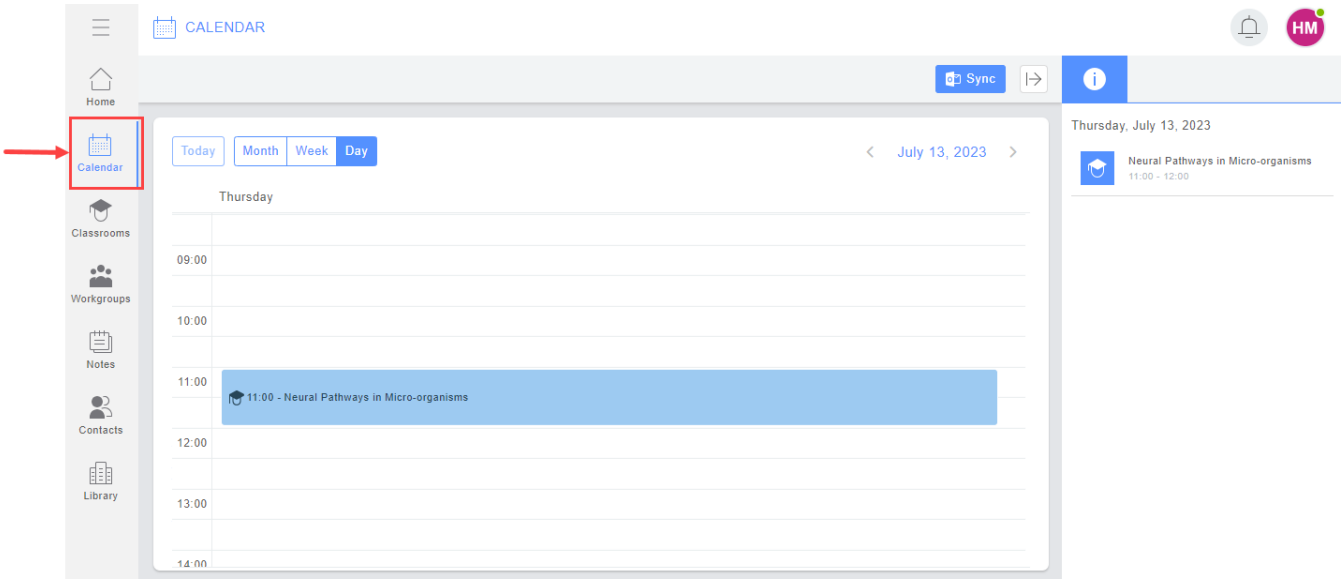
17 Calendar

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 each week & day as well. Apart from that, classes and meetings scheduled for Today can also be viewed by clicking on the relevant tab as highlighted below:

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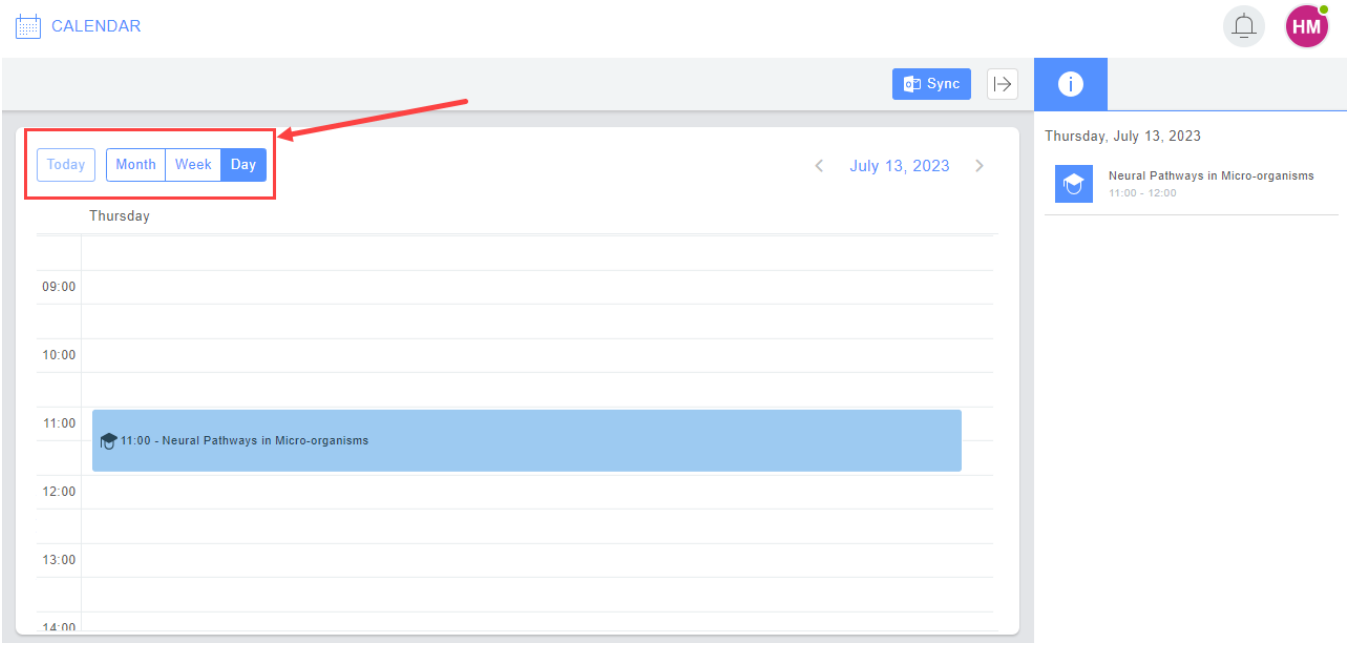
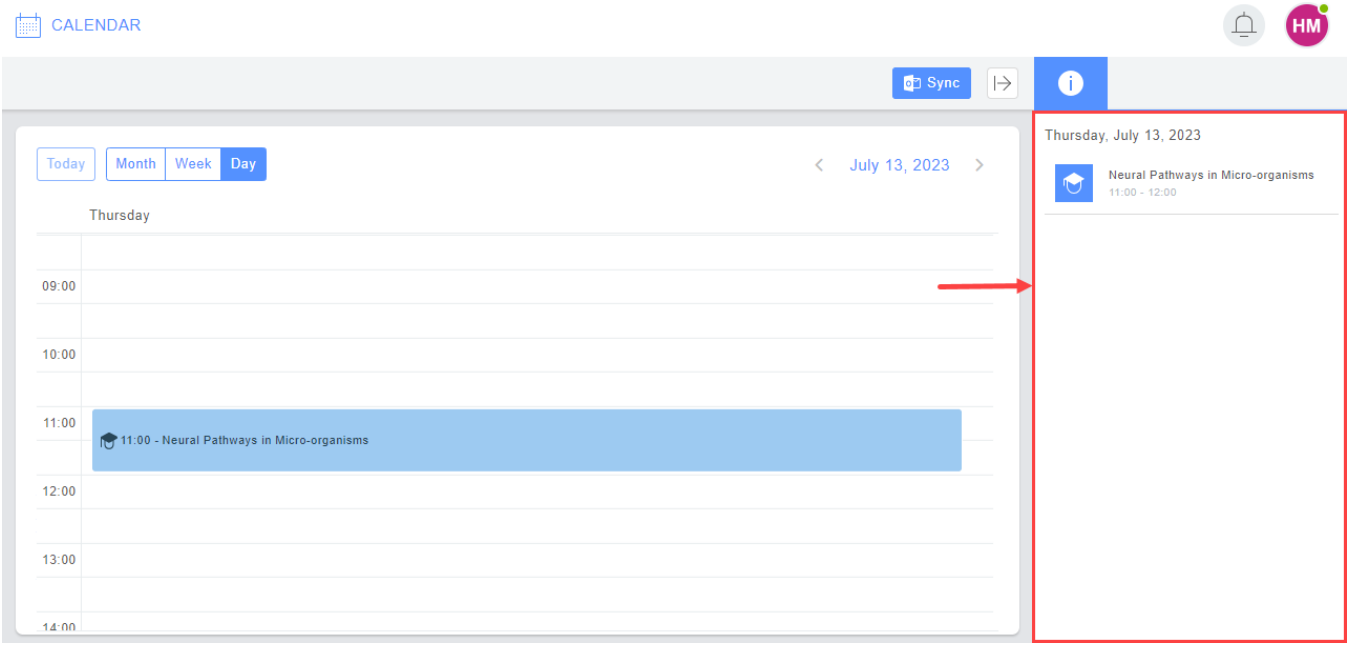


SCREENSHOT – Calendar

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:

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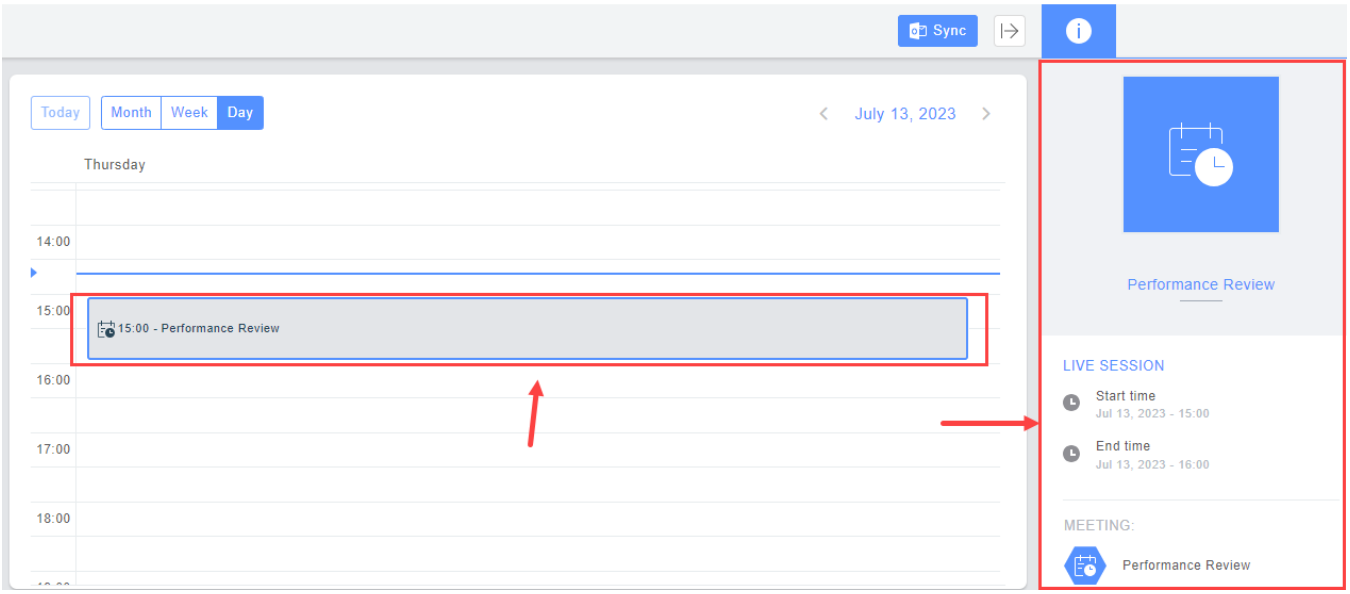
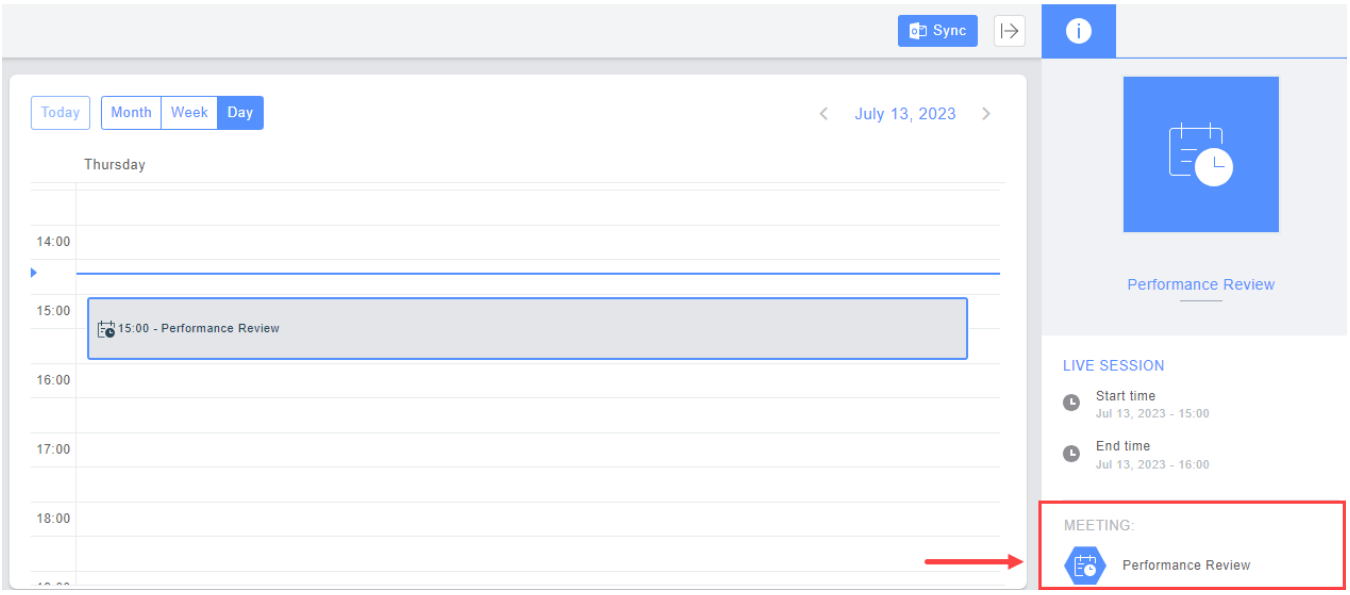


SCREENSHOT – Calendar

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:

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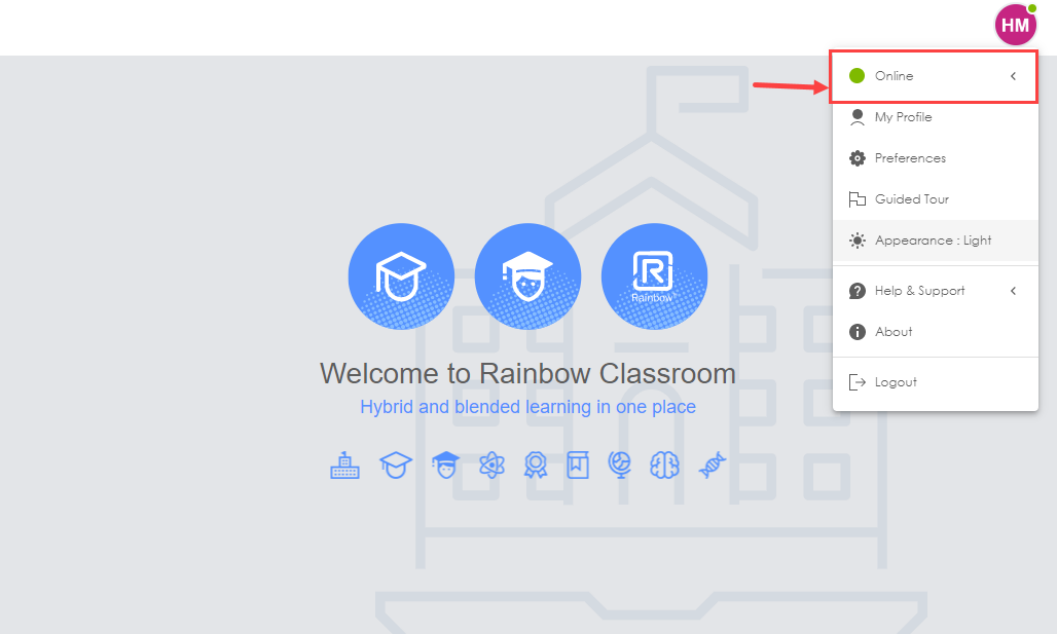
18 Setting up your Profile

18.1 Change your Availability Status

The hosts 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.

18.2 Update Profile Details

The host 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.

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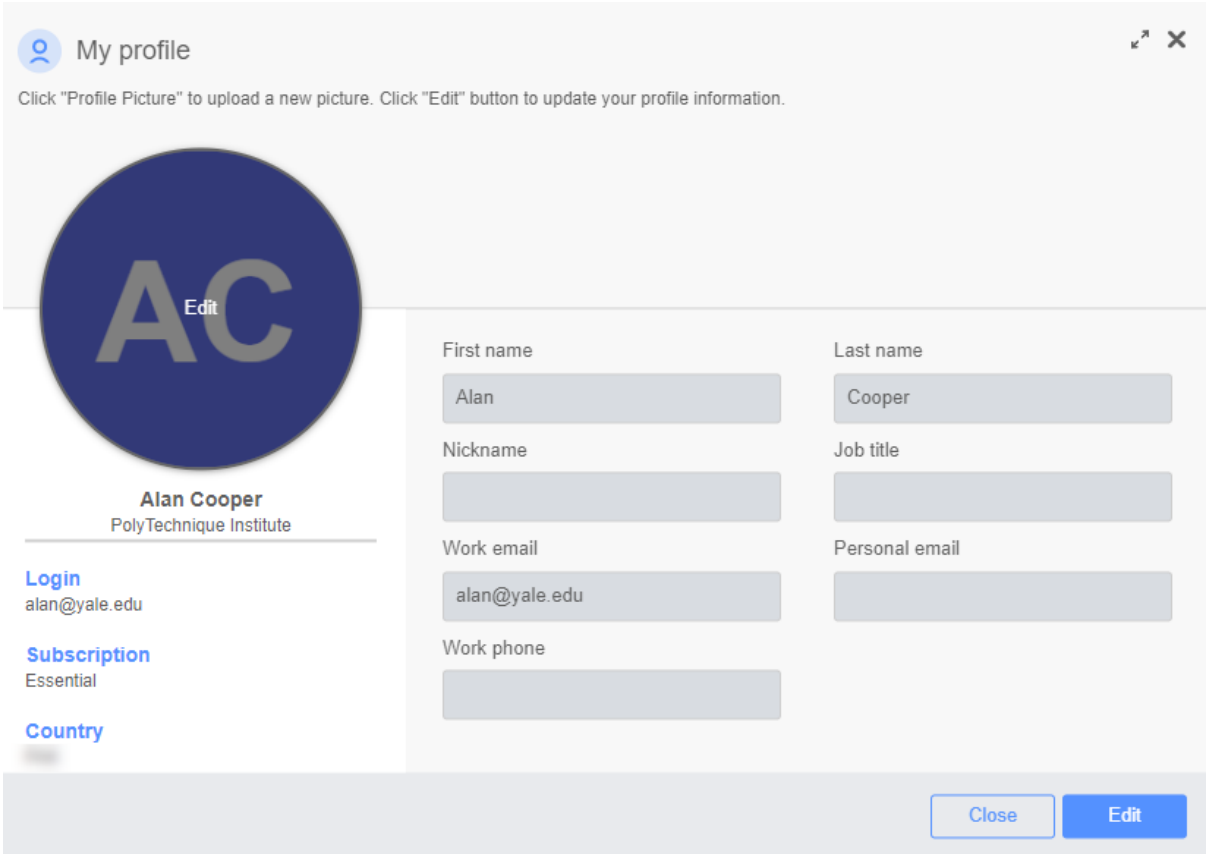
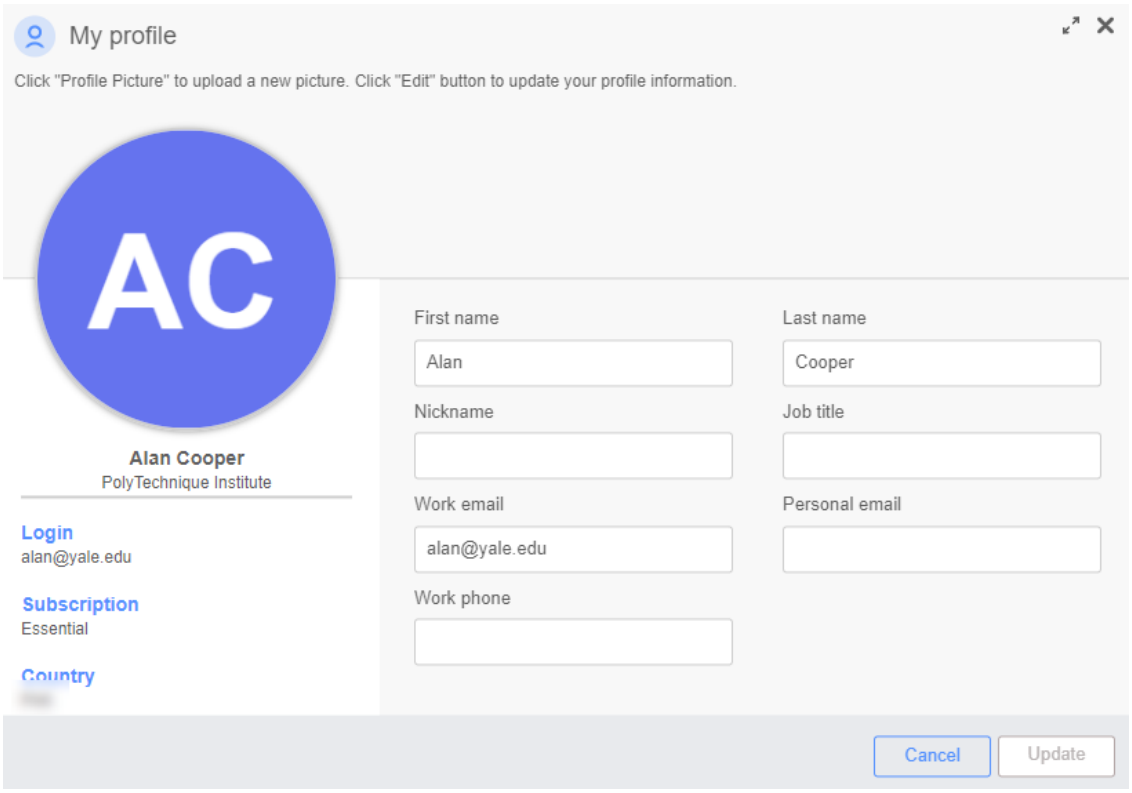


SCREENSHOT – Update Profile Details

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



SCREENSHOT – Update Profile Details

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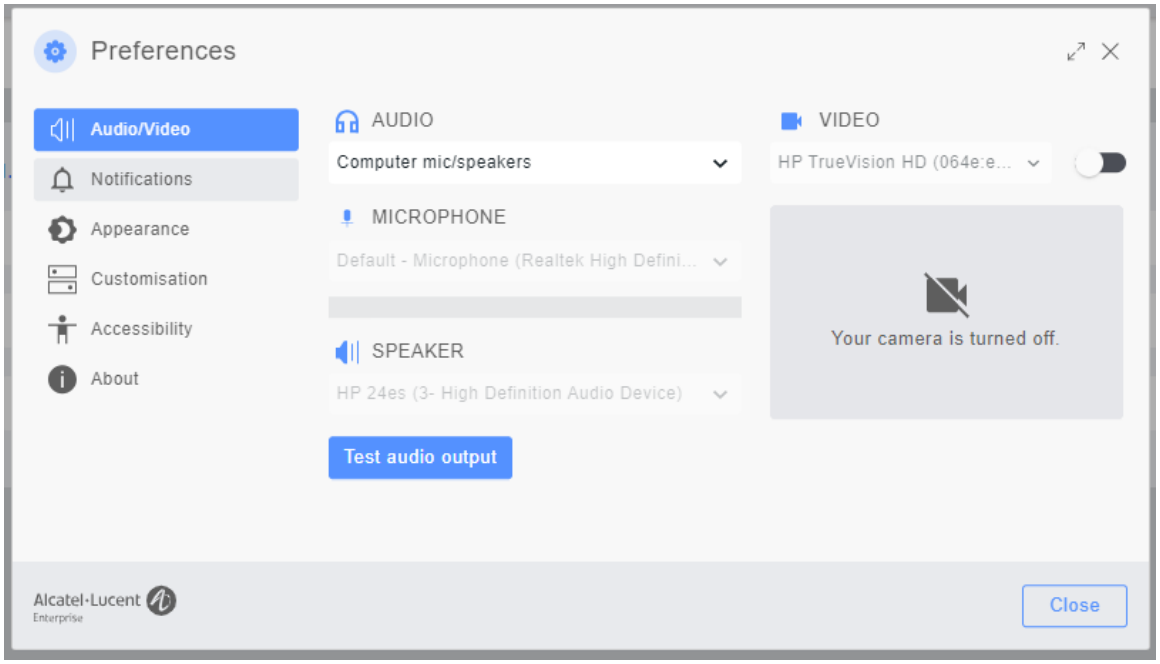
The host can also update his profile picture by clicking on his avatar displayed on the above screen. Once done with all the required changes, click on the **Apply** button and the changes will be applied to your profile.

18.3 Setup your 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.

Audio/Video Use this option to choose your media devices. You can select between built-in and external audio and video devices for your Rainbow Classroom live sessions.

Notifications Use this option to configure notifications for instant messaging, incoming calls, and the live classroom. You can also use this option to configure email notifications.

Appearance Use this option to change your web interface appearance. You can apply dark and default theme to your Rainbow Classroom web interface. You can also change display language for your entire Rainbow Classroom environment.

Customisation Use this option to customize Rainbow Classroom according to your preferences.

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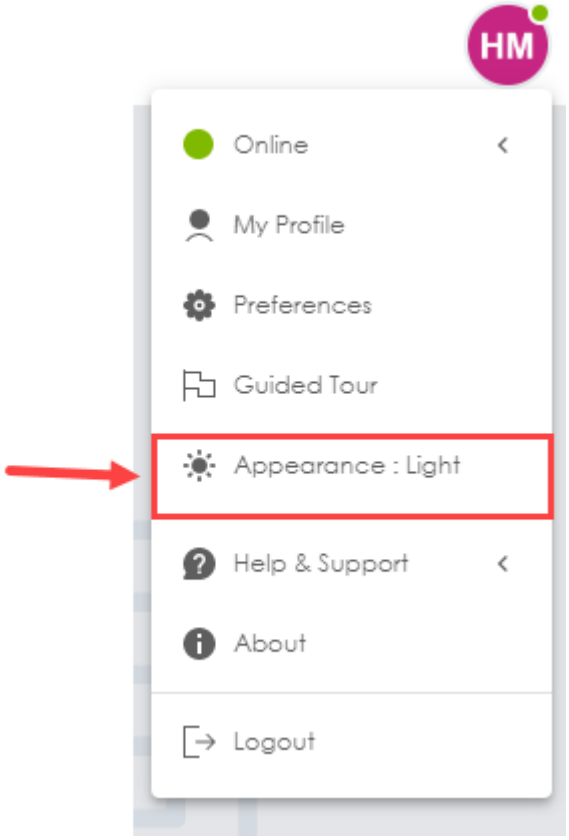
Accessibility Use this option to configure the visibility and position of accessibility menu on your Rainbow Classroom screen.

About Use this option to view Rainbow Classroom information such as Rainbow Classroom version, Help links, Security Information, Bug Reporting Links and links to Legal Information

18.4 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:

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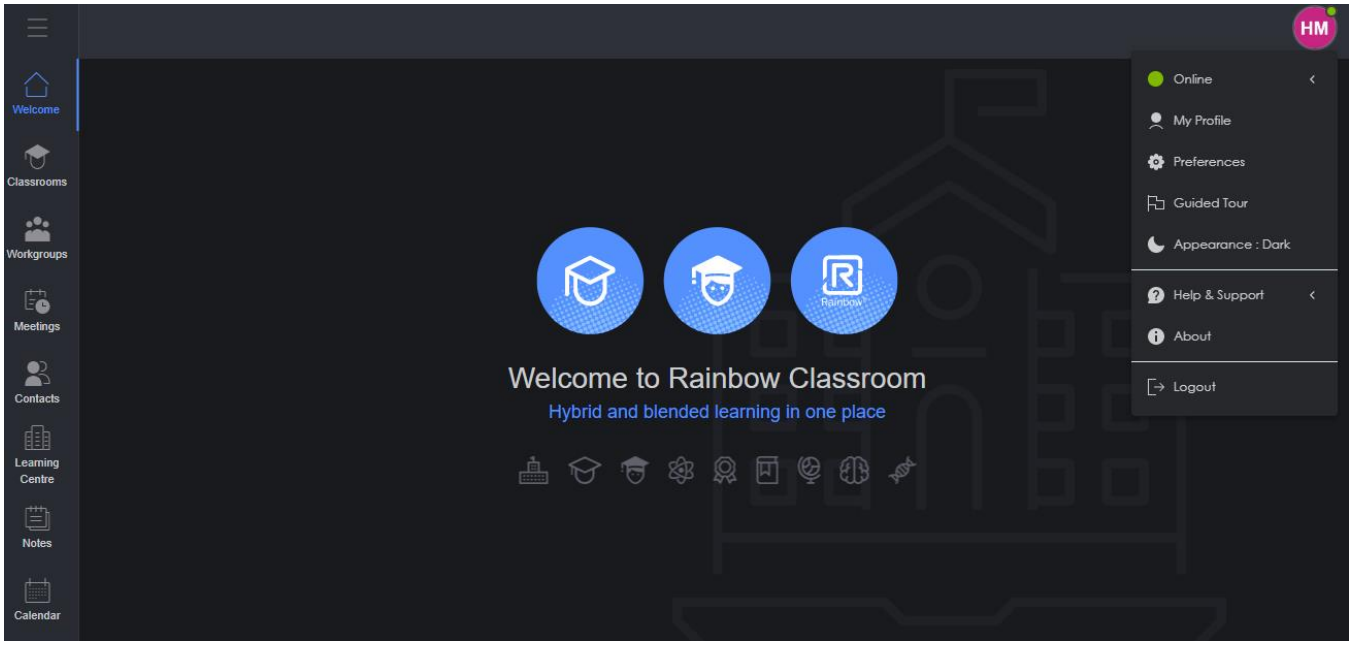

SCREENSHOT – Web interface in Dark Mode

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

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