Rainbow Classroom

(Classmate Guide)

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1 Document History

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01	06/08/2021	Initial Rainbow Classroom Classmate Guide
02	14/08/2021	A new section for forms has been added. Screenshots and details have been updated.
03	01/04/2022	Legal notice has been updated. Replaced rooms with Workgroups in the entire document. **Section 2.1** List of features has been updated. **Section 3.1** Feature availablity matrix has been updated. **Section 4** Screenshot has been updated. **Section 5** Screenshots have been updated. **Section 5.2** New section has been addded. **Section 5.3** New section has been addded. **Section 5** Screenshots have been updated. **Section 6** Screenshots have been updated. **Section 7** Details about exam rooms has been added. Screenshots have been updated. **Section 8** Screenshots have been updated. **Section 9** Screenshots have been updated. **Section 10** Screenshots have been updated. **Section 11** Screenshots have been updated. Information about polls and quizzes has been added. **Section 12** Screenshots have been updated. **Section 13** Screenshot has been updated. **Section 14** Screenshots have been updated.
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Edition	Date	Changes / Comments / Details
		Screenshots have been added. Details about search messages and delete messages have been added. **Section 15.2** A note about export note feature has been added. **Section 16** Section about calendar has been added. **Section 17.1** Details about availablity status has been updated. Screenshots have been updated. **Section 17.4** Section about apperance settings has been added.
08	20/07/2023	**Section 5.5** New section about Notifications has been added. **Section 5.7** Screenshots have been updated. **Section 5.7.2** Section has been removed due to redunduncy. **Section 8.2** New section about setting up a workgroup has been added. Remaining sections have been renumbered. **Section 8.6** New section about editing a workgroup has been added. Remaining sections have been renumbered. **Section 8.7** New section about main workgroup tabs has been added. Remaining sections have been renumbered. **Section 9** Screenshots have been updated. **Section 10** Details about whiteboards have been added. **Section 10.2** Details about image gallery have been added. **Section 11** Screenshots have been updated. **Section 12** Screenshots have been updated. **Section 13** Screenshots have been updated. **Section 14** Screenshots have been updated. Details about recordings have been added. **Section 15** Screenshots have been updated. **Section 15.3** New section about notes during live session has been added. **Section 16** Details about Calendar have been added.

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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
- Calendar
- Reactions during live session

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

2.2 Overview – The Guide

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

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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.

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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, room, breakout room or meeting. The host can only be the one in the live session, who has control over all the Rainbow Classroom features to actively manage or administer the respective session.
2. **Co-host -** A co-host has access to all the hosting privileges and session controls that the host has, except ending the live session. Unlike the host, the number of co-hosts can be multiple. During the live session, the host can transfer primary hosting privileges to a co-host.
3. **Classmate -** The user who joins a live session in order to learn in a virtual classroom environment. During a live session, the classmate can only use Rainbow Classroom features if the host grants them permission. For example, the host can apply restrictions to the classmate(s) on sharing audio, video, whiteboard and screen during a live session.
4. **Guest –** Rainbow Classroom can be accessed by a guest user who is not associated with an organisation as a classmate or host. A guest user can be a guardian or a professional who can be added to a classroom, meeting and room with the access to join a live session and to use Rainbow Classroom features if the host grants them permission.

3.1 Rainbow Classroom Features Availability

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

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

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

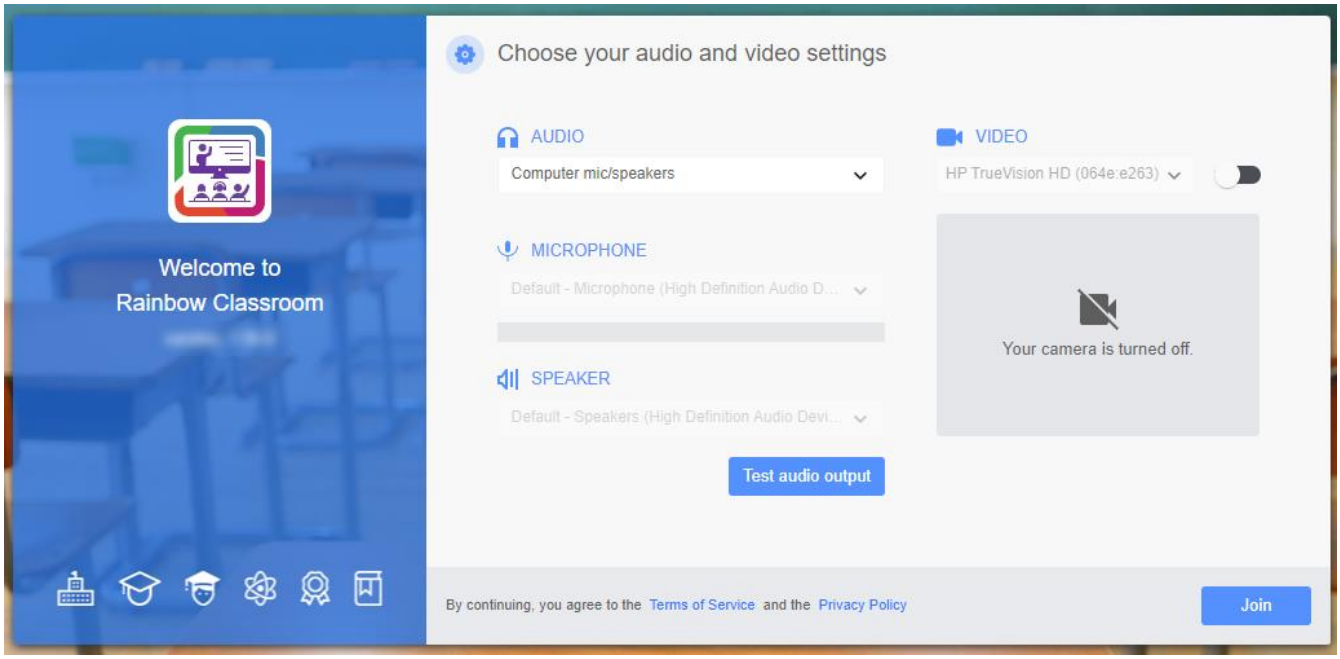
A student can launch Rainbow Classroom from any of the following two ways:

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

4.1 Setting up your Media Devices

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

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



SCREENSHOT - Setting up media devices screen

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

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

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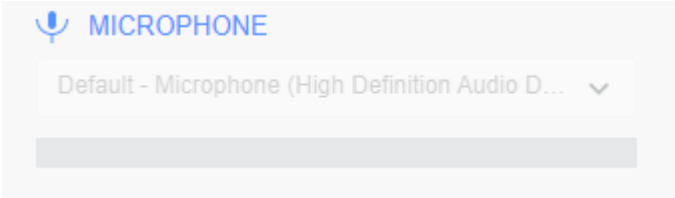
- Computer mic/speakers – Select this option if you want to use your system's built-in microphone/speakers.
- Custom configuration – Select this option if you want to use any other internal or external devices for the microphone and speaker.

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



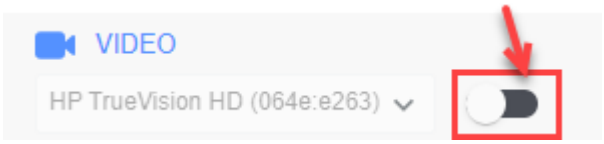
SCREENSHOT – Microphone Settings

Speaker: Choose the required speaker device from the dropdown menu of the respective field. You can test your selected speaker by clicking on the **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.

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



SCREENSHOT – Video Settings

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

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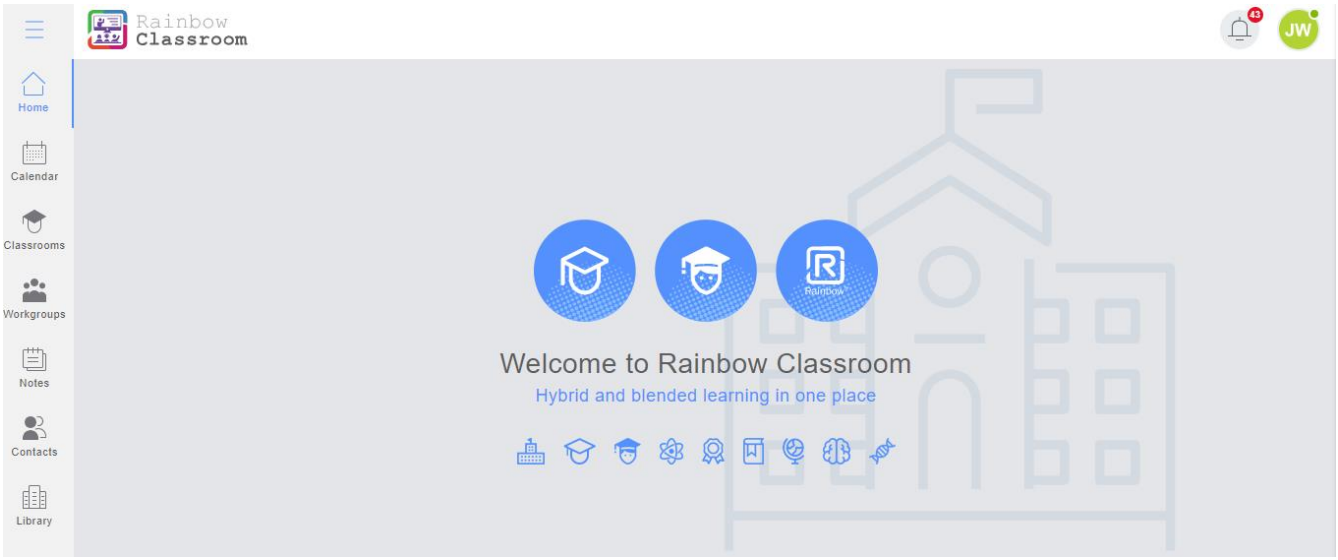
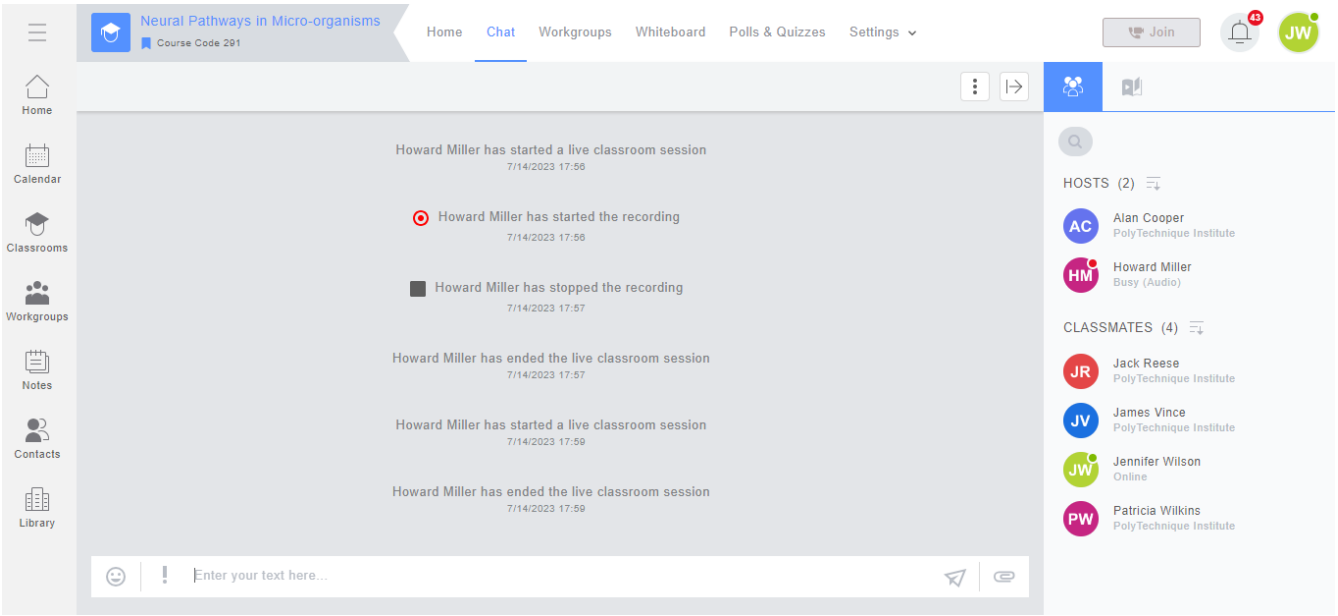


SCREENSHOT – Rainbow Classroom Interface

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



SCREENSHOT – Classroom View

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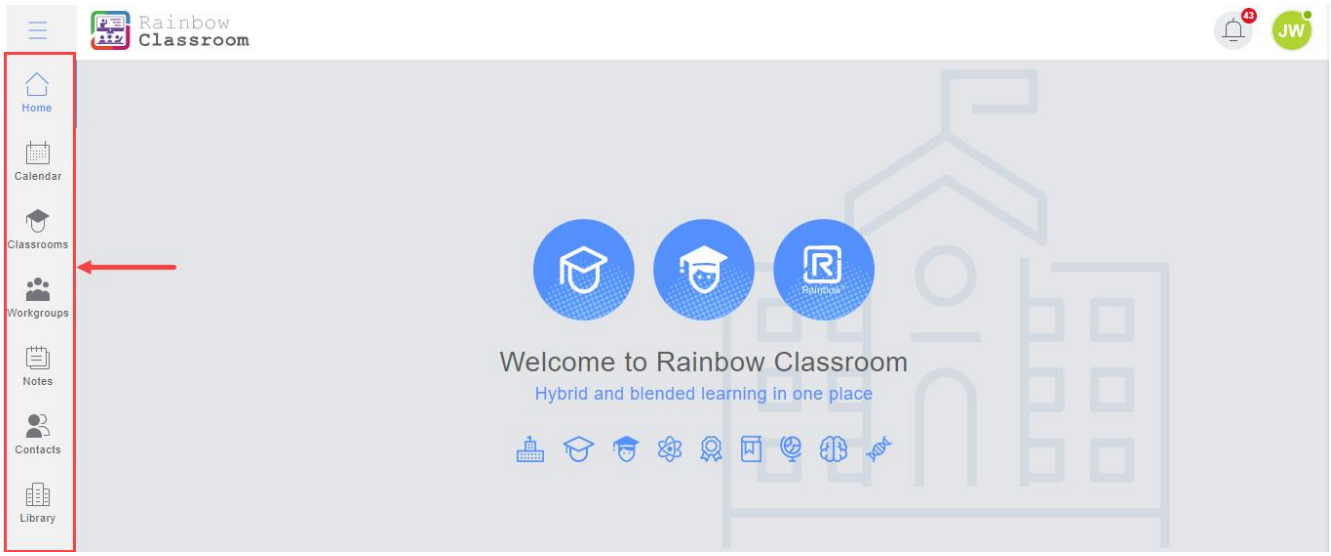
5 Understanding the User Interface (UI)

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

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

5.1 Side Navigation Bar

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



SCREENSHOT – Side Navigation Bar of Rainbow Classroom

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

5.2 Guided Tour

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

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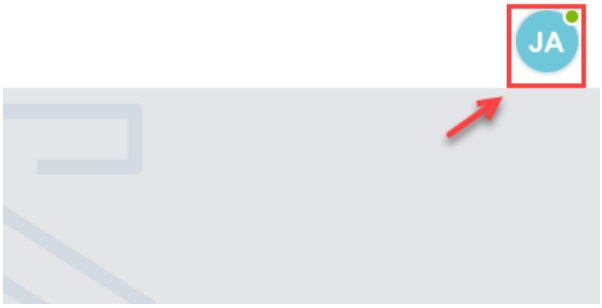
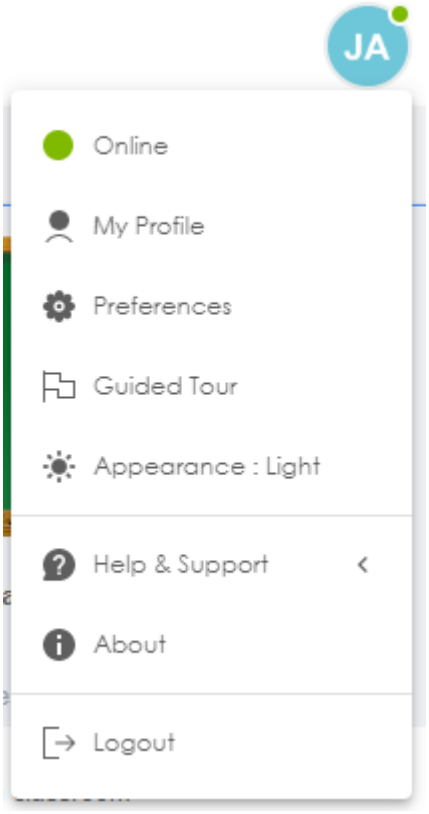


SCREENSHOT – Avatar

Following menu will be displayed:



SCREENSHOT – Avatar Drop Down Menu

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

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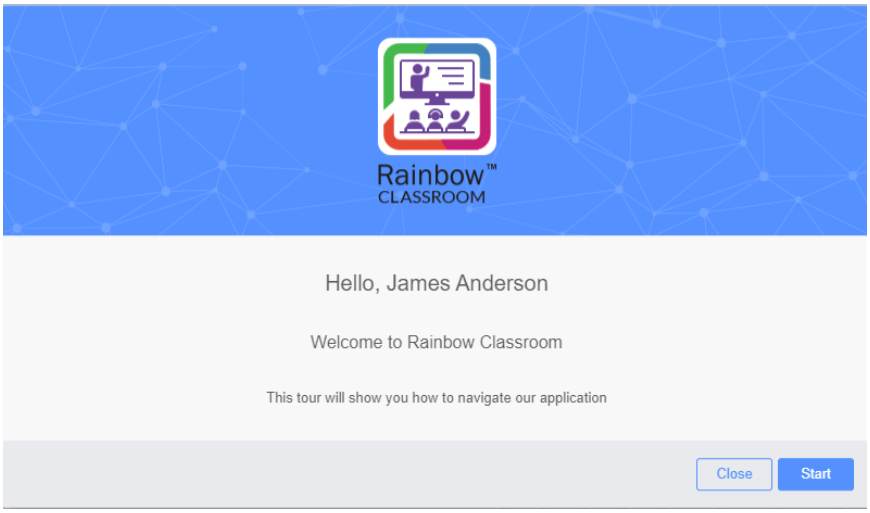
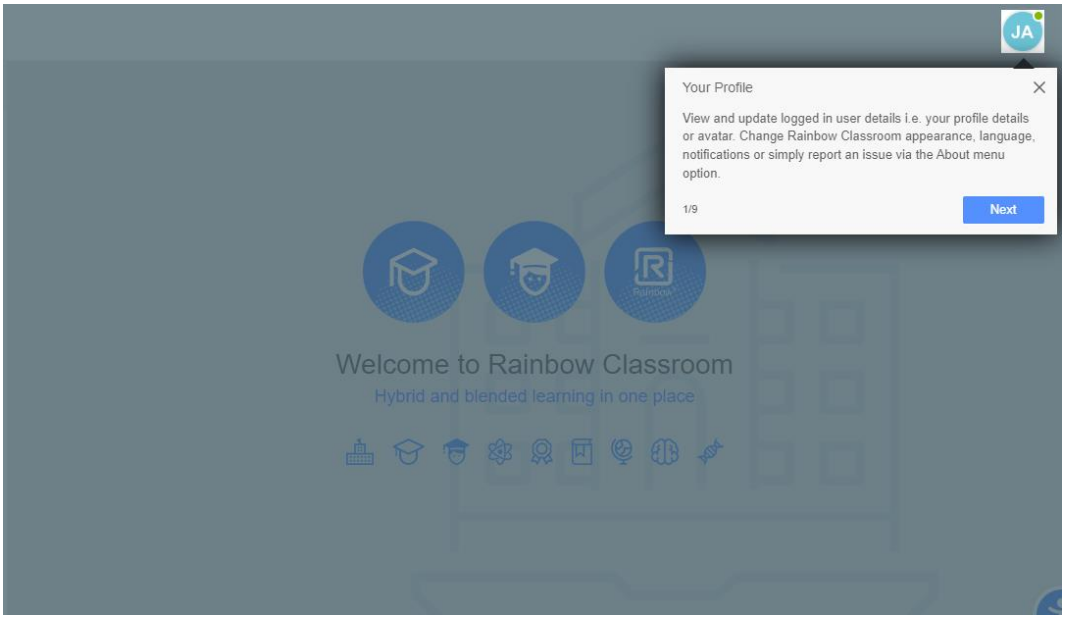


SCREENSHOT – Guided Tour

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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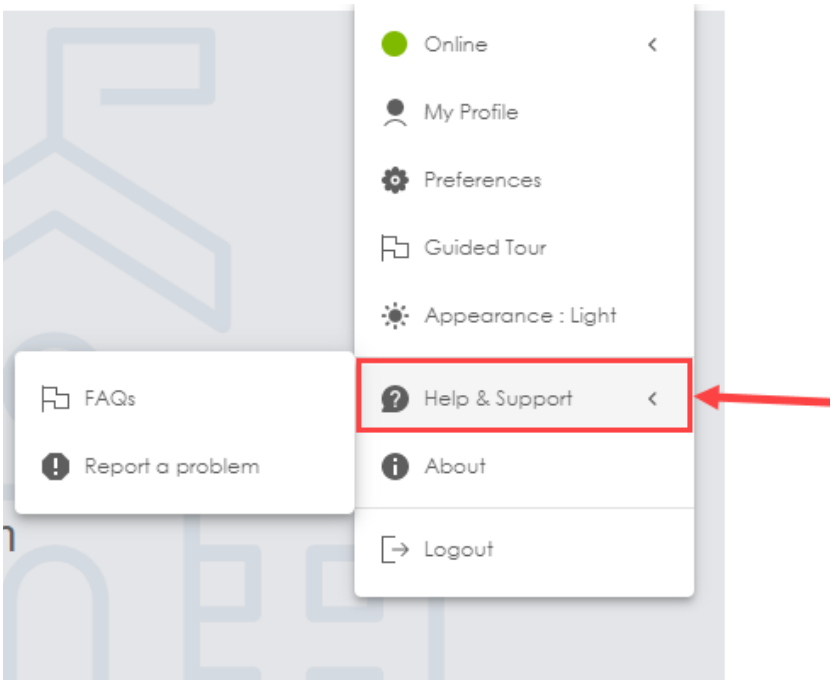
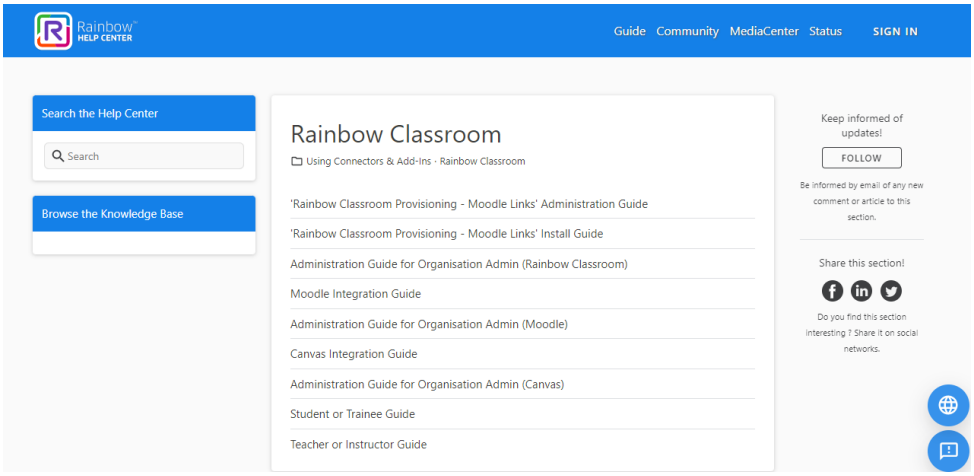


SCREENSHOT – Help & Support

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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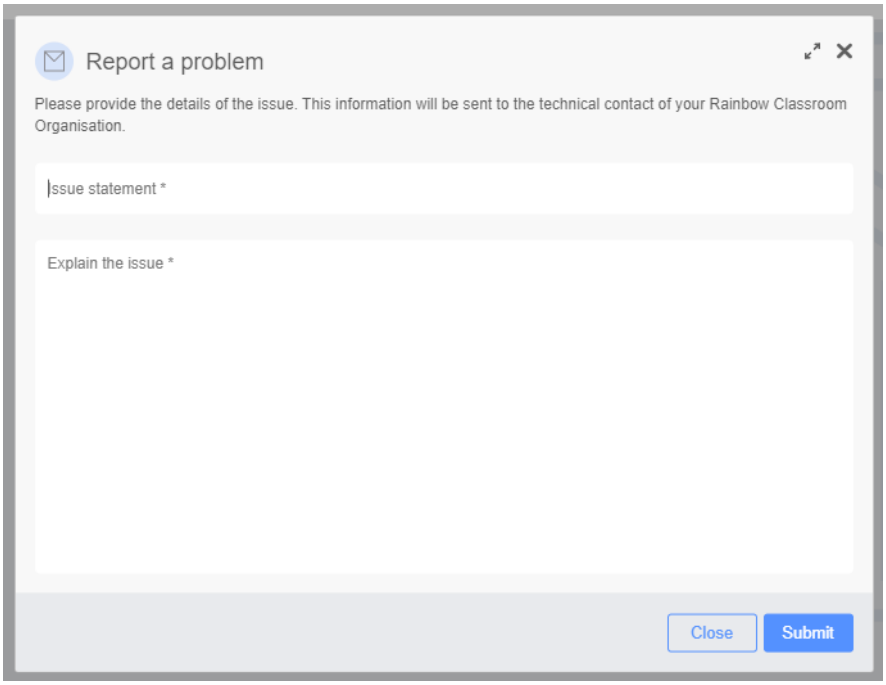
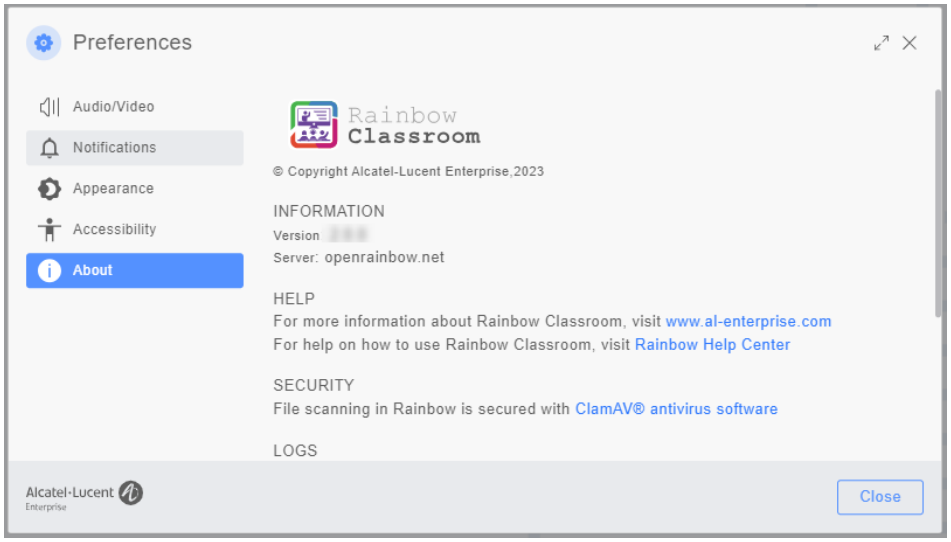


SCREENSHOT – Report a Problem

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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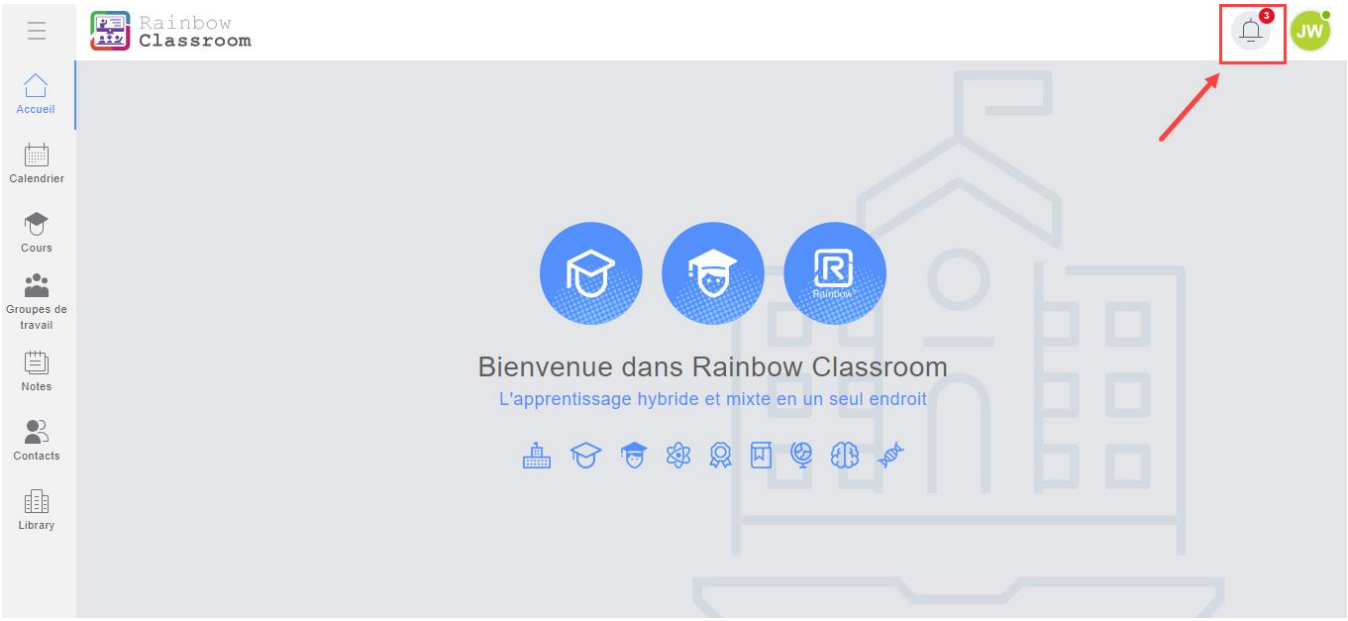
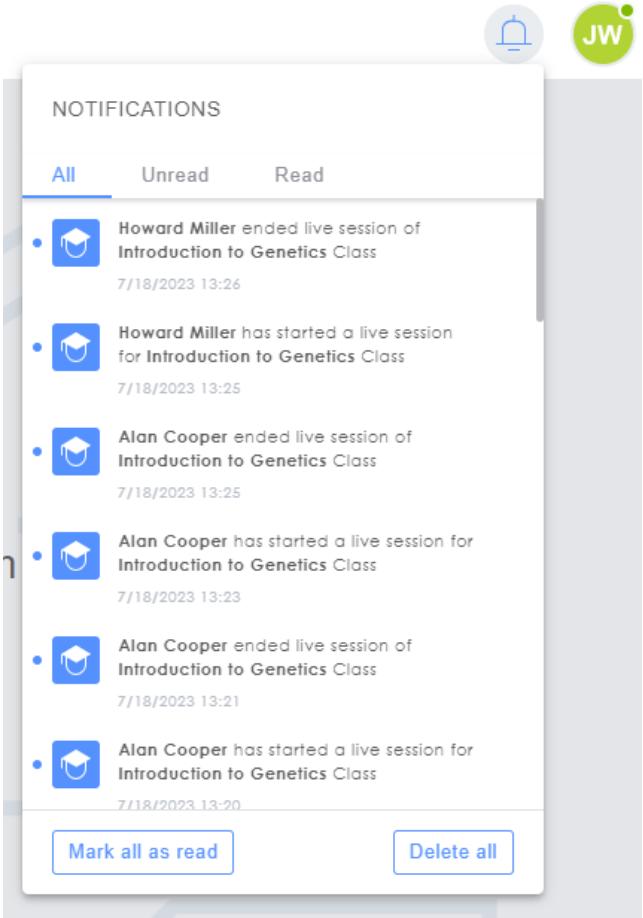


SCREENSHOT – Home Screen

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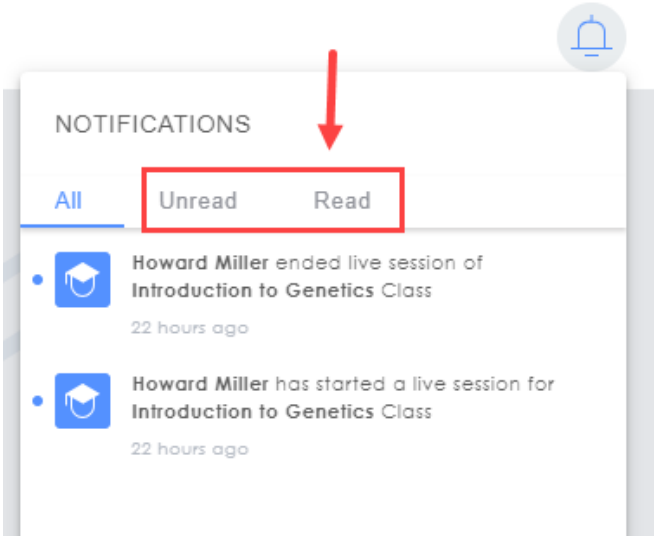
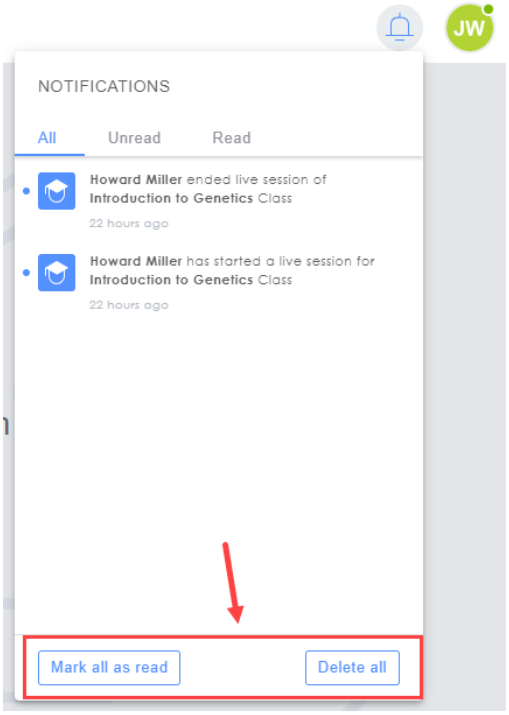
Click on the **Unread** option if you want to view the unread the notifications. Click on the **Read** option if you want to view the notifications that you have already read.



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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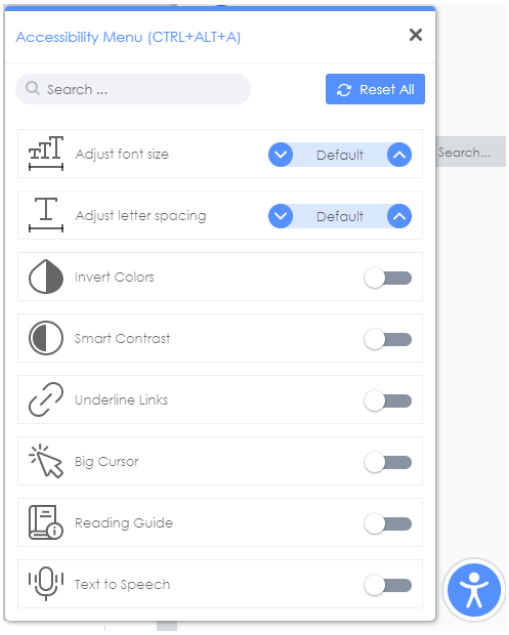
5.6 Accessibility Menu

Accessibility menu provides built-in support to enable a basic level of accessibility that the student can customize with very little work, by setting just a handful of properties. This menu is available throughout the Rainbow Classroom application for students 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 student can customize the user experience for the entire Rainbow Classroom application by making necessary adjustments through this menu.

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

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

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SCREENSHOT – Accessibility Options

5.7 Recent Conversations

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

SCREENSHOT – Home Screen of Rainbow Classroom

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

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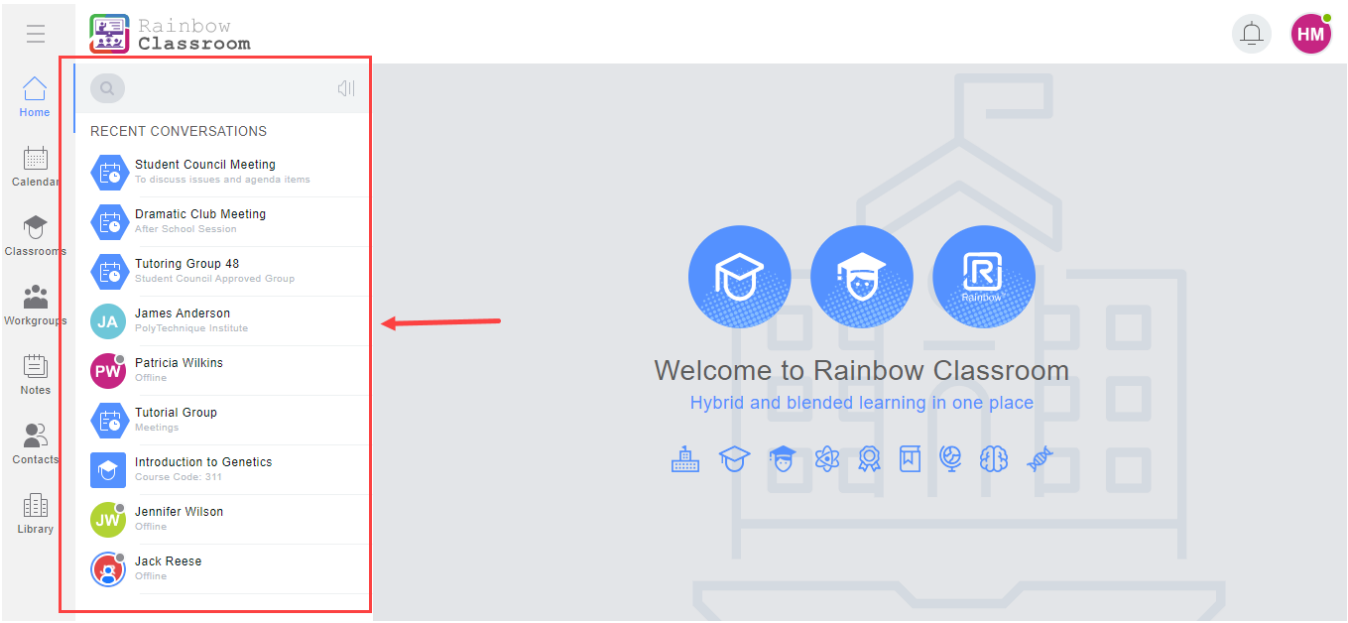
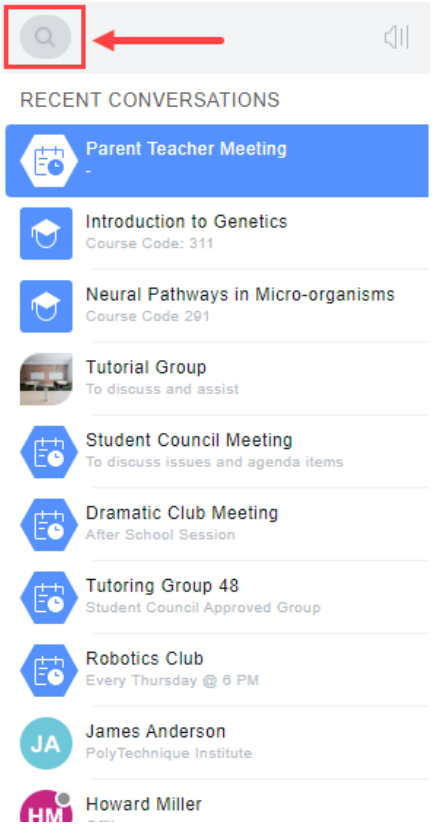


SCREENSHOT – Recent Conversations Panel

5.7.1 Search in Recent Conversation

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



SCREENSHOT – Left Side Panel of Rainbow Classroom

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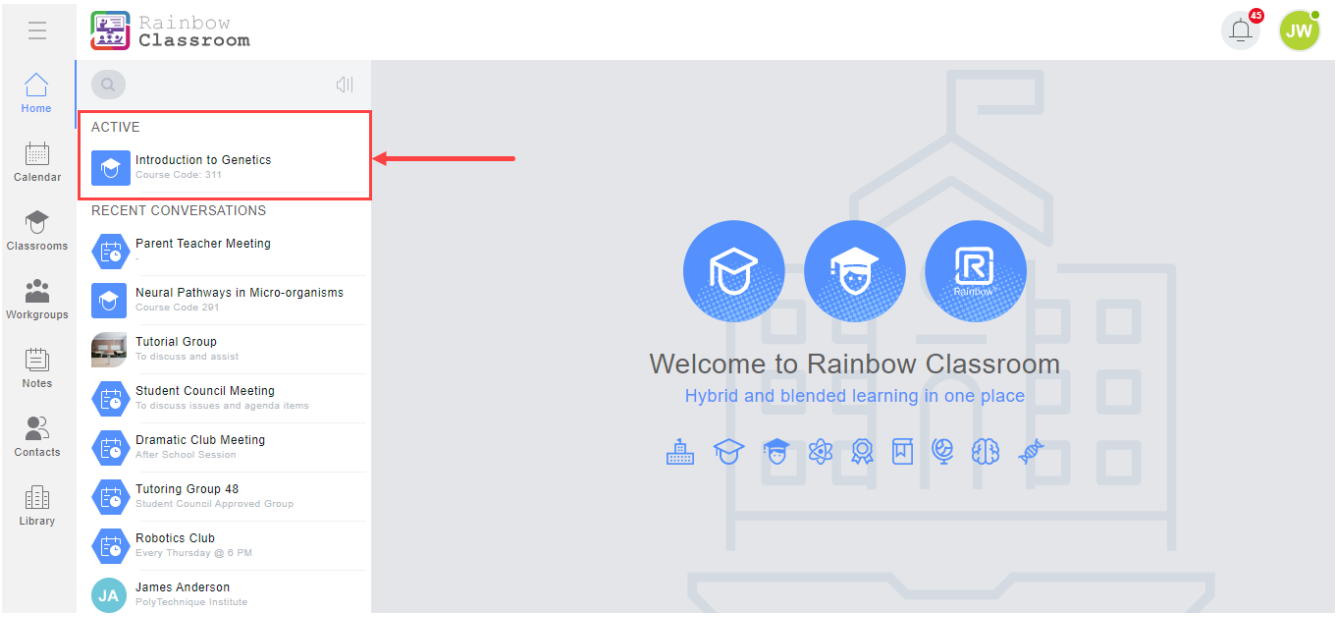
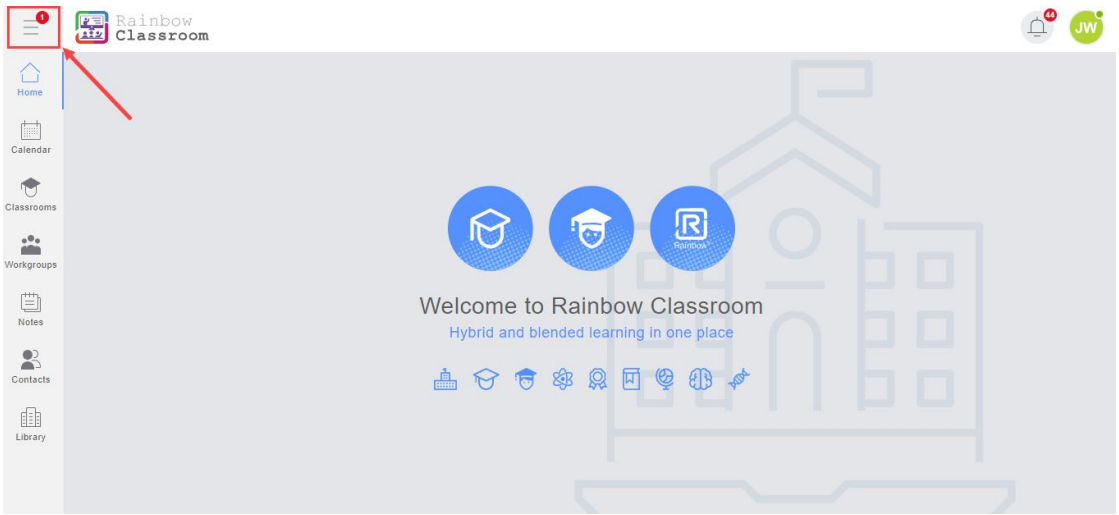
5.7.2 Active Sessions

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



SCREENSHOT – Left Side Panel of Rainbow Classroom

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



SCREENSHOT – Notification

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

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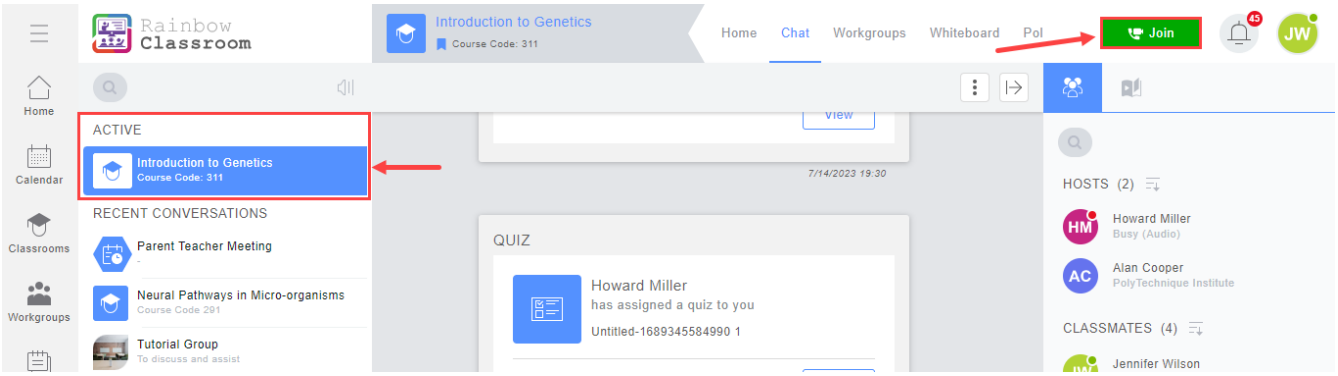
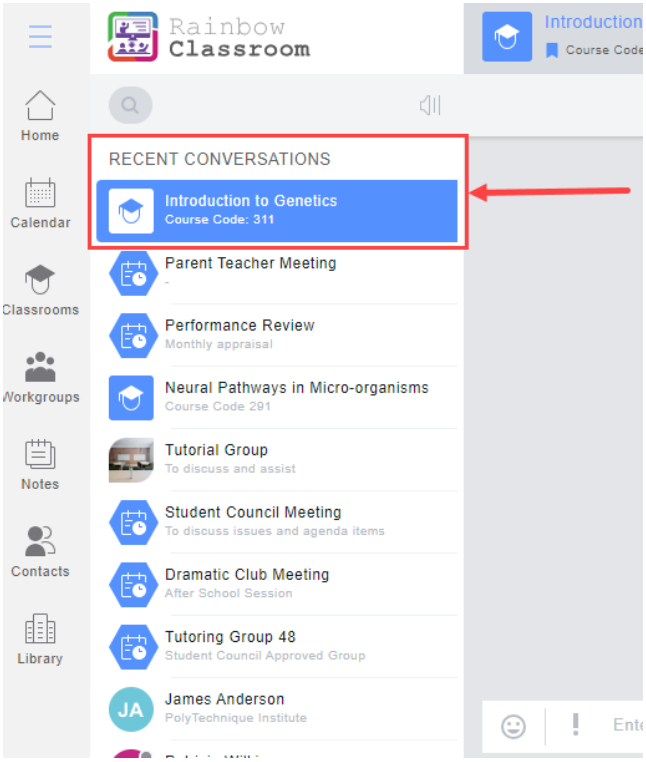


SCREENSHOT – Live session

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



SCREENSHOT – Left Side Panel of Rainbow Classroom

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

5.8 Classroom Details to see Enrolled Participants

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

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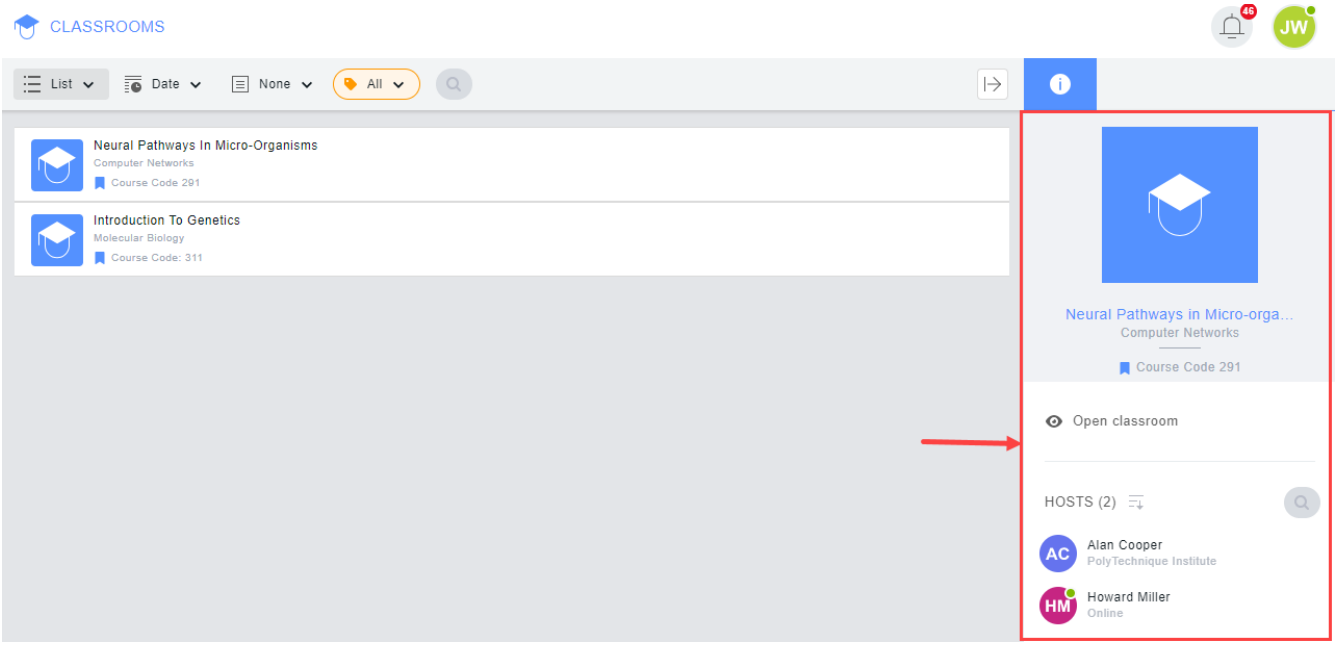

SCREENSHOT – Classroom details on right side panel

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

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

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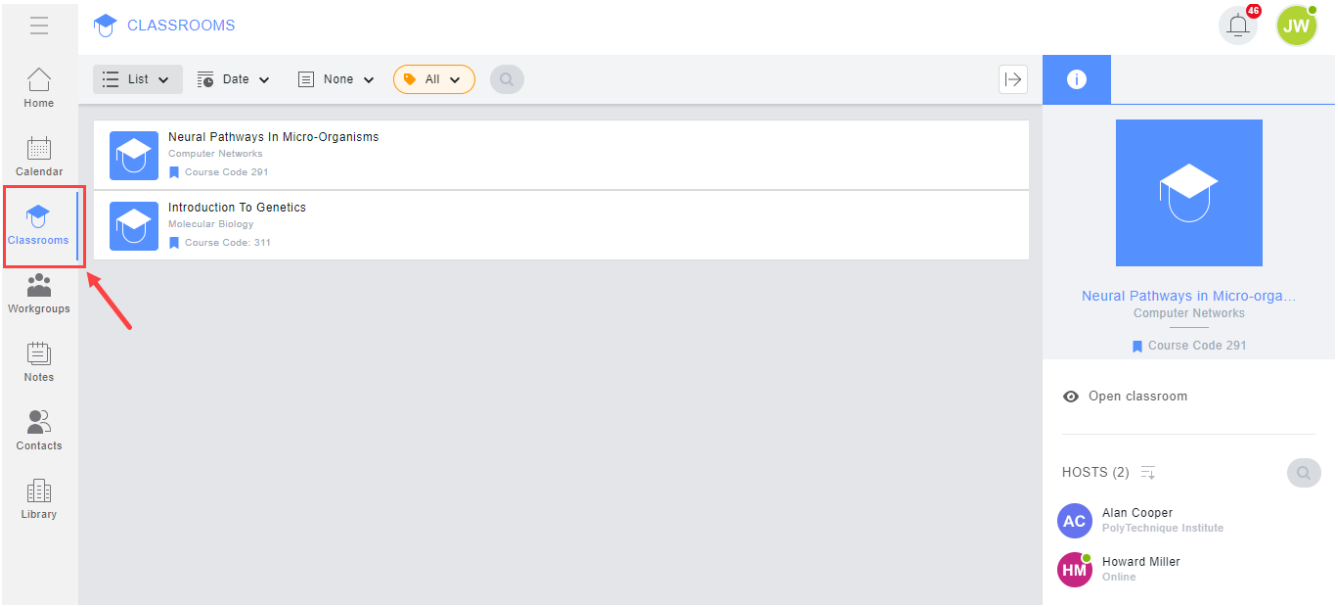
6 Getting Started with Classrooms

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 classmates, hosts and guests can interact in a classroom via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative live session.
The classmate can view all the available classrooms associated with them by clicking on the **Classrooms** tab from the side navigation bar and the resultant screen will be presented to you, as shown below.



SCREENSHOT – Classrooms

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

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

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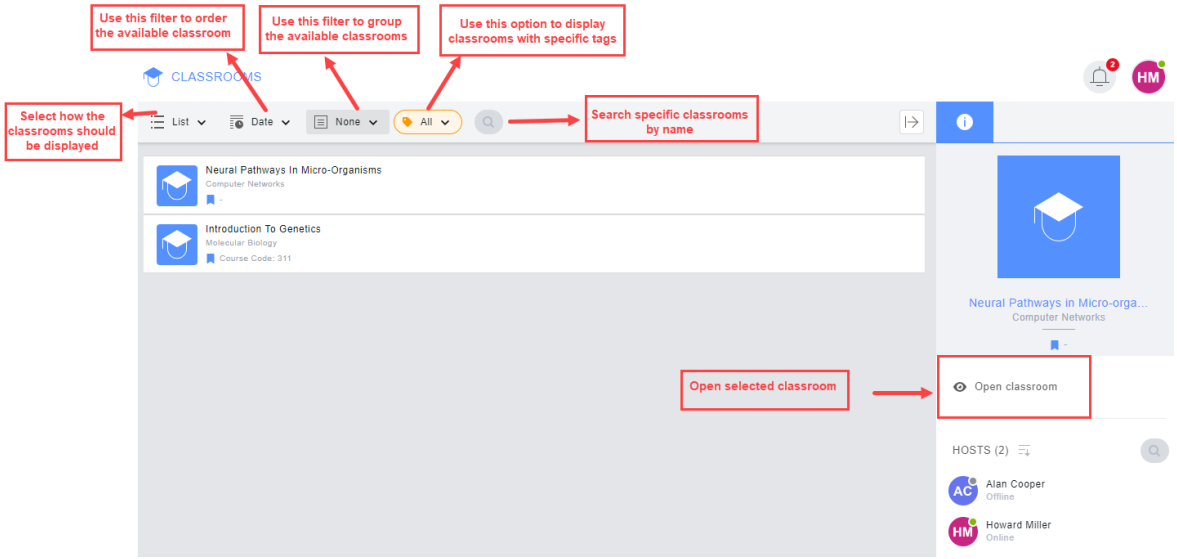
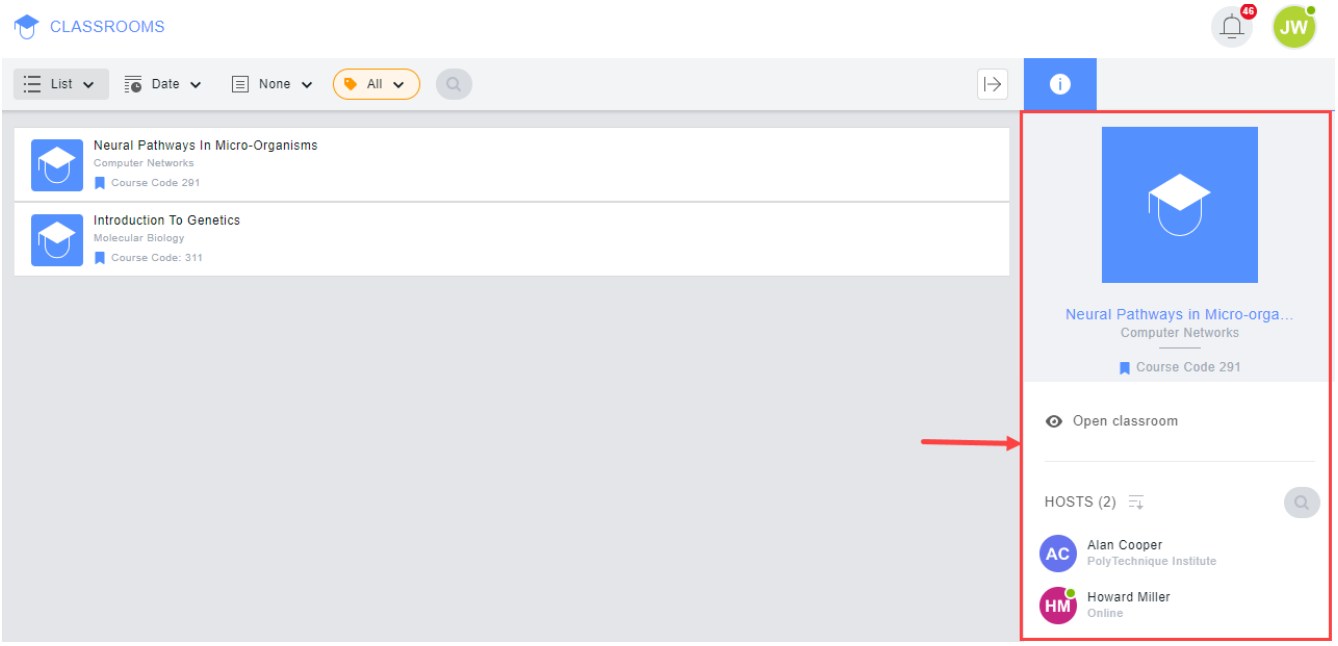


SCREENSHOT – Classrooms

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

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

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



SCREENSHOT – Classrooms

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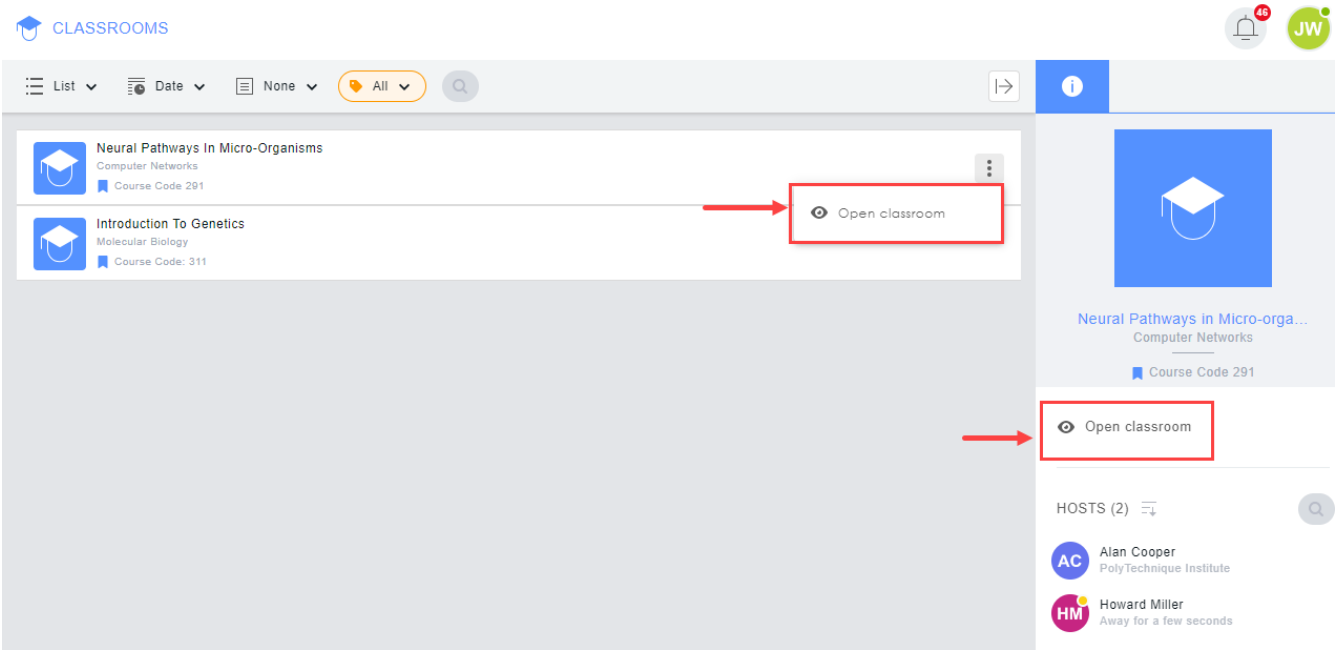
The classmate can see classroom details including the enrolled hosts, classmates and guests from the right hand panel. A search bar is also available on the top right of each 'Host' and 'Classmates' section that allows you to quickly locate a particular participant in the respective classroom.

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

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



SCREENSHOT – Classrooms

6.1 Explore Classroom Features

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

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

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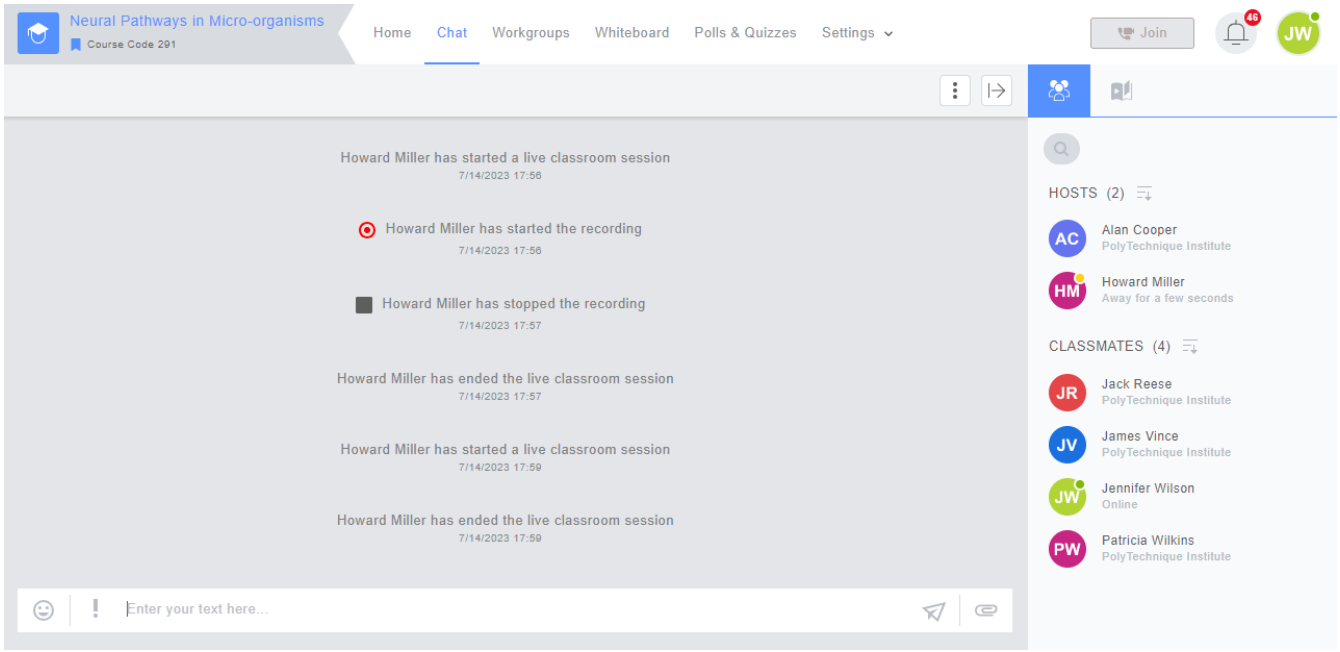
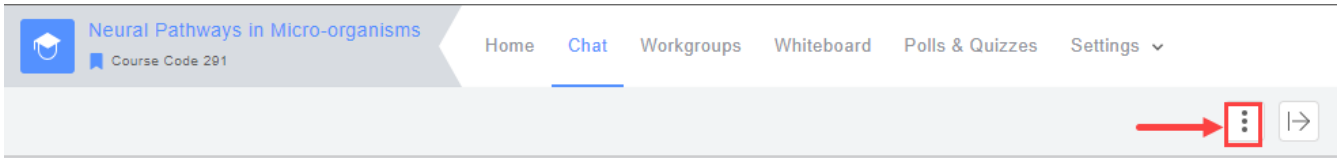


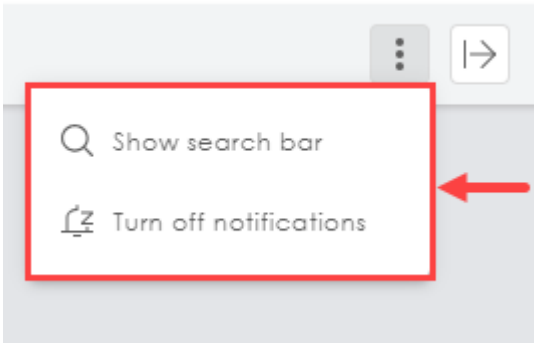
SCREENSHOT – Classroom

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



SCREENSHOT – Classroom

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



SCREENSHOT – Classroom

Search bar for classroom chat is displayed as shown below:

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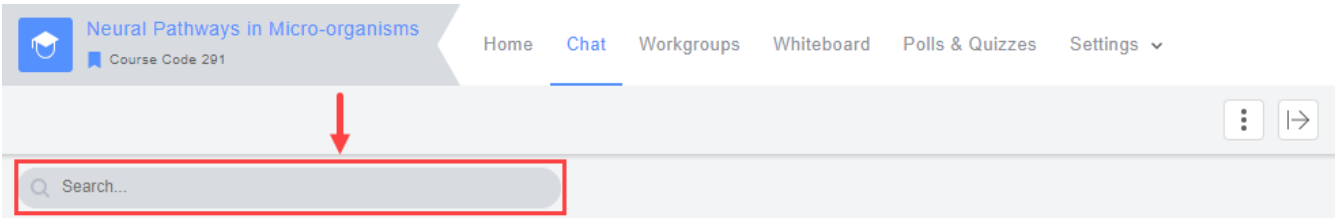
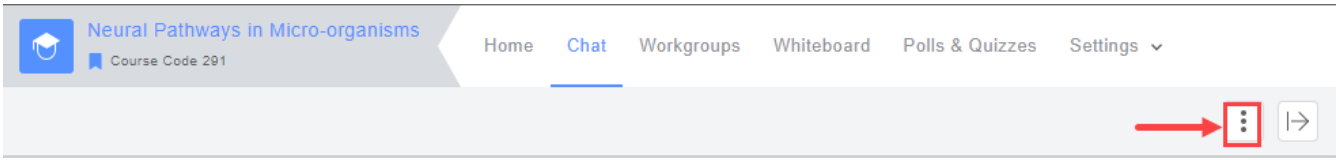


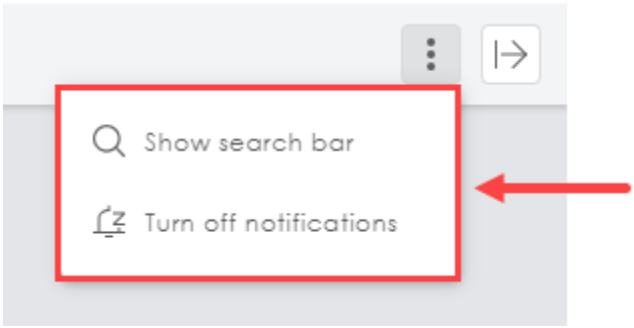
SCREENSHOT – Classroom

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



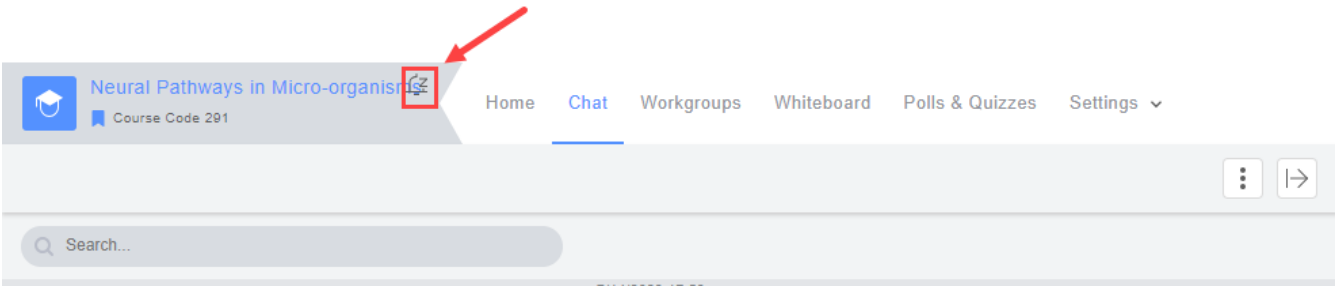
SCREENSHOT – Classroom

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



SCREENSHOT – Classroom

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



SCREENSHOT – Classroom

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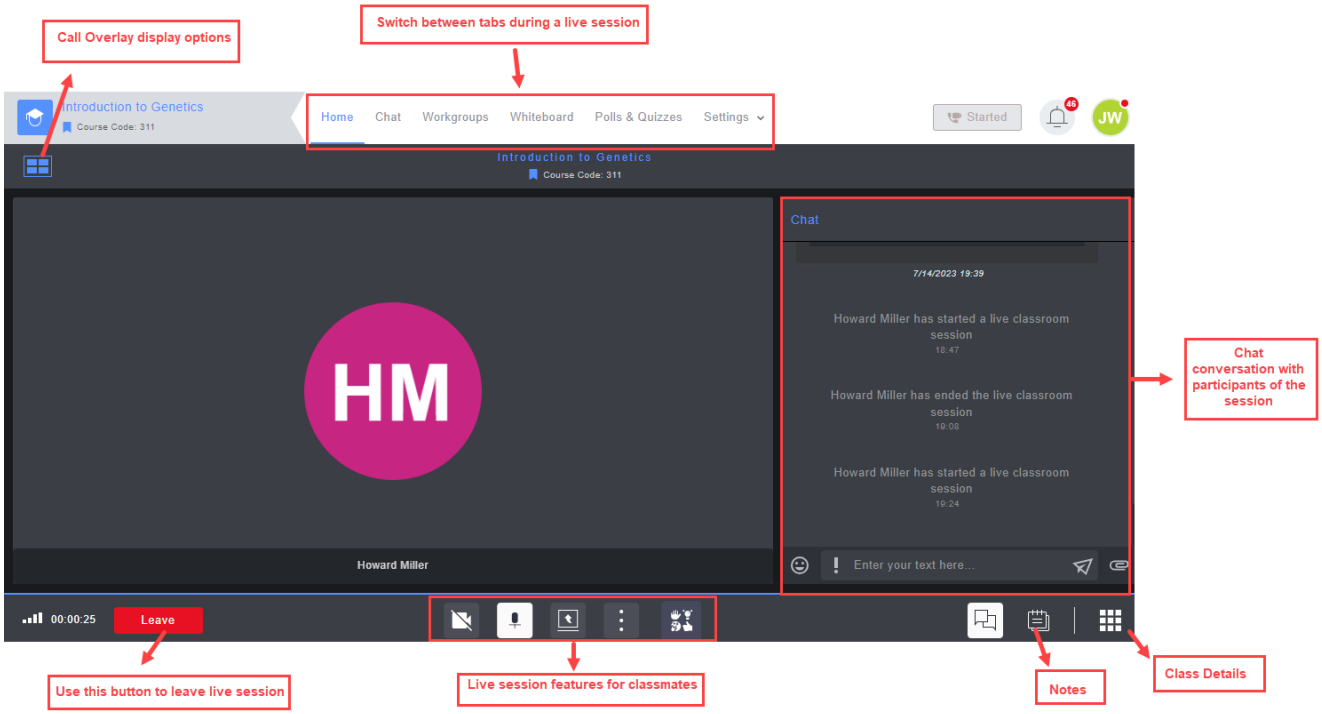
6.1.1 Joining a Live Classroom Session

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

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



SCREENSHOT – Classroom

6.1.2 Live Session Features

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

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

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

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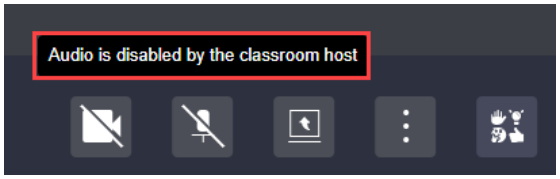
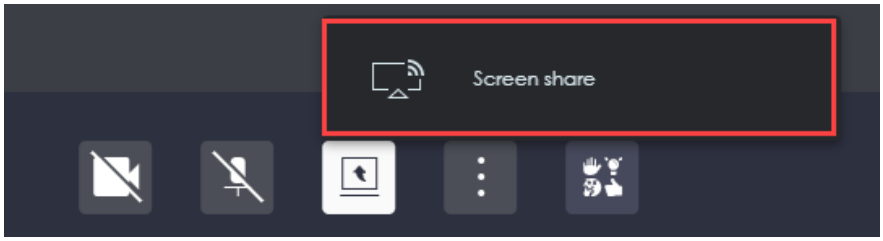


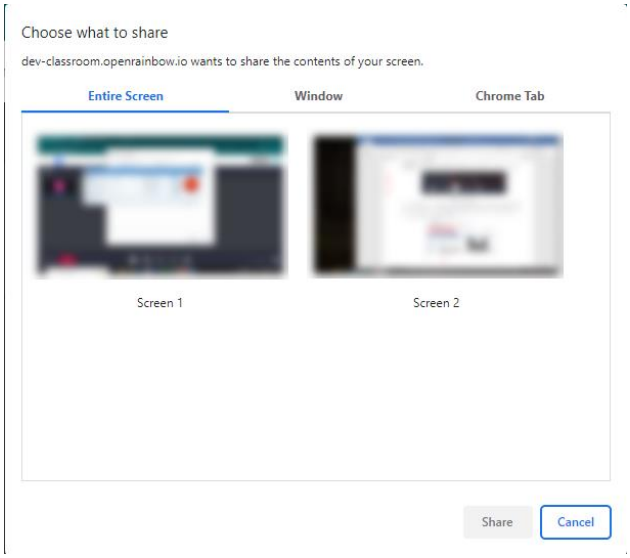
SCREENSHOT – Live session feature

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



SCREENSHOT – Screen sharing

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



SCREENSHOT – Screen sharing

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

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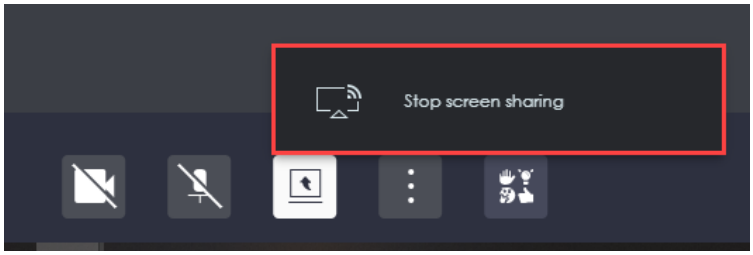
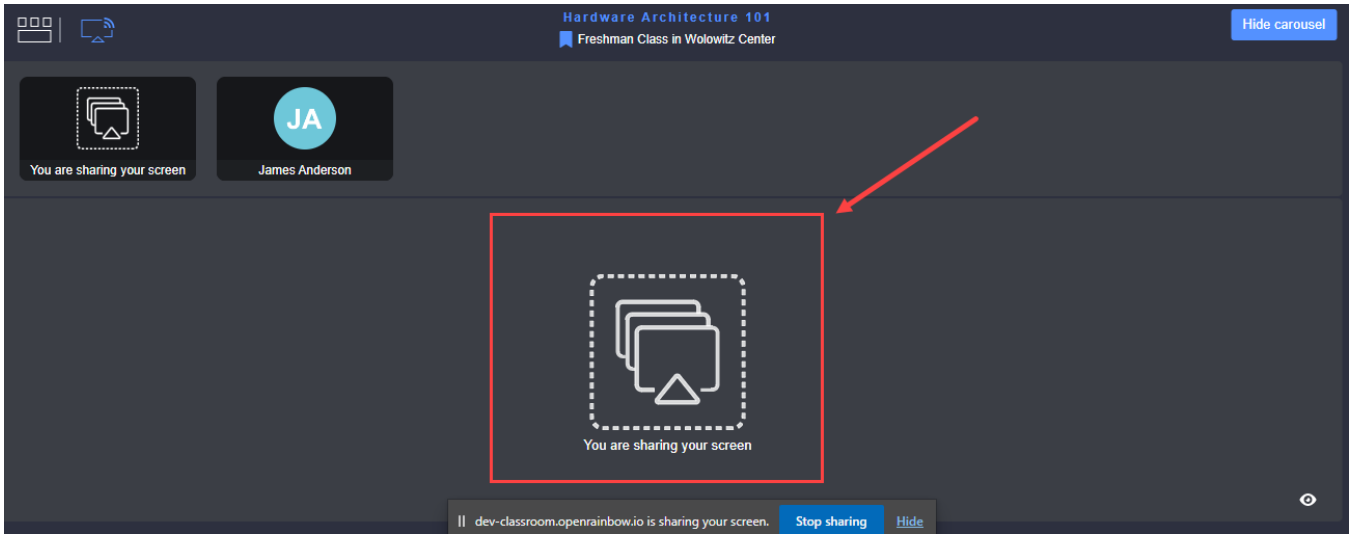


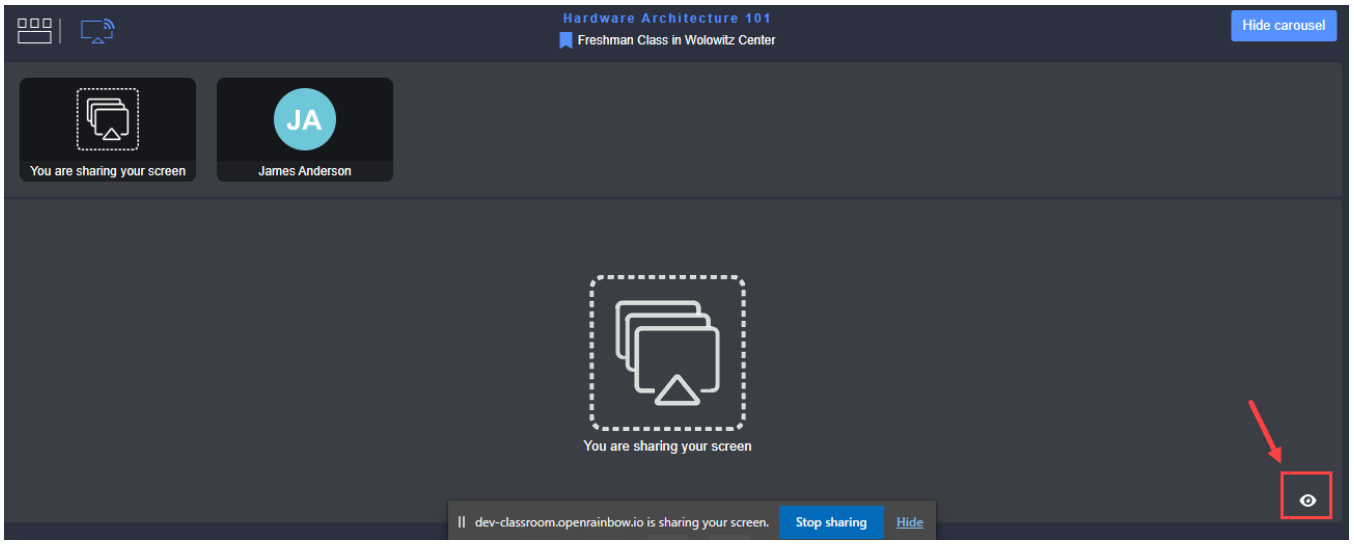
SCREENSHOT – Screen sharing

User who has shared their screen is displayed following animation:



SCREENSHOT – Screen sharing

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



SCREENSHOT – Screen sharing

Preview of shared screen is displayed as shown below:

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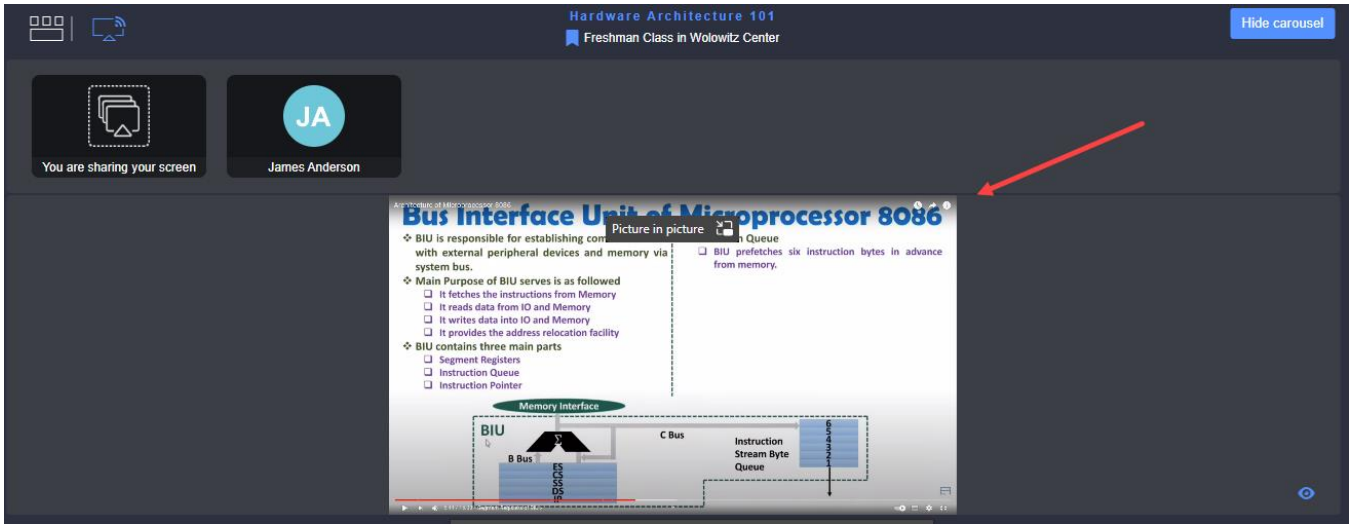

SCREENSHOT – Screen sharing

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

Following reactions can be used by a student or guest:

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

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

- **Leave** – Use the 'Leave' button displayed on the bottom of the call overlay in order to leave the respective live session.

- **Live Chat –** Participants of a live session can also engage in a live session of a classroom via text messaging and file sharing.

- **Notes –** Use the 'Notes' button to write down any important points that you might need after the live session ends. You can view, edit and delete your Notes within the live session and after the session from the Notes option available in the side panel. Please see Notes section for more details.

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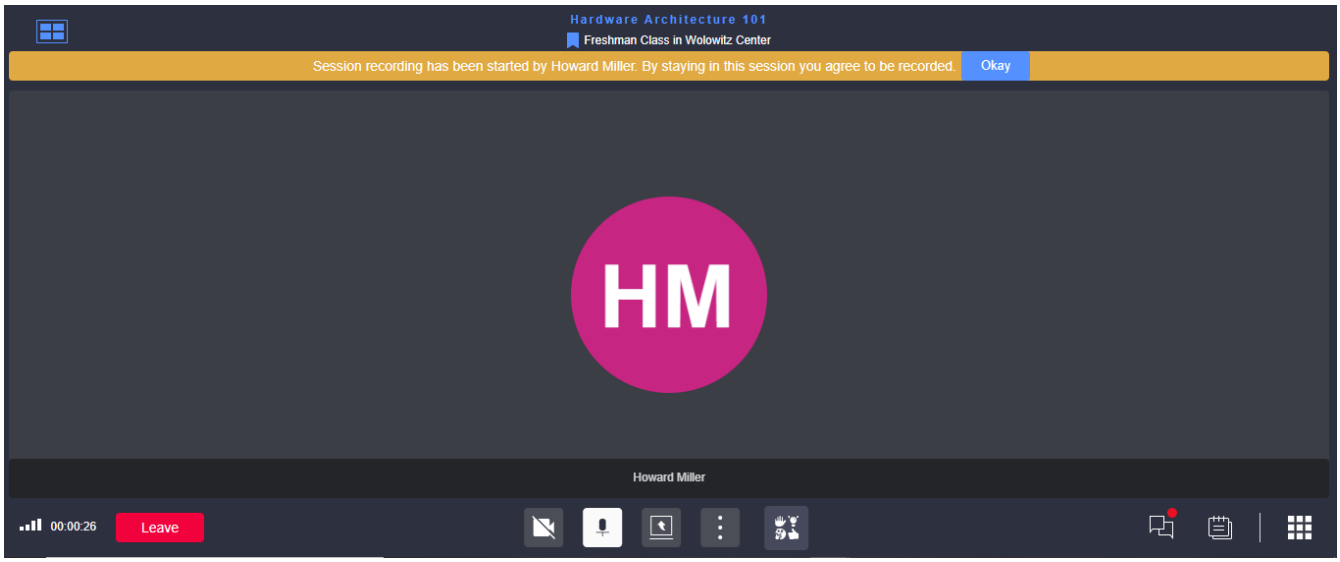
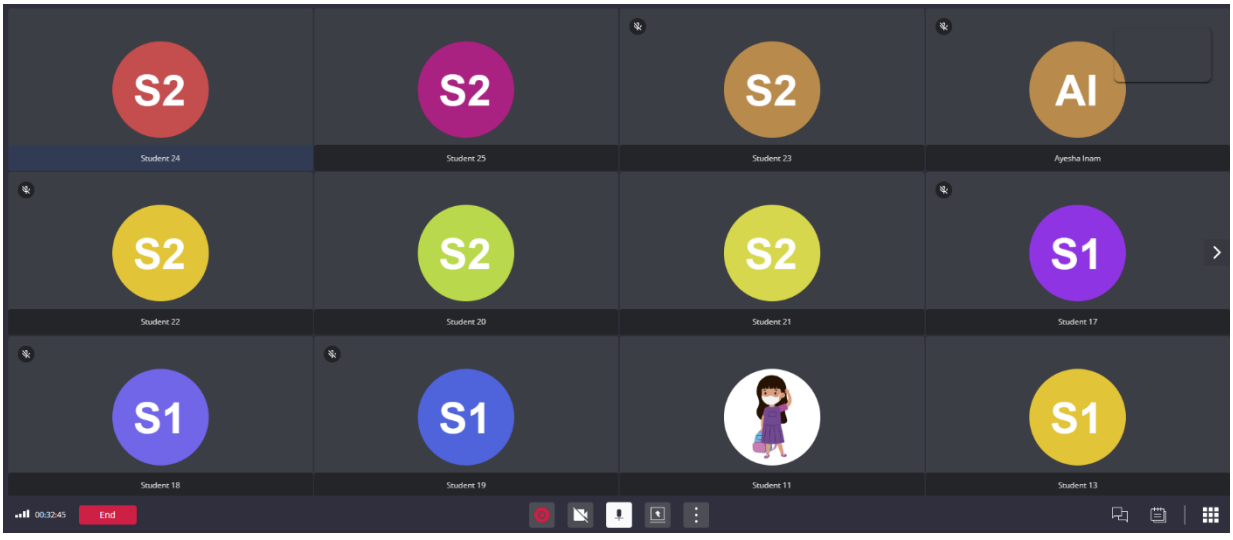
Note: A host can start session recording based on their preference but a classmate is informed in Live session that session recording has been turned ON as shown below:



6.1.3 Call Overlay Display Options

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

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



SCREENSHOT – Gallery View

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

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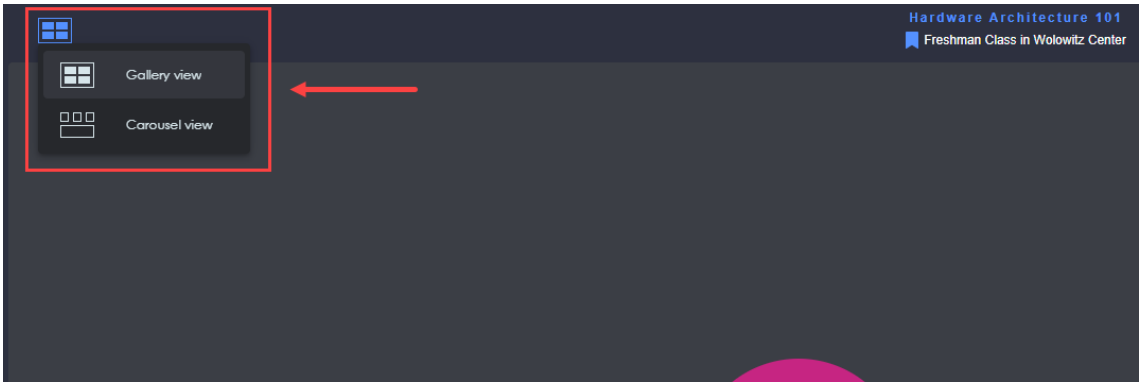
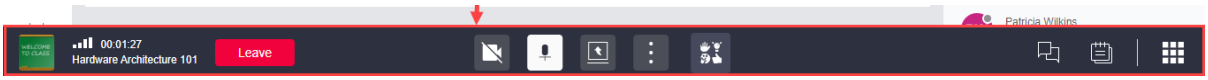
SCREENSHOT – Carousel View

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



SCREENSHOT – Call Overlay Display Options

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



SCREENSHOT – Minimized View

6.1.4 Main Classroom Tabs

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

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

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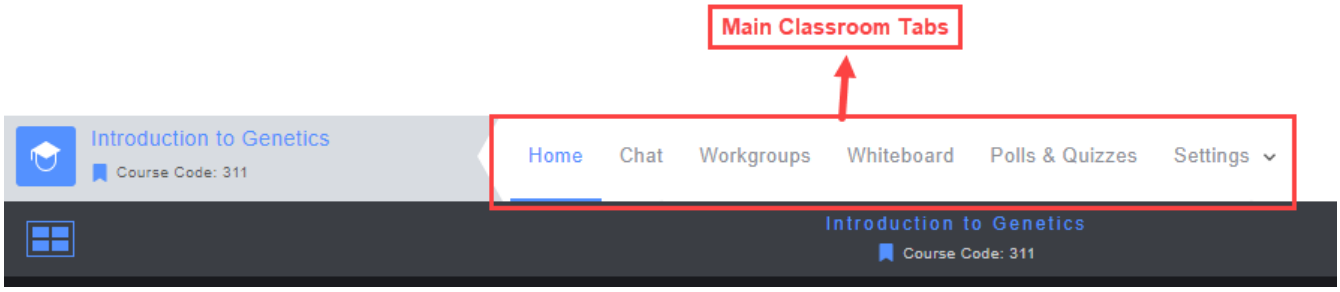
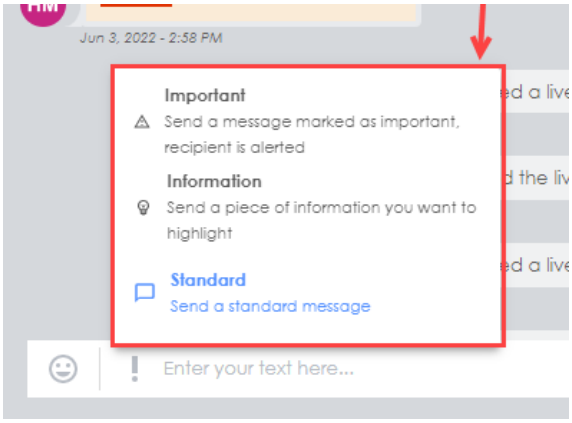


SCREENSHOT – Main Classroom Tabs

Live Session – Displays the call overlay, only if you have joined a live classroom session.

Chat – The classmate 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.



SCREENSHOT – Chat

You can also send any type of files 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.

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

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

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

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

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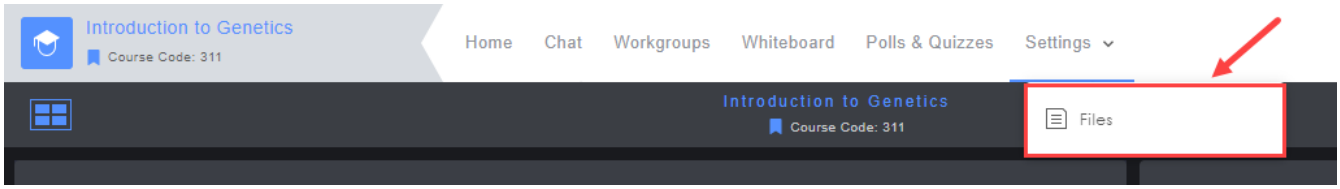
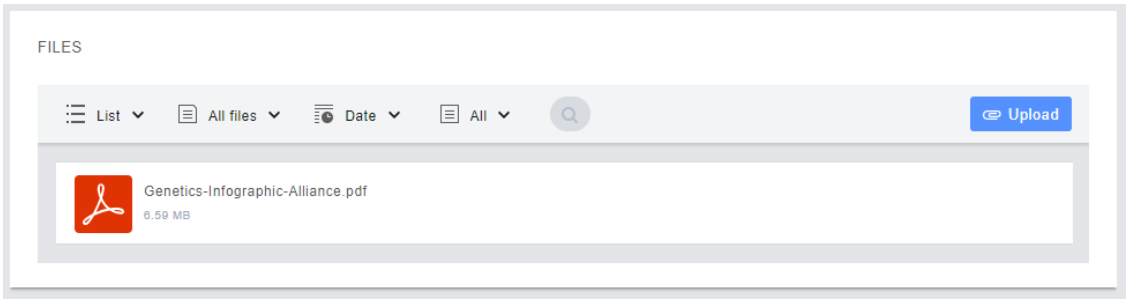
Polls & Quizzes – This tab allows classmates to access all of their associated polls and quizzes, as well as submit responses and view live poll and quiz results. For more details, please see the section titled 'Polls & Quizzes in Classroom & Meeting'

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



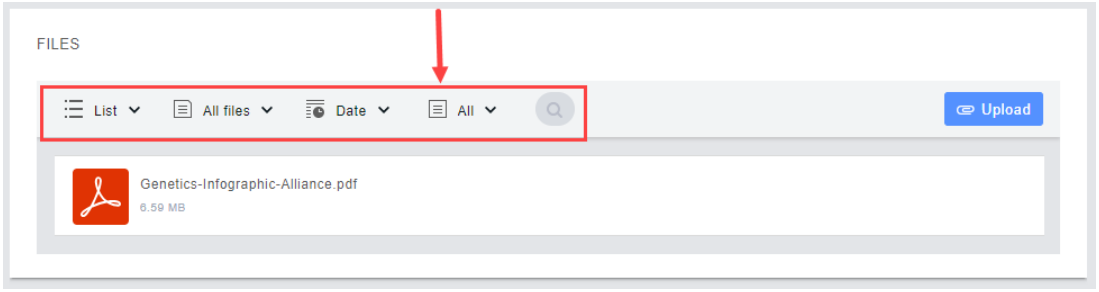
SCREENSHOT – Files

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



SCREENSHOT – Files

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



SCREENSHOT – Files

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

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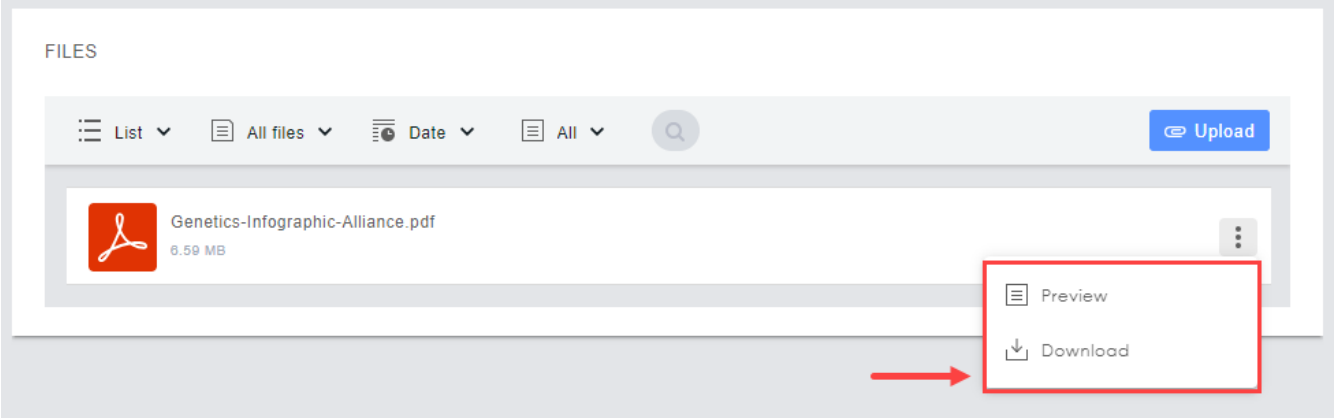

SCREENSHOT – Files

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

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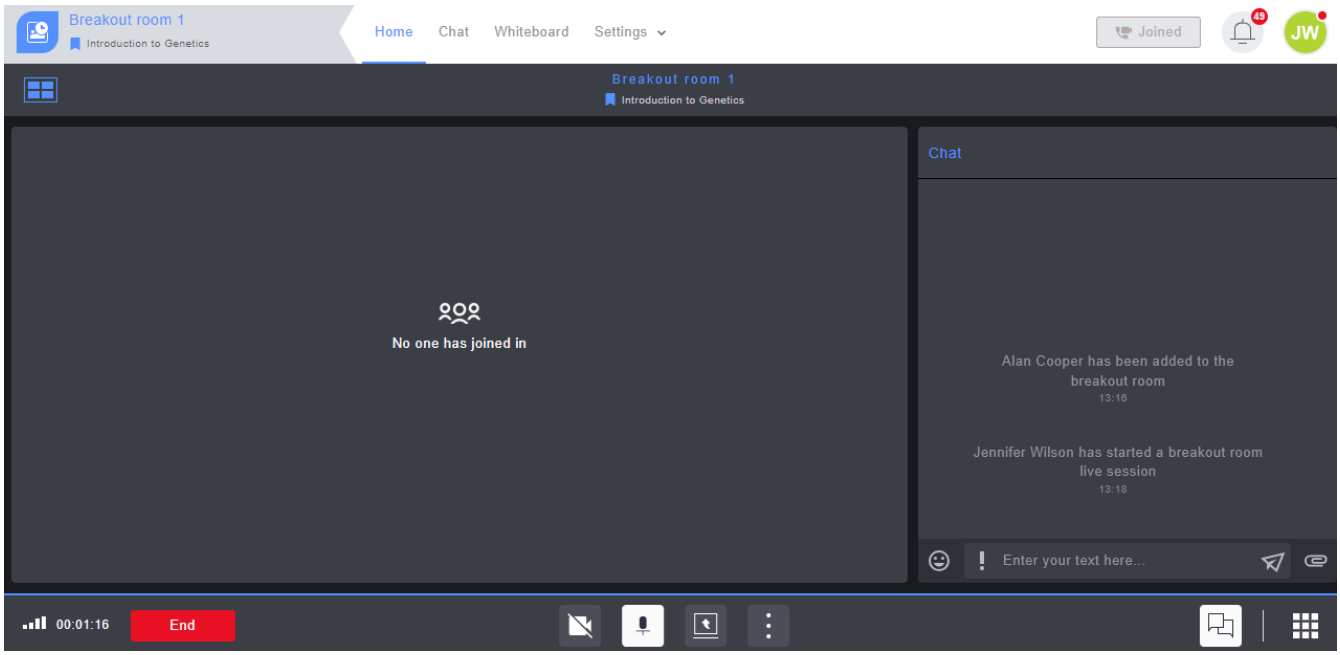
7 Joining a Breakout / Exam Room

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

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

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



SCREENSHOT – Joining a breakout room

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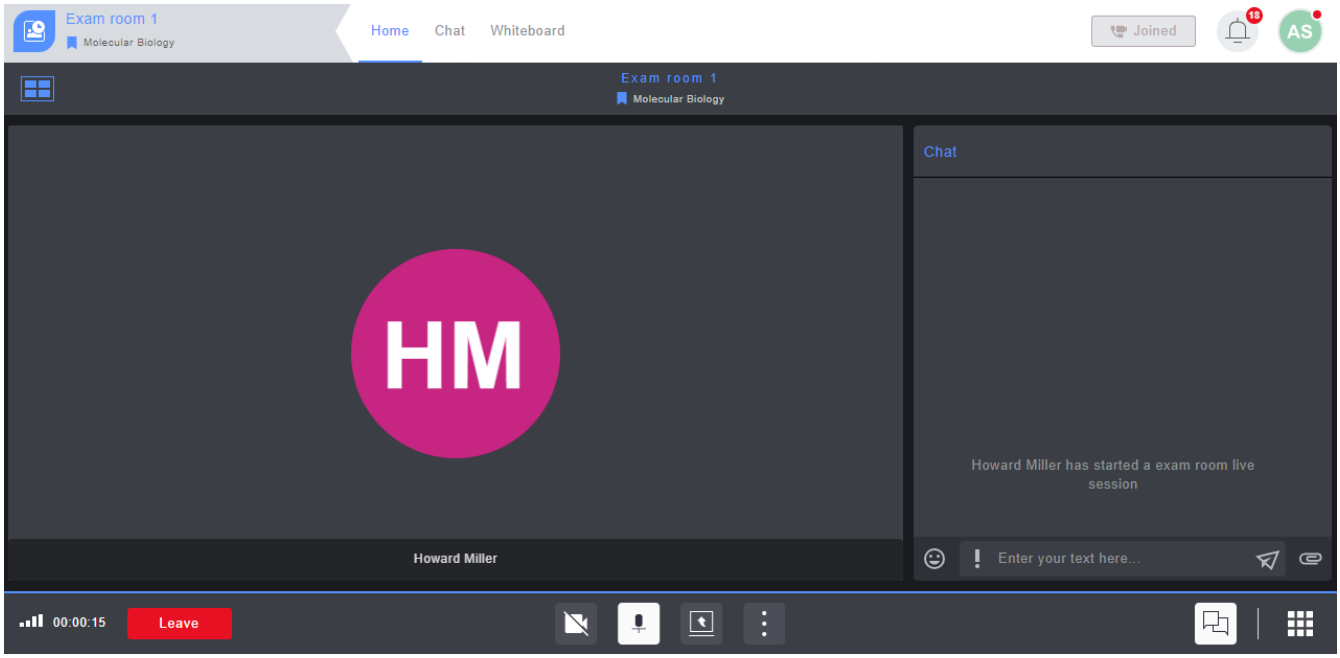

SCREENSHOT – Joining an exam room

7.1 The Graphical Representation for Live Breakout Room

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

SCREENSHOT – Graphical Representation of a Live Breakout Room

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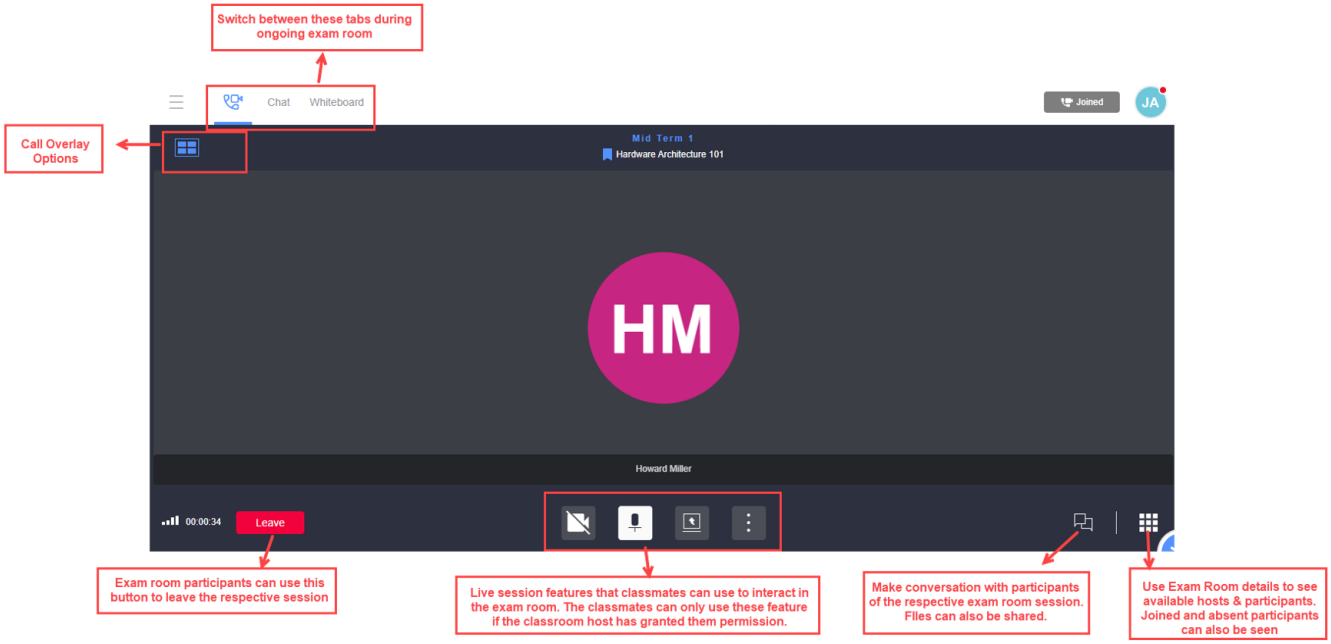
7.2 The Graphical Representation for Live Exam Room

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



SCREENSHOT – Graphical Representation of a Live Exam Room

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

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

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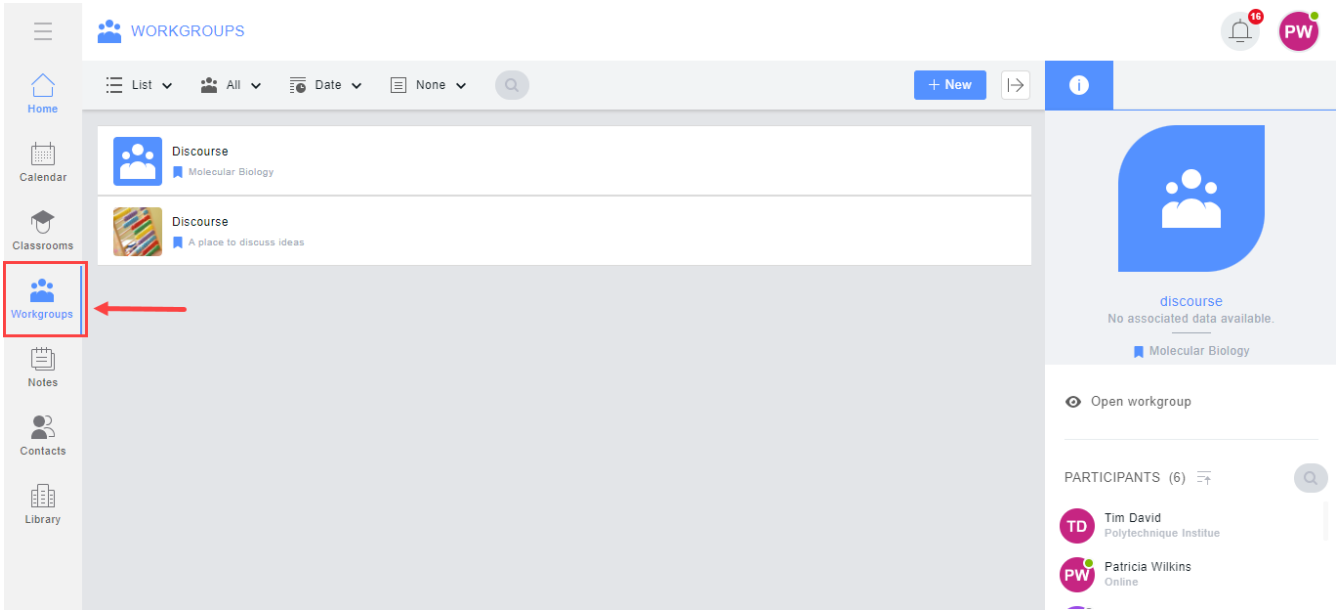
8 Workgroups for Participants

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

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

8.1 View Available Workgroups

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



SCREENSHOT – Workgroups

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

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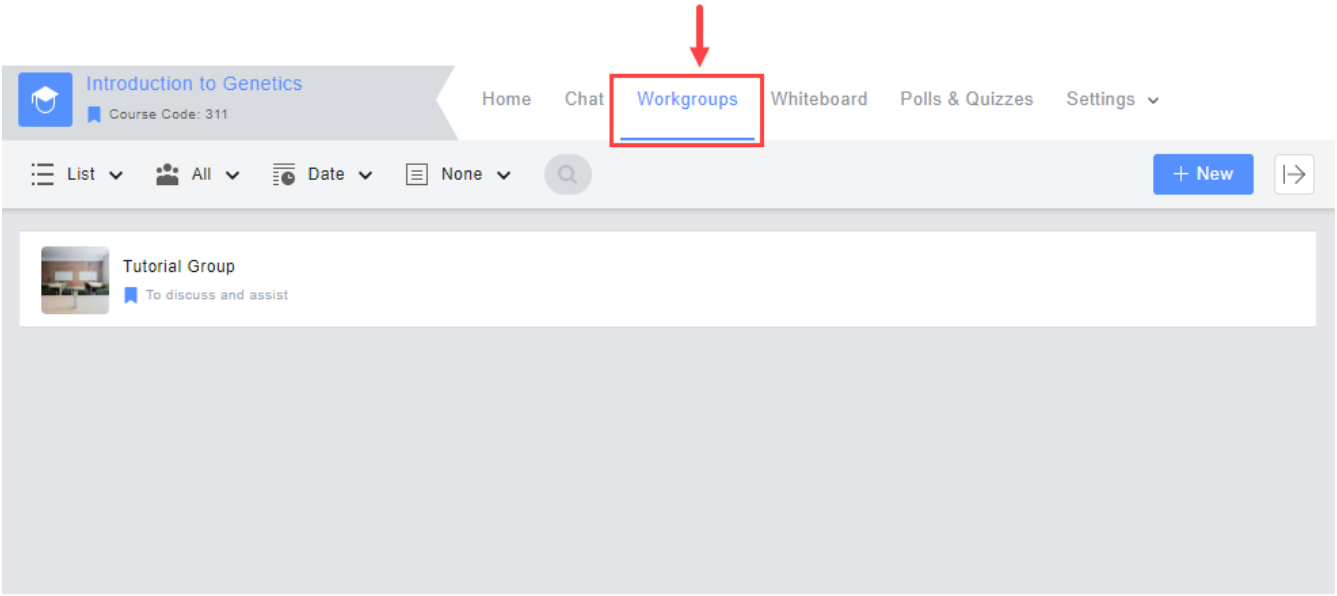
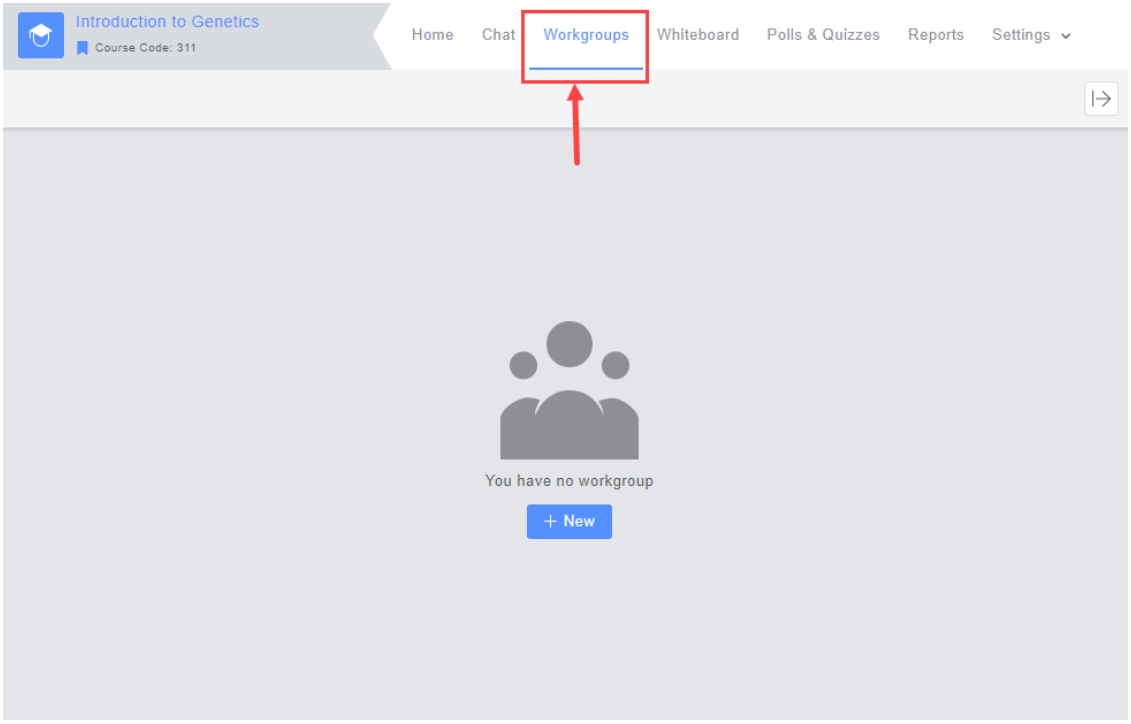


SCREENSHOT – Workgroups

8.2 Setting up a Workgroup

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

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



SCREENSHOT – Workgroups

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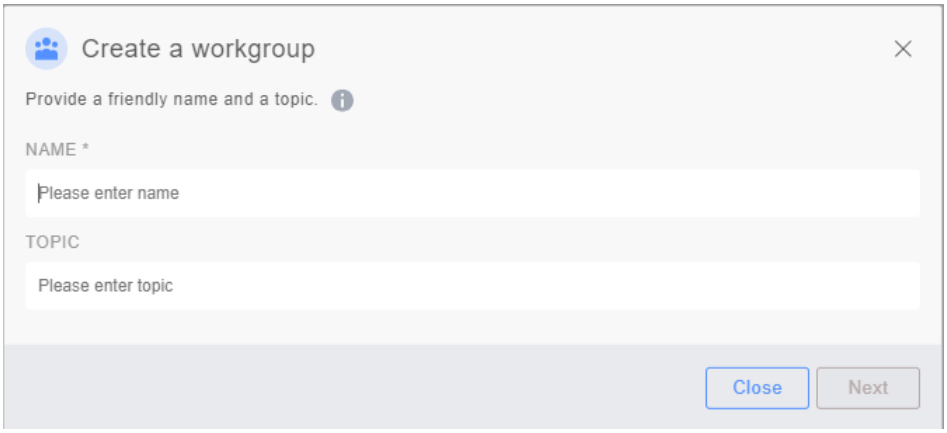
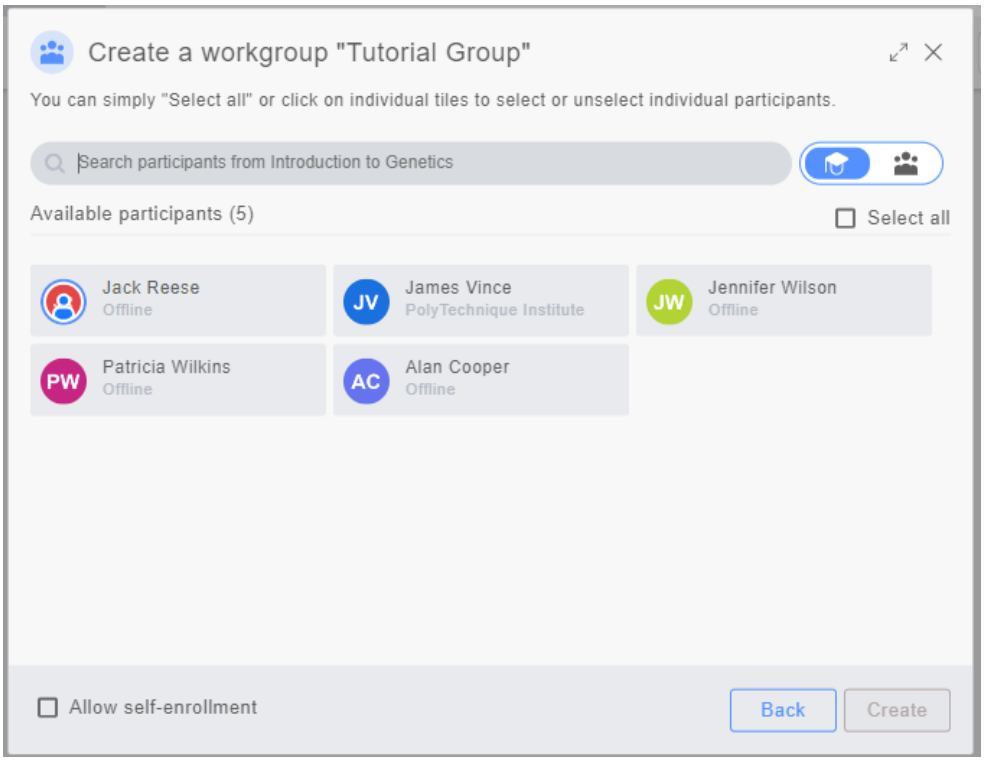
The following screen will be presented to you, click on the **+New** button.



SCREENSHOT – Workgroup

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

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



SCREENSHOT – Workgroups

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

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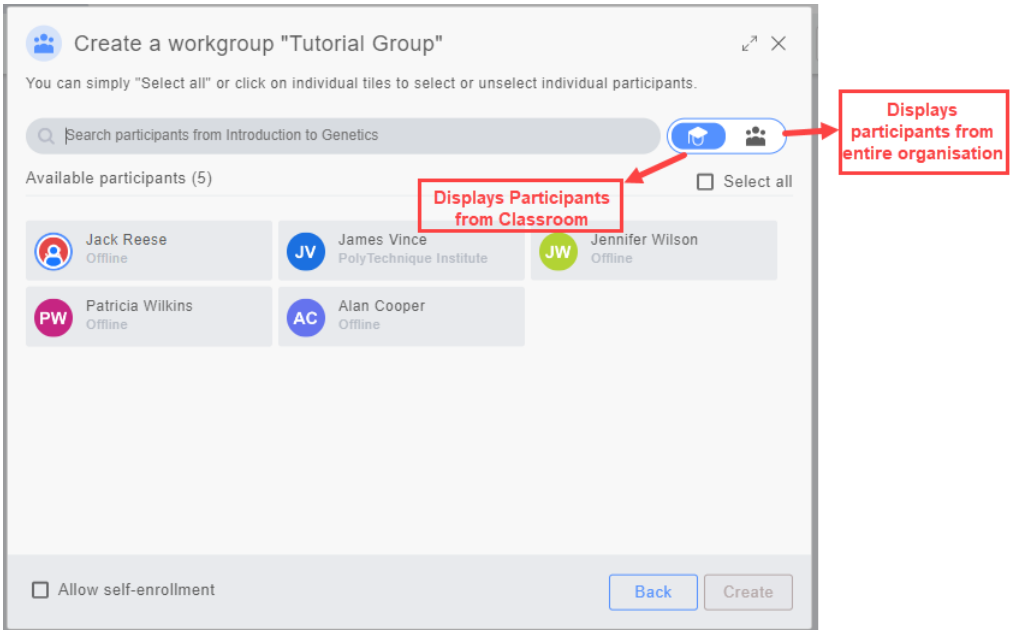
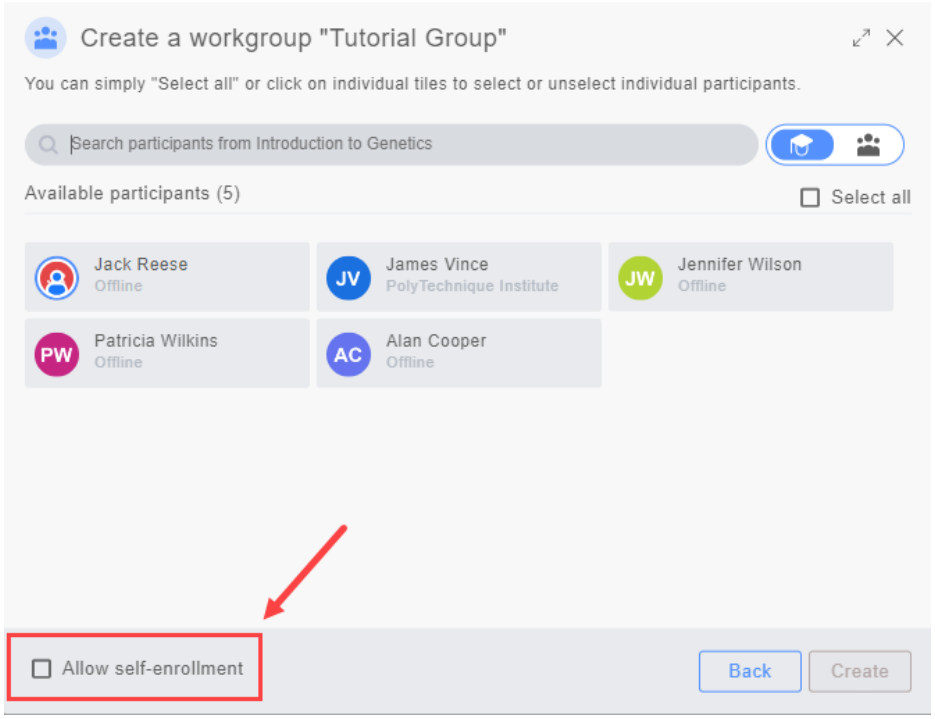


SCREENSHOT – Workgroups

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



SCREENSHOT – Workgroups

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

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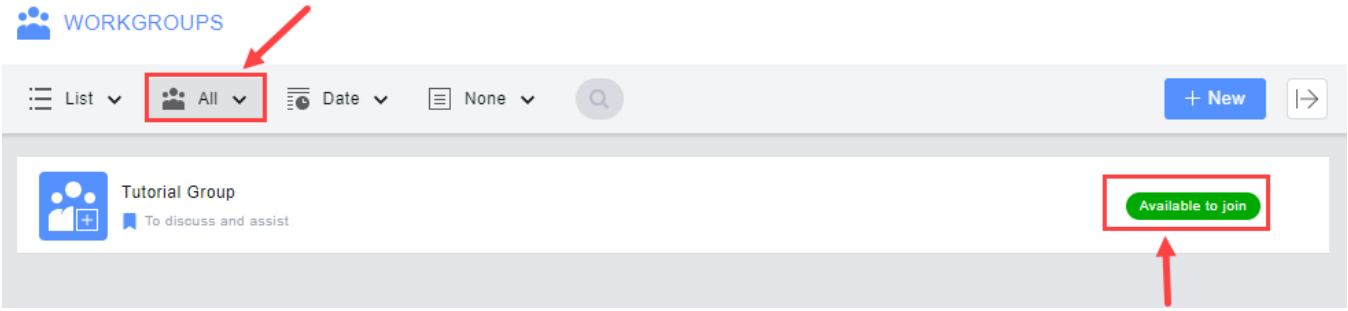
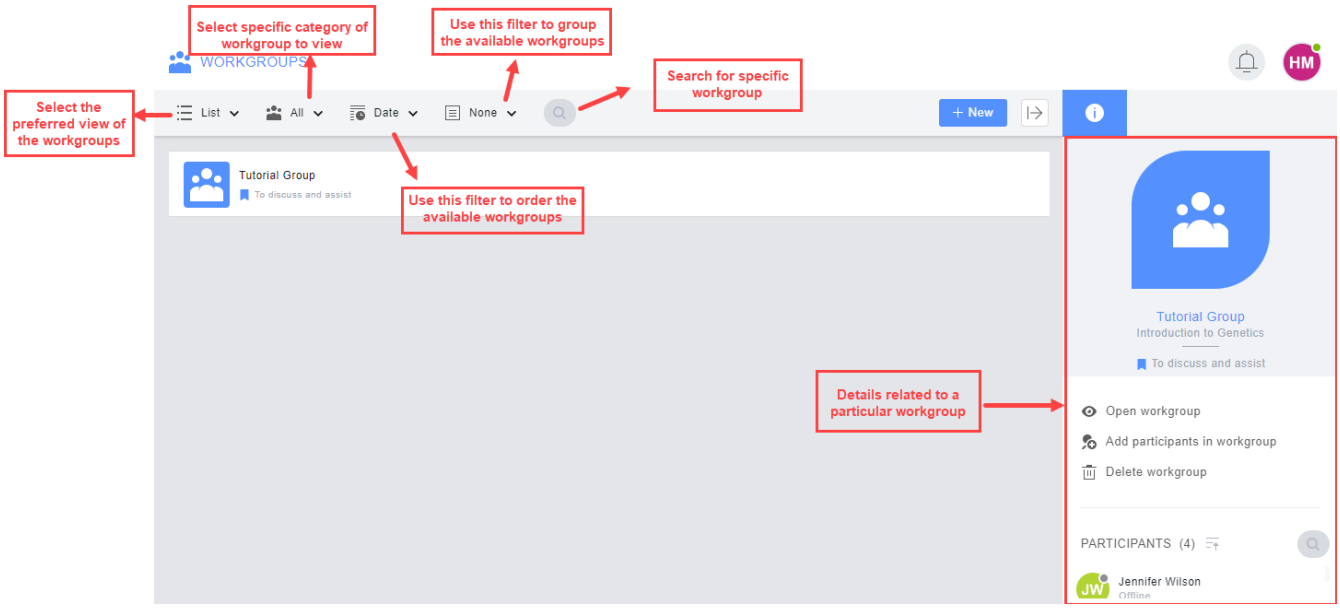


SCREENSHOT – Workgroups

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

8.3 The Graphical Representation for Available Workgroups

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



SCREENSHOT – Workgroups

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

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

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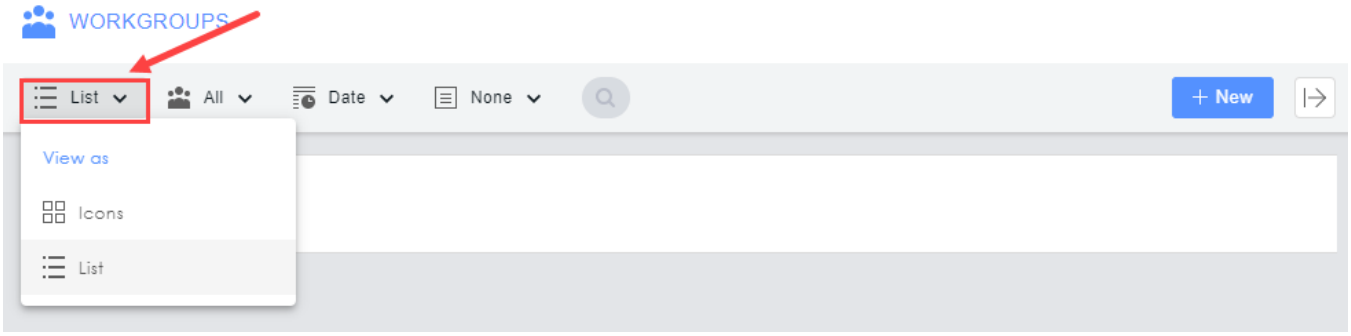
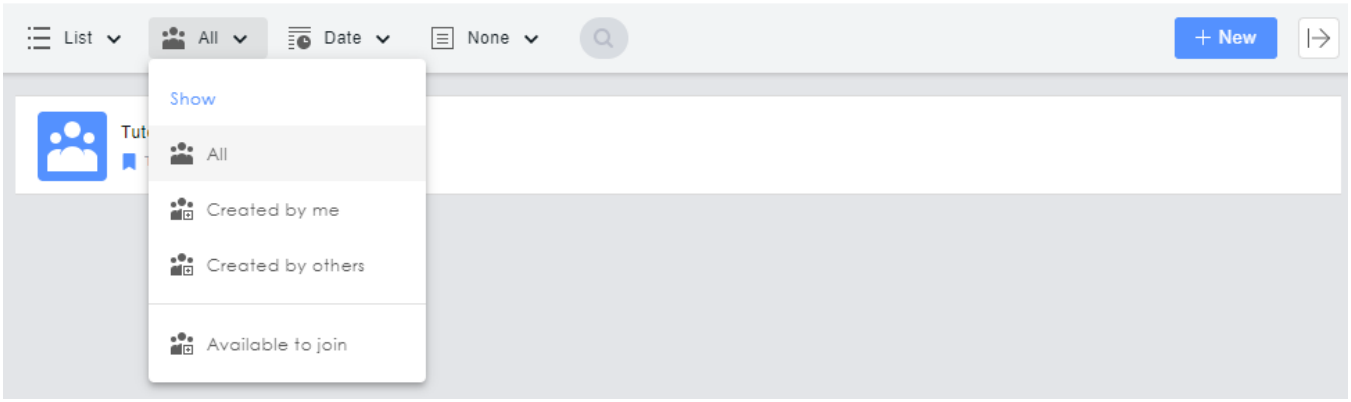


SCREENSHOT – Workgroups

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

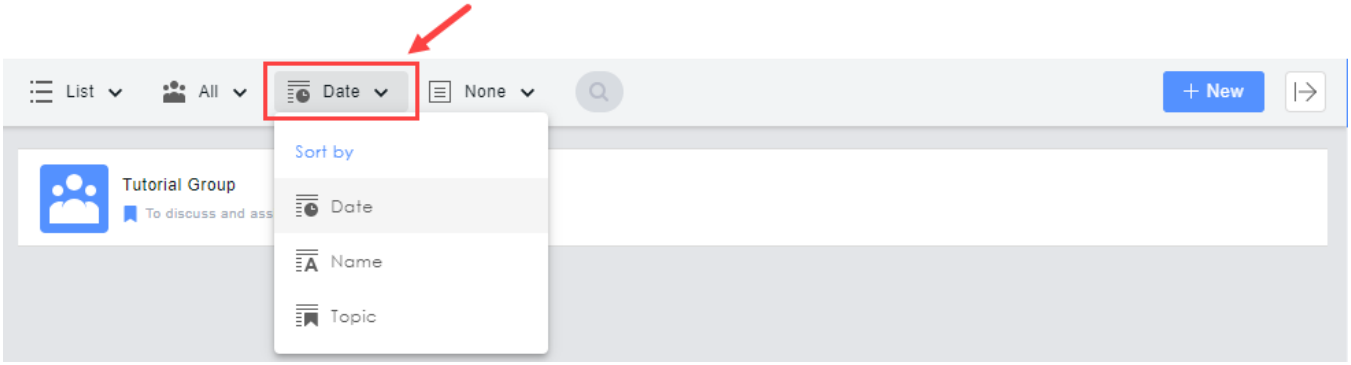
- All – Displays all the Workgroups in which the user is included.
- Created by Me – Displays specific workgroups that are created by the user.
- Created By Others – Displays workgroups that a user is part of but are created by some other user.
- Available to Join – Displays workgroups that a user is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



SCREENSHOT – Workgroups

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

- Date
- Name
- Topic



SCREENSHOT – Workgroups

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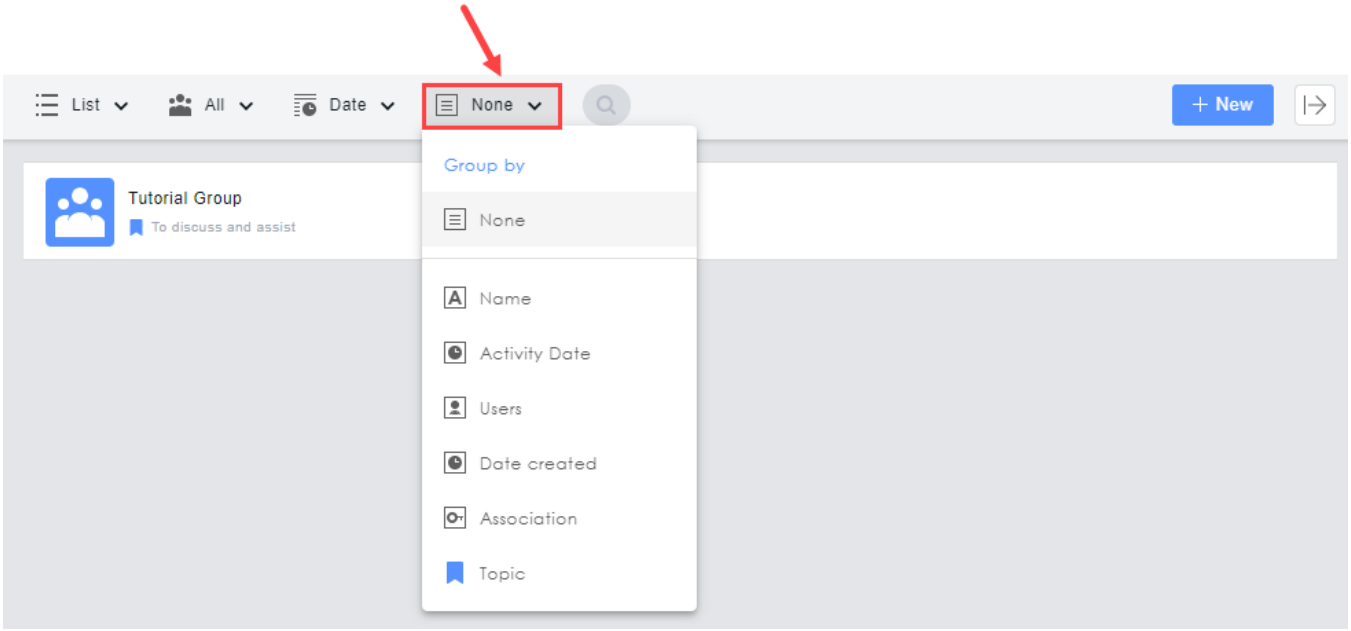
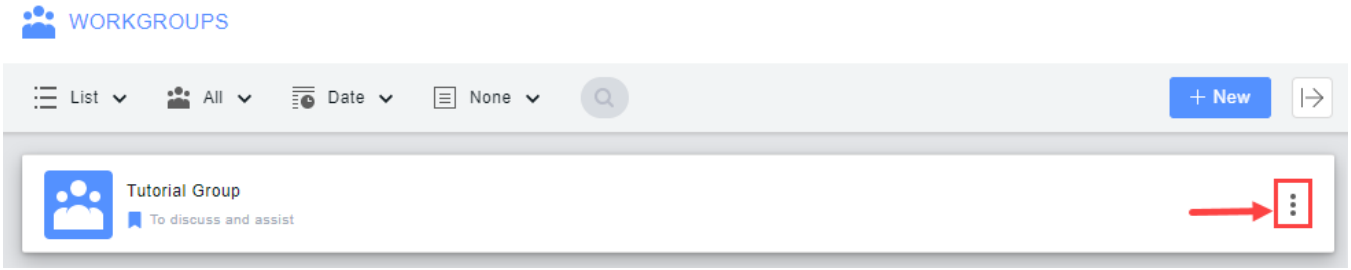
Group By: Classmate can group the workgroups based on the topics by using the below highlighted option:



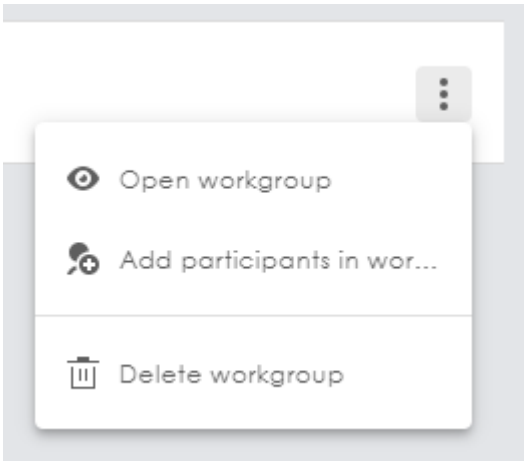
SCREENSHOT – Workgroups

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



SCREENSHOT – Workgroups

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



SCREENSHOT – Workgroups

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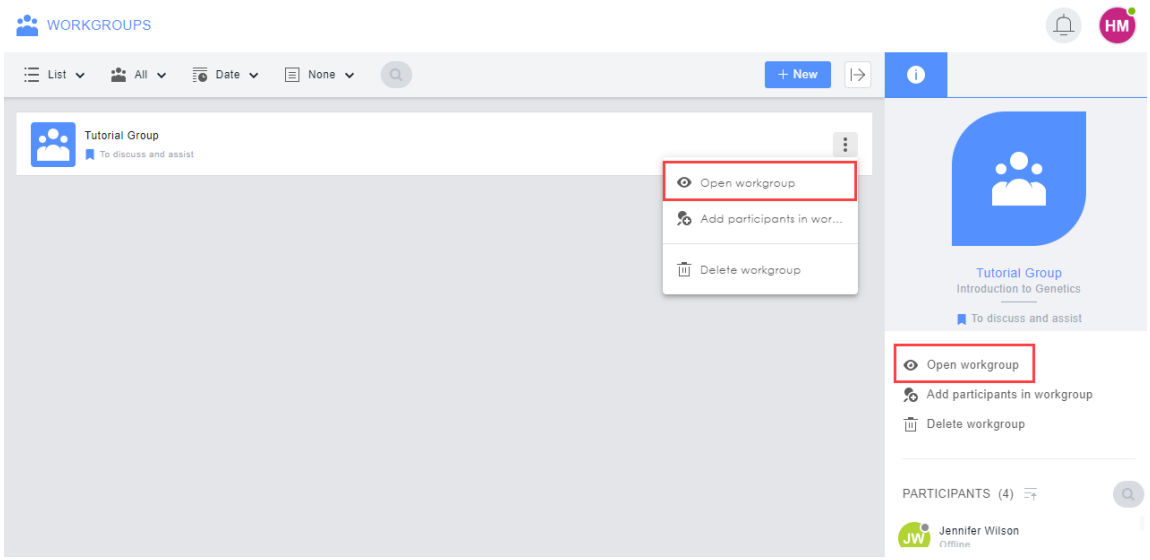
You can open workgroup, add participants in workgroup or delete a workgroup through these options.

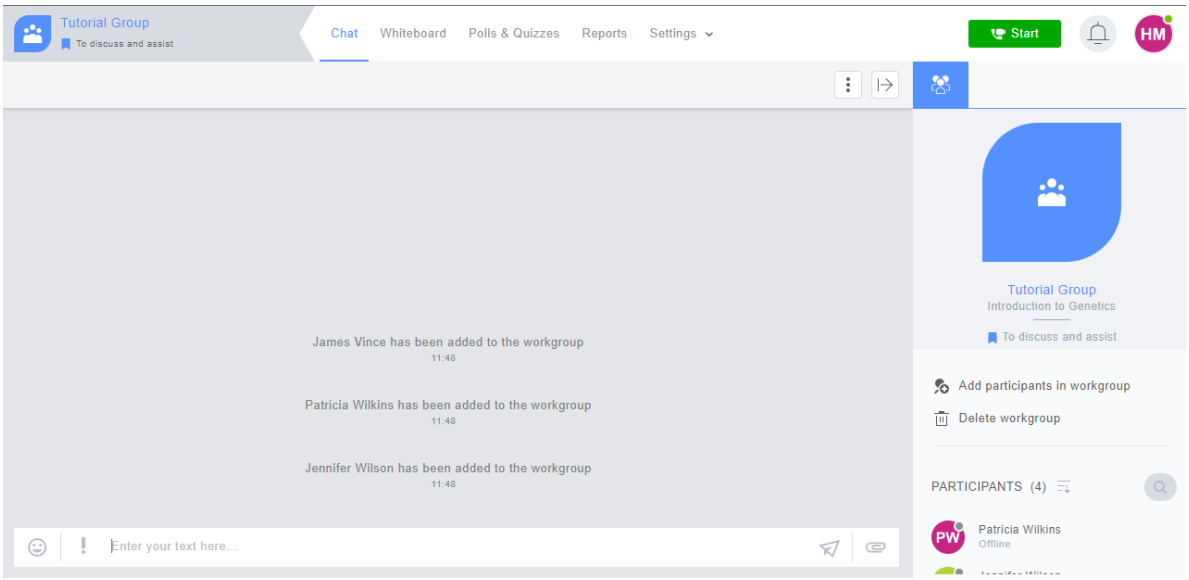
8.4 Open Workgroup

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



SCREENSHOT – Workgroup

You will be presented with the following screen.



SCREENSHOT – Workgroup

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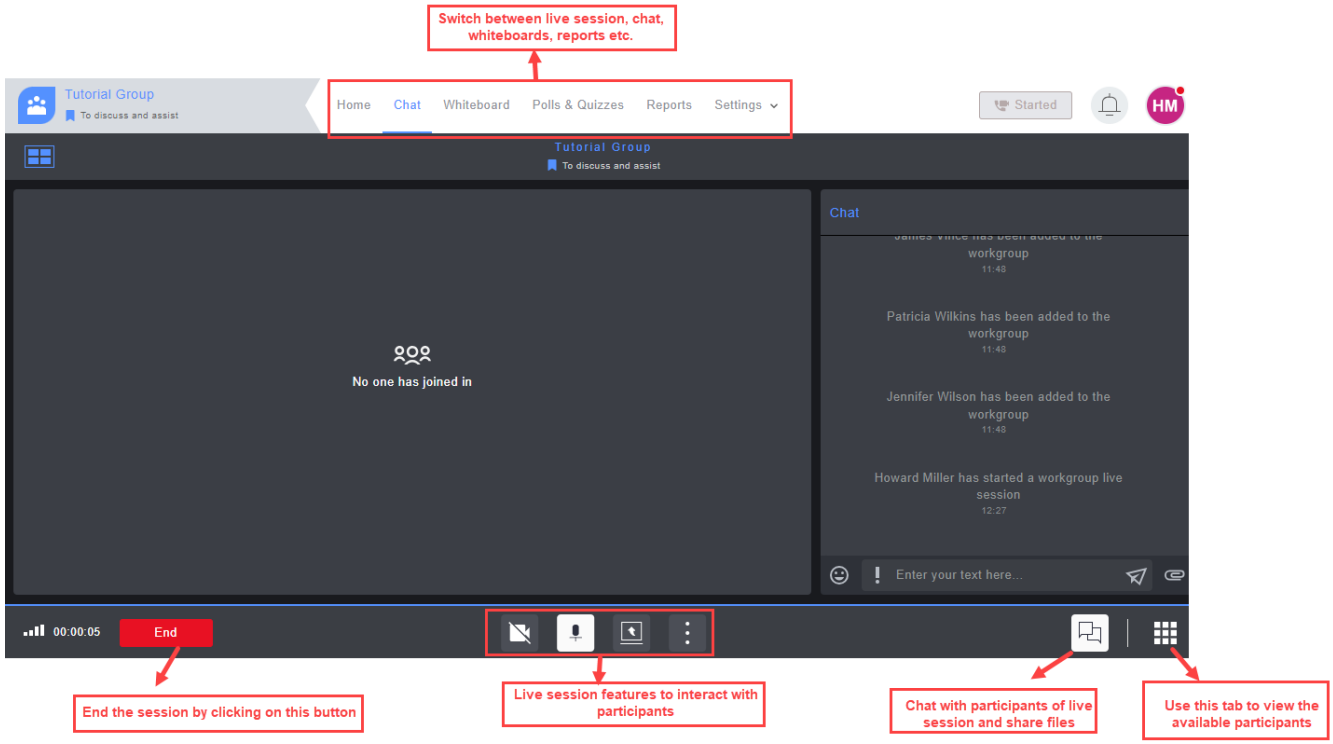
Note: In case another participant has already started a live workgroup session then a **'Join'** button will be available on the above screen that will allow you to join that live workgroup session.

8.5 Starting a Live Session in Workgroup

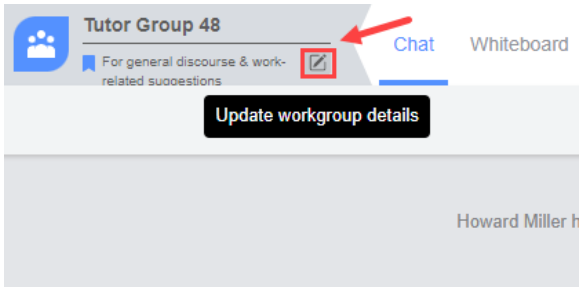
Any participant available in the workgroup can start a live session by clicking on the **Start** button from the above screen and the other available participants will be able to join the respective session. The following is the graphical representation of the live session started in a workgroup.



SCREENSHOT – Graphical representation of Live workgroup Session

8.6 Edit Workgroup topic / topic

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



SCREENSHOT – Edit Workgroup Topic

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

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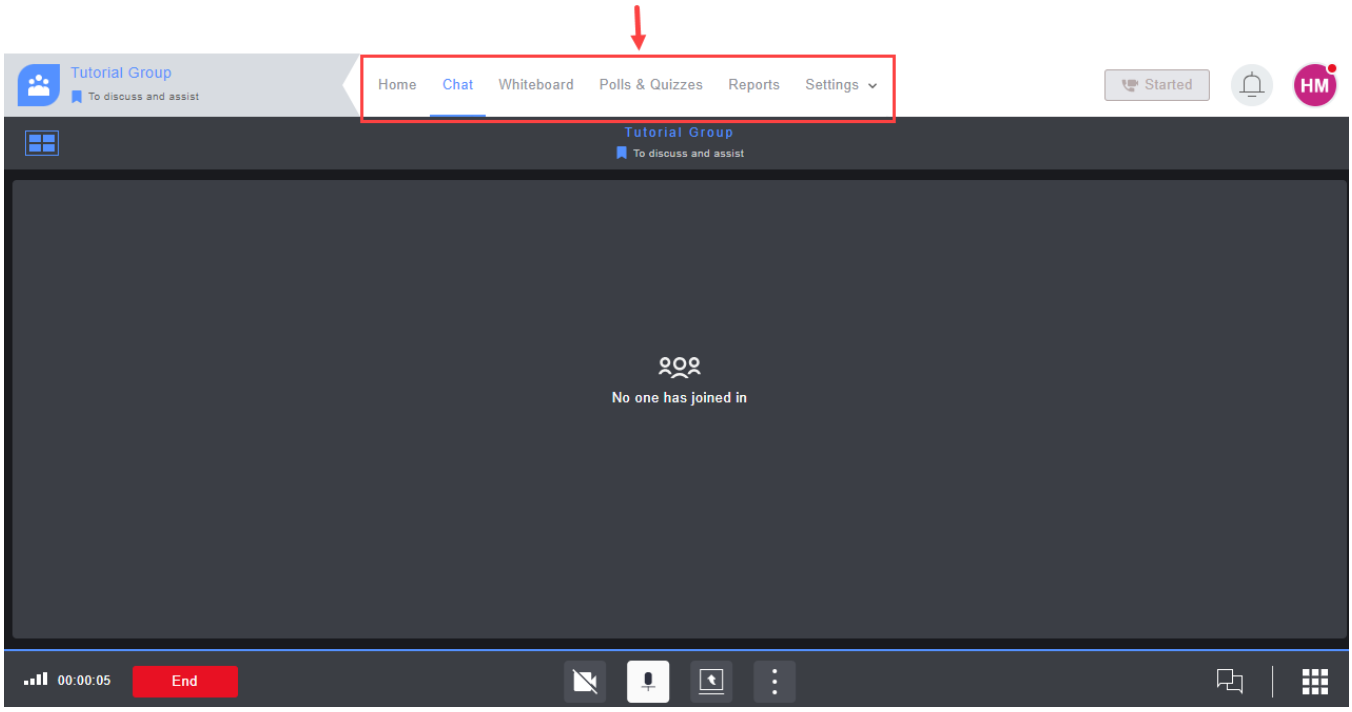
SCREENSHOT – Edit Workgroup Topic

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

8.7 Main Workgroup Tabs

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

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



SCREENSHOT – Workgroup

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

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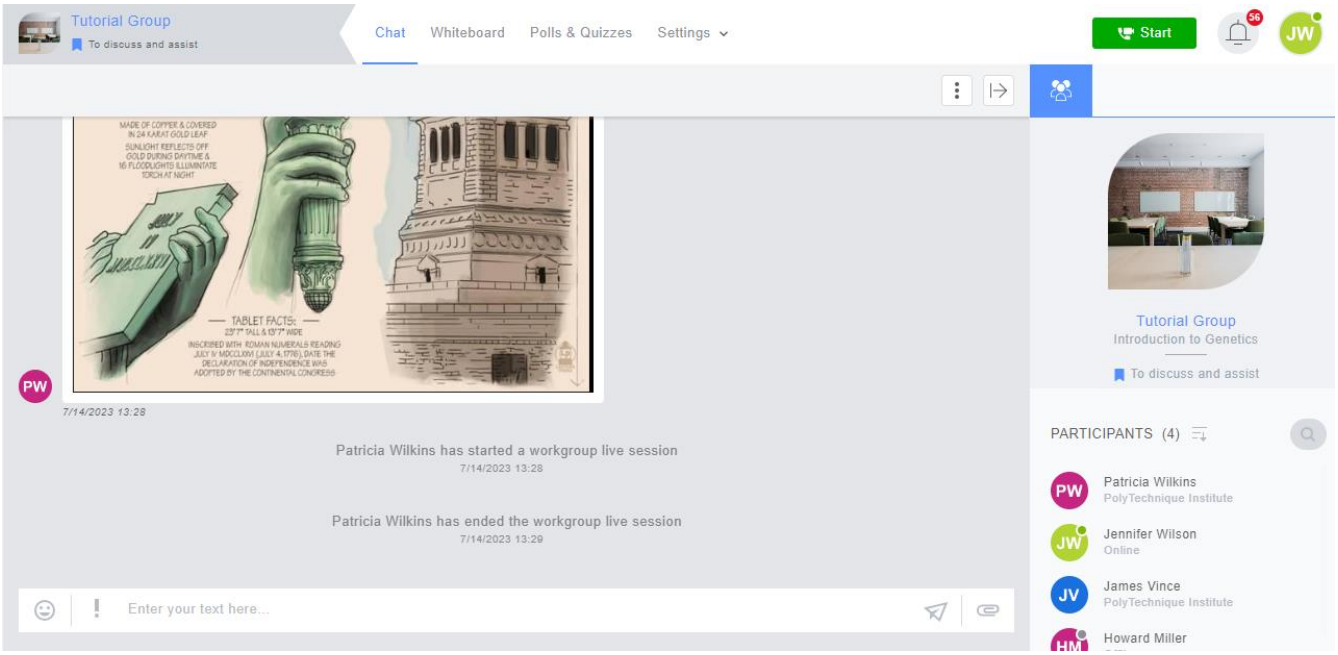
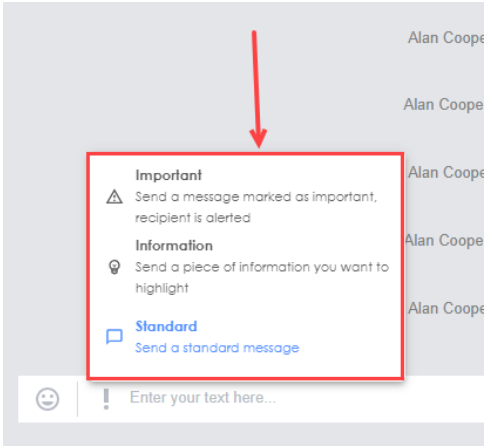


SCREENSHOT – Workgroup

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

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



SCREENSHOT – Conversation

You can also send any type of file in a workgroup by clicking on the **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 classmate can start a whiteboard session by switching to this tab. Please see the section titled 'Using Whiteboard' for more details.

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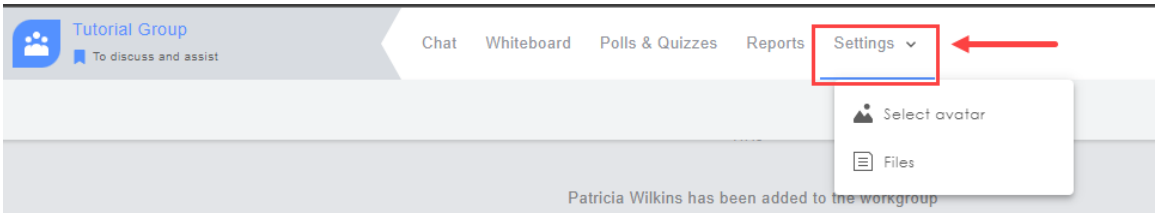
Polls & Quizzes – The classmate can use this tab to start Polls & Quizzes by creating a poll or quiz as well as use their existing templates and share it with the respective workgroup. For more details, please see the section titled 'Forms in Classroom & Meeting'.

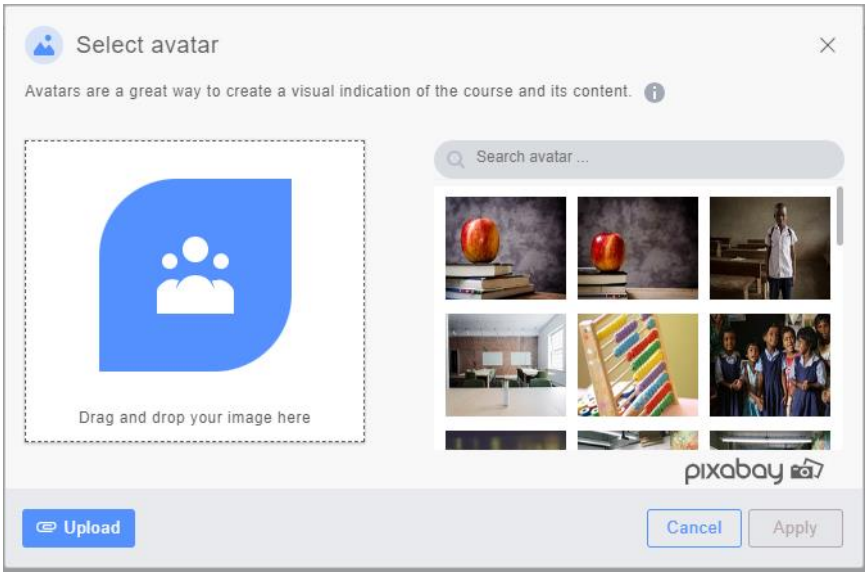
Reports – By switching to this tab, the creator of the workgroup can see automatically generated reports related to attendance according to the date and time on which the live session was conducted. For more details, please see the section titled 'Reports'.

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



SCREENSHOT – Settings

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



SCREENSHOT – Select Avatar

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

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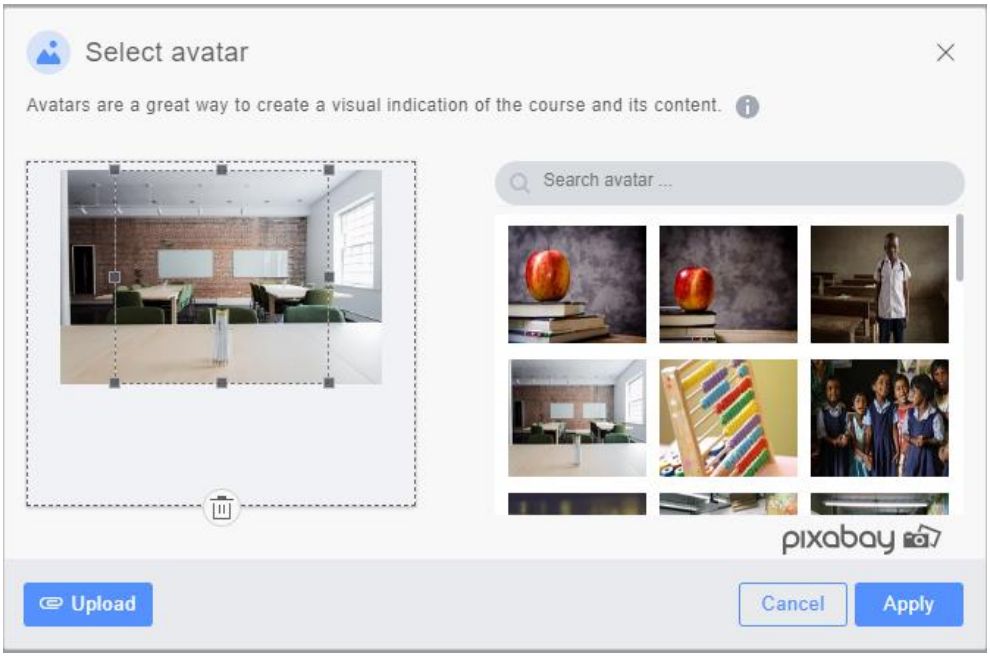
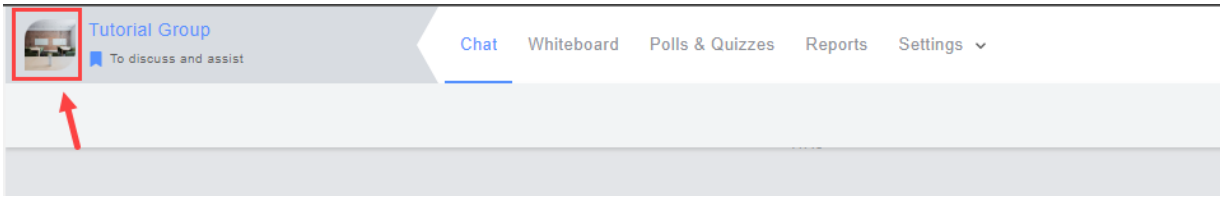


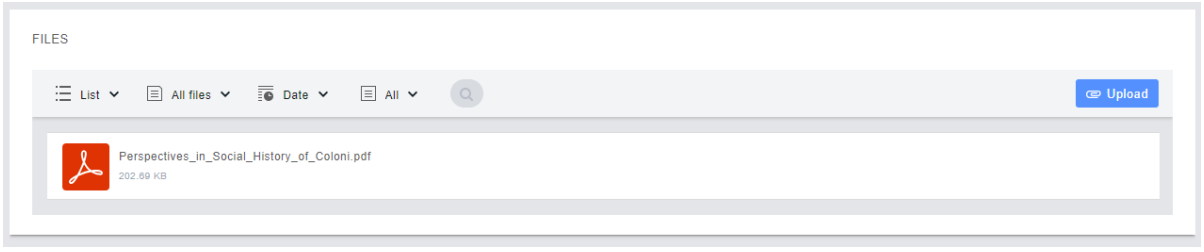
SCREENSHOT – Select Avatar

Avatar of workgroup will be updated as highlighted below:



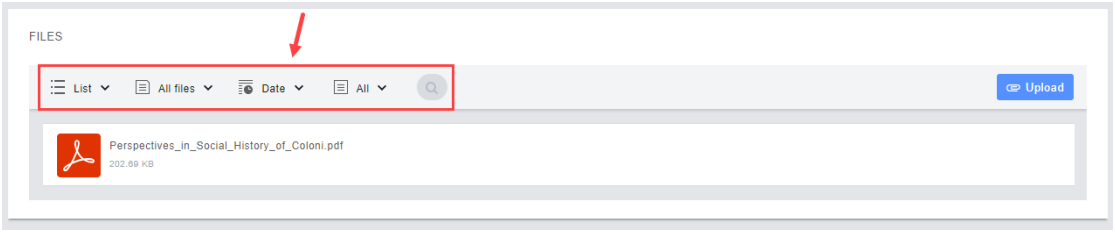
SCREENSHOT – Workgroup

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



SCREENSHOT – Files

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



SCREENSHOT – Files

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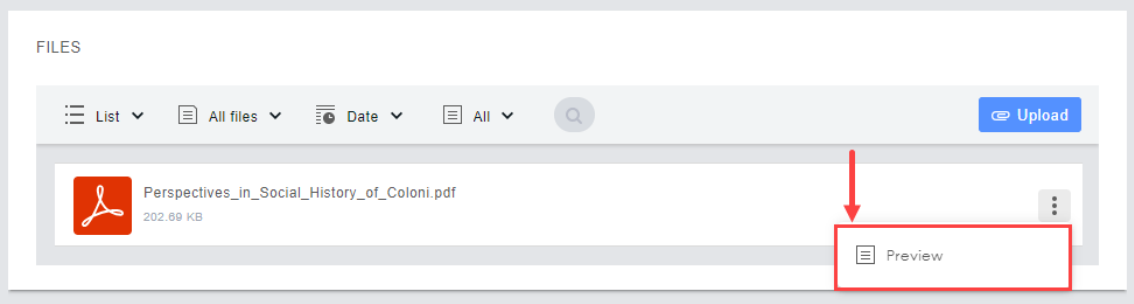
When you hover your cursor on any of the available file, ⋮ icon is displayed. When you click on the ⋮ icon, following pop-up menu will be displayed that can be used to preview the requisite file:



SCREENSHOT – Files

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

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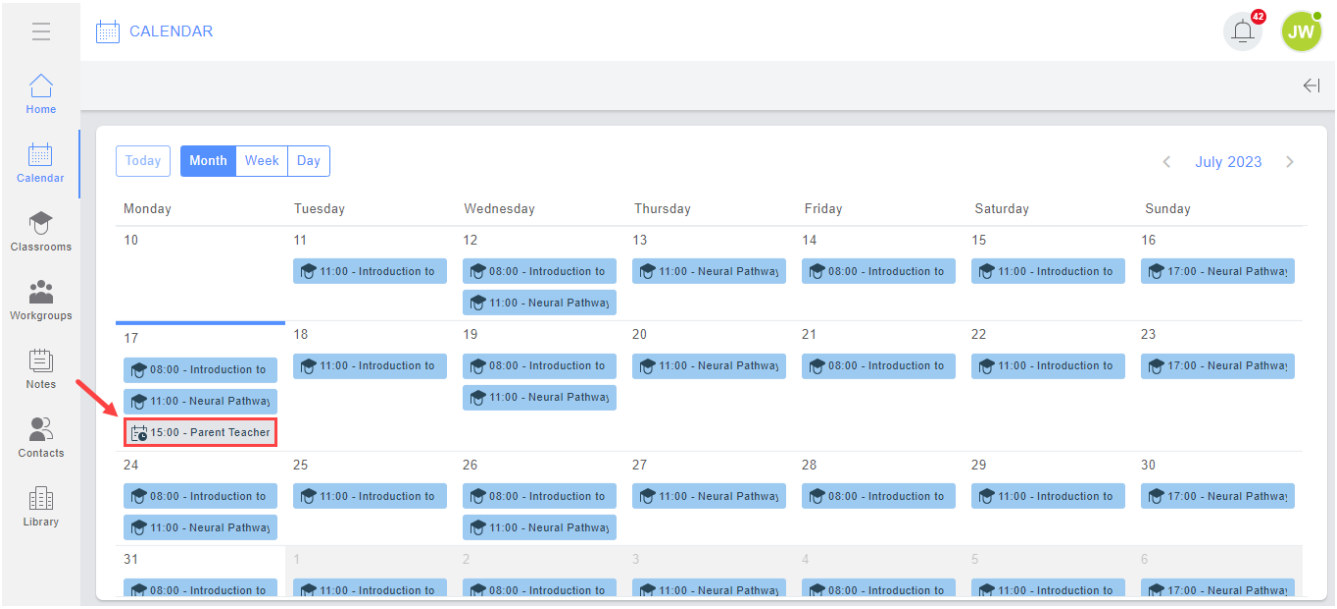
9 Using Meetings

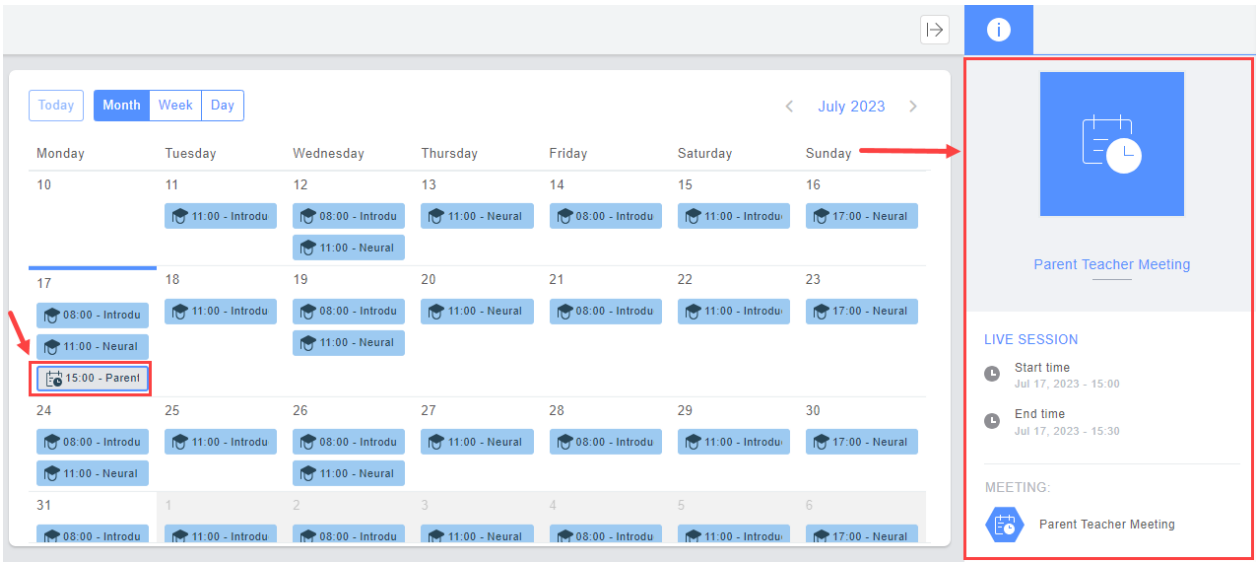
Rainbow Classroom offers general meetings that can be used for any purpose such as discussions and announcements by the host. The participants can interact in a meeting via file sharing, text messaging, whiteboard and screen sharing as well as have a collaborative live session. Only an organisation admin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

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



SCREENSHOT – Calendar

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



SCREENSHOT – Meeting Details in Calendar

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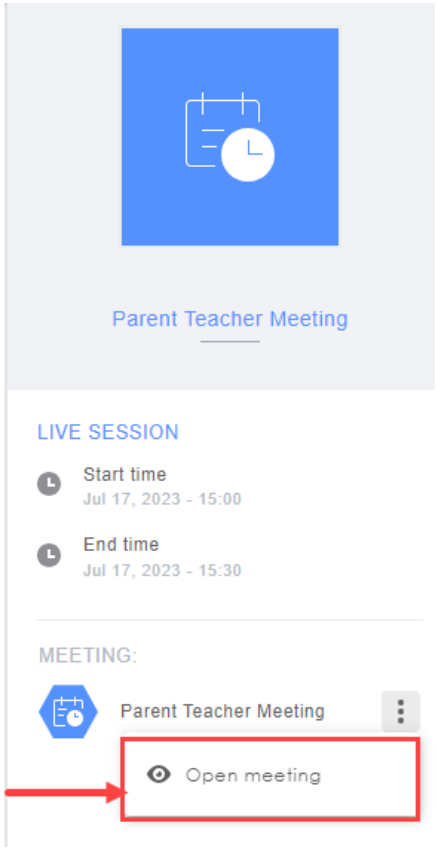
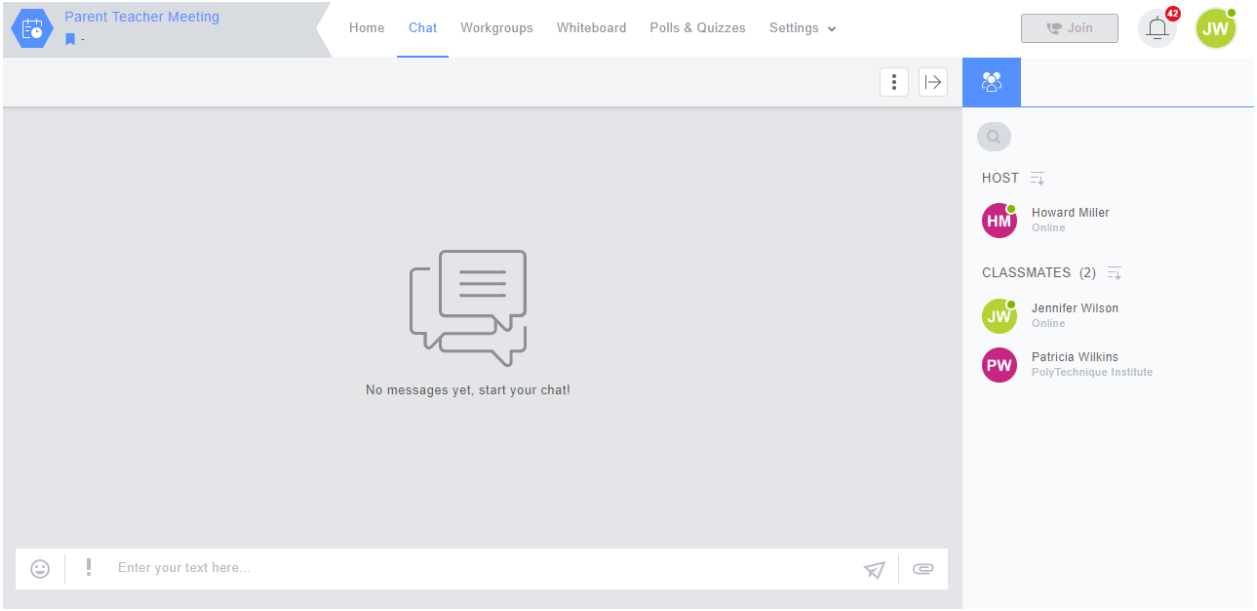
In order to open the meeting, hover over the link of the meeting. icon appears and once a user clicks on the icon, they are displayed an option to open the respective meeting as highlighted below:



SCREENSHOT – Calendar

You will be presented with the following screen.



SCREENSHOT – Meetings

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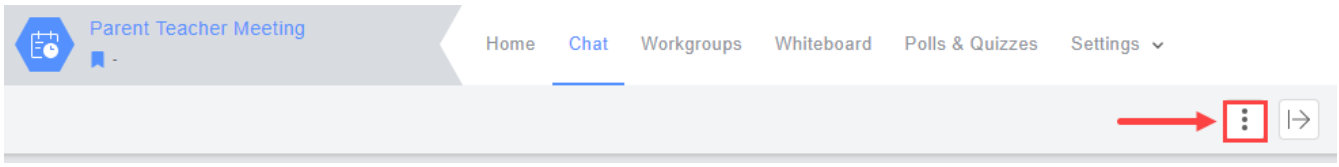
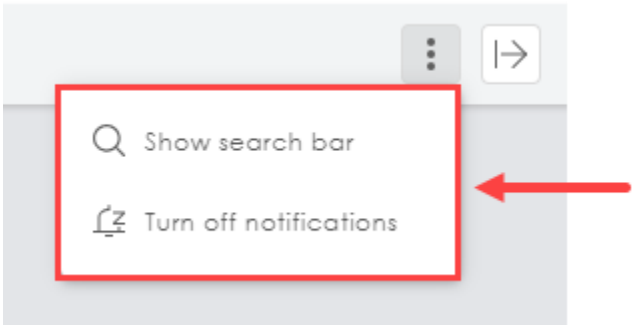
Note: If you want to search some specific messages in the conversation of meeting, click on the ⋮ icon highlighted below:



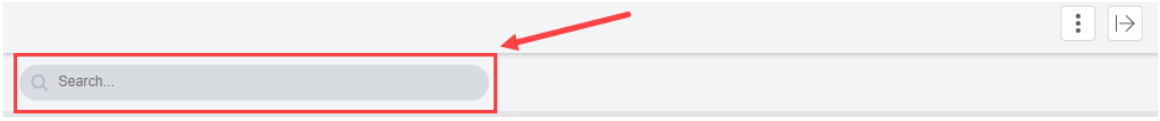
SCREENSHOT – Meetings

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



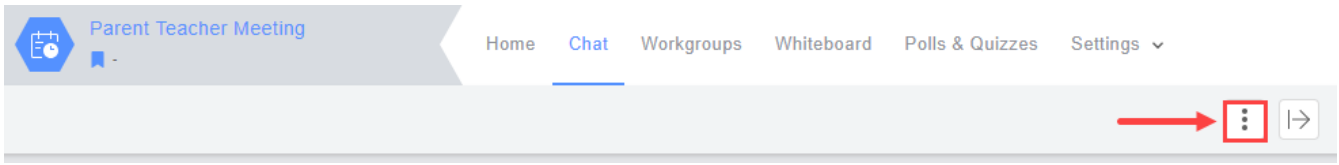
SCREENSHOT – Meeting

Search bar for meeting chat is displayed as shown below:



SCREENSHOT – Meeting

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



SCREENSHOT – Meeting

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

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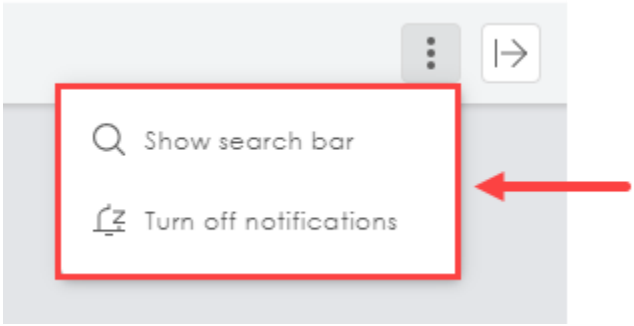
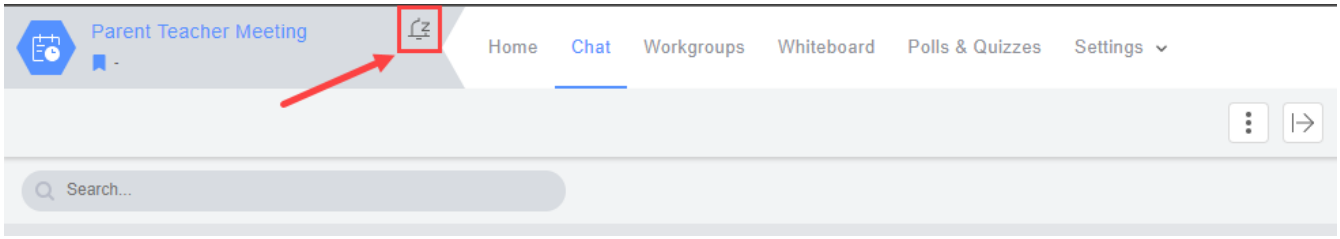


SCREENSHOT – Meeting

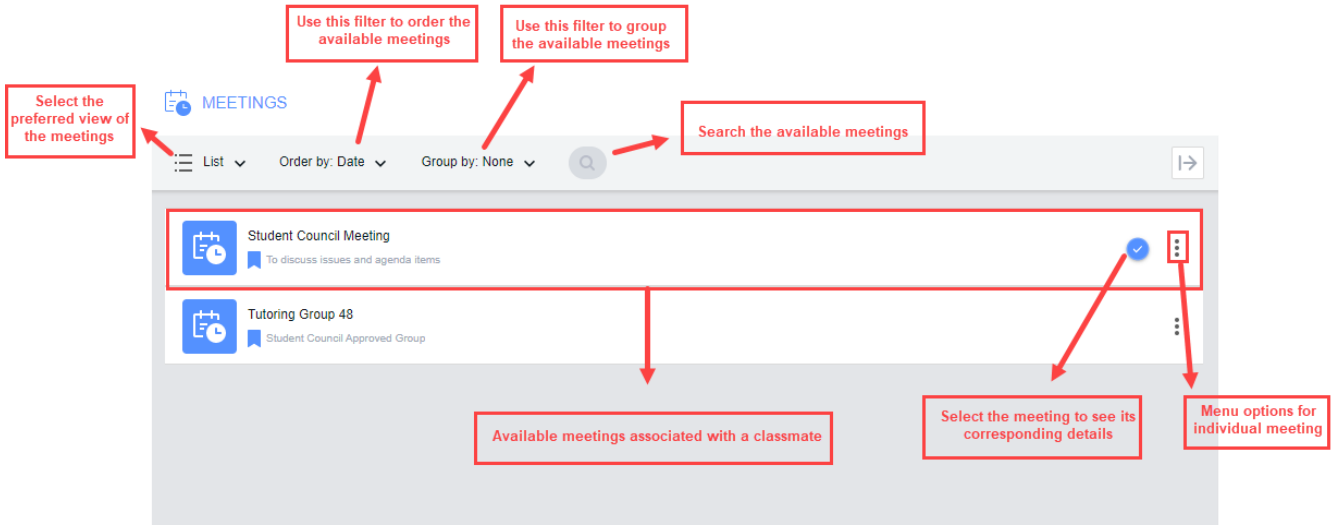
Notifications for this particular meeting will not be received by the teacher. A snooze notification icon is also displayed next to the title of the meeting as highlighted below:



SCREENSHOT – Meeting

9.1 The Graphical Representation for Scheduled Meetings

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



SCREENSHOT – Meetings

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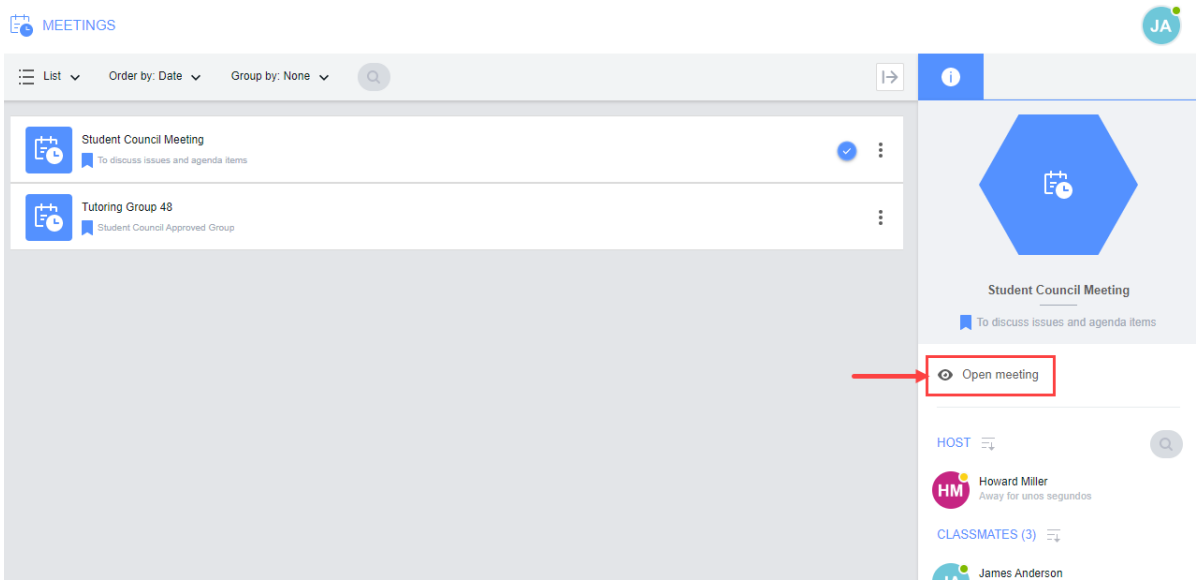
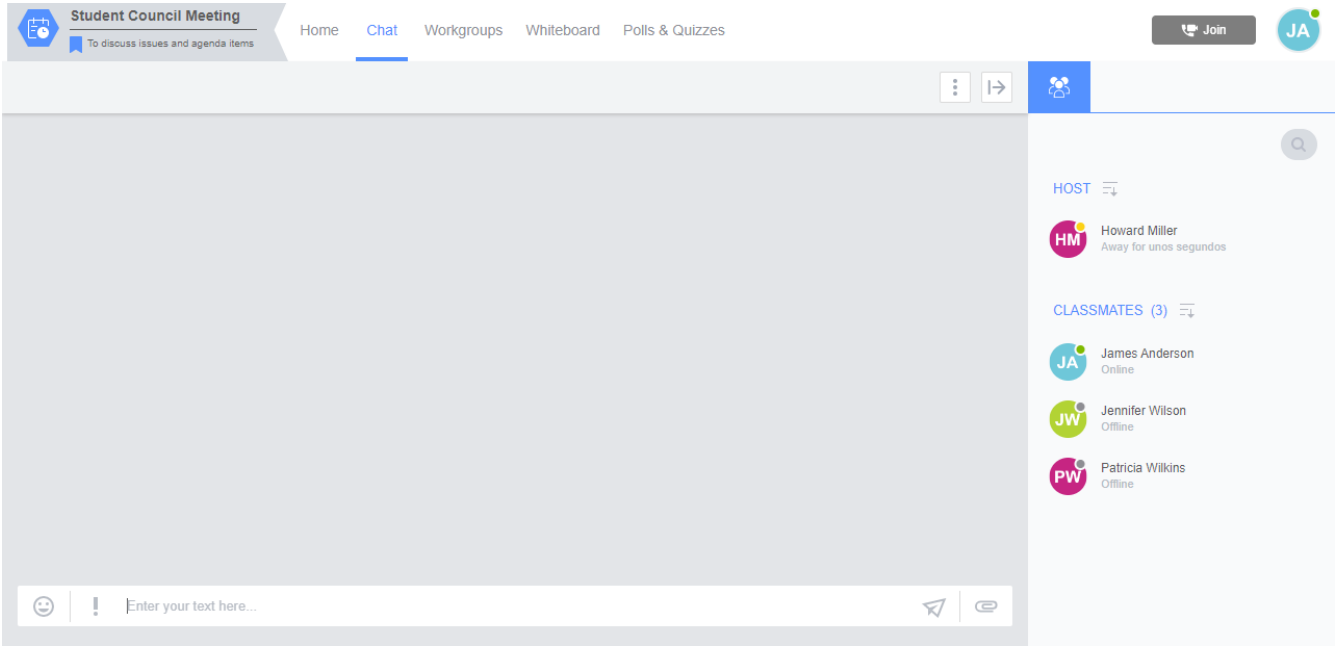
9.2 Open Meeting

The 'Open meeting' feature allows you to open a meeting in order to join a live session or to engage with other participants via file sharing and text messaging. To do this, select a meeting that you want to open, and click on the 'Open meeting' button displayed on the 'Meeting Details' tab of the left side panel.



SCREENSHOT – Meetings

You will be presented with the following screen.



SCREENSHOT – Meetings

9.3 Joining a Live Session in Meeting

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

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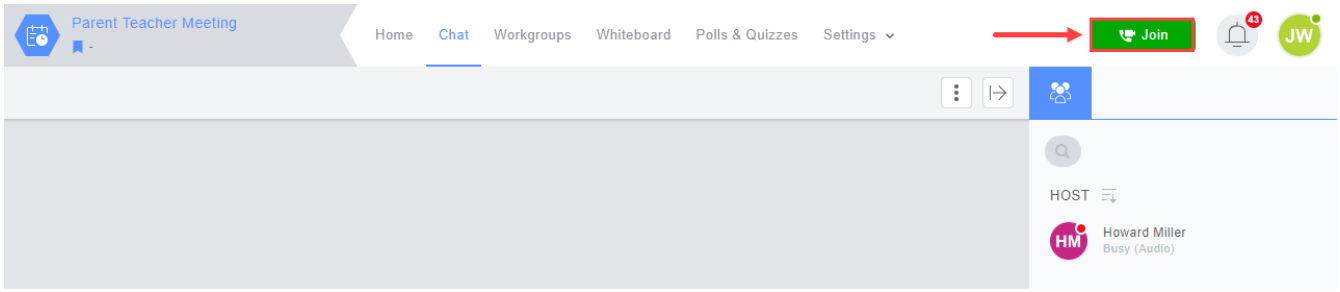
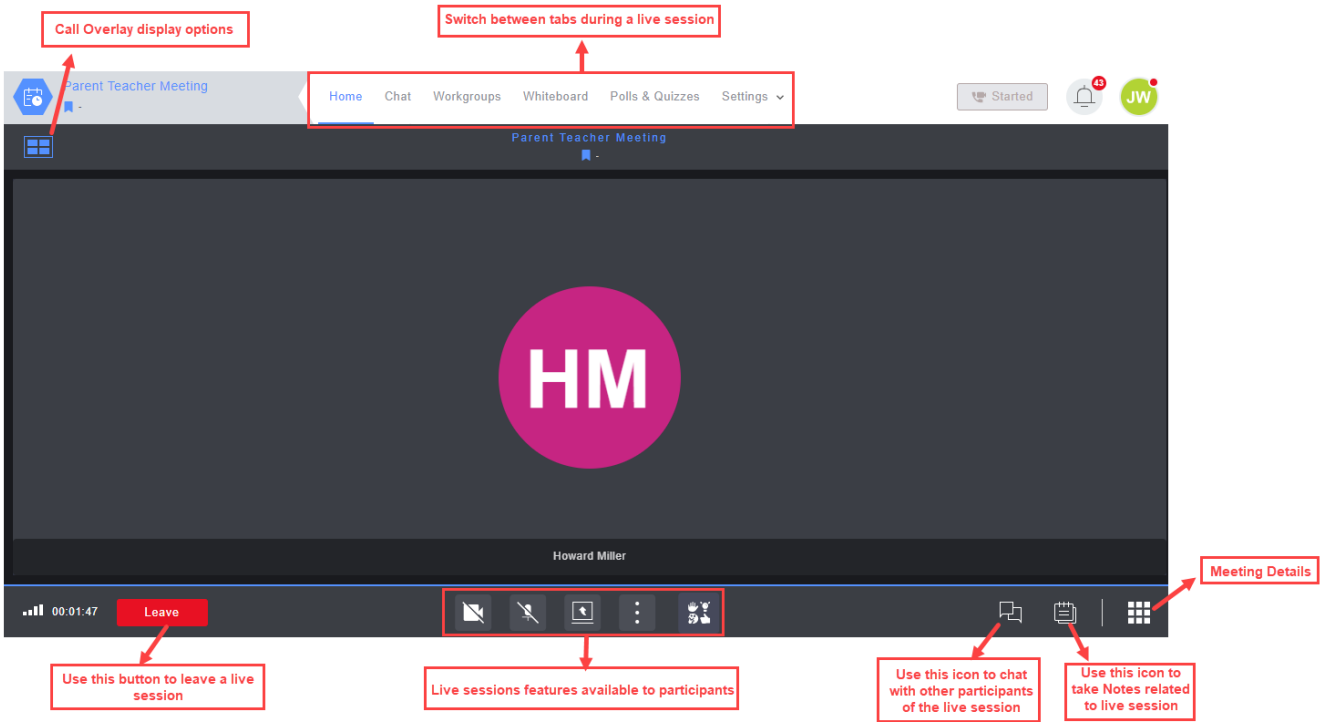


SCREENSHOT – Meetings

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

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



SCREENSHOT – Graphical representation of Live Meeting Session

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10 Using Whiteboard

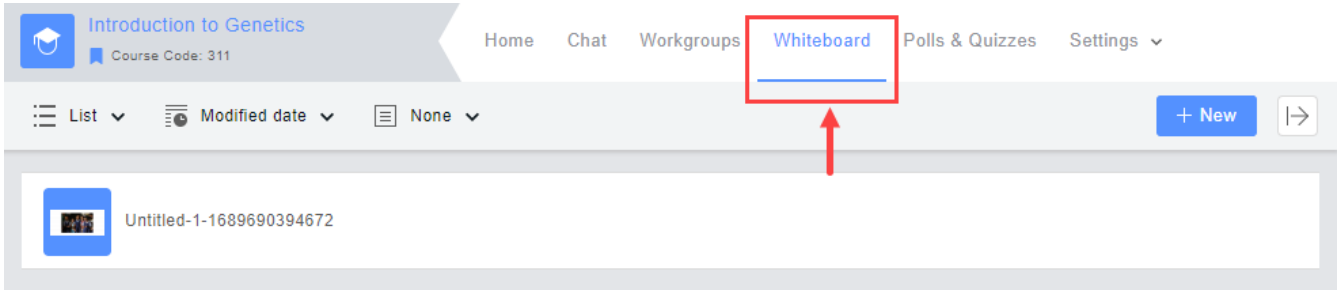
Whiteboard is a primary tool for any traditional or virtual classroom environment that is majorly used for the interaction and collaboration between teachers and students. Rainbow Classroom provides a whiteboard feature that the hosts can use and share for the participants to annotate on (if whiteboard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

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

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

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

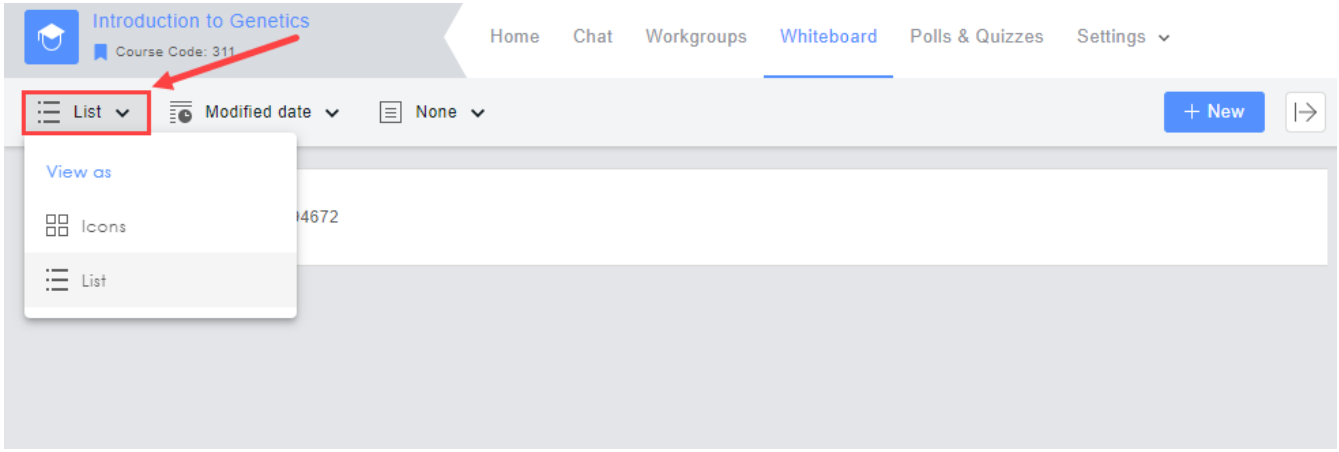
Whenever a whiteboard tab is accessed by a classmate following screen is displayed:



SCREENSHOT – Whiteboard

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

View as: 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:

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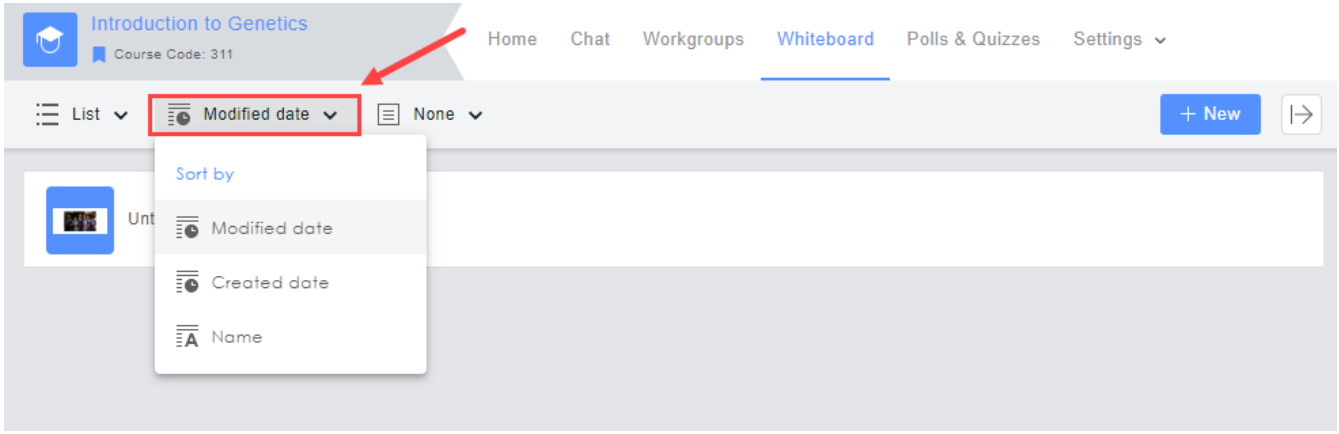
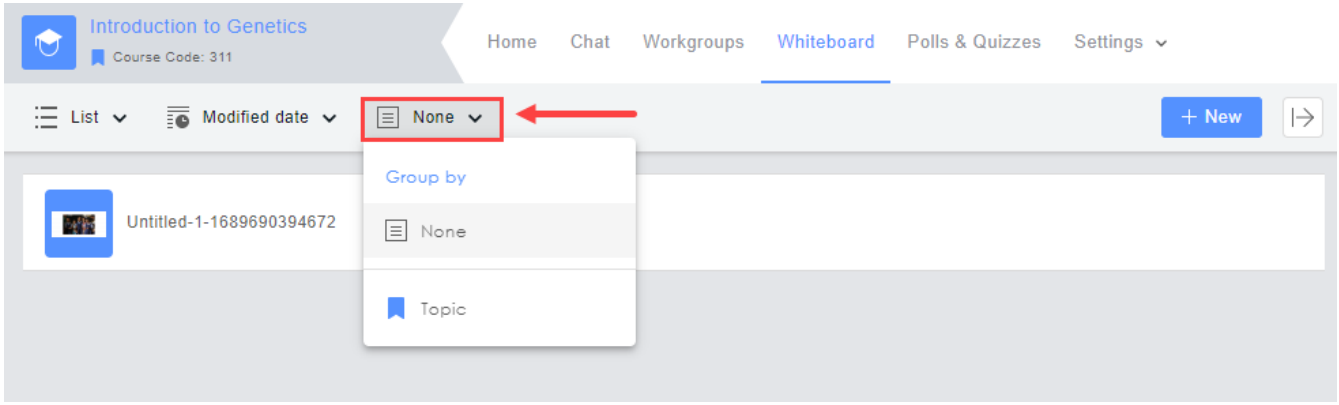
- Modified Date
- Created Day
- Name



SCREENSHOT – Whiteboard

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



SCREENSHOT – Whiteboard

10.1 Joining an Online Whiteboard Session

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

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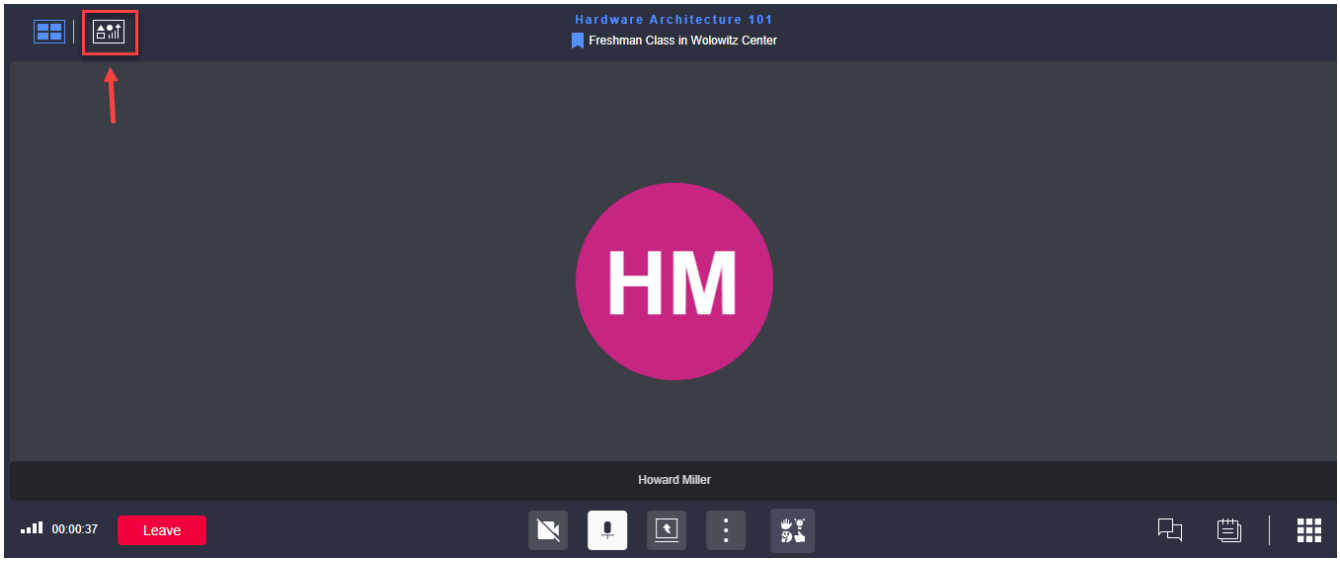


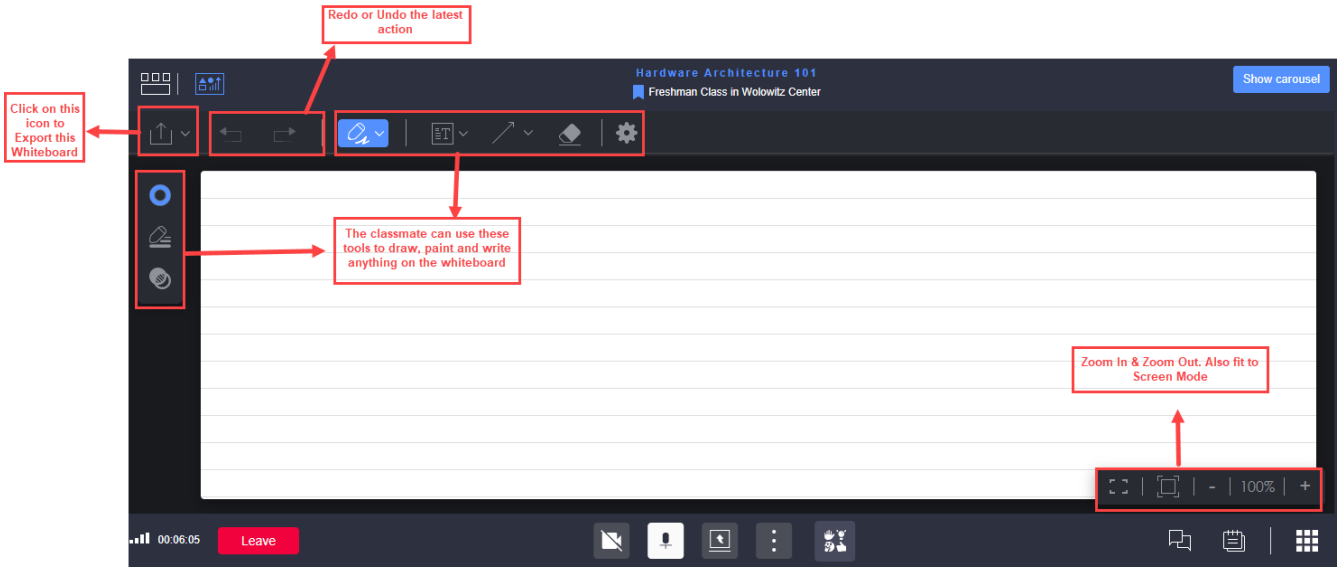
SCREENSHOT – Live Session

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

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

10.2 Graphical Representation of Whiteboard in Live Session

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



SCREENSHOT – Whiteboard in a Live Session

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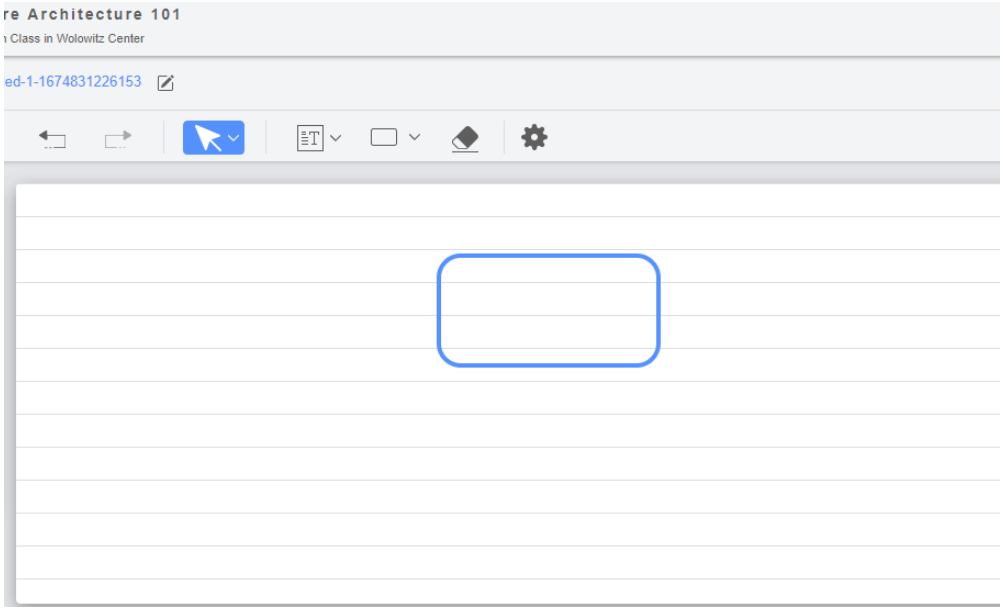
Note: You can import any existing file from your PC and set it as background. Supported formats for background image include jpg, jpeg, bmp, gif and pdf. Files sizes of upto 10 MB are supported.

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:

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:

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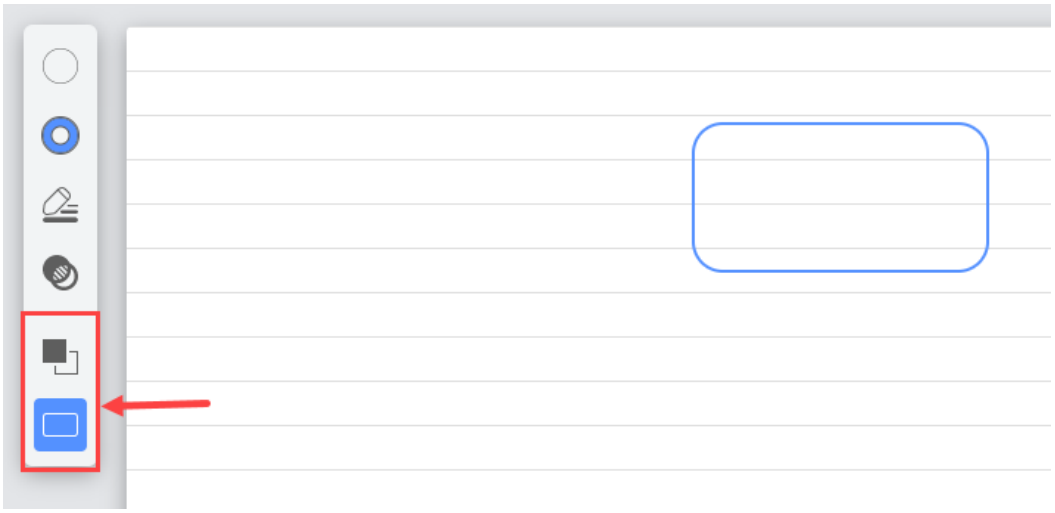
SCREENSHOT – Whiteboard

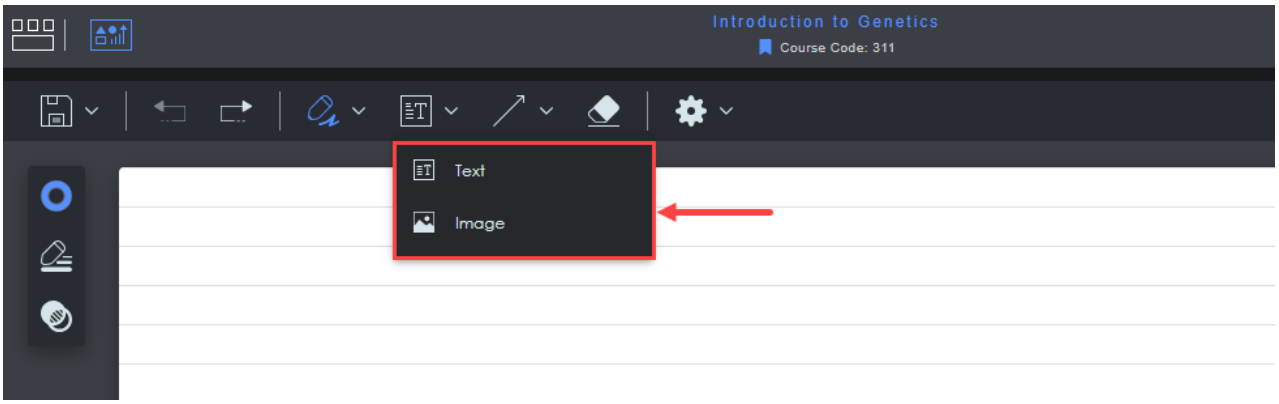
Similarly, you can switch square rectangle to a rounded rectangle and vice versa by selecting your desired shape and then selecting the option available in the left hand menu as shown below:



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

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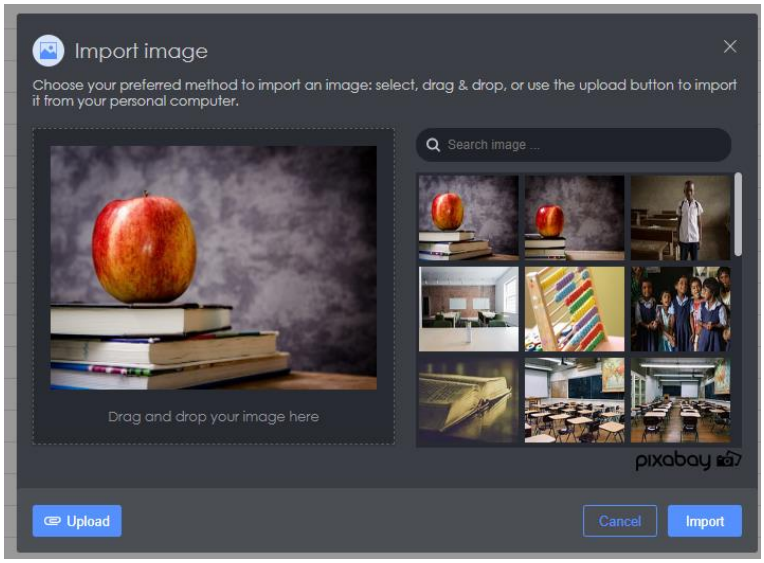
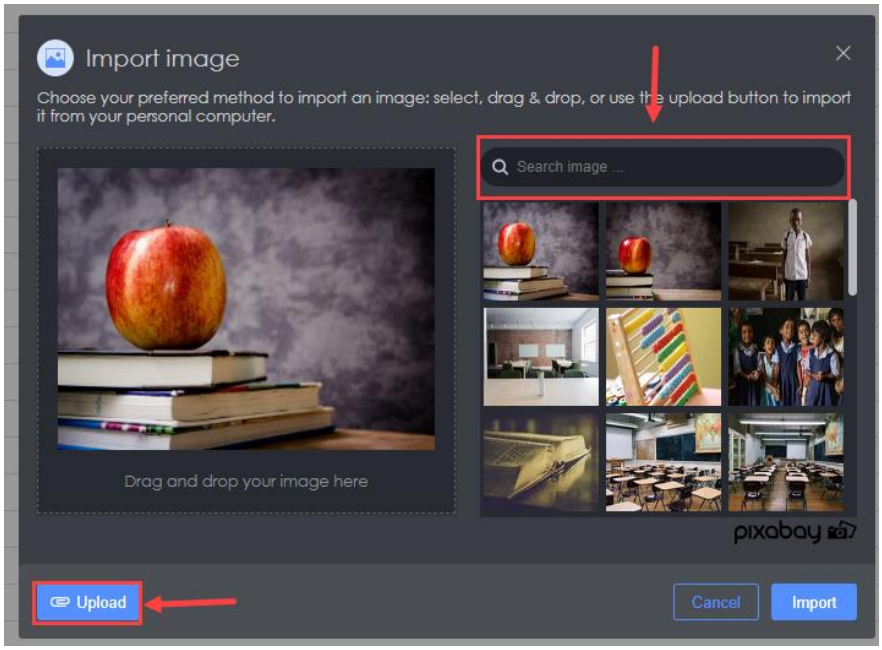
Click on the Image option and the gallery is displayed:



SCREENSHOT – Image Gallery

User 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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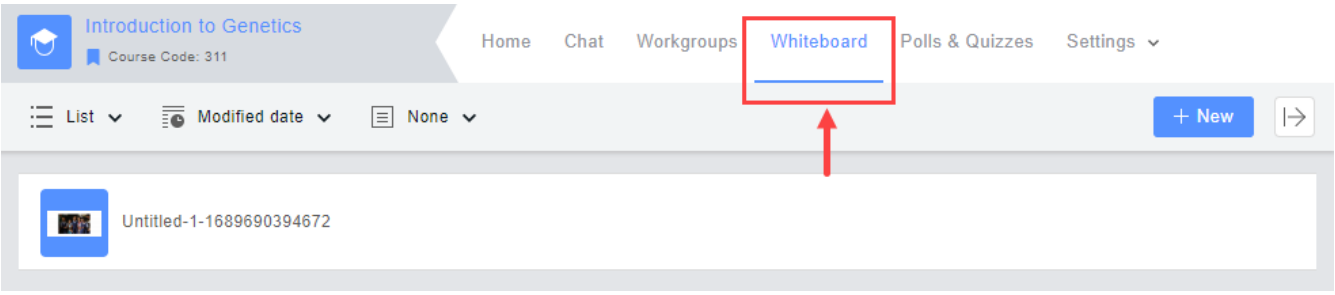
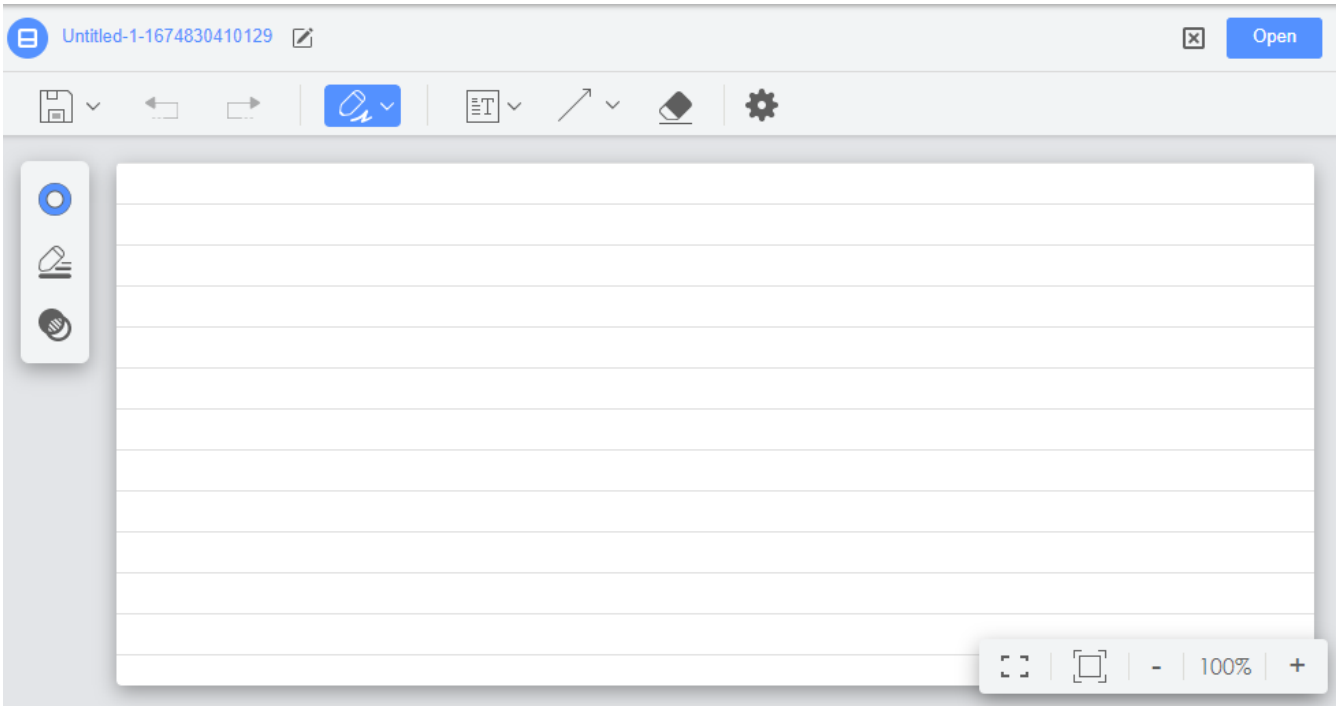


SCREENSHOT – Whiteboard

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

An offline whiteboard will be started, as shown below:



SCREENSHOT – Whiteboard

Click on icon to connect to a live whiteboard session as shown below:

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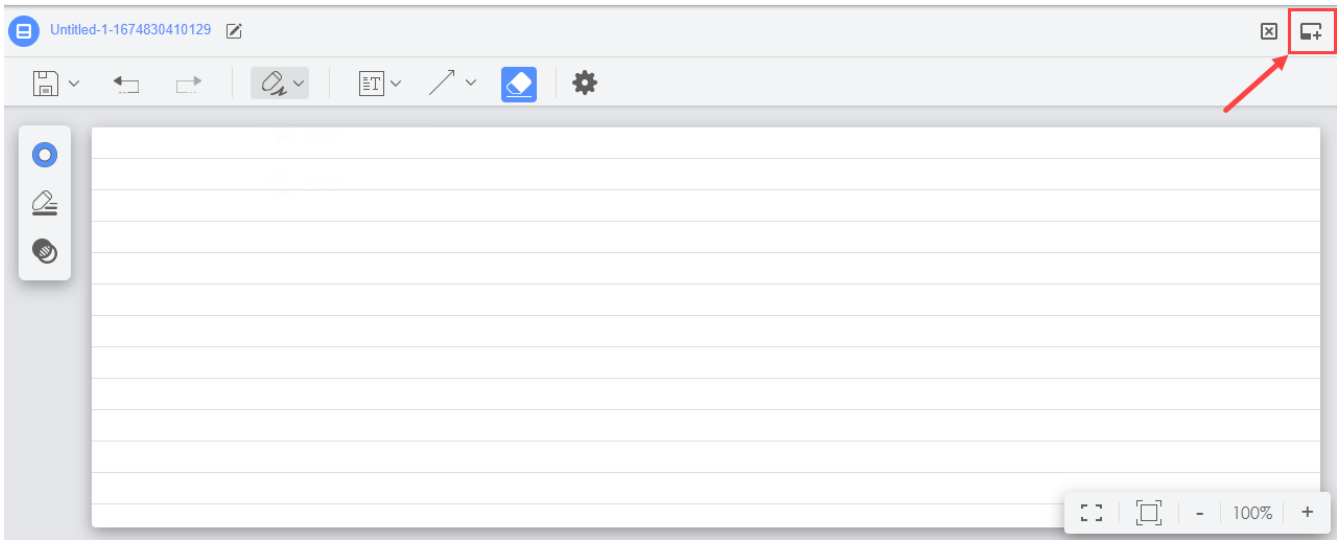

SCREENSHOT – Whiteboard

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

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11 Polls & Quizzes

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

11.1 Polls

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

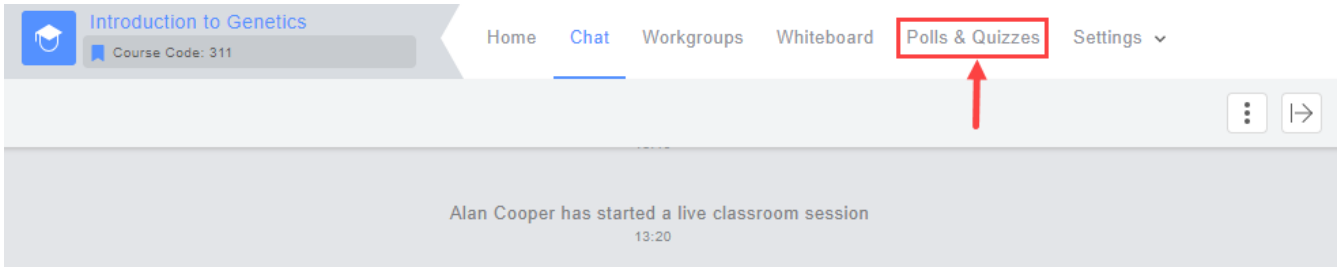
The classmate can use polls in the following two ways:

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

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

11.1.1 Offline Mode

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



SCREENSHOT – Polls & Quizzes

You will be presented with the following Polls & Quizzes screen where the classmate can access all of their available polls.

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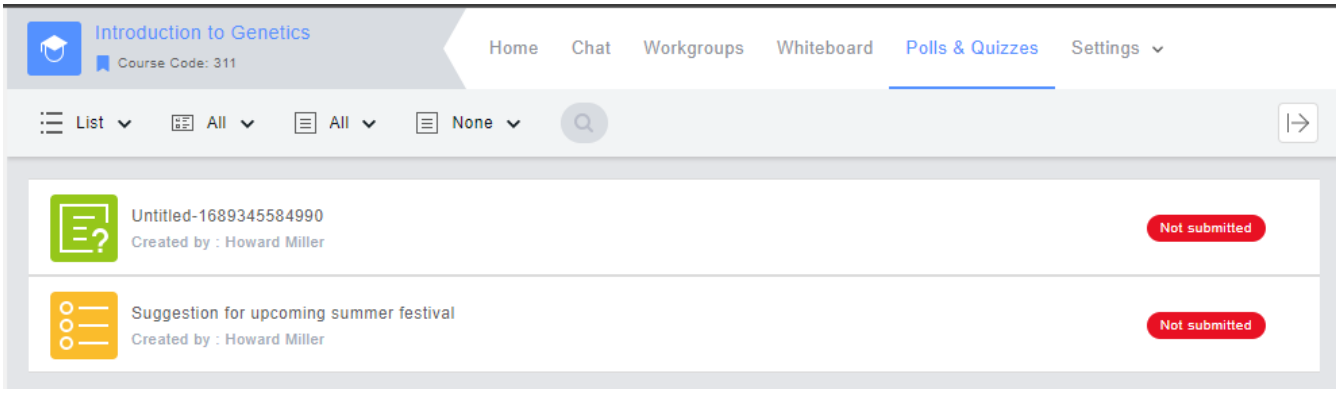


SCREENSHOT – Polls & Quizzes

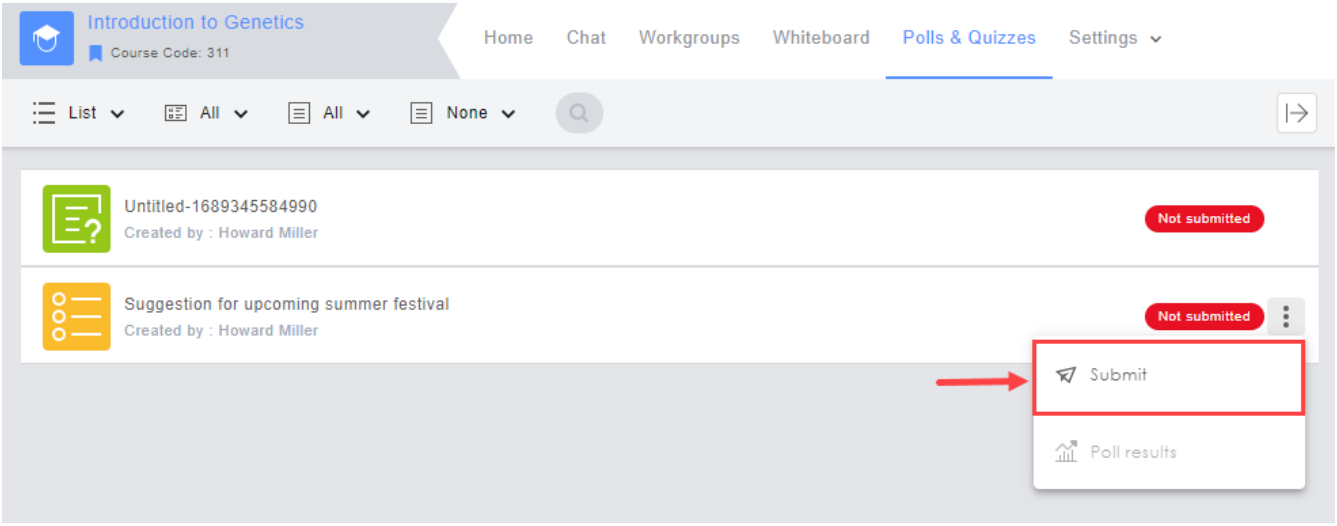
The poll will be available in the following three ways, as shown in the below screenshot as well:

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

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

Submit Response

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



SCREENSHOT – Polls

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

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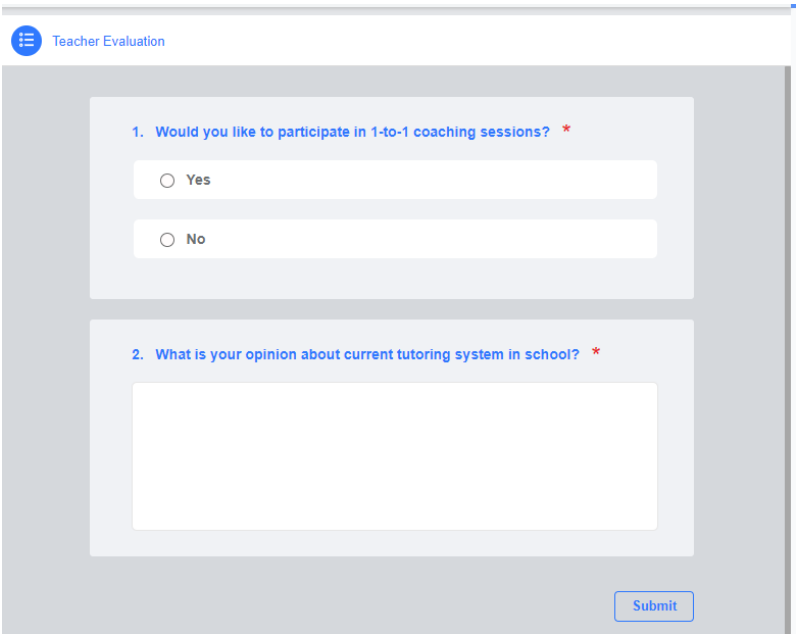
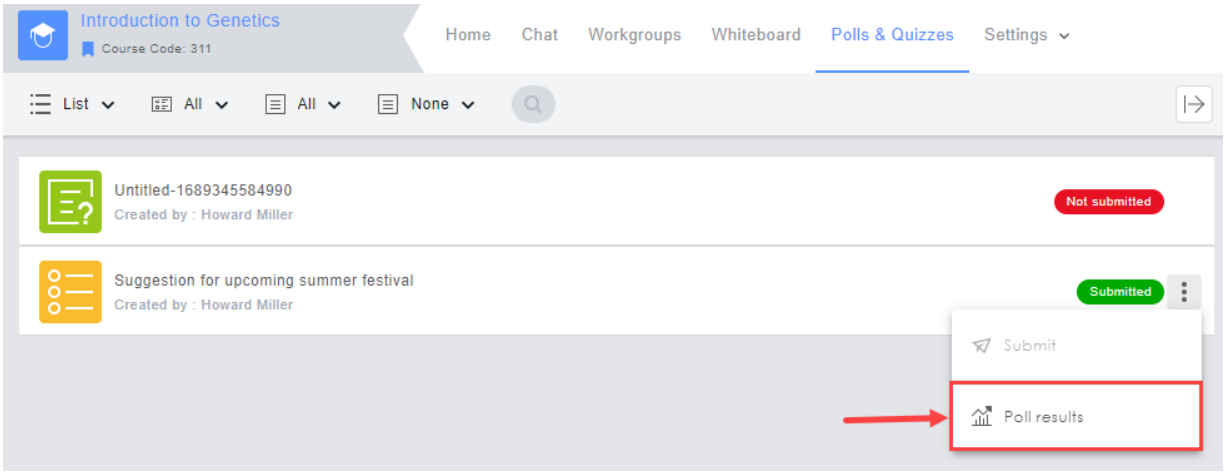


SCREENSHOT – Poll

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

View Poll Results

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



Screenshot- Polls

You will be presented with the following screen.

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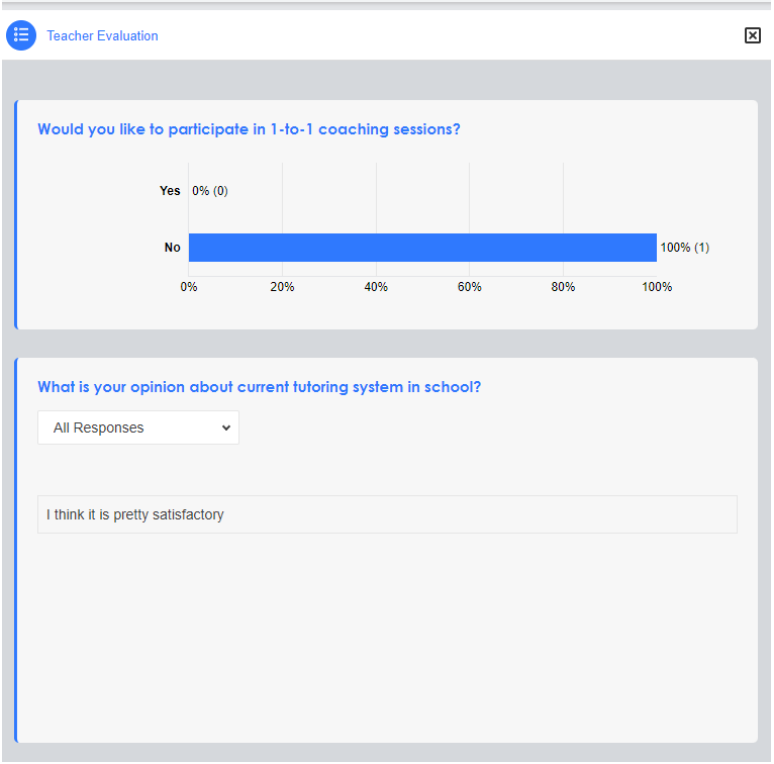
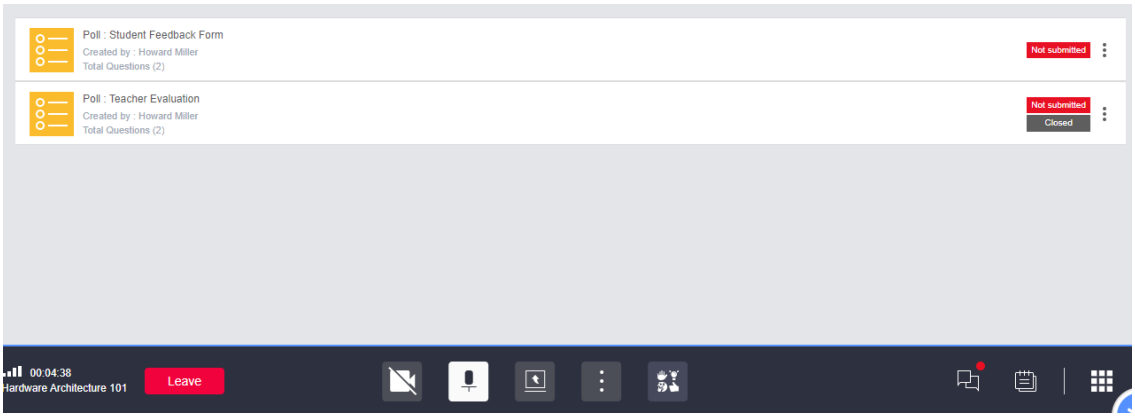


SCREENSHOT – Poll Results

11.1.2 Online Mode

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



SCREENSHOT – Poll in Live Session

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

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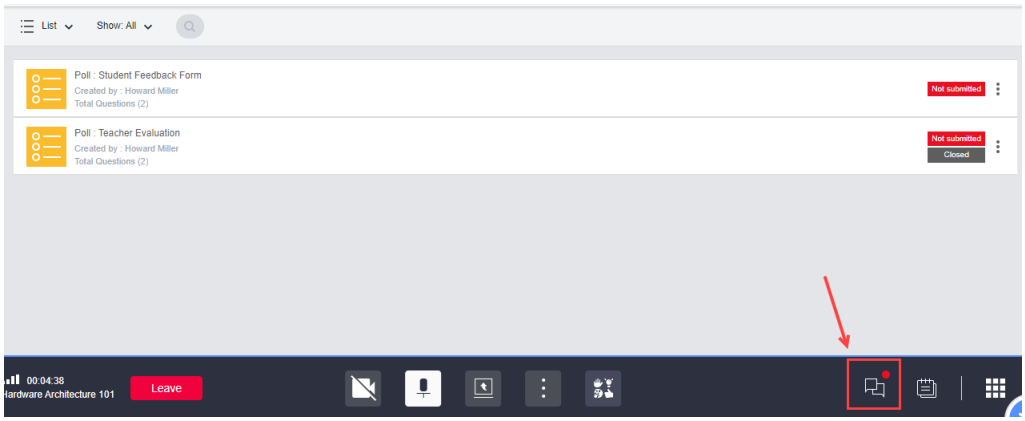


SCREENSHOT – Poll in Live Session

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

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

11.2 Quizzes

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

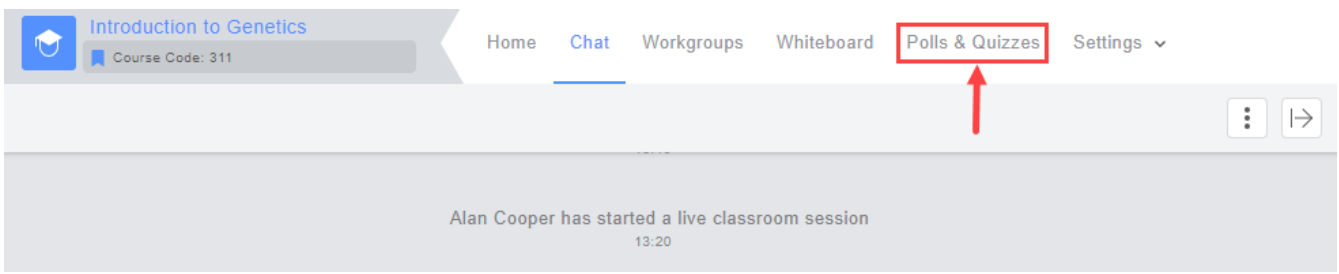
The classmate can take quizzes in the following two ways:

Offline Mode – Take a quiz via the main tab 'Polls & Quizzes' in the classroom or meeting.
Online Mode – Take a quiz via the call overlay of a live classroom or meeting session.

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

11.2.1 Offline Mode

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



SCREENSHOT – Polls & Quizzes

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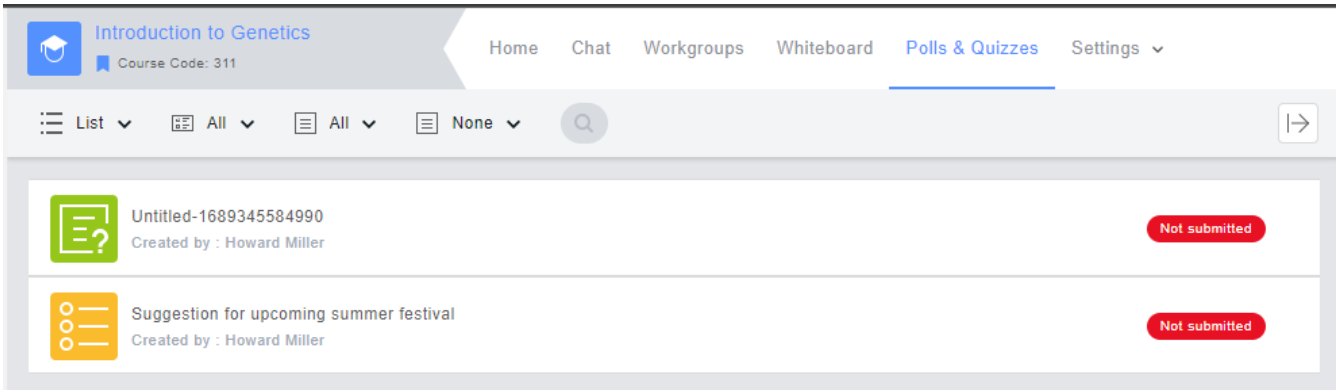
You will be presented with the following Polls & Quizzes screen where the classmate can access all of their available quizzes.



SCREENSHOT – Polls & Quizzes

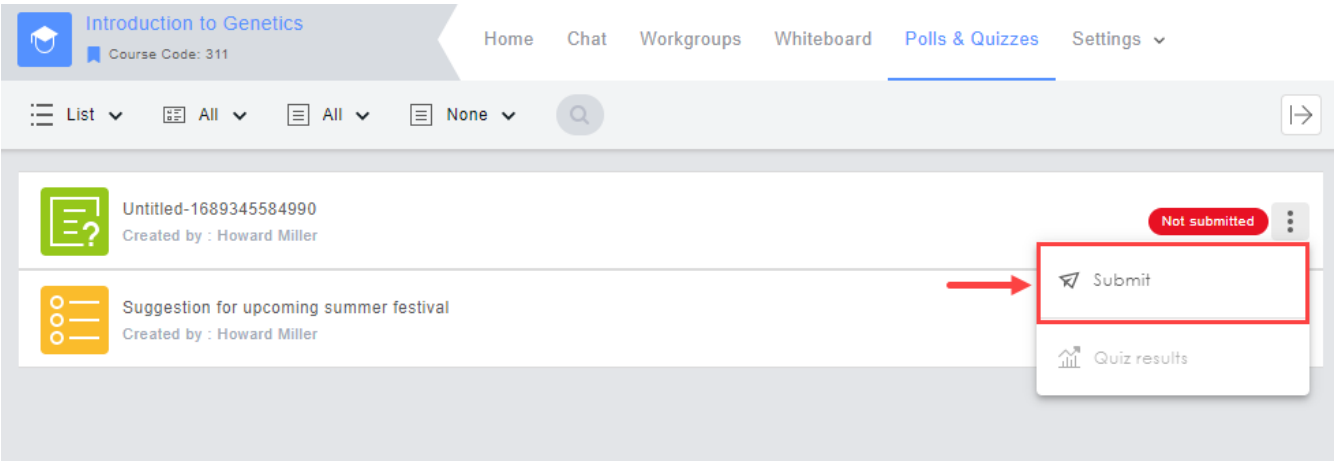
The quizzes will be available in the following three ways, as shown in the below screenshot as well:

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

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

Submit Response

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



SCREENSHOT – Submit Reponses

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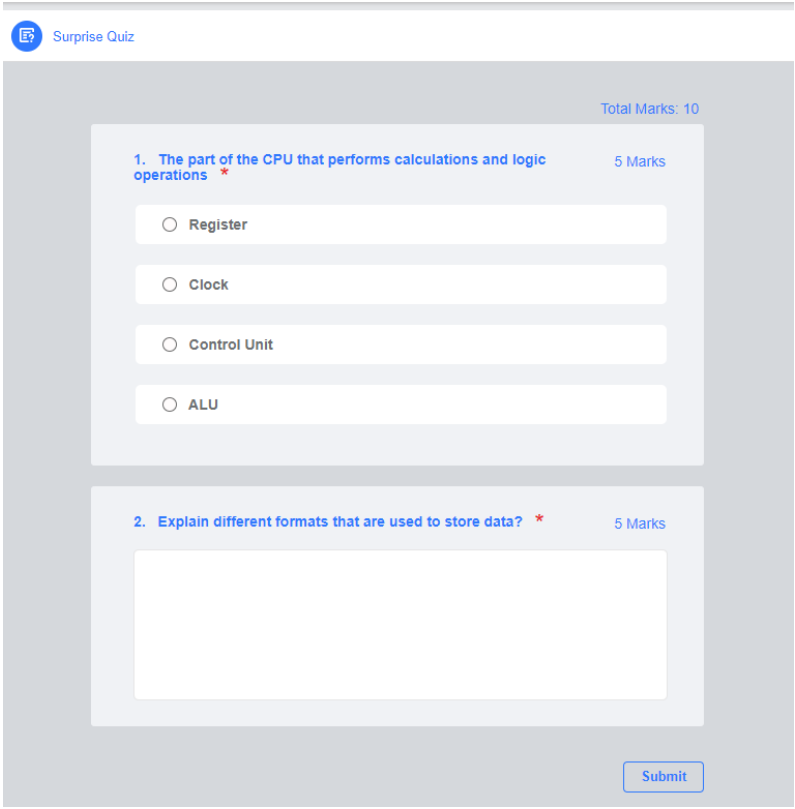
You will be presented with the following screen. Attempt the respective quiz and submit your response.



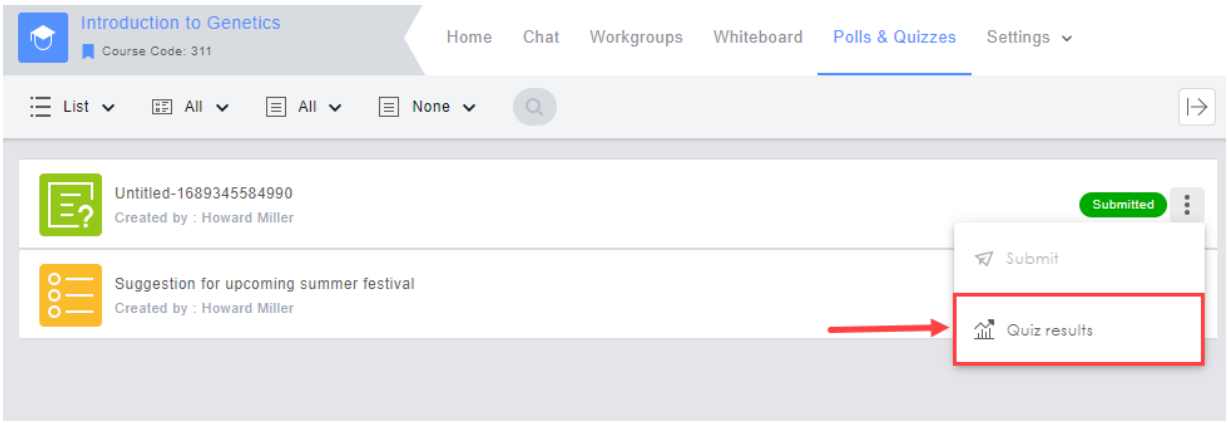
SCREENSHOT – Quiz

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

View Quiz Results

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

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



SCREENSHOT – Quiz Results

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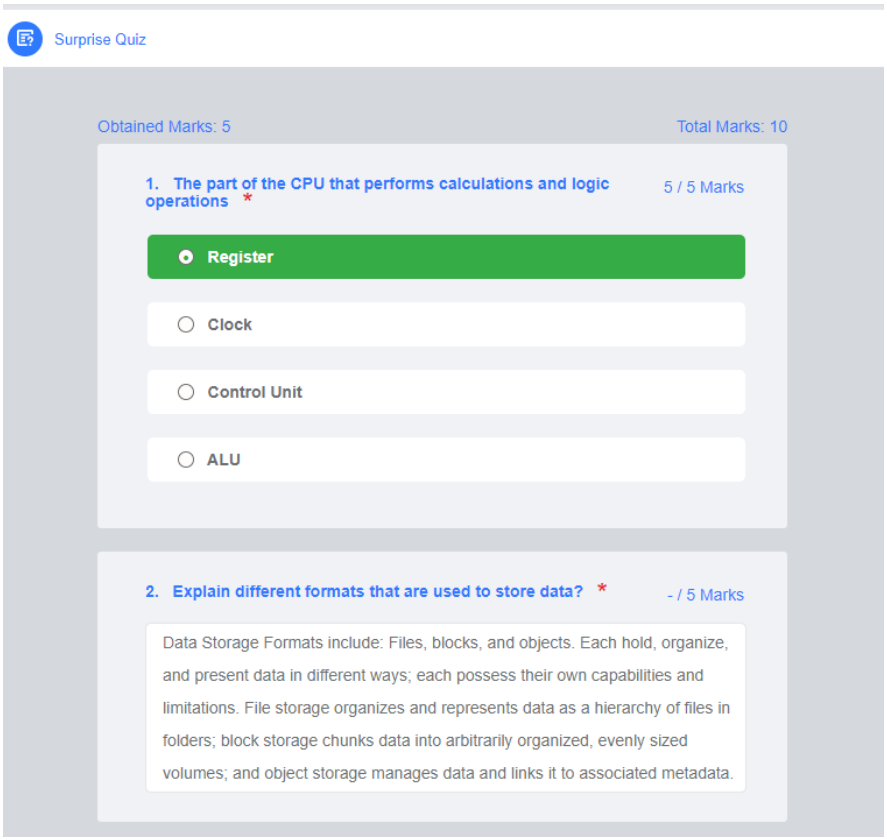
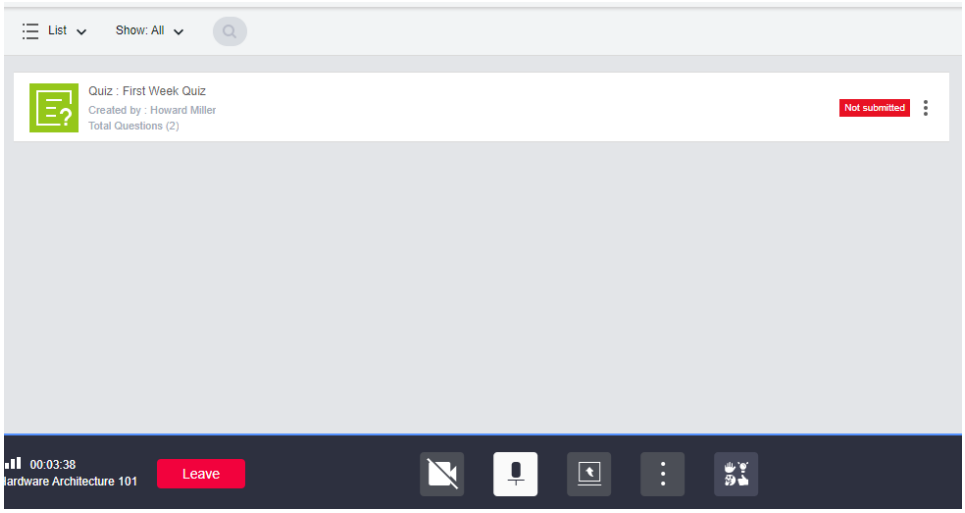
You will be presented with the following screen:



SCREENSHOT – Quiz Results

11.2.2 Online Mode

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



SCREENSHOT – Quiz in Live Session

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

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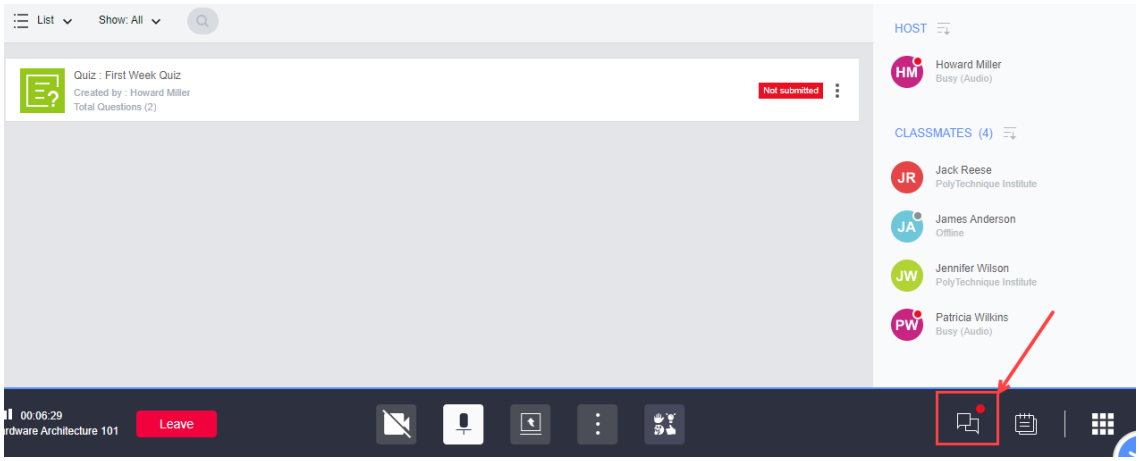

SCREENSHOT – Quiz in Live Session

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

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

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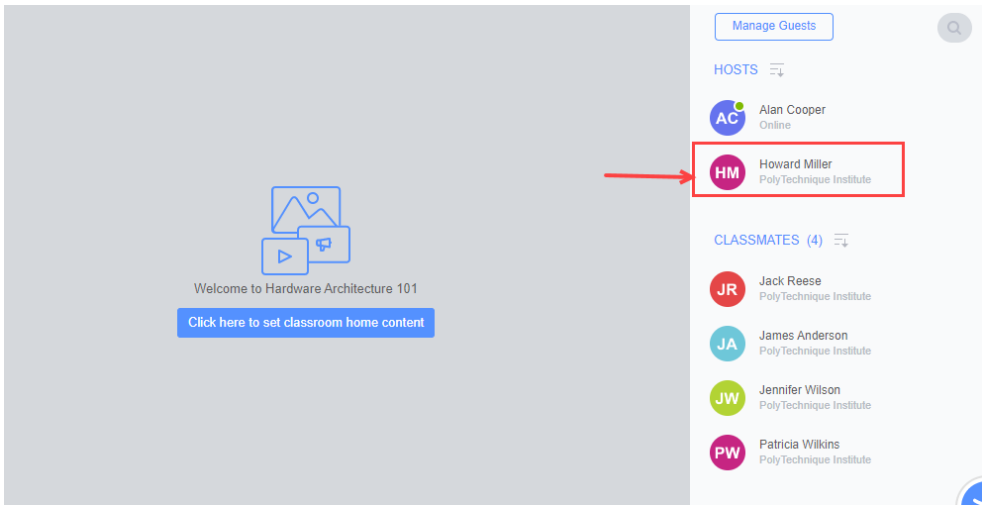
12 One-to-One Conversation

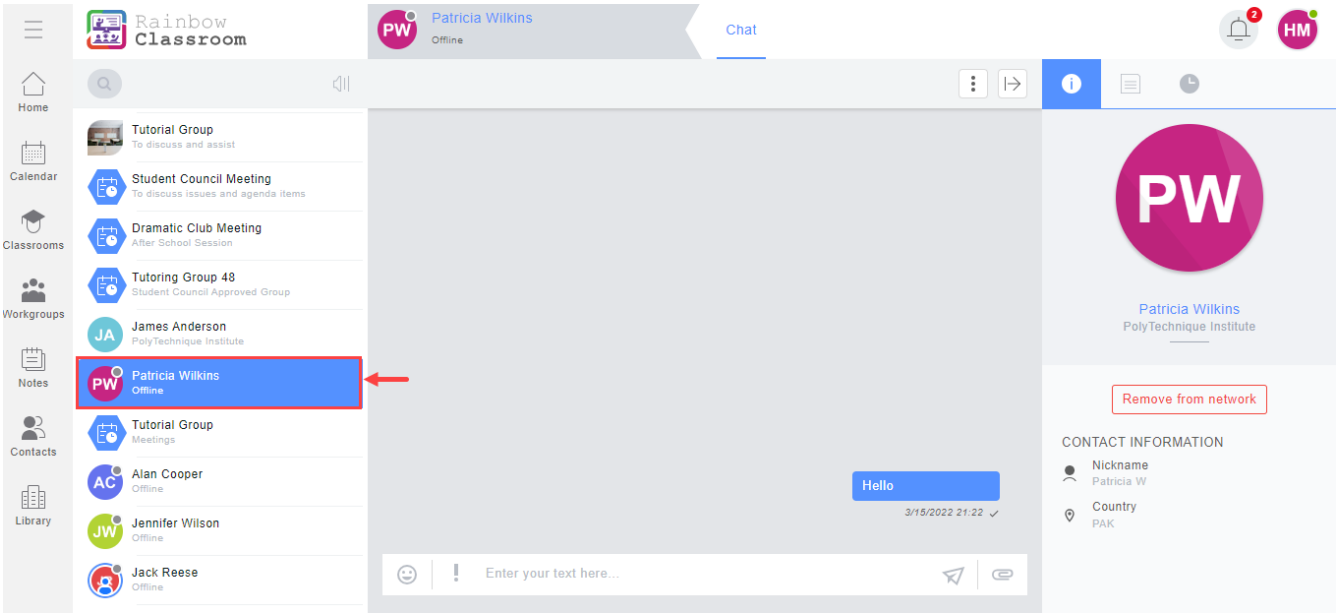
One-to-One Conversation refers to the conversation that happens between two individuals. Rainbow Classroom provides this feature to its users in order for them to engage with one another. This feature helps the classmate to open a personal chat room with any individual contact and connect with them via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

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



SCREENSHOT – One to One Conversation

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:



SCREENSHOT – Conversation

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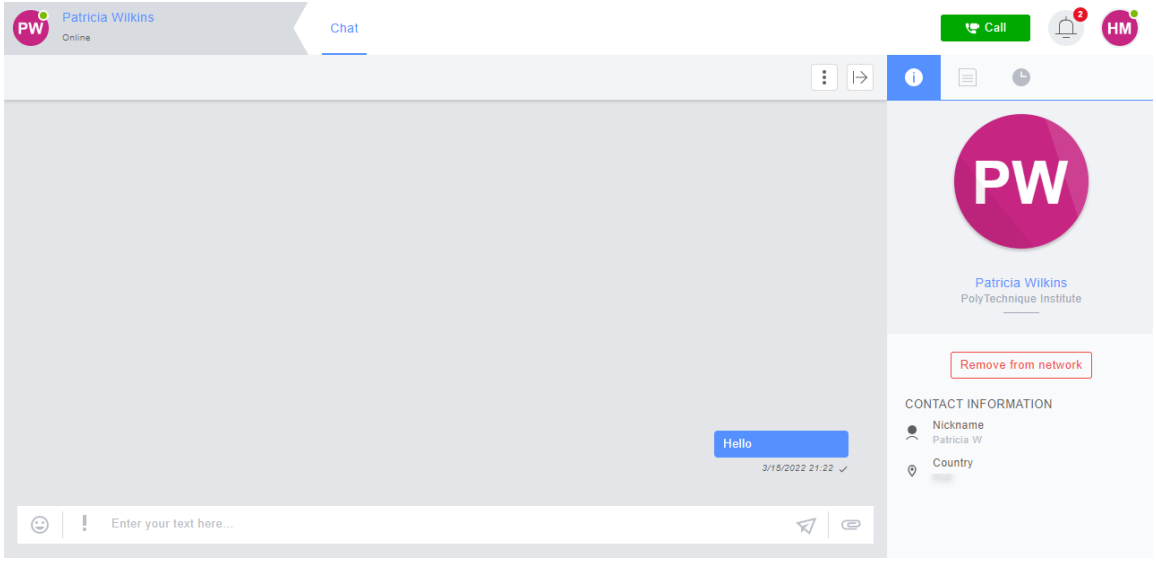
Following two condition needs to be fulfilled first in order for you to make an audio/video call or screen sharing session with the respective user. However, you can still share files and do text messaging with the respective user.

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 – Conversation

The following options are available on the above screen:

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

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

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

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

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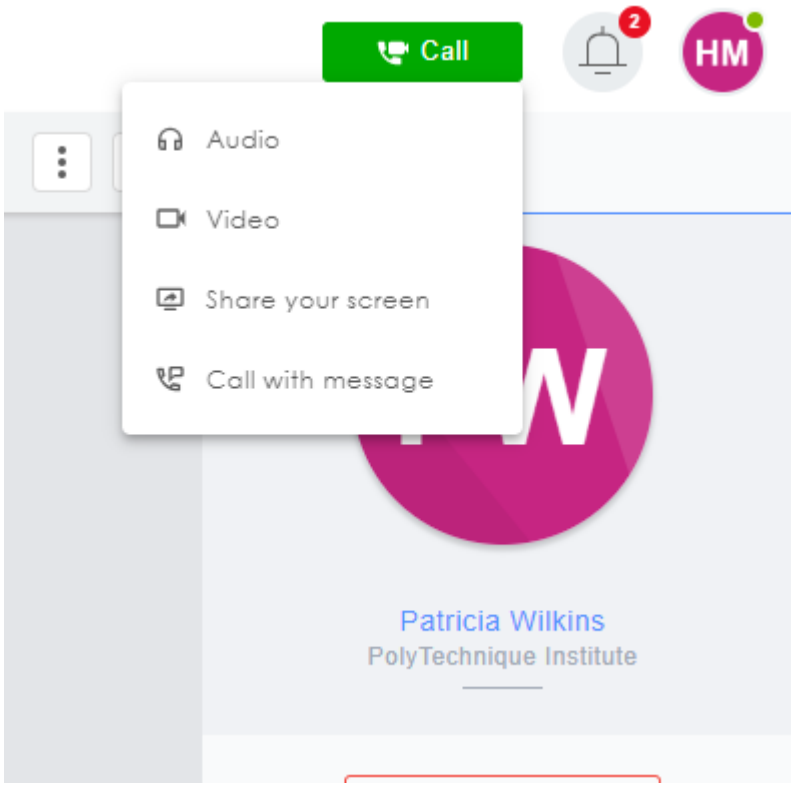

SCREENSHOT – Conversation

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

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

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

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

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

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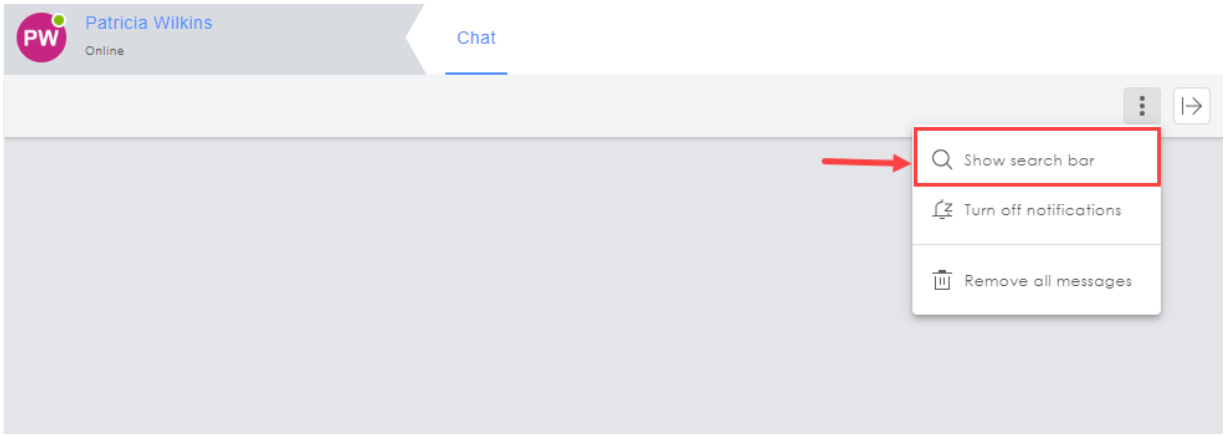
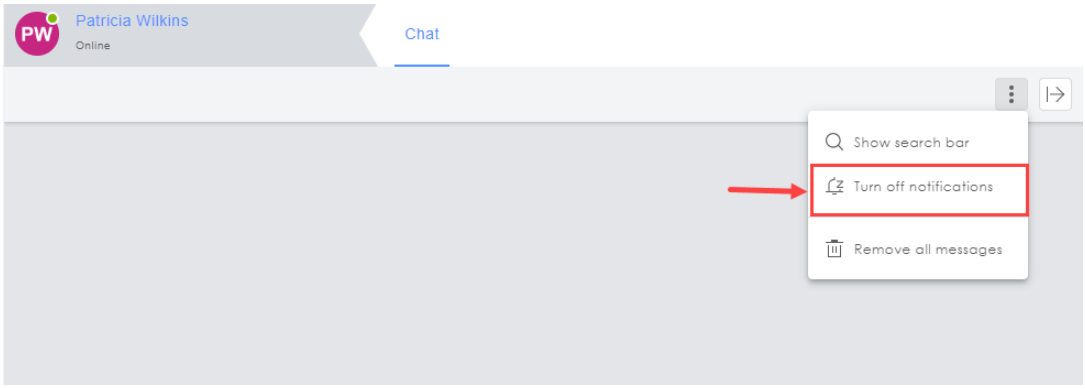


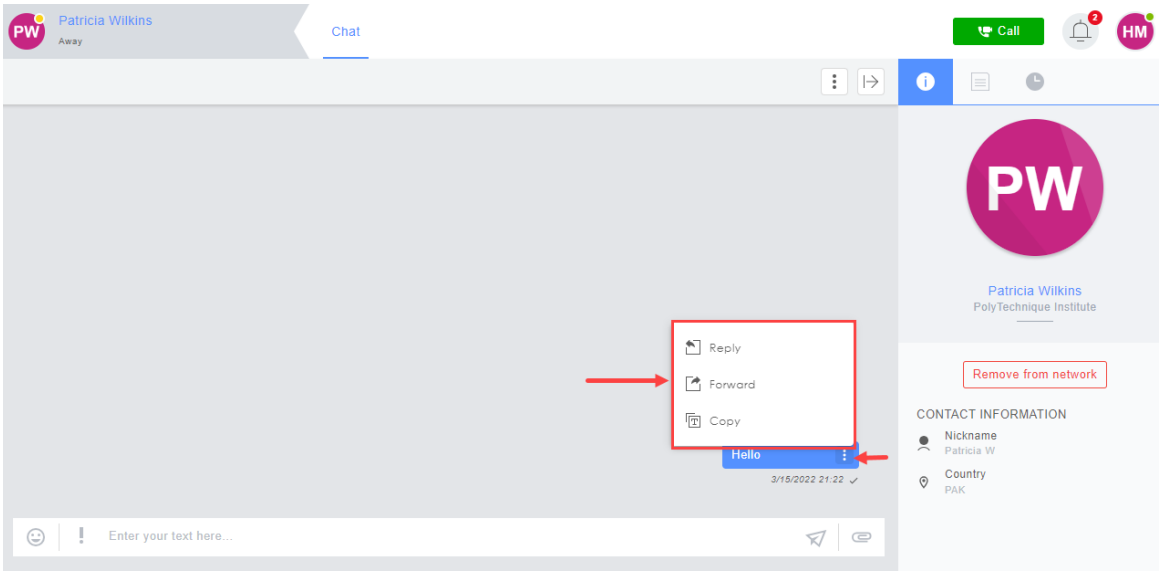
SCREENSHOT – Chat

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:



SCREENSHOT – Chat

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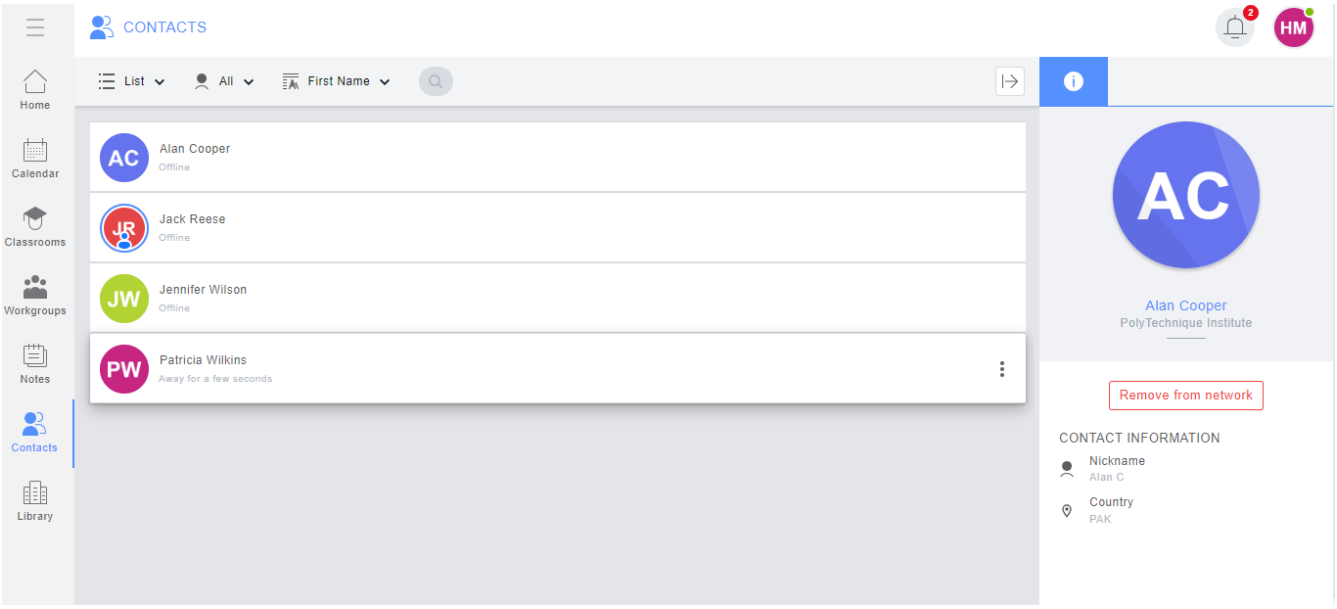
13 Contacts

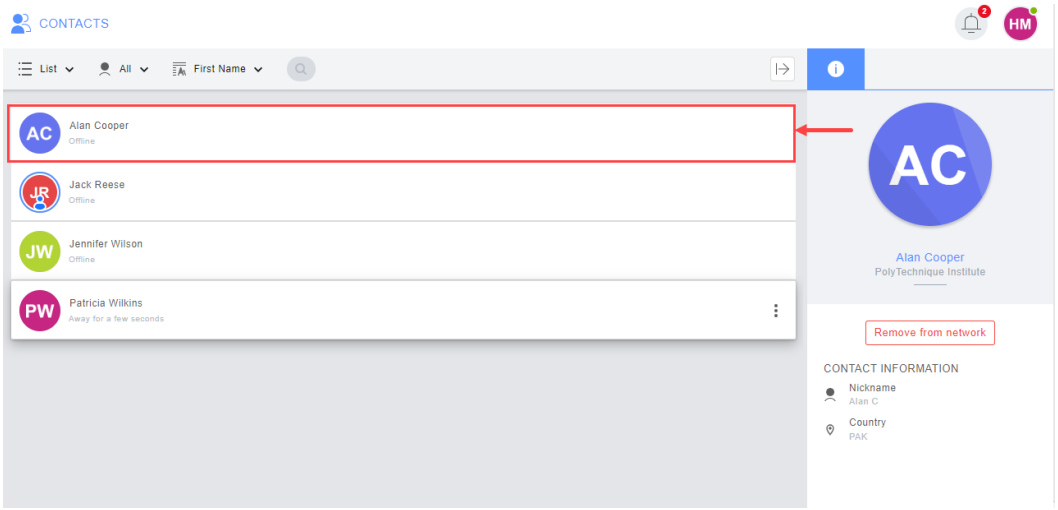
All of your contacts that are part of your network in Rainbow Classroom can be accessed from a centralized location. This makes interaction among Rainbow Classroom users hassle free. Multiple filters make it even easier to quickly find your desired contact whether a fellow classmate, host or guest.

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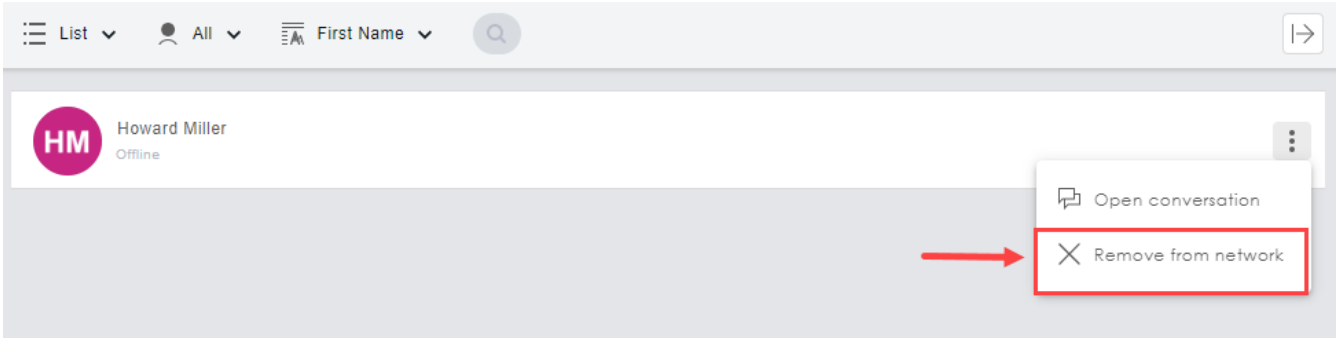
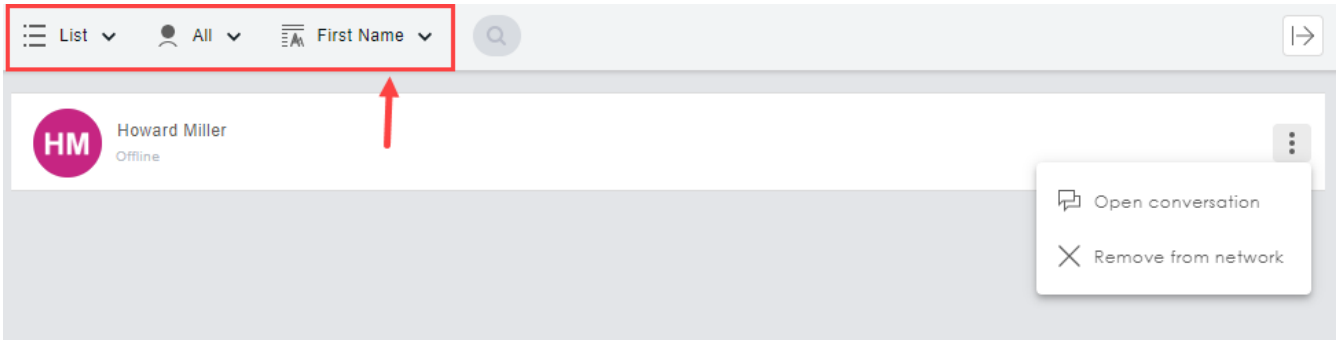
You can also remove a contact by clicking on the ⋮ icon that will open up a menu as shown below:



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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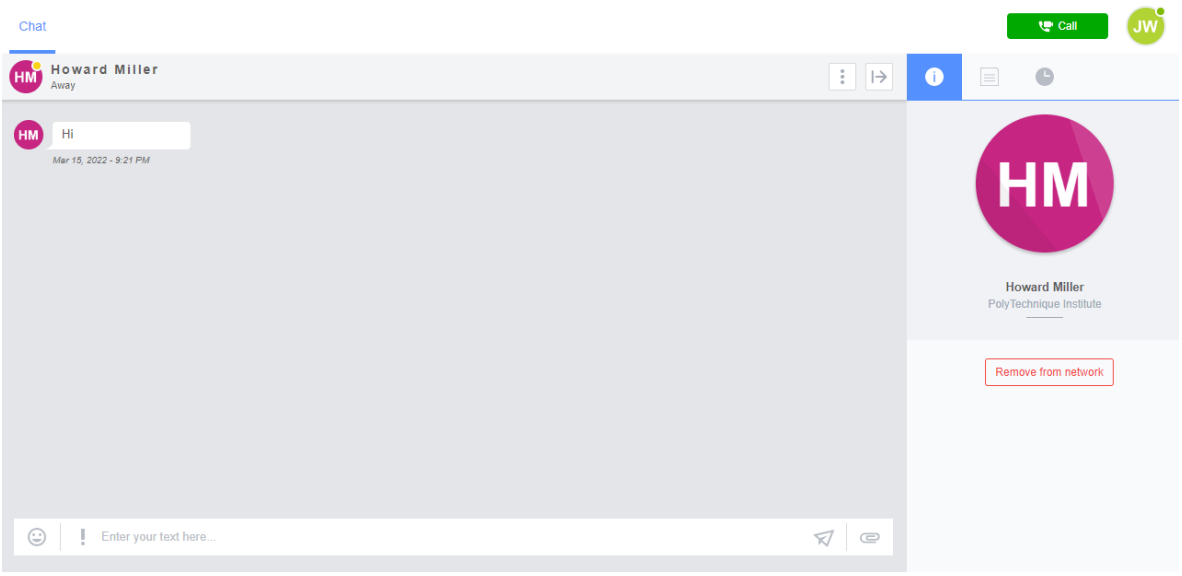
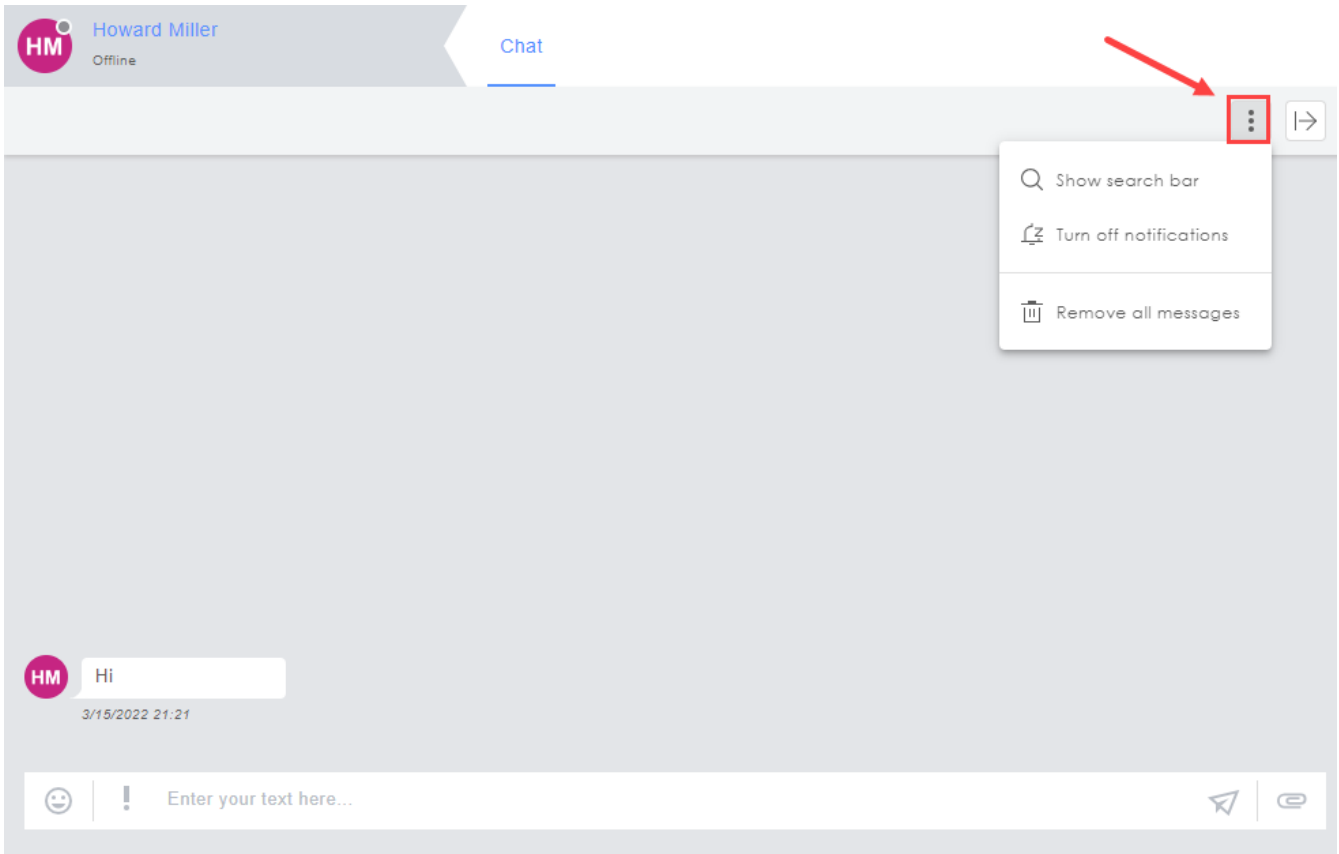


SCREENSHOT – Chat

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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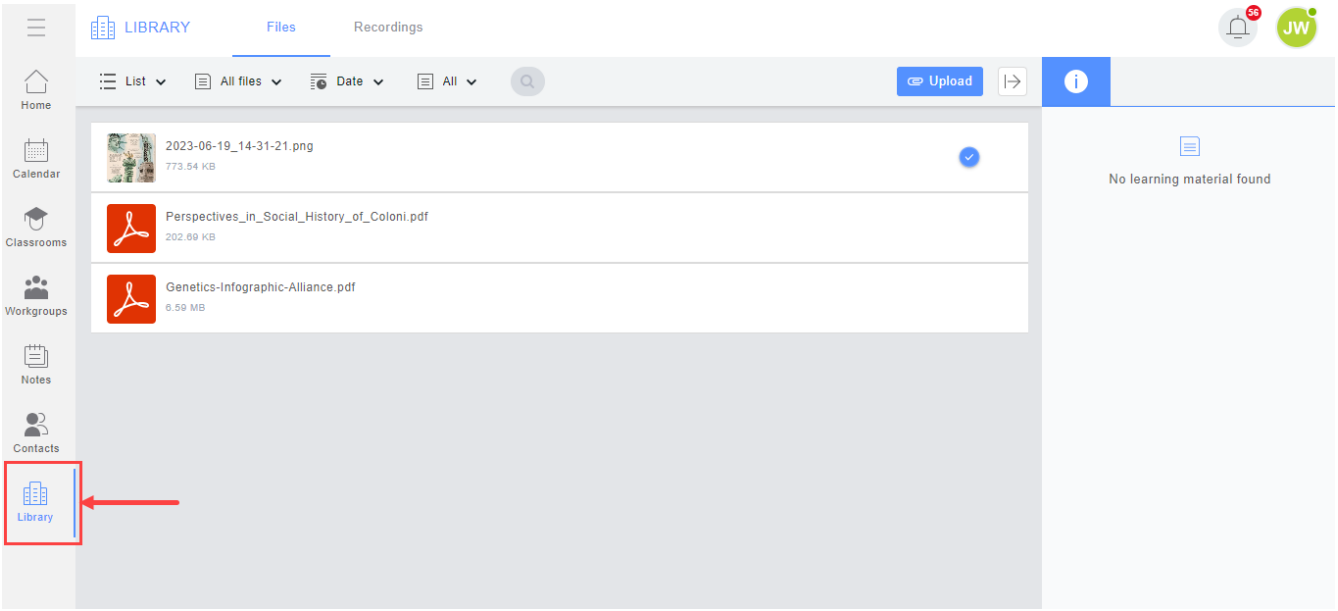
14 Library

All the files and Recordings that are shared and received in the classroom, workgroup and meeting will be saved automatically in the Library. The classmates can access these files and Recordings as well as download them to their system. It helps the classmates to use these files and Recordings at any time they want.

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

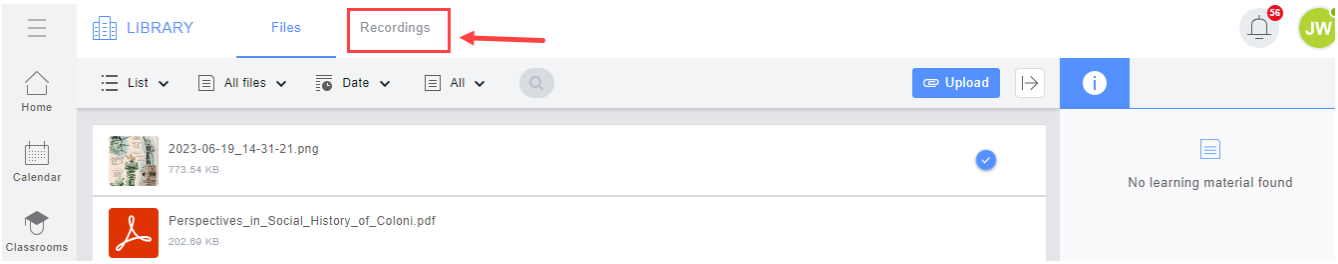


SCREENSHOT – Library

The classmate 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 and deleted from the right-side panel of the Library. A classmate can also upload files to Library.

In recordings section, only the recordings shared with the classmate or the recording done during a workgroup are available to a classmate.

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 classmate 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.

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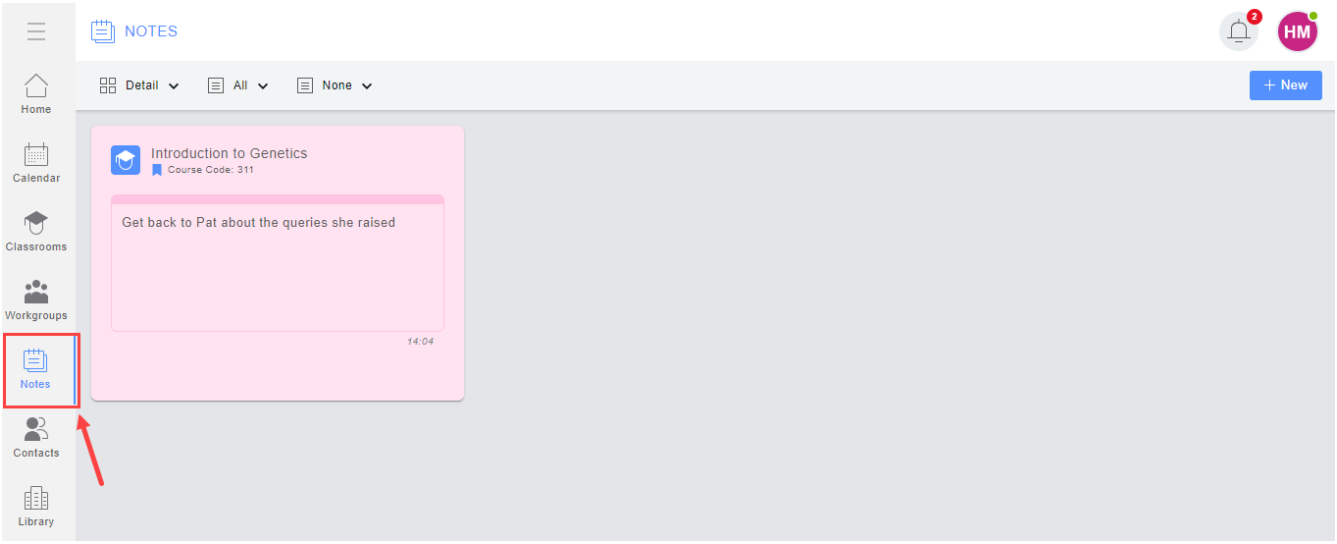
15 Notes

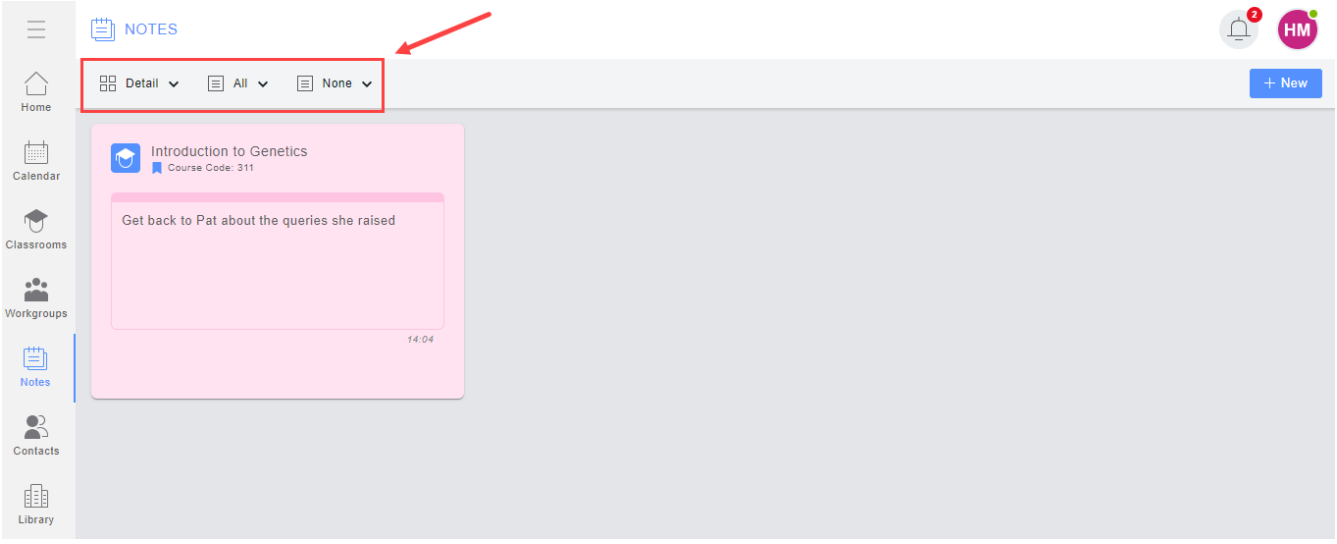
Taking Notes during a classroom is an age-old habit for students as it makes it easier to retain important information delivered during a classroom. Rainbow Classroom provides the ability to every student to take Notes not only during live classroom sessions but also create notes for later use outside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

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



SCREENSHOT – Notes

You can sort the view of Notes by following options:



SCREENSHOT – Notes

15.1 Create a New Note

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

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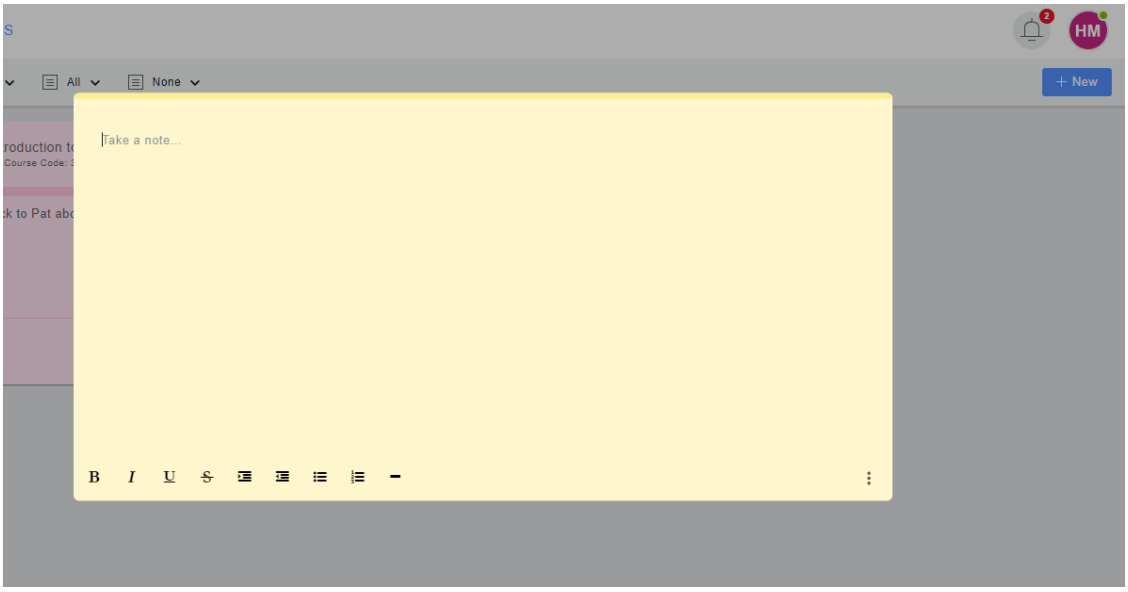

SCREENSHOT – Create a Notes

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

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

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

SCREENSHOT – Note Options

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

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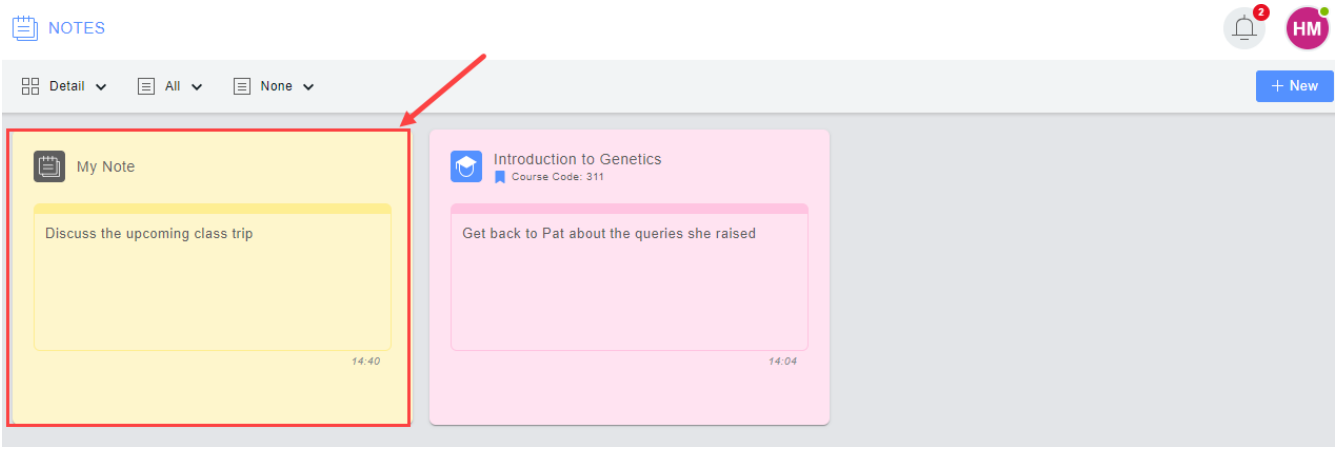
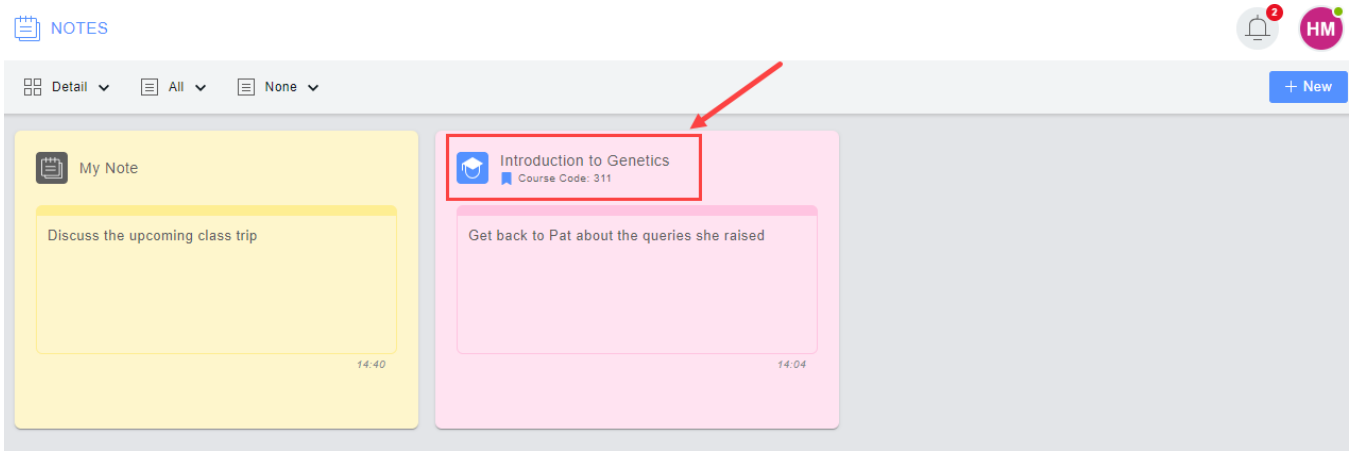


SCREENSHOT – Notes

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



SCREENSHOT – Notes

15.2 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:

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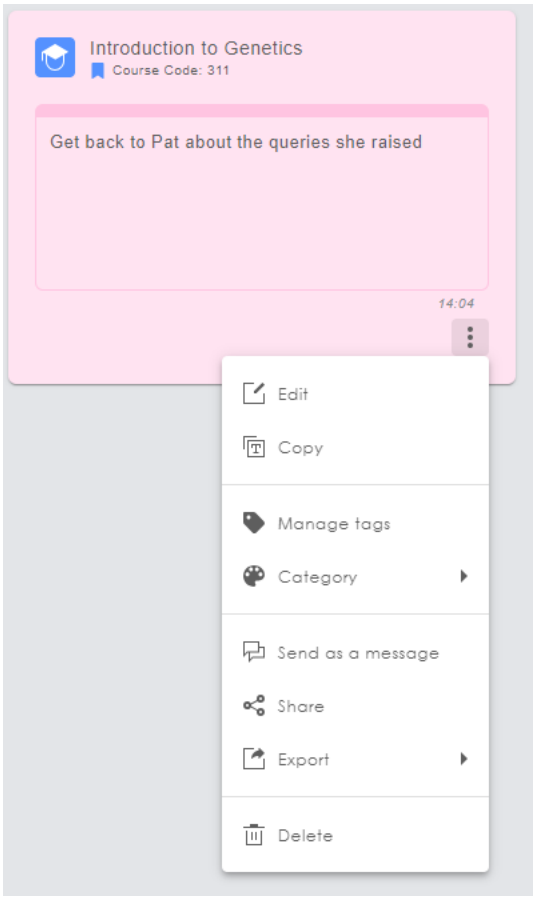
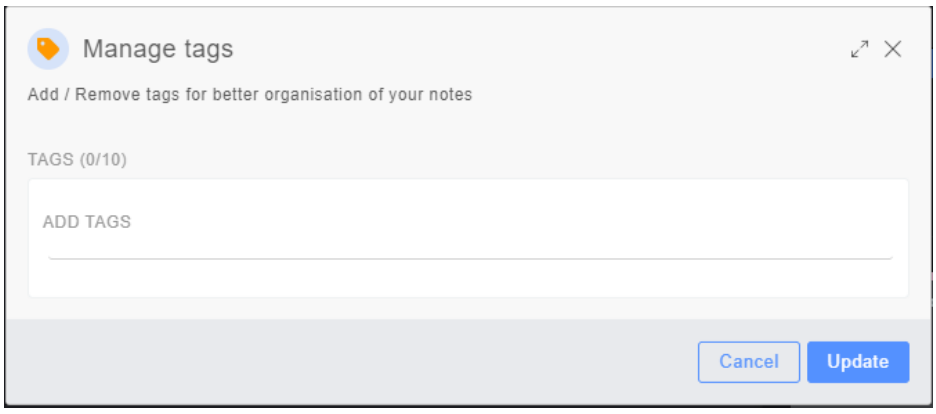


SCREENSHOT – Notes Management

Edit – Use this option to edit an existing note.
Copy – Use this option to copy the text of the note.
Manage Tags – Use this option to add/remove tags for your notes. These tags enable better organisation of your notes. When you click on Manage tags option, following pop-up window is displayed:



SCREENSHOT – Notes

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

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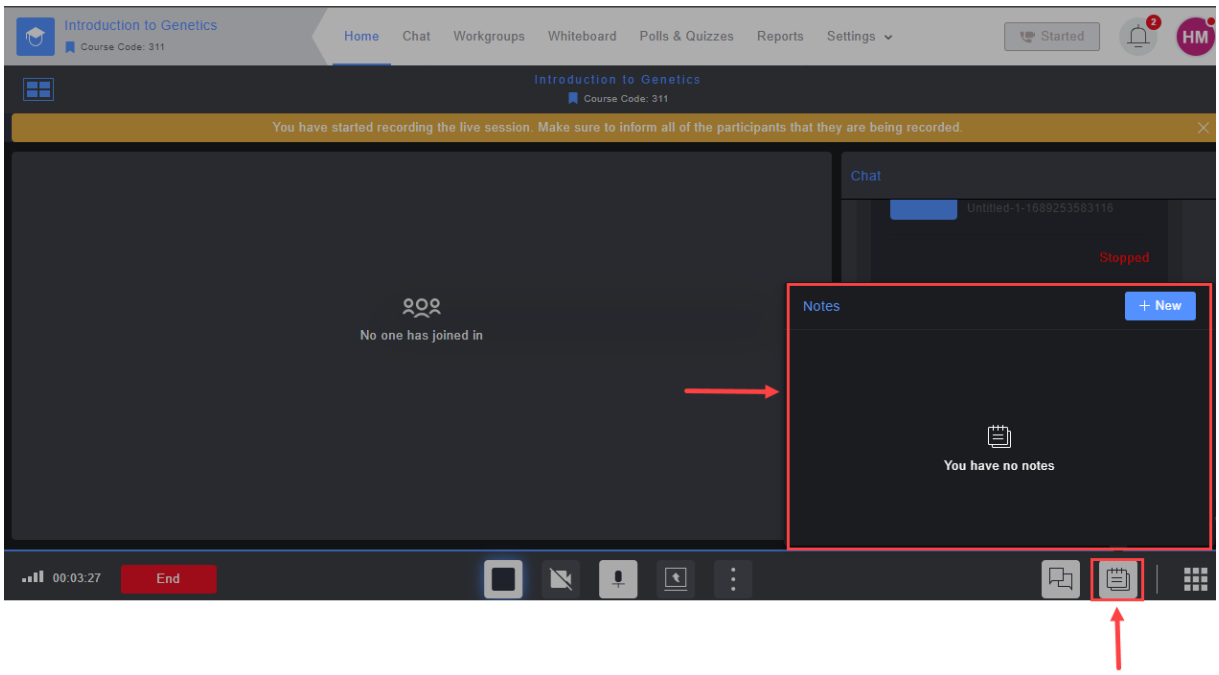
Export: Use this option to export the note in any of your desired file format. Available file formats are Doc, Txt and PDF.

Note: Notes can be exported during a Live session.

Delete: Use this option to delete the note.

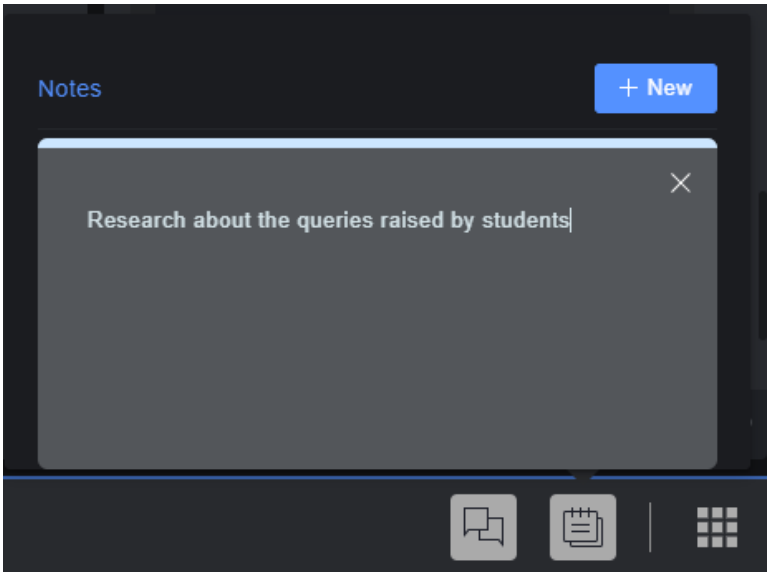
15.3 Notes during Live Session

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



SCREENSHOT – Live Session Screen

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



SCREENSHOT – Notes

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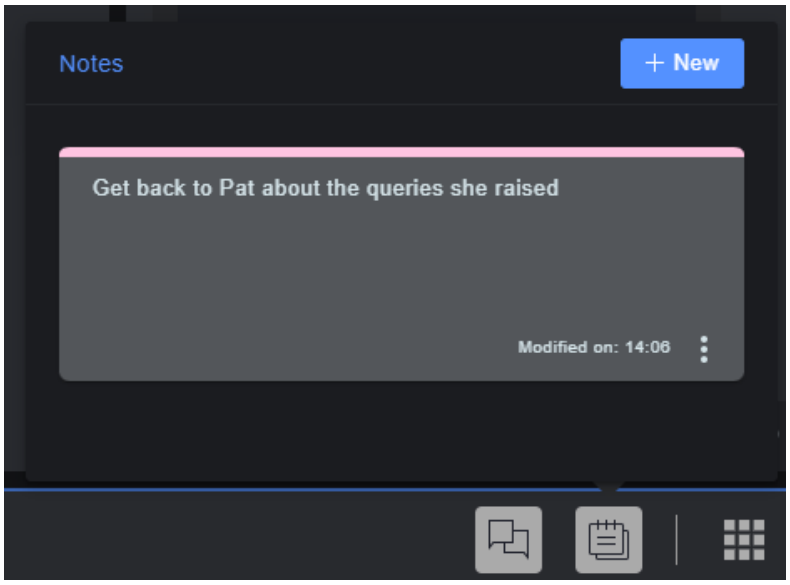
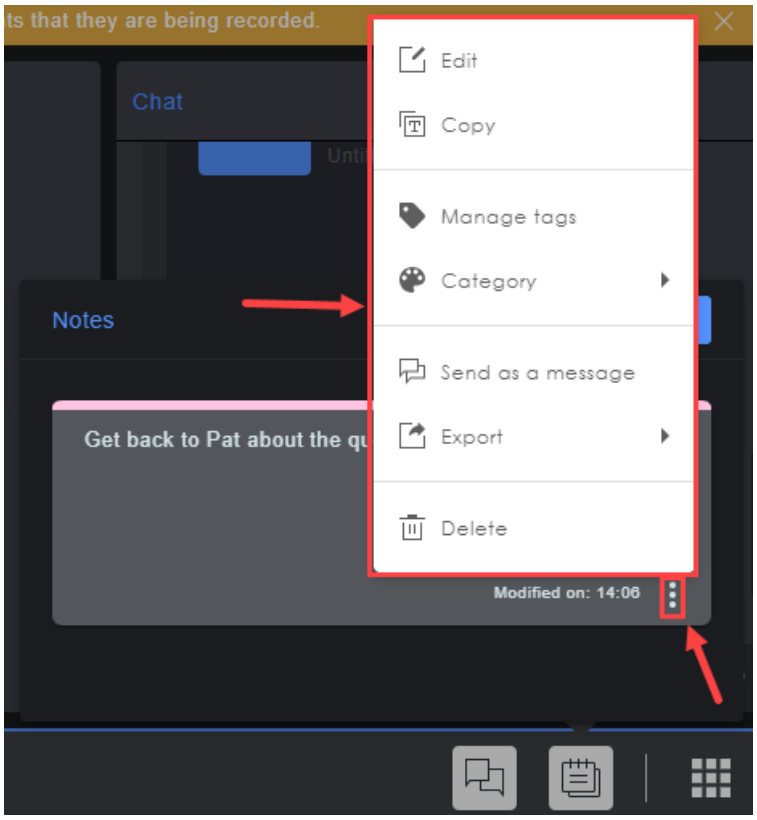
Once a Note is written, click on X button to close it and it stars appearing as shown below:



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:



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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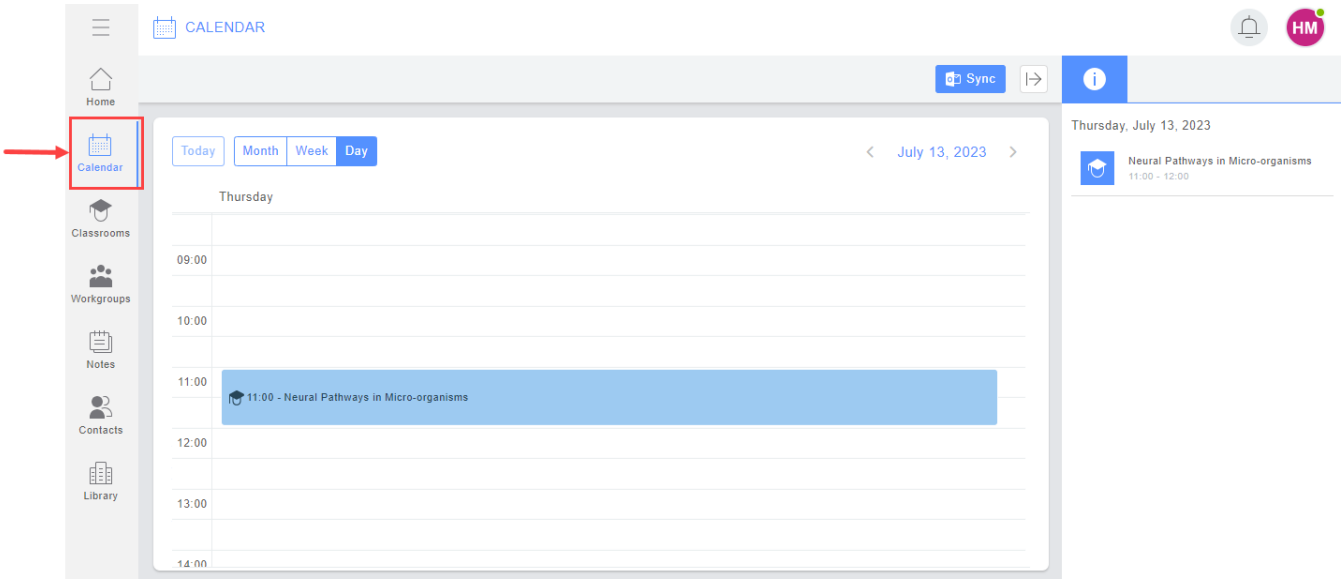
16 Calendar

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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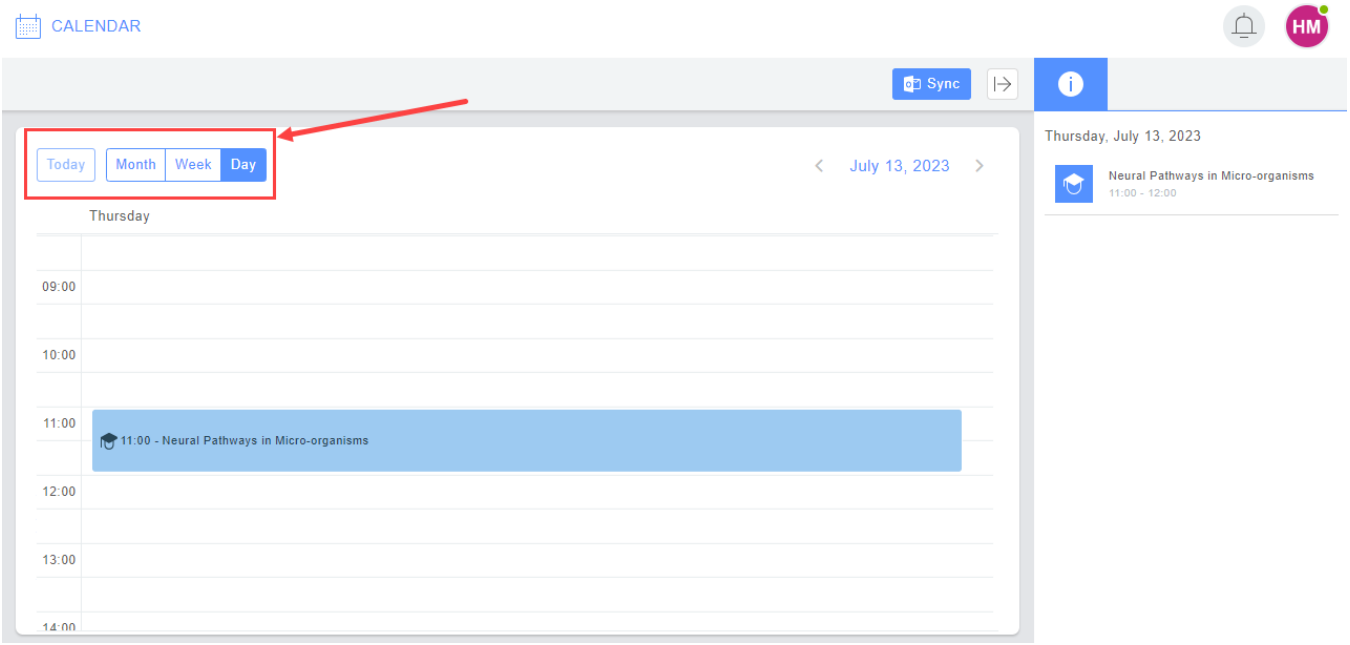
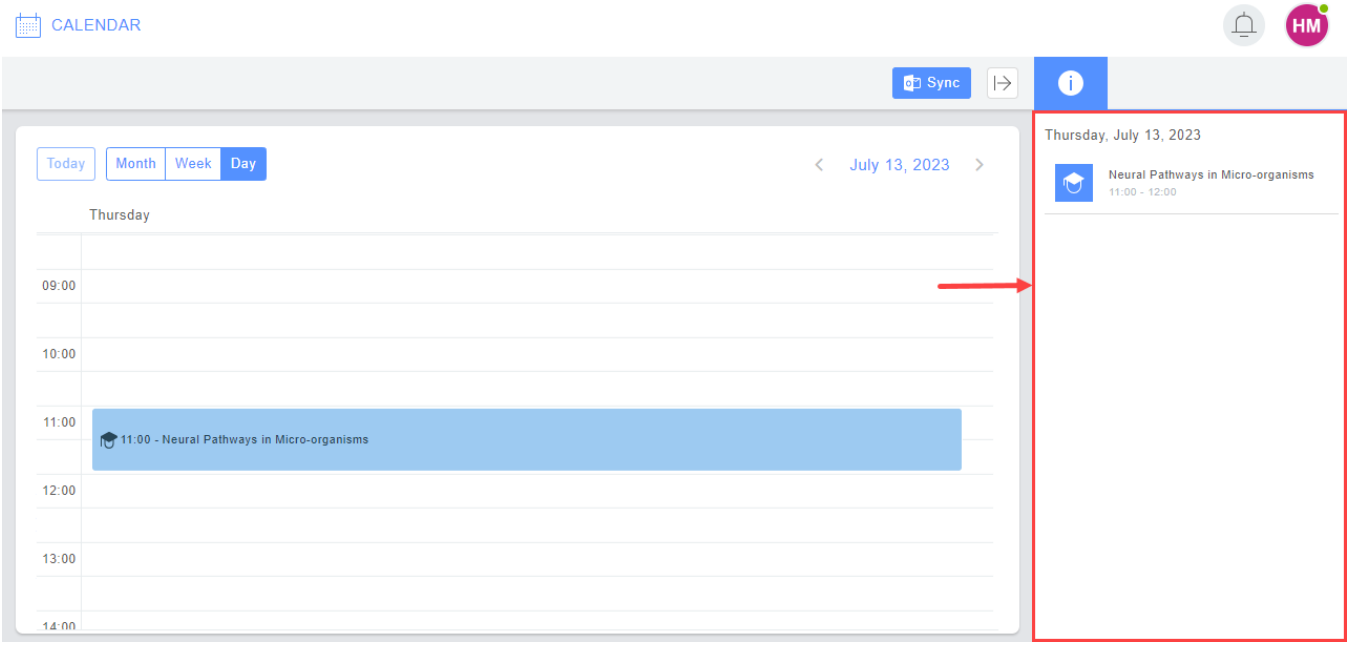


SCREENSHOT – Calendar

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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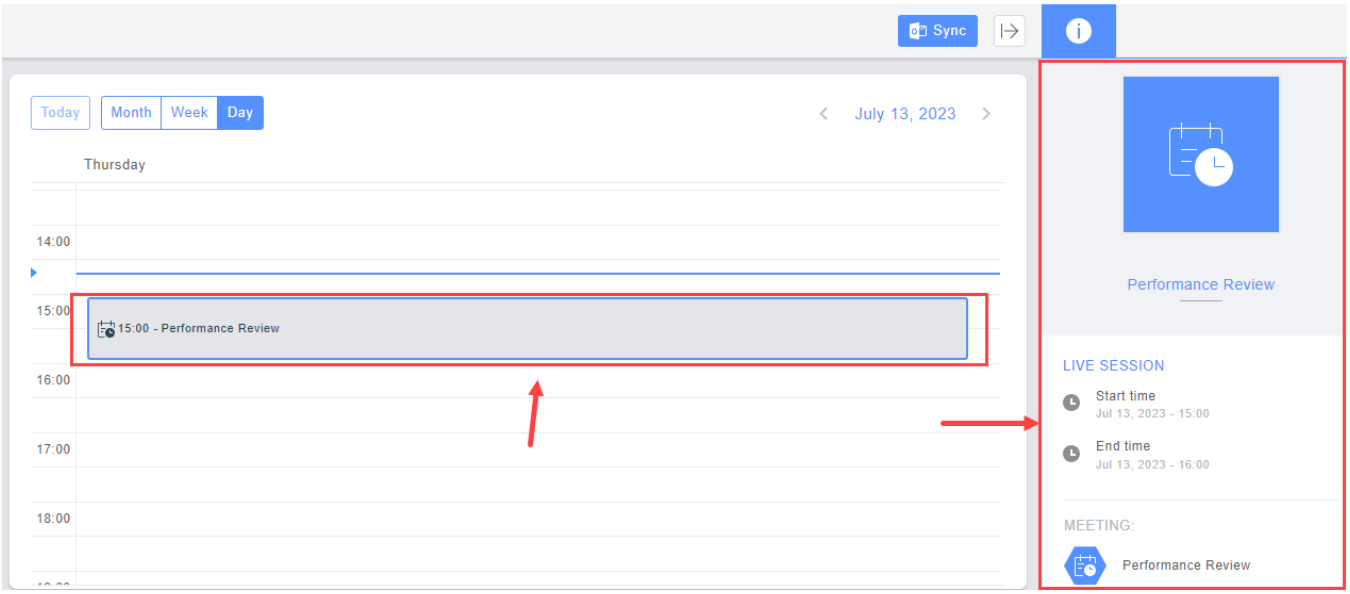
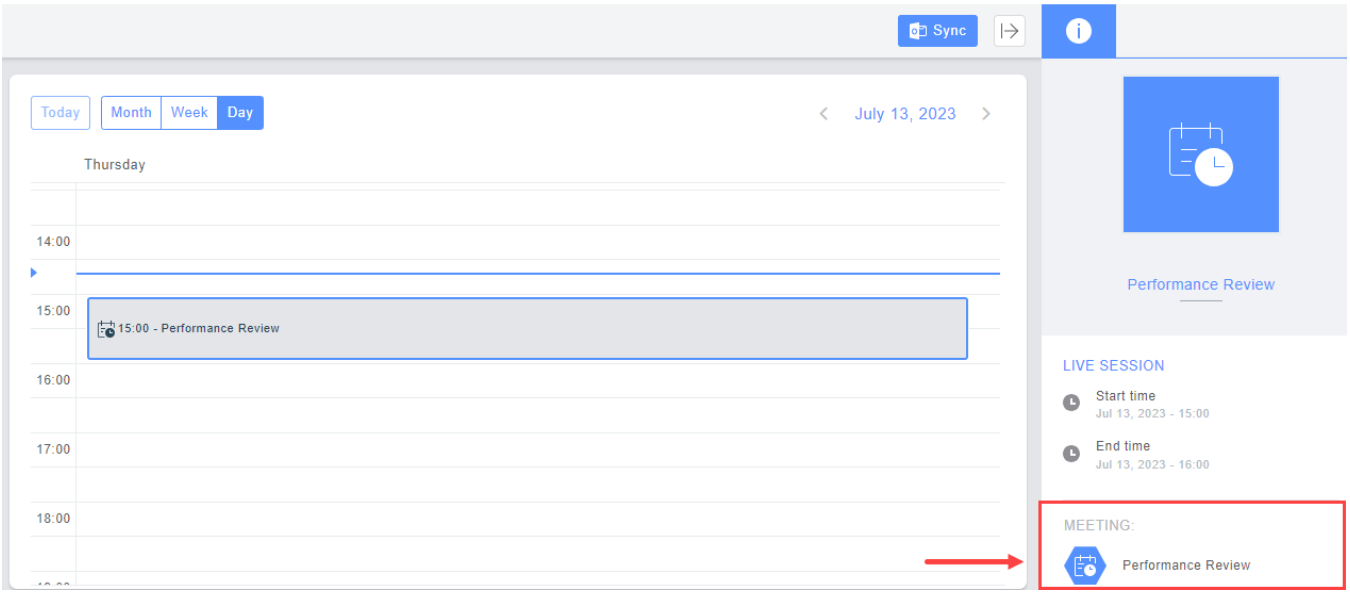


SCREENSHOT – Calendar

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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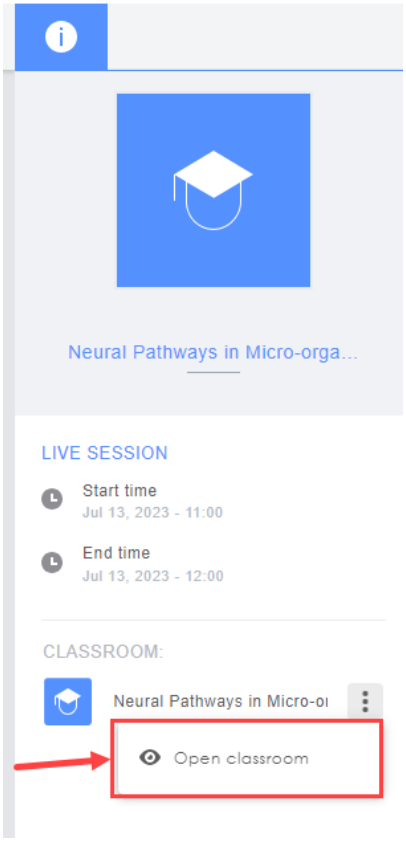

SCREENSHOT – Calendar

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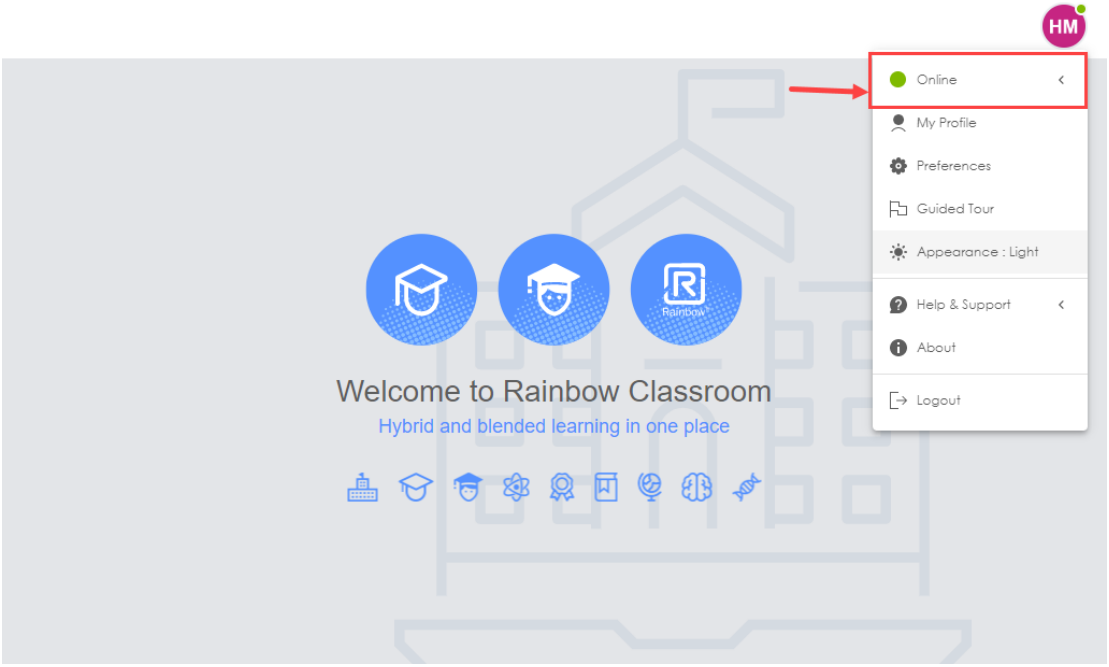
17 Setting up your Profile

17.1 Availability Status

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

- Online
- Away
- Invisible
- Do Not Disturb

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



SCREENSHOT – Availability Status

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

17.2 Update Profile Details

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

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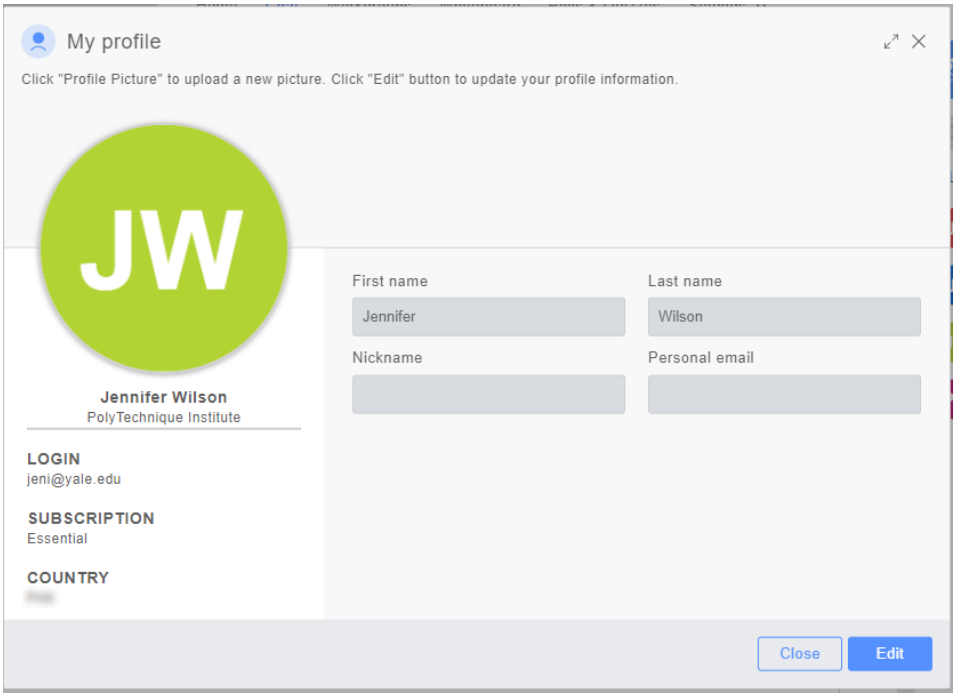
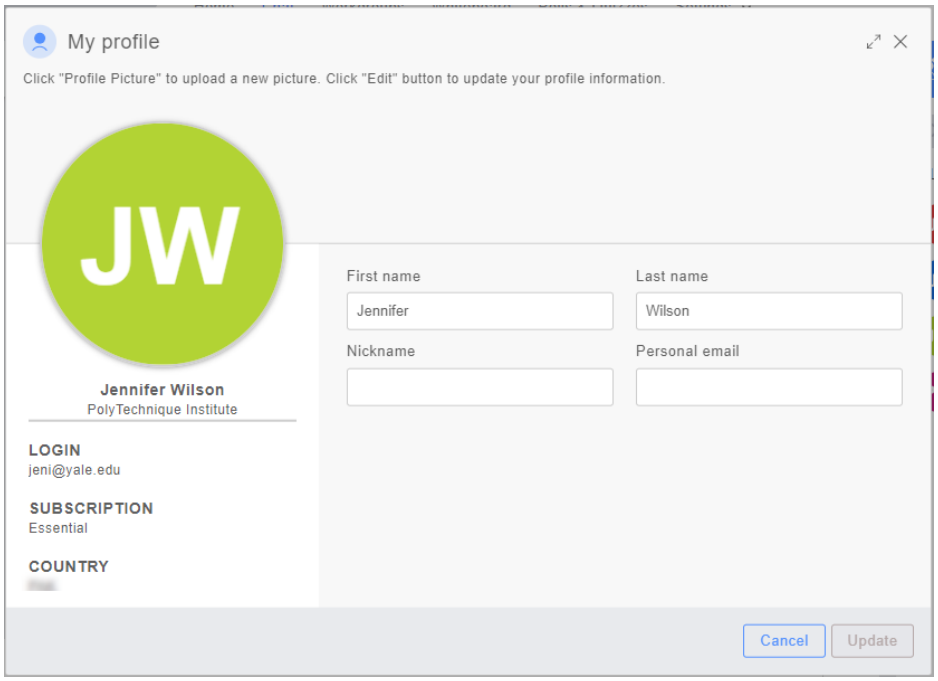


SCREENSHOT – Update Profile Details

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



SCREENSHOT – Update Profile Details

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

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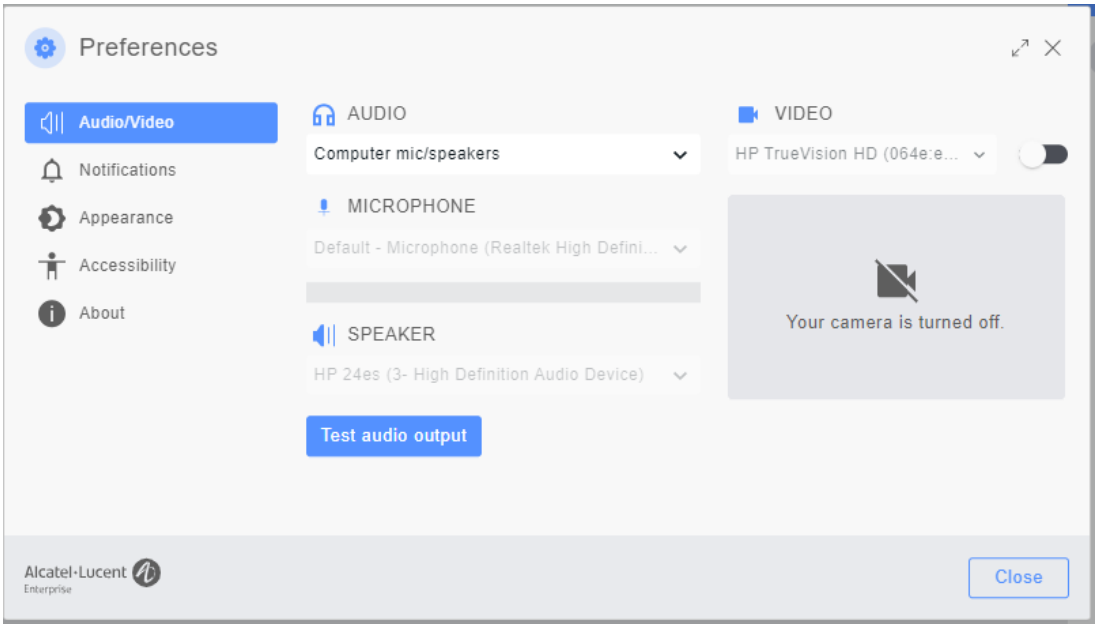
17.3 Configure your Rainbow Classroom Account

You can also configure 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 settings, click on the avatar displayed at the side navigation bar and then click on the 'Preferences' option. The following screen will be presented:



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.

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.

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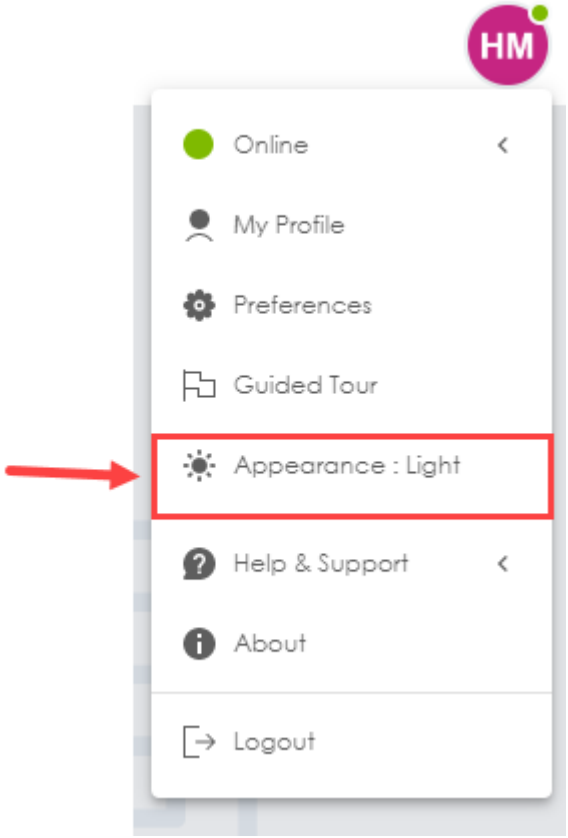
17.4 Appearance

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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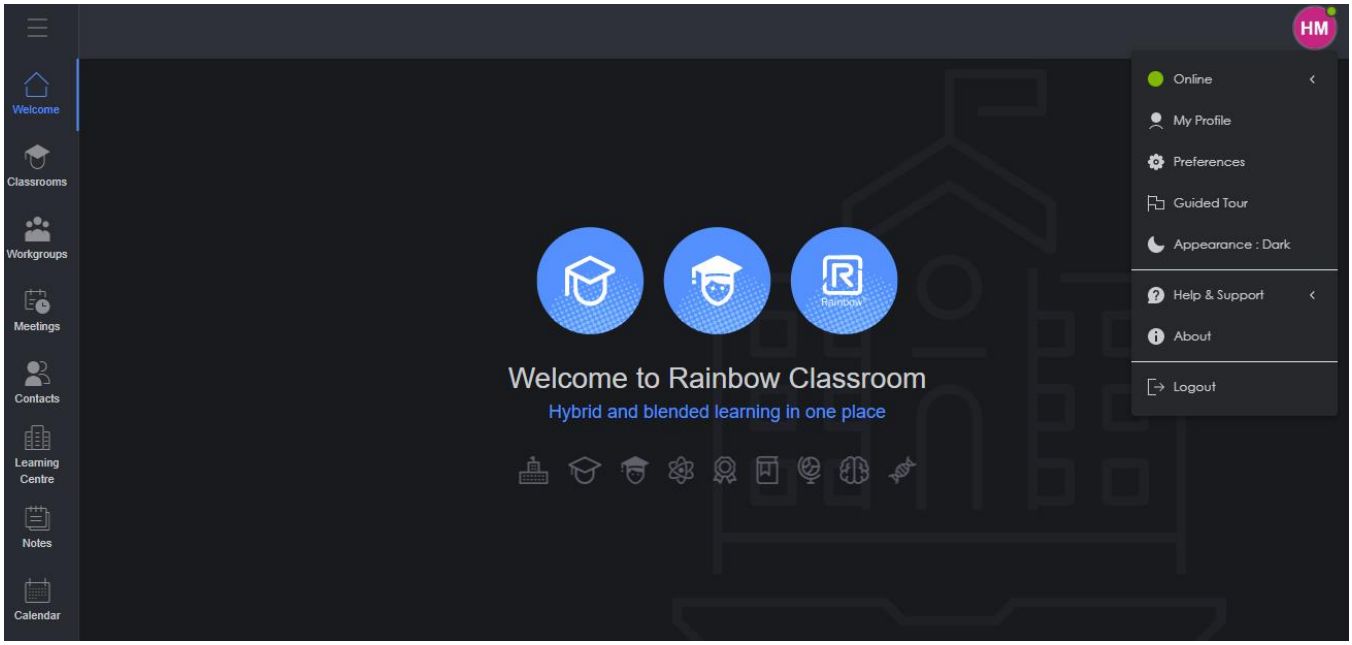

SCREENSHOT – Web interface in Dark Mode

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

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