



TamTech
Harnessing ICT to serve you

TAMTECH VIRTUAL WORKPLACE



USER MANUAL

IMPACT VIRTUAL WORKPLACE

Enter your email address and your password



Login

Discover the platform that connects your organization's people, apps, devices, and information.

E-mail address

Password

☐ remember me

[Forgot your password?](#)

☐ I'm not a robot



[Login](#)

Don't have a Workplace account yet? [Create an account](#)

Enter the main virtual room

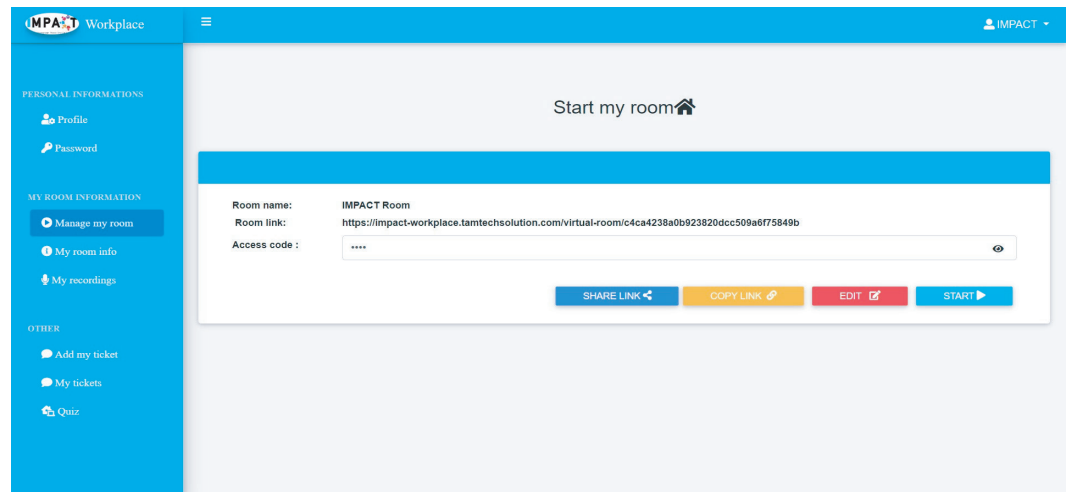
A virtual room is a space in which you can connect and be in virtual interaction in synchronous mode with several attendees, participants and interlocutors.

You can talk using your microphone, share your webcam to be seen by others, share your screen, or chat publicly or in private.

You also have the possibility of creating breakout rooms within the same virtual space for meetings and interactions of subgroups.

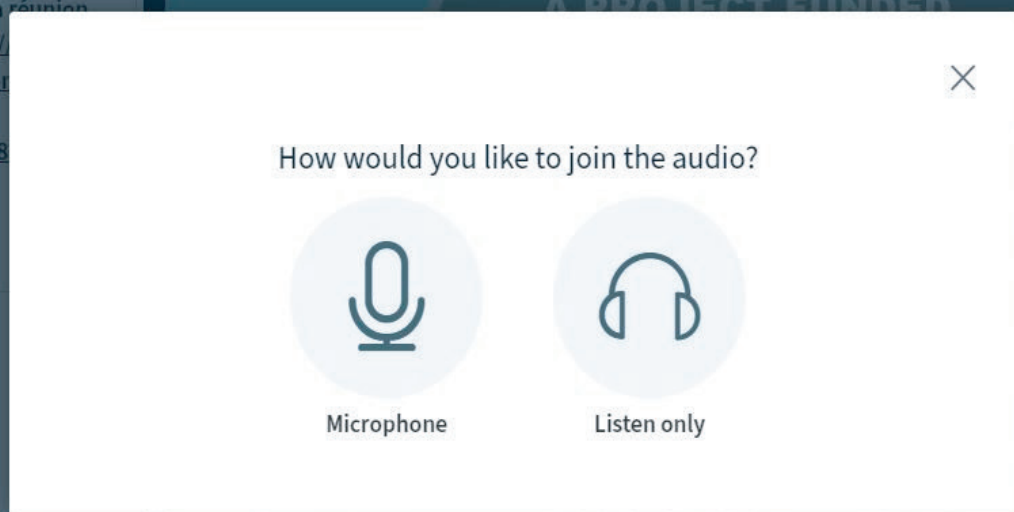
Click on the Start Button

Click on the start button. You won't be needing to log in or register for that.

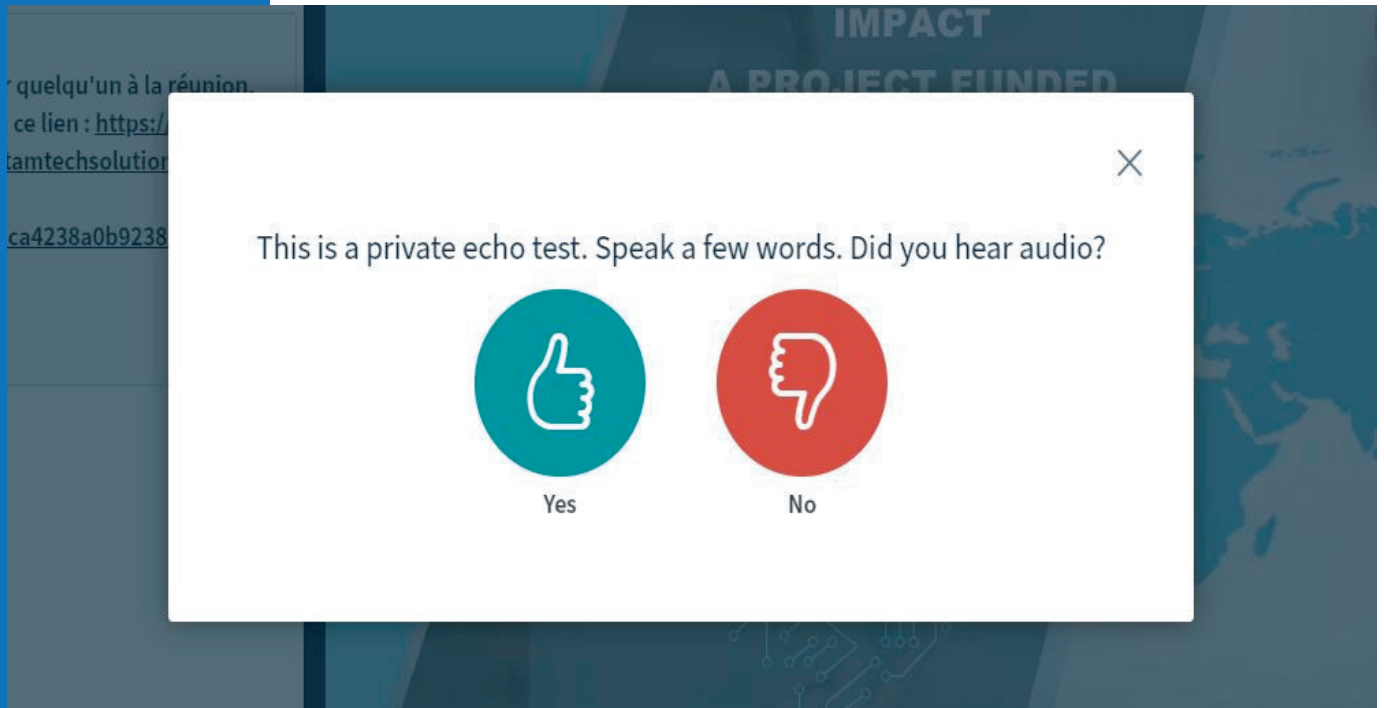


Paramétrez le son

- The next screen asks if you want to “join audio”. You have the choice between:
 - Microphone: Activate your microphone to be able to speak
 - Listen only: your microphone will be mute by default and you will just an attendee be in a spectator position. This state can be changed once in the room



Speak and check that you hear your voice from the speakers or the headset if you are using one. Check the sound volume levels (output and possibly microphone input).



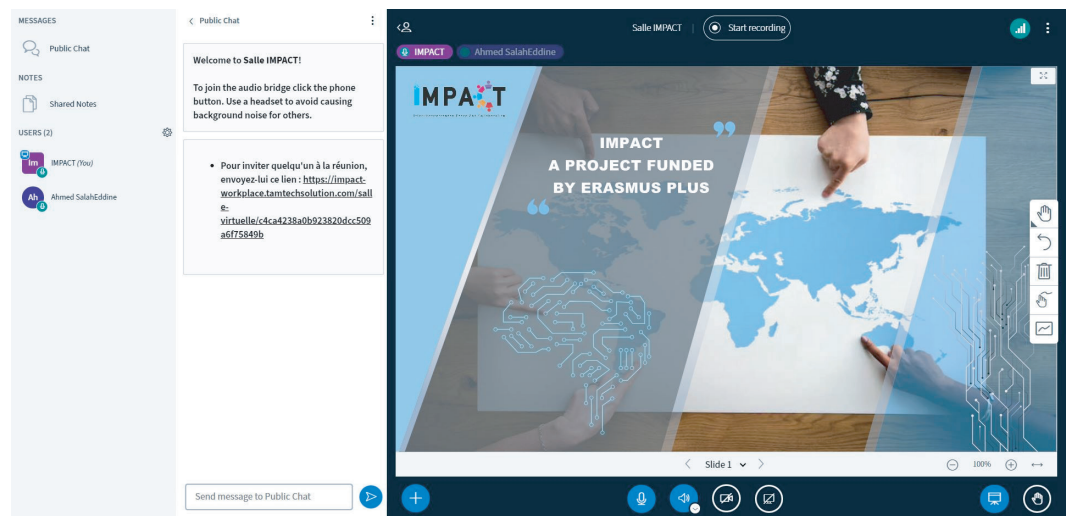
That's it, you're in the virtual interaction space now!

The virtual room's overview:

Who's connected?

The menu on the far left shows, among other things, the list of participants who have joined the ongoing virtual session. There are two types of roles:

- Moderator (rounded square icon): allows you to manage everything;
- Normal participant (round icon)

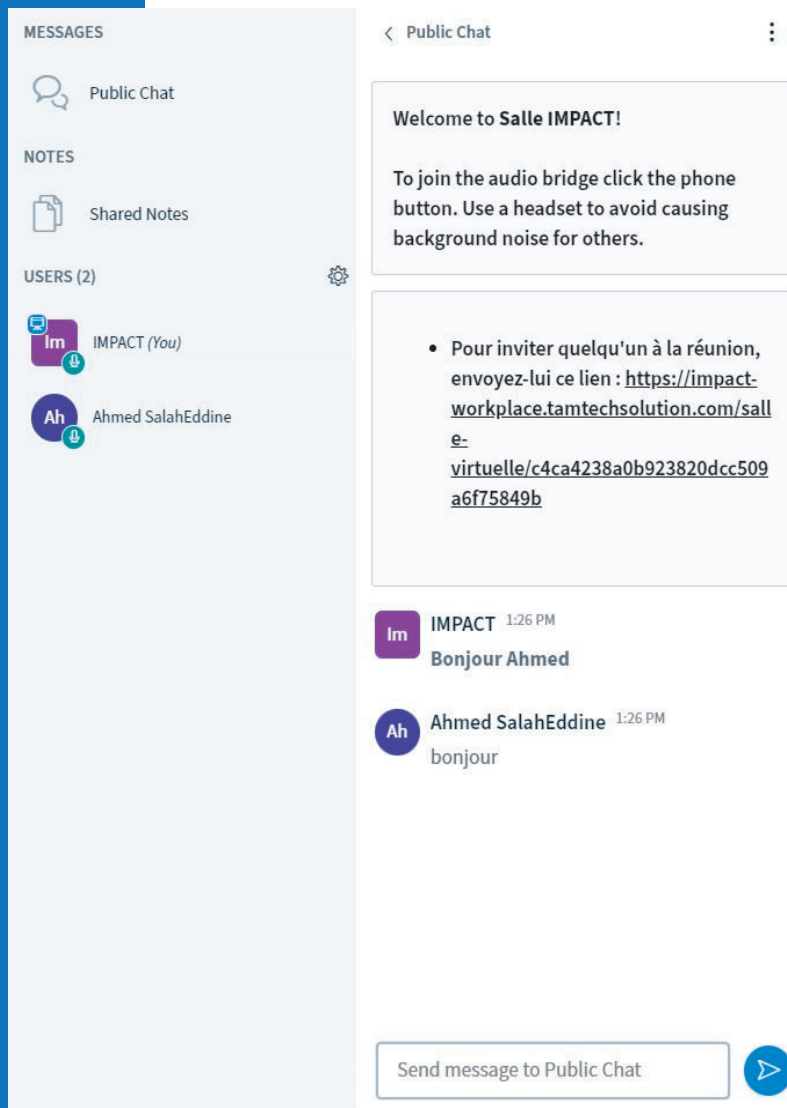


Also note the small overlaid icons:

- The little white board on a blue background at the top left indicates the presenter;
- Microphone indicates that the participant's microphone is on and can speak and have spoken interactions;
- The headset shows that the participant is an attendee (whose microphone is muted by default).

Public Chat :

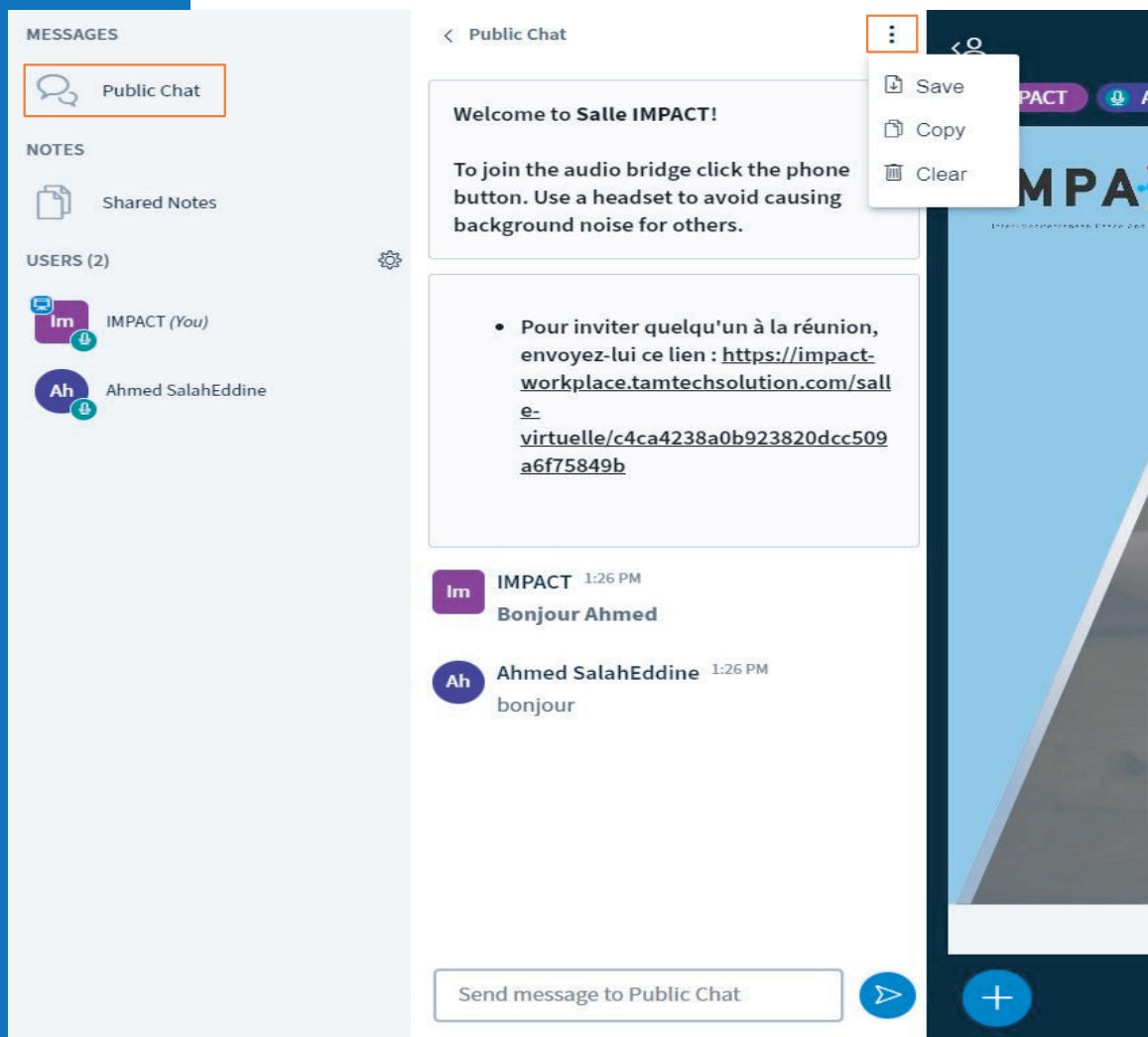
Besides the voice it is possible to communicate in writing. The "Public Discussion" window is opened when you log in. It is possible to reduce it and display it again via the menu by clicking on Public discussion.



It is though important to note that the discussion is not saved: it is lost when the room is closed.

The chat menu (via the 3 dots button, called hamburger, at the top of the window) allows you to:

- Save the text of the discussion in an HTML format
- Copy it to clipboard
- To erase it

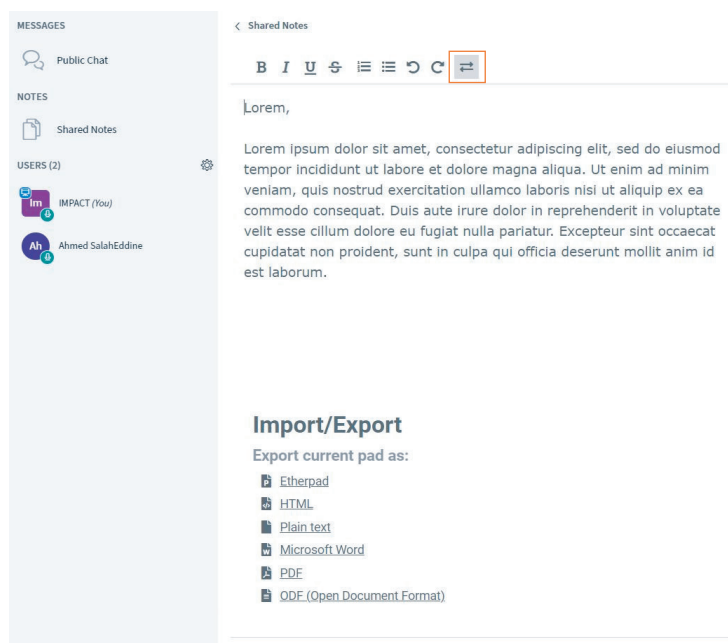


Shared Notes

From the left menu you can open the shared notes window. Similar to a simplified Framapad, each participant can write at the same time, forming a shared notes documents composed from all the attendees' notes



Just like the public discussion, please note that these shared notes will be lost when the room closes. If you wish to keep them, you must export them via the Import/Export button.



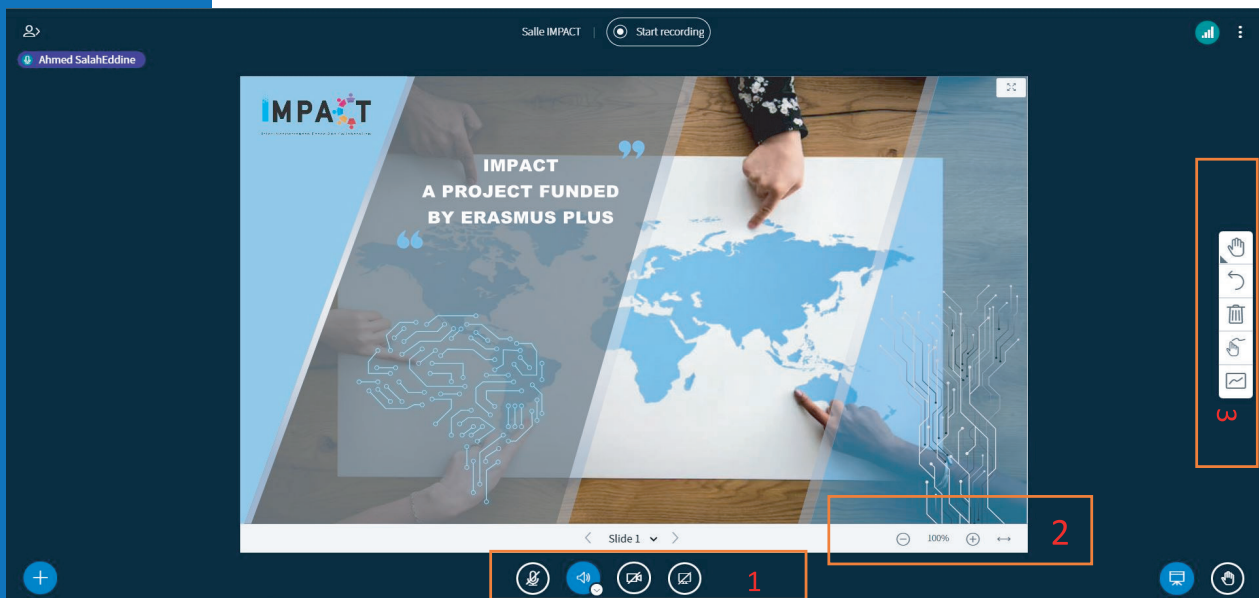
Presentations

The main area on the right is the space dedicated to displaying Presentations.

Only one person at a time can lead the presentation, they must have the status of “presenter”. A moderator can become a presenter himself (the previous presenter then automatically loses control) and can give control to a simple user.

You can display a presentation (PDF format or from an office suite, ODF and Microsoft). With the latter you can:

1. Switch slides or pages
2. Zoom and view in full screen
3. Add annotations



Audio and video controls

Depending on your role you will have certain icons located on the presentation in the middle.

Depending on the case, you can have two to four icons.

- Mute/Allow to speak: you just mute your microphone but you can easily reactivate it. Only if you have activated your microphone.
- Leave Audio/Rejoin Audio: You mute the sound, so you can't hear anything. By joining you can choose to be a spectator or to activate your microphone (entry into the room).
- Share webcam: to activate your webcam and be seen by other participants.
- Share your screen: Only if you are a presenter, you can share a particular window, a browser tab (Chrome and Chromium) or your entire screen.



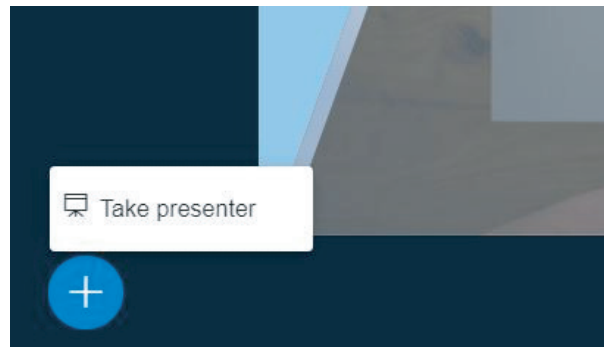
If you are only attending in spectator mode, you will see a headset instead of the microphone and the speaker icons. However, you can share your webcam and your screen (if you are a presenter).



Bouton Actions

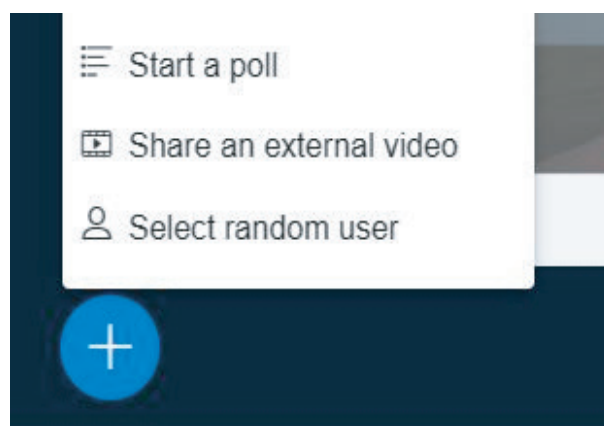
In the lower left corner of the presentation, the button with a plus sign gives access to presenter actions.

Moderators always have access to this button. It allows them to become a presenter (the previous one immediately loses this status).



The person leading the presentation then has access to three functions:

- Start a survey: allows you to quickly collect the opinion of assistance by asking a simple question.
- Load a presentation: to add and/or change presentation.
- Share an external video via its URL from a video streaming site such as YouTube, Vimeo, Dailymotion, etc.

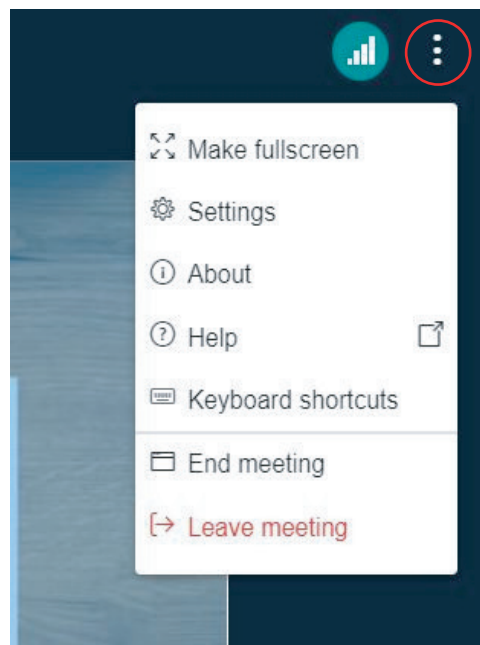


Menu options

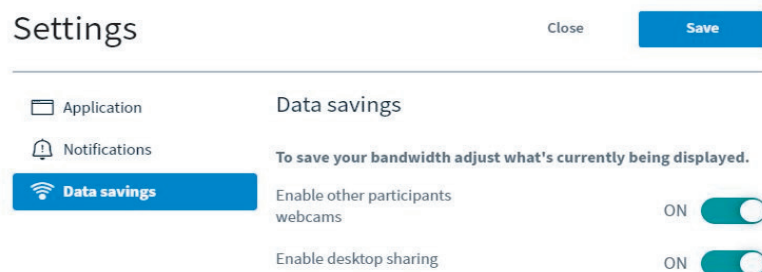
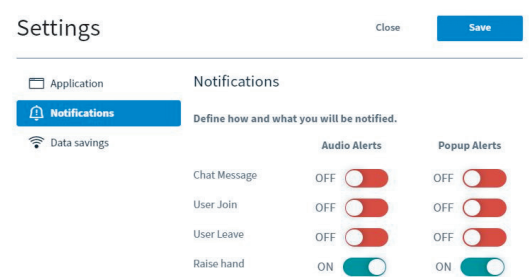
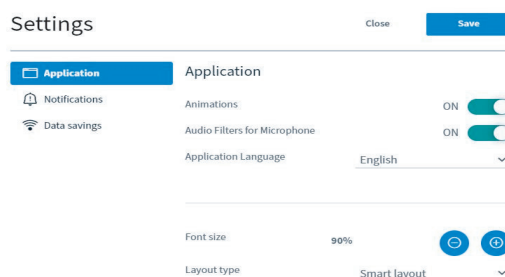
In the upper right corner is a 3-dot button opening the options menu.

Hereafter are the exit functions:

- End Meeting: The room is closed and everyone is forced to leave. Obviously, only a moderator has access to this function.
- Disconnection: to leave the room (return is possible).



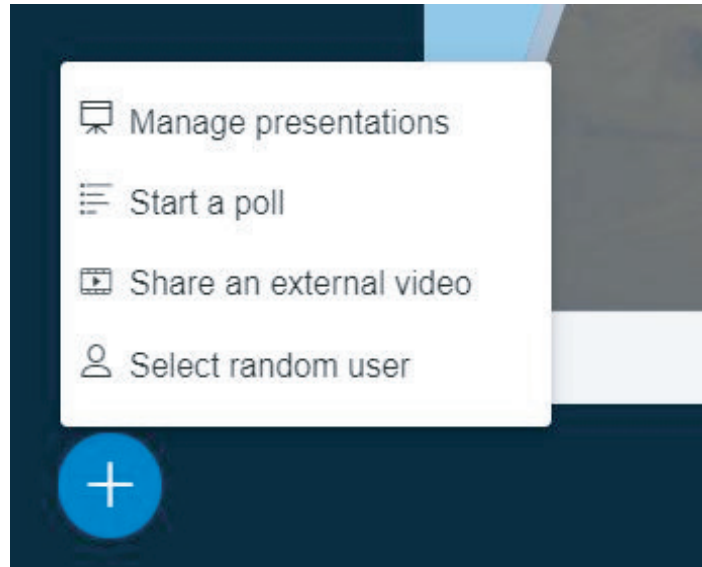
The settings allow you to add alerts, change the language, increase the size of the characters or even deactivate the webcams and desktop sharing.



Content Sharing

Upload a presentation

There is always a default presentation, set at administrator level. However, as a presenter, you can upload a new one.



Click on the Actions button and choose Load Presentation.

In the window that opens, simply drag a document to add it to the list.

PDF format is highly recommended. However, you can use a LibreOffice (odt, ods, odp) or MS Office (docx, xlsx, pptx) office suite format. You cannot use image formats (jpg, png, etc.). If you want to upload a freshly taken screenshot in png format, you will need to convert it to PDF first.

Presentation

Cancel

Upload

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 PRO.pdf

To be uploaded ...



 **CURRENT** default.pdf



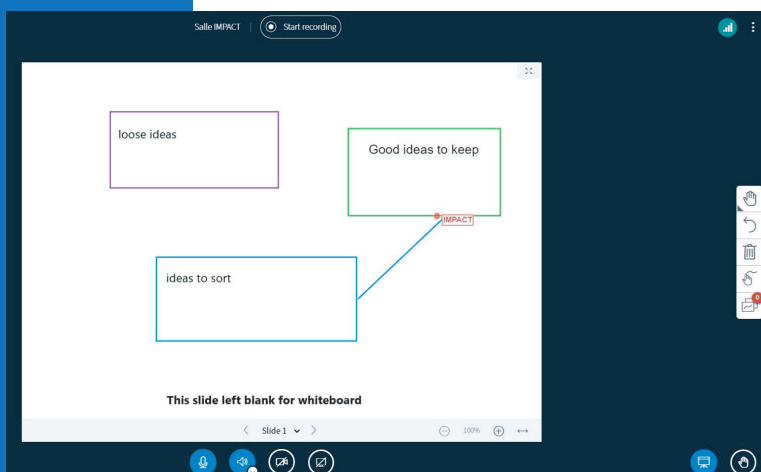
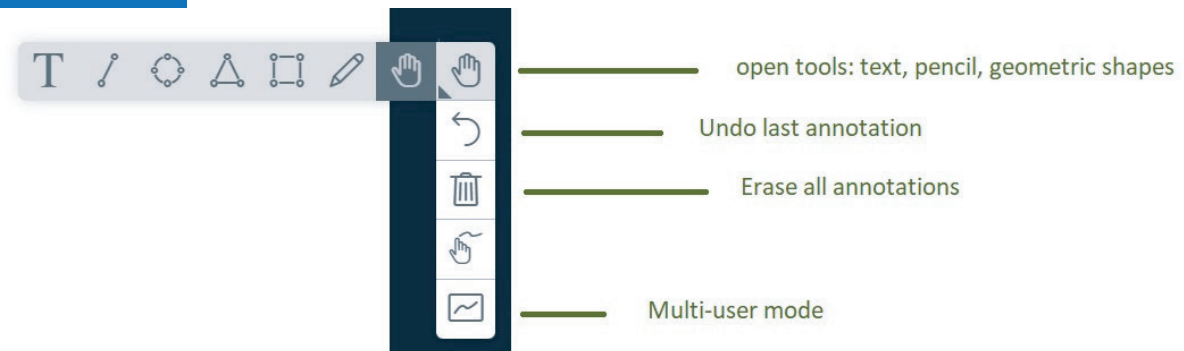
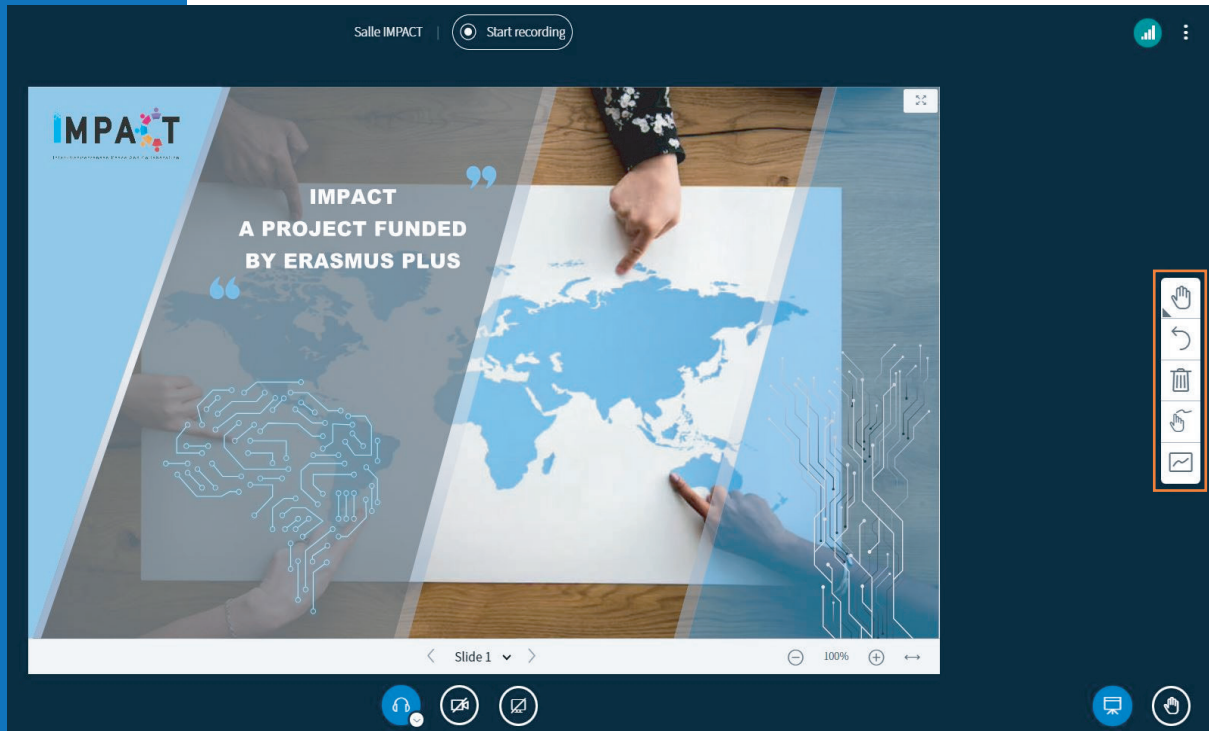
Drag files here to upload
[or browse for files](#)

At any time you can manage the presentations loaded on the platform and return to a previously shown one. In the list of presentations, each is terminated by two (the default) or three icons.

- The first allows the presentation to be downloaded by other participants. A download icon then appears at the bottom left of the presentation.
- The second allows you to select the one displayed.
- The third allows you to delete the presentation from the platform (note that when the chat room is closed, only the default presentation remains).

White Board

There is no "whiteboard" function, you have to use a presentation with blank slides. The default presentation has a welcome slide as well as six blank slides for that purpose.



Annoter le tableau

Whether it is white or provided with a presentation, it is possible to annotate the table as you would on a real physical table. Note that you cannot annotate a video or a screen share.

When you are a presenter, you have a toolbar to the right of the presentation.

Click on the first icon to choose a tool:

- Text: To type a text you must first draw a rectangular area in which the text will be circumscribed.
- Straight line.
- Ellipsis.
- Triangle (limited to an isosceles triangle with the point up).
- Rectangle.
- Freehand drawing (with assistance, the line is softened).
- Pan or panoramic in good French, the Hand tool allows you to move the view when the presentation is magnified and does not appear entirely on the screen.

Then the other buttons:

- Choose the thickness of the line or the size of the characters;
- Choose the color;

Undo the last trace;

- Delete all your annotations.

Finally, the last button activates multi-user mode. This allows all participants to annotate equally. Each cursor is identified with the name of its beholder.



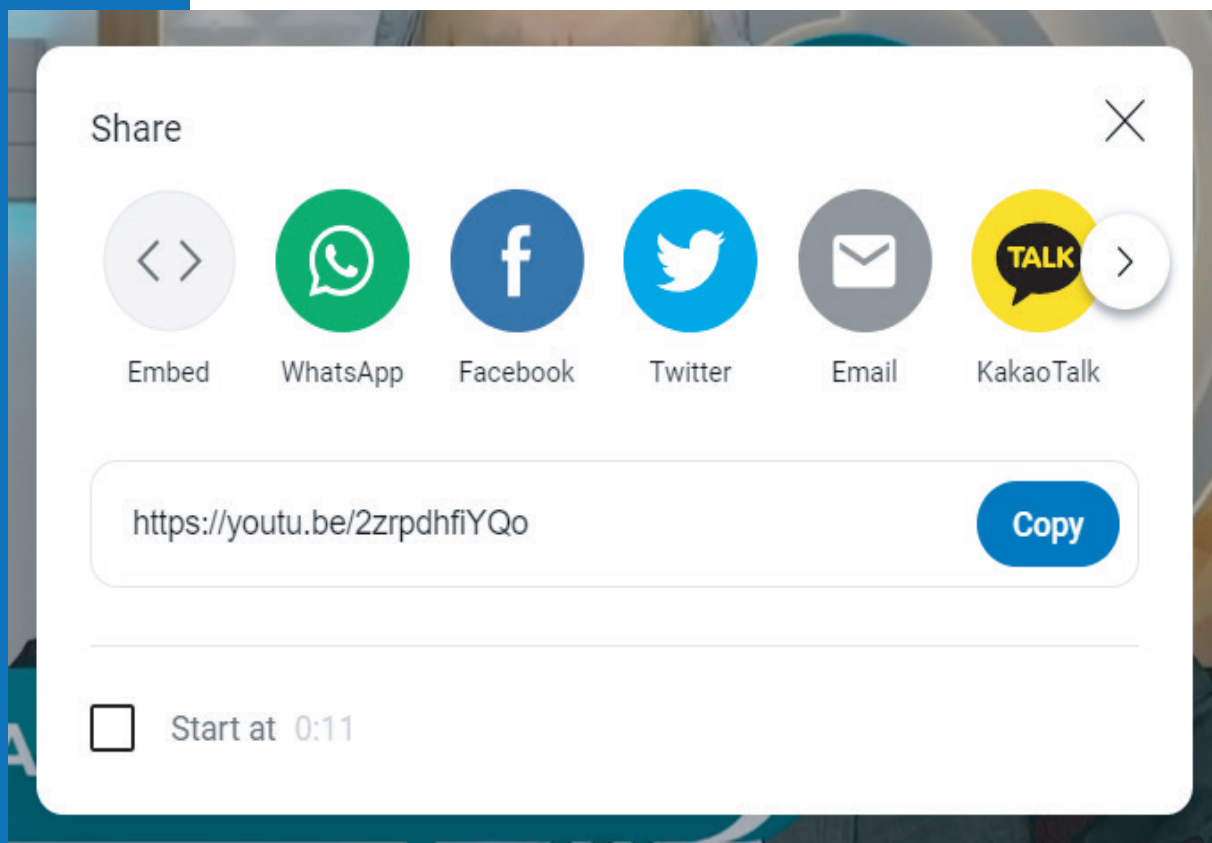
Note

Annotations are specific to each thumbnail in the presentation. Annotations are not saved when the show closes and are not exported when the presentation is downloaded. The only way to keep them is to take screenshots.

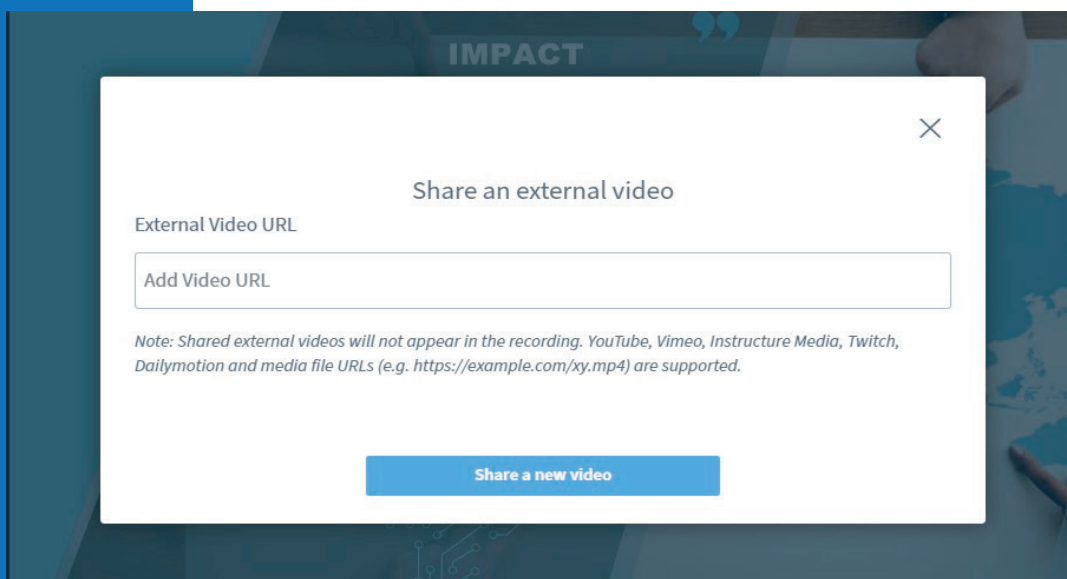
Sharing a video

Beforehand, you must have uploaded your video to a distribution platform such as YouTube, Dailymotion or Vimeo, you cannot upload your video directly to Workplace!

Here is an example with a video uploaded to Youtube. On the page broadcasting the video you can copy the URL in the address bar or click on the Share button and copy the link (URL).



Then return to the virtual room and, via the Actions button, choose Share an external video. In the new window paste the link copied previously then validate



Each participant must then start playing the video to allow playback synchronization. When the presenter pauses, moves the time slider, this information is passed on to all other participants. However, a participant can do the same on his side without it impacting the others.

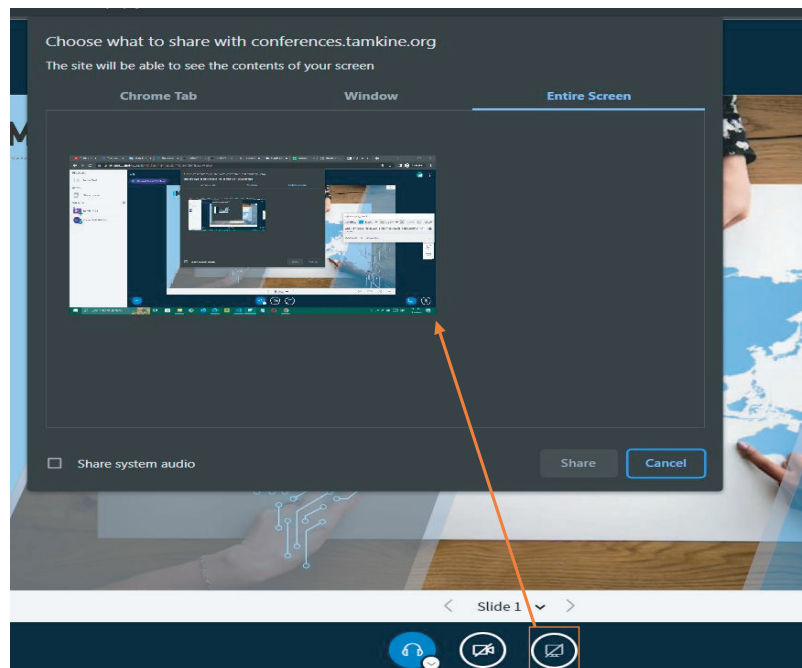
Be careful though, any action by the presenter resynchronizes the playback.

Screen Sharing

It can be useful or even necessary to show what you are doing on screen. The Share your screen button only appears if you are a presenter.

This opens a window offering you to:

- **Share your entire screen:**
- **Share a single software window:** beware, additional menus and windows such as Open File are not visible.
- In Chrome or Chromium only, you can also share a tab from that browser.



Click the Share your screen button again to stop sharing and return to the presentation.

Interactions with the participants

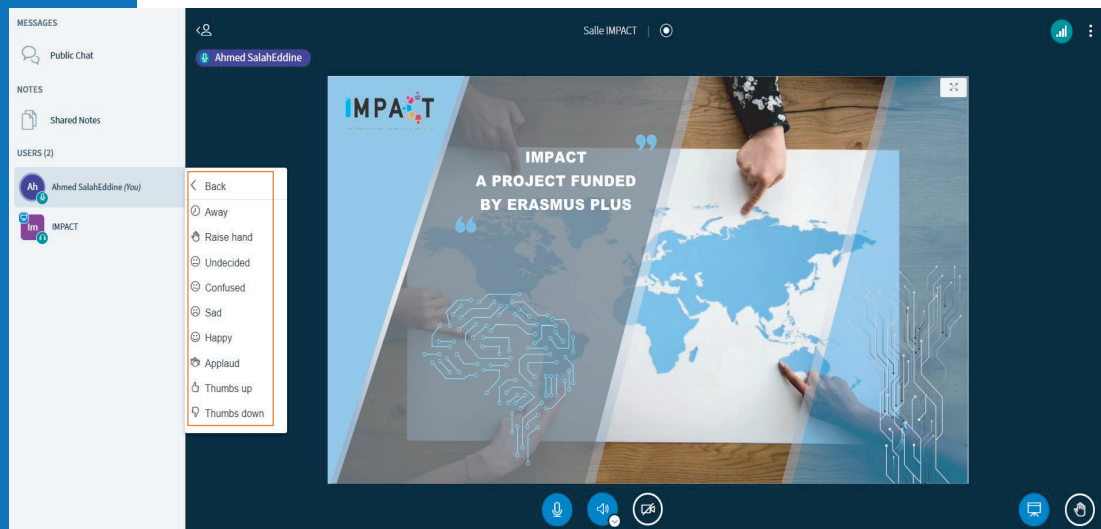
Indicate your feelings

In addition to expressing yourself via your microphone or the public discussion space, you can also give more discreet indications. This can be useful if there are a lot of participants to avoid becoming a cacophony.

In the list of users on the left click on your name. A menu opens and you can Set your status.

- Far away: report your absence in front of the screen (go to the toilet, leave your seat for a while, etc.)
- Raise your hand: signal your willingness to speak.
- Indicate how you feel: uncertain, confused, sad, delighted, applause.
- The presenter can also ask you for your opinion, favorable or unfavorable, but it is more practical to collect an opinion via a poll.

Note that these indications appear as an icon instead of the two letters of your first name in the list of users.



The moderator can, at any time, reset these feelings via the user menu (cog icon then Clear status icons).

Submit a survey

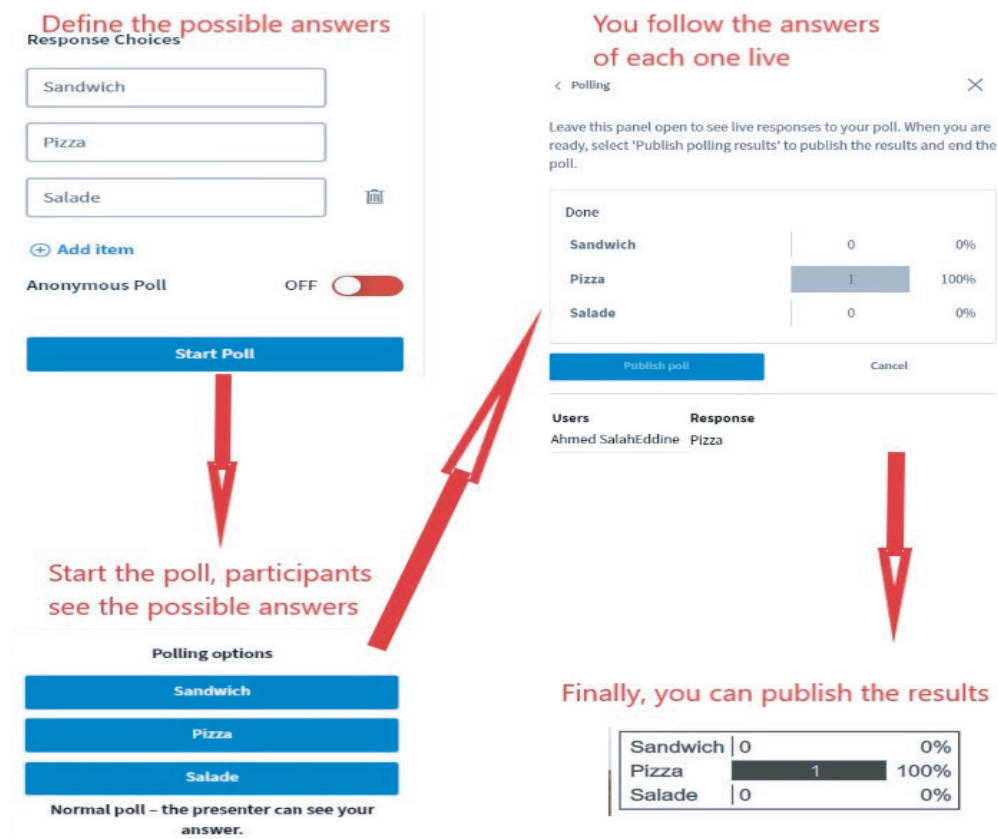
You can ask participants questions by organizing the answers in the form of a poll. This allows everyone to respond.

From the Actions button you can start a survey.

The image shows a Zoom meeting interface. On the left, a sidebar contains sections for 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), 'POLLING' (Polling), and 'USERS (2)' (IMPACT (you), Ahmed SalahEddine). The main window displays a presentation slide titled 'IMPACT A PROJECT FUNDED BY ERASMUS PLUS'. The slide features a world map and circuitry graphics. A 'Start recording' button is visible in the top right of the meeting window. A 'Polling' window is open, showing a text input field for a question and four response type buttons: 'True / False', 'A / B / C / D', 'Yes / No / Abstention', and 'User Response'. An orange arrow points from the 'Start a poll' option in the Zoom actions menu (located at the bottom of the meeting window) to the 'Polling' window.

Here is an example where you submit a menu choice for lunch break

1. Define the answers (this is a personalized survey, so you must write them).
2. Start the poll, a window with the answers is displayed on the screens of the participants.
3. Follow the responses as they come up and check that everyone is responding.
4. Finally, you can choose whether or not to publish the answers to the participants.



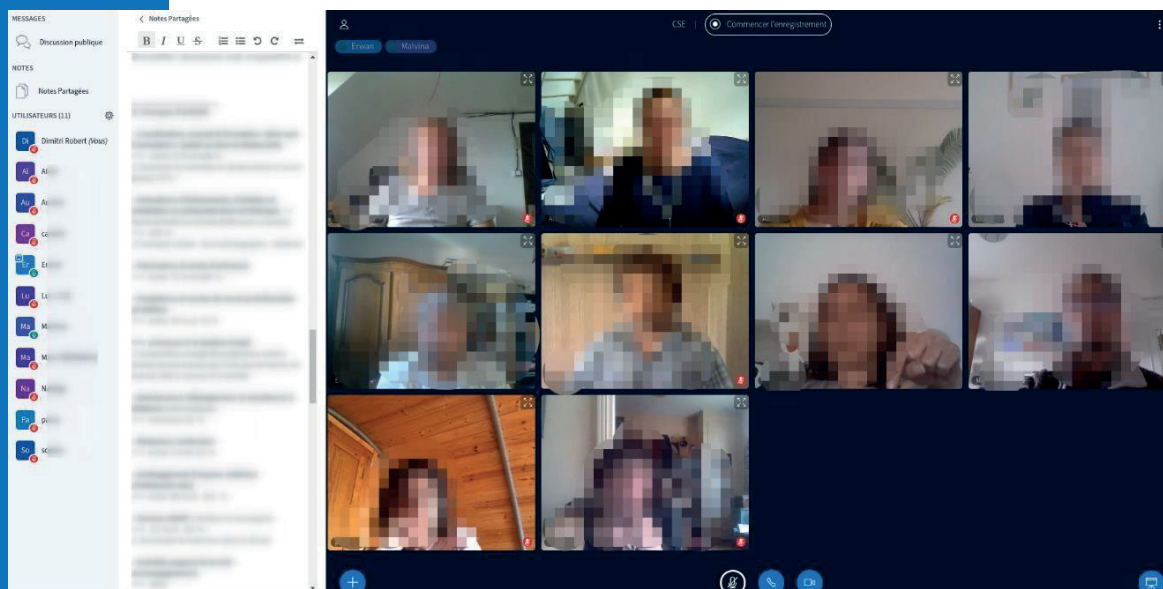
Work Meetings

TamTech Workplace can also be used for a work meeting, without a support presentation, simply to see each other and discuss.

To do so, close the presentation if you are not using it, this increases the space allocated to the cameras.

- Each participant can activate their camera if they wish (or if they can).

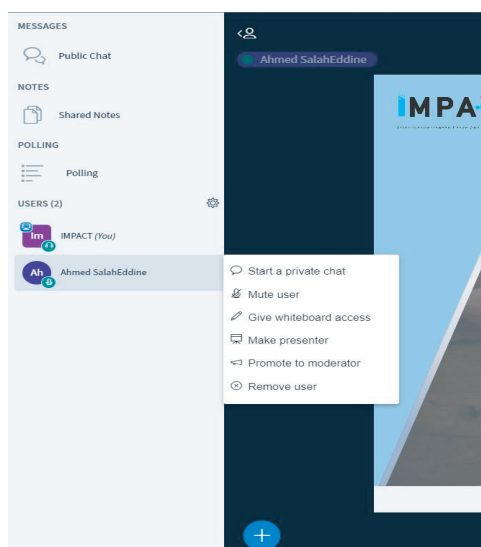
- One or two people facilitate the meeting. The other participants only activate their microphones when talking.
- It is possible, even recommended, to take shared notes.
- The public chat room can also be used.



Microphone control

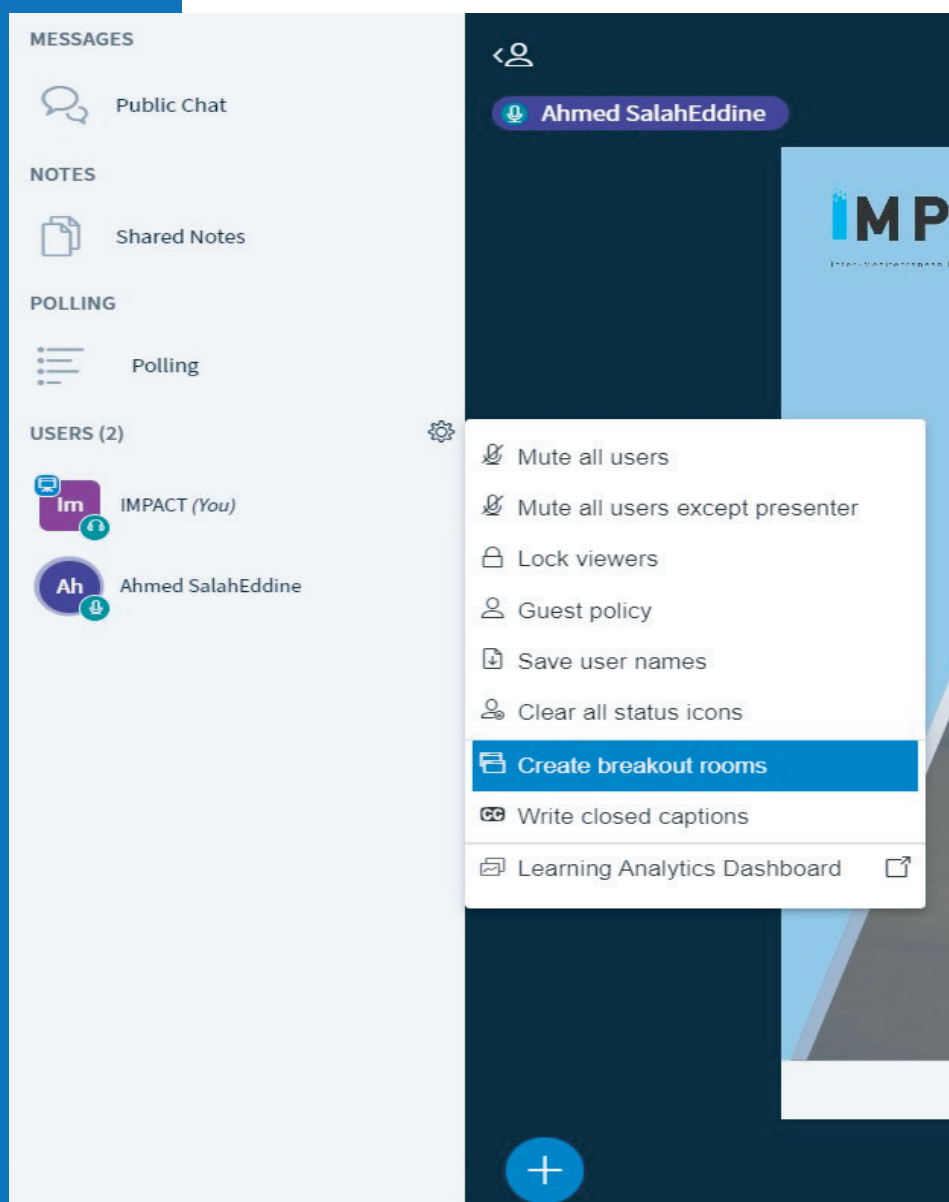
A moderator can mute a participant's microphone by clicking on the button bearing his name located above the webcams. This badge only appears when the person's microphone picks up sound.

You can also mute someone's microphone by clicking on their name in the list of users and then Mute.



A moderator can also mute everyone (optionally except the presenter) via the users menu.

Sub-groups: It is possible to create “private meetings”. These are spaces offering the same characteristics as the main lounge, allowing participants to gather in small groups, without disconnecting from the main lounge. To do this, open the user menus and choose Create private meetings.



- You can create between two and eight private meetings.
- You must set a duration for the existence of these meeting spaces.
- You must then drag participants into at least one meeting space with the mouse.

- By default, participants can only go to the meeting you assigned them to. The Allow participants to choose a meeting room to join check box allows you to leave room movements free.

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

5



15



Randomly assign

☐ Allow users to choose a breakout room to join

Not assigned (2)

IMPACT (You)

Ahmed SalahEddine

Room 1

Room 2

Room 3


Room 4

Room 5

Each person assigned to a private meeting then receives an invitation. Accepting this invitation adds the person to the space private and also cuts his microphone in the main living room. He is then again asked to choose between using the microphone or just being a spectator. Then everything happens as in the main room.

Join breakout room


Close

Join room 


Do you want to join Salle IMPACT (Room 1)?

From the main room a new entry is added to the left menu allowing you to join a private meeting. If you are a moderator, you can go to any room. You can also end all meetings.


MESSAGES

 Public Chat


NOTES

 Shared Notes


POLLING


 Polling

BREAKOUT ROOMS

 Breakout Rooms

USERS (2)

 IMPACT (You)

 1 Ahmed SalahEddine

< Breakout Rooms

Room 1 (1)

Ahmed SalahEddine

Ask to join

Room 2 (0)

Ask to join

Room 3 (0)


Ask to join

Room 4 (0)

Ask to join

Room 5 (0)

Ask to join

Duration 13:05 

End all breakout rooms

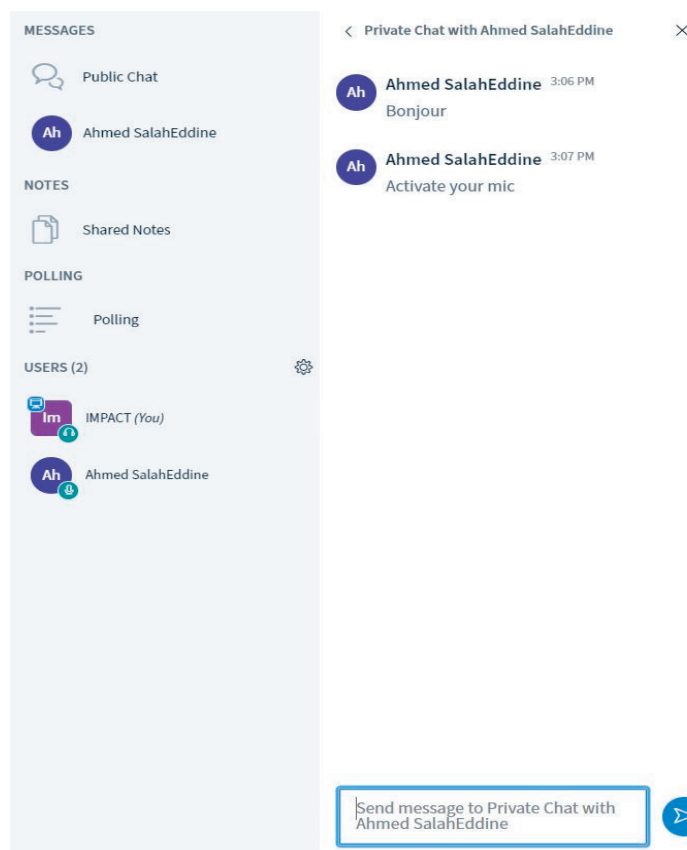
Private Chat

It is possible to engage in a private written discussion with someone. In the list of users click on the name of the person with whom you wish to communicate and choose Start a private chat.

Start writing your conversation and the recipient will be notified.

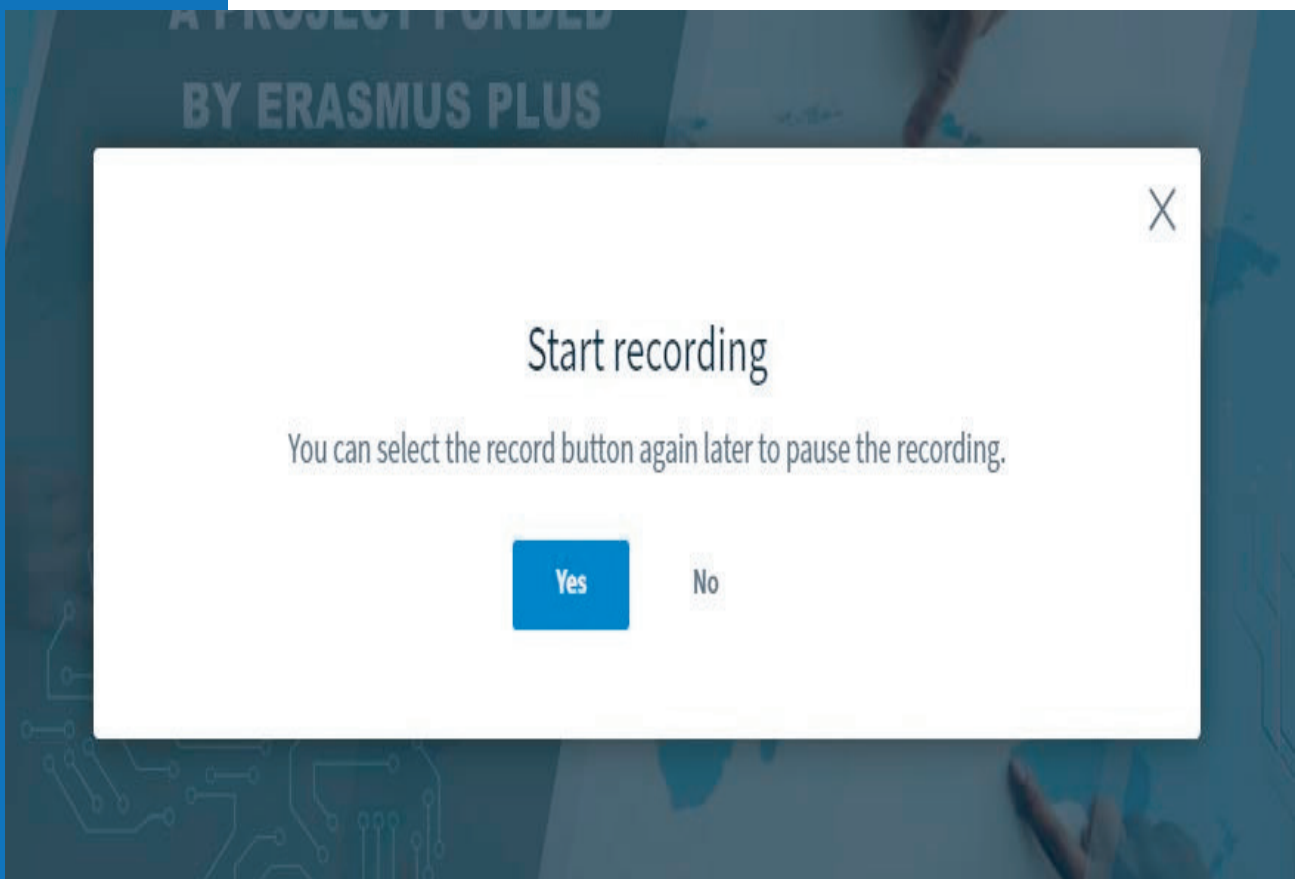
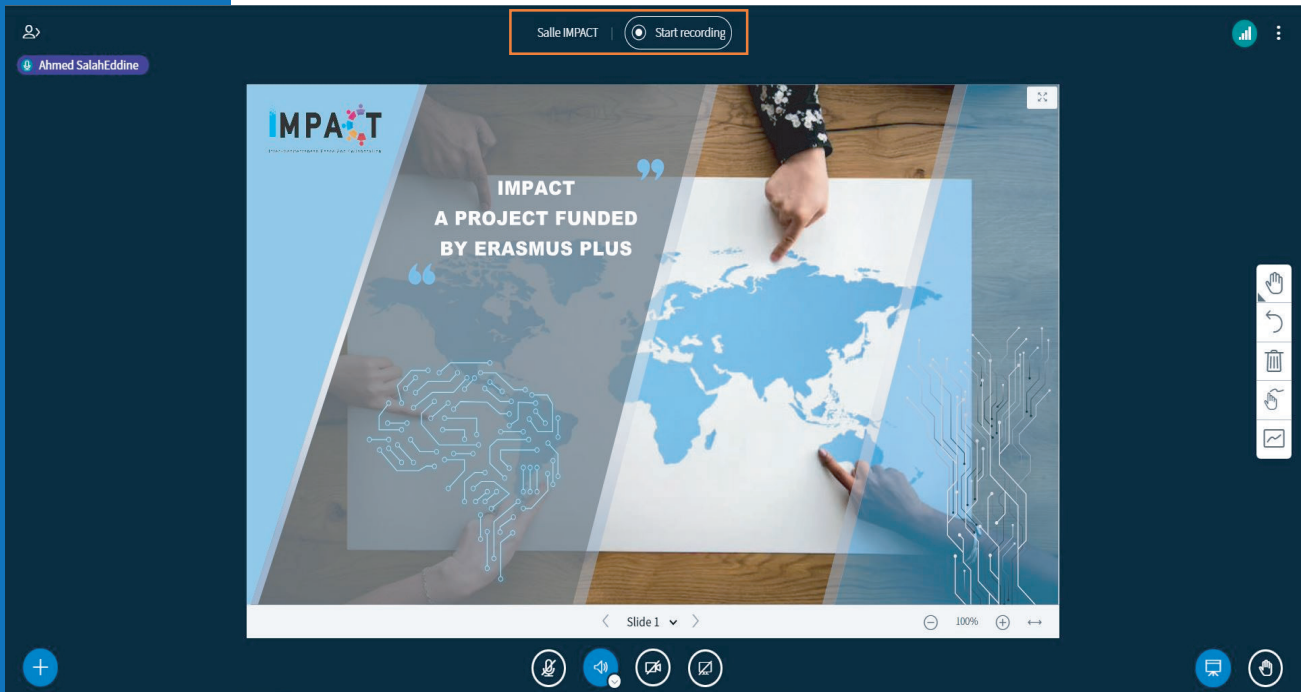


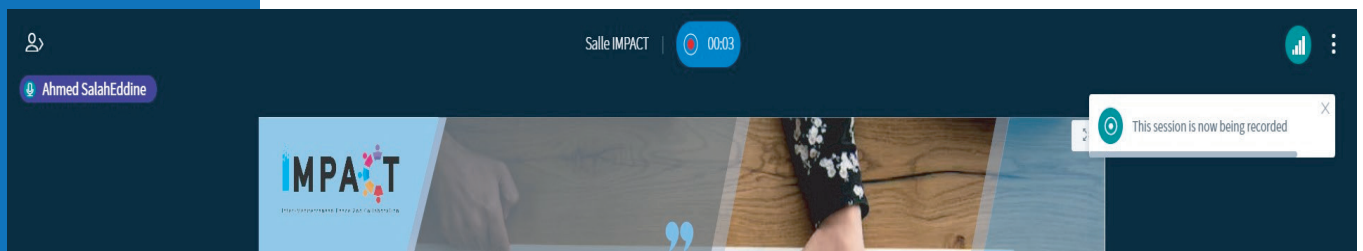
All he has to do is click on the discussion in the Messages menu to open it and reply.



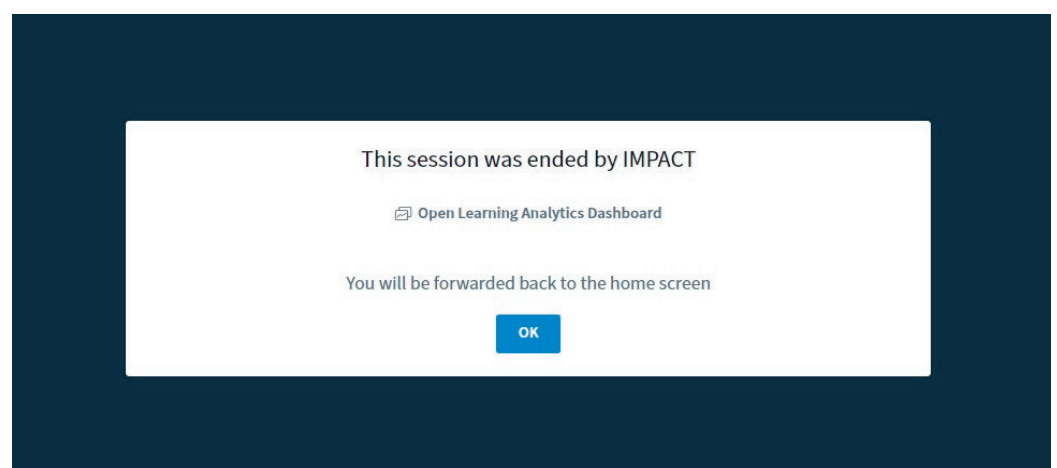
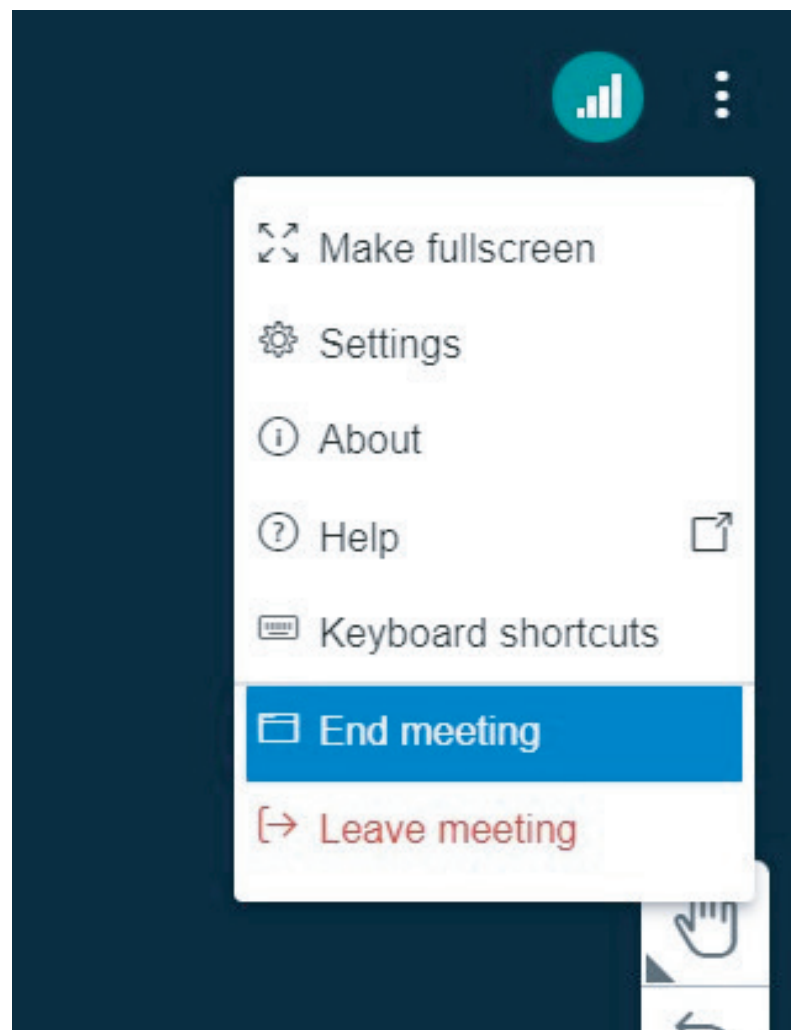
Recording a virtual session

Once your virtual room is launched, click Start Recording if you wish for your virtual session to be recorded.





When you are finished, click on the menu (the hamburger menu) and then on End meeting





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#TamTech_harnessing_AI_to_serve_you