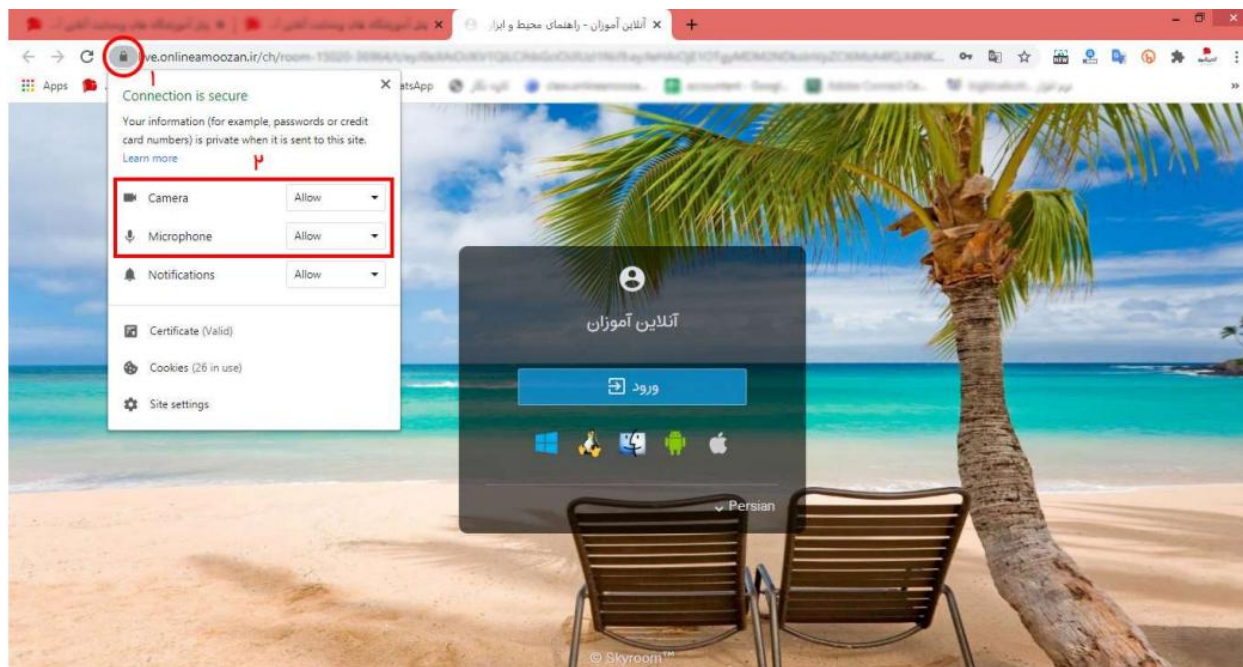


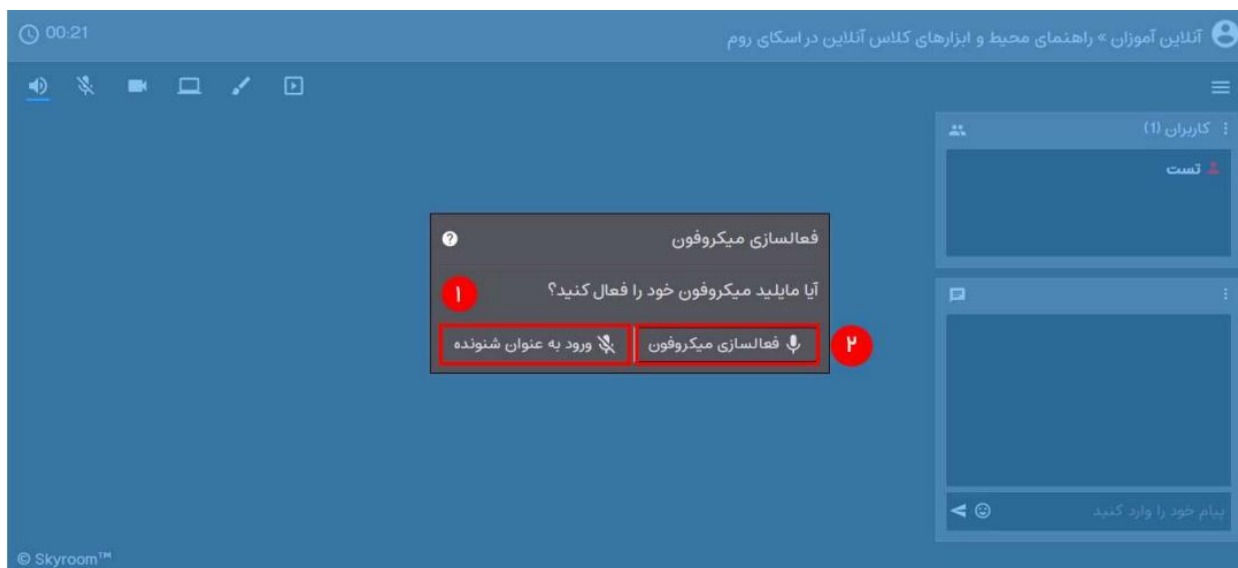
Skyroom User Guide

Online Classes and Webinar Environment

After entering the online classroom, depending on your assigned role (Operator or Presenter), you can use the available classroom tools.

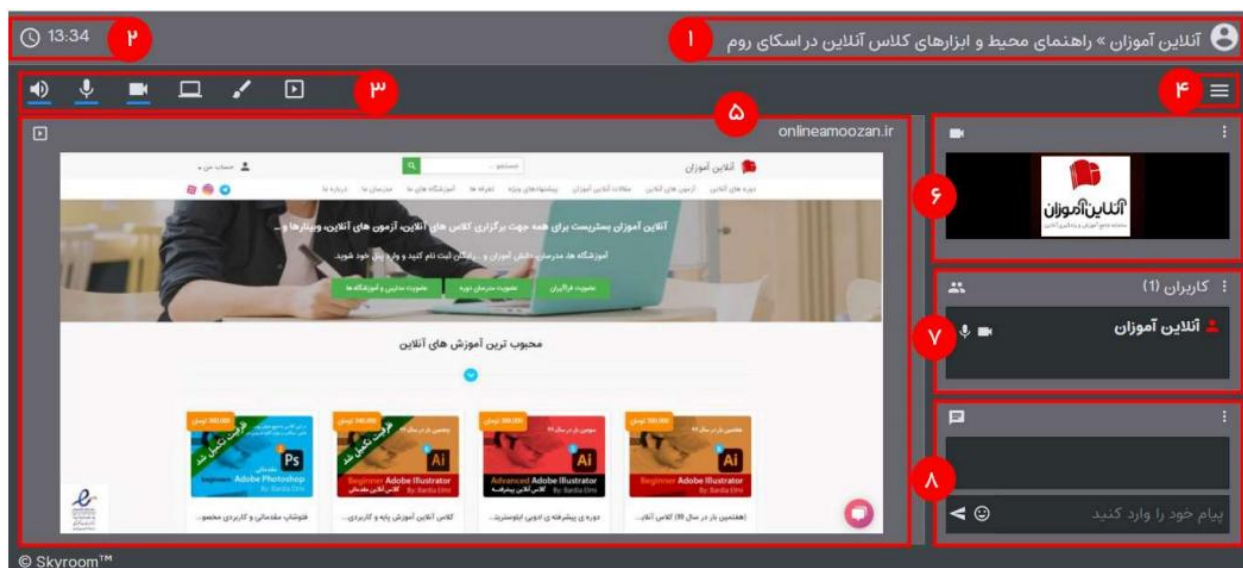


The first time you enter the classroom, a message requesting permission to access your **microphone** will be displayed.



1. By selecting this option, the online classroom will be granted permission to access your microphone; however, the microphone will remain **muted**.
2. This option allows you to activate your microphone and use it during the online class.

The Skyroom interface consists of several tools and panels. Depending on your access level (**Administrator, Instructor, or Student**), you may have access to all or only some of these tools.



The main sections of the Skyroom interface are:

1. The organizer's brand name (**Online Amoozan**) together with the title of the online classroom is displayed here.
2. The elapsed time since the class started is shown to all participants.
3. **Toolbar** containing the communication tools available to the presenter.
4. **Main Menu**, providing access to options such as User Information, Connection Status, Settings, Layout, Exit, and Close Room.
5. The presentation area where shared content such as slides, videos, desktop sharing, and the whiteboard is displayed.
6. Displays users' webcam streams and currently playing audio files.
7. The **Users Panel**, where all participants and their roles are listed. Operators can also manage users from this panel.
8. The **Chat** window displays text messages sent by users. This section is designed for written communication among participants. You can type your message in the text box at

the bottom of the chat window and send it by clicking the **Send** button or pressing the **Enter** key.

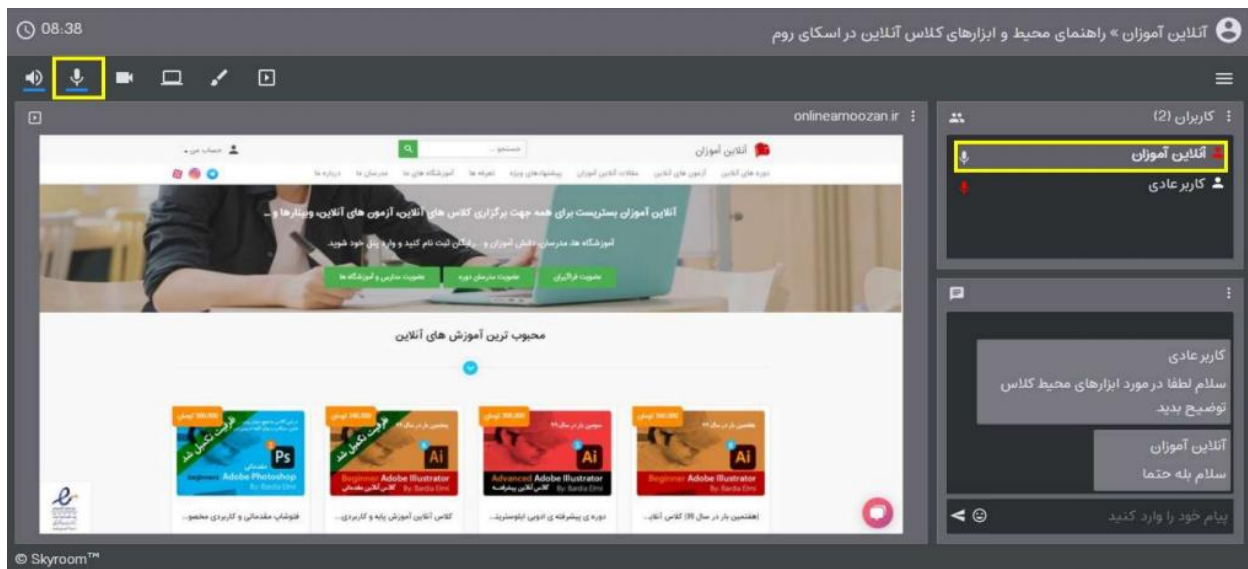
The following sections describe each part of the interface in more detail.

Toolbar

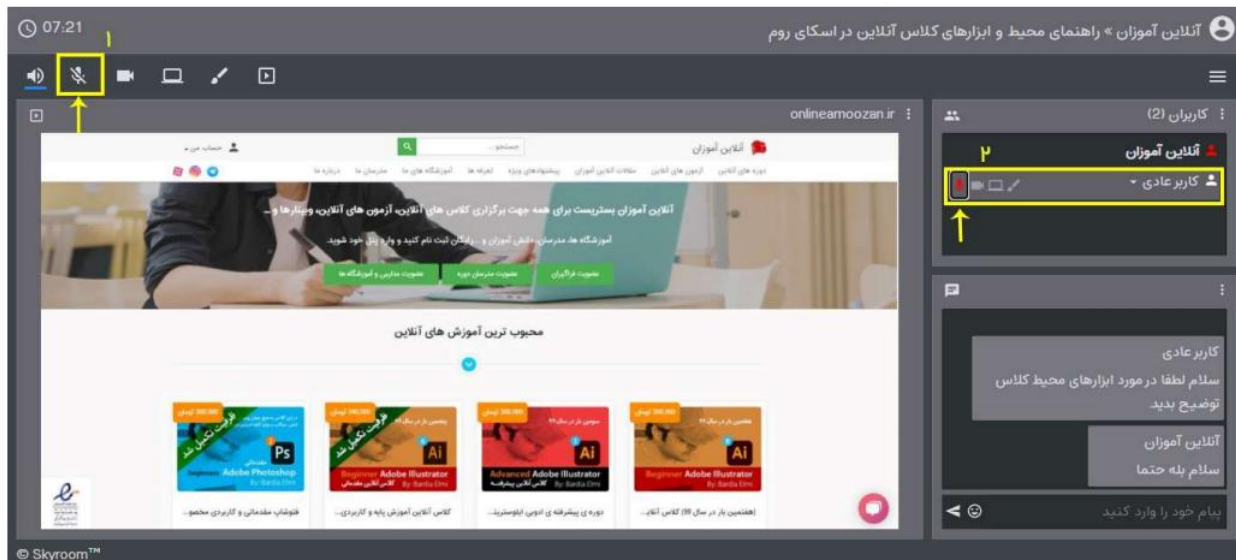
Microphone

One of the most important communication tools in the online classroom is **voice communication**. The microphone icon is located on the left side of the toolbar at the top of the screen. Click the **Microphone** icon to enable or disable your microphone.

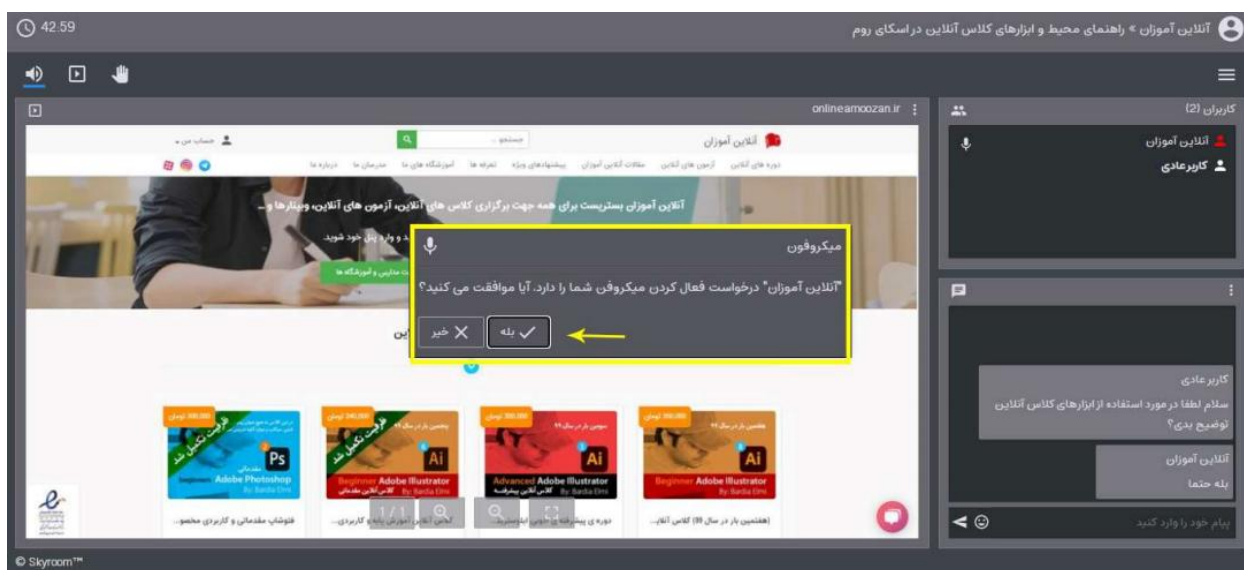
When your microphone is active, its icon appears next to your name in the **Users** panel.



To enable a student's microphone, move the mouse pointer over the student's name in the **Users** panel. From the menu that appears, click the **Microphone** icon.



A request will then be sent to the student asking for permission to activate the microphone. Once the student accepts the request, their voice will be broadcast in the online classroom.



Important Notes

If clicking the microphone icon does not activate your microphone, one of the following reasons may apply:

- Your browser does not have permission to access the microphone.
- Your internet speed is below the required level.
- Your microphone is not properly connected or has a hardware problem.
- The microphone drivers are not installed correctly.

The quality of your voice communication depends directly on the quality of your microphone.

For the best experience, it is recommended to use a high-quality microphone or a reliable mobile phone headset.

Webcam

If you are assigned the **Presenter** or **Operator** role, you can communicate with other users through your webcam.

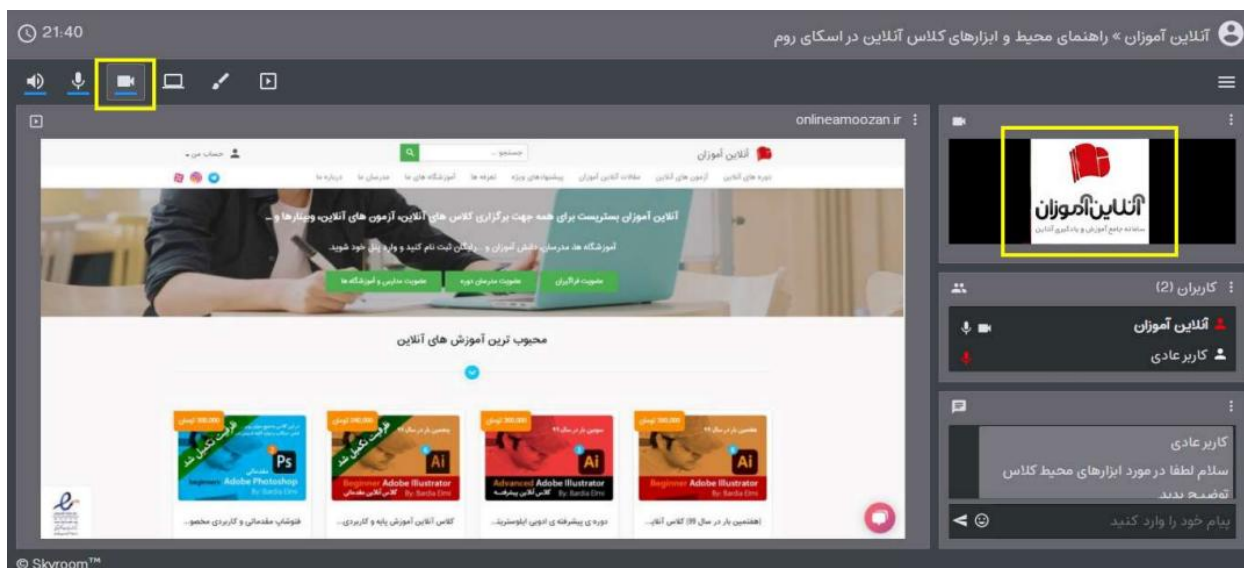
To enable your webcam, simply click the **Webcam** icon on the toolbar.

Your camera will become active and your live video will be broadcast to all participants in the online classroom.

To activate a student's webcam, follow the same procedure used for enabling the microphone:

- Move the mouse pointer over the student's name.
- Click the **Webcam** icon from the displayed menu.

The student will receive a permission request. Once approved, the student's video will be shared with everyone in the classroom.



Important Notes

Your webcam may fail to start for one of the following reasons:

- Your browser does not have permission to access the webcam.
- Your internet speed is insufficient.
- Your webcam is not connected properly or has a hardware issue.

- The webcam drivers are not installed correctly.

Because video communication requires significantly more bandwidth, it is recommended to turn off your webcam whenever it is not needed. This reduces your own internet usage and helps improve the experience for other participants.

If you are using a laptop or smartphone, you can use its built-in camera.

Desktop Sharing

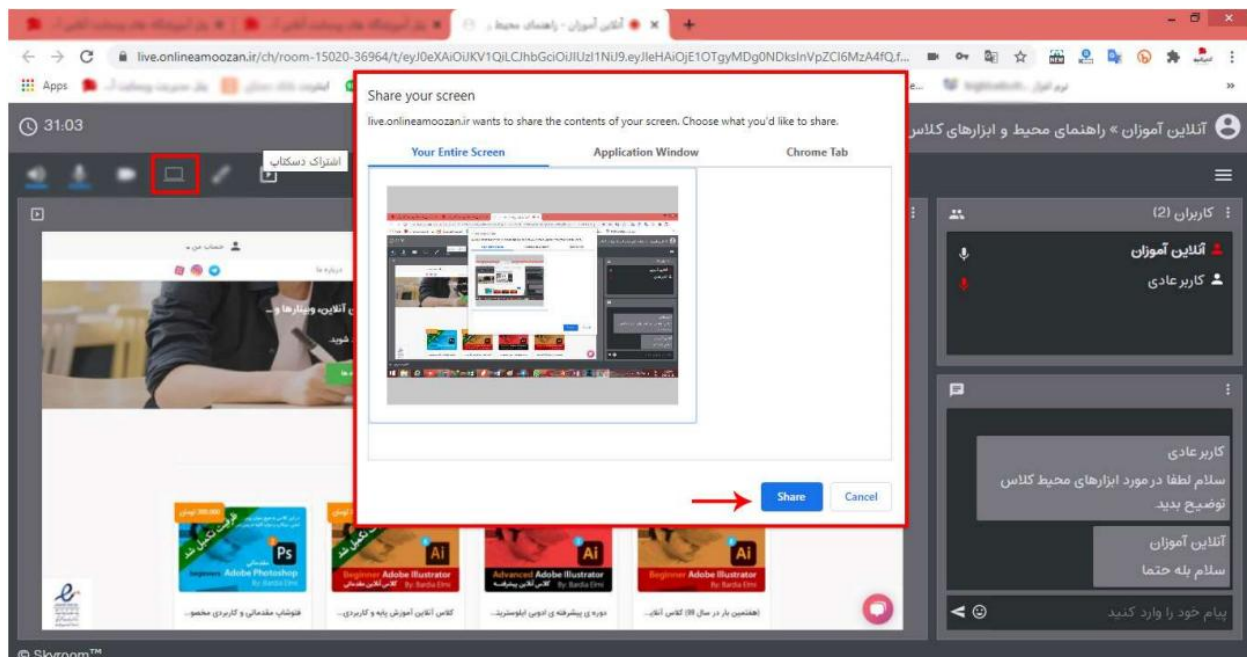
Presenters and Operators can share their desktop screen with all participants.

Desktop sharing is supported in **Google Chrome**, **Mozilla Firefox**, and **Opera** on **Windows**, **Linux**, and **macOS**. Currently, this feature is **not supported** on **Android** and **iOS** devices.

Click the **Desktop Sharing** icon on the toolbar. A new window will appear with two tabs.

Select the available option in the first tab and click **Share** to broadcast your entire desktop.

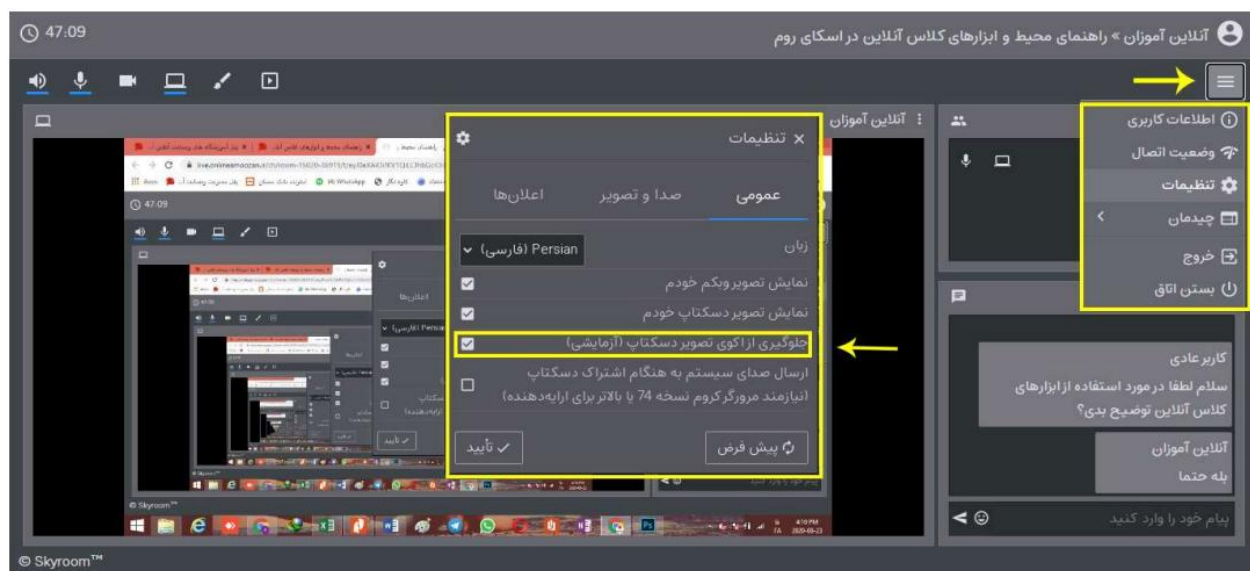
All participants will then be able to view everything displayed on your computer screen.



After sharing your desktop, if you return to the Skyroom classroom page, you may notice a recursive screen effect, commonly known as the **screen echo** effect. This is completely normal and does **not** affect your presentation. Participants will no longer see this effect once you switch back to another application or window outside the online classroom.



You can also eliminate this effect by opening the **Main Menu**, selecting **Settings**, and under the **General** tab enabling the option: **Prevent Desktop Echo**



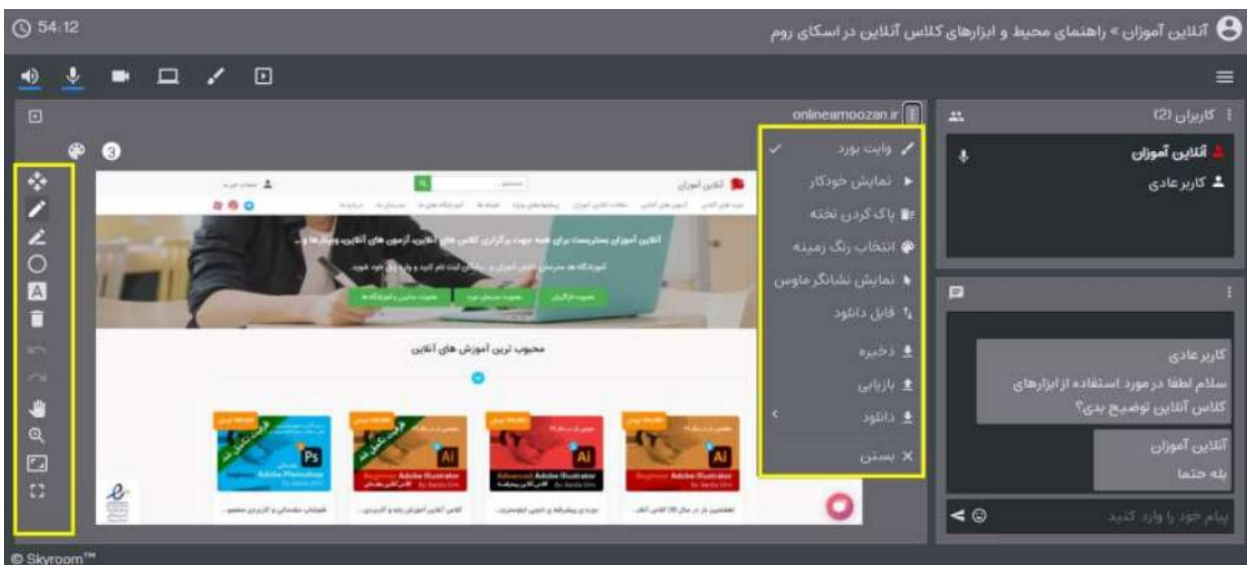
Whiteboard

If you have the **Presenter** or **Operator** role, you can use the **Whiteboard** tool to present handwritten or drawn content using a mouse, stylus, or digital pen.

To open the Whiteboard, click the **Whiteboard** icon on the toolbar.

For a larger working area, it is recommended to disable **Desktop Sharing** and **Slide Presentation** before using the Whiteboard.

The toolbar displayed on the left side of the Whiteboard provides various drawing and editing tools.



File Sharing and File Management

To share documents, audio files, or videos with participants, use the **File Manager**. Click the **File Manager** icon on the toolbar to open the File Management window.



Uploading Files

To upload a file:

1. Open the **File Manager**.
2. Click **Upload File**.
3. Select the desired file type.
4. Click **Choose File to Upload**.
5. Select the file from your computer.

The upload process will begin immediately.



Displaying Uploaded Files

After the upload is complete:

1. Open the **Files List**.
2. Select the desired file.
3. Click **Play** (or **Display**).

The selected file will immediately become visible to all participants in the online classroom.

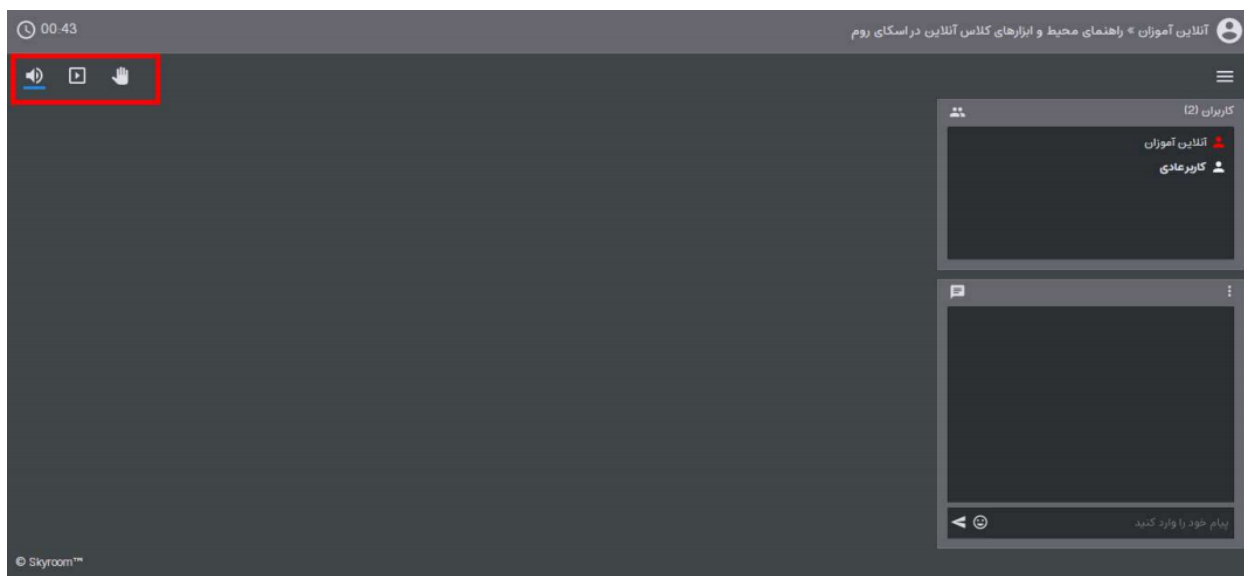


Raise Hand (Participant View)

Participants have access to only three communication tools on the toolbar:

- Microphone
- Webcam
- Raise Hand

The **Raise Hand** feature allows participants to request permission to speak without interrupting the instructor.



When a participant clicks the **Raise Hand** button, the instructor receives a notification indicating that the participant wishes to ask a question or speak.

A **hand icon** will appear next to the participant's name in the instructor's Users panel.

The instructor may then choose to:

- Enable the participant's microphone.
- Ignore or decline the request.



Main Menu

The **Main Menu** provides access to several important options, including:

- User Information
- Connection Status
- Settings
- Window Layout
- Exit
- Close Room

These options allow users to configure and manage their classroom environment.



The **User Information** section displays information such as:

- Username (Phone Number)
- User Role
- Operating System
- Web Browser
- IP Address
- Login Time

This information helps administrators troubleshoot technical issues and monitor users.



Connection Status

The **Connection Status** window displays the quality and performance of the user's internet connection.

The following information is available:

- **Connection Duration** – Time elapsed since joining the classroom.
- **Data Usage** – Total internet traffic consumed since entering the classroom.
- **Data Transfer Rate** – Your current internet speed.
- **Connection Quality** – Indicates the quality of your connection. This value should preferably remain above **8**.
- **Latency** – Lower latency indicates a more stable connection. If latency exceeds **100 ms**, your internet connection may be unstable.

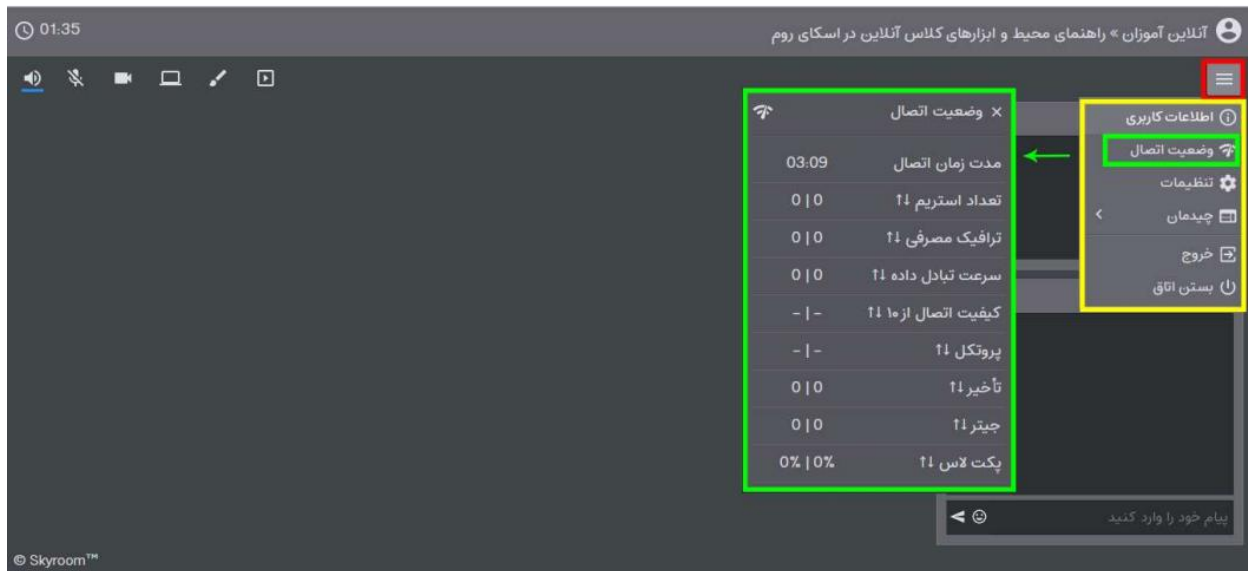
Jitter

Jitter represents the variation in network latency. Lower jitter values indicate a more stable connection.

Packet Loss

Packet loss is displayed as a percentage.

- Up to **2%**: Normal connection quality.
- Between **2% and 5%**: Indicates network instability.
- Above **5%**: The connection quality is too poor for participating effectively in the online classroom.



Settings

The **Settings** menu allows you to configure audio, video, notifications, and other application preferences.

General Tab

The following options are available:

- Select the application language.
- Show my webcam preview.
- Show my shared desktop preview.
- Prevent desktop echo.
- Share system audio during desktop sharing.

Audio & Video Tab

You can configure:

- Microphone selection.
- Microphone test.
- Webcam selection.
- Webcam test.

Notifications Tab

You can enable or disable notification sounds for the following events:

- A user joins the room.
- A user leaves the room.
- A participant raises their hand.
- You are removed from the room.
- A new chat message is received.
- Audio or video transmission is interrupted.
- Connection to the server is lost.



The **Layout** submenu allows you to customize the workspace by showing, hiding, or repositioning the following panels:

- Users Panel
- Chat Panel
- Slides
- Whiteboard

This allows each user to organize the interface according to their preferences.



Leaving or Closing the Room

To leave the online classroom, select **Exit**.

To end the session for everyone, select **Close Room**.

Important

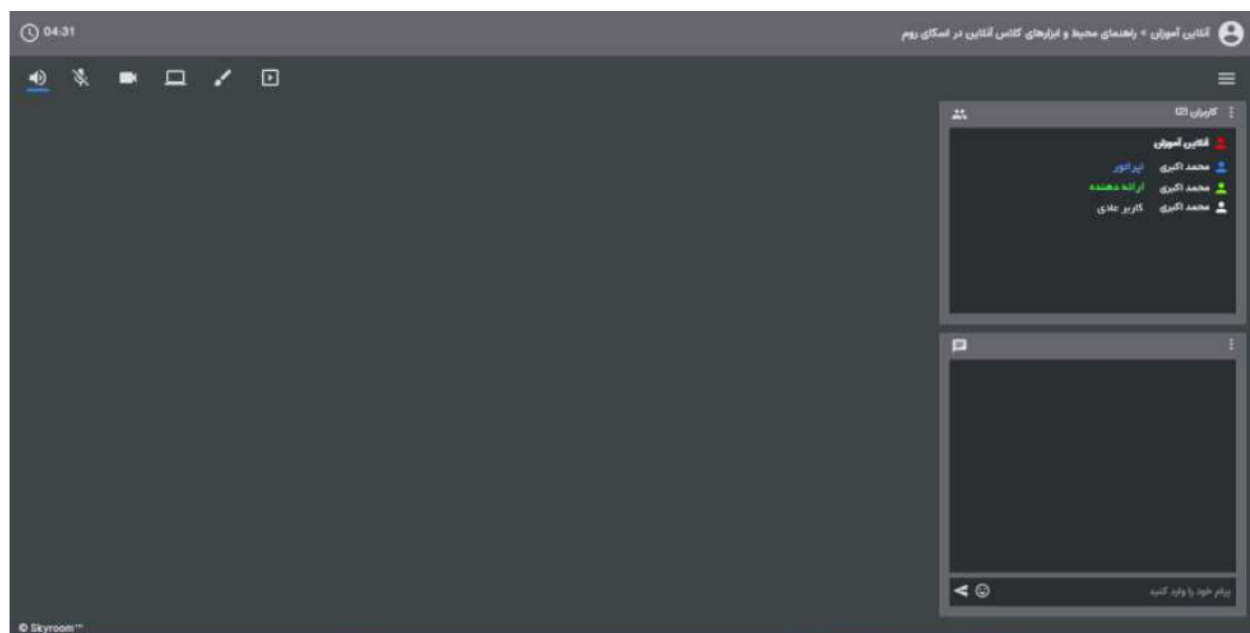
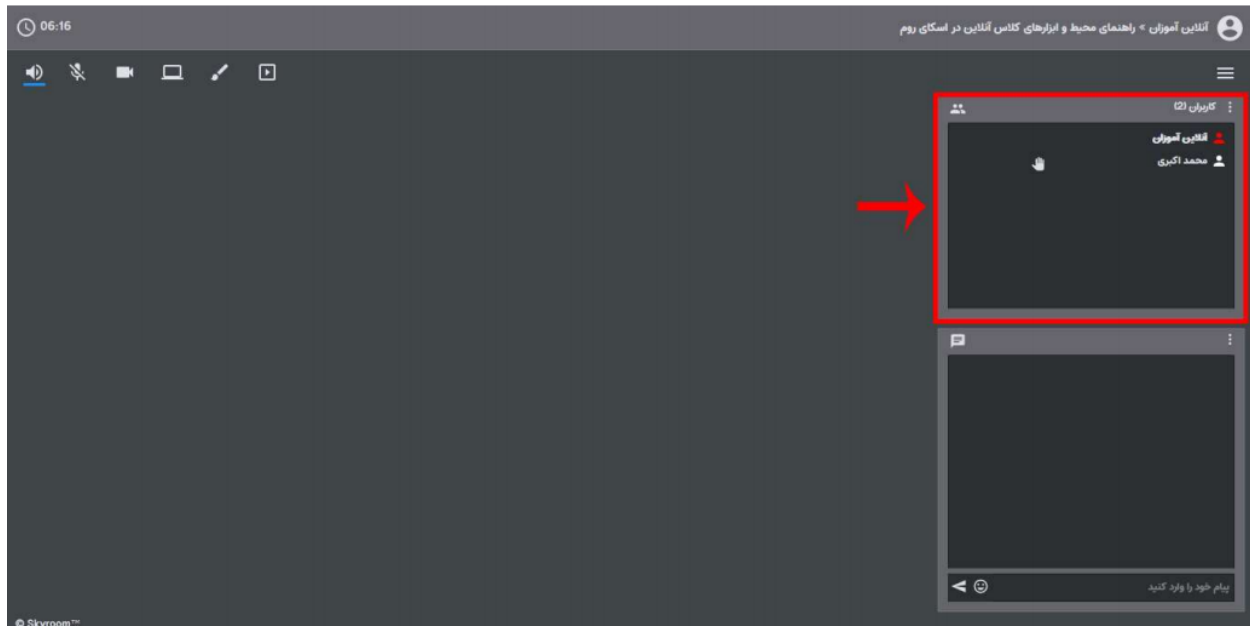
Exit only disconnects the instructor. Participants may continue staying in the classroom.

Close Room immediately ends the session for everyone, including both the instructor and all participants.



Users Panel Menu

The **Users Panel** displays every participant currently connected to the classroom along with their assigned role. Operators can also manage participants directly from this panel.

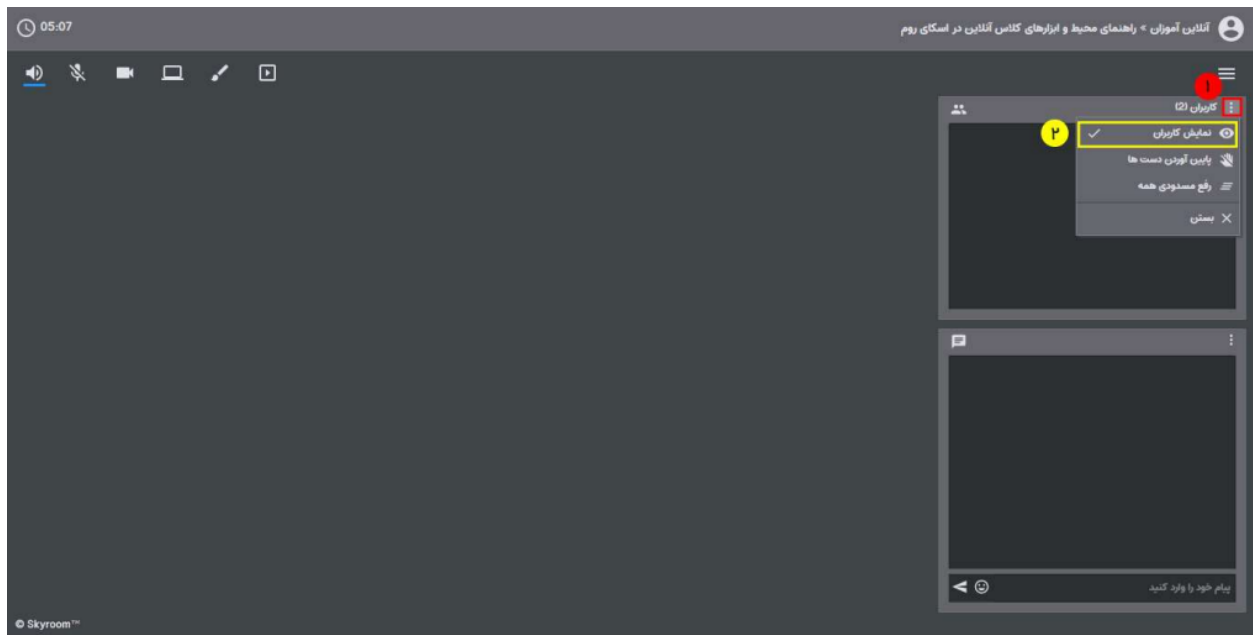


The **Users Panel Menu** provides quick access to the following commands:

- Show Users
- Lower All Raised Hands
- Unblock All Users

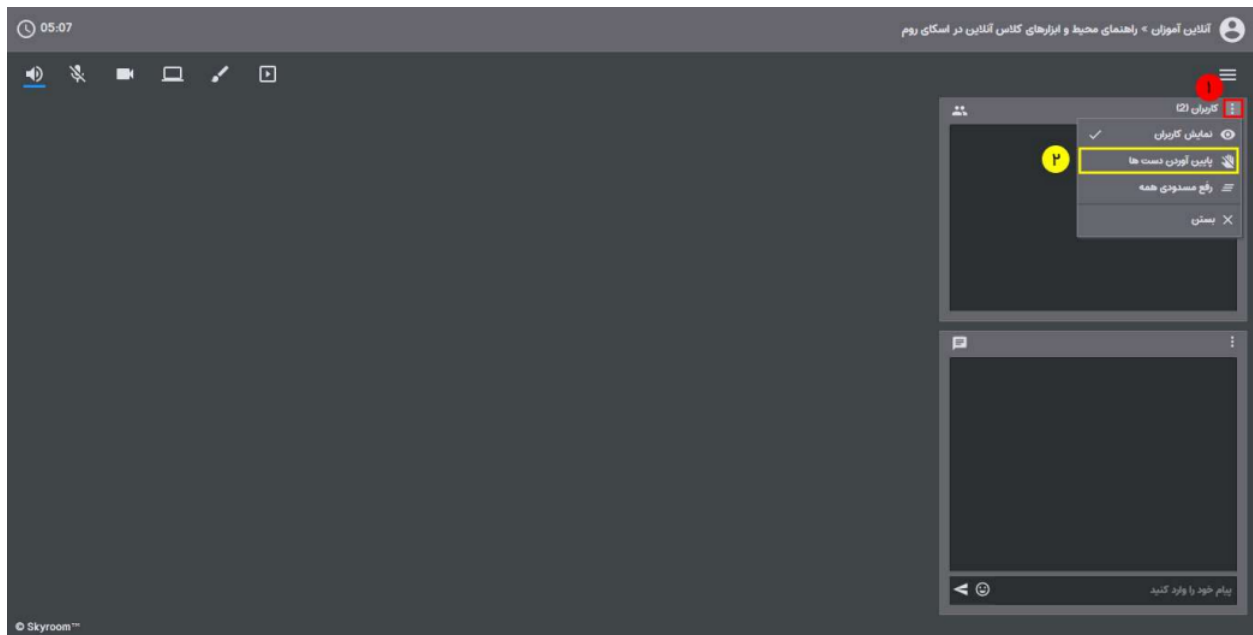
- Close

These options simplify classroom management during live sessions.

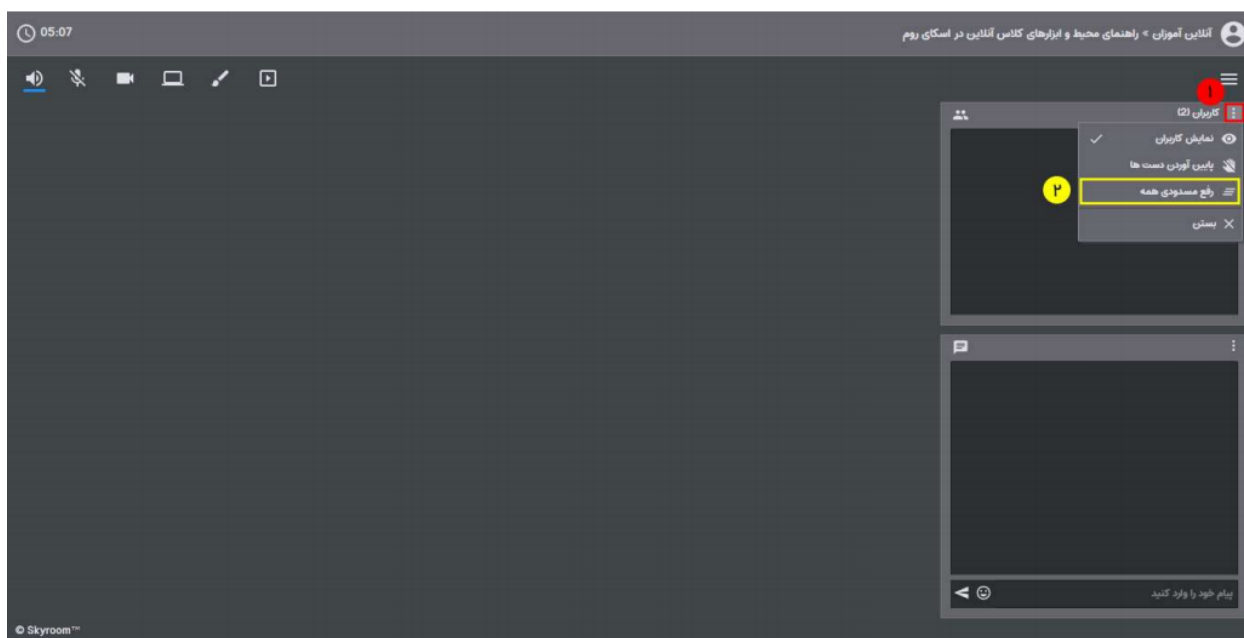


Show Users

Use the **Show Users** option to display or hide the Users Panel whenever needed. This feature provides more workspace when participant information is not required.

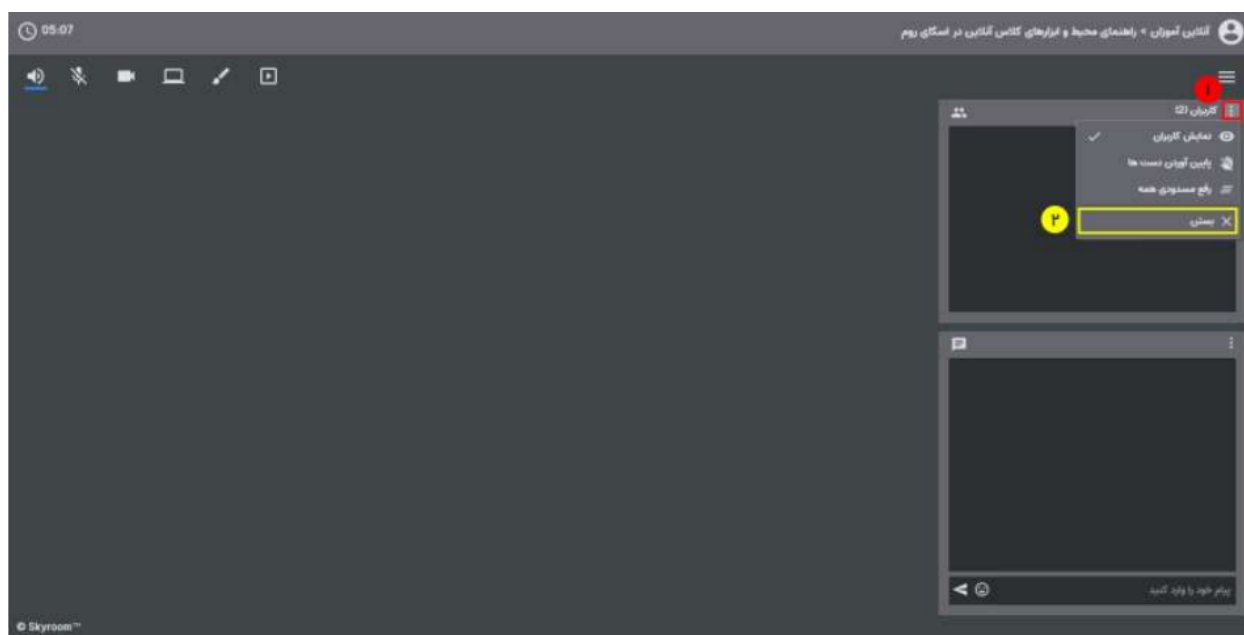


If one or more participants have raised their hands, the instructor or operator can select **Lower All Raised Hands** to clear all hand requests at once.



Unblock All Users

If users have previously been removed and blocked from the classroom, the **Unblock All Users** option restores their ability to rejoin the session.



To close the **Users Panel**, select **Close** from the Users Panel menu.

User Roles

When you enter an online classroom, the tools and permissions available to you depend on the role assigned by the classroom organizer.

Regular User (Participant)

Regular users are displayed **in white** in the Users Panel.

They can:

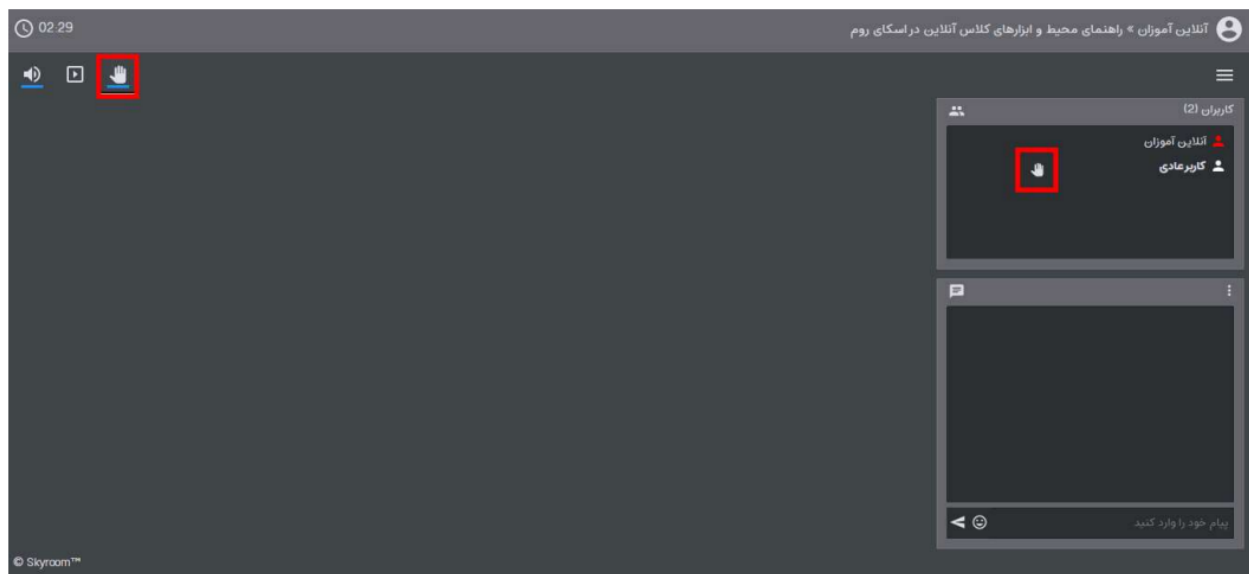
- Watch presentations
- Listen to audio
- View shared content
- Participate in the chat

By default, they cannot use audio or video communication. However, the Operator can temporarily grant them additional permissions or promote them to the **Presenter** role.

Regular participants can also use the **Raise Hand** feature.

When they click **Raise Hand**, the Presenter and Operator receive a notification that the participant wishes to ask a question or communicate.

A hand icon appears next to the participant's name, and their name moves to the top of the participant list, immediately below the Presenter and Operator.





Presenter

Users with the **Presenter** role are displayed **in green** in the Users Panel.

Presenters can:

- Share media files
- Display slides
- Use audio communication
- Use video communication
- Share their desktop
- Use the Whiteboard
- Present educational content to participants

Operator

Operators are displayed **in blue** in the Users Panel.

In addition to having full access to all classroom communication tools, Operators can manage other users and their permissions.

By double-clicking a participant's name, an Operator can view detailed information such as:

- Operating System
- Browser Version

- User Information

Regular users can only view this information for their own account.



System Administrator

System Administrators are displayed **in red** in the Users Panel. They have the highest level of authority and complete administrative control over the online classroom.

Operator Permissions

Operators can perform the following tasks:

- View user information
- Check users' connection status
- Change user roles
- Block or remove users
- Modify the classroom layout
- Manage the chat window
- Delete chat messages
- Mute chat users

Connection Status

Operators can monitor each participant's internet quality and connection stability to help identify technical issues.



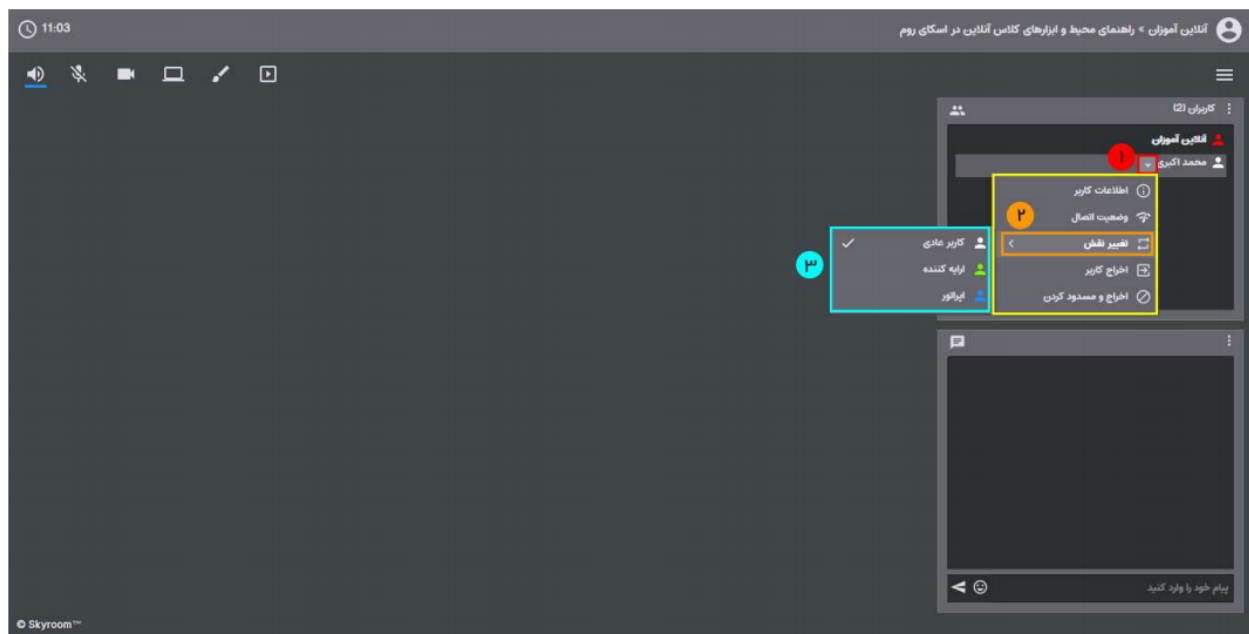
Changing User Roles

Operators can change the role and access level of any participant whenever necessary.

To change a user's role:

1. Click the menu beside the participant's name.
2. Select **Change Role**.
3. Choose the desired role.

This feature allows instructors to temporarily grant presentation privileges to participants.

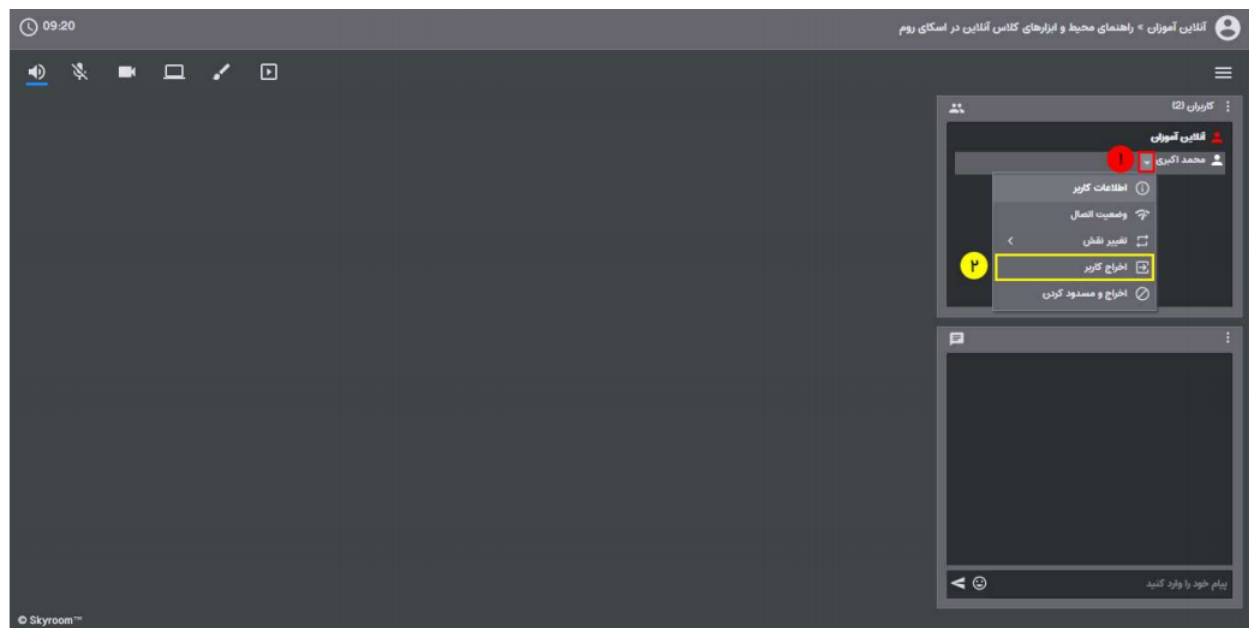


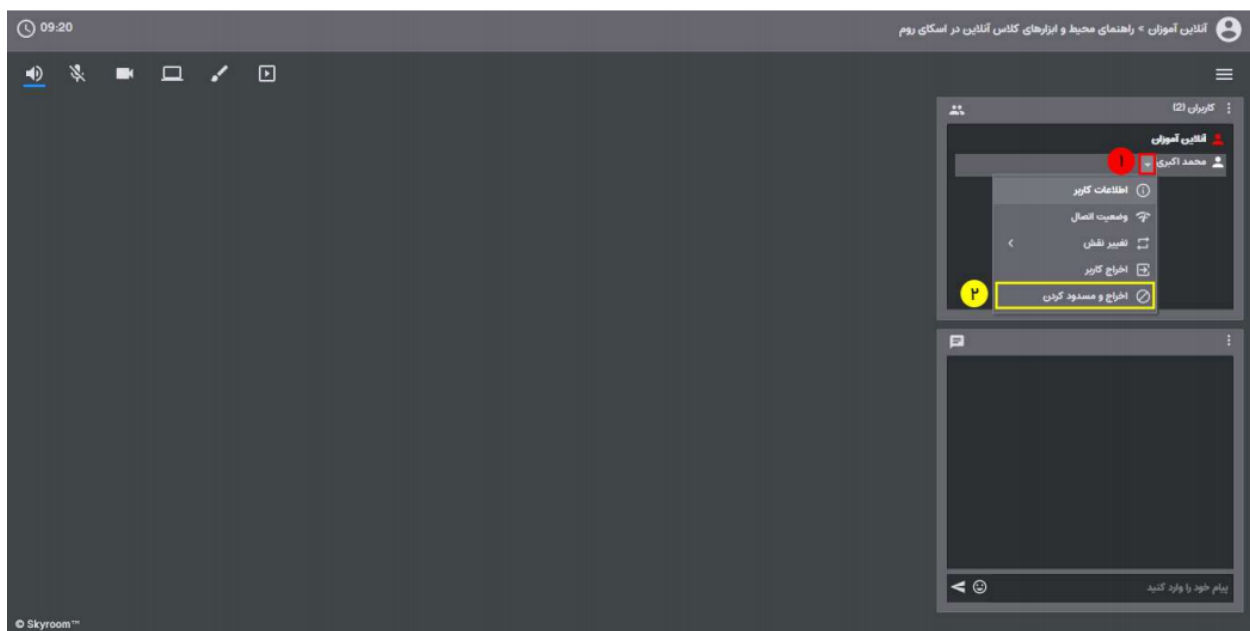
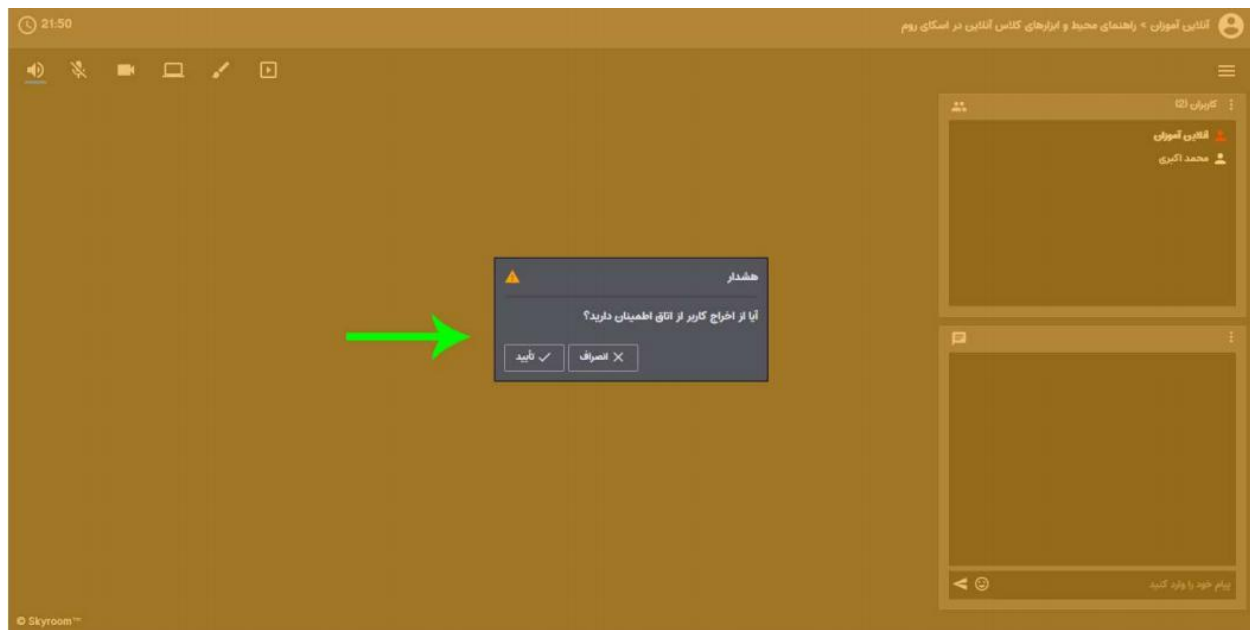
Removing and Blocking Users

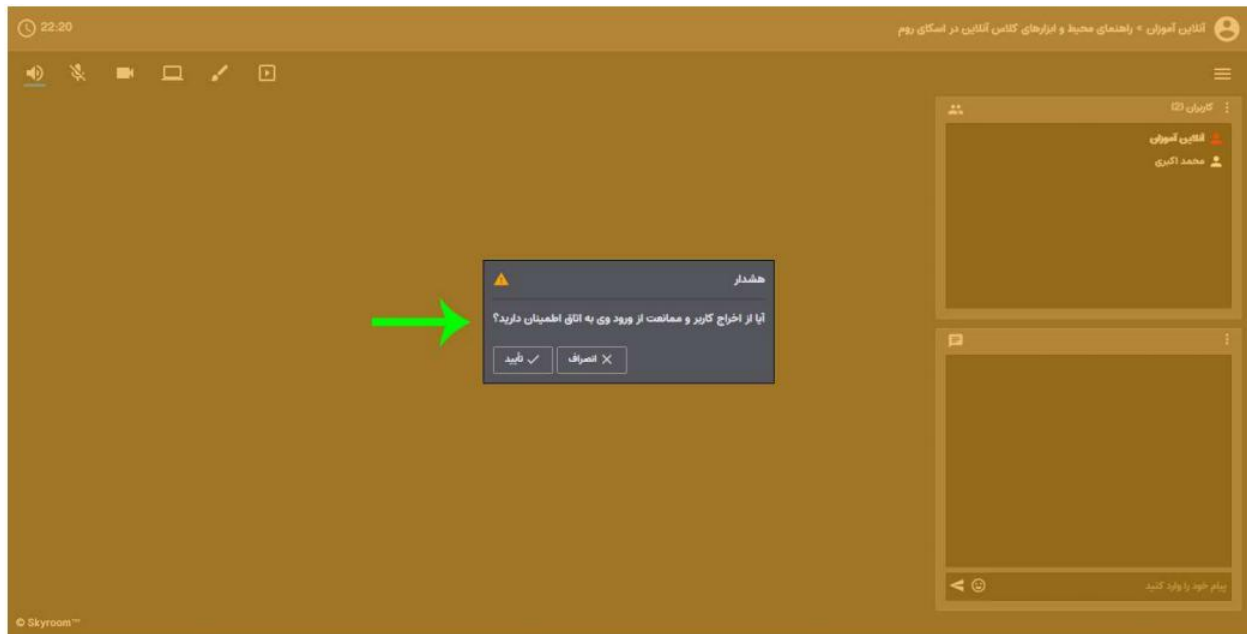
If necessary, an Operator can remove a participant from the classroom by selecting **Remove User**.

To prevent the participant from rejoining, select **Remove and Block User**.

Blocked users cannot re-enter the classroom until they are unblocked.

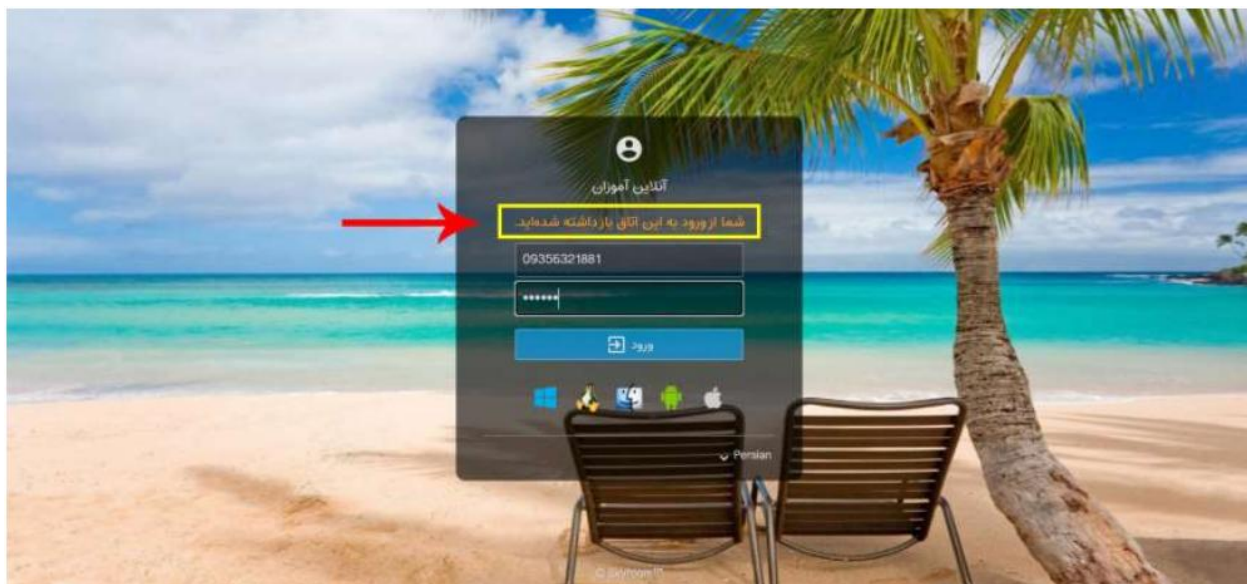






Blocked User Notification

If a user has been removed and blocked, they will receive a notification informing them that access to the online classroom has been denied.



Chat Window Menu

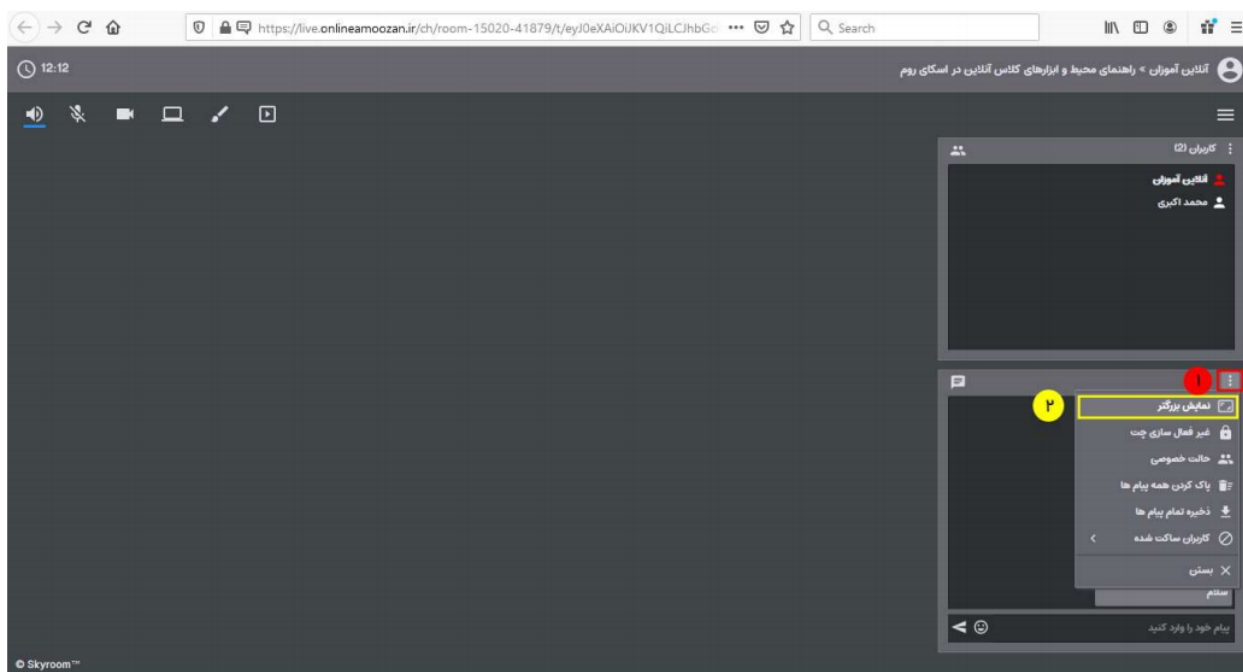
The **Chat Window Menu** provides several options for managing conversations during the online session.



The following options are available in the Chat menu:

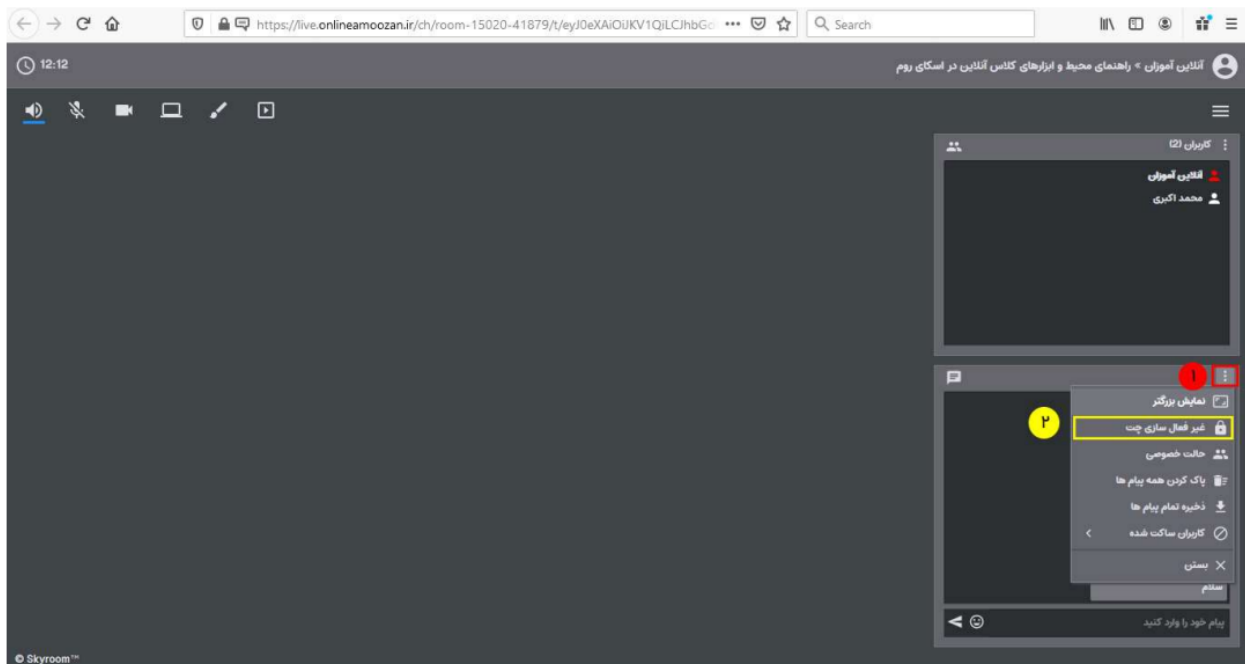
Enlarge

Expands the chat window to provide more space for reading and writing messages.



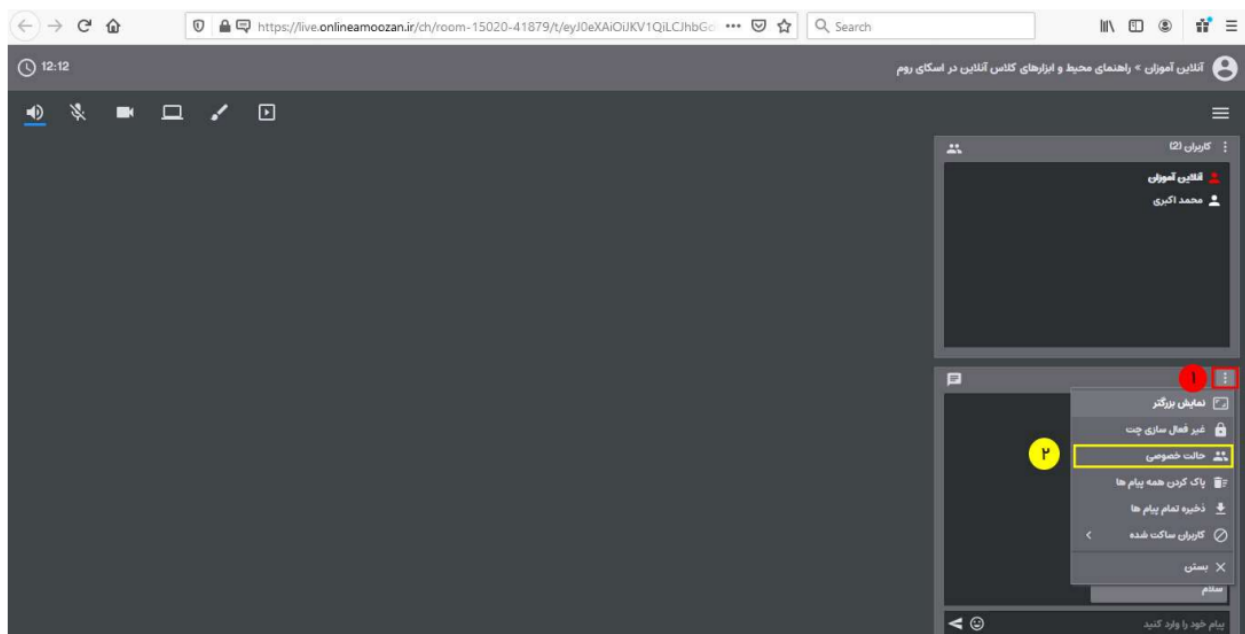
Disable Chat

When this option is enabled, participants are no longer able to send chat messages during the session. This feature is useful when the instructor wants to minimize distractions.



Private Mode

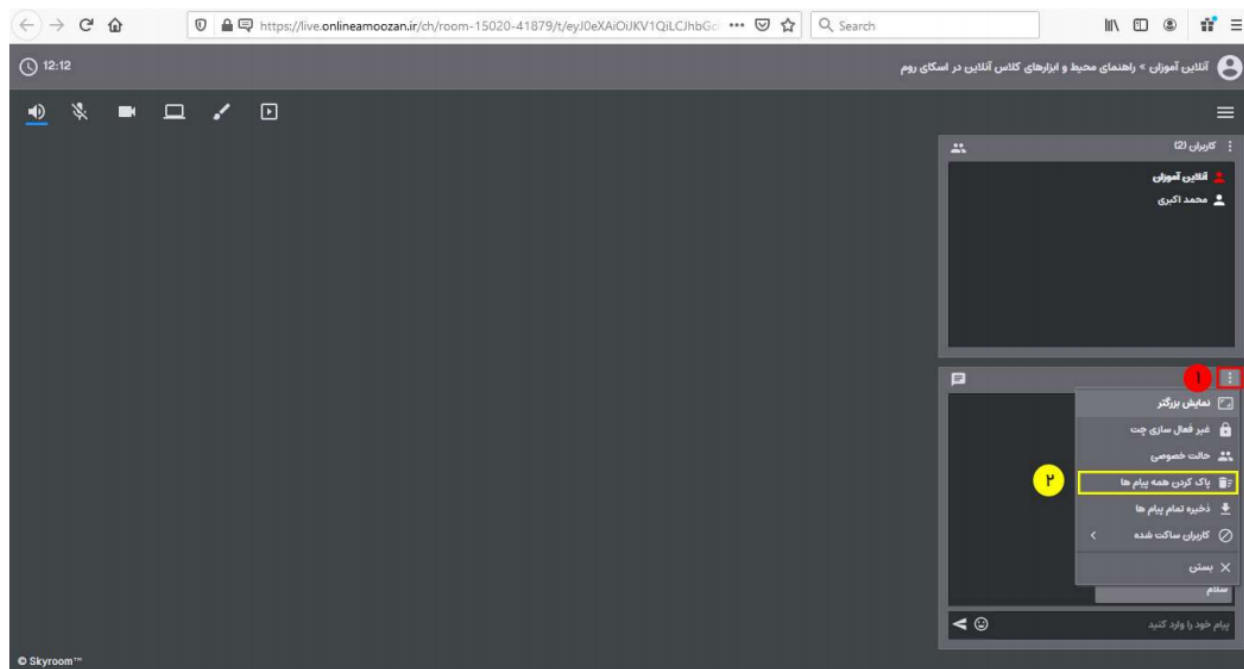
When **Private Mode** is enabled, participants' messages are visible **only to the Presenter and the Operator**. Other participants cannot view these messages. This mode is particularly useful for collecting questions during webinars and large online classes.





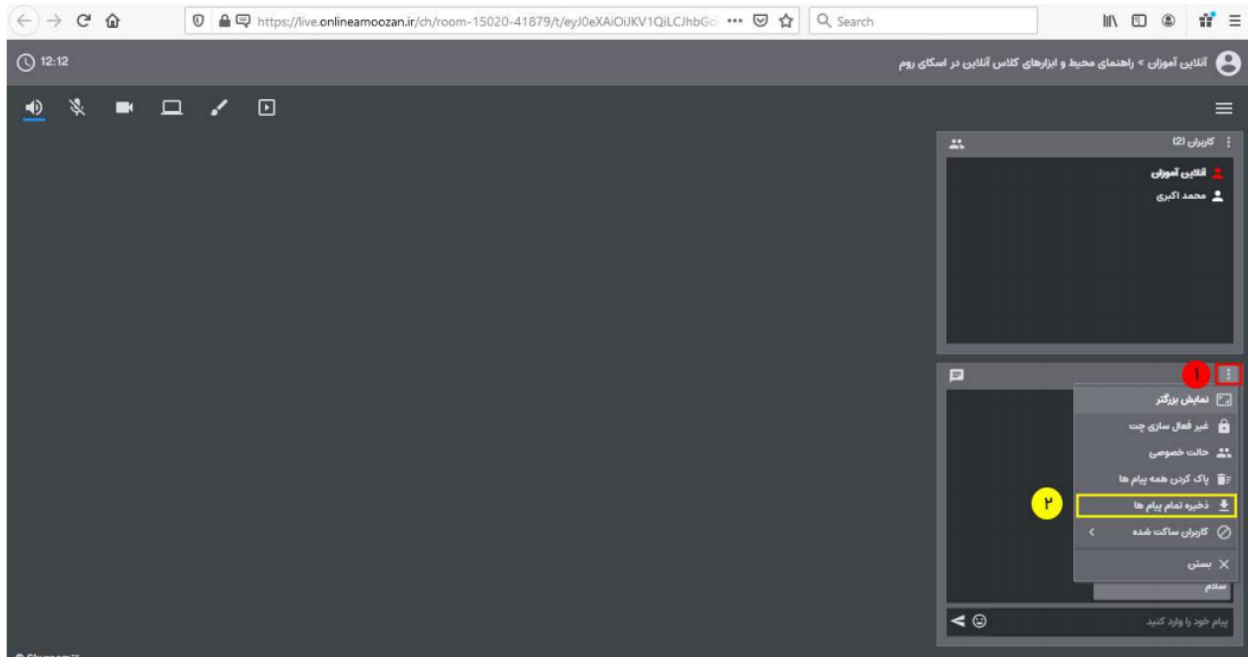
Clear All Messages

This option permanently removes every message currently displayed in the chat window. It is commonly used before starting a new session or discussion.



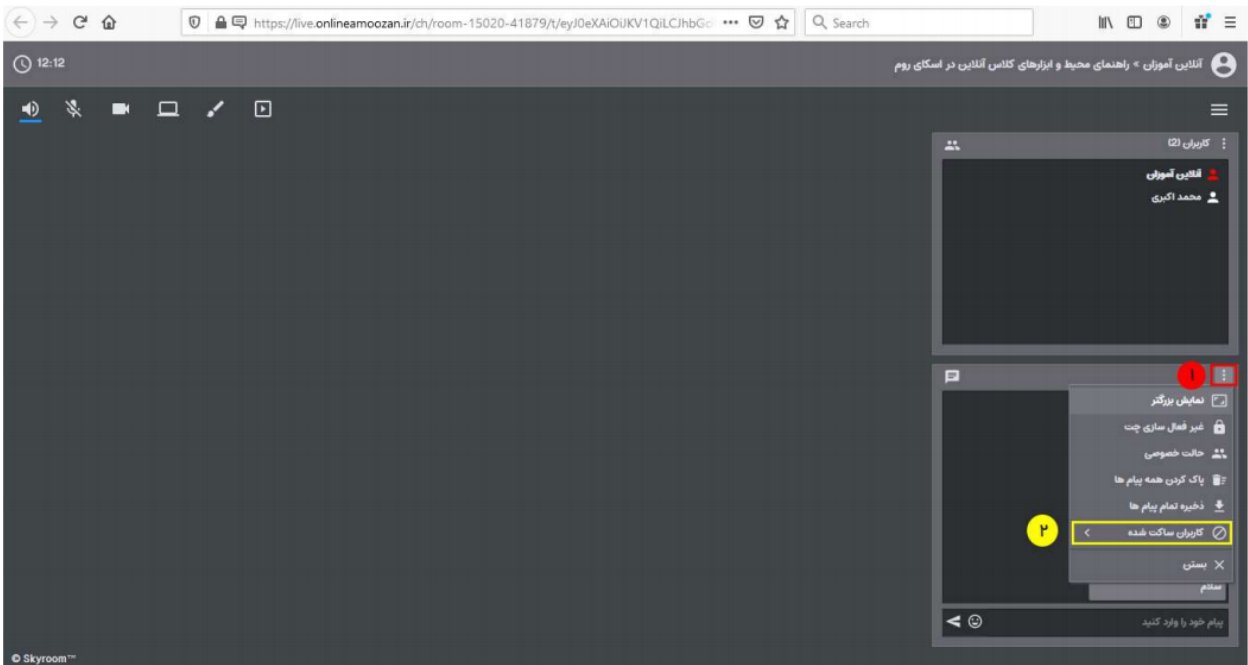
Save All Messages

Selecting this option saves the entire chat history as a **TXT** file on your device for future reference.



Muted Users

This option displays the list of users whose chat privileges have been disabled. Operators can restore a user's ability to send messages from this section.

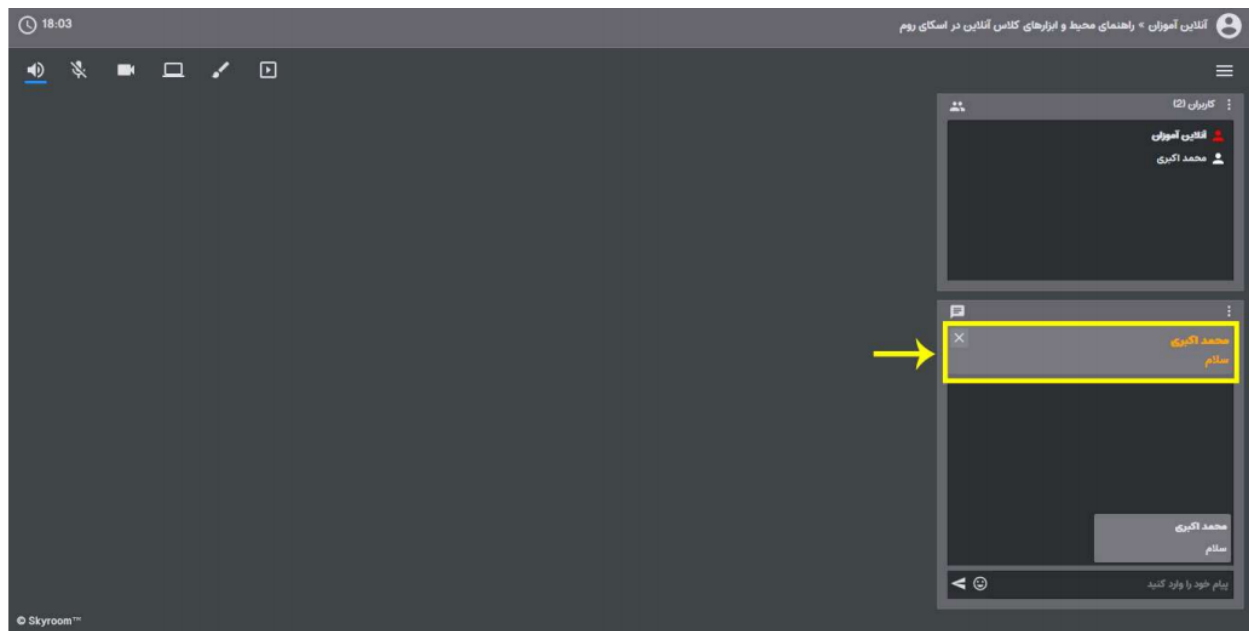


Close

Closes the Chat window.

The chat feature itself remains active unless it has been disabled.

Pinned messages appear at the top of the chat window and are highlighted to attract participants' attention.



Edit Message

Users can edit or delete their own messages using the message menu.

Mute User

Operators can mute a participant directly from the message menu.

A muted participant can no longer send chat messages until chat permission is restored.

