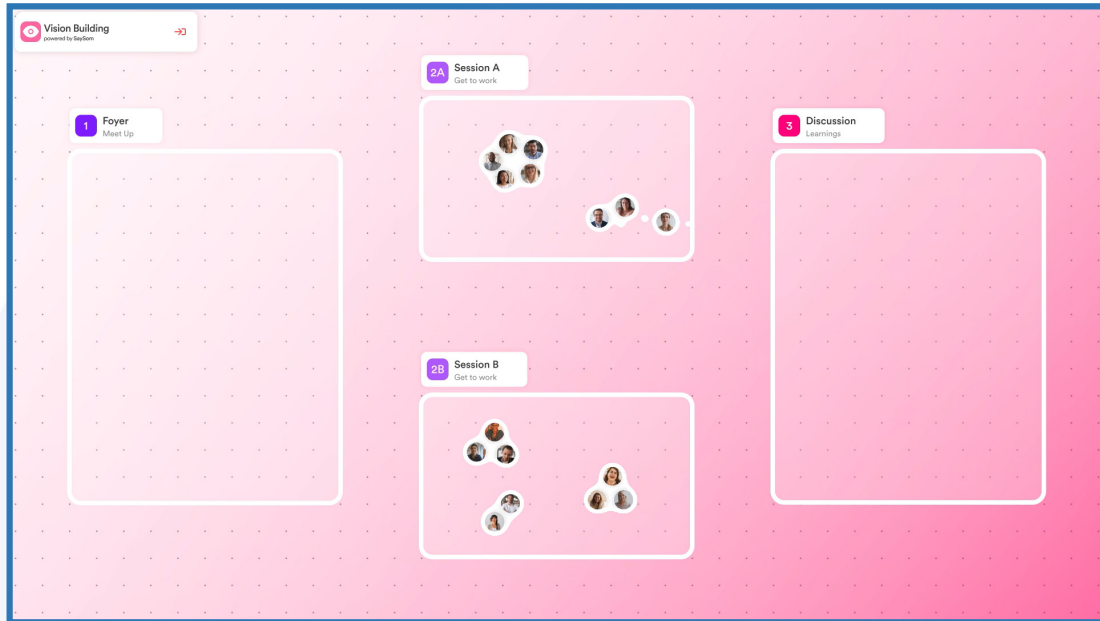


SaySom: Overview of Features

SaySom is a digital platform for virtual events. You can create different areas within a room and thus graphically represent the structure of a course (e.g. group work and presentation phases). Participants in your course can move around freely, interact with each other and exchange information. Spatial chat, screen sharing and the integration of media cover basic functions of video conferencing software. Google Chrome is recommended for the use of SaySom.¹

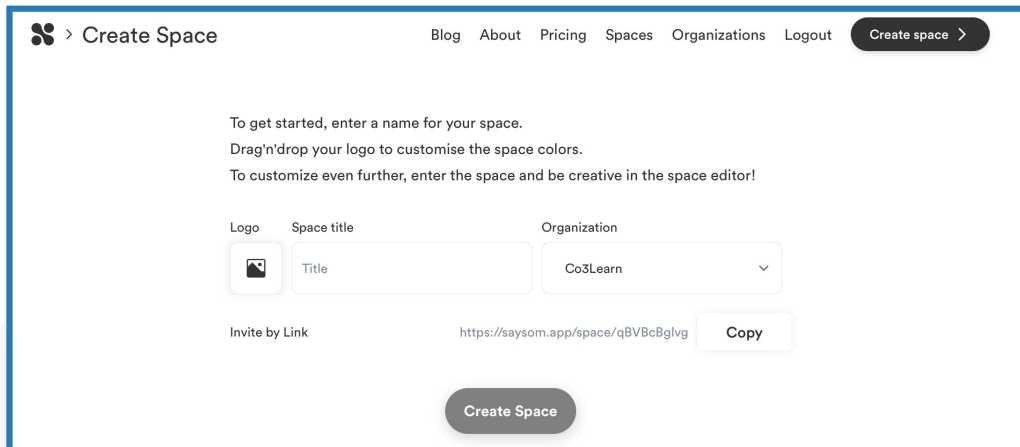


¹ The document was created as part of the [Co³Learn](#) project. The functions shown here correspond to the status as of 08.04.2024.

1. Create a space

Give your space a title. You also have the option of adding a logo. To benefit from the license and create a space with up to 50 participants, please enter Co3Learn as the *organization*.

You can already copy the link here, which you can use to invite participants. In this case, the space will be created automatically. Otherwise, please click on *Create Space*.

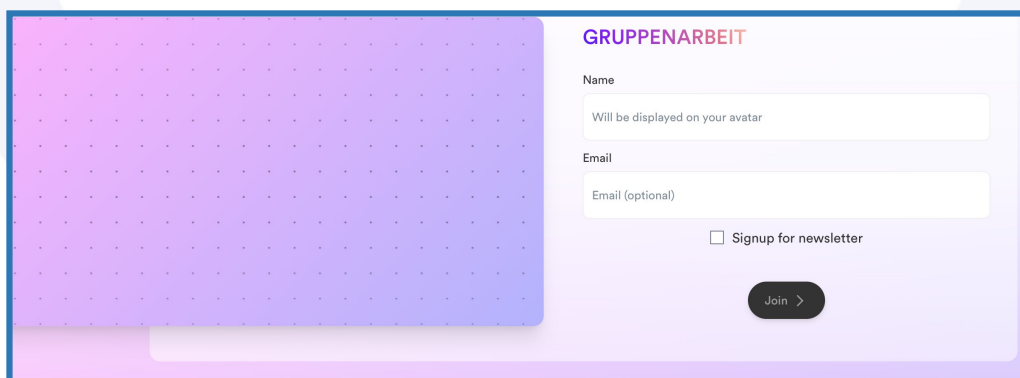


The screenshot shows the 'Create Space' interface. At the top, there's a navigation bar with links: Blog, About, Pricing, Spaces, Organizations, Logout, and a 'Create space >' button. Below the navigation bar, instructions read: 'To get started, enter a name for your space. Drag'n'drop your logo to customise the space colors. To customize even further, enter the space and be creative in the space editor!'. The form has three main sections: 'Logo' with a placeholder image, 'Space title' with a text input field containing 'Title', and 'Organization' with a dropdown menu showing 'Co3Learn'. Below these, there's an 'Invite by Link' section showing a URL 'https://saysom.app/space/qBVBcBglvg' and a 'Copy' button. At the bottom, there is a 'Create Space' button.

2. Join a space

First give yourself a name to join your or another space. Subscribing to the newsletter is optional. In order to be able to edit the space you have created, you must enter your university e-mail address. As a participant, entering an e-mail address is optional.

Before joining the space, it is necessary to allow access to the webcam and microphone. You can then join the space via the *Join-Button*.



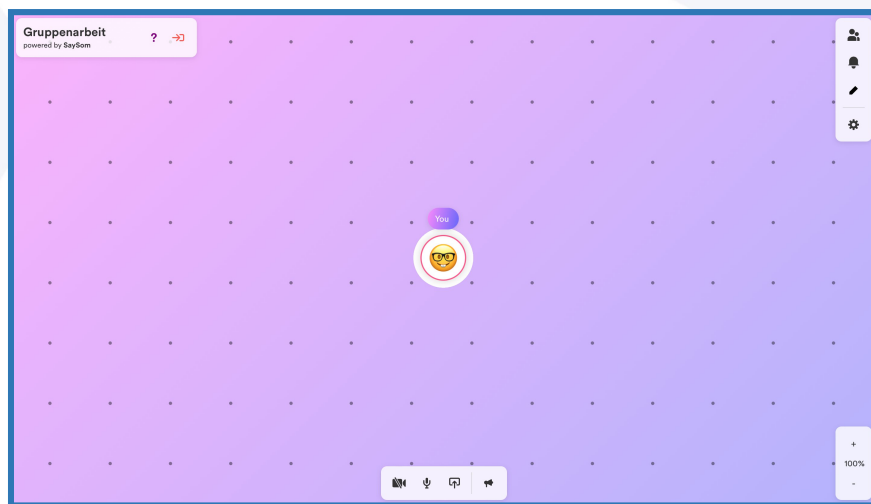
The screenshot shows the 'Join a space' interface. On the left, there's a large purple grid area. On the right, the title 'GRUPPENARBEIT' is displayed. Below the title, there are two input fields: 'Name' with a placeholder 'Will be displayed on your avatar' and 'Email' with a placeholder 'Email (optional)'. Below the email field, there is a checkbox labeled 'Signup for newsletter'. At the bottom right, there is a 'Join >' button.

3. Features in a space

Interface and operation

You will now see the image of your webcam in the icon in the center. By holding down the left mouse button, you can navigate the icon to the desired point. If you move to another icon or are in a private area with it, you can talk to each other. You can use the mouse wheel or the *menu at the bottom right* to set the zoom level.

To exit the room, you can use the *button in the top left-hand corner*. You can find an overview of functions by clicking on the question mark. You can activate/deactivate your camera and microphone via the *bar below the space*. You can also share your screen or individual windows with other participants here and send a video broadcast to all participants as an admin. Click on the *cogwheel in the top right-hand corner* to change your hardware settings.



Share your screen

The shared screen is displayed on the left-hand side of the Space and can be maximized by clicking on it. Picture-in-picture (PiP) is also supported and allows the separate screen to be moved freely. Sharing can be ended at the top.

Lock your conversations

If you are talking to another person, a lock symbol appears at the *bottom of the menu*. Click on this symbol to make the conversation private. Other people can no longer join this conversation.

Participants

You can view the list of participants at the top right under *Participants*. You can observe individual participants and attach your image section to the person.

Communicating with participants

You can communicate via chat with selected participants or the group you are currently in via *Participants*. Conversations in private areas are deleted when the participants leave. As the admin of a space, you can also write *announcements* for all participants in the space.

4. Space Settings

Additional functions as an admin

As an admin, you can change the participant roles under *Participants*. Moderators can send announcements and video broadcasts to all participants. Admins can also modify the room design by clicking on the *pencil icon*. This includes adjusting the logo, name and color, as well as setting up private areas.

Private areas

Private areas allow all participants whose icon is in the area to talk to each other. After adding a private area using the plus symbol, you can assign a name and optionally a logo and description. They can be deleted or edited at any time. The size and position in the space can be adjusted. Optionally, you can store a website that opens when you enter the space. A background image or color can also be selected.

