

# Quick Guide

July 2014

# TRIUMPH CLOUD



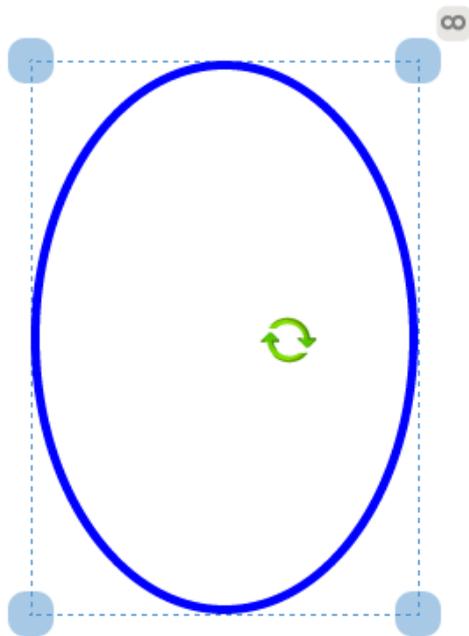
TRIUMPH CLOUD®

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## General

With 'pen', 'marker', 'line' and 'form' you can create objects and position them wherever you like on the whiteboard working area and by using the selection arrow you can move objects around. By activating the border handles you can enlarge or reduce them.



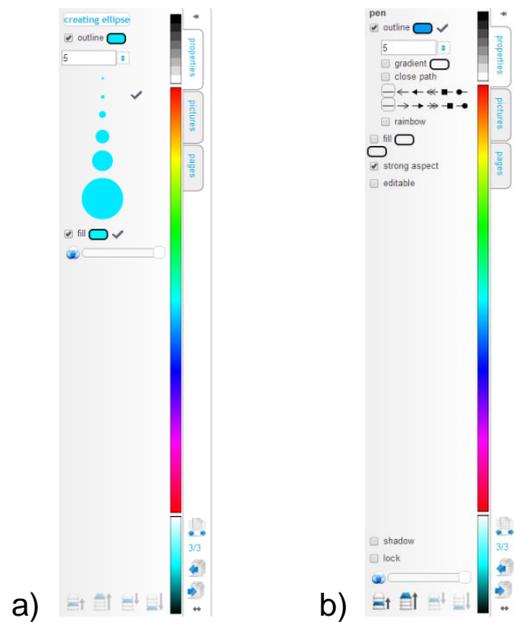
Besides that you can rotate objects via the circling arrows  and by dragging the infinity  symbol you can duplicate the objects as many times as desired.

## Properties of Objects

Each object can be modified in appearance and function on the property field. Activate the object to be modified with the selection arrow and choose the desired characteristic in the property field.

Examples how to enter the pen property options

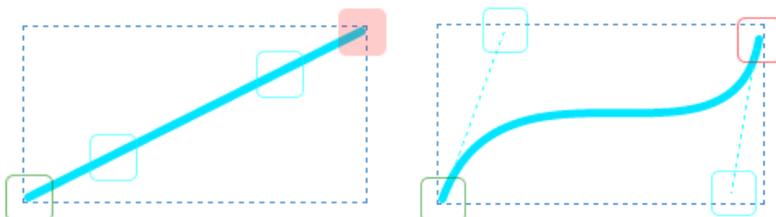
- a) After selecting 'pen', you can modify the properties of the pen
- b) After activating the object drawn with the pen



All possible properties will be shown corresponding to the activated object. If you want to apply the same property for multiple objects, e. g. same color, you must activate the objects by pulling the selection arrow over these objects and then selecting the desired property.

## Changing the Form of the Object

The form of a line can be individually changed using vector points. Please select the line symbol and draw a line on the whiteboard working area. Afterwards activate that object with the selection-arrow. A red and a green square appear, and by clicking the red square the turquoise colored vector squares will appear through which you can modify the form of the line.



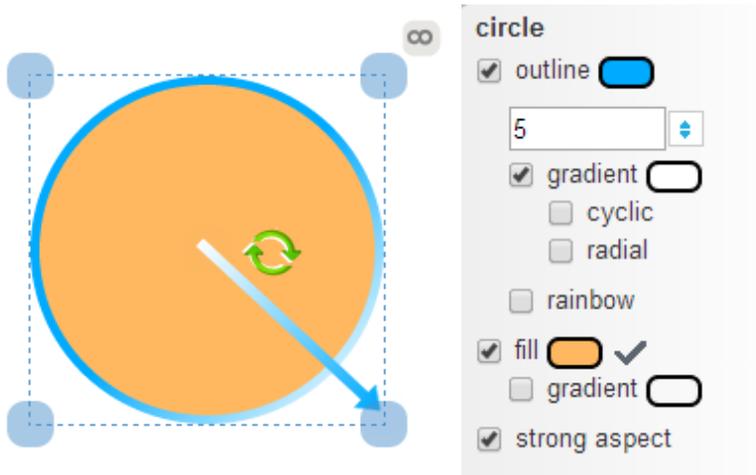
Tip: Forms and freehand drawings can also be altered with vector points. Activate the object with the selection arrow then activate the checkbox "editable" in the sidebar.

## Filling Objects

Each form created by dragging it to the working area can be filled in two ways using the 'form' tool:

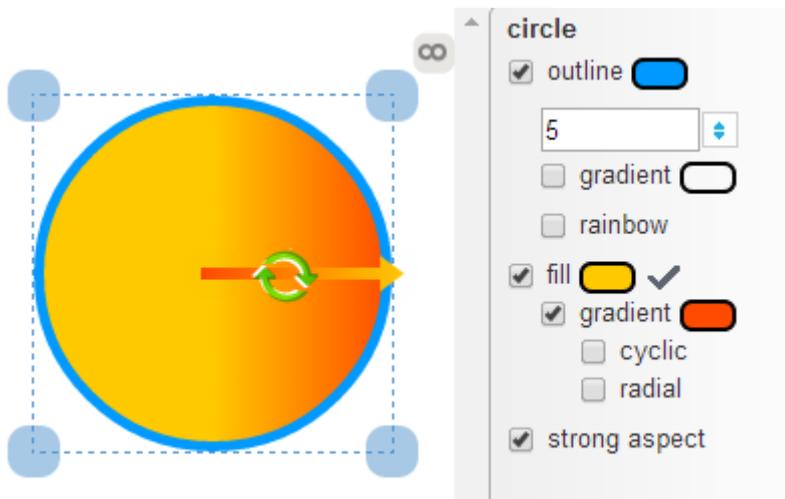
### a) Full color

Activate the object, check the 'fill' box and select a color in the properties sidebar.



### b) Color Gradient

You can also give your object a gradient filling by checking the 'fill' box and additionally the 'gradient' box. Now you can select your preferred colors and the type of gradation.

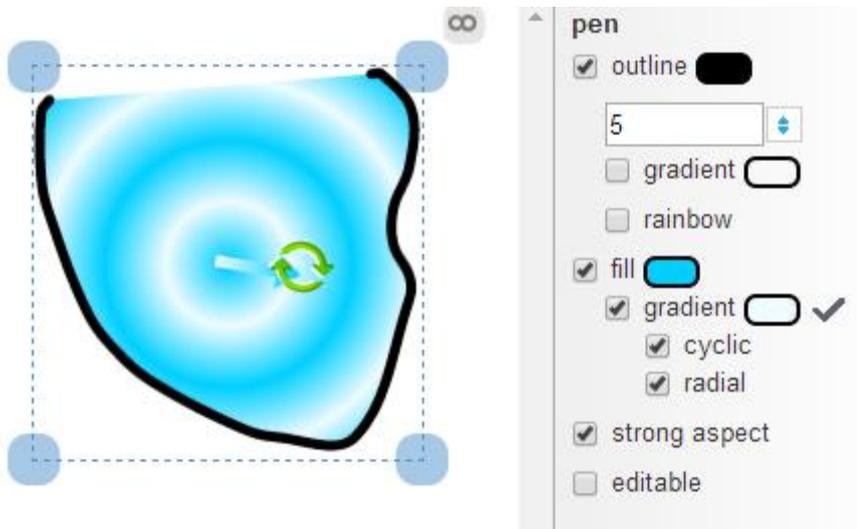


By dragging the colored arrow within your object you can affect the direction and expansion of the gradation. Other gradient modifications are possible by checking 'cyclic' and/or 'radial'.

Tip: Not only forms can be filled with color and gradients but also the outlines of a form.

## Filling Drawn Objects

Additionally, all objects drawn with the 'pen' tool can also be filled with color, just draw an object and proceed as described above.



## Locking / unlocking Objects

By checking the 'lock' box you can freeze an object in the selected spot on the work area so it can neither be modified nor moved, by checking the 'unlock' box it will be fully modifiable again.



## Group / Ungroup Objects

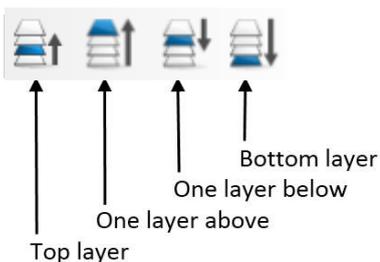
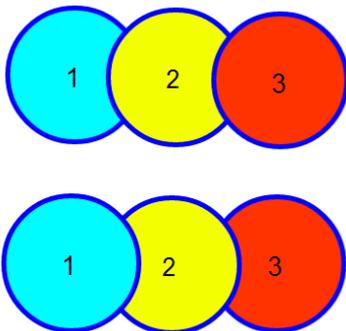
Multiple activated objects can be grouped together by clicking the 'group' button. Each object will remain individually modifiable when activated, and activating the grouped object and clicking the 'ungroup' button will ungroup the objects again.



## Putting Objects on Different Layers

Often it is necessary that different objects are positioned on different layers, e. g. if you want to cover text or a graphic with a colored object. Activate the object you want to position on a different layer and select the desired layer.

Examples for the layer application:



## Working with Text

Text in TRIUMPH CLOUD can be entered just like in familiar word processing applications, using the keyboard and it can be altered using the properties. Texts can be moved as objects and appearance and size can also be changed.

First click on the text symbol  and then click on the desired spot on the work area of the whiteboard where you wish your text to appear. Then use the keyboard to write the text. A new line is created by hitting the return key.

With the selection arrow the text can now be moved around and by activating the text field and dragging the handles the size of the text can also be altered.



Letters, words and long passages of text can subsequently be activated and altered individually using the property field. Select the 'text' symbol and mark the letters or words to be altered in the text field and then select the desired appearance in the property field.

Tip 1: If the text function is active, the marked text inside the text field can be copied by dragging it to a different position on the working area of the whiteboard. This is a useful function when doing text analysis and the isolation of single terms.

Tip 2: If the text is activated with the selection arrow the entire text field can be copied by dragging the infinity symbol.

## Working with Backgrounds and lines

On the status bar you can directly select the background of the entire whiteboard working area and also blend in background lines or grids for different educational levels. The settings will be kept for all following pages until you choose to reset that option.

### Select a Background of the Whiteboard Working Area

Via the colored oval on the status bar you can select a color for each whiteboard page,

just click the oval and then select a color on the color scale of the properties sidebar.



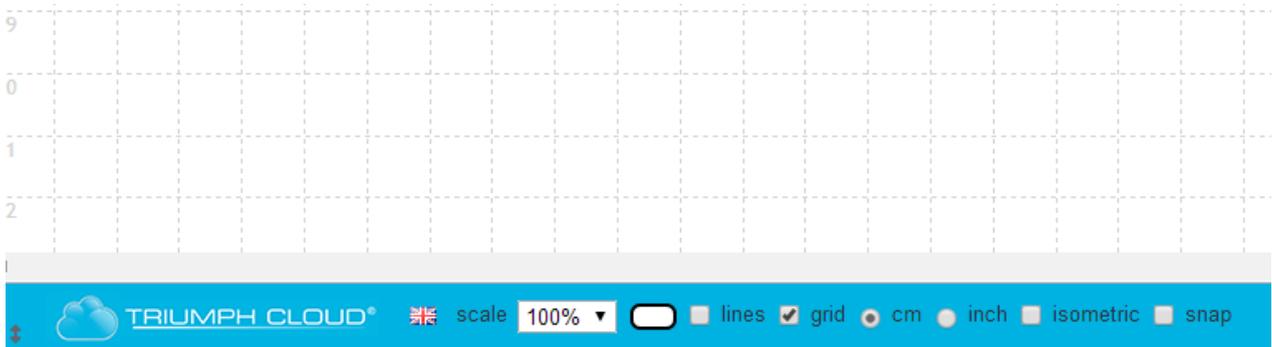
Tip: The standard color setting for the background is white. The new selected color for the individual page will become effective only if you have worked on the page and there is already content on it.

### Lines and Grids

If you like to have lines appear in the background, activate 'lines' on the status bar and then select in the pop up window the desired type of line



When selecting a 'grid' background, you can also choose from various parameters.



Tip: Here too, however, the lines and grid will only appear once there is already content on the page.

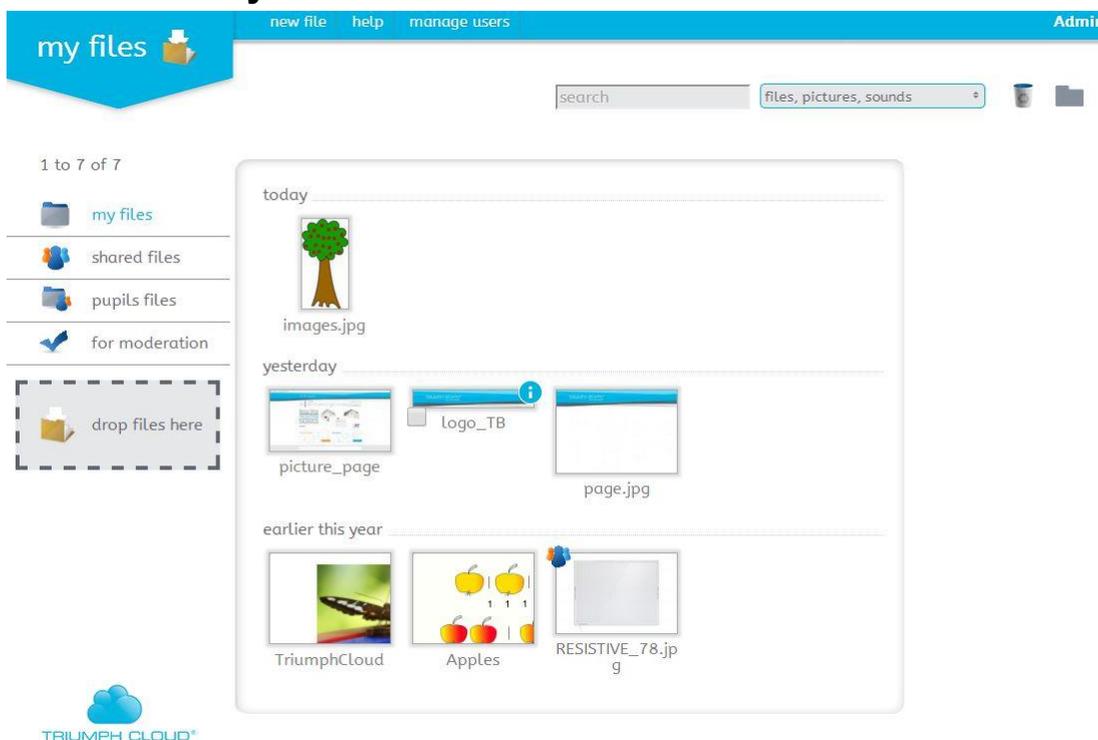
## My files

To login, you can either enter the URL directly: <http://www.triumphcloud.com/myfiles> . Here you have to enter your login data to sign in, if you forgot your password you can request a new one.



The image shows the Triumph Cloud login interface. At the top, there is a blue cloud icon and the text 'TRIUMPH CLOUD®'. Below this, a message reads 'You must sign in to see this page.' The login form includes fields for 'school', 'user name (or email) \*', and 'password \*'. There is a 'remember me' checkbox and a blue 'sign in' button. A link for 'forgotten password' is located at the bottom left of the form area.

## Overview 'my files'



The image displays the 'my files' overview page in Triumph Cloud. The top navigation bar includes 'new file', 'help', 'manage users', and 'Admin'. A search bar is present with the text 'files, pictures, sounds'. On the left, a sidebar shows navigation options: 'my files', 'shared files', 'pupils files', 'for moderation', and a 'drop files here' area. The main content area shows a file list organized by date: 'today' (images.jpg), 'yesterday' (picture\_page, Logo\_TB, page.jpg), and 'earlier this year' (TriumphCloud, Apples, RESISTIVE\_78.jpg). The Triumph Cloud logo is visible at the bottom left.

In the 'overview of my files' portal you can see on the left side:

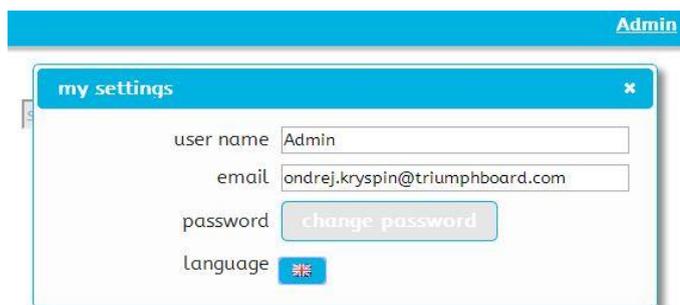
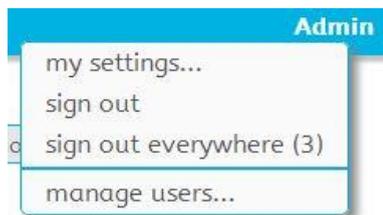
- Your own files
- Shared files
- Pupil files
- Files for modification
- Drop files here

In the upper white/grey area you can

- Search for a file by name
- Choose what will be shown in the portal, all files, only TRIUMPH CLOUD files, only pictures or sound files
- Delete files
- Create a folder

In the top menu bar you see the buttons

- **New file** - will open a new Triumph board application
- **Help** - will open the Support page of Triumph board
- **Login name** - here you can sign out or as an **administrator only** switch to the 'manage user' portal or change your password or the language under the 'my settings' option.



## 1. My files

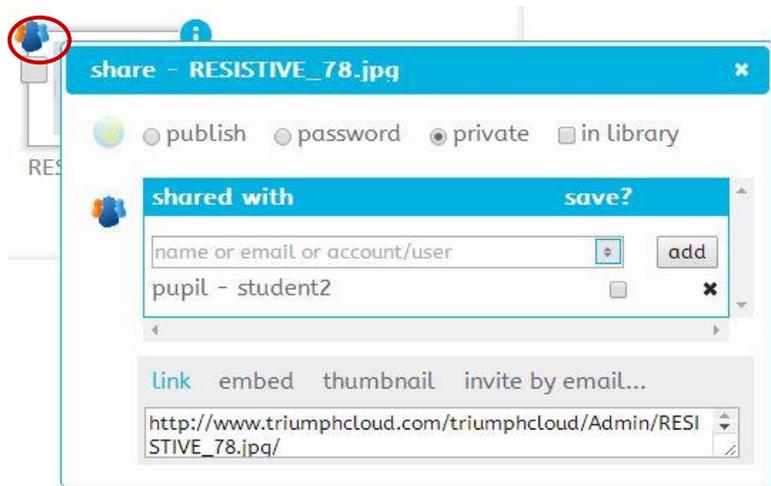
All of your own files will appear here, as well as all files imported directly and all files created in the TRIUMPH CLOUD application. In the folder Geography 7 you can see the digit 9, which indicates this.

## 2. Shared files

Files that pupils have shared with you

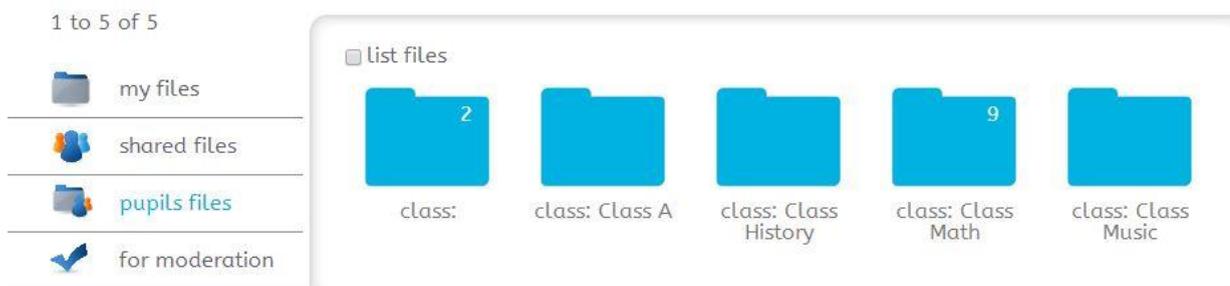


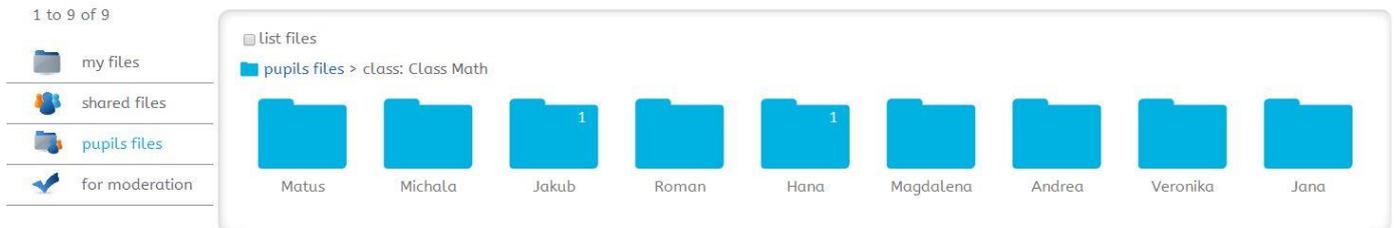
By clicking the 'shared' symbol a popup appears that tells you the name of the file, with whom it is shared and who created it. (Here, the Admin shared his file with student 2)



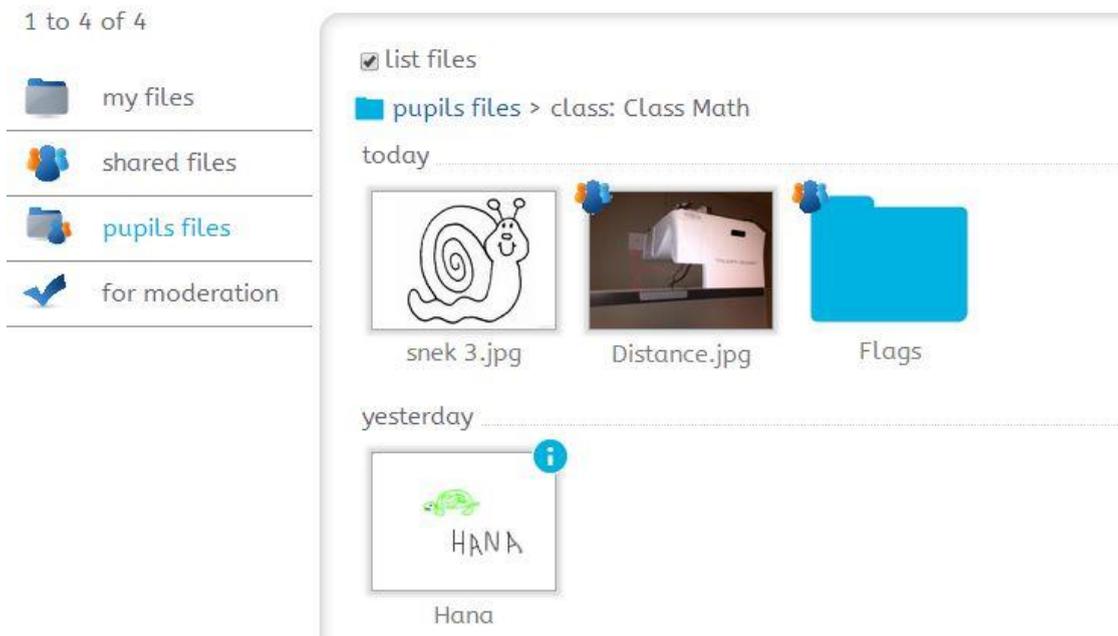
## 3. Pupil files

Here you get an overview of all pupils in the school organized in classes. By clicking a class folder you get to see folders containing the files of all pupils attending this class. By clicking on a pupil's folder you get to see all individual files created by this pupil.

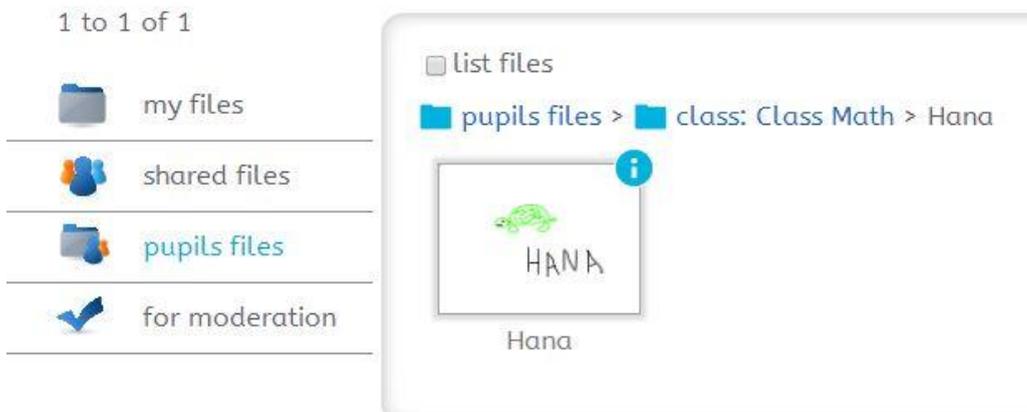




If you check the box “list files” you can see inside the folders and see all of the pupil files, or you can click on a pupil’s folder to open just that one.



Here we have opened Hana’s folder and find her only file



#### 4. For modification

If a pupil wants to share a file with another user, the file will show up in the teacher's portal for modification.



The teacher can now approve or reject the file. Only approved files will be allowed for sharing.

**File moderation (6 of 6)**

The follow files are set public, but need moderating before they can be seen. Tick the files that you approve, and then press . Rejected files will be set to private.

file	title	by	saved	approve	reject
nachtigall_300s.wav	judith	2013-08-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
moewen_63s.wav	judith	2013-08-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
kukuk_25s.wav	judith	2013-08-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
eule_14s.wav	judith	2013-08-15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
gans_17s.wav	judith	2013-08-15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
hahn_2s.wav	judith	2013-08-15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

#### 5. Drop files here

You can import images, audio or video files from your computer by dragging & dropping them onto the “drop file here” square. It is possible to highlight multiple files and import them at once. The imported files will be displayed in the “my files” section of the portal.

my files new file help Roman

search files, pictures, sounds

1 to 9 of 9

- my files
- shared files
- drop files here



United_Kingdom.png	United_States_of_America.png	Turkey.png	Spain.png	Slovakia.png	Poland.png	Germany.png	Czech_Republic.png	Butgaria.png
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For better organization of files, you can add a folder to put them into. Just click the folder icon and give it a name.

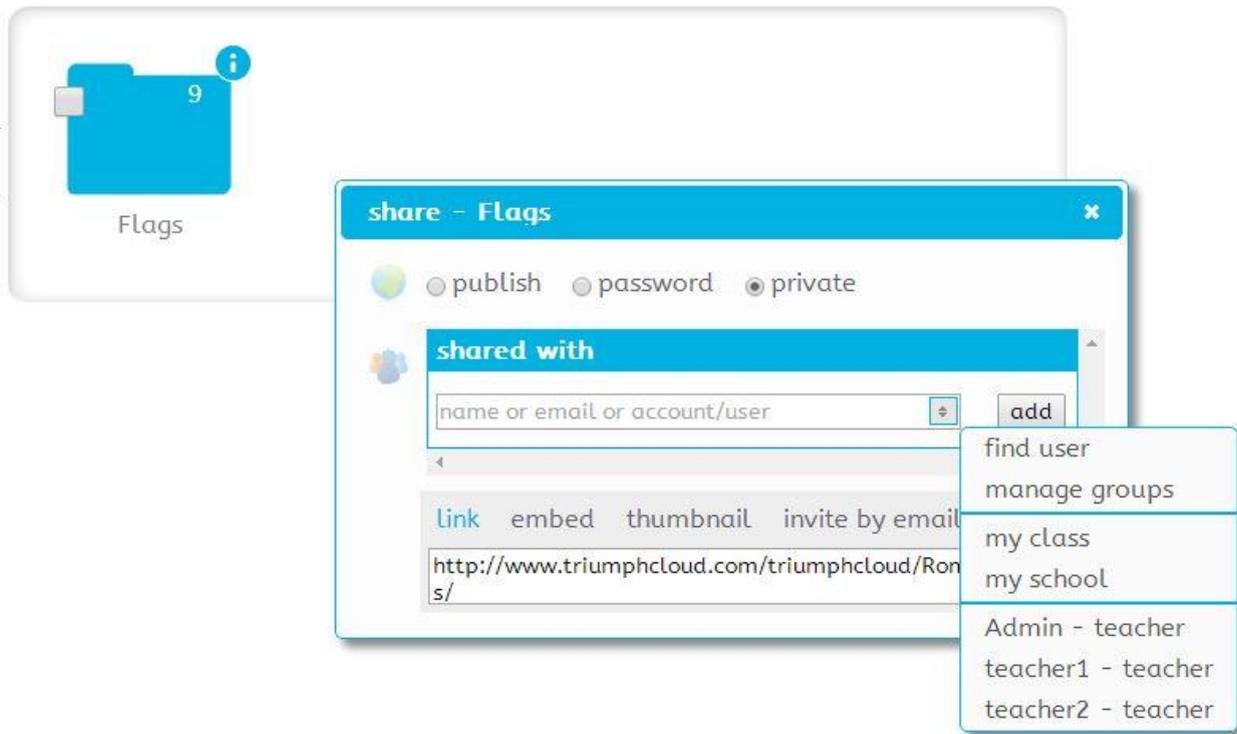


If you click the “i” in the upper right corner of the image you get a choice of possibilities just like in the TRIUMPH CLOUD application. You can cut, delete, rename, add tag, use it in TRIUMPH CLOUD, change it over to someone or share it.

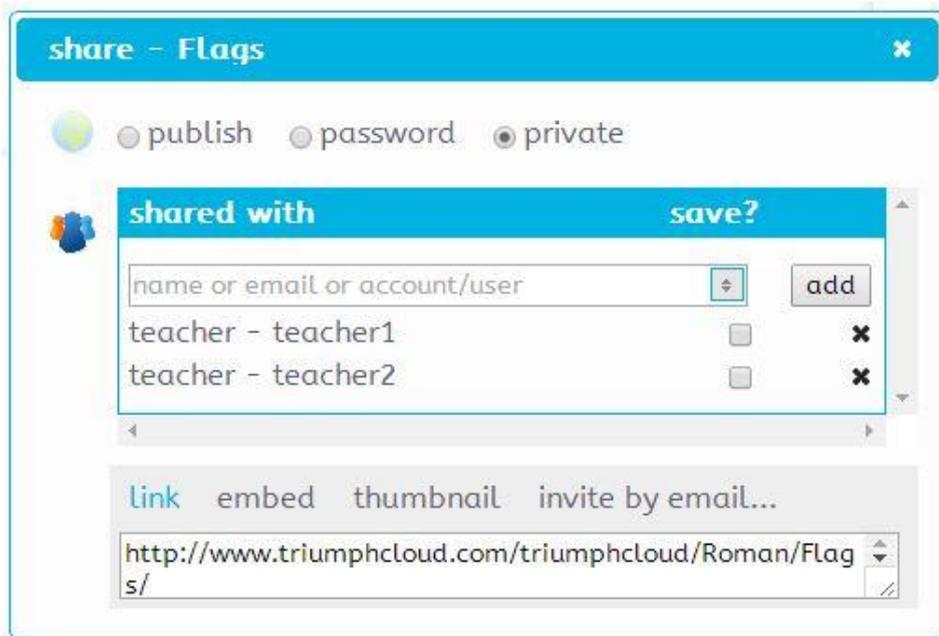


## Sharing files

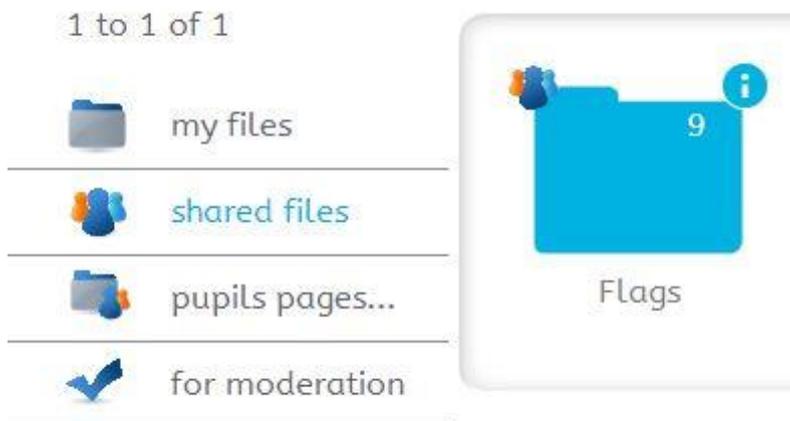
If you click 'share', the following window will open and you can now select the users you want to share your folder with.



(You could also check the 'save?' option, that would enable the user to alter the shared file. If you don't check the 'save?' option, the user can only view but not alter file.



Teachers can find the files in their “shared files” menu

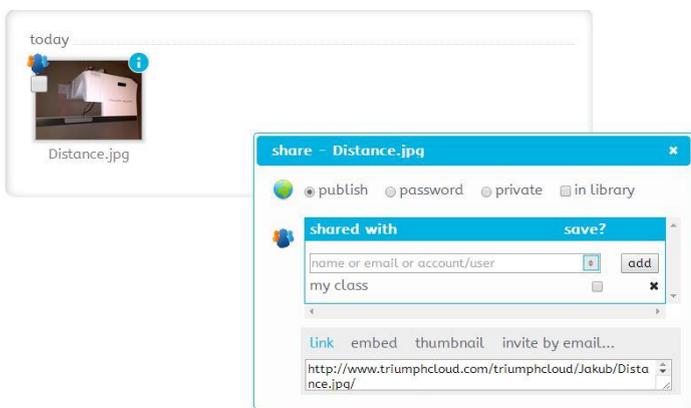


If a pupil has worked on file and shared it with the teacher, the teacher can alter the file and it will show up in the pupil’s portal with the changes made by the teacher.

## Pupils sharing files with other pupils

If pupils want to share their files with other pupils, they can do that in the same way teachers would.

HOWEVER when you click on a shared file, a window with the notice: “awaiting approval” appears because for a pupil to share a file always requires the teacher’s approval first.



## Working simultaneously on the same file

The teacher can share a file with the class and all the pupils can now work simultaneously in real-time on same file, and all changes will show immediately. On the little grey indicator on the top left of the application you can see that here are 3 people working on this file.

