ClassIn User Manual for Teachers

EEO —— Customer Service Center

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Part One

Pre-lesson
Download & Install

Equipment and Network Requirements

Device	CPU	System	Accessories	Tips
Computer	Intel i5 and newer	Windows7 and newer Mac OS X10.10 and newer	Desktop: External camera and headset Laptop: Wearing headphone	CPU marks:3000+ CPU marks(FHD):4000+
Android	SDM: 660 and newer 710 and newer 820 and newer Huawei Kirin: 960 and newer	Android 6.0 and newer	The headset that comes with the device	Not Support
IOS	iPhone 6 and newer iPad 5 and newer iPad mini 4 and newer iPad air 2 and newer iPad Pro and newer	IOS 9.0 and newer	The headset that comes with the device	CPU: All and newer System: ios11 and newer Type: iPhone 8 and newer IPad mini4 and newer

Network requirements: Using the wired network would be better; Upload/Download≥2Mbps; Close to the router when use Wi-Fi.

The link to check CPU marks: https://help.eeo.cn/17d8/c797/fa60

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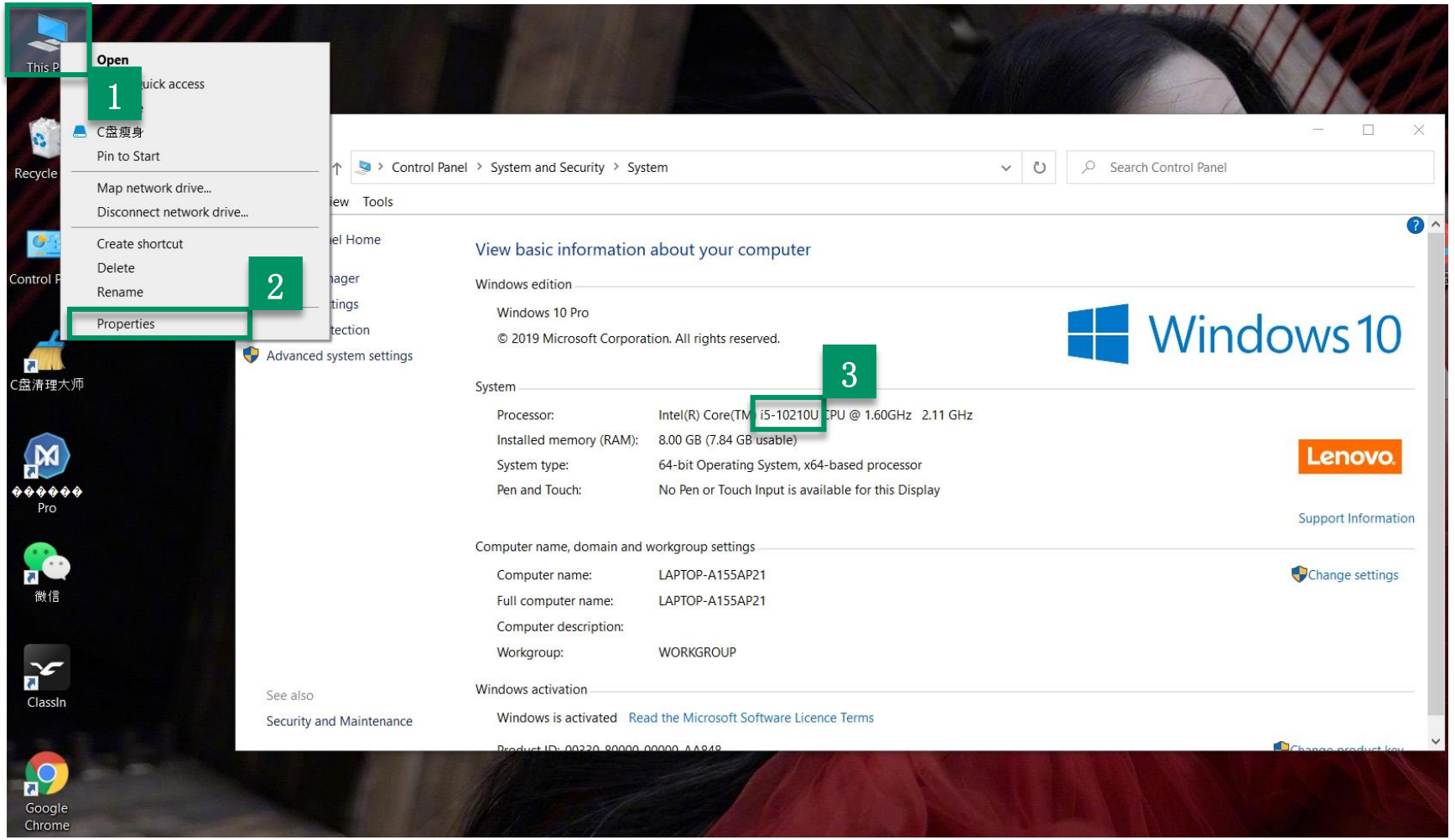
View Computer CPU(Windows)

Step1：Open “This PC”

Step2：Select “Properties”

Step3：View basic information about your computer——System——Processor



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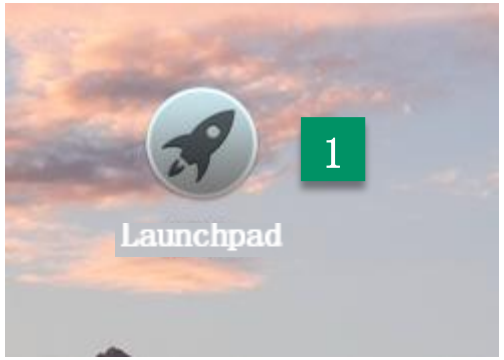
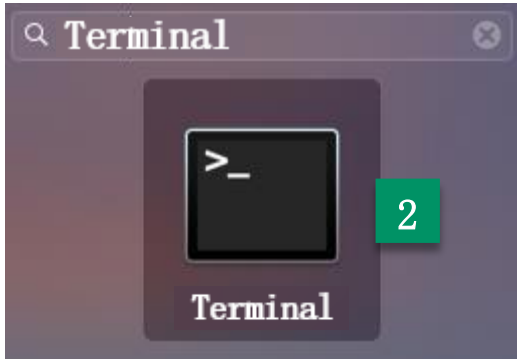
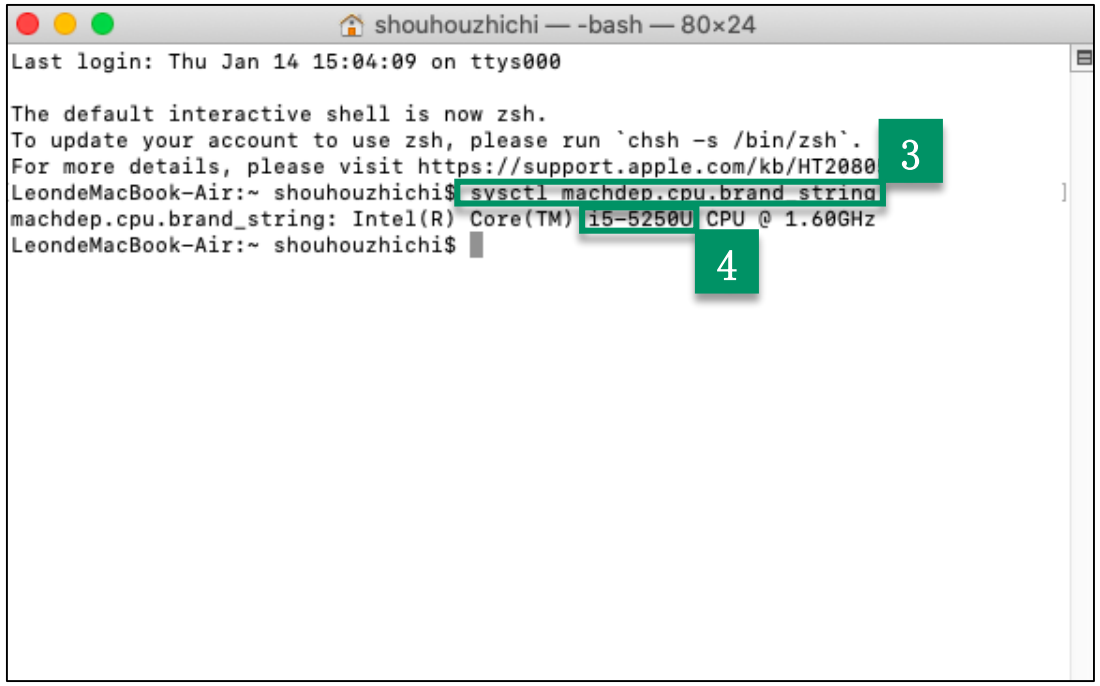
View Computer CPU(Mac OS)







Step1: Open the Launchpad

Step2: Search terminal and open it

Step3: Enter the order:

sysctl machdep.cpu.brand_string

Step4: Press “Enter” to view the CPU

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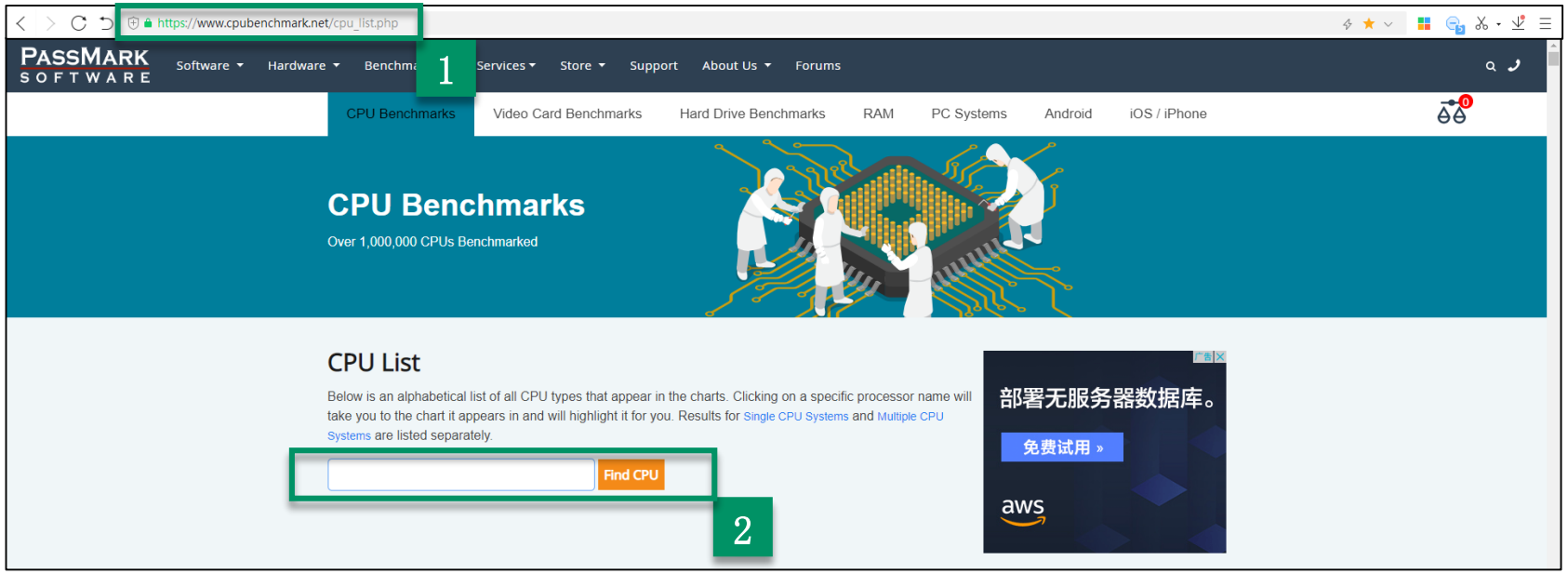
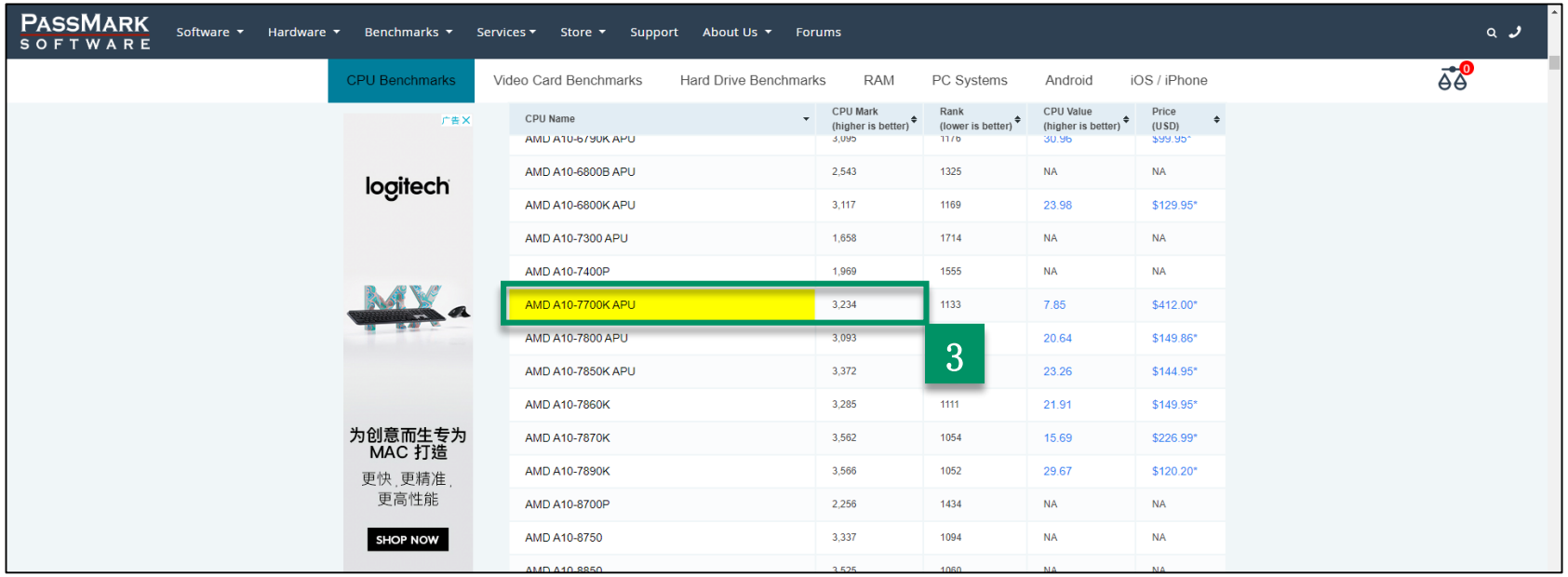
Query CPU Mark

Step1: Go to this website https://www.cpubenchmark.net/cpu_list.php

Step2: Search your CPU types(eg. I5 2400), and click “Find CPU”

Step3: The corresponding computer type is shown in yellow, just check the score





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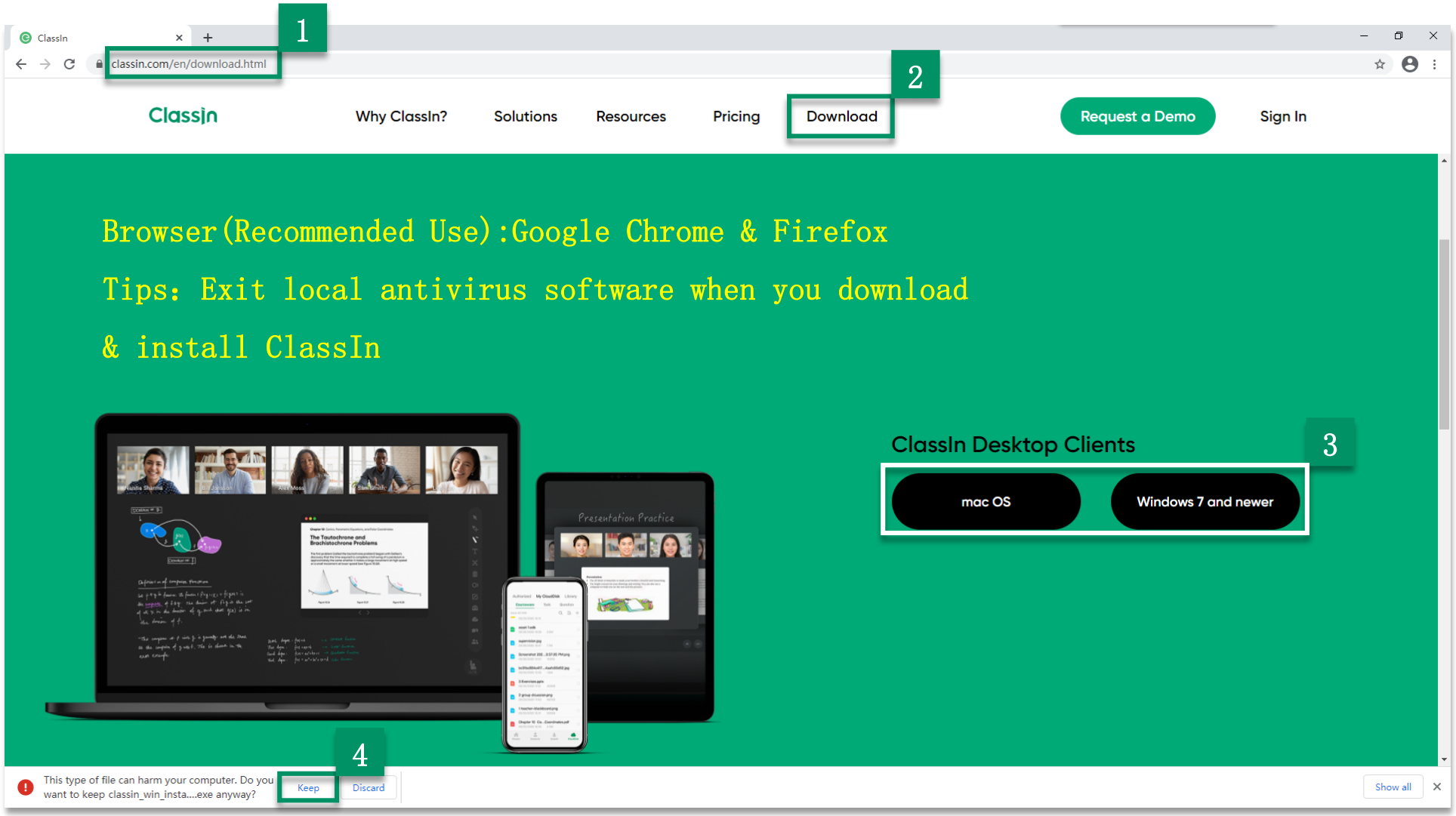
Download ClassIn



Step1: Enter the download link : http://www.eeo.cn/cn/download.html

Step2: Click "Download" (Pull down)

Step3: Windows users: Click "Windows7 and newer"; Mac users: Click "macOS"

Step4: Click "Keep" (Google Chrome)

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Install ClassIn(Windows)

Step1：Double-click on the installation package

Step2：Click “Confirm”

Step3：Click “Install”

Step4：Click “Start”

Tips： Languages available: Simplified Chinese, Traditional Chinese, English, Japanese, Korean, Vietnamese, Spanish, Arabic, Indonesian, French, Hungarian and Russian

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Install ClassIn(Mac OS)

Step1: Run the installation package

Step2: Drag the ClassIn on the left into the applications folder on the right

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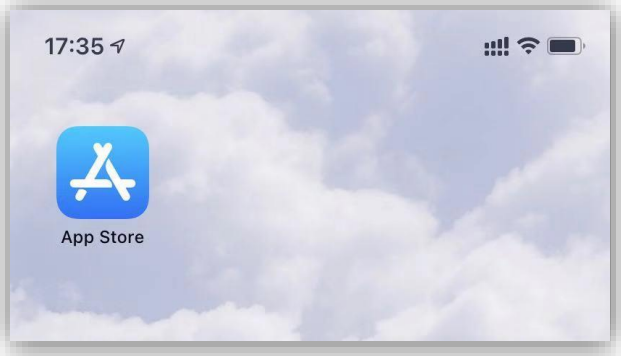
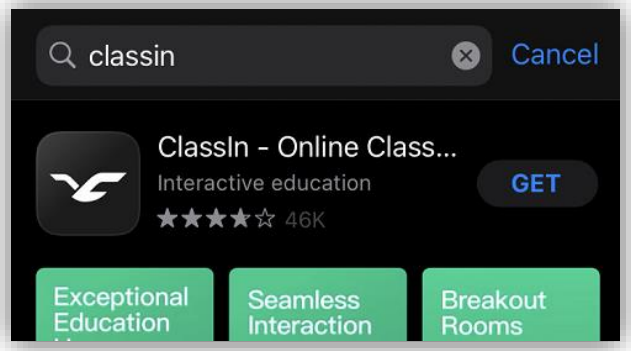
Download ClassIn on Mobile Device

IOS User

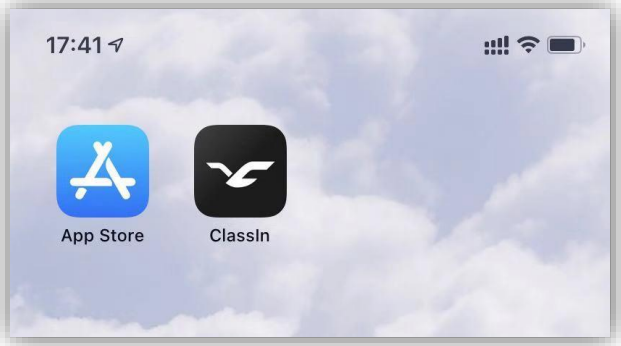
Step1：Open “APP Store”



Step2：Search for “ClassIn” and click “GET”

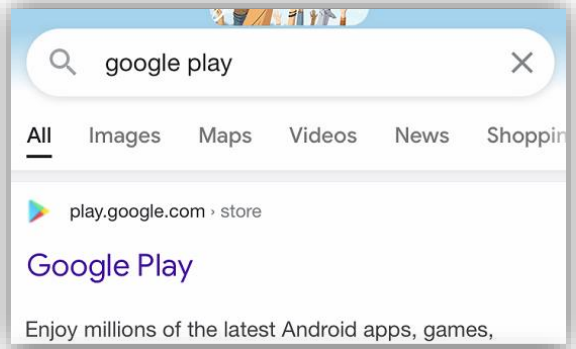


Step3：Installation complete

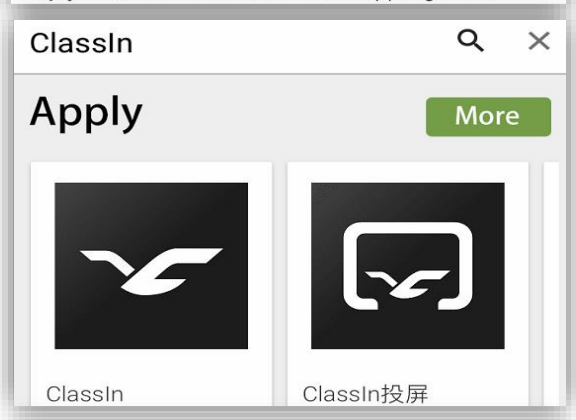


Android User

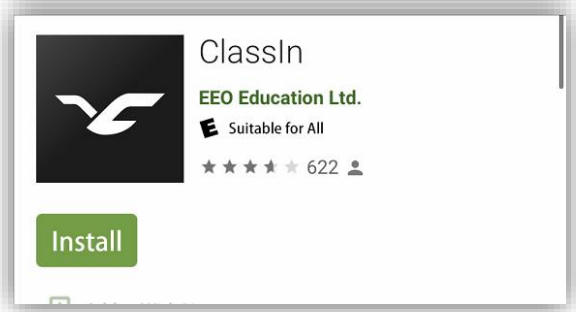
Step1：Search “Google play” in your browser



Step2：Search “ClassIn” and choose the left one



Step3：Installation complete



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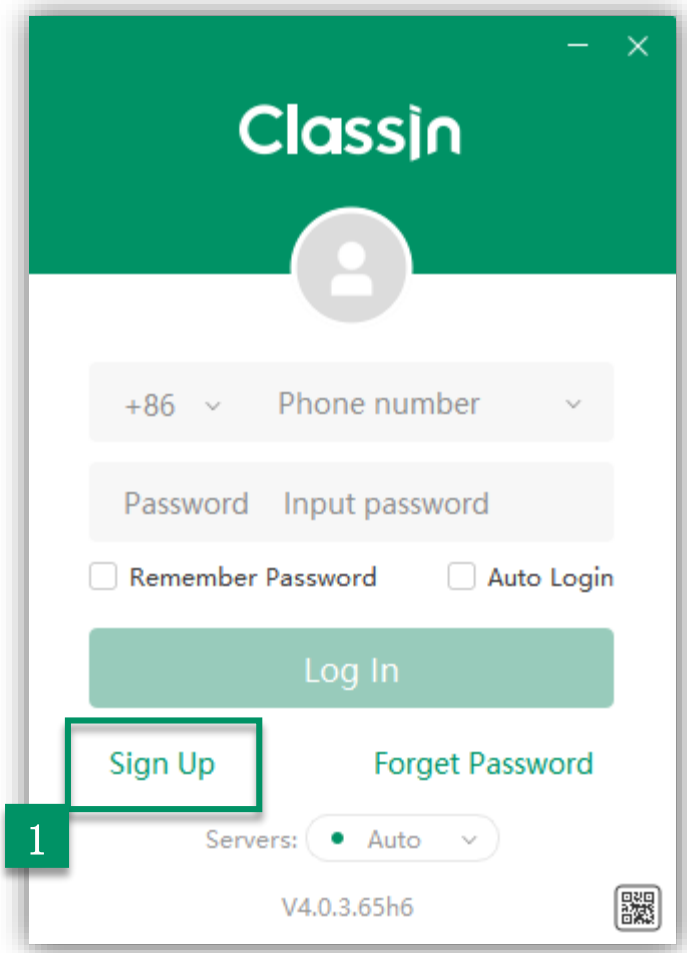
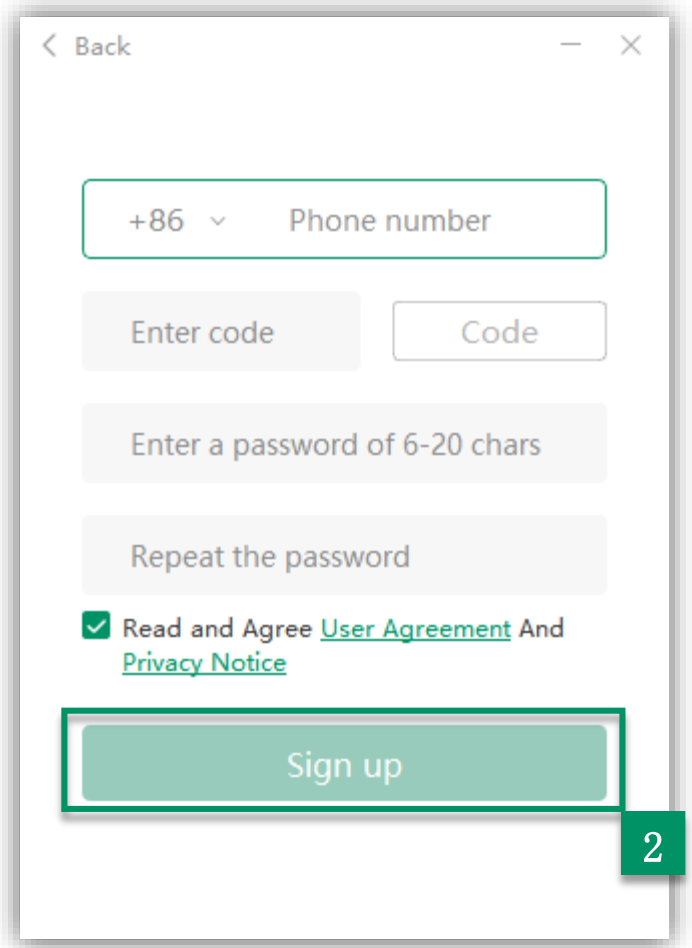
Part Two

Register & Login &Settings

Register Account



Step1: Click “Sign Up”



Step2: Enter your details and click “Sign Up”

Tips:

Your mobile phone should be able to receive SMS messages normally;

Open international roaming

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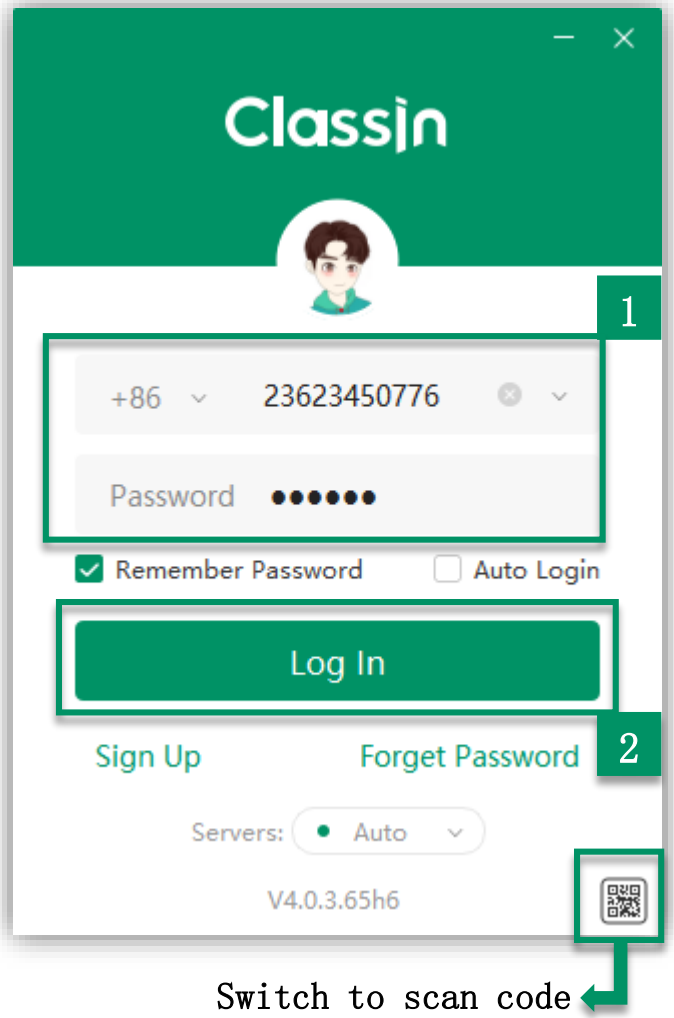
Login ClassIn

There are two ways to log in → ①Login with account and password ②Scan code to login

Step1：Enter your account number and password

Step2：Click “Log In”

Tips: The prerequisite for scanning code login is the download of ClassIn



Switch to scan code

Switch to account and password

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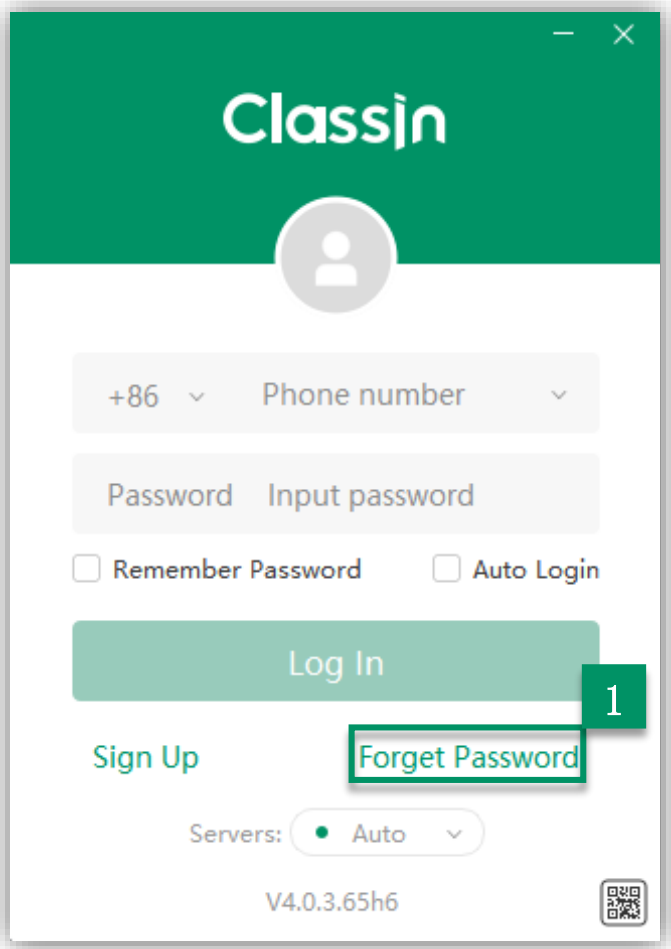
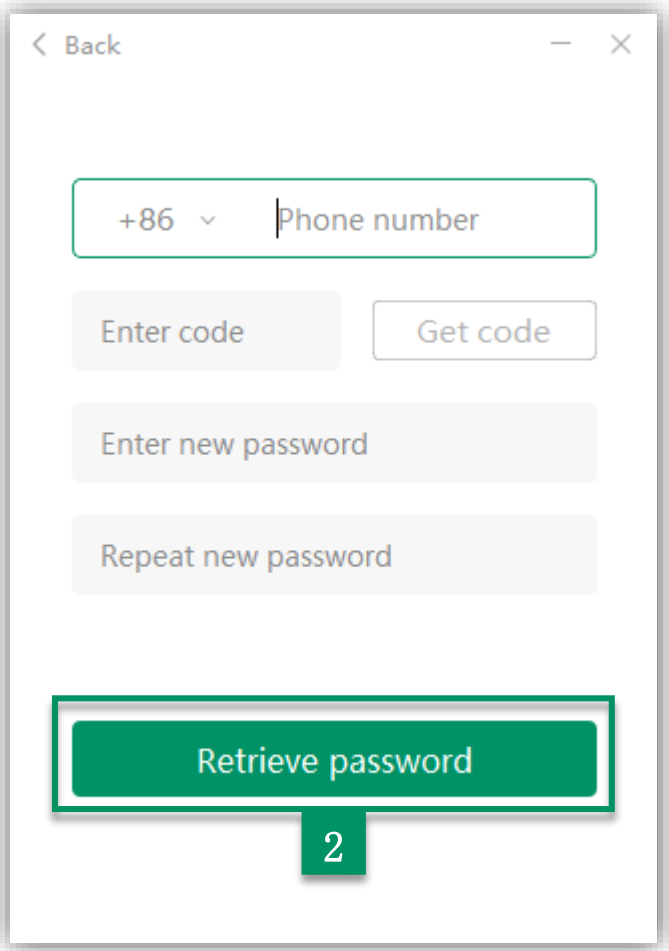
Retrieve Password





Step1：Click “Forget Password”

Step2： Enter your details and click “Retrieve password”

If you have not received code, just try to get a voice code.

The voice verification code will only be available 60 seconds after clicking on Get SMS Verification Code

Tips: Voice Verification Code only supports Chinese phone number

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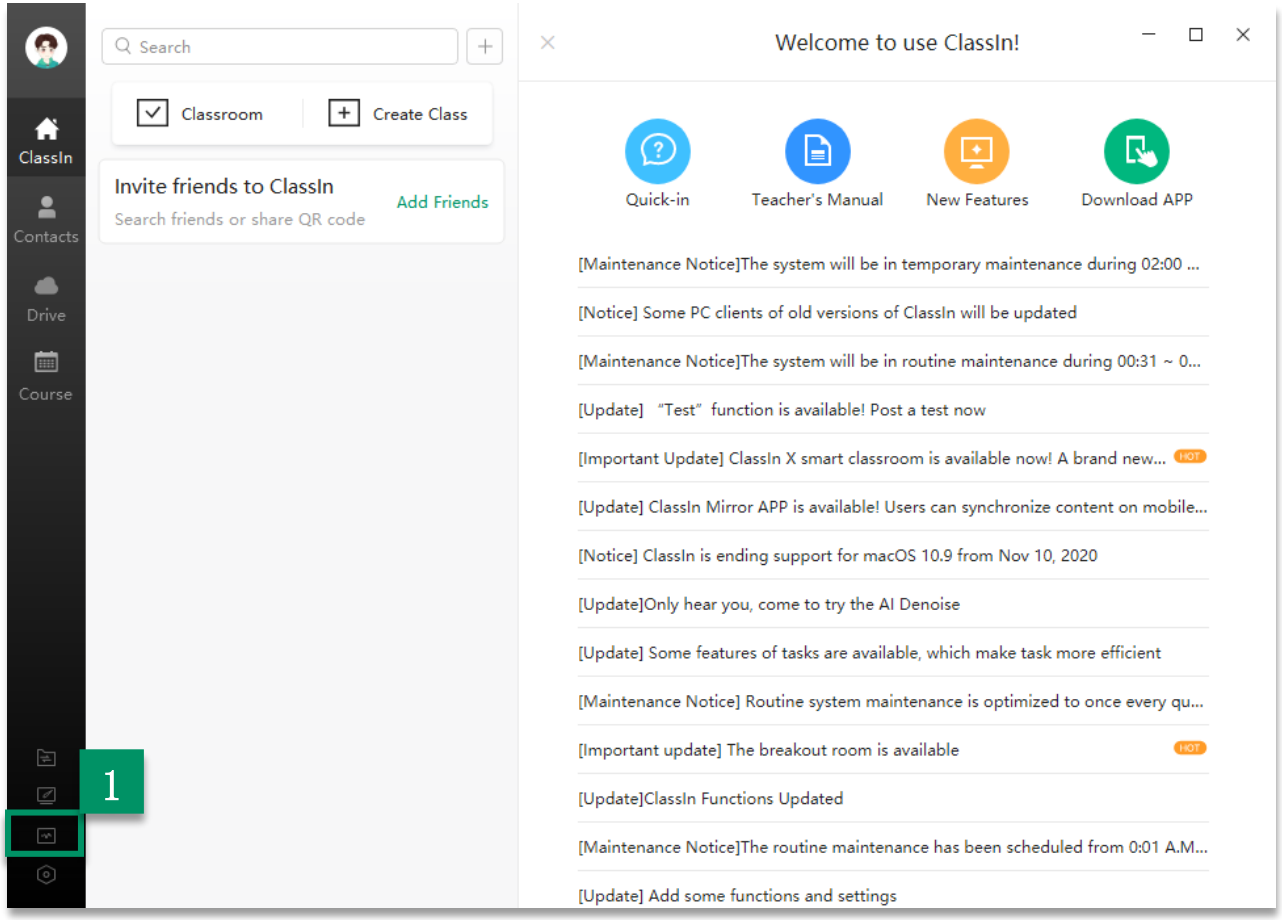
Device Check

Check your devices after logging in the ClassIn to ensure that the device is ready for class

Step1: Click “Device Check”



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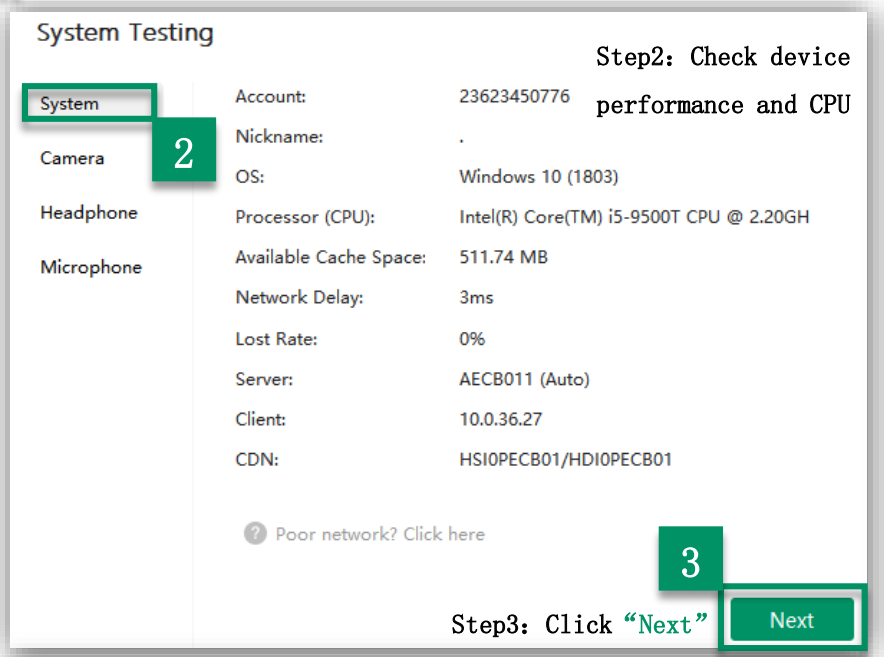
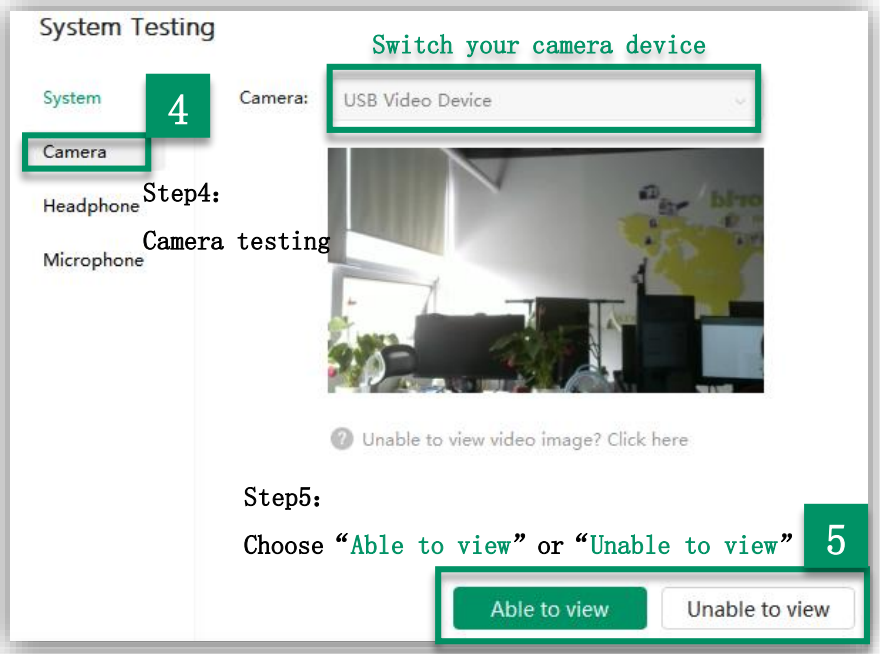
Device Check



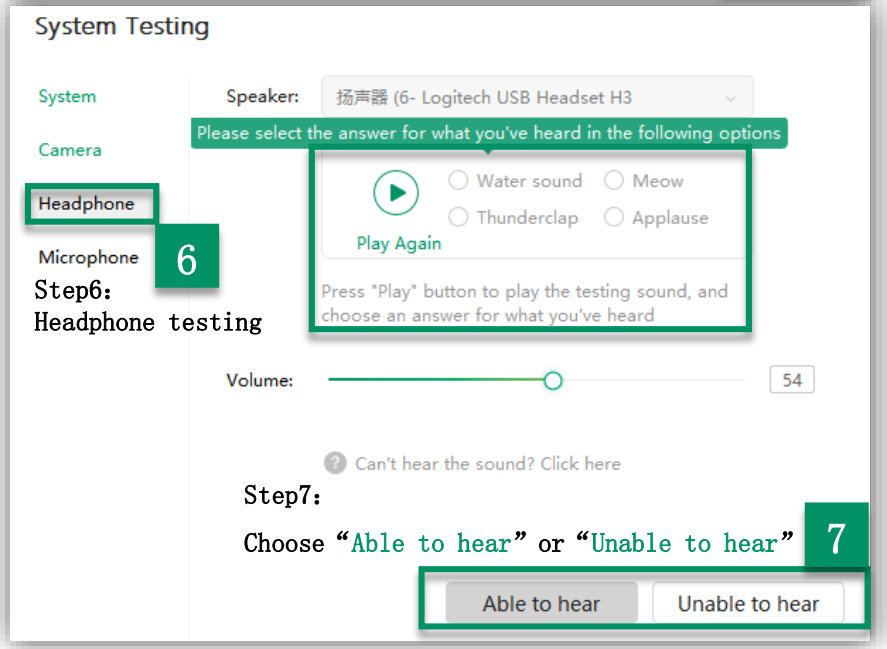
Step2: Check device performance and CPU

Step3: Click "Next"



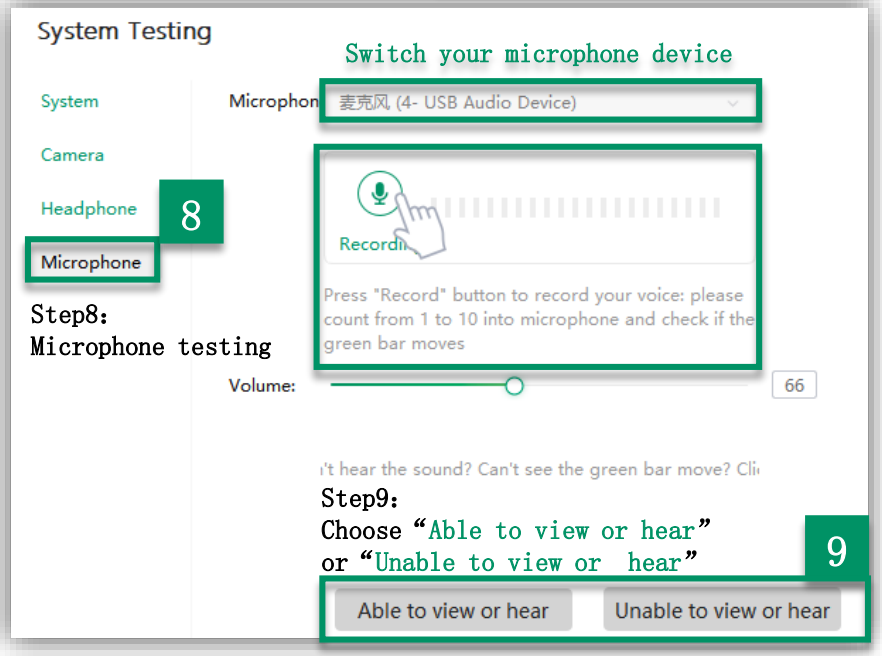
Step4: Camera testing

Step5: Choose "Able to view" or "Unable to view"



Step6: Headphone testing

Step7: Choose "Able to hear" or "Unable to hear"



Step8: Microphone testing

Step9: Choose "Able to view or hear" or "Unable to view or hear"

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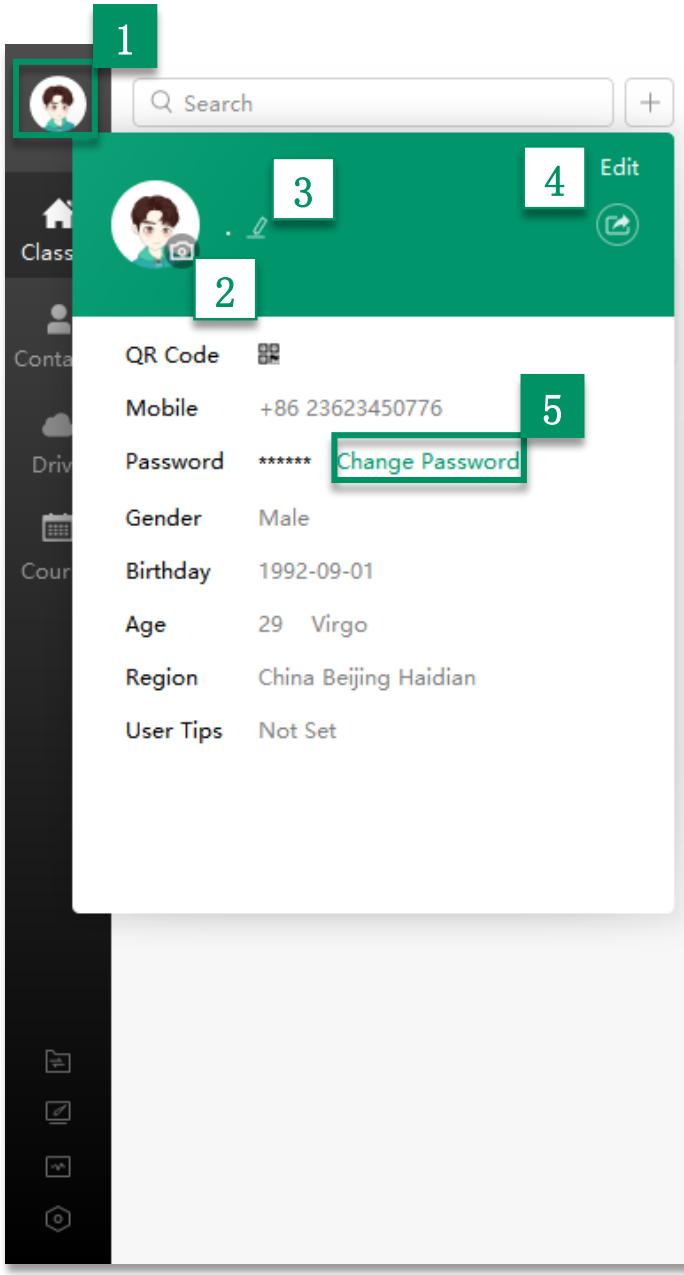
Edit Profile Photo/Nickname and Change Password



Step1: Click your profile photo

Step2: Click on the camera icon to upload a picture or take a photo

Step3: Click this pencil to set your nickname

Step4: Click “Edit” in the right corner to set your information

Step5: Change password

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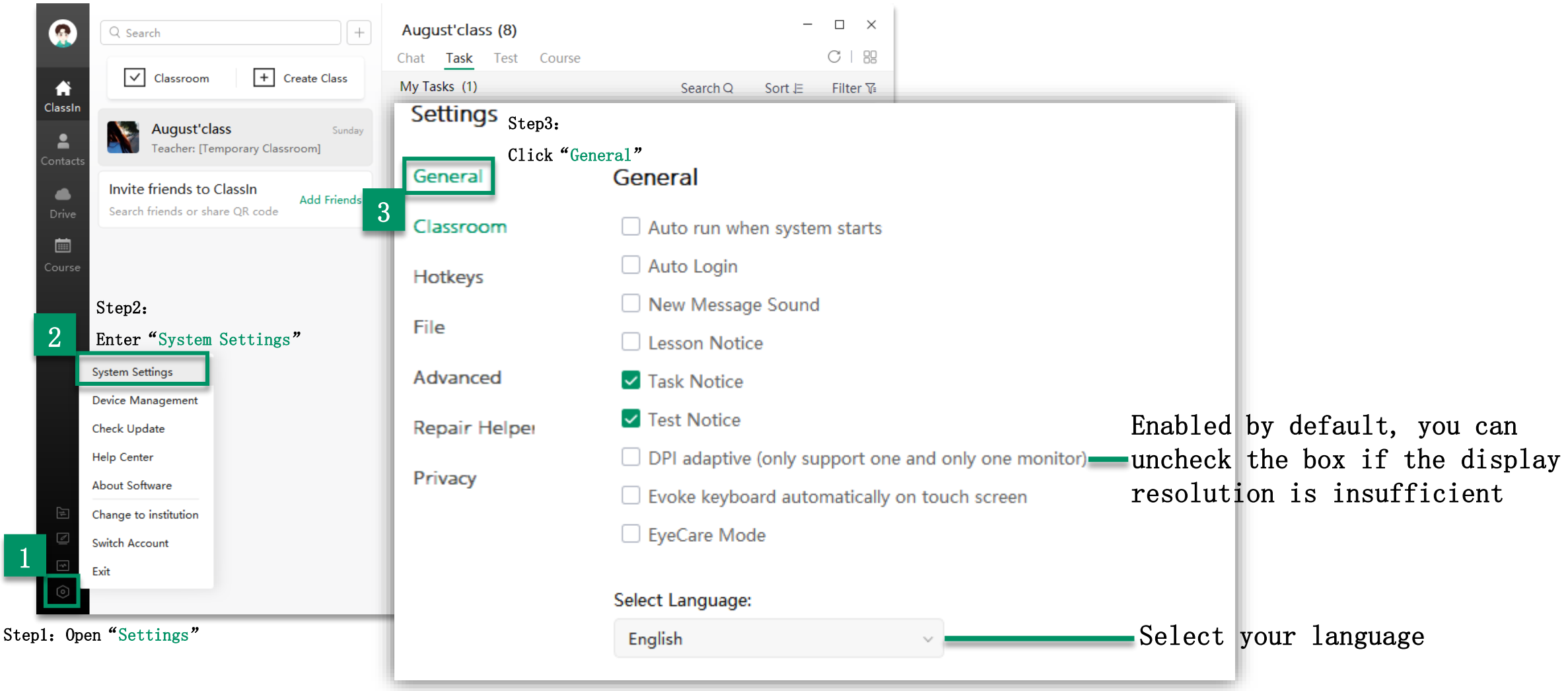
System Settings - Select Language/DPI Adaptive



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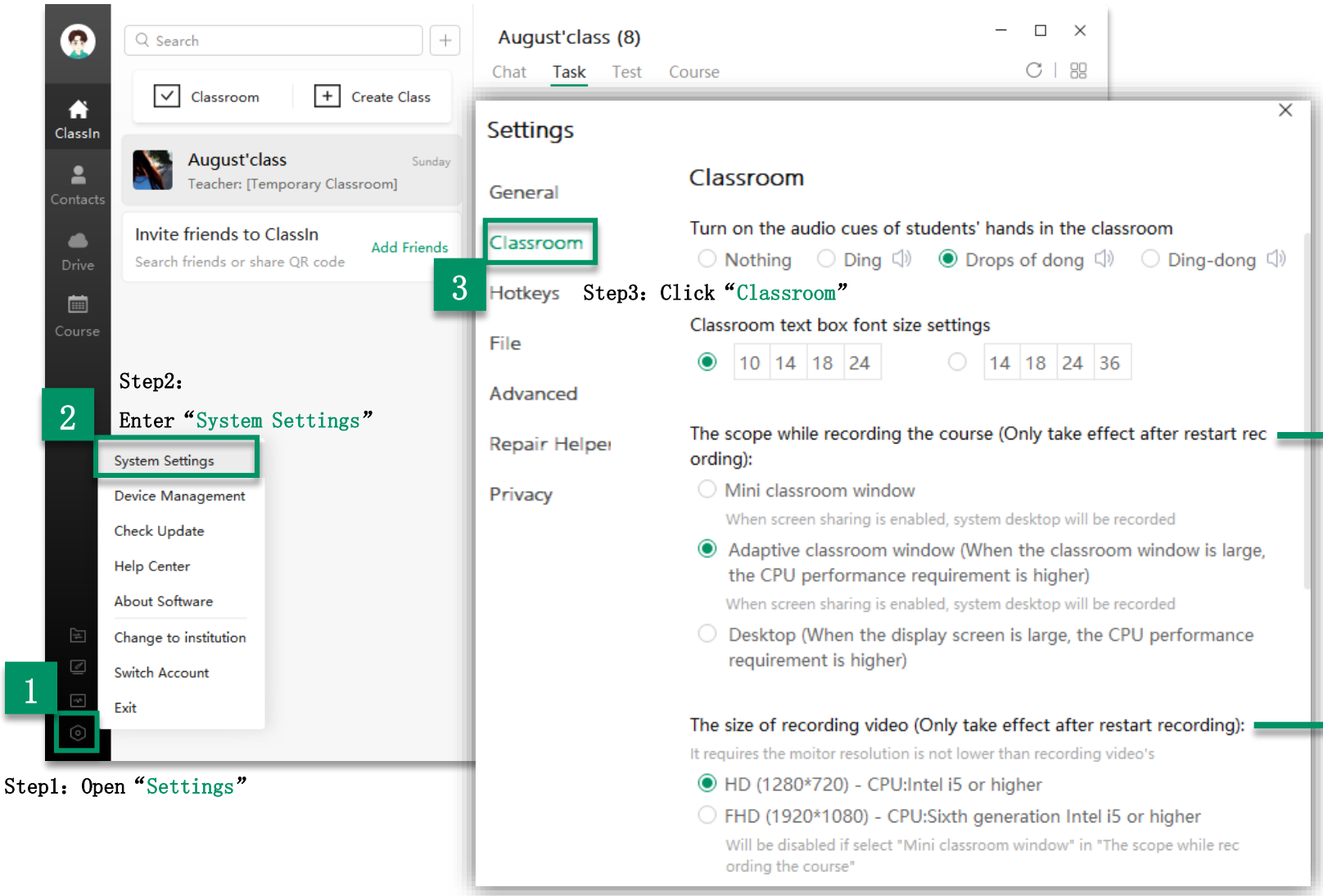
System Settings - Lesson Recording



Step1: Open "Settings"

Step2:
Enter "System Settings"

Step3: Click "Classroom"

The scope while recording the course (Only take effect after restart recording)

- Mini classroom window (1280X720)
- Adaptive classroom window (The classroom window can be resized after setting)
- Desktop (Entire computer desktop)

The size of recording video

- HD (1280 x 720)
- FHD (1920 x 1080) Recommend higher performance equipment and better quality networks

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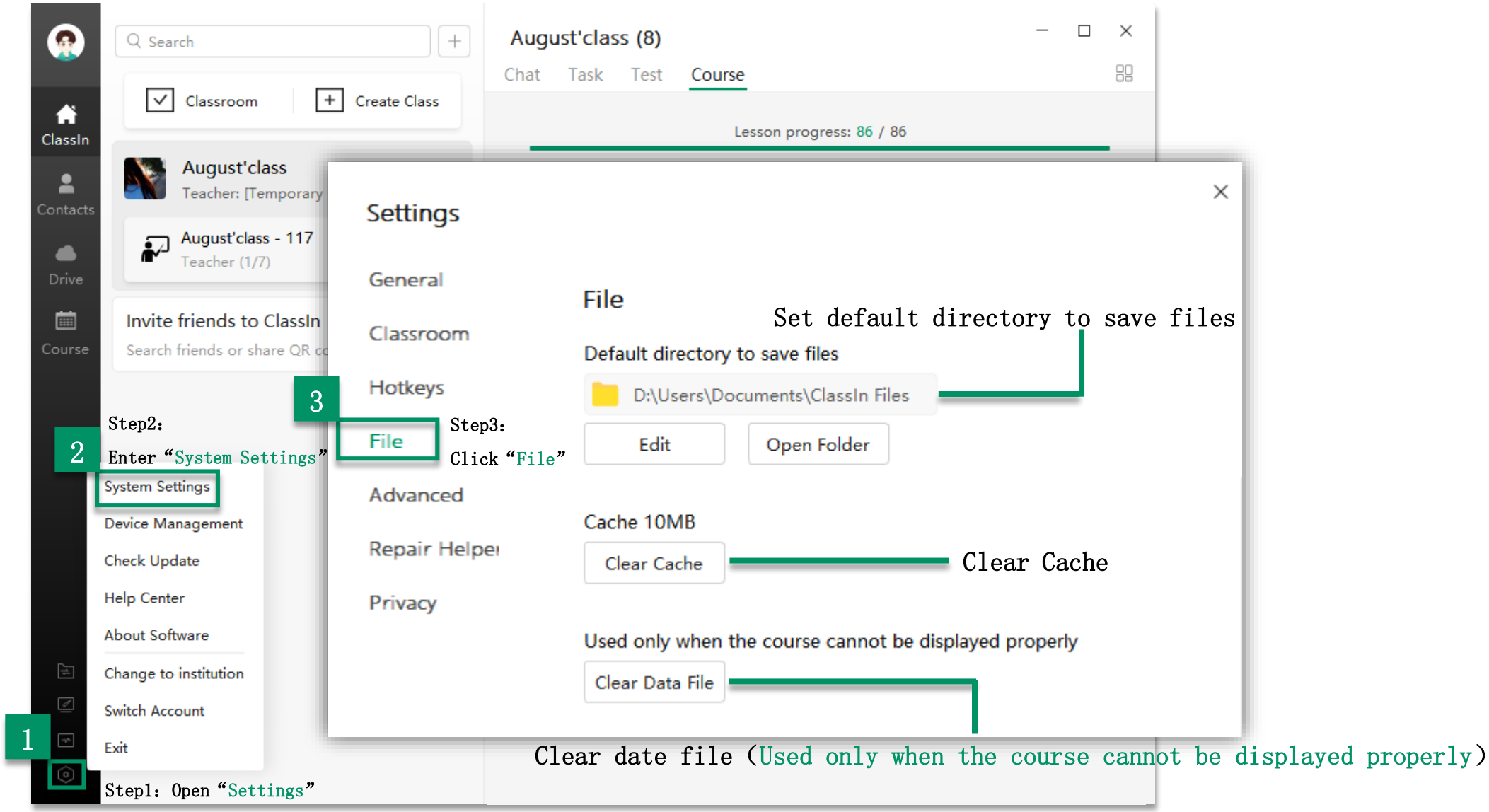
System Settings-Clear Cache/Data File



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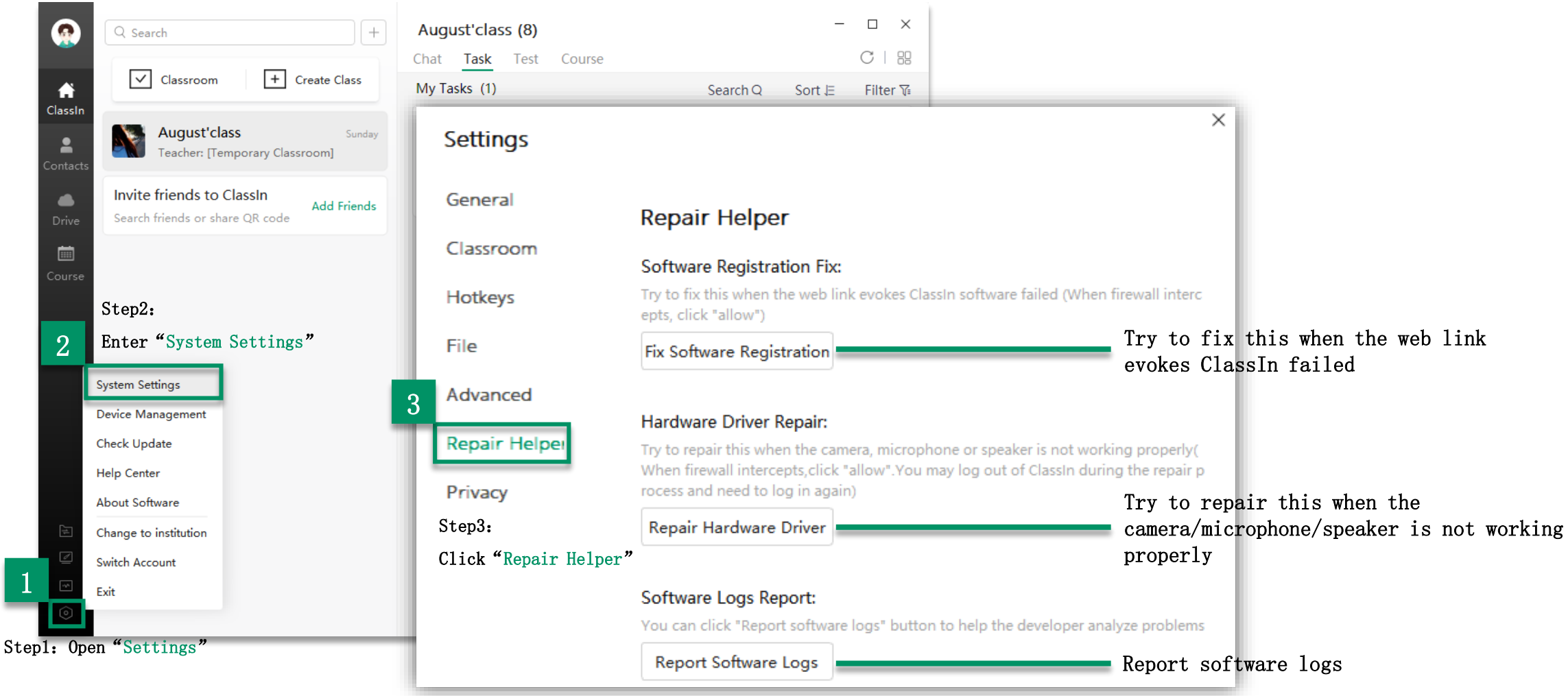
System Settings - Repair Helper



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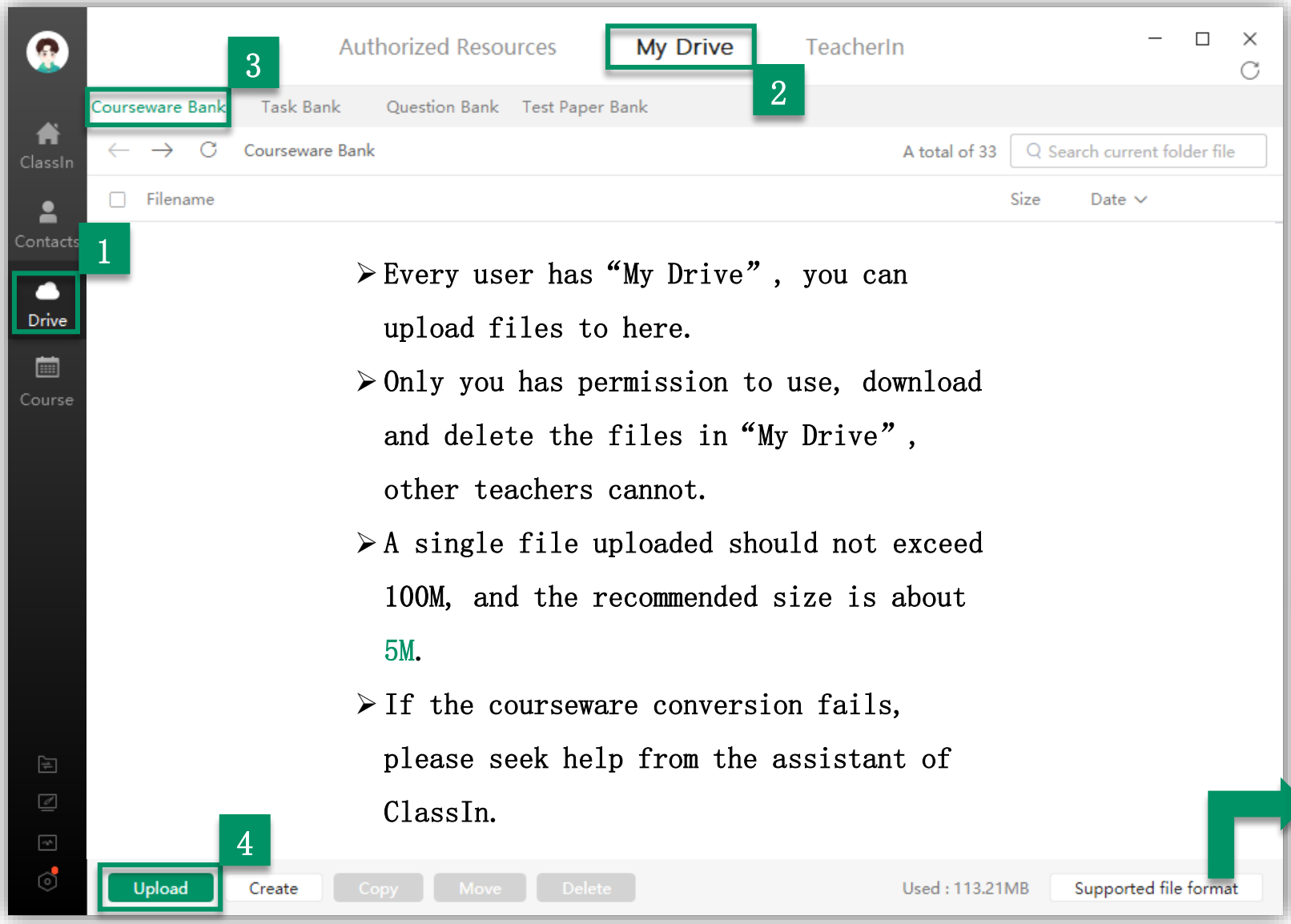
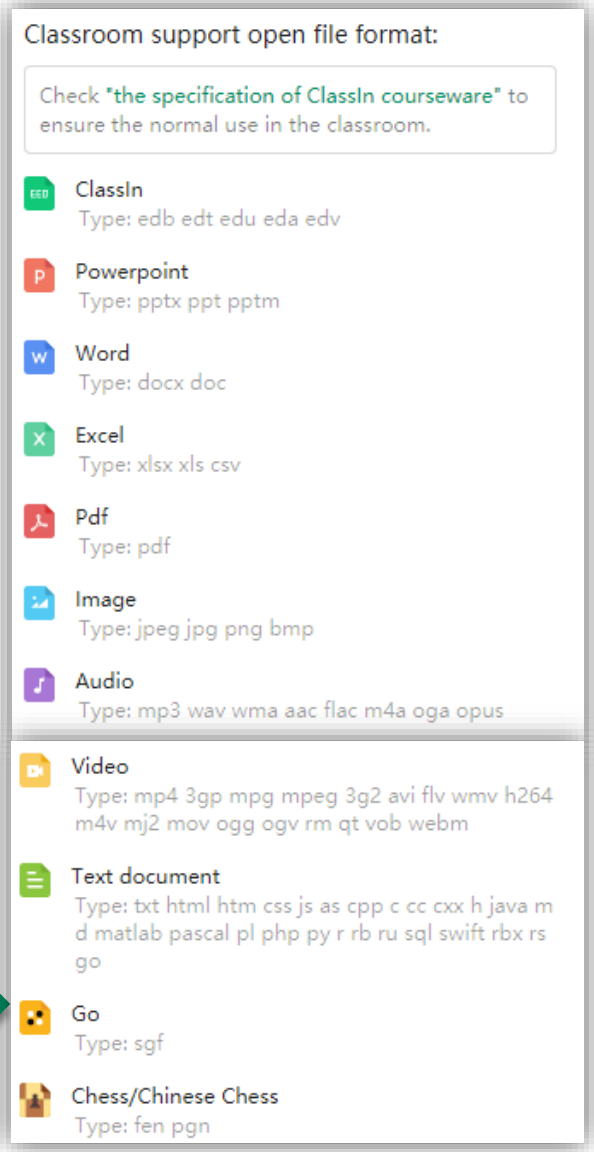
Part Three

Prepare Lessons

Upload Files



- Every user has “My Drive”, you can upload files to here.
- Only you has permission to use, download and delete the files in “My Drive”, other teachers cannot.
- A single file uploaded should not exceed 100M, and the recommended size is about 5M.
- If the courseware conversion fails, please seek help from the assistant of ClassIn.



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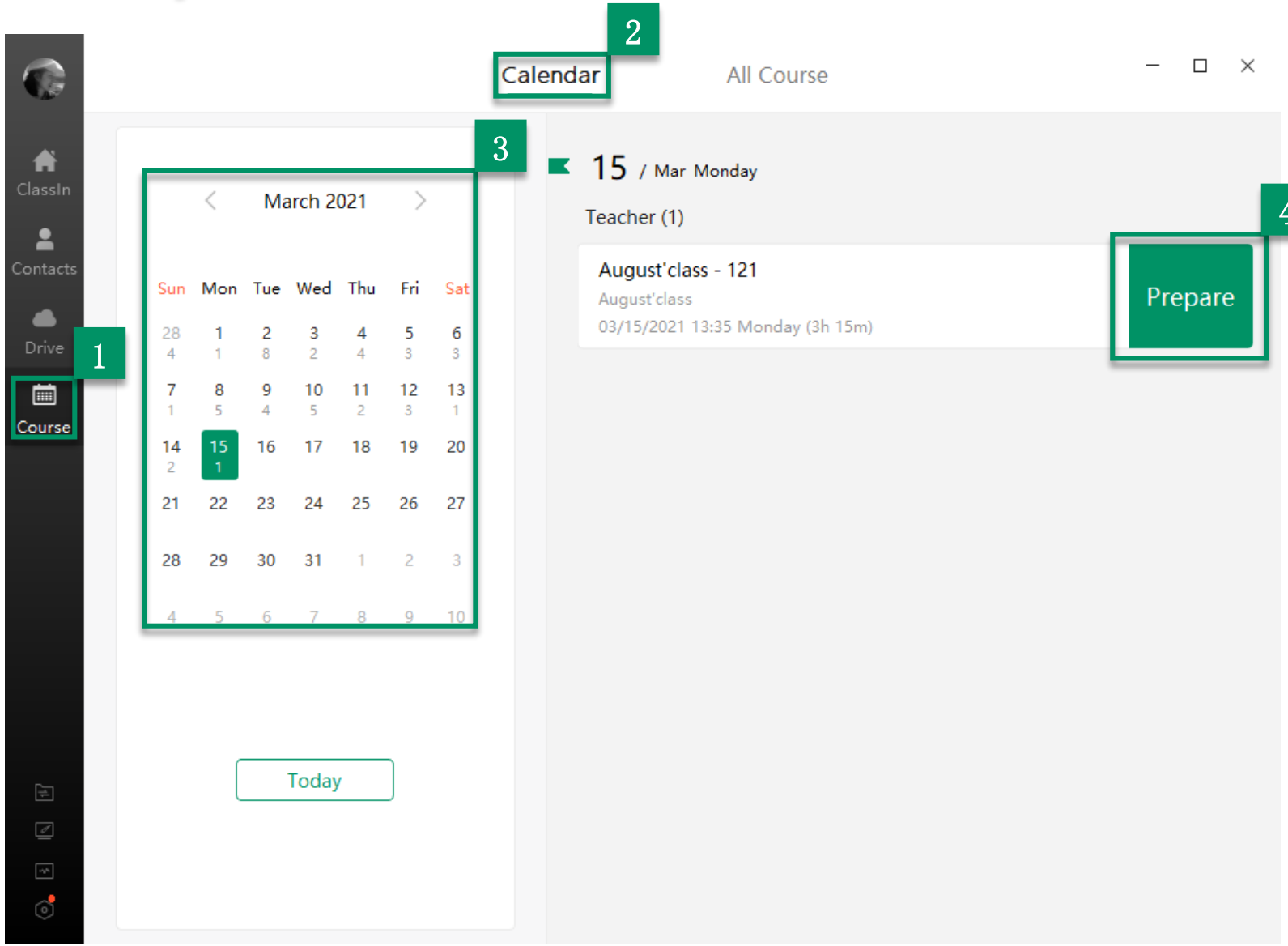
Lesson Preparation



More than 20 minutes before the start of the lesson, the teacher can see the button “Prepare”.

Step1: Enter “Course”

Step2: Select “Calendar”

Step3: Select your lesson’s date

Step4: Click “Prepare”

Tips: If you don’t save the blackboard-writing before exiting the preparation room, it will be automatically emptied after entering the formal classroom. Please save it in time.

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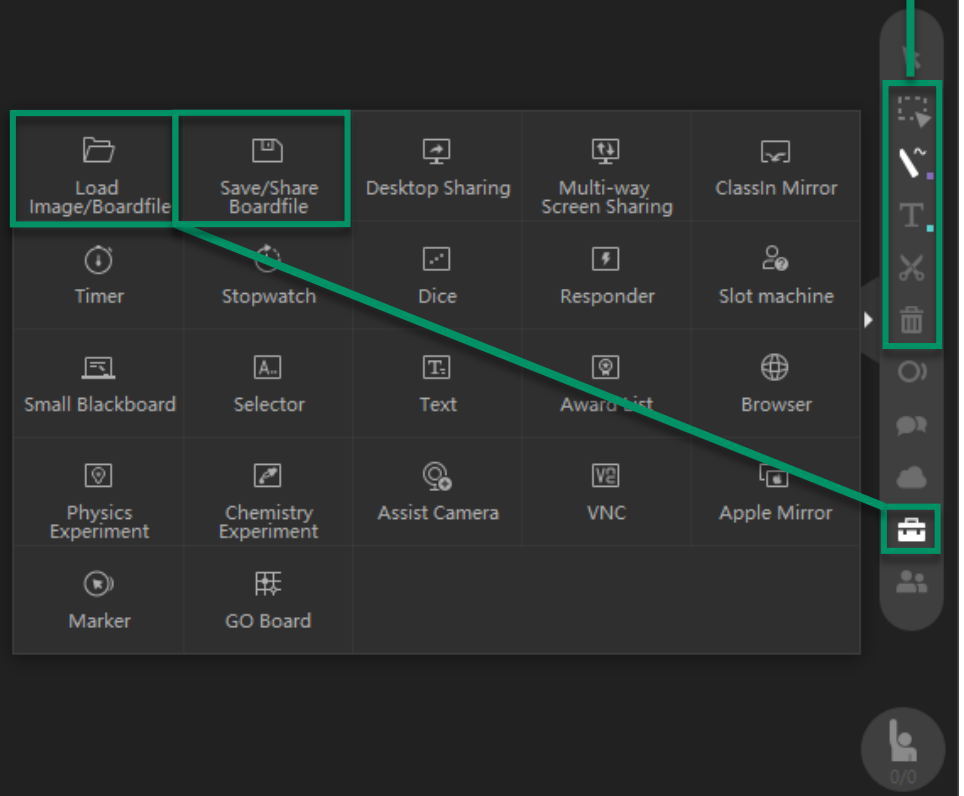
The Making of EDB

Blackboard Editor

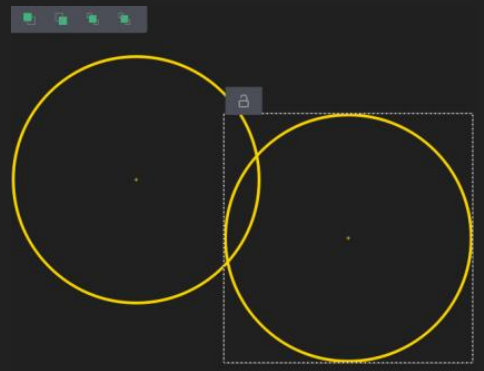
Lock: Click the lock icon in the upper left corner of picture to lock it. Click again to unlock.

Teaching tools: Select & Move/Paint Brush /Text Box/Screenshot/Load image etc.



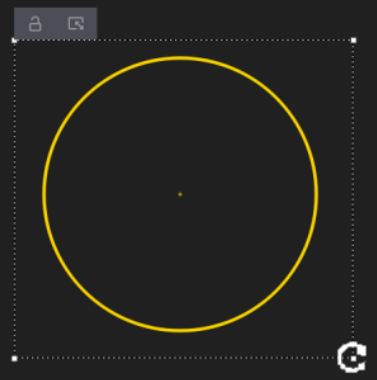
Layer:

Ctrl + left-click



Rotate:

Ctrl + Move the mouse to the corner of the picture



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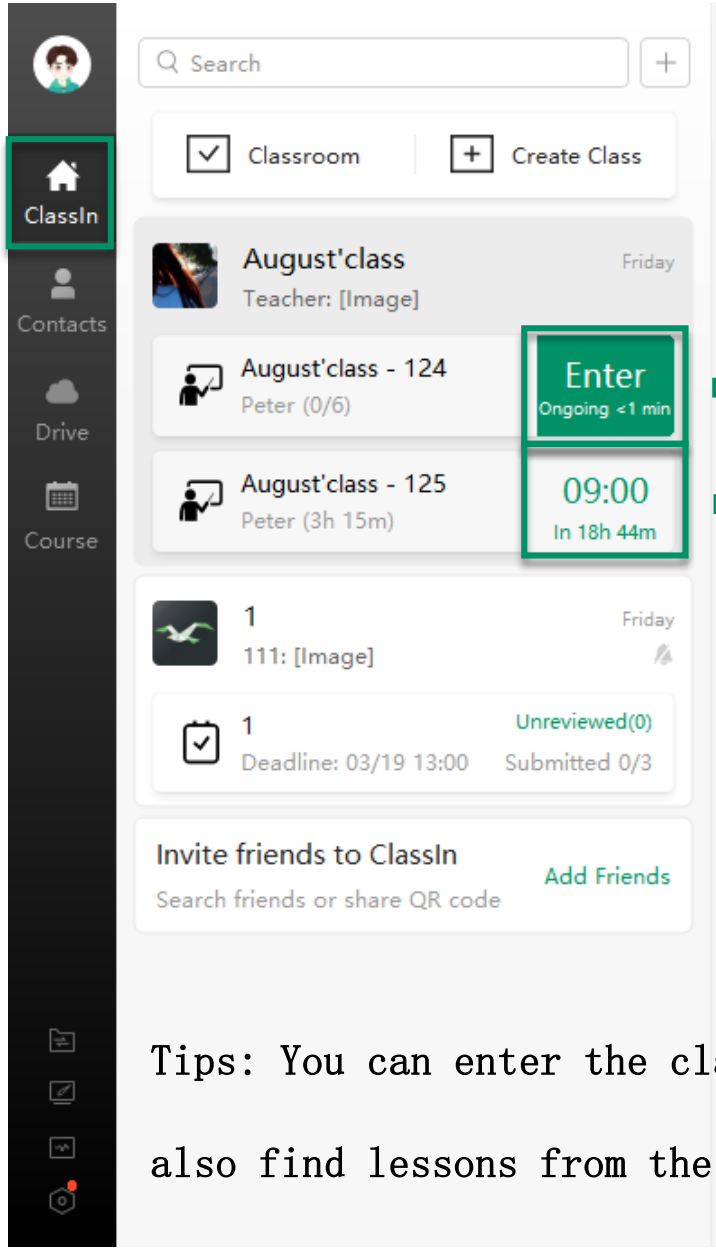
Part Four

In Class

Enter into Classroom



You can click “Enter” into the classroom

Your lesson will start in 18h 44m

Tips: You can enter the classroom 20 minutes early and also find lessons from the calendar.

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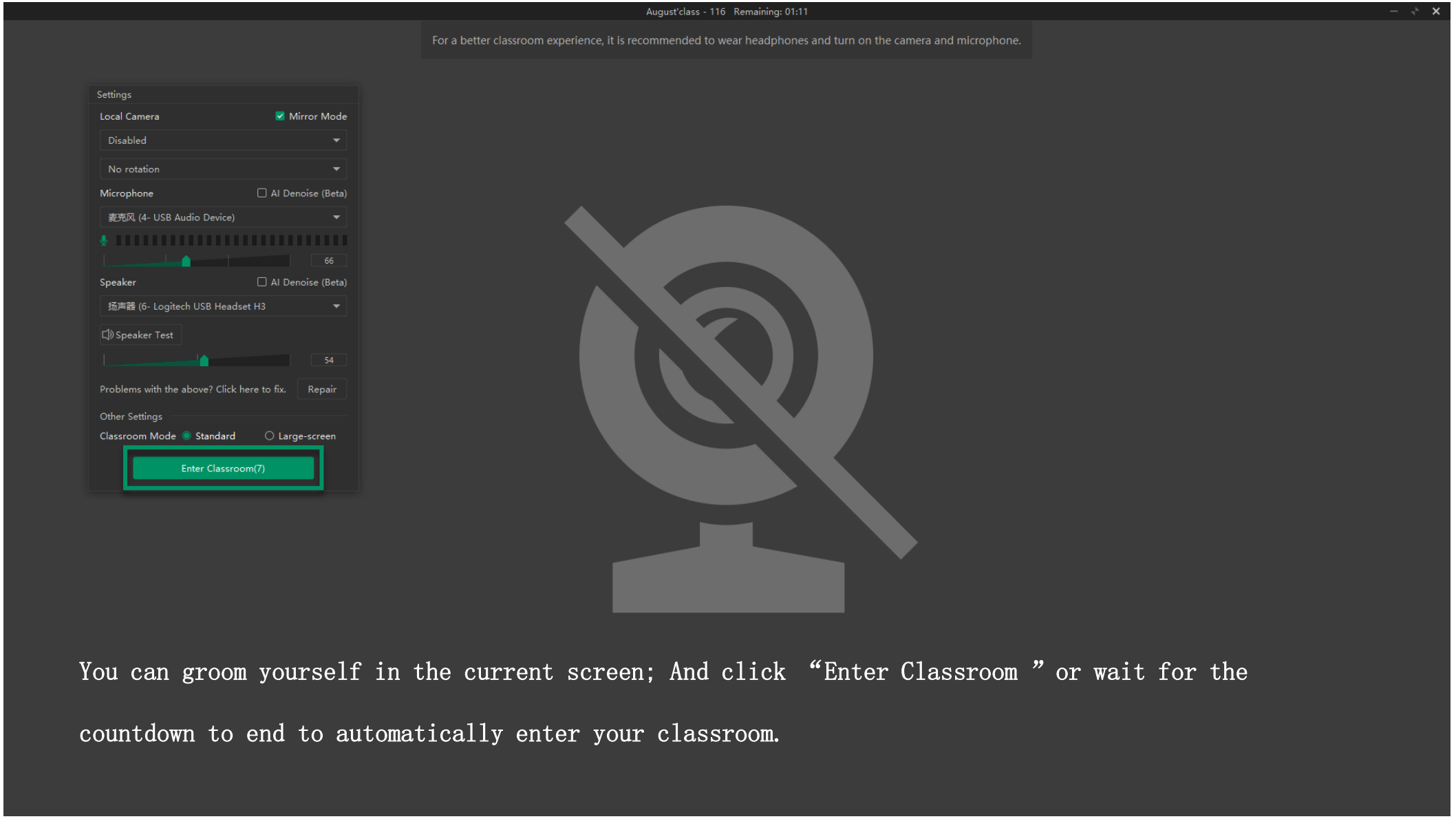
Self-check Device before Entering the Classroom



You can groom yourself in the current screen; And click “Enter Classroom ” or wait for the countdown to end to automatically enter your classroom.

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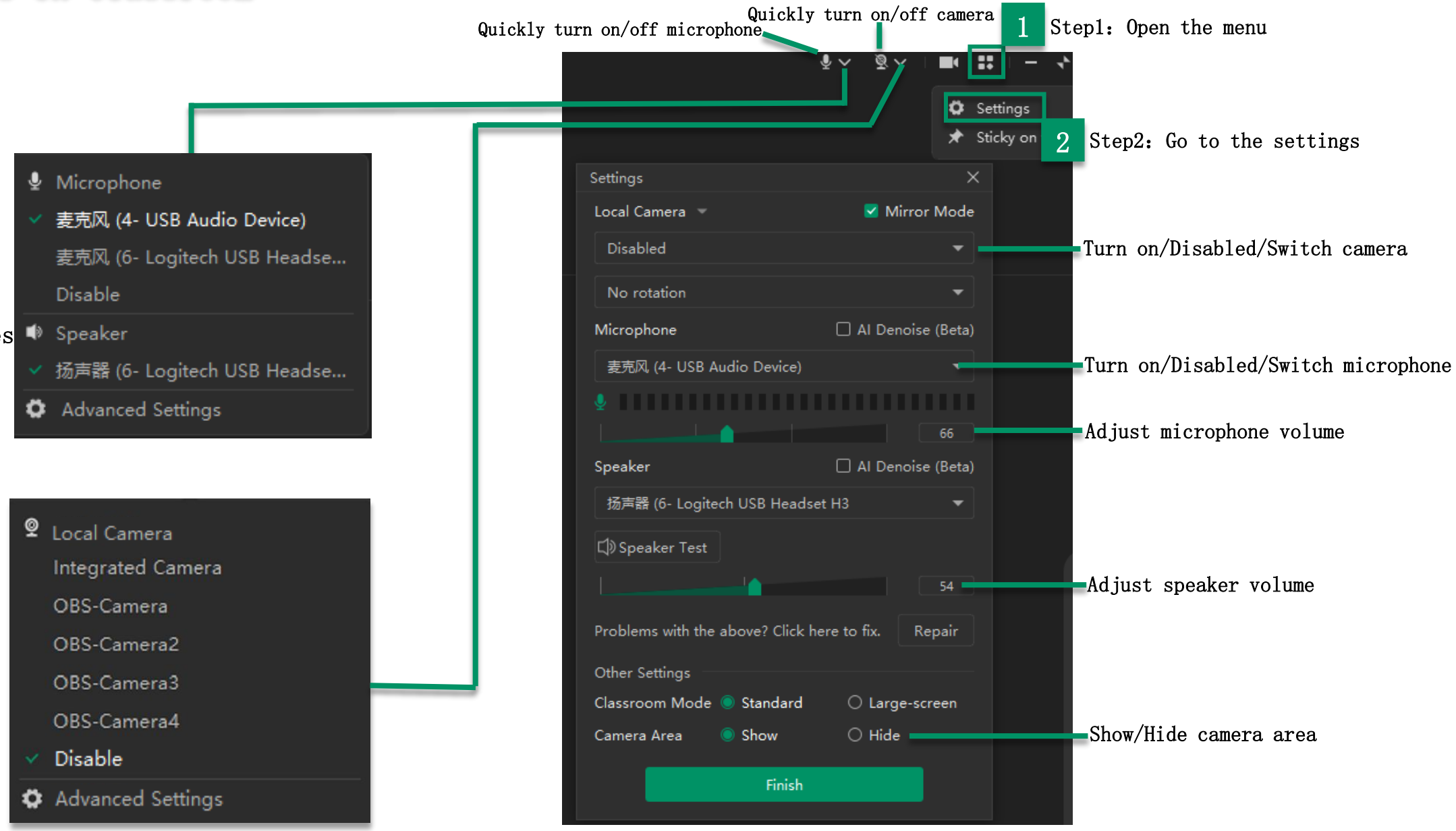
Settings in Classroom



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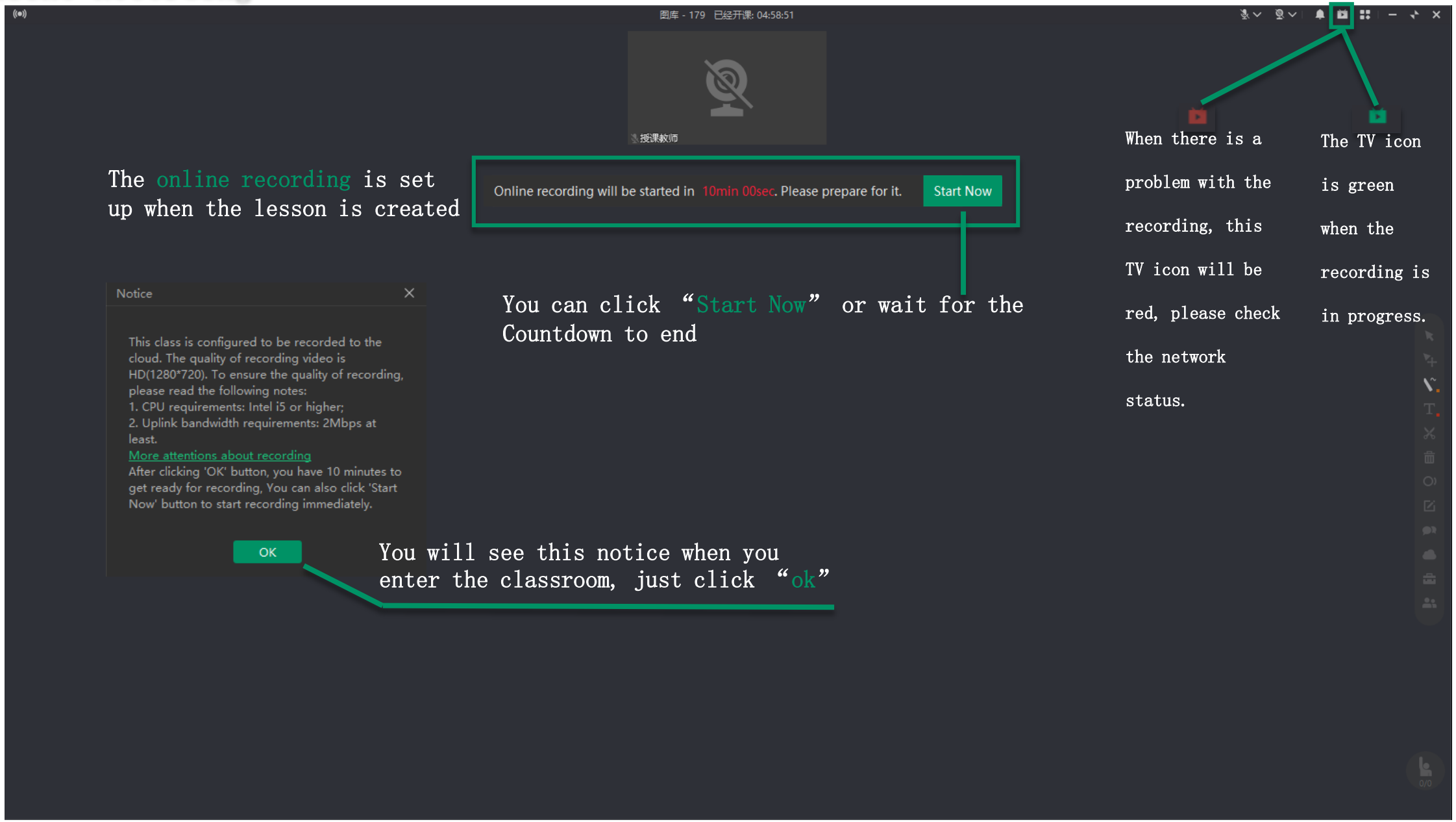
Online Recording



The online recording is set up when the lesson is created

You can click "Start Now" or wait for the Countdown to end

You will see this notice when you enter the classroom, just click "ok"

When there is a problem with the recording, this TV icon will be red, please check the network status.

The TV icon is green when the recording is in progress.

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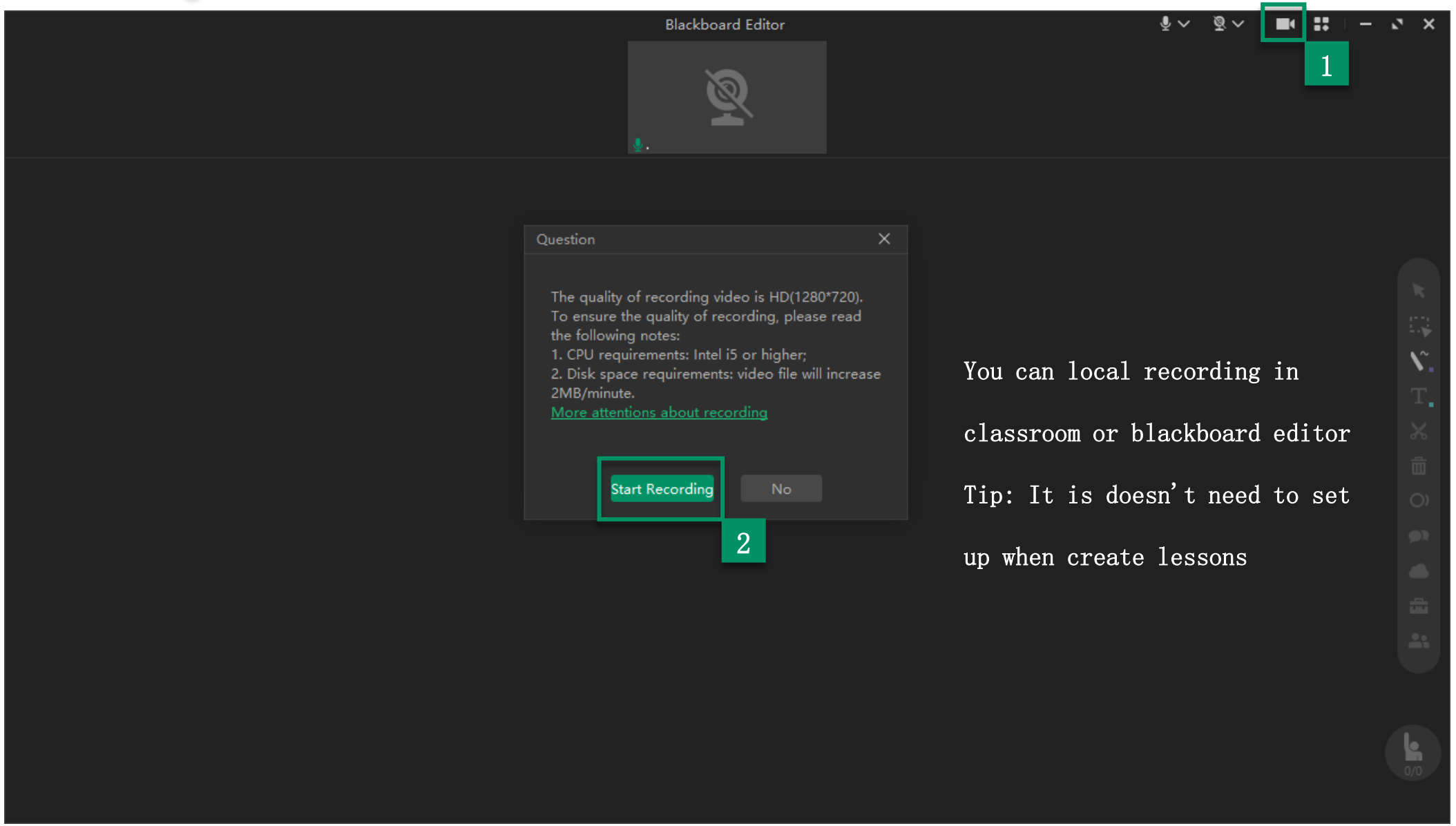
Local Recording



You can local recording in classroom or blackboard editor

Tip: It is doesn't need to set up when create lessons

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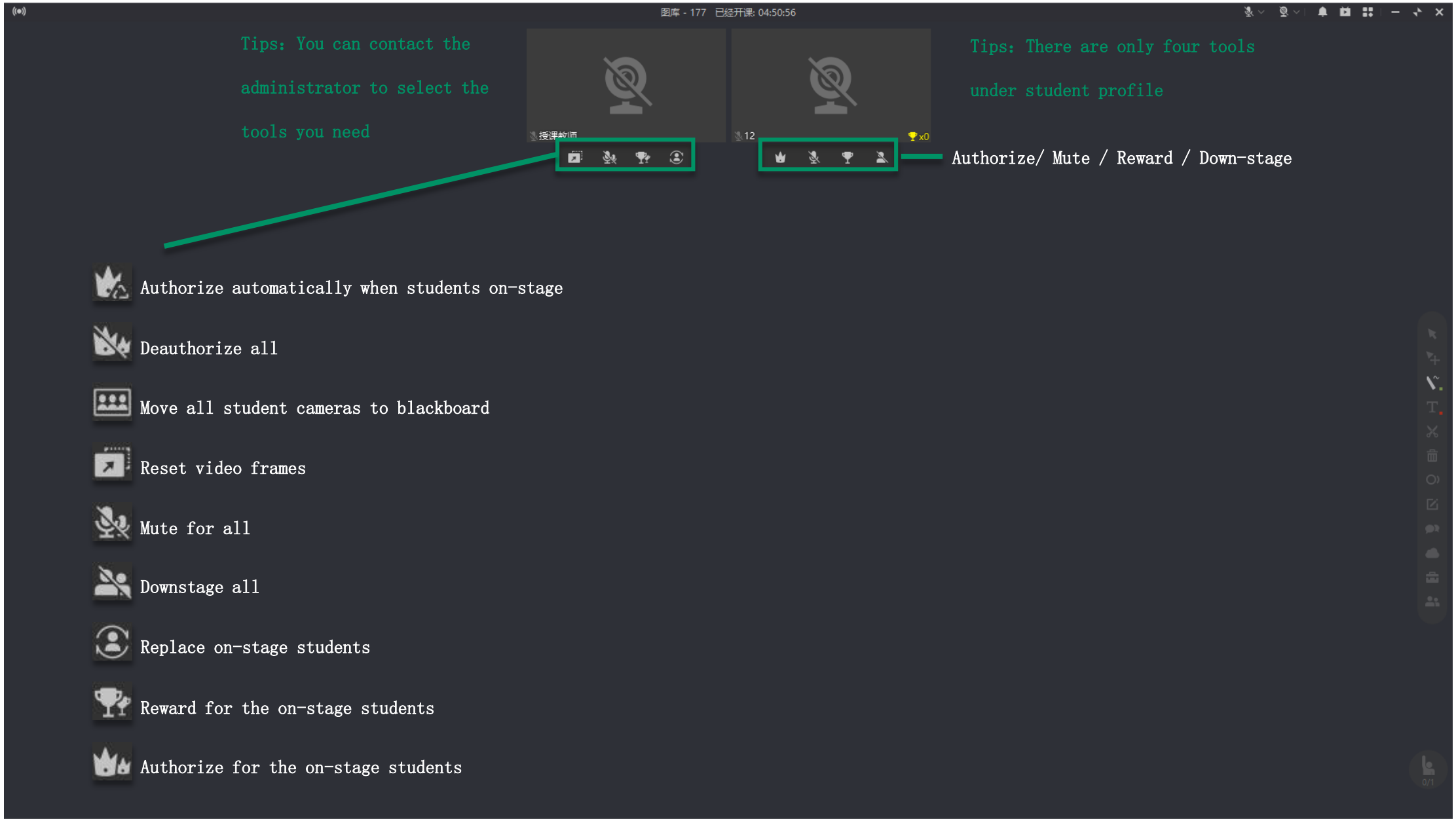
Toolbar under the Profile



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Teaching Tools: Click/Select & Move/Paint Brush/Text Box

【Click】

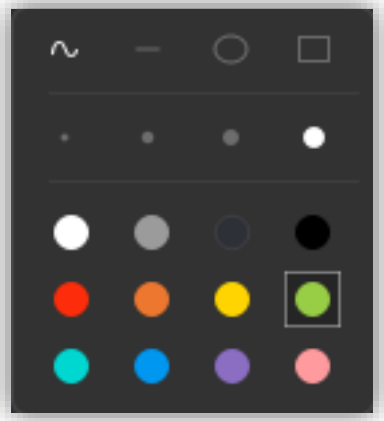
Hot key: Ctrl + G

Utility: Trigger PPT

【Select & Move】

Hot key: Ctrl + M

Utility: Select the content to be moved and then move the position



【Paint Brush】

Hot key: Ctrl + P

Utility: Choose different shapes, thicknesses and colors to draw the blackboard

【Text Box】

Hot key: Ctrl + T

Utility: Enter words of different sizes and colors on the blackboard

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Teaching Tools: Screenshot/Delete/Laser Pointer

【Screenshot】

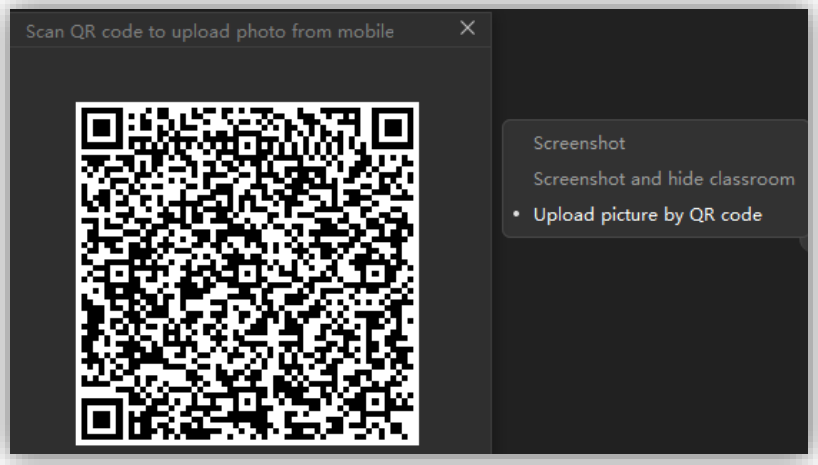
Hot key: Ctrl + Alt + X

Three ways to take screenshots

1、Screenshot

2、Screenshot and hide classroom

3、Upload picture by QR code



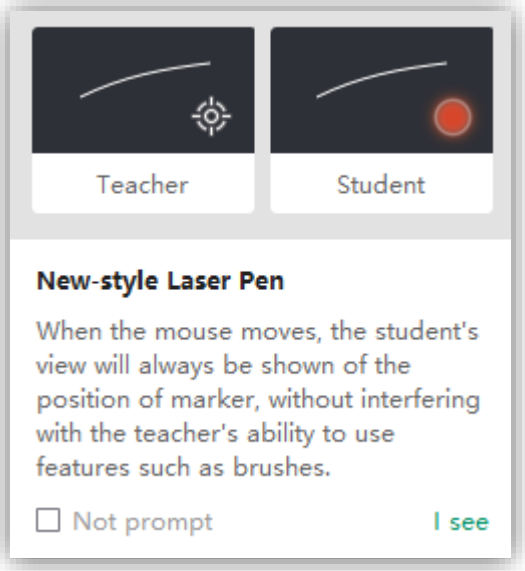
【Delete】

Hot key: Ctrl + D/Del

Tips: Use “Select & Move” tool to select the content to be deleted before deleting

【Laser Pointer】

Hot Key: Ctrl + L



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Teaching Tools：Chat/Class Notes

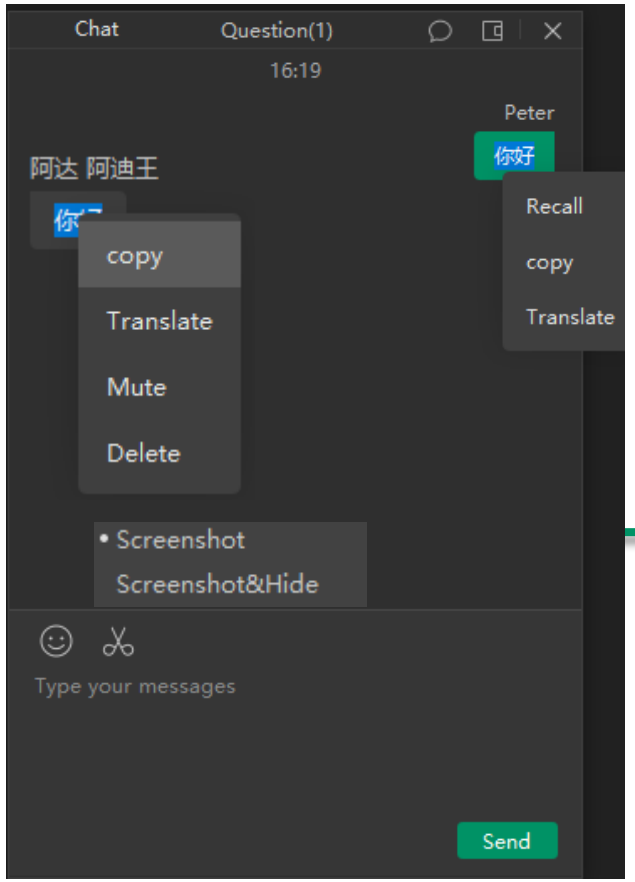
【Chat】

You can communicate with students by text within the chat, and students can also send in questions for you to

You can recall /copy/translate the massage you have sent;

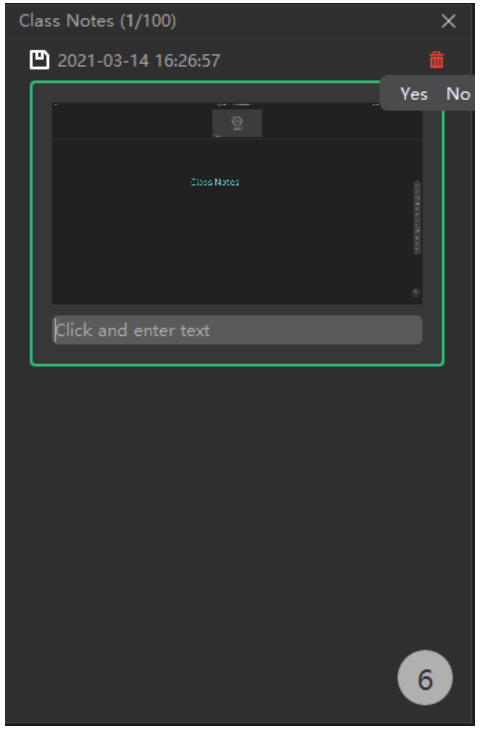
If some poison massages sent by students, you can delete them;

And you can also use screenshot and emoji tools.



【Class Notes】

Click on the notes tool to keep all the content in the current classroom, which students can view it after the lesson. There is a 10 second interval



1.Click “Class Notes”

2.Click the pen in the right corner to create a note

3. Click on the trash icon in the top right corner to delete notes

4. Text notes can be added below the notes

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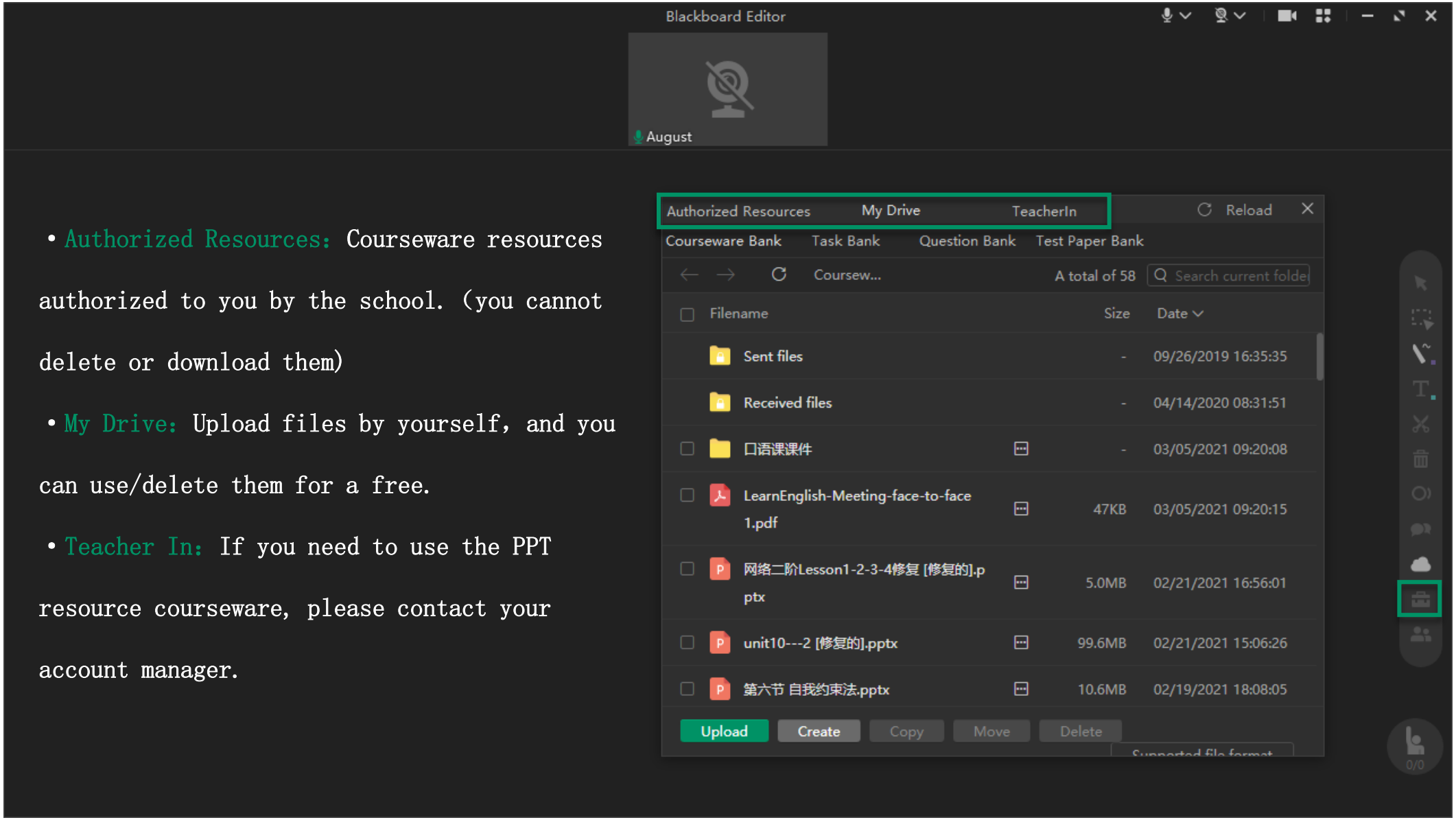
Teaching Tool: Cloud Disk



- Authorized Resources: Courseware resources authorized to you by the school. (you cannot delete or download them)
- My Drive: Upload files by yourself, and you can use/delete them for a free.
- Teacher In: If you need to use the PPT resource courseware, please contact your account manager.

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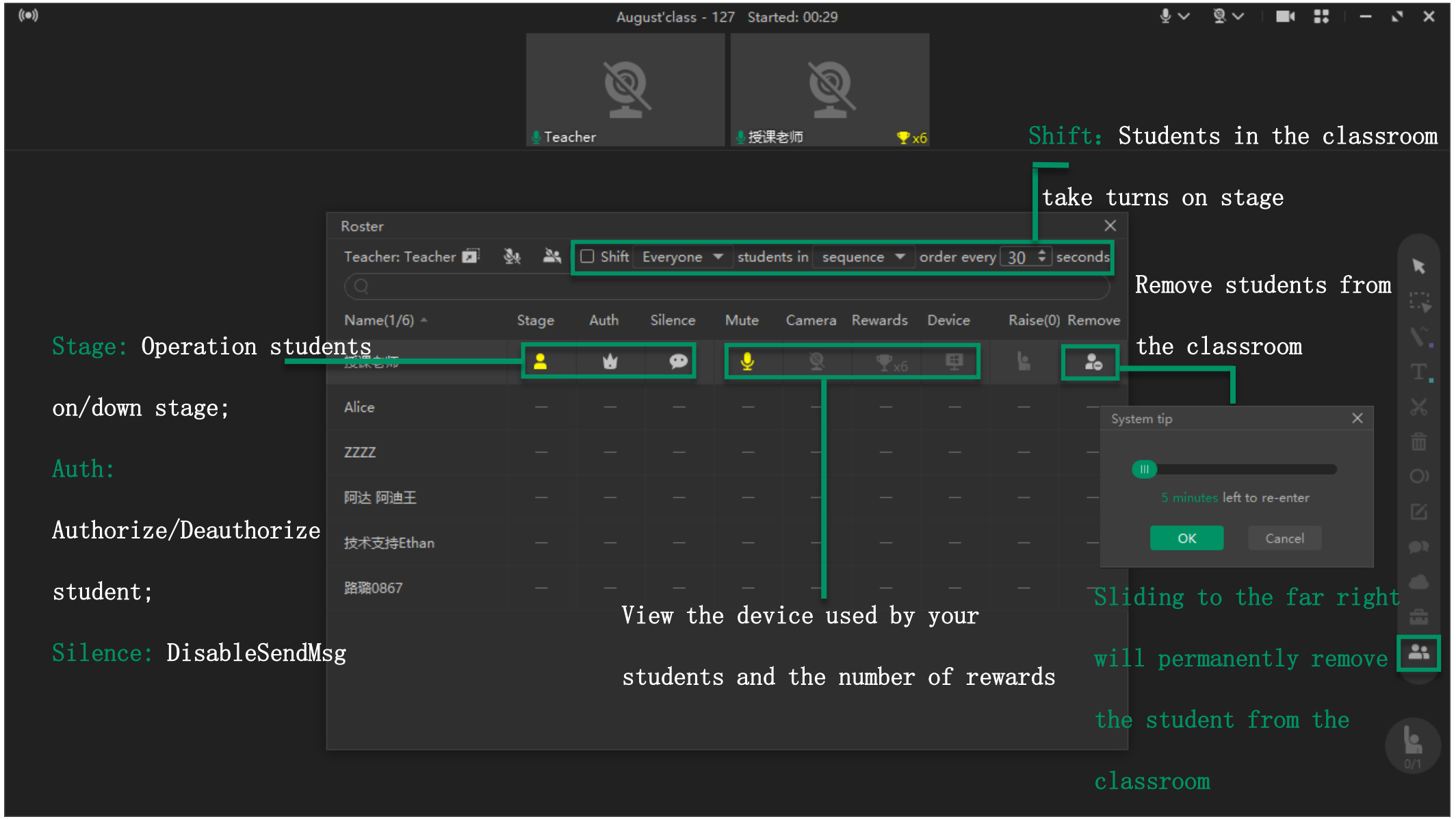
Teaching Tool: Roster



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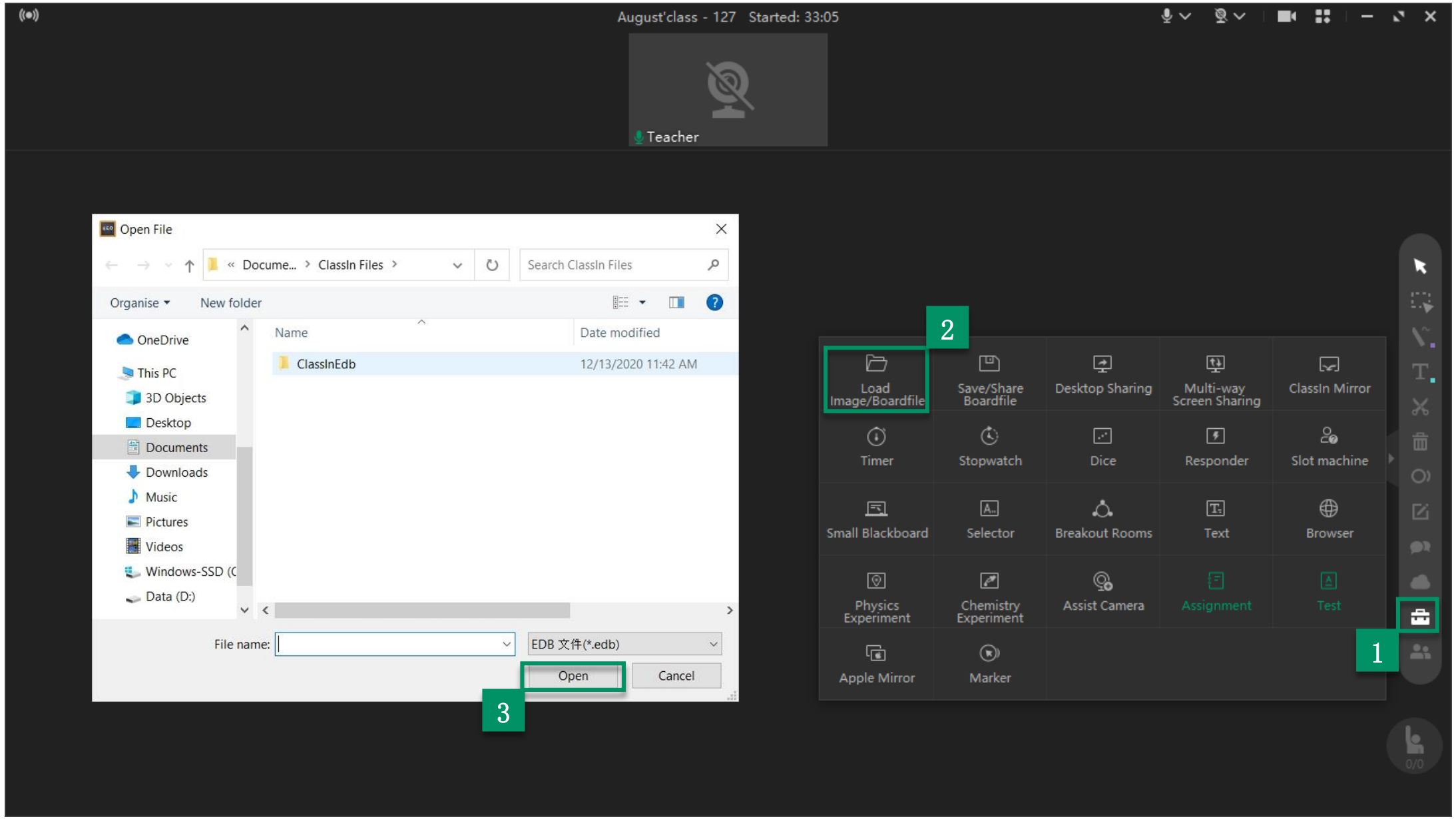
Teaching Tool: Load Image/Blackboard-writing



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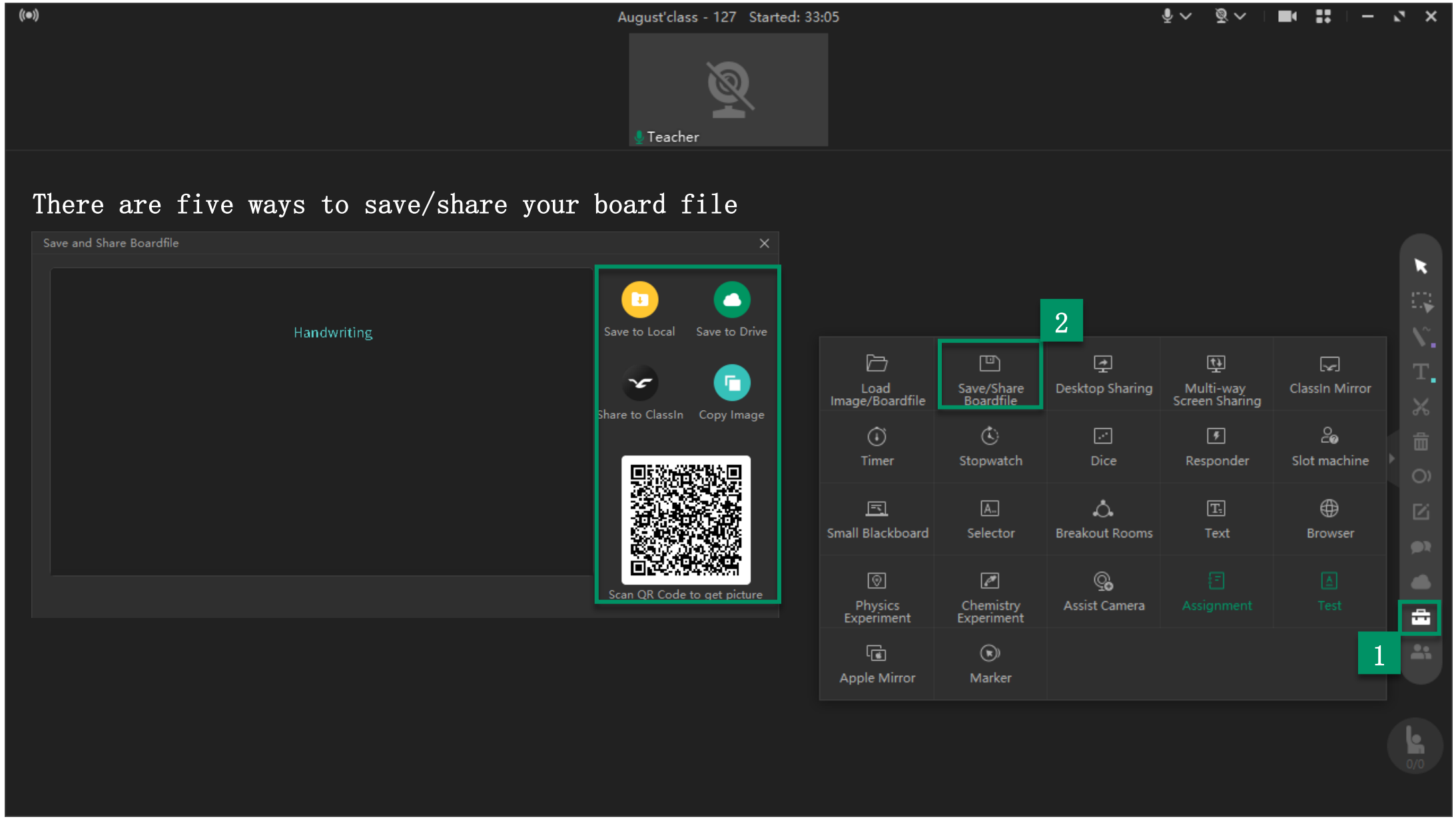
Teaching Tool: Save/Share Board file



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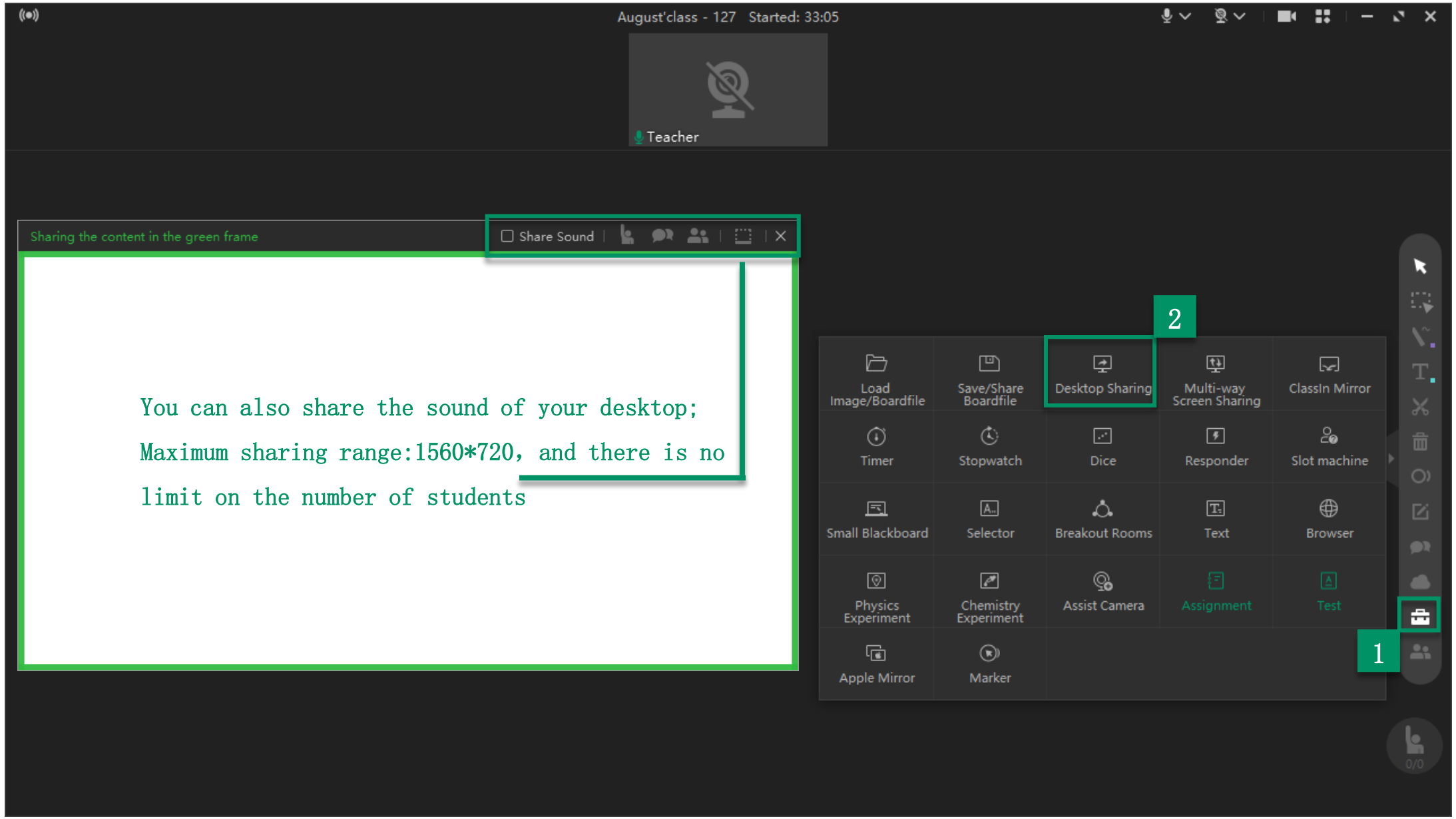
Teaching Tool: Desktop Sharing



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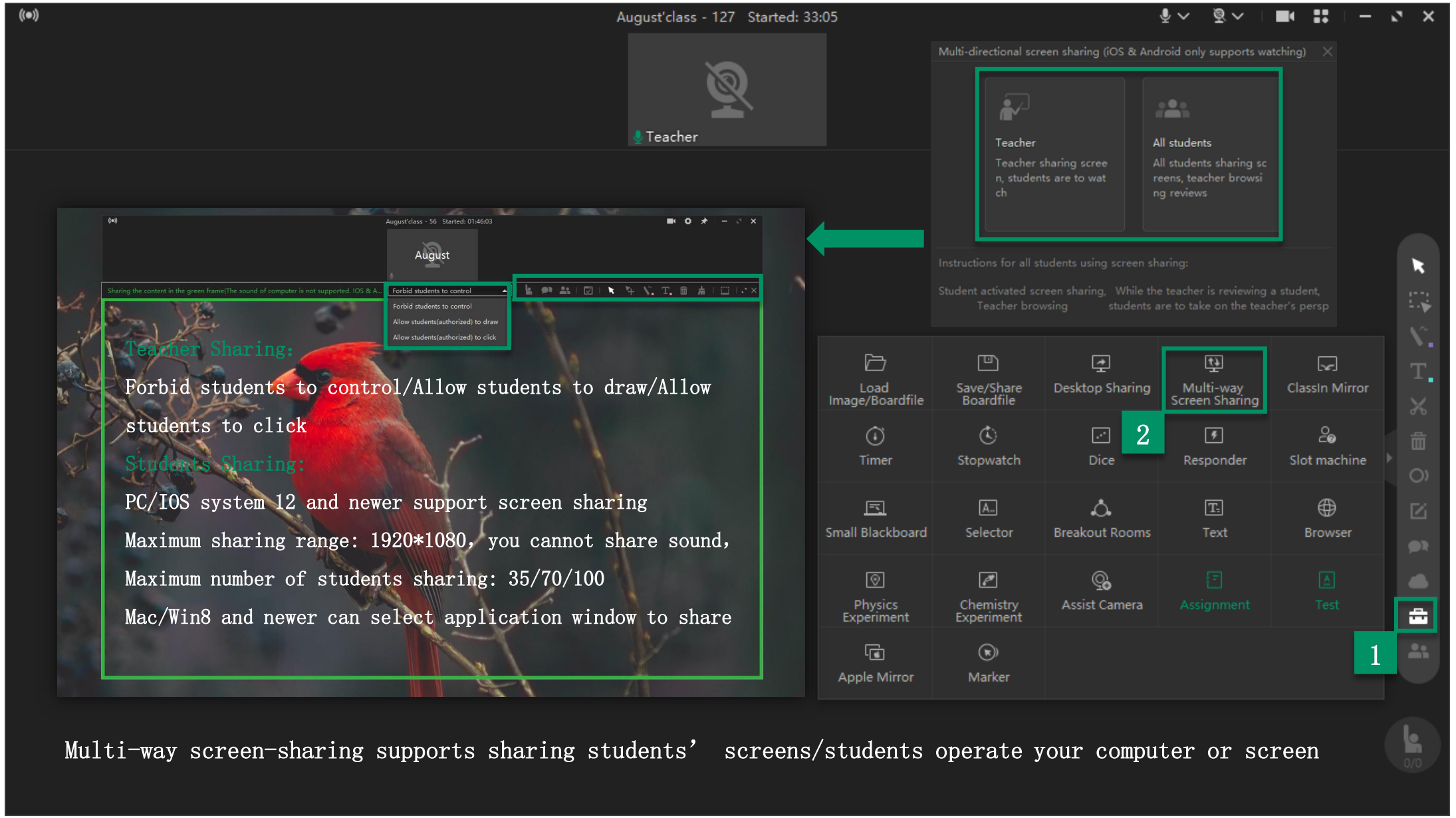
Teaching Tool: Multi-way Screen Sharing



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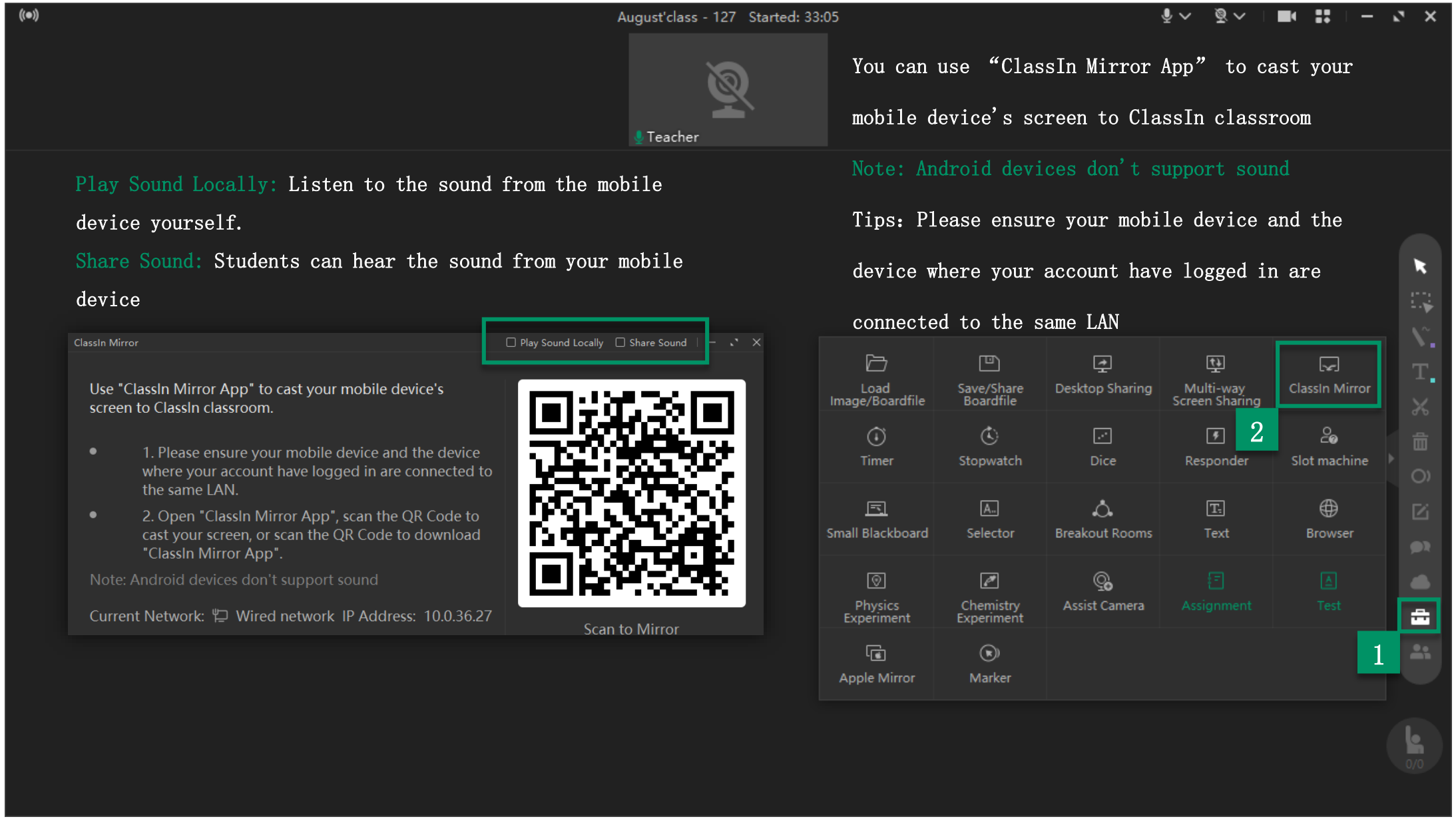
Teaching Tool：ClassIn Mirror



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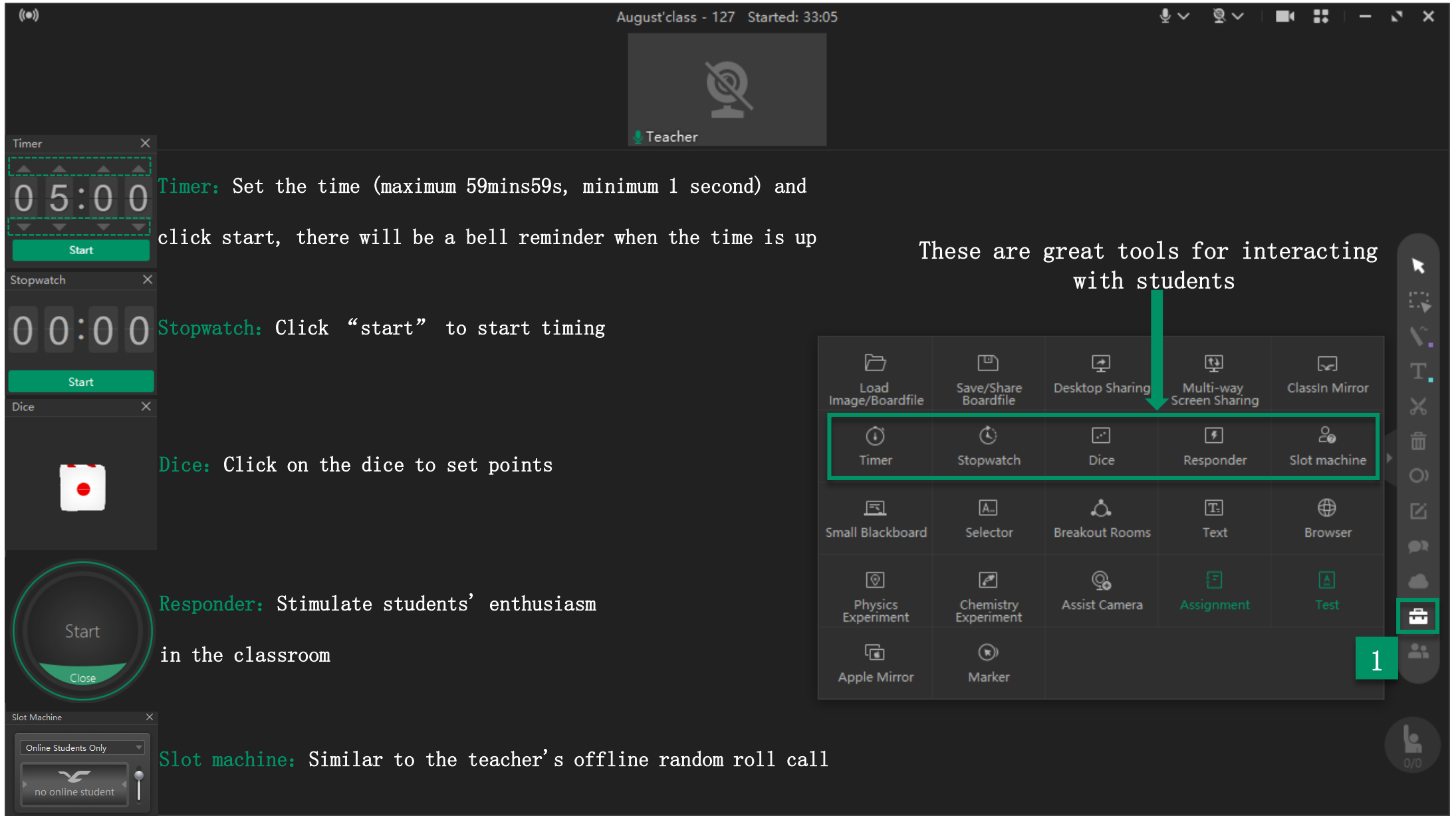
Teaching Tools: Timer/Stopwatch/Dice/Responder/Slot Machine



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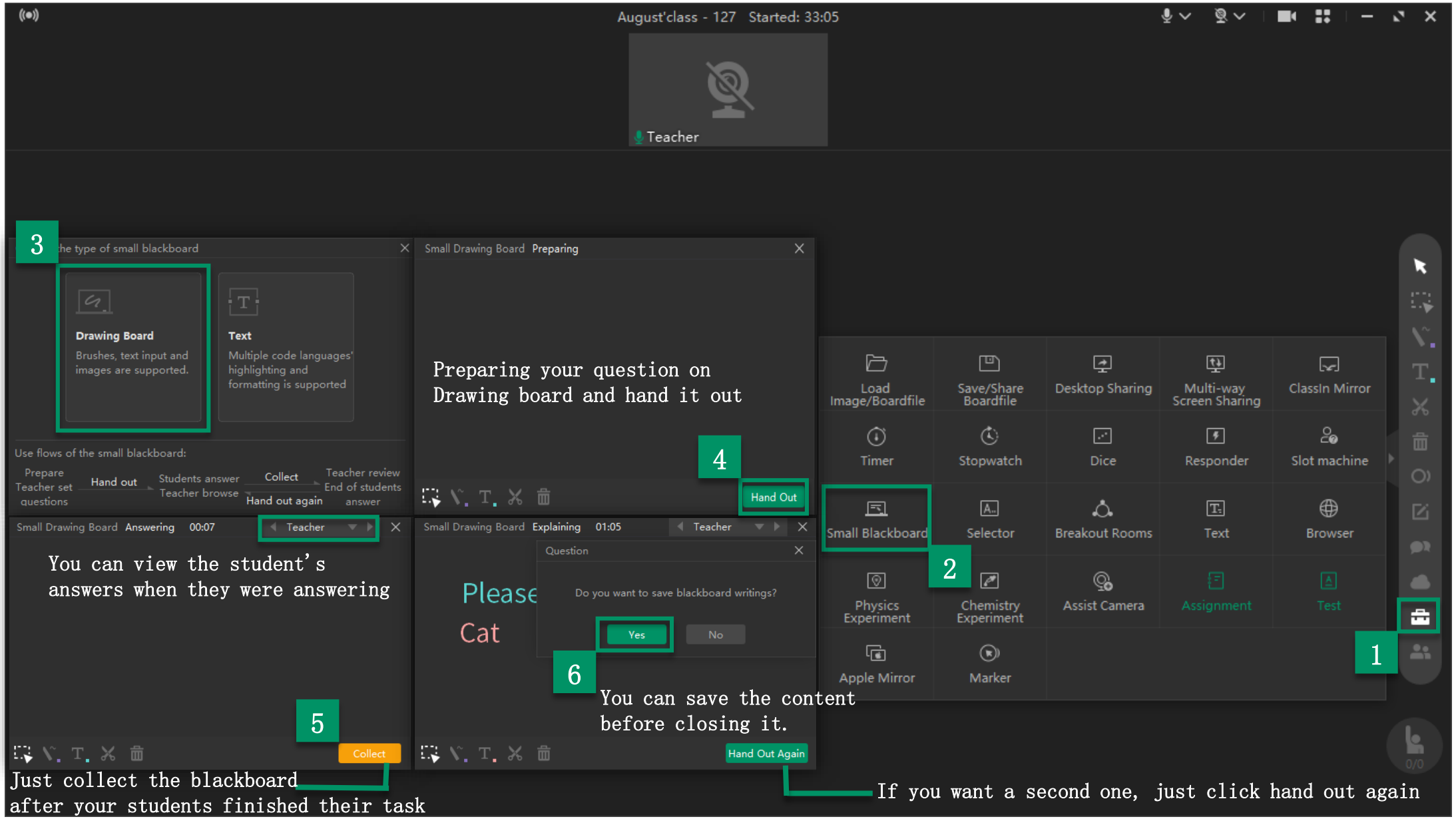
Teaching Tool: Drawing Board



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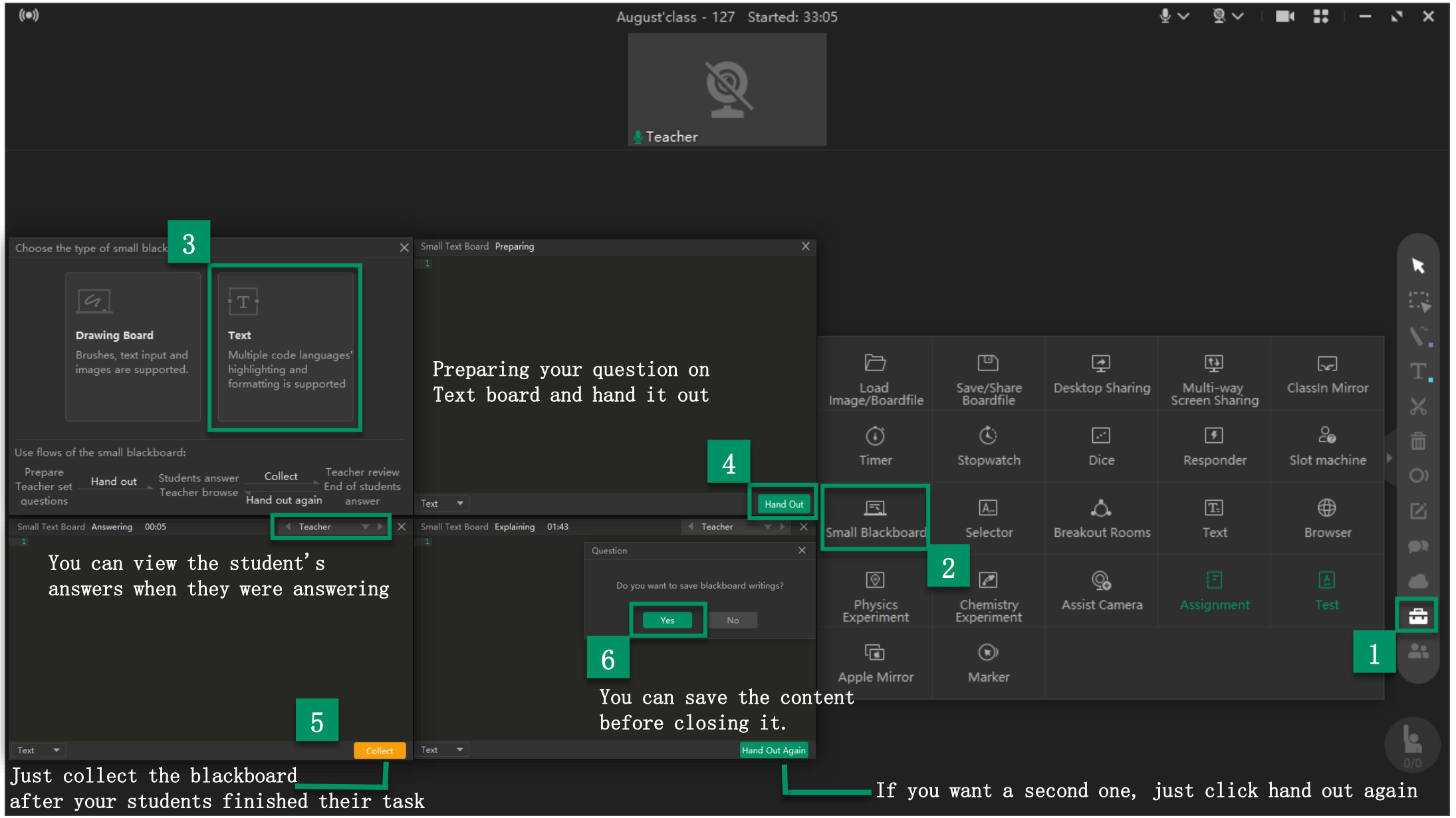
Teaching Tool: Text Board



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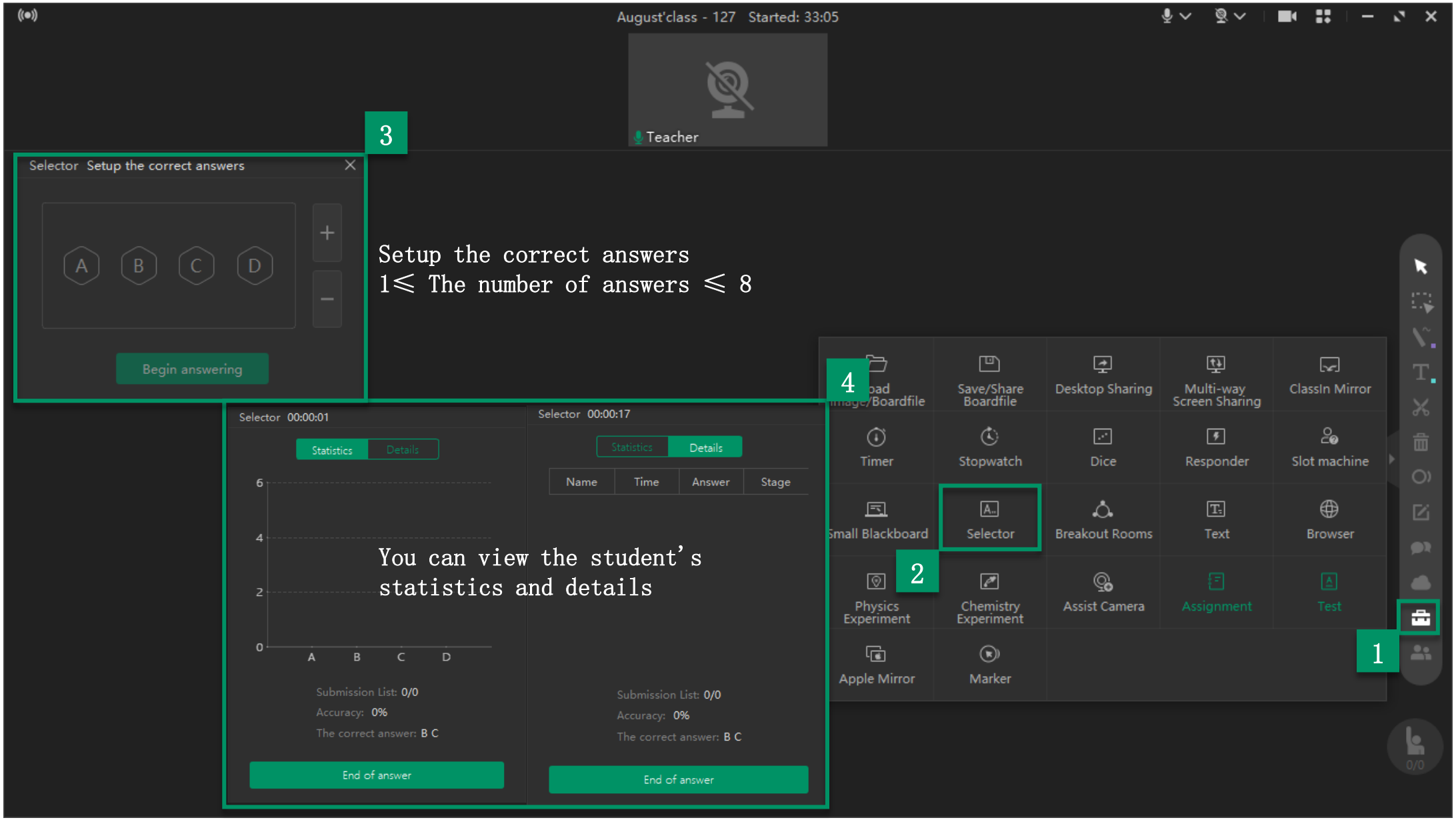
Teaching Tool: Selector



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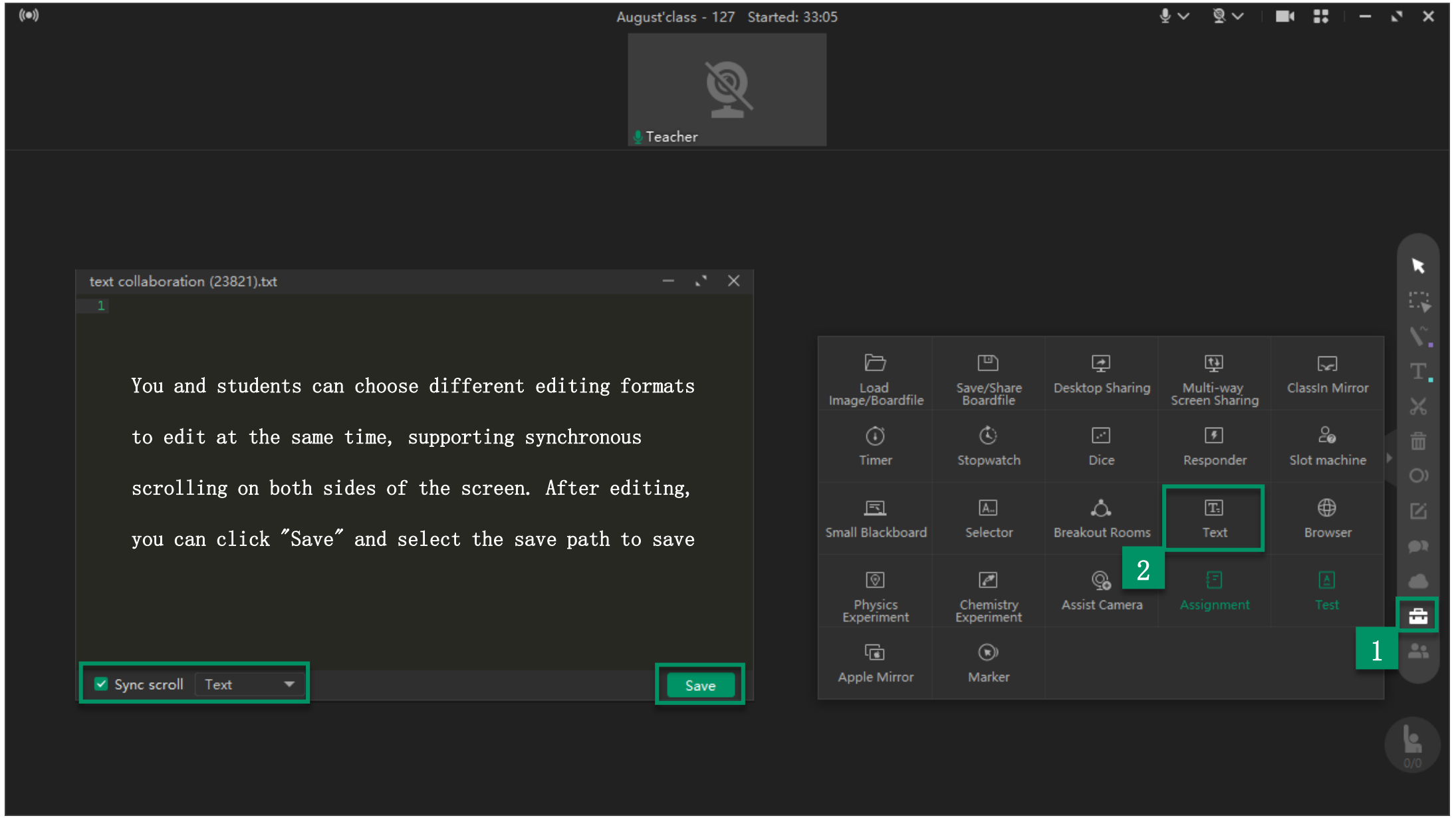
Teaching Tool: Text



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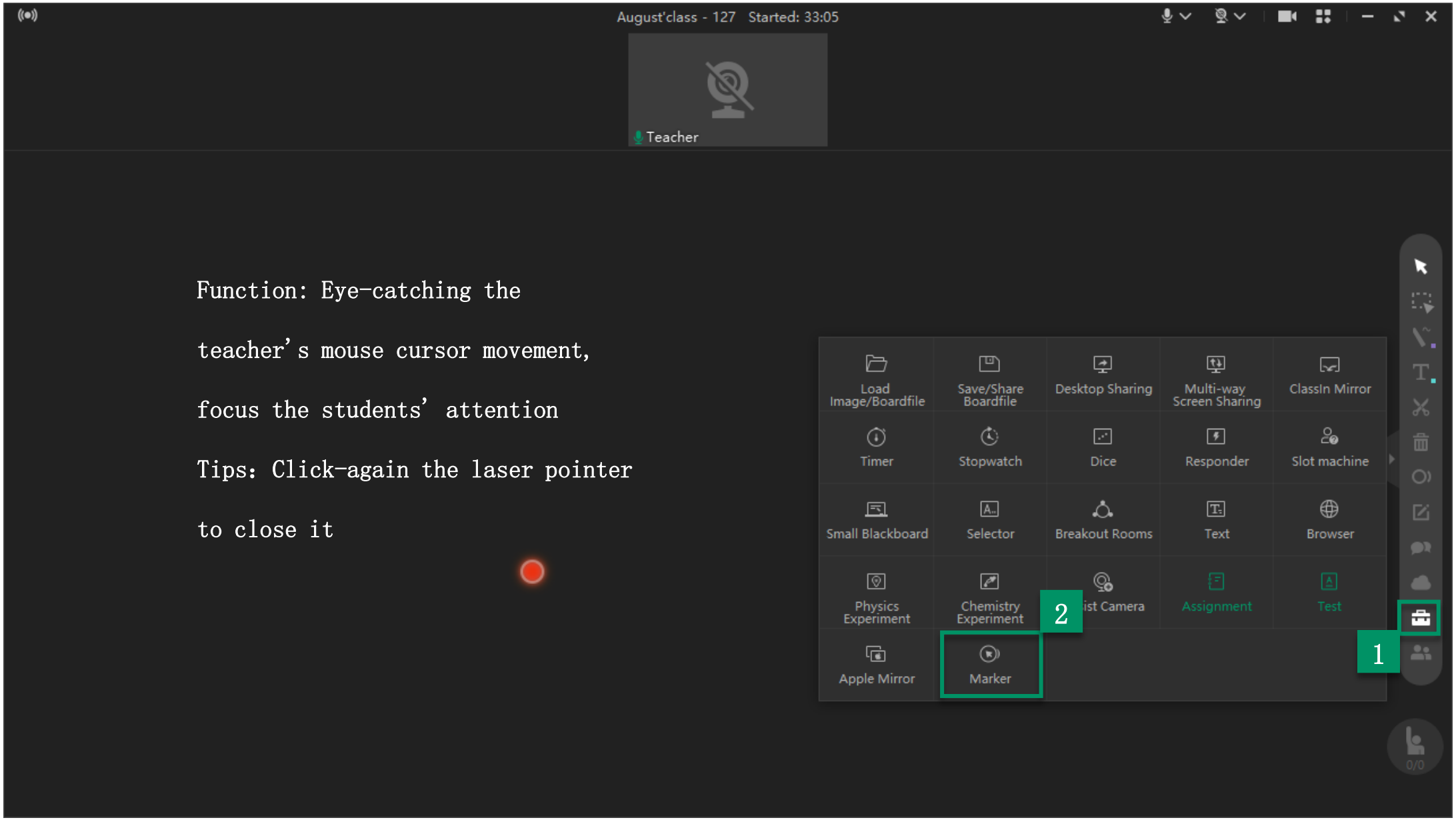
Teaching Tool: Marker



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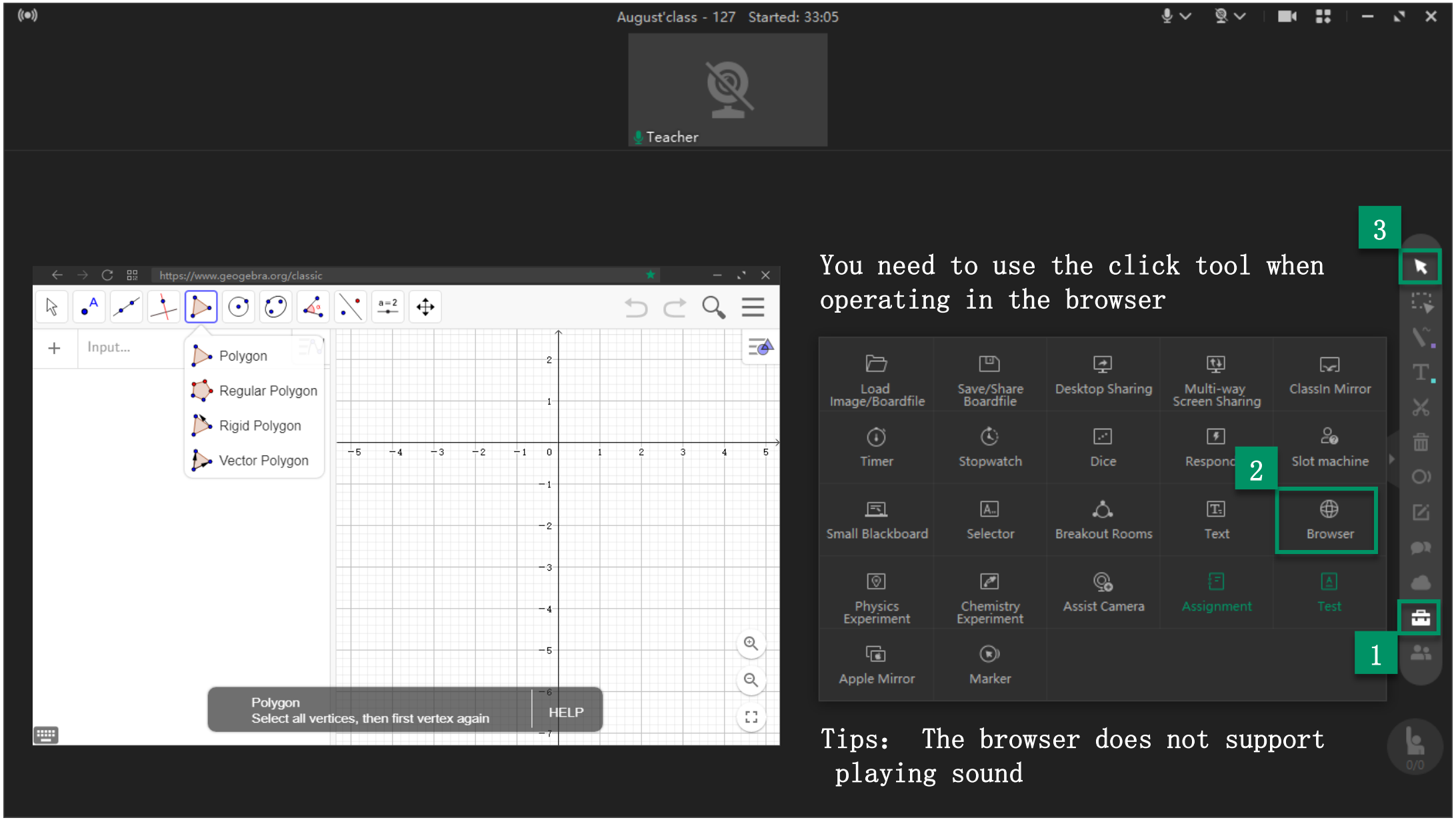
Teaching Tool: Browser



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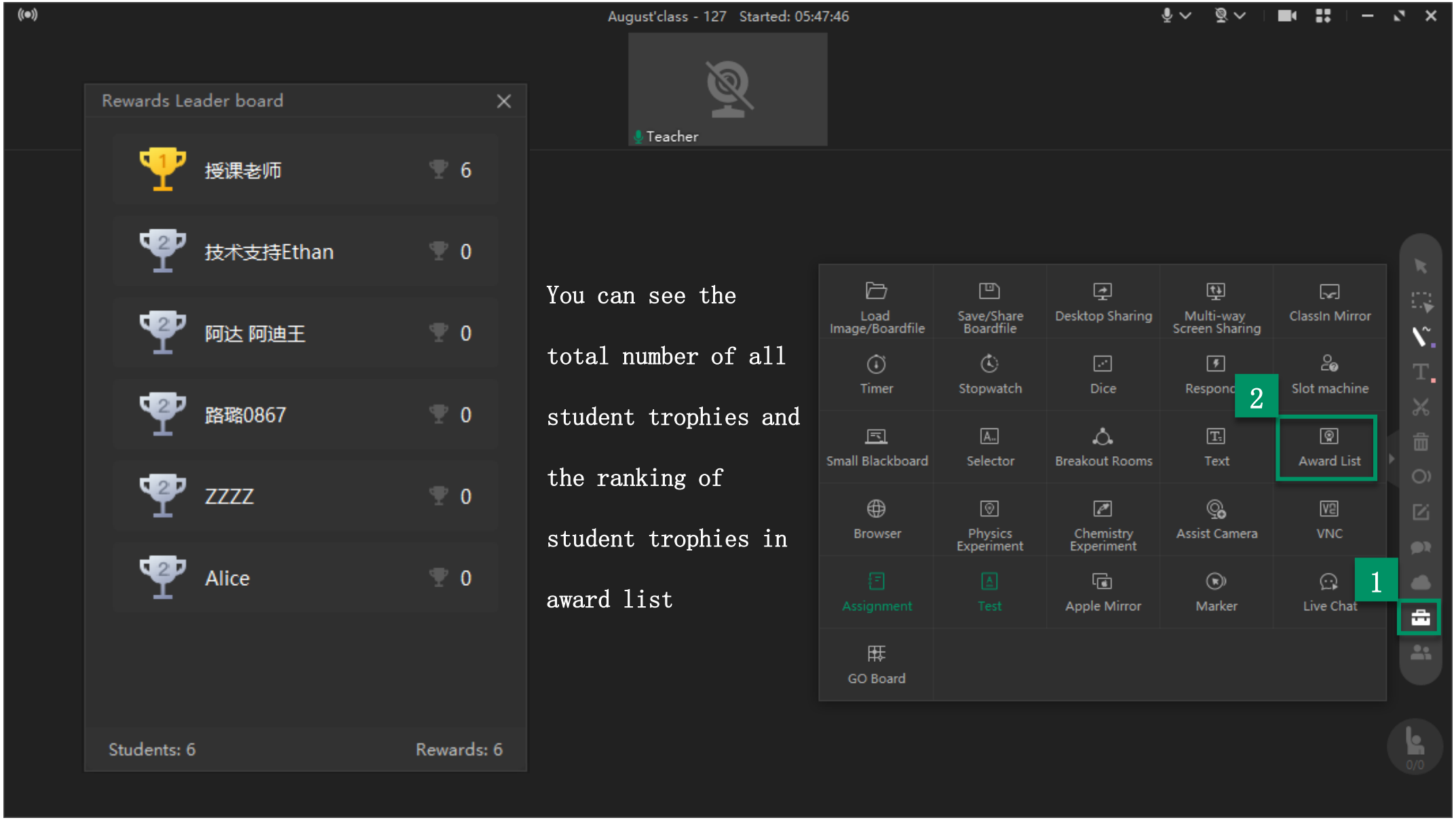
Teaching Tool: Award List



You can see the total number of all student trophies and the ranking of student trophies in award list

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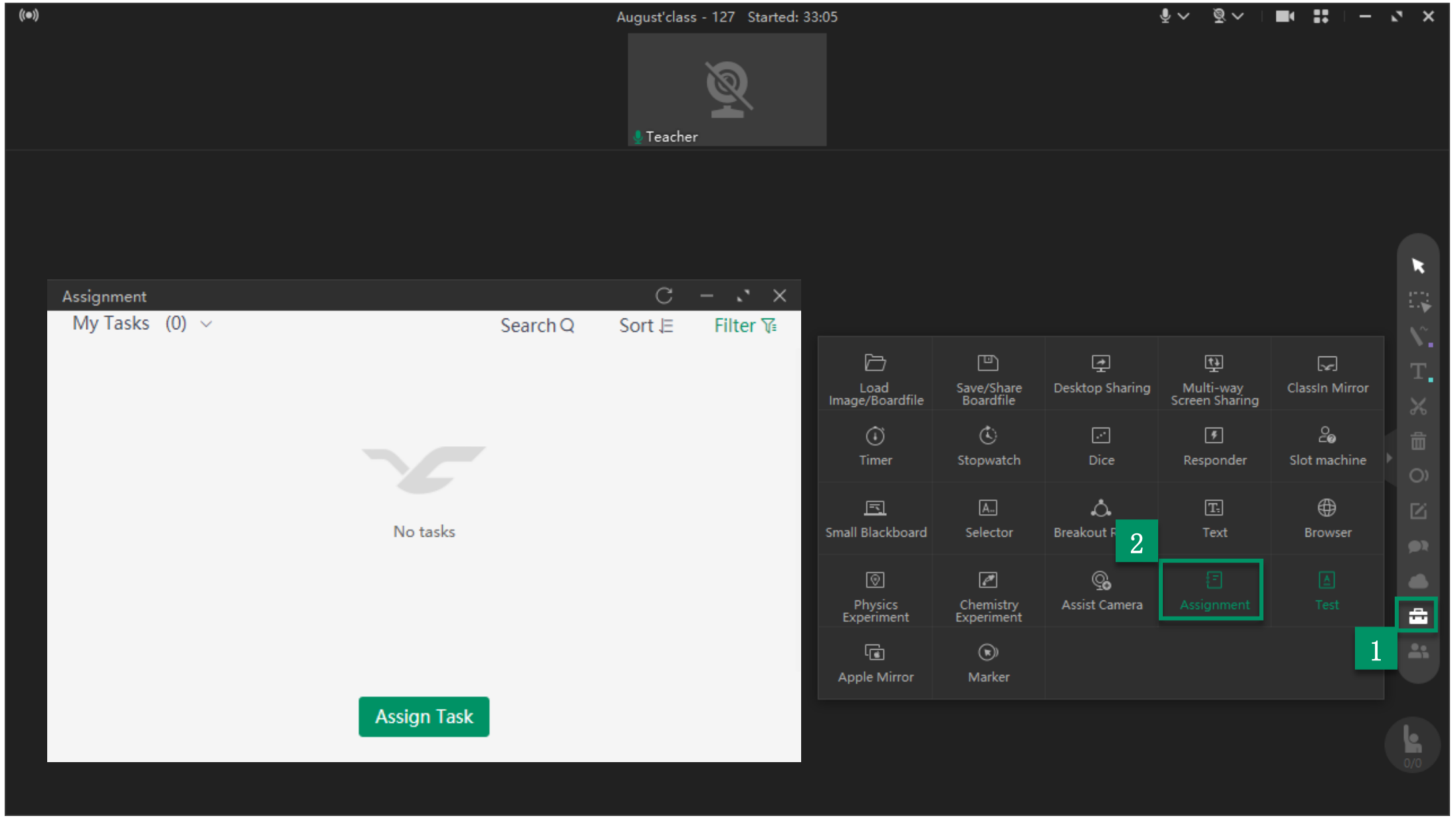
Teaching Tool: Assignment



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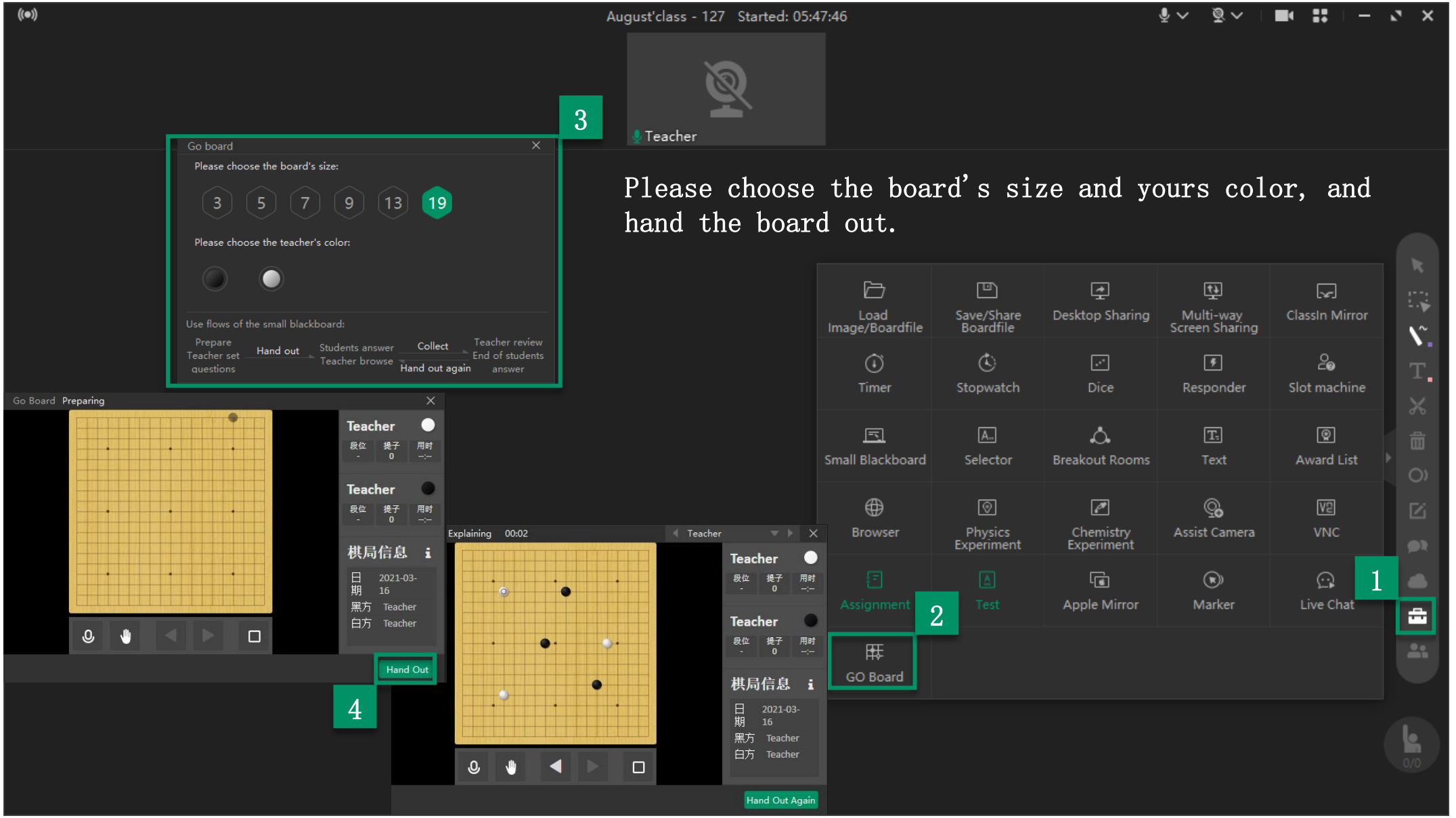
Teaching Tool: Go Board



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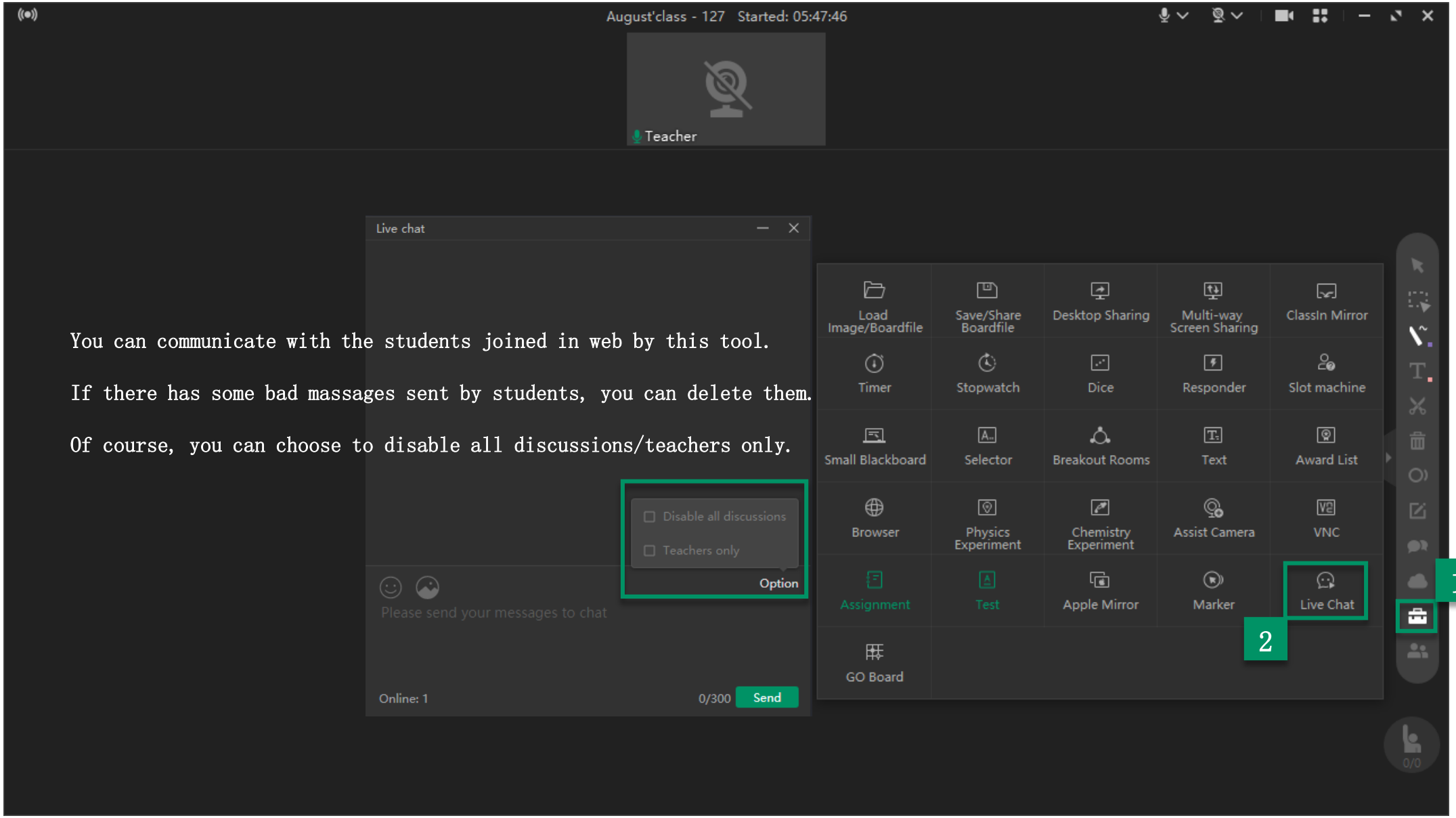
Teaching Tool: Live Chat



You can communicate with the students joined in web by this tool.

If there has some bad massages sent by students, you can delete them.

Of course, you can choose to disable all discussions/teachers only.

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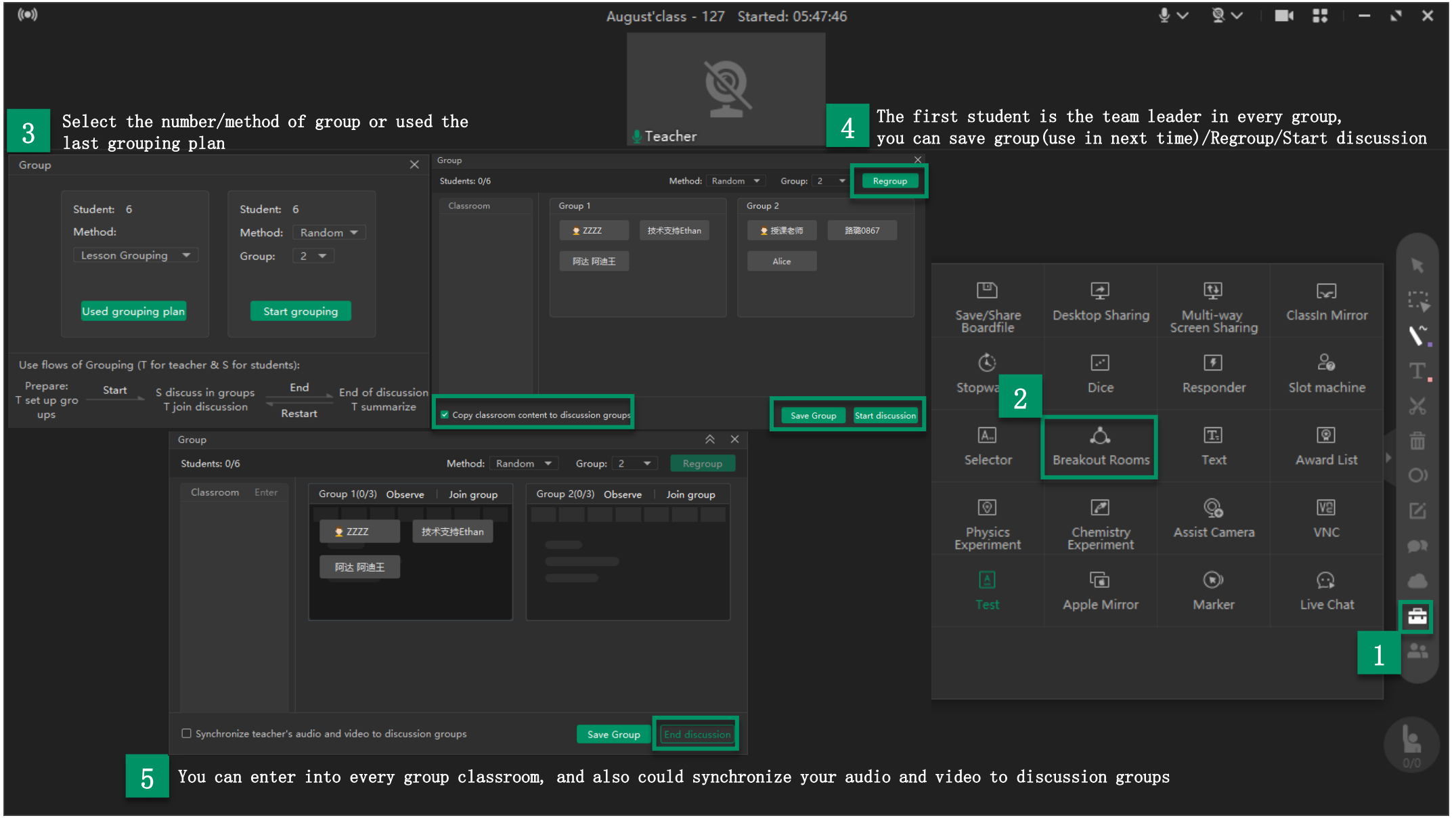
Teaching Tools: Breakout Rooms



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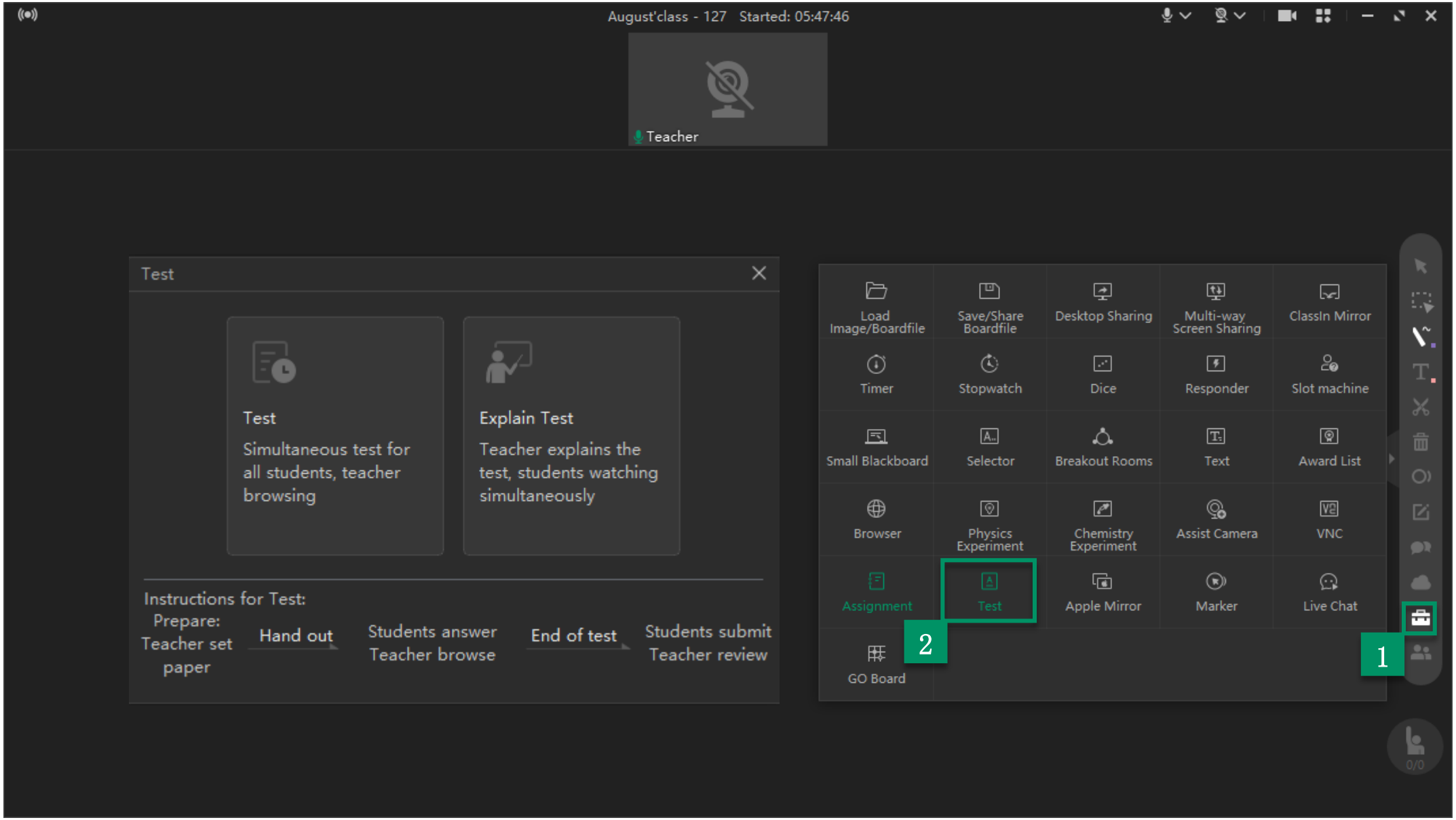
Teaching Tools: Test



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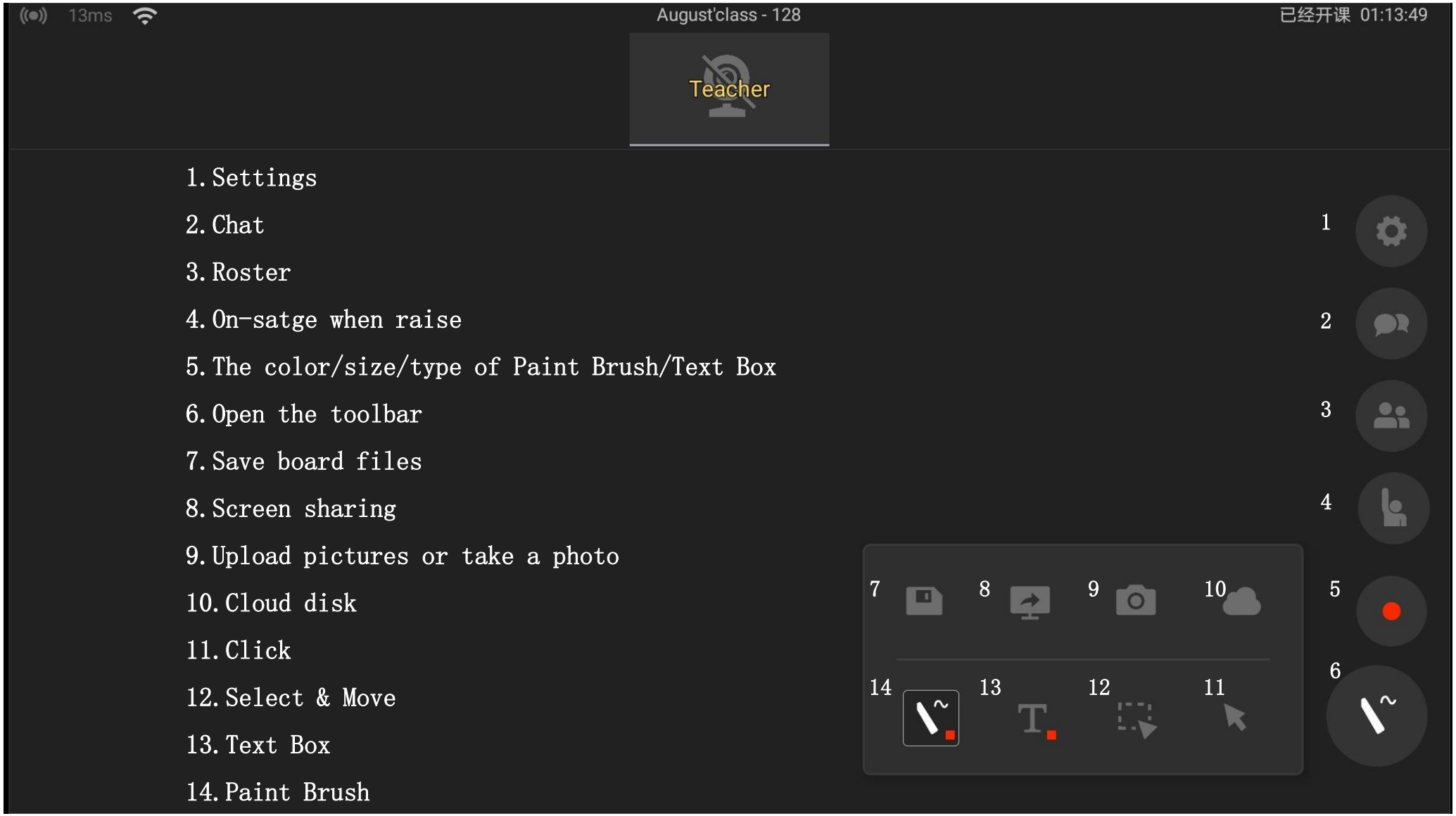
Teaching Tools in Mobile Device



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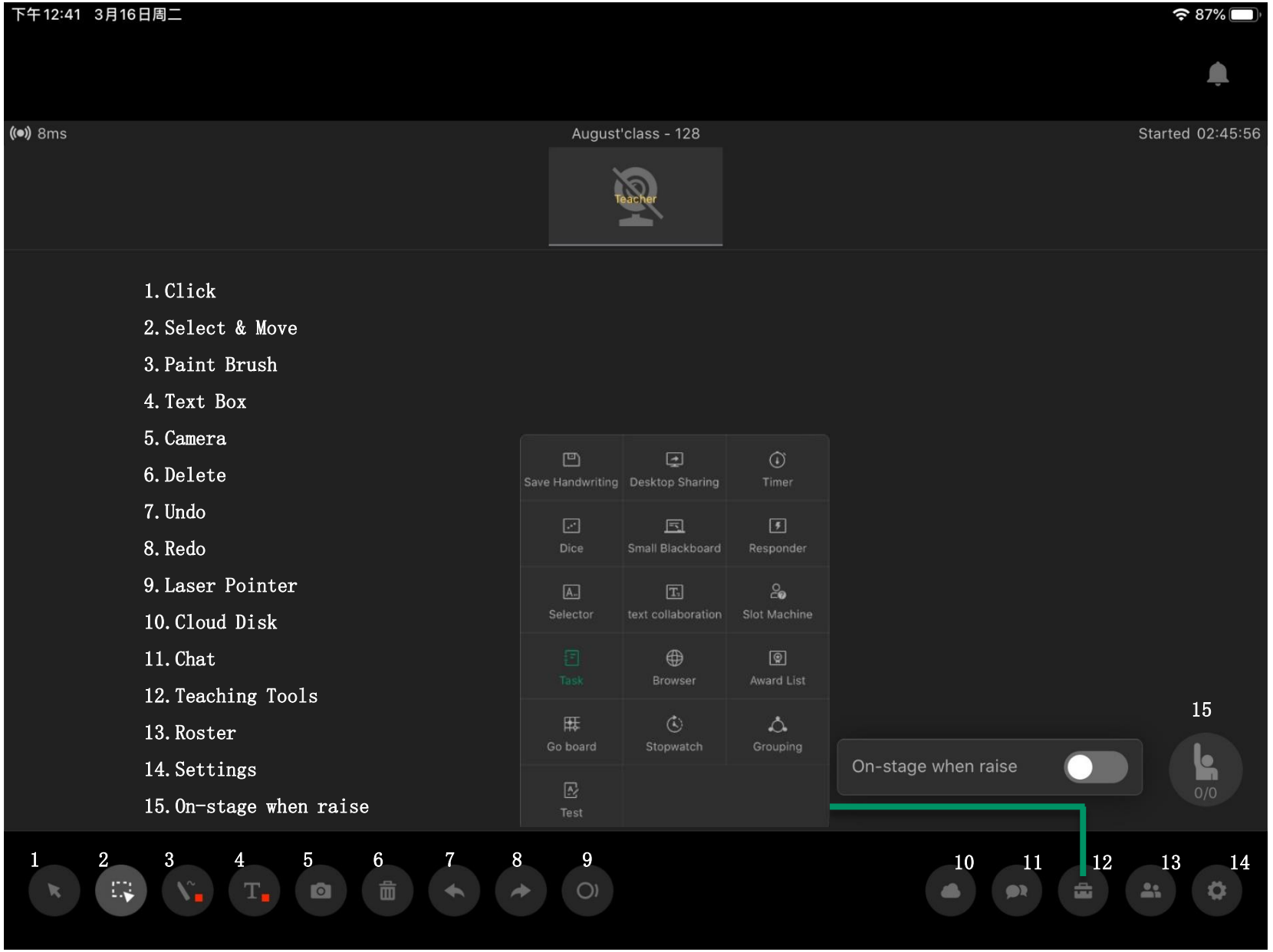
Teaching Tools(IPad)



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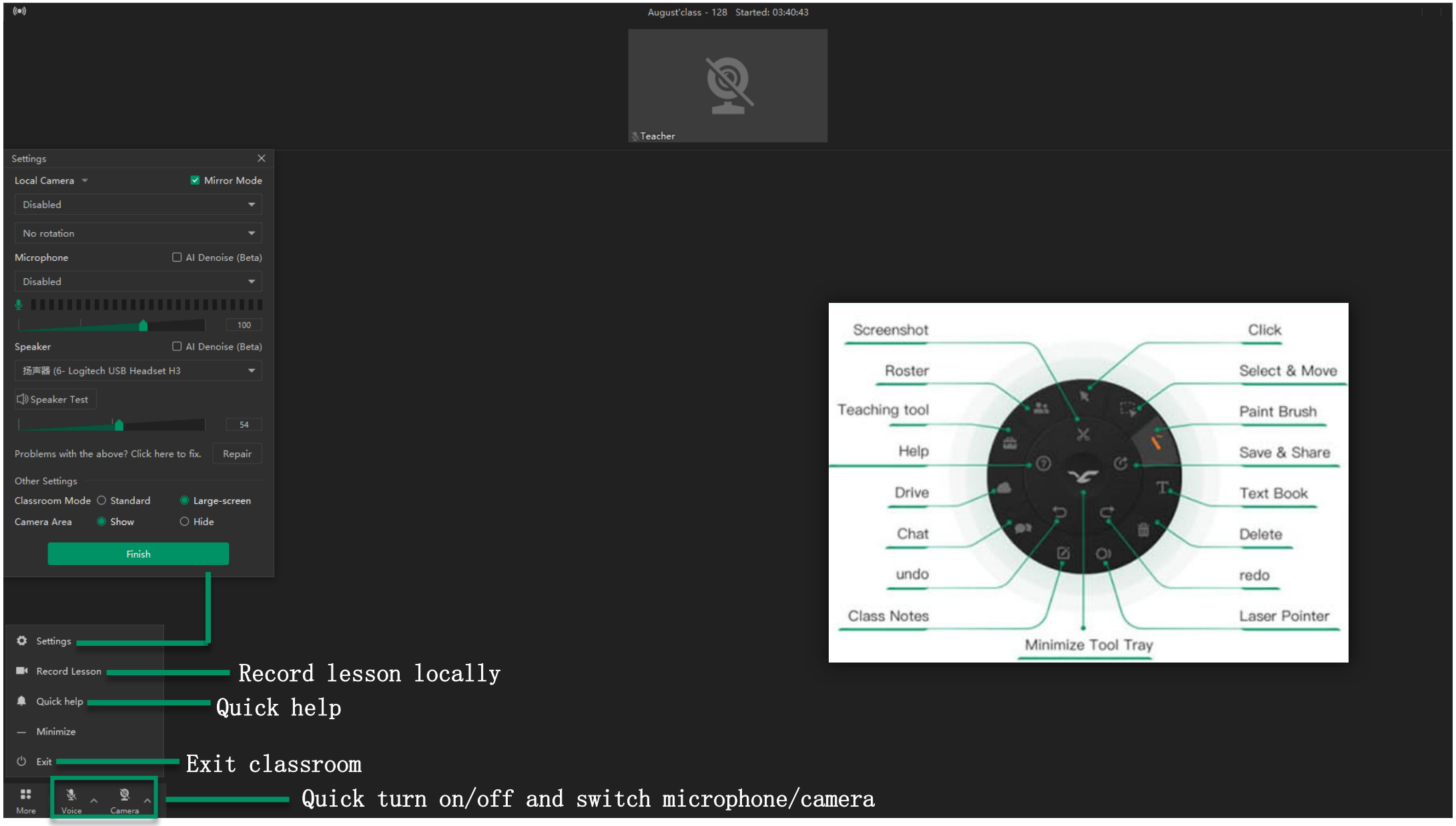
Tools in Large-screen



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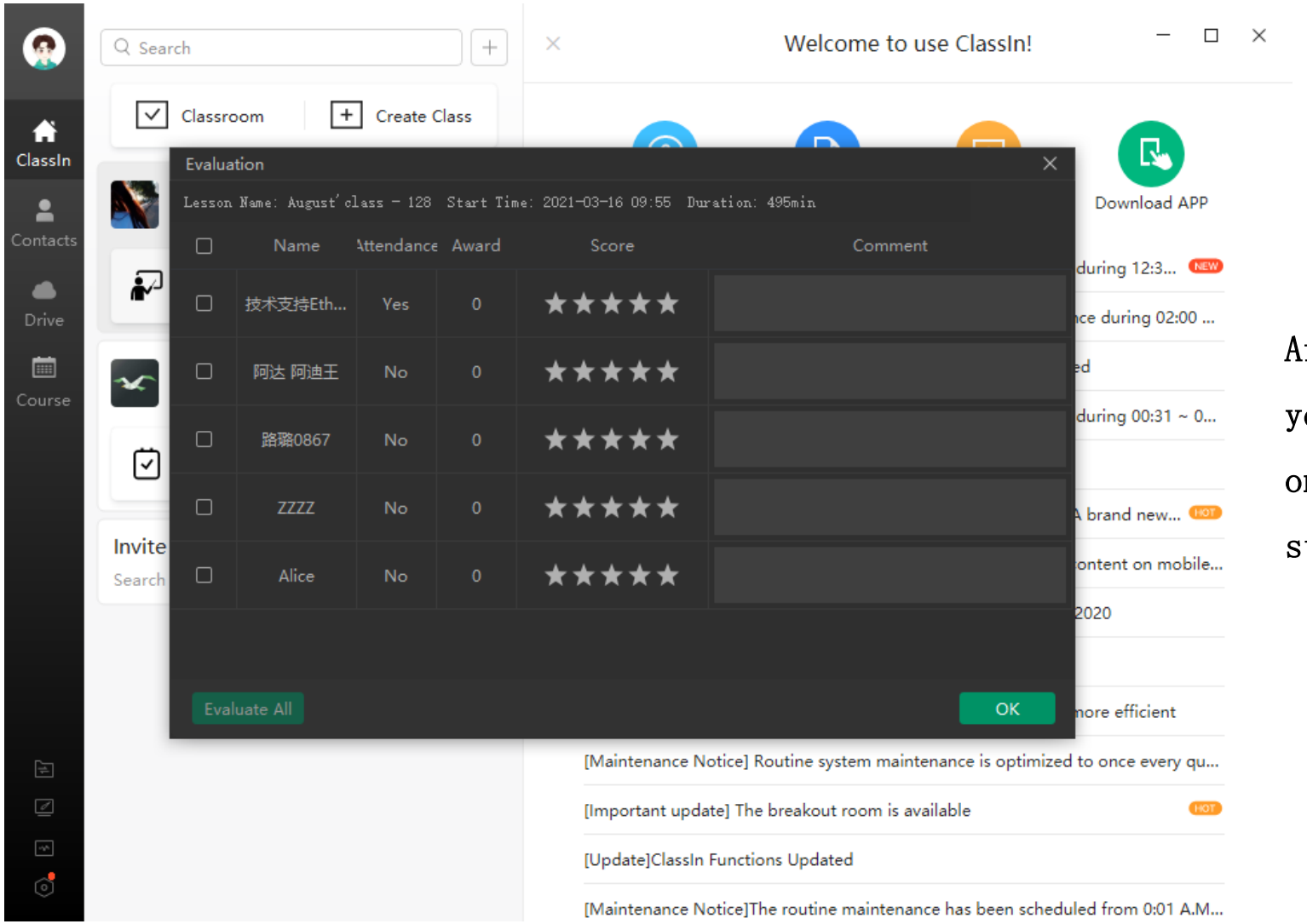
Part Five

After Class

Evaluate Students after Class



After leaving the classroom, you can score and add comments on the students according to the status of them in class

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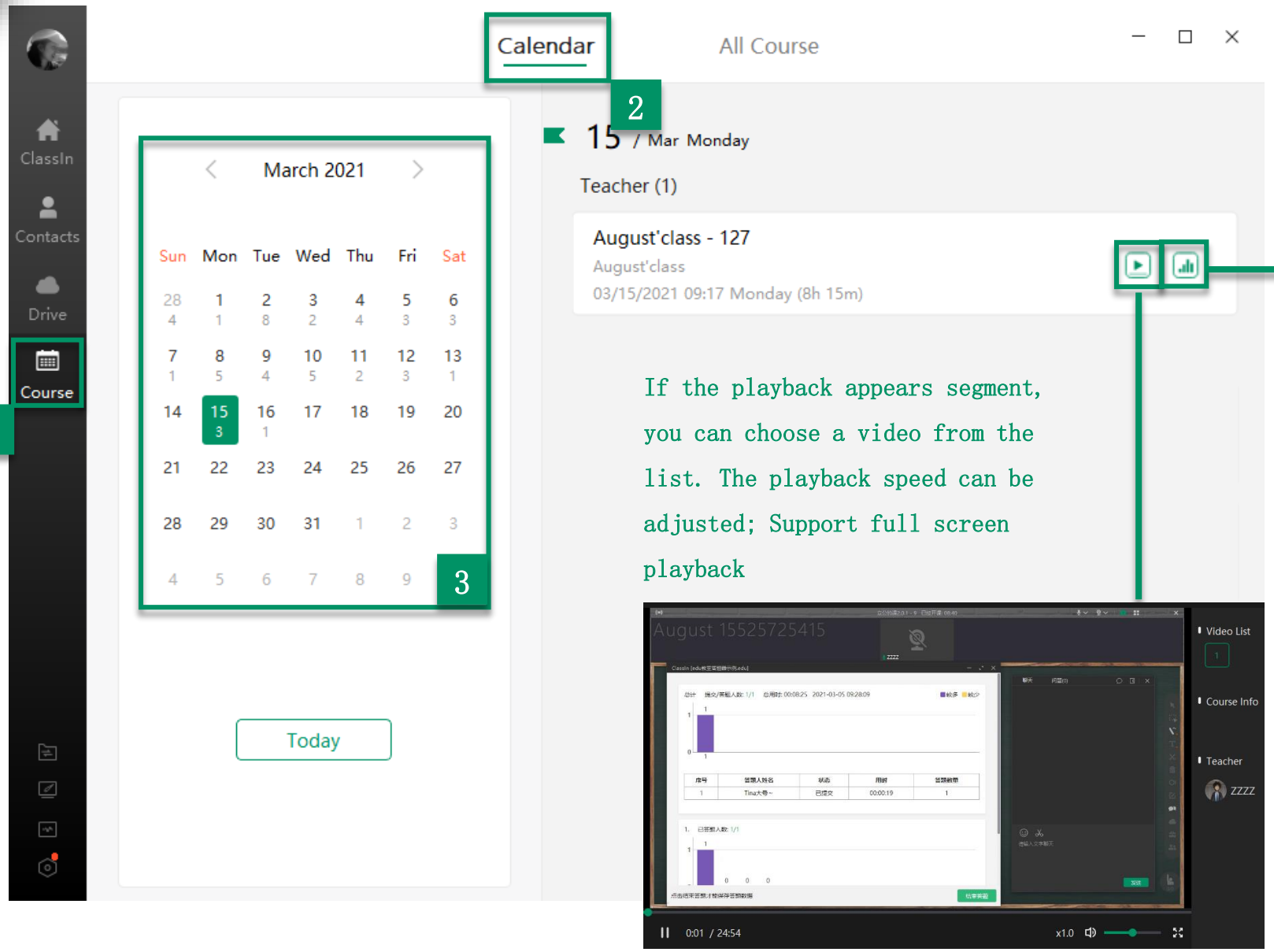
Watch Playback & Teaching Report



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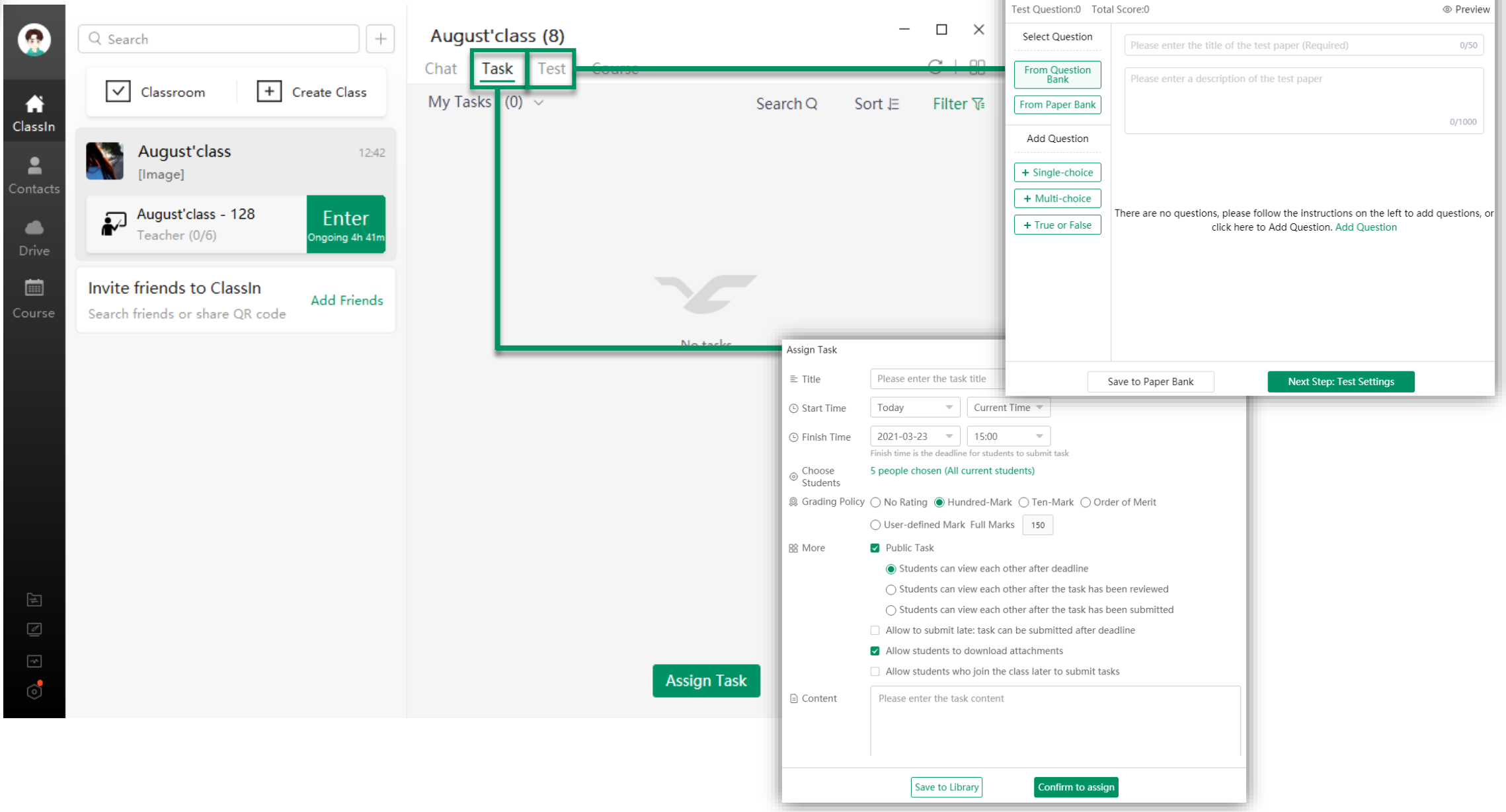
Task & Test



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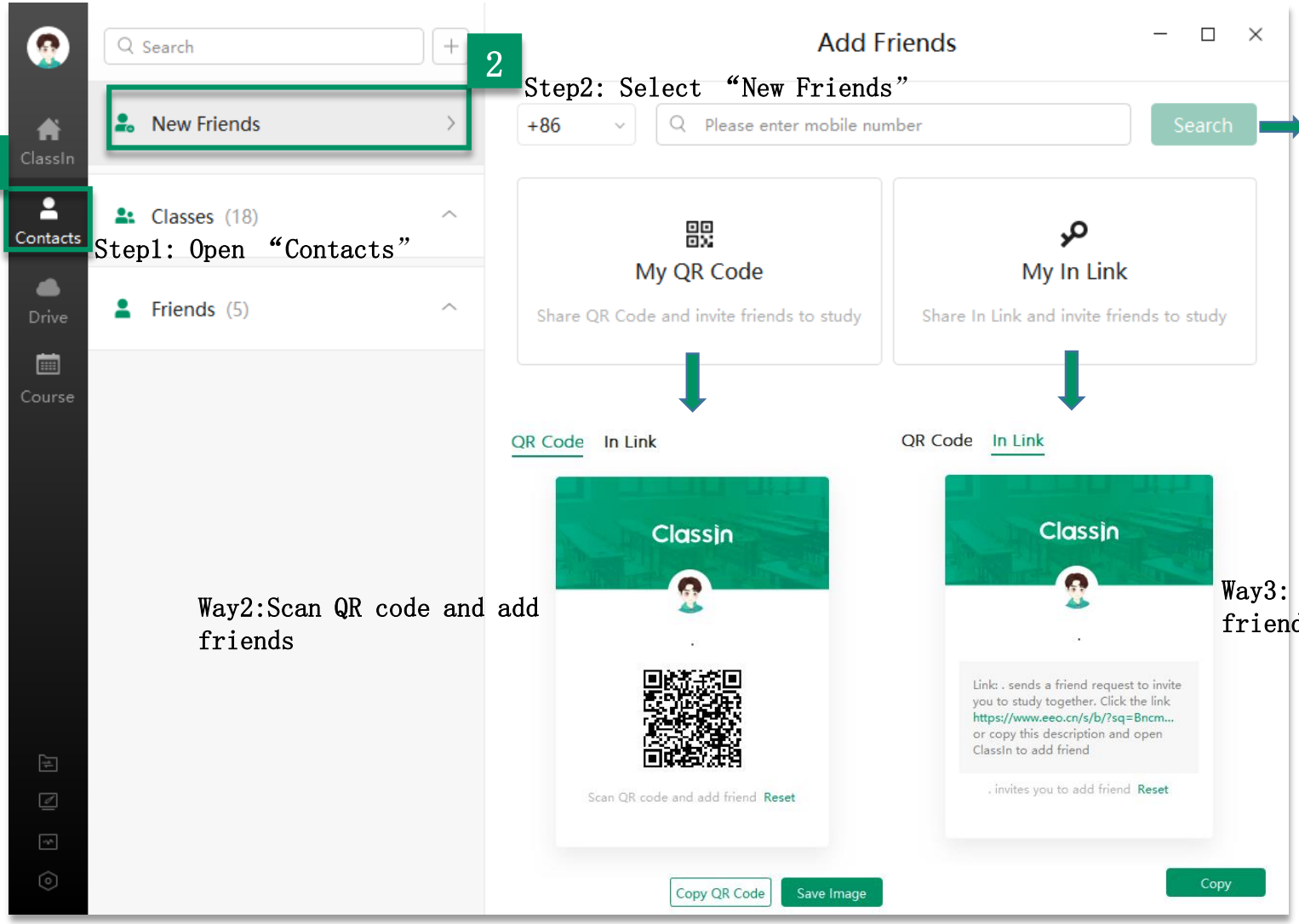
Part Six

Common Functions

Add Friends



Step1: Open “Contacts”

Step2: Select “New Friends”

Way1: Enter your friend’s ClassIn account number, and click “Search”

Way2:Scan QR code and add friends

Way3: Share link and invite friends

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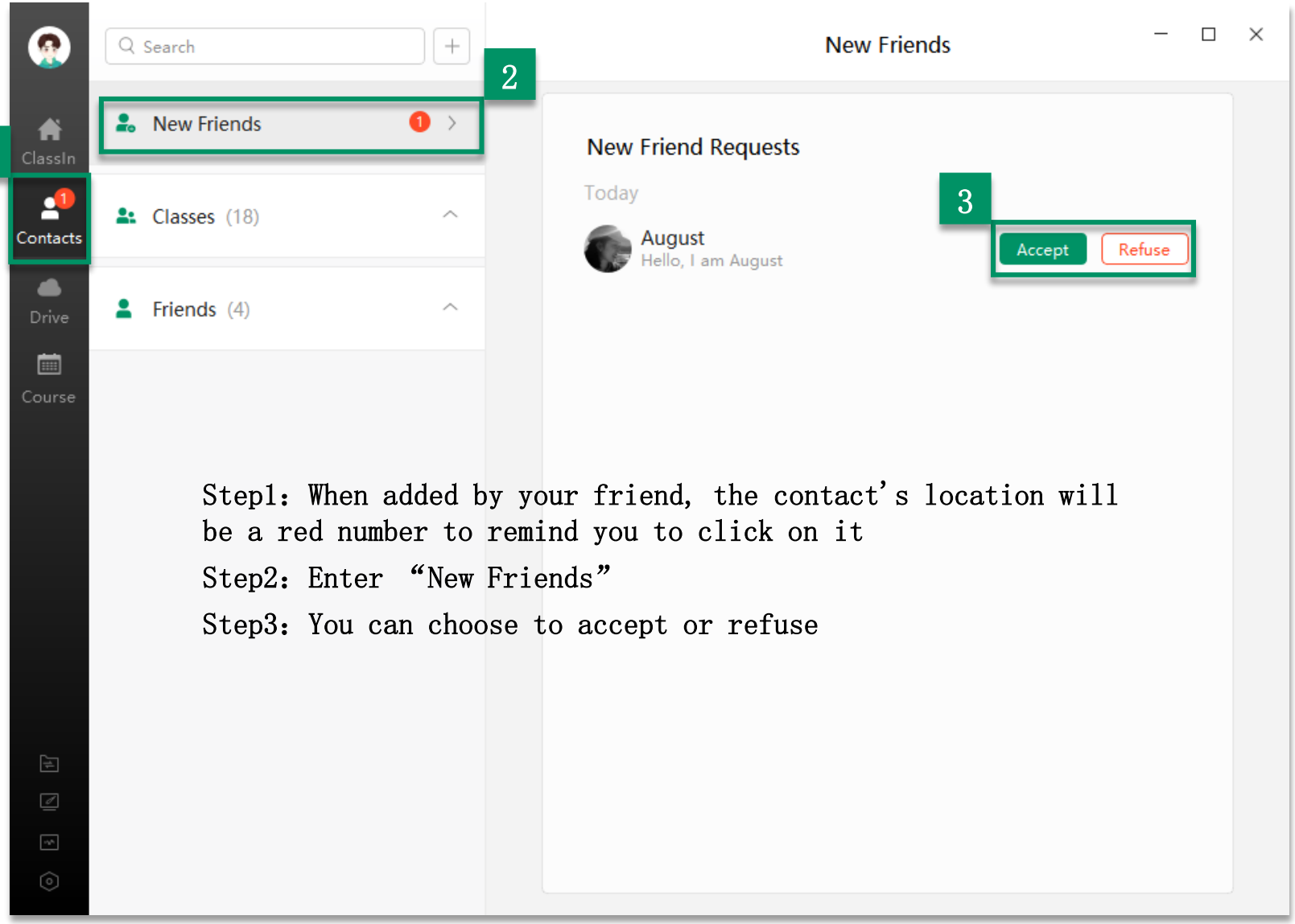
Accept Friend Invitation



Step1: When added by your friend, the contact's location will be a red number to remind you to click on it

Step2: Enter "New Friends"

Step3: You can choose to accept or refuse

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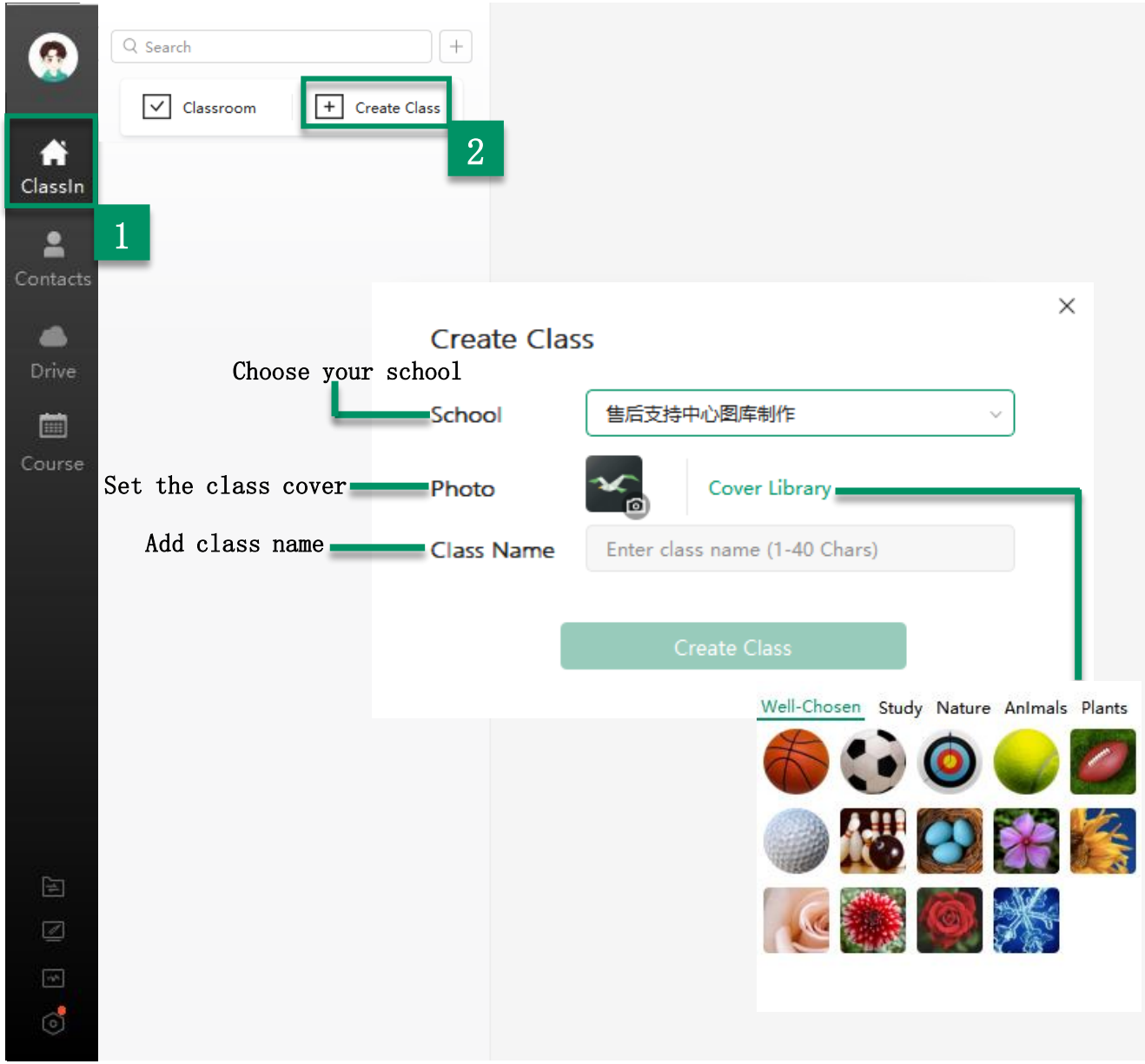
Create Class



• Create a class divided into personal accounts and school accounts

• Personal accounts : Can only create up to 50 classes and cannot customize the length of the class (default fixed time)

• School accounts : 200 classes can be created, and the length of class can be customized

Notes: If a class needs to create a school account version, it can only be created by someone which the school backstage main account or a sub-account that had been authorized the permission of creating classes on the client

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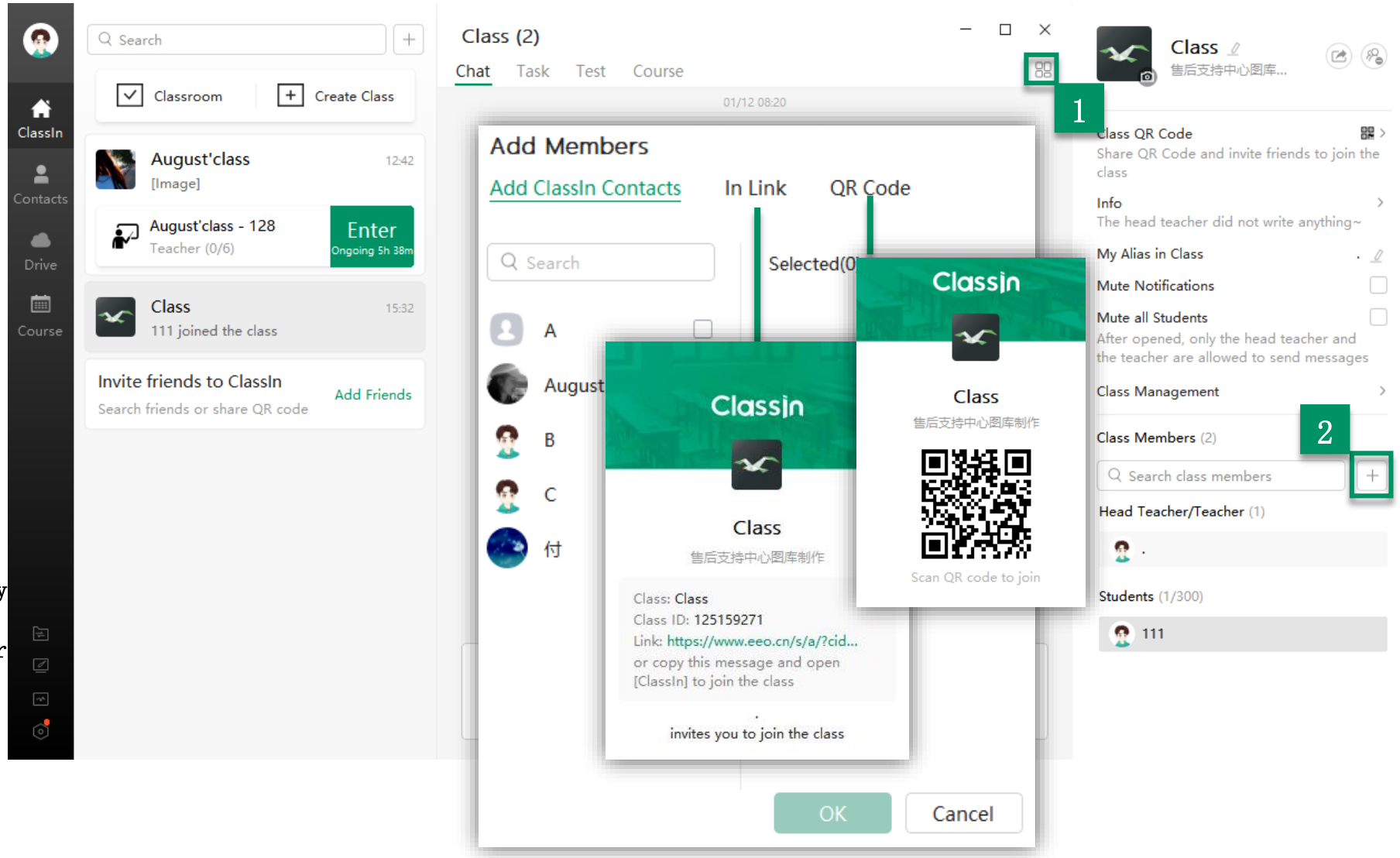
Add New Students in Class

• Add ClassIn contacts:

Invite your friends into class

• In Link: Send Class ID or copy the link to students, and they can join your class in person

• QR Code: Copy the QR code and send it to students. They scan the code to register for the course



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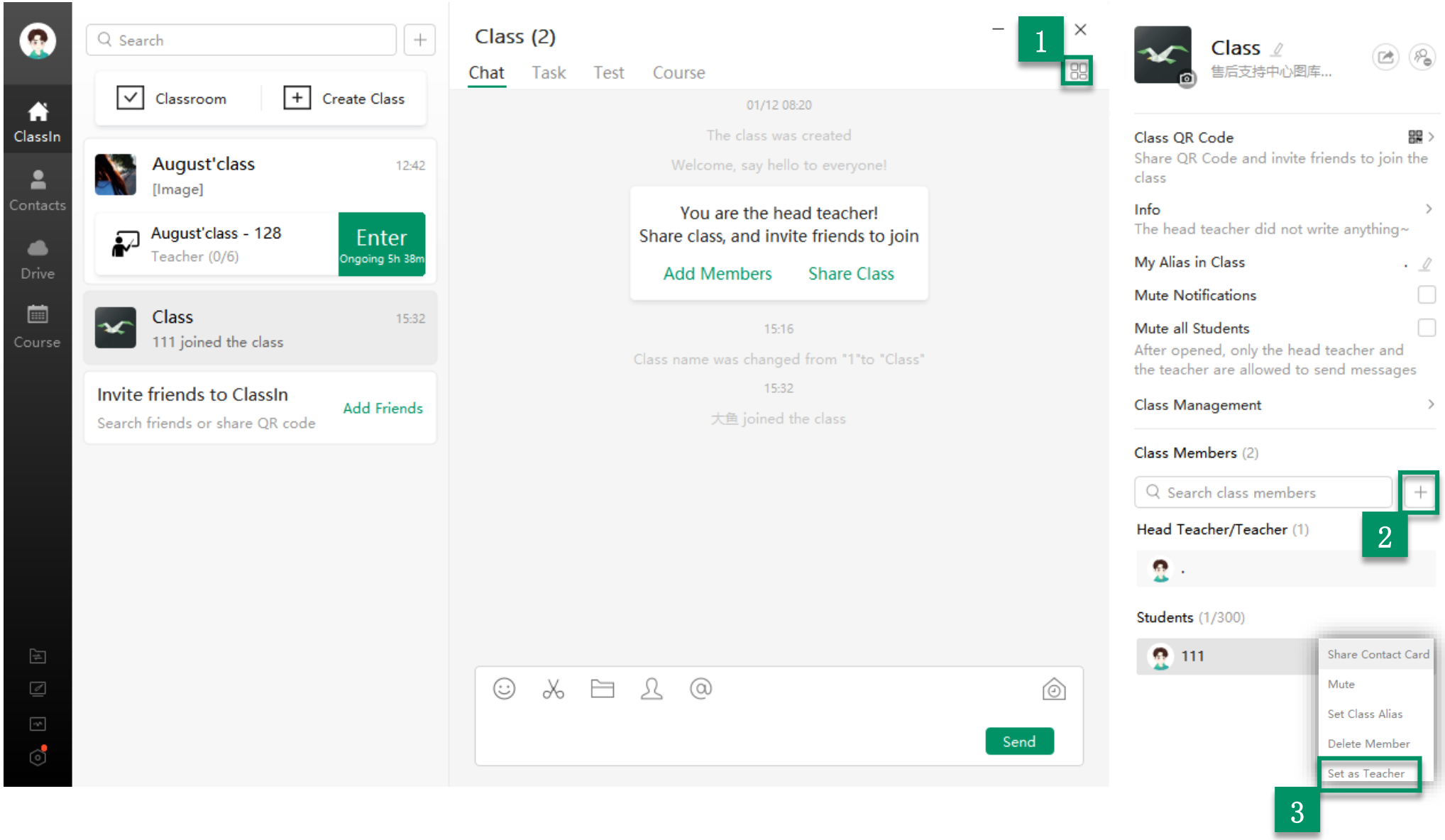
Add New Teachers in Class



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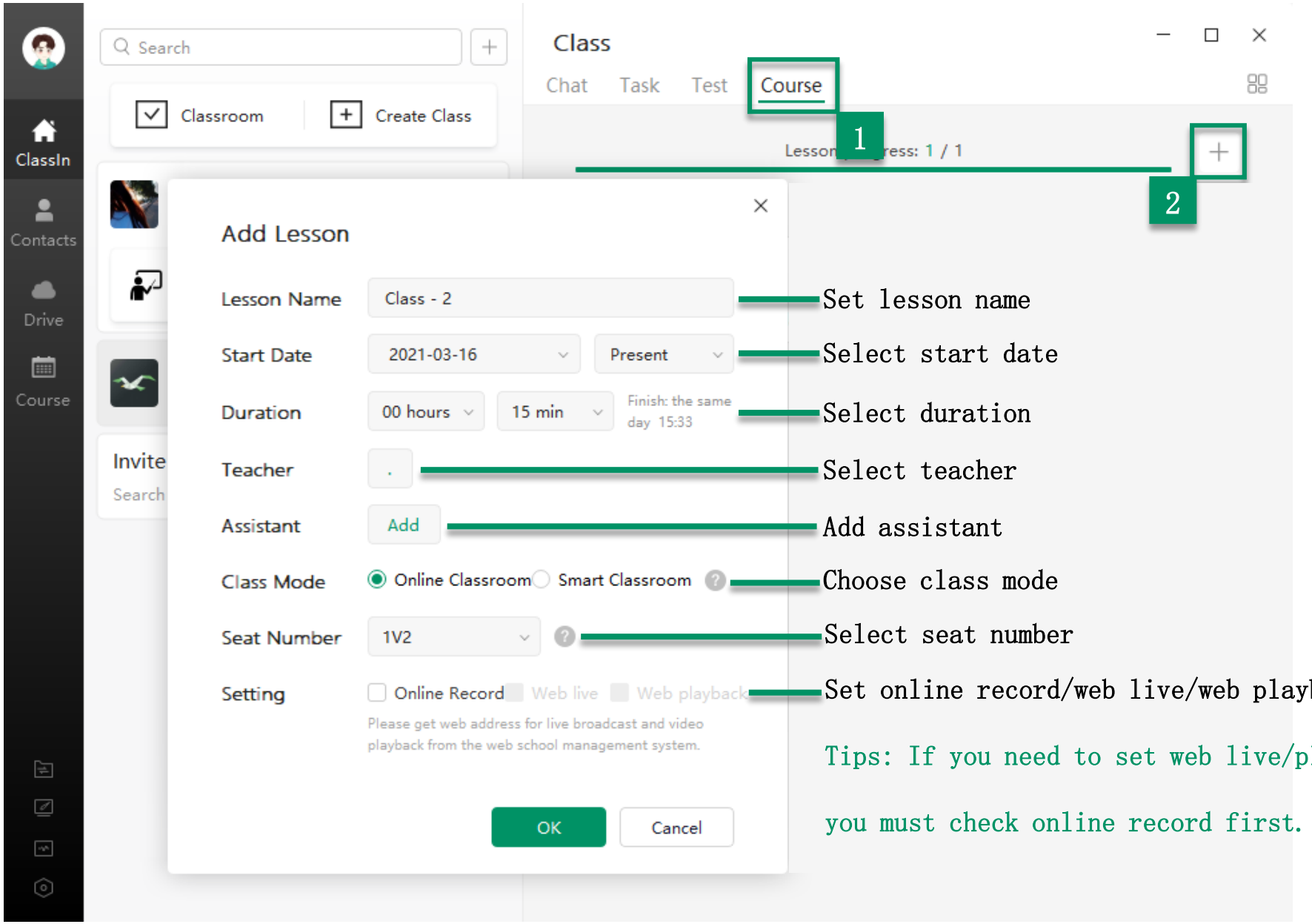
Add Lessons in Class(Head Teacher/Administrator)



Set lesson name

Select start date

Select duration

Select teacher

Add assistant

Choose class mode

Select seat number

Set online record/web live/web playback

Tips: If you need to set web live/playback,

you must check online record first.

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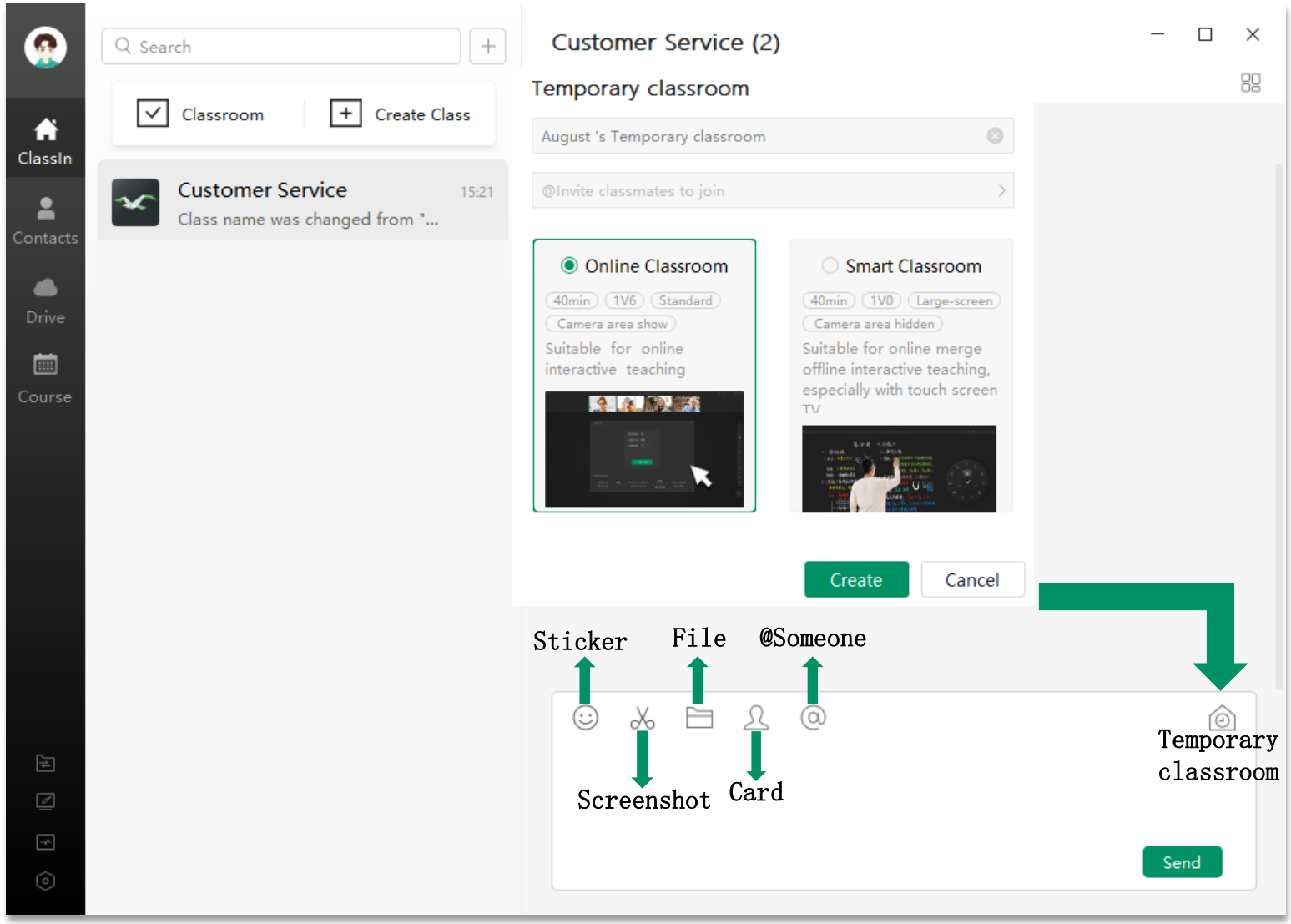
Common Function within Class Groups



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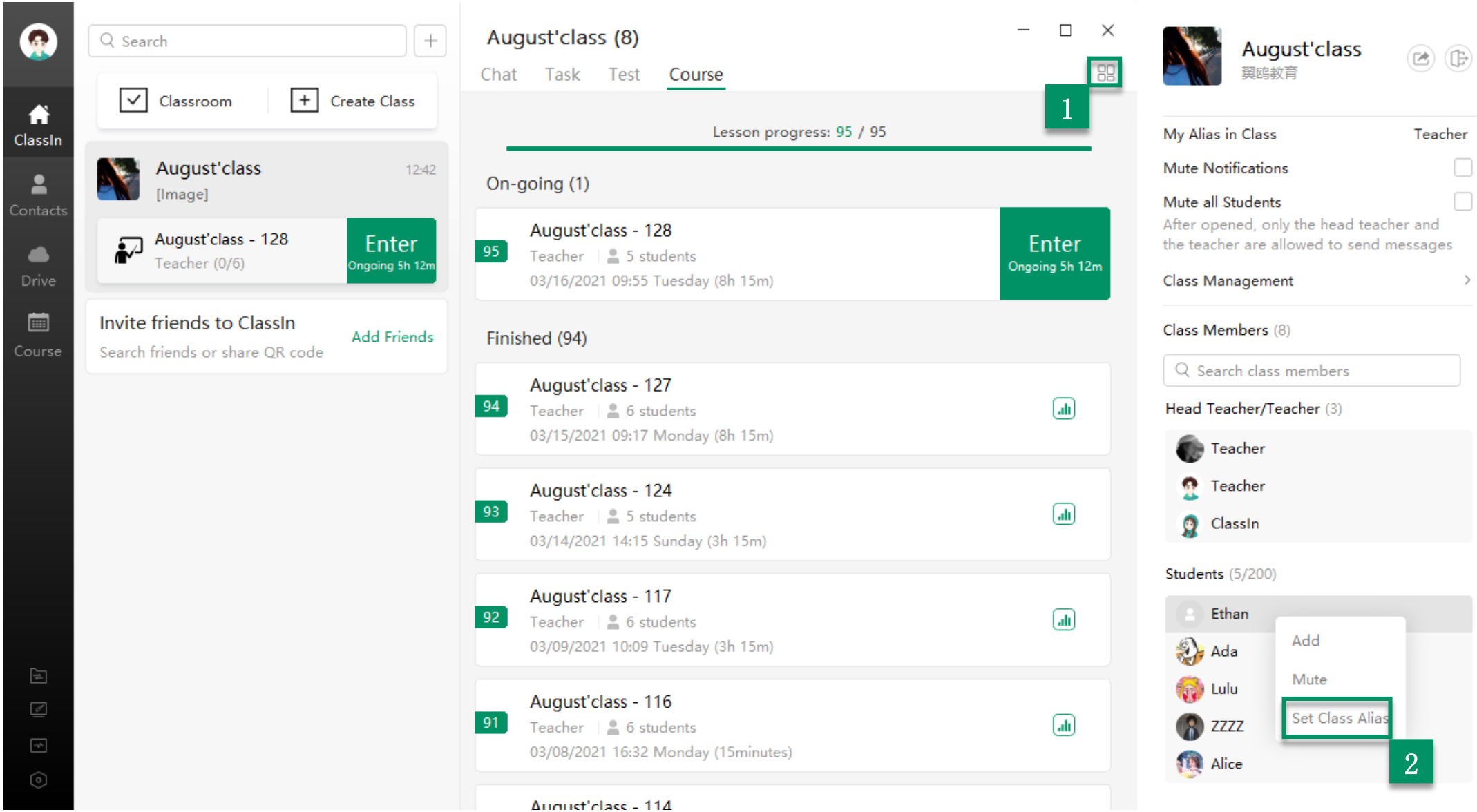
Set Student nicknames



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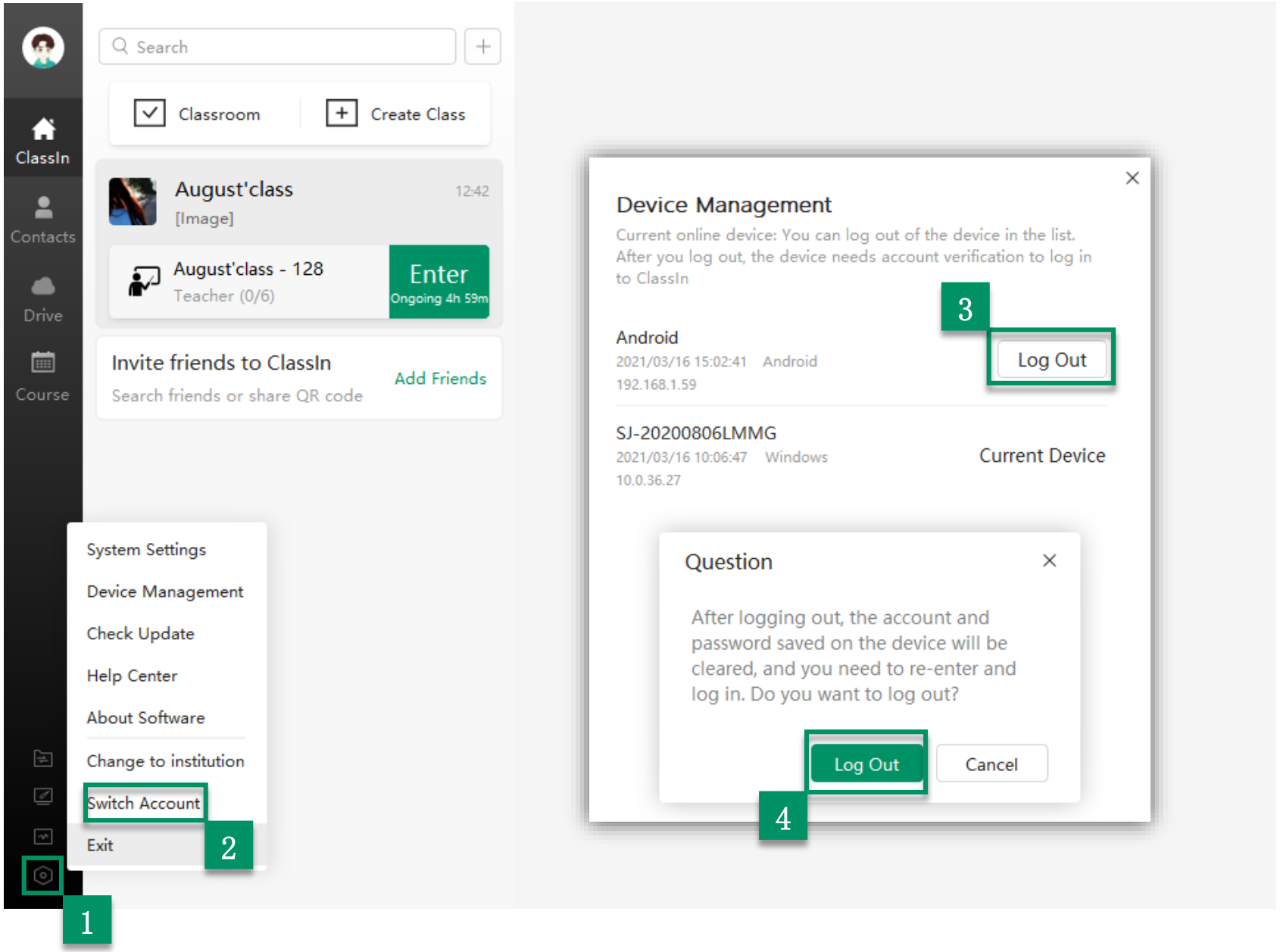
Device Management



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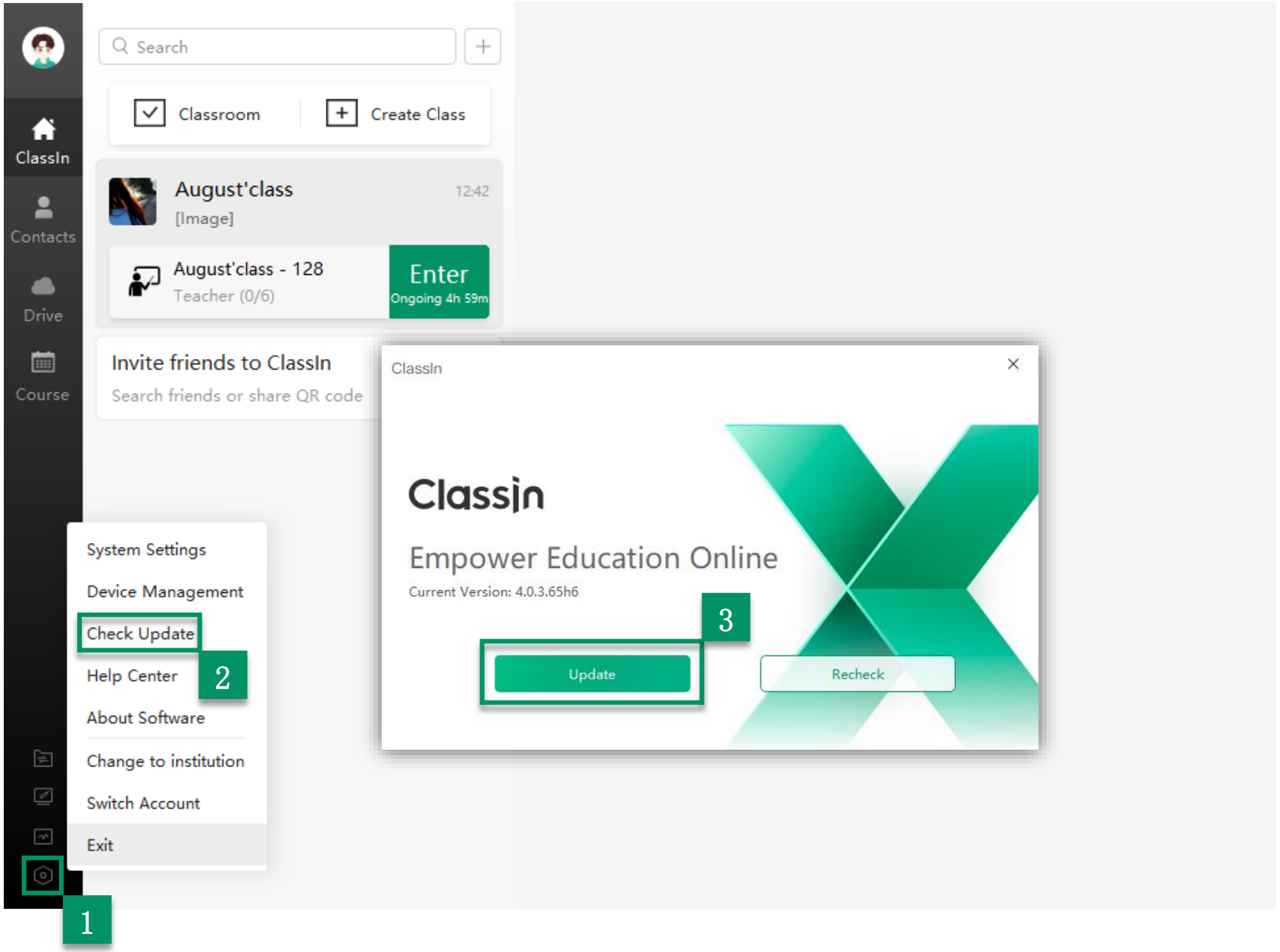
Update



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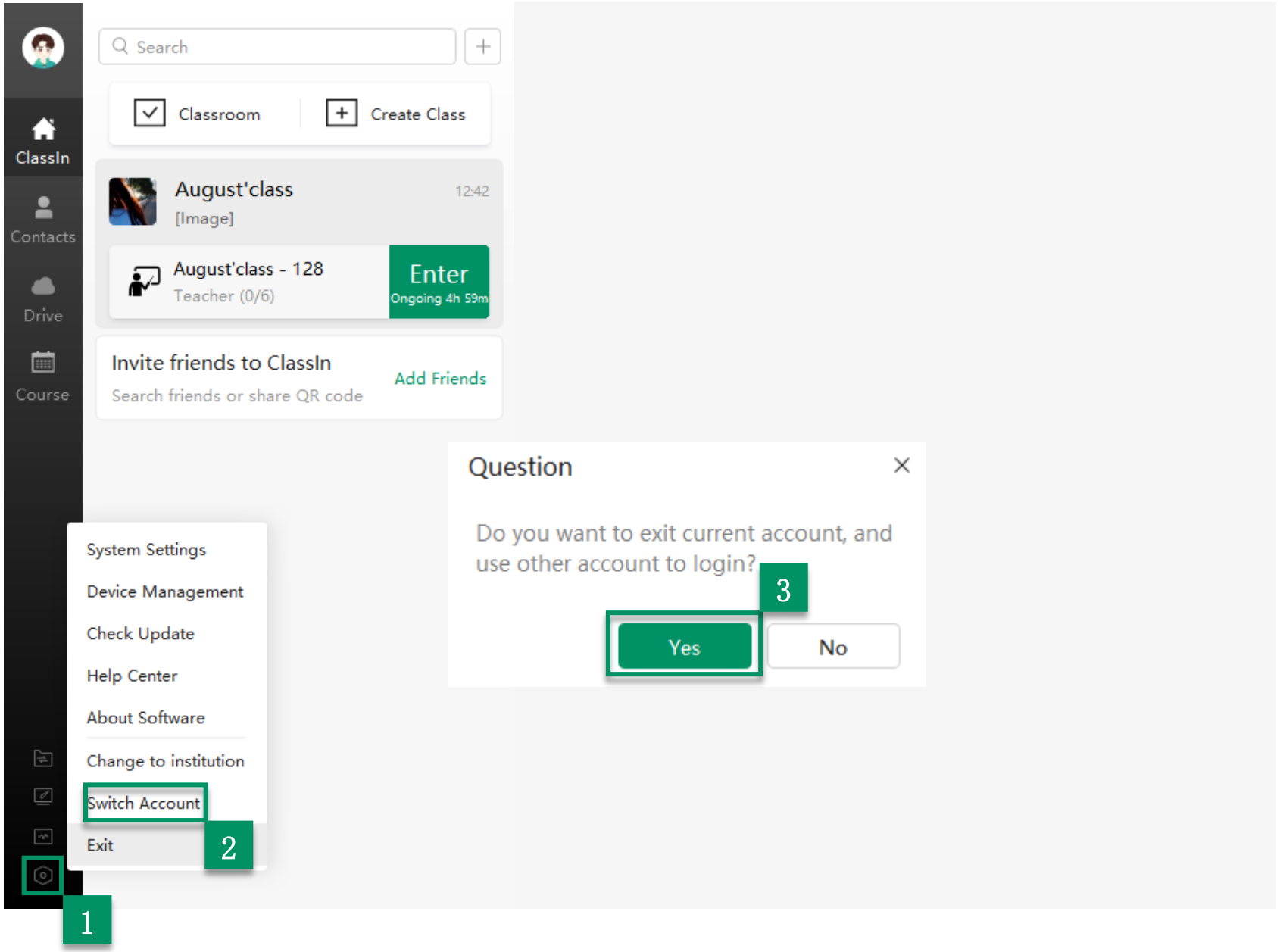
Switch Account



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THANKS