ClassIn User Manual for Students

EEO —— Customer Service Center

Content

Part One

Pre-lesson Preparation

Equipment and network requirements

Device	CPU	System	Accessories	Tips
Computer	Intel i3 and newer	Windows7 and newer Mac OS X10.10 and newer	Desktop：External camera and headset Laptop：Wearing headphone	CPU marks:2000+
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	
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	
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				

Part Two

Download & Install

Download ClassIn

1

classin.com/en/download.html

2

Classin · Why ClassIn? · Solutions · Resources · Pricing · **Download** · Request a Demo · Sign In

Browser(Recommended Use):Google Chrome & Firefox

Tips: Exit local antivirus software when you download

& install ClassIn

ClassIn Desktop Clients

3

mac OS · Windows 7 and newer

4

This type of file can harm your computer. Do you want to keep classin_win_insta....exe anyway? · Keep · Discard · Show all · ×

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"

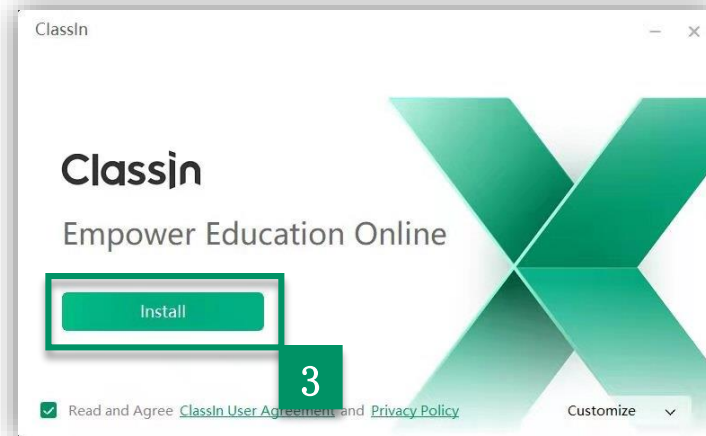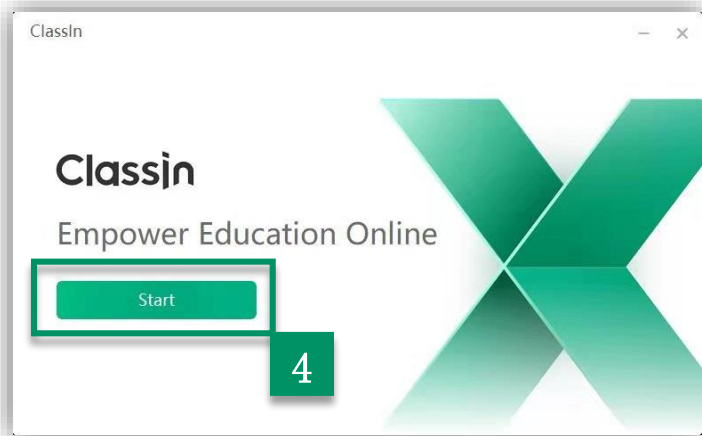Step4：Click "Keep" (Google Chrome)

Install ClassIn(Windows)
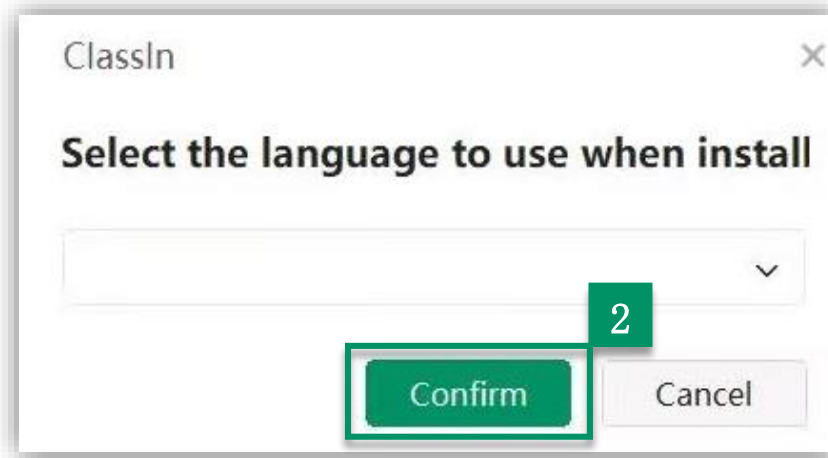
Step1：Double-click on the installation package

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

Install ClassIn(Mac OS)
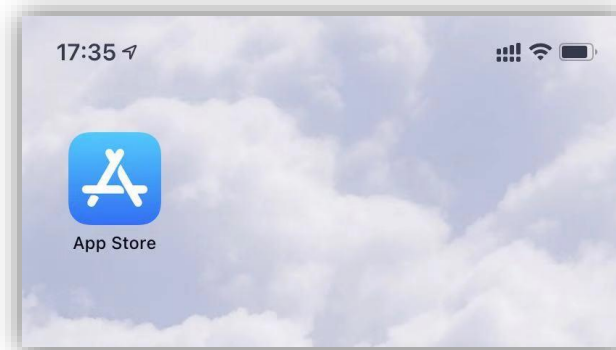
Step1: Run the installation package

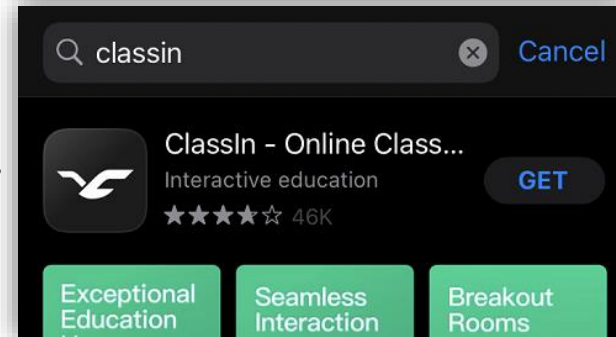Step2: Drag the ClassIn on the left into the applications folder on the right
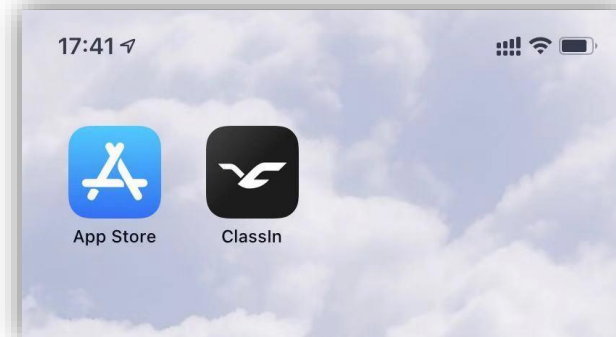
Download ClassIn on Mobile Device

IOS User

Android User
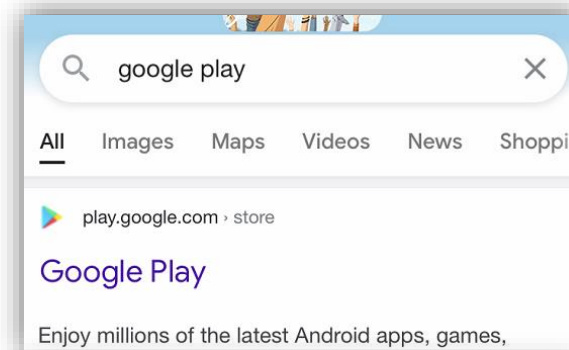
Step1：Open "APP Store"

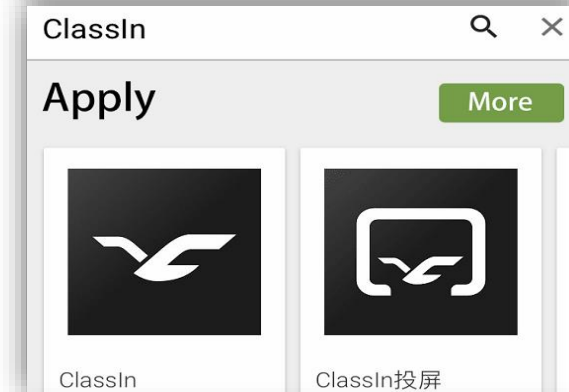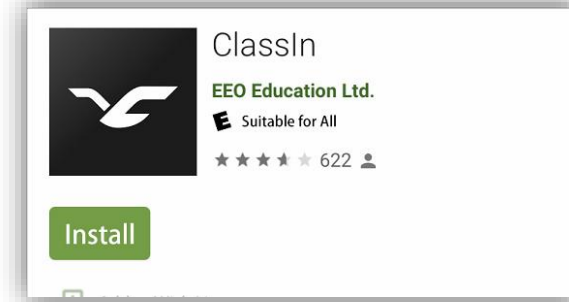Step2：Search for "ClassIn" and click "GET"

Step3：Installation complete

Step1：Search "Google play" in your browser

Step2：Search "ClassIn" and choose the left one

Step3：Installation complete

Part Three

Use ClassIn
on PC

Classin

+86 ∨ Phone number ∨

Password | Input password

☐ Remember Password   ☐ Auto Login

Log In

Sign Up   Forget Password

Servers: ● Auto ∨

V4.0.3.65h6

< Back

+86 ∨ | Phone number

Enter code | Code

Enter a password of 6-20 chars

Repeat the password

☑ Read and Agree User Agreement And Privacy Notice
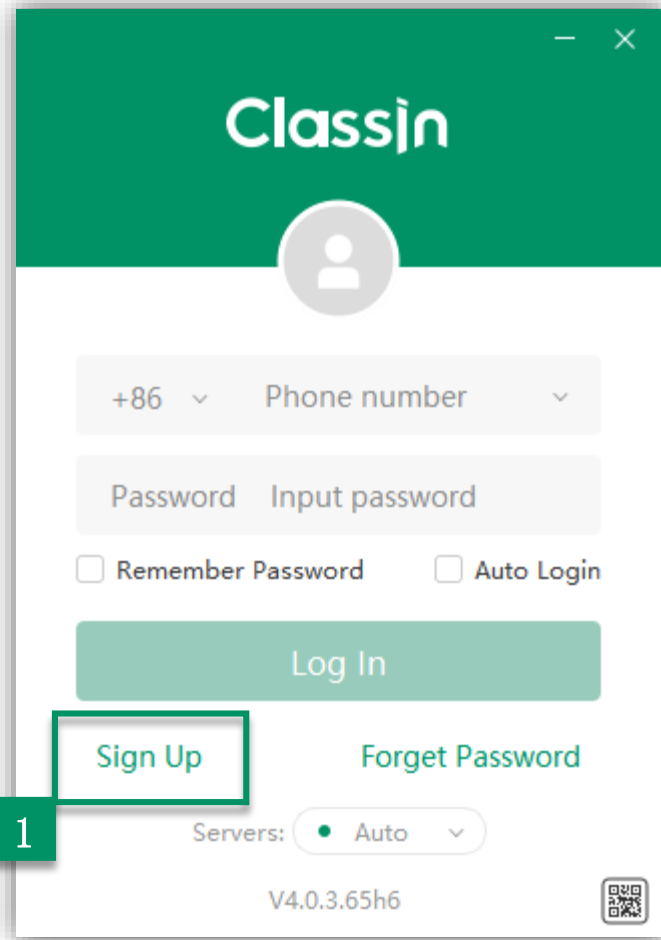
Sign up
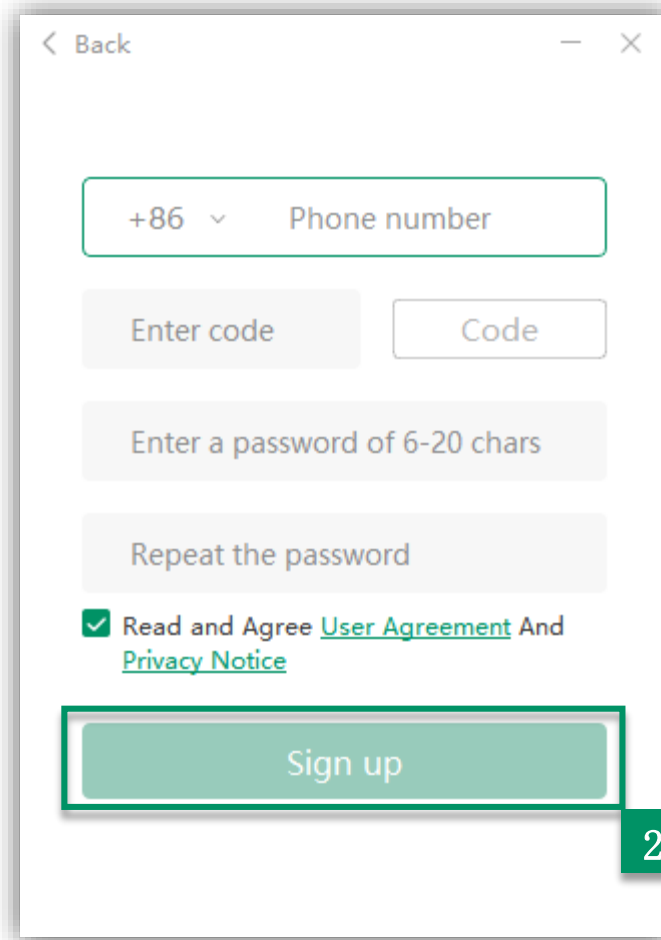
Step1：Click "Sign Up"

Step2：Enter your details and click "Sign Up"

Tips:

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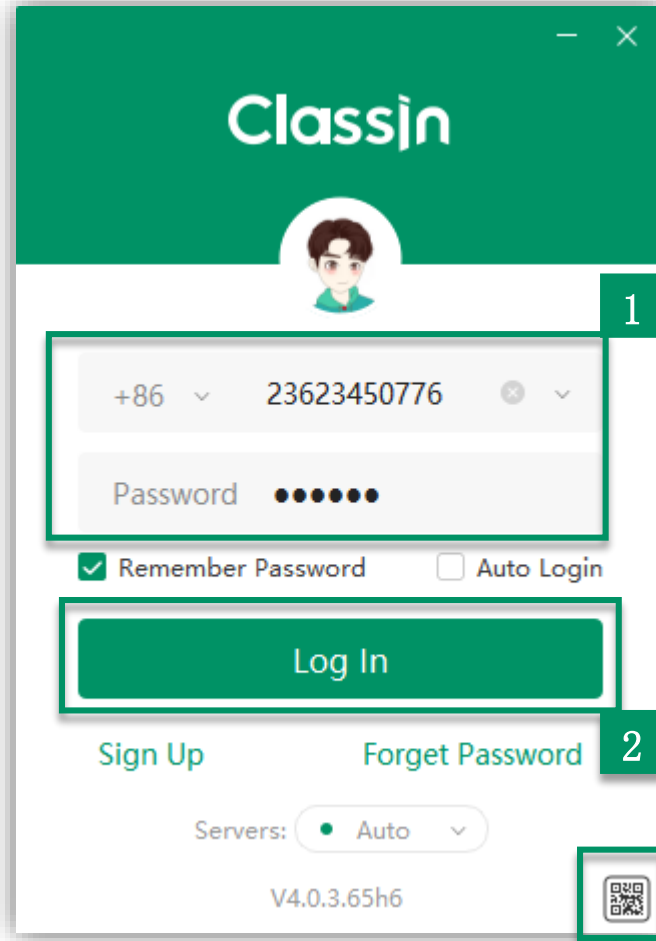
Open international roaming

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"

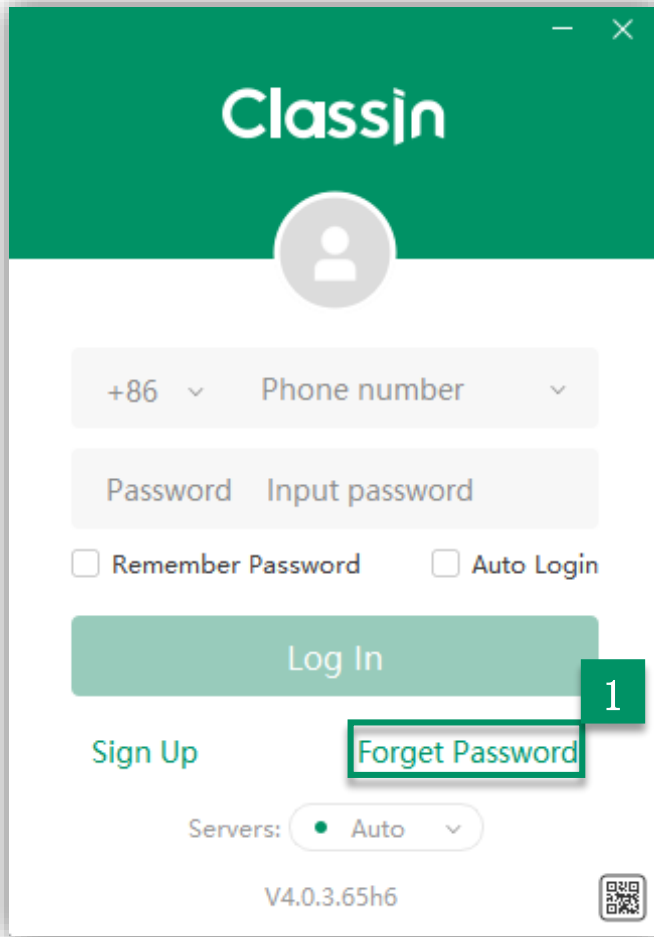Tips: The prerequisite for scanning

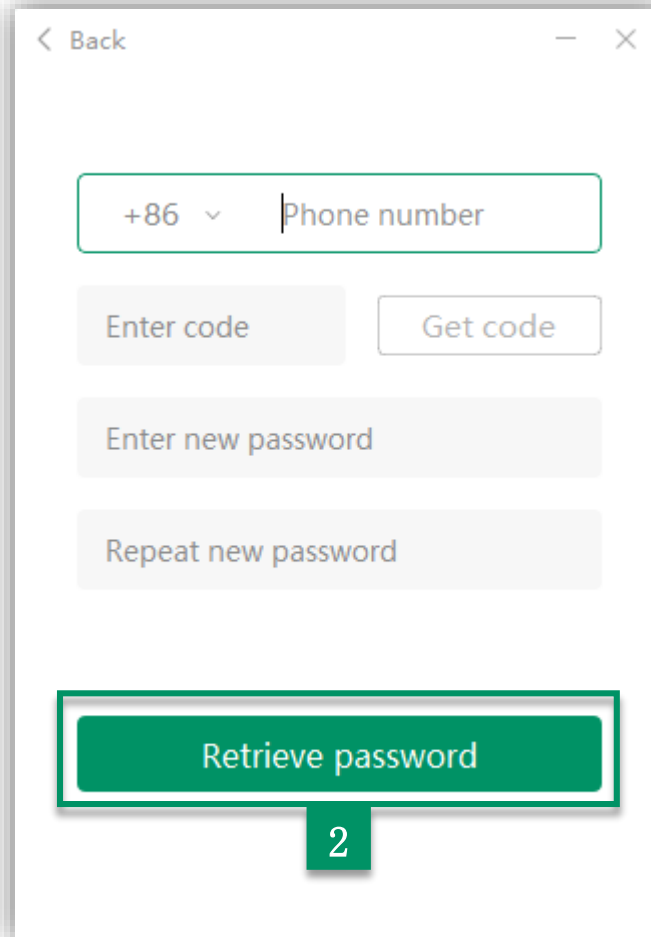code login is the download of

ClassIn

Switch to scan code ◄   Switch to account and password ◄

Retrieve Password

Step1：Click "Forget Password"

Step2： Enter your details and click "Retrieve password"

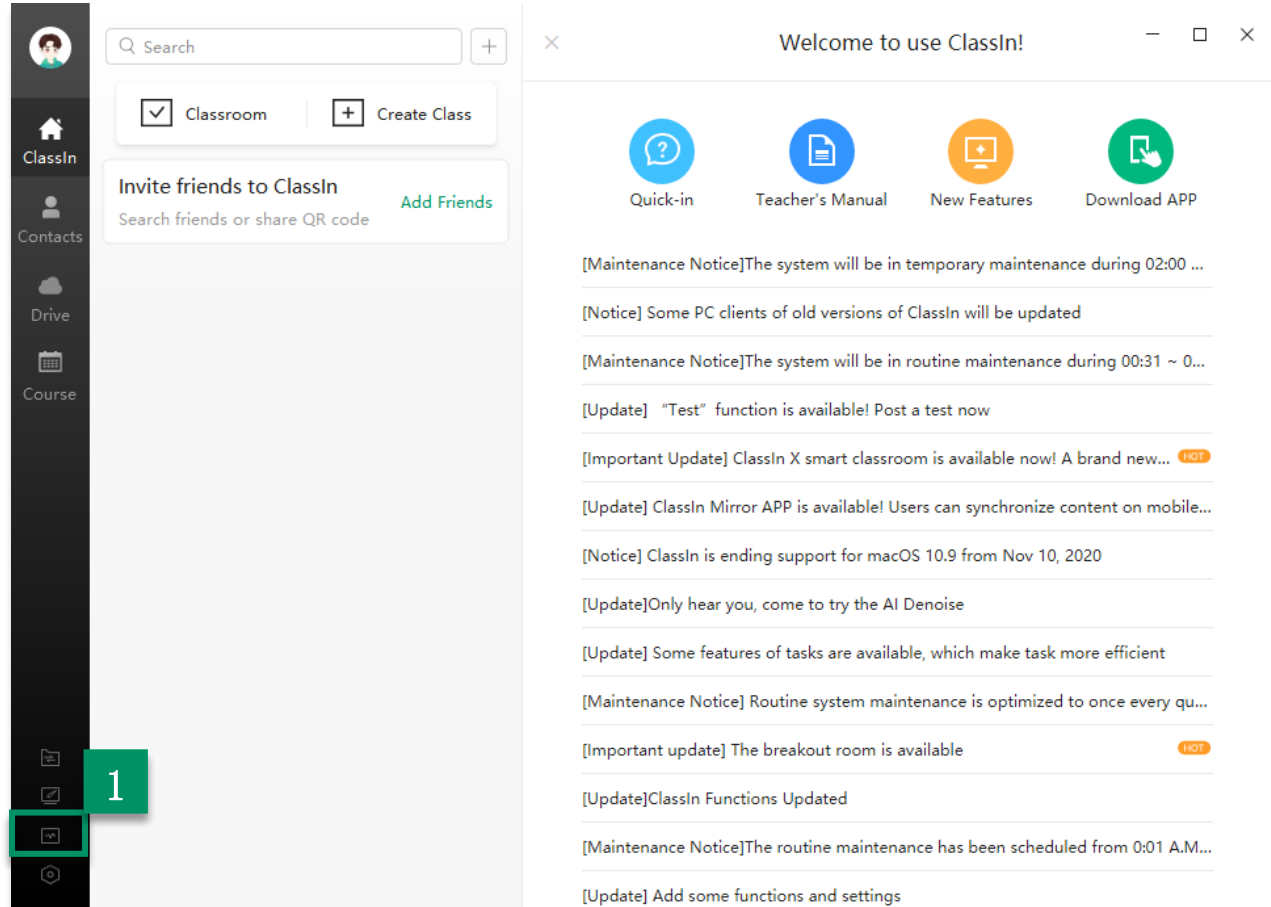If you have not received code, just try to get a voice code.
The voice verification code will only be available 60 seconds after clicking on Get SMS Verification Code

Tips: Voice Verification Code only supports Chinese phone number

Device Check

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

Step1: Click "Device Check"

Device Check

System Testing

Step2：Check device performance and CPU

Account:	23623450776
Nickname:	.
OS:	Windows 10 (1803)
Processor (CPU):	Intel(R) Core(TM) i5-9500T CPU @ 2.20GH
Available Cache Space:	511.74 MB
Network Delay:	3ms
Lost Rate:	0%
Server:	AECB011 (Auto)
Client:	10.0.36.27
CDN:	HSI0PECB01/HDI0PECB01

Poor network? Click here

Step3：Click "Next" **Next**

System Testing

Switch your camera device

Camera: USB Video Device

Step4：Camera testing

Unable to view video image? Click here

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

Able to view   Unable to view

System Testing

Speaker: 扬声器 (6- Logitech USB Headset H3)

Please select the answer for what you've heard in the following options

Water sound ○ Meow ○ Thunderclap ○ Applause

Play Again

Press "Play" button to play the testing sound, and choose an answer for what you've heard

Step6：Headphone testing

Volume: 54

Can't hear the sound? Click here

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

Able to hear   Unable to hear

System Testing

Switch your microphone device

Microphone 麦克风 (4- USB Audio Device)

Recording

Press "Record" button to record your voice: please count from 1 to 10 into microphone and check if the green bar moves

Step8：Microphone testing
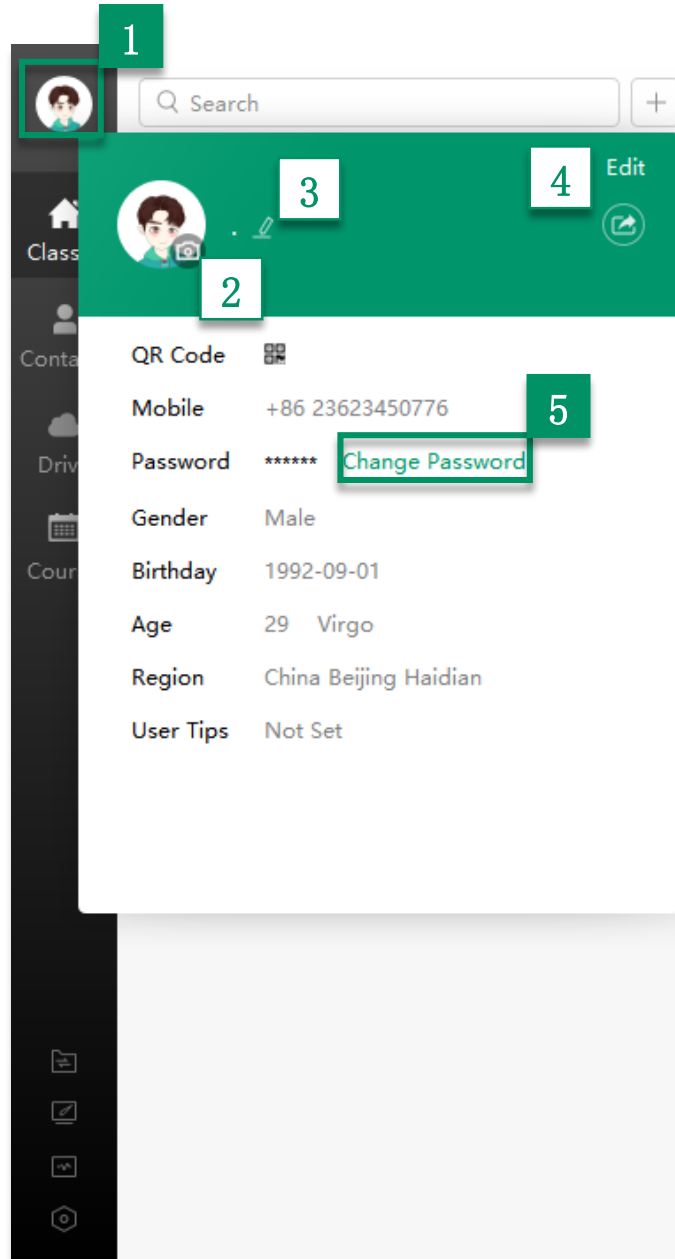
Volume: 66

't hear the sound? Can't see the green bar move? Cli

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

Able to view or hear   Unable to view or hear

Back to catalogue

Edit Profile Photo/Nickname and Change Password
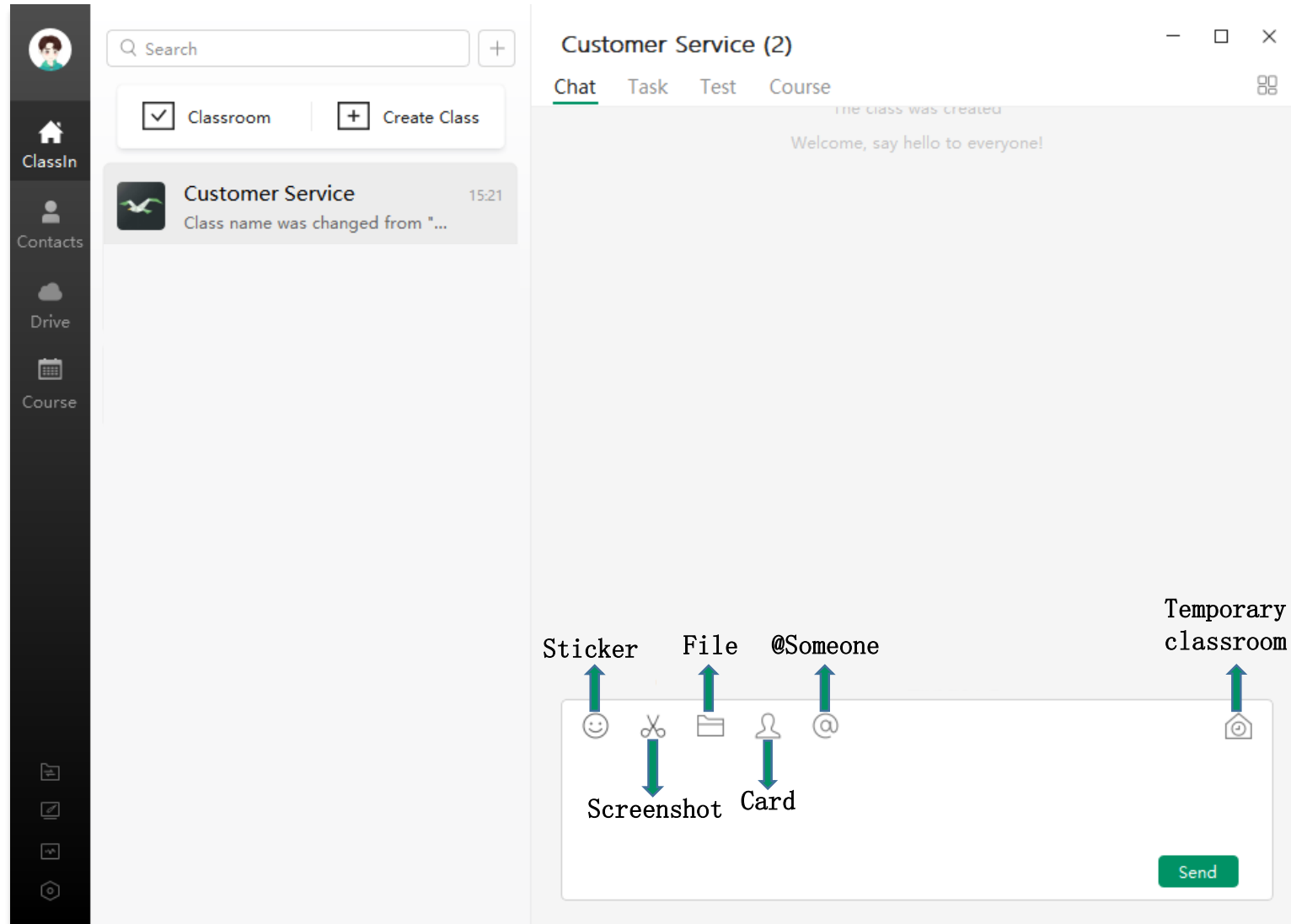
Step1: Click your profile photo

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

Common Function within Class Groups

View Calendar

Step2：Select "Calendar"

2 Calendar

4 All Course

Step4：Find your lesson in all course

◀ **18** / Mar Thursday

Student (1)

August'class - 115
August'class   Not started
03/18/2021 16:25 Thursday (3h 15m)

Calendar

< **March 2021** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 3	1 4	2 4	3 4	4 3	5 2	6 1
7 1	8 2	9	10	11	12	13
14	15	16	17	18 1	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

1

Step1：Enter "Course"

Today

3 **Step3：Click on the specific date to view the details of the class on the right**

ClassIn

Contacts

Drive

Course

Enter into Classroom

Step1：Enter "ClassIn"   Step2：Click "Enter"
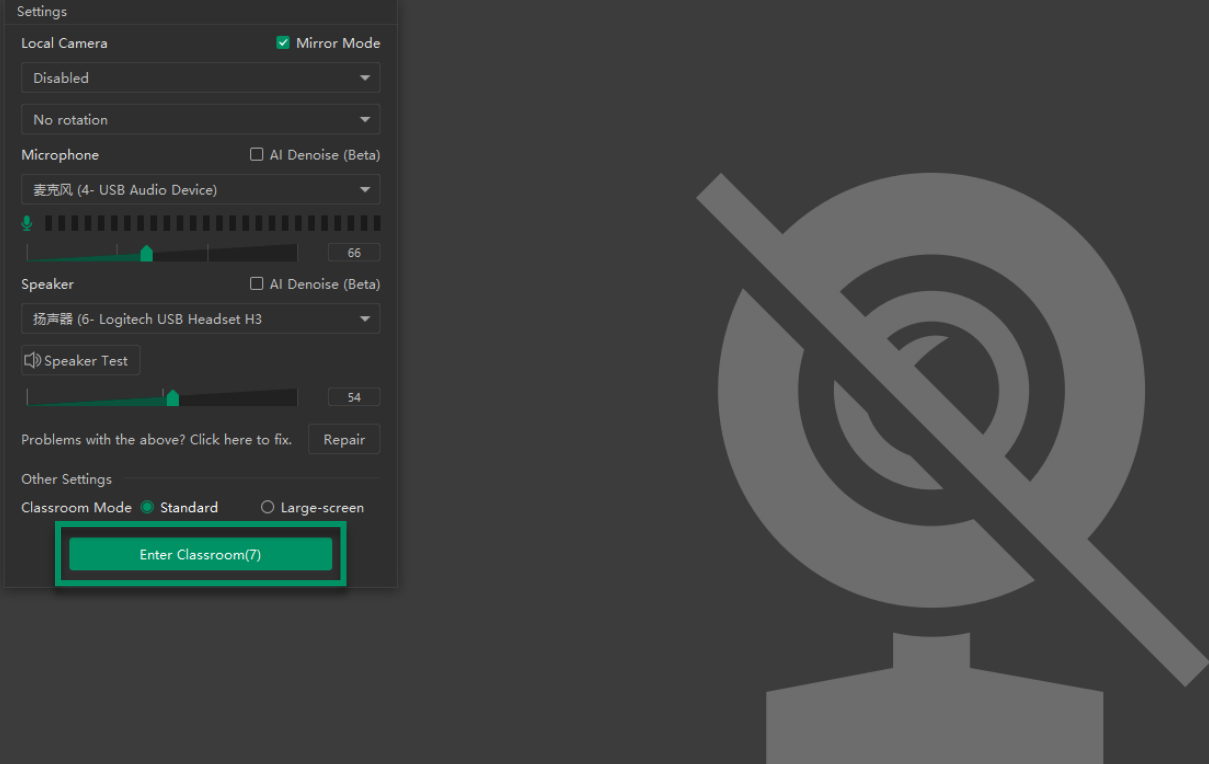
You can enter the classroom 10 minutes early and also find lessons from the calendar.

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.
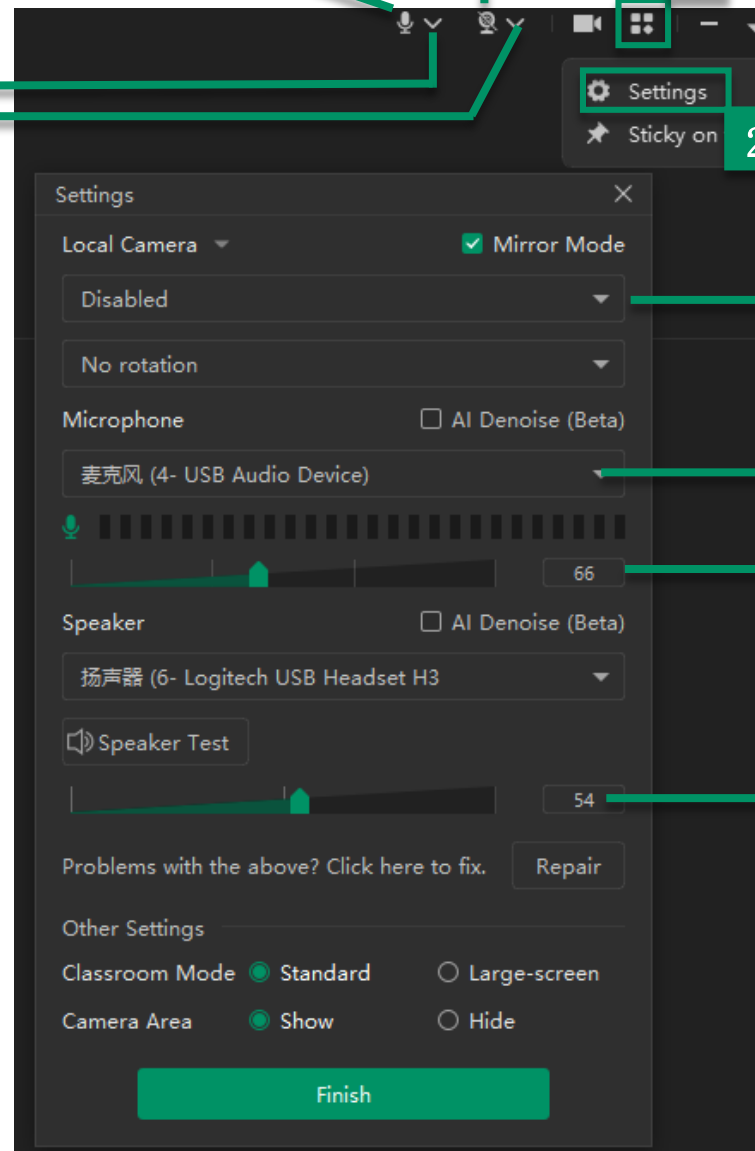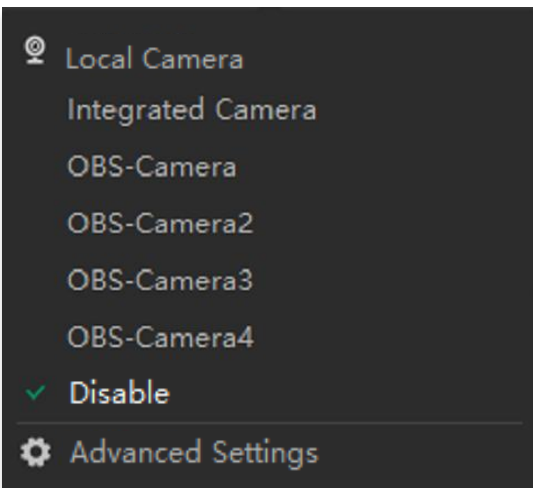
Settings in Classroom

Quickly turn on/off microphone

Quickly turn on/off camera

1 Step1：Open the menu

⚙ Settings

2 Step2：Go to the settings

📌 Sticky on

Quickly Switch microphones

🎤 Microphone
✓ 麦克风 (4- USB Audio Device)
　 麦克风 (6- Logitech USB Headse...
　 Disable
🔊 Speaker
✓ 扬声器 (6- Logitech USB Headse...
⚙ Advanced Settings

Quickly Switch cameras

◉ Local Camera
　 Integrated Camera
　 OBS-Camera
　 OBS-Camera2
　 OBS-Camera3
　 OBS-Camera4
✓ Disable
⚙ Advanced Settings

Settings ✕

Local Camera ▾　　　☑ Mirror Mode

Disabled ▾

No rotation ▾

Microphone　　　☐ AI Denoise (Beta)

麦克风 (4- USB Audio Device) ▾

🎤 ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

66

Speaker　　　☐ AI Denoise (Beta)

扬声器 (6- Logitech USB Headset H3) ▾

🔊 Speaker Test

54

Problems with the above? Click here to fix.　Repair

Other Settings

Classroom Mode　◉ Standard　　○ Large-screen
Camera Area　◉ Show　　○ Hide

Finish

Turn on/Disabled/Switch camera

Turn on/Disabled/Switch microphone

Adjust microphone volume

Adjust speaker volume

Toolbar Comparison before and after Authorized

Unauthorized

Class Notes

Chat

Roster

Raise your hand

Authorized

Click

Select & Move

Paint Brush

Text Box

Screenshot

Delete

Class Notes

Chat

Cloud Disk

Roster

Raise your hand
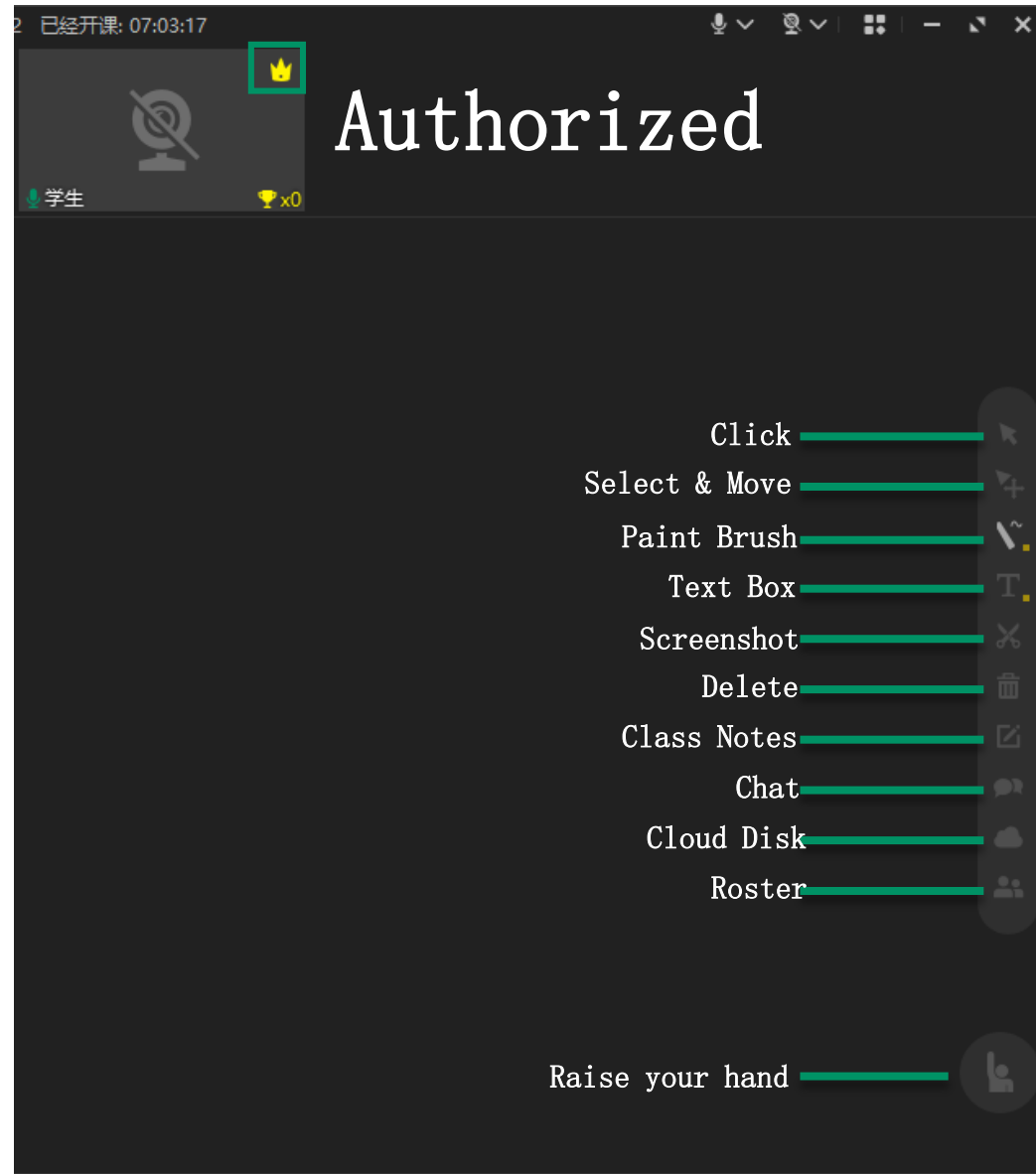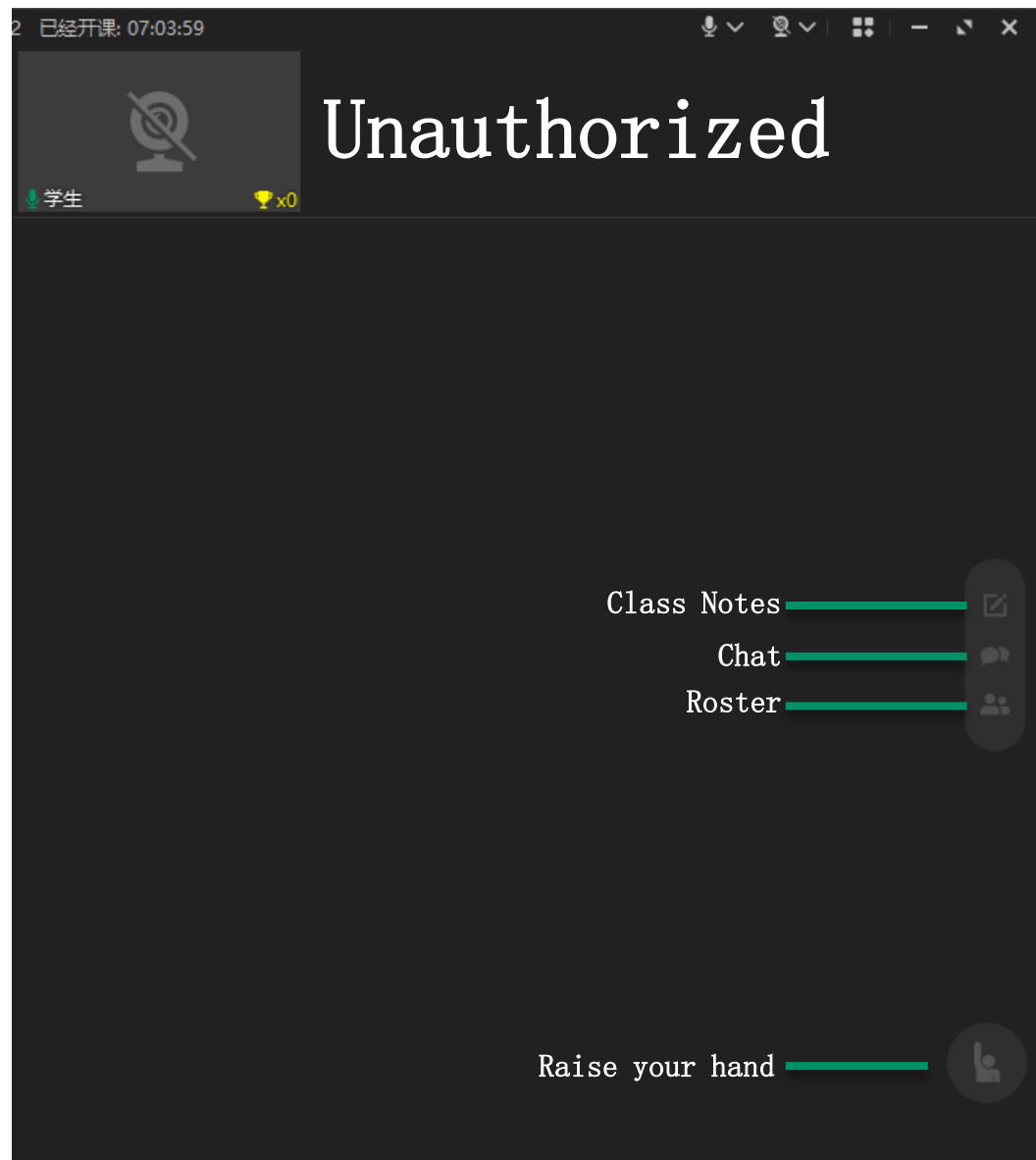
Tools: Click/Select & Move/Paint Brush/Text Box

Click

Hot key: Ctrl + G

Utility: Trigger PPT animation

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

Tools: Screenshot/Delete/Chat/Class Notes

Screenshot

Screenshot and hide classroom

• Upload picture by QR code

Screenshot

Hot key: Ctrl + Alt + X
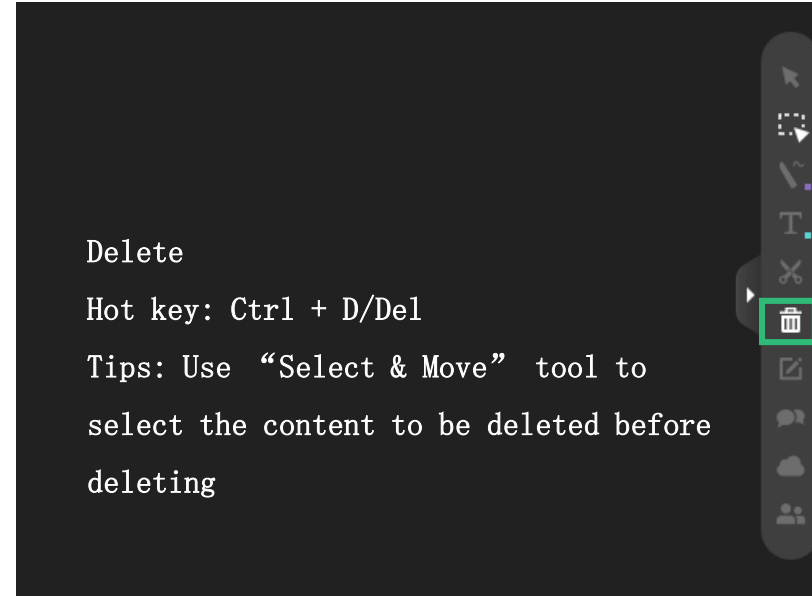
Three ways to take screenshots

Delete
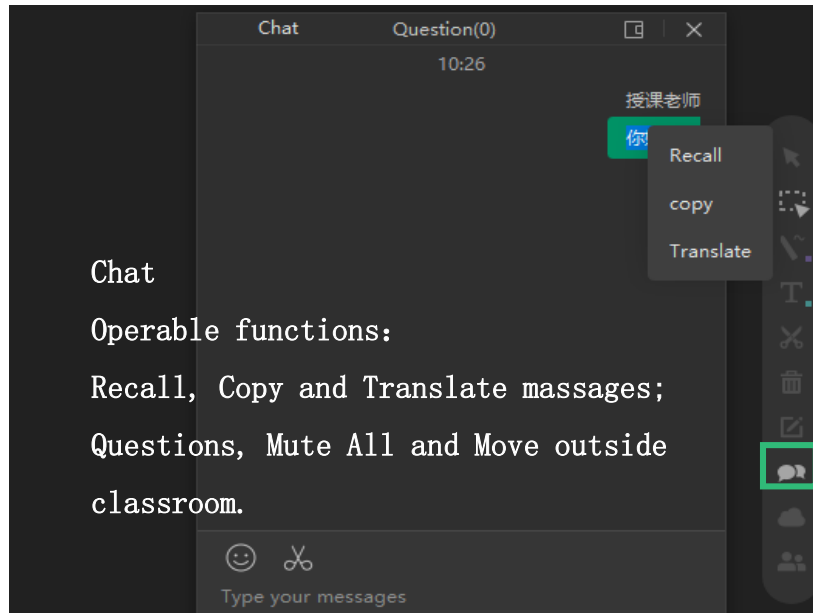
Hot key: Ctrl + D/Del

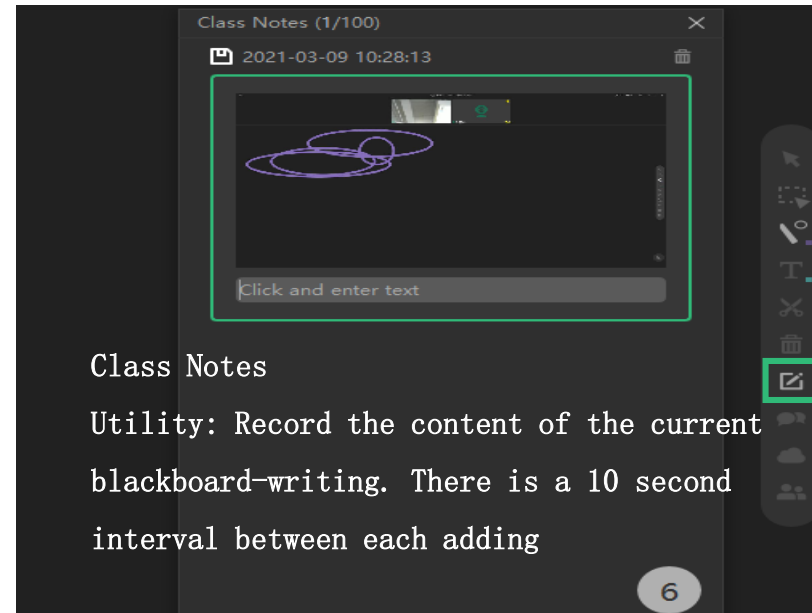Tips: Use "Select & Move" tool to select the content to be deleted before deleting

Chat | Question(0)

10:26

授课老师

你

Recall

copy

Translate

Type your messages

Chat

Operable functions：

Recall, Copy and Translate massages;

Questions, Mute All and Move outside classroom.

Class Notes (1/100)

2021-03-09 10:28:13

Click and enter text

Class Notes

Utility: Record the content of the current blackboard-writing. There is a 10 second interval between each adding

6

Tools：Cloud Disk

My Drive：You can upload file
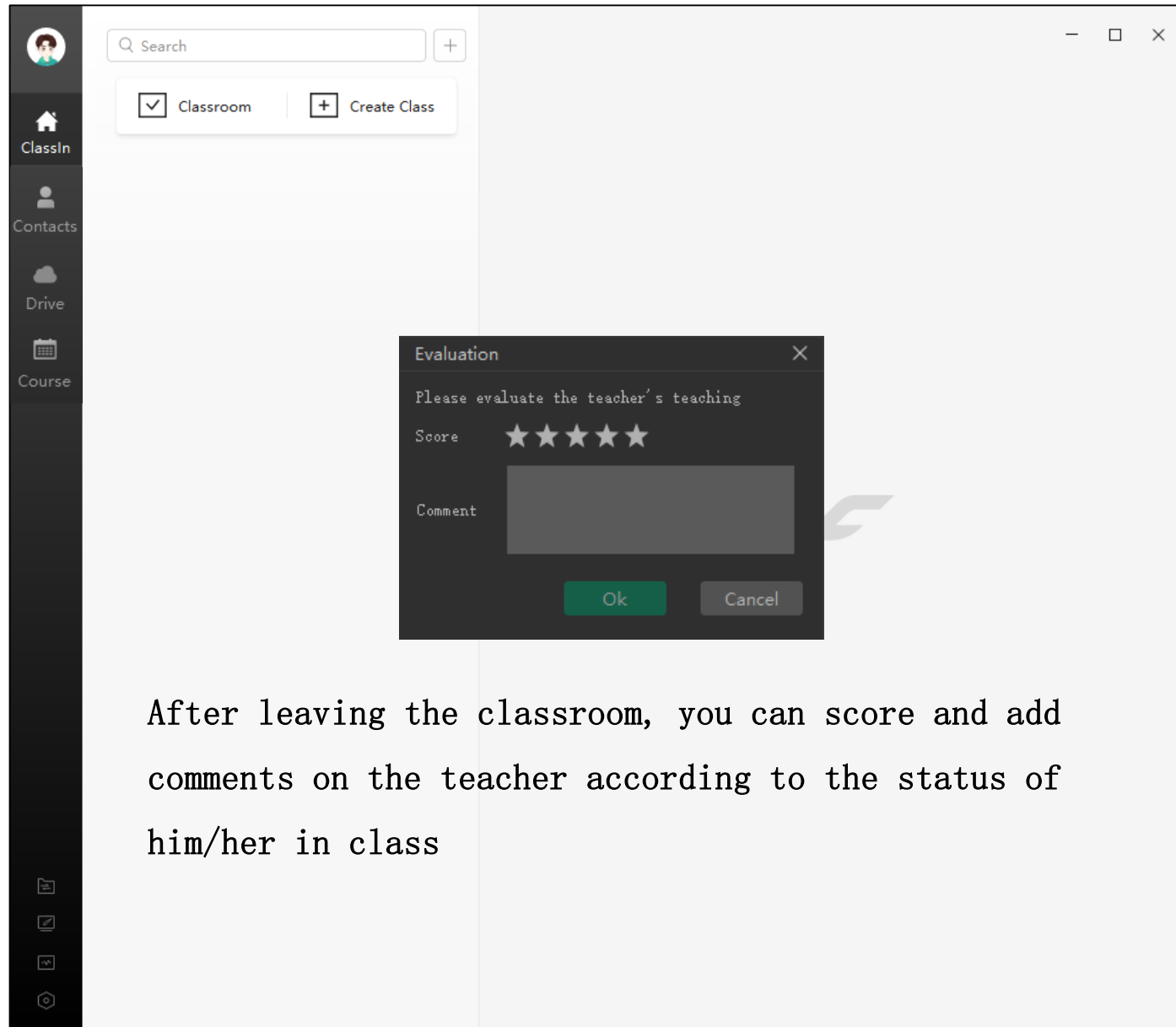
This situation means that Alice is not in the classroom

Here you can see some data/status about yourself and other students in the classroom

Evaluate Teacher after Class

After leaving the classroom, you can score and add comments on the teacher according to the status of him/her in class

Watch Playback & Learning Report

Step1：Open course

Step2：Select calendar

Step3：Filter your lesson by date

Step4：Watch playback

Step5：Watch learning report

View & Submit Task

Step1：Find "Task"

Step2：Click on the task you need to complete

Step3：Click "Do task"

View & Submit Test

Step1：Find "Test"

Step2：Click on the test you need to complete

Step3：Click "Take Test"

Add Friends

Step1: Open "Contacts"

1

2

Step2: Select "New Friends"

Add Friends

+86 | Please enter mobile number | Search

Way1: Enter your friend's ClassIn account number, and click "Search"

My QR Code
Share QR Code and invite friends to study

My In Link
Share In Link and invite friends to study

QR Code | In Link

QR Code | In Link

Way2: Scan QR code and add friends

Classin

Scan QR code and add friend Reset

Copy QR Code Save Image

Classin

Link: . sends a friend request to invite you to study together. Click the link https://www.eeo.cn/s/b/?sq=Bncm... or copy this description and open ClassIn to add friend

. invites you to add friend Reset

Way3: Share link and invite friends

Copy

ClassIn

Contacts

Drive

Course

Search

New Friends

Classes (18)

Friends (5)

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

System Settings-File

August'class (8)

Chat Task Test Course

Lesson progress: 86 / 86

Settings

General

Classroom

Hotkeys

3

File Step3:

Click "File"

Advanced

Repair Helper

Privacy

2 Step2:

Enter "System Settings"

System Settings

Device Management

Check Update

Help Center

About Software

Change to institution

Switch Account

Exit

1

Step1: Open "Settings"

File

Set default directory to save files

Default directory to save files

📁 D:\Users\Documents\ClassIn Files

Edit   Open Folder

Cache 10MB

Clear Cache ——— Clear Cache

Used only when the course cannot be displayed properly

Clear Data File

Clear date file (Used only when the course cannot be displayed properly)

System Settings - General

Step3:

Click "General"

Step2:

Enter "System Settings"

Step1: Open "Settings"

General

- Auto run when system starts ———————— Auto run when system starts
- Auto Login ———————— Auto login
- New Message Sound ———————— New message sound
- Lesson Notice ———————— Lesson notice
- ☑ Task Notice ———————— Task notice
- ☑ Test Notice ———————— Test notice
- DPI adaptive (only support one and only one monitor)——— DPI adaptive
- Evoke keyboard automatically on touch screen ———— Evoke keyboard automatically on touch screen
- EyeCare Mode ———————— Eye Care mode

Select Language:

English ———————— Select language

System Settings–Repair Helper

Step2：
Enter "System Settings"

Step1: Open "Settings"

Settings

General

Classroom

Hotkeys

File

Advanced

Repair Helper

Privacy

Step3：
Click "Repair Helper"

Repair Helper

Software Registration Fix:

Try to fix this when the web link evokes ClassIn software failed (When firewall intercepts, click "allow")

Fix Software Registration ———— Try to fix this when the web link evokes ClassIn failed

Hardware Driver Repair:

Try to repair this when the camera, microphone or speaker is not working properly(When firewall intercepts,click "allow".You may log out of ClassIn during the repair process and need to log in again)

Repair Hardware Driver ———— Try to repair this when the camera/microphone/speaker is not working properly

Software Logs Report:

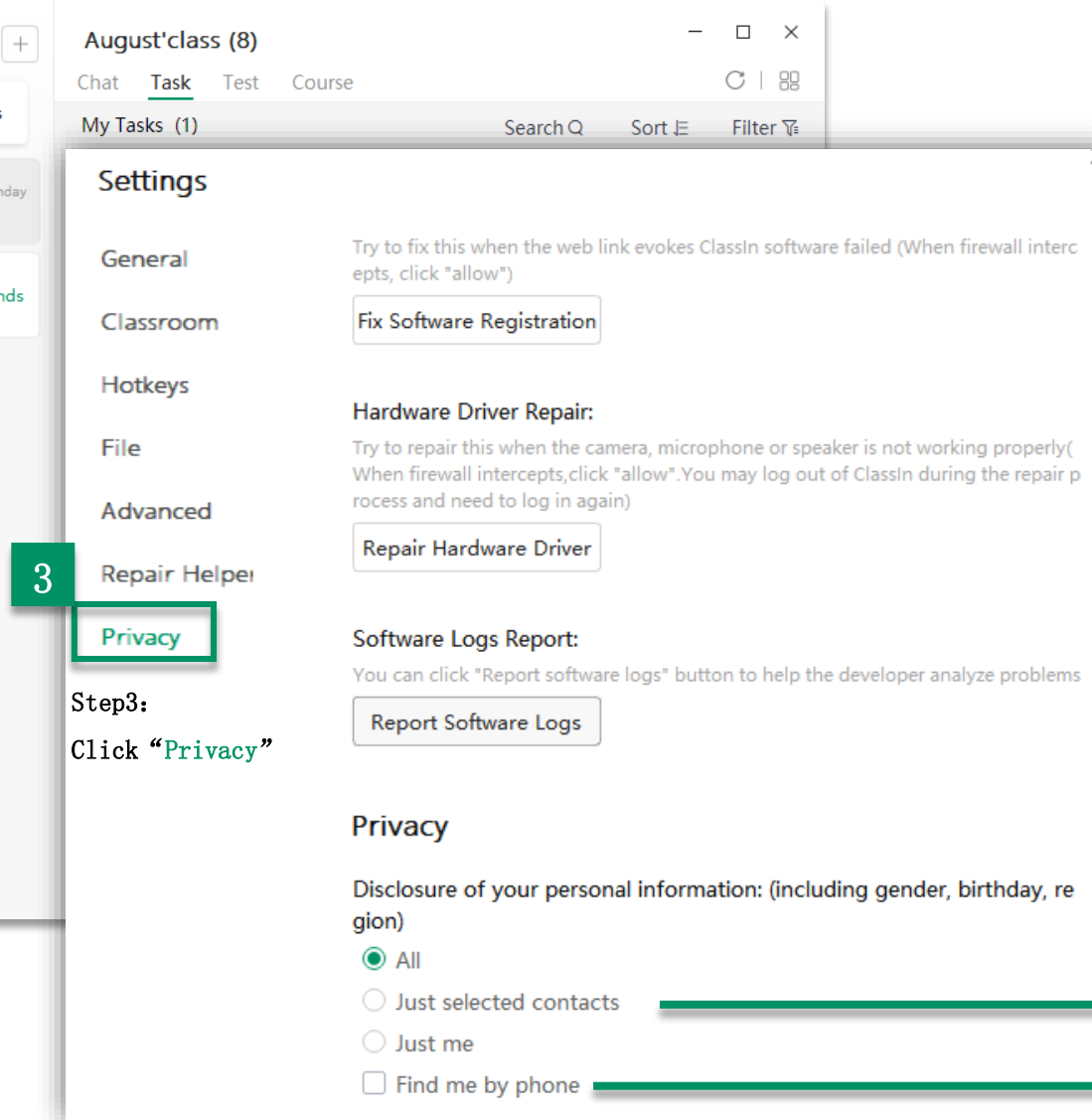You can click "Report software logs" button to help the developer analyze problems

Report Software Logs ———— Report software logs

System Settings-Privacy
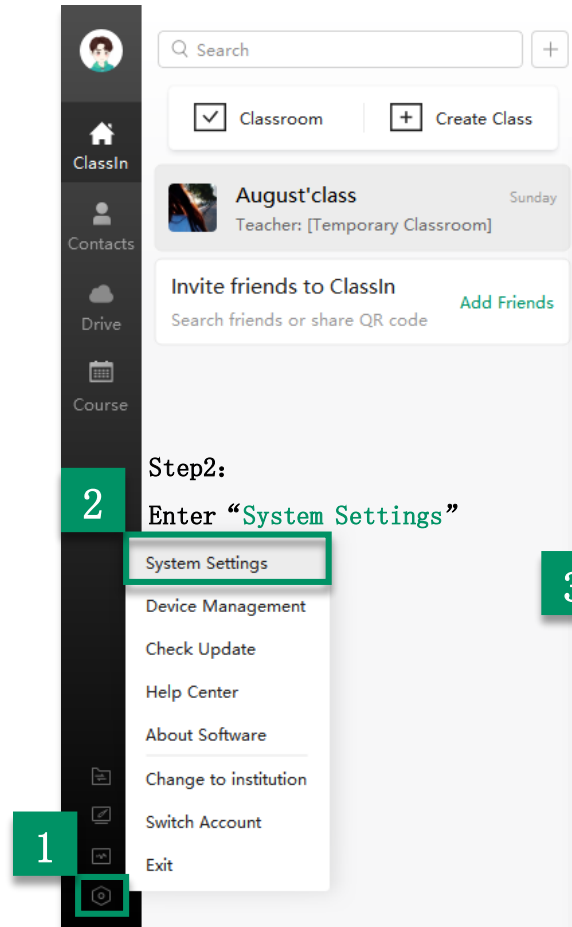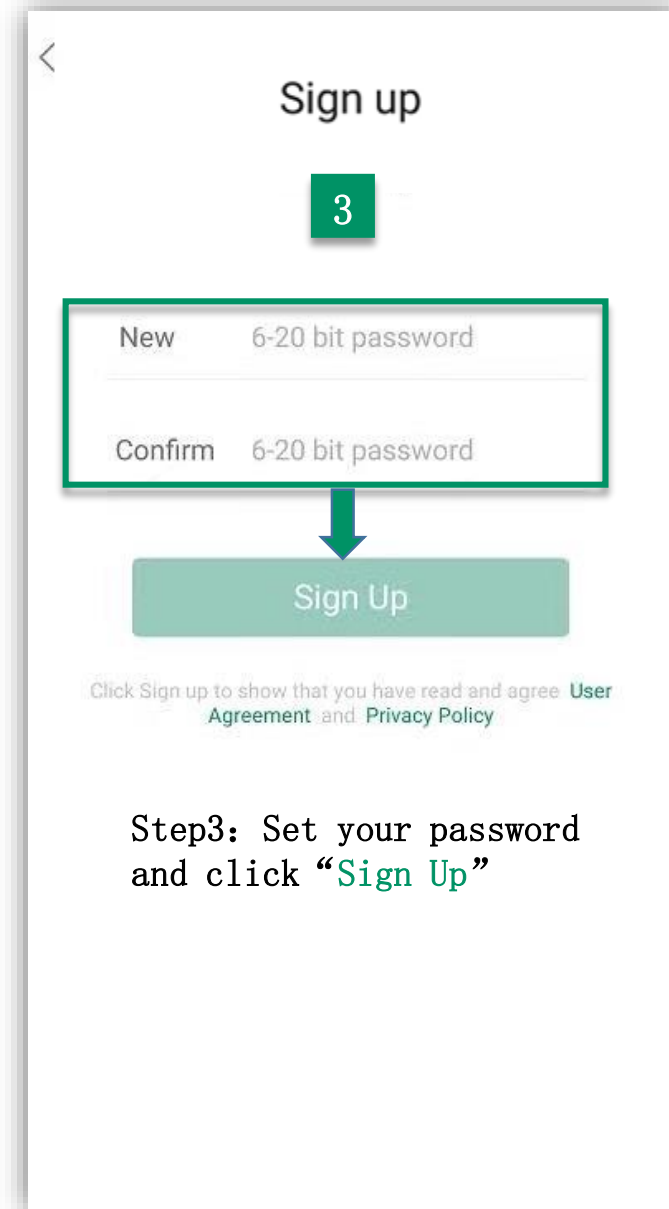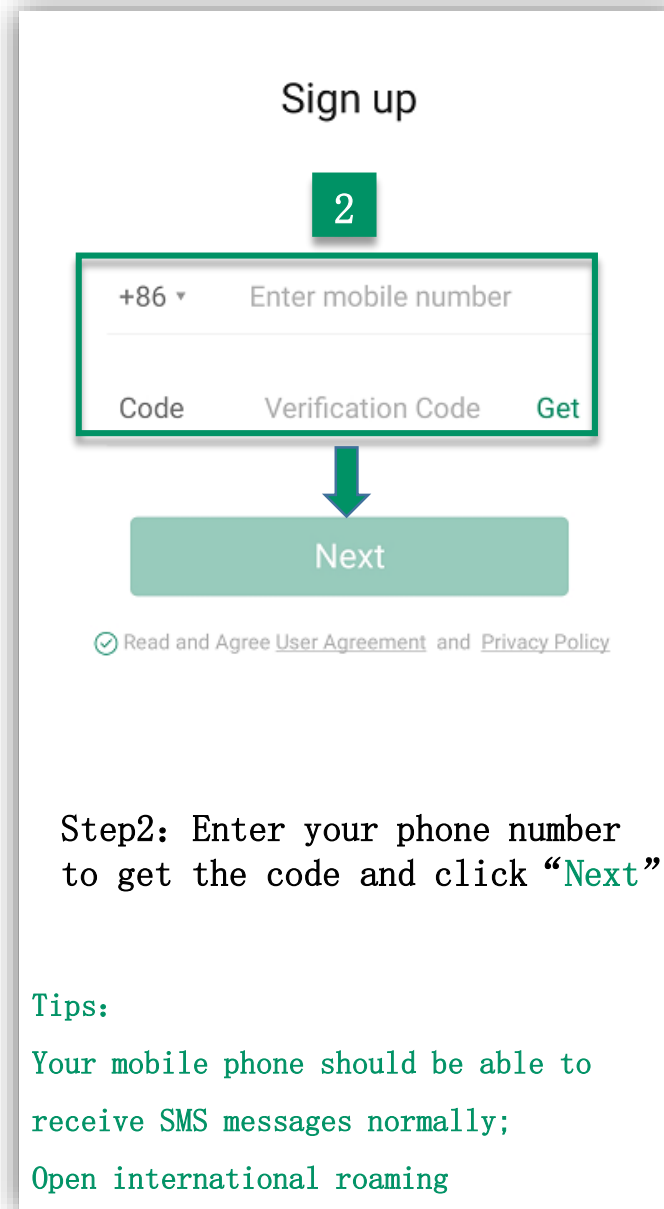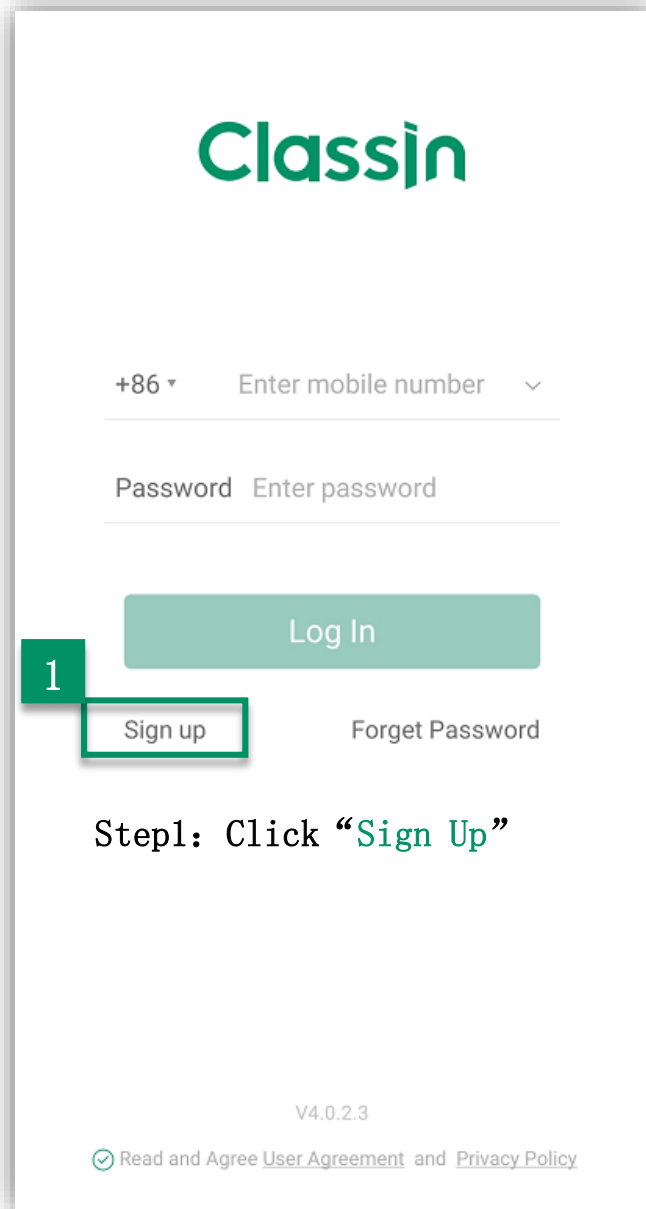

Step2:
Enter "System Settings"

Step3:
Click "Privacy"

Step1: Open "Settings"

Set three ways to disclosure

personal information

Find you by phone number

Part Four

Use ClassIn
on Mobile Device

Classin

+86 ▾   Enter mobile number   ⌄

Password   Enter password

1

Log In

Sign up   Forget Password

Step1：Click "Sign Up"

V4.0.2.3

⊘ Read and Agree User Agreement and Privacy Policy

Sign up

2

+86 ▾   Enter mobile number

Code   Verification Code   Get

↓

Next

⊘ Read and Agree User Agreement and Privacy Policy

Step2：Enter your phone number to get the code and click "Next"

Tips：

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

Open international roaming

‹   Sign up

3

New   6-20 bit password

Confirm   6-20 bit password

↓

Sign Up

Click Sign up to show that you have read and agree User Agreement and Privacy Policy

Step3：Set your password and click "Sign Up"

Login ClassIn

ClassIn

Choose your country or region — **+86 ▾** | Enter mobile number ⌄ — Enter your mobile number

Enter password — Password | Enter password

Click "Log In" — **Log In**

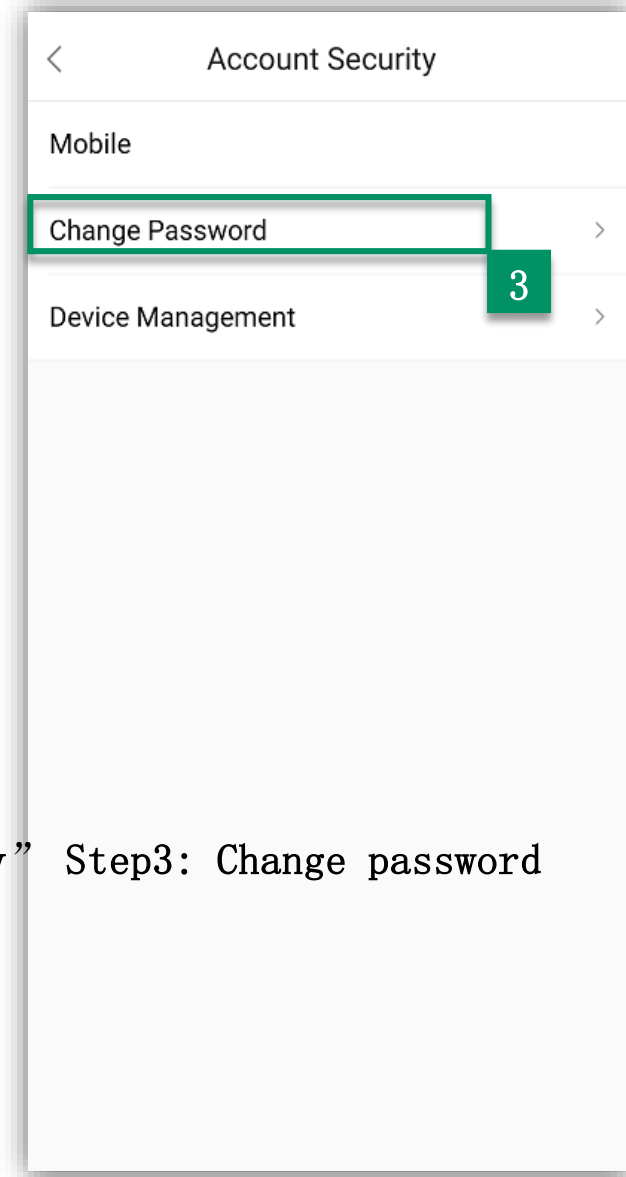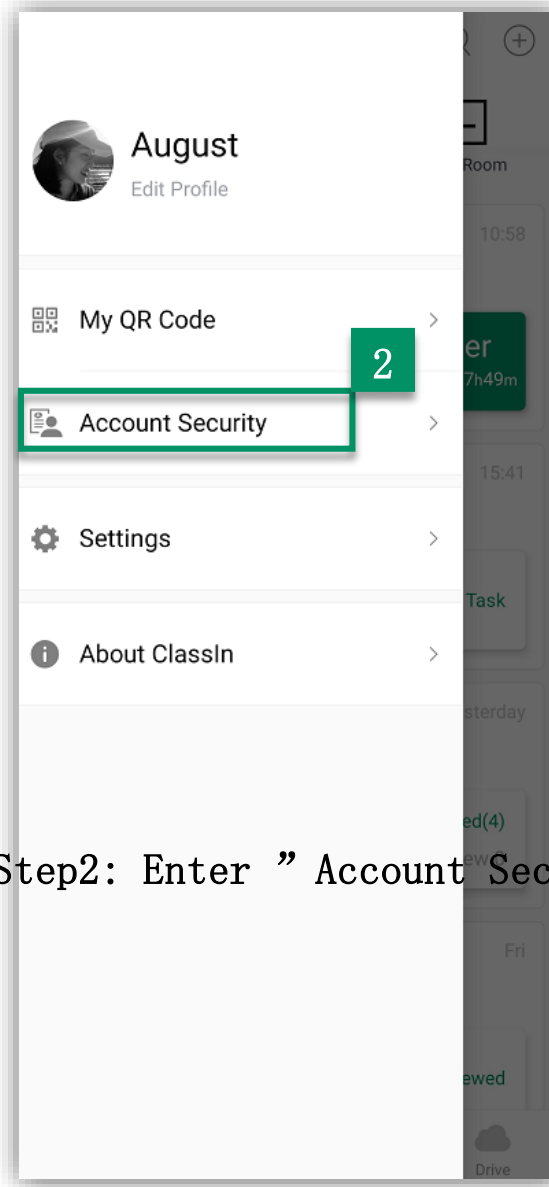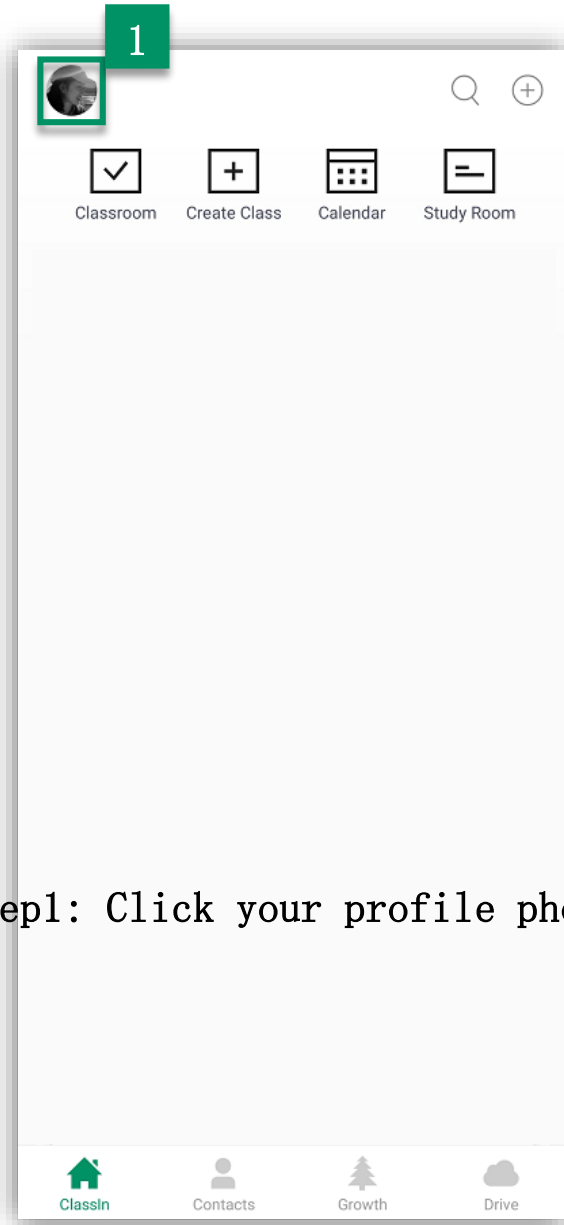Sign up   Forget Password

V4.0.2.3

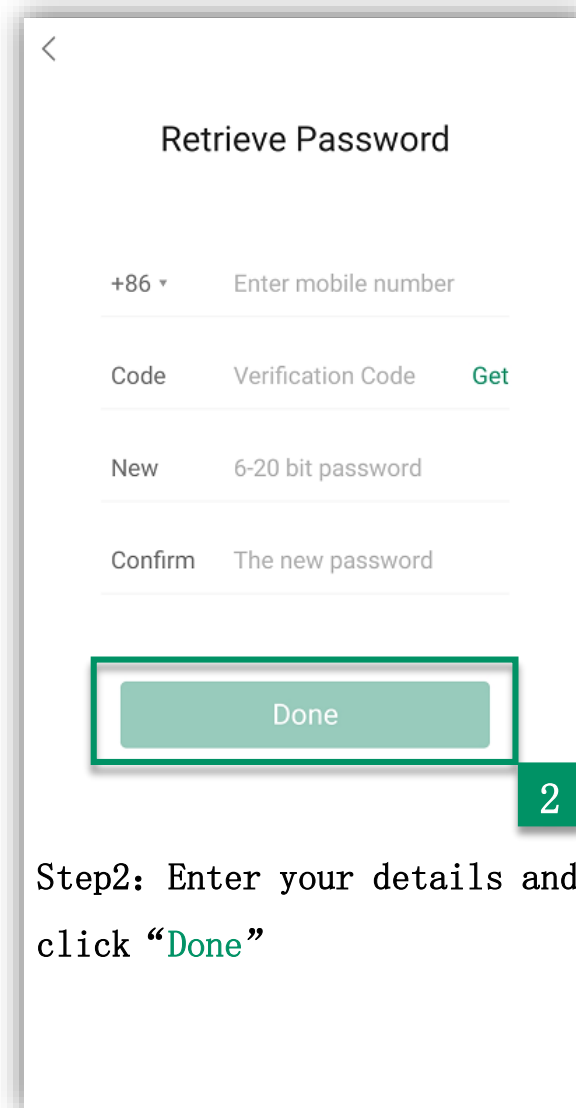⊘ Read and Agree User Agreement and Privacy Policy

Change Password

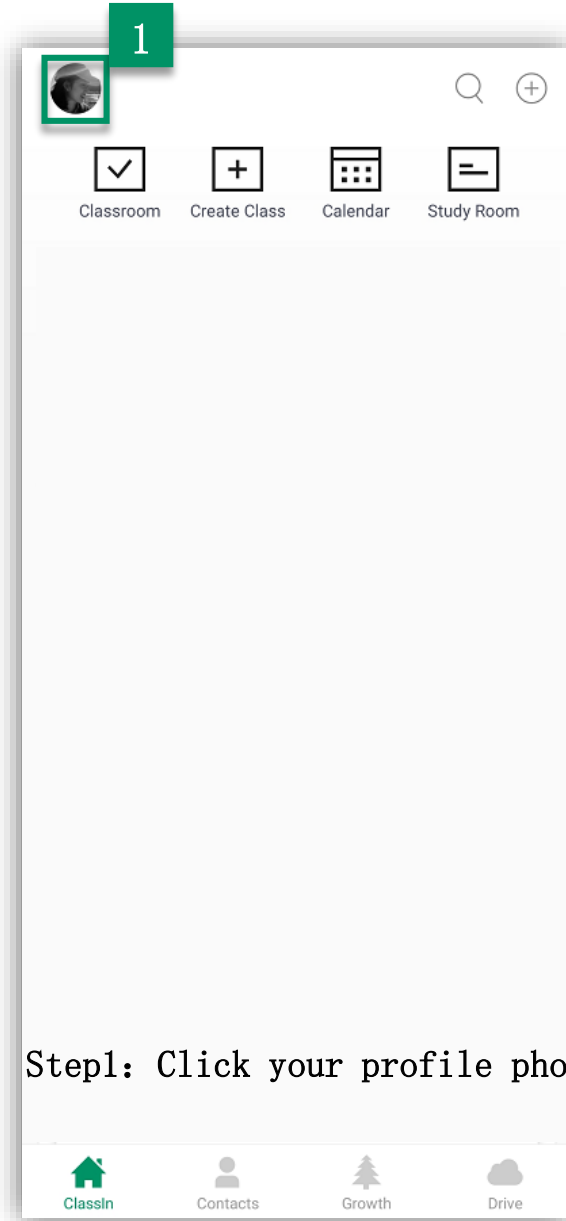Step1: Click your profile photo Step2: Enter "Account Security" Step3: Change password
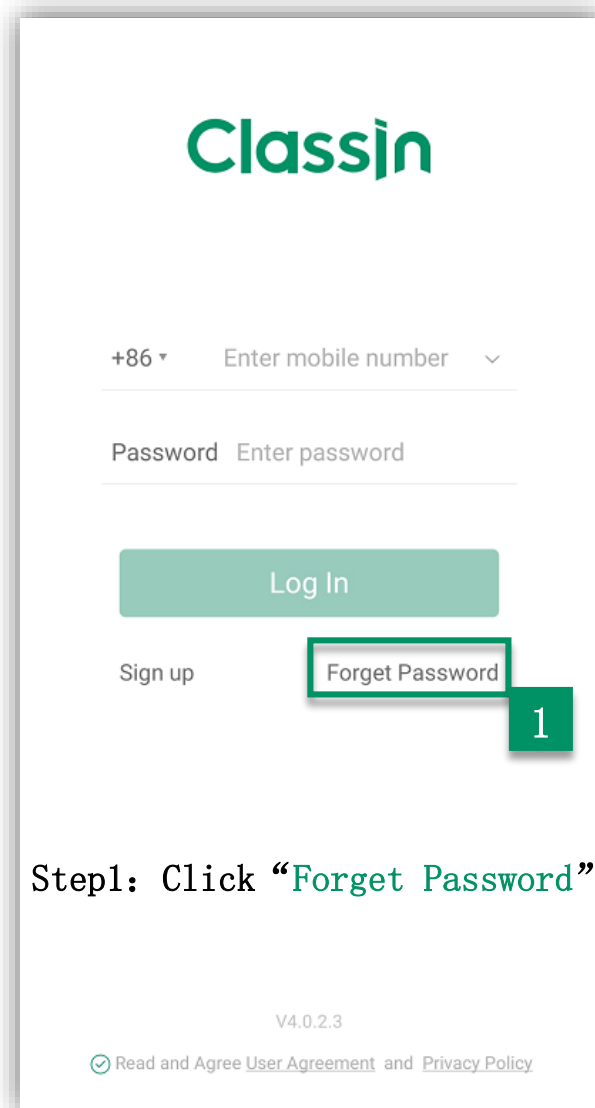
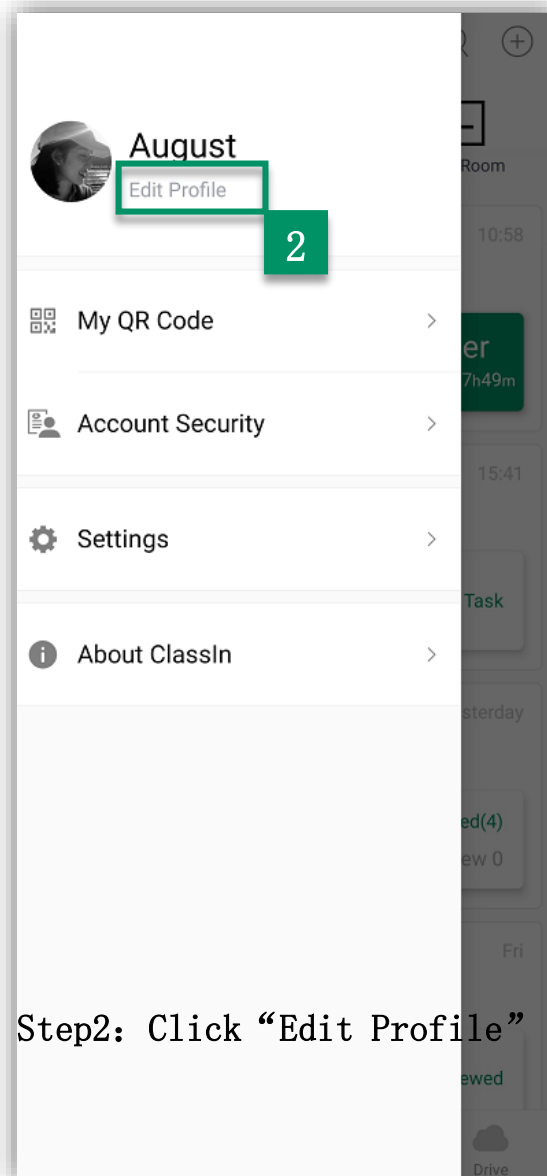Step1: Click "Forget Password"
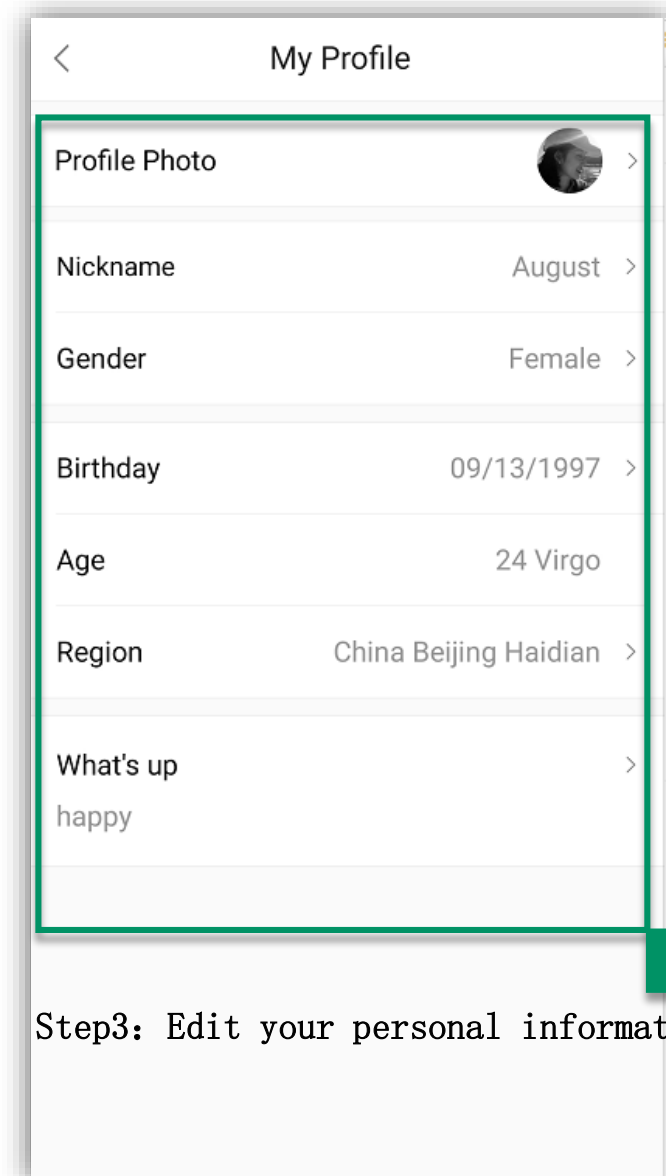
Step2: Enter your details and click "Done"

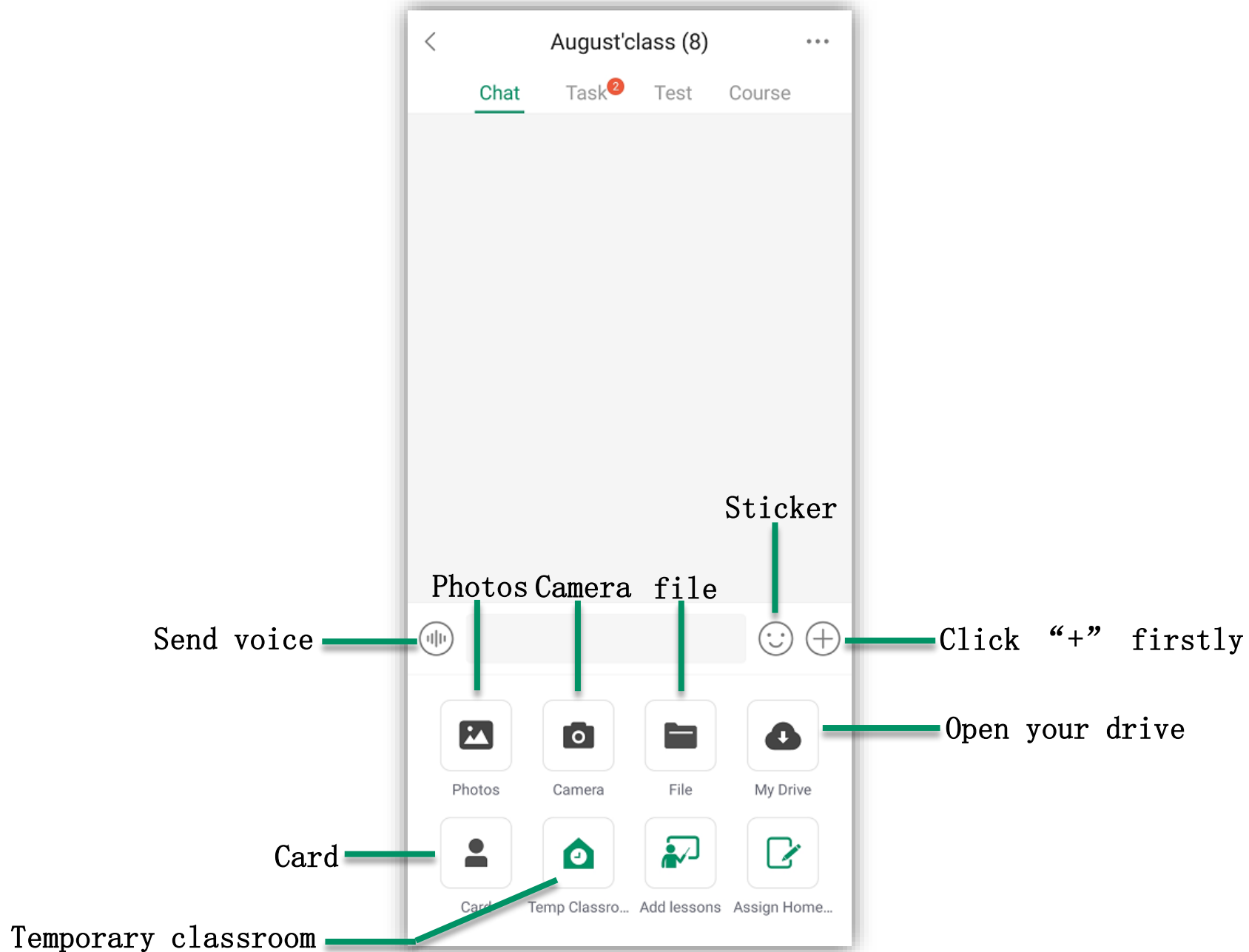# Edit Personal Information

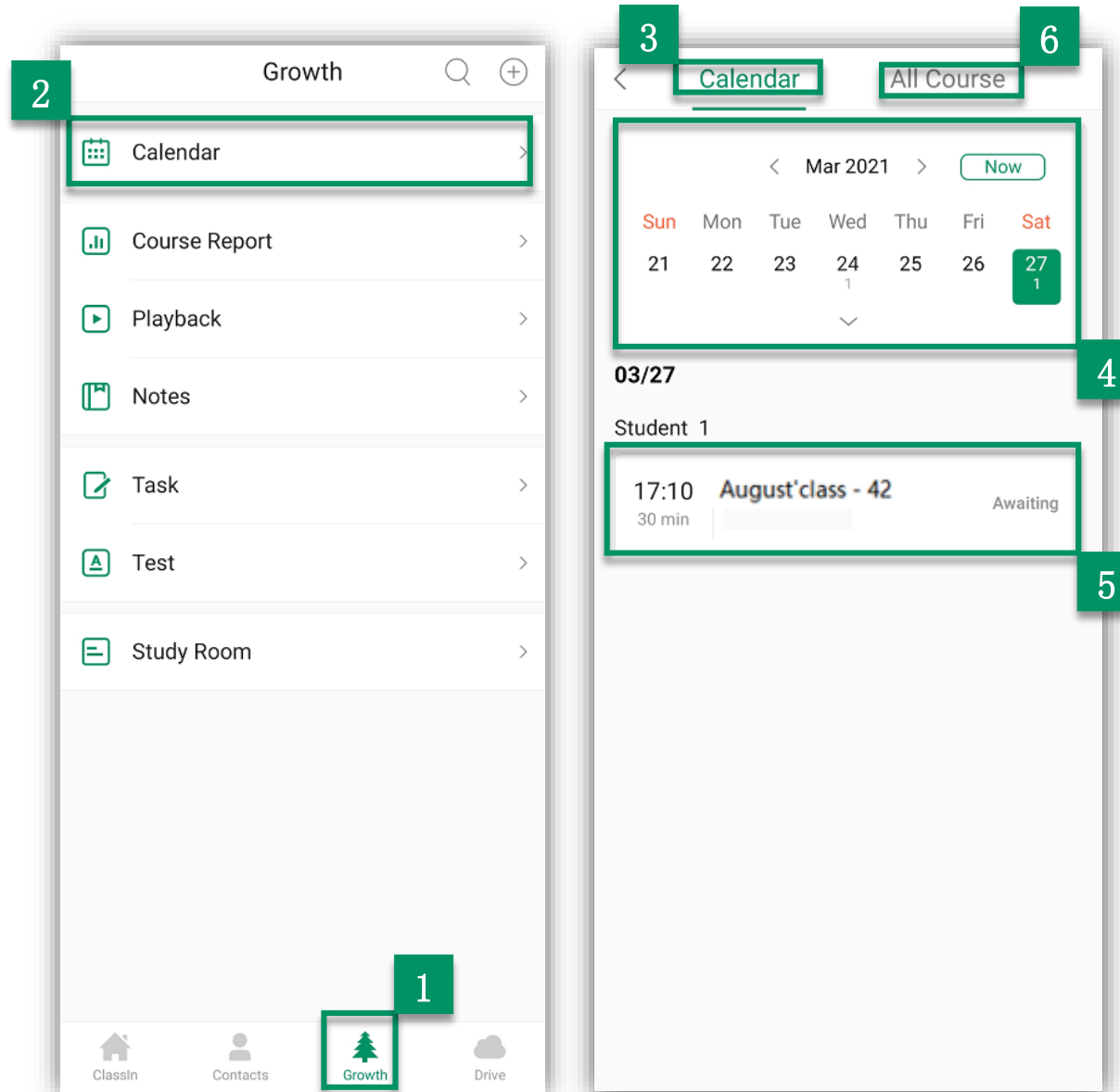
Step1：Click your profile photo

Step2：Click "Edit Profile"

Step3：Edit your personal information

Common Function within Class Groups

Sticker

Photos Camera file

Send voice

Click "+" firstly

Open your drive

Card

Temporary classroom

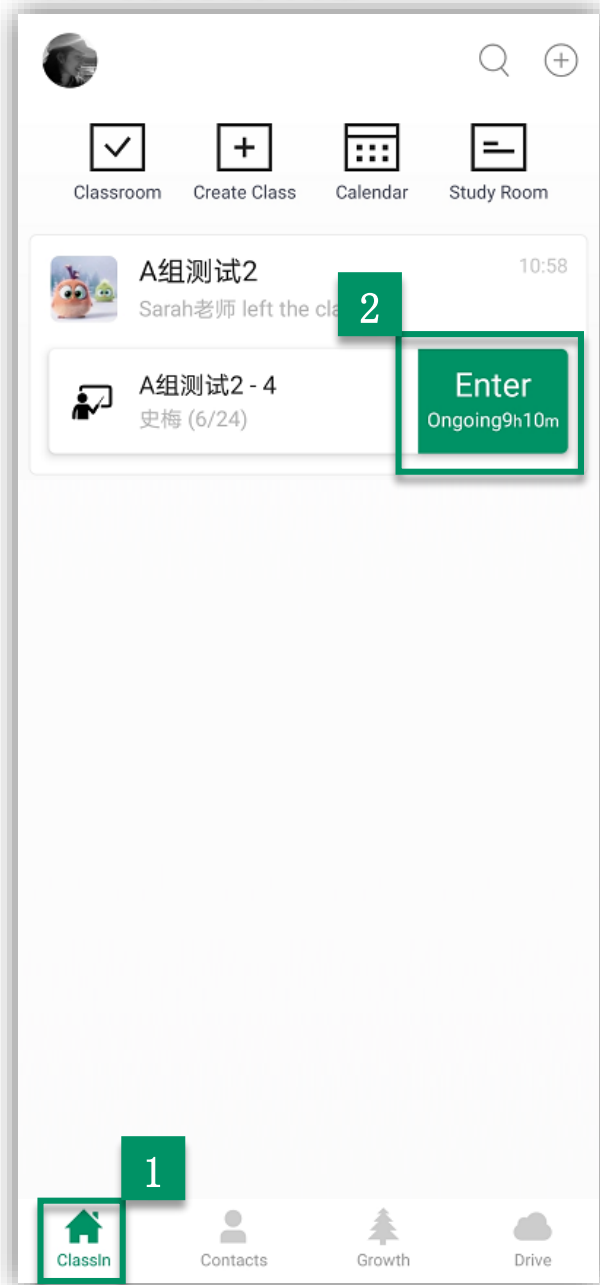# View Calendar

Step1：Enter "Growth"

Step2：Open "Calendar"

Step3：Select "Calendar"

Step4：Click on the specific date to view the details of the class below

Step5：Check your lesson

Step6：Find your lesson in all course
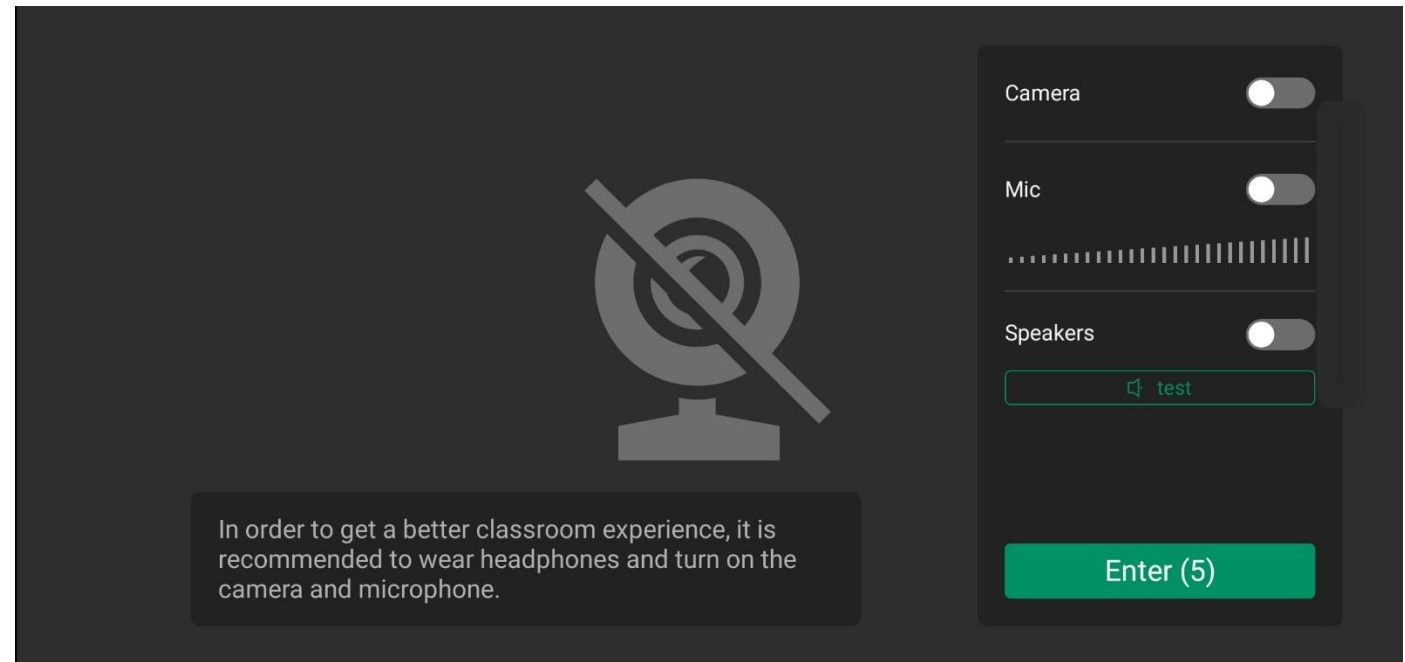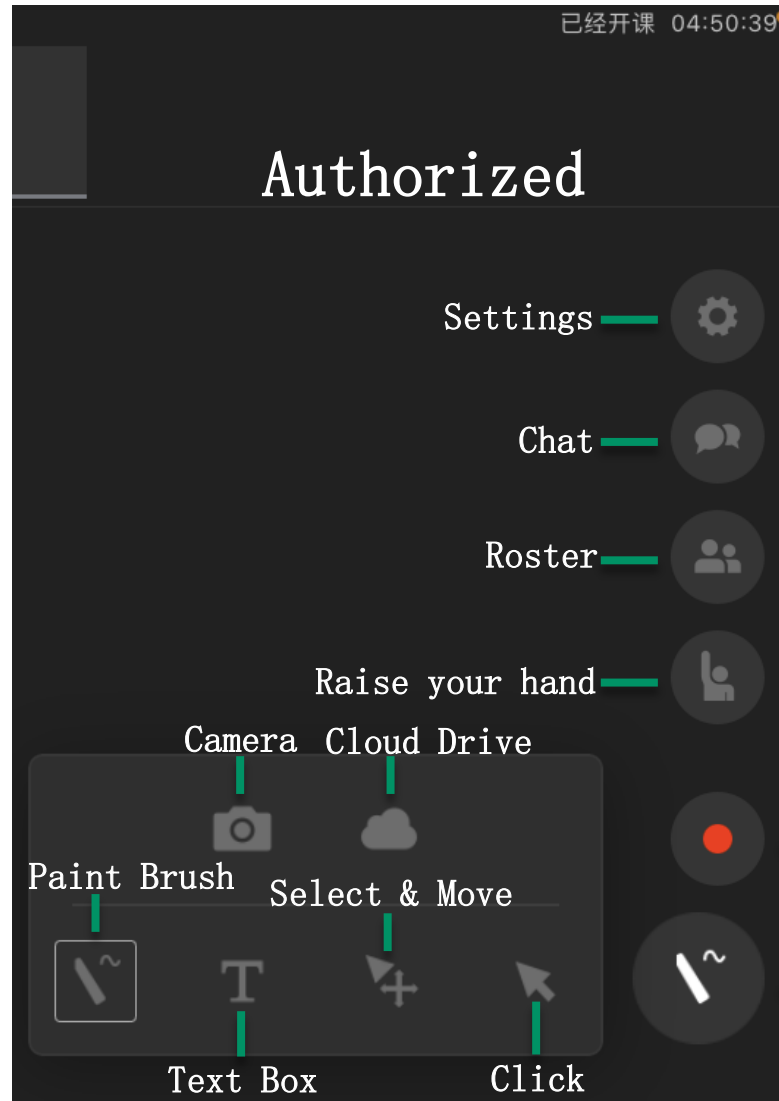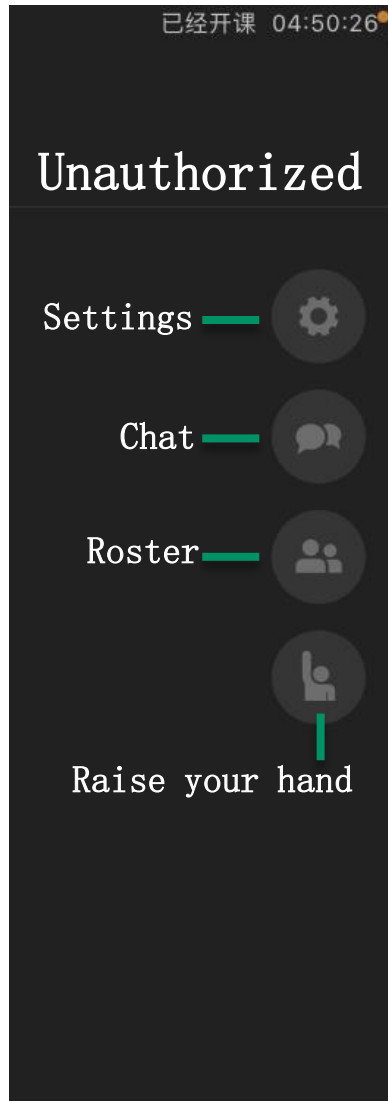
Enter into Classroom

Step1：Enter "ClassIn"

Step2：Click "Enter"

You can enter the classroom 10 minutes early and also find lessons from the calendar.

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

Toolbar Comparison before and after Authorized

Unauthorized

已经开课 04:50:26

Settings

Chat

Roster

Raise your hand

Authorized

已经开课 04:50:39

Settings

Chat

Roster

Raise your hand

Camera   Cloud Drive

Paint Brush   Select & Move

Text Box   Click

Here you can select brush and text tool colour/shapes

Open the tool box from here

Settings in Classroom

Customer Service - 2

Minjie

Start in 00:54

Settings

Turn on/off camera — Camera

Switch camera direction — Dir   Front   Back

Turn on/off mirror (only with the camera in front) — Mirror
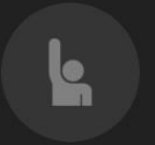
Turn on/off microphone — Mic

Turn on/off speaker — Speakers

Exit classroom — Exit

Toolbar Comparison before and after Authorized(IPad)

Unauthorized

Raise your hand

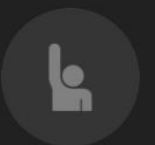Roster   Settings

Chat

Authorized

Click   Paint Brush   Camera   Withdraw   Raise your hand

Cloud Disk

Select & Move   Text Box   Delete   Repeal   Chat   Roster   Settings

Settings in Classroom(IPad)

下午 4:37　1月26日周二　　　　　　　　　　　　　　　　　　　🔋 92%

((•)) 38ms　　　　　　　　　上台学生自动授权 - 13　　　　　　　　已经开课 06:47:35

Turn on/off camera —————— 摄像头

Switch camera direction —————— 方向　前　后

Turn on/off mirror (only with the camera in front) —————— 镜像

Turn on/off microphone —————— 麦克风

Turn on/off speaker —————— 扬声器

Exit classroom —————— 退出教室

Settings

Evaluate Teacher after Class

Cancel　　　　　　Please evaluate the teacher　　　　　　Post

★ ★ ★ ★ ★

Click on star to
evaluate

After leaving the classroom, you can score and add comments on the teacher according to the status of him/her in class

Watch Playback & Learning Report
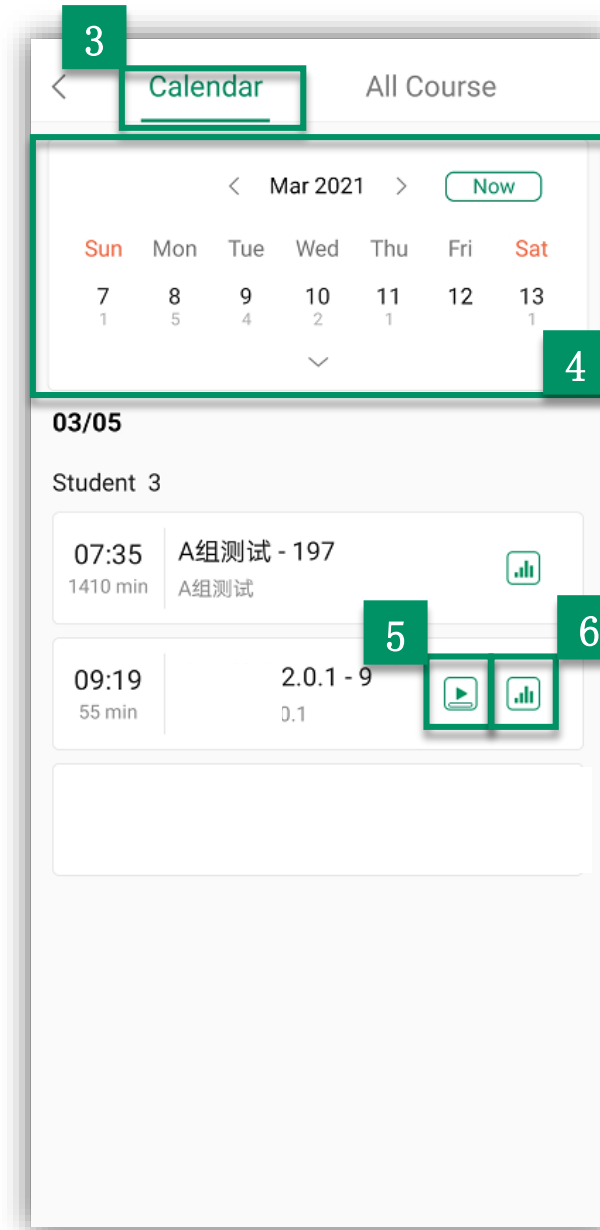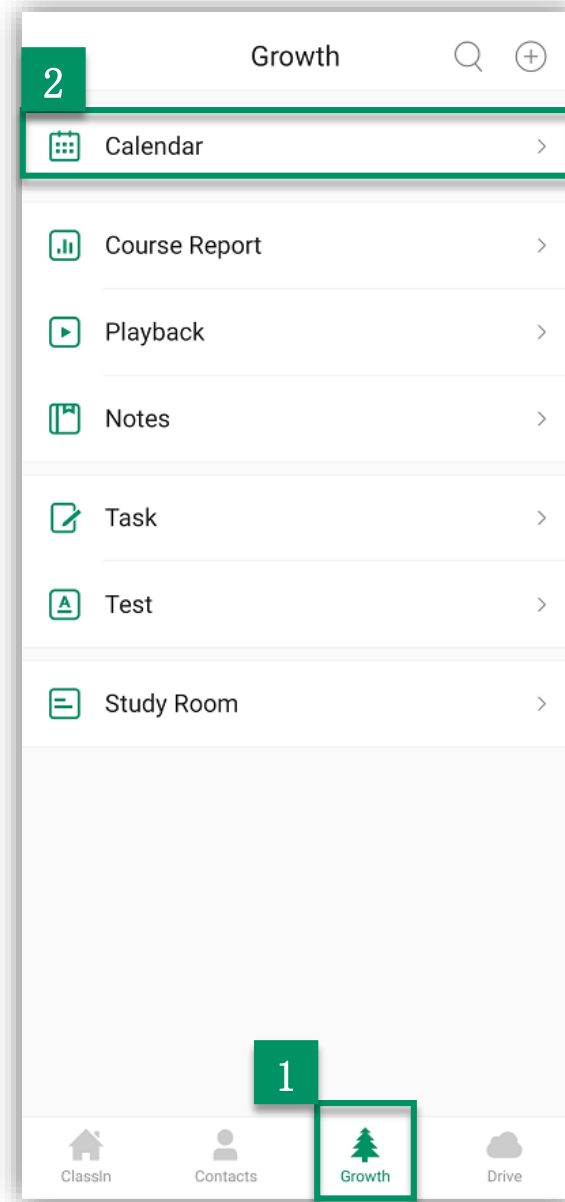
Step1：Enter "Growth"

Step2：Open "Calendar"

Step3：Select "Calendar"

Step4：Filter your lesson
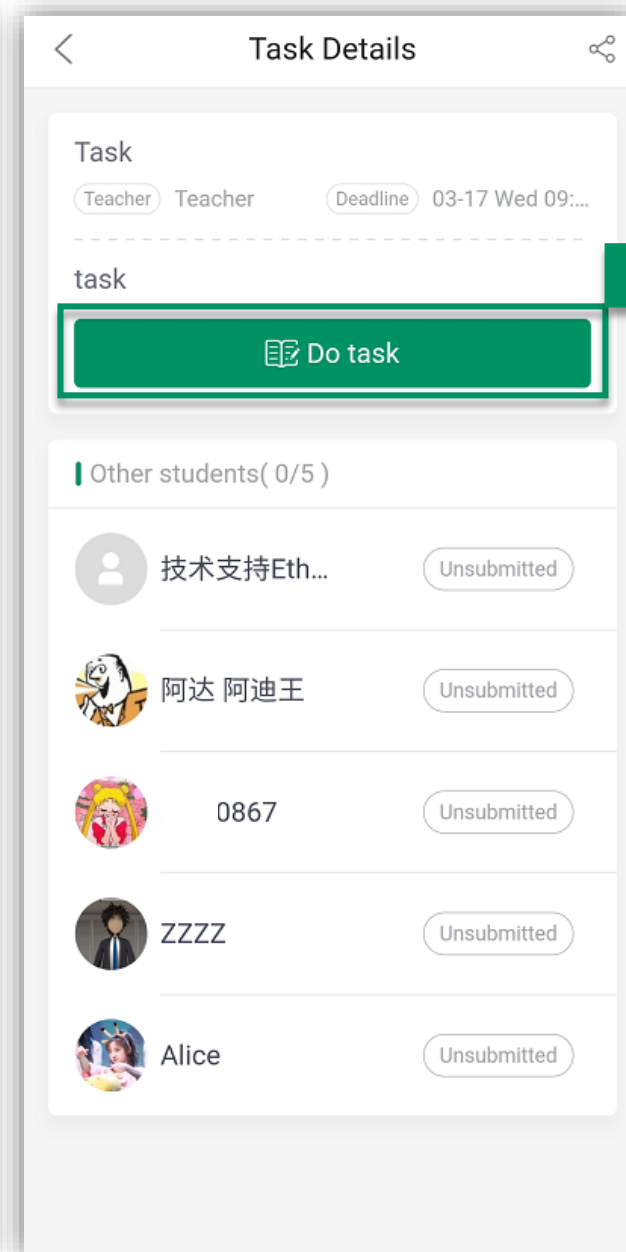by date
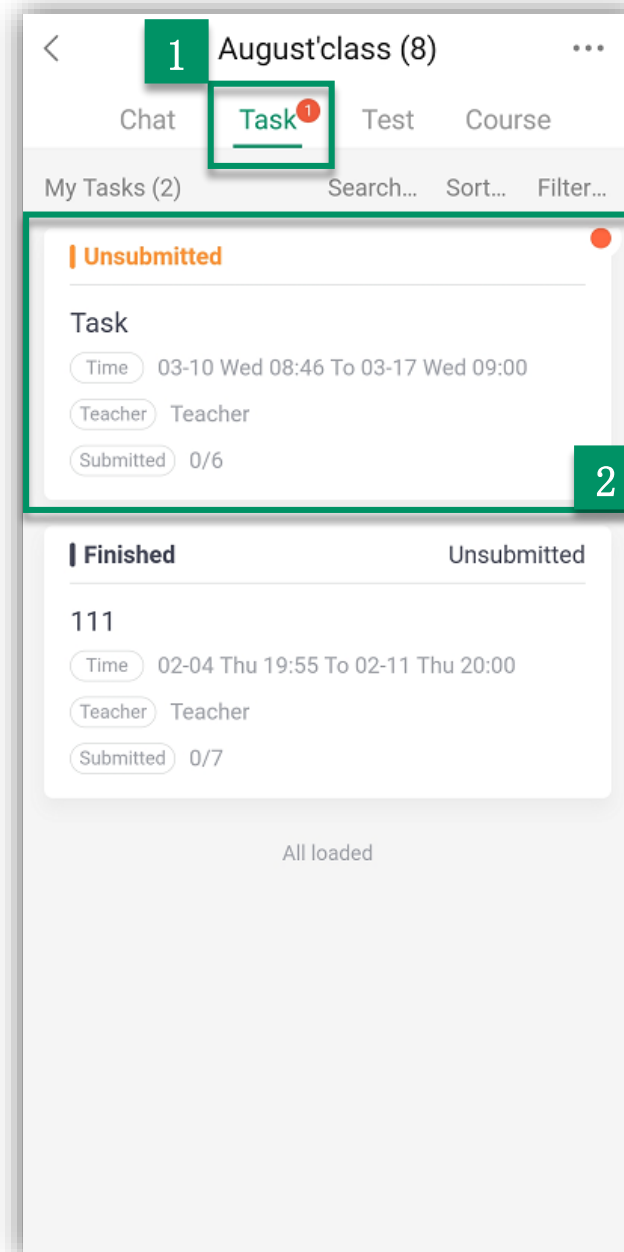
Step5：Watch playback

Step6：Watch learning report

View & Submit Task

Step1:Find "Task" in your class group

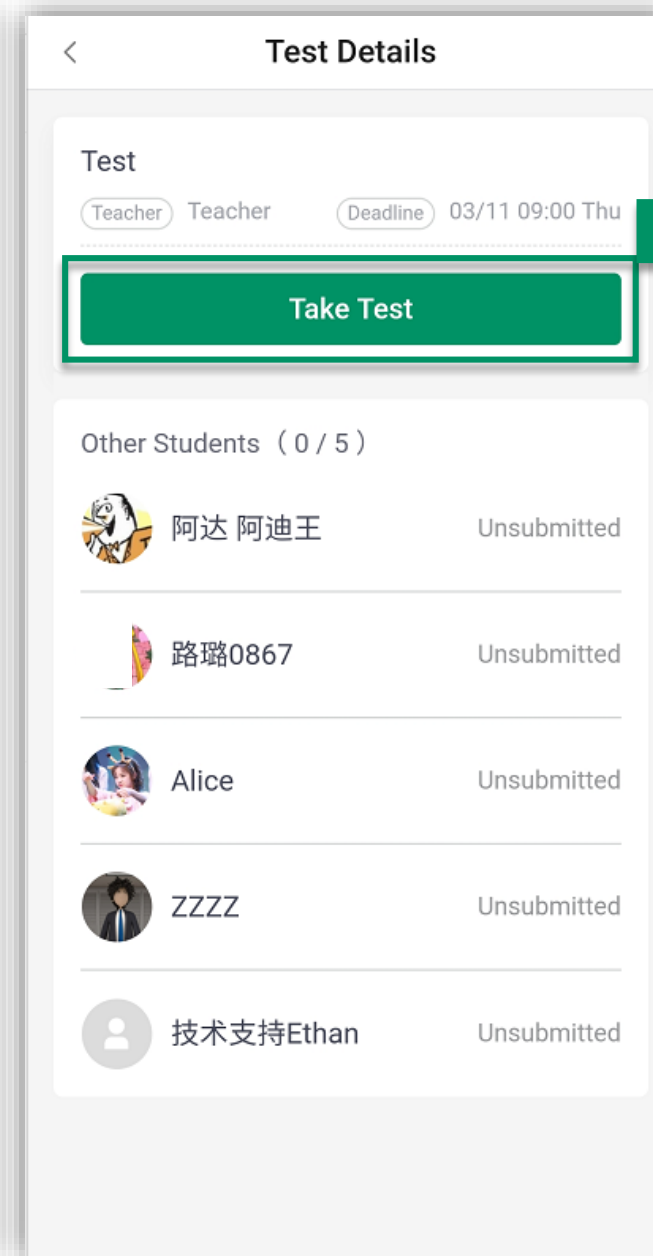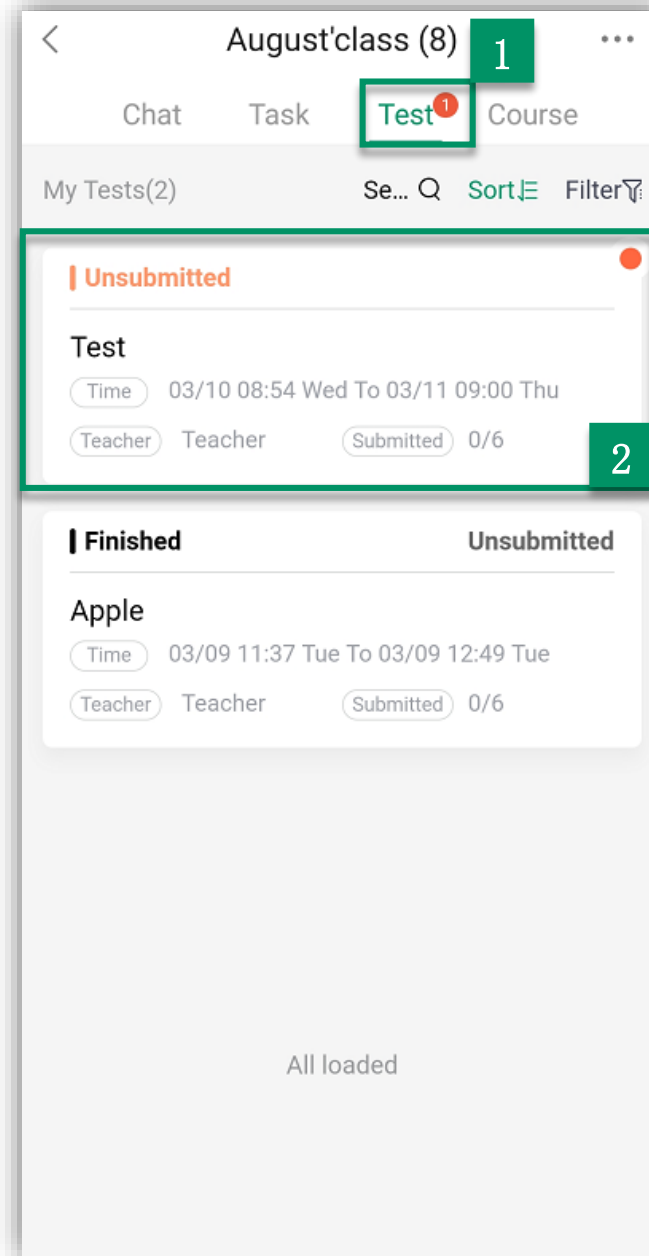Step2：Click on the task you need to complete
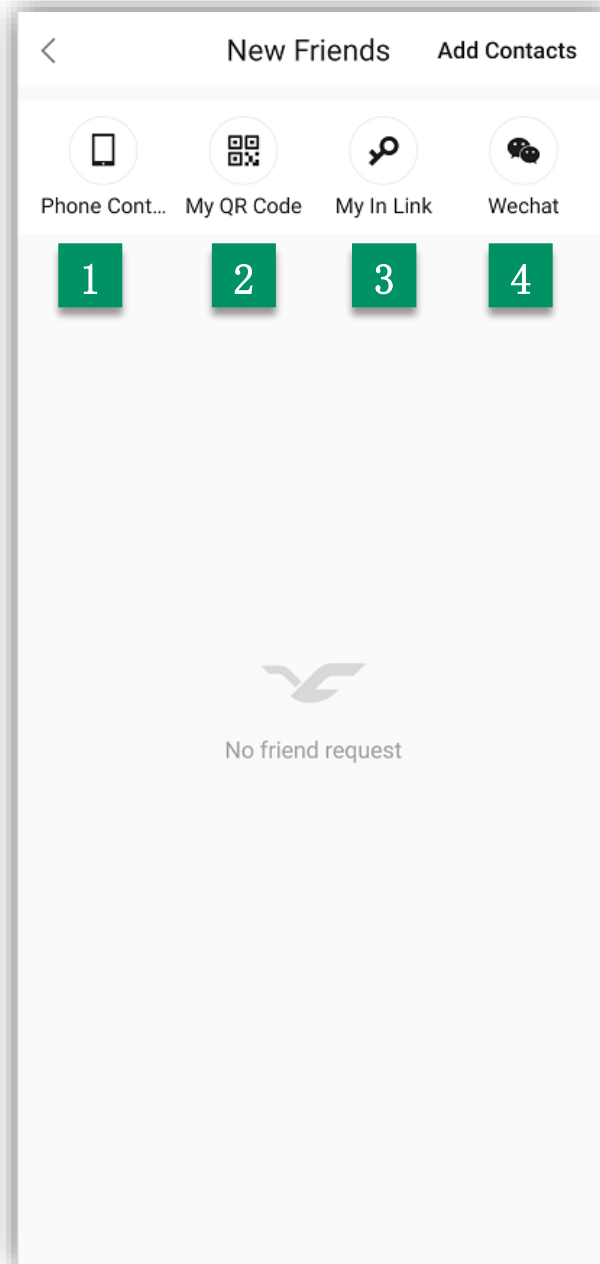
Step3：Click "Do task"

View & Submit Test

Step1：Find "Test"

Step2：Click on the test you need to complete

Step3：Click "Take Test"

Add Friends

Contacts

New Friends   Add Contacts

2 New Friends

Classes (18)

Friends (5)

1 Phone Cont...   2 My QR Code   3 My In Link   4 Wechat

No friend request

ClassIn   Contacts   Growth   Drive
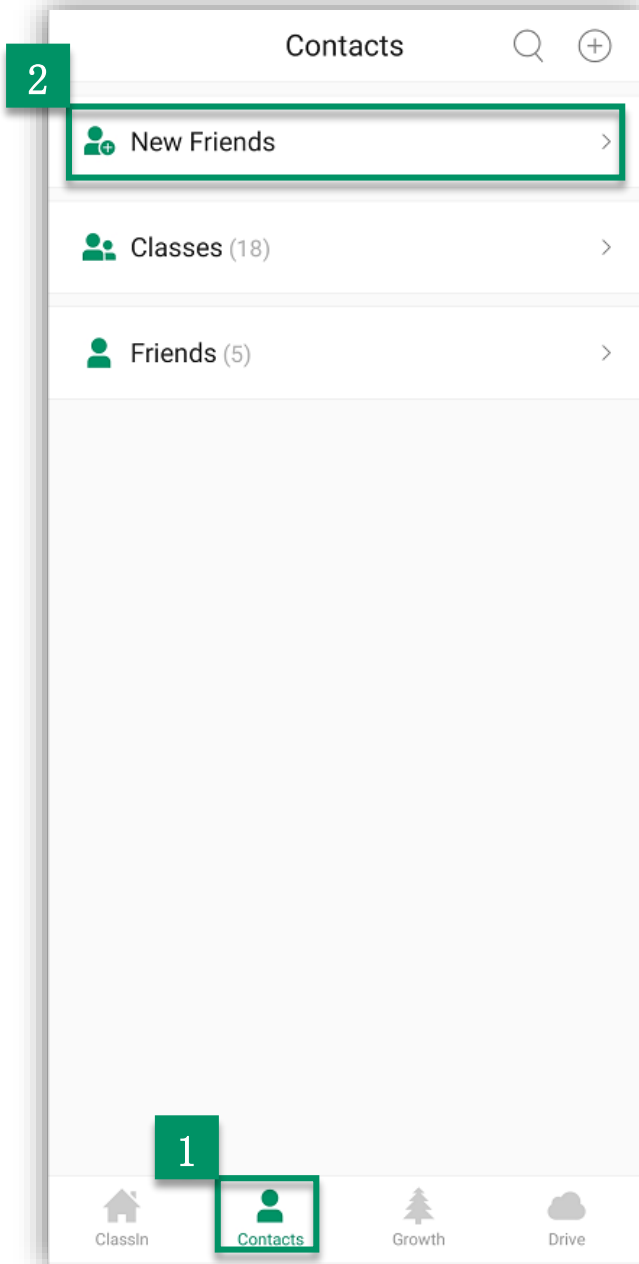
Step1: Enter "Contacts"

Step2: Select "New Friends"

There are four ways to add new friends:

①Quickly add friends through phone contacts

②Scan QR code and add friend

③Share link and invite friends

④WeChat

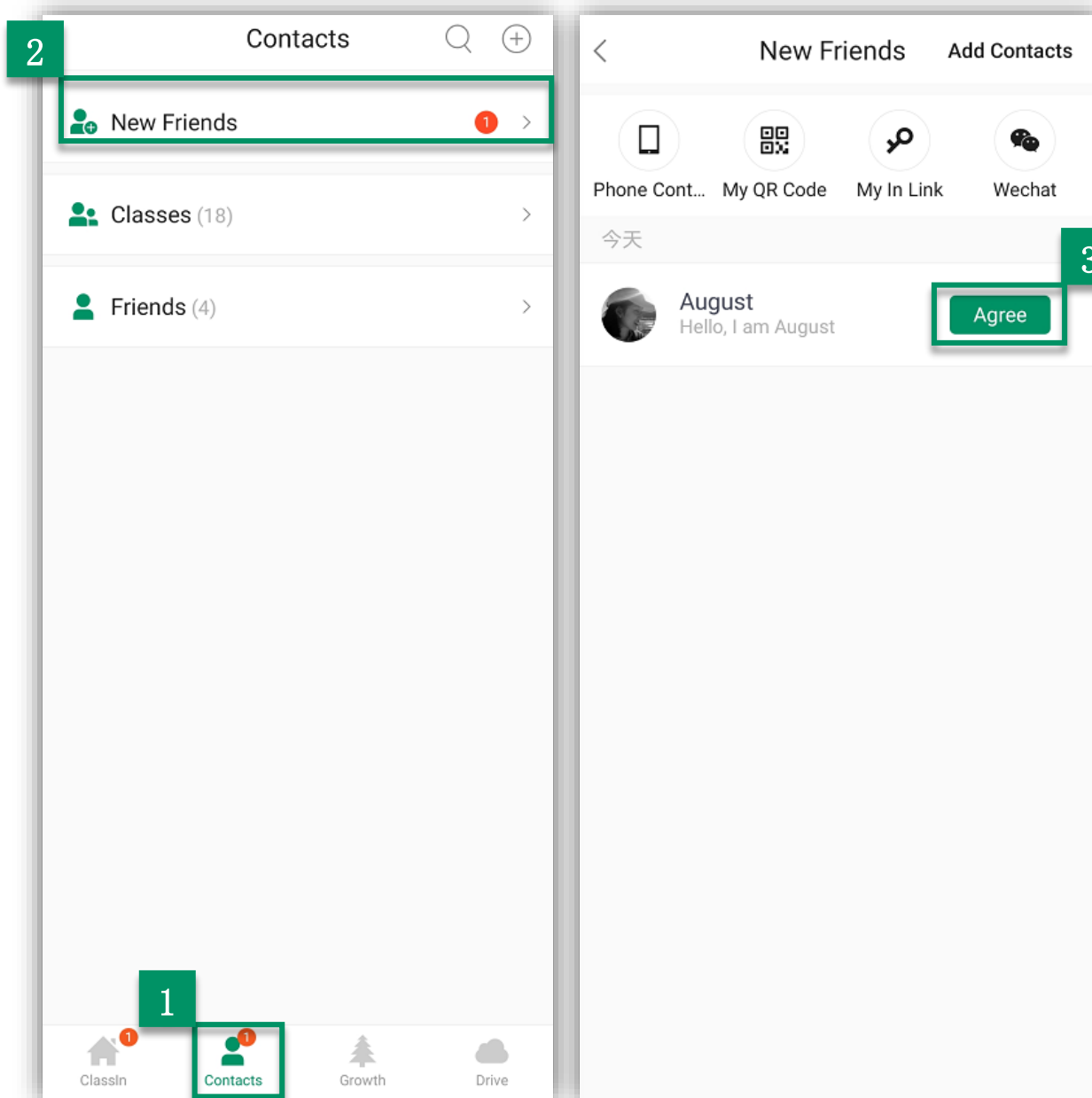# Accept Friend Invitation

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

Settings & Exit ClassIn Account

1

Classroom Create Class Calendar Study Room

Step1: Click your profile photo

August
Edit Profile

My QR Code

Account Security

2

Settings

About ClassIn

Step2: Enter into settings

ClassIn   Contacts   Growth   Drive

← Settings

Message Notifications

Language   English

EyeCare Mode

Advanced Settings

Privacy Settings ●

3

Clear Cache   150.04KB

Re-sync Messages

Log Out

4

Step3: Clear Cache
Clear date file（Used only when the course cannot be displayed properly）
Step4: Log out

THANKS