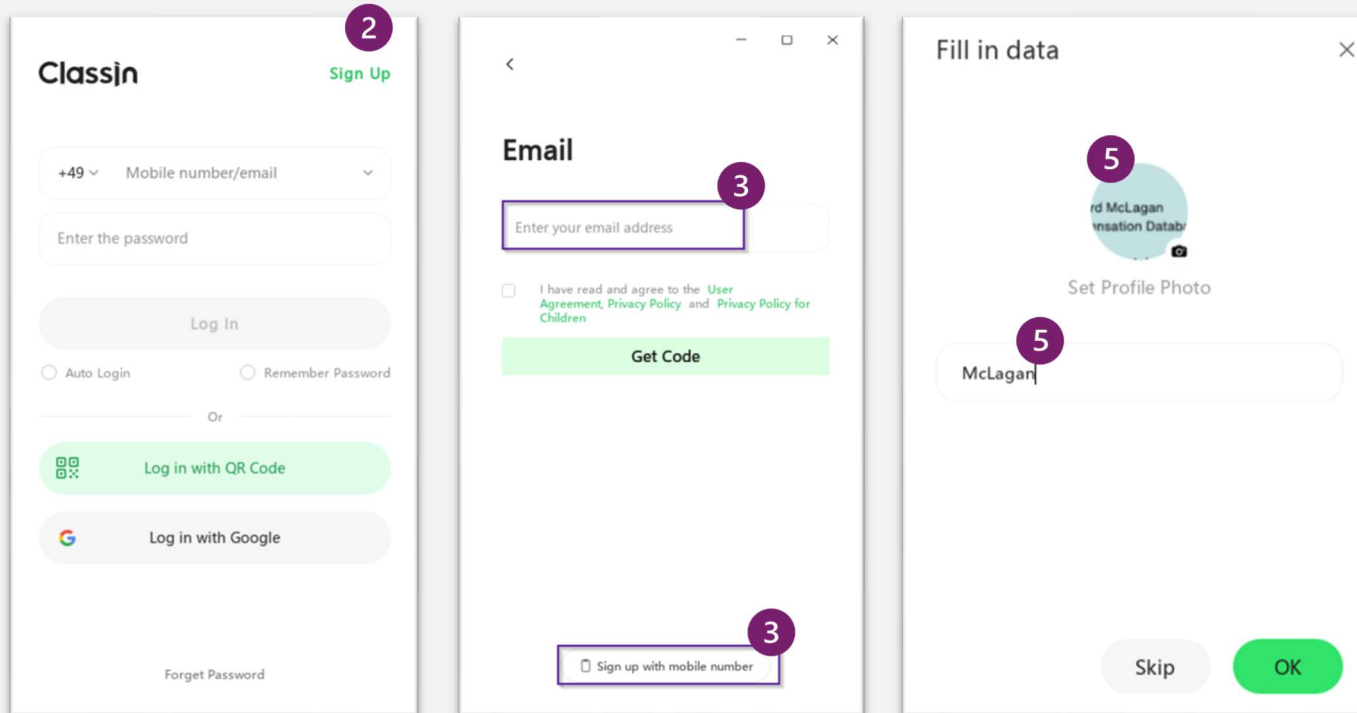


# 1. Sign-up & Onboarding - How to Register for ClassIn?

**Note:** We recommend completing registration on a computer. ClassIn is compatible with Windows, macOS, and Android devices.

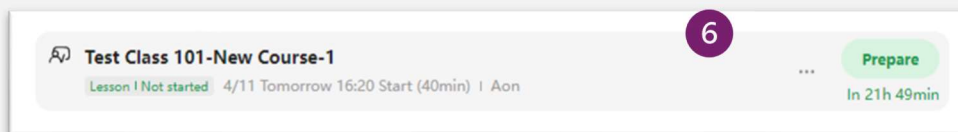
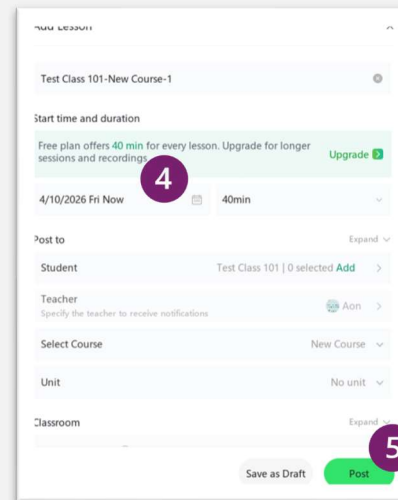
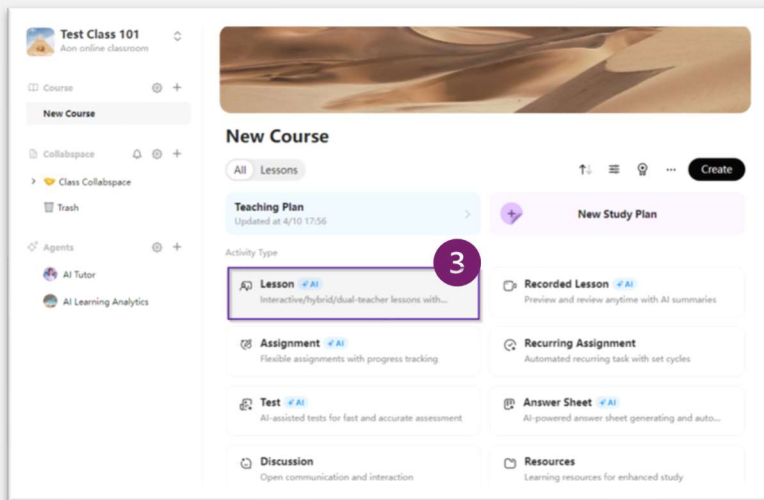
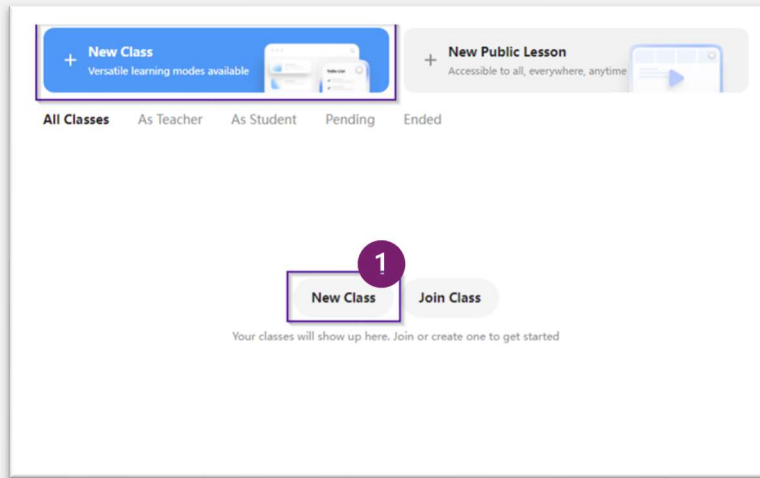


## Step-by-Step Guide

- 1. Download the App**  
Please visit our official download page to get the latest version:  
<https://www.classin.com/download/>
- 2. Install and Launch**  
Install the application on your computer. Once finished, open ClassIn and select the **[Sign Up]** button.
- 3. Choose Your Registration Method**  
You may register using either your **Email address** or **Mobile phone number**.
- 4. Complete the Verification**  
(Example: Email registration) Enter your email address, then input the verification code sent to your inbox. Create a secure password to finish registration.
- 5. Set Up Your Profile**  
After your first successful login, you will be guided to set up your profile. Please enter your **preferred name** (how you would like students to address you) and upload a **profile photo**.

## 2. Course Registration - How to Create Your First Online Class

**Note:** This is an essential, frequently used feature.



### Step-by-Step Guide

#### 1. Create a New Class

Simply select the **[New Class]** button on the **Home** screen, or tap the **[New Class]** icon at the top of the page.

#### 2. Name Your Course

Add a clear title for your course, such as: “*Test Class 101.*”

#### 3. Schedule a Lesson

On the **New Course** page, select **[Lesson]** to set up and customize your first session.

#### 4. Set the Start Time

Choose your preferred lesson start time. **Note:** The displayed time automatically sync with your computer's system time zone.

#### 5. Confirm your Schedule

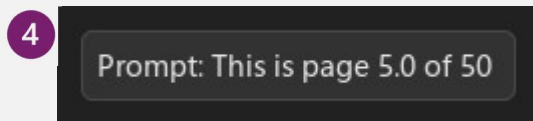
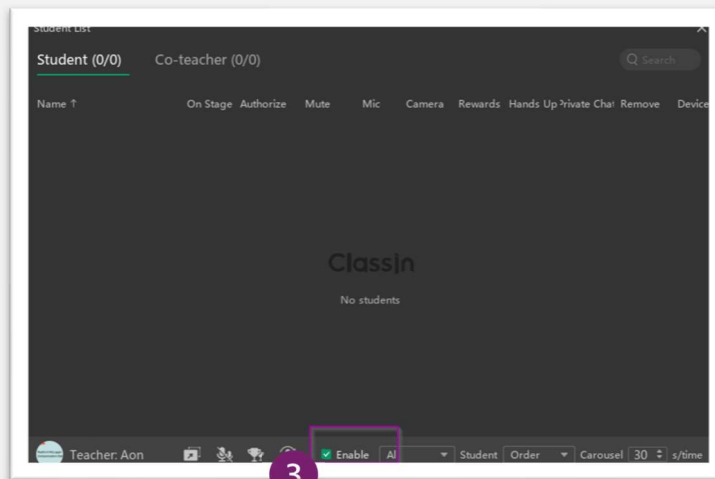
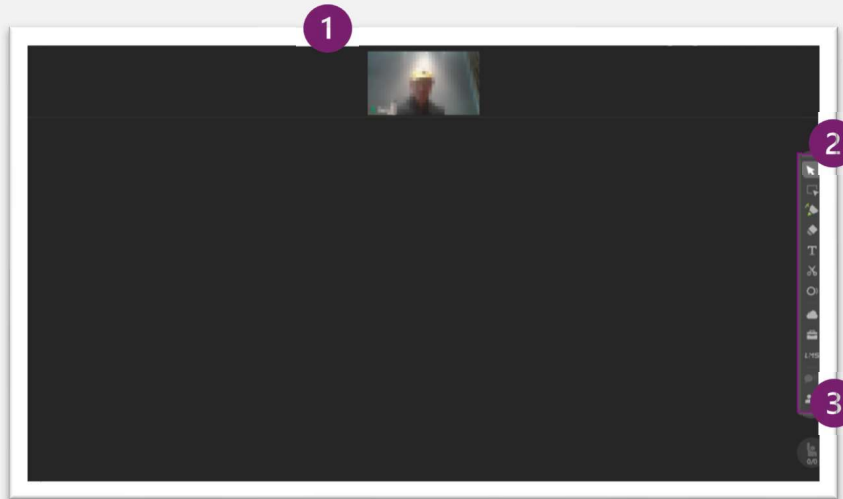
Select **[Post]** to save and finalize your lesson.

#### 6. Return to the Course Page

Your upcoming lesson will now appear on your dashboard.

### 3. Blackboard and Classroom Control - Using the Whiteboard for Collaborative Teaching

**Note:** This is a critical, frequently used feature. The blackboard is your main space for teaching and student interaction.



#### Step-by-Step Guide

- 1. Access the Blackboard**  
When you enter the classroom, the main whiteboard and right-side toolbar will appear automatically.
- 2. Write & Draw**  
Use tools such as Pen, Text, and more from the right toolbar to add content directly to the board.
- 3. Enable Student Collaboration**  
Open the classroom control menu and go to **[Student List]**. Turn on "**Canvas Authorization**" to let students write and draw on the board in real time.
- 4. Navigate Between Pages**  
Scroll with your mouse or use the on-screen controls to move between whiteboard pages. Your page number will be shown, and all notes will be safely saved.

## 4. Homework - How to Assign & Provide Feedback

**Note:** This frequently used feature helps reinforce learning and deliver personalized post-class feedback.

The 'New Activity' screen shows various options for creating an activity. The 'Assignment' option is highlighted with a purple box and a circled '1'. The 'Assignment Created' screen shows the details for 'Assignment 04/13 Monday' and includes a QR code, a 'Copy QR Code' button, and buttons for 'Share to ClassIn' and 'Copy Link'.

The assignment details page shows 'Test Class 101-New Course-3' and 'Assignment 04/13 Monday'. The assignment status is 'Ongoing' with a deadline of '4/13 Today 23:59'. A purple box highlights the assignment title and status, with a circled '2' next to it.

The 'Assignment Data' summary page shows submission statistics: 0% Submission Rate, Highest Score, Average Score, and 0 Excellent. A purple box highlights the submission counts: Unsubmitted (0), Unreviewed (0), Returned (0), and Reviewed (0). A circled '5' is next to the 'Reviewed (0)' count.

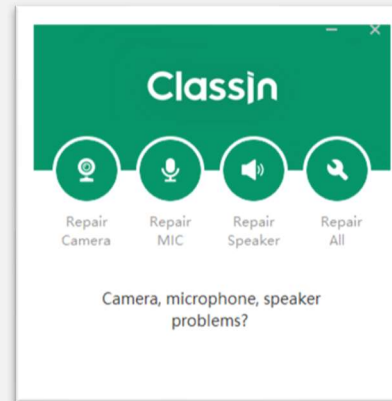
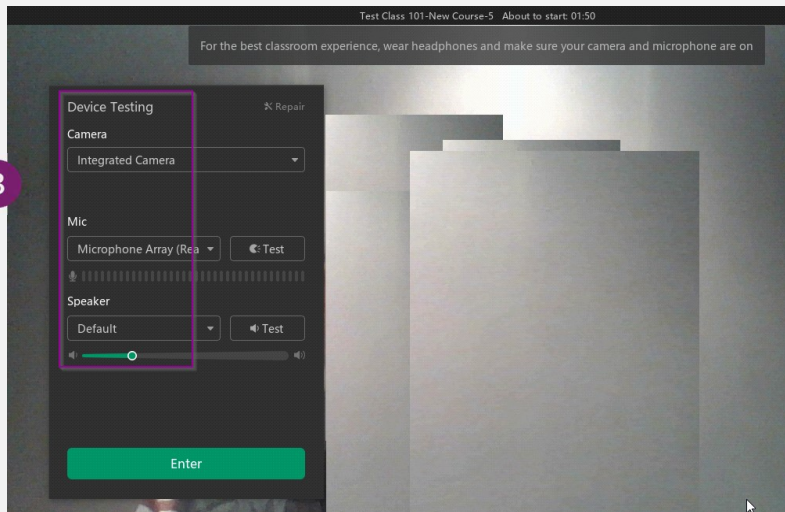
### Step-by-Step Guide

- 1. Assign Homework**  
After class, concludes, go to the **[Assignment]** section to create and share tasks with your students.
- 2. Review and Submissions**  
Open submitted assignments to review each student's work.
- 3. Add Handwritten Annotations**  
Use the built-in annotation tools to draw, highlight, or write notes directly on assignments for clear, visual feedback. (TBC)
- 4. Record Voice Feedback**  
For more detailed explanations, you may record voice notes and attach them directly to assignments. (TBC)
- 5. Return Assignments to Students**  
Once you have added feedback and completed grading, return the assignment to your students.

3 4

## 5. Device Testing - Preparing Your Network & Audio/Video Equipment

**Note:** This is a critical step to prevent technical issues and ensure a smooth teaching experience.



### Step-by-Step Guide

- 1. Log In Early**  
We recommend logging in at least **10 minutes before** every scheduled class.
- 2. Start Device Testing**  
Before entering the live classroom, locate and open the automatic device check. Select Enter to access the test page.
- 3. Check Your Audio & Video**  
Follow the on-screen instructions to test your camera, microphone, and speakers. Make sure your video is clear, your microphone picks up sound, and your speakers work properly.
- 4. Fix Issues & Enter Class**  
If any problems are found, use the 10-minute buffer to resolve them. Once all tests pass, you are ready to enter your classroom.