

Guidance of Using ClassIn Task





Content

- 1 Teacher Assigns Task
- 2 Students Do Task
- 3 Teacher Reviews Task



1. Teacher Assigns Task

The screenshot displays the eGO interface for a teacher. The left sidebar contains navigation options: Home (ClassIn), Contacts, Drive, and Course. The main area shows a search bar and a 'Classroom' section with a 'Create Class' button. Below this, a class card for 'August'class' is visible. The top right of the main area shows the class name 'August'class (6)' and tabs for 'Chat', 'Task', 'Test', and 'Course'. The 'Task' tab is selected, showing 'All Tasks (0)'. A large 'Assign Task' button is located at the bottom center of the main area. The interface also shows a 'No tasks' message with a bird icon.

1. Enter "ClassIn"
2. Enter into the class which needs to assign task
3. Select "Task"
4. Click "Assign Task"

1. Enter "ClassIn"

2. Enter into the class which needs to assign task

3. Select "Task"

4. Click "Assign Task"

Tips: In this class ,the head teacher/teacher /assistant have the right to assign/edit/delete /review the task.

1

2

3

4

5

6

7

Assign Task

Library

Start Time:

Finish Time:
Finish time is the deadline for students to submit task

Choose Students: 3 people chosen (All current students)

Grading Policy: No Rating Hundred-Mark Ten-Mark Order of Merit
 User-defined Mark Full Marks

More: Public Task

- Students can view each other after deadline
- Students can view each other after the task has been reviewed
- Students can view each other after the task has been submitted
- Allow to submit late: task can be submitted after deadline
- Allow students to download attachments
- Allow students who join the class later to submit tasks

Content:

8

Edit assignment content:

1.Title: Set a title for the task

2.Start Time: Effective time of the Task (The default is the current time)

If the start time is unreached, students can't see the task, and the start time support to be modified at the same time

3.Finish Time: The deadline for students to submit (The default is after 7 days)

4.Choose Students: Select students to do task, and students who are not selected do not have permission to do (The default is all current student)

5.Grading Policy: Five ways. Custom full score range is 10-999.

6.More: ①Public Task: Can be set "Students can view each other after deadline" "Students can view each other after the task has been reviewed" "Students can view each other after the task has been submitted"

②Allow students to submit late: Task can be

③Allow students to download attachments: After unchecking here, the head teacher /teacher can download attachments, and students can only preview

④Allow students who join the class later to submit tasks

7.Content: Contents of task

8.Library: Select existing resources to distribute

Assign Task

☰ Title [Library](#)

🕒 Start Time

🕒 Finish Time
Finish time is the deadline for students to submit task

👤 Choose Students **3 people chosen (All current students)**

📊 Grading Policy No Rating Hundred-Mark Ten-Mark Order of Merit
 User-defined Mark Full Marks

⚙️ More Public Task
 Students can view each other after deadline
 Students can view each other after the task has been reviewed
 Students can view each other after the task has been submitted
 Allow to submit late: task can be submitted after deadline
 Allow students to download attachments
 Allow students who join the class later to submit tasks

📄 Content
9 10 11 12 13
 0 / 5000

14 **15**

9. Upload image: Choose local image upload (< 15) (reference supported file types)

10.Voice: Maximum 5 minutes for a single voice , (< 15) (The microphone needs to be on)

11.Upload cloud files: Upload cloud files(< 15)

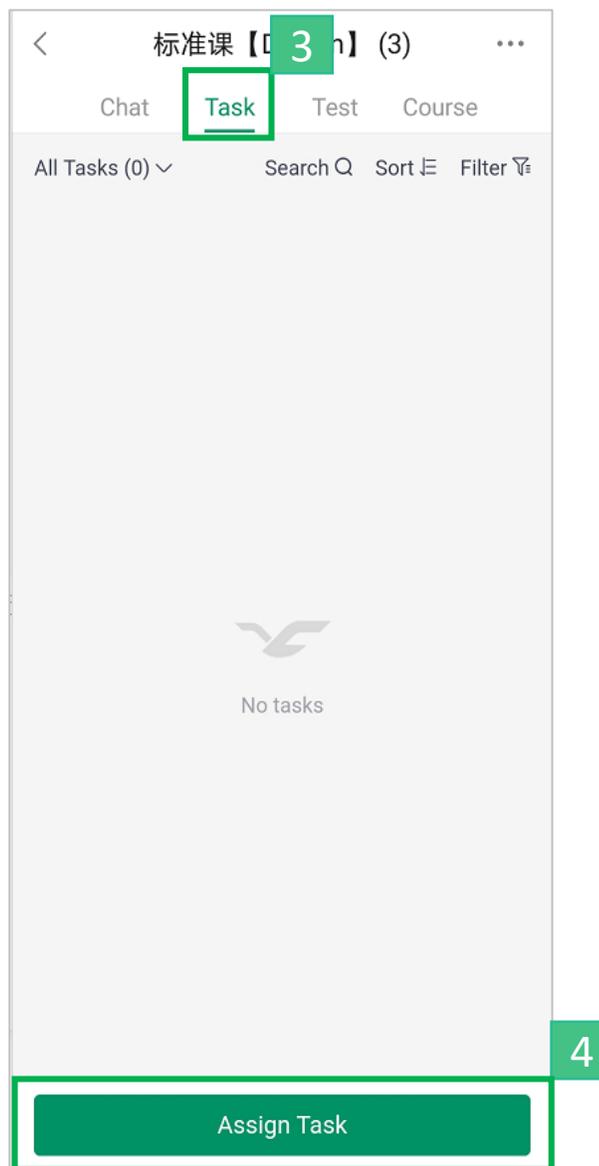
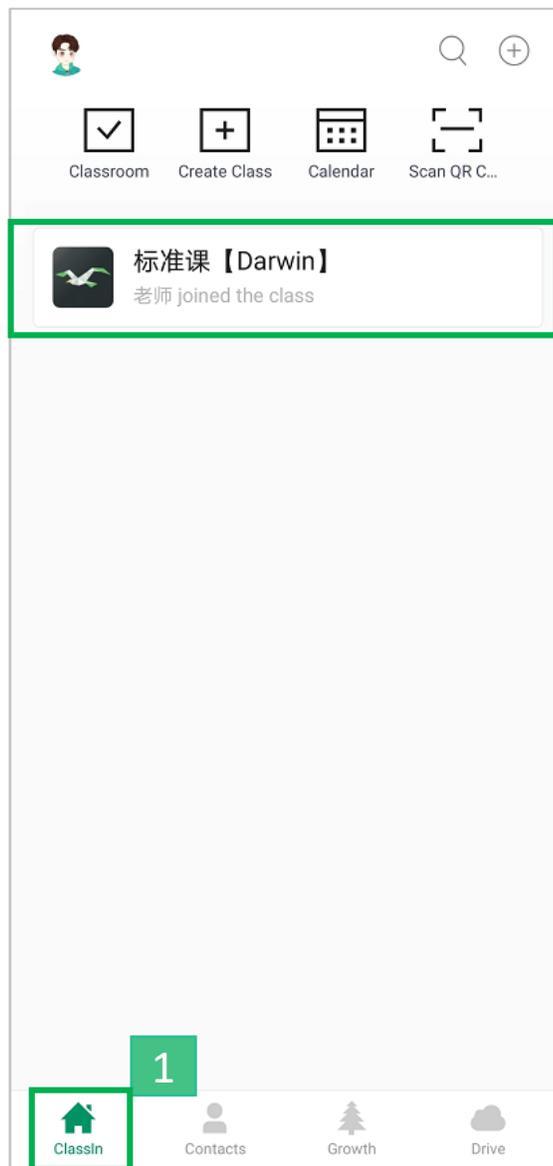
12.Upload local files: Upload local files(< 15)

13.Link: Enter the URL, click to invoke the default browser to open(< 15)

Tips: Cloud/Local files and links can' t exceed 15

14.Save to Library: After saving to library, the task can be reloaded and distributed later to avoid repeated editing

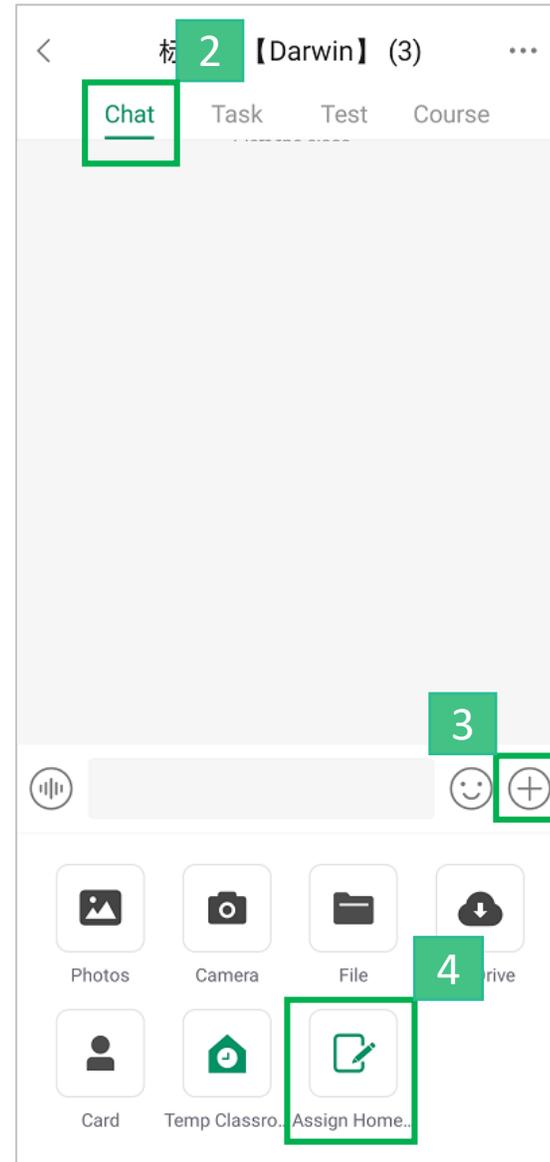
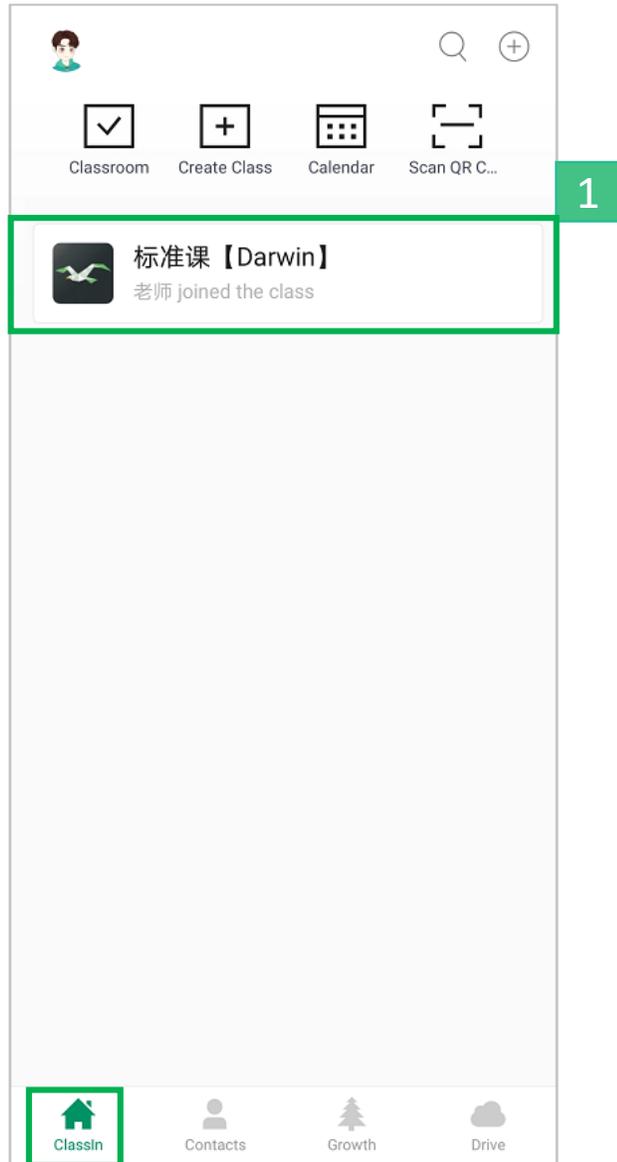
15.Confirm to assign: Assignment completed



Method 1

1. Enter "ClassIn"
2. Enter the class which needs assign task
3. Select "Task"
4. Click "Assign Task"

Tips: In this class ,the head teacher/teacher /assistant have the right to assign/edit/delete /review the task.



Method 2

1. Enter the class which needs assign task "ClassIn"
2. Select "Chat"
3. Click "+"
4. Click "Assign Task"

Tips: In this class ,the head teacher/teacher /assistant have the right to assign/edit/delete /review the task.

1 Please enter the task title

2 Please enter the task content

3

4 Save to Library Next

The 'Content' screen features a back arrow, a title bar with 'Content' and 'Task Library', and two text input fields. The first field is for the task title, and the second is for the task content. Below the content field are icons for camera, microphone, gallery, video, and link, along with a character count '0 / 5000'. At the bottom, there are two buttons: 'Save to Library' and 'Next'.

5

6

7

Task Settings

Start Time Current Time >

Finish Time 12-18 Fri 12:00 >

Finish time is the deadline for students to submit task

Choose students 1 people chosen (All current students) >

Students can be chosen to submit the task

Grading Policy >

Public Task

Public Method View each other after deadline >

Opening the public task, Students can view each other after deadline

Allow to submit late: task can be submitted after deadline

Allow students to download attachments

Effective for teachers task contents

Allow students who join the class later to submit tasks

After opening, students who join the class later will automatically join this task before deadline

Confirm to assign

The 'Task Settings' screen features a back arrow and a title bar. It contains several settings sections: 'Start Time' and 'Finish Time' with dropdown menus; 'Choose students' with a selection summary; 'Grading Policy' with a dropdown; 'Public Task' with a toggle switch; 'Public Method' with a dropdown; and three toggle switches for 'Allow to submit late', 'Allow students to download attachments', and 'Allow students who join the class later to submit tasks'. A note at the bottom explains that students joining after opening will join before the deadline. A 'Confirm to assign' button is at the bottom.

5 Edit assignment content:

6 1. **Title:** Set a title for the task

7 2. **Content:** Contents of task (You can add pictures, voices, files, videos and links. See the introduction on PC for details)

3. **Task Library:** Select existing resources to distribute

4. **Save to Library:** After saving to library, the task can be reloaded and distributed later to avoid repeated editing

5. **Start Time:** Effective time of the Task (The default is the current time)
If the start time is not up, students can't see the task, and the start time support to be modified at the same time

6. **Finish Time:** The deadline for students to submit (The default is after 7 days)

7. **Choose Students:** Select students to do task, students who are not assigned do not have permission to do (The default is all current student)

Task Settings

Start Time Current Time >

Finish Time 12-18 Fri 12:00 >

Finish time is the deadline for students to submit task

Choose students 1 people chosen (All current students) >

Students can be chosen to submit the task

Grading Policy >

Public Task

Public Method View each other after deadline >

Opening the public task, Students can view each other after deadline

Allow to submit late: task can be submitted after deadline

Allow students to download attachments

Effective for teachers task contents

Allow students who join the class later to submit tasks

After opening, students who join the class later will automatically join this task before deadline

Confirm to assign

8

9

10

11

12

13

14

8. Grading Policy: Five ways. Custom full score range is 10-999.

9. Public Task: Can select the method of public method

10. Public Method: "Students can view each other after deadline"

"Students can view each other after the task has been reviewed"

"Students can view each other after the task has been submitted"

11. Allow to submit late: Task can be submitted after deadline

12. Allow students to download attachments: After unchecking here, the head teacher /teacher can download attachments, and students can only preview

13. Allow students who join the class later to submit tasks

14. Confirm to assign: Assignment completed



2. Students Do Task

The screenshot displays the eGO interface for a classroom named "August'class (6)". The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options: "ClassIn" (highlighted with a green box), "Contacts", "Drive", and "Course". The main content area shows a task assignment titled "ABC" with a deadline of "12/17 18:00" and a "Do Task" button (highlighted with a green box). Below the task, there is a section for "Other Students (0/2)" with two students, "gavin" and "lily", both marked as "Unsubmitted".

1 < Back

ABC

Teacher August Deadline 12-17 Thu 18:00

DEF

Do task

Other Students (0/2)

gavin Unsubmitted

lily Unsubmitted

The task will be displayed on the homepage "ClassIn "after student accepts it

1. Enter task assignment
2. Click "Do task"

3

Original Question

ABC

Original Question ▾

4

Content

Please enter the task content

5

6

7

8

9



Original

0 /5000

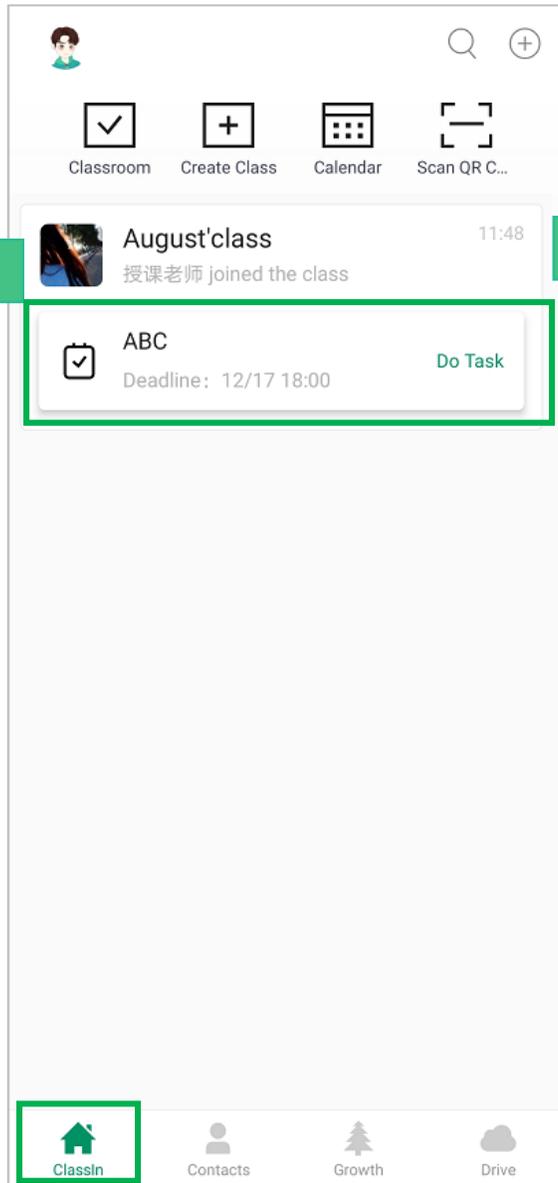
10

Save

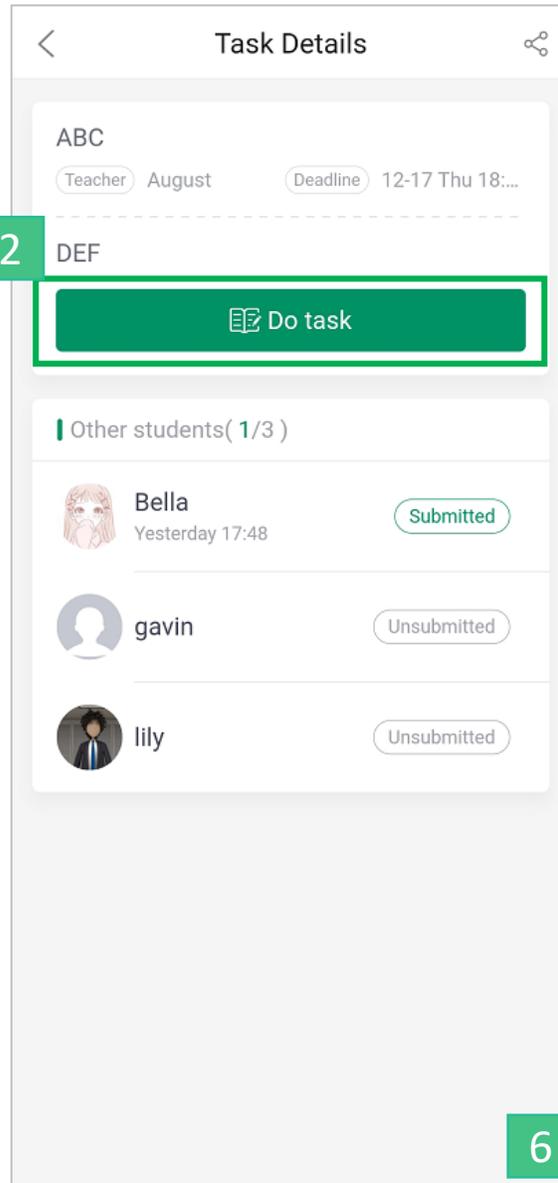
Submit

11

3.Original Question: View original question**4.Content:** Enter the task content**5. Upload image:** Choose local image upload (< 15)
(reference supported file types)**6. Voice:** Maximum 5 minutes for a single voice , (< 15)
(The microphone needs to be on)**7. Upload cloud files:** Upload cloud files(< 15)**8. Upload local files:** Upload local files(< 15)**9. Link:** Enter the URL, click to invoke the default browser
to open(< 15)**Tips:** Cloud/Local files and links can' t exceed 15**10.Save:** Task will not be submitted after saving, you can
edit here on this basis**11.Submit:** Task completed and submitted to the teacher

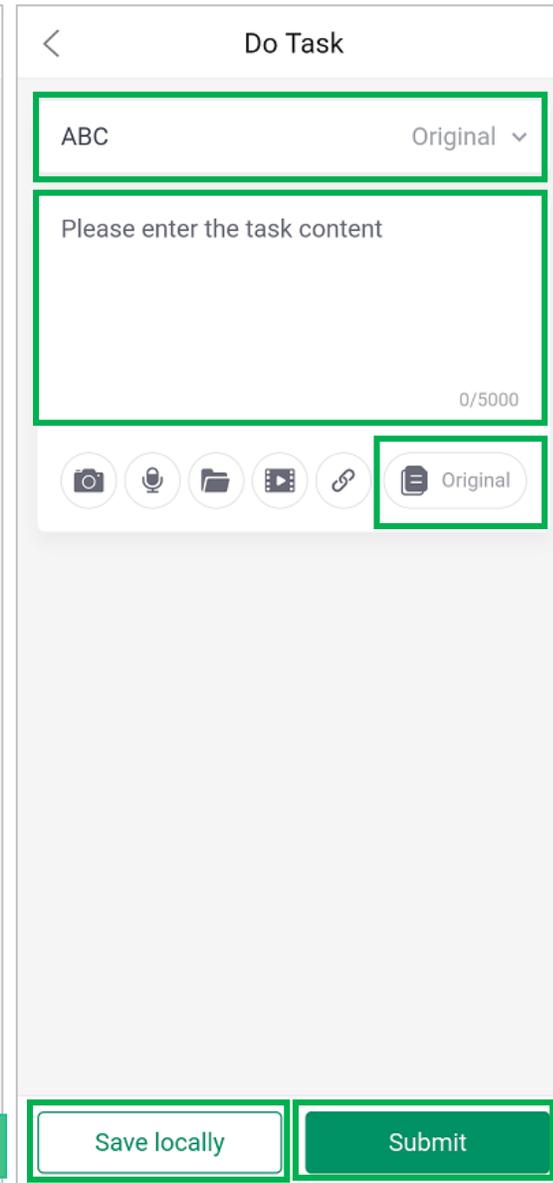


1



2

6



3

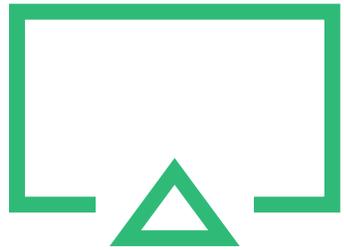
4

5

7

The task will be displayed on the homepage “ClassIn” after student accepts it

1. Enter task assignment
2. Click “Do task”
3. **Original** : View original question
4. **Content**: Enter the task content
5. **Original**: Load original question
6. **Save locally**: Task will not be submitted after saving, you can edit here again on this basis
7. **Submit**: Task completed and submitted to the teacher



3. Teacher Reviews Task

The screenshot displays the eGO interface for a teacher's homepage. The left sidebar contains navigation options: Home (ClassIn), Contacts, Drive, and Course. The main content area is titled "August'class (6)" and shows a task assignment "ABC" with a deadline of 12-17 Thu 18:00. The task is marked as "Unreviewed(1)" and "Submitted 1/3". A green box highlights the task assignment, labeled with a green "1". Below the task details, there is a "Task Data" button, highlighted with a green box and labeled with a green "2". The "Submitted (1)" section shows a student named Bella who submitted the task today at 17:48. A green box highlights the "Review" button next to Bella's submission, labeled with a green "3".

The teacher's homepage "ClassIn" will show that it has been submitted after the student submits the task

1. Enter task assignment
2. Click "Task Data" to View the overall data analysis of student task
3. Click "Review" on the right side of the selected student

4

Content

ABC



3 /5000

5

Comments

Please write down your comments here



0 /1000

Settings

6

 Excellent Work

7

 Return for revision

8

Hundred-
Mark

60

points

9

Done and review the next

Done

4.Content: Teachers can revise the content of students' task during the review process (the review content is in red font)

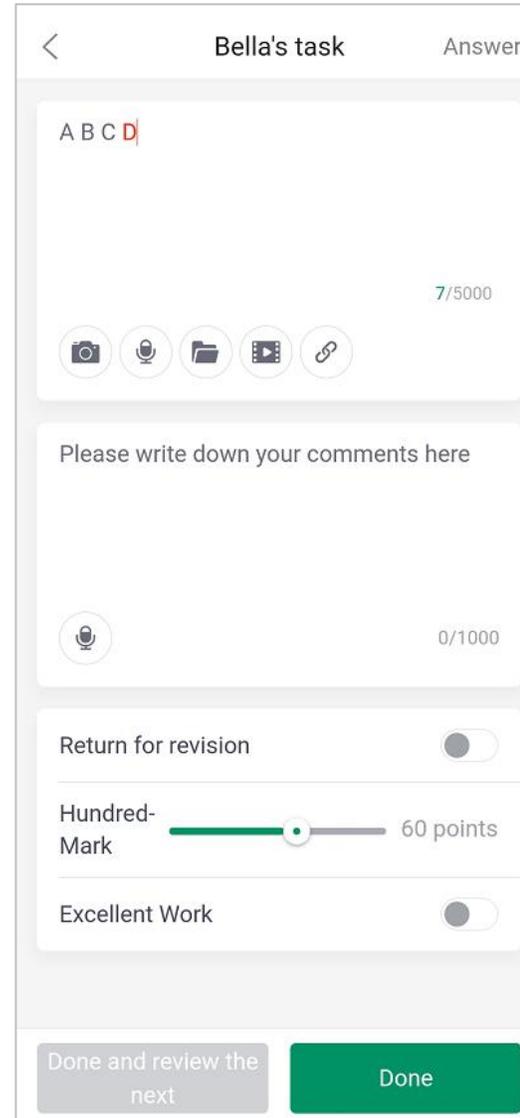
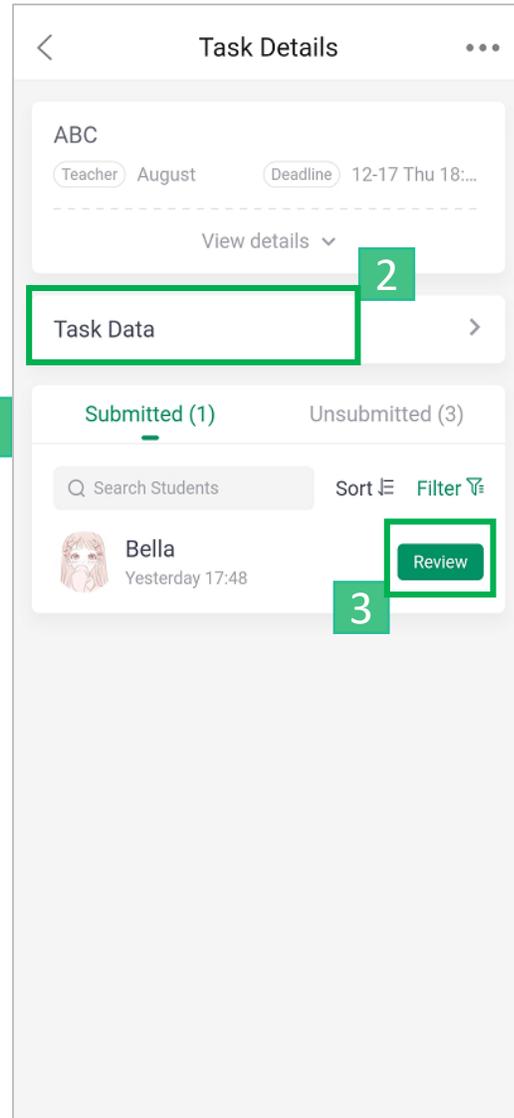
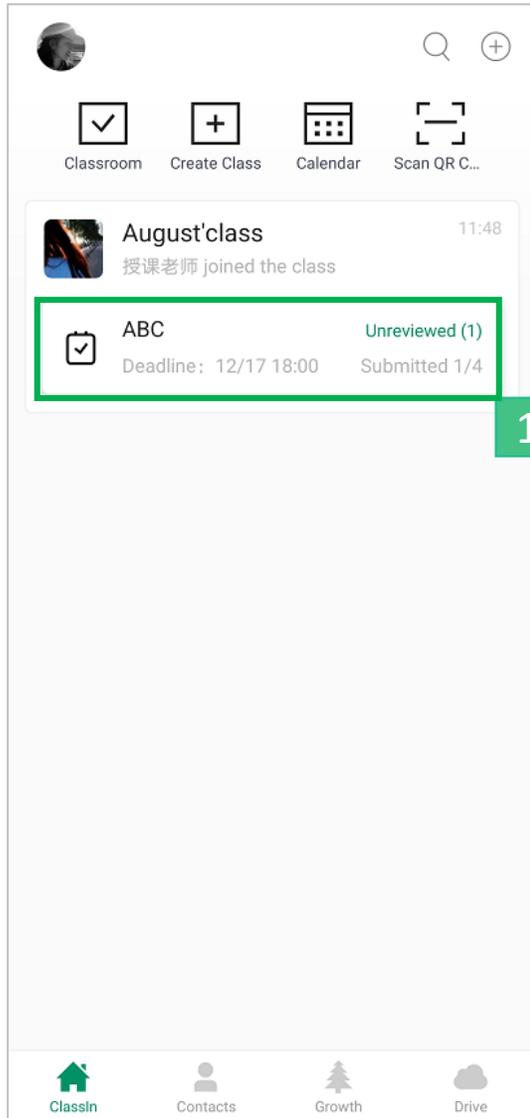
5.Comments: Comments to students, support voice evaluation

6.Excellent Work: Assignments set as excellent will be displayed in the list, and students who are assigned can view

7.Return for revision: The content of the task needs to be modified and returned to the student for editing

8.Mark: According to the scoring method to rate

9.Done and review the next: Click and review the next student' s task



6

4

5

The teacher's homepage will show that it has been submitted after the student submits the task

1. Enter task assignment
2. Click "Task Data" to View the overall data analysis of student task
3. Click "Review" on the right side of the selected student

4. Content: Teachers can revise the content of students' task during the review process (the review content is in red font)

5. Comments: Comments to students, support voice evaluation

6. Answer: View student answers

< Bella's task Answer

A B C D

7/5000

Please write down your comments here

0/1000

Return for revision

Hundred-Mark 60 points

Excellent Work

10

Done and review the next Done

7. Return for revision: The content of the task needs to be modified and returned to the student for editing

8.Mark: According to the scoring method

9. Excellent Work: Assignments set as excellent will be displayed in the list, and students who are assigned can view

10. Done and review the next: Click and review the next student' s task

THANKS!

