

# **ClassIn Dashboard Manual**



# Content

## Profile Settings

Authorization

Add/Edit the administrator

## Finance

Overview

Finance Details

Invoice

## Teaching

Create/Modify courses

Create/Modify lessons

Delete lessons

## Drive/Members

Upload courseware

Add teachers

Authorize resources

Add students

## Monitor/Class data

Account Quick Search

Monitor

Class data

Download

## Live/Playback/Storage

Playback on the client

Delete/Download/Upload playback video

live/playback link

Live broadcast playback settings

Live data

Storage settings

## School Settings

Basic Setting

Classroom Setting

Class Report

Class Setting

Value-added Service

Account Balance Reminder

Subscriber Notification Email

# Part One

## Profile Settings

Classin

Why Classin?

Solutions

Resources

Pricing

Download

Request a Demo

Sign In

1

# School Management Portal **Sign In.**

Enter "Classin.com" in your browser (Recommended use Google Chrome & Firefox)

1. Click "Sign In" in the upper right corner
2. Enter your phone number and the password

2

+1 ▾ Enter your phone number

This field cannot be empty

Please enter the password

This field cannot be empty

**Keep me signed in**

Sign in

[Forgot password?](#)

No account? [Create one](#)



Got any questions? I'm happy to help.



# Authorization

Master account 翼鸣教育 中文 / EN

Home

Teaching

Courses

Lessons

Teachers

Students

Drive

Courseware

Task Bank

Storage

Commodity

Classwork

Live & playback

Teaching Data

Task

Class

Monitor

Account

Finance

Overview

Finance Details

Download

Invoice

Profile

Authorization **1**

Contract

Setting

Authorization Information

Approving Status Verified

Verification Information **Edit** **2**

\* Brand I

Brand Logo: 

\* Main Business:

\* Area:

\* Address:

School Website:

\* Principal Name:

\* Principal's Phone Number:

\* Email:

\* Verification Method:

\* License:

\* Company's Name: EEO-TEST-Doris

If the verification is not approved successful, the cloud recording function will not be available

- 1.Login your school dashboard, and enter “Authorization”
- 2.Click “Edit” to input your correct information

# Add administrator (Sub-account)

The screenshot displays the EGO system interface. On the left is a navigation menu with categories: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The main area is titled 'Permission management' and contains a table with columns for 'account number', 'Name of note', and 'Teaching' (subdivided into 'Courses/Lessons', 'Teachers', and 'Students'). A table row shows an account number '100014000007', the name '老师', and green checkmarks in the 'Courses/Lessons', 'Teachers', and 'Students' columns. A modal dialog box titled 'add sub-account' is open in the center, containing a warning message, phone number input fields, a name input field, and sections for 'Backstage Permission' and 'Client Permissions'. A 'Done' button is at the bottom of the dialog. On the right, a '2. Add sub-account' callout points to an 'Add Sub-account' button. A large text box on the right contains explanatory text about sub-accounts.

1. Enter "Sub-account"

2. Add sub-account

3. Input their information and check the permissions

The ClassIn school dashboard has only one main account by default. If there needs to add other administrators, it needs to add sub-accounts. Up to 100 sub-accounts can be added, and each sub-account can be given different permissions

# Change/Delete the sub-account

Master account EEO-TEST-孟祥煜 中文 / EN

Teaching

Permission management

Subaccounts can edit organizational data within their permissions. Please manage your sub accounts properly and set their permissions carefully to avoid irreversible consequences.

Add Sub-account

account number	Name of note	Background Permissions													Operate	
		Teaching			Drive			Classwork			Class		Pro	Operate		
		Courses/Lessons	Teachers	Students	Cloud Disk	Task Bank	Storage	Live Playback	Teaching Data	Task	Monitor/Account Search	Finance				Sett
08807	老师	✓	✓	✓	✓	Download	✓		✓							Edit Delete

1

2

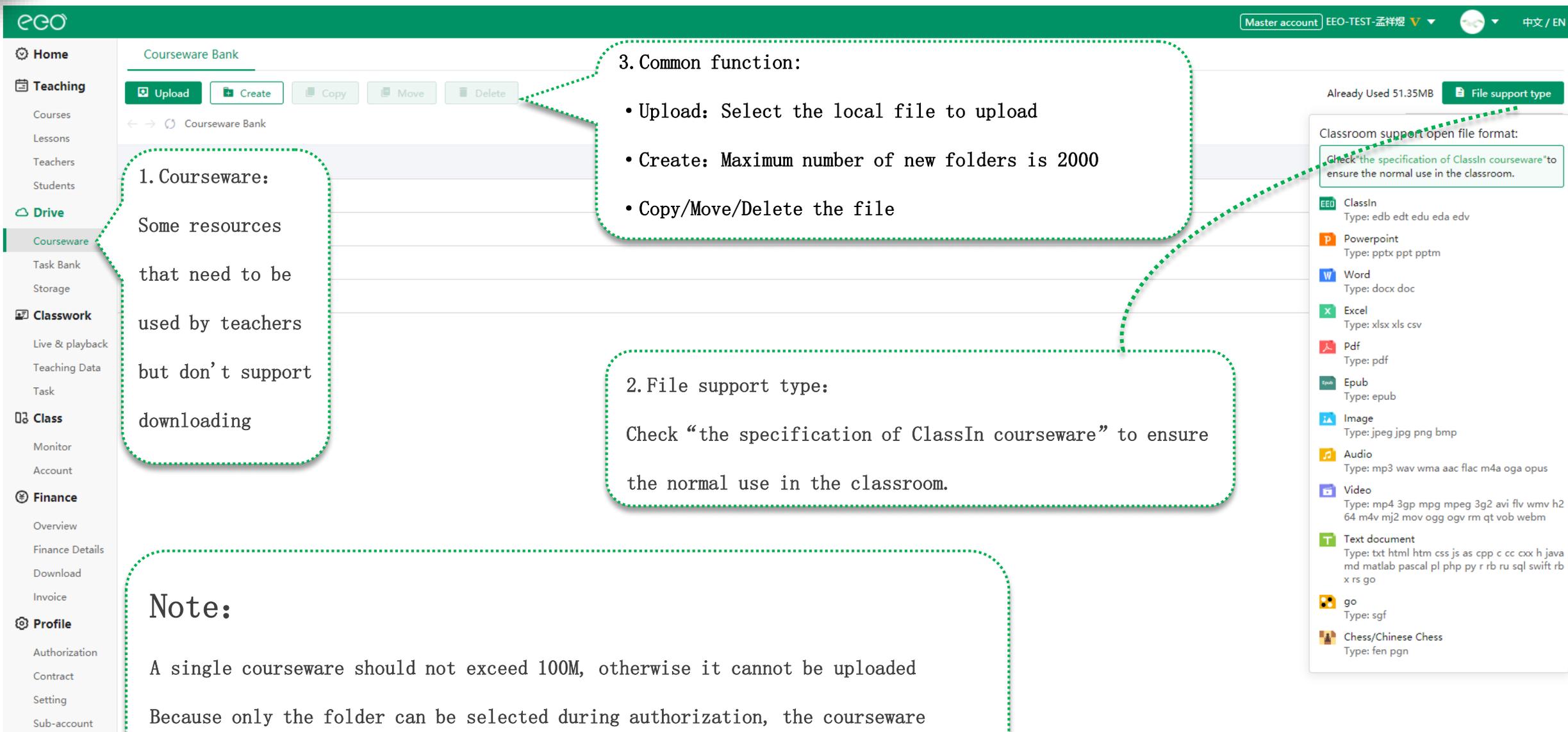
When the information of a sub-account is filled in wrongly and needs to be modified or deleted, the operation can be carried out in the permission management

1. Enter sub-account
2. Find the sub-account that needs to be changed and click "Edit" or "Delete"

# Part Two

Upload courseware &  
Add teachers/students

# Upload courseware



1. Courseware:  
Some resources that need to be used by teachers but don't support downloading

3. Common function:

- Upload: Select the local file to upload
- Create: Maximum number of new folders is 2000
- Copy/Move/Delete the file

2. File support type:  
Check "the specification of ClassIn courseware" to ensure the normal use in the classroom.

Note:  
A single courseware should not exceed 100M, otherwise it cannot be uploaded  
Because only the folder can be selected during authorization, the courseware should be put into a folder

Already Used 51.35MB **File support type**

Classroom support open file format:  
Check the specification of ClassIn courseware\*to ensure the normal use in the classroom.

EEO	ClassIn	Type: edb edt edu eda edv
P	Powerpoint	Type: pptx ppt pptm
W	Word	Type: docx doc
X	Excel	Type: xlsx xls csv
	Pdf	Type: pdf
Epub	Epub	Type: epub
	Image	Type: jpeg jpg png bmp
	Audio	Type: mp3 wav wma aac flac m4a oga opus
	Video	Type: mp4 3gp mpg mpeg 3g2 avi flv wmv h264 m4v mj2 mov ogg ogv rm qt vob webm
T	Text document	Type: txt html htm css js as cpp c cc cxx h java md matlab pascal pl php py r rb ru sql swift rbx rs go
	go	Type: sgf
	Chess/Chinese Chess	Type: fen pgn

# Add teacher

The screenshot shows the EEO Teacher Management interface. The top navigation bar includes the EEO logo, user account information (Master account, EEO-TEST-孟祥煜), and language options (中文/EN). The main content area is titled "Teacher Management" and features a search bar and several filter dropdowns: "Teacher Status" (set to "In-Service"), "Public Resource" (set to "All Status"), "Personal Courseware" (set to "All Status"), and "Teacher Tag" (set to "Select up to 3 tags at the same time"). A green "+ Add Teacher" button is located in the top right corner.

Annotations and steps:

- 1. Enter "Teachers"**: A callout points to the "Teachers" link in the left sidebar.
- 2. Add teacher**: A callout points to the "+ Add Teacher" button.
- 3. Enter the phone number and name, upload profile picture shown as teacher**: A callout points to the "Add teacher" modal form, which includes fields for "Phone number" (with a dropdown for "+86"), "Name" (with a character count of 0/24), and a "Photo" upload area with a "+" icon and the text "Click on the photo to upload".
- 4. This feature is for you to help new teachers register for ClassIn accounts. After registration, teachers will be automatically added to your school's teacher management.**: A callout points to the "Batch add teacher" button and the "Agent to register new teacher account" checkbox in the modal.

Additional interface elements:

- A table titled "Teacher Number(3)" with columns "Name" and "Photo" is visible in the background.
- A "Batch import" dialog is open at the bottom left, containing instructions: "Add maximum 50 persons for one time. System will automatically ignore the excess part by sequence." and "Please refer to the following example. The input format is 'Mobile number#Name' ('International area code-Mobile number#Name' for non-Mainland-China mobile numbers)". Example: "13812346666#张超".
- A "Batch add teacher" dialog is open at the bottom center, with fields for "Phone number" (+86) and "Name" (0/24), and a "Batch import" button.
- A "Classwork" section is visible in the left sidebar.
- A "Public Resource" section is visible in the top right.
- A "Personal Resource" section is visible in the top right.
- A "Teacher Tag" section is visible in the top right.
- A "Operate" section is visible in the top right.
- A "View Disabled" button is visible in the top right.
- A "Total 3" indicator is visible in the bottom right.
- A "Go to 1" button is visible in the bottom right.

# Authorized folders for teacher

The screenshot shows the EGO Teacher Management interface. A modal dialog titled "Public Resource" is open, displaying a tree view of folders for authorization. The folders are:

- [TeacherIn]-人民教育出版社
  - 语文六下配套资源
- All Files
  - 发送的文件
  - 接收的文件

Each folder has an "Authorize" button next to it. At the bottom of the dialog, it says "Selected authorized folders: (0/20)" and a "Save Save and go to next page" button.

In the background, the "Teacher Management" page is visible. A search bar contains "23623450776". A callout box points to the "Teachers" link in the left sidebar with the text "1. Enter 'Teacher'". Another callout box points to the "Activating public resource" toggle in the top right with the text "Public resource: A maximum of 10 folders can be authorized to the teacher. There is no limit on the number of courseware in each folder".

# Authorized folders for teacher

The screenshot shows the EGO Teacher Management interface. The left sidebar contains navigation options: Home, Teaching (Courses, Lessons, Teachers, Students), Drive (Courseware, Task Bank, Storage), Classwork (Live & playback, Teaching Data, Task), Class (Monitor, Account), Finance (Overview, Finance Details, Download, Invoice), and Profile (Authorization, Contract, Setting, Sub-account).

The main area is titled "Teacher Management" and includes search filters for "Search: 23623450776", "Teacher Status: In-Service", and "Public Resource: All Status". Below the filters is a table with the following columns: Teacher Number(1), Name, Photo, Course Progress, Lesson, Presence/Absence/Late/Leave-Teacher, Equipment Inspection, Public Resource, Personal Resource, Teacher Tag, and Operate.

The table contains one entry with the following data:

Teacher Number(1)	Name	Photo	Course Progress	Lesson	Presence/Absence/Late/Leave-Teacher	Equipment Inspection	Public Resource	Personal Resource	Teacher Tag	Operate
1	+86 23623450776	老师	0/1				<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	View Disabled

A callout box points to the "1. Enter 'Teacher'" text in the first column of the table.

A second callout box points to the "Public Resource" toggle switch in the table row, which is currently turned on. A text box explains: "This is where you can turn off a teacher's 'Public Authorized Resources' separately. The teacher whose 'Public Authorized Resources' is closed will not be able to see the authorized courseware in 'Public Resources' in the client".

A third callout box points to the "Personal Resource" column, which has a "Batch Setting" modal open. The modal shows a tree view of folders under "[TeacherIn]-人民教育出版社" and "All Files". The folders listed are "语文六下配套资源", "发送的文件", and "接收的文件". Each folder has an "Authorize" button next to it. The modal also shows "Selected authorized folders: (0/20)" and a "Save Save and go to next page" button.

A top callout box explains: "Personal resource: resources the school allocates to different teachers; if a teacher is authorized to view both public and personal resources, the resources that the teacher can view are the sum."

# Edit/Disabled teacher

The screenshot displays the EGO Teacher Management interface. On the left is a navigation menu with categories like Home, Teaching, Drive, and Class. The main area shows a search for teacher ID 23623450776, with filters for 'In-Service' status and 'All Status' public resources. A table lists one teacher, '老师', with a 'View' button and a 'Disabled' status indicator. A callout box explains the steps to disable a teacher. Below, a 'View' callout describes the teacher details page, which includes a profile card and a lesson list table.

**1. Enter "Teacher"**

**Disabled:**

- (1) Remove the teacher from the teacher list of classes (Remove from the IM Class members);
- (2) Cancel access to the school's Cloud Disk;
- (3) Not showing in the Teacher Selection List.

**View:**

Click "View" to modify the teacher's information. You can search below to see the teacher's actual class length and late/early leave of a certain class in the current school, as well as the average grade given by students to the teacher and the teacher's teaching report

Sn	Lesson Name	Course Name	Lesson Start Time	Time	Duration	Lesson Status	Lesson Student Number	Auditing Student Number	On-Stage Number	Actual Lesson Duration	Present	Late	Leave-Early	Average Student Score	Teaching Report
1	奥数练习课 - 57	奥数练习课	2021-07-03	12:50	1h	unstarted	2	--	1v10	--	--	--	--	--	
2	奥数练习课 - 56	奥数练习课	2021-07-03	12:50	1h	unstarted	2	--	1v10	--	--	--	--	--	
3	奥数练习课	奥数练习课	2021-07-01	12:25	10h	finished	2	--	1v10	34min24s	Present	Late	Early-Leave	--	
4	奥数练习课六	奥数练习课	2021-06-30	16:07	10h	finished	2	--	1v10	--	Absent	--	--	--	
5	奥数练习课 - 52	奥数练习课	2021-06-30	08:54	1h	finished	2	--	1v10	23s	Present	--	Early-Leave	--	
6	奥数练习课	奥数练习课	2021-06-30	08:57	10h	finished	2	--	1v10	36min24s	Present	--	Early-Leave	--	

# Add student

The screenshot shows the EGO Student Management interface. The left sidebar contains navigation options: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The main area is titled 'Student Management' and includes search and filter options. A '+ Add Student' button is in the top right. Two modal windows are open: 'Add Student(0/50)' and 'Batch import'. The 'Add Student' modal has fields for phone number and name, and a checkbox for 'Agent to register'. The 'Batch import' modal provides instructions on the input format for adding up to 50 students at once.

1. Enter "Student"

2. Add student

Agent to register a student that does not have a ClassIn account yet, then the student will receive a random message with password

Batch import a large number of students

Batch import

Add maximum 50 persons for one time. System will automatically ignore the excess part by sequence.

Please refer to the following example. The input format is "Mobile number#Name" ("International area code-Mobile number#Name" for non-Mainland-China mobile numbers)

For mainland China, the area code is not included.  
For other areas, the area code is necessary

Example: 13812346666#贾鸣  
1-5566778899#EEO

Tips:practical skills

Done Cancel

Total 1 100 < 1 > Go to 1

# Edit/Hide student

Hide:

If you want to remove the hidden student, you can select the state of "Invisible" in the student Status, and click "Show"

1. Enter "Student"

View:

Click "View" to modify the student's information. You can search below to see the student's actual class length and late/early leave of a certain class in the current school, as well as the average grade given by teachers and the teacher's teaching report

The screenshot shows the EEO Student Management interface. On the left is a navigation menu with categories: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The main area is titled 'Student Management' and includes a search bar, a 'Student Status' dropdown set to 'Visible', and an 'Add Date' field. Below this is a table with columns: Sn, Phone Number, Name, Course Progress, Lesson Progress, Present/Absent/Late/Leave-Early, Student Status, Device Inspection Information, Add Date, Student Tag, and Operate. A callout box highlights the 'View' button in the 'Operate' column of the first row. An inset window shows the 'Student Details' page for a student named '学生' (Student), displaying their phone number, enrollment progress (0/0), lesson progress (0/0), and attendance (0/0/0/0). The bottom of the page shows pagination: 'Total 1', '100' items per page, and 'Go to 1'.

# Part Three

Create classroom

# Create course

ego Master account EEO-TEST-孟祥煜 中文 / EN

**Home** **Teaching** **Courses** **Lessons** **Teachers** **Students** **Drive** **Classwork** **Class** **Finance** **Profile**

**Courses** Search:     Time:  Course Status:  Course Type:  2. Create course

1. Enter "Courses"

Course Number(2) Download Table ?

Sn	Course Name	Course Type	First Lesson Date	Course Progress	Course Valid Period	Recorded Lesson/ Live Broadcast/ Playback numbers	Teacher Number	Student Number	Auditing Student Number	Lesson Advisor	Tag	Operate
1	考试班	Standard Course	--	--	Permanent	--	--	--	--		+	Edit Classroom Data Finish
2	奥数练习课	Standard Course	2021-06-04	20/22	Permanent	8/5/3	1	2	--		+	Edit Classroom Data Finish

Total 2  < 1 > Go to

# Create standard course

eoo Master account | EEO-TEST-孟祥程 | 中文 / EN

Course Management > Create Course

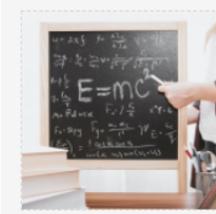
## 1. Create standard course

Create Course

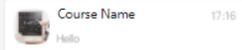
Course Type  Standard Course  Public Course

\* Course Name  0/40

Course Cover (Please upload a high quality cover image showing the course features or teaching work.)



Course cover effect preview



IM class avatar



Mini Program sharing picture

Course Information  0/400

\* Course Advisor

Course Drive  ? When not selected, the Lesson Drive will be null as default.

Classroom Setting  ? When not selected, the school's currently enabled classroom setting will be used.

Course Tag

Course Valid Period

Advanced setting

- Allow students to join class by themselves
- Allow class members to add friends to each other
- Allow teachers to add lessons
- Allow students to modify the class nickname

Save to take effect

## Standard course (Up to 200 lessons)

- Course name (Required) : The character limit is 40
- Course cover: Select from the school library or upload an image
- Course information: The character limit is 400
- Course advisor ( Required ) : The course advisor can edit the course information, create and edit the lesson information and manage the course members in the IM Lesson group
- Course drive: When not selected, the lesson drive will be null as default ( Resources tailored to teachers are not affected )
- Classroom setting: Use as the classroom background for all classes under this course
- Course valid period: Forever by default, you can manually change the expiration date
- Advanced setting: Allow students to join class by themselves

Allow class members to add friends to each other

Allow teachers to add lessons

Allow students to modify the class nickname

# Create public course

ego Master account EEO-TEST-孟祥煜 中文 / EN

Course Management > Create Course

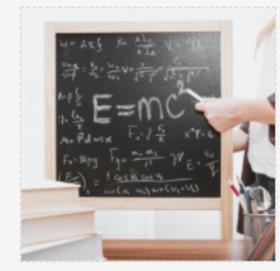
Create Course

1. Create public course

Course Type  Standard Course  Public Course

\* Course Name  0/40

Course Cover (Please upload a high quality cover image showing the course features or teaching work.)



Course cover effect preview

IM class avatar  17:16

Mini Program sharing picture

Course Information  0/400

Course Drive  ? When not selected, the Lesson Drive will be null as default.

Classroom Setting  ? When not selected, the school's currently enabled classroom setting will be used.

Course Tag  ?

[Save to take effect](#)

## Public course (Only one lesson)

- Course name ( Required ) : The character limit is 40
- Course cover : Select from the school library or upload an image
- Course information: The character limit is 400
- Course advisor : None (Because there is no class group)
- Course drive: When not selected, the lesson drive will be null as default ( Resources tailored to teachers are not affected )
- Classroom setting: Use as the classroom background for all classes under this course
- Course valid period : Extended by 90 days

# Edit/finish course

The screenshot shows the EGO course management interface. The top navigation bar includes the EGO logo, a 'Master account' dropdown, and user information 'EEO-TEST-孟祥煜'. The left sidebar contains navigation options: Home, Teaching (with sub-items: Courses, Lessons, Teachers, Students), Drive (with sub-items: Courseware, Task Bank, Storage), Classwork (with sub-items: Live & playback, Teaching Data, Task), Class (with sub-items: Monitor, Account), Finance (with sub-items: Overview, Finance Details, Download, Invoice), and Profile (with sub-items: Authorization, Contract, Setting, Sub-account).

The main content area is titled 'Courses' and features a search bar with filters for Course Name, Course Advisor's name, Teacher's name, Student's name, Time, Course Status (Unfinished), and Course Type (All Types). A '+ Create Course' button is in the top right.

A table lists two courses:

Sn	Course Name	Course Type	Permanent	8/5/3	1	2	Operate
1	考试班	Standard Course	Permanent	--	--	--	[User Icon] +
2	奥数练习课		Permanent	8/5/3	1	2	[User Icon] 老师 +86 23623450776 +

Annotations include:

- A box around the search bar with the text '1. Enter "Course"'. An arrow points from this box to the search input field.
- A large box containing the text 'Finish course: If there is no ongoing or unstarted lesson in the course, the course can be finished, and the class in the client will be automatically dissolved after the end (the content before the class was dissolved will still be retained)'. An arrow points from this box to the 'Finish' button in the 'Operate' column of the table.
- A box containing the text 'Edit course: Open "Edit" on the right side of the course for which you need to modify the information. The modified information needs to be saved to take effect'. An arrow points from this box to the 'Edit' button in the 'Operate' column of the table.

An inset window shows the 'Course Information' page for the selected course, including fields for Course Name, Course Cover, Course Advisor, Course Drive, Classroom Setting, Course Tag, and Course Valid Period.

At the bottom right, there is a pagination control showing 'Total 2', a dropdown for '100', and 'Go to 1'.

# Create lessons

eco

Home

Teaching

Courses

Lessons

Teachers

Students

Drive

Courseware

Task Bank

Storage

Search: 奥数练习课

Course Advisor's name

Teacher's name or pl

Student's name or pl

Time: -

Course Status: Un

same time

Course Number(1)

Sn	Course Name	Date	Progress	Course Valid Period	Recorded Lesson/ Live Broadcast/ Playback numbers	Teacher Number	Student Number
1	奥数练习课	2021-06-04	21/23	Permanent	8/5/3	1	2

Course Information

Lesson Information

Headteacher

Teacher

Students(2/300)

Auditors(0/20)

Search: Lesson Name

Lesson Status: unstarted in class

Lesson Number(2)

Sn	Lesson Name	Start Date	Day
1	奥数练习课1	2021-07-05	Monday
2	奥数练习课	2021-07-06	Tuesday

Create Lessons

Batch create:

\* Lesson Name: 奥数练习课 - 24 (10/50)

Start Date: 2021-07-04

Start Time: 10:35

Duration: 0 hour 30 minute

Lesson Ending Time: Same Day 11:05

\* Teacher: + Select

Assistant: + Select

Teaching model:  Online Classroom  Smart Classroom

Automatic being on-stage when students entering the classroom

People On-Stage: 1v1 (Contact us to adjust the upper limit if you need.)

Unit price of the number of people on the platform: 0.00RMB/Person/Hour

Cloud Resources: + Select

Cloud class recording:  Classroom  On-the-spot Scene

Live / Playback:  Website Live Broadcast  Webpage Replay

Lesson Tag: Select

Done Cancel

- Lesson name: The character limit is 50
- Start date: Lesson start date, this start date can be adjusted singularly or in batch before the lesson starts
- Start time: The latest time can be set 5 minutes after the current time
- Duration:  $\leq 23$  hours and 55 minutes
- Teacher: Instructing teacher
- Assistant: Satisfying the needs for dual-teachers teaching
- Teaching model:
  - Online classroom: (Suitable for online interactive teaching.)
  - Smart classroom: (Suitable for online merge offline interactive teaching, especially with touch screen TV.)
- People on-stage: Up to 1v12
- Cloud resources: When not selected, the lesson drive will be null as default
- Cloud class recording: classroom/on-the-spot scene
- Live/playback: Start the lesson recording first

## Add teachers in lesson

1. Search for school teachers by name/phone number
2. Select the teacher that you want to add
3. There will appear the teacher information which has been added successfully
4. Just click “Done”
5. You can click “Add teacher” if not found in teachers

Edit Teacher(1/1) Batch Edit:

School teacher(Loaded 3/Total 3)

Enter Name/Phone Number by

 煜老师 +86 *****	
 老师 +86 23623450776	
 August +86 *****	<input checked="" type="checkbox"/>

Selected

 August +86 *****	<input type="checkbox"/>
---	--------------------------

Not found in teachers?

# Batch create lessons

Create Lessons Batch create:

\* Lesson Name 奥数练习课 - 24

Start Date 2021-07-04

Start Time 14:35

Duration 0 hour 30 minute  
Lesson Ending Time: Same Day 15:05

\* Teacher + Select

Assistant + Select

Teaching model  Online Classroom  Smart Classroom  
 Automatic being on-stage when students entering the classroom

People On-Stage 1v1 (Contact us to adjust the upper limit if you need.)  
Unit price of the number of people on the platform: 0.00RMB/Person/Hour

Cloud Resources +Select

Cloud class  Classroom  On-the-spot Scene recording

Live / Playback  Website Live Broadcast  Webpage Replay

Lesson Tag Select

Done Cancel

Batch create:  
Gray button: Off  
Green button: On

Batch create lessons Batch create:

\* Lesson Name 奥数练习课 5/44 - 24 Class number

Lesson Number 10 Add maximum 50 lessons for one time

Start Date 2021-07-04

Start Time 14:35

Duration 0 hour 30 minute  
Lesson Ending Time: Same Day 15:05

Week's Law Sunday Monday Tuesday Wednesday Thursday Friday Saturday  
Start on 2021-07-04[Sunday], every Sunday has lessons week's law

\* Teacher + Select

Assistant + Select

Teaching model  Online Classroom  Smart Classroom  
 Automatic being on-stage when students entering the classroom

People On-Stage 1v1 (Contact us to adjust the upper limit if you need.)  
Unit price of the number of people on the platform:

Cloud Resources +Select

Cloud class  Classroom  On-the-spot Scene recording

Live / Playback  Website Live Broadcast  Webpage Replay

Lesson Tag Select

Done Cancel

# Edit lesson

eco

Master account

EEO-TEST-孟祥煜



中文 / EN

Course Management > 考试班 > Course Details

Course Information Lesson Information

Course settings

Headteacher

Search: Lesson Name

Teacher's name or pho

Time: -

Week: Monday to Sunday

Lesson Status: All Lesson Status

+ Create Lessons

+86

1

Tags: Select up to 3 tags at the same time

Teacher

老师

+86 23623450776

Set group (0/1)

Students(0/300)

Synch

Ni

Lesson Number(1)

Sn	Lesson Name	Start Date	Day	Start Time	Duration	Teacher	Assistant	Transfer Student	Dropout Student	Teaching model	People On-Stage	Less	Operate
1	考试班 - 1	2021-07-04	Sunday	15:15	30min	老师 +86 23623450776	Add	Add	Add	Online Classroom (Automatic On-Station)	1v1	A	Operate

2

3

4

5

6

7

8

9

1. Headteacher: Replaceable at any time

2. Lesson name: The Lesson Name is assumed to be the lesson's name plus the number

3. Start date: This start date can be adjusted singularly or in batch

4. Start time: The teachers can enter the classrooms 20 minutes before the lesson starts, and students can enter the classrooms 10 minutes before the lesson starts

5. Duration: For a single lesson, the classroom can be extended for at most 20 minutes before closing

6. Teacher: The lesson's instructing teacher, the teachers can be changed before the lessons start

7. Assistant: The lesson's assistant, satisfying the needs for dual-teachers teaching, the assistant can be changed before lesson starts

8. Transfer student: The transfer student is not officially enrolled but temporarily enrolled in the lesson, they do not show in the classroom

9. Dropout student: The dropout student is officially enrolled, the temporarily enrolled in the lesson, the dropout students are still in the classroom

Tips: When you modify the lesson information, please hover the mouse on it, and click the pencil icon to edit

[Back to catalogue](#)

# Edit/Delete lesson

## Headteacher

老师  
+86 23623450776

## Teacher

煜老师  
+86

Set group (0/1)

## Students(2/300)

Synchronized Class

Nickname is not enabled.

大鱼  
+86 23623450771

宋江峰  
+86

## Auditors(0/20)

Please add the auditors

Search: Lesson Name Teacher's name or pho Assistant's name or ph Transfer Student's name Time: - Week: Monday to Sunday

Lesson Status: unstarted in class Tags: Select up to 3 tags at the same time

+ Create Lessons

## Lesson Number(1)

Sn	Lesson Name	Transfer Student	Dropout Student	Teaching model	People On-Stage	Lesson Drive	Classroom / On-the-spot Scene	Live / Playback	Lesson Introduction	Lesson Tag	Operate
1	教学/学习报告	Add	Add	Online Classroom (Automatic On-Stage)	1v10	Cloud Resources not set up	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Add	5	Operate

1. Automatic on-stage: It can be modified at least 20 minutes before class

2. People on-stage: If the Assistant is On-Stage, he does not occupy the position of students and teachers.

3. Lesson drive: The School or the Lesson Advisor authorized the Cloud Resources to the lesson

4. Recording/Live/Playback:

Recording: Classroom/On-the-spot scene

Live: It can be modified at least 20 minutes before class

Playback: Change at any time is ok

5. Delete: Classes can be deleted at any time before they start

Tips: When you modify the lesson information, please hover the mouse on it, and click the pencil icon to edit

- Delete
- Monitor Data
- Manage live & playback

## Time reference table for allowed change of lesson information

	Before class time > 20 min	Before class time ≤ 20 min	In class	Class is over
<b>Lesson Name</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Start Date</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Start Time</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Duration</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Teacher</b>	√	√	√	Unchangeable
<b>Assistant</b>	√	√	√	Unchangeable
<b>Student</b>	√	√	√	√
<b>Auditors</b>	√	√	√	√
<b>Transfer Student</b>	√	√	√	Unchangeable
<b>Dropout Student</b>	√	√	√	Unchangeable
<b>Seat Number</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Lesson Cloud Resources</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Live Playback</b>	√	√	√	√
<b>Lesson Recording/Live Broadcast</b>	√	Unchangeable	Unchangeable	Unchangeable
<b>Delete Lesson</b>	√	√	Unable	Unable

# Add course students

**Formal students:**  
The default maximum number of students that can be added is 300

**Auditors:**  
They can enter all lessons of this course to audit, but they cannot interact with others in the class, and they cannot watch the playback video of the class. The default maximum number of students is 20

**1** Search for the student by account/name

**2** Check the student that you want to add

**3** Student information appears after successful addition

**4** Click "Done"

**5** Add a student without a ClassIn account; they will receive a random password

**6** Copy students from other courses

1. Select students by searching for their account/name
2. Check the student that you want to add
3. There will appear the student information which has been added successfully
4. Click "Done"
5. Add a student that does not have a ClassIn account yet, then the student will receive a random message with password
6. Copy the students from other course

# Part Four

Live/Playback &  
Storage

# Course Playback (Effective for all school courses)

**1. Enter "Setting"**

**2. Open "Course playback"**

**1. Settings for course students and teachers to watch course replays.**

Allow formal students and teachers to watch lesson playback video after class.

After the course is started, if the course is recorded, formal students (including transfer students) and teachers (including headteacher and assistant) can watch the course playback video on the ClassIn client.

**2. Advanced settings for watching course playback**

(In order not to affect the students watching the course playback, please pay attention to open the above "Settings for course students and teachers to watch course replays".)

New course students can watch the lesson videos of finished lessons

(1) When it is not opened, the new students who are added into courses, will become the dropout students of finished lessons. The finished lessons are invisible for them and the playback videos are also unavailable.  
(2) After opening, the new students who are added into courses, will become the formal students of finished lessons (student status is absent). The finished lessons are visible for them and the playback videos are also available. **The change of student's identity caused by this operation for the finished lessons is irreversible. Please be cautious. If you have any questions about using this setting, please consult your account manager or customer service before choosing to use it.**  
(3) This setting does not support the scenario that the auditors turns into formal students. The auditors of the course will never be able to watch the playback videos of the finished lessons.

Removed course students cannot watch the lesson videos of finished lessons in learning reports.

(1) When it is not opened, the students who are removed from courses, will become transfer students of the finished lessons. The playback videos of finished lessons are available for them.  
(2) After opening, the students who are removed from courses, will become transfer students of the finished lessons. They will be marked as not allowed to watch the playback videos of history lessons.

**3. Moving watermark setting**

Show the moving watermark to prevent screen recording.

When enabled, when a student / teacher watches the course playback on the ClassIn client, the student / teacher's nickname and mobile phone number will randomly move in the playback video area. After the student / teacher secretly records the video, the recorder can be located according to the mobile phone number.

**Settings for course students and teachers to :**  
After the course is started, if the course is recorded, formal students(including transfer students) and teachers(including head teacher and assistant) can watch the course playback video on the ClassIn Client

**New course students can watch the lesson videos of finished lessons**

**Removed course students cannot watch the lesson videos of finished lessons in learning report**

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When enabled, when a student/teacher watches the course playback on the ClassIn client, their nickname and phone number will randomly move in the playback video area.

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After the course is started, if the course is recorded, formal students(including transfer students) and teachers(including head teacher and assistant) can watch the course playback video on the ClassIn Client

**New course students can watch the lesson videos of finished lessons**

**Removed course students cannot watch the lesson videos of finished lessons in learning report**

**Moving watermark setting:**  
When enabled, when a student/teacher watches the course playback on the ClassIn client, their nickname and phone number will randomly move in the playback video area.

# Delete/Download/Upload playback

eco 翼磅教育 中文 / EN

Lesson Statistics

Search: Lesson Name Course Name Teacher's name or phon Assistant's name or phoi Student's name or pl

Time: 2021-07-05 - 2021-10-03 Lesson Status: finished Lesson Tag: Select up to 3 tags at the same time

1. Enter "Lessons"

Sn	Lesson Name	Course Name	Lesson Start Date	Time	Lesson Duration	Lesson Status	Teaching Instructor	Assistant	Lesson Student Number	Auditing Student Number	Teaching model	Number of Persons On-Stage	Classroom / On-spot Scene	Operate
1	各种测试-37	各种测试	2021-07-05	08:07	30min	finished		--	4	--	Online Classroom	1v8		Operate
2	新班级3.0 - 89	新班级3.0	2021-07-05	08:40	15min	finished	24 +86 23623480024	--	3	--	Online Classroom	1v10		Operate
3	哈哈哈 - 233	哈哈哈	2021-07-05	08:46	30min	finished		--	13	1	Online Classroom	1v7		Operate
4	测试123 - 38	测试123	2021-07-05	08:56	30min	finished		--	7	--	Online Classroom	1v6		Operate

2. Click "Operate" to open recording data

- Monitor Data
- Classroom Data
- Manage live & playback
- Recording Data
- Report

Total 4 100 < 1 > Go to 1

# Delete/Download/Upload playback

The screenshot shows the 'eoo' system interface. At the top, there's a green header with the logo and user information. Below it, a section titled '录课视频数据' (Recording Video Data) displays course details like '课程名称: 标准课Darwin - 0' and '原始录课总时长: 24分20秒'. A table below lists recorded video segments, with one entry for '片段 1' recorded on 2020-01-20. To the right of the table, there are buttons for '上传视频', '上传须知!', '如何收费?', and a help icon. A callout box explains upload requirements: MP4 with H.264 encoding, 1080P resolution, and a maximum size of 2GB. Another callout box provides instructions for downloading videos on Windows and Mac. A third callout box points to a '删除' (Delete) button in the table, stating it is for permanent deletion.

**Upload video:**

1. The system only supports MP4 with H.264 encoded video formats. The maximum available resolution is 1080P.
2. please make sure the size of each video is no more than 2G.

**Download video:**

- Method 1: After the Windows user clicks "Download" to enter the video playing window, click the three points on the lower right to select "Download"
- Method 2: Windows users click download to enter the video playing window, and press the right mouse button to save the video
- Method 3: The Windows user right-clicks the "Download" button in the video list and selects "Save As" video

Mac users right-click on the Video Download button in the Video List interface and select Save File. If not, hold down the "Option" key and click the download button

**Permanently delete**

# The link of live broadcast and playback

ego 翼鸥教育 中文 / EN

Home Courses

Teaching Search: August Course Advisor's name Teacher's name or pl Student's name or pl Time: - Course Status: Unfinished Course Type: All Types + Create Course

Courses Lessons Teachers Students Drive Courseware Storage Classwork

1. Enter "Course"

2. Find your course and click its name

Sn	Course Name	Valid	Recorded Lesson/ Live Broadcast/ Playback numbers	Teacher Number	Student Number	Auditing Student Number	Lesson Advisor	Tag	Operate
1	August'class	Permanent	24/8/8	1	6	--			Edit Classroom Data Finish

ego 翼鸥教育 中文 / EN

Course Management > August'class > Course Details

Course Information Lesson Information

Headteacher Teacher

Search: Lesson Name Teacher's name or ph Assistant's name or ph Transfer Student's name Time: Lesson Status: unstarted in class Tags: Select up to 3 tags at the same time

Course live broadcast and playback

Course code and link

Course live platform Course settings + Create Lessons

Lesson Number(1)

Sn	Lesson Name	Transfer Student	Dropout Student	Teaching model	People On-Stage	Lesson Drive	Classroom / On-the-spot Scene	Live / Playback	Lesson Introduction	Lesson Tag	Operate
1	August'class - 109	Add	Add	Online Classroom (Automatic On-Stage)	1v1	Cloud Resources not set up			Add		Operate

Lesson live broadcast and playback

Lesson code and link



# Live management and data

EGO 翼峰教育 ▼ 中文 / EN

**Home** **Teaching** **Drive** **Classwork**

Live & playback

Search: August Course Name Teacher's name or phon Assistant's name or phoi Live broadcast playback settings

Time: 2021-06-28 - 2021-07-12 Lesson Status: All Lesson Status Lesson Tag: Select up to 3 tags at the same time

Sn	Lesson Name	Course Name	Lesson Start Date	Time	Lesson Duration	Lesson Status	Teaching Instructor	Assistant	Live Broadcast	Playback	Require login to view	Watch by password	Not logged in to chat	Operation
1	August'class - 109	August'class	2021-07-09	13:05	30min	unstarted		--						Management

1. Enter "Live & playback"

2. Click "Management" on the right of your lesson

**Live & playback**

Lesson Name: August'class - 109 Time: 2021-07-09 13:05 Total Duration: 30min Lesson Status: Unstarted

Live management and data Live playback link

**Watching Data**

Number of viewers: 0

Number of visitors: 0(+0)

Current number of people online: 0(+0)

Maximum number of people online: 0

**Appointment / login**

Number of appointments: 0(+0)

Number of attendants: 0

Number of logins: 0

Number of likes: 0(+0)

**Chat / forbidden**

Number of people chatting: 0

Number of chats: 0

Number of chats per capita: 0

Number of people forbidden: 0

**Merchandise data**

Number of people clicking merchandise: 0

Announcement(0) >>

Merchandise(0/5) >>

**Number of users(0)** Download Form

Sn	Account	Nickname	Make an appointment	Sign in	View (Update the viewing time after the user finishes watching.)				Chat (The viewing time is updated after the user finishes watching.)			Merchandise	
					Number of viewing records	Viewing Time	Viewing details: source / entry time / duration / IP / terminal		Like	Chat number	Chat details	Forbidden	Number of click Merchandise

Set "virtual viewing times", "virtual online number" and "virtual likes number", supporting the setting of 5 announcements and 5 merchandises

you can view user viewing time/duration /IP/Like/chat details and other relevant information below, and support to save these information in the form of a table to local

# Live settings

## Live & playback

Lesson Name: August'class - 109

Time: 2021-07-09 13:05

Total Duration: 30min

Lesson Status:Unstarted

Live management and data

Live settings

1. Enter "Live settings"

Live playback link 

### Permission setting

- Users are required to log in to their ClassIn account when watching Web Live Broadcast and Playback
- Watch by password
- Allow unlisted users to participate in live chat and like

### Live broadcast cover



1. Upload pictures support fixed-scale cropping, it is recommended to upload pictures at 1920px\*1080px;
  2. The image size does not exceed 500KB, so as not to affect the page loading speed;
- [View example](#)

### Live broadcast introduction

 [View example](#)

0/1000

Save

### Permission setting:

1. Users are required to log in to their ClassIn account when watching web live broadcast and playback;
2. Watch by password;
3. Allow unlisted users to participate in live chat and like

# Storage settings

eco 頁鳴教育 中文 / EN

Home Teaching Courses Lessons Teachers Students Drive Courseware Storage Classwork Live & playback Teaching Data Task Class Monitor Account Finance Overview Finance Details Download Invoice Profile Setting Configuration Product docs

Setting

Basic Setting Classroom Setting Class Report Course Playback Web Live and Replay Class Setting Value-added Service Account Balance Reminder **Storage settings** Subscriber Notification Email

### 1. Automatically delete storage resources

Note: when the switch is turned on, the video recording / monitoring pictures whose storage time has exceeded the selected number of months will not be automatically deleted. If you need to delete the earlier video recording / monitoring pictures, please create a deletion task in the "Delete more storage resources" below, or delete them manually in the "Resource > Storage" page.

Automatically delete the recording video

Everyday, automatically delete the recording videos which are just stored for  months.

Automatically delete the picture

Everyday, automatically delete the pictures which are just stored for  months.

Detailed notes:  
(1)Take "automatically delete the recording video for 3 months" as an example: at 11th Nov, the system will delete the recording videos which were created at 11th Aug. At 12th Nov, the system will delete the recording videos which were created at 12th Aug, and so on. At the last day(30th) of Nov, the system will delete the recording videos which were created at the last few days(30th, 31th) of Aug.  
Note: For the uploaded videos, the start time of storage is the same as the start time of lesson.  
(2)The recording videos and pictures of protected lessons will not be deleted automatically. In "Resource>Storage" you can set the lessons protected.

### 2. Delete more storage resources

[Create delete task](#) [View historical tasks](#)

(Note: you cannot create a new delete task when there are unfinished (not started or in execution) delete tasks.)

#### Create delete task

Delete time range:  -   
(If start time is not selected, all contents before the end time will be deleted)

Delete:  Video recording  
 Monitoring pictures

1. The deleted task will take effect within 24 hours after it is created. You can know the latest status by viewing the historical task. Tasks that have not yet started support cancellation.  
2. Locked protected lessons will not be deleted.  
3. you cannot create a new delete task when there are unfinished (not started or in execution) delete tasks.  
4. Creation and deletion tasks are not supported on the last day of the month (Beijing time).

[Done](#) [Cancel](#)

1. Enter "Setting"

2. Enter "Storage settings"

Automatically delete storage resources

From here to delete the historical tasks

# Part Five

Monitor/Class  
data

# Account quick search

The screenshot shows the EGO Account Quick Search interface. The search criteria are: Search: By phone, Phone Number: +86 15525725415, Nickname: August, Registration Time: 2019-08-01 15:17:43, and Time: 2021-06-05 - 2021-07-05. The results are displayed in a table with columns: Sn, Lesson Information, Identity, Device Information, Internet Information, Entering Time, The time and reasons of leaving, and Lesson-Recording History. Annotations highlight specific features: '1. Enter "Account"' points to the search criteria; '2. Input the user account' points to the search button; 'Lesson information' points to the Lesson Information column; 'Device information' points to the Device Information column; 'Network & CPU chat' points to the Internet Information column; 'The entering time & The time and reasons of leaving' points to the Entering Time and The time and reasons of leaving columns; and 'Lesson-recording Setting and details' points to the Lesson-Recording History column.

1. Enter "Account"

2. Input the user account

Lesson information

Device information

Network & CPU chat

The entering time & The time and reasons of leaving

Lesson-recording Setting and details

Sn	Lesson Information	Identity	Device Information	Internet Information	Entering Time	The time and reasons of leaving	Lesson-Recording History
	<b>Lesson Name:</b> August'class - 149 <b>Course Name:</b> August'class <b>Lesson Start Time:</b> 2021-07-05 11:57 <b>Lesson Duration:</b> 30min <b>Number of Persons On-Stage:</b> 1v2	Instructing Teacher		<b>Network chart</b> <b>Cpu chart</b> 2021-07-05 12:00Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 46.4% <b>medium:</b> 42% <b>high:</b> 11.7% 2021-07-05 12:05Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 99.7% <b>medium:</b> 0.4% 2021-07-05 12:10Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 94% <b>medium:</b> 5.4% <b>high:</b> 0.4% <b>busy:</b> 0.4% 2021-07-05 12:15Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 90.4% <b>medium:</b> 8.7% <b>high:</b> 1% 2021-07-05 12:20Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 100% 2021-07-05 12:25Media Server: MECB011 Network Duration: 5min <b>Excellent:</b> 100% Gateway 2nd Address 10.0.0.201Gateway 2nd TTL 2 CPU Status <b>low:</b> 95% <b>medium:</b> 3.4% <b>high:</b> 1.7% 2021-07-05 12:30Media Server: MECB011	2021-07-05 11:55:17 Device Type: pc	2021-07-05 12:47:49 Classroom closed, force to leave the classroom	<b>Lesson-Recording Setting:</b> Enable <b>Record chart</b> <b>Status History:</b> <b>Time:</b> 2021-07-05 11:55 <b>Event:</b> Lesson-recording Configuration Information <b>Reason:</b> [ "Audio mode": "System Audio", "Reason": "Online recording is enabled, camera recording is disabled", "Remote IP": "None" ] <b>Device:</b> 扬声器 (6- Logitech USB Headset H3) <b>Time:</b> 2021-07-05 11:55 <b>Event:</b> Start Lesson-recording <b>Reason:</b> [ "Audio mode": "System Audio", "HighBitRate": "High", "IP": "115.15.9.238.11", "Micphone is recorded": "Yes", "Video Scope": "Classroom", "Video Size": "HD(1280*720)" ] <b>Device:</b> 扬声器 (6- Logitech USB Headset H3) <b>Time:</b> 2021-07-05 12:00 <b>Event:</b> Pushflow Quality Upload <b>Pushflow Quality:</b> 5min01s <b>Excellent:</b> 100% <b>Flow:</b> 5.38MB

Total 7 20/page 1 Go to 1

# Monitor management

The screenshot shows the EEO Monitor Management interface. The left sidebar contains navigation options: Home, Teaching (Courses, Lessons, Teachers, Students), Drive (Courseware, Task Bank, Storage), Classwork (Live & playback, Teaching Data, Task), Class (Monitor, Account), Finance (Overview, Finance Details, Download, Invoice), and Profile (Authorization, Contract, Setting, Sub-account, Configuration, Product docs). The main content area is titled "Monitor Management" and includes search filters for Lesson Name, Course Name, Lesson Status (Pre-class, In class), and Lesson tags. A "Total Lesson Number(1)" section displays a "No Screenshot" message and details for a lesson: "奥数练习课 - 32", "2021-07-11 10:10", "Started", Teacher: August(+86 15525725415), Assistant: --, Students: 0/2, Auditors: 0/0. Below this are buttons for "No Question", "Contact", and "Enter Classroom". A callout box points to the "Enter Classroom" button with the text: "Enter classroom: If the supervisor does not have any identity in the class, he will audit in the form of an invisible person. Other people in the classroom cannot see the supervisor. If the supervisor has an identity in the classroom, he will automatically change into the identity in the classroom after entering the classroom". Another callout box points to the "Monitor" link in the sidebar with the text: "1. Enter 'Monitor'". A modal window titled "Contact teacher or student" is open, showing a "Contact teacher" button and a table for selecting contacters. The table has columns: Phone Number, Nickname, Name, Account ID, Identity. The first row is selected. Below the table is a section for "2. Select the teacher or student who has the problem:" with a table including columns: Phone Number, Nickname, Name, Account ID, Identity, Equipment. The third row is selected. At the bottom of the modal is a section for "3. Describe the problem:" with a text input field. A third callout box points to the "Contact" button in the modal with the text: "Contact: Contact teacher/student in the classroom". The top right of the interface shows "Master account", "EEO-TEST-孟祥煜", "2021-07-11 - 2021-07-11", "Automatic Refresh in 60s", and "Total Classroom". The bottom right shows "Total 1", "20/page", and "Go to 1".

# Monitor management

ego

Home

Teaching

Courses

Lessons

Teachers

Students

Drive

Courseware

Task Bank

Storage

Classwork

Live & playback

Teaching Data

Task

Class

Monitor

Account

Finance

Overview

Finance Details

Download

Invoice

Profile

Authorization

Contract

Setting

Sub-account

Configuration

Product docs

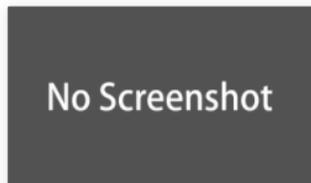
Monitor Management

Search: Lesson Name

Lesson Status: Pre-class X

Lesson tag: Select up to 3

Total Lesson Number(1)



奥数练习课 - 32

2021-07-11 10:10 未开始

Teacher : August(+86 15525725415)

Assistant : --

Students : 0/2 Auditors : 0/0

No Question

Contact

Enter Classroom

Course : 奥数练习课

You can see the classroom screenshot and the graph of students in supervision details



1. Enter "Monitor"

Phone Number	Nickname	Name	Student Status	Attendance	Make a call
+86 1 [redacted]	--	无 [redacted]	Out	Absence	
+86 23623450771	--	大鱼	Out	Absence	

Check student attendance here

ego Master account EEO-TEST-孟祥旭 中文 / EN

Supervision Details

Lesson Name : 奥数练习课 - 32 Course Name : 奥数练习课 Start Date : 2021-07-11 Time : 10:10 Duration : 30min Lesson Status : In class

No Question Contact Teacher Enter Classroom

Classroom Screenshot(0)

No Screenshot

The graph of students

2021-7-11 10:26

- Students in classroom 0
- Students enter classroom in the previous minute 0
- Students leave classroom in the previous minute 0

Name	Phone	Nickname	Identity	Attendance			Timeline				Delay Time Limit
				Attend	Late	Quit Early	Teacher Preparati...	Student Preparati...	In Class	End	
August	+86 15525725415		Teacher	Absence	--	--	09:50	10:00	10:10	10:40	11:00
宋江峰											

# Teaching data/Edit evaluation

The screenshot displays the EEO system interface. The top navigation bar includes the EEO logo, user account information (Master account EEO-TEST-孟祥煜), and language options (中文/EN). The left sidebar contains a menu with categories: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The main content area is titled "Teaching Data" and features search filters for Course Name, Teacher's name or phone, Assistant's name or phone, and Student's name or phone. It also includes filters for Time (2021-06-11 - 2021-07-11), Lesson Status (finished), and Lesson Tag. A table lists teaching data with columns for Sn, Lesson, and Course. A callout box points to the "Teaching Data" menu item with the text "1. Enter 'Teaching Data'". Another callout box points to the "Teaching Report" link in the table with the text "Teaching report: Click here to copy the link or scan the code to check your teaching report". A third callout box points to the "Learning Report" link in the table with the text "Learning report: Click the number". A fourth callout box points to the "Evaluation" link in the table with the text "Add/Edit the evaluation Click 'Evaluation', support to batch evaluation". A modal window titled "Teacher Evaluation" is open, showing a table with columns for Student Account, Name, Nickname, Attendance, Grade, and Comments. The table lists three students: one with no attendance, one with attendance, and one with no attendance. A "Batch Evaluation" button is at the bottom left, and "Done" and "Cancel" buttons are at the bottom right. A "Go to 1" button is also present.

1. Enter "Teaching Data"

Teaching report:  
Click here to copy the link or scan the code to check your teaching report

Learning report:  
Click the number

Add/Edit the evaluation  
Click "Evaluation", support to batch evaluation

Student Account	Name	Nickname	Attendance	Grade	Comments
<input type="checkbox"/>		-	No	☆☆☆☆☆ Clear	Please enter contents 0/1000
<input type="checkbox"/>	大堤	大堤	Yes	☆☆☆☆☆ Clear	Please enter contents 0/1000
<input type="checkbox"/>	23623450771	大鱼	No	☆☆☆☆☆ Clear	Please enter contents 0/1000

Batch Evaluation Done Cancel Go to 1

# Classroom data

ego Master account EEO-TEST-孟祥煜 中文 / EN

Home **Courses** Teaching Lessons Teachers Students Drive Courseware Task Bank Storage Classwork Live & playback Teaching Data Task Class Monitor Account Finance Overview Finance Details Download Invoice Profile Authorization Contract Setting Sub-account Configuration Product docs

Search: 奥数练习课 Course Advisor's name Teacher's name or pl Student's name or pl Time: - Course Status: Unfinished Course Type: All Types [+ Create Course](#)

1. Enter "Course"

Course Number(1) [Download Table](#)

Sn	Course Name	Course Type	First Lesson Date	Course Progress	Course Valid Period	Recorded Lesson/ Live Broadcast/ Playback numbers	Teacher Number	Student Number	Auditing Student Number	Lesson Advisor	Tag	Operate
1	奥数练习课	Standard Course	2021-06-04	32/32	Permanent	10/6/6	2	2	--	老师 +86 23623450776	+	Edit Classroom Data Finish

2. Classroom data

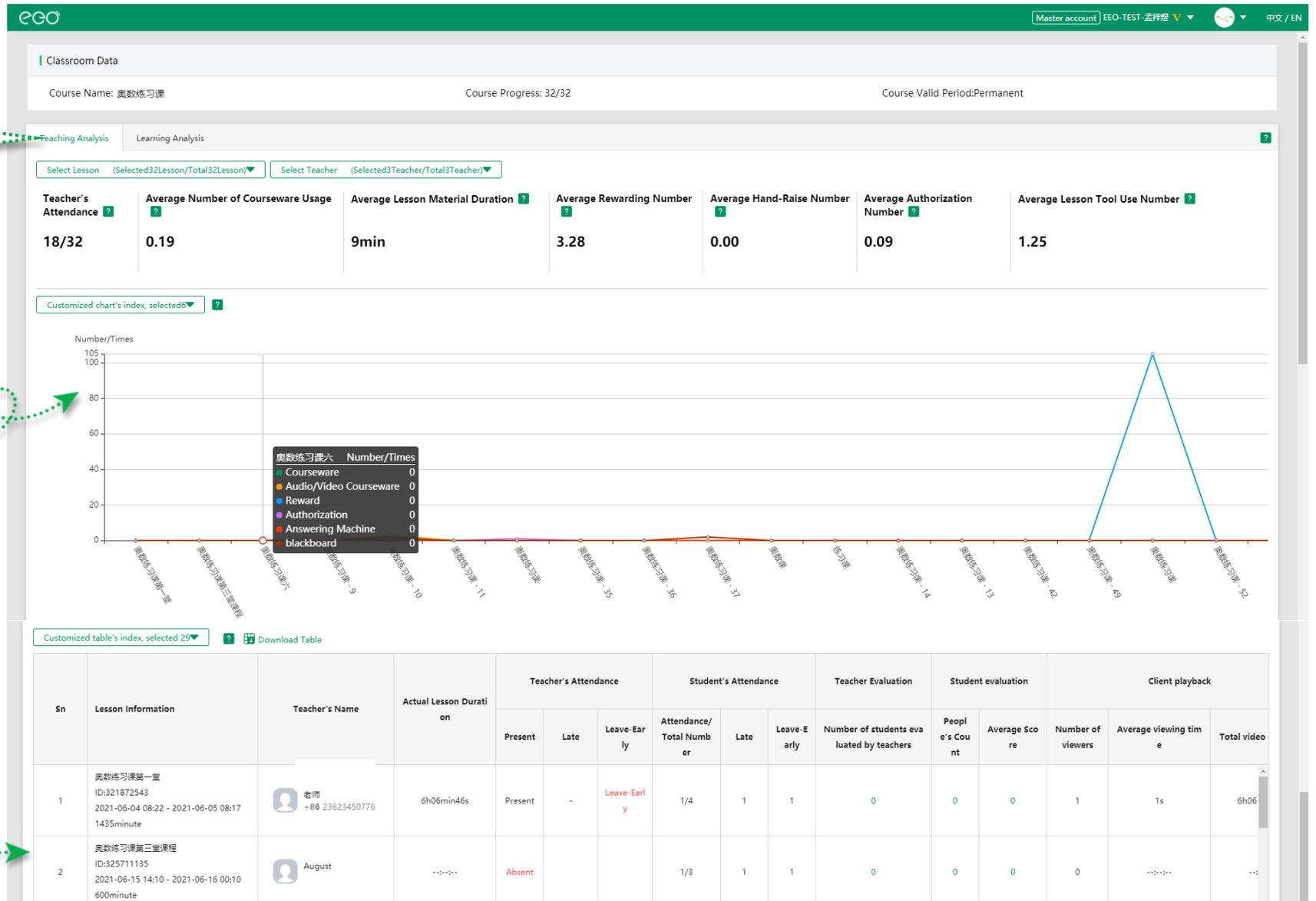
Total 1  < 1 > Go to

# Teaching analysis

## 1. Enter "Teaching Analysis"

Viewable data:

Teacher's attendance/Average number of courseware usage/Average lesson material duration/Average rewarding number/Average hand-raise number/Average authorization number/Average lesson tool use number



Viewable data:

Lesson information/teacher name/actual lesson duration/attendance/evaluation /playback

# Learning analysis

## Classroom Data

Course Name: 奥数练习课

Course Progress: 32/32

Course Valid Period:Permanent

Teaching Analysis

Learning Analysis

1. Enter "Learning analysis"

Select Lesson (Selected32Lessons/Total33Lessons)

Select Student (Selected4Students/Total4Students)

Table-Customized Icon: Select14

Download Table

Order Number	Lesson Information	Student Name	Actual Lesson Duration	Student Attendance			Teacher Evaluation		Student evaluation	
				Attendance	Late	Leave-Early	Score	Comment	Score	Comment
1	奥数练习课第一堂 ID:321872543 2021-06-04 08:22 - 2021-06-05 08:17 1435minute	宋+ 1869	--:--:--	Absen	-	-	0	--	0	--
		Al+ 5415	--:--:--	Absence	-	-	0	--	0	--
		大+ 3301	--:--:--	Absence	-	-	0	--	0	--
		大+ 0771	2h04min01s							
2	奥数练习课第三堂课程 ID:325711135 2021-06-15 14:10 - 2021-06-16 00:10 600minute	宋+ 1869	3s							
		大+ 3301	--:--:--	Absence	-	-	0	--	0	--

Viewable data:

Lesson information/student name/actual lesson duration/attendance/evaluation/playback

# Stats download

The screenshot shows the 'Stats Download' page in the EEO system. The left sidebar contains navigation menus for Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The 'Finance' menu is expanded, and the 'Download' option is highlighted with a green dashed box and an arrow pointing to the instruction '1. Enter "Download"'. The main content area displays a 'Stats Download' section with a 'Download notice' box, a date range selector, and five data categories, each with a 'Download' button and a 'Sample' link. A larger green dashed box on the right contains a detailed 'Download notice' and a list of supported categories for download.

**eco** Master account EEO-TEST-孟祥煜 中文 / EN

**Home**

**Teaching**

- Courses
- Lessons
- Teachers
- Students

**Drive**

- Courseware
- Task Bank
- Storage

**Classwork**

- Live & playback
- Teaching Data
- Task

**Class**

- Monitor
- Account

**Finance**

- Overview
- Finance Details
- Download**
- Invoice

**Profile**

- Authorization
- Contract
- Setting
- Sub-account
- Configuration
- Product docs

**Stats Download**

**Download notice:**

1. Can be downloaded for up to 1 month (31 days) at a time.
2. Downloads are only available between 22:00 and 14:00 of the next day (GMT+8).

Choose the time (GMT+8): 2021-06-11 - 2021-07-11

**Lesson Spending**  
The statistics of the lesson spending and recording orders of the lesson  
**Download** Sample  
*(Note: summed up by the start date of the lesson, not by the financial order date)*

**Storage Spending**  
The statistics of spending for videos and pictures  
**Download** Sample

**SMS & Voice Call**  
The summary statistics of SMS and voice call for smart course coordinator  
**Download** Sample

**Super Customer Service Spending**  
The statistics of the super customer service spending orders  
**Download** Sample

**Lesson Attendance**  
The detailed attendance of the lessons  
**Download** Sample

**Download notice:**

1. Can be downloaded for up to 1 month (31 days) at a time.
2. Downloads are only available between 22:00 and 14:00 of the next day (GMT+8).

Support to download lesson spending/storage spending/SMS & Voice call/super customer service spending/lesson attendance

1. Enter "Download"

# Part Six

School personalized  
settings

# Basic setting

The screenshot shows the EEO system interface. On the left is a navigation menu with categories: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The 'Settings' option is highlighted. The main content area is titled 'Setting' and has a sub-tab 'Basic Setting'. A callout box points to the 'Basic Setting' tab with the text '2. Enter "Basic setting"'. Below this, there are three sections: 1. Setting of the default cover of the course, 2. Setting of Brand name and LOGO, and 3. Setting of the School Introduction. A 'Media Library' window is open, showing a grid of images. A callout box points to the 'Edit' button under the first image with the text '1. Enter "Settings"'. Another callout box points to the 'Edit' button under the 'Brand Logo' section with the text '1. Enter "Settings"'. A third callout box points to the 'Edit' button under the 'Setting of the School Introduction' section with the text '1. Enter "Settings"'. The 'Brand Name' field is filled with 'EEO-TEST-孟祥煜'. The 'Brand Logo' field shows a logo with a stylized 'E' and 'G'. The 'Setting of the School Introduction' section contains text and a rich text editor with a toolbar.

## Setting - Basic setting

- Setting of the default cover of the course (the default avatar of the class) :  
Choose a cover after clicking “Edit” which is under this picture

- School library: Upload pictures support fixed-scale cropping, it is recommended to upload pictures at 900px\*900px; The image size does not exceed 1MB;

- System library: The system’s own picture

- Setting of brand name and LOGO:

Click “Edit” firstly

- Brand name: Character limit: 2-40

- Brand LOGO: The same as the school library

It is recommended to upload pictures at 260px\*90px

Image size: ≤1MB

- Setting of the school introduction

- 1.The School Introduction will be shown in the Student Learning Report and the Registration Page for the Open Lessons

- 2.The information content supports adding text and picture introduction of the school, phone Number for Registration and link for registration etc. (The picture’s width cannot exceed 690px, the height is unlimited, single picture’s size cannot exceed 800KB; suggest not to upload too many and too large of pictures, otherwise it might affect the loading pace.)

# Classroom setting (Courses with separate classroom skins are not affected)

The screenshot shows the EGO Classroom Setting interface. The top navigation bar includes 'Home', 'Teaching', 'Drive', 'Classwork', 'Class', 'Finance', and 'Profile'. The 'Setting' menu is highlighted in the left sidebar. The main content area is titled 'Classroom Setting' and includes a 'Limited Free Service' badge. It is divided into 'System classroom' and 'Custom classroom' sections. The 'System classroom' section shows three default skins with 'Use' radio buttons and edit icons. The 'Custom classroom' section shows a 'Create' button with a plus sign and a list of user-defined settings. A 'Skins warehouse' section is also visible on the right. Annotations in green dashed boxes provide instructions: '1. Enter "Setting"' points to the sidebar; '2. Enter "Classroom setting"' points to the 'Classroom Setting' tab; 'System classroom: You cannot customize the Settings' points to the system classroom section; 'Custom: You can customize the Settings' points to the custom classroom section; 'Click the pencil to change the setting' points to the edit icon in the custom classroom section; and 'Click "+" to create classroom setting' points to the plus sign button.

2. Enter "Classroom setting"

System classroom: You cannot customize the Settings

Custom: You can customize the Settings

Click the pencil to change the setting

Click "+" to create classroom setting

1. Enter "Setting"

# Classroom skin

Skin warehouse:  
The system own skin can  
be choose

The screenshot shows the 'Classroom Setting' dialog box. At the top, there is a text input field with the placeholder 'Please' and the text '1. Select "Skin"'. Below this is a tabbed interface with 'Skin', 'Switches', and 'Settings' tabs. The 'Skin' tab is active, showing a dark preview area with 'Title Setting' and 'Seat Setting' buttons. At the bottom of the preview area are 'Skin Preview' and 'Background Setting' buttons. To the right of the preview area is a 'Background Setting' panel with a 'Select from skins warehouse' button. The panel contains a 'Set up background' section with a notice, radio buttons for 'Pure Color' (selected) and 'Customized Picture', a color picker with the value '#212121', and an 'Opacity' slider set to '100%'. Below the radio buttons, there are two numbered requirements for the background. At the bottom of the dialog are 'Done' and 'Cancel' buttons. Annotations in green dashed boxes point to the '1. Select "Skin"' text, the 'Skin' tab, the 'Background Setting' panel, and the 'Customized skin' text.

Please 1. Select "Skin" 20 The name will not show in the classroom. It is only for differentiating from others.

Skin Switches Settings

Title Setting  
Seat Setting

Skin Preview Background Setting

Done Cancel

Customized skin:  
Pure color  
Upload customized picture

Select from skins warehouse

**Set up background**  
Notice: the seats are above the background and will not be covered

Pure Color  
Color: #212121  
Opacity: 100%

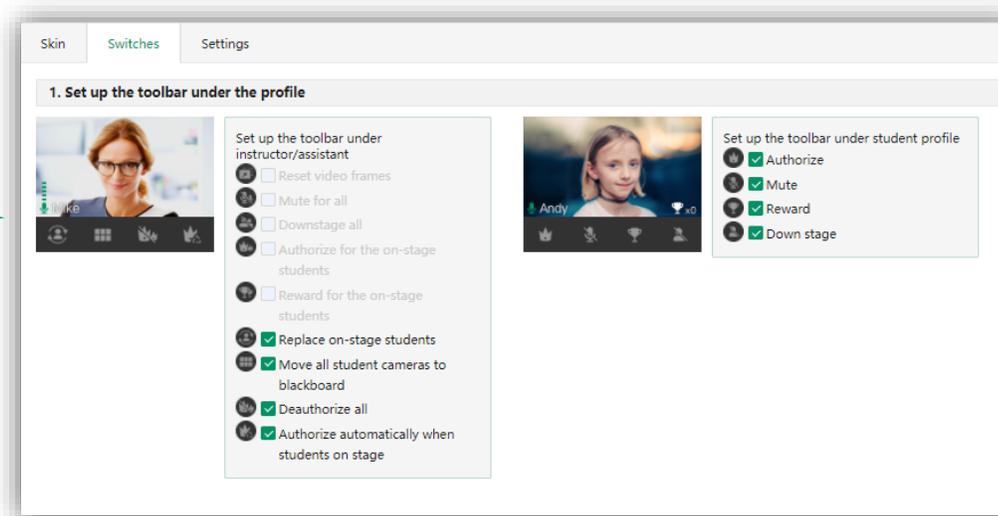
Customized Picture

The background's size needs to be 1280px X 720px

- "Pure color" requirement: the color value has to be one in the hexadecimal system
- "Customized picture" requirement: the picture's size must be 1280px X 720px; the pictures cannot exceed 800KB, JPG only

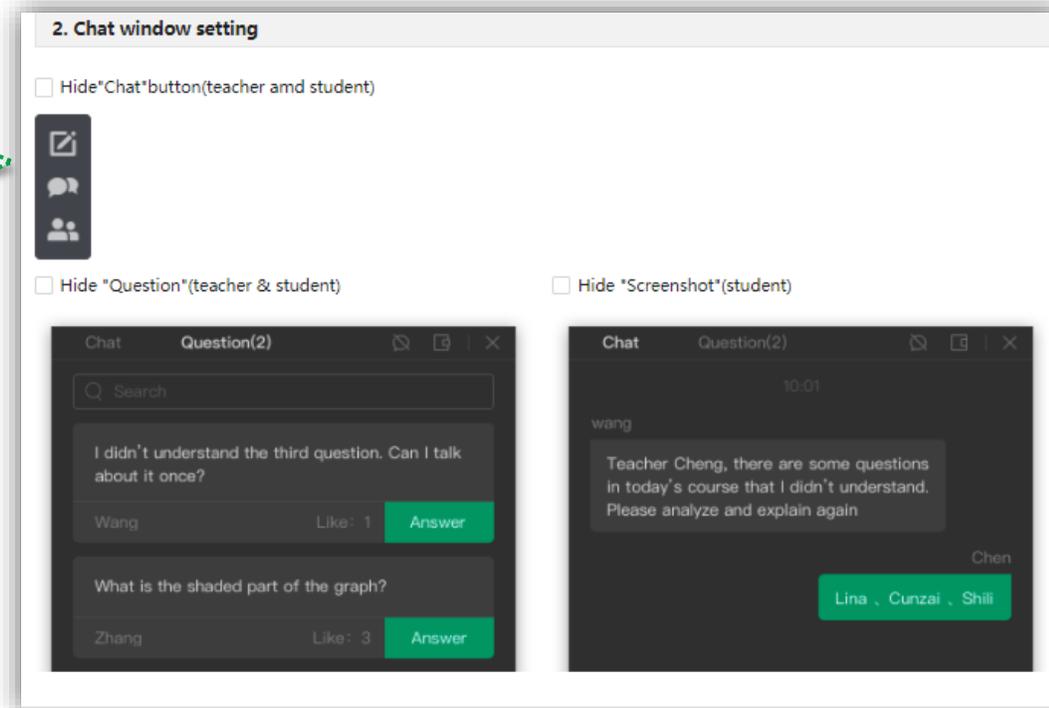
# Classroom personalized settings

1. Set up the toolbar under the profile:  
Check 4 items at most, 1 item at least

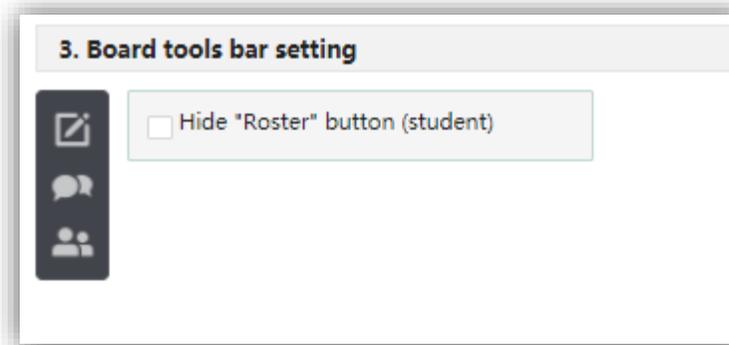


2. Chat window setting (Both the teacher and students)

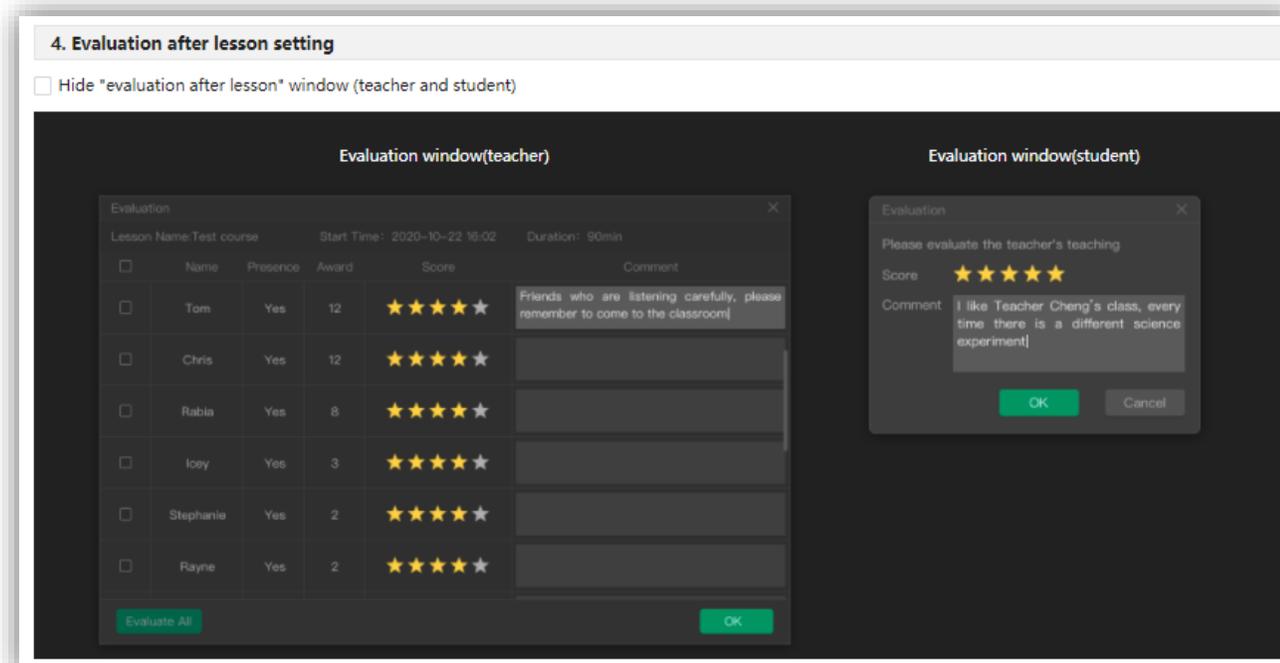
- Hide "Chat" button
- Hide "Question" button
- Hide "Screenshot" button



# Classroom personalized settings



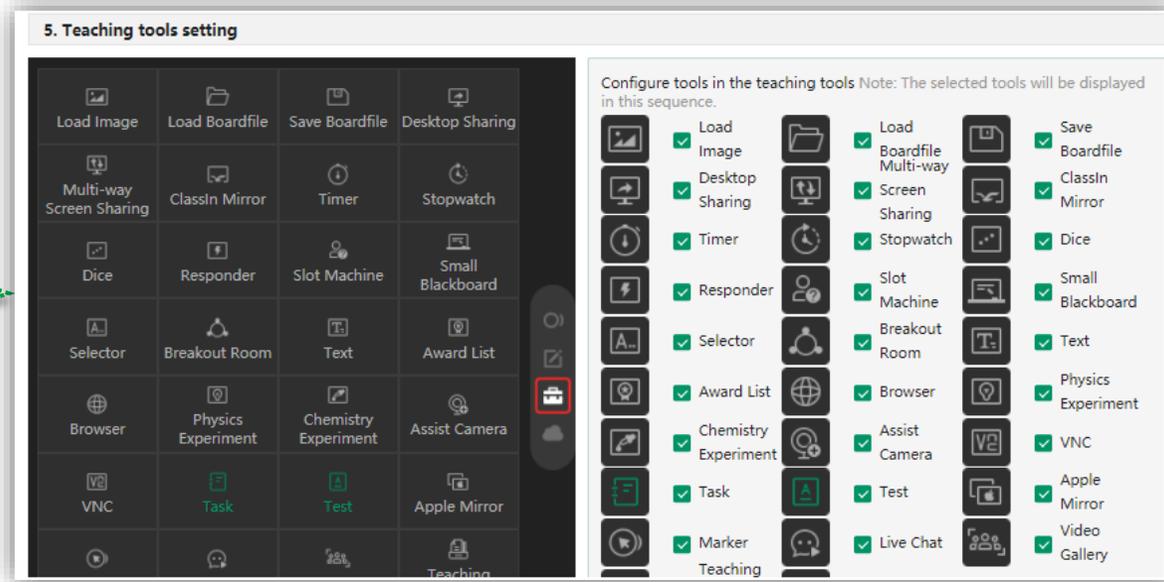
3.Board tools bar setting:  
Hide "Roster" button



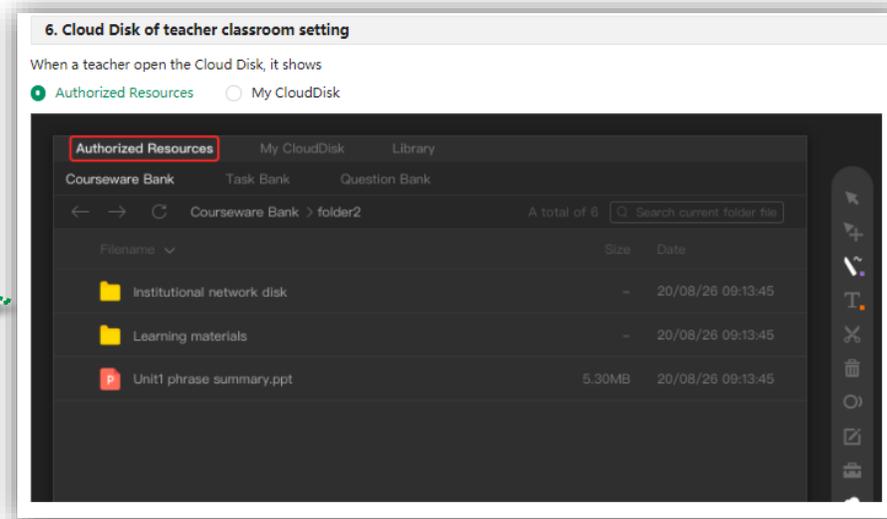
4. Evaluation after lesson setting:  
Hide "evaluation after lesson" window  
(teacher and student)

# Classroom personalized settings

5. Teaching tools setting:  
Check all at most, and check a tool  
at least



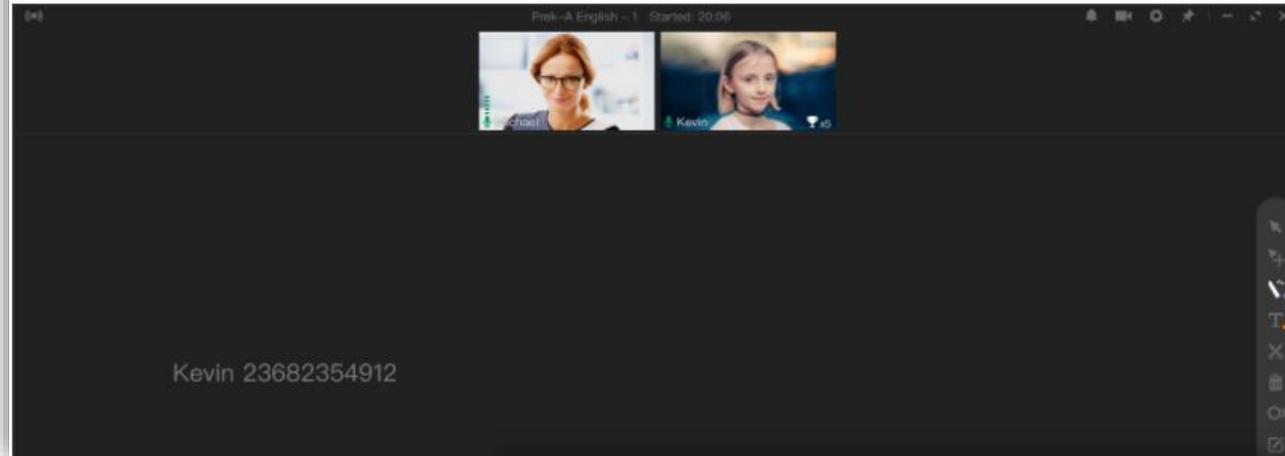
6. Cloud disk of teacher classroom setting:  
Display when the teacher opens the cloud  
disk



# Classroom personalized settings

## 7. Moving watermark of student classroom setting

When a student or an auditing student enter the classroom, the nickname and phone number will move in his classroom randomly



7. Moving watermark of student classroom setting:  
When a student or an auditing student enter the classroom, the nickname and phone number will move in his classroom randomly

## 8. Close permission setting of coursewares and teaching tools for authorized students

Forbid students(authorized) to close coursewares and teaching tolls which are opened by others

## 9. Raising hand setting

Hide "Raise hand" button (teacher and student)



8. Close permission setting of coursewares and teaching tools for authorized students:  
Forbid students(authorized) to close coursewares and teaching tools which are opened by others

9. Raising hand setting:  
Hide "Raise hand" button(teacher and student)

# Classroom personalized settings

10. Authorized students roll the blackboard setting :  
Forbid students(authorized) to roll the blackboard

11. Avoid echo setting:  
Do not close avoid echo for normal users. Musical users can cautiously choose closing.  
Closing avoid echo can improve the sound quality (only for Windows , IOS and Mac OS), but the user should ensure no echo in the environment by himself.

## 10. Authorized students roll the blackboard setting

Forbid students(authorized) to roll the blackboard

## 11. Avoid echo setting

**Warning:** Do not close avoid echo for normal users. Musical users can cautiously choose closing.

Closing avoid echo can improve the sound quality (only for Windows , IOS and MacOS), but the user should ensure no echo in the environment by himself.

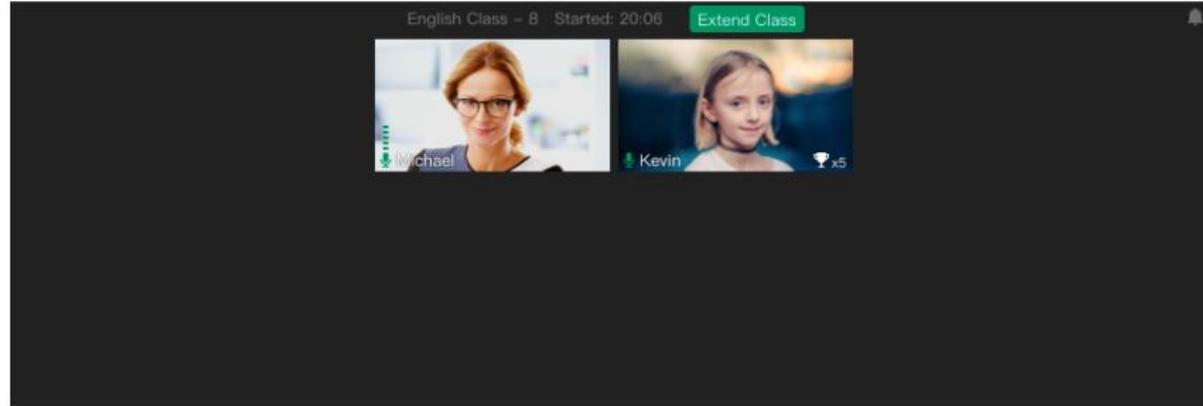
Close avoid echo

# Classroom personalized settings

## 12. Class time extension setting

During 8 to 3 minutes before the end of class, the teacher can extend the lesson duration 15 or 30 minutes (It can be extended for several times, but the total can not be more than 24 hours. The fee is calculated by the extended lesson duration.)

Allow the teacher to extend the lesson duration



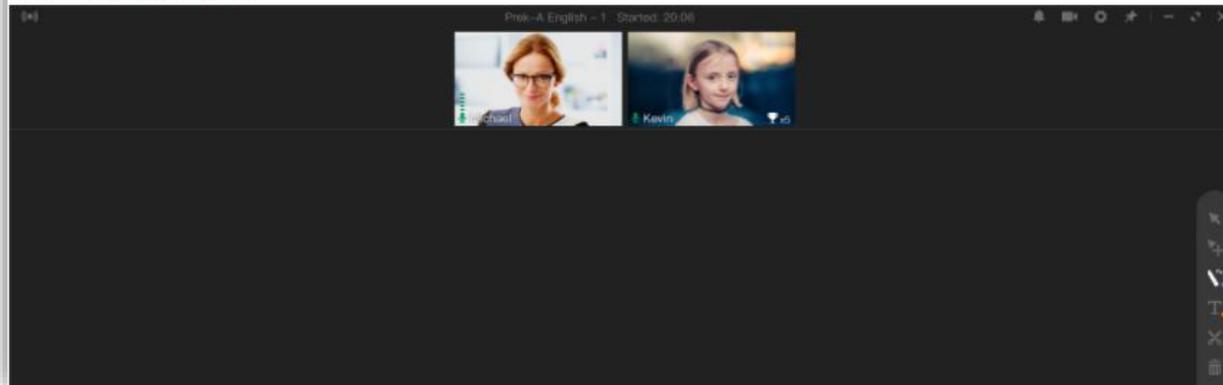
12. Class time extension setting:

During 8 to 3 minutes before the end of class, the teacher can extend the lesson duration 15 or 30 minutes (It can be extended for several times, but the total can not be more than 24 hours. The fee is calculated by the extended lesson duration. )

## 13. Focus Learning mode for students setting (except auditor)

On Focus Learning mode, when students enter the classroom on PC, the classroom will remain maximized and topped out; when entering the classroom on mobile terminal and switch ClassIn to run in background, they will automatically exit the classroom. It prevents students from playing games or using other software during class.

Turn on Focus Learning mode



13. Focus learning mode for students setting(except auditor):

It prevents students from playing games or using other software during class.

# Classroom personalized settings

14. Camera mirror mode setting:  
Synchronize the mirrored video of him/herself to others

**14. Camera mirror mode setting**

1. This setting only works when the camera mirror mode of classroom is on (The default is on)
2. This setting is only for artistic, calligraphic and musical users and so on
3. When the user closes the camera mirror mode of classroom, the user him/herself and others watch the original video

Synchronize the mirrored video of him/herself to others

Oregional	For him/herself	For others
	 Mirrored video	 This seting is off and others watch the original video

15. Authorization in black board setting :  
The first item: When the video frame of a student is moved(except double-click) to black board area, the student will be authorized automatically  
The second item: When the video frame of a student is moved(include double-click) to seat area, the student will be unauthorized automatically

**15. Authorization in black board setting**

When the video frame of a student is moved (except double-click) to black board area, the student will be authorized automatically

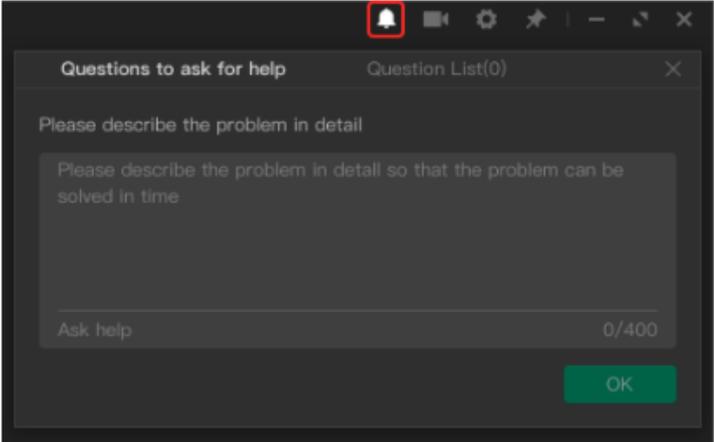
When the video frame of a student is moved (include double-click) to seat area, the student will be unauthorized automatically

# Classroom personalized settings

**16. Students seek help setting**

Warning: Please be cautious to turn on the function. Some students' random help may affect the official teaching and monitor.

Allow students to seek help from the School Management Portal (except auditors; For computers and iPads only)



16. Students seek help setting :  
Allow students to seek help from the school dashboard(except auditors; for computers and iPad only)

**17. Teacher Lock Setting**

Allow teachers (not include authorized students) to lock the position (for picture, text and paint) and size (only for picture)

17. Teacher lock setting:  
Allow teachers(not include authorized students) to lock the position and size

## Classroom personalized settings

18. Forbid teachers to use problematic computers to record lessons:

When teachers use Windows 7 computers to record lessons, if the Aero theme is not used or the video card driver is an earlier version, the system will forbid recording lessons.

### 18. Forbid teachers to use problematic computers to record lessons

When teachers use Windows 7 computers to record lessons, if the Aero theme is not used or the video card driver is an earlier version, recording the classroom window may contain content outside the classroom (see "Windows 7 Lesson Recording Problems").

You can choose whether to forbid teachers to record lessons when such problems exist on teachers' computers.

Forbid teachers to use problematic computers to record lessons

### 19. Hide remove student setting

Hide "remove student" function in the classroom, which prevents teachers from removing students by mistake

19. Hide remove student setting:

Hide "remove student" function in the roster, which prevents teachers from removing students by mistake

# Classroom parameter settings

Skin Switches **Settings** Enter "Settings"

### 1. Set up recording countdown

Recording countdown:  (Open the recorded lesson, the system will automatically start recording for lessons when the countdown of the lesson-recording is over.)

Online recording will be started in **10min 00sec**. Please prepare for it. **Immediately**

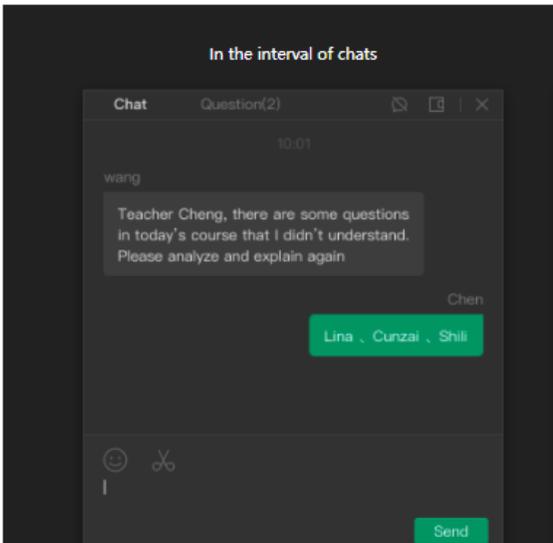
## 1. Set up recording countdown:

The default countdown for recording is 10 minutes, here you can set the countdown to: 0 minutes, 1 minute, 3 minutes, 5 minutes, 10 minutes, 20 minutes

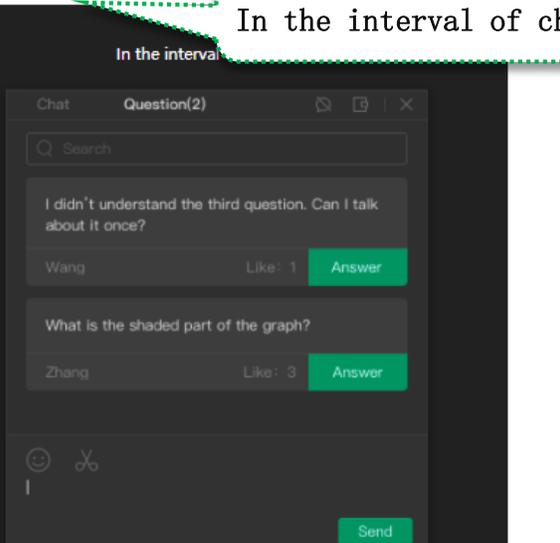
### 2. Set the interval of chats and questions for students

The interval of chats and questions for students  second (The range is 0~20 seconds and)

**In the interval of chats**



**In the interval of questions**



## 2. Set the interval of chats and questions for students:

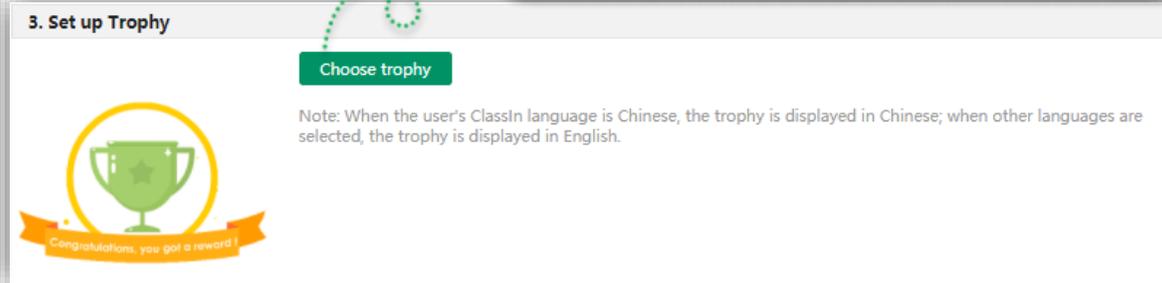
In the interval of chats/questions

## 3. Set up trophy :

Here can choose the trophy style, and when other languages are selected, the trophy is displayed in English

### 3. Set up Trophy

**Choose trophy**



Note: When the user's ClassIn language is Chinese, the trophy is displayed in Chinese; when other languages are selected, the trophy is displayed in English.

# Classroom parameter settings

## 4. Small blackboard limit setting

If you change the limit of students to 50, please make sure that teachers and students use computers with high performance, otherwise the small blackboard may not work normally. (Old Android and Apple devices do not support. The app maybe crash due to insufficient memory)

I have read and am aware of this risk

The limit of students number for small blackboard  students

### 4. Small blackboard limit setting:

The default limit of students is 35. After checking "I have read and am aware of this risk", the number of students on the blackboard can be adjusted to 50 (please make sure that teachers and students use computers with high performance, otherwise the small blackboard may not work normally. (Old Android and Apple devices do not support. The app maybe crash due to insufficient memory))

## 5. Multi-way Screen Sharing limit setting

The limit of students number for Multi-directional Screen Sharing  students

### 5. Multi-way screen sharing limit setting:

The limit of students number for Multi-directional Screen Sharing can be 35, 70, 100 students

## 6. Websites recommended by browser

Website:

Name:  0/20

### 6. Websites recommended by browser :

The browser tool supports adding up to five initial favorite links

# Class report

2. Enter "Class report"

Teaching

- Courses
- Lessons
- Teachers
- Students
- Drive
- Courseware
- Task Bank
- Storage
- Classwork
- Live & playback
- Teaching Data
- Task
- Class
- Monitor
- Account
- Finance
- Overview
- Finance Details
- Download
- Invoice
- Profile
- Authorization
- Contract
- Setting

Basic Setting Classroom Setting **Class Report** Course Playback Web Live and Replay Class Setting Value-added Service Account Balance Reminder

### 1. Learning Report Template

Learning report template 1  Use

Learning report template 2  Use

### 2. Class report message notification settings

Automatically push learning report and teaching report notification

After opening, ClassIn will automatically push the learning report / teaching report to the student / teacher account 30 minutes after the end of the class.

(1) Learning report message notification (The red parts in the contents are explanations and will not be shown in the Message Notification. The Message Content cannot be customized.)

Chinese: (Teacher Nickname), 你在“(Lesson Name)”的表现真棒, 快来看看。

English: (Student Nickname), you did a great job!

Chinese: (Teacher Nickname), 这节课你表现得很棒, 我相信你很快就会取得更大的进步。

English: (Teacher Nickname), your teaching report message notification is very good!

ClassIn will automatically push the learning report / teaching report to the student / teacher account 30 minutes after the end of the class

Two learning report template

1. Enter "Setting"

Edit Lesson Report Template

Language (note: Default is English for non-Chinese system and customers can shift manually)

- Show School's Name
- Show Lesson Name
- Show Teacher's Comments (Note: this section will not be shown when there is no comment)
- Show the translation (Note: Only between Chinese and English now. The target language is based on the language of learning report. Please use cautiously according to your demand.)
- Show Class Introduction (Note: this section will not be shown when there is no introduction)
- Lesson Achievement
  - Show Rewards (When there is only one attending student, the Reward Ranking will be hidden)
  - Show Accuracy Rate
- Show Activity
  - Show Activity Ranking
  - Show On-Stage Time
  - Show Speaking Time
  - Show Authorization Time
- Attendance Statistics
  - Attendance for this lesson
  - Attendance for this course
  - Show Leave-Early Number
  - Show Late Number
- Display blackboard-writing (Note: this section is not displayed when there is no blackboard-writing)
- Show the class notes (Note: the class notes are disabled; personal notes, the teacher cannot set as hidden, when the students do not have class notes this section will not be shown)
- Show the Teacher's class note (Note: if there is no teacher's class note, it will be hidden. It will also be hidden after sharing)
- Show the Assistant's class note (Note: if there is no assistant's class note, it will be hidden. It will also be hidden after sharing)
- Show amazing moments (It will be hidden after all the pictures of classroom scene snapshot are deleted)
- Show the School Introduction (Note: if there is no inbathion introduction, it will be hidden)

Edit Lesson Report Template

Language (note: Default is English for non-Chinese system and customers can shift manually)

- Show School's Name
- Show Lesson Name
- Show Teacher's Comments (Note: this section will not be shown when there is no comment)
- Show the translation (Note: Only between Chinese and English now. The target language is based on the language of learning report. Please use cautiously according to your demand.)
- Show Class Introduction (Note: this section will not be shown when there is no introduction)
- Show Rewards (If there is only one attending student, the rank and top 6 of rewarded students will be hidden)
- Show Accuracy Rate (Note: if my answer has none, it will be hidden)
- Show Activity
  - Show Activity Ranking
  - Show On-Stage Time
  - Show Speaking Time
  - Show Authorization Time
- Attendance Statistics
  - Attendance for this lesson
  - Attendance for this course
- Display blackboard-writing (Note: this section is not displayed when there is no blackboard-writing)
- Show the class notes (Note: the class notes are disabled; personal notes, the teacher cannot set as hidden, when the students do not have class notes this section will not be shown)
- Show the Teacher's class note (Note: if there is no teacher's class note, it will be hidden. It will also be hidden after sharing)
- Show the Assistant's class note (Note: if there is no assistant's class note, it will be hidden. It will also be hidden after sharing)
- Show amazing moments (It will be hidden after all the pictures of classroom scene snapshot are deleted)
- Show the School Introduction (Note: if there is no inbathion introduction, it will be hidden)

# Class setting

The screenshot shows the 'Class Setting' page in the EEO system. The left sidebar contains a navigation menu with categories: Home, Teaching, Drive, Classwork, Class, Finance, and Profile. The 'Setting' option under the Profile category is highlighted. The main content area has a sub-header 'Setting' and a navigation bar with tabs: Basic Setting, Classroom Setting, Class Report, Course Playback, Web Live and Replay, Class Setting (selected), Value-added Service, Account Balance Reminder, and Storage settings. The 'Class Setting' tab is active, showing two sections: 'Synchronized class nickname setting' and 'The default state setting that allows class members to add friends to each other'. The first section has a toggle switch and two numbered instructions. The second section has a toggle switch and a note. Three callout boxes provide additional instructions: one points to the 'Class Setting' tab, another points to the first instruction, and a third points to the second instruction.

1. Enter "Setting"

2. Enter "Class setting"

Synchronize only once when the student joins the class. Later, when the student name is modified in the background, it will not be synchronized to the existing class in real time.

After the change of opening status, it is only effective for newly created classes (courses), and the created classes (courses) remain unchanged.

# Value-added service

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar includes categories like Teaching, Drive, Classwork, Class, Finance, and Profile. The main content area has a top navigation bar with tabs: Basic Setting, Classroom Setting, Class Report, Course Playback, Web Live and Replay, Class Setting, and Value-added Service. The 'Value-added Service' tab is active and highlighted with a green dashed box and a callout bubble that says "2. Enter 'Value-added service'".

Under the 'Value-added Service' tab, there are two main sections:

- 1. Smart course coordinator** (Payable value-added services):
  - Valid until 2022-07-05. If this function is open at 23:59:00 of the last day, system will automatically charge for next year (annual fee 0 yuan. If your account balance is not enough to deduct the annual fee, the system will automatically turn off this feature.) If you do not need it, please close this function before 23:59:00 of the last day. (Note: the annual fee is not refundable)
  - Lesson reminder for smart course coordinator:  (disabled)
  - After the opening, the smart course coordinator will automatically inform the assistants by SMS and smart voice telephone to avoid missing the class. (Note: Only real mobile phone numbers are supported, smart call alert only support China mainland phone number (+86))
  - Student alert:
    - Alert before 1 day (24 hours):
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
    - Alert before 1 hour:
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
    - Alert after 3 minutes of lesson beginning:
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
  - Teacher alert:
    - Alert before 1 day (24 hours):
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
    - Alert before 1 hour:
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
    - Alert after 3 minutes of lesson beginning:
      - Smart SMS alert [ View SMS template ]
      - Smart call alert [ View voice call template ]
- Charge rules:
  - (1) SMS price of telephone number in Mainland China is 0.10 yuan/each quantity. SMS price of telephone number in International is 0.20 yuan/each quantity. No more than 70 words will be charged in 67 words/message (Regardless of Chinese or English, character, letter, number, space, symbol, etc.). Only charge fees when the message has been sent successfully.
  - (2) International SMS fee is 0.15 RMB/min. Voice call is charged by minutes. Less than 1 minute call is charged as 1 minute. Currently available voice call template ensures that the duration of a single call is within 1 minute)

- 2. Super Customer Service** (Limited Free Service):
- Currently, it is totally free. After the trial period, annel fee and calling fee will be charged for this service. (Note: Only support China mainland phone number (Except Xinjiang, Tibet and Inner Mongolia phone number), the incoming calls of Caller and Callee are both the phone number of Hangzhou, China: 0571-57184557)
- Open super customer service:  (disabled)
- Your customer service staff can directly call teachers, assistant and student by CallBack, on the "Monitor" webpage, to deal with the problems in the classroom quickly. It can save the valuable time for class and make your management more accordant. (Note: Only support China mainland phone number (Except Xinjiang, Tibet and Inner Mongolia phone number), the incoming calls of Caller and Callee are both the phone number of Hangzhou, China: 0571-57184557)

1. Enter "Setting"

2. Enter "Value-added service"

**Smart course coordinator:**  
After the opening, the smart course coordinator will automatically inform the students (including the transfer students, excluding the auditor students), the teachers and the assistants by SMS and smart voice telephone to avoid missing the class. (Note: Only real mobile phone numbers are supported. Virtual account numbers or non-real mobile phone numbers are not supported, smart call alert only support China mainland phone number (+86))

**Super customer service:**  
Your customer service staff can directly call teachers, assistant and student by Callback, on the "Monitor" webpage, to deal with the problems in the classroom quickly. It can save the valuable time for class and make your management more accordant.

# Account balance reminder

The screenshot shows the 'Account Balance Reminder' settings page. The left sidebar contains navigation options: Home, Teaching (Courses, Lessons, Teachers, Students), Drive (Courseware, Task Bank, Storage), Classwork (Live & playback, Teaching Data, Task), Class (Monitor, Account), Finance (Overview, Finance Details, Download, Invoice), Profile (Authorization, Contract), Setting, and Sub-account. The main content area has a breadcrumb trail: Setting > Account Balance Reminder. A toggle switch is turned on, labeled 'Open the notification for account balance (free service)'. Below it is a warning: 'Please notice that when your account balance is zero, it will affect your normal uses. We advise you to set up the notification for remaining balance according to your daily. After starting, the system will send the phone number receiving the notification a notification message, when the Account Balance is below the Notification Balance. This service is free of SMS charges.' A table shows two rows: '500' and '2000' under 'Balance for notification (yuan)', and empty cells under 'Phone number for receiving notifications'. A green 'Edit' button is below the table. A callout box points to the 'Setting' menu item with the text '1. Enter "setting"'. Another callout box points to the 'Account Balance Reminder' tab with the text '2. Enter "Account balance reminder"'. A third callout box points to the table with the text 'You can set two kinds of reminder quota, each quota can set three mobile phone numbers'. A modal dialog is open, showing the same table structure but with input fields for phone numbers. The '500' row has two phone number fields, each with a '+86' dropdown and a 'Please enter phone number' placeholder. The '2000' row also has two phone number fields. 'Done' and 'Cancel' buttons are at the bottom of the modal.

Setting

Basic Setting Classroom Setting Class Report Course Playback Web Live and Replay Class Setting Value-added Service Account Balance Reminder Storage settings

### Account Balance Reminder

Open the notification for account balance (free service)

Please notice that when your account balance is zero, it will affect your normal uses. We advise you to set up the notification for remaining balance according to your daily. After starting, the system will send the phone number receiving the notification a notification message, when the Account Balance is below the Notification Balance. This service is free of SMS charges.

Balance for notification (yuan)	Phone number for receiving notifications
500	
2000	

Edit

2. Enter "Account balance reminder"

1. Enter "setting"

You can set two kinds of reminder quota, each quota can set three mobile phone numbers

Balance for notification (yuan)	Phone number for receiving notifications
500	<input type="text"/> +86 <input type="text"/> Please enter phone number +86 <input type="text"/> Please enter phone number
2000	<input type="text"/> +86 <input type="text"/> Please enter phone number +86 <input type="text"/> Please enter phone number

Done Cancel

# Subscriber notification email

Home

Teaching

Courses

Lessons

Teachers

Students

Drive

Courseware

Storage

Classwork

Live & playback

Teaching Data

Task

Class

Monitor

Account

Finance

Overview

Finance Details

Download

Invoice

Profile

Setting

Configuration

Product docs

Setting

Basic Setting Classroom Setting Class Report Course Playback Web Live and Replay Class Setting

Subscriber Notification Email

Subscriber Notification Email

The email address of receiving subscriber notifications (Free Service)  
Note: when your system can not properly receive the messages from eeo.cn, eeo.cn platform will send emails to the email addresses. The emails include the failure messages and reasons.  
For your safety of data, please update the email address when the old one is unavailable (for example, the old one is not available).

Email address	Note
xiaozhushou@eeoa.com	A
hhh@eeoa.com	1
hhhh@eeoa.com	2
hhhhhhh@eeoa.com	3
hhhhhhhg@eeoa.com	8

Edit

Edit

xiaozhushou@eeoa.com A 1/24 -

hhh@eeoa.com 1 1/24 -

hhhh@eeoa.com 2 1/24 -

hhhhhhh@eeoa.com 3 1/24 -

hhhhhhhg@eeoa.com 8 1/24 -

Done Cancel

1. Enter "setting"

2. Enter "Subscriber notification email"

when your system can not properly receive the messages from eeo.cn, eeo.cn platform will send emails to the email addresses. The emails include the failure messages and reasons.

# Part Seven

Finance



# Finance details

eco

Master account EEO-TEST-孟祥煜 中文 / EN

Home

Teaching

Courses

Lessons

Teachers

Students

Drive

Courseware

Task Bank

Storage

Classwork

Live & playback

Teaching Data

Task

Class

Monitor

Account

Finance

Overview

Finance Details

Download

Invoice

Profile

Authorization

Contract

Setting

Sub-account

Configuration

Product docs

## Finance Details

Time: 2021-07-04 - 2021-07-11

Flows:  Income  Expense

Type:  service version recharge  Recharge  Gift  Fault compensation  Class compensation  Account entry

Account out  Lesson Spending  Recording  Live traffic  Playback traffic  Storage  Short Messages  Voice Call  Super Customer Service  ClassIn Service Fee  Upgrade Experience Users  Schooin annual fee  Schooin VOD

Schooin SMS  Schooin else  Amount Deducted  Clear Gift  annual low consumption deduction  Manual Deduction

Status:  Transaction Succeeded  Transaction Failed  Other

Amount: Minimum Amount CNY — Maximum Amount CNY  Hide 0 Order

Search: Order ID Order Content Search

Collapse Search

Order Number ( 20 ) Income ( 0.00 ) Expense ( 0.00 )

Order ID	Time	Type	Order Content	Status	Operate
KJ202107111100074PYG	2021-07-11 11:00:07	Lesson Spending	奥数练习课 - 奥数练习课 - 32	Successful	Detail
LK202107110044010TFR	2021-07-11 00:44:01	Recording	奥数练习课 - 奥数练习课	0.00 Successful	Detail
KJ202107110014389KWZ	2021-07-11 00:14:38	Lesson Spending	奥数练习课 - 奥数练习课	0.00 Successful	Detail
KJ2021071018500753EM	2021-07-10 18:50:07	Lesson Spending	奥数练习课 - 奥数练习课-75	0.00 Successful	Detail
KJ20210710174607FRY7	2021-07-10 17:46:07	Lesson Spending	奥数练习课 - 奥数练习课-73	0.00 Successful	Detail
KJ20210710174607FRY7	2021-07-10 17:46:07	Lesson Spending	奥数练习课 - 奥数练习课-62	0.00 Successful	Detail
KJ20210710174607FRY7	2021-07-10 17:46:07	Lesson Spending	1 - 1 - 2	0.00 Successful	Detail
KF20210709004012V4YA	2021-07-09 00:40:12	Super Customer Service	2021-07-08超级客服语音回呼费用	0.00 Successful	Detail
KJ20210708153944WD0S	2021-07-08 15:39:44	Lesson Spending	1 - 1-1	0.00 Successful	Detail
KJ202107070025451QGC	2021-07-07 00:25:45	Lesson Spending	奥数练习课 - 奥数练习课	0.00 Successful	Detail

1. Enter "Finance details"

You can query the details of each expenditure or income by date and type of order

Save the order download locally as a table

Details of each order

Total 20 100 < 1 > Go to 1

# Invoice

eGO Master account EEO-TEST-孟祥煜 中文 / EN

**Home**

**Teaching**

- Courses
- Lessons
- Teachers
- Students

**Drive**

- Courseware
- Task Bank
- Storage

**Classwork**

- Live & playback
- Teaching Data
- Task

**Class**

- Monitor
- Account

**Finance**

- Overview
- Finance Details
- Download
- Invoice

**Profile**

- Authorization
- Contract
- Setting
- Sub-account
- Configuration
- Product docs

**Invoice**

Apply Time: 2021-06-11 - 2021-07-11

Type:  VAT Invoice  VAT Special Invoice

Progress:  SelectAll  Invoicing  Need Revision  Invoiced  Closed

Amount: Minimum Amount CNY — Maximum Amount CNY

Search: Application ID Organization or Name Taxpayer ID **Search**

**Issue invoice** **Issue Invoice** Notice

Invoice Application ( 0 ) **Download Table**

Application ID	Initiator	Apply Time	Type	Invoice Info	Amount	Progress	Invoicing Time	Form	Contact	Operate
----------------	-----------	------------	------	--------------	--------	----------	----------------	------	---------	---------

1. Enter "Invoice"

Here you can download the invoice as a form and save it locally

All invoices of the school dashboard can be searched in the current column, and relevant operations can be carried out

Total 0 20/page < 1 > Go to 1



# Thanks

**EEO - Customer Service Center**