1 Chapter

Preparation Before Class

1.1 Create Account
1.2 Teacher Log In
1.3 Begin Class
1.4 Stop Class
How to create teacher account

1. Double click the Classroom Management software shortcut on desktop
2. Input **User Name** and **Password**
3. Click **OK** button
How to create teacher account

1. Input Teacher name, Login password, select Class name and Channel
2. Click Login button
How to begin class quickly

1. Click **Begin Class** button
2. Select the operations you want
How to finish a class quickly

1. Click this button

2. Select the operation you want
Chapter 2

Recording

2.1 Dual Monitor Teaching
2.2 Screen Broadcast
2.3 Voice Broadcast
2.4 Oral Training
2.5 Repeater
2.6 External Device
2.7 Speak
2.8 Intercom
2.9 Voice Monitor
2.10 Voice Chat
2.11 Simultaneous Interpretation
2.12 Test
2.13 Quick Response
2.14 Competition
2.15 Student Demonstration
2.16 Net Movie
2.17 Group Teaching
2.18 Group Chat
2.19 Voice Chat
2.20 Topic Chat
2.21 Conference Call
How to use Dual Monitor Teaching

1. Right click the desktop, and select Screen Resolution button
2. Click Identify to check the number of monitors
3. Set the same resolution for the two monitors
4. Set the broadcasting monitor as your main display
How to use Dual Monitor Teaching

1. The primary monitor is used for classroom teaching and will be broadcasted to the students.

2. The secondary monitor is used for managing purpose and will not be broadcasted to students.
How to use Dual Monitor Teaching

1. Click Show Window in Another Monitor to switch the primary monitor and the secondary monitor.
How to use Screen Broadcast

1. Click Screen Broadcast
2. Use floating toolbar to assist
3. Click Cancel to exit the function
How to launch Voice Broadcast

1. Click **Voice Broadcast** button
How to launch Oral Training

1. Click Oral Training

2. Click Open Courseware button and choose courseware in pop-up dialog to start read-after courseware oral training

3. Click Reading-after Practice button to start the oral training which requires the students to read after the teacher or the external device
How to use Student Fullscreen

1. Click Student Fullscreen button while using the functions such as Screen Broadcast, Voice Broadcast, Oral Training, Live and so on, and then the student side will receive teaching process in full screen.
How to use Repeater

1. Click this button to open media files or courseware

2. Click this button to broadcast to students lively
How to use External Device

1. Click **Setting** button
2. Choose video or audio device in **Select Settings** dialog
3. Click this button to broadcast the image from other devices to students lively
How to invite students to speak

1. Click **Speak** button
2. Select students by clicking on the student icons
3. Stop certain students from speaking by clicking on the student icons
How to invite students to join Intercom

1. Click Intercom button
2. Select the students who are not speaking at the moment
3. Click the icons of the speaking students to end their Intercom session
How to use loop voice monitor

1. Click Voice Monitor button

2. Click Loop Voice Monitor button to monitor all students’ voice
How to use manual voice monitor

1. Click **Manual Voice Monitor** button
2. Click on the icons of the students who are not being monitored to monitor their voices
3. Click on the icons of the students who are currently being monitored to stop monitoring them
How to use voice chat

1. Click Voice Chat button

2. Choose a group mode to start voice chat
How to use Simultaneous Interpretation

1. Click **Simultaneous Interpretation** button

2. Select students to simultaneously interpret by clicking on the student icons

3. Click here to select a language for the students
How to use Test

1. Click Test button

2. Select or edit the answer sheet in Answer Sheet dialog, then click OK to conduct a test
How to launch Quick Response

1. Click **Quick Response** button

2. Prepare **Quick Response** activity in **Quick Response** interface
How to launch Competition

1. Click Competition button

2. Choose competition mode and click OK in Competition dialog, and then Competition interface will appear at the bottom of class model.
How to develop Competition activity

1. Click **Quick Response** button to launch a quick response question.

2. Choose one group and click **Required** button to launch a required question.
How to launch Student Demonstration

1. Select one student in the class model
2. Click Student Demonstration button, and choose the students to receive the demonstration
Quick Guide

Net Movie

How to broadcast media file lively

1. Click Net Movie button

2. Click here to select Play media file and enter the name for the new channel

3. Click this button to select the media file, and it will be played automatically.
How to broadcast an external device lively

1. Click here to select **Live broadcast external device** and enter the name for the new channel.

2. Click **Setting** button to select a video or audio device.
How to launch Group Teaching

1. Click Group Teaching button

2. Select the groups
How to launch Group Chat

1. Click Group Chat

2. Select one group mode to start group chat

3. Select one group and join their chat
How to launch Topic Chat

1. Click **Topic Chat**

2. Click this button to create new topics
How to join a Conference Call

1. Click **Conference Call** button

2. Select a student who is on the call and click **Join** to join them

![Conference Call interface](image-url)
Chapter 3: Recording

3.1 Remote Voice Recording

3.2 Whole-Process Recording
How to launch Remote Voice Recording

1. Click this button, and click **Start recording to all** in Remote Voice Recording view.

2. Select the recording source of student side
How to launch Whole-Process Recording

1. Click this button to record the voice from the microphone and the computer of the teacher.

3. Click this button to find Browse File in drop-down list.
Chapter 4
Class Management

4.1 Monitor & Control
4.2 Edit Group
4.3 Voice Device Detection
4.4 Distribute File
4.5 Collect File
4.6 Remote Command

4.7 Remote Settings
4.8 Policy Control
4.9 Tool Box
4.10 Courseware on Demand
4.11 Remote Power on
4.12 Remote Shut down

4.13 Sign-in
4.14 Silence
4.15 Student Call
4.16 Speaker
4.17 Message
4.18 Language
How to use Monitor & Control

1. Click Monitor & Control button

2. Click this button to set the number of students' screens displayed at one time
How to establish groups

1. Click this button

2. Enter group name and select group members, then click OK
How to detect voice device

1. Click **Assistant Tools**, and select **Voice Device Detection**

2. Click **Start Detection** button
How to distribute files to students

1. Click Assistant Tools, and select Distribute File

2. Add files or folders from teacher side locally and click Send
How to collect files from students

1. Click **Assistant Tools**, and select **Collect File**

2. Click this button to select the collected files and set saving path
How to launch Remote Command

1. Click **Assistant Tools**, and select **Remote Command**
2. Select the operation and conduct it from the list
How to change remote settings

1. Click **Assistant Tools**, and select **Remote Settings**

2. Set the properties for students and click **Apply**
How to change students policy

1. Switch to Policy Control View
2. Click this button to set white or black list
3. Click Apply to apply the policy
How to open Editors

1. Click Assistant Tools, and select Tool Box

2. Select the editor you want to use in the list
How to upload files to Courseware on Demand

1. Click Assistant Tools, and select Courseware on Demand

2. Click this button to add folders to demand list
How to power on students’ PCs remotely

1. Click this button to power on the PCs of students who are in this class model.
How to shut down students’ PCs remotely

1. Click this button

2. Select the operation you would like to execute and click OK
How to set Students Sign-in

1. Click this button

2. Select the sign-in option you need, then click OK
How to manage the student list

1. Click this button

2. Manage the student list by these functions

![Student List Manager window](image)

![Sign-in window](image)
How to use Silence

1. Click this button to blank students’ screens

2. Click this button to restore the previous status
How to change policies on Student Call

1. Click this button to clear the records of student calls

2. Click this button to disable the using of student calls
How to respond to students’ requests

1. Click this button to check the request

2. Select the operation to respond to the request from students
How to send messages

1. Click this button

2. Edit the message in the text box and click **Send**
How to switch interface language

1. Click this button to pop out language list

2. Select one language and restart the software
How to use Speaker

1. Connect to a speaker or recorder

2. Click this button to play or record
How to use Side Tone

1. Connect headphone and microphone

2. Click this button to listen the volume of the microphone
Chapter 5

Teaching Evaluation

5.1 Quiz
5.2 Survey
5.3 Oral Exam
How to launch a standard Quiz

1. Click **Start Quiz** button

2. Open the quiz paper and send to the students

3. Click **Start Quiz**
How to grade a standard Quiz

1. Click Quiz Grader button
2. Open the quiz paper and add comments to each question
How to conduct a Survey

1. Click Survey button

2. Edit the question and click Start
How to test the voice before Oral Exam

1. Click Oral Exam button
2. Click Voice Testing
3. Set the property for students and click Start
How to make students register

1. Click Oral Exam button
2. Click Registration
3. Set the verification mode and click Start
How to start an Oral Exam

1. Click **Oral Exam** button

2. Click **Quiz** button

3. Open the quiz paper and click **Start Quiz**