

Student's Manual

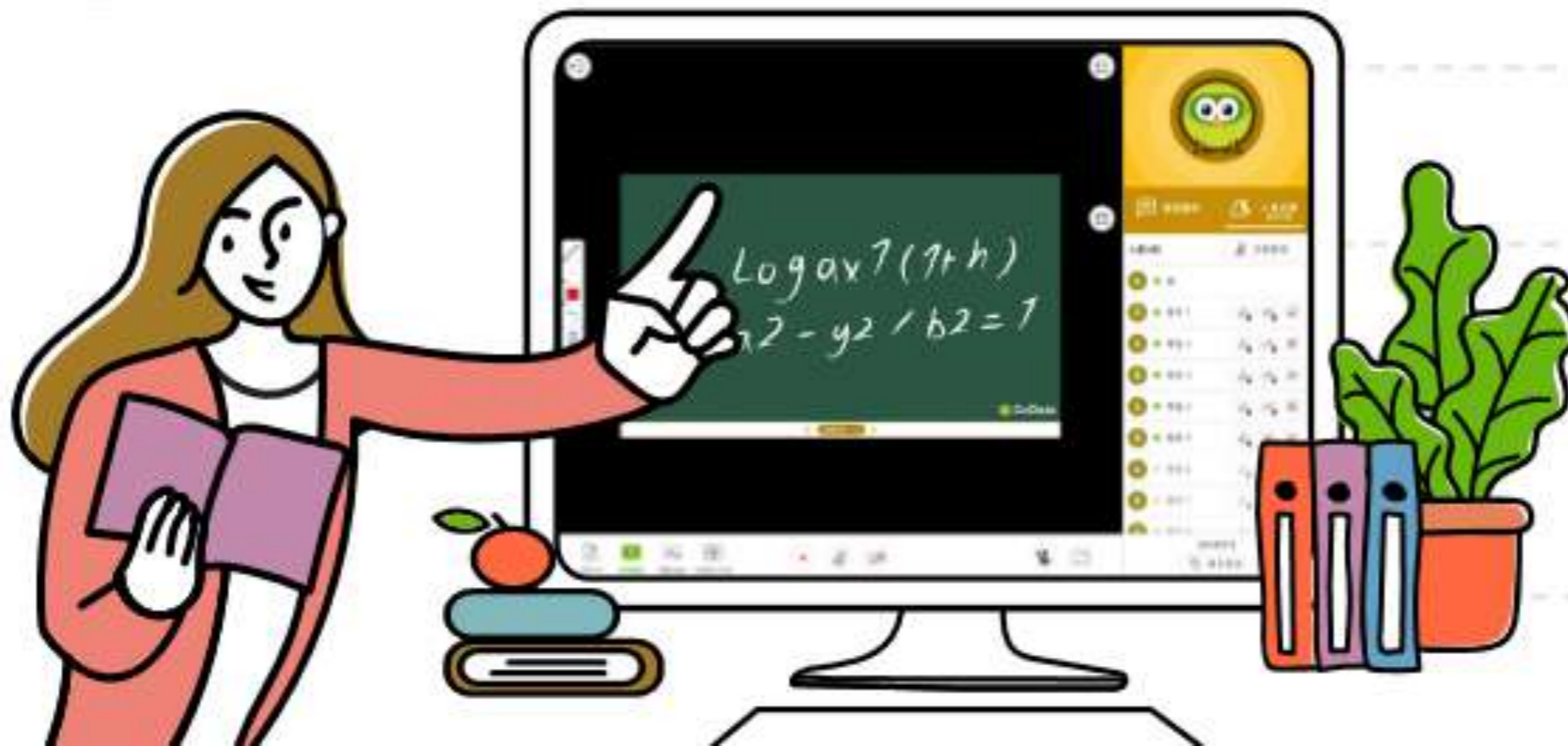


CuClass

Table of content

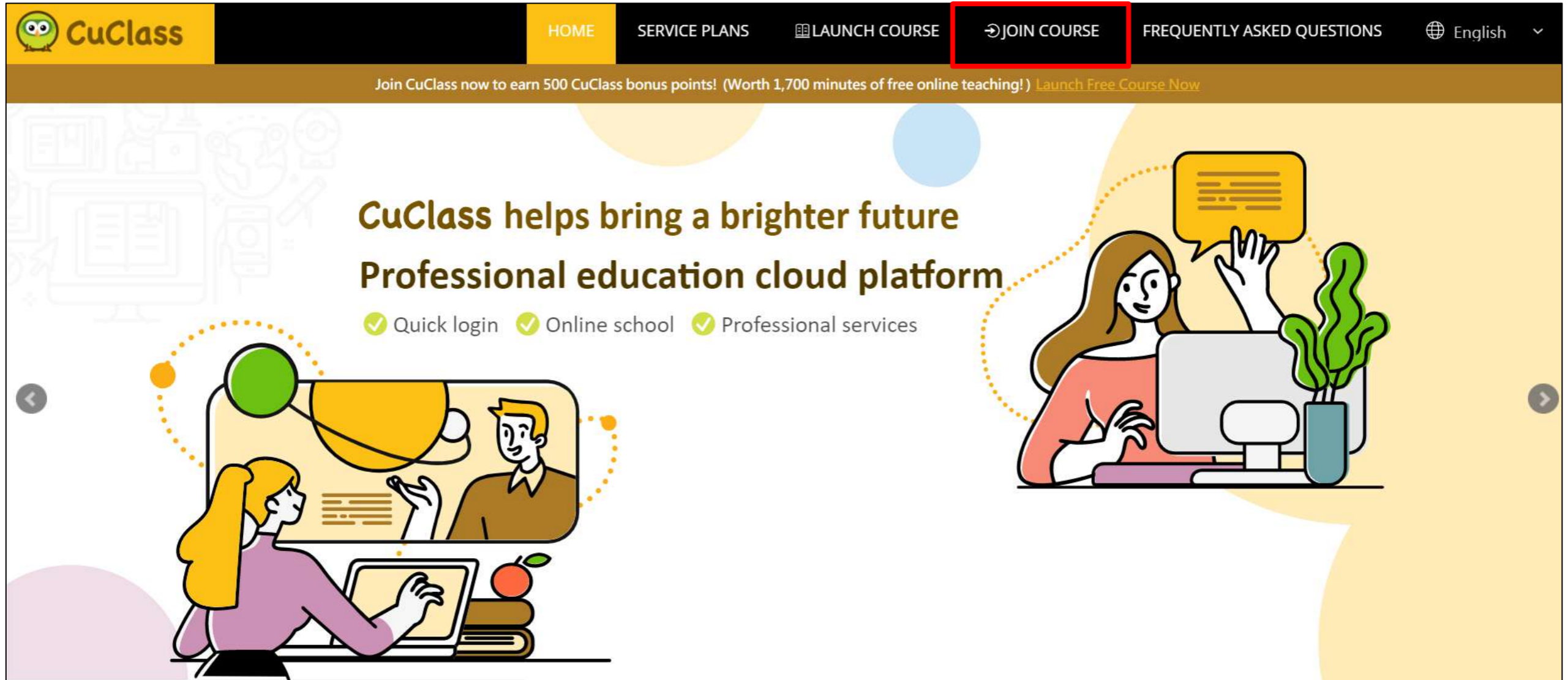
1. How to Register a Student Account-----	P1
2. How to Join a CuClass Online Course	
2-1 via URL Quick Link -----	P5
2-2 via Account Login-----	P10
2-3 via Course Code -----	P17
3. Looking Inside the Classroom -----	P23

How to Register a Student Account



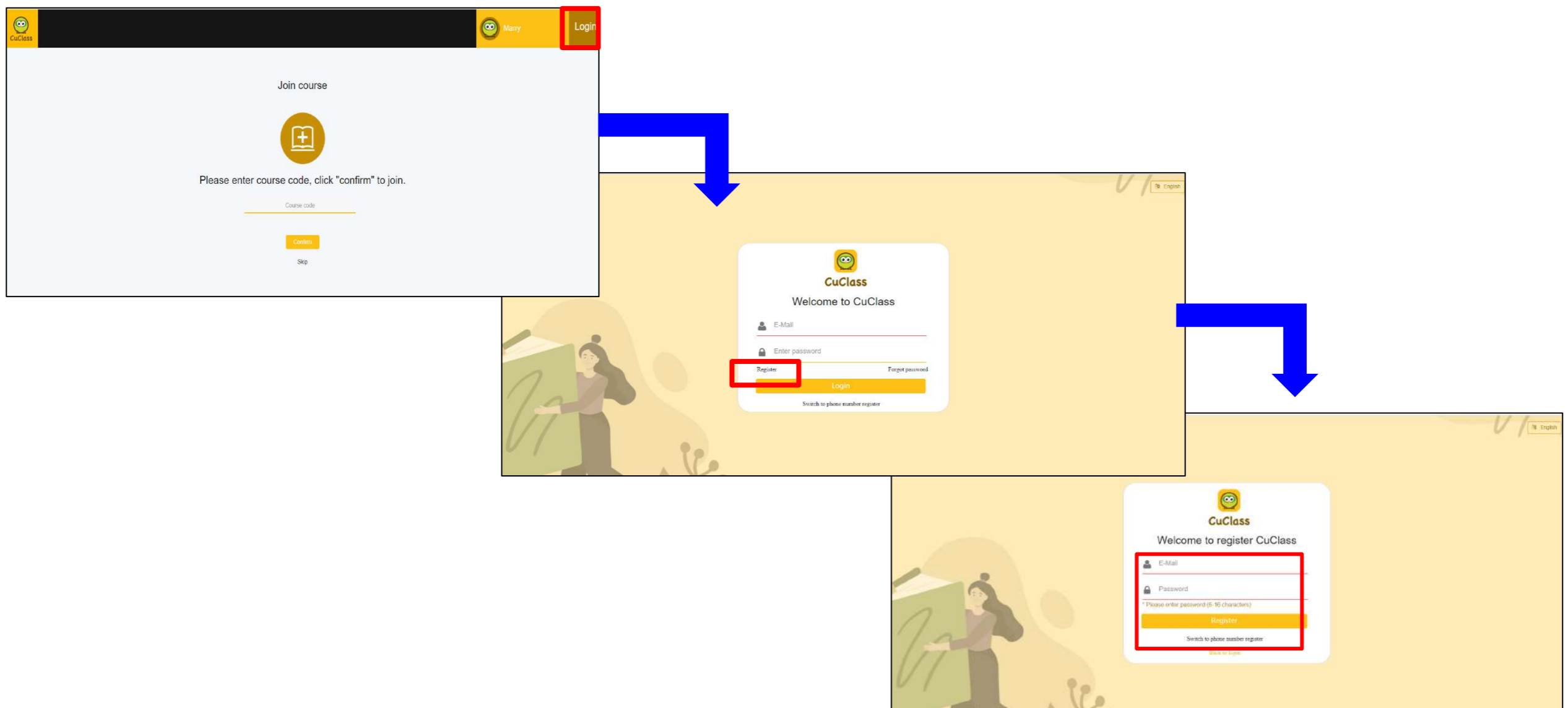
How to Register a Student Account(1)

1. Use your Chrome Browser to open CuClass website: <https://www.cuclass.com>. Click "Join Course" on the CuClass webpage.



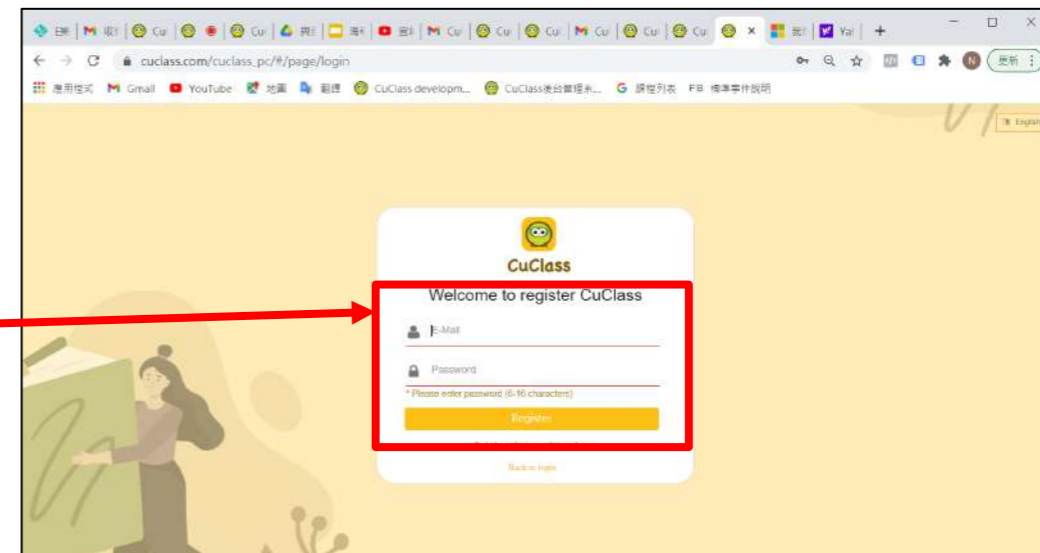
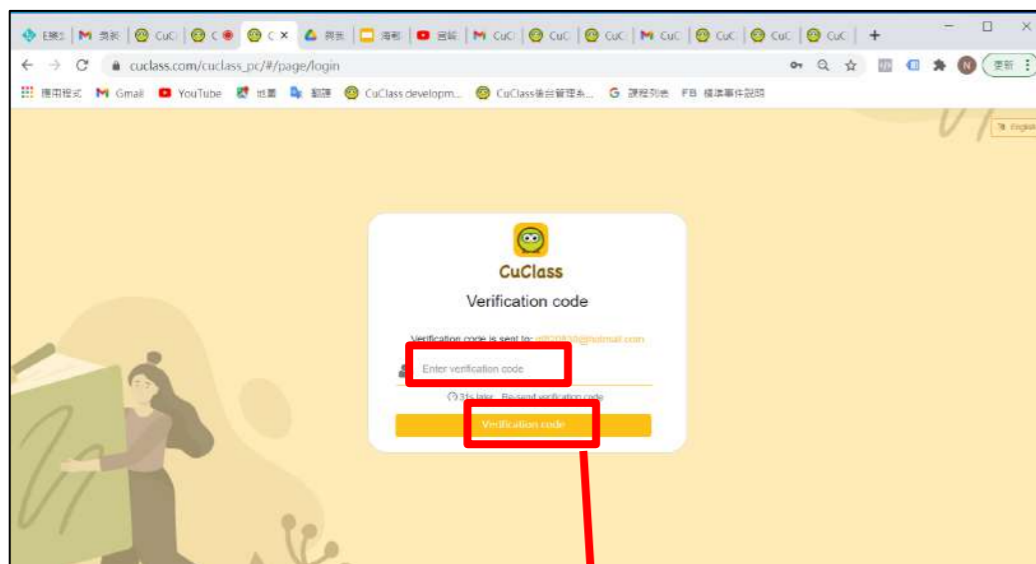
How to Register a Student Account(2)

1. On the Join Course Page, click "Login" at the upper-right hand corner of the page.
2. Then on the Login Page, click "Register" at the lower-left.
3. By default, you would be asked to register your account by email address. Enter your "Email address" and "Password" , then click "Register" . You may also choose to register your account with your mobile phone number by clicking " switch to register via phone number" at the bottom.



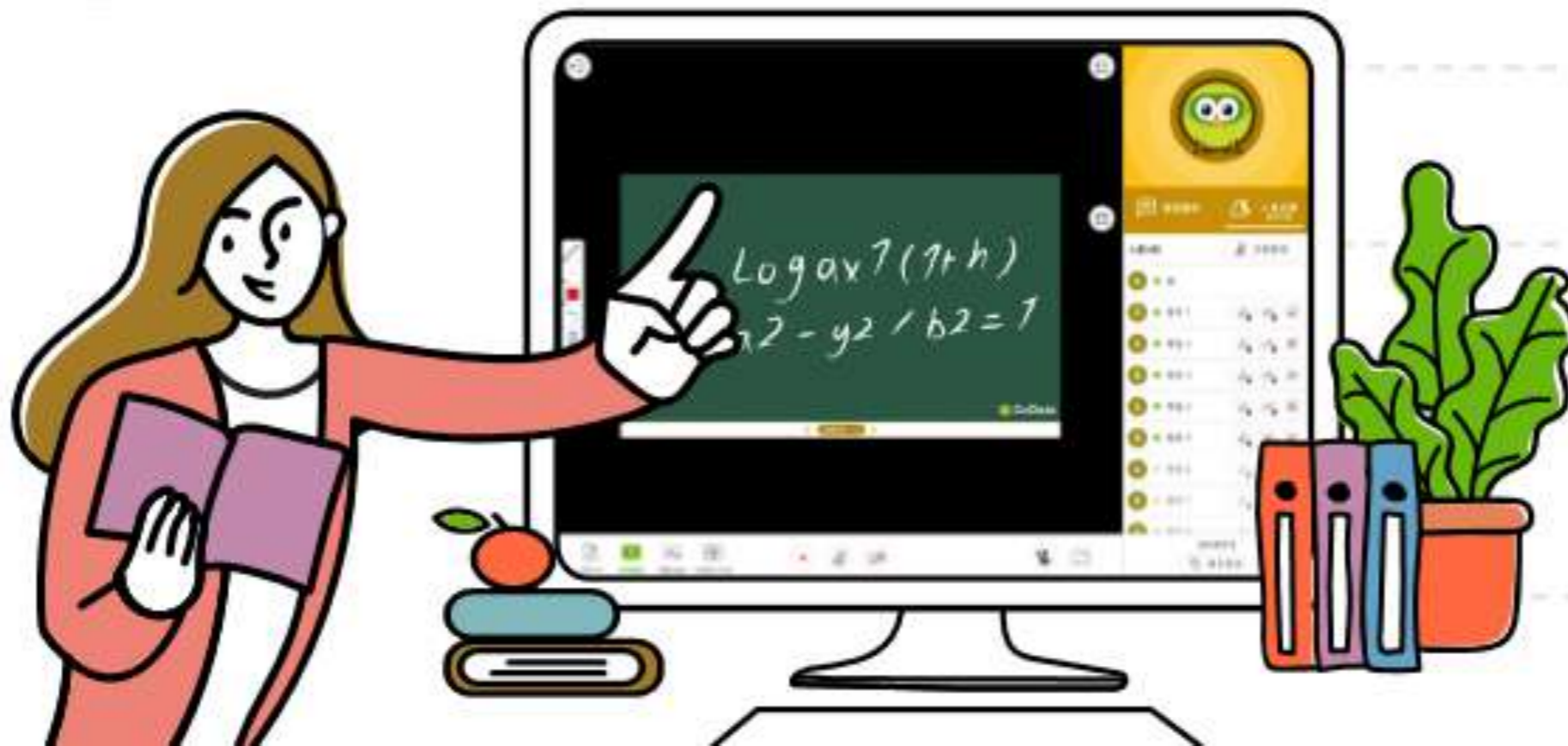
How to Register a Student Account(3)

1. Next, CuClass will deliver an account **verification email** to your inbox. Look inside your inbox and click the link within the email.
2. Enter the **4-digit code** provided by the email onto the CuClass account verification page. Then click **"Verify"**.
3. A window indicating that you've successfully completed your CuClass account registration will be prompted. Close the window. You will then be redirected to the Login Page.



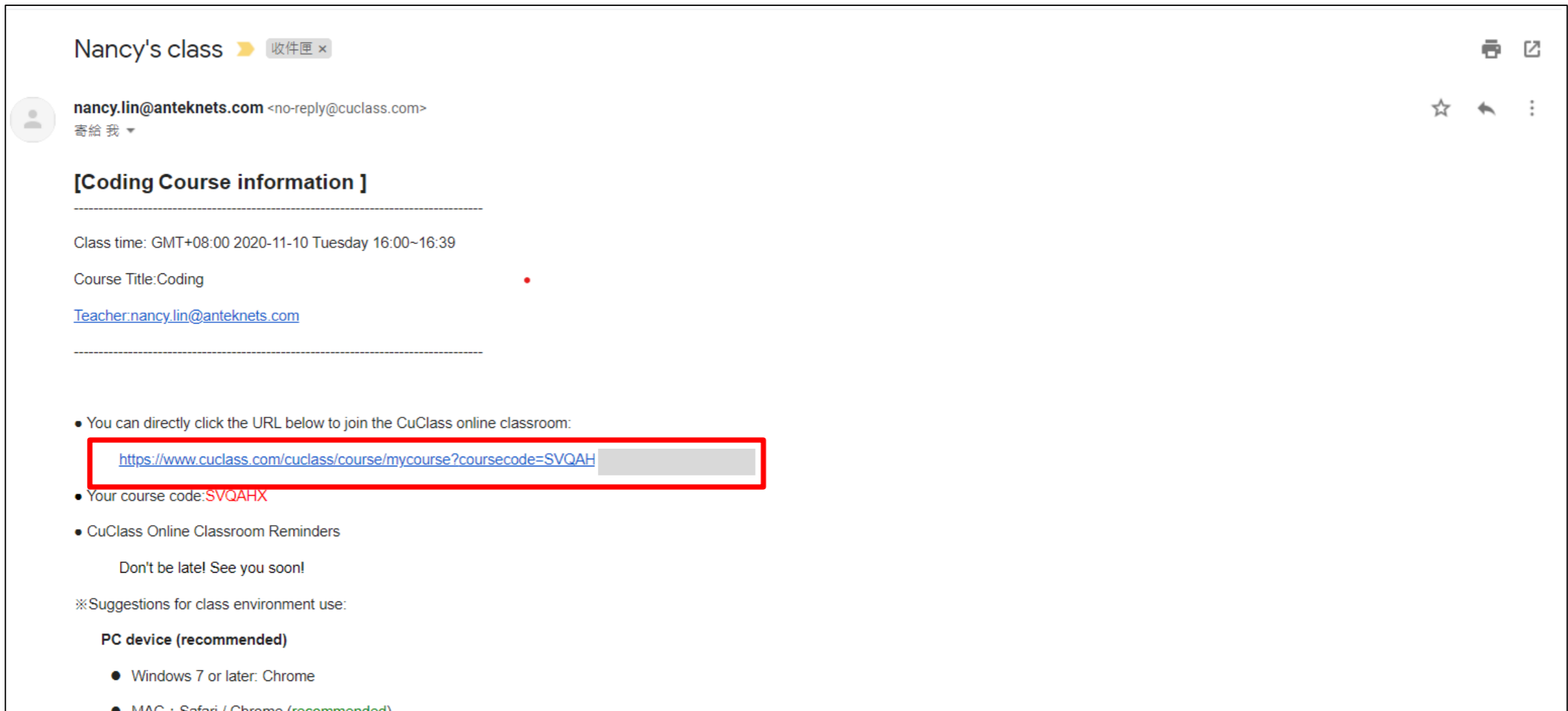
How to Join a CuClass Online Course(Method 1) :

via URL Quick Link



(Method 1) via URL Quick Link – Newly Assigned Course (1/2)

1. Go to your email inbox. You will see an automated email notification sent by the CuClass system every time a teacher assigns you a course. The email will contain information about the course and your options to enroll. (Please see the example below.)



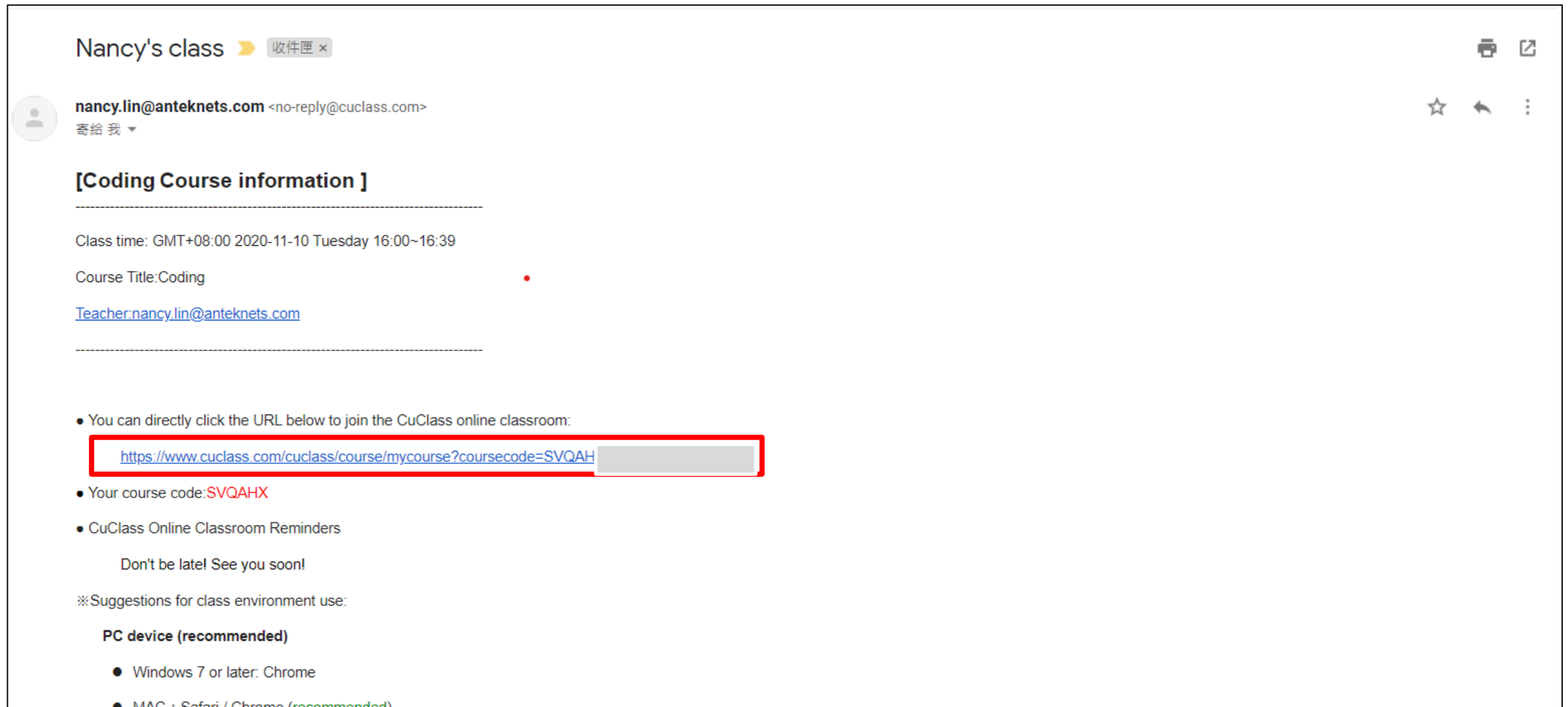
(Method 1) via URL Quick Link – Newly Assigned Course (2/2)

1. As per the above, if you wish to join the course, you may choose to access the CuClass system by **clicking on the URL link** provided by the email, or you may copy and paste the URL link on Chrome or Safari to do the same . (Please see the image below)
2. You will be redirected to the CuClass Timetable. The Timetable will show the online course that has been assigned to you. To join the course, click **“Join”** when the class period is about to start.
3. We recommend you to test your microphone and headset prior to entering the classroom. Click the link **“Click to test device”** at the lower-right hand corner to undergo an online sound test.

The screenshot displays the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range '9 – 15 Nov 2020', 'Today's courses' with a book icon, and a user profile for 'Marry' with a 'Login' button. The main content area shows a calendar grid for the week of November 9th to 15th. The date Tuesday, November 10th, is highlighted in yellow and contains a course icon and the number '1'. Below the calendar, a course card for 'Coding' is shown, scheduled for 16:00-16:39 on Tuesday. The course is marked as 'Coming soon' and has a duration of 39 minutes. The teacher is listed as 'nancy.lin@anteknets. ...'. A green 'Join' button is prominently displayed and highlighted with a red rectangular box. On the right side of the interface, there is a sidebar with system requirements. It lists 'Recommended operating environment' for PC (Windows 7 or later with Chrome, or MAC with Safari/Chrome) and Mobile Device (Android 6.0 or later with Chrome, or iPhone/iPad iOS 12.2 or later with Safari). It also includes instructions to allow microphone access and a link to test the connection. This 'Click to test device' link is also highlighted with a red rectangular box.

(Method 1) via URL Quick Link – View Course Playback (1/2)

1. Go to your inbox and search for the email notification that had been sent to you for a specific course. (Please see the example below)



(Method 1) via URL Quick Link – View Course Playback (2/2)

1. As per the above, if you wish to view a recorded playback of the course, you may choose to access the CuClass system by clicking on the URL link provided by the email, or you may copy and paste the URL link on Chrome or Safari to do the same . (Please see the image below)
2. Once you enter the CuClass Timetable, you may click on the left and right arrows at the top to switch the “weekly calendar view” . Find the correct date of the course to locate the course entry.
3. You may see that the former “Join” button is now being replaced by a “Playback” button. Click “Playback” to view a video recording of the course.

The screenshot displays the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range '26 Oct – 1 Nov 2020', 'Today's courses' with a plus icon, and a user profile 'Marry' with a 'Login' button. Below the navigation bar is a sidebar with 'Timetable' and 'My Settings' options. The main content area features a weekly calendar grid with dates from Monday 26 to Sunday 01. Below the calendar, a course entry for 'Math Class' is shown, including a 'Playback' icon, the time '16:42-17:38', a duration of '56Minute', and the teacher's name 'Teacher : nancy.lin@anteknets. ...'. A red rectangular box highlights the 'Playback' button. On the right side, there is a yellow box containing recommended operating environment information for PC and Mobile Devices, along with instructions for microphone access and a link to test the device connection.

Copyright © 2020 CuClass

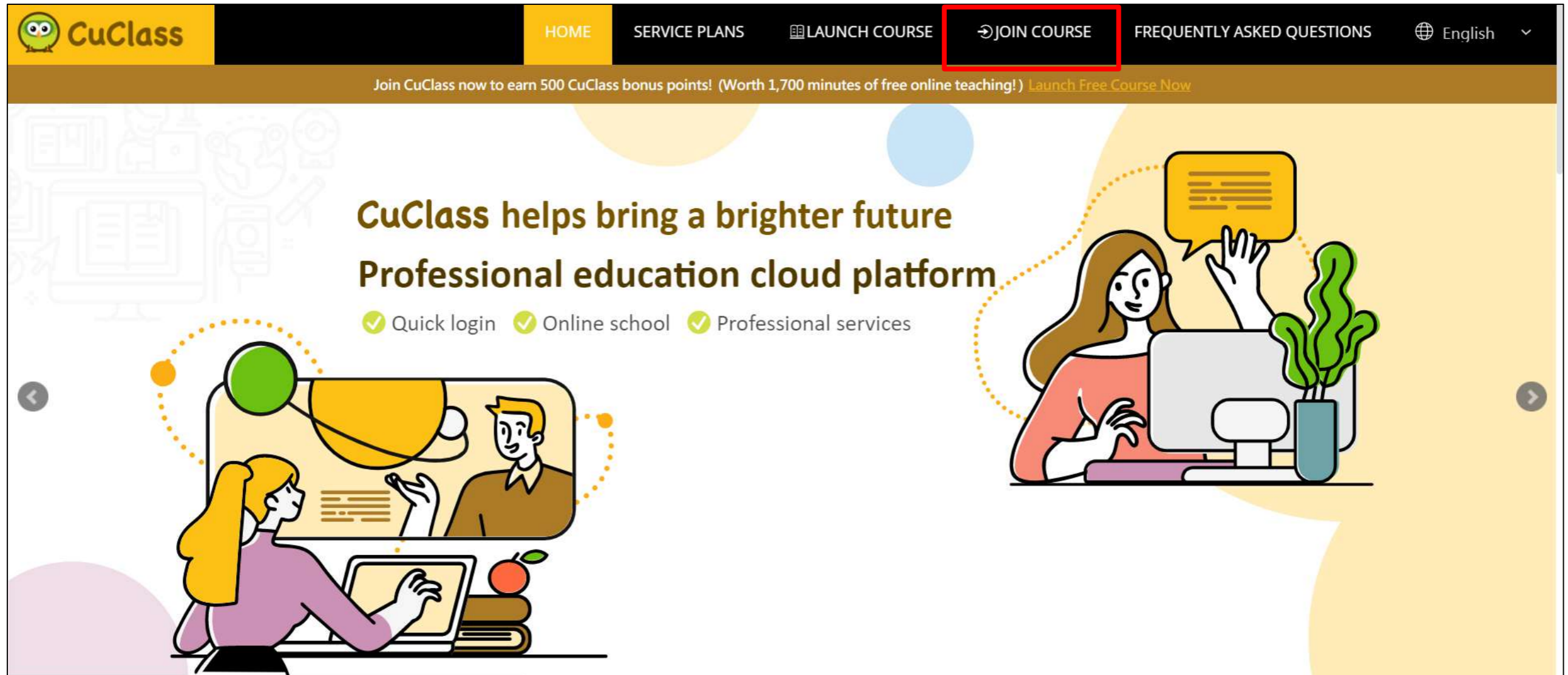
How to Join a CuClass Online Course (Method 2) :

via Account Login



(Method 2) via Account Login – Newly Assigned Course (1/3)

1. Use your Chrome Browser to open CuClass website: <https://www.cuclass.com>. Click **“Join Course”** on the CuClass webpage.



(Method 2) via Account Login – Newly Assigned Course (2/3)

1. On the Join Course Page, click **“Login”** at the upper-right hand corner of the page.
2. Then on the Login page, enter your registered Account and Password. Click **“Confirm”** .

The image shows two screenshots from the CuClass website. The left screenshot is the 'Join course' page, which has a header with the CuClass logo, a 'Visitor' status, and a 'Login' button highlighted with a red box. The main content area says 'Join course' with a book icon and a prompt to 'Please enter course code, click "confirm" to join.' Below this is a 'Course code' input field, a 'Confirm' button, and a 'Skip' link. A blue arrow points from the 'Login' button in the header to the right screenshot. The right screenshot is the 'Welcome to CuClass' login page, which features the CuClass logo and the text 'Welcome to CuClass'. It contains a login form with 'Enter account' and 'Enter password' fields, both highlighted with a red box. Below the fields are 'Register' and 'Forgot password' links, a 'Login' button, and a 'Switch to phone number register' link.

(Method 2) via Account Login – Newly Assigned Course (3/3)

1. As per the above, you will be redirected to the CuClass Timetable after login. (Please see the image below)
2. You may see a list of online courses that has been assigned to you. Click **“Join”** to attend a course.
3. We recommend you to test your microphone and headset prior to entering the classroom. Click the link **“Click to test device”** at the lower-right hand corner to undergo an online sound test.

The screenshot displays the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range '9 – 15 Nov 2020', 'Today's courses' with a book icon, and a user profile for 'Marry' with a 'Login' button. The main content area features a timetable grid for the week of November 9th to 15th. The date Tuesday, November 10th, is highlighted in yellow and shows a course icon and the number '1'. Below the timetable, a course card for 'Coding' is displayed, scheduled for 16:00-16:39 on Tuesday. The course is marked as 'Coming soon' and has a duration of 39 minutes. The teacher is listed as 'nancy.lin@anteknets. ...'. A green 'Join' button is highlighted with a red box. On the right side, a sidebar provides recommended operating environments for PC and Mobile Devices. At the bottom of this sidebar, a link 'Click to test device' is highlighted with a red box.

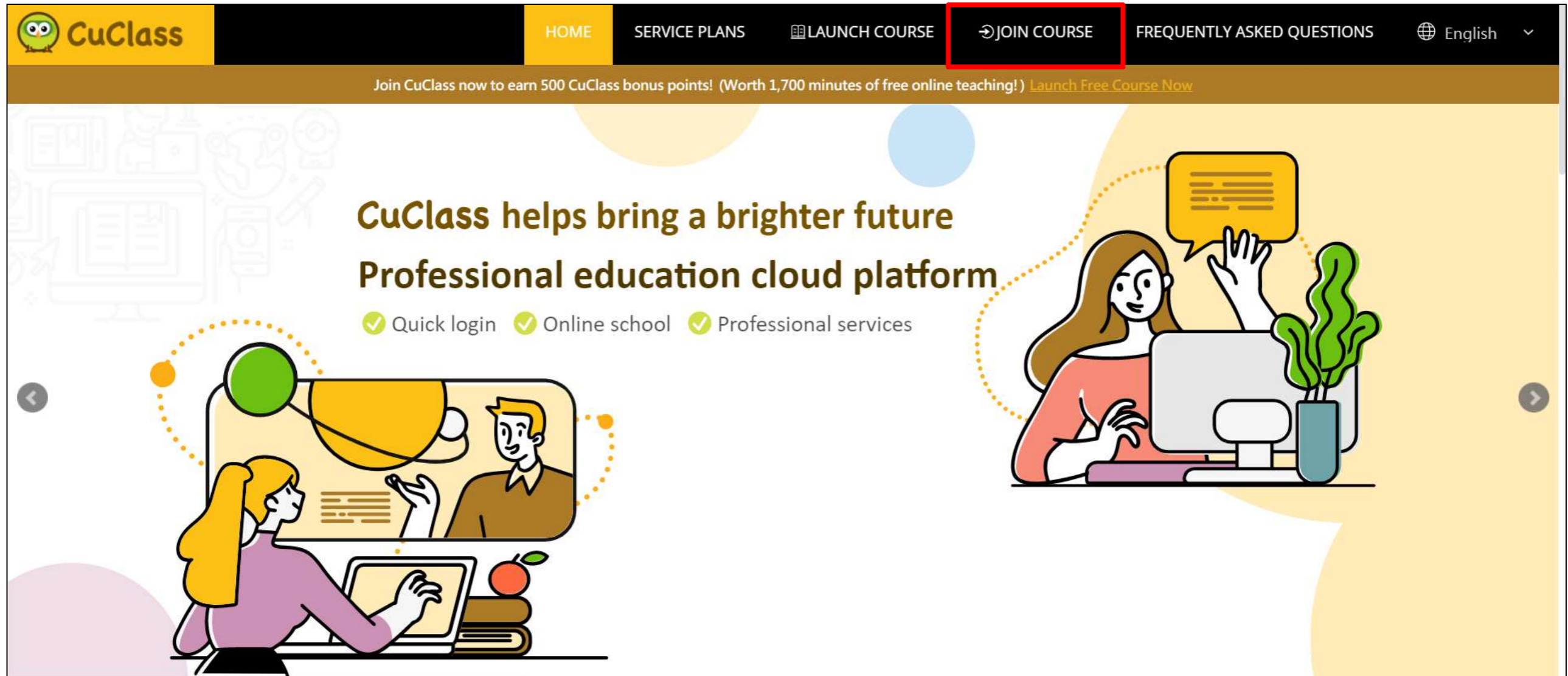
Mon	Tue	Wed	Thu	Fri	Sat	Sun
09	10 1	11	12	13	14	15

Coding
Teacher : nancy.lin@anteknets. ...
[Join](#)

※Recommended operating environment :
PC (Recommended)
Windows 7 or later : Chrome
MAC : Safari / Chrome (Recommended)
Others : Microphone & Headset (Required) / Webcam (Optional)
Mobile Device
Android / Pad Android 6.0 or later : Chrome
iPhone / iPad iOS 12.2 or later: Safari
※Allow access to the microphone by clicking on the “Enable” button in the pop-up window. This will allow people to hear you during class.
※Before joining CuClass Online Classroom, please click the LPT below to test your connection : [Click to test device](#)

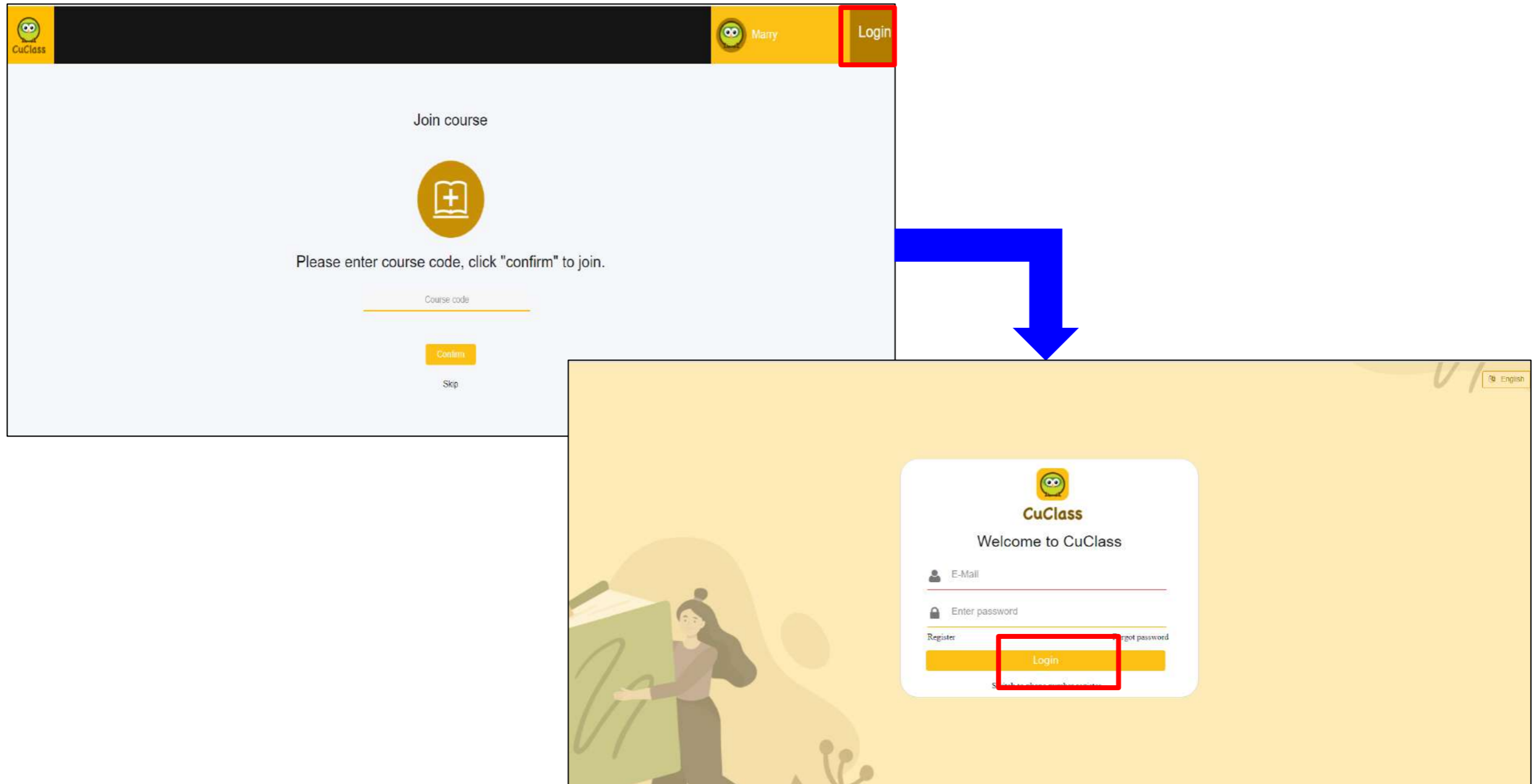
(Method 2) via Account Login – View Playback (1/3)

1. Use your Chrome Browser to open CuClass website: <https://www.cuclass.com>. Click **“Join Course”** on the CuClass webpage.



(Method 2) via Account Login – View Playback (2/3)

1. On the Join Course Page, click **“Login”** at the upper-right hand corner of the page.
2. Then on the Login page, enter your registered Account and Password. Click **“Confirm”** .



(Method 2) via Account Login – View Playback (3/3)

1. As per the above, you will be redirected to the CuClass Timetable after login. (Please see the image below)
2. Once you enter the CuClass Timetable, if you wish to view a recorded playback of a specific course, you may click on the left and right arrows at the top to switch the “weekly calendar view”. Find the correct date of the course to locate the course entry.
3. You may see that the former “Join” button is now being replaced by a “Playback” button. Click “Playback” to view a video recording of the course.

The screenshot shows the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range selector for '26 Oct – 1 Nov 2020', and a 'Today's courses' link. On the right side of the top bar, there is a user profile section with the name 'Marry' and a 'Login' button. The main content area features a weekly calendar view with days of the week (Mon to Sun) and dates (26 to 01). The date '26' is highlighted, and a 'Playback' button is visible in the bottom right corner of the course entry for that date. The course entry for 'Math Class' includes the time '16:42-17:38', a duration of '56Minute', and the teacher's email 'nancy.lin@anteknets. ...'. A right-hand panel contains recommended operating environment information for PC and Mobile Device, including browser requirements and a link to test the connection.

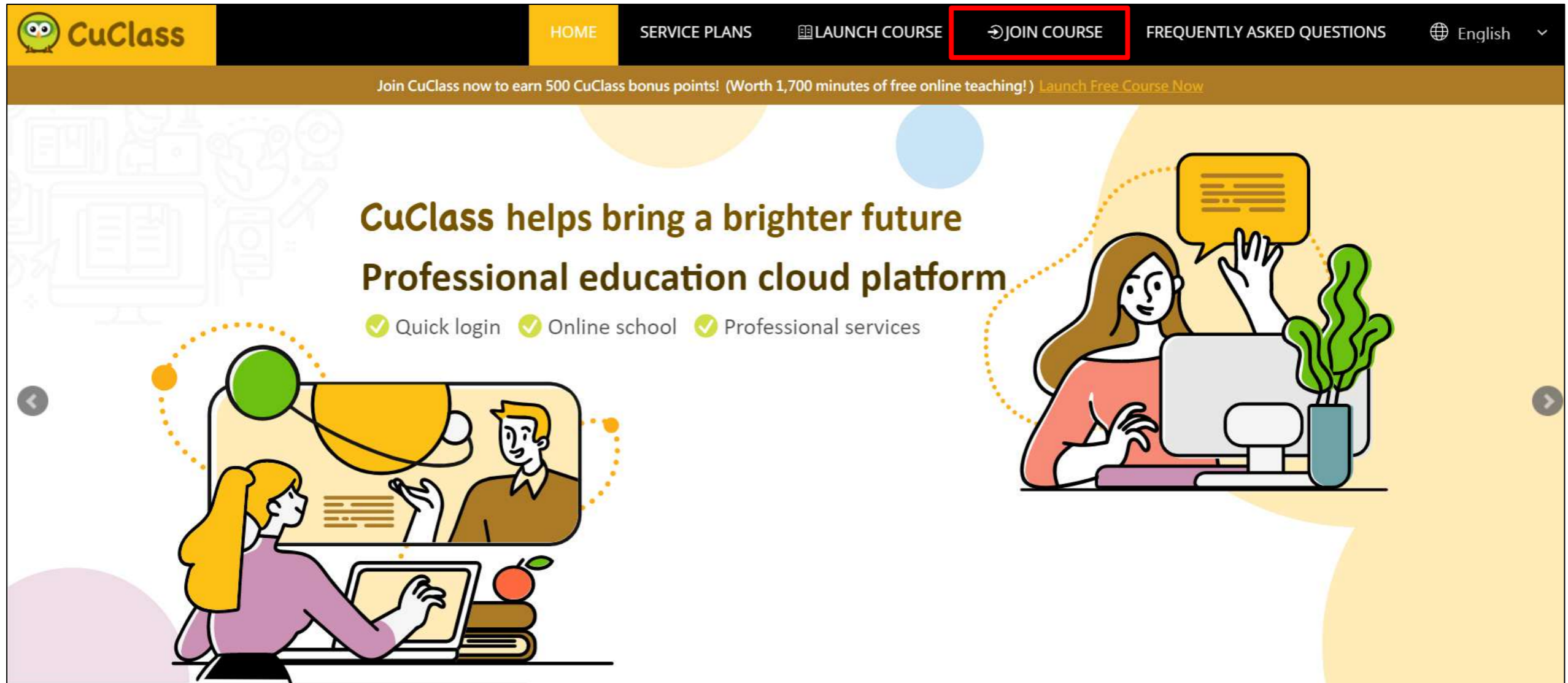
How to Join a CuClass Online Course (Method 3) :

via Course Code



(Method 3) via Course Code – Newly Assigned Course (1/3)

1. Use your Chrome Browser to open CuClass website: <https://www.cuclass.com>. Click "Join Course" on the CuClass webpage.



(Method 3) via Course Code – Newly Assigned Course (2/3)

1. On the Join Course Page, enter the Course Code provided by the email notification sent by the CuClass system. Click "Confirm" .

The screenshot shows the CuClass 'Join course' page with a 'Course code' input field and a 'Confirm' button. A red arrow points from the 'Confirm' button to the 'Course code' field in an email notification. The email notification contains the following information:

Nancy's class

nancy.lin@anteknets.com <no-reply@cuclass.com>

[Coding Course information]

Class time: GMT+08:00 2020-11-10 Tuesday 16:00~16:39

Course Title: Coding

Teacher: nancy.lin@anteknets.com

- You can directly click the URL below to join the CuClass online classroom:
<http://www.cuclass.com/cuclass/course/mycourse?coursecode=SVQAHX>
- Your course code: SVQAHX
- CuClass Online Classroom Reminders

Don't be late! See you soon!

※Suggestions for class environment use:

PC device (recommended)

- Windows 7 or later: Chrome
- MAC : Safari / Chrome (recommended)

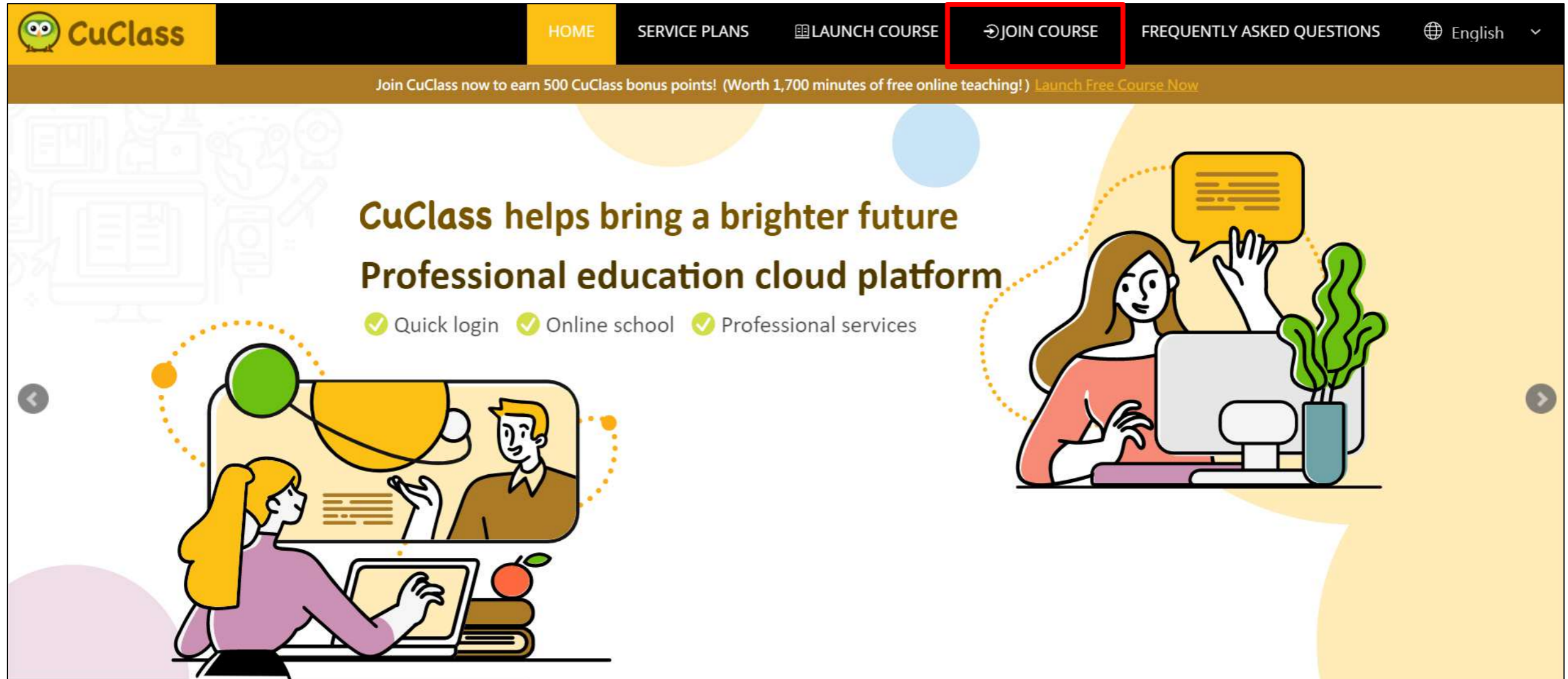
(Method 3) via Course Code – Newly Assigned Course (3/3)

1. As per the above, you will be redirected to the CuClass Timetable after you enter the Course Code. (Please see the image below)
2. You may see a list of online courses that has been assigned to you. Click **“Join”** to attend a course.
3. We recommend you to test your microphone and headset prior to entering the classroom. Click the link **“Click to test device”** at the lower-right hand corner to undergo an online sound test.

The screenshot displays the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range '9 – 15 Nov 2020', 'Today's courses' with a plus icon, and a user profile for 'Marry' with a 'Login' button. The main content area features a calendar grid for the week of November 9-15, 2020. The date Tuesday, November 10, is highlighted in yellow and shows a course icon and the number '1'. Below the calendar, a course card for 'Coding' is displayed, scheduled for 16:00-16:39 on Tuesday. The course is marked as 'Coming soon' and has a duration of 39 minutes. The teacher is listed as 'nancy.lin@anteknets. ...'. A green 'Join' button is highlighted with a red border. On the right side, a sidebar contains system requirements for PC and Mobile devices. At the bottom of this sidebar, a link 'Click to test device' is highlighted with a red border.

(Method 3) via Course Code– View Playback (1/3)

1. Use your Chrome Browser to open CuClass website: <https://www.cuclass.com>. Click **"Join Course"** on the CuClass webpage.



(Method 3) via Course Code– View Playback (2/3)

1. On the Join Course Page, enter the Course Code provided by the email notification sent by the CuClass system. Click "Confirm" .

The image displays two screenshots related to joining a course on CuClass. The left screenshot shows the 'Join course' page with a 'Confirm' button highlighted by a red box. The right screenshot shows an email notification from 'Nancy's class' with the course code 'SVQAHX' highlighted by a red box. A red arrow points from the email's course code to the 'Join course' page's 'Confirm' button.

Join course page:

- Header: CuClass Visitor Login
- Section: Join course
- Icon: Book with plus sign
- Text: Please enter course code, click "confirm" to join.
- Form: Course code input field
- Buttons: Confirm (highlighted), Skip

Email notification:

- From: Nancy's class
- To: nancy.lin@anteknets.com
- Subject: [Coding Course information]
- Class time: GMT+08:00 2020-11-10 Tuesday 16:00~16:39
- Course Title: Coding
- Teacher: nancy.lin@anteknets.com
- Course code: SVQAHX (highlighted)
- URL: <https://www.cuclass.com/class/course/mycourse?coursecode=SVQAHX&studentname=Marry>

(Method 3) via Course Code– View Playback (3/3)

1. As per the above, you will be redirected to the CuClass Timetable after you enter the Course Code. (Please see the image below)
2. Once you enter the CuClass Timetable, if you wish to view a recorded playback of a specific course, you may click on the left and right arrows at the top to switch the **“weekly calendar view”** . Find the correct date of the course to locate the course entry.
3. You may see that the former **“Join”** button is now being replaced by a **“Playback”** button. Click **“Playback”** to view a video recording of the course.

The screenshot shows the CuClass Timetable interface. At the top, there is a navigation bar with the CuClass logo, a 'Show course' dropdown menu set to 'All', a date range selector for '26 Oct – 1 Nov 2020' (highlighted with a red box), 'Today's courses' with a plus icon, and a user profile for 'Marry' with a 'Login' button. On the left sidebar, there are icons for 'Timetable' and 'My Settings'. The main content area displays a weekly calendar grid. The 'Math Class' entry is highlighted for Thursday, 26th, with a 'Playback' button (highlighted with a red box) and a '56Minute' duration. Below the calendar, a detailed view of the 'Math Class' is shown, including the teacher's name 'nancy.lin@anteknets. ...' and a 'Playback' button (also highlighted with a red box). On the right side, there is a yellow box containing recommended operating environment information for PC and Mobile devices, along with instructions for microphone access and a link to test the device connection.

Copyright © 2020 CuClass

Looking Inside the Classroom

Introduction



Looking Inside the Classroom (1/8)

Click to leave the classroom

The screenshot shows the CuClass interface. At the top left, a red box highlights a back arrow icon with a callout box above it that says "Click to leave the classroom". In the top center, a red box highlights a timer showing "01:28" with a callout box below it that says "Video recording timer". On the left side of the main content area, a red box highlights the name "Brian" with a callout box below it that says "Floating watermarks. The watermark will show the student user's name." Below that, another callout box says "The student webcam is locked by default. It is only accessible if the teacher enables the function at his/her end." At the bottom left, two red boxes highlight the microphone and video camera icons with a callout box below them that says "Click to turn on the microphone". At the bottom center, a red box highlights the "Screen Fit" icon with a callout box below it that says "Click to enable 'Screen Fit' display". On the right side, a red box highlights the "Chat" button with a callout box to its right that says "Enter text in the chat box. Click the blue arrow button to send out the text message." Below the chat button, a red box highlights the "Send message to Public Chat" input field with a blue arrow button next to it.

Looking Inside the Classroom (2/8)

The screenshot shows the CuClass online classroom interface. At the top, a navigation bar includes a back arrow, the user name "Education Tech.", and a timer "03:16". The main area is a green chalkboard with a cityscape background. A name "Brian" is visible on the board. The bottom of the board features the CuClass logo and icons for mute and video. On the right side, there is a sidebar with a user list and chat. A large green box on the left contains the text: "Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools." Several yellow callout boxes provide instructions: "Webcam Image: Only shows the image of one person each time" points to the top-right corner; "Hide/Unhide User List and Chat" points to a hamburger menu icon; "User List: Shows the list of class participants" points to the user list area; and "Click icon to enable 'Full screen' display" points to a full-screen icon at the bottom right. The chat area shows a welcome message and two messages from "Marry".

Click icon to enable "Full screen" display

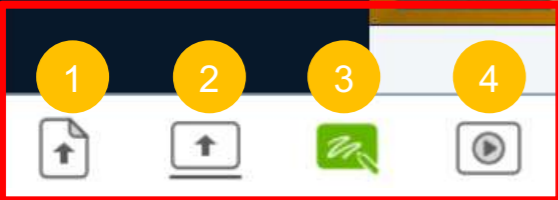
Looking Inside the Classroom (3/8)

Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.

- 1. **File Sharing**- Upload and share learning materials.
- 2. **Desktop Sharing**- Teachers may share their desktop contents to students during class.
- 3. **Interactive Whiteboard** – Collaborative editing in real-time. Teachers and students may solve problems or play games together online
- 4. **Share videos**- Share HD videos with students during class. Simply enter the video URL link.

Please see the following pages for more details.

Click to adjust scaling size.
" + " zoom in to enlarge display.
" - " zoom out to minimize display.



Click to enable "full screen" or "fit the width" display

When a student has been appointed as the presenter, the annotation toolbox will appear on the left and the desktop sharing functions will appear at the bottom-left of the student's screen.

Looking Inside the Classroom (4/8)

File Sharing

Presentation

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

Drag files here to upload
[or browse for files](#)

Uploaded file(s)
Please select your presentation from the file list

Drag or browse the file to upload and share files.

Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.

Cancel Confirm

Looking Inside the Classroom (5/8)

File Sharing

1 2 3

Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.

There are three ways to share your remote desktop:

1. From this Computer
2. Application Software
3. Chrome Window

Welcome to Math course Online Classroom!

As a reminder to all participants, we recommend you to use headphones to avoid disturbing others. Please remember to observe proper rules and manners in class.

Enjoy learning!

Ma Marry 9:53 PM
hello

Ma Marry 9:53 PM
this is so interesting!

Send message to Public Chat

Desktop Sharing

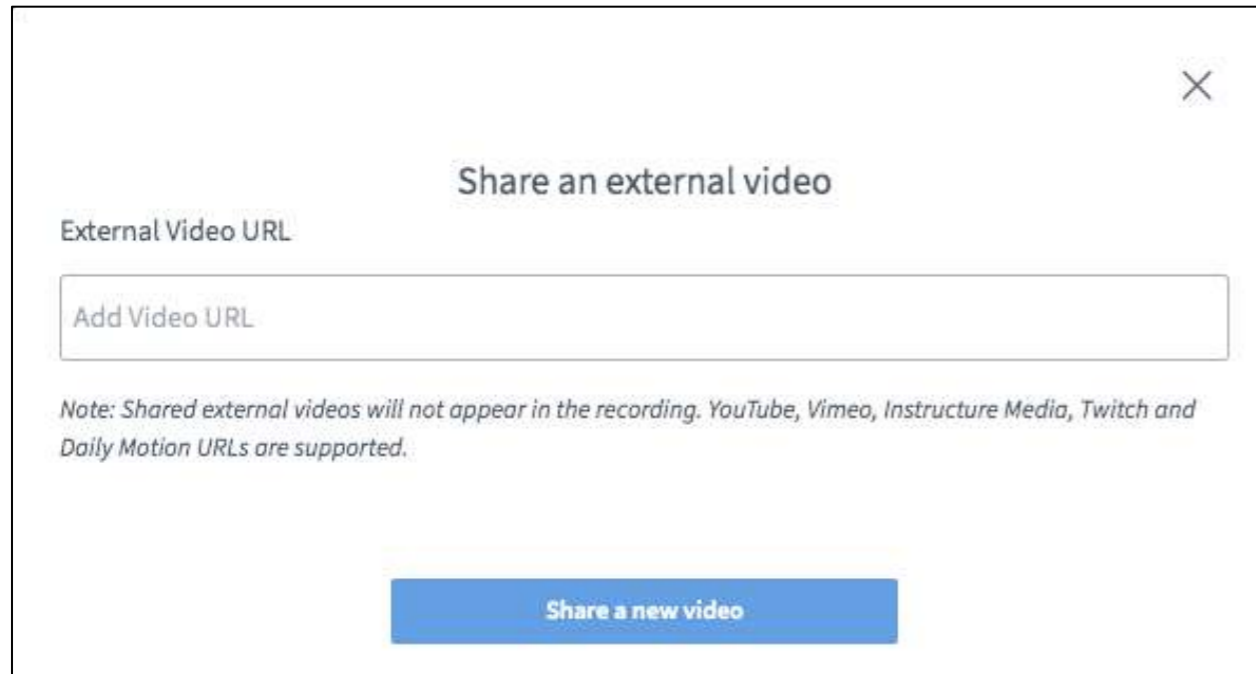
Looking Inside the Classroom (6/8)

Interactive Whiteboard

The screenshot displays the CuClass online classroom interface. At the top, it shows 'Math course' and '08:52' with a 'Class time remaining: 04:04' indicator. The main area is a green chalkboard with a cityscape background and the CuClass logo. A toolbar on the left contains icons for drawing, text, erasing, and other whiteboard functions. A yellow callout box points to a red-bordered icon in the bottom toolbar, with the text: 'Click to turn on Interactive Whiteboard (This function has to be enabled in order to allow students to edit.)'. On the right, a chat panel shows a welcome message and two messages from 'Marry'. A green callout box at the top right states: 'Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.'

Looking Inside the Classroom (7/8)

Share Videos



Share an external video

External Video URL

Add Video URL

Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch and Daily Motion URLs are supported.

Share a new video

Enter URL link to share video.



The HD video will play automatically on the student user's screen in real-time.

Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.

Looking Inside the Classroom (8/8)

Based on the condition that the Teacher has authorized the use of the sharing and collaboration tools.

The screenshot shows the CuClass online classroom interface. At the top, it displays 'Math course' and a timer at '08:52'. The main area is a green chalkboard with a cityscape background and the CuClass logo. On the left, a toolbar contains icons for drawing, text, erasing, and navigation. Red arrows point from these icons to a list of tool descriptions:

- Pen Tools: Write, Draw, Create shapes and lines
- Thickness: Adjust thickness of pen
- Color: Adjust the color of open
- Text box: Enter words and text
- Move: Relocate content to next spot
- Redo: Go back to previous status
- Clear: Clear entire page
- Multi-person Collaborative Editing: Allows all participants to collectively edit

On the right side, there is a chat window with a welcome message and two messages from 'Marry'. At the bottom, a navigation bar shows 'Slide 1' with left and right arrows, and a 'Send message to Public Chat' button.

Used when switching to a different slide
Left Arrow: Jump to Previous Page
Right Arrow: Jump to Next Page