










Teacher guide

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Maria Gmitro

Students' behavior greatly increased positively once I started using Class123. It is simple, fun, very cool and the children LOVE it!



Erika Bushey

Goal setting is huge in our classroom. It's wonderful to be able to set personal and group goals for behavior as well as academics.



Vincent Huynh

I love the fact it is updated from time to time to ensure better quality for teachers and student. Class123 has truly enhanced my classroom management to be more in effective.



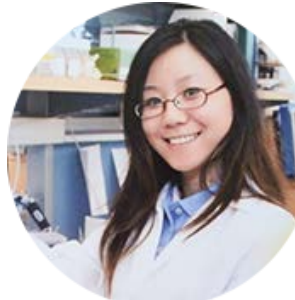
Suzette Steers

I like the feature for parents to be able to self monitor their child's behavior on a daily basis, that has saved me a lot of time.



Kinam Kang

I use the board as a way of sharing what's going on in the classroom, which helped me to communicate better with parents and students!



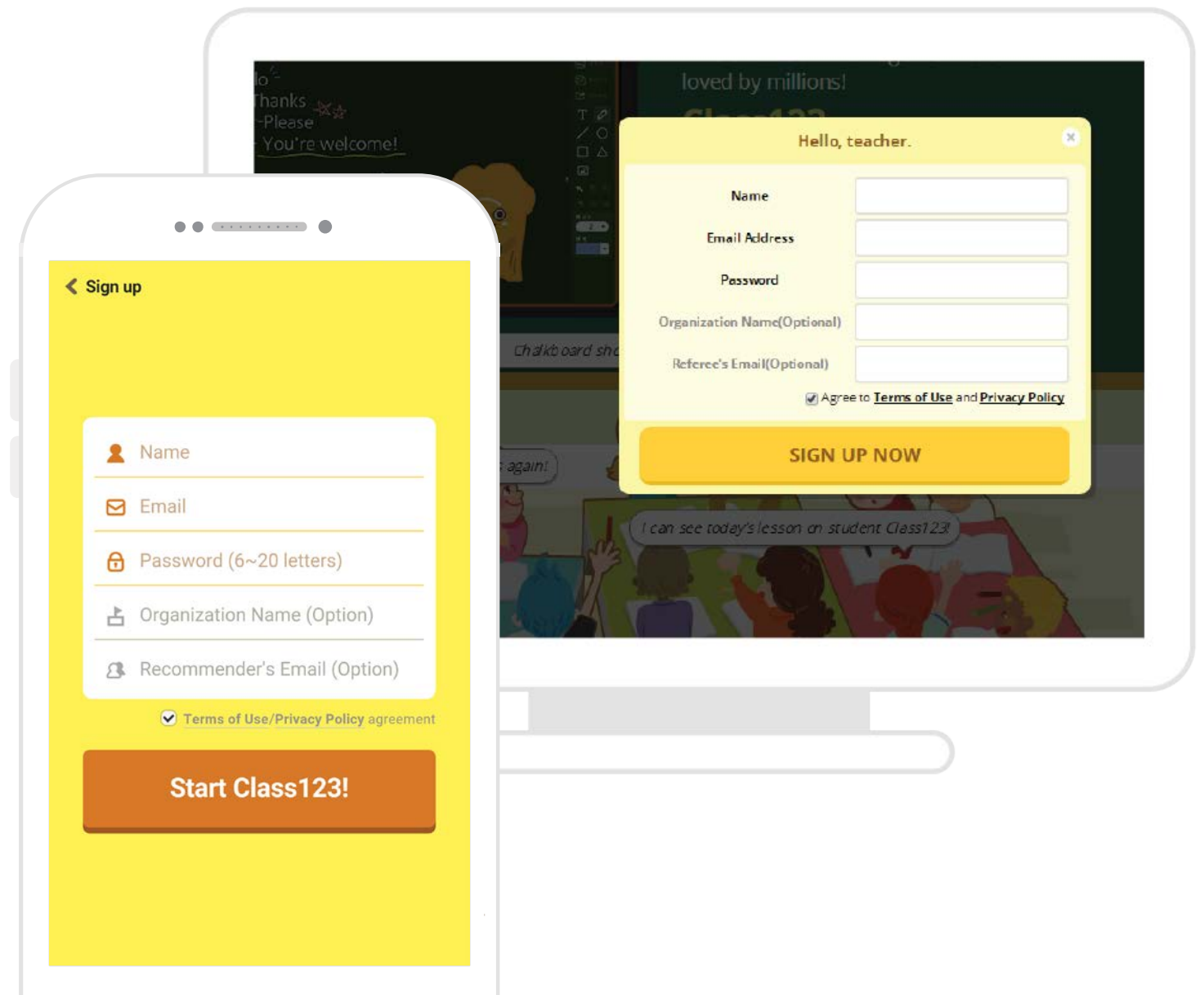
Cathy Xiong

Class123 is great to provide immediate feedback to parents and students, plus students get so excited to see Class123 on the screen.



Start Class123

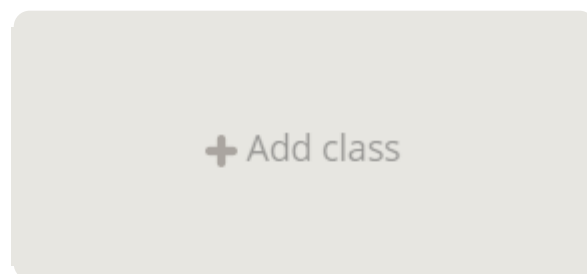
- 1 Sign up at <http://class123.ac>
from your PC or download the mobile app



2 Create class

Click 'Add class' at list.

Choose an avatar type and enter students' name.



Class Name

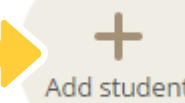
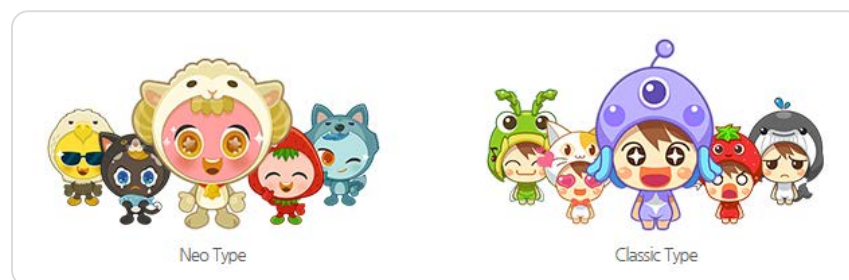
Happy Class

Grade/Age

3rd Grade

Add My Class! (Recommended)

or [Add a temporary class by entering the number of students.](#)



Type student name

Enter each name on a new line.

e.g.)
Larry Page
Sergey Brin
Bill Gates

Tip

Download student labels with avatars
On Setting > Student menu!

Setting

Student

Card

Students (20)

[Print name tag](#)

Set profile type ? ☐ Show avatar ☐ Show student name

3 Manage cards



Add your own Wow or No-no card.




Setting  > Card




Setting




Student **Card** Class Parent/Student Sharing

Wow Cards No-no Cards

 Add My Card  Add Recommended Card

 Concentration   You are a great listener.

 Diligence   You are a hard worker.

 Participate   Great class participation.

4 Set point visibility


Choose what to share with parents and students.

Setting  > Class

Card **Class** Parent/Student Sharing ²

Class Name Happy Class123!

Grade/Age 3rd Grade ▼

Parent/Student sharing setting 

☒ Share both Wow/Nono records

Do you want to share the linked memo?

☐ Yes ☒ No

☐ Only share Wow records

☐ Don't share records

5 Upload student photos


Easily remember students' names with real photos.

Setting  > Student

Setting

Student Card

Students (20) [Print name tag](#)

Set profile type  ☐ Show avatar

☒ Show photo

Setting > Student > Choose 'Show photo'

Student Profile



Avatar  [Change avatar](#)

Photo  [Change photo](#)


Number 1

Name Sophia Bray

Student gender ☐ Female ☐ Male ☒ Unchosen

Click 'Change photo' button to upload, or simply drag and drop.

You're all set!
View student photos at 'Students' screen and seating chart.



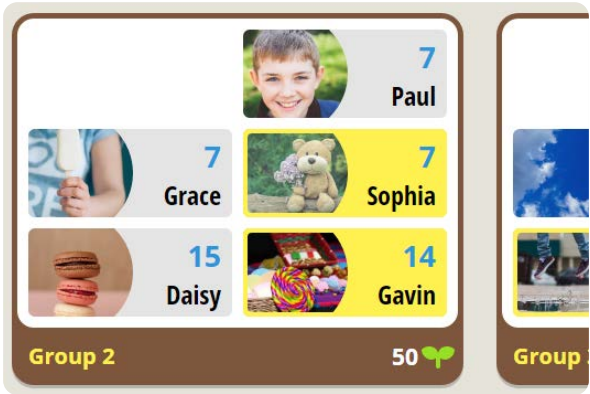
7
Sophia
Bray

6

Set seating chart

Manage seating chart manually or automatically and print out at Manage class > Students > View by seat

 Manage class >  > View by seat



Seating chart is created.
You can select individual students by clicking names.
Or select groups by clicking group names.



Click 'Make seating chart'.

Automatically add students

-

3

+

groups

Automatically set the seating form and students.

Add Groups

Manually add students

1

group

Manually set the seating form and students.

Add a Group

Create groups automatically or manually.

Tip

Click two students in a row to reverse seats.



Click 'Change seats randomly' to mix all seats randomly at once.

... **Class123 Terms**



How points work



Wows
(positive feedback)



No-nos
(negative feedback)

=



Points =
Wows - No-nos



10 points

=



Golden Egg = 10 wows
The whole class collects golden eggs together.
Use as a group goal tracker.

***Tip** – You can edit golden eggs regardless of the points the class has collected.
You can set to deduct a golden egg per e very 10 No-no card..



Class goal tracker

Set on the right side of the class goal tracker screen.
Set the number of goal to achieve with students.
Celebrate with fun effects every time your class reaches the goal!



Hall of fame

Set on the right side of the class goal tracker screen.
View the students who has the highest points overall
or view the highest points by card.

Happy Class123! ⚙️

Manage class related settings here

⚙️ Manage class

👤 Community

✉️ Message

📊 Report

👤 Edit your profile here

Give card

Tool

My Class

Students

Class Goal Tracker

Tools

Timer

Lucky Draw

Bells

Chalkboard

Announcement

Checklist

Award multiple

Tool menu

Access all class tools here.

Mange class :

Class goal tracker,
seating chart, tools

Community :

Engage students and
parents with
Class123 board, wow
together, and home wow.

Message :

Send public
announcements to the
whole class or talk
privately
with parents or
students.

Report :

View and edit points and
attendance record .
Print out analytics report.

⚙️ **Setting** : Set options for display, sound and animation

👁️ **Screen off** : Blackout screen.

🔇 **Mute** :Turn off all sound effects



Points

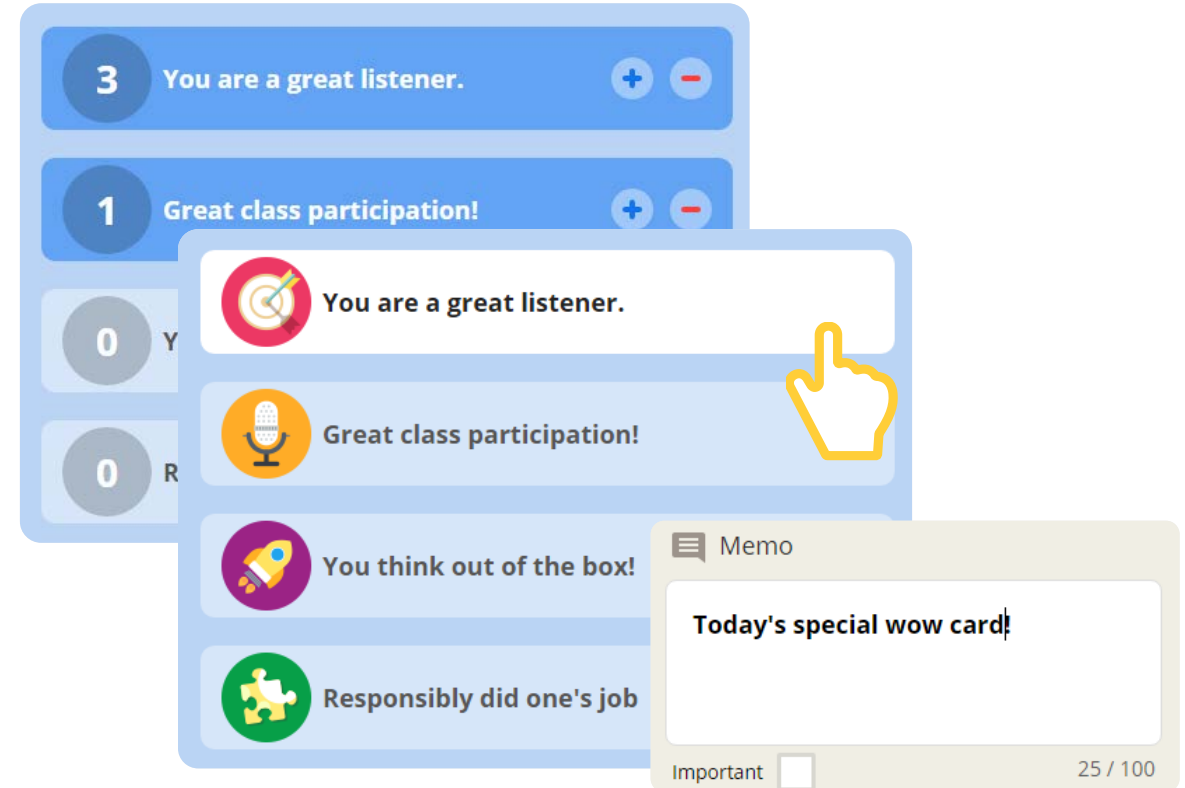
Give feedback cards

Give instant feedback to students with fun animations and sounds.



Choose student from list or group and click Wow or No-no.

Give different cards at once.



Select and give card!

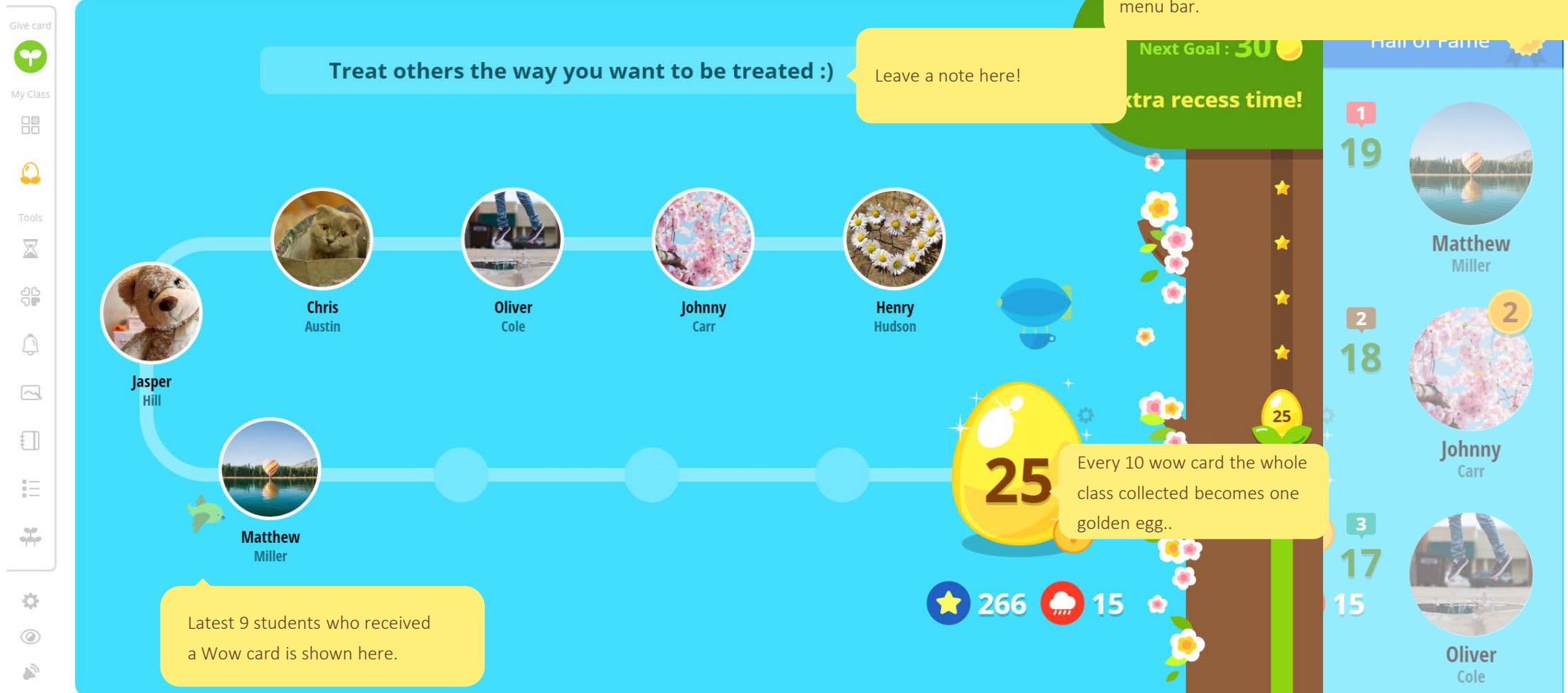
Leave a memo to remember special events.
View all memos at report.

- **Class goal tracker** View the latest students who received a Wow card
Check the number of golden eggs the whole class has collected.

Manage class >



Set goals with the 'Class goal tracker' or view our class's superstars with 'Hall of fame'. Set at settings at the left side menu bar.



●●● Golden egg

Set group goals for the whole class!

Give card

My Class

Tools

Give card

My Class

Tools

Give card

My Class

Tools

Treat others the way you want to be treated :)

Jasper Hill

Chris Austin

Oliver Cole

Johnny Carr

Henry Hudson

Matthew Miller

Next Goal : 30

Extra recess time!

Edit the number of golden eggs shown to students here.

* Editing golden eggs will not change the record in reports!

25

266

15

Add 1 eggs

Total: 26 eggs

Accumulated special golden egg: 0 eggs

Add

●●● **Analytic report**

Manage points, memos and attendance at the report page.
View the whole class's report or by student/date.

Print and send / Export report to excel

Print Report

Export Behavior Data

Whole class >

25
Whole Class

266
Wow

-

15
No-no

=

251
Point

★ BEST

You think out of the box!

View details

Attendance

3

2

0

Matthew Miller

21
Wow

-

2
No-no

=

19
Point

★ BEST

You are willing to help others!

Wow & No-no place in class

Super Wow & Attentive No-no ?

★

★ Cooperation Outstanding teamwork!

By student >

Understand students' strengths and weaknesses better with objective data.

Mark important memos.

Card Category

Responsibility : 8

Cooperation : 22

Concentration : 30

Diligence : 43

Participation : 46

Creativ

Man

Wows & No-nos

Creativity

You think out of the box!

★ 61

Manners

You are willing to help others!

★ 51

Responsibility

Please be responsible for your tasks.

Preparation

Better preparation of class

Important Memo

Johnny Carr

Please follow teacher's directions

Please do not late for class :(2017-03-07 00:44

Courtesy

Sophia Bray

You are willing to help others!

Sophia was so kind! :) 2017-03-07 00:43

Memo

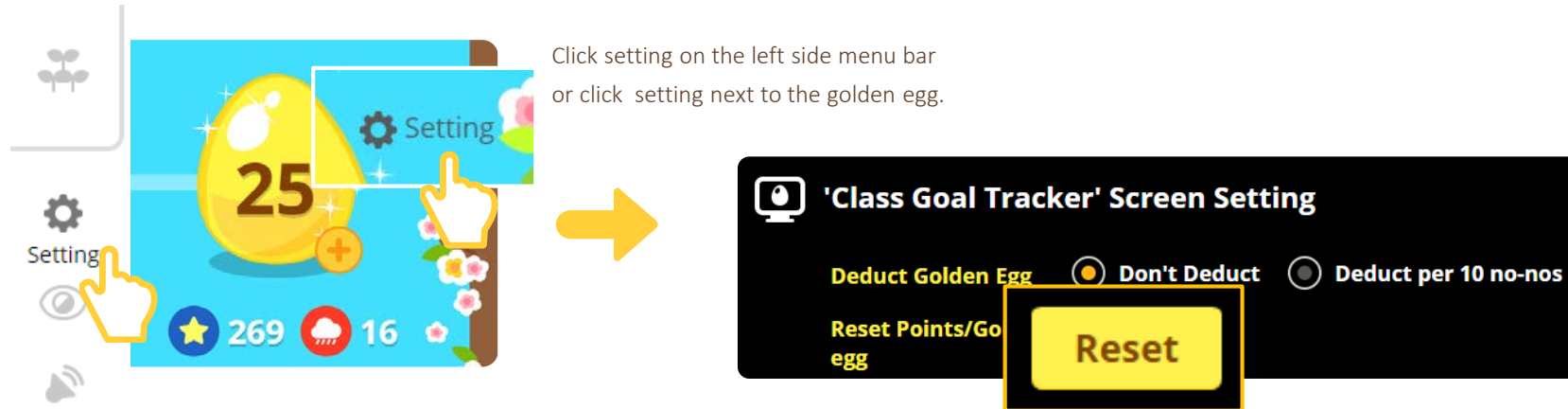
16

Reset points

You can reset points on a regular basis.

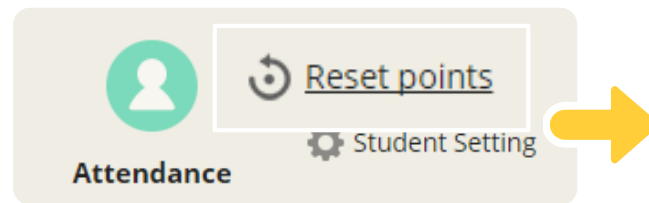
Resetting shown points doesn't affect the report. Manage points at the analytic report page.

Reset golden egg & individual points

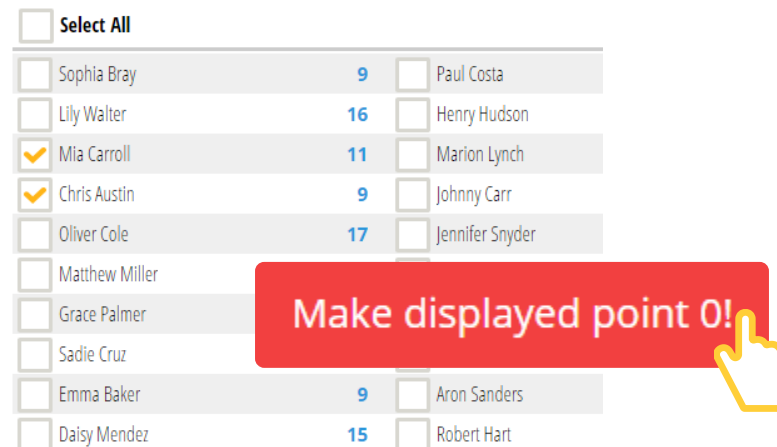


Resetting points will affect the number shown on the 'Class goal tracker' screen including the golden egg, and hall of fame.

Reset individual points only



Click the 'Reset points' button on the 'Students' screen or the card screen.



Choose students and click button.

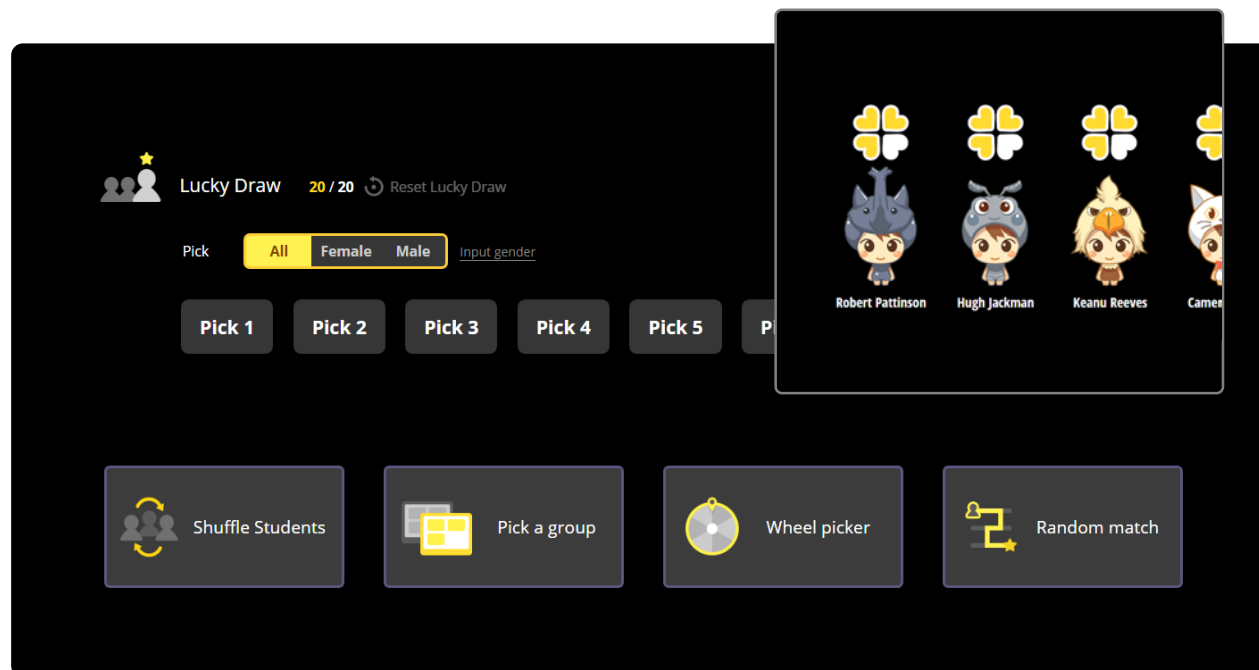


Tools

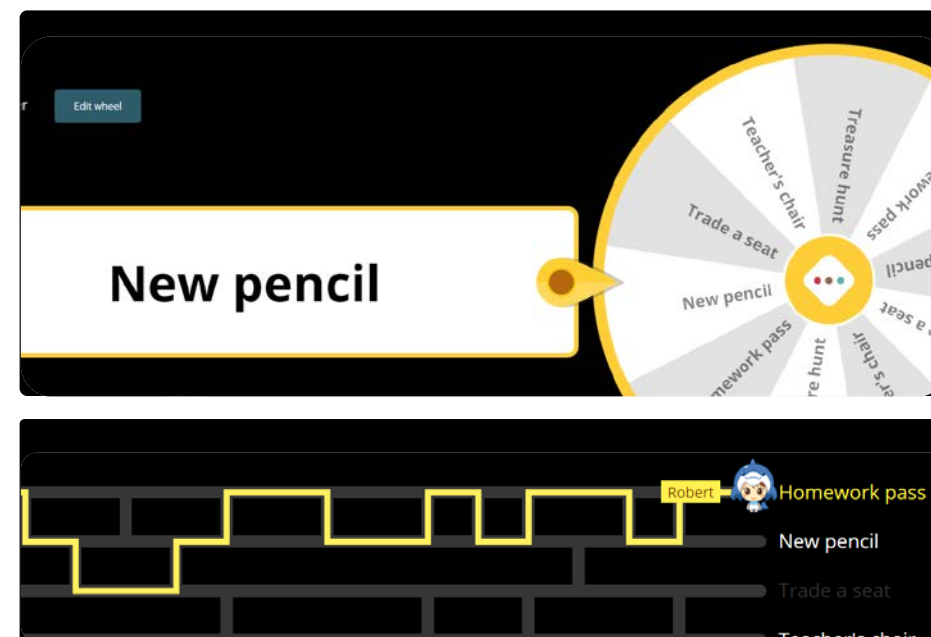
••• Lucky draw

Manage class >

Lucky draw



Wheel picker/Random matchup



Randomly select students with 'Lucky draw'.
Pick students, groups or any list with the wheel picker.

Students will not get picked repeatedly with lucky draw to make sure everyone gets their turn.

🔄 Reset and start again

Enter items and spin the wheel to randomly select items.
Use 'Random matchup' to create random pairings between students and items.

Timer

Timer



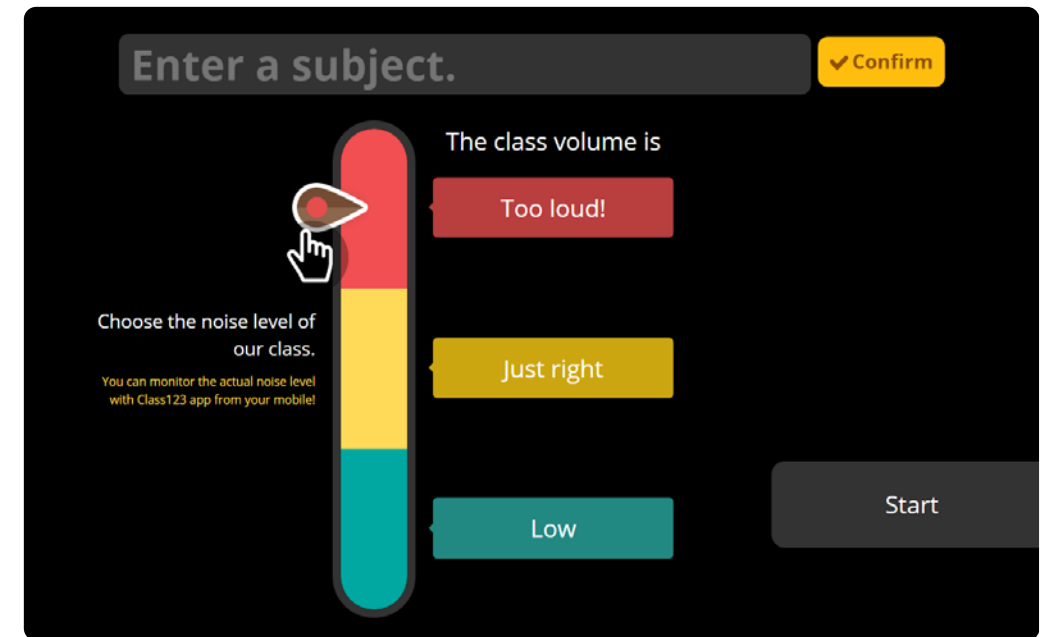
Help students organize time better with the timer, stop watch and alarm.

Quiet your classroom with the noise meter. You can measure the actual noise level from Class123 mobile app.

Manage class >



Noise meter




Measure the noise level of the classroom with 'Noise meter'. Monitor the actual noise level on android and iOS app. Measure on mobile and display on screen to share the noise level with students.

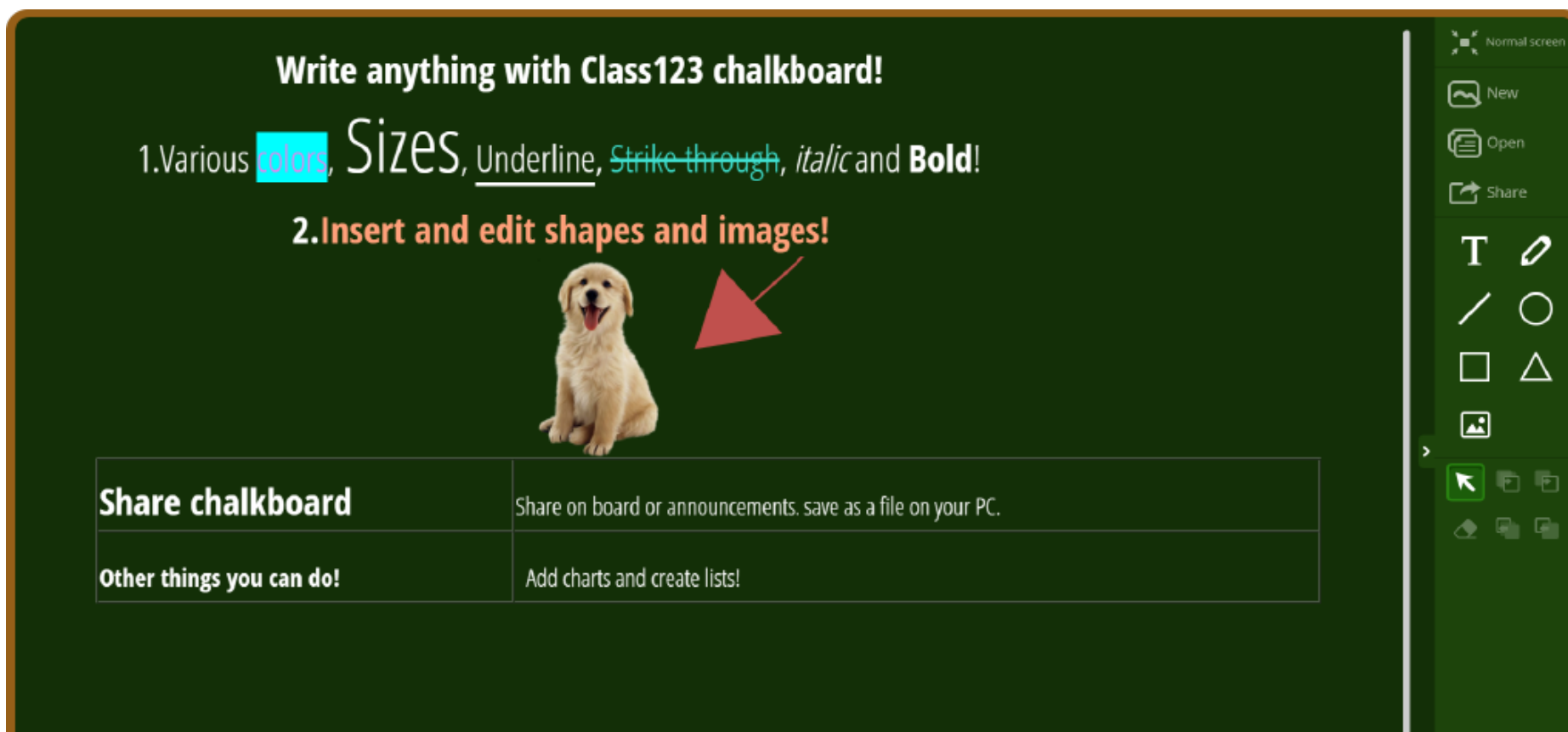
••• Chalkboard

Type, draw shapes and insert images on chalkboard.

All writings are automatically saved and can be imported anytime.

Even save writings as a file on your PC and share on board or send via announcement.


Manage class > 



Write anything with Class123 chalkboard!

1. Various **colors**, **Sizes**, Underline, ~~Strike-through~~, *italic* and **Bold**!

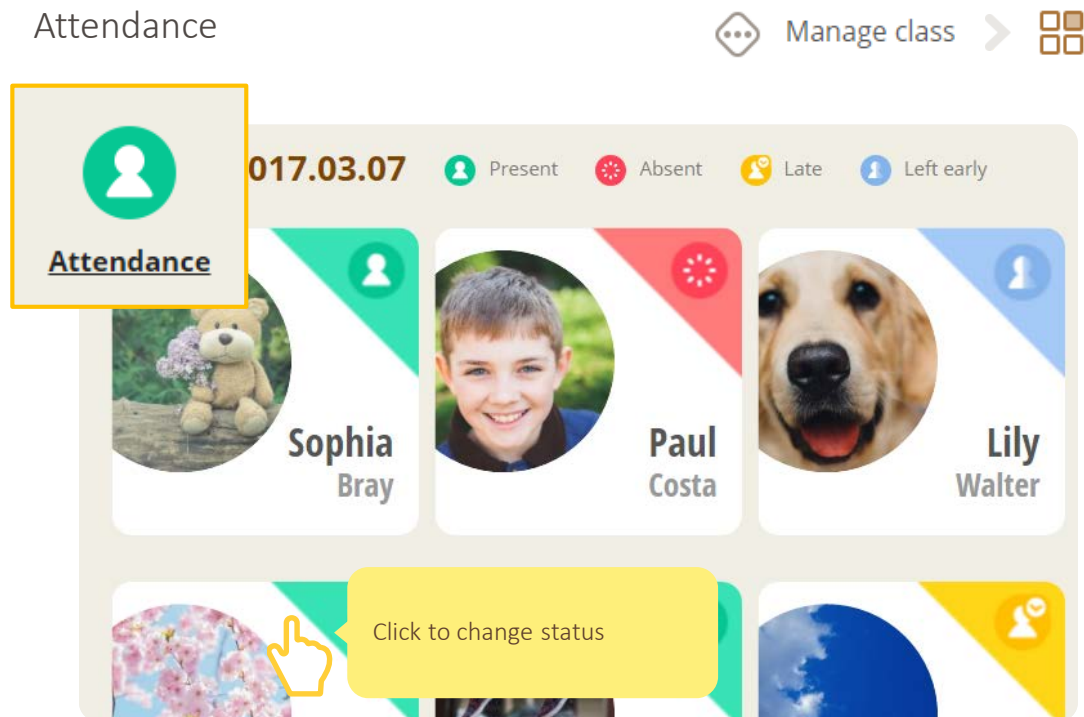
2. Insert and edit shapes and images!



Share chalkboard	Share on board or announcements. save as a file on your PC.
Other things you can do!	Add charts and create lists!

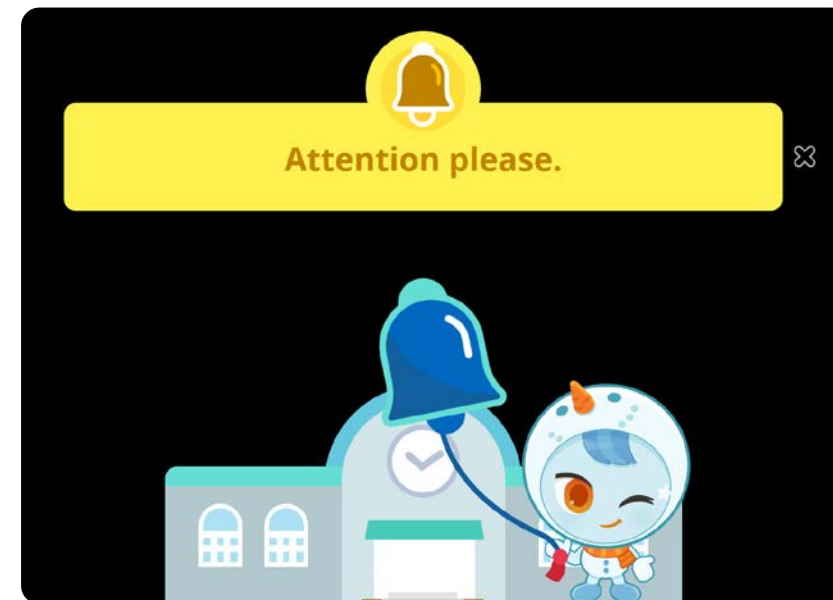
Toolbar icons: Normal screen, New, Open, Share, Text (T), Eraser, Line, Circle, Square, Triangle, Image, Pointer, Copy, Paste, Undo, Redo.

Attendance / Attention bell



Check attendance daily and manage the record at report.
Choose from Present/Absent/Late/Left early.
Find 'Attendance' button at the bottom left of Manage class > Students screen

Bells



Get your class's attention with fun animation and sound effects.

Checklist

Keep track of your classroom with the 6 different ready-to-use forms on checklist.
Pick a template and create a list!

Students List

Oliver Cole
Jennifer Snyder
Matthew Miller
William Hunt
Grace Palmer
Jasper Hill
Sadie Cruz
Gavin Morris
Emma Baker
Aron Sanders
Daisy Mendez
Robert Hart

Progress checklist #1/1

Add note.

5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
9	4	3	3	0

★ Give card.

Delete record

Homework chart #1/1

Add note.

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
6

Check list and instantly give a card.

Delete record

Daily Quiz #1/1

Add note.

7
7
9
10
5
6
10
8
7
7.75
8/20

Give card.

Delete record

Manage class

Add new 'task'

type Enter subject +

are not shared with parents/students.

Various templates

Scale/ OX / Check / 1~5 point/ Free text

SAT 2.18 SUN 2.19 MON 2.20 TUE 2.21 WED 2.22 THU 2.23 FRI 2.24

Manage by date

Create check lists by date.

Choose a date and create ahead of event.

Download report

Export to excel



Connect parents and students

How to invite

Setting  > Parent/Student

Parents and students can view feedback reports, receive announcements/messages and participate on board activities.

Invite with code – Parent/Student

Setting

Student

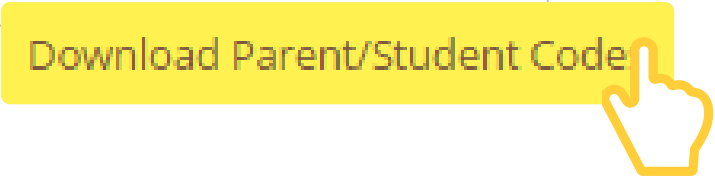
Card

Class

Parent/Student

Sh

Click 'Download Parent/Student Codes' to print out codes.



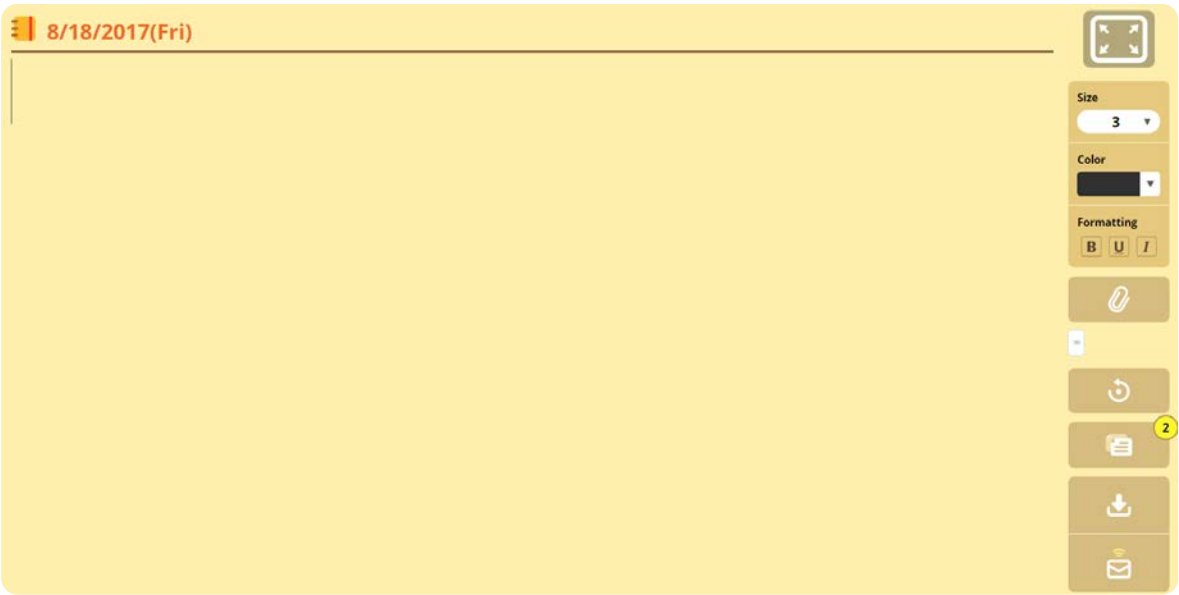
Invite via email- Parent

Student name	Student account	Parent account	Access code	Report preview
Aron Sanders	Add accounts	Invite	View	Preview

Parents can sign up directly from email without codes.

●●● Announcement / Private message

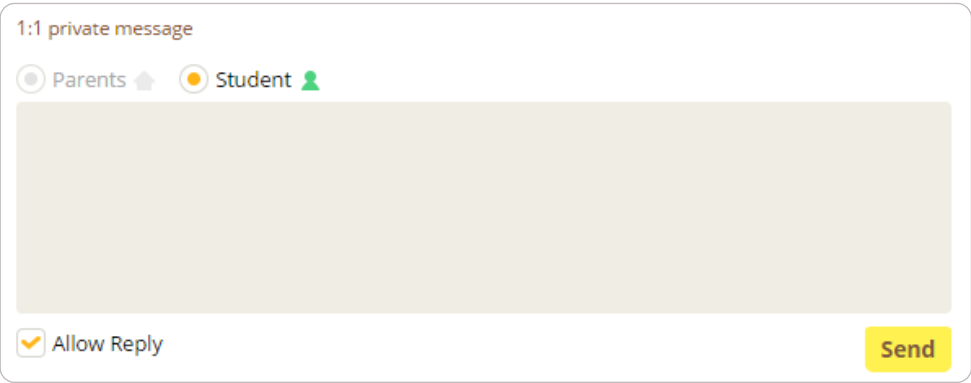
Announcement



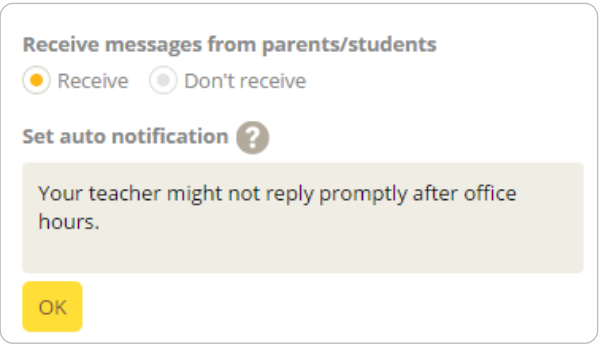
- Send announcement with push notifications and view read receipts.
- Attach files to announcements.
- Write and schedule announcements in advance.

 Message > Announcement / Private message

Private message





Communicate in private with parents and students.




Parents and students can only send messages to teacher when the teacher has enabled receiving messages. Set office hours you'd like to receive messages.

... **Board** Freely customize the visibility/authority of each board to use with parents and students.


 Community > Board

 **View All**

 With students
 Activities! ❤️1



Teacher | 2016-04-12 18:32



Class today during activity period



Read


Comments [0]

 **With students**  Setting

  **Homework**

Teacher | Aug 18, 2017 11:57

Due : 20 Aug 2017 22:00


 **Submission status**
Deadline : /


Total number of students submitted

Total number of files attached

Read


Comments [0]

 **View All**

 Sharing moments
 ? What is not the thing you can do with Class123's board?

Teacher | Sep 9, 2016 16:27

:)

 **What is not the thing you can do with Class123's board?**

Answered : 0

Deadline : **Sep 10, 2016 00:00**

1. Create Polls

0 (0%)

2. Create Quizzes

0 (0%)

3. Send Gift

0 (0%)

4. Manage assignments

0 (0%)

Not answered

23 (100%)

(Counts per family.)

[View details](#)

☐ Show answer

Share stories and photos

Upload unlimited amount of photos.
Set who can view and comment on each board

Organize your classroom better with ASK and Assignment

Collect homework via 'Assignment' and create quizzes and polls with 'ASK'.
Set deadlines and check real time participation rate.
Set comments private for assignment to avoid students viewing other's work.

Parent Class123



Get updates on received cards.

Read shared class stories

Write on boards/Participate in quiz and polls

Write on boards/Participate in quiz and polls
(When allowed by teacher)

Send and receive private messages
(When enabled by teacher)

Home wow- Share child's positive behavior at home once a week

Student Class123



View received cards

Read shared class stories

Write on boards/Participate in quiz and polls/Submit
assignment

(When allowed by teacher)

Change avatar (Photos can only be changed by teacher)

Send and receive private messages
(When enabled by teacher)

Wow together- Send secret encouragements to friends
Teachers cannot view who sent a 'Wow together' but can view the
number of Wow togethers students have received. Teachers can give
secret Wow togethers to students.



Class sharing

••• Invite teachers to your class

Setting  > Sharing

Share your class and collaborate with other teachers.
Collaborating teachers can give points, view report and send announcements.

Setting

- Student
- Card
- Class
- Parent/Student
- Sharing ²

Add collaborators to this class



Share Class

* Collaborators can give points, view reports and write announcements.



- Collaborators
- Sera Smith  [Disconnect](#)
 - Tim Carter  [Disconnect](#)
 - Amelia Lee  [Disconnect](#)


3-7-2017 (Tuesday)



- Gavin Morris


 You think out of the box! 



Sera Smith
- Sadie Cruz


 You think out of the box! 

Sera Smith 11:42 AM 
- William Hunt

 Better preparation can help you. 

Tim Carter 11:42 AM 
- Jennifer Snyder

 Great class participation! 

Amelia Lee 10:20 AM 

Cards given by collaborating teachers are marked.



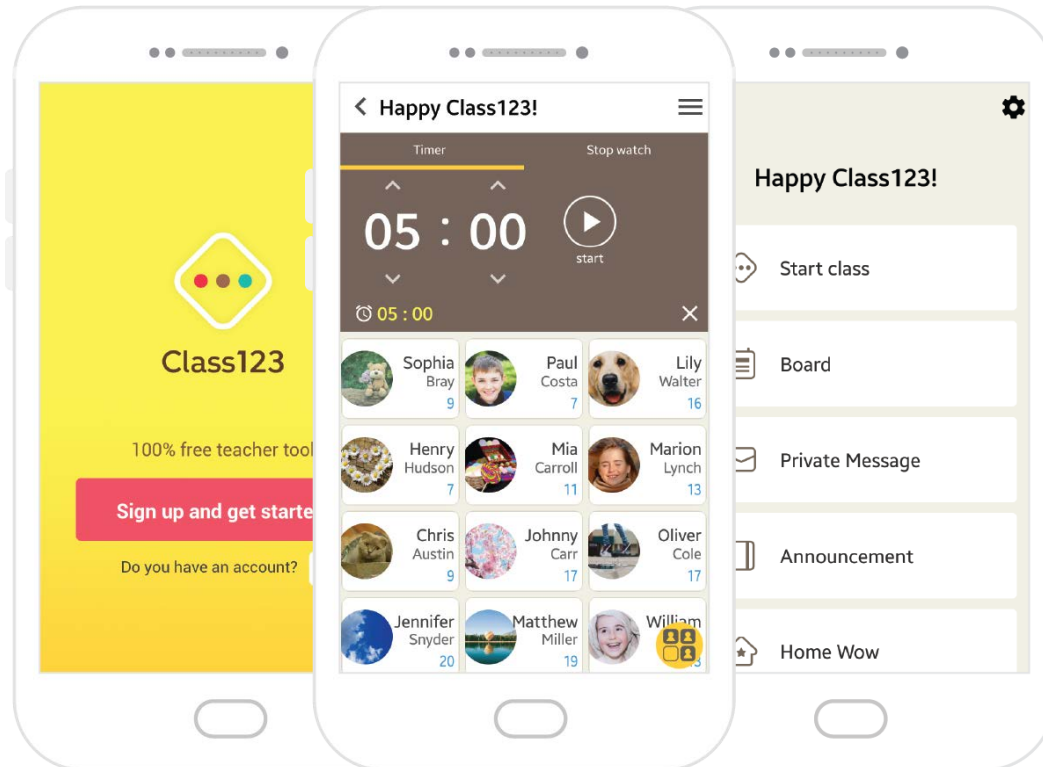
Smart tips

••• Class123 mobile

Use Class123 app on your mobile as a remote control.

Give cards or use the lucky draw from your mobile device.

The screen connected to the PC will instantly sync with your mobile and display.



Download Class123 from App store or Google play.



Customize class123!

Customize Class123 to suit your classroom management needs.
Edit at display setting and class setting.

Setting

Display Setting

Default View

☐ Class Goal Tracker

☒ Students

Points Display

☒ Show points

Points display

Points display

Wows and No-nos together

Wows only

No-nos only

☐ Hide points

Student Card Size

☒ Auto-fit

☐ Fixed size

Menu Color

☒ Bright

☐ Dark

Effect

Animation Effect

☒ On

☐ Off

☐ Only for Wow

Animation Duration

☒ Short

☐ Long

☐ Pop-up

Sound Effect

☒ On

☐ Off

'Class Goal Tracker' Screen Setting

Deduct Golden Egg

☒ Don't Deduct

☐ Deduct per 10 m

Reset Points/Golden egg

Reset

Right Sidebar

☒ On

☐ Off

Right Sidebar Type

☒ Class Goal Tracker

☐ Hall of Fame

HF Criterion

☒ Points

☐ Wow

Class setting
Manage Display setting and 'Class goal tracker' setting.
Customize the way you want to share points on screen.
Also choose the special effects you want when giving cards.

Card Setting
Add your own card and manage points sharing setting.

Add Cards

Description

Thank you for helping your friend!

Card Category

☒ Concentration

☐ Diligence

Parent/Student sharing setting

☒ Share both Wow/Nono records

Do you want to share the linked memo?

Board setting

Manage sharing / writing / viewing setting

Name

With students

Status

☒ Public

☐ Private

Read

☒ Students

☐ Parents

Write

☐ Students

☐ Parents

* Parents and students cannot attach videos.

Wow together/Home wow
Enable or disable Wow together/Home wow .

Wow together setting

☒ Students can send and receive 'Wow'

☐ Disable 'Wow together'.

Home wow setting

☒ Parents can send 'Home wow's.

☐ Disable 'Home wow'.



We are here to help.

Contact us at help@class123.ac

and we'll happily answer your questions.

