MetaMoJi ClassRoom Start Guide

This Start Guide shows general procedures for using MetaMoJi ClassRoom in default.

\* The guide explains each step using iPad running iOS.

1. Login
2. Tap to open the ClassRoom app.
3. Enter your account information into the Login screen.



[In case you log in using a QR code]

Pass a delivered QR code from your teacher over the camera on your device.

If the password is not entered automatically, enter your password with the keyboard.

[In case you log in from your class ID number]

Enter your Organization ID.

Tap Switch to Easy Login to select your class and ID number.

\* Once logged-in, the Organization ID is saved, and it is not necessary to enter that ID again on that device.

1. Opening a Class Note

Open a Class Note which your teacher has placed in the Class Box.

1. Find the class folder underneath the Class Box within the folder tree of the Notes List screen.



1. Tap the Class Note your teacher told you to use.

The note will be opened on the Editor screen.

Tip - You cannot find Class Notes

Tap  on the top bar menu to show newly added Class Notes.

1. Taking a Class

With the opened Class Note, your teacher starts a class.

During the class, your teacher allows you to fill in the note.

Tap  to write and draw on the note. You can add photos, graphics, and web pages from .



1. Leaving a Class

To leave the current class, close the Class Note by tapping  .



1. Logout

When you finish using the ClassRoom app, tap > Logout at the top right corner on the Notes List screen.



\* On the Editor Screen, tap > Logout.

Appendix: Screens

There are two screens within the ClassRoom app when you take a class.

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| Notes List Screen | Editor Screen |
| This screen is shown when you log into the app for the first time or when you close a note.You can see your name in the top left corner. | This screen is shown when you open a note. |
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| When you tap to open a note, the screen is switched to the Editor screen. | When you tap  on the top left corner to close the current note, the screen is switched to the Notes List screen. |