

Get Started with Class for Instructors

In this guide, we provide you with information on the following topics: **Get Started**, **Schedule a Class Session**, and **Invite Students to a Class Session**. Please note that Class is a new tool; to keep up-to-date and to seek more information, please visit [Class Support Pages](#) for additional documentation. There are answers to **Frequently Asked Questions**, including troubleshooting tips, at the end.

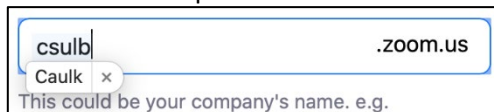
Get Started

Download Class

1. Visit www.csulb.class.com
2. Download the Class desktop application

Sign-in to Class

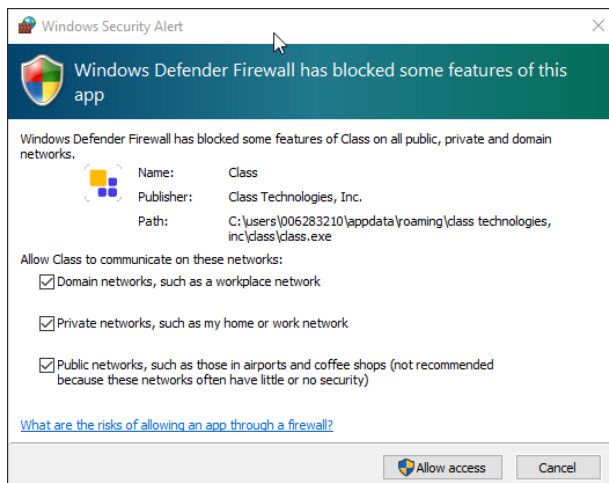
1. Select Sign In on the homepage of Class
2. Select the **Sign in with SSO button**
3. Type **csulb** as your company domain
 - a. Note! Some computers will autocorrect. If yours does, select the **x button**.



4. Select the **Continue button**
5. Sign in with your CSULB credentials (i.e. email address and SSO password)
6. Next, you will be asked to authorize Class. Select the **Authorize button**.

Troubleshooting

1. If you see a window like the one below, you might want to first try clicking the **Allow Access button**. If that requires a system administrator to give you permissions, and you want to bypass that, you can try clicking the **Cancel button**.



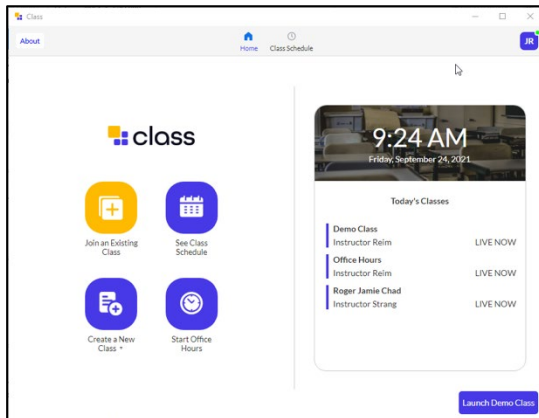


Schedule a Class Session

To schedule and invite students to a Class session, follow these steps:

Create a New Class Using an Existing Zoom Meeting

1. Select the **Create a New Class text** or the **small arrow** next to it. You will be given two options.



2. Select **Use an Existing Zoom Meeting**.
3. Note! You are required to have a password. If you already have enabled the password setting in Zoom then it will automatically transfer to Class. If you have not enabled that setting, then you will need to do so outside of Class in your Zoom settings.

Create a New Class Without Using an Existing Zoom Meeting

1. Select the **Create a New Class button**
 - a. Note! If you select the text, you will be given two options. Although you will probably use an existing Zoom meeting most of the time, you can see the interface more quickly if you select **Create a New Class**.
2. Fill out the form
3. By changing the **Days of the Week** and **Dates** you can schedule recurring sessions. Selecting the **Add More Dates button** gives you even more options.

The form displays two recurring session configurations. Each configuration includes a 'Days of the Week' dropdown, 'Start Time' and 'End Time' input fields, 'Dates' (start and end), and a 'Timezone' dropdown.

Days of the Week	Start Time	End Time	Dates	Timezone
Monday, Wednesday, Friday	2:00 PM	3:00 PM	02/02/2021 to 02/09/2021	America/New_York
Tuesday	10:15 AM	11:30 AM	02/02/2021 to 02/09/2021	America/New_York

4. Note! You are required to have a **Password**.
5. Select the **Schedule button**



Invite Students to a Class Session

Important note! The Meeting ID and the Password are what students will need to join. The Class link is not used right now.

Invite Students Before the Session Has Started (Recommended)

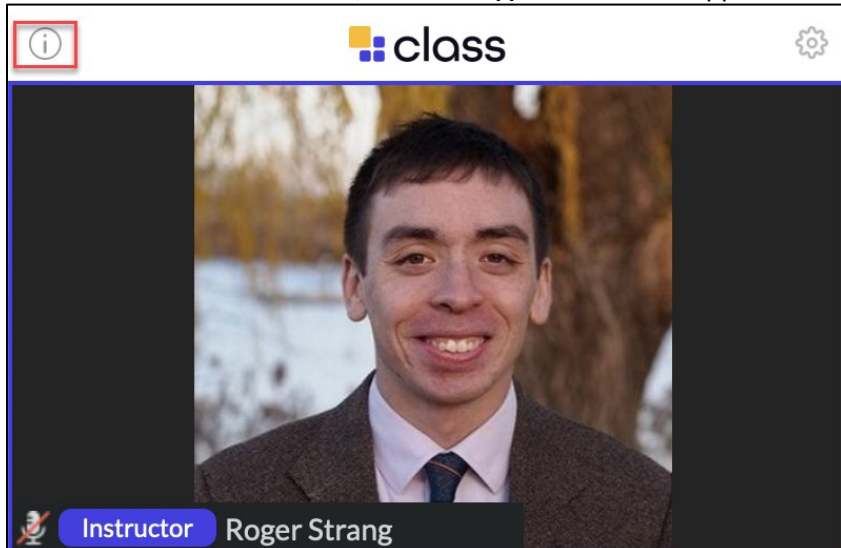
Through this method, students will receive an email with the Class link, Meeting ID and Password.

1. Open the Class desktop application
2. Select the **See Class Schedule button**
3. On the left-hand side, select the meeting to which you want to invite students
4. Select the **Invite Students button**
5. Enter students, according to the format and with spaces between the email address, first name, and last name (e.g. John.Smith@csulb.edu John Smith)
6. Select the **Submit button**
7. Students will receive the email

Invite Students After the Session Has Started

Through this method, you will paste the Class link, Meeting ID and Password somewhere that students can see it (e.g. BeachBoard).

1. From inside the class window, select the **(i) button** in the upper-left corner



2. Select the **Copy All button**
3. Paste the **Meeting ID** and **password** to a place your students can see
 - a. Note! If you copy and share just the link, at the time of writing this, students will not be taken directly into your Class session. Therefore, first have them download the desktop application before class starts, and then have them log in with the Meeting ID and password from the application.



Get Started with Class for Students

In this guide, we provide you with information on the following topics: **Get Started** and **Join a Class Session**. For step-by-step walkthrough from Class to getting started, also visit [Student Guide for Class](#). There are answers to **Frequently Asked Questions**, including troubleshooting tips, at the end.

Get Started

1. Visit www.csulb.class.com
2. Download the Class desktop application
3. Sign in with SSO

Join a Class Session

You can join a Class session in two different ways. Use the first option if you have downloaded the Class desktop application. This will give you 100% of the Class functionality. Use the second option if you have not downloaded the application. If you choose this route, you can get some of the Class functionality, and you will join through Zoom.

Note! We don't recommend using csulb.class.com to join a Class session right now. We are still working on this.

Join Through the Class Desktop Application (Recommended)

1. Open the Class desktop application
2. Check to see if the Class session you want to join is listed under **Today's Classes**
 - a. If so, select the text area with your class' info (e.g. name of class, instructor [name] LIVE NOW)
3. Another option is to select the **Join an Existing Class button**
 - a. If so, enter the Meeting ID and password

Join Through the Original Zoom Link

If your instructor created a Zoom meeting first, and then created a Class meeting from that Zoom meeting (sounds weird, but that's one route an instructor can take), then you may still have the original Zoom link.

1. Enter the session via the original Zoom information (i.e. link or meeting ID)
2. Open Zoom Chat
3. Select the link to the Class meeting
4. This will open a **new web browser tab** with some of the Class functions
5. You may continue to use Zoom and the Class web browser tab simultaneously
6. Note! If you use this route, and then you decide to join through the Class desktop application, you will need to close the web browser tab



Frequently Asked Questions

For more information, please visit the [Class FAQ](#)

How is Zoom different than Class?

- They are separate software packages, so you will need to download Class. It is essentially a “layer” on top of a normal Zoom meeting.

Do I need to download the Class desktop application?

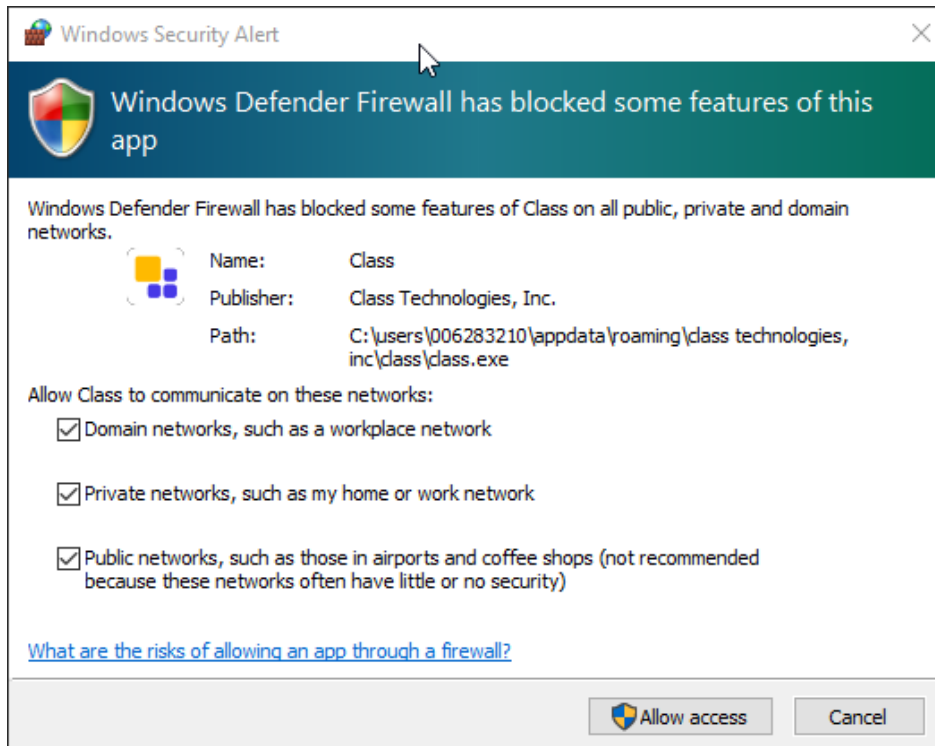
- Yes, in order to use Class, you will need to download the desktop application.

What happens if I have a Zoom meeting, create a Class session, and then students join the original Zoom session?

- Students will be visible to you in Class, but on their end they will be on Zoom. It’s interesting! They can access some of the Class functionality by clicking the link in their Zoom chat that is automatically generated when their meeting starts.

When I download Class and launch it, which networks should I check off?

- If you see a window like the one below, you might want to first try clicking the Allow Access button. If that requires a system administrator to give you permissions, and you want to bypass that, you can try clicking the Cancel button.





Troubleshooting for Students – Joining a Class Session

Do I need to download the Class desktop application?

- Yes, in order to use Class, you will need to download the desktop application.

What should I do if I see a message that says A meeting is in progress?

- Make sure you are trying to join the Class session through the desktop application, and not csulb.class.com or a Class link. You will need to enter a Meeting ID and password into the application after selecting the Join an Existing Class button.

Why does it say Joined on another system? I am trying to join through the desktop application.

- This can happen if you have a Class browser tab open. Simply close it.

When I join a Class session, I see a message that says Unable to join the meeting, please check the Meeting ID and/or Password. What should I do?

- Try again, or restart the desktop application.

When I join a Class session, I just see a black screen. What should I do?

- Try again, or restart the desktop application.

Which browser works best with Class?

- Google Chrome is the recommended browser.