



Smart Classroom Instructor Guide



香港科技大学(广州)
THE HONG KONG
UNIVERSITY OF SCIENCE AND
TECHNOLOGY (GUANGZHOU)

DTD, IEIP, VPTL



- 1 Smart Classroom Introduction
- 2 Common Usage Scenarios for Teaching



1. Smart Classroom Introduction

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Smart Classroom combines physical and digital spaces, using smart devices to present content, simplify resource access, enhance interaction, and manage equipment. **This innovative approach supports personalized, blended, and ubiquitous learning experiences.**

 THE HONG KONG
UNIVERSITY OF SCIENCE AND
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Booking System

[Home](#)
[Classroom](#)
[Meeting Room](#)

Building

Floor

实验楼W4, 1楼, 102

General:

阶梯教室, 94人, 260m²

Equipment:

98寸互动屏, 全向拾音麦, 音响, 手持无线麦克风, 投影仪, 中控主机, 录播主机, 指向麦克风, 教师摄像头, 学生摄像头, 70寸辅助屏

Enabling interactive teaching within an information technology-supported environment. **Only rooms W4-102, W1-102, W4-101 and E1-101 have recording hosts,** which can realize classroom teaching video recording.

Choose a classroom that meets your teaching needs based on the description of the classroom.

Booking System:

<https://booking.hkust-gz.edu.cn/booking/home>



1.1 Intelligent Teaching Aids



Stereo



Recording Host



Smart Classroom Central Control Host



Smart Blackboard



Smart Pen



Handheld Wireless Microphone



1.2 The first thing to do: turn on the devices

Smart Classroom Central Control Host



- ◆ Please tap **“START”** to activate the system through the Smart Classroom Central Control Host. The smart blackboard, projector, stereo and ceiling radio microphone would all be turned on.

Host	Light	Air Conditioner
Turn on	automatically	manually
Turn off	manually	automatically



1.2 The first thing to do: turn on the devices

Connect a handheld wireless microphone to amplify your voice.

The microphone is magnetized to the whiteboard behind the projection screen.



1. Turn the switch of the microphone to "ON".



2. Take the handheld microphone, walk under the stereo (above the front corner of the classroom), and hear a "beep", indicating that the pairing is successful and you can use it.



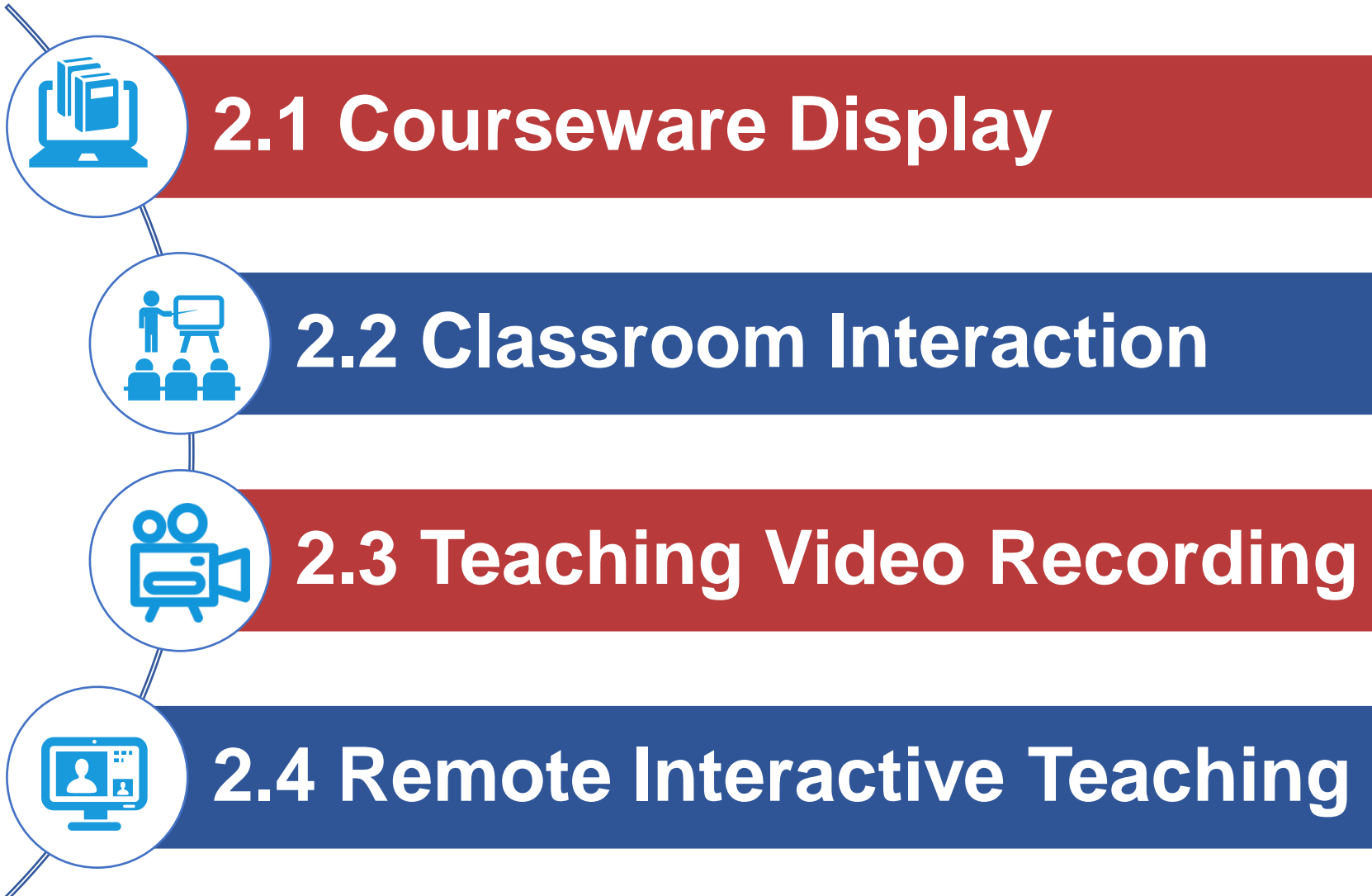
Buttons for volume adjustment are on the side.



Notes: If you are in a classroom with a recording host, you need to hold the microphone close to the host for pairing. When you hear a "beep", your voice can be recorded. (W1-102, E1-101, W1-102, W4-101)



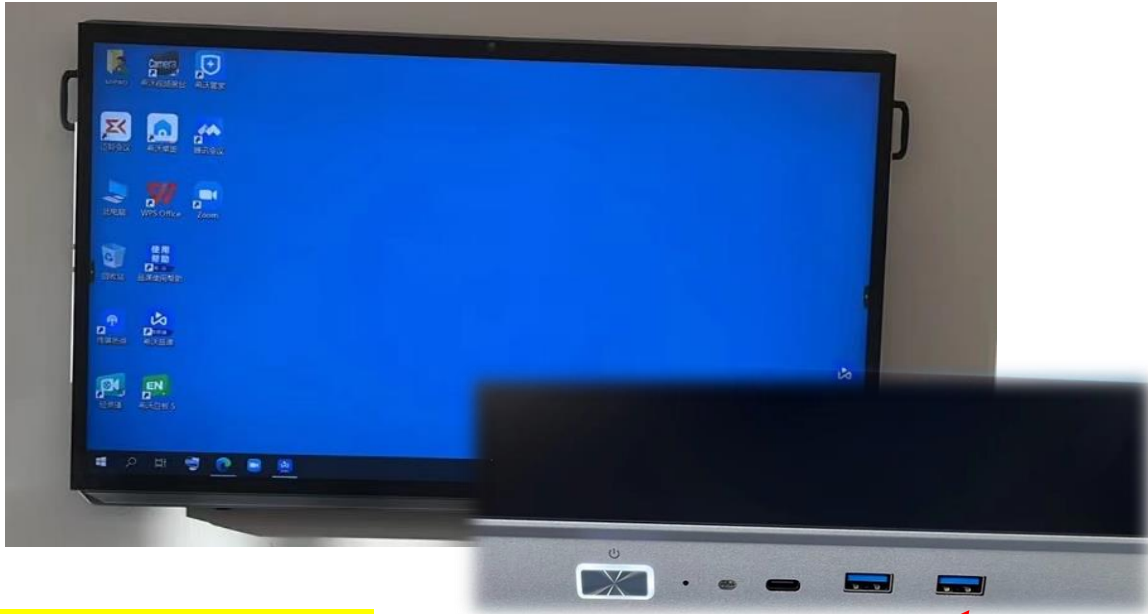
2. Common Usage Scenarios for Teaching





2.1 How to present my course materials?

Five options:



Option 1: USB

Mode 1:

There is a USB port in the lower right corner of the interactive screen, which can directly read the courseware through the U disk.

Option 2: Connect your laptop via HDIM cable





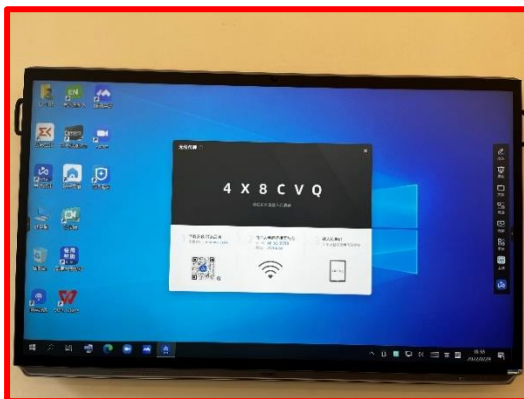
2.1 How to present my course materials?

Option 3: Miracast

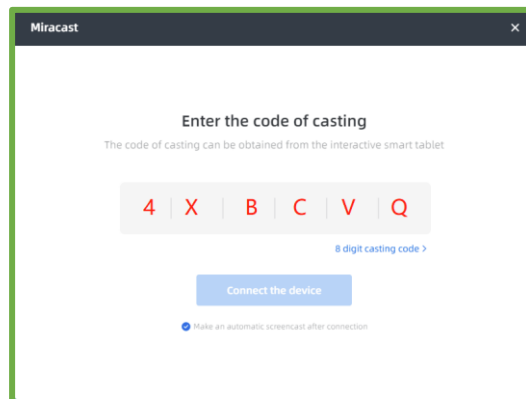
(Project wirelessly, prerequisite is to install Pinco APP.)

Connect the same LAN in the classroom, open the Pinco APP, enter the code of casting, click “Connect the device”.

【Interactive Screen】

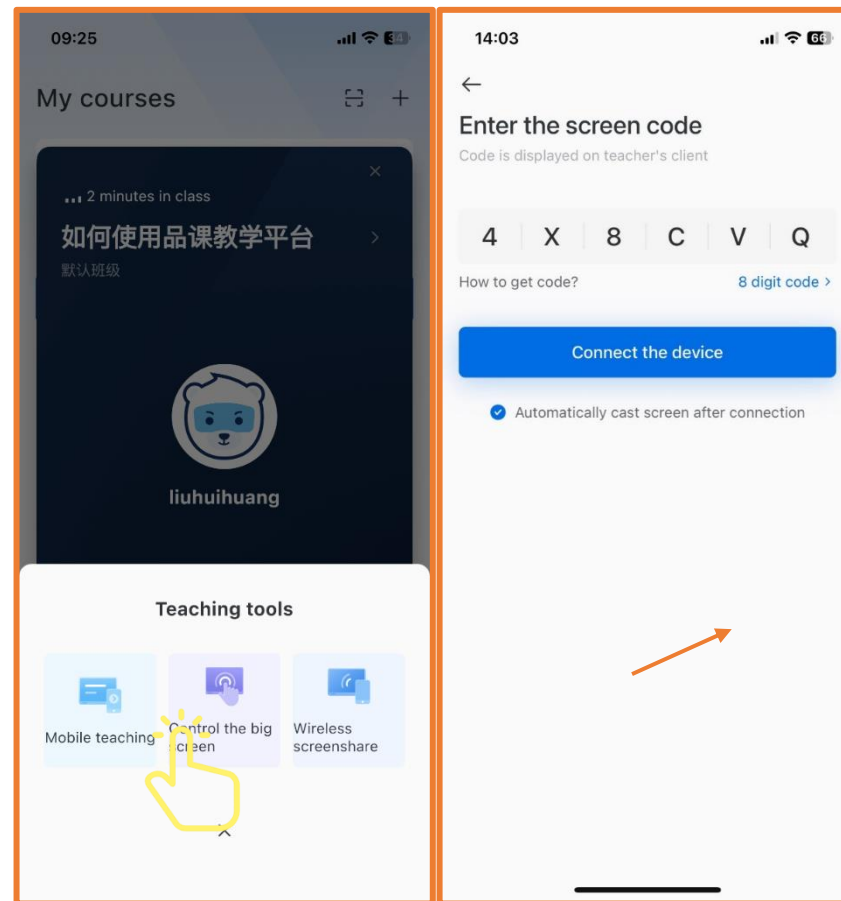


【PC】



Click the button “Miracast”, follow the prompts on the interactive screen.

【Mobile Phone】





2.1 How to present my course materials?

Option 4: MAXHUB Share (Prerequisite is to install MAXHUB Share APP.)



Download link:

https://www.maxhub.com/en/maxhub_share/

Notes: HKUST(GZ) will release a private version later.

Option 5: Files (Prerequisite is to log in Pinco APP.)



- Upload courseware in the teacher's course space in advance.
- Log in the Pinco account, click the "File" logo to open the courseware.

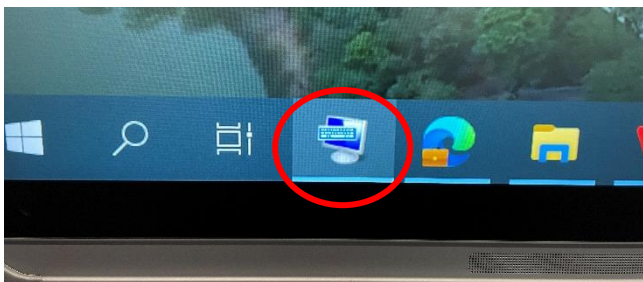


2.1 How to present my course materials?

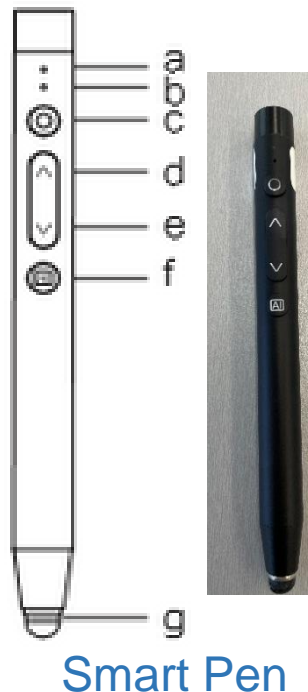
Context 1: Power Point

- You can swipe the screen or use the smart pen to turn pages.
- You can use smart pen to annotate on the smart blackboard.

Notes: Ensure that the USB receiver is properly plugged into the smart blackboard to receive the control signal of the smart pen.



- The digital keyboard can be found at the bottom left of the screen.



a	LED indicator	<ol style="list-style-type: none">1. Work status: blue light.2. Low voltage status: flash continuously.3. Charging status: slow flashing (breathing light).4. Fully charged: continuous Light.
b	Voice receiving hole	Please Keep it 10cm away from your mouth.
c	Virtual laser button	When clicked, the function is the same as the left button of the mouse. Press and hold to turn on the virtual laser and release the button to turn off the virtual laser.
d	Page up button	Windows system: Press the button to control the courseware to turn the page up, long press the button to control the courseware to enter the full-screen mode, and long press the button again to exit the full-screen mode. Android system: Only short press button to turn the page up is available.
e	Page down button	Windows system: Press the button to control the courseware to turn the page down, long press the button to exit the full-screen mode. Android system: Only short press button to turn the page down is available.
f	Voice button	Press and hold the button to turn on the voice function and turn it off when released.
g	Pen point	For capacitive tablet writing.



2.1 How to present my course materials?

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Context 2: video

- KZ-VRC: Play the sound through the stereo.
- PC Monitor: Play the sound through the smart blackboard.

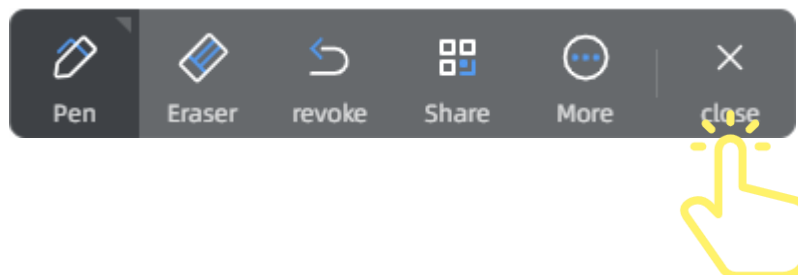




2.1 How to make annotations or deductions during teaching?

Option 1: Pinco "Notes" on the smart blackboard.

- ◆ Click the "Notes" on the Pinco toolbar to annotate in any interface. (PPT, video, web page, etc.)
- ◆ Palm touching on the screen is automatically recognized as an erasing tool.
- ◆ If you want to turn the page, you need to close the "Notes" function first.



Option 2: Pinco "Pen" on the smart blackboard.



- ◆ During a full-screen PPT presentation, you can use the "Pen" function to annotate and turn pages, while preserving the annotations made on each page.

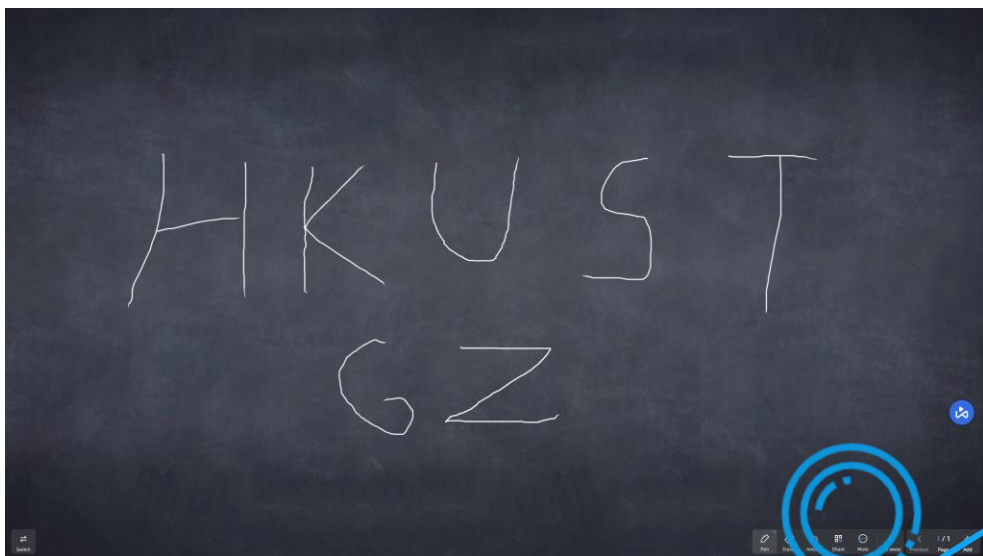


2.1 How to make annotations or deductions during teaching?

Option 3:

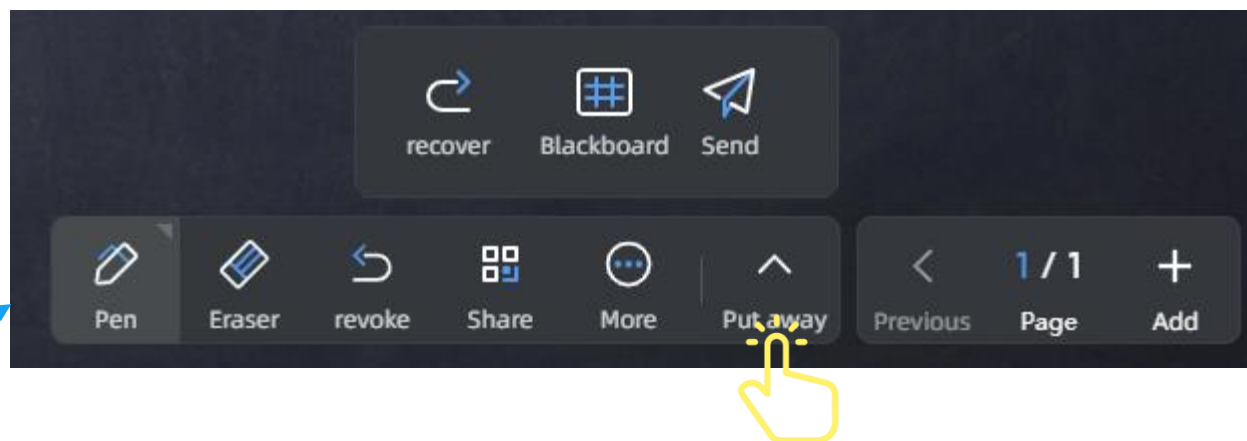
Pinco "Blackboard" on the smart blackboard.

- ◆ Click the "Blackboard" on the Pinco toolbar to write with smart pen or with your finger.



【Blackboard】

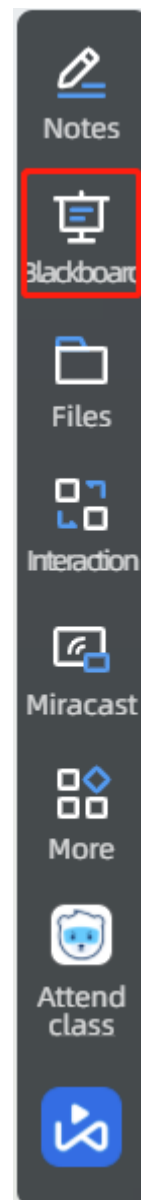
- ◆ Click the "Put away" to hide the blackboard temporarily.



Option 4:

Use Markers on the whiteboard.

- ◆ Walk up to the control host, turn off the projector, retract the projection screen, revealing the whiteboard hidden behind it.



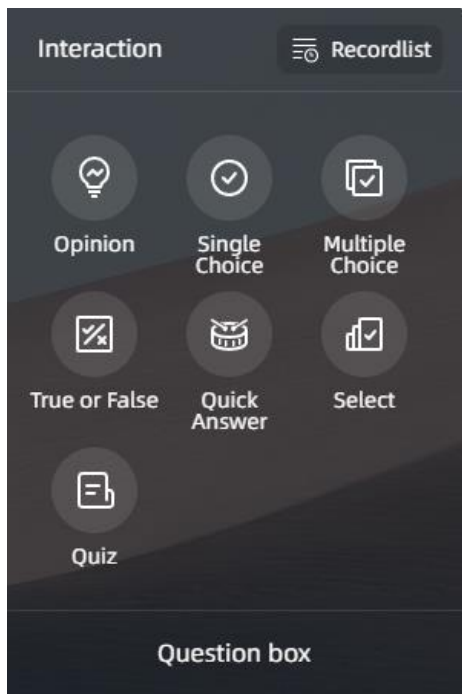


2.2 Interactive teaching tools

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Brainstorming, Voting, Quiz, Questionnaires, Gamified teaching, Timer, Random Name Picker, Word-cloud, Seminar

■ Pinco tool: Interaction



If you want to use Pinco teaching tool “Interaction” , both teachers and students need to download the mobile app to support the interaction.

You can choose whether or not to use the Pinco, or you can consider other classroom interaction tools such as UMU, Classpoint, and Mentimeter.

- UMU: www.umu.cn
- Mentimeter: www.mentimeter.com
- Classpoint: www.classpoint.io





2.3 How to record and download the teaching video?



1. Scan Wechat QR Code



2. Select the Recording Mode



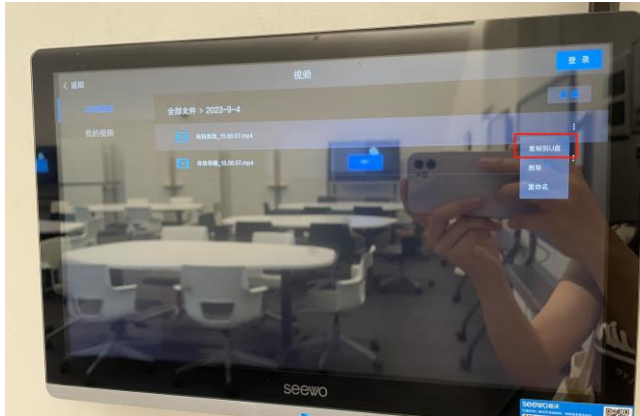
3. Start Recording



4. Stop Recording



5. Confirm End Recording



6. Download the Videos

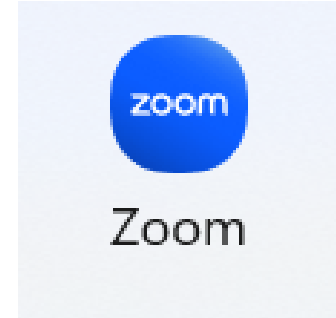
- ◆ Scan the QR code to log in the recording and broadcasting system with Wechat.
- ◆ Tap the button “开始上课” to start recording.
- ◆ Tap the button “结束” to end recording.
- ◆ Insert the USB drive into recording host to download videos.



2.4 How to implement online and offline synchronous classes?

Option 1: Zoom & Tencent Meeting

- ◆ Log in with the classroom name & password.
- ◆ Log in with your GZ campus username & password.
- ◆ These two software have been downloaded in each smart blackboard.

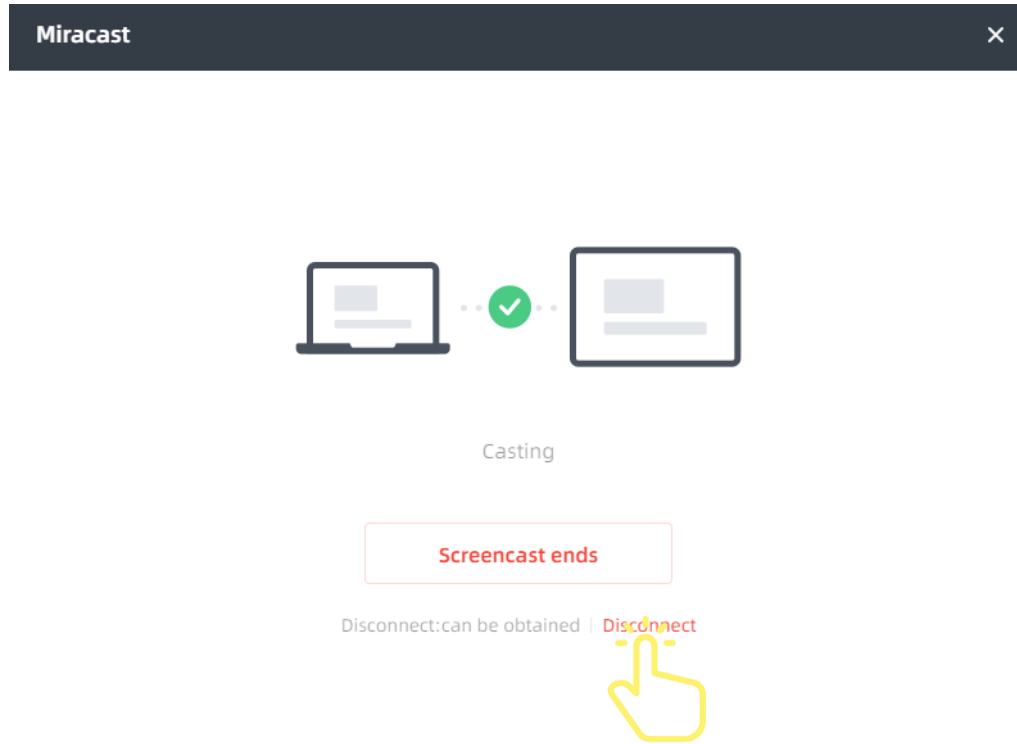


Option 2: Remote interactive assistant (远程互动助手)

- ◆ Live broadcast: Online students can interact through messages and bullet screens, and online students are not supported to speak or share pictures and audio.
- ◆ Remote classroom interaction: The remote venue needs to be equipped with seewo remote recording and broadcasting host.
- ◆ For detailed instructions, please refer to document “seewoPinco Instructor Guide-HKUST (GZ)”.



What should I do before leaving the classroom?



- ◆ Please disconnect the Miracast after class to avoid the situation that your PC screen still be displayed on the classroom screen after you leave the classroom.

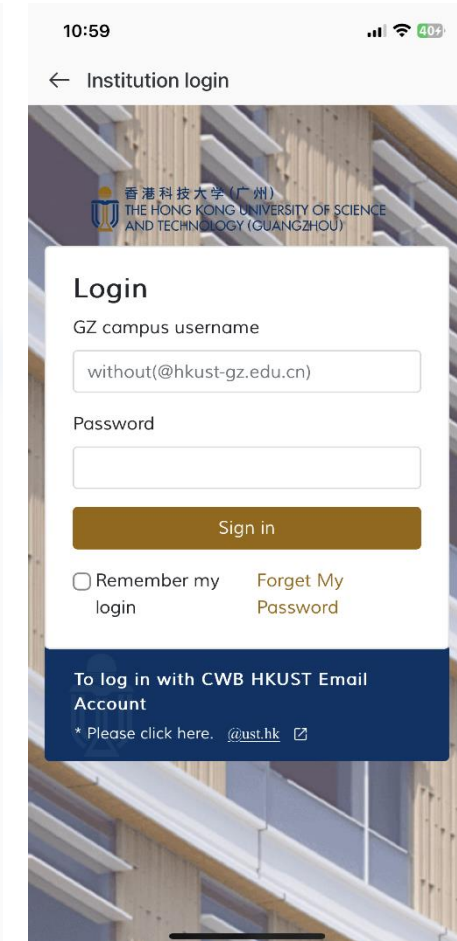
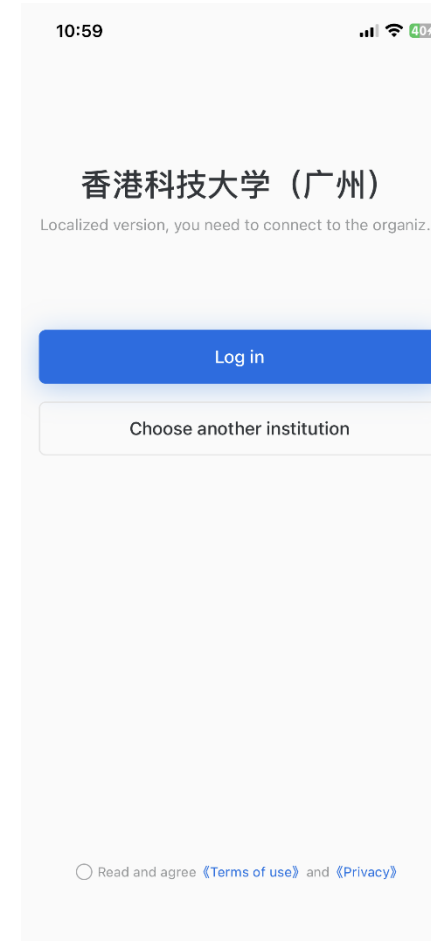
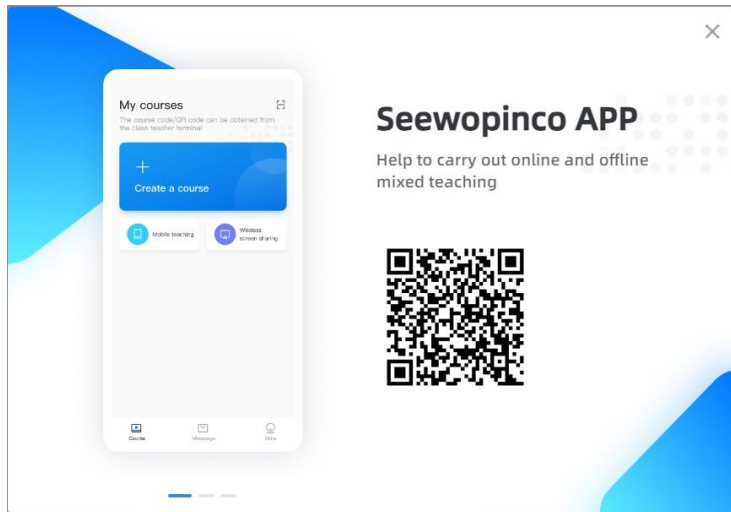


- ◆ Please **charge and magnetize** the smart pen and handheld microphone on the whiteboard.
- ◆ Please tap **"SHUT DOWN"** on the smart classroom central control Host to turn off the entire system.
- ◆ According to the identification of the interface, the group screen, projection, air conditioning, lighting and equipment volume can be controlled separately.



Mobile private version of seewoPinco download and login

- ◆ Scan the following QR code to download.
- ◆ Search "seewoPinco" in appstore, download the private version.



- ◆ Log in with your GZ campus username & password.



PC private version of seewoPinco download and login

Installation package download address:
<https://teaching-mgmt.hkust-gz.edu.cn:30400/server-main/api/v1/software/download?appCode=university-teacher-pc>

Set up [X]

Modes

Devices

Institution

Binding

Network

Options

Refer to

Institutional configuration

The localized version needs to be connected to the wifi of the institution for normal access

<https://teaching-mgmt.hkust-gz.edu.cn>

Cancel save configuration

- ◆ When you open the seewoPinco for the first time, the institution configuration window will automatically pop up, and you need to enter the server address to verify.
- ◆ Server address: <https://teaching-mgmt.hkust-gz.edu.cn:30400>



Access the Teachers' Dashboard of seewoPinco via website

- ◆ Login: <https://teaching-mgmt.hkust-gz.edu.cn:30400/>
- ◆ Log in with your GZ campus username & password.

扫码登录

帐号登录

手机/邮箱/用户名

密码

请输入验证码

8 2 0 3

登录

机构登录

机构登录

香港科技大学 (广州)

登录

香港科技大学 (广州)
THE HONG KONG UNIVERSITY OF SCIENCE
AND TECHNOLOGY (GUANGZHOU)

Login

GZ campus username

liuhuihuang

Password

Sign in

☐ Remember my login

[Forget My Password](#)

To log in with CWB HKUST Email Account

* Please click here. [@ust.hk](#)



- ◆ Smart classrooms will undergo continuous improvements in line with the university's overall development plan, and any updates to features and operational guidelines will be promptly communicated to the teachers.
- ◆ Please contact the Information Technology Department (ITD) calling **88330101** on weekday if you have any questions or concerns using the equipment in the smart classroom.
- ◆ If you have questions about educational information technology applications, please contact the Information Technology Department (ITD) by email gzit@hkust-gz.edu.cn
- ◆ Please refer to Document “seewoPinco Instructor Guide-HKUST (GZ) ” for detailed instructions on the functions of the seewoPinco.

An architectural rendering of a modern university building with a central courtyard. The building is a large, multi-story structure with a curved facade and extensive glass windows. The courtyard in the foreground features a large, red, abstract sculpture on a circular base, surrounded by landscaped gardens with trees and walkways. The sky is blue with some clouds and birds flying in the distance.

Thank you!

