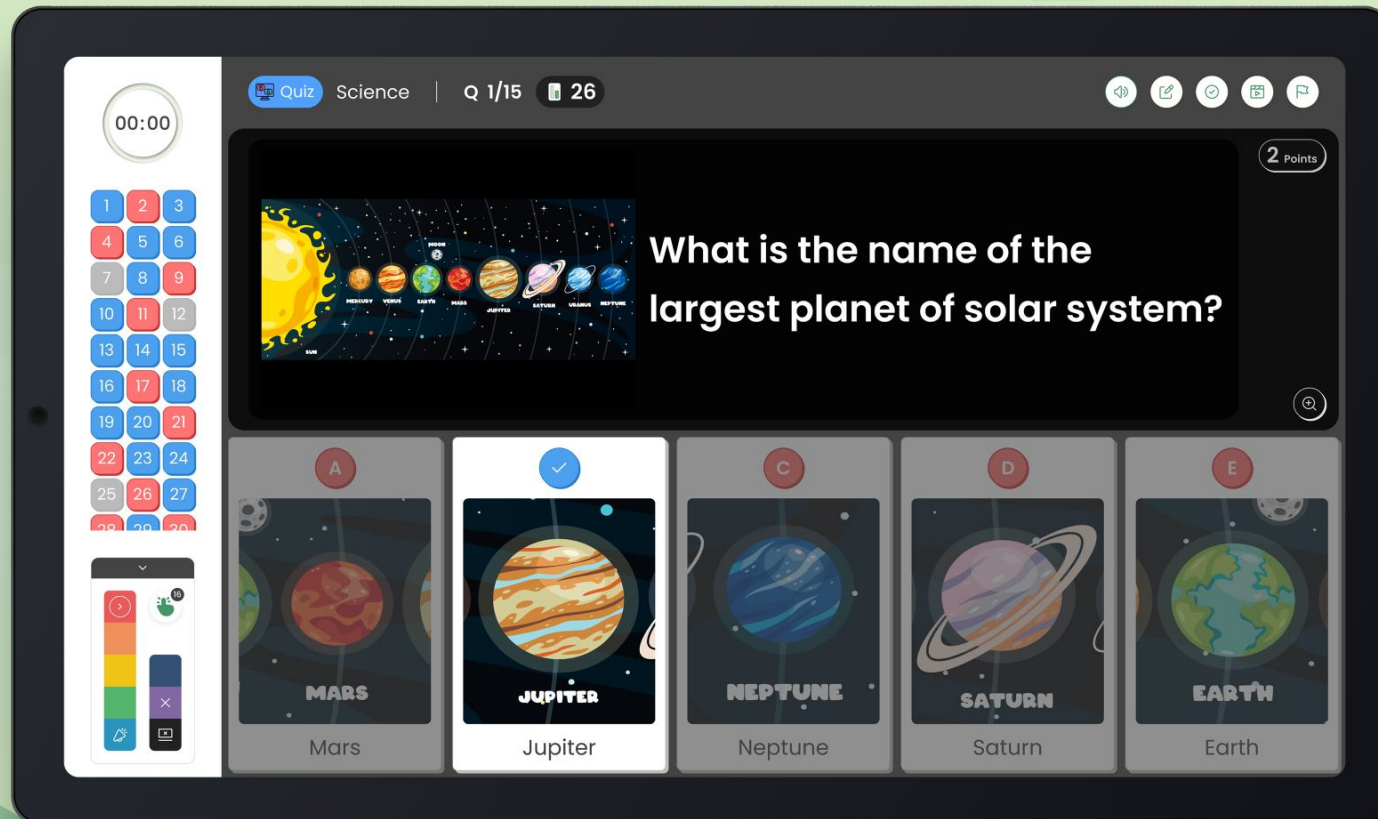


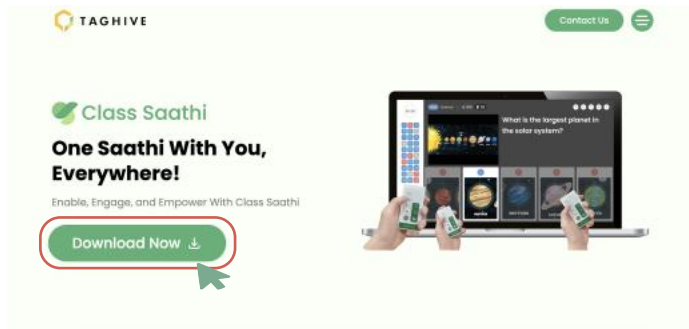
◆ Teacher App Manual ◆



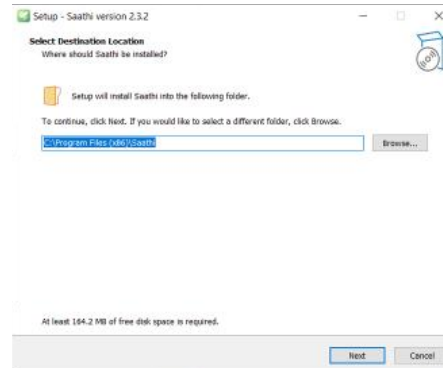
Let's Unbox Saathi Kit Together!



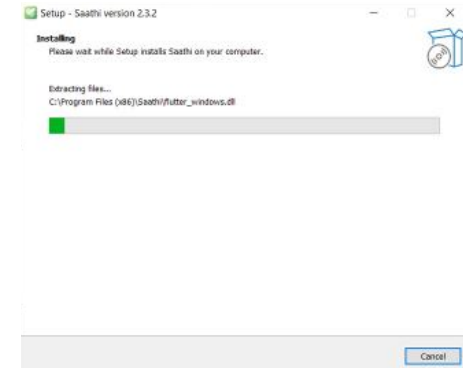
01 Download and Installation



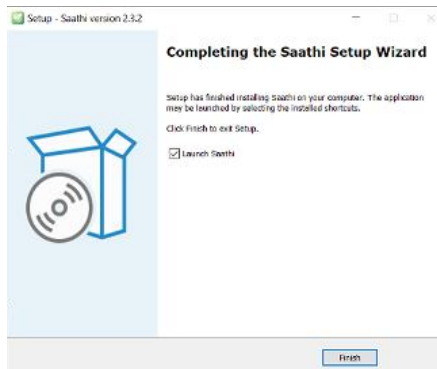
- 1 Click the **'Download Now'** button on the TagHive Homepage



- 2 Open the installer and click 'Next' and then 'Install'



- 3 The installation of Class Saathi will happen automatically



- 4 The program will launch once the installation is complete

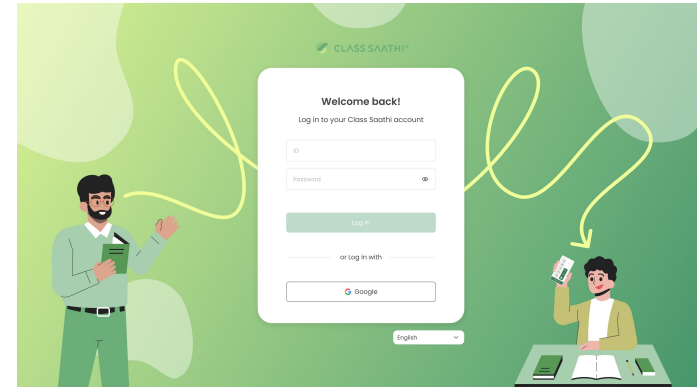
You can scan this QR code to download Class Saathi!



02 Saathi Login

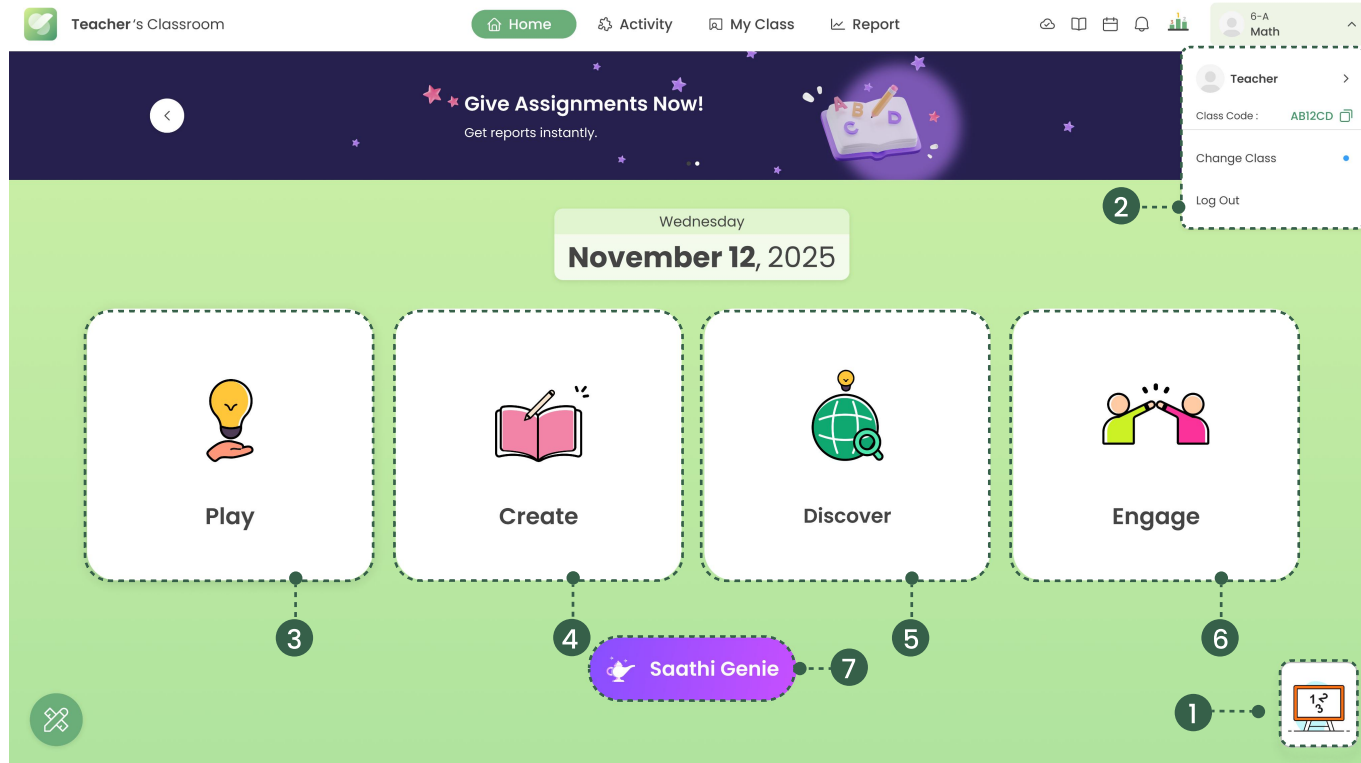


- 1 After installing the program, a shortcut named 'Saathi' will be visible on your desktop



- 2 Log in using the ID and password provided by the Saathi Team

03 Main Page



1 Whiteboard

Access whiteboard to teach your class with in-built Saathi AI for access to content and visuals

2 Settings

General Settings: Set your profile

Class Code: Share code to invite students

Change Class: Create/Change class

Log Out: Log out from the App

3 Play

Start playing pre-made or created quizzes

4 Create

Create Quizzes and Polls

* You can assign homeworks and tests too

5 Discover

View and use other teachers' quiz sets while sharing your own

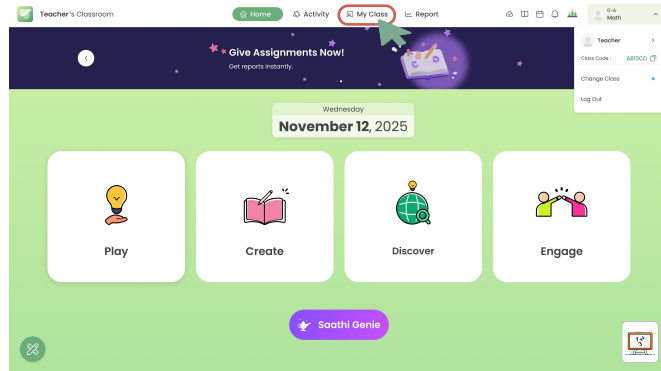
6 Engage

Explore a variety of extracurricular content for your class

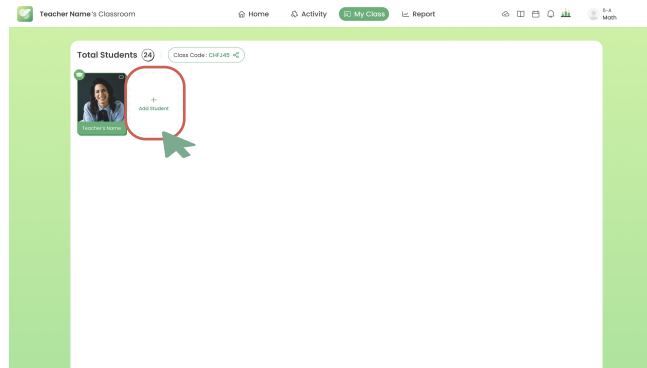
7 Saathi Genie

Generate quizzes, assignments, lessons, and analyze class performance using Saathi AI

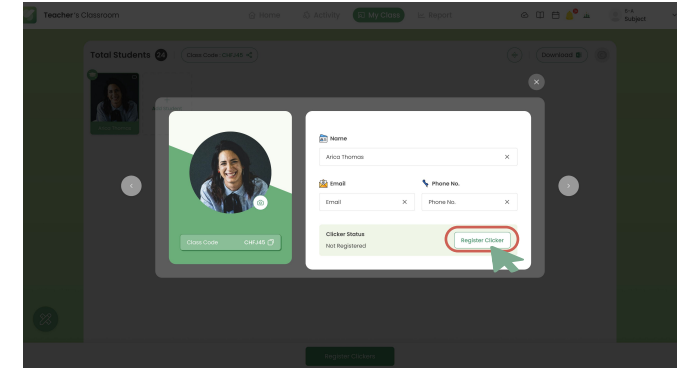
04 Adding & Registering Students



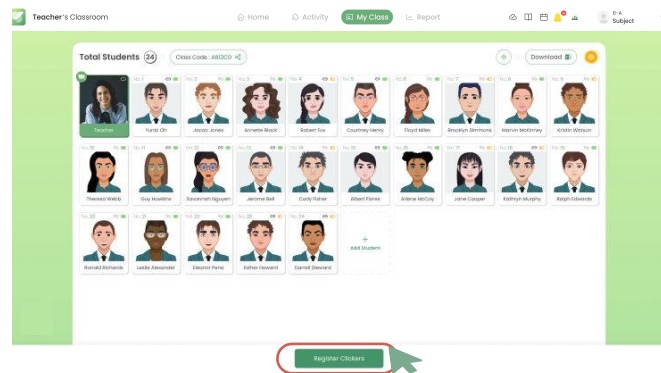
1 Click 'My Class' tab from the top bar



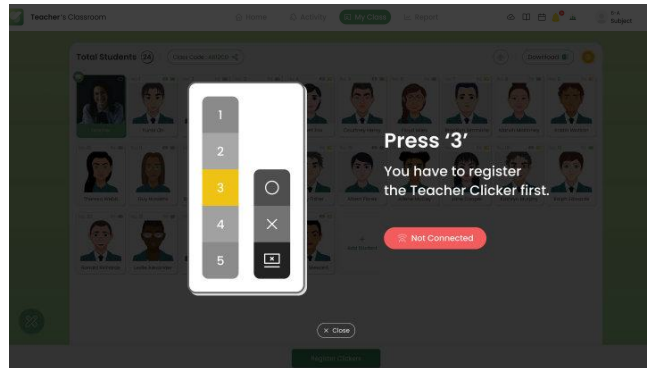
2 Add students using the '+' icon. They can be added individually by the single option or in bulk using the Excel template.



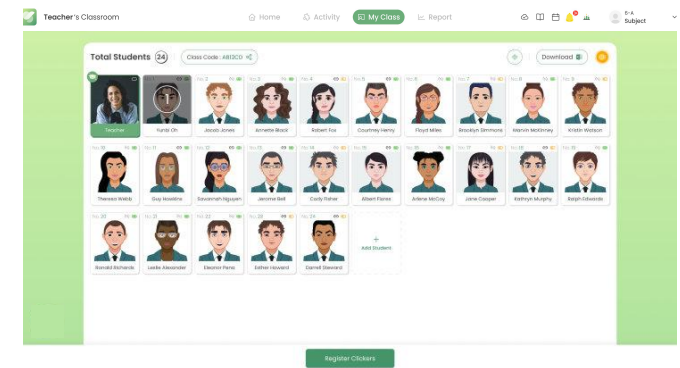
3 Click on student image to view their profile and register clickers individually



4 You can also bulk-register clickers here



5 Register the Teacher Clicker first by pressing '3'



6 Then, register each student with their assigned student clicker

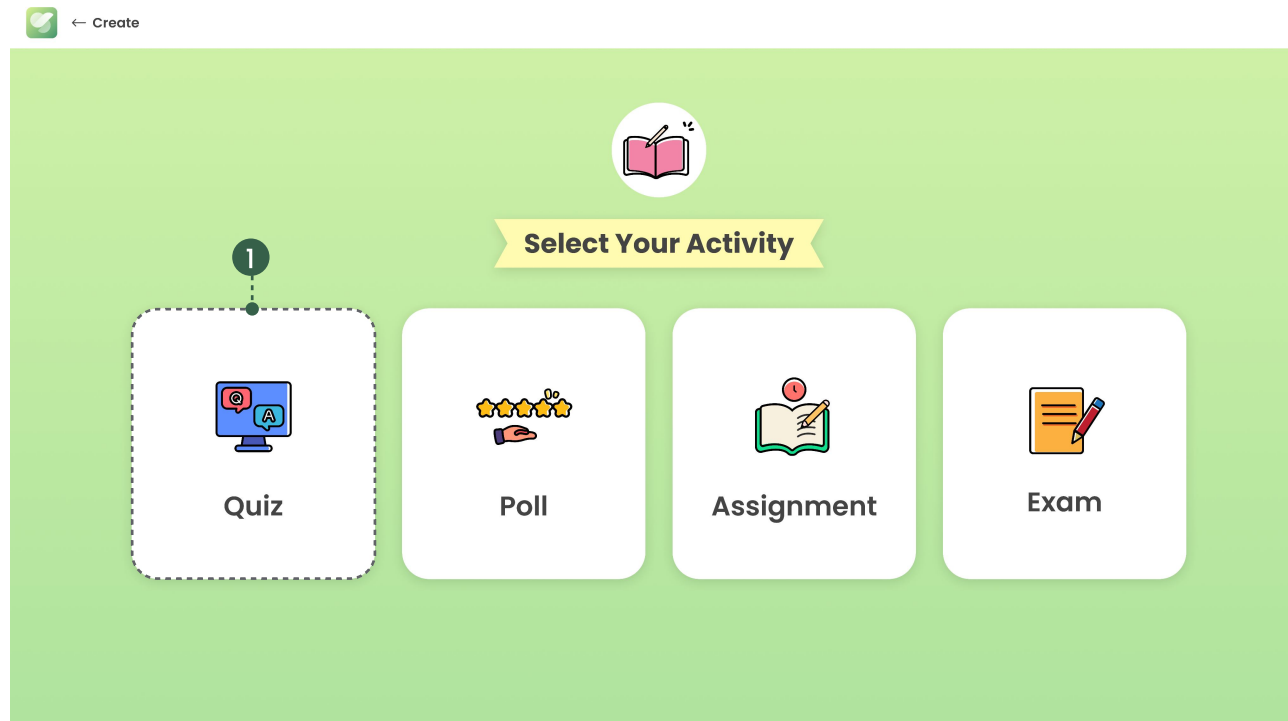
05 Create Quiz

Quiz: MCQs, True/False, and Fill-in-the-Blank type questions

Poll: Take class opinions easily through clickers

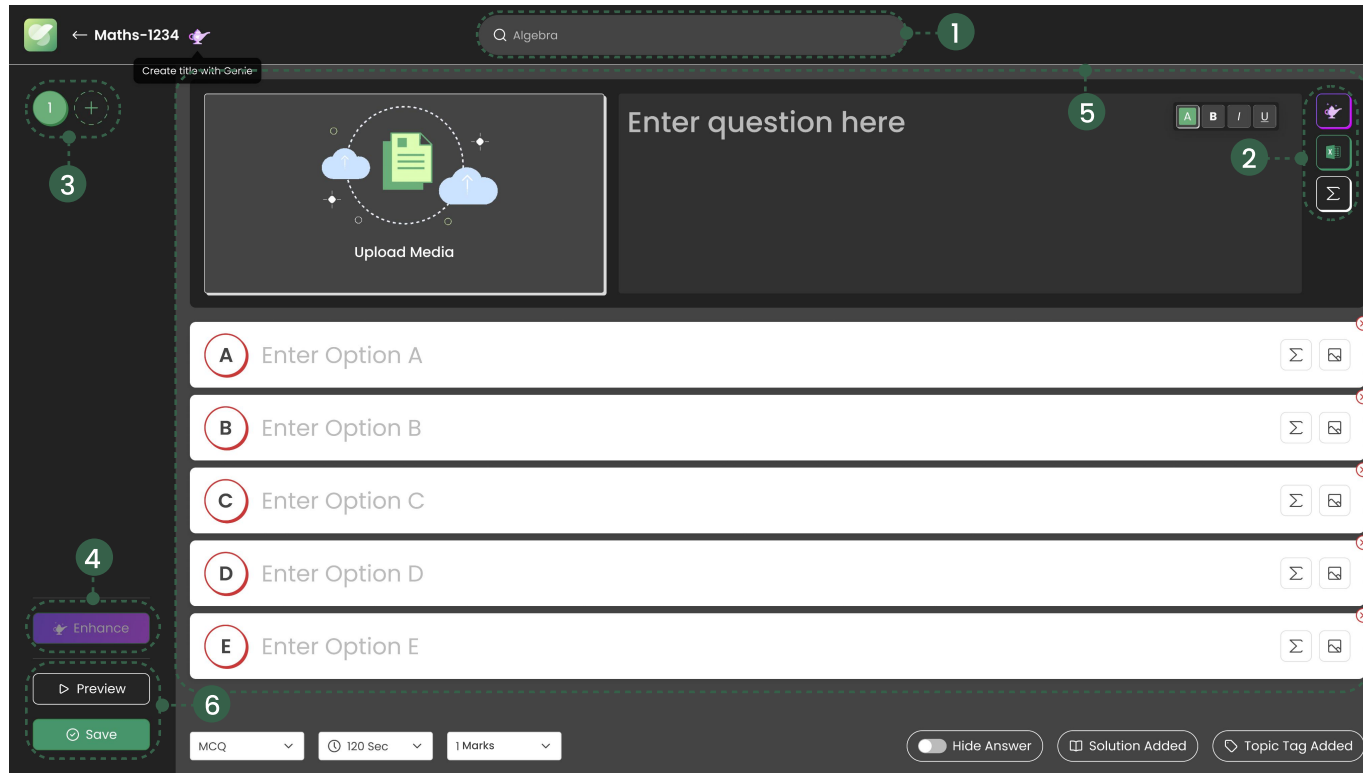
Assignment: Assign homework or tests for students to complete at home

Exam: Create ready-to-print exam paper in minutes



1 Choose 'Quiz' tab in 'Create' Section

05 Create Quiz



The screenshot shows the 'Create Quiz' interface in Class Saathi. At the top, there's a search bar labeled '1' with the text 'Algebra'. Below it, a sidebar on the left contains a '+', '3', '4', 'Enhance', 'Preview', and 'Save' buttons. The main area has a 'Create title with Genie' prompt, an 'Upload Media' section with a document icon, and a large text box labeled 'Enter question here' with a '5' marker. To the right of the question box is a toolbar with 'A', 'B', '/', 'U', and a circle icon with an 'x'. Below the question box are five option fields labeled 'A' through 'E', each with a 'Σ' and a delete icon. At the bottom, there's a '6' marker, a question type dropdown (MCQ), a timer (120 Sec), a marks dropdown (1 Marks), and three toggle buttons: 'Hide Answer', 'Solution Added', and 'Topic Tag Added'.

1 Search Tab

- **Search Saathi Bank:** Type any keywords & use in-built Saathi Content for quizzes

2 Additional Features

Saathi Genie: Create quizzes through web URLs, documents & prompts
Excel: Create quizzes through excel sheet
Formulas: Add formulas/equations
Media file: Upload images, videos & audio files

3 Add Question

Add questions via '+' button and delete quizzes via 'x' in circle icon

4 Enhance

Localize: Translate the text into any language

Polish: Automatic correcting of grammatical errors

Rephrase: Reword questions for better clarity

5 Enter Options

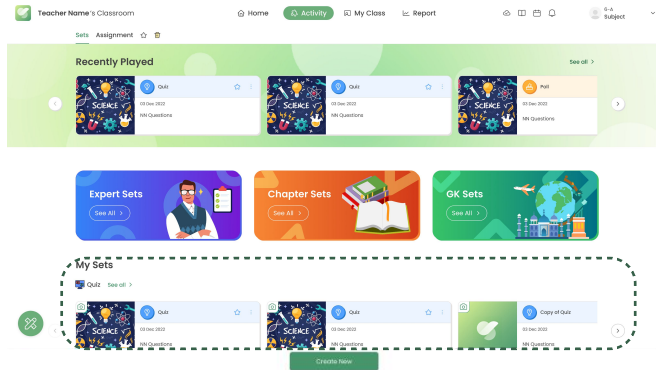
Enter options for the questions at the bottom space

6 Preview

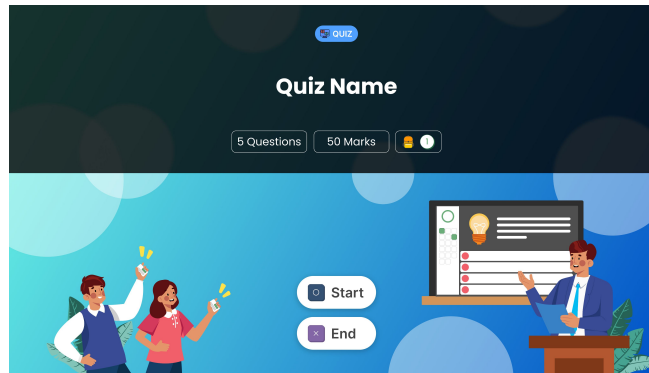
Preview: View quiz before saving

Save: You can save it for later or play immediately

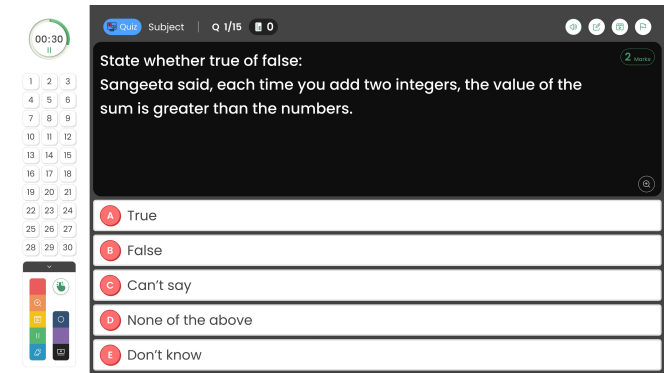
06 Play a Quiz



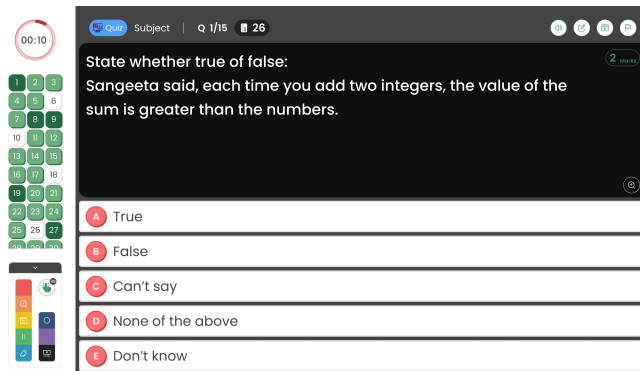
- 1 Select any set in 'My Activity' and begin playing



- 2 Click the 'Start' button on the screen or press 'O' on the teacher clicker

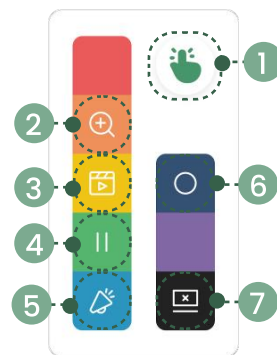


- 3 Students can respond with their clickers within the given time limit



- 4 Responding students will appear on the left side of the screen
*Teachers can control the quiz from their physical clicker

[Playing Quiz]



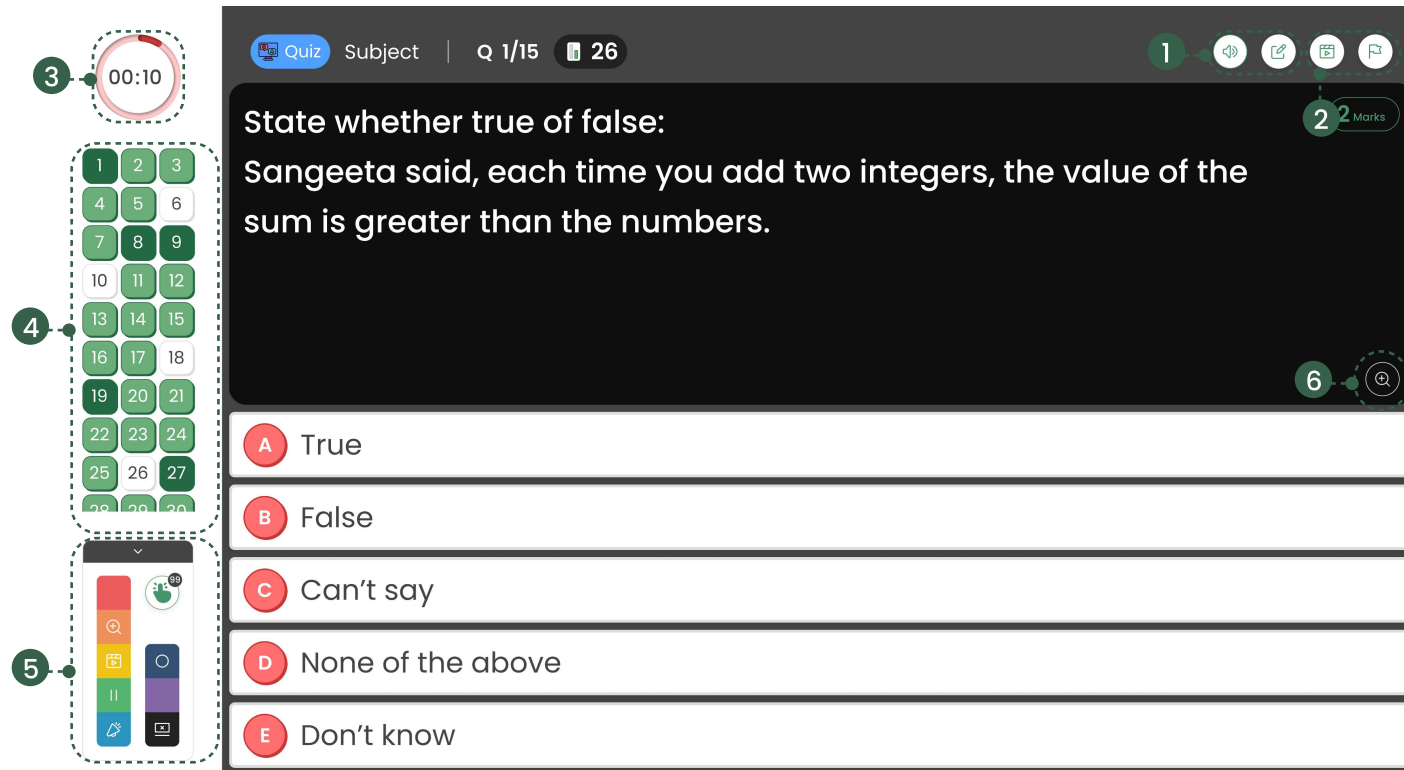
- 1 Help(I don't know)
- 2 Zoom
- 3 Flashcard
- 4 Stop Timer
- 5 Attention Bell
- 6 End Question
- 7 Hide Screen

[End of the Quiz]



- 1 Next
- 2 Previous
- 3 Winner
- 4 Statistics
- 5 See Answer
- 6 End Quiz

06 Play a Quiz



3 Timer

Check the time set during the quiz play

4 Student Number

Responding students' roll numbers will turn green. If they change their answers, the color will turn dark green

5 Teacher Clicker

The quiz can be controlled with the teacher clicker as shown in the previous page

6 Zoom

Tap the (+) icon to adjust the screen view. You can magnify the content up to 3X for better visibility.

1 Sound & White board

Sound: Question/options will be read aloud

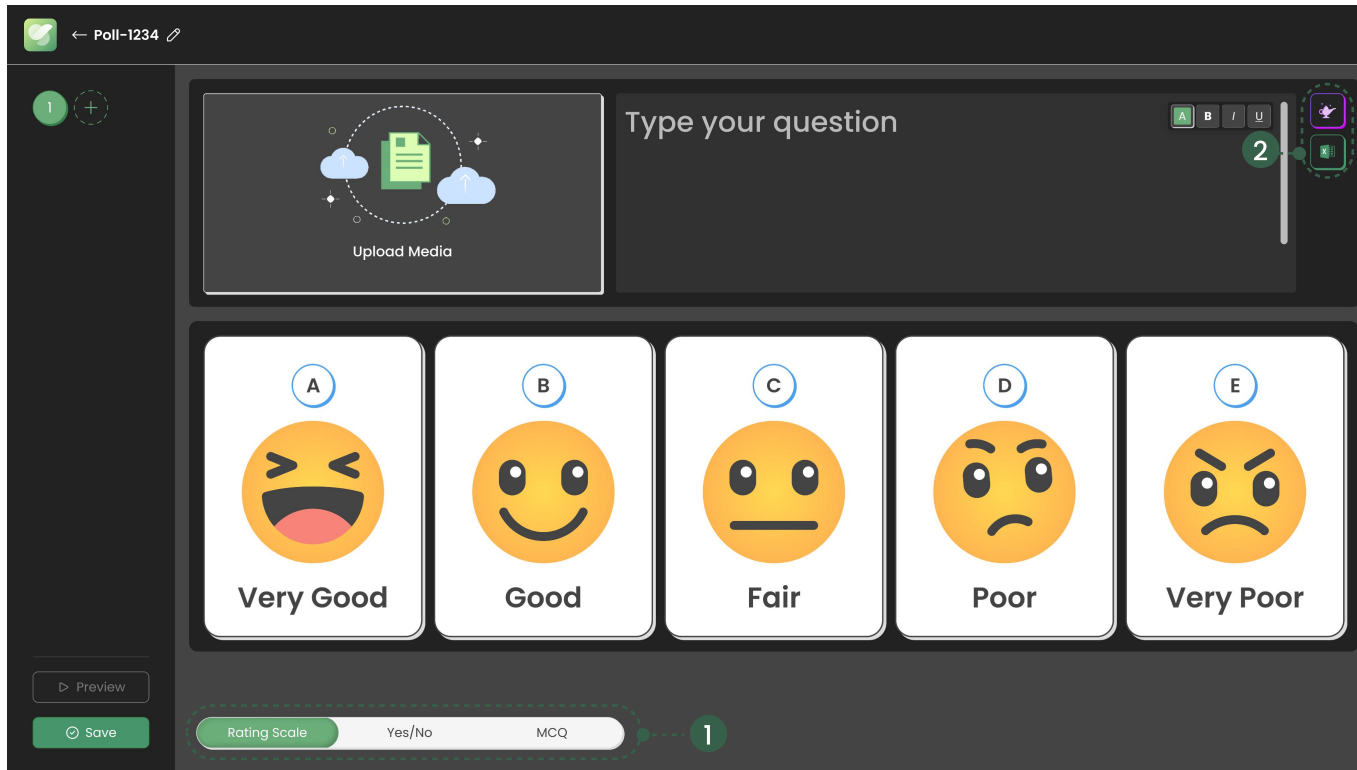
White board: Write & share notes to students

2 Flashcard & Feedback

Flashcards: Hints available to solve the questions

Feedback: Report any issues while playing the quiz

07 Create Poll



1 Enter Poll Question

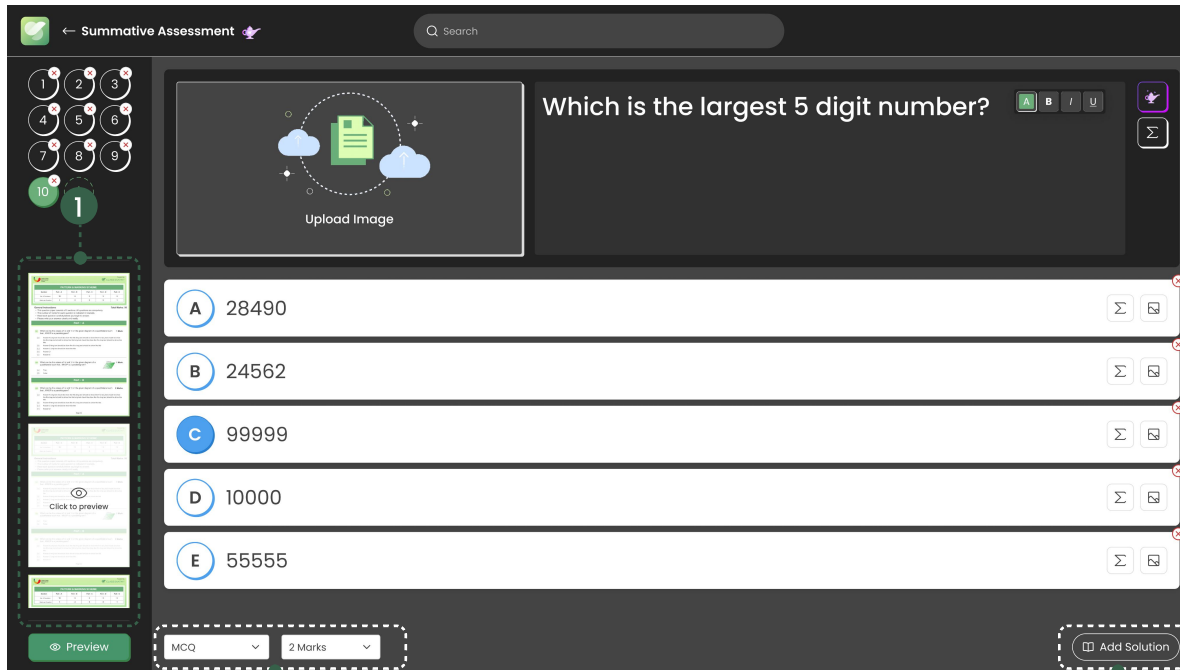
Poll: Conduct different types of polls such as Rating Scale, Yes/No, or MCQs

2 Saathi Genie

Poll: Use Saathi Genie to auto-generate poll questions using AI

Excel: Create Poll through excel sheet

08 Create Exam



1 Exam

Reorder: Easily change the order of your questions by clicking and moving them.

Preview: Use the Preview button to see exactly what the students will see. Make sure it looks perfect!

Edit: Change the colors, fonts, and sections of the paper. You can also add the Answer Key and Solutions.

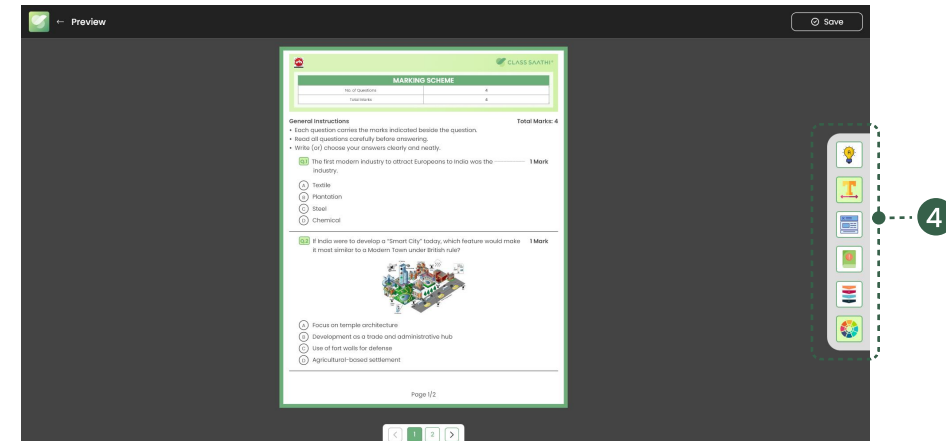
2 Question Types & Marks

Types: MCQ, Yes/No, Fill in the blanks and Descriptive type of questions available

Marks: Assign marks to each question

3 Add Solution & Answer Key

Answers Key: Quickly put in the correct answer for all questions.



4 Tools

Answer Key: Add answers & solutions

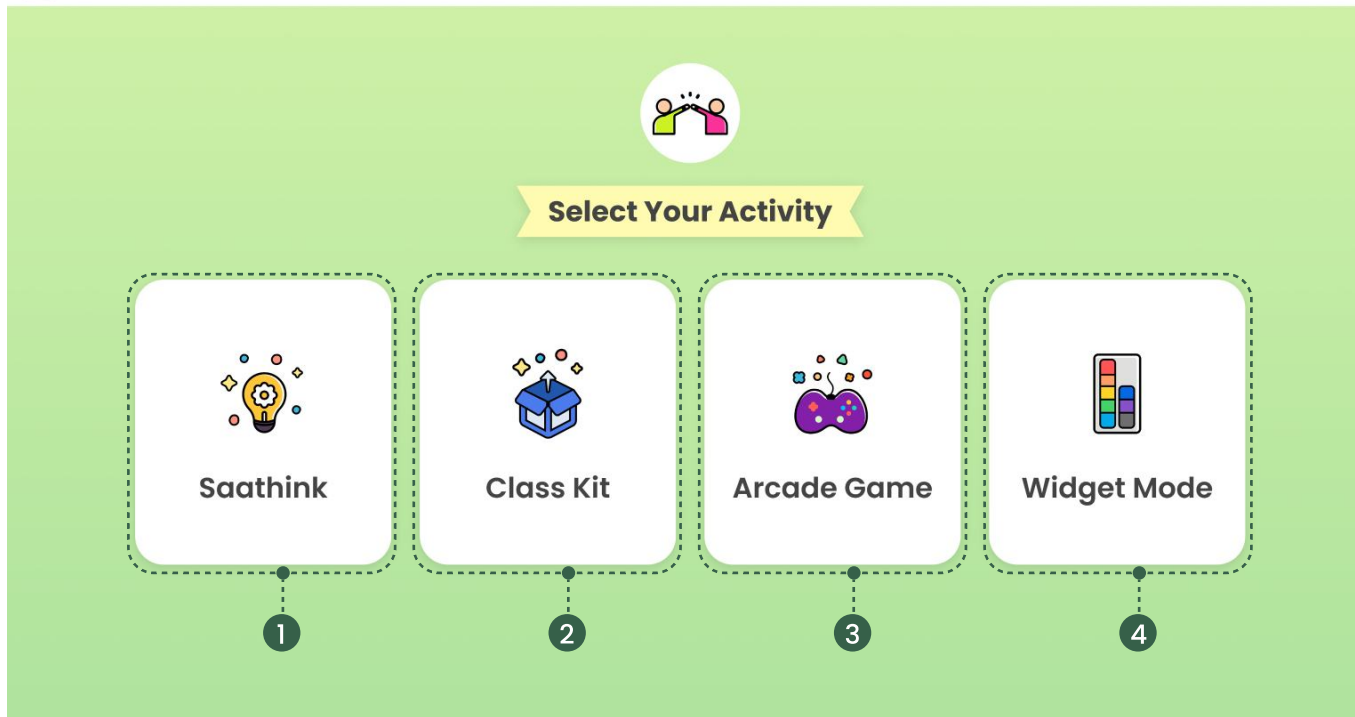
Font: Change font size

Header: Show or hide header

Instructions: Show or hide instructions

Sections: Create multiple sections

Templates: Change template color



1 Saathink

Quick-thinking games like Mole Game, Block-It-Up, and Tangular

2 Class Kit

Digital classroom tools like Pie Timer, Stopwatch, Spinner, Vote, and more

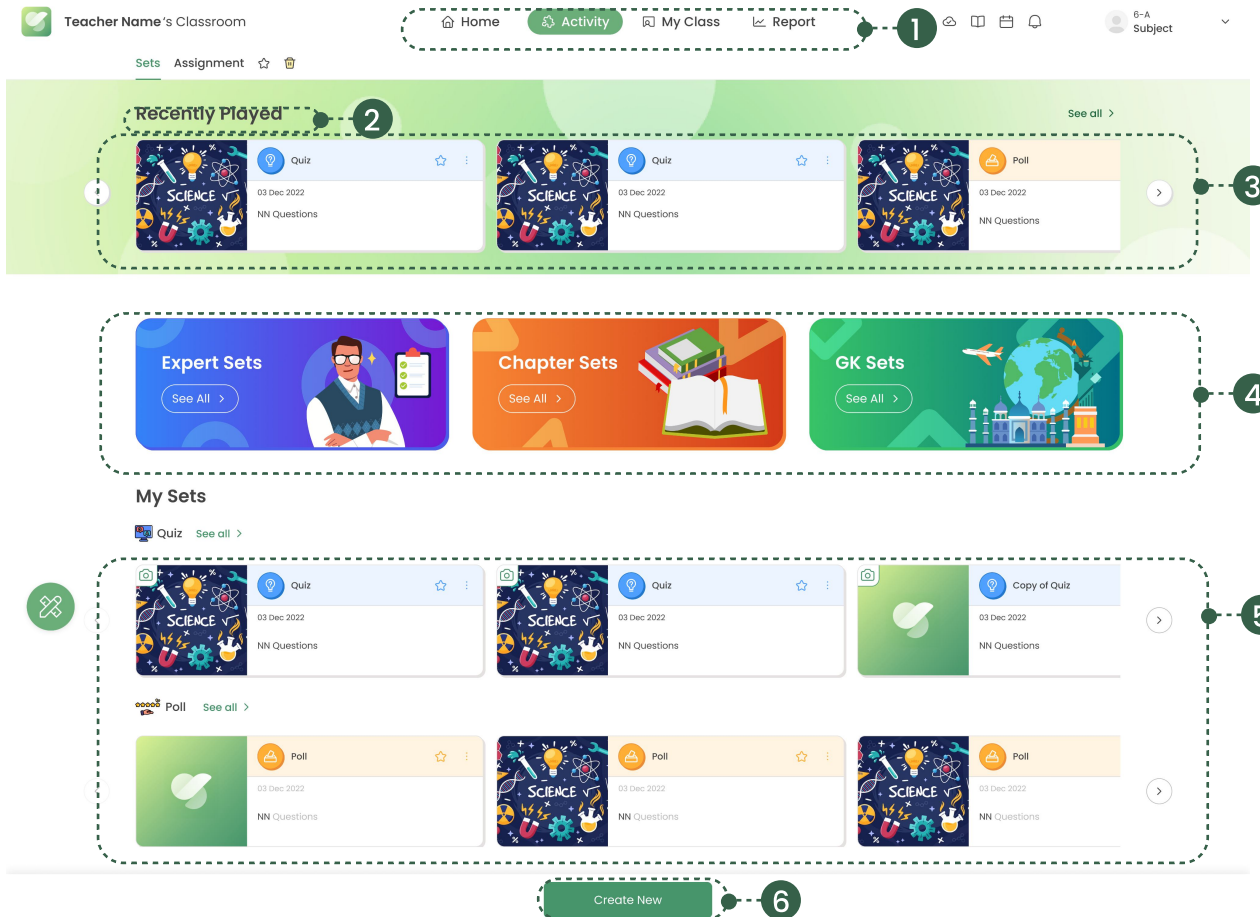
3 Arcade Game

Fun games such as Rock-Paper-Scissors, Fastest Finger First, and Survivor Game

4 Widget Mode

Use third-party MCQ websites within widget mode

10 Class Activity



3 Recently Played

Check the quizzes attempted chronologically

4 Premade Sets

Access ready-to-use quizzes like GK Sets for quick use

5 My Sets

Quiz: View the self-made quiz set
Poll: View the Poll set

6 Create Now

Create New Quizzes or Poll sets

1 Activity Tabs

Activity: Manage all saved quizzes

My Class: Manage student data and register student clickers

Report: Check results and insights for all activities

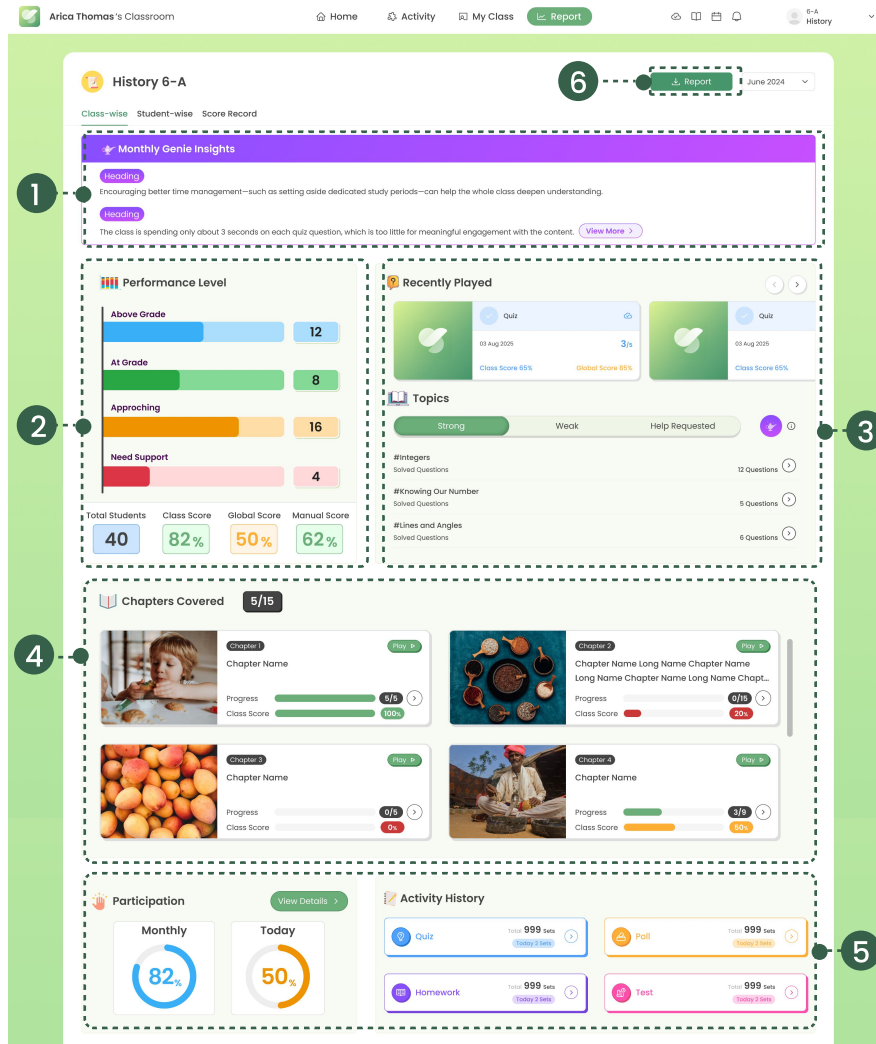
2 Activity Features

Sets: Play self-made and pre-made quizzes

Assignment: Assign Homework or tests and check progress

Bookmark: Mark your favorite quiz sets

11 Report



1 Report Types

View performance reports class-wise, student-wise, or through detailed self created score records.

1 Monthly Saathi AI Insights

Get instant monthly insights, powered by AI

2 Performance Level

Compare your class's score globally with performance level distribution. You can also view student-wise reports

3 Analysis Topics

Identifies strong, weak, and improvement-needed skills, with AI-generated practice questions for Improvement

4 Chapters Covered

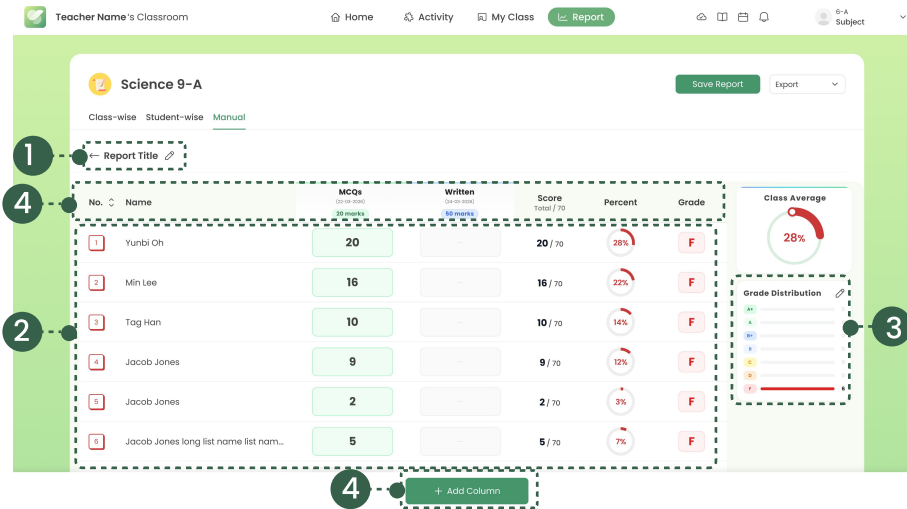
Tracks chapter coverage, progress, and class performance to monitor learning outcomes

5 Participation & Activity History

View and download subject-wise reports and analyze data with AI support

6 PDF Reports & View Insight

View and download class reports subject wise; and analyse data with AI



1 Report Title

Edit manual report title

2 Student Wise Data

Enter students' performance insights manually.

3 Grade Distribution

Edit grade distribution as per requirements

4 Score Records

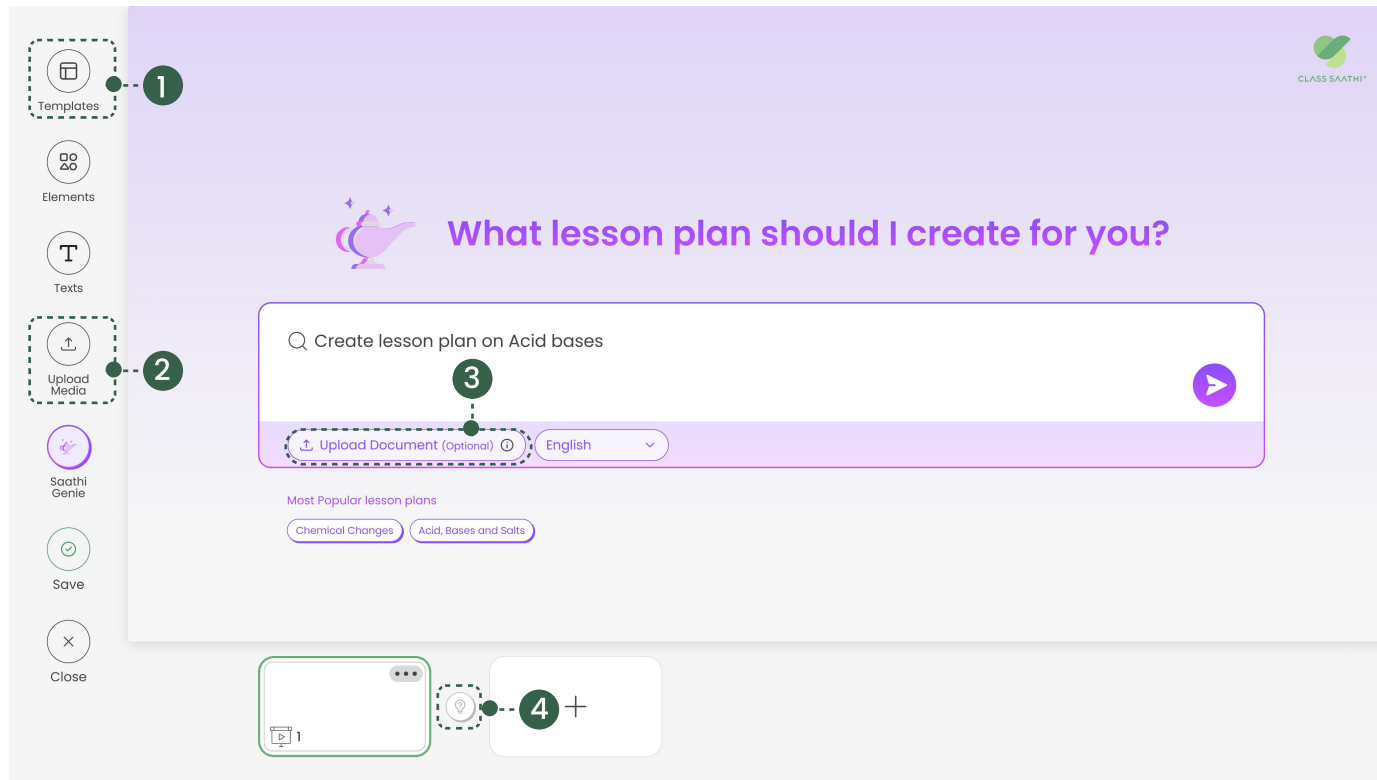
Exam Name: Add exam title

Score: Enter scores and calculate average

Percentage: Auto-calculate percentage

Grade: View grades based on score range

12 Lesson Plan



1 Slide Templates

Choose from various slide templates and backgrounds to enhance your lesson plans on-the-go

2 Upload Media

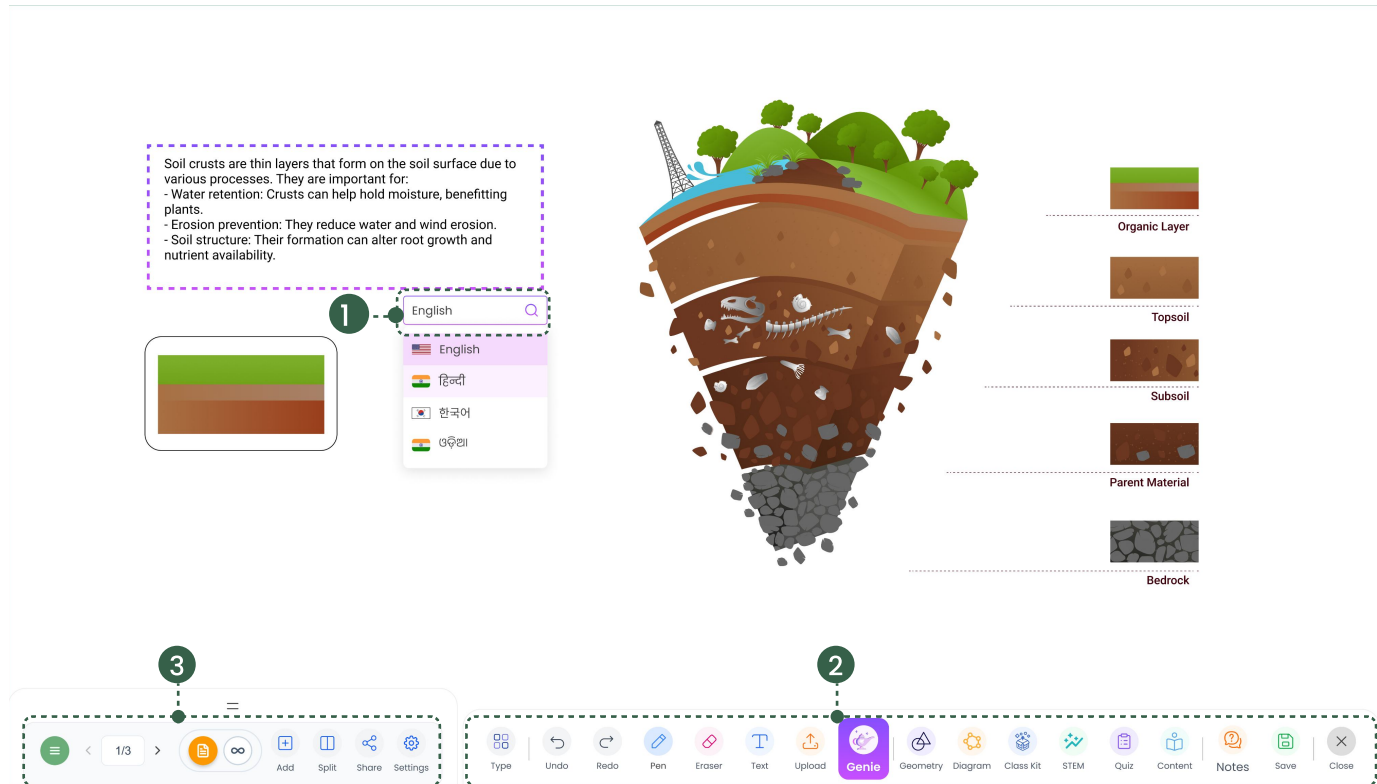
Upload your own media files (or) ask Saathi AI to generate images, videos and GIFs for more enhanced visuals

3 AI Lesson Plans with Documents

Upload any documents as a reference on Saathi Genie to create your lesson plans with different language options as well

4 Quizzes

Add quizzes in-between your slides to make your class interactive and engaged throughout the lesson



3 Hamburger Menu

Canvas Types: Page wise and infinite working space.

Split Screen: Split screen into multiple sections.

Share Notes: Share notes with class.

1 Whiteboard Genie

Handwritten-to-text: Convert your handwritten notes to text

Translation: Translate your text into any language

Browse: Select your keyword to use Saathi AI and generate notes, images, videos, and quizzes; you can also use it to solve math equations

2 Main Toolbar

Teach creatively with smart whiteboard tools, including-

Geometry: Use tools Compass, Protractor, Ruler, Set Squares, etc.

Diagram: Create Flowcharts and Shapes.

Class Kit: Use Pie Timer, Stopwatch, Spinner, Dice.

STEM: Learning tools like Visualizer, Elements, Calculator, Experiments and Tic Tac Toe.

Notes: Use Sticky notes (Memo) and Rapid Recall

1 Geometry

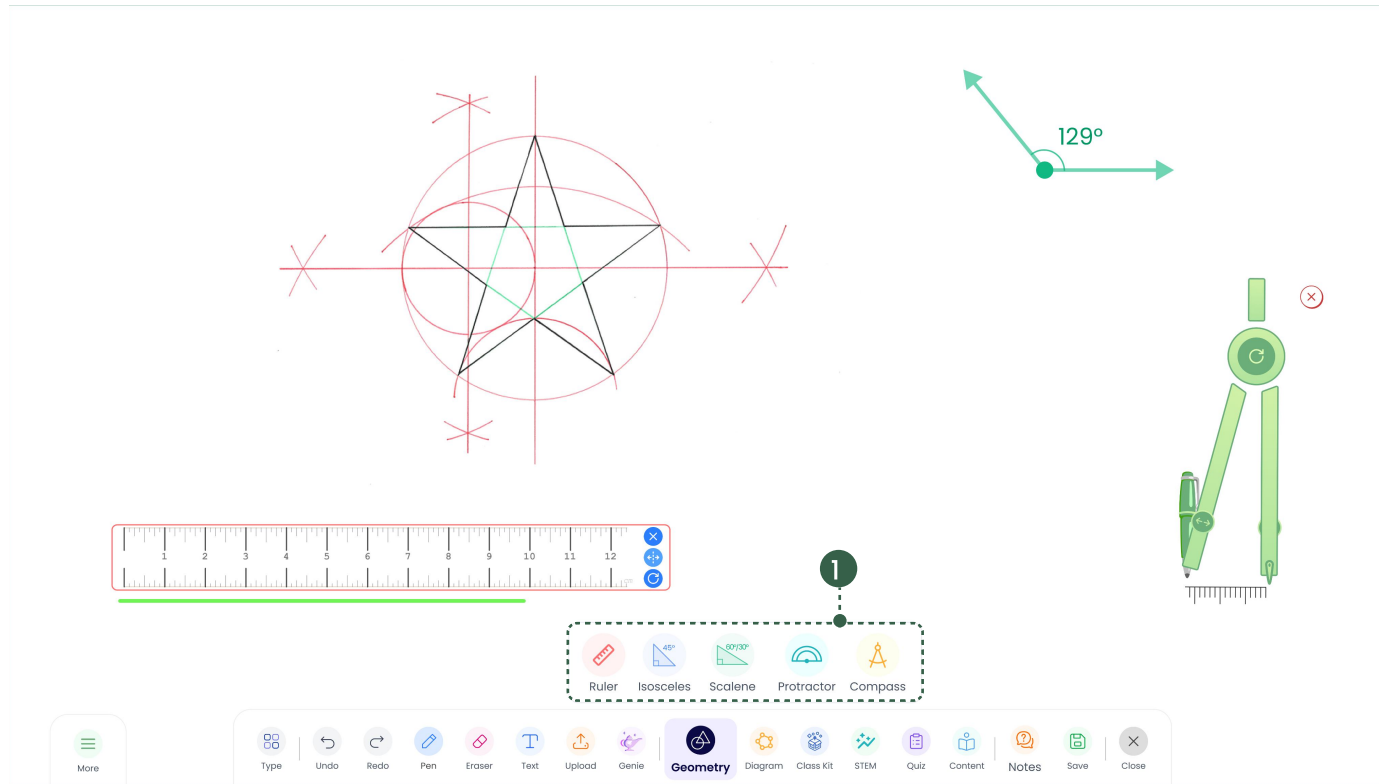
Ruler: Draw and measure straight lines accurately.

Isosceles Set Square: Create precise 45° and 90° angles easily.

Scalene Set Square: Draw accurate 30° , 60° , and 90° angles.

Protractor: Measure and construct angles quickly.

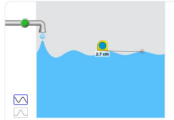
Compass: Draw perfect circles and arcs with ease.



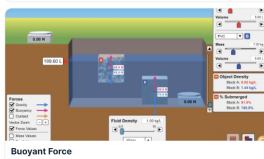
13 Whiteboard

Experiments

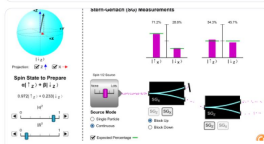
by PhET Interactive Simulations, University of Colorado Boulder, licensed under CC-BY-4.0 (<https://phet.colorado.edu>)



Waves Intro
Physics



Buoyant Force
Physics



Quantum
Physics

Search experiments...

Elements

103 elements

- Actinides
- Lanthanides
- Noble Gases
- Halogens
- Nonmetals
- Metalloids
- Post-Transition Metals
- Transition Metals
- Alkaline Earth Metals
- Alkali Metals
- All Elements

Insert

All Selected

Search by name or symbol...

1







Visualizer Elements Calculator Experiment Tic Tac Toe

More

Type

Undo

Redo

Pen

Eraser

Text

Upload

Genie

Geometry

Diagram

Class Kit

STEM

Quiz

Content

Notes

Save

Close

1 STEM

Visualizer: Create graphs based on equations.

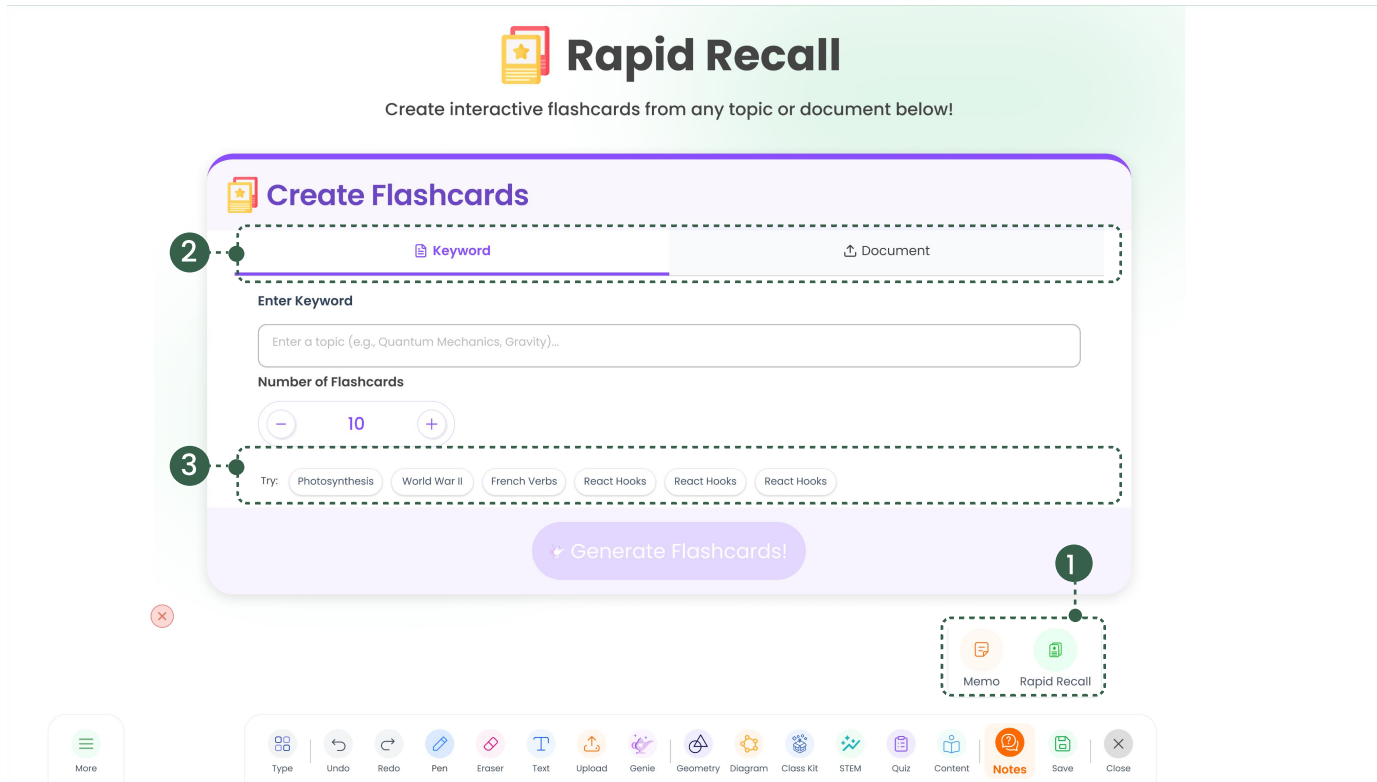
Elements: View whole periodic table

Calculator: Calculate numericals or play Tug of war

Experiments: Search experiments and understand concepts

Tic Tac Toe: Play game with easy mathematical expressions

13 Whiteboard



Rapid Recall
Create interactive flashcards from any topic or document below!

Create Flashcards

Keyword Document

Enter Keyword

Enter a topic (e.g., Quantum Mechanics, Gravity)...

Number of Flashcards

10

Try: Photosynthesis World War II French Verbs React Hooks React Hooks React Hooks

Generate Flashcards!

Notes

Memo Rapid Recall

More Type Undo Redo Pen Eraser Text Upload Genie Geometry Diagram Class Kit STEM Quiz Content Notes Save Close

1 Notes

Use Memo (sticky notes) or Rapid Recall activity to generate flashcards

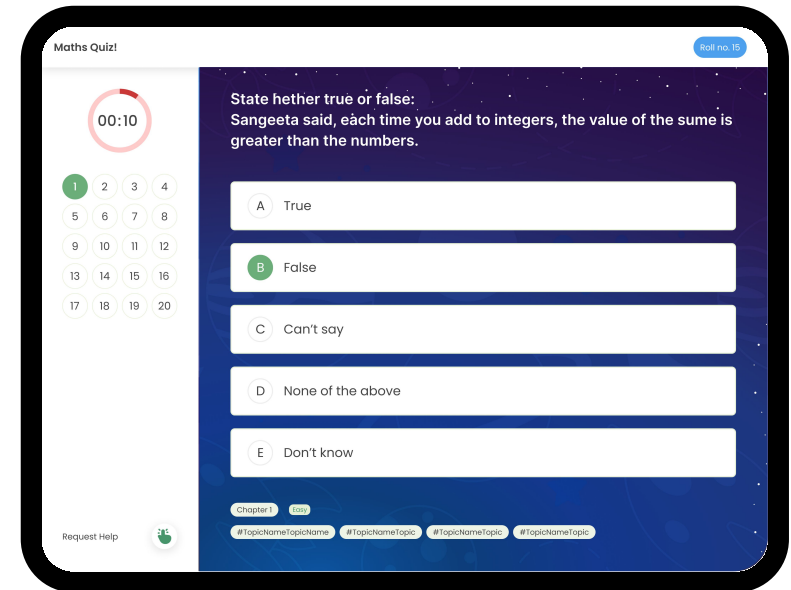
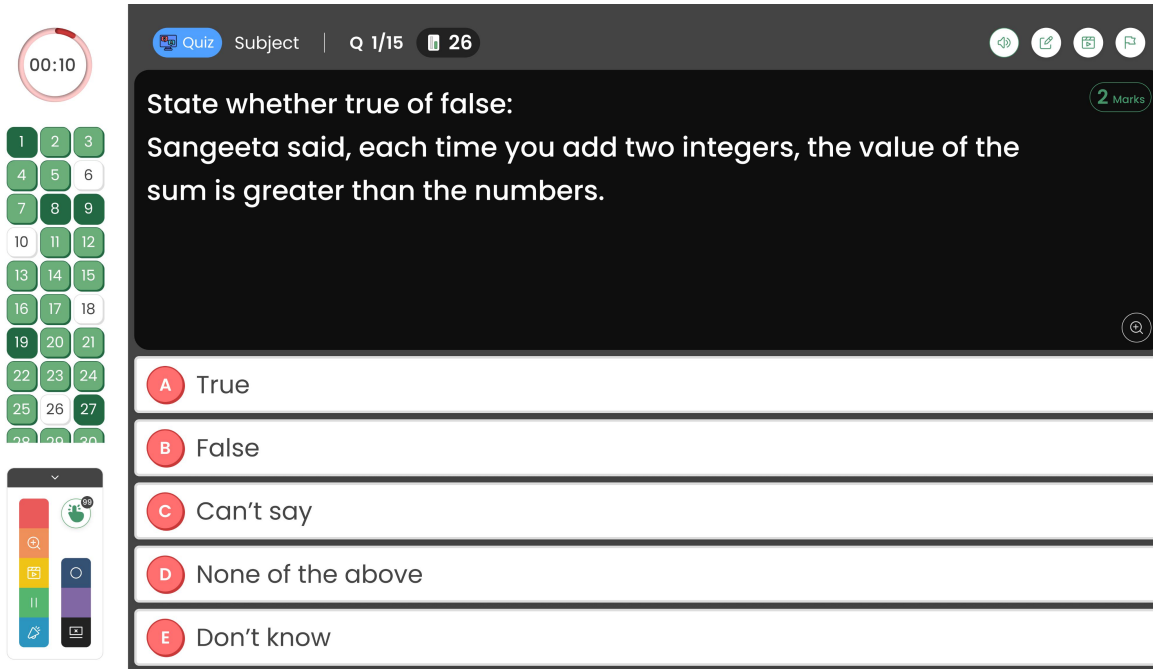
2 Input Types

Generate Flashcards from keyword of document

3 Suggestions

Get curriculum and subject based suggestions for the keywords to generate flashcards

14 Live Quiz



1 Left Section

- **Timer:** Every question has a timer within which students need to answer
- **Student list:** All the student's responses are visible on the screen
- **Teacher clicker:** Teachers have a virtual clicker to be operated through their screens instead of physical clicker

2 Q & A Section

- **Q&A:** Questions & Answers are displayed for the student to see and answer through their clickers.
- **Header:** Teachers can use options like audio, whiteboard, concept cards and feedback submissions.

3 Live Quiz

Live Quiz: Connect with students (anywhere in the world) and play live quizzes.

Request Help: Students can request help if needed from the teacher during the Live Quiz

LET'S MAKE CLASSROOMS SMARTER WITH CLASS SAATHI!

• Contact Us •



India : +91 78272 31612

South Korea : +82 2 881 5248



saathi@tag-hive.com

