

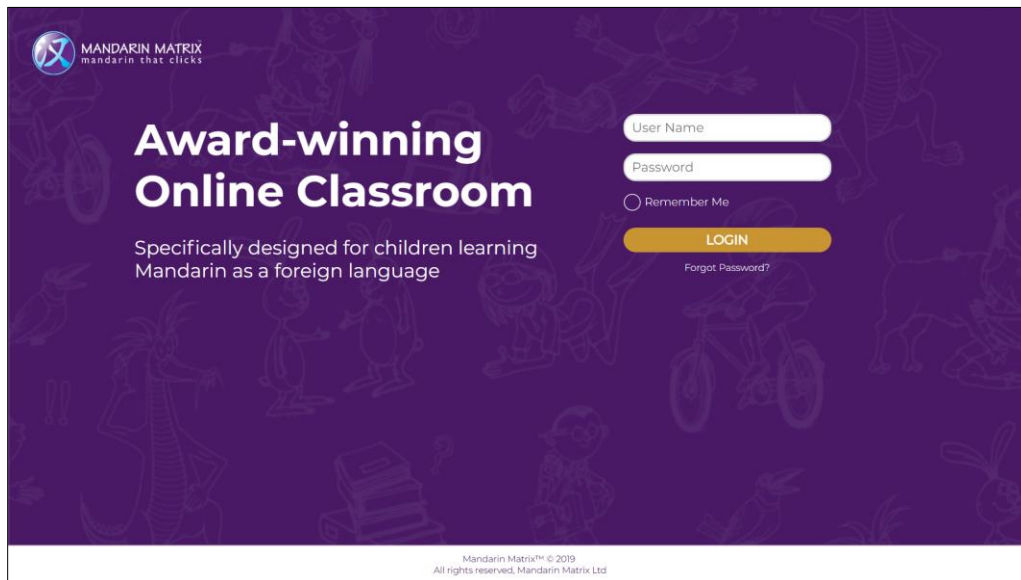


MANDARIN MATRIX ONLINE CLASSROOM
(STANDARD License)
Student User Manual

System requirement		
Device	Recommended Web Browser	Additional Hardware
PC	Google Chrome 65.0.3325.181 or latest version	Microphone and speakers or headphones
Mac	Safari 11.01 or latest version	N/A
iPad	Safari 11.01 or latest version	N/A
iPhone	Safari 11.01 or latest version	N/A

How to Login

Please go to www.mandarinmatrix.com, enter your login name and password, and click “**Login**” button. If you wish to save your account login name for next visit, please click the “**Remember me**” check box before logging in.

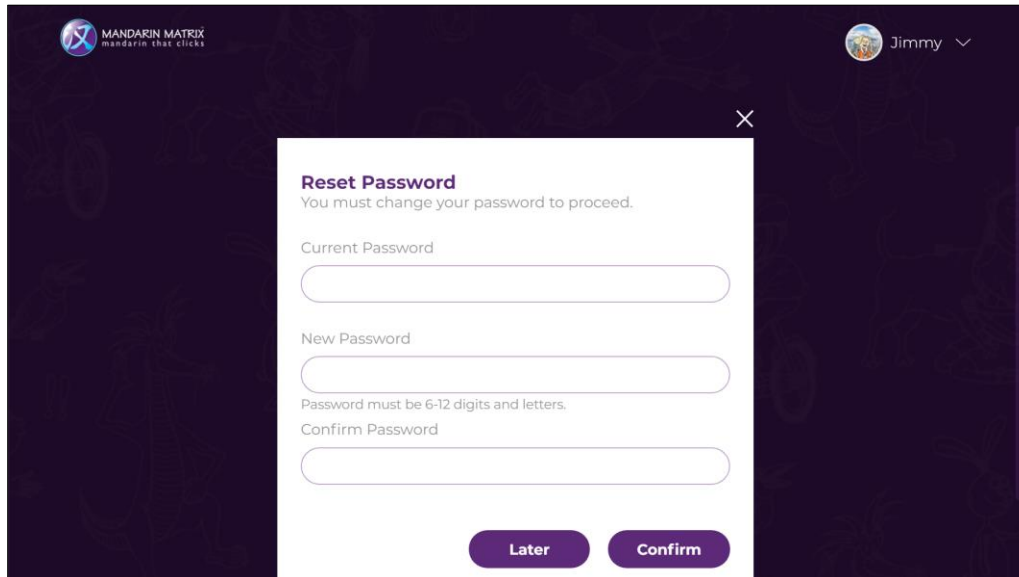


Log-In for the First Time

System will ask you to change your password. If you can't decide yet, you can click "**Later**" button, which it will log you out from the system.

Click "**Confirm**" button once you have filled in all the fields, please wait a few seconds and the system will bring you to the student account's "**Main Page**".

(Please note that you will not be able to change your password by yourself again)



The screenshot shows a dark-themed user interface for the Mandarin Matrix system. In the top left corner, the logo and text 'MANDARIN MATRIX' and 'mandarin chat clicks' are visible. In the top right corner, a user profile icon and the name 'Jimmy' with a dropdown arrow are shown. A white modal dialog box is centered on the screen, titled 'Reset Password' with a close button (X) in the top right corner. Below the title, a message reads 'You must change your password to proceed.' The dialog contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the 'New Password' field, a note states 'Password must be 6-12 digits and letters.' At the bottom of the dialog, there are two buttons: 'Later' and 'Confirm'.

Forget Password

If you have forgotten your password, please email Mandarin Matrix's Help Desk at help@mandarinmatrix.com, and we will be able to retrieve or reset the password for you. Alternatively, you can ask your teacher to help resetting your password.

Student Account's Main Page

Main page can be divided into 3 sections:



- **Recent Section**
3 readers that are most recently read will be shown here.
- **Assignments Section**
All the assigned readers that haven't passed due date will be shown here.

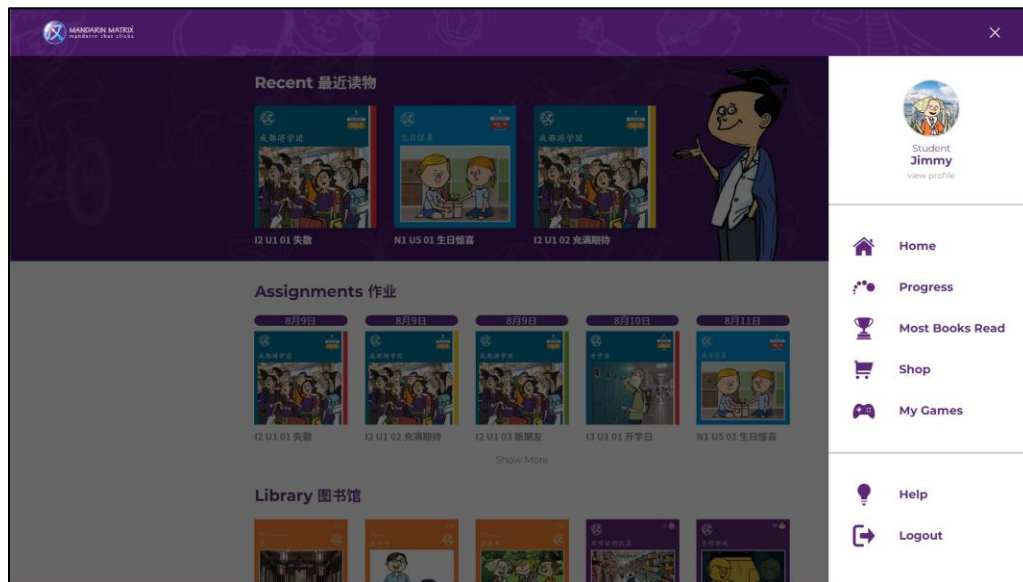
Each book here is listed with **Book cover image, Book title**, and also **Reader's assigned due date**.

5 readers that are closest to the assigned due date will be shown here initially. Student can click "**Show More**" button to see the more readers under this section.

Readers that passed the assigned due date will be automatically moved to the "**Library Section**", which student would not be able to submit the test answers in those overdue readers.
- **Library Section**
All the overdue readers will be shown here. 10 readers will be shown here initially, student can click "**Show More**" button to see more readers. Student can reread the readers, and redo the exercise within each readers.

Menu Bar

Menu bar listed number of shortcuts to navigate students to different sections on Online Classroom:



- **View Profile** Go to My profile Page
- **Home:** Go to the Main Page
- **Progress** Go to the Progress Page to see the score of each reader
- **Most Books Read** Go to see the Most Books Read Page to see the number of books read of all your classmates
- **Shop** Go to the shop and spend the earned coins to buy Games and Goodies
- **My Games** Go to the My games section to play games related to Chinese learning
- **Help** Go to FAQ Page and see if it can address your questions
- **Logout** Logout from student account

Readers' Format and Content

Student can click the reader cover under "**Assignment Section**" or "**Library Section**" to access the reader content.

Each reader is divided into 3 sections: **Reading pages**, **Exercise Section** and **Test Section**.

Click the buttons next to the Chinese text to access different content (starting from the top): **Chinese audio**, **Enlarged Chinese Text**, **Pinyin** and **English translation**.

Navigate to different parts of readers

There are 3 shortcuts to navigate to different section

- 读: "Reader Page"
- 练: "Exercise section"
- 测: "Test section"

Student can also click the "**Arrow button**" to turn pages, or alternatively enter the page number in the "**Page Number Box**" and go to a specific page directly.

Coins are granted by completing all reading pages and exercises in a reader for the first attempt (the student **will not** get coins by redoing the same reader).

Earned coins can be spent in the "**Shop**" section to buy "**Games**" and virtual "**Goodies**".



Format of Exercises

Exercises are divided into 4 learning areas: **Reading**, **Writing**, **Listening** and **Speaking**. You can practice as many times as you want to improve your performance:

- | | | |
|--------------------|------------------------|---|
| • Reading | Matching | Match the correct word with the picture |
| • Reading | Multiple Choice | Circle the correct word that matches the picture |
| • Writing | Stroke Order | See the stroke order illustration and practice in the empty box |
| • Listening | Matching | Match the correct word with the Chinese recording |
| • Speaking | Oral Practice | Listen to the Chinese recording, recite and record your audio to check if pronunciation is accurate |

Format of Tests

In **Exercise Section**, you can check your own answers to see if it is correct.

While in the **Test Section**, you will need to submit test answers to the system, which then your teacher can see those submitted answers via their teacher account.

The screenshot shows a test interface for 'N1 U5 01 生日惊喜' (N1 U5 01 Birthday Surprise). The interface is in Chinese and features several questions with multiple-choice answers. The questions are:

- 小朋友们好, 我们上课了。 (Hello children, we are in class.)
- 我们去山上。 (We go to the mountains.)
- 我们在水里。 (We are in the water.)
- 这是什么? (What is this?)
- 上课可以吃好吃的吗? (Can we eat delicious food in class?)

The answers are provided in rounded rectangular buttons. The interface also includes a progress indicator (17/22) and a user profile (Jimmy).

Click the **Submit button**, and you will see a **pop-up window** to ask for confirmation.

The screenshot shows the same test interface as above, but with a confirmation pop-up window overlaid. The pop-up window contains the text: 'Are you sure you want to submit?' and two buttons: 'Confirm' and 'Exit'.

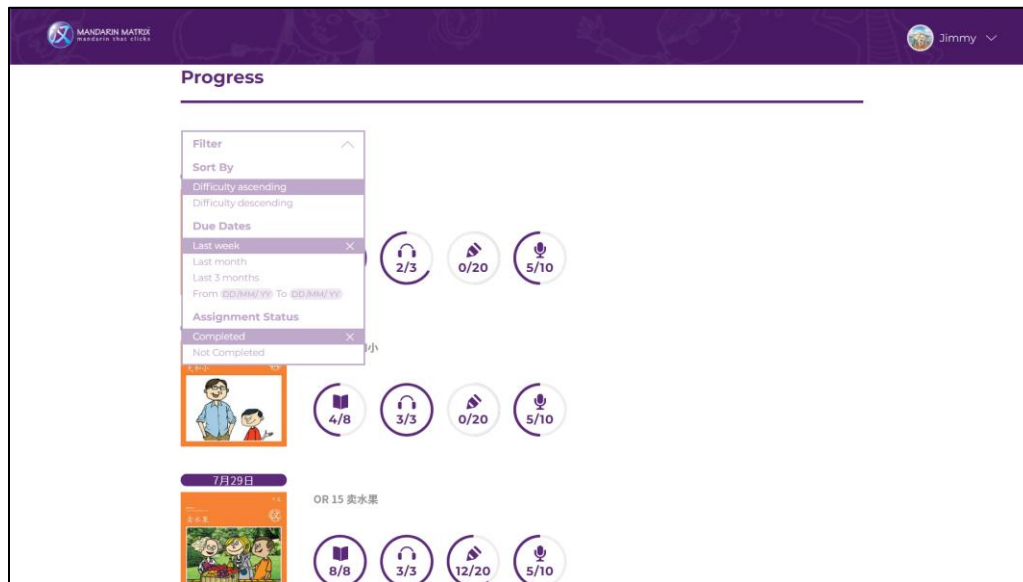
Click **Confirm button** if you want to submit test answers onto the system, and it will bring you to the next testing page; Click **Exit button** to stay on this page to edit your answer.

***Do always remember to click "Submit button" to save your answer, and that's the only way that the answers can be recorded to the system. If you click "Arrow button" to turn to other page, no answers will be sent or recorded.**

(And you should always complete your test before its assigned due date, because the **Submit button** will be disabled when the reader is overdue)

Check Your Progress

After submitting the test answers in the last page, you will be redirected to the "**Progress page**". Alternatively, you can go to progress page via clicking "**Progress button**" on the menus



You can check your score for the readers in this section. The reader list can be filtered by different perimeters: "**Difficulties**", "**Due dates**", and "**Assignment Status**":

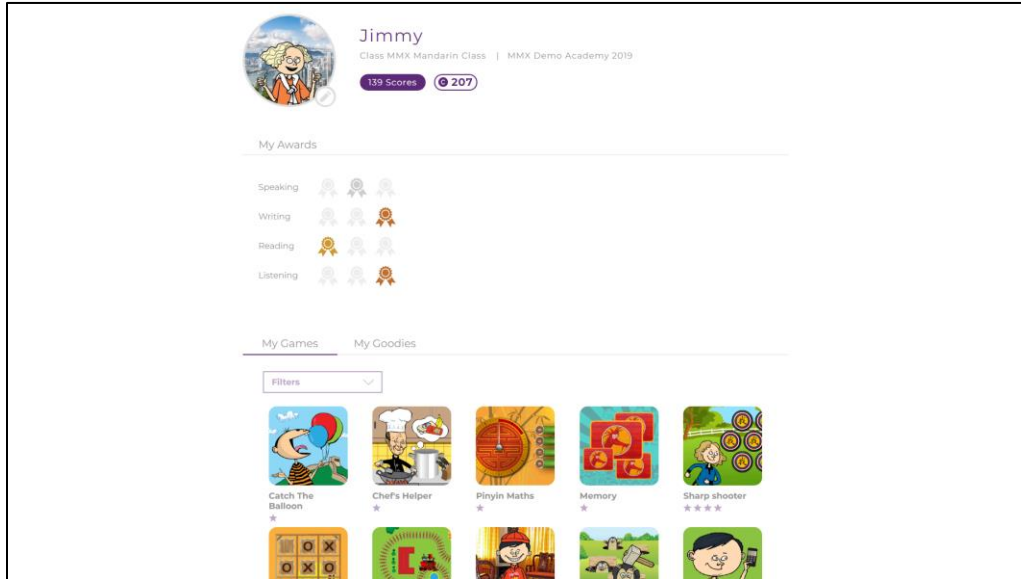
- **Difficulty:** Sorting by the reader difficulty (Ascending or Descending)
- **Due Dates** Search for readers that fall into different time range, or manually enter a specific time range to do the search
- **Assignment Status** Search the book that are completed or not completed (Reader that has all test answers submitted will be counted as completed)

In the progress section, you can click the "**Book cover**" to enter into the reader. And you can redo the tests in the readers as many times as you want, as long as the corresponding reader hasn't pass the assigned due date yet.

The score you earn with each reader will add up to be your total personal score.

Student Profile Page

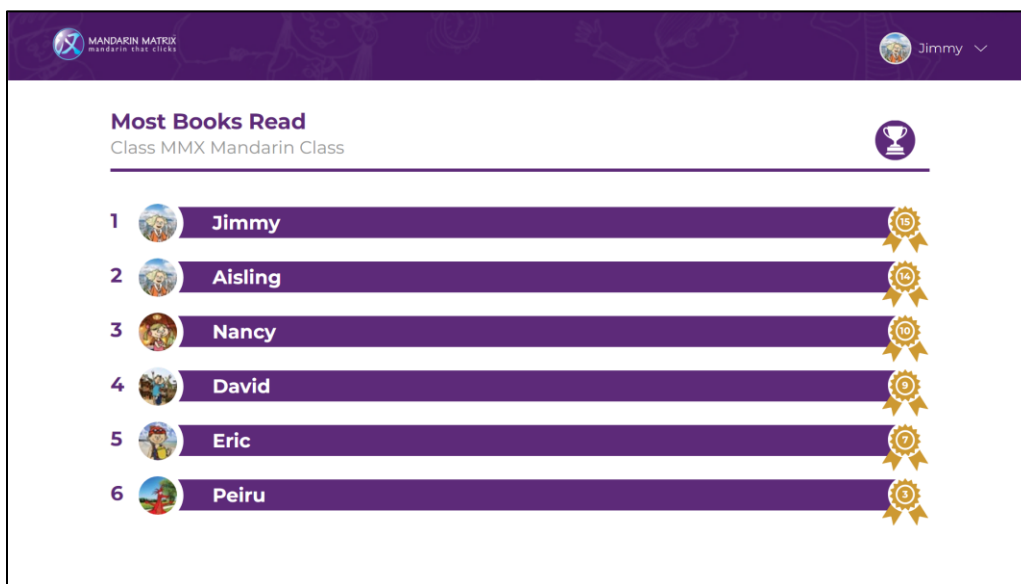
Click the **"View Profile Button"** to go to your personal profile page.



- **Change Profile Picture**
Your student profile picture displays at the top left corner. Click the **"Pencil icon"** to select the character that you like, and click **"Choose"** to confirm the change.
- **Check the number of "Score", "Coins" that you have earned**
- **Check the medals that you received**
- **Check the "Games" and "Goodies" that you have previously bought**
You can click the "My Games", and "My Goodies" Tabs to switch the different views

Most Book Read

You can check the number of books that you and your classmate read here.

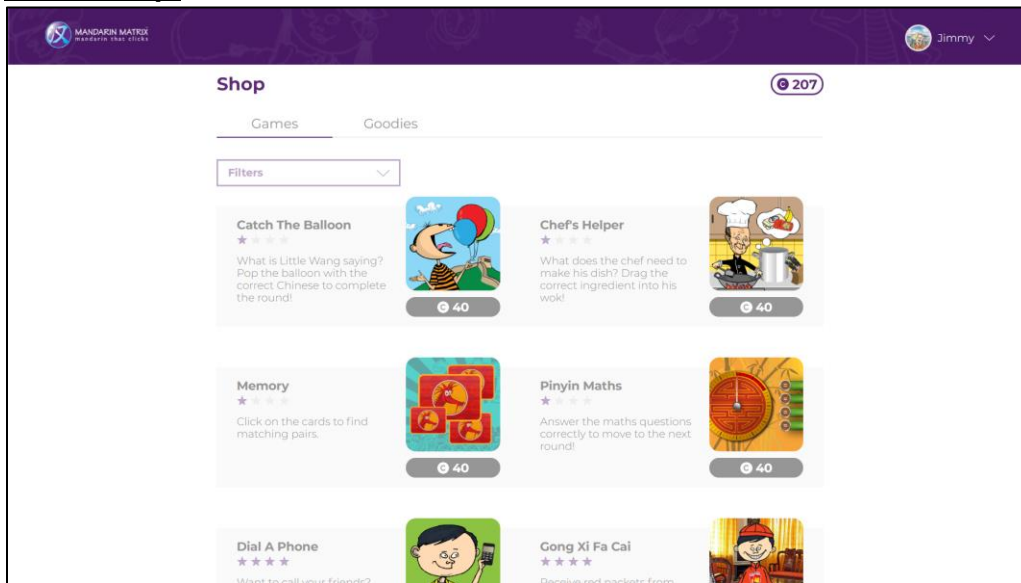


Buy Games and Goodies in the Mandarin Matrix Shop

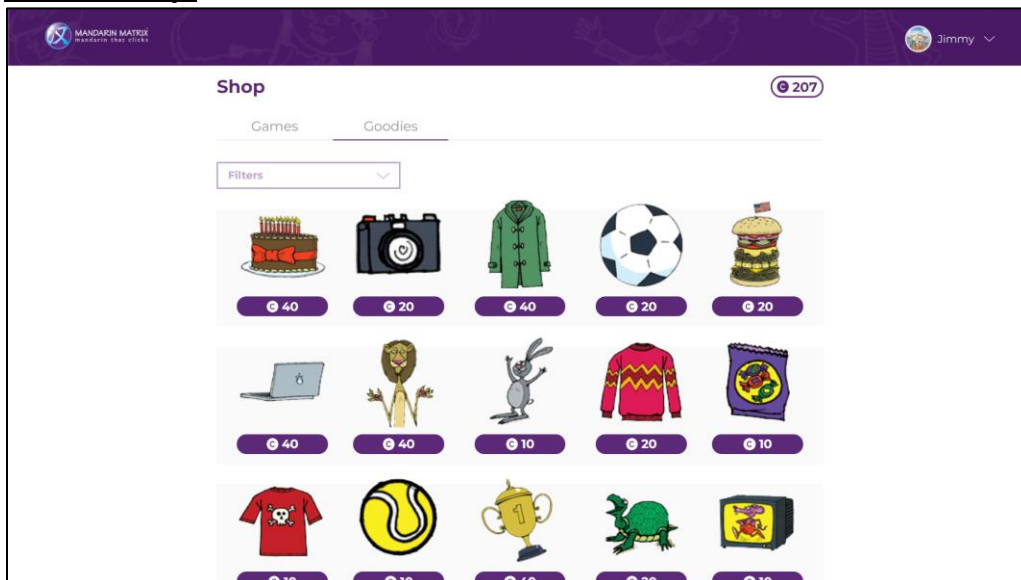
You can click the "Shop icon" on the menu bar to enter to the "Shop" Section, and use the earned coins to buy "Games" and "Goodies".

Note that the games that you bought is stored in your account, and you can play those games via clicking the My games without spending extra coins.

Games Shop:

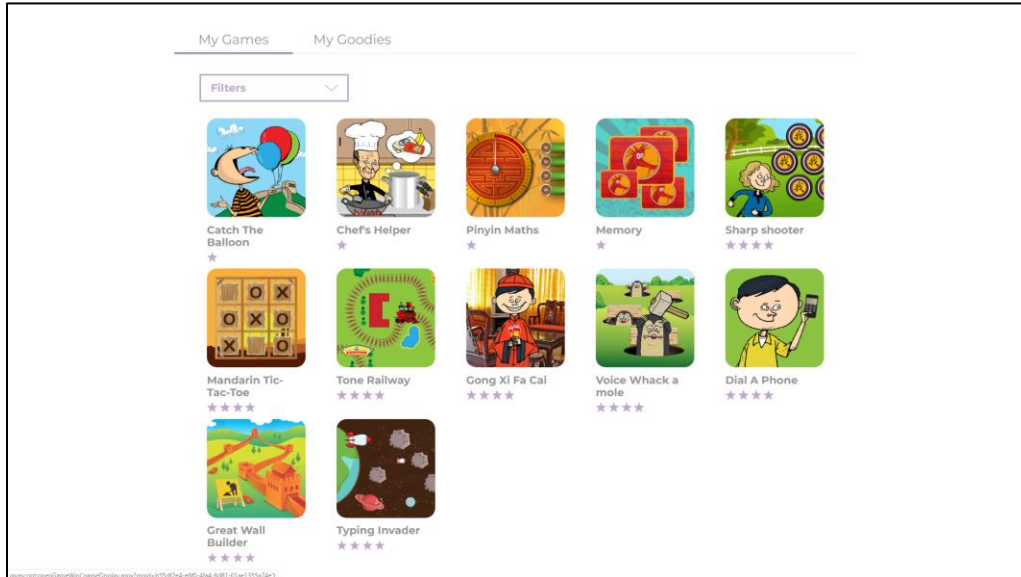


Goodies Shop:



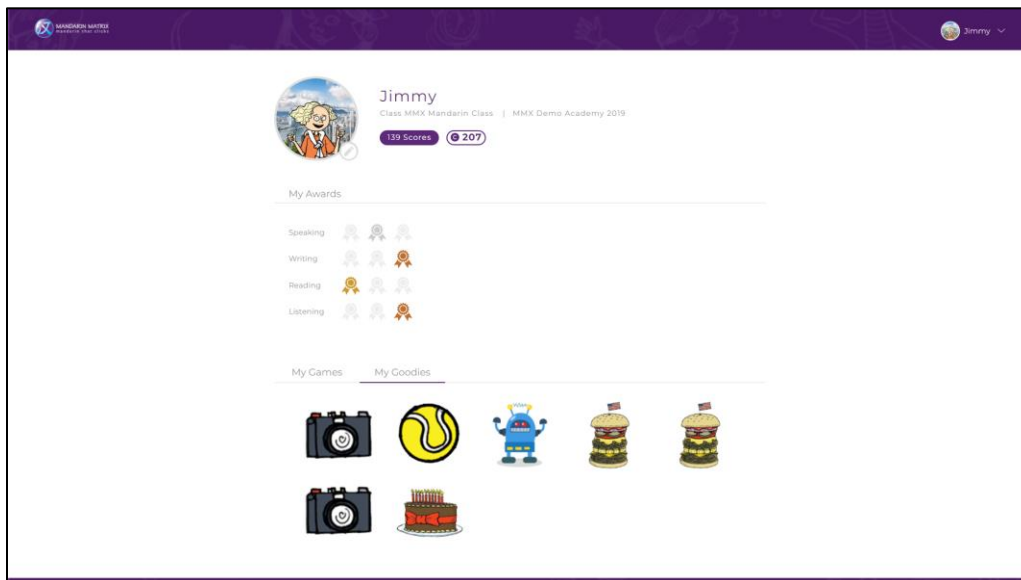
How to Play Games

Click the **"My Games"** button on the menu bar, and you will be redirected to the **"My Games"** section in the **"My profile"** page. Click the **Game cover** to start playing.



How to View Goodies

To view the **"Goodies"** you have bought, you can click the **"View Profile"**, and then go to the bottom section and click **"My Goodies"** tab to see your own goodies collection.



Help

Click the “**Help button**” on the menu bar, to see the Frequently Asked Questions (FAQ) section. If you cannot find the answer to your problem here, then ask your teacher for help or send an email to help@mandarinmatrix.com to ask for assistance.

Help

Technical Questions

- Why can't I login? ▾
- What can I do if I forget my password? ▾
- Why can't I hear the audio? ▾

Activity

- How can I change my profile picture? ▾

Marking and Scoring

- How can I see the results for books that I have completed? ▾
- How do I earn coins? ▾
- What can I use my coins for? ▾
- What is a Due Date? ▾
- Why can't I submit my test? ▾
- Why can't I record the audio for my speaking exercise/test? ▾

Want to talk?

Phone:
(852) 2201 9702

Fax:
(852) 2869 4554

Email:
help@mandarinmatrix.com

Office Hours:
Monday to Friday,
9am to 6pm

Logout

Click the “**Logout button**” on the menu bar. You will be redirected to a “**successfully logged out**” page. You can click “**log in again**” to reenter to the account login landing page.

MANDARIN MATRIX
mandarin that clicks

You are now logged out.

You can **log in again.**

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