eClass App Start Up Guide (Secondary School version)

Introduction of the eClass App

The eClass App is developed by BroadLearning (Asia) Limited, helping parents to stay connected to the eClass learning platform. Compatible with both iPhone and Android devices, it facilitates parents to follow their children's studies and activities at school comprehensively.

Downloading the eClass App

The eClass App can be searched and downloaded free of charge to your device from iTunes or Google Play.

1. Search and download eClass App directly from App Store or Play Store on your Smart Phone:

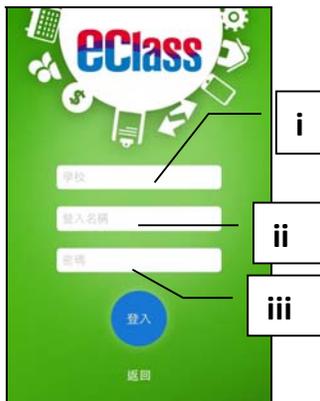2. Search and Download from iTunes or Google Play (play.google.com) on your computer:

Registering and using the eClass App

Registration

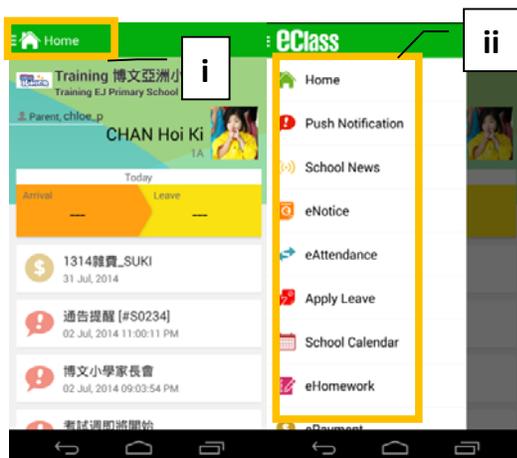Please follow the steps below if you are registering for the first time:
i.   Enter the school name
ii. Enter eClass parent account's user ID provided by the school
iii. Enter the password provided by the school
iv. After login, you will see all your accounts under the "My Account" section
v.   Select account and enter the homepage to view children's information
vi. You can view school updates, news, and student's "real day' attendance records on the homepage feed
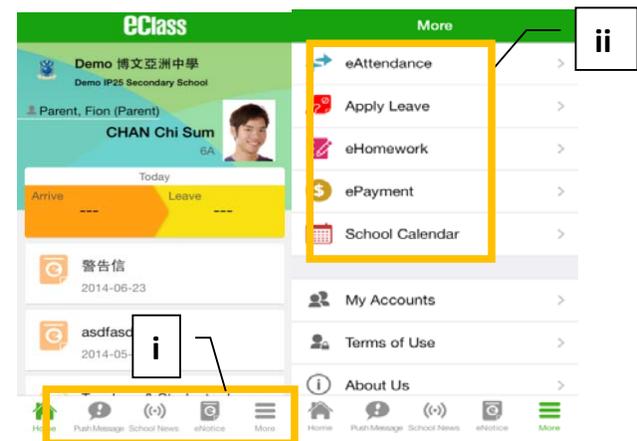

Start Menu

For Android devices:

i.   Press the icon at top left corner to open start menu.

ii. Select from the list of functions

For iPhones:

i.   Press the "more" icon ⋯ at bottom right corner to show the extended menu.

ii. Select from the list of functions

eClass App feature functions

1. Instant Messages

To receive instant school messages:

Your Smartphone will receive a push notification when the school sends you an instant message or when your children flashes the smartcard to check in and out of school. You can also check these up on the App.
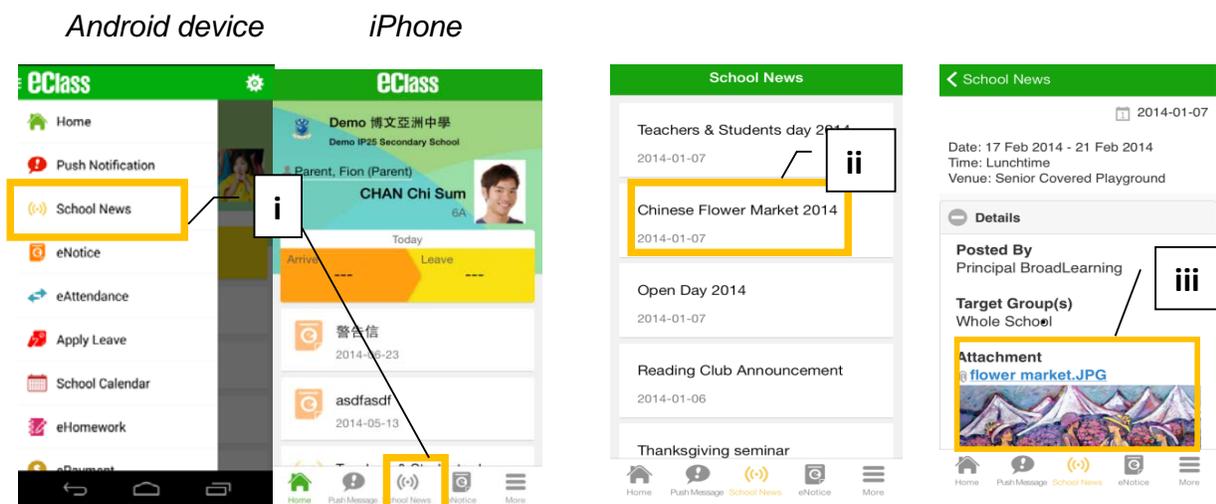
To read the messages (*Real-time attendance notification only applies to schools using Smartcard solution with eAttendance):

i. Press the **Push Notification** icon to view student's real-time attendance records*
ii. Unread messages will be shown in red
iii. Read messages will be shown in green

Android device   *iPhone*

2. School News

i. press the **School News** icon for latest news of the school
ii. select from the list of topics to view the content
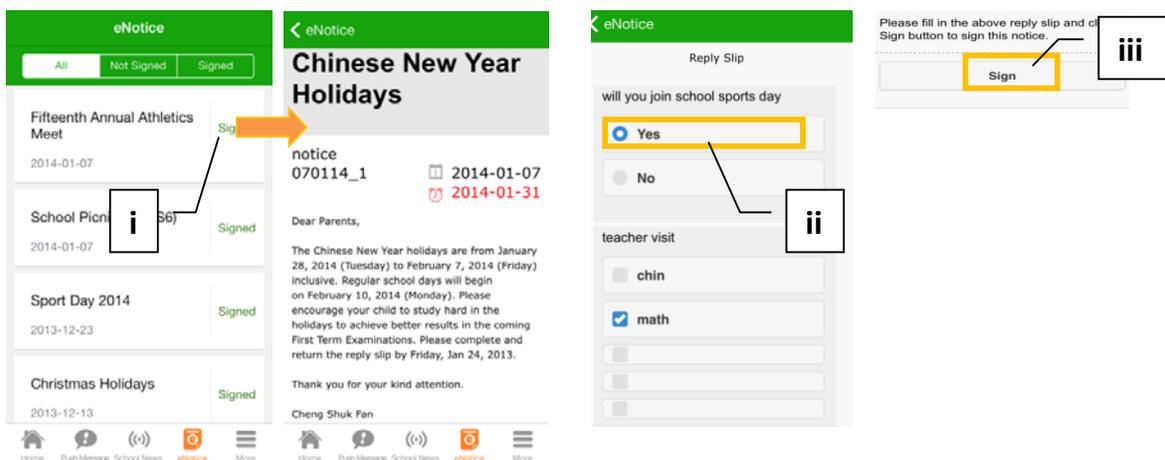iii. attached images are available for online viewing and downloading

Android device   *iPhone*

3. eNotice

To read eNotice:

i. Press **eNotice** icon [icon] to view lists of notices.

ii. "eNotice" contains three notice lists, including

All – shows all notices issued by the school

Not Signed – only shows notices haven't yet been signed (both current & expired)

Signed – only shows notices already signed.

Android device　　　　*iPhone*

To sign eNotices:

i) click on a notice to view its content.

ii) Complete the questions, e.g. select an answer for multiple-choice questions in reply slip.

iii) Sign by pressing **sign** after entering your protective password.

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iv) When the notice has been signed, its status will be shown as "signed", and the selected answers will display on your reply slip. You can re-read the notice from the signed list.

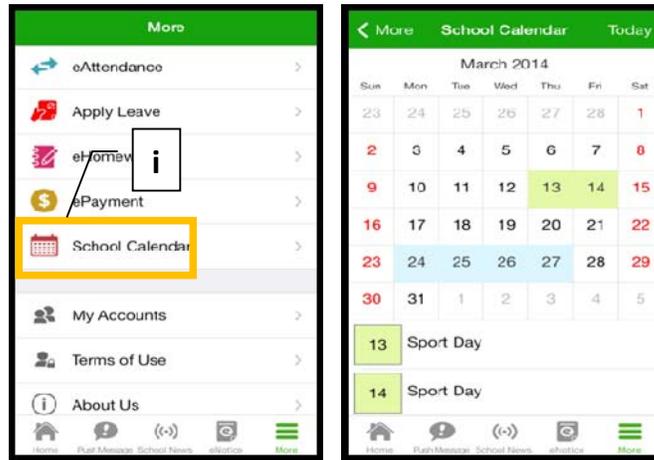v) Meanwhile, a push notification will appear to confirm your signature.

vi) Teachers and administrators may send out messages to remind parents to sign the notices.

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4. Calendar

i. Press the **School Calendar** icon to view details. Each category is displayed in a different color. They include:

- Public Holidays
- School Holidays
- School Events
- Academic Events
- Group Events

5. eHomework

You can view your children's homework of the day and unexpired homework through the eClass App if the school uses eClass Homework.

i. Press the **eHomework** icon

ii. You can find two lists:
> **Today** — homework issued by teacher today
> **To be submitted** — assignments not yet due

iii. Click on each assignment's title to view its content

iv. Teachers may send messages to remind parents about their children's overdue homework.

Should you have any queries regarding the eClass Parent App, please contact our support at

eClass Parent Support Phone: 3913 3211

Email: support@broadlearning.com ~ End ~

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