

E-class Tutorial for Parents

1. LOGIN (怎樣登入)

How to start up the new (and old) intranet system

Method 1 (方法一):

By using the URL: <http://intranet.tsss.edu.hk>

Method 2 (方法二):

By clicking the intranet icon in the school home page



Login ID and Password (登入名稱及密碼)

Login Name 登入名稱: p + Student ID

p + 學生編號

Password 密碼:

the whole HKID number of your son (All in capital letters with the digit or letter inside brackets. E.g. your son's HKID number is A123456(7), then input A1234567)

你的兒子的身份證號碼 (大寫字母，包括括號內的數字或英文字母。如你的兒子的身份證號碼是 A123456(7)，便輸入 A1234567)

A screenshot of the eClass Integrated Platform login page. The page has a green and blue background with the 'eClass' logo and the text '校園綜合平台 Integrated Platform'. There are two input fields: 'Login ID' with the value 'p9999999' and 'Password' which is empty. Below the password field is a link for 'forgot password?'. A 'Login' button is located at the bottom right. At the bottom of the page, there is a copyright notice: 'Copyright © 2009 Broad Learning Education (Asia) Limited. All rights reserved.'

Change your password for your first time login (首次登入更改密碼)

Login Password

Your current password does not fulfill the requirement! To protect your account, please change your password now.
* At least one number is required for password!

Old password * (for verification purpose)

New password * (At least 6 characters (consists of letter and number) is required for password!)

Retype password *

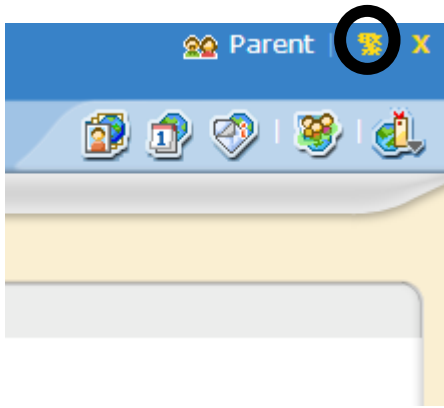
(Please do not use " " space \$ & < > + \)

* Mandatory field(s)

舊密碼

新密碼 (最少6個字 (包含文字和數字))

Change to Chinese interface (中文介面)



Changing your password (日後如要更改密碼)

Tak Sun Secondary School

Home eService eLearning eAdmin

Teaching Staff

iAccount

1) Click the iAccount icon

Login Password

Old password * (for verification purpose)

New password * (At least 6 characters (consists of letter and number) is required for password!)

Retype password *

(Please do not use " " space \$ & < > + \)

2) Click the "Login Password" link

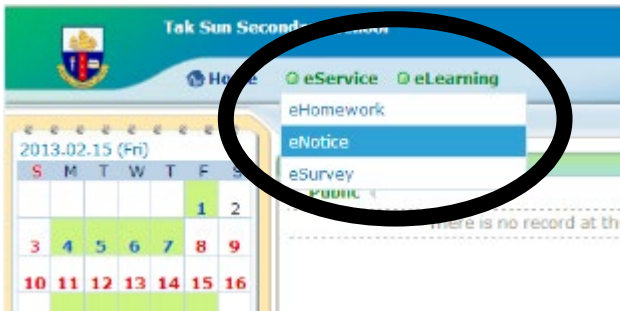
Account

- Personal Info
- Contact Info
- Message
- Login Password**

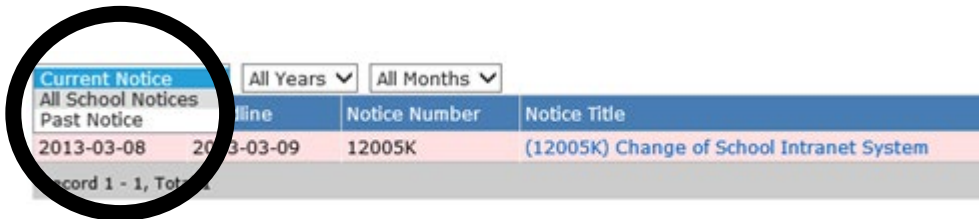
2. Reading and Signing E-Notice (查閱及簽署學校通告)

Reading (查閱)

Choose [eService] → [eNotice]




Choose “All School Notices”



You can then click the notice title to view the notice. (For example (12005K) Change of School Intranet System)

Issue Date	Deadline	Notice Number	Notice Title	Audience
2013-03-08	2013-03-09	12005K	(12005K) Change of School Intranet System	Some Levels Only
2013-03-01	2013-03-02	12005G	(12005G) HKDSE 2013 Result Release Arrangement - 20120301	Whole School
2013-02-28	2013-03-01	12005I	(12005I) 手球比賽事宜 - 20130301	Whole School
2013-02-28	2013-03-01	12005H	(12005H) 2012-2013年 校際長跑比賽 - 20120301	Whole School
2013-02-25	2013-02-26	12005F	(12005F) 學界手球比賽事宜 - 20130226	Whole School
2013-02-25	2013-02-26	12005E	(12005E) 學界足球比賽事宜 - 20130226	Whole School
2013-02-25	2013-02-26	12005D	(12005D) 學界排球比賽事宜 - 20130225	Whole School
2013-02-22	2013-02-23	12005C	(12005C) 中一親職教育交流晚會 (第二輪, 下學期第二次) - 20130225	Whole School
2013-02-06	2013-02-07	PTA Notice.12	PTA Notice No.12 有關補選德信中學法團校董會替代家長校董事宜	Whole School

The notice is in PDF format. (通告是一個 PDF 檔案)

Issue Date	2013-03-08
Deadline	2013-03-09
Notice Title	(12005K) Change of School Intranet System
Notice Content	(12005K) Change of School Intranet System
Attachment	 (12005K) Change of School Intranet System.pdf (190Kb)
Status	Unsigned
Student Name	TakSun (6J-39)
Audience	Some Levels Only

Reply Slip
Reply Slip

To: Tak Sun Secondary School

I have acknowledged the school notices.

(Type your name in the box below (optional) and sign electronically by pressing the \"Sign\" button.)

Please fill in the above reply slip and click Sign button to sign this notice.

[Sign](#) [Print Preview](#) [Close Window](#)

Signing (簽署)

Reply Slip

Reply Slip

To: Tak Sun Secondary School

I have acknowledged the school notices.

(Type your name in the box below (optional) and sign electronically by pressing the \"Sign\" button.)

Chan Tai Man

Please fill in the above reply slip and click Sign button to sign this notice.

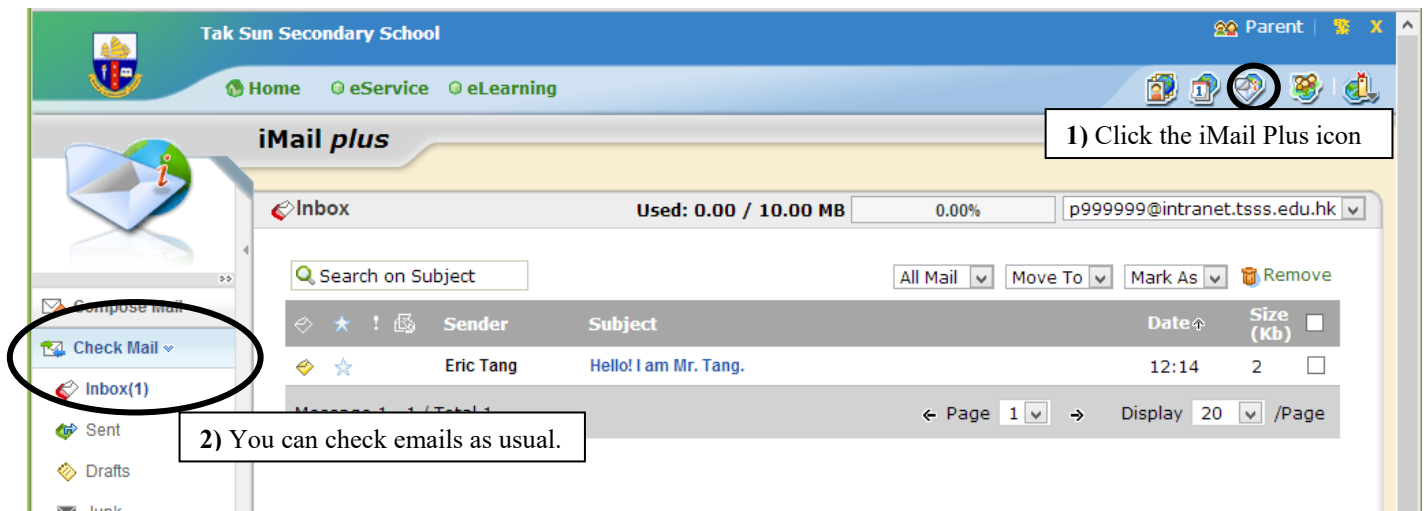
[Sign](#) [Print Preview](#) [Close Window](#)

You can type in your name and press the Sign button to sign. (Or you can just press the Sign button to sign.)

輸入家長姓名然後按 [Sign](#) 或直接按下 [Sign](#) 簽署回條。

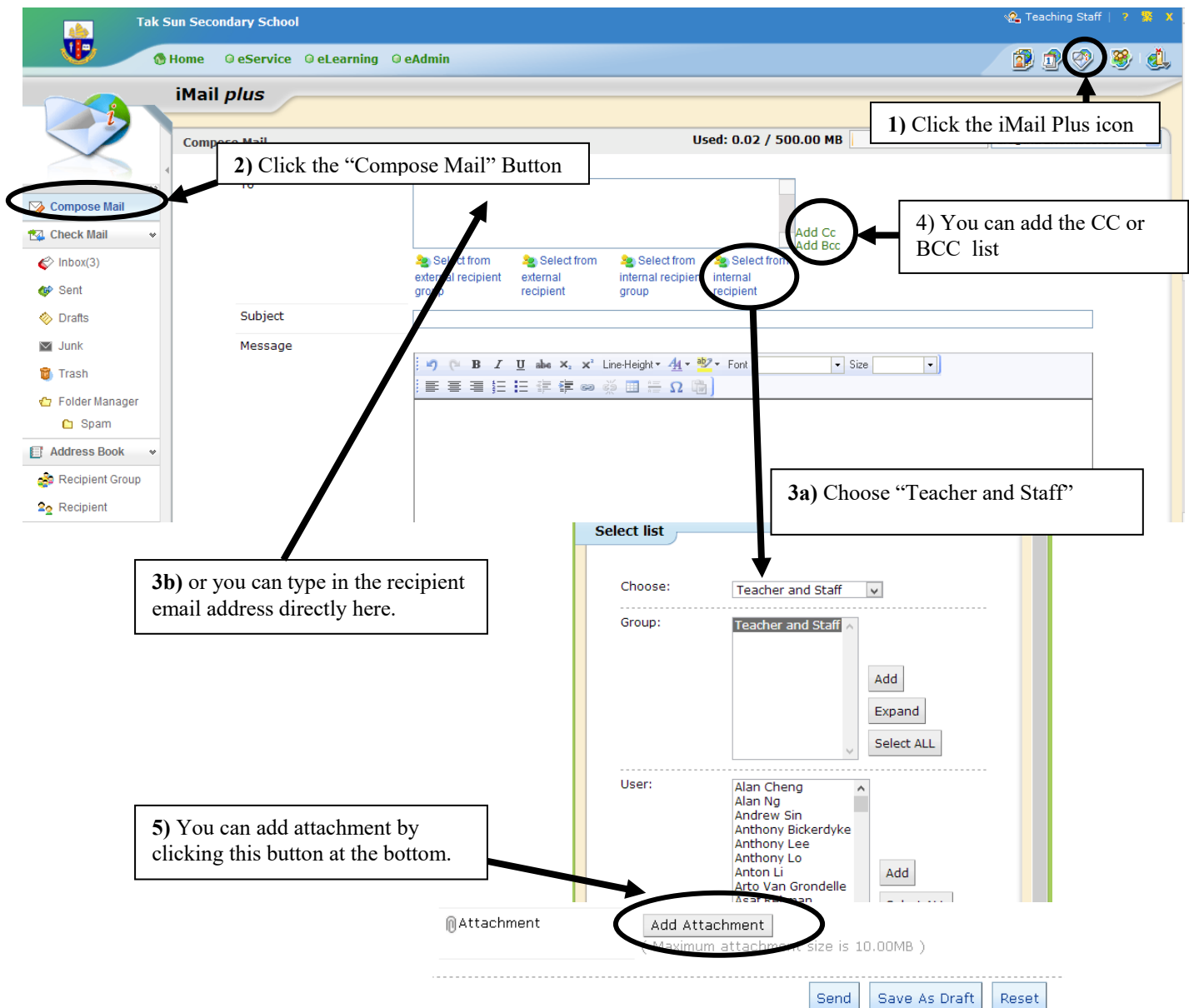
EMAIL (電子郵件)

Receiving (接收) email



The screenshot shows the iMail Plus interface for receiving email. The user is logged in as 'Parent'. The interface includes a navigation bar with 'Home', 'eService', and 'eLearning' links. The main area displays the 'Inbox' with a search bar and a list of emails. A callout box points to the 'iMail Plus' icon in the top right corner, with the instruction: "1) Click the iMail Plus icon". Another callout box points to the 'Check Mail' button in the left sidebar, with the instruction: "2) You can check emails as usual." The email list shows one email from 'Eric Tang' with the subject 'Hello! I am Mr. Tang.' and a size of 2 kb.

Sending email to teachers (寄電郵給教職員)



The screenshot shows the iMail Plus interface for sending email to teachers. The user is logged in as 'Teaching Staff'. The interface includes a navigation bar with 'Home', 'eService', 'eLearning', and 'eAdmin' links. The main area displays the 'Compose Mail' form. A callout box points to the 'iMail Plus' icon in the top right corner, with the instruction: "1) Click the iMail Plus icon". Another callout box points to the 'Compose Mail' button in the left sidebar, with the instruction: "2) Click the 'Compose Mail' Button". A callout box points to the 'Add Cc' and 'Add Bcc' buttons, with the instruction: "4) You can add the CC or BCC list". A callout box points to the 'Select list' dialog box, with the instruction: "3a) Choose 'Teacher and Staff'". A callout box points to the 'Add Attachment' button at the bottom, with the instruction: "5) You can add attachment by clicking this button at the bottom." A callout box points to the recipient selection area, with the instruction: "3b) or you can type in the recipient email address directly here." The 'Select list' dialog box shows a list of users, including 'Alan Cheng', 'Alan Ng', 'Andrew Sin', 'Anthony Bickerdyke', 'Anthony Lee', 'Anthony Lo', 'Anton Li', and 'Arto Van Grondelle'. The 'Attachment' section at the bottom shows a button for 'Add Attachment' and a note that the maximum attachment size is 10.00MB. The bottom of the interface has buttons for 'Send', 'Save As Draft', and 'Reset'.