



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:

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新功能

eClass App

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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





<u>Start Menu</u> 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



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







3. eNotice

To read eNotice:

- i. Press **eNotice** icon¹⁰ 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 de	vice	iPhone					
e Class	۵	eci ass	eNotice				
🐴 Home		Semo 博文亞洲中學 Demo IP25 Secondary School	All Not Signed S	Signed	——————————————————————————————————————		
🤨 Push Notification	MAN	Parent, Fion (Parent)	Fifteenth Annual Athletics Veet	Signed		eNotice	
(··) School News	1000	CHAN Chi Sum	014-01-07			Λ	
I eNotice	Ĺ	Today rrive Leave	School Picnic (S4 &S6)	Signed		Not Signed	Signed
eAttendance			sport Day 2014		敬生信		Π
🥖 Apply Leave		警告信 2014-06-23	013-12-23	Signed	2014-06-23		Expire
School Calendar		asdfast	Christmas Holidays	Signed			
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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.

eNotice	✓ eNotice	く eNotice	Please fill in the above reply slip and cl Sign button to sign this notice.				
All Not Signed Signed	Chinese New Year	Reply Slip	Sign				
Fifteenth Annual Athletics	Holidays	will you join school sports day					
Meet 2014-01-07 School Picni i S67 Signed	notice 070114_1 ① 2014-01-07 ⑦ 2014-01-31 Dear Parents, The Chinese New Year holidays are from January 28. 2014 (Linesday to February 7, 2014 (Friday)	Yes No teacher visit					
Sport Day 2014 2013-12-23 Signed	inclusive. Regular school days will begin on February 10, 2014 (Monday). Please encourage your child to study hard in the holidays to achieve better results in the coming First Term Examinations. Please complete and return the reply slip by Friday, Jan 24, 2013.	chin math					
Christmas Holidays 2013-12-13 Signed	Thank you for your kind attention. Cheng Shuk Fan						
Home PushMessage School News	Home Push Message School News eNotice More						





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.







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

More			< More		School Calendar			Today	
+	eAttendance	5	March 2014						
_			Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	Apply Leave	>	23	24	25	26	27	28	٦
30	eHomew	>	2	3	4	5	6	7	8
6	ePayment	5	9	10	11	12	13	14	15
			16	17	18	19	20	21	22
	School Calendar	×.	23	24	25	26	27	28	29
s2	My Accounts	2	30	31	1	2	3	4	5
Ny Accounts		-		Sport Day					
20	Sa Terms of Use		13						
(i) About Us		>	14	Sport Day					
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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: <u>support@broadlearning.com</u>~ End ~ 6