A) What Web Browser do I need?
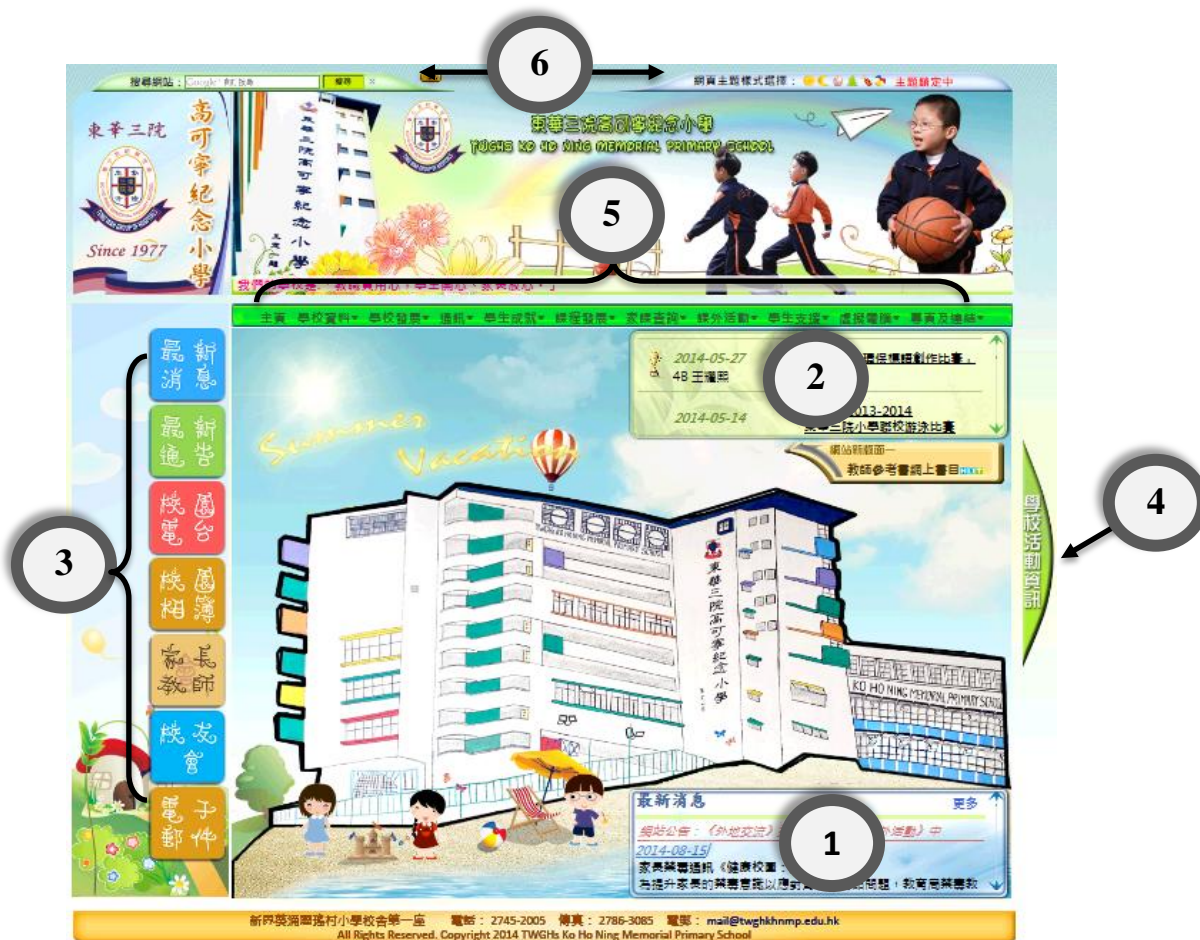
- Window 7 / Window 8.1 => **Internet Explorer Version 9 or above (*Best in Version 11+*)**
  Download Link: http://windows.microsoft.com/zh-HK/internet-explorer/download-ie
- Window XP => **Please Download Google Chrome in replace of Internet Explorer 8**
  Download Link: https://www.google.com/chrome/browser/

B) Why I cannot view the most updated content?

- Sometimes webpage are loaded from Cache (快取資料) that can speed up the loading time for the webpage, but newly updated content may not be retrieved from Cache.
- To **Delete Cache:**
  1. Open your browser
  2. Press **CRTL + SHIFT + DELETE**
  3. Press **CLEAR**, then **RELOAD (CRTL-R)** the webpage

C) What can we find on the school website?

Index Page Layout:

1) **Hot News Frame (*Blue Frame*) 最新消息**

   Red Line: Website changes and announcement

   Blue Lines: Most updated school announcements or news

   To view all announcements or news, press **More

2) **Award Frame (*Green Frame*) 得獎紀錄**

   Announcing students' award receiving records of this academic term

   To view award receiving records of the past few terms, select *學生成就* from **Top Menu Bar

   (Green Bar)

3) **Main Navigation Menu (Left Menu)**

   Use top and bottom arrows to scroll through the buttons list

   ▪ **Button 2 (Green)** *最新通告 School Notice*

   Display all School Notices for this academic term in descending order

   Filtering: Select filtering category from drop down menu

   Navigating: Quick navigation by pressing Arrow Left/Right in full view

   Scrolling: Scroll down the panel to view multiple pages of notice (if it contain)

   Mobile Access: Mobile version is available in concise layout

   ▪ **Button 4 (Red)** *校園電台 TV Campus*

   Broadcast most videos of our school

   IMPORTANT

   TV Campus cannot be viewed by Google Chrome at the moment, you have to shift to Internet Explorer (IE 8 for Window XP) in order to play video successfully.

   To watch a video, select it by click on its title in menu list, then wait it to be played through streaming

   ▪ **Button 5 (Orange)** *校園相簿 Photo Album*

   Collection of school photo albums

I. **Latest Album**

Display Latest 30 Photo Album, scroll with button Left (newest) & Right

Click on Thumbnail to access the whole album

II. **Quick Search**

Search for albums with a single specific date or specific keyword

III. **3D Printing Models Album** *(more info in appendix)*

An independent page specialized to introduce 3D printing and display 3D models through a 360° rotation displayer

IV. **Advance Search (PASS 1.0)**

To access advance searching in the photo album, click the button.

The frame for Latest Album (I) will be switched to an advance searching form

Row 1: *Set the Time Frame of the search (*required), you can specify the time frame by choosing "customized time frame" (last option)*

Row 2: *Set the Filtering Mode (default in Expanding Mode, ie. Result require to match only one or more criteria, contrary to Compressing Mode, ie. Result require to match all criteria)*

Row 3: *Select the Filtering Categories. To use self-set keywords, tick the last option and type in the keywords, use a space in between*

Detail usage tutorial is available to view in PDF format by clicking the top right button

V. **Subjects and Groups Albums**

You can also access the album if you are aware of the subjects/groups they belong.

*Some album may be shown in cross-subjects/groups

Student Works album (if available) of the respective subjects/groups can be accessed by clicking top right button within the index page of that subjects/groups album

▪ **Button 8 (Dark Orange)** *電子郵件 Email*

You can access your school email account through this button (Login to Outlook Web App)

4) **Event Board (Slide Panel)**

You can access the event board by clicking right most button, and a slide-out panel will be shown

It collaborate our notice display and photo album to give a distinctive Time-Line look of our school events, in order to easily keep track on them.

Green Frame: *Tell you the upcoming activities in chronological order with the bottom one closest to today. Click on the event title to access the respective notice for detail*

Blue Frame: *Announce today activities. If multiple activities are held, you can scroll left & right to view them all. Click on the event title to access the respective notice for detail*

Orange Frame: *Report the activities that are recently finished and give access to its respective photo album. Activities are sorted in chronological order with the top one closest to today.*

* if no photo albums are found for that activity, it will not be shown in the frame.

5) **Top Navigation Menu (Green Menu)**
   This menu basically provide access to all the web contents
   - *學校資料*

     Contains school information, including our school calendar for this academic term (calendar also available in mobile page)
   - *學生成就*

     Contains all award receiving history of our students, grouped by academic terms
   - *課程發展*

     Contains information related to each subjects. Photo albums under the subject can also be accessed within the page
   - *家課查詢 (WHAS 2.0)*

     *Display images of homework records of each classes within 5 days, (including today). The first indicated entry is the most recent record, and previous records can be viewed by pressing the previous button. You may also switch the classes by using the class selection button as a shortcut. ** You can also access this function through the mobile page*
   - *專頁及連結*

     Contain commonly use links and specialized page, such as Teacher Library Online Catalog and 3D Works Display
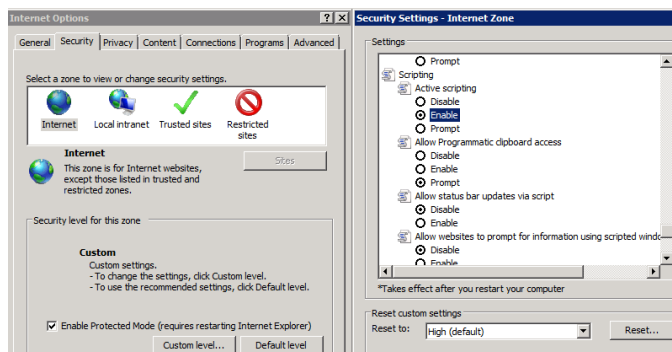
6) **Over Head Bar (Green and Blue Bar)**
   Blue Bar (right): *Allow changing of website's theme by clicking the icons. Browser will display the selected theme every-time the website is loaded, except during festival and specialized period that the theme is locked. Some themes include: Day-theme (default), Night-theme, Easter-theme, Summer-theme and more*

   Green Bar (left): *Allow using Google Customize Search to initiate content search throughout our website. A pop-up page (click allow pop-up) will provide the results.*

D) Why there is a deviation of website display in my screen?

It is normal if small deviation in layout and style is found across various browsers, as long as the main function remain usable. However, remember to enable active scripting for your browser.
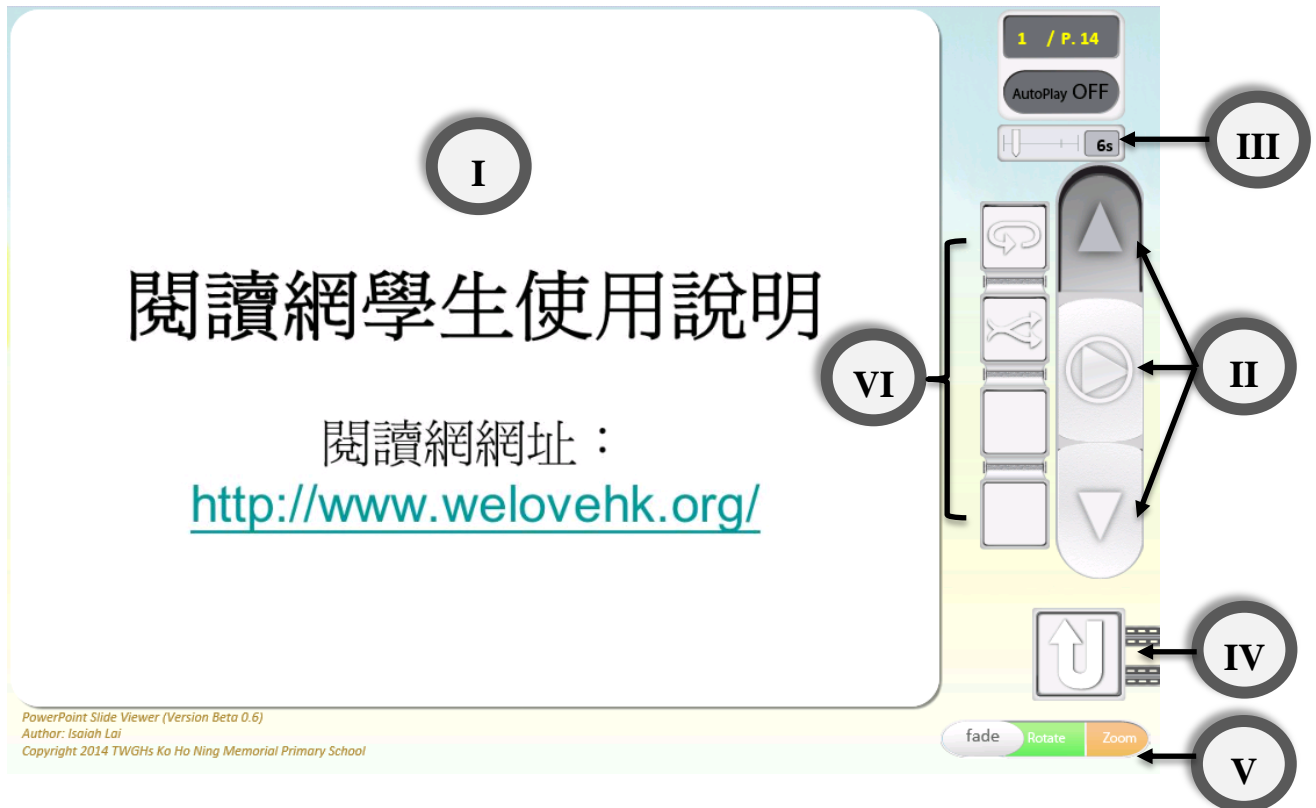

To enable active scripting:
Control Panel > Internet Options > Security > Custom Level > Find "Active Scripting" under "Scripting" and click "Enable". If problem still exist, please feel free to contact me anytime.

E) Appendix

a) Using PowerPoint Slide Viewer

PowerPoint Slide Viewer (Version Beta 0.6)
Author: Isaiah Lai
Copyright 2014 TWGHs Ko Ho Ning Memorial Primary School

I.   **Slide viewing panel**
       Used to display an image for each slide

II.   **Main control panel**
       i. Button Previous – Return to the previous slide
       ii. Button Play/Pause - Auto play the slides or pause auto play
       iii. Button Next – Move to the next slide

III.   **Interval time bar**
       Used to set the interval time for each slide to be viewed during auto play (from 3sec to 2min)

IV.   **Button Return**
       Used to return to the first slide (hide during auto play)

V.   **Transition animation selection**
       Used to select the transitional animation during slide change
       3 animations: fade / rotate / zoom

VI.   **Advance control panel** *(pop out when mouse hover on main control panel and hide during auto play)*
       i. Button Looping – Slide show will replay itself until auto play is paused (click again to disable)
       ii. Button Randomize – The order of slide images will be randomized (click again to disable)

▪ **This **full version** of PowerPoint slide viewer only supports IE 9 or newer version browser. If IE 8 or older
version browser is detected, user will be redirected to the PowerPoint slide viewer **light version**.

b) Using 3D printing works gallery

I. **3D works album list**

A list of 3D works album that is sorted according to the releasing date. Album groups related 3D works together.

Click to view the thumbnails of individual 3D works.

II. **3D album thumbnails**

A list of thumbnails of 3D works inside an album. The 360 degrees icon represent a 360 degrees view is available for the 3D model.

III. **Loading bar**

A loading bar that display the loading status of a selected 3D model. It display "loading done" while the model is fully loaded, as well as the time required during the process

IV. **Main display frame**

A frame that display the 3D model. If the model contains a 360 degrees view, user can scroll left or right on the model image to "turn" the model around. This function works in PC, mobiles and tablets.

V. **Scrolling button**

The button is specially designed for use on PC platform. User can turn the image above by scrolling the button left or right. User can also jump to a specific angle by clicking on the scroll bar directly. This function only works in PC.

VI. **Slight turn buttons**

These two buttons are designed to perform a slight turn on the model, so as to calibrate the best angle in viewing the model.

VII. **Model switching buttons**

The large arrow buttons are used to switch to the next or previous 3D model within the same album.

c) Using Web-based Teacher Library Catalog

VI

V

注意： 在使用此網上書目時可使用 *右邊搜尋按扭*
搜尋資料，包括書名、作者、出版社等

搜尋

登出

搜尋書目(包含文字)

上一個   下一個

東華三院高可寧紀念小學教師參考書

| 普通參考書 | 中文參考書 | 英文參考書 | 數學參考書 | 常識參考書 | 音樂參考書 |
| 視藝參考書 | 國民教育參考書 | 特殊教育參考書 | 資優教育參考書 | 環境教育參考書 | 社會工作參考書 |

I

II

| 1 課堂教學 | 2 特殊教育及研究 | 3 自閉症 | 4 輔導 | 5 指引、守則 | 6 特殊教育光碟 |

東華三院高可寧紀念小學 ― 特殊教育參考書
~Teacher Library Special Education (TLSECD) 特殊教育光碟~

III

登錄日期	登錄號	書名	作者	出版社	價錢	存放	備註
15/08/2014	TLSECD - 0010	讀寫奇兵親子日營05-06			贈書	TL	
15/08/2014	TLSECD - 0009	自閉小孩，唐氏綜合症			贈書	TL	
15/08/2014	TLSECD - 0008	特殊教育數碼資訊城			贈書	TL	
15/08/2014	TLSECD - 0007	香港特殊學校概覽		香港特殊學校議會	贈書	TL	
15/08/2014	TLSECD - 0006	輕輕鬆鬆學語音		教育統籌局	贈書	TL	

IV

I. **Top Menu**

A menu to select the catalog for a particular subject or content

II. **Sub Menu**

A secondary menu that allow users to switch to various sub-topics among a large subject or content

III. **Title of catalog**

The panel display the title of current catalog, its related subject or content and the sub-topic

IV. **Content list of catalog**

A list of content within the catalog. Each row represent a library material with information such as registered date, call number, title, author, publisher and more.

V. **Search Box (floating)**

A search box can be called by pressing the "search" button on the head of webpage. A floating box will be displayed and users can type keywords to search for specific content inside the catalog. If the keyword is matched (found), the browser will scroll down to view the matched content.

VI. **Logout button**

The logout button is fixed at the left top corner of the browser.

D) Using the School Notice Uploading System

I. **Notice issuing date**

If using Google or newer IE browser, a calendar widget will be displayed to set the date by clicking on calendar

II. **Notice number**

* Notice number cannot be changed after submit (Act as Primary Key)

III. **Notice title**

Type in the title of the notice. The title will be displayed in the list below

IV. **Notice file**

Browse for a .JPG file of the notice. **Other image formats are not supported

V.   **Page number**

Default page number is 1. If you are uploading a different page of the same notice, select the current number of page.

VI.   **Event correlation**

If the notice mention an event that you wish to be announced in the event board, check this row and type in the name / date of the event. Event board will then sorted the event in order of the date.

VII. **Add more event correlation**

If more than one event is mentioned in the notice, you may want to add more rows with each row representing an event. Add enough number of rows (events) before typing in the content.

VIII. **Add event that is already existed**

If the related event is already existed while uploading other notice, check this row. You may select the event from the select box.

IX.   **Add more event that is already existed**

If more than one existed event is related to the notice, you may want to add more rows with each row representing an existed event. Add enough number of rows (events) before selecting the events.

X.   **Upload button**

Click the upload button after filling in all information. All information of the first row is required.

XI.   **Editing a notice information**

By clicking the edit button, you may edit the information of a notice except for the notice number and the notice .JPG file.

XII. **Deleting a notice**

You may delete a notice by clicking this button.

E) Using the Homework Uploading System (WHAS 2.0)

I. **Upload Panel**

Use the respective button beside the Classes Label to upload homework image for that class.

If a file is selected with appropriate format (Image format JPG/PNG/GIF supported), the cell will be highlighted in red and a upload icon will be shown.

II. **Information Panel**

Upload will be immediately triggered after selecting the image file. Uploading status will be shown in the information panel, stating the name of image file and the class it represents, as well as the information of completed file and uploading file etc.

III. **Status Panel (status icon)**

A status icon is a representation of the completion status of homework upload for each class today. A "Red Forbidden" icon means the today homework image for that class is not yet uploaded. An "Orange Forbidden" icon also means the homework image is not yet uploaded, but upload might not be required for that tutoring class, depending whether they have classes for today. A "Green Tick" icon means the homework image has been uploaded for today.

IV. **Uploading Bar**

An upload processing bar will slide out when uploading is triggered. The processing bar will run from color dark-green to color light-green with the % of completion. Light green means the upload is done and a "Green Tick" should appear beside the bar.

If the upload is unsuccessful because of numerous reasons, the processing bar will turn into color red instead.

V. **Refresh button**

To view the most updated status of today's homework upload, press the refresh button to reload the page.

VI. **Log out button**

Log out the system after uploading is complete to avoid replacing of homework image accidentally. If the system is put idle for more than 15 minutes, the system will be timeout by itself for security reason. Re-login will be needed to return to the page.