

TWGHs Ko Ho Ning Memorial Primary

eClass Website User Guide

(A) Introduction

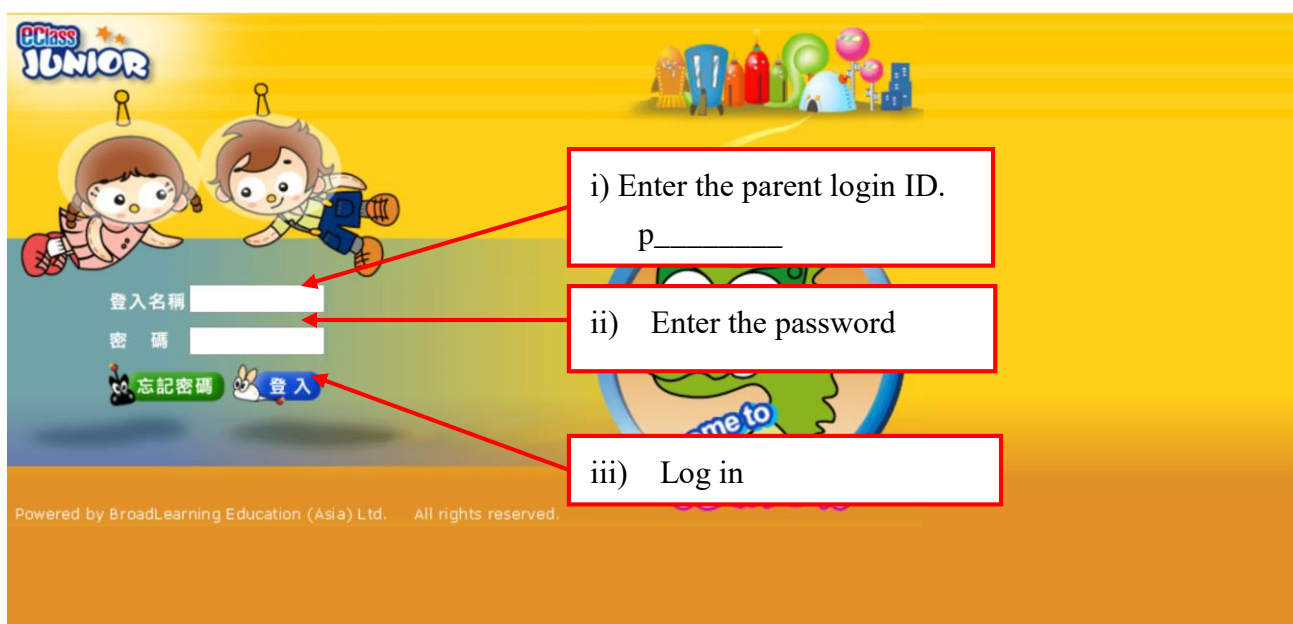
eClass is a comprehensive system that helps parents receive instant messages and eNotices.

(B) eClass Website log in

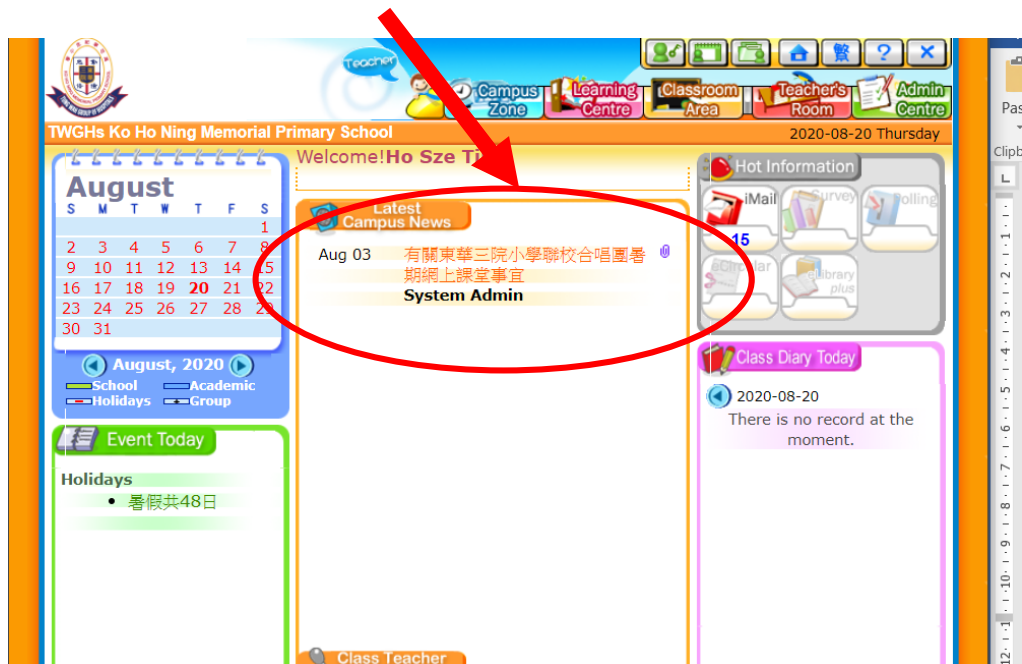
- 1) Go to school website (<http://www.twghkhnmp.edu.hk/>) and click the icon 'eClass' to enter the eClass platform.



2)

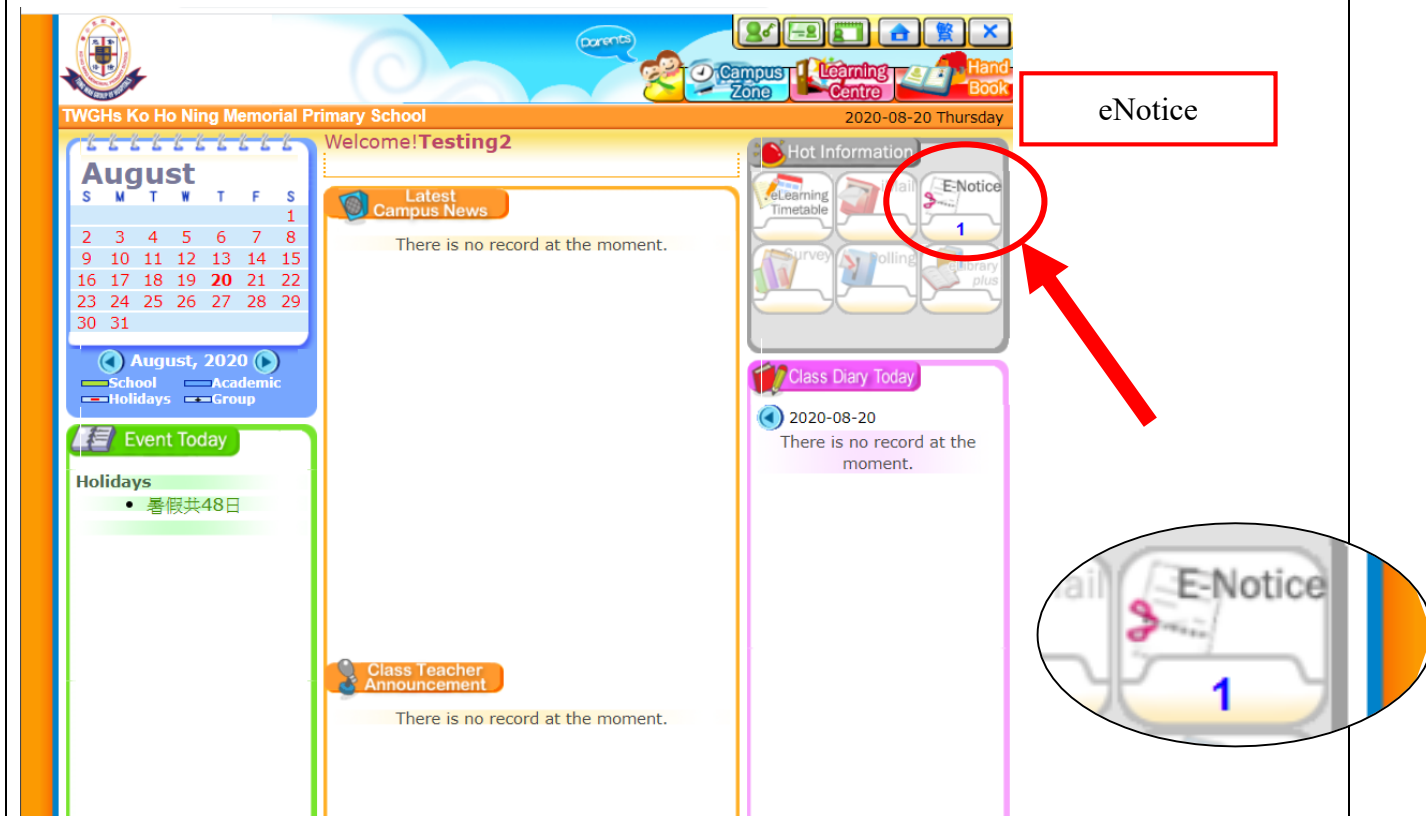


3) To get the latest news from the school.



(C) To sign eNotice

1) Click on the 'eNotice' icon to view its content.



2)

eNotice

School Notice

Notice Title

Sign Status

All School Notice ▾ All Sign Status ▾ All ▾ All ▾

Issue Date	Deadline	Notice Number	Notice Title	Student Name	Target Type	Signed By	Signed At
2020-08-11	2020-08-16	1920_問卷	有關學生家中的電子學習設備及上網的情況問卷	Testing2 (2B-0)	Some Levels Only	---	Unsigned
2020-08-03	2020-08-31	甲第(19-R029a)號	有關收取虛擬電腦使用權及學生手冊費事宜	Testing2 (2B-0)	Some Classes Only	---	Unsigned
2020-07-24	2020-08-16	有關提早放暑假的相關安排(三)事宜	有關提早放暑假的相關安排(三)事宜	Testing2 (2B-0)	Some Students Only	---	Unsigned
2020-07-17	2020-07-24	甲第(19-162)號	有關班本結業禮及暑期學習計劃	Testing2 (2B-0)	Whole School	---	Unsigned
2020-07-11	2020-07-18	有關提早放暑假的相關安排	有關提早放暑假的相關安排(一)	Testing2 (2B-0)	Whole School	---	Unsigned

3) Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.

eNotice

Issue Date: 2020-03-10 14:31:00

Deadline: 2020-03-13 23:59:59

Notice Title: 2019-2020 Online Survey: Use of Computer Devices and Internet at Home during Class Suspension

Notice Content: Dear Parents and Guardians, to better understand our students' use of IT devices and Internet for e-learning at home, the school is now inviting you to complete the survey **by 8:00pm today (10 March 2020)**.

Status: Unsigned

Student Name: Testing2 (2B-0)

Target Type: Some Students Only

Reply Slip

1. What device(s) is your child using at home for e-learning? (You can choose more than one item.)

- ☐ Computer (desktop / laptop)+Tablet+Mobile phone
- ☐ Computer (desktop / laptop)+Tablet
- ☐ Computer (desktop / laptop)+Mobile phone
- ☐ Tablet+Mobile phone
- ☐ Computer (desktop / laptop) only
- ☐ Tablet only
- ☐ Mobile phone only
- ☐ No computers or IT devices

2. Why is your child not using a computer or a tablet for e-learning?

- ☐ Not having a computer or a tablet
- ☐ Shared use with family member(s)
- ☐ Easier to use a mobile phone
- ☐ Others

4. Can your child access Internet at home?

☐ Yes ☐ No

5. How does your child access Internet for e-learning? (You can choose more than one item.)

- ☐ By residential fixed-line (including home Wifi)
- ☐ By mobile SIM card
- ☒ By China mobile SIM card
- ☐ By public Wifi
- ☐ Others

6. Why can't your child access Internet at home for e-learning?

- ☒ No devices for Internet access
- ☐ Poor Internet connection at home
- ☐ Others

Please specify why can't your child access Internet at home for e-learning?

Print Preview **Close Window**

4) Sign by pressing the “Sign” button.

The screenshot shows the 'eNotice' interface in Google Chrome. The notice details are as follows:

Issue Date	2020-08-03 17:30:00
Deadline	2020-08-31 23:59:59
Notice Title	有關收取虛擬電腦使用權及學生手冊費事宜
Notice Number	甲第(19-R029a)號
Notice Content	
Attachment	甲第(19-R029a)號.jpg (713Kb)
Status	Unsigned
Student Name	Testing2 (2B-0)
Target Type	Some Classes Only
	[All fields required to be filled in]

Below the notice, there is a section titled '有關學校通告「學生手冊」及「虛擬電腦使用權」' with the instruction 'Please fill in the above reply slip and click Sign'. A red arrow points to the 'Sign' button. A confirmation dialog box is displayed, asking 'Your reply slip will be submitted. Are you sure to submit the reply slip?' with '確定' (Confirm) and '取消' (Cancel) buttons.

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

The screenshot shows the 'eNotice' interface after the notice has been signed. The 'Status' field now reads 'Signed (Signed by Mr. Testing2 at 2020-08-20 22:45:21)'. Below the notice, there is a section titled 'Reply Slip' with the text: 'The following is the reply slip signed. You can print it or close the window.' The reply slip content is: '有關學校通告「學生手冊」及「虛擬電腦使用權」費用，內容全已知悉。'

(D) Others

- i. For other enquiries, you are welcomed to contact eClass customer service team.
hotline: 3913 3211 email: support@broadlearning.com
- ii. If you have forgotten the password, please contact Miss Ma (Tel. no. 2745 2005).