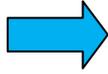


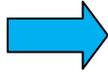
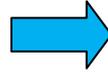
# eClass App Start Up Guide

## ● Downloading the eClass App

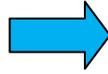
The eClass App can be searched and downloaded free of charge to your device from iTunes or Google Play. Search and download eClass App directly from App Store or Play Store on your Smart Phone:



Search  
"eClass"



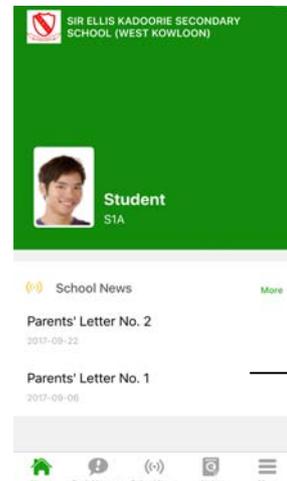
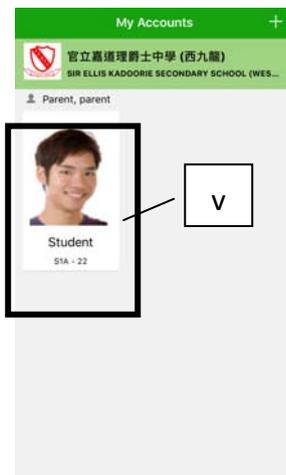
Search  
"eClass"



## ● Registering and using the eClass App

Please follow the steps below if you are registering for the first time:

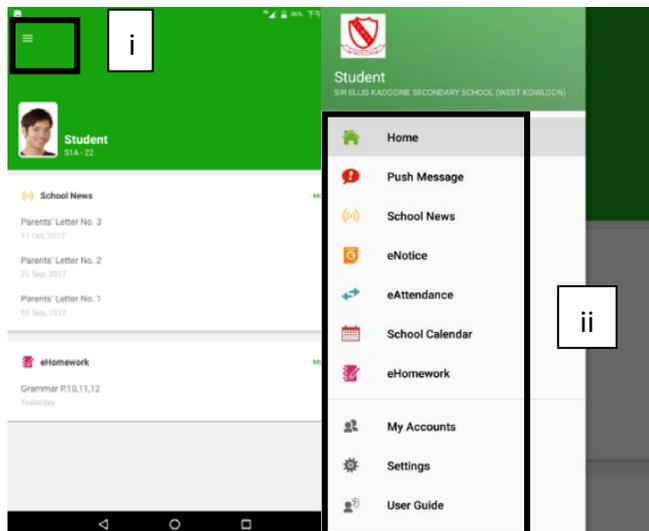
- i. Enter the school name **"Sir Ellis Kadoorie Secondary School (West Kowloon)"**
- ii. Enter eClass parent account's user ID **"p + student's registration number"**.
- iii. Enter the password **"the first 5 alphanumeric numbers of student's Hong Kong identity card number"**.
- iv. After login, you 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, and news on the homepage feed



## Start Menu

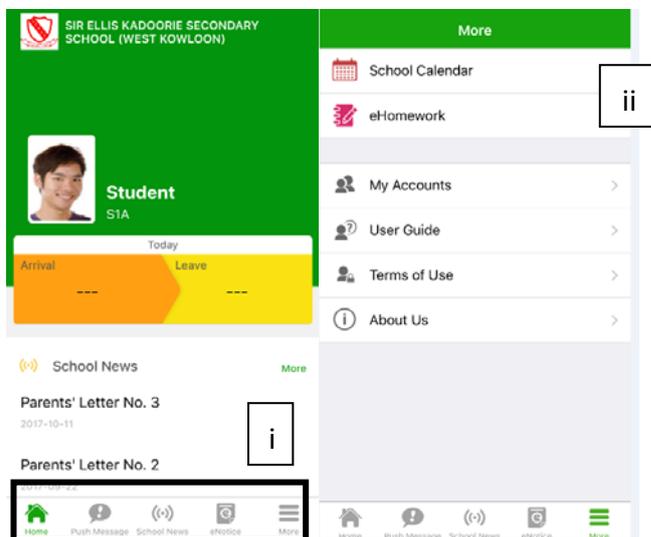
For Android devices:

- 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:

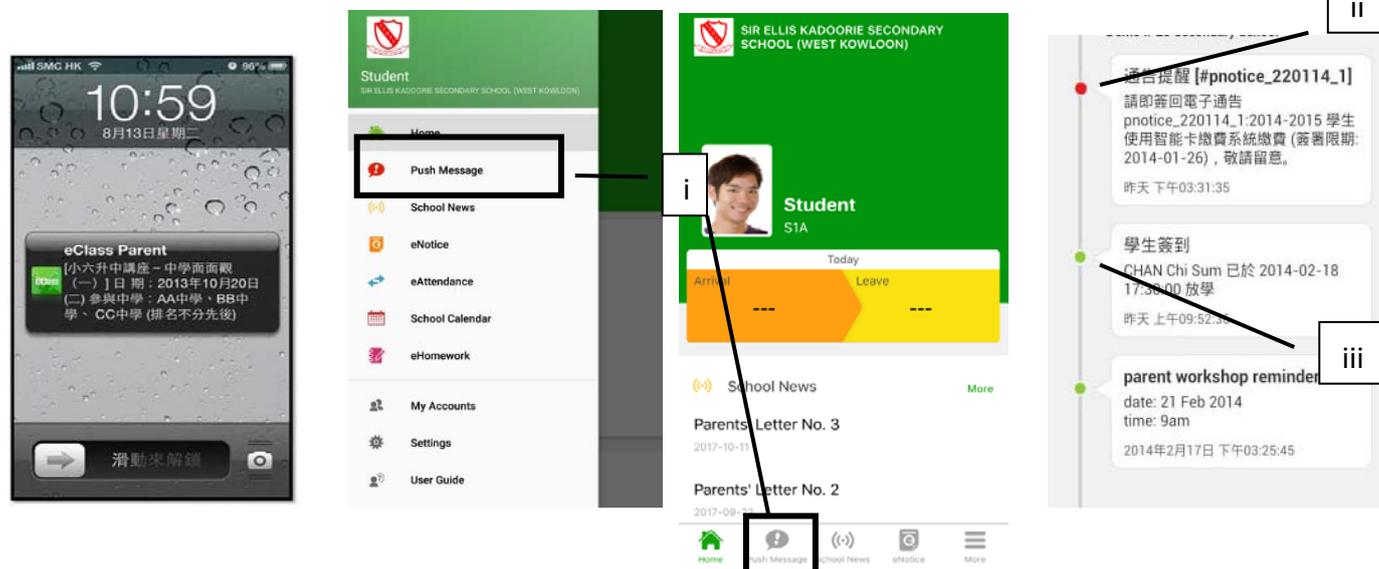
Your Smartphone will receive a push notification when our school sends you an instant message. You can also check these up on the App.

To read the messages:

- 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

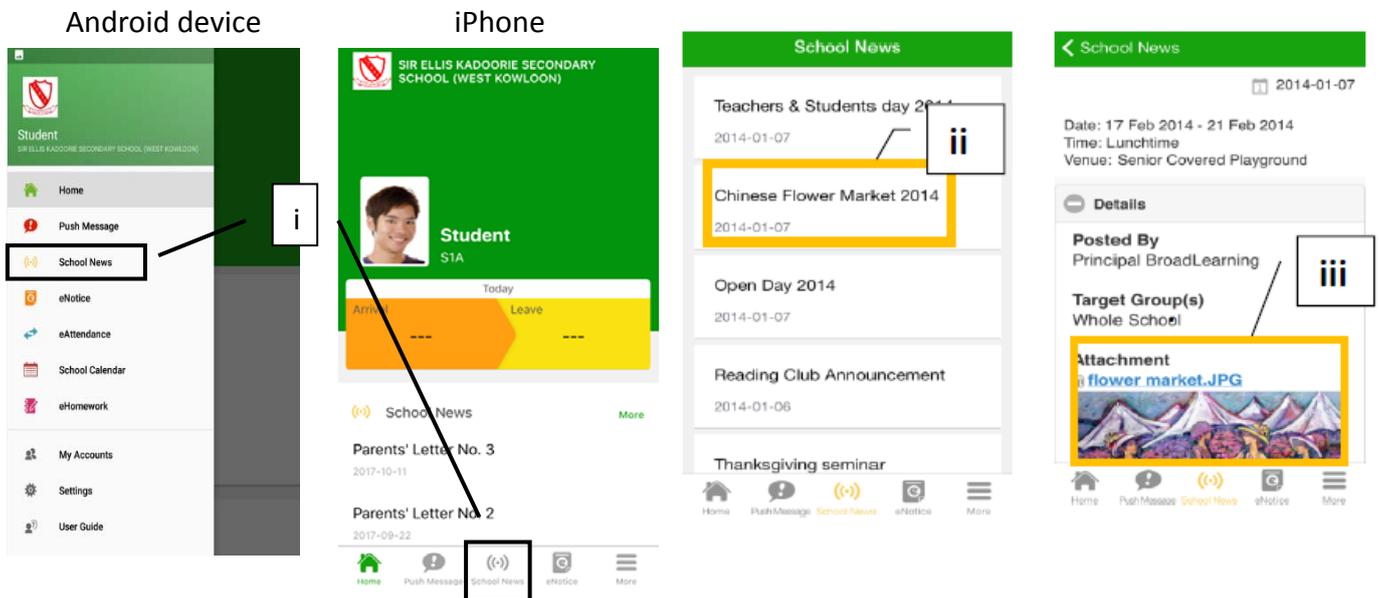
Android device

iPhone



## 2. School News

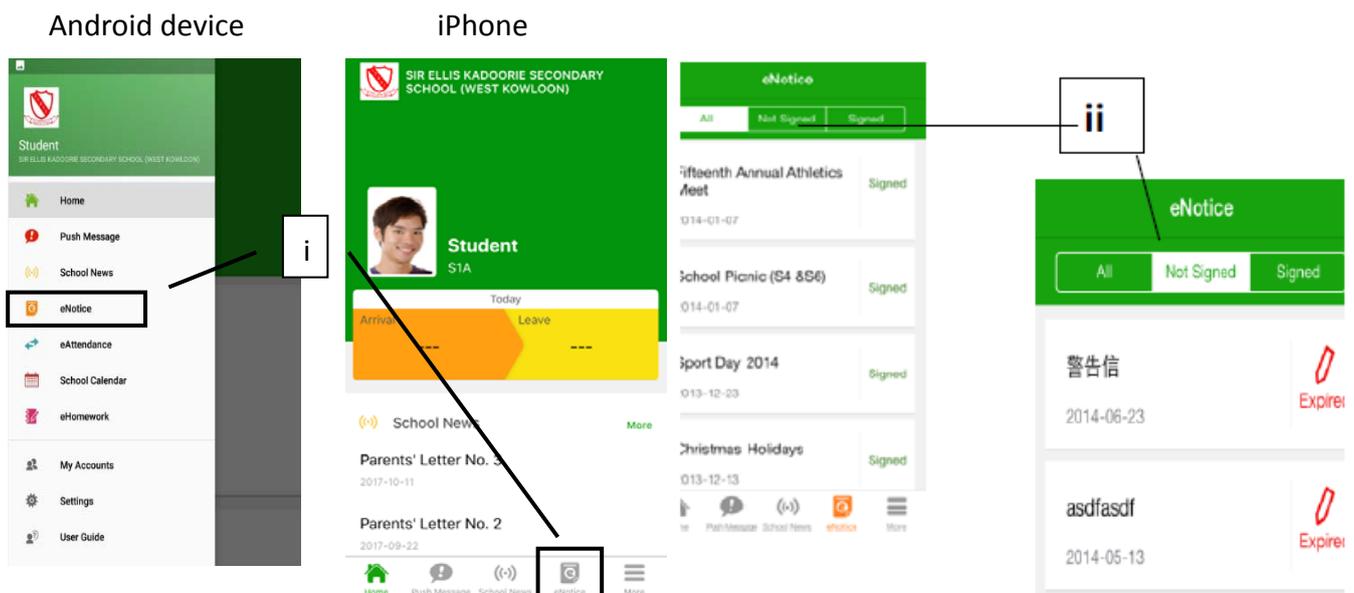
- i. Press the School News icon for latest news of the school
- ii. Select from the list of topics to view the content
- iii. Attached images are available for online viewing and downloading



## 3. eNotice

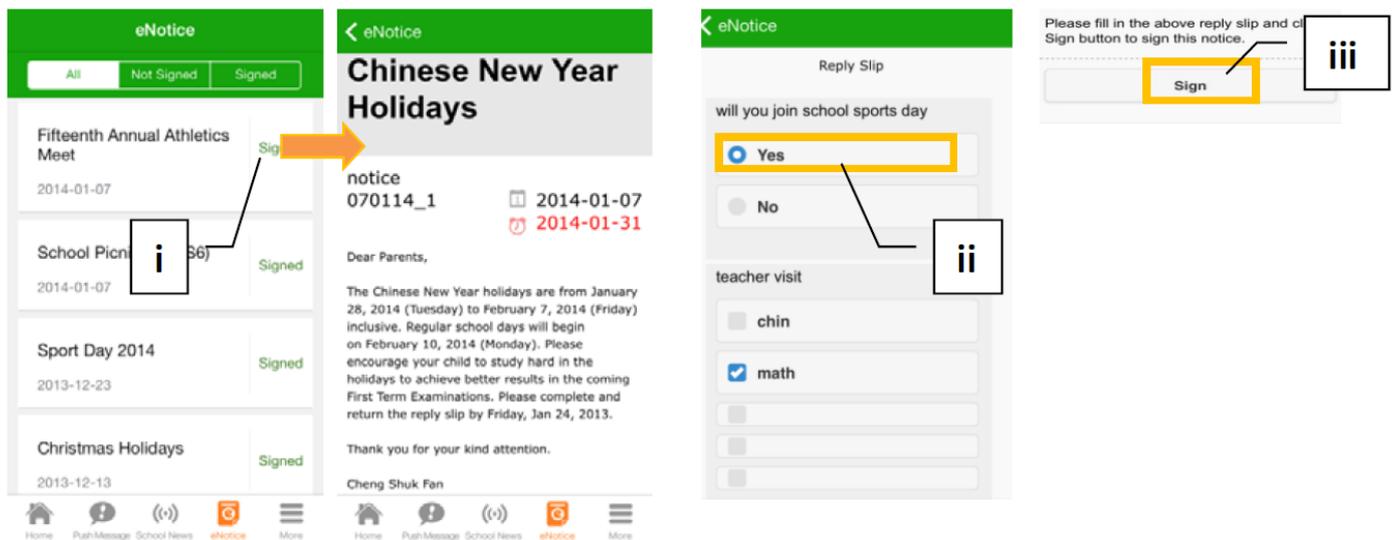
To read eNotice:

- i. Press eNotice 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.



## To sign eNotices:

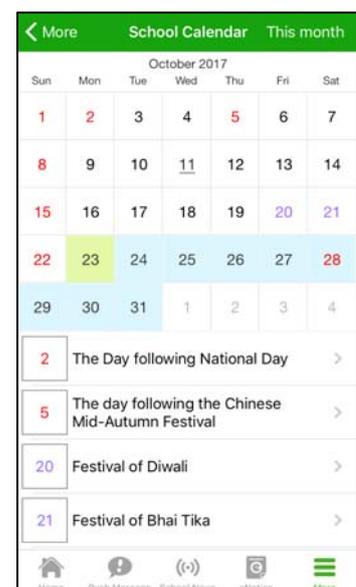
- i. Click on a notice to view its content.
- ii. Complete the questions, e.g. select an answer for multiple-choice questions in reply slip.
- iii. Sign by pressing sign after entering your protective password.
- iv. When the notice has been signed, its status will be shown as "signed", and the selected answers will display on your reply slip.
- v. Meanwhile, a push notification will appear to confirm your signature.
- vi. You can re-read the notice from the signed list.
- vii. Teachers and administrators may send out messages to remind parents to sign the notices.



## 4. Calendar

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



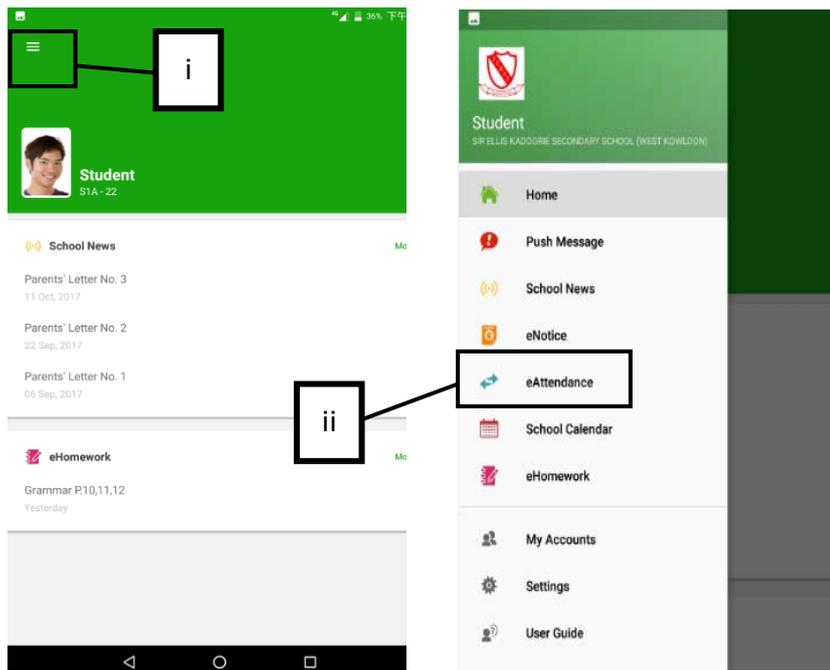
## 5. eAttendance

When your children arrive school, their attendance record will be updated and you will receive a Push Notification about their attendance record.

To view a completed attendance record, press the “eAttendance” icon to enter the page for details, which include attendance statistics regarding:

- Lateness
- Leaving early
- Outings
- Absence

For Android devices:



For iPhones:

