

eClass App Start Up Guide

(Suitable for Secondary School)

➤ What is eClass App?

The eClass App was developed by BroadLearning Education (Asia) Limited. It is compatible with both iPhone and Android devices, and is a comprehensive system that helps parents to follow their children's studies and activities at school. It connects to the eClass learning platform.


➤ How to download eClass App

Take eClass App with you

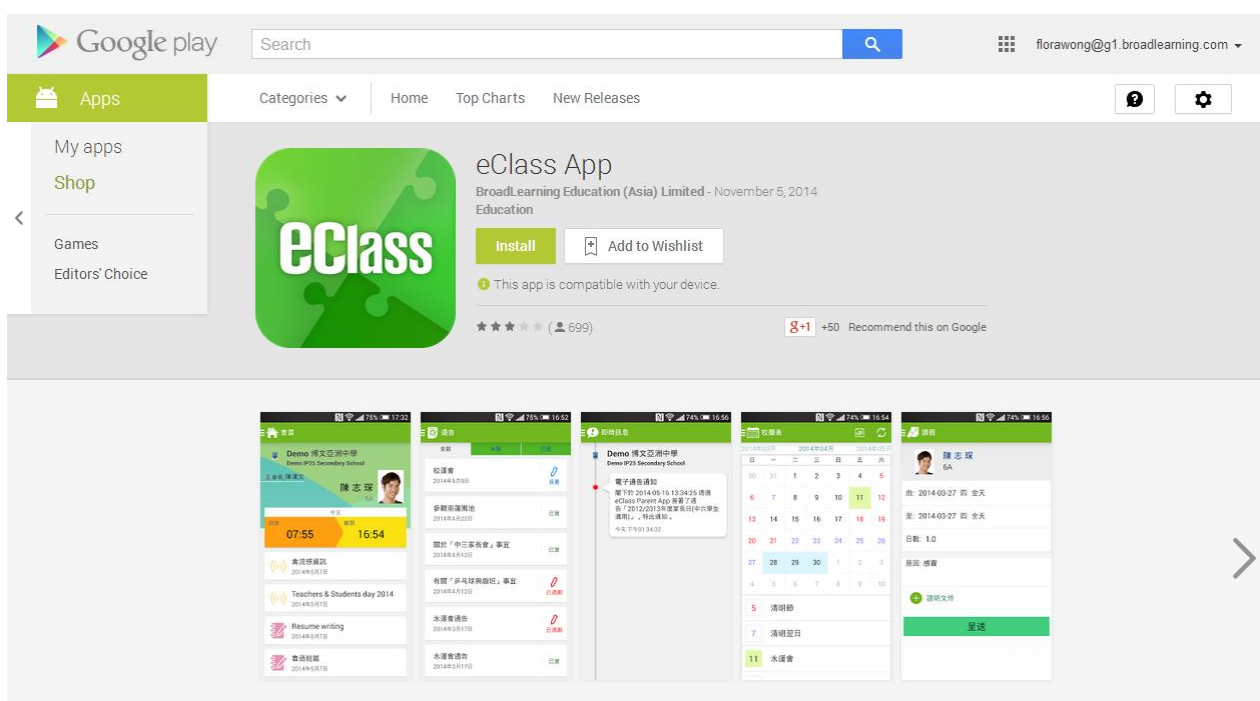
Before you download and install eClass App, make sure that it is supported by your phone type. eClass App is available for Android and iPhone.



For Android Devices:

1. Download for Android from Google play Store  or
2. Download for Android from Google play Store website:

<https://play.google.com/store/apps/details?id=com.broadlearning.eclass&hl=en>



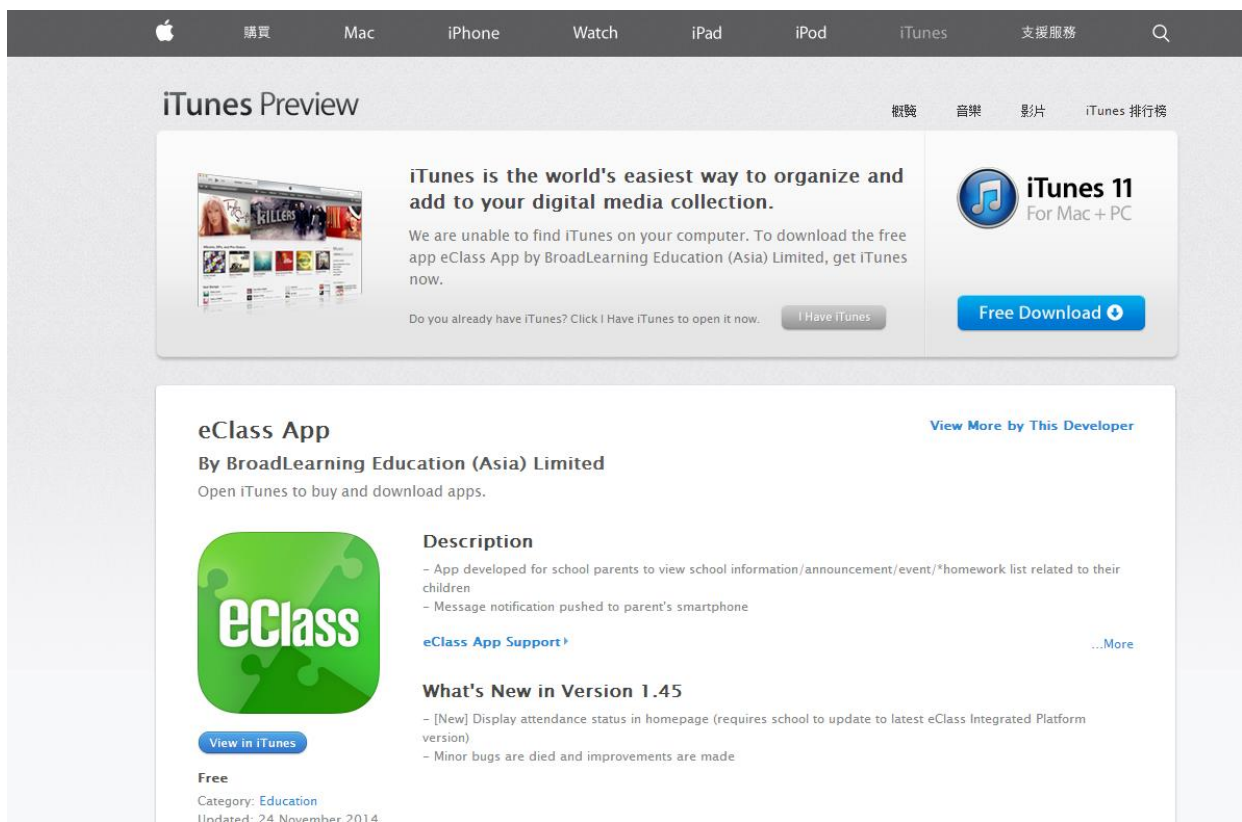


For iPhones:



1. Download for iPhone from iTunes App Store or
2. Download for iPhone from iTunes App Store website:

<https://itunes.apple.com/en/app/eClass-app/id880950939?mt=8>

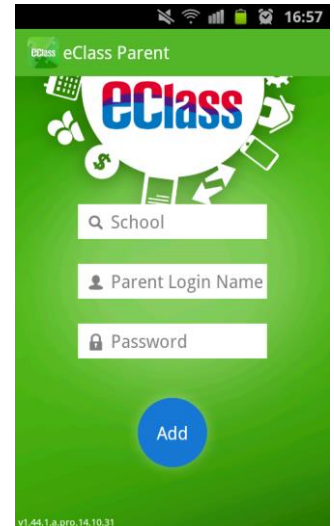


The screenshot shows the iTunes App Store interface. At the top, there's a navigation bar with the Apple logo and links for Mac, iPhone, Watch, iPad, iPod, iTunes, and 支援服務. Below this is the 'iTunes Preview' section, which includes a promotional banner for iTunes 11 and a message about downloading the free eClass App. The main section is titled 'eClass App' by BroadLearning Education (Asia) Limited. It features the eClass app icon, a description of the app's functionality, a 'View in iTunes' button, and a 'Free' price tag. The app is categorized as 'Education' and was updated on 24 November 2014.

If you cannot download the eClass App, please contact your school to get the App.

➤ How to login to eClass App


1. To ensure that you have a working internet connection, go through the following steps:
 - A. Make sure that you have a data plan on your carrier's network or a Wi-Fi connection with internet access.
 - B. Make sure that the signal strength of the Wi-Fi or data network is good and the phone is connected to the network.
2. Please follow the steps below if you are registering for the first time:
 - A. Enter the school name
 - B. Enter eClass parent account's user ID provided by the school
 - C. Enter the password provided by the school and select login
3. After login, you will see all your relevant accounts under the "My Account" section
4. Select account and enter the homepage to view a specific child's information, such as updates, news and the child's real-time attendance records on the homepage.

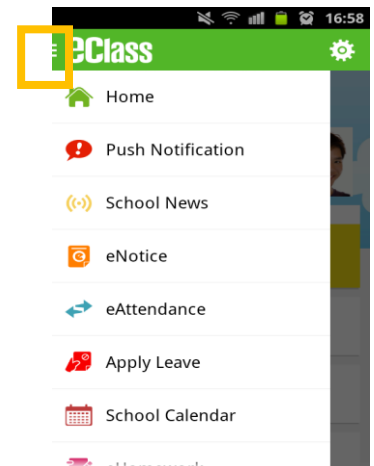


➤ How to open eClass App menu




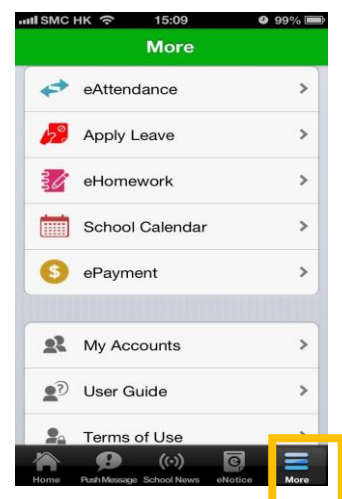
For Android devices:

1. Press the icon on the top left corner  to open the start menu.
2. Select specific function to view the details.



For iPhones:

1. Press the "More" icon  on the bottom right corner to show the extended menu.
2. Select from the list of options to view the details.



➤ What are the feature functions?

1. Push Notification

- **To receive instant school messages**

Your Smartphone will receive a Push Notification when the school sends you an instant message or when your children tap the smartcard to check in and out of school¹. You can also check up on your child using the App.

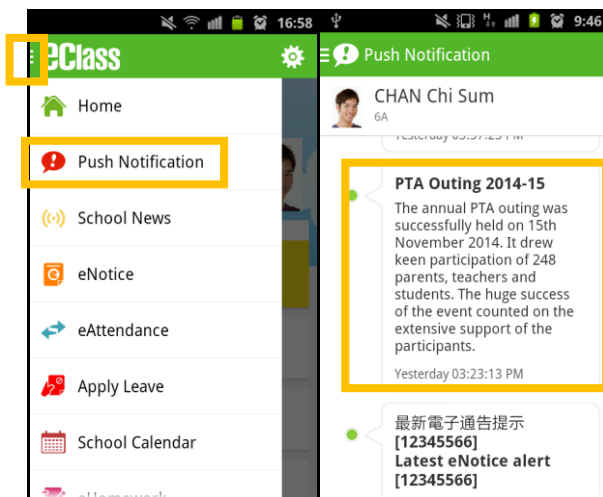
- **To read the messages**

Press the “Push Notification” icon  to view student’s real-time attendance records

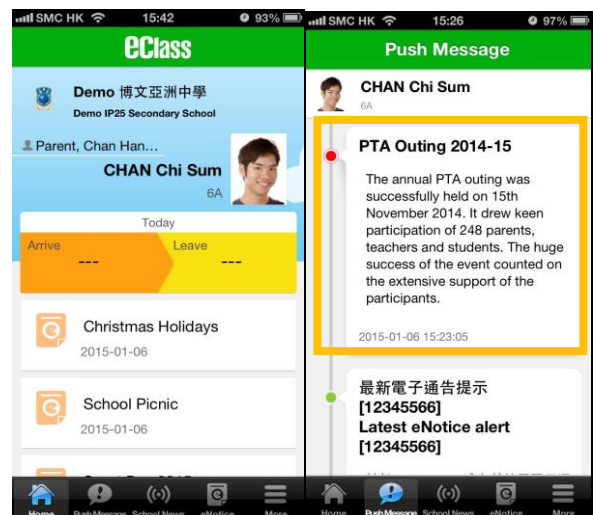
- ✓ Unread messages will be shown in red
- ✓ Read messages will be shown in green



For Android devices:




For iPhones:



¹ Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance

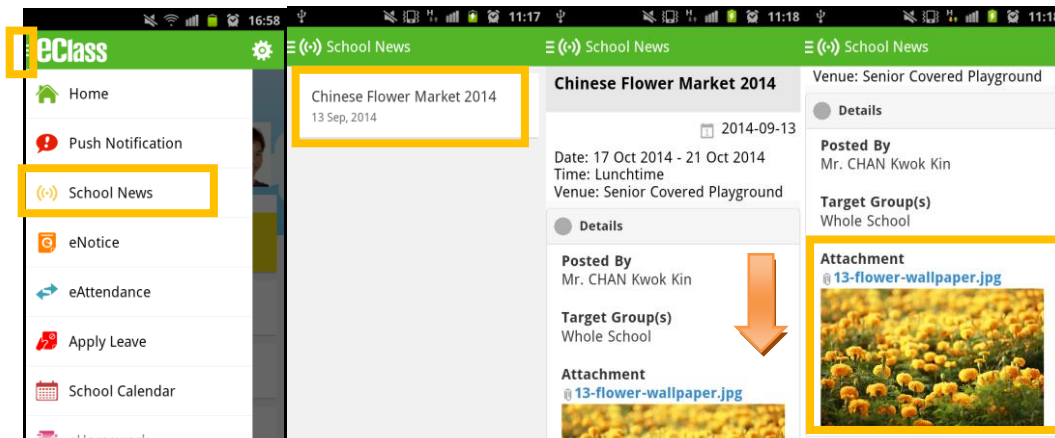
2. School News

- To read school news

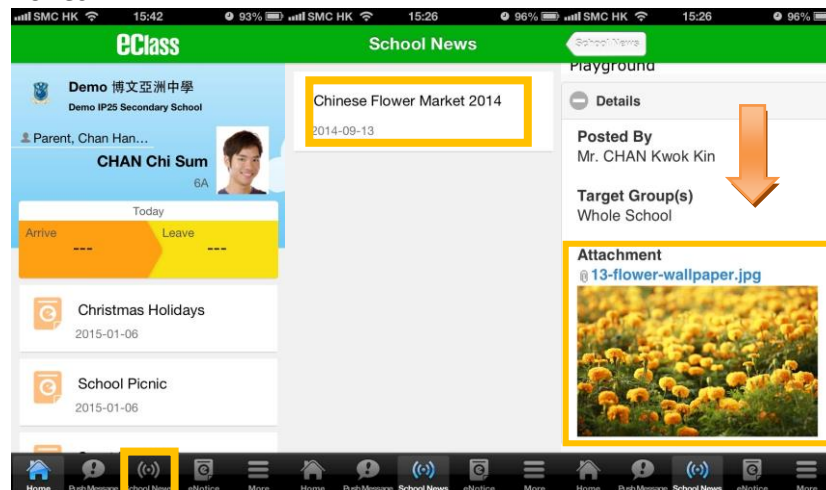
- Press the “School News” icon  to get the latest news from the school
- Select from the list of topics to view the content
- Attached images are available for online viewing and downloading



For Android devices:




For iPhones:



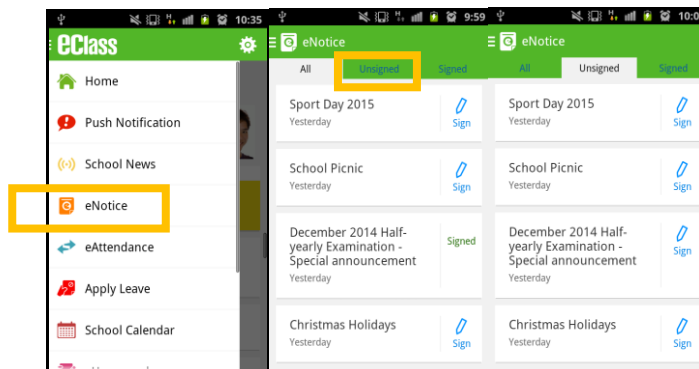
3. eNotice

- To read eNotice

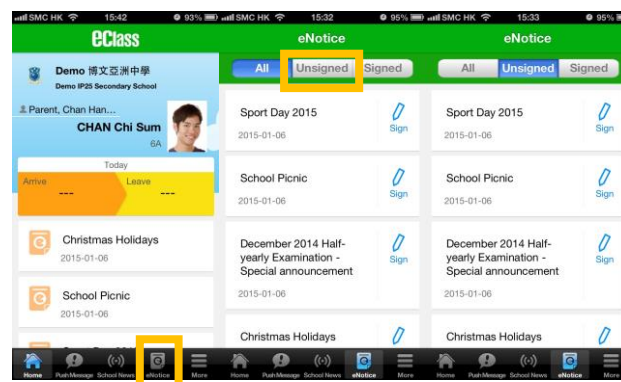
- Press the “eNotice” icon  to view lists of notices.
- “eNotice” contains three notice lists, including
 - ✓ All – shows all notices issued by the school
 - ✓ Not Signed – only shows notices that haven’t been signed (both current and expired)
 - ✓ Signed – only shows notices that have been signed




For Android devices:



For iPhones:

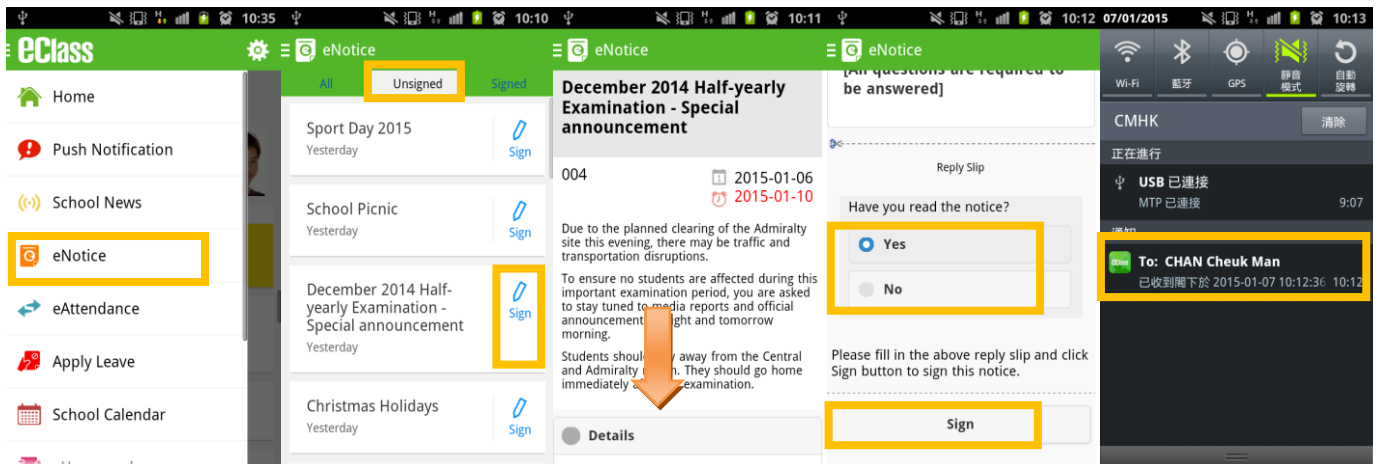


● To sign eNotice

- i. Click on the "Notice" icon  to view its content.
- ii. Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.
- iii. Sign by pressing the "Sign" button.
- iv. 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.
- v. Meanwhile, a Push Notification will appear to confirm your signature.

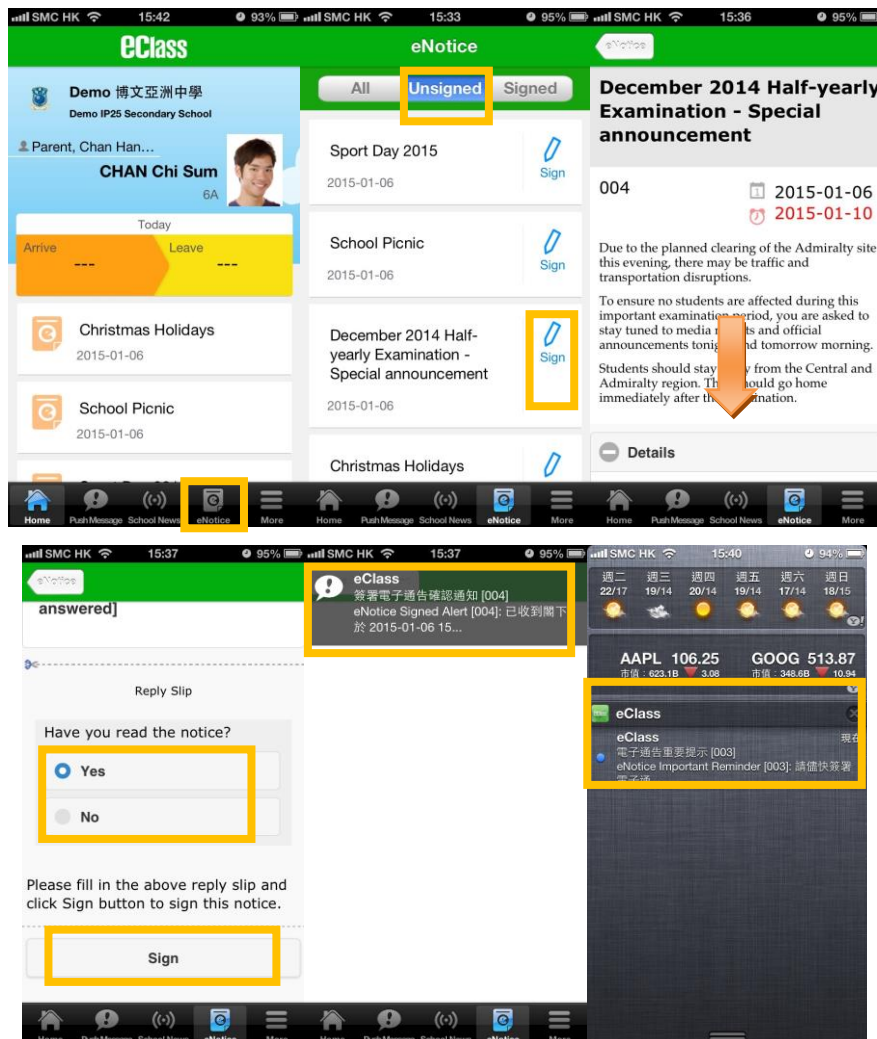


For Android devices:





For iPhones:



Teachers and administrators may send out messages to remind parents to sign the notices.

4. eAttendance


You can check a student's attendance record with the app.

- **View daily arrival and leaving time**

When your children tap the Smartcard to check in or out² of school, their attendance record will be updated automatically and you will receive a Push Notification about their attendance record.

² The time of checking in and out of school will be recorded only if the student tap his/her Smartcard at school.

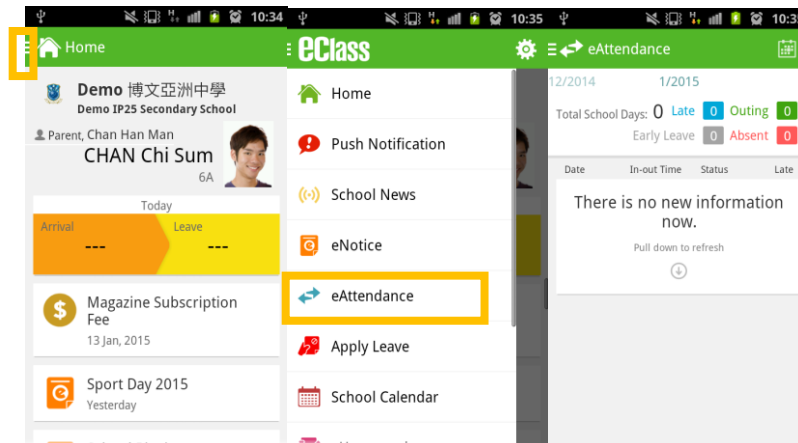
● View completed attendance record

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

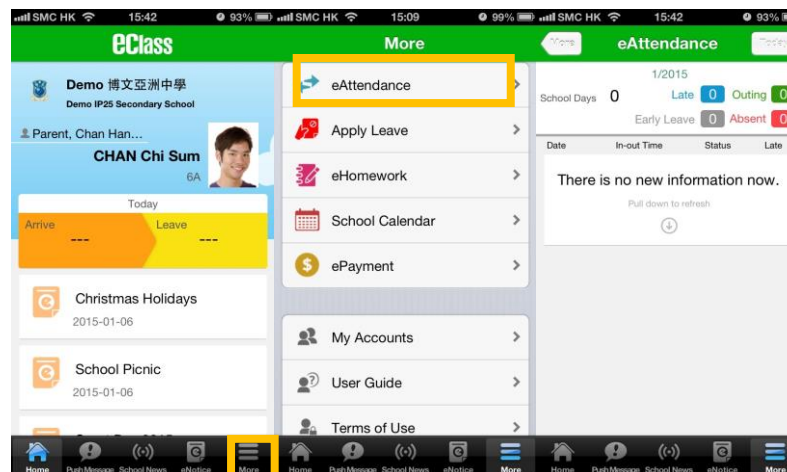
- ✓ Daily arrival and leaving time
- ✓ Attendance statistics regarding lateness, leaving early, outings, absence, etc.



For Android devices:



For iPhones:

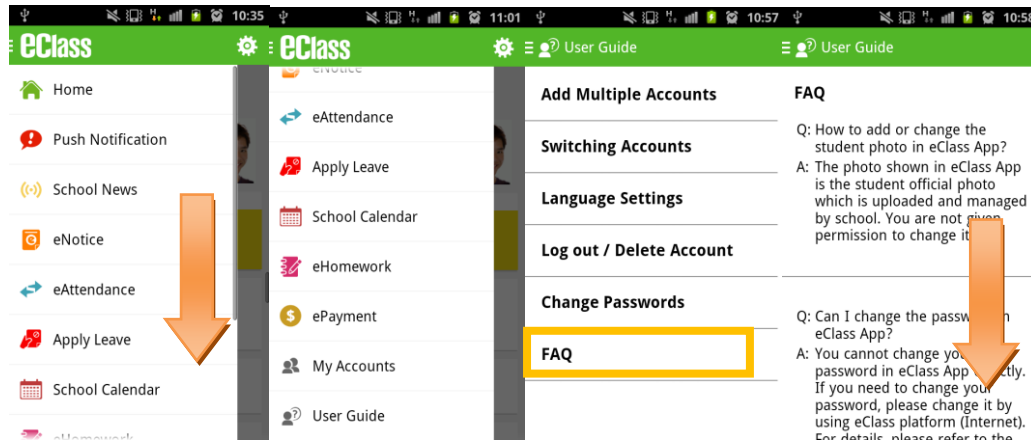




As of October 2016

➤ FAQ

If you have any queries when using the eClassApp, please refer to the eClass App User Guide>FAQ.



➤ Contact Us

Should you have any queries regarding the eClass App, please contact our support team at eClass Parent Support Hotline: **3913 3211**

Email: support@broadlearning.com

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