

## eClass User Manual

### Part (1) Log in & Being an Intranet User

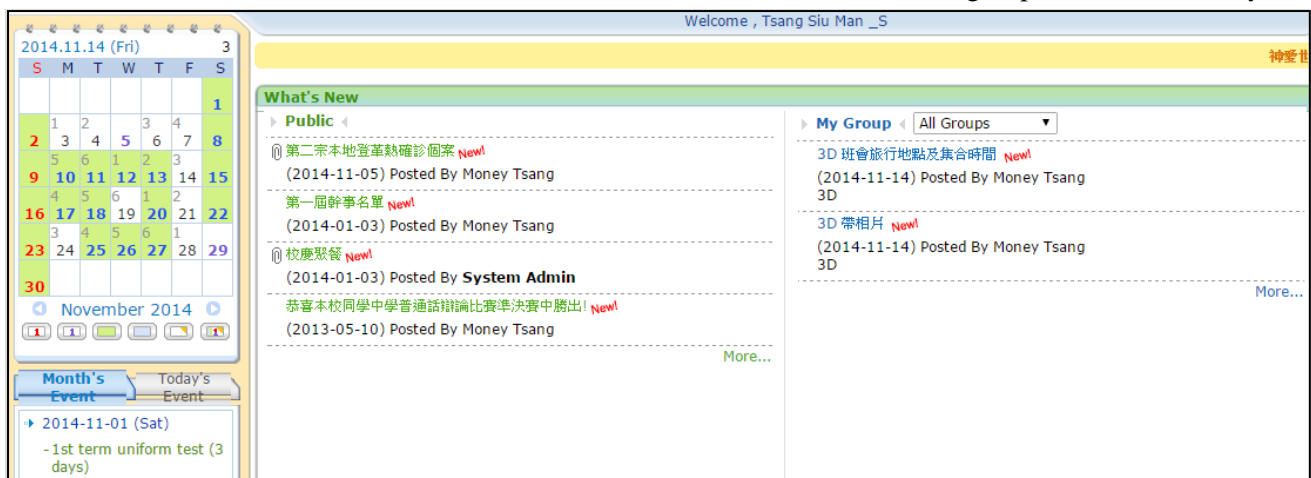
- (1) You will login eClass using your **Intranet Account** and the login address is **http://eclass.chss.edu.hk/** which is on **Your School** server.
- (2) Enter your LoginID and your Password. If you don't have it now, please check with the system administrator.




### Part (2) Announcement

When you login eClass intranet, you will see three types of announcement on the first page:

1. **Public Announcement** allows you to view the date and the details of school events. You may also access the previous announcements made earlier.
2. **My Group Announcement** allows ONLY the concerned group members to view groups' events.
3. **School Calendar** allows users to check the school events, academic events, group events and holidays.



### Part (3) iAccount

**iAccount**  is a place where you can change your personal information as well as login password.

place where you can change

### 1. Change Personal Info / Contact Info

Click into iAccount > Account > Personal Info / Contact Info, edit your personal info and click **Save**.

*## Please noted that all information in Personal Info and Contact Info will be shown in each of your eClass's "Member List" under Community, which can be viewed by your student. You may leave it blank if you do not want to disclose your personal record.*

### 2. Change Login Password

Click into iAccount > Account > Login Password, type in your new password and **Save**.

## Part (4) iMail



**iMail** is for you to communicate with all eClass users in your school, including teachers, office staff, students and parents. The number of recipients is unlimited, ranging from one person to different groups of users.

### (1) Compose a Message

Click on **Compose Mail** . Go to **Choose Recipient(s)**, and choose the recipient(s) from the intended groups. After selecting the right recipient(s), click **Add**. Fill in the necessary information and click **Send**.

**(1) Choose Recipient(s)**  
Internal Recipients:

- Click “Choose Recipient”
- Choose Category & sub Category

**(2) fill in the subject and message**  
**(3) add attachment if you need**

**(4) ! icon will be shown if you click the mail is important.**

**(5) click send**

The screenshot shows the iMail Compose Mail interface. The 'To' field is set to 'Internal Recipients' with 'All Teachers' selected. The 'Subject' is 'Discipline & Guidance Level'. The 'Message' body contains a meeting notice for Class Teachers on 5/11 (Thur.) at 2:30 p.m., listing venues S1--Rm 207 and S2--Rm 303. The interface includes a left sidebar with navigation options like 'Compose Mail', 'Check Mail', 'Inbox (41)', 'Outbox', 'Draft', 'Trash', 'Folder Manager', 'Address Book', 'Internal Recipient Group', 'External Recipient Group', 'External Recipient', 'Search', and 'Preferences'. At the bottom, there are buttons for 'Send', 'Save As Draft', and 'Reset', along with checkboxes for 'Important' and 'Notification (Only available for internal recipients)'. A red exclamation mark icon is visible next to the 'Important' checkbox.

## (2) Check Reply

## Message

Go to Outbox, check the message receipt returned from the recipient by clicking on the subject of the message.

The screenshot shows an email client interface. At the top, there's an 'Inbox' header with 'Used: 0 / 10,240 KB' and '0%'. Below the header, there are navigation buttons: 'Next', 'Reply', 'Reply All', 'Forward', and 'Remove'. The 'Reply' button is circled in red. A callout box points to it with the text 'Method (1) : click reply'. The email content shows a message from 'Tsang' dated '2009-11-06 09:52 (19 days ago)'. The subject is 'Guidance Level Coordinators'. The body of the message says 'Dear Class Teachers, There will be a Class teachers meeting about the Students Conduct grade with both Discipline & Guidance Level Coordinators on 5/11 (Thur.) at 2:30 p.m. , the venues are as follows: 1) S1---Rm 207 2) S2---Rm 303 3) S3---Rm 305 Please find the attached files for the guidelines of the Students Conduct grade & the students name list also. Thanks for your kind attention and cooperation. Please feel free to contact me or Discipline Committee m Best Regards. CCS Dsicipline Committee'. At the bottom, there's a 'Your Reply' field with a 'Send' button. A callout box points to the 'Your Reply' field with the text 'Method (2) : The sender of this message wants you to reply this message. Please reply below and click Send'.

## (3) Check the reply

Go to Outbox and click the subject. You may view and check the Recipient Status.

## (4) Trash

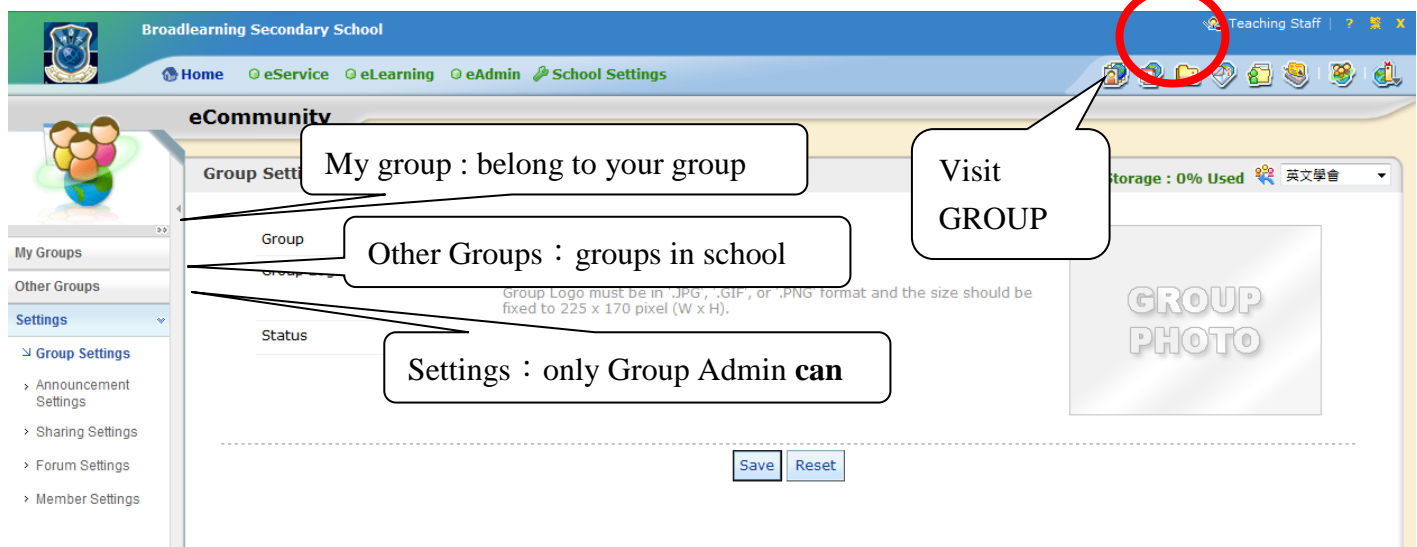
All deleted mails from Inbox, Outbox and Draft will be saved in Trash **Trash**. You can select those mails and press **Delete** for permanent deletion or press **Restore** to restore them into Inbox.

## (5) Trash Setting

Trash Mail can be set to delete automatically, go to **Preferences > General Preferences**, you can set the **Trash mail reserved day(s)** and click **Save**.

## Part (5) eGroup

You can find your group in eCommunity > eGroup



### 1. Basic Function

Announcement	Event	Time table
Chat Room	Bulletin	Share Links
Share Files	Group Settings  (only Group Admin can view this icon)	

### 2. Group Settings (Group Management)

The group in eGroup are created by eClass administrator according to your school structure. Group admin is assigned by eClass administrator to manage the followings:

#### Basic Information

You can enter the address in the URL if your group has a homepage.

#### Member List

Add Member

- 1) Click **Import**
- 2) Select the **Role** of the user to be imported
- 3) Select the corresponding **Group Category**
- 4) Select the Users
- 5) Click **Add**

#### Announcement

1. Click **New**
2. Fill in the necessary information and then click **Submit**

## Event

1. Click **New**
2. Fill in the necessary information and then click **Submit**

## Please noted that group administrator may not see all group admin icons, the function to be managed is assigned by eClass administrator.

## 2. Group Member

The screenshot shows the eCommunity interface for Broadlearning Secondary School. The 'Lates' section is highlighted, showing a list of recent uploads. Two callout boxes provide instructions:

**(1) Upload files :**

1. Click "Add"
2. Choose file type
3. Upload

**(2) Create Forum :**

1. Click "Create"
2. Click "New Topic"
3. Fill in Title & Conent
4. Click "Submit"

The interface includes a navigation menu on the left, a member list, an announcement area, and a forum table.

Topic	No. of replies	Last Updated
我要做主角 <i>New!</i>	3	2009-09-02 15:09
no edit button <i>New!</i>	0	2009-08-03 15:48
可否來一個全校大拍片 <i>New!</i>	2	2007-07-05 16:34
可否加入一些與宗教有關的題目? <i>New!</i>	0	2004-04-08 15:00



### Part (6) iCalendar

You can mark the important dates and events in the iCalendar and view different calendars in different colours.

