



eClass App Start Up Guide

Suitable for Kindergarten

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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 iPhone and Android.

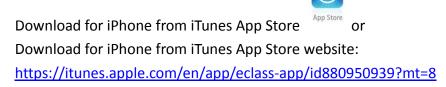
Android:

Download for Android from Google play Store or Download for Android from Google play Store website:

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

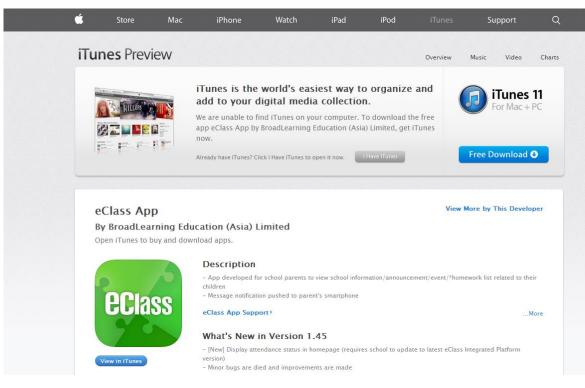


iPhone:









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 corner¹ 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?



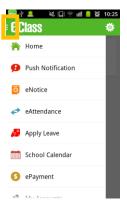
To receive instant school messages

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.



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



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29	Apply Leave	>
30	eHomework	>
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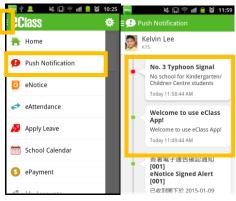


Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance Last Updated: August 2015

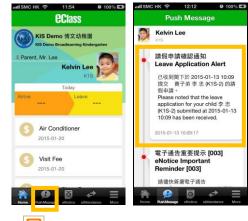




For Android devices:



For iPhones:



eNotice

To read eNotice

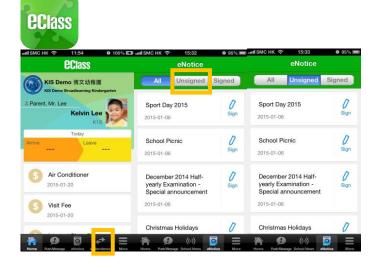
- i. Press the "eNotice" icon view lists of notices.
- ii. "eNotice" contains three notice lists, including
 - ✓ All shows all notices issued by the school
 - ✓ Not Signed only shows notices that haven't been signed (both current and expired)
 - ✓ Signed only shows notices that have been signed.

For Android devices:

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🥵 Push Notification	School Picnic Today	Signed	School Picnic Today	0 Sign
💿 eNotice	Reading Day	Sign	Reading Day	0 Sign
🛹 eAttendance	- Today	Sign	Totaly	Jign
🥖 Apply Leave	Puppet Show Today	0 Sign	Puppet Show Today	0 Sign
School Calendar	Halloween Party	0	Halloween Party	0
S ePayment	Today	Sign	Today	Sign
all Mu Accounts	Birthday Party	0	Birthday Party	0

For iPhones:



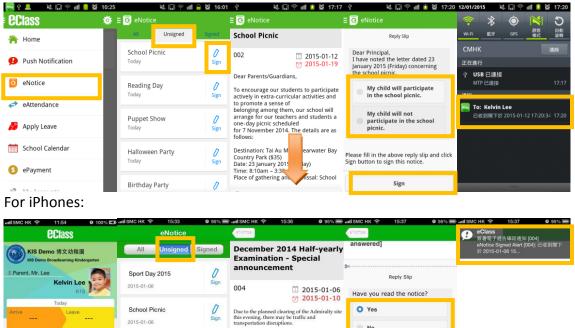


To sign eNotice



- Click on the "Notice" icon to view its content. 1.
- 2. Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.
- 3. Sign by pressing the "Sign" button.
- 4. 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.
- 5. Meanwhile, a Push Notification will appear to confirm your signature.

For Android devices:



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2015-01-20

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2015-01-06

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Please fill in the above reply slip and click Sign button to sign this notice.

Sign

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



eAttendance²

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

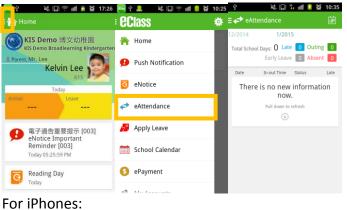
View daily arrival and leaving time

When your children tap the Smartcard to check in or out³ of school, their attendance record will be updated automatically and you will receive a Push Notification about their attendance record.

View completed attendance record

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

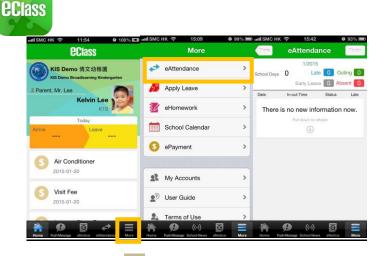
- \checkmark Daily arrival and leaving time
- \checkmark Attendance statistics regarding lateness, leaving early, outings, absence, etc.
- For Android devices:



² This function only applies to schools using the eClass eAttendance system.

³ The time of checking in and out of school will be recorded only if the student tap his/her Smartcard at school. Last Updated: August 2015 7





Apply Leave⁴

Parents can apply for leave for their child using the eClass App.

Request for leave

Press the "Apply Leave" icon <a>Press to enter the page

- 1. To make a request for leave, press $\lceil + \rfloor$ on the top right corner of the application page
- 2. Select the period of days you want to request leave for
- 3. Enter leave details and reasons
- 4. Upload proof document
- 5. Press "Submit" and "Confirm"
- 6. A pop-up message will appear, to alert the parent to submit the proof document later. Press "Confirm" again.
- 7. The eClass App will show the latest leave record; the parent can view the approval progress and submit the proof document here.
- 8. The parent will receive a Push Notification showing that the school received the application.
- The parent will receive a Push Notification again showing that the school has approved the application.
 For Android devices:

 ⁴ Only applies to schools using the eClass eAttendance system
 Last Updated: August 2015
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View leave record

Parents can view and check all leave application record on the "Apply Leave" page, including:

- ✓ Date and reason of leave
- ✓ Status of submitting proof documents
- ✓ Application status

School Calendar

Press the "School Calendar" icon to view details. Each category is displayed in a different colour. They include:

- ✓ Public Holidays
- ✓ School Holidays
- ✓ School Events
- ✓ Academic Events
- ✓ Group Events
 For Android devices:

For iPhones:





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View current balance

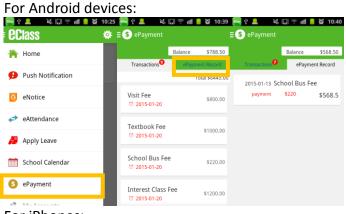
Press the "ePayment" icon. The current balance of the student account can be found on the top right corner.

View accrual record

Press "Transactions" on the left to view the total amount to be paid, and details of each payment, i.e. date, amount and item.

View payment record

Press "Transaction Record" on the right to view the details of each payment record, i.e. date, amount & item; details of each top-up record.



For iPhones:

 ⁵ This function only applies to schools using the eClass ePayment system Last Updated: August 2015
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Change password⁶

If you need to change your password, please access the eClass platform by using a computer. If you are not given permission to change your password, please contact the class teachers or the teachers in charge for help.

Login Password	
If you want to change it, please contac administrator.	t the

20 to enter "My Account". Step 1: After logging in to eClass, click the top right button

Step 2: Click "Change Password" in the side menu on the left.

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Home My Accourt	nt	
Personal Info		
	Old Password	
Contact Info	New Password (At least 6 characters)	
Change Password	Re-type Password	
	Submit	

Step 3: Please input your old password according to the instructions. Input your new password and confirm it by inputting it once again.

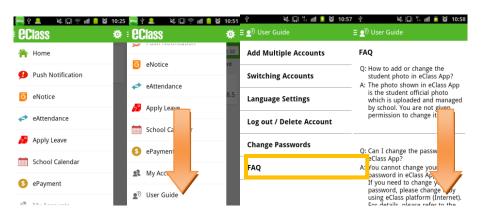
⁶ You can change your personal information only when permission is set by school admin. If you are not given permission to change your password, please contact the class teachers and the teachers in charge for help. Last Updated: August 2015 11

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	Old Password		
	New Password	(At least 6 characters)	
	Re-type Password		
		Submit	

EARNING 洲)有限公司

FAQ

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



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

~ End~