








## 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

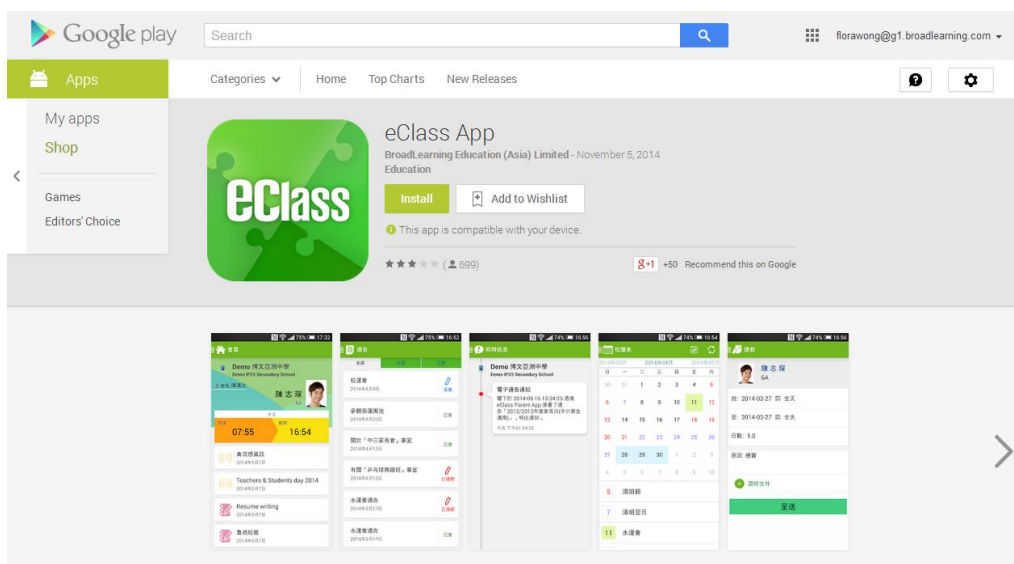
Before you download and install eClass App, make sure that it is supported by your phone type. eClass App is available for iPhone and Android.

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>

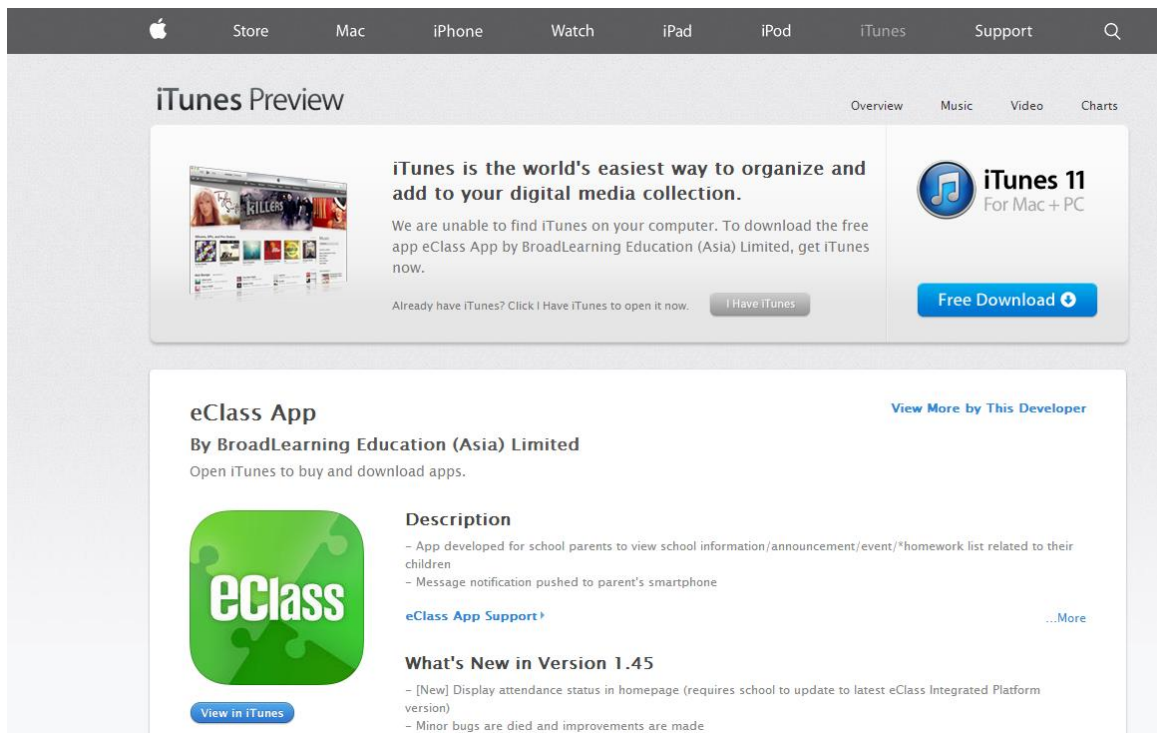


iPhone:

Download for iPhone from iTunes App Store  or

Download for iPhone from iTunes App Store website:

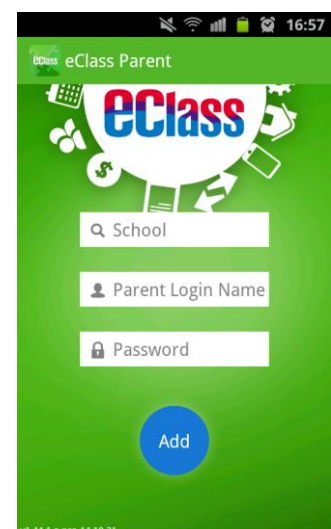
<https://itunes.apple.com/en/app/eclass-app/id880950939?mt=8>



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.






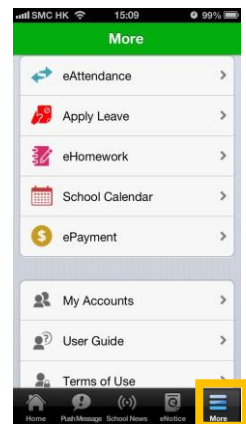
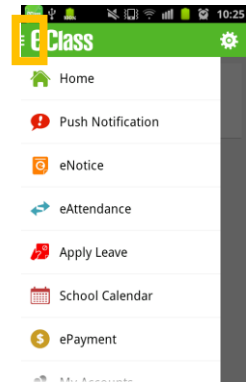
## How to open eClass App menu

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

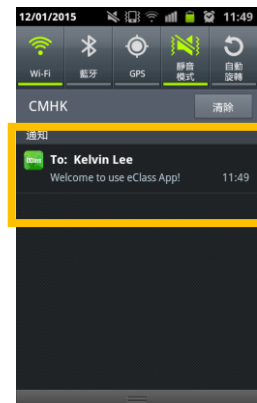


## What are the feature functions?


### 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 school<sup>1</sup>. You can also check up on your child using the App.



#### To read the messages

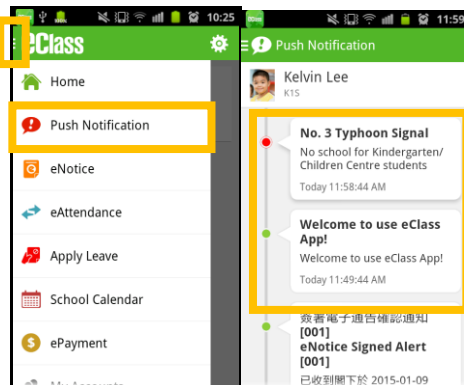
Press the “Push Notification” icon  to view student’s real-time attendance records

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

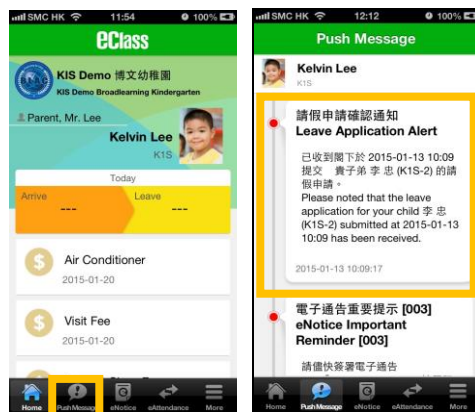
<sup>1</sup> Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance



For Android devices:




For iPhones:

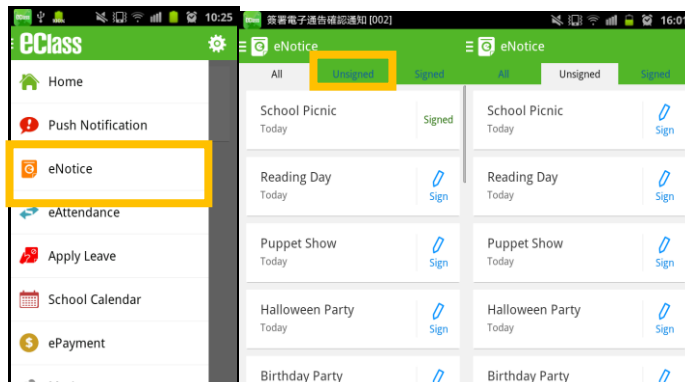


eNotice 

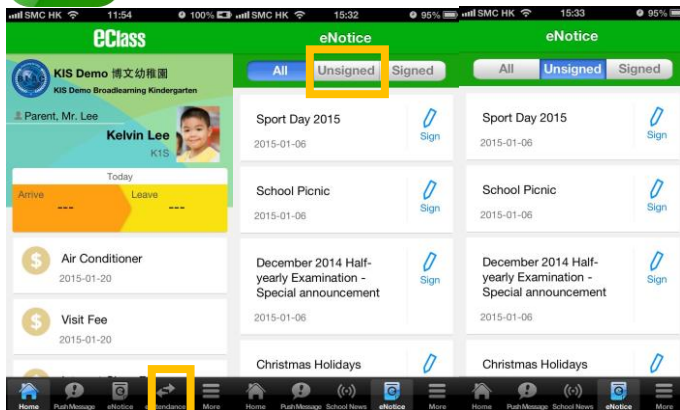
## To read eNotice

- i. Press the “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 that haven’t been signed (both current and expired)
  - ✓ Signed – only shows notices that have been signed.

For Android devices:




For iPhones:

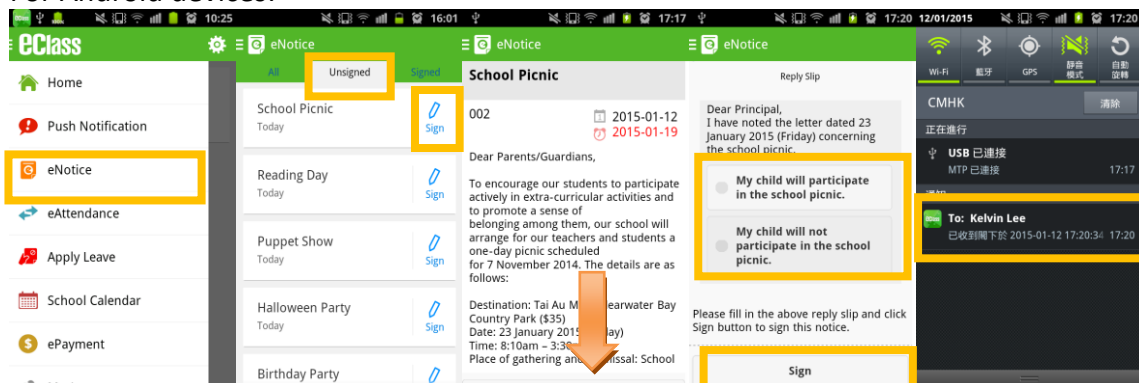


## To sign eNotice

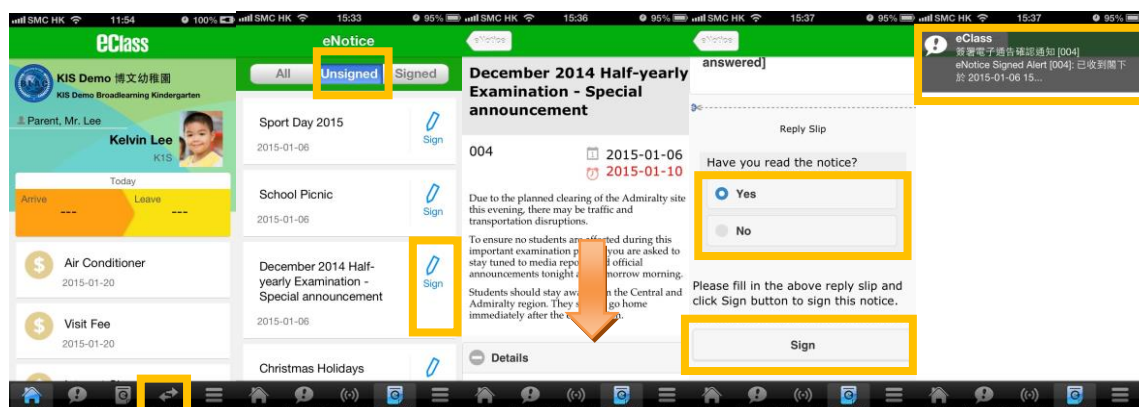


1. Click on the "Notice" icon  to view its content.
2. Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.
3. Sign by pressing the "Sign" button .
4. When the notice has been signed, its status will be shown as "signed", and the selected 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:



### For iPhones:





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



## eAttendance<sup>2</sup>

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

### View daily arrival and leaving time

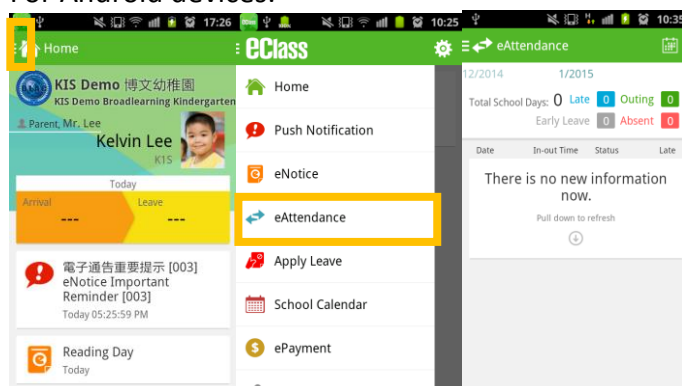
When your children tap the Smartcard to check in or out<sup>3</sup> of school, their attendance record will be updated automatically and you will receive a Push Notification about their attendance record.

### View completed attendance record

To view a completed attendance record, press the "eAttendance" icon<sup>↔</sup> 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:

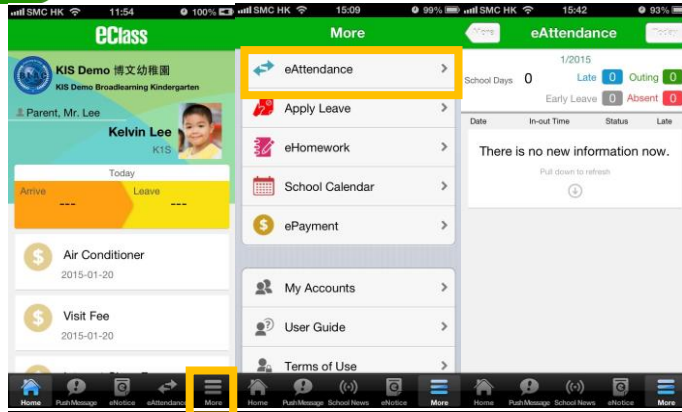


For iPhones:

<sup>2</sup> This function only applies to schools using the eClass eAttendance system.

<sup>3</sup> The time of checking in and out of school will be recorded only if the student tap his/her Smartcard at school.






## Apply Leave<sup>4</sup>

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

### Request for leave

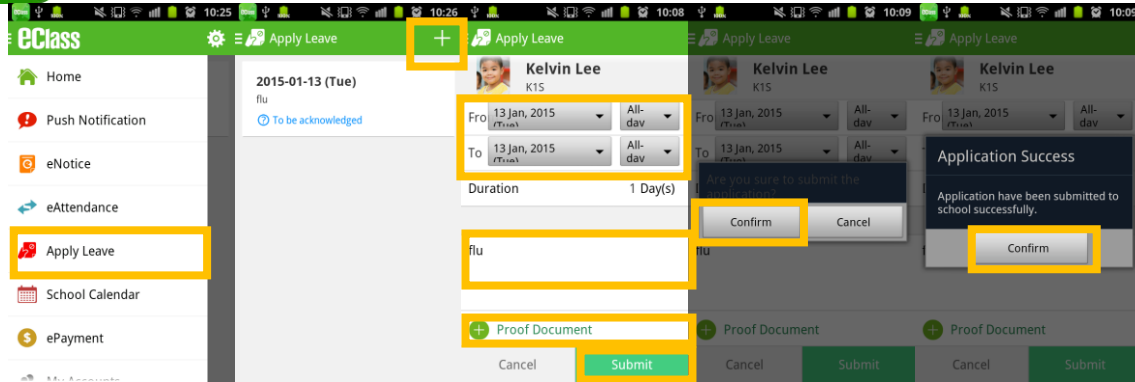
Press the “Apply Leave” icon  to enter the page

1. To make a request for leave, press 「+」 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.
9. The parent will receive a Push Notification again showing that the school has approved the application.

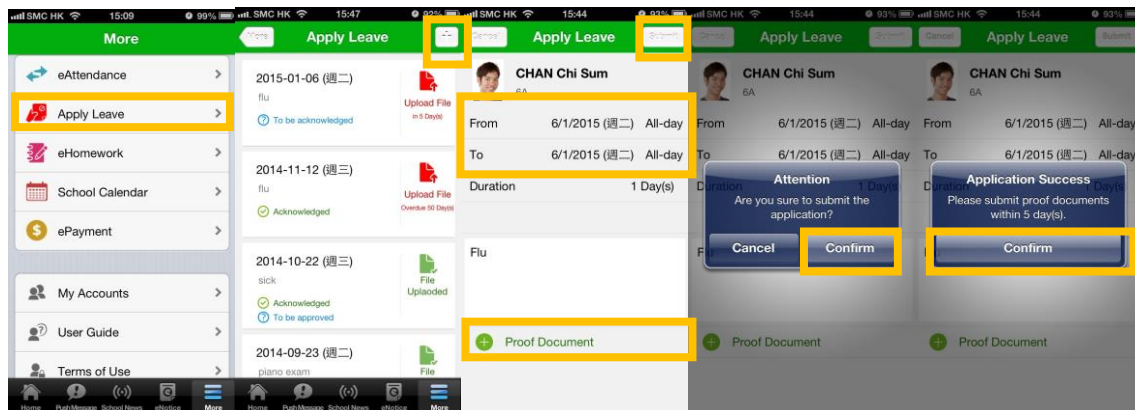
For Android devices:

<sup>4</sup> Only applies to schools using the eClass eAttendance system





For iPhones:




## 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

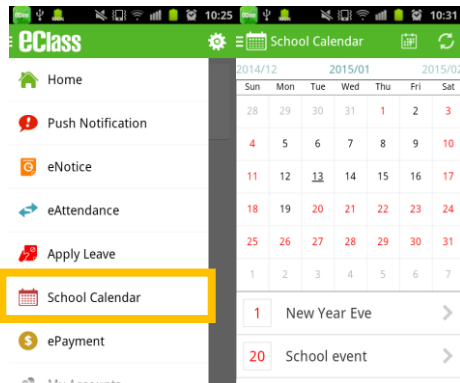
## School Calendar

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:



ePayment<sup>5</sup>

### View current balance

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

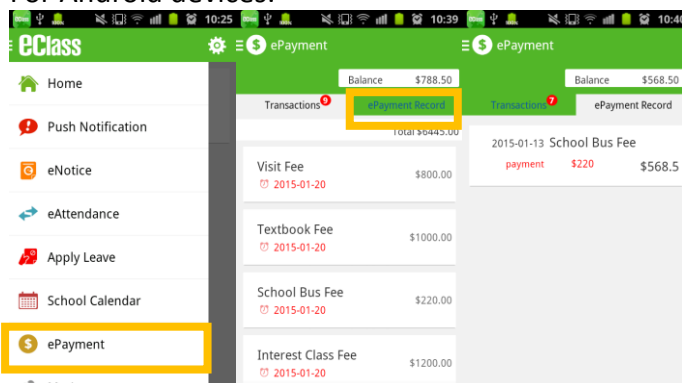
### View accrual record

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

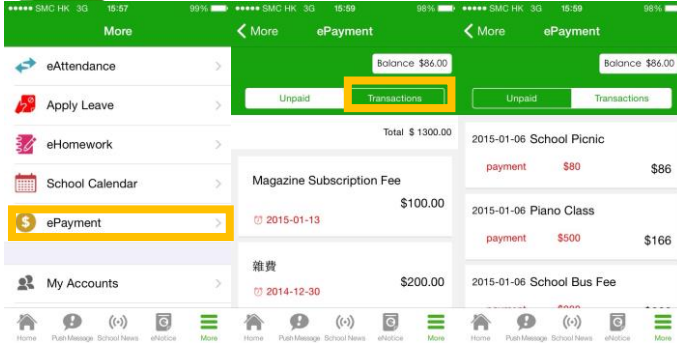
Press “Transaction Record” on the right to view the details of each payment record, i.e. date, amount & item; details of each top-up record.

For Android devices:



For iPhones:

<sup>5</sup> This function only applies to schools using the eClass ePayment system



## Change password<sup>6</sup>

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 contact the administrator.

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

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

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

<sup>6</sup> 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.

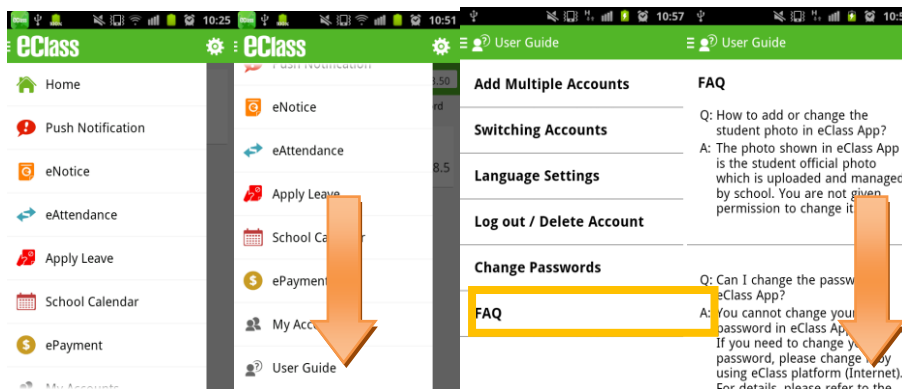


Old Password	<input type="password"/>
New Password	<input type="password"/> (At least 6 characters)
Re-type Password	<input type="password"/>

Submit

## 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](mailto:support@broadlearning.com)

~ End~