

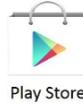
Manual for Parents to use eClass App

(1) Download **eClass App** 

eClass App supports **Android** and **iPhone** smart phones.

Download and install **eClass App** to your smart phones.

a) If you are using **Android** phones, go to **Google Play Store**



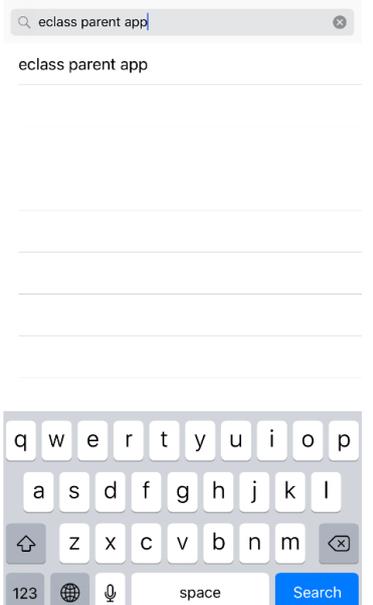
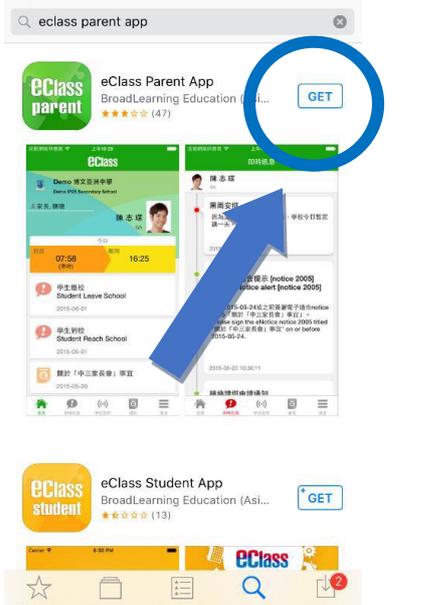
to search and download the eClass

<p>1. Go to Google Play Store</p> 	<p>2. Search the eClass Parent App</p> 	<p>3. Click 'Install' to download the app</p> 
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b) If you are using **Apple** phones, go to **App Store**



to search and download the eClass Parent App.

<p>1. Go to App Store</p> 	<p>2. Search the eClass Parent App</p> 	<p>3. Click 'Get' to download the app</p> 
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(2) Login to **eClass App** account

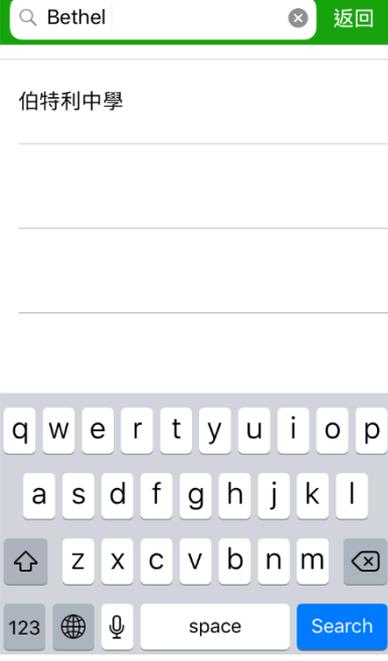
1. Ensure the signal strength of the Wi-Fi network or the data network is good.

2. Open the eClass App, enter the following information :

(1) School Name : Bethel High School

(2) Login Account : pxxxxxx (p + Student Registration no., i.e. the 6-digit number on the Student Card)

(3) Password : xxxxxxxx (defaulted to student's date of birth, e.g. 20050401)

<p>1. Enter Bethel in the first blank space</p>	<p>2. Select Bethel</p>	<p>3. Type Parent's Username in the second blank space (2) and Password in the third blank space (3), press Enter</p>
		

3. After logging in, the **eClass App** will show the 'My Account' page, which lists your child's account information, including his/her name, class, class number and photo.

4. Upon choosing your child's account, you can see his/her attendance record for that day, the school announcements and the latest school news.



(3) Change password

1. (iPhone): After logging in to the eClass, on the page of 'My Account', it shows the name of the school, tap the school name and swipe it from right to left, then click 'Change password' to change password.

(Android): The page shows 3 icons of different colours, click 'Change password' to change password.



2. Follow the instruction to enter your current password, then enter the new password, and re-enter the new password. Then press 'Confirm'.

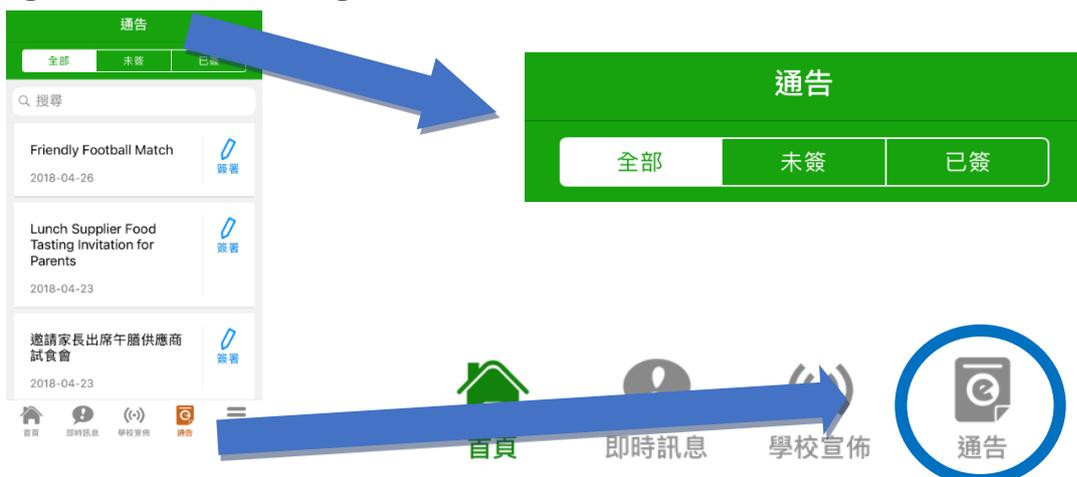


(4) Check e-Notice

1. Tap the 'eNotice' icon on the Home page to go to the eNotice page to check all the school notices.

2. The 'eNotice' page shows:

- ✓ All : It shows all the notices.
- ✓ Unsigned : It shows all the unsigned notices including those past the due date.
- ✓ Signed : It shows all signed notices.

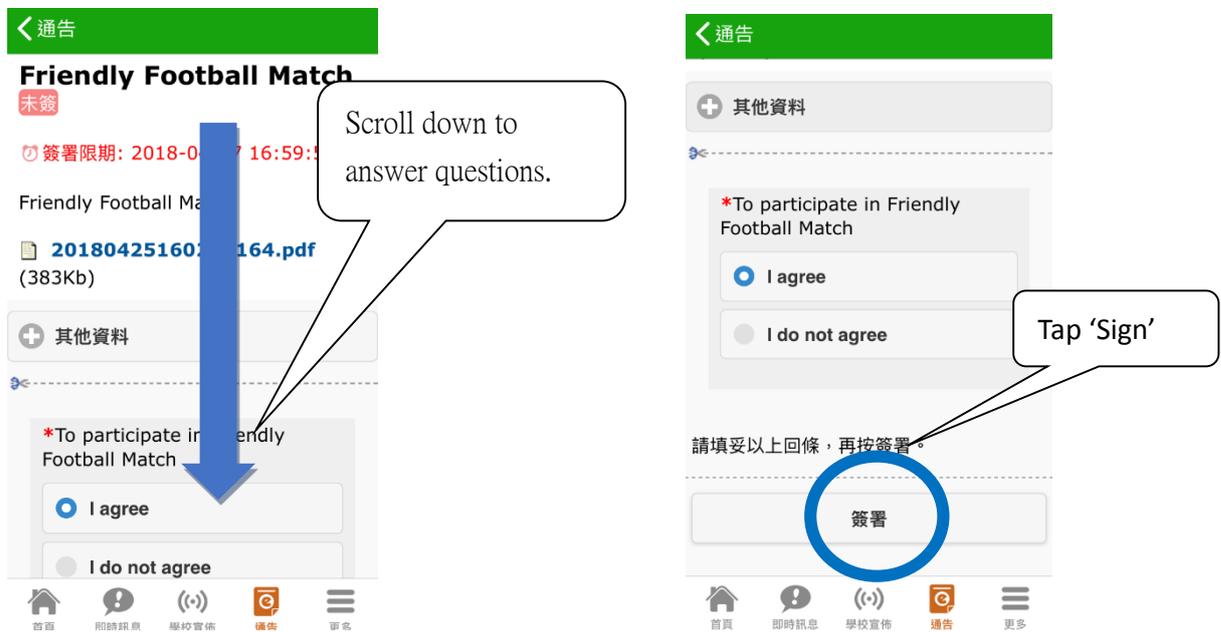


(5) Sign the e-Notice

1. Tap the icon 'Sign' to enter the e-Notice.

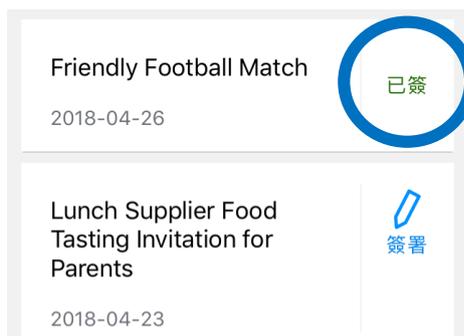


2. Read the notice and answer questions on the reply slip, e.g. If there are multiple choices on the reply slip, select choices for the questions.



3. Tap **簽署** to sign.

4. After you have tapped 'Sign', the eClass App will return to the 'eNotice' page, the status of the Notice will change to 'Signed' (as shown **已簽**), showing you have successfully signed the notice. You can get access to that notice again.



5. Simultaneously, the **eClass App** will send out an instant message to confirm your successful signing.



6. If parents have not signed a notice, a teacher or a system administrator may send you a message to remind you to sign it.

(6) Instant Message

1. Receive the School's instant notification

When the school sends out a message or when your child taps his/her card when arriving at school, your smart phone will alert you with a push message. Parents can also enter the **eClassApp** to check the message. By receiving the instant message, parents can know their child's attendance record* and the school's immediate messages.

2. Check the instant message (*Instant notification of student arriving at school will only be applicable to classes which are using Student Smart Cards to take attendance)

Parents can also check all the instant messages using the **eClass App** :

- i. Tap 'Push Message' (as shown below) in the function bar to enter the page to read the school's instant messages or student's attendance record. *
- ii. The unread messages are shown in red.
- iii. The read messages are shown in green.



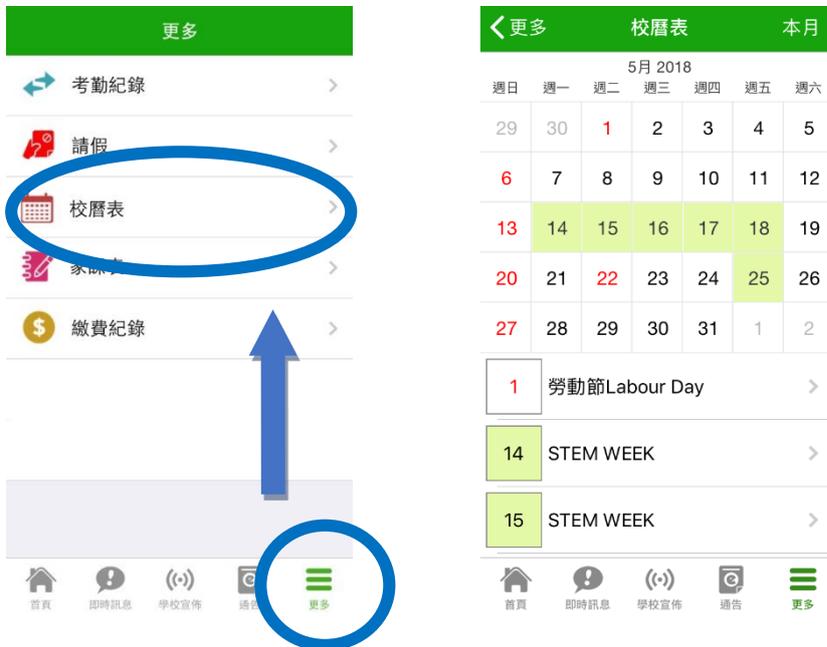
(7) School Announcements

- i. Tap 'School News' (as shown below) to enter the page, read the subject line of each message.
- ii. Tap the subject line to read the content of the message.
- iii. Upon opening the content, the attached photos or images will show up, or you can click the link of the attachment to download it.



(8) School calendar

Tap 'School calendar' (As shown below) to enter the page. Different events will be shown in different colours, including: public holidays, school holidays, school events, teaching events and group events.



(9) Student Attendance Record

Parents can check their child's attendance record via the App, including the arrival time on the same day as well as the past record.

1. When students tap their cards when reaching school, parents' smart phones will receive a push message. (Only applicable to classes using the Student Smart Cards to take attendance.)



2. Check student arrival time of that day

When students tap their cards when reaching school, the App will update its record simultaneously.



3. Check student's past attendance record

Tap 'eAttendance' (as shown below) to enter the page to check your child's detailed past attendance record, including: every school day's arrival time, lateness, early leave, days of absence, etc.



(10) eHomework

Parents of S.1-S.3 can check their child's homework of that day and homework that is due at a later date.

1. Tap 'eHomework' (as shown below) to enter the page.

2. The list of 'eHomework' shows:

Today – homework teachers assigned on that day

To-do-list – homework teachers assigned to be handed in at a later date



Frequently Asked Questions

If parents have questions when using eClass App, check out **eClass App** User Guide > FAQ.

For any enquiries, please call **eClass** at 3913 3122.