



# eClass Parent App User Guide

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# What is eClass Parent 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 Parent App

### Take eClass App with you

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

Download for Android from Google play Store

Download for Android from Google play Store website:

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



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 (Enter "kings" and select "King's College")
  - 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<sup>1</sup> 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 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





II SMC	нк 🗢 15:09 More	<b>9</b> 9% <b>•</b>
+	eAttendance	>
20	Apply Leave	>
30	eHomework	>
	School Calendar	>
6	ePayment	>
22	My Accounts	>
2?	User Guide	>
2.	Terms of Use	
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<sup>&</sup>lt;sup>1</sup> Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance





### For Android devices:



For iPhones:



School News

### To read school news

1. Press the "School News" icon<sup>(())</sup> to get the latest news from the school 2. Select from the list of topics to view the content

3. Attached images are available for online viewing and downloading For Android devices:







#### For iPhones:





# To read eNotice

- i. Press the "eNotice" icon 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:









## 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.





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 roter the page for details, which include:

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



 $<sup>^{2}\,</sup>$  This function only applies to schools using the eClass eAttendance system.

<sup>&</sup>lt;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.





# eLearning Timetable

You can view the timetable of online assignments and elearning materials for your children.

	More	
4	eAttendance	>
	School Calendar	>
<b>?</b>	eEnrolment	>
$\bowtie$	iMail	>
	eLearning Timetable	>
R	My Accounts	>
?	User Guide	>
	Terms of Use	>
<b>-</b> ^	Privacy Policy	>
(j)	About Us	>
Home	Push Message School News	More

<b>&lt;</b> Mor	e <b>e</b>	Learni	ng Time	etable					
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			((•))	ē					





# **Health Declaration**

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	Android	iOS
2. Click + to add new health declaration record	$\equiv$ Health Declaration +	✓ More Health Declaration +
	2022-04-13 (Wed) 08:09 RAT result submitted	2022-04-13 (Wed) 8:09 AM 38.1°C RAT result submitted







# Android

**Health Declaration** 

- 5. Also, able to upload RAT photo.
- \*Only able to add RAT result of the day.

Chan 2D	Siu Pat	
Date	14 Apr, 2022 (Thu)	Ŧ
Record Time	07:16	*
RAT result	Neg	gative
	YHLO Quae Rite Hoav Ag	
	A REPORT OF A R	10-10-10 A

# iOS







#### Android iOS 6. Click [Submit]. **Health Declaration Health Declaration Chan Siu Pat** Chan Siu Pat 2D 2D Date 14 Apr, 2022 (Thu) 📼 Date 14/4/2022 (Thu) Record Time 7:16 AM Record Time 07:16 -Temperature 36.5°C RAT result Negative RAT result Negative RAPID ANTIGEN TEST (RAT) PHOTO Rapid antigen test (RAT) photo YHLO CANCEL





iOS



#### Android iOS 8. Record submitted successfully. Chan Siu Pat Record Time 07:16 -2D Date 14/4/2022 (Thu) Negative Record Time 7:16 AM RAPID ANTIGEN TEST (RAT) PHOTO Temperature 36.5°C RAT result Negative 0 Submit Success Record has been submitted to school successfully. Submit Success Record have been submitted to school successfully. Confirm CONFIRM YHLO GLINE .

# Android

#### 9. Record submitted Ξ **Health Declaration** < More Health Declaration successfully. 2022-04-13 (Wed) 2022-04-14 (Thu) 38.1°C 8:09 AM 07:16 Parents can click RAT result submitted RAT result submitted to view the health 2022-04-13 (Wed) declaration 08:09 record. RAT result submitted





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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(··) School News		13	14	15	16	17	18	19
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School Calendar	>	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
ePayment	>	25	26	27	28	29	30	31
X My Accounts	>	1	開弩	日				>
User Guide	>	1	勞重	節				>
💁 Terms of Use	>	2	開尋	日				>
	J 🗧			B	((.))	0		





# Change password<sup>4</sup>

If you need to change your password, please access the eClass App/ eClass platform by using a computer.

eClass App

Android:

Step 1 : My Account> Choose specific account

Step 2 : Click



, which is on the right side of the school name of that account> Choose

"Change password"

Step 3 : Enter current password, new password and re-type new password, then click  $\checkmark$  .

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My Account		+ +	Change P	assword	$\checkmark$
博文 146 中 Broadlearning	中學 Logou	Curre	nt password		
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2 Parent, Mrs. Shum					
Your Photo					
<u>م</u>			$\bigtriangledown$	$\bigtriangleup$	

iOS:

Step 1 : My Accounts> Choose specific account

Step 2 : Swipe the school name from left to right, press Change Password.

Step 3 : Enter current password, new password, and re-type new password.

<sup>&</sup>lt;sup>4</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.





#### eClass platform

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 when the enter "My Account".

Step 2: Click "Account" > "Login 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.





Login Password	
Old password *	
New password *	
Retype password *	





FAQ

🔌 🗔 🗄 📶 🙆 😭 11:01 🖞 🔌 🗔 🗄 📶 🚺 😭 10:57 🖞 🔌 🗔 🗄 📶 🙆 😭 10:58 💐 🔝 🐈 📶 🙆 🙀 10:35 📑 🕸 : eclass ō **eclass** ΞØ 脊 Home Add Multiple Accounts FAQ eAttendance Q: How to add or change the student photo in eClass App? A: The photo shown in eClass App is the student official photo which is uploaded and managed by school. You are not given permission to change it \rm 9 Push Notification Switching Accounts 🤌 Apply Leave (··) School News Language Settings School Calendar o eNotice Log out / Delete Account 📝 eHomework eAttendance **Change Passwords** Q: Can I change the passw eClass App? 6 ePayment 🔑 Apply Leave eClass App? A: You cannot change your password in eClass Ap If you need to change you password, please change you using eClass platform (Internet). For details place refer to the FAQ R My Accounts 🛗 School Calendar 🔊 User Guide

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~