



## 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

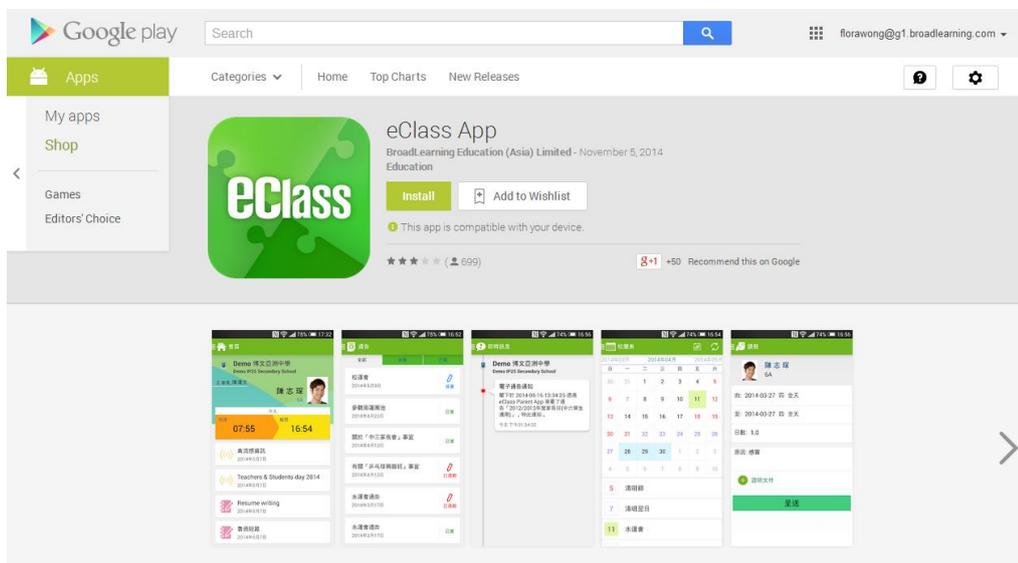
Before you download and install eClass Parent App, make sure that it is supported by your phone type. eClass Parent App is available for iPhone and Android.

Android:

Download for Android from Google play Store  or

Download for Android from Google play Store website:

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

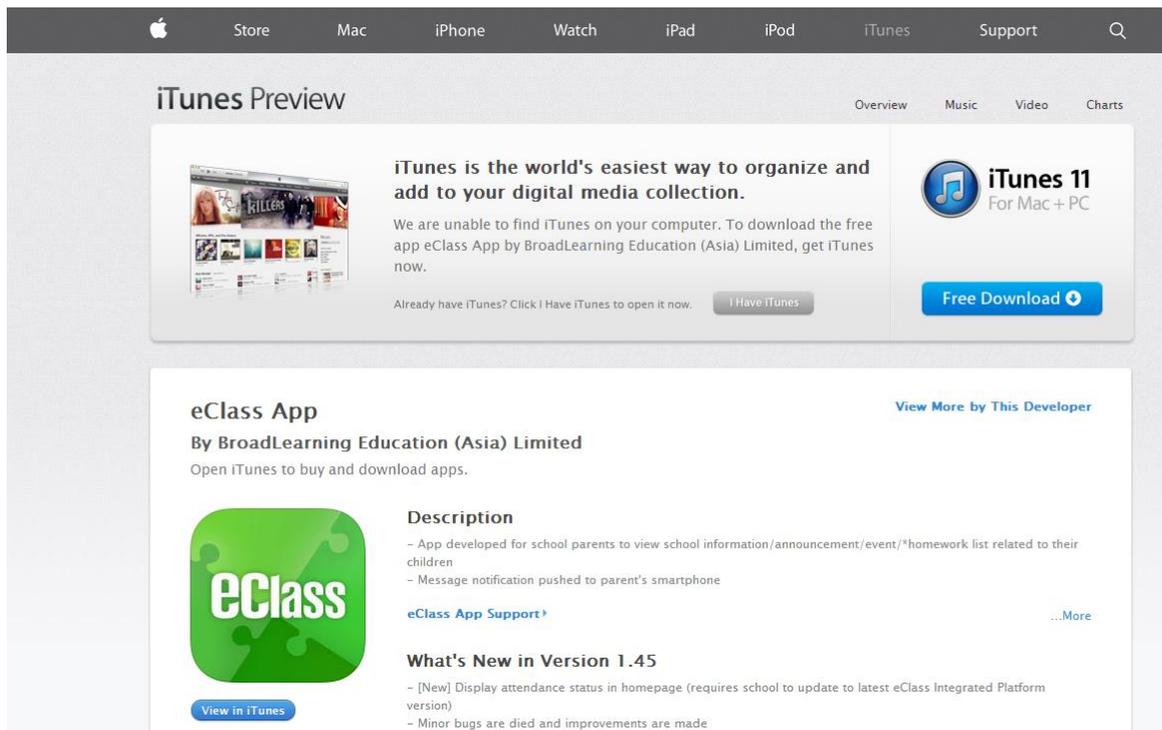


iPhone:

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

- To ensure that you have a working internet connection, go through the following steps:
  - Make sure that you have a data plan on your carrier's network or a Wi-Fi connection with internet access.
  - Make sure that the signal strength of the Wi-Fi or data network is good and the phone is connected to the network.
- Please follow the steps below if you are registering for the first time:
  - Enter the school name (Enter "kings" and select "King's College")
  - Enter eClass parent account's user ID provided by the school
  - Enter the password provided by the school and select login.
- After login, you will see all your relevant accounts under the "My Account" section
- 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.





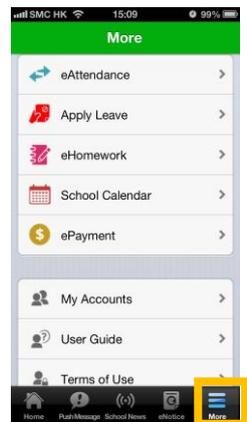
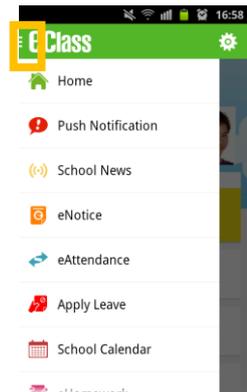
## How to open eClass App menu

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

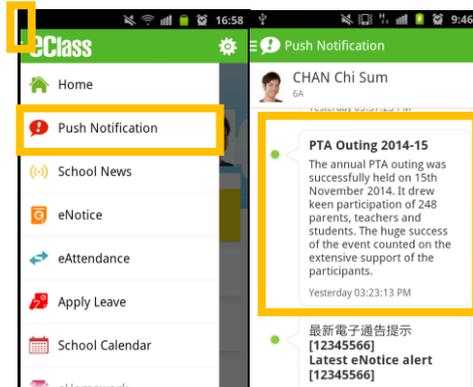
Press the “Push Notification” icon  to view student’s real-time attendance records

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

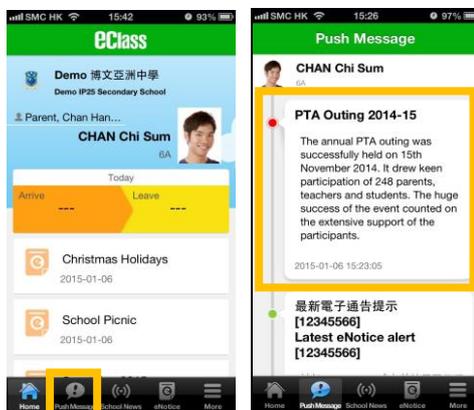
<sup>1</sup> Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance



For Android devices:



For iPhones:

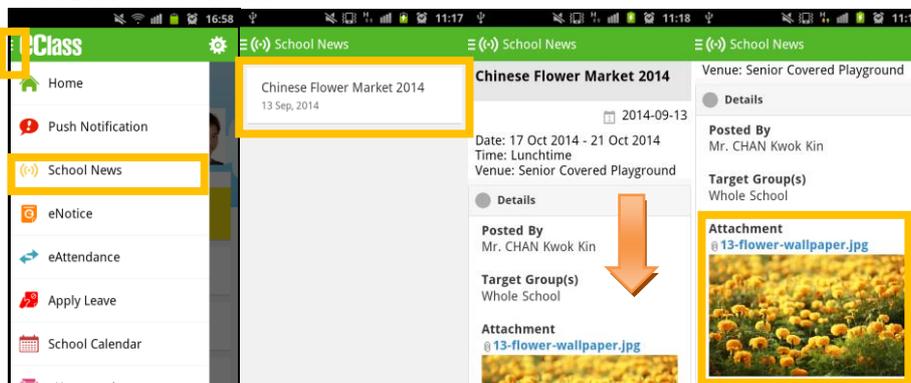


## School News

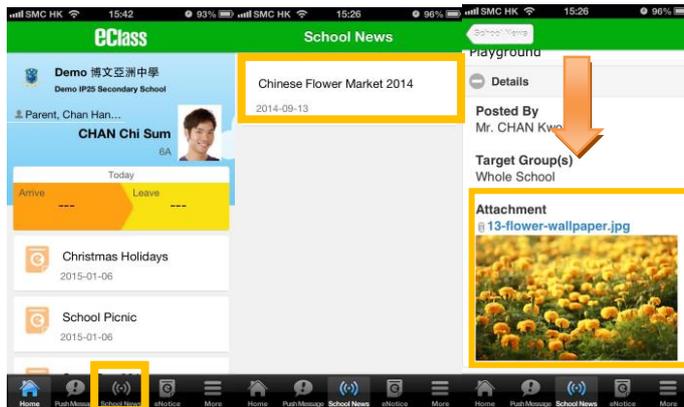
To read school news

1. Press the “School News” icon  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:

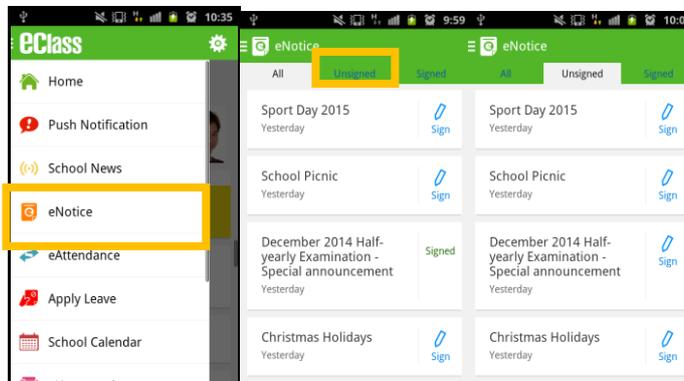


eNotice

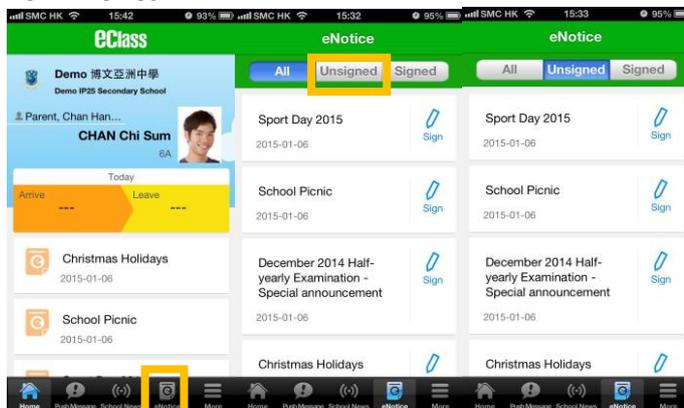
## To read eNotice

- 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:

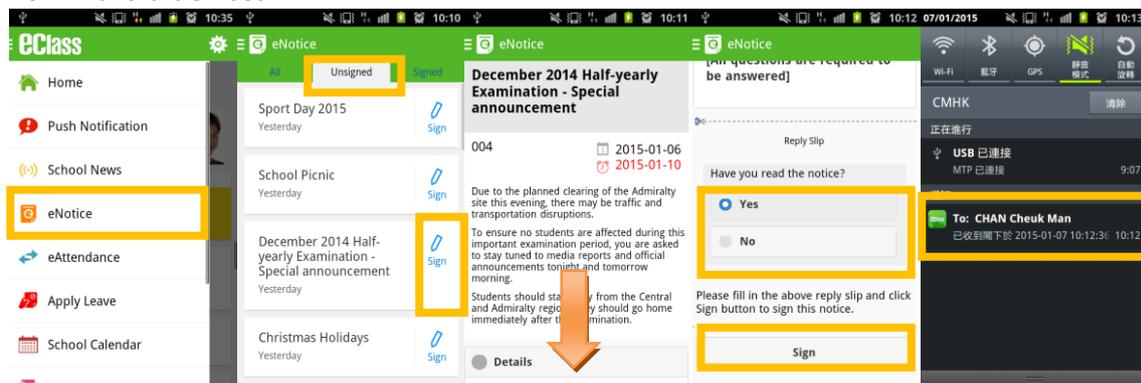


## To sign eNotice

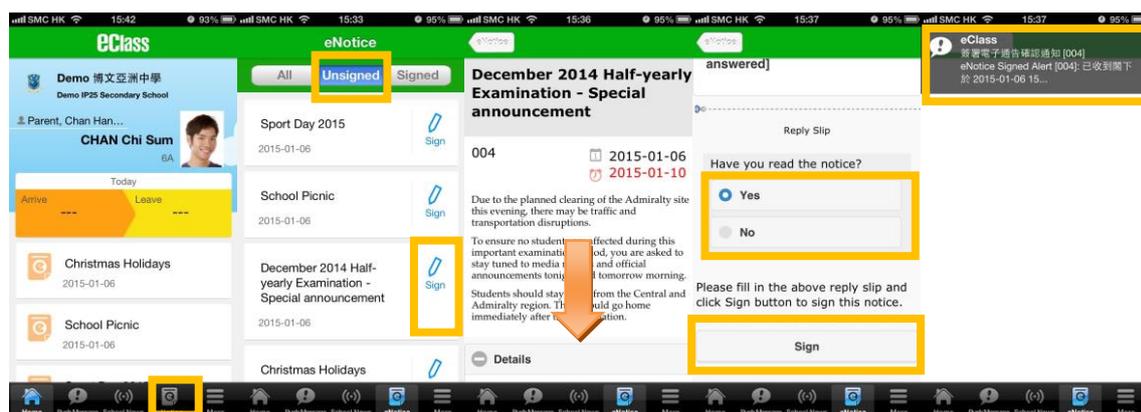


1. Click on the "Notice" icon  to view its content.
2. Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.
3. Sign by pressing the "Sign" button .
4. When the notice has been signed, its status will be shown as "signed", and the selected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

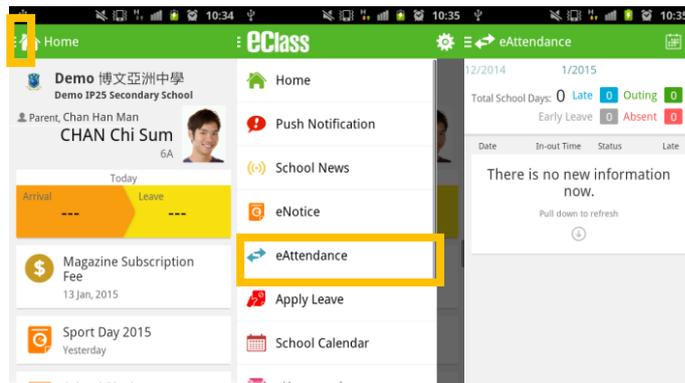
When your children tap the Smartcard to check in or out<sup>3</sup> of school, their attendance record will be updated automatically and you will receive a Push Notification about their attendance record.

### View completed attendance record

To view a completed attendance record, press the “eAttendance” icon↔ 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:

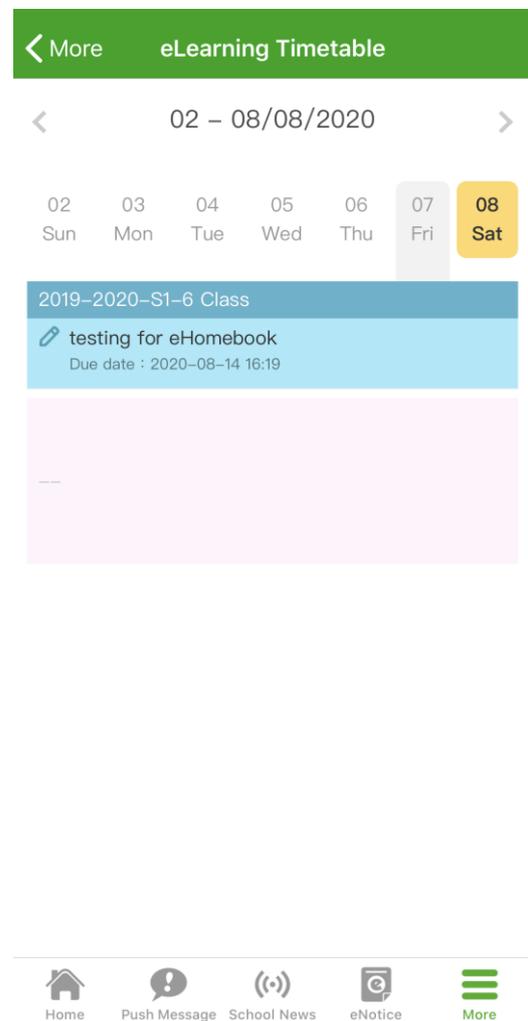
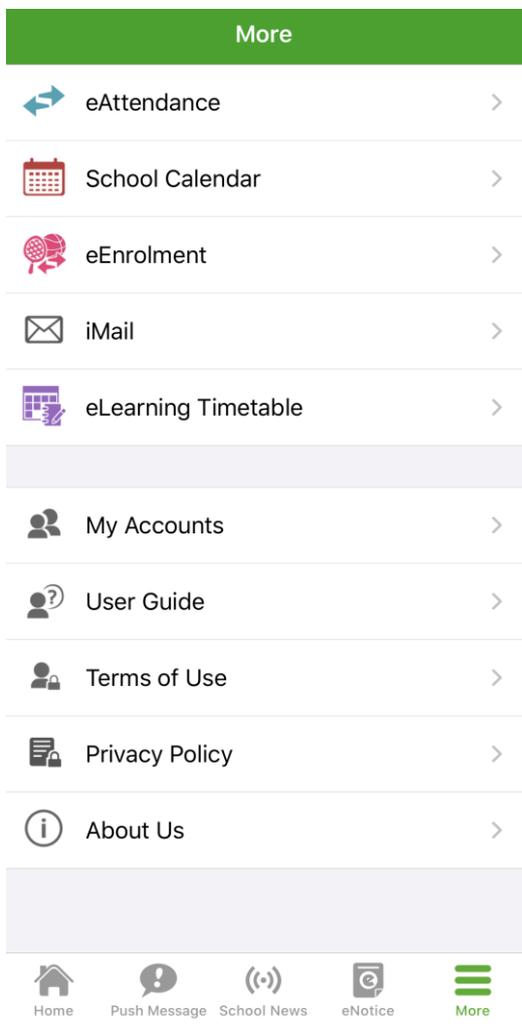
<sup>2</sup> This function only applies to schools using the eClass eAttendance system.

<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.

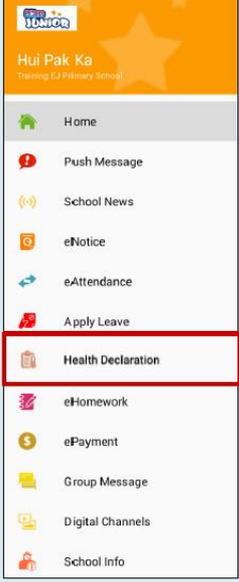
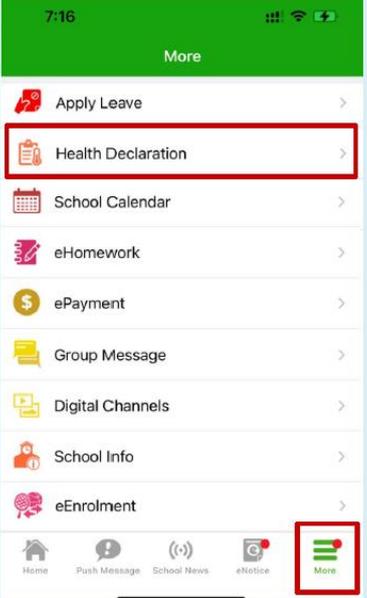


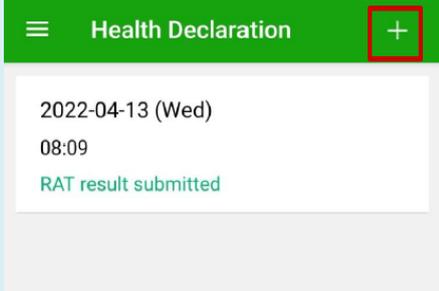
## eLearning Timetable

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



## Health Declaration

	Android	iOS
1. Select [Health Declaration].		

	Android	iOS
2. Click <b>+</b> to add new health declaration record.		

	Android	iOS
<p>3. Select RAT result.</p> <p>*Only able to add RAT result of the day.</p>		

	Android	iOS
<p>5. Also, able to upload RAT photo.</p> <p>*Only able to add RAT result of the day.</p>		

	Android	iOS
6. Click [Submit].		

	Android	iOS
7. Click [Confirm] to submit record.		

	Android	iOS
<p>8. Record submitted successfully.</p>		

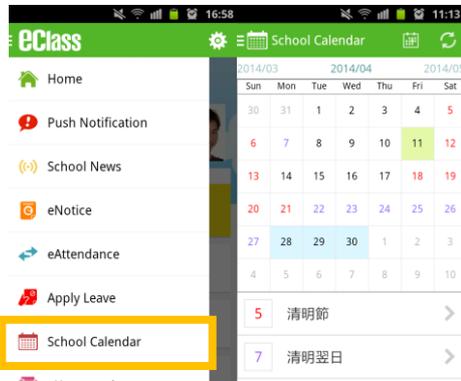
	Android	iOS
<p>9. Record submitted successfully.</p> <p>Parents can click to view the health declaration record.</p>		

## 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:



## 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

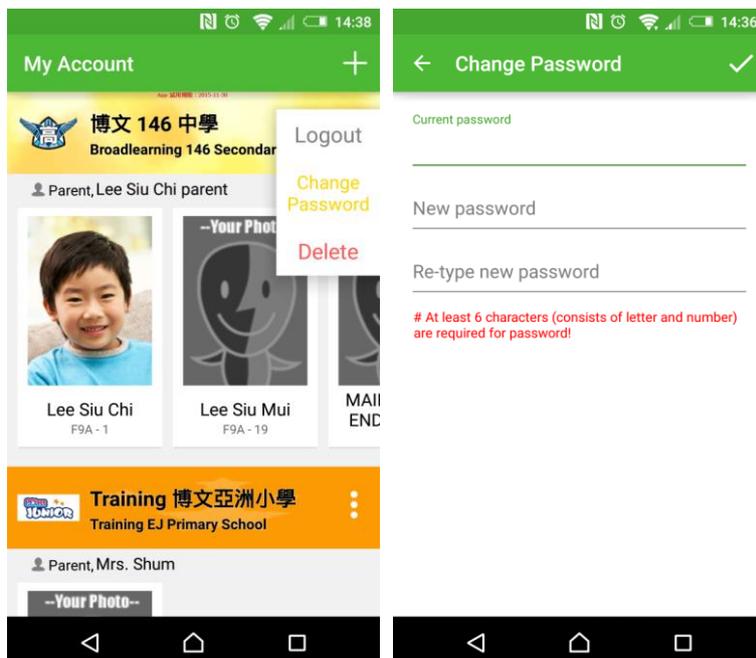
Android:

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 ✓ .



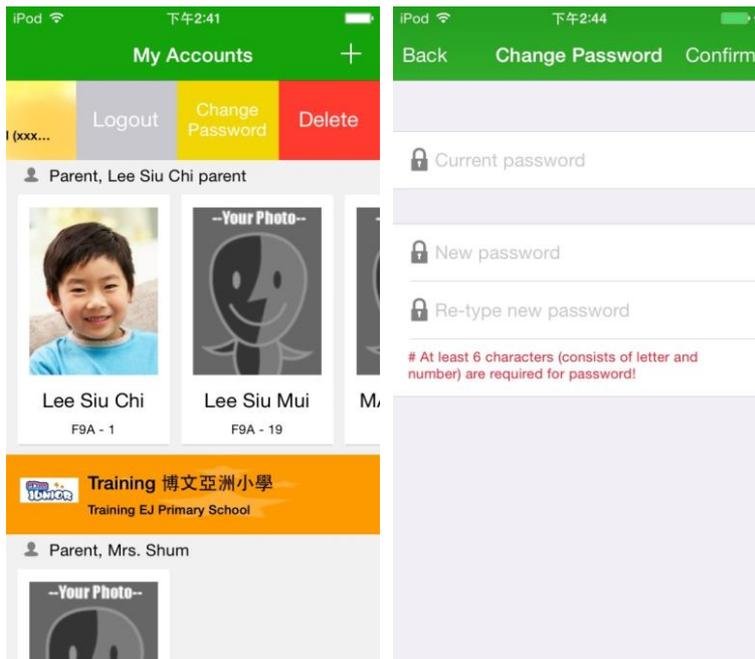
iOS:

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>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  to 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 \*

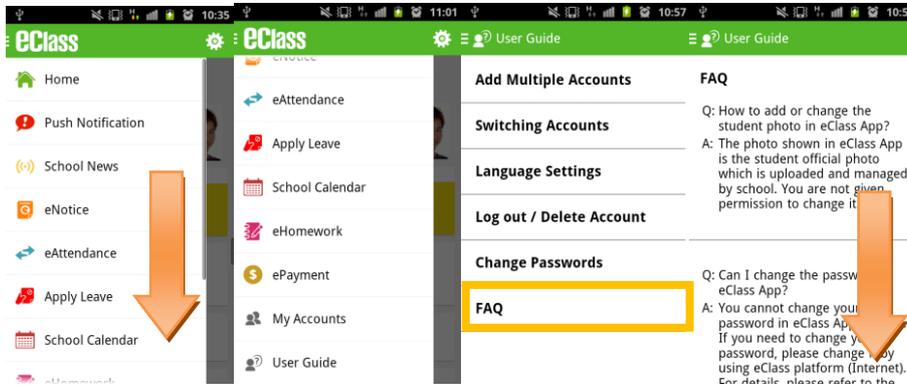
New password \*

Retype password \*



## FAQ

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~