

Notes on e-class (Student)

Part A Being an Intranet User

You will login eClass using your **Intranet Account** and the login address is <http://eclass.spslt.edu.hk>. You can find the link in the school homepage.



Login

How to login the eClass?

1. Click on **LoginID**
2. Your login name will consist of 7 characters, the first 2 characters is the first 2 characters of your surname (in lower case) and the last 5 characters is your student number. e.g (If your name is Ma Wing Sum with student number 01005, then your login name will be ma01005) and the initial password will be your login ID. Click on the button "LOGIN"

Eclass intranet desktop

School Calendar. You may click on the date with special function and holiday to view the details.

Announcement make to the concerned group (like student, your class, club) or the whole school.

campus mail. You can click here to read or compose mail. (P.1)

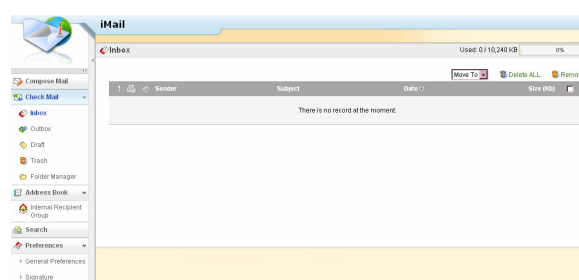
Click here to view your attendance record. (P.2)

Click here to amend your personal information or login password (P.3)

Click here to update your record for your portfolio. (P.2)

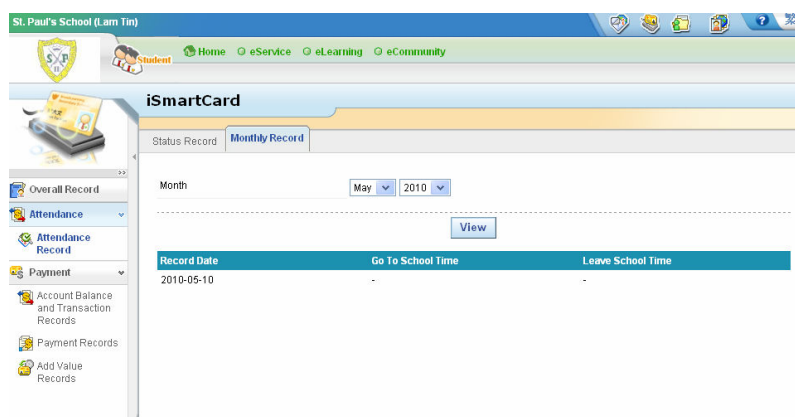
Read and Compose internal mail


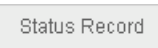

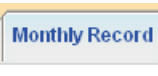
1. Click 



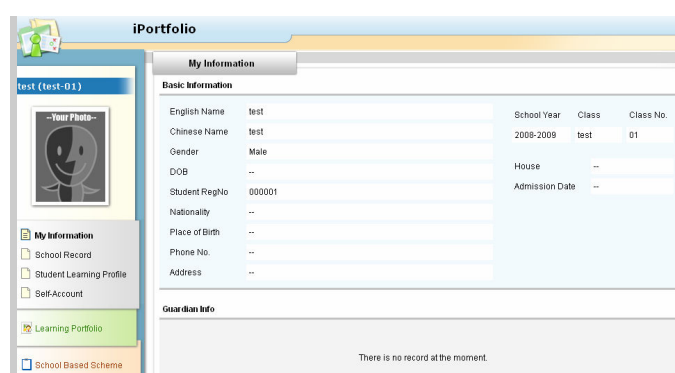
2. Click  **Compose Mail** to compose internal mail and check mail by clicking 



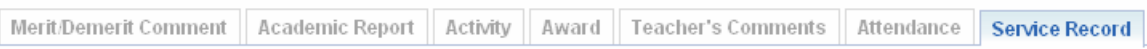





Check your attendance record



1. Click  **Attendance Record** →  **Status Record** to view your status in school that day.
2. Click  **Attendance Record** →  **Monthly Record** to view your monthly attendance record for any month.

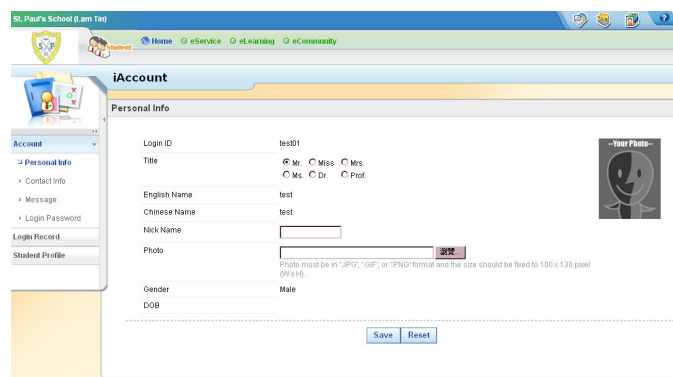
Update your own portfolio



1. Click  **My Information** to view your personal information.
2. Click  **School Record** to view the school record for your portfolio. You may select one of the item in  to view different type of record.
3. Click  **Student Learning Profile** to update self-input OLE record.
 - Click  **New** and input all necessary information then click  **Submit** to add new record. OR
 - Checked the item on the list and click  **Edit** to update record or click  **Delete** to remove those record..
 - Note that you can only update or delete record which is not yet approved.
 - You may click the title of the activity to view the detail for such activity.


Change of password and personal info, check login record






1. Click 



2. Click [Personal Info](#) to change your nick name and your personal photo.
3. Click [Contact Info](#) to change your telephone no., e-mail address etc.
4. Click [Login Password](#) to change your login password.

eCommunity **Sharing resources in group**

1. Click  to find all the groups that you belongs to (like class, student, club)
2. You may share timetable, files or web link in the same group. There is a chat room and bulletin board which enhance communication within group.

	Show the timetable for your group.
	This is a chat room; you can enter and chat with the member in the same group.
	This is a bulletin board; you can post topic and discuss with the member in the same group
	This is the shared link, you can add link and the link can be viewed by the other member in the same group
	This is the shared files, you can add file and the file can be viewed by the other member in the same group

eLearning eClass – online courses

1. Click **eLearning** and then **eClass**

You can find all online courses available for you in the school intranet.

2. You can enter the eclass classroom by clicking the title of the classroom.



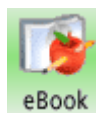
When you click the course title, you will go to the desk top for eclass.

Date	Topic	Nature	Venue
2007-08-30 to 2007-12-31	Project learning reference	eBook	eClass

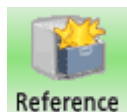
Show you the calendar and you can set your own schedule.

- Change to Chinese desktop
- Go back to the main page
- System support
- My bookmark
- Personalize your desktop

Part B Using eClass for Online Learning (Identity – Student)



eBook -- You can click here and find all the reference material for the course e.g. video clip, document, photographs or other files etc.



Files You can upload, download, and delete files by clicking the cabinets:

Note: Each cabinet is link to different learning tools.

Name of the cabinet	Link to	Application
Reference Files	Outline	All reference files will be saved here. You have the right to read only.
Public Files	Message from student, bulletin	Use to save message and the file in the bulletin board. You have the right to write & read.
Group	Project (file from group)	Save the file in your group.



You can create a new folder in any one of the above cabinet by clicking this icon.

You can create a new txt (text) file or html (webpage) by clicking this icon.

You can upload file(s) by clicking this icon.

You can edit file(s) by choosing the file in the cabinet and clicking this icon.

You can copy file(s) by choosing the file in the cabinet and clicking this icon.

You can move file(s) to other folder by choosing the file and clicking this icon.

You can delete file(s) by choosing the file and clicking this icon.

You can unzip zipped file(s) by choosing the file and clicking this icon.

Web Links You can create a new link to share with the other student in the group here.



Course Work You can find all [Assignment](#), [Project](#), [Survey](#), [Self-Test](#), [Exercise](#), [Quiz/Exam](#) that was created by your teacher.



Message This tutor's box is intended for you to communicate with your teacher and nobody else can read your message.



Report Here will show you the assessment report in your course work and the participation rate.



Bulletin There are groups or public bulletin board so that you can discuss with your group or all the student in the course.



Members You can view the information of all member in the group here.