

What is eClass Parent App?

The eClass App is a smartphone app for the school to send messages to parents quickly. Parents can also use it to follow their children's activities and receive the school's latest news easily. Parents may follow this instruction to install and use the Parent App. If you have any query concerning the download and application of the App, please email to support@broadlearning.com or call Broadlearning hotline at 3913 3211.

1. Installation

Android :  Play Store →  search “eClass” → install eClass App

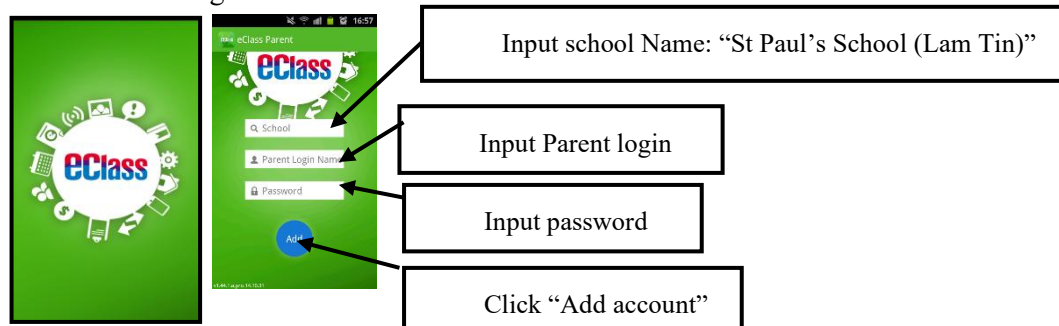


IOS:  App Store →  search “eClass” → install eClass App



Note 1: The Parent App for each student may be installed in more than one smart phone or tablet. Messages will be sent to each mobile app simultaneously.

2. First time login



Note 2: If you have more than one child, you may add the accounts of all children in this app.

Note 3: Parent login name: student login ID + p (Student login ID is the first two letters of the student’s surname + her student number)

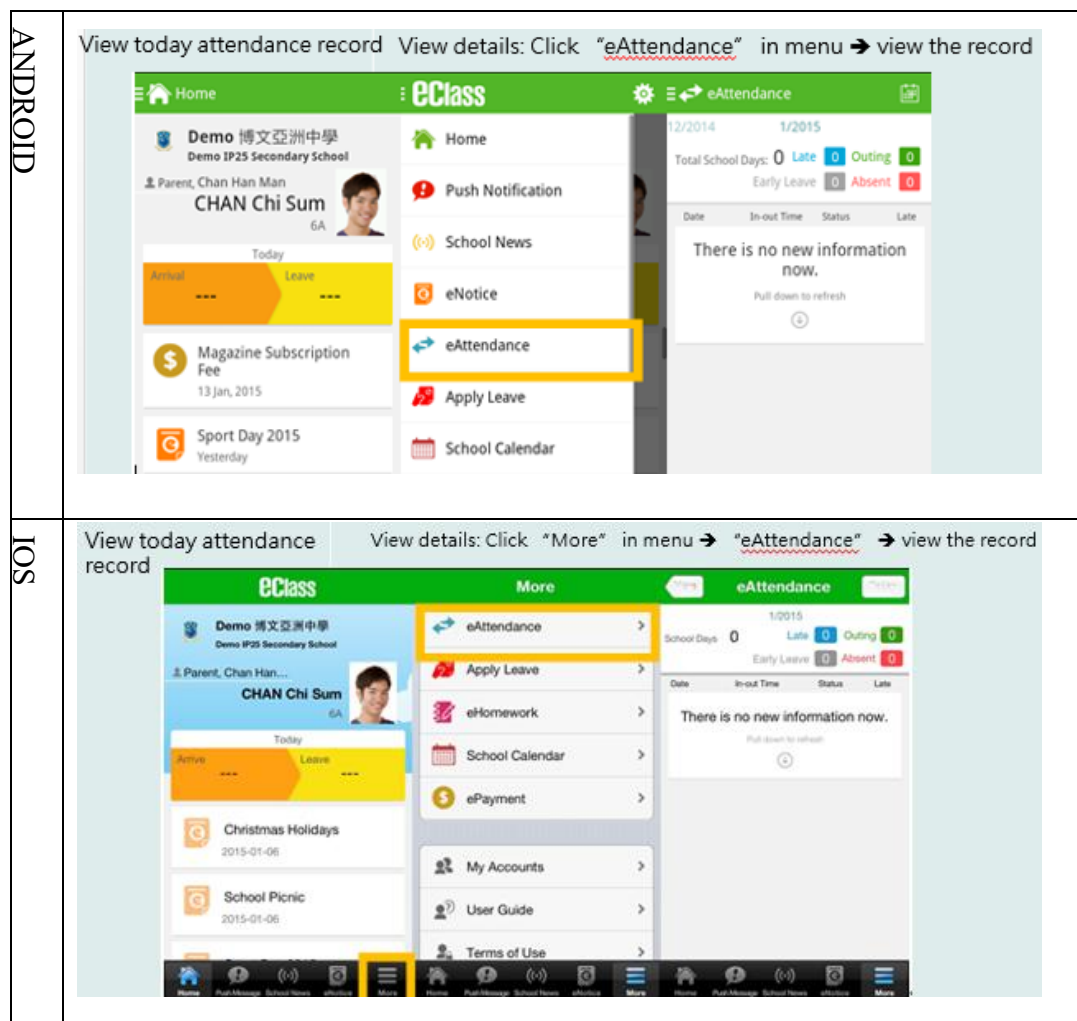
Example : If the surname of the student is CHAN and her student number is 15021, the parent login ID is ch15021p

Note 4: Parent's login name and password are the same as those of the eClass intranet parent account. If parents have never logged in to the eClass intranet and changed the password, the preset password is your child's student number. If a parent wants to change the eClass password, you may change the eClass password using the eClass desktop version. (<http://eClass.spslt.edu.hk>). For security reason, please change the password after your first login and keep it safely by yourself. This password is equivalent to parent's signature. In order to secure communication between parents and school, please don't give it to your daughter.

Note 5: If a parent loses the eClass password, he/she may download the “Password Request Form” from the school website (<http://www.spslt.edu.hk>) by clicking “Links & Documents” at the top of the website, fill it in and return it to the school office by post or by hand. Please mark “Application of eClass password” on the envelope. The school will send the new password to you through email or phone calls.

Note 6: If a parent logs out from the eClass Parent App, it is no longer possible to receive any push message. Moreover, when you want to read or sign a notice from the app, he/she needs to log in again.

3. eAttendance

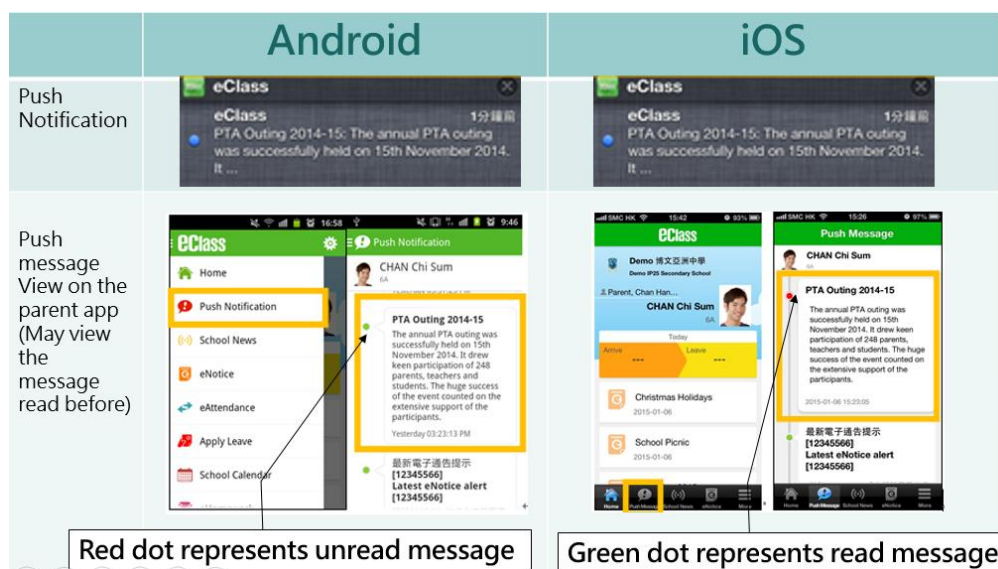


Note 7: If your child forgets to tap her smart card when she arrives at school, the arrival time will be blank. It will display "On Time" after her teacher has taken the attendance in the first lesson. We suggest parents check the record again after 10:30am.

Note 8: As the school does not require students to tap their smart cards when they leave school, the time will not be shown. If you want to know the time when your child leaves school, please ask your child to tap her smart card when she leaves school.

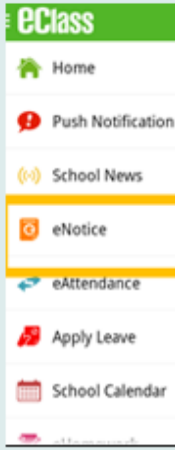
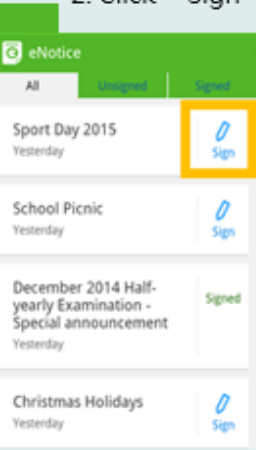
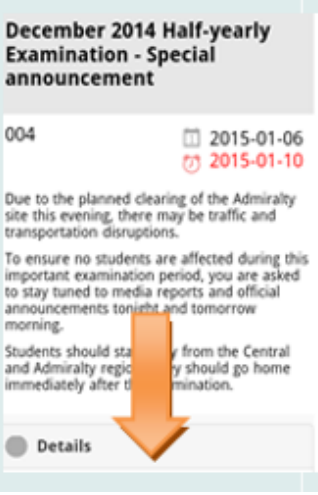
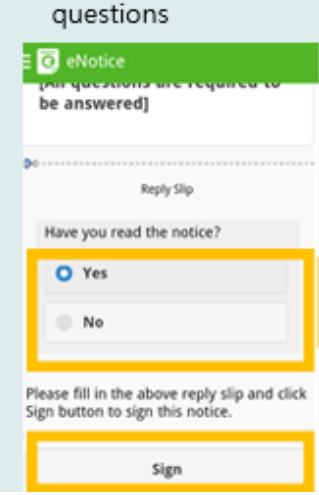
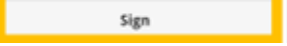
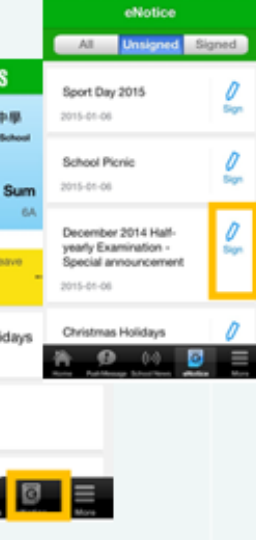
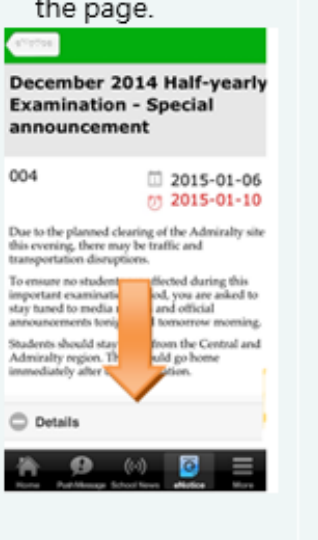
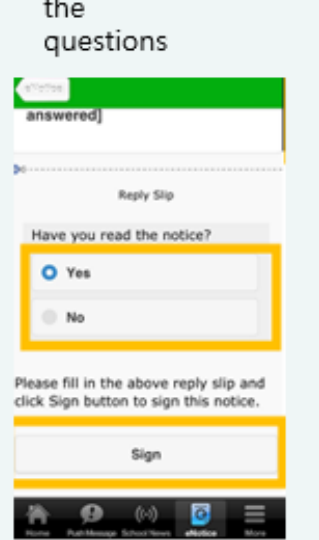
Note 9: The attendance record in eClass is for reference only. The official attendance record will be based on the school's Discipline Committee's record.

4. Push Message



Note 10: The school will only send push messages when emergency arises. The school usually uses the school website, notices, handbook, etc as the main media of communication between the school and parents.

5. eNotice

ANDROID	1. Click "eNotice" in menu  2. Click "Sign"  3. Roll to the bottom of the page  4. Complete the questions  5. Click "sign" 
IOS	1. Click "eNotice" in menu at the bottom  2. Click "Sign"  3. Roll to the bottom of the page.  4. Complete the questions  5. Click "Sign" 

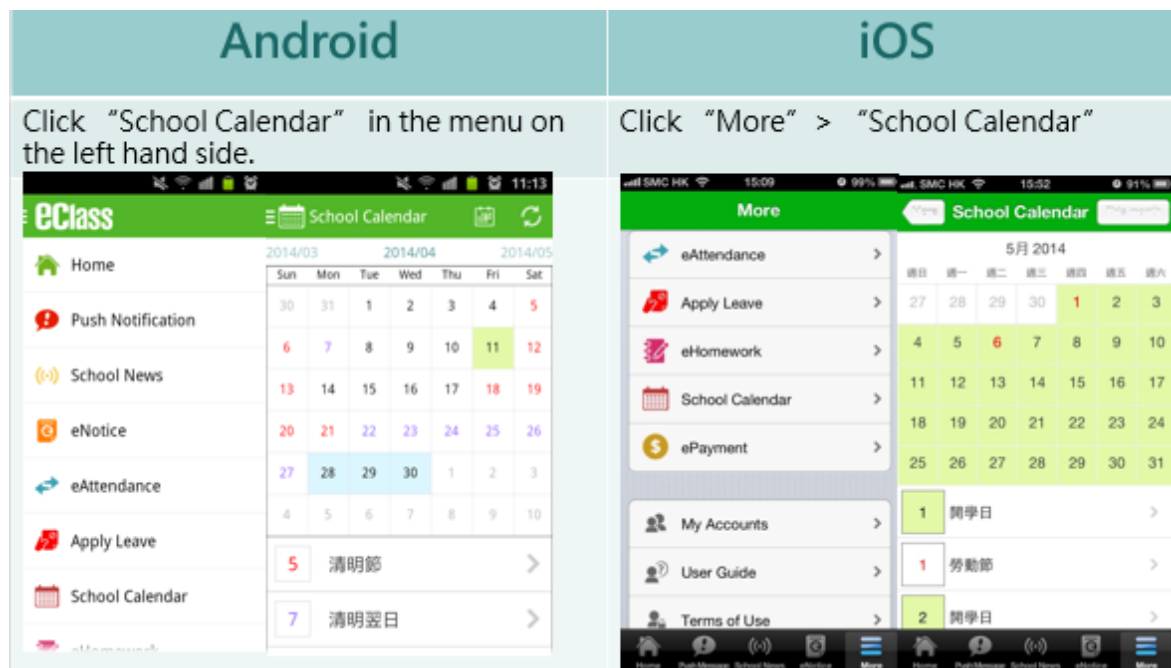
Note 11: If the Parent App is installed in more than one device, a push notification will be sent to all devices when the notice is signed on anyone of the devices.

Note 12: If you find any unauthorized signed notice, please inform the school immediately and change your password.

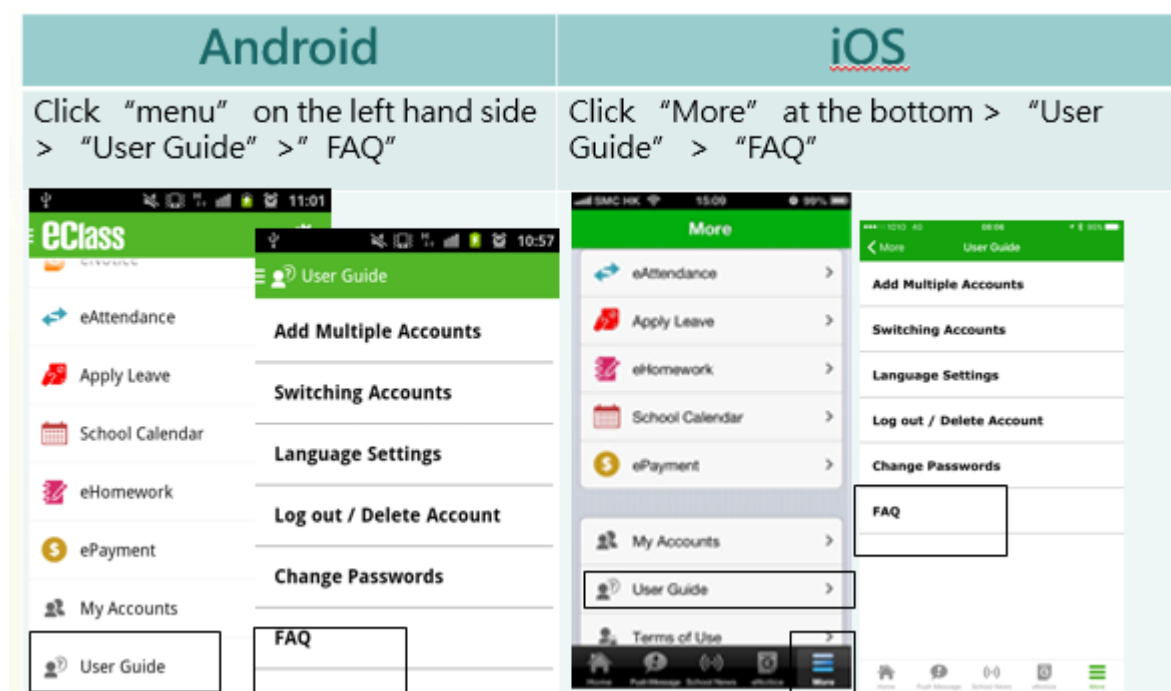
Note 13: To facilitate the school administration and follow-up, please sign the notice on time. eNotice does not allow parents to sign after deadline. If the notice expires, please login to the eClass intranet platform (<http://eclass.spslt.edu.hk>), print out the notice, sign and return it to the form teacher.

Note 14: Apart from the eClass Parent App, a parent may sign the eNotice by logging in to the eClass intranet platform (<http://eclass.spslt.edu.hk>), select "eservice" → "eNotice" in the menu bar to sign the notice.

6. School Calendar



7. User Guide



Note 15: If a parent cannot receive push notifications, he/she may change the setting of his/her mobile phone:

ANDROID: Setting → App → eClass Parent → select show notification

IOS: Setting → Notification → eClass Parent → Change the setting to allow notification

eClass Parent App 啟動及使用指南

eClass App 是一個手機應用程式，能夠讓學校迅速把學生資訊傳遞給家長。家長亦可以利用這程式簡單容易地了解子女和學校最新消息。家長可依照此 eClass Parent App 使用指南安裝及使用 PARENT APP。如遇有下載及其他技術問題，[請電郵致 support@broadlearning.com](mailto:support@broadlearning.com) 或致電博文教育客戶服務熱線：39133211。

1. 安裝部份

Android:  到 Play Store →  搜尋“eClass” → 安裝 eClassParentApp

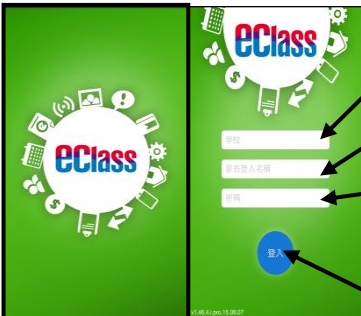


IOS:  到 App Store →  搜尋“eClass” → 安裝 eClassParentApp



註1：每名子女之 Parent App 可安裝於多部不同之手機或平板電腦。所有訊息同步發送至已登入的手機。

2. 家長手機首次登入



學校名稱：〈藍田保祿中學〉或“St. Paul’s School (Lam Tin)”

name 輸入家長戶口名稱

Password 輸入密碼

Add 按「增加賬戶」

註2：如家長有多於一名子女使用 eclassParentApp，可於此應用程式加入其他子女之家長戶口。

註3：家長戶口為：學生 login ID + p （學生 login ID 為學生英文姓氏首兩位字母 + 學生證編號）

例如： 學生英文姓氏為：CHAN；學生編號為：15021
家長 login ID 為 ch15021p

註4：家長戶口名稱及密碼為 eClass 內聯網家長戶口名稱及密碼。如家長從未登入 eClass 內聯網，又家長從未更改戶口密碼，密碼為學生編號。家長如須更改 eClass 密碼，需登入 eClass 網頁版 (<http://eclass.spslt.edu.hk>)。請注意，為保安理由，家長請於首次登入後立即更改密碼，並親自妥善保管，此密碼等同家長簽署，切勿將密碼交予子女，以確保為校方與家長之獨立通訊。

註5：家長如遺失密碼，請登入本校網頁(<http://www.spslt.edu.hk>)，然後按網頁上方的「Links & Documents」圖示方塊內「Password Request Form」下載「補發密碼申請書」。填妥後簽署並寄回或交回本校校務處，信封面請註明「申請 eClass 密碼」。本校會以電話或電子郵件方式聯絡發放新密碼。

註6：若家長登出了子女的家長帳戶，將不能自動接收有關子女的即時推播訊息，下次要查閱子女的各項相關訊息及通告，均要重新登入才可。

3. 考勤紀錄(eAttendance)



註7：如學生早上忘記拍卡，「學生到達時間」一欄會出現置空，須待第一堂課節老師點名作實後，「到達時間」才會顯示「準時」，表示學生沒有遲到。本校建議家長可在早上 10:30 後再覆查系統。

註8：由於本校沒有規定同學離校時拍卡，因此家長不會收到學生離校紀錄的訊息。如家長有需要在應用程式顯示離校時間，可要求子女於離校時拍卡。

註9：考勤紀錄只供家長參考之用，正式考勤紀錄將以校方訓導組記錄之存檔為準。

4. 即時訊息 (Push Message)



註10：除緊急通知，否則在一般情況下，學校會利用網頁、通告、手冊等方式作為主要宣佈學校訊息的渠道。

5. 電子通告 (eNotice)

	ANDROID		IOS	
	1. 於「目錄」按「通告」2. 按「簽署」 	3. 推至頁面底部 	4. 填寫選擇 	5. 按「簽署」 
	1. 於下方「目錄」按「通告」 2. 按「簽署」 	3. 推至頁面底部 	4. 填寫選擇 	5. 按「簽署」 

註11：如家長因應不同裝置而安裝 Parent App，只要其中任何裝置簽署通告，其他所有裝置也會收到即時資訊通知。

註12：如家長發現有未經授權簽署之通告，請立即通知學校更改戶口密碼。

註13：為方便校方處理及跟進，家長請於通告簽署限期前簽署通告，如已逾期，將不能呈交電子通告。請家長自行登入 eClass 內聯網(<http://eclass.spslt.edu.hk>) 列印相關通告，簽署回條並交回班主任。

註14：家長除了使用 eClass Parent App，還可透過電腦登入 eClass 內聯網(<http://eclass.spslt.edu.hk>)，在功能表上選擇「資訊服務⇨電子通告系統」簽署電子通告。