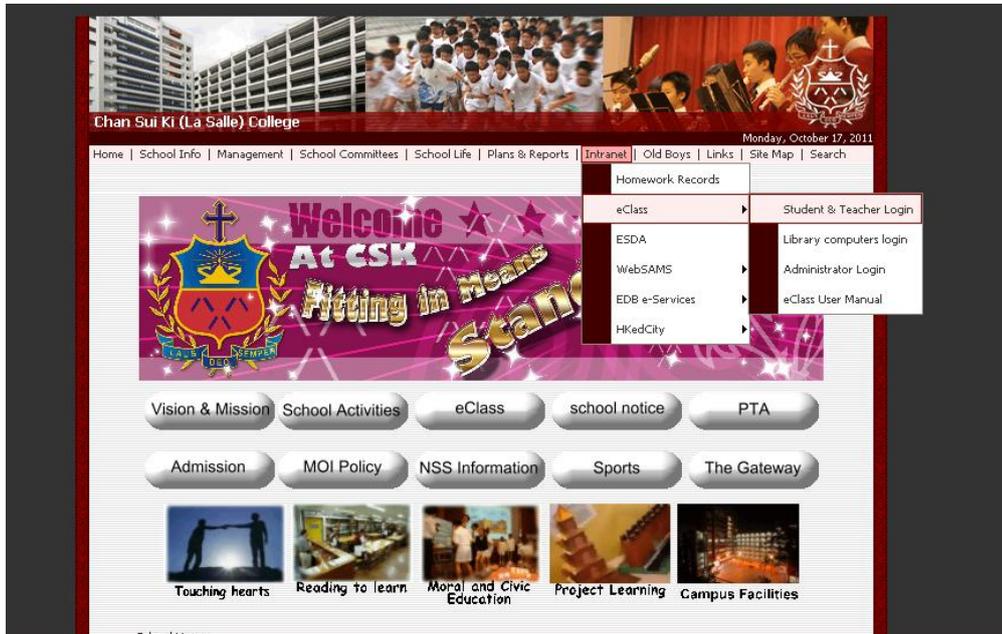


eClass room Manual

- * Please use Microsoft Internet Explorer 8 or Firefox 5 to go to this e-class system. Otherwise, some functions may be out of services.

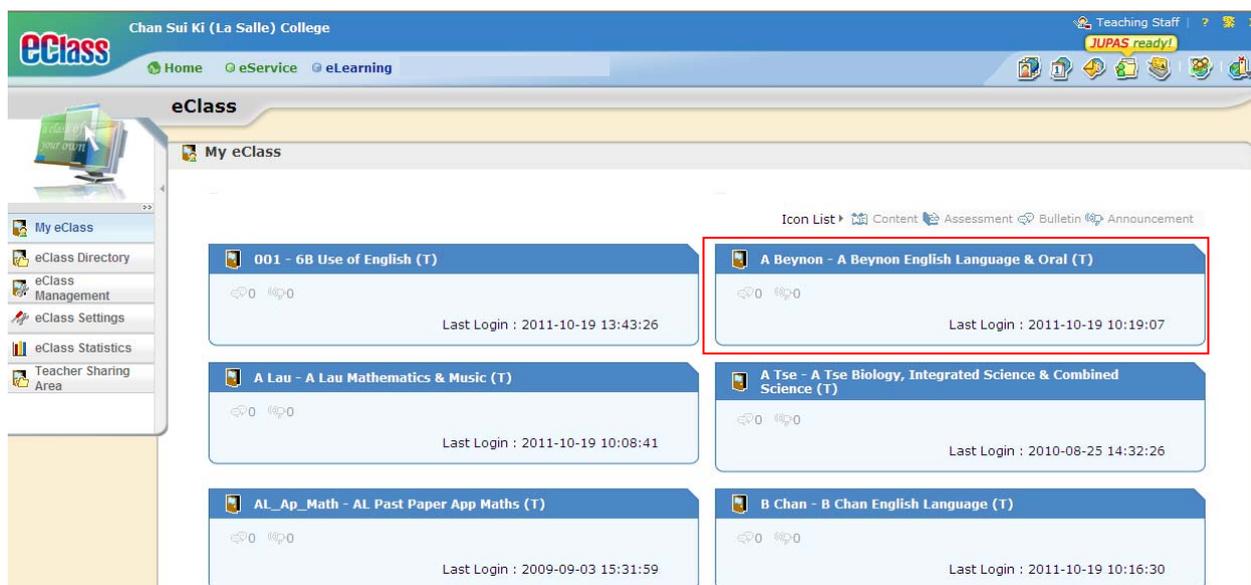
www.csklcs.edu.hk → Intranet → e-Class IP → Student & Teacher Login



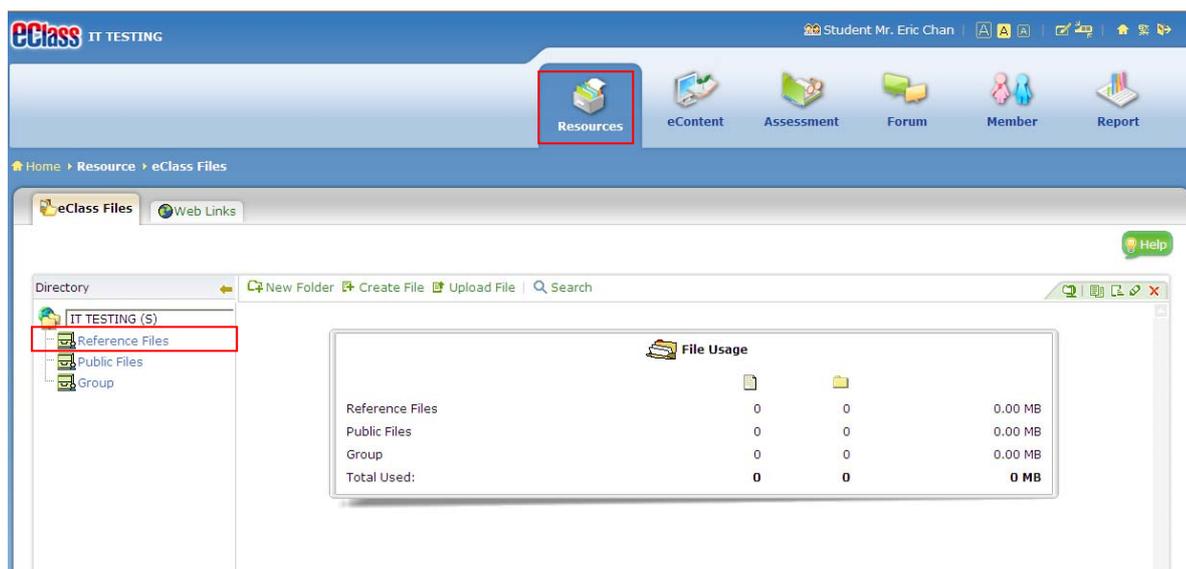
Enter your username and password



Download File Teacher View eLearning → eClass

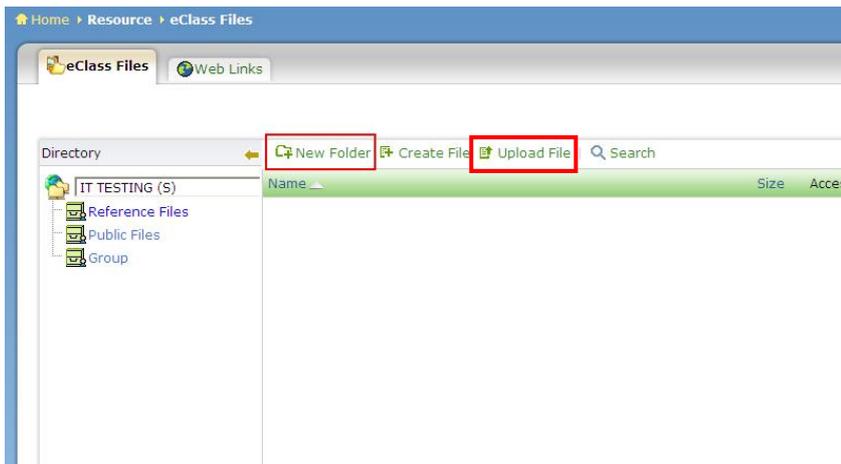


1. Visits your class room.

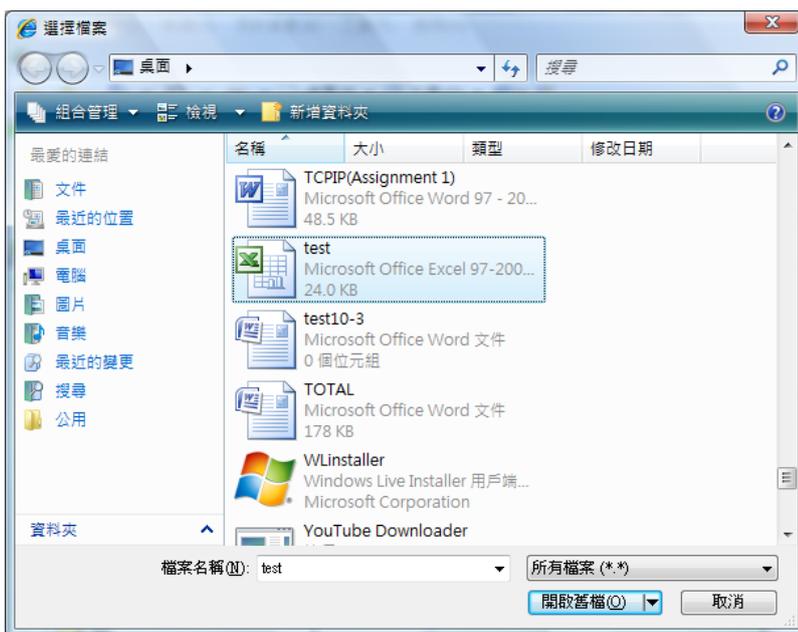
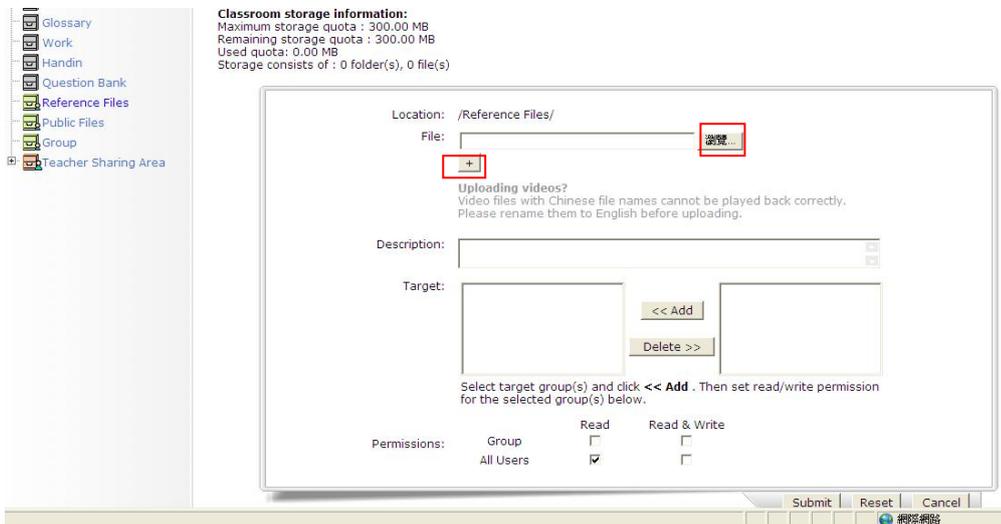


2. To upload file : Visit Resources > Reference Files .

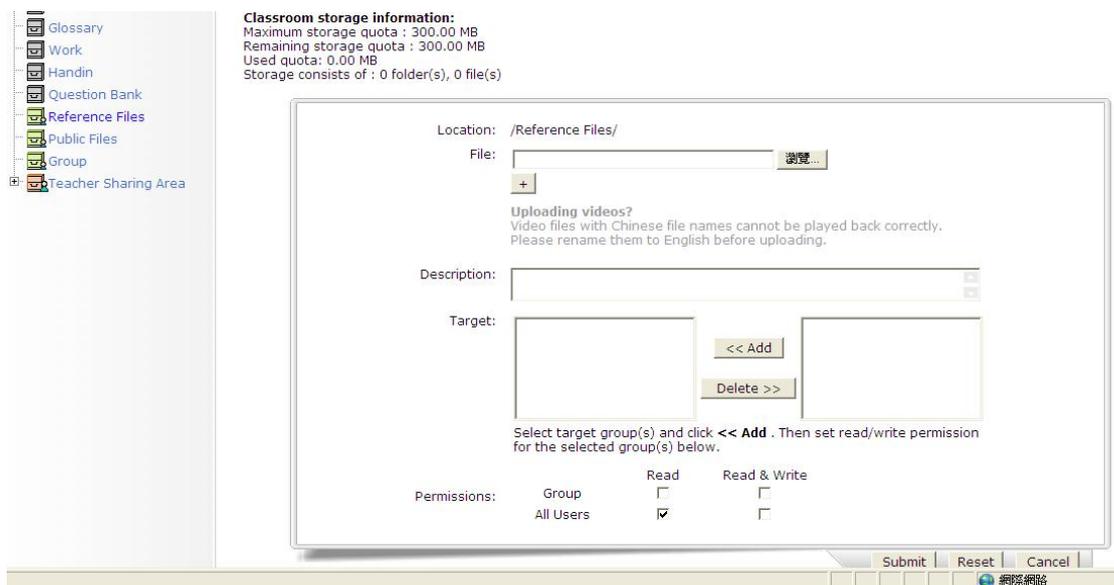
After that, choice the right location to upload. Then, click “Upload File”



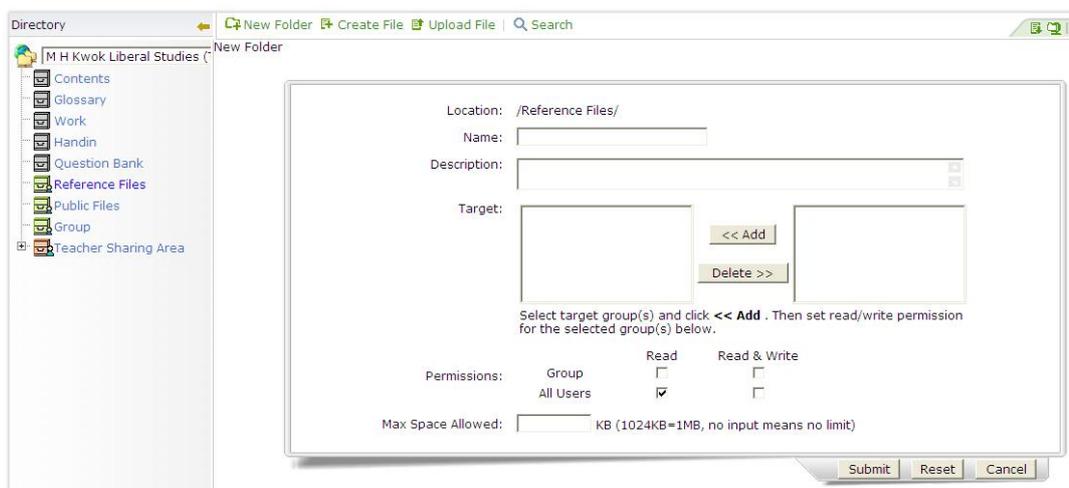
If you press “upload”, Press Browse to locate the file to upload. You can optionally press + to upload more than one files. You can also add description to your files(s).



3. Click you need to upload file(s).



4. You can choose which group of can see this file by the “Permissions”. After you choose the groups you need to grant the access right to those groups. Is it read and write or read only? Then, you can Press “Submit”.



If you press “New Folder”, you need to make a new name for this folder. After this, you can choose which group of can see this file by the “Permissions”. After you choose the groups you need to grant the access right to those groups. Is it read and write or read only? Then, you can Press “Submit”.

Delete File

You can delete file from file cabinets and folders.

To delete file:

1. Go to that file directory, then click the box at the right of that file. After that, click the “X” button.



2. It will show dialogue box , then press **OK** at the dialogue box.



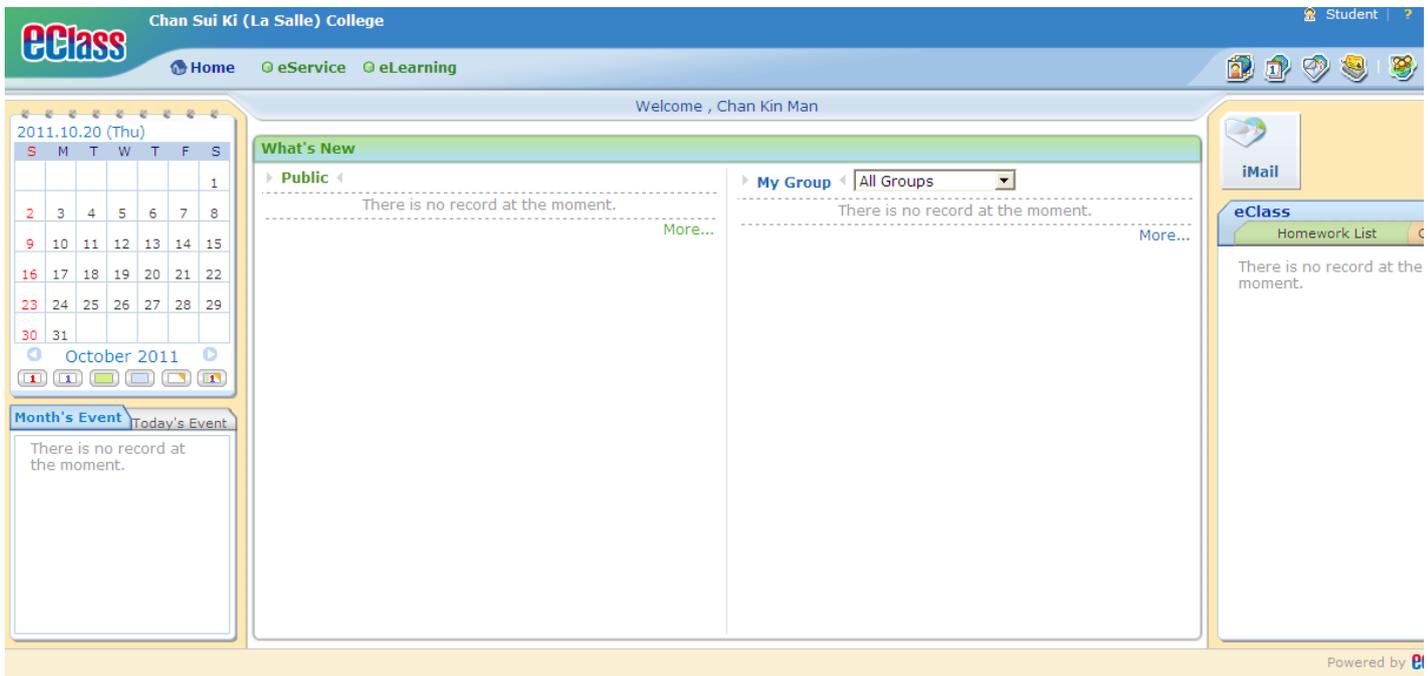
Task completes. The file will be deleted.

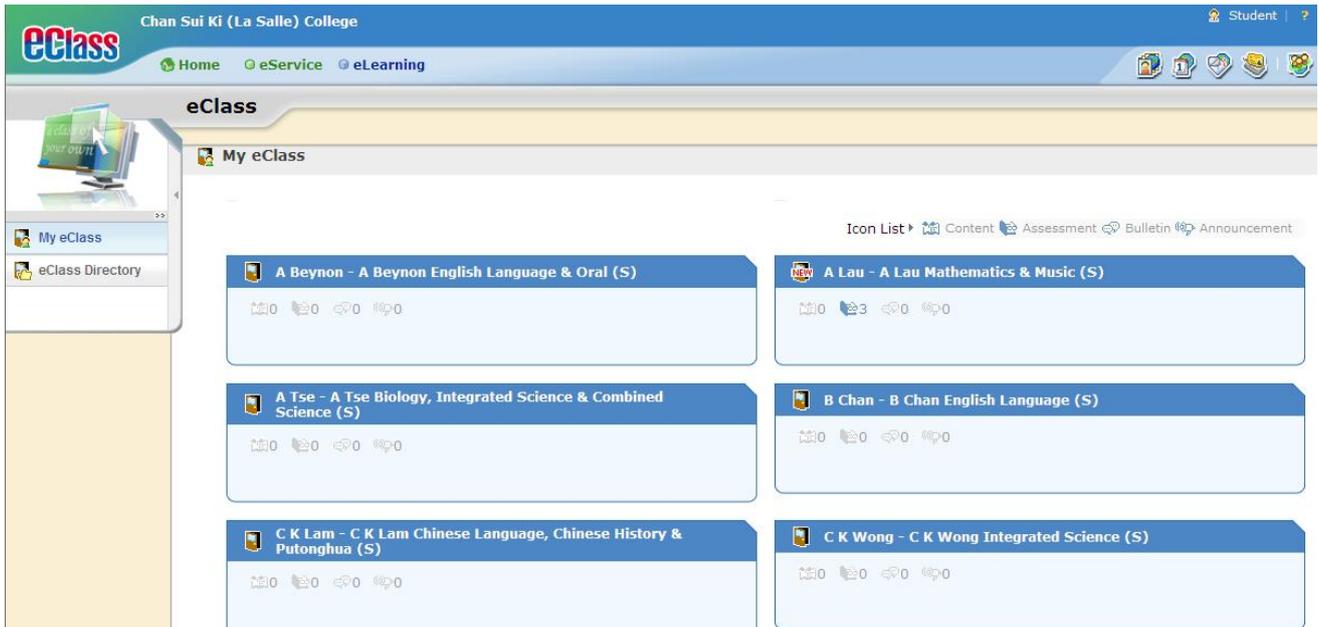
Download File (eClass) Student View

You can download files from file manager and save them to local drives.



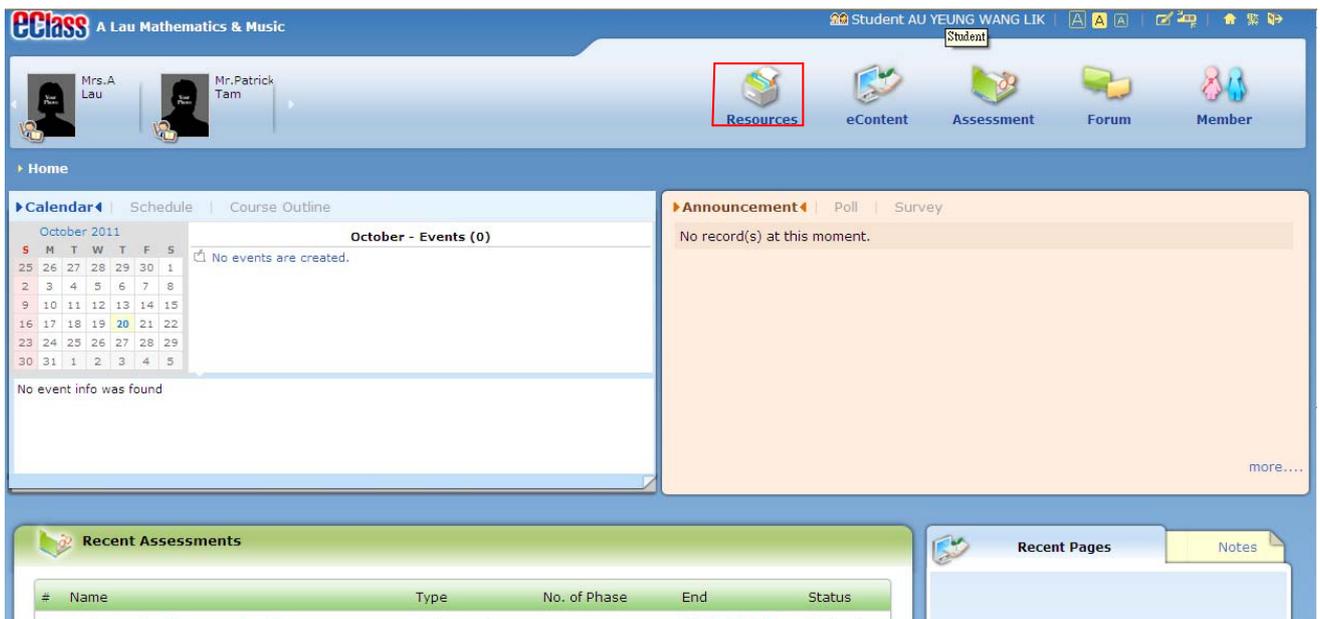
1. Log in using student account.



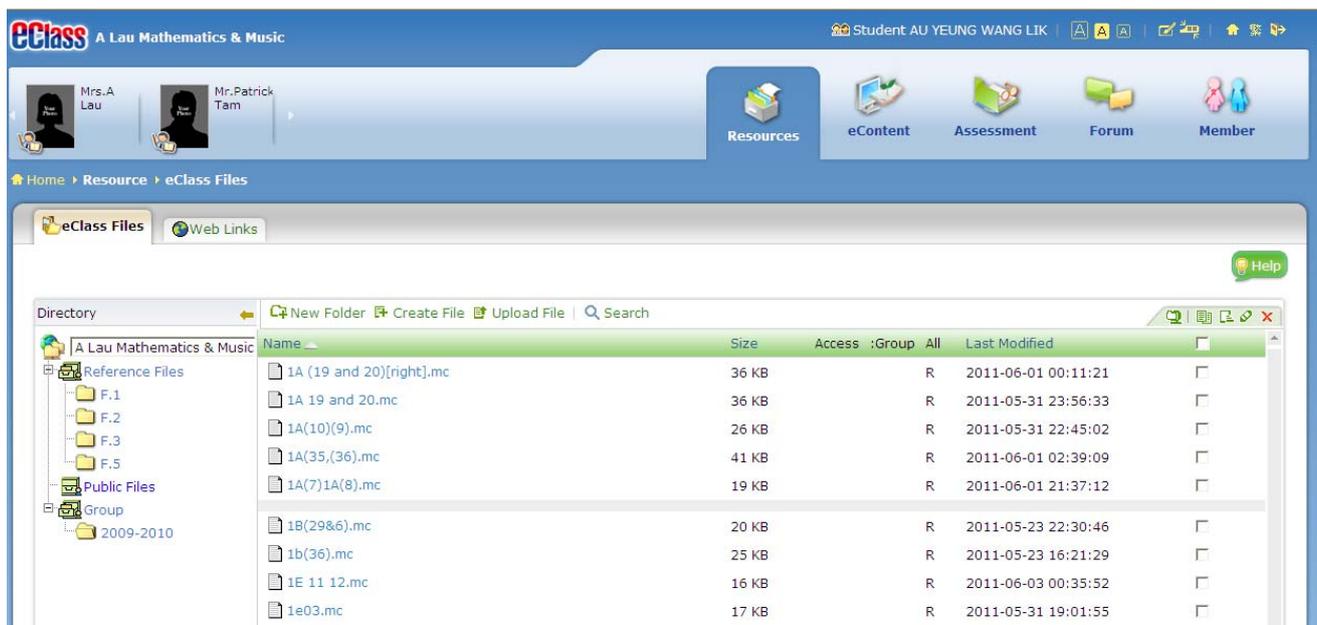


To download file:

2. Visits **eLearning** > **eClass** > (select the teacher who distribute the file).



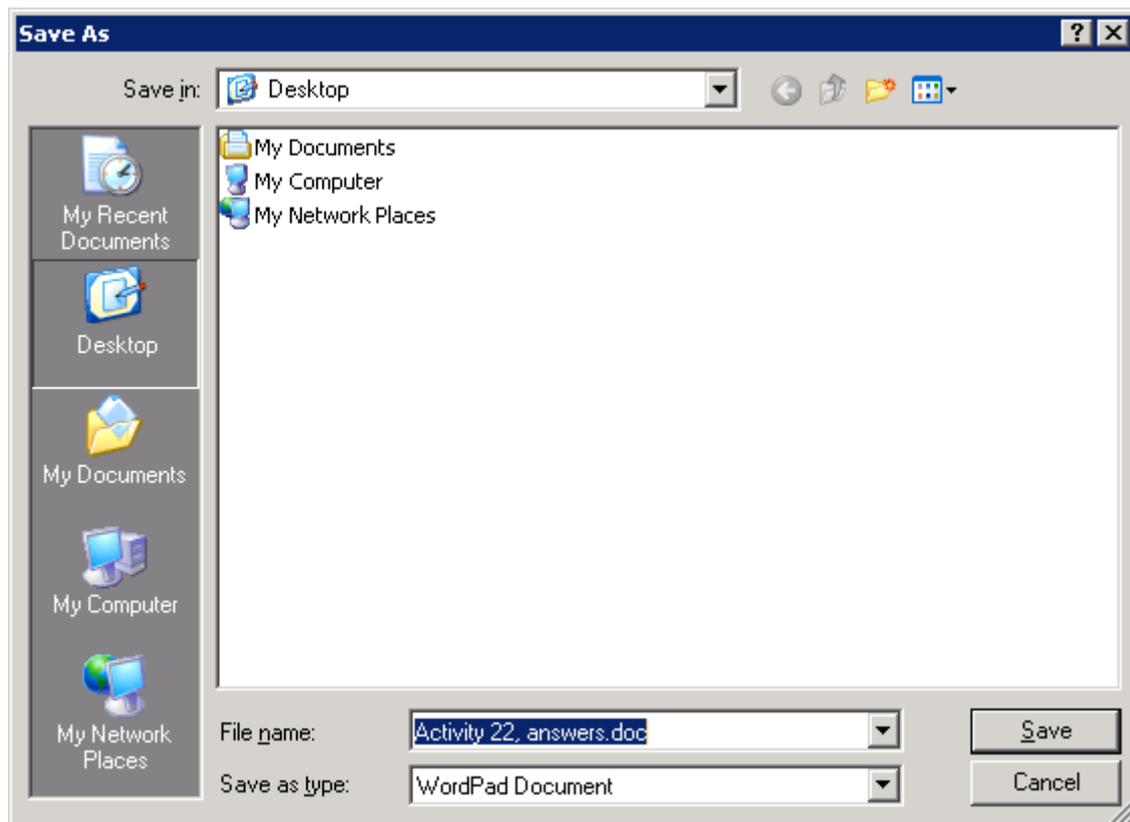
3. Visits **Resources**.



4. Click on one of the file cabinets/folders from the left pane. System displays its content at the right pane.



5. Right-click on one of the file icons and choose **Save Target As(另存目標)**.



6. Browse for a location to save the file.

7. Press **Save** at the dialogue box.

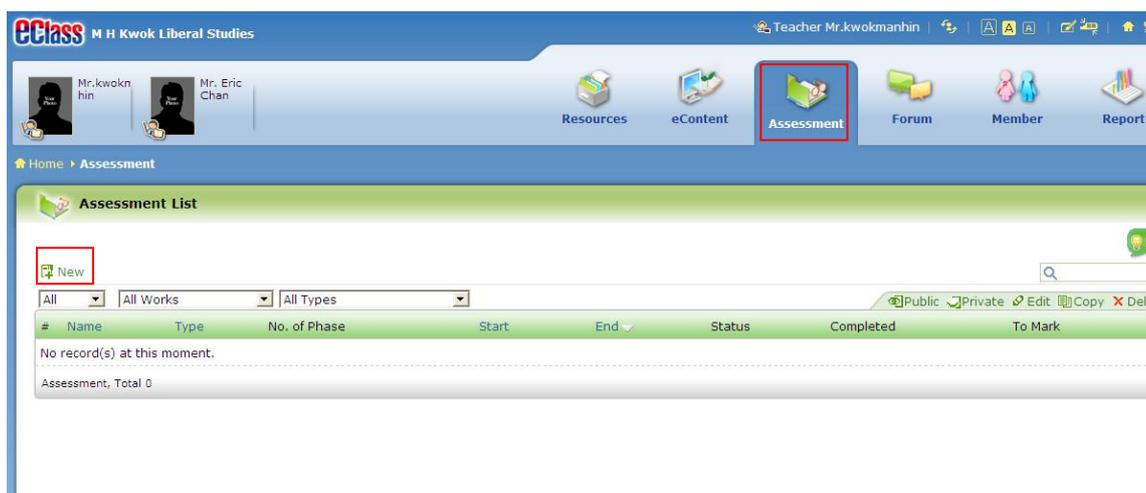
Task completes.

Assignment(Teacher View)

Topics below contains instructions on how to use assignment related functions in *eClass*.

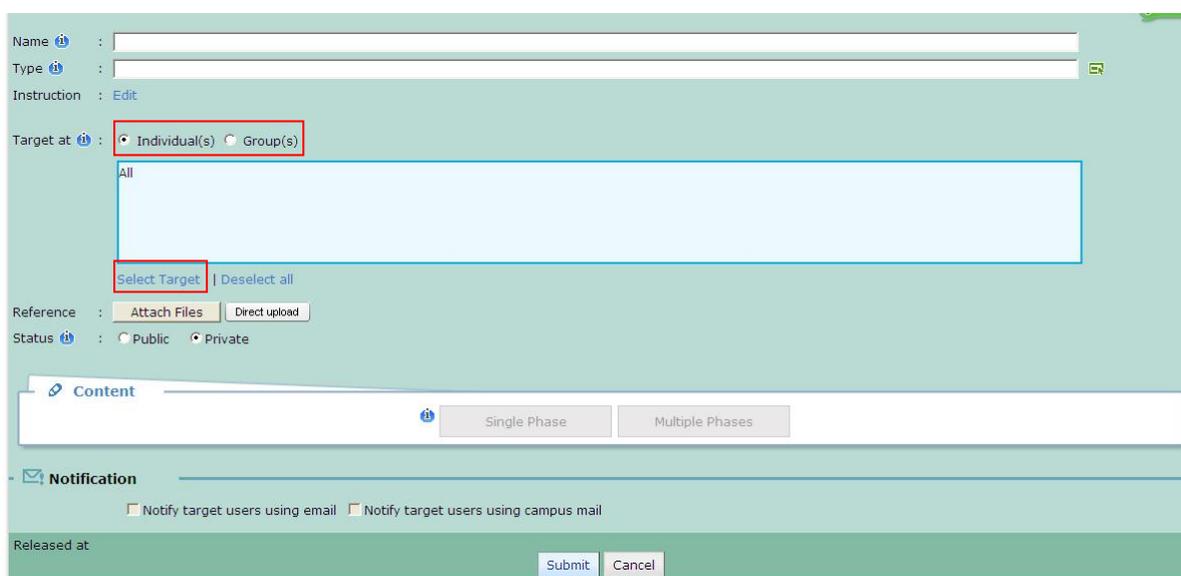
Add Assignment

In *eClass*, assignments can be added to the *Coursework* module. Assignments can come with file attachment and model answer in text and multimedia format. You can choose from a number of submission methods as well. You can click “new” to add assignment.



To add assignment:

1. Visit **Assessment**.
2. Press **New** at the top left corner.

The screenshot shows the 'Add Assignment' form. It includes fields for Name, Type, and Instruction. The 'Target at' section has radio buttons for 'Individual(s)' (selected) and 'Group(s)'. Below this is a large text area for the target list, with 'All' entered. There are 'Select Target' and 'Deselect all' buttons. The 'Reference' section has 'Attach Files' and 'Direct upload' buttons. The 'Status' section has radio buttons for 'Public' and 'Private'. The 'Content' section has 'Single Phase' and 'Multiple Phases' buttons. The 'Notification' section has checkboxes for 'Notify target users using email' and 'Notify target users using campus mail'. At the bottom, there is a 'Released at' field and 'Submit' and 'Cancel' buttons.

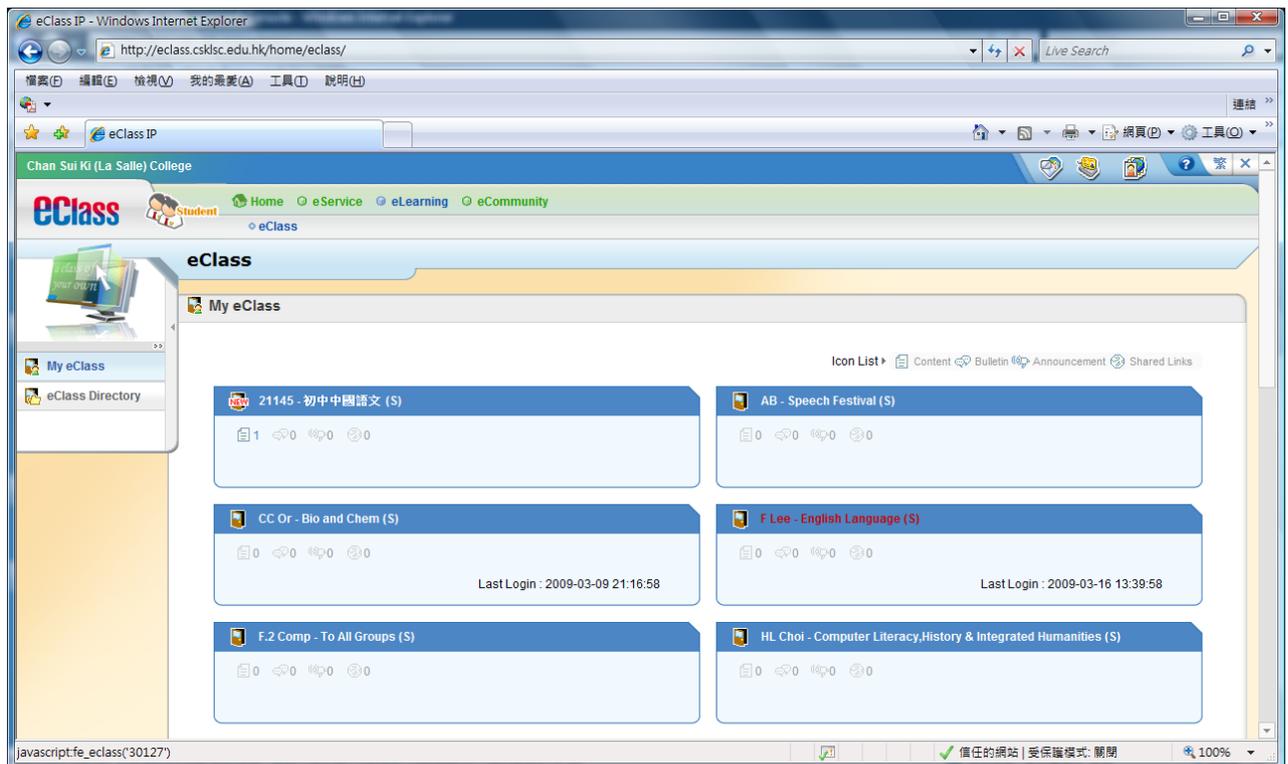
3. Provide the assignment **Name, Type** and **Instruction**.
4. Select a **Target at** "individual" or "Group", then click "Select target" for you to select which individual users or which group of this assignment.
5. You can upload the reference file for the students by clicking the "Attach file" button.
6. The status public is mean all the user in school also can see, and the private is mean only show to the selected people.
7. You can clicking the function of Notification to notice the student by campus mail or their e-mail address.
8. Press **Submit**. Task completed. System displays `Record Added` message.

Submit Assignment (Student View)

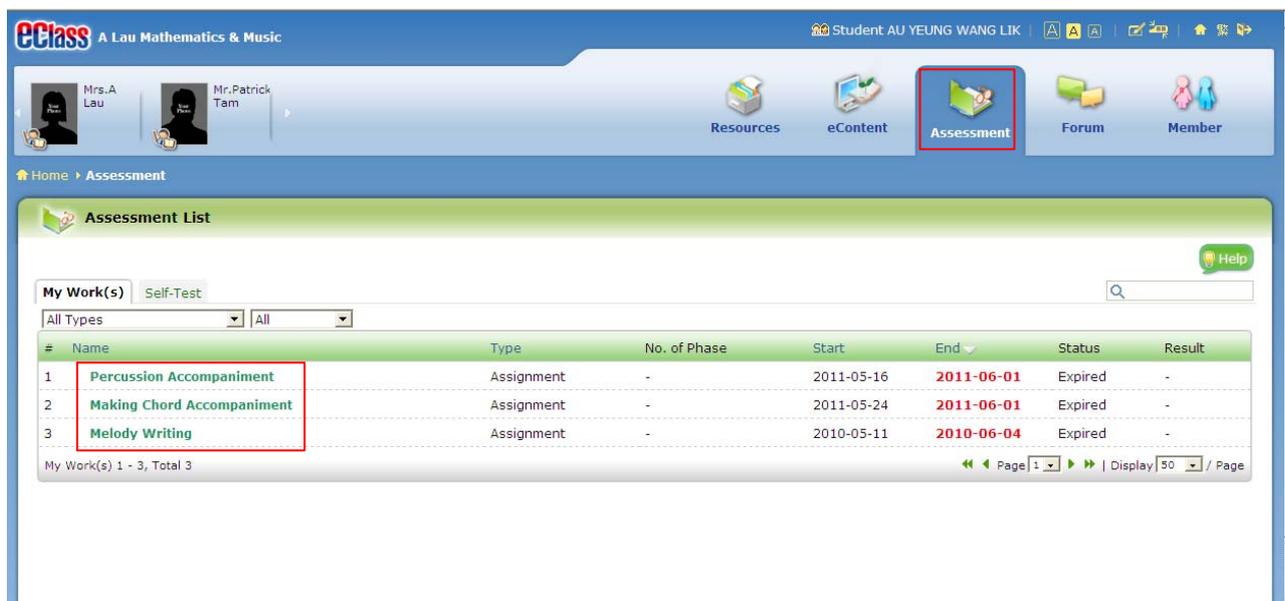
Student can log on *eClass* to complete her assignment online, or to hand in the completed assignment as file.

To submit assignment:

8. Log in using student account.



9. Visits **eLearning** > **eClass** > (select the teacher who distribute the assignment).



10. Visits **Assessment** and choice which one you want to upload.

Assessment Detail

Assignment: Percussion Accompaniment Individual(s)

Instruction :

Content From 2011-05-16 14:40 To 2011-06-01 23:55

Task (Method)	Mark Using	Model Answer / Reference	Your Submission	Result	Weight
Percussion Accompaniment File Upload Type : Single-upload	Mark : Full 0 Pass 0 Lowest 0	Release: After Assessment Deadline	Do it Now	Not Submitted	1 / 1

Published at 2011-05-16

Powered by eClass

11. Press the assignment name(if the project have not close yet)

Assignment → View

Title: test

Deadline: 2009-03-23 23:55

Instruction:

Attachment: test.docx (1 KB)

Method: File Upload

Follow the steps below to submit your work!

Steps:

1. Locate the file you want to upload by clicking **Browse**.
2. Click **Open** once you selected the file in Windows.
3. Click **Upload** to finish.

5. Press **test.docx** (assignment name) to download the file.

File Upload Student will complete the assignment by uploading file(s).

6. Press **Browse(瀏覽)** to locate the file to upload.

7. Press **Upload**.

