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.

<u>www.csklcs.edu.hk</u> \rightarrow Intranet \rightarrow e-Class IP \rightarrow Student & Teacher Login



Enter your username and password

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	Chan Sui Ki (La	Salle) College	
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Download File Teacher View

$eLearning \rightarrow eClass$

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1. Visits your class room.

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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).

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

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4. You can choice which group of can see this file by the "Permissions". After you choice 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".

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If you press "New Folder", you need to make a new name for this folder. After this, you can choice which group of can see this file by the "Permissions". After you choice 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.

C7 New Folder 🖪 Create File 📑 Upload File	Q Search			
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test.txt	1 KB	R	2011-10-26 08:33:55	

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



Task completes. The file will be deleted.

Download File (eCalss) Student View

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



1. Log in using student account.

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To download file:

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

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Lau Mr.Patrick Tam	Resources eContent Assessment Forum Member
> Home	
Calendar4 Schedule Course Outline	Announcement Poll Survey
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3. Visits Resources.

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

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

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- 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.

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Mr. kwokn hin Mr. Eric Chan			Resources	eContent	Assessment	Forum	Member	Report
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To add assignment:

- 1. Visit Assignment.
- 2. Press New at the top left corner.

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- 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.

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

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2	Making Chord Accompaniment	Assignment	2	2011-05-24	2011-06-01	Expired	12.5
3	Melody Writing	Assignment		2010-05-11	2010-06-04	Expired	-

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

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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					

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

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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.

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