



天主教領島學校

Ling To Catholic Primary School



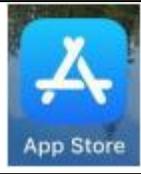
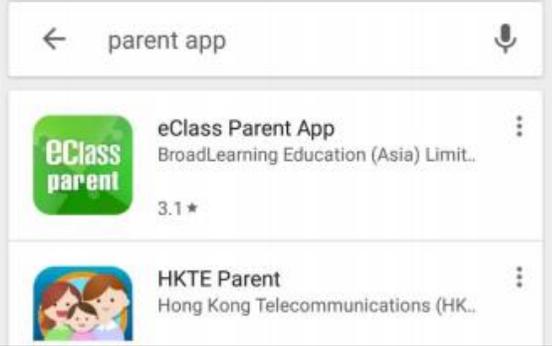
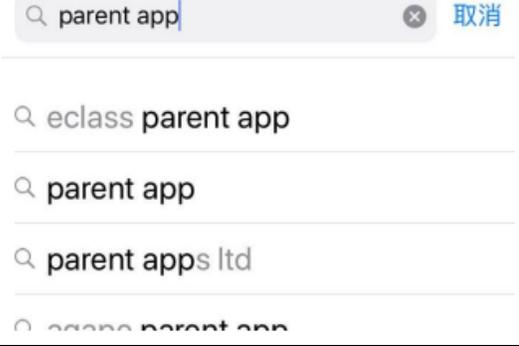
eClass

eClass Parent App Installation and User Guide



家長登入名稱： Parent login name:	Small letter p followed by student number, e.g. if student number is 12345, the login name is p12345
密碼： Password:	Small letter p followed by student birth date (ddmmyyyy), e.g. if the birth date is 2 nd January, 2014, the password would be p02012014.

Note : This app will be used for receiving and signing school notices, do not let your children know the password, you may change the password if needed.

Android installation guide	iOS installation guide
1. Open Google Play Store ◦	1. Open Apple App Store ◦
	
2. Type “parent app” in the search bar	2. Type “parent app” in the search bar
	
3. Tap on “install”	3. Tap on “install”
	



Android user guide

(1) Log into eClass Parent App

1. First open the eClass Parent App, the app will ask for permission to access and modify storage.

Tap on “accept” to allow the app to access photos, media, and files in the storage.

2. Please fill in the following information in the login interface

School :

Ling To Catholic Primary School

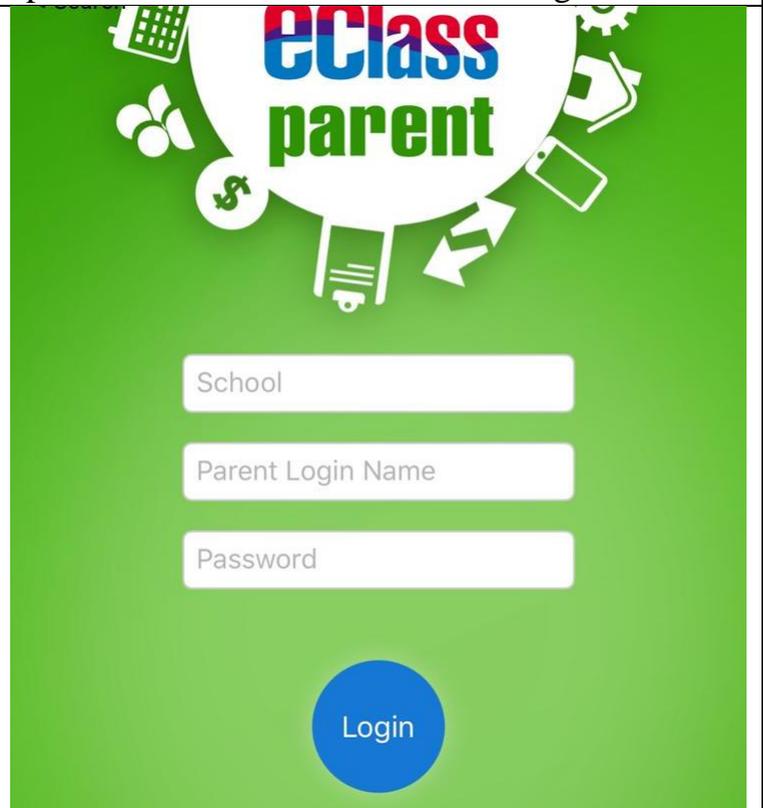
Parent Login Name :

see the second page

Password :

see the second page

Tap on Login





(2) Changing the password

1. After logging into the eClass Parent App, your child's name, class, and class number will be shown on the screen

Tap on the three-dotted pattern on the right of the school name (circled below), and select change password.



2. Please enter the current password in the first row, and enter the new password in the second row, re-enter the new password in the third row.

(Due to security reasons, the password must contain at least six digits including letters and numbers, cannot contain punctuation marks)

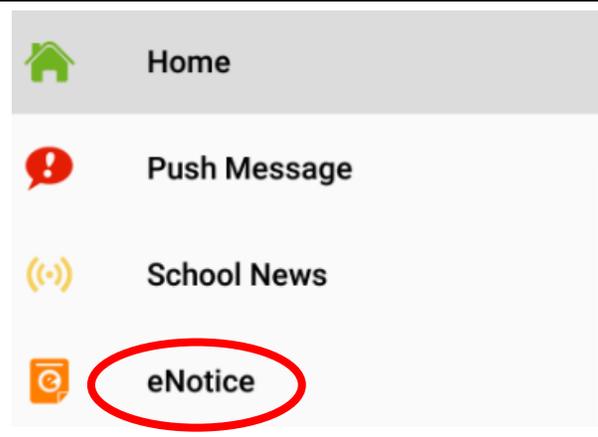
After entering, tap on “✓” to save the changes.





(3) Reading and signing school notices

1. Tap on the profile picture on the Home page to go to the main interface. Tap on the three-dashed pattern on the upper left corner to open the menu, and tap on eNotice



2. All school notices will be listed, parents can tap on notices marked with “sign” to view the notice, and read the notice by downloading the PDF file.

(Please make sure that the phone has an app for reading PDF files, e.g. Adobe Acrobat Reader)





3. After reading the PDF notice files, please read the return slip and choose the appropriate options. Enter the password below and tap on “sign” to finishing signing the notice.

4. Please read and sign the notices before the deadline. Signed notices will be marked with “signed” in green ; Notices not signed before the deadline will be marked with “expired” in red.

(4)Group messages

1. Select “小組訊息” in the menu, all groups that the account is a member of will be listed, tap on the name of the group to enter.

2. All groups are built by the school, parents can communicate with class teachers.



(5)Other features

1. There are other features in the menu for parents to browse information provided by the school, e.g. attendance, school calendar, homework etc., for parents to understand students' learning progress and remaining balance in the e-payment account.

The screenshot displays the eClass parent app interface. On the left is a vertical menu with icons and labels for: Home, Push Message, School News, eNotice, eAttendance, Apply Leave, School Calendar, eHomework, ePayment, School Info, I am good student of Ling To, eEnrolment, and eLearning Timetable. The main content area shows the 'eAttendance' screen for August 2020. It features a green header with a menu icon, the title 'eAttendance', and a calendar icon. Below the header, it shows the current month '8/2020' and 'Total School Days: 0'. There are four status indicators: 'Late' (0), 'Outing' (0), 'Early Leave' (0), and 'Absent' (0). A message box states 'There is no new information now.' with a 'Pull down to refresh' prompt. Below this is the 'School Calendar' screen, also with a green header and a refresh icon. It shows a calendar grid for August 2020, with days 1 through 31. The day '1' is highlighted in a box and labeled '暑假' (Summer Holiday).



iOS user guide

(1) 登入 eClass Parent App

1. First open the eClass Parent App, the app will send a push notification, select “allow”.

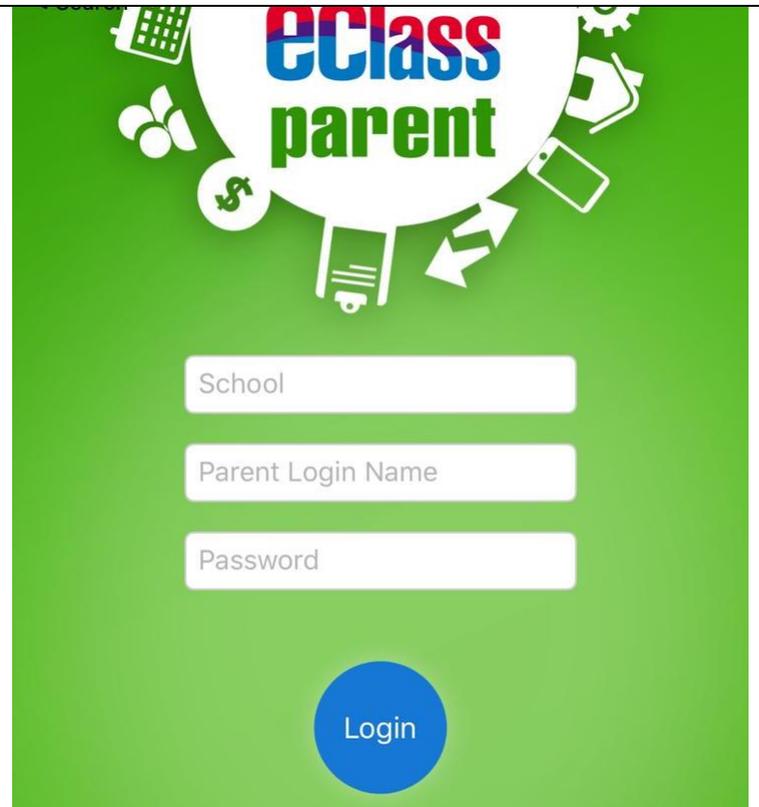
2. Please fill in the following information in the login interface

School :
Ling To Catholic Primary School

Parent Login Name :
see the second page

Password :
see the second page

Tap on Login

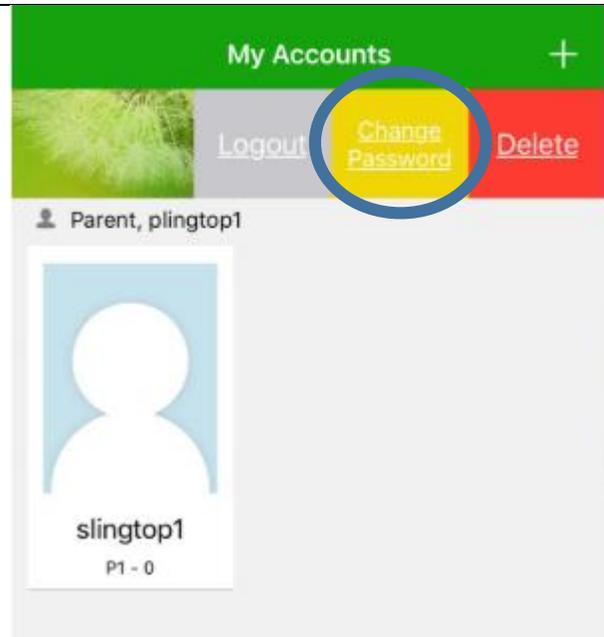




(2) Changing the password

1. After logging into the eClass Parent App, your child’s name, class, and class number will be shown on the screen

Drag left at the part with the school name (as shown with the arrow), and select “更改密碼” (change the password).



2. Please enter the current password in the first row, and enter the new password in the second row, re-enter the new password in the third row.

(Due to security reasons, the password must contain at least six digits including letters and base numbers, cannot contain punctuation marks)

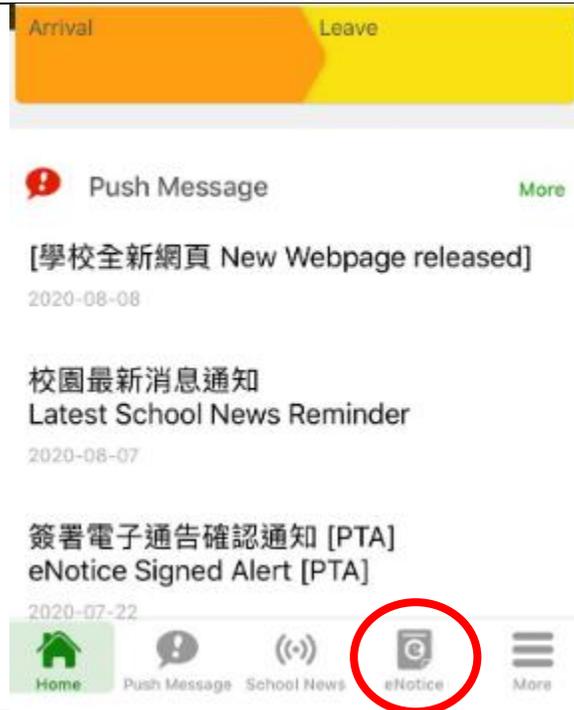
After entering, tap on “確定” to save the changes.





(3) Reading and signing school notices

1. Tap on eNotice below to enter the notices page.



2. All school notices will be listed, parents can tap on notices marked with “sign” to view the notice





3. After reading the PDF notice files, please read the return slip and choose the appropriate options. Enter the password below and tap on “sign” to finishing signing the notice.

(DD/MM)

*家長聯絡電話

* Please fill in the above reply slip and click Sign button to sign this notice.

Password

Sign

Home Push Message School News eNotice More

4. Please read and sign the notices before the deadline. Signed notices will be marked with signed in green ; Notices not signed before the deadline will be marked with “expired” in red.

(4)Group messages

1. Tap on “更多” (more) on the lower right corner, select “小組通訊” (group messages).



2. All groups are built by the school, parents can communicate with the class teachers.



(5)Other features

2. There are other features in the menu for parents to browse information provided by the school, e.g. attendance, school calendar, homework etc., for parents to understand students' learning progress.

The screenshot displays the 'More' menu on the left and two detailed views on the right. The 'eAttendance' view shows statistics for August 2020: School Days: 0, Late: 0, Outing: 0, Early Leave: 0, Absent: 0. The 'School Calendar' view shows a calendar for August 2020 with a '暑假' (Summer Holiday) period from August 1st to 3rd.

Date	In-out Time	Status	Late
There is no new information now.			
Pull down to refresh			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

1	暑假	>
2	暑假	>
3	暑假	>