






Marymount Primary School

eClass App Start Up Guide

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What is eClass App?

The eClass App was developed by BroadLearning Education (Asia) Limited. It is compatible with both iPhone and Android devices, and is a comprehensive system that helps parents to follow their children's studies and activities at school. It connects to the eClass learning platform.

How to download eClass App

Take eClass App with you

Before you download and install eClass App, make sure that it is supported by your phone type. eClass App is available for iPhone and Android.

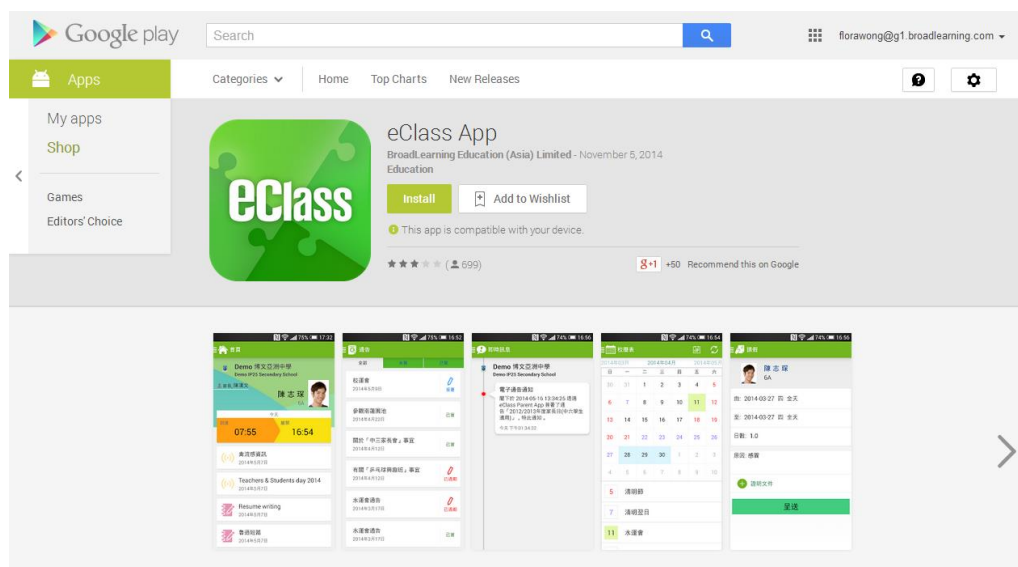
Android:



Download for Android from Google play Store or

Download for Android from Google play Store website:

<https://play.google.com/store/apps/details?id=com.broadlearning.eclass&hl=en>



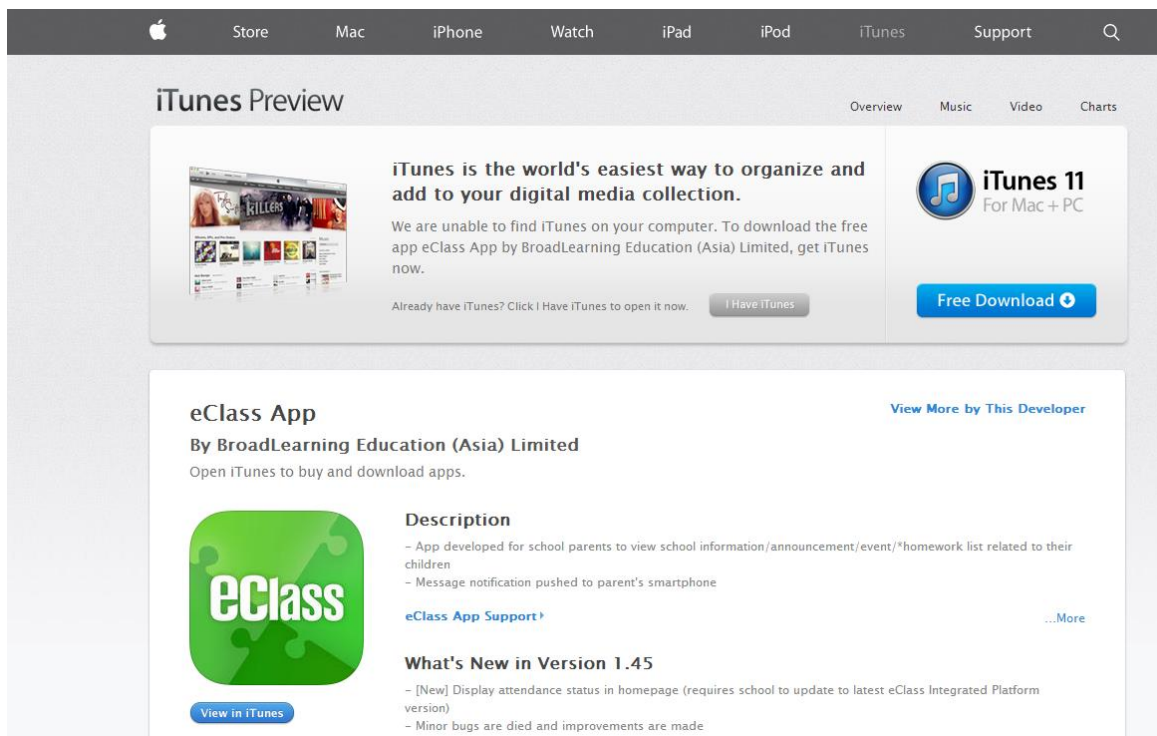
iPhone:



Download for iPhone from iTunes App Store or

Download for iPhone from iTunes App Store website:

<https://itunes.apple.com/en/app/eclass-app/id880950939?mt=8>



Other devices are not supported at this time. You will not be able to download the eClass App on an unsupported device.


How to login to eClass App

1. To ensure that you have a working internet connection, go through the following steps:
 - A. Make sure that you have a data plan on your carrier's network or a Wi-Fi connection with internet access.
 - B. Make sure that the signal strength of the Wi-Fi or data network is good and the phone is connected to the network.
2. Please follow the steps below if you are registering for the first time:
 - A. Enter the school name
 - B. Enter eClass parent account's user ID provided by the school
 - C. Enter the password provided by the school and select login.
3. After login, you will see all your relevant accounts under the "My Account" section
4. Select account and enter the homepage to view a specific child's information, such as updates, news and the child's real-time attendance records on the homepage.




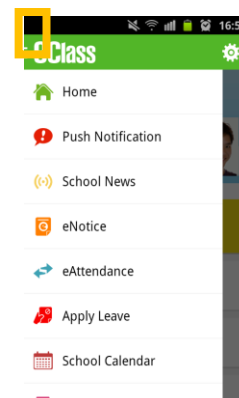
How to open eClass App menu

For Android devices:

1. Press the icon on the top left corner  to open the start menu.
2. Select specific function to view the details.

For iPhones:

1. Press the “more” icon  on the bottom right corner to show the extended menu.
2. Select from the list of options to view the details

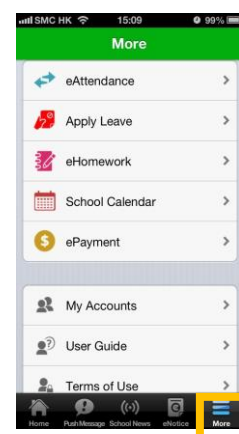


What are the feature functions?


Push Notification

To receive instant school messages

Your Smartphone will receive a Push Notification when the school sends you an instant message or when your children tap the smartcard to check in and out of school¹. You can also check up on your child using the App.



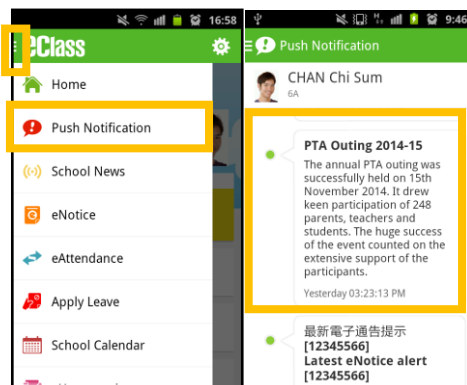
To read the messages

Press the “Push Notification” icon  to view student’s real-time attendance records

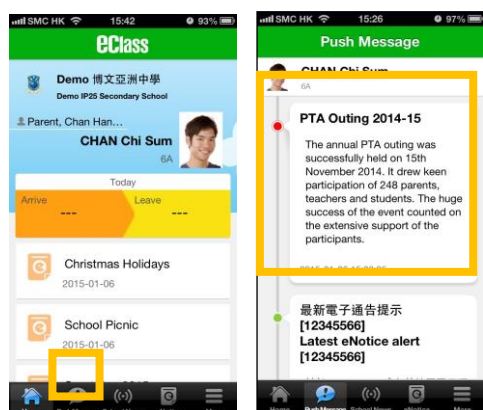
- ✓ Unread messages will be shown in red
- ✓ Read messages will be shown in green

¹ Real-time attendance notification only applies to schools using the Smartcard solution with eAttendance

For Android devices:




For iPhones:

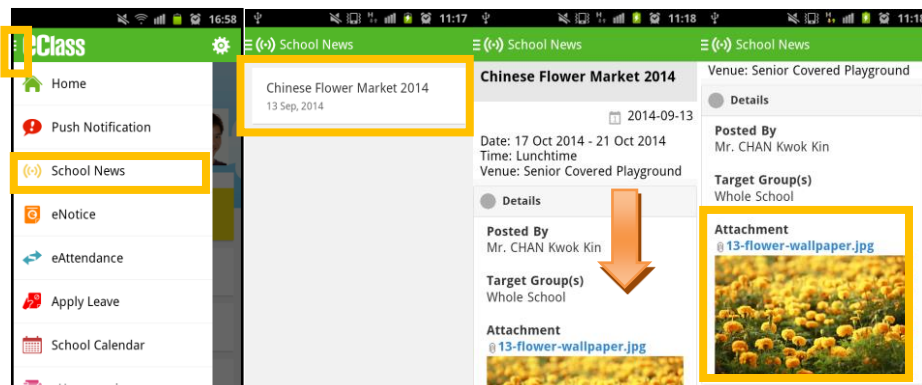


School News 

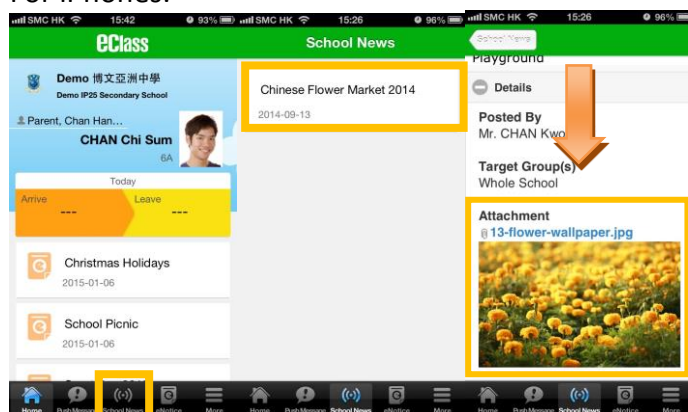
Primary School: To read school news

1. Press the “School News” icon  to get the latest news from the school
2. Select “School News” to view centralised news from the school; select “Class Teacher News” for class announcements; select “Message” for personalised messages about your child from the teacher.

For Android devices:




For iPhones:

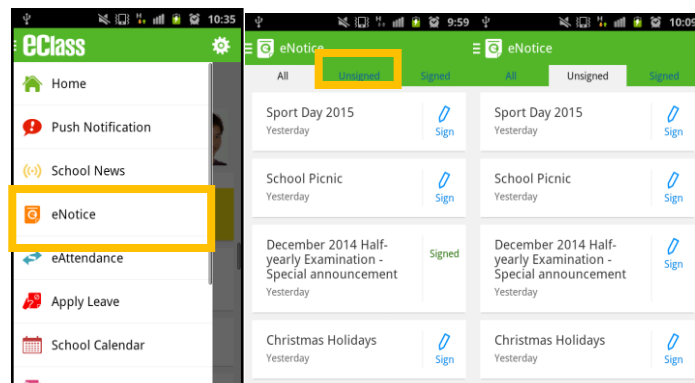


eNotice 

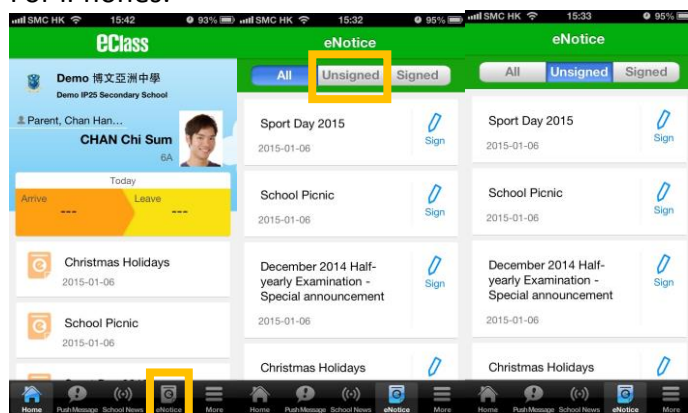
To read eNotice

- i. Press the “eNotice” icon  to view lists of notices.
- ii. “eNotice” contains three notice lists, including
 - ✓ All – shows all notices issued by the school
 - ✓ Not Signed – only shows notices that haven’t been signed (both current and expired)
 - ✓ Signed – only shows notices that have been signed.

For Android devices:



For iPhones:

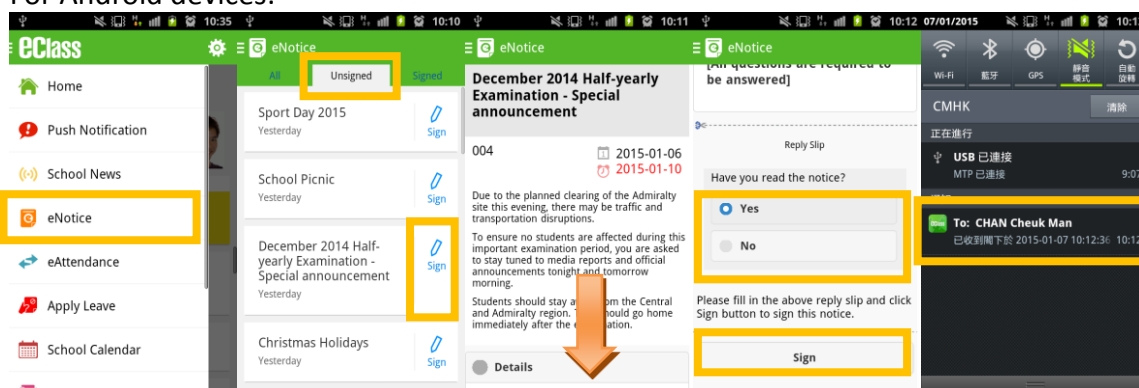


To sign eNotice

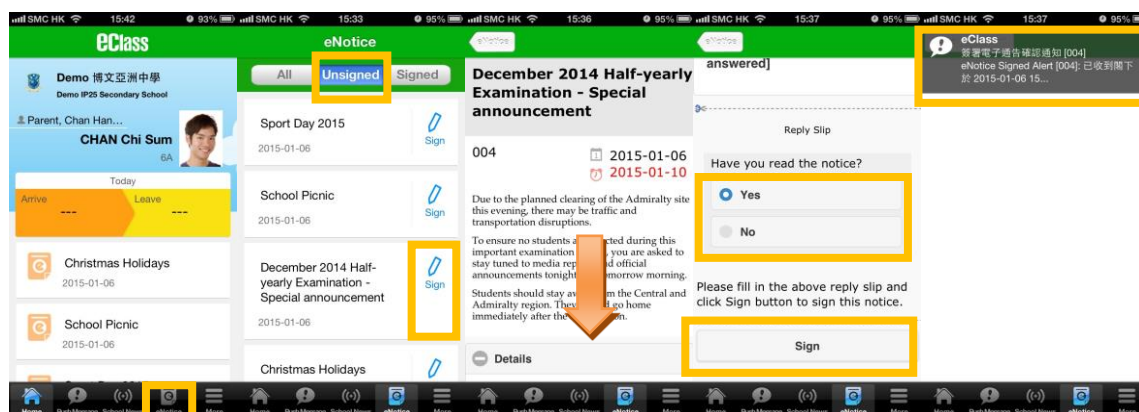


1. Click on the "Notice: icon" to view its content.
2. Read the eNotice and complete the questions, e.g. select an answer from the multiple-choice questions in the reply slip.
3. Sign by pressing the "Sign" button .
4. When the notice has been signed, its status will be shown as "signed", and the selected answers will be displayed on your reply slip. You can read the notice again from the signed list.
5. Meanwhile, a Push Notification will appear to confirm your signature.

For Android devices:




For iPhones:



Teachers and administrators may send out messages to remind parents to sign the notices.

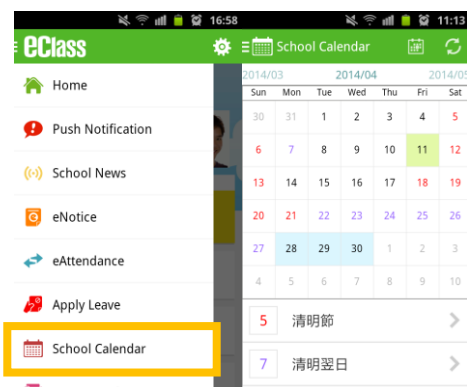


School Calendar

Press the “School Calendar” icon  to view details. Each category is displayed in a different colour. They include:

- ✓ Public Holidays
- ✓ School Holidays
- ✓ School Events
- ✓ Academic Events
- ✓ Group Events

For Android devices:




For iPhones:



eHomework

View assignment list (**For P.1 only**)

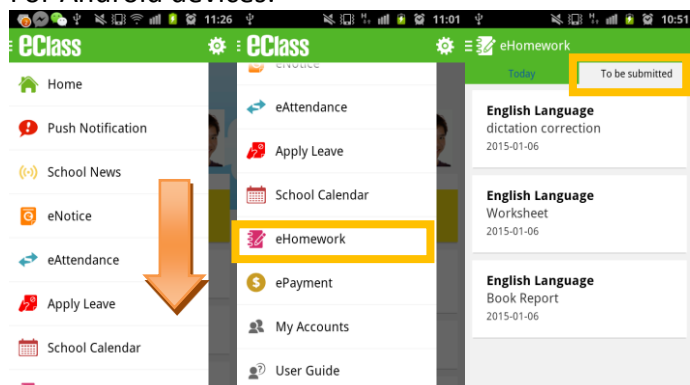
You can view your children’s assignment list of the day and unexpired assignment list through the eClass App if the school uses the eHomework function.

1. Press the “eHomework” icon 
2. Click on each homework’s title to view its content

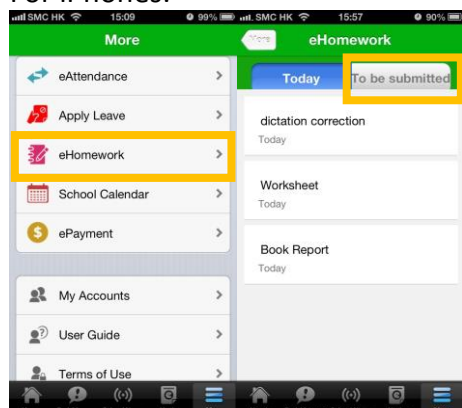
You can find the list of:

- ✓ Today — homework issued by teacher today
- ✓ To be submitted — assignments with an upcoming due date

For Android devices:



For iPhones:



Receive overdue reminder message

Teachers can send messages to remind parents about their children's overdue homework.



Change password⁵

If you need to change your password, please access the eClass platform by using a computer.

If you are not given permission to change your password, please contact the class teachers or the teachers in charge for help.



Step 1: After logging in to eClass, click the top right button to enter "My Information".

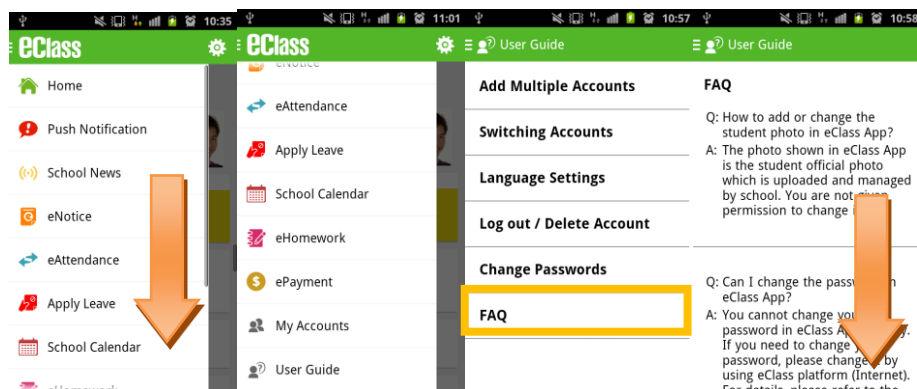
Step 2: Click "Password Setting" in the menu.

Step 3: Input your old password according to the instructions. Input your new password and confirm it by inputting it once again. Press **Update**.

⁵ You can change your personal information only when the related permission is set by the school admin. If you are not given permission to change your password, please contact the class teachers and the teachers in charge for help.

FAQ

If you have any queries when using the eClassApp, please refer to the eClass App User Guide>FAQ.



Should you have any queries regarding the eClass App, please contact eClass support team at

eClass Parent Support Hotline: **3913 3211**

Email: support@broadlearning.com

~ End~