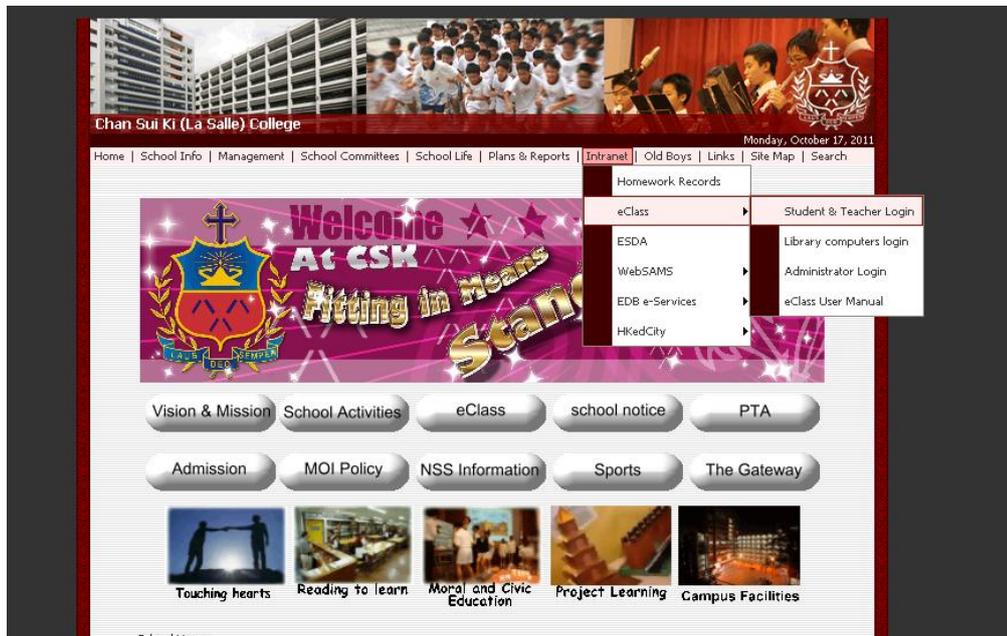


eClass Add Group Manual

- * 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

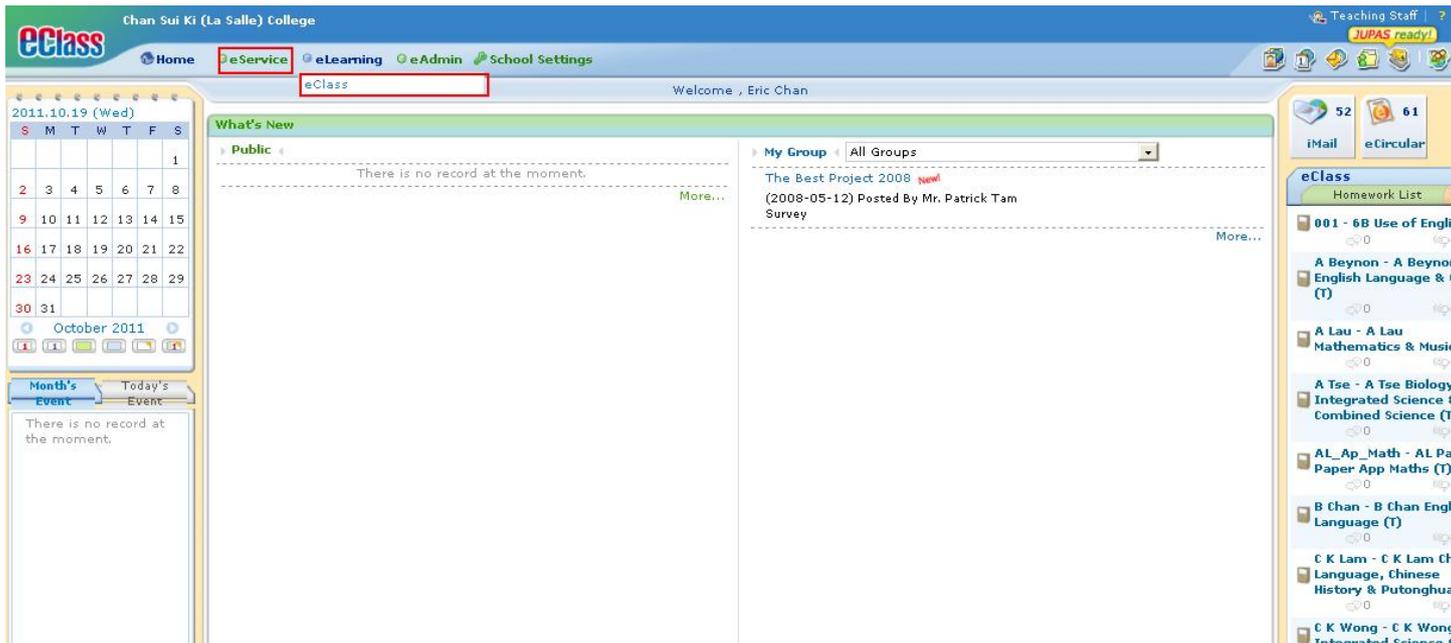


Enter your username and password

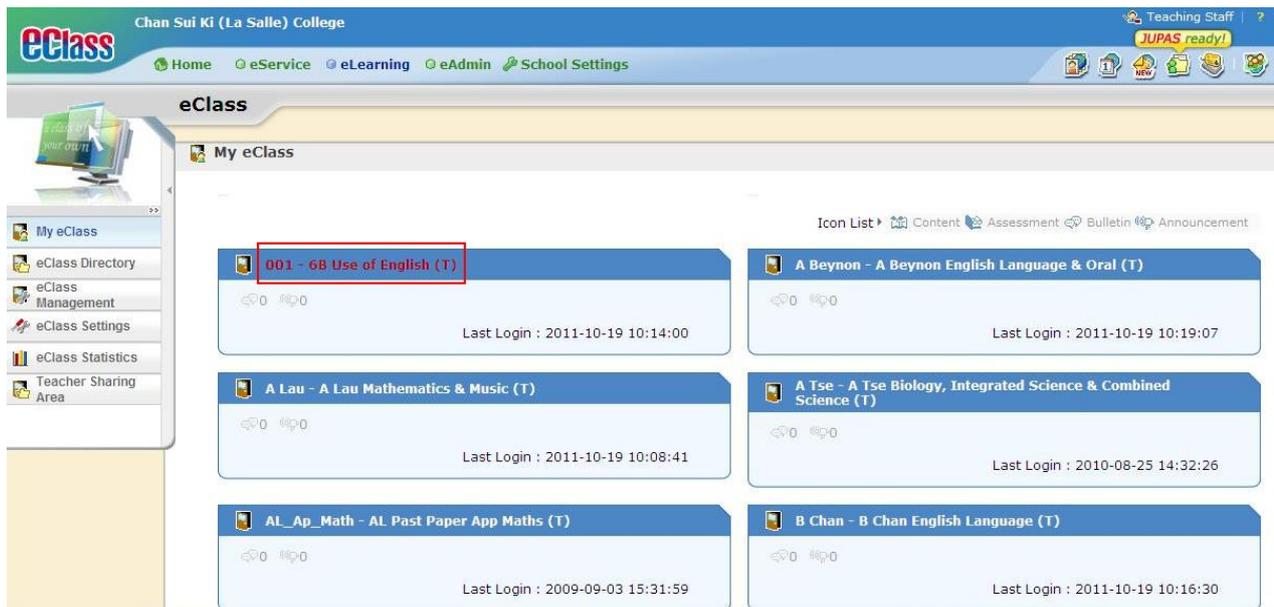


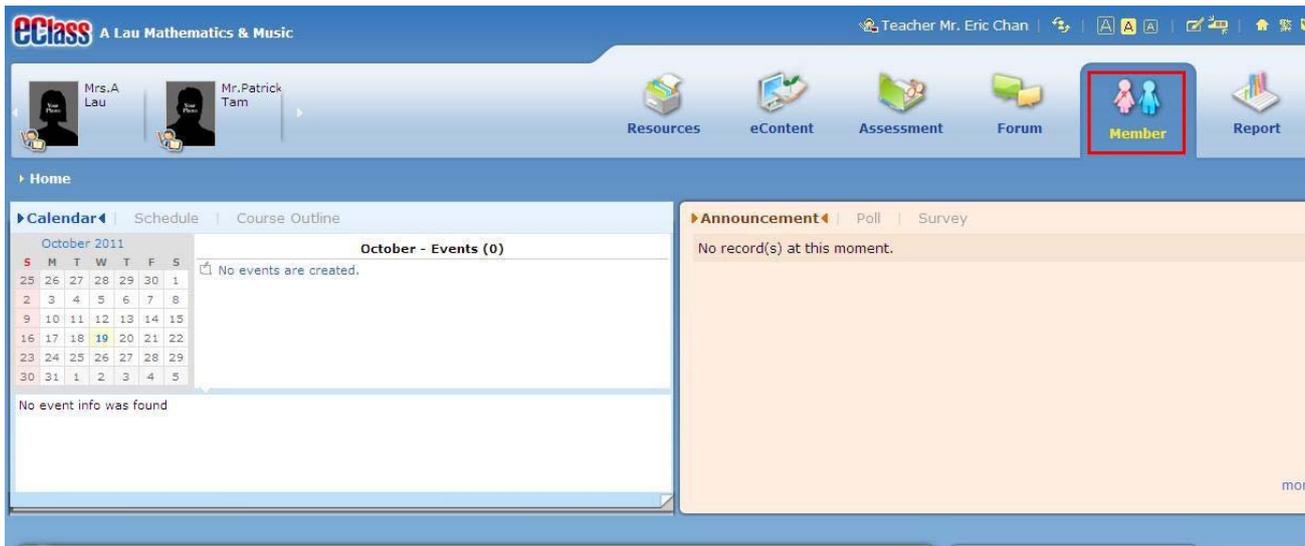
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eLearning → eClass

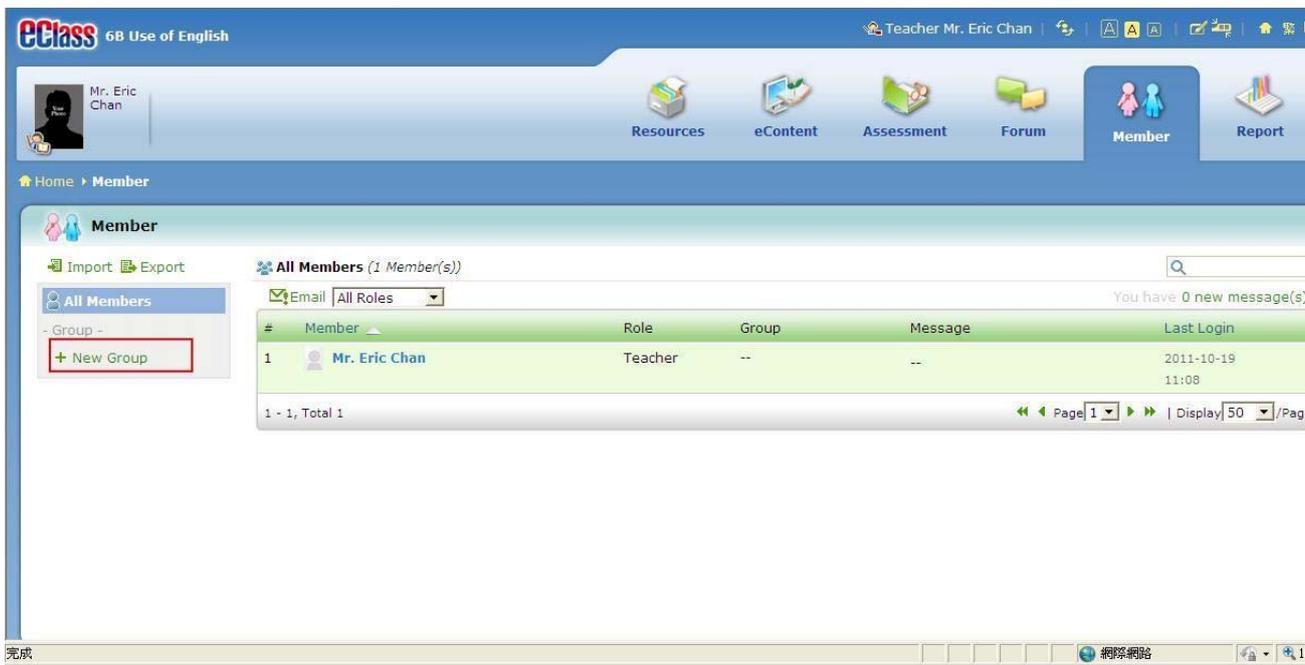


1.You can choose the subject and click “Member” button

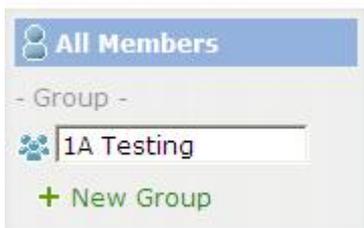




2. You can click “+ New Group” to add the class

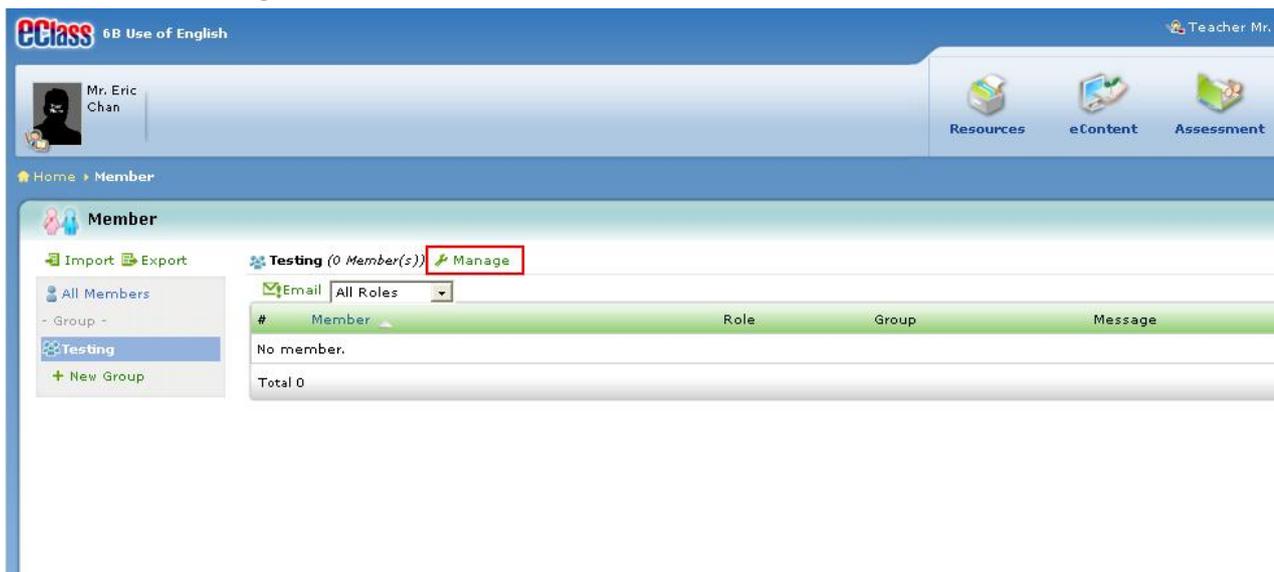


3. After you click it, you will see a textbox. Then you can enter the group name and click “Enter” on the keyboard.

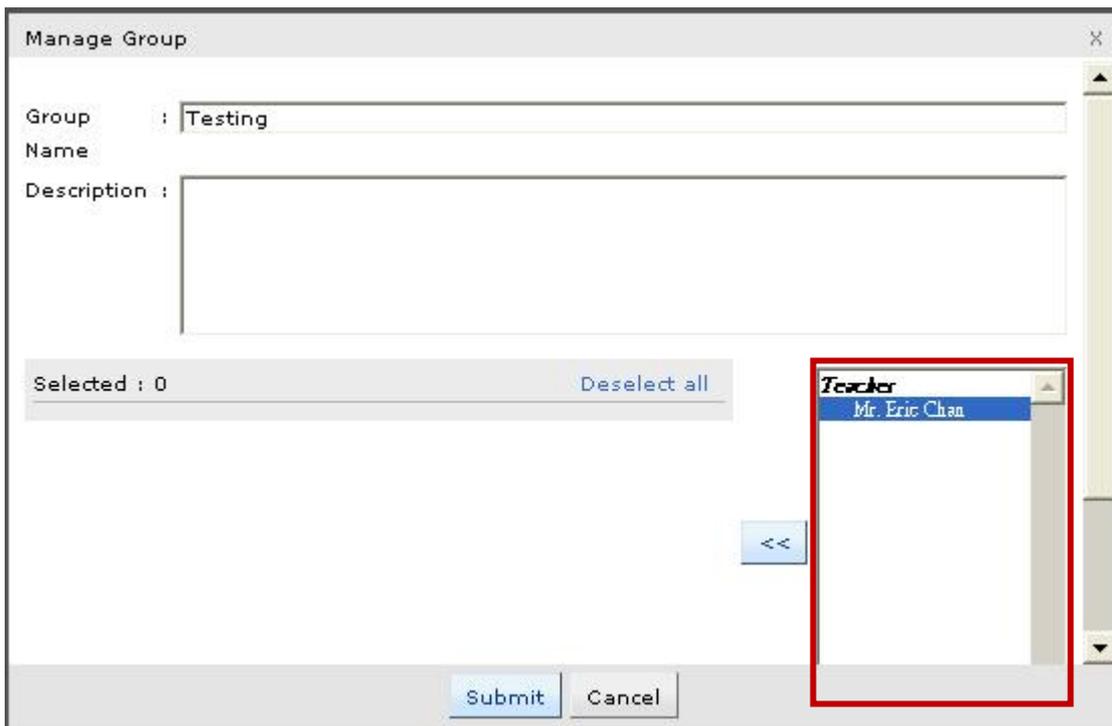


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(Method1). You can click the refresh button then you will see the group that you have been created. Then ,click “Manage”.



Then you will see this windows. You can select the member in the right box. After that, Please click << to move them to the left box, then click “Submit”.



(Method2). You can click the refresh button then you will see the group that you have been created. You can click Import to Import members to this group.

The screenshot shows the eClass 6B Use of English interface. At the top, the user is logged in as 'Teacher Mr. Eric Chan'. The main navigation bar includes 'Resources', 'eContent', 'Assessment', 'Forum', 'Member', and 'Report'. The 'Member' section is active, showing a sidebar with 'All Members', '1A Testing', and 'New Group'. The main content area displays 'All Members (1 Member(s))' with a search bar and an 'Email' dropdown. A table lists the member details:

#	Member	Role	Group	Message	Last Login
1	Mr. Eric Chan	Teacher	--	--	2011-10-19 13:27

At the bottom of the table, it shows '1 - 1, Total 1' and pagination controls for 'Page 1' and 'Display 50 /Page'.

5. After you click the Import button, a new windows will be pop up. You can import the the new members by submitting the csv file.

The 'Import' dialog box is shown with the following fields and options:

- Source File (.csv or .txt file) : 浏览...
- Sample File : [Click here to download sample](#)
- Data Column : Column1: *Group Name
Column2: *Class
Column3: *Class Number
Column4: Student Name

* Mandatory field(s)

Submit Cancel