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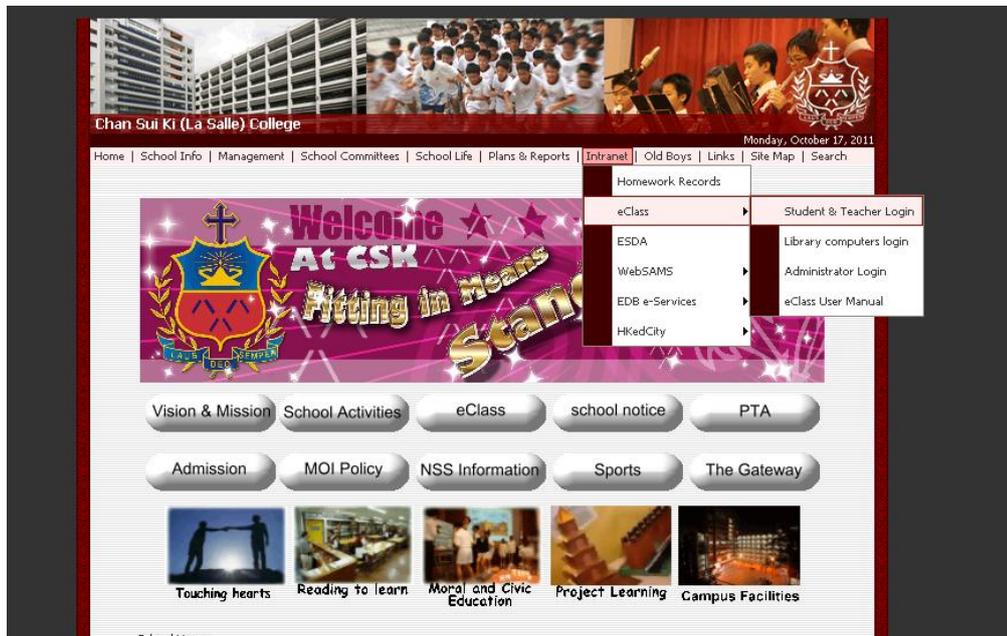
* Please use Microsoft Internet Explorer 8 or Firefox 5 to go to this e-class system. Otherwise, some functions may be out of services.

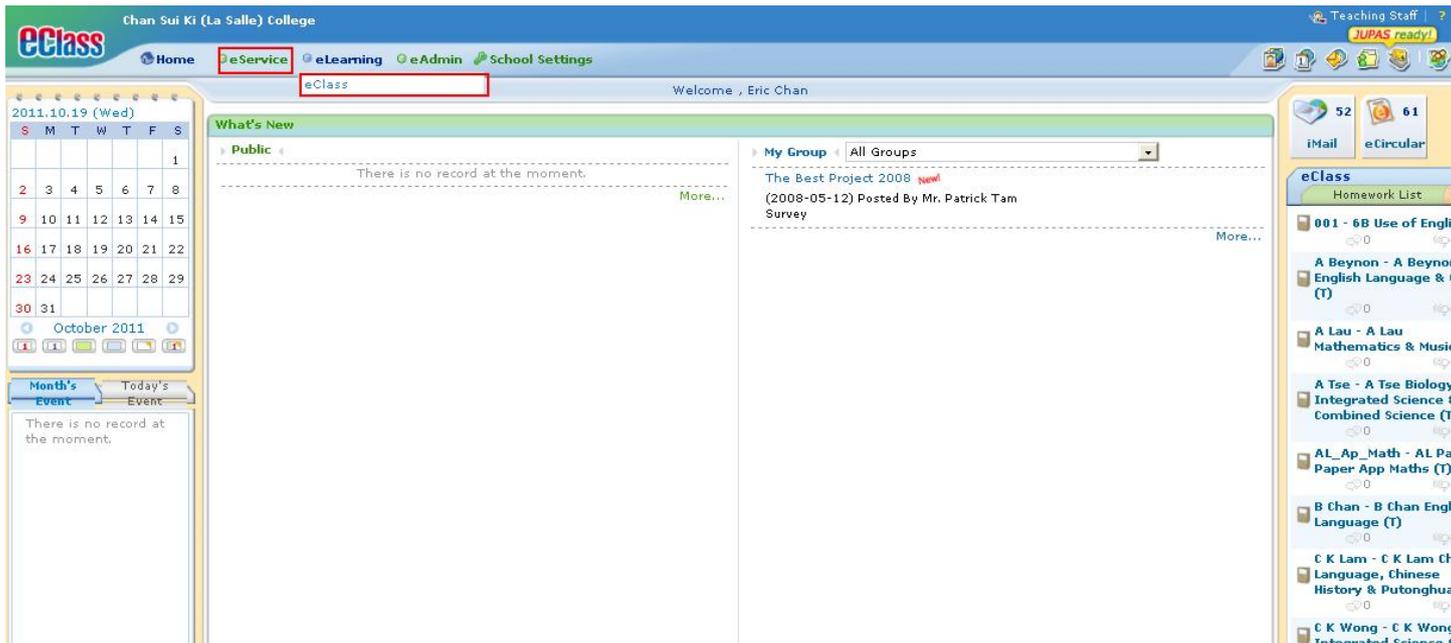www.csklcs.edu.hk   → Intranet → e-Class IP → Student & Teacher Login
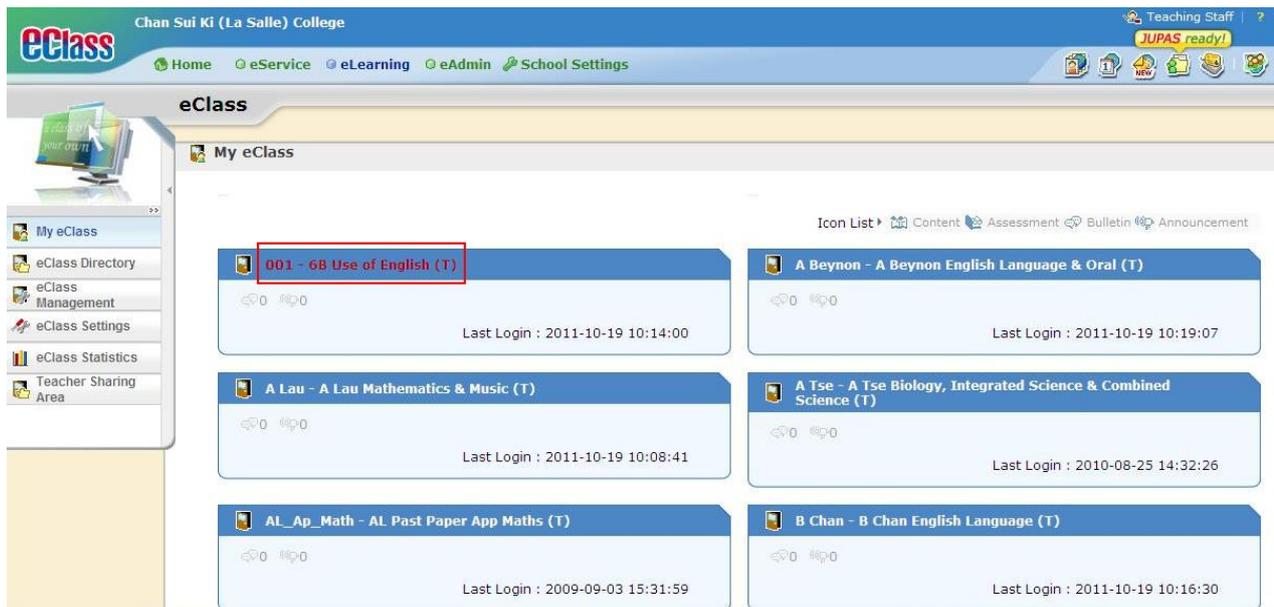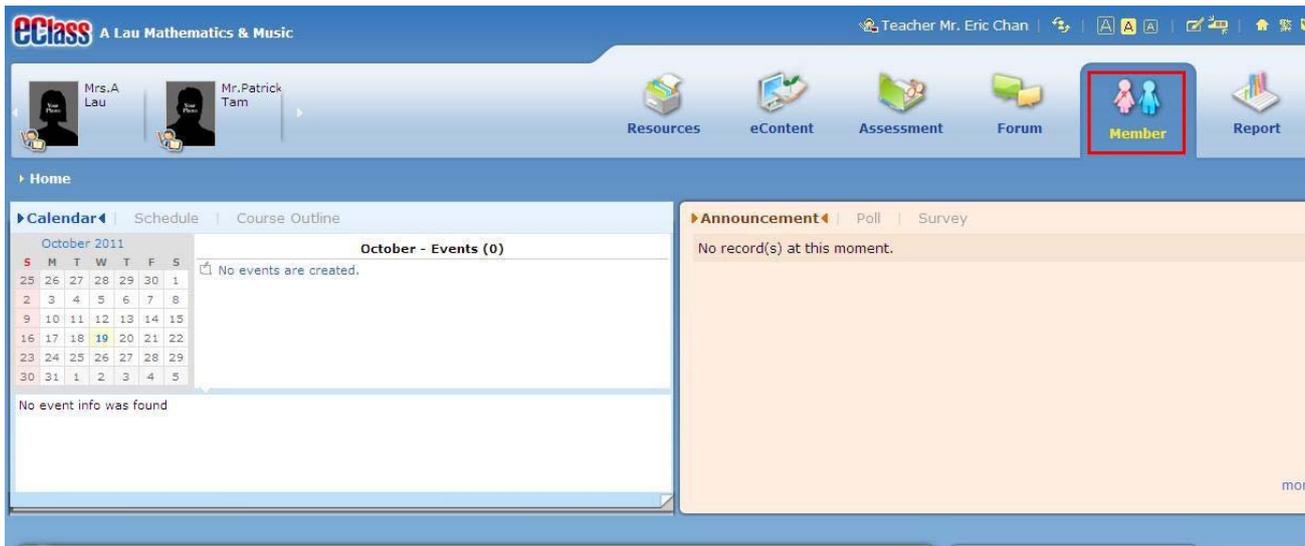

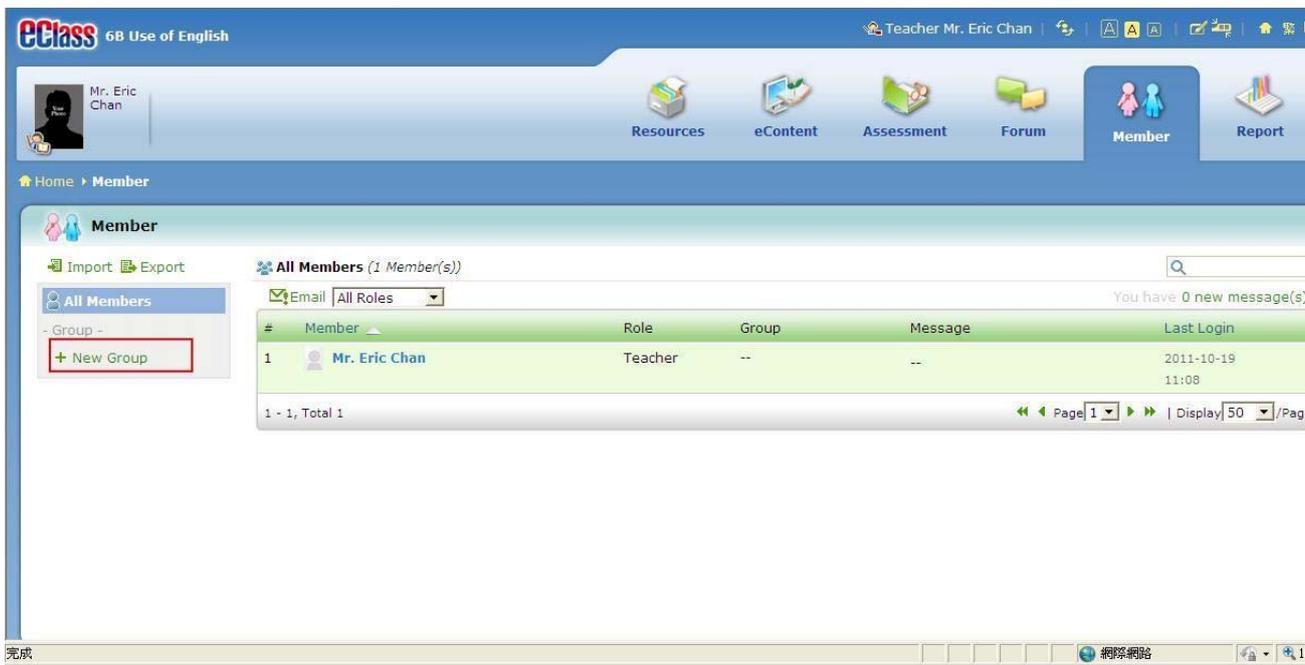Enter your username and password

eLearning → eClass

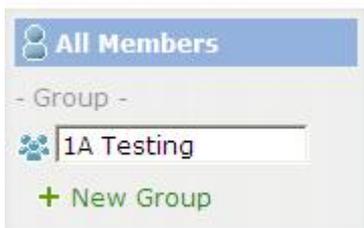1.You can choice the subject and click "Member" button

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

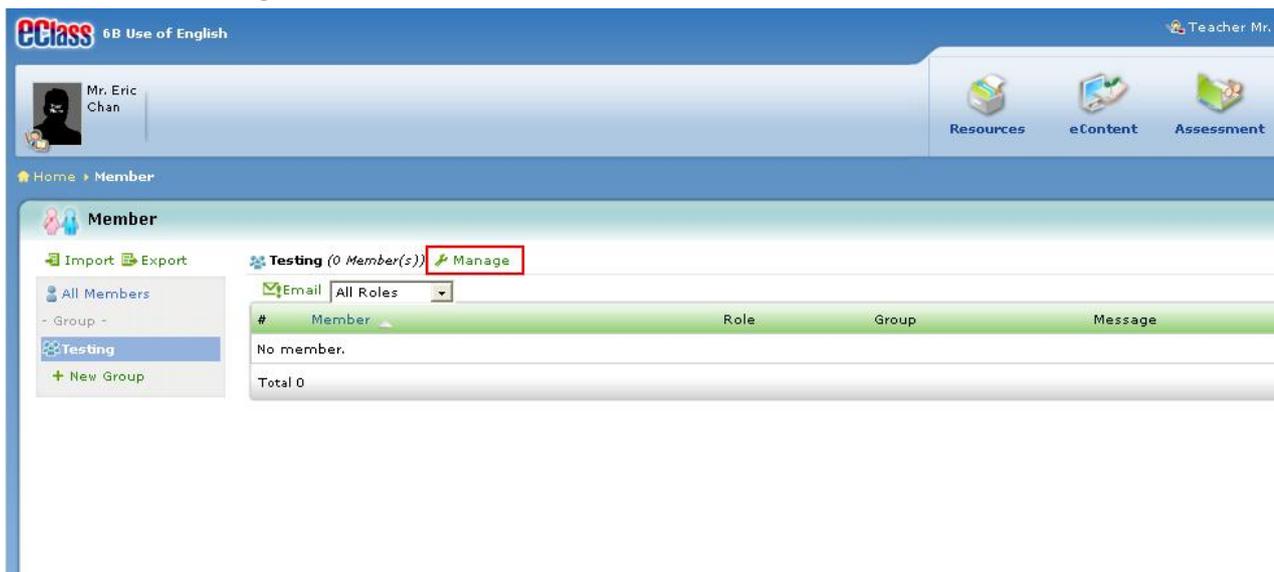
3. After you click it, you will see a textbox. Then you can enter the group name and click "Enter" on the keyboard.
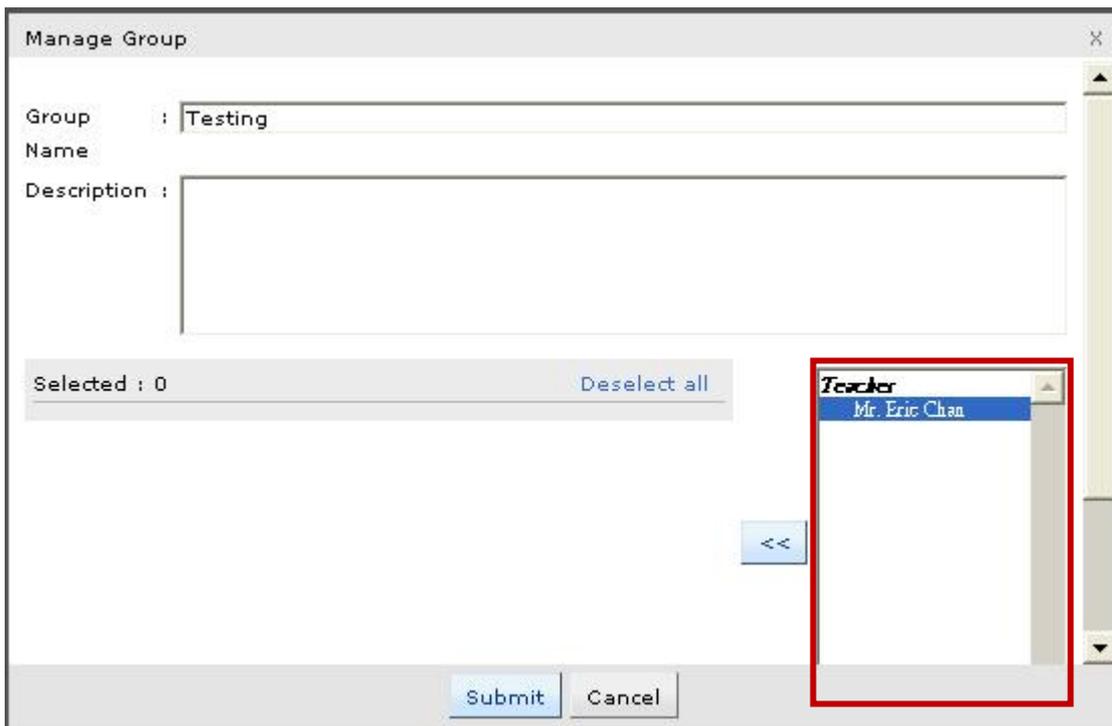
(Method1). You can click the refresh button then you will see the group that you have been created. Then ,click "Manage".

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.

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.