# 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.

<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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eLearning  $\rightarrow$  eClass



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

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

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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".

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

Manage Group		×
Group : Testing Name Description :		
Selected : 0	Deselect all	r Eric Chan
	Submit Cancel	

(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.

Class 6B Use of English	h			🕰 Teacher Mr. E	ric Chan   🍕		ଅ ଅଲେ । 🗣 🕷 🖉
Mr. Eric Chan		Resources	eContent	Assessment	Forum	A Member	Report
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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.

Import		Х
Source File (.csv or .txt file	e): [	
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	