

# iClass LMS User Manual

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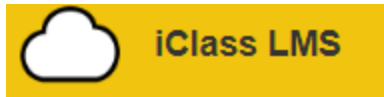
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## I Introduction

### 1. About iClass LMS



iClass LMS (Learning Management System) is a convenient, secure and efficient system with high levels of interactivity between the teachers and the students which facilitate active learning in the classroom.

### 2. Key features

#### Easy access

Students can use their mobile devices, such as a web-based laptop application, mobile phones and tablets to access iClass LMS system.



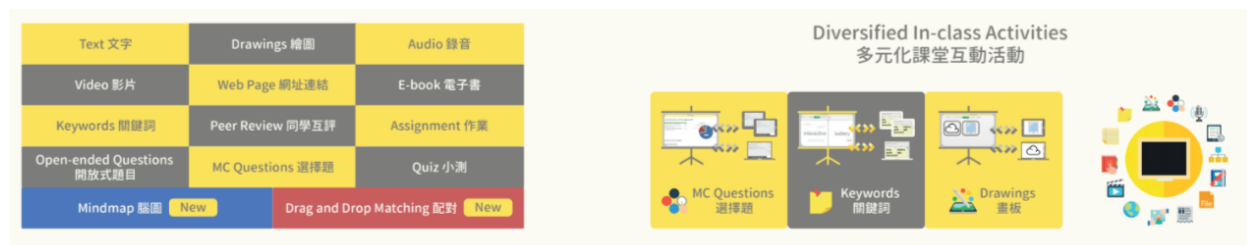
#### Instant feedback and statistics

Students are allowed to submit their feedback in class while teachers can obtain the results and statistics instantly.



### Diverse learning experience and instant discussion

We support various in-class activities which create a diverse learning environment for students. Students' ideas can be exchanged and discussed instantly via the classroom projector or social networking platforms.



### 3. Device requirements

We provide cloud service for teachers and students to store and exchange information via iClass.

<b>Teacher Platform:</b> The iClass website is optimized to run on the latest version of the following HTML5-supported browsers: <ul style="list-style-type: none"><li>● Mozilla Firefox [Windows, Linux, Mac OS]</li><li>● Google Chrome [Windows, Linux, Mac OS, Android]</li><li>● Safari [Mac OS]</li><li>● Microsoft Edge</li><li>● Microsoft Internet Explorer [Windows]</li></ul>	<b>Student Platform:</b> The iClass app is currently optimized for: <ul style="list-style-type: none"><li>● iOS Devices (iPhone, iPad, iPod Touch) with iOS 1.0 or later</li><li>● Android Devices (phones and tablets) with Android 4.0 or above</li></ul> Students can also access the student platform via iClass website.
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## II Teacher Mode

### 1. Sign in and set up

#### 1.1 Which desktop browser can I use to access iClass?

The [iClass LMS](#) website is optimized to run on the latest version of the following HTML5-supported browsers:

- Mozilla Firefox [Windows, Linux, Mac OS]
- Google Chrome [Windows, Linux, Mac OS, Android]
- Safari [Mac OS]
- Microsoft Edge
- Microsoft Internet Explorer [Windows]

You can also access the iClass LMS website from your mobile browser by going to <http://portal.iclass.hk/>.

Students can access iClass via iClass app with iOS and Android devices as well.

#### 1.2 What resolution should I use for projection?

The recommended screen size for projection is 1024 x 768 pixels.


#### 1.3 How do I sign in and out of iClass LMS?

##### Sign in

1. Go to <http://portal.iclass.hk/>.
2. Enter your username and password.
3. Click **login** or press **Enter**.

You can also log in with your Google or Office 365 account.

##### Sign out

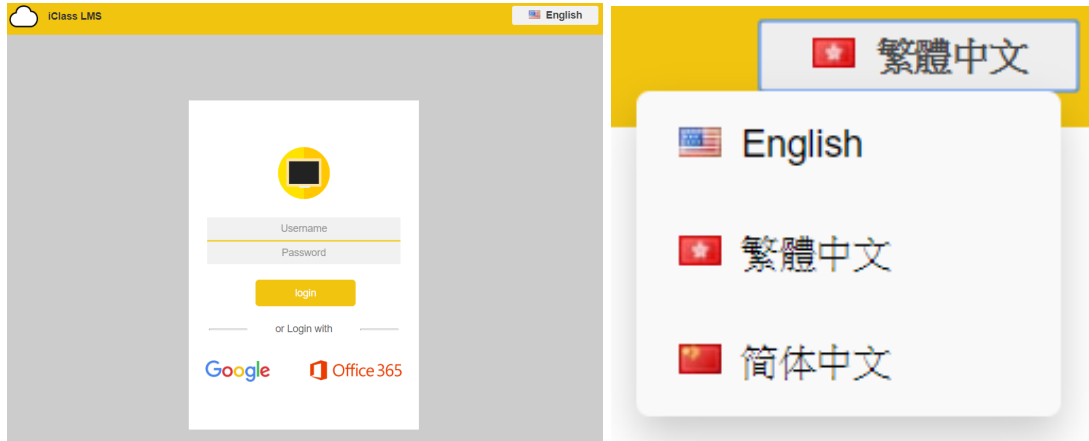
1. Go to <http://portal.iclass.hk/>.
2. Click **Logout**  on the left navigation bar.

## 1.4 Change language



iClass LMS is available in English, traditional Chinese and simplified Chinese. You can change the display language at any time, both before or after login.

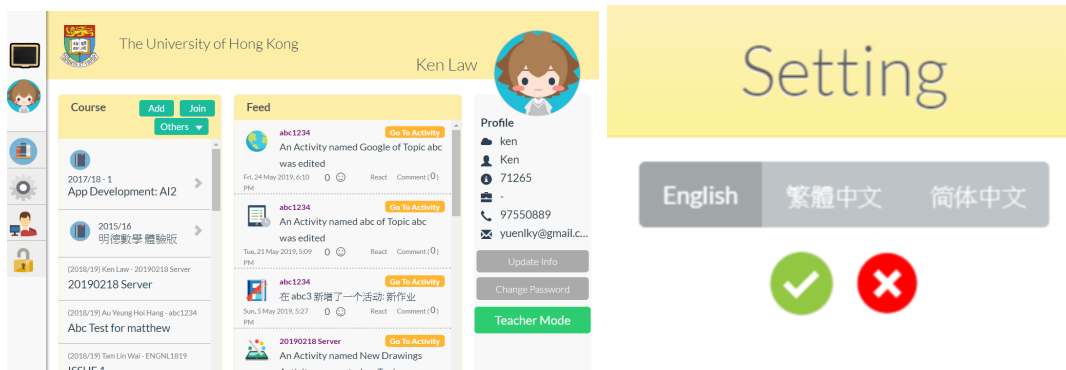
### Before Login

1. Click **English/繁體中文/简体中文**.
2. Choose your language from the dropdown box.





### After Login

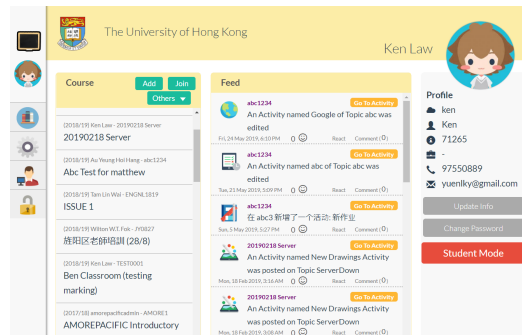
1. Click **Setting** .
2. Choose your language and click **Confirm** .





## 1.5 How do I get back to iClass homepage?

Click  or  on the left navigation bar.



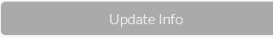

You may also go to <http://portal.iclass.hk/> to access the homepage.

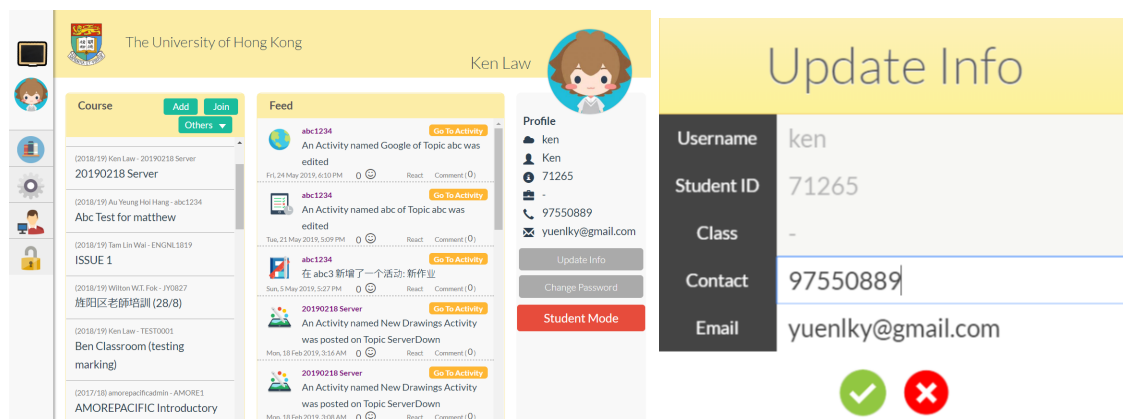
## 1.6 Change your profile or password

### Edit your profile detail

Personal information is shown in your profile:


- Profile picture
- Username
- Student ID
- Class
- Contact
- Email

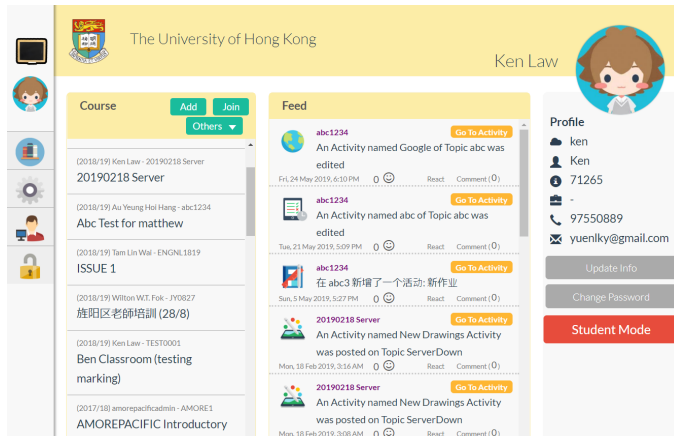
1. Go to iClass homepage.
2. On the right, click **Update Info** .
3. Enter your updated information and click **Confirm** .



## Change your profile picture


You can change the profile picture displayed next to your username in iClass. Once you add a profile picture, you can't delete it—you can only replace it with another photo.

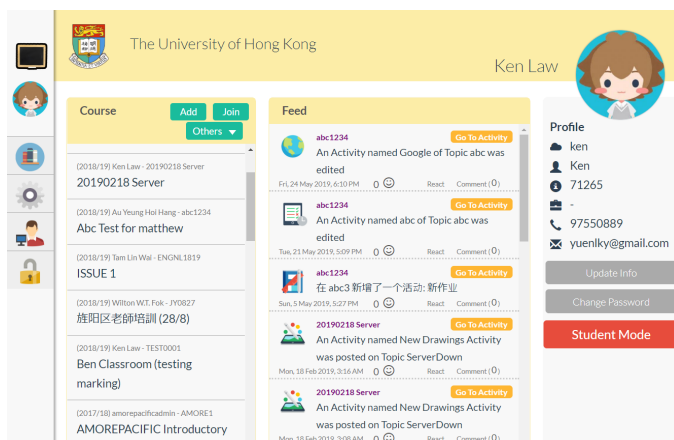
1. Go to iClass homepage.
2. On the right, click **Profile picture** .




3. Select a photo from your computer and click **Open**.

## Change your password

1. Go to iClass homepage.
2. On the right, click **Change Password** .



3. Enter your current password and new password.
4. Confirm your password and click **Confirm** .

## **1.7 Change your role**


Only the administrator can change the role of an account.

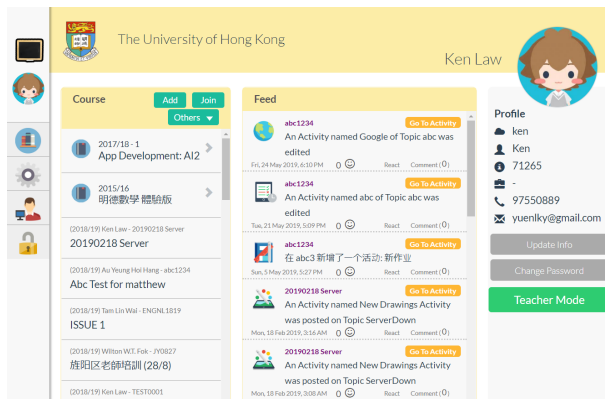
## **1.8 View as a student**

You can preview the activity in student mode. There are three ways for you to change your mode.

Note: Student account cannot be switched to teacher mode. Only teachers account is allowed to view as both teacher and student mode.


### Change your view mode in homepage

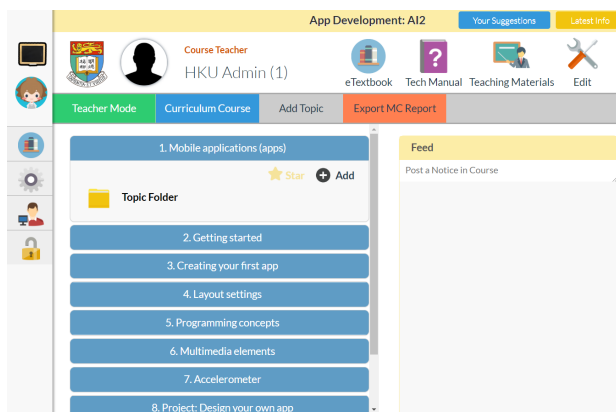
1. Go to iClass homepage.
2. Click **Teacher Mode**  and your view will be changed into student mode.



Note: Click **Student Mode**  to return to teacher mode.

### Change your view mode in course


1. Click one of the courses on the list.
2. Click **Teacher Mode**  and your view will be changed into student mode.

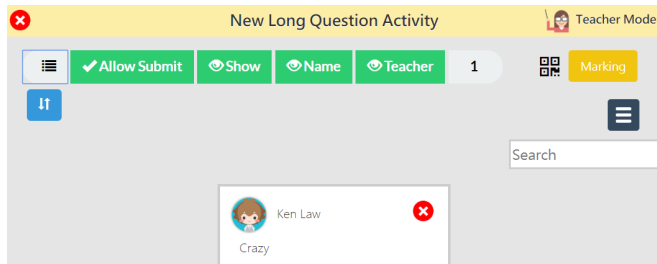



Note: Click **Student Mode**  to return to teacher mode.

### Change your view mode in activity

1. Click one of the activities on the list.

2. Click **Teacher Mode**  and your view will be changed into student mode.





Note: Click **Student Mode**  to return to teacher mode.

## 2. Create and organise your courses

### 2.1 Create or remove a course



#### Create a course

1. Go to iClass homepage.
2. Click **Add** .
3. Enter the following details in the relating columns and click **Confirm** . You may change the course settings anytime.
  - Course Code
  - Course Name
  - Select a Class (Optional)
  - More details

### Add a Course

Course Code (e.g. ENGL0002)
Course Name (e.g. F2_English)
Select a Class (Optional)

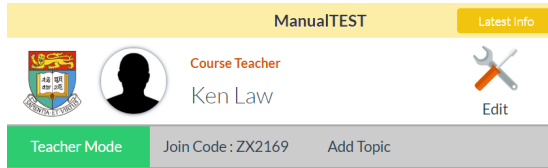
More details



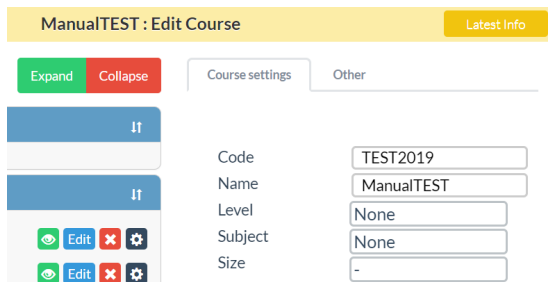
## Remove a course

1. Open the course you want to remove.

2. Click **Edit**  Edit .

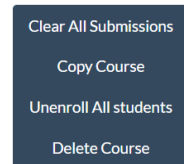


3. Click **Other** .



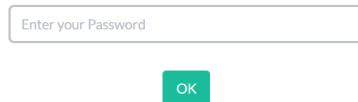
4. Click **Delete Course** .

Select an Action



5. Enter your password and click **OK**  to confirm.

Password is required



Note: You will not be able to recover the course once you delete it.

## 2.2 View your course

1. Go to iClass homepage.
2. All the courses created by you or the class you joined will be listed on the left.
3. Click the course name and view the course.

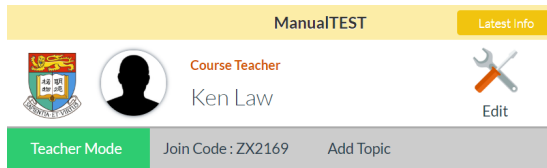


## 2.3 Edit course settings

You may update the course detail or set your course as private in the course settings.

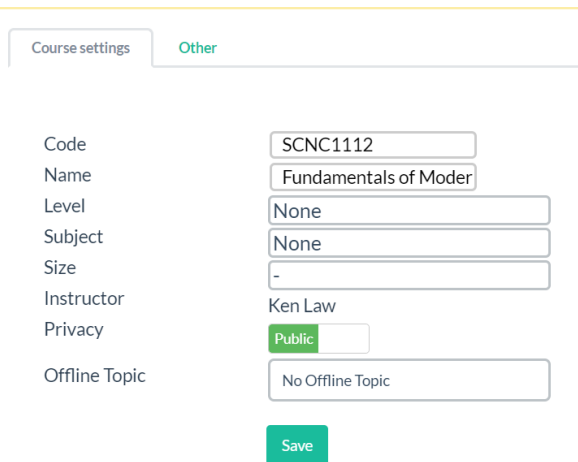
1. Open the course you want to edit.

2. Click **Edit**  .




The course header bar displays the course name 'ManualTEST' and a 'Latest Info' button. Below this, there is a section for the course teacher, 'Ken Law', with a profile picture and an 'Edit' button. A 'Teacher Mode' button is also present. The join code 'ZX2169' and an 'Add Topic' button are shown at the bottom of the header.

3. Edit the course setting and click **Save**  .

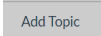


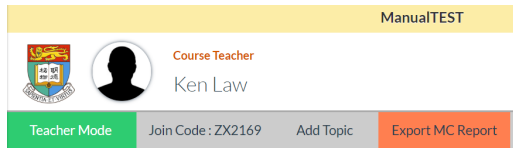
The course settings form is divided into two tabs: 'Course settings' and 'Other'. The 'Course settings' tab is active. It contains a list of settings on the left and their corresponding input fields on the right. The settings are: Code (SCNC1112), Name (Fundamentals of Moder), Level (None), Subject (None), Size (-), Instructor (Ken Law), Privacy (Public), and Offline Topic (No Offline Topic). A 'Save' button is located at the bottom of the form.


Note: When a course is set as private  , joining the course by Join code or QR code will be disabled. You can only enroll students manually in private mode. Students who have already joined the course will not be affected.

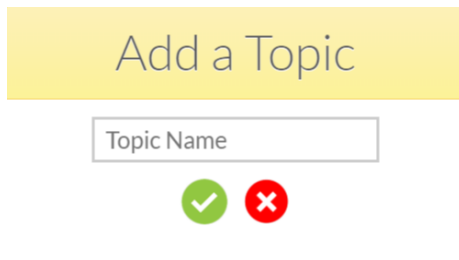
## 2.4 Add, rename or remove a topic

### Add a topic


1. Open a course.
2. Click **Add Topic**  .

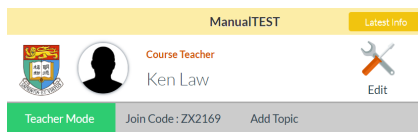


3. Enter the topic name and click **Confirm**  .

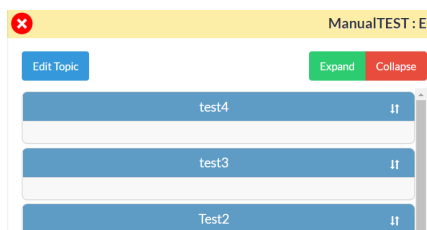
The screenshot shows a yellow box with the title 'Add a Topic'. Inside the box is a text input field labeled 'Topic Name'. Below the input field are two circular buttons: a green one with a white checkmark and a red one with a white 'X'.


### Rename a topic

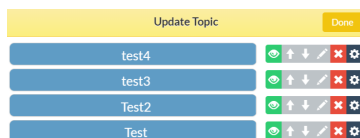
1. Open a course.
2. Click **Edit**  .




3. Click **Edit topic**  .



4. Click **Rename**  beside the topic you want to rename.



5. Click **Update**  and your topic will be renamed.

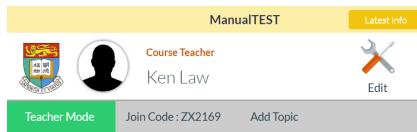
The screenshot shows a text input field containing 'Test2'. To the right of the input field are two buttons: a green 'Update' button and a red 'Cancel' button.




### Remove a topic

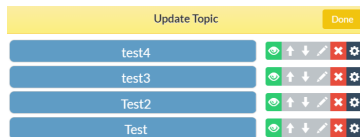
1. Open a course.


2. Click **Edit** .

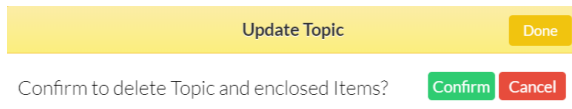


3. Click **Edit topic** .

4. Click **Delete**  beside the topic you want to delete.



5. Click **Confirm**  and your topic will be deleted.



Note: You will not be able to recover the topic once you delete it.


## 2.5 Rearrange the topic sequence

You may rearrange the topic sequence in two ways.

### In course editing page

1. Open a course.

2. Click **Edit** .

3. Drag and drop **Rearrange**  to move the course upwards or downwards.



### In topic editing page

1. Open a course.





2. Click **Edit** .

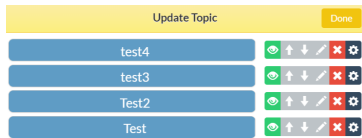
3. Click **Edit Topic** .

4. Click **Move Up**  or **Move Down**  beside the topic you want to rearrange.

## 2.6 Set a topic invisible to student

You may want to set a topic invisible to students when it is not yet taught.

1. Open a course.
2. Click **Edit** .
3. Click **Edit Topic** .
4. Click **Visible**  and the topic will be set to **Invisible** .




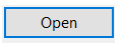

## 2.7 Add or remove resources

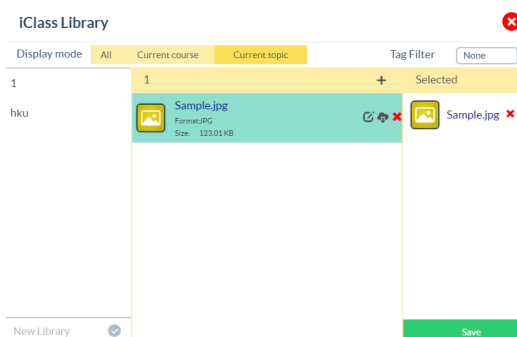
You may add teaching resources such as slides, hangouts, worksheets, reading materials for students in topics.

### Add resources


1. Open a course and choose a topic.
2. Click **Topic folder**.

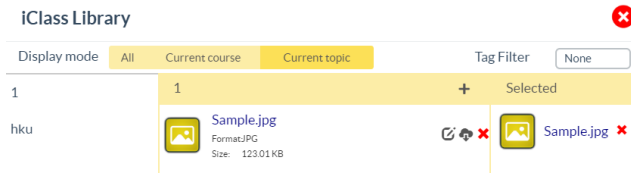


3. Click **Add** . Choose a file from your computer and click **Open** .
4. Click to select the uploaded file to make it visible to students.
5. Click **Save** .




## Remove Resources

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Click **Delete**  next to the resources you want to delete.




4. Click **Save**.

Note: If you want to make the file invisible to students, click **Delete**  next to the selected resources.




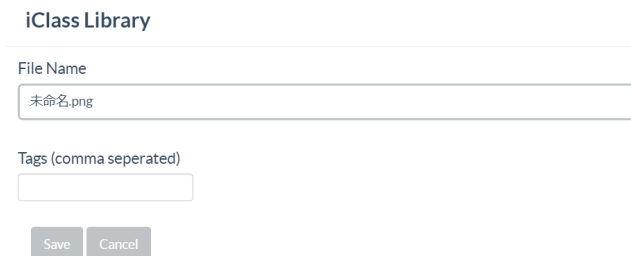
## **2.8 Edit or download resources**

### Edit resources


1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Click **Edit**  next to the resources you want to edit.

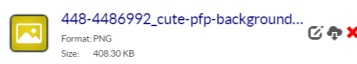


4. You can update the following items.
  - File name
  - Tag (e.g. worksheets, reading materials, slides)
5. Click **Save**  to save the changes.

The screenshot shows the 'iClass Library' edit form. It has a 'File Name' input field with the text '未命名.png'. Below it is a 'Tags (comma seperated)' input field. At the bottom, there are 'Save' and 'Cancel' buttons.

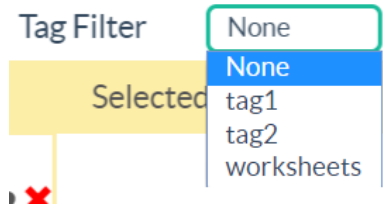
### Download resources

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Click **Download**  next to the resources you want to download.



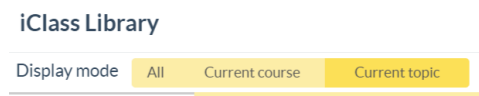
## 2.9 How to view with tags

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. At the top right corner, select tags from **Tag Filter**.



## 2.10 How to view all the resources in current courses


1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Change the display mode to **Current Course** **Current course**.

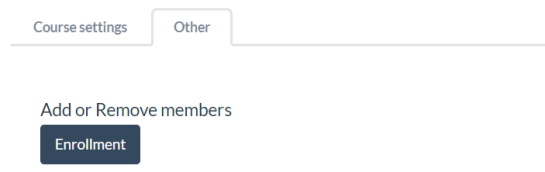


Note: You may view the resources in all courses by changing the display mode to **All** **All**.

## 2.11 Enroll students

### In course editing page

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Enrollment** **Enrollment**.



4. Click **Add** **Add** and **Select** **Select** the students.
5. Click **Unselect** **Unselect** if you choose the wrong student.

6. Click **Add**  and selected students will be enrolled to the course.

Enrollment List

Pick




List

Add

Search

Select All



Add

	Name	Class
1		Select
2		Select
3		Select

Tip 1: You can add students by searching keywords  and click **Select All**  to add all the students from a class.

By Join code

1. Open a course.
2. The **Join code** `Join Code : SL1260` will be shown under the course teacher.
3. Ask students to enter the **Join code** to join the class. Please refer to [p.?? for detailed instruction for students](#).

Course Teacher

Ken Law

Teacher Mode

Join Code : SL1260

Add Topic

Export MC Report



By QR code

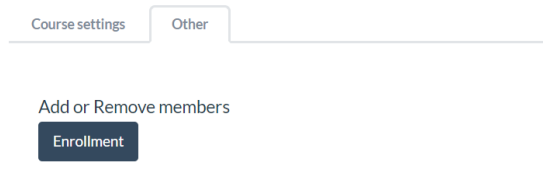
1. Open a course.
2. Click **Join code** `Join Code : SL1260` and the QR code will be popped up.
3. Ask students to scan the **QR Code** to join the class. Please refer to **p.?? for detailed instruction for students.**







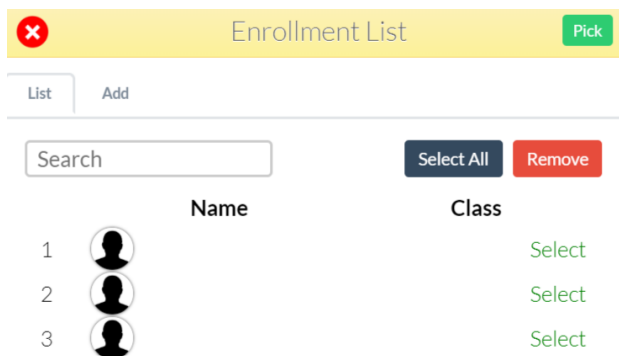
## 2.12 Unenroll students


### Unenroll individual students

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Enrollment** .




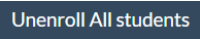

4. Click **List**  and **Select**  the students.
5. Click **Unselect**  if you choose the wrong student.
6. Click **Remove** .

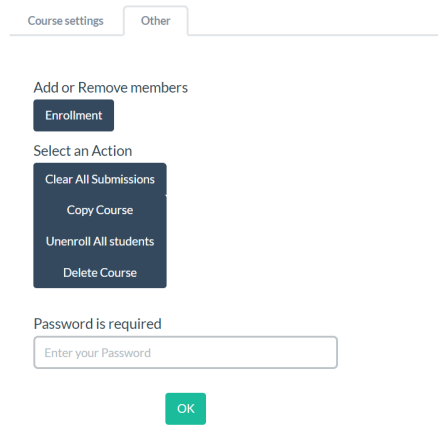


Tip 1: You can add students by searching keywords  and click **Select All**  to remove all the students from a class.

## Unenroll all students

You can also unenroll all students at once.

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Unenroll All Students** .
4. Enter your password and click **OK**  to confirm.



Course settings Other

Add or Remove members

Enrollment

Select an Action

Clear All Submissions

Copy Course

Unenroll All students

Delete Course


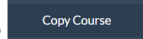


Password is required

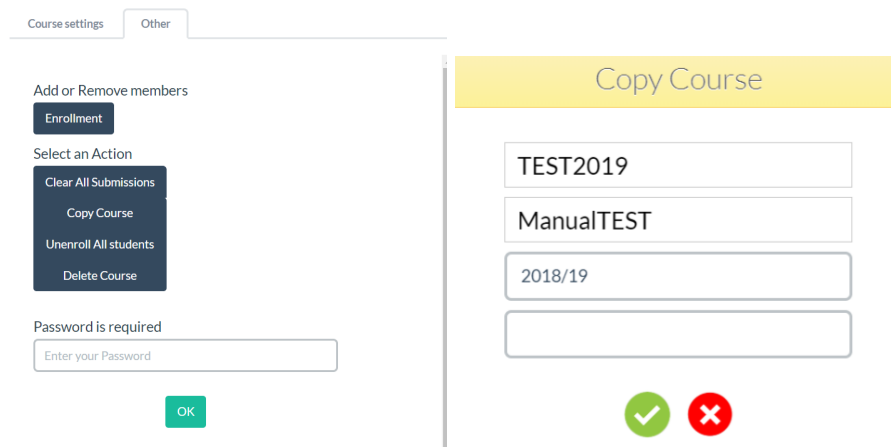
Enter your Password

OK

## 2.13 Copy course

You may want to copy the course for another class.

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Copy Course** .
4. Enter your password and click **OK**  to confirm.
5. Edit the course detail and click **Confirm** .



Course settings Other

Add or Remove members

Enrollment

Select an Action

Clear All Submissions

Copy Course

Unenroll All students

Delete Course

Password is required

Enter your Password

OK

Copy Course

TEST2019

ManualTEST


2018/19

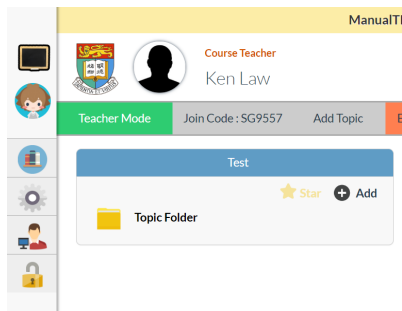
✓ ✗

### 3. Create and track activity

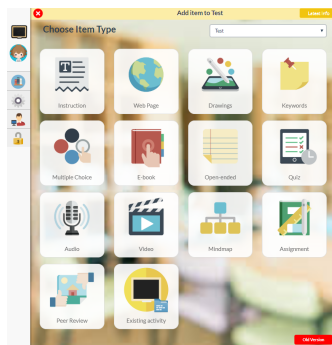
#### 3.1 Add an activity

iClassLMS support a wide range of activities which create a diverse learning environment for students. You are able to post the activity, save a draft, or schedule it to post it at a later date according to your teaching plan. After students submit their feedback, you can share the results and discuss with students instantly. You may also grade and comment later.

1. Open a course.
2. Choose a topic.
3. Click **Add**  **Add** to create a new activity.



4. Choose an activity type.



5. Enter the details and click **Add** .



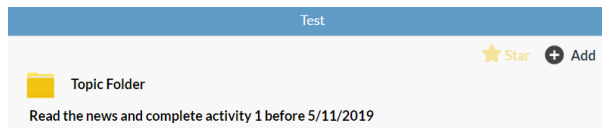




We support 12 kinds of activities in total.

Activity	Feature	Supported Devices
Instruction	Text instruction	All
Webpage	Redirect link	All
Drawings	Provide a canvas for students to draw, type, write, or put stickers to answer question	All
Keywords	Allow students to brainstorm ideas	All
Multiple choice	Post MC questions or voting	?
Ebook	Upload reading materials as an e-book which allows students to take notes on it	All
Open-ended	Post open-ended questions which allows students to answer long question or essays	?
Quiz	Create a quiz with different question types, and collect students' answer and real-time statistics	?
Audio	Collect students' answer in audio format	?
Video	Collect students' answer in video format	?
Assignment	Post, collect and mark the assignments efficiently	?
Peer review	Allow students to rate, view and comment on each other's works	?

### 3.1.1 Create an instruction activity

Except posting on news feed, you may also use instruction activity to give text instruction to the student.



1. Add an **Instruction**  activity.
2. Enter the instruction text.
3. Click **Add**  to create the activity.





#### Instruction

Instruction text

e.g. Please do the following tasks

Add



Cancel

-  Start time
-  Teaching plan

### 3.1.2 Create a web page activity



You may post a redirect link by creating a web page activity.

1. Add a **Web Page**  activity.
2. Enter the **URL** and the **Site name** for the link text.
3. (Optional) Choose a default browser for opening the web page.
4. Click **Add**  to create the activity.



#### Web Browser

URL

http://

begin http:// or https://. No spaces

Site name



e.g. Reference Website

Open in ...

iClass Safari/Chrome Puffin

Add

Cancel

-  Start time
-  Teaching plan

### 3.1.3 Create a drawings activity

You can create a drawing activity with or without a background. Students can draw, write, type, insert image or put stickers on the canvas to answer the question.



1. Add a **Drawings** activity.
2. Enter the activity name.
3. (Optional) Check the box beside **Fixed-sized stickers** to restrict the students from resizing the stickers.

#### Drawing

Activity name

Fix-sized ☒ stickers


4. (Optional) Click **Select Files** to upload an image as the canvas. Click the uploaded image to select it as the canvas. If you want a blank background, click **Empty background**.
5. (Optional) Click **Select Files** to upload an image as the stickers. Click the uploaded image to make it visible to students.

#### Backdrops for drawing

File size (max. 4MB) Format (.png/.jpg/.gif)

Select Files

Drag and drop files here or click "Select Files".








Empty background

#### Stickers

File size (max. 2MB) Format (.png/.jpg/.gif)

Select Files

Drag and drop files here or click "Select Files".

6. Click **Add**  to create the activity.



### 3.1.4 Create a keywords activity

You may ask the students to brainstorm ideas with a keywords activity.

Year in Review: Hong Kong in 2019

Student Mode

Current Question  
Try to guess the Hong Kong's top 10 headlines in 2019

Click to Enter a Keyword


Add

Answers

Test

Topic Folder

Year in Review: Hong Kong in 2019

1. Add a **Keywords**  activity.
2. Enter the activity name and instruction.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.

#### Keywords

Activity name

Year in Review: Hong Kong in 2019

Instructions

Try to guess the Hong Kong's top 10 headlines in 2019

Attachments

+

4. (Optional) Set different **tags** for the answers. It will be set as "Answer" if you leave it blank.

Tag 1

Answers

If you set tags, students will be asked to choose a tag when they submit their keywords. Students' answers will also be classified with tags.

Click to Enter a Keyword

Answers

tag2

Add

Teacher Mode

Local

Political

typhoon mangkhut

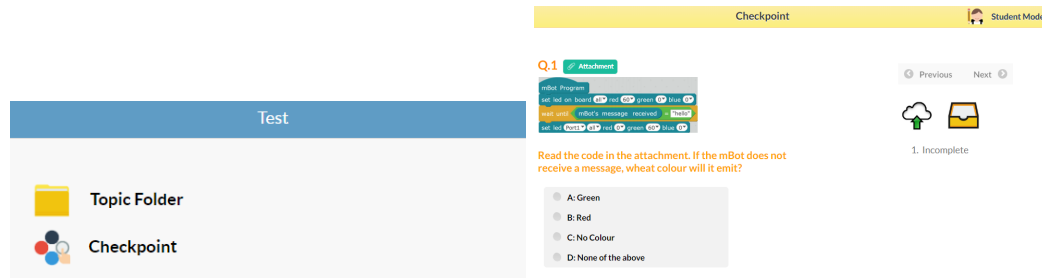
hong kong-zhuhai-macau bridge

5. Click **Add**  to create the activity.

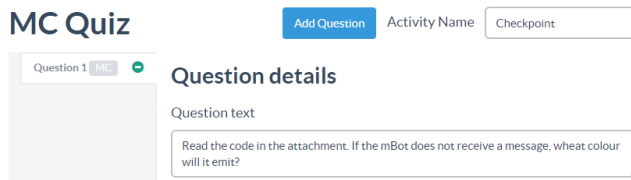
Note: Students can enter a keyword with 30-character limit.

### 3.1.5 Create a multiple choice activity

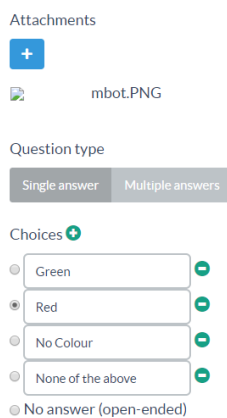
Our multiple choice activity supports instant in-class quiz. You may also use this function for voting.



1. Add a **Multiple Choice** activity.
2. Edit the activity name.
3. Click **Add Question**.
4. Edit the question.



5. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.
6. Choose a question type.
7. Click **Add** to add new choice.
8. **Select** the correct answer(s). You may select “No answer” to make it open-ended.



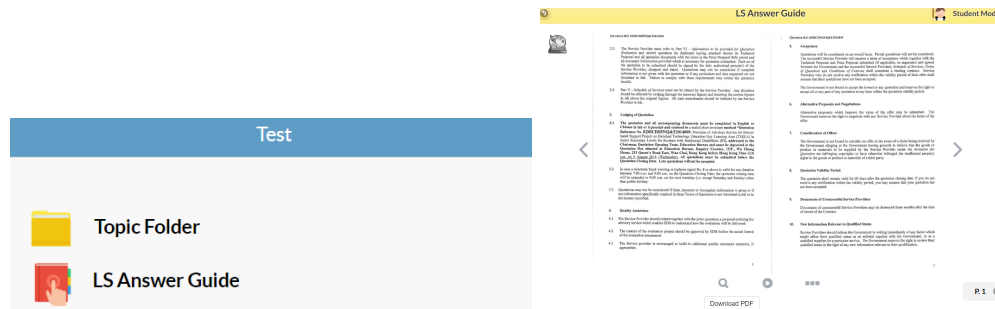
9. Click **Add** to create the activity.

Tip 1: If you are asking a mathematics question, please check the box beside **Enable LaTeX** to display the formulas and mathematics symbols. Please kindly refer to [LaTeX guide](#) for the details.

Note: The maximum number of choices is 6.

### 3.1.6 Create an e-book activity

You can upload reading materials with an e-book activity. Students can read the PDF file on iClass or download it. E-book activity also supports taking notes on the e-book.



1. Add an **E-book** activity.
2. Edit the name of the e-book.
3. Click **Select Files** to upload a PDF file.
4. Click the uploaded file to make it selected and visible to students.

#### eBook

Name

LS Answer Guide

Upload Ebook

File size (max, 15MB) Format (.pdf) Pages(max, 100)

Select Files

Drag and drop files here or click "Select Files".



5. (Optional) Add **stickers** if it is needed. Click the uploaded file to make it selected and visible to students.

Stickers

File size (max, 2MB) Format (.png/.jpg/.gif)

Select Files

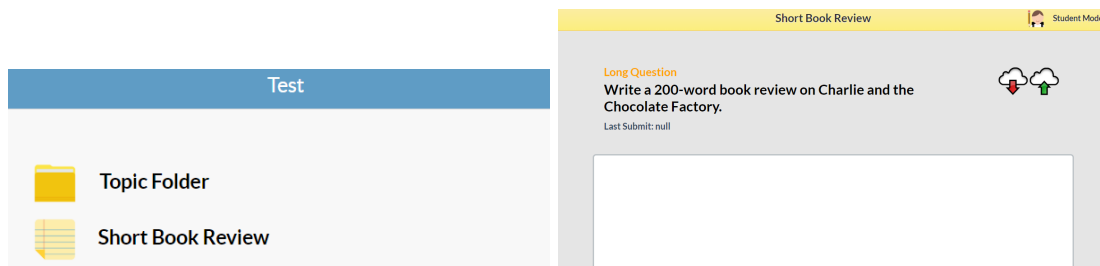
Drag and drop files here or click "Select Files".




6. Click **Add** to create the activity.

### 3.1.7 Create an open-ended activity

Open-ended activity allows students to answer long questions or essays.




1. Add an **Open-ended**  activity.
2. Edit the activity name and instructions.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.

#### Long Question

Activity name

Instructions

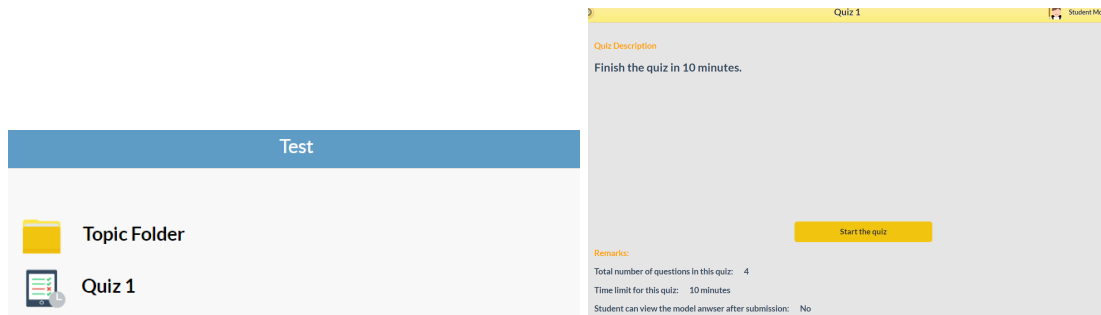
Attachments 

4. Click **Add**  to create the activity.



### 3.1.8 Create a quiz activity

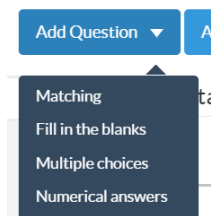
Teachers can create a quiz with different question types, including matching, fill in the blanks, numerical and multiple choice questions. Students' feedback will be collected, and real time statistics at both question and class levels will be generated automatically.



1. Add a **Quiz** activity.
2. Edit the quiz name and instructions.
3. Set the time limit for the quiz.
4. (Optional) If you check the box beside **Lock the quiz**, **Quiz Locked** will be shown and the students will be unable to answer the quiz.

The image shows the 'Quiz Setting' form. It has a sidebar with a 'Quiz Setting' tab and a 'Cover page details' tab. The main form area includes fields for 'Quiz name' (containing 'Quiz 1'), 'Activity name shown as titles', 'Quiz instruction', 'Text shown before answering any questions', and 'Time limit (mins)' (set to '10'). A note below the time limit field states '0 (zero) means no time limit (default value)'. At the bottom, there is a checkbox labeled 'Lock this quiz'.

5. Click **Add Questions** and select the question type.



6. Edit the question. **Please refer to p.?? for the details.**
7. Click **Add** to create the activity.

TIP 1: On the left navigation bar, the question type will be shown next to the question number, i.e. M=Matching, F=Fill in the blanks, MC=Multiple choices, and N=Numerical question.

## Quiz

Quiz Setting

Question 1 M -

Question 2 F -

Question 3 MC -

Question 4 N -

### A. Matching

1 Match the appropriate capital cities with the following countries 00:09:44

3M

1. China Beijing

2. USA Washington D.C.



3. Japan Tokyo

1: Not yet complete

2: Not yet complete

3: Not yet complete

4: Not yet complete




1. Edit the instruction text.
2. Click **Add**  to add a matching pair. Click **Delete**  if you want to remove the pair.
3. Edit the left column and right column.
4. Set points awarded per matching pair.

## Matching

Instruction text: e.g. Please fill in the following matching. Points awarded per line 1

Match the appropriate capital cities with the following countries

Matching pairs

Left column	Right column	
China	Beijing	
USA	Washington D.C.	
Japan	Tokyo	

## B. Fill in the blanks

**2** Please fill in the blanks

00:08:42

1M

The 7 continents are: Asia, Africa, North America, South America, , Europe, and Australia.

Complete

2: Not yet complete

3: Not yet complete

4: Not yet complete

1. Edit the instruction text.
2. Edit the question with the instruction of **help** [help](#) . You can preview the question under **Preview**.
3. Set points awarded per blank.

### Fill in the blanks

Instruction text: e.g. Please fill in the blanks.

Points per blank

Please fill in the blanks

### Question (passage) [help](#)

total points: 1

The 7 continents are: Asia, Africa, North America, South America, [], Europe, and Australia.

### Preview

The 7 continents are: Asia, Africa, North America, South America, , Europe, and Australia.

## C. Multiple choices




3 Is Greenland larger than Australia? 00:08:13

1M

A. True  
B. False

B

Complete
Complete
3: Not yet complete
4: Not yet complete

1. Edit the question text.
2. Choose the question type.
3. Click **Add**  to add an option. Click **Delete**  if you want to remove the option.
4. **Select**  the correct answer(s). You may select “No answer” to make it open-ended.
5. Set points awarded for the question.


### Multiple Choices


Question text Score weighting 1


Is Greenland larger than Australia?

Question type

Single answer Multiple answers

Choices 

☐ True 

☒ False 

☐ No model answer (open-ended)

## D. Numerical question

4 Please fill in the blanks.

2M

There  oceans and  continents.

00:07:36

Complete

Complete

Complete

4: Not yet complete

1. Edit the instruction text.
2. Edit the question with the instruction of **help**. You can preview the question under **Preview**.
3. Set points awarded per blank.

### Numerical Question

Instruction text: e.g. Please fill in the blanks.

Points per blank

Please fill in the blanks.

### Question (passage) [help](#)

total points: 2

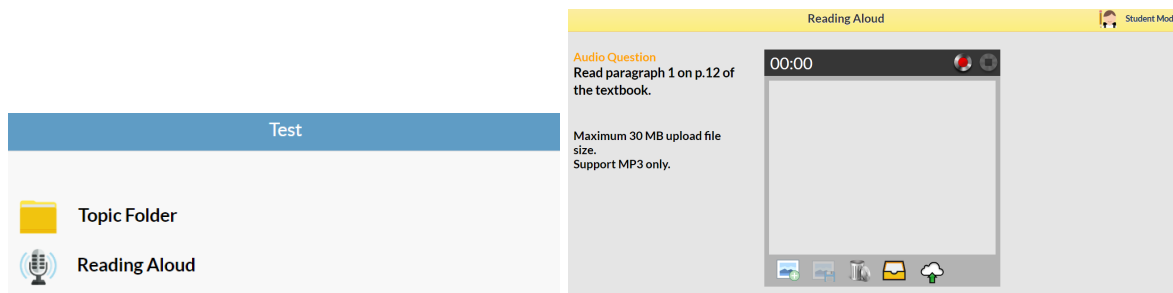
There [] oceans and [] continents.



### Preview

There  oceans and  continents.

### 3.1.9 Create an audio activity

Students are allowed to submit their answer in audio format in an audio activity which can be used for oral assessment or audio editorial assignment.



1. Add an **Audio**  activity.
2. Edit the activity name and instructions.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.
4. Click **Add**  to create the activity.

## Audio Question

Activity name

Reading Aloud

Instructions

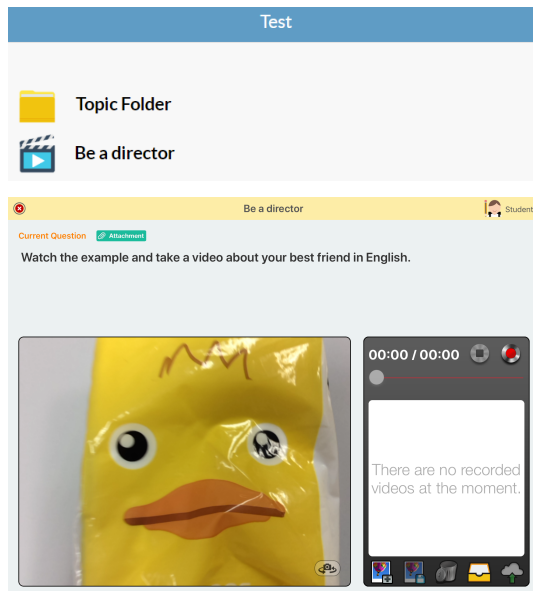
Read paragraph 1 on p.12 of the textbook


Attachments



### 3.1.10 Create a video activity

Students are allowed to submit their answer in video format in a video activity which can be used for oral assessment or video editorial assignment.



1. Add a **Video**  activity.
2. Edit the activity name and instructions.
3. (Optional) Check the box beside **HD enabled** to allow students to upload with HD resolution.

#### Video Question


Activity name

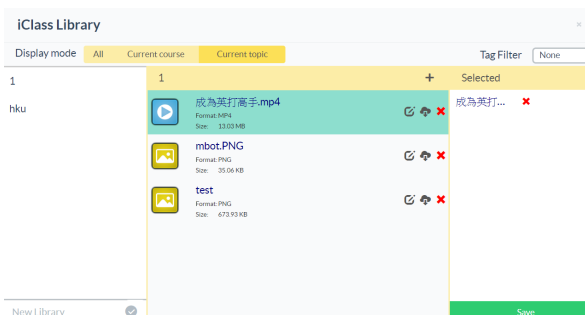
Instructions 

Watch the example and take a video about your best friend in English.

HD enabled? ☐

\*\* 60 second HD video allowed  
\*\* 100 MB HD video allowed

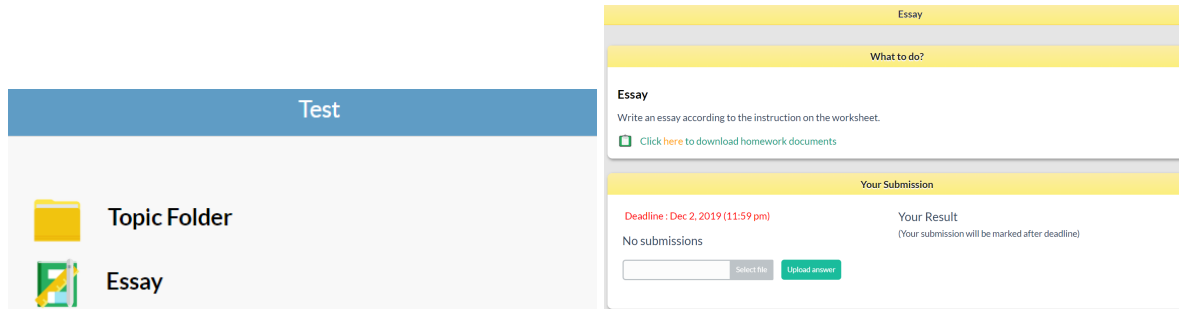
4. (Optional) Click **Add**  to add an attachment. Click the uploaded file to make it selected and visible to students.




5. Click **Add**  to create the activity.




### 3.1.11 Create an assignment activity

Assignments can be given to your class with the assignment activity. Not only can you collect and mark your students' assignments on iClass, but also return your markings and feedback to your class.



1. Add an **Assignment**  activity.
2. Edit the activity name and instructions.
3. Set a deadline for the assignment.
4. (Optional) Upload an attachment if it is needed.

#### Assignment

Activity name	<input type="text" value="Essay"/>
Instruction	<input type="text" value="Write an essay according to the instruction on the worksheet."/>
Deadline	<div><div></div><div>2019-06-03</div></div> <div><div></div><div>23:59</div></div>
File	<div><div> Worksheet.docx</div><div>Change Remove</div></div>

5. Click **Add**  to create the activity.


Note: Only PDF file is supported for the students' submission.



### 3.2 Draft or schedule an activity

You can schedule an activity when you create or edit it. The activity will be accessible to students at the preset start time. You can also set the start time with a later date or hide your activity when you want to save a draft activity.

#### Schedule your activity

1. Add or edit an activity.
2. Click **Start time**  .



### Instruction

Instruction text


e.g. Please do the following tasks

Add

Cancel

 Start time

 Teaching plan

3. Edit the time and date.
4. Click **Save**  for the updates.

Start time


15:24

2019-07-11


Save


5. Click **Add**  .

#### Hide your activity

1. Create an activity.
2. Click **Edit**  .


ManualTEST Latest info







Course Teacher







Ken Law



Edit

Teacher Mode Join Code : ZX2169 Add Topic

3. Click the topic to show the list of activities.
4. Click **Show**  next to the activity you want to hide.
5. When the icon is changed to **Hide**  , your activity will be invisible to students unless you unhide it.

Test2	IT
Test	IT
Read the news and complete...	 Edit 
Reading Aloud	 Edit 
Rate you classmates	 Edit 

Code

Name

Level

Subject

Size


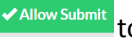
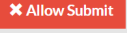
Instructor

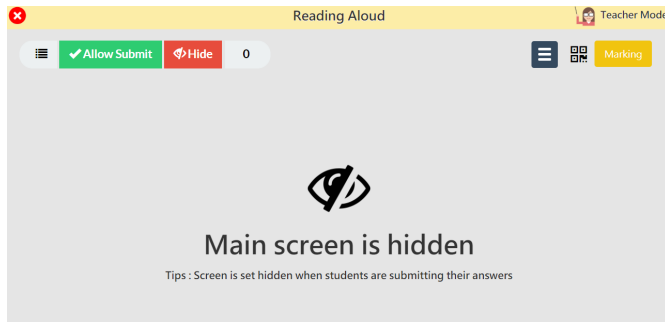
Privacy

Offline Topic

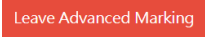
### 3.3 Enable or stop submission

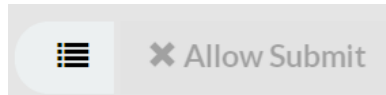
When you view in teacher mode, you can enable or stop submission in presentation mode.

1. Open an activity.
2. When **Allow Submit**  is shown, submission is enabled.
3. Click **Allow Submit**  to stop submission.
4. The button will change to **x Allow Submit**  and submission will be stopped.



Note1: If you fail to enable or stop submission as shown below, please check whether you are in

**Advanced Marking mode**  .



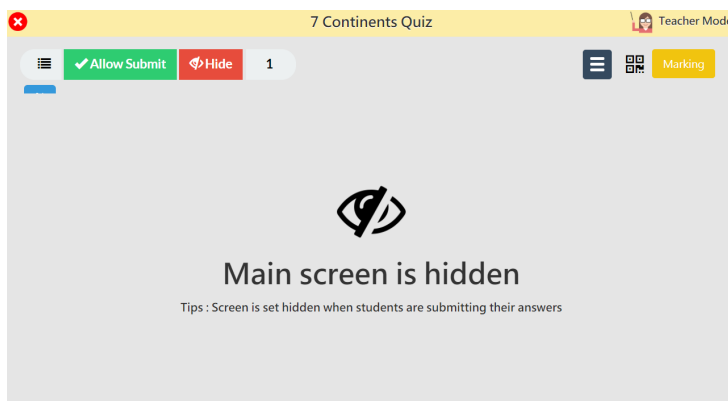
Note2: If you do not stop the submission after the deadline of an assignment activity, late submission is still allowed but those assignments will be marked with “late”.

 Student B      2      19 Jul 19 (3:44 pm) (Late)      1


### 3.4 How do I know the number of submissions?

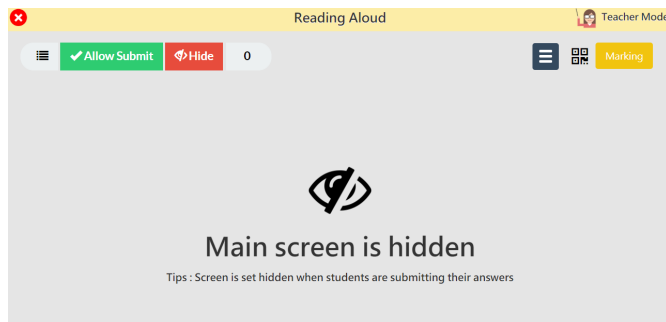
When you view in teacher mode, you can view the number of submissions in presentation mode.

1. Open an activity.
2. A submission count is shown at the upper navigation bar.



### 3.5 How do I exit the activity and go back to the course page?

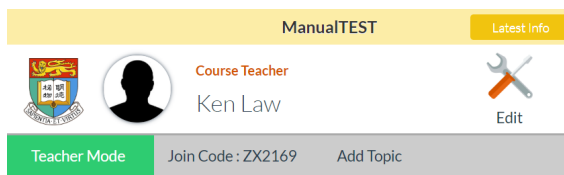
Click **Close**  to exit the activity.





### 3.6 Edit an activity

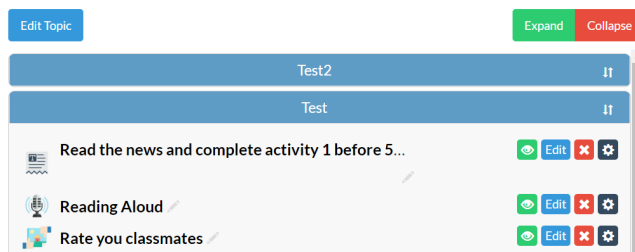
1. Open the course you want to edit.

2. Click **Edit** .

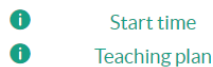
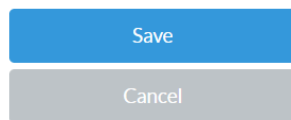


3. Click the topic to show the list of activities or click **Expand**  to show all the activities.

4. Click **Edit**  next to the activity you want to edit.




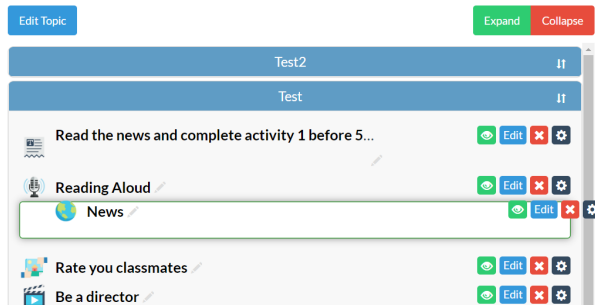
5. Edit the details and click **Save**  to save the changes.





**Note:** Editing an activity will delete all the previous submissions.

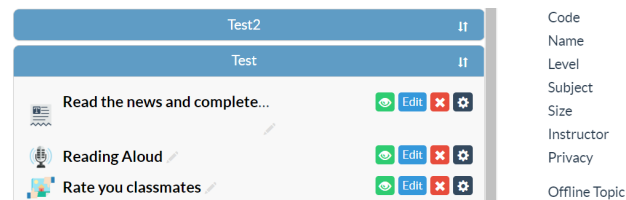
### 3.7 Rearrange the activity sequence

1. Open a course.
2. Click **Edit** .
3. Drag and drop the name of the activity to move the activity upwards or downwards.



### 3.8 Remove an activity

1. Open the course you want to edit.
2. Click **Edit** .
3. Click the topic to show the list of activities.
4. Click **Remove**  next to the activity you want to delete.



5. Click **Confirm** .



Delete an Activity

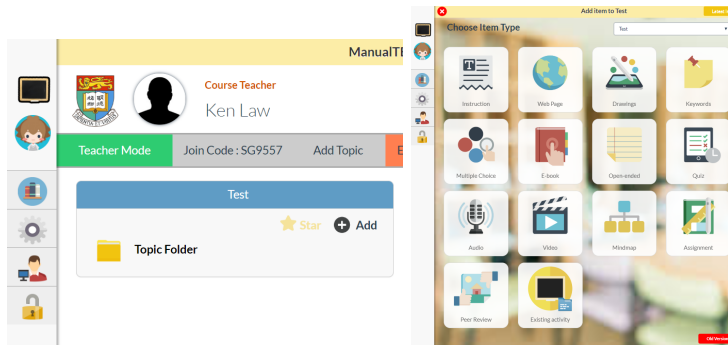



Note: You will not be able to recover the activity once you delete it.

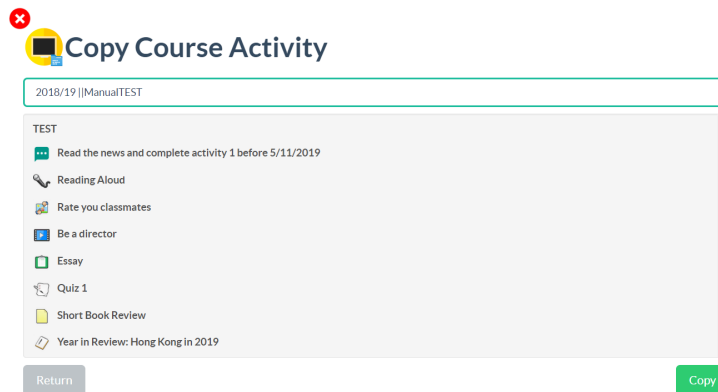
### 3.9 Copy an activity

If you want to create a similar activity to another class or another topic, you can copy it as a template and edit it.

1. Open a course.
2. Choose a topic.
3. Click **Add**  **Add** to create a new activity and choose **Existing Activity** .



4. Select the course which you want to copy the activity from.
5. Click to select the activity and click **Copy** .



Note: You can select and copy multiple activities at once.

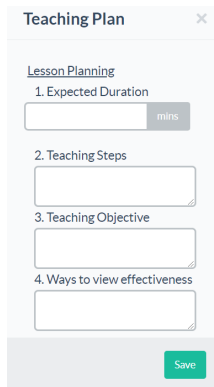
### 3.10 Can I add a teaching plan for the activity?

You may want to add a teaching plan as a guideline for other teachers or add some remarks.

1. Add or edit an activity.
2. Click **Teaching plan** **Teaching plan** to add a teaching plan for the activity.




3. Enter the expected duration, teaching steps, teaching objectives and ways to view effectiveness.
4. Click **Save** **Save** for the updates.



5. Click **Add** **Add** .

### 3.11 Can I add student into the activity without enrolling them in the course?

No. If they have not enrolled in the course and try to join the course by QR code, the student account will be enrolled in the course automatically. You can skip all the steps of enrolling students manually, i.e. in the settings, entering Join code or scanning QR code though.



1. Open the activity in teacher mode.
2. Click **QR code**  . URL and the QR code of the activity will be shown.
3. Ask your students to scan the QR code or go to the website to join the activity. Please refer to [p.?? for detailed instruction for students](#).

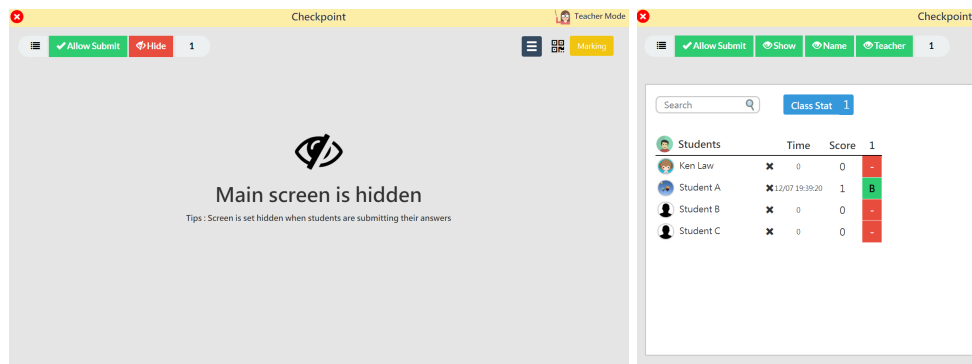


## 4. Grade, comment and present


### 4.1 Hide and show all submission

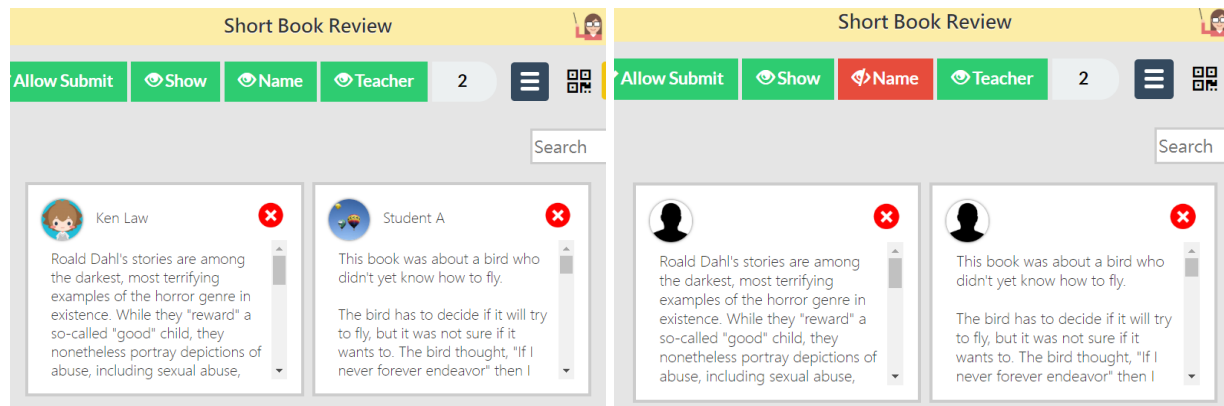
You can view the works submitted by your students in teacher mode and mark it on iClass. You can also show the answer collected in class via projectors for discussion.

1. Open an activity in teacher mode.
2. The submission is set as hide by default.
3. Click **Hide**  to show the submissions.
4. Click **Show**  if you want to hide the submission from the screen.




### 4.2 How do I make the submission anonymous temporarily for peer review/presentation?

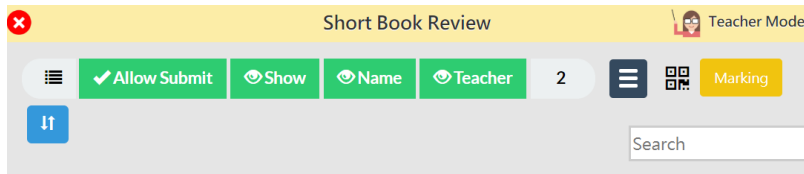
Click **Name**  and all the submission will become anonymous.




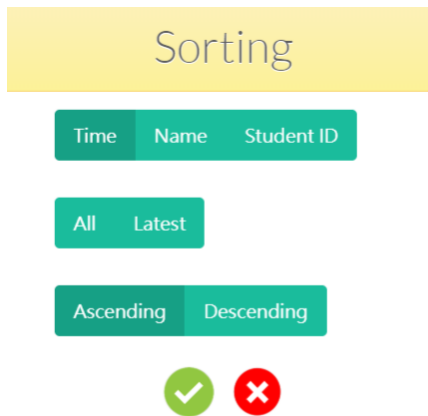
#### 4.3 Sort the students submissions

You can view the students submissions sorted by their student ID, name, or time for your marking or presentation purposes.

1. Open the activity in teacher mode.
2. Click **Sort**  to decide the sorting order.



3. Once you're satisfied with your selection, click **Confirm** .





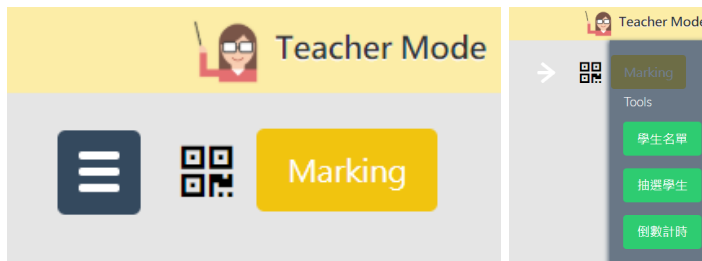


#### 4.4 Class tools

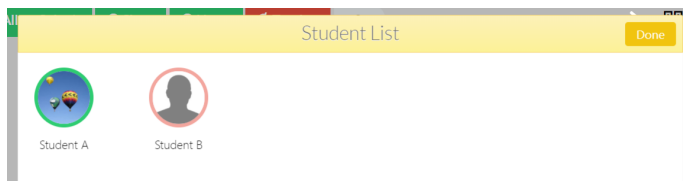
When you are in the activity page, you can still access the student list quickly. iClassLMS supports in-app random name picker and timer.

##### Student list



1. Open an activity in teacher mode.
2. Click **Menu**  and 學生名單 .

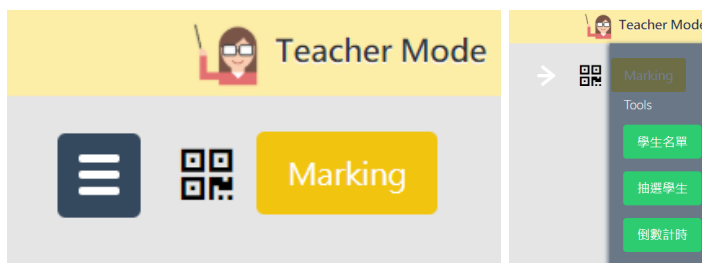




3. Click **Done**  to close the list.

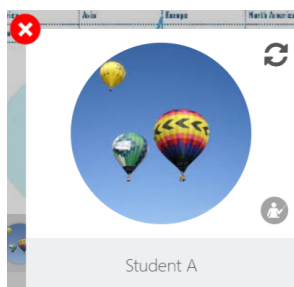


##### Random name picker



1. Open an activity in teacher mode.
2. Click **Menu**  and 抽選學生 .

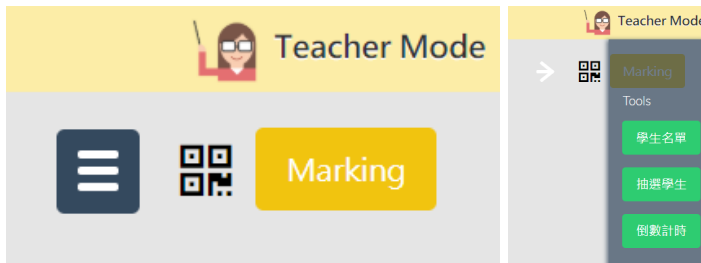





3. Click **Pick**  to pick a student randomly.
4. (Optional) Click  to include the teacher names in the list.

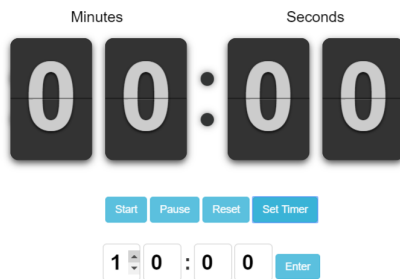


### Set a timer for activities

1. Open an activity in teacher mode.
2. Click **Menu**  and 倒數計時 .



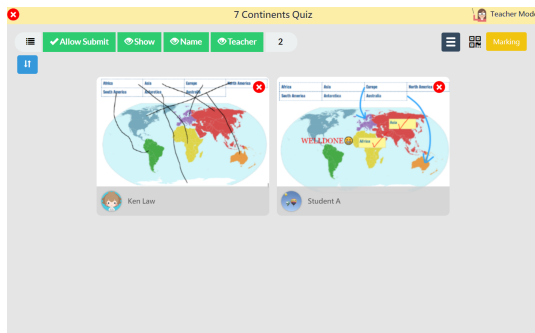
3. Click the **Arrow**  to adjust the time and click **Enter**  to set the timer.
4. Click **Start**  to start the timer.



## 4.4 Present students' submission

### 4.4.1 Drawings and E-book activity

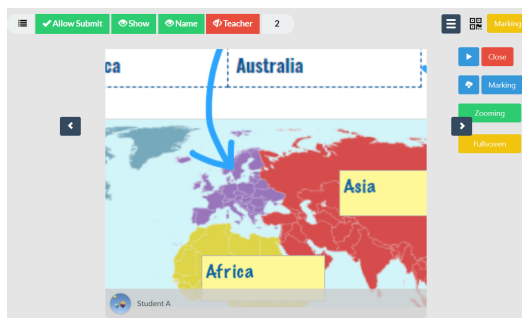
1. Click the thumbnail to open the picture.



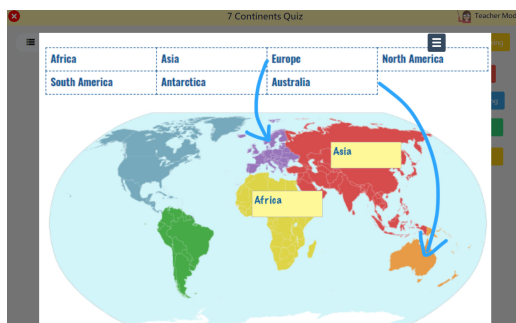
2. Click **Arrows**   to turn pages.





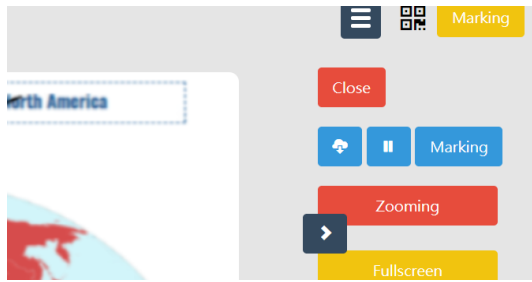
3. Click **Zooming**  to zoom in on the drawing.




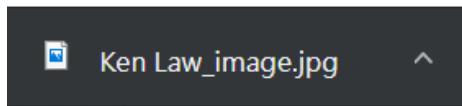
4. Click **Fullscreen**  to make the picture full screen.




- Click **Play**  to play a picture slideshow. Click **Pause**  to stop.



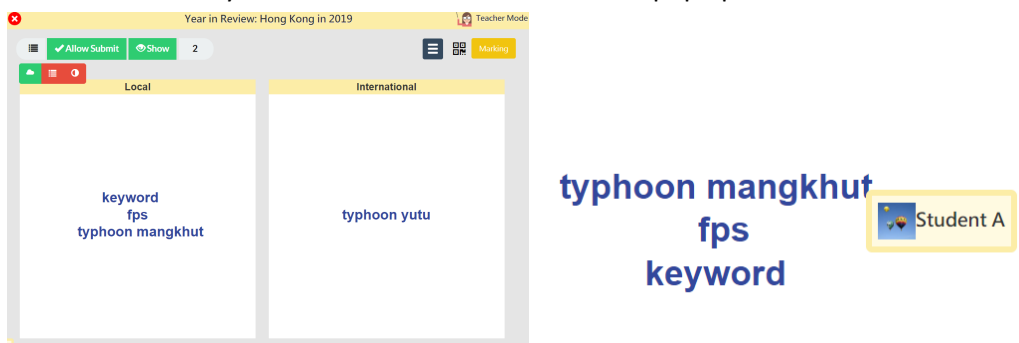
- Click **Download**  to download the submission.



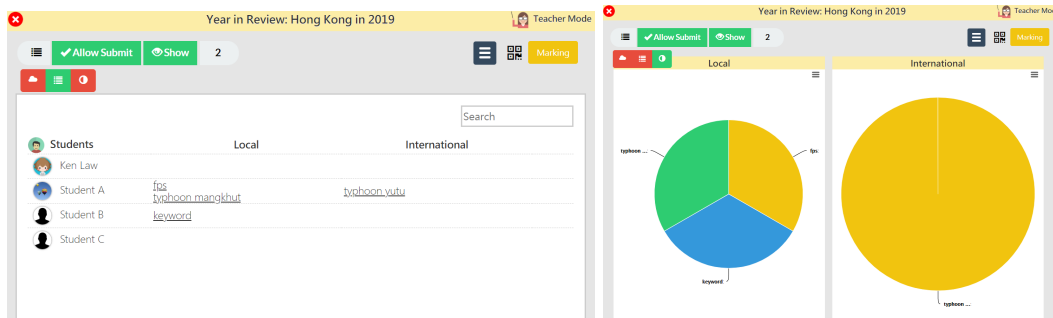
- Click **Close**  to return to thumbnail view.

#### 4.4.2 Keywords activity

- The results will be refreshed automatically when new submissions are received.
- Mouse over the keywords and the student's name will pop up.



- You can change the view mode to view the keywords by list or pie chart.



#### 4.4.3 Multiple choice and Quiz activity

1. Multiple choice and quiz activity will be automatically marked by the system.
2. The submission will be sorted by student's name.
3. You may click **Time** or **Score** to change the sorting method.

Class Stat 1

Students

	Time	Score	1
Student A	✕ 12/07 19:39:20	1	B
Ken Law	✕ 0	0	-
Student B	✕ 0	0	-
Student C	✕ 0	0	-

Students

	Time	Score	1
Student A	✕ 12/07 19:39:20	1	B
Ken Law	✕ 0	0	-
Student B	✕ 0	0	-
Student C	✕ 0	0	-

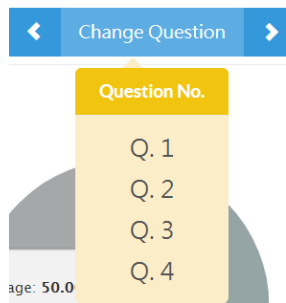
->

4. Click the **Question Number** 1 to view the question. The model answer will be displayed.

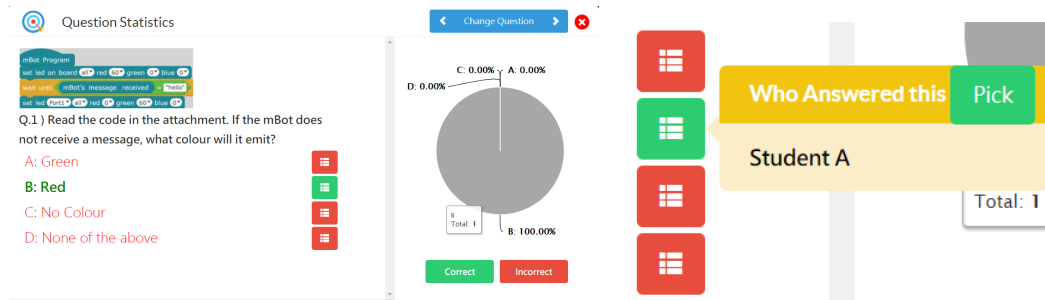
Class Stat 1 2

Time	Score	1	2
0	0	-	-
0	0	-	-
0	0	-	-
0	0	-	-


5. Click **Change Question** Change Question or **Arrows** < > to change question.

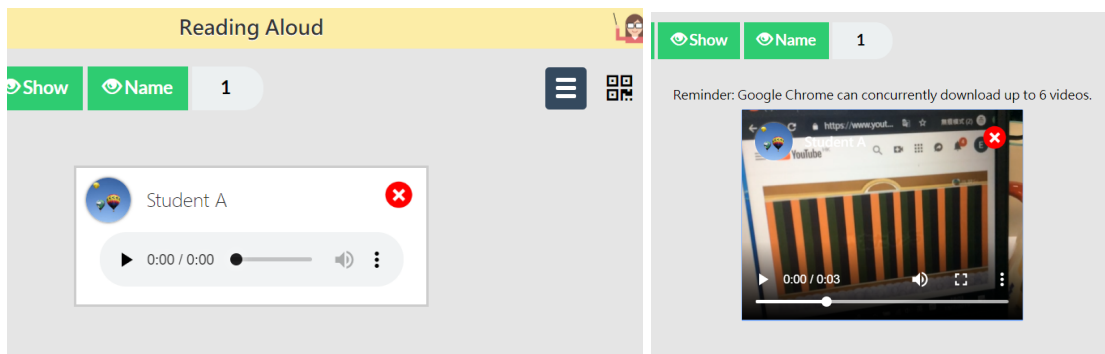


6. Click **Detail** to check who have chosen that answer.
7. (Only available in multiple choice activity) You may also use click **Pick** to open the random name picker and randomly select students to explain why they have chosen that answer.

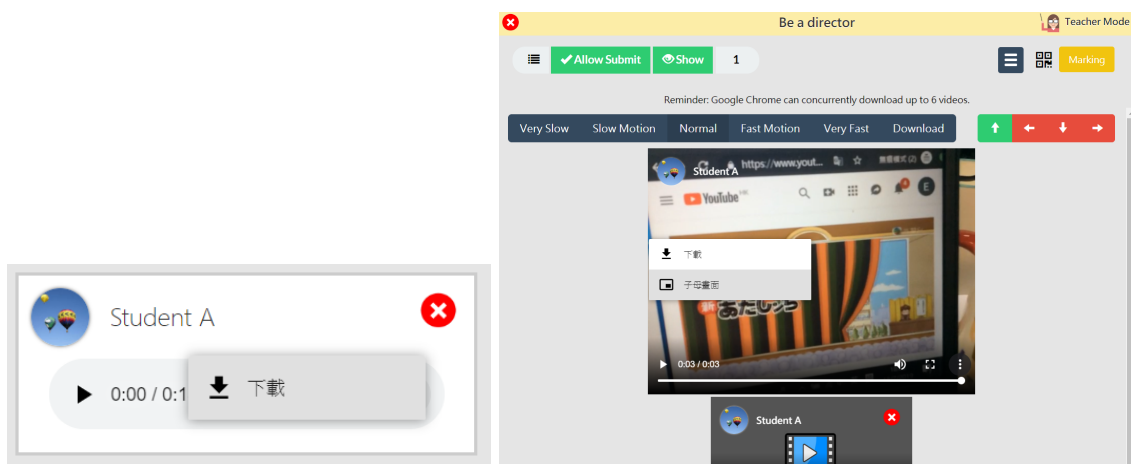



#### 4.4.4 Audio and Video activity

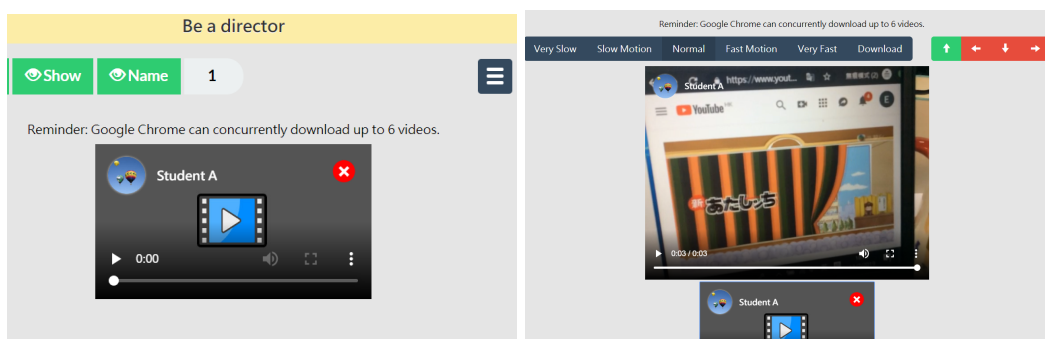
1. Click **Play**  to play the video or audio.




2. Click **More**  and **Download**  to download the students' work.

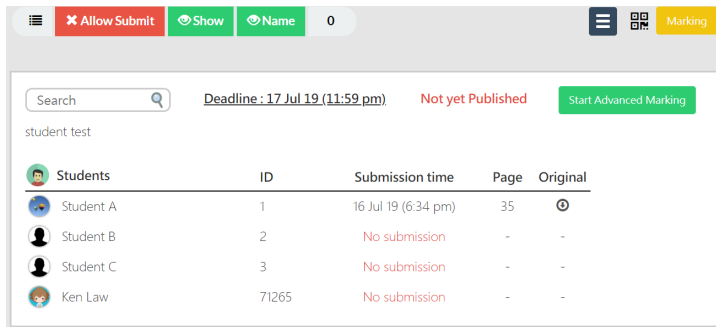


3. Click the video  to open the navigation bar. You can adjust the playing speed and rotate the videos.




#### 4.4.5 Assignment activity


- Click **Download**  to download the students' work.

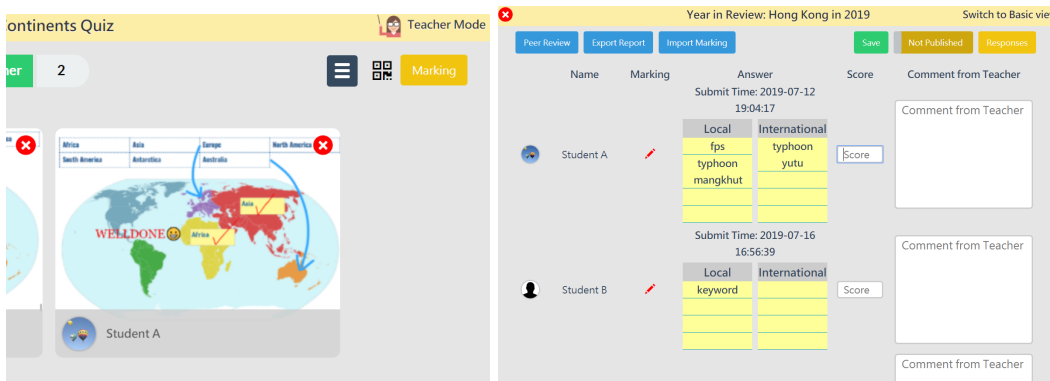


student test

Students	ID	Submission time	Page	Original
Student A	1	16 Jul 19 (6:34 pm)	35	
Student B	2	No submission	-	-
Student C	3	No submission	-	-
Ken Law	71265	No submission	-	-

#### 4.5 Grade submission



- Open an activity in teacher mode.
- Click **Marking**  to grade and comment on all the submissions at once.



ontinents Quiz Teacher Mode


Year in Review: Hong Kong in 2019

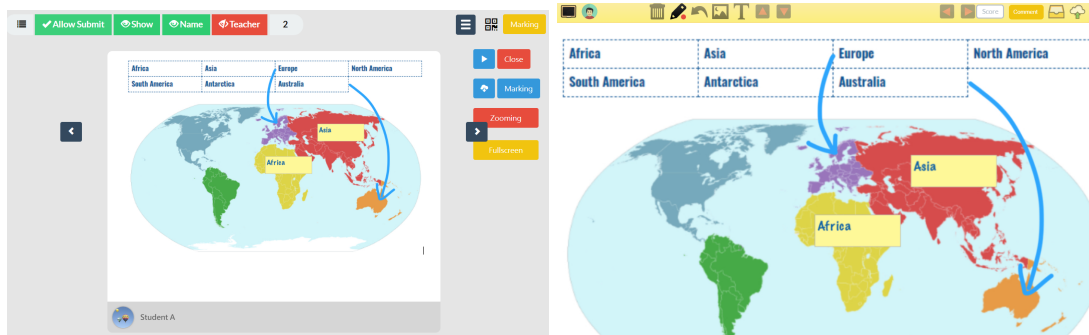
Submit Time: 2019-07-12 19:04:17




Name	Marking	Answer	Score	Comment from Teacher
Student A		Local: fps International: typhoon yutu	<input type="text" value="Score"/>	<input type="text" value="Comment from Teacher"/>
Student B		Local: keyword International:	<input type="text" value="Score"/>	<input type="text" value="Comment from Teacher"/>

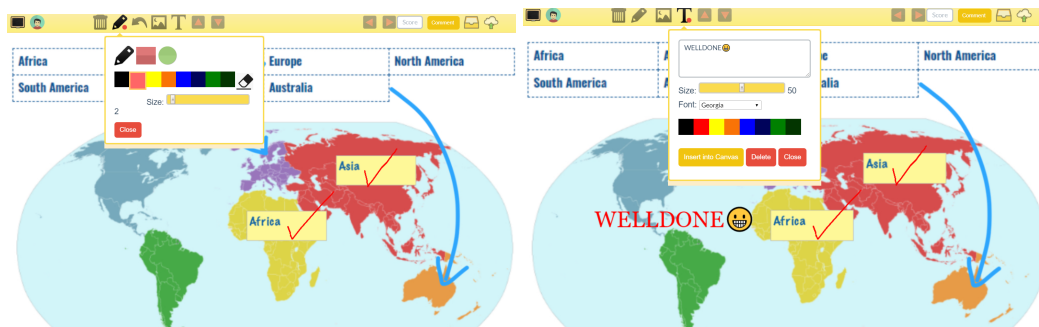
- Remember to click **Save**  to save your markings.




#### 4.5.1 Drawings and E-book activity

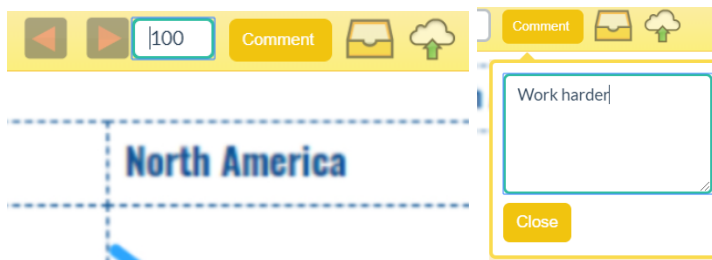
1. If you want to mark on students' work, please click the thumbnail to open the picture.
2. Click **Marking**  to open the marking panel.







3. You can **Draw** , **Type**  or **Insert image**  on students' work.



4. Click **Score**  to enter the score.
5. Click **Comment**  to write comments.
6. Remember to click **Upload**  to update save your markings.



Note: Click **Student Info**  to check the marking status. If you give students zero marks, the system will reset the score and show it is not marked .

Drawings	Name	Score	Marked Version
	Ken Law	70	Not Marked
	Student A	100	Available
	Student C	Not Marked	Available



#### 4.5.2 Assignment activity

1. Click **Start Advanced Marking** and click **Mark** to open the marking panel.

The screenshot shows the marking interface. On the left, a table lists submissions for a student named 'student test'. The table has columns for Submission time, Page, and Original. The first row shows a submission at 16 Jul 19 (6:34 pm) on page 35. Below this, there are three rows indicating 'No submission'.

Submission time	Page	Original
16 Jul 19 (6:34 pm)	35	
No submission	-	-
No submission	-	-
No submission	-	-

On the right, there is a search bar and a deadline: 17 Jul 19 (11:59 pm). Below this is a table of students.

Students	ID	Submission time	Page	Original	Mark	Score	Finished	Marked
Student A	1	16 Jul 19 (6:34 pm)	35			-		
Student B	2	No submission	-	-	-	-		
Student C	3	No submission	-	-	-	-		
Ken Law	71265	No submission	-	-	-	-		

2. Click **Arrows** to turn pages. The marking will be saved automatically when you turn the pages.
3. Mark on the students' work.



4. Click **Marking** to score the students' work.
5. Click **Add** to add question. Enter the question number, comment and score.

The screenshot shows the marking panel with the following annotations:

- Add Question**: Points to the '+' button.
- Delete Question**: Points to the 'X' button next to the 'Marks' column.
- Calculate the total score**: Points to the 'Sum' button.

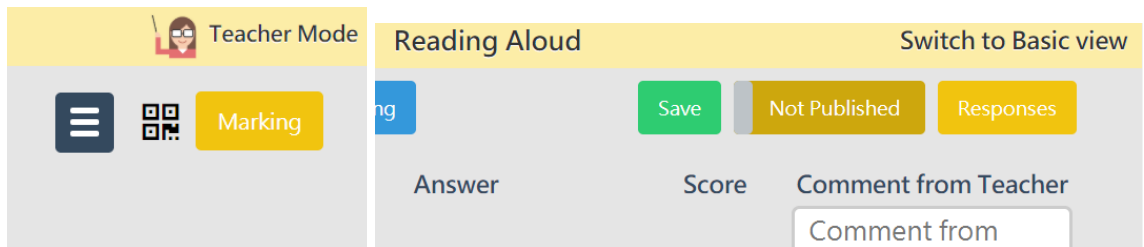
The panel includes a 'Save' button, a 'Num' column, a 'Comment' column, and a 'Marks' column. There are also 'Overall Comment' and 'Overall Score' fields.

6. Click **Upload** to save the scores.

## 4.6 Publish Grade

The students will not be able to access the markings or the model answers until you set it as publish.

1. Open an activity.
2. Click **Marking** Marking.
3. Toggle on **Not Published**.
4. When **Published** Published is shown, your students can view the grade and comment given from you.



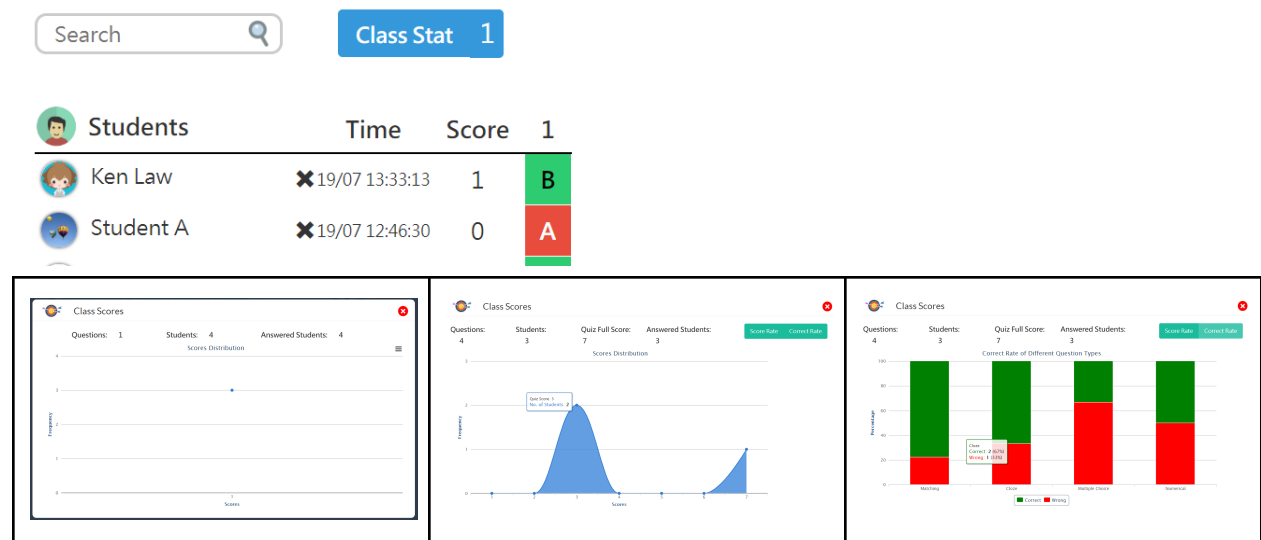
Note: When the marking is set as published, students are not allowed to submit any answer. Once the marking/feedback is published, students can view the model answer.

## 4.7 Submission statistics

Multiple choice and Quiz activity supports submission statistics which helps you understand your students' performance.

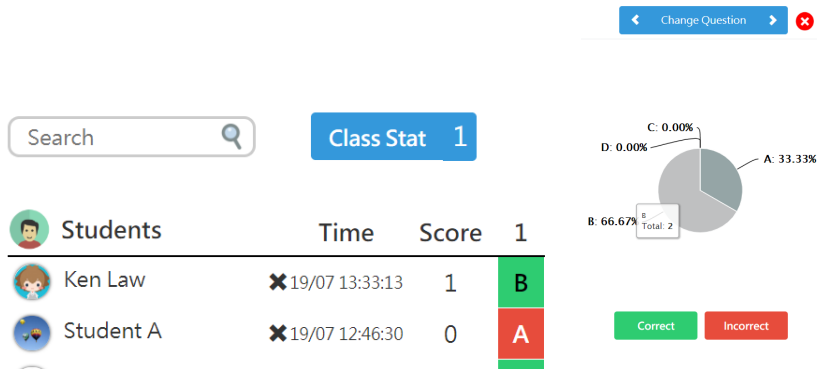
### Class statistics

Click **Class Stat** Class Stat to view class statistics.

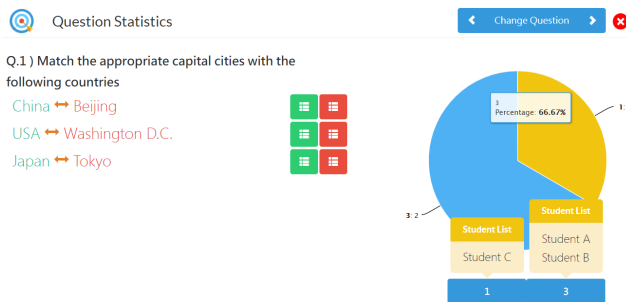


## Question statistics

1. Click question number to view the statistics by question.



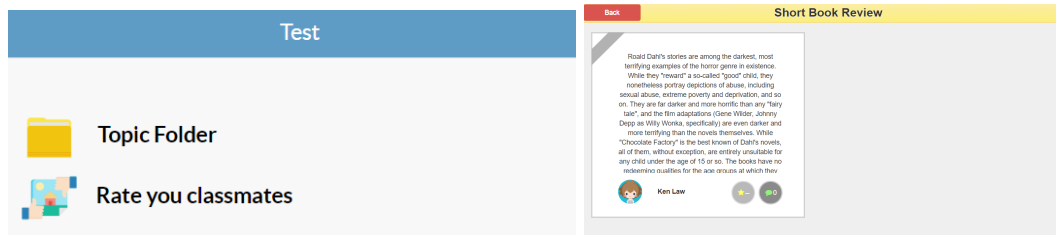
2. You can view the number of students of each answer. Click the number to view the student's names.




## 4.8 Peer Review

Peer review activity allows students to view, rate and comment on each other's submissions. There are two ways to create a peer review activity.

### In activity page



1. Add a **Peer Review**  activity.
2. Edit the review name.
3. Select an activity to review.

### Peer Review

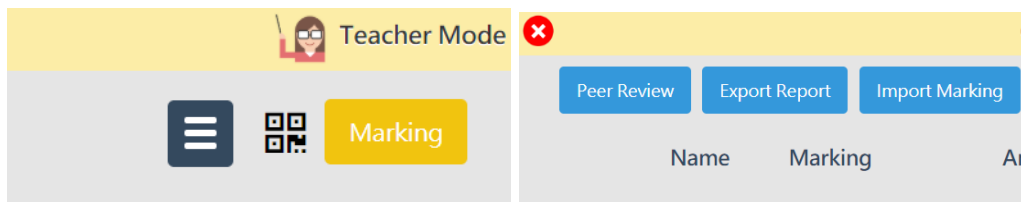
Review name


Activity to review [MM] Mindmap of Universal Retirement Protection ▼

4. Click **Add**  to create the activity.


### In marking page

1. Open an activity.
2. Click **Marking** and click **Peer Review** .



3. Name your peer review and click **Add** .

Peer Review





Note: Only the following activities are supported in peer review activity: Drawing, Keywords, Multiple choices, E-book, Open-ended question, Audio and Video.







#### 4.9 Delete submission

If there are repeat submission or wrong submission, you can just open the activity and delete it for your students.

##### Delete specific submission


1. Open an activity in teacher mode.
2. Click **Delete**  to delete one submission one at a time.

 Student A  
This book was about a bird who didn't yet know how to fly.  
The bird has to decide if it will try to fly, but it was not sure if it wants to. The bird thought, "If I never forever endeavor" then I won't ever learn. On




Students	Score	Chart	1	2	3	4
 Student A	✕ 7		3	1	1	2
 Student B	✕ 3		3	0	0	0
 Student C	✕ 3		1	1	0	1

Note: You cannot delete single answer from the keywords activity. Only your students can delete their answer. Assignment activity is not allowed to delete any submission but students can update their answers.


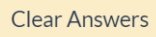
##### Clear all submission in an activity

1. Open a course.
2. Click **Edit** .




ManualTEST Latest info





  Course Teacher  
Ken Law  Edit

Teacher Mode Join Code : ZX2169 Add Topic

3. Click **Settings**  and choose **Clear Answer** .
4. All the submissions in an activity will be deleted.


Test2

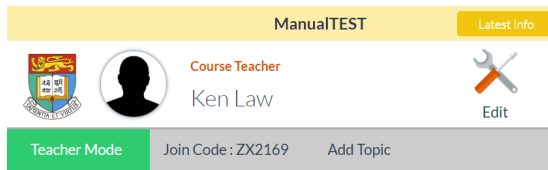
New Drawin...   



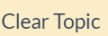
 ken   

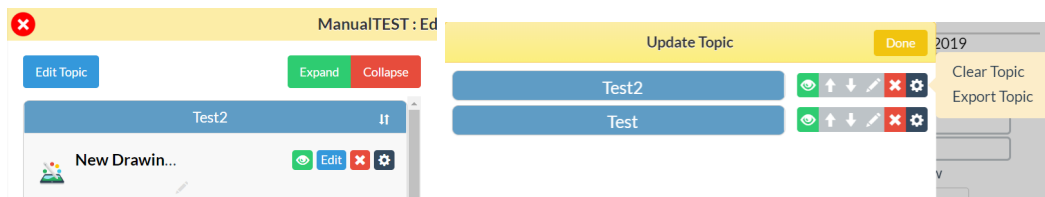
Clear Answers  
Export Activity  
Export Report

### Clear all submission in a topic


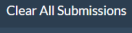

1. Open a course.
2. Click **Edit** .

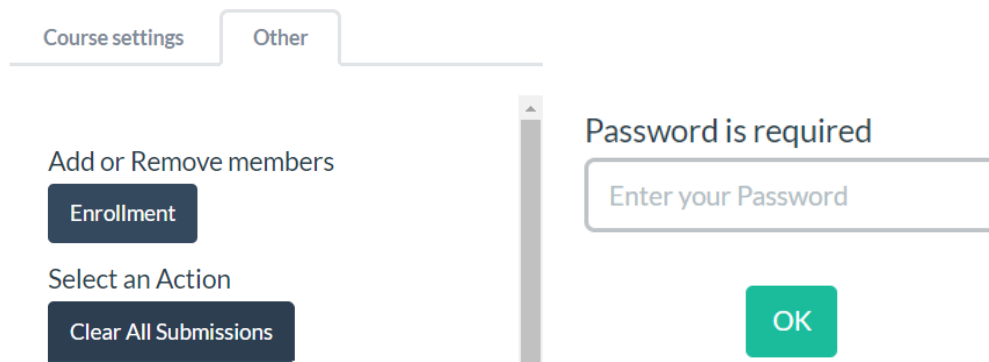


3. Click **Edit Topic** .
4. Click **Settings**  and choose **Clear Topic** .
5. All the submissions in a topic will be deleted.



### Clear all submission in a course

1. Open a course.
2. Click **Edit**  to open the course settings.
3. Click **Other** and click **Clear All Submission** .
4. Enter your password and click **OK**  to confirm.
5. All the submissions in a course will be deleted.




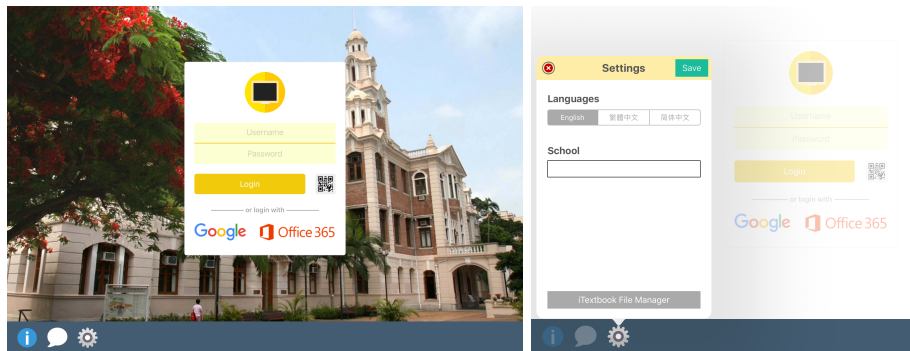
### III Students

#### 1. Sign in and set up

##### 1.1 Sign in and sign out

###### Sign in

- A. Log in with the username and password
1. Open iClass on your tablet.
  2. Enter your username and password provided by your teacher.
  3. (Optional) Tap **Settings**  and enter your school ID.
  4. Tap **Login**.




- B. Log in with Google or Office 365 account
1. Tap Google or Office 365.
  2. Enter your login details.

###### C. Sign in with QR code

Note: If you fail to log in, please check settings and see if you have entered the correct school ID. If you don't have a school ID, keep it as a blank.

## Sign out



1. Open iClass on your tablet.
2. Tap **Logout**  on the left navigation bar.

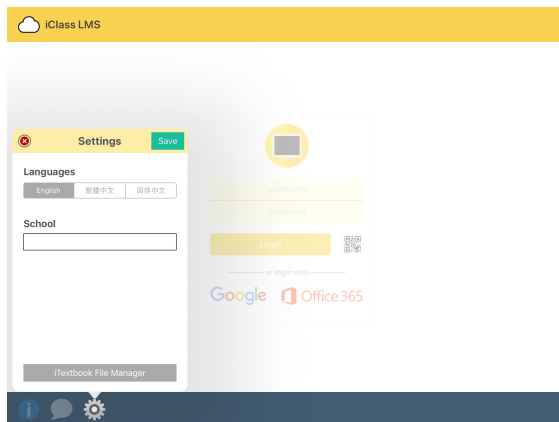






## 1.2 Change Language

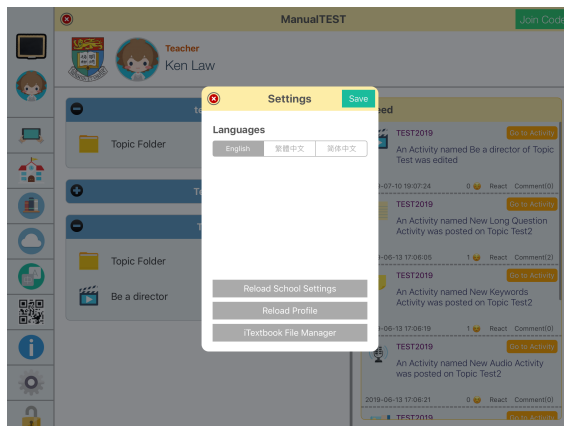
### Before Login

1. Tap **Settings** .
2. Choose your preferred language.
3. Tap **Save** .





### After Login

1. Tap **Settings** .
2. Choose your preferred language.
3. Tap **Save** .



### 1.3 How do I get back to iClass homepage



Click  or  on the left navigation bar.

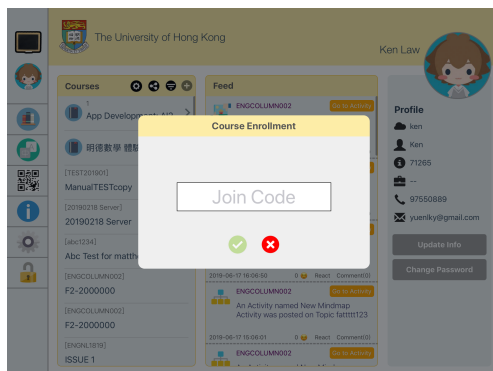


### 1.4 Join a course as a student


You can join the course in two ways.

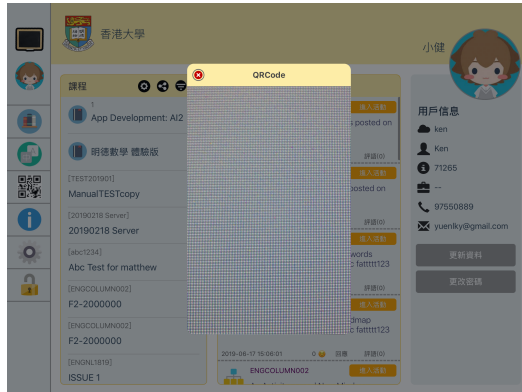
#### By Join code


1. Open iClass on your tablet.
2. Tap **Add Courses** .
3. Enter the Join code provided by the teacher.
4. Tap **Confirm** .



### By QR code

1. Open iClass on your tablet.
2. Tap **QR Code Scanner**  on the left navigation bar.
3. Scan the QR code provided by the teacher.



4. The join code will be input automatically.
5. Tap **Confirm** .



### **1.5 How do I view my courses**

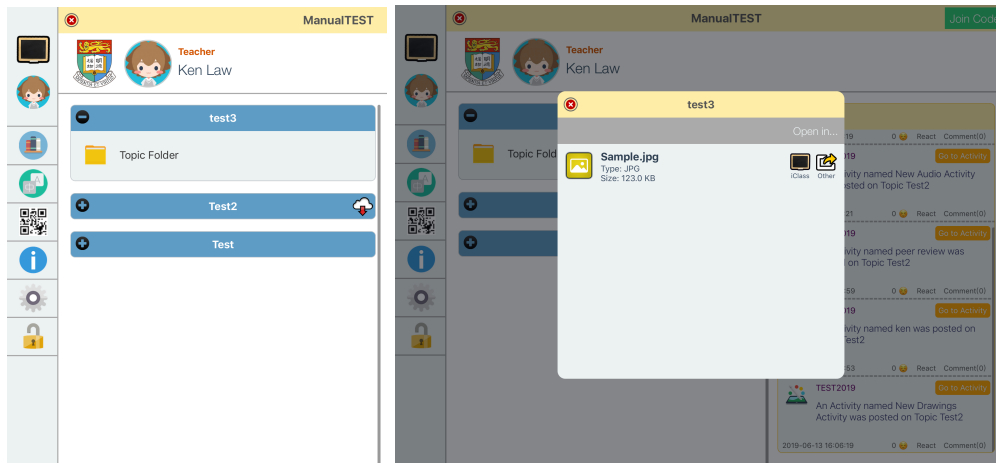
1. Open iClass on your tablet.
2. All the courses you joined will be listed on the left.
3. Tap the course name and view the course.





## 1.6 View resources in a course

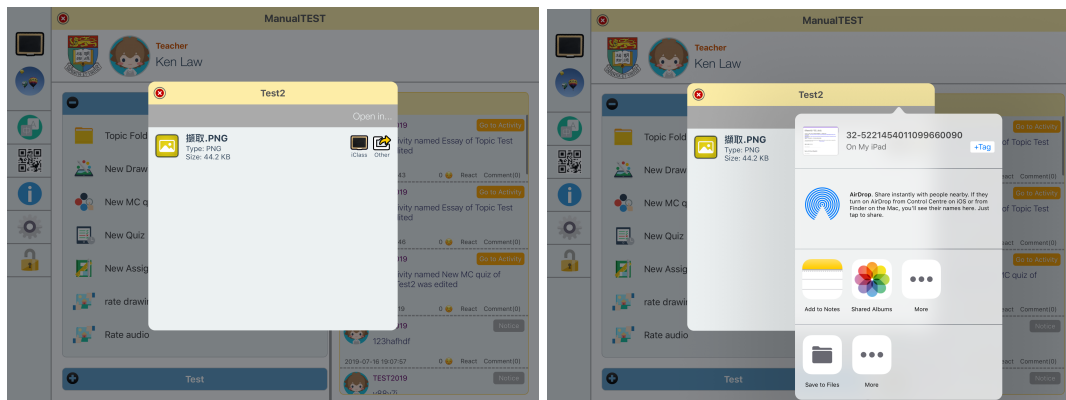
### View resources

1. Tap the course.
2. Tap **Topic Folder**  Topic Folder and the resources will be shown.
3. Tap **iClass**  to open the file with iClass.



### Download resources

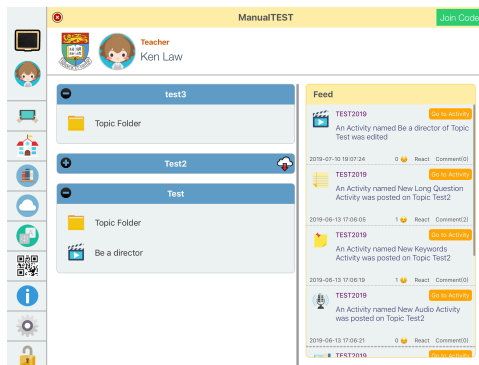
1. Tap **Other** .
2. Tap **Save to Files**  and choose a location.
3. Tap **Add**.



## 1.7 Check notice on news feed

You may check the posts on news feed for activity updates or new announcements from your teacher.

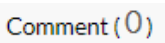


1. Open iClass on your tablet.
2. All the notice will be shown on news feed on the right.

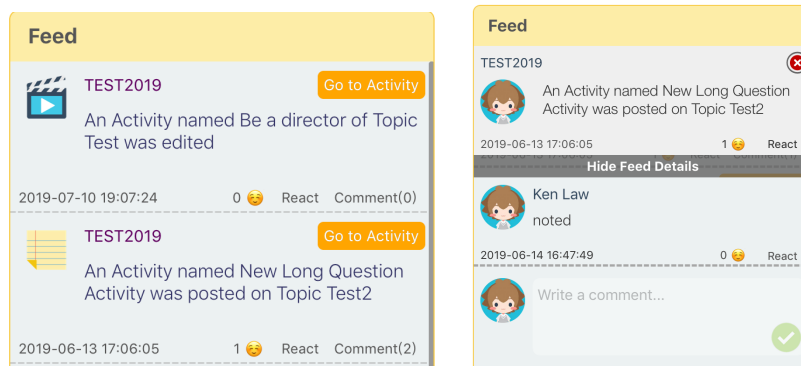


## 1.8 React and comment on news feed

When you have problems about the notice, you can leave a comment on or react to the posts.


### Comment

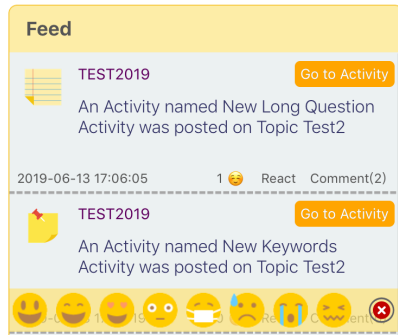
1. Tap **Comment**  under the post.
2. Write your comment and tap **Confirm** .
3. Tap **Close**  to return to the homepage.



Note: Once you post a comment, you cannot delete or edit it.

## React


1. Tap **React** under the post.
2. Choose an Emoji.
3. If you want to change your reaction, just tap another Emoji.
4. Tap **Close**  to return to the homepage.
5. You can view all the reactions by tapping the Emoji.

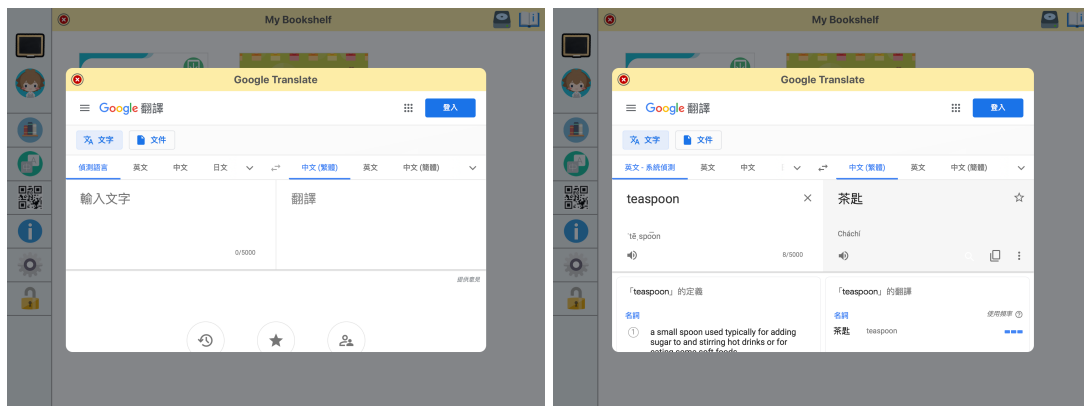


Note: You can only change your reaction but not cancelling it.

## 1.9 Google Translate

iClass support in-app Google translate. You can look up the dictionary whenever you are using iClass.

1. Tap **Google translate**  and a window will pop up.
2. Enter the word you want to look up on the left.
3. The translation will appear on the right.

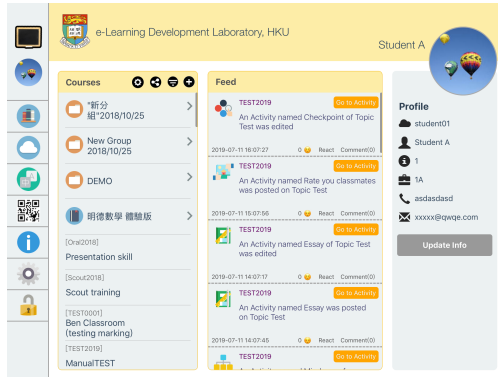


## 2. Join Activity and view feedback

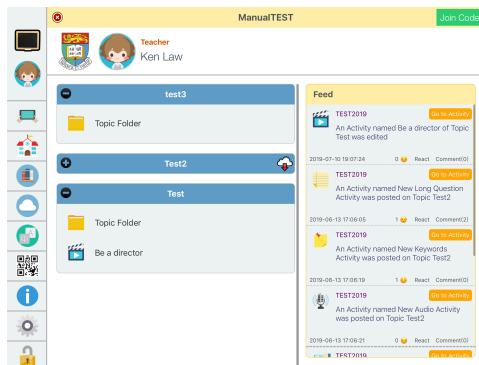
### 2.1 Join and submit answers

In the course

1. Open a course.
2. The activities will be listed under each topic.



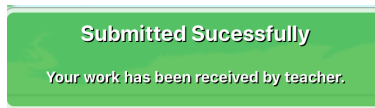
3. Follow the teacher's instruction and tap the assigned activity.




4. Finish the tasks and tap **Upload** to submit your answer.

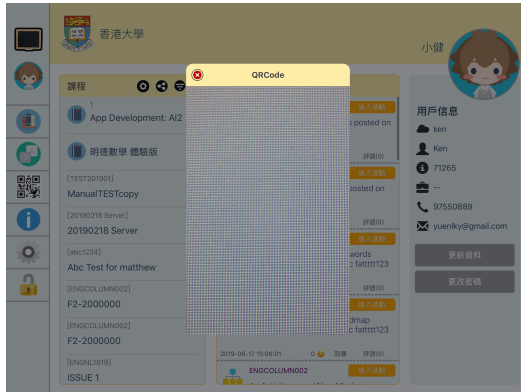


5. A message box will pop up if your work is submitted successfully.



### By QR code/website

1. Open iClass on your tablet.
2. Tap **QR Code Scanner**  on the left navigation bar.
3. Scan the QR code provided by the teacher.



4. The app will then redirect you to the activity.

Note: Once the answer is submitted, you cannot edit or delete the answer without the teachers' assistance except Keywords activity.

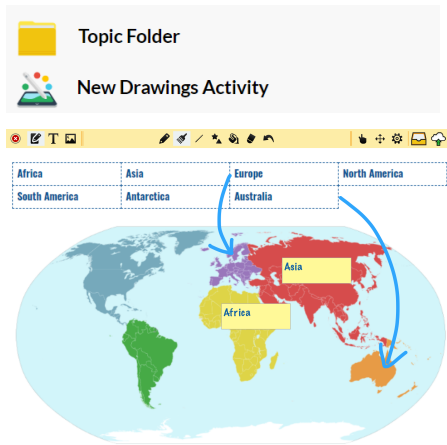
#### 2.1.1 View the web page activity





Tap




### 2.1.2 Submit answer in a drawings activity

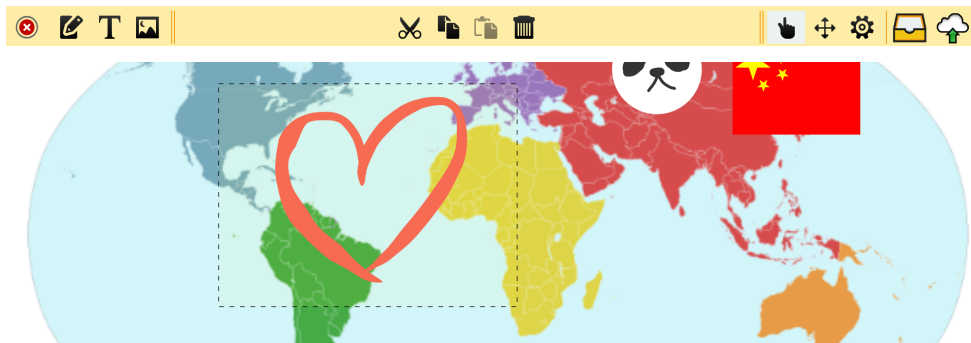
There are three modes in a drawing activity: draw, text and image.





1. Open a drawing activity.
2. Tap to choose a mode from **Draw** , **Text**  or **Image** .
3. (Optional) Tap **Scale**  and pinch or stretch out two fingers to zoom in or zoom out.



4. (Optional) Tap **Select**  to select objects on the screen. You can then cut, copy and paste and delete the selected part. If you want to move the objects, please cut and paste first and you will be able to move the objects by dragging.

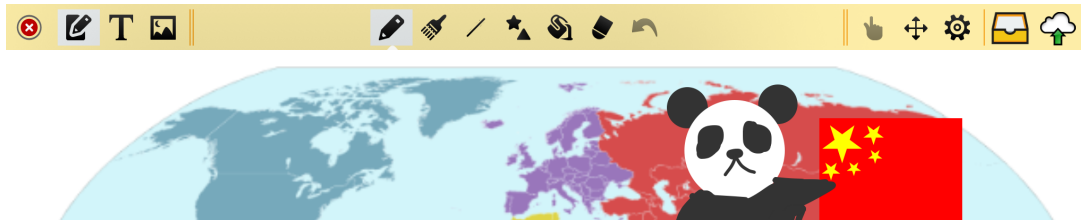


5. (Optional) Tap **Settings**  to view your history and delete all your drawings.
6. Finish the tasks and tap **Upload**  to submit your answer.



## A. Draw Mode


When you are in the draw mode, you can draw with **Pencil**, **Brush**, **Line**, **Polygon** and **Fill** tools. Delete your drawings with **Erase** or **Undo**. Double tap the tools to open the panel to adjust the properties.

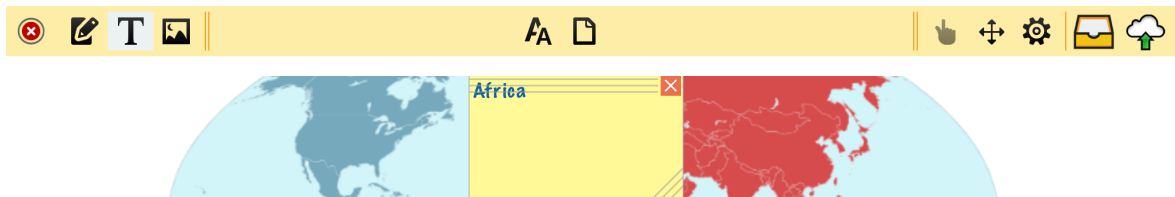



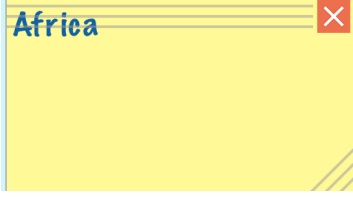
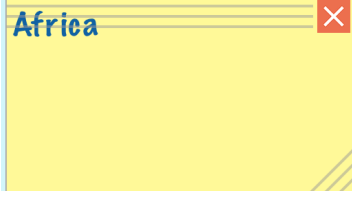
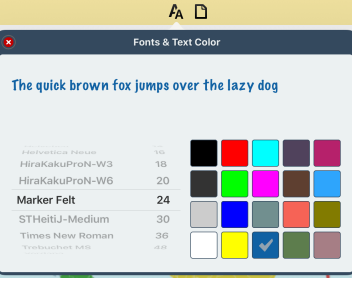
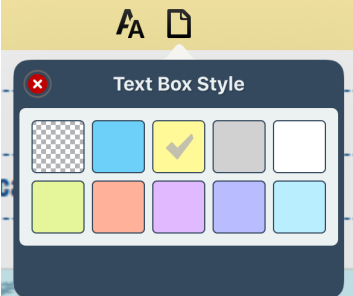
Properties panels of drawing tools

Pencil	Brush	Line
<p>The Pencil Properties panel shows a preview of a pencil stroke, a color palette with a 'More Color' button, and sliders for Thickness (set to 1px) and Alpha (set to 100%).</p>	<p>The Brush Properties panel shows a preview of a brush stroke, a color palette with a 'More Color' button, and sliders for Alpha (set to 100%) and Thickness (set to 16px).</p>	<p>The Line Properties panel shows a preview of a line, a color palette with a 'More Color' button, and sliders for Alpha (set to 100%) and Thickness (set to 1px).</p>
Polygon	Fill	Erase
<p>The Rect Properties panel shows a preview of a rectangle, a color palette with a 'More Color' button, and sliders for Border Thickness (set to 1px), Border Alpha (set to 100%), and Fill Alpha (set to 0%).</p>	<p>The Brush Properties panel shows a preview of a brush stroke, a color palette with a 'More Color' button, and sliders for Alpha (set to 100%) and Thickness (set to 16px).</p>	<p>The Eraser Properties panel shows a preview of an eraser stroke, a color palette with a 'More Color' button, and a slider for Thickness (set to 16px).</p>

## B. Text Mode

Tap **Text**  to add new text. You can resize and formatting the text.


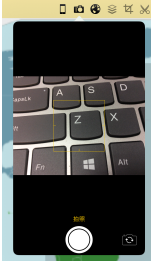
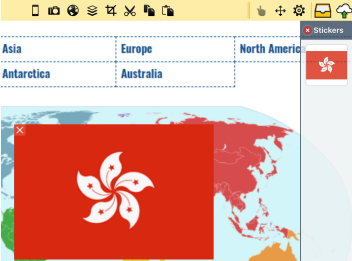


Drag and drop to move	Drag to resize	Delete
		
Fonts and text colour	Text box style	
		

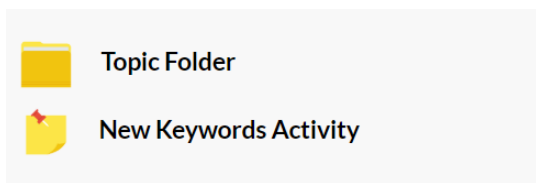
## C. Image Mode

You can import images from **Photo albums**, **Camera**, or **Stickers** uploaded by your teachers.  
You can edit the image with **Filter and transparency**, **Crop images**, **Cut**, **Copy** and **Paste**.



Photo albums	Camera	Stickers
		

### 2.1.3 Submit answer in a keywords activity



Year in Review: Hong Kong in 2019

Current Question

Try to guess the Hong Kong's top 10 headlines in 2019

Local	International
<input type="text" value="typhoon mangkhut"/> 30 ✓	<input type="text" value=""/> 30 ✓
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Icons: Cloud, Book, Eraser

1. Open a keywords activity.
2. Tap the blank to enter the keywords under the tags.
3. Tap **Confirm** to submit the keyword.
4. (Optional) Tap **Delete** and **删除** to remove the keyword. You can also tap **Remove** to remove all the answer.
5. Tap **Upload** to submit your answer to the teacher.

Year in Review: Hong Kong in 2019

Current Question

Try to guess the Hong Kong's top 10 headlines in 2019

Local	International
<input type="text" value="Typhoon Mangkhut"/> 30 ✓	<input type="text" value=""/> 30 ✓
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Keyboard is visible at the bottom.

Icons: Cloud, Book, Eraser

Year in Review: Hong Kong in 2019

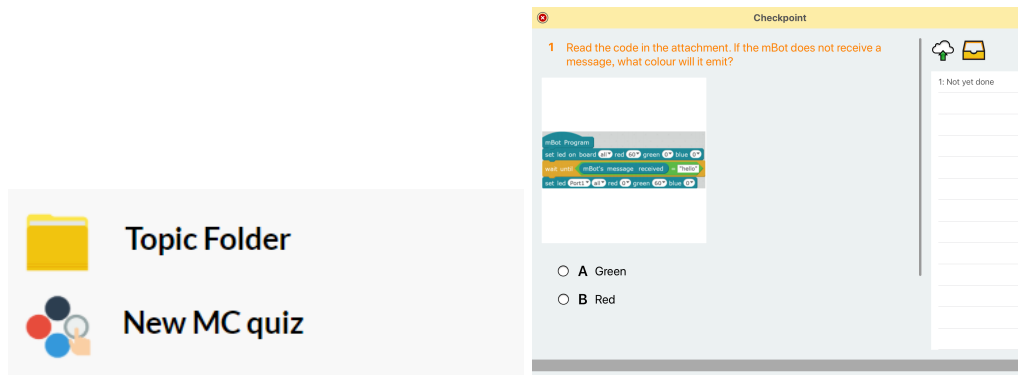
Current Question




Try to guess the Hong Kong's top 10 headlines in 2019

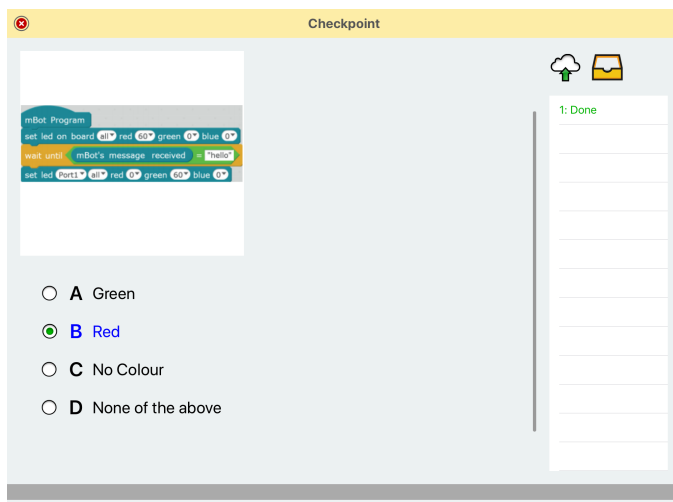
Local	International
<input type="text" value="Tps"/> 30 ✓	<input type="text" value="typhoon yutu"/> 30 ✓
<input type="text" value="typhoon mangkhut"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Icons: Cloud, Book, Eraser

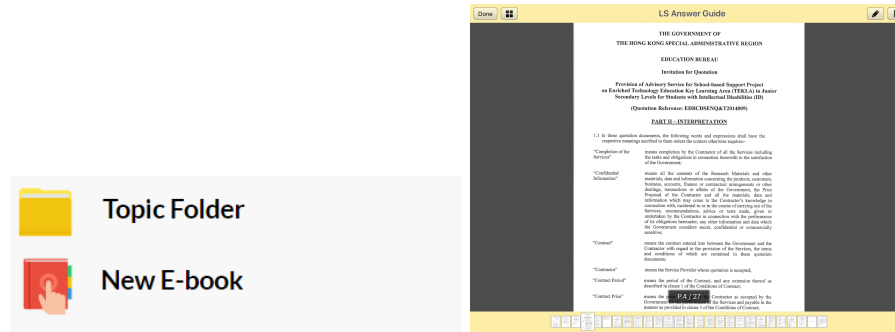
## 2.1.4 Submit answer in a multiple choice activity






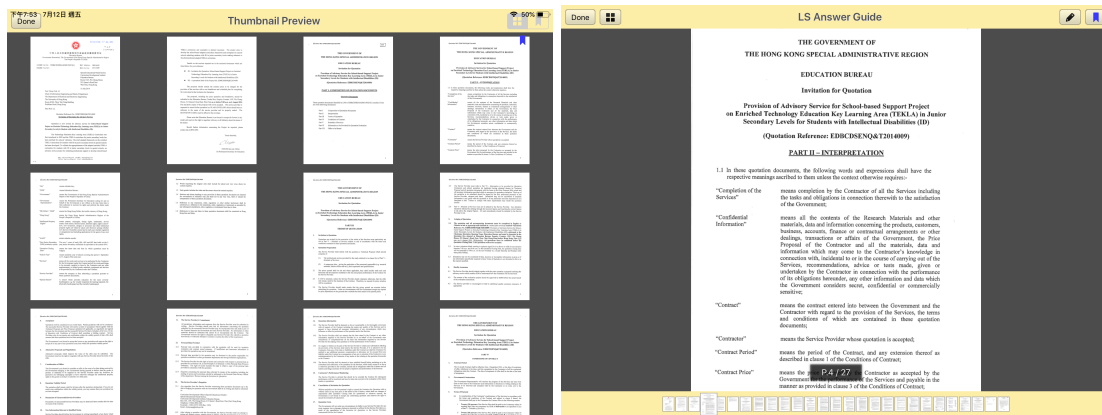
1. Open a multiple choice activity.
2. Tap  to select an answer for each question.
3. **Done**  will be shown beside the question list.
4. Tap **Upload**  to submit your answer to the teacher.






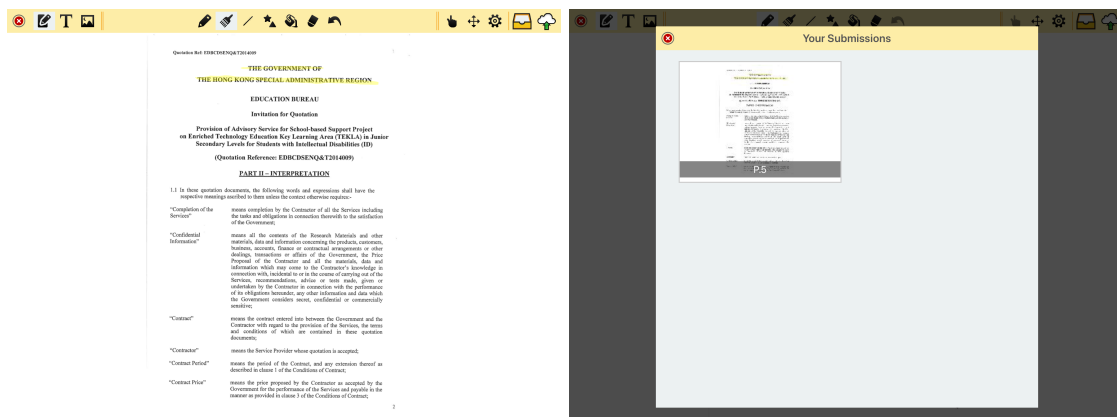
## 2.1.5 Submit answer in an e-book activity




1. Open an e-book activity.
2. Swipe left and right to turn pages.
3. Tap **Bookmark**  to create a bookmark for a page. The icon will turn into blue when it is bookmarked .
4. Tap **Thumbnail**  to view all the pages. You may also find the bookmarked page here.




5. Tap **Draw**  to make notes on or fill out an ebook. Please follow 2.1.2 for the detail instruction of a drawing board.
6. Tap **Upload**  to save your notes and submit it to the teacher.
7. Tap **Submissions**  to view your saved notes.



## 2.1.6 Submit answer in an open-ended activity



 Topic Folder

 New Long Question Activity

Short Book Review

Current Question

Write a 200-word book review on Charlie and the Chocolate Factory.

1. Open an open-ended activity.
2. Tap the blank and write your answer.
3. Tap **Upload**  to submit your answer to the teacher.
4. You can tap **Download**  to download your last submission.

Short Book Review

Current Question

Write a 200-word book review on Charlie and the Chocolate Factory.

This book was about a bird who didn't yet know how to fly.

The bird has to decide if it will try to fly, but it was not sure if it wants to. The bird thought, "If I never forever endeavor" then I won't ever learn. On one wing, he worries he might fail and on the other wing he thinks of how he may succeed. He worries that if he tries, he may get lost in the world. That makes him want to stay in his nest where he's safe.

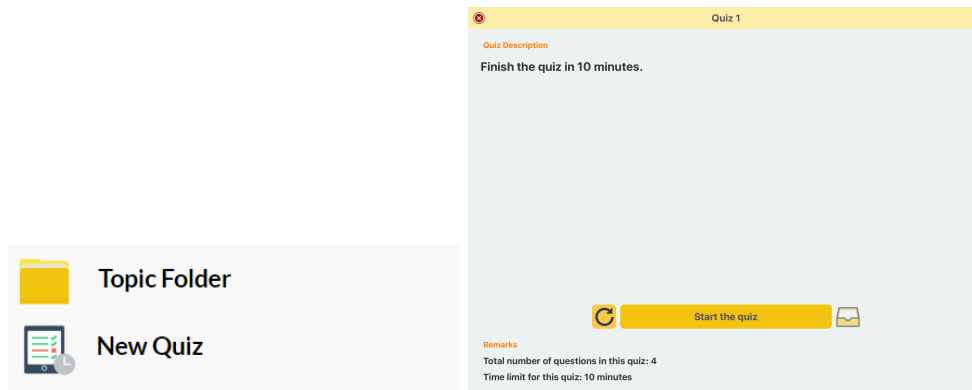
I think this book would help other children to learn that trying new things can be scary, but sometimes when we try, we can find things that make us happy too. And this book will help others know that mistakes are okay and part of learning.



My favorite part is that the bird tried and learned that she could fly. I also liked that I read this book because it gave me a chance to talk to mom about making mistakes and how I don't like making them. Then I learned they are good and part of learning.

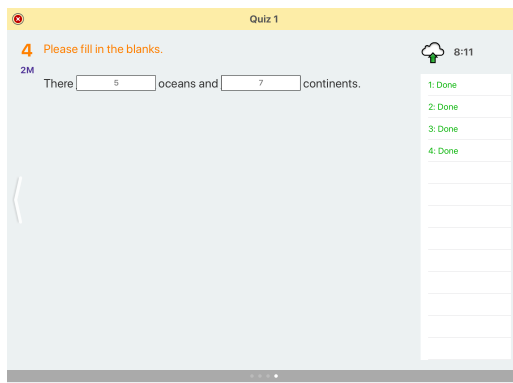
Boys and girls who are 3 to 8 years old would like this book because it teaches about trying a new thing and how it's important to get past being scared so you can learn new things.

I give the book 5 stars since I think it's important for other children to learn about courage.

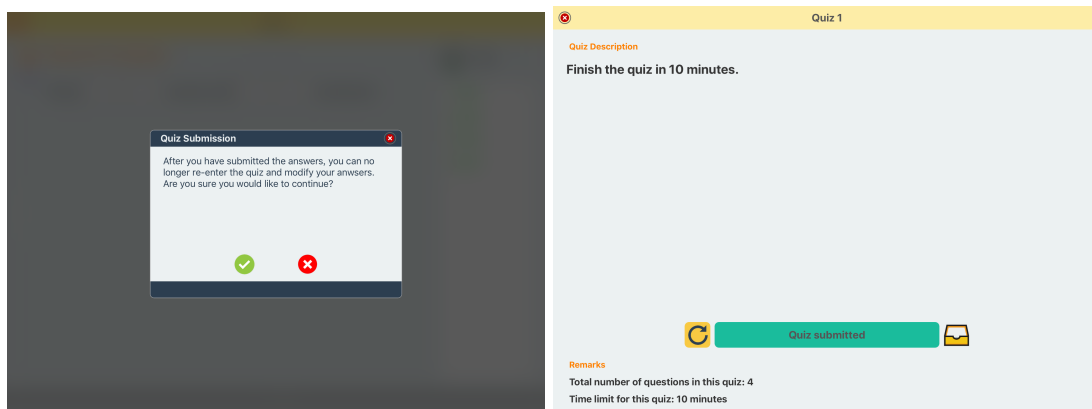
### 2.1.7 Submit answer in a quiz activity



1. Open a quiz activity.
2. Tap **Start the quiz** .
3. Follow the instructions and finish the quiz.
4. Swipe left or right to turn pages. You may also tap the question number to jump to that question.
5. When all the answer is completed, the **Submit**  button will appear. Tap it to submit your answer.

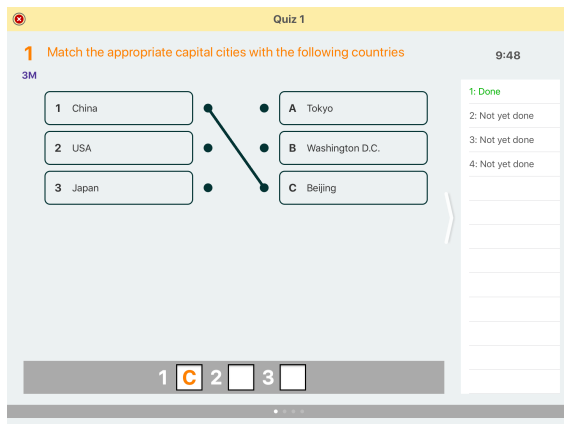


6. Tap **Confirm** . **Quiz Submitted**  will be shown if the quiz is successfully submitted.



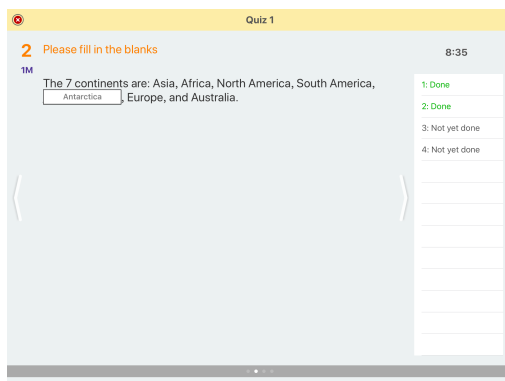


## A. Matching



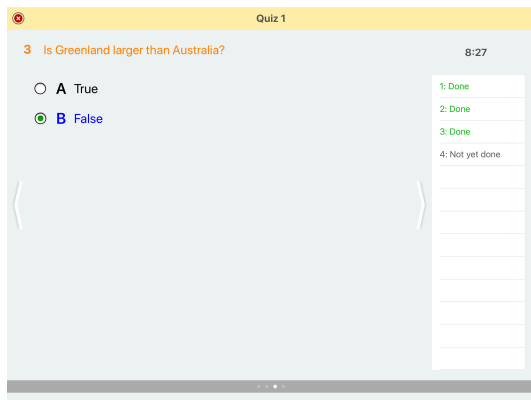
1. Tap the option on the left.
2. Tap the corresponding pair on the right.
3. The pair will be connected with a line.

## B. Fill in the blanks



- Tap the blank and type the answer.

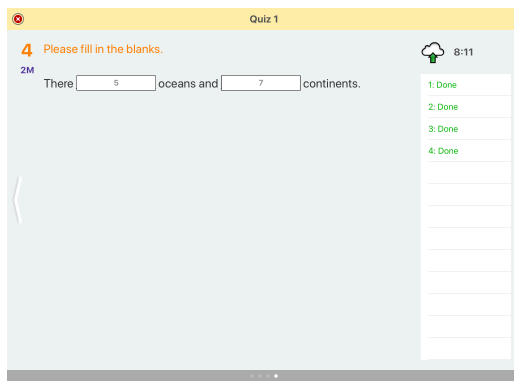
### C. Multiple choices



The screenshot shows a quiz interface titled "Quiz 1". The question is "3 Is Greenland larger than Australia?" with a timer of 8:27. There are two radio button options: "A True" and "B False". Option "B False" is selected, indicated by a green dot. To the right of the options is a vertical list of progress indicators: "1: Done", "2: Done", "3: Done", and "4: Not yet done". Below the question area are several empty lines for additional input or notes.

- Tap ☐ to select the correct answer.

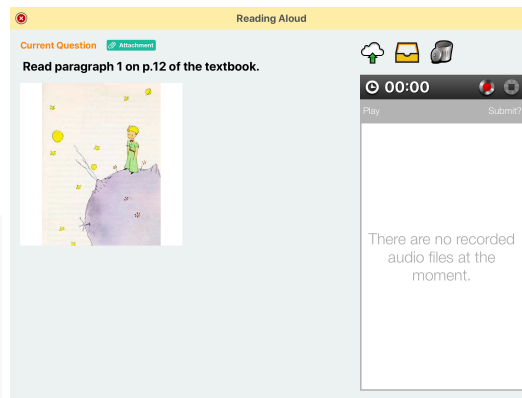
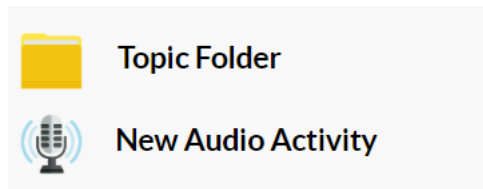
### D. Numerical question







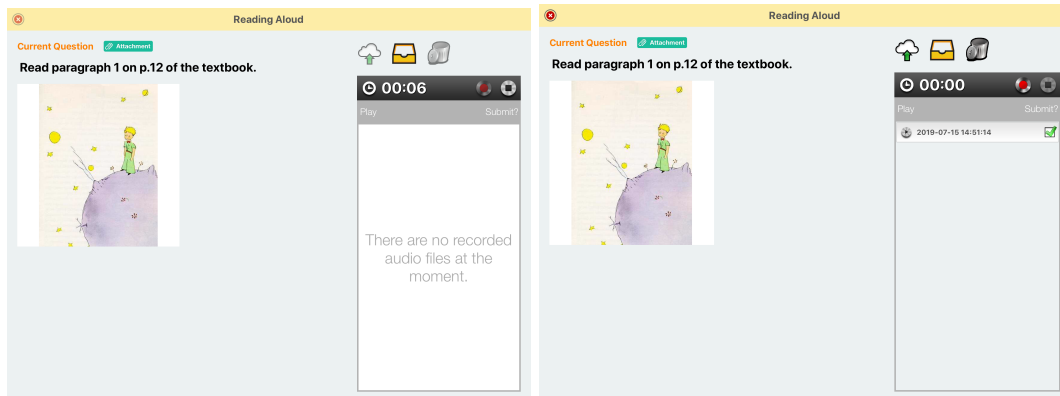
The screenshot shows a quiz interface titled "Quiz 1". The question is "4 Please fill in the blanks." with a timer of 8:11. Below the question, it says "2M There [ 5 ] oceans and [ 7 ] continents." The numbers 5 and 7 are entered into the respective input fields. To the right of the question is a vertical list of progress indicators: "1: Done", "2: Done", "3: Done", and "4: Done". Below the question area are several empty lines for additional input or notes.



- Tap the blank and type the numerical answer.

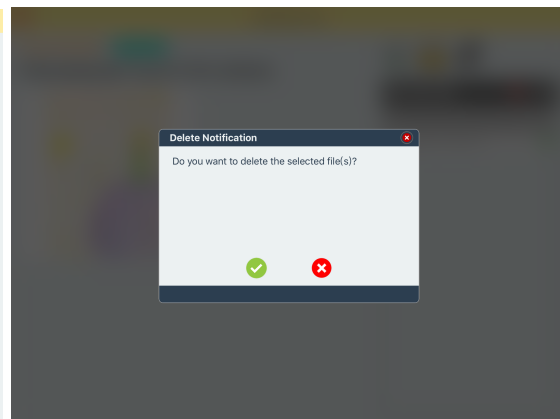
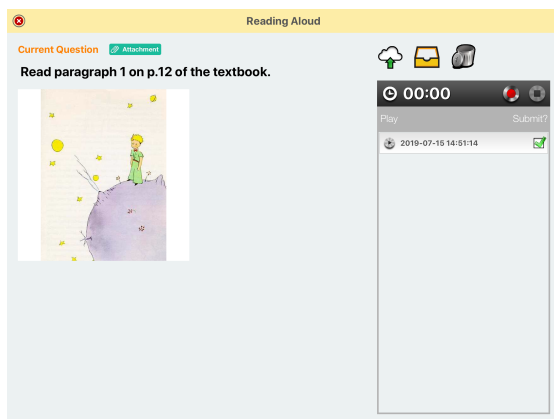
### 2.1.8 Submit answer in an audio activity



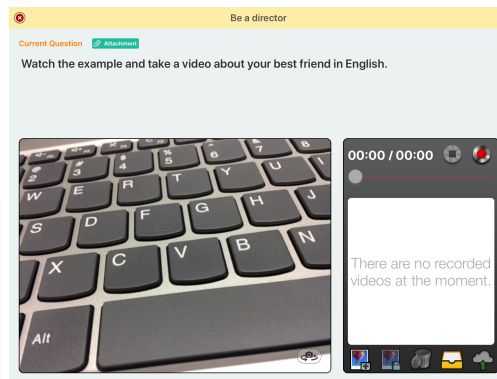
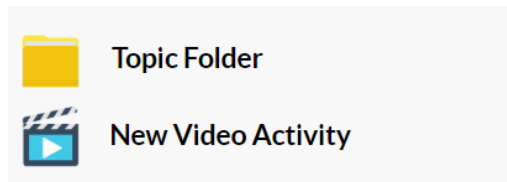
1. Open an audio activity.
2. Follow the instruction and tap **Record**  to start recording.
3. Tap **Stop**  to stop recording.
4. You may tap **Play**  to check the audio before you submit it.
5. Check the box beside the audio file(s).
6. Tap **Upload**  to submit your answer to the teacher.








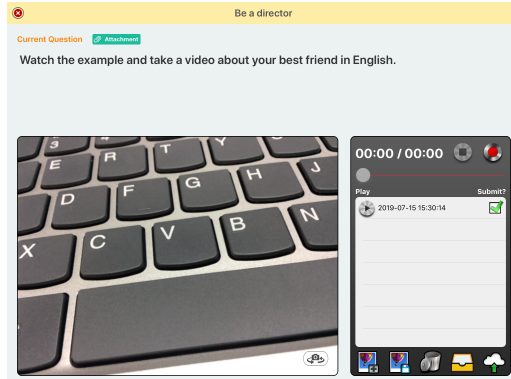
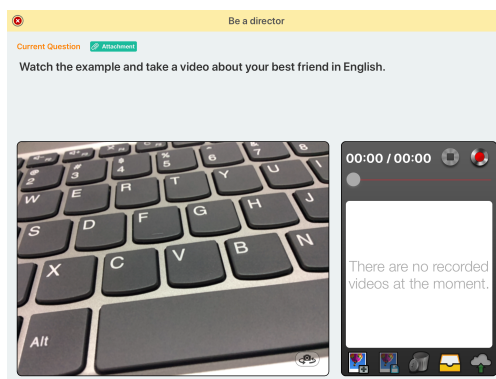
7. Select the audio file and tap **Delete**  when you want to delete the file. Tap **Confirm** .





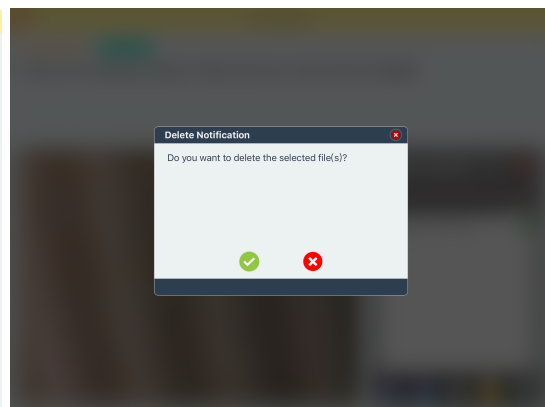
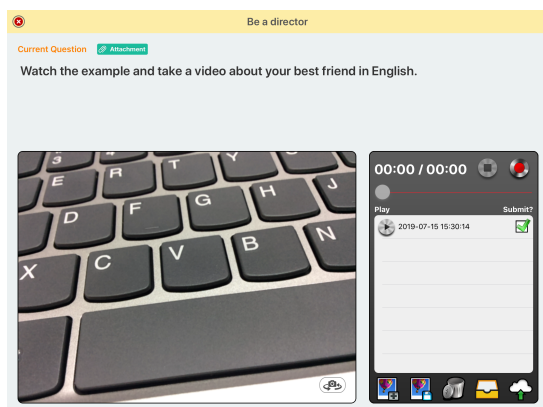
## 2.1.9 Submit answer in a video activity





1. Open an audio activity.
2. Follow the instruction and tap **Record**  to start recording.
3. Tap **Stop**  to stop recording.
4. Tap **Switch Camera**  to flip the camera if it is needed.
5. You may tap **Play**  to check the video before you submit it.
6. Check the box beside the audio file(s).
7. Tap **Upload**  to submit your answer to the teacher.

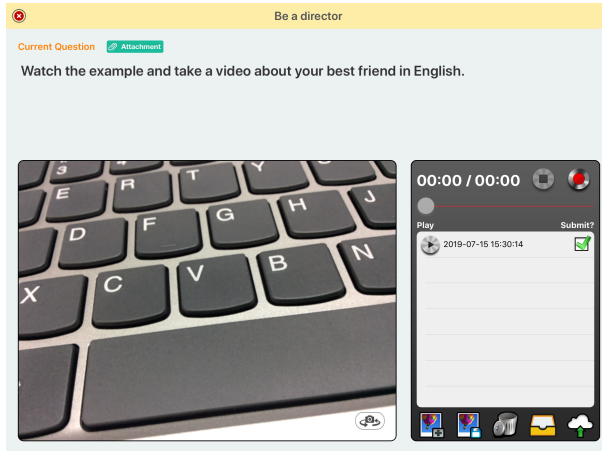


8. Select the video file and tap **Delete**  when you want to delete the file. Tap **Confirm** .

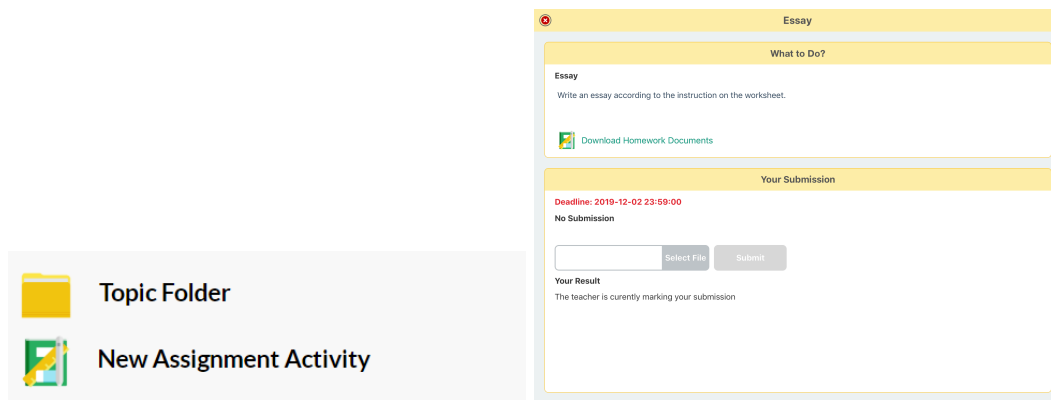



9. (Optional) You can also save the recorded video. Select the video file and tap **Save** .

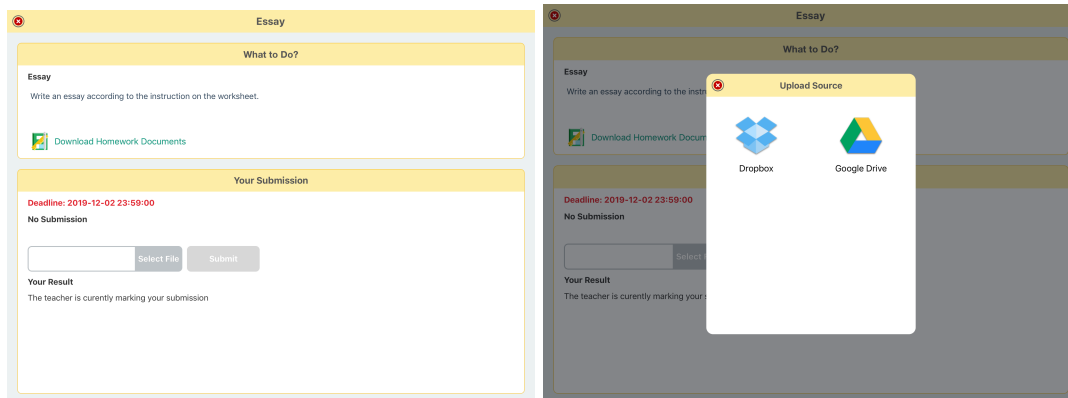
10. (Optional) You may want to use another recording application for your activity. Tap **Add**  to open the camera roll and upload videos.




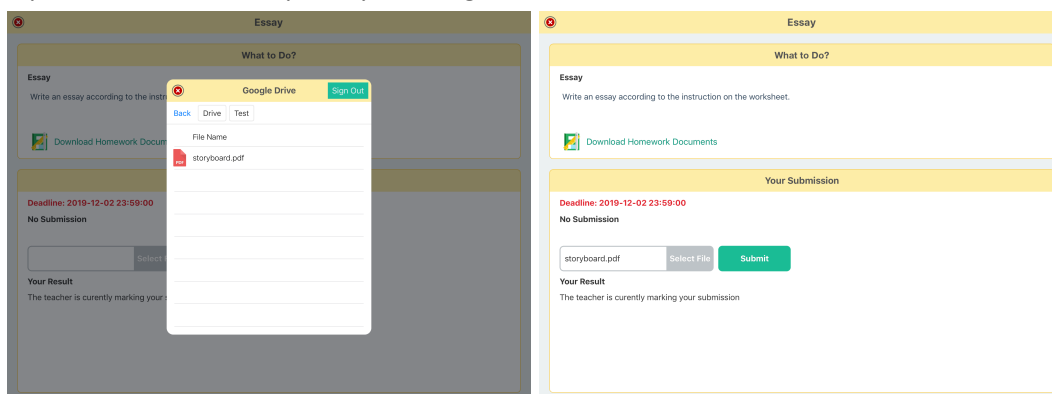
## 2.1.10 Submit answer in an assignment activity



1. Open an assignment activity.
2. Tap **Select File** .
3. Choose the upload source and sign in.




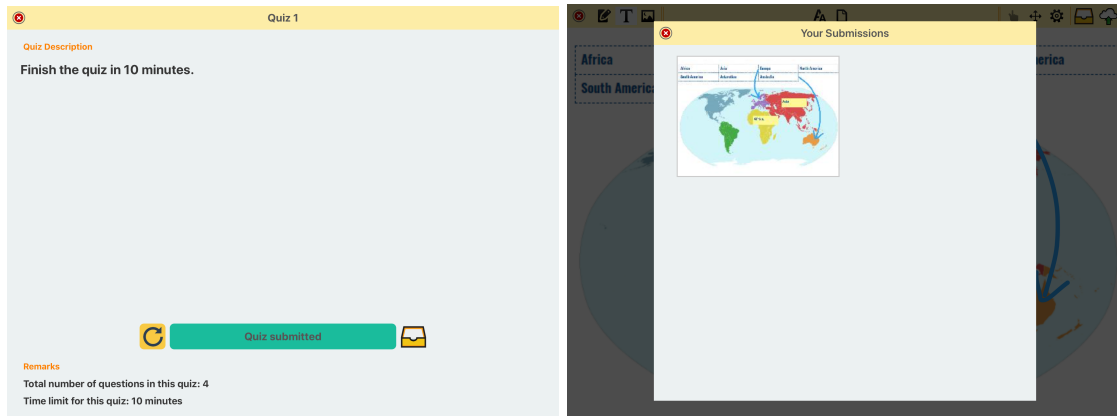
4. Choose the folder and tap your assignment.
5. Tap **Submit**  to upload your assignment.



Note: Only PDF file is supported.

## 2.2 View submission




1. Open an activity.
2. Tap **Submission**  to view your submitted work.



## 2.3 How can I remove my wrong submission?

If you want to delete your submission, you need to ask your teacher for help except keywords activity.

### Delete submissions in a keyword activity

1. Tap **Delete**  and **删除** to remove the keyword. You can also tap **Remove**  to remove all the answer.
2. Tap **Upload**  to update your answer.





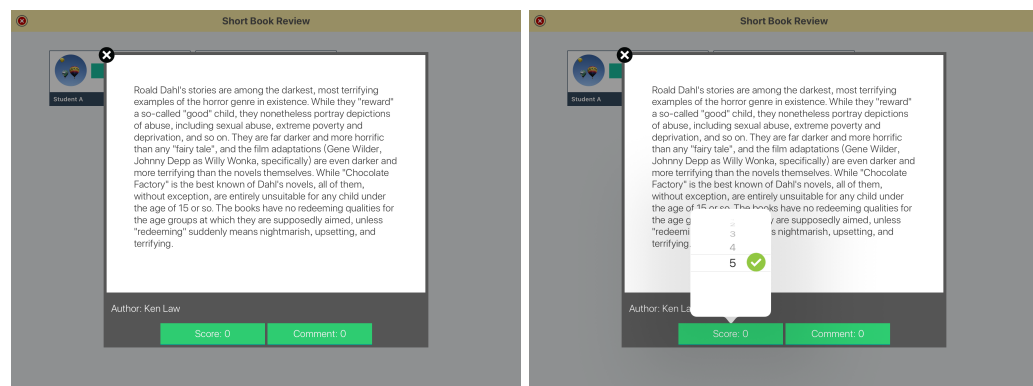
## 2.4 How can I apply for a late assignment submission?



You are still allowed to submit your assignment if your teacher does not stop receiving submissions. However, your assignment will be marked as late if you miss the deadline. If you are not able to submit your answer after the deadline, please contact your teacher.

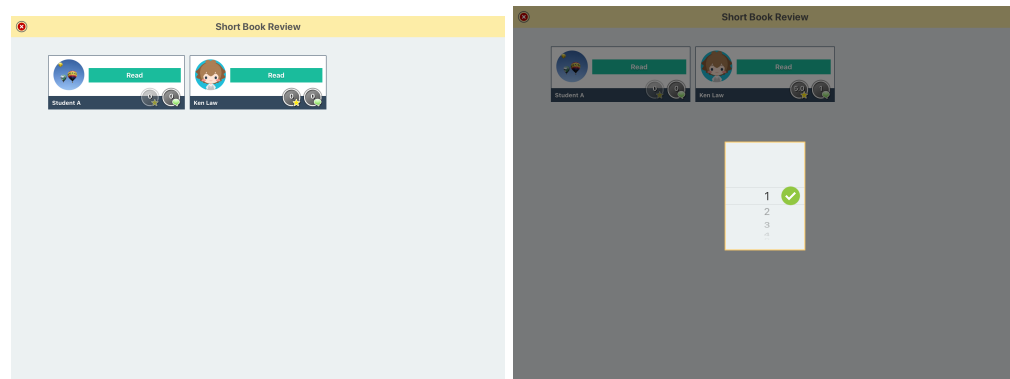
## 2.5 Peer Evaluation

### Rate your classmates' work

1. Open a peer review activity.
2. Your classmates' work will be shown.
3. Tap **Read/Play/Picture** to open your classmates' work.
4. Tap **Score**  and roll to select a score.
5. Tap **Confirm** .




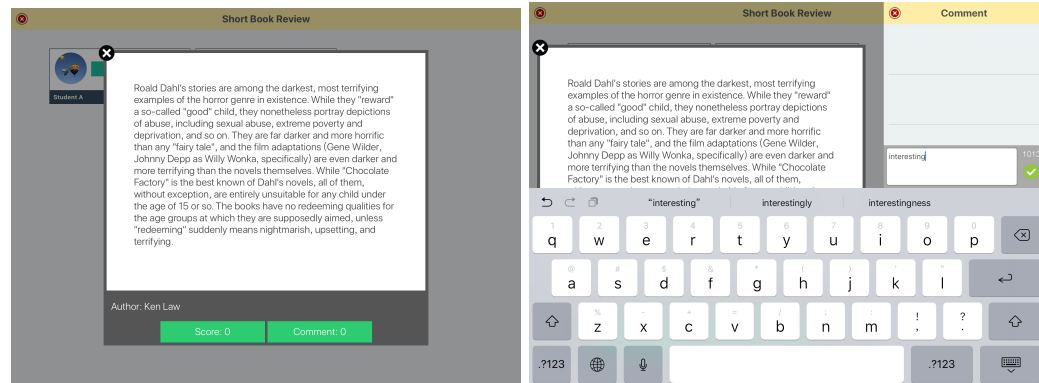
6. You can also rate their work in the thumbnail page.
7. Tap  and select the score.
8. Tap **Confirm** .





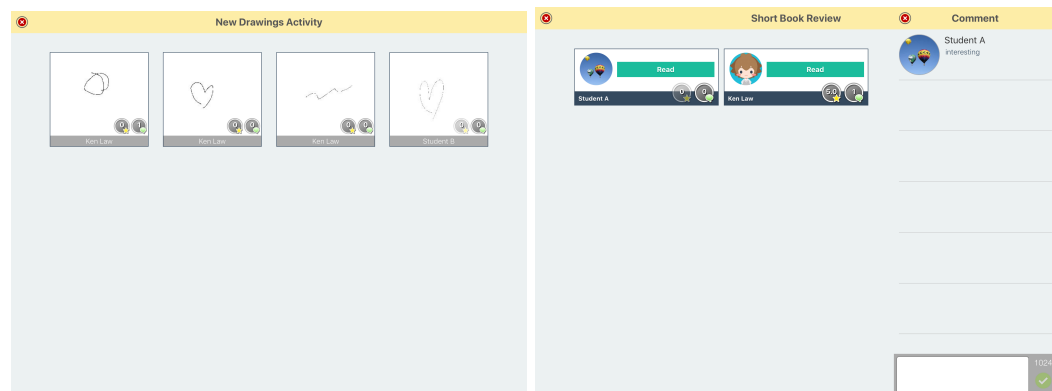


## Comment on your classmates' work

1. Open a peer review activity.
2. Your classmates' work will be shown.
3. Tap **Read/Play/Picture** to open your classmates' work.
4. Tap **Comment** Comment: 0 and tap the blank to start typing.
5. Tap **Submit** .



6. You can also comment on their work in the thumbnail page.
7. Tap  and tap the blank to start typing.
8. Tap **Confirm** .



## 2.6 View grade and comment

When your teacher have published their markings, you can open the activity and check your grade and comments from your teacher.

**Student A**

Quiz Description

Finish the quiz in 10 minutes.

Name: Student A

Score: 7 / 7

1. Match the appropriate capital cities with the following countries

Student's answer:

China	Beijing
USA	Washington D.C.
Japan	Tokyo

Model answer:

China	Beijing
USA	Washington D.C.
Japan	Tokyo

3 / 3

2. Please fill in the blanks

**Ken Law**

Score 7

Comment Perfect

2040627397-10311004051781151579\_1


Africa	Asia	Europe	North America
South America	Antarctica	Australia	

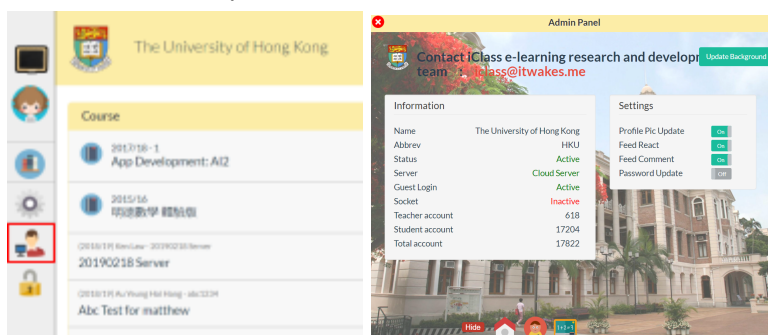



## IV iClass Administrators


### 1. How do I go to the admin panel?

You can manage all the accounts and courses in the admin panel. The school account and server status will be shown in the homepage of admin panel.

1. Go to <http://portal.iclass.hk/> or the homepage of iClass.
2. On the left, click **Administration** .
3. Information about your school account will be shown.



TIP 1: Click **Home**  at the bottom to return to the homepage of admin panel.

TIP 2: Click **Close**  in the top-right corner to return to the teacher mode.

### 2. Create or remove an account

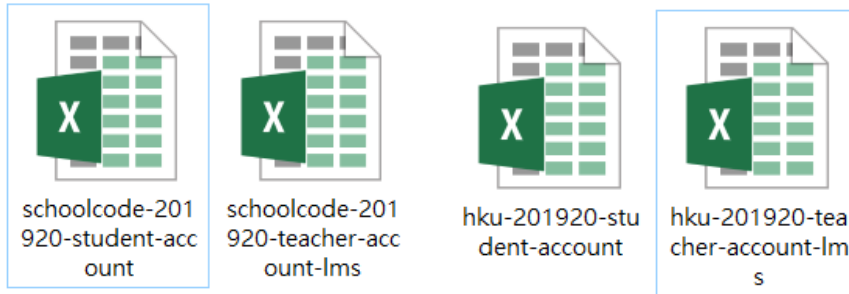
At the beginning and the end of an academic year, you may need to create and remove accounts, or update students' classes. We are sorry that administrator accounts do not have the authority to create or remove any accounts. Please fill in the form provided when you want to create or remove any accounts.

1. Go to the [Google Form](#).
2. Sign in your account.
3. Download the Excel spreadsheet templates for [student account](#) and [teacher account](#).

4. Fill in the required information in both sheets.

A	B	C	D	E	F	G	H	A	B	C	D	E	F	G	H
1. Template Ver.	17.1218			1. 有*的欄位必須填寫 (如沒有中文姓名, 請以英文姓名補上)				1. Template Ver.	17.1218			1. 有*的欄位必須填寫 (如沒有中文姓名, 請以英文姓名補上)			
2. School Code*		(e.g.: school domain)		2. 登入名稱必須填唯一無二的編號, 以便資料管理 (如外班管理)				2. School Code*		(e.g.: school domain)		2. 登入名稱必須填唯一無二的編號, 以便資料管理 (如外班管理)			
3. School Year	2019/20			3. 登入名稱必須填六位或以上英文字母和數字, 有學校編號比較理想				3. School Year	2019/20			3. 登入名稱必須填六位或以上英文字母和數字, 有學校編號比較理想			
4. Default Language*	hk	(e.g.: en / hk / cn)						4. Default Language*	hk	(e.g.: en / hk / cn)					
5. Password Reset		(如要重設密碼, 請填上密碼Y)						5. Password Reset		(如要重設密碼, 請填上密碼Y)					
6. Course Archive	2018/19	(請填上要歸檔的課程年份, 如「2016/17」)						6. Course Archive	2018/19	(請填上要歸檔的課程年份, 如「2016/17」)					
7. START		(0位以上英數)	(0位以上英數)	不明性別 --1			新的統一登入功能	7. START		(0位以上英數)	(0位以上英數)	不明性別 --1			新的統一登入功能
8. English Name*	繁體中文名稱*	簡體中文名稱	登入名稱*	密碼*	電郵地址	密碼	密碼	8. English Name*	繁體中文名稱*	簡體中文名稱	Class*	SubClass	Class Number*	Student Number*	登入名稱*
9. Name	Name_ZH-HK	Name_ZH-CN	Username	Password	Course	Email	Class	9. Name	Name_ZH-HK	Name_ZH-CN	Class	SubClass	Class Number	Student Number	Username
10								10							
11								11							
12								12							
13								13							
14								14							
15								15							
16								16							
17								17							

5. Rename both files by changing “schoolname” to your unique school code.




- Fill in the form.
- Upload the edited spreadsheets with proper file name.
- Click **Submit** SUBMIT.


Note: Please edit the spreadsheet in Excel. Editing in Google Sheets may lead to formatting lost.

### 3. View and export the user list

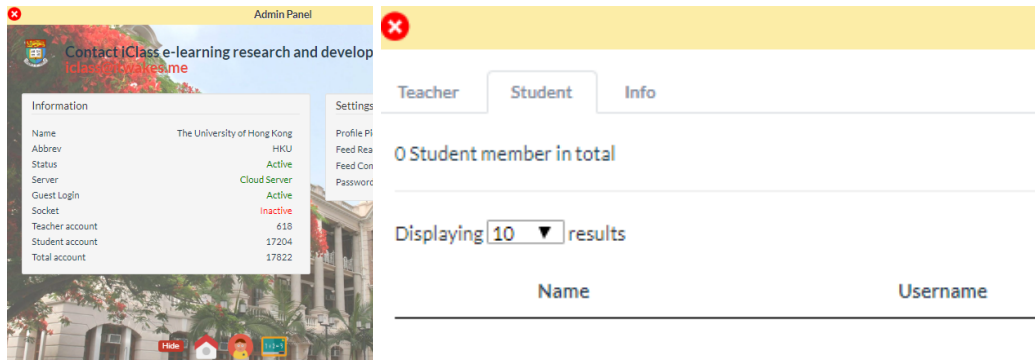
You can view and export the user list in the admin panel.

#### View teacher or student member

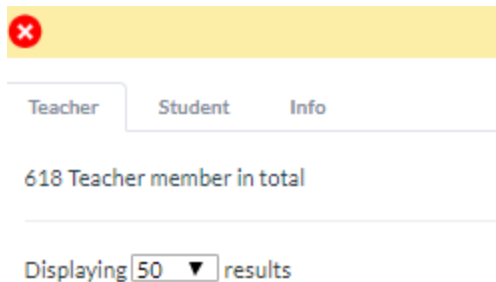
1. Go to <http://portal.iclass.hk/organize/> or the admin panel.
2. At the bottom, click **Member** .

Note: If the buttons are hidden, click **Show** .

3. List of teacher members will be shown by default. Click **Student** to view student member.

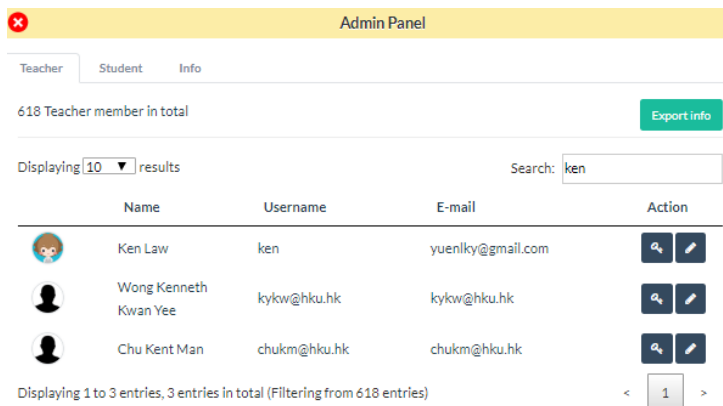


Note: You may change the number of members per page at the top left corner.




#### Search member

1. At the top right corner, type the keywords in the box.
2. Result will be shown automatically.





## Export the user list

1. At the top-right corner, click **Export info** .
2. An excel file will be generated and start downloading automatically.




## 4. Update user information


You can edit the user information at any time in the admin panel.

1. Go to <http://portal.iclass.hk/organize/> or the admin panel.
2. At the bottom, click **Member** .
3. Click **Edit**  under **Action**.

Displaying 50 results

Search:

Name	Username	E-mail	Action
 Ken Law	ken	yuenlky@gmail.com	 

4. Update the information and click **Confirm** .



### Update User Information


Name	Ken Law
E-mail	yuenlky@gmail.com
Nickname	Ken


 

## 5. Can I reset the password for users?

When your users forget their password, you may reset their password.



1. At the bottom, click **Members** .
2. On the right of the user's information, click **Password** .

Name	Username	E-mail	Action
 Ken Law	ken	yuenlky@gmail.com	 

3. Enter your admin password and new password.
4. Confirm password and click **Confirm** .

### Change Password

Admin Password	
New Password	
Confirm Password	


## 6. Change a user's role

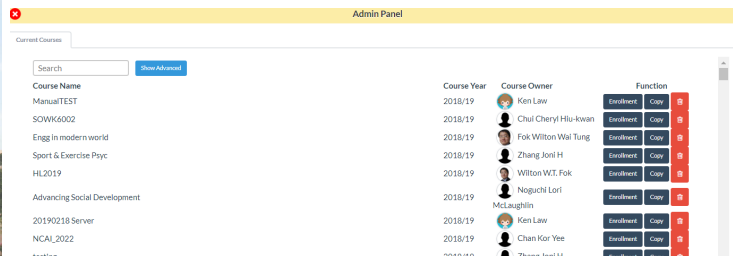
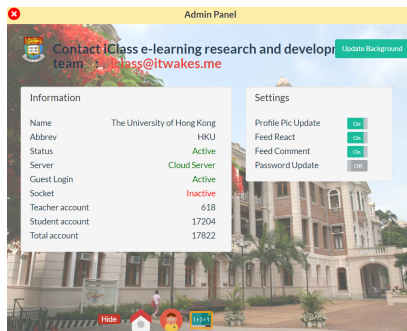
We are sorry that you cannot change a user's role on your own. Please contact us and seek for help.

## 7. View all courses

You may view all the course created by the teachers account in the admin panel.

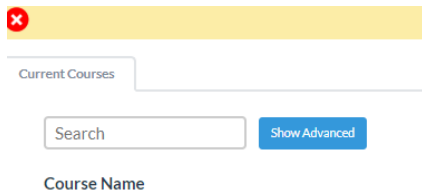
### View all courses

1. Go to <http://portal.iclass.hk/organize/> or the admin panel.
2. At the bottom, click **Course** .
3. The list of all courses will be shown.



### Search courses



1. At the top right corner, type the keywords in the box.
2. The result will be shown automatically.




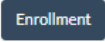


## 8. Enroll or remove students as an administrator

You can enroll or remove students into specific course at any time in the admin panel.

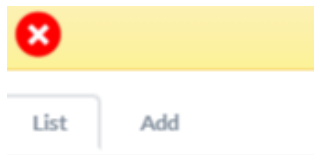
### Enroll students

- Go to <http://portal.iclass.hk/organize/> or the admin panel.
- At the bottom, click **Course** .
- Next to the course information, click **Enrollment** .

Note: If you cannot see the options below, click **Hide Advanced**  for basic settings.


Course Name	Course Year	Course Owner	Function
ManualTEST	2018/19	 Ken Law	  

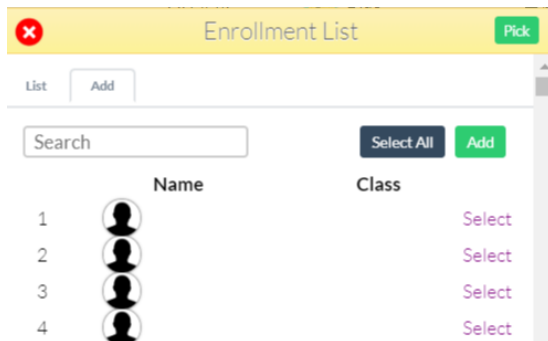
- Click **Add** to enroll students.




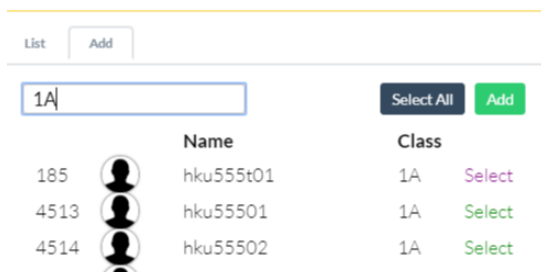
- Click **Select** to choose the students you would like to add in the course.  
Note: Click **Unselect** if you choose the wrong student.

- Click **Add**  and the student will be added into the course.



- Click **Close**  to exit the enrollment page.




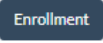


Tip 1: You can add students by searching keywords and click **Select All**  to add all the students from a class.



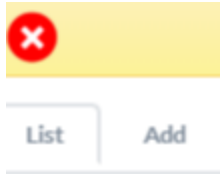
## Remove students



1. Go to <http://portal.iclass.hk/organize/> or the admin panel.
2. At the bottom, click **Course** .
3. Next to the course information, click **Enrollment** .

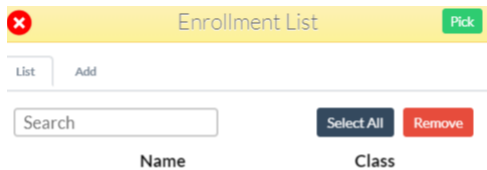
Note: If you cannot see the options below, click **Hide Advanced**  for basic settings.

Course Name	Course Year	Course Owner	Function		
ManualTEST	2018/19	 Ken Law			

4. Click **List** to show the students enrolled.



5. Click **Select** to choose the students you would like to remove in the course.  
Note: Click **Unselect** if you choose the wrong student.
6. Click **Remove**  and the student will be removed from the course.
7. Click **Close**  to exit the enrollment page.






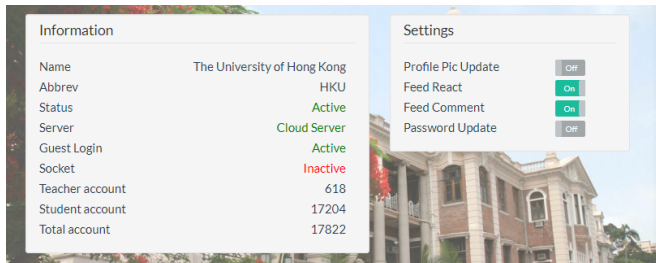


## 9. Set permission for profile picture and password update




You can restrict the permission for teachers and students to update their profile picture and password.

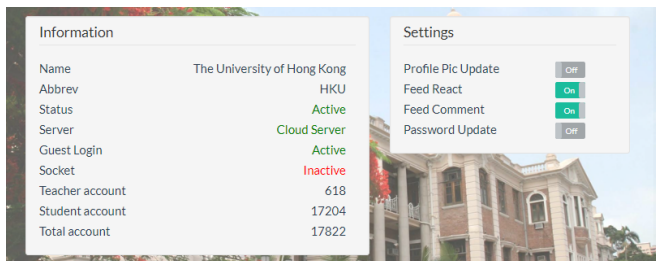
### Enable or disable profile picture update

1. Go to <http://portal.iclass.hk/> or the homepage of iClass.
2. On the left, click **Administration** .
3. On the right of the admin panel, toggle off **Profile Pic Update**  to disable profile picture update. Toggle it on  to enable the update.



### Enable or disable password update

1. Go to <http://portal.iclass.hk/> or the homepage of iClass.
2. On the left, click **Administration** .
3. On the right of the admin panel, toggle off **Password Update**  to disable password update. Toggle it on  to enable the update.





## 10. Enable Feed React and comment

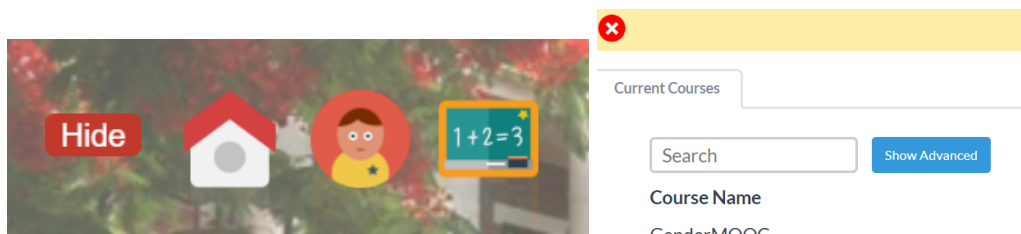
Students and teachers can post reaction and comment on the notice on News Feed. You may enable or disable this function in the admin panel.

### Enable or disable all











1. Go to the homepage of admin panel.
2. Toggle off **Feed React/Feed Comment** ☐ to disable the feed react or comment. Toggle it on ☐ to enable it.

### Enable or disable in specific course

1. Go to the Admin panel.
2. Click **Course**  and click **Show Advanced** .



3. Toggle on ☐ in the corresponding column.

Current Courses					
<input type="text" value="Search"/>					
<input type="button" value="Hide Advanced"/>					
Course Code	Guest Login	Feed React	Feed Comment	Allow Join	Join Code
 TEST2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SG9557 
 Social Policy and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UN5944 
 ENGG1320-2019sem2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CV6682 
 EXSC 3015/3016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	XT1618 
 HL2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VH1480 

## 11. How can I download the app for students?

The [iClass](#) app is currently available on iOS (iPhone, iPad, iPod Touch) and Android (smartphones and tablets) devices.

To download the app, search for "iClass" in App Store or Google Play Store.


## 12. Who should I contact when I have technical problems?

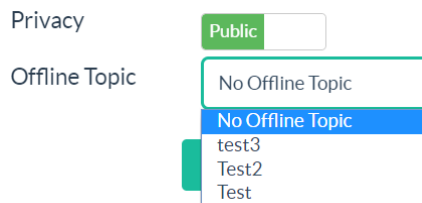
Should you have any questions, please feel free to contact HKU e-Learning Laboratory at **(+852)35005000** or **info@iclass.hk**.



## V Offline topic for off-campus learning

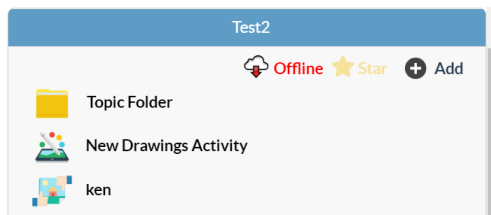
When a topic is set as offline, students can download that topic to their tablet for offline usage. Students can then access the activities and resources without internet connection when they are joining field trips and off campus learning activities.

### 1. Set a topic offline

1. Open a course.
2. Click **Edit** .
3. In the right panel, click **No Offline Topic** and select a topic.




4. Click **Save** .
5. When the topic is set as offline, the topic can be downloaded by clicking **Offline**  **Offline** under the topic.

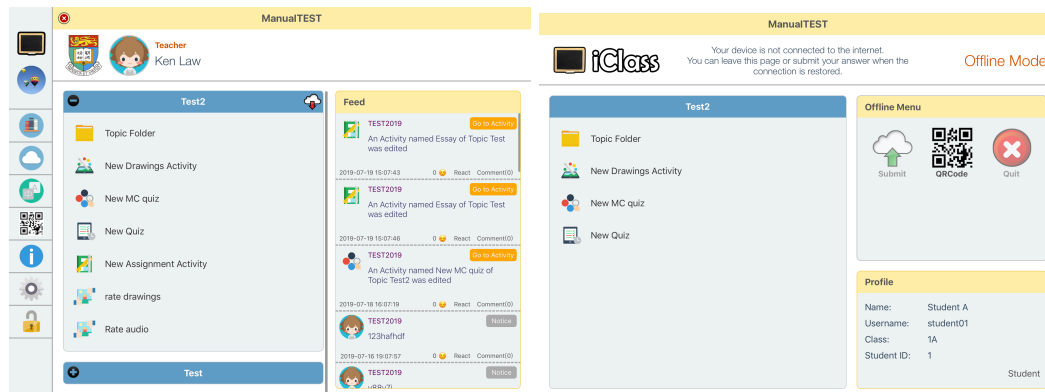





Note: Only one topic can be set as offline for each course.

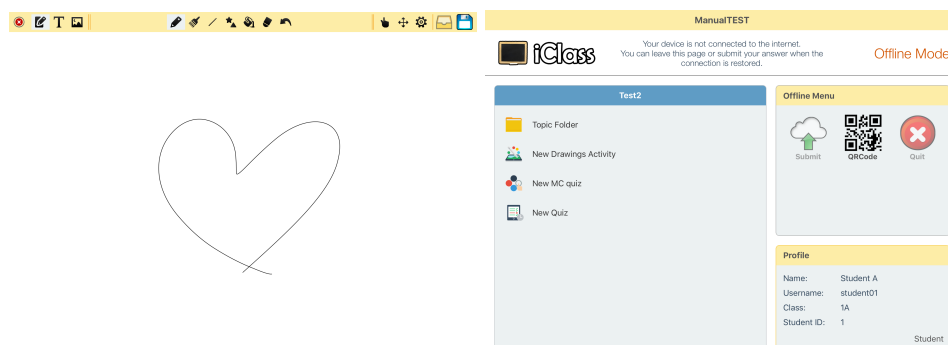
## 2. Download offline topic on students' tablets

Offline topics need to be downloaded to students' devices in advance of the off campus activity.

1. Open iClass on tablets.
2. Tap **Download**  next to the topic.
3. The screen will be jumped to the offline mode.
4. Please stay in the offline mode before disconnecting the internet. If you quit the offline mode, you will not be able to return to the offline mode when you have no internet connection.



5. When you are in the off campus activity, open iClass.
6. You can now access the iClass activity without internet connection.
7. Tap to join the activity.
8. When you finish the task, remember to tap **Save** .
9. Tap **Submit**  when your device is connected to the internet.
10. Tap **Quit**  to exit offline mode.



Note: There are no auto sync function. If you exit offline mode before submitting your work, all unsaved work will be lost.