

iClass LMS User Manual (Simplified)

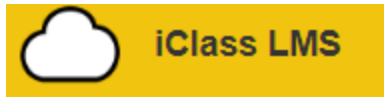
I Introduction	5
1. About iClass LMS	5
1. Sign in and set up	5
1.1 Which desktop browser can I use to access iClass?	5
1.2 What resolution should I use for projection?	5
1.3 How do I sign in and out of iClass LMS?	5
Sign in	5
Sign out	5
1.4 Change language	6
Before Login	6
After Login	6
1.5 How do I get back to iClass homepage?	6
1.6 Change your profile or password	7
Edit your profile detail	7
1.7 Change your role	8
1.8 View as a student	8
Change your view mode in homepage	8
Change your view mode in course	8
Change your view mode in activity	9
2. Create and organise your courses	10
2.1 Create or remove a course	10
Create a course	10
Remove a course	11
2.2 View your course	11
2.3 Edit course settings	12
2.4 Add, rename or remove a topic	13
Add a topic	13

Rename or remove a topic	13
2.5 Rearrange the topic sequence	14
In course editing page	14
In topic editing page	14
2.6 Set a topic invisible to student	15
2.7 Add or remove resources	15
Add and remove resources	15
2.8 Edit or download resources	16
Edit resources	16
Download resources	16
2.9 How to view with tags	16
2.10 How to view all the resources in current courses	17
2.11 Enroll students	17
In course editing page	17
By Join code	18
By QR code	18
2.12 Unenroll students	18
Unenroll individual students	18
2.13 Copy course	19
3. Create and track activity	20
3.1 Add an activity	20
3.1.1 Create an instruction activity	22
3.1.2 Create a web page activity	22
3.1.3 Create a drawings activity	23
3.1.4 Create a keywords activity	25
3.1.5 Create a multiple choice activity	26
3.1.6 Create an e-book activity	27
3.1.7 Create an open-ended activity	28
3.1.8 Create a quiz activity	29
Matching	30
Fill in the blanks	31
Multiple choices	31
Numerical question	33
3.1.9 Create an audio/video activity	34
3.1.10 Create a video activity	35
3.1.11 Create an assignment activity	36
3.2 Draft or schedule an activity	37
Schedule your activity	37

Hide your activity	37
3.3 Enable or stop submission	38
3.4 How do I know the number of submissions?	38
3.5 How do I exit the activity and go back to the course page?	39
3.6 Edit an activity	39
3.7 Rearrange the activity sequence	40
3.8 Remove an activity	40
3.9 Copy an activity	41
3.10 Can I add a teaching plan for the activity?	42
4. Grade, comment and present	42
4.1 Hide and show all submission	42
4.2 How do I make the submission anonymous temporarily for peer review/presentation?	43
4.3 Sort the students submissions	44
4.4 Class tools	45
Student list	45
Random name picker	45
Set a timer for activities	46
4.4 Present students' submission	47
4.4.1 Drawing and E-book activity	47
4.4.2 Keywords activity	47
4.4.3 Multiple choice and Quiz activity	49
4.4.4 Audio and Video activity	50
4.4.5 Assignment activity	51
4.5 Grade submission	51
4.5.1 Drawing and E-book activity	52
4.5.2 Assignment activity	53
4.6 Publish Grade	54
4.7 Submission statistics	54
Class statistics	54
Question statistics	55
4.8 Peer Review	55
In activity page	56
In marking page	56
4.9 Delete submission	57
Clear all submission in an activity	57
Clear all submission in a topic	57
Clear all submission in a course	57

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.

II Teacher Mode

1. Sign in and set up

1.1 Which desktop browser can I use to access iClass?

The [iClass LMS](http://portal.iclass.hk/) website is optimized to run on the latest version of the following HTML5-supported browsers:

- Mozilla Firefox [Windows, Linux, Mac OS]
- 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**.

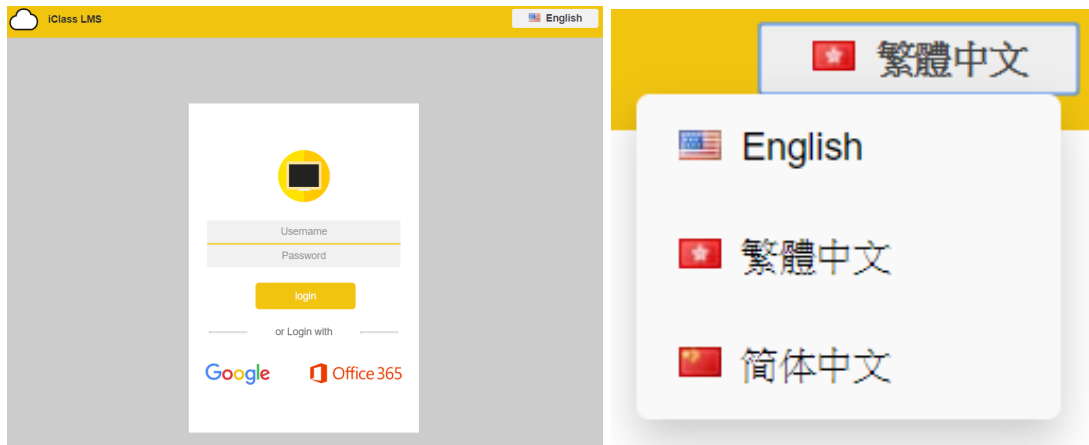
Sign out

1. Click **Logout**  on the left navigation bar.



1.4 Change language

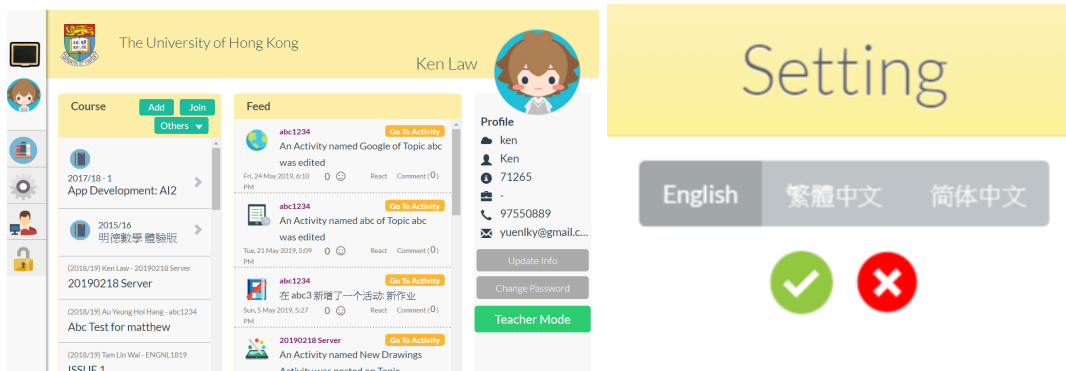
Before Login

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





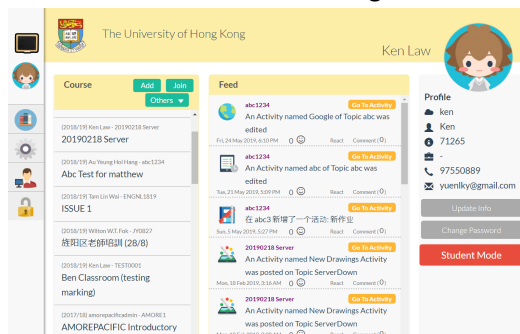
After Login

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

1. Go to iClass homepage.

2. On the right, click **Update Info**

Update Info

The University of Hong Kong

Ken Law

Course

2018/19 Ken Law - 20190218 Server
20190218 Server

2018/19 Au Yeung Hoi Hang - abc1234
Abc Test for matthew

2018/19 Tam Lin Wai - ENGL1819
ISSUE 1

2018/19 Wilton W.T. Fok - JY0827
旌阳区老师培训 (28/8)

2018/19 Ken Law - TEST001
Ben Classroom (testing marking)

2017/18 amorepacificadmin - AMORE1
AMOREPACIFIC Introductory

Feed

abc1234
An Activity named Google of Topic abc was edited
Fri, 24 May 2019, 6:10 PM

abc1234
An Activity named abc of Topic abc was edited
Tue, 21 May 2019, 5:09 PM

abc1234
在 abc3 新增了一个活动: 新作业
Sun, 5 May 2019, 5:27 PM

20190218 Server
An Activity named New Drawings Activity was posted on Topic ServerDown
Mon, 18 Feb 2019, 3:16 AM

20190218 Server
An Activity named New Drawings Activity was posted on Topic ServerDown
Mon, 18 Feb 2019, 3:08 AM

Profile

ken
Ken
71265
-
97550889
yuenlky@gmail.com

Update Info
Change Password
Student Mode

Username ken
Student ID 71265
Class -
Contact 97550889
Email yuenlky@gmail.com

✓ ✗

3. On the right, click **Profile picture**

The University of Hong Kong

Ken Law

Course

2018/19 Ken Law - 20190218 Server
20190218 Server

2018/19 Au Yeung Hoi Hang - abc1234
Abc Test for matthew

2018/19 Tam Lin Wai - ENGL1819
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An Activity named New Drawings Activity was posted on Topic ServerDown
Mon, 18 Feb 2019, 3:08 AM

Profile

ken
Ken
71265
-
97550889
yuenlky@gmail.com

Update Info
Change Password
Student Mode

4. On the right, click **Change Password**

Change Password

The University of Hong Kong

Ken Law

Course

2018/19 Ken Law - 20190218 Server
20190218 Server

2018/19 Au Yeung Hoi Hang - abc1234
Abc Test for matthew

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20190218 Server
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Mon, 18 Feb 2019, 3:08 AM

Profile

ken
Ken
71265
-
97550889
yuenlky@gmail.com

Update Info
Change Password
Student Mode

1. Confirm your information or password and click **Confirm**

1.7 Change your role


Only the administrator can change the role of an account.

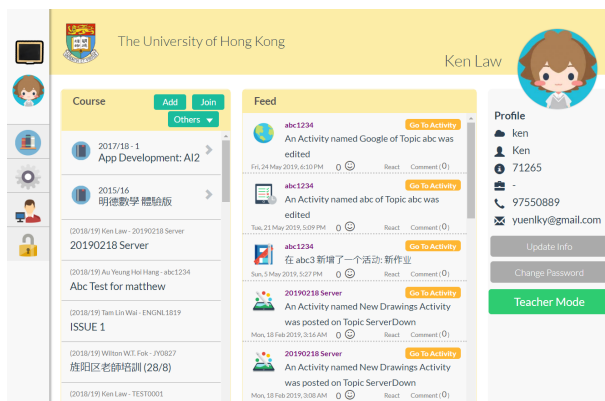
1.8 View as a student

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

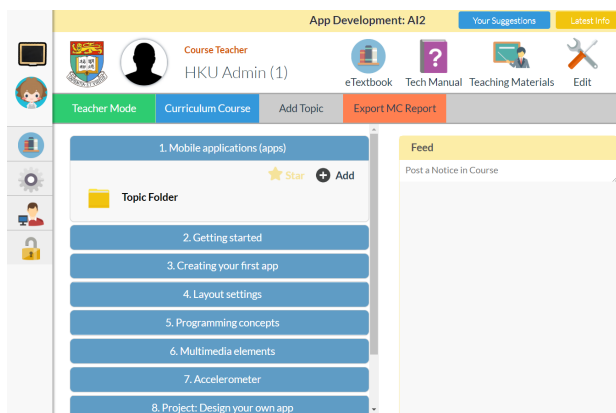
1. Go to iClass homepage.
2. Click **Teacher Mode**  and your view will be changed into student mode.



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


Change your view mode in course

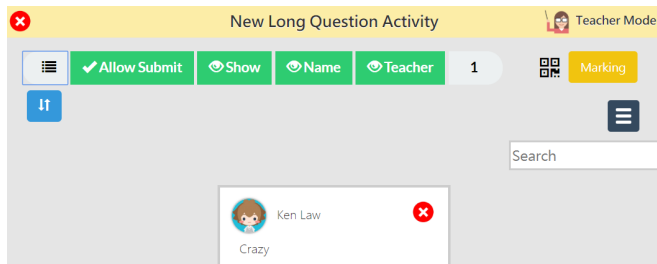
1. Click one of the courses on the list.
2. Click **Teacher Mode**  and your view will be changed into student mode.




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)

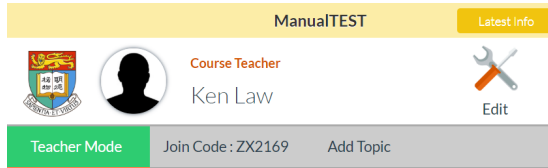
More details



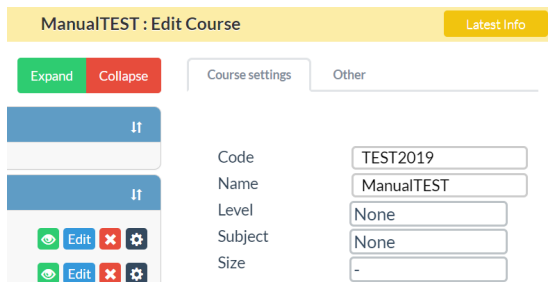
Remove a course

1. Open the course you want to remove.

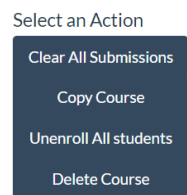
2. Click **Edit**  Edit .



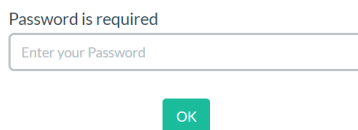
3. Click **Other** .



4. Click **Delete Course** .



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



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.

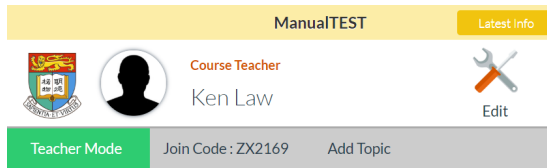


2.3 Edit course settings


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

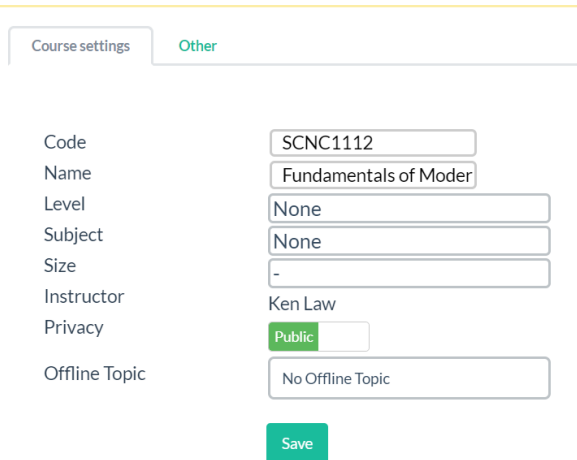
1. Open the course you want to edit.

2. Click **Edit**  .



The course header bar displays the course name 'ManualTEST' and a 'Latest Info' button. Below this, the course teacher's profile is shown, including a university crest, a silhouette icon, the name 'Ken Law', and an 'Edit' button with a wrench icon. At the bottom, there is a 'Teacher Mode' button, the join code 'ZX2169', and an 'Add Topic' button.

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



The 'Course settings' form is shown with a tabbed interface. The 'Course settings' tab is active, and the 'Other' tab is also visible. The form contains the following fields:


Code	SCNC1112
Name	Fundamentals of Moder
Level	None
Subject	None
Size	-
Instructor	Ken Law
Privacy	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private
Offline Topic	No Offline Topic

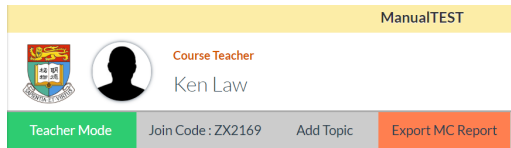
A 'Save' button is located at the bottom of the form.


Note: When a course is set as private ☐ **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.

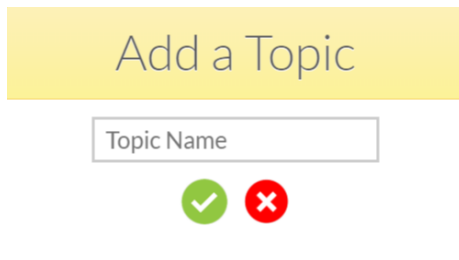
2.4 Add, rename or remove a topic

Add a topic


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

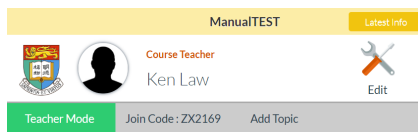


3. Enter the topic name and click **Confirm** .

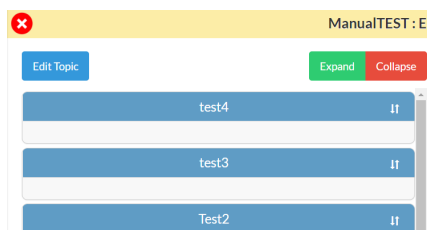
The dialog box has a yellow header with the text 'Add a Topic'. Below the header is a text input field labeled 'Topic Name'. At the bottom of the dialog are two circular buttons: a green one with a white checkmark and a red one with a white 'X'.


Rename or remove a topic

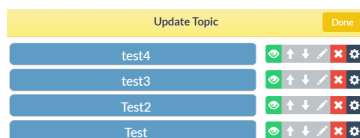
1. Open a course.
2. Click **Edit**  .




3. Click **Edit topic**  .




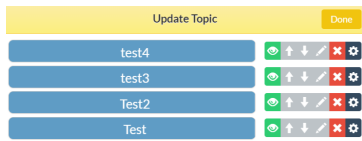
4. Click **Rename**  beside the topic you want to rename.




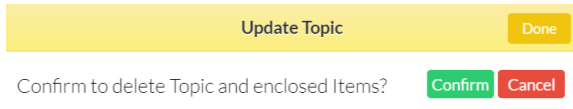
5. Click **Update**  and your topic will be renamed.

The dialog box 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.

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



- 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

- Open a course.
- Click **Edit** .
- Drag and drop **Rearrange**  to move the course upwards or downwards.







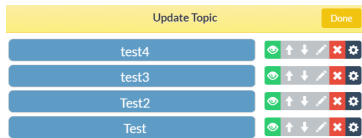
In topic editing page

- Open a course.
- Click **Edit** .
- Click **Edit Topic** .
- 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 **Visibility**  and the topic will be set to **Invisible** .




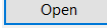

2.7 Add or remove resources

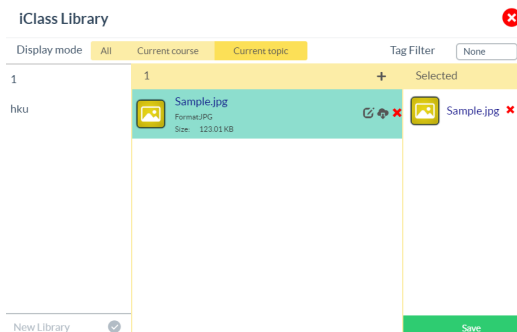
You may add teaching resources such as slides, worksheets, reading materials for students in topics.


Add and remove resources

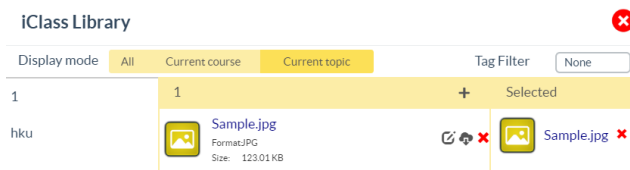
1. Open a course and choose a topic.
2. Click **Topic folder**.




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** .



6. Click **Delete**  next to the resources you want to delete.



Click **Save**.

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


Selected



Sample.jpg 

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.



448-4486992_cute-pfp-background...

Format: PNG
Size: 408.30 KB



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

iClass Library

File Name


未命名.png

Tags (comma seperated)

Save

Cancel

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.



448-4486992_cute-pfp-background...

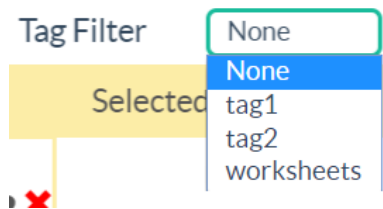
Format: PNG
Size: 408.30 KB



2.9 How to view with tags

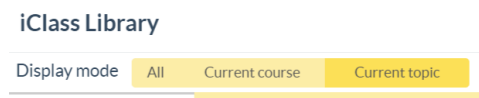
1. Open a course and choose a topic.
2. Click **Topic folder**.

- At the top right corner, select tags from **Tag Filter**.



2.10 How to view all the resources in current courses


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

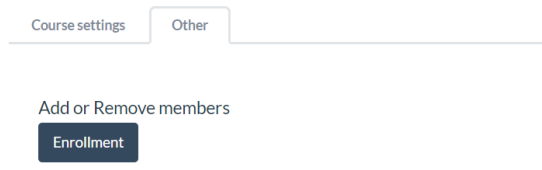


Note: You may view the resources in all courses by changing the display mode to **All** **All**.

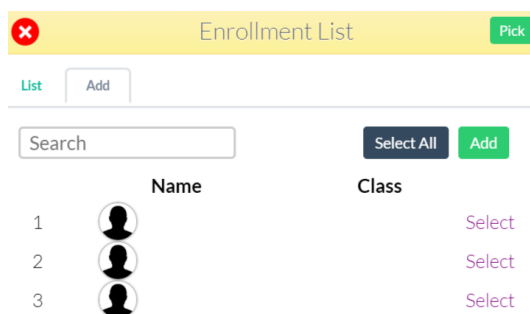
2.11 Enroll students

In course editing page

- Open a course.
- Click **Edit** .
- Click **Other** and click **Enrollment** **Enrollment**.



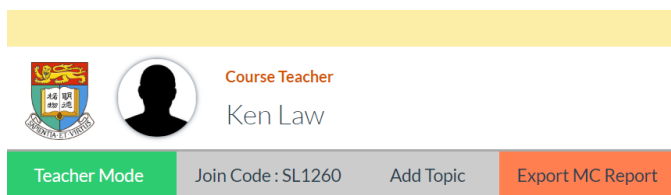
- Click **Add** **Add** and **Select** **Select** the students.
- Click **Unselect** **Unselect** if you choose the wrong student.
- Click **Add** **Add** and selected students will be enrolled to the course.



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

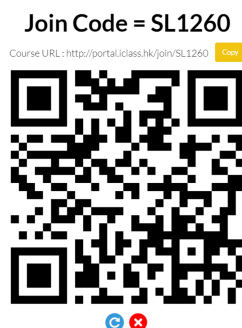
By Join code

1. Open a course.
2. The **Join code** 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](#).



By QR code

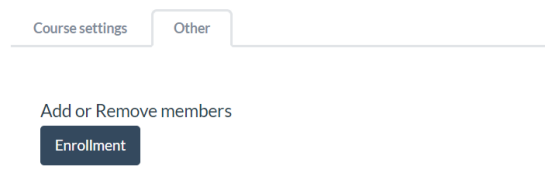
1. Open a course.
2. Click **Join code** and the QR code will be popped up.
3. Ask students to scan the **QR Code** to join the class. Please refer to [p.?? for detailed instruction for students](#).







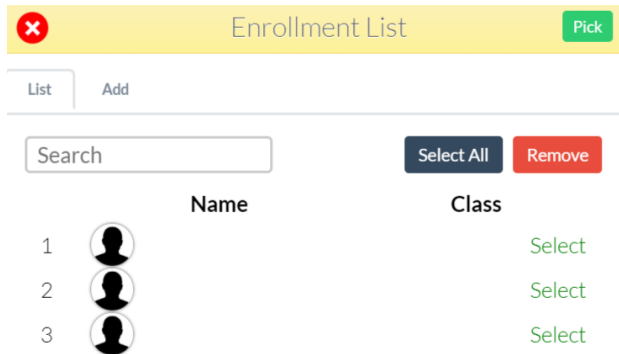
2.12 Unenroll students

Unenroll individual students




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



- Click **List**  and **Select**  the students.
- Click Unselect  if you choose the wrong student.
- Click **Remove**  .







The interface shows a yellow header bar with a red 'X' icon, the text 'Enrollment List', and a green 'Pick' button. Below the header is a tabbed interface with 'List' and 'Add' tabs. Under the 'List' tab, there is a search bar and two buttons: 'Select All' (dark blue) and 'Remove' (red). Below these are three rows of student information. Each row has a number (1, 2, 3), a silhouette icon, and a green 'Select' button.

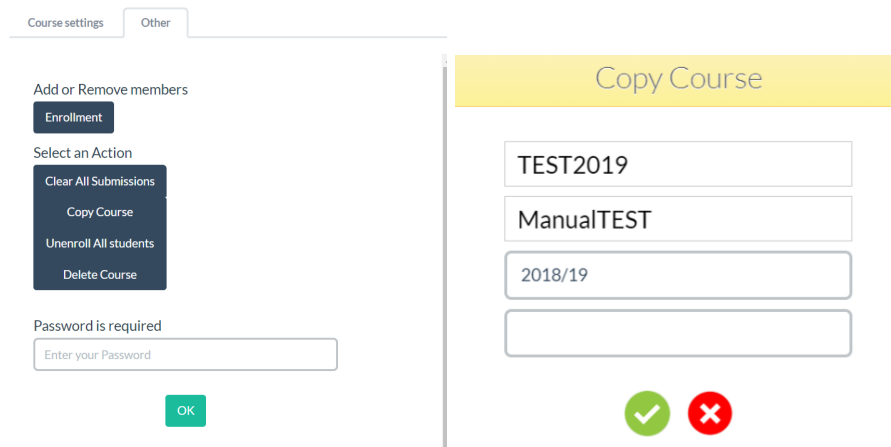
	Name	Class
1		Select
2		Select
3		Select

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

2.13 Copy course

You may want to copy the course for another class.

- Open a course.
- Click **Edit**  .
- Click **Other** and click **Copy Course**  .
- Enter your password and click **OK**  to confirm.
- Edit the course detail and click **Confirm**  .




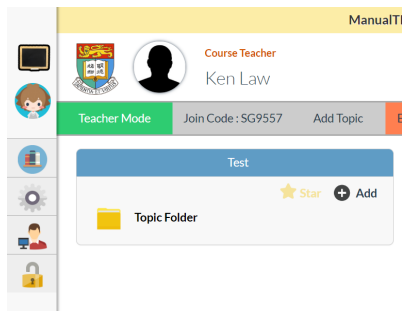
The interface is split into two panels. The left panel has tabs for 'Course settings' and 'Other'. Under 'Other', there is a section 'Add or Remove members' with an 'Enrollment' button. Below that is 'Select an Action' with buttons for 'Clear All Submissions', 'Copy Course', 'Unenroll All students', and 'Delete Course'. At the bottom, it says 'Password is required' with a text input field and an 'OK' button. The right panel has a yellow header 'Copy Course'. It contains three text input fields with the values 'TEST2019', 'ManualTEST', and '2018/19'. Below these is an empty text input field. At the bottom of the right panel are two circular buttons: a green checkmark and a red 'X'.

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 immediately, 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** .

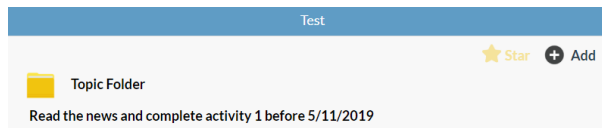




We support 12 kinds of activities in total.

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



 


 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


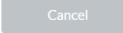
URL



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

Site name

Open in ...

 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

Answers

tag2

Add

typhoon mangkhut

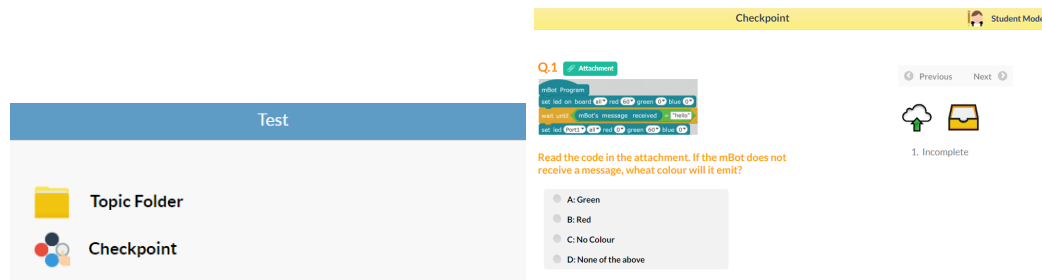
hong kong-zhuhai-macau bridge

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.

MC Quiz Add Question Activity Name

Question 1 MC +

Question details

Question text

Read the code in the attachment. If the mBot does not receive a message, what colour will it emit?

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.

Attachments

+

mbot.PNG ✗

Question type

Single answer Multiple answers

Choices +

☐ Green −

☒ Red −

☐ No Colour −

☐ None of the above −

☐ No answer (open-ended)

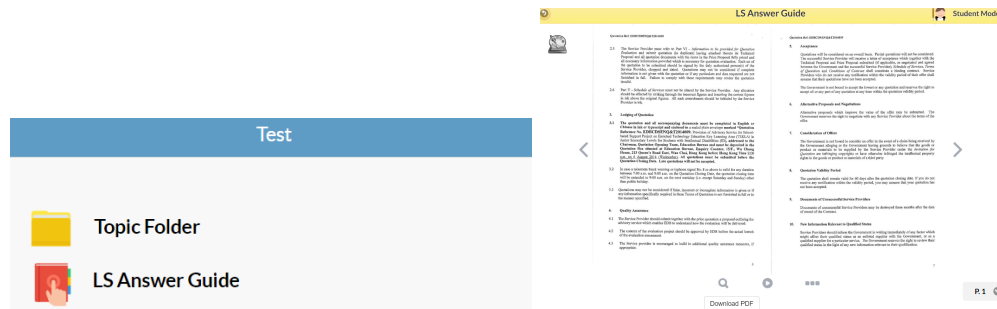
9. Click **Add** Add to create the activity.

Tip 1: If you are asking a mathematics question, please select **Enable LaTeX** 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 1.

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** [Add Question](#) 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

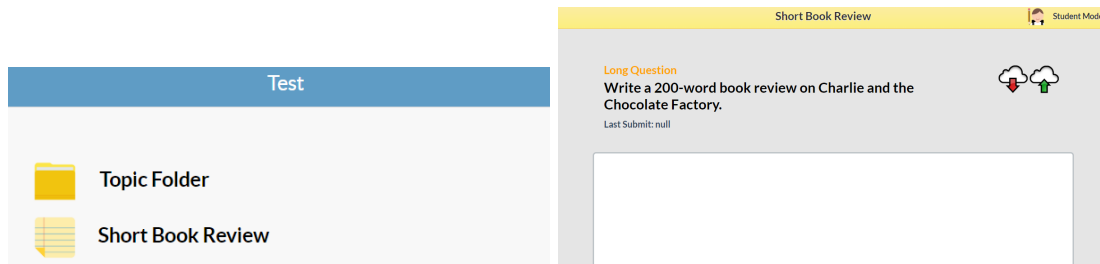
Drag and drop files here or click "Select Files".




6. Click **Add** [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

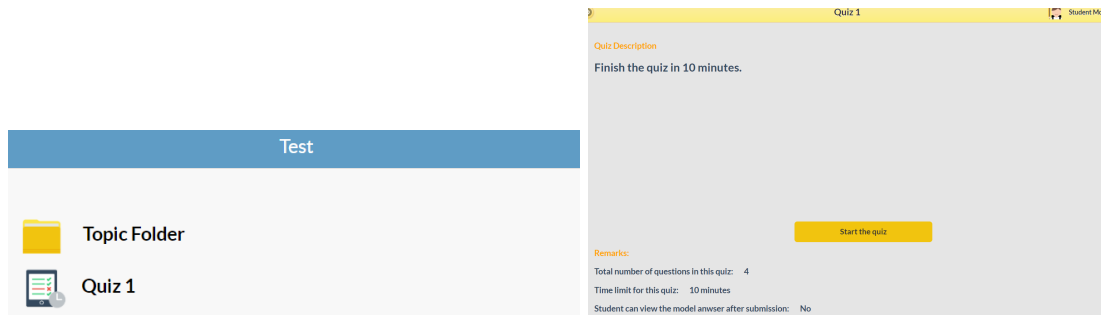
Instructions

Attachments 

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

3.1.8 Create a quiz activity

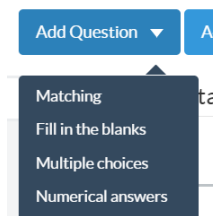
Teachers can create a quiz with different question types, including matching, fill in the blanks, numerical and multiple choice questions. Students' feedback will be collected, and real time statistics at both question and class levels will be generated automatically.



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. At the top, there's a red 'X' icon and the title 'Quiz'. Below the title are two buttons: 'Add Question' and 'Add Description'. A notice states: 'Notice: Please update iClass App to 1.7.13 or above.' The form has a 'Cover page details' section with a 'help' link. It includes fields for 'Quiz name' (containing 'Quiz 1'), 'Activity name shown as titles', 'Quiz instruction', and 'Text shown before answering any questions'. There's a 'Time limit (mins)' field set to '10', with a note below it: '0 (zero) means no time limit (default value)'. At the bottom, there's 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

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

00:08:42

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.

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](#)

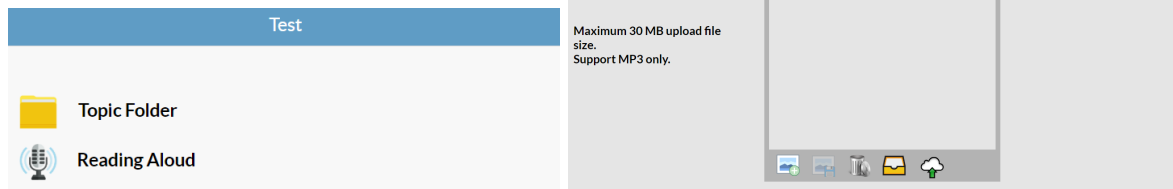
total points: 2



There [] oceans and [] continents.

Preview

There oceans and continents.

3.1.9 Create an audio/video activity



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

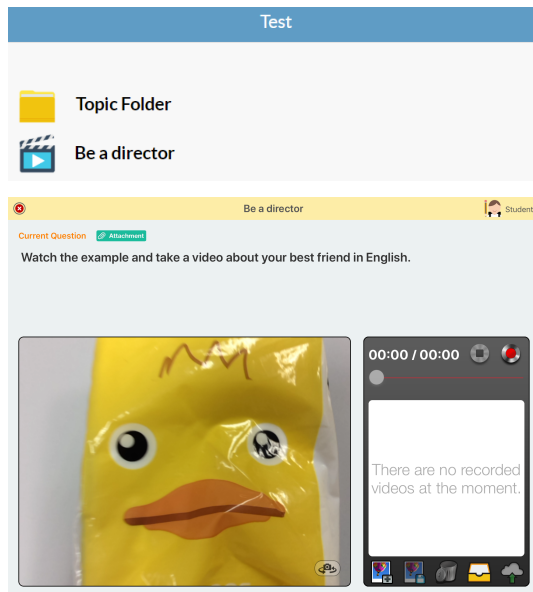
Instructions


Read paragraph 1 on p.12 of the textbook

Attachments



3.1.10 Create a video activity



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

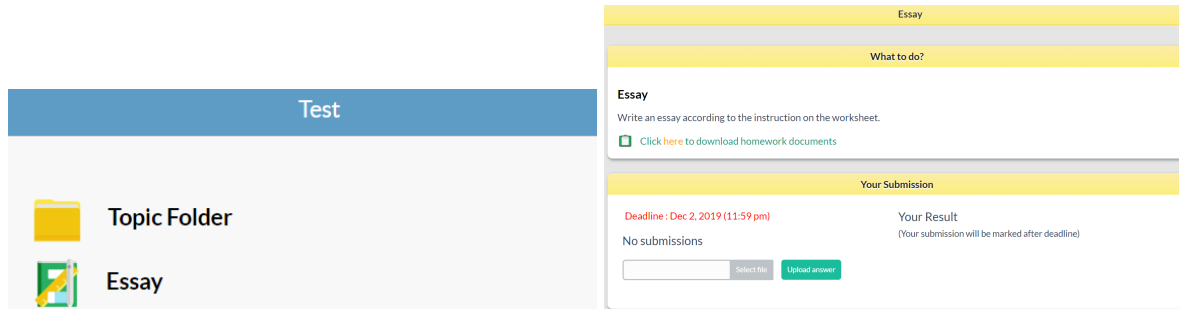
4. (Optional) Click **Add**  to add an attachment. Click the uploaded file to make it selected and visible to students.




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 


















Course Teacher
Ken Law



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...	   
 Reading Aloud ✓	   
 Rate you classmates ✓	   

Code

Name

Level

Subject

Size


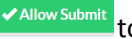
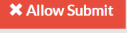
Instructor

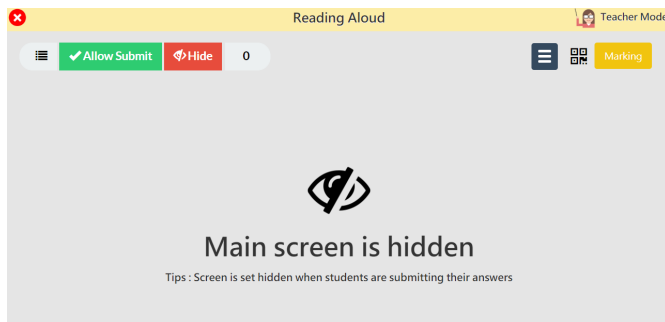
Privacy

Offline Topic


3.3 Enable or stop submission

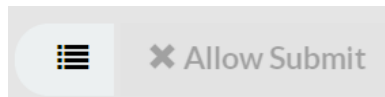
When you view in teacher mode, you can enable or stop submission in presentation mode.

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  .



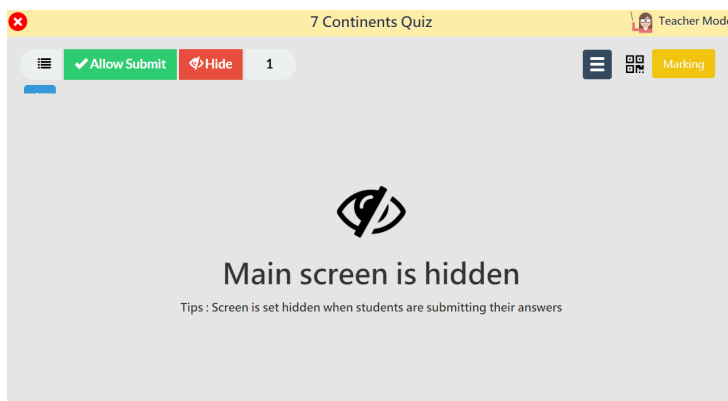
Note2: If you do not stop the submission after the deadline of an assignment activity, late submission is still allowed but those assignments will be marked with “late”.

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


3.4 How do I know the number of submissions?

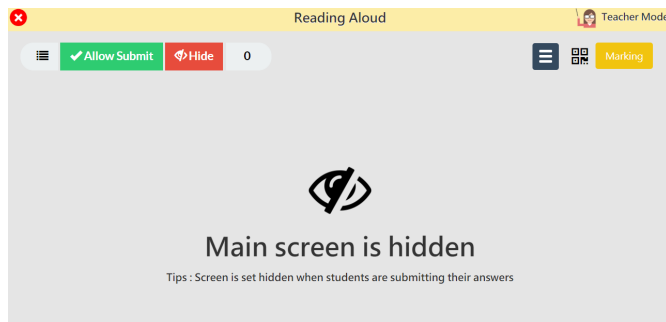
When you view in teacher mode, you can view the number of submissions in presentation mode.

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?

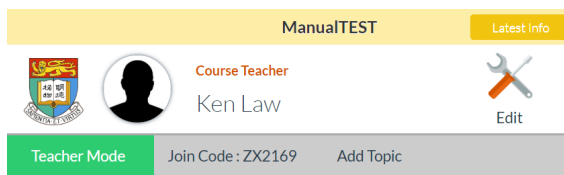
Click **Close**  to exit the activity.





3.6 Edit an activity

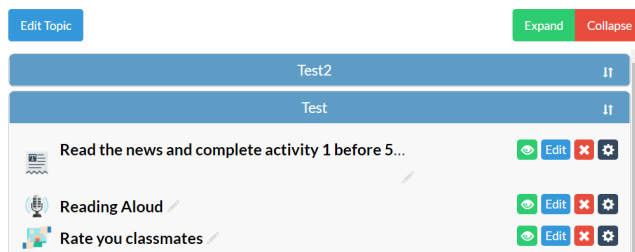
1. Open the course you want to edit.

2. Click **Edit** .

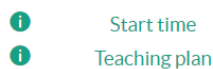
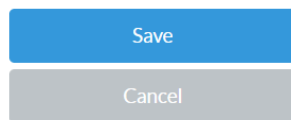


3. Click the topic to show the list of activities or click **Expand**  to show all the activities.

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




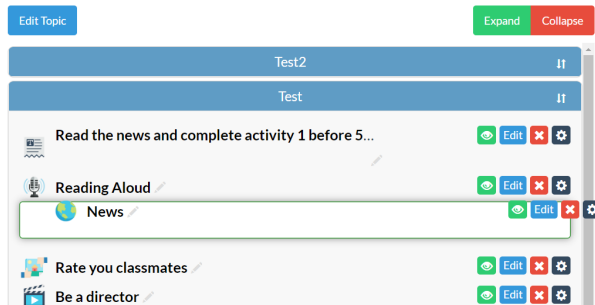
5. Edit the details and click **Save**  to save the changes.





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

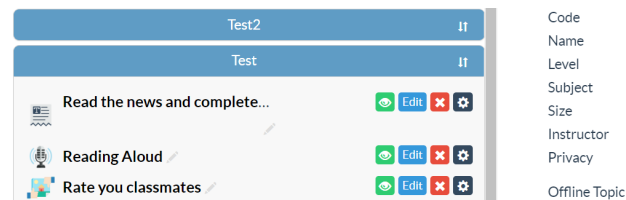
3.7 Rearrange the activity sequence

1. Open a course.
2. Click **Edit** .
3. Drag and drop the name of the course to move the course 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 edit.



5. Click **Confirm** .



Delete an Activity

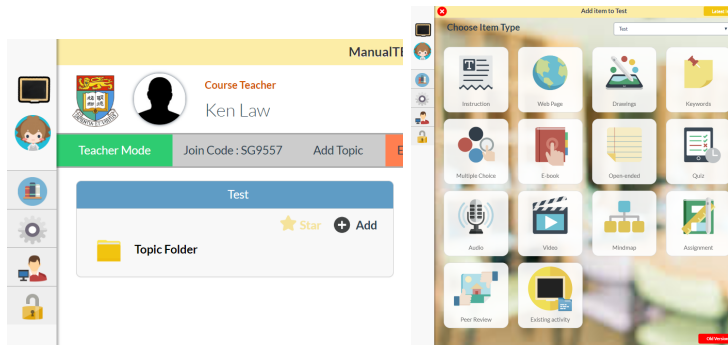



Note: You will not be able to recover the activity once you delete it.

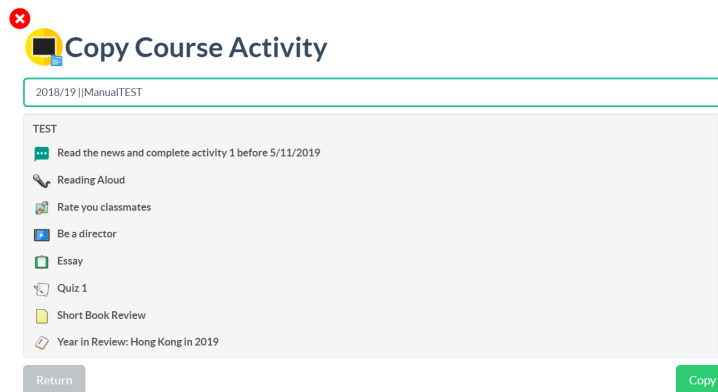
3.9 Copy an activity

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?

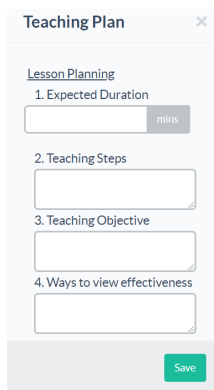
You may want to add a teaching plan as a guideline for other teachers or add some remarks.

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



The screenshot shows a modal titled 'Instruction' with a red 'x' icon in the top left corner. It contains a text input field labeled 'Instruction text' with a placeholder 'e.g. Please do the following tasks'. To the right of the input field are two buttons: 'Add' (blue) and 'Cancel' (grey). Below the input field, there is a progress indicator with two steps: 'Start time' (indicated by a green dot) and 'Teaching plan' (indicated by a green dot).

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



The screenshot shows a modal titled 'Teaching Plan' with a close 'x' icon in the top right corner. It contains a section titled 'Lesson Planning' with four numbered fields: '1. Expected Duration' (with a 'mins' unit), '2. Teaching Steps', '3. Teaching Objective', and '4. Ways to view effectiveness'. A green 'Save' button is located at the bottom right of the modal.


5. Click **Add** Add .

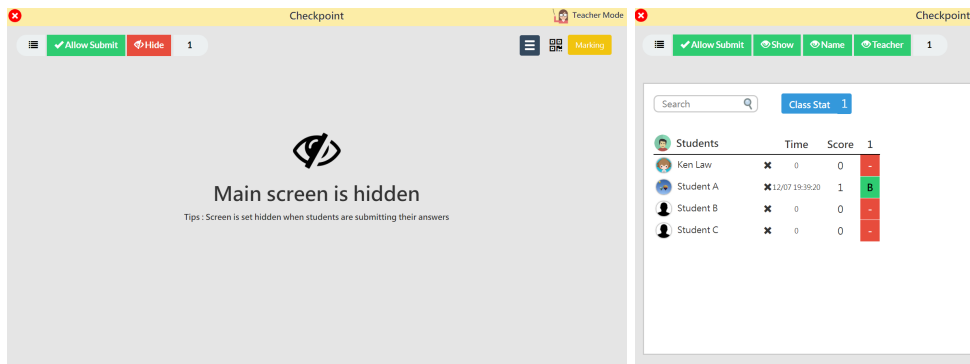
4. Grade, comment and present

4.1 Hide and show all submission

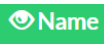
You can view the works submitted by your students in teacher mode and mark it on iClass. You can also show the answer collected in class via projectors for discussion.

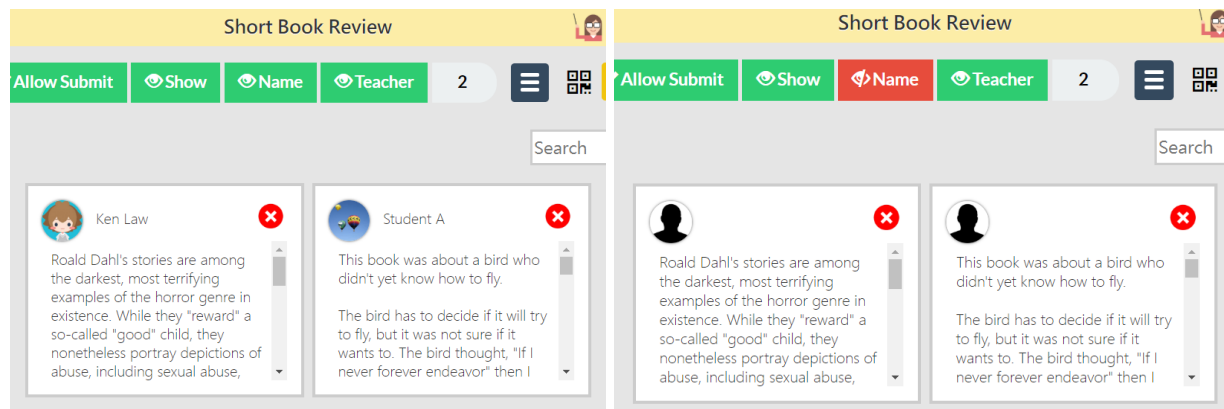
1. Open an activity in teacher mode.
2. The submission is set as hide by default.
3. Click **Hide** Hide to show the submissions.

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?

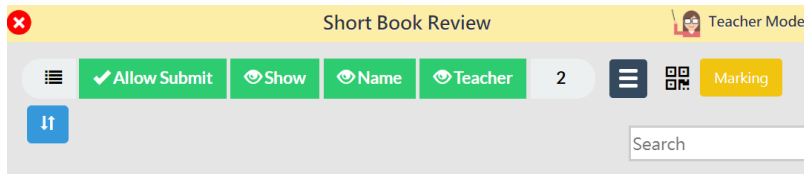
Click **Name**  and all the submission will become anonymous.




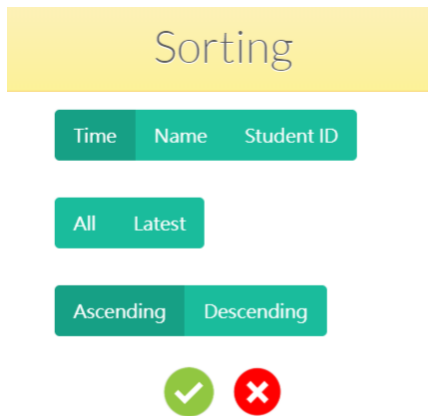
4.3 Sort the students submissions

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** .

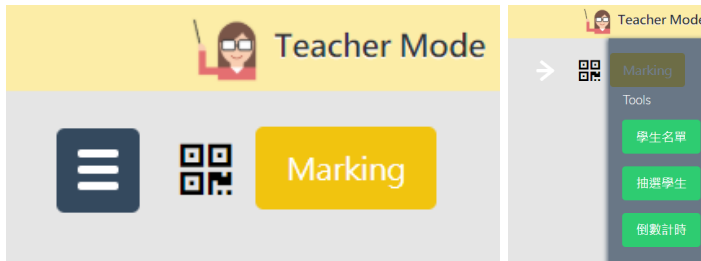


4.4 Class tools

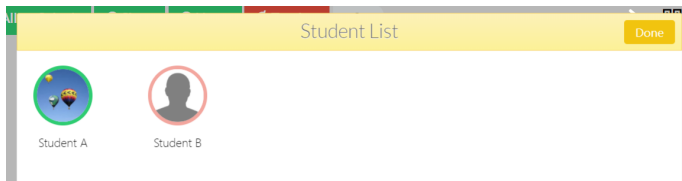
When you are in the activity page, you can still access the student list quickly. iClassLMS supports in-app random name picker and timer.

Student list



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

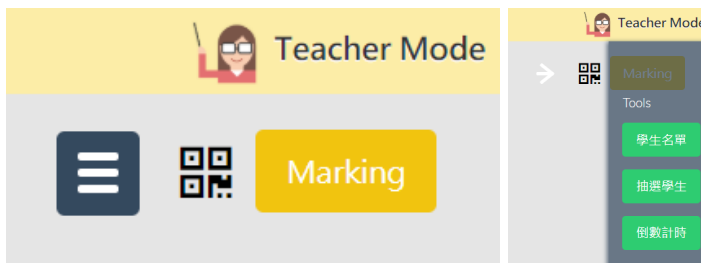




3. Click **Done**  to close the list.

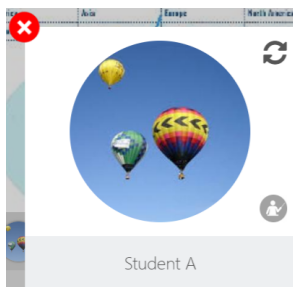


Random name picker



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

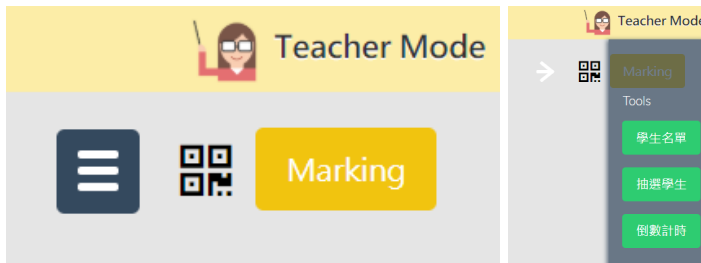





3. Click **Select**  to pick a student randomly.
4. (Optional) Click  to include the teacher names in the list.

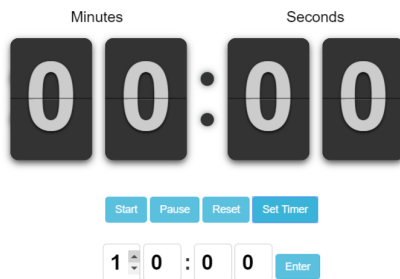


Set a timer for activities

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



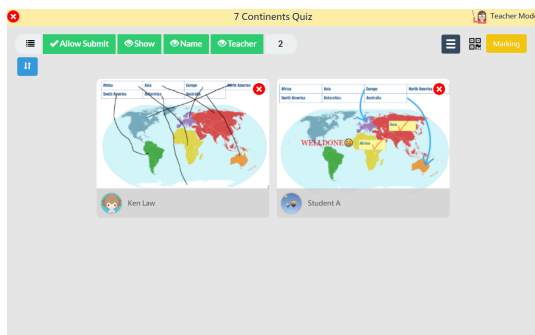
3. Click the **Arrow**  to adjust the time and click **Enter**  to set the timer.
4. Click **Start**  to start the timer.



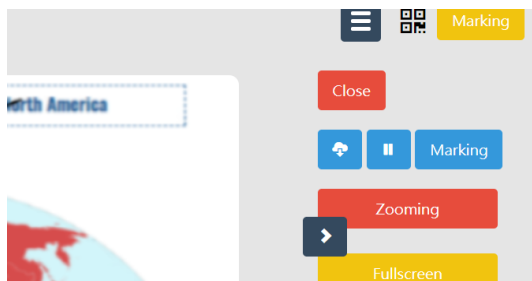
4.4 Present students' submission

4.4.1 Drawing and E-book activity

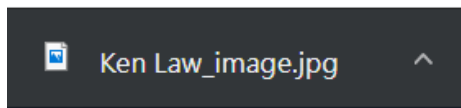
1. Click the thumbnail to open the picture.



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



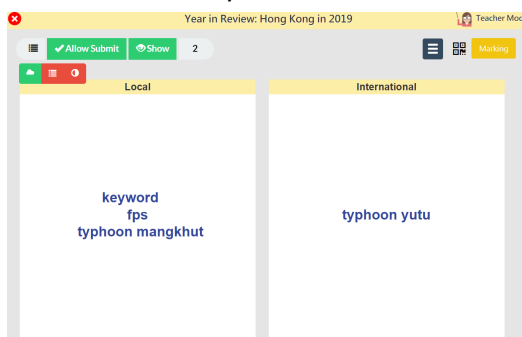
3. Click **Download** to download the submission.



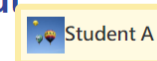
4. Click **Close** to return to thumbnail view.

4.4.2 Keywords activity

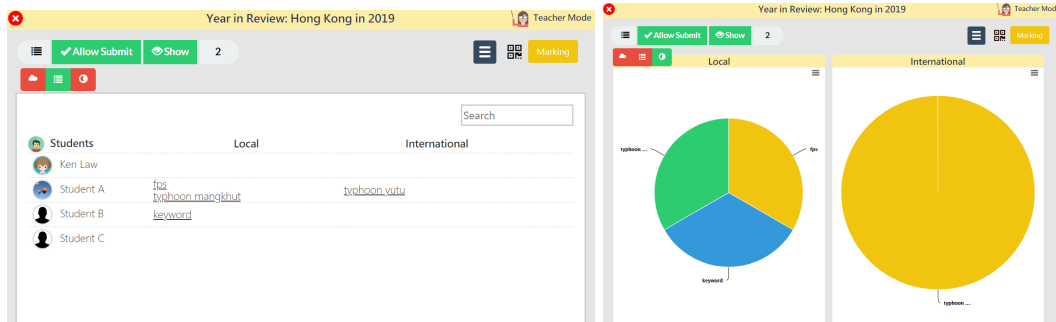
1. The results will be refreshed automatically when new submissions are received.
2. Mouse over the keywords and the student's name will pop up.



typhoon mangkhut
fps
keyword




3. 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 shown by students.
3. You may click **Time** or **Score** to change the sorting method.

Search  **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	-


->

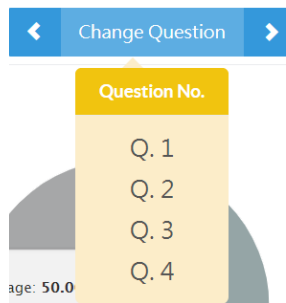
4. Click the **Question Number 1** to view by question. The model answer will be displayed.



Class Stat 1 2

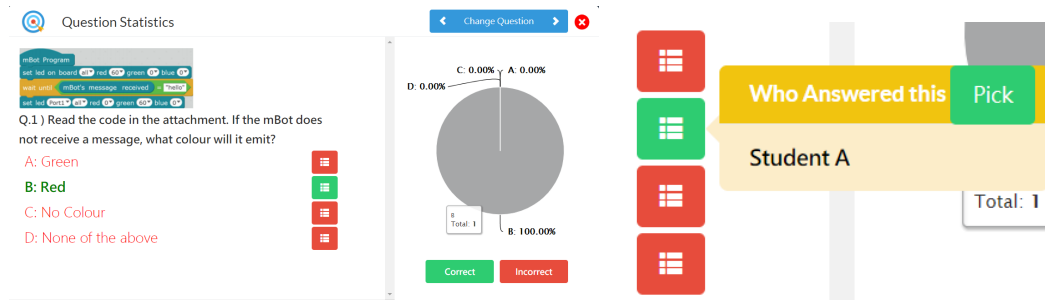
Time	Score	1	2
0	0	-	-
0	0	-	-
0	0	-	-
0	0	-	-

What about Number 2?


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

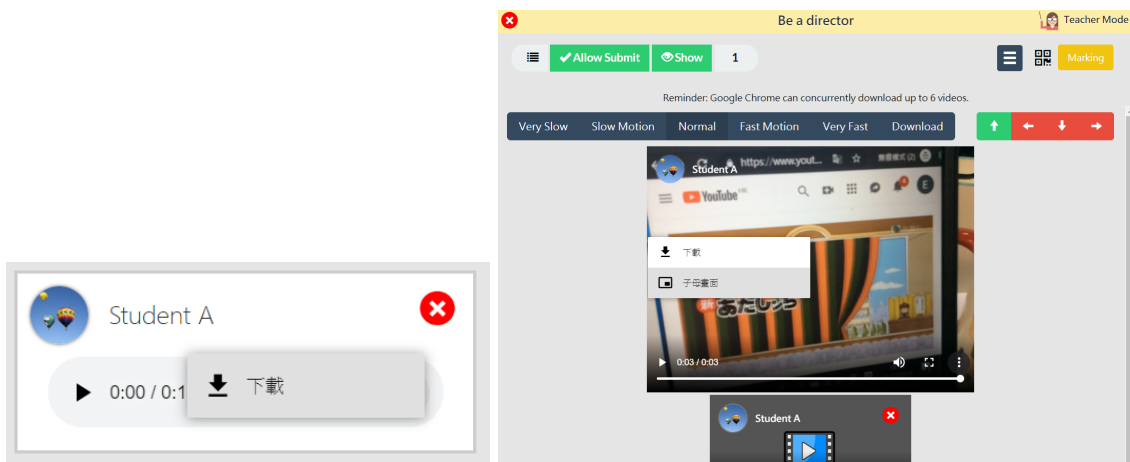



6. Click **Detail**  to check who have chosen that answer.
7. (Only available in multiple choice activity) You may also use click **Pick**  to open the random name picker and randomly select students to explain why they have chosen that answer.

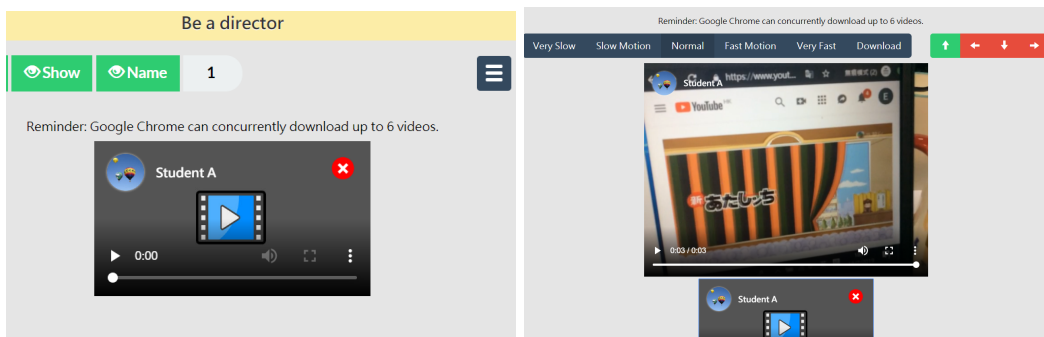


4.4.4 Audio and Video activity


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

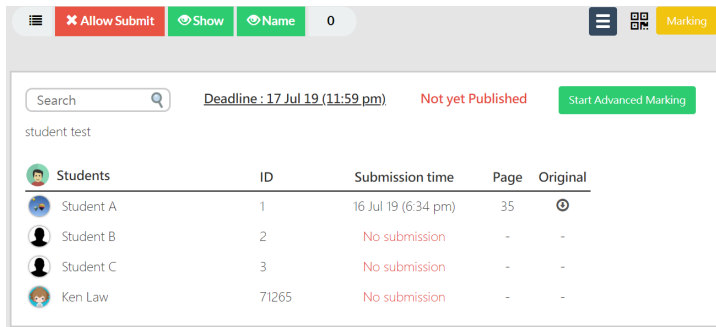


2. Click the video  to open the navigation bar. You can adjust the playing speed and rotate the videos.




4.4.5 Assignment activity


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

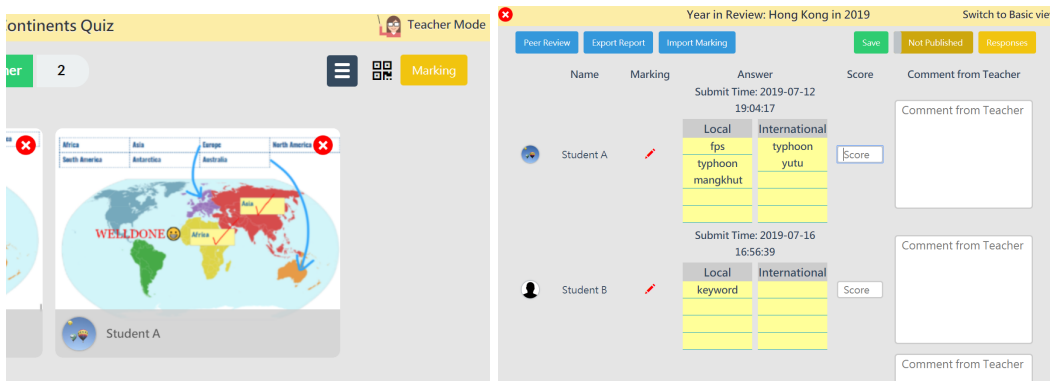


student test

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

2

Marking


Year in Review: Hong Kong in 2019

Peer Review Export Report Import Marking Save Not Published Responses




Name	Marking	Answer	Score	Comment from Teacher
Student A		Submit Time: 2019-07-12 19:04:17 Local: fps International: typhoon yutu typhoon mangkhut	Score	Comment from Teacher
Student B		Submit Time: 2019-07-16 16:56:39 Local: keyword International:	Score	Comment from Teacher

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




4.5.1 Drawing and E-book activity

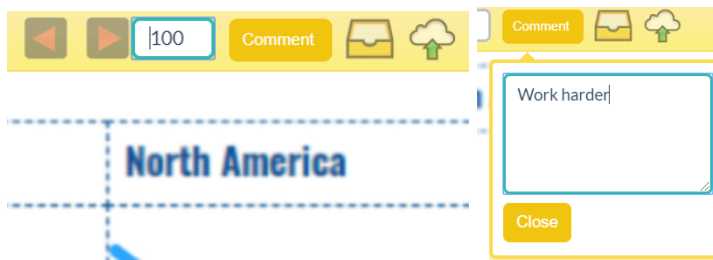
1. If you want to mark on students' work, please click the thumbnail to open the picture.
2. Click **Marking**  to open the marking panel.







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 displays submission details for a student named 'student test'. The table has columns for Submission time, Page, and Original. The submission time is 16 Jul 19 (6:34 pm), Page is 35, and Original is a document icon. Below this, there are three rows indicating 'No submission' for each page. On the right, a table lists students and their submission status. The table has columns for Students, ID, Submission time, Page, Original, Mark, Score, Finished, and Marked. The students listed are Student A, Student B, Student C, and Ken Law. Student A has a submission time of 16 Jul 19 (6:34 pm), Page 35, and a Mark of 1. Student B, Student C, and Ken Law have 'No submission' and a Mark of 0.

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

Students	ID	Submission time	Page	Original	Mark	Score	Finished	Marked
Student A	1	16 Jul 19 (6:34 pm)	35		1	-		
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. It includes a 'Save' button, a 'Marking' button, and a 'Add Question' button. Below these, there is a form with fields for 'Num', 'Comment', and 'Marks'. There are also 'Delete Question' buttons (red X) next to each row. At the bottom, there is an 'Overall Comment' field and an 'Overall Score' field, followed by a 'Calculate the total score' button.

Add Question

Delete Question

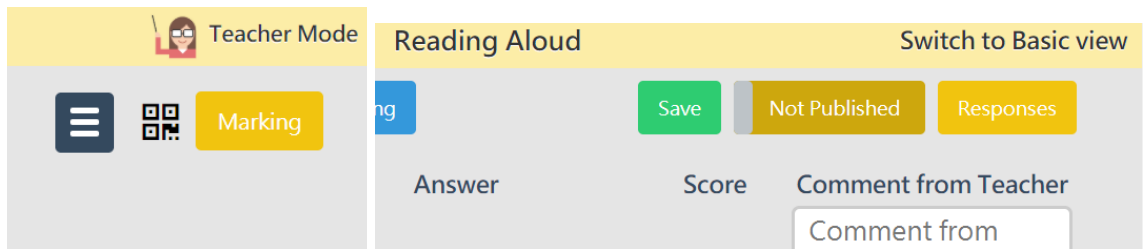
Calculate the total score

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.



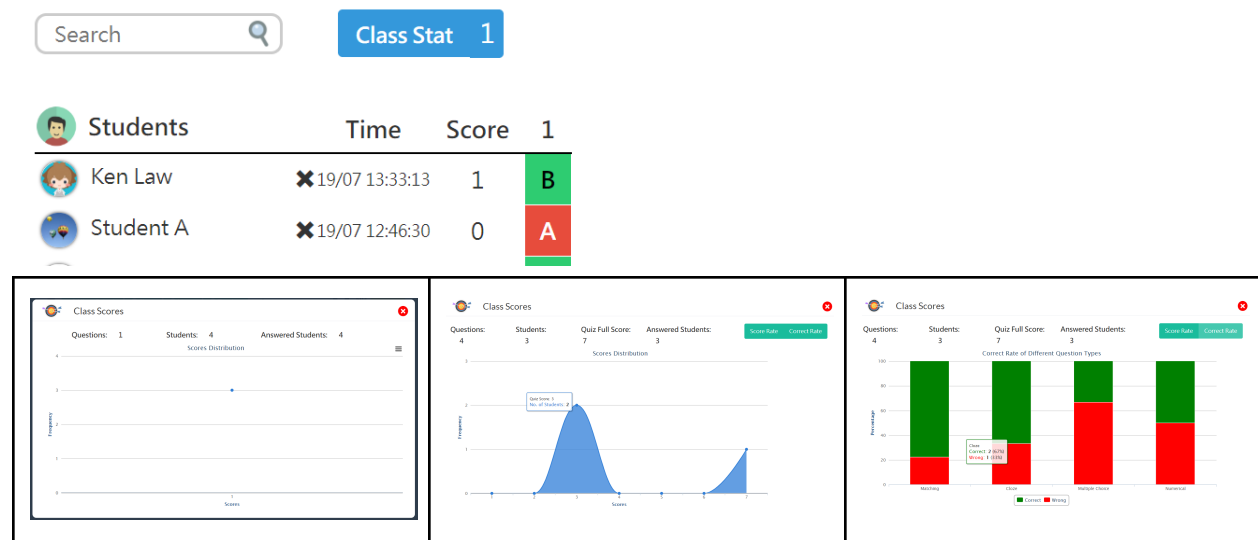
Note: When the marking is set as published, students are not allowed to submit any answer. Once the marking/feedback is published, students can view the model answer.

4.7 Submission statistics

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

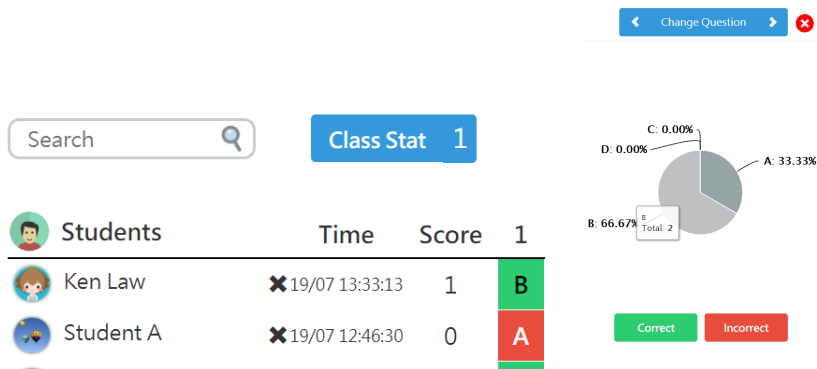
Class statistics

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

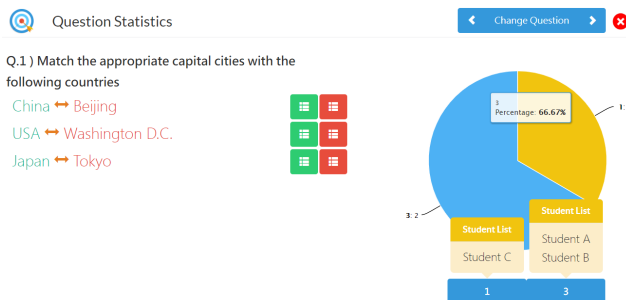


Question statistics

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



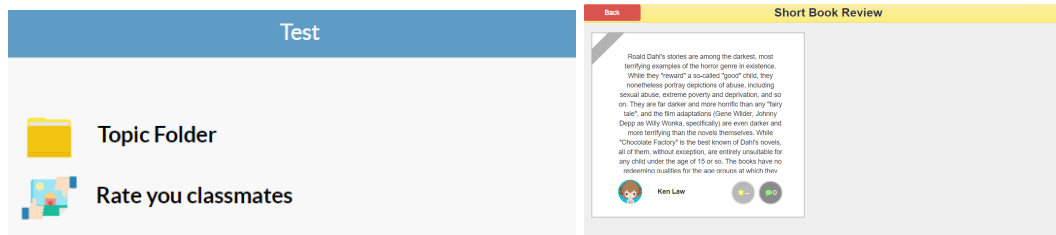
2. You can view the number of students of each answer. Click the number to view the student's names.




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

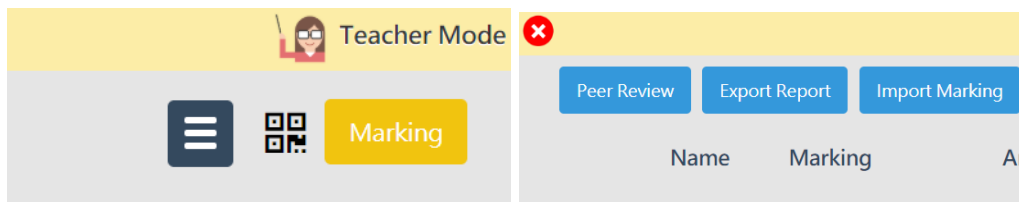
Review name


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

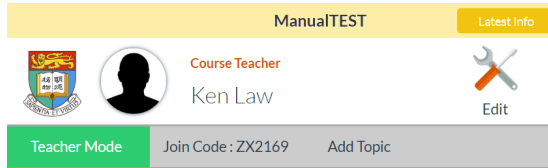



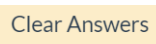
Note: Only the following activities are supported in peer review activity: Drawing, Keywords, Multiple choices, E-book, Open-ended question, Audio and Video.

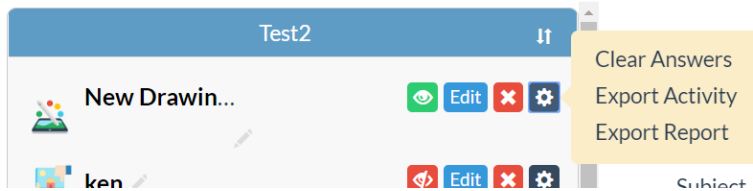
4.9 Delete submission

Clear all submission in an activity


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

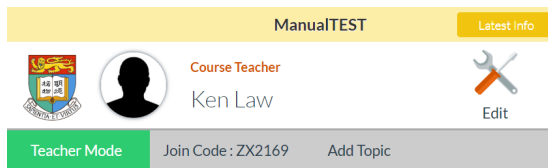




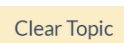
3. Click **Settings**  and choose **Clear Answer** .
4. All the submissions in an activity will be deleted.

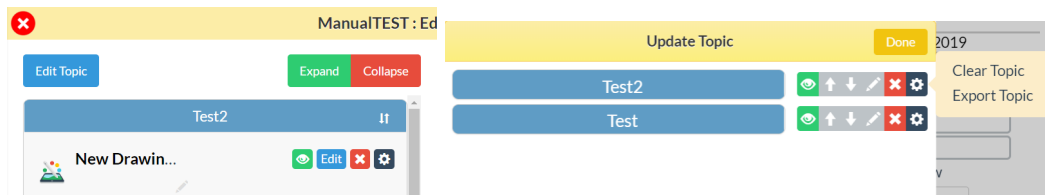


Clear all submission in a topic

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.


ManualTEST

Latest Info





Course Teacher
Ken Law

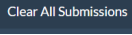



Edit

Teacher Mode

Join Code : ZX2169

Add Topic

3. Click **Other** and click **Unenroll All Students** .
4. Enter your password and click **OK**  to confirm.
5. All the submissions in a course will be deleted.

Course settings

Other

Add or Remove members

Enrollment

Select an Action

Clear All Submissions

Password is required

Enter your Password

OK