Intranet User Manual
(English Version)

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# Function Button List

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Function(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>Enter the key words/sentence into textbox, then press search to get the result with a pop up window.</td>
</tr>
<tr>
<td><strong>Send</strong></td>
<td>Information will be sent out but you are unable to modify after you press “Send”.</td>
</tr>
<tr>
<td><strong>Submit</strong></td>
<td>Information will be saved into eClass’s database so that you could check it out again after submission.</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>Back to last page and all information will not be saved into database</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Press this button to save your information.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Clear selected information or file(s)</td>
</tr>
<tr>
<td><strong>Edit</strong></td>
<td>Change submitted data.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>All unsaved information will be clear after you press this button</td>
</tr>
<tr>
<td><strong>Restore</strong></td>
<td>Remove mail from Trash to Inbox.</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to check Group’s <strong>Timetable.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to enter Group’s <strong>Chatroom.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to enter Group’s <strong>Bulletin.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to check Group’s <strong>Share Links.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to check Group’s <strong>Share Files.</strong></td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Click here to view events of last month</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Click here to view events of the coming month</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press the pen to edit bulletin, share links and share files</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press the rubber to erase bulletins, share links and share files</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Group Admin can manage resources and information within the group, include basic information, member list, group announcement, group events, timetable, bulletins, share links and share files</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to switch into Traditional Chinese interface</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Press here to switch into English interface</td>
</tr>
</tbody>
</table>
2 Login and Logout eClass Intranet

2.1 How to Login and Logout

You must have an email address to login the eClass Intranet of your school. After the system administrator has created an account for you, the system will automatically send you an email with your login and password.

To login eClass Intranet, enter your email address (or login ID) and password at the login page. You are advised to change your password immediately after your first login for security reason.

To logout, press “logout” at the main page.
2.2 Forget Password

If you forget your password, you can click on “Forget Password”, after you type in your Login name or email, a password will be sent to you automatically.
3. Home

The main page is a quick summary of intranet, it consist of 8 functions, you may click on each functions to view the details.

3.1 Message of the Day

The message of the day will be running at the main page.

Welcome to eClass Intranet!

3.2 School Calendar

You can check the different school events at the school calendar. Different color represents different types of events.
3.2.1 Events and Holidays
Pink represents School Events; Blue represents Academic Events; Red Word represents Holidays; * represents Group Events

3.2.2 View Events
You can check out the details of an event by clicking on a specific date and select the event topic. The event details will be shown in a pop up window.
If you want to view all the events of a specified type, you can click on the icon of the event type such as “School Events”, “Academic Events”, “Holidays” or “Group Events”. All related events will be displayed in a new window.

If you want to view the event details, click on the event topic. The details will then be displayed in a new window.

### 3.3 Polling

Both teachers and students can have one vote in all polls. This function can help to enhance school communication by gathering opinions in a short time.
3.3.1 Vote

To vote, click the button. User can vote once only for each poll.

3.3.2 View Result

You can always press “Result” to view the current poll’s results, even though you have not voted yet. The details will be displayed in a new window.

To view the results of past polls, click and click the poll topic to view its details. The details will be shown in a new window.
3.4 Public Announcement

Public Announcements are posted by system administrator or group administrators, which allow teachers and students to view latest school news. The announcements are sorted by its post date.

<table>
<thead>
<tr>
<th>Display Date</th>
<th>Title</th>
<th>Posted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003-12-08</td>
<td>English week</td>
<td>System Admin</td>
</tr>
<tr>
<td>2003-08-14</td>
<td>Careers and Placement Centre information room opening hours</td>
<td>System Admin</td>
</tr>
</tbody>
</table>

3.4.1 View Public Announcement

To view the details of an announcement, click on the announcement title. The details will be shown in a new window.

3.5 Group Announcement

Each user can belong to different groups and view the corresponding group announcements.
3.5.1 View Group Announcement
1. Click on the title of the group announcement.
2. The details of the group announcement will be shown in a new window.

3.6 My eClass
You will find all your online classrooms here. Click on the name to enter a classroom.

Please refer to the “eClass Teacher Manual” for using eClass.
3.7 Homework List

Teachers can view the homework lists of all classes as well as their workload.

3.7.1 Create Homework

i. Press “New”

ii. Select “Homework Type”

iii. Enter “Class”, “Subject”, “Topic”, “Description”, “Workload”, “Start Date” and “Due Date”

iv. Press “Submit”
3.7.2 My Record

You can view the homework details by clicking on its topic. You may also switch to homework list of different classes by clicking on the class name at the top bar.

As a reference to other teachers, teacher may enter the estimated workload of a homework.

You may fill in the description if necessary, but it is not a must.
### 3.7.3 Import Homework

i. Press “Import”

ii. Prepare a .CSV file according to the following format (refer to Note)

   1st Column: Class  
   2nd Column: Subject  
   3rd Column: Topic  
   4th Column: Loading  
   5th Column: Start Date  
   6th Column: Due Date  
   7th Column: Description

iii. Press “Browse” to select the prepared .CSV file

iv. Press “Import”

#### Points to note:

- Class name and subject name need to be exactly matched.
- Workload is in 1/2 hour unit. 5 represents 2.5 hours. (0 represents less than 0.5 hours and 17 represents more than 8 hours)
- Date format must be YYYY-MM-DD or YYYY/MM/DD. If you use Excel to edit, please change the date format in Format Cells.
- Fields other than description must be filled in.
- Special Group Type homework cannot be imported.
3.7.4 Browse School Record

Besides browsing homework record of own classes, Teachers can also browse homework records of other classes by pressing “School Record”.

You can browse by class, subject, teacher and person who posts.

3.8 Resources Booking

This part of the system will help users to reserve different kinds of school resources in an organized manner. For details, please refer to 7.0 of this manual.
3.9 My Account

My Account mainly consists of 3 parts: Personal Info, Login Record and Campus Mail.

3.9.1 Personal Info

You can modify your personal information here, including email address and login password. Press “Submit” when finished.

3.9.2 Login Record

You can browse your today’s login record, as well as login records of last week, last 2 weeks, last month and all records.
3.9.3 Campus Mail

Campus Mail is an internal mail system for all intranet users to communicate with each other.

3.9.3.1 Read Mail

You can view your received message(s) in Inbox. Click the subject and you will be able to read the message and reply the sender.
3.9.3.2 Reply Mail

Click the subject of the message in Inbox, select “Read” to notify the sender that you have read the message, fill in the “Your Reply” box and then press “Send”.

3.9.3.3 Compose Mail

1. Press “Compose Mail”
2. Select recipients: Select the user group and then the user(s)
3. Enter the “Subject” of your mail
4. Enter your “Message”
5. If you need to add an attachment, press “Attach file(s)” and press “Browse” to
select the required files. Press “Upload” after finished.

6. If you have selected “Important file”, the mail will be marked as ! in Inbox to remind the recipient(s) that it is an important mail.

7. If you have selected “Notification”, you could check the reading status of each recipient.

3.9.3.4 Outbox

In the Outbox, you can view the mail(s) you have sent and check the reading status and the reply of each recipient.
3.9.3.5 Draft
You can store all your mail draft(s) here.

3.9.3.6 Trash
All the deleted mails from Inbox, Outbox and Trash will be stored in the Trash. To delete mails permanently, select the mail(s) in Trash and press “Delete”. To restore, select the mail(s) and press “Restore”.

3.10 Student Profile
This function will only be enabled for Class Teachers for viewing the profile of his/her class students. To view the profile of a particular student, select the student name in the selection box. Press the years to view the record details.
3.11 Interface Language

You can change the interface language according to your preference. To change the language, press the icon of your preferred language. The system currently supports two languages – Traditional Chinese and English.

3.12 User Support

If you have encountered any problem, press “User Support” to browse the Customer Support website.
4. School Info

You can find different school-related functions at this drop down menu. The functions you can find depends on your school admin settings.

4.1 Organization
This page shows the organizational structure of your school. Each section may consist of different groups. To access the individual group's homepage, click on the available icon, if available. To view the group members, click the group name.

1. You may click on a group name to view the details of the group, including group description, group website, member list and emails.
4.2 Group Info

Group Info provides tools for you to collaborate with your group members. You might check out different functions with the Icon List.
4.2.1 Timetable

4.2.1.1 Import timetable

If you are the group administrator, you can import the timetable for the The timetable supports HTML format.

i. Press “Import”

ii. Please select to use School Timetable or Self-defined Timetable (Click Sample to view the format)

iii. Press “Submit”

4.2.1.2 Export Timetable

After pressing “Export”, the group timetable will be exported in Excel format.
4.2.1.3 Edit Timetable

To edit the content directly, you can press “Edit” and then modify the contents accordingly. Press “Submit” after finished.

4.2.1.4 Clear Timetable

Press “Clear” to clear the content of the timetable.

4.2.2 Chat Room

You can use the chat room to have real-time communication with other group members.
4.2.3 Bulletin

4.2.3.1 New Topic

i. Press “New Topic”

ii. Enter “Topic” and “Message”
iii. Press “Submit”

### 4.2.3.2 Read and Reply Message

i. Click on the topic name

ii. Press “All” to read all messages in one page

To reply, enter your message in the reply box and then press “Submit”.

### 4.2.3.3 Delete Message

To delete a message, press the icon next to the message.
4.2.4 Shared Links

4.2.4.1 New Link

i. Press “New Link”

ii. Enter “Title”, “URL”, “Description” and “Key words”.

iii. Press “Submit”

4.2.4.2 Rating a Link

Press the link, select a rating at the top bar, and then press “Submit”.
4.2.4.3 Edit Link
To edit a link, press the icon next to the link.

4.2.4.4 Delete Link
To delete a link, press the icon next to the link.

4.2.5 Shared Files
4.2.5.1 New File
i. Press “New File”

ii. Press “Browse” to select the file and then type in the description.
iii. Press “Submit”

4.2.5.2 Edit File
To edit a file, press the icon next to the file.

4.2.5.3 Delete File
To delete a file, press the icon next to the file.

4.2.6 Group Administrator
System administrator can assign group member to manage different functions of a group. If you have been assigned the right to manage some or all functions of your group, a group admin button will be appeared in that group.

4.2.6.1 Manage timetable
The default timetable is the school timetable. You may import a specified group timetable to suit the specific need of your group.

4.2.6.1.1 Import Group Timetable
i. Select a group
ii. Press “Import”
iii. Select “School Timetable” or “Self-defined Timetable”
iv. Prepare a .CSV file with the specified format (Please note that if you choose to use “School Timetable”, you only need to input the content for each time period, but not the date and time information in the .CSV file. On the other hand, if you choose to use “Self-defined Timetable”, please input the content of each time period, as well as the date and time information in the .CSV file.)
v. Press “Browse” to select the prepared .CSV file
vi. Press “Open File”

vii. Press “Submit”

4.2.6.1.2 Edit Timetable
Besides importing timetable, you can also press “Edit” to add or edit the content of a timetable.
i. Select the timetable
ii. Press “Edit”
iii. Edit the contents of the timetable
iv. Press “Submit”

4.2.6.1.3 Export Timetable
i. Select the timetable
ii. Press “Export”
iii. You can import the exported file to other groups.

4.2.6.1.4 Clear Timetable
i. Select the timetable to be cleared
ii. Press “Clear”

4.2.6.2 Manage Bulletin / Shared Links / Shared Files
The management of bulletin, shared links and shared files are the same. You may delete but not edit any items. To view the details of an item, click on its subject or name. To delete an item, select the item and then press “Delete”.

i Enter Bulletin / Shared Links / Shared Files
ii Select the message, link or file to be deleted
iii Press
iv  Then press “Confirm”

4.2.6.3  Basic Information
You may enter the website URL and the description of the group, and then press “Submit”. The information provided will be displayed in the School Info > Organization.

4.2.6.4  Member List
Group administrator can import member(s) to or delete member(s) from the group member list, as well as change the role of its member(s).
4.2.6.4.1 Import Member

i. Press “Import”

ii. Select the role of the new members

iii. Select members: select the type and then select individual users

iv. Press “Add” and then close window
4.2.6.4.2 Delete Member

i Select member name
ii Press “Delete Member”
iii Press “Confirm”

4.2.6.4.3 Update Role

i Select the name of the new role
ii Select the members to be updated
iii Press “Update Role”

4.2.6.4.4 Update Performance (Only available for ECA group)

i Select the member to be updated
ii Press “Update Performance”
iii Type or select the performance and then press “Submit”. The preset wordings for selection are input by the system admin or the system helper(s).

iv The performance of each student can then be imported to the Activity Record of the Student Profile. This could be done by system admin in the administrative console.

4.2.6.4.5 Enrollment List

If the group belongs to ECA group, students may enroll the group through the Club Enrollment System. The settings of the Club Enrollment System have to be done by the system administrator. The Group administrator can approve or reject applications online by selecting the student(s) and press “Approve” or “Reject”.

<table>
<thead>
<tr>
<th>#</th>
<th>Role</th>
<th>Login ID</th>
<th>English Name</th>
<th>Chinese Name</th>
<th>Class (Class Number)</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Captain</td>
<td>s98040</td>
<td>YU Hin Sun</td>
<td>余建舜</td>
<td>5A (40)</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Vice President</td>
<td>s98039</td>
<td>YIM Hoi Yan</td>
<td>胡婉欣</td>
<td>5A (39)</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Vice President</td>
<td>s98038</td>
<td>YAU Yee Ting</td>
<td>郭依婷</td>
<td>5A (38)</td>
<td>-</td>
</tr>
</tbody>
</table>
4.2.6.5 Group Announcement

4.2.6.5.1 New Announcement

Group administrator can post announcements to its group member or even the whole school.

i. Click “Announcement” in the menu bar

ii. Press “New”
iii  Enter the required information

iv  If you want this announcement to be shown to a specific group, please select the group from right box to the left box.

v  If you want this announcement to be shown to whole school, please leave the Target Group(s) empty.
4.2.6.5.2 Edit Announcement

i Select the announcement to be edited
ii Press “Edit”

iii Modify the information
iv Press “Submit”

4.2.6.5.3 Delete Announcement

i Select the announcement(s) to be deleted
ii Press “Delete”
### 4.2.6.6 Event

#### 4.2.6.6.1 New Event

Group administrator can post event news to its group member.

1. Click “Event” in the menu bar
2. Press “New”
3. Enter the event date and other information
4. Press “Submit”
4.2.6.6.2 Edit Event

i. Select the event to be edited

ii. Press “Edit”

iii. Modify the information

iv. Press “Submit”
### 4.2.6.6.3 Delete Event

i. Select the event to be deleted

ii. Press “Delete”

iii. Press “Confirm”
4.2.6.7 Group Survey

Every group can conduct their own group survey, which will be created and delivered by the group administrator.

4.2.6.7.1 New Survey

i. Click Group Survey in the menu bar

ii. Press “New”

iii. Type in the basic information of the survey

iv. Press “Construct Survey” to construct an online form for the survey. The
method is the same as creating an answer sheet. Enter the subject for each part and then press “Add”. (For details, please refer to 6.6.1.2 of the user manual)

v  Press “Save”

vi  If you want this announcement to be shown to a specific group, please select the group from right box to the left box.

vii  If you want this announcement to be shown to whole school, please leave the Target Group(s) empty.
viii Click ‘Submit’ when finish

4.2.6.7.2 Edit Group Survey
i. Select the survey to be edited
ii. Press “Edit”

iii. Modify the information
iv. Press “Submit”

4.2.6.7.3 Delete Group Survey
i. Select the survey to be deleted
ii. Press “Delete”
iii. Press “Confirm”

![Image of deletion confirmation dialog box]

### 4.3 E-Notice

#### 4.3.1 View Notice

Click on the subject of the notice to view the notice details.
4.3.2 New Notice

i. Press “New Notice”

ii. Select whether to use a template. If a template is selected, the “Notice
iii. Select “Target Group”. Press “Next Step”.

iv. Beside “All School”, other target groups need to select recipients.

v. To select individual students, press “Choose Recipients”.

And then select the type:
Select the group. If sending to the whole group, press “Add”. If sending to specific users, press “Expand”:

Select the users and then press “Add”:
vi. Fill in “Notice Number”, “Notice Title”, “Issue Date”, “Deadline” and “Notice Content”.

vii. To attach files, press “Attach Files” to upload the files.
viii. Press “Edit Reply Slip”

a. Select template if needed

   **Template:** the basic format of a form. Teachers can create templates for various forms, which can act as references for others.

b. Type in the “Subject” e.g. introduction of reply slip, section header, etc.

   The form supports HTML format.

c. Select “Method” – True & False, MC (single), MC (multiple), Text (short), Text (long) and Not Applicable (i.e. no answer is required).

   The mock examinations for F.7 and F.5 students will be held on Feb and March respectively. School library will only be opened to F.7 and F.5 students during the public examination period.
d. Select “Options” (Only available for MC single and MC multiple)
e. Press “Add”
f. If selected “True & False”, “MC (single)”, “MC (multiple)”, you will need to fill in the choices.
g. To edit, press ↑↓ to move the items; press X to delete and press | to edit contents
h. Press “Save”
ix. Select the type of the notice:
   a. Distributed – parents and students can view the notice
   b. Suspended – parents and students cannot view the notice
   c. Template – only Notice Title, Notice Content and Reply Slip will be stored in the template

<table>
<thead>
<tr>
<th>Type</th>
<th>Distributed</th>
<th>Suspended</th>
<th>Template Only (Only Notice Title, Notice Content, and Reply Slip will be used in template.)</th>
</tr>
</thead>
</table>

x. Press “Send” after finished

**4.3.3 View Notice**

i. Press the View icon
ii. Check if parents have replied and their corresponding replies. Press the Print icon to print out the records.

i. Press “View Own Class” to view the statistics. Press the Print icon to print out the records.
4.3.4 Edit Notice

i. Select the notice to be edited, and then press 📝.

ii. Edit the notice and then press “Send”.

Notes:
Only class teachers and the teacher who creates the notice can view the results of the notice and the corresponding parent replies.
4.3.5 Delete Notice

i. Press “Issued Notice”

ii. Select the notice to be deleted, then press 

Note:
1. Can only edit “Suspended” notice
2. Can only edit notice before the Issue Date
4.4 Campus Links
You might find some useful links in the Campus Links, which are provided by the system administrator, when you click on the link, the website will be opened in a new window.

5. Classes

eClass is an integrated web-based learning management system (LMS) designed to deliver online teaching and to support classroom learning. Users can access their classroom from anywhere on the Web. You can browse and login your classrooms here. For details, please refer to the “eClass Teacher User Manual”.

5.1 My eClass
To login a classroom, simply click on the name of the classroom.
5.2 eClass Directory

All classrooms can be divided into different categories. Click on the category folder to view the corresponding classrooms. If the classroom allows guest login, you may press ✏️ to login.
5.3 eClass Management
You can manage your online classrooms here.

### 5.3.1 New Classroom
i. Enter “Course Code”. Please enter a unique course code for easy reference.
ii. Enter “Course Name”, “Course Description”, “# of Users” and “Max Storage”
iii. Select the course type. The course will be displayed in the corresponding category in eClass Directory.
iv. Press “Submit”
5.3.1.1 Import User

i. Press the name of the newly created course

ii. Press “Import”

iii. Select the user status (S = Student; T = Teacher; A = Assistant)
iv. Select the user type

v. Select the user group. To select more than one user, press “CTRL” while selecting the users, then press “Add”.
vi. Close the window after adding the users.

5.3.1.2 Delete User
i. Select the users to be deleted
ii. Press “Delete”

iii. Press “Confirm”

5.3.2 Copy Classroom
You can copy a whole classroom. The content to be copied includes user list, course content, question bank, exercise paper, exam paper, bulletin, etc.

i. Select the classroom to be copied
ii. Press “Copy”
iii. Fill in the information for the copied classroom
iv. Press “Submit”

5.3.3 Edit Classroom
i. Select the classrooms to be edited
ii. Press “Edit”
iii. Edit the information

iv. Press “Save”

5.3.4 Delete Classroom

i. Select the classroom to be deleted

ii. Press “Delete”

iii. Press “Confirm”
6. **Homework List**

Please refer to 3.7 of this user manual.

7. **Resource Booking**

Resources Booking is a tool for allocate resources effectively. It let teachers booking resources more convenience through out internet at anytime and anywhere.

7.1 **My booking records**

7.1.1 **View Single Booking**
7.1.2 Periodic Booking
Click on the item to read the details of periodic booking record.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Time Slots</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cyber-shot Digital Camera</td>
<td>2004-04-02</td>
<td>2004-04-16</td>
<td>Every Wed</td>
<td>Lunch Time</td>
<td>Approved</td>
</tr>
</tbody>
</table>

7.2 Create Booking
To make a booking, click [New Booking], you will see the following window. Read the instructions and follow the steps list below.
7.2.1 Create Single Booking

**Step 1**: Choose the category of the intended item.

**Step 2**: Decide the booking frequency: single.

**Step 3**: Select the date from calendar, then you can view the time slot.
Step 4: View and select time slot.
Remarks: Time slot of all resources is preset by Admin.

7.2.2 Create Periodic Booking

Step 1: Choose the category of the intended item.

Step 2: Decide the booking frequency: periodic.

Step 3: Fill in the necessary items, select the time slot(s) and click Submit. Then you will see a confirmation page. Select OK to confirm or Back to edit.
7.3 Clear Rejected Items

If you do not want to keep previous record of rejected items, you can click [Clear Rejected Items] to clear all rejected items at once.

7.4 Reserved Record

7.4.1 Read Normal Timeslots

Click on Reserved Record, you might view booking records of Normal Timeslots. You can also use the filtered function to search out one of the resource.

7.4.2 Read Special Timeslots

From the image, the Special Timeslots include:
- Period 1: 13:30 - 14:20
- Period 2: 14:20 - 15:10
- Period 3: 15:10 - 16:00
- Period 4: 00:00 - 07:00
- Period 5: 11:30 - 12:20
- Period 6: 12:20 - 13:30
- Period 7: 00:00 - 06:30
- Period 8: 06:30 - 07:30
- Lunch Time: 12:20 - 13:30

The booking records include:
- Hall (Period 1)
- Mr. CHAN Kwok Kin
- Cyber-shot Digital Camera
- Mr. CHAN Kwok Kin