## Introduction of iPortfolio in eClass System

Starting from 1<sup>st</sup> September 2008, all extra-curricular activities (ECA) and Other Learning Experience (OLE) records will be input into the eClass system. Students are responsible to ensure the correctness of the information. A **Student Learning Profile** (SLP), which is a summary report on your learning experience and achievements over the 3 NSS years, will be produced after the completion of Secondary Six.

The contents of the SLP would include:

- 1. Academic Performance In School
- 2. Other Learning Experience
- 3. Performance / Awards and Key Participation Outside School
- 4. Self-Account

## How to update your iPortfolio?

1. Login eClass and then click **iPortfolio** button on the menu bar at the upper right corner.



2. Your personal information will be displayed.

🤌 eClass IP - Windows Internet Ex	xplorer					
🚱 💿 🔻 🙋 http://eclass.slcs	ss.edu.hk/home/portfol	o/profile/student_info_student.php		🕶 🍫 🗙 Ga	ogle	Q
🚖 🎄 🌈 eClass IP				🟠 • 🔊 •	-	iąp) ▼ () IĘ() ▼
iPo	ortfolio					
	My Informat	ion				
Chan A (1A-41)	Basic Information					
Your Photo	English Name	Chan A		School Year	Class	Class No.
	Chinese Name	陳甲		2006-2007	1A	43
	Gender	Male		2007-2008	1A	41
	DOB	1998-10-10		2008-2009	1A	41
	Student RegNo	000001		2009-2010	1A	41
	Nationality	-				
My Information	Place of Birth	-		House		
School Record	Phone No.	-		Admission Da	ie	
Other Learning Experiences	Address	-				
Performance / Awards and Key Participation Outside School	Guardian Info					
Self-Account		There is	no record at the moment.			
kearning Portfolio						
School Based Scheme						

3. Choose **School Record** on the left menu to access your past school records like merit and demerit comment, activity, award, teacher's comments, attendance and service record. (The school records of this academic year will be input at the end of the year.)

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Shun Lee Catholic Secondary	School				🤣 🍕	) 🙆 🗊	
eclass 🔊	ident 🚯 Home 🔾 e	Service © eLean	ning O eCommunity				
i i	Portfolio						
	School	Record					
Chan A (1A-41)	Merit/Demerit	Comment Activi	y Award Teacher's Comn	nents Attendan	ce Service Re	cord	
Your Photo	All School Year	s 🔻					
	School Year	Class	Semester	Merit	Black Mark	Minor Demerit	Major Den
	2008-2009	1A	1st Term	0	0	0	0
			2nd Term	0	1	0	0
			Whole Year	0	1	0	0
	2007-2008	1A	1st Term	0	0	0	0
<b>B</b>	1		2nd Ferm	0	0	0	0
My Information			Whole Year	0	0	0	0
School Record	2006-2007	1A	1st l erm	0	0	0	0
Other Learning			2nd Ferm	0	0	0	0
Experiences			Whole Year	0	0	0	0
Performance / Awards and Key Participation	Total			U	1	U	U
Outside School							
Self-Account							
	-						
D Learning Portfolio							

4. Choose **Other Learning Experience** to check the OLE records input by the school.



Remark:OLE records displayed here only include performances, service<br/>activities and competitions that are organised by the school or<br/>co-organised by the school and external parties.Students should input the information about their participation in<br/>activities which are not organised by the school through<br/>Performance / Awards / Key Participation Outside School.<br/>(Refer to Step 6)

6. Choose **Performance / Awards / Key Participation Outside School** to input performance, awards and key participation of activities not organized by the school.

	Performance / Awards and Key Participation Outside School						
Chan A (1A-41)	The submission period is	s from 2009-09-01 0:0:00 to 2010-07	-31 23:55:59				
Your Photo	💫 New						
	All Records	All Records					
	All 🔻 All Categori	es 👻 All Status 💌					
	# Title	Date/Period Role of Participation	Awards / Certifications / Achievements	Category Status/ Approved Date			
	1 Video Editing Workshop	2009-02-17 Participant	Certificate of Attendance	Course Approved 2009-02-17			
	OLE (1-1) / Total 1		← Page	1 ▼ → Display 50 ▼ /Page			
My Information							
School Record							
Other Learning Experiences							
Performance / Awards and Key Participation Outside School							
Avards     and Key Participation     Outside School     Self-Account							

(a) Click **New** to add new record.

iPo	ortfolio			
	Performance / Awards and Key Participation Outside School			1
Chan A (1A-41)	The submission period is from	n 2009-09-01 0:0:00 to 2010-07-3	31 23:55:59	
Your Photo	<ul> <li>All Re</li> </ul>			
	All - A stegories	All Status 👻		
	# Title	e/Period Role of Participation	Awards / Certifications / Achievements	Category Status/ Approved Date
	1 Video Eo Worksho	09-02-17 Participant	Certificate of Attendance	Course Approved 2009-02-17
My Information	OLE (1-1)/Total 1		← Page 1	→ Display 50  ✓ /Page
School Record				
Other Learning Experiences				
Performance / Awards and Key Participation Outside School				
Self-Account				
😰 Learning Portfolio				
School Based Scheme				

(b) Fill in the boxes in the form.

iPo	rtfolio		
	Performance / Awards and Key Participation Outside School		
n A (1A-41)	New		
Your Photo	Submission Type	Performance / Awards and Key Participation Outside School	
$(\bullet, \bullet)$	Category	Competition -	/
	Title*		,
	Date*		
		Add End Date	
My Information	Role of Participation		
School Record	Organization		
Other Learning Experiences	Awards / Certifications / Achievements		
Performance / Awards	Attachment / Evidence	Add more files	
and Key Participation Outside School	Details		
Self-Account	7		
	* Mandatory field(s)	Submit Cancel	

- (c) You can click **Add more files** to upload an image of the award as a proof of your achievement.
- (d) Click **Submit** button to submit the record.



## END