Introduction of iPortfolio in eClass System

Starting from 1st 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.
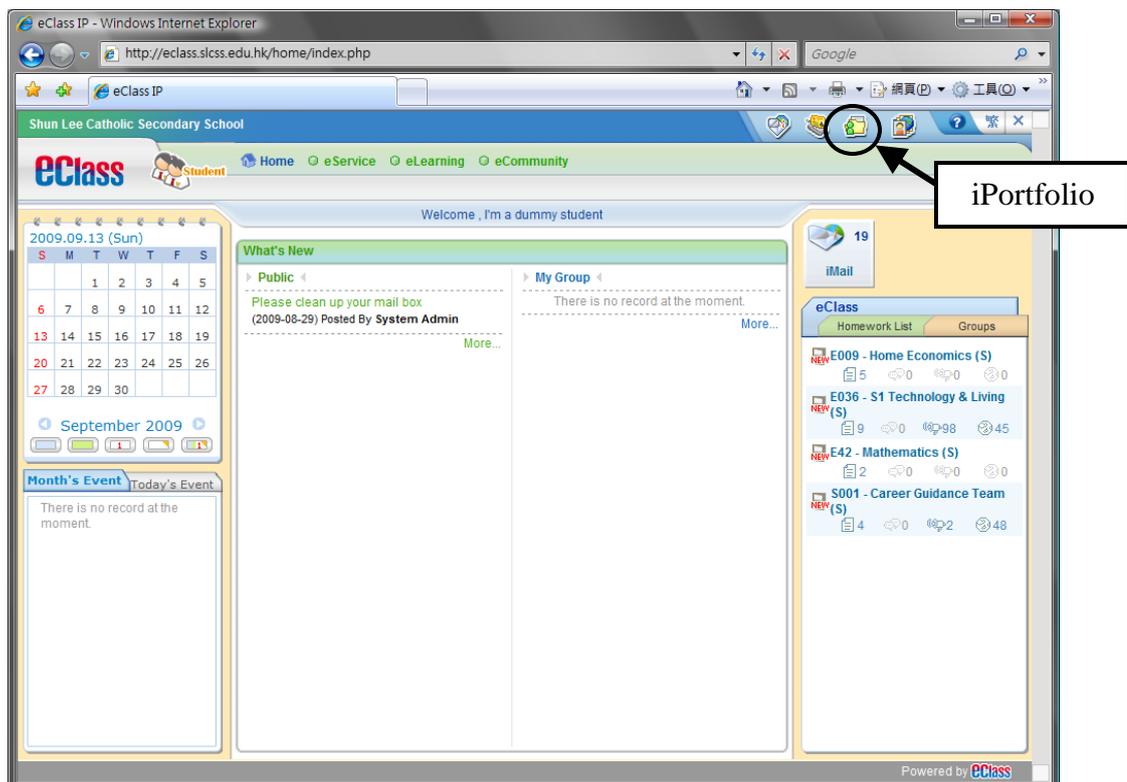
2. Your personal information will be displayed.
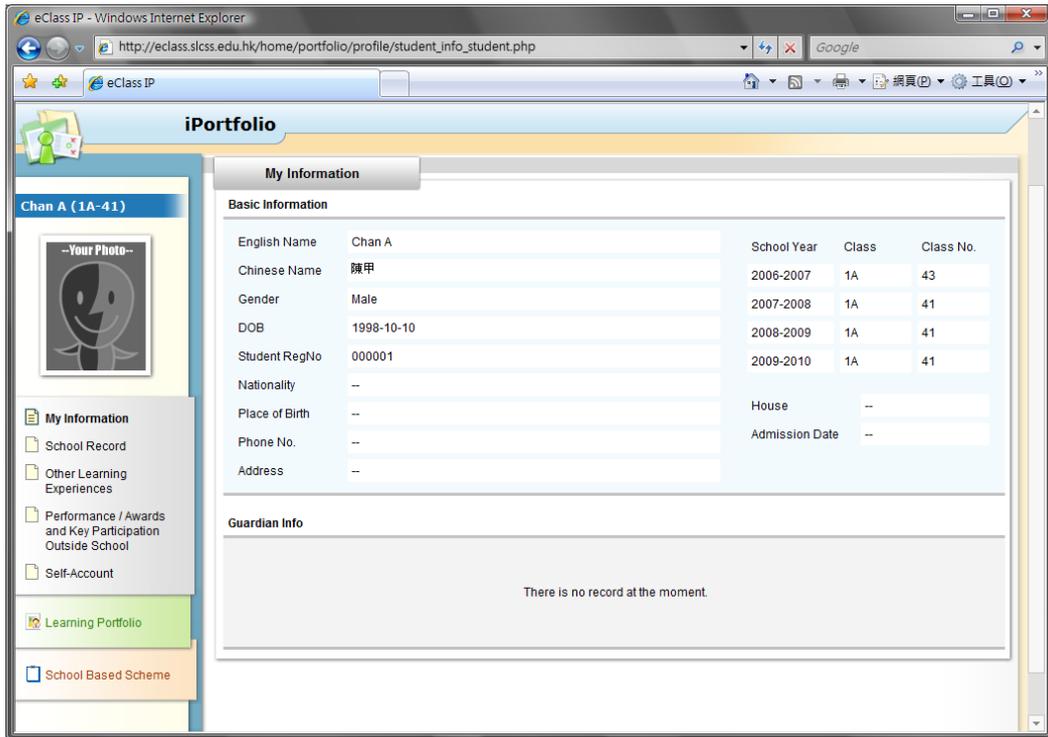
3. Choose **School Record** on the left menu to access your past school records like merit and demerit comment, activity, award, teacher's comments, attendance and service record. (The school records of this academic year will be input at the end of the year.)
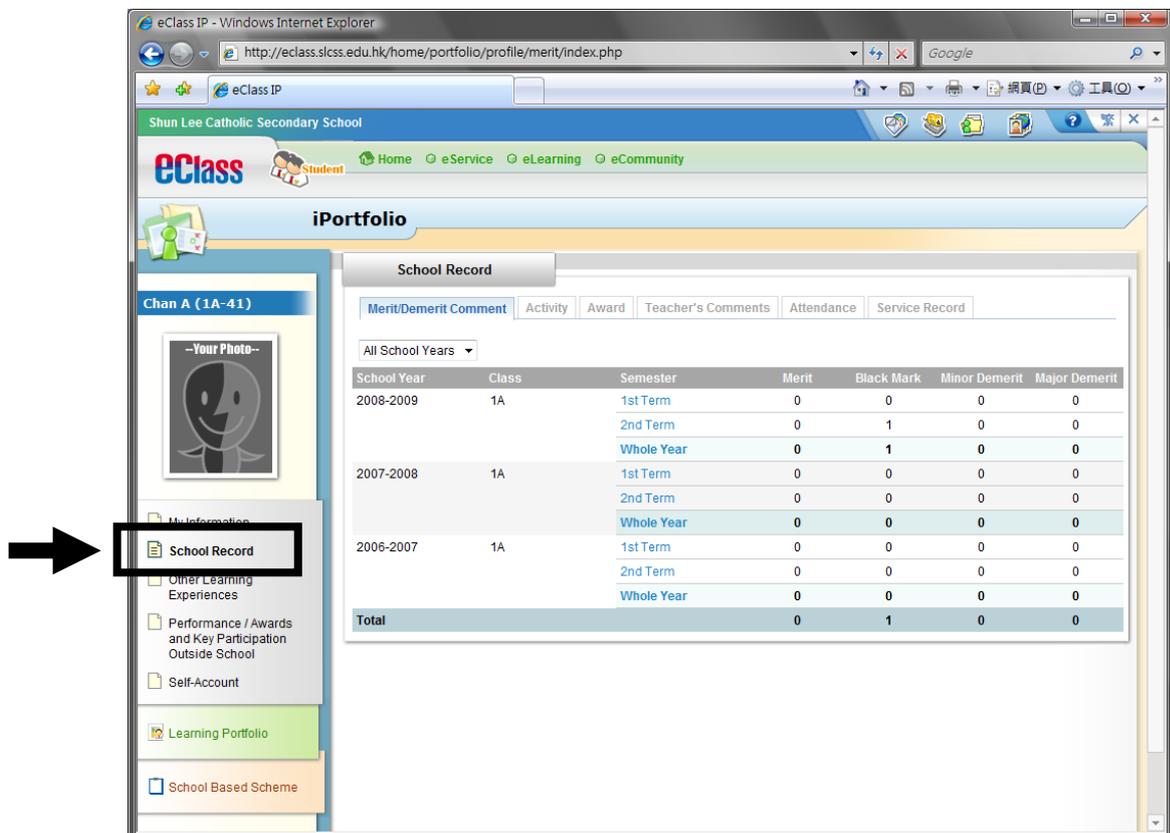
4. Choose **Other Learning Experience** to check the OLE records input by the school.

Click the number of the total records to view the details.

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

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

(b)　　Fill in the boxes in the form.
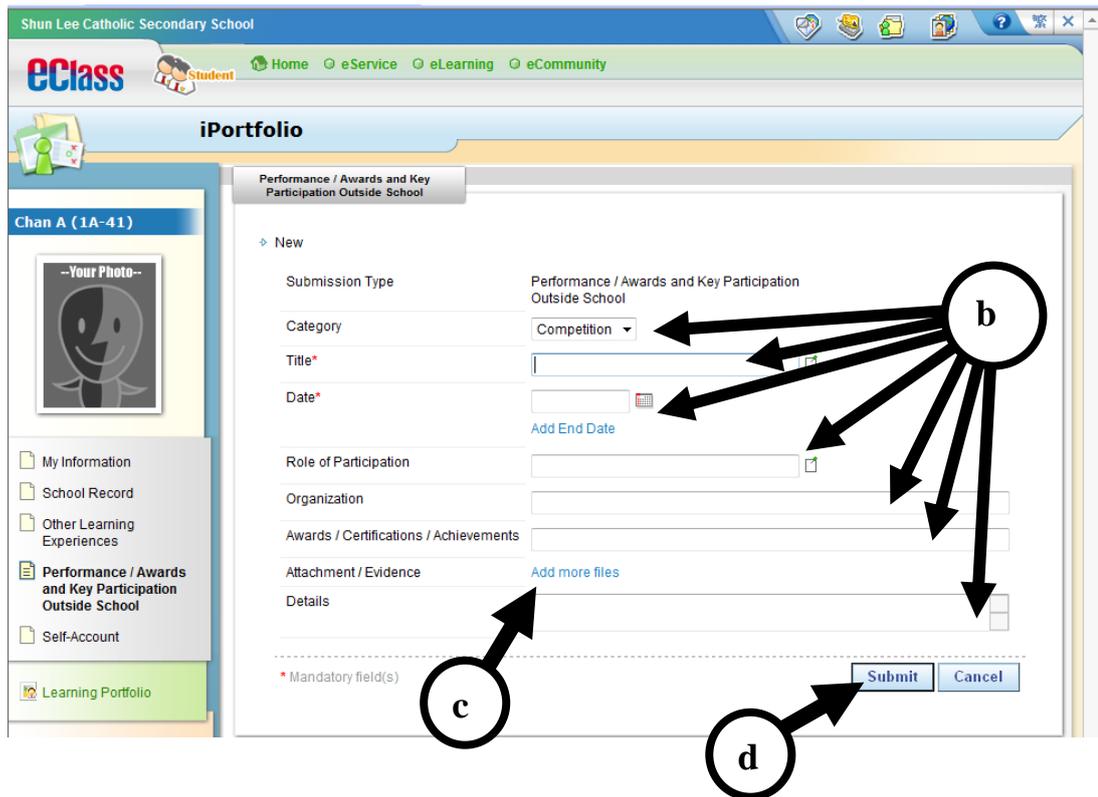
(c)　　You can click **Add more files** to upload an image of the award as a proof of your achievement.

(d)　　Click **Submit** button to submit the record.

Remark: You can click the following button to switch to Chinese interface.

END