

## Introduction of iPortfolio in eClass System

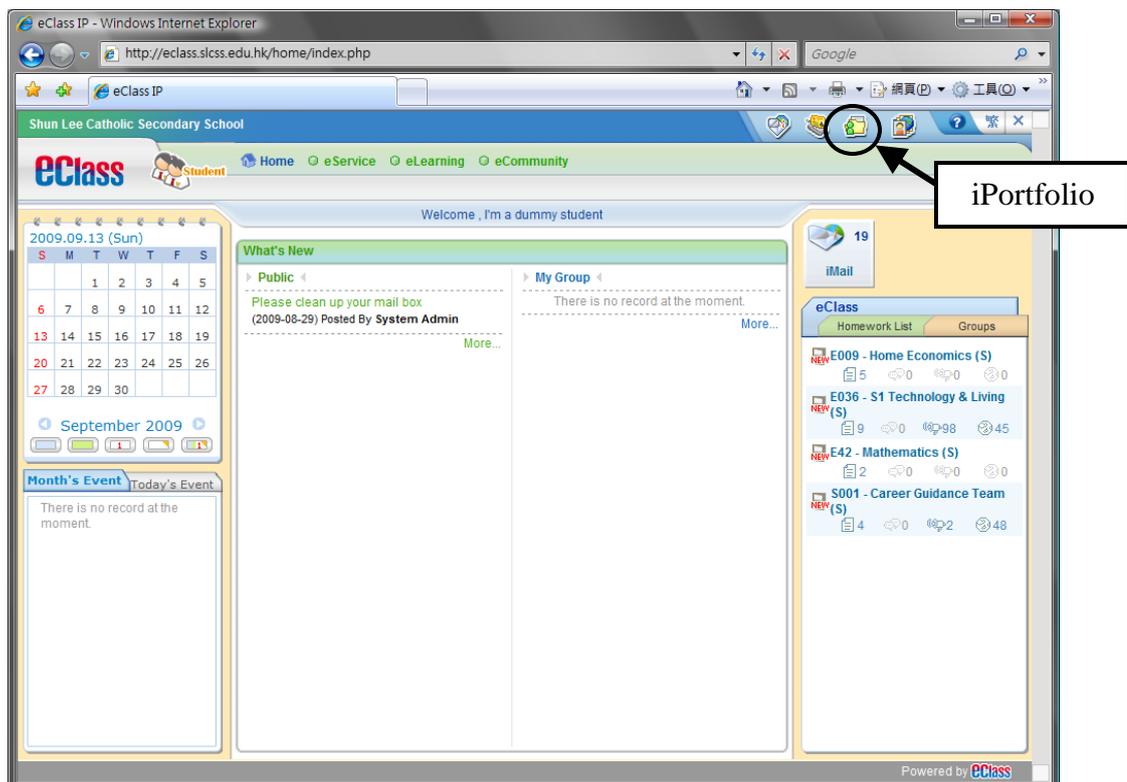
Starting from 1<sup>st</sup> September 2008, all extra-curricular activities (ECA) and Other Learning Experience (OLE) records will be input into the eClass system. Students are responsible to ensure the correctness of the information. A **Student Learning Profile (SLP)**, which is a summary report on 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:

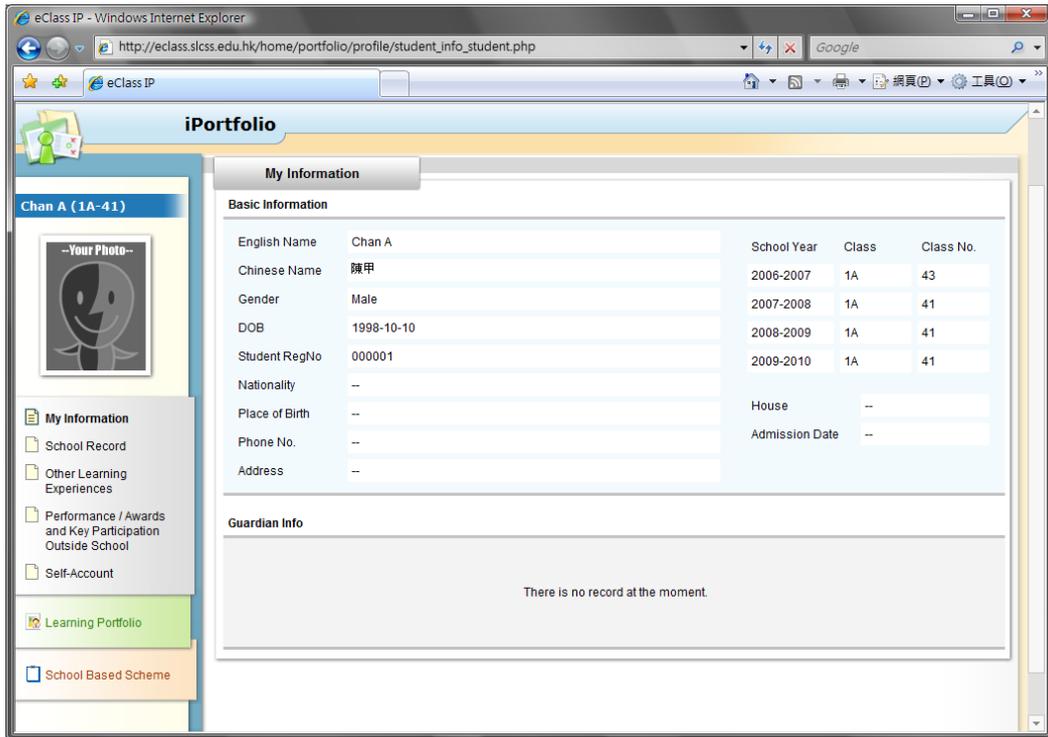
1. Academic Performance In School
2. Other Learning Experience
3. Performance / Awards and Key Participation Outside School
4. Self-Account

## How to update your iPortfolio?

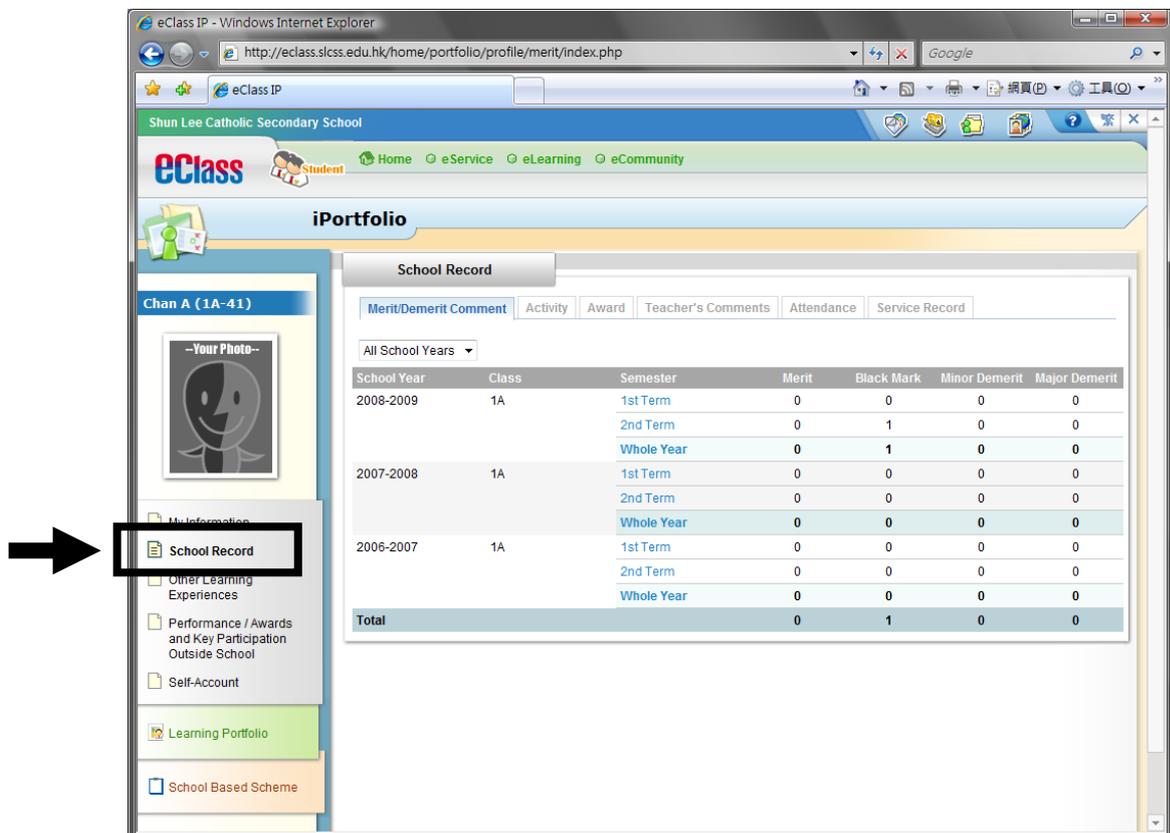
1. Login eClass and then click **iPortfolio** button on the menu bar at the upper right corner.



- Your personal information will be displayed.



- 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.

	Component of OLE (Hours)							Total Records (Approved)
	Intellectual Development	Moral and Civic Education	Community Service	Physical Development	Aesthetic Development	Career-related Experiences	Others	
2008	0	0	5	0	0	0	5	1
Total	0	0	5	0	0	0	5	1

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.

The screenshot shows the iPortfolio interface. On the left sidebar, the menu item "Performance / Awards and Key Participation Outside School" is highlighted with a black box and a black arrow pointing to it. The main content area displays the title "Performance / Awards and Key Participation Outside School" and the submission period "The submission period is from 2009-09-01 0:0:00 to 2010-07-31 23:55:59". Below this, there is a "New" button and a table of records. The table has the following data:

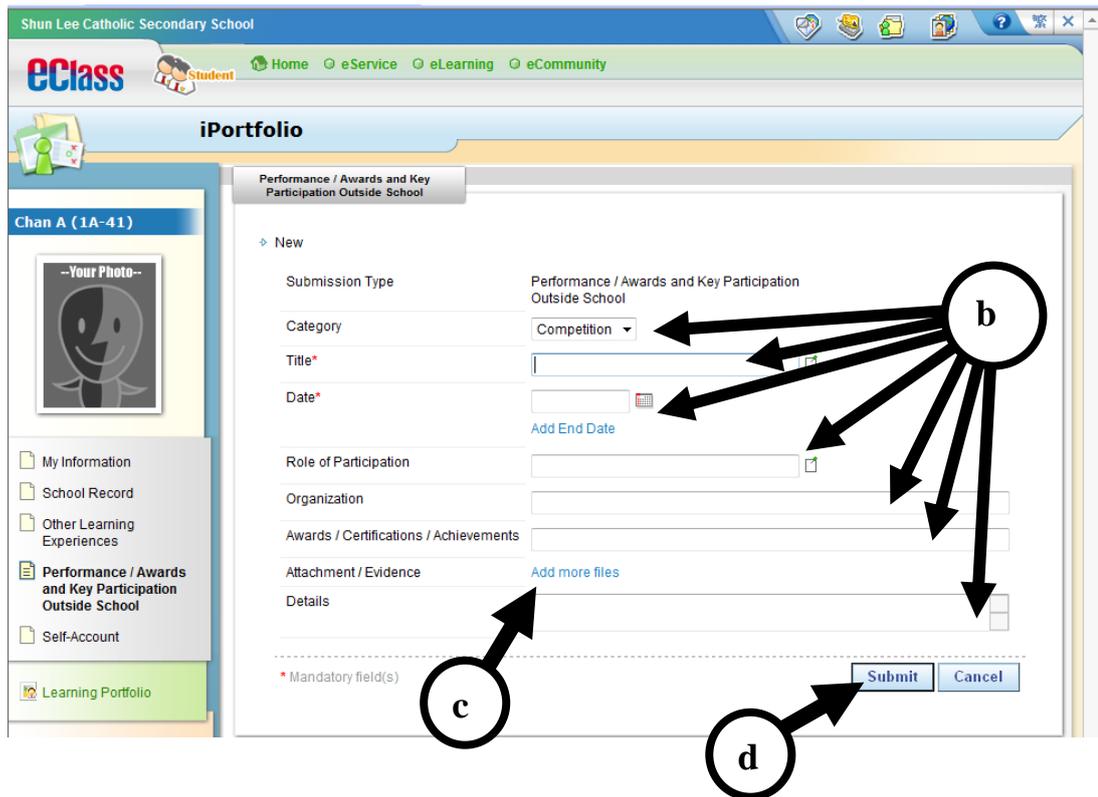
#	Title	Date/Period	Role of Participation	Awards / Certifications / Achievements	Category	Status/ Approved Date
1	Video Editing Workshop	2009-02-17	Participant	Certificate of Attendance	Course	Approved 2009-02-17

At the bottom of the table, it says "OLE (1 - 1) / Total 1". There are also navigation controls for "Page 1" and "Display 50 /Page".

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

The screenshot shows the iPortfolio interface, similar to the previous one. In this view, the "New" button is highlighted with a black circle and the letter "a". The table of records is the same as in the previous screenshot.

(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**