

CHAN SHU KUI MEMORIAL SCHOOL SCHOOL COMM USER GUIDE

A. Login In

Login ID of student : S+Student No. e.g. : S1910601

Password : Cskms + the year and the month of birth of the student(yyyymm).

Example : Born in March, 2015, the password should be Cskms201503

Login ID of Parent : P+Student No. e.g. : P1910601

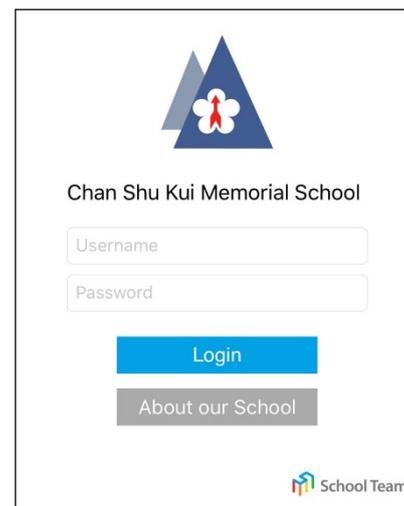
Password : Cskms + the year and the month of birth of the student(yyyymm).

Parents are highly recommended to change the password upon first login.

Example : Born in March, 2015, the password should be Cskms201503

Remarks:

- Parents should change the password upon first login.
- It is not necessary to re-login to this app unless you have reinstalled the program or the smart phone system.
- If parents have forgotten the password, please contact the school office (Tel: 2380 0241) to re-apply for a new password, which will be released to you by the class teacher of your child.



B. Installation

iOS Platform

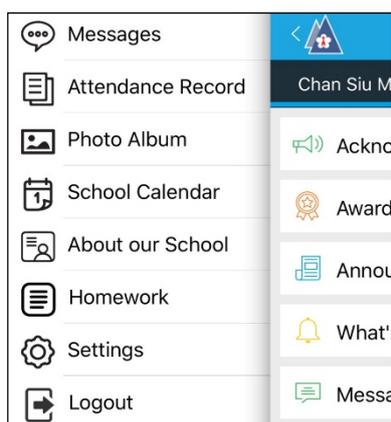
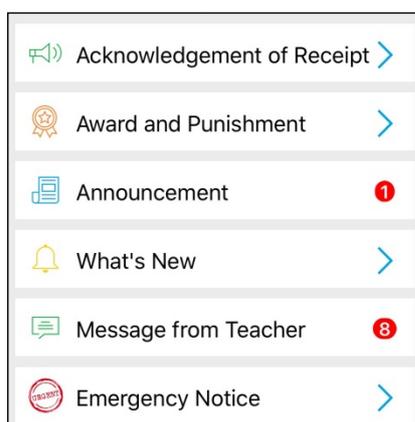
1. Search "CSKMS" in APP STORE.
2. When the app "CSKMS School Comm" is found, tap the "Get" button and install.
3. Since the default setting of this app is only for iPhone, when using an iPad, you should change the option from "for iPad only" to "for iPhone only".

Android Platform

1. Search "CSKMS" in GOOGLE PLAY STORE .
2. When the app "CSKMS School Comm" is found, tap the "install" button and then choose "accept".

C. System Interface

The system has three versions – smartphone 、tablet and webpage version (<http://cskms.schoolweb.hk/>). The webpage version has "Messages" function only.



The first function shown is "Messages". For the app version of the system, you can tap on the school badge in the upper left corner, the other functions like "Attendance Record", "School Calendar" will be shown.

The Function " Message " includes:

- C1. School circulars
Notice to parent. Parent's reply is required. Parents can choose "Signature" and enter the password to acknowledge the receipt of messages or sign up for events. Please note that no amendments are allowed once the reply is submitted.
- C2. Award and Punishment
Notice to parent on awards and punishment of the student. Parent's reply is required.
- C3. Announcement
Notice to parent. Parent's reply is not required.
- C4. What's New
School news, such as information for special school events.
- C5. Message From Teacher
Issued to individual students or parents by teachers.
- C6. Emergency Notice
School emergency notifications, such as special arrangement under bad weather.

D. Other functions

- D1. Attendance record
Parents can read the In & Out record of students.
(Attendance record will be updated at 9:00 am and 4:30 pm every day.)
- D2. Photo Album
Parents can view the photos of different school activities.
- D3. School Calendar
Parents can check the school cycle days and different activities.
- D4. About our School
Parents can find the contact information of our school.
- D5. Homework
Parents of F1 – F3 students can find the homework record here.
(Homework records will be updated at around 4:40 pm every day.)
- D6. Setting
Parents can change the settings here, such as language, notification and password etc.
- D7. Logout
Please remember to log out every time.

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