

COPY

陳樹渠紀念中學

Chan Shu Kui Memorial School

Circular Ref. No. : S16/17-032

26 September 2016

To: All Parents

'CSKMS SCHOOL COMM' Mobile App

With a view to enhancing parent-teacher communication, allowing parents quick access to the information about our school and students and reducing paper use, an e-communication service is going to be launched this academic year. By using the mobile app and the web page version (<http://cskms.schoolweb.hk>), parents can check and reply to circulars in e-format, and read the latest school announcements. The mobile app allows access to extra information such as students' attendance record, homework assignments and the school album.

To reply to e-circulars, parents simply need to click the 'Signature' button or indicate their choice(s) by ticking one or more of the options given. Printed versions of circulars will not be used anymore.

The 'SCHOOL COMM User Guide' is appended herewith for your perusal. Please complete the reply slip and return it to the class teacher. Please also reply via the CSKMS SCHOOL COMM' mobile app or the web page version to let us know if the app is functioning properly.

For enquiries, you are most welcome to contact our IT team on 23800241.



CHUI Sze Ming.
Acting Principal

Reply Slip'CSKMS SCHOOL COMM' Mobile App

To Principal, Chan Shu Kui Memorial School

Circular Ref. No. S16/17-032 has been read and understood.

Name of student : _____

Name of parent : _____

Class : _____ Class no. : _____

Signature : _____

Date : _____

Please return the reply slip to the class teacher on or before 30 September 2016.

**CHAN SHU KUI MEMORIAL SCHOOL
SCHOOL COMM
USER GUIDE**

A. Login In

Login ID of student : S+Year+Class+ClassNo e.g. : S1516F1A01

Password : The second to seventh digit of the HKID number of the student.

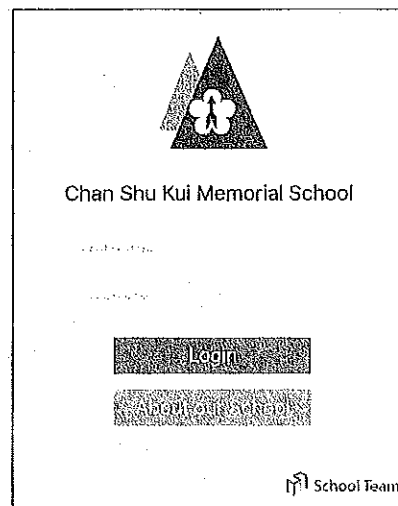
Login ID of Parent : P+Year+Class+ClassNo e.g. : P1516F1A01

Password : The second to seventh digit of the HKID number of the student.

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

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 forgot the password, please contact the school office (Tel: 2380 0241) to re-apply for a new password, which will be released by the class teacher of the student.



B. Installation

iOS Platform

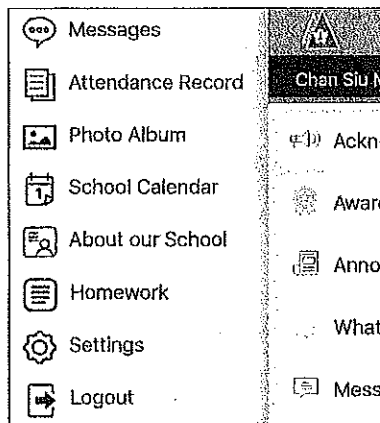
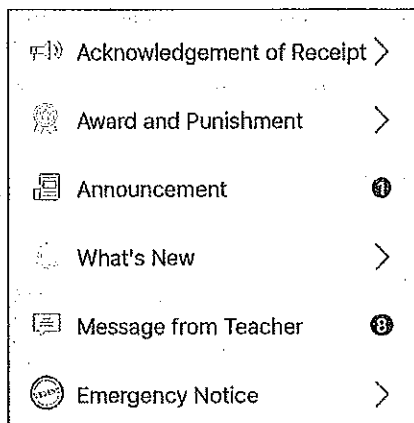
1. Search "CSKMS" in APP STORE.
2. When the app 「CSKMS School Comm」 is found, tap the "Get" button and install.
3. Since the default setting of this app is only for iPhone, when using an iPad, you should change the option from "for iPad only" to "for iPhone only".

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. Receipt 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 student.
(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 logout every time.