

Kit Sam Lam Bing Yim Secondary School
Intranet
User-Guide
(Parents)

If you have any enquiries, please contact your class teacher.

1

Kit Sam Intranet

Kit Sam Intranet is a platform designed to enhance the communication among teachers, students and parents. Apart from checking emails and e-Notices, parents can check students' attendances, homework lists as well as all transactions of e-Pouch.

2

Functions

1. Login and Change password
2. Check emails and e-Notices
3. e-Pouch
4. e-Attendance
5. e-Homework
6. e-Discipline
7. e-Enrolment for extracurricular activities

3

Login

- URL: <http://intranet.kitsam.edu.hk>

Login:

- Username : p+ "student number"
- Default password : ks+ Date of birth (yyyymmdd)
- Example : If the student number is 201809888 and Date of birth is 7th December, 2005, then
username : p201809888
default password: ks20051207

(If password was changed by parents, keep using the changed one.)

4

Change Password

URL : <http://intranet.kitsam.edu.hk>

Login and Click 『iAccount』

1. Click 『iAccount』

2. Click 『Login Password』

5

Check emails and e-Notices

You can see the icons if there are emails or e-Notices.

There are 22 emails and click to see them.

There is 1 eNotice and Click to see it.

登出

6

e-Notices

Click to see the notice.

Issue Date	Deadline	Notice Number	Notice Title	Student Name	Audience	Signed By	Signed
2013-09-12	2013-09-30	123457	The Circular in September	Chan Siu Mui (1K-1)	Applicable students		Unsigned

Note: Remember to sign the eNotice.

Click to see the attachment.

7

Parents can check account balances in e-Pouch. At the end of the school year, all balances will be carried forward to next year. If a student leaves school, the remaining balance will be refunded.

1. Click 『iSmartCard』

2. Check the e-Pouch balance

- Account Balance and Transaction Records
- Payment Records
- Add Value Records
- Transfer to another child

Check attendance

2. Click 『Attendance』

1. Click 『iAccount』

The screenshot shows the iAccount interface. The top navigation bar contains several icons, with the 'iAccount' icon circled in red. The left sidebar has a menu with 'Attendance Record' circled in red. The main content area shows the 'Attendance Record' page for student Chan Siu Mui (1K-1) for the period 'All School Years'. A table shows attendance data for the 2012-2013 school year.

School Year	Absent	Late
2012-2013	1.5	4

9

Check attendance

Click the school year and then you can see all late and absent records.

The screenshot shows the 'Detailed Attendance Records' table for student Chan Siu Mui (1K-1) for the period 'All School Years'. The '2012-2013' school year is circled in red. The table lists attendance records with columns for Date, Type, Time Slot, and Reason.

Date	Type	Time Slot	Reason
2013-08-21	Late	AM	
2013-07-12	Late	AM	
2013-06-19	Absent	AM	Reason unknown
2012-09-27	Absent	WD	病假 (母親 91888888)
2012-09-20	Late	AM	
2012-09-05	Late	PM	

10

e-Homework (for S1 – S3 only)

- Parents can check the student handbook and see whether she has written down all the homework to be done on that day. If not, you may remind her to do it everyday. It benefits the student a lot if she can form a good habit at the beginning of the first term.
- At the start of the 1st term, all monitresses will be trained and are responsible to type in all homework on a daily basis via the intranet. It provides a convenient way for both students and parents to double check students' daily homework after 6:00pm. The E-homework scheme will be started in October.

11

e-Homework

Click 『eService』 -> 『eHomework』, then the homework list can be shown.

The screenshot shows the 'eHomework' page for student Chan Siu Mui (1K-1) for the period 'All Year Terms' and 'All Subjects'. The 'eService' and 'eHomework' links in the top navigation bar are circled in red. The homework list table is shown below.

#	Subject	Subject Group	Topic	Start Date	Due Date	Workload (Hour(s))	Hand-in Required	St
1	Chinese Language	1K	中文寫作	2012-10-27	2012-11-03	0	No	--

12

e-Discipline

1. Click "eService" -> "eDiscipline"

Check "award", "punishment" and "no submission of HW" records.

Class Name	Class Number	Student Name	Merit Point	Merit	Minor Credit	Major Credit	Warning	Black Mark
1K	1	Chan Siu Mui	0	0	0	0	0	3

Good Conduct & Misconduct

Type	Category	1K-1 Chan
Misconduct	No submission of HW 欠交功課	31

e-Discipline

1. Click "Award & Punishment"

Record details are listed.

#	Class	Student Name	Item Code/Item Name	Record Date	PIC	Refere
1	K-1	Chan Siu Mui	1 Black Mark (s) 1008 - 手機處理不當	014-09-08	Chan Mei Ling	---
2	K-1	Chan Siu Mui	1 Black Mark (s) 1006a - 欠交功課15次或以上	014-09-01	---	History
3	K-1	Chan Siu Mui	1 Black Mark (s) 1006a - 欠交功課15次或以上	014-09-01	---	History

Record 1 - 3, Total 3

#	Reason	PIC	Record Date
1	No submission of HW 欠交功課 - Putonghua	Chiu Yee Yan	2014-09-01
2	No submission of HW 欠交功課 - Geography	Curriculum	2014-09-01

e-Enrolment

Click 「eService」 → 「e-Enrolment」。

15

e-Enrolment

1. Choose the category

2. The dates and times for extracurricular activities are shown.

Enrolment Information

Enrolment Period: 2013-09-11 16:30 to 2013-09-11 21:30

Instruction: ---

Priority in case of Supply less than Demand: First-come-first-served

Minimum number of club(s) you need to apply: 1

Maximum number of club(s) you want to participate: 1

Club Category: Enrolment

Club Application

Priority	Club Name / Time	Tentative Fee(\$)	Status	Position	Last Submission Time	Role	出齊紀錄
1	環保學會 (全年)						
	[隱藏詳細活動時間]						
	2012-08-13 (Mon) 13:00-14:00						
	2012-08-14 (Tue) 13:00-14:00						
	2012-08-15 (Wed) 13:00-14:00						
	2012-08-16 (Thu) 13:00-14:00						
	2012-08-17 (Fri) 13:00-14:00						
	2012-08-31 (Fri) 00:00-00:00						

16