

Online Attendance Taking System 網上點名系統
User Manual for Students 學生使用手冊

The HKAGE has adopted a new Online Attendance Taking System for student programmes. Please follow the below steps to report attendance for each session when you attend a student programme.

香港資優教育學苑已推行新的學生課程網上點名系統。當你參加學生課程時，請按照以下步驟報告每節課的出席情況。

1. Scan the **“QR Code for Students”** provided by the teacher to access the system to report attendance. If you any technical problems, please download the below suggested QR Code reader applications:
掃描由導師提供的“QR 碼”以進入系統報告出席情況。如你有任何技術問題，請下載以下建議的 QR 碼掃描器應用程序：

Google: <https://play.google.com/store/apps/details?id=com.kaspersky.qrscanner>

Apple: <https://apps.apple.com/US/app/id948297363?mt=8>



2. If you select your identity as **“HKAGE Student Member”**, input the required information accordingly and then click the **“Submit”** button.

如選擇你的身分為“香港資優教育學苑學員”，相應地輸入所須資料，然後點擊“遞交”按鈕。



The screenshot shows the online attendance taking system interface. At the top, it displays the HKAGE logo and name. Below that, it shows the system title "網上點名系統 Online Attendance Taking System" and the course information: "課程中文名稱 Programme English Name (Course Code)" and "課堂日期及時間 Session Date and Time: 2021-05-20 09:00 - 12:00". The main part of the form is titled "選擇身分後，遞交所須資料。" (After selecting your identity, submit the required information.) and "Select your identity. Then, submit the required information." There are two buttons for identity selection: "香港資優教育學苑學員 HKAGE Student Member" (highlighted with a red box) and "非香港資優教育學苑學員 Non-HKAGE Student Member". Below the buttons, there is a text input field for "學員編號 Student Member Number" and a "遞交 Submit" button.

3. If you select your identity as “**Non-HKAGE Student Member**”, input the required information accordingly and then click the “**Submit**” button.

如選擇你的身分為“非香港資優教育學苑學員”，相應地輸入所須資料，然後點擊“遞交”按鈕。



香港資優教育學苑
The Hong Kong Academy for Gifted Education

網上點名系統 Online Attendance Taking System
課程中文名稱 Programme English Name (Course Code)
課堂日期及時間 Session Date and Time: 2021-05-20 09:00 - 12:00

選擇身分後，遞交所須資料。
Select your identity. Then, submit the required information.

香港資優教育學苑學員
HKAGE Student Member

非香港資優教育學苑學員
Non-HKAGE Student Member

輸入報名時所填寫的個人資料。 Fill in your personal information in your application.

英文姓名(先輸入姓氏) English name with surname first (e.g. Chan Tai Man)

電話號碼 Telephone Number

遞交 Submit

4. You will see the below message if your attendance has been confirmed.

如已確認你的出席紀錄，你將看到以下信息。



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已確認陳大文的出席紀錄。
CHAN Tai Man's attendance has been confirmed.

5. You will see the below message if your attendance has **NOT** been confirmed.

如未能確認你的出席紀錄，你將看到以下信息。



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你輸入的資料有誤，請重新遞交資料或向導師查詢。
Your information is not correct. Please submit again or ask the teacher.

You will see the below message if the attendance taking procedure has not yet started.

如點名程序尚未開始，你將看到以下消息。



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點名仍未開始，請等候導師指示。
Attendance taking is not available now. Please wait for the teacher's instruction.