Diocesan Boys’ School

Qclass System

User Manual

(For Students)

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Section 1 – Introduction

What is Qclass?

Qclass is developed for students to check the status of, to upload and to submit their Computer Literacy assignments via the Internet. The purpose of using this system is to minimize the troubles caused by using traditional storage media such as floppy disk or a CD-R. Moreover, students can view the status of their assignments (Submitted? Late submission? Graded?), and their scores. It is a platform that has the following main features:

- Students can submit assignments
- Students can reset the account password on their own (minimize the waiting time for resetting the account via other methods; reduce the administrator’s workload)
- Students can view the statistics of each assignment
- Java uploader supported, this can enable students to upload multiple files (and folders) easily when compared to traditional and tedious form submission method
- Real-time zip function supported, this can enable students to backup their own assignment easily
- Teachers can issue, view, and grade the assignments
- Teachers can ask the students to redo the assignments
- Teachers can generate statistics reports (histogram, mean, mode, median, st.dev) for each assignment
- Teachers can generate missing assignment reports
- Admin can backup the students’ assignments easily
Section 2 – System Login

You may access the Qclass System via the following address:

http://qclass.dbs.edu.hk

1. Fill in your username (should be the same as your student ID, for e.g. 200512345) and your password
2. Click the button “Enter Qclass”
Section 3 – Select Assignment

A list of assignments will be shown once you have logged in. Click on the links in the column “Available Assignment(s)” or “Past Assignment(s)” to view the detail of the particular assignment.

There are various statuses that will be shown in the status column:
1. Not Submitted – Your assignment is still not yet submitted
2. Date – The date that you have submitted the assignment
3. Date [Late] – The date that you have submitted the assignment, but it has passed the due date already

If your assignment is graded, then a score will be shown in the score column.
In the assignment detail page, you may find out the deadline, instructions, attachments, and the score sheet of the assignment.

You may always view your product by pressing the button “View Homepage”. Note that this is not available if you have not uploaded anything.
Section 4 – Manage Content

Upload Files [Form Submission Method]

To upload files via the form submission method, simply press the browse buttons and choose the files that you would like to upload, and then press the button “Upload Files”. You may select up to 10 files each time. You may upload as many files as you like by repeating the same procedure.
Create Folder

To create a folder, simply fill in the new folder’s name in this box, and click the button “Create Folder”.

![Diagram showing how to create a folder in QClass]

Delete Files

To delete files, simply press the red cross button in the same row of the file that you would like to delete.

![Diagram showing how to delete files in QClass]
Rename Files

To rename files, simply press the pencil button in the same row of the file that you would like to rename.

Type in the new name of the file and press the “Rename” Button.
Download Files

You may download the files individually by right clicking on the links and choose “save target as”. A more convenient way is to zip the whole assignment and download it; you may do so by pressing the “Download ZIP” button.

A very familiar file download dialog box will be shown after pressing the “Download ZIP” button. You can then choose to save the file.
Section 5 – Submit Assignment

IMPORTANT:

- You must submit the assignment or it will not be graded
- Your assignment will not be graded before the deadline
- You may submit your assignment anytime
- You cannot make any changes once you have submitted the assignment
- You may unsubmit your assignment anytime before the deadline
- Your submission time will be reset if you unsubmit the assignment
- If you want to unsubmit your assignment after the deadline, please find your teacher

Once everything is ready, you may submit your assignment. To do so, press the “Submit Assignment” button.

After that, you will return to the main screen. Notice that your status should show the date that you have submitted the assignment; and you should be unable to go to the content management screen of that particular assignment.
Section 6 – Unlock Assignment

To unlock (unsubmit) your assignment, simply press the “Unlock Assignment” button in the assignment detail page.
Section 7 – Download Zip

You may download a backup copy of your submission by clicking on the Download Zip button.

A box will popup, the username and password is the same as your Qclass account.
Section 8 – Check Results

Your scores are shown in the general information page once you have logged in.

You may view your scores in detail from the assignment detail page.
To view the overall statistics of your assignment, press the “View Stats” button in the assignment detail page.
Section 9 – Manage Profile

To manage your profile, press the “Profile” link.

You may change your password by typing your existing password in the box next to “Old Pass”, and type your new password in the boxes next to “New Pass” and “Verify”, then press the button “Update Profile”.

You may change the background color of Qclass by selecting your favorite background color from the box, and press the button “Update Profile”.

If you only want to change the background color, but not the password, simply leave your all three boxes blank, in that case, your existing password will remain unmodified.

Currently, only the following browsers support the changing of background color:

1. Internet Explorer 7.0 or above
2. Firefox 1.0 or above