e-Smart 2.0 & EPH Reader User Guide (Teacher version)

e-Smart 2.0 and eBook User Tutorials

Click the links below to watch the video tutorials about how to use the **eBooks** for different subjects.

◇ **General Studies**

- **Quick Start on PC: https://e-smart.ephhk.com/download/bookshelf_gs_tg_htu2_1.mp4**
- **Quick Start on tablets: https://e-smart.ephhk.com/download/bookshelf_gs_tg_htu2_2.mp4**

To learn more about **other e-Learning tools**, visit the subject website and watch the tutorials.

https://ephgs.ephhk.com

◇ **Mathematics**

- **Quick Start on PC: https://e-smart.ephhk.com/download/bookshelf_maths_tg_htu2_1.mp4**
- **Quick Start on tablets: https://e-smart.ephhk.com/download/bookshelf_maths_tg_htu2_2.mp4**

To learn more about **other e-Learning tools**, visit the subject website and watch the tutorials.

https://ephpmaths.ephhk.com

e-Smart 2.0 and eBook User Tutorials

Click the links below to watch the video tutorials about how to use the **eBooks** for different subjects.

✧ **Putonghua**

- **Quick Start on PC: https://e-smart.ephhk.com/download/bookshelf_pth_tg_htu2_1.mp4**
- **Quick Start on tablets: https://e-smart.ephhk.com/download/bookshelf_pth_tg_htu2_2.mp4**

To learn more about **other e-Learning tools**, visit the subject website and watch the tutorials.

✧ **English**

- **Quick Start on PC: https://e-smart.ephhk.com/download/bookshelf_eng_tg_htu2_1.mp4**
- **Quick Start on tablets: https://e-smart.ephhk.com/download/bookshelf_eng_tg_htu2_2.mp4**

Content

1. How to install

The EPH Reader is suitable for use on tablet PCs running on iOS, Android and Windows systems and in Web browser. Installation is easy, fast and convenient for use in different environments.

1.1 Please go to http://e-smart.ephhk.com/ephreader/ to check if your tablet or PC meets the recommended system requirements of the EPH Reader.

1.2 You can choose to download the right EPH Reader based on the operating system of your tablet or PC.

2. How to login

(1) e-Smart 2.0 supports Web version, you can access the e-Smart2.0 link
Open the browser and access https://e-Smart2.ephhk.com , enter your EPH ID and password on the login page.

Student input the valid authentication code here to read the paid e-Textbook. This function is for student only.

Key in your EPH ID and password, then click "Login".

(2) Once the program has been successfully installed, the e-Smart 2.0 icon ![icon] will appear on the desktop. Click to open.

(3) After clicking on the icon, you will see the login page. Key in your e-Smart EPH ID and password, and click "Log in".

Student input the valid authentication code here to read the paid e-Textbook. This function is for student only.

Key in your EPH ID and password, then click "Login".

The QR code log in function is only available for students.

◈ **If I forget my EPH ID or password, what can I do?**

ⓘ If you forget your password, please contact any of EPH's sales representatives..

Students who have forgotten their EPH ID and password are required to consult their teachers. Teachers may find the information in the "Student list" on the e-Smart website (http://e-smart.ephhk.com/).

(3) Select the subject and curriculum on the main page of e-Smart 2.0, the related system(s), tool(s) and subject website(s) shown on the page.

(I)   Menu

Select subject and curriculum, refer to 4. Menu for more details.

(II) Systems and Tools for subject

When you selected a subject, the related systems and tools for this subject shown on the page. Please refer to the user guides of corresponding systems for further use.

(III) Connectivity

This sign is the signal strength indicator of the EPH Reader. You can use the EPH Reader and read the e-Textbook offline, but your device must be online when downloading e-Textbooks or using the online resources.

 : Strong   : Normal   : Unstable   : Disconnect   : Offline

3. Tool List

Open tool list by clicking on the 🔳 on the top left hand corner.

(I) Dashboard 📊

Teacher can view all the eHomework and exercises which assigned or ongoing in e-Smart and LTT systems.

(II) Message 💬

Teacher can remind students about school affairs by message.

Click here to enter text

(III) Student groups (beta) 👥👤

Teacher can set up different groups for students.

(IV) Student list

View students' name, EPH ID, password and QR Code (if selected to use).

Clicking on here to open the QR Code list of whole class

Click to view the QR code of respectively student

(V) User setting

You can check your personal information, change password, remove the 3rd party accounts, and clear eTextbook written records

Clear eTextbook written records

Teacher select the eTextbook from the book list, and click "Delete"

All written records and records in Cloud of the selected eTextbook will be cleared after pressing "Delete".
Note: Resources inserted by users are unaffected.

(VI) Language options ⚙
Click this to change the language to Traditional Chinese or English.

(VII) About ⓘ
Click this to check the version of the e-Smart 2.0 installed in the device, download the User Guide or read the profile of EPH in the "About Us" section.

(VIII) Logout 🡒
Clicking on this will take you away from the e-Smart 2.0 and back to the log in page.

4. Menu

You can find the corresponding systems or e-Textbook by select level, subject, curriculum and category.

4.1 Main page of e-Smart 2.0

The corresponding level of e-Textbook and exercise in EPH Reader and systems will be displayed according to the class you selected here.

Select subject and curriculum here

There are several curriculums in some subjects (e.g. English, GS), select one of them here.

4.2 EPH Reader

Select one of the above and the e-Textbookshelf will display the corresponding e-Textbooks.

5. Classroom management tool

Using this tool, teachers will be able to control the students' tablet PCs in the classroom to help them focus on classroom learning.

5.1 Main page of e-Smart 2.0 (Control students' tablet PCs open EPH Reader and any LTT System)

(i) Select a class and clicking on 🖧 take you to the classroom plan management page.

(i)The online/offline status of each student will be displayed to the right of each student in the class. Click the arrow on the top right hand corner to change class on the e-Smart main page.

(ii) This lists the role of each function. Select ON to activate the function for use. You can select "Launch application" or "Black screens" after switched on "Classroom mode" .

(iii) Switch on "Launch Application", the systems and tools available for this class display. Click on required system, the system will open on students' devices which under control;
switch on "Black Screens", all the students' devices which under control will turn to black screen.

5.2 EPH Reader e-Textbook shelf (Control Black screens on students' devices)

(i) Clicking on 🔲 will take you to the classroom plan management page.

(ii) Select **ON** to activate the function for use. Select "Black screens" after switched on "Classroom mode" .

5.3 In e-Textbook (Control students' e-Textbook)

(i) Open any e-Textbook and clicking on 🔲 will take you to the classroom plan management page.

(ii) This lists the role of each function.

Select [Full control] [Partial control] [Black screens] to activate the function for use.

6. EPH Reader

Clicking on [EPH Reader] to EPH Reader. After logging in, you will see the e-Textbookshelf and you can start downloading the e-Textbooks you require. You can read e-Textbook in offline situation if the first time you logged in online and downloaded required e-Textbook.

6.1 e-Textbookshelf

The various tools on the e-Textbookshelf help you use the e-Textbookshelf easily and efficiently.

6.1.1 Textbook management

6.1.1.1 Open

Each e-Textbook obtains all the units of the book, click open to read or download.

Total number of units in this book

Click to open units list.

6.1.1.2 e-Textbook status

Clicking on the book, and the units list open, the buttons indicate the status of the unit.

(1) **Download** indicates that the e-Textbook has not been downloaded onto your e-Textbookshelf. The e-Textbook will begin downloading when you click on this button:

The "Download" button will change to "Cancel" during the process of downloading. Do not click on this or it will stop the download. After the e-Textbook has been downloaded, the files need to be unzipped. At this time, the button will change to "Unzipping" **Unzipping** . Please wait for "View" before clicking on it.

(2) **View** indicates that the e-Textbook has been downloaded onto your e-Textbookshelf. You can begin reading the book by clicking on the button.

(3) **Update** indicates that the contents of the e-Textbook has been updated. Click on the button to update the book.

After clicking on the "Update" button, click on the "Download" button to download the latest content. This will not affect your personal records in the e-Textbook.

(4) Click **Delete** to delete an e-Textbook.

(5) Click **Download all** to download all the units in the e-Textbook. If there are more than 4 units in an e-Textbook, the first four units will be downloaded after clicking on the button.

◇ **Will there be any problems if I do not update the e-Textbooks?**

ⓘ You can continue viewing the e-Textbooks if you do not update them. However, this could affect some of the functions in the e-Textbooks, for example the e-Textbook synchronisation function.

◇ **Can I use an e-Textbook that I have already deleted again?**

ⓘ Deleted e-Textbooks will resume their "Download" status. If you have backed up your notes onto the cloud storage before deleting the e-Textbook, you can click on the "Restore" button after downloading the book again to restore your notes. For synchronisation steps, please refer to 6.2.1.2 Sync personal details.

6.1.2 Other functions

6.1.2.1 Space used/available

This shows the storage space used on your tablet PC capacity, which enables you to determine how much space you have left before downloading e-Textbooks.

6.1.2.2 Language options

Click this to change the language to Traditional Chinese or English.

6.1.2.3 Authentication (for students only)

This function is for students to authenticate their e-Textbooks. Teachers do not need to use this function.

6.1.2.4 About

Click this to check the version of the e-Smart 2.0 installed in the device, download the User Guide or read the profile of EPH in the "About Us" section.

6.2 e-Textbook

EPH's e-Textbooks are easy to use on all operating systems and can assist teachers to prepare lessons for classes effectively. The e-Textbooks have the same content as the printed textbooks, but they also include multimedia resources and are connected to a number of important functions in the e-Smart Learning Management System to aid classroom teaching.

6.2.1 e-Textbook management tool bar

The e-Textbooks contain diverse and flexible features. The toolbar, for example, provides a variety of tools to help record and store information, manage lessons, share resources with other teachers and students, etc.

6.2.1.1 Note-taking tools

(1) Highlighter

The "Highlighter" has a variety of colours and degrees of thickness. This conveniently enables you to highlight information based on its importance.

Use the highlighter to mark on any part of the text in a linear fashion to emphasise its importance. The highlighter colours are transparent, enabling you to read the original text under the highlighter's colour.

(2) Drawing tool

The "Drawing tools" come in different patterns, colours, degrees of transparency and thickness, and are suitable for writing and drawing.

Use the drawing tools to write or draw on any part of the text to aid memory-recall and learning.

(3) Eraser

You can use the eraser to remove unwanted marks or notes on the page.

You can manipulate the eraser to remove unwanted highlights or marks on the page by selecting ⬚.
Selecting ✳ will automatically remove all highlights and marks on the page.
Selecting ↻ ↺ can undo/redo the actions.

❖ **Can I select ⬚ to clear all highlights and strokes on a page?**
ⓘ Selecting ⬚ will not ensure the complete removal of all highlights and strokes. The "Bookmarks/ Notes" tool bar of the page will still have a record of them. It is recommended that you use ✳ to clear all highlights and strokes on the page.

(4) Notes 📎

The tool "Notes" includes "Notepad", "Whiteboard", "Audio recording" and "Image". You can use these tools to take notes.

Click 📎 then choose 🔤 , 🖼 , 🎤 or 🏞 .

(i)   (ii)   (iii)   (iv)

(i) Notepad 🔤

The "Notepad" function enables you to enter text using your keyboard. If you input a website link, it will be turned to hyperlink automatically.

Once 🔤 is selected, click anywhere on the text to make a note. A text box where you can enter text will pop up. You can key in words and URL when ✅ indicated. Click ✅ and change to 🖊 , the content become view only and the URL transform to hyperlink. To edit content, click 🖊 change it to ✅ .
To hide the text box, click ➖ ; to delete a note, click 🗑 .

(ii) Whiteboard 🖼

The "Whiteboard" features a variety of tools which you can use to enter text or draw. You can adjust the whiteboard's transparency or change the background colour to cater for the needs in the class. Students can also submit screenshots of their whiteboards to answer questions in real-time in class.

Teacher's whiteboard

En

The 🔤 in the whiteboard has a different role and function than that in the e-Textbook itself. After typing in the text box in 🔤 , the contents will be automatically displayed on the whiteboard. You can then click on "Modify content" and the arrows in the bottom right-hand corner to adjust the size of the text box.

20

Student's whiteboard

If you turn on the function "Image sharing" under the "Classroom management" section, your students can click [icon] to submit a screenshot of their whiteboard contents. (Remark: Students cannot use this function if you have not turned it on.)

(iii) Audio recording [icon]

You can also do a direct recording of audio notes to save time on writing and copying.

00:00))

Once [icon] is selected, click anywhere on the page and the recording display window will pop up. Click on [icon] to start recording, then click on "stop" [icon] to stop recording.

00:11)

Updated at：2019-11-28 10:21

00:00 · 00:26

Updated at：2019-11-28 10:21

After you have finished recording, the [icon] will reappear. Click on the recording display window and the [icon] icon to play your recording.

(iv) Image [icon]

This tool is for inserting pictures onto the pages.

Use camera
Choose existing image

Once [icon] is selected, click anywhere on the page to insert a picture. The picture inserting window will pop up. Click [icon] to use the camera to capture an image, or choose an existing image from your device's photo gallery. To hide the window, click [icon]; to delete the picture, click [icon].

◇ **How can I retrieve the pages with highlighted contents, drawings, notepad/whiteboard notes, recordings and pictures?**

ⓘAll pages with highlighted contents, drawings, notepad/whiteboard notes, recordings and pictures can be retrieved via "Bookmarks/Notes" [icon].

◇ **Are there any restrictions or limits to notes, audio recordings and pictures?**

You can record up to 2 segments per page, with each segment not more than 2 minutes long. For notes, you can tag up to 100 notepad notes and 4 whiteboard notes per page. For pictures, you can insert up to 4 pictures on each page.

(5)   Display/Hide notes

You can hide the notes on the page when you are reading.

Click [icon] to hide the notes. After clicking the icon, it will change to [icon] and the notes on the page will be hidden. Click the icon again and the notes will reappear.

(6)   Laser pointer

(1)   The continuing function in laser pointer allows the drawings stay on the page during the pre-set time.

(2)   Unclick the button, the laser pointer will be movable.

(7)   Pinyin tool

This tool is designed specifically for Chinese e-Textbooks. Click on the icon to display Chinese characters, Hanyu Pinyin or both.

6.2.1.2   Sync personal details

The e-Textbooks come with a cloud storage feature. You can store your personal records (notes, resources, answers, etc.) in the e-Textbooks on the cloud storage. This allows you to access and update individual records in the e-Textbook on any computer you use.

Backup : You can store your personal records in an e-Textbook (notes, exercises, answers, etc.) on the cloud storage.

Situation	Notification	
You are accessing this e-Textbook for the first time and there are no individual records in the book.	No data is found to back up to the cloud. **Confirm**	
You are accessing this e-Textbook after having added your personal records.	The data is backed up to the cloud successfully. **Confirm**	
You have backed up your personal records in an e-Textbook on this machine, and then modified your records before backing up again.	Your data on the cloud was updated on 09:30 a.m. 15th August, 2014. Confirm backing up the local data to the cloud? Cancel **Confirm**	If you decide to back up your records onto the cloud storage, click "OK", otherwise click "Cancel".
You have backed up your personal records in an e-Textbook on another computer and you have no new personal records in this one.	Your data on the cloud was updated on 09:32 a.m. 15th August, 2014, which is newer than your local data. Cancelling backup then restoring your data from the cloud is suggested. Still confirm backing up the data to the cloud? Cancel **Confirm**	If you decide to back up your records onto the cloud storage, click "OK", otherwise click "Cancel".

◇ **I used a school computer to back up or restore e-Textbooks. Can other people access my records on the same computer?**

ⓘ Backing up or restoring your records in e-Textbooks on a public computer should not be a problem because you have to log into the e-Textbook system using your personal ID. Other people should be not able to access your records. However, you must remember to log out of the system after use.

Restore : Take your personal records stored on the cloud and download them onto the e-Textbook you are using now.

Situation	Notification	
You are accessing this e-Textbook for the first time and you have not added any individual records in the book.	No data is restored from the cloud. Confirm	
You have added and backed up personal records in this e-Textbook.	Your data on the cloud was updated on 09:35 a.m. 15th August , 2014.Confirm restoring the data from the cloud? Cancel Confirm	If you click "OK" your backed up personal records on the cloud will be downloaded into the copy of the e-Textbook you are now using.
You did not do a "Restore" after accessing an e-Textbook but you had added new personal records.	Your data on the cloud was updated on 09:35 a.m. 15th August ,2014, however, your local data is newer. Cancelling restore then backing up your data to the cloud is suggested. Still confirm restoring the data from the cloud? Cancel Confirm	If you decide not to keep the personal records you have just made in the e-Textbook, click "OK". Otherwise, click "Cancel" to back up your data.

6.2.1.3 Return to e-Textbookshelf

Click on   to return to the e-Textbookshelf.

6.2.1.4 Bookmarks / Notes

There are bookmarks and notes function that enables you to go directly to the content you want.

(1) Bookmarks

The "Bookmarks" function helps you bookmark important pages for ease of access.

Bookmark the page by clicking on ⊕ .

If you want to delete a bookmark, click on Edit to proceed.

In "Thumbnail" mode, click on the "Edit" button. Then, click on the ✕ in the top right-hand corner of the page and click Done to delete the bookmark on that page.

In "List" mode, after clicking on the "Edit" button, click on the ⊖ before the page number. Wait for the "Delete" button to pop up and click on it to delete the bookmark on that page.

(2) Notes

Here, you can find the usage records of the highlighter, drawing tools, notepad, whiteboard, audio recording and image functions.

When you use the highlighter and drawing tools ✎ , notepad T , whiteboard ⬠ , audio recording ⎁ and image ⎙ functions on the page, they will automatically be recorded here.

You can use the "Clear All ❋ " function under the "Eraser" tool to remove all highlights and strokes on a particular page; or click 🗑 to delete all notepad/whiteboard notes, audio recordings or pictures on the page.

6.2.1.5 Print

When you click on , the "Print" interface will be displayed. Select the suitable print parameters before printing the page.

◇? Why can't I print out some of the pages in the e-Textbook?

ⓘ You can only print out the page when the icon 　　 is on. You also need to check that you have set up a printer and have installed the corresponding software.

6.2.1.6 Tool list / Resources / Sharing System

Corresponding to the Teaching resources tool panel on the left hand side (refer to 6.3), click to open related tool bar.

6.2.1.7 Audio Player

During the audio is playing, you can pause, play again and control the volume. Speed control function is avaliable for some subjects (e.g. Putonghua) which allows user to change the speed of audio.

6.2.1.8　Hand Tool / Zoom in and out

You can use the zoom in/out sliders to zoom in/out the page. When the Hand Tool is selected, you can drag the page to the designated position easily.

6.2.1.9　Page bar

When you are not sure which page you want to go to, the "Page bar" enables you to preview each page so that you can find the page you want to go to.

Pull the page number on the bar will make the thumbnail of the page pop up.

You can also use or or your fingers to drag and move the thumbnails. Click the appropriate thumbnail to go to the page you want.

6.2.1.10 Double screen mode ▥

Click ▥ to view two books at the same time (e.g. an e-Textbook and an e-Workbook) to enhance learning and teaching.

6.2.1.11 Single/Double page mode 📖📖

This is only available in vertically-orientated e-Textbooks. Clicking on 📖📖 can change the page display into either a single page or spread. You can switch the display mode by clicking on the icon again. Please note that this feature will only appear on a computer or tablet PC that is horizontally placed on a flat surface.

6.2.1.12 Fit to page width / Fit to page height 🔲

The e-Textbook comes with an autofit function that you can click to make the page fit to width or height of the screen.

6.2.1.13 Touch screen blocker

This feature is designed specifically for the tablet PC, allowing you to avoid touching the tools at the bottom of the screen and affecting operations when you are writing.

Press and hold the tab ▼ to activate the touch screen blocker. You can use your finger to drag the blocker up and down to adjust the height.

6.3   Teaching resources tool panels

This toolbar shows the available teaching resources in the e-Textbook. EPH offers different types of teaching resources such as worksheets, PowerPoint presentations, charts, etc. It also allows you to upload personal school-based resources and link to the tools in e-Smart so that you always have access to the various teaching functions in e-Smart.

Click on the tabs on the left-hand side or the buttons at the bottom to reveal the panels.

Contents / Tool

Default resources / Online teacher Resources / Exercises

Sharing system

6.3.1 Contents

Click 📋 to open the subdirectory. Click on the relevant topic to access the corresponding page.

6.3.2 Tool list

A variety of e-Smart links and tools are listed here according to the related subjects for your usage. Please note that some of the tools need plugins to run.

Chinese

English

s

6.3.3 Default resources / Online teacher resources / Exercises

Worksheets, practice questions, PowerPoint presentations, images, etc., that are related to the e-Textbook are provided here. You can also upload your own resources to meet your teaching needs.

(1) Default resources

The resources provided by EPH are based on the textbook's contents, providing you with more resources to facilitate your teaching. Default resources are divided into two types: e-textbook resources and online resources from e-Smart. Online resources can be shared with students.

Different resources provided in the e-Textbook.

You can stay online and share resources with other teachers or with your students.

(2) Online teacher resources

You can click ☁ to upload your notes and personal resources onto the cloud storage. The resources which you have uploaded will be listed in the "Online teacher resources" column on the panel. You can click ⮡ to share the resources with other teachers or students.

If you modify a resource that was previously shared with other teachers or students, you can synchronise the modified resource to the cloud storage and the existing resource will be replaced.

◇ **If I delete a resource that was previously shared with other teachers or students, how will it affect them?**

ⓘ If you delete a resource that was previously shared with other teachers or students, they will not be able to see it in their e-Textbooks, but no other affect to them.

(3) Practice questions and question analysis

Every e-Textbook comes with practice questions. You can practise with students during lessons, check their answers and discuss the tips with them.

When students finished the exercise and click "Submit" button, they can see the marking and correct answer instantly, and the result submitted to teachers. You can view the answers of the questions by clicking the 'Show all answers' button.

There is an "Analysis" button in the teacher's version of the e-Textbook. You can click the button to open the real-time reports. You will get three types of reports: "Whole class performance", "Student performance" and "Question analysis". These reports will help you track students' progress and monitor their performance in real-time.

Whole class performance / Student performance / Question analysis (screenshots)

Whole class performance

Total no. of submissions : 1/30   No. of students who answered all questions correctly : 0/30

Student▼	Time of submission▼	Results▼	No. of times submitted▼
Chan Tai Ming	2016-06-16 08:57:34	1/4	13
Chan Tai Cheng			
Au Yeung Zhen Wai			
Szeto Soi Kei			

Student performance

Student : Chan Tai Ming

No. of times submitted : 13

First attempt
Time : 2016-06-02 12:27:34
Results : 1/4

Latest attempt
Time : 2016-06-16 08:57:34
Results : 1/4

Question	Correct answer	First attempt results	Latest attempt results
1	c. black and white	d. brown and white ✕	b. white ✕
2	a. walking		

Question analysis

(Latest) Total no. of submissions : 1/30   (Latest) No. of students who answered all questions correctly : 0/30

Question	Correct answer	First attempt scores (%)	Latest attempt scores (%)
1	c. black and white	0%	0%
2	a. walking	0%	0%
3	d. he can do many things	100%	0%
4	c. 'talks'	0%	100%

6.3.4   Chinese handwriting / stroke order practice

These functions are restricted to Chinese and Putonghua e-Textbooks only. Apart from typing in text, you can write answers using the handwriting panel in some exercises.

(1) Chinese handwriting practice

Click the answer area and the handwriting panel will pop up. Then you can write answers on the panel. It can be used with any input device, such as a touchscreen or a mouse.

Click the tool-in-use button to disable the tool that you are using. Then you can move the panel by dragging it.

Click 🔼 and your text will be transferred to the answer area. Click 🔽 or 🔼 to jump to the previous or next question. Click 🔼 to close the handwriting panel; and click 🔼 to move the panel to another location.

(2) Chinese stroke order practice

This function helps you demonstrate the correct stroke order in class and you can play the demonstrations repeatedly.

Click ▶ to demonstrate the stroke order.

6.3.5 Sharing System (To use this function, you need to install the Sharing System app beforehand.)

This tab on the panel shows the three main sections in the Sharing System. If there are any activities related to the e-Textbook, it will be displayed on the tab. Click the name of the activity and it will direct you to the corresponding activity in the Sharing System. Click the blue button beside the activity name and it will direct you to the management page of the Sharing System.

Please go to http://e-smart.ephhk.com/ss/ to read the installation instructions for the Sharing System.

6.3.6 Multimedia resources

Different e-Textbooks have different types of multimedia resources to complement and aid teaching, for example short videos, animations, audio recordings, games, exercises and PowerPoint presentations, to make lessons more interesting and engaging.

7. FAQs

Please go to http://e-smart.ephhk.com/ephreader/ and press [e-Smart2.0常見問題集] to download and view the FAQs and answers about our e-products.

※End※