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

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 techinical 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。

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。

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。

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。

   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。