

Chinese Cultural Quest: Read and Explore in English

Teacher Manual

1. Login to e-learning Platform

Access the e-learning Platform through the following web address:

<https://nets-e-ccq.edb.edcity.hk/en>



- 1 Click here to login.
- 2 Enter your login and password.
- 3 Click here to login.
- 4 Read carefully and 'Confirm'.
- 5 Click here to start.

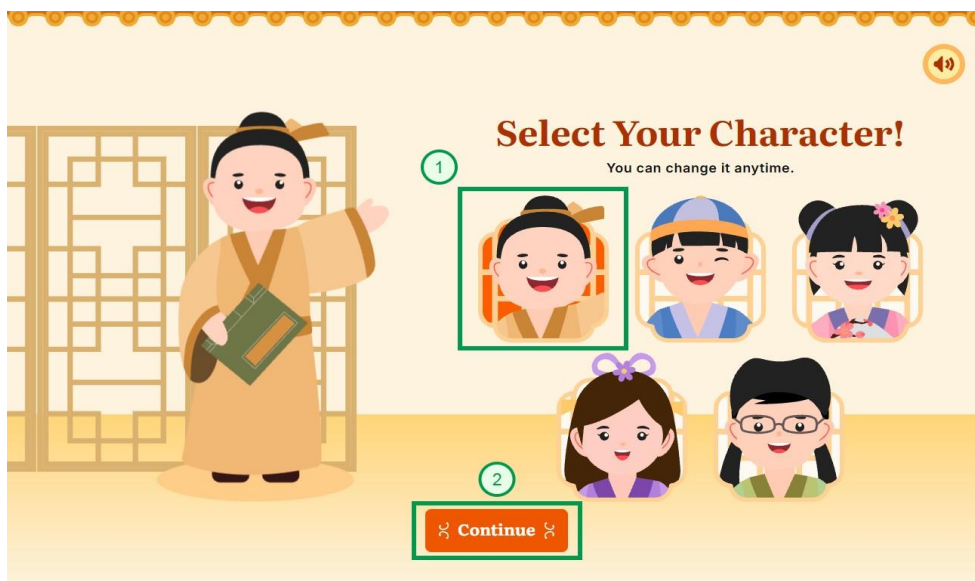
2. Avatar Selection

A host character is presented on the left.

- 1 Choose an avatar from the five options displayed.
- 2 Proceed by selecting the **"Continue"** button.

Note: The selected avatar may be modified at any subsequent point.

The chosen avatar, username, and progress indicator will remain visible on the Courtyard page.



3. Accessing the Portal

While exploring the "Chinese Cultural Quest: Read and Explore in English" environment, teachers have a direct shortcut to administrative tools without needing to log out and back in.

- 1 **The Shortcut Button:** Look for the "Teacher Portal" button located in the top-right corner of the screen (next to the audio and menu icons).



4. School Section

Once logged in, you will be greeted by a "Welcome" screen designed to help you filter your workspace.

- 1

Select School: Use the dropdown menus to select the specific School and Grade Level you wish to view.
- 2

Enter Dashboard: Click the orange "View Records" button to load the student data for your selection.



5. Managing “My Students” Dashboard

The main dashboard provides a comprehensive overview of your students' performance and engagement.

1. Class & Grade Selection

At the top of the dashboard, use the two dropdown menus to filter your view:

- 1

Grade Level (Left Dropdown): Select the appropriate grade (e.g., S2).
Class Section (Right Dropdown): Select the specific class group (e.g., 2A).
- 2

Course List: Click the Course List button to see a full directory of the available modules.





2. Student Data Table

The table provides a detailed breakdown of how students are interacting with the content.

Certificate Status

This section tracks the overall completion percentage for the major course blocks:

- Course 1 & Course 2: Displays the completion percentage.
 - Green Text: Indicates high progress or completion (e.g. 88.89%).
 - Red Text: Indicates the student is halfway through or needs to spend more time on that course (e.g. 44.44%).

Number of Each Course Seed(s)

The quest uses "Seeds" as a metric for engagement and mastery. Each student can collect a maximum of 6 seeds per topic.

- Topic 1.1: Using Chopsticks
- Topic 1.2: Gift Giving
- Topic 1.3: Tea Culture
- Topic 2.1: Bamboo Copters
- Topic 2.2: Tangram 101
- Topic 2.3: Weiqi Game

Note: A score of 6 indicates the student has fully mastered or explored that specific topic, while lower numbers (like 1) suggest the student has only just begun that module.

3. Data Management & Export

To save or share these records:

- **Export to Excel:** Click the large orange button in the top right to download a .xlsx file containing the current class data. This is ideal for external grading or record-keeping.
- **Logout:** Use the link in the top right corner to securely end your session.