(For training in June 2013)

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

How to streamline SLP for Institute Application & Enhance the Reflective Function of SLP for the Whole-person Development of Students

CDI and SIM section, EDB
June 2013

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

JUPAS Application for
teachers/system administrator/SLP administrator

User Account: sysadmin

Password: wsadmin

Login the user interface for teachers/system administrator/SLP administrator
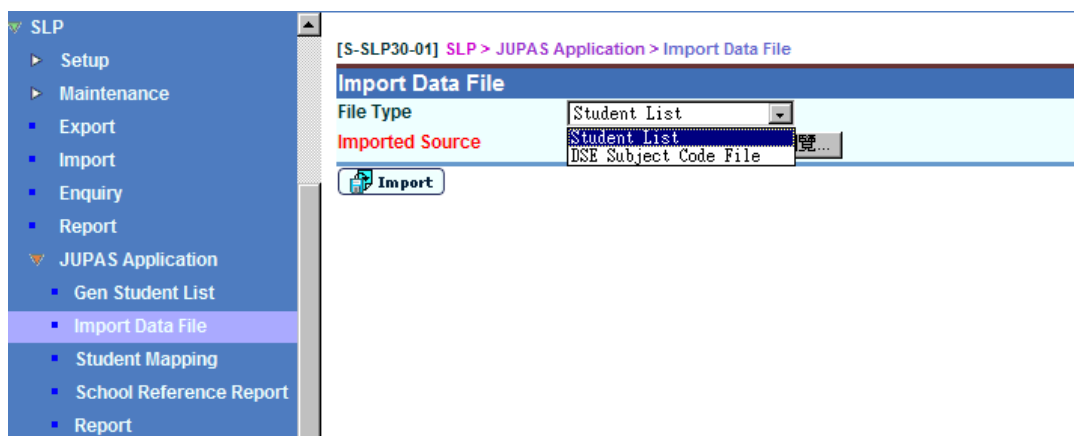
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Data File

The following two data files are to be imported into WebSAMS before using related functions of JUPAS application. The updated files are downloaded from JUPAS online interface.

- ➢ Student List: Student file to be enriched to submit the SRR information
- ➢ DSE Subject Code File: Subject code file containing DSE code

(1) Access SLP → JUPAS Application → Import Data File
(2) Select file type
(3) Import corresponding files into the system. If the file format does not match, an error message will be prompted.

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Student Mapping

(1) Access SLP → JUPAS Application → Student Mapping

You need to check the box on the right to confirm the mapping. The system will basically match the HKID / Passport No. For records with same HKID / Passport No. but with different names, you need to confirm its correctness by manually checking the boxes on the right.

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School Reference Report

School is required to submit students' academic performance in percentile and overall rating, and their personal and general abilities to JUPAS.

Percentile and default overall rating

Teachers/System Administrators/SLP Administrators could set a default for the percentile and overall rating.

(1) Access SLP → JUPAS Application → School Reference Report → Setting Range for Overall Rating

Subject mapping with DSE code and academic results

Teachers/System Administrators/SLP Administrators could set the subject mapping with DSE code and select the academic results to be made reference for generating the academic performance.

(1) Access SLP → JUPAS Application → School Reference Report → Gen Academic Performance Info

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(2) You may list the components for Mathematics and Technology & Living

(3) You may select the assessments from S.5 or S.6 in generating the percentiles for individual subject/component or for all subjects/components.

(4) You may map the DSE subject code or choose Automap button to have a preliminary matching.

(5) You check the checkbox beside the **WebSAMS Subject / Component** column and click Setup button. A pop-up window is prompted to display the setup of selected subjects.

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(6) Choose "Generate" to generate the percentiles. Please note that if the percentiles have been maintained, an alert message would be prompted to confirm if the newly generated percentiles would overwrite the old ones.

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Notes

1. A default subject setup is assigned to each applicable subject mapping.

   By default, the **exempted/absent**, **repeated** and **OM excluded** students are included as the base for calculating the percentile. If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade. When the manual adjusted score/grade exists, it will be retrieved for the calculation.

   The default subject setup detail can also refer to the following screenshot:

[S-SLP36-02] SLP > JUPAS Application > School Reference Report > Subject Setup

WebSAMS Subject / Component	Include Dropped Students as the base for calculating the percentile ☐ 100%* Assign Weighting& Assign	Include Exempted/Absent Students as the base for calculating the percentile ☑ 100%* Assign Weighting& Assign	Include Repeated Students as the base for calculating the percentile ☑ 100%* Assign Weighting& Assign	Include Departed Students as the base for calculating the percentile ☐ 100%* Assign Weighting& Assign	Only One ATA With Assessment Data # 100%* Assign Weighting& Assign	Include OM Excluded Students ☑	Retrieve Adjusted Score/ Grade ☑
045 Biology	☐ ○100% ○Weighting	☑ ◉100% ○Weighting	☑ ◉100% ○Weighting	☐ ○100% ○Weighting	◉100% ○Weighting	☑	☑

2. Definition of different student type:

Student Type	Definition
Dropped	1. The student has dropped the subject in S6 or the student does not take that subject in S6 (without the subject assigned and assessment data in S6); Or 2. The student has dropped the subject in S5 and does not retake that subject in S6 (without the subject assigned and assessment data in S6); Or 3. The student has dropped the subject in S4 and does not retake that subject in S5 and S6 (without the subject assigned and assessment data in S5 and S6).
Exempted	It refers to the students having subjects marked with '/' in ASR module.
Absent	It refers to the students having subjects marked with '-' in ASR module, which means 'not considered'.
Repeated	1. The student is a repeater; And 2. ATA(s) in S5 is chosen.
Departed	The status of latest schooling record of the student is "Departed".

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Maintain Academic Performance

(1) Access SLP → JUPAS Application → School Reference Report → Maint Academic Performance

(2) The percentile and overall rating would be generated according to the default figures. Teachers/System Administrators/SLP Administrators may update and save the information.

(3) On Reset, the data would be reset to previously saved figures.

(4) On Delete, you may delete subjects that are not taken the students. For example, if a student took Economics at S.5 but dropped at S.6, if S.5 results are made reference to when generating the percentiles, the entry would be displayed for this student. You may need to use this function to remove the record from this student.

(5) On Add, if you have wrongly removed a record, you may use Add to include the entry again.

(6) if "Unable to Judge" is selected, remarks should be inputted. If **"reset"** button is clicked, all previous remarks will be cleared

Add Subjects not handled in WebSAMS

Teachers/System Administrators/SLP Administrators may add subjects not currently handled in WebSAMS, for example the Applied Learning courses.

(1) Access SLP → JUPAS Application → School Reference Report → Academic Performance (Add Subjects)

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[S-SLP46-01] SLP > JUPAS Application > School Reference Report > Academic Performance (Add Subjects)

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

| Category | All |
| HKDSE Subject Group | All |

[Search]

	No.	Category	HKDSE Subject
☐	1	New Senior Secondary Subjects	Chinese Literature

[Add] [Save] [Delete]

(1) Choose Add to add subjects

(2) Click on HKDSE subject to input the percentile and overall rating.

[S-SLP46-02] SLP > JUPAS Application > School Reference Report > Academic Performance (Add Subjects)

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

| Category | New Senior Secondary Subjects | HKDSE Subject Group | A050 CHINESE LITERATURE |
| Class | SS6Y |

[Search]

▾Bottom

Academic Performance (Add Subject)

	JUPAS Application No	Class	Cls No	Eng Name	Chi Name	Percentile (Position in Form)						Remark Indicator	Overall Rating						Remark Indicator	
						Top 10%	11%-25%	26%-50%	51%-75%	Bottom 25%	Unable to Judge		Excellent	Very Good	Good	Average	Below Average	Unable to Judge		
☐	41009314	SS6Y	9	LEE SK	李三	◉	○	○	○	○	○	N	◉	○	○	○	○	○	N	[Remarks]
☐	41009291	SS6Y	34	CHAN AA	陳一一	○	○	○	○	○	○	N	○	○	○	○	○	○	N	[Remarks]
☐	41009306	SS6Y	35	HO EE	何三十	○	○	○	○	○	○	N	○	○	○	○	○	○	N	[Remarks]

[Save] [Clear] [Back]   ▴Top

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Maintain Personal and General Abilities

(1) Access SLP → JUPAS Application → School Reference Report → Maint Personal and General Abilities

[S-SLP39-01] SLP > JUPAS Application > School Reference Report > Search Student

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

English Name		Application No	
Reg No		Class Name	All ▾

Search   Reset

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
19012346	6B	1	100010244	Lee BB WW	李五七	M	Active
19012347	6B	2	1999002	Lee BB EE	李三十	F	Active
19012348	6B	3	1999004	Lee BB FF	李四文	F	Active
19012349	6B	4	1999007	Ng AA UU	吳二十	F	Active
19012350	6B	5	1999008	Ng AA VV	吳三文	F	Active

(2) Select a student to maintain his/her personal and general abilities.

[S-SLP39-03] SLP > JUPAS Application > School Reference Report > Maintain Personal and General Abilities

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

Student Particulars

Student Name	Lee BB EE	Application No	19012347
HKID	Z3989209	Passport No	
Issue Country		School Code	99999
Class	6B	Student No	2
Group			

Personal and General Abilities

From your knowledge of the applicant and, where appropriate, in comparison with other S6 candidates in your school, please rate the applicant on the following attributes by ticking the appropriate boxes against such attributes below.

Attributes	Excellent	Good	Average	Below Average	Unable to Judge
Ability to communicate	○	◉	○	○	○
Ability to work with others	○	○	◉	○	○
Analytical power	◉	○	○	○	○
Conduct	◉	○	○	○	○
Creativity	○	○	◉	○	○
Independence of mind	○	◉	○	○	○
Industriousness	○	◉	○	○	○
Initiative	◉	○	○	○	○
Leadership	○	◉	○	○	○
Maturity	○	○	○	◉	○
Perseverance	◉	○	○	○	○
Sense of responsibility	○	○	◉	○	○
Overall evaluation	○	◉	○	○	○

Reset   Save   Back   ◁ Cls No ▷

(3) Teachers/System Administrators/SLP Administrators may navigate through <Cls No> button.

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Prepare data file for school reference report

(1) Access SLP → JUPAS Application → School Reference Report → Prepare Data File

Prepare Subject List File

(1) Choose Proceed and Extract.

(2) The corresponding subject list file to be uploaded on JUPAS would be prepared.

Prepare Academic Performance File

(1) Choose Proceed to select students.

(2) You may preview excluded students.

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(3) Choose Save and Confirm.

[S-SLP42-04] SLP > JUPAS Application > School Reference Report > Prepare Academic Performance

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

The following student(s) has/have more than 10 subjects included in the data file. Each student should have a maximum of 10 subjects included. Please select the subjects.

Reg No	Eng Name	Class	Cls No	HKDSE subject	☐
100010244	Lee BB WW	S6 - 6B	1	Chinese Language	☐
				English Language	☑
				Mathematics (Compulsory part)	☑
				Liberal Studies	☑
				Chinese Literature	☐
				Economics	☐
				Biology	☐
				Information and Communication Technology	☐
				Technology and Living (Food Science and Technology)	☐
				Technology and Living (Fashion, Clothing and Textiles)	☐
				Sports Coaching and Management	☐
				Events Planning and Operation	☐
				Japanese	☐
				French	☐

[Confirm] [◀ Back]

(4) Choose Extract to prepare the data file.

[S-SLP42-01] SLP > JUPAS Application > School Reference Report > Prepare Data File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

	File Description	Status	Extract
⦿	Academic Performance File	Prepared	[Extract]
○	Personal and General Ability File	Prepared	[Extract]
○	Academic Performance Supplementary File		

[Proceed]

Academic_Performance_File_Percentile [唯讀] [相容模式] - Microsoft Excel

檔案　常用　插入　版面配置　公式　資料　校閱　檢視

A1 ── ƒx | Application Number

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Application	School Co	HKID	Passport N	Issue Cou	Last Name	First Name	Class	Student Nu	Group	A010	A020	A030
2	41009322	99001	K1234120			FUNG	TS	6B	2		P4	P2	P2
3	41009348	99001	Z7814126			CHAN	TK THOM/	6B	4		P5	P5	P4
4	41009356	99001	Z7816122			LI	CH	6B	5		P5	P4	P4
5	41009364	99001	Z7823129			LAM	KL	6B	6		P3	P4	P3
6	41009380	99001	Z7896127			CHEUNG	WT	6B	8		P5	P5	P5
7	41009398	99001	Z7898125			CHAN	KF	6B	9		P4	P4	P4
8	41009411	99001	Z790812A			SO	MT	6B	12		P2	P1	P5
9	41009429	99001	Z790912A			YIP	WL	6B	13		P5	P4	P5
10	41009437	99001	Z7909124			LEUNG	SC	6B	14		P5	P5	P2
11	41009445	99001	Z7909121			LAU	KH	6B	15		P5	P5	P2
12	41009453	99001	Z7912127			TSE	KY	6B	16		P5	P1	P1
13	41009461	99001	Z7912123			CHAN	YT	6B	17		P4	P4	P5
14	41009479	99001	Z7912127			MOK	HT	6B	18		P5	P4	P3
15	55009487	99001	C4386123			CHEUNG	CK	6B	19		P2	P2	P5
16	55009495	99001	Z7919126			CHAN	SC	6B	20		P4	P4	P3

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If there are subjects without percentiles / overall rating for selected students, an alert message would be prompted.

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Prepare Personal and General Abilities

(1) Choose Proceed to select students.

(2) You may preview excluded students.

(3) Choose Save and Confirm.

(4) Choose Extract to prepare the data file.

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Generation of report for JUPAS Application

User can generate reports to view each part of JUPAS Application.

(1) Click **[SLP]** → **[JUPAS Application]** → **[Report]** on the left menu.

(2) Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.

Click on the Report Template link to generate the report.

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DSE Subject Code File imported from JUPAS (R-SLP033)

This report lists out the imported HKDSE subject codes.

R-SLP033-E

Lui Kei Through-train School
DSE Subject Code

Subject Code	Subject Name
A010	Chinese Language
A020	English Language
A030	Mathematics (Compulsory part)
A031	Mathematics (Extended part - Calculus and Statistics)
A032	Mathematics (Extended part - Algebra and Calculus)
A040	Liberal Studies
A050	Chinese Literature
A060	Literature in English
A070	Chinese History
A080	Economics
A090	Ethics and Religious Studies
A100	Geography
A110	History
A120	Tourism and Hospitality Studies
A130	Biology
A140	Chemistry
A150	Physics
A160	Integrated Science
A165	Combined Science

Exception Report For Import Student List (R-SLP034)

This report lists out the exception records in the imported OEA activity file template.

R-SLP034-E   Date: 27/09/2012

Lui Kee Through-train School
Exception Report For Import Student List
School Year: 2011/2012   Page 1 of 6

The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's Student List:

Eng Name	Class	Class No	HKID	Ident Doc No	JUPAS data maintained
Lee AA AA	6B	13	Z4151543		Yes
Lee AA BB	6B	14	Z4154763		No
Lee AA CC	6B	15	Z4162588		No
Ng AA ZZ	6B	16	Z420891A		No
Lee BB HH	6B	17	Z4211546		No
Ng BB AA	6B	18	Z4213220		No
Lee BB II	6B	19	Z4215150		No
Ng BB BB	6B	20	Z4217315		No
Ng BB CC	6B	21	Z4219474		No
Lee BB JJ	6B	22	Z4223137		No
Ng BB DD	6B	23	Z4228708		No
Lee BB KK	6B	24	Z422916A		No
Lee BB LL	6B	25	Z4229607		No
Ng BB EE	6B	26	Z4234511		No
Lee BB MM	6B	27	Z4235798		No
Lee BB OO	6B	28	Z4237014		No
Ng BB FF	6B	29	Z0511065		No

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Result of Student Mapping (R-SLP035)

This report lists out the result of student mapping.

R-SLP035-E   Date: 11/08/2011

Lui Kei Through-train School
Mapped Student List

School Year: 2010/2011   Page 1 of 1

WebSAMS				JUPAS			
Eng Name	Class	Cls No	HKID / Passport No	Application No	Last Name	First Name	HKID / Passport No
Lee BB WW	6B	1	Y686546A	40002220	LI	Bb Ww	Y686546(A)
Lee BB EE	6B	2	Z3989209	40002246	LEE	Bb Ee	Z398920(9)
Lee BB FF	6B	3	Z3989829	40002270	LEE	Bb Ff	Z398982(9)
Ng AA UU	6B	4	Z3995535	40002288	NG	Aa Uu	Z399553(5)
Ng AA VV	6B	5	Z3996493	40002296	NG	Aavv	Z399649(3)
Ng AA WW	6B	6	Z4068824	40002199	NG	Aa Ww	Z406882(4)
Ng AA XX	6B	7	Z4087454	40002212	NG	Aa Xx	Z408745(4)
Ng AA YY	6B	8	Z4099940	40002238	NG	Aa Yy	Z409994(0)
Lee BB GG	6B	9	H20202020	40002254	LEE	Bb Gg	H20202020
Wong BB XX	6B	10	H10101010	40002262	WONG	Bb Xx	H10101010
Chan BB ZZ	6B	11	H12345678	40002263	WONG	Bx Bx	H12345678

***   End of Report   ***

Result of Subject Mapping (R-SLP036)

This report lists out the result of subject mapping in Function A.

Subject Mapping List

School Year: 2011/2012   Page 1 of 2

WebSAMS Subject / Component	HKDSE Subject	Academic Result Retrieved From	Selected Assessment
010 Additional Mathematics	Inapplicable		
045 Biology	A130 Biology	S5(2010)	Annual
		S6(2011)	T1A1
070 Chemistry	A140 Chemistry		
080 Chinese Language	A010 Chinese Language	S5(2010)	Annual
		S6(2011)	T1A1
090 Chinese Literature	A050 Chinese Literature		
11N Business, Accounting & Financial Studies	A170 Business, Accounting and Financial Studies	S5(2010)	Annual
135 Economics	A080 Economics	S5(2010)	Annual
		S6(2011)	T1A1
165 English Language	A020 English Language		

Academic Performance (sorted by student) (R-SLP038)

This report lists out students' academic performance.

R-SLP038-E   Date: 11/08/2011

Lui Kei Through-train School
Academic Performance (By Student)

School Year: 2010/2011   Page 1 of 1

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

HKDSE Subject	Percentile	Overall Rating
Biology	11% - 25%	Excellent
Chinese Language	26% - 50%	Very Good
Combined Science	26% - 50%	Very Good
English Language	51% - 75%	Good
Liberal Studies	26% - 50%	Very Good
Mathematics (Compulsory part)	51% - 75%	Good

***   End of Report   ***

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Academic Performance (sorted by subject) (R-SLP039)

This report lists out the students' academic performance of specified HKDSE subject.

```
R-SLP039-E                                                         Date: 11/08/2011
                          Lui Kei Through-train School
                          Academic Performance (By Subject)
School Year: 2010/2011                                            Page 1 of 1
```

Subject:	Chinese Language		
Assessment:	T1A1	Academic result retrieved from:	S6(2010)

Application No	Class Name	Class No	Name	Percentile	Overall Rating
40002220	6B	1	Lee BB WW	Top 10%	Excellent
40002246	6B	2	Lee BB EE	26% - 50%	Very Good
40002270	6B	3	Lee BB FF	51% - 75%	Good
40002288	6B	4	Ng AA UU	26% - 50%	Very Good
40002296	6B	5	Ng AA VV	26% - 50%	Very Good
40002199	6B	6	Ng AA WW	Top 10%	Excellent
40002212	6B	7	Ng AA XX	Bottom 25%	Average
40002238	6B	8	Ng AA YY	51% - 75%	Good
40002254	6B	9	Lee BB GG	Top 10%	Excellent
40002262	6B	10	Wong BB XX	51% - 75%	Good

Personal and General Ability (R-SLP041-E)

This report lists out students' personal and general ability.

```
R-SLP041-E
                          Lui Kei Through-train School
                          Personal and General Ability
School Year: 2010/2011
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Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

Attributes	Assessment
Ability to communicate	Excellent
Ability to work with others	Good
Analytical power	Good
Conduct	Excellent
Creativity	Excellent
Independence of mind	Good
Industriousness	Good
Initiative	Good
Leadership	Excellent
Maturity	Good
Perseverance	Good
Sense of responsibility	Excellent
Overall evaluation	Good

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                    ***   End of Report   ***
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Students excluded in the Academic Performance File (R-SLP044-E)

This report lists out the students who are excluded in the Academic Performance File.

R-SLP044-E					Date: 12/08/2011
		Lui Kei Through-train School			
		Students Excluded in Academic Performance File			
School Year: 2010/2011					Page 1 of 1

Class	Class No	Name	Reg No	HKID	Application No
6B	11	Chan BB ZZ	1999020		40002263

*** End of Report ***

Students excluded in the Personal and General Ability File (R-SLP045-E)

This report lists out the students who are excluded in the Personal and General File.

R-SLP045-E					Date: 12/08/2011
		Lui Kei Through-train School			
		Students Excluded in Personal and General Ability File			
School Year: 2010/2011					Page 1 of 1

Class	Class No	Name	Reg No	HKID	Application No
6B	11	Chan BB ZZ	1999020		40002263

*** End of Report ***

Subject List (R-SLP046-E)

This report lists out the HKDSE subjects used for academic performance maintenance.

R-SLP046-E	Date: 12/08/2011
Lui Kei Through-train School	
Subject List	
School Year: 2010/2011	Page 1 of 1

HKDSE Subject	
A010	Chinese Language
A020	English Language
A030	Mathematics (Compulsory part)
A031	Mathematics (Extended part - Calculus and Statistics)
A032	Mathematics (Extended part - Algebra and Calculus)
A040	Liberal Studies
A080	Economics
A100	Geography
A110	History
A130	Biology
A165	Combined Science
A170	Business, Accounting and Financial Studies
A210	Technology and Living (Food Science and Technology)
A211	Technology and Living (Fashion, Clothing and Textiles)
A230	Visual Arts
B590	Sports Coaching and Management
B640	Aviation Studies
C8685	Spanish

*** End of Report ***

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Access Right for Teachers/System Administrators/SLP Administrators

The access right could be refined for teachers for accessing OEA/Academic Performance, etc.

(1) Access Security → Access Control → User Group → SLP Admin

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Access Right for Student

The access right could be refined for students for accessing OEA/Academic Performance, etc.

(1) Access Security → Access Control → User Group → Student

Input print sequence, Performance / Awards Gained Outside School and Student's 'Self-Account' by students.

Import from SLP module (import text-based information)

The function allows user to import a modified key project file into the system.

Import Key Projects

(1) Click **[SLP] → [Import]** on the left menu.

Browse the exported key project excel file.

(2) Fill in the Key Project for each of the student and save it. Leave it in blank if the student does not have key project.

(3) Import Key Project is support to upload a single file only.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(4) Click the **[Browse]** button and select the excel file (SLP_Key_Project.xls)
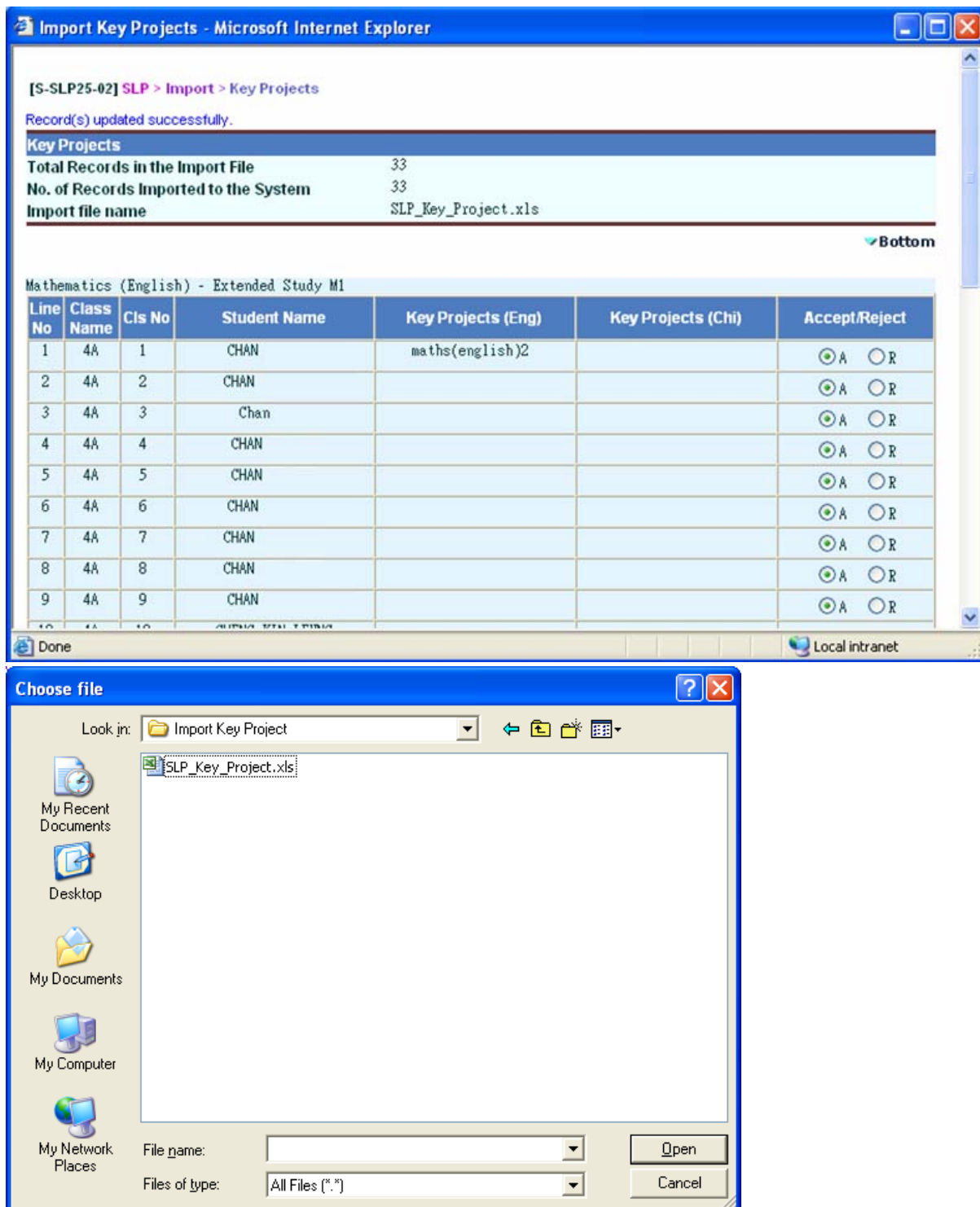
(5) Click **[Import]** button to import the Key Project record.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(6)   Select the radio button to "Accept / Reject" for each of the students record. Click **[Save]** button to update the key project.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Import Other Learning Experiences

This function allows user to download an excel template of "Other Learning Experiences" for offline modification. The user could import the excel file / zip file (containing student's excel files) into the system after modification.

(1) Click **[SLP]** → **[Import]** on the left menu.

Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.

(2) Fill in OLE record in the template and save the file name by using the student's "Reg No" e.g. *2002038.xls* (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

(3) User selects the import option either in multiple students per excel file or one student per excel file

(4) Click the **[Browse]** button and select the excel file (2002038.xls)

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students
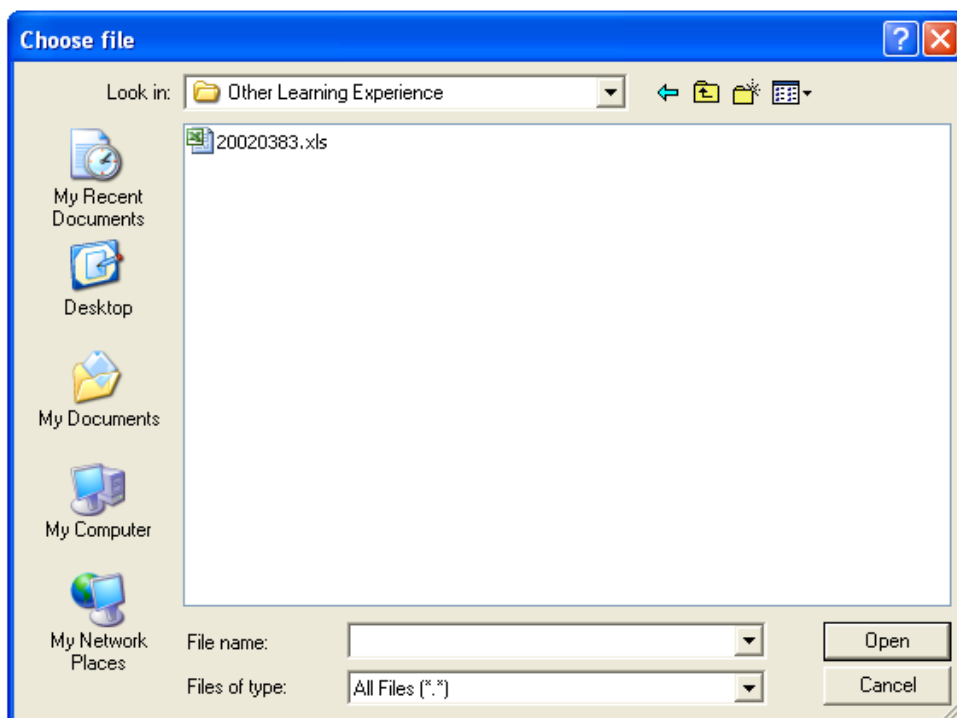
(5) Click **[Import]** button to import the OLE record.

Import Performance / Awards Gained Outside School

This function allows user to download an excel template of "Performance / Awards Gained Outside School" for offline modification. The user could import the excel file / zip file (containing student's excel files) into the system after modification.

(1) Click **[SLP]** → **[Import]** on the left menu.

Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.
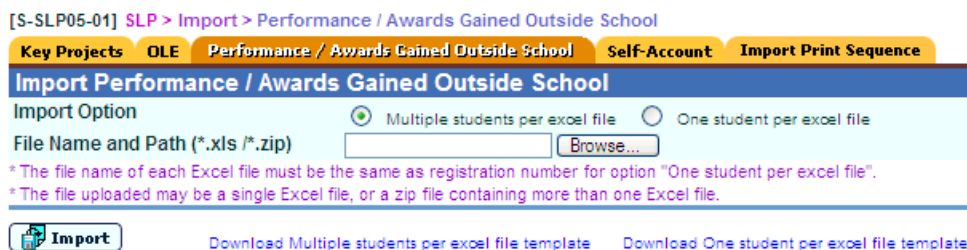
How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(2) Fill in Performance / Awards Gained Outside School record in the template and save the file name by using the student's "Reg No" e.g. ***2002038.xls*** (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

	A	B	C	D	E	F	G
	活動項目 Programme	活動項目簡介 Programme Description	由學年 School Year From	至學年 School Year To	參與角色 Role of Participation	主辦機構 Partner Organization	獎項 / 證書文憑 / 成就* (如有) Awards / Certifications /
1							
2	Programme 1	This is a good programme	2005	2006	member		
3	Boy Scout	Boy Scout Event	2005	2007	Leader	Boy Scout HK	Best Performance

(3) User selects the import option either in multiple students per excel file or one student per excel file

(4) Click the **[Browse...]** button and select the excel file (2002038.xls)
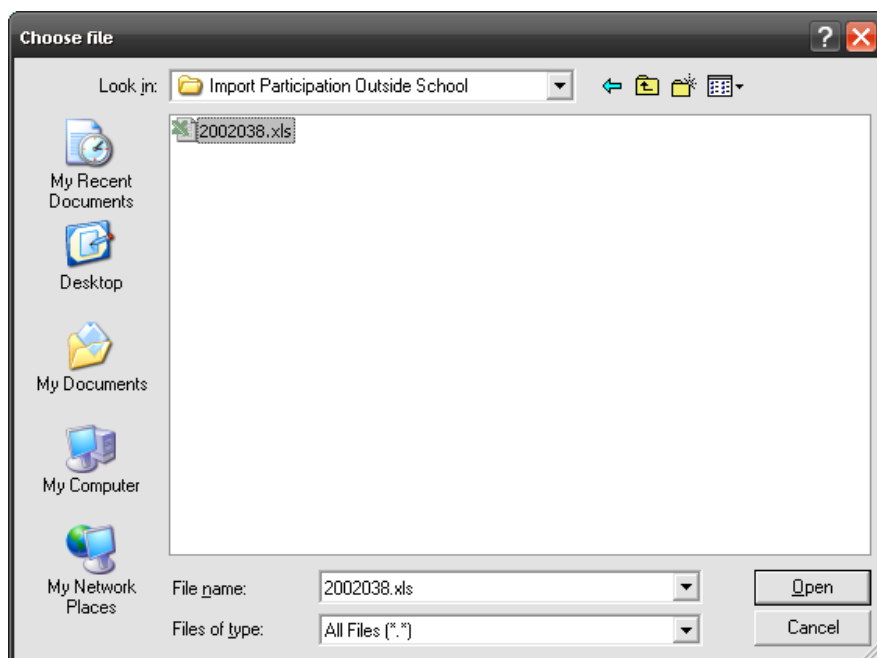
(5) Click **[Import]** button to import the Performance / Awards Gained Outside School record.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Import Self-Account

This function allows user to upload "Self-Account" text file / zip file (containing the student's text files) into system. The text file must save in UTF-8 format.

(1) Click **[SLP] → [Import]** on the left menu.

Click **Self-Account** tab.

[S-SLP06-01] SLP > Import > Self-Account

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account | Import Print Sequence |

Import Self-Account

File Name and Path (*.txt /*.zip) [   ] [Browse...]

* The file must be plain text file encoded in UTF-8.
* The file name of each text file must be the same as registration number.
* The file uploaded may be a single text file, or a zip file containing more than one text file.

[Import]

(2) Create a text file, fill in self-account information and save the file name by using the student's "Reg No" e.g. *2002038.txt*
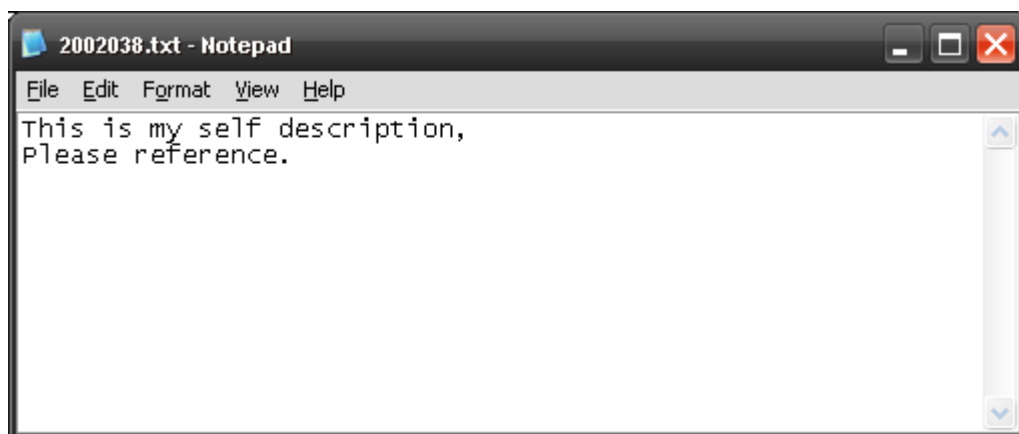
2002038.txt - Notepad

File Edit Format View Help

This is my self description,
Please reference.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(3) Click the **[Browse…]** button and select the text file (2002038.txt)
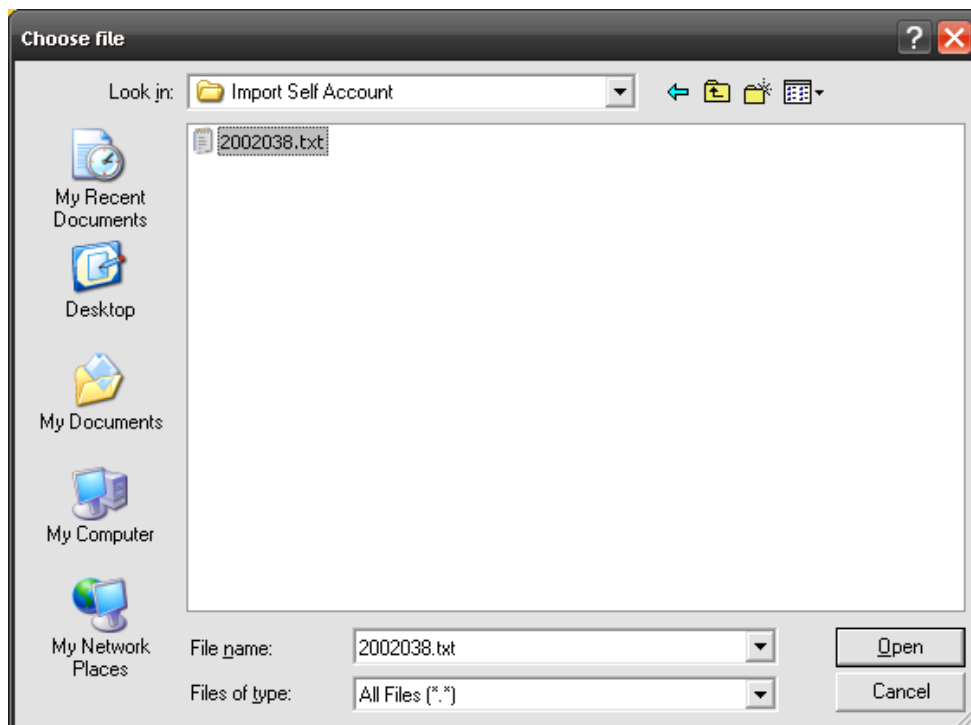
(4) Click **[Import]** button to import the student's self-account.

If Student's Self-Account already exist in the system, the following screen will be shown:

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

## Import / Export Function for Print Sequence

This function allows user to set the print sequence of OLE or Award by import the excel data file.

A. Import

1. Click on SLP > Import on the left menu and then click the Import Print Sequence tag.

2. Edit the print sequence from the exported excel file(s) only. For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.

3. Select the import option in either multiple students per excel file or one student per excel file.

4. User clicks on "Browse" button to select the excel file or the zipped excel file(s) which to be imported.
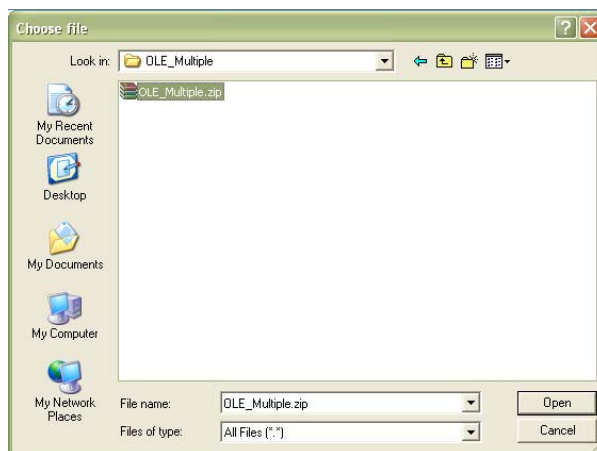
5. User clicks on "Import" button to upload the file to the system

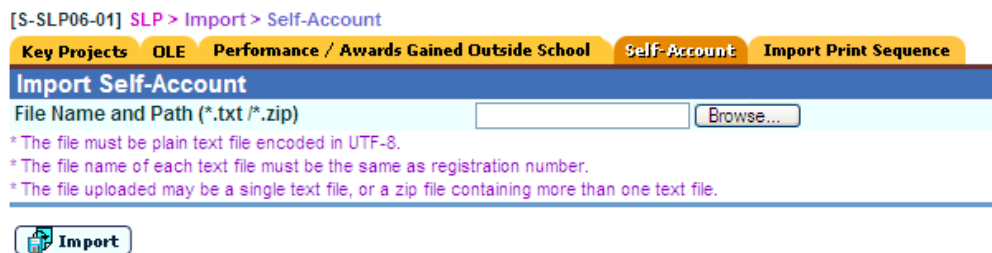6. If the import operation fails, click **[View Error Report]** button to view the error report.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

B. Export

(1) Click on **[SLP] > [Import]** on the left menu and than click the Import Print Sequence tag.

(2) Select the School Year, Class Level and Class Name.

(3) Select the Print Sequence option either in OLE or Award.

(4) Select the export option in multiple students per excel file and one student per excel file.

(5) Click the Export button.

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Import from STA module (import coded information)

This function allow user to import the new student activity and related SLP information for list of student by using MS Excel file.

(1)   Click **[Student Activities]** → **[Import]** on the left menu.

From Programme Description Report

From Student Activities Post Report

From Student Activities Performance Report

From Components of Other Learning Experiences Report

From Awards/Certifications/ Achievements Report

(2)   Click **[Browse]** button to select imported MS Excel file.

(3)   Click the **[Import]** button.

(4)   During the importing records procedure, if any error been found, error message will be shown

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on the top of the screen (in red) and the process will be aborted.

[S-STA17-01] Student Activities > Import

E-54137 : The file failed to upload. Please refer to the error report by clicking the button View Error Report below.

Import Student Activity	
File Name and Path (*.xls)	[_____] Browse...

* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
* The maximum number of records upload per file is 300.

Import

View Error Report ← 5

Download student activity excel file template
Download student activity excel file specification
Download Programme Description Report (R-STA013)
Download Student Activities Post Report
Download Student Activities Performance Report
Download Components of Other Learning Experiences Report
Download Awards/Certifications/Achievements Report

(5)   User can click **[View Error Report]** button to view the error report.

Date 日期 : 22/06/2011

Lui Kei Through-train School
呂祺一條龍學校
Import Student Activity Error Report
課外活動匯入錯誤報告

Page: 1 of 1
第 1 頁

Row No 行數	Reg No. 註冊編號	School Year 學年	STA Dur. 時段	STA Code 活動代碼	Type 類型	STA Post Code 職位代碼	STA Perf. Code 表現代碼	Report Card Readable Indicator 成績表可讀取示標	Major Comp. Code 主要種類代碼	Awards / Cert. / Ach. Code 獎項/證書文憑/成就代碼	Eng. Awards / Cert. / Ach. (by text) 英文獎項/證書文憑/成就	Chi. Awards / Cert. / Ach (by text) 中文獎項/證書文憑/成就	Error 錯誤
2	ASR004	2100	1	4001	E	0001	11	N	01,02	01,02	1...	A1...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
3	AFA3333	1800	50	1001	E	0002	11		01,02,03	01,02	2...	A2...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54148 : STA Performance Code inputted is invalid E-54148 : 表現代碼輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54152 : Major Components of Other Learning Experiences Code inputted is invalid E-54152 : 其他學習經歷的主要種類代碼輸入不正確
6	2001166	2010	50	1001	E	0005	08			01	5...	A5...	E-54144 : Duration inputted is invalid E-54144 : 時段輸入不正確
22	2001166	2010	2	4001	E	0005	08			01	5...	A5...	E-54145 : STA Code inputted is invalid or STA not offered E-54145 : 課外活動代碼輸入不正確或課外活動沒有提供

*** End of Report ***
完

(6)   The system will prompt a new confirm page if no error being found in the importing records

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(7)   User can click **[A]**(accept) or **[R]**(reject) radio button.

(8)   Click **[Confirm]** button to import records to system.

(9)   If importing is success, the system will be shown success message on the screen

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Data Entry

Key Projects

User can maintain the Name of Project / Extension Activities / Programmes data by Subject or Subject Components (for NSS subject only) for the students.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Key Projects** tab.

(3) Select the search criteria in the drop-down list box.

(4) To search the class subject(s) for input of Key Projects,

    (I)   Select By Class radio button

    (II)   Select Subject/Component from the list box

    (III)   Click [Search] button.

    (IV)   Enter or amend the key projects in the text box for each student for class subject.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(5) To search the subject group subject(s) for input of Key Projects

   (I)   Select By Subject Group radio button

   (II)   Select Subject Group

   (III)   Select Subject/Component from the list box

   (IV)   Click [Search] button.

   (V)   Enter or amend the key projects in the text box for each student.

(6) To search the cross class subject(s) for input of Key Projects

   (I) Select By Cross Class Subject radio button

   (II) Select Cross Class Sub - Group

   (III)   Select Subject/Component from the list box

   (IV)   Click [Search] button.

   (V) Enter or amend the key projects in the text box for each student.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(VI)   A list of students with Key Projects is shown.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(VII) Fill in Key projects by inputting free text / Click the Table button beside the Key Projects (Chi) column.

- Fill in by **free text**:

- Fill in by **select Code Table**.

- Click the Table button beside the Key Projects (Chi) column, a pop-up window will shown.

- Then click the [Select] button to fill in the text box.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

- Fill in the content by using [**Batch Add] button**.

  • Fill in the text box of the first column.

  • Check checkbox for each record.

  • Click the **[Batch Add]** button.

  • Click the **[Save]** button to save the Key Projects.

Other Learning Experiences

Add OLE record

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the OLE tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the Eng Name of the student from the search results to view the student's OLE record.

(6) All records from SLP module for the student will be listed out.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Select Student

○ By Reg No

○ By STRN

⊙ By Selection

School Year — Current Year (2009)

| School Level | Secondary | School Session | Whole Day |
| Class Level | Secondary 5 | Class Name | 5A |

Search   Reset

▾Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active

▴Top

[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

| Student Name (Eng) | Chan AA AA | Student Name (Chi) | 陳十日 |
| Reg No | 1999027 | Sex | M |

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

OLE (Input in SLP module)

☐	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
☐	2010	Import OLE data (whole class)	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

Add   Delete   Back

(7) Click **[Add]** button to assign a new OLE record to the student.

(8) Fill in information of the new record and click **[Save]** button.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Field	Value
Programme Name (Eng)	Import OLE data (whole class)
Programme Name (Chi)	匯入整班學生的OLE 紀錄
Programme Description (Eng)	To test if the system can handle the import file with many OLE records
Programme Description (Chi)	測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From)	2010
School Year (To)	
Role of Participation (Eng)	Planner
Role of Participation (Chi)	策劃人
Partner Organization (Eng)	Education Bureau
Partner Organization (Chi)	教育局
Major Components of Other Learning Experiences (Eng)*	Moral and Civic Education
Major Components of Other Learning Experiences (Chi)*	德育及公民教育
Awards / Certifications / Achievements (if any) (Eng)	Winner of the competition
Awards / Certifications / Achievements (if any) (Chi)	冠軍

* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

[Save] [Back]

Edit Other Learning Experience record

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **OLE** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.

(6) All OLE records from SLP module for the student will be listed out.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Select Student

○ By Reg No

○ By STRN

◉ By Selection

School Year — Current Year (2009)

School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5	Class Name	5A

Search Reset

▾Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active

▲Top

[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

OLE (Input in SLP module)

	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
☐	2010	Import OLE data (whole class)	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

Add Delete Back

(7) Click the programme name to edit the OLE record of the student.

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    (8) Edit the information of the selected record and click **[Save]** button.

[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Field	Value
Programme Name (Eng)	Import OLE data (whole class)
Programme Name (Chi)	匯入整班學生的OLE 紀錄
Programme Description (Eng)	To test if the system can handle the import file with many OLE records
Programme Description (Chi)	測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From)	2010
School Year (To)	
Role of Participation (Eng)	Planner
Role of Participation (Chi)	策劃人
Partner Organization (Eng)	Education Bureau
Partner Organization (Chi)	教育局
Major Components of Other Learning Experiences (Eng)*	Moral and Civic Education
Major Components of Other Learning Experiences (Chi)*	德育及公民教育
Awards / Certifications / Achievements (if any) (Eng)	Winner of the competition
Awards / Certifications / Achievements (if any) (Chi)	冠軍

*The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

[Save] [Back]

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Delete Other Learning Experience record

User can delete the OLE data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **OLE** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.

(6) All OLE records from SLP module for the student will be listed out.

[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Select Student

○ By Reg No

○ By STRN

◉ By Selection

School Year — Current Year (2009) ▾

School Level — Secondary   School Session — Whole Day

Class Level — Secondary 5 ▾   Class Name — 5A ▾

[Search] [Reset]

▾Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active

▲Top

(7) Check the checkbox beside the Programme column to delete the record.

[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Student Name (Eng) — Chan AA AA   Student Name (Chi) — 陳十日

Reg No — 1999027   Sex — M

Latest Schooling Record:

School Year — 2009   School Level — Secondary

School Session — Whole Day   Class Level — Secondary 5

Class Name — 5A   Class No — 1

OLE (Input in SLP module)

☑	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
☑	2010	Import OLE data (whole class)	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

[Add] [Delete] [Back]

(8) Click **[Delete]** button to confirm the operation.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Add Performance / Awards Gained Outside School record

User can add the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of the student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

(7) Click **[Add]** button to assign a new Performance / Awards Gained Outside School record to the student.

(8) Fill in information of the new record and click **[Save]** button.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Edit Performance / Awards Gained Outside School record

User can edit the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Select Student
- By Reg No
- By STRN
- By Selection

School Year   Current Year (2009)
School Level   Secondary
Class Level   Secondary 5   School Session   Whole Day
                                  Class Name   All

[Search] [Reset]

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Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active

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[S-SLP07-02] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)   Chan AA AA   Student Name (Chi)   陳十日
Reg No   1999027   Sex   M

Latest Schooling Record:
School Year   2009   School Level   Secondary
School Session   Whole Day   Class Level   Secondary 5
Class Name   5A   Class No   1

Performance / Awards Gained Outside School

	Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence [Fill]
☐	123456	Testomg	2010	A	B	C	

[Preview] [Add] [Delete] [Reset] [Save] [Back]

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(7) Click the programme name to edit the Performance / Awards Gained Outside School record of the student.

(8) Edit the information of the selected record and click **[Save]** button.

Delete Performance / Awards Gained Outside School record

User can delete the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

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[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

Key Projects	OLE	**Performance / Awards Gained Outside School**	Self-Account

Select Student

◯ By Reg No

◯ By STRN

◉ By Selection

School Year	Current Year (2009) ▼		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 ▼	Class Name	All ▼

[Search] [Reset]

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Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active

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(7) Check the checkbox beside the Programme column to delete the record.

[S-SLP07-02] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

Key Projects	OLE	**Performance / Awards Gained Outside School**	Self-Account

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Performance / Awards Gained Outside School

	Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any) [Fill]	Print Sequence
☑	123456	Testomg	2010	A	B	C	

[Preview] [Add] [Delete] [Reset] [Save] [Back]

(8) Click **[Delete]** button to confirm the operation.

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Maintenance of the print sequence of OLE / Awards issued by School

User can maintain the print sequence of OLE / Awards issued by School.

(1) Click **[SLP]** → **[Maintenance]** → **[Print Sequence]** on the left menu.

(2) Click the **OLE / Awards issued by School** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

(7) Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Seq' column.

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(8) Click [Save] button to store the print sequence.

(9) User can click the [Preview] button to preview the effect. This will not save the data until user trigger [Save] button.

[S-SLP21-03] SLP > Maintenance > Print Sequence > OLE

| School Year	Data Source*	Type	Code	Programme	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements	Print Sequence
2009 - 2010	STA	ECA	1001	Art Club	Vice-Chairman	Art for all, Art in Hospital	Aesthetic Development	Excellent Award	1
2010 - 2011	STA	ECA	1019	Red Cross/Hong Kong Red Cross	Vice-Chairman				2

* OLE information could be entered through STA and SLP module. The column "Data Source" indicates the source of data.

[X] Close

Maintenance of the print sequence of Performance / Awards Gained Outside School record

User can maintain the print sequence of the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account

Select Student
- By Reg No
- By STRN
- By Selection
  - School Year: Current Year (2009)
  - School Level: Secondary   School Session: Whole Day
  - Class Level: Secondary 5   Class Name: All

[Search] [Reset]

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Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active

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(7) Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Seq' column.

(8) Click **[Save]** button to store the print sequence.

(9) User can click the [Preview] button to preview the effect. This will not save the data until user trigger [Save] button.

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Self-Account

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Self-Account** tab.

(3) Fill in the search criteria.

(4) Click the **[Search]** button to search for a particular student.

(5) Click on the **Eng Name** of a student from the search results to view the student's self-account.

(6) Fill in the information of self-account in the textbox and click **[Save]** button.

How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students

Supplementary notes

Download data files from JUPAS website

The Student List and DSE Subject Codes file should be imported into the WebSAMS in order to start the JUPAS application function.

(1) The Student List data file and DSE Subject Codes file can be downloaded from the JUPAS website after user logons with his/her school portal account.

(2) User may download the Student List by clicking
"Student Info Management"→"School Reference Report (Batch Upload)"→"Personal and General Abilities"→"Download to Excel".

(Note: The above screen capture is provided by JUPAS Office)

(3) User may download the DSE Subject Code File by clicking
"Student Info Management"→ "School Reference Report (Batch Upload)"→"Subject List"→"HKDSE Subject Code Full List".

**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students**

**Temporary measures for E-APP application (2012/13)**

To prepare the student list and school reference report for the E-APP application, user can download the SQL from the Central Document Repository (CDR).

(1) User may download the SQL by clicking

"Central Document Repository"→"參考資料"→"常用 SQL 參考庫"→"學生學習概覽".

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(2) .Save the SQL file (.doc)
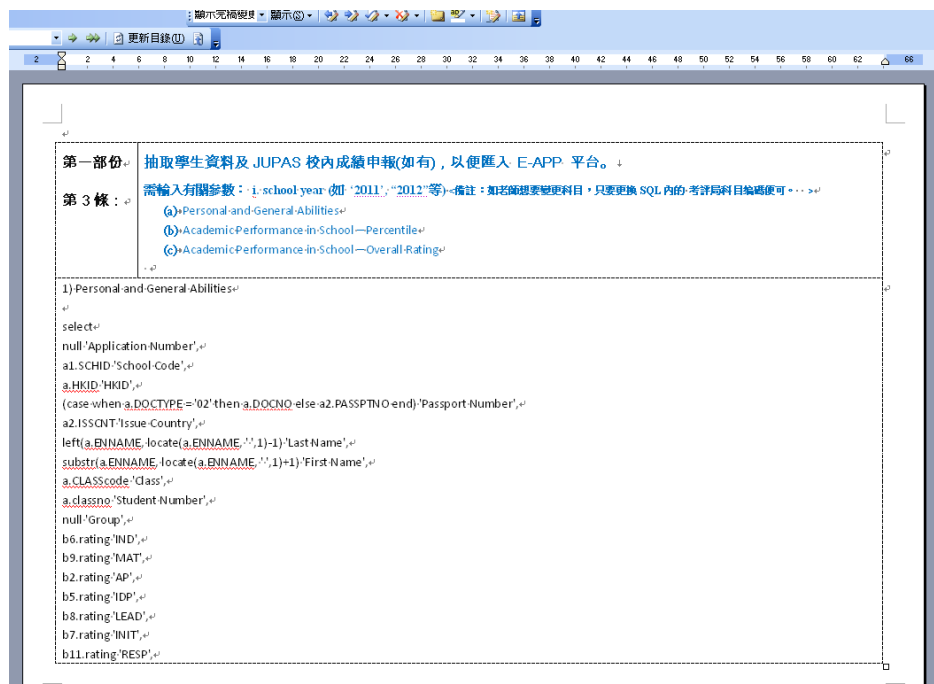
(3) access [Data Management→Query Maintenance], then click "Add Advance"
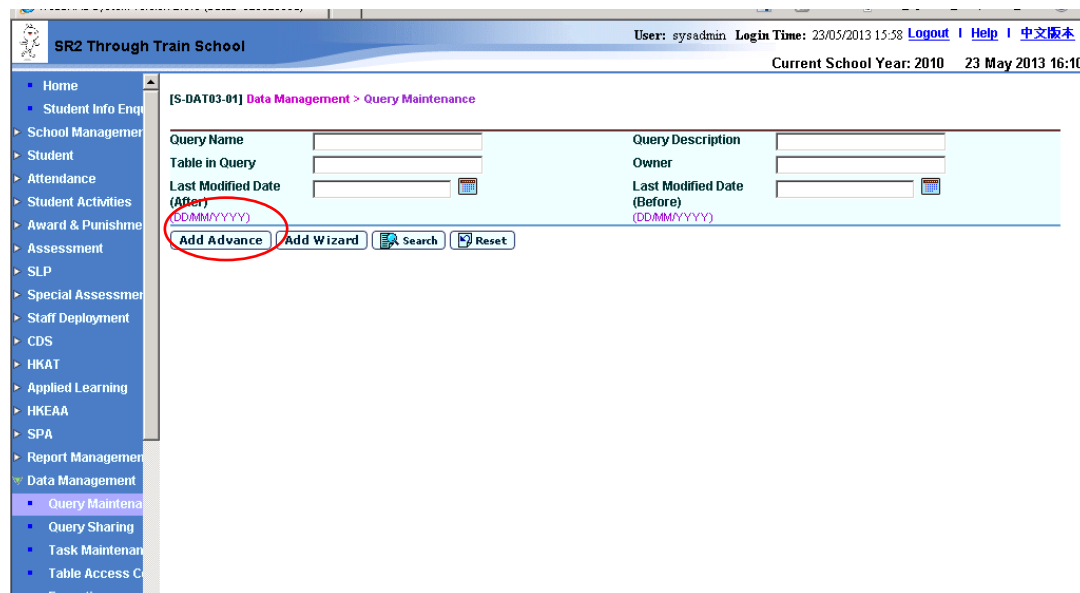
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(4) Input the "query name" & "query description" for the future reference.

(5) Copy the SQL statement from the SQL file and paste it into the box.

(6) Then Click **[save]** button

(7) Click **[go to execute]** button for the execution

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(8) Fill in the "SCHYEAR" (e.g.2012, 2013) and choose the "Excel" as the output Format.

(9) User may view the result or save the result directly by clicking the appropriate button.

(10) Fill in the data of the non-JUPAS applicants and submit the completed file to the E-APP through the website.