

# **Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (NEW)**

**CDI and SIM section, EDB  
March 2017**

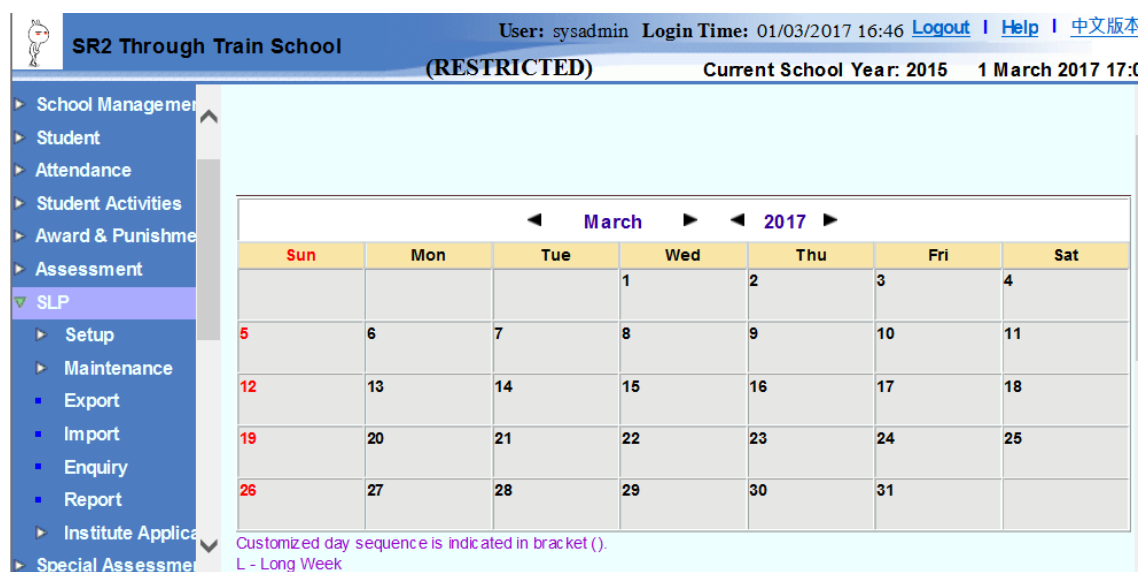
**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

## Institute Application for teachers/system administrator/SLP administrator

User Account: sysadmin

Password: wsadmin

### Login the user interface for teachers/system administrator/SLP administrator



The screenshot shows the SR2 Through Train School user interface. The top navigation bar includes the school name, user information (User: sysadmin, Login Time: 01/03/2017 16:46), and links for Logout, Help, and 中文版本. Below the navigation bar, the user is logged in as (RESTRICTED) and the current school year is 2015, with the date 1 March 2017 17:00.

The left sidebar contains a menu with the following items:

- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- SLP (selected)
- Setup
- Maintenance
- Export
- Import
- Enquiry
- Report
- Institute Application
- Special Assessment

The main content area displays a calendar for March 2017. The calendar is a 7x5 grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The days of the week are color-coded: Sun (red), Mon (yellow), Tue (green), Wed (blue), Thu (purple), Fri (orange), and Sat (pink). The dates are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Below the calendar, there is a note: "Customized day sequence is indicated in bracket (). L - Long Week".

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Generate Student List

This function is used to generate the student list for institute application. User can select students as JUPAS applicants and designated students to generate the Student List for JUPAS application and Designated Student List for E-APP application.

(1) SLP > Institute Application > Generate Student List for Institute Application

(2) Select Class Name and click **[Search]** to display the whole class students for selection

- User can check the checkboxes under “**JUPAS Applicants**” and “**Designated Students**” for all student selection or de-selection, or check the checkboxes beside each student as JUPAS applicant and/or designated student for E-APP
- Fill in the textbox at **JUPAS School Code**, **Class** or **Group** column header and then click **[Assign]** button to assign the School Code, Class Name and Group to all selected and non-dimmed rows.
- Press **[Save]** at the bottom of the student list to save the chosen records

[S-SLP50-01] SLP > Institute Application > Generate Student List for Institute Application

Please select class name to search

Class Name: GB

**[Search]**

Click Extract to extract Student List for Institute Application

Class Name: All

Extract Option: ☐ Student List for JUPAS Application ☒ Designated Student List

**[Extract]**

Note: Designated Student List may include both JUPAS and Non-JUPAS applicants for any institute application.

### Generate Student List for Institute Application

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No.	Issue Country
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Y686546(A)	11259	YOUNG BB WW	AA	YOUNG BB WW	GB	1	Arts		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Z398920(9)	11259	LEE BB EE	EE	LEE BB EE	GB	2	Arts		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Z398982(9)	11259	LEE BB FF	FF	LEE BB FF	GB	3	Arts		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Z399553(5)	11259	NG AA UU	UU	NG AA UU	GB	4	Arts		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Z399649(3)	11259	NG AA VV	VV	NG AA VV	GB	5	Arts		

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

- (3) After maintained all students in all classes, click **[Extract]** to review a full list of Student List maintained for current school year. If Extract Option “**Student List for JUPAS Application**” is selected, student(s) with “JUPAS Applicants” indicator will be shown. If Extract Option “**Designated Student List**” is selected, student(s) with “**Designated Students**” indicator will be shown.

[S-SLP50-01] SLP > Institute Application > Generate Student List for Institute Application

Please select class name to search

Class Name: All

Click Extract to extract Student List for Institute Application

Class Name: All

Extract Option: ☐ Student List for JUPAS Application ☒ Designated Student List

**Extract**

Note: Designated Student List may include both JUPAS and Non-JUPAS applicants for any institute application.

SN	HKID	JUPAS School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No.	Issue Country
1	Z399553 (5)	11259	Ng AA UU	Ng	AA UU	6B	4	arts		
2	Z399649 (3)	11259	Ng AA VV	Ng	AA VV	6B	5	arts		
3	Z399113 (0)	11259	Yip AA YY	Yip	AA YY	S6A	5	arts		
4	Z540672 (3)	11259	Wong AA JJ	Wong	AA JJ	S6S	1	arts		
5	Z541181 (6)	11259	Chan AA RR	Chan	AA RR	S6S	2	arts		

**Confirm**

- (4) After reviewing full list of Student List maintained, user can click **[Confirm]** to extract the Student List in Excel format.

	A	B	C	D	E	F	G	H	I
1	HKID	School Code	Last Name	First Name	Class	Student Number	Group	Passport No.	Passport Issuing Country
2	Y686546A	*12345	Lee	BB WW	6B	1	Arts		
3	Z3989209	*12345	Lee	BB EE	6B	2	Arts		
4	Z3989829	*12345	Lee	BB FF	6B	3	Arts		
5	Z3995535	*12345	Ng	AA UU	6B	4	Arts		
6	Z3996493	*12345	Ng	AA VV	6B	5	Arts		
7	Z4068824	*12345	Ng	AA WW	6B	6	Arts		
8	Z4087454	*12345	Ng	AA XX	6B	7	Arts		
9	Z4099940	*12345	Ng	AA YY	6B	8	Arts		
10		*12345	Lee	BB GG	6B	9	Arts	H20202020	DEN
11		*12345	Wong	BB XX	6B	10	Arts	H10101010	DEN

Notes:

- (1) User selects class to display class students to choose as JUPAS applicants and/or Designated students for institute application, while extract student list is default to all classes to generate the JUPAS Student List and Designated Student List.
- (2) The student information will be displayed in a dimmed mode unless the user clicks either checkbox.

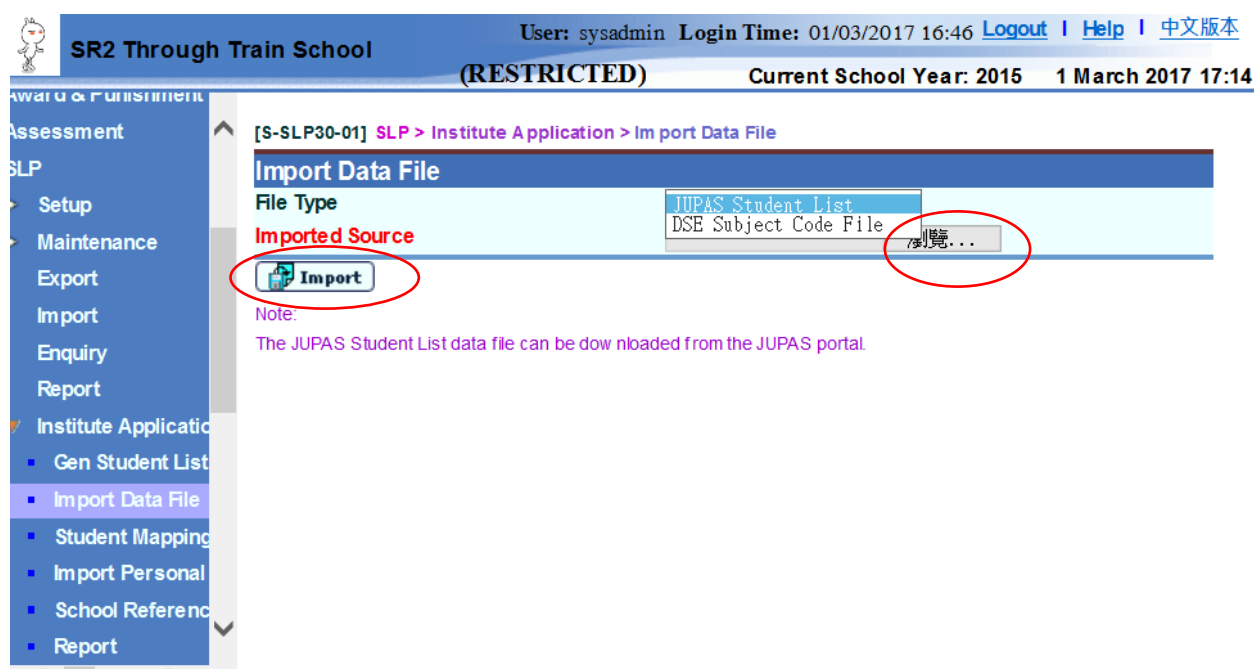
**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

### (3) Data File

User can import the following 2 data files which are **downloaded from JUPAS into WebSAMS**:

- JUPAS 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 → Institute Application → Import Data File
- (2) Select File Type from dropdown list.
- (3) Click [**Browse**] button to specify the location of source file.
- (4) Click [**Import**] button to import the specific data file.
- (5) Click [**Proceed**] button to continue.



Notes:

- (1) The matched records are listed out for user's confirmation. Record having same HKID and English Name is selected by default.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Student Mapping

User can choose the applicable mapping between JUPAS and non-JUPAS applicants to S6 students of WebSAMS.

- (1) Access SLP → Institute Application → Student Mapping
- (2) Select the applicable mapping.
- (3) Click [**Confirm**] button to save the mapping.
- (4) Click [**Preview & Print**] button to print out the report “Result of Student Mapping (R-SLP035)” to review the result of student mapping.

Assessment  
SLP  
Setup  
Maintenance  
Export  
Import  
Enquiry  
Report  
Institute Application  
Gen Student List  
Import Data File  
Student Mapping  
Import Personal Information  
School Reference  
Report  
Special Assessment  
Staff Deployment  
CDS

[S-SLP31-01] SLP > Institute Application > Student Mapping

Student Mapping

WebSAMS				Student List				
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	
Au yeung BB WW	6B	1	Y686546A	Z1234567	Au	yeung BB WW	Y686546A	<input checked="" type="checkbox"/>
Lee BB EE	6B	2	Z3989209	Z1234568	Lee	BB EE	Z3989209	<input checked="" type="checkbox"/>
Lee BB FF	6B	3	Z3989829	Z1234569	Lee	BB FF	Z3989829	<input checked="" type="checkbox"/>
Ng AA UU	6B	4	Z3995535		Ng	AA UU	Z3995535	<input checked="" type="checkbox"/>
Ng AA VV	6B	5	Z3996493		Ng	AA VV	Z3996493	<input checked="" type="checkbox"/>
Chan BB XX	S6A	2	Y6115959	Z1234570	Chan	BB XX	Y6115959	<input checked="" type="checkbox"/>
Wong AA WW	S6A	3	Z398911A	Z1234571	Wong	AA WW	Z398911A	<input checked="" type="checkbox"/>
Chan BB DD	S6A	4	Z3989233	Z1234572	Chan	BB DD	Z3989233	<input checked="" type="checkbox"/>
Yip AA YY	S6A	5	Z3991130		Yip	AA YY	Z3991130	<input checked="" type="checkbox"/>
Wong AA JJ	S6S	1	Z5406723	Z1234573	Wong	AA JJ	Z5406723	<input checked="" type="checkbox"/>
Chan AA RR	S6S	2	Z5411816	Z1234574	Chan	AA RR	Z5411816	<input checked="" type="checkbox"/>
BHFUSG EMS			Q9176636					<input type="checkbox"/>

Notes:

- (1) 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.
- (2) When [**Confirm**] button at the bottom of the student mapping list is clicked, a pop-up window is prompted to save the checked records. School Reference Reports will then be maintained and generated based on the confirmed and saved student list in Student Mapping function.

SLP  
Setup  
Maintenance  
Export  
Import  
Enquiry  
Report  
Institute Application  
Gen Student List  
Import Data File  
Student Mapping  
Import Personal Information  
School Reference  
Report  
Special Assessment  
Staff Deployment  
CDS  
HKAT  
Applied Learning  
HKEAA

ASR UAT 003	S6S	37	Y6892238						
APL STUDENT THREE	S6S	38	Y6810886						
APL STUDENT SIX	S6S	39	Y6338133						
chong	S6S	40	Y6046469						
Yip BB RR	S6S	41	Y1112226						
Wong BB WW	S6S	42	Y2221118						
Lee BB DD	S6S	43	Z5511071						
CHENG BB	S6S	44	Z6664602						
wong	S6S	45	Y645494A						
APL STUDENT TWO	S6S	46	Y6114715						
APL STUDENT FOUR	S6S	47	Y6483389						
APL STUDENT FIVE	S6S	48	Y6025402						
STUDENT SEVEN	S6S	49	Y646516A						
APL STUDENT EIGHT	S6S	50	Y6094315						
Chan AA EE	S6S	51	Z4810091						
Test Student 003	S6S	99	Z0808084						

Are you sure to save record(s)?

Confirm Preview & Print

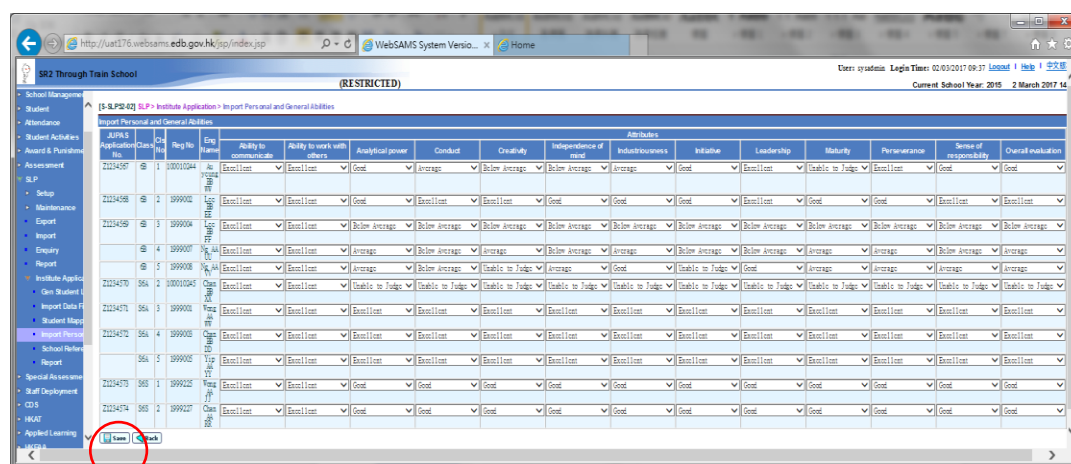
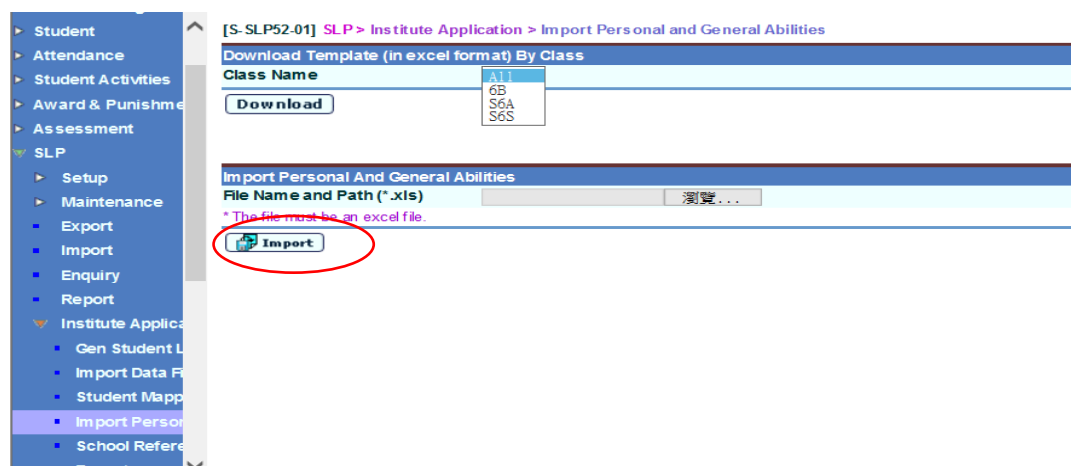
## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Import Personal and General Abilities

This function is used to do the batch upload for importing students' personal and general abilities records of the confirmed student list which maintained in Student Mapping function for preparing School Reference Report.

In School Reference Report function, user may maintain student's personal and general abilities data manually.

- (1) SLP > Institute Application > Import Personal and General Abilities
- (2) Select Class Name or select All to download the confirmed student list for maintaining students' personal and general abilities data in an excel file
- (3) Browse and select the maintained file and click **[Import]** to upload the data
- (4) User can further edit the imported student data on screen and click **[Save]** to save the records successfully.



Notes:

- (1) NO partial import is allowed
- (2) Fill in every piece of info for every student in the excel file

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### School Reference Report

School is required to submit students' academic performance in percentile and overall rating, and their personal and general abilities for institute application (JUPAS and/or E-APP).

### Percentile and default overall rating

Teachers/System Administrators/SLP Administrators can set default relation between percentile / score and overall rating for percentile / score and overall rating of academic performance.

- (1) Access SLP > Institute Application > School Reference Report
- (2) Click the **[Setting Range for Overall Rating]** tag.
- (3) To filter the HKDSE subject based on Category, select the Category from dropdown list.
- (4) To change the setting of specified HKDSE subject, select the HKDSE subject from dropdown list.
- (5) Check the appropriate box for the **[Generation Option]**. Once the preferred Option is chosen, the check box of the alternative option will be dimmed and disabled.
- (6) Fill in the mapping between percentile / score and overall rating.
- (7) Click **[Save]** button to save the changes.
- (8) User can check the checkbox beside the HKDSE Subject column and click **[Clear]** button to clear the setting.
- (9) Click **[Preview & Print]** button to print the report "Setting Range for Overall Rating (R-SLP050-E)" to view the setting of all HKDSE subjects.

[S.SLP37-01] SLP > Institute Application > School Reference Report > Setting Range for Overall Rating

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 Any

Generation Option ☐ By Percentile ☒ By Consolidated Score

HKDSE Subject	Percentile Range	Overall Rating
Any	From 1% To 10%	Excellent
	From 11% To 25%	Very Good
	From 26% To 50%	Good
	From 51% To 75%	Average
	From 76% To 100%	Below Average

Clear Save Preview & Print

HKDSE Subject	Score Range	Overall Rating
Any	From 0 To 20	Below Average
	From 21 To 40	Average
	From 41 To 60	Good
	From 61 To 80	Very Good
	From 81 To 100	Excellent

Clear Save Preview & Print

Note:

- The options of HKDSE Subject in searching page are "Any" and all available subjects.
- "Any" refers to subject(s) not specified in this "Setting Range for Overall Rating" function.
- For percentile, the value of "From" and "To" must be number and in the range of 1-100 inclusive; for consolidated score, the value of "From" and "To" must be number and in the range of 0-100 inclusive.
- The value of "From" should not be greater than the value of "To".
- Schools may choose up to five different ratings for "Any" or a specific subject.
- Percentile = Round Up(OM by Class Level X 100%) where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected



## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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 → Institute Application → School Reference Report → Gen Academic Performance Info

[S.SLP36.01] SLP > Institute Application > School Reference Report > Gen Academic Performance Info

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

List Component ☐ Mathematics ☐ Technology & Living

Assign "Academic Result Retrieved From" for All Subjects S6(2015) to ☒ ATA1 ☐ ATA2

Assign "Assessment" for All Subjects T1A1 to ☒ ATA1 ☐ ATA2

Assign "Weighting" for All Subjects % to ☒ ATA1 ☐ ATA2

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject	Auto Map
<input type="checkbox"/> 045 Biology	Chinese (Cantonese)/English	S5(2014) S6(2015)	T1A2 T1A1	60 40	A130 BIOLOGY	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 080 Chinese Language	Chinese (Cantonese)	S5(2014) S6(2015)	T1A2 T1A1	60 40	A010 CHINESE LANGUAGE	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 035 Economics	English	S5(2014) S6(2015)	T1A2 T1A1	60 40	A080 ECONOMICS	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 065 English Language	Chinese (Cantonese)/English	S5(2014) S6(2015)	T1A2 T1A1	60 40	A020 ENGLISH LANGUAGE	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 010 Geography	English	S6(2015)	T1A1		A100 GEOGRAPHY	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 035 History	English	S6(2015)	T1A1		A110 HISTORY	<input type="button" value="Auto Map"/>
<input type="checkbox"/> 043 Technology and Living	Chinese (Cantonese)	S6(2015)	T1A1		A211 TECHNOLOGY AND LIVING (FASHION, CLOTHING & LIFESTYLE)	<input type="button" value="Auto Map"/>

- (2) Check the checkbox **[List Component]** to determine which subject is maintained down to component level.
- (3) Click **[Search]** button.
- (4) User can click **[Auto Map]** button to map all unmapped WebSAMS subjects to HKDSE subject based on Suggested Subject Mapping.
- (5) Enter the Academic Result Retrieved From, Assessment, Weighting and HKDSE Subject. User may select the assessments from S.5 or S.6 in generating the percentiles for individual subject/component or for all subjects/component or click **[Assign]** button to assign to all records.
- (6) You may 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.
- (7) Fill in all required information.
- (8) Click **[Save]** button to save the subject setup.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

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

WebSAMS Subject / Component	Include Dropped Students as the base for calculating the percentile <input type="checkbox"/>	Include Exempted/Absent Students as the base for calculating the percentile <input checked="" type="checkbox"/>	Include Repeated Students as the base for calculating the percentile <input checked="" type="checkbox"/>	Include Departed Students as the base for calculating the percentile <input type="checkbox"/>	Only One ATA With Assessment Data # <input type="checkbox"/>	Include OM Excluded Students <input checked="" type="checkbox"/>	Retrieve Adjusted Score/Grade <input checked="" type="checkbox"/>
	100% <input type="button" value="Assign"/> Weighting & <input type="button" value="Assign"/>	100% <input type="button" value="Assign"/> Weighting & <input type="button" value="Assign"/>	100% <input type="button" value="Assign"/> Weighting & <input type="button" value="Assign"/>	100% <input type="button" value="Assign"/> Weighting & <input type="button" value="Assign"/>	100% <input type="button" value="Assign"/> Weighting & <input type="button" value="Assign"/>		
045 Biology	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="radio"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
080 Chinese Language	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="radio"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Define which weighting, i.e. 100% or according to the weighting setup, would be used to calculate the score/grade for the case that two ATAs are chosen but only one ATA has assessment data.

\* 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.

& If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted according to weighting setup for calculating the score/grade.

Home  
Student Info Enquiry  
School Management  
Student  
Attendance  
Student Activities  
Award & Punishment  
Assessment  
SLP  
Setup  
Maintenance  
Export  
Import  
Enquiry  
Report  
Institute Application  
Gen Student List  
Import Data File  
Student Mapping  
Import Person  
School Reference Report  
Report  
Special Assessment  
Staff Deployment  
CDS  
HKAT

Subject	Language	S5(2014)	S6(2015)	T1A2	T1A1	Weighting	Grade
080 Chinese Language	Chinese (Cantonese)	S5(2014)	S6(2015)	T1A2	T1A1	60%	A010 CHINESE LANGUAGE
135 Economics	English	S5(2014)	S6(2015)	T1A2	T1A1	60%	A080 ECONOMICS
165 English Language	Chinese (Cantonese)/English	S5(2014)	S6(2015)	T1A2	T1A1	60%	A020 ENGLISH LANGUAGE
210 Geography	English	S6(2015)		T1A1			A100 GEOGRAPHY
235 History	English	S6(2015)		T1A1			A110 HISTORY
243 Technology and Living	Chinese (Cantonese)	S6(2015)		T1A1			
265 Liberal Studies	Chinese (Cantonese)	S5(2014)	S6(2015)	T1A2	T1A1		
280 Mathematics	Chinese (Cantonese)	S5(2014)	S6(2015)	T1A2	T1A1		
933 Combined Science	English	S5(2014)	S6(2015)	T1A2	T1A1		
951 Mathematics (Module 1)	English	S6(2015)		T1A1			
952 Mathematics (Module 2)	English	S6(2015)		T1A1			A031 MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS)

Note:  
1. Percentile = Round Up(OM by Class Level X 100%)  
where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected Assessment / Term / Annual regardless of MOI)  
2. The percentile of a subject generated by the system may need further manipulation if the total number of students taking that subject is less than 10.

網頁訊息  
Academic performance information has been generated before. If it is generated again, the following data would be cleared. Are you sure to continue?  
- the academic performance previously maintained  
- student remark for percentile and overall rating of academic performance

(9) Click **[Save]** button to save the subject mapping.

(10) 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.

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

## Notes

- (1) A default subject setup is assigned to each applicable subject mapping.
- (2) By default, the exempted/absent, repeated and OM excluded students are included as the base for calculating the percentile. If two ATAs (Assessment/Term/Annual) 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 > Institute Application > School Reference Report > Subject Setup

WebSAMS Subject / Component	Include Dropped Students as the base for calculating the percentile <input type="checkbox"/>	Include Exempted/Absent Students as the base for calculating the percentile <input checked="" type="checkbox"/>	Include Repeated Students as the base for calculating the percentile <input checked="" type="checkbox"/>	Include Departed Students as the base for calculating the percentile <input type="checkbox"/>	Only One ATA With Assessment Data #	Include OM Excluded Students <input checked="" type="checkbox"/>	Retrieve Adjusted Score/Grade <input checked="" type="checkbox"/>
	100% <input type="radio"/> Assign <input type="radio"/> Weighting &	100% <input type="radio"/> Assign <input type="radio"/> Weighting &	100% <input type="radio"/> Assign <input type="radio"/> Weighting &	100% <input type="radio"/> Assign <input type="radio"/> Weighting &	100% <input type="radio"/> Assign <input type="radio"/> Weighting &		
045 Biology	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="radio"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
080 Chinese Language	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting	<input type="checkbox"/> 100% <input type="radio"/> Weighting	<input checked="" type="radio"/> 100% <input type="radio"/> Weighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 1. Definition of different student type:

Student Type	Definition
Dropped	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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).</li> </ol>
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	<ol style="list-style-type: none"> <li>1. The student is a repeater; And</li> <li>2. ATA(s) in S5 is chosen.</li> </ol>
Departed	The status of latest schooling record of the student is "Departed".

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Maintain Academic Performance

- (1) Access SLP → Institute 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) Fill in the search criteria.
- (4) Click the **[Search]** button to search for a particular student.
- (5) Click on the **[Reg No]** of the student from the search results to view the academic performance of students.

[S-SLP38-02] SLP > Institute 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  JUPAS Application No

Reg No  Class Name

**Search** **Reset**

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
43001142	6B	2	<a href="#">2001076</a>	Student AAB	張學生	M	Active
43000895	6A	3	<a href="#">20061005</a>	Student YYY	學生所	M	Active
43000934	6A	4	<a href="#">2003079</a>	Student XXX	何學生	F	Active
	6A	15	<a href="#">100010221</a>	Student DDD	學生丙	F	Active

[S-SLP38-03] SLP > Institute Application > School Reference Report > Maintain 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

**Student Particulars**

Student Name	Tong AA JJ	JUPAS Application No	Z1234573
HKID	Z1406723	Passport No	
Issue Country	S65	JUPAS School Code	11239
Class	6A	Student No	1
Group	A11	Remark Indicator (Percentile)	N
		Remark Indicator (Overall rating)	N

**Academic Performance**

School Subject / Component	H/IOSE Subject	Percentile (Position in Form)						Overall Rating					
		Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
<input type="checkbox"/> Chinese Language	CHINESE LANGUAGE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> English Language	ENGLISH LANGUAGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Liberal Studies	LIBERAL STUDIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Mathematics	MATHEMATICS COMPULSORY PART	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Technology and Living	TECHNOLOGY AND LIVING (FASHION, CLOTHING AND TEXTILES)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Add** **Delete** **Reset** **Save** **Remarks** **Back**

Note: Remarks must be inputted when Percentile or Overall Rating is Unable to Judge.

- (6) On **[Reset]**, the data would be reset to previously saved figures.
- (7) 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.
- (8) Click **[Add]** button to add a particular subject (mapped subjects only)
- (9) If “Unable to Judge” is selected, **[Remark]** button should be click to input the remarks.
- (10) Click **[Save]** button to save the changes.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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 → Institute Application → School Reference Report → Academic Performance (Add Subjects)

[S-SLP46-01] SLP > Institute 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	BUSINESS, ACCOUNTING AND FINANCIAL STUDIES
2	New Senior Secondary Subjects	HEALTH MANAGEMENT AND SOCIAL CARE
3	New Senior Secondary Subjects	VISUAL ARTS
4	New Senior Secondary Subjects	Added Subject
5	Applied Learning Subjects	AVIATION STUDIES
6	Applied Learning Subjects	APPLIED BUSINESS RESEARCH
7	Other Language Subjects	SPANISH LANGUAGE

Add   Save   Delete

- (2) Choose Add to add subjects

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

[S-SLP46-02] SLP > Institute 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: A170 BUSINESS, ACCOUNTING AND FINANCIAL STUDIES  
 Class: All

Search

▼ Bottom

JUPAS Application No.	Class	Cls No.	Eng Name	Chi Name	Percentile (Position in Form)						Unable to Judge	Remark Indicator	Overall Rating						Remark Indicator	Remarks
					Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Excellent			Very Good	Good	Average	Below Average	Unable to Judge			
<input type="checkbox"/> Z1234567	6B	1	Au yeung BB WW	歐陽五七	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234568	6B	2	Lee BB EE	李三十	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234569	6B	3	Lee BB FF	李四文	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/>	6B	4	Ng AA UU	吳二十	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/>	6B	5	Ng AA VV	吳三文	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234570	S6A	2	Chan BB XX	陳五八	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234571	S6A	3	Wong AA WW	王三二	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234572	S6A	4	Chan BB DD	陳三九	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/>	S6A	5	Yip AA YY	葉三四	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234573	S6S	1	Wong AA JJ	王十一	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/> Z1234574	S6S	2	Chan AA RR	陳二七	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks

Save   Clear   Back

▲ Top

- (4) Click [Save] button to save the changes.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Maintain Personal and General Abilities

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

[S-SLP39-01] SLP > Institute 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  JUPAS Application No   
 Reg No  Class Name

Bottom

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
Z1234567	6B	1	100010244	Au yeung BB WW	歐陽五七	M	Active
Z1234568	6B	2	1999002	Lee BB EE	李三十	F	Active
Z1234569	6B	3	1999004	Lee BB FF	李四文	F	Active
	6B	4	1999007	Ng AA UU	吳二十	F	Active
	6B	5	1999008	Ng AA VV	吳三文	F	Active
Z1234570	S6A	2	100010245	Chan BB XX	陳五八	M	Active
Z1234571	S6A	3	1999001	Wong AA WW	王三二	M	Active
Z1234572	S6A	4	1999003	Chan BB DD	陳三九	F	Active
	S6A	5	1999005	Yip AA YY	葉三四	F	Active
Z1234573	S6S	1	1999225	Wong AA JJ	王一十	M	Active
Z1234574	S6S	2	1999227	Chan AA RR	陳二七	F	Active

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

[S-SLP39-03] SLP > Institute 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	JUPAS Application No	Z1234568
HKID	Z3989209	Passport No	
Issue Country		JUPAS School Code	11259
Class	6B	Student No	2
Group	Arts		

#### 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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical power	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Independence of mind	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industriousness	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perseverance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of responsibility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall evaluation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<Cls No>

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



## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Prepare data file for school reference report

User can prepare Academic Performance File based on the academic performance data maintained by teacher for uploading to JUPAS or E-APP.

### Prepare Academic Performance File

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

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

File Description	Status	Extract
Academic Performance File		
Personal and General Ability File		
Academic Performance Supplementary File		

**Proceed**

(2) Select [Academic Performance File] option and click [Proceed] button.

[S-SLP42-02] SLP > Institute Application > School Reference Report > Prepare Academic Performance

JUPAS Application No	Reg No	Eng Name	Class	Cls No	STRN	✓
Z1234567	100010244	Au yeung BB WW	S6 - 6B	1	Y686546A	<input checked="" type="checkbox"/>
Z1234568	1999002	Lee BB EE	S6 - 6B	2	Z3989209	<input checked="" type="checkbox"/>
Z1234569	1999004	Lee BB FF	S6 - 6B	3	Z3989829	<input checked="" type="checkbox"/>
	1999007	Ng AA UU	S6 - 6B	4	Z3995535	<input checked="" type="checkbox"/>
	1999008	Ng AA VV	S6 - 6B	5	Z3996493	<input checked="" type="checkbox"/>
Z1234570	100010245	Chan BB XX	S6 - S6A	2	Y6115959	<input checked="" type="checkbox"/>
Z1234571	1999001	Wong AA WW	S6 - S6A	3	Z398911A	<input checked="" type="checkbox"/>
Z1234572	1999003	Chan BB DD	S6 - S6A	4	Z3989233	<input checked="" type="checkbox"/>
	1999005	Yip AA YY	S6 - S6A	5	Z3991130	<input checked="" type="checkbox"/>
Z1234573	1999225	Wong AA JJ	S6 - S6S	1	Z5406723	<input checked="" type="checkbox"/>
Z1234574	1999227	Chan AA RR	S6 - S6S	2	Z5411816	<input checked="" type="checkbox"/>

**JUPAS Only** **Save** **Preview Excluded Students** **Confirm** **Back**

(3) Select students who will be included in the Academic Performance File.

(4) Click [JUPAS Only] button to deselect all the non-JUPAS applicants.

(5) Click [Save] button to save the selection.

(6) Click [Preview Excluded Students] button to view which students are excluded from the Academic Performance File.

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

(7) Click [**Confirm**] button to generate the Academic Performance 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

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	<input type="checkbox"/>
				English Language	<input checked="" type="checkbox"/>
				Mathematics (Compulsory part)	<input checked="" type="checkbox"/>
				Liberal Studies	<input checked="" type="checkbox"/>
				Chinese Literature	<input type="checkbox"/>
				Economics	<input type="checkbox"/>
				Biology	<input type="checkbox"/>
				Information and Communication Technology	<input type="checkbox"/>
				Technology and Living (Food Science and Technology)	<input type="checkbox"/>
				Technology and Living (Fashion, Clothing and Textiles)	<input type="checkbox"/>
				Sports Coaching and Management	<input type="checkbox"/>
				Events Planning and Operation	<input type="checkbox"/>
				Japanese	<input type="checkbox"/>
				French	<input type="checkbox"/>

**Confirm** Back

(8) If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them.

(9) After user selects the records, click [**Confirm**] button again to generate the Academic Performance File.

(10) Choose [**Extract**] to prepare the data file.

[S-SLP42-01] SLP > Institute 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
<input checked="" type="radio"/>	Academic Performance File	Prepared	<b>Extract</b>
<input type="radio"/>	Personal and General Ability File	Prepared	Extract
<input type="radio"/>	Academic Performance Supplementary File	Prepared	Extract

**Proceed**

Microsoft Excel

Application Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Application	School Co	HKID	Passport	Issue	Cour	Last Name	First Name	Class	Student No	Group	A010	A020	A030
1	Z1234567	11259	Y686546A				Au	yeung BB	6B	1	Arts	P3	P2	P2
2	Z1234568	11259	Z3989209				Lee	BB EE	6B	2	Arts	P3	P5	P3
3	Z1234569	11259	Z3989829				Lee	BB FF	6B	3	Arts	P4	P5	P5
4	Z1234570	11259	Y6115959				Chan	BB XX	S6A	2	Science	P4	P5	P1
5	Z1234571	11259	Z398911A				Wong	AA VVV	S6A	3	Science	P1	P3	P3
6	Z1234572	11259	Z3989233				Chan	BB DD	S6A	4	Science	P5	P3	P3
7	Z1234573	11259	Z5406723				Wong	AA JJ	S6S	1	Arts	P2	P4	P4
8	Z1234574	11259	Z5411816				Chan	AA RR	S6S	2	Arts	P1	P3	P5





## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Generation of report for Institute Application

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

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

The screenshot shows the SLP system interface. On the left is a navigation menu with the following items: Assessment, SLP, Setup, Maintenance (with sub-items Data Entry, Print Sequence), Export, Import, Enquiry, Report, Institute Application (with sub-items Gen Student List, Import Data File, Student Mapping, Import Personal, School Reference, and Report). The 'Report' item under 'Institute Application' is selected. The main area displays the breadcrumb path [S-SLP44-01] SLP > Institute Application > Report. Below this is a table titled 'Report Name (ID)' containing a list of report templates, each with a dropdown arrow and a link. The reports include Academic Performance (sorted by student), Academic Performance (sorted by subject), Academic Performance Supplementary Information, DSE Subject Code File imported from JUPAS, Exception Report For Import Student List, Exempted/Absent/Repeated/OM Excluded Students, Incomplete OEA Activity Records, JUPAS Activity Category Code File imported from JUPAS, JUPAS Activity Lists Code File imported from JUPAS, OEA Activity maintained by student, OEA Additional Information maintained by student, Personal and General Ability, Result of Student Mapping, Result of Subject Mapping, Student List for Institute Application, Students excluded in the Academic Performance File, Students excluded in the OEA Activity File, Students excluded in the OEA Additional Information File, Students excluded in the Personal and General Ability File, and Subject List. A note at the bottom states: \* Click ▾ or the link to display the report template(s) and then click the template you need to create the report.

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

(3) Click on the Report Template link to generate the report.

[S-SLP44-01] SLP > Institute Application > Report

Report Name (ID)				
▾ <a href="#">Academic Performance (sorted by student) (R-SLP038-E)</a>				
	Template Description	Type	Creator	Creation Time
	<a href="#">Built-in Template</a>	Built-In	---	---
▾ <a href="#">Academic Performance (sorted by subject) (R-SLP039-E)</a>				
▾ <a href="#">Academic Performance Supplementary Information (R-SLP048-E)</a>				
▾ <a href="#">DSE Subject Code File imported from JUPAS (R-SLP033-E)</a>				
▾ <a href="#">Exception Report For Import Student List (R-SLP034-E)</a>				
▾ <a href="#">Exempted/Absent/Repeated/OM Excluded Students (R-SLP051-E)</a>				
▾ <a href="#">Incomplete OEA Activity Records (R-SLP049-E)</a>				
▾ <a href="#">JUPAS Activity Category Code File imported from JUPAS (R-SLP032-E)</a>				
▾ <a href="#">JUPAS Activity Lists Code File imported from JUPAS (R-SLP031-E)</a>				
▾ <a href="#">OEA Activity maintained by student (R-SLP037-E)</a>				
▾ <a href="#">OEA Additional Information maintained by student (R-SLP040-E)</a>				
▾ <a href="#">Personal and General Ability (R-SLP041-E)</a>				
▾ <a href="#">Result of Student Mapping (R-SLP035-E)</a>				
▾ <a href="#">Result of Subject Mapping (R-SLP036-E)</a>				
▾ <a href="#">Student List for Institute Application(R-SLP052-E)</a>				
▾ <a href="#">Students excluded in the Academic Performance File (R-SLP044-E)</a>				
▾ <a href="#">Students excluded in the OEA Activity File (R-SLP042-E)</a>				
▾ <a href="#">Students excluded in the OEA Additional Information File (R-SLP043-E)</a>				
▾ <a href="#">Students excluded in the Personal and General Ability File (R-SLP045-E)</a>				
▾ <a href="#">Subject List (R-SLP046-E)</a>				

\* Click ▾ or the link to display the report template(s) and then click the template you need to create the report.

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

**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 of WebSAMS students having no matched record (s) in JUPAS's student list.

R-SLP034-E (RESTRICTED)

Date: 03/03/2017

Lui Kei Through-train School  
Exception Report For Import Student List

School Year: 2015/2016

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
BHFUSG BMS			Q9176636		No
Ng AA WW	6B	6	Z4068824		Yes
Sze-to AA XX	6B	7	Z4087454		Yes
Ng AA YY	6B	8	Z4099940		Yes
Lee BB GG	6B	9		H20202020	Yes
Wong BB XX	6B	10		H10101010	Yes
Chan BB ZZ	6B	11		H12345678	No
si.ma BB YY	6B	12		H20000000	Yes
Au Yeung AA AA	6B	13	Z4151543		No
Lee AA BB	6B	14	Z4154763		Yes
Lee AA CC	6B	15	Z4162588		Yes
Sze-to AA ZZ	6B	16	Z420891A		Yes
Zhuge BB HH	6B	17	Z4211546		Yes
Ng BB AA	6B	18	Z4213220		Yes
Lee BB II	6B	19	Z4215150		Yes
Ng BB BB	6B	20	Z4217315		Yes
Ng BB CC	6B	21	Z4219474		Yes

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### Result of Student Mapping (R-SLP035)

This report lists out the result of student mapping.

R-SLP035-E (RESTRICTED)

Date: 06/03/2017

Lui Kei Through-train School  
Mapped Student List

School Year: 2015/2016

Page 1 of 1

WebSAMS				Student List			
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No.	Last Name	First Name	HKID / Passport No
Au yeung BB WW	6B	1	Y686546A	Z1234567	Au	yeung BB WW	Y686546A
Lee BB EE	6B	2	Z3989209	Z1234568	Lee	BB EE	Z3989209
Lee BB FF	6B	3	Z3989829	Z1234569	Lee	BB FF	Z3989829
Ng AA UU	6B	4	Z3995535		Ng	AA UU	Z3995535
Ng AA VV	6B	5	Z3996493		Ng	AA VV	Z3996493
Chan BB XX	S6A	2	Y6115959	Z1234570	Chan	BB XX	Y6115959
Wong AA WW	S6A	3	Z398911A	Z1234571	Wong	AA WW	Z398911A
Chan BB DD	S6A	4	Z3989233	Z1234572	Chan	BB DD	Z3989233
Yip AA YY	S6A	5	Z3991130		Yip	AA YY	Z3991130
Wong AA JJ	S6S	1	Z5406723	Z1234573	Wong	AA JJ	Z5406723
Chan AA RR	S6S	2	Z5411816	Z1234574	Chan	AA RR	Z5411816

\*\*\* End of Report \*\*\*

### Result of Subject Mapping (R-SLP036)

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

R-SLP036-E

Date: 06/03/2017

Lui Kei Through-train School  
Subject Mapping List

School Year: 2015/2016

Page 1 of 1

WebSAMS Subject / Component	HKDSE Subject	Academic Result Retrieved From	Selected Assessment
045 Biology	A130 BIOLOGY	S5 (2014)	T1A2
		S6 (2015)	T1A1
080 Chinese Language	A010 CHINESE LANGUAGE	S5 (2014)	T1A2
		S6 (2015)	T1A1
135 Economics	A080 ECONOMICS	S5 (2014)	T1A2
		S6 (2015)	T1A1
165 English Language	A020 ENGLISH LANGUAGE	S5 (2014)	T1A2
		S6 (2015)	T1A1
210 Geography	A100 GEOGRAPHY	S6 (2015)	T1A1
235 History	A110 HISTORY	S6 (2015)	T1A1

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

This report lists out students' academic performance.

R-SLP038-E (RESTRICTED)

Date: 06/03/2017

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

School Year: 2015/2016

Page 1 of 1

Student Name: Lee BB EE	JUPAS Application No: Z1234568	HKID: Z3989209
Passport No:	Issue Country:	JUPAS School Code: 11259
Class: 6B	Student No: 2	Group: arts

HKDSE Subject	Percentile (Position in Form)	Overall Rating
BIOLOGY	11% - 25%	Very Good
CHINESE LANGUAGE	26% - 50%	Good
COMBINED SCIENCE	26% - 50%	Good
ENGLISH LANGUAGE	Bottom 25%	Below Average
LIBERAL STUDIES	11% - 25%	Very Good
MATHEMATICS COMPULSORY PART	26% - 50%	Good
SPANISH LANGUAGE	11% - 25%	Very Good

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

## 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 (RESTRICTED)

Date: 06/03/2017

Lui Kei Through-train School  
Personal and General Ability

School Year: 2015/2016

Page 1 of 1

Student Name: Lee BB EE

JUPAS Application No: Z1234568

HKID: Z3989209

Passport No:

Issue Country:

JUPAS School Code: 11259

Class: 6B

Student No: 2

Group: arts

Attributes	Assessment
Ability to communicate	Excellent
Ability to work with others	Excellent
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	Excellent

\*\*\* End of Report \*\*\*

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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: 06/03/2017  
 Lui Kei Through-train School  
 Subject List  
 School Year: 2015/2016 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
A190 HEALTH MANAGEMENT AND SOCIAL CARE
A211 TECHNOLOGY AND LIVING (FASHION, CLOTHING AND TEXTILES)
A230 VISUAL ARTS
A250 Added Subject
B640 AVIATION STUDIES
B663 APPLIED BUSINESS RESEARCH
C8685 SPANISH LANGUAGE

\*\*\* End of Report \*\*\*

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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
- (2) "Access Right" tag : user can view and maintain the access rights of functions in the modules for a user group.

[S-SEC02-03] Security > Access Control > User Group > Access Right

Group Desc: Access Right Add Account to Group

Group ID: SLP\_ADMIN

Group Description: SLP Administrator

\* Please click on the link of Module to edit the access rights or click ▶ to display the list of access rights.

Module / Function

SLP

Access Right - Windows Internet Explorer

Module / Function	Access Right	Access Right	Access Right	Access Right	Access Right
Enquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - Import Data File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - Student Mapping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - OEA Form - OEA Code Mapping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - OEA Form - Verify OEA Activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - OEA Form - Verify OEA Additional Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - OEA Form - Prepare OEA Activity File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - OEA Form - Prepare OEA Additional Information File	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - School Reference Report - Percentile and Overall Rating	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - School Reference Report - Generate Academic Performance Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - School Reference Report - Maint Academic Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - School Reference Report - Academic Performance (Add Subjects)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - School Reference Report - Maint Personal and General Ability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUPAS Application - School Reference Report - Prepare Subject List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - School Reference Report - Prepare Academic Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - School Reference Report - Prepare Personal and General Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JUPAS Application - Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Reset Save Close

- (3) "Add Account to Group" : enables user to add / remove user accounts to / from a user group.

[S-SEC02-07] Security > Access Control > User Group > Add Account to Group

Group Desc: Access Right Add Account to Group

Group ID: SLP\_ADMIN

Group Description: SLP Administrator

Select User Type: ☒ Staff ☐ Others

Add

The following accounts have been added to the above group: Bottom

User ID	User Name	Chinese User Name	User Type
4aclass	CHU PO KUEN	朱寶嬌	Staff
abc123	one to one		Staff
eddiekwan	Eddie Kwan	關亞狄	Others
jupas123	JUPAS		Others
Justin	Justin	你話呢	Others
mar2011	mar2011	二	Others
marcel	marcel	馬	Others
policedog	police dog		Others
slpadmin	CHAN SUET KWAN	陳雪筠	Staff
wingyeaho	CHAN MEE KWAN	陳美君	Staff

Delete Back Top

Note:

1. When "Student" and "Parent" accounts are created, STUDENT group and PARENT group are respectively attached to them automatically.
2. Any other user groups cannot be attached to "Student" and "Parent" accounts.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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

The screenshot displays the SLP system's 'Access Right' configuration page. On the left is a navigation menu with categories like Home, Student Info Enquiry, School Management, Student, Attendance, Student Activities, Award & Punishment, Assessment, SLP, Special Assessment, Staff Deployment, CDS, HKAT, Applied Learning, HKEAA, SPA, Report Management, Data Management, Timetabling, Code Management, Security, and Access Control. The 'Access Control' section is expanded, showing 'User Group' selected. The main content area shows the configuration for the 'STUDENT' group. It includes a breadcrumb trail: [S-SEC02-03] Security > Access Control > User Group > Access Right. Below this, there are tabs for 'Group Desc', 'Access Right', and 'Add Account to Group'. The 'Access Right' tab is active, showing a table with 'Group ID' (STUDENT) and 'Group Description' (Student). A note states: '\* Please click on the link of Module to edit the access rights or click > to display the list of access rights.' Below the note is a 'Module / Function' section with a table listing various functions and their access rights. The 'SLP' link in the left menu is circled in red. At the bottom of the main content area are 'Reset', 'Save', and 'Close' buttons.

[S-SEC02-03] Security > Access Control > User Group > Access Right

Group Desc Access Right Add Account to Group

Group ID STUDENT

Group Description Student

\* Please click on the link of Module to edit the access rights or click > to display the list of access rights.

Module / Function

Access Right - Windows Internet Explorer

[S-SEC02-04] Security > Access Control > User Group > Access Right

Maintain Function Access Rights

Group ID STUDENT

Group Description Student

Chinese Group Description 學生

Module / Function SLP

Function	View	Edit	Add
<input checked="" type="checkbox"/> Maintenance - Data Entry - Performance / Awards Gained Outside School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Maintenance - Data Entry - Self-Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Maintenance - Print Sequence - OLE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Maintenance - Print Sequence - Lists of Awards and Major Achievements Issued by the School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Enquiry	<input checked="" type="checkbox"/>		

Reset Save Close

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



## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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.

[S-SLP25-01] SLP > Import > Key Projects

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

### Import Key Projects

File Name and Path (\*.xls)

\* Please do not edit the file format. It may lead to import failure.  
\* Only a single file can be uploaded.

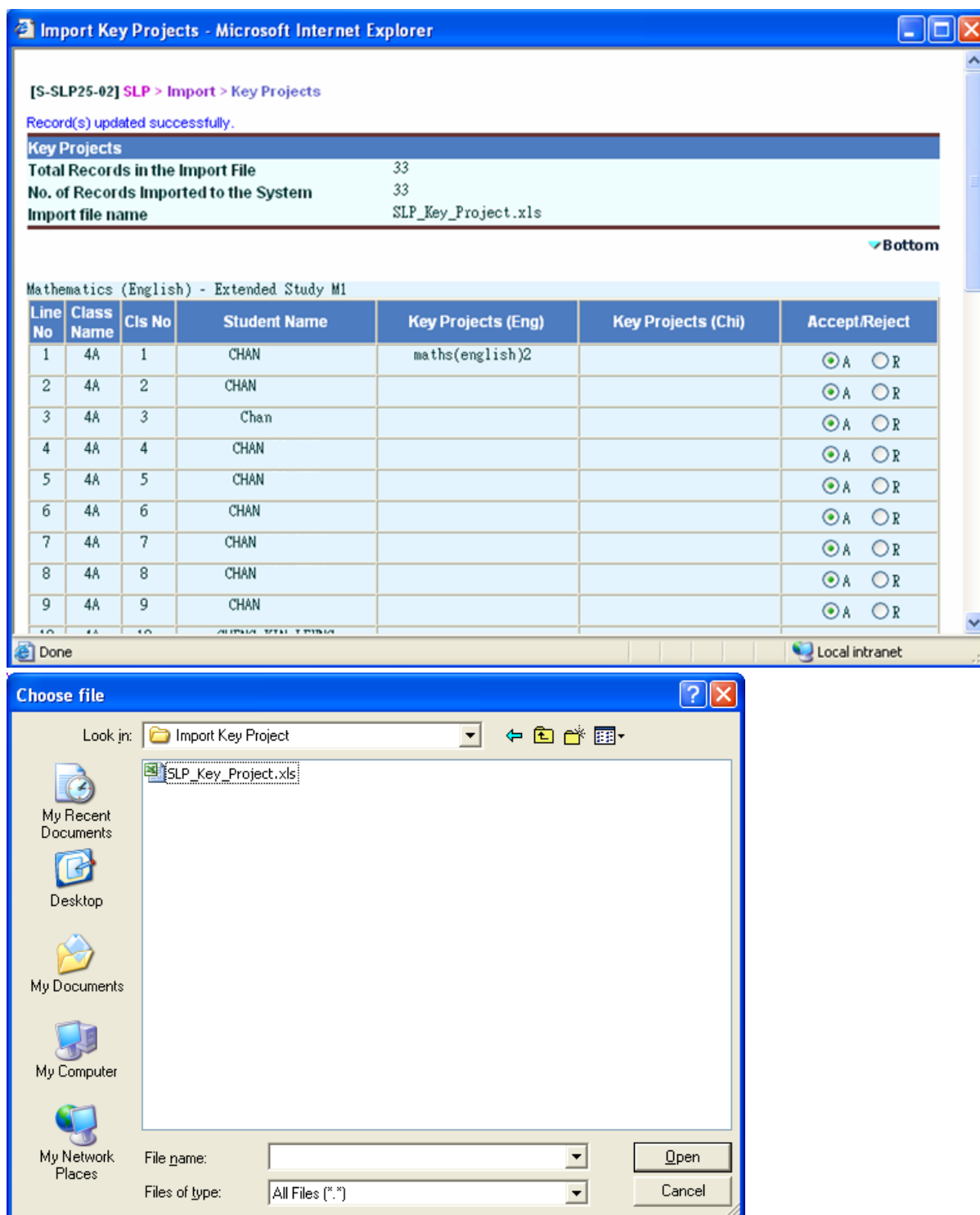
- (2) Fill in the Key Project for each of the student and save it. Leave it in blank if the student does not have key project.

	A	B	C	D	E	F	G	H	I
1	School ID	School Year	Class Level	Class Name	Class Number	Register Number	Student English Name	Student Chinese Name	Key Project (English)
2	8886	2009	S4	4A	1	2000229	CHAN	陳	sss
3	8886	2009	S4	4A	2	100010227	CHAN	陳	
4	8886	2009	S4	4A	3	APL600	Chan	陳	

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

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

(4) Click the **[Browse]** button and select the excel file (SLP\_Key\_Project.xls)



(5) Click **[Import]** button to import the Key Project record.

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

Import Key Projects - Microsoft Internet Explorer

[S-SLP25-02] SLP > Import > Key Projects

Key Projects		
Total Records in the Import File	33	
No. of Records Imported to the System	33	
Import file name	SLP_Key_Project.xls	

Bottom

Mathematics (English) - Extended Study M1

Line No	Class Name	Cls No	Student Name	Key Projects (Eng)	Key Projects (Chi)	Accept/Reject
1	4A	1	CHAN	maths(english)2		<input checked="" type="radio"/> A <input type="radio"/> R
2	4A	2	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
3	4A	3	Chan			<input checked="" type="radio"/> A <input type="radio"/> R
4	4A	4	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
5	4A	5	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
6	4A	6	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
7	4A	7	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
8	4A	8	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
9	4A	9	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R

Done Local intranet

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

Import Key Projects - Microsoft Internet Explorer

[S-SLP25-02] SLP > Import > Key Projects

Record(s) updated successfully.

Key Projects		
Total Records in the Import File	33	
No. of Records Imported to the System	33	
Import file name	SLP_Key_Project.xls	

Bottom

Mathematics (English) - Extended Study M1

Line No	Class Name	Cls No	Student Name	Key Projects (Eng)	Key Projects (Chi)	Accept/Reject
1	4A	1	CHAN	maths(english)2		<input checked="" type="radio"/> A <input type="radio"/> R
2	4A	2	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
3	4A	3	Chan			<input checked="" type="radio"/> A <input type="radio"/> R
4	4A	4	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
5	4A	5	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
6	4A	6	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
7	4A	7	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
8	4A	8	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R
9	4A	9	CHAN			<input checked="" type="radio"/> A <input type="radio"/> R

Done Local intranet

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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.

[S-SLP29-01] SLP > Import > Other Learning Experiences

Key Projects **DLE** Performance / Awards Gained Outside School Self-Account Import Print Sequence

### Import Other Learning Experiences

Import Option

File Name and Path (\*.xls / \*.zip)

Multiple students per excel file ☒ One student per excel file ☐

**Browse...**

\* The file name of each Excel file must be the same as registration number for option “One student per excel file”.  
 \* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.

**Import**

[Download Multiple students per excel file template](#) [Download One student per excel file template](#)  
[Download Multiple students per excel file specification](#) [Download One student per excel file specification](#)

- (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.)

	A	B	C	D	E	F
	活動項目(英文) Programme Name (Eng)	活動項目(中文) Programme Name (Chi)	活動項目簡介(英文) Programme Description (Eng)	活動項目簡介(中文) Programme Description (Chi)	由學年 School Year From	至學年 School Year To
1						
2	Testing	測試	Testing	測試	2009	2010
3						

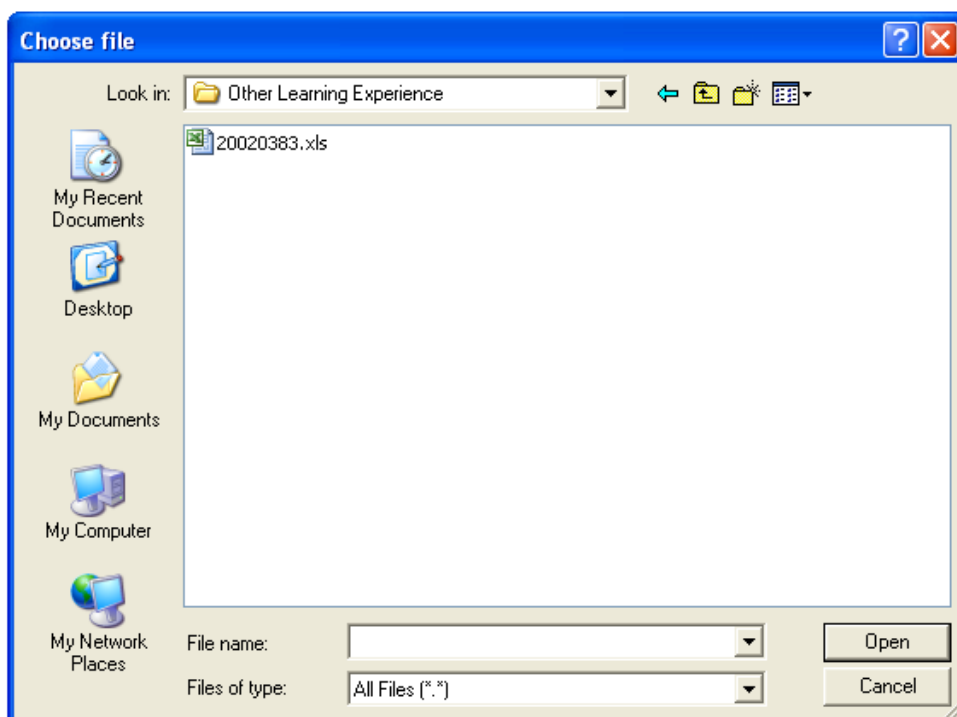
	G	H	I	J	K
	參與角色(英文) Role of Participation	參與角色(中文) Role of Participation (Chi)	合辦機構(英文) Partner Organization (Eng)	合辦機構(中文) Partner Organization (Chi)	其他學習經歷的主要種類(英文) Major Components of Other Learning Experiences (Eng)
1					
2	Testing	測試	Testing	測試	Testing
3					

	L	M	N	O
	其他學習經歷的主要種類(中文) Major Components of Other Learning Experiences (Chi)	獎項 / 證書文憑 / 成就 (如有)(英文) Awards / Certifications / Achievements (if any) (Eng)	獎項 / 證書文憑 / 成就 (如有)(中文) Awards / Certifications / Achievements (if any) (Chi)	Validation (校驗)
1				
2	Testing	Testing	Testing	
3				

- (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)

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**



(5) Click **[Import]** button to import the OLE record.

Notes:

- (1) Excel format of the upload file needs to be the same as Import Option selected
- (2) System accepts excel file or zip file (containing student's excel files) for upload
- (3) Empty file will not be imported
- (4) No partial excel file upload is allowed as import validation is per file base.
- (5) The whole excel file will be discarded if any validation error, while partial upload of successful files in zip file is allowed
- (6) No duplicate upload of the same record content is allowed
- (7) Uploaded records will be added to the system but not overridden

### **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.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[S-SLP05-01] SLP > Import > Performance / Awards Gained Outside School

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

### Import Performance / Awards Gained Outside School

Import Option ☒ Multiple students per excel file ☐ One student per excel file

File Name and Path (\*.xls / \*.zip)  **Browse...**

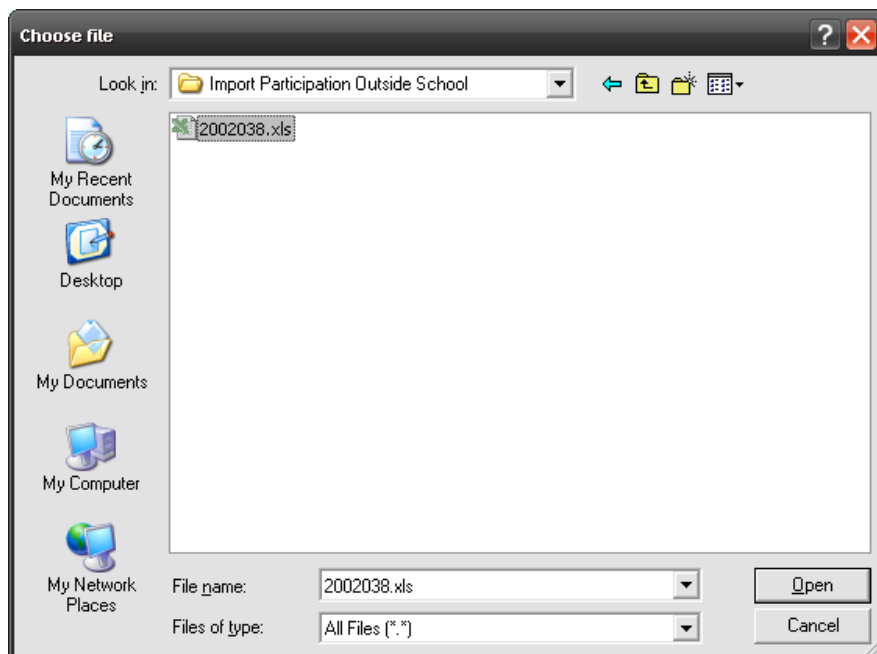
\* The file name of each Excel file must be the same as registration number for option "One student per excel file".  
 \* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.

**Import** [Download Multiple students per excel file template](#) [Download One student per excel file template](#)

- (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 / 証書文憑 / 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.

Notes:

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

- (1) Excel format of the upload file needs to be the same as Import Option selected
- (2) System accepts excel file or zip file (containing student's excel files) for upload
- (3) Empty file will not be imported
- (4) No partial excel file upload is allowed as import validation is per file base.
- (5) The whole excel file will be discarded if any validation error, while partial upload of successful files in zip file is allowed
- (6) No duplicate upload of the same record content is allowed
- (7) Uploaded records will be added to the system but not overridden

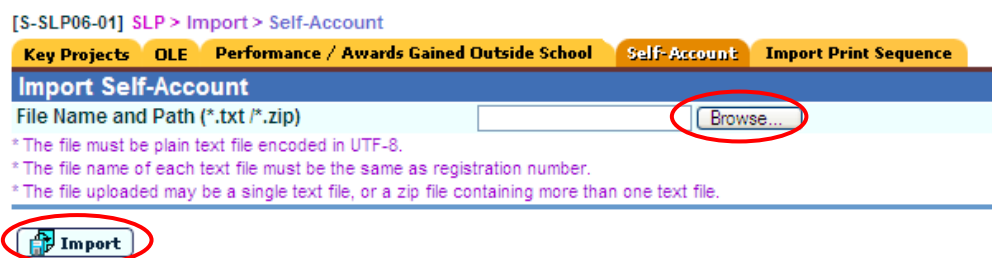
**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

## Import Self-Account

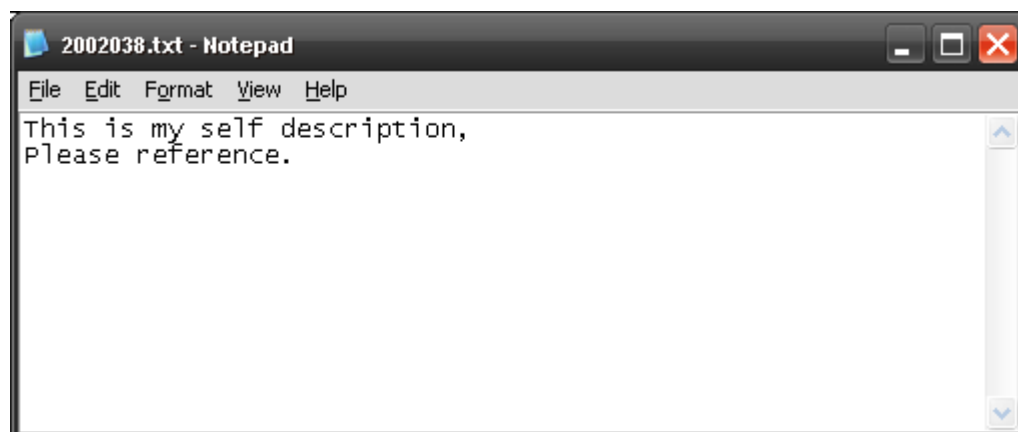
This function allows user to upload “Self-Account” text file / zip file (containing the student’s text files) into system. The text file must save in UTF-8 format.

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

Click **Self-Account** tab.



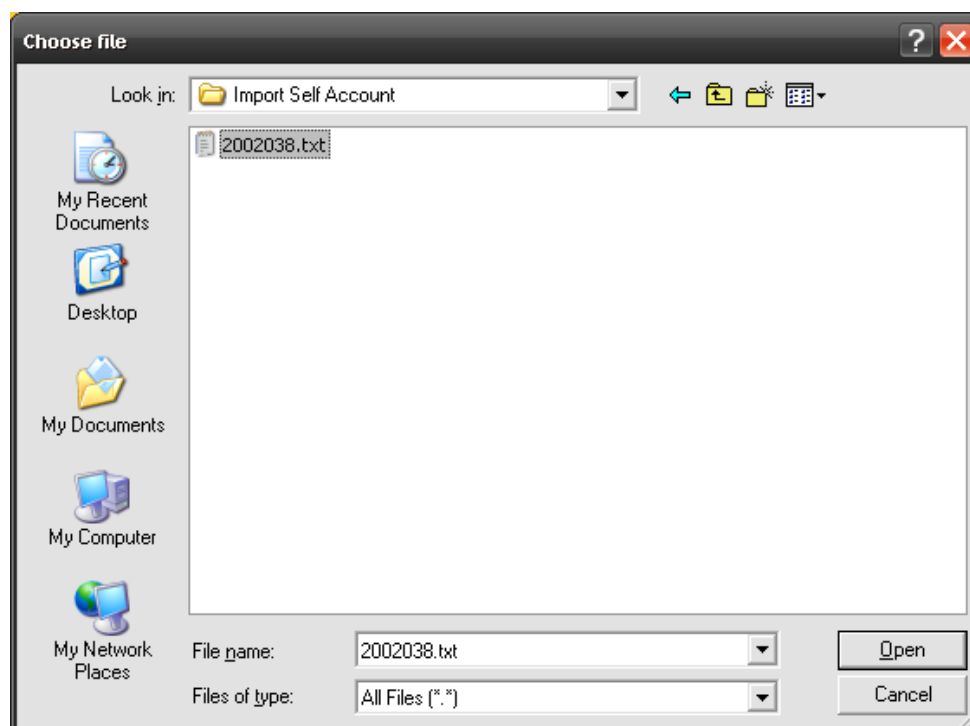
(2) Create a text file, fill in self-account information and save the file name by using the student’s “Reg No” e.g. **2002038.txt**





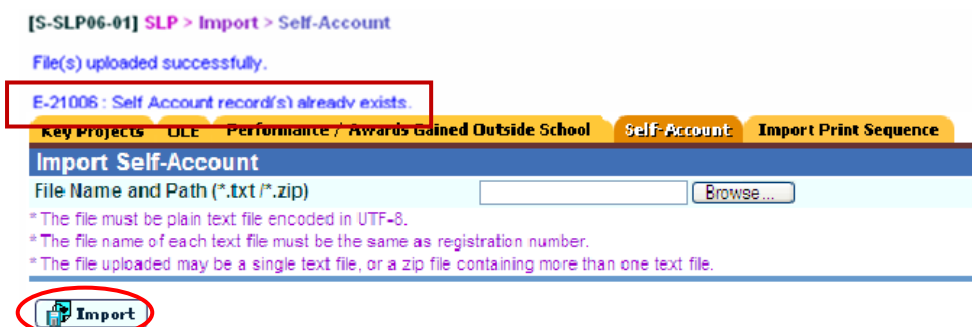
**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

(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:



## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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.

[S-SLP23-01] SLP > Import > Import Print Sequence

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

**Please specify the location of the file to be uploaded**

Print Sequence ☒ OLE ☐ Lists of Awards and Major Achievements Issued by the School

Import Option ☒ Multiple students per excel file ☐ One student per excel file

File Name and Path (\*.xls /\*.zip)

\* The file name of each Excel file must be the same as registration number for option "One student per excel file".  
 \* The file uploaded may be a single Excel file, or a zip file containing more than one Excel file.  
 \* Only the data of "Print Sequence" would be imported to the system

---

**Please select class name to download**

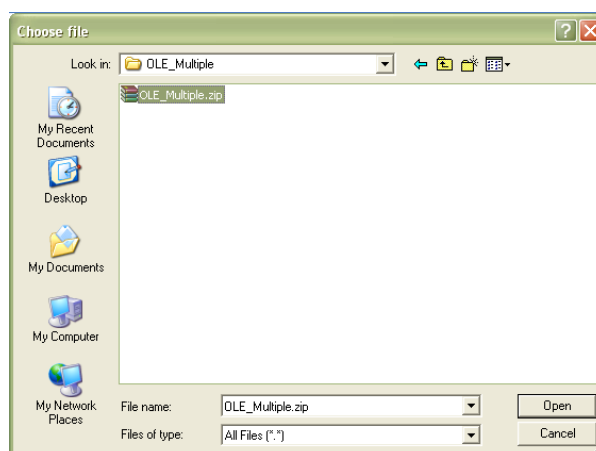
School Year

Class Level  Class Name

Print Sequence ☒ OLE ☐ Lists of Awards and Major Achievements Issued by the School

Export Option ☒ Multiple students per excel file ☐ One student per excel file

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.

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

**B. Export**

- (1) Click on [**SLP**] > [**Import**] on the left menu and then 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.

Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

## 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.

[S-SLP09-041] SLP > Maintenance > Data Entry > Key Projects

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

School Year: Current Year (2009)  
 School Level: Secondary  
 School Session: Whole Day

**Key Projects** **Subject**

☒ By Class  
 Class Level: Secondary 4  
 Class Name: 4A

☐ By Subject Group  
 Class Level: Secondary 4  
 Class Name: All  
 Subject Group: All

☐ By Cross Class Subject  
 Class Level: Secondary 4  
 Cross Class Sub-Group: All

Application Devt for Mobile Devices(COC) (Chinese (Cantonese))  
 Chinese Language (Chinese (Cantonese))  
 Hindi (Others)  
 Mathematics (Chinese (Cantonese))  
 Mathematics (Chinese (Cantonese)) - Core  
 Mathematics (Chinese (Cantonese)) - Extended Study M1

4

Search

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

- (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.

[S-SLP09-01] SLP > Maintenance > Data Entry > Key Projects

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

School Year: Current Year (2009) ▼  
 School Level: Secondary  
 School Session: Whole Day

Key Projects	Subject
<input type="radio"/> By Class Class Level: Secondary 4 ▼ Class Name: 4A ▼	Technology and Living (Chinese (Cantonese)) Technology and Living (Chinese (Cantonese)) - Food Science & Technology Technology and Living (Chinese (Cantonese)) - Fashion, Clothing & Textiles
<input checked="" type="radio"/> By Subject Group Class Level: Secondary 4 ▼ Class Name: All ▼ Subject Group: All ▼	
<input type="radio"/> By Cross Class Subject Class Level: Secondary 4 ▼ Cross Class Sub-Group: All ▼	

5

**Search**

- (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.

### Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[S-SLP09-01] SLP > Maintenance > Data Entry > Key Projects

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

School Year: Current Year (2009)   
 School Level: Secondary  
 School Session: Whole Day


**Key Projects** **Subject**

☐ By Class  
 Class Level: Secondary 4   
 Class Name: 4A

☐ By Subject Group  
 Class Level: Secondary 4   
 Class Name: All   
 Subject Group: All

☒ By Cross Class Subject  
 Class Level: Secondary 4   
 Cross Class Sub-Group: All

**Subject**  
 Biology (Chinese (Cantonese))  
 Economics (Chinese (Cantonese))  
 Geography (English)  
 History (Chinese (Cantonese))  
 History (English)  
 Liberal Studies (Chinese (Cantonese))

 **Search**

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




[S-SLP09-02] SLP > Maintenance > Data Entry > Key Projects

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

School Year: 2009 School Level: Secondary  
 School Session: Whole Day Class Level: Secondary 5  
 Subject Group: N/A Class Name: 5A  
 Subject: Chinese Language (Chinese (Cantonese))

Bottom

Class	Cls No	Student Name	Code	Key Projects (Eng) <input type="button" value="v"/>	Key Projects (Chi) <input type="button" value="v"/>	Table	Batch Add
5A	1	Chan AA AA	<input type="text"/>	<input type="text"/>	<input type="text"/>	Table	<input type="checkbox"/>
5A	2	Chan AA BB	<input type="text"/>	<input type="text"/>	<input type="text"/>	Table	<input type="checkbox"/>
5A	3	Chan AA CC	<input type="text"/>	<input type="text"/>	<input type="text"/>	Table	<input type="checkbox"/>
5A	4	Chan AA EE	<input type="text"/>	<input type="text"/>	<input type="text"/>	Table	<input type="checkbox"/>
5A	5	Chan AA FF	<input type="text"/>	<input type="text"/>	<input type="text"/>	Table	<input type="checkbox"/>

 Save  Back  Top

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

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

- Fill in by **free text**:

▼ Bottom

Class	Cls No	Student Name	Code	Key Projects (Eng) [+]	Key Projects (Chi) [+]		
4A	1	LAM		Key Project I	主要作品 I	Table	Batch Add
4A	2	LAU				Table	

- Fill in by **select Code Table**.
  - Click the Table button beside the Key Projects (Chi) column, a pop-up window will shown.

http://localhost/jsp/slp/S-SLP09-03.jsp - Microsoft Internet Explorer

[S-SLP09-03] SLP > Maintenance > Data Entry > Key Projects

Code	Key Projects (Eng)	Key Projects (Chi)	
0011	Project Researcher	計劃研究員	Select
0023	Chief Project	主要計劃	Select

Close

Done Trusted sites


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



Class	Cls No	Student Name	Code	Key Projects (Eng) [+]	Key Projects (Chi) [+]		
6A	2	CHEUNG LAI		Key Project I	主要作品 I	Table	Batch Add
6A	16	STUDENT0981		Chief Project	主要計劃	Table	
6A	60	STUDENT1239				Table	

Save Back


**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**



- Fill in the content by using [**Batch Add**] button.
  - Fill in the text box of the first column.
  - Check checkbox for each record.

Class	Cls No	Student Name	Code	Key Projects (Eng) [v]	Key Projects (Chi) [v]	
				Project Researcher	計劃研究員	Table 
6A	2	CHEUNG LAI				Table <input checked="" type="checkbox"/>
6A	16	STUDENT0981				Table <input checked="" type="checkbox"/>
6A	60	STUDENT1239				Table <input checked="" type="checkbox"/>

- Click the [**Batch Add**] button.
- Click the [**Save**] button to save the Key Projects.

Class	Cls No	Student Name	Code	Key Projects (Eng) [v]	Key Projects (Chi) [v]	
				Project Researcher	計劃研究員	Table 
6A	2	CHEUNG LAI		Project Researcher	計劃研究員	Table <input checked="" type="checkbox"/>
6A	16	STUDENT0981		Project Researcher	計劃研究員	Table <input checked="" type="checkbox"/>
6A	60	STUDENT1239		Project Researcher	計劃研究員	Table <input checked="" type="checkbox"/>

## 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.



## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[S-SLP28-01] SLP &gt; Maintenance &gt; Data Entry &gt; 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 &gt; Maintenance &gt; Data Entry &gt; 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)
<input type="checkbox"/>	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.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[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

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.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[S-SLP28-01] SLP &gt; Maintenance &gt; Data Entry &gt; Other Learning Experiences

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

Select Student

☐ By Reg No☐ By STRN☒ By SelectionSchool Year School Level Class Level School Session Class Name 
 

▼Bottom

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

▲Top

[S-SLP28-02] SLP &gt; Maintenance &gt; Data Entry &gt; Other Learning Experiences

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

Student Name (Eng) Reg No Student Name (Chi) Sex 

Latest Schooling Record:

School Year School Session Class Name School Level Class Level Class No 

### OLE (Input in SLP module)

<input type="checkbox"/>	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
<input type="checkbox"/>	2010	<a href="#">Import OLE data (whole class)</a>	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

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

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

(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
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**

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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-SLP-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  School Level  School Session  Class Level  Class Name

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

Bottom

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)							
<input checked="" type="checkbox"/>	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
<input checked="" type="checkbox"/>	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

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

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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.

[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

School Level

Class Level

School Session

Class Name

 Search  Reset

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十曰	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

Reg No 1999027

Student Name (Chi) 陳十曰

Sex M

Latest Schooling Record:

School Year 2009

School Session Whole Day






School Level Secondary

Class Level Secondary 5

Class Name 5A

Class No 1

Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence
<input type="checkbox"/> 123456	Testomg	2010	A	B	C	<input type="text" value="Fill"/>

Preview  Add  Delete  Reset  Save  Back

**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

- (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.

[S-SLP07-03] 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
Programme	123456		
Programme Description	Testomg		
School Year From	2010	School Year To	
Role of Participation	A		
Organization	B		
Awards / Certifications / Achievements (including grades/marks, if any)	C		
<input type="button" value="Save"/> <input type="button" value="Back"/>			

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### **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  School Level  School Session

Class Level  Class Name

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

Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence
<input type="checkbox"/> 123456	Testomg	2010	A	B	C	<input type="button" value="Fill"/>

Preview



**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

- (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.

[S-SLP07-03] 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

Programme	123456
Programme Description	Testomg
School Year From	2010 - School Year To
Role of Participation	A
Organization	B
Awards / Certifications / Achievements (including grades/marks, if any)	C

**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.

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

[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  School Level  School Session

Class Level  Class Name

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

Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence
<input checked="" type="checkbox"/> 123456	Testomg	2010	A	B	C	<input type="button" value="Fill"/>

Preview

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

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### **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.

Class	Cls No	Req No	Eng Name	Chi Name	Sex	Status
SS6B		2006061	AU CHING MAN	區靜雲	F	Active
SS6B		2006062	CHAN CHUN KIT	陳俊傑	M	Active
SS6B		2005002	CHAN HON MAN	陳漢文	M	Active
SS6B		2006063	CHAN KA SHING	陳家成	M	Active
SS6B		2006064	CHAN KI YUK	陳綺廷	F	Active
SS6B		2006065	CHAN WAI SHAN	陳慧珊	F	Active
SS6B		2006035	CHAN WING MAN	陳敬	F	Active
SS6B		2006066	CHAN YUEN KAM	陳堯夢	F	Active
SS6B		2006067	CHAN YUK KWAN	陳詠堯	M	Active

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

[S-SLP21-02] SLP > Maintenance > Print Sequence > OLE

**OLE Awards Issued by School**

Student Name (Eng): CHAN HON MAN  
Reg No: 2005002  
Student Name (Chi): 陳漢文  
Sex: M

Latest Schooling Record:  
School Year: 2011  
School Session: Whole Day  
Class Name: SS6B  
School Level: Secondary  
Class Level: Secondary 6  
Class No:

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	
2010 - 2011	STA	ECA	1019	Red Cross/Hong Kong Red Cross	Vice-Chairman				

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

Buttons: Preview, Res, Save, Back

### Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

- (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.

### **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

School Level  School Session

Class Level  Class Name

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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**Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)**

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

Participation Outside School							
Programme	Programme Description	School Year	Role of Participation	Partner Organization	Awards / Certifications / Achievements	Print Sequence	
<input type="checkbox"/> Boy Scout 2005-2007	This is a boy scout event. 這是童軍項目	2005 - 2007	教練	童軍總會 Scout Association	金章 Gold Medal		<input type="text" value="1"/>
<input type="checkbox"/> Moonwalkers 2006 Orbis	By walking from darkness to dawn with us, we hope that you will experience just a little of the joy a blind person must feel when having his or her sight restored. Ultimately, the Night Walkathon is not simply a fund-raising activity.	2006 - 2007	Member	奧比斯	Champion		<input type="text" value="2"/>
<input type="checkbox"/> Programme I	Good Programme, very good.	2006 - 2007	COMMITTEE		BEST PERFORMANCE		<input type="text" value="3"/>

- (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-SLP07-04] SLP > Maintenance > Data Entry > Participation Outside School

Programme	Programme Description	School Year	Role of Participation	Partner Organization	Awards / Certifications / Achievements	Print Sequence
Boy Scout 2005-2007	This is a boy scout event. 這是童軍項目	2005 - 2007	教練	童軍總會 Scout Association	金章 Gold Medal	1
Moonwalkers 2006 Orbis	By walking from darkness to dawn with us, we hope that you will experience just a little of the joy a blind person must feel when having his or her sight restored. Ultimately, the Night Walkathon is not simply a fund-raising activity.	2006 - 2007	Member	奧比斯	Champion	2
Programme I	Good Programme, very good.	2006 - 2007	COMMITTEE		BEST PERFORMANCE	3

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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.

[S-SLP08-01] SLP > Maintenance > Data Entry > Self-Account

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year

School Level  School Session

Class Level  Class Name

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status	Self-Account
5A	1	1999205	<a href="#">Chan AA AAA</a>	陳二文	F	Inactive	N
5A	2	1999168	<a href="#">Chan AA BB</a>	陳一二二	M	Inactive	N
5A	3	1999170	<a href="#">Chan AA CC</a>	陳一三	F	Inactive	Y
5A	4	1999171	<a href="#">Chan AA DD</a>	陳一四	F	Inactive	N
5A	5	1999175	<a href="#">Chan AA EE</a>	陳一五	M	Active	N
5A	6	1999182	<a href="#">Chan AA FF</a>	陳一六	F	Active	N
5A	7	1999184	<a href="#">Chan AA GG</a>	陳一七	M	Active	N
5A	8	1999188	<a href="#">Chan AA HH</a>	陳一八	M	Inactive	N
5A	9	1999190	<a href="#">Chan AA II</a>	陳一九	M	Active	N
5A	10	1999202	<a href="#">Chan AA JJ</a>	陳一十	M	Active	N

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[S-SLP08-02] SLP > Maintenance > Data Entry > Self-Account

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

Student Name (Eng)  Student Name (Chi)

Reg No  Sex

Latest Schooling Record:

School Year  School Level

School Session  Class Level

Class Name  Class No

**Self-Account**

Testing

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

## Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

### 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”.

**School Reference Report (Batch Upload)**

Admissions Exercise: JUPAS 4-year curriculum for 2013 admission

Under the provision of the Personal Data (Privacy) Ordinance, information contained in this report will be shown to applicants upon request.

Summary **Personal and General Abilities** Subject List Academic Performance in School Supplementary information from Principal

**Personal and General Abilities**

PERSONAL AND GENERAL ABILITIES

Ind	Idp	Resp	Wlth	Ov	Mat	Lead	Cond	Pers	AP	Init	Comm	Creat
Industriousness	Independence of mind	Sense of responsibility	Ability to work with others	Overall Evaluation	Maturity	Leadership	Conduct	Perseverance	Analytical power	Initiative	Ability to communicate	Creativity

Class: All Group: All

Application Number	Name	Ind	Mat	AP	Idp	Lead	Init	Resp	Cond	Comm	Wlth	Pers	Creat	Ov	Confirm
[Empty table body]															

Records: 1 - 20 of 20

Scale: 1 - Excellent

[Download to Excel](#) [Download to CSV](#)

(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”.