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

CDI and SIM section, EDB March 2017

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

User Account: sysadmin

Password: wsadmin

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

SR2 Through T	rain School		User: sysadm	in Login Time	e: 01/03/2017 1	6:46 Logout	Help I 中文版本
		(RES	TRICTED)	Cun	rent School Y	ear: 2015 1	March 2017 17:
School Managemer							
Student							
Attendance							
Student Activities							
Award & Punishme					4 2017 ►		
Assessment	Sun	Mon	Tue	Wed	Thu	Fri	Sat
▼ SLP				1	2	3	4
Setup	5	6	7	8	9	10	11
Maintenance							
<ul> <li>Export</li> </ul>	12	13	14	15	16	17	18
<ul> <li>Import</li> </ul>	19	20	21	22	23	24	25
Enquiry							
<ul> <li>Report</li> </ul>	26	27	28	29	30	31	
Institute Applica	Customized day	sequence is indic	ated in bracket ()				
Special Assessment	L - Long Week	Sequence is indic	area in or activet ().				

### **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

🔻 Setup	~	[S-SLP50-01] SLP > Institute Application > Generate Student List for Institute Application													
Print Option		- Please sele	ect class nar	ne f	o search										
Code Table		Class Nam	•						6B 🗸						
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Subject Group		-	ノ												
Maintenance		$\sim$	·	_											
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Import		Cass Name All Control of the All													
<ul> <li>Enguiry</li> </ul>		Extract Option OStudent List for JUPAS Application @Designated Student List													
Report		Note:													
V Institute Applic		Designated S	Student List ma	y inc	lude both JUPA	AS and Non-J	UPA	Sapplicants fo	r any institute applicat	on.					
Gen Student I															
															Rottom
		Generate Student List for Institute Application  ▼Bottom													
Import Data F		Generate	e Student	Lis	t for Instit	ute Applic	ati	ion							Doctori
Student Mapp		Generate	e Student	Lis	t for Instit	JUPAS	_	ion				1		1	bocton
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Student Mapp Import Perso School Refere			Designated			JUPAS	1		Last Name	First Name	Class	studer		Passport No	Issue
Student Mapp Import Perso School Refere Report		JUPAS	Designated			JUPAS School	1	ion nglish Name	Last Name	First Name		Studer No.		Passport No	
Student Mapp Import Perso School Refere Report Special Assessme		JUPAS Applicants	Designated			JUPAS School Code	1		Last Name	First Name	Class Assign			Passport No	Issue
Student Mapp Import Perso School Refere Report Special Assessme Staff Deployment		JUPAS Applicants	Designated Students		HKID	JUPAS School Code	B	nglish Name			Assign		Assign	Passport No	Issue
Student Mapp Import Perso School Refere Report Special Assessme		JUPAS Applicants	Designated Students		нкіD <u>¥686546(A)</u>	JUPAS School Code Assign 11259	Er .au	nglish Name yeung BB W	Au	yeung BB WW	Assign 6B	<b>No.</b>	Assign Arts	Passport No	Issue
Student Mapp Import Perso School Refere Report Special Assessme Staff Deployment		JUPAS Applicants	Designated Students		HKID	JUPAS School Code Assign 11259	Er Au	nglish Name yeung BB WW Lee BB EE			Assign	No. 1 2	Assign	Passport No	Issue
Student Mapp Import Perso School Refere Report Special Assessme Staff Deployment CDS		JUPAS Applicants	Designated Students		нкіD <u>¥686546(A)</u>	JUPAS School Code Assign 11259 11259	Er Au	nglish Name yeung BB W	Au	yeung BB WW	Assign 6B	<b>No.</b>	Assign Arts	Passport No	Issue
Student Mapr Import Perso School Referr Report Special Assessme Staff Deployment CDS HKAT		JUPAS Applicants	Designated Students		HKID ¥686546(Å) Z398920(9)	JUPAS School Code Assign 11259 11259 11259	Er Au	nglish Name yeung BB WW Lee BB EE	Au Lee	yeung BB WW BB EE	Assign 6B 6B	No. 1 2	Assign Arts Arts	Passport No	Issue
Student Mapp Import Perso School Refere Report Special Assessme Staff Deployment CDS HKAT Applied Learning		JUPAS Applicants	Designated Students	SN 1 2 3 4	HKID (Y686546(A) (Z398920(9) (Z398982(9)	JUPAS School Code 11259 11259 11259 11259 11259	Er Au	nglish Name yeung BB WW Lee BB EE Lee BB FF	Au Lee Lee Ng	yeung BB WW BB EE BB FF	Assign 6B 6B 6B	No. 1 2 3	Assign Arts Arts Arts	Passport No	Issue

(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-SLF	250-01] SLP > Ins	titute Application > Gene	rate student List for institute Ap	and an						
	Pleas	e select class n	ame to search								
	Class	Name		A11 N							
	💽 s	earch .			$\mathcal{I}$						
	Click E	Extract to extra	ct Student List for Institu	ite Application							
	Class	Name 🔺	11								
	Extrac	t Option		S Application 💿 Designated	Student List						
1	Extr	act									
	Noto:										
	Design	ated Student List	may include both JUPAS and	Non-JUPAS applicants for any institu	ite application.						
	Gene	erate Studer	nt List for Institute A	pplication							
	SN	HKID	JUPAS School Code	English Nam e	Last Name	First Nam e	Class	Student No.	Group	Passport No	lssue Country
	<b>SN</b> 1	HKID Z399553(5)		•••	Last Name	First Name	Class 6B		Group		
	<b>SN</b> 1 2		Code	English Nam e				No.	Group		
	1	Z399553(5)	Code 11259	English Name Ng AA VV	Ng	AA VV	6B	No. 4	arts		
	1 2	Z399553(5) Z399649(3)	Code 11259 11259 11259	English Name Ng AA VV Ng AA VV	Ng Ng	AA UU AA VV	6B 6B	No. 4 5	arts arts		Issue Country
	1 2 3	Z399553(5) Z399649(3) Z399113(0)	Code 11259 11259 11259	English Name Ng AA VU Ng AA VV Yip AA YY	Ng Ng Yip	AA UU AA VV AA YY	6B 6B S6A	No. 4 5	arts arts arts		
C	1 2 3 4	Z399553(5) Z399649(3) Z399113(0) Z540672(3) Z541181(6)	Code 11259 11259 11259 11259 11259	English Name Ng AA UU Ng AA VV Yip AA YY Vong AA JJ	Ng Ng Yip Wong	AA VU AA VV AA YY AA JJ	6B 6B S6A S6S	No. 4 5 5 1	arts arts arts arts arts		
(	1 2 3 4 5	Z399553(5) Z399649(3) Z399113(0) Z540672(3) Z541181(6)	Code 11259 11259 11259 11259 11259	English Name Ng AA UU Ng AA VV Yip AA YY Vong AA JJ	Ng Ng Yip Wong	AA VU AA VV AA YY AA JJ	6B 6B S6A S6S	No. 4 5 5 1	arts arts arts arts arts		

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

	A	В	С	D	E	F	G	Н	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

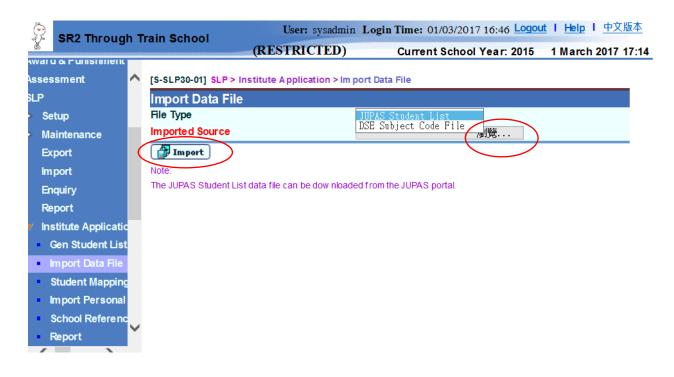
Notes:

- (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.

### (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  $\rightarrow$  Institute Application  $\rightarrow$  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.

### **Student Mapping**

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

- (1) Access SLP  $\rightarrow$  Institute Application  $\rightarrow$  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.

0	>	Assessment	~	[S-SLP31-01] SLP >	Institu	te App	lication > Stude	ntMapping				
۲		SLP		Student Mapping								
		Setup			WebS/	AMS			Student	List		
		Maintenance		Eng Name	Class	Cls	HKID /	JUPAS Application	Last	First Name	HKID/	✓
		<ul> <li>Export</li> </ul>				No	Passport No	No	Name		Passport No	
		<ul> <li>Import</li> </ul>		Au yeung BB WW	6B	1	Y686546A	Z1234567	Au	yeung BB WW	Y686546A	
		Enquiry		Lee BB EE	6B	2	Z3989209	Z1234568	Lee	BB EE	Z3989209	
		Report		Lee BB FF	6B	3	Z3989829	Z1234569	Lee	BB FF	Z3989829	✓
		Institute Applic		Ng AA UU	6B	4	Z3995535		Ng	AA UU	Z3995535	
		Gen Student		Ng AA VV	6B	5	Z3996493		Ng	AA VV	Z3996493	
		Import Data I		Chan BB XX	S6A	2	Y6115959	Z1234570	Chan	BB XX	Y6115959	
		<ul> <li>Student Map</li> <li>Import Perso</li> </ul>		Wong AA WW	S6A	3	Z398911A	Z1234571	Wong	AA WW	Z398911A	
		School Refer		Chan BB DD	S6A	4	Z3989233	Z1234572	Chan	BB DD	Z3989233	
		Report		Yip AA YY	S6A	5	Z3991130		Yip	AA YY	Z3991130	
C	>	Special Assessme	e	Wong AA JJ	S6S	1	Z5406723	Z1234573	Wong	AA JJ	Z5406723	
0	>	Staff Deployment		Chan AA RR	S6S	2	Z5411816	Z1234574	Chan	AA RR	Z5411816	
C	>	CDS		BHFUSG BMS			Q9176636					

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.

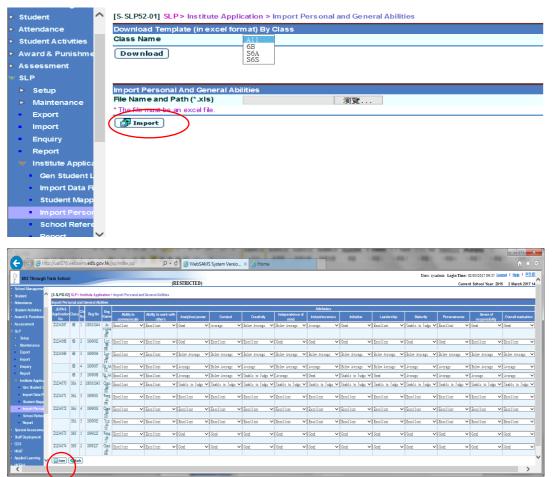
SLP					
	ASR UAT 003	S6S	37	Y6892238	
Setup	APL STUDENT	S6S	38	Y6810886	
Maintenance	THREE				
Export	APL STUDENT SIX	S6S	39	Y6338133	
Import	chong	S6S	40	Y6046469	
Enquiry	Yip BB RR	S6S	41	Y1112226	
Report	Wong BB WW	S6S	42	Y2221118	
👻 Institute Applica	Lee BB DD	S6S	43	Z5511071	Are you sure to save record(s)?
<ul> <li>Gen Student L</li> </ul>	CHENG BB	S6S	44	Z6664602	
Import Data Fi	wong	S6S	45	Y645494A	· · · · · · · · · · · · · · · · · · ·
Student Mapp	APL STUDENT TWO	S6S	46	Y6114715	
Import Persor School Refere	APL STUDENT FOUR	S6S	47	Y6483389	
Report	APL STUDENT FIVE	S6S	48	Y6025402	
Special Assessme	STUDENT SEVEN	S6S	49	Y646516A	
Staff Deployment CDS	APL STUDENT EIGHT	S6S	50	Y6094315	
	Chan AA EE	S6S	51	Z4810091	
нкат	Test Student	S6S	99	Z0808084	
Applied Learning	002	000		20000004	
	Confirm 🗍 🗐 F	Preview			

### **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

### **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.

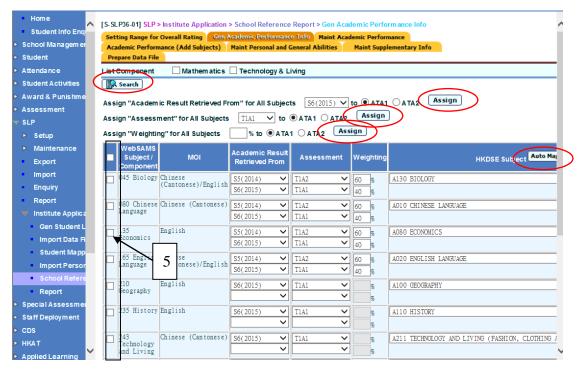
- (1) Access SLP > Institute Application > School Reference Report
- (2) Click the [Setting Range for Overall Rating] tag.
- (3) To filter the HKDSE subject based on Category, select the Category from dropdown list.
- (4) To change the setting of specified HKDSE subject, select the HKDSE subject from 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.

		n > School Reference Report & Settin	ng Range for Overall Rating 🔵
Student Into Engl		Academic Performance Info Maint A	
		Maint Personal and General Abilities	
Student Prep	are Data File		
Attendance Catego	Al 1	~	
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Report	Any	From 26 % To 50 %	Good 🗸
🔻 Institute Applica 📃		From 51 % To 75 %	Average 🗸 🗸
Gen Student L		From 76 % To 100 %	Below Average 🗸
Import Data Fi	r Save Preview & Pr		
<ul> <li>Student Mapp</li> </ul>	r Save Preview & Pr	rint	
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Student Mapp     Import Person     School Refere     Report     Special Assessme     Staff Deployment     CDS     HKAT     Applied Learning     HKEAA     FMP     Cied	Any	Score Range           From 0         To 20           From 21         To 40           From 11         To 60           From 61         To 80           From 81         To 100	Below Average V Average V Good V Very Good V
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### 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.

 Access SLP → Institute Application → School Reference Report → Gen Academic Performance Info



- (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.

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080 Chinese Language	0 100%	□ ○ Weighti	ng 🔍 100% 🔿	Weighting	• 100%	✓ ○Weighting	0 1 0 0 %	Weighting	• 100%	○Weighting	~	✓
If two ATAs are c	chosen bu		assessment data, t s assessment data, ·								the score/grad	e.
f ftw o ATAs are c & If <u>tw o A</u> TAs are c	chosen bu	t only one ha		the ATA with	n assessn	nent data w ould			ghting setu		the score/grad	e.
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If two ATAs are c If two ATAs are c Save Home Student Info Enq School Management Student ttendance Student Activities	chosen bu	080 Chinese Language 135 Economics 165 English Language 210	s assessment data, Chinese (Cantonese English Chinese	b) S5(2014) S6(2015) S5(2014) S6(2015) S5(2014) S5(2014)	Image: state	TIA2 TIA1 TIA2 TIA2 TIA2 TIA1 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA3 TIA2 TIA3 TIA2 TIA3 TIA2 TIA3 TI	60 % 40 % 60 % 60 %	A010 CHINESE LA	ghting setu		the score/grad	e.
If two ATAs are c If two ATAs are c Sudent Info Enquest Student Info Enquest Student Attendance Student Activities Attendance Student Activities Award & Punishme	chosen bu	080 Chinese Language 135 Economics 165 English Language	s assessment data, Chinese (Cantonese, English Chinese (Cantonese)/English	b) S5(2014) S6(2015) S5(2014) S6(2015) S5(2014) S6(2015) S5(2014) S5(2014)	Image: state	TIA2 V TIA1 V TIA1 V TIA2 TIA2 TIA2 V TIA1 V TIA2 V TIA1 V	60 % 40 % 60 %	A010 CHINESE LA A080 ECONOMICS A020 ENGLISH LA	ghting setu		the score/grad	8.
If two ATAs are of If two ATAs are of Save Save Student Info Enquest Student Info Enquest Student Attendance Student Activities Award & Punishme Assessment	chosen bu	080 Chinese Language 135 Economics 165 English Language 210	s assessment data, Chinese (Cantonese, English Chinese (Cantonese)/English English	b) S5(2014) S6(2015) S5(2014) S6(2015) S5(2014) S6(2015) S5(2014) S5(2014)	Image: state sta	TIA2 TIA1 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA2 TIA3 TI	60 % 40 % 60 % 60 % 40 %	A010 CHINESE LA A080 ECONOMICS A020 ENGLISH LA	ghting setu		the score/grad	8.
If two ATAs are c If two ATAs are c Sudent and a superior Sudent Info Enq School Management Student Attendance Student Activities Attendance Student Activities Assessment SLP	chosen bu	080 Chinese Language 135 Economics 165 English Language 210 Geography	s assessment data, Chinese (Cantonese, English Chinese (Cantonese)/English English	<ul> <li>b) S5(2014) S6(2015)</li> <li>S5(2014) S6(2015)</li> <li>S5(2014) S6(2015)</li> <li>S5(2014) S6(2015)</li> <li>S6(2015)</li> </ul>	Image: state sta	nent data w ould naz v naz v	60 % 40 % 60 % 40 %	A010 CHINESE LA A080 ECONOMICS A020 ENGLISH LA A100 GEOGRAPHY	ghting setu		the score/grad	e.
& lf two ATAs are c	chosen bu	080 Chinese Language 135 Economics 165 English Language 210 Geography 235 History	s assessment data, Chinese (Cantonese, English Chinese (Cantonese)/English English	S5(2014)         S6(2015)           S5(2014)         S6(2015)           S5(2014)         S6(2015)           S6(2015)         S6(2015)           S6(2015)         S6(2015)           S6(2015)         S6(2015)	Image: state sta	TIA2 TIA1 TIA2 TIA1 TIA2 TIA2 TIA1 TIA2 TIA1 TIA1 TIA1 TIA1 TIA1 TIA1 TIA1 TIA1 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA2 TIA1 TIA2 TIA2 TIA1 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA1 TIA2 TIA3 TI	60 % 40 % 60 % 60 % 60 % 60 %	A010 CHINESE LA A080 ECONOMICS A020 ENGLISH LA A100 GEOGRAPHY	ghting setu		the score/grad	

Student Activities		Language	(Cantonese)/English	S6(2015)	~	T1A1	~	40 %	
Award & Punishme		210	English	S6(2015)	~	T1A1	~	%	A100 GEOGRAPHY
Assessment		Geography			~		~	96	
V SLP		235 History	English	S6(2015)	~	T1A1	~	5	A110 HISTORY
Setup					~		~	5	
Maintenance		243	Chinese (Cantonese)	S6(2015)	~	T1A1			ND TEXTILES)
Export		Technology and Living			~		網頁訊息		
<ul> <li>Import</li> </ul>			Chinese (Cantonese)	S5(2014)	~	T1A2			
Enquiry		Studies		S6(2015)	~	T1A1			performance information has been generated before. If ted again, the following data would be cleared. Are you
<ul> <li>Report</li> </ul>		280	Chinese (Cantonese)	S5(2014)	~	T1A2		sure to con	tinue? ne academic performance previously maintained
🔍 Institute Applica		Mathematics		S6(2015)	~	T1A1		- st	tudent remark for percentile and overall rating of
Gen Student L		933	English	S5(2014)	~	T1A2		academic p	performance
Import Data Fi		Combined Science	-	S6(2015)	~	T1A1	1		
Student Mapp		951	English	S6(2015)	~	T1A1			確定 取消 ULUS)
Import Persor		Mathematics (Module 1)	-	00(2013)	~			5	
School Refere		952	English	S6(2015)	~	T1A1	~	a.	A031 MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS)
Report		Mathematics (Module 2)			~		~	5	
Special Assessment		Reset	Save Setup Ger	erate					
Staff Deployment	Note		Save Setup Ger	ierate					
► CDS			d Up(OM by Class Level )	( 100%)					
									nput in selected Assessment / Term / Annual regardless of MOI) mber of students taking that subject is less than 10.

- (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.

### 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 100%* Assign Weighting8, Assign	Students as the base for calculating the percentile ✓ 100% <sup>∗</sup> (Assign)	Include Repeated Students as the base for calculating the percentile 100%* Assign Weightings. Assign	Include Departed Students as the base for calculating the percentile 100%* Assign Weighting8. Assign	Only One ATA With Assessment Data # 100% <sup>*</sup> Assign Weighting8, Assign	Include OM Excluded Students	Retrieve Adjusted Score/ Grade V
045 Biology		<b>V</b>	<b>V</b>		● 100% ○Weighting	<	<
	🔵 100% 🔵 Weighting	● 100% ○ Weighting	● 100% ○ Weighting	◯100% ◯Weighting			
080 Chinese Language		<ul> <li>Image: A start of the start of</li></ul>	<b>v</b>		● 100% ○Weighting	✓	✓
Language	🔵 100% 🔘 Weighting	● 100% ○ Weighting	● 100% ○ Weighting	◯100% ◯Weighting			

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

### 1. Definition of different student type:

### **Maintain Academic Performance**

- 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 > Institu	ute Applicatio	n > School I	Reference Repo	rt > Searc	h Student	
Setting Range for Overall	Rating Ger	n Academic P	erformance Info	Maint A	mance	
Academic Performance (/	Add Subjects)	Maint Pers	ional and General	Abilities	Maint Suppl	ementary Info
Prepare Data File						
English Name			JL	IPAS App	lication No	
Reg No			j ci	ass Name	)	A11 🗸

Search	🛛 🖓 Reset

<u>JUPAS</u> Application No	<u>Class</u>	<u>Cls No</u>	Reg No		<u>Eng Name</u>	Chi Name	Sex	Status
43001142	6B	2	2001076		Student AAB	張學生	M	Active
43000895	бA	3	20061005	Г	Student YYY	學生昕	M	Active
43000934	бA	4	2003079	Γ	Student XXX	何學生	F	Active
	бA	15	<u>100010221</u>	L	Student DDD	學生丙	F	Active

Home	[\$-\$LP38-03] \$LP > Institute Appl	cation > School Referen	ice Report > Maintain Academic Performance														
Student Info Enquin			ance Info Maint Academic Performance														
School Management		ects) Maint Personal ar	d General Abilities Maint Supplementary Info														
Student	Prepare Data File					_											
Attendance	Student Particulars Student Name	Free (1. 1)	JUPA \$ Application No	Z1234													
Student Activities	HKID	Wong AA JJ Z5406723	Pas sport No	21204	2/3												
Award & Punishment	Issue Country		JUPA'S School Code	112.59													
Assessment	Class Group	S6S Arts	Student No Remark Indicator (Percentile)	1													
SLP	Group	AF 15	Remark Indicator (Percentile) Remark Indicator (Overall rating)	8													
▶ Setup																	
Maintenance	Academic Performance																1
							Description	ile (Position	in Form)					Overall R	ating		
Export			LINCORT ALL ALL ALL				reicent	lie (Position	in ronny								
Export	School Subject / Component	nt	HKDSE Subject		Top 10%	11%-25%				Unable to Judge	Excellent	Very Goo	d Good			ge Unable to Judge	1
Import	School Subject / Component Chinese Language	rit CHINESE LANGUA	· · · ·		Top10%	11%-25%				Unable to Judge	Excellent	Very Goo	d Good			e Unable to Judge	l
Import Enquiry			£		Top10%			51% - 75%	Bottom 25%	0	0		0	Average	Below Avera	0	
Import Enquiry Report	Chinese Language	CHINE SE LA NGUA	ž		Top10%	<ul> <li>O</li> </ul>	26%-50% 0	51% - 75% O O	Bottom 25%	0	0	• •	0	Average	Below Avera O O	0	
Import Enquiny Report V Institute Applicatio	Chinese Language English Language Liberal Studies	CHINE SE LANGUA ENGLISH LANGUA LIBERAL STUDIES	ž		Top10% 0 0		26%-50% 0 0	51% - 75% O O O	Bottom 25% O O O O O	0 0 0	0 0 0		0 0 0	Average O	Below Avera	0 0 0	
Import Enquiry Report V Institute Applicatio Gen Student List	Chinese Language English Language Liberal Studies Mathematics	CHINE SE LA NGUAC ENGLISH LA NGUAC LIBERAL ST UDIES MATHEMATICS CO	æ æ Mpulsory part		Top 10% 0 0 0	<ul> <li>O</li> </ul>	26%-50% O O O O	51%-75% 0 0 0 0 0	Bottom 25% O O O O O O O O O O O O O O O O O O O	0 0 0 0	0 0 0 0	• •	0 0 0	Average	Below Average	0 0 0 0	
Import Enquiny Report V Institute Applicatio	Chinese Language English Language Liberal Studies	CHINE SE LA NGUAC ENGLISH LA NGUAC LIBERAL ST UDIES MATHEMATICS CO	ž		Top10% 0 0 0 0	<ul> <li>O</li> </ul>	26%-50% 0 0	51% - 75% O O O	Bottom 25% O O O O O	0 0 0 0	0 0 0	• •	0 0 0	Average O	Below Avera O O	0 0 0	
Import Enquiry Report V Institute Applicatio Gen Student List	Chinese Language English Language Liberal Studie s Mathematics Technology and Librig	CHINE SE LA NGUA O ENGLISH LA NGUA O LIBERAL ST UDIES MATHEMATICS CO TECHNOLOGY AND	æ æ Mpulsory part		Top10% 0 0 0 0 0	<ul> <li>O</li> </ul>	26%-50% O O O O	51%-75% 0 0 0 0 0	Bottom 25% O O O O O O O O O O O O O O O O O O O	0 0 0 0	0 0 0 0	• •	0 0 0	Average O	Below Average	0 0 0 0	
Import Enquiry Report Institute Applicatio Gen Student List Import Data File	Chinese Language English Language Liberal Studie s Mathematics Technology and Librig	CHINE SE LA NGUA O ENGLISH LA NGUA O LIBERAL STUDIES MATHEMATICS CO TECHNOLOGY AND	26 26 In Wing Frank (Cothing and Textiles)		Top 10% 0 0 0 0	<ul> <li>O</li> </ul>	26%-50% O O O O	51%-75% 0 0 0 0 0	Bottom 25% O O O O O O O O O O O O O O O O O O O	0 0 0 0	0 0 0 0	• •	0 0 0	Average O	Below Average	0 0 0 0	

- (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.

### 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  $\rightarrow$  Institute Application  $\rightarrow$  School Reference Report  $\rightarrow$  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	A11	~		
HKDSE Subject Group	A11		~	

💽 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
б	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.

			or Seconda	ry Subject	s	Н	KDS	E Sul	oject Gro	oup	A170	BUSINESS	, ACCO	UNTIN	G AND FIN	ANCIAL S	STUDIES		
Search	4	11 🗸																	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,																			▼Bot
ademic Per	forma	nce (A	dd Subje	ect)															VBO
									(Positio	n in For	n)				Overall R	ating			
JUPAS Application N	lo Class	s <u>Cls N</u> a	Eng Name	Chi Name	Тор 10%	-	26% - 50%	-	Bottom 25%	Unable to Judge	Remark Indicator	Excellent	Very Good	Good	Average	Below Average	Unable to Judge	Remark Indicator	
Z1234567	6B	1	Au yeung BB WW	歐陽五七	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
Z1234568	6B	2	Lee BB EE	李三十	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Rema
Z1234569	6B	3	Lee BB FF	李四文	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
	6B	4	Ng AA UU	吳二十	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Rema
	6B	5	Ng AA VV	吳三文	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Rema
Z1234570	S6A	2	Chan BB XX	陳五八	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Rema
Z1234571	SбА	3	Wong AA WW	¥⊒≍	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
Z1234572	SбА	4	Chan BB DD	陳三九	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
	SбА	5	Yip AA YY	葉三四	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
Z1234573	S6S	1	Wong AA	<b>王</b> ─+	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar
Z1234574	S6S	2	Chan AA RR	陳二七	0	0	0	0	0	0	N	0	0	0	0	0	0	N	Remar

🔚 Save Clear 🔇 Back

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

### Maintain Personal and General Abilities

 Access SLP → Institute Application → School Reference Report → Maint Personal and General Abilities

[S-SLP39-01] SLP > Institu	te Application	> School F	Reference Repor	t> Search	Student		
Setting Range for Overall	Rating Gen	Academic Pe	erformance Info	Maint Aca	demic Perform	nance	
Academic Performance (A	dd Subjects)	Maint Pers	onal and General	Abilities	Maint Supp	lementary Info	
Prepare Data File							
English Nam e			JU	PAS Appli	cation No		
Reg No			Cla	iss Name		A11 🗸	

						~	Bottom
<u>JUPAS</u> Application No	<u>Class</u>	<u>Cis No</u>	<u>Reg No</u>	Eng Name	Chi Nam e	Sex	Status
Z1234567	6B	1	100010244	Au yeung BB WW	歐陽五七	M	Active
Z1234568	6B	2	<u>1999002</u>	Lee BB EE	李三十	F	Active
Z1234569	6B	3	<u>1999004</u>	Lee BB FF	李四文	F	Active
	6B	4	<u>1999007</u>	Ng AA UU	吴二十	F	Active
	6B	5	1999008	Ng AA VV	吴三文	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	<u>1999003</u>	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	<u>1999227</u>	Chan AA RR	陳二七	F	Active

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

[S-SLP39-03] SLP > Ins	titute Application	> School Reference Report > Maintai	n Personal and General Abilitie
Setting Range for Over	all Rating Gen	Academic Performance Info Maint Aca	demic Performance
Academic Performance	(Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File			
Student Particula	rs		
StudentName	Lee BB E	E 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. Unable to Judge Excellent Good Average Below Average Attributes Ability to communicate $\odot$ $\bigcirc$ $\bigcirc$ 0 0 Ability to work with others 0 0 0 0 $\bigcirc$ Analytical power 0 ۲ 0 0 0 Conduct 0 ۲ 0 0 0 Creativity ۲ 0 0 0 0 Independence of mind $\bigcirc$ $\odot$ $^{\circ}$ $\bigcirc$ 0 Industriousness 0 ۲ 0 0 0 Initiative 0 ۲ 0 0 0 Leadership 0 ۲ 0 0 0 Maturity 0 ۲ 0 0 0 Perseverance $^{\circ}$ $\odot$ $^{\circ}$ $^{\circ}$ $^{\circ}$ Sense of responsibility $\odot$ 0 $^{\circ}$ $^{\circ}$ $^{\circ}$ Overall evaluation 0 0 0 0 $\odot$ 😰 Reset) 🔚 Save) < Back Cls No ▷

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

### 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  $\rightarrow$  Institute Application  $\rightarrow$  School Reference Report  $\rightarrow$  Prepare Data File

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

N.C.	emic Performance (Add Subjects) Maint Personal and General Abilities re Data File	Maint Supplement	ary Into
	File Description	Status	Extract
0	Academic Performance File		
٥	Personal and General Ability File		
0	Academic Performance Supplementary File		0

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

tting Range for Overall Rating ademic Performance (Add Sub epare Data File				erformance t Supplemer		
JUPAS Application No	Reg No	Eng Name	Class	Cls No	STRN	•
Z1234567	100010244	Au yeung BB WW	S6 - 6B	1	¥686546A	
Z1234568	1999002	Lee BB EE	S6 - 6B	2	Z3989209	
Z1234569	1999004	Lee BB FF	S6 - 6B	3	Z3989829	
	1999007	Ng AA UU	S6 - 6B	4	Z3995535	
	1999008	Ng AA VV	S6 - 6B	5	Z3996493	Ŀ
Z1234570	100010245	Chan BB XX	S6 - S6A	2	¥6115959	Ī
Z1234571	1999001	Wong AA WW	S6 - S6A	3	Z398911A	
Z1234572	1999003	Chan BB DD	S6 - S6A	4	Z3989233	
	1999005	Үір АА ҮҮ	S6 - S6A	5	Z3991130	
Z1234573	1999225	Wong AA JJ	S6 - S6S	1	Z5406723	
Z1234574	1999227	Chan AA RR	S6 - S6S	2	Z5411816	6

- (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.

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

	File				
	student(s) has/ł led. Please sele			ibjects included in the data file. Each student should have a maximum o	of 10
Reg No	Eng Name	Class	CIs No	HKDSE subject	E
100010244	Lee BB WW	S6 - 6B	1	Chinese Language	
				English Language	
				Mathematics (Compulsory part)	
				Liberal Studies	
				Chinese Literature	
				Economics	
				Biology	
				Information and Communication Technology	
				Technology and Living (Food Science and Technology)	
				Technology and Living (Fashion, Clothing and Textiles)	
				Sports Coaching and Management	
				Events Planning and Operation	
				Japanese	
				French	

Confirm Back

- (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.

													1		
					scription				Statu		Extr	act	_		
	Academic H	Perfor	mance H	File					Prepare	d	Extra	d 🔪			
	Personal a	and Ge	neral <i>i</i>	Ability	File				Prepare	d	Extra	ct	_		
5	Academic H	Perfor	mance S	Suppleme	ntary Fi	le			Prepare	:d	Extra	ct	_		
		(SI) ^-	A1	arformans	e_File_Perce	公式 算 M fx		on Numbe	r						
		AC		B	C C	ntile [⊯韻] D	F	F	G	н	-	J	К		
		1 A	pplication	School Co				r Last Nam			Student N		A010	A020	A030
			1234567		Y686546A			Au	yeung BB	6B	1	Arts	P3	P2	P2
			1234568		Z3989209			Lee	BB EE	6B		Arts	P3	P5	P3
			1234569		Z3989829			Lee	BB FF	6B	3	Arts	P4	P5	P5
			1234570		Y6115959			Chan	BB XX	S6A		Science	P4	P5	P1
			1234571		Z398911A			Wong	AA WW	S6A		Science	P1	P3	P3
			1234572		Z3989233			Chan	BB DD	S6A		Science	P5	P3	P3
			1234573		Z5406723			Wong	AA JJ	S6S	1	Arts	P2	P4	P4
				11259	Z5411816			Chan	AA RR	S6S	2	Arts	P1	P3	P5
		9 Z	1234574												
		9 Z 10	1234574												
		9 Z 10 11	1234574												
		9 Z 10	1234574												

### **Prepare Personal and General Abilities**

(1) Select **Personal and General Ability File** option and click **[Proceed]** button.

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

Academic Performance (Add Subjects) Maint Personal and General Abilities Maint Supplementary Info Prepare Data File								
	File Description	Status	Extract					
0	Academic Performance File							
۲	Personal and General Ability File							
0	Academic Performance Supplementary File							

#### Proceed

- (2) Select students who will be included in the Personal and General Ability File.
- (3) Click [JUPAS Only] button to deselect all the non-JUPAS applicants.
- (4) Click **[Save]** button to save the selection.
- (5) Click [**Preview Excluded Students**] button to view which students are excluded from the Personal and General Ability File.
- (6) Click [Confirm] button to generate the Personal and General Ability 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											
Reg No	Eng Name	Class	CIs No	STRN							
1999002	Lee BB EE	S6 - 6B	2	Z3989209	•						

Save Preview Excluded Students Confirm Back

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

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

terfa	ice file prepared successfully.						
ett	ing Range for Overall Rating	Gen Academic Performance Info	Maint Academic Per	formance			
Acad	demic Performance (Add Subje	ects) Maint Personal and General	Abilities Maint S	upplementary Info			
Prep	oare Data File						
	Fi	File Description					
0	Academic Performance Fil	e	Prepared	Extract			
$\sim$							
•	Personal and General Abi	lity File	Prepared	Extract			

Proceed

$\mathcal{A}$	A	В	С	D	E	F	G	H	1	J	K	L	M	N
1	Application	School Co	HKID	Passport N	Issue Cour	Last Name	First Name	Class	Student N	Group	Ind	Mat	AP	ldp
2	Z1234567	11259	Y686546A			Au	yeung BB	6B	1	Arts	3	0	2	4
3	Z1234568	11259	Z3989209			Lee	BB EE	6B	2	Arts	2	2	2	2
4	Z1234569	11259	Z3989829			Lee	BB FF	6B	3	Arts	4	4	4	4
5		11259	Z3995535			Ng	AA UU	6B	4	Arts	3	3	3	4
6		11259	Z3996493			Ng	AA VV	6B	5	Arts	2	3	3	3
7	Z1234570	11259	Y6115959			Chan	BB XX	S6A	2	Science	0	0	0	0
8	Z1234571	11259	Z398911A			Wong	AA WW	S6A	3	Science	1	1	1	1
9	Z1234572	11259	Z3989233			Chan	BB DD	S6A	4	Science	1	1	1	1
10		11259	Z3991130			Yip	AA YY	S6A	5	Science	1	1	1	1
11	Z1234573	11259	Z5406723			Wong	AA JJ	S6S	1	Arts	2	2	2	2
12	Z1234574	11259	Z5411816			Chan	AA RR	S6S	2	Arts	2	2	2	2
13														

### **Generation of report for Institute Application**

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

(1) Click [SLP]  $\rightarrow$  [Institute Application]  $\rightarrow$  [Report] on the left menu.

Assessment SLP	[S-SLP44-01] SLP > Institute Application > Report	
> Setup	Report Name (IE	0)
Maintenance	Academic Performance (sorted by student) (R-SLP038-E)	
<ul> <li>Data Entry</li> </ul>	Academic Performance (sorted by subject) (R-SLP039-E) Academic Performance Supplementary Information (R-SLF)	2048-E
Print Sequence	DSE Subject Code File imported from JUPAS (R-SLP033-E)	
Export	Exception Report For Import Student List (R-SLP034-E)     Exempted/Absent/Repeated/OM Excluded Students (R-SLP	051-E)
Import	Incomplete OEA Activity Records (R-SLP049-E)	
Enquiry	<sup>D</sup> JUPAS Activity Category Code File imported from JUPAS (R <sup>D</sup> JUPAS Activity Lists Code File imported from JUPAS (R-SLI	
Report	OEA Activity maintained by student (R-SLP037-E)	
🖉 Institute Applicatio	CEA Additional Information maintained by student (R-SLP04 Personal and General Ability (R-SLP041-E)	<u>40-E)</u>
<ul> <li>Gen Student List</li> </ul>	PResult of Student Mapping (R-SLP035-E)	
Import Data File	Result of Subject Mapping (R-SLP036-E)     Student List for Institute Application(R-SLP052-E)	
Student Mapping	Students excluded in the Academic Performance File (R-SL	<u>_P044-E)</u>
Import Personal	<ul> <li><u>Students excluded in the OEA Activity File (R-SLP042-E)</u></li> <li>Students excluded in the OEA Additional Information File (R</li> </ul>	SI D043 E)
School Reference	Students excluded in the Personal and General Ability File (	
Report	Subject List (R-SLP046-E)	
	* Click $\blacktriangleright$ or the link to display the report template(s) and then click the t	emplate 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) Academic Performance (sorted by student) (R-SLP038-E)											
Template Description	Туре	Creator	Creation Time									
<u>Built-in Template</u>	Built-In											
<ul> <li>Academic Performance (sorted by subject) (R-SLP039- Academic Performance Supplementary Information (R- DSE Subject Code File imported from JUPAS (R-SLP033</li> <li>Exception Report For Import Student List (R-SLP034-E)</li> <li>Exempted/Absent/Repeated/OM Excluded Students (R-S Incomplete OEA Activity Records (R-SLP049-E)</li> <li>JUPAS Activity Category Code File imported from JUPAS (R- OEA Activity maintained by student (R-SLP037-E)</li> <li>OEA Activity maintained by student (R-SLP037-E)</li> <li>OEA Additional Information maintained by student (R-SL Personal and General Ability (R-SLP041-E)</li> <li>Result of Student Mapping (R-SLP035-E)</li> <li>Student List for Institute Application(R-SLP052-E)</li> <li>Students excluded in the Academic Performance File (R Students excluded in the OEA Activity File (R-SLP042-E)</li> <li>Students excluded in the OEA Activity File (R-SLP042-E)</li> <li>Students excluded in the Personal and General Ability File</li> <li>Students excluded in the Personal and General Ability File</li> <li>Students excluded in the Personal and General Ability File</li> <li>Students excluded in the Personal and General Ability File</li> </ul>	SLP048-E) -E) SLP051-E) S(R-SLP032-E SLP031-E) P040-E) 2-SLP044-E) 2 (R-SLP043-E	)										

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

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

This report lists out the imported HKDSE subject codes.

R-SLP033-E

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

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		H2000000	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

Date: 06/03/2017

#### 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.

-SLP035-E (RESTRICTE)	D)						Date: 06/03/201
				Through-train Sch	001		
chool Year: 2015/201	6		марр	ed Student List			Page 1 of
	WebSAM	s				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 AA	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

#### Lui Kei Through-train School Subject Mapping List

School Year: 2015/2016

Page 1 of 1 WebSAMS Subject / HKDSE Subject Academic Result Selected Assessment Component Retrieved From 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 T1A1 S6(2015) 210 Geography A100 GEOGRAPHY S6(2015) T1A1 S6(2015) T1A1 235 History A110 HISTORY

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

This report lists out students' academic performance.

R-SLP038-E (RESTRICTED)	Lui Kei Through-train School	Date: 06/03/2017
School Year: 2015/2016	Academic Performance (By Student)	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

### 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
School Year: 2010	/2011		i Through-train School Performance (By Subject)		Page 1 of 1
	Chinese Langu T1A1	age	Academic result ret	trieved from:	S6(2010)
Application No	Class Name	Class No	Name	Percentile	Overall Rating
40002220	6B	1	Lee BB WW	Top 10%	Excellent
40002246	6В	2	Lee BB EE	26% - 50%	Very Good
40002270	6В	3	Lee BB FF	51% - 75%	Good
40002288	6В	4	Ng AA UU	26% - 50%	Very Good
40002296	6В	5	Ng AA VV	26% - 50%	Very Good
40002199	6В	6	Ng AA WW	Top 10%	Excellent
40002212	6В	7	Ng AA XX	Bottom 25%	Average
40002238	6В	8	Ng AA YY	51% - 75%	Good
40002254	6В	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 (RES	TRICTED)		gh-train School	Date: 06/03/2017
School Year: 20	15/2016	Personal and	General Ability	Page 1 of 1
Student Name:	Lee BB EE	JUPAS Application No: 212	234568 HKID:	Z3989209
Passport No:		Issue Country:	JUPAS Sch	ool 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 \*\*\*

### 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-SLP0	44-E					Date: 12/08/2	2011
			Lui Kei Through-train So Students Excluded in Academic Per				
School	Year: 2010/2011		Students Excluded in Academic Per	riormance rife		Page 1 d	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.

			Lui Kei Through-train S Students Excluded in Personal and Ge		le	
School	Year: 2010/2011					Page 1 c
[	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 TEXTILE	S)
A230 VISUAL ARTS	
A250 Added Subject	
B640 AVIATION STUDIES	
B663 APPLIED BUSINESS RESEARCH	
C8685 SPANISH LANGUAGE	

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

### 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  $\rightarrow$  Access Control  $\rightarrow$  User Group  $\rightarrow$  SLP Admin
- (2) "Access Right" tag : user can view and maintain the access rights of functions in the modules for a user group.

Student Mapp	Group Desc Access Right	Add Account to Group				
OEA Form	Group ID	SLP_ADMIN				
<ul> <li>School Refere</li> </ul>	Group Description	SLP Administrator				
Report	* Please click on the link of Module	e to edit the access rights or click $ildsymbol{ abla}$ to display the list of access rights.				
ecial Assessme		Module / Function				
aff Deployment	SLP					
s		C Access Right - Windows Internet Explorer				16
AT	Back		1			
plied Learning		Enquiry				
EAA		Report				
A		JUPAS Application - Import Data File			<b>V</b>	
port Managemer		JUPAS Application - Student Mapping				
ta Management		JUPAS Application - OEA Form - OEA Code Mapping				
netabling		JUPAS Application - OEA Form - Verify OEA Activity				
de Management		JUPAS Application - OEA Form - Verify OEA Additional Inf			_	
curity		JUPAS Application - OEA Form - Prepare OEA Activity File				
Access Control		JUPAS Application - OEA Form - Prepare OEA Additional				
<ul> <li>User Group</li> </ul>		Information File				
Special Team		JUPAS Application - School Reference Report - Percentil and Overall Rating				
User Account Loc Access C		JUPAS Application - School Reference Report - Generate Academic Performance Info				
Unlock Accou		JUPAS Application - School Reference Report - Maint Academic Performance				
Login Status Configuration		UPAS Application - School Reference Report - Academi Performance (Add Subjects)	c 🔽			
System Config IP Config		UPAS Application - School Reference Report - Maint Personal and General Ability				
System Custo		UPAS Application - School Reference Report - Prepare Subject List				
Report & Log Aail		UPAS Application - School Reference Report - Prepare Academic Performance				
chive		UPAS Application - School Reference Report - Prepare Personal and General Ability				
istomization 🛛 🗸		JUPAS Application - Report				

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

	IS-SEC02-071 Security > Ar	ccess Control > User Group > Add Account 1	C Group	
Attendance	[3-32002-01] Security - At		lo or oup	
Student Activities	Group Desc Access Ri	aht Add Account to Group		
Award & Punishme	Group ID	SLP_ADMIN		
Assessment	Group Description	SLP Administrator		
SLP	Select User Type	● Staff ○ Others		
Special Assessme	Add			
Staff Deploym ent				
CDS	The following accounts ha	ave been added to the above group:		Bottor
НКАТ	<u>User ID</u> △	<u>User Nam e</u>	Chinese User Name	<u>User Type</u>
Applied Learning	4aclass	CHU PO KUEN	朱寶娟	Staff
	abc123	one to one		Staff
-MP	eddiekwan	Eddie Kwan	關亞狄	Others
SPA	jupas123	JUPAS		Others
Report Managemei	Justin	Justin	你話呢	Others
Data Management	0011	mar2011	-	Others
Tim eta bling	marmel	marme l	馬	Others
Code Managem ent	policedog	police dog		Others
Security	slpadmin	CHAN SUET KWAN	陳雪筠	Staff
Access Control	wingyeeh o	CHAN MEE KWAN	陳美君	Staff
User Group				. T
<ul> <li>Special Team</li> </ul>	Delete Back			📥 Тор
User Account				

Loc Access C

<sup>1.</sup> When "Student" and "Parent" accounts are created, STUDENT group and PARENT group are respectively attached to them automatically.

 <sup>2.</sup> Any other user groups cannot be attached to "Student" and "Parent" accounts.

### Access Right for Student

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

(1) Access Security  $\rightarrow$  Access Control  $\rightarrow$  User Group  $\rightarrow$  Student

<ul> <li>Home</li> </ul>	70 07000 001 0 VI - 1				
<ul> <li>Student Info Enquiry</li> </ul>	[S-SEC02-03] Security > Acces	ss Control > User Group > Access Right			
School Management	Group Desc Access Right	Add Account to Group			
Student	Group ID	STUDENT	_		
Attendance	Group Description	Student			
Student Activities	* Please click on the link of Module	e to edit the access rights or click $ ho$ to display the list of access rights.			
Award & Punishment	Ν	Module / Function	_		
Assessment	► ► <u>Attendance</u>	Wodule / Function			
⊳ SLP	► <u>Student Activities</u>	🖉 Access Right - Windows Internet Explorer			
Special Assessment	Award & Punishment				
Staff Deployment	<u>SLP</u> Archive	[S-SEC02-04] Security > Access Control > User Group > Access Right			
► CDS					
▶ НКАТ	Back	Maintain Function Access Rights			
Applied Learning	Datk	Group ID STUDENT Group Description Student			
▶ HKEAA		Group Description Student Chinese Group Description 學生			
► SPA		Module / Function SLP			
Report Management					
Data Management					
Timetabling		Function	View	✓ Edit	Add
Code Management		Maintenance - Data Entry - Performance / Awards Gained Outside School			
V Security		Maintenance - Data Entry - Self-Account	<b>V</b>	<b>V</b>	
Access Control		Maintenance - Print Sequence - OLE			
<ul> <li>User Group</li> <li>Special Team</li> </ul>		Maintenance - Print Sequence - Lists of Awards and Major Achievements Issued by the School			j
		Enquiry			Ì
User Account					
User Account Loc Access Ctrl Internet Access					j I
Loc Access Ctrl Internet Access					[
Loc Access Ctrl		Reset ) Save ) 🖾 Close )			

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

## Import from SLP module (import text-based information)

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

### **Import Key Projects**

(1) Click **[SLP]**  $\rightarrow$  **[Import]** on the left menu.

Browse the exported key project excel file.

Key Projects OLE	Performance / Awards Gained Outside School	Self-Account	Import Print Sequence
Import Key Proj	ects		
File Name and Path	(*.xls)	Browse	)
* Please do not edit the * Only a single file can b	file format. It may lead to import failure. ee 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	В	C	D	E	F	G	Н	1
1	School ID	School Year	Class Level	Class Name	Class Number	Register Number	Student English Na	Student Chinese N	Key Project (Englis
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.

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

🗿 Import Key Projects - Microsoft Internet Explorer						
					<u>^</u>	
	<b>LP &gt; I</b> mport > Key	Projects				
Record(s) updat	ed successfully.					
Key Projects Total Records in the Import File			33			
No. of Records	s Imported to the S	System	33 CLD K. During and			
Import file nam	ne		SLP_Key_Project.xls			
					✓Bottom	
	English) – Extend	led Study M1				
Line Class No Name	Cis No Stud	ent Name	Key Projects (Eng)	Key Projects (Chi)	Accept/Reject	
1 4A	1 CHAN	l	maths(english)2		⊙A OR	
2 4A	2 CHAN				⊙A ○R	
3 4A	3 Che	an			⊙A ○R	
4 4A	4 CHAI				• A • R	
5 4A	5 CHAI				• A • C R	
6 4A	6 CHAN				• A • C R	
7 4A	7 CHAN				⊙A ⊂R	
8 4A	8 CHAN				⊙A ○R	
9 48	9 CHAN				OA OR	
E Done		DIST TRIBLA			Secol intranet	
Choose file				? 🗙		
-	🕞 lass at Kau Di					
Look jn:			▼ ← €	_r		
Ò	SLP_Key_Proje	ect.xls				
My Recent						
Documents						
Desktop						
My Documents						
-						
My Computer						
<b>S</b>						
Mu Network	File name:			▼ <u>Open</u>		
My Network Places	File <u>n</u> ame: Files of <u>t</u> ype:					
	Files of type:	All Files (*.*)		Lancel		

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

[S-SLP	25-02] SLP >	Import > Key Projects			
<b>Key</b> Pr	ojects				
		e Import File	33		
		oorted to the System	33		
mport	t file name		SLP_Key_Project.xls		
					✓Bottom
		ish) – Extended Study M1			
Line ( No M	Class Name Cls N	o Student Name	Key Projects (Eng)	Key Projects (Chi)	Accept/Reject
1	4A 1	CHAN	maths(english)2		⊙A ○R
2	4A 2	CHAN			⊙ A ○ R
					0.1. 0.4
3	4A 3	Chan			
3	4A 3 4A 4	Chan CHAN			
-					• A • C R
4	4A 4	CHAN			<ul> <li>● A ○ R</li> <li>● A ○ R</li> </ul>
4 5	4A 4 4A 5	CHAN			
4 5 6	4A         4           4A         5           4A         6	CHAN CHAN CHAN			
4 5 6 7	4A         4           4A         5           4A         6           4A         7	CHAN CHAN CHAN CHAN			$ \begin{array}{c c}                                    $

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

[S-SL	_P25-02]	SLP > In	nport > Key Projects				
Recor	d(s) upd	ated succ	essfully.				
Key F	Projects						
			Import File	33			
		-	rted to the System	33			
Impo	rt file na	ame		SLP_Key_Project.xls			
						Bottom	•
1a the	ematics	(Englis	h) – Extended Study M1				
Line No	Class Name	CIs No	Student Name	Key Projects (Eng)	Key Projects (Chi)	Accept/Reject	
1	48	1	CHAN	maths(english)2			
				ma (115(Ellg11511)2		💿 A  🔿 R	
2	4A	2	CHAN	maths(eng1131)2			
2 3	4A 4A	2		matris(eng1150)2			
		-	CHAN				
3	4A	3	CHAN Chan				
3	4A 4A	3	CHAN Chan CHAN				
3 4 5	4A 4A 4A	3 4 5	CHAN Chan CHAN CHAN				
3 4 5 6	4A 4A 4A 4A	3 4 5 6	CHAN Chan CHAN CHAN CHAN			$ \begin{array}{c} \bigcirc A & \bigcirc R \\ \hline \bigcirc A & \bigcirc R \\ \hline \end{array} $	
3 4 5 6 7	4A 4A 4A 4A 4A 4A	3 4 5 6 7	CHAN Chan CHAN CHAN CHAN CHAN			$ \begin{array}{c c} \odot A & \bigcirc R \\ \hline \end{array} $	

### **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]**  $\rightarrow$  **[Import]** on the left menu.

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



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

	A			В		С		D	E	F	
	活動項目(英3 Programme Name			目(中文) Name (Chi)		i動項目簡介(英文) gramme Description	1	活動項目簡介(中文) Programme Description	由學年 School	至學年 School Year	
1			-		_	(Eng)		(Chi)	Year From	То	
2	Testing	ł	則試		Testing	ţ	測書	đ.	2009	2010	
3											
	G		Н	I		J		К			
	參與角色(英文)	參與角	角色(中文)	合鮓機構(	英文)	合鯡機構(中文)	其他學	習經歷的主要種類(英文)			
	Role of	R	ole of	Partne	r	Partner	Majo	or Components of Other			
1	Participation	Particip	ation (Chi)	Organization	(Eng)	Organization	Lear	ning Experiences (Eng)			
2	Testing	測試		Testing		測試	Testing				
3											
	L				[	M			N		0
	其他學習經歷的主	要種類(	中文)	樊項 / 潤書	交遷 /	/ 成就 (如有)(英文)		獎項 / 證書文憑	/ 成就 (如有	)(中文)	
	Major Componer	its of Ot	her Aw	ards / Certific	ations	/ Achievements (if	any)	Awards / Certifications	s / Achievem	ents (if any)	Validation
1	Learning Experie	ences (C	hi)		(E	ng)		(	Chi)		
2	測試		Testin	g				測試			
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)

Choose file		? 🗙
Look in:	🔁 Other Learning Experience 💌 🗢 🗈 📸 🏢 🗸	
My Recent Documents Desktop My Documents	₩20020383.xls	
My Network	File name:	Open
Places	Files of type: All Files (*.*)	Cancel

(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 overrided

### 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]**  $\rightarrow$  **[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-SLP05-01] SLP > In Key Projects OLE	port > Performance / Awards Gained Outside School Performance / Awards Gained Outside School Self-Account Import Print Sequence
	nce / Awards Gained Outside School
Import Option	<ul> <li>Multiple students per excel file</li> <li>One student per excel file</li> </ul>
File Name and Path	*.xls /*.zip)
	Excel file must be the same as registration number for option One student per excel file". Se 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.)

	А	В	С	D	E	F	G
	活動項目	活動項目簡介 Programme	由學年 School Year	至學年 School Year	參與角色 Role of	主 <b>辦機構</b> Partner	獎項 / 証書文憑 / 成就* (如有)
1	Ргодгатте	Description	From	То	Participation	Organization	Awards / Certifications /
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)

Choose file					? 🔀
Look <u>i</u> n:	🗀 Import Particip	ation Outside School	•	🗢 🗈 💣 🎟 •	
My Recent Documents Desktop	₩12002038.xls				
My Documents					
My Computer					
My Network Places	File <u>n</u> ame:	2002038.xls		•	<u>O</u> pen
11000	Files of <u>type</u> :	All Files (*.*)		-	Cancel

(5) Click [Import] button to import the Performance / Awards Gained Outside School 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 overrided

### **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]**  $\rightarrow$  **[Import]** on the left menu.

### Click Self-Account tab.

Key Projects OLE	Performance / Awards Gained Outside	School Self-Account	Import Print Sequence
Import Self-Acco	ount		
File Name and Path (	*.txt /*.zip)	Brow	se
* The file name of each t	ext file encoded in UTF-8. ext file must be the same as registration n be a single text file, or a zip file containing		

(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* 



(3) Click the [Browse...] button and select the text file (2002038.txt)

Choose file					? 🔀
Look <u>i</u> n:	🗀 Import Self Accou	nt	•	⇔ 🗈 💣 📰•	
My Recent Documents	🗐 2002038.txt				
Desktop My Documents					
My Computer					
My Network Places		102038.txt I Files (*.*)		•	<u>O</u> pen Cancel

(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:



### Import / Export Function for Print Sequence

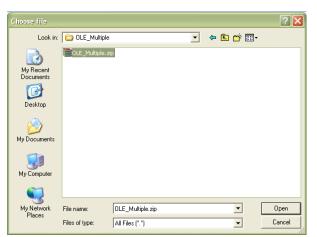
This function allows user to set the print sequence of OLE or Award by import the excel data file.

### A. Import

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

[S-SLP23-01] SLP > I	mport > 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 O Lists of Awards and Major Achievements Issued by the School
Import Option	<ul> <li>Multiple students per excel file</li> <li>One student per excel file</li> </ul>
File Name and Path	
* The file uploaded may	n Excel file must be the same as registration number for option "One student per excel file". y be a single Excel file, or a zip file containing more than one Excel file. t Sequence" would be imported to the system
Tmport	
	lass name to download
School Year	Current Year (2009) 💙
Class Level	All Class Name All V
Print Sequence	OLE OLists of Awards and Major Achievements Issued by the School
Export Option	<ul> <li>Multiple students per excel file</li> <li>One student per excel file</li> </ul>
Export	

- 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.

### B. Export

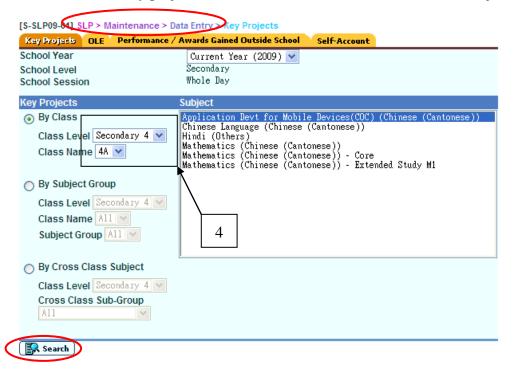
- (1) Click on **[SLP] > [Import]** on the left menu and then click the Import Print Sequence tag.
- (2) Select the School Year, Class Level and Class Name.
- (3) Select the Print Sequence option either in OLE or Award.
- (4) Select the export option in multiple students per excel file and one student per excel file.
- (5) Click the **[Export]** button.

### **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]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.



(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.

Current Year (2009) 💌 Secondary Whole Day
Subject
Technology and Living (Chinese (Cantonese)) Technology and Living (Chinese (Cantonese)) - Food Science & Technology Technology and Living (Chinese (Cantonese)) - Fashion, Clothing & Textiles
2 5
je ou

- (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.

School Year	Current Year (2009) 🔽	
School Level	Secondary	
School Session	Whole Day	
Key Projects	Subject	
🔿 By Class	Biology (Chinese (Cantonese))	
Class Level Secondary 4 🗸	Economics (Chinese (Cantonese)) Geography (English)	
Class Name 4A 🗸	History (Chinese (Cantonese)) History (English)	
	Liberal Studies (Chinese (Cantonese))	
O By Subject Group		
Class Level Secondary 4 V		
Class Name All		
Subject Group All 🗸		
By Cross Class Subject		
Class Level Secondary 4 💌		
Cross Class Sub-Group		
A11 🗸		

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

[S-SLP09-02] SLP > 1	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
			Code	Key Projects (Eng) 🚹	Key Projects (Chi) ⊡		
Class	CIS No	Student Name				Table	🔁 Batch Add
5A	1	Chan AA AA		×		Table	
5A	2	Chan AA BB				Table	
5A	3	Chan AA CC				Table	
5A	4	Chan AA EE		<ul> <li>×</li> </ul>		Table	
5A	5	Chan AA FF				Table	
🔲 Sau	/e ] [ 4	Back					⊸Тор

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

							Botton
			Code	Key Projects (Eng) 💽	Key Projects (Chi) 🛃		
Class	CIS No	Student Name		< ×	< >	Table	関 Batch Add
4.8	1	LAM		Key Project I	主要#品 I	Table	
4.8	2	LAU		<ul> <li>×</li> </ul>	<ul> <li></li> <li><td>Table</td><td></td></li></ul>	Table	

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

🎒 http:	://loc	:alhost/jsp/slp/S-SLP09-03.jsp - Mic	rosoft Internet Explore		
ſS	-SLP	09-03] SLP > Maintenance > Data	Entry > Key Projects		^
	ode	Key Projects (Eng)	Key Projec	ts (Chi)	
		Project Researcher	計劃研究員	Select	≡
0	023	Chief Project	主要計劃	Select	
	X C	lose			
🙆 Done	•			Trusted sites	~

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

			Code	Key Projects (Eng) [+]	Key Projects (Chi) [+]		
Class	CIS No	Student Name				Table	🔁 Batch Add
6A	2	CHEUNG LAI		Key Project I	主要作品I	Table	
6A	16	STUDENTO981		Chief Project	主要計劃	Table	
6A	60	STUDENT1239				Table	
		1 Pade					

🔚 Save 🔇 🗲 Back

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

			Code	Key Projects (Eng) 😐	Key Projects (Chi) 🚹		
Class	CIS No	Student Name		Project Researcher 🛛 🔥	計劃研究員	Table	🛃 Batch Add
				~	~	Table	Battin Add
бA	2	CHEUNG LAI		~	<u>^</u>	Table	
				~	~		
бA	16	STUDENT0981		·	~	Table	<b>V</b>
				~	~		
6A	60	STUDENT1239		·		Table	<b>v</b>
				~	~		
		1 Back		•			

🔚 Save 🔇 🗲 Back

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

			Code	Key Projects (Eng) 🕒	Key Projects (Chi) 🕒		
Class	CIS No	Student Name		Project Researcher	計劃研究員 <u> ·</u>	Table	🔁 Batch Add
бA	2	CHEUNG LAI		Project Researcher	計劃研究員	Table	✓
бA	16	STUDENT0981		Project Researcher	計劃研究員	Table	✓
бA	60	STUDENT1239		Project Researcher	計劃研究員 ~	Table	✓
🔒 Sav	e) ( <	Back					

## **Other Learning Experiences**

### Add OLE record

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects ULE Pr	rformance / Awards Gained Outsi	de School Self-Account		
Select Student				
O By Reg No				
O By STRN				
Output Selection				
School Year	Current Year (2009)	/		
School Level	Secondary	School Session	Whole Day	
Class Level	Secondary 5 🗸	Class Name	5A 💌	

✓Bottom Chi Name <u>Class</u> <u>Cis No</u> <u>Req No</u> <u>Enq Name</u> Sex Status 5A 1999027 Chan AA AA 陳十日 Inactive M 5A 2 1999168 陳一二 Chan AA BB М Inactive 陳一三 5A 1999170 F Active <u>Chan AA CC</u> 3 58 陳一五 4 1999175 <u>Chan AA EE</u> М Active 5A 5 1999182 Chan AA FF 陳一六 F Inactive 陳一七 5A 1999184 М Active б Chan AA GG 陳一八 5A 1999188 7 <u>Chan AA HH</u> М Active 5A 8 1999190 <u>Chan AA II</u> 陳一九 М Active 5A 9 1999202 <u>Chan AA JJ</u> 陳一十 М Active 5A 1999205 Chan AA KK 陳二文 10 F Active 🛆 Тор

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

Key Projects OLE Perform	ance / Awards Gained Outside School	Self-Account		
Student Name (Eng) Reg No	Chan AA AA 1999027	Student Name (Chi) Sex	陳十日 M	
Latest Schooling Record: School Year School Session Class Name	2009 Whole Day 5A	School Level Class Level Class No	Secondary Secondary 5 1	

OL	OLE (Input in SLP module)											
	<u>School</u> <u>Year</u>	<u>Programme</u>	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)					
		<u>class)</u>	To test if the system can handle the import file with many OLE records		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.

,,	mance / Awards Gained Out			
dent Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日 	
j No	1999027	Sex	М	
est Schooling Record:				
nool Year	2009	School Level	Secondary	
nool Session	Whole Day	Class Level	Secondary 5	
ss Name	5A	Class No	1	
gramme Name (Eng)		Import OLE data (whole class)	)	^
				$\sim$
gramme Name (Chi)		匯入整班學生的OLE 紀錄		$\wedge$
				$\sim$
gramme Description (En	g)	To test if the system can har with many OLE records	dle the import file	^
		With many ULE records		$\sim$
gramme Description (Ch	i)	測試系統是否能夠處理整班的其何	也學習經歷紀錄	~
				$\sim$
nool Year (From)		2010		
nool Year (To)				
e of Participation (Eng)		Planner		~
				$\sim$
e of Participation (Chi)		策劃人		~
				$\sim$
tner Organization (Eng)		Education Bureau		~
				$\sim$
tner Organization (Chi)		教育局		^
				$\checkmark$
jor Components of Other a)*	Learning Experiences	Moral and Civic Education		^
21				$\sim$
jor Components of Other i)*	Learning Experiences	徳育及公民教育		^
,	iouomonto (if anu) (Faa)			$\sim$
arus / Ceruncauons / Acr	nevements (ir any) (Eng)	Winner of the competition		^
ards / Cortifications / Act	iovomonte (if anv) (Chi)			×.
arus / Ceruncauons / Acr	lievements (il any) (Chi)	过車		<u>^</u>
i)* ards / Certifications / Acł ards / Certifications / Acł		Winner of the competition 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 ) C Back

Edit Other Learning Experience record

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE P	erformance / Awards Gained Outsi	de School Self-Account		
Select Student				
O By Reg No				
O By STRN				
Output Selection				
School Year	Current Year (2009) 🔊	/		
School Level	Secondary	School Session	Whole Day	
Class Level	Secondary 5 💌	Class Name	5A 💙	

Search Reset

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

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

Key Projects OLE Performance	e / Awards Gained Outside School 💦 Se	If-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

OL	E (Input ir	n SLP module)					
	<u>School</u> <u>Year</u>	<u>Programme</u>	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
		<u>Import OLE data (whole class)</u>	To test if the system can handle the import file with many OLE records		Education Bureau	Moral and Civic Education	Winner of the competition

🗗 Add 🔀 Delete 🖉 Back

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

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

Key Projects OLE Perf Student Name (Eng)	ormance / Awards Gained Out Chan AA AA	side School Self-Account Student Name (Chi)	陳十日	
Reg No	1999027	Sex	M	
		000		
Latest Schooling Record:			~ .	
School Year	2009	School Level	Secondary	
School Session	Whole Day 58	Class Level	Secondary 5 1	
Class Name	28	Class No	1	
Programme Name (Eng)		Import OLE data (whole class	)	^
				V
Programme Name (Chi)		匯入整班學生的OLE 紀錄		~
				V
Programme Description (	Eng)	To test if the system can ha	ndle the immort file	
- ,	2.	with many OLE records	import filo	~
Drogramma Description //	2bi)		かし (23) おおく 二 (第5) 人口 人友	_
Programme Description (	ui)	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)				
nois of Fundopution (Chi)		JKB1/		~
				Y
Partner Organization (Eng	)	Education Bureau		~
				~
Partner Organization (Chi)		教育局		~
				V
Major Components of Oth	er Learning Experiences	Moral and Civic Education		
(Eng)*	2.			
Major Components of Oth	or Learning Experiences	体在动作中的		×
(Chi)*	er Learning Experiences	徳育及公民教育		^
				~
Awards / Certifications / A	chievements (if any) (Eng)	Winner of the competition		~
				~
Awards / Certifications / A	chievements (if any) (Chi)			~

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



#### Delete Other Learning Experience record

User can delete the OLE data.

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE	Performance / Awards Gained Outsi	de School Self-Account	
Select Student			
🔘 By Reg No			
🔿 By STRN			
By Selection			
School Year	Current Year (2009) 🕚	1	
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 🗸	Class Name	5A 💌

						⇒Botton
<u>Class</u>	<u>Cls No</u>	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	<u>Chan AA EE</u>	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	<u>Chan AA GG</u>	陳一七	M	Active
5A	7	1999188	<u>Chan AA HH</u>	陳一八	M	Active
5A	8	1999190	<u>Chan AA II</u>	陳一九	M	Active
5A	9	1999202	<u>Chan AA JJ</u>	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active
						_Тор

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

Key Projects	DE Performance / Av	ards Gained Outside Sch	ool Self-Account			
Student Name (E		n AA AA	Student I	Name (Chi)	陳十日	
Reg No	19	9027	Sex		М	
atest Schooling	Record:					
School Year	20	9	School L	evel	Secondary	
School Session	ሦክ	le Day	Class Le	vel	Secondary 5	
Class Name	5A		Class No		1	
OLE (Input ir	n SLP module)		1		Noior	
OLE (Input in	n SLP module) Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any

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

#### Add Performance / Awards Gained Outside School record

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

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE P	erformance / Awards Gained Outsi	de School Self-Account	
Select Student			
🔘 By Reg No			
O By STRN			
• By Selection			
School Year	Current Year (2009)	*	
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 💌	Class Name	A11 🛩

				🖌 🛛 Page 🛛 🗸	of 6	🗎 🕶 Bottom
<u>Class</u>	<u>Cls No</u>	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	<u>Chan AA AA</u>	陳十日	М	Inactive
5A	2	1999168	<u>Chan AA BB</u>	陳一二	М	Inactive
5A	3	1999170	<u>Chan AA CC</u>	陳一三	F	Active
5A	4	1999175	<u>Chan AA EE</u>	陳一五	М	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	<u>Chan AA GG</u>	陳一七	М	Active
5A	7	1999188	<u>Chan AA HH</u>	陳一八	М	Active
5A	8	1999190	<u>Chan AA II</u>	陳一九	М	Active

Page 1 🖌 of 6 🕨 🛆 Top

Key Projects OLE Perfo	mance / Awards Gained Outside School	Self-Account		
Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日	
Reg No	1999027	Sex	М	
Latest Schooling Record:				
School Year	2009	School Level	Secondary	
School Session	Whole Day	Class Level	Secondary 5	
Class Name	5A	Class No	1	

<u>Progra</u>	<u>mme</u>	Programme Desc	ription	<u>School</u> <u>Year</u>	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence
123456	<hr/>	Testomg	201	10 /	A	В	с	

- (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] SI	LP > Maintenance > Data Entry > Performance / A	wards Gained Outside Sch	ool
Key Projects	OLE Performance / Awards Gained Outside Schoo	J Self-Account	
Student Name Reg No	(Eng) Chan AA AA 1999027	Student Name (Chi) Sex	陳十日 M
Latest Schoolin School Year School Session Class Name	2009	School Level Class Level Class No	Secondary Secondary 5 1
Programme	123456		
Programme Description	Testomg		
School Year From Role of Participation	2010 - School Year To		
Organization	B		
Awards / Certifications / Achievements			
(including grades/marks, if any)			
[ 🔚 Save 🛛 🤇 📢	Back		

#### Edit Performance / Awards Gained Outside School record

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

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE P	erformance / Awards Gained Outsi	de School Self-Account	
Select Student			
🔘 By Reg No			
O By STRN			
Selection			
School Year	Current Year (2009)	/	
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 💌	Class Name	A11 🗸

				🖌 🛛 Page 🛛 🔽	of 6	Botton
<u>Class</u>	<u>Cls No</u>	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	<u>Chan AA BB</u>	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	<u>Chan AA EE</u>	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	<u>Chan AA GG</u>	陳一七	M	Active
5A	7	1999188	<u>Chan AA HH</u>	陳一八	M	Active
5A	8	1999190	<u>Chan AA II</u>	陳一九	M	Active
				K Page 1	. 🚩 of 6	🕨 🛆 Тор

[S-SLP07-02] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School
Key Projects OLF Performance / Awards Gained Outside School Self-Account

Key Projecto DEE Pa	ingiliance / minarab games gagine out					
Student Name (Eng)	Chan AA AA	Stu	dent Name (Chi)	陳十日		
leg No	1999027	Sex	ĸ	м		
atest Schooling Record	:					
chool Year	2009	Sch	nool Level	Secondar	у	
School Session	Whole Day	Clas	ss Level	Secondar	y 5	
Class Name	5A	Cla	ss No	1		
Performance / Awa	ds Gained Outside School					
Performance / Awai	ds Gained Outside School				Avvende (	
Performance / Awar	rds Gained Outside School Programme Description	School Vear	Role of Darticination	Organization	Awards / Certifications / Achievements (including	Print Sequence
		<u>School</u> <u>Year</u>	Role of Participation	Organization	Certifications /	Sequence
				Organization	Certifications / Achievements (including	

Preview 🗗 Add 💢 Delete 🕅 Reset 🔲 Save 🔇 Back

- (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.

Student Name Reg No	(Eng) Chan AA AA 1999027	Stu Sex	dent Name (Chi)	陳十日 M
Latest Schooli School Year School Sessio Class Name	2009	Clas	ool Level ss Level ss No	Secondary Secondary 5 1
Programme	123456			
Programme Description	Testomg			
School Year From	2010 - School Year To	]		<u>×</u>
Role of Participation	A			
Organization	В	~ ~		
Awards / Certifications / Achievements				
(including grades/marks if any)				

#### Delete Performance / Awards Gained Outside School record

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

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE	Performance / Awards Gamed Outsi	de school Self-Account	
Select Student			
🔘 By Reg No			
O By STRN			
By Selection			
School Year	Current Year (2009) 🚿	/	
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 🔽	Class Name	A11 🛩

Class	CIs No	Reg No	Eng Name	Chi Name	Sex	Status
58	1	1999027	Chan AA AA	陳十日	M	Inactiv
5A	2	1999168	Chan AA BB	陳一二	M	Inactiv
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	Inactiv
5A	6	1999184	<u>Chan AA 66</u>	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	М	Active
5A	8	1999190	Chan AA II	陳一九	M	Activ

Page 1 💟 of 6 🕨 🛆 Top

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

Key Projects OLE Pe	rformance / Awards Gained Outside Sc	hool Self-Account			
Student Name (Eng)	Chan AA AA	Student Name (C	hi) 陳十日		
Reg No	1999027	Sex	М		
atest Schooling Record	l:				
chool Year	2009	School Level	Seconda:	ry	
chool Session	Whole Day	Class Level	Seconda:	ry 5	
less News	58	01	4		
	rds Gained Outside School	Class No	1		
Class Name Performance / Awa			1	Awards /	Print
		School Role of	Organization	Certifications / Achievements	Print Sequence
Performance / Awa	rds Gained Outside School		n Organization	Certifications /	

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

#### 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]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

18		<ul> <li>Home</li> </ul>	^	10 1 024 041	CLD > Main	tenance > Scint S				
		Student Info Enq	1		ds Issued by		sequence > OLE			
Ì		School Manageme		Select Stude						
R		Student		C By Reg N	0					
V 🔤		Attendance		O By STRN						
	Þ	Student Activities		By Select						
	<b>k</b> Þ	Award & Punishme		School Ye			t Year (2011) 💌			
		Assessment		School Le		Seconda A11	School Session     Class Name	Whole Day SS6B -		
3	3	/ SLP	1	Search		-		0000		
	ъL	Setup		Search	) a Reset					
	-	• Maintenance		$\sim$						
	-	<ul> <li>Maintenance</li> <li>Data Entry</li> </ul>								
	-			$\leq$				Page 1		▶ <b>v</b> Bottom
	-	Data Entry Print Sequence		Class	<u>CIs No</u>	<u>Reg No</u>	<u>Eng Name</u>	Chi Name	Sex	Status
	-	Data Entry Print Sequence Export		SS6B	<u>CIs No</u>	2006061	AU CHING MAN	Chi Name 區靜雲	Sex F	Status Active
	-	Data Entry Print Sequence Export Import		SS6B SS6B	<u>Cis No</u>	2006061 2006062	AU CHING MAN CHAN CHUN KIT	Chi Name 區靜雲 陳俟傑	Sex F M	Status Active Active
	-	Data Entry Print Sequence Export		SS6B SS6B SS6B	<u>Cis No</u>	2006061 2006062 2005002	AU CHING MAN CHAN CHUN KIT CHAN HON MAN	Chi Name 區靜雲 陳後傑 陳漢文	Sex F M M	Status Active Active Active
	-	Data Entry Print Sequence Export Import		SS6B SS6B	<u>Cis No</u>	2006061 2006062	AU CHING MAN CHAN CHUN KIT	Chi Name 區靜葉 陳後帶 陳漢文 陳家成	Sex F M	Status Active Active
	-	Data Entry Print Sequence Export Import Enquiry Report	-	SS6B SS6B SS6B	<u>Cis No</u>	2006061 2006062 2005002	AU CHING MAN CHAN CHUN KIT CHAN HON MAN	Chi Name 區靜雲 陳後傑 陳漢文	Sex F M M	Status Active Active Active
	-	<ul> <li>Data Entry</li> <li>Print Sequence</li> <li>Export</li> <li>Import</li> <li>Enquiry</li> <li>Report</li> <li>JUPAS Application</li> </ul>	111	SS6B SS6B SS6B SS6B SS6B	<u>CIs No</u>	2006061 2006062 2005002 2006063	AU CHING MAN CHAN CHUN KIT CHAN HON MAN CHAN KA SHING	Chi Name 區靜葉 陳後帶 陳漢文 陳家成	Sex F M M M	Status Active Active Active Active
-	-	Data Entry     Print Sequence     Export     Import     Report     JUPAS Applicat     Gen Student L		SS6B SS6B SS6B SS6B SS6B SS6B	<u>Cls No</u>	2006061 2006062 2005002 2006063 2006064	AU CHING MAN CHAN CHUN KIT CHAN HON MAN CHAN KA SHING CHAN KI YUK	Chi Name 画靜葉 陳後傑 陳漢文 陳家成 陳錡鈺	Sex F M M F	Status Active Active Active Active Active
-	-	<ul> <li>Data Entry</li> <li>Print Sequence</li> <li>Export</li> <li>Import</li> <li>Enquiry</li> <li>Report</li> <li>JUPAS Application</li> </ul>		SS6B SS6B SS6B SS6B SS6B SS6B SS6B		2006061 2006062 2005002 2006063 2006064 2006065	AU CHING MAN CHAN CHUN KIT CHAN HON MAN CHAN KA SHING CHAN KI YUK CHAN MA LSHAN	Chi Name 區靜雲 陳侯傑 陳漢文 陳家成 陳續鈺 陳慧珊	Sex F M M F F	StatusActiveActiveActiveActiveActiveActiveActive

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

200		Home	^										
18		<ul> <li>Student Info Enq</li> </ul>		·	2] SLP > Mai vards Issued b		_	nt Sequence > OLE					
Ì	⊳	School Managemer		Student Na		iy school		CHAN HON MAN		Student Name (Chi)	陳漢文		
	⊳	Student		Reg No				2005002		Sex	м		
V 122	⊳	Attendance		Latest Sch	nooling Reco	ord:							
	⊳	Student Activities		School Ye	ar			2011 Whole Day		School Level	Secondary Secondary		
	⊳	Award & Punishme		School Se Class Nam				SS6B		Class Level Class No	Secondary	0	
		Assessment											
3	V	SLP		OLE									
		Setup		School	Dete				Role of	Partner	Major Components	Awards /	Print
		Maintenance		Year	<u>Data</u> Source*	<u>Type</u>	Code	<u>Programme</u>	Participation	Organization	of Other Learning	Certifications / Achievements	Sequence Fill
		Data Entry		2009 -	STA	ECA	1001	Art Club	II. (II	Art for all. Art in	Experiences	Excellent Award	
	Г	Print Sequence		2010							Development	Excellent Award	
		<ul> <li>Export</li> </ul>		2010 - 2011	STA	ECA	1019	Red Cross/Hong Kong Red Cross	Vice-Chairman				
		<ul> <li>Import</li> </ul>	-	* OLE inform	ation could be	intered		STA and SLP module. Th	e column "Data Si	ource" indicates the sour	ce of data.		1
		Enquiry		Preview	🛛 🕅 Rese	) 📘 s.	ave 🚺	Back					
		<ul> <li>Report</li> </ul>	-										

- (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.

8	School Year	Data Source*	Туре	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

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]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

ey moject	s OLE P	vromance / Aw	ards Gained Outside	Self-Account				
elect Stud	ent							
By Reg N	lo							
By STRN	I							
By Selec	tion							
School Y	ear	Current	t Year (2009) 🔽					
School L	evel	Seconda	ry	School Session		Whole Day		
Class Le	vel	Seconda	ary 5 🔽	Class Name		A11 💌		
	Reset							
		-						
						Page 1 🗸	of 6	N⊽Bot
<u>Class</u>	<u>Cis No</u>	Reg No		Eng Name		Page 1 💌 Name	of 6 Sex	
<u>Class</u> 5A		<u>Reg No</u> 1999027	Chan AA AA	Eng Name			1	Statu
			Chan AA AA Chan AA BB	<u>Enq Name</u>	Chi		Sex	Statu Inacti
5A	<u>Cis No</u> 1	1999027		<u>Enq Name</u>	Chi 陳十日		Sex M	Statu Inacti Inacti
5A 5A	<u>Cls No</u> 1 2	1999027 1999168	Chan AA BB	<u>Enq Name</u>	Chi 陳十日 陳一二		Sex M M	Statu Inacti Inacti Activ
5A 5A 5A	Cls No 1 2 3	1999027 1999168 1999170	Chan AA BB Chan AA CC	<u>Enq Name</u>	Chi           陳十日           陳一二           陳一三		Sex M M F	Statu Inacti Inacti Activ Activ
5A 5A 5A 5A	CIs No 1 2 3 4	1999027 1999168 1999170 1999175	Chan AA BB Chan AA CC Chan AA EE	<u>Eng Name</u>	Chi       陳十日       陳一二       陳一三       陳一三       陳一五		Sex M M F M	Statu Inacti Inacti Activ Activ Inacti
5A 5A 5A 5A 5A 5A	CIs No 1 2 3 4 5	1999027 1999168 1999170 1999175 1999182	Chan AA BB Chan AA CC Chan AA EE Chan AA FF	<u>Enq Name</u>	Chi       陳十日       陳一二       陳一三       陳一五       陳一六		Sex M M F M F	Statu Inacti Inacti Activ Activ Inacti Activ

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

	December December	0-111/	Role of	Partner	Awards /	Print Sequence
Programme		School Year	Participation	Organization	Certifications / Achievements	Fill
Boy Scout 20 05-2007	This is a boy scout event. 這是童軍 項目	2005 - 2007	教練	童軍總會 Scou t Association	金章 Gold Medal	1
Moonwalkers 2006 Orbis	By walking from darkness to dawn wi th us, we hope that you will experi ence just a little of the joy a bli nd 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

- (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.

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 A ssociation	金章 Gold Medal	1
bis	By walking from darkness to da wn with us, we hope that you w ill experience just a little o f the joy a blind person must feel when having his or her si ght restored. Ultimately, the Night Walkathon is not simply a fund-raising activity.		Member	奧比斯	Champion	2
Programme I	Good Programme, very good.	2006 - 2007	COMMITTEE		BEST PERFORMANCE	3

Self-Account

- (1) Click [SLP]  $\rightarrow$  [Maintenance]  $\rightarrow$  [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.

Key Projects OLE Pr	errormance / Awards Gained Outsi	le School Self-Account	
Select Student			
🔘 By Reg No			
🔘 By STRN			
By Selection			
School Year	Current Year (2009) 🚿	<ul> <li>Image: A set of the set of the</li></ul>	
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 💙	Class Name	5A 🗸

							✓Bottor
<u>Class</u>	<u>Cls No</u>	<u>Req No</u>	Eng Name	Chi Name	Sex	Status	Self- Account
5A	1	1999205	Chan AA AAA	陳二文	F	Inactive	N
5A	2	1999168	Chan AA BB	陳一二二	М	Inactive	N
5A	3	1999170	Chan AA CC	陳一三	F	Inactive	Y
5A	4	1999171	Chan AA DD	陳一四	F	Inactive	N
5A	5	1999175	Chan AA EE	陳一五	M	Active	N
5A	6	1999182	Chan AA FF	陳一六	F	Active	N
5A	7	1999184	Chan AA GG	陳一七	М	Active	N
5A	8	1999188	Chan AA HH	陳一八	М	Inactive	N
5A	9	1999190	Chan AA II	陳一九	М	Active	N
5A	10	1999202	Chan AA JJ	陳一十	М	Active	N
511	10	1000000	<u> 20040 101 22</u>			100110	

Student Name (Eng)	600	Student Name (Chi)		
Reg No	APL600	Sex	м	
Latest Schooling Record	:			
School Year	2009	School Level	Secondary	
School Session	Whole Day	Class Level	Secondary 4	
Class Name	4A	Class No	1	
Self-Account				
Testing				~

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

#### 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 Profile     Student Info Management     Matinan Student List     Alternative Chinese     Language Guadifications	School Reference Report (Batch Upload) Admissions Exercise: JUPAS +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.
School Principal's Nominations     School Reference Report (Batch Upload)	Summary Personal and General Ablifiles Subject List Academic Performance in School Supplementary Information from Principal
Verify Supporting Document	Personal and General Abilities
Other Experiences and Achievements	PERSONAL AND GENERAL ABILITIES
My Account	
o Help	Ind Industriousness Mat Maturity AP Analytical power Ide Independence of mind Lead Leadenhip Init Initiative
Download Area	Resp:         Sense of responsibility         Cond         Conduct         Comm: Ability to communicate           Wodh         Ability to work with others         Pers:         Perseverance         Creat:         Creativity
My Declaration	Ov Overall Evaluation
	Class: Al • Group: Al • * Application Number Name Ind Mat AP Ide Lead Init Rese Cond Comm Wioth Pera Creat Or Confirm
	Scale 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".