(For training in Mar 2017)

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

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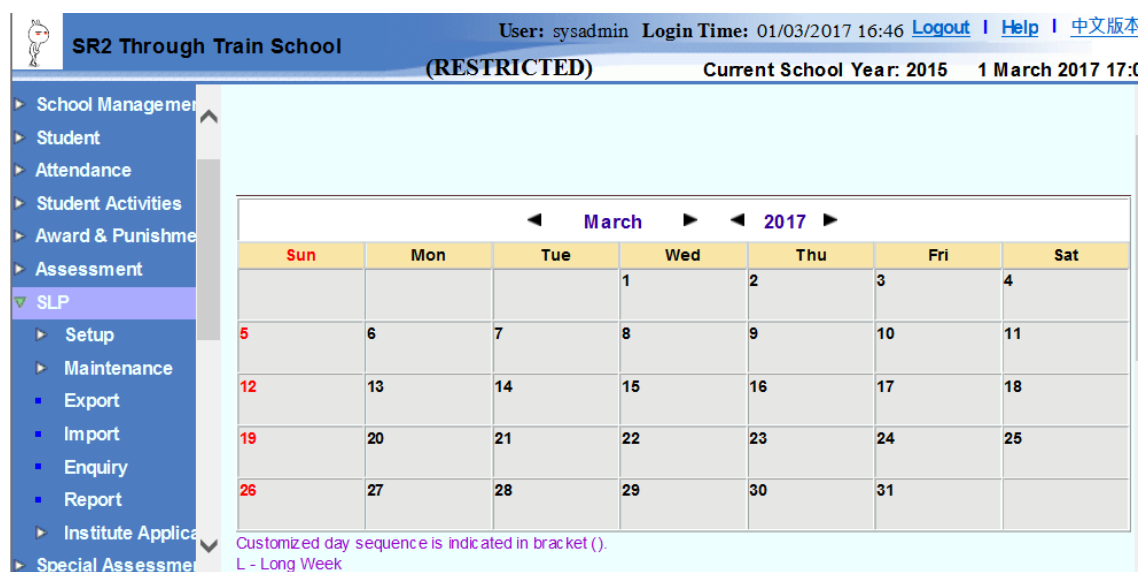
CDI and SIM section, EDB
March 2017

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

Institute Application for
teachers/system administrator/SLP administrator

User Account: sysadmin

Password: wsadmin

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

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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

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(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.

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

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.

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(3) Data File

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

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

(1) Access SLP →Institute Application → Import Data File
(2) Select File Type from dropdown list.
(3) Click **[Browse]** button to specify the location of source file.
(4) Click **[Import]** button to import the specific data file.
(5) Click **[Proceed]** button to continue.
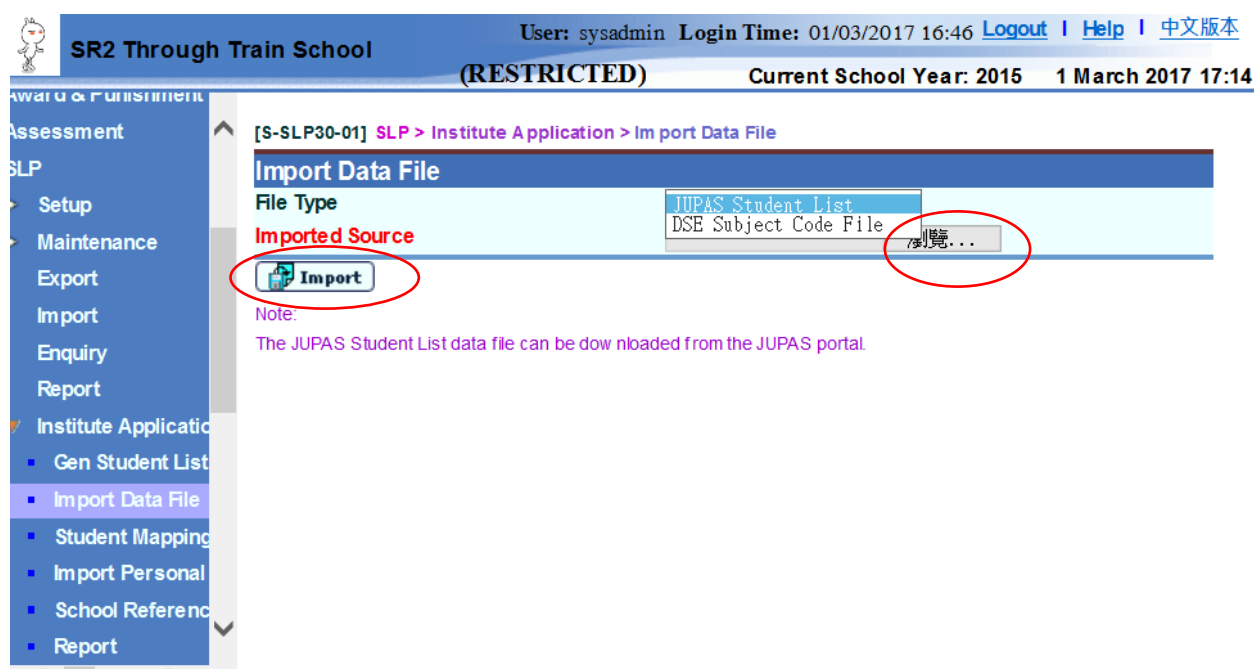
Notes:
(1) The matched records are listed out for user's confirmation. Record having same HKID and English Name is selected by default.

Student Mapping

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

(1) Access SLP → Institute Application → Student Mapping

(2) Select the applicable mapping.

(3) Click **[Confirm]** button to save the mapping.

(4) Click **[Preview & Print]** button to print out the report "Result of Student Mapping (R-SLP035)" to review the result of student mapping.

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.

Import Personal and General Abilities

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

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

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

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

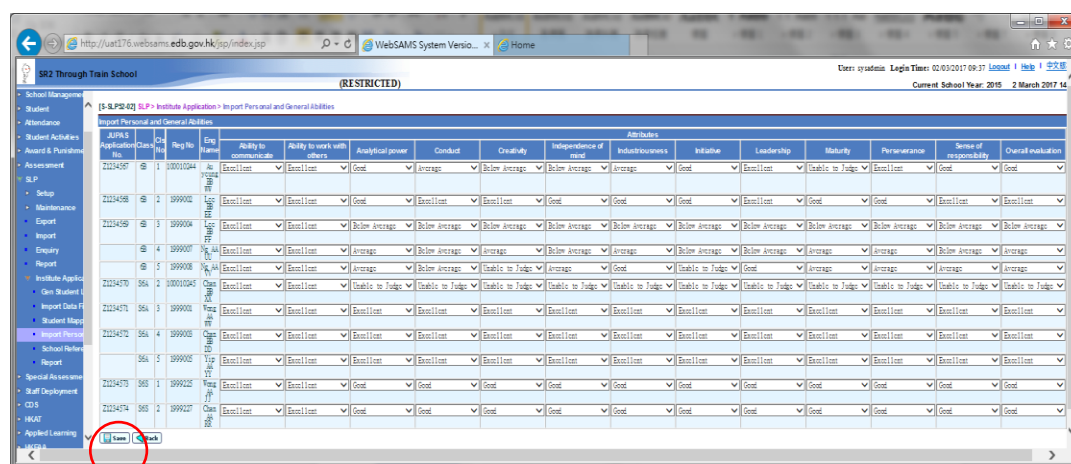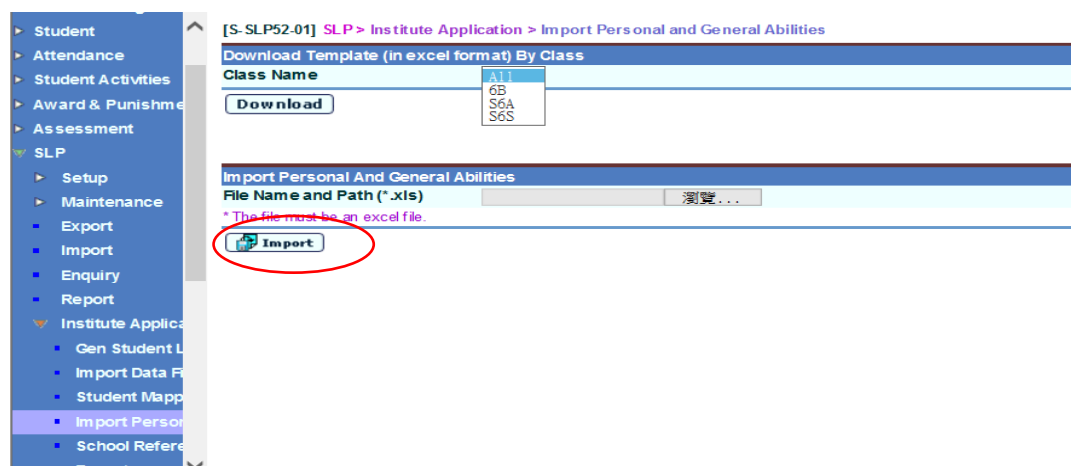*Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)*

School Reference Report

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

Percentile and default overall rating

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

(1) Access SLP > Institute Application > School Reference Report

(2) Click the **[Setting Range for Overall Rating]** tag.

(3) To filter the HKDSE subject based on Category, select the Category from dropdown list.

(4) To change the setting of specified HKDSE subject, select the HKDSE subject from dropdown list.

(5) Check the appropriate box for the **[Generation Option].** Once the preferred Option is chosen, the check box of the alternative option will be dimmed and disabled.

(6) Fill in the mapping between percentile / score and overall rating.

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

(8) User can check the checkbox beside the HKDSE Subject column and click **[Clear]** button to clear the setting.

(9) Click **[Preview & Print]** button to print the report "Setting Range for Overall Rating (R-SLP050-E)" to view the setting of all HKDSE subjects.

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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.

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

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

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

Notes

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

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

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

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

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

1. Definition of different student type:

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

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

Maintain Academic Performance

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

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

(3) Fill in the search criteria.

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

(5) Click on the **[Reg No]** of the student from the search results to view the academic performance of students.

(6) On **[Reset]**, the data would be reset to previously saved figures.

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

(8) Click **[Add]** button to add a particular subject (mapped subjects only)

(9) If "Unable to Judge" is selected, **[Remark]** button should be click to input the remarks.

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

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

Add Subjects not handled in WebSAMS

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

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

(2) Choose Add to add subjects

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

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

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

Maintain Personal and General Abilities

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

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

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

| English Name | | JUPAS Application No | |
| Reg No | | Class Name | All ∨ |

[Search] [Reset]

▼Bottom

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

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

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

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

Student Particulars

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

Personal and General Abilities

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

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

[Reset] [Save] [Back]   ◁ Cls No ▷

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

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

Prepare data file for school reference report

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

Prepare Academic Performance File

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

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

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

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

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

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

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

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

(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.

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

Prepare Personal and General Abilities

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

(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.

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

Generation of report for Institute Application

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

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

(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.

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

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

This report lists out the imported HKDSE subject codes.

R-SLP033-E

Lui Kei Through-train School
DSE Subject Code

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

Exception Report For Import Student List (R-SLP034)

This report lists out the exception records of WebSAMS students having no matched record (s) in JUPAS's student list.

R-SLP034-E (RESTRICTED)   Date: 03/03/2017
Lui Kei Through-train School
Exception Report For Import Student List
School Year: 2015/2016   Page 1 of 6

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

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

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

Result of Student Mapping (R-SLP035)

This report lists out the result of student mapping.

```
R-SLP035-E (RESTRICTED)                                                    Date: 06/03/2017
                                    Lui Kei Through-train School
                                       Mapped Student List
School Year: 2015/2016                                                     Page 1 of 1
```

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

```
                              ***   End of Report   ***
```

Result of Subject Mapping (R-SLP036)

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

```
R-SLP036-E                                                                Date: 06/03/2017
                                    Lui Kei Through-train School
                                       Subject Mapping List
School Year: 2015/2016                                                     Page 1 of 1
```

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

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

This report lists out students' academic performance.

```
R-SLP038-E (RESTRICTED)                                                   Date: 06/03/2017
                                    Lui Kei Through-train School
                                  Academic Performance (By Student)
School Year: 2015/2016                                                     Page 1 of 1
```

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

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

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

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

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

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

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

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

Personal and General Ability (R-SLP041-E)

This report lists out students' personal and general ability.

```
R-SLP041-E (RESTRICTED)                                           Date: 06/03/2017
                              Lui Kei Through-train School
                              Personal and General Ability
School Year: 2015/2016                                            Page 1 of 1
```

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

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

```
                         ***   End of Report   ***
```

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

Students excluded in the Academic Performance File (R-SLP044-E)

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

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

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

```
                        ***  End of Report  ***
```

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

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

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

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

```
                        ***  End of Report  ***
```

Subject List (R-SLP046-E)

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

```
R-SLP046-E                                                    Date: 06/03/2017
                              Lui Kei Through-train School
                                      Subject List
School Year: 2015/2016                                        Page 1 of 1
```

HKDSE Subject
A010   CHINESE LANGUAGE
A020   ENGLISH LANGUAGE
A030   MATHEMATICS COMPULSORY PART
A031   MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS)
A032   MATHEMATICS EXTENDED PART (ALGEBRA AND CALCULUS)
A040   LIBERAL STUDIES
A080   ECONOMICS
A100   GEOGRAPHY
A110   HISTORY
A130   BIOLOGY
A165   COMBINED SCIENCE
A170   BUSINESS, ACCOUNTING AND FINANCIAL STUDIES
A190   HEALTH MANAGEMENT AND SOCIAL CARE
A211   TECHNOLOGY AND LIVING (FASHION, CLOTHING AND TEXTILES)
A230   VISUAL ARTS
A250   Added Subject
B640   AVIATION STUDIES
B663   APPLIED BUSINESS RESEARCH
C8685 SPANISH LANGUAGE

```
                ***   End of Report   ***
```

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

Access Right for Teachers/System Administrators/SLP Administrators

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

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

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

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

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

Access Right for Student

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

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

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

Import from SLP module (import text-based information)

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

Import Key Projects

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

Browse the exported key project excel file.

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

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

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

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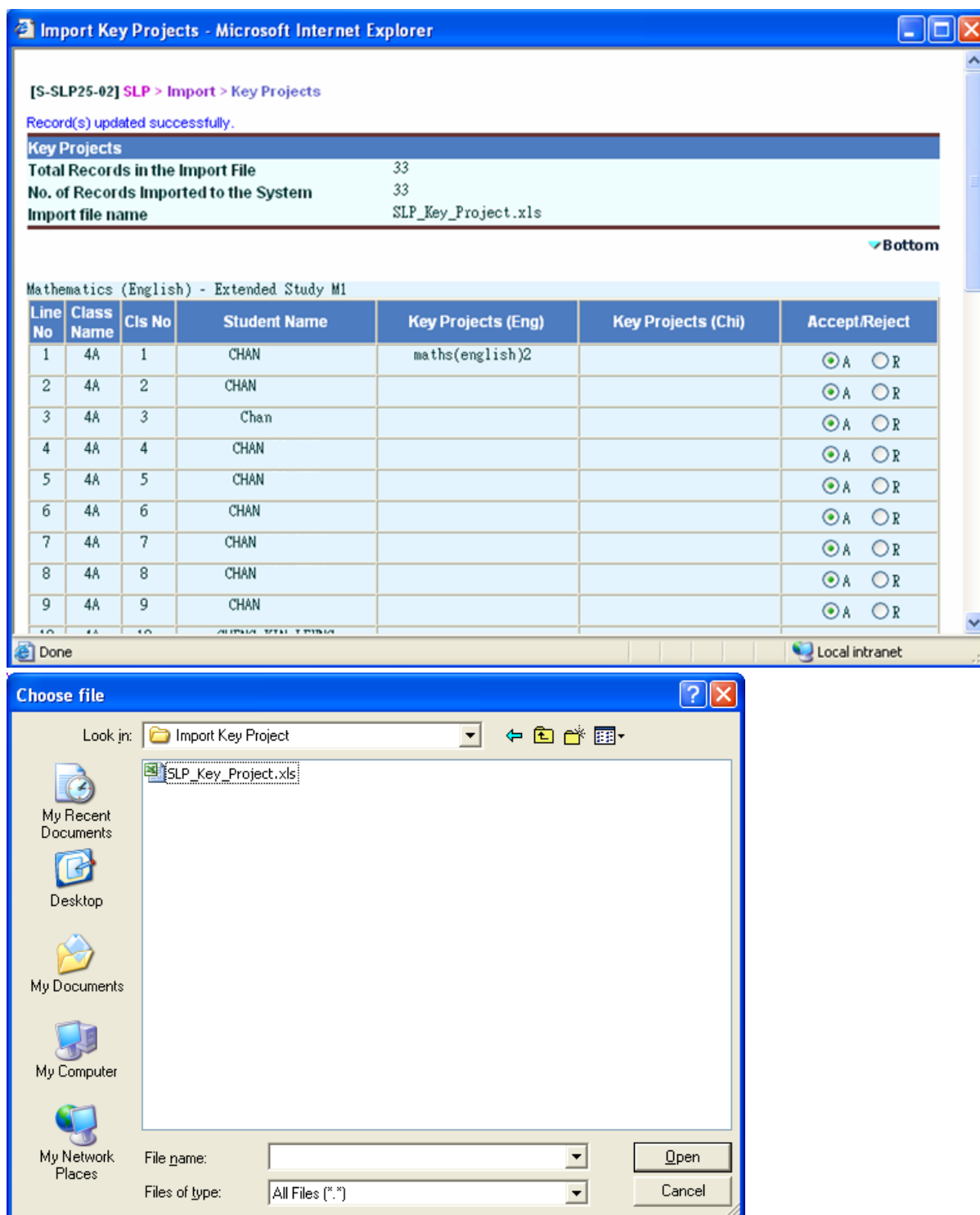
(5) Click **[Import]** button to import the Key Project record.

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

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

Import Other Learning Experiences

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

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

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

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

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

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

Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)
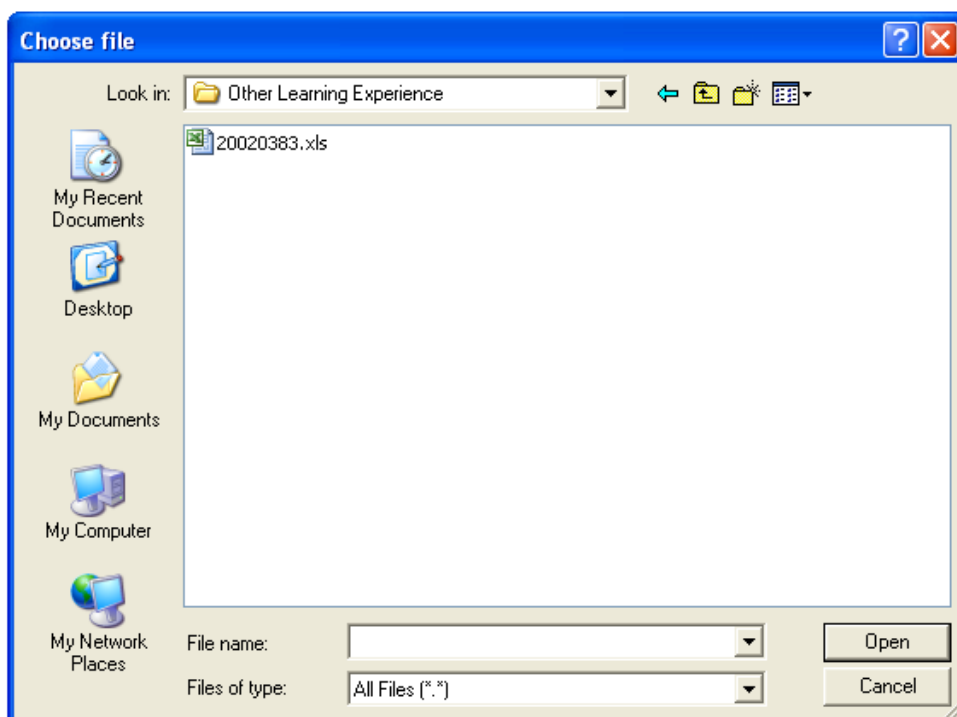
(5) Click **[Import]** button to import the OLE record.

Notes:

(1) Excel format of the upload file needs to be the same as Import Option selected

(2) System accepts excel file or zip file (containing student's excel files) for upload

(3) Empty file will not be imported

(4) No partial excel file upload is allowed as import validation is per file base.

(5) The whole excel file will be discarded if any validation error, while partial upload of successful files in zip file is allowed

(6) No duplicate upload of the same record content is allowed

(7) Uploaded records will be added to the system but not overridden

Import Performance / Awards Gained Outside School

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

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

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

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

(2) Fill in Performance / Awards Gained Outside School record in the template and save the file name by using the student's "Reg No" e.g. **_2002038.xls_** (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

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

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

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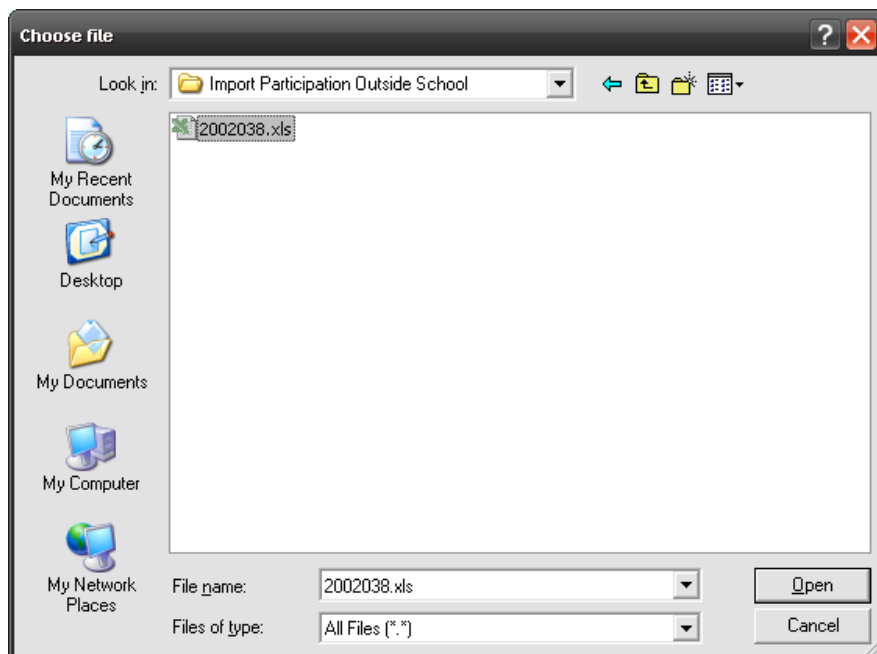
(5) Click **[Import]** button to import the Performance / Awards Gained Outside School record.

Notes:

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

(1) Excel format of the upload file needs to be the same as Import Option selected

(2) System accepts excel file or zip file (containing student's excel files) for upload

(3) Empty file will not be imported

(4) No partial excel file upload is allowed as import validation is per file base.

(5) The whole excel file will be discarded if any validation error, while partial upload of successful files in zip file is allowed

(6) No duplicate upload of the same record content is allowed

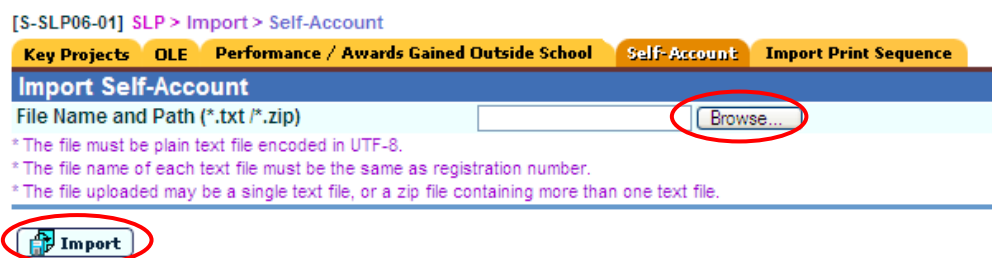(7) Uploaded records will be added to the system but not overrided
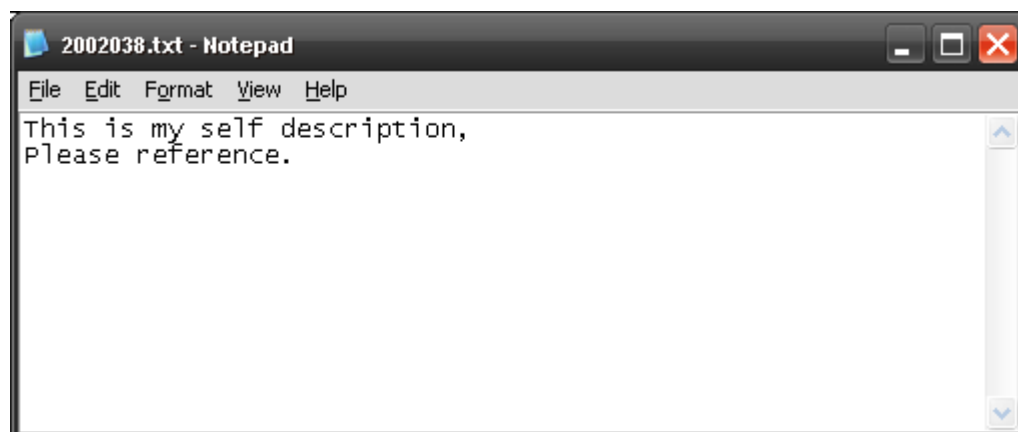
Import Self-Account

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]** → **[Import]** on the left menu.

Click **Self-Account** tab.

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

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

Import Self-Account

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

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

[Import]

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

```
2002038.txt - Notepad
File  Edit  Format  View  Help
This is my self description,
Please reference.
```
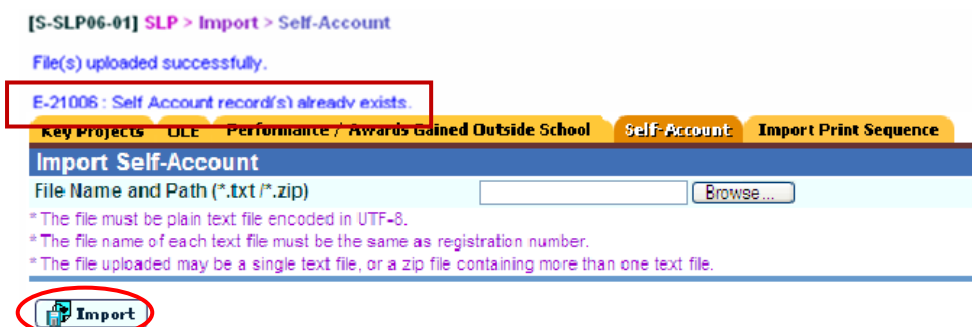
Using SLP Module Effectively for Handling Institute Application and Fostering Students' Whole-person Development (New)

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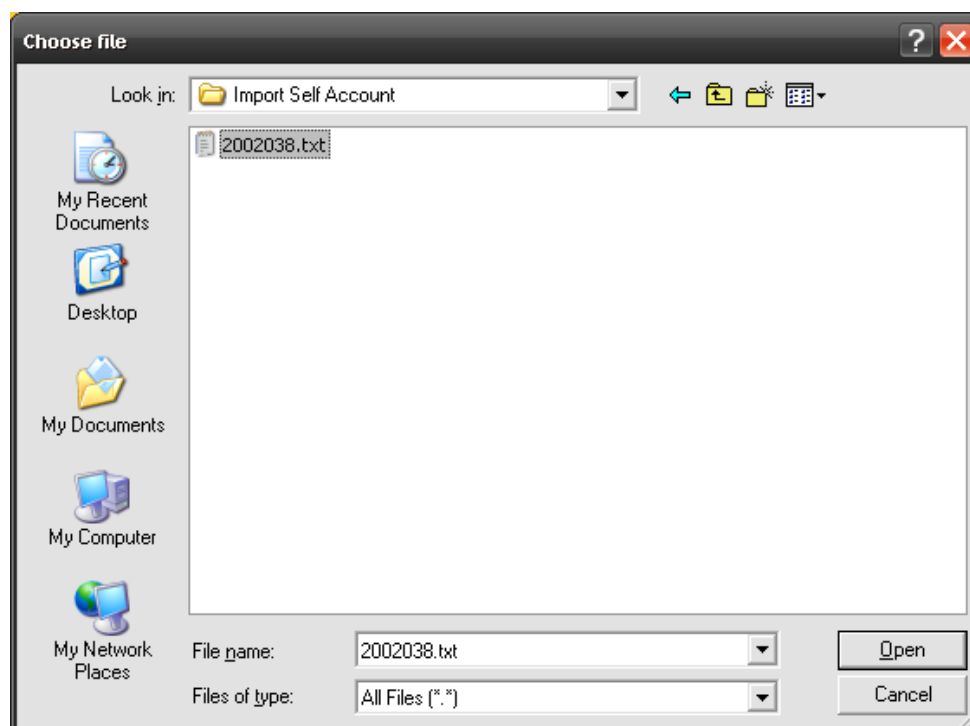
(4) Click **[Import]** button to import the student's self-account.

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

Import / Export Function for Print Sequence

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

A. Import

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

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

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

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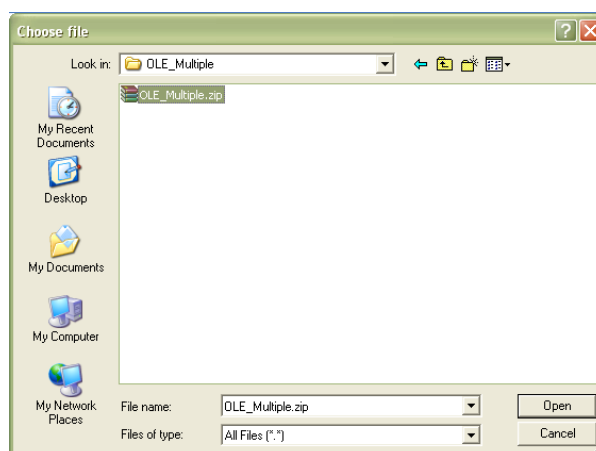
5. User clicks on **[Import]** button to upload the file to the system

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

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]** → **[Maintenance]** → **[Data Entry]** on the left menu.

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

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

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

　　(I)　　Select By Class radio button

　　(II)　　Select Subject/Component from the list box

　　(III)　　Click **[Search]** button.

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

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

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

   (I)   Select By Subject Group radio button

   (II)   Select Subject Group

   (III)   Select Subject/Component from the list box

   (IV)   Click **[Search]** button.

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

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

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

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

Key Projects   **Subject**

○ By Class
   Class Level
   Secondary 4
   Class Name 4A

Technology and Living (Chinese (Cantonese))
Technology and Living (Chinese (Cantonese)) - Food Science & Technology
Technology and Living (Chinese (Cantonese)) - Fashion, Clothing & Textiles

◉ By Subject Group
   Class Level
   Secondary 4
   Class Name All
   Subject Group All

○ By Cross Class Subject
   Class Level
   Secondary 4
   Cross Class Sub-Group
   All   5

 Search

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

   (I) Select By Cross Class Subject radio button

   (II) Select Cross Class Sub - Group

   (III)   Select Subject/Component from the list box

   (IV)   Click **[Search]** button.

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

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

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

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

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

- Fill in by **free text**:

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

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

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

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

  - Fill in the text box of the first column.

  - Check checkbox for each record.

  - Click the [**Batch Add**] button.

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

Other Learning Experiences

Add OLE record

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

(2) Click the OLE tab.

(3) Fill in the search criteria.

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

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

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

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

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

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

Select Student

○ By Reg No

○ By STRN

◉ By Selection

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

[Search] [Reset]

▼Bottom

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

▲Top

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

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

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

Latest Schooling Record:

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

OLE (Input in SLP module)

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

[Add] [Delete] [Back]

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

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

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

Edit Other Learning Experience record

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

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

(3) Fill in the search criteria.

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

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

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

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

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

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

Select Student

- ○ By Reg No
- ○ By STRN
- ⊙ By Selection

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

[Search] [Reset]

▼Bottom

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

▲Top

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

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

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

Latest Schooling Record:

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

OLE (Input in SLP module)

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

[Add] [Delete] [Back]

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

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

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

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

Delete Other Learning Experience record

User can delete the OLE data.

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

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

(3) Fill in the search criteria.

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

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

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

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

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

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

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

[S-SLP07-03] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

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

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

Latest Schooling Record:

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

Programme: 123456

Programme Description: Testomg

School Year From: 2010 - School Year To:

Role of Participation: A

Organization: B

Awards / Certifications / Achievements (including grades/marks, if any): C

Save Back

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

Edit Performance / Awards Gained Outside School record

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

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

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

(3) Fill in the search criteria.

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

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

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

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

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

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

Delete Performance / Awards Gained Outside School record

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

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

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

(3) Fill in the search criteria.

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

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

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

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

[S-SLP07-0~] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

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

Select Student

- ○ By Reg No
- ○ By STRN
- ⦿ By Selection
  - School Year — Current Year (2009) ▾
  - School Level — Secondary
  - Class Level — Secondary 5 ▾
  - School Session — Whole Day
  - Class Name — All ▾

[🔍 Search] [🔄 Reset]

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

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

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

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

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

Latest Schooling Record:

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

Performance / Awards Gained Outside School

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

[Preview] [📄 Add] [✖ Delete] [🔄 Reset] [💾 Save] [◁ Back]

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

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

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

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

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

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

(3) Fill in the search criteria.

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

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

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

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

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

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

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

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

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

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

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

(3) Fill in the search criteria.

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

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

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

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

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

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

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

Self-Account

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

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

(3) Fill in the search criteria.

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

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

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

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

Supplementary notes

Download data files from JUPAS website

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

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

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

(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".