

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

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

**CDI and SIM section, EDB  
June 2013**

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

## **JUPAS Application for teachers/system administrator/SLP administrator**

User Account: sysadmin

Password: wsadmin

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

Lui Kee Secondary School

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- SLP
  - Setup
  - Maintenance
  - Export
  - Import
  - Enquiry
  - Report
  - JUPAS Application

October 2012

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

Customized day sequence is indicated in bracket ().  
L - Long Week

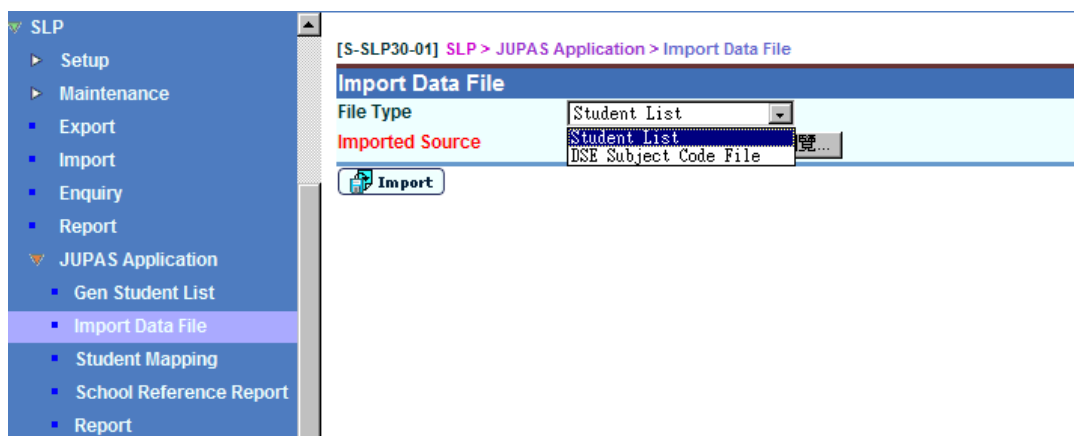
**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students**

## Data File

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

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

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



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

## Student Mapping

(1) Access SLP → JUPAS Application → Student Mapping

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

Student Mapping

WebSAMS				JUPAS				
Eng Name	Class	Cls No	HKID / Passport No	Application No	Last Name	First Name	HKID / Passport No	
AU CHING MAN	SS6B		21918789	41380396	AU	CHING MAN	21918789	<input checked="" type="checkbox"/>
CHAN CHIN KIT	SS6B		22010160	41380401	CHAN	CHIN KIT	22010160	<input checked="" type="checkbox"/>
CHAN HON MAN	SS6B		25037493	41380419	CHAN	HON MAN	25037493	<input checked="" type="checkbox"/>
CHAN KA SHING	SS6B		21965906	41380427	CHAN	KA SHING	21965906	<input checked="" type="checkbox"/>
CHAN KI YUK	SS6B		2230122A	41380435	CHAN	KI YUK	2230122A	<input checked="" type="checkbox"/>
CHAN WAI SHAN	SS6B		21985648	41380443	CHAN	WAI SHAN	21985648	<input checked="" type="checkbox"/>
CHAN WING MAN	SS6B		21842308	41380451	CHAN	WING MAN	21842308	<input checked="" type="checkbox"/>
CHAN YUEN KAM	SS6B		21960211	41380469	CHAN	YUEN KAM	21960211	<input checked="" type="checkbox"/>
CHAN LOE FU	SS6A		25039674					<input type="checkbox"/>
CHAN YUEN YUEN	SS6A		2007001					<input type="checkbox"/>
LAM MAN LEE	SS6A		A0000003					<input type="checkbox"/>
LAM TING FUNG	SS6A		21775015					<input type="checkbox"/>
LAM YIN YIN	SS6A		21782771					<input type="checkbox"/>
LEUNG PAK LUN ALAN	SS6A		21797078					<input type="checkbox"/>
LIU HOI FUI FIONA	SS6A		21810953					<input type="checkbox"/>
LO HUI TING	SS6A		2180600A					<input type="checkbox"/>
LUI MAN KIT	SS6A		21828259					<input type="checkbox"/>
LUI PO CHING	SS6A		21784081					<input type="checkbox"/>
MAN CHUN HUNG	SS6A		21804589					<input type="checkbox"/>
NG HO YIN	SS6A		21808770					<input type="checkbox"/>
NG SIU LAI	SS6A		25490341					<input type="checkbox"/>
POON ZOE HEI	SS6A		21814134					<input type="checkbox"/>
TTTTTTTT	SS6A		23462154					<input type="checkbox"/>
TSUI KIT YIN	SS6A		21775007					<input type="checkbox"/>
WONG CHUN FAI	SS6A		21801849					<input type="checkbox"/>
WONG LOE MAN	SS6A		2177938A					<input type="checkbox"/>
WONG MING YUK	SS6A		22797713					<input type="checkbox"/>
YEUNG WAH CHIEN	SS6A		2180788A					<input type="checkbox"/>

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

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

## School Reference Report

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

## Percentile and default overall rating

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

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

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

Setting Range for Overall Rating   Gen Academic Performance Info   Maint Academic Performance

Academic Performance (Add Subjects)   Maint Personal and General Abilities   Maint Supplementary Info

Prepare Data File

HKDSE Subject: Any

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

Clear   Save   Preview & Print

Note:

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

## Subject mapping with DSE code and academic results

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

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

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

Lui Kee Secondary School User: sysadmin Login Time: 30/05/2013 09:43 Current School Year

[S- SLP36-04] SLP > JUPAS Application > School Reference Report > Gen Academic Performance Info

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

List Component ☒ Mathematics

Search

Assign "Academic Result Retrieved From" for All Subjects S5(2011) to ☐ ATA1 ☐ ATA2 Assign

Assign "Assessment" for All Subjects TIA1 to ☐ ATA1 ☐ ATA2 Assign

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

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject Auto Map
<input type="checkbox"/> 305 Accommodation and Catering Services	Chinese (Cantonese)	S5(2010)	Annual	%	Inapplicable
<input type="checkbox"/> 345 Biology	Chinese (Cantonese)	S5(2010)	Annual	%	A130 BIOLOGY
<input type="checkbox"/> 357 Business Fundamentals	Chinese (Cantonese)	S5(2010)	Annual	%	B624 AUTOMOTIVE TECHNOLOGY
<input type="checkbox"/> 370 Chemistry	Chinese (Cantonese)	S5(2010)	Annual	%	A140 CHEMISTRY
<input type="checkbox"/> 375 Chinese History	Chinese (Cantonese)	S5(2010)	Annual	%	A070 CHINESE HISTORY
<input type="checkbox"/> 376 Chinese History(AL)	Chinese (Cantonese)	S6(2011)	TIA1	%	Inapplicable
<input type="checkbox"/> 380 Chinese Language	Chinese (Cantonese)	S6(2011)	TIA1	%	A010 CHINESE LANGUAGE
<input type="checkbox"/> 310 Computer Literacy	Chinese (Cantonese)	S5(2010)	Annual	%	Inapplicable
<input type="checkbox"/> 31N Business, Accounting & Financial Studies	Chinese (Cantonese)	S5(2010)	Annual	%	A170 BUSINESS, ACCOUNTING AND FINANCIAL STUDIES
<input type="checkbox"/> 365 English Language	English	S5(2010)	Annual	60 %	A020 ENGLISH LANGUAGE
		S6(2011)	TIA1	40 %	
<input type="checkbox"/> 310 Geography	Chinese (Cantonese)	S5(2010)	Annual	%	A100 GEOGRAPHY
<input type="checkbox"/> 340 Home Economics	English	S6(2011)	TIA1	%	A210 TECHNOLOGY AND LIVING (FOOD SCIENCE AND TECHNOLOGY)

- (2) You may list the components for Mathematics and Technology & Living
- (3) You may select the assessments from S.5 or S.6 in generating the percentiles for individual subject/component or for all subjects/components.
- (4) You may map the DSE subject code or choose Automap button to have a preliminary matching.
- (5) You check the checkbox beside the **WebSAMS Subject / Component** column and click Setup button. A pop-up window is prompted to display the setup of selected subjects.

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

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

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

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

\* If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade.

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

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

- Home
- Student Info Enq
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- SLP
  - Setup
  - Maintenance
  - Export
  - Import
  - Enquiry
  - Report
- JUPAS Application
  - Import Data File
  - Student Mapping
  - OEA Form
- School Reference Report
- Special Assessment
- Staff Deployment
- CDS
- HKAT
- Applied Learning
- HKEAA
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security
- E-Mail
- Archive
- Customization

<input type="checkbox"/> 651 Radio Host and Programme Production (ApL)	English/Chinese (Cantonese)	S5(2010)	Annual	70 %	B651 Radio Host and Programme Production
<input type="checkbox"/> 652 Electronic Product Design in Action (ApL)	Chinese (Cantonese)	S5(2010)	Annual		A250 Added Subject
<input type="checkbox"/> 805 Gift Wrapping & Packaging (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		Inapplicable
<input type="checkbox"/> 807 Office Assistant Practice (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		Inapplicable
<input type="checkbox"/> 808 Food Preparation & Beverage (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		Inapplicable
<input type="checkbox"/> 809 Basic Catering Service (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		
<input type="checkbox"/> 810 Basic Warehouse & Cleaning (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		
<input type="checkbox"/> 814 Playback Theatre (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		Inapplicable
<input type="checkbox"/> 815 Digital Photography & IPI (ApL-adapted)	Chinese (Cantonese)	S5(2010)	Annual		Inapplicable
<input type="checkbox"/> 81N Information & Communication Technology	Chinese (Cantonese)	S5(2010)	Annual		A200 Information and Communication Technology
<input type="checkbox"/> 911 Religious Education	English/Chinese (Cantonese)	S5(2010)	Annual	70 %	Inapplicable
<input type="checkbox"/> 951 Mathematics (Module 1)	English	S6(2011)	TIA1	30 %	A032 Mathematics (Extended part - Algebra and Calculus)
<input type="checkbox"/> 952 Mathematics (Module 2)	English	S6(2011)	TIA1		A031 Mathematics (Extended part - Calculus and Statistics)

Microsoft Internet Explorer

Academic performance information has been generated before. If it is generated again, the academic performance previously maintained would be cleared. Are you sure to continue?

Note:

1. Percentile = Round Up (OM by Class Level X 100%)  
where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected Assessment / Term / Annual regardless of MOI)

2. The percentile of a subject generated by the system may need further manipulation if the total number of students taking that subject is less than 10.

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

## Notes

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

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

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

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

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

2. Definition of different student type:

Student Type	Definition
Dropped	<ol style="list-style-type: none"> <li>1. The student has dropped the subject in S6 or the student does not take that subject in S6 (without the subject assigned and assessment data in S6); Or</li> <li>2. The student has dropped the subject in S5 and does not retake that subject in S6 (without the subject assigned and assessment data in S6); Or</li> <li>3. The student has dropped the subject in S4 and does not retake that subject in S5 and S6 (without the subject assigned and assessment data in S5 and S6).</li> </ol>
Exempted	It refers to the students having subjects marked with '/' in ASR module.
Absent	It refers to the students having subjects marked with '-' in ASR module, which means 'not considered'.
Repeated	<ol style="list-style-type: none"> <li>1. The student is a repeater; And</li> <li>2. ATA(s) in S5 is chosen.</li> </ol>
Departed	The status of latest schooling record of the student is "Departed".

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

### Maintain Academic Performance

- (1) Access SLP → JUPAS Application → School Reference Report → Maint Academic Performance
- (2) The percentile and overall rating would be generated according to the default figures.  
Teachers/System Administrators/SLP Administrators may update and save the information.
- (3) On Reset, the data would be reset to previously saved figures.
- (4) On Delete, you may delete subjects that are not taken the students. For example, if a student took Economics at S.5 but dropped at S.6, if S.5 results are made reference to when generating the percentiles, the entry would be displayed for this student. You may need to use this function to remove the record from this student.
- (5) On Add, if you have wrongly removed a record, you may use Add to include the entry again.
- (6) if “Unable to Judge” is selected, remarks should be inputted. If “reset” button is clicked, all previous remarks will be cleared

[S-SLP38-03] SLP > JUPAS Application > School Reference Report > Maintain Academic Performance

Setting Range for Overall Rating | Gen Academic Performance Info | **Maint Academic Performance** | Maintain Supplementary Info

Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maintain Supplementary Info

Prepare Data File

**Student Particulars**

Student Name	CHAN HON MAN	Application No	41380419
HKID	Z5037493	Passport No	
Issue Country		School Code	99999
Class	6B	Student No	
Group		Remark Indicator (Percentile)	Y
		Remark Indicator (Overall rating)	Y

**Academic Performance**

School Subject / Component	HKDSE Subject	Percentile (Position in Form)						Overall Rating					
		Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
Chinese Language	A010 CHINESE LANGUAGE												
English Language	A020 ENGLISH LANGUAGE												
Mathematics Module 1	A032 MATHEMATICS EXTENDED PART (ALGEBRA AND CALCULUS)												
Liberal Studies	A040 LIBERAL STUDIES												
Business, Accounting & Financial Studies	A170 BUSINESS, ACCOUNTING AND FINANCIAL STUDIES												
Biology	A130 BIOLOGY												

### Add Subjects not handled in WebSAMS

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

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

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

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

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

Category: All  
 HKDSE Subject Group: All

Search

No.	Category	HKDSE Subject
1	New Senior Secondary Subjects	<a href="#">Chinese Literature</a>

Add   Save   Delete

(1) Choose Add to add subjects

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

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

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

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

Search

Bottom

	JUPAS Application No	Class	Cls No	Eng Name	Chi Name	Percentile (Position in Form)					Overall Rating							Remarks		
						Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Remark Indicator	Excellent	Very Good	Good	Average	Below Average		Unable to Judge	Remark Indicator
<input type="checkbox"/>	41009314	SS6Y	9	LEE SK	李三	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/>	41009291	SS6Y	34	CHAN AA	陳一	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks
<input type="checkbox"/>	41009306	SS6Y	35	HO EE	何三十	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	Remarks

Save   Clear   Back

Top

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

## Maintain Personal and General Abilities

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

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

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

English Name  Application No   
 Reg No  Class Name All ▼

Search Reset

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

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

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

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

**Student Particulars**

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

### Personal and General Abilities

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

Attributes	Excellent	Good	Average	Below Average	Unable to Judge
Ability to communicate	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical power	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Independence of mind	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industriousness	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Perseverance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of responsibility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall evaluation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reset Save Back

<Cls No>

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

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

## Prepare data file for school reference report

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

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

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

	File Description	Status	Extract
<input checked="" type="radio"/>	Academic Performance File		
<input type="radio"/>	Personal and General Ability File		
<input type="radio"/>	Academic Performance Supplementary File		

**Proceed**

## Prepare Subject List File

(1) Choose Proceed and Extract.

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

## Prepare Academic Performance File

(1) Choose Proceed to select students.

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

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

Reg No	Eng Name	Class	Cls No	STRN	<input checked="" type="checkbox"/>
100010244	Lee BB WW	S6 - 6B	1	Y686546A	<input checked="" type="checkbox"/>
1999002	Lee BB EE	S6 - 6B	2	Z3989209	<input checked="" type="checkbox"/>
1999004	Lee BB FF	S6 - 6B	3	Z3989829	<input checked="" type="checkbox"/>
1999007	Ng AA UU	S6 - 6B	4	Z3995535	<input checked="" type="checkbox"/>
1999008	Ng AA VV	S6 - 6B	5	Z3996493	<input checked="" type="checkbox"/>

**Save**   **Preview Excluded Students**   **Confirm**   **Back**

(2) You may preview excluded students.

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

(3) Choose Save and Confirm.

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

Setting Range for Overall Rating    Gen Academic Performance Info    Maint Academic Performance

Academic Performance (Add Subjects)    Maint Personal and General Abilities    Maint Supplementary Info

Prepare Data File

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

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

Confirm

Back

(4) Choose Extract to prepare the data file.

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

Setting Range for Overall Rating    Gen Academic Performance Info    Maint Academic Performance

Academic Performance (Add Subjects)    Maint Personal and General Abilities    Maint Supplementary Info

Prepare Data File

	File Description	Status	Extract
<input checked="" type="radio"/>	Academic Performance File	Prepared	<input type="button" value="Extract"/>
<input type="radio"/>	Personal and General Ability File	Prepared	<input type="button" value="Extract"/>
<input type="radio"/>	Academic Performance Supplementary File		

Proceed

Academic\_Performance\_File\_Percentile [唯讀] [相容模式] - Microsoft Excel

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

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

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

Record(s) saved successfully.

Percentile and Overall Rating    Gen Academic Performance Info    Maint Academic Performance

Academic Performance (Add Subjects)    Maint Personal and General Abilities    Prepare Data File

Reg No	Eng Name	Class	Cis No	STRN	
100010244	Lee BB WW	S6 - 6B	1	Y686546A	<input checked="" type="checkbox"/>
1999002	Lee BB EE	S6 - 6B	2	Z3989209	<input checked="" type="checkbox"/>
1999004	Lee BB FF	S6 - 6B	3	Z3989829	<input checked="" type="checkbox"/>
1999007	Ng AA UU	S6 - 6B	4	Z3995535	<input checked="" type="checkbox"/>
1999008	Ng AA VV	S6 - 6B	5	Z3996493	<input checked="" type="checkbox"/>
1999011	Ng AA WW	S6 - 6B	6	Z4068824	<input checked="" type="checkbox"/>
1999014					
1999016					
1999017					
1999019					

**網頁訊息**

There is/are HKDSE subject(s) [A170 Business, Accounting and Financial Studies, A165 Combined Science] missing in the Academic Performance File. Are you sure to prepare the data file?

確定    取消

Save    Preview Excluded Students    Confirm    Back

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

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

## Prepare Personal and General Abilities

- (1) Choose Proceed to select students.
- (2) You may preview excluded students.
- (3) Choose Save and Confirm.

[S-SLP43-02] SLP > JUPAS Application > School Reference Report > Prepare Personal and General Ability

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	\$6 - 6B	2	Z3989209	<input checked="" type="checkbox"/>
1999004	Lee BB FF	\$6 - 6B	3	Z3989829	<input checked="" type="checkbox"/>

Save   Preview Excluded Students   Confirm   Back

- (4) Choose Extract to prepare the data file.

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

Setting Range for Overall Rating   Gen Academic Performance Info   Maint Academic Performance

Academic Performance (Add Subjects)   Maint Personal and General Abilities   Maint Supplementary Info

Prepare Data File

	File Description	Status	Extract
<input type="radio"/>	Academic Performance File	Prepared	<input type="button" value="Extract"/>
<input checked="" type="radio"/>	Personal and General Ability File	Prepared	<input type="button" value="Extract"/>
<input type="radio"/>	Academic Performance Supplementary File		

Proceed

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

檔案常用插入版面配置公式資料校閱檢視

Application Number

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Application	School Co	HKID	Passport N	Issue Cou	Last Name	First Name	Class	Student Nu	Group	Ind	Mat	AP
2	41009322	99001	K1234120			FUNG	TS	6B	2		3	3	2
3	41009330	99001	V0620123			WONG	YS	6B	3		2	0	2
4	41009348	99001	Z7814126			CHAN	TK THOM	6B	4		2	4	1
5	41009356	99001	Z7816122			LI	CH	6B	5		3	3	2
6	41009364	99001	Z7823129			LAM	KL	6B	6		1	2	3
7	41009372	99001	Z7823121			WONG	ST	6B	7		1	2	1
8	41009380	99001	Z7896127			CHEUNG	WT	6B	8		2	2	1
9	41009398	99001	Z7898125			CHAN	KF	6B	9		0	4	2
10	41009403	99001	Z7908126			TSUI	KC	6B	11		1	3	2
11	41009411	99001	Z790812A			SO	MT	6B	12		1	1	2
12	41009429	99001	Z790912A			YIP	WL	6B	13		1	2	2
13	41009437	99001	Z7909124			LEUNG	SC	6B	14		2	2	2
14	41009445	99001	Z7909121			LAU	KH	6B	15		3	4	1
15	41009453	99001	Z7912127			TSE	KY	6B	16		0	3	3

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

### Generation of report for JUPAS Application

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

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



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

[S-SLP44-01] SLP > Report

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

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

Click on the Report Template link to generate the report.

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

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

This report lists out the imported HKDSE subject codes.

R-SLP033-E

Lui Kei Through-train School  
DSE Subject Code

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

**Exception Report For Import Student List (R-SLP034)**

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

R-SLP034-E

Date: 27/09/2012

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

School Year: 2011/2012

Page 1 of 6

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

Eng Name	Class	Class No	HKID	Ident Doc No	JUPAS data maintained
Lee AA AA	6B	13	24151543		Yes
Lee AA BB	6B	14	24154763		No
Lee AA CC	6B	15	24162588		No
Ng AA ZZ	6B	16	2420891A		No
Lee BB HH	6B	17	24211546		No
Ng BB AA	6B	18	24213220		No
Lee BB II	6B	19	24215150		No
Ng BB BB	6B	20	24217315		No
Ng BB CC	6B	21	24219474		No
Lee BB JJ	6B	22	24223137		No
Ng BB DD	6B	23	24228708		No
Lee BB KK	6B	24	2422916A		No
Lee BB LL	6B	25	24229607		No
Ng BB EE	6B	26	24234511		No
Lee BB MM	6B	27	24235798		No
Lee BB OO	6B	28	24237014		No
Ng BB FF	6B	29	20511065		No

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

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

This report lists out the result of student mapping.

R-SLP035-E

Date: 11/08/2011

Lui Kei Through-train School  
Mapped Student List

School Year: 2010/2011

Page 1 of 1

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

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

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

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

#### Subject Mapping List

School Year: 2011/2012

Page 1 of 2

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

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

This report lists out students' academic performance.

R-SLP038-E

Date: 11/08/2011

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

School Year: 2010/2011

Page 1 of 1

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

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

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

**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students****Academic Performance (sorted by subject) (R-SLP039)**

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

R-SLP039-E

Date: 11/08/2011

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

School Year: 2010/2011

Page 1 of 1

Subject: Chinese Language

Assessment: T1A1

Academic result retrieved from:

S6(2010)

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

**Personal and General Ability (R-SLP041-E)**

This report lists out students' personal and general ability.

R-SLP041-E

Lui Kei Through-train School  
Personal and General Ability

School Year: 2010/2011

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	2398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

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

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

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

**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 22	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 22	1999020		40002263

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

**Subject List (R-SLP046-E)**

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

R-SLP046-E

Date: 12/08/2011

Lui Kei Through-train School  
Subject List

School Year: 2010/2011

Page 1 of 1

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

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

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

## Access Right for Teachers/System Administrators/SLP Administrators

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

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

The screenshot displays the 'Access Right' configuration window for the 'SLP\_ADMIN' user group. The window is titled 'Access Right - Windows Internet Explorer'. It shows a list of modules and functions with checkboxes indicating access rights. The 'SLP' module is selected in the left sidebar.

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

Buttons at the bottom: Reset, Save, Close.

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

## 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

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

Group Desc Access Right Add Account to Group

Group ID STUDENT

Group Description Student

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

Module / Function

Attendance  
Student Activities  
Award & Punishment  
SLP  
Archive

Back

Access Right - Windows Internet Explorer

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

Maintain Function Access Rights

Group ID STUDENT

Group Description Student

Chinese Group Description 學生

Module / Function SLP

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

Reset Save Close

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

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


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

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

**Import Key Projects**

File Name and Path (\*.xls)

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

 **Import**

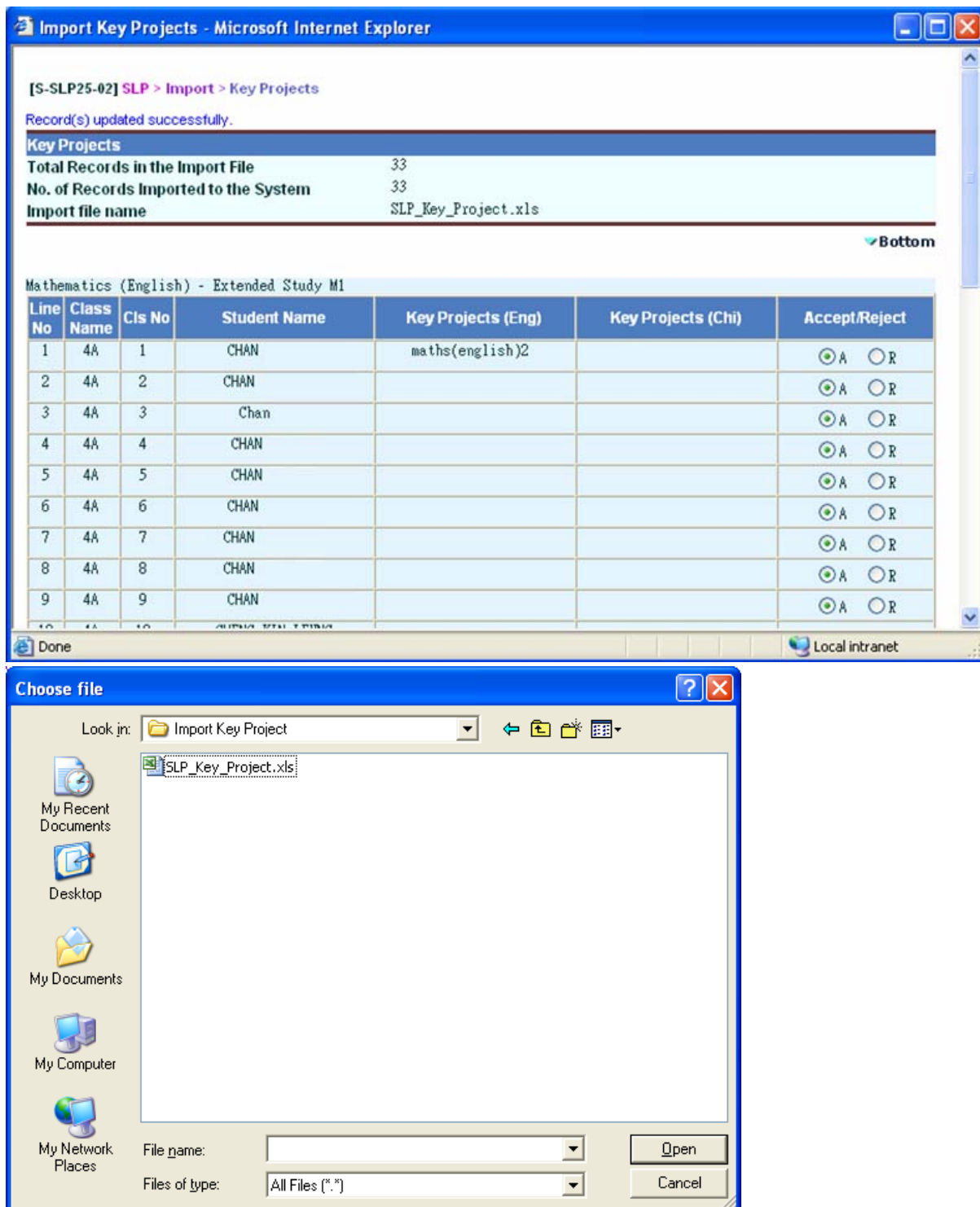
- (2) Fill in the Key Project for each of the student and save it. Leave it in blank if the student does not have key project.

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

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

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

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



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

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

Import Key Projects - Microsoft Internet Explorer

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

**Key Projects**

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

Bottom

Mathematics (English) - Extended Study M1

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

Done Local intranet

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

Import Key Projects - Microsoft Internet Explorer

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

Record(s) updated successfully.

**Key Projects**

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

Bottom

Mathematics (English) - Extended Study M1

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

Done Local intranet

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

## Import Other Learning Experiences

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

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

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

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

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

### Import Other Learning Experiences

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

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

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

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

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

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

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

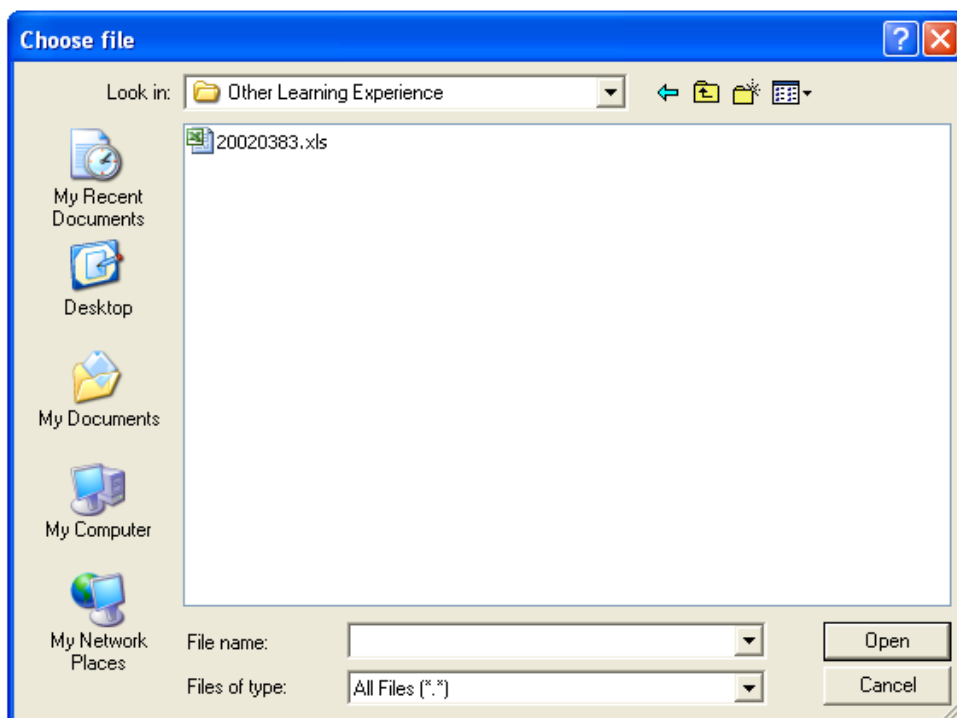
  

	L	M	N	O
	其他學習經歷的主要種類(中文) Major Components of Other Learning Experiences (Chi)	獎項 / 證書文憑 / 成就 (如有)(英文) Awards / Certifications / Achievements (if any) (Eng)	獎項 / 證書文憑 / 成就 (如有)(中文) Awards / Certifications / Achievements (if any) (Chi)	Validation (校驗)
1				
2	測試	Testing	測試	
3				

(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)

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



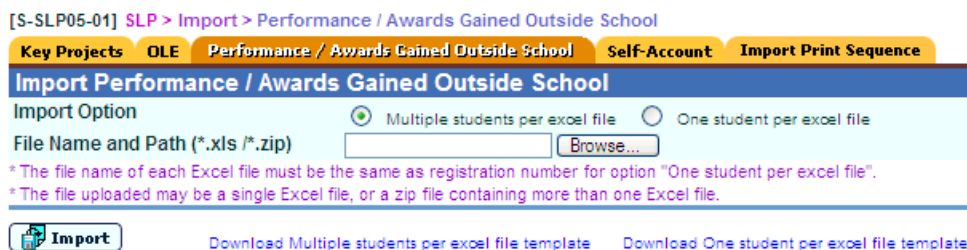
(5) Click **[Import]** button to import the OLE record.

### Import Performance / Awards Gained Outside School

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

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

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

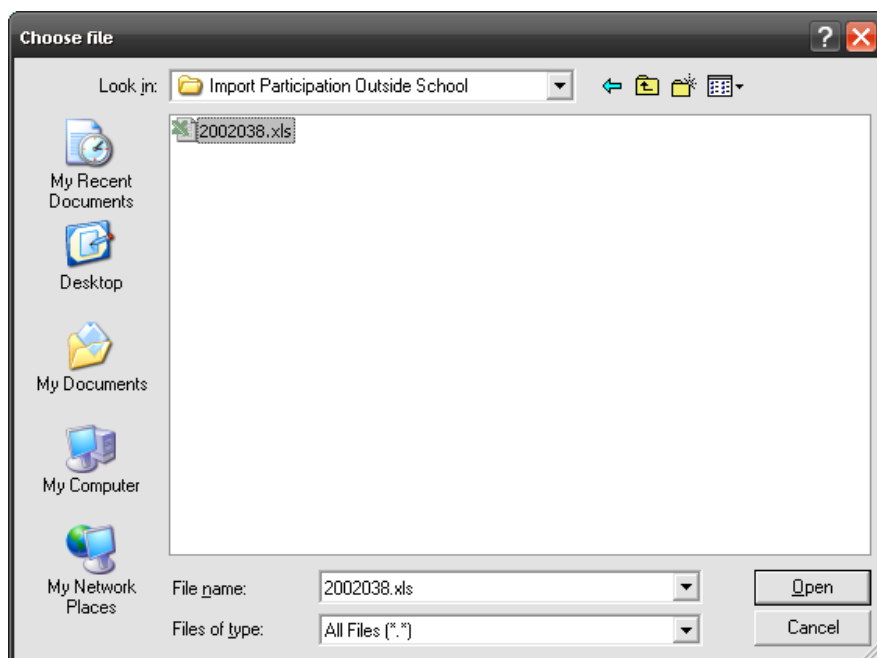


**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students**

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

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

- (3) User selects the import option either in multiple students per excel file or one student per excel file
- (4) Click the **[Browse...]** button and select the excel file (2002038.xls)



- (5) Click **[Import]** button to import the Performance / Awards Gained Outside School record.

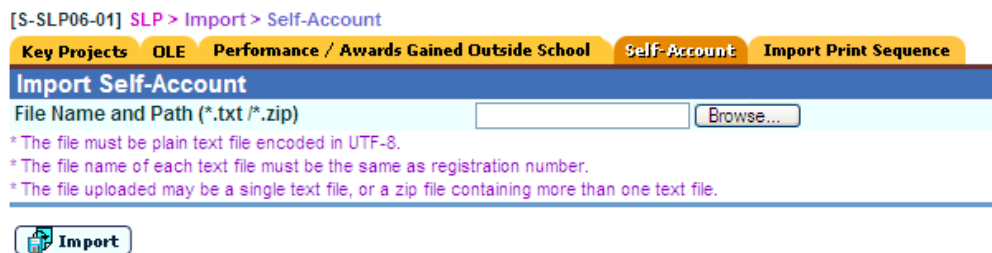
**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students**

## Import Self-Account

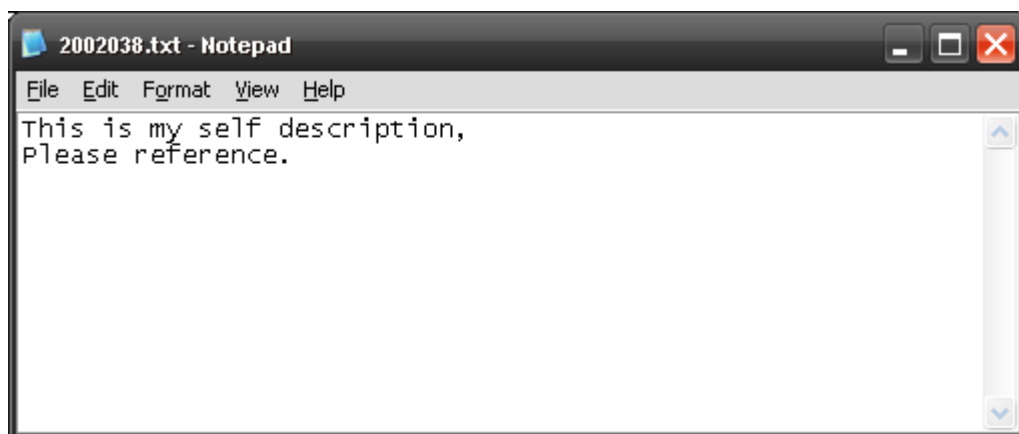
This function allows user to upload “Self-Account” text file / zip file (containing the student’s text files) into system. The text file must save in UTF-8 format.

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

Click **Self-Account** tab.

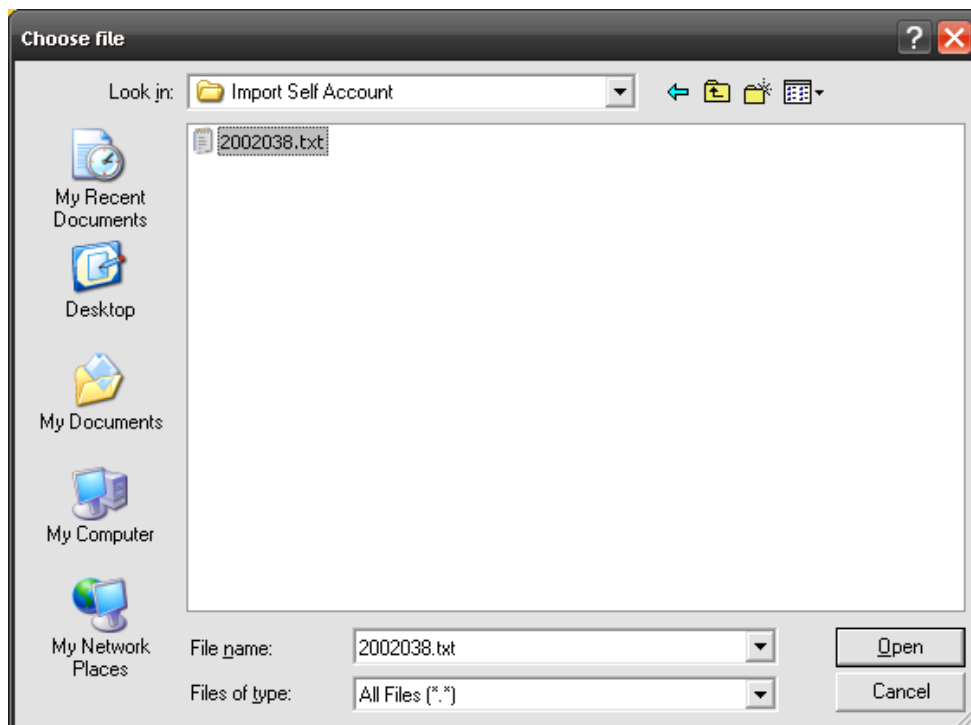


(2) Create a text file, fill in self-account information and save the file name by using the student’s “Reg No” e.g. **2002038.txt**



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

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



(4) Click **[Import]** button to import the student's self-account.

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

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

File(s) uploaded successfully.

E-21006 : Self Account record(s) already exists.

**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**

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

## Import / Export Function for Print Sequence

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

### A. Import

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

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

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

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

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

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

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

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

---

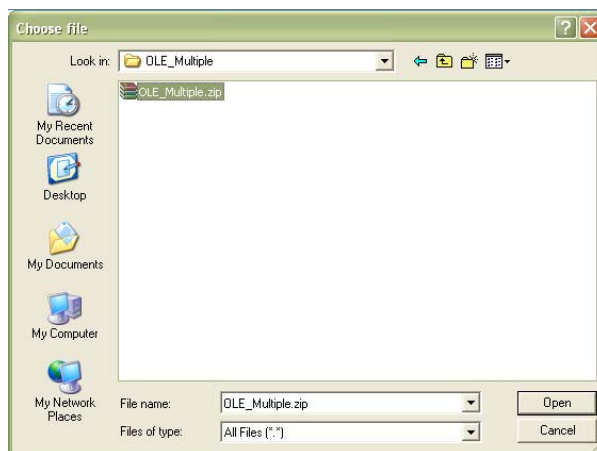
**Please select class name to download**

School Year  Class Level  Class Name

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

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

2. Edit the print sequence from the exported excel file(s) only. For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.
3. Select the import option in either multiple students per excel file or one student per excel file.
4. User clicks on "Browse" button to select the excel file or the zipped excel file(s) which to be imported.



5. User clicks on "Import" button to upload the file to the system
6. If the import operation fails, click **[View Error Report]** button to view the error report.

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

**B. Export**

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

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

## Import from STA module (import coded information)

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

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

[S-STA17-01] Student Activities > Import

**Import Student Activity**

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

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

**Import**

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

	A	B	C	D	E	F	G	H
1	Registration Number	School Year	Duration	STA Code	STA Type	STA Post Code	STA Performance Code	Report Card Readable Indicator
2	1999002	2010	1	5013	E	0064	01	

From Programme Description Report

From Student Activities Post Report

From Student Activities Performance Report

	I	J	K	L
1	Major Components of Other Learning Experiences Code	Awards / Certifications / Achievements Code	Awards / Certifications / Achievements (by text 1) in English	Awards / Certifications / Achievements (by text 1) in Chinese
2	01,02,03	03		

From Components of Other Learning Experiences Report

From Awards/Certifications/Achievements Report

- (2) Click **[Browse]** button to select imported MS Excel file.
- (3) Click the **[Import]** button.
- (4) During the importing records procedure, if any error been found, error message will be shown

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

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

**[S-STA17-01] Student Activities > Import**

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

**Import Student Activity**

File Name and Path (\*.xls)

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

[Download student activity excel file template](#)  
 [Download student activity excel file specification](#)  
[Download Programme Description Report \(R-SIAU13\)](#)  
[Download Student Activities Post Report](#)  
[Download Student Activities Performance Report](#)  
[Download Components of Other Learning Experiences Report](#)  
[Download Awards/Certifications/Achievements Report](#)

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

Date 日期 : 22/06/2011

Lui Kei Through-train School  
呂頌一條龍學校  
Import Student Activity Error Report  
課外活動匯入錯誤報告

Page: 1 of 1  
第 1 頁

Row No 行數	Reg No. 註冊編號	School Year 學年	STA Dur. 時段	STA Code 活動代碼	Type 類型	STA Post Code 職位代碼	STA Perf. Code 表現代碼	Report Card Readable Indicator 成績表可讀 取示標	Major Comp. Code 主要種類 代碼	Awards / Cert. / Ach. Code 獎項 / 證 書文憑 / 成就代碼	Eng. Awards / Cert. / Ach. (by text) 英文獎項 / 證 書文憑 / 成就	Chi. Awards / Cert. / Ach. (by text) 中文獎項 / 證 書文憑 / 成就	Error 錯誤
2	ASR004	2100	1	4001	E	0001	11	N	01,02	01,02	1...	A1...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
3	AFA2222	1800	50	1001	E	0002	11		01,02,03	01,02	2...	A2...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54148 : STA Performance Code inputted is invalid E-54148 : 表現代碼輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54152 : Major Components of Other Learning Experiences Code inputted is invalid E-54152 : 其他學習經歷的主要種類代碼輸入不正確
6	2001186	2010	50	1001	E	0005	08			01	5...	A5...	E-54144 : Duration inputted is invalid E-54144 : 時段輸入不正確
22	2001186	2010	2	4001	E	0005	08			01	5...	A5...	E-54145 : STA Code inputted is invalid or STA not offered E-54145 : 課外活動代碼輸入不正確或課外活動沒有提供

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

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

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

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

[S-STA17-02] Student Activities > Import

**Student Activity**  
 Total Records in the Import File 1  
 No. of Records Imported to the System 0  
 Import file name STA\_Student\_Activity\_Sec\_template.xls

Row No	Reg No	Sch Yr	Cls Nm	Cls No	Student Nm	Dur	Ty	STA Cd	STA	Post Cd	Post	Perf Cd	Perf	Rpt Ind	Appl Ind	Comp Cd	Awrd Cd	Awrd Eng	Awrd Chi	Acpt / Rej
2	1999002	2010	6B	2	Lee BB EE(李三十)	1	E	5013	Community Service Together	0064	Team Leader	01	Good		N	01,02,03	03	1. 2. 3. 4.	1. 2. 3. 4.	<input checked="" type="radio"/> A <input type="radio"/> R

A - Accept, R - Reject  
 Print Confirm Abort

8

7

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

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

[S-STA17-02] Student Activities > Import

Record saved successfully.

**Student Activity**  
 Total Records in the Import File 1  
 No. of Records Imported to the System 1  
 Import file name STA\_Student\_Activity\_Sec\_template.xls

Row No	Reg No	Sch Yr	Cls Nm	Cls No	Student Nm	Dur	Ty	STA Cd	STA	Post Cd	Post	Perf Cd	Perf	Rpt Ind	Appl Ind	Comp Cd	Awrd Cd	Awrd Eng	Awrd Chi	Acpt / Rej
2	1999002	2010	6B	2	Lee BB EE(李三十)	1	E	5013	Community Service Together	0064	Team Leader	01	Good		N	01,02,03	03	1. 2. 3. 4.	1. 2. 3. 4.	<input checked="" type="radio"/> A <input type="radio"/> R

A - Accept, R - Reject  
 Print Close

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

## Data Entry

### Key Projects

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

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **Key Projects** tab.
- (3) Select the search criteria in the drop-down list box.
- (4) To search the class subject(s) for input of Key Projects,
  - (I) Select By Class radio button
  - (II) Select Subject/Component from the list box
  - (III) Click [Search] button.
  - (IV) Enter or amend the key projects in the text box for each student for class subject.

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

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

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

Key Projects	Subject
<input checked="" type="radio"/> By Class Class Level: Secondary 4 ▼ Class Name: 4A ▼	Application Devt for Mobile Devices(COC) (Chinese (Cantonese)) Chinese Language (Chinese (Cantonese)) Hindi (Others) Mathematics (Chinese (Cantonese)) Mathematics (Chinese (Cantonese)) - Core Mathematics (Chinese (Cantonese)) - Extended Study M1
<input type="radio"/> By Subject Group Class Level: Secondary 4 ▼ Class Name: All ▼ Subject Group: All ▼	
<input type="radio"/> By Cross Class Subject Class Level: Secondary 4 ▼ Cross Class Sub-Group: All ▼	

4

Search

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

- (5) To search the subject group subject(s) for input of Key Projects
- (I) Select By Subject Group radio button
  - (II) Select Subject Group
  - (III) Select Subject/Component from the list box
  - (IV) Click [Search] button.
  - (V) Enter or amend the key projects in the text box for each student.

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

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

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

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

5

Search

- (6) To search the cross class subject(s) for input of Key Projects
- (I) Select By Cross Class Subject radio button
  - (II) Select Cross Class Sub - Group
  - (III) Select Subject/Component from the list box
  - (IV) Click [Search] button.
  - (V) Enter or amend the key projects in the text box for each student.

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

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

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

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

**Key Projects** **Subject**

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

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

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

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

Search

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

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

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

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

Bottom

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

Save Back  Top

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

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

- Fill in by **free text**:

Class	CIs No	Student Name	Code	Key Projects (Eng)	Key Projects (Chi)	Table	Batch Add
4A	1	LAM		Key Project I	主要作品 I	Table	<input type="checkbox"/>
4A	2	LAI				Table	<input type="checkbox"/>

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

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

Close

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

Class	CIs No	Student Name	Code	Key Projects (Eng)	Key Projects (Chi)	Table	Batch Add
6A	2	CHEUNG LAI		Key Project I	主要作品 I	Table	<input type="checkbox"/>
6A	16	STUDENT0981		Chief Project	主要計劃	Table	<input type="checkbox"/>
6A	60	STUDENT1239				Table	<input type="checkbox"/>

Save Back

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

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

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

Save Back

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

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

Save Back

## Other Learning Experiences

### Add OLE record

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the OLE tab.
- (3) Fill in the search criteria.
- (4) Click the [**Search**] button to search for a particular student.
- (5) Click on the Eng Name of the student from the search results to view the student's OLE record.
- (6) All records from SLP module for the student will be listed out.

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

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

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

Select Student

☐ By Reg No☐ By STRN☒ By Selection

School Year

Current Year (2009)

School Level

Secondary

School Session

Whole Day

Class Level

Secondary 5

Class Name

5A

Search

Reset

▼Bottom

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

▲Top

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

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

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M
Latest Schooling Record:			
School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

## OLE (Input in SLP module)

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

Add

Delete

Back

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

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

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

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

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account
Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M
Latest Schooling Record:			
School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1
Programme Name (Eng)	Import OLE data (whole class)		
Programme Name (Chi)	匯入整班學生的OLE 紀錄		
Programme Description (Eng)	To test if the system can handle the import file with many OLE records		
Programme Description (Chi)	測試系統是否能夠處理整班的其他學習經歷紀錄		
School Year (From)	2010		
School Year (To)			
Role of Participation (Eng)	Planner		
Role of Participation (Chi)	策劃人		
Partner Organization (Eng)	Education Bureau		
Partner Organization (Chi)	教育局		
Major Components of Other Learning Experiences (Eng)*	Moral and Civic Education		
Major Components of Other Learning Experiences (Chi)*	德育及公民教育		
Awards / Certifications / Achievements (if any) (Eng)	Winner of the competition		
Awards / Certifications / Achievements (if any) (Chi)	冠軍		

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

Save Back

***Edit Other Learning Experience record***

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **OLE** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.
- (6) All OLE records from SLP module for the student will be listed out.

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

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

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

Select Student

☐ By Reg No☐ By STRN☒ By Selection

School Year

Current Year (2009)

School Level

Secondary

School Session

Whole Day

Class Level

Secondary 5

Class Name

5A

Search

Reset

▼Bottom

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

▲Top

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

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

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M
Latest Schooling Record:			
School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

## OLE (Input in SLP module)

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

Add

Delete

Back

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

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

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

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

Key Projects		OLE		Performance / Awards Gained Outside School		Self-Account	
Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日	Reg No	1999027	Sex	M
Latest Schooling Record:		School Year		School Level		Class Level	
School Session		Whole Day		Secondary		Secondary 5	
Class Name		5A		Class No		1	
Programme Name (Eng)		Import OLE data (whole class)					
Programme Name (Chi)		匯入整班學生的OLE 紀錄					
Programme Description (Eng)		To test if the system can handle the import file with many OLE records					
Programme Description (Chi)		測試系統是否能夠處理整班的其他學習經歷紀錄					
School Year (From)		2010					
School Year (To)							
Role of Participation (Eng)		Planner					
Role of Participation (Chi)		策劃人					
Partner Organization (Eng)		Education Bureau					
Partner Organization (Chi)		教育局					
Major Components of Other Learning Experiences (Eng)*		Moral and Civic Education					
Major Components of Other Learning Experiences (Chi)*		德育及公民教育					
Awards / Certifications / Achievements (if any) (Eng)		Winner of the competition					
Awards / Certifications / Achievements (if any) (Chi)		冠軍					

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

 Save  Back

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

**Delete Other Learning Experience record**

User can delete the OLE data.

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **OLE** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.
- (6) All OLE records from SLP module for the student will be listed out.

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

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year

School Level  School Session

Class Level  Class Name

Search Reset

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

Bottom

Top

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

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

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

Student Name (Eng)  Student Name (Chi)

Reg No  Sex

Latest Schooling Record:

School Year  School Level

School Session  Class Level

Class Name  Class No

OLE (Input in SLP module)							
<input checked="" type="checkbox"/>	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
<input checked="" type="checkbox"/>	2010	<a href="#">Import OLE data (whole class)</a>	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

Add Delete Back

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

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

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

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

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **Performance / Awards Gained Outside School** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of the student from the search results to view the student's Performance / Awards Gained Outside School record.
- (6) All Performance / Awards Gained Outside School records for the student will be listed out.

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

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year  School Level  School Session

Class Level  Class Name

Search Reset

Page 1 of 6 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

Page 1 of 6 Top

[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
<input type="checkbox"/> 123456	Testomg	2010	A	B	C	<input type="text"/>

Preview Add Delete Reset Save Back

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

- (7) Click **[Add]** button to assign a new Performance / Awards Gained Outside School record to the student.
- (8) Fill in information of the new record and click **[Save]** button.

[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

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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

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

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

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

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **Performance / Awards Gained Outside School** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
- (6) All Performance / Awards Gained Outside School records for the student will be listed out.

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

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year  School Level  School Session

Class Level  Class Name

Search Reset

Page 1 of 6 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

Page 1 of 6 Top

[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
<input type="checkbox"/> 123456	Testong	2010	A	B	C	<input type="text"/>

Preview Add Delete Reset Save Back

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

- (7) Click the programme name to edit the Performance / Awards Gained Outside School record of the student.
- (8) Edit the information of the selected record and click **[Save]** button.

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

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account
Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M
Latest Schooling Record:			
School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1
Programme	123456		
Programme Description	Testomg		
School Year From	2010	School Year To	
Role of Participation	A		
Organization	B		
Awards / Certifications / Achievements (including grades/marks, if any)	C		
<input type="button" value="Save"/> <input type="button" value="Back"/>			

**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.

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

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

[Key Projects](#) [OLE](#) [Performance / Awards Gained Outside School](#) [Self-Account](#)

Select Student

☐ By Reg No   
☐ By STRN   
☒ By Selection

School Year:   
 School Level:  School Session:   
 Class Level:  Class Name:

Page 1 of 6 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

Page 1 of 6 Top

(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
<input checked="" type="checkbox"/>	123456	Testomg	2010	A	B	C	<input type="button" value="Fill"/>

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

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

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

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

- (1) Click [SLP] → [Maintenance] → [Print Sequence] on the left menu.
- (2) Click the **OLE / Awards issued by School** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
- (6) All Performance / Awards Gained Outside School records for the student will be listed out.

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
SS6B		2006061	AU CHING MAN	區靜雲	F	Active
SS6B		2006062	CHAN CHUN KILI	陳傑偉	M	Active
SS6B		2005002	CHAN HON MAN	陳漢文	M	Active
SS6B		2006063	CHAN KA SHING	陳家欣	M	Active
SS6B		2006064	CHAN KI YUK	陳綺紅	F	Active
SS6B		2006065	CHAN WAI SHAN	陳慧珊	F	Active
SS6B		2006035	CHAN WING MAN	陳敬	F	Active
SS6B		2006066	CHAN YUEN FAN	陳苑琴	F	Active
SS6B		2006067	CHAN YUK KWAN	陳瑩焜	M	Active

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

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

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

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

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

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

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

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

Close

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

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

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **Performance / Awards Gained Outside School** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.
- (6) All Performance / Awards Gained Outside School records for the student will be listed out.

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

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year

School Level  School Session

Class Level  Class Name

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

Page 1 of 6 Bottom

Page 1 of 6 Top

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

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

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

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

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

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

**Self-Account**

- (1) Click [SLP] → [Maintenance] → [Data Entry] on the left menu.
- (2) Click the **Self-Account** tab.
- (3) Fill in the search criteria.
- (4) Click the [Search] button to search for a particular student.
- (5) Click on the **Eng Name** of a student from the search results to view the student's self-account.

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

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

Select Student

☐ By Reg No

☐ By STRN

☒ By Selection

School Year

School Level

Class Level

School Session

Class Name

Search Reset

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

▼ Bottom ▲ Top

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

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

Student Name (Eng)  Student Name (Chi)

Reg No  Sex

Latest Schooling Record:

School Year  School Level

School Session  Class Level

Class Name  Class No

**Self-Account**

Testing

Save Back

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

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

**Supplementary notes**

**Download data files from JUPAS website**

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

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

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

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

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

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

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

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

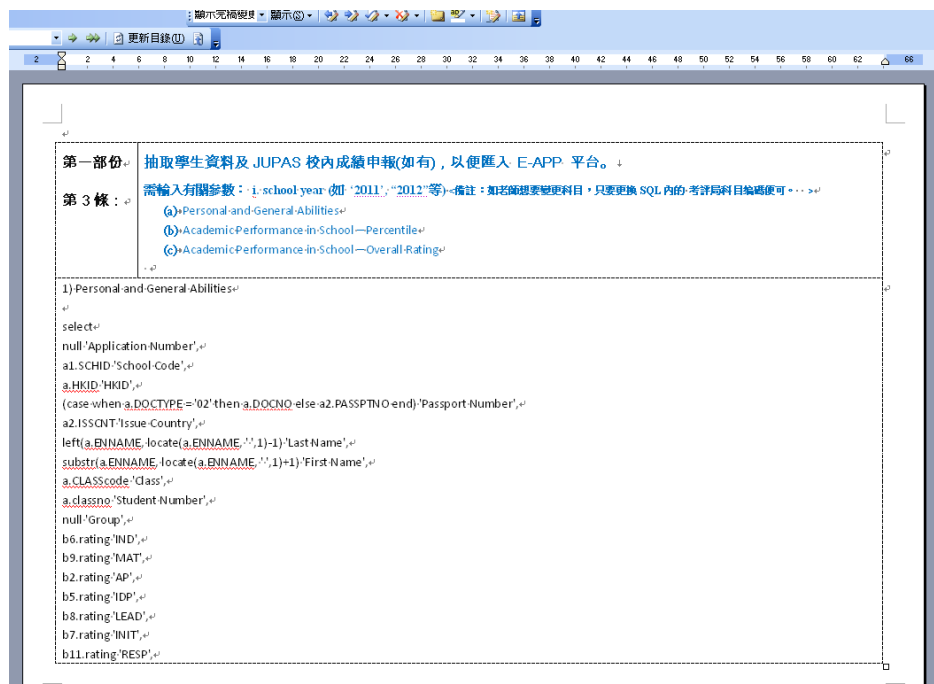
(1) User may download the SQL by clicking

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

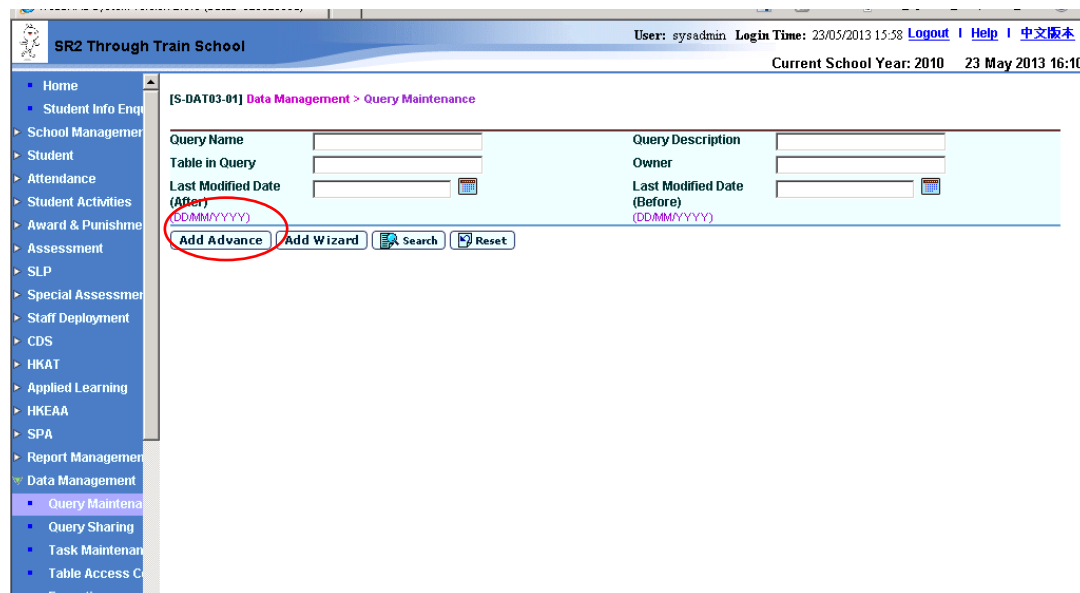


**How to streamline SLP for institute application and enhance the reflective function of SLP for the whole-person development of students**

(2) .Save the SQL file (.doc)



(3) access [Data Management→Query Maintenance], then click “Add Advance”



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

- (4) Input the “query name” & “query description” for the future reference.
- (5) Copy the SQL statement from the SQL file and paste it into the box.
- (6) Then Click **[save]** button

SR2 Through Train School

User: sysadmin Login Time: 23/05/2013 15:58 Logout | Help | 中文版本

Current School Year: 2010 23 May 2013 16:23

[S-DAT03-02] Data Management > Query Maintenance

**Add Advance Query**

Query Name: personal

Query Description: for E-APP application

SQL Statement:

```
on a.suid = b10.suid and a.schyear = b10.schyear and
a.suid = b10.suid and b10.ATTRIBUTE = 'Pers'
left outer join TB_SLP_PERSONNEL_GENRL_ABLT b11
on a.suid = b11.suid and a.schyear = b11.schyear and
a.suid = b11.suid and b11.ATTRIBUTE = 'Resp'
left outer join TB_SLP_PERSONNEL_GENRL_ABLT b12
on a.suid = b12.suid and a.schyear = b12.schyear and
a.suid = b12.suid and b12.ATTRIBUTE = 'Ov'
where a.SCHYEAR = ? and a.classlvl = 'S6' and
(a.status=null or a.status not in (4,5,6))
order by a.CLASSCODE, a.classno
```

Save Back

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

Lui Kee Through Train School

User: sysadmin

[S-DAT03-02] Data Management > Query Maintenance

Query is saved.

**Add Advance Query**

Query Name: personal 6A

Query Description: E-APP application

SQL Statement:

```
select null 'Application Number', a1.SCHID 'School Code', a.HKID 'HKID',
(case when a.DOCNO = '02' then a.DOCNO else a2.PASSPNO end) 'Passport
Number', a2.ISSCNT 'Issue Country', left(a.ENNAME, locate(a.ENNAME, ' '),1)-
1) 'Last Name', substr(a.ENNAME, locate(a.ENNAME, ' '),1)+1) 'First Name',
a.CLASSCODE 'Class', a.classno 'Student Number', null 'Group', b6.rating,
'IND', b9.rating 'MAT', b2.rating 'AP', b5.rating 'IDP', b8.rating 'LEAD',
b7.rating 'INIT', b11.rating 'RESP', b.rating 'COMM', b1.rating 'WOTH',
b10.rating 'PERS', b4.rating 'CREAT', b12.rating 'Ov' from
vw_stu_lateststudent a left outer join TB_SCH_SCHOOL a1 on a.suid = a1.suid
and a.schyear = a1.schyear left outer join TB_SLP_JUPAS_STU a2 on a.suid =
a2.suid and a.schyear = a2.schyear and a.suid = a2.suid left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b on a.suid = b.suid and a.schyear = b.schyear and
a.suid = b.suid and b.ATTRIBUTE = 'Comm' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b1 on a.suid = b1.suid and a.schyear = b1.schyear
and a.suid = b1.suid and b1.ATTRIBUTE = 'Woth' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b2 on a.suid = b2.suid and a.schyear = b2.schyear
and a.suid = b2.suid and b2.ATTRIBUTE = 'AP' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b3 on a.suid = b3.suid and a.schyear = b3.schyear
and a.suid = b3.suid and b3.ATTRIBUTE = 'Cond' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b4 on a.suid = b4.suid and a.schyear = b4.schyear
and a.suid = b4.suid and b4.ATTRIBUTE = 'Creat' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b5 on a.suid = b5.suid and a.schyear = b5.schyear
and a.suid = b5.suid and b5.ATTRIBUTE = 'Idp' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b6 on a.suid = b6.suid and a.schyear = b6.schyear
and a.suid = b6.suid and b6.ATTRIBUTE = 'Ind' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b7 on a.suid = b7.suid and a.schyear = b7.schyear
and a.suid = b7.suid and b7.ATTRIBUTE = 'Init' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b8 on a.suid = b8.suid and a.schyear = b8.schyear
and a.suid = b8.suid and b8.ATTRIBUTE = 'Lead' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b9 on a.suid = b9.suid and a.schyear = b9.schyear
and a.suid = b9.suid and b9.ATTRIBUTE = 'Mat' left outer join
TB_SLP_PERSONNEL_GENRL_ABLT b10 on a.suid = b10.suid and a.schyear =
b10.schyear and a.suid = b10.suid and b10.ATTRIBUTE = 'Pers' left outer
join TB_SLP_PERSONNEL_GENRL_ABLT b11 on a.suid = b11.suid and a.schyear =
b11.schyear and a.suid = b11.suid and b11.ATTRIBUTE = 'Resp' left outer
join TB_SLP_PERSONNEL_GENRL_ABLT b12 on a.suid = b12.suid and a.schyear =
b12.schyear and a.suid = b12.suid and b12.ATTRIBUTE = 'Ov' where
a.SCHYEAR = ? and a.classlvl = 'S6' and (a.status=null or a.status not in
(4,5,6)) order by a.CLASSCODE, a.classno
```

Go To Execute Back

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

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

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

[S-DAT04-03] Data Management > Execution

Query Name: personal 6A  
 Query Description: E-APP application  
 SQL Statement:

```
select null 'Application Number', a1.SCHID 'School Code', a.HKID 'HKID', (case
when a.DOCTYPE = '02' then a.DOCNO else a2.PASSPTNO end) 'Passport Number',
a2.ISSCNT 'Issue Country', left(a.ENNAME, locate(a.ENNAME, ' ', 1)-1) 'Last
Name', substr(a.ENNAME, locate(a.ENNAME, ' ', 1)+1) 'First Name', a.CLASSCODE
'Class', a.classno 'Student Number', null 'Group', b6.rating 'IND', b9.rating
'MAT', b2.rating 'AP', b5.rating 'IDP', b8.rating 'LEAD', b7.rating 'INIT',
b11.rating 'RESP', b.rating 'COMM', b1.rating 'W/OTH', b10.rating 'PERS',
b4.rating 'CREAT', b12.rating 'Ov' from vw_stu_lateststudent a left outer join
TB_SCH_SCHOOL a1 on a.suid = a1.suid and a.schyear = a1.schyear left outer
join TB_SLP_PERSNL_GENRL_ABLT b2 on a.suid = b2.suid and a.schyear =
b2.schyear and a.schyear = b2.schyear and a.suid = b2.suid and b.ATTRIBUTE =
'Comm' left outer join TB_SLP_PERSNL_GENRL_ABLT b1 on a.suid = b1.suid and
a.schyear = b1.schyear and a.suid = b1.suid and b1.ATTRIBUTE = 'W/oth' left
outer join TB_SLP_PERSNL_GENRL_ABLT b2 on a.suid = b2.suid and a.schyear =
b2.schyear and a.suid = b2.suid and b2.ATTRIBUTE = 'AP' left outer join
TB_SLP_PERSNL_GENRL_ABLT b3 on a.suid = b3.suid and a.schyear = b3.schyear and
a.suid = b3.suid and b3.ATTRIBUTE = 'Cond' left outer join
TB_SLP_PERSNL_GENRL_ABLT b4 on a.suid = b4.suid and a.schyear = b4.schyear and
a.suid = b4.suid and b4.ATTRIBUTE = 'Creat' left outer join
TB_SLP_PERSNL_GENRL_ABLT b5 on a.suid = b5.suid and a.schyear = b5.schyear and
a.suid = b5.suid and b5.ATTRIBUTE = 'Idp' left outer join
TB_SLP_PERSNL_GENRL_ABLT b6 on a.suid = b6.suid and a.schyear = b6.schyear and
a.suid = b6.suid and b6.ATTRIBUTE = 'Ind' left outer join
TB_SLP_PERSNL_GENRL_ABLT b7 on a.suid = b7.suid and a.schyear = b7.schyear and
a.suid = b7.suid and b7.ATTRIBUTE = 'Init' left outer join
TB_SLP_PERSNL_GENRL_ABLT b8 on a.suid = b8.suid and a.schyear = b8.schyear and
a.suid = b8.suid and b8.ATTRIBUTE = 'Lead' left outer join
TB_SLP_PERSNL_GENRL_ABLT b9 on a.suid = b9.suid and a.schyear = b9.schyear and
a.suid = b9.suid and b9.ATTRIBUTE = 'Mat' left outer join
TB_SLP_PERSNL_GENRL_ABLT b10 on a.suid = b10.suid and a.schyear = b10.schyear
and a.suid = b10.suid and b10.ATTRIBUTE = 'Pers' left outer join
TB_SLP_PERSNL_GENRL_ABLT b11 on a.suid = b11.suid and a.schyear = b11.schyear
and a.suid = b11.suid and b11.ATTRIBUTE = 'Resp' left outer join
TB_SLP_PERSNL_GENRL_ABLT b12 on a.suid = b12.suid and a.schyear = b12.schyear
and a.suid = b12.suid and b12.ATTRIBUTE = 'Ov' where a.SCHYEAR = ? and
a.classlvl = 'S6' and (a.status=null or a.status not in (4,5,6)) order by
a.CLASSCODE, a.classno
```

Prompt

Field Name	Operator	Value
a.SCHYEAR	=	2012

Output Format

☐ HTML  
☐ Text File  
☒ Excel  
☐ Word

☐ CSV Delimiter |

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Applicant	School	Col	HKID	Passport	Issue	Col	Last	First	Nam	Class	Student	N	Group	IND	MAT	AP	IDP	LEAD	INIT	RESP	COMM	W/OTH	PERS	CREAT	Ov
2	112593	0217060						Lee	BB	WW	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
3	112593	1805490						Lee	BB	EE	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
4	112593	2309020						Lee	BB	FF	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
5	112593	2309020						Lee	BB	FF	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
6	112593	2309050						Ng	AA	UU	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
7	112593	2309040						Ng	AA	VV	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
8	112593	2408882						Ng	AA	WW	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
9	112593	2408740						Ng	AA	XX	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
10	112593	2409090						Ng	AA	YY	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
11	112593	H202020						Lee	BB	00	0B	1			5	0	5	4	1	5	5	1	1	1	1	1
12	112593	H101010						Wong	BB	XX	0B	1			4	0	0	4	0	0	4	0	0	4	0	0
13	112593	H202020						Wong	BB	YY	0B	1			4	0	0	4	0	0	4	0	0	4	0	0
14	112593	2415150						Lee	AA	AA	0B	1														
15	112593	2415470						Lee	AA	BB	0B	1														
16	112593	2416250						Lee	AA	CC	0B	1														
17	112593	2420891						Ng	AA	ZZ	0B	1														
18	112593	2421150						Lee	BB	HH	0B	1														
19	112593	2421220						Ng	BB	AA	0B	1														
20	112593	2421510						Lee	BB	II	0B	1														