

E-platform for School Development & Accountability (ESDA)

Operation Manual

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About this Operation Manual

This Operation Manual aims to provide a step-by-step reference for the operation of ESDA. Content of this manual is grouped and categorized by the main modules of ESDA and its respective operation tasks. Meanwhile, the appendices provide advanced operation tasks facilitating the special usages of individual schools.

The target readers of this Operation Manual are System Administrator, Survey Manager, KPM Data Manager and those who are authorized to view ESDA reports.

There are eleven chapters in this Operation Manual; they are:-

- Chapter 1 Introduction to ESDA
- Chapter 2 System Tools (ST)
- Chapter 3 User Management (UM)
- Chapter 4 Survey Administration (SA)
- Chapter 5 Do Survey (DS)
- Chapter 6 Survey Import (SI)
- Chapter 7 Data Import / Input (DI)
- Chapter 8 Report Viewer (RV)
- Chapter 9 File Storage (FS)
- Chapter 10 Data Preparation for Submission (DPS)
- Chapter 11 System Message Viewer (SMV)

Besides the general operation mentioned in the above chapters, there are some other operations provided in the Appendices giving guidance to schools on these related features in ESDA. They are:-

- Appendix 1: Procedures for Generating a CSV File for Survey Import from APASO mdb File
- Appendix 2: Update Data Package through WebSAMS CDS
- Appendix 3: Extract KPM Items from WebSAMS
- Appendix 4: Download ESDA Message from WebSAMS CDS

Chapter 1: Introduction to ESDA

ESDA is a web-based application built on the Self Evaluation Platform (SEP) on Information Technology in Education (ITeD) for Schools, which is a tool provided by EMB in 2005 for schools to conduct ITeD-related and school-based questionnaire surveys. Some functions (e.g. User Management) are shared among ESDA and SEP whereas some functions are designed for ESDA and SEP separately. In other word, if there is any information updated in common functions, it will affect both ESDA and SEP.

ESDA facilitates schools' to collection, management and transfer of data pertaining to school self-evaluation and external school review. The ESDA, a web-application, can run on both the schools' Local Area Network (LAN) and Wide Area Network (i.e. Internet) with Internet Explorer 6.0 or above.

In ESDA, there are ten main component modules, namely, System Tools (ST), User Management (UM), Survey Administration (SA), Do Survey (DS), Survey Import (SI), Data Import / Input (DI), Report Viewer (RV), File Storage (FS), Data Preparation for Submission (DPS) and System Message Viewer (SMV). A functional module overview is provided in Section 1.2.3 Functional Modules Views.

Notes:

Functions for Self-evaluation Platform (SEP) are not covered in this manual. For the details of these functions, please download related manuals from <http://www.emb.gov.hk/sep/eng/> or <http://www.emb.gov.hk/sep/chin/>

1.1 Logon and Logoff

Before introducing the details of the operation of ESDA, this section explains the steps for users to login and logout the ESDA.

1.1.1 Logon



- 1) To login the ESDA, user must enter his / her login ID and Password.
- 2) Click [Login] or press [Enter] for validation.

1.1.2 Logout



- 1) To logout the ESDA, user must click [Logout] at the top right-hand corner.
- 2) Click [Confirm] to logout.



1.2 Navigating ESDA

The ESDA layout is generally divided into two frames; top frame and the main frame.



1.2.1 Top Frame

The top frame includes the following information

- 1) School Badge
- 2) Available Menu Modules
- 3) Logout

A pop-up confirmation message will be displayed. For more information, please refer to Section 1.1.2.

- 4) Change Password

Change password interface will be displayed for changing personal password in ESDA. Please refer to Section 1.2.6 for details.

- 5) Help (Online Help)

Operation guide / glossary for related functional modules will be displayed in pop-up windows.

- 6) Other Links

- 7) Language Switch

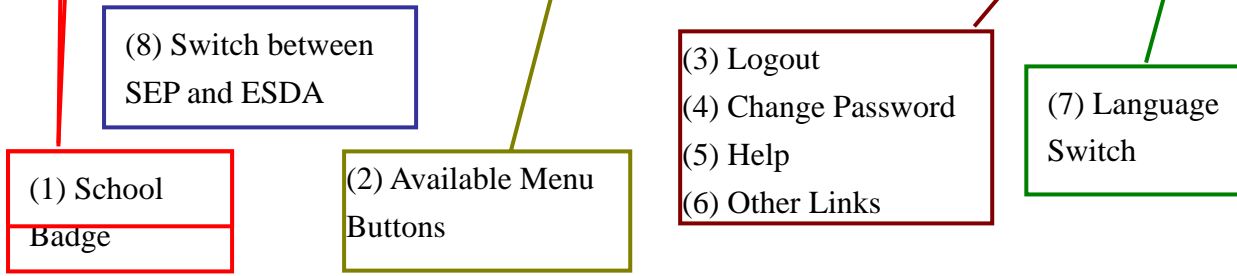
Language could be switched to English by clicking the button [Eng] or to Chinese by clicking the button [中].

- 8) Switch between SEP & ESDA.

Warning:

When switching between languages, any un-saved data in the main frame will be lost.

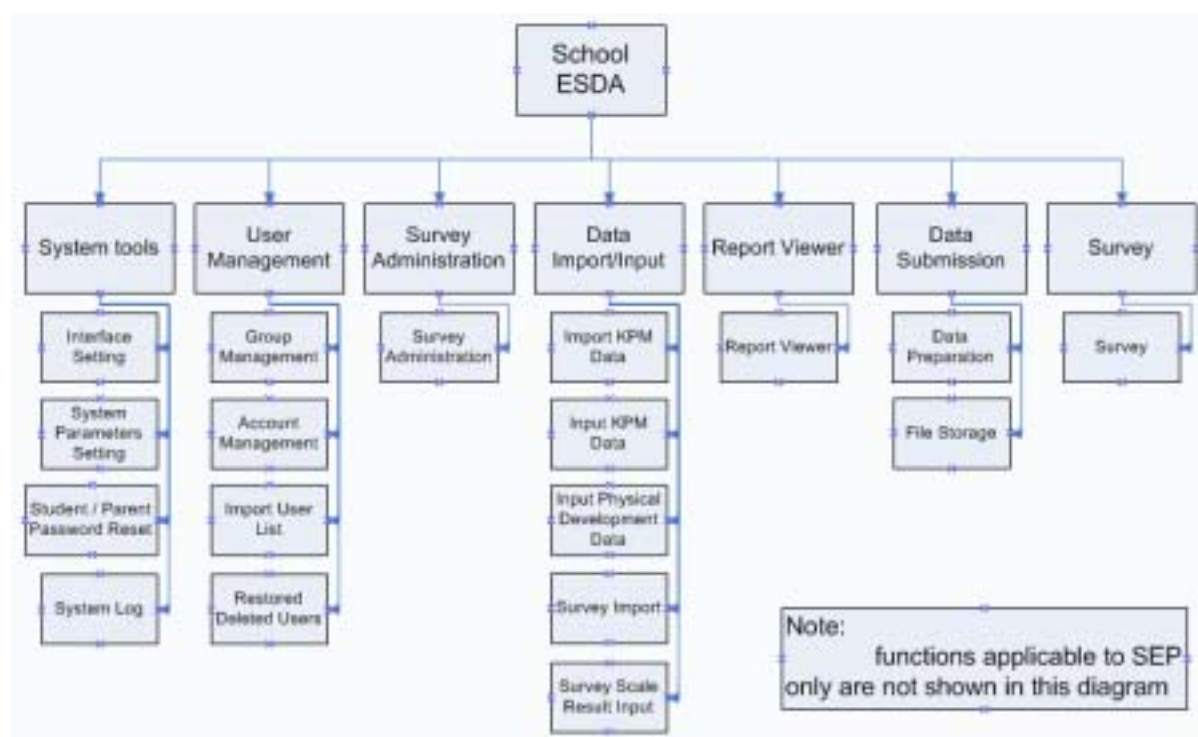




1.2.2 Main Frame

The main frame is the main part of the screen where input / output information to / from ESDA is displayed.

1.2.3 Functional Modules Views



1.2.4 Browse / Select Function



- 1) Mouse over to the menu button.
- 2) Mouse over to highlight the function.
- 3) Click on the function name to access that function.

1.2.5 Traceable Direction Path

The Traceable Direction Path is located at the top left-hand corner under the function menu bar. It is designed to help users to locate current location as related to the module / function navigation path. The standard format is as below:

Menu bar-menu button > function > sub-function (if applicable) > current step (if applicable)



1.2.6 Change Password

- 1) Click [Change Password] in the top frame.
- 2) The “Change Password” interface will be displayed.

Change Password

The screenshot shows the 'Change Password' interface. It has a white background with a dark red border. There are three input fields, each with a label and a password mask (seven asterisks). The labels are 'Password in use:', 'New Password:', and 'Confirm Password:'. A 'Save' button is located in the bottom right corner of the form.

- i) Input the “Original Password”, then “New Password”.
- ii) Input the “Confirm Password” to verify the newly input password.
- iii) Click [Save] to save changes.

Notes:

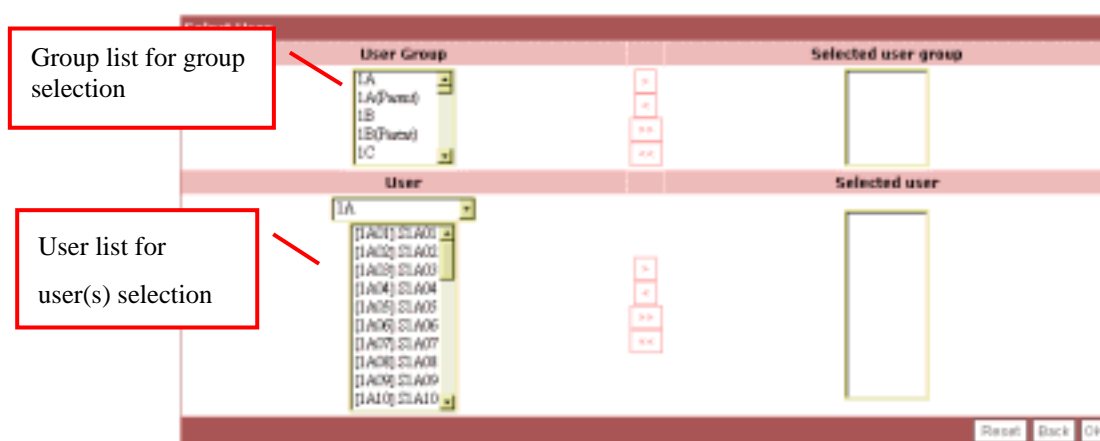
The new password will be effective immediately in the next login.

1.3 Common Operations

Two common operations, user selection and records management, will appear across different modules. As you may encounter them often, this section is devoted to explaining their basic operations.

1.3.1 Select groups and users from groups

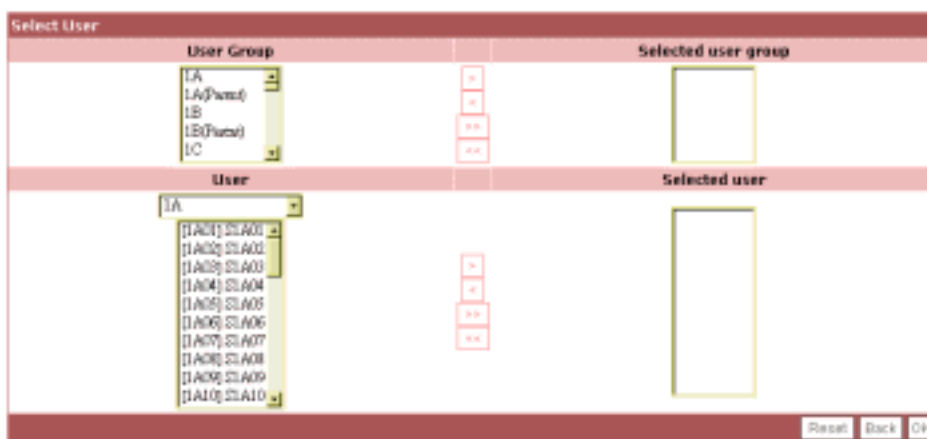
This appears when selection of users or groups operation is needed such as selecting target respondents for a questionnaire. It is also used for selecting a combination of group(s) and some users of a group.



- 1) To select group(s), click on the group name and then click [>]

***Tips:** press the [Ctrl] or [Shift] and then click the group(s) to select multiple groups.*

- 2) To select all groups, click [>>]
- 3) To delete selected group(s), click the group name on the list of “Selected Group” and then click [<].



- 4) To select some users of a group, browse the group as shown in above diagram. Click the user name and then click [>].

Tips:

press the [Ctrl] or [Shift] in the keyboard and then click the user(s) to select multiple users.

- To delete selected user(s), click the user name on the list of “Selected Group” and then click [**<**].

1.3.2 Select users

This appears when selection of user operation is needed such as selecting members of a survey group.



- To select some users of a group, browse the group, click the user name and then click [**>**].

Tips:

press the [Ctrl] or [Shift] in the keyboard and then click the group(s) to select multiple users.

- To delete selected user(s), click the user name on the list of “Selected user” and then click [**<**].

1.3.3 The “Select-all” checkbox

Select-all checkbox appears when multi-selection operation is needed such as deleting user accounts.

Once users check the “Select-all-checkbox” on the first row of a table, all the check boxes below will be selected. However, if one or more of the check box(es) for the records below is / are unchecked, the “Select-all-check-box” will be unchecked automatically.



(Note: The “Specialist” group is applicable to special schools only)

1.3.4 Delete Record

To delete record(s), user should check the respective checkboxes and then click [Delete] button.



(Note: The “Specialist” group is applicable to special schools only)

Chapter 2: System Tools (ST)

2.1 About System Tools (ST)

The System Tools provides a set of tools for the System Administrator to manage the system-level setting (i.e. System Interface Setting, Set School Year, Manage Password, System Registration, Package Import and Default Language). In addition to the ones listed below, details of administration functions can be found in the Administrator Manual.

2.1.1 Before You Begin

To access the System Tools for the management of the system setting, your account should possess the “System Setting” privilege. To access this function to reset students’ password, your account should possess the “Password Management” privilege. To view or import system message, your account should possess the “System Message Management” privilege.

2.1.2 Best Practice

Due to the functional module properties, it is recommended that only the System Administrator can access the System Tools. To access the functional module, your account should possess the “System Setting”, “Password Management” and “System Message Management” privileges. In addition, all teachers’ accounts should possess a “Password Management” privilege so that they can access this function to reset students’ passwords if necessary.

2.2 Customizing Global System Interface

You can change the banner, color scheme, and default language of ESDA with the interface setting function.

- 1) Mouse over to [System Tools] and then click [Interface Setting].
- 2) The “Interface Setting” template will be displayed.



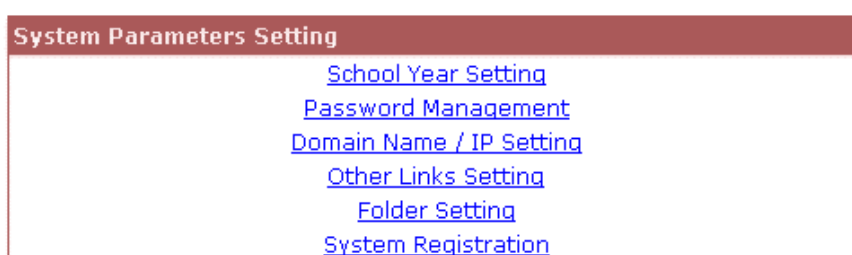
- i) Click [Browse] to upload the school badge.
- ii) At the “System Color” section, select the desired color for table(s) in the ESDA.
- iii) At the “Default Language” section, select the default language of the system

interface when user first login.

2.3 School Year Setting

School year setting is designed for defining current school year of the system. You should update this information at the beginning of each school year before importing student accounts and collecting information for that particular year. Not until that is done should you start importing the annual Stakeholder Survey package to the system. For details of importing Stakeholder Survey, please refer to Section 2.9

- 1) Mouse over to [System Tools] and then click [System Parameter Setting].
- 2) A list of “System Parameters Setting” will be displayed.



- 3) Click [School Year Setting].
- 4) At the School Year List, check the appropriate academic year (i.e. 2004-05 for academic year of 2004 to 2005) and “Enable Data Input” of a specific academic year.

Notes:
 "Enable Data Input" controls the KPM Item data which can be updated for specific school years.

Current School Year	School Year	Enable Data Input
<input type="checkbox"/>	2003-04	<input type="checkbox"/>
<input type="checkbox"/>	2004-05	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2005-06	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2006-07	<input type="checkbox"/>

Save Back

In the above example, the current school year is set to 2005-2006, i.e. you may start collecting data (e.g. survey data) for the 2005-2006 academic year, but you may also input and update KPM data for years 2004-2005 and 2005-2006

- 5) When finished selection, click [Save].

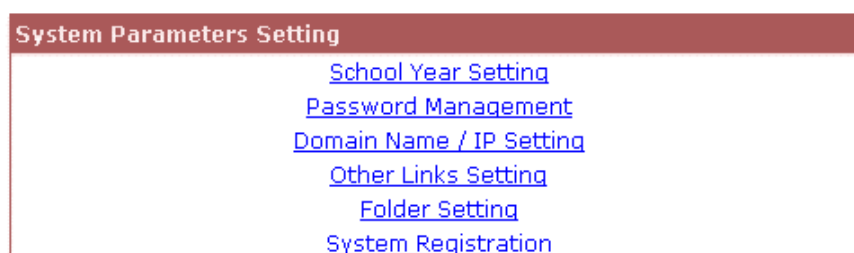
Notes:
 - Change of current school year will change the users in ESDA. Therefore it is recommended that the System Administrator make sure that all surveys have been closed and announcement has been sent to all system users before changing the current school year. Otherwise, the newly assigned class (e.g. 1A) may not reflect the original target users.

- Each Form Group and Class Group belongs to one school year (e.g. 2004-05) to form a unique group identity (e.g. 2004-05 1A). If the current school year is updated, re-mapping is needed after importing a new student CSV file.
- KPM Items can be updated only if the “Enable Data Input” for a specific school year has been checked. It can protect the KPM Item data from being modified unintentionally.

2.4 Password Management

Schools can define their own password policy by setting the properties in “Password Management”. They can define the length of passwords and user groups that can manage passwords.

- 1) Mouse over to [System Tools] and then click [System Parameter Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available before system is registered; items will differ after registration.)

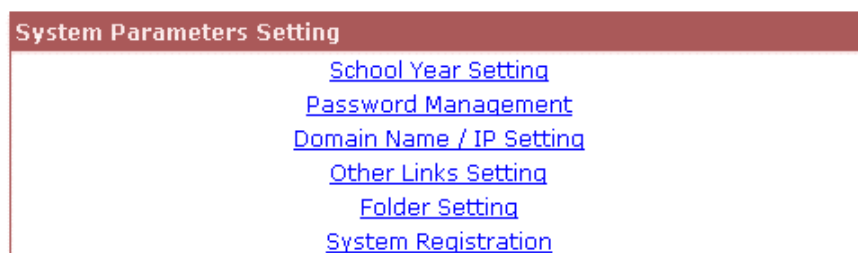
- 3) Click [Password Management].

- 4) Define the “Minimum Password Length” and “Maximum Password Length”.
- 5) In the “Can Change Password” section, select which user type(s) can personalize password in ESDA.
- 6) To save the setting, click [Save].

2.5 Other Links Setting

Some reference links related to ESDA and SEP can be defined in the system. In addition, you can provide other links that you may find useful with this function.

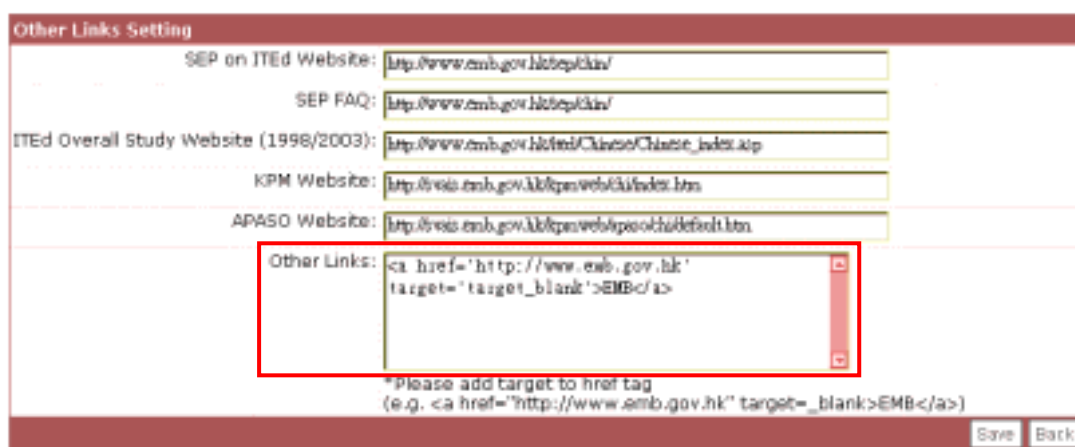
- 1) Mouse over to [System Tools] and then click [System Parameter Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available before system is registered; items will differ after registration.)

- 3) Click [Other Links Setting].
- 4) Revise the URL of the links and then click [Save].

Notes:
To add links in “Other Links” section, use of simple html code is needed.



2.6 Student/Parent Password Reset

Student or parent may lose their passwords. You can help them to reset their passwords with the “Student/Parent Password Reset” function.

- 1) Mouse over to [System Tools] and then click [Student/Parent Password Reset].
- 2) An interface of “Student Password Reset” will be displayed.



- 3) Select “Class” at the top right-hand corner.
- 4) A list of students of respective classes will be displayed.



- 5) To change password(s) of the student(s), select checkbox(es) of the student(s).

Tips:
 To select all student/parent accounts within the selected class, please click the “Select All” button.

- 6) At the Password slot, revise the desire password(s) for the selected student(s); otherwise, keep the password as “123456”.
- 7) Click [Reset] to proceed.
- 8) A system dialogue box will be displayed, click [Confirm] to complete the operation.

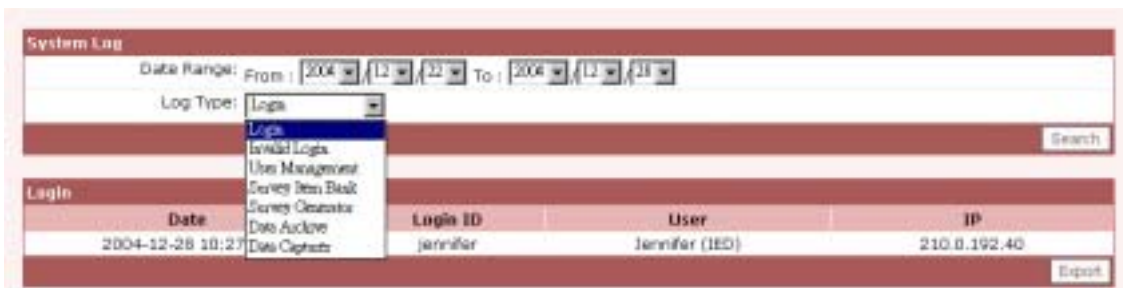


- 9) The password(s) of selected student(s) will be changed instantly.

2.7 Viewing System Log

This module is designed for reviewing daily operations performed. The system logs various operation records in different modules. To facilitate administrator’s review of these operations, a search function is provided for retrieving log records based on the log type and the date range.

- 1) Mouse over to [System Tools] and then click [System Log].
- 2) At the “System Log” interface, select the date range and log type and then click [Search].



- 3) Respective logs will be displayed, click [Export] to export the log into a csv file.

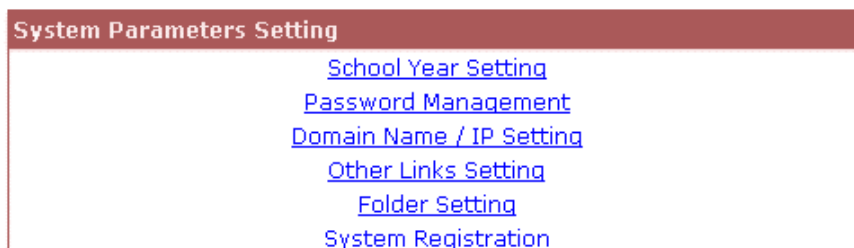
Date	Login ID	User	IP
2005-08-05 18:30:01	admin	Administrator	210.0.192.40
2005-08-05 18:31:14	admin	Administrator	210.0.192.40
2005-08-05 18:34:14	admin	Administrator	210.0.192.40
2005-08-05 18:48:01	admin	Administrator	210.0.192.40
2005-08-08 12:03:40	admin	Administrator	210.245.204.11
2005-08-09 09:31:30	admin	Administrator	210.0.192.40
2005-08-09 10:18:13	admin	Administrator	210.0.192.40
2005-08-09 10:50:51	admin	Administrator	127.0.0.1
2005-08-09 10:51:48	admin	Administrator	210.0.192.40
2005-08-09 12:56:26	admin	Administrator	210.0.192.40
2005-08-09 15:43:33	s3a08	[3A08] S3A08	210.0.192.40
2005-08-09 15:51:25	s3a01	[3A01] S3A01	210.0.192.40
2005-08-09 19:49:54	admin	Administrator	210.0.192.40
2005-08-10 10:24:42	admin	Administrator	210.0.192.40
2005-08-10 10:36:37	admin	Administrator	210.0.192.40
2005-08-10 10:37:35	admin	Administrator	210.0.192.40
2005-08-10 10:38:19	admin	Administrator	210.0.192.40
2005-08-10 11:53:16	admin	Administrator	210.0.192.40
2005-08-10 13:03:40	admin	Administrator	210.0.192.40
2005-08-10 14:17:37	admin	Administrator	210.0.192.40

(Page: 1 / 2) Export

2.8 System Registration

Modules designed for ESDA are disabled by default. You need to register the system with a registration key provided by Quality Assurance (QA) Division in order to activate these modules. In addition, this key will be used as an identity of your school when you submit data to QA Division.

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available before system is registered; items will differ after registration.)

- 3) Click [System Registration].
- 4) At the “System Registration” interface, input a registration key and then click [Save].



Notes:
If you do not have the registration key, please contact the Indicators Section of QA Division, EMB at 2892 6577.

2.9 Import Stakeholder Survey Package

The Stakeholder Surveys will be updated every year. Therefore, you must import a set of Stakeholder Survey at the beginning of each school year in order to publish the latest version of Stakeholder Survey. You can download the Stakeholder Survey package from the ESDA website.

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available after system is registered; items will differ before registration.)

- 3) Click [Package Import].
- 4) At the “Package Import” interface, Click [Import Stakeholder Survey Package].
- 5) At the “Import Stakeholder Survey Package” interface, browse a stakeholder survey package file and then click the “Import” button.



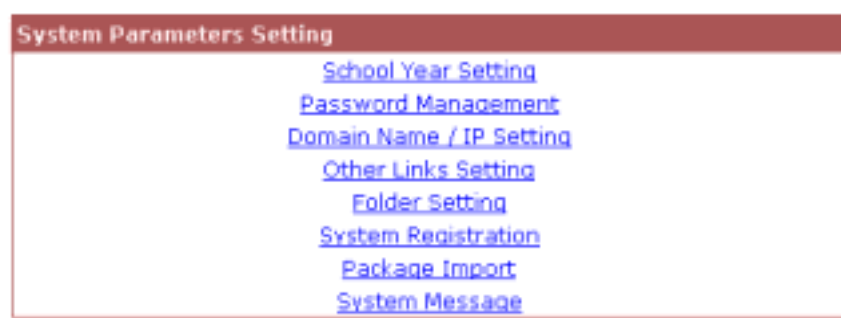
Notes:

You should download a Stakeholder Survey package after you change the school year of the system. Otherwise, you cannot administer any Stakeholder Survey of that school year. For details of package download, please visit the KPM website.

2.10 Import Reference Data Package (for Primary and Secondary School only)

Reference data will be distributed to schools through the reference data package. The system already contains the latest version of reference data when you first install ESDA. You can download the latest version of the reference data from the ESDA website in subsequent years.

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available after system is registered; items will differ before registration.)

- 3) Click [Package Import].
- 4) At the “Package Import” interface, Click [Import Reference Data Package].
- 5) At the “Import Reference Data Package” interface, browse a reference data package file and then click the “Import” button.



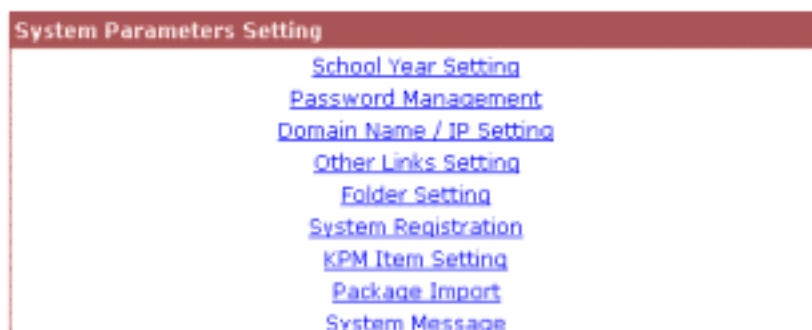
Notes:

The Reference Data package contains territory-wide reference data of KPM items. The reports of KPM items show the updated reference data once the Reference Data package is imported.

2.11 KPM Item Setting (for Special Schools only)

Not all KPM Items are applicable to special schools. You should deselect inappropriate KPM items in order to prevent inapplicable KPM data from being input or submitted to QA Division.

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) A list of “System Parameters Setting” will be displayed.



(This screen only shows functions available after system is registered; items will differ before registration.)

- 3) Click [KPM Item Setting].
- 4) At the “KPM Item Setting” interface, check the checkbox(es) next to appropriate KPM Item, click the “Save” button.

KPM Item Setting		Year: 2008-06
KPM Item	Enable	
01. Composition of School Management Committee (SMC)	Must	<input type="checkbox"/>
02. Staff's view on school leadership	Must	<input type="checkbox"/>
03. Teachers' professional development	Must	<input type="checkbox"/>
04. Teacher qualification and experience		<input type="checkbox"/>
05. School expenditure on learning and student support	Must	<input type="checkbox"/>
06. Teachers', parents' and students' view on learning & teaching	Must	<input type="checkbox"/>
07. Number of active school days	Must	<input type="checkbox"/>
08. Percentage of lesson time allocated to KLAs as per school timetable	Must	<input type="checkbox"/>
09. Students' reading habit (entire school year)		<input type="checkbox"/>
10. Provision of co-curricular activities (entire school year)		<input type="checkbox"/>
11. Teachers', students' & parents' views on school culture	Must	<input type="checkbox"/>
12. Parents' views on home-school partnership	Must	<input type="checkbox"/>
13. No. of graduate students in the following destination categories		<input type="checkbox"/>
15. Raw mean scores of HKAT in the core-three subjects		<input type="checkbox"/>
17. HKCEE		<input type="checkbox"/>
20. Total no. of students participated in any of the following inter-school events (entire school year)		<input type="checkbox"/>
21. Total no. of students participated in any of the uniform/social and voluntary services groups (entire school year)		<input type="checkbox"/>
22. Students' attendance (entire school year)	Must	<input type="checkbox"/>
23. Students' physical development (based on date of the physical tests)		<input type="checkbox"/>

Save Back

Notes:

Only checked KPM Items can be input in KPM Input module. If an KPM item is unsuitable to your school, please de-select the checkbox of that KPM item.

Tip:

The "Domain Name / IP Setting" and "Folder Setting" are designed for SEP only. For details, please refer to the Operation Manual of SEP.

Chapter 3: User Management (UM)

3.1 About User Management (UM)

There are four core functions in User Management, namely, Group Management, Account Management, Import User List and Restore Deleted Users. The Administrator uses the UM functions to create user accounts, to define groups and to assign privileges to the groups after installation of the ESDA. The user account is used for user authorization during the login procedure, user authentication and identification in the operation of other functional modules in the system. User accounts are then added into the respective groups and the group users will possess the assigned privileges specific to these groups. A user and group search function is provided in the UM to facilitate user and group management. A “Restore deleted Users” function is available for the Administrator to restore user accounts if accidental deletion occurs.

3.1.1 Before You Begin

The user management is solely for maintaining user accounts and controlling users’ rights in ESDA. Due to the functional module properties, it is recommended that only the System Administrator can access this functional module. To access the UM module, you should possess the “User Management” privilege.

3.1.2 Understanding School Year

School year is a vital part in the ESDA system. As each Class Group belongs to one school year (e.g. 2004-05) to form a unique group identity (e.g. 2004-05 1A) in ESDA, the selection of school year controls the information of a particular school year (e.g. student/parent accounts, survey results) to be displayed within ESDA. In order to avoid mis-selection of school year, it is recommended that only the System Administrator can access this function. For details of “School Year Setting”, please refer to Section 2.3.

3.1.3 Understanding Group Types

There are five types of groups (System Group, Class Group, Form Group, Survey Group, and Privilege Group). The System Administrator can create group(s) under these group types (except the System Group). Properties of each group type are listed in Table 1.

Group Type	Group Type's Properties	Group Example
System Group	<ul style="list-style-type: none"> It is inherited in ESDA and cannot be created/edited /deleted. When batch students, parents and teachers accounts are imported via *csv file, user accounts will be automatically assigned to respective system groups (i.e. students assigned to “Students” Group). 	<ul style="list-style-type: none"> Parents Group Students Group Administrator Group Teachers Group Other Group
Class Group	<ul style="list-style-type: none"> When batch student accounts are imported via *csv file, Class Group will automatically be created OR the Administrator can create it manually. 	<ul style="list-style-type: none"> Example: Class Name: 1A Class Code: 1A
Form Group	<ul style="list-style-type: none"> When batch students accounts are imported via *csv file, Form Group will automatically be created OR the Administrator can create it manually. 	<ul style="list-style-type: none"> Example: Form Name: Primary 1 Form Code: P1
Survey Group	<ul style="list-style-type: none"> There are two types of Survey Groups; Global Survey Group and Local Survey Group. Global Survey Group(s) is / are created by the Administrator in User Management, in which Global Survey Group can be assigned to all surveys. Local Survey Group(s) is / are created by Survey Editor, in which the Local Survey Group will be attached to a particular survey for result analysis purpose. It is created to standardize survey respondents' retrieval and survey results analysis across years. 	<ul style="list-style-type: none"> Global Survey Group: Pilot Students, Science Subjects Group and Arts Subjects Group
Privilege Group	<ul style="list-style-type: none"> It is manually created by the Administrator. It is created to assign privileges to a group of users. 	<ul style="list-style-type: none"> Privilege Group: Survey Creators, Survey Item Bank and Administrators.

Table 1 Group Types in ESDA

3.1.4 Understanding User Groups and Accounts

The Administrator can create different groups under the four group types (except the System Group Type). A valid user account should have a unique “login ID” and “User Identity”. The System administrator can create user account manually or import from the “csv file” exported from WebSAMS. User account should be assigned to at least one group in the ESDA Platform. User of a particular group will inherit the group’s privilege(s).

3.1.5 Best Practices

To minimize the tedious jobs on group(s) and user accounts creation for initial system startup, it is recommended that the System Administrator use the “batch user account creation” to create student accounts, parent accounts and all school-based-group(s) (e.g. class and form groups).

 **Reference:**

please refer to the instruction under “Batch User Account Creation” in Section 3.3.7.

3.2 Group Management

To access Group Management, mouse over to [User Management] and then click [Group Management].

3.2.1 Create Form Groups

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) At the top right-hand corner, select Form Group from the pull down button.
- 3) The Form Group Management page will be displayed.

Group Type	Code	Name (Eng)	Name (Chi)			
Form Group	P1	P1	P1	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P1	P1(Parent)	P1(家長)	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	P2	P2	P2	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P2	P2(Parent)	P2(家長)	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	P3	P3	P3	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P3	P3(Parent)	P3(家長)	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	P4	P4	P4	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P4	P4(Parent)	P4(家長)	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	P5	P5	P5	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P5	P5(Parent)	P5(家長)	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	P6	P6	P6	Edit	Set Privilege	Export Groups and Privilege of Users
Form Group	p_P6	P6(Parent)	P6(家長)	Edit	Set Privilege	Export Groups and Privilege of Users

- i) Check if the form group has already existed in ESDA.

Notes:

All form groups will be auto-created via batch student accounts import.

- ii) Click [Add] to add new form group.
- 4) The template of Form Group will be displayed.

Add Group

Group Type : Form Group

Name (Eng) : Primary 1

Name (Chi) : 小學

Form or Class Level : P1

Form Mapping : P1

Save Cancel

- i) Input the form name in both the “Name (Eng)” and “Name (Chi)” fields.
- ii) In the “Class Level” field, input the unique code for this class level and select a standard form “Form Mapping”.

Notes:

- Some ESDA functions need a mapping between user and Form Group (e.g. target groups of APASO). Therefore, school needs to map its existing Form Group with standard forms pre-defined in the system.

- This Class Level is to facilitate batch user import. It is recommended to use the same pattern as the Class Level used in WebSAMS.

- 5) Click [Save] to save the group setting.

3.2.2 Create Class Groups

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) At the top right-hand corner, select Class Group from the pull down button.
- 3) When Class Group Management page is displayed, check if the class group has already existed in ESDA.

Notes:

All class groups will be automatically created via batch student accounts importation.

- i) Click [Add].
- 4) The respective Group templates will be displayed.

- i) Input the group name in both “Name (Eng)” and “Name (Chi)” fields.
- ii) In the “Class Code” field, input the unique code for this class. (Remarks: This Class Code is to facilitate batch user import. It is recommended to use the same pattern as the Class Code used in WebSAMS.)
- 5) Click [Save] to save the group setting.

3.2.3 Create Survey / Privilege Groups

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) Group Management page will be displayed.

- i) At the top right-hand corner, select Survey Group / Privilege Group.
- ii) Click [Add].
- 3) Group template will be displayed.

- i) In the group template, input the group name in both the “Name (Eng)” and “Name (Chi)” field.

- ii) To assign existing users from central user list into the group, click [Select User].

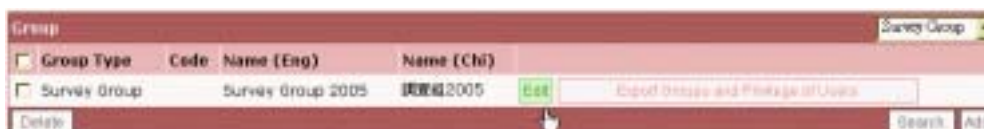
Reference:

For detailed instructions, please refer to Section 1.3.2 User Selection.

- 4) Click [Save] to save the group setting.

3.2.4 Modify Groups

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) Select the group type at the top right-hand corner.

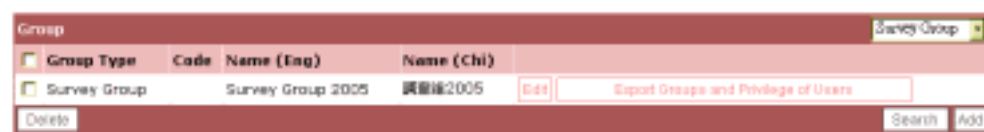


- i) Click [Edit] of the group to be modified.
- 3) At the “Edit Group” interface, click [Save] to save the modifications



3.2.5 Delete Groups

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) Select the group type at the top right-hand corner.
- 3) On the group list, check the group(s) and then click [Delete].



Notes:

A group, except Survey Group and Privilege Group, cannot be deleted if it contains user(s). If you want to delete a group with users, you should remove all user(s) from the group first.

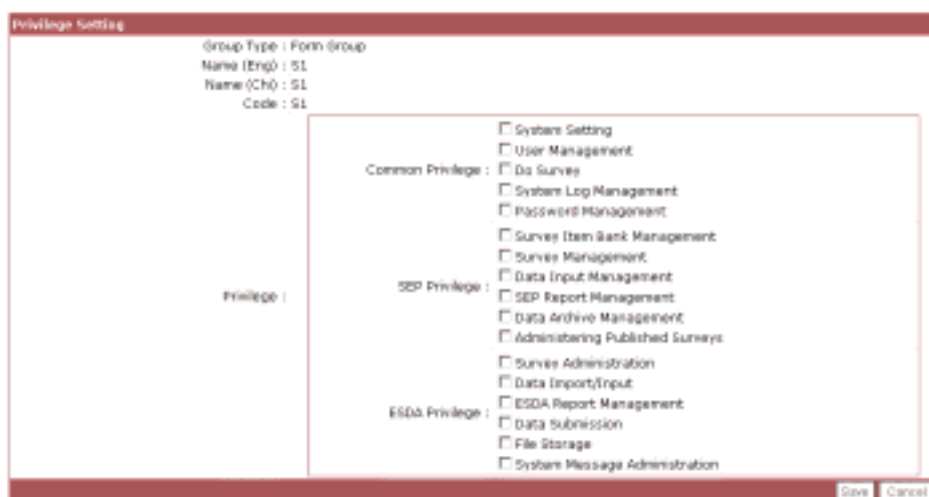
3.2.6 Set Privilege(s) for Group(s)

Tips:

Survey Group does not have privilege properties. To assign privilege to users of Survey Groups, you can put them into a Privilege Group.

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) Select the group type at the top right-hand corner.

- 3) Click [Set Privilege] of the group.



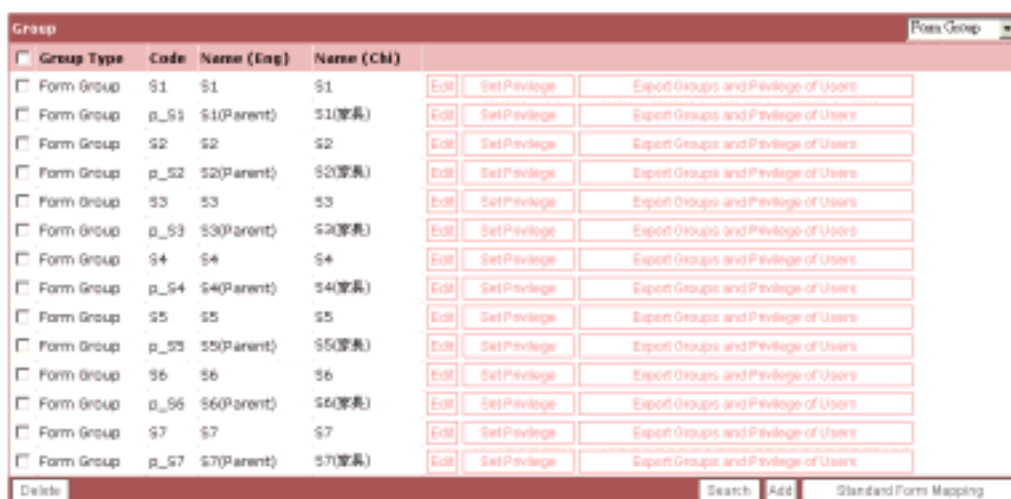
- i) Check the privilege(s) for the group.
- ii) Click [Save] to save the privilege setting.

Reference:

For the properties of each privilege, please refer to the Administrator Manual.

3.2.7 Map Form Group to Standard Form

- 1) Mouse over to [User Management] and then click [Group Management].
- 2) Select the Form Group at the top right-hand corner.
- 3) In the interface, Click [Standard Form Mapping].



- 4) In the interface, select a standard form for each form group and the click [Save].

Form Mapping	
Form Group	Standard Form
S1:	[F1] ▾
S1(Parent):	[F1(Parent)] ▾
S2:	[F2] ▾
S2(Parent):	[F2(Parent)] ▾
S3:	[F3] ▾
S3(Parent):	[F3(Parent)] ▾
S4:	[F4] ▾
S4(Parent):	[F4(Parent)] ▾
S5:	[F5] ▾
S5(Parent):	[F5(Parent)] ▾
S6:	[F6] ▾
S6(Parent):	[F6(Parent)] ▾
S7:	[F6] ▾
S7(Parent):	[F6(Parent)] ▾

[Save](#) [Back](#)

3.3 User Account Management

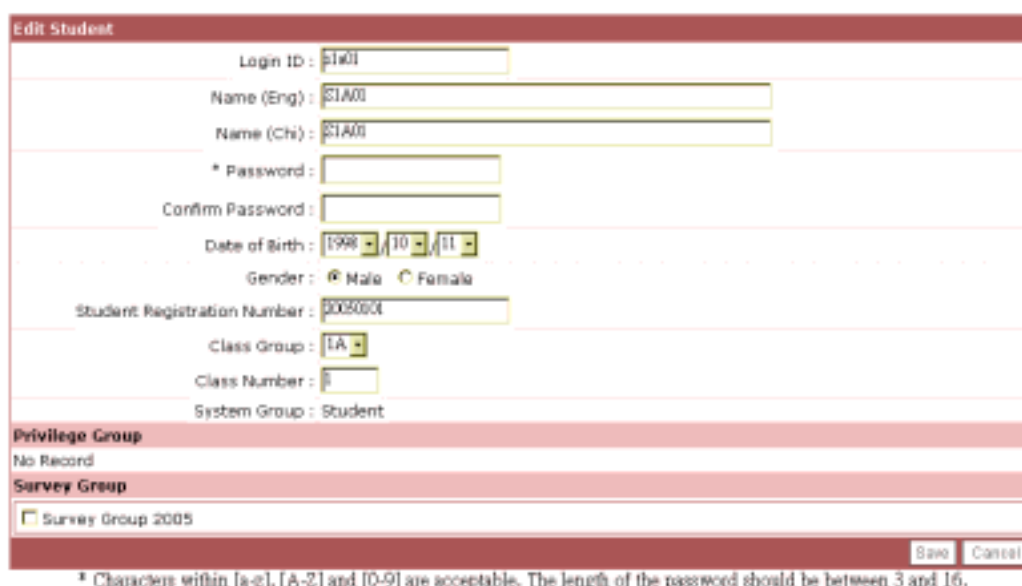
3.3.1 Create Individual Student / Parent Accounts

- 1) Mouse over to [User Management] and then click [Account Management].
- 2) To add student account, click [Add Student] at the bottom of the screen.

Notes:

To add parent account, click [Add Parent].

- 3) “Add Student” or “Add Parent” template will be displayed.



- i) Input all the fields of student information.

Notes:

For adding parent account, please input “Student name [Parent]” as “Name (Eng / Chi)”. (e.g. Chan Tai Man [Parent])

- ii) In the section of “Privilege Group”, select the privilege group(s) that the student belongs to (Optional). You should create a Privilege Group if you need to assign specific privileges to a group of users. (e.g. Personnels who can view reports)
- iii) In the section of “Survey Group”, select the survey group(s) that the student belongs to (Optional). You should create a Survey Group if you will create surveys for a group of users frequently. (e.g. boy scout)
- iv) To save/create the student account, click [Save].

3.3.2 Create Administrator / Teacher / Other Accounts

- 1) Mouse over to [User Management] and then click [Account Management].
- 2) Click [Add Administrator / Teacher / Others] on the bottom of the screen.

- 3) “Add Administrator / Teacher / Others” template will be displayed.

Edit Administrator / Teacher / Others

Login ID :

Name (Eng) :

Name (Chi) :

* Password :

Confirm Password :

Date of Birth : 1983 / 08 / 15

Gender : Male Female

User Identity :

System Group : Administrator
 Teacher
 Others

Privilege Group
No Record

Survey Group
 Survey Group 2005

* Characters within [a-z], [A-Z] and [0-9] are acceptable. The length of the password should be between 3 and 16.

- i) Input all the fields of users' information.

Notes:

“Date of Birth” is an optional field.

- ii) To select “Date of Birth”, check the checkbox and then select the date.

Notes:

- In some ESDA functions, such as “Student Physical Development”, age computation is required by using the Date of Birth field. Therefore, you should provide the Date of Birth of students when you create student accounts.

- To select a year that is earlier than the list provided, first select the earliest year on the list and then re-select the year again. You will see more year(s) available for select.

- iii) In the section of “Privilege Group”, select the privilege group(s) that the student belongs to (Optional). You should create a Privilege Group if you need to assign specific privileges to a group of users. (e.g. Personnels who can view reports)
- iv) In the section of “Survey Group”, select the survey group(s) that the student belongs to (Optional). You should create a Survey Group if you will create surveys for a group of users frequently. (e.g. boy scout)
- v) To save / create the account, click [Save].

3.3.3 Modify User Accounts

- 1) Mouse over to [User Management] and then click [Account Management].
- 2) Click [Search].

3) “Search User” interface will be displayed.

User Management > Account Management > Search User

i) Search the user by input either his / her “login ID”, “Name” or “Group” and then click [Search].

4) Click [Edit] of respective user records.

User Management > Account Management

Login ID	Name (Eng)	Name (Chi)
admin	Administrator	Administrator

5) At the respective user editing templates.

- i) Input the information to be modified.
- ii) Leave the password field blank for keeping user password unchanged.
- iii) Click [Save] to save the modification.

Notes:

All modifications will be reflected to the system instantly after you have saved the user record.

3.3.4 Delete User Accounts

- 1) Mouse over to [User Management] and then click [Account Management].
- 2) Click [Search].
- 3) At the “Search User” interface, input criteria to search the to-be-deleted user.
- 4) Check the checkbox of respective user records, and then click [Delete].

User				Student
	Login ID	Name (Eng)	Name (Chi)	
<input checked="" type="checkbox"/>	s6d33	[6D33] S6D33	[6D33] S6D33	Edit
<input type="checkbox"/>	s6d34	[6D34] S6D34	[6D34] S6D34	Edit
<input type="checkbox"/>	s6d35	[6D35] S6D35	[6D35] S6D35	Edit
<input type="checkbox"/>	s6d36	[6D36] S6D36	[6D36] S6D36	Edit
<input type="checkbox"/>	s6d37	[6D37] S6D37	[6D37] S6D37	Edit
<input type="checkbox"/>	s6d38	[6D38] S6D38	[6D38] S6D38	Edit
<input type="checkbox"/>	s6d39	[6D39] S6D39	[6D39] S6D39	Edit
<input type="checkbox"/>	s6d40	[6D40] S6D40	[6D40] S6D40	Edit

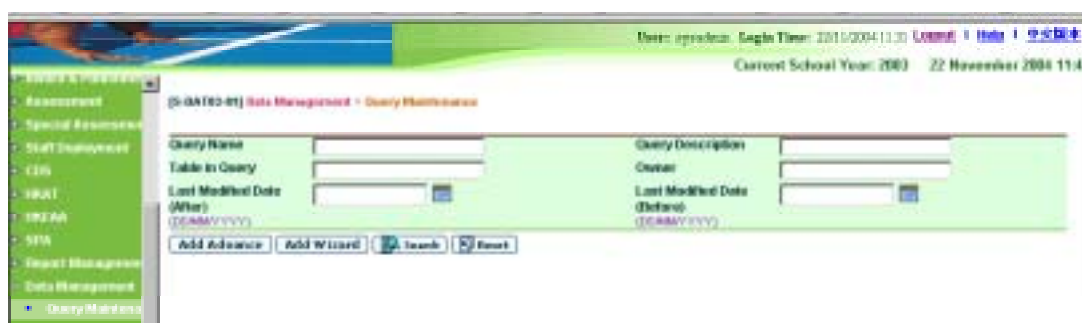
Deletes (Page: 47 / 47) Search Add Student Add Parent Add Administrator / Teacher / Others

5) All deleted users will be moved to delete user list.

Reference:
 To restore deleted user accounts, please refer to Section 3.3.10 Restore Deleted User Accounts.

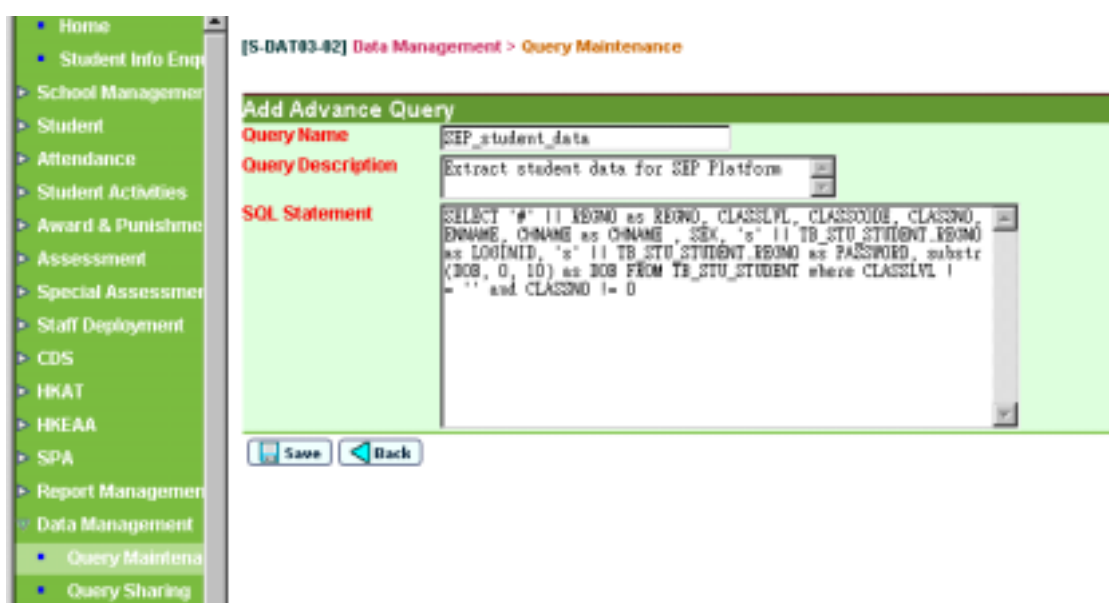
3.3.5 Extract Student Account Creation from WebSAMS

1) Logon to WebSAMS, select “Data Management” > “Query Maintenance”.



i) Click [Add Advance].

2) In the interface of “Add Advance Query”



i) Input the “Query Name” and “Query Description”.

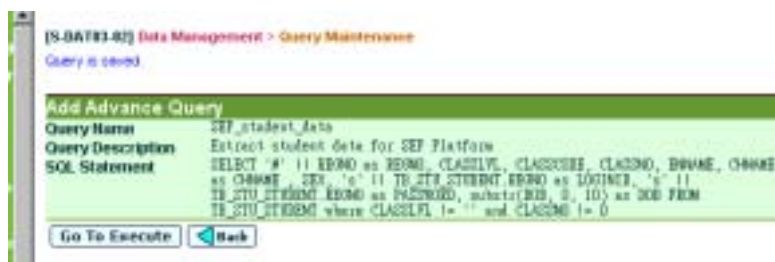
ii) In the “SQL Statement” field, input the script as below-

```
SELECT b.SCHYEAR, '#' || a.REGNO as REGNO, a.CLASSLVL, a.CLASSCODE, a.CLASSNO, a.ENNAME,
a.CHNAME as CHNAME , a.SEX, 's' || a.REGNO as LOGINID, 's' || a.REGNO as PASSWORD,
DATEFORMAT(DOB, 'YYYY/MM/DD') as DOB FROM TB_STU_STUDENT as a, TB_STU_STUSCHREC as b
where a.stuid = b.stuid AND a.CLASSLVL != '' and a.CLASSNO != 0 AND b.schyear = 2005
```

Notes:
 Copy of this script is provided in the “(Online) Help” in the “User Management”. Make sure you change the last parameter “b.schyear” accordingly.

iii) Click [Save].

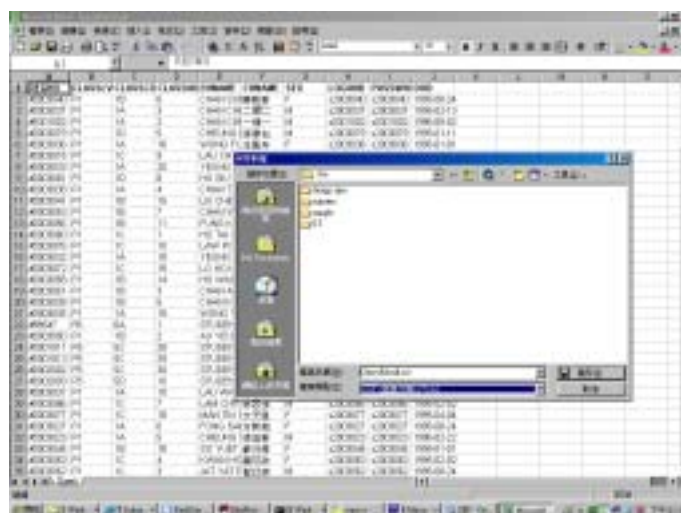
3) To execute query, click [Go To Execute].



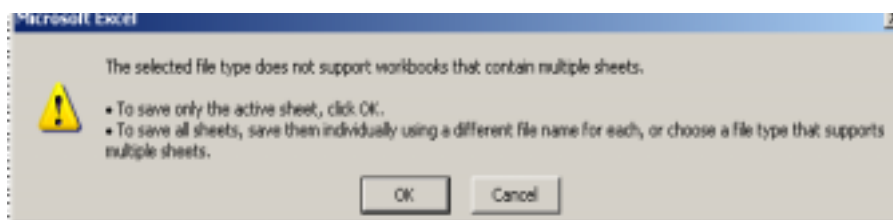
4) At the “Output Format”, select “Excel” and then click [Save Result].



5) Open the exported file in “Microsoft Excel”.



- i) Use [Save As..] function to save the file into *.csv file.
- 6) “Microsoft Excel” will pop up a warning message as exhibited below, click [OK] to save the file.

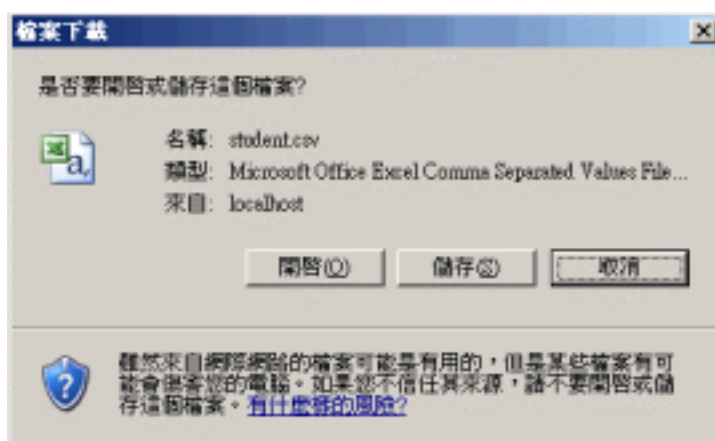


3.3.6 Download CSV Template

- 1) Mouse over to [User Management] and then click [Import User List].
- 2) Interface of “Download CSV Template” will be displayed.



- 3) To download csv file template for importing teacher accounts, click [Sample File for ‘Teacher’].
- 4) To download csv file template for importing student / parent accounts, click [Sample File for ‘Student’ and ‘Student and Parent’].
- 5) To download csv file template for importing other accounts, click [Sample File for ‘Others’].
- 6) A dialogue box will ask if you want to save or open the file, click [Save] to save the file in your workstation.



3.3.7 Batch Student and Parent Account Creation from WebSAMS

Prerequisite:

- You should have the csv file either exported from WebSAMS or generated from a spreadsheet.
- The imported file should include ALL student accounts (e.g. both NEW and EXISTING students). Any missing account in the imported CSV user file will be automatically moved to the listed of deleted users in ESDA.

- 1) Mouse over to [User Management] and then click [Import User List].
- 2) Interface of “Import Users” will be displayed.



- i) Check if the displayed “Current School Year” matches with the student data you are going to import.

Notes:

If the current school year does not match with the data, please adjust the current school year in “User Management > School Year Setting”.

- ii) To import student account solely, select “Student” in the “Group” field and then click [Browse] to select the file.
 - iii) To import student and parent accounts together, select “Student and Parent” and then click [Browse] to select the file.
 - iv) Click [Upload] to generate / update / delete student accounts.
- 3) A pre-import summary will be displayed advising the number of records in the uploaded file. Click [Next Step] to update / generate accounts.

- 4) A post-import summary will be displayed advising how many student accounts have been created / updated / deleted.

- 5) Click [Next Step].
- 6) Select a Standard Form for each Form Group and then click [Save].

Form Group	Standard Form
P1:	[P1]
P1(Parent):	[P1(Parent)]
P2:	[P2]
P2(Parent):	[P2(Parent)]
P3:	[P3]
P3(Parent):	[P3(Parent)]
P4:	[P4]
P4(Parent):	[P4(Parent)]
P5:	[P5]
P5(Parent):	[P5(Parent)]
P6:	[P6]
P6(Parent):	[P6(Parent)]

3.3.8 Batch Teacher Account Creation from CSV file

Prerequisite:

Prepare a CSV file for teacher account importation according to the sample as listed below:

LOGINID	REGNO	ENNAME	CHNAME	SEX	DOB	PASSWORD
teacher1	t123	teacher 1	老師 1	M	1958/11/5	
teacher2	t124	teacher 2	老師 2	F	1978/11/23	
teacher3	t125	teacher 3	老師 3	M	1966/11/13	
teacher4	t126	teacher 4	老師 4	F	1972/11/8	
teacher5	t127	teacher 5	老師 5	M	1971/11/15	abc234

Standard Header Fields

Notes: The defined "PASSWORD" is the default password when users first login to ESDA. Users can change their passwords after logging into ESDA. If Password field is empty for existing user, the system will keep user's current password unchanged. If Password field is empty, the system will synchronize login ID as user's default password.

- 1) Mouse over to [User Management] and then click [Import User List].
- 2) Interface of "Import Users" will be displayed.

- i) To import teacher account in batch, select "Teacher" in the "Group" field and then click [Browse] to select the file.
- 3) Click [Upload] to generate / update teacher accounts.

3.3.9 Create "Others" Accounts

Prerequisite:

- Group(s) used to contain these "Others" accounts should be created in the Group Management.
- Prepare a CSV file for the other accounts import according to the sample as listed below.

- 1) Mouse over to [User Management] and then click [Import User List].
- 2) Interface of "Import Users" will be displayed.

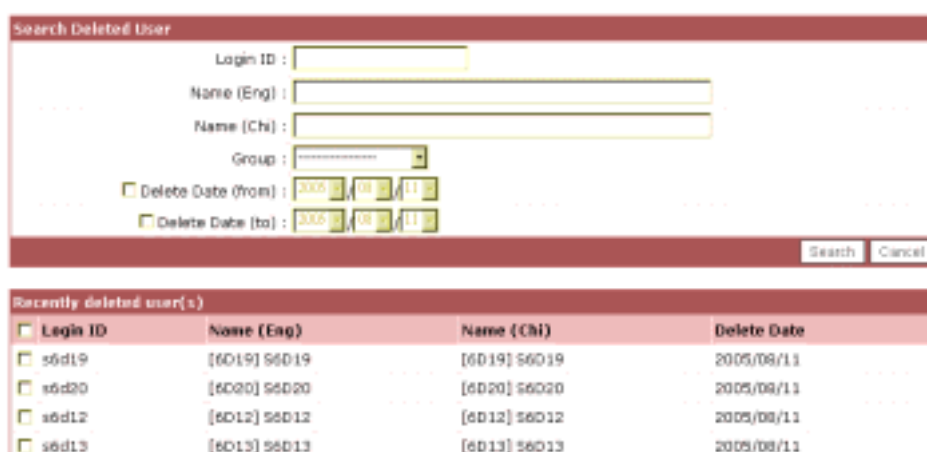
Tips:

Group ID is required to prepare the csv file for the "Others" accounts. The Group ID can be retrieved in "Import User List" of the User Management.

- i) To import other accounts in batch, select "Others" in the "Group" field and then click [Browse] to select the file.
- 3) Click [Upload] to generate / update accounts.

3.3.10 Restore Deleted User Accounts

- 1) Mouse over to [User Management] and then click [Restore Deleted Users].
- 2) In the interface, the "Search Deleted User" and "Recently Deleted User(s)" will be displayed.



- 3) If the user(s) to be restored is/are not in the “Recently Deleted User(s)” list, input search criteria in the “Search Deleted User” table and then click [Search].
- 4) At the “Recently Deleted User(s)” / “Search User Result”, click the checkbox of user(s) to be restored.



- 5) Click “Restore” to proceed.

Notes:

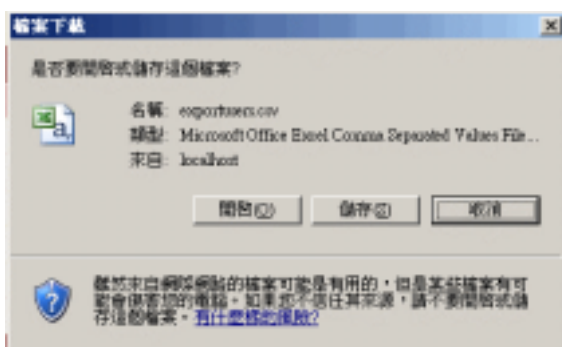
The users’ personal information, i.e. Password, System Group(s), Survey Group(s) and Privilege Group(s) will be resumed to the moment before the deletion of account(s).

3.4 Download Privilege(s) and Group(s) to Users

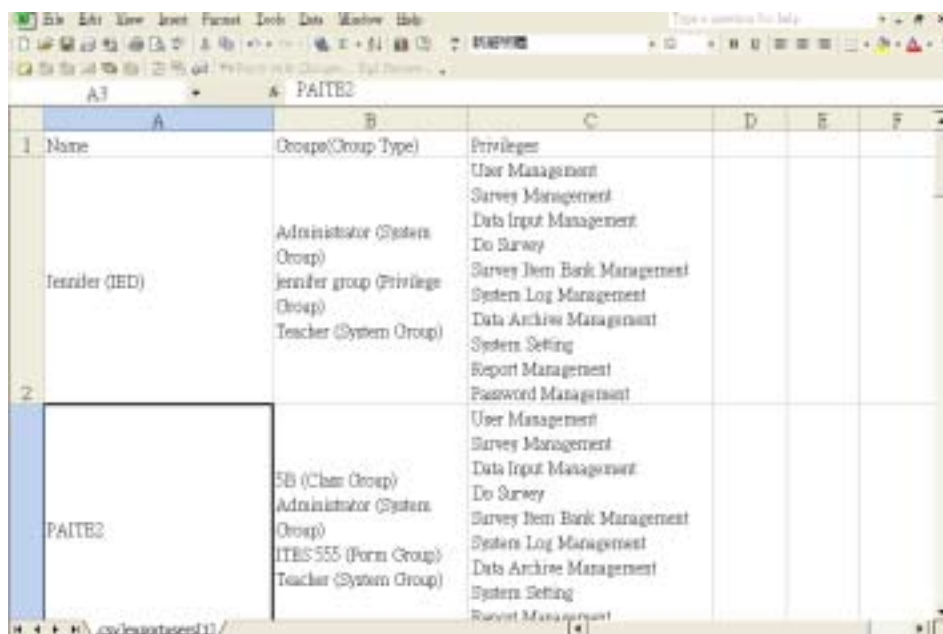
- 1) Mouse over to [User Management] and then click [Group Management].
- 2) List of groups will be displayed.



- 3) To download group(s) and privilege(s) of users of a particular group, click [Export Groups and Privilege of Users].
- 4) A dialogue window will pop up to ask if users want to save / open the file, click [Save] to save the file in your workstation.



- 5) If users click [Open], a spreadsheet will be opened to display the list of groups and privilege of individual users.



Chapter 4: Survey Administration (SA)

4.1 About Survey Administration (SA)

This module is used to administer pre-defined surveys for various respondents. There

are two types of surveys and the differences between these two types are shown in Table 4.1. After entering the Survey Administration module, a summary table shows a list of surveys with “Start / End Date”, “Target Respondents”, and “Response Rate”. To administer a survey, the administrator selects a survey from the survey list and defines the properties of the survey. The administrator can define the start/end date of conducting the survey, choose the survey mode (online or offline), and select target respondents. Online mode means target respondents do questionnaires through the web interface in ESDA whereas offline mode means target respondents do the questionnaires with other methods, such as paper format. To facilitate random target respondent selection, the system provides a function to draw respondents randomly. For details, please refer to sections 4.2 and 4.3.

4.1.1 Before You Begin

The survey administration management is solely for administering surveys and defining target respondents of each survey. It supports both online and offline mode in order to cater for different situations. To access the SA module, you should possess the “Survey Administration” privilege.

4.1.2 Understanding Survey Types and Modes

There are three types of surveys, namely, Stakeholder Survey, APASO, and Questionnaire on ESR. The following is the description of these surveys.

Stakeholder Survey - It is a measure to help schools collect views from teachers, students and parents (random sampling of students and parents across different grade levels) on the major aspects of school work to facilitate school self-evaluation process. The survey results form part of the Key Performance Measures (KPM). Generally speaking, schools can decide whether to administer the stakeholder survey annually according to the needs of the schools. As schools need to collect all the KPM items for preparation of External School Review (ESR), schools should plan to conduct the stakeholder survey at appropriate time once they are timetabled for ESR.

APASO – It allows schools to assess students' performance and development in the affective and social domains. This tool is applicable to Hong Kong primary (P3 – P6) and secondary (S1 – S7) school students. One of the assessment scales, Attitude to School, form part of the Key Performance Measures. Please refer to the KPM website (<http://svais.emb.gov.hk/kpmweb/eng/index.htm>) & APASO website (<http://svais.emb.gov.hk/kpmweb/apaso/eng/default.htm>) for details.

Questionnaire on ESR– This survey is designed for collecting views from principals and teachers after the completion of ESR in their schools. The results will be used to evaluate

the effectiveness of ESR by the QA Division.

According to the properties of the surveys, the surveys can be classified into one of the two types as outline in Table 4.1.

Notes:
 You should export the responses of the surveys to KPM Items. For details, please refer to section 4.12.

Type I Survey	Type II Survey
<ol style="list-style-type: none"> 1. The surveys can only be administered once per year. 2. The collected responses can be submitted to QA Division of the EMB for External School Review through the Data Submission module of ESDA. 3. All surveys must be assigned to a system group (Teacher, Student, Parent, etc). 	<ol style="list-style-type: none"> 1. The surveys can be administered more than once per year. 2. The collected responses can be submitted to QA Division on optional basis. 3. Surveys can be assigned to classes or forms. 4. Surveys can be assigned to specific groups or users.
<p><i>The duration between administrations of APASO Surveys should be at least half a year within the same academic year.</i></p>	

Table 4.1 (Properties of Type I and Type II Survey)

4.1.3 Best Practices

For Type I Survey, you can administer them once per academic year. You should select the survey mode, target respondents and start/end date carefully. Although Type II Surveys can be administered many times per academic year, you should not administer these surveys too frequently for the same group of target respondents.

4.2 Publish APASO Survey (Type I)

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, click [Publish Survey].

Published Survey		Survey Type :	Subsidiary Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

[Publish Survey](#)

- 3) In the interface, click [Publish] button next to the “Attitudes to School”.

Published Survey		Year :	2005-06
APASO			
Attitudes to School	Preview	Publish	
Self Concept	Preview	Publish	
Attitudes to Learning	Preview	Publish	
Causal Attribution	Preview	Publish	
Interpersonal Relationships (Social Skills and Inappropriate Assertiveness)	Preview	Publish	
Values (school conduct, social harmony, civic-oriented behaviors)	Preview	Publish	
Interpersonal Relationships (Interpersonal Competence)	Preview	Publish	
Problem Solving	Preview	Publish	

- 4) In the interface, click [Publish] button next to the “Attitudes to School (KPM14)”.

Publish Survey		Year :	2005-06
APASO - Attitudes to School (KPM14)			
Data for this questionnaire are collected for use for external school review (ESR). The result will be submitted to EMB as one of the items in Key Performance Measures (KPM 14). The questionnaire can only be conducted once per year, and you may choose either the whole school or a random sample of students (selected by the system) to complete the survey.			
		Preview	Publish Back

- 5) In the interface, click [Draw User] or [All Students], select the “Mode” as well as “start / End Date”, input objectives, and then click [Save].

Attitudes to School (KPM14) (Primary Student)		Year :	2005-06
Target Users:	<input type="text"/>	Draw User	All Students
Mode:	<input type="radio"/> Online <input type="radio"/> Offline		
Start/End Date:	From : 2005 / 10 / 28 To : 2005 / 10 / 28		
Objectives (Eng):	<input type="text"/>		
Objectives (Chi):	<input type="text"/>		
Target Respondent (Eng):	P.3-P.6 students		
Target Respondent (Chi):	小三至小六學生		
		Save	Back

Notes:

The system draws students randomly from each class and the user list will be shown in the target user list. You can download the user list after publishing

the survey to check the completion status of each respondent..

Tip:

- If you want to draw target users randomly, please click [Draw User] whereas if you want to select all users as target users, please click [All Students].*
- Secondary school S5 & S7 students who have exited school after examinations can be excluded from this survey.*

4.3 Publish APASO Survey (Type II)

4.3.1 Select Target Users From Class or Form

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, click [Publish Survey].

Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

[Publish Survey](#)

- 3) In the interface, click [Publish] button next to the APASO surveys (e.g. “Self Concept”).

Survey Title	Preview	Publish
Attitudes to School	Preview	Publish
Self Concept	Preview	Publish
Attitudes to Learning	Preview	Publish
Causal Attribution	Preview	Publish
Interpersonal Relationships (Social Skills and Inappropriate Assertiveness)	Preview	Publish
Values (school conduct, social harmony, civic-oriented behaviors)	Preview	Publish
Interpersonal Relationships (Interpersonal Competence)	Preview	Publish
Problem Solving	Preview	Publish

Notes:

There are two questionnaires for “Attitudes to School”: “Attitudes to School (KPM 14)” and “Attitudes to School”. You should click [Publish] button next to “Attitudes to School”.

- 4) In the interface, click the radio button next to “From Class or Form (All Users or Random Selection)” and then click the first [Select User].

Self Concept (Primary Student) Year: 2005-06

Target Users: From Class or Form (All Users or Random Selection)

[Select User](#)

From Group or Individual User (Manual Selection)

[Select User](#)

Mode: online offline

Start/End Date: From: 2005/08/12 To: 2005/08/12

Objectives (Eng):

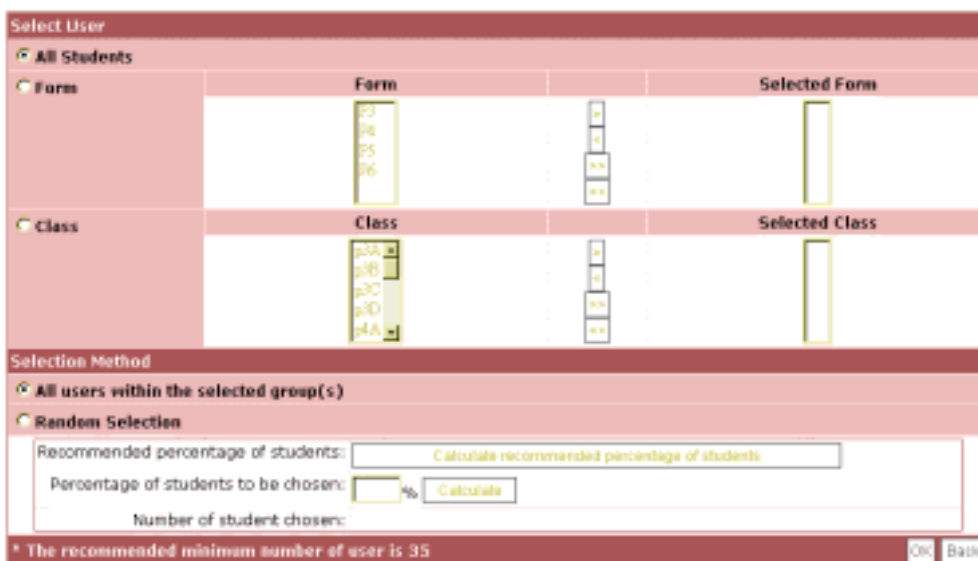
Objectives (Chi):

Target Respondent (Eng): According to selected 'Target Users'

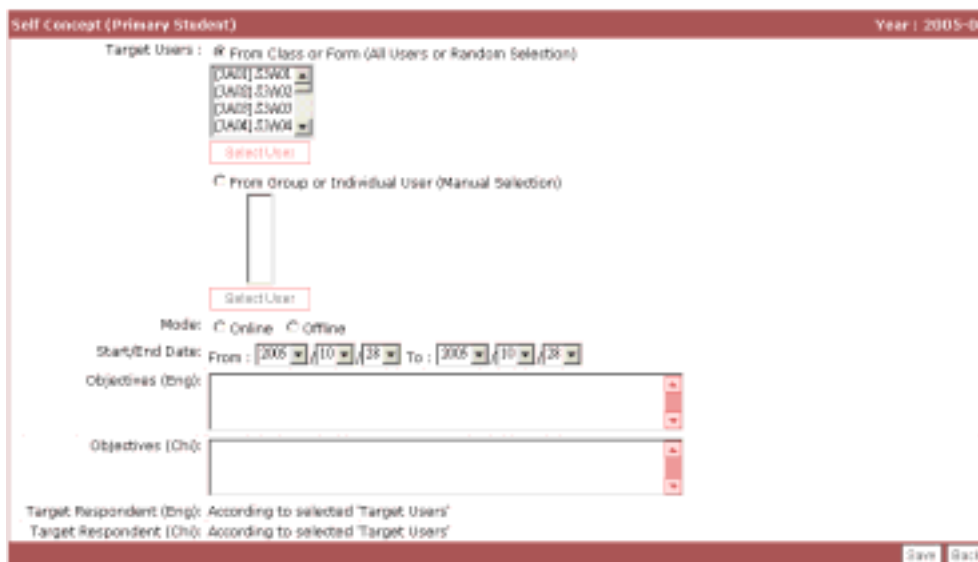
Target Respondent (Chi): According to selected 'Target Users'

[Save](#) [Back](#)

- 5) In the interface, you can select target users by selecting target groups (All students, Form or Class) and selection method (All users within the selected groups or random selection), and then click [OK].



- 6) In the interface, select the Mode (either Online or Offline) as well as Start / End Date, objectives, and then click [Save].



Notes:

The system can only select target users from the first list (i.e. “From Class or Form”) or the second list (i.e. “From Group or Individual User”) but not both.

4.3.2 Select Target Users From Group or Individual User

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, click [Publish Survey].

Published Survey					Survey Type :	Stakeholder Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate				
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details			
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details			
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details			
								Publish Survey

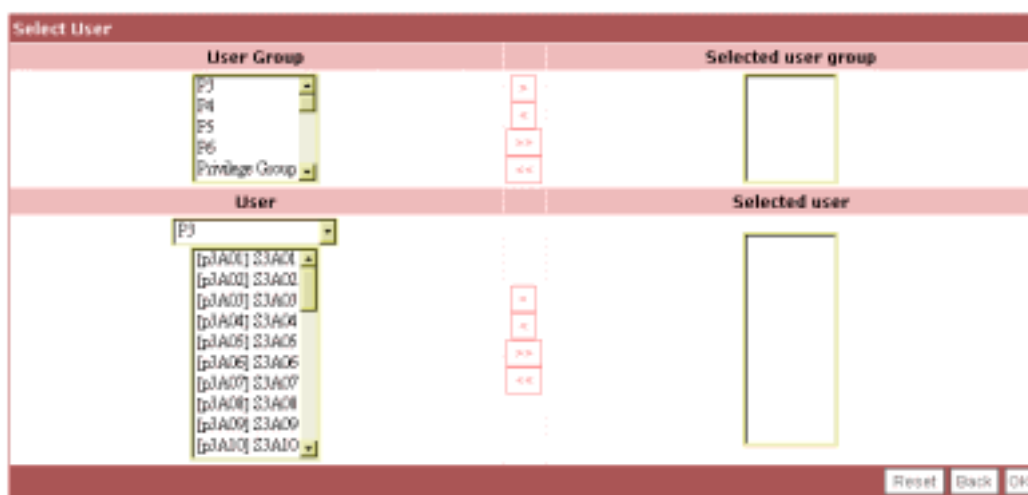
3) In the interface, click [Publish] button next to the APASO surveys (e.g. “Self Concept”).

Publish Survey		Year : 2005-06
Assessment Program for Affective and Social Outcomes		
Attitudes to School	Preview	Publish
Self Concept	Preview	Publish
Attitudes to Learning	Preview	Publish
Causal Attribution	Preview	Publish
Interpersonal Relationships (Social Skills and Inappropriate Assertiveness)	Preview	Publish
Values (school conduct, social harmony, civic-oriented behaviors)	Preview	Publish
Interpersonal Relationships (Interpersonal Competence)	Preview	Publish
Problem Solving	Preview	Publish

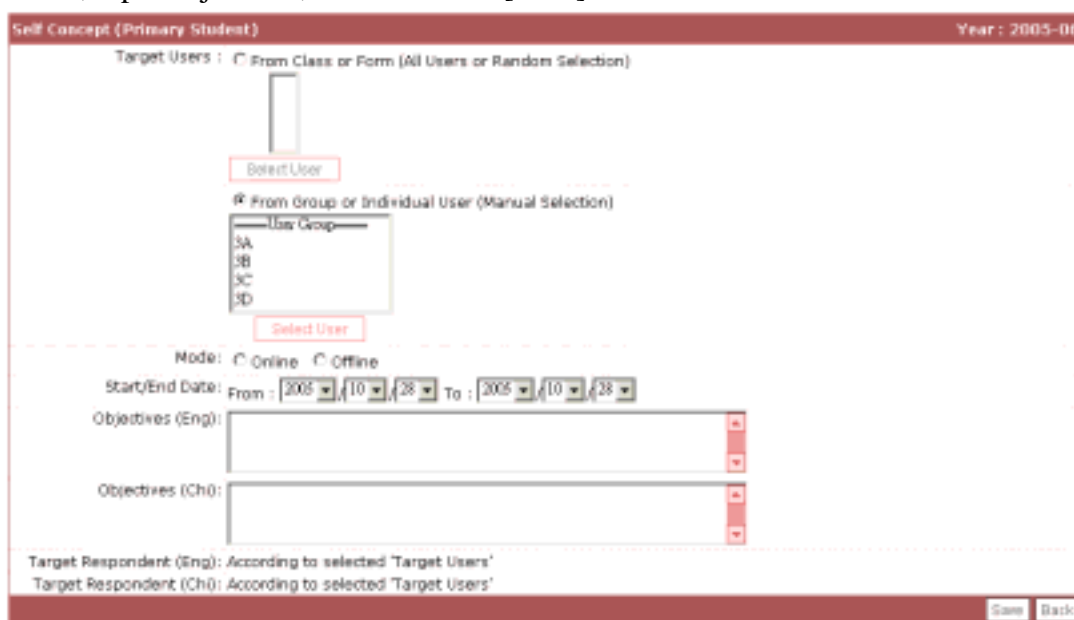
4) In the interface, click the radio button next to “From Group or Individual User (Manual Selection)”, and then click the second [Select User].

Self Concept (Primary Student)		Year : 2005-06
Target Users :	<input type="radio"/> From Class or Form (All Users or Random Selection)	
	Select User	
	<input checked="" type="radio"/> From Group or Individual User (Manual Selection)	
	Select User	
Mode:	<input type="radio"/> Online <input type="radio"/> Offline	
Start/End Date:	From : <input type="text" value="2005"/> / <input type="text" value="09"/> / <input type="text" value="18"/> To : <input type="text" value="2005"/> / <input type="text" value="10"/> / <input type="text" value="28"/>	
Objectives (Eng):	<input type="text"/>	+ -
Objectives (Ch):	<input type="text"/>	+ -
Target Respondent (Eng):	According to selected 'Target Users'	
Target Respondent (Ch):	According to selected 'Target Users'	
		Save Back

5) In the interface, you can select target users by selecting target groups (All students, Form or Class) and selection method (All users within the selected groups or random selection), and then click [OK].



- 6) In the interface, select the “Mode” (either Online or Offline) as well as “Start / End Date”, input objectives, and then click [Save].



Notes:

The System can only select target users from the first or second selection method but not both.

4.4 Publish Stakeholder Survey for Teacher

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Publish Survey].

Published Survey					Survey Type :	Stakeholder Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate				
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	[Details]			
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	[Details]			
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	[Details]			
								[Publish Survey]

- 3) In the interface, click [Publish] button next to the Teacher Questionnaire.

Stakeholder Survey	
Teacher Questionnaire	[Preview] [Publish]
Student Questionnaire	[Preview] [Publish]
Parent Questionnaire	[Preview] [Publish]

- 4) In the Interface, select the “Mode” and “Start / End Date”, objectives, and then click [Save].

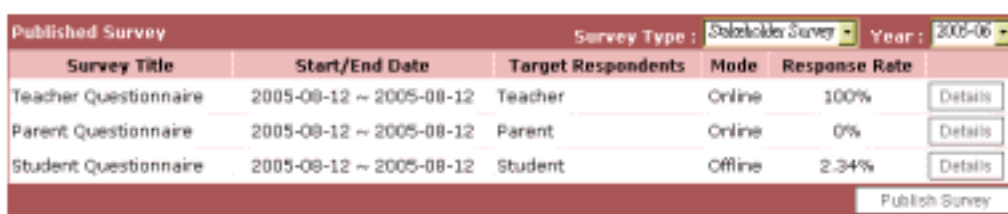
Teacher Questionnaire (Primary School)		Year : 2005-06
Target Users:	<input type="text" value="User Group"/> Teacher	
	[Select User]	
Mode:	<input checked="" type="radio"/> Online <input type="radio"/> Offline	
Start/End Date:	From : 2005 / 10 / 28 To : 2006 / 10 / 28	
Objectives (Eng):	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.	
Objectives (Chi):	幫助學校蒐集教師、家長和學生對學與教及學校工作的意見，作為學校自我評估的參考。	
Target Respondent (Eng):	Teachers (excluding the principal)	
Target Respondent (Chi):	老師(除校長外)	
		[Save] [Back]
Total No. of Teacher : 1		
Name (Eng)	Name (Chi)	
teacher01	teacher01	

Notes:

- The Teacher group is selected by default, you can select additional groups or users by clicking [Select User].
- The objectives (both Chinese and English) are provided by default, you can change the objectives, if necessary.
- The system shows the teacher list within the teacher group. You should ensure that all the teachers (except the principal) are shown in the list. Otherwise, you should select the missing target users by clicking the “Select User” button.

4.5 Publish Stakeholder Survey for Student

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Publish Survey].



Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details


[Publish Survey](#)

- 3) In the interface, click [Publish] button next to the Student Questionnaire.



Survey Title	Preview	Publish
Teacher Questionnaire	Preview	Publish
Student Questionnaire	Preview	Publish
Parent Questionnaire	Preview	Publish

- 4) In the Interface, click [Draw User], select the “Mode” and “Start / End Date”, input objectives and then click [Save].



Student Questionnaire (Primary School) Year: 2005-06

Target Users: [Draw User](#)

Mode: Online Offline

Start/End Date: From: 2005-10-28 To: 2005-10-28

Objectives (Eng): To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.

Objectives (Chi): 協助學校蒐集教師、家長和學生對學業及學校工作的意見，作為學校自我評估的參考。

Target Respondent (Eng): P.3-P.6 students
Target Respondent (Chi): 小二至小六學生

[Save](#) [Back](#)

Notes:

- The system draws students randomly from each class and the user list will be shown in the target user list. You can download the user list after publishing the survey.
- The objectives (both Chinese and English) are provided by default, but you can change them if necessary.

Tip:

Secondary school S5 & S7 students who have exited school after examinations can be excluded from this survey.

4.6 Publish Stakeholder Survey for Parent

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Publish Survey].

Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

[Publish Survey](#)

- 3) In the interface, click [Publish] button next to the Parent Questionnaire.

Survey Title	Preview	Publish
Teacher Questionnaire	Preview	Publish
Student Questionnaire	Preview	Publish
Parent Questionnaire	Preview	Publish

- 4) In the Interface, click [Draw User], select the “Mode” and “Start / End Date” and then click [Save].

Parent Questionnaire (Primary School) Year: 2005-06

Target Users: [Draw User](#)

Mode: Online Offline

Start/End Date: From: 2005-10-28 To: 2005-10-28

Objectives (Eng): To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.

Objectives (Chi): 幫助學校蒐集教師、家長和學生對學與教及學校工作的意見，作為學校自我評估的參考。

Target Respondent (Eng): Parents
Target Respondent (Chi): 家長

[Save](#) [Back](#)

Notes:

- The system draws parents randomly from each class and the user list will be shown in the target user list. You can download the user list after publishing the survey.
- For Special School, all parents are requested to fill in the survey. Therefore, instead of “Draw User” button, it shows “All Parents” button and the system assigns this survey to all parent accounts.
- The objectives (both Chinese and English) are provided by default, but you can change them if necessary.

Tip:

Parents of secondary school S5 & S7 students whose children have exited school after examinations can be excluded from the survey.

4.7 Publish Stakeholder Survey for Specialist (for Special School only)

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Publish Survey].

Published Survey					Survey Type : Stakeholder Survey	Year : 2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate		
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	[Details]	
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	[Details]	
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	[Details]	

[Publish Survey]

- 3) In the interface, click [Publish] button next to the Specialist Questionnaire.

Stakeholder Survey	
Teacher Questionnaire	[Preview] [Publish]
Student Questionnaire	[Preview] [Publish]
Parent Questionnaire	[Preview] [Publish]
Specialist Questionnaire	[Preview] [Publish]

- 4) In the Interface, select the Mode and Start / End Date, input objectives, and then click [Save].

Specialist Questionnaire { Special School } Year: 2005-06

Target Users: Specialist

[Select User]

Mode: Online Offline

Start/End Date: From: [2005] [10] [28] To: [2005] [10] [28]

Objectives (Eng): To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.

Objectives (Chi): 協助學校蒐集教師、家長和學生對學與教及學校工作的意見，作為學校自我評估的參考。

Target Respondent (Eng): Specialists

Target Respondent (Chi): 專員人員

[Save] [Back]

Total No. of Specialist : 1	
Name (Eng)	Name (Chi)
Specialist 01	Specialist 01

Notes:

The Specialist group is selected by default, you can select additional groups or users by clicking [Select User].

- The objectives (both Chinese and English) are provided by default, you can change the objectives, if necessary.

- The system shows the specialist list within the specialist group. You should ensure that all the teachers (except the principal) are shown in the list. Otherwise, you should select the missing target users by clicking the “Select

User” button.

4.8 Publish Questionnaire on ESR

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “All” and the year in the pull-down menu located on the top bar, then click [Publish Survey].

Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

- 3) In the interface, click [Publish] button next to the Questionnaire on ESR.

- 4) In the Interface, input a registration key and then click [Save]. The Registration Key will be provided by the ESR team leader when the draft ESR report is issued to the school by mail. This survey is only applicable to schools that have undergone ESR in the current academic year.

- 5) In the interface, click [Select User] to select target user and then click [Save].

Notes:

Schools can select target users but not Start/End Date of the questionnaire. The questionnaire should be completed within three weeks.

4.9 Download Questionnaire

When schools choose to conduct a survey in offline mode, they can download and distribute the survey questionnaire and corresponding answer sheet to target respondents by following the procedures below:

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Details] next to the target survey.

Published Survey		Survey Type :	Stakeholder Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

[Publish Survey](#)

- 3) In the interface, click [Download Questionnaire].

Published Survey Details	
Survey Title:	Student Questionnaire
Start/End Date:	2005-10-17 ~ 2005-10-17
Target Respondents:	Student
User Selection Mode:	Random
Mode:	Offline
Response Rate:	0% (0/224)
Publish Date:	2005-10-17
Published By:	Administrator
Last Update:	2005-10-17 17:55:37

[Export to XML Item](#)
 [Download Questionnaire](#)
 [Download Answer Sheet](#)
 [Download User List](#)
 [Update Start/End Date](#)
 [Back](#)

Notes:

For Stakeholder Survey, the questionnaire sheet and the answer sheet are divided into two files. You will need to download both files for offline mode users.

4.10 Download User List

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Details] next to a target survey.

Published Survey		Survey Type :	Year :	
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%

Publish Survey

- 3) In the interface, click [Download User List].

Published Survey Details	
Survey Title:	Student Questionnaire
Start/End Date:	2005-10-17 ~ 2005-10-17
Target Respondents:	Student
User Selection Mode:	Random
Mode:	Offline
Response Rate:	0% (0/224)
Publish Date:	2005-10-17
Published By:	Administrator
Last Update:	2005-10-17 17:59:37

Export to XML Item Download Questionnaire Download Answer Sheet Download User List Update Start/End Date Back

Notes:

The user list contains target user list as well as submission status of each target user. If a target respondent submits the questionnaire through web interface (online submission), the submission status indicates whether target respondents have submitted the questionnaire or not.

4.11 Update Start / End Date

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Details] next to a target survey.

Published Survey		Survey Type :	Stakeholder Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	Details
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	Details
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	Details

[Publish Survey](#)

- 3) In the interface, click [Update Start/End Date].

Published Survey Details

Survey Title: Student Questionnaire
 Start/End Date: 2005-10-17 ~ 2005-10-17
 Target Respondents: Student
 User Selection Mode: Random
 Mode: Offline
 Response Rate: 0% [0/224]
 Publish Date: 2005-10-17
 Published By: Administrator
 Last Update: 2005-10-17 17:55:37

[Export to XML Item](#)
 [Download Questionnaire](#)
 [Download Answer Sheet](#)
 [Download User List](#)
 [Update Start/End Date](#)
 [Back](#)

- 4) In the interface, select “Start/End Date” and then click [Save].

Published Survey Details

Survey Title: Student Questionnaire
 Start/End Date: 2005-10-17 ~ 2005-10-17
 Target Respondents: Student
 User Selection Mode: Random
 Mode: Offline
 Response Rate: 0% [0/224]
 Publish Date: 2005-10-17
 Published By: Administrator
 Last Update: 2005-10-17 17:55:37

[Save](#) [Back](#)

Tip: *If you want to close the questionnaire immediately, you can do so by setting the end date earlier than the current date.*

4.12 Export Survey Responses to KPM Items

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Details] next to a target survey.

Published Survey		Survey Type :	Year :	
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%

- 3) In the interface, click [Export to KPM Item].

Published Survey Details	
Survey Title:	Student Questionnaire
Start/End Date:	2005-10-17 ~ 2005-10-17
Target Respondents:	Student
User Selection Mode:	Random
Mode:	Offline
Response Rate:	0% (0/224)
Publish Date:	2005-10-17
Published By:	Administrator
Last Update:	2005-10-17 17:59:37

Notes:

You should export survey responses to KPM Items when the response rate has reached 100% before the End Date or the time for doing the survey has closed, i.e. the current date is after the end date.

Chapter 5: Do Survey (DS)

5.1 About Do Survey (DS)

After login, the user can view a list of surveys that is assigned to him / her. Upon completion of a survey, the user can click the “Save” button to save his / her responses in the system. For Stakeholder Surveys, all surveys are anonymous and all survey items within the surveys are compulsory. Target respondents must fill in all survey items before submitting the responses. Responses of all APASO surveys are also anonymous but the survey items are not compulsory. The system will alert the respondents of un-filled survey items and change the background color of the un-filled survey items in the first submission of the survey. The system will alert users again in the second submission but users can still submit the survey.

5.1.1 Before You Begin

To fill in an online survey, your account should possess a “Do Survey” privilege. If you cannot access the “Survey”, please consult your System Administrator to acquire the privilege.

5.1.2 Best Practices

The system pops up a new window when you start to do a questionnaire. It is recommended not to click any button in the original window when you are doing an online survey in ESDA.

5.2 Fill in Stakeholder Survey

- 1) Mouse over to [Survey] and then click [Survey].
- 2) On the not-yet-finished survey list, click [View].
- 3) View the instruction and then click [Start].
- 4) Fill in the survey.

31. The teachers often make comments on my performance to help me understand my learning progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. I often go over my exercise books for revision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. The teachers can point out my mistakes in the assignments clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. When the teachers mark my assignments, they often give clear suggestions to help me to correct my mistakes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. The teachers often praise my performance in the assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. The teachers are on harmonious terms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. The students respect the teachers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. The teachers care about me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. I get along with my classmates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Our school gives positive responses to the comments from the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. The teachers work seriously.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. I like my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 5) To submit the survey, click [Save].

Notes:

You must respond to all questions. Otherwise, you cannot submit the questionnaire. Please refer to section 5.3 for the difference between this survey and APASO surveys in this regard.

5.3 Fill in APASO Survey

- 1) Mouse over to [Survey] and then click [Survey].
- 2) On the not-yet-finished survey list, click [View].
- 3) View the instruction and then click [Start].
- 4) Fill in the survey.

30. I enjoy what I do in class.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Other students are very friendly.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Other people care what I think.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. I am a success as a student.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. I am good at school work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
35. I know how to cope with the work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
36. The things I learn will help me in secondary school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
37. I can learn what I need to know.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
38. I know I can keep up with my work.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
39. I get excited about the work we do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
40. I always do the work that really interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
41. I really get involved in my schoolwork.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
42. I know I can do well enough to be successful.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
43. The work is a good preparation for my future.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. The things I learn are important to me.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. The work we do is interesting.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Back

- 5) To submit the survey, click [Save].

Notes:

You are allowed to submit the questionnaire without responding to all questions. However, the system will remind you if there are any un-filled questions in the first submission. For the second submission, the system will remind you if there are any un-filled questions but you can still submit the questionnaire. Please refer to section 5.2 for the difference between APASO surveys and Stakeholder surveys in this regard.

5.4 Fill in Questionnaire on ESR

When a school has undergone external school review, the principal and teachers of the school are invited to fill in a questionnaire on ESR.

- 1) Mouse over to [Survey] and then click [Survey].
- 2) On the not-yet-finished survey list, click [View].
- 3) View the instruction and then click [Start].
- 4) Fill in the survey.

18. The ESR has identified my school's strength.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. I agree with the recommendations made in the ESR report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. There was adequate time for the school to prepare its written response to the draft ESR report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Adequate discussion was made among school personnel before finalising the school's written response to the draft ESR report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. The ESR did not affect much of my daily duties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. ESR did not exert much pressure on me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The entire ESR process was open and transparent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. On the whole, I'm satisfied with the ESR process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have other comments, please specify below :

- 5) To submit the survey, click [Save].

Notes:

If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA Server.

Chapter 6: Survey Import (SI)

6.1 About Survey Import (SI)

This module is used for storing results from completed surveys in offline format. A Survey Helper should be assigned by the school with the rights to enter the responses to the survey items of a survey by a group of respondents in the offline mode (usually in paper format). A CSV file is provided for the Survey Helper to enter the survey results in the offline mode. The Survey Helper fills in the CSV file and imports the file into ESDA. The system checks the content of the CSV file and saves the records into the database if the data in the CSV file passes the data integrity checking. You may choose either “Replace” and “Append” when importing the CSV file. “Replace” means all data stored through “Survey Import” are removed before importing the data in the CSV file of a specific survey. “Append” means the data in the CSV file are simply added into the database while keeping existing data. In other words, if you want to remove all stored records before importing the records in CSV file, you should select “Replace”.

6.1.1 Before You Begin

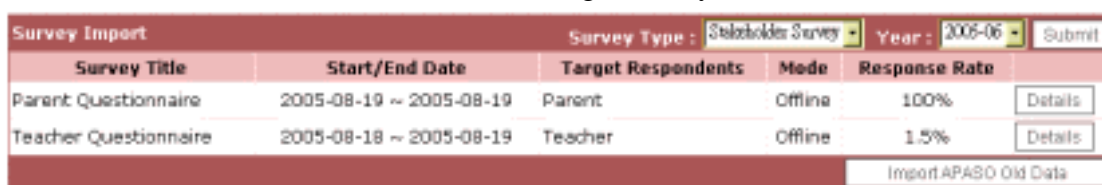
To access this functional module, your account should possess a “Data Input Management” privilege. If you cannot access the “Survey Import”, please consult your System Administrator to acquire the privilege.

6.1.2 Best Practices

To prevent from importing the same CSV file more than once, you are recommended to merge all offline data into a single CSV file and then import the CSV file with “Replace” mode.

6.2 Import Survey Responses

- 1) Mouse over to [Data Import/Input] and then click [Survey Import].
- 2) In the interface, click [Details] next to the target survey.



Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	Details
Parent Questionnaire	2005-08-19 ~ 2005-08-19	Parent	Offline	100%	Details
Teacher Questionnaire	2005-08-18 ~ 2005-08-19	Teacher	Offline	1.5%	Details

- 3) In the interface, click [Download CSV Template].
 - i) If you have the CSV template already, you can skip this step.
 - ii) After you download the CSV template, fill in the responses.



- 4) Click [Import Response].
- 5) In the interface, select an “Import Mode”, browse a CSV file and then click [Submit].



Notes:

If you want to remove all imported responses from the system before importing the new records, please select “Replace” in “Import Mode”.

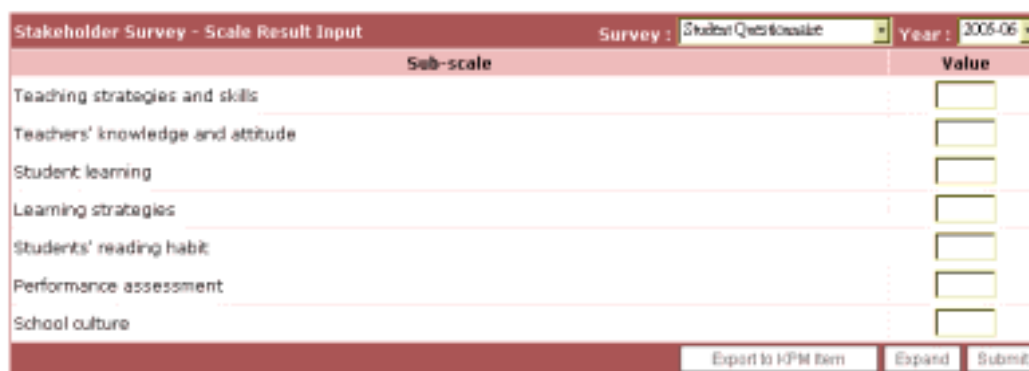
6.3 Input Scale Results and Individual Survey Items

This function enables schools to input data of the teacher survey, student survey, parent survey and Attitude to School (KPM 14) not administered by ESDA.

Notes:

You are not allowed to input the scale results if the stakeholder survey has been published in Survey Administration module.

- 1) Mouse over to [Data Import/Input] and then click [Scale Result Input].
- 2) In the interface, select a survey and a school year.



- 3) Input value for each sub-scale and click [Submit].
- 4) To input values of individual question associated with a particular sub-scale, click [Expand].
- 5) In the interface, enter values of each sub-scale and/or question.

Tips:

The value ranges from 1.00 to 5.00 for Stakeholder Survey and 1.00 to 4.00 for “Attitudes to School”. The precision is 2 decimal places.

• I often go over my exercise books for revision.	<input type="text"/>
• The teachers can point out my mistakes in the assignments clearly.	<input type="text"/>
• When the teachers mark my assignments, they often give clear suggestions to help me to correct my mistakes.	<input type="text"/>
• The teachers often praise my performance in the assignments.	<input type="text"/>
School culture	
• The teachers are on harmonious terms.	<input type="text"/>
• The students respect the teachers.	<input type="text"/>
• The teachers care about me.	<input type="text"/>
• I get along with my classmates.	<input type="text"/>
• Our school gives positive responses to the comments from the students.	<input type="text"/>
• The teachers work seriously.	<input type="text"/>
• I like my school.	<input type="text"/>

6.4 Export Values to KPM Items

6.4.1 Export Values from Stakeholder Survey

- 1) Mouse over to [Survey Administration] and then click [Survey Administration].
- 2) In the interface, choose “Stakeholder Survey” and the year in the pull-down menu located on the top bar, then click [Details] next to the target survey.

Published Survey		Survey Type :	Stakeholder Survey	Year :	2005-06
Survey Title	Start/End Date	Target Respondents	Mode	Response Rate	
Teacher Questionnaire	2005-08-12 ~ 2005-08-12	Teacher	Online	100%	<input type="button" value="Details"/>
Parent Questionnaire	2005-08-12 ~ 2005-08-12	Parent	Online	0%	<input type="button" value="Details"/>
Student Questionnaire	2005-08-12 ~ 2005-08-12	Student	Offline	2.34%	<input type="button" value="Details"/>

- 3) In the interface, click [Export to KPM Item].

Published Survey Details

Survey Title: Student Questionnaire
 Start/End Date: 2005-08-22 ~ 2005-08-22
 Target Respondents: Student
 User Selection Mode: Random
 Mode: Offline
 Response Rate: 0%
 Publish Date: 2005-08-22
 Published By: Kengie Lam
 Last Update: 2005-08-22 12:22:50

Notes:

You are recommended to export the values to KPM Items after you have imported all responses from target respondents. However, you can export the values more than once in case updates are being made.

6.4.2 Export Values from Scale Results

- 1) Mouse over to [Data Import/Input] and then click [Scale Result Input].
- 2) In the interface, select a survey and a school year.

Stakeholder Survey - Scale Result Input Survey : Student Questionnaire Year : 2005-06

Sub-scale	Value
Teaching strategies and skills	<input type="text"/>
Teachers' knowledge and attitude	<input type="text"/>
Student learning	<input type="text"/>
Learning strategies	<input type="text"/>
Students' reading habit	<input type="text"/>
Performance assessment	<input type="text"/>
School culture	<input type="text"/>

- 3) Click [Export to KPM Item].

Notes:

You can only export the values to KPM Items if all values are provided. When you export the sub-scale values, you are exporting the selected survey (as indicated in the drop down box at the top of the table) only.

6.5 Import APASO Data from APASO mdb File

This function enables schools to import the old APASO data from the APASO Windows Application to ESDA.

6.5.1 Download the Windows Application for APASO mdb File Extraction

- 1) Mouse over to [Data Import/Input] and then click [Survey Import].
- 2) In the interface, click [Import APASO Old Data].

- 3) In the interface, click [Download 'APASO export old data' program].

- 4) Please follow the steps in Appendix 1 to extract a csv file.

6.5.2 Import APASO Data (Converted to CSV File) into System

- 1) Mouse over to [Data Import/Input] and then click [Survey Import].
- 2) In the interface, click [Import APASO Old Data].

- 3) Click browse to select the APASO CSV file and then click [Submit].

Chapter 7: Data Import / Input (DI)

7.1 About Data Import / Input (DI)

In Data Import, the system can store data of KPM items (KPM01, KPM07, KPM10.1, KPM13, KPM 20, KPM21, KPM22, and KPM23.2) extracted from WebSAMS in CSV file format and these CSV files can be imported into ESDA directly. Alternatively, the operator can choose to input the data of these KPM items directly through the web interface. The system can validate the data types and the valid ranges of the values on entry. In addition, the valid range of data is shown next to each field to remind the operator the valid range for the data. The operator can save the data of a specific KPM item as “Draft” if the data are not finalized. Data marked as “Draft” will not be extracted in Data Extraction module. For the details of data extraction from WebSAMS, please refer to Appendix 3.

7.1.1 Before You Begin

To access this functional module, your account should possess a “Data Input Management” privilege. If you cannot access the “Data Import / Input”, please consult your System Administrator to acquire the privilege.

7.1.2 Understanding KPM

Key Performance Measures (KPM) is a tool developed by the EMB under the “School Development and Accountability” framework. It is a school data system built on the “School Performance Indicators” framework, providing objective and quantitative data to supplement the performance indicators which are mainly qualitatively orientated. For details of KPM, please refer to the KPM website (<http://svais.emb.gov.hk/kpmweb/eng/index.htm>)

7.1.3 Best Practices

To simplify the data collection procedures, it is recommended that you extract KPM Items from WebSAMS. For the detailed procedures, please refer to Appendix 3. In addition, you should save KPM Item as “Draft” if the data are not finalized.

7.2 Import CSV Data Extracted from WebSAMS

- 1) Mouse over to [Data Import/Input] and then click [Import KPM Data].

Notes:
 Before you import CSV file into ESDA, you should extract data from WebSAMS. For details, please refer to Appendix 3.

- 2) In the interface, browse a CSV file, select a “Status” and then click [Import].



Notes:
 You should select “Partially Completed/Completed” in “Status” if the data are finalized. Data marked as “Draft” will not be exported to QA Division in the “Data Preparation for Submission” module. Whereas Data marked as “Partially Completed” or “Completed” will be exported to QA Division.

- 3) The system shows the uploaded data. Below is an example of KPM01 extracted from WebSAMS.

Import Data Successful	
KPM Items	Value
KPM01 Composition of School Management Committee (SMC)	
Total no. of members in SMC	12
No. of school sponsoring body members	2
Is the principal a member of the SMC? (Yes: 1; No: 0)	1
No. of teachers	2
No. of parents	2
No. of alumni	0
No. of independent member(s)	5

7.3 Import KPM Report Card

This function enables schools to import data kept in a KPM Report Card. The KPM Report Card is provided to the ESR schools by the QA Division of EMB to facilitate their preparation for ESR. Only the KPM Report Card with the correct version can be used in this function.

- 1) Mouse over to [Data Import/Input] and then click [Import KPM Data].
- 2) In the interface, browse the KPM Report Card with the correct version and then click [Import]. You may find the version number on the top left corner in the “Data Collection Form” worksheet in the original KPM Report Card Excel file.



Warning:

- Versions that you can import are:
 - Primary: Version 4.0, Version 3.4 (050323), Version 3.3 (050228)
 - Secondary: Version 4.0, Version 2.4 (050323), Version 2.3 (050228)
 - Special: Version 5.2
- Data in KPM Report Card would overwrite data in existing system.

7.4 Input KPM Item Data

- 1) Mouse over to [Data Import/Input] and then click [Input KPM Data].
- 2) In the interface, click a KPM Item. (Below is an example for primary school. Items for secondary and special schools will differ.)

Input KPM Data		Year: 2005-06	
	KPM Items	Late Update	Status
Basic Information			
	Teachers' forums	2005-10-24 00:06	Completed
	Student enrollment forums	2005-10-24 00:06	Completed
Management & Organization Domain			
1	Composition of School Management Committee (SMC)	2005-10-24 00:08	Completed
2	Staff's view on school leadership	---	Not Start
3	Teachers' professional development	---	Not Start
4	Teacher qualification and experience	---	Not Start
5	School expenditure on learning and student support	---	Not Start
Learning and Teaching Domain			
6	Teachers', parents' and students' view on learning & teaching	---	Not Start
7	Number of active school days	---	Not Start
8	Lesson time for the B.E.L.s	---	Not Start
9	Students' reading habit	---	Not Start
10	Provision of co-curricular activities	---	Not Start
Student Support & School Ethos Domain			
11	Teachers', students' & parents' views on school culture	---	Not Start
12	Parents' views on home-school partnership	---	Not Start
14	Students' attitudes to school	---	Not Start
Student Performance Domain			
20	Student participation in inter-school events	---	Not Start
21	Student participation in uniform/social and voluntary services groups	---	Not Start
22	Students' attendance	2005-09-21 19:04	Completed
23	Students' physical development	2005-10-03 21:33	Partially Completed

- 3) In the interface, enter the values and click [Save].

Data Input - KPM: Composition of School Management Committee (SMC)		Year: 2005-06
Sub-Item	Value	Acceptable Value
Total no. of members in SMC	12	(From 1 To 30)
No. of school sponsoring body members	2	(From 1 To 30)
Is the principal a member of the SMC? (Yes: 1; No: 0)	1	(From 0 To 1)
No. of teachers	2	(From 0 To 30)
No. of parents	2	(From 0 To 30)
No. of alumni	0	(From 0 To 30)
No. of independent member(s)	5	(From 0 To 30)

Notes:

- You should click "Save as draft" if the data of the KPM Item are not finalized.
- You should enter the value within the "Acceptance Range".
- You can choose other KPM Items from the pull-down menu.

7.5 Validate the Values of KPM Item

- 1) Mouse over to [Data Import/Input] and then click [Input KPM Data].
- 2) In the interface, click [KPM Item Checking].

Input KPM Data		Year: 2005-06
KPM Items	Last Update	Status
Basic Information		
Teachers' figures	2005-10-24 00:06	Completed
Student enrolment figures	2005-10-24 00:06	Completed
Management & Organisation Domain		
1 Composition of School Management Committee (SMC)	2005-10-24 00:08	Completed
2 Staff's view on school leadership	---	Not Start
3 Teachers' professional development	---	Not Start
4 Teacher qualification and experience	---	Not Start
5 School expenditure on learning and student support	---	Not Start
Learning and Teaching Domain		
6 Teachers', parents' and students' view on learning & teaching	---	Not Start
7 Number of active school days	---	Not Start
8 Lesson time for the B.L.A.s	---	Not Start
9 Students' reading habit	---	Not Start
10 Provision of co-curricular activities	---	Not Start
Student Support & School Ethos Domain		
11 Teachers', students' & parents' views on school culture	---	Not Start
12 Parents' views on home-school partnership	---	Not Start
14 Students' attitudes to school	---	Not Start
Student Performance Domain		
20 Student participation in inter-school events	---	Not Start
21 Student participation in uniform/social and voluntary services groups	---	Not Start
22 Students' attendance	2005-09-21 19:04	Completed
23 Students' physical development	2005-10-03 21:33	Partially Completed

- 3) The system shows a list of KPM Item with inconsistent data. Click [Edit] to modify the data.

KPM Item Checking		Year: 2005-06
KPM Items	Details	
KPM 1 - Composition of School Management Committee (SMC)	The calculation of Total no. of members in SMC is sum of the KPM01 item value, check whether the number are entered	<input type="button" value="Edit"/>
		<input type="button" value="Back"/>

- 4) In the interface, enter new value(s) and then click [Save].

Composition of School Management Committee (SMC) --- 校董會成員數目，必須為校董會組合人數之總和。			
Sub-Item	Original Value	New Value	Acceptable Value
Total no. of members in SMC	12	<input type="text"/>	(From 1 To 30)
No. of school sponsoring body members	2	<input type="text"/>	(From 1 To 30)
Is the principal a member of the SMC? (Yes: 1; No: 0)	1	<input type="text"/>	(From 0 To 1)
No. of teachers	2	<input type="text"/>	(From 0 To 30)
No. of parents	2	<input type="text"/>	(From 0 To 30)
No. of alumni	0	<input type="text"/>	(From 0 To 30)
No. of independent member(s)	4	<input type="text"/>	(From 0 To 30)

Tips:

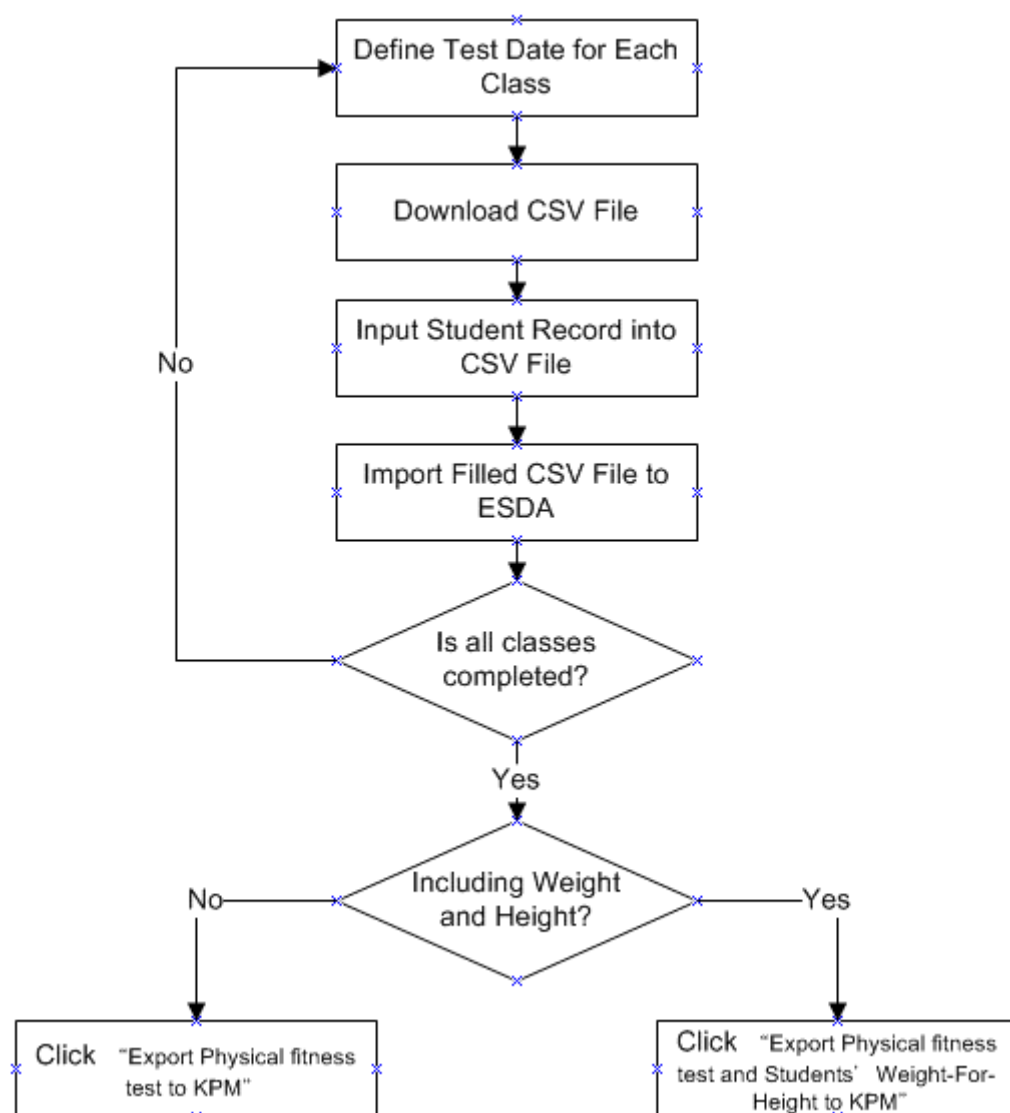
- The warning message is shown next to the title of the table.
- You should input "New Value" for sub-item that you are going to update instead of inputting all "New Value" for all sub-items.

Tip:

When all KPM Items input are validated, you can click “Export KPM Item” to export the KPM Items to Excel file for storage or future reference.

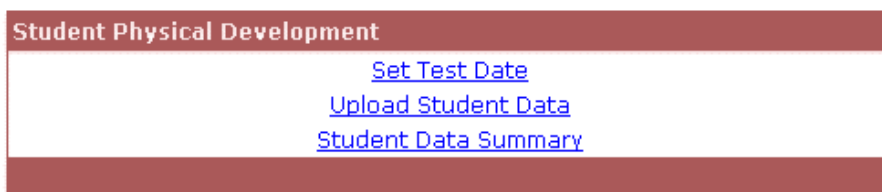
7.6 Input Students' Physical Development Data

There are three functions in the Students' Physical Development module. They are: "Set Test Date", "Upload Student Data", and "Student Data Summary". You should define the date when the test is going to be taken for the classes and then download a CSV file with student list. After filling data into the CSV file, you can upload the CSV file in "Upload Student Data" function. Finally, you can view the data summary in "Student Data Summary" before exporting the Data to KPM Item. The following flow chart illustrates the procedures of the module.

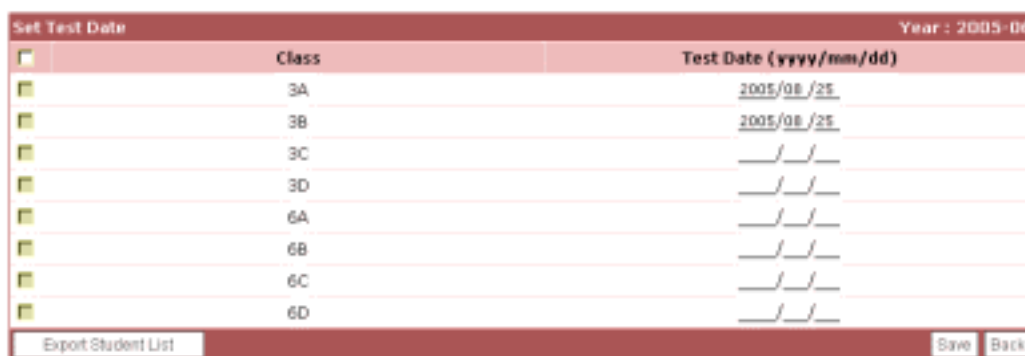


7.6.1 Set Test Date

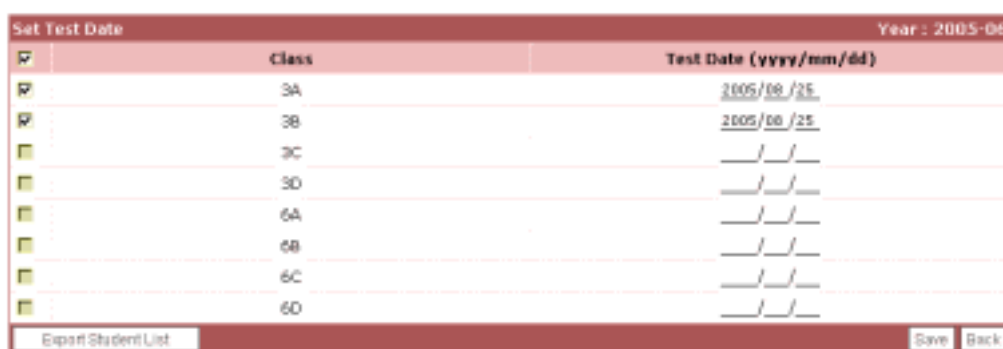
- 1) Mouse over to [Data Import/Input] and then click [Input Physical Development Data].
- 2) In the interface, click [Set Test Date].



3) Enter “Test Date” for each class and then click [Save].



4) Select the checkbox(es) next to the appropriate class(es) and then click [Export Student List].



5) In the “File Download” pop-up window, save the CSV file and fill in the values.

Warning:

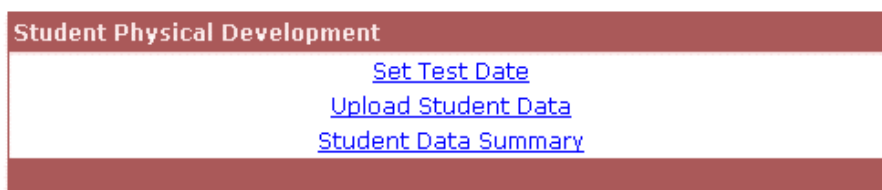
- Some values in the CSV file are filled in by the system. The system will use these values to match class and student when importing data. Therefore, you must not change these values.

Tips:

KPM item 23.2 contains the index of acceptable weight range. If you extract KPM item 23.2 from WebSAMS and import it into ESDA, you don't need to fill in the height and weight of students. Moreover, you should use the button [Export Physical fitness test to KPM] described in Section 7.6.3 to export data to KPM item 23.1 only.

7.6.2 Upload Student Physical Development Data

- 1) Mouse over to [Data Import/Input] and then click [Input Physical Development Data].
- 2) In the interface, click [Upload Student Data].



- 3) Upload the CSV file (created in Section 7.6.1) and then click [Submit].

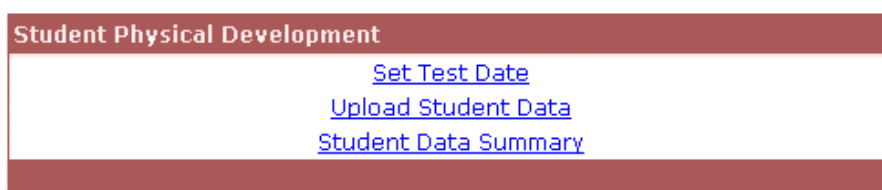


- 4) The system shows the summary of data imported.

Update Student Data Result				
Class	Average of total score of the fitness items	No. of Records Uploaded	Percentages of the students within the acceptable weight range	No. of Students
3A	7	7	7	40

7.6.3 Export Student Physical Development Data to KPM Item

- 1) Mouse over to [Data Import/Input] and then click [Physical Development].
- 2) In the interface, click [Student Data Summary].



- 3) Click [Export to KPM Item (KPM23.1)] or [Export to KPM Item (KPM23.1 and KPM23.2)] to export data to KPM Item.

Student Data Summary				
Class	Average of total score of the fitness items	No. of Records Uploaded	Percentages of the students within the acceptable weight range	No. of Students
3A	7	7	7	40
3B	0	0	0	40
3C	0	0	0	40
3D	0	0	0	40
6A	0	0	0	40
6B	0	0	0	40
6C	0	0	0	40
6D	0	0	0	40

Notes:

- Click [Export to KPM Item (KPM23.1)] to export data to KPM 23.1.
- Click [Export to KPM Item (KPM23.1 and KPM23.2)] to export data to

both KPM 23.1 and KPM 23.2.

- You should use [Export to KPM Item (KPM23.1)] if you have extracted KPM 23.2 data from WebSAMS and imported into the system.

Chapter 8: Report Viewer (RV)

8.1 About Report Viewer (RV)

This functional module is mainly designed for data analysis as well as the display and output of the results. The display is in two formats (table and chart). Different forms of displays will be shown on the monitor according to the types of surveys. The system provides reports for Stakeholder Survey, APASO, and KPM Items.

8.1.1 Before You Begin

To access this functional module, your account should possess an “ESDA Report Management” privilege. If you cannot access the “Report Viewer”, please consult your System Administrator to acquire the privilege.

8.1.2 Best Practices

To generate complete and meaningful reports, you should ensure the completeness and correctness of data collection in related sections. For KPM Item, you can check the correctness of KPM Item in “Data Import / Input” module. For Stakeholder Survey and APASO, you should ensure all responses from respondents are stored in the system.

8.2 KPM Item Report

- 1) Mouse over to [Report Viewer] and then click [Report Viewer].
- 2) In the interface, click [KPM Item Report].



- 3) In the interface, select “From” and “To” for the year and select a KPM item.



- i) To view the report of the selected KPM item on the screen, click [Submit]. A table and a graph showing the data of the selected KPM item will be displayed.
- ii) To export the KPM item to MS Excel file, click [Export All].

Notes:

- When you export the KPM Items, the system exports a zip file with a MS

Excel file and a CSV file with data. You should export two files into the same directory and then open the MS Excel file to view the KPM Item report.

8.3 APASO Report

- 1) Mouse over to [Report View] and then click [Report Viewer].
- 2) In the interface, click [APASO Report].



- 3) In the interface, select a school year, a Questionnaire and a Time Frame if appropriate.

The screenshot shows a window titled "APASO Report" with a red border. At the top right, there is a "Year:" dropdown menu set to "2005-06". Below this, there are several sections of options:

- Questionnaire:** A dropdown menu showing "Self Concept".
- Time Frame(s):** Four radio button options:
 - From: 2005-09-02 To: 2005-09-02
 - From: 2005-09-03 To: 2005-09-03
 - From: 2005-09-28 To: 2005-10-28
 - From: 2005-09-01 To: 2005-09-01
- Report Type:** A dropdown menu showing "Means".
- Respondent:** A series of radio button options:
 - Whole School
 - Form (selected)
 - P3, P4, P5, P6 (checkboxes)
 - Class
 - GA
 - Gender (selected)
 - Male, Female (checkboxes)

At the bottom right, there are three buttons: "Submit", "Export", and "Back".

- 4) To view the reports
 - i) Select a Report Type.
 - ii) Select "Whole School", "Form", "Class", and "Gender" of the respondents and also choose the corresponding sub-items (e.g. P3, P4) if appropriate.
 - iii) Click [Submit].
 - iv) The system shows the "Means" reports related to the selected groups of respondents.
 - v) Click [Print].

Notes:

- Some options in "Respondent" will be dimmed if the "Respondent" is not applicable to selected report type.

- 5) To export the reports
 - i) Select a Report Type.
 - ii) Select "Whole School", "Form", "Class", and "Gender" of the respondents and also choose the corresponding sub-items (e.g. P3, P4) if appropriate.
 - iii) Click [Export].

Notes:

- *When you export the KPM Items, the system exports a zip file with a MS Excel file and some CSV files with data. You should export these files into the same directory and then open the MS Excel file to view the APASO report.*

8.4 Stakeholder Survey Report

- 1) Mouse over to [Report Viewer] and then click [Report Viewer].
- 2) In the interface, click [Stakeholder Survey Report].



- 3) Select a "Report Type". There are 3 types of reports, namely: Overall Report, Cross Year Comparison, and Cross Questionnaire Comparison.
- 4) To view "Overall Report" of a specific Stakeholder Survey

 A screenshot of a web form titled "Stakeholder Surveys". It has three dropdown menus: "Report Type" set to "Overall Report", "Stakeholder Survey" set to "Teacher Questionnaire", and "Year" set to "2003-04". At the bottom right are three buttons: "Submit", "Export", and "Back".

- i) Select "Overall Report" in "Report Type".
 - ii) Select a Stakeholder Survey and a school year.
 - iii) Click [Submit].
- 5) To view "Cross Year Comparison" Report

 A screenshot of a web form titled "Stakeholder Surveys". It has three dropdown menus: "Report Type" set to "Cross Year Comparison", "Stakeholder Survey" set to "Teacher Questionnaire", and "Year" with "From" set to "2003-04" and "To" set to "2003-04". At the bottom right are three buttons: "Submit", "Export", and "Back".

- i) Select "Cross Year Comparison" in "Report Type".
 - ii) Select a Stakeholder Survey and "From" and "To" of school year.
 - iii) Click [Submit].
- 6) To view "Cross Questionnaire Comparison" Report

 A screenshot of a web form titled "Stakeholder Surveys". It has two dropdown menus: "Report Type" set to "Cross Questionnaire Comparison" and "Year" set to "2003-04". At the bottom right are three buttons: "Submit", "Export", and "Back".

- i) Select "Cross Questionnaire Comparison" in "Report Type".
 - ii) Select a school year and then click [Submit].
- 7) To export the reports, click [Export].
 - 8) To print the reports, click [Print].

Notes:

- When you try to export the Stakeholder Survey reports, the system exports all types of stakeholders.
- When you select more than three years in cross questionnaire comparison

report, the system exports data with the latest three years only.

Chapter 9: File Storage (FS)

9.1 About File Storage (FS)

A file repository is provided for schools to store relevant documents. The system creates folders for each academic year automatically. You can upload documents into a corresponding school year folder. To submit these documents to QA Division when undergoing external school review, you can pack the required files into a data package in Data Preparation for Submission (DPS) and upload the data package to QA Division through CDS.

9.1.1 Before You Begin

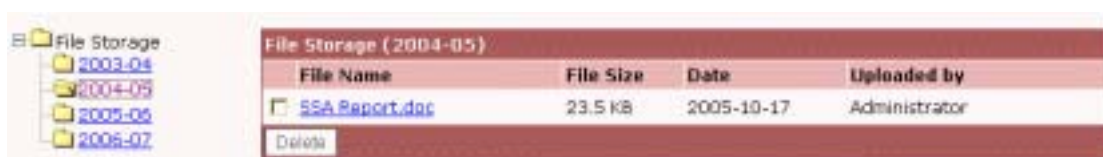
To access this functional module, your account should possess a “File Storage” privilege. If you cannot access the “File Storage”, please consult your System Administrator to acquire the privilege.

9.1.2 Best Practices

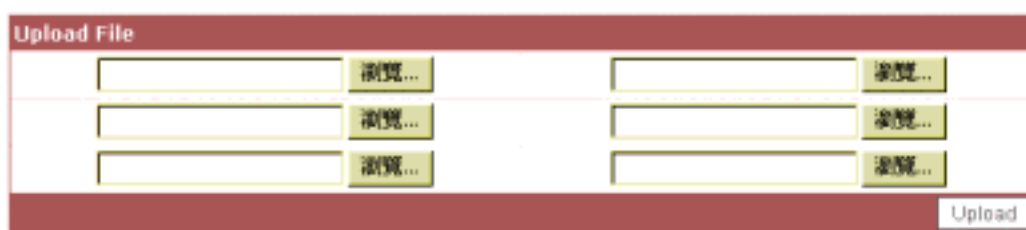
You should store files in the corresponding school year folder so that you can retrieve the files easily from school year folder when exporting a data package in Data Preparation for Submission (DPS) module.

9.2 Upload File

- 1) Mouse over to [Data Submission] and then click [File Storage].
- 2) In the interface, click a school year folder on the left hand side.



- 3) Click [Browse] to select files and then click [Upload].

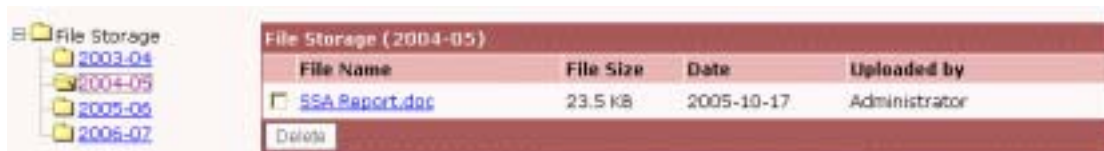


Warning:

- If you are using proxy server, please make sure the size of file that you attempt to upload does not exceed the post limit of the proxy server. Otherwise, you cannot upload the file to ESDA.

9.3 Download File

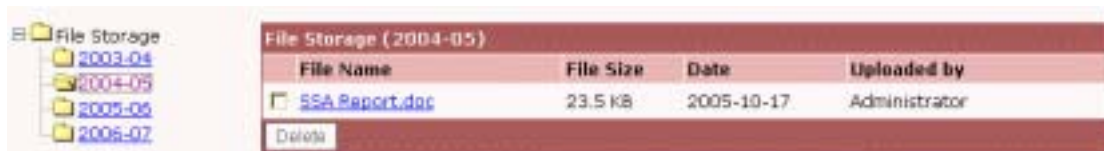
- 1) Mouse over to [Data Submission] and then click [File Storage].
- 2) In the interface, click a school year folder on the left hand side.



- 3) To download a file, click the filename.

9.4 Delete File

- 1) Mouse over to [Data Submission] and then click [File Storage].
- 2) In the interface, click a school year folder on the left hand side.



- 3) To delete file(s), select checkbox(es) next to the target file(s) and click [Delete].

Warning:

- Please select the files to be deleted carefully because there is no function for you to restore any deleted files.

Chapter 10: Data Preparation for Submission (DPS)

10.1 About Data Preparation for Submission (DPS)

This module provides functions for extracting data from APASO, Stakeholder Survey and KPM Items to support external school review and preparation of reference data for reference of schools. It shows all school years which are enabled in the “School Year Setting” and shows the status of each item of these years. An operator can export data from any of these years into a package. In addition, the package can also include documents required for external school review, such as the School Self-assessment Report (SSA Report). This package can be submitted to QA Division through CDS in WebSAMS.

10.1.1 Before You Begin

To access this functional module, your account should possess a “Data Submission” privilege. If you cannot access the “Data Preparation for Submission”, please consult your System Administrator to acquire the privilege.

10.1.2 Best Practices

KPM Item with status “Draft” will not be extracted to the data package. You should ensure that the status of finalized KPM Items is changed to “Completed” or “Partially Completed”. For example, there are four sub-items in KPM4 (KPM4.1 to KPM4.4). If you input and save KPM4.1 only, the status of KPM4 becomes “Partially Completed”. Not until you have input (and validated) all these 4 items will the status be changed to “Completed”.

10.2 Export KPM Data

- 1) Mouse over to [Data Submission] and then click [Data Preparation].
- 2) In the interface, click [Data Preparation for Submission].



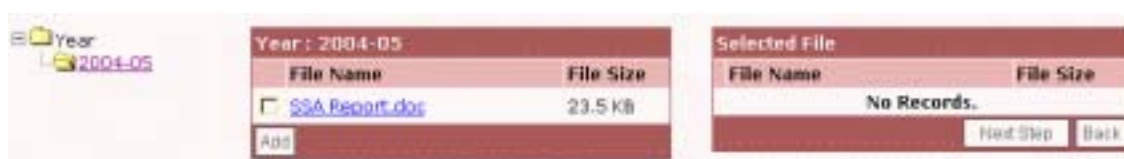
- 3) Select the checkbox(es) next to school year and then click [Next Step].

Data Preparation for Submission		
	Year	
	<input type="checkbox"/> 2003-04	<input type="checkbox"/> 2004-05
	Status	
APASO		
1. Attitudes to School (KPM14)	Not Start	Completed
Stakeholder Survey		
1. Teacher Questionnaire	Not Start	Not Start
2. Student Questionnaire	Not Start	Completed
3. Parent Questionnaire	Not Start	Completed
Management & Organisation Domain		
1. Composition of School Management Committee (SMC)	Not Start	Partially Completed
3. Teachers' professional development	Not Start	Not Start
4. Teacher qualification and experience	Not Start	Not Start
5. School expenditure on learning and student support	Not Start	Not Start
Learning and Teaching Domain		
7. Number of active school days	Not Start	Not Start
8. Lesson time for the 8 KLAs	Not Start	Not Start
9. Students' reading habit	Not Start	Not Start
10. Provision of co-curricular activities	Not Start	Not Start
Student Performance Domain		
15. Average HKAT raw scores of students in the core-three subjects	Not Start	Not Start
20. Student participation in inter-school events	Not Start	Not Start
21. Student participation in uniform/social and voluntary services groups	Not Start	Not Start
22. Students' attendance	Not Start	Not Start
23. Students' physical development	Not Start	Draft

Notes:

- You should select data set which you are going to submit to QA of specific school year(s).
- Data marked as "Completed" or "Partially Completed" will be extracted to the data package only.

- 4) To select files, e.g. SSA Report, for data submission,
 - i) Click a school year folder on the left hand side,
 - ii) Select checkbox(es) next to target file(s),
 - iii) Click [Next Step].



- 5) In the interface, click [Export] and save the file.



- 6) For details of uploading the data file to QAD, EMB through WebSAMS CDS, please refer to Appendix 2

Warning:

- The file size of the data package should not be larger than 10MB.

10.3 Export APASO Data

- 1) Mouse over to [Data Submission] and then click [Data Preparation].
- 2) In the interface, click [Export Responses from APASO].
- 3) Select a school year.
- 4) Click the checkbox(es) next to the appropriate APASO survey.



- 5) Click [Export] and save the file.
- 6) For details of uploading the data file to QAD, EMB through WebSAMS CDS, please refer to Appendix 2.

Chapter 11: System Message Viewer (SMV)

11.1 About System Message Viewer (SMV)

This module provides functions to import system message package which can be downloaded from WebSAMS CDS. The messages provide information related to the ESDA or special announcement. Each system message has an expiry date and disappears after that date.

11.1.1 Before You Begin

To access this functional module, your account should possess a “System Message Administration” privilege. If you cannot access the “System Message”, please consult your System Administrator to acquire the privilege.

11.1.2 Best Practices

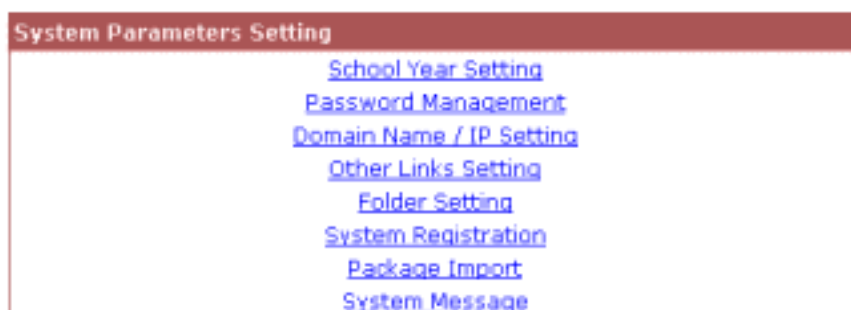
Since system message disappears after the deadline, you should import the system message in the system once you get the message from WebSAMS CDS. Otherwise, you may miss the system message.

11.2 Import Message File

Notes:

-Before you import message file, you should download the message file from WebSAMS CDS. For details, please refer to Appendix 4.

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) In the interface, click [System Message].

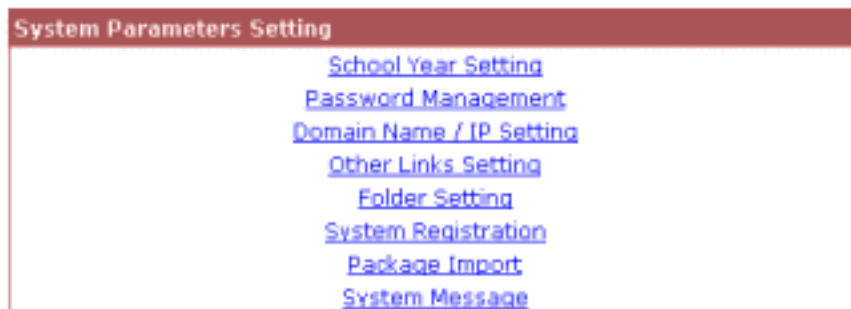


- 3) Click [Import System Message].
- 4) In the interface, browse the system message package and then click [Import].



11.3 View System Message

- 1) Mouse over to [System Tools] and then click [System Parameters Setting].
- 2) In the interface, click [System Message].



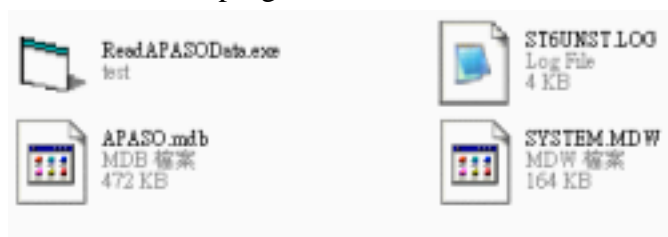
- 3) Click [View System Message].
- 4) The system shows a list of messages, if any.

Appendix 1 – Procedures for Generating a CSV File for Survey Import from APASO mdb File.

Notes:

- Windows version of APASO application must be installed in the machine that you are going to extract APASO data.

- 1) Download the windows application (ReadAPASOData.exe)
- 2) Copy the “APASO.mdb” and “SYSTEM.MDW” (from existing APASO program; the default installation folder is C:\Program Files\APASO) to the directory where the “ReadAPASOData.exe” is located. (e.g. C:\Program Files\ReadAPASOData)
- 3) Run the “ReadAPASOData.exe” program.



- 4) Click the “Generate CSV file” button.

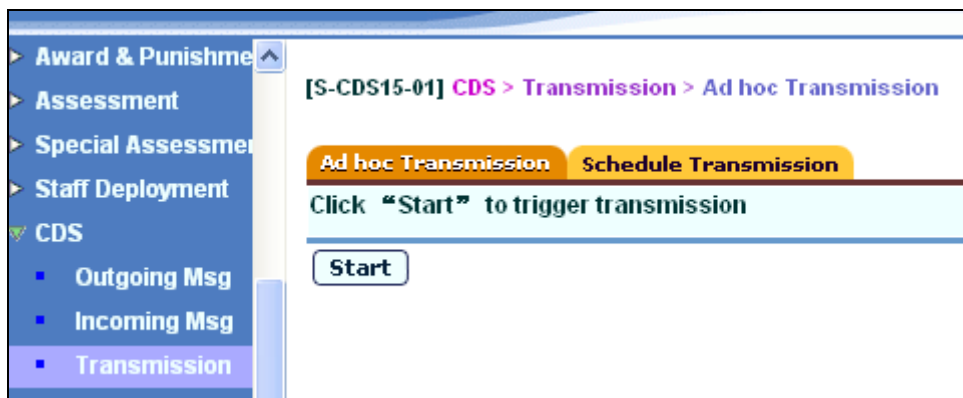


- 5) A CSV file is generated.

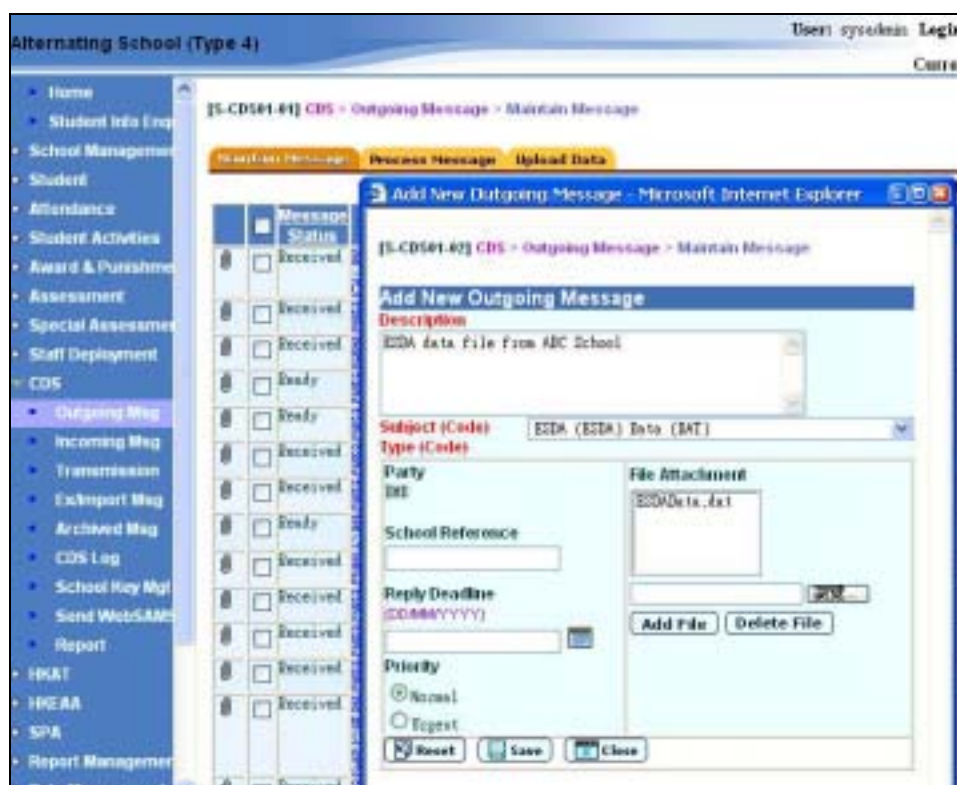


Appendix 2: Update Data Package through WebSAMS CDS

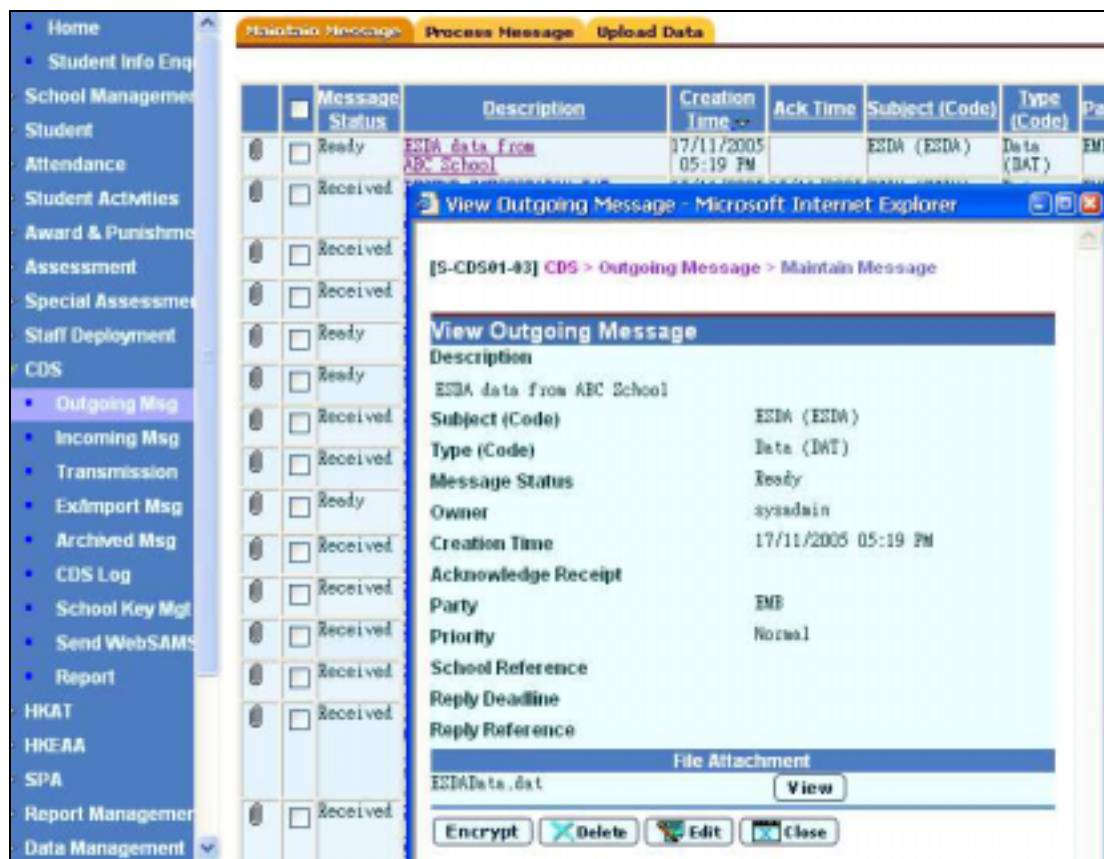
1. To synchronize transmission list (you need to do it once only), access the “CDS > Transmission > Ad hoc transmission” page and then click [Start].



2. To send files to QAD, access “CDS > Outgoing Message > Maintain Message” page and then click [Add] button
3. In the interface,
 - i) Enter the description
 - ii) Select “ESDA data pack to QA (ESDA) Data (DAT) from “Subject (Code) Type (Code)”
 - iii) Browse the data file (ESDAData.dat) extracted from ESDA
 - iv) Click [Add File] button.
 - v) Click [Save]



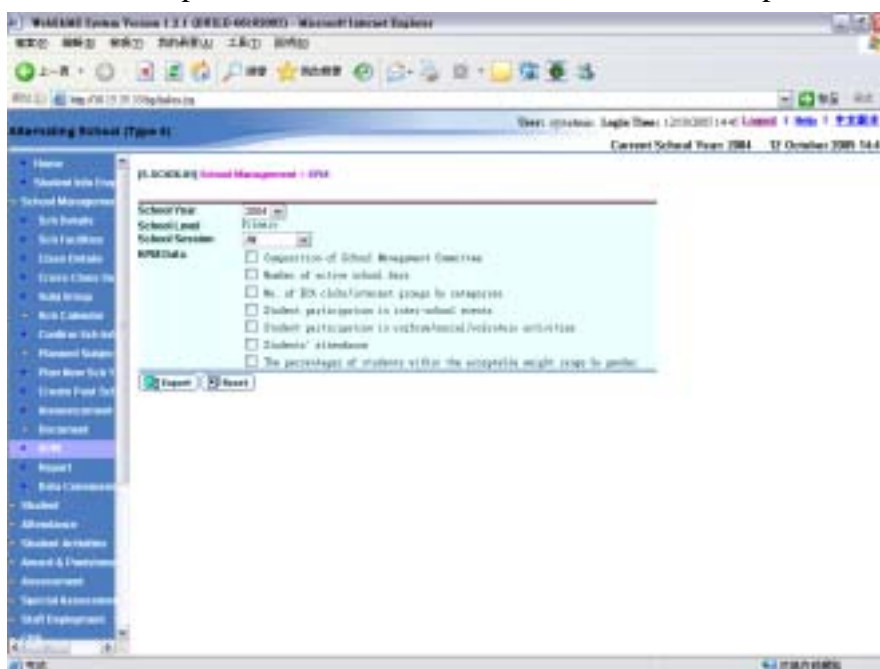
4. In the message list interface, click the description of the message that you have added in step 3.
5. In the interface, the system shows the message details. To send the message, click [Encrypt].



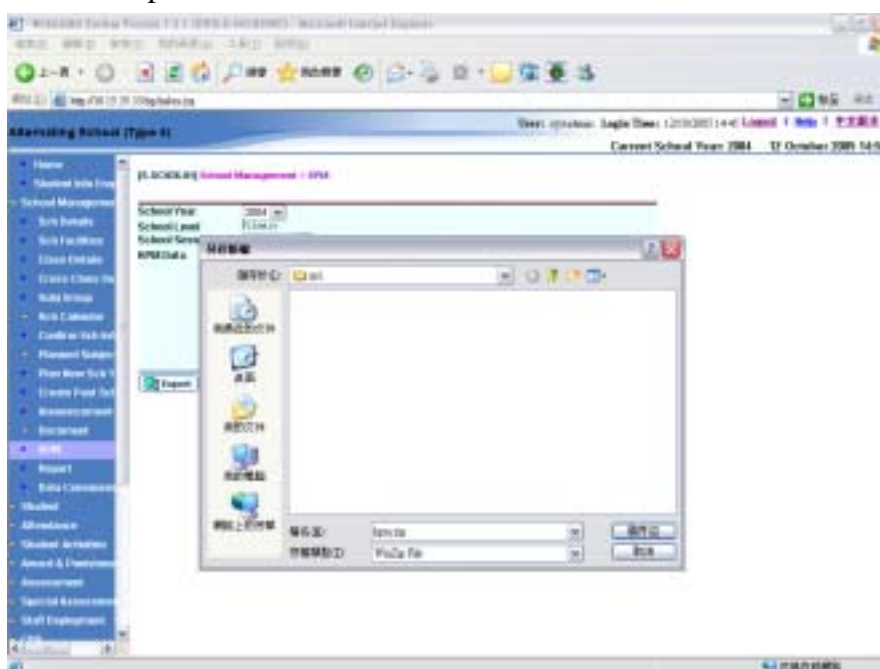
Appendix 3: Extract KPM Items from WebSAMS

To extract KPM Items from WebSAMS, please follow the following steps:

1. Select “KPM” under “School Management” menu on the left-hand side.
2. In the interface, select appropriate “School Year” as well as “School Section” and select appropriate “KPM Data” from the list.
3. Click the “Export” button to extract the KPM data into a zip file.



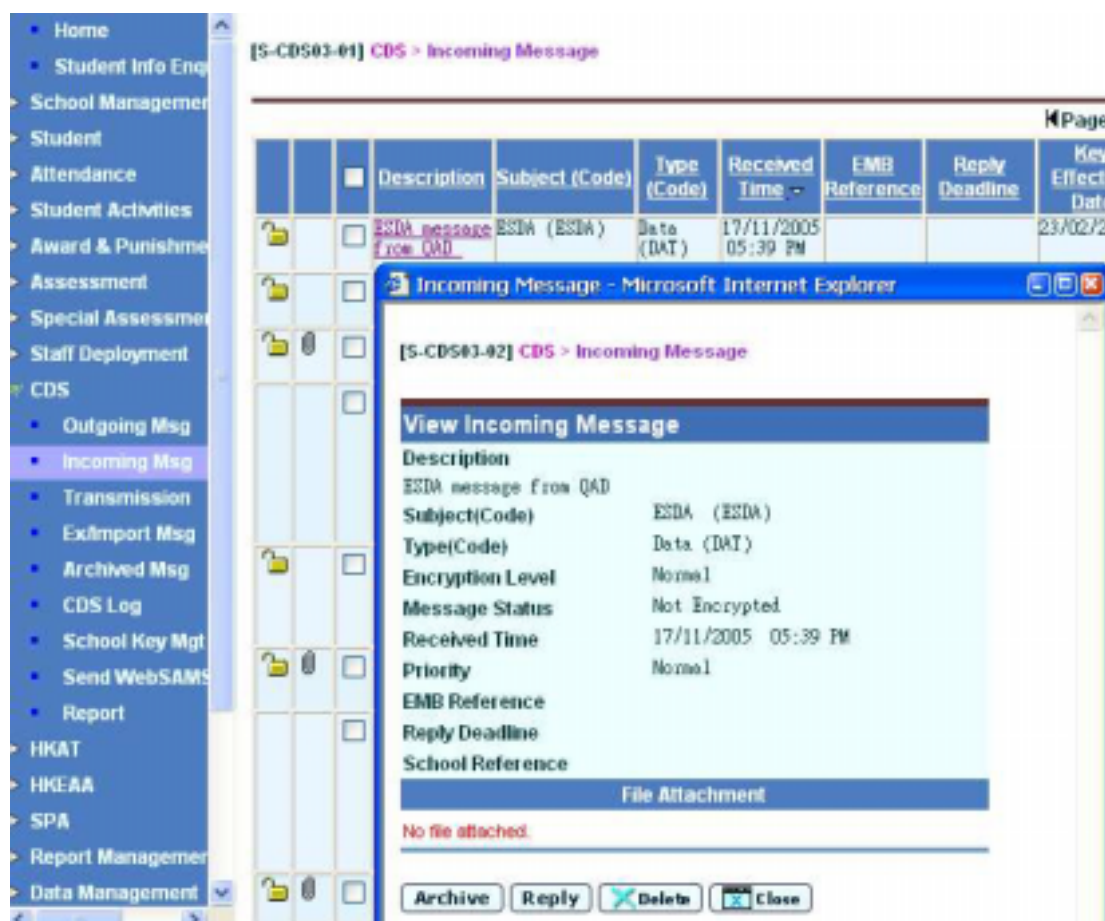
4. Save the zip file to hard disk.



5. Unzip the zip file to retrieve the CSV files

Appendix 4: Download ESDA Message from WebSAMS CDS

1. In “CDS ” > “ Incoming Message” interface, click the description of the message submitted by QAD.
2. In the interface, click [View] button next to the attachment to download the data file.



3. To import the message file to ESDA, please follow the procedures in Section 11.2