
Self-Evaluation Platform on Information Technology in Education (ITED) for Schools

User Manual

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About this User Manual

This User Manual aims to provide a step-by-step reference for the teachers, students, parents and other stakeholders as users to complete online surveys in the SEP Platform.

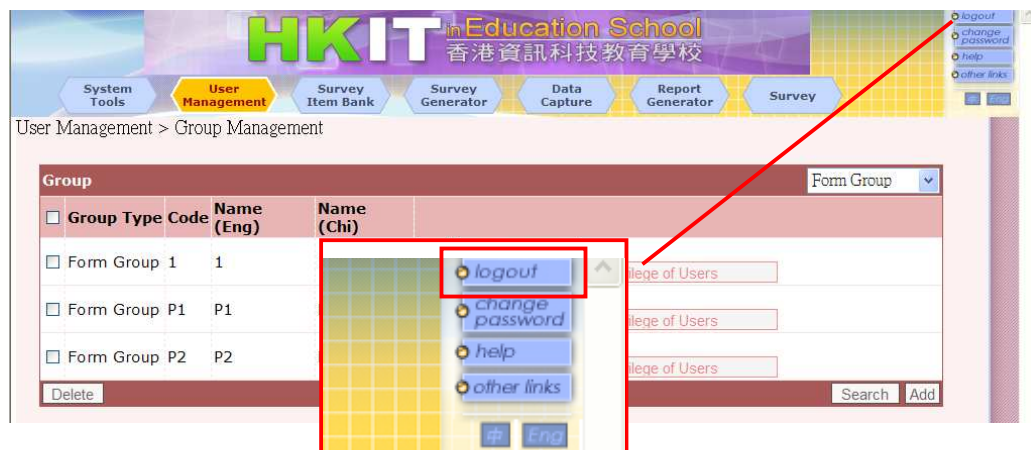
Chapter 1 Introduction to SEP

1.1 Logon



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

1.2 Logout

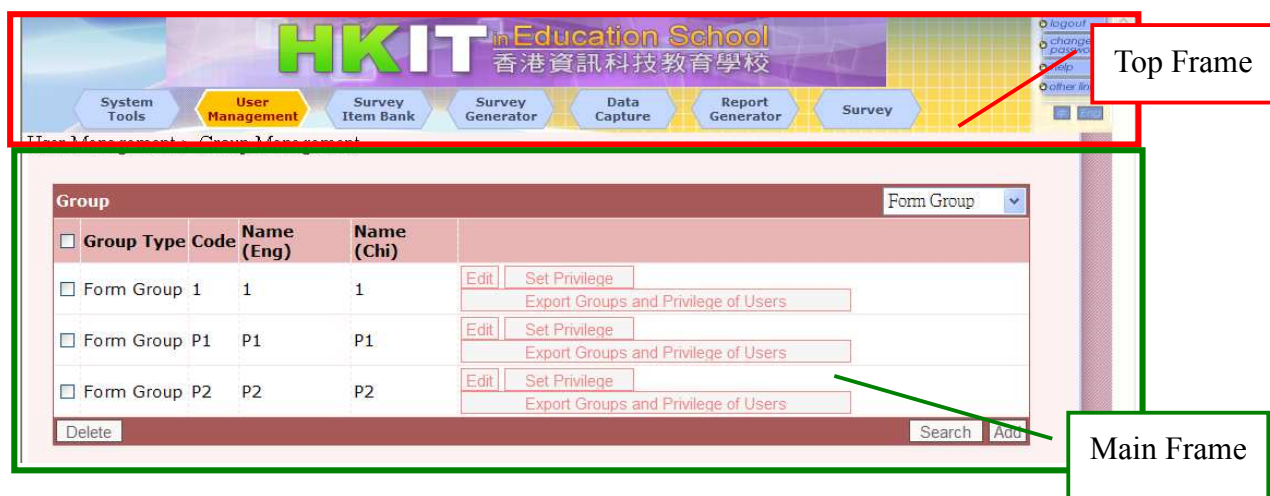


- 1) To logout the SEP, user must click [Logout] at the right top corner.
- 2) Click [Confirm] to logout.



1.3 Navigating SEP

The SEP layout is generally divided into two frames: top frame and main frame.



1.3.1 Top Frame

The top frame includes the following-

- 1) **School Badge**
- 2) **Available Menu Button(s)**
- 3) **Logout**

With a click of [Logout] button at the right top corner, a pop-up confirmation message will be displayed. For more information, please refer to Section 1.2 **Logout** for details.

- 4) **Change Password**

With a click of [Change Password] button, the change password interface will be displayed. For changing personal password in SEP, please refer to Section 1.3.3 **Change Password** for details.

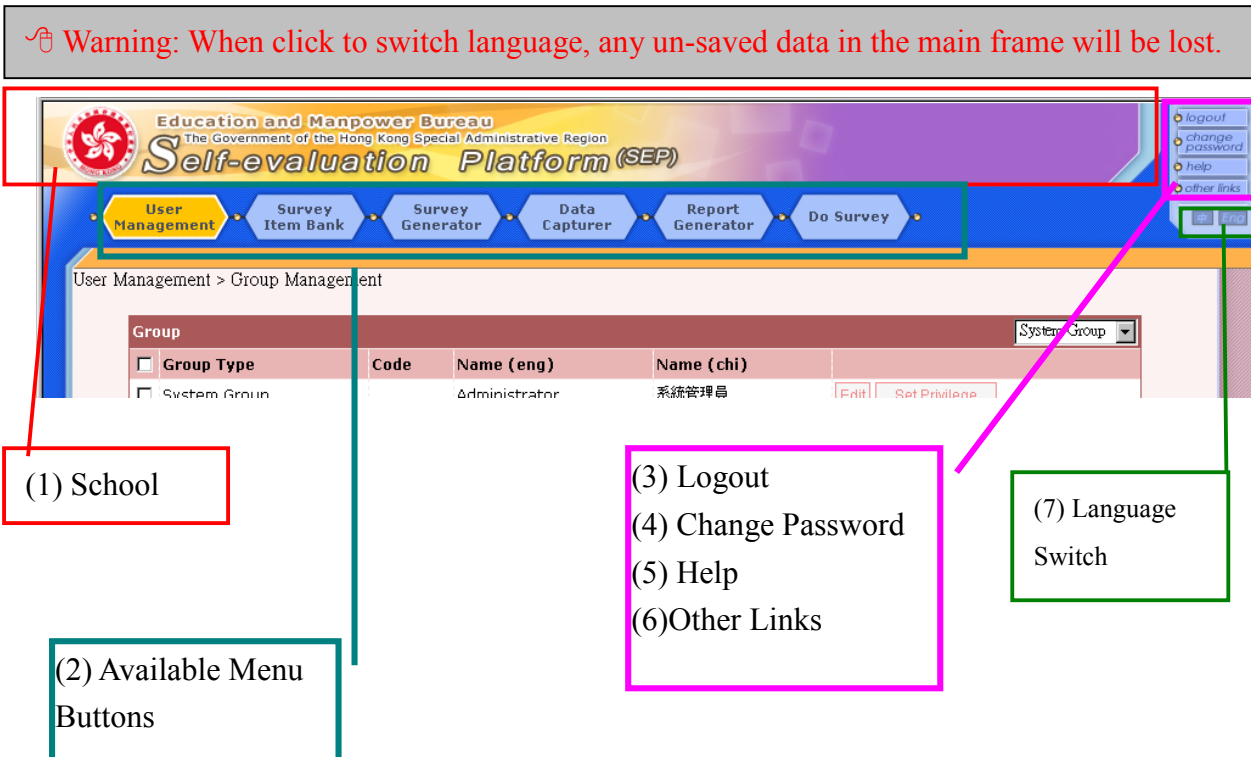
- 5) **Help (Online Help)**

Operation guide / glossary for related functional module(s) will be displayed in pop-up windows.

- 6) **Other Links**

- 7) **Language Switch**

Language can be switched to English by clicking the [Eng] button or vice versa.

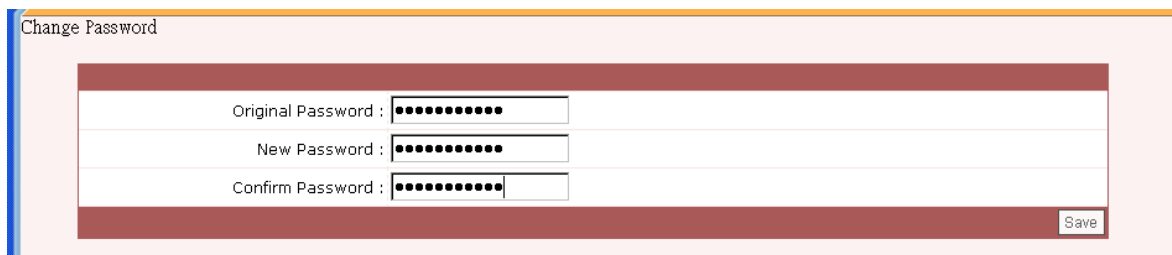


1.3.2 Main Frame

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

1.3.3 Change Password

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



- 2) Input the “Original Password” and then “New Password”.
- 3) Input the “Confirm Password” to verify the newly input password.
- 4) Click [Save] to save changes.

Postscript: The new password will be effective upon your next login

Chapter 2 Doing Online Survey(s)

2.1 About Do “Survey”

After login, the user can view the list of surveys that is assigned for him / her to complete. Upon completion of the survey, the user can click the “submit” button to save his / her responses in the system.

For named questionnaires, the user is allowed to save the responses temporarily and re-do / continue with the questionnaires at a later time. All submitted / completed named and anonymous questionnaires will be removed from the survey list.

For log sheets, the user can select a log sheet and a log date before completion. For named log sheets, the user is allowed to revise individual log sheet records that have already been submitted.

2.2 Before You Begin

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

- 8) If there is no system-checked error, a dialogue box will pop up asking if you want to submit the survey. If so, click [Confirm] to submit survey.



2.3.2 Fill in Anonymous Survey

- 1) Mouse over to [Survey] and then click [Survey].
- 2) On the not-yet-finished survey list, click [View].
- 3) When the cover page of the survey is displayed, click [Next] to view the survey content.
- 4) Fill in the survey.

Tips: To unselect the 'checked' radio button, you can simply click on the same radio button.

b. EMB (Formerly ED)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. HKedCity (HKedCity.net)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Tertiary institutions (e.g. The Hong Kong Polytechnic University, Hong Kong Institute of Education)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Non-profit making organizations (e.g. Caritas)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Commercial organizations (e.g. computer schools)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Others: (Please specify) <input style="width: 100px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

a. The following are descriptions of six stages of adopting or using IT. Please choose the **ONE** that best describes your current level of IT competence.

Stage 1: I am aware of the availability of IT but I rarely/never make use of it.

Stage 2: I am learning the basics of IT skills, but often encounter difficulties when using computers. Basically, I am not confident in using computers.

Stage 3: I am beginning to understand the procedures of using IT, and am able to use it for performing certain tasks.

Stage 4: I feel comfortable in using IT and am confident in using it for performing certain tasks.

Stage 5: I consider IT as a commonly used tool, and am able to apply it appropriately to conduct/assist teaching or teaching-related tasks.

Stage 6: I can use IT effectively for teaching/administration, and am able to integrate it into my work in an innovative way.

- 5) To submit the survey, click [Submit].
- 6) The system will perform a logical check of your submitted survey. If an error has been detected in your submitted survey, a dialogue box will direct the screen to the error of the survey item

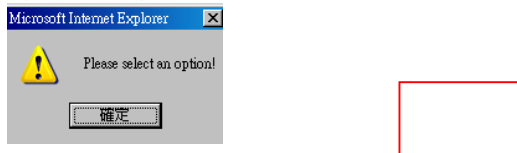
Term
IT: Information Technology

1. The following questions are about your use of IT.

2. How many computers do you have at home?
 Nil 1 2
 More than 2

3. Can your computer at home access the Internet?
 Yes No

4. In the past month, how much time, on average, did you spend per day on using computers **at home**?
 Nil Less than 1 hour 1 to less than 2 hours
 2 to less than 3 hours 3 to less than 4 hours 4 to less than 5 hours
 5 to less than 10 hours 10 hours or more



- 7) If there is no system-checked error, a dialogue box will pop up asking if you want to submit the survey. If so, click [Confirm] to submit survey.



2.3.3 Fill in Log Sheet

- 1) Mouse over to [Survey] and then click [Survey].

On the not-yet-finished log sheet, click [View].

- 2) When the cover page of the survey is displayed, click [Next].
- 3) In the “Input Log Sheet” section, select the date of log sheet you want to fill in and then click [Add].



4) A “Log Sheet” template will be displayed.

- i) At the right top corner, select if the selected date is a school day or not.
- ii) Fill in the log sheet.

Notes: All empty row(s) will be erased once you [Save] the log sheet.

- iii) To add new row, click [Add a New Row].
- iv) To save the log sheet, click [Save] at the bottom right corner.
- v) A message confirming that the log sheet has been successfully saved will be displayed at the left top corner of the log sheet.
- vi) Click [Back] to input log sheet of another date.

Notes: Due to the properties of anonymous surveys in the SEP, modification of Anonymous Log Sheet is not allowed once you click [Back] to exit the log sheet.

Record saved successfully.

Secondary Student IT Activity Daily Log 12

Date : 2004-12-28

Day of the week : Tuesday

Is there school today? Yes No

Activity starting time	Duration (minute)	*hi	hi 2	*Tools (You can select more than one)	*Location	Subject	*Is this activity important?	*How is my performance?	*Do I like this activity?
		1 Nil	1 Strongly dislike	1 Web browser	1 In school lesson	Please refer to table of 'Subject'	1 Not important	1 Very bad	1 Strongly dislike
		2 Less than 1 hour	2 Dislike	2 E-mail	2 Out of school lesson		2 Not very important	2 Bad	2 Dislike
		3 1 to less than 2 hours	3 Average	3 ICQ	3 Your own home		3 Average	3 Average	3 Average
		4 2 to less than 3 hours	4 Like	4 Word processor	4 Home (other than your own)		4 Important	4 Good	4 Like
		5 3 to less than 4 hours	5 Strongly like	5 Spreadsheet	5 Community/Youth centre		5 Very important	5 Excellent	5 Strongly like
		6 4 to less than 5 hours		6 Presentation software	6 Web bar				
		7 5 to less than 10 hours		7 Audio/video software	7 Others (please specify)				
		8 10 hours or more		8 PC games					
				9 Others (please specify)					

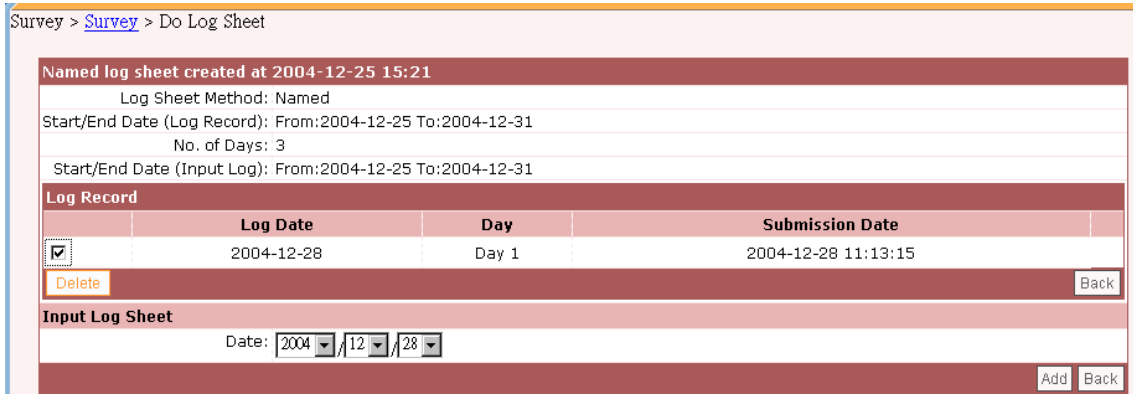
Morning (09:00 am - 12:00 pm)

Add a New Row

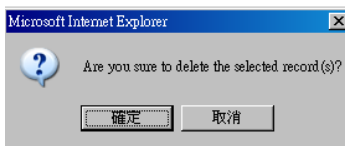
(* System will ignore empty row(s))

2.3.4 Delete Named Log Sheet

- 1) Mouse over to [Survey] and then click [Survey].
- 2) When a list of not-yet-finished surveys are displayed, click [View] of the log sheet.
- 3) A list of submitted log sheet(s) will be displayed.



- 4) Select the log sheet and then click [Delete].
- 5) A dialogue box will be displayed asking if you want to delete the selected record(s). If so, click [Confirm] to delete the selected log sheet(s).



2.3.5 Do Questionnaire in PDA

- 1) Open [Internet Explorer] in PDA.
- 2) In the Internet Explorer, browse the SEP PDA login page.

(The URL is <http://domain-name/sep/pocketpc/>)

- 3) Enter “username” and “password” and then click [login].
- 4) On the not-yet-finished survey list, click [View].

Survey Title	Start/End Date
PDA-2	2005/10/05 ~ 2005/10/27

- 5) Fill in the questionnaire and then click [Submit].

3.* Do you consider the following computer facilities/support in school sufficient for supporting your learning?
(Not sufficient at all=1, Average=2, Sufficient=3)

	1	2	3
a. Computers (type, number)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Bandwidth for accessing the Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Software (type, number)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Peripherals (e.g. printer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Technical support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Others: (Please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Compulsory

Submit Back

- 6) To logout the system, click [Logout] on the top-right corner.