

Guidelines on Using
the “Mainland Exchange Activities”
For Government, Aided and Caput schools, and Direct Subsidy Scheme (DSS) schools
installed with WebSAMS

A. Points of Notice

B. Import MEA Parameter File

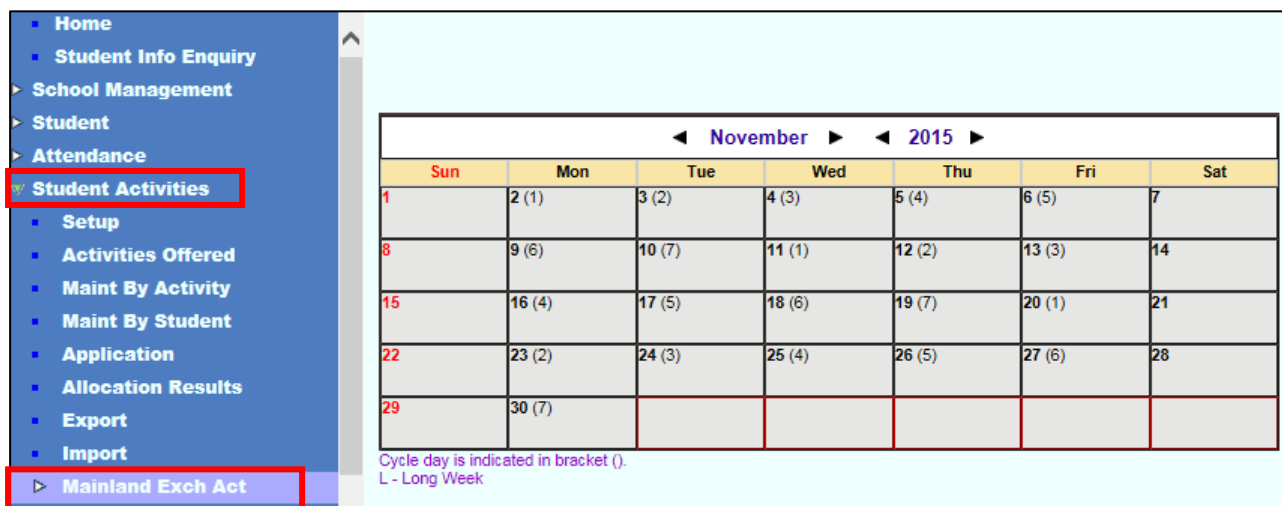
C. Maintain the Mainland Exchange Activities

1. Add new Mainland Exchange Activities to “Activities Offered” in the School
2. Maintain “Mainland Exch Act”
3. Add the records of student participants into a “Study Trip”

D. School MEA Contact Person

A. Points of Notice

1. Mainland Exchange Activities (MEA) is a function in the Module of “Student Activities” of WebSAMS. By using this function, users can record the information of the student participants of the Mainland Exchange Activities.

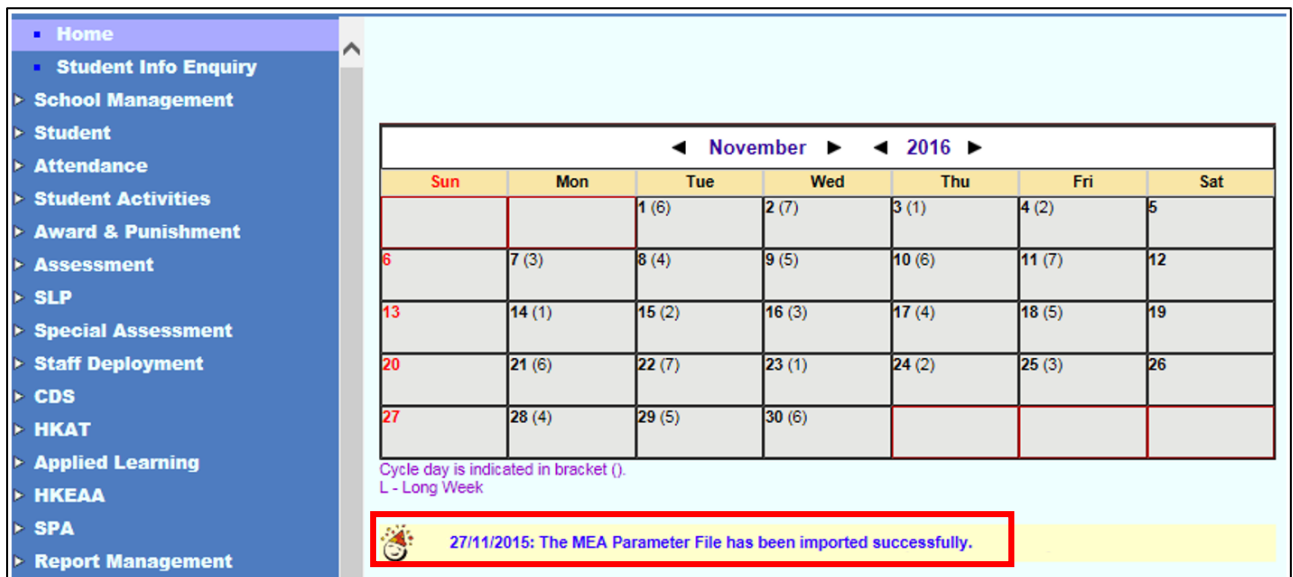


The screenshot displays the WebSAMS interface. On the left is a blue navigation menu with the following items: Home, Student Info Enquiry, School Management, Student, Attendance, Student Activities (highlighted with a red box), Setup, Activities Offered, Maint By Activity, Maint By Student, Application, Allocation Results, Export, Import, and Mainland Exch Act (highlighted with a red box). The main area shows a calendar for November 2015. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are: 1 (Sun), 2 (1) (Mon), 3 (2) (Tue), 4 (3) (Wed), 5 (4) (Thu), 6 (5) (Fri), 7 (Sat), 8 (Sun), 9 (6) (Mon), 10 (7) (Tue), 11 (1) (Wed), 12 (2) (Thu), 13 (3) (Fri), 14 (Sat), 15 (Sun), 16 (4) (Mon), 17 (5) (Tue), 18 (6) (Wed), 19 (7) (Thu), 20 (1) (Fri), 21 (Sat), 22 (Sun), 23 (2) (Mon), 24 (3) (Tue), 25 (4) (Wed), 26 (5) (Thu), 27 (6) (Fri), 28 (Sat), 29 (Sun), 30 (7) (Mon). The days of the week are indicated in brackets. Below the calendar, it says "Cycle day is indicated in bracket ()." and "L - Long Week".

2. NOTE: Schools should ensure that their WebSAMS has been upgraded to version 3.0.0.07072017 or above before the desired functions could be used.
3. Mainland Exchange Activities (MEA) includes the following:
 - Mainland Exchange Activities subsidized by the Education Bureau (including the Quality Education Fund);
 - Mainland Exchange Activities subsidized by other government bureau / departments such as Home Affairs Bureau;
 - Mainland Exchange Activities subsidized by non-government organization; and
 - Mainland Exchange Activities without any subsidy.

B. Import MEA Parameter File

1. At the beginning of each school year, the MEA Parameter File will be sent to schools through CDS by the Students Mainland Exchange Programme (SMEP) Team of the Education Bureau. The Parameter File will be automatically imported into the system.
2. A message “The MEA Parameter File has been imported successfully.” will be shown on the “Home” page of WebSAMS if the Parameter File has been imported successfully to the system.



Home

- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- SLP
- Special Assessment
- Staff Deployment
- CDS
- HKAT
- Applied Learning
- HKEAA
- SPA
- Report Management

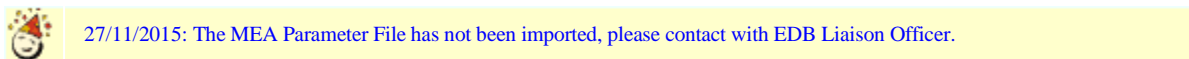
November 2016

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

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

27/11/2015: The MEA Parameter File has been imported successfully.

- If the following message is shown on the “Home” page, the users need to contact the EDB Liaison Officer for resending the Parameter File to the school again.



27/11/2015: The MEA Parameter File has not been imported, please contact with EDB Liaison Officer.

C. Maintain the Mainland Exchange Activities

- Add new Mainland Exchange Activities to “Activities Offered” in the School.
 - After students of the School have participated in a Mainland Exchange Activity (says the “Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture”), the users should add this Activity (as the other ECA activities) into the “Activities Offered” in the School.
 - Go to the screen “Activities Offered” with the path “Student Activities > Activities Offered”, which shows the current ECA offered by the School.



[S-STA02-01] Student Activities > Activities Offered > STA Information

STA Info SLP Information

School Year 2015 STA Duration 2

Default quota (1-9999)

<input type="checkbox"/>	Type ▲	Description	Quota	Staff in-charge	Assistant Staff in-charge	Open for Online Application <input type="checkbox"/>
<input type="checkbox"/>	ECA	English Society	<input type="text" value="7"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Geography Club	<input type="text" value="29"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Mathematics Club	<input type="text" value="7"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Science Club	<input type="text" value="31"/>			<input type="checkbox"/>

- Click the [Add] Button. The System will go to the screen “Add STA Offered” which list all the ECA offered in the year. All the Mainland Exchange Activities have a STA

Code begins with “4”. Users can select the required Mainland Exchange Activity (such as “Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture” in the example above) from the list.

1.4 Users may select one or more of the Mainland Exchange Activities from the list of ECA.

[S-STA02-02] Student Activities > Activities Offered

Add STA Offered ▼ Bottom

<input type="checkbox"/>	STA Code	Type ▲	Description (Eng)	Description (Chi)	Activity Category	Open for Online Application
<input type="checkbox"/>	4101	ECA	Mainland Exch. Prog. - Natural Resou. (landscape): Zhaoqing	同根同心 - 自然國情 (地貌) : 肇慶市	Academic	
<input type="checkbox"/>	410P	ECA	Mainland Exch. Prog. - Guangzhou: Western Arch. & History	同根同心 - 廣州: 西式建築及其歷史文化	Sports	
<input type="checkbox"/>	410Q	ECA	Mainland Exch. Prog. - Huizhou: Envir. Pro. & Nat. Reserve	同根同心 - 惠州: 環保設施及自然保護區	Academic	
<input type="checkbox"/>	410S	ECA	Mainland Exch. Prog. - Zhaoqing: Nat. Landforms & Conserv.	同根同心 - 肇慶: 自然地貌及保育	Others	
<input type="checkbox"/>	410V	ECA	Mainland Exch. Prog. - Meizhou: Hakka Culture	同根同心 - 梅州: 客家文化	Others	
<input type="checkbox"/>	410W	ECA	Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture	同根同心 - 廣州佛山: 嶺南文化	Others	
<input type="checkbox"/>	410X	ECA	Mainland Exch. Prog. - Yangjiang & Kaiping: Heritage Conser.	同根同心 - 陽江開平: 海上絲綢之路文物保育	Others	

1.5 Click the [Add] Button again.

1.6 The System would return to the previous screen. The newly added Mainland Exchange Activities would be shown in the list of “STA Info”; and the message “Record saved successfully” will be shown at top left corner of the screen.

[S-STA02-01] Student Activities > Activities Offered > STA Information

Record saved successfully.

STA Info SLP Information

School Year 2015 STA Duration 2 ▼

Default quota (1-9999)

<input type="checkbox"/>	Type ▲	Description	Quota	Staff in-charge	Assistant Staff in-charge	Open for Online Application <input type="checkbox"/>
<input type="checkbox"/>	ECA	English Society	<input type="text" value="7"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Geography Club	<input type="text" value="29"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture	<input type="text" value="9999"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Mathematics Club	<input type="text" value="7"/>			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Science Club	<input type="text" value="31"/>			<input type="checkbox"/>

1.7 If the users need to add the Mainland Exchange Activities that was held in the School

Year 2014 (September 2014 to August 2015) to “Activities Offered” in the School, they have to “Setup” the “School Year”.

- 1.7.1 Go to the screen “STA Parameter” with the path “Student Activities > Setup > STA Parameter”. Select “2014” in the item “School Year” and click the “Save” Button.

[S-STA08-01] Student Activities > Setup > STA Parameter

STA Parameter STA Duration Programme Description

School Level: All School Session: All

Default Value

School Year: 2014 ▼

Duration: 1 ▼

Post: ▼

Performance: ▼

Report Card Readable Indicator: Yes

Number of choices for ECA application: 3

Reset Save

- 1.7.2 Go to the screen “STA Information” with the path “Student Activities > Activities Offered > STA Information”. The “School Year” has changed to “2014”.

[S-STA02-01] Student Activities > Activities Offered > STA Information

STA Info SLP Information

School Year: 2014 STA Duration: 1 ▼

Default quota (1-9999): Fill Bottom

<input type="checkbox"/>	Type ▲	Description	Quota	Staff in-charge	Assistant Staff in-charge	Open for Online Application
<input type="checkbox"/>	ECA	Art Club	99			<input type="checkbox"/>
<input type="checkbox"/>	ECA	Ball Games	50			<input type="checkbox"/>

- 1.7.3 Repeat the steps “1.3” to “1.6” above and add the Mainland Exchange Activities that was held in the School Year 2014 to “Activities Offered” in the School.

- 1.8 If the users need to change the “School Year” back to “2015”, repeat the steps “1.7.1” and “1.7.2” above, but select “2015” in the item “School Year”.

2. Maintain “Mainland Exch Act ”

- 2.1 Go to the screen “Study Trip Maintenance” with the path “Student Activities > Mainland Exch Act > Study Trip Maintenance” for creating the “Study Trip” and inputting the information of student participants of the “Study Trip”.
- 2.2 The criteria “School Year”, “Duration”, “Programme Code & Name” and “Route Code & Name” can be selected to generate the “Search”. Click the “Search” Button to access to the screen which can perform the function of “Maintain Student”.

[S-STA19-01] **Student Activities > Mainland Exch Act > Study Trip Maintenance**

School Year: 2015 Duration: All

Programme Code & Name: All

Route Code & Name: All

[S-STA19-02] **Student Activities > Mainland Exch Act > Study Trip Maintenance**

School Year: 2015 Duration: All

Programme Code & Name: All

Route Code & Name: All

<input type="checkbox"/>	Route Code	Study Trip Code	Description	Start Date	End Date	Maintain Student*	Status
No record.							

W - The study trip information is waiting to send out through CDS (user may modify it).
P - The study trip information is prepared to send out through CDS (User doesn't allow modify any information in this trip).
*Add or edit student participants list.
The "SEND" function is not applicable. For enquiries, please contact the Education Bureau at 2892 6517.

2.3 Create a "Study Trip"

2.3.1 Users need to create a "Study Trip" with the following steps, so as to input the information of student participants of the Study Trip. (Assume "Study Trip" is a trip of "Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture", the "Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture" must first be added to the "Activities Offered" in the School as illustrated in part "C-1" of this "Guidelines".)

2.3.2 Click the [Add] Button and the System will go to the screen as follow to input the information of this particular "Study Trip".

[S-STA19-03] **Student Activities > Mainland Exch Act > Study Trip Maintenance**

School Year: 2015 Duration: 2

Study Trip Code

Programme Code & Name: 41 - Mainland Exch. Prog.

Route Code & Name: 0W - Guangzhou & Foshan: Lingnan Culture

Study Trip Name (Eng):

Study Trip Name (Chi):

Sponsoring By EDB: Y

Available Period (DD/MM/YYYY): 01/09/2015 - 31/08/2016

Status

Start Date (DD/MM/YYYY): 06/11/2015

End Date (DD/MM/YYYY): 08/11/2015

2.3.3 Select the appropriate Mainland Exchange Activity ("Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture" as in the example above) one by one from

the options in “Duration”, “Programme Code & Name” and “Route Code & Name”.

2.3.4 “Study Trip Name (Eng)” and “Study Trip Name (Chi)” are required to be input only at conditions when the item “4Z-other Mainland Study and Exchange Activities” is selected from the field “Programme Code & Name” or when the item “99-Other Routes” is selected from the field “Route Code & Name”.

2.3.5 Input the “Start Date” and “End Date” of the “Study Trip”. The “Start Date” and “End Date” must be within the “Available Period”.

2.3.6 Click the “Save” Button.

2.3.7 The system will go back to the screen that can perform the function “Maintain Student” and generate a “Study Trip Code” for the added “Study Trip”.

[S-STA19-02] Student Activities > Mainland Exch Act > Study Trip Maintenance
Record saved successfully.

School Year	2015	Duration	2
Programme Code & Name	41 - Mainland Exch. Prog.		
Route Code & Name	0W - Guangzhou & Foshan: Lingnan Culture		

<input type="checkbox"/>	Route Code	Study Trip Code	Description	Start Date	End Date	Maintain Student*	Status
<input type="checkbox"/>	410W	15017	Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture	06/11/2015	08/11/2015	Maintain Student*	

W - The study trip information is waiting to send out through CDS (user may modify it).
P - The study trip information is prepared to send out through CDS (User doesn't allow modify any information in this trip).
*Add or edit student participants list.
The "SEND" function is not applicable. For enquiries, please contact the Education Bureau at 2892 6517.

2.3.8 Users may click on the hyperlink of the “Study Trip” under the “Description” column to edit the content of the “Study Trip”.

3. Add the records of student participants into a “Study Trip”

3.1 After the “Study Trip” is created, click the [Maintain Student] Button in order to add or edit the records of student participants of a particular study trip.

[S-STA19-02] Student Activities > Mainland Exch Act > Study Trip Maintenance

School Year	2015	Duration	All
Programme Code & Name	All		
Route Code & Name	All		

<input type="checkbox"/>	Route Code	Study Trip Code	Description	Start Date	End Date	Maintain Student*	Status
<input type="checkbox"/>	410W	15017	Mainland Exch. Prog. - Guangzhou & Foshan: Lingnan Culture	06/11/2015	08/11/2015	Maintain Student*	

W - The study trip information is waiting to send out through CDS (user may modify it).
P - The study trip information is prepared to send out through CDS (User doesn't allow modify any information in this trip).
*Add or edit student participants list.
The "SEND" function is not applicable. For enquiries, please contact the Education Bureau at 2892 6517.

3.2 The System will go to the screen shown below. Click the [Add] Button and start to add new student participants’ records of a particular “Study Trip”.

[S-STA19-04] Student Activities > Mainland Exch Act > Study Trip Maintenance

Stud STA Info **SLP Information**

School Year: 2015
 Programme Code & Name: 41 - Mainland Exch. Prog.
 Route Code & Name: 0W - Guangzhou & Foshan: Lingnan Culture
 Study Trip Code: 15017
 Start Date: 06/11/2015 End Date: 08/11/2015

Status

W - The study trip information is waiting to send out through CDS (user may modify it).
 P - The study trip information is prepared to send out through CDS (User doesn't allow modify any information in this trip).

<input type="checkbox"/>	Class	Cls No	Eng Name	Chi Name	Sex	Post	Performance	Report Card Readable Indicator
						Assign	Assign	<input type="checkbox"/>

No record

Add **Delete** **Reset** **Save** **Back**

3.3 Users can select student participants of the “Study Trip” from the school database; and click the “Add” button at the bottom of the screen.

[S-STA19-05] Student Activities > Mainland Exch Act > Study Trip Maintenance

Add Student to MEA

School Year: 2015

English Name: Chinese Name:

Reg No: STRN:

School Level: Secondary School Session: Whole Day

Class Level: All Class Name: All

Sex: All

Search **Reset** **Back**

3.4 After the records are successfully added, the new records of the student participants would be shown in the “Stud STA Info”; and the message “Record saved successfully” will be shown near the top left corner of the screen.

3.5 Users may input the “Post” and/or “Performance” for each student participant.

3.6 Those records will be printed on the school Report Card if the “Report Card Readable Indicator” is clicked.

3.7 Click the “Save” Button to save the data records.

D. School MEA Contact Person

- Go to the screen “Contact Person” with the path “Student Activities > Mainland Exch Act > Contact Person”. Input the information of the School MEA Contact Person(s). The School Contact Person(s) are preferable the staff responsible for Civic or National Education in the school.

[S-STA18-01] Student Activities > Mainland Exch Act > Contact Person

School Level: Secondary School Session: Whole Day

No	Staff *	Post (English)	Post (Chinese)	E-mail Address
1	<input type="text"/>	Teacher	老師	123@456.com
2	<input type="text"/>			

Save **Reset**

* Preferable the staff responsible for civic or national education in school

2. Name of “Staff”, “Post (English)”, “Post (Chinese)” and “E-mail Address” are all the required fields. The information of at least one and at most two of the School Contact Persons are required.

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