Guidelines on Using WebSAMS to Download the Students' Profile Information

To protect the privacy rights of students in relation to personal data, those sensitive information such as STRN (Student Reference Number), Hong Kong Identity Card Number, Hong Kong Birth Certificate Number, etc. may be masked with asterisk (*) in some of the WebSAMS built-in templates. Schools may download the students' profile information with the following procedure for verification and reference when necessary.

 Login WebSAMS and click [Student] → [Info Upload] → [Student Info] from the left menu.

Lui Kee Secondary School									
(RESTRICTED)									
 Home Student Info Enq School Managemen Student Profile Height & Weight Info Upload Student Info Guardian Info Photo Upload Sch House Seating Plan Subject Setup 	 [S-STU16-01] Student > Info Up Please specify the location of Filename and Path (*xls) * Please close the Excel file befor * Note: To avoid overloading the set Upload Please select class name to School Year School Level Class Level 	pload > Student Info if the file to be uploaded e uploading. rystem, it is recommended to inc download Current Year(2017) ↓ Secondary 2 Secondary 2 Secondary 2 Secondary 4 Secondary 5 Secondary 5 Secondary 5 Secondary 6	激更 dude less than 100 student records in School Session Class Name	Whole Day V IA 1B 1C All(IA,1B,1C)					
Graduate Destir									
▶ IRTP	Download		Download Sample Code Table	-					

2. Select the school year, class level(s) and class name(s). Users may make multiple selection by holding the "Ctrl" key of the keyboard.

Please specify the location o	f the file to be uplo	aded							
Filename and Path (*.xls)		瀏覽							
* Please close the Excel file befor	e uploading.								
* Note: To avoid overloading the system, it is recommended to include less than 100 student records in the upload file.									
Upload									
Please select class name to	download								
School Year	Current Year(201	7) 🗸							
School Level	Secondary 🗸	School Session	Whole Day 🗸						
Class Level	Secondary 1	Class Name	1A						
	Secondary 2		18						
	Secondary 3 Secondary 4		411(14 1B 1C)						
	Secondary 5		28						
	Secondary 6		2B						
			A11(2A,2B)						
Download									
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[S-STU16-01] Student > Info Upload > Student Info

3. Click **[Download]** button and enter "Password" and "Confirm Password" in the popup dialog to encrypt and export the information to a self-extracting executable format (.exe) file.

[S-ST016-01] Student > Info Upload > Student Info									
Please specify the locatio	n of the file to be uploaded								
Filename and Path (*.xls)		瀏覽							
* Please close the Excel file be * Note: To avoid overloading th	efore uploading.	clude lees than 100 student re	acords in the unload file						
- Note: To avoid overloading the system, it is recommended to include less than TUU student records in the upload tile.									
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Please select class name Sebeel Veer	to download								
School Level	Current Tear(2017) V	Cabool Consign							
School Level	Secondary 🗸	School Session	Whole Day 🗸						
Class Level	Secondary 1 Secondary 2	Class Name	1A 1B						
	Secondary 3		ič						
	Secondary 4		All(1A,1B,1C)						
	Secondary 6		2B						
			A11(2A,2B)						
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Download Sample Code Table									
bownoud dampio oodo rabio									
Encrypt Document									
Encrypt the contents of this file									
Password									
	Confirm Password								
	OK 🔀 Cancel								

4. Double click the exported file and enter password to decrypt and obtain the Excel file. Open the decrypted Excel file and users may view the students' profile information now.

	A	B	С	D	E	F	G	H	I	J	K	L	M
1	Registration No	School Year	Class Level	Class Code	Class No	STRN	English Name	Chinese Name	Sex Code	Date of Birth	Home District Cou	Ethnicity Code	Spoken Language
2	201707121	2017	S1	1C	1						В	CHI	CHI
3	201707122	2017	S1	1C	2						В	IDN	CHI
4	201707123	2017	S1	1C	3						В	999	CHI
5	201707124	2017	S1	1C	4						В	PAK	JPN
6	201707125	2017	S1	1C	5						В	ZWH	CHI

As the downloaded information contains sensitive personal data, please handle and keep them with extra care to safeguard from unauthorised or accidental access, processing or use.

For the operations of the modules, please refer to the <u>User Manuals</u>. Further enquiries can be directed to your WebSAMS <u>School Liaison Officer</u>.

Systems & Information Management Section Education Bureau Updated on: 25 May 2018