Guidelines on Sending 2024/25 Class and Subject Details to the Education Bureau in WebSAMS

Important Notice

- For schools installed with WebSAMS, they are required to return the survey via the CDS in WebSAMS.
- Before preparing the return, schools should ensure their WebSAMS has been upgraded to the latest version.
- Please refer to details regarding WebSAMS upgrade on "WebSAMS Download Site":

https://cdr.websams.edb.gov.hk/版本升級/網上校管系統/

(A) Changes in Subject Codes

Schools should take note of the latest subject code changes as stipulated in the Fast Information Transmission System - School Messaging Module (hereafter referred to the "SMM") message issued by the Curriculum Development Institute (CDI) of the Education Bureau (EDB) on 27 June 2024. Schools are advised to observe the changes and use the up-to-date subject names and subject codes to report, plan and make arrangements for the 2024/25 school year, so as to ensure the subject information reported to EDB by means of survey returns or other forms is accurate. Schools should also be cautious of the applicable levels and school types when inputting the subject codes. For example, senior secondary (SS) subject codes are applicable to the SS level only.

For details and enquiries, please refer to the <u>SMM message of CDI on 27 June 2024</u> and the Appendix of Education Bureau Circular Memorandum No. 155/2024.

(B) Steps for preparing the Class and Subject Details

 Create the new school year 2024/25 under "School Management > Plan New School Year" [*Figure 1*]. The school information including class and subject details of the 2023/24 school year will be copied to the new school year automatically by the system.

[S-IYP01-01] School Manageme	ent > Planning New School	Year > Plan New School Year			
Planning new school year start	ed successfully				
Plan New School Year Reset	Plan of New School Year	Migrate to New School Year			
Capture Data	Но	usekeeping			
CURRENT School Year		2023			
Start NEW School Year		2024 (Started)			
 Capture data from Current Year Information of all class levels will be copied from Current Year. Attention: This function copies current school details (See online help for more information) to new school year. 					

Figure 1

2. Update Premises Information, Classroom Designation and Permitted Accommodation [*Figure 2 and Figure 3*] by referring to the Certificate of Accommodation issued by EDB.

(Relevant details are also available on: https://applications.edb.gov.hk/schoolsearch/schoolsearch.aspx?langno=1)

[S-SCH05-01] School Management > School Facilities > Premises & Sub-Premises						
School Year 2024 V						
Premises & Sub-Premises Classroom Designation School Facilities						
Premises Code / Description (Eng) Description (Chi)						
0001	WAN CHAI, HK	香港灣仔				
00001 - 01	WAN CHAI, HK WAN CHAI, HK	香港灣仔 香港灣仔				

Figure 2

I	[S-SCH05-06] School Management > School Facilities > Classroom Designation						
	Scho	ol Year 2024 🗸					
	Prer	nises & Sub-Premi	ses Classroom Desi	gnation School Facilities			
		Premises Code	Sub-Premises Code	Classroom Designation	Permitted Accom	modation	
		0001	01	105		42	
		0001	01	106		42	
		0001	01	107		42	

3. According to the information in *Figure 3*, select the correct Premises Code, Sub-Premises Code and Classroom Designation for each classroom [*Figure 4*]. For Sub-Premises Code, please select "01" if there is no special indication in the Certificate of Accommodation.

Premises & Sub-P	remises Classroom Designatio	on School Facilities	
Edit Facilities D	etails		
Facilities Type	Ordinary Classroom 👻	Facilities Zone	Main Building 🛩
Premises Code	0001 V Sub-Premises Code	01 🗸	Classroom Designation 106
Facilities Code	106	Max No of Classes	1
Facilities Name	2B		1

4. Update class details according to "number of operating classes" in the 2024/25 school year under "School Management > Class Details > Setup" [*Figure 5*].

[S-SCH09-01] School Management > Class Details> Setup					
Class Level	Class Name				
Secondary 1	<u>1A 1B 1C 1D</u>				
Secondary 2	<u>2A 2B 2C 2D</u>				
Secondary 3	<u>3A 3B 3C 3D</u>				
Secondary 4	<u>4A 4B 4C 4D</u>				
Secondary 5	<u>5A 5B 5C 5D</u>				
🔲 Secondary б	<u>6A 6B 6C 6D</u>				
Add New Class Delete Cla	ss Level				

Figure 5

Some Points to Note on Class Type and Subject Codes:

- Class Type "Activity Approach Class" is <u>NOT</u> applicable to all levels of nonspecial aided and government schools, and generation of data file with such input will fail.
- Applied Learning (ApL) courses and adapted Applied Learning courses for students with intellectual disabilities (adapted ApL) offered under Mode 1 and Mode 2 should be reported in the survey.
- Some subject codes are normally used in special schools, such as "373" (Self Care) and those codes with subject descriptions containing "ApL-adapted".

Please refer to Education Bureau Circular Memorandum No. 155/2024 for details.

5. Update class information of each class under "School Management > Class Details > Class Basic Information" [Figure 6].

[S-SCH09-03] School !	Management > Class Detai	Is > Class Basic Information	ı		
Basic Information	Class-Based Subject	Class Subject Full List	Class Timetable	Document	
School Year	2024	School Lev	vel Secondary	,	
School Session	Whole Day	Class Leve	el Secondary	, 1	
Class Code	1A	Class Nam	IE IA		
Class Type	Ordinary Class 💙	Floating Cl Indicator	lass O Yes	No	
Stream	Not Applicable 🗸				
Recommended Class Size	32				
Home Room Code	201 💙				
	Class Teacher				
1 Teacher One	~				
2	~				
3	~				
r - I	Add more class te	acher			
🚱 Copy to 🔀 Delete 🔲 Save 🔍 Back					

- Figure 6
- 6. Update class-based subject details under "School Management > Class Details > Class-Based Subject" [Figure 7].

[Schools are reminded not to handle level-based subjects (e.g. some elective subjects) as class-based subjects in the updating because this may result in reporting a wrong number of groups operated for the subjects at the class level concerned.]

[S-SCI	H10-01] School Management > Class Detail	d Subject	Go to Class List	
Basi	Information Class-Based Subject	Class Subject	t Full List Class Timetable	Document
2024	Secondary, Whole D	ay	Secondary 1 - 1A	
	Subject / Subject Component 🔺	моі	Subject Teacher	Number of Period
Comp	llsory			
	080 Chinese Language	Chinese (Cantonese)	Teacher Three	8.00
	165 English Language	English	Teacher Two	8.00
	280 Mathematics	Chinese (Cantonese)	Teacher One	6.00
(† 🔁 A	dd 🕞 Copy to 🔀 Delete			
Copy	from ApL Module			

 Update cross-class subject details under "School Management > Group for Cross-Class Subject" [Figure 8].

[S-SC	[S-SCH21-01] School Management > Group for Cross-Class Subject							
Sch	ool Year	2024	×	School Level Sec	ondary	School Session	Whole Day	
Clas	s Level	Seco	ondary 1 💊	Group Type	1 ~	Group Code		
	Search							
	Group T	ype	Group Code	Group Name	Subject	Sub-Group	School Level / Session	Class Level
	Non-Subje Block	ct	<u>E1</u>	S1 ENG	English Language	E1-01, E1-02, E1-03, E1-04, E1-05, E1-06	Secondary / Whole Day	S1
	Add 🔀	Delete						

Figure 8

8. Update sub-group details under "School Management > Group for Cross-Class Subject > Sub-Group" [Figure 9].

(In the interface file, the number of groups for each subject will be automatically generated according to the number of "Sub-Group".)

[S-SCH	121-04] School M	Management > 0	Group for (Cross-Class	Subject > Sub-Group		
Basi	Information	Sub-Group	Class At	ttached			
Schoo Schoo Group Sub-0	ol Year ol Session o Name Group	2024 Whole Day S1 ENG			School Level Group Code Subject	Secondary El English Languag	e
	Sub-Group / S	Subject Comp	oonent 🛆	MOI	Subject	Teacher	Number of Period
	<u>E1-01</u>			English	-		8.00
	<u>E1-02</u>			English	-		8.00
	<u>E1-03</u>			English	-		8.00
	<u>E1-04</u>			English	-		8.00
	<u>E1-05</u>			English	-		8.00
	<u>E1-06</u>			English	-		8.00
1	dd 🔀 🔀 Delete	Back					

9. Attach classes to each group under "School Management > Group for Cross-Class Subject > Class Attached" [Figure 10].

[S-SCH	S-SCH21-08] School Management > Group for Cross-Class Subject > Class Attached							
Basic	Information	Sub-Group	Class /	Attached				
Schoo Schoo Group	ol Year ol Session o Name	2024 Whole Day S1 ENG				School Level Group Code Subject	Secondary El English Language	
	Class L	evel				Clas	S	
Z 2	Secondary 1		🔽 1A	🗹 1B	🗹 1C	🗹 1D		
	Secondary 2		🗆 2A	🗌 2B	□ 2C	🗆 2D		
	Secondary 3		🗆 3A	🗆 3B	🗆 3C	🗌 3D		
	Secondary 4		🗌 4A	🗌 4B	□ 4C	🗌 4D		
	Secondary 5		🗆 5A	□ 5B	□ 5C	🗆 5D		
	Secondary 6		🗌 6A	□ 6B	□ 6C	□ _{6D}		
🔚 sa	ave Back)						

Figure 10

10. Preview/print relevant reports to verify the class and subject details under "School Management > Report" [Figure 11 and Figure 12].

[S-SCH16-01] S	iool Management > Report
Category Language	All Categories
💽 Search	Reset
	Figure 11

Category All Categories Language English Chinese English Chinese Class Basic Information (R-SCH006-E) >Class Enrolment List (R-SCH007-E) >Class Structure List (R-SCH007-E) >Class Structure List (R-SCH002-E) >Class Structure List (R-SCH002-E) >Class Subject / Subject Group List (R-SCH008-E) >Class Subject (Subject Block) List (R-SCH01-E) >Cross-Class Subject List (R-SCH014-E) >School Calendar (R-SCH010-E) >School Facilities List (R-SCH01-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH012-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH012-E) >School Holiday List (R-SCH012-E) >Staff Entitlement List (R-SCH003-E) >Subject Group List (R-SCH003-E)	[S-SCH16-01] School M	anagement > Report
Report Name (ID) >Class Basic Information (R-SCH006-E) >Class Enrolment List (R-SCH007-E) >Class Structure List (R-SCH007-E) >Class Structure List (R-SCH007-E) >Class Structure List (R-SCH007-E) >Class Subject / Subject Group List (R-SCH008-E) >Class Subject (Subject Group List (R-SCH004-E) >Cross-Class Subject List (R-SCH004-E) > Group for Cross-Class Subject List (R-SCH014-E) > School Calendar (R-SCH010-E) > School Calendar (R-SCH010-E) > School Holiday and Calendar Event List (R-SCH012-E) > School Holiday List (R-SCH01-E) > School Holiday List (R-SCH01-E) > School Management Committee Details (R-SCH01-E) > Staff Entitlement List (R-SCH005-E) > Subject Group List (R-SCH009-E)	Category Language	All Categories
Report Name (ID) >Class Basic Information (R-SCH006-E) >Class Inrolment List (R-SCH007-E) >Class Structure List (R-SCH002-E) >Class Subject / Subject Group List (R-SCH008-E) >Class Subject (Subject Block) List (R-SCH021-E) >Cross-Class Subject List (R-SCH014-E) >School Calendar (R-SCH010-E) >School Calendar (R-SCH010-E) >School Holiday and Calendar Event List (R-SCH012-E) >School Holiday List (R-SCH011-E) >School Holiday List (R-SCH005-E) >Staff Entitidement List (R-SCH005-E) >Subject Group List (R-SCH009-E)	Search Rese	et
Term Information (R-SCH013-F)	Class Basic Inform Class Enrolment Li Class Structure Liss Class Subject / Sut Classroom Designa Cross-Class Subject School Calendar (F School Facilities Li School Holiday and School Holiday Lis School Holiday Lis School Managemee Staff Entitlement Li Subject Group Lint	Report Name (ID) ation (R-SCH006-E) st (R-SCH007-E) t (R-SCH002-E) iect Group List (R-SCH008-E) tion List (R-SCH004-E) :t (Subject Block) List (R-SCH021-E) ass Subject List (R-SCH014-E) -SCH010-E) t (R-SCH003-E) I (Calendar Event List (R-SCH012-E) (R-SCH011-E) tt Committee Details (R-SCH001-E) st (R-SCH005-E) (R-SCH005-E) (R-SCH005-E) SCH013-E)

Figure 12

[For subjects that are not offered throughout the school year (e.g. ApL(C) which is offered in the second term of Secondary 4), schools should derive the equivalent number of periods per week or cycle across the whole school year on a pro-rata basis (e.g. for a subject that has three periods per week in the second term, the pro-rata number of periods per week throughout the year is 1.5). If the number contains decimals, schools are requested to round the number to two decimal places.]

(Steps 11 and 12 are applicable to schools with school-defined subjects.)

11. Schools can map the contents of the school-defined subjects to EDB-defined subjects under "School Management > School-defined Subject Mapping" [Figure 13]. The mapping can be performed on whole-school or class-level basis (the latter is applicable when the percentage of the subject components of a school-defined subject varies from one class level to another). Please note that the total percentages of each set of subject mapping must be 100%.

[Schools are required to use the subject codes in the EDB standard subject code table to report all the subjects offered to students. Unless none of the standard subject codes are appropriate for use, schools should not use school-defined subject codes to report subject information.]

School Level Secondary School Session All Class Level All School-defined Subject All								
Search								
	No	School Level	School Session	Class Level	School-defined Subject	EDB-defined Subject	Percentage of Subject Mapping (%)	
		C	Mhole Der	Seconday 1	922 Art & Music	300 Music 💙	50	
	1	Secondary	whole bay	booonaa) i		000 M0010		



12. Click "Start Validation" to check if all school-defined subjects have been successfully mapped to EDB-defined subjects. Check the Exception Report and rectify if necessary [*Figure 14 and Figure 15*].

	School-define 學	d Subject Mapping - Excep 校編修科目配對 - 缺漏報告	otion Report			
			Page : 1 of 1			
Warning: School-d 警告: 學校編修科目	Warning: School-defined subject(s) have not been mapped yet. 警告: 學校編修科目尚未進行配對。					
School Level 學校級別	School Session 學校授課制	Class Level 級別	School-defined Subject 學校編修科目			
Secondary	Whole Day	Secondary 4	991 IT			
中學	全日	中四	991 資技			
警告總數(學校編修和	斗目尚未進行配對) = 1					
		*** 🛱 ***				
		*** End of Report ***				
L			Figure 14			

School-defined Subject Mapping - Exception Report 學校編修科目配對 - 缺漏報告				
	Page	: 1	l of	1
				_
Validation success.				
核對成功。				
*** 完 ***				
*** End of Report ***				

Figure 15

(C) Steps for sending the Survey on Class and Subject Details

Please prepare the interface file for Survey on Class and Subject Details of the 2024/25 school year under "School Management > Data Communication > Prepare Outgoing Data" [Figure 16 and Figure 17]. Please note that subjects with "School-defined subject code" can also be included in the interface file after mapping. Please refer to steps 11 and 12 of Section (B) for details.

00	ess Incoming I	Data Prepare Outgoing Data Confirme	d Outgoing Data
	File Status	File Descripti	on Preview Type
•		Survey on Class and Subject Details	
О		Planned Subject Information in Seconda	ary Schools
0		School Emergency Contact Information	

[S-SCH17-02] School Management > Data Communication > Prepare Out	going Data
Prepare Survey on Class and Subject Details Interface File School Year 2024 V Prepare Back	Please select the <u>School Year</u> as follows: $2024 \checkmark$
	Figure 17

2. Warning message(s) will appear if:

- school-defined subjects are not properly mapped with EDB-defined subjects [*Figure 18*].

E-20879 : Inter are missing.	rface file prep	aration cannot be	prepared. The EDB-d	efined subject mapping of f	ollowing school-defined subject(s
Sch Le	vel	Sch Session	Class L	evel Sct	ool-defined Subject
Second	lary	Whole Day Secondary		ry 5	904 Assembly
school-define	d subject(s) a Sch Session	re not 100%. Class Level	School-defined Subject	EDB-defined Subject	Percentage of Subject Mapping (%)
Any	Any	Any	900 Bible	271 Sch Developed	65%
	Whole Day	Secondary	933 Combined	260 Science	65%

Figure 18

Please amend the relevant subject information or finish your mapping in "School Management > School-defined Subject Mapping" first before continuing with "Prepare Outgoing Data".

3. Advisory message(s) [*Figure 19*] will appear if input of Senior Secondary subject codes at non-Senior Secondary levels (P1-P6, S1-S3) is found (not applicable to schools with Special Curriculum Type). If necessary, users can amend the data and prepare the data file again.

۷ s	Warning: Mismatch between the subject code and the class level is found. The subject code input by your school is designated for senior secondary levels only.					
	Sch Year	Sch Level	Sch Session	Class Level	Class Code	Subject
	2024	Secondary	Whole Day	Secondary 1	1A	Chinese Literature

Figure 19

4. For secondary schools, two sets of subject data, by class and by class level respectively, will be automatically generated for reporting. Click "Prepared" to check and amend the number of subject groups by class level [*Figure 20*]. Amend the number of subject groups if the number generated by the system does not reflect the real picture [*Figure 21*]. Please note that the number of groups of EDB-defined subjects converted from school-defined subjects is not shown in the screen and cannot be modified.

[S-SC	S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data					
Proc	ess Incoming D	ata Prepare Outgoing Data Confirmed Outgoing Data				
	File Status	File Description	Preview Type			
\bigcirc	<u>Prepared</u>	Survey on Class and Subject Details	Report 🗸			
0		Planned Subject Information in Secondary Schools				
0		School Emergency Contact Information				
Prep	pare Un-pro	epare Confirm Preview				

Figure 20

[S-SCH17	[S-SCH17-10] School Management > Data Communication > Prepare Outgoing Data					
				✓B	ottom	
Class Level	EDB-defined Subject	MOI	No. of Periods per Week / Cycle	Original No. of Groups	No. of roups	
S1	110-Computer Literacy	Chinese (Cantonese)	2.75	3		
S1	165-English Language	English	8.00	4		
S1	259-Integrated Humanities	Chinese (Cantonese)	5.00	3		
S1	260-Science(Secondary 1-3)	Chinese (Cantonese)	5.00	3		
S1	267-Library Lesson	Chinese (Cantonese)	1.00	4		



5. Preview/print the report for Survey on Class and Subject Details to verify the data again [*Figure 22*]. Please note that the EDB-defined subjects converted from school-defined subjects, if any, will appear at the end of the list of subjects and will be marked "#" before the subject code(s) and subject name(s). The system will automatically calculate the number of periods of these "converted" subjects according to the percentages input into the system.

Class Level : Secondary 2 級別:中二 Class Type : Ordinary Class	Class Code : 2B 班別代號:	Stream : Not 分科組別:不適	Applicable 用
虹別規別:普通虹 Premises : 校舍編碼:	Sub-Premises : 01 分校舍編碼:	Classroom De: 課室編號:	signation :603
* No. of Boys : 18 男生人數:	* No. of Girls : 19 女生人數:		
		No. of Period	
Subject 科目	MOI 教學語言	per Week/Cycle 每週節數	No. Of Day/Cycle 每循環週日數
310-Physical Education Lessons 310-體育課	Chinese (Cantonese) 中文(粤語)	1.00	7
350-Putonghua 350-普通話	Chinese (Putonghua) 中文(普通話)	2.00	7
432-Visual Arts 432-祝覺藝術	Chinese (Cantonese) 中文(粤語)	2.00	7
#110-Computer Literacy 110-普通電腦科	Chinese (Cantonese) 中文(粤語)	0.55	7
#300-Music 300-音樂	Chinese (Cantonese) 中文(粤語)	0.45	7

Figure 22

6. The number of groups of each of these "converted" subjects is calculated in the same way as that of EDB-defined subjects *[Figure 23]*.

Class Level 級別	Subject 科目	MOI 教學語言	No. of Period per Week/Cycle 每週節數	No. of Group 組別數目
	432-Visual Arts 432-視覺藝術	Chinese (Cantonese) 中文(粤語)	2.00	5
	#135-Economics 135-經濟	Chinese (Cantonese) 中文(粤語)	5.00	5
	#271-School-based Developed Subjects/Courses 271-校本發展科目	Chinese (Cantonese) 中文(粤語)	0.30	5
	#665-Child Care and Education(ApL) 665-幼兒教育(應用學習)	Chinese (Cantonese) 中文(粤語)	0.30	5
	#674-Exercise and Fitness Coaching (ApL) 674-運動及體適能教練(應用學習)	Chinese (Cantonese) 中文(粤語)	0.20	5
	#715-English Communication (ApL) 715-英文傳意(應用學習)	English 英文	0.20	5

7. If all data are correct, click the "**Confirm**" button to send the file to CDS [*Figure 24*]. If not, un-prepare the file, correct the irregularities and then prepare a new interface file.

[Attention: An error page will appear when clicking the "Confirm" button for the data file if the WebSAMS of the school has not yet been upgraded to the latest version. Schools are required to prepare the data file again after completing the version upgrade.]

[S-SC	S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data					
Proc	ess Incoming D	Data Prepare Outgoing Data Confirmed Outgoing Data				
	File Status	File Description	Preview Type			
\bigcirc	<u>Prepared</u>	Survey on Class and Subject Details	Report 🗸			
0		Planned Subject Information in Secondary Schools				
0		School Emergency Contact Information				
Prep	pare Un-pr	epare Confirm Preview				

Figure 24

Schools are requested to forward their class and subject details for the 2024/25 school year within the survey period. An error message will appear if the data file is not prepared or confirmed within the survey period [*Figure 25*]. Schools are required to prepare the data file again within the survey period.

209	50: This data file	e is not prepared within the survey period. You are required to prepare	it again.			
Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data						
	File Status	File Description	Preview Type			
\bigcirc	<u>Prepared</u>	Survey on Class and Subject Details	Report 🗸			
\bigcirc		Flanned Subject Information in Secondary Schools				

8. Find the interface file for Survey on Class and Subject Details under "CDS > Outgoing Message > Maintain Message" [*Figure 26*].

[S-CDS	S-CDS01-01] CDS > Outgoing Message > Maintain Message									
Main	tain Message	Process Message	Upload Da	ata						
							K Pa	ıge 📋 '	∽ of 11 🕨	✓Bottom
	Message ■ Status →	Description	Creation Time	Ack Time	Subject (Code)	<u>Type</u> (Code)	Party	Priority	School Reference	Owner
Ú	Ready	SC9731P1D1H.DAT -	19/09/2024		SCIM	Data	EDB	Normal		super1

Figure 26

a. Encrypt the file with school key and send it to EDB [Figure 27 and Figure 28].

[S-CDS01-03] CDS > Out	going Message > Maintain Message	
View Outgoing Me	ssage	
SC9731P1D1H.DAT - Su: Subject (Code) Type (Code) Message Status	rvey on Class and Subject Details SCIM (SCIM) Data (DAT) Ready	
Owner Creation Time Acknowledge Receipt Party	super1 19/09/2024 03:40 PM EDB	[S-CDS01-05] CDS > Outgoing Message > Encryption Encryption Please input the school key. Effective Period : 05/01/2024 - 04/01/2025
Priority School Reference	Normal	School Key
SC9731F1.DAT Encrypt Reject	Raw Tabular Report	Encrypt Close Remarks: Please allow a few minutes interval between each batch or individual encryption of messages.



Figure 28

b. An error message will appear if the preparation date and/or the confirmation date of data file is/are not within the survey period [*Figure 29*]. Schools are required to prepare the data file again within the survey period.





---- End ----