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 **SMM message of CDI on 27 June 2024** and the Appendix of Education Bureau Circular Memorandum No. 155/2024.

(B) **Steps for preparing the Class and Subject Details**

1. 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.
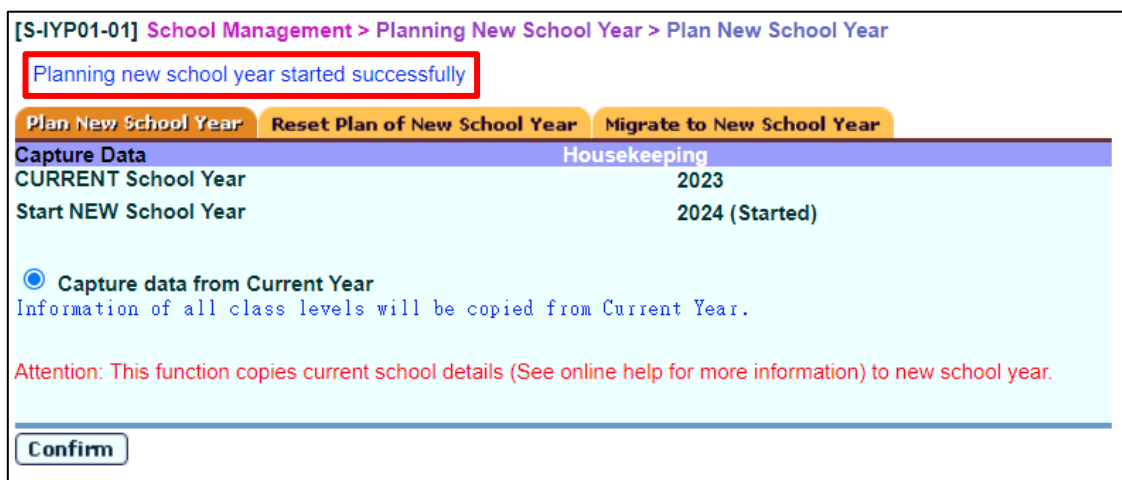

Figure 1

2. Update Premises Information, Classroom Designation and Permitted Accommodation [*Figure 2 and Figure 3*] by referring to the Certificate of Accommodation issued by EDB.
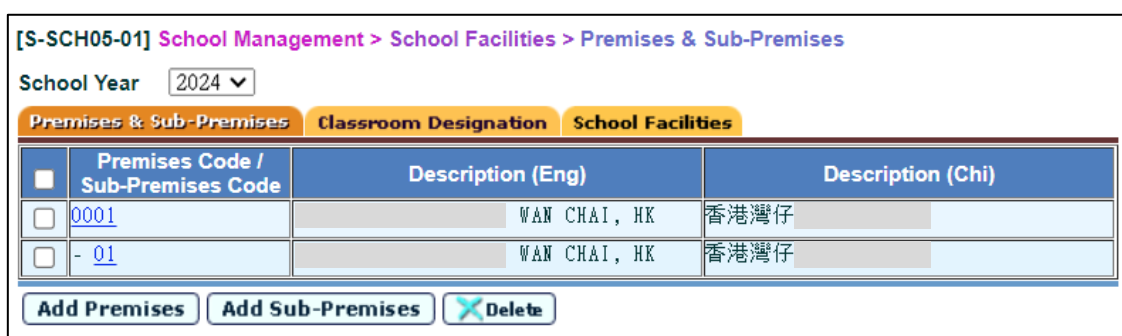
    (Relevant details are also available on:
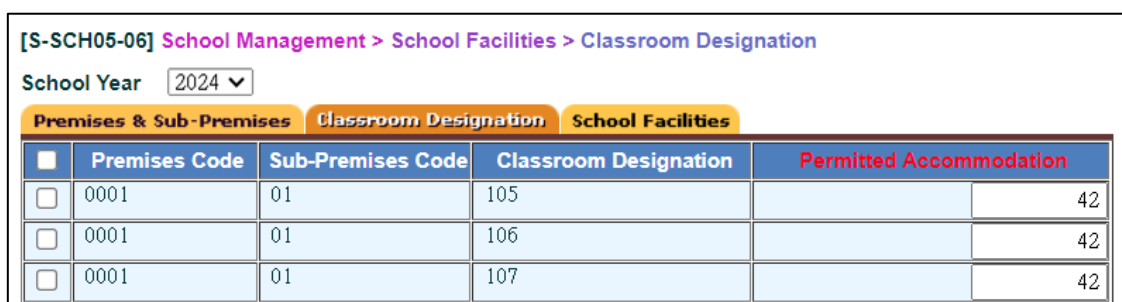   https://applications.edb.gov.hk/schoolsearch/schoolsearch.aspx?langno=1)

Figure 2

Figure 3

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.

[S-SCH06-03] School Management > School Facilities > School Facilities

School Year 2024

Premises & Sub-Premises	Classroom Designation	School Facilities

Edit Facilities Details

Facilities Type	Ordinary Classroom ▾	Facilities Zone	Main Building ▾
Premises Code	0001 ▾ Sub-Premises Code 01 ▾	Classroom Designation	106 ▾
Facilities Code	106	Max No of Classes	1
Facilities Name	2B		

🔁 Reset   💾 Save   ◀ Back

<p align="right">*Figure 4*</p>

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

School Year 2024 ▾

☐	Class Level	Class Name
☐	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

Add New Class   Delete Class Level

<p align="right">*Figure 5*</p>

Some Points to Note on Class Type and Subject Codes:

- Class Type "**Activity Approach Class**" is **NOT** applicable to **all levels** of non-special 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*].

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.]

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

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".)

Figure 9

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

[S-SCH21-08] School Management > Group for Cross-Class Subject > Class Attached

Basic Information	Sub-Group	**Class Attached**

School Year	2024	School Level	Secondary
School Session	Whole Day	Group Code	E1
Group Name	S1 ENG	Subject	English Language

☐	Class Level	Class
☑	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

[Save] [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] School Management > Report

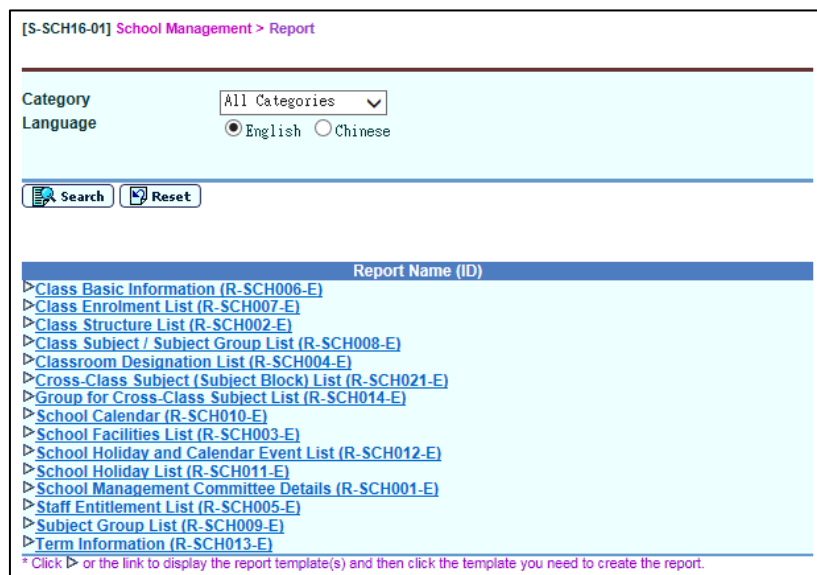| Category | All Categories ▼ |
| Language | ⦿ English ◯ Chinese |

[Search] [Reset]

Figure 11

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.]
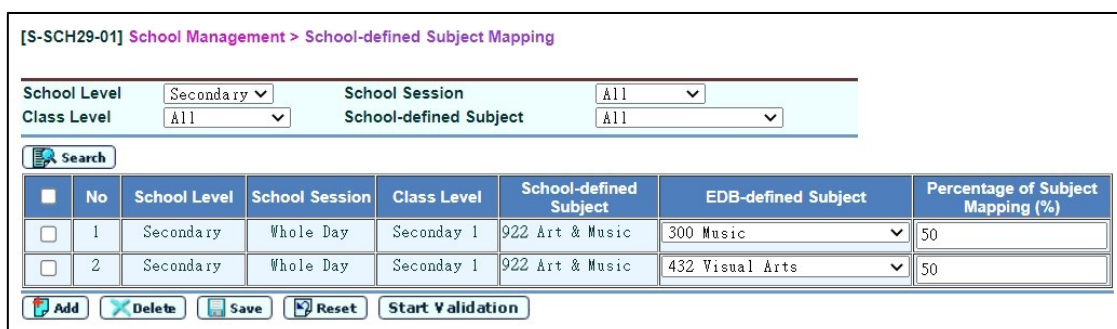

Figure 13

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*].

Figure 14

Figure 15

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

1.   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.
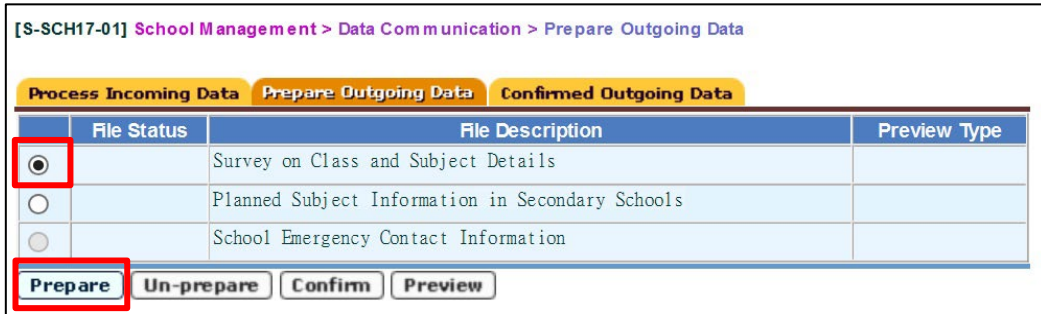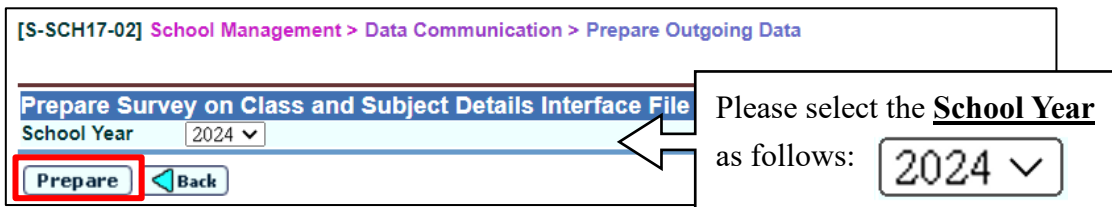

Figure 16

Figure 17

2.   **Warning message(s)** will appear if:
   -   **school-defined subjects are not properly mapped with EDB-defined subjects** [*Figure 18*].
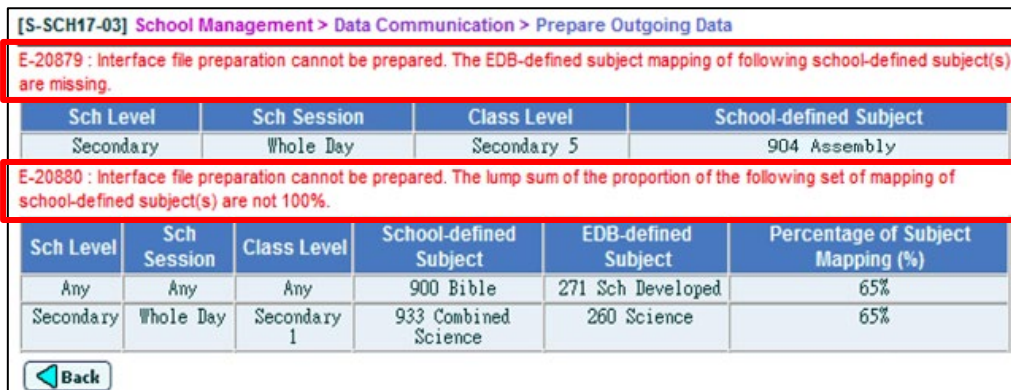

Figure 18

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

9

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.

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-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

Process Incoming Data | **Prepare Outgoing Data** | Confirmed Outgoing Data

	File Status	File Description	Preview Type
⦿	Prepared	Survey on Class and Subject Details	Report ▽
○		Planned Subject Information in Secondary Schools	
○		School Emergency Contact Information	

[Prepare] [Un-prepare] [Confirm] [Preview]

Figure 20

[S-SCH17-10] School Management > Data Communication > Prepare Outgoing Data

▾Bottom

Class Level	EDB-defined Subject	MOI	No. of Periods per Week / Cycle	Original No. of Groups	No. of Groups
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	

Figure 21

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 Code : 2B
班別代號：
Stream : Not Applicable
分科組別：不適用

Class Type : Ordinary Class
班別類別：普通班

Premises :
校舍編碼：
Sub-Premises : 01
分校舍編碼：
Classroom Designation : 603
課室編號：

* No. of Boys : 18
　男生人數：
* No. of Girls : 19
　女生人數：

Subject 科目	MOI 教學語言	No. of Period 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(粵語)	1.00	7
350-Putonghua 350-普通話	Chinese (Putonghua) 中文(普通話)	2.00	7
432-Visual Arts 432-視覺藝術	Chinese (Cantonese) 中文(粵語)	2.00	7
#110-Computer Literacy 110-普通電腦科	Chinese (Cantonese) 中文(粵語)	0.55	7
#300-Music 300-音樂	Chinese (Cantonese) 中文(粵語)	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(粵語)	2.00	5
	#135-Economics 135-經濟	Chinese (Cantonese) 中文(粵語)	5.00	5
	#271-School-based Developed Subjects/Courses 271-校本發展科目	Chinese (Cantonese) 中文(粵語)	0.30	5
	#665-Child Care and Education(ApL) 665-幼兒教育（應用學習）	Chinese (Cantonese) 中文(粵語)	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(粵語)	0.20	5
	#715-English Communication (ApL) 715-英文傳意（應用學習）	English 英文	0.20	5

Figure 23

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.]

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.

Figure 25

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

Figure 26

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

Figure 27   *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.

Figure 29

--- End ---