

Guidelines on Using CloudSAMS to Send Planned Subject Information to EDB

For details of EDB-defined subject codes, schools may refer to the “Standard Subject Code Table” in the Appendix to the Circular Letter [Ref.: EDB(SA)/ADM/55/10/04(31)].

A) Procedure for Preparing the Planned Subject Information

1. Copy the class and subject details of the current school year to the Planned Subject Information (PSI) working area under “**School Management > Planned Subject Information > Data Capture**” [Figure 1 and Figure 2].

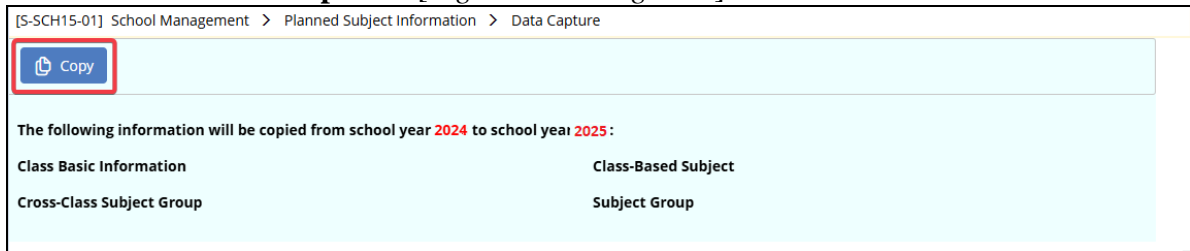


Figure 1

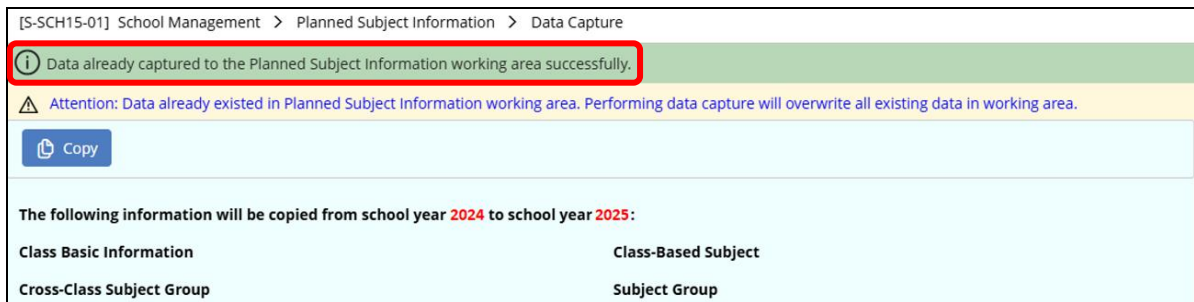


Figure 2

2. If necessary, users can update the class details of **Secondary 4 and Secondary 5** under “**School Management > Planned Subject Information > Class Details**”.

i. Users can first delete the records of other levels [Figure 3 and Figure 4].

[S-SCH15-10] School Management > Planned Subject Information > Class Details

+ Add New Class Delete Class Level

School Year 2025

<input type="checkbox"/>	Class Level	Class Name
<input checked="" type="checkbox"/>	Secondary 1	S1A S1B S1C S1D
<input checked="" type="checkbox"/>	Secondary 2	S2A S2B S2C S2D
<input checked="" type="checkbox"/>	Secondary 3	S3A S3B S3C S3D
<input type="checkbox"/>	Secondary 4	S4A S4B S4C S4D
<input type="checkbox"/>	Secondary 5	S5A S5B S5C S5D
<input checked="" type="checkbox"/>	Secondary 6	S6A S6B S6C S6D

Figure 3



[S-SCH15-10] School Management > Planned Subject Information > Class Details

Record deleted successfully.

+ Add New Class Delete Class Level

School Year 2025

<input type="checkbox"/>	Class Level	Class Name
<input type="checkbox"/>	Secondary 4	S4A S4B S4C S4D
<input type="checkbox"/>	Secondary 5	S5A S5B S5C S5D

Figure 4

- ii. Users can update class-based subject details under “**Class-Based Subject**” by selecting the hyperlinks of relevant classes. Users can first delete the subject information related to Applied Learning [Figure 5 to Figure 7].

[S-SCH15-10] School Management > Planned Subject Information > Class Details

+ Add New Class : Delete Class Level

School Year 2025

<input type="checkbox"/>	Class Level	Class Name
<input type="checkbox"/>	Secondary 4	S4A S4B S4C S4D
<input type="checkbox"/>	Secondary 5	S5A S5B S5C S5D

Figure 5



[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject

Basic Information **Class-Based Subject** Class Subject Full List

+ Add : Copy to Delete ← Go to Class List

School Year 2025

School Level Secondary School Session Whole Day

Class Level Secondary 4 Class Name S4A

<input type="checkbox"/>	Subject ⇅	MOI ⇅	Number of Period
Compulsory			
<input type="checkbox"/>	080 Chinese Language 中國語文	Chinese (Cantonese)	8.00
<input type="checkbox"/>	165 English Language 英語語文	English	8.00
<input type="checkbox"/>	225 Mathematics (Compulsory Part) 數學 (必修部分)	Chinese (Cantonese)	6.00
Elective			
<input checked="" type="checkbox"/>	700 Chinese in Practical Context (ApL) 實用情境中文 (應用學習)	Chinese (Cantonese)	2.00
<input type="checkbox"/>	835 Visual Arts(HKDSE) 視覺藝術(中學文憑)	Chinese (Cantonese)	6.00

Figure 6



[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject

Subjects deleted successfully.

Basic Information **Class-Based Subject** Class Subject Full List

+ Add : Copy to Delete ← Go to Class List

School Year 2025

School Level Secondary School Session Whole Day

Class Level Secondary 4 Class Name S4A

<input type="checkbox"/>	Subject ⇅	MOI ⇅	Number of Period
Compulsory			
<input type="checkbox"/>	080 Chinese Language 中國語文	Chinese (Cantonese)	8.00
<input type="checkbox"/>	165 English Language 英語語文	English	8.00
<input type="checkbox"/>	225 Mathematics (Compulsory Part) 數學 (必修部分)	Chinese (Cantonese)	6.00
Elective			
<input type="checkbox"/>	835 Visual Arts(HKDSE) 視覺藝術(中學文憑)	Chinese (Cantonese)	6.00

Figure 7

iii. Users can add, copy to or delete any class-based subject [Figure 8].

The screenshot shows the 'Class-Based Subject' management page for school [S-SCH15-20]. The page has three tabs: 'Basic Information', 'Class-Based Subject', and 'Class Subject Full List'. The 'Class-Based Subject' tab is active. At the top, there are buttons for '+ Add', 'Copy to', 'Delete', and 'Go to Class List'. Below this, the 'Basic Information' section shows: School Year: 2025, School Level: Secondary, School Session: Whole Day, Class Level: Secondary 4, and Class Name: S4A. The main table lists subjects with columns for 'Subject', 'MOI', and 'Number of Period'. The subjects are categorized into 'Compulsory' and 'Elective'. The 'Add', 'Copy to', and 'Delete' buttons are highlighted with a red box.

Subject	MOI	Number of Period
Compulsory		
<input checked="" type="checkbox"/> 080 Chinese Language 中國語文	Chinese (Cantonese)	8.00
<input checked="" type="checkbox"/> 165 English Language 英語語文	English	8.00
<input checked="" type="checkbox"/> 225 Mathematics (Compulsory Part) 數學 (必修部分)	Chinese (Cantonese)	6.00
Elective		
<input checked="" type="checkbox"/> 835 Visual Arts(HKDSE) 視覺藝術(中學文憑)	Chinese (Cantonese)	6.00

Figure 8

iv. Users can select the hyperlinks of class-based subjects to update the class-based subject details [Figure 9 and Figure 10].

The screenshot shows the 'Class-Based Subject' management page for school [S-SCH15-20]. The 'Class-Based Subject' tab is active. The 'Add', 'Copy to', and 'Delete' buttons are now disabled. The table lists the same subjects as in Figure 8, but with checkboxes instead of selection icons. The checkboxes for '080 Chinese Language', '165 English Language', and '225 Mathematics (Compulsory Part)' are highlighted with a red box. The checkbox for '835 Visual Arts(HKDSE)' is also highlighted with a red box.

Subject	MOI	Number of Period
Compulsory		
<input type="checkbox"/> 080 Chinese Language 中國語文	Chinese (Cantonese)	8.00
<input type="checkbox"/> 165 English Language 英語語文	English	8.00
<input type="checkbox"/> 225 Mathematics (Compulsory Part) 數學 (必修部分)	Chinese (Cantonese)	6.00
Elective		
<input type="checkbox"/> 835 Visual Arts(HKDSE) 視覺藝術(中學文憑)	Chinese (Cantonese)	6.00

Figure 9

The screenshot shows the 'Update Class-Based Subject' page for school [S-SCH15-22]. The page has three tabs: 'Basic Information', 'Class-Based Subject', and 'Class Subject Full List'. The 'Class-Based Subject' tab is active. At the top, there are buttons for 'Save', 'Reset', 'Back', and 'Go to Class List'. The 'Update Class-Based Subject' section shows: School Year: 2025, School Level: Secondary, School Session: Whole Day, Class Level: Secondary 4, and Class Name: S4A. Below this, the 'Subject Detail Information' section is expanded. The 'Subject' is '080 Chinese Language'. The 'Subject Type' is 'Compulsory'. The 'MOI' is 'Chinese (Cantonese)'. The 'With Teaching Period' is 'Yes'. The 'Number of Period' is '8.00'. The 'Subject Type', 'MOI', 'With Teaching Period', and 'Number of Period' fields are highlighted with a red box.

Figure 10

3. If necessary, users can update cross-class subject details under “**School Management > Planned Subject Information > Cross-Class Subject Group**”.

i. Users can add or delete any Group for Cross-Class Subject [Figure 11].

Group Type	Group Code	Group Name	Subject	Sub-Group	School Level	School Session	Class Level
Non-Subject Block	21CL	Chinese Language	Chinese Language	S4-CL-1, S4-CL-2, S4-CL-3	Secondary	Whole Day	S4
Subject Block	21Bi	Biology	Biology	S4-BIO-1, S4-BIO-2	Secondary	Whole Day	S4
Subject Block	21IT	ICT	Information & Communication Technology	S4-ICT-1	Secondary	Whole Day	S4
Subject Block	21Ph	Physics	Physics	S4-PHY-1, S4-PHY-2	Secondary	Whole Day	S4

Figure 11

ii. Users can select the hyperlinks of group codes to update the cross-class subject details under “**Basic Information**” [Figure 12 and Figure 13].

Group Type	Group Code	Group Name	Subject	Sub-Group	School Level	School Session	Class Level
Non-Subject Block	21CL	Chinese Language	Chinese Language	S4-CL-1, S4-CL-2, S4-CL-3	Secondary	Whole Day	S4
Subject Block	21Bi	Biology	Biology	S4-BIO-1, S4-BIO-2	Secondary	Whole Day	S4
Subject Block	21IT	ICT	Information & Communication Technology	S4-ICT-1	Secondary	Whole Day	S4
Subject Block	21Ph	Physics	Physics	S4-PHY-1, S4-PHY-2	Secondary	Whole Day	S4

Figure 12



[S-SCH15-42] School Management > Planned Subject Information > Cross-Class Subject Group > Basic Information

Basic Information | Sub-Group | Class Attached

✓ Save | ↺ Reset | 📄 Copy to | ⬅ Back

School Year	2025	School Level	Secondary
School Session	Whole Day	Group Code	21Bi
Group Name	Biology	Group Type	Subject Block
Subject	045 Biology		

▼ Default Value for Sub-Group

MOI	English
Number of Period	6.00

Figure 13

- iii. Users can add or delete any sub-group details under “**Sub-Group**”. Users can also select the hyperlinks of sub-group codes to update the sub-group details [Figure 14]. (In the interface file, the number of groups for each subject will be automatically generated according to the number of “Sub-Group”.)

[S-SCH15-43] School Management > Planned Subject Information > Cross-Class Subject Group > Sub-Group

Basic Information | **Sub-Group** | Class Attached

+ Add | 🗑 Delete | ⬅ Back

School Year	2025	School Level	Secondary
School Session	Whole Day	Group Code	21Bi
Group Name	Biology	Subject	Biology

<input checked="" type="checkbox"/>	Sub-Group ⇅	MOI ⇅	Number of Period	Subject Block ⇅
<input checked="" type="checkbox"/>	S4-BIO-1	English	6.00	1
<input checked="" type="checkbox"/>	S4-BIO-2	Chinese (Cantonese)	6.00	1

Figure 14

- iv. Users can attach classes to each group under “**Class Attached**” [Figure 15].

[S-SCH15-47] School Management > Planned Subject Information > Cross-Class Subject Group > Class Attached

Basic Information | Sub-Group | **Class Attached**

✓ Save | ↺ Reset | ⬅ Back

School Year	2025	School Level	Secondary
School Session	Whole Day	Group Code	21Bi
Group Name	Biology	Subject	Biology

<input type="checkbox"/>	Class Level	Class Name			
<input type="checkbox"/>	Secondary 4	<input checked="" type="checkbox"/> S4A	<input checked="" type="checkbox"/> S4B	<input type="checkbox"/> S4C	<input type="checkbox"/> S4D
<input type="checkbox"/>	Secondary 5	<input type="checkbox"/> S5A	<input type="checkbox"/> S5B	<input type="checkbox"/> S5C	<input type="checkbox"/> S5D

Figure 15

B) Procedure for Sending the Planned Subject Information

1. Prepare the interface file for “Planned Subject Information in Secondary Schools” under “School Management > Data Communication > Prepare Outgoing Data” [Figure 16]. **(Please note that only the subject details with EDB-defined subject codes will be included in the interface file.)**

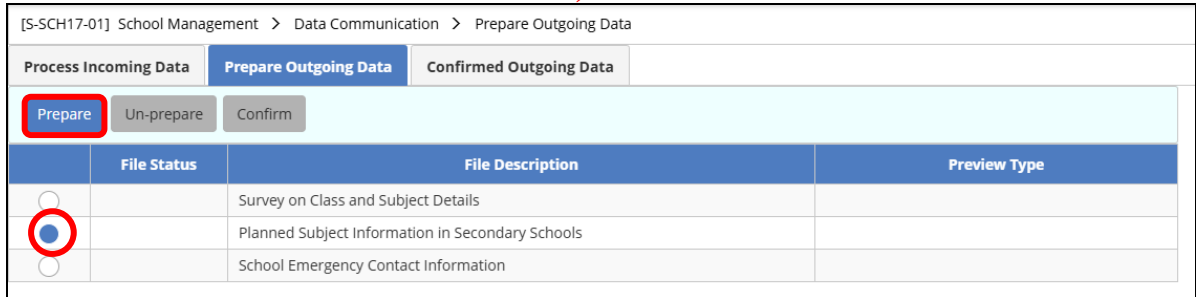


Figure 16

2. Preview/ print the report to check the number of groups for each class-based subject and cross-class subject [Figure 17]. In the report entitled “Planned Subject Information Check List”, the “No. of Groups” will be listed and sorted into categories according to “Class Level”, “Subject” (for class-based subjects and cross-class subjects separately), “MOI” and “No. of Periods per Group (per Week/ Cycle)”.

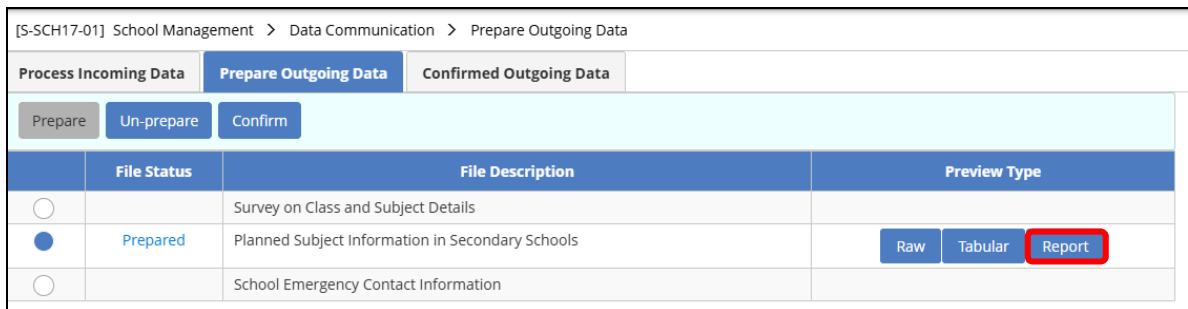


Figure 17

3. Click “Un-prepare” if mistakes are spotted in the report [Figure 18]. Amend the irregularities and prepare another interface file.

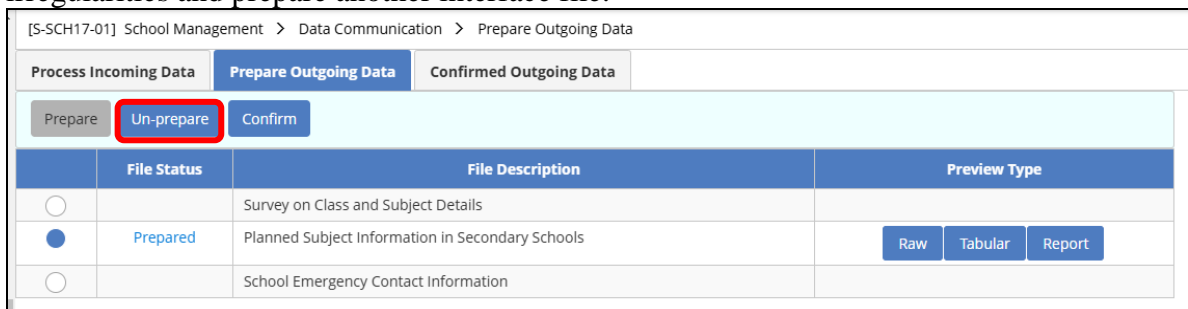


Figure 18

- Click **“Prepared”** to amend “No. of Groups” if “No. of Groups” generated by the system does not reflect the real situation [Figure 19 and Figure 20].

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

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

Prepare | Un-prepare | **Confirm**

	File Status	File Description	Preview Type
<input type="radio"/>		Survey on Class and Subject Details	
<input checked="" type="radio"/>	Prepared	Planned Subject Information in Secondary Schools	Raw Tabular Report
<input type="radio"/>		School Emergency Contact Information	

Figure 19



[S-SCH17-09] School Management > Data Communication > Prepare Outgoing Data

Save | Reset | Back

Class Level	Subject	MOI	No. of Periods per Week / Cycle	Original No. of Groups	No. of Group
S4	080-Chinese Language	Chinese (Cantonese)	8.0	1	6
S4	11N-Business, Accounting & Financial Studies	Chinese (Cantonese)	5.0	1	
S4	165-English Language	English	8.0	1	
S4	310-Physical Education Lessons	Chinese (Cantonese)	2.0	1	5
S4	73S-Technology and Living (Fashion, C&T)	Chinese (Cantonese)	2.0	1	
S4	81N-Information & Communication Technology	Chinese (Cantonese)	5.0	1	

Figure 20

- If all data are correct, click the **“Confirm”** button to send the file to CDS [Figure 21 and Figure 22]. If not, un-prepare the file, correct the irregularities and then prepare a new interface file again.

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

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

Prepare | Un-prepare | **Confirm**

	File Status	File Description	Preview Type
<input type="radio"/>		Survey on Class and Subject Details	
<input checked="" type="radio"/>	Prepared	Planned Subject Information in Secondary Schools	Raw Tabular Report
<input type="radio"/>		School Emergency Contact Information	

Figure 21



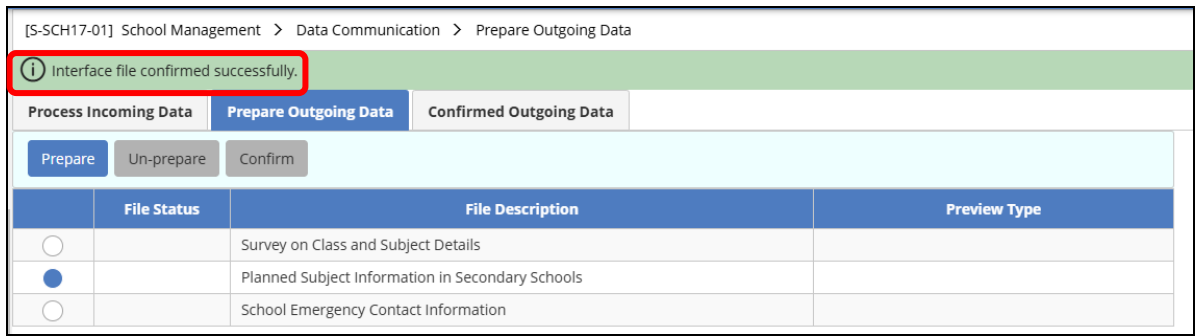


Figure 22

6. Select the interface file for “**Planned Subject Information**” under “**CDS > Outgoing Message > Message List**” [Figure 23].

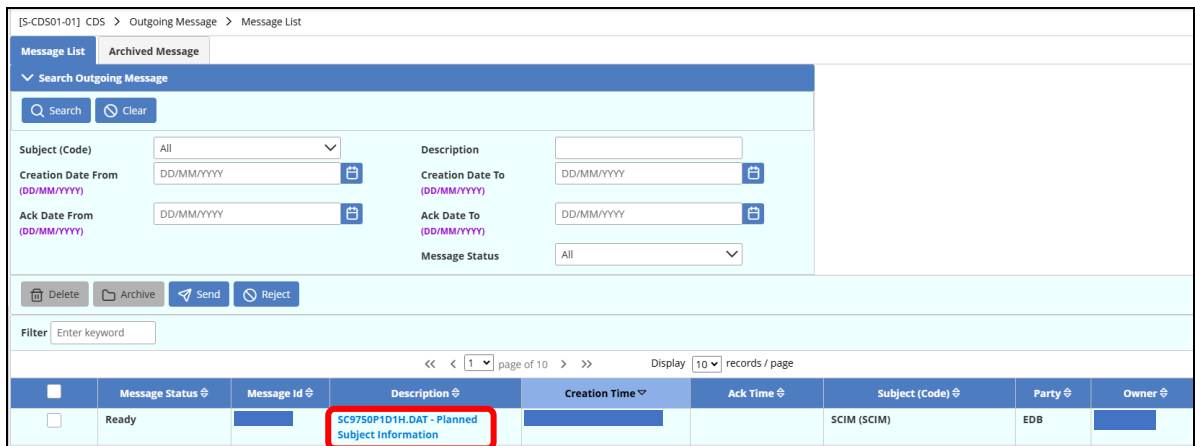


Figure 23

7. Input School Key to encrypt and send the file to EDB [Figure 24 and Figure 25].

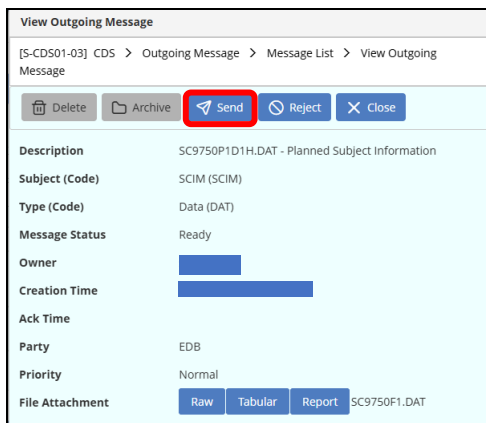


Figure 24

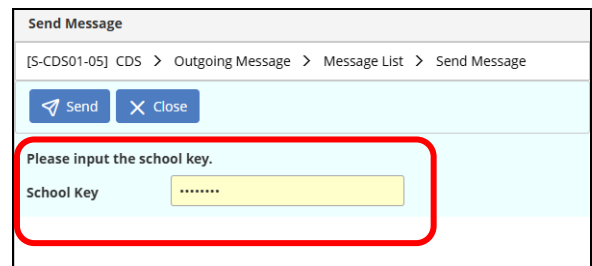


Figure 25

C) Points to Note – Warning Messages and Ways to Handle

1. If the school information has not been confirmed, an error message will appear [Figure 26]. Users are advised to confirm the school information under “**School Management > Confirm School Information**” before copying the class and subject details to the PSI working area.

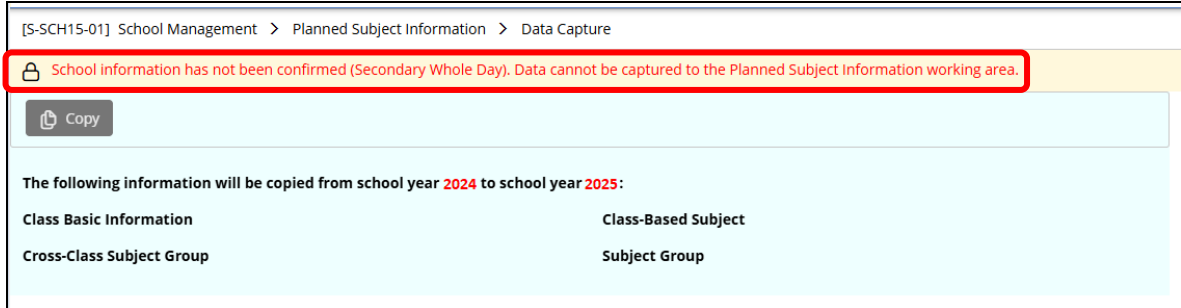


Figure 26

2. An error message will appear if the data file is not prepared or confirmed within the survey period [Figure 27]. Users are required to prepare and confirm the data file again within the survey period and send it to EDB through electronic means.

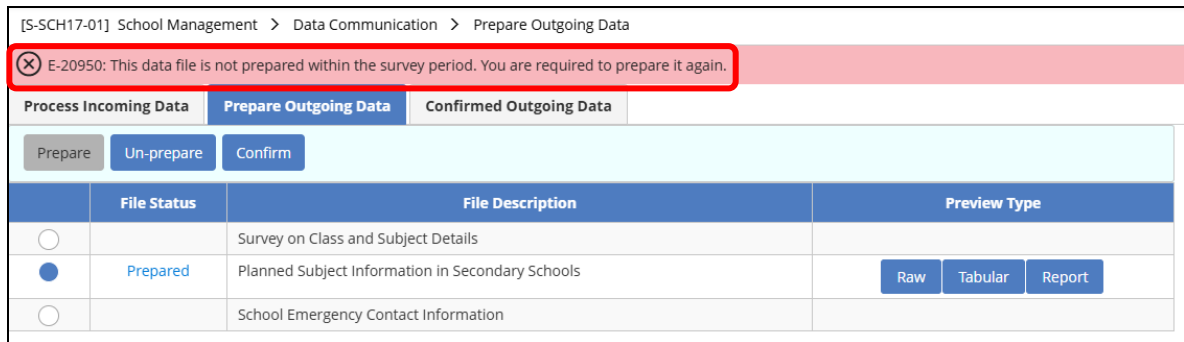


Figure 27

-- END --