Guidelines on Using WebSAMS 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(30)].

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].

he following information will be copi	ed from school year 2023 to school year 2024 :
lass Basic Information	Class-Based Subject
oup for Cross-Class Subject	Subject Group
Bar	
目 Сору	Figu
	Ттри
-SCH15-01] School Management > Pla	unned Subject Information > Data Capture
ata already captured to the Planned Subje	ect Information working area successfully. The subject Information working area. Performing data capture w
ata already captured to the Planned Subje	ect Information working area successfully. The subject Information working area. Performing data capture w
ata already captured to the Planned Subje ttention: Data already existed in Plann verwrite all existing data in working are	ect Information working area successfully. ned Subject Information working area. Performing data capture w
ata already captured to the Planned Subject ttention: Data already existed in Plann verwrite all existing data in working are the following information will be copie	ect Information working area successfully. The Subject Information working area. Performing data capture werea. The from school year 2023 to school year 2024 :
ata already captured to the Planned Subject tention: Data already existed in Plann verwrite all existing data in working are e following information will be copie ass Basic Information	ect Information working area successfully. The Subject Information working area. Performing data capture we rea. ed from school year 2023 to school year 2024 : Class-Based Subject
ata already captured to the Planned Subje ttention: Data already existed in Plann verwrite all existing data in working are	ect Information working area successfully. The Subject Information working area. Performing data capture werea. The from school year 2023 to school year 2024 :

- 2. If necessary, users can update the class details of <u>Secondary 4 and Secondary 5</u> 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					
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 6	<u>6A 6B 6C 6D</u>				
Add New Class Delet	te Class Level				

Figure 3



[S-SCH15-10] School Manageme	ent > Planned Subject Information > Class Details
Record deleted successfully.	
School Year 2024	
Class Level	Class Name
Secondary 4	<u>4A</u> <u>4B</u> <u>4C</u> <u>4D</u>
Secondary 5	<u>5A 5B 5C 5D</u>
Add New Class Delete Clas	ss Level

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*].

		ject Information > Class Details
hool Year 2024		
Class Level		Class Name
] Secondary 4	<u>4A 4B 4C 4D</u>	
Secondary 5	<u>5A 5B 5C 5D</u>	
dd New Class Delete C	lass Level	

Figure 5



Basic Information Class-Based	Subject Class Subject	t Full List	Go to Class List
2024 Secondary, Whole Day		Secondary 4 - 4A	
S S	ubject 🔺	MOI	Number of Period
Compulsory			
080 Chinese Language		Chinese (Cantonese)	8.00
165 English Language		English	8.00
22S Mathematics (Compulsor	y Part)	Chinese (Cantonese)	6.00
Elective		н][
🔽 700 Chinese in Practical C	ontext (ApL)	Chinese (Cantonese)	2.00
B3S Visual Arts(HKDSE)		Chinese (Cantonese)	6.00

Figure 6

-

			Go to Class List
	deleted successfully. nformation Class-Based Subject Class Subj	ect Full List	
2024	Secondary, Whole Day	Secondary 4 - 4A	
	<u>Subject</u> ▲	MOI	Number of Period
Compuls	зогу		
08	0 Chinese Language	Chinese (Cantonese)	8.00
<u> </u>	5 English Language	English	8.00
22	S Mathematics (Compulsory Part)	Chinese (Cantonese)	6.00
Electiv	/e		
83	S Visual Arts(HKDSE)	Chinese (Cantonese)	6.00

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

[S-SCH15	-20] School Management > Planne	ed Subject Information	> Class Details > Class-	Based Subject
Basic Int	formation Class-Based Subject	Class Subject Full List		Go to Class Lis
2024	Secondary, Whole Day		Secondary 4 - 4A	
	<u>Subject</u> ▲		моі	Number of Period
Compulso	огу			
080	Chinese Language		Chinese (Cantonese)	8.00
165	English Language		English	8.00
228	Mathematics (Compulsory Part)		Chinese (Cantonese)	6.00
Elective	2		1L	JL
838	Visual Arts(HKDSE)		Chinese (Cantonese)	6.00
🔁 Add	Copy to XDelete			

Figure 8

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

Basic I	nformation Class-Based Subject	Class Subject Full List		
2024	Secondary, Whole Day		Secondary 4 - 4A	
	<u>Subject</u>		MOI	Number of Period
Compul:	зоту			
08	<u>O Chinese Language</u>		Chinese (Cantonese)	8.0
<u> </u>	5 English Language		English	8.0
22	S Mathematics (Compulsory Part)		Chinese (Cantonese)	6.0
Electiv	ve		7	
83	<u>S Visual Arts(HKDSE)</u>		Chinese (Cantonese)	6.0
🔁 Add	Copy to XDelete			



[S-SCH15-22] Sc	hool Management > Planned \$	Subject Information	> Class Details > Class	Based Subject
				Go to Class List
Basic Informatio	on Class-Based Subject Cla	ass Subject Full List		
2024	Secondary, Whole Day		Secondary 4 - 4A	
Subject Detail In	formation			
Subject	080 Chinese Language	e		
Subject Type	 Compulsory Elective 			
моі	Chinese (Cantonese)) 🗸		
	eaching Period r of Period 8.0	00		
🔚 Save 🛛 🤇 Ba	ack			

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

	ool Year 2024 ss Level Seco		School Level Sec Group Type A1		School Session Group Code	Whole Day	
P	Search						
	Group Type	Group Code	Group Name	Subject	Sub-Group	School Level / Session	Clas Lev
	Non-Subject Block	21CL	Chinese Language	Chinese Language	S4-CL-1, S4- CL-2, S4-CL-3	Secondary / Whole Day	S4
	Subject Block	<u>21Bi</u>	Biology	Biology	S4-BIO-1, S4- BIO-2	Secondary / Whole Day	S4
	Subject Block	21EL	English Literature	Literature in English	S4-EL-1	Secondary / Whole Day	84
	Subject Block	21IT	ICT	Information & Communication Technology	S4-ICT-1	Secondary / Whole Day	S4
	Subject Block	<u>21Ph</u>	Physics	Physics	S4-PHY-1, S4- PHY-2	Secondary / Whole Day	84

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

Figure 11

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

 ool Year 2024 ss Level Seco		School Level Sect Group Type A11	*	School Session Group Code	Whole Day	
Search Group Type	Group Code	Group Name	<u>Subject</u>	Sub-Group	School Level / Session	Clas Leve
Non-Subject Block	<u>21CL</u>	Chinese Language	Chinese Language	S4-CL-1, S4- CL-2, S4-CL-3	Secondary / Whole Day	S4
Subject Block	<u>21Bi</u>	Biology	Biology	S4-BIO-1, S4- BIO-2	Secondary / Whole Day	S4
Subject Block	<u>21EL</u>	English Literature	Literature in English	S4-EL-1	Secondary / Whole Day	S4
Subject Block	<u>211T</u>	ICT	Information & Communication Technology	S4-ICT-1	Secondary / Whole Day	S4
Subject Block	<u>21Ph</u>	Physics	Physics	S4-PHY-1, S4- PHY-2	Secondary / Whole Day	S4

[S-SCH15-42] Schoo Information	l Managemer	it > Planned Subj	ect Information > Group for (Cross-Class Subject > Basic
Basic Information	Sub-Group	Class Attached		
School Year	2024			
School Level	Secondary		School Session	Whole Day
Group Code	21Bi			
Group Name	Biology			
Subject	045 Bio1	ogy	~	
Group Type	Subject B	lock	,	
Default Value for Su	ıb- <mark>i</mark> ≩roup			
MOI	English	~		
Number of Period	6.00			
🕞 Copy to 目 Sa	ve 🛛 💙 Back			

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".)

Group								
Basic Info	mation	Sub-Group	Class A	ttached				
School Yea	ır	2024			School Leve	I Se	econdary	
School Ses	sion	Whole Day			Group Code	2	lBi	
Group Nam	ie	Biology			Subject	В	iology	
Sub-Group								
	Sub	Group Code	<u>~</u>		MOI	Numb	er of Period	Subject Bloc
<u> </u>	- <u>BIO-1</u>			English			6.00	1
<u> </u>	- <u>BIO-2</u>			Chinese	(Cantonese)		6.00	1

Figure 14

iv. Users can attach classes to each group under "Class Attached" [Figure 15].

[S-SCH15-47] Schoo	ol Manageme	nt > Pla	nned Sub	ject Inf	ormation > Gro	up for Cross-Class Subject > Cla
Basic Information	Sub-Group	Class	Attached			
School Year School Session Group Name	2024 Whole Day Biology				School Level Group Code Subject	Secondary 21Bi Biology
Class L	.evel				Class	s
Secondary 4		🗹 4A	🗹 4B	🗆 4C	□ 4D	
Secondary 5		🗆 5A	□ 5B	□ 5C	□ 5D	
🔚 Save 🛛 🤇 Back)					

<u>B)</u> Procedure for Sending the Planned Subject Information

 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.)

Proc	ess Incoming [ata Prepare Outgoing Data Confirmed Outgoing Data	
	File Status	File Description	Preview Type
0		Survey on Class and Subject Details	
۲		Planned Subject Information in Secondary Schools	
0		School Emergency Contact Information	

Figure 16

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)".

00	ess Incoming l	Data Prepare Outgoing Data Confirmed Outgoing Da	ta
	File Status	File Description	Preview Type
)		Survey on Class and Subject Details	
)	Prepared	Planned Subject Information in Secondary Schools	Report 🔻
)		School Emergency Contact Information	

Figure 17

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



4. 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*].

Proce	ess Incoming D	Confirmed Outgoing Data		
	File Status	File	Description	Preview Type
D		Survey on Class and Subject	Details	
0	<u>Prepared</u>	Planned Subject Information	in Secondary Schools	Report 🔻
		School Emergency Contact Inf	ormation	

Figure 19



		∞Botto m					
Class Level	Subject	MOI	No. of Periods per Week / Cycle	No of	No. of Groups		
S4	D80-Chinese Language	Chinese (Cantonese)	8.00	4	6		
S4	11N-Business, Accounting & Financial Studies	Chinese (Cantonese)	5.00	1			
S4	165-English Language	English	8.00	4			
S4	310-Physical Education Lessons	Chinese (Cantonese)	2.00	4	5		
S4	73S-Technology and Living (Fashion, C&T)	English	2.00	1			
S4	81N-Information & Communication Technology	Chinese (Cantonese)	5.00	1			

Figure 20

5. 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.

Proc	ess Incoming [Data Prepare Outgoing Data Confirmed Outgoing Data	
	File Status	File Description	Preview Type
0		Survey on Class and Subject Details	
0	Prepared	Planned Subject Information in Secondary Schools	Report 🔻
0		School Emergency Contact Information	

Figure 21



110	ce file confirmed	successfully.	
roc	ess Incoming I	Data Prepare Dutgoing Data Confirmed Outgoing Data	
1	File Status	File Description	Preview Type
)		Survey on Class and Subject Details	
)		Planned Subject Information in Secondary Schools	
	1	School Emergency Contact Information	

Figure 22

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

								ŀ	Page 1 🗸 of 36	Bottom
	Message Status	Description	Creation Time -	Ack Time	Subject (Code)	<u>Type</u> (Code)	Party	Priority	School Reference	Owner
		<u>SC9750P1D1H.DAT -</u> <u>Planned Subject</u> Information	07/02/2024 11:44 AM			Data (DAT)	EDB	Normal		super1

Figure 23

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

[S-CDS01-03] CDS > 0	outgoing Message > Maintain Message		
View Outgoing Me Description	ssage		
SC9750P1D1H.DAT - P1 Subject (Code) Type (Code)	lanned Subject Information SCIM (SCIM) Data (DAT)		
Message Status Owner Creation Time Acknowledge Receipt Party Priority School Reference	EDB Normal File Attachment	[S-CDS01-05] CDS > Outgoing Message > Encryption Encryption Please input the school key. Effective Period : 27/08/2023 - 26/08/2024 School Key	
SC9750F1.DAT	Raw Tabular Report		re 25
	Figure 1	74 Figu	16 23

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.

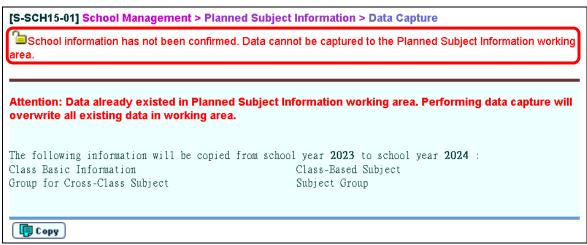


Figure 26

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.

209	50: This data file	e is not prepared within the survey period. You are required to prepare	e it again.
roc	ess Incoming (Data Prepare Outgoing Data Confirmed Outgoing Data	
	File Status	File Description	Preview Type
0		Survey on Class and Subject Details	
$\overline{\mathbf{O}}$	<u>Prepared</u>	Planned Subject Information in Secondary Schools	Raw 🗸
<u> </u>		School Emergency Contact Information	

Figure 27

-- END --