

## 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].

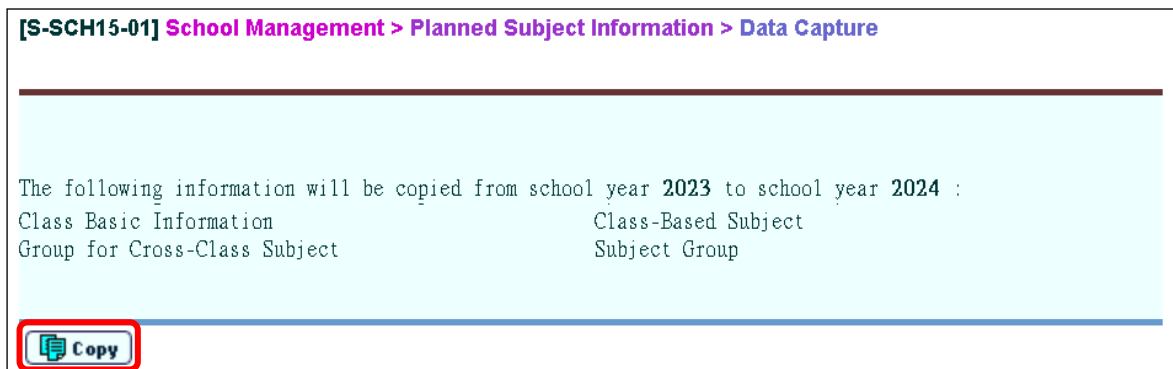


Figure 1

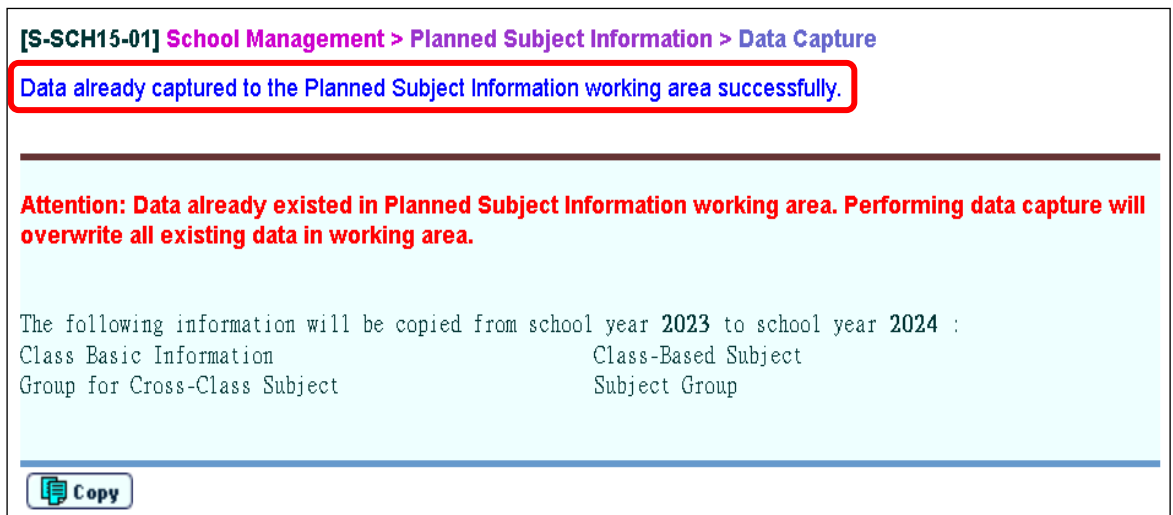


Figure 2

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**

School Year 2024

<input type="checkbox"/>	Class Level	Class Name
<input checked="" type="checkbox"/>	Secondary 1	<a href="#">1A</a> <a href="#">1B</a> <a href="#">1C</a> <a href="#">1D</a>
<input checked="" type="checkbox"/>	Secondary 2	<a href="#">2A</a> <a href="#">2B</a> <a href="#">2C</a> <a href="#">2D</a>
<input checked="" type="checkbox"/>	Secondary 3	<a href="#">3A</a> <a href="#">3B</a> <a href="#">3C</a> <a href="#">3D</a>
<input type="checkbox"/>	Secondary 4	<a href="#">4A</a> <a href="#">4B</a> <a href="#">4C</a> <a href="#">4D</a>
<input type="checkbox"/>	Secondary 5	<a href="#">5A</a> <a href="#">5B</a> <a href="#">5C</a> <a href="#">5D</a>
<input checked="" type="checkbox"/>	Secondary 6	<a href="#">6A</a> <a href="#">6B</a> <a href="#">6C</a> <a href="#">6D</a>

**Add New Class** **Delete Class Level**

Figure 3



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

**Record deleted successfully.**

School Year 2024

<input type="checkbox"/>	Class Level	Class Name
<input type="checkbox"/>	Secondary 4	<a href="#">4A</a> <a href="#">4B</a> <a href="#">4C</a> <a href="#">4D</a>
<input type="checkbox"/>	Secondary 5	<a href="#">5A</a> <a href="#">5B</a> <a href="#">5C</a> <a href="#">5D</a>

**Add New Class** **Delete Class Level**

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**

School Year 2024

<input type="checkbox"/>	Class Level	Class Name
<input type="checkbox"/>	Secondary 4	<a href="#">4A</a> <a href="#">4B</a> <a href="#">4C</a> <a href="#">4D</a>
<input type="checkbox"/>	Secondary 5	<a href="#">5A</a> <a href="#">5B</a> <a href="#">5C</a> <a href="#">5D</a>

**Add New Class** **Delete Class Level**

Figure 5



**[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject** [Go to Class List](#)

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

2024 Secondary, Whole Day Secondary 4 - 4A

<input type="checkbox"/>	Subject ▲	MOI	Number of Period
<b>Compulsory</b>			
<input type="checkbox"/>	<a href="#">080 Chinese Language</a>	Chinese (Cantonese)	8.00
<input type="checkbox"/>	<a href="#">165 English Language</a>	English	8.00
<input type="checkbox"/>	<a href="#">22S Mathematics (Compulsory Part)</a>	Chinese (Cantonese)	6.00
<b>Elective</b>			
<input checked="" type="checkbox"/>	<a href="#">700 Chinese in Practical Context (ApL)</a>	Chinese (Cantonese)	2.00
<input type="checkbox"/>	<a href="#">83S Visual Arts(HKDSE)</a>	Chinese (Cantonese)	6.00

**Add** **Copy to** **Delete**

Figure 6



**[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject** [Go to Class List](#)

**Subjects deleted successfully.**

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

2024 Secondary, Whole Day Secondary 4 - 4A

<input type="checkbox"/>	Subject ▲	MOI	Number of Period
<b>Compulsory</b>			
<input type="checkbox"/>	<a href="#">080 Chinese Language</a>	Chinese (Cantonese)	8.00
<input type="checkbox"/>	<a href="#">165 English Language</a>	English	8.00
<input type="checkbox"/>	<a href="#">22S Mathematics (Compulsory Part)</a>	Chinese (Cantonese)	6.00
<b>Elective</b>			
<input type="checkbox"/>	<a href="#">83S Visual Arts(HKDSE)</a>	Chinese (Cantonese)	6.00

**Add** **Copy to** **Delete**

Figure 7

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

[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject [Go to Class List](#)

Basic Information Class-Based Subject Class Subject Full List

2024 Secondary, Whole Day Secondary 4 - 4A

<input type="checkbox"/>	Subject ▲	MOI	Number of Period
<b>Compulsory</b>			
<input type="checkbox"/>	<a href="#">080 Chinese Language</a>	Chinese (Cantonese)	8.00
<input type="checkbox"/>	<a href="#">165 English Language</a>	English	8.00
<input type="checkbox"/>	<a href="#">22S Mathematics (Compulsory Part)</a>	Chinese (Cantonese)	6.00
<b>Elective</b>			
<input type="checkbox"/>	<a href="#">83S Visual Arts(HKDSE)</a>	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].

[S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject [Go to Class List](#)

Basic Information Class-Based Subject Class Subject Full List

2024 Secondary, Whole Day Secondary 4 - 4A

<input type="checkbox"/>	Subject ▲	MOI	Number of Period
<b>Compulsory</b>			
<input type="checkbox"/>	<a href="#">080 Chinese Language</a>	Chinese (Cantonese)	8.00
<input type="checkbox"/>	<a href="#">165 English Language</a>	English	8.00
<input type="checkbox"/>	<a href="#">22S Mathematics (Compulsory Part)</a>	Chinese (Cantonese)	6.00
<b>Elective</b>			
<input type="checkbox"/>	<a href="#">83S Visual Arts(HKDSE)</a>	Chinese (Cantonese)	6.00

Figure 9



[S-SCH15-22] School Management > Planned Subject Information > Class Details > Class-Based Subject [Go to Class List](#)

Basic Information Class-Based Subject Class Subject Full List

2024 Secondary, Whole Day Secondary 4 - 4A

**Subject Detail Information**

Subject 080 Chinese Language

**Subject Type**  Compulsory  Elective

**MOI** Chinese (Cantonese) ▼

**With Teaching Period**  
**Number of Period**

Figure 10

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

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

[S-SCH15-40] **School Management > Planned Subject Information > Group for Cross-Class Subject**

School Year 2024 School Level Secondary School Session Whole Day  
 Class Level Secondary 4 Group Type All Group Code

Search

<input type="checkbox"/>	Group Type	Group Code	Group Name	Subject	Sub-Group	School Level / Session	Class Level
<input type="checkbox"/>	Non-Subject Block	<a href="#">21CL</a>	Chinese Language	Chinese Language	S4-CL-1, S4-CL-2, S4-CL-3	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21Bi</a>	Biology	Biology	S4-BIO-1, S4-BIO-2	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21EL</a>	English Literature	Literature in English	S4-EL-1	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21IT</a>	ICT	Information & Communication Technology	S4-ICT-1	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21Ph</a>	Physics	Physics	S4-PHY-1, S4-PHY-2	Secondary / Whole Day	S4

Add Delete

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].

[S-SCH15-40] **School Management > Planned Subject Information > Group for Cross-Class Subject**

School Year 2024 School Level Secondary School Session Whole Day  
 Class Level Secondary 4 Group Type All Group Code

Search

<input type="checkbox"/>	Group Type	Group Code	Group Name	Subject	Sub-Group	School Level / Session	Class Level
<input type="checkbox"/>	Non-Subject Block	<a href="#">21CL</a>	Chinese Language	Chinese Language	S4-CL-1, S4-CL-2, S4-CL-3	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21Bi</a>	Biology	Biology	S4-BIO-1, S4-BIO-2	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21EL</a>	English Literature	Literature in English	S4-EL-1	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21IT</a>	ICT	Information & Communication Technology	S4-ICT-1	Secondary / Whole Day	S4
<input type="checkbox"/>	Subject Block	<a href="#">21Ph</a>	Physics	Physics	S4-PHY-1, S4-PHY-2	Secondary / Whole Day	S4

Add Delete

Figure 12



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

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

School Year	2024	School Session	Whole Day
School Level	Secondary	Group Code	21Bi
Group Name	Biology	Subject	045 Biology
Group Type	Subject Block	MOI	English
Number of Period	6.00		

Copy to Save 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”.)

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

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

School Year	2024	School Level	Secondary
School Session	Whole Day	Group Code	21Bi
Group Name	Biology	Subject	Biology

**Sub-Group**

<input type="checkbox"/>	Sub-Group Code ▲	MOI	Number of Period	Subject Block
<input type="checkbox"/>	<a href="#">S4-BIO-1</a>	English	6.00	1
<input type="checkbox"/>	<a href="#">S4-BIO-2</a>	Chinese (Cantonese)	6.00	1

Add Delete Back

Figure 14

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

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

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

School Year	2024	School Level	Secondary
School Session	Whole Day	Group Code	21Bi
Group Name	Biology	Subject	Biology

**Class Attached**

<input type="checkbox"/>	Class Level	Class			
<input type="checkbox"/>	Secondary 4	<input checked="" type="checkbox"/> 4A	<input checked="" type="checkbox"/> 4B	<input type="checkbox"/> 4C	<input type="checkbox"/> 4D
<input type="checkbox"/>	Secondary 5	<input type="checkbox"/> 5A	<input type="checkbox"/> 5B	<input type="checkbox"/> 5C	<input type="checkbox"/> 5D

Save Back

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.)**

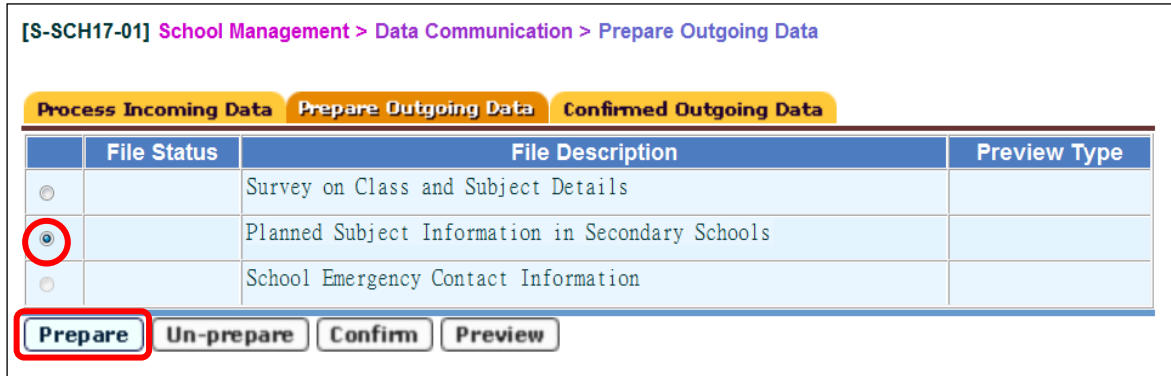


Figure 16

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)”.

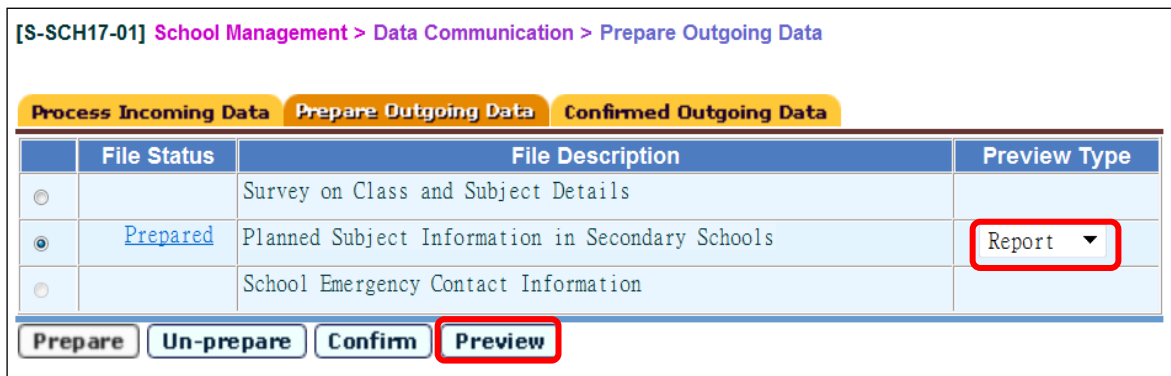


Figure 17

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

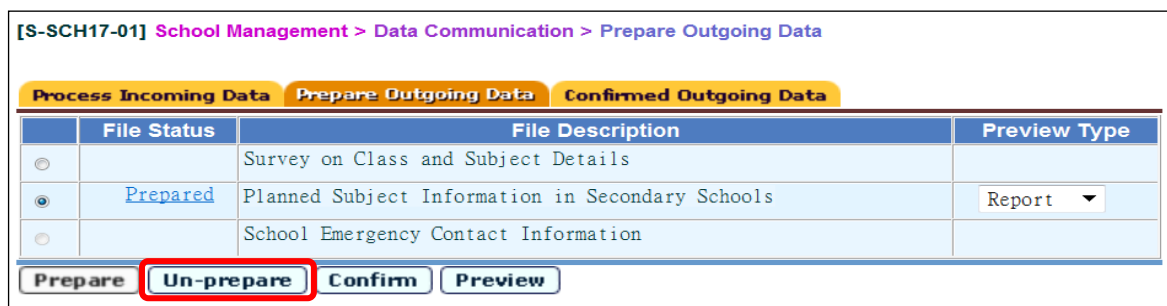


Figure 18

- 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

	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	Report ▼
<input type="radio"/>		School Emergency Contact Information	

Prepare Un-prepare Confirm Preview

Figure 19



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

▼ Bottom

Class Level	Subject	MOI	No. of Periods per Week / Cycle	Original No. of Groups	No. of Groups
\$4	080-Chinese Language	Chinese (Cantonese)	8.00	4	6
\$4	11N-Business, Accounting & Financial Studies	Chinese (Cantonese)	5.00	1	
\$4	165-English Language	English	8.00	4	
\$4	310-Physical Education Lessons	Chinese (Cantonese)	2.00	4	5
\$4	73S-Technology and Living (Fashion, C&T)	English	2.00	1	
\$4	81N-Information & Communication Technology	Chinese (Cantonese)	5.00	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

	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	Report ▼
<input type="radio"/>		School Emergency Contact Information	

Prepare Un-prepare Confirm Preview

Figure 21





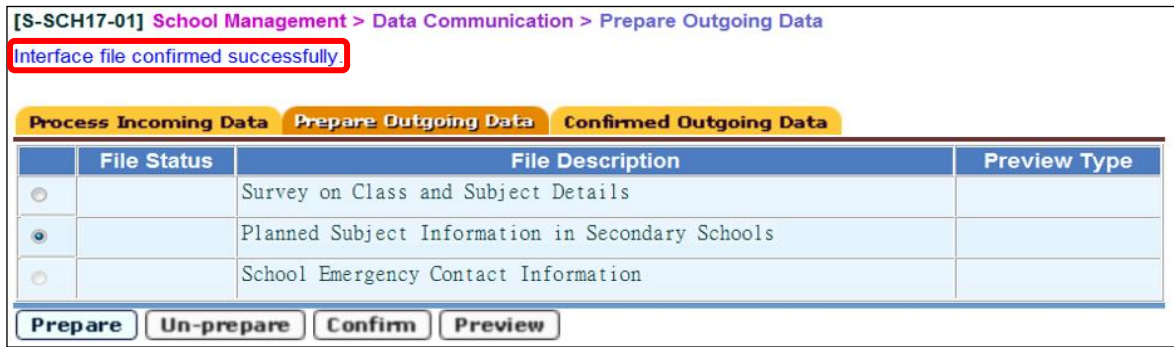


Figure 22

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

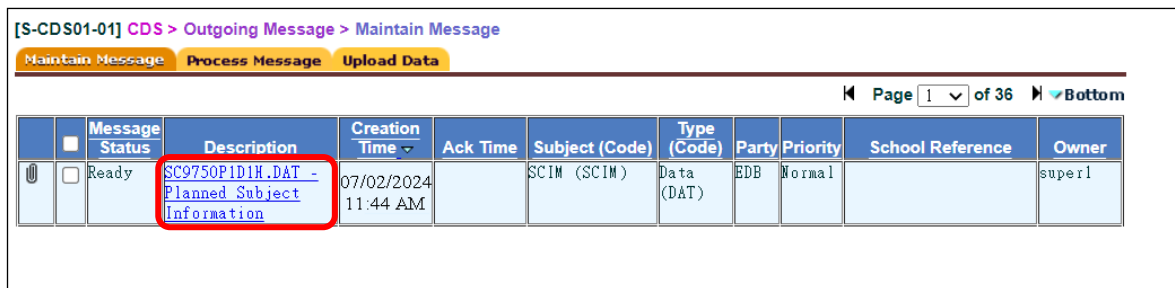


Figure 23

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

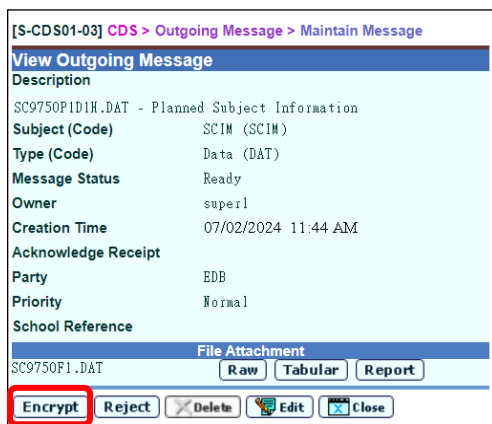


Figure 24

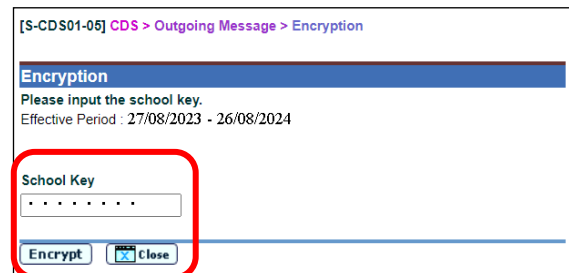


Figure 25

**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.

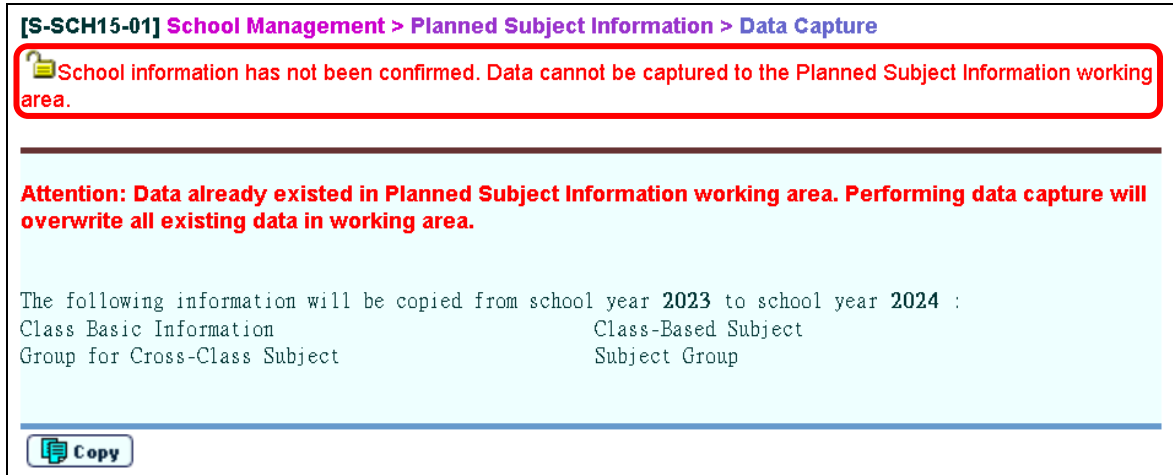


Figure 26

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.

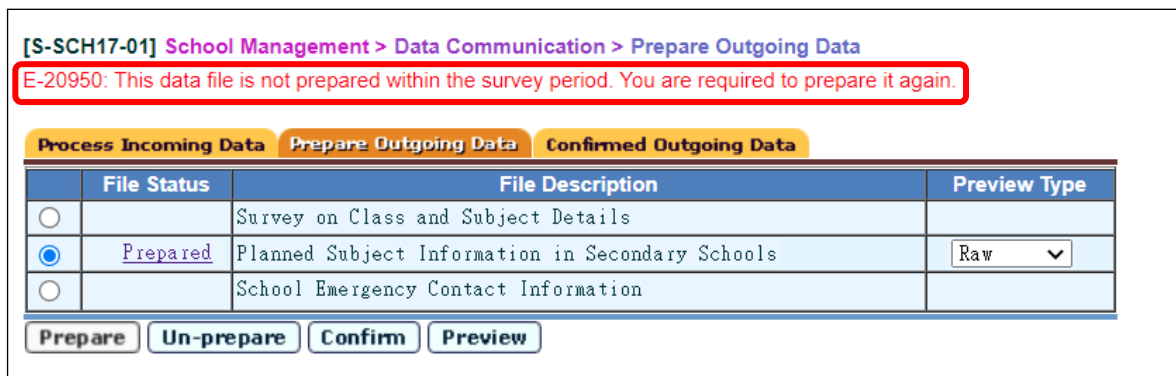


Figure 27

-- END --