# 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*].
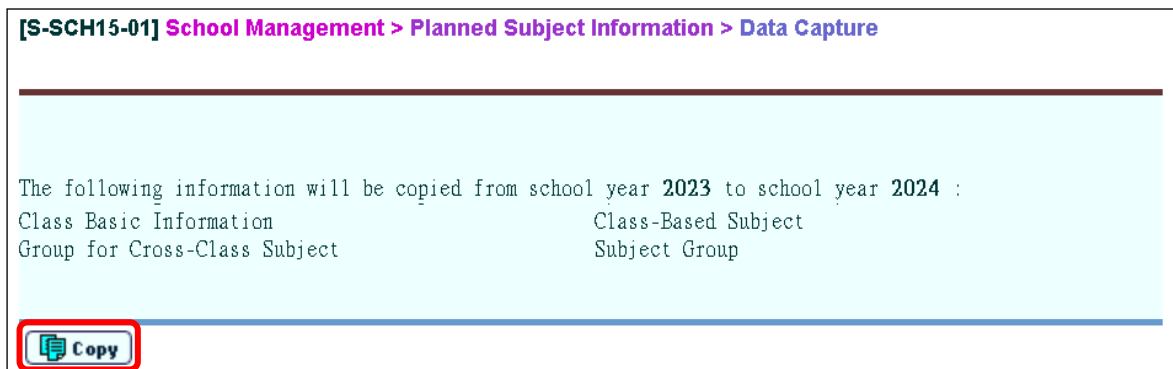


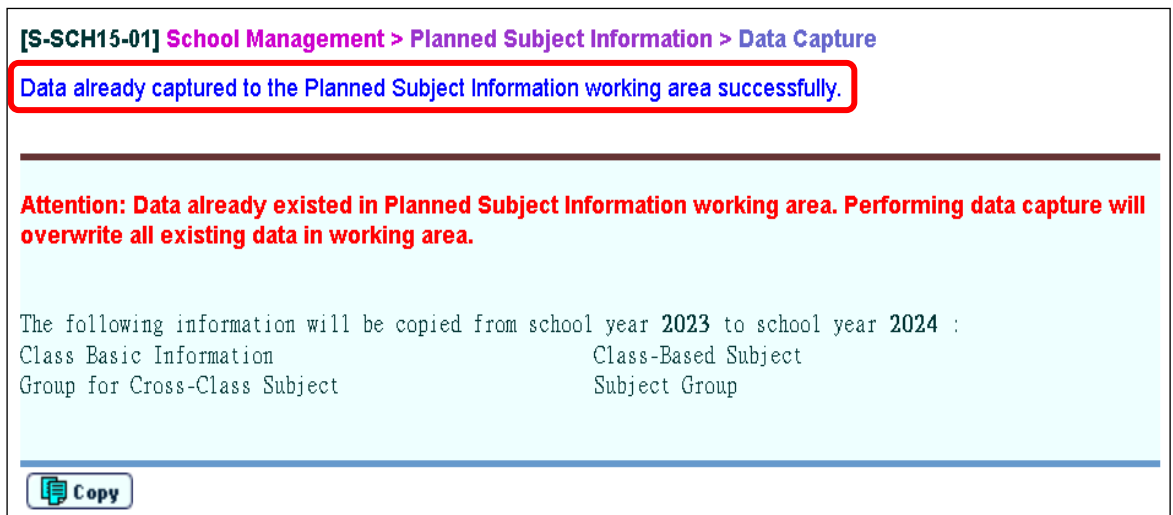**[S-SCH15-01]** School Management > Planned Subject Information > Data Capture

The following information will be copied from school year **2023** to school year **2024** :
Class Basic Information        Class-Based Subject
Group for Cross-Class Subject        Subject Group

**Copy**

*Figure 1*



**[S-SCH15-01]** School Management > Planned Subject Information > Data Capture

Data already captured to the Planned Subject Information working area successfully.

**Attention: Data already existed in Planned Subject Information working area. Performing data capture will overwrite all existing data in working area.**

The following information will be copied from school year **2023** to school year **2024** :
Class Basic Information        Class-Based Subject
Group for Cross-Class Subject        Subject Group

**Copy**

*Figure 2*

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

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 ]

*Figure 3*

**[S-SCH15-10]** School Management > Planned Subject Information > Class Details
Record deleted successfully.

School Year    2024

| ☐ | Class Level | Class Name |
|---|---|---|
| ☐ | Secondary 4 | 4A  4B  4C  4D |
| ☐ | Secondary 5 | 5A  5B  5C  5D |

[ 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

| ☐ | Class Level | Class Name |
|---|---|---|
| ☐ | Secondary 4 | 4A  4B  4C  4D |
| ☐ | Secondary 5 | 5A  5B  5C  5D |

[ 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

| ☐ | Subject △ | MOI | Number of Period |
|---|---|---|---|
| Compulsory | | | |
| ☐ | 080 Chinese Language | Chinese (Cantonese) | 8.00 |
| ☐ | 165 English Language | English | 8.00 |
| ☐ | 22S Mathematics (Compulsory Part) | Chinese (Cantonese) | 6.00 |
| Elective | | | |
| ☑ | 700 Chinese in Practical Context (ApL) | Chinese (Cantonese) | 2.00 |
| ☐ | 83S Visual Arts(HKDSE) | 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

| ☐ | Subject △ | MOI | Number of Period |
|---|---|---|---|
| Compulsory | | | |
| ☐ | 080 Chinese Language | Chinese (Cantonese) | 8.00 |
| ☐ | 165 English Language | English | 8.00 |
| ☐ | 22S Mathematics (Compulsory Part) | Chinese (Cantonese) | 6.00 |
| Elective | | | |
| ☐ | 83S Visual Arts(HKDSE) | Chinese (Cantonese) | 6.00 |

[ Add ] [ Copy to ] [ Delete ]

*Figure 7*

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



| Subject △ | MOI | Number of Period |
|---|---|---|
| Compulsory | | |
| ☐ 080 Chinese Language | Chinese (Cantonese) | 8.00 |
| ☐ 165 English Language | English | 8.00 |
| ☐ 22S Mathematics (Compulsory Part) | Chinese (Cantonese) | 6.00 |
| Elective | | |
| ☐ 83S Visual Arts(HKDSE) | 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*].



*Figure 9*



*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*].



*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*].



*Figure 12*

*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".)



*Figure 14*

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



*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 <u>EDB-defined subject codes</u> will be included in the interface file.)**
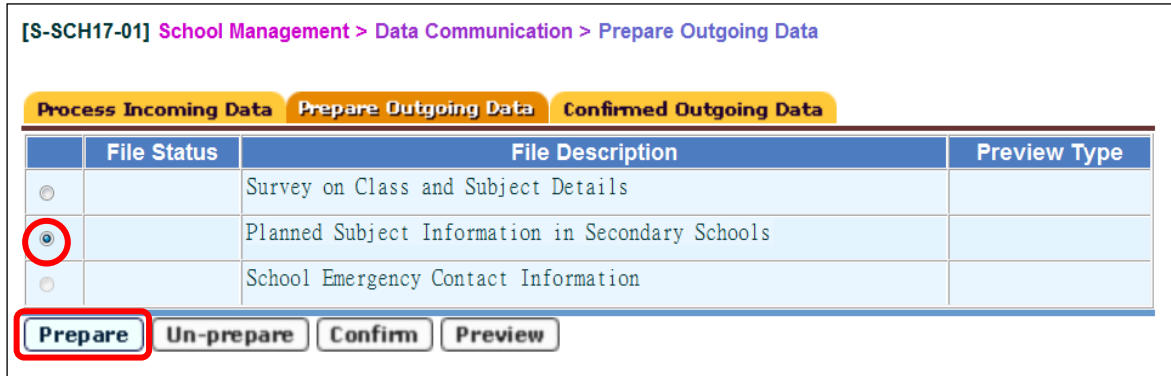


*Figure 16*

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)".
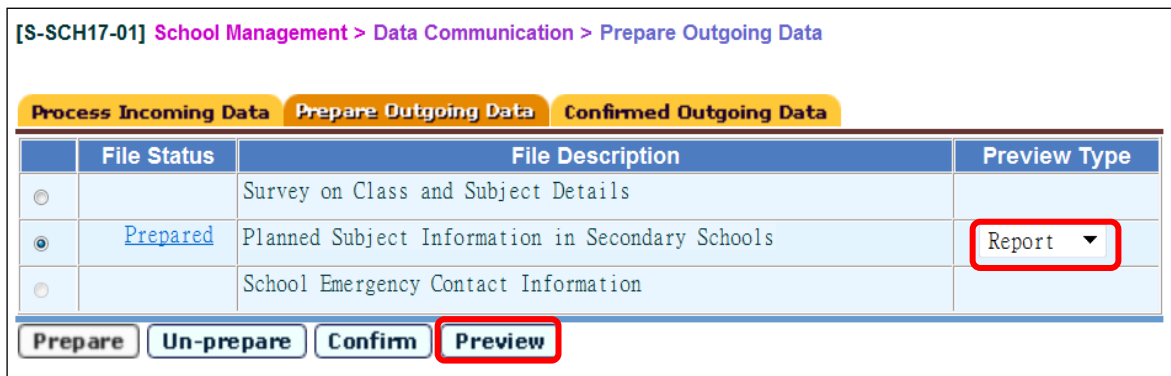


*Figure 17*

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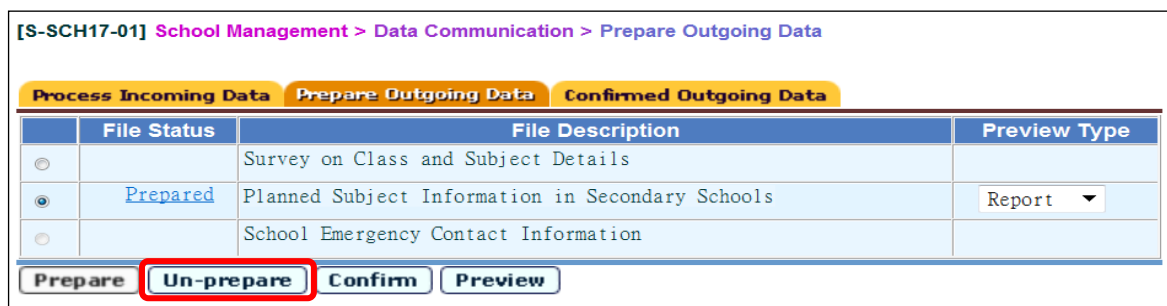


*Figure 18*

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*].



*Figure 19*



*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.
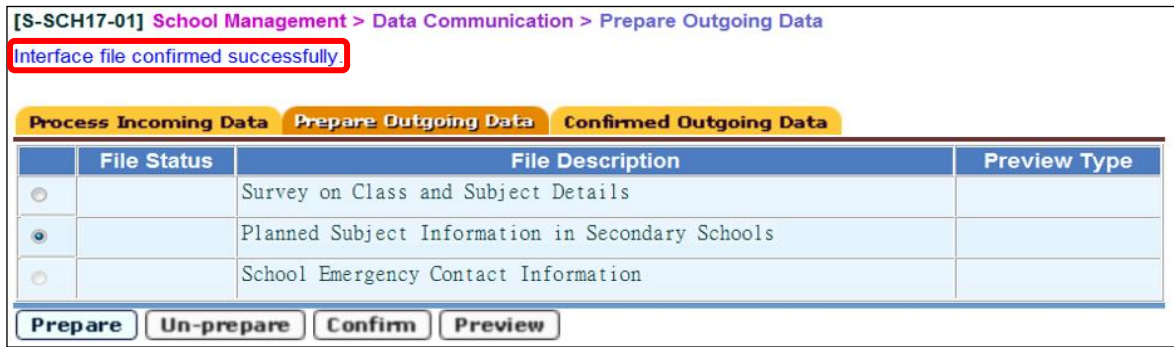


*Figure 21*

*Figure 22*

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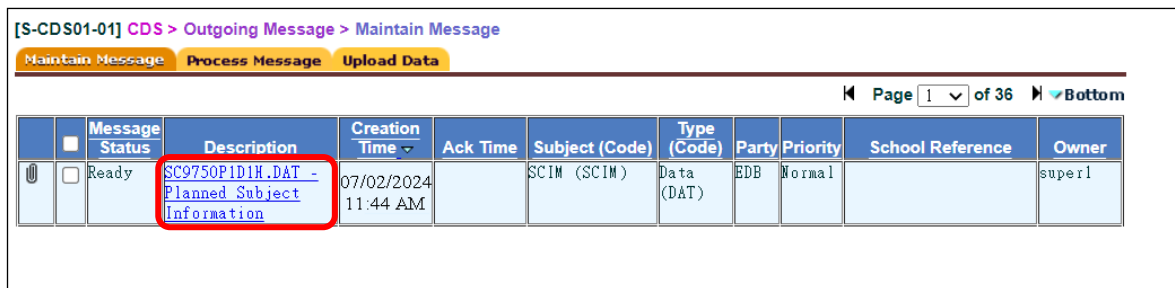


*Figure 23*

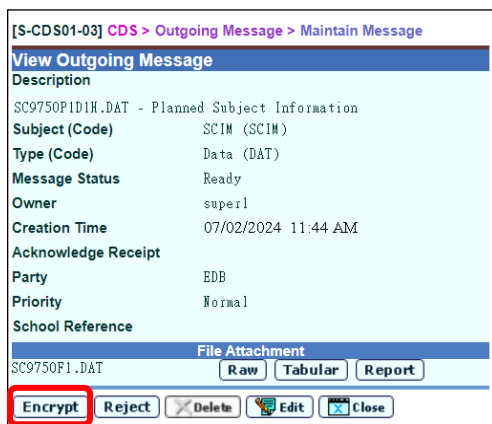7. Input School Key to encrypt and send the file to EDB [*Figure 24 and Figure 25*].
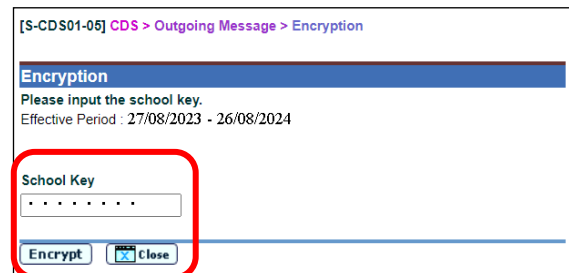


*Figure 24*



*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.
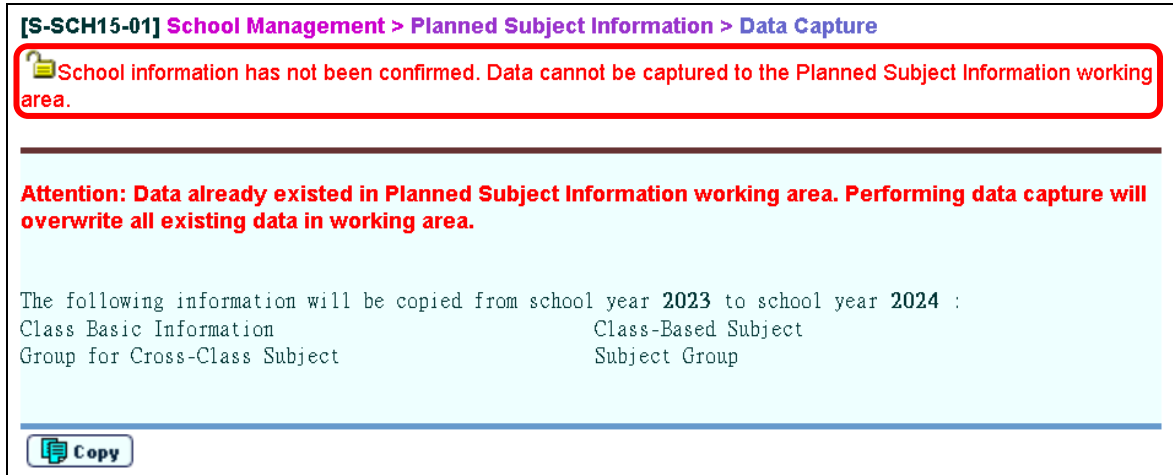


*Figure 26*

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.
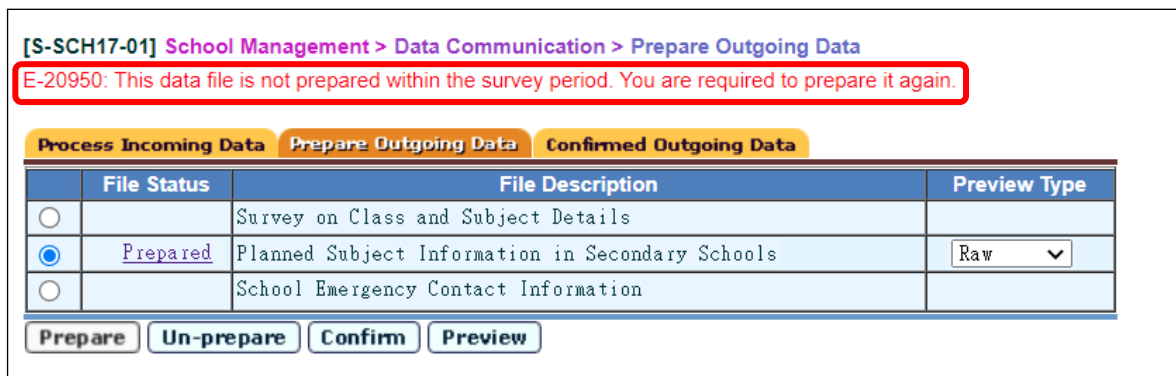


*Figure 27*

**-- END --**