

Student Option Programme

Self-practice Pack

Please complete the following **steps** to allocate elective subjects to students with the Student Option Programme (SOP) and the data provided in respective Excel files:

1. Creating a new data file

- ▶ Launch the SOP and then create a new data file named as “practice.sop”.
- ▶ Keep the “No. of Time Blocks” and “No. of Elective Subjects to be taken by Students in general” as “3”.
- ▶ Select to use “by Overall Ranking” or “by Elective Subject Queue” as the “Method of Elective Subject Allocation”.
- ▶ Define a password to encrypt the data file.

2. Importing student particulars

- ▶ Import student particulars by using the Excel file “**student_particulars.xlsx**” in the Self-practice Pack.

3. Selecting elective subjects offered by the school

- ▶ Select and save the following elective subjects offered.

MOI: English	MOI: Chinese (Cantonese)
M1, BIO	中史, 經濟
CHEM, PHY	地理, 旅遊
ECON, ICT	企業, 視藝

4. Importing students' options

- ▶ Import student options by using the Excel file “**student_options.xlsx**” in the Self-practice Pack.

5. Setting elective subject groups

- ▶ Set up the no. of elective subject groups for each elective subject offered by the school, no. of quota for each elective subject group and no. of elective subject groups in each time block as follows:

Subject / Module	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota
M1	1	40	
BIO	2	35	30
CHEM	2	35	30
PHY	2	35	30
中史	1	35	
經濟	2	40	40
ECON	1	40	
地理	1	35	

Block	No. of Elective Subject Groups
1	6
2	6
3	6

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旅遊	1	35	
企業	2	35	30
ICT	2	35	30
視藝	1	35	

6. Setting elective subject group constraints

- ▶ Add the following elective subject group constraints:

經濟組別 1 and ECON should be in different blocks

7. Generating time blocks

- ▶ Generating time blocks based on elective subject group constraints with the following criteria:

	By Overall Ranking	By Elective Subject Queue
Allocation Algorithm Choice	Choice 1 - one of each student's choice will be fulfilled in each iteration.	-
Subject Group Distribution Choice	Choice 1 - Students will be distributed to different groups evenly	
Compulsory Block	-	
Time Limit	5 mins	

- ▶ Mark the time block combination with the highest estimated satisfaction rate as confirmed.

8. Importing students' academic results (optional)

- ▶ Import students' academic results by using the Excel file "**student_academic_results.xlsx**" in the Self-practice Pack.

9. Maintaining students allocation orders

- ▶ Generate or import students allocation orders

by Overall Ranking	by Elective Subject Queue
Generate students allocation orders by rank	Import students subject allocation orders by using the Excel file " student_allocation_order.xlsx " in the Self-practice Pack.

10. Allocating elective subjects to students

- ▶ Generate allocation results to all students.

11. Previewing reports

- ▶ Review the reports.