



Student Option Programme

Quick Start Guide for

SOP Version 2.0

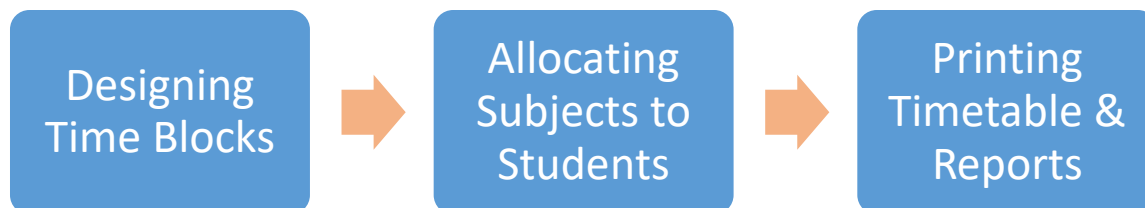
Council and Secondary Section 2

Education Bureau

Date: 8 Mar 2024

1. Introduction

1.1. Major Functions of the Student Option Programme (SOP)

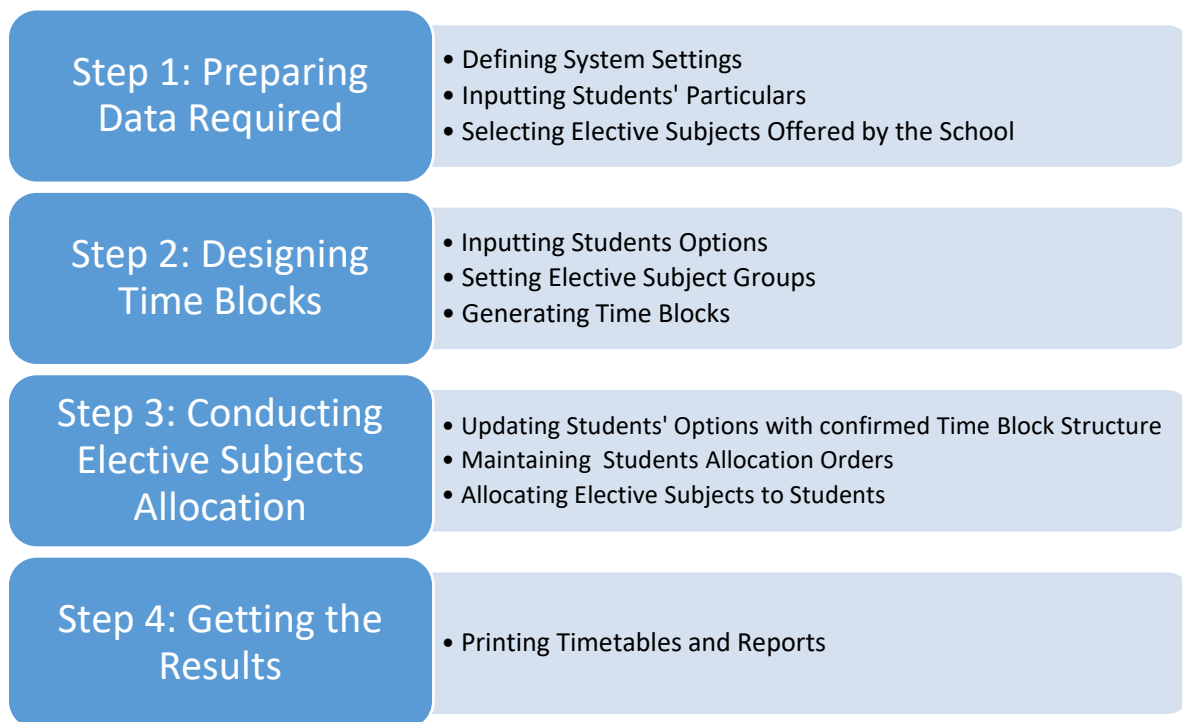


1.2. What is Time Block?

- ▶ Time block refers to the time slots reserved in the school timetable for elective subjects.
- ▶ Schools may have 2 to 4 time blocks depending on the number of elective subjects taken by students and other consideration on timetabling.
- ▶ A time block contains several elective subject groups (e.g. Physics, Economics, History are put into the same time block).
- ▶ Students can take one of the elective subjects in each time block.
- ▶ SOP helps schools to design and optimise the combination of elective subjects for the time blocks based on schools’ various constraints (e.g. putting ECON and BAFS into different time blocks if they are taught by the same teacher).

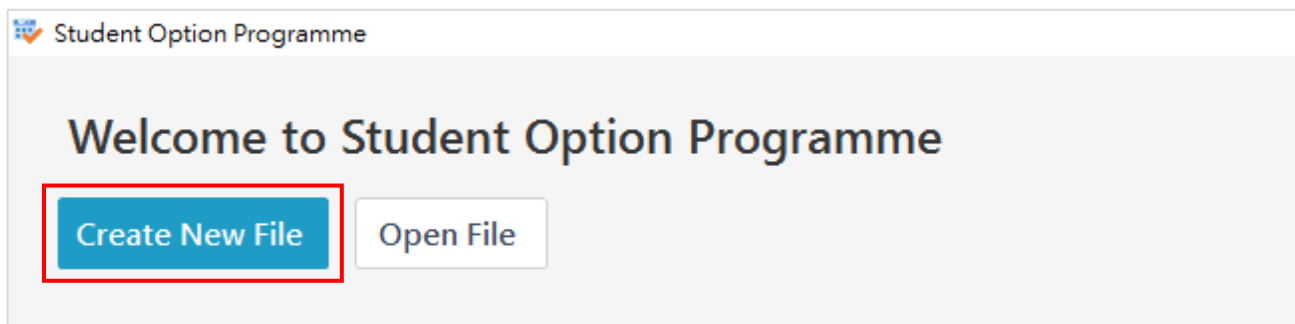
Block 1	Block 2	Block 3
<ul style="list-style-type: none"> • PHY • ECON • ... 	<ul style="list-style-type: none"> • BIO • GEOG • ... 	<ul style="list-style-type: none"> • CHEM • HIST • ...

2. Suggested Workflow



2.1. Create New Data File

To start using the SOP, launch the SOP and then create a new data file on the **Welcome** page.

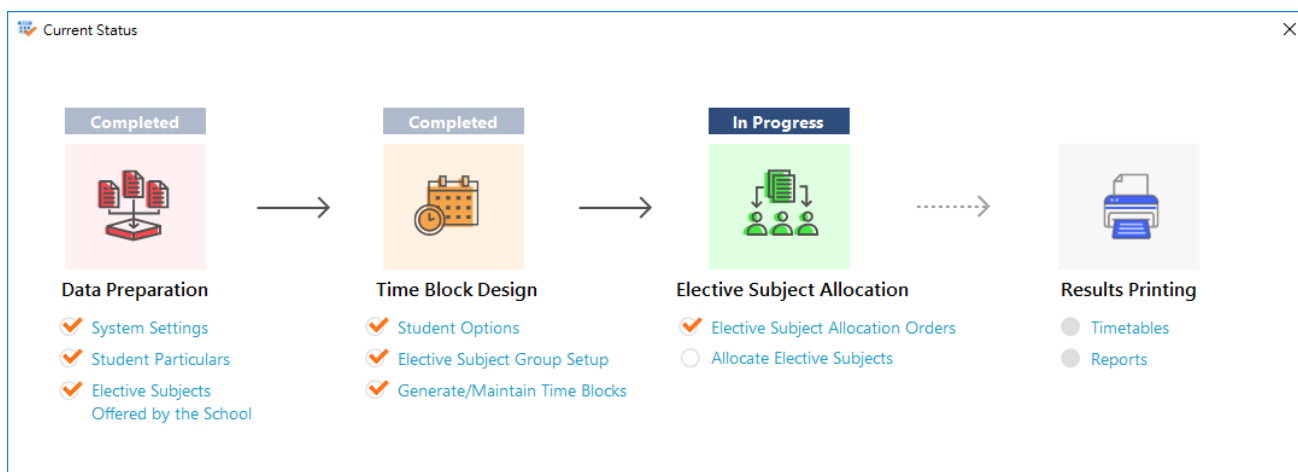


2.2. Current Status

To allocate elective subject to students, follow the **Current Status** screen to complete inputting all data required.

 = **finished** items

 = **unfinished** items



3. User Interface

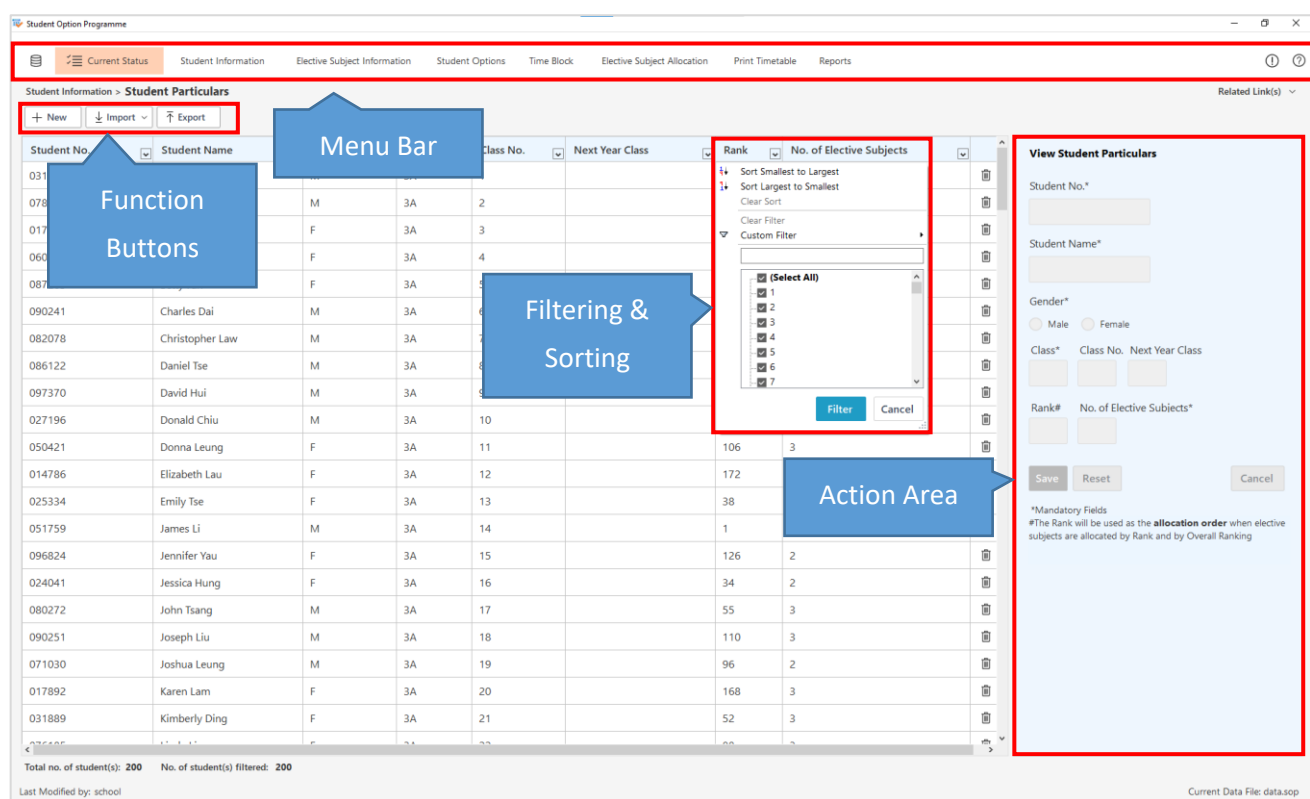
1.1. General Layout

Menu Bar – To open different functions of the SOP

Function Buttons – To create/generate new records, import or export data or print preview

Filtering & Sorting – To filter or sort the student list

Action Area – To input, edit and save details of a particular record



1.2. Editing Record


By double-clicking on a particular record or clicking the “New” function button, the action area will be turned into edit mode.

The screenshot displays the 'Student Option Programme' interface. At the top, there are navigation tabs: 'Current Status', 'Student Information', 'Elective Subject Information', 'Student Options', 'Time Block', 'Elective Subject Allocation', 'Print Timetable', and 'Reports'. The main area is titled 'Student Information > Student Particulars'. On the left, there are buttons for '+ New', 'Import', and 'Export'. Below these is a table with columns: Student No., Student Name, Gender, Class, Class No., Next Year Class, Rank, and No. of Elective Subjects. The row for student ID 097370 (David Hui) is highlighted in blue and has a red border around it. To the right of the table is a form titled 'Update Student Particulars' with fields for Student No., Student Name, Gender (radio buttons for Male and Female), Class, Class No., Next Year Class, Rank, and No. of Elective Subjects. The form also includes 'Save', 'Reset', and 'Cancel' buttons. At the bottom of the form, there are notes: '*Mandatory Fields' and '#The Rank will be used as the allocation order when elective subjects are allocated by Rank and by Overall Ranking'. At the bottom of the table, it shows 'Total no. of student(s): 200' and 'No. of student(s) filtered: 200'.

Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects
031137	Andrew Ko	M	3A	1		178	2
078451	Anthony Pak	M	3A	2		39	3
017833	Ashley Fong	F	3A	3		166	3
060810	Barbara Cheng	F	3A	4		73	2
087263	Betty Fan	F	3A	5		31	3
090241	Charles Dai	M	3A	6		13	2
082078	Christopher Law	M	3A	7		19	2
086122	Daniel Tse	M	3A	8		162	3
097370	David Hui	M	3A	9		176	3
027196	Donald Chiu	M	3A	10		9	3
050421	Donna Leung	F	3A	11		106	3
014786	Elizabeth Lau	F	3A	12		172	3
025334	Emily Tse	F	3A	13		38	2
051759	James Li	M	3A	14		1	3
096824	Jennifer Yau	F	3A	15		126	2
024041	Jessica Hung	F	3A	16		34	2
080272	John Tsang	M	3A	17		55	3
090251	Joseph Liu	M	3A	18		110	3
071030	Joshua Leung	M	3A	19		96	2

4. Function Overview

Launching Screen	<ul style="list-style-type: none"> ▶ Checking for version upgrade of the SOP ▶ Checking for version upgrade of the data file template
Welcome Page	<ul style="list-style-type: none"> ▶ To open an existing data file and convert data file for SOPv1.2.1 to SOPv2.0 if applicable ▶ To create a new data file ▶ Showing the last 20 opened data files

Menu	Sub-menu	Functionality
	New	▶ To create a new data file
	Open	▶ To open an existing data file and convert data file for SOPv1.2.1 to SOPv2.0 if applicable
	Save As	▶ To save the opened data file as another data file
	Close	▶ To close the data file
	System Settings	▶ To define: <ul style="list-style-type: none"> - No. of Time Blocks - No. of Elective Subjects to be taken by Students in general - Method of Elective Subject Allocation
	Change Password	▶ To change the password of the data file
	Exit	▶ To exit the SOP
Current Status	-	▶ To view the workflow and current status of “mandatory functions” ▶ Quick access to the “mandatory functions” Note: “mandatory functions” refers to the functions that users must complete prior to getting the elective subject allocation results
Student Information	Student Particulars	▶ To create, update, remove, import and export student particulars
	Student Academic Results	▶ To import and export students’ academic results
Elective Subject Information	Elective Subjects Offered by the School	▶ To select elective subjects offered by the school ▶ To indicate whether the school offers the option of Two Science Subjects (for elective subject allocation by overall ranking only) ▶ To create, update remove and import school-defined elective subjects ▶ To export the list of elective subjects

Menu	Sub-menu	Functionality
	Elective Subject Group Setup	<ul style="list-style-type: none"> ▶ To define: <ul style="list-style-type: none"> - no. of elective subject groups for each elective subject offered by the school - no. of quota for each elective subject group - no. of elective subject groups in each time block
Student Options	Input Student Options	▶ To update, import and export student options
	Print Student Option Form / Acknowledgement Form	<ul style="list-style-type: none"> ▶ To export the following documents for printing: <ul style="list-style-type: none"> - Survey Form - Survey Form with Time Blocks - Acknowledgement Form
Time Block	Conflict Matrix Enquiry	▶ For every 2 elective subjects, view the no. of students who have selected both elective subjects as their top priorities.
	Elective Subject Group Constraints Setup	▶ To define which 2 elective subjects should be put to the same / different time block(s).
	Generate/Maintain Time Block	<ul style="list-style-type: none"> ▶ To generate time blocks ▶ To create, update, remove, import and export time blocks ▶ To calculate the estimated satisfaction rate of time block structures ▶ To mark a time block structure as confirmed
Elective Subject Allocation	Elective Subject Allocation Orders	<ul style="list-style-type: none"> ▶ To generate the overall allocation order of students (for elective subject allocation by overall ranking) ▶ To generate the elective subject allocation order of students (for elective subject allocation by elective subject queue) ▶ To update, clear, import, export and print allocation orders
	Allocate Elective Subjects	<ul style="list-style-type: none"> ▶ To allocate elective subjects to students (by overall ranking) ▶ To allocate elective subjects to students (by subject queue) ▶ To allocate elective subjects to students manually ▶ To clear, import, export and print subject allocation results ▶ To view the overall satisfaction rate of students

Menu	Sub-menu	Functionality
Print Timetables	-	<ul style="list-style-type: none"> ▶ To export time block results to WebSAMS ▶ To export elective subject allocation results to WebSAMS ▶ To import master timetable ▶ To view, export and print students' individual timetables
Reports	-	<ul style="list-style-type: none"> ▶ To view, export and print the following reports: <ul style="list-style-type: none"> - Time Blocks with Satisfaction Rate - Elective Subject Statistics - List of Students for Elective Subjects - List of Student Options in Priority Order and Elective Subject Allocation - Vacancies of Elective Subjects - List of Students with Insufficient Elective Subject Allocation - List of Students with Offered Subjects / Modules - List of Students with Subject Allocation and Block Allocation Results