



Student Option Programme

Quick Start Guide for

SOP Version 2.2

Council and Secondary Section 2

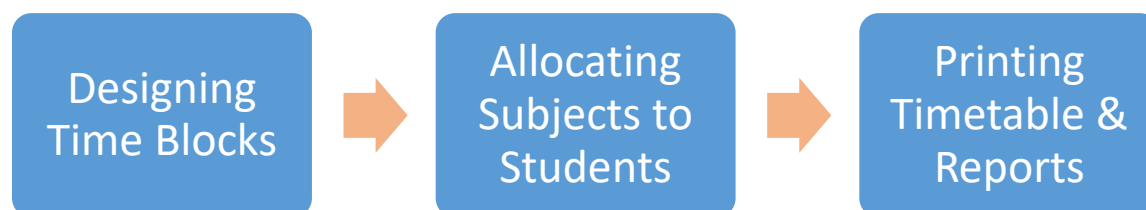
Curriculum Development Institute

Education Bureau

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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 students' options and 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
• PHY • ECON • ...	• BIO • GEOG • ...	• CHEM • HIST • ...



The combination of subjects / modules in the time blocks affects the satisfaction rates of students.

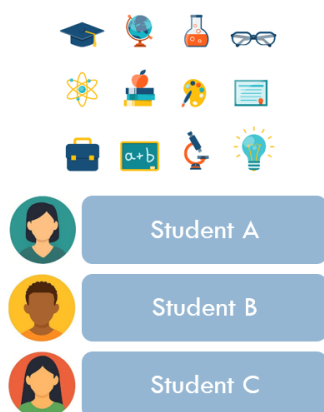
1.3. Student Options

SOP supports students to accord a priority order to each elective subject offered by the school. For example, if a school offers 10 elective subjects and sets 12 elective subject groups in 3 time blocks, students should rank their order of preference to the elective subjects from 1 to 10.

Subject / Module	M1	BIO	CHEM	PHY	ECON	GEO	HIST	BAFS	ICT	VA
Option	5	2	1	4	6	10	8	9	7	3

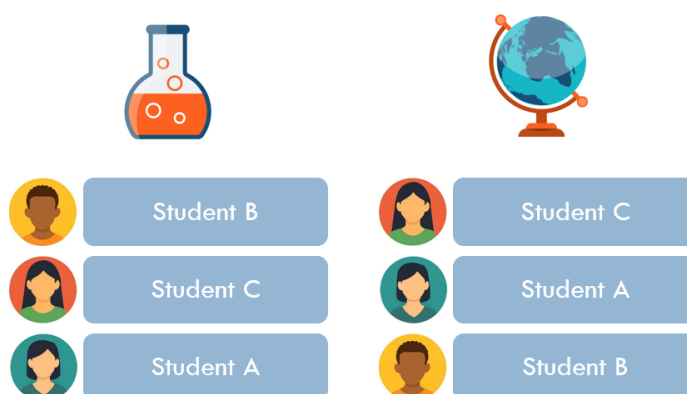
1.4. Elective Subject Allocation Method

Overall Ranking



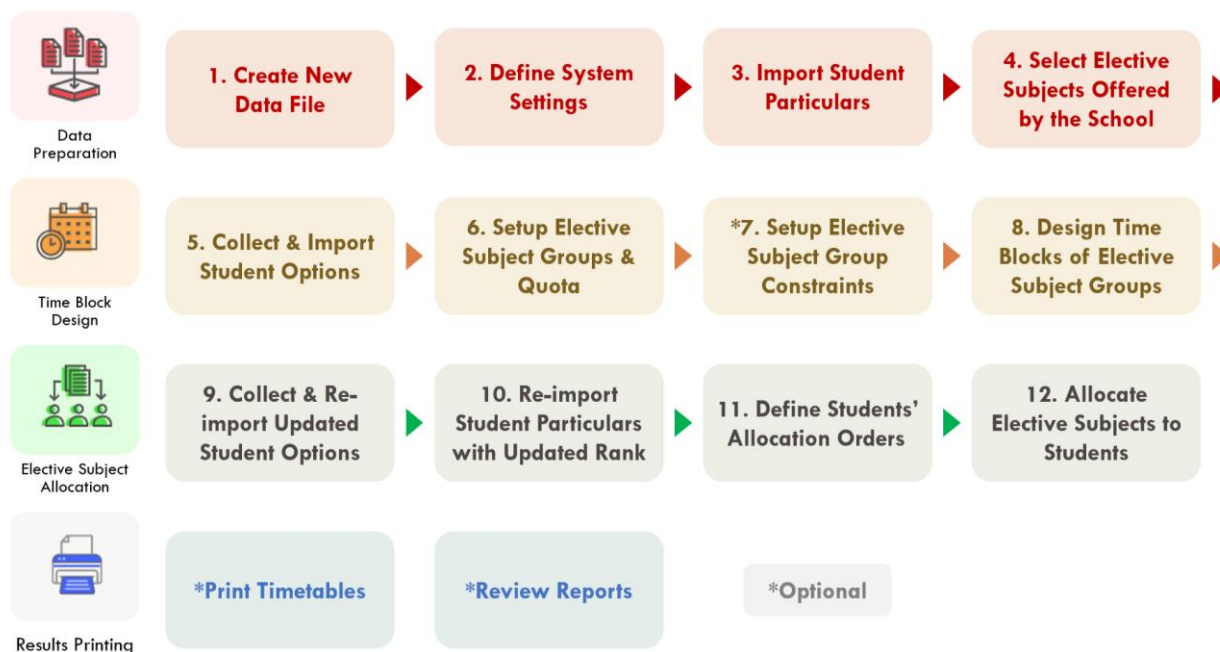
Subjects / Modules are allocated to students based on students' **overall ranking**

Elective Subject Queue



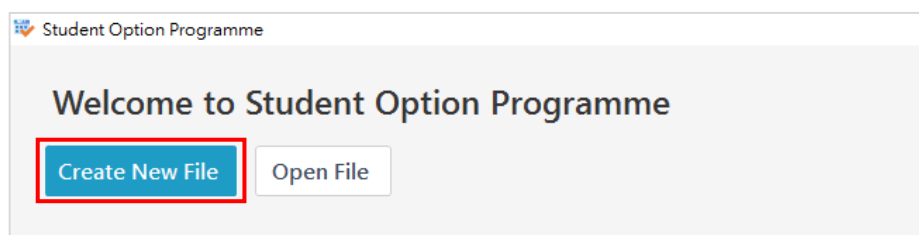
Subjects / Modules are allocated to students based on students' **subject ranking**

2. General Workflow



2.1 Create New Data File

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

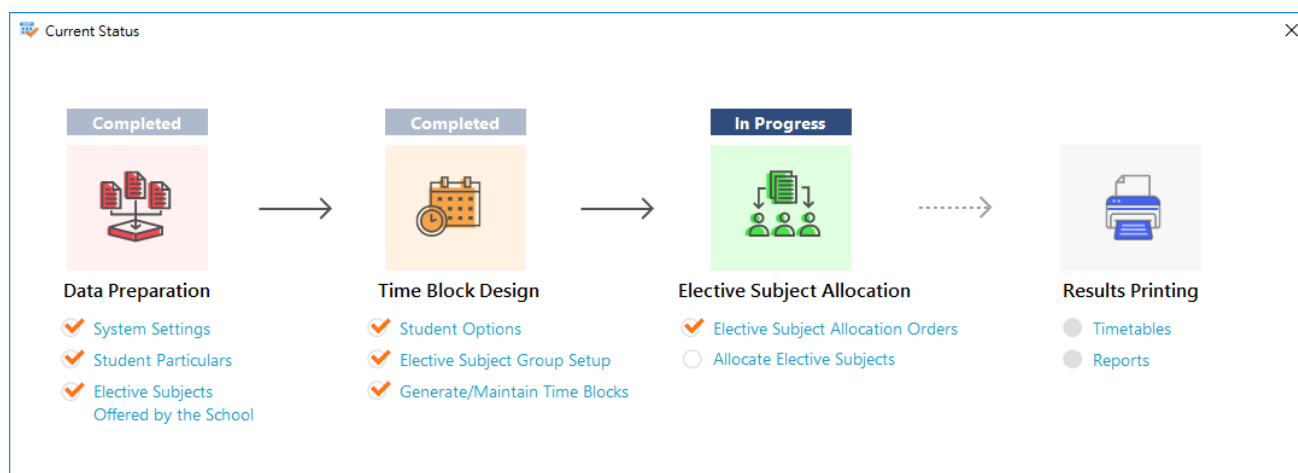


2.2 Current Status

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

✓ = **finished** items

○ = **unfinished** items



3. User Interface

3.1 General Layout

Menu Bar – To access different pages of the SOP

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

Sorting & Filtering – To re-order or filter the student list

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

The screenshot displays the 'Student Option Programme' application. The interface is divided into several key areas:

- Menu Bar:** Located at the top, it contains tabs for 'Current Status', 'Student Information', 'Elective Subject Information', 'Student Options', 'Time Block', 'Elective Subject Allocation', 'Print Timetable', and 'Reports'.
- Function Buttons:** A red box highlights the '+ New', 'Import', and 'Export' buttons located above the student list table.
- Sorting & Filtering:** A blue callout points to the 'Rank' and 'No. of Elective Subjects' columns, which have dropdown menus for sorting (e.g., 'Sort Smallest to Largest') and filtering (e.g., '(Select All)').
- Action Area:** A blue callout points to the right-hand side of the interface, which contains the 'View Student Particulars' form. This form includes fields for 'Student No.*', 'Student Name*', 'Gender*' (Male/Female), 'Class*', 'Class No.', 'Next Year Class', 'Rank#', and 'No. of Elective Subjects*'. It also features 'Save', 'Reset', and 'Cancel' buttons.

The main table displays student information with columns: Student No., Student Name, Gender, Class No., Next Year Class, Rank, and No. of Elective Subjects. The bottom status bar shows 'Total no. of student(s): 200' and 'No. of student(s) filtered: 200'.

3.2 Editing or Creating New Record

By double-clicking a particular record or clicking the **“New”** function button, the action area will be turned into edit mode for editing the selected record or creating a new record respectively.

The screenshot displays the 'Student Option Programme' interface. The 'Student Information > Student Particulars' section is active. A table lists student records with columns: Student No., Student Name, Gender, Class, Class No., Next Year Class, Rank, and No. of Elective Subjects. The record for Student No. 097370 (David Hui) is highlighted. To the right, the 'Update Student Particulars' form is open, showing fields for Student No., Student Name, Gender, Class, Class No., Next Year Class, Rank, and No. of Elective Subjects. The form is pre-filled with the data from the selected record. A red box highlights the '+ New' button in the top left and the 'Update Student Particulars' form on the right.

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

Update Student Particulars

Student No.*
097370

Student Name*
David Hui

Gender*
☒ Male ☐ Female

Class* Class No. Next Year Class
3A 9

Rank# No. of Elective Subjects*
176 3

Save **Reset** **Cancel**

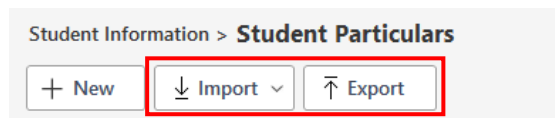
*Mandatory Fields
#The Rank will be used as the **allocation order** when elective subjects are allocated by Rank and by Overall Ranking

Total no. of student(s): 200 No. of student(s) filtered: 200

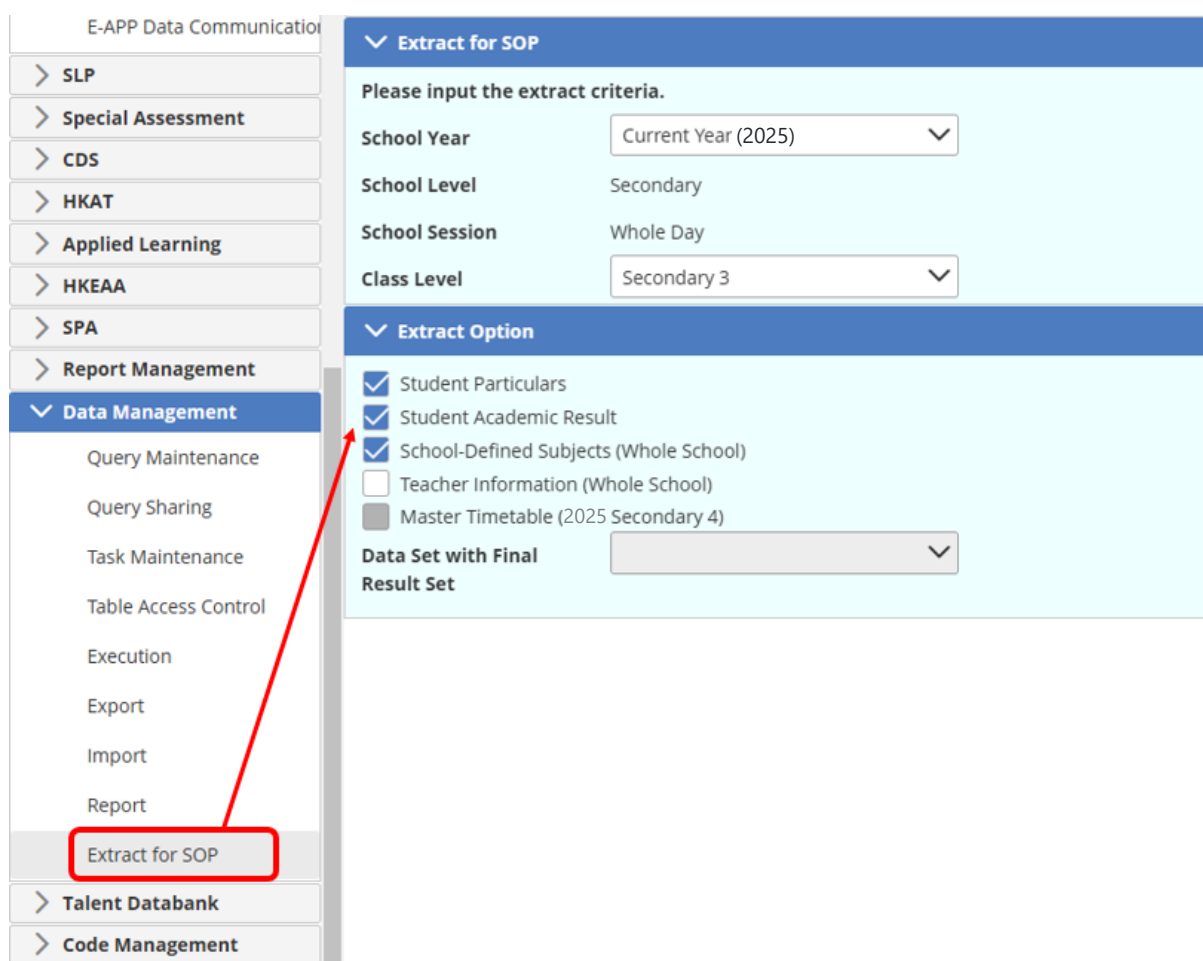
4. Tips on Using SOP

4.1 Import & Export

To input students' information (e.g. student particulars, student options and student allocation orders) in one go by the import function, the template file can be retrieved by using the Export function of each page.

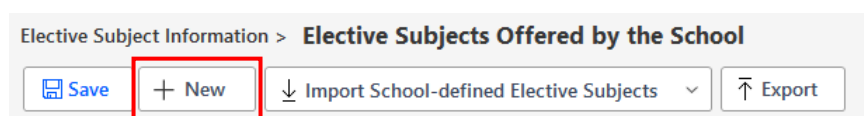


Data can also be extracted from CloudSAMS for importing to SOP.



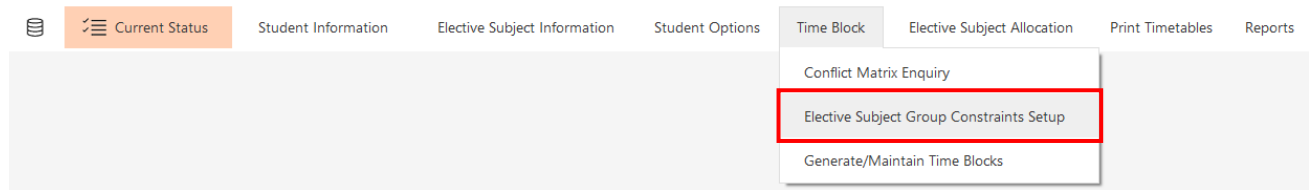
4.2 School-defined Elective Subjects

In Elective Subject Information > Elective Subjects Offered by the School page, the “**New**” function button can be used to create school-defined elective subjects (e.g. ApL subjects) for allocation.



4.3 Elective Subject Group Constraints

To setup elective subject group constraints, access the page “Time Block > Elective Subject Group Constraints Setup” from the main menu. Two elective subject groups can be set to be in the same time block or in different time blocks. SOP will follow the constraints when generating time block combinations.



4.4 Partial Allocation

In Elective Subject Allocation > Allocate Elective Subjects page:

by Overall Ranking	by Elective Subject Queue
Ctrl & Shift keys can be used to select multiple students for partial allocation. For example: - Allocate elective subjects to top 40 students by using “Choice 3” (i.e. all the choices of each student would be allocated in one iteration) so that the top-ranking students could have their top priorities options satisfied. - Allocate elective subjects to the remaining students by using “Choice 1” (i.e. one of each student’s choices will be fulfilled in each iteration), so that students with lower ranking can have their first option satisfied.	Ctrl & Shift keys can be used to select multiple subjects / modules and/or multiple students for partial allocation. For example, select M1 and M2 for elective subject allocation to the top 80 students

Ctrl key + Left click: To select multiple non-consecutive records

Shift key + Left click: To select a range of consecutive records

Elective Subject Allocation > Allocate Elective Subjects

Generate Allocation Results Clear Import from File Export Print Preview

Filter students by Subject / Module: All

A Compulsory block not allocated
 A Insufficient Subject / Module allocated
 A Subject / Module not in top priorities

Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
031137	Andrew Ko	3A	1	178	178	2	2		經濟 (2)	中史 (1)
078451	Anthony Pak	3A	2	39	39	3	3	PHY (1)	經濟 (2)	旅遊 (4)
017833	Ashley Fong	3A	3	166	166	3	3	企業 (1)	ICT (2)	經濟 (3)
060810	Barbara Cheng	3A	4	73	73	2	2	PHY (1)		BIO (2)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	BIO (2)	中史 (3)
090241	Charles Dai	3A	6	13	13	2	2	ICT (2)	BIO (1)	
082078	Christopher Law	3A	7	19	19	2	2		經濟 (2)	PHY (1)
086122	Daniel Tse	3A	8	162	162	3	3	PHY (2)	ICT (1)	BIO (3)

5. Function Overview

Launching Screen	▶ Checking for and performing version upgrade of the SOP upon users' confirmation ▶ Checking for and performing update of the data file template
Welcome Page	▶ To open an existing data file and convert data file in ".accde" or ".sop" file type in previous version to ".sop" file type of the current version (if applicable) ▶ To create a new data file in ".sop" file type ▶ Showing the last 20 opened data files

Menu	Sub-menu	Functionality
	New	▶ To create a new data file in ".sop" file type
	Open	▶ To open an existing data file and convert data file in ".accde" or ".sop" file type in previous version to ".sop" file type of the current version (if applicable)
	Save As	▶ To save the opened data file as a copy
	Close	▶ To close the opened data file
	System Settings	▶ To define: - 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 opened data file
	Exit	▶ To exit the SOP
Current Status	-	▶ To view the basic workflow and current status of "mandatory" pages ▶ Quick access to the "mandatory" pages Note: "mandatory" pages refers to the pages 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	▶ To define: - 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	▶ To export the following documents for printing: - Survey Form - Survey Form with Time Blocks - Acknowledgement Receipt
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 Blocks	▶ To generate time blocks ▶ To generate time blocks with fixed elective subject groups ▶ To create customised time blocks ▶ To update, remove, import and export time blocks ▶ To calculate the estimated average satisfaction rate of time block combinations ▶ To mark a time block combination as confirmed
Elective Subject Allocation	Elective Subject Allocation Orders	▶ To generate the overall allocation orders of students (for allocation by overall ranking) ▶ To generate the elective subject allocation orders of students (for allocation by elective subject queue) ▶ To update, clear, import, export and print allocation orders

Menu	Sub-menu	Functionality
	Allocate Elective Subjects	▶ To allocate elective subjects to students (by overall ranking) ▶ To allocate elective subjects to students (by subject queue) ▶ To allocate/withdraw elective subjects to/from students manually ▶ To fix/unfix subjects/modules for specific students ▶ To clear, import, export and print subject allocation results ▶ To view the average satisfaction rate of students
Print Timetables	-	▶ To export time block results to CloudSAMS ▶ To export elective subject allocation results to CloudSAMS ▶ To import master timetable ▶ To view, export and print students' individual timetables
Reports	-	▶ To view, export and print the following reports: - 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