



Student Option Programme

User Manual for SOP Version 2.2

Council and Secondary Section 2

Curriculum Development Institute

Education Bureau

Last Updated: 30 October 2025

About this Document

This manual describes the features of the Student Option Programme (SOP), including screens and reports. Target audiences of this document are SOP users.

First published 2008 (For SOP version 1.0.0)

Second edition 2009 (For SOP version 1.1.0)

Third edition 2011 (For SOP version 1.2.0)

Fourth edition 2023 (For SOP version 1.2.1)

Fifth edition 2024 (For SOP version 2.0 and version 2.0.1)

Sixth edition 2025 (For SOP version 2.1 and version 2.2)

All rights reserved. The copyright of the materials in this booklet belongs to the Government of the Hong Kong Special Administrative Region.

Duplication of materials in this booklet is restricted to non-profit making educational purposes only. Otherwise, no other part of these materials may be reproduced, stored in a retrieval system or transmitted in any form or by any means without the prior permission of the Education Bureau of the Government of the Hong Kong Special Administrative Region.

Table of Contents

1.	General Information of SOP	1
1.1	Mandatory Field.....	1
1.2	System Message.....	2
1.3	System Version Upgrade.....	3
1.4	Data File Conversion	4
1.4.1	Convert from “.accde” to “.sop”	4
1.4.2	Convert “.sop” from previous version to latest version.	6
1.5	Main Window.....	8
1.6	Current Status	9
1.7	Sorting & Filtering	10
1.8	Related Links	11
2.	File Operation	12
2.1	New	12
2.2	Open.....	15
2.3	Save As	18
2.4	Close.....	20
2.5	System Settings.....	21
2.6	Change Password	22
2.7	Exit.....	23
3.	Student Information	24
3.1	Student Particulars.....	24
3.1.1	Add a New Student	24
3.1.2	Update Student Particulars.....	26
3.1.3	Delete a Student	27
3.1.4	Import Student Particulars.....	28
3.1.5	Export Student Particulars	36
3.2	Student Academic Results	37
3.2.1	Import Student Academic Results	37
3.2.2	Export Student Academic Results	46
4.	Elective Subject Information	48
4.1	Elective Subjects Offered by the School	48

4.1.1	Setup Elective Subjects Offered by the School	48
4.1.2	Setup Two Science Subjects as One Option (applicable to allocation by overall ranking) 49	
4.1.3	Add a New School-defined Elective Subject	50
4.1.4	Update School-defined Elective Subjects	53
4.1.5	Delete a School-defined Elective Subjects	54
4.1.6	Import School-defined Elective Subjects	55
4.1.7	Export All Subjects/ Modules	63
4.2	Elective Subject Group Setup	65
4.2.1	Setup Elective Subject Groups and Quota	65
4.2.2	Export Elective Subject Groups	68
5.	Student Options	70
5.1	Input Student Options	70
5.1.1	Update Student Options	70
5.1.2	Import Student Options	74
5.1.3	Export Student Options	78
5.2	Print Student Option Forms / Acknowledgment Receipt	80
5.2.1	Print Survey Form	80
5.2.2	Print Survey Form with Time Blocks	82
5.2.3	Print Acknowledgement Receipt	83
6.	Time Block	87
6.1	Conflict Matrix Enquiry	87
6.1.1	Enquire Conflicts Matrix of Student Options	87
6.1.2	Export Conflict Matrix	87
6.2	Elective Subject Group Constraints Setup	89
6.2.1	Set Two Subject Groups to be put into Different Time Blocks	89
6.2.2	Set Two Subject Groups to be put into Same Time Block	91
6.2.3	Export Subject Group Constraints	92
6.3	Generate / Maintain Time Blocks	94
6.3.1	Generate Elective Subject Groups into Time Blocks based on Elective Subject Group Constraints	94
6.3.2	Partial Generation of Time Blocks with Fixed Elective Subject Group(s)	99

6.3.3	Create Customised Time Block	104
6.3.4	Update Generated/Created Time Blocks.....	109
6.3.5	Import Time Blocks	110
6.3.6	Export Time Blocks.....	114
6.3.7	Calculate Estimated Satisfaction Rate of Time Block.....	116
6.3.8	Mark and Unmark as Confirmed Time Block	118
7.	Elective Subject Allocation	120
7.1	Elective Subject Allocation Orders.....	120
7.1.1	Generate Elective Subject Allocation Orders (Applicable to “by Overall Ranking” only) 120	
7.1.2	Generate Elective Subject Allocation Orders (Applicable to “by Elective Subject Queue” only) 124	
7.1.3	Import Elective Subject Allocation Orders.....	128
7.1.4	Export Elective Subject Allocation Orders	135
7.1.5	Print Preview of Elective Subject Allocation Orders	137
7.2	Allocate Elective Subjects	138
7.2.1	Generate Elective Subject Allocation Results	138
7.2.2	Manually Allocate / Withdraw and Fix / Unfix Elective Subject Group	143
7.2.3	Clear Elective Subjects Allocation Results	151
7.2.4	Import Elective Subjects Allocation Results.....	152
7.2.5	Export Elective Subjects Allocation Results	156
7.2.6	Print Preview of Elective Subject Allocation Results	158
7.2.7	Filter Student Records by Allocated Subject/ Module	159
7.2.8	Satisfaction Rate of Elective Subject Allocation Results	160
7.2.9	Using Different Allocation Choices for Different Students (Overall Ranking)	160
7.2.10	Partial Allocation of Subjects/ Modules (Elective Subject Queue)	161
7.3	Fix / Unfix Allocated Subjects/ Modules.....	164
7.3.1	Fix / Unfix an Individual Subject/ Module	164
7.3.2	Fix / Unfix Multiple Allocated Subjects/ Modules	165
7.3.3	Fix / Unfix Filtered Subjects/ Modules.....	166
8.	Print Timetables.....	168
8.1	Export Time Block Result to CloudSAMS	168

8.2	Export Allocation Results to CloudSAMS	170
8.3	Import Master Timetable.....	171
8.3.1	Import from CloudSAMS.....	172
8.3.2	Import from Other Sources.....	176
8.3.3	Export Master Timetable	180
8.4	Print Students' Individual Timetables	182
9.	Reports.....	184
9.1	Time Block with Satisfaction Rate.....	185
9.2	Elective Subject Statistics.....	186
9.3	List of Students for Elective Subjects	187
9.4	List of Student Options in Priority Order & Elective Subject Allocation	187
9.5	Vacancies of Elective Subjects	188
9.6	List of Students with Insufficient Elective Subject Allocation.....	189
9.7	List of Students with Offered Subjects/ Modules	189
9.8	List of Students with Subject Allocation and Block Allocation Results	190
	Appendix	191
I.	Definition of "Finish" in Current Status	191
II.	Calculation of Satisfaction Rate	192
III.	Allocation Algorithm Choices (Overall Ranking)	194
IV.	Allocation Algorithm (Elective Subject Queue)	195
V.	Subject Group Distribution Choices	196
VI.	Backtracking Function.....	199

1. General Information of SOP

1.1 Mandatory Field

All mandatory fields are marked with an asterisk (*).

Add New Student

Student No.*

Student Name*

Gender*
☐ Male ☐ Female

Class*

Class No.

Next Year Class

Rank#

No. of Elective Subjects*

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

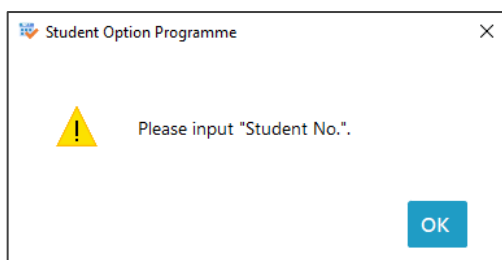
1.2 System Message

After clicking the action / function button (e.g., “Save”, “Generate”, etc.), one of the following three types of system messages will be prompted to users if applicable:

- **Warning message:**

Warning messages will be prompted to users if discrepancy is found after the SOP has validated all the mandatory fields and their data format.

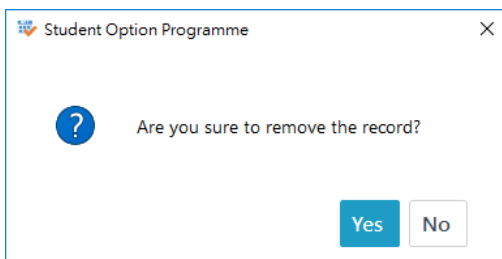
Example of warning message box



- **Confirmation message:**

Confirmation messages will be prompted when the SOP asks for confirmation in some cases.

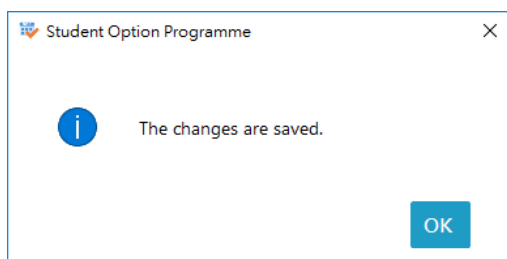
Example of confirmation message box



- **Information message:**

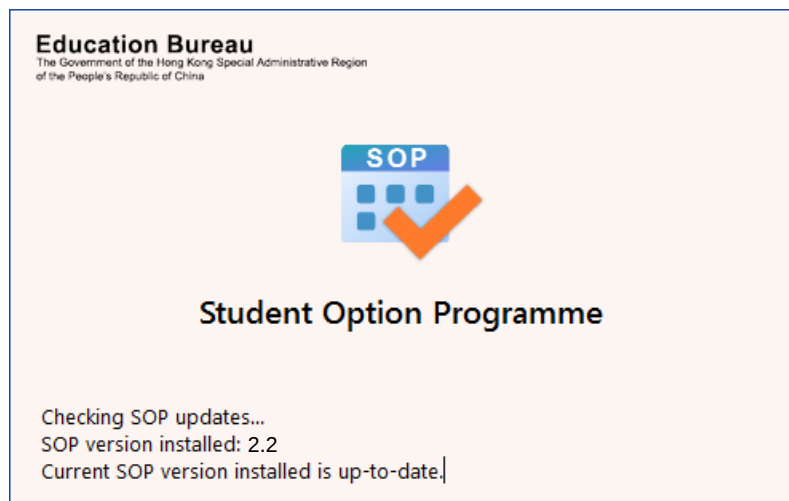
Information messages will be prompted after the SOP has processed an action.

Example of information message box



1.3 System Version Upgrade

When the SOP is launching and the PC is connected to the Internet, the programme version of the SOP and data file template will be checked for upgrade automatically. If a newer version is found, the SOP will upgrade the programme version upon users' confirmation and update the data file template automatically.

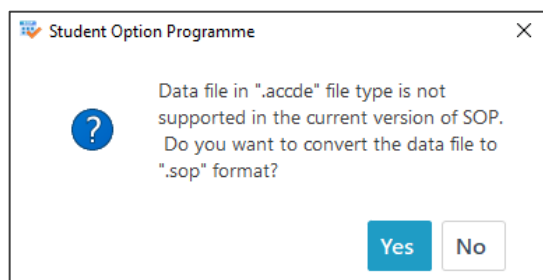


1.4 Data File Conversion

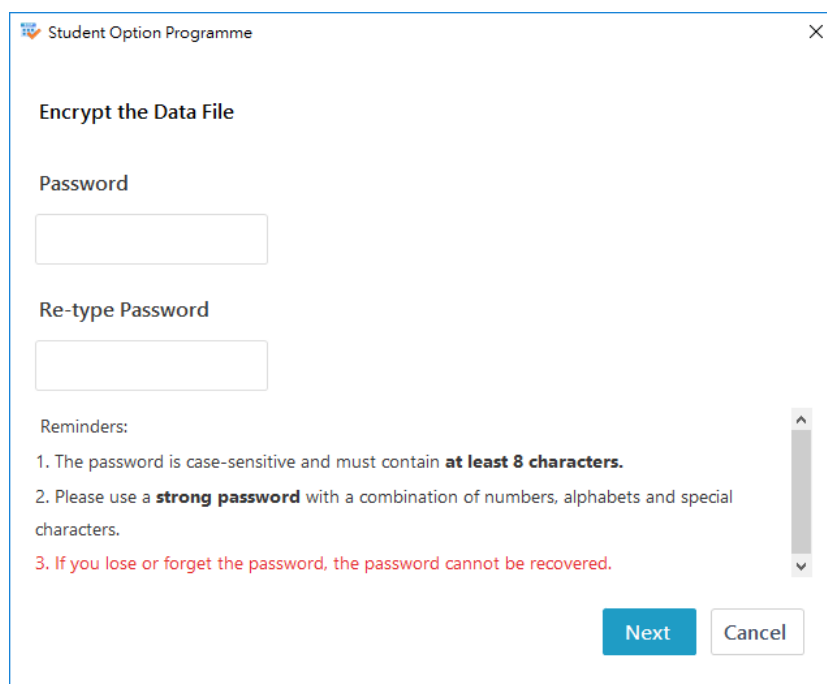
1.4.1 Convert from “.accde” to “.sop”

When an “.accde” data file of a previous version of SOP is opened, SOP will convert the data structure and the data file type to “.sop” upon users’ confirmation. If users refuse to perform data conversion, the data file in “.accde” file format cannot be opened.

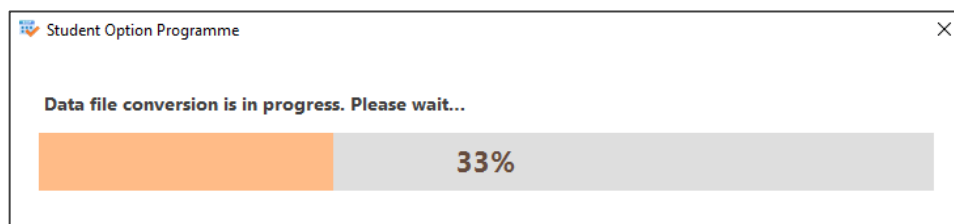
When users open an “.accde” data file, the SOP will display the data file conversion in a confirmation box.



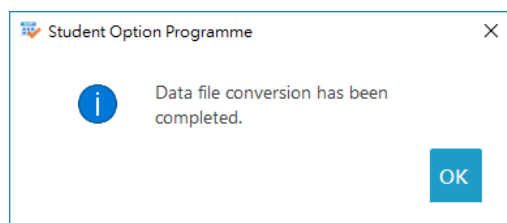
If users click the “Yes” button, a self-defined password for the new “.sop” file will be required.

A screenshot of a dialog box titled "Student Option Programme" with the subtitle "Encrypt the Data File". It contains two input fields labeled "Password" and "Re-type Password". Below these fields, there is a "Reminders" section with three bullet points: "1. The password is case-sensitive and must contain **at least 8 characters**.", "2. Please use a **strong password** with a combination of numbers, alphabets and special characters.", and "3. If you lose or forget the password, the password cannot be recovered." At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

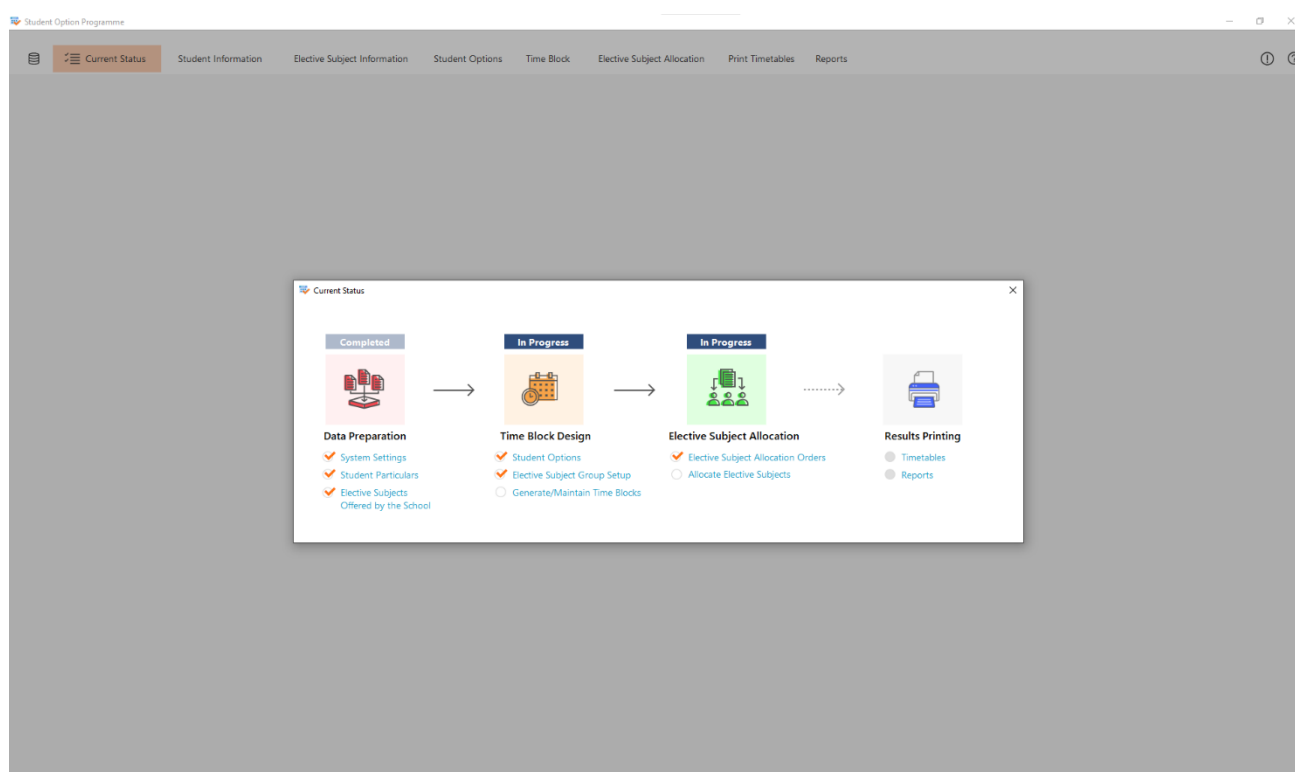
After clicking the “Next” button, the SOP will start converting the file.



After the conversion is completed, a prompt box will be displayed.



The converted “.sop” file will be opened automatically and saved as the same name as the “.accde” file under the same file location.

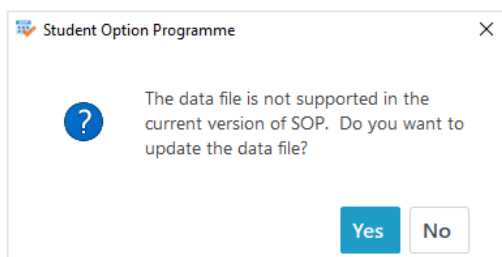


Name	Date modified	Type	Size
 data.accde	5/9/2024 6:59 PM	Microsoft Access ...	14,568 KB
 data.sop	5/9/2024 6:59 PM	Data File for Stude...	14,428 KB

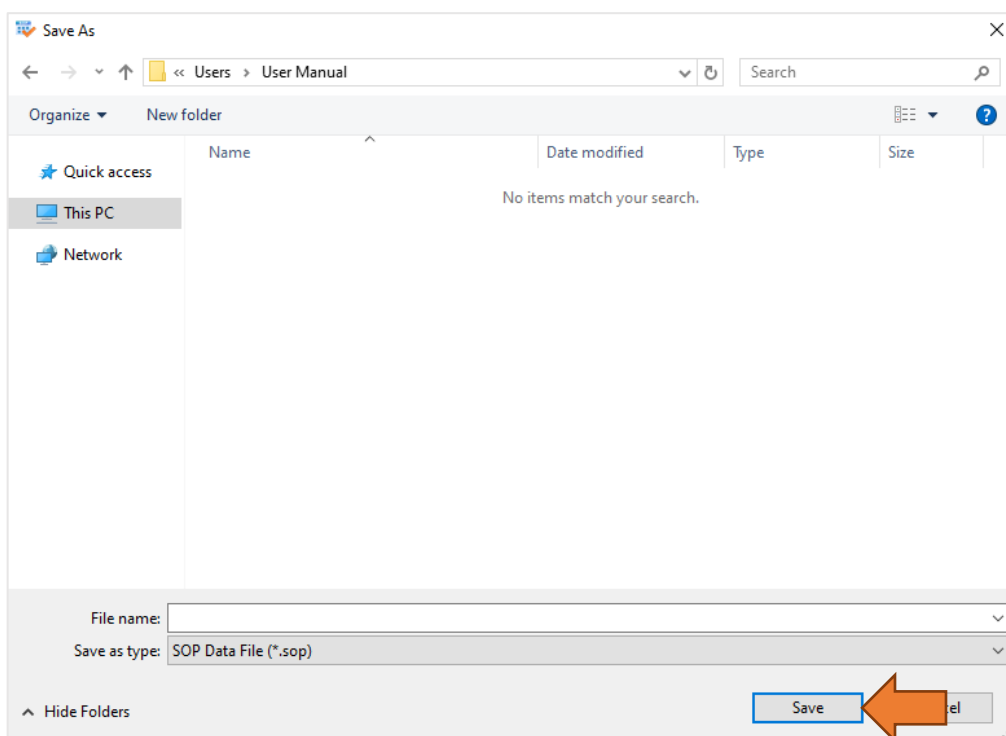
1.4.2 Convert “.sop” from previous version to latest version.

When an “.sop” data file of a previous version of SOP which is not supported in the current version is opened, SOP will convert the data structure upon users’ confirmation. If users refuse to perform data file update, the data file cannot be opened.

When users open an “.sop” data file that is not supported by the current version of SOP, the SOP will display the data file update in a confirmation box.



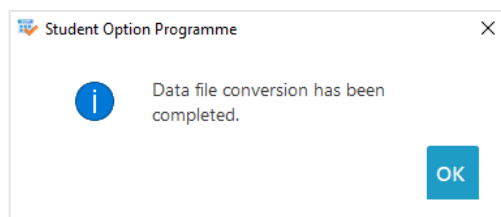
If users click the “Yes” button, a folder destination and new file name for the new “.sop” file will be required.



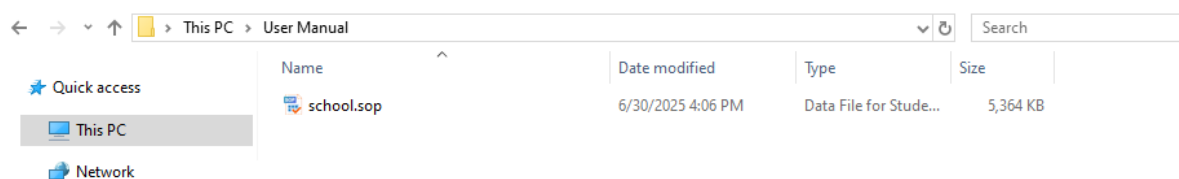
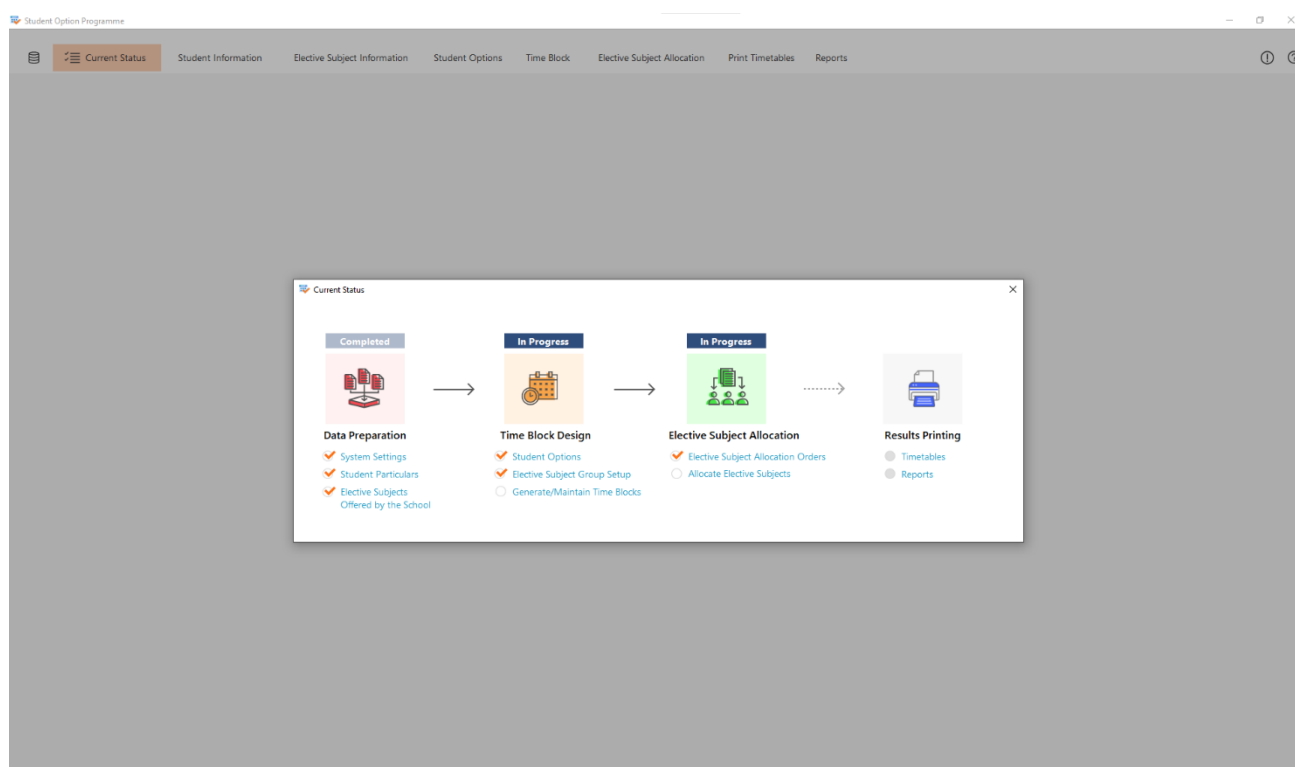
After clicking the “Save” button, the SOP will start converting the file.



After the conversion is completed, a prompt box will be displayed.



The converted “.sop” file will be opened automatically, encrypted by the original password and saved as the defined name in the defined location.



1.5 Main Window

The main window of the SOP consists of 4 sections:

- **Main Menu:** a full menu to access each page.
- **Working Area:** The working space of the SOP. **Function Buttons** and **Action Area** are the components in the working space. The function buttons are placed below the page heading, allowing users to execute different functions on the pages, such as create New, Import and Export data. The Action Area is where users can input values for the selected entry.
- **Last Modified User:** a section to display the username of the last modified user.
- **Data File in Use:** a section showing the currently opened data file. Mouse over to show the file path.

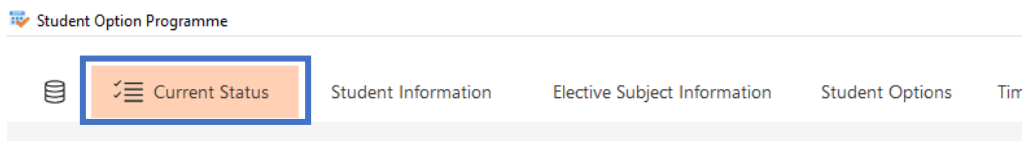
The screenshot shows the Student Option Programme (SOP) main window. The interface includes a menu bar at the top with options like 'Current Status', 'Student Information', 'Elective Subject Information', 'Student Options', 'Time Block', 'Elective Subject Allocation', 'Print Timetables', and 'Reports'. Below the menu bar is a 'Student Information > Student Particulars' section. This section contains a table of student data and a 'View Student Particulars' form on the right. The table has columns for Student No., Student Name, Gender, Class, Class No., and Elective Subjects. The 'View Student Particulars' form includes fields for Student No., Student Name, Gender (Male/Female), Class, Class No., Next Year Class, Rank#, and No. of Elective Subjects. At the bottom of the window, there are two status bars: 'Last Modified by: school' and 'Current Data File: data.sop'. Callouts identify the following sections:

- Main Menu:** The menu bar at the top of the window.
- Function Buttons:** The buttons (+ New, Import, Export) located below the page heading.
- Action Area:** The 'View Student Particulars' form on the right side of the table.
- Last Modified User:** The 'Last Modified by: school' status bar at the bottom left.
- Date File in Use:** The 'Current Data File: data.sop' status bar at the bottom right.

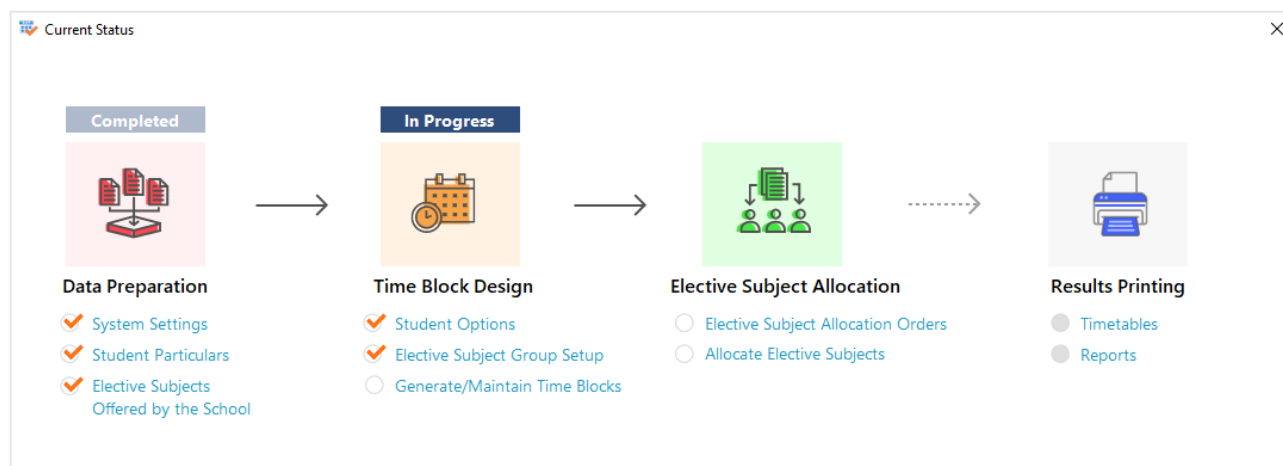
Student No.	Student Name	Gender	Class	Class No.	Elective Subjects
03			3A	1	
07			3A	2	39 3
01			3A	3	166 3
060810	Barbara Cheng	F	3A	4	73 2
087263	Betty Fan	F	3A	5	31 3
090241	Charles Dai	M	3A	6	13 2
082078	Christopher Law	M	3A	7	19 2
086122	Daniel Tse	M	3A	8	162 3
097370	David Hui	M	3A	9	176 3
027196	Donald Chiu	M	3A	10	
050421	Donna Leung	F	3A	11	
014786	Elizabeth Lau	F	3A	12	
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
017892	Karen Lam	F	3A	20	168 3
031889	Kimberly Ding	F	3A	21	52 3

1.6 Current Status

The “**Current Status**” screen will be displayed when users open an “.sop” file or click the “Current Status” button in the main menu.



Below shows the “Current Status” screen.



Users can click the page name in the “**Current Status**” screen to be directed to the page. Users can also check the status of each page. Two types of symbols will be displayed in front of the page name to indicate the status.

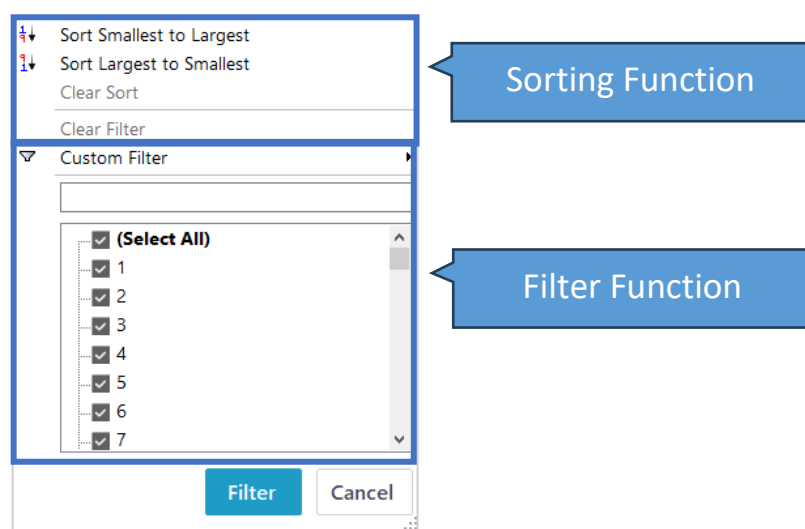
- ☒ will be shown in front of **finished items**
- ☐ will be shown in front of **unfinished items**



For the definition of “finish”, please refer to Appendix I [Definition of Finish in Current Status](#).

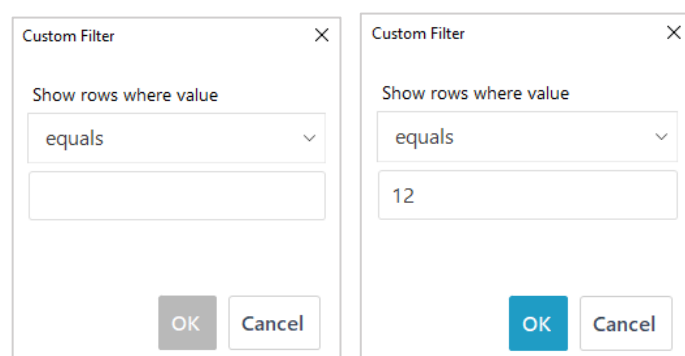
1.7 Sorting & Filtering

The SOP provides an Excel-like sorting and filtering function for each table column. Users can click the  button on the column title to display the sorting and filtering prompt box.



After selecting any filter items, users can click “Filter” button to perform the filtering.

Custom Filter function is also provided for users to do advanced filtering.

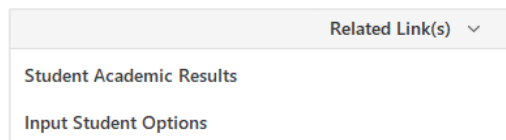


Click “OK” button to filter the column value.

1.8 Related Links

At the top right corner of each page, there is a “Related Links” dropdown button. This is a quick menu of shortcuts for users to access the related pages.

For example, in the “Student Particulars” page, the related links include the “Student Academic Results” page and “Input Student Options” page.



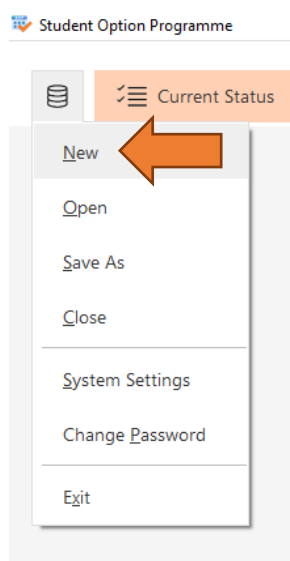
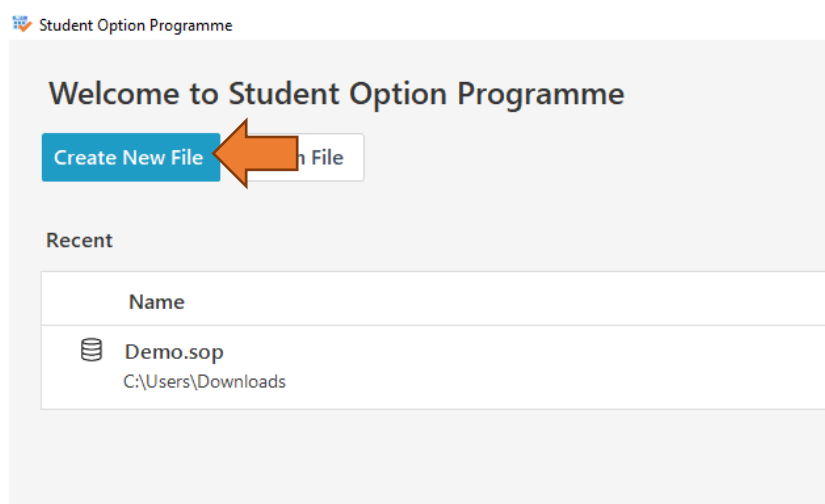
2. File Operation

This section shows all the data file related functions. They are:

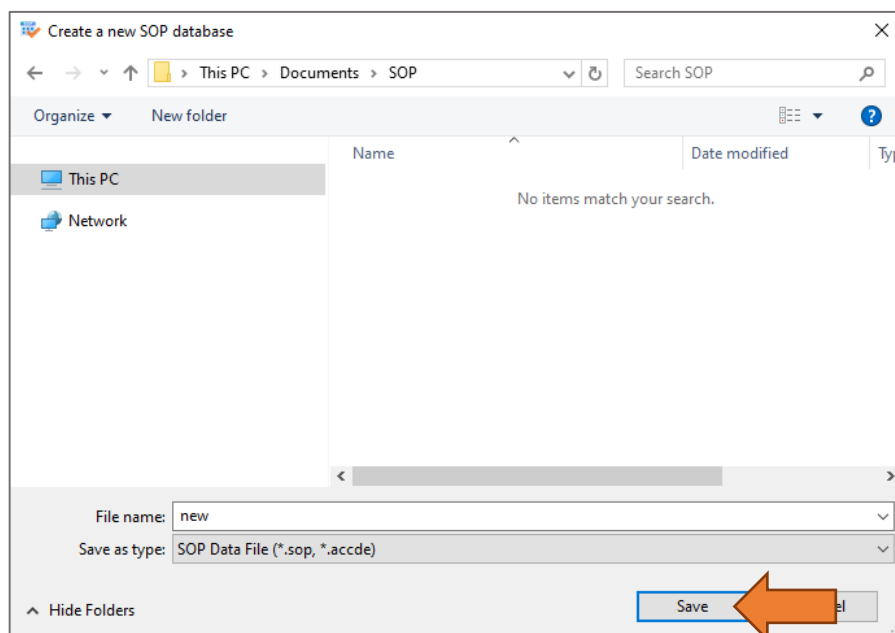
- creating a new data file;
- opening an existing data file;
- saving the opened data file as a copied data file;
- closing the opened data file;
- change the system settings of the opened data file;
- changing the password of the opened data file; and
- exiting the SOP.

2.1 New

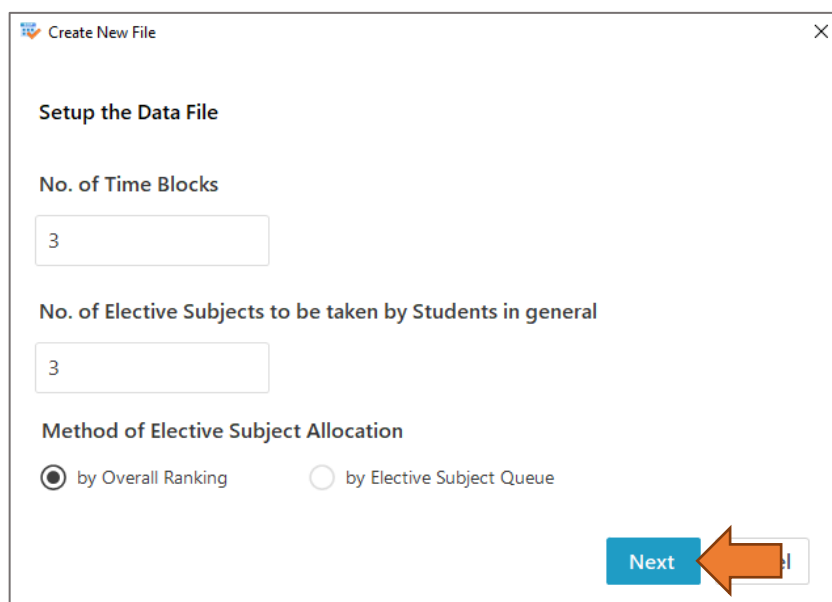
Click **“Create New File”** button in the “Welcome” page or File Operation Menu ( → New) to create a new “.sop” file.



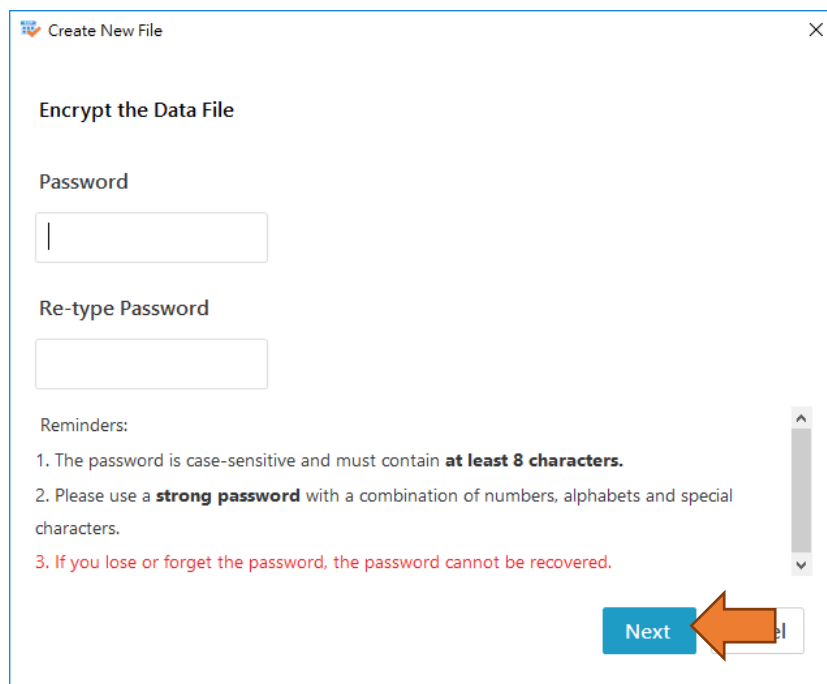
Select the destination folder, enter the filename of the new “.sop” file, and click “Save” button.



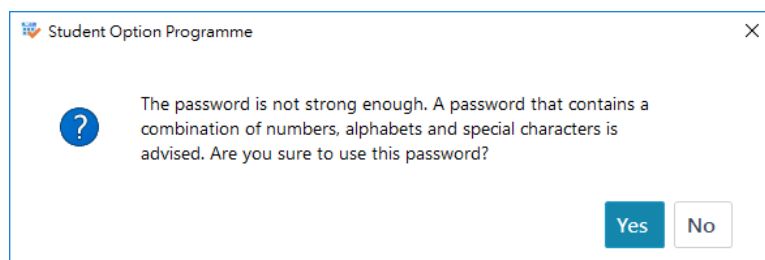
Input the system settings and click “Next” button.



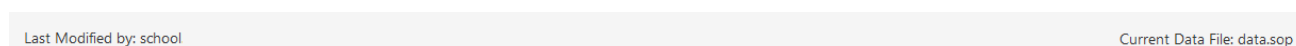
Setup the self-defined password of the data file and click “Next” button.



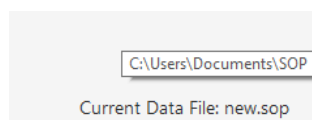
If the entered password is not strong enough, the SOP will prompt a message for confirmation.



The system opens the newly created date file. The filename is shown at the bottom right corner.



Mouse over the filename to display the file path.



2.2 Open

Click **“Open File”** button in the “Welcome” page, or File Operation Menu ( → Open) to open an existing data file.

 Student Option Programme

Welcome to Student Option Programme

Create New File

Open File 

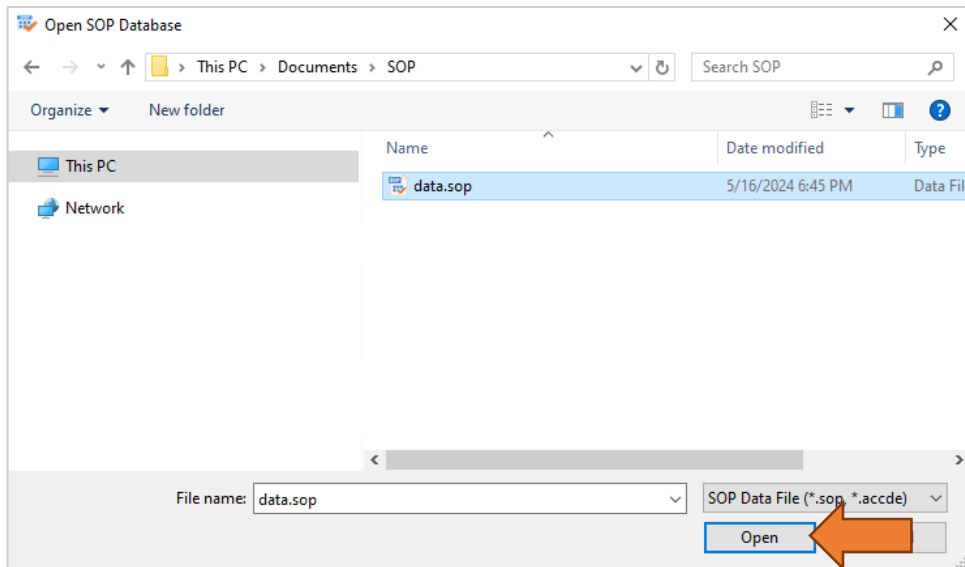
Recent

Name	
	Demo.sop C:\Users\Downloads

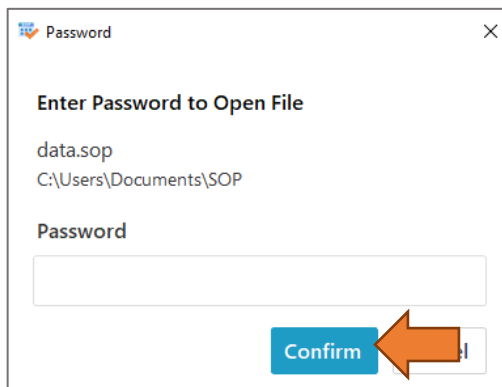
 Student Option Programme

	 Current Status
New	
Open 	
Save As	
Close	
System Settings	
Change Password	
Exit	

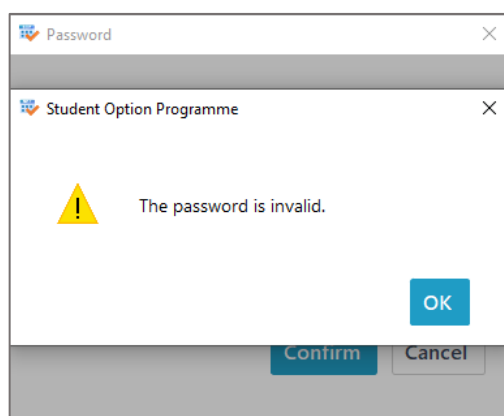
Choose a data file to open, and then click “Open” button.



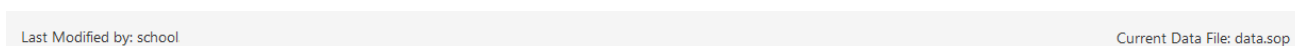
Enter password of the data file and click “Confirm” button.



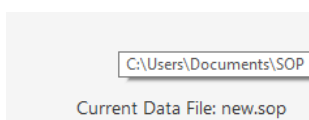
If the entered password is incorrect, a warning message will be displayed. Users have to open the data file and enter the password again.



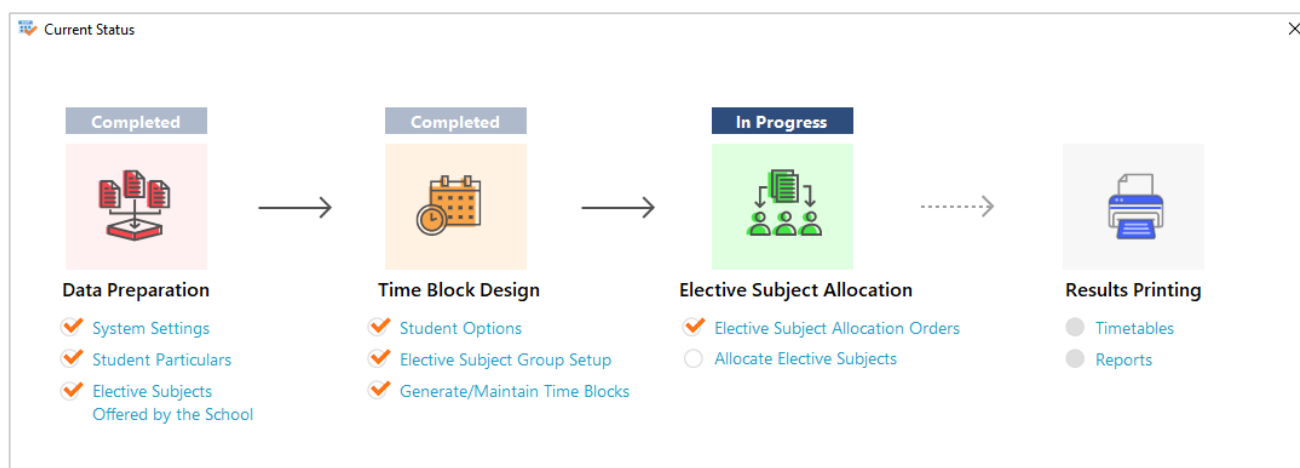
If the entered password is correct, the system will open the data file. The filename will be shown at the bottom right corner.



Mouse over the filename to display the file path.

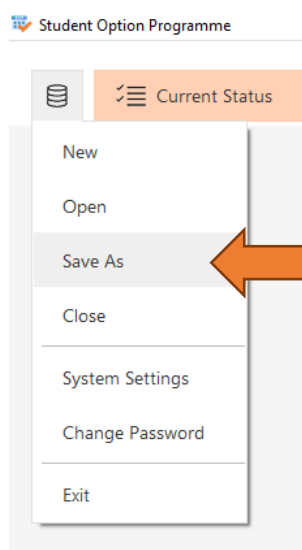


The “Current Status” screen will be displayed after the data file is opened.

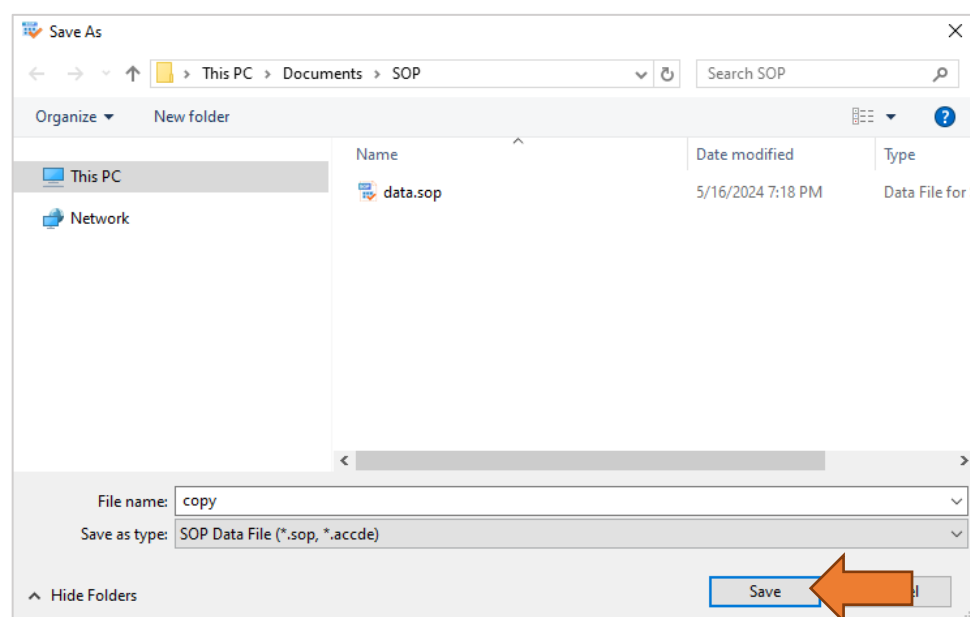


2.3 Save As

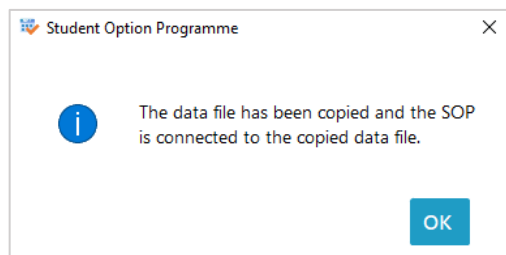
Click File Operation Menu ( → Save As) to copy the opened data file.



Select the destination folder, enter the name of the copied data file, and click “Save” button.



The system will prompt the following message box when the process is finished.

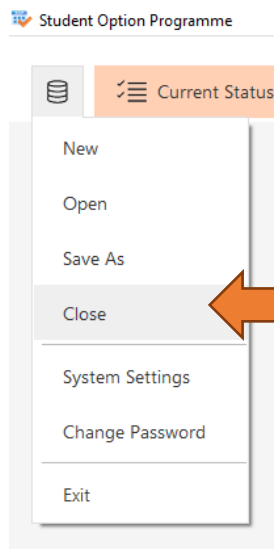


The original data file will be closed and the copied data file will be opened. The filename will be shown at the bottom right corner.

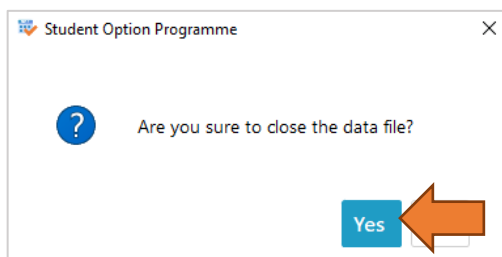


2.4 Close

Click File Operation Menu ( → Close) to close the opened data file.

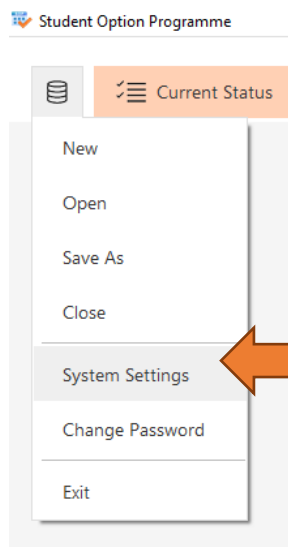


Click “Yes” button to close the data file.

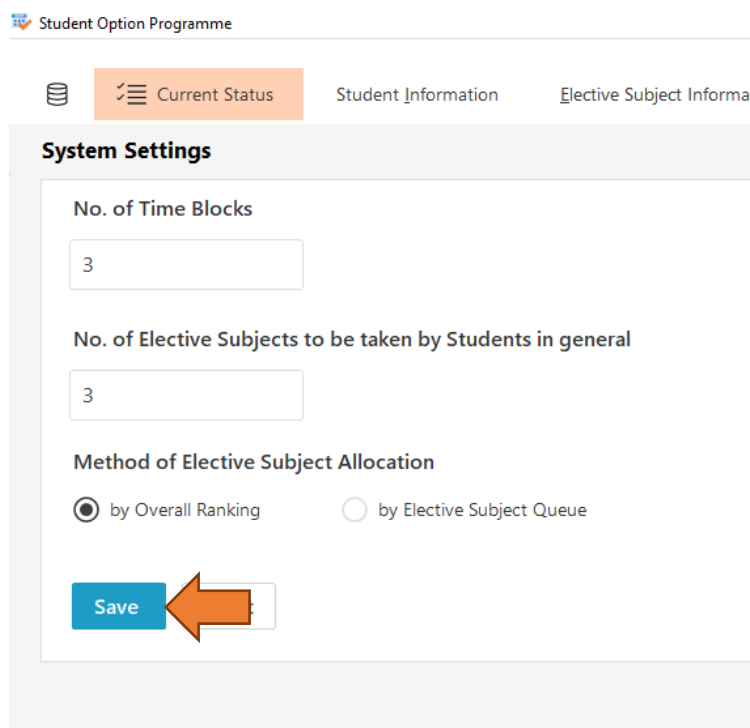


2.5 System Settings

Click File Operation Menu ( → System Settings) to change the system settings of the opened data file.

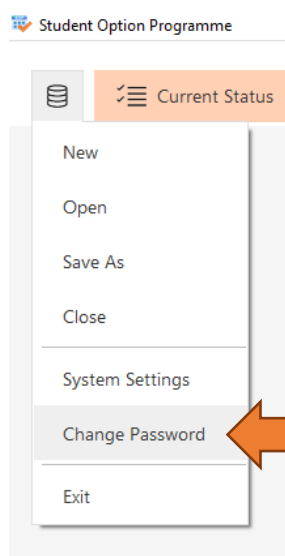


Update the settings, and click “Save” button to apply the changes, or click “Reset” button to revert the changes made.

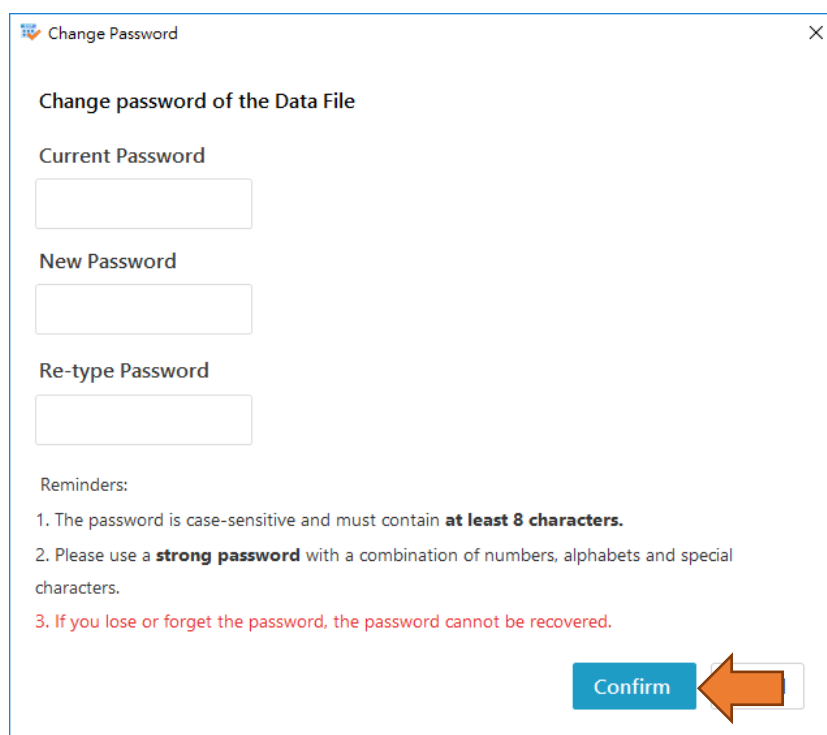


2.6 Change Password

Click File Operation Menu ( → Change Password) to change the password of the data file.



Enter “Current Password”, “New Password” and “Re-type Password”, and click “Confirm” button.

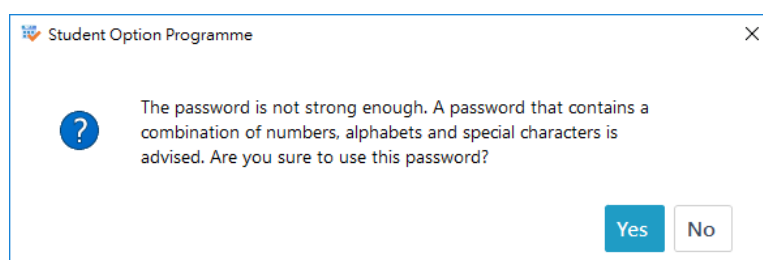


The 'Change Password' dialog box is shown. It has a title bar with the 'Student Option Programme' icon and a close button. The main content area is titled 'Change password of the Data File'. It contains three input fields: 'Current Password', 'New Password', and 'Re-type Password'. Below these fields, there is a 'Reminders' section with three numbered points:

1. The password is case-sensitive and must contain **at least 8 characters**.
2. Please use a **strong password** with a combination of numbers, alphabets and special characters.
3. If you lose or forget the password, the password cannot be recovered.

At the bottom right, there is a blue 'Confirm' button. An orange arrow points to this button.

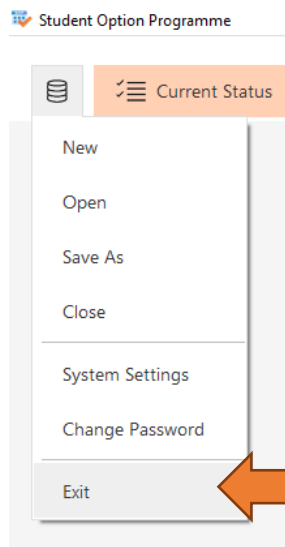
If the new password is not strong enough, the SOP will prompt a message for confirmation.



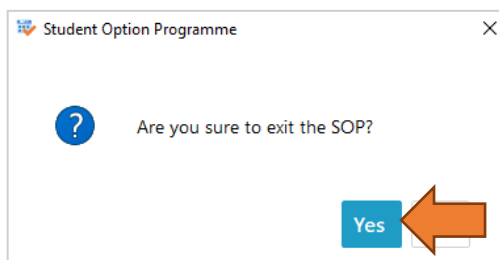
The 'Student Option Programme' window displays a confirmation message. It features a question mark icon and the text: 'The password is not strong enough. A password that contains a combination of numbers, alphabets and special characters is advised. Are you sure to use this password?'. At the bottom, there are two buttons: 'Yes' (blue) and 'No' (white).

2.7 Exit

Click File Operation Menu ( → Exit) to exit the SOP.



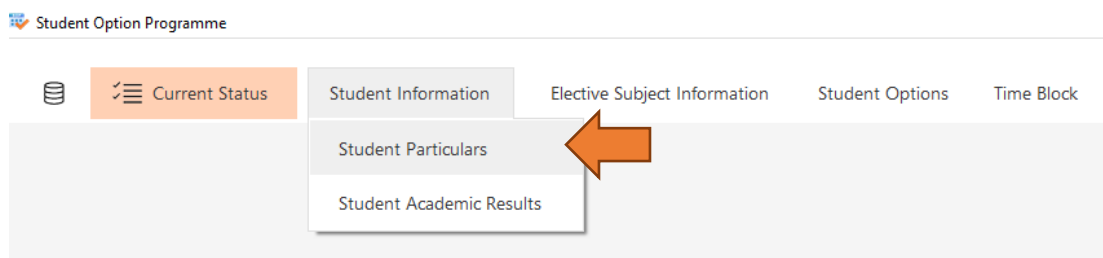
Click “Yes” button to exit the SOP.



3. Student Information

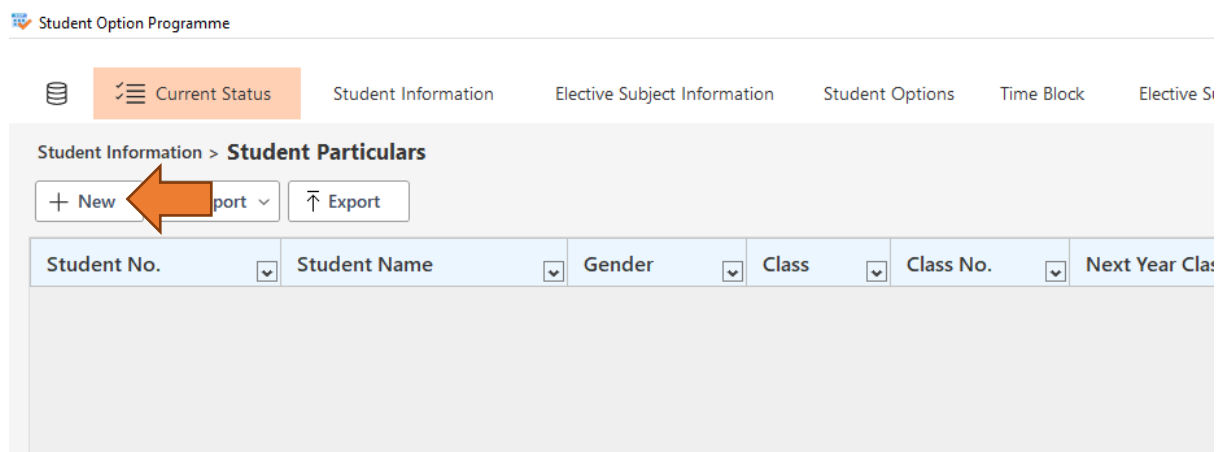
3.1 Student Particulars

Click Main Menu (Student Information → Student Particulars) to browse the student particulars of S3 students.



3.1.1 Add a New Student

Click “New” button to add a new student to the student list.



Input the particulars of the new student in the Action Area, and click “Save” button. Please note that “Student No.” cannot be edited after saving.

Student Information > Student Particulars

+ New | Import | Export

Student No. | Student Name | Gender | Class | Class No. | Next Year Class | Rank | No. of Ele

Add New Student

Student No.*

Student Name*

Gender*
☐ Male ☐ Female

Class* Class No. Next Year Class

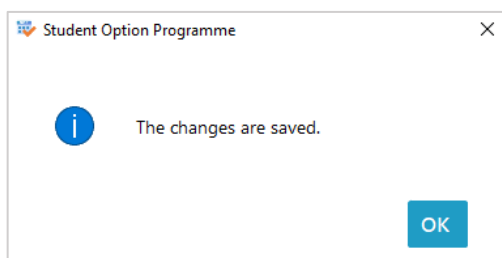
Rank# No. of Elective Subjects*

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): 0 No. of student(s) filtered: 0

A new record is added.



The new record will be displayed in the student list.

Student Information > Student Particulars

+ New | Import | Export

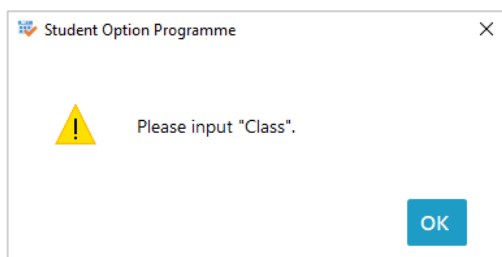
Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects
000001	Student A	F	3A	2	4A	25	3



To input the particulars of all S3 students in one go, please refer to 3.1.4 [Import Student Particulars](#).

Validation:

1. If any mandatory field is not filled in, the system will prompt a warning message and highlight the field in red.



Gender*

☒ Male ☐ Female

Class* Class No. Next Year Class

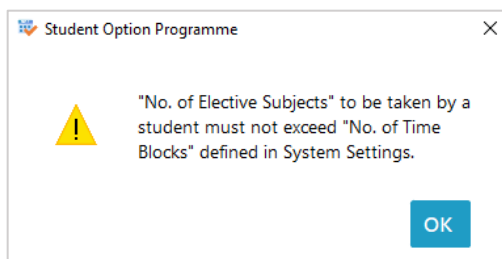
Rank# No. of Elective Subjects*

53 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

2. If the "No. of Elective Subjects" to be taken by a student is greater than the "No. of Time Blocks" defined in "System Settings", the system will prompt a warning message and the record will not be saved.

**3.1.2 Update Student Particulars**

Double click a student record in the table to update the particulars of a student.

Student Information > **Student Particulars**

+ New ↓ Import ↑ Export

Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects
000001	Student A	F	3A	2	4A	25	3

Update the particulars of the student in the Action Area, and click “Save” button.

Student Information > Student Particulars

+ New Import Export

Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects	
000001	Student A	F	3A	2	4A	25	3	

Update Student Particulars

Student No.*
000001

Student Name*
Student A

Gender*
☐ Male ☒ Female

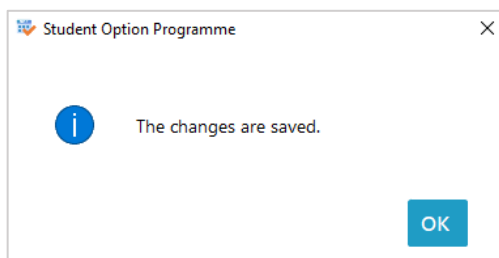
Class* Class No. Next Year Class
 3A 2 4A

Rank# No. of Elective Subjects*
 25 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

The selected record is updated.



To update the particulars of all S3 students in one go, please refer to 3.1.4 [Import Student Particulars](#).

3.1.3 Delete a Student

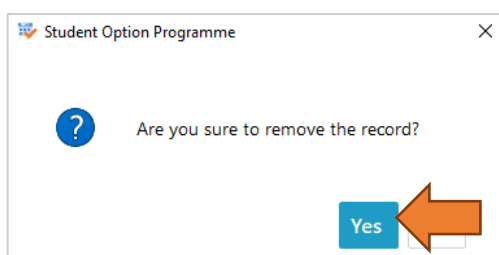
Click the delete icon () to delete a student from the student list.

Student Information > Student Particulars

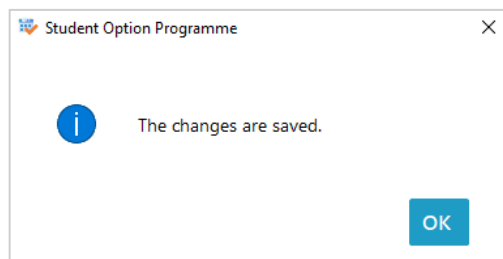
+ New Import Export

Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects	
000001	Student A	F	3A	2	4A	25	3	

Click “Yes” button to confirm the deletion.

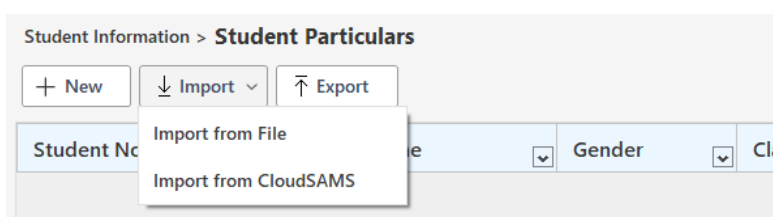


The selected record is deleted.



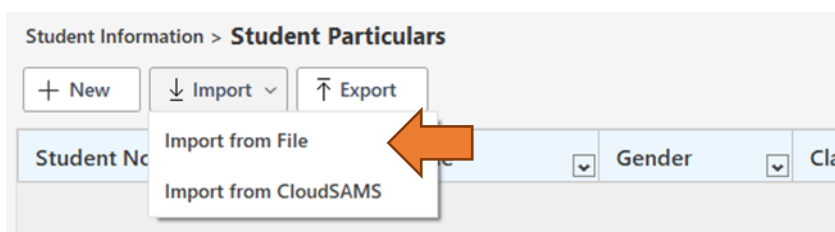
3.1.4 Import Student Particulars

Users can import data via Excel or CSV file. Click “Import” button to choose “Import from File” or “Import from CloudSAMS”.



3.1.4.1 Import from File

Click “Import from File” button.



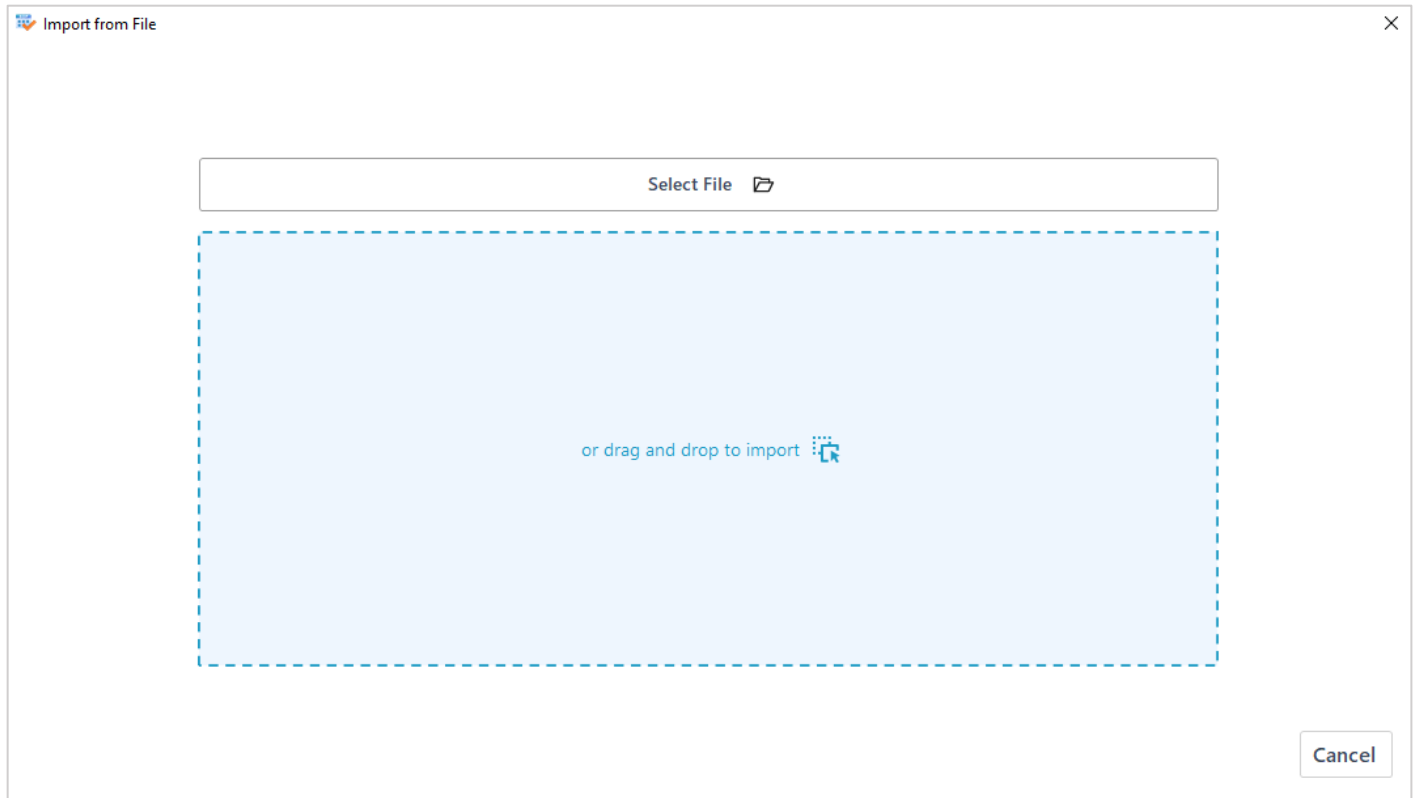
Below shows a sample Excel file.

	A	B	C	D	E	F	G	H	I
	Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects	
1									
2	031137	Andrew Ko	M	3A	1		178	2	
3	078451	Anthony Pak	M	3A	2		39	3	
4	017833	Ashley Fong	F	3A	3		166	3	
5	060810	Barbara Cheng	F	3A	4		73	2	
6	087263	Betty Fan	F	3A	5		31	3	
7	090241	Charles Dai	M	3A	6		13	2	
8	082078	Christopher Law	M	3A	7		19	2	
9	086122	Daniel Tse	M	3A	8		162	3	
10	097370	David Hui	M	3A	9		176	3	

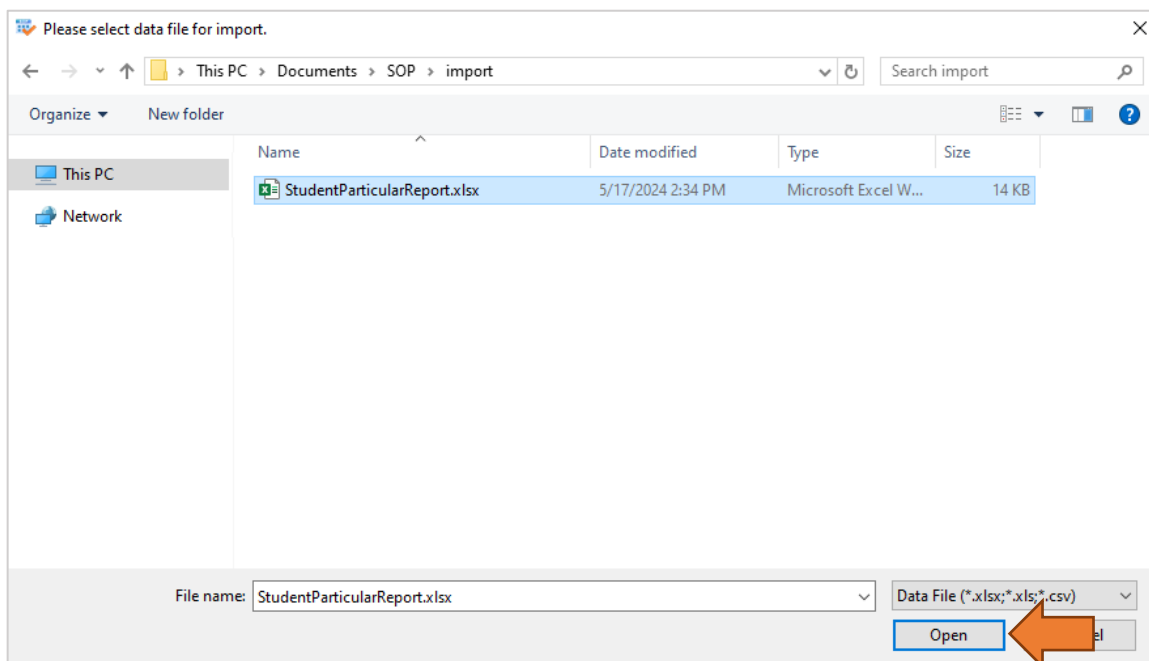


To obtain file template for import, please refer to 3.1.5 [Export Student Particulars](#).

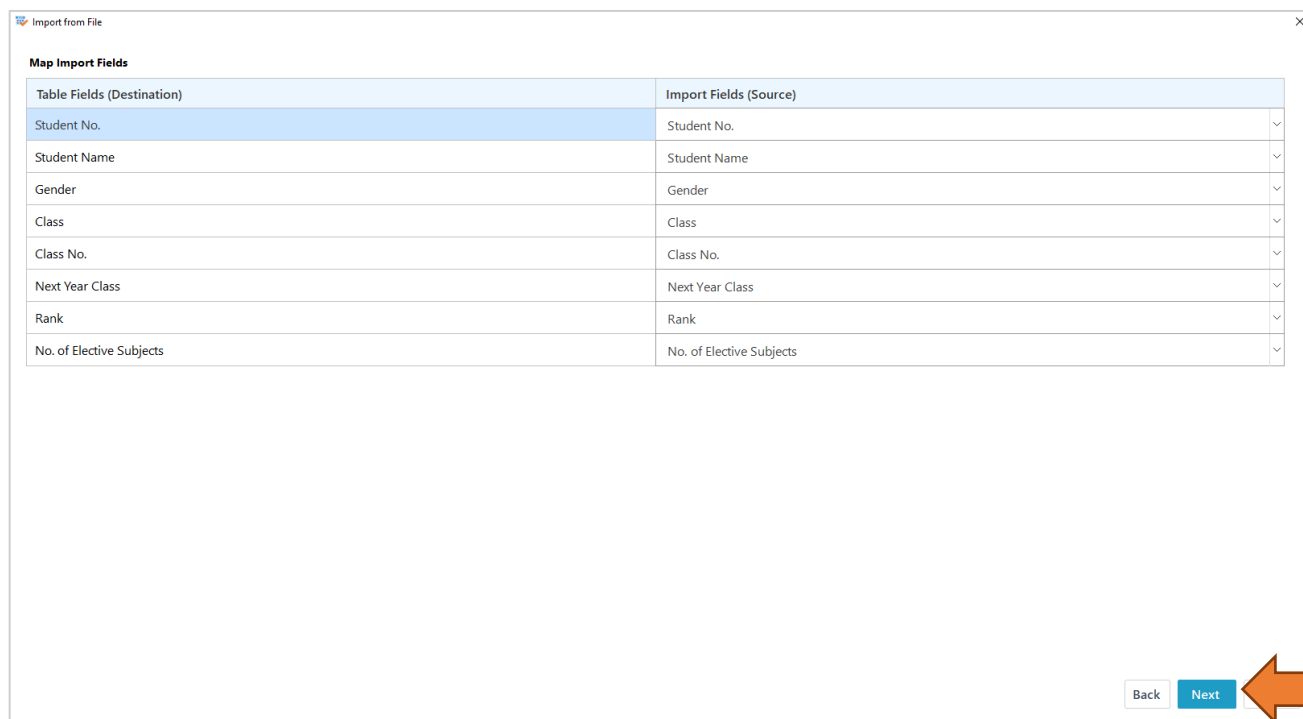
Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

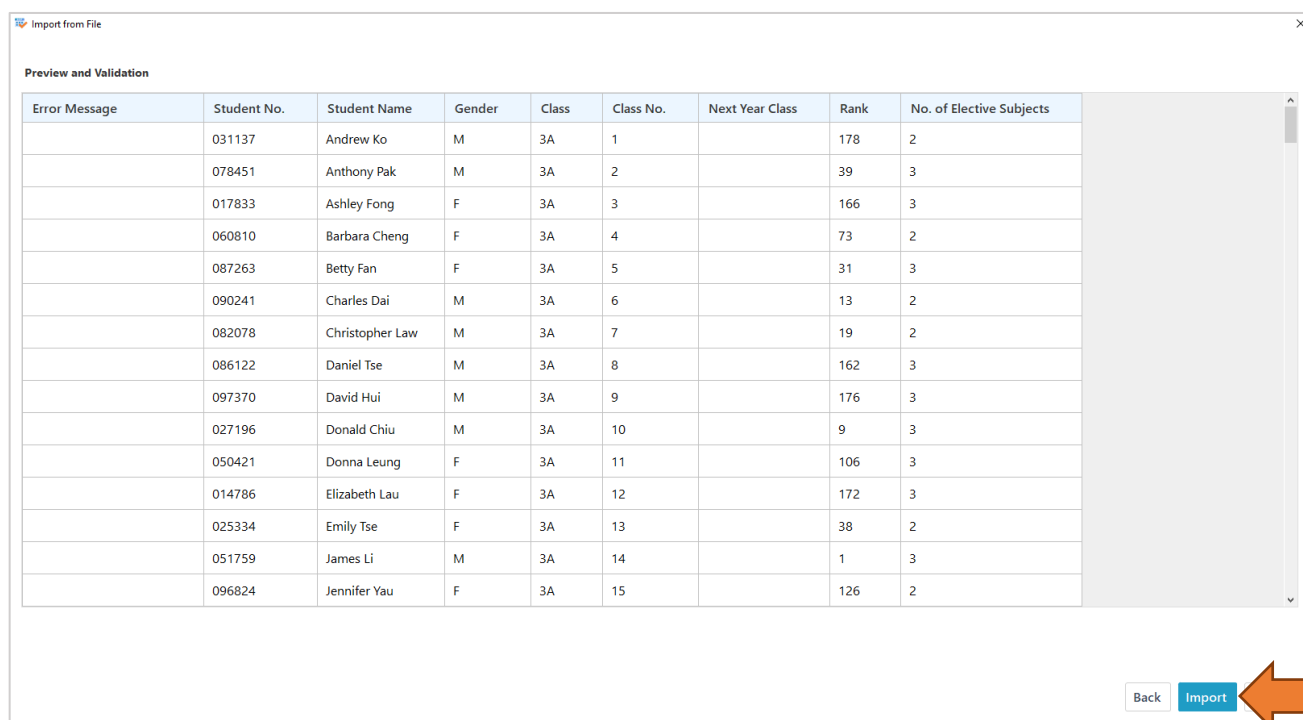


Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student No.
Student Name	Student Name
Gender	Gender
Class	Class
Class No.	Class No.
Next Year Class	Next Year Class
Rank	Rank
No. of Elective Subjects	No. of Elective Subjects

Back Next

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.



Preview and Validation

Error Message	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

Back Import

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	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

Data import is in progress. Please wait...

99%

Data import is completed. Click “OK” button.

Import from File

Preview and Validation

Error Message	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

Data import is in progress. Please wait...

100%

Student Option Programme

Data import has been completed.

OK

The data is imported and displayed in the student list.

Student Information > Student Particulars

+ New | Import | Export

Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects
00046436	CHAN XXX HO	F	3A	1		1	3
00146436	CHAN XXX HO	F	3A	2		2	3
00042632	CHAN XXX MAN	F	3A	3		8	3
00089328	CHAN XXX TAT	M	3A	4		7	3
00001094	CHAN XXX TING	F	3A	5		10	3
00030957	CHAN XXX TING	M	3A	6		9	3
00054686	CHAN XXX WAH	M	3A	7		11	3
00046236	CHEUNG XXX WO	F	3A	8		12	3
00023582	CHIU XXX MING	M	3A	9		13	3
00047689	CHOW XXX WING	F	3A	10		14	3
00067829	HO XXX HEI	F	3A	11		16	3
00046729	HO XXX LUNG	M	3A	12		15	3
00014535	IP XXX KIT	M	3A	13		17	3
00004869	KONG XXX PING	F	3A	14		18	3
00009789	LAI XXX SUM	M	3A	15		19	3
00098734	LAW XXX	F	3A	16		20	3
00008405	LEE XXX MING	M	3A	17		23	3
00086973	LEE XXX SZE	F	3A	18		22	3
00043987	LEE XXX YIP	M	3A	19		21	3
00032897	LI XXX YIP	F	3A	20		24	3
00097648	LO XXX KI	M	3A	21		25	3

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

View Student Particulars

Student No.*
 Student Name*
 Gender*
☐ Male ☐ Female
 Class* Class No. Next Year Class
 Rank# No. of Elective Subjects*
 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

After completing the import of student particulars:

- student information in the student list will be replaced by the data in the import file

3.1.4.2 Import from CloudSAMS

Click "Import from CloudSAMS" button.

Student Information > Student Particulars

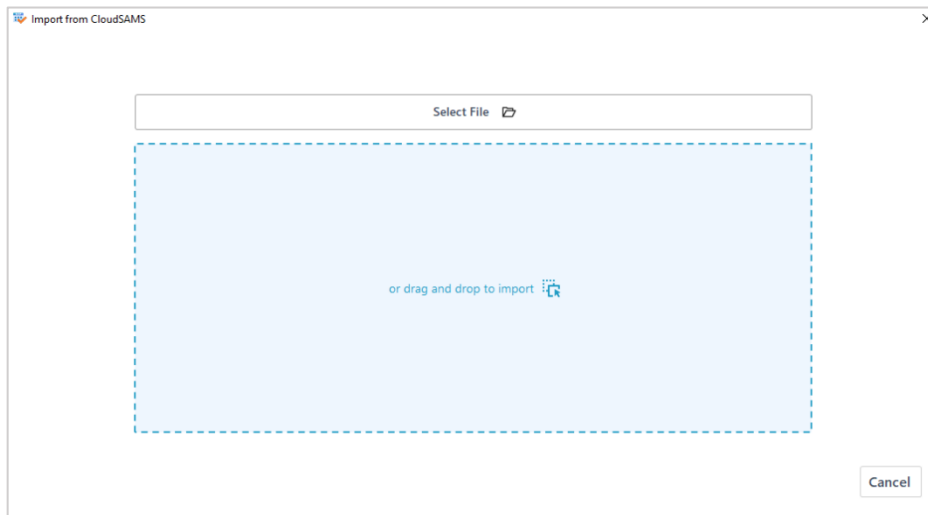
+ New | Import | Export

Student No. Import from File Import from CloudSAMS

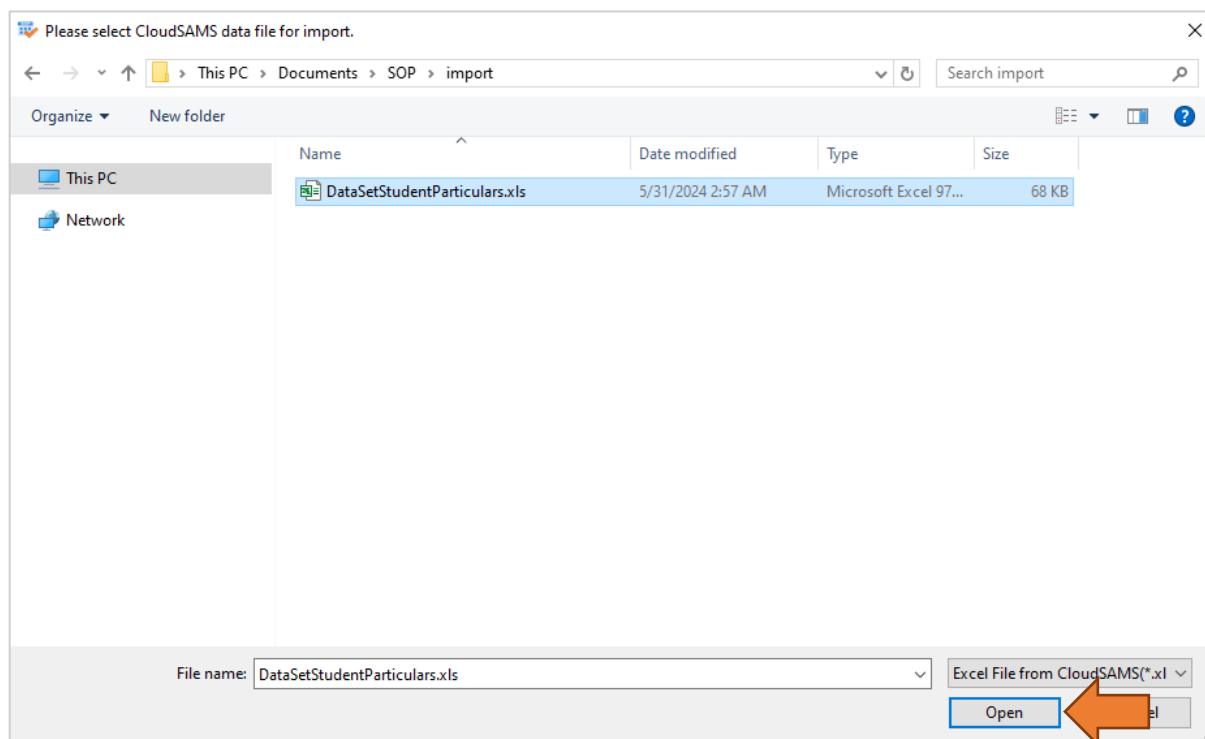
Below shows a sample Excel file exported from CloudSAMS.

	A	B	C	D	E	
1	Reg_Number	Student_Name_EN	Student_Name_CN	Gender	Class_Name	Class
2	#00046436	CHAN XXX HO		F	3A	1
3	#00146436	CHAN XXX HO		F	3A	
4	#00042632	CHAN XXX MAN		F	3A	
5	#00089328	CHAN XXX TAT		M	3A	
6	#00001094	CHAN XXX TING		F	3A	
7	#00030957	CHAN XXX TING		M	3A	
8	#00054686	CHAN XXX WAH		M	3A	

Click "Select File" button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



Select “SOP Select Rank” and “SOP Name”. The data to be imported will be shown in the table on the right-hand side for preview. Click “Import” button to import the data.

Import from CloudSAMS

SOP Student Rank

1

SOP Name

☐ Chinese Name
 ☒ English Name

RegNo	EngName	ChiName	Gender	ClassName	ClassNumber	NextYearClassName	Rank_A
#00046436	CHAN XXX HO		F	3A	1		1
#00146436	CHAN XXX HO		F	3A	2		2
#00042632	CHAN XXX MAN		F	3A	3		8
#00089328	CHAN XXX TAT		M	3A	4		7
#00001094	CHAN XXX TING		F	3A	5		10
#00030957	CHAN XXX TING		M	3A	6		9
#00054686	CHAN XXX WAH		M	3A	7		11
#00046236	CHEUNG XXX WO		F	3A	8		12
#00033503	CHUI XXX MING		M	3A	9		13

Back

Import

A progress bar will be displayed to show the import progress.

Import from CloudSAMS

SOP Student Rank

1

SOP Name

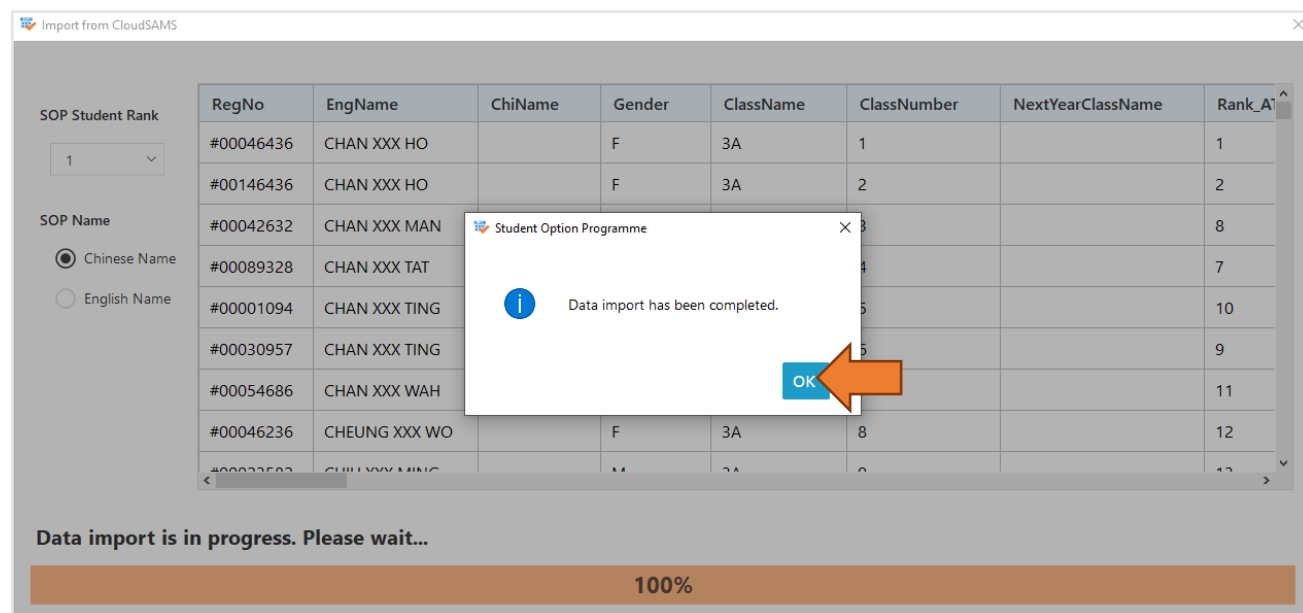
☐ Chinese Name
 ☒ English Name

RegNo	EngName	ChiName	Gender	ClassName	ClassNumber	NextYearClassName	Rank_A
#00046436	CHAN XXX HO		F	3A	1		1
#00146436	CHAN XXX HO		F	3A	2		2
#00042632	CHAN XXX MAN		F	3A	3		8
#00089328	CHAN XXX TAT		M	3A	4		7
#00001094	CHAN XXX TING		F	3A	5		10
#00030957	CHAN XXX TING		M	3A	6		9
#00054686	CHAN XXX WAH		M	3A	7		11
#00046236	CHEUNG XXX WO		F	3A	8		12
#00033503	CHUI XXX MING		M	3A	9		13

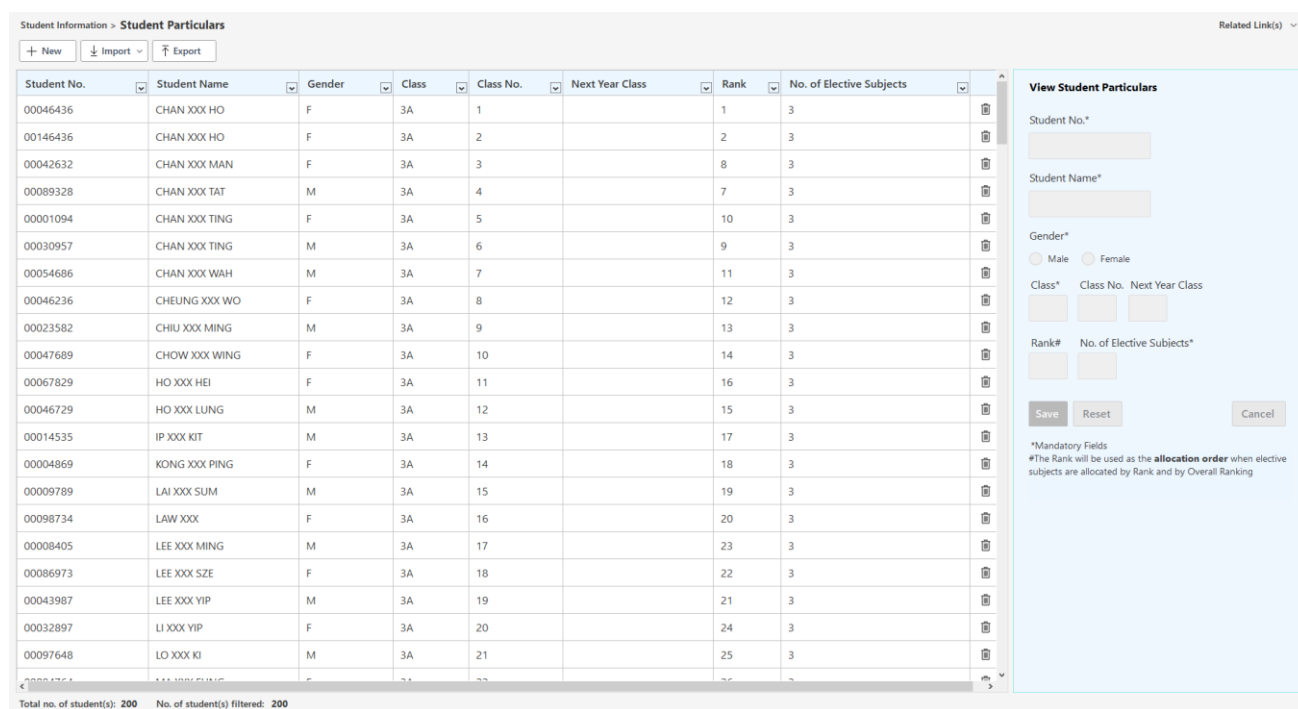
Data import is in progress. Please wait...

99%

Click “OK” button to close the completion prompt box.



The data is imported and displayed in the student list.

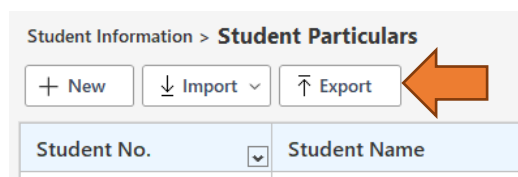


After completing the import of student particulars:

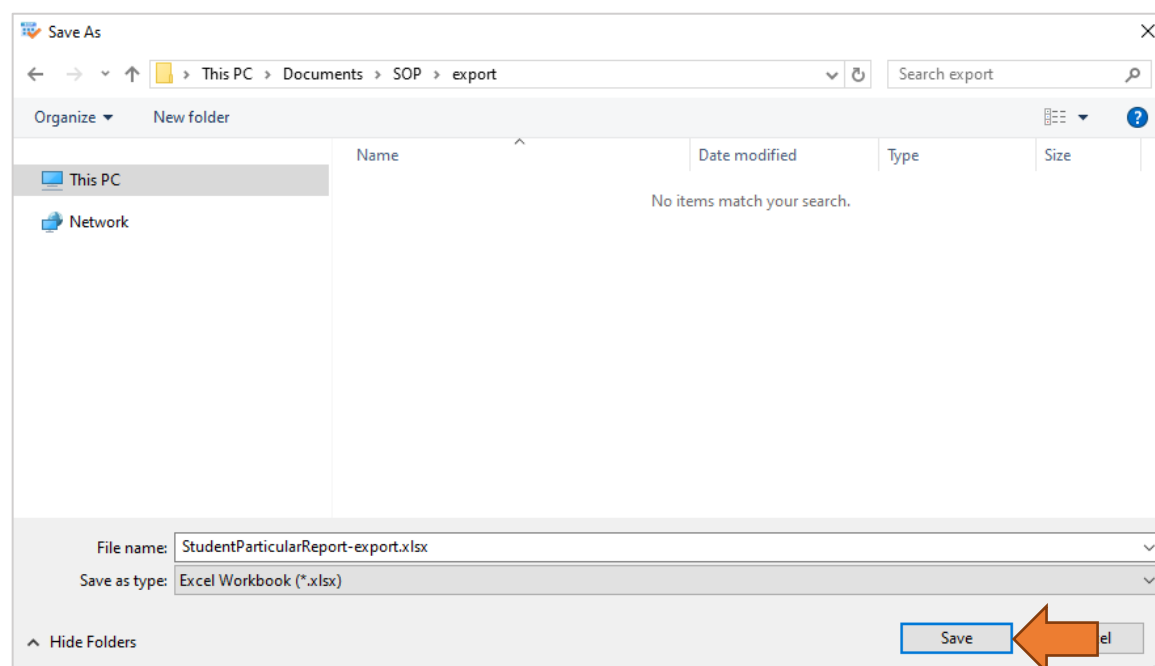
- student information in the student list will be replaced by the data in the import file

3.1.5 Export Student Particulars

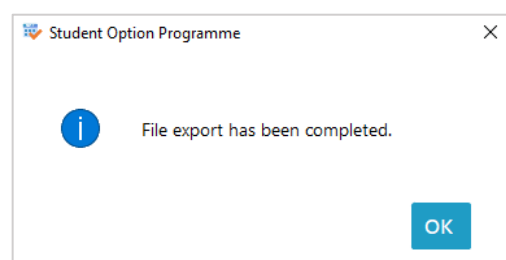
Users can export data to Excel or CSV file for manipulation. The exported file can be used as a template for importing student particulars. Click “Export” button.



Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.

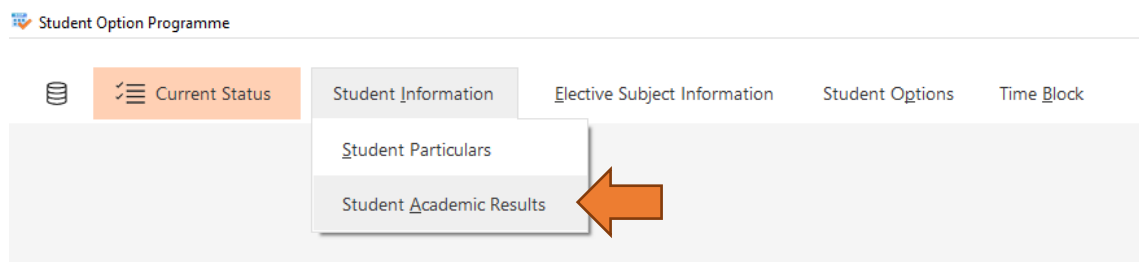


Below shows a sample exported file.

	A	B	C	D	E	F	G	H	I	J
	Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects		
1										
2	031137	Andrew Ko	M	3A	1		178	2		
3	078451	Anthony Pak	M	3A	2		39	3		
4	017833	Ashley Fong	F	3A	3		166	3		
5	060810	Barbara Cheng	F	3A	4		73	2		
6	087263	Betty Fan	F	3A	5		31	3		

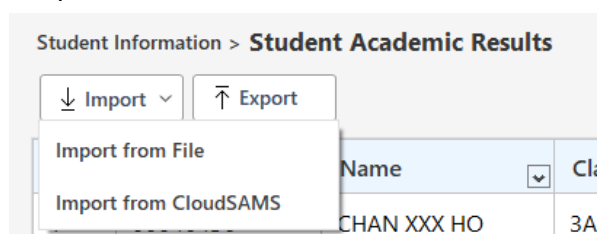
3.2 Student Academic Results

Click Main Menu (Student Information → Student Academic Results) to browse the student academic results.



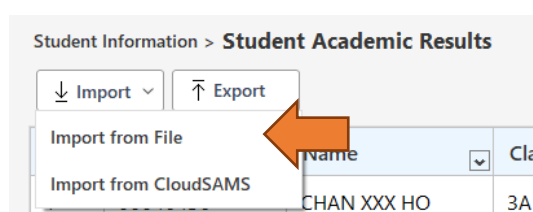
3.2.1 Import Student Academic Results

Users can import data via Excel or CSV file. Click “Import” button to choose “Import from File” or “Import from CloudSAMS”.



3.2.1.1 Import from File

Click “Import from File” button.



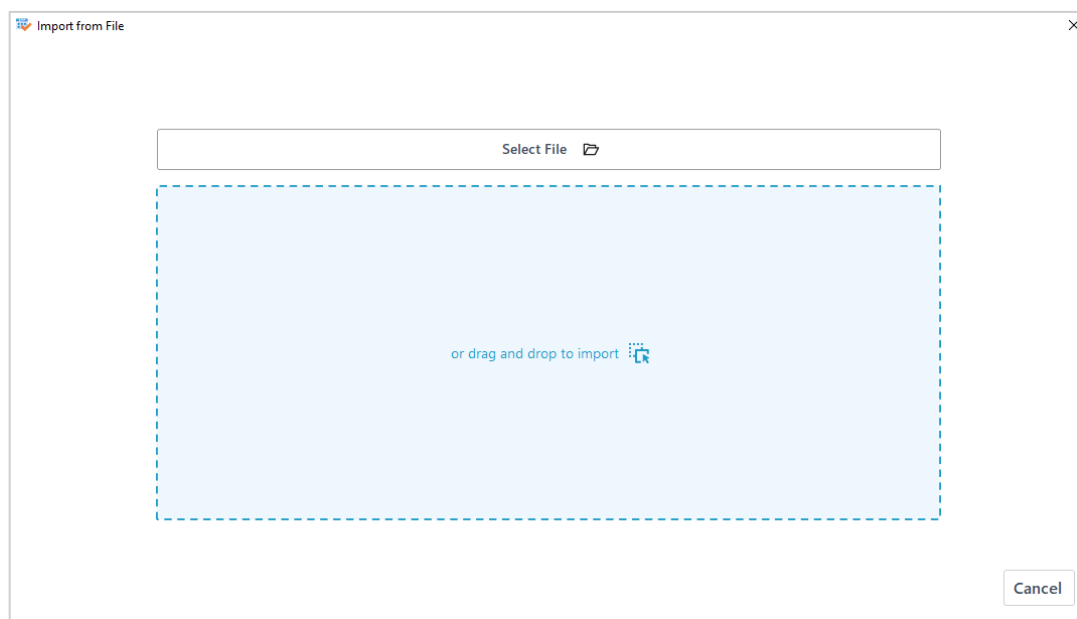
Below shows a sample Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student Number	Student Name	Class	Class Number	Chi	Eng	Math	Conduct	FA				
2	001094	CHAN XXX TING	3A	5	52	12	89	D	B				
3	004869	KONG XXX PING	3A	14	89	9	93	A	C				
4	005897	PAU XXX YIN	3A	26	53	24	64	B	D				
5	008405	LEE XXX MING	3A	17	74	97	71	E	C				
6	009275	WONG XXX TING	3A	35	57	15	76	D	A				
7	009789	LAI XXX SUM	3A	15	97	57	12	B	B				
8	009872	CHOW XXX WING	3B	11	86	71	74	E	E				

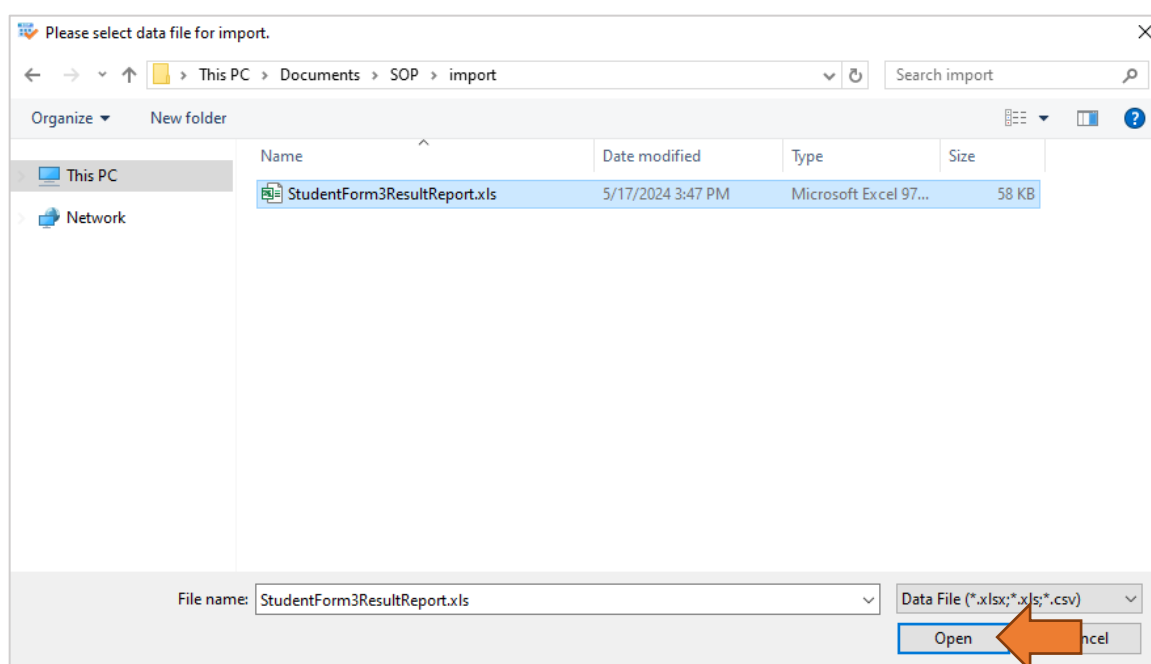


To obtain file template for import, please refer to 3.2.2 [Export Student Academic Results](#).

Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student Number
Student Name	Student Name
Class	Class
Class No.	Class Number

Back Next

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Chi	Eng	Math	Conduct	FA
	031137	Andrew Ko	3A	1	52	12	89	D	B
	078451	Anthony Pak	3A	2	89	9	93	A	C
	017833	Ashley Fong	3A	3	53	24	64	B	D
	060810	Barbara Cheng	3A	4	74	97	71	E	C
	087263	Betty Fan	3A	5	57	15	76	D	A
	090241	Charles Dai	3A	6	97	57	12	B	B
	082078	Christopher Law	3A	7	86	71	74	E	E
	086122	Daniel Tse	3A	8	10	4	51	D	D
	097370	David Hui	3A	9	71	88	49	D	D
	027196	Donald Chiu	3A	10	81	67	9	C	C
	050421	Donna Leung	3A	11	95	42	44	E	E
	014786	Elizabeth Lau	3A	12	12	52	82	B	B
	025334	Emily Tse	3A	13	1	53	98	D	D
	051759	James Li	3A	14	30	80	31	E	E
	096824	Jennifer Yau	3A	15	56	80	69	B	B

Back Import

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Chi	Eng	Math	Conduct	FA
	031137	Andrew Ko	3A	1	52	12	89	D	B
	078451	Anthony Pak	3A	2	89	9	93	A	C
	017833	Ashley Fong	3A	3	53	24	64	B	D
	060810	Barbara Cheng	3A	4	74	97	71	E	C
	087263	Betty Fan	3A	5	57	15	76	D	A
	090241	Charles Dai	3A	6	97	57	12	B	B
	082078	Christopher Law	3A	7	86	71	74	E	E
	086122	Daniel Tse	3A	8	10	4	51	D	D
	097370	David Hui	3A	9	71	88	49	D	D
	027196	Donald Chiu	3A	10	81	67	9	C	C
	050421	Donna Leung	3A	11	95	42	44	E	E
	014786	Elizabeth Lau	3A	12	12	52	82	B	B
	025334	Emily Tse	3A	13	1	53	98	D	D
	051759	James Li	3A	14	30	80	31	E	E
	096824	Jennifer Yau	3A	15	56	80	69	B	B

Data import is in progress. Please wait...

72%

Click “OK” button to close the completion prompt box.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Chi	Eng	Math	Conduct	FA
	031137	Andrew Ko	3A	1	52	12	89	D	B
	078451	Anthony Pak	3A	2	89	9	93	A	C
	017833	Ashley Fong	3A	3	53	24	64	B	D
	060810	Barbara Cheng	3A	4	74	97	71	E	C
	087263	Betty Fan	3A	5	57	15	76	D	A
	090241	Charles Dai	3A	6	97	57	12	B	B
	082078	Christopher Law	3A	7	86	71	74	E	E
	086122	Daniel Tse	3A	8	10	4	51	D	D
	097370	David Hui	3A	9	71	88	49	D	D
	027196	Donald Chiu	3A	10	81	67	9	C	C
	050421	Donna Leung	3A	11	95	42	44	E	E
	014786	Elizabeth Lau	3A	12	12	52	82	B	B
	025334	Emily Tse	3A	13	1	53	98	D	D
	051759	James Li	3A	14	30	80	31	E	E
	096824	Jennifer Yau	3A	15	56	80	69	B	B

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

The data is imported and displayed in the student list.

Student Information > **Student Academic Results**

↓ Import ↑ Export

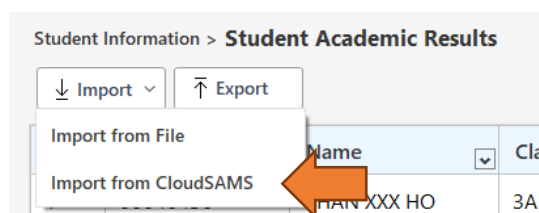
	Student No.	Name	Class	Class No.	Chi	Eng	Math	Conduct	FA
1	031137	Andrew Ko	3A	1	52	12	89	D	B
2	078451	Anthony Pak	3A	2	89	9	93	A	C
3	017833	Ashley Fong	3A	3	53	24	64	B	D
4	060810	Barbara Cheng	3A	4	74	97	71	E	C
5	087263	Betty Fan	3A	5	57	15	76	D	A
6	090241	Charles Dai	3A	6	97	57	12	B	B
7	082078	Christopher Law	3A	7	86	71	74	E	E
8	086122	Daniel Tse	3A	8	10	4	51	D	D
9	097370	David Hui	3A	9	71	88	49	D	D
10	027196	Donald Chiu	3A	10	81	67	9	C	C
11	050421	Donna Leung	3A	11	95	42	44	E	E
12	014786	Elizabeth Lau	3A	12	12	52	82	B	B
13	025334	Emily Tse	3A	13	1	53	98	D	D
14	051759	James Li	3A	14	30	80	31	E	E
15	096824	Jennifer Yau	3A	15	56	80	69	B	B
16	024041	Jessica Hung	3A	16	90	2	82	D	D

After completing the import of student academic results:

- academic results of existing students will be updated by the data in the import file
- any updates will be synchronised to the elective subject allocation order page (for allocation by overall ranking)

3.2.1.2 Import from CloudSAMS

Click “Import from CloudSAMS” button.



Below shows a sample Excel file of the academic subjects exported from CloudSAMS.

	A	B	C	D	E	F	G	H
1	Subject Code	Subject_Abbreviate	Subject_Abbreviate	Subject_Short_Nar	Subject_Short_Name_CHI			
2	#001	Business, Account	企業、會計與財務	BAFS	企業			
3	#002	Biology	生物	BIO	生物			
4	#003	Chemistry	化學	CHEM	化學			
5	#004	Chinese History	中國歷史	CHIS	中史			
6	#005	Chinese Literature	中國文學	CLIT	文學			
7	#006	Design and Applied	設計與應用科技	DAT	設計			
8	#007	Economics	經濟	ECON	經濟			
9	#008	Literature in English	英語文學	ELIT	英學			
10	#009	Ethics and Religion	倫理與宗教	ERS	宗教			
11	#010	Geography	地理	GEO	地理			
12	#011	History	歷史	HIST	歷史			
13	#012	Health Management	健康管理與社會關係	HMSC	健社			
14	#013	Information and Communication	資訊及通訊科技	ICT	資訊			
15	#014	Music	音樂	MUS	音樂			

Below shows a sample Excel file of the student academic results exported from CloudSAMS.

	A	B	C	D	E	F	G	H
1	Reg Number	Subject Code	Score_ATA1	Score_ATA2	Score_ATA3	Score_ATA4	Score_ATA5	Score_ATA6
2	#00046436	#001	18					
3	#00146436	#001	54					
4	#00042632	#001	96					
5	#00089328	#001	50					
6	#00001094	#001	48					
7	#00030957	#001	96					
8	#00054686	#001	63					
9	#00046236	#001	11					
10	#00023582	#001	21					
11	#00047689	#001	100					
12	#00046436	#002	42					
13	#00146436	#002	75					
14	#00042632	#002	43					
15	#00089328	#002	80					
16	#00001094	#002	57					
17	#00030957	#002	51					
18	#00054686	#002	10					
19	#00046236	#002	25					
20	#00023582	#002	71					

Click the “Select Academic Subject File” button to choose a file or drag and drop a file to the blue area on the left for import.

Import from CloudSAMS

Select Academic Subject File

or drag and drop to import

Selected File: -

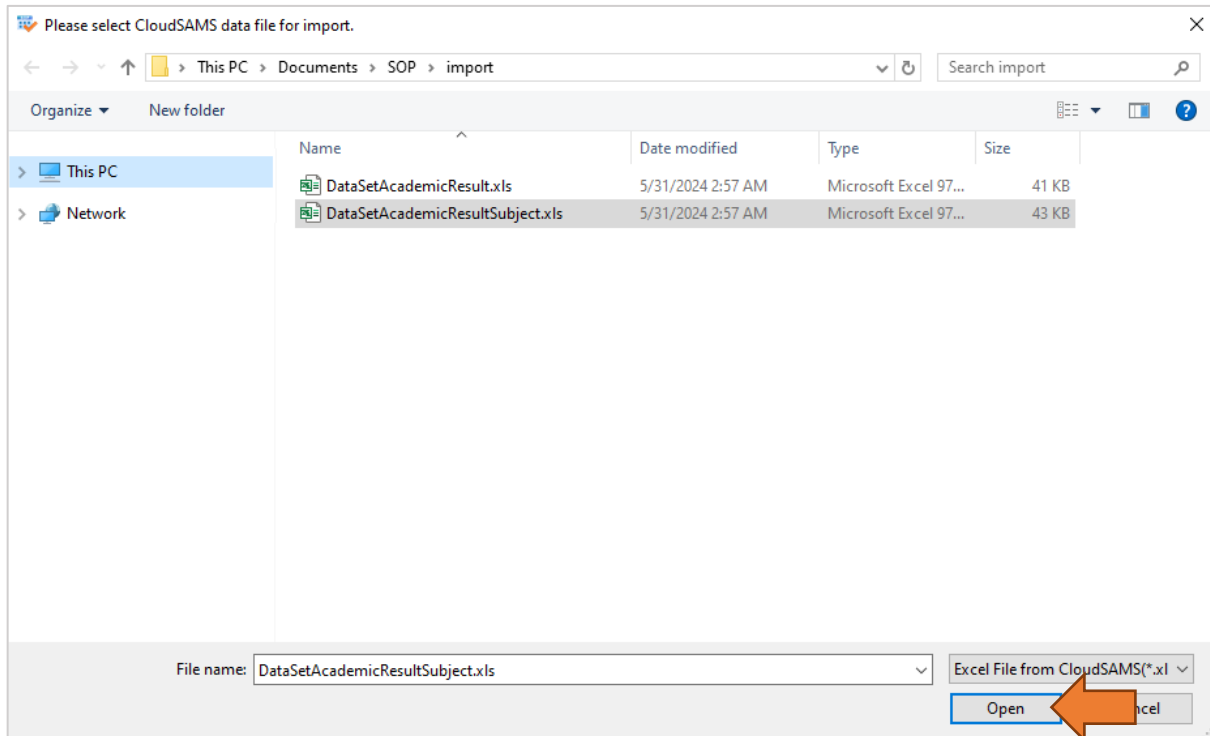
Select Academic Result File

or drag and drop to import

Selected File: -

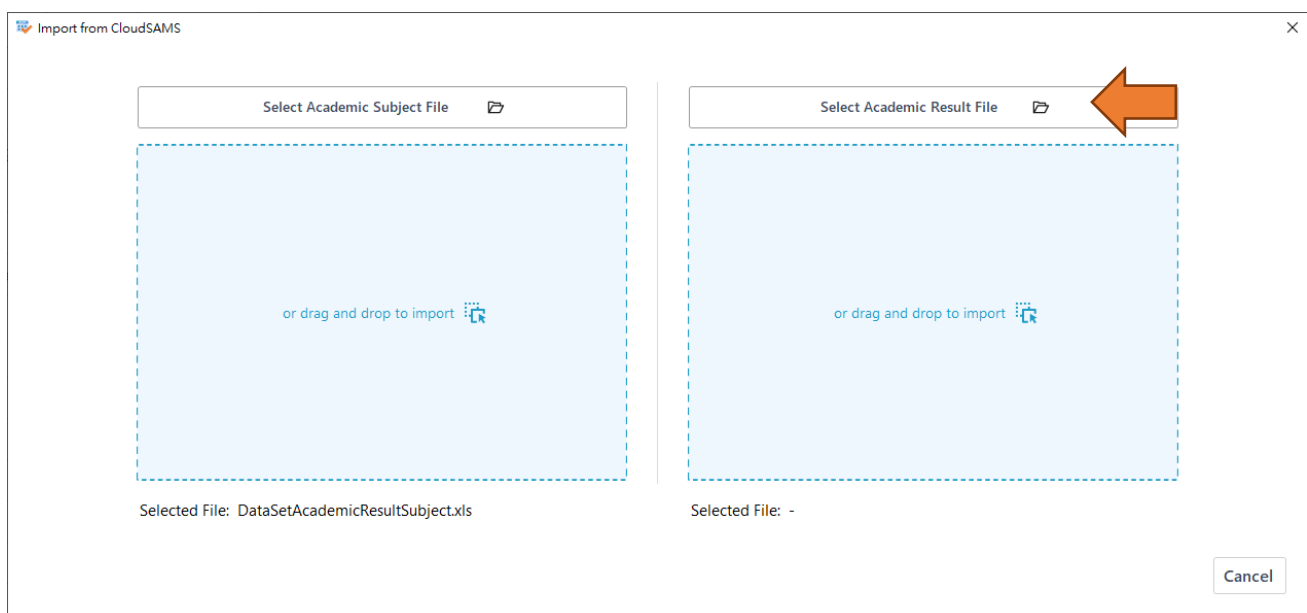
Cancel

Select the academic subject file for import and click “Open” button.

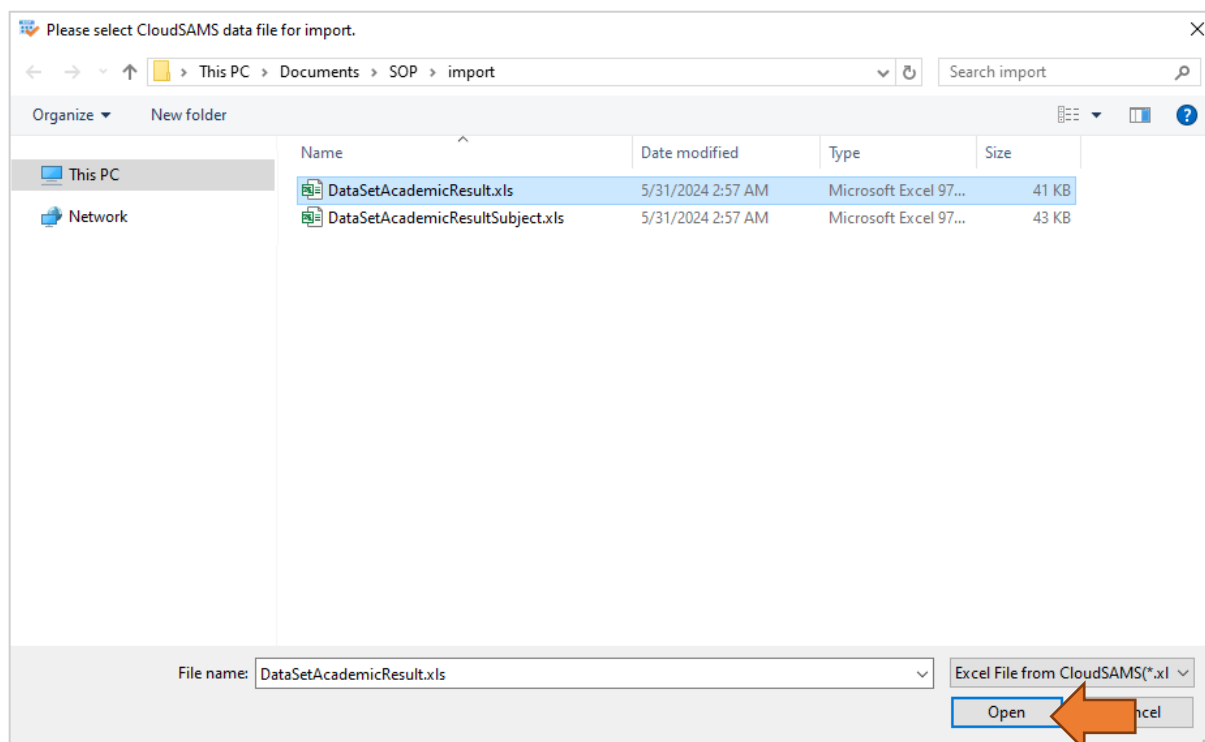


The selected file name will be displayed on “Selected File” field of the “Academic Subject File”.

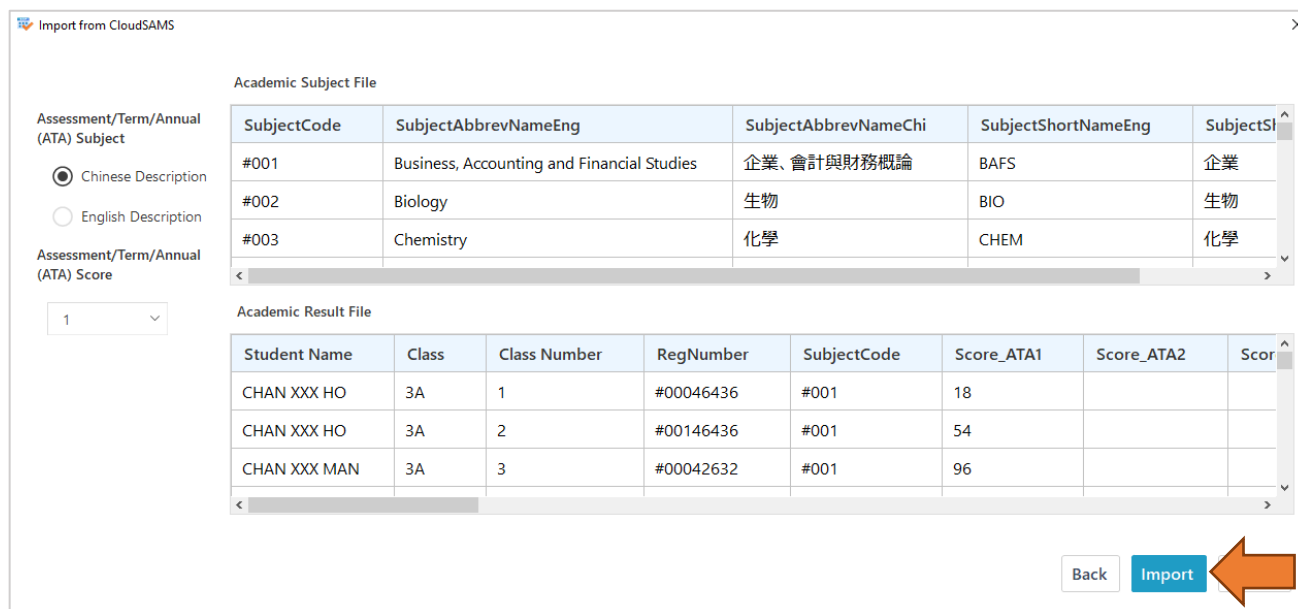
Click “Select Academic Result File” button to choose a file or drag and drop a file to the blue area on the right for import.



Select the academic result file for import and click “Open” button.



Select “Assessment/Term/Annual (ATA) Subject” and “Assessment/Term/Annual (ATA) Score”. The data to be imported will be shown in the tables on the right-hand side for preview. Click the “Import” button to import the data.



A progress bar will be displayed to show the import progress.

Import from CloudSAMS

Academic Subject File

Assessment/Term/Annual (ATA) Subject

☒ Chinese Description
☐ English Description

Assessment/Term/Annual (ATA) Score

1

SubjectCode	SubjectAbbrevNameEng	SubjectAbbrevNameChi	SubjectShortNameEng	SubjectSl
#001	Business, Accounting and Financial Studies	企業、會計與財務概論	BAFS	企業
#002	Biology	生物	BIO	生物
#003	Chemistry	化學	CHEM	化學

Academic Result File

Student Name	Class	Class Number	RegNumber	SubjectCode	Score_ATA1	Score_ATA2	Score
CHAN XXX HO	3A	1	#00046436	#001	18		
CHAN XXX HO	3A	2	#00146436	#001	54		
CHAN XXX MAN	3A	3	#00042632	#001	96		

Data import is in progress. Please wait...

0%

Click "OK" button to close the completion prompt box.

Import from CloudSAMS

Academic Subject File

Assessment/Term/Annual (ATA) Subject

☒ Chinese Description
☐ English Description

Assessment/Term/Annual (ATA) Score

1

SubjectCode	SubjectAbbrevNameEng	SubjectAbbrevNameChi	SubjectShortNameEng	SubjectSl
#001	Business, Accounting and Financial Studies	企業、會計與財務概論	BAFS	企業
#002	Biology	生物	BIO	生物
#003	Chemistry	化學	CHEM	化學

Academic Result File

Student Name	Class	Class Number	RegNumber	SubjectCode	Score_ATA1	Score_ATA2	Score
CHAN XXX HO	3A	1	#00046436	#001	18		
CHAN XXX HO	3A	2	#00146436	#001	54		
CHAN XXX MAN	3A	3	#00042632	#001	96		

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

The data is imported and displayed in the student list.

Student Information > **Student Academic Results** Related Link(s) ▾

↓ Import ▾ ↑ Export

	Student No. ▾	Name ▾	Class ▾	Class No. ▾	Business, Accounting and Financial Studies ▾	Biology ▾	Chemistry ▾	Chinese History ▾	Chinese Literature ▾	Design and Applied Technology ▾	Economics ▾
1	00046436	CHAN XXX HO	3A	1	18	42	67	42	24		
2	00146436	CHAN XXX HO	3A	2	54	75	3	83	50		
3	00042632	CHAN XXX MAN	3A	3	96	43	15	8	68		
4	00089328	CHAN XXX TAT	3A	4	50	80	21	63	34		
5	00001094	CHAN XXX TING	3A	5	48	57	85	83	47		
6	00030957	CHAN XXX TING	3A	6	96	51	11	30	96		
7	00054686	CHAN XXX WAH	3A	7	63	10	87	96	88		
8	00046236	CHEUNG XXX WO	3A	8	11	25	42	30	48		
9	00023582	CHIU XXX MING	3A	9	21	71	76	96	72		
10	00047689	CHOW XXX WING	3A	10	100	64	33	47	65		
11	00067829	HO XXX HEI	3A	11							
12	00046729	HO XXX LUNG	3A	12							
13	00014535	IP XXX KIT	3A	13							
14	00004869	KONG XXX PING	3A	14							
15	00009789	LAI XXX SUM	3A	15							
16	00098734	LAW XXX	3A	16							
17	00008405	LEE XXX MING	3A	17							
18	00086973	LEE XXX SZE	3A	18							
19	00043987	LEE XXX YIP	3A	19							
20	00032897	LI XXX YIP	3A	20							
21	00097648	LO XXX KI	3A	21							

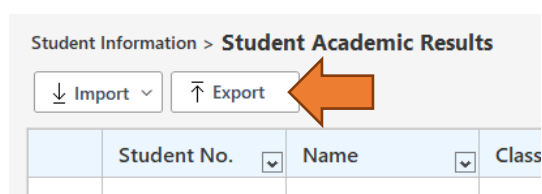
Total no. of student(s): 200 No. of student(s) filtered: 200

After completing the import of student academic results:

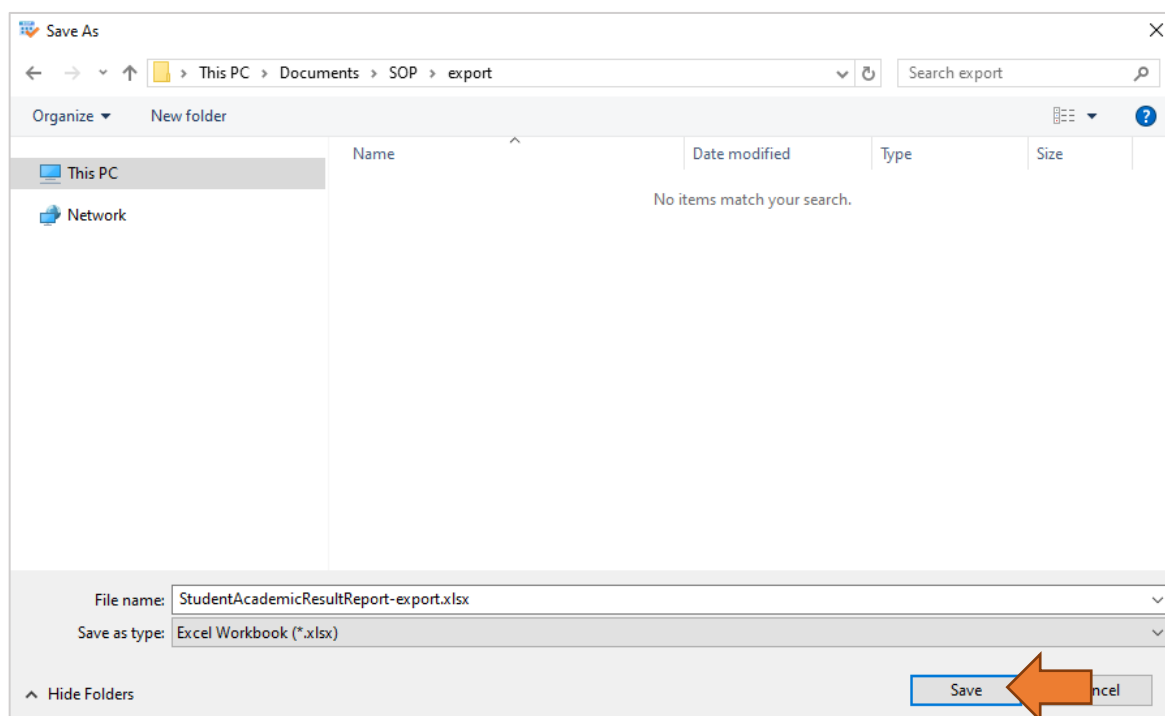
- academic results of existing students will be updated by the data in the import file
- any updates will be synchronised to the Elective Subject Allocation Order page

3.2.2 Export Student Academic Results

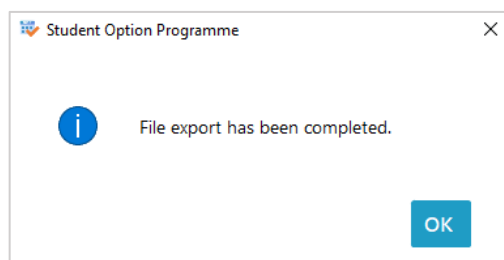
Users can export data to Excel or CSV file for manipulation. The exported file can be used as a template for importing student academic results. Click the “Export” button.



Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



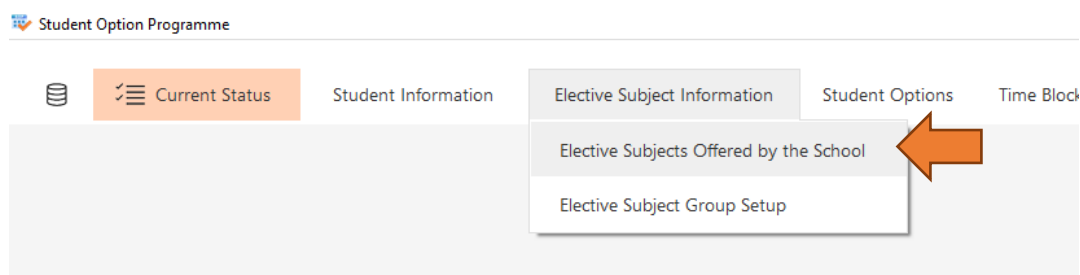
Below shows a sample exported file.

	A	B	C	D	E	F	G
1	Student No.	Student Name	Class	Class No.	Chi	Eng	Math
2	046436	CHAN XXX HO	3A	1	59	77	47
3	146436	CHAN XXX HO	3A	2	72	26	56
4	042632	CHAN XXX MAN	3A	3	63	67	39
5	089328	CHAN XXX TAT	3A	4	23	76	4
6	001094	CHAN XXX TING	3A	5	52	12	89
7	030957	CHAN XXX TING	3A	6	12	5	10
8	054686	CHAN XXX WAH	3A	7	63	91	83
9	046236	CHEUNG XXX WO	3A	8	24	35	73
10	023582	CHIU XXX MING	3A	9	30	80	31
11	047689	CHOW XXX WING	3A	10	5	5	32
12	067829	HO XXX HEI	3A	11	0	52	67
13	046729	HO XXX LUNG	3A	12	4	58	54
14	014535	IP XXX KIT	3A	13	81	67	9
15	004869	KONG XXX PING	3A	14	89	9	93
16	009789	LAI XXX SUM	3A	15	97	57	12
17	098734	LAW XXX	3A	16	24	32	23
18	008405	LEE XXX MING	3A	17	74	97	71
19	086973	LEE XXX SZE	3A	18	16	98	96
20	043987	LEE XXX YIP	3A	19	43	57	44

4. Elective Subject Information

4.1 Elective Subjects Offered by the School

Click Main Menu (Elective Subject Information → Elective Subjects Offered by the School) to browse the elective subject information.



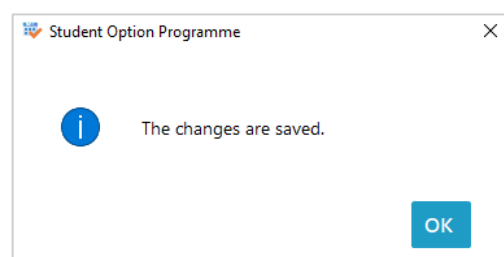
4.1.1 Setup Elective Subjects Offered by the School

In the “Elective Subjects Offered by the School” page, check the checkbox of the subject/ module under the relevant Medium of Instruction (MOI) that will be offered, and click “Save” button.

Elective Subject Information > **Elective Subjects Offered by the School**

Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)	English	Chinese (Putonghua)	Other Language
M1	數延一	數學 (延伸部分 – 單...	☐	☒	☐	☐
M2	數延二	數學 (延伸部分 – 單...	☐	☒	☐	☐
BIO	生物	生物	☐	☒	☐	☐
CHEM	化學	化學	☐	☒	☐	☐
PHY	物理	物理	☐	☒	☐	☐
CLIT	文學	中國文學	☒	☐	☐	☐
ELIT	英學	英語文學	☐	☐	☐	☐

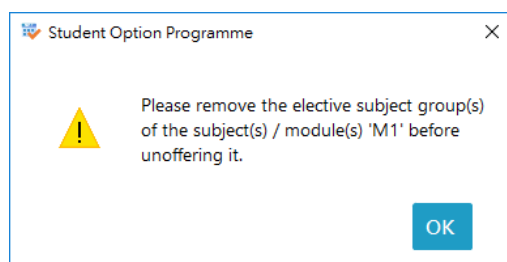
The changes are saved.



The selected elective subjects with related MOI will be displayed in the “Elective Subject Group Setup” page for users to do further action.

Validation:

If the elective subject has one or more elective subject groups, users cannot un-offer it and the below message will be displayed. Click “OK” button to go back to the edit page of “Elective Subjects Offered by the School”.



After selecting and saving the elective subjects offered by the school:

- any updates will be synchronised to the *Elective Subject Group Setup page*, *Input Student Options page* and *Elective Subject Allocation Orders page* (for allocation by elective subject queue)

4.1.2 Setup Two Science Subjects as One Option (applicable to allocation by overall ranking)

Check the “Two Science Subjects” checkbox (on the bottom of the page) to offer the option of two science subjects to students.

Total no. of elective subject(s) / subject module(s) listed for selection: 25 Total no. of elective subject

Remarks: M1 / M2 is the Extended Part of the senior secondary Mathematics curriculum
(Source: Mathematics Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 6) (2017))

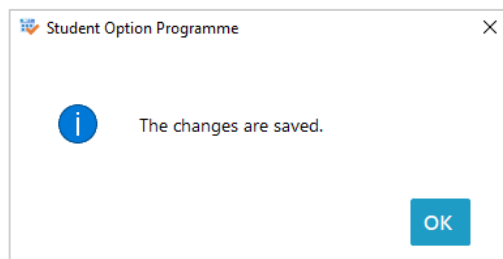
☐ Two Science Subjects (Short Name: 2 Sci)
Students may select 2 science subjects offered by the school in combination as one option.

Click “Save” button.

Elective Subject Information > **Elective Subjects Offered by the School**

Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)
M1	數延一	數學 (延伸部分 – 單...	☐

The changes are saved.

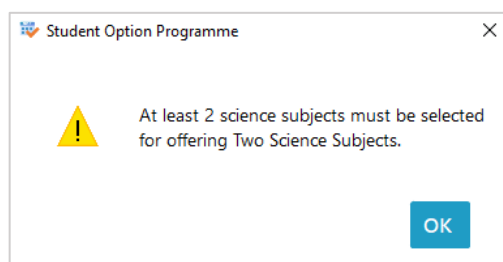


After completing the update of the two science subjects' option:

- *The Input Student Options page will be updated and the SOP will allow users to select two science subjects as one option.*

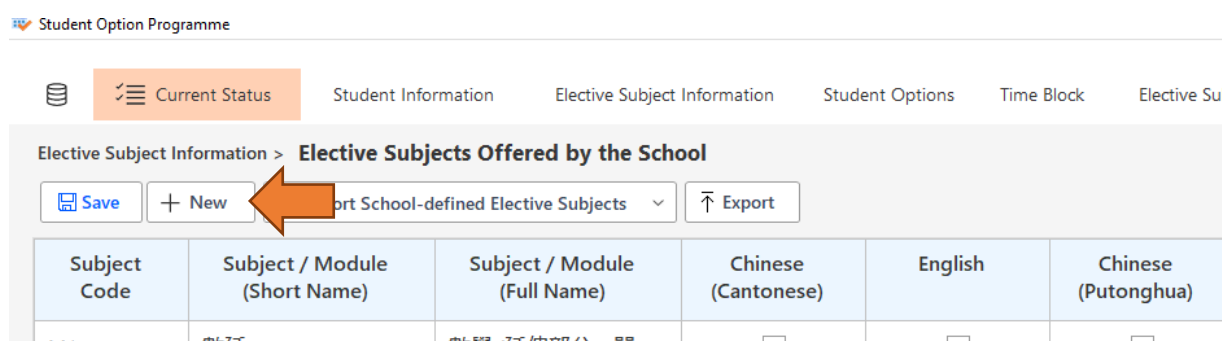
Validation:

At least 2 science subjects must be offered otherwise the below message will be displayed.



4.1.3 Add a New School-defined Elective Subject

Click "New" button to add a new school-defined elective subject to the elective subject list.



Input the School-defined Elective Subject Information in the Action Area and click “Save Subject Information” button.

The screenshot displays the 'Student Option Programme' interface. The main table, 'Elective Subjects Offered by the School', lists various subjects with columns for Subject Code, Subject / Module (Short Name), Subject / Module (Full Name), Chinese (Cantonese), English, Chinese (Putonghua), and Other Language. The table includes subjects like Mathematics (Extended Part - Core), Biology, Chemistry, Physics, Chinese Literature, English Literature, Chinese History, Economics, Religious Education, Geography, History, Tourism, Business, Business Accounting, Business Management, Design, and Health Education.

Below the table, there are summary statistics: 'Total no. of elective subject(s) / subject module(s) listed for selection: 26' and 'Total no. of elective subject(s) / subject module(s) offered by the school: 0'. Remarks indicate that M1 / M2 is the Extended Part of the senior secondary Mathematics curriculum, sourced from the Mathematics Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 6) (2017).

A modal window titled 'Add New School-defined Elective Subject' is open on the right. It contains fields for Subject Code*, MOI# (with a dropdown for MOI(1) to MOI(9)), Short Name (1)*, Full Name (1)*, and an 'Enable' checkbox. There are also fields for Short Name (2)*, Full Name (2)*, Short Name (3)*, Full Name (3)*, Short Name (9)*, and Full Name (9)*, each with an 'Enable' checkbox. A 'CloudSAMS Code' field is also present. At the bottom of the modal are buttons for 'Save Subject Information', 'Reset', and 'Cancel'. A note at the bottom of the modal states: '*Mandatory Fields' and '#MOI 1=Chinese (Cantonese), 2=English, 3=Chinese (Putonghua), 9=Other Language'.

A new record is added.

The screenshot shows a confirmation dialog box titled 'Student Option Programme'. It features an information icon (i) and the text 'The changes are saved.' Below the text is a blue 'OK' button.

The new record will be displayed in the elective subject list.

Elective Subject Information > **Elective Subjects Offered by the School**

Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)	English	Chinese (Putonghua)	Other Language
ECON	經濟	經濟	☐	☐	☐	☐
ERS	宗教	倫理與宗教 (中學...	☐	☐	☐	☐
GEO	地理	地理	☐	☐	☐	☐
HIST	歷史	歷史	☐	☐	☐	☐
THS	旅遊	旅遊與款待	☐	☐	☐	☐
BAFS	企業	企業、會計與財務概...	☐	☐	☐	☐
BA	企業會計	企業會財 (會計)	☐	☐	☐	☐
BM	企業管理	企業會財 (商業管理)	☐	☐	☐	☐
DAT	設計	設計與應用科技	☐	☐	☐	☐
HMSC	健社	健康管理與社會關懷	☐	☐	☐	☐
ICT	資訊	資訊及通訊科技	☐	☐	☐	☐
FS&T	食品科學	科技與生活 (食品科...	☐	☐	☐	☐
FC&T	服裝	科技與生活 (服裝、...	☐	☐	☐	☐
MUS	音樂	音樂 (中學文憑)	☐	☐	☐	☐
VA	視藝	視覺藝術 (中學文...	☐	☐	☐	☐
PE	體育	體育 (中學文憑)	☐	☐	☐	☐
ApL	應用學習	應用學習	☐	☐	☐	☐
SB01	校本01	校本科目01	☐	☐	☐	☐

Total no. of elective subject(s) / subject module(s) listed for selection: **26**
 Total no. of elective subject(s) / subject module(s) offered by the school: **0**

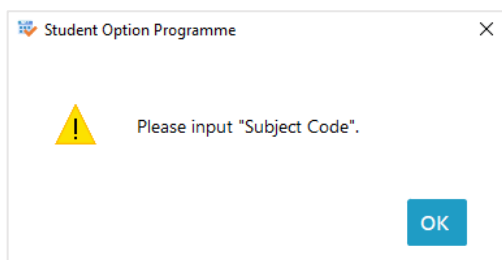
Remarks: M1 / M2 is the Extended Part of the senior secondary Mathematics curriculum
 (Source: Mathematics Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 6) (2017))



To input the school-defined elective subjects in one go, please refer to 4.1.6 [Import School-defined Elective Subjects](#).

Validation:

If any mandatory field is not filled in, the system will prompt a warning message and highlight the field in red.



Add New School-defined Elective Subject

Subject Code*

MOI#	Subject Code	Short Name (1)*	Full Name (1)*	Enable
MOI(1):				☒
		Short Name (2)*	Full Name (2)*	
MOI(2):				☒
		Short Name (3)*	Full Name (3)*	
MOI(3):				☒
		Short Name (9)*	Full Name (9)*	
MOI(9):				☒

CloudSAMS Code

Save Subject Information **Reset** **Cancel**

*Mandatory Fields
#MOI 1=Chinese (Cantonese), 2=English, 3=Chinese (Putonghua), 9=Other Language

4.1.4 Update School-defined Elective Subjects

Double click a school-defined elective subject record in the elective subject list to update the subject information.

MUS	音樂	音樂 (中學文憑)	☐	☐	☐	☐
VA	視藝	視覺藝術 (中學文...	☐	☐	☐	☐
PE	體育	體育 (中學文憑)	☐	☐	☐	☐
ApL	應用學習	應用學習	☐	☐	☐	☐
SB01	校本01	校本科目01	☐	☐	☐	☐

Total no. of elective subject(s) / subject module(s) listed for selection: 26 Total no. of elective subject(s) / subject module(s) offered by the school: 0

Input the information of the school-defined elective subject in the Action Area, and click “Save” button.

The screenshot displays the 'Student Option Programme' interface. The main table, 'Elective Subjects Offered by the School', lists various subjects with columns for Subject Code, Subject / Module (Short Name), Subject / Module (Full Name), and checkboxes for Chinese (Cantonese), English, Chinese (Putonghua), and Other Language. The subject 'SB01' (校本01) is highlighted. An 'Update School-defined Elective Subject' dialog box is open, showing fields for Subject Code (SB01), MOI#, Short Name, Full Name, and an 'Enable' checkbox. The 'Save Subject Information' button is visible.

Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)	English	Chinese (Putonghua)	Other Language
ERS	宗教	倫理與宗教 (中學...)	☐	☐	☐	☐
GEO	地理	地理	☐	☐	☐	☐
HIST	歷史	歷史	☐	☐	☐	☐
THS	旅遊	旅遊與款待	☐	☐	☐	☐
BAFS	企業	企業、會計與財務概...	☐	☐	☐	☐
BA	企業會計	企業會計 (會計)	☐	☐	☐	☐
BM	企業管理	企業會計 (商業管理)	☐	☐	☐	☐
DAT	設計	設計與應用科技	☐	☐	☐	☐
HMSC	健社	健康管理與社會關懷	☐	☐	☐	☐
ICT	資訊	資訊及通訊科技	☐	☐	☐	☐
FS&T	食品科學	科技與生活 (食品科...)	☐	☐	☐	☐
FC&T	服裝	科技與生活 (服裝、...	☐	☐	☐	☐
MUS	音樂	音樂 (中學文憑)	☐	☐	☐	☐
VA	視藝	視覺藝術 (中學文...	☐	☐	☐	☐
PE	體育	體育 (中學文憑)	☐	☐	☐	☐
ApL	應用學習	應用學習	☐	☐	☐	☐
SB01	校本01	校本科目01	☐	☐	☐	☐

Total no. of elective subject(s) / subject module(s) listed for selection: 26 Total no. of elective subject(s) / subject module(s) offered by the school: 0

Remarks: M1 / M2 is the Extended Part of the senior secondary Mathematics curriculum
(Source: Mathematics Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 6) (2017))

☐ Two Science Subjects (Short Name: 2 Sc)
Students may select 2 science subjects offered by the school in combination as one option.

The selected record is updated.

A confirmation dialog box titled 'Student Option Programme' with a close button (X). It contains an information icon (i) and the text 'The changes are saved.' with an 'OK' button.



To update the school-defined elective subjects in one go, please refer to 4.1.6 [Import School-defined Elective Subjects](#).

4.1.5 Delete a School-defined Elective Subjects

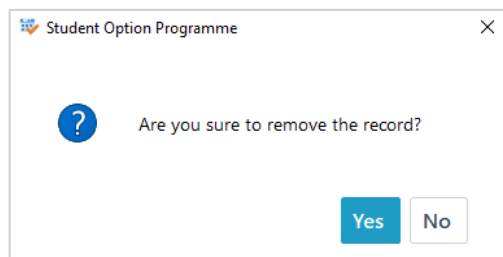
Click the delete icon () to delete a school-defined elective subject from the elective subject list.

The screenshot shows the 'Elective Subjects Offered by the School' table. The 'SB01' record is highlighted. A red arrow points to the delete icon (trash can) in the rightmost column of the table.

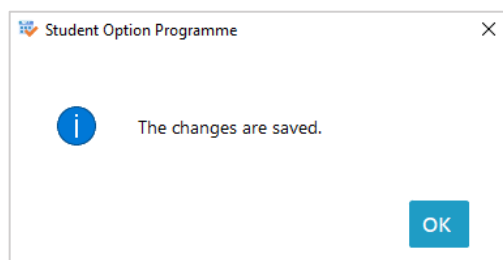
Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)	English	Chinese (Putonghua)	Other Language	Action
ApL	應用學習	應用學習	☐	☐	☐	☐	
SB01	校本01	校本科目01	☐	☐	☐	☐	

Total no. of elective subject(s) / subject module(s) listed for selection: 26 Total no. of elective subject(s) / subject module(s) offered by the school: 0

Click “Yes” button to confirm the deletion.

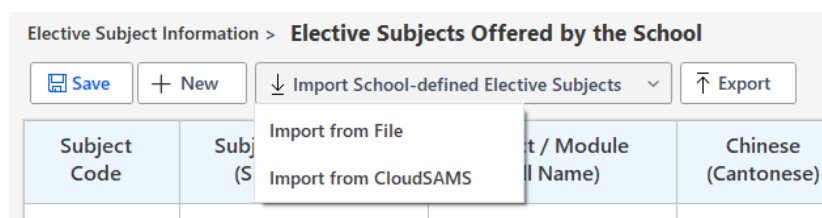


The selected record is deleted.



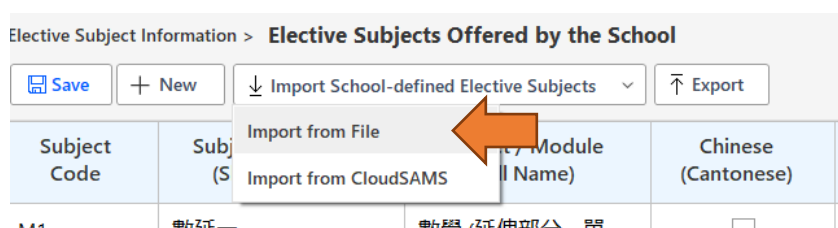
4.1.6 Import School-defined Elective Subjects

Users can import data via Excel or CSV file. Click “Import” button to choose “Import from File” or “Import from CloudSAMS”.



4.1.6.1 Import from File

Click “Import from File” button.



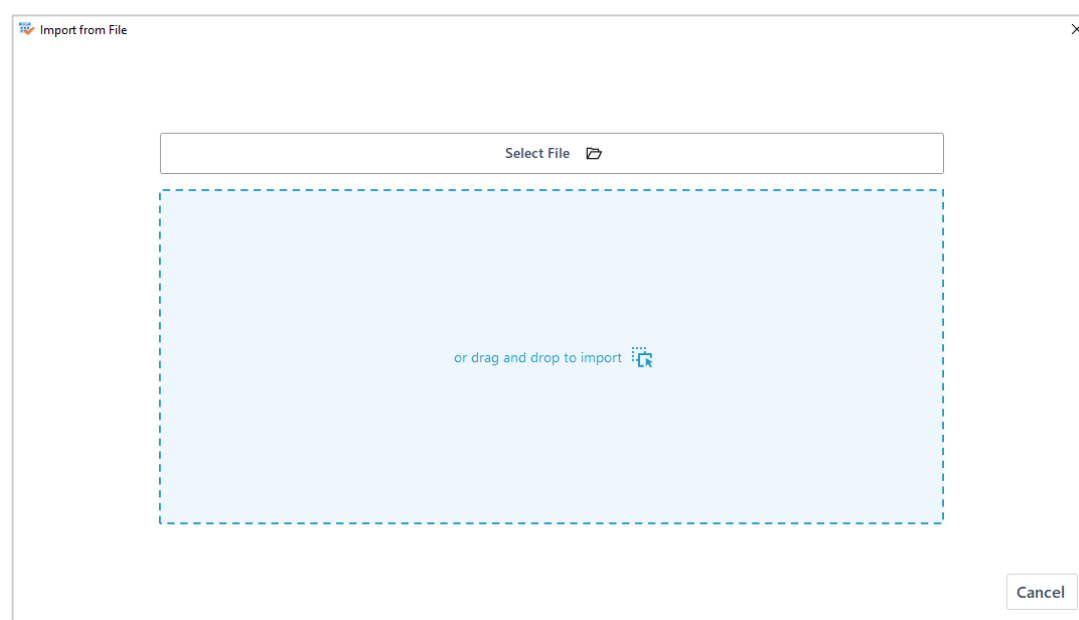
Below shows a sample Excel file.

	A	B	C	D	E	F	G	H
1	Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	MOI	CloudSAMS Code	Enable		
2	SB011	校本01	校本科目01	1	#SB01	Y		
3	SB012	SB01	School Base Subject 01	2	#SB01	Y		
4	SB013	校本01*	校本科目01(普通話)	3	#SB01	Y		
5	SB019	SB01*	School Base Subject 01 (other language)	9	#SB01	Y		

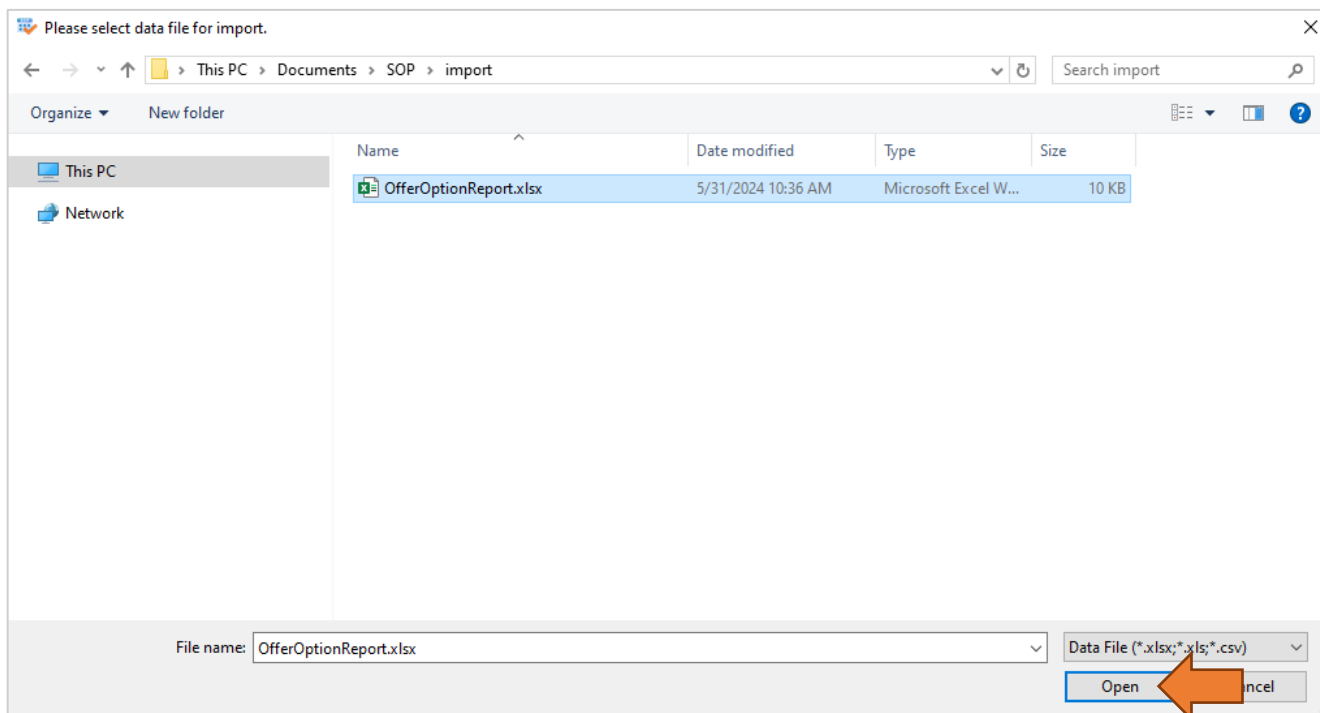


To obtain a file template for import, please refer to 4.1.7 [Export All Subjects/ Modules](#).

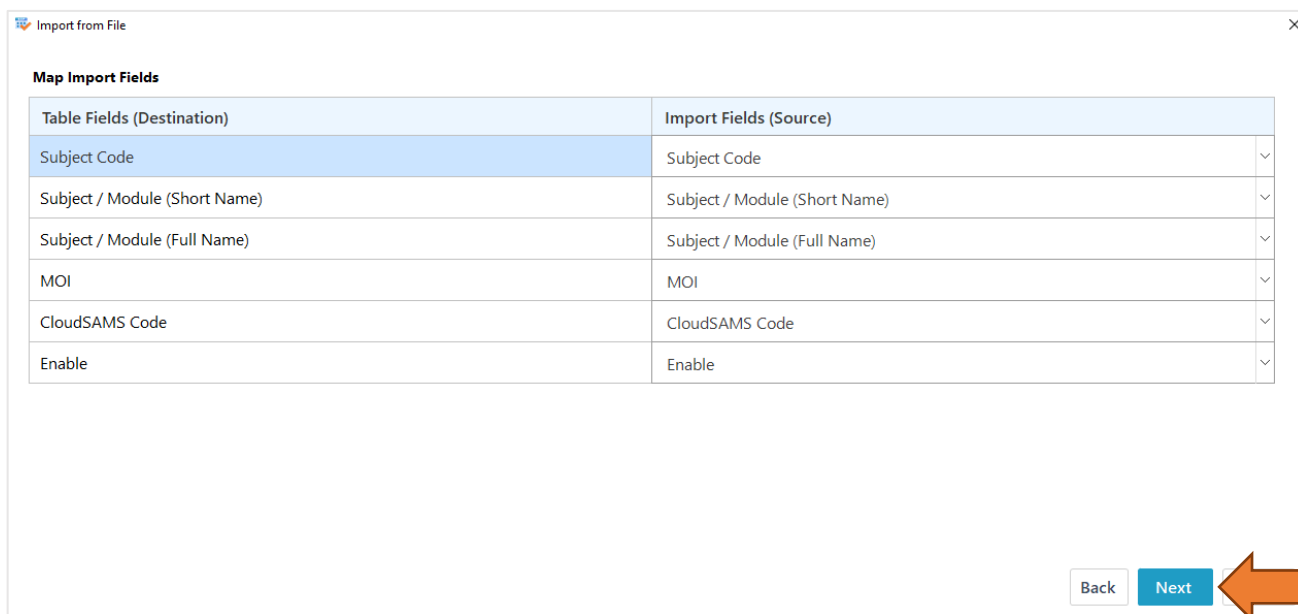
Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.



If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.

Import from File

Preview and Validation

Error Message	Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	MOI	CloudSAMS Code
	SB011	校本01	校本科目01	1	#SB01
	SB012	SB01	School Base Subject 01	2	#SB01
	SB013	校本01*	校本科目01(普通話)	3	#SB01
	SB019	SB01*	School Base Subject 01 (other language)	9	#SB01

Back
Import

A progress bar will be displayed to show the import progress.

Import from File

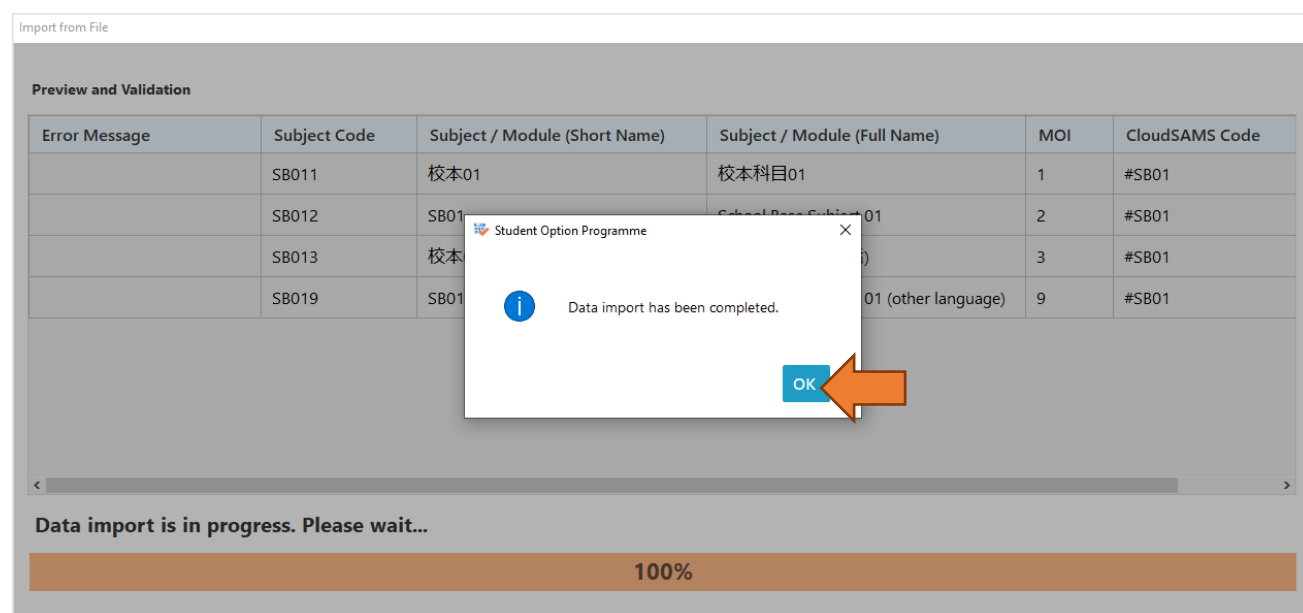
Preview and Validation

Error Message	Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	MOI	CloudSAMS Code
	SB011	校本01	校本科目01	1	#SB01
	SB012	SB01	School Base Subject 01	2	#SB01
	SB013	校本01*	校本科目01(普通話)	3	#SB01
	SB019	SB01*	School Base Subject 01 (other language)	9	#SB01

Data import is in progress. Please wait...

0%

Click “OK” button to close the completion prompt box.



The data is imported and displayed on the list.

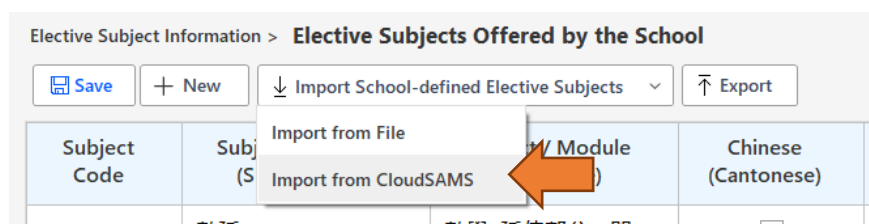
Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	Chinese (Cantonese)	English	Chinese (Putonghua)	Other Language	
ECON	經濟	經濟	☐	☐	☐	☐	
ERS	宗教	倫理與宗教 (中學...	☐	☐	☐	☐	
GEO	地理	地理	☐	☐	☐	☐	
HIST	歷史	歷史	☐	☐	☐	☐	
THS	旅遊	旅遊與款待	☐	☐	☐	☐	
BAFS	企業	企業、會計與財務概...	☐	☐	☐	☐	
BA	企業會計	企業會財 (會計)	☐	☐	☐	☐	
BM	企業管理	企業會財 (商業管理)	☐	☐	☐	☐	
DAT	設計	設計與應用科技	☐	☐	☐	☐	
HMSC	健社	健康管理與社會關懷	☐	☐	☐	☐	
ICT	資訊	資訊及通訊科技	☐	☐	☐	☐	
FS&T	食品科學	科技與生活 (食品科...	☐	☐	☐	☐	
FC&T	服裝	科技與生活 (服裝、...	☐	☐	☐	☐	
MUS	音樂	音樂 (中學文憑)	☐	☐	☐	☐	
VA	視藝	視覺藝術 (中學文...	☐	☐	☐	☐	
PE	體育	體育 (中學文憑)	☐	☐	☐	☐	
ApL	應用學習	應用學習	☐	☐	☐	☐	
SB01	校本01	校本科目01	☐	☐	☐	☐	

After completing the import of school-defined elective subjects:

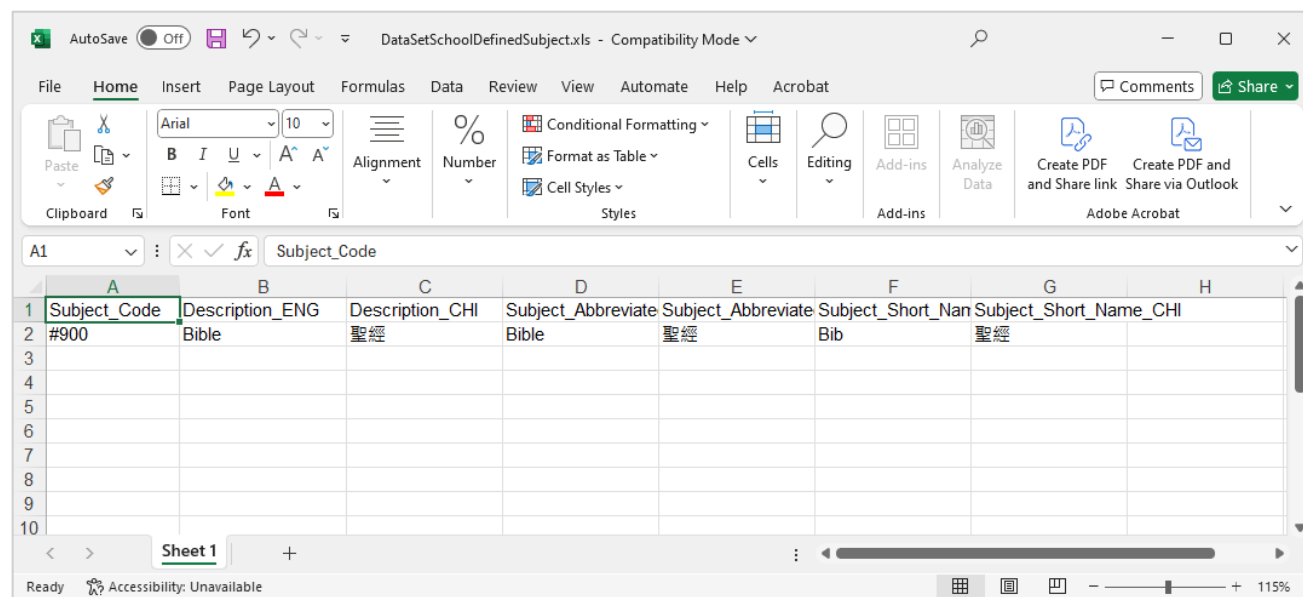
- school-defined elective subject information in the elective subject list will be replaced by the data in the import file

4.1.6.2 Import from CloudSAMS

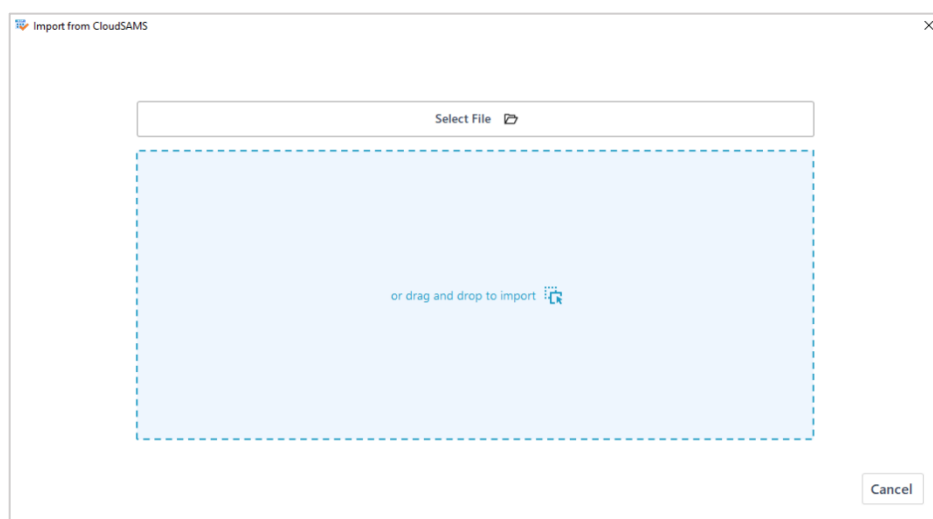
Click “Import from CloudSAMS” button.



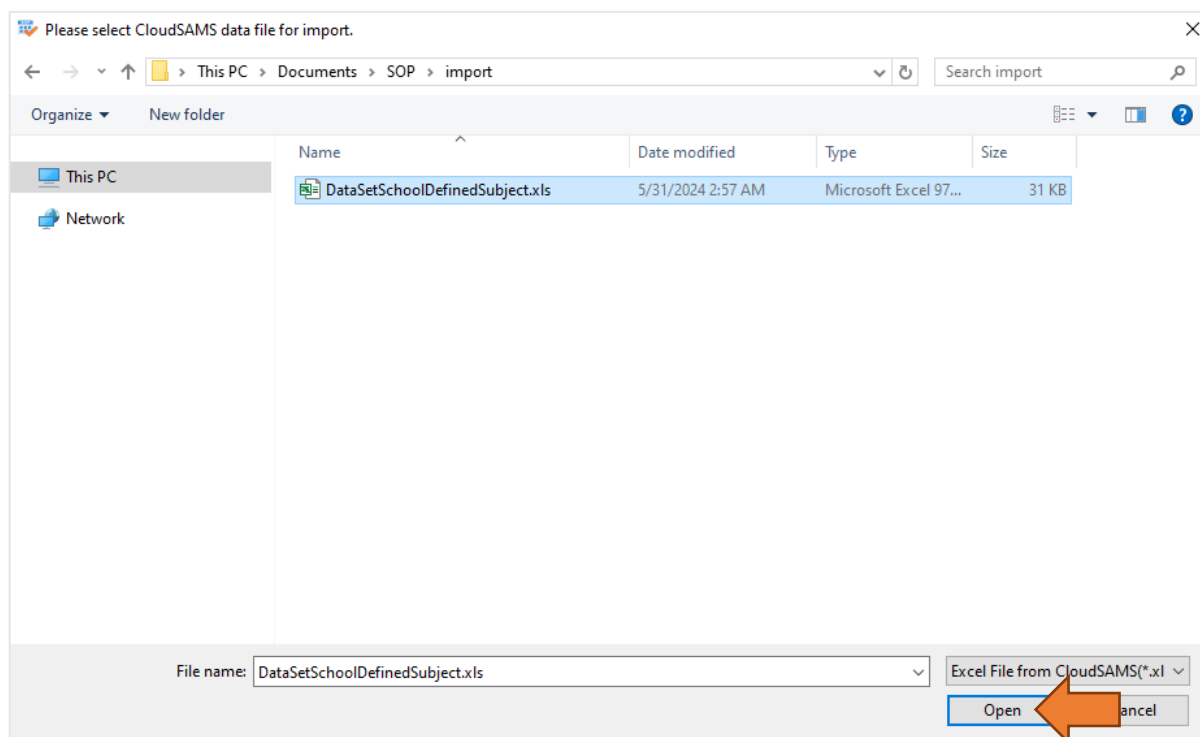
Below shows a sample Excel file exported from CloudSAMS.



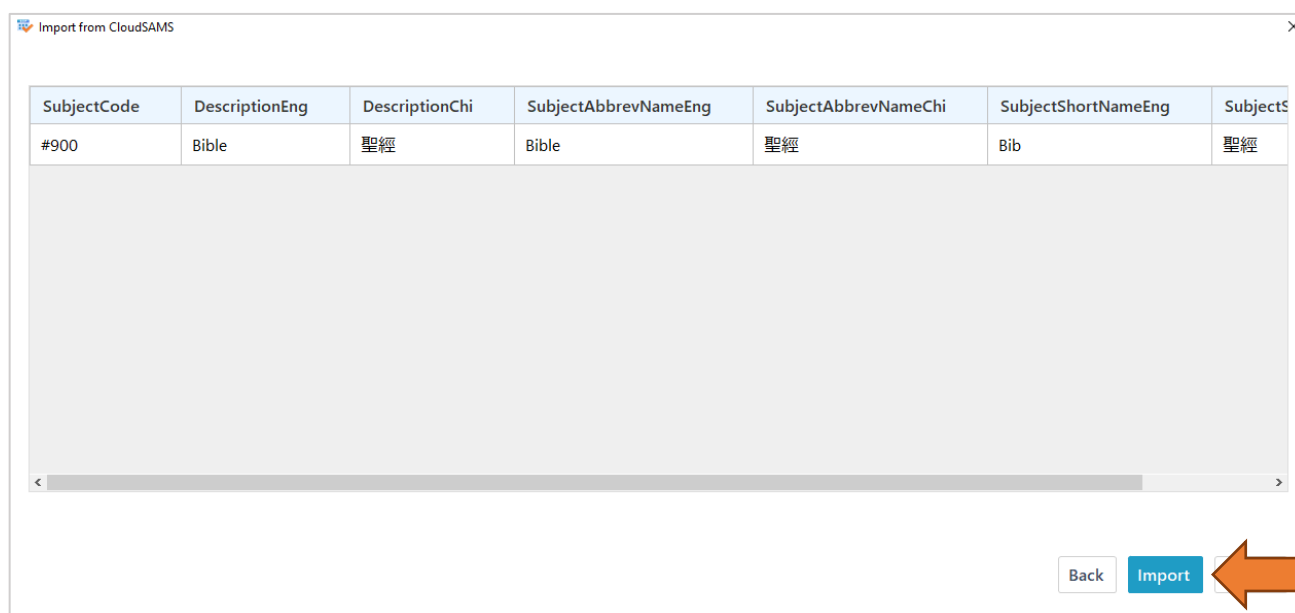
Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



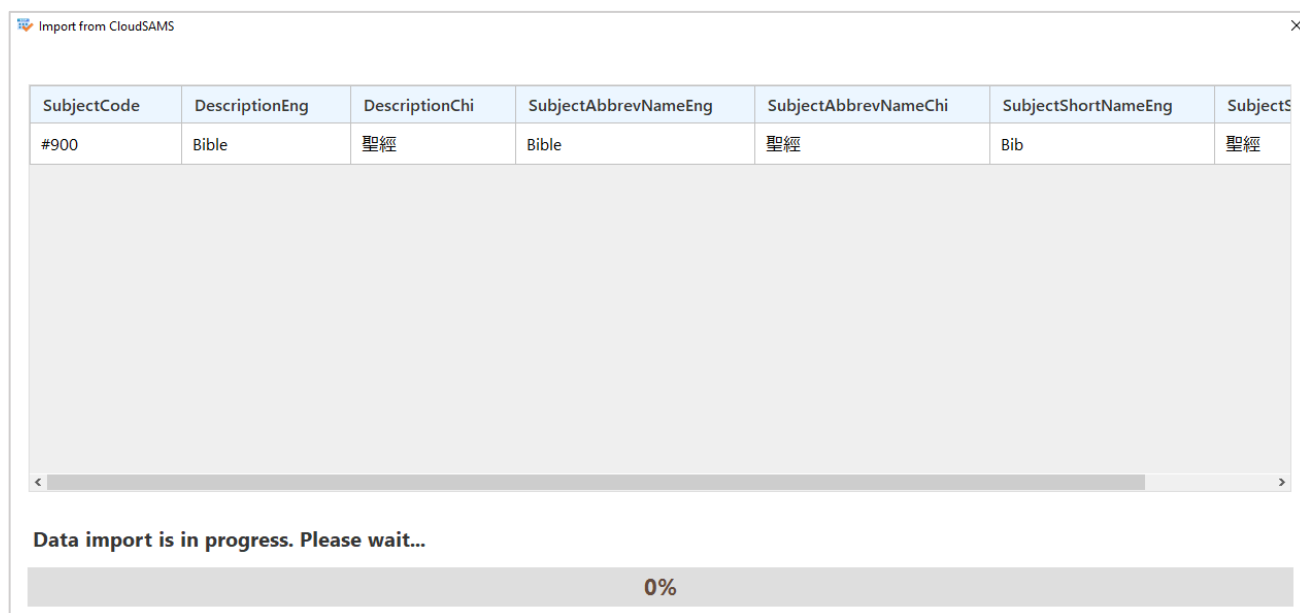
Select the file for import and click “Open” button.



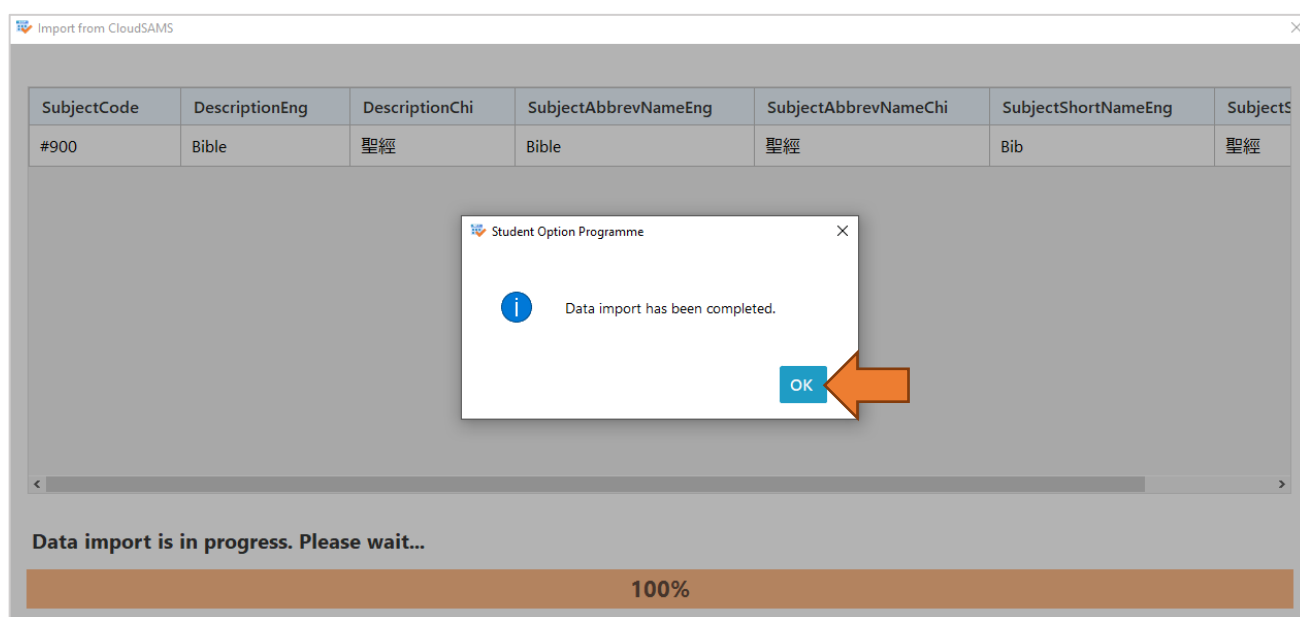
The data to be imported will be shown in the table for preview. Click “Import” button to import the data.



A progress bar will be displayed to show the import progress.



Click "OK" button to close the completion prompt box.



The data is imported and is displayed in the elective subject list.

The screenshot shows the 'Elective Subject Information' interface. On the left is a table titled 'Elective Subjects Offered by the School'. The table has columns: Subject Code, Subject / Module (Short Name), Subject / Module (Full Name), Chinese (Cantonese), English, Chinese (Putonghua), and Other Language. The table lists 26 subjects, including ERS (宗教), GEO (地理), HIST (歷史), THS (旅遊), BAFS (企業), BA (企業會計), BM (企業管理), DAT (設計), HMSC (健社), ICT (資訊), FS&T (食品科學), FC&T (服裝), MUS (音樂), VA (視藝), PE (體育), ApL (應用學習), and SB01 (聖經). Below the table, it shows 'Total no. of elective subject(s) / subject module(s) listed for selection: 26' and 'Total no. of elective subject(s) / subject module(s) offered by the school: 0'. On the right is a 'View Subject / Module' form with fields for Subject Code*, MOI#, Short Name (1)*, Full Name (1)*, Enable, and similar fields for MOI(2), MOI(3), and MOI(9). There are also buttons for 'Save Subject Information', 'Reset', and 'Cancel'. A note at the bottom states: '*Mandatory Fields' and '#MOI: 1=Chinese (Cantonese), 2=English, 3=Chinese (Putonghua), 9=Other Language'.

After completing the import of school-defined elective subjects:

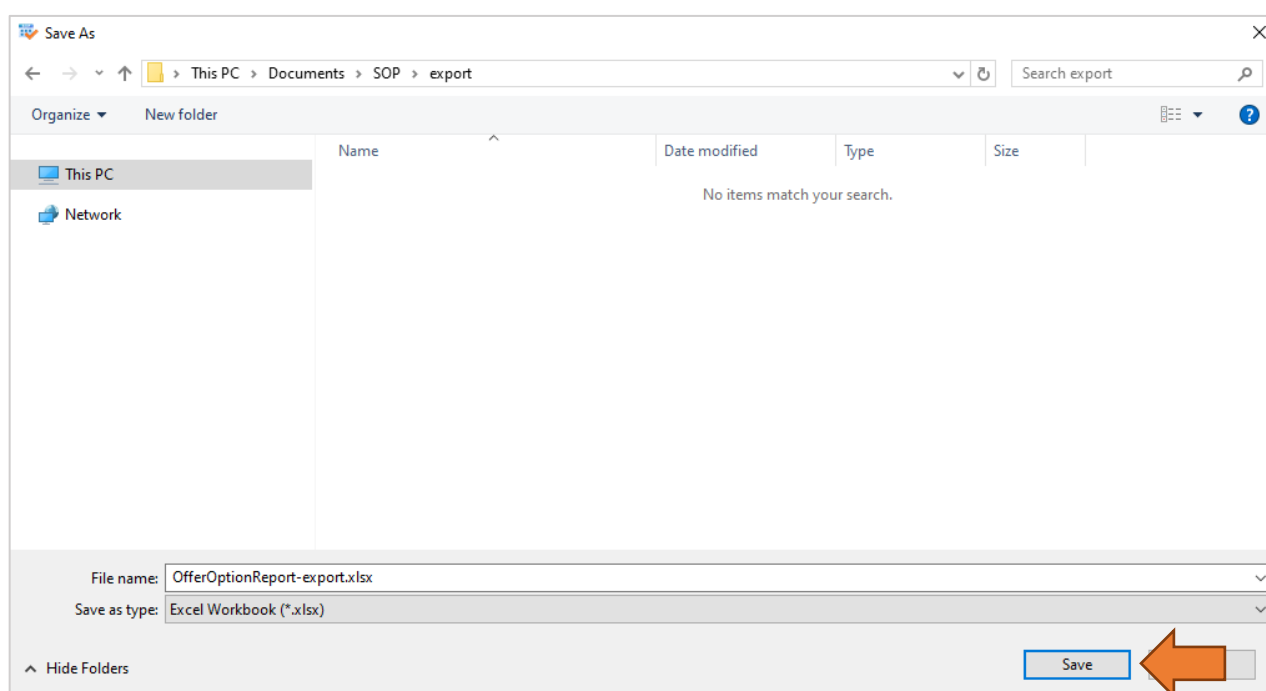
- school-defined elective subject information in the elective subject list will be replaced by the data in the import file

4.1.7 Export All Subjects/ Modules

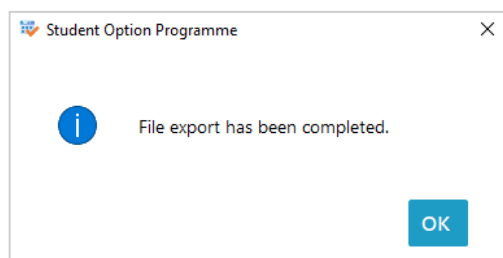
Users can export data to Excel or CSV file for manipulation. The exported file can be used as a template for importing school-defined elective subjects. Click “Export” button.

This screenshot is a close-up of the top part of the 'Elective Subject Information' interface. It shows the title 'Elective Subject Information > Elective Subjects Offered by the School'. Below the title are four buttons: 'Save', '+ New', 'Import School-defined Elective Subjects' (with a dropdown arrow), and 'Export'. An orange arrow points to the 'Export' button. Below the buttons is a table header with columns: Subject Code, Subject / Module (Short Name), Subject / Module (Full Name), and Chinese (Cantonese).

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.

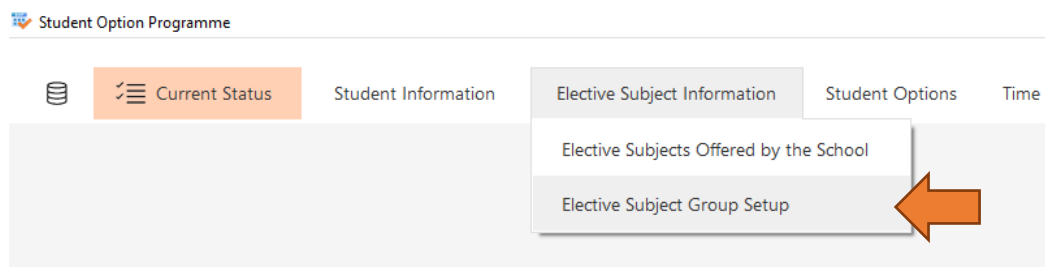


Below shows a sample exported file.

	A	B	C	D	E	F	G
1	Subject Code	Subject / Module (Short Name)	Subject / Module (Full Name)	MOI	CloudSAMS Code	Enable	
2	M11	數延一	數學 (延伸部分 - 單元一)	1	#23S	Y	
3	M12	M1	Mathematics (Extended Part - Module 1)	2	#23S	Y	
4	M13	數延一*	數學 (延伸部分 - 單元一) (普通話)	3	#23S	Y	
5	M19	M1*	Mathematics (Extended Part - Module 1) (other language)	9	#23S	Y	
6	M21	數延二	數學 (延伸部分 - 單元二)	1	#24S	Y	
7	M22	M2	Mathematics (Extended Part - Module 2)	2	#24S	Y	
8	M23	數延二*	數學 (延伸部分 - 單元二) (普通話)	3	#24S	Y	
9	M29	M2*	Mathematics (Extended Part - Module 2) (other language)	9	#24S	Y	
10	BI01	生物	生物	1	#045	Y	
11	BI02	BI0	Biology	2	#045	Y	
12	BI03	生物*	生物 (普通話)	3	#045	Y	
13	BI09	BI0*	Biology (other language)	9	#045	Y	
14	CHEM1	化學	化學	1	#070	Y	
15	CHEM2	CHEM	Chemistry	2	#070	Y	

4.2 Elective Subject Group Setup

Click Main Menu (Elective Subject Information → Elective Subjects Group Setup) to browse the elective subject group information.



4.2.1 Setup Elective Subject Groups and Quota

In the “Elective Subject Group Setup” page, users can input:

- “No. of Elective Subject Groups” for each subject/ module in “Elective Subject Group and Quota Setup” table,
- “Group Quota” (i.e., the size of each elective subject group) and
- “No. of Elective Subject Groups” for each time block in “No. of Elective Subject Groups in each Time Block” table, and then click “Save” button.

Student Option Programme

Current Status Student Information Elective Subject Information Student Options Time Block

Elective Subject Information > **Elective Subject Group Setup**

Save Export

Elective Subject Group and Quota Setup

Quota: Apply to All

Subject / Module	NOR*	No. of Elective Subject Groups	Group 1 Quota
M1	0	0	
BIO	0	0	
CHEM	0	0	
PHY	0	0	
中史	0	0	
經濟	0	0	
ECON	0	0	
地理	0	0	
旅遊	0	0	

*NOR = no. of requests received from students in selecting the subject / module as their top priorities.

Summary of Student Options

Option	Total
M1	0
BIO	0
CHEM	0
PHY	0
中史	0
經濟	0
ECON	0
地理	0
旅遊	0

No. of Elective Subject Groups in each Time Block

Block	No. of Elective Subject Groups
1	0
2	0
3	0

Total no. of Time Block(s): 3
Total no. of Elective Subject Group(s): 0

*** Remarks: Total no. of subject groups in "Elective Subject Group and Quota Setup" and "No. of Elective Subject Groups in each Time Block" must be the same. ***

Fill in “Quota” and click “Apply to All” button to apply the same quota to all “Group Quota” fields.

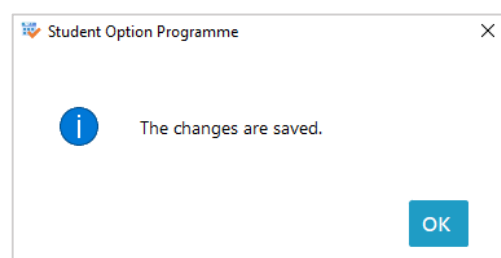
Elective Subject Information > **Elective Subject Group Setup**

Save Export

Elective Subject Group and Quota Setup Quota: 40

Subject / Module	NOR*	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota
M1	24	1	40	

The changes are saved.



The “Number of Requests (NOR)” is calculated based on the best allocation result of each student.

For example, if a student selects two science subjects as his/ her top priorities, the best allocation result should be “BIO”, “CHEM” and “中史”.

Student Option Programme

Current Status Student Information Elective Subject Information Student Options Time Block Elective Subject Allocation Print Timetables Reports

Student Options > **Input Student Options** Related Link(s)

Import from File Export

Student No.	Student Name	Class	Class No.	No. of Elective Subjects	2 Sci	M1	BIO	CHEM	PHY	中史	經濟
031137	Andrew Ko	3A	1	2	1	5	2	3	7	4	6
078451	Anthony Pak	3A	2	3		5	7	6	1	9	2
017833	Ashley Fong	3A	3	3		12	5	4	9	7	3
060810	Barbara Cheng	3A	4	2		9	2	8	1	7	4
087263	Betty Fan	3A	5	3		5	2	4	10	3	9
090241	Charles Dai	3A	6	2		5	1	9	7	12	8
082078	Christopher Law	3A	7	2		6	9	10	1	4	2
086122	Daniel Tse	3A	8	3		6	3	5	2	12	8
097370	David Hui	3A	9	3		5	12	7	6	4	1
027196	Donald Chiu	3A	10	3		9	10	1	3	5	2
050421	Donna Leung	3A	11	3		11	9	6	7	12	1
014786	Elizabeth Lau	3A	12	3		11	2	1	6	3	10
025334	Emily Tse	3A	13	2		9	10	8	3	7	2
051759	James Li	3A	14	3		7	2	5	4	3	9
096824	Jennifer Yau	3A	15	2		11	1	4	10	8	9
024041	Jessica Hung	3A	16	2		5	12	7	11	2	1
080272	John Tsang	3A	17	3		12	4	8	10	3	2
090251	Joseph Liu	3A	18	3		5	1	7	8	9	10
071030	Joshua Leung	3A	19	2		10	8	6	3	12	1
017892	Karen Lam	3A	20	3		12	4	7	11	6	1
031889	Kimberly Ding	3A	21	3		5	8	1	2	6	3

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

View Student Options

Option	Order
2 Sci	1
M1	5
BIO	2
CHEM	3
PHY	7
中史	4
經濟	6
ECON	9
地理	8
旅遊	10

Order of Two Science Subjects

Offer	Order
BIO + CHEM	1
BIO + PHY	
CHEM + PHY	
BIO	
CHEM	
PHY	

Save Reset Cancel

The student selected “BIO” and “CHEM” as “Two Science Subjects” (top priority) and then separately selected “BIO” and “CHEM” as the 2nd priority and the 3rd priority. Since “BIO” and “CHEM” are already included in the option of “Two Science Subjects”, to avoid double counting the same elective subject, “中史” is considered as the 3rd priority and also counted as NOR although “中史” is his/ her fourth option.

Student Option Programme

Elective Subject Information > Elective Subject Group Setup

Save Export

Quota: Apply to All

Subject / Module	NOR*	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota
M1	0	1	40	
BIO	1	2	35	30
CHEM	1	2	35	30
PHY	0	2	35	30
中史	1	1	35	
經濟	0	2	40	40
ECON	0	1	40	
地理	0	1	35	
旅遊	0	1	35	
企業	0	2	35	30
ICT	0	2	35	30

*NOR = no. of requests received from students in selecting the subject / module as their top priorities.

Option	1	2	3	4	Total
2 Sci	1	0	0	0	1
M1	0	0	0	0	0
BIO	0	1	0	0	1
CHEM	0	0	1	0	1
PHY	0	0	0	0	0
中史	0	0	0	1	1
經濟	0	0	0	0	0
ECON	0	0	0	0	0
地理	0	0	0	0	0
旅遊	0	0	0	0	0
企業	0	0	0	0	0
ICT	0	0	0	0	0

No. of Elective Subject Groups in each Time Block

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

Total no. of Time Block(s): 3
Total no. of Elective Subject Group(s): 18

*** Remarks: Total no. of subject groups in "Elective Subject Group and Quota Setup" and "No. of Elective Subject Groups in each Time Block" must be the same. ***

Validation:

If the total no. of elective subject groups in Elective Subject Group and Quota Setup is not equal to the total no. of elective subject groups in each Time Block, users cannot save both records and the below message will be displayed and the fields will be highlighted in red.

Student Option Programme

! Total no. of subject groups in "Elective Subject Group and Quota Setup" and "No. of Elective Subject Groups in each Time Block" must be the same.

OK

Elective Subject Group and Quota Setup

Subject / Module	NOR*	No. of Elective Subject Groups	Group 1 Quota
M1	0	1	40
BIO	0	0	
CHEM	0	0	
PHY	0	0	
中史	0	0	
經濟	0	0	
ECON	0	0	
地理	0	0	
旅遊	0	0	
企業	0	0	
ICT	0	0	

*NOR = no. of requests received from students in selecting the subject / n

No. of Elective Subject Groups in each Time Block

Block	No. of Elective Subject Groups	Total no
1	0	Total no
2	0	*** Rema
3	0	



To update the no. of time blocks, please refer to 2.5 [System Settings](#).

After completing the update of elective subject group setup:

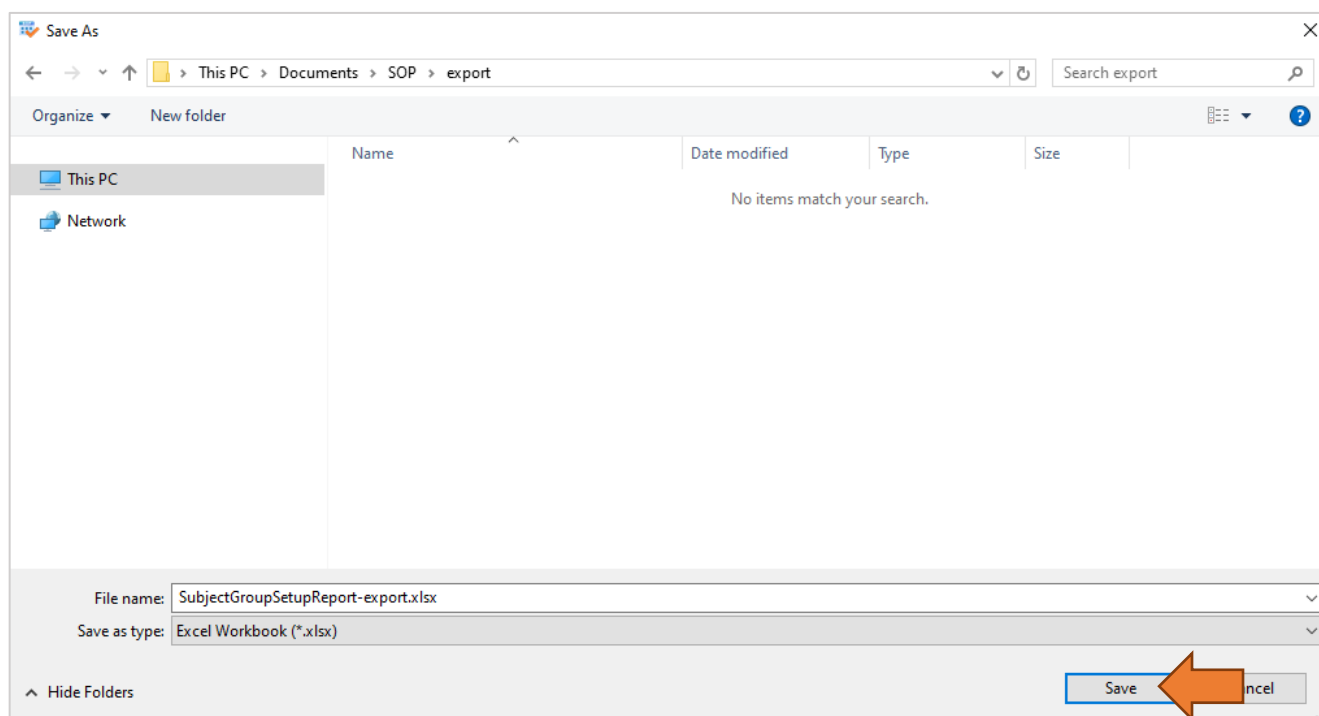
- any updates will be synchronised to the *Elective Subject Group Constraints Setup* and *Generate/Maintain Time Blocks* page.

4.2.2 Export Elective Subject Groups

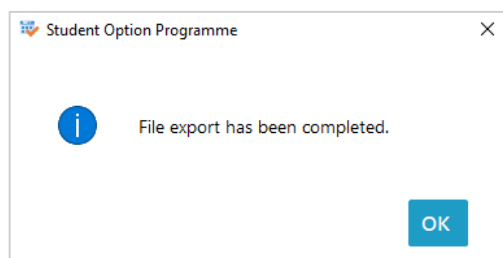
Users can export data to Excel or CSV file for manipulation. Click “Export” button.

Elective Subject Information > **Elective Subject Group Setup**

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



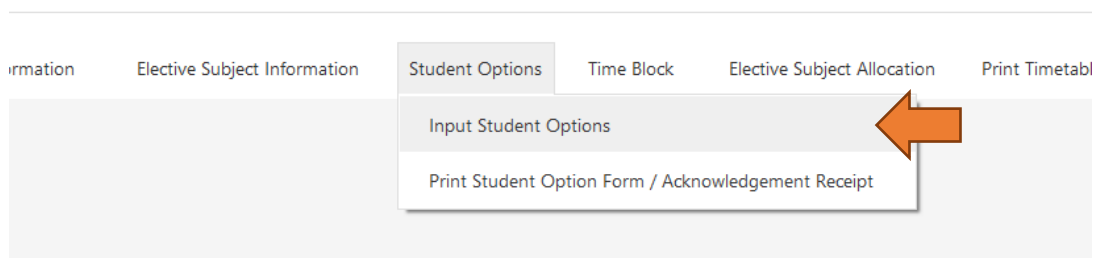
Below shows a sample exported file.

	A	B	C	D	E	F	G	H	I
	Subject / Module	NOR*	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota				
1									
2	M1	24	1	40					
3	BIO	64	2	35	30				
4	CHEM	65	2	35	30				
5	PHY	63	2	35	30				
6	中史	32	1	35					
7	經濟	53	2	40	40				
8	ECON	21	1	40					
9	地理	36	1	35					
10	旅遊	35	1	35					
11	企業	64	2	35	30				
12	ICT	61	2	35	30				
13	視藝	28	1	35					

5. Student Options

5.1 Input Student Options

Click Main Menu (Student Options → Input Student Options) to browse the student options.



5.1.1 Update Student Options

In the “Input Student Options” page, double click a student record to input his/her options.

The screenshot shows the 'Input Student Options' page. At the top, there is a navigation bar with 'Student Options > Input Student Options' selected. Below the navigation bar, there are buttons for 'Import from File' and 'Export'. The main area contains a table with the following columns: Student No., Student Name, Class, Class No., No. of Elective Subjects, M1, BIO, CHEM, PHY, 中史, 經濟, and ECON. The first row of the table is highlighted with a blue border. To the right of the table, there is a 'View Student Options' panel. This panel has a table with two columns: 'Option' and 'Order'. The 'Option' column lists M1, BIO, CHEM, PHY, 中史, 經濟, ECON, 地理, 旅遊, 企業, ICT, and 視藝. The 'Order' column is empty. At the bottom of the panel, there are buttons for 'Save', 'Reset', and 'Cancel'. At the bottom of the page, there is a status bar that reads 'Total no. of student(s): 200 No. of student(s) filtered: 200'.

Student No.	Student Name	Class	Class No.	No. of Elective Subjects	M1	BIO	CHEM	PHY	中史	經濟	ECON
031137	Andrew Ko	3A	1	2							
078451	Anthony Pak	3A	2	3							
017833	Ashley Fong	3A	3	3							
060810	Barbara Cheng	3A	4	2							
087263	Betty Fan	3A	5	3							
090241	Charles Dai	3A	6	2							
082078	Christopher Law	3A	7	2							
086122	Daniel Tse	3A	8	3							
097370	David Hui	3A	9	3							
027196	Donald Chiu	3A	10	3							
050421	Donna Leung	3A	11	3							
014786	Elizabeth Lau	3A	12	3							
025334	Emily Tse	3A	13	2							
051759	James Li	3A	14	3							
096824	Jennifer Yau	3A	15	2							
024041	Jessica Hung	3A	16	2							
080272	John Tsang	3A	17	3							
090251	Joseph Liu	3A	18	3							
071030	Joshua Leung	3A	19	2							
017892	Karen Lam	3A	20	3							
031889	Kimberly Ding	3A	21	3							

Input the student options in the Action Area, and click “Save” button. If option of Two Science Subjects is offered and users fill in an order number to the offer of “2 Sci”, an extra table “Order of Two Science Subjects” will be displayed and users have to fill in the order of the science subjects involved. Click “Save” button to save the record.

Update Student Options

Option	Order
M1	
BIO	
CHEM	
PHY	
中史	
經濟	
ECON	
地理	
旅遊	
企業	
ICT	
視藝	

Save Reset Cancel

Update Student Options

Offer	Order
2 Sci	3
M1	1
BIO	2
CHEM	
PHY	
中史	
經濟	
ECON	
地理	
旅遊	

Order of Two Science Subjects

Offer	Order
BIO + CHEM	
BIO + PHY	
CHEM + PHY	
BIO	
CHEM	
PHY	

Save Reset Cancel

The selected record is updated.

Student Option Programme

 The changes are saved.

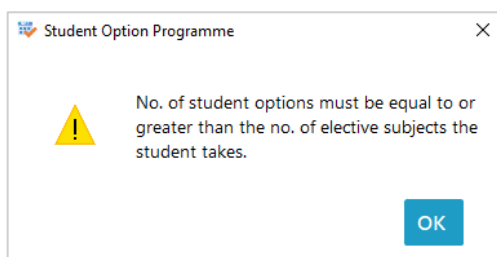
OK



To update the options of all students in one go, please refer to 5.1.2 [Import Student Options](#).

Validation:

1. If the no. of student options is fewer than the no. of elective subjects the student takes, the message below will be displayed and all the student option fields will be highlighted in red border.

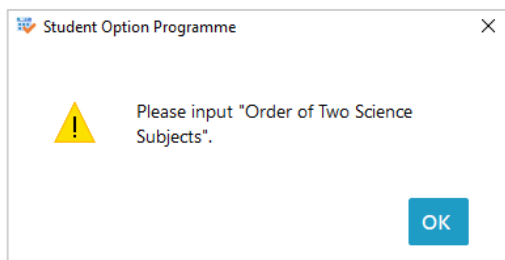


Update Student Options

Option	Order
2 Sci	
M1	
BIO	1
CHEM	
PHY	
中史	
經濟	
ECON	
地理	
旅遊	
企業	
ICT	
視藝	

Save Reset Cancel

- If the order of "2 Sci" is filled in, but none of the "Order of Two Science Subjects" fields is filled in, a warning message will be displayed, and all the order fields under "Order of Two Science Subjects" will be highlighted in red border.



Update Student Options

Option	Order
2 Sci	4
M1	
BIO	1
CHEM	2
PHY	3
中史	
經濟	
ECON	
地理	
旅遊	

Order of Two Science Subjects

Offer	Order
BIO + CHEM	
BIO + PHY	
CHEM + PHY	
BIO	
CHEM	
PHY	

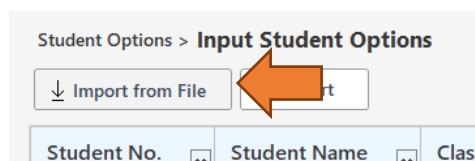
Save Reset Cancel

After completing the input of student options:

- Any updates will be synchronised to the *Elective Subject Group Setup page*, *Conflict Matrix Enquiry page* and *Allocate Elective Subjects page*

5.1.2 Import Student Options

Users can import data via Excel or CSV file. Click “Import from File” button.



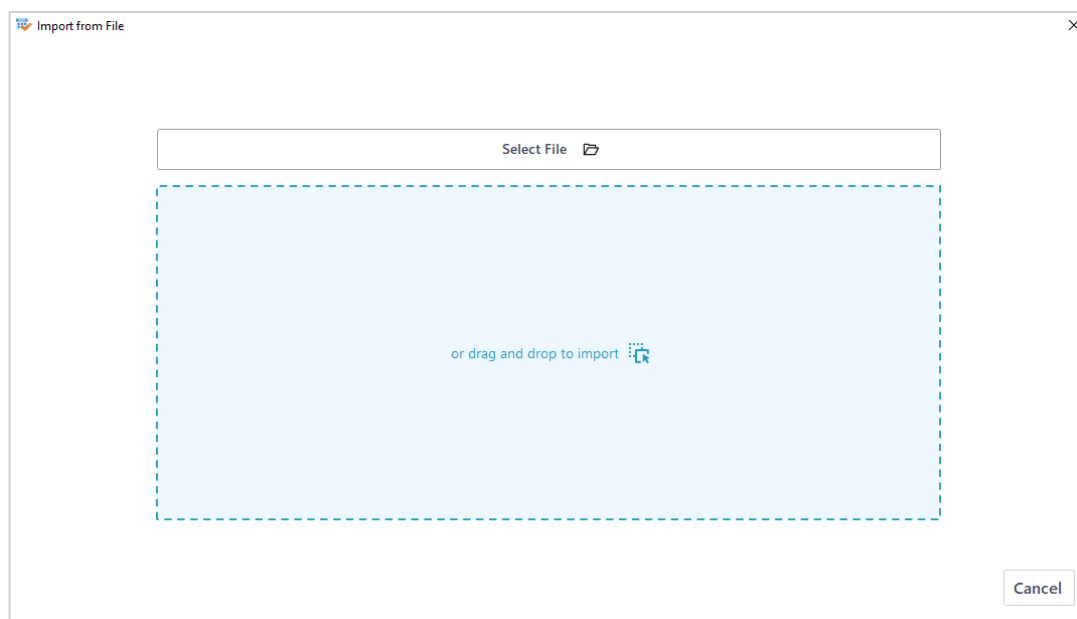
Below shows a sample Excel file.

Student No.	Student Name	Class	Class No.	M12	BIO2	CKEM2	PKY2	CKIS1	ECON1	ECON2	GEO1	TKS1	RAFS1	ICT2	YAI
031137	Andrew	3A	1	6	12	4	5	1	2	11	8	7	9	10	3
078451	Anthony Pak	3A	2	5	7	6	1	9	2	3	10	4	12	8	11
017833	Ashley Fong	3A	3	12	5	4	9	7	3	8	10	6	1	2	11
060810	Barbara Cheng	3A	4	9	2	8	1	7	4	5	11	10	6	3	12
087263	Betty	3A	5	5	2	4	10	3	9	1	12	6	11	7	8
090241	Charles Dai	3A	6	5	1	9	7	12	8	6	10	3	4	2	11
082078	Christopher Law	3A	7	6	9	10	1	4	2	5	12	7	8	11	3
086122	Daniel Tse	3A	8	6	3	5	2	12	8	9	7	11	10	1	4
097370	David	3A	9	5	12	7	6	4	1	8	10	3	11	9	2
027196	Donald Chiu	3A	10	9	10	1	3	5	2	7	4	11	8	6	12
050421	Donna Leung	3A	11	11	9	6	7	12	1	8	4	5	2	10	3
014786	Elizabeth Lau	3A	12	11	2	1	6	3	10	4	9	5	12	7	8
025334	Emily	3A	13	9	10	8	3	7	2	12	4	11	6	1	5
051759	James Li	3A	14	7	2	5	4	3	9	11	10	12	6	1	8
096824	Jennifer Yau	3A	15	11	1	4	10	8	9	3	6	2	5	7	
024041	Jessica Hung	3A	16	5	12	7	11	2	1	8	9	4	6	10	3
080272	John Tsang	3A	17	12	4	8	10	3	2	9	11	5	6	7	1
090251	Joseph Liu	3A	18	5	1	7	8	9	10	6	4	3	11	2	
071030	Joshua Leung	3A	19	10	8	6	3	12	1	7	5	4	11	9	2

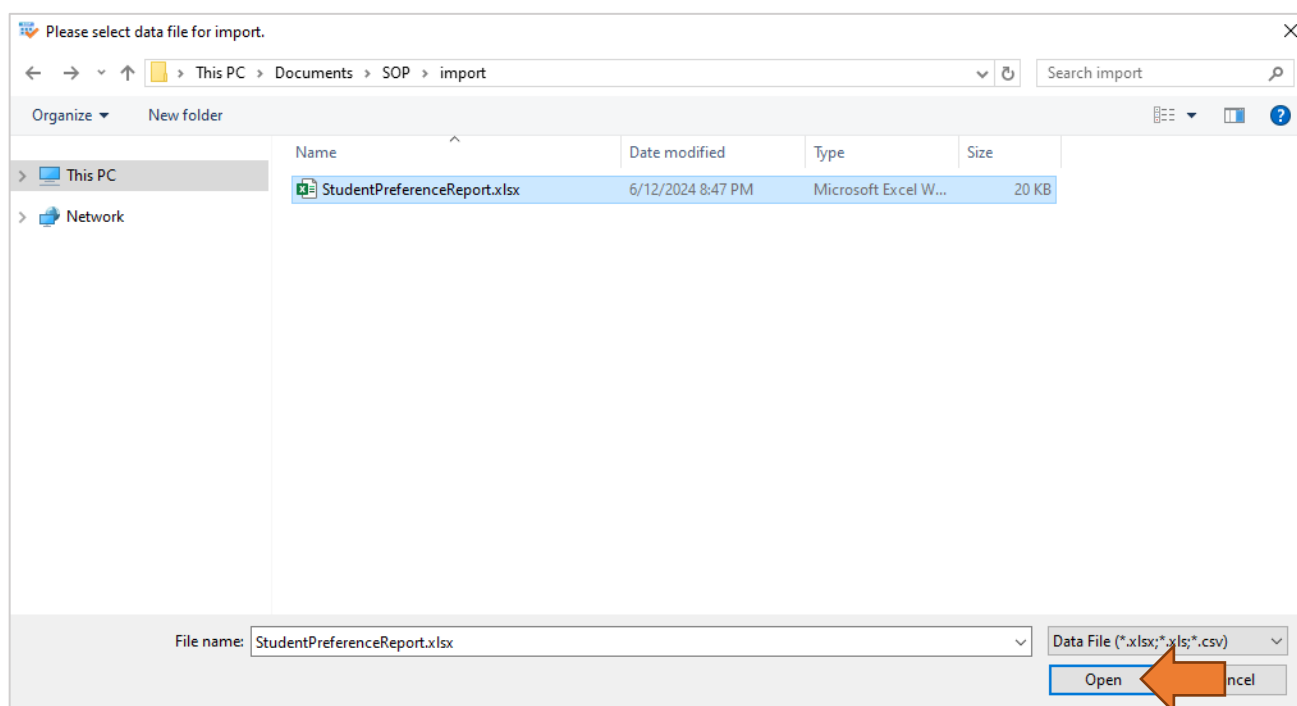


To obtain file template for import, please refer to 5.1.3 [Export Student Options](#).

Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Subject Code with MOI No. is used for the mapping of one elective subject. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

Import from File

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student No.
Student Name	Student Name
Class	Class
Class No.	Class No.
M1	M12
BIO	BIO2
CHEM	CHEM2
PHY	PHY2
中史	CHIS1
經濟	ECON1

Back Next

If the data is invalid, warning message(s) will be displayed under the “Error Message” column. If no error is encountered, click “Import” button.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12	BIO2	CHEM2	PHY2	CHIS1
	031137	Andrew Ko	3A	1	6	12	4	5	1
	078451	Anthony Pak	3A	2	5	7	6	1	9
	017833	Ashley Fong	3A	3	12	5	4	9	7
	060810	Barbara Cheng	3A	4	9	2	8	1	7
	087263	Betty Fan	3A	5	5	2	4	10	3
	090241	Charles Dai	3A	6	5	1	9	7	12
	082078	Christopher Law	3A	7	6	9	10	1	4
	086122	Daniel Tse	3A	8	6	3	5	2	12

Back Import

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12	BIO2	CHEM2	PHY2	CHIS1
	031137	Andrew Ko	3A	1	6	12	4	5	1
	078451	Anthony Pak	3A	2	5	7	6	1	9
	017833	Ashley Fong	3A	3	12	5	4	9	7
	060810	Barbara Cheng	3A	4	9	2	8	1	7
	087263	Betty Fan	3A	5	5	2	4	10	3
	090241	Charles Dai	3A	6	5	1	9	7	12
	082078	Christopher Law	3A	7	6	9	10	1	4
	086122	Daniel Tse	3A	8	6	3	5	2	12

Data import is in progress. Please wait...

47%

Click “OK” button to close the completion prompt box.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12	BIO2	CHEM2	PHY2	CHIS1
	031137	Andrew Ko	3A	1	6	12	4	5	1
	078451	Anthony Pak	3A	2	5	7	6	1	9
	017833	Ashley Fong	3A	3	12	5	4	9	7
	060810	Barbara Cheng	3A	4	9	2	8	1	7
	087263	Betty Fan	3A	5	5	2	4	10	3
	090241	Charles Dai	3A	6	5	1	9	7	12
	082078	Christopher Law	3A	7	6	9	10	1	4
	086122	Daniel Tse	3A	8	6	3	5	2	12

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

The data is imported and displayed in the student options list.

Student Options > Input Student Options

↓ Import from File ↑ Export

Student No.	Student Name	Class	Class No.	No. of Elective Subjects	M1	BIO	CHEM	PHY	中史	經濟	ECON
031137	Andrew Ko	3A	1	2	6	12	4	5	1	2	11
078451	Anthony Pak	3A	2	3	5	7	6	1	9	2	3
017833	Ashley Fong	3A	3	3	12	5	4	9	7	3	8
060810	Barbara Cheng	3A	4	2	9	2	8	1	7	4	5
087263	Betty Fan	3A	5	3	5	2	4	10	3	9	1
090241	Charles Dai	3A	6	2	5	1	9	7	12	8	6
082078	Christopher Law	3A	7	2	6	9	10	1	4	2	5
086122	Daniel Tse	3A	8	3	6	3	5	2	12	8	9
097370	David Hui	3A	9	3	5	12	7	6	4	1	8
027196	Donald Chiu	3A	10	3	9	10	1	3	5	2	7
050421	Donna Leung	3A	11	3	11	9	6	7	12	1	8
014786	Elizabeth Lau	3A	12	3	11	2	1	6	3	10	4
025334	Emily Tse	3A	13	2	9	10	8	3	7	2	12
051759	James Li	3A	14	3	7	2	5	4	3	9	11
096824	Jennifer Yau	3A	15	2	11	1	4	10	8	9	3
024041	Jessica Hung	3A	16	2	5	12	7	11	2	1	8
080272	John Tsang	3A	17	3	12	4	8	10	3	2	9
090251	Joseph Liu	3A	18	3	5	1	7	8	9	10	6
071030	Joshua Leung	3A	19	2	10	8	6	3	12	1	7
017892	Karen Lam	3A	20	3	12	4	7	11	6	1	8
031889	Kimberly Ding	3A	21	3	5	8	1	2	6	3	10

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

View Student Options

Option	Order
M1	
BIO	
CHEM	
PHY	
中史	
經濟	
ECON	
地理	
旅遊	
企業	
ICT	
視藝	

Save Reset Cancel

After completing the import of student options:

- options of existing students will be updated by the data in the import file
- any updates will be synchronised to the Elective Subject Group Setup page, Conflict Matrix Enquiry page and Allocate Elective Subjects page



To obtain a file template for import, please refer to 5.1.3 [Export Student Options](#).

5.1.3 Export Student Options

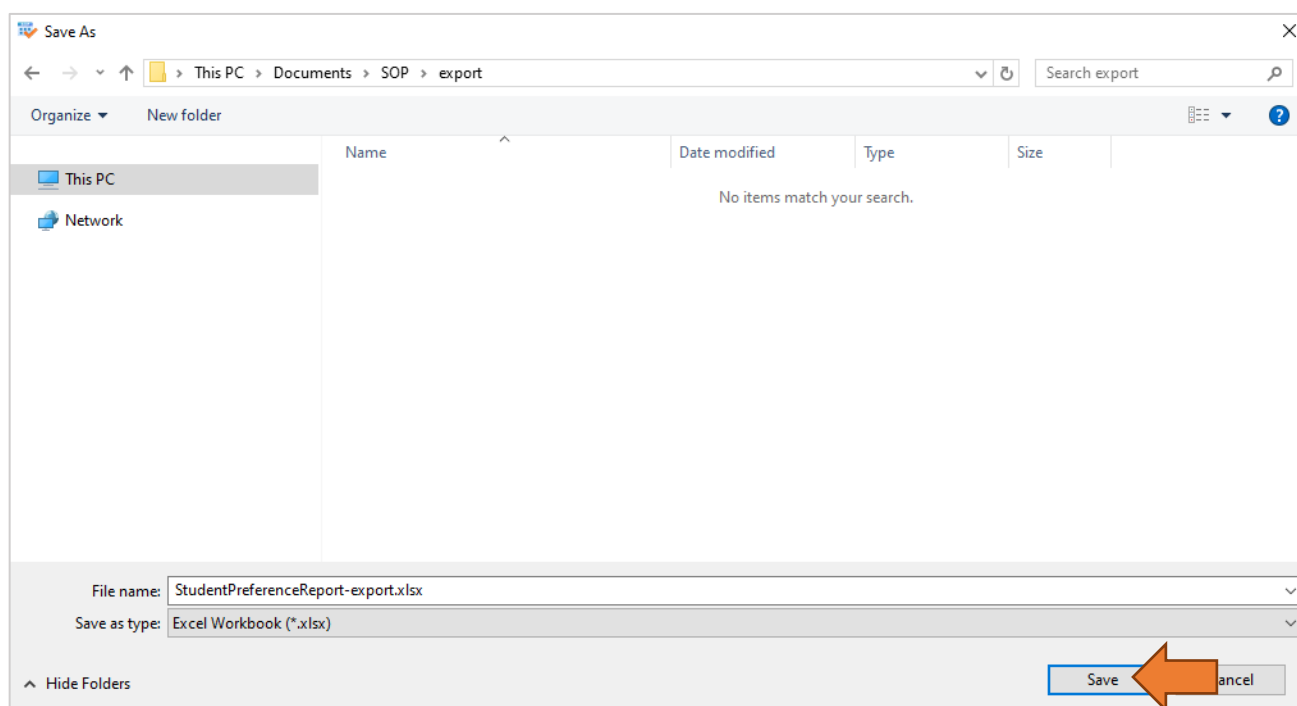
Users can export data to Excel or CSV file for manipulation. The exported file can be used as a template for importing student options. Click the “Export” button.

Student Options > Input Student Options

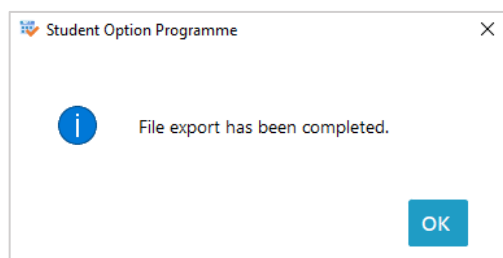
↓ Import from File ↑ Export

Student No. Student Name Class

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.

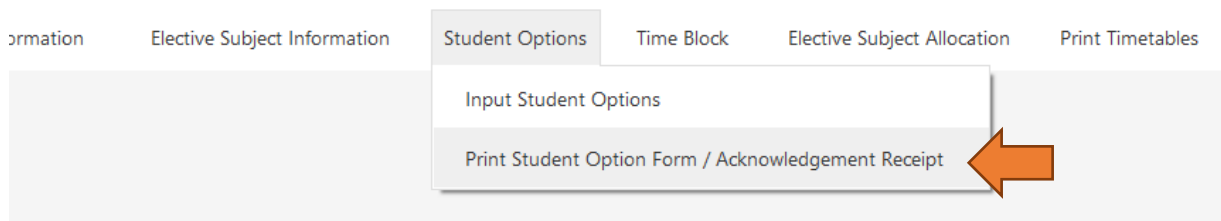


Below shows a sample exported file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	C
1	Student No.	Student Name	Class	Class No.	M12	B102	CHEM2	PHY2	CHIS1	ECON1	ECON2	GE01	THS1	BAFS1	ICT2	VA1	
2	031137	Andrew Ko	3A	1	6	12	4	5	1	2	11	8	7	9	10	3	
3	078451	Anthony Pak	3A	2	5	7	6	1	9	2	3	10	4	12	8	11	
4	017833	Ashley Fong	3A	3	12	5	4	9	7	3	8	10	6	1	2	11	
5	060810	Barbara Cheng	3A	4	9	2	8	1	7	4	5	11	10	6	3	12	
6	087263	Betty Fan	3A	5	5	2	4	10	3	9	1	12	6	11	7	8	
7	090241	Charles Dai	3A	6	5	1	9	7	12	8	6	10	3	4	2	11	
8	082078	Christopher Law	3A	7	6	9	10	1	4	2	5	12	7	8	11	3	
9	086122	Daniel Tse	3A	8	6	3	5	2	12	8	9	7	11	10	1	4	
10	097370	David Hui	3A	9	5	12	7	6	4	1	8	10	3	11	9	2	
11	027196	Donald Chiu	3A	10	9	10	1	3	5	2	7	4	11	8	6	12	
12	050421	Donna Leung	3A	11	11	9	6	7	12	1	8	4	5	2	10	3	
13	014786	Elizabeth Lau	3A	12	11	2	1	6	3	10	4	9	5	12	7	8	
14	025334	Emily Tse	3A	13	9	10	8	3	7	2	12	4	11	6	1	5	
15	051759	James Li	3A	14	7	2	5	4	3	9	11	10	12	6	1	8	
16	096824	Jennifer Yau	3A	15	11	1	4	10	8	9	3	6	2	5	7		
17	024041	Jessica Hung	3A	16	5	12	7	11	2	1	8	9	4	6	10	3	
18	080272	John Tsang	3A	17	12	4	8	10	3	2	9	11	5	6	7	1	

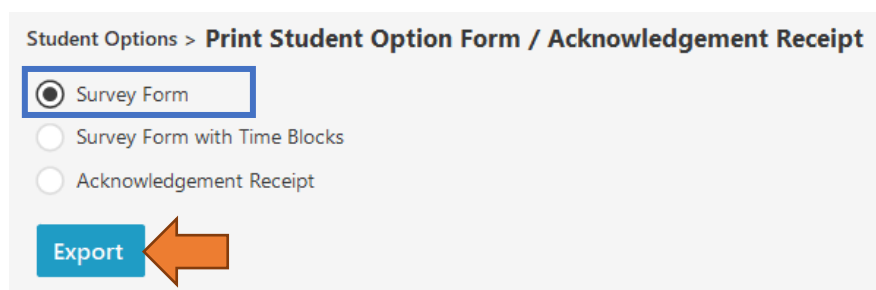
5.2 Print Student Option Forms / Acknowledgment Receipt

Click Main Menu (Student Options → Print Student Option Forms / Acknowledgment Receipt) to export the sample forms provided for printing.

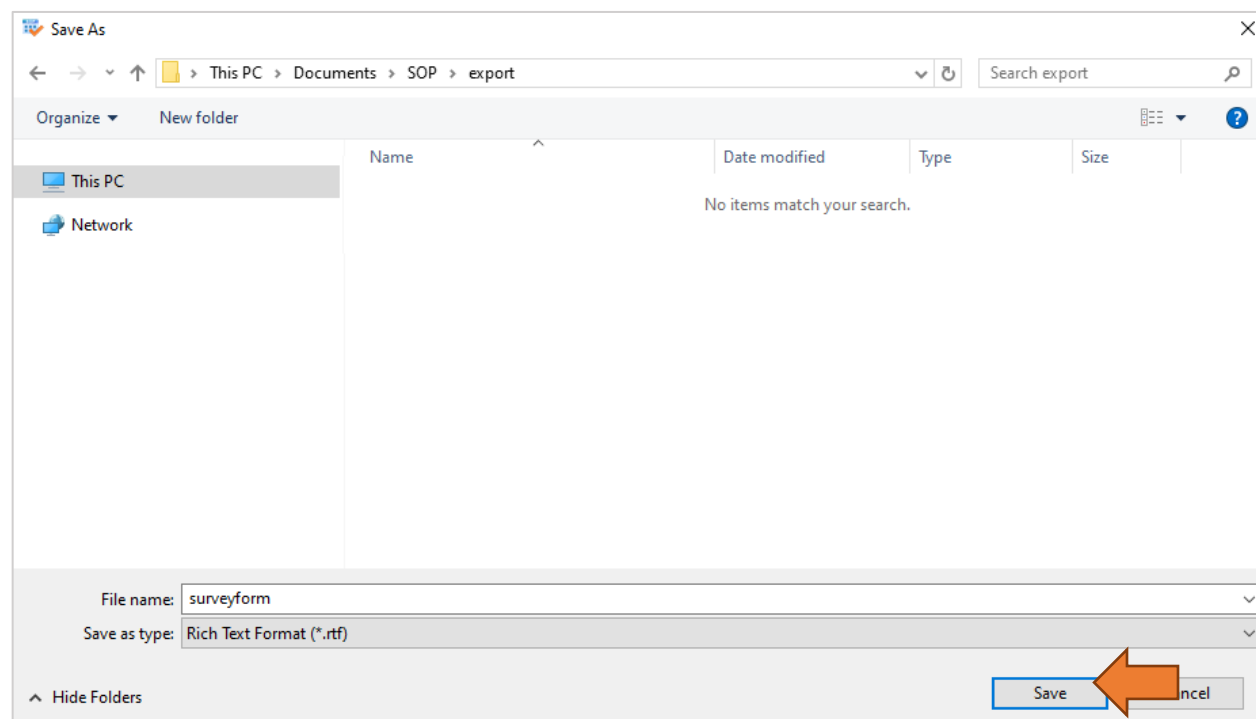


5.2.1 Print Survey Form

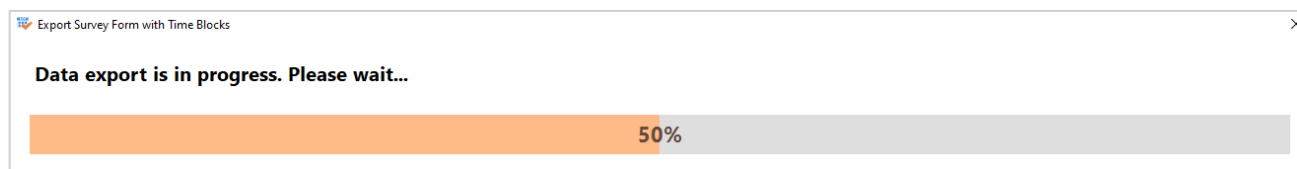
In the “Print Student Option Forms / Acknowledgment Receipt” page, select “Survey Form” and click the “Export” button.



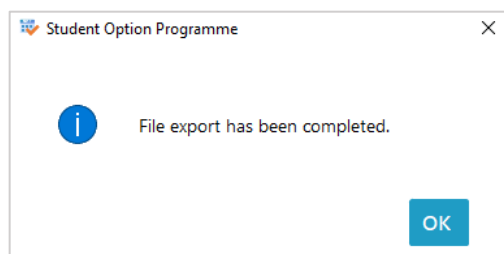
Select destination folder and define the filename, then click “Save” button.



A progress bar will be displayed to show the export progress.



The file export is completed.



Below is a sample exported file opened by MS Word. Users can modify the form before distribution.

Student Option Form

A student should fill numbers in this form indicating his/her order of preference. ("1" means the elective subject that he/she likes best.) If a student wants to study 2 science subjects, he/she should write the order of preference in the "Two Science Subjects" of the table on the left, and fill in the order of preference of the 2 science subjects in the table on the right. If the 2 science subjects cannot be allocated due to shortage of places or whatsoever reason, the school will allocate 1 science subject to the student in accordance with his/ her options in the table on the right.

Selected Option		Order of two science subjects (Input order of two science subjects only when a student has chosen 2 science subjects in his/her selected option.)	
Offer	Order	Offer	Order
Two Science Subjects		Biology + Chemistry	
Mathematics (Extended Part - Module 1)		Biology + Physics	
Biology		Chemistry + Physics	
Chemistry		Biology	
Physics		Chemistry	
中國歷史		Physics	
經濟			
Economics			
地理			
旅遊與款待			
企業、會計與財務概論			
Information and Communication Technology			
視覺藝術 (中學文憑)			

Remarks: M1 / M2 is the Extended Part of the senior secondary Mathematics curriculum
(Source: Mathematics Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 6) (2017))

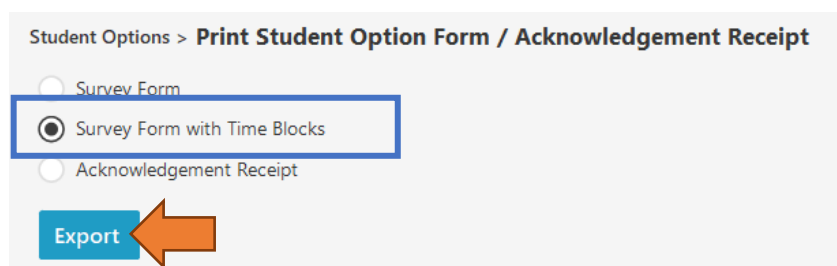
Student Name: _____ Class: _____ Class No.: _____

Parent's Signature: _____ Parent's Name: _____ Date: _____

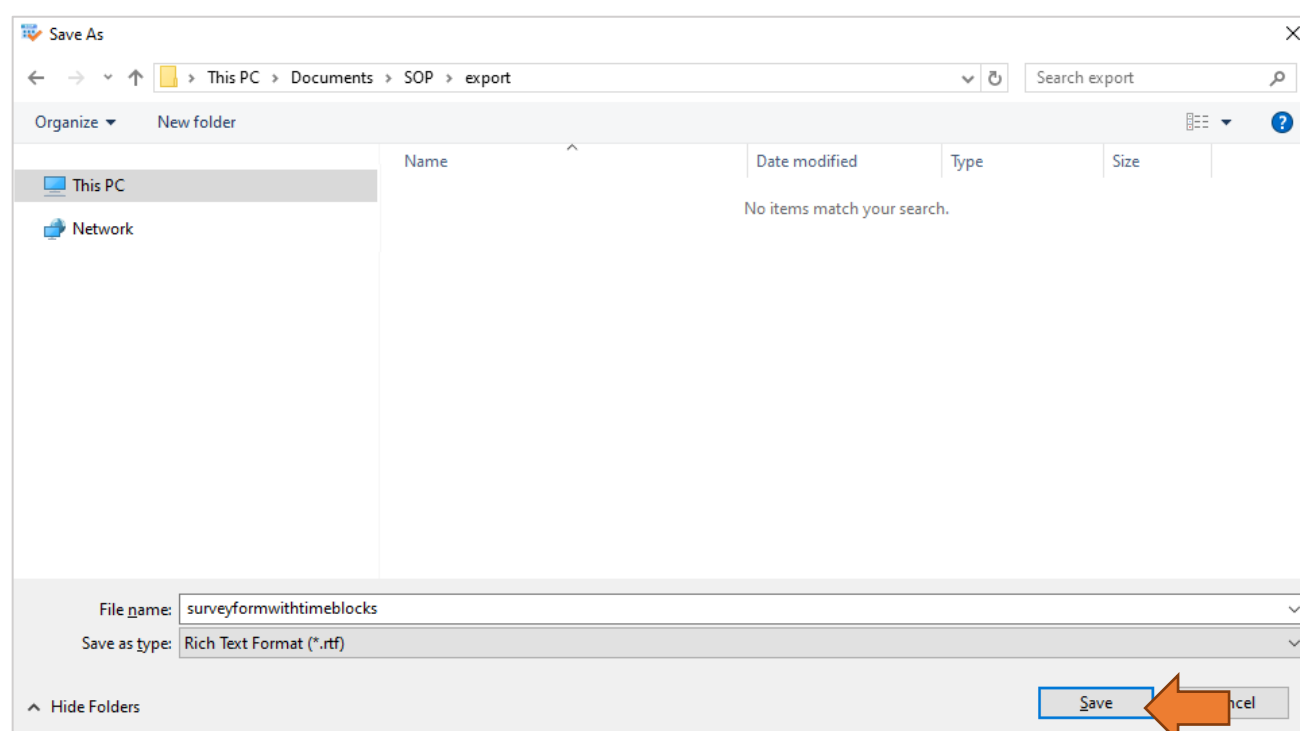
(Please return the completed S4 Student Option Form to the class teacher on or before (date).)

5.2.2 Print Survey Form with Time Blocks

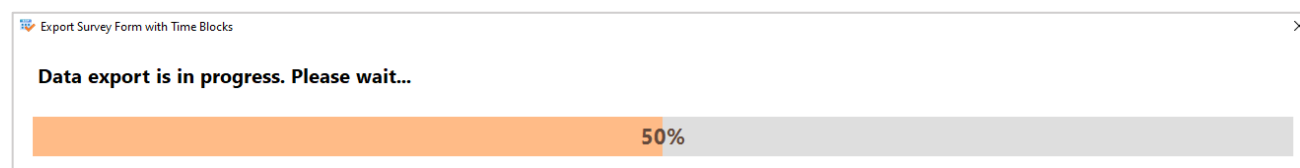
Select “Survey Form with Time Blocks” and click the “Export” button.



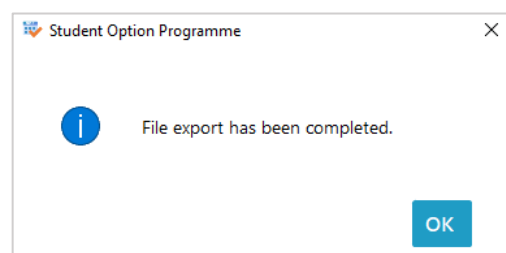
Select destination folder and define the filename, then click “Save” button.



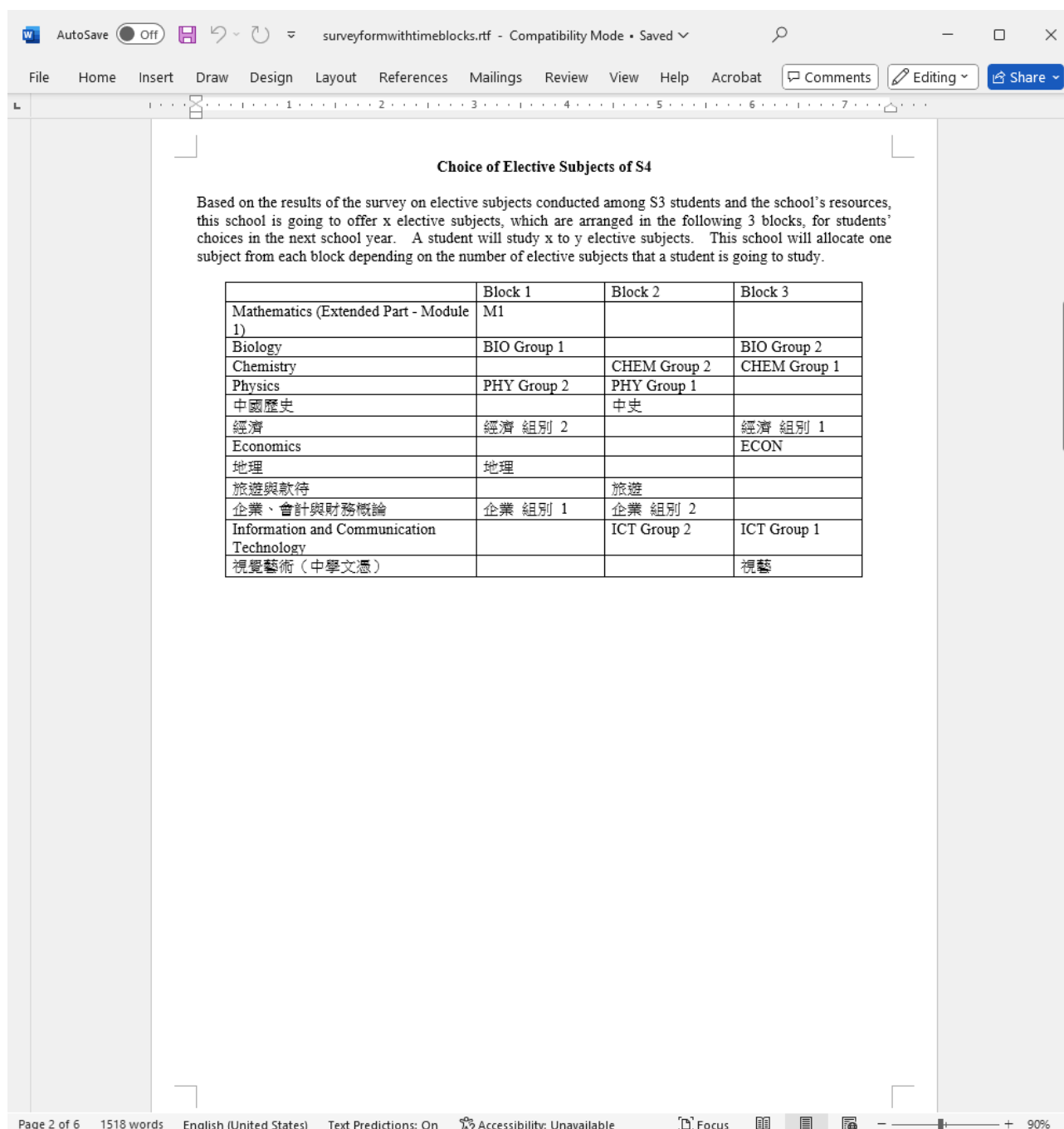
A progress bar will be displayed to show the export progress.



The file export is completed.



Below is a sample exported file opened by MS Word. Users can modify the form before distribution.



Choice of Elective Subjects of S4

Based on the results of the survey on elective subjects conducted among S3 students and the school's resources, this school is going to offer x elective subjects, which are arranged in the following 3 blocks, for students' choices in the next school year. A student will study x to y elective subjects. This school will allocate one subject from each block depending on the number of elective subjects that a student is going to study.

	Block 1	Block 2	Block 3
Mathematics (Extended Part - Module 1)	M1		
Biology	BIO Group 1		BIO Group 2
Chemistry		CHEM Group 2	CHEM Group 1
Physics	PHY Group 2	PHY Group 1	
中國歷史		中史	
經濟	經濟 組別 2		經濟 組別 1
Economics			ECON
地理	地理		
旅遊與款待		旅遊	
企業、會計與財務概論	企業 組別 1	企業 組別 2	
Information and Communication Technology		ICT Group 2	ICT Group 1
視覺藝術 (中學文憑)			視藝

5.2.3 Print Acknowledgement Receipt

In the "Print Student Option Forms / Acknowledgment Receipt" page, select "Acknowledgement Receipt".

An area for setting up the Acknowledgement Receipt will appear on the right side. At the top, users can select a specific class or students for the Acknowledgement Receipt. At the bottom, the Header and Footer can be modified.

If only a specific class is to be included in the Acknowledgement Receipt, select the class at the top by ticking “For Single Class only” and choosing the class from the dropdown menu. To specify a group of students, input the “Student No. from” and “Student No. to”. If both the class and student number are filled, the receipt will be exported with students that match both conditions. Leave all fields empty to include all students.

Edit the content, font style and font features of the Header/ Footer of the receipt in the text box.

Header

Aa Microsoft Sans Serif 10 A B I U ≡ ≡ ≡

This is to acknowledge receipt of your Student Option Form on Elective Subjects. Your selected elective subjects are listed below:
 你的「選修科目選科表」已收訖。你選擇的選修科目如下:

Footer

Aa Microsoft Sans Serif 10 A B I U ≡ ≡ ≡

Please check the above listed elective subjects against your copy of Student Option Form on Elective Subjects. For amendments, please contact the General Office in person or before (Date).
 請依照你的「選修科目選科表」副本核對上面所列的選修科目。如需修改，請於（日期）或之前親自與校務處聯絡。

After all the setup is complete, click the “Export” button.

Student Options > **Print Student Option Form / Acknowledgement Receipt**

☐ Survey Form
☐ Survey Form with Time Blocks
☒ Acknowledgement Receipt

Class
☐ For Single Class only 3A

Header

Aa Microsoft Sans Serif 10

Export 

Select destination folder and define the filename, then click “Save” button.

Save As

← → ↶ ↷ > This PC > Documents > SOP > export

Organize New folder

This PC Network

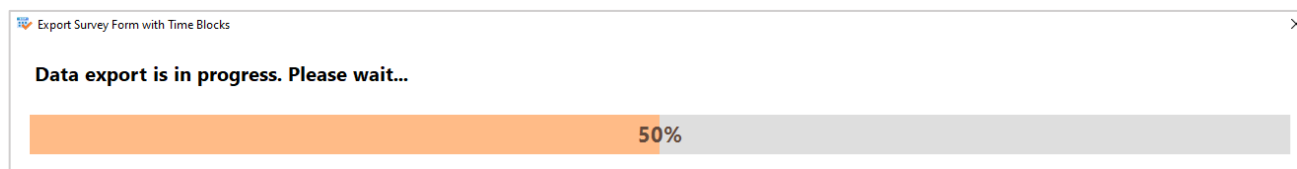
Name	Date modified	Type	Size
No items match your search.			

File name: acknowledgementreceipt

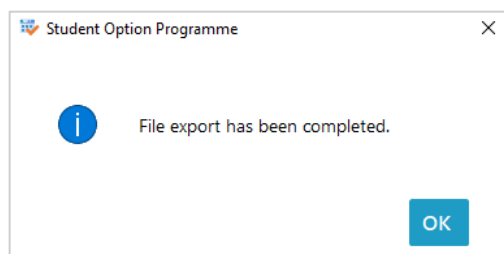
Save as type: Rich Text Format (*.rtf)

Save Cancel 

A progress bar will be displayed to show the export progress.



The file export is completed.



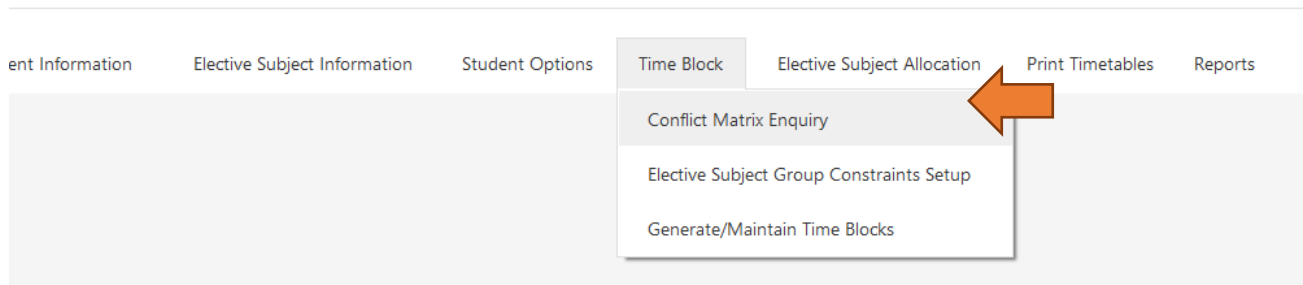
Below is a sample exported file opened by MS Word. Users can modify the Acknowledgment Receipt before distribution.

Order 次序	Subjects / Modules 科目 / 單元
1	CHEM
2	BIO
3	中史
4	ECON
5	旅遊
6	PHY
7	ICT
8	視藝
9	地理
10	經濟
11	M1
12	企業

6. Time Block

6.1 Conflict Matrix Enquiry

Click Main Menu (Time Block → Conflict Matrix Enquiry) to enquire the conflict matrix of student options for elective subject pairs.



6.1.1 Enquire Conflicts Matrix of Student Options

The “Conflict Matrix Enquiry” page shows the number of students between two subjects that are selected as their top priorities. A sample conflict matrix result is shown on the screen below. In the sample, 20 students have selected “企業” and “經濟” as their top priorities.

Users can make use of the information as a reference to decide which two subjects are better to be placed in different time blocks.

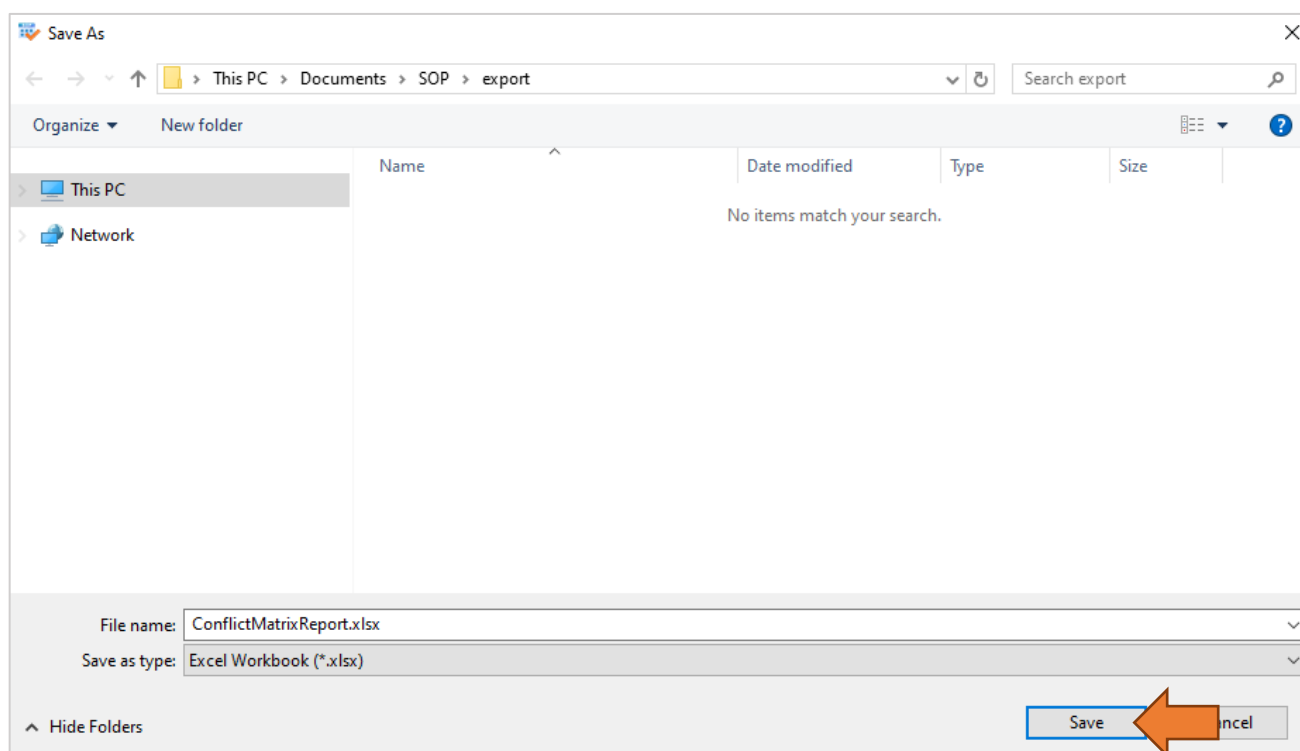
Subject / Module	M1	BIO	CHEM	PHY	中史	經濟	ECON	地理	旅遊	企業	ICT	視藝
M1	NA	1	10	7	5	0	2	0	4	8	10	2
BIO	1	NA	17	22	8	0	12	0	8	21	16	9
CHEM	10	17	NA	15	13	16	1	12	11	24	0	0
PHY	7	22	15	NA	0	21	9	7	4	1	19	6
中史	5	8	13	0	NA	4	3	9	0	0	11	3
經濟	0	0	16	21	4	NA	0	0	9	20	14	10
ECON	2	12	1	9	3	0	NA	1	3	7	0	0
地理	0	0	12	7	9	0	1	NA	10	7	14	5
旅遊	4	8	11	4	0	9	3	10	NA	0	9	6
企業	8	21	24	1	0	20	7	7	0	NA	16	10
ICT	10	16	0	19	11	14	0	14	9	16	NA	0
視藝	2	9	0	6	3	10	0	5	6	10	0	NA

6.1.2 Export Conflict Matrix

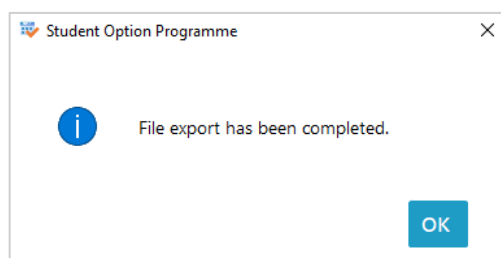
In the “Conflict Matrix Enquiry” page, click the “Export” button.



Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.

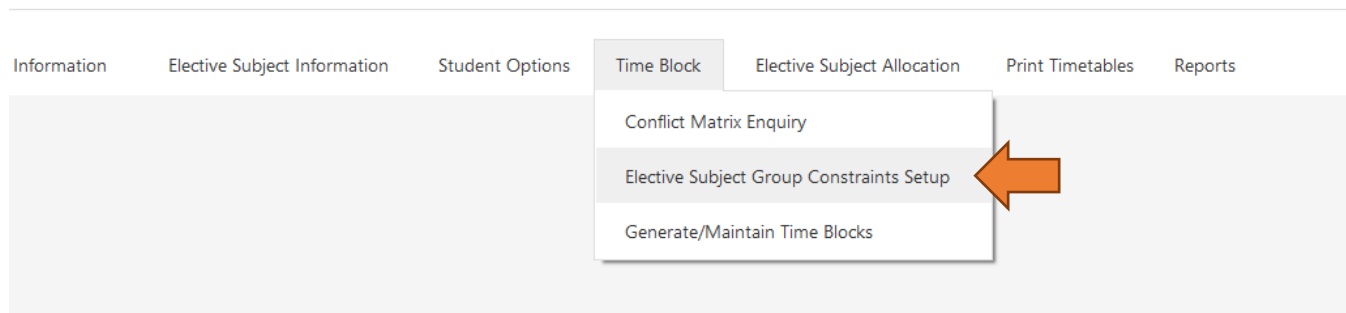


Below shows a sample exported file.

	A	B	C	D	E	F	G	
1	Subject / Module	M1	BIO	CHEM	PHY	中史	經濟	ECON
2	M1	NA	1	10	7	5	0	2
3	BIO	1	NA	17	22	8	0	12
4	CHEM	10	17	NA	15	13	16	1
5	PHY	7	22	15	NA	0	21	9
6	中史	5	8	13	0	NA	4	3
7	經濟	0	0	16	21	4	NA	0
8	ECON	2	12	1	9	3	0	NA
9	地理	0	0	12	7	9	0	1
10	旅遊	4	8	11	4	0	9	3
11	企業	8	21	24	1	0	20	7
12	ICT	10	16	0	19	11	14	0
13	視藝	2	9	0	6	3	10	0

6.2 Elective Subject Group Constraints Setup

Click Main Menu (Time Block → Elective Subject Group Constraints Setup) to setup the elective subject group constraints.



6.2.1 Set Two Subject Groups to be put into Different Time Blocks

In the “Elective Subject Group Constraints Setup” page, select two elective subject groups and click the “Different Time Blocks” button.

Time Block > Elective Subject Group Constraints Setup

Please select TWO elective subject groups and click either 'Same Time Block' or 'Different Time Blocks'. Click 'Save' when completed.

Elective Subject Group	Select
M1	☐
BIO Group 1	☒
BIO Group 2	☐
CHEM Group 1	☒
CHEM Group 2	☐
PHY Group 1	☐
PHY Group 2	☐
中史	☐
經濟 組別 1	☐
經濟 組別 2	☐
ECON	☐
地理	☐
旅遊	☐
企業 組別 1	☐
企業 組別 2	☐
ICT Group 1	☐
ICT Group 2	☐
視藝	☐

☰ Same Time Block

⌕ Different Time Blocks

Export

Elective Subject Groups	Action
-------------------------	--------

Save

Reset

The constraint will be added to the constraint list on the right-hand side. Click the remove (✕) button to remove the constraint. Click “Save” button when all constraints are added.

Time Block > **Elective Subject Group Constraints Setup**

Please select TWO elective subject groups and click either 'Same Time Block' or 'Different Time Blocks'. Click 'Save' when completed.

Elective Subject Group	Select
M1	☐
BIO Group 1	☐
BIO Group 2	☐
CHEM Group 1	☐
CHEM Group 2	☐
PHY Group 1	☐
PHY Group 2	☐
中史	☐
經濟 組別 1	☐
經濟 組別 2	☐
ECON	☐
地理	☐
旅遊	☐
企業 組別 1	☐
企業 組別 2	☐
ICT Group 1	☐
ICT Group 2	☐
視藝	☐

Same Time Block

Different Time Blocks

Elective Subject Groups	Action
BIO Group 1, CHEM Group 1	Difference ✕

Export

Save

The constraint list is updated.

Student Option Programme

 The changes are saved.

OK

6.2.2 Set Two Subject Groups to be put into Same Time Block

In the “Elective Subject Group Constraints Setup” page, select two elective subject groups and click the “Same Time Block” button.

Time Block > Elective Subject Group Constraints Setup

Please select TWO elective subject groups and click either 'Same Time Block' or 'Different Time Blocks'.
Click 'Save' when completed.

Select	Elective Subject Group
☐	M1
☐	BIO Group 1
☐	BIO Group 2
☐	CHEM Group 1
☒	CHEM Group 2
☐	PHY Group 1
☒	PHY Group 2
☐	中史
☐	經濟 組別 1
☐	經濟 組別 2
☐	ECON
☐	地理
☐	旅遊
☐	企業 組別 1
☐	企業 組別 2
☐	ICT Group 1
☐	ICT Group 2
☐	視藝

☰ Same Time Block

🔗 Different Time Blocks

⬅️

Export

Action	Elective Subject Groups
--------	-------------------------

SaveReset

The constraint will be added to the constraint list on the right-hand side. Click the remove (✕) button to remove the constraint. Click “Save” button when all constraints are added.

Time Block > **Elective Subject Group Constraints Setup**

Please select TWO elective subject groups and click either 'Same Time Block' or 'Different Time Blocks'. Click 'Save' when completed.

Elective Subject Group	Select
M1	☐
BIO Group 1	☐
BIO Group 2	☐
CHEM Group 1	☐
CHEM Group 2	☐
PHY Group 1	☐
PHY Group 2	☒
中史	☐
經濟 組別 1	☐
經濟 組別 2	☐
ECON	☐
地理	☐
旅遊	☐
企業 組別 1	☐
企業 組別 2	☐
ICT Group 1	☐
ICT Group 2	☐
視藝	☐

Elective Subject Groups	Action
CHEM Group 2, PHY Group 2	Same ✕

The constraint list is updated.

Student Option Programme

 The changes are saved.

6.2.3 Export Subject Group Constraints

In the “Elective Subject Group Constraints Setup” page, click “Export” button.

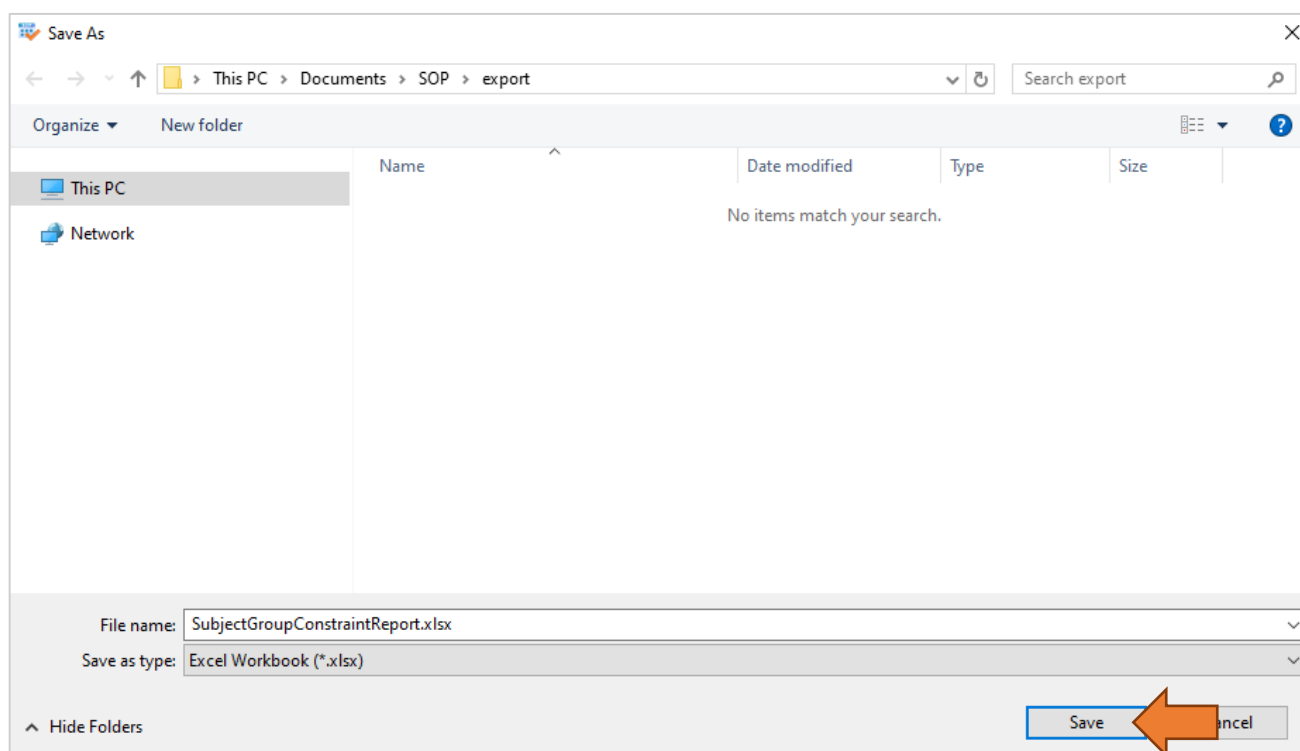
Time Block > **Elective Subject Group Constraints Setup**

Please select TWO elective subject groups and click either 'Same Time Block' or 'Different Time Blocks'. Click 'Save' when completed.

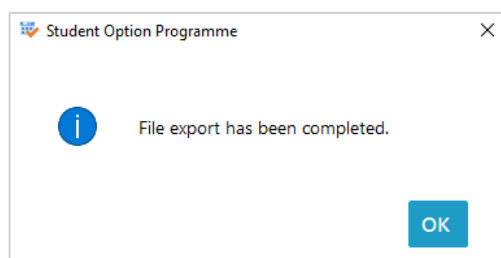
Elective Subject Group	Select
M1	☐
BIO Group 1	☐
BIO Group 2	☐
CHEM Group 1	☐
CHEM Group 2	☐

Elective Subject Groups
CHEM Group 2, PHY Group 2
BIO Group 1, CHEM Group 1

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



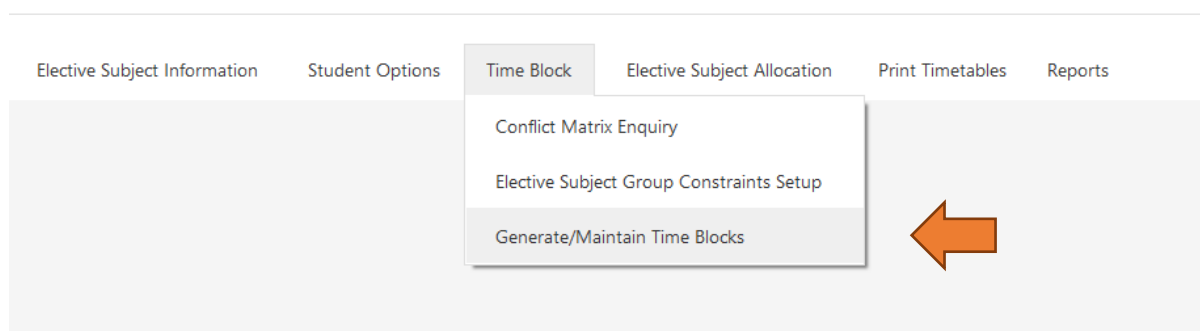
Below shows a sample exported file.

The screenshot shows the Excel spreadsheet with the following data:

	A	B	C	D	E
1	Elective Subject Group Code1	Elective Subject Group Name1	Elective Subject Group Code2	Elective Subject Group Name2	Action
2	CHEM2_2	CHEM Group 2	PHY2_2	PHY Group 2	Same
3	BIO2_1	BIO Group 1	CHEM2_1	CHEM Group 1	Difference
4					
5					
6					
7					

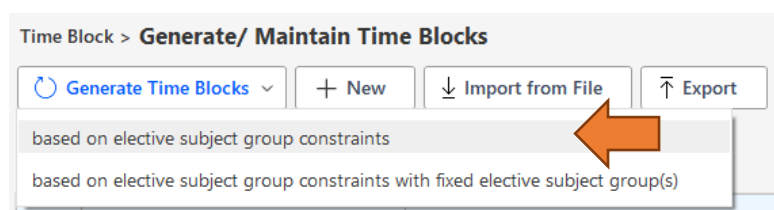
6.3 Generate / Maintain Time Blocks

Click Main Menu (Time Block → Generate/Maintain Time Blocks) to browse the time blocks.



6.3.1 Generate Elective Subject Groups into Time Blocks based on Elective Subject Group Constraints

In the “Generate/Maintain Time Blocks” page, click “Generate Time Blocks” button and choose “based on elective subject group constraints”.



Select the appropriate option for “Allocation Algorithm Choices” (applicable to elective subject allocation by overall ranking) and “Subject Group Distribution Choices” (applicable to elective subjects with multiple subject groups). Check the “Has Compulsory Block” checkbox and select the compulsory time block(s) if needed.

Then, select the “Generation Time Limit”, and click “Generate” button.

Generate Time Block

Allocation Algorithm Choices

- ☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.
- ☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.
- ☐ Choice 3 - all the choices of each student would be allocated in one iteration.
- ☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

- ☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)
- ☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

☐ Has Compulsory Block ▼

Time Limit

Generation Time Limit 5 mins ▼

Generate
Cancel



For the details of Allocation Algorithm Choices and Subject Group Distribution Choices, please refer to Appendix III [Allocation Algorithm Choices \(Overall Ranking\)](#), Appendix IV [Allocation Algorithm \(Elective Subject Queue\)](#) and Appendix V [Subject Group Distribution Choices](#).

A number of time blocks with different combinations of elective subject groups will be generated and displayed in the time block list. The estimated satisfaction rate for the top priorities and all options of each generated time block will be calculated and displayed.

Student Option Programme

Current Status Student Information Elective Subject Information Student Options Time Block Elective Subject Allocation Print Timetables Reports

Time Block > **Generate/Maintain Time Blocks** Related Link(s)

Stop Generating + New Import from File Export

Satisfaction Rate Calculation

Time Block Result	Estimated Average Satisfaction Rate		
	Top Priorities	All Options	
Combination 1	95.00%	98.48%	
Combination 2	96.92%	98.83%	
(Generating...)	Elapsed Time: 0:05		

View Time Block

Elective Subject Group	Block 1	Block 2	Block 3
	CHEM Group 1	CHEM Group 2	企業 組別 1
	企業 組別 2	BIO Group 1	BIO Group 2
	PHY Group 1	PHY Group 3	PHY Group 2
	ICT Group 1	ICT Group 2	經濟 組別 1
	旅遊	經濟 組別 2	地理
	中史	視藝	M1
	ECON		

Allocation Algorithm Choices: Choice 1 Elective Subject Group Distribution: Choice 1 Compulsory Block: No

Mark as Confirmed Time Block Calculate

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	7	6	6



For the details of satisfaction rate calculation, please refer to Appendix II [Calculation of Satisfaction Rate](#).

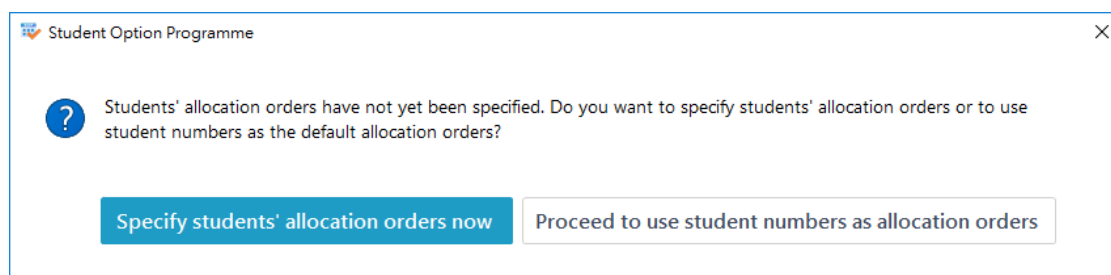
While generating time blocks, users can click “Stop Generating” button to stop time block generation.

[illegible]

The generation is completed, timed out or stopped.

Reminder:

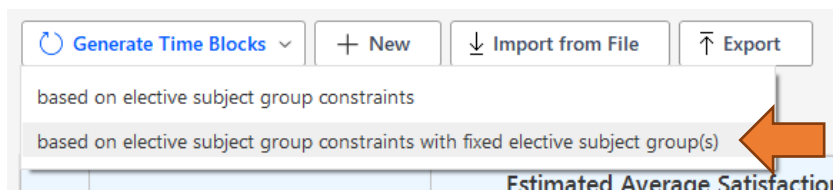
After clicking the “Generate Time Blocks” button, if students’ allocation orders have not yet been defined, the below message will be displayed. Users can choose to specify the students’ allocation orders, or proceed to use student numbers as allocation orders.



To define allocation orders, please refer to 7.1 [Elective Subject Allocation Orders](#).

6.3.2 Partial Generation of Time Blocks with Fixed Elective Subject Group(s)

In the “Generate/Maintain Time Blocks” page, click “Generate Time Blocks” button to choose “based on elective subject group constraints and fixed elective subject group(s)”.



Drag and drop elective subject group(s) to any time blocks, the dragged elective subject group(s) will be fixed under the time block. The SOP will not change the elective subject group(s) to other time blocks during time block generation.

Generate Time Block

Define Fixed Elective Subject Group(s)

A

 Draggable cell

A

 Fixed cell

Elective Subject Group	Block 1	Block 2	Block 3
M1			
BIO Group 1			
BIO Group 2			
CHEM Group 1			
CHEM Group 2			
PHY Group 1			

Reset

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	0	0	0

Next

Cancel

Click “Next” button to continue.


Generate Time Block
×

Define Fixed Elective Subject Group(s)

A

Draggable cell

A

Fixed cell

Elective Subject Group	Block 1	Block 2	Block 3
BIO Group 1		M1	
BIO Group 2			
CHEM Group 1			
CHEM Group 2			
PHY Group 1			
PHY Group 2			

Reset

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	0	1	0

Next



el

Select the appropriate option for “Allocation Algorithm Choices” (applicable to elective subject allocation by overall ranking) and “Subject Group Distribution Choices” (applicable to elective subjects with multiple subject groups). Check the “Has Compulsory Block” checkbox and select the compulsory time block(s) if needed.

Then, select the “Generation Time Limit”, and click “Generate” button.

Generate Time Block

Allocation Algorithm Choices

- ☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.
- ☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.
- ☐ Choice 3 - all the choices of each student would be allocated in one iteration.
- ☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

- ☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)
- ☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

☐ Has Compulsory Block ▼

Time Limit

Generation Time Limit 5 mins ▼

Generate Cancel



For the details of Allocation Algorithm Choices and Subject Group Distribution Choices, please refer to Appendix III [Allocation Algorithm Choices \(Overall Ranking\)](#) , Appendix IV [Allocation Algorithm \(Elective Subject Queue\)](#) and Appendix V [Subject Group Distribution Choices](#).

A number of time blocks with different combinations of elective subject groups will be generated and displayed in the time block list. The estimated satisfaction rate for the top priorities and all options of each generated time block will be calculated and displayed. The elective subject group(s) will be fixed at the defined time block for all the generated combinations.

Student Option Programme

Time Block > **Generate/ Maintain Time Blocks**

Stop Generating + New Import from File Export

Satisfaction Rate Calculation

Time Block Result	Estimated Average Satisfaction Rate	
	Top Priorities	All Options
Combination 1	96.50%	98.96%
Combination 2	98.67%	99.61%
(Generating...)	Elapsed Time: 0:13	

View Time Block

Elective Subject Group	Block 1	Block 2	Block 3
CHEM Group 1	CHEM Group 2	企業 組別 1	
企業 組別 2	BIO Group 1	BIO Group 2	
PHY Group 1	ICT Group 1	PHY Group 2	
ICT Group 2	經濟 組別 1	經濟 組別 2	
視藝	地理	旅遊	
ECON	M1	中史	

Allocation Algorithm Choices: Choice 1 Elective Subject Group Distribution: Choice 1 Compulsory Block: No

Mark as Confirmed Time Block Calculate

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	6	6	6
No. of elective subject groups assigned	6	6	6



For the details of satisfaction rate calculation, please refer to Appendix II [Calculation of Satisfaction Rate](#).

While generating time blocks, users can click “Stop Generating” button to stop time block generation.

Student Option Programme

Time Block > Generate/ Maintain Time Blocks

Stop Generating Import from File Export

Satisfaction Rate Calculation

Time Block Result	Estimated Average Satisfaction Rate	
	Top Priorities	All Options
Combination 1	96.50%	98.96%
Combination 2	98.67%	99.61%
(Generating...)	Elapsed Time: 0:13	

View Time Block

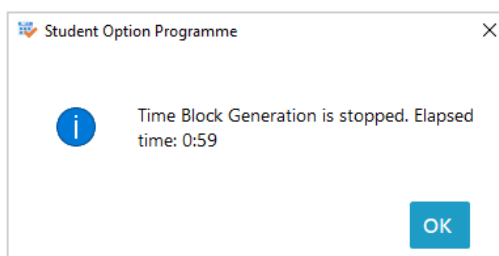
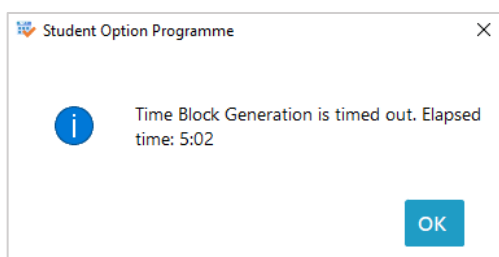
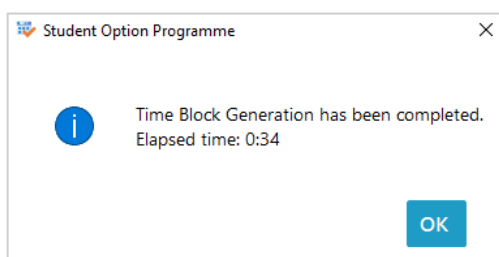
Elective Subject Group	Block 1	Block 2	Block 3
CHEM Group 1	CHEM Group 2	CHEM Group 2	企業 組別 1
企業 組別 2	BIO Group 1	BIO Group 2	BIO Group 2
PHY Group 1	ICT Group 1	PHY Group 2	PHY Group 2
ICT Group 2	經濟 組別 1	經濟 組別 2	經濟 組別 2
地理	地理	地理	地理
ECON	M1	中史	中史

Allocation Algorithm Choices: [Choice 1](#) Elective Subject Group Distribution: [Choice 1](#) Compulsory Block: No

Mark as Confirmed Time Block Calculate

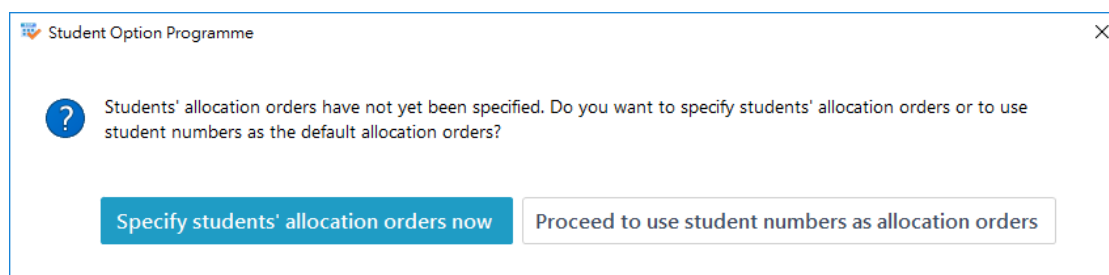
Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	6	6	6
No. of elective subject groups assigned	6	6	6

The generation is completed, timed out or stopped.



Reminder:

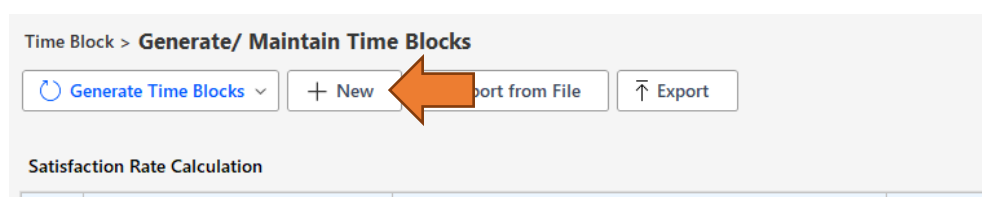
After clicking the “Generate Time Blocks” button, if students’ allocation orders have not yet been defined, the below message will be displayed. Users can choose to specify the students’ allocation orders, or proceed to use student numbers as allocation orders.



To define allocation orders, please refer to 7.1 [Elective Subject Allocation Orders](#).

6.3.3 Create Customised Time Block

In the “Generate/Maintain Time Blocks” page, click “New” button.



Users can manually assign elective subject groups into each time block by drag and drop. Click “Save” button when the assignment is completed.

[illegible][illegible]

A new record is added.

Student Option Programme

 The changes are saved.

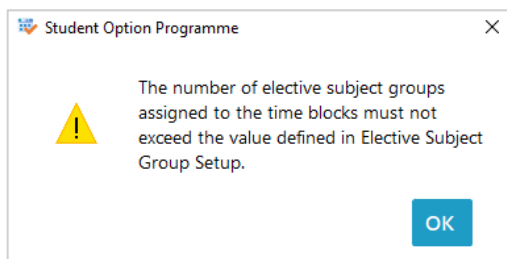
OK

The new record will be displayed in the time block list.

[illegible]

Validation:

1. If the number of manually assigned elective subject groups in any time block exceeds the maximum number of elective subject groups defined for that time block, the related time block will be displayed in red border. The below message will be displayed and the record cannot be saved.



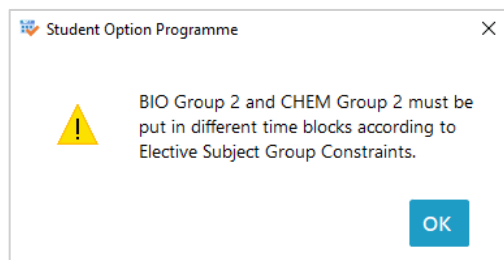
Add Time Block A Draggable cell

Elective Subject Group	Block 1	Block 2	Block 3
BIO Group 1	M1		
CHEM Group 2	CHEM Group 1		
PHY Group 1	BIO Group 2		
中史	PHY Group 2		
經濟組別 1	地理		
ECON	經濟組別 2		
企業組別 1	旅遊		
企業組別 2			
ICT Group 1			
ICT Group 2			
視藝			

Save Reset Cancel

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	6	6	6
No. of elective subject groups assigned	7	0	0

- If users assign the elective subject groups that violate any elective subject group constraints, the below warning message will be displayed and the related subject groups will be highlighted in red border.



Add Time Block			
	A Draggable cell		
Elective Subject Group	Block 1	Block 2	Block 3
	BIO Group 2	M1	BIO Group 1
	CHEM Group 2	PHY Group 2	CHEM Group 1
	ECON	中史	PHY Group 3
	PHY Group 1	經濟 組別 1	地理
	旅遊	經濟 組別 2	企業 組別 2
	視藝	ICT Group 1	企業 組別 1
	ICT Group 2		



To manually assign elective subject group in a time block in one go, please refer to 6.3.5 [Import Time Blocks](#).

6.3.4 Update Generated/Created Time Blocks

Double click a time block record in the table. The selected time blocks record will be displayed on the action area on the right-hand side.

Satisfaction Rate Calculation			
Time Block Result	Estimated Average Satisfaction Rate		
	Top Priorities	All Options	
Combination 1	95.17%	98.66%	
Combination 2	99.17%	99.75%	

Update Time Block
A Draggable cell
A Fixed cell

Elective Subject Group	Block 1	Block 2	Block 3
	CHEM Group 2	CHEM Group 1	企業 組別 1
	BIO Group 1	企業 組別 2	BIO Group 2
	PHY Group 3	PHY Group 1	PHY Group 2
	ICT Group 2	ICT Group 1	經濟 組別 1
	經濟 組別 2	視藝	旅遊
	地理	ECON	中史
	M1		

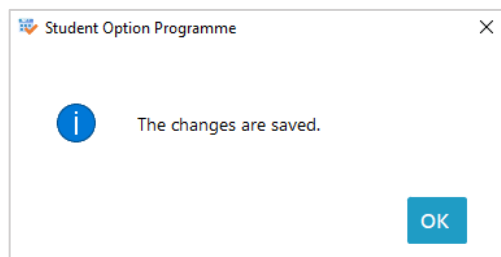
Save Save As... Reset Cancel

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	7	6	6

Rearrange the elective subject groups among the time blocks by drag and drop and click “Save” or “Save As” button.

[illegible]

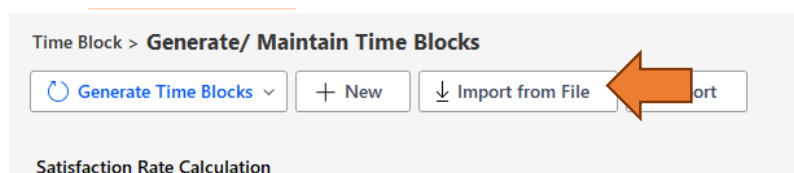
The selected record is updated. Satisfaction rate will be cleared.



To calculate the estimated satisfaction rate of the updated time block record, please refer to 6.3.7 [Calculate Estimated Satisfaction Rate](#)

6.3.5 Import Time Blocks

Users can import data via Excel or CSV file. Click “Import from File” button.



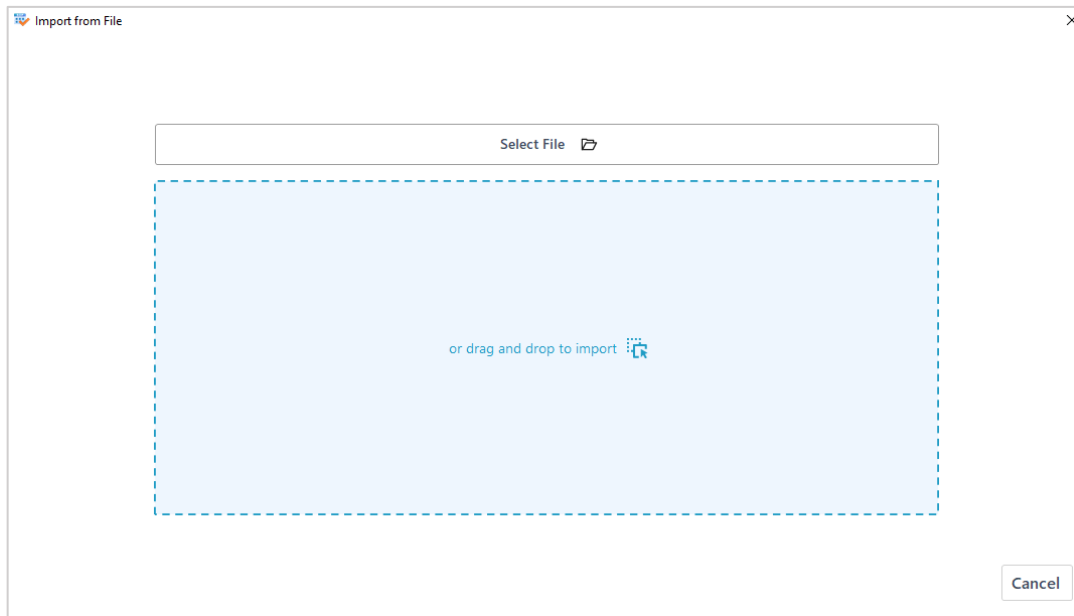
Below shows a sample Excel file.

	A	B	C	D	E	F	G
	Elective Subject Group	Elective Subject Group Code	Block 1	Block 2	Block 3		
1							
2	M1	M12_1		M12_1			
3	BIO Group 1	BIO2_1		BIO2_1			
4	BIO Group 2	BIO2_2			BIO2_2		
5	CHEM Group 1	CHEM2_1	CHEM2_1				
6	CHEM Group 2	CHEM2_2		CHEM2_2			
7	PHY Group 1	PHY2_1	PHY2_1				
8	PHY Group 2	PHY2_2			PHY2_2		
9	PHY Group 3	PHY2_3		PHY2_3			
10	中史	CHIS1_1			CHIS1_1		
11	經濟 組別 1	ECON1_1			ECON1_1		
12	經濟 組別 2	ECON1_2		ECON1_2			
13	ECON	ECON2_1	ECON2_1				
14	地理	GEO1_1			GEO1_1		
15	旅遊	THS1_1	THS1_1				
16	企業 組別 1	BAFS1_1			BAFS1_1		
17	企業 組別 2	BAFS1_2	BAFS1_2				
18	ICT Group 1	ICT2_1	ICT2_1				
19	ICT Group 2	ICT2_2		ICT2_2			
20	視藝	VA1_1	VA1_1				

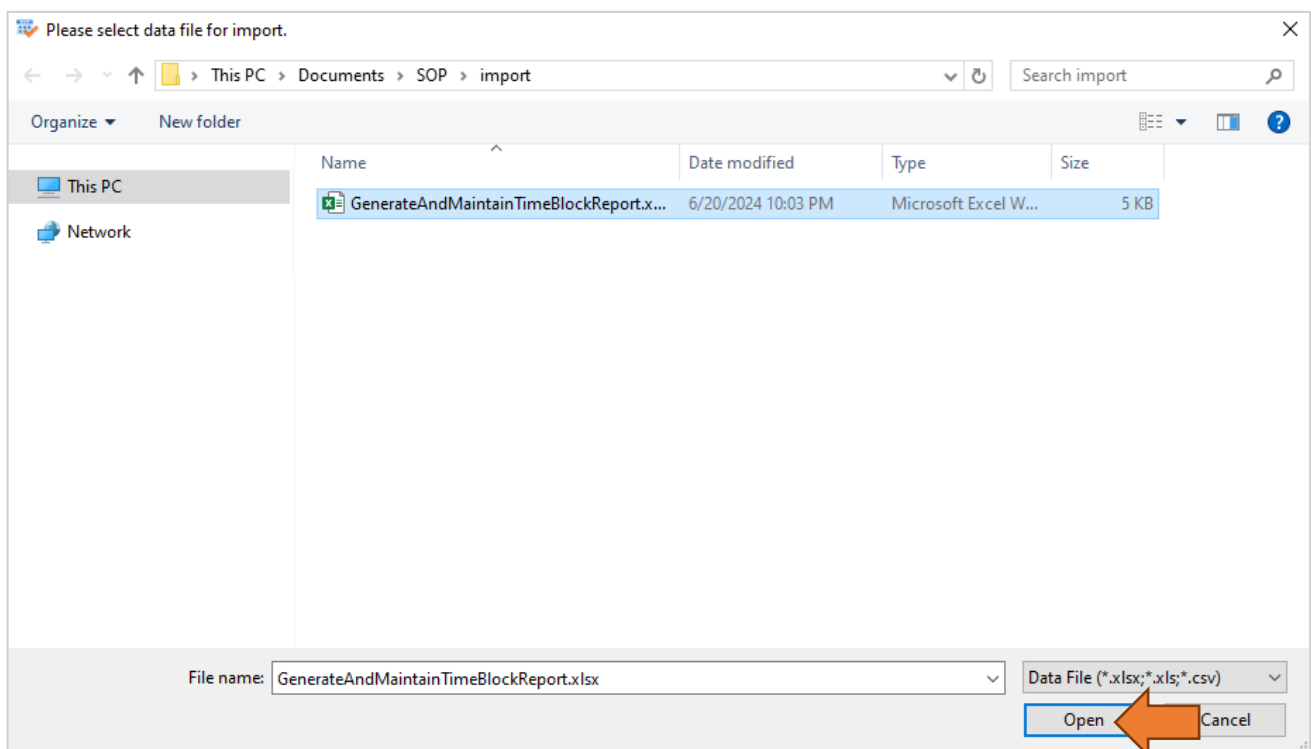


To obtain file template for import, please refer to 6.3.6 [Export Time Blocks](#).

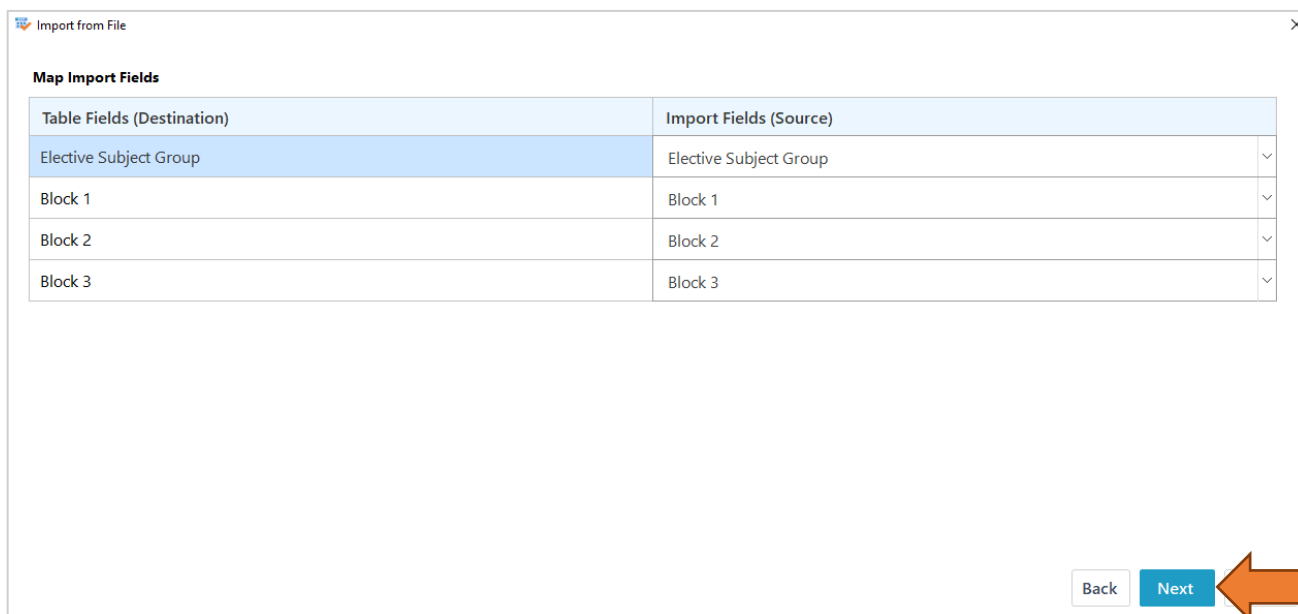
Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

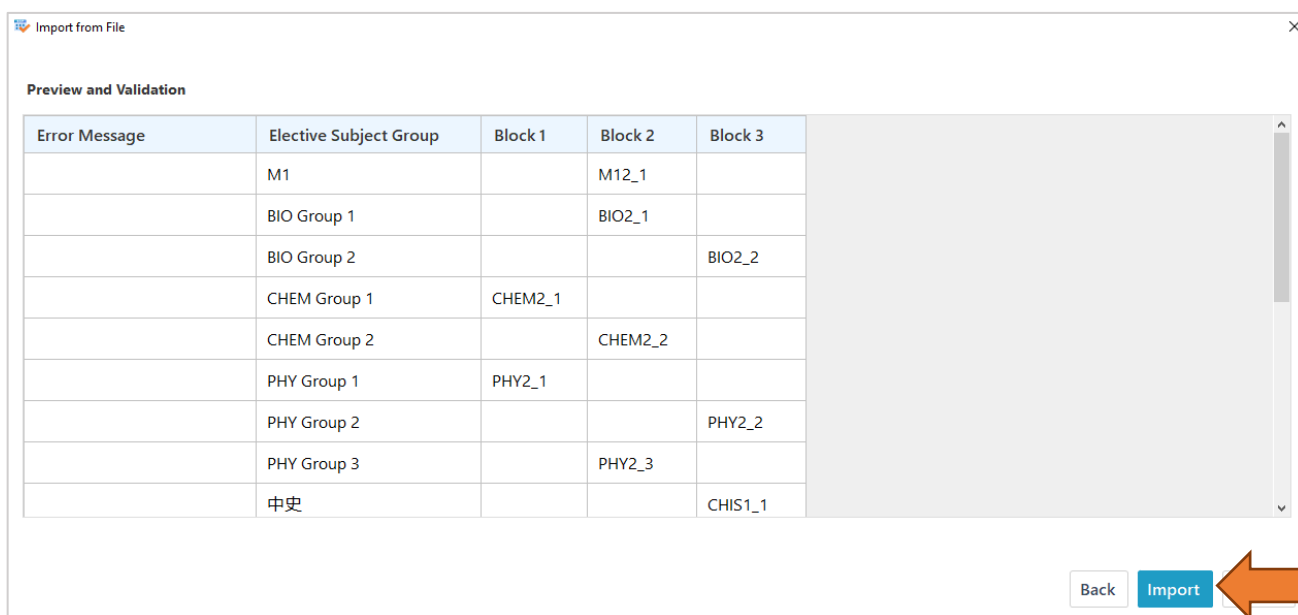


Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Elective Subject Group	Elective Subject Group
Block 1	Block 1
Block 2	Block 2
Block 3	Block 3

Back Next

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.



Preview and Validation

Error Message	Elective Subject Group	Block 1	Block 2	Block 3
	M1		M12_1	
	BIO Group 1		BIO2_1	
	BIO Group 2			BIO2_2
	CHEM Group 1	CHEM2_1		
	CHEM Group 2		CHEM2_2	
	PHY Group 1	PHY2_1		
	PHY Group 2			PHY2_2
	PHY Group 3		PHY2_3	
	中史			CHIS1_1

Back Import

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	Elective Subject Group	Block 1	Block 2	Block 3
	M1		M12_1	
	BIO Group 1		BIO2_1	
	BIO Group 2			BIO2_2
	CHEM Group 1	CHEM2_1		
	CHEM Group 2		CHEM2_2	
	PHY Group 1	PHY2_1		
	PHY Group 2			PHY2_2
	PHY Group 3		PHY2_3	

Data import is in progress. Please wait...

0%

Click “OK” button to close the completion prompt box.

Import from File

Preview and Validation

Error Message	Elective Subject Group	Block 1	Block 2	Block 3
	M1		M12_1	
	BIO Group 1		BIO2_1	
	BIO Group 2			BIO2_2
	CHEM Group 1	CHEM2_1		
	CHEM Group 2		CHEM2_2	
	PHY Group 1	PHY2_1		
	PHY Group 2			PHY2_2
	PHY Group 3		PHY2_3	

Student Option Programme

 Data import has been completed.

OK

Data import is in progress. Please wait...

100%

The data is imported and displayed in the time block list.

Satisfaction Rate Calculation

Time Block Result	Estimated Average Satisfaction Rate	
	Elective Subject Groups	Compulsory Subjects
Combination 1		

View Time Block

Elective Subject Group	Block 1	Block 2	Block 3
BIO Group 2	CHEM Group 2	M1	
CHEM Group 1	PHY Group 1	BIO Group 1	
PHY Group 3	中史	PHY Group 2	
經濟 組別 2	旅遊	經濟 組別 1	
ECON	企業 組別 1	地理	
ICT Group 1	ICT Group 2	企業 組別 2	
視藝			

Allocation Algorithm Choices: - Elective Subject Group Distribution: - Compulsory Block: No

[Mark as Confirmed Time Block] [Calculate]

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	7	6	6



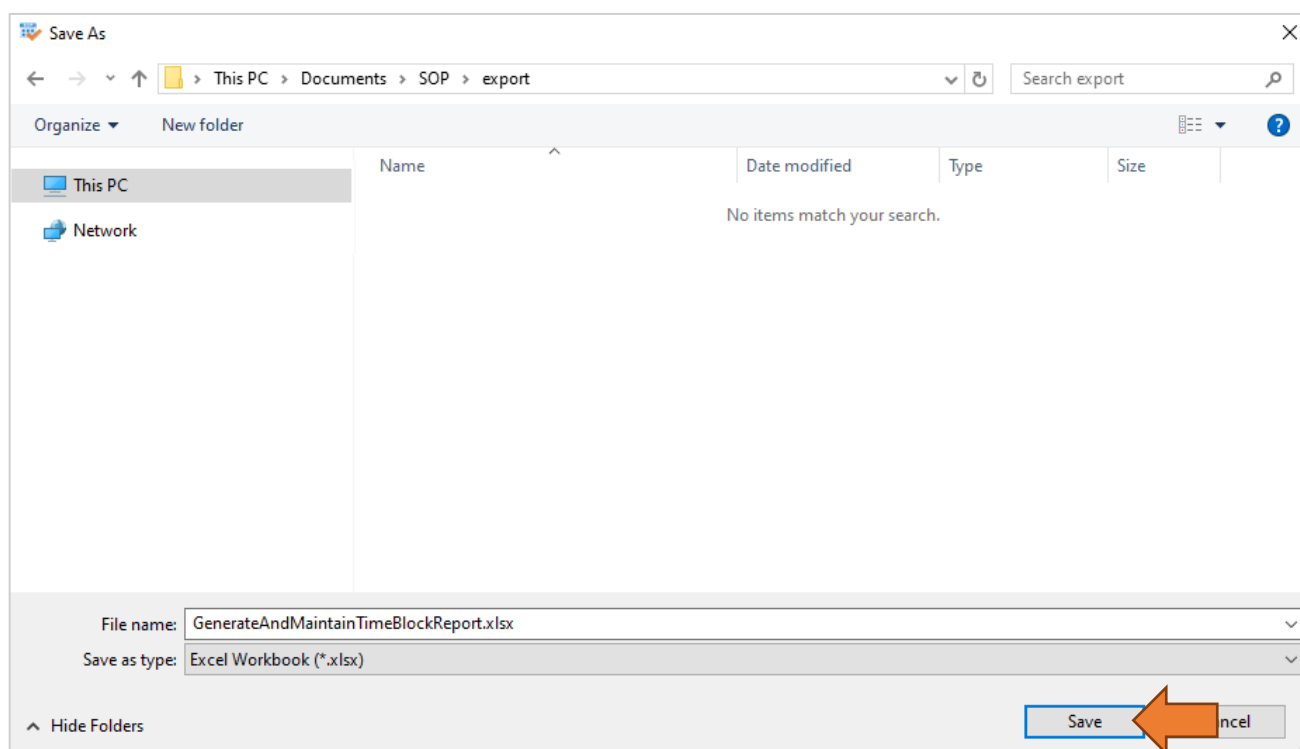
To calculate the estimated satisfaction rate of the imported time block record, please refer to 6.3.7 [Calculate Estimated Satisfaction Rate](#)

6.3.6 Export Time Blocks

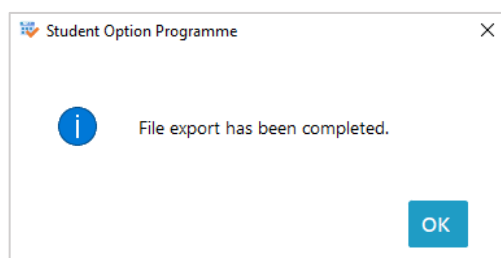
In the “Generate/Maintain Time Blocks” page, click “Export” button.

[illegible]

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



Below shows a sample exported file.

	A	B	C	D	E	F
	Elective Subject Group	Elective Subject Group Code	Block 1	Block 2	Block 3	
1						
2	M1	M12_1			M12_1	
3	BIO Group 1	BIO2_1			BIO2_1	
4	BIO Group 2	BIO2_2	BIO2_2			
5	CHEM Group 1	CHEM2_1	CHEM2_1			
6	CHEM Group 2	CHEM2_2		CHEM2_2		
7	PHY Group 1	PHY2_1		PHY2_1		
8	PHY Group 2	PHY2_2			PHY2_2	
9	PHY Group 3	PHY2_3	PHY2_3			
10	中史	CHIS1_1		CHIS1_1		
11	經濟 組別 1	ECON1_1			ECON1_1	
12	經濟 組別 2	ECON1_2	ECON1_2			
13	ECON	ECON2_1	ECON2_1			
14	地理	GEO1_1			GEO1_1	
15	旅遊	THS1_1		THS1_1		
16	企業 組別 1	BAFS1_1		BAFS1_1		
17	企業 組別 2	BAFS1_2			BAFS1_2	
18	ICT Group 1	ICT2_1		ICT2_1		
19	ICT Group 2	ICT2_2	ICT2_2			
20	視藝	VA1_1	VA1_1			

Select the time block record, click “Calculate” button to calculate the estimated satisfaction rate.

Council and Secondary Section 2	116	Education Bureau
---------------------------------	-----	------------------

Select the appropriate option for “Allocation Algorithm Choices” (applicable to elective subject allocation by overall ranking) and “Subject Group Distribution Choices” (applicable to elective subjects with multiple subject groups). Check the “Has Compulsory Block” checkbox and select the compulsory time block(s) if needed.

Click “Calculate” button to start the calculation of estimated satisfaction rate.

Calculate Satisfaction Rate and Rating

Allocation Algorithm Choices

- ☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.
- ☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.
- ☐ Choice 3 - all the choices of each student would be allocated in one iteration.
- ☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

- ☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)
- ☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

☐ Has Compulsory Block ▼

Calculate



For details about the satisfaction rate calculation, please refer to Appendix II [Calculation of Satisfaction Rate](#).

6.3.8 Mark and Unmark as Confirmed Time Block

In the “Generate/Maintain Time Blocks” page, select the time blocks record to be used for elective subject allocation. Then, click “Mark as Confirmed Time Block” button.

Time Block > Generate/ Maintain Time Blocks

Generate Time Blocks | + New | Import from File | Export

Related Link(s)

Satisfaction Rate Calculation

Time Block Result	Estimated Average Satisfaction Rate		
	Top Priorities	All Options	
Combination 1	95.00%	98.48%	🗑
Combination 2	96.92%	98.83%	🗑
Combination 3	98.17%	99.33%	🗑
Combination 4	98.17%	99.40%	🗑
Combination 5	99.00%	99.68%	🗑
Combination 6	99.17%	99.70%	🗑

View Time Block

Elective Subject Group	Block 1	Block 2	Block 3
	CHEM Group 1	CHEM Group 2	企業 組別 2
	BIO Group 2	企業 組別 1	BIO Group 1
	PHY Group 3	PHY Group 1	PHY Group 2
	ICT Group 1	ICT Group 2	經濟 組別 1
	經濟 組別 2	旅遊	地理
	視藝	中史	M1
	ECON		

Allocation Algorithm Choices: Choice Elective Subject Group Distribution: Choice 1 Compulsory Block: No

Mark as Confirmed Time Block

Count Description	Block 1	Block 2	Block 3
Max no. of elective subject groups	7	6	6
No. of elective subject groups assigned	7	6	6

A tick icon will be displayed next to the confirmed time block.

✓	Combination 8	99.17%	99.68%	🗑
---	---------------	--------	--------	---

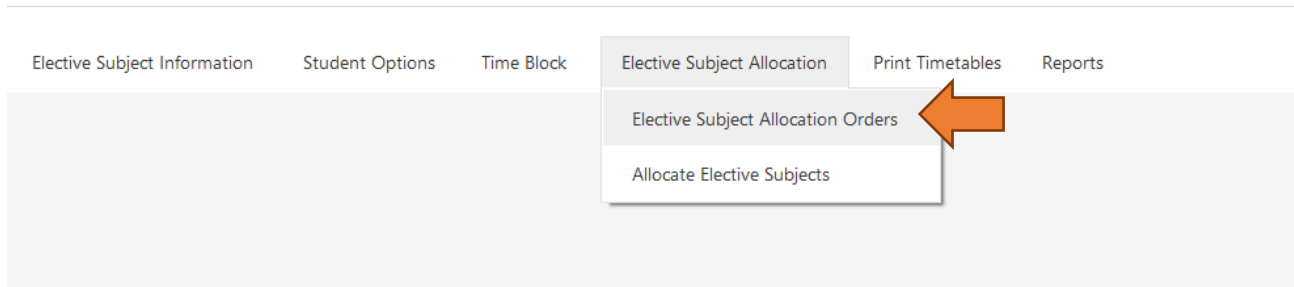
To unmark the time block as confirmed, click the confirmed time blocks record in the time block list. Click “Unmark as Confirmed Time Block” button.

[illegible]

7. Elective Subject Allocation

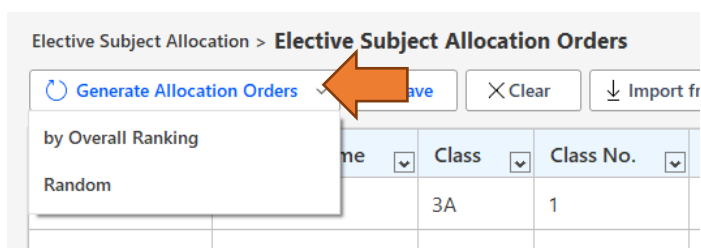
7.1 Elective Subject Allocation Orders

Click Main Menu (Elective Subject Allocation → Elective Subject Allocation Orders) to browse the elective subject allocation orders of students.



7.1.1 Generate Elective Subject Allocation Orders (Applicable to “by Overall Ranking” only)

In the “Elective Subject Allocation Orders” page, click “Generate Allocation Orders” button, and select “by Overall Ranking” or “Random”.



The allocation orders will be generated to the students according to their overall rank or randomly.

Elective Subject Allocation > Elective Subject Allocation Orders					
Generate Allocation Orders Save Clear Import from File Export Move Up Move Down Print Preview					
Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
051759	James Li	3A	14	1	1
016680	Christina Fan	3C	7	2	2
035287	Keith Leung	3D	28	3	3
044966	Dorothy Ko	3B	11	4	4
073195	Amy Ma	3B	2	5	5
072848	Juan Wong	3E	22	6	6
071327	Brian Wan	3B	7	7	7
064555	Jacob To	3B	17	8	8
027196	Donald Chiu	3A	10	9	9
061546	Bobby Fung	3E	7	10	10
037642	Samuel Tsang	3C	36	11	11
089241	Sophia Cheung	3D	37	12	12
090241	Charles Dai	3A	6	13	13
012076	Rachel Cheng	3C	33	14	14

If the allocation orders are generated by overall rank, duplicated allocation orders will be highlighted in red. Users can update the allocation orders manually or adjust the allocation orders of a student by clicking a row with the use of the “Move Up” or “Move Down” button.

Generate Allocation Orders	Save	Clear	Import from File	Export	Move Up	Move Down
Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	
040912	Doris Yip	3E	15	61	61	
077500	Jacqueline Liu	3D	19	62	62	
028434	Natalie Lam	3E	31	63	63	
054348	Eric Poon	3B	14	64	65	
048478	Virginia Chung	3C	39	65	65	
057854	Bruce Tso	3E	10	66	66	

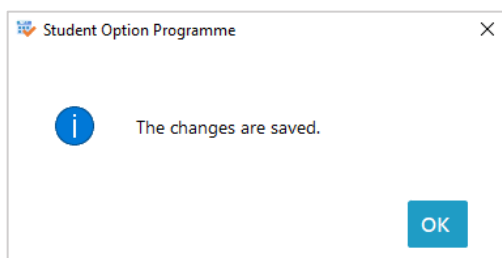


After revising the allocation orders (if needed), click “Save” button to save this generated or revised orders.

Elective Subject Allocation > Elective Subject Allocation Orders						
Generate Allocation Orders	Save	Clear	Import from File	Export	Move Up	Move Down
Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	
051759	James Li	3A	14	1	1	
016680	Christina Fan	3C	7	2	2	

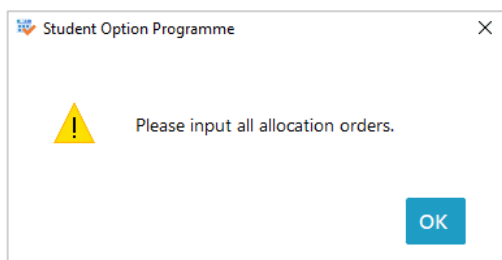


The changes are saved.



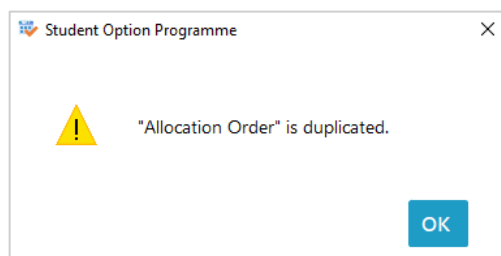
Validation:

1. If any allocation order field is not filled in, the system will prompt a warning message and highlight the field in red.



Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
031137	Andrew Ko	3A	1	178	
078451	Anthony Pak	3A	2	39	65
017833	Ashley Fong	3A	3	166	71
060810	Barbara Cheng	3A	4	73	80
087263	Betty Fan	3A	5	31	118

2. If allocation order is duplicated, related record will be displayed in red. Users are not allowed to save the record.



Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
031137	Andrew Ko	3A	1	178	65
078451	Anthony Pak	3A	2	39	65
017833	Ashley Fong	3A	3	166	71
060810	Barbara Cheng	3A	4	73	80

7.1.2 Generate Elective Subject Allocation Orders (Applicable to “by Elective Subject Queue” only)

In the “Elective Subject Allocation Orders” page, click “Generate Allocation Orders” button.

Users can select:

- Keep the existing value (the imported or manually updated value);
- Overall Ranking; or
- Random

in “Generation Method” for individual subject/ module or click “Apply to All” button for all subjects/ modules, and click “Generate” button.

Subject / Module	Generation Method
M1	Overall Ranking
BIO	Keep the existing value
CHEM	Overall Ranking
PHY	Random
中史	Overall Ranking
經濟	Overall Ranking
ECON	Overall Ranking

The allocation orders will be generated to the students accordingly.

Elective Subject Allocation > **Elective Subject Allocation Orders** Related Link(s) ▾

[Generate Allocation Orders](#)
[Save](#)
[X Clear](#)
[Import from File](#)
[Export](#)
[Print Preview](#)
A Duplicated allocation order

Subject / Module:

Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order	BIO Order	CHEM Order	PHY Order	中史 Order	經濟 Order	ECON Order	地理 Order	旅遊 Order
031137	Andrew Ko	3A	1	178	178	60	152	12	2	110	110	194	181
078451	Anthony Pak	3A	2	39	39	193	53	55	28	6	85	180	24
017833	Ashley Fong	3A	3	166	166	145	67	30	127	20	54	23	163
060810	Barbara Cheng	3A	4	73	73	158	194	18	45	56	77	71	155
087263	Betty Fan	3A	5	31	31	67	139	56	87	193	135	121	167
090241	Charles Dai	3A	6	13	13	76	54	137	117	18	49	34	138
082078	Christopher Law	3A	7	19	19	107	9	135	3	101	177	192	127
086122	Daniel Tse	3A	8	162	162	73	174	140	65	2	128	21	168
097370	David Hui	3A	9	176	176	48	123	28	178	21	190	35	32
027196	Donald Chiu	3A	10	9	9	176	172	11	98	175	43	41	147
050421	Donna Leung	3A	11	106	106	150	153	101	18	90	29	135	66
014786	Elizabeth Lau	3A	12	172	172	45	173	171	100	181	171	6	77
025334	Emily Tse	3A	13	38	38	199	158	127	38	104	159	77	70
051759	James Li	3A	14	1	1	116	141	96	66	132	11	183	61
096824	Jennifer Yau	3A	15	126	126	75	168	150	75	151	46	191	64
024041	Jessica Hung	3A	16	34	34	8	96	100	172	92	15	18	26
080272	John Tsang	3A	17	55	55	103	94	60	79	68	62	25	31
090251	Joseph Liu	3A	18	110	110	183	185	115	39	168	6	110	188
071030	Joshua Leung	3A	19	96	96	174	131	33	69	123	127	122	170
017892	Karen Lam	3A	20	168	168	36	58	162	6	117	189	49	175

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

Duplicated allocation orders will be highlighted in red. Users can update the allocation orders manually or adjust the allocation orders of a student when a particular subject/ module is filtered by clicking a row with the use of “Move Up” or “Move Down” button.

Elective Subject Allocation > **Elective Subject Allocation Orders**

[Generate Allocation Orders](#)
[Save](#)
[Clear](#)
[Import from File](#)
[Export](#)
[Move Up](#)
[Move Down](#)

Subject / Module:

Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order
047362	Carolyn Yeung	3C	5	67	1
077470	Benjamin Liu	3C	4	78	2
082910	Christine Lo	3C	8	81	3
071410	Jack Ding	3C	18	105	4
056874	Cheryl Yeung	3D	9	133	5
038448	Ann Fong	3D	3	159	6
027737	Julia Wan	3E	24	165	7
012076	Rachel Cheng	3C	33	14	8
070956	Jose Tsui	3C	21	41	9
077358	Julie Lam	3C	23	99	11
098781	Raymond Cheng	3C	34	72	11
095523	Tyler Lo	3C	37	141	12
016896	Diana Poon	3E	14	188	13
046733	Lawrence Ngai	3D	29	191	14



After revising the allocation orders (if needed), click “Save” button to save the generated or revised orders.

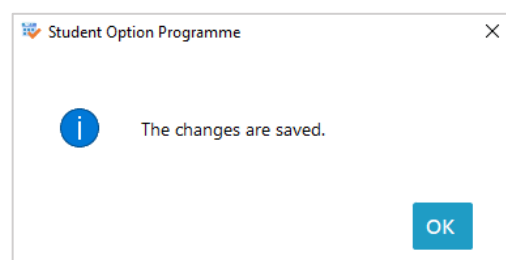
Elective Subject Allocation > **Elective Subject Allocation Orders**

[Generate Allocation Orders](#)
[Save](#)
[Clear](#)
[Import from File](#)
[Export](#)
[Print Preview](#)

Subject / Module:

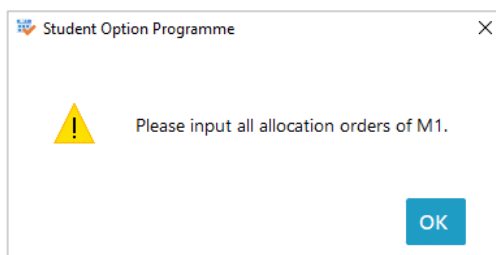


The changes are saved.



Validation:

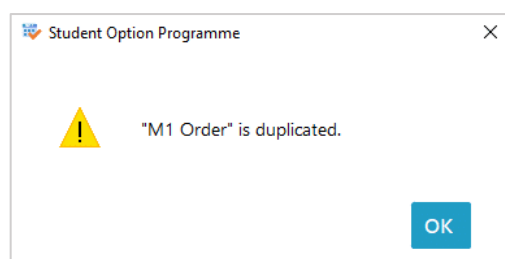
1. If any allocation order fields of the subject(s) / module (s) shown is not filled in, the system will prompt a warning message and highlight the field in red.



Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order	BIO Order
031137	Andrew Ko	3A	1	178		178
078451	Anthony Pak	3A	2	39	186	39
017833	Ashley Fong	3A	3	166	161	166
060810	Barbara Cheng	3A	4	73	147	73
087263	Betty Fan	3A	5	31	61	31
090241	Charles Dai	3A	6	13	21	13

2. If allocation order of a subject/ module shown is duplicated, related record will be displayed in red. Users are not allowed to save the record.

Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order	BIO Order
031137	Andrew Ko	3A	1	178	186	178
078451	Anthony Pak	3A	2	39	186	39
017833	Ashley Fong	3A	3	166	161	166
060810	Barbara Cheng	3A	4	73	147	73



7.1.3 Import Elective Subject Allocation Orders

Users can import data via Excel or CSV file. Click “Import from File” button.

Elective Subject Allocation > **Elective Subject Allocation Orders**

Below are the sample Excel files.

	A	B	C	D	E	F	H
1	Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	
2	031137	Andrew Ko	3A	1	178	101	
3	078451	Anthony Pak	3A	2	39	65	
4	017833	Ashley Fong	3A	3	166	71	
5	060810	Barbara Cheng	3A	4	73	80	
6	087263	Betty Fan	3A	5	31	118	
7	090241	Charles Dai	3A	6	13	116	
8	082078	Christopher Law	3A	7	19	110	
9	086122	Daniel Tse	3A	8	162	44	
10	097370	David Hui	3A	9	176	124	
11	027196	Donald Chiu	3A	10	9	155	
12	050421	Donna Leung	3A	11	106	187	
13	014786	Elizabeth Lau	3A	12	172	149	
14	025334	Emily Tse	3A	13	38	46	
15	051759	James Li	3A	14	1	134	
16	096824	Jennifer Yau	3A	15	126	2	
17	024041	Jessica Hung	3A	16	34	190	

(For elective subject allocation by overall ranking)

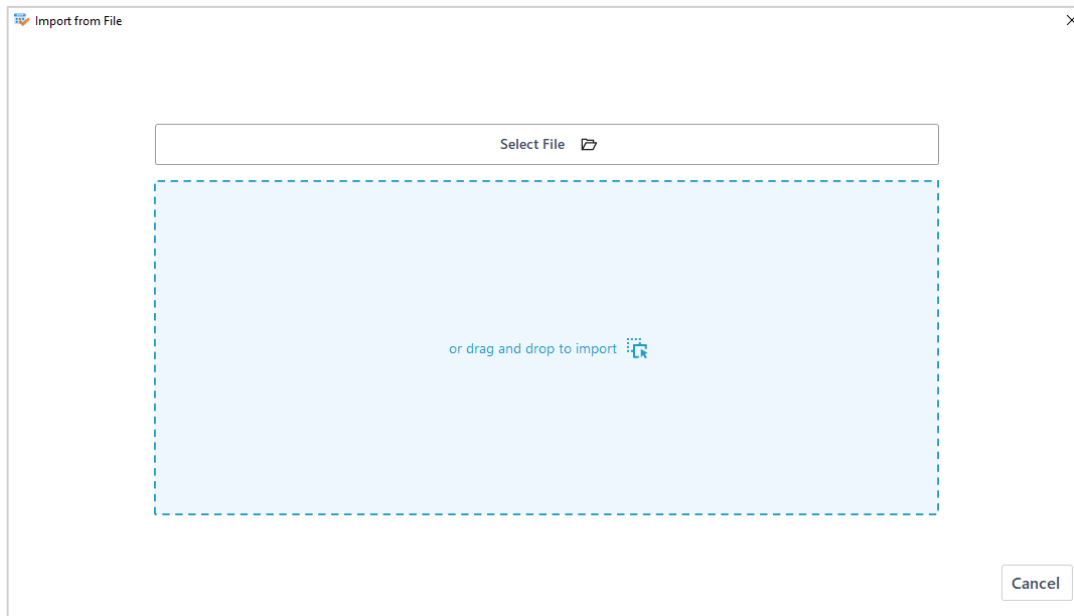
	A	B	C	D	E	F	G	H	I
1	Student No.	Student Name	Class	Class No.	Overall Rank	M12 Order	BIO2 Order	CHEM2 Order	PHY2 Order
2	031137	Andrew Ko	3A	1	178	15	60	152	12
3	078451	Anthony Pak	3A	2	39	178	193	53	55
4	017833	Ashley Fong	3A	3	166	38	145	67	30
5	060810	Barbara Cheng	3A	4	73	58	158	194	18
6	087263	Betty Fan	3A	5	31	190	67	139	56
7	090241	Charles Dai	3A	6	13	195	76	54	137
8	082078	Christopher Law	3A	7	19	169	107	9	135
9	086122	Daniel Tse	3A	8	162	91	73	174	140
10	097370	David Hui	3A	9	176	90	48	123	28
11	027196	Donald Chiu	3A	10	9	167	176	172	11
12	050421	Donna Leung	3A	11	106	92	150	153	101
13	014786	Elizabeth Lau	3A	12	172	129	45	173	171
14	025334	Emily Tse	3A	13	38	25	199	158	127
15	051759	James Li	3A	14	1	161	116	141	96
16	096824	Jennifer Yau	3A	15	126	18	75	168	150
17	024041	Jessica Hung	3A	16	34	121	8	96	100
18	080272	John Tsang	3A	17	55	3	103	94	60
19	090251	Joseph Liu	3A	18	110	146	183	185	115
20	071030	Joshua Leung	3A	19	96	17	174	131	33

(For elective subject allocation by elective subject queue)

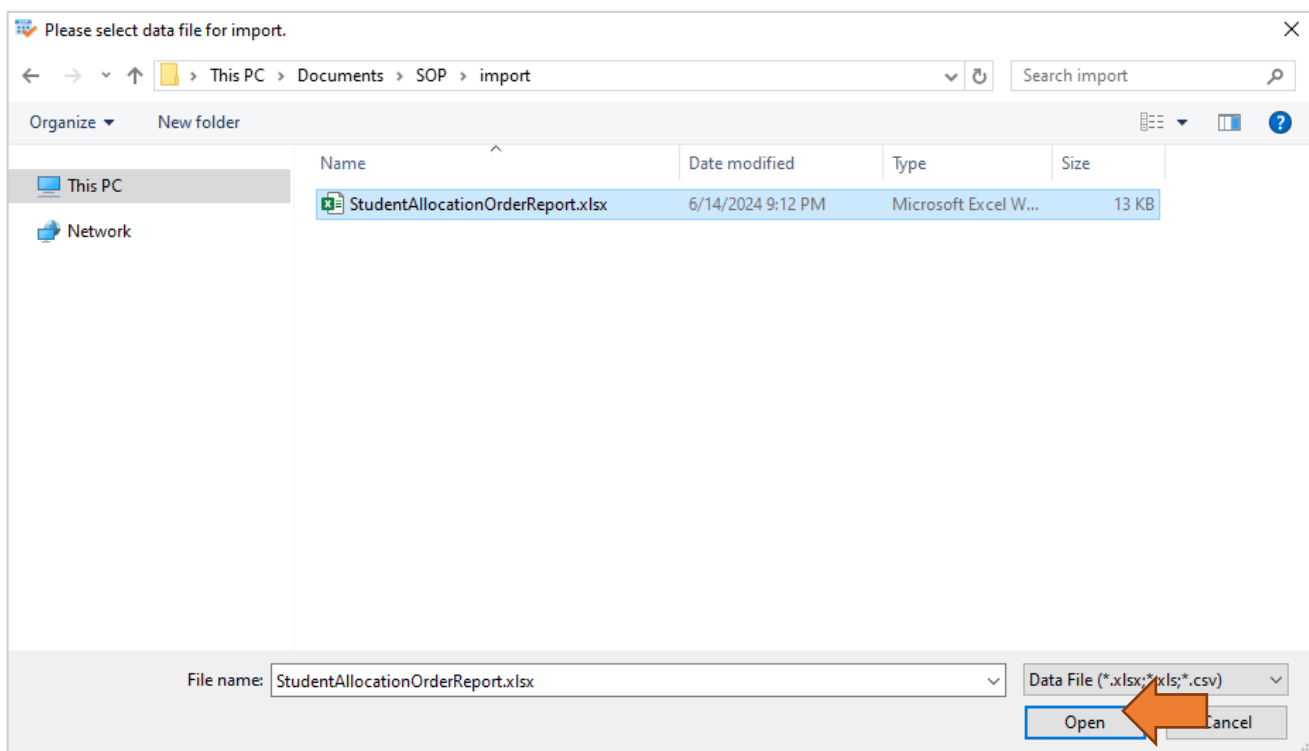


To obtain a file template for import, please refer to 7.1.4 [Export Elective Subject Allocation Orders](#).

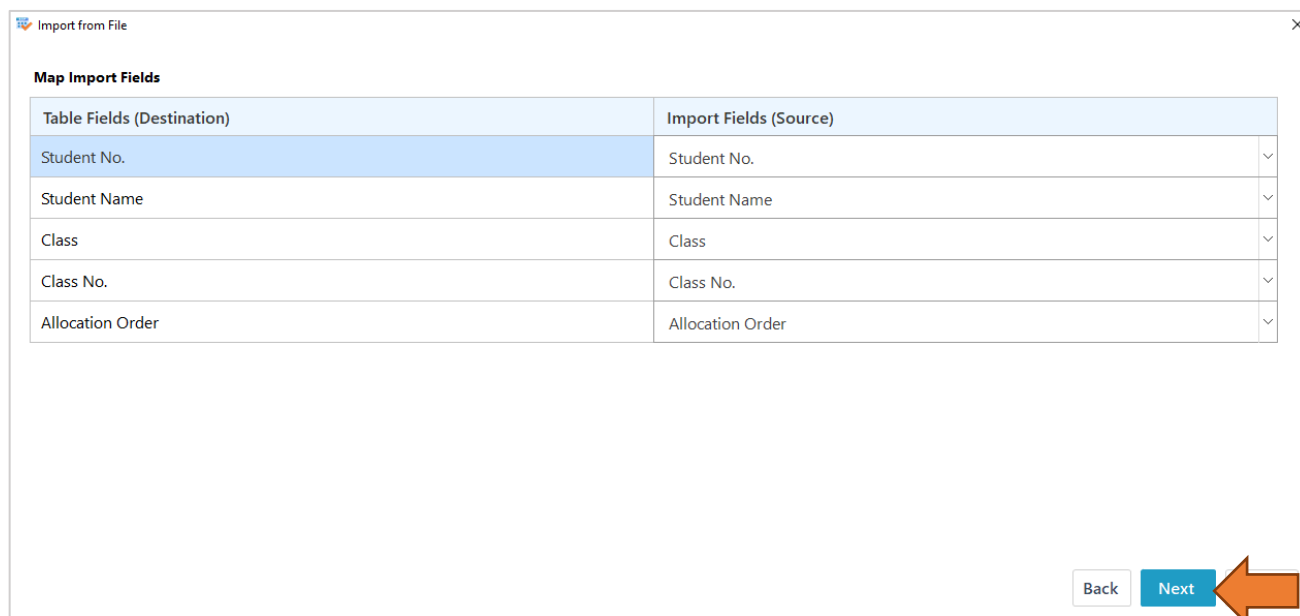
Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.



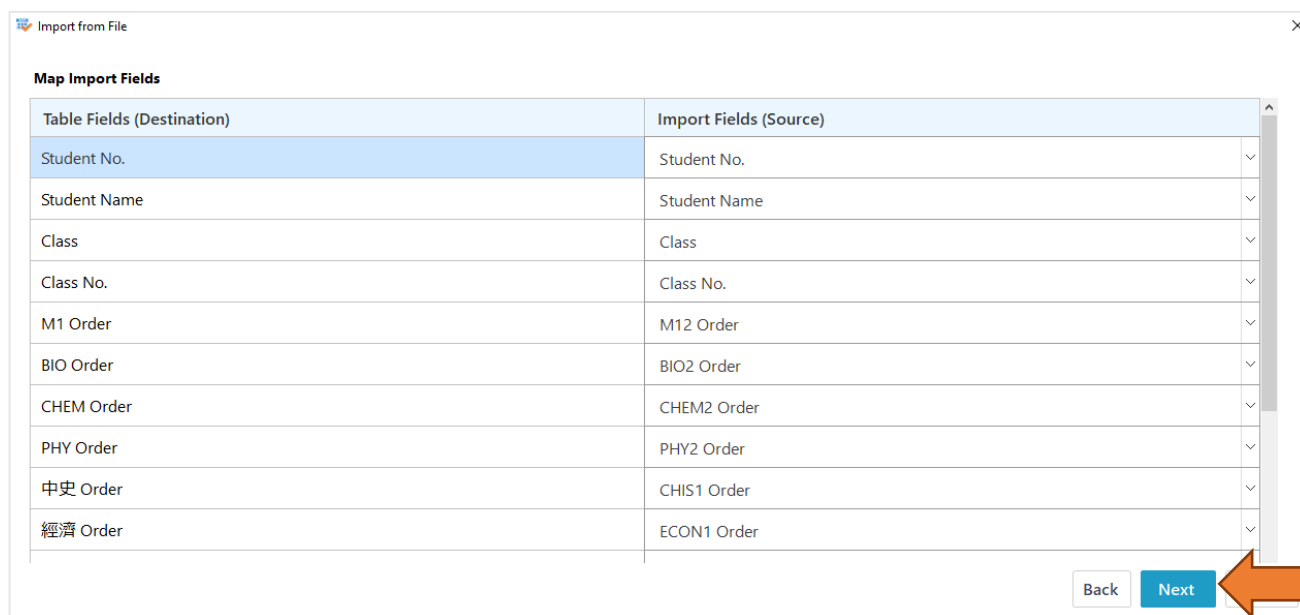
Import from File

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student No.
Student Name	Student Name
Class	Class
Class No.	Class No.
Allocation Order	Allocation Order

Back Next

(For elective subject allocation by overall ranking)



Import from File

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student No.
Student Name	Student Name
Class	Class
Class No.	Class No.
M1 Order	M12 Order
BIO Order	BIO2 Order
CHEM Order	CHEM2 Order
PHY Order	PHY2 Order
中史 Order	CHIS1 Order
經濟 Order	ECON1 Order

Back Next

(For elective subject allocation by elective subject queue)

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Allocation Order
	031137	Andrew Ko	3A	1	101
	078451	Anthony Pak	3A	2	65
	017833	Ashley Fong	3A	3	71
	060810	Barbara Cheng	3A	4	80
	087263	Betty Fan	3A	5	118
	090241	Charles Dai	3A	6	116
	082078	Christopher Law	3A	7	110
	086122	Daniel Tse	3A	8	44
	097370	David Hui	3A	9	124

Back Import

(For elective subject allocation by overall ranking)

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12 Order	BIO2 Order	CHEM2 Order	PHY2 Order
	031137	Andrew Ko	3A	1	15	60	152	12
	078451	Anthony Pak	3A	2	178	193	53	55
	017833	Ashley Fong	3A	3	38	145	67	30
	060810	Barbara Cheng	3A	4	58	158	194	18
	087263	Betty Fan	3A	5	190	67	139	56
	090241	Charles Dai	3A	6	195	76	54	137
	082078	Christopher Law	3A	7	169	107	9	135
	086122	Daniel Tse	3A	8	91	73	174	140

Back Import

(For elective subject allocation by elective subject queue)

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Allocation Order
	031137	Andrew Ko	3A	1	101
	078451	Anthony Pak	3A	2	65
	017833	Ashley Fong	3A	3	71
	060810	Barbara Cheng	3A	4	80
	087263	Betty Fan	3A	5	118
	090241	Charles Dai	3A	6	116
	082078	Christopher Law	3A	7	110
	086122	Daniel Tse	3A	8	44

Data import is in progress. Please wait...

33%

(For elective subject allocation by overall ranking)

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12 Order	BIO2 Order	CHEM2 Order	PHY2
	031137	Andrew Ko	3A	1	15	60	152	12
	078451	Anthony Pak	3A	2	178	193	53	55
	017833	Ashley Fong	3A	3	38	145	67	30
	060810	Barbara Cheng	3A	4	58	158	194	18
	087263	Betty Fan	3A	5	190	67	139	56
	090241	Charles Dai	3A	6	195	76	54	137
	082078	Christopher Law	3A	7	169	107	9	135
	086122	Daniel Tse	3A	8	91	73	174	140

Data import is in progress. Please wait...

28%

(For elective subject allocation by elective subject queue)

Click “OK” button to close the completion prompt box.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Allocation Order
	031137	Andrew Ko	3A	1	101
	078451	Anthony Pak	3A	2	65
	017833	Ashley			
	060810	Barbara			
	087263	Betty F			
	090241	Charles			
	082078	Christopher Law	3A	7	110
	086122	Daniel Tse	3A	8	44

Student Option Programme

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

(For elective subject allocation by overall ranking)

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	M12 Order	BIO2 Order	CHEM2 Order	PHY2
	031137	Andrew Ko	3A	1	15	60	152	12
	078451	Anthony Pak	3A	2	170	193	53	55
	017833	Ashley				145	67	30
	060810	Barbara				158	194	18
	087263	Betty F				67	139	56
	090241	Charles				76	54	137
	082078	Christopher Law	3A	7	169	107	9	135
	086122	Daniel Tse	3A	8	91	73	174	140

Student Option Programme

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

(For elective subject allocation by elective subject queue)

The data is imported and is displayed in the elective subject allocation orders list.

Elective Subject Allocation > **Elective Subject Allocation Orders**

Generate Allocation Orders Save Clear Import from File Export Move Up Move Down Print Preview

Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
031137	Andrew Ko	3A	1	178	101
078451	Anthony Pak	3A	2	39	65
017833	Ashley Fong	3A	3	166	71
060810	Barbara Cheng	3A	4	73	80
087263	Betty Fan	3A	5	31	118
090241	Charles Dai	3A	6	13	116
082078	Christopher Law	3A	7	19	110
086122	Daniel Tse	3A	8	162	44
097370	David Hui	3A	9	176	124
027196	Donald Chiu	3A	10	9	155
050421	Donna Leung	3A	11	106	187
014786	Elizabeth Lau	3A	12	172	149
025334	Emily Tse	3A	13	38	46
051759	James Li	3A	14	1	134
096824	Jennifer Yau	3A	15	126	2
024041	Jessica Hung	3A	16	34	190
080272	John Tsang	3A	17	55	191
090251	Joseph Liu	3A	18	110	174
071030	Joshua Leung	3A	19	96	81
017892	Karen Lam	3A	20	168	10
031889	Kimberly Ding	3A	21	52	195
076185	Lincoln Li	3A	22	88	100

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

(For elective subject allocation by overall ranking)

Elective Subject Allocation > **Elective Subject Allocation Orders**

Generate Allocation Orders Save Clear Import from File Export Print Preview

Related Link(s) A Duplicated allocation order

Subject / Module All

Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order	BIO Order	CHEM Order	PHY Order	中史 Order	經濟 Order	ECON Order	地理 Order	旅遊 Order
031137	Andrew Ko	3A	1	178	15	60	152	12	2	110	110	194	181
078451	Anthony Pak	3A	2	39	178	193	53	55	28	6	85	180	24
017833	Ashley Fong	3A	3	166	38	145	67	30	127	20	54	23	163
060810	Barbara Cheng	3A	4	73	58	158	194	18	45	56	77	71	155
087263	Betty Fan	3A	5	31	190	67	139	56	87	193	135	121	167
090241	Charles Dai	3A	6	13	195	76	54	137	117	18	49	34	138
082078	Christopher Law	3A	7	19	169	107	9	135	3	101	177	192	127
086122	Daniel Tse	3A	8	162	91	73	174	140	65	2	128	21	168
097370	David Hui	3A	9	176	90	48	123	28	178	21	190	35	32
027196	Donald Chiu	3A	10	9	167	176	172	11	98	175	43	41	147
050421	Donna Leung	3A	11	106	92	150	153	101	18	90	29	135	66
014786	Elizabeth Lau	3A	12	172	129	45	173	171	100	181	171	6	77
025334	Emily Tse	3A	13	38	25	199	158	127	38	104	159	77	70
051759	James Li	3A	14	1	161	116	141	96	66	132	11	183	61
096824	Jennifer Yau	3A	15	126	18	75	168	150	75	151	46	191	64
024041	Jessica Hung	3A	16	34	121	8	96	100	172	92	15	18	26
080272	John Tsang	3A	17	55	3	103	94	60	79	68	62	25	31
090251	Joseph Liu	3A	18	110	146	183	185	115	39	168	6	110	188
071030	Joshua Leung	3A	19	96	17	174	131	33	69	123	127	122	170
017892	Karen Lam	3A	20	168	55	36	58	162	6	117	189	49	175

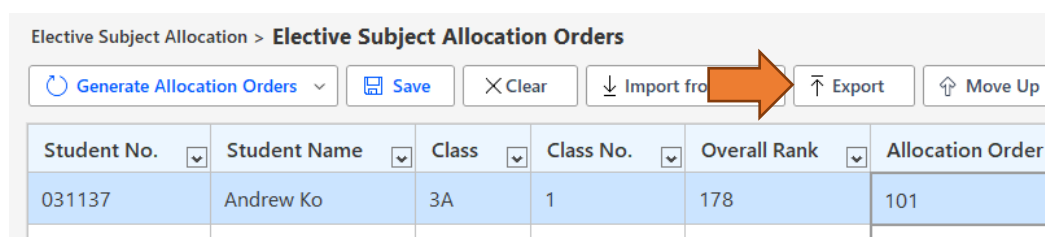
(For elective subject allocation by elective subject queue)

After completing the import of elective subject allocation orders:

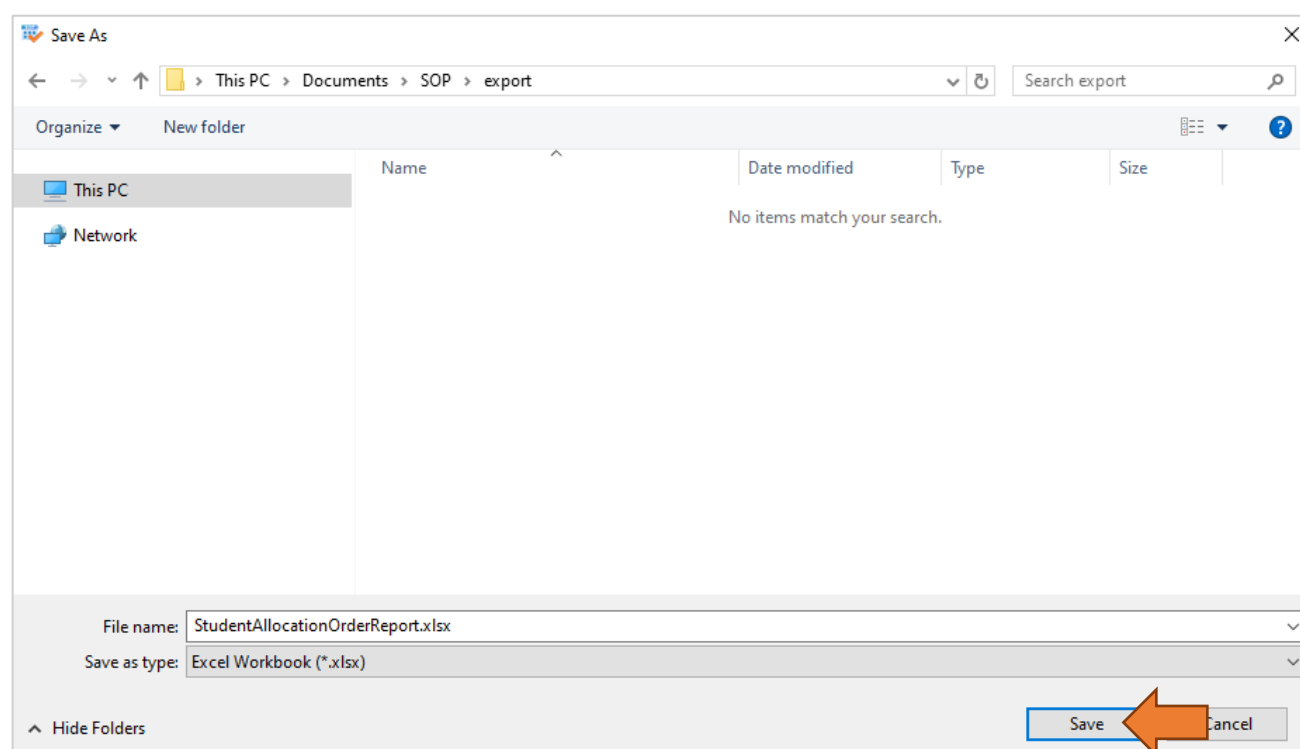
- allocation orders of existing students will be updated by the data in the import file
- any updates will be synchronized to Allocate Elective Subjects page

7.1.4 Export Elective Subject Allocation Orders

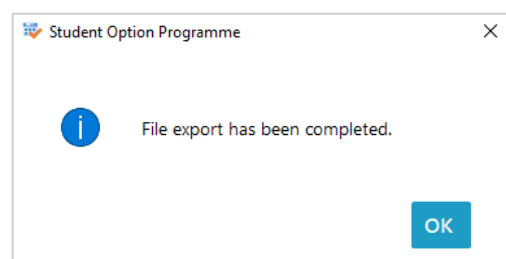
In the “Elective Subject Allocation Orders” screen, click the “Export” button.



Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



Below are the sample exported files.

The screenshot shows an Excel spreadsheet with the following data:

Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
031137	Andrew Ko	3A	1	178	101
078451	Anthony Pak	3A	2	39	65
017833	Ashley Fong	3A	3	166	71
060810	Barbara Cheng	3A	4	73	80
087263	Betty Fan	3A	5	31	118
090241	Charles Dai	3A	6	13	116
082078	Christopher Law	3A	7	19	110
086122	Daniel Tse	3A	8	162	44
097370	David Hui	3A	9	176	124
027196	Donald Chiu	3A	10	9	155
050421	Donna Leung	3A	11	106	187
014786	Elizabeth Lau	3A	12	172	149
025334	Emily Tse	3A	13	38	46
051759	James Li	3A	14	1	134
096824	Jennifer Yau	3A	15	126	2
024041	Jessica Hung	3A	16	34	190
080272	John Tsang	3A	17	55	191
090251	Joseph Liu	3A	18	110	174
071030	Joshua Leung	3A	19	96	81
017892	Karen Lam	3A	20	168	10
031889	Kimberly Ding	3A	21	52	195
076185	Linda Liu	3A	22	88	189
030430	Lisa So	3A	23	129	86
088851	Margaret Tse	3A	24	18	103
052324	Mark Wu	3A	25	26	61
083905	Mary Ng	3A	26	60	199
075895	Matthew So	3A	27	131	113
056605	Michael Fan	3A	28	113	56

(For elective subject allocation by overall ranking)

The screenshot shows an Excel spreadsheet with the following data:

Student No.	Student Name	Class	Class No.	Overall Rank	M12 Order	BIO2 Order	CHEM2 Order	PHY2 Order
031137	Andrew Ko	3A	1	178	15	60	152	12
078451	Anthony Pak	3A	2	39	178	193	53	55
017833	Ashley Fong	3A	3	166	38	145	67	30
060810	Barbara Cheng	3A	4	73	58	158	194	18
087263	Betty Fan	3A	5	31	190	67	139	56
090241	Charles Dai	3A	6	13	195	76	54	137
082078	Christopher Law	3A	7	19	169	107	9	135
086122	Daniel Tse	3A	8	162	91	73	174	140
097370	David Hui	3A	9	176	90	48	123	28
027196	Donald Chiu	3A	10	9	167	176	172	11
050421	Donna Leung	3A	11	106	92	150	153	101
014786	Elizabeth Lau	3A	12	172	129	45	173	171
025334	Emily Tse	3A	13	38	25	199	158	127
051759	James Li	3A	14	1	161	116	141	96
096824	Jennifer Yau	3A	15	126	18	75	168	150
024041	Jessica Hung	3A	16	34	121	8	96	100
080272	John Tsang	3A	17	55	3	103	94	60
090251	Joseph Liu	3A	18	110	146	183	185	115
071030	Joshua Leung	3A	19	96	17	174	131	33
017892	Karen Lam	3A	20	168	55	36	58	162

(For elective subject allocation by elective subject queue)

7.1.5 Print Preview of Elective Subject Allocation Orders

In the “Allocate Elective Subjects” page, click “Print Preview” button.

Elective Subject Allocation > **Elective Subject Allocation Orders**

Subject / Module:

Student No.	Student Name	Class	Class No.	Overall Rank	M1 Order	BIO Order
-------------	--------------	-------	-----------	--------------	----------	-----------

Click the “Print” button to print the list of allocation orders.

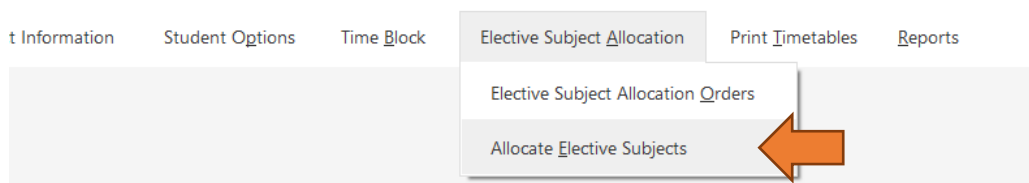
Student Allocation Order Report

1 of 2 ?

Student No.	Student Name	Class	Class No.	Overall Rank	M12 Order
031137	Andrew Ko	3A	1	178	13
078451	Anthony Pak	3A	2	39	14
017833	Ashley Fong	3A	3	166	14
060810	Barbara Cheng	3A	4	73	19
087263	Betty Fan	3A	5	31	12
090241	Charles Dai	3A	6	13	17
082078	Christopher Law	3A	7	19	14
086122	Daniel Tse	3A	8	162	9
097370	David Hui	3A	9	176	11
077106	Donald Chin	3A	10	0	2

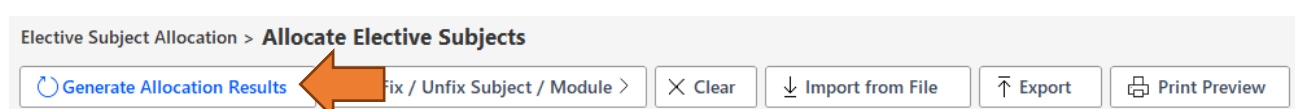
7.2 Allocate Elective Subjects

Click Main Menu (Elective Subject Allocation → Allocate Elective Subjects) to allocate elective subjects to students.



7.2.1 Generate Elective Subject Allocation Results

In the “Allocate Elective Subjects” page, click “Generate Allocation Results” button.



Select the appropriate option for “Allocation Algorithm Choices” (applicable to elective subject allocation by overall ranking) and “Subject Group Distribution Choices” (applicable to elective subjects with multiple subject group). Check the “Has Compulsory Block” checkbox and select the compulsory time block(s) in the dropdown menu if needed.

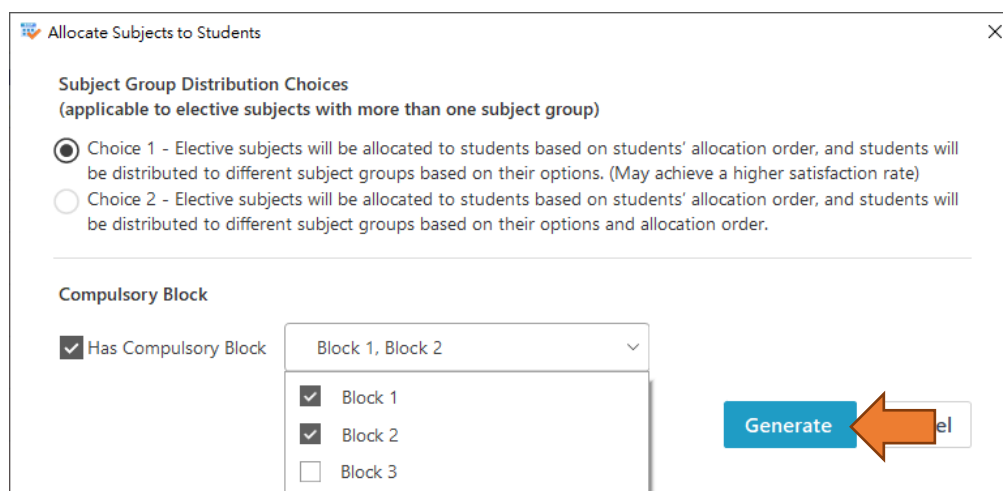
Click “Generate” button to start generation.

 A screenshot of the 'Allocate Subjects to Students' dialog box. It contains three sections:

- Allocation Algorithm Choices:** Four radio button options. 'Choice 1 - one of each student's choices will be fulfilled in each iteration.' is selected.
- Subject Group Distribution Choices:** A sub-header '(applicable to elective subjects with more than one subject group)'. Two radio button options. 'Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)' is selected.
- Compulsory Block:** A checkbox 'Has Compulsory Block' is checked. Below it is a dropdown menu showing 'Block 1, Block 2'. The dropdown is open, showing 'Block 1' and 'Block 2' are selected (checked), and 'Block 3' is not selected.

 At the bottom right are 'Generate' and 'Cancel' buttons. An orange arrow points to the 'Generate' button.

(For elective subject allocation by overall ranking)



Allocate Subjects to Students

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)

☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

☒ Has Compulsory Block

Block 1, Block 2

- ☒ Block 1
- ☒ Block 2
- ☐ Block 3

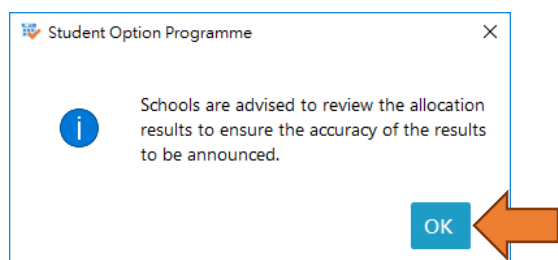
Generate

(For elective subject allocation by elective subject queue)



For details about the Allocation Algorithm Choices and Subject Group Distribution Choices, please refer to Appendix III [Allocation Algorithm Choices \(Overall Ranking\)](#), Appendix IV [Allocation Algorithm \(Elective Subject Queue\)](#) and Appendix V [Subject Group Distribution Choices](#).

Click "OK" button to start allocation.



Student Option Programme

i Schools are advised to review the allocation results to ensure the accuracy of the results to be announced.

OK

A progress bar will be displayed to show the generation progress.

Allocate Subjects to Students

Allocation Algorithm Choices

☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.

☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

☐ Choice 3 - all the choices of each student would be allocated in one iteration.

☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)

☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

☒ Has Compulsory Block

Block 1, Block 2

0%

(For elective subject allocation by overall ranking)

Allocate Subjects to Students

Subject Group Distribution Choices
(applicable to elective subjects with more than one subject group)

☒ Choice 1 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate)

☐ Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block

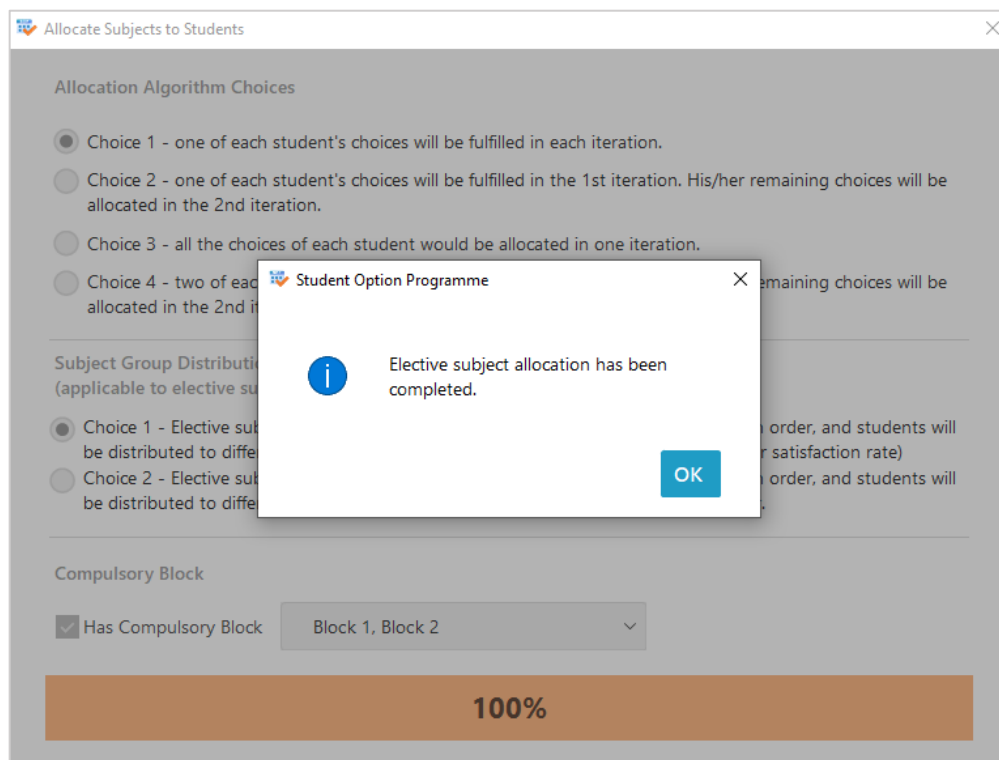
☒ Has Compulsory Block

Block 1, Block 2

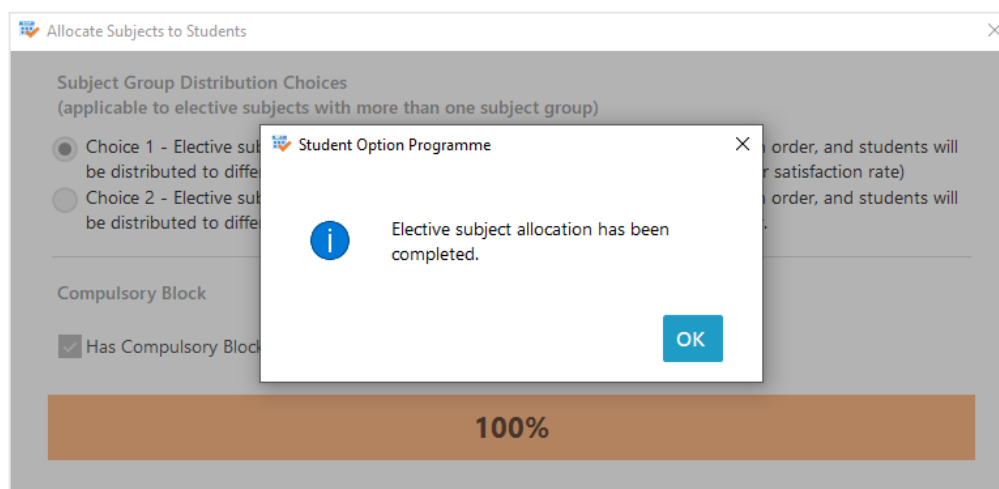
80%

(For elective subject allocation by elective subject queue)

Elective subject allocation is completed.



(For elective subject allocation by overall ranking)



(For elective subject allocation by elective subject queue)

Students who are not allocated with elective subject(s) in compulsory time block(s) (if selected) will be highlighted in color.

Elective Subject Allocation > **Allocate Elective Subjects**

Generate Allocation Results Fix / Unfix Subject / Module > Clear Import from File Export Print Preview

Filter students by Subject / Module: All

Average Satisfaction Rate: 99.58% (Top Priorities) 99.88% (All Options)

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

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (2)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)	
082078	Christopher Law	3A	7	19	19	2	2	經濟 (2)	PHY (1)	
086122	Daniel Tse	3A	8	162	162	3	3	BIO (3)	ICT (1)	PHY (2)
097370	David Hui	3A	9	176	176	3	3	視藝 (2)	旅遊 (3)	經濟 (1)
027196	Donald Chiu	3A	10	9	9	3	3	經濟 (2)	CHEM (1)	PHY (3)
050421	Donna Leung	3A	11	106	106	3	3	視藝 (3)	企業 (2)	經濟 (1)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)
025334	Emily Tse	3A	13	38	38	2	2	經濟 (2)	ICT (1)	
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2		旅遊 (2)	BIO (1)
024041	Jessica Hung	3A	16	34	34	2	2	經濟 (1)	中史 (2)	
080272	John Tsang	3A	17	55	55	3	3	視藝 (1)	中史 (3)	經濟 (2)
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)
071030	Joshua Leung	3A	19	96	96	2	2	視藝 (2)		經濟 (1)

Total no. of student(s): 200 No. of student(s) filtered: 200 Allocation Algorithm Choices: Choice 1 Elective Subject Group Distribution: Choice 1 Compulsory Block: Yes

User can mouseover the bottom right corner on “Compulsory Block” to check the defined compulsory time block(s).

Allocation Algorithm Choices: Choice 1 Elective Subject Group Distribution: Choice 1 Compulsory Block: Yes
 Block 1, Block 2
 Current Data File: school.sop

Remarks:

The programme will try to search for improvement on the allocation results if schools offer elective subject(s) with multiple subject groups and select Choice 1 for Subject Group Distribution Choices. An extra window will be displayed before the allocation is completed.

Improve Elective Subject Allocation Result X

(Searching for improvement...) Elapsed Time: 0:00



For details about the improvement on allocation results, please refer to Appendix VI [Backtracking Function](#).

Reminder:

After clicking the “Generate Allocation Results” button, if students’ allocation orders have not yet been defined, the below message will be displayed. Users can choose to specify the students’ allocation orders, or proceed to use student numbers as allocation orders.

Students' allocation orders have not yet been specified. Do you want to specify students' allocation orders or to use student numbers as the default allocation orders?

Specify students' allocation orders now

Proceed to use student numbers as allocation orders



To define allocation orders, please refer to 7.1 [Elective Subject Allocation Orders](#).

7.2.2 Manually Allocate / Withdraw and Fix / Unfix Elective Subject Group

In the “Allocate Elective Subjects” page, double click a student record.

Elective Subject Allocation > Allocate Elective Subjects										Related Link(s)		
Generate Allocation Results Fix / Unfix Subject / Module Clear Import from File Export Print Preview										Average Satisfaction Rate 98.08% (Top Priorities) 99.33% (All Options)		
Filter students by Subject / Module: All										Compulsory block not allocated Insufficient Subject / Module allocated Subject / Module not in top priorities Fixed Subject / Module		
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		
078451	Anthony Pak	3A	2	39	39	3	3	經濟 (2)	旅遊 (4)	PHY (1)		
017833	Asnley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	正業 (1)		
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)		
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)		
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)			
082078	Christopher Law	3A	7	19	19	2	2	經濟 (2)	PHY (1)			
086122	Daniel Tse	3A	8	162	162	3	3	BIO (3)	ICT (1)	PHY (2)		
097370	David Hui	3A	9	176	176	3	3	視藝 (2)	旅遊 (3)	經濟 (1)		
027196	Donald Chiu	3A	10	9	9	3	3	經濟 (2)	CHEM (1)	PHY (3)		
050421	Donna Leung	3A	11	106	106	3	3	視藝 (3)	企業 (2)	經濟 (1)		
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)		
025334	Emily Tse	3A	13	38	38	2	2	經濟 (2)	ICT (1)			
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)		
096824	Jennifer Yau	3A	15	126	126	2	2		旅遊 (2)	BIO (1)		
024041	Jessica Hung	3A	16	34	34	2	2	經濟 (1)	中史 (2)			
080272	John Tsang	3A	17	55	55	3	3	視藝 (1)	中史 (3)	經濟 (2)		
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)		
071030	Joshua Leung	3A	19	96	96	2	2	視藝 (2)		經濟 (1)		

Student's Preference screen will be displayed on the right-hand side. The Students' Preference screen shows the time blocks with all the subjects/ modules and the priority of the subjects/ modules of the student. The elective subjects allocated to the student will be highlighted in yellow and the row of fixed subject/ module will be highlighted in grey.

Elective Subject Allocation > Allocate Elective Subjects

Generate Allocation Results Fix / Unfix Subject / Module > Clear Import from File Export Print Preview

Filter students by Subject / Module: All

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

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
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	ICT (2)	BIO (1)
082078	Christopher Law	3A	7	19	19	2	2		
086122	Daniel Tse	3A	8	162	162	3	3	PHY (2)	ICT (1)
097370	David Hui	3A	9	176	176	3	3	視藝 (2)	經濟 (1)
027196	Donald Chiu	3A	10	9	9	3	3	PHY (3)	CHEM (1)
050421	Donna Leung	3A	11	106	106	3	3	視藝 (3)	經濟 (1)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	BIO (2)
025334	Emily Tse	3A	13	38	38	2	2		ICT (1)
051759	James Li	3A	14	1	1	3	3	ICT (1)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2		BIO (1)
024041	Jessica Hung	3A	16	34	34	2	2		經濟 (1)
080272	John Tsang	3A	17	55	55	3	3	視藝 (1)	經濟 (2)
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	BIO (1)

Related Link(s) >

<Allocated/quota> Elective Subject Group with exceeded quota
 <Allocated/quota> Elective Subject Group with vacancies
 <Allocated/quota> Elective Subject Group with exceeded quota allocated to students
 <Allocated/quota> Elective Subject Group with vacancies allocated to students

Subject / Module	Priority	Block 1	Block 2	Block 3
CHEM	1	34/35	30/30	
經濟	2		27/40	27/40
PHY	3	30/30		33/35
地理	4		35/35	
中史	5			33/35
ICT	6	35/35	27/30	
ECON	7	21/40		
企業	8	35/35		29/30
M1	9		25/40	
BIO	10		35/35	28/30
旅遊	11			34/35
視藝	12	28/35		

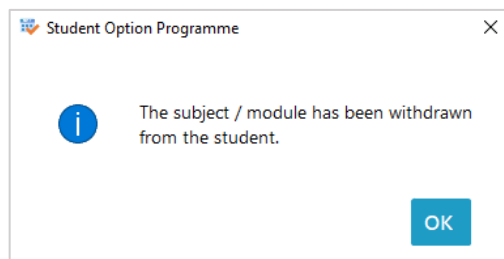
Cancel

To withdraw an allocated elective subject, click the allocated subject/ module and click “Withdraw Subject / Module” button.

Subject / Module	Priority	Block 1	Block 2	Block 3
PHY	1	18/40	22/40	23/40
經濟	2	28/40		26/40
ECON	3	21/40		
旅遊	4		35/35	
M1	5			25/40
CHEM	6	35/35	30/30	
BIO	7	28/30		35/35
ICT	8	33/35	30/30	
中史	9		35/35	
地理	10			29/35
視藝	11	28/35		
企業	12		35/35	30/30

Withdraw Subject / Module Subject / Module Cancel

Withdrawal is completed.



The yellow highlight will be removed from the withdrawn subject / module. The number of allocations of the withdrawn subject/ module will be deducted by 1.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
PHY	1	18/40	22/40	22/40
經濟	2	28/40		26/40
ECON	3	21/40		
旅遊	4		35/35	
M1	5			25/40
CHEM	6	35/35	30/30	
BIO	7	28/30		35/35
ICT	8	33/35	30/30	
中史	9		35/35	
地理	10			29/35
視藝	11	28/35		
企業	12		35/35	30/30

If selected subject/ module to be withdrawn is fixed, users click “Withdraw Subject / Module” button, a confirmation message will be displayed.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
中史	1			12/35
經濟	2		68/80	
視藝	3	35/35		
CHEM	4	30/30		35/35
PHY	5		97/120	
M1	6	29/40		
旅遊	7		35/35	
地理	8			24/35
企業	9	51/65		
ICT	10			45/65
ECON	11	20/40		
BIO	12	35/35		30/30

Withdraw Subject / Module
Subject / Module
Cancel

Click “Yes”, the programme will proceed to withdraw and unfix the selected subject/ module.



The allocation of the selected subject / module is fixed. Are you sure to proceed?

×

Yes
No

To allocate an elective subject, choose another subject/ module under the time block in which no subject/ module has been allocated to the student and then click “Allocate Subject / Module” button.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
PHY	1	18/40	22/40	22/40
經濟	2	28/40		26/40
ECON	3	21/40		
旅遊	4		35/35	
M1	5			25/40
CHEM	6	35/35	30/30	
BIO	7	28/30		35/35
ICT	8	33/35	30/30	
中史	9		35/35	
地理	10			29/35
視藝	11	28/35		
企業	12		35/35	30/30

Allocate Subject / Module
Update and Fix Subject / Module
Cancel

Elective subject allocation is completed.

Student Option Programme
×

i

The subject / module has been allocated to the student.

OK

The allocated subject is highlighted in yellow. The number of allocations of the subject/ module is increased by 1.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
PHY	1	18/40	22/40	22/40
經濟	2	28/40		26/40
ECON	3	21/40		
旅遊	4		35/35	
M1	5			26/40
CHEM	6	35/35	30/30	
BIO	7	28/30		35/35
ICT	8	33/35	30/30	
中史	9		35/35	
地理	10			29/35
視藝	11	28/35		
企業	12		35/35	30/30

Cancel

While allocating the subject/ module, users can click the “Allocate and Fix Subject / Module” button. The selected subject/ module will be allocated and fixed simultaneously.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
中史	1			12/35
經濟	2		67/80	
視藝	3	35/35		
CHEM	4	30/30		35/35
PHY	5		97/120	
M1	6	29/40		
旅遊	7		35/35	
地理	8			24/35
企業	9	51/65		
ICT	10			45/65
ECON	11	20/40		
BIO	12	35/35		30/30

Allocate Subject / Module Allocate and Fix Subject / Module Cancel

To fix an allocated elective subject, click the allocated subject/ module and click “Fix Subject / Module” button.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
PHY	1	18/40	22/40	23/40
經濟	2	28/40		26/40
ECON	3	21/40		
旅遊	4		35/35	
M1	5			25/40
CHEM	6	35/35	30/30	
BIO	7	28/30		35/35
ICT	8	33/35	30/30	
中史	9		35/35	
地理	10			29/35
視藝	11	28/35		
企業	12		35/35	30/30

Withdraw Subject / Module
Fix Subject / Module
Cancel

The subject/ module allocated to the student is fixed.



The allocation of the selected subject / module has been fixed.

×

OK

To unfix an allocated elective subject, click the fixed subject/ module and click “Unfix Subject / Module” button.

Subject / Module	Priority ▲	Block 1	Block 2	Block 3
中史	1			12/35
經濟	2		68/80	
視藝	3	35/35		
CHEM	4	30/30		35/35
PHY	5		97/120	
M1	6	29/40		
旅遊	7		35/35	
地理	8			24/35
企業	9	51/65		
ICT	10			45/65
ECON	11	20/40		
BIO	12	35/35		30/30

Withdraw Subject / Module
Unfix Subject / Module
Cancel

The subject/ module allocated to the student is unfixed.



The allocation of the selected subject / module has been unfixed.

×

OK

Remarks:

Manual allocation can be done before or after performing “Generate Allocation Results” by the system. However, if manual allocation is made before the system’s allocation, the system may override the manual allocation when backtracking function has taken place unless the allocated subject/ module is fixed.

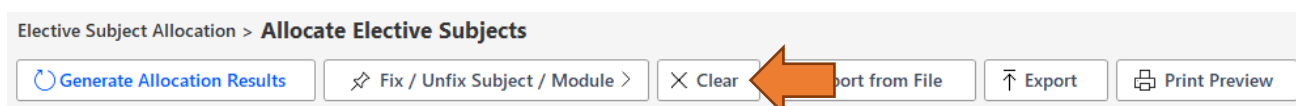


To update the elective subject allocation results in one go, please refer to 7.2.4 [Import Elective Subjects Allocation Results](#).

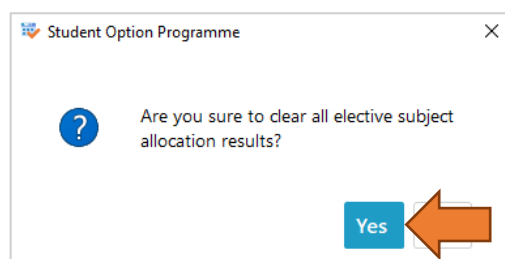
To fix / unfix allocated subjects / module by batch, please refer to 7.3.2 [Fix / Unfix Multiple Allocated Subjects/ Modules](#).

7.2.3 Clear Elective Subjects Allocation Results

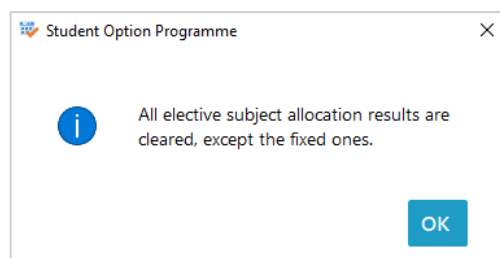
In the “Allocate Elective Subjects” page, click “Clear” button.



Click “Yes” button to clear the allocation results.



The clearing process is completed.

**Remarks:**

Clearing allocation result will not affect the subject/ module that is fixed.

7.2.4 Import Elective Subjects Allocation Results

In the “Allocate Elective Subjects” page, click “Import from File” button.

Elective Subject Allocation > **Allocate Elective Subjects**



Below shows a sample Excel file.

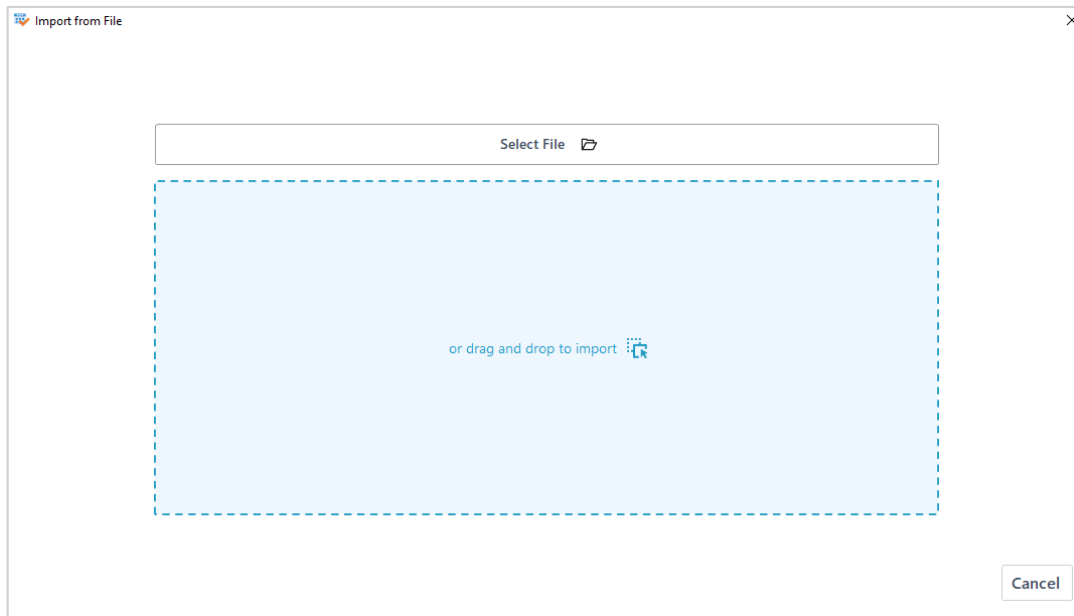
The screenshot shows an Excel spreadsheet titled 'AllocationResultReport2...' with the following data:

	A	B	C	D	E	F	G	H	I
	Student No.	Student Name	Class	Class No.	Subject Group Code	Subject Code	Subject / Module Short Name	Block	Fixed
2	031137	Andrew Ko	3A	1	ECON1_2	ECON1	經濟	1	Y
3	031137	Andrew Ko	3A	1	PHY2_2	PHY2	PHY	3	Y
4	078451	Anthony Pak	3A	2	ECON1_2	ECON1	經濟	1	
5	078451	Anthony Pak	3A	2	PHY2_2	PHY2	PHY	3	
6	078451	Anthony Pak	3A	2	THS1_1	THS1	旅遊	2	
7	017833	Ashley Fong	3A	3	BAFS1_2	BAFS1	企業	3	
8	017833	Ashley Fong	3A	3	ECON1_2	ECON1	經濟	1	
9	017833	Ashley Fong	3A	3	ICT2_2	ICT2	ICT	2	
10	060810	Barbara Cheng	3A	4	BIO2_2	BIO2	BIO	1	
11	060810	Barbara Cheng	3A	4	PHY2_2	PHY2	PHY	3	
12	087263	Betty Fan	3A	5	BIO2_1	BIO2	BIO	3	
13	087263	Betty Fan	3A	5	CHIS1_1	CHIS1	中史	2	
14	087263	Betty Fan	3A	5	ECON2_1	ECON2	ECON	1	
15	090241	Charles Dai	3A	6	BIO2_2	BIO2	BIO	1	
16	090241	Charles Dai	3A	6	ICT2_2	ICT2	ICT	2	
17	082078	Christopher Law	3A	7	ECON1_2	ECON1	經濟	1	
18	082078	Christopher Law	3A	7	PHY2_1	PHY2	PHY	2	

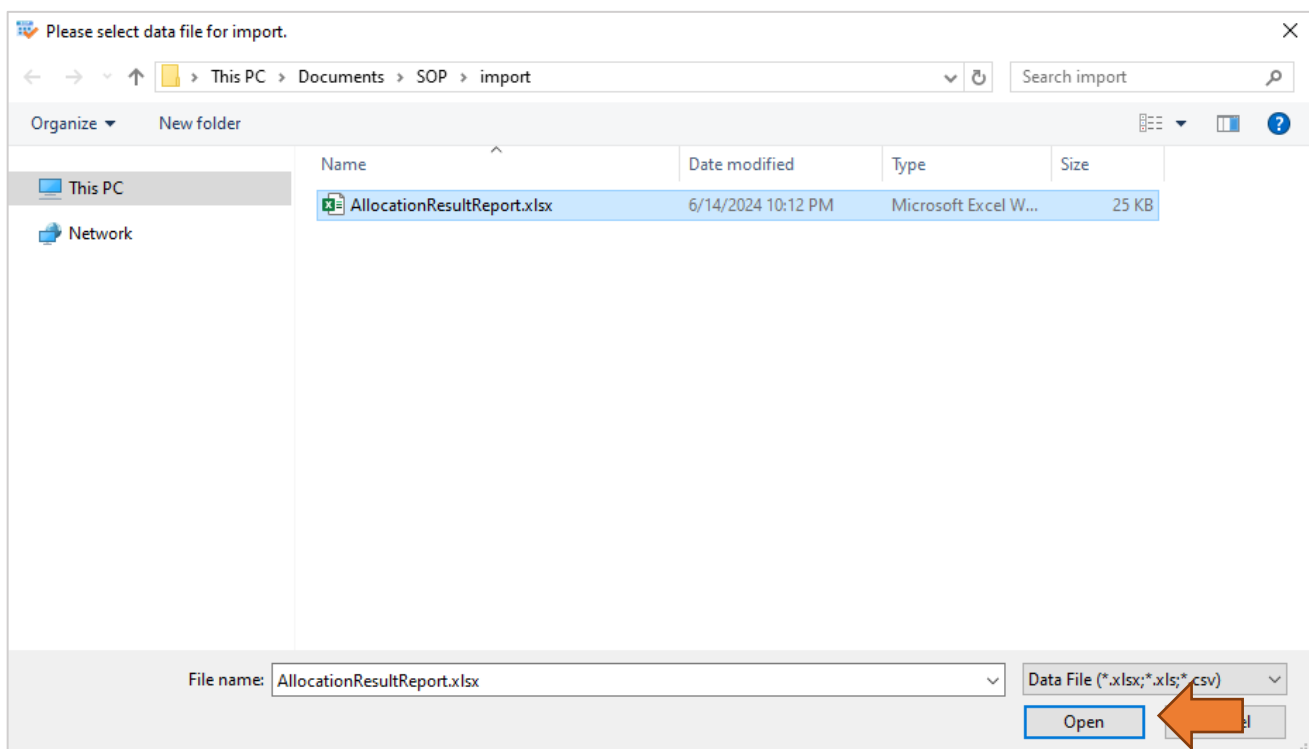


To obtain a file template for import, please refer to 7.2.5 [Export Elective Subjects Allocation Results](#).

Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Student No.	Student No.
Student Name	Student Name
Class	Class
Class No.	Class No.
Subject Group Code	Subject Group Code
Subject Code	Subject Code
Subject / Module Short Name	Subject / Module Short Name
Block	Block
Fixed	Fixed

Back Next

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Subject Group Code	Subject Code	Subject / Module
	031137	Andrew Ko	3A	1	CHIS1_1	CHIS1	中史
	031137	Andrew Ko	3A	1	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	PHY2_2	PHY2	PHY
	078451	Anthony Pak	3A	2	THS1_1	THS1	旅遊
	017833	Ashley Fong	3A	3	BAFS1_2	BAFS1	企業
	017833	Ashley Fong	3A	3	ECON1_2	ECON1	經濟
	017833	Ashley Fong	3A	3	ICT2_1	ICT2	ICT

Back Import

A progress bar will be displayed to show the import progress.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Subject Group Code	Subject Code	Subject / Modu
	031137	Andrew Ko	3A	1	CHIS1_1	CHIS1	中史
	031137	Andrew Ko	3A	1	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	PHY2_2	PHY2	PHY
	078451	Anthony Pak	3A	2	THS1_1	THS1	旅遊
	017833	Ashley Fong	3A	3	BAFS1_2	BAFS1	企業
	017833	Ashley Fong	3A	3	ECON1_2	ECON1	經濟
	017833	Ashley Fong	3A	3	ICT2_1	ICT2	ICT

Data import is in progress. Please wait...

0%

Click “OK” button to close the completion prompt box.

Import from File

Preview and Validation

Error Message	Student No.	Student Name	Class	Class No.	Subject Group Code	Subject Code	Subject / Modu
	031137	Andrew Ko	3A	1	CHIS1_1	CHIS1	中史
	031137	Andrew Ko	3A	1	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	ECON1_2	ECON1	經濟
	078451	Anthony Pak	3A	2	PHY2_2	PHY2	PHY
	078451	Anthony Pak	3A	2	THS1_1	THS1	旅遊
	017833	Ashley Fong	3A	3	BAFS1_2	BAFS1	企業
	017833	Ashley Fong	3A	3	ECON1_2	ECON1	經濟
	017833	Ashley Fong	3A	3	ICT2_1	ICT2	ICT

Data import has been completed.

OK

Data import is in progress. Please wait...

100%

The data is imported and is displayed in the student list. For allocation record filled with “Y” under “Fixed” column, related elective subject group allocated to the student will be fixed.

Elective Subject Allocation > **Allocate Elective Subjects**

[Generate Allocation Results](#)
[Fix / Unfix Subject / Module >](#)
[Clear](#)
[Import from File](#)
[Export](#)
[Print Preview](#)

Filter students by Subject / Module:

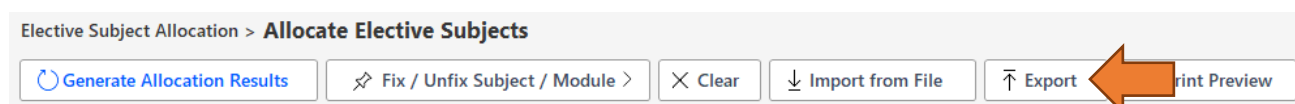
Average Satisfaction Rate: 99.58% (Top Priorities) 99.88% (All Options)

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

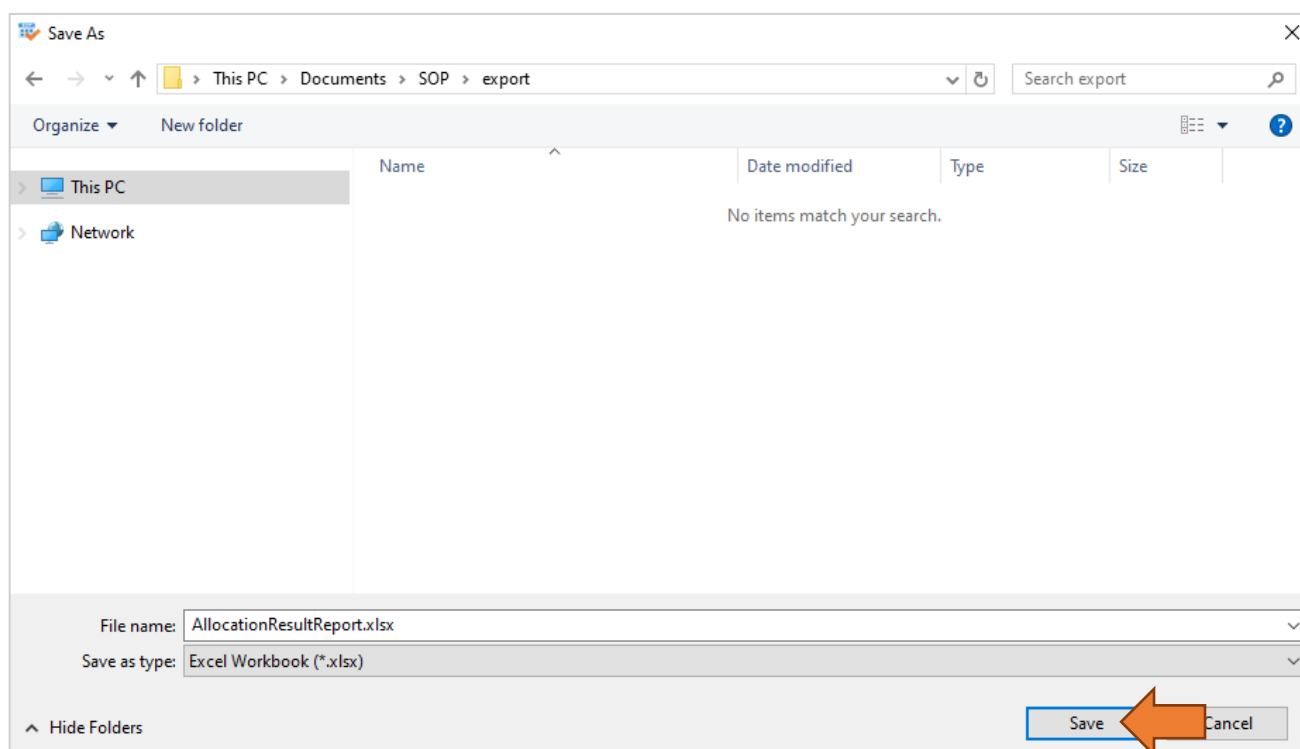
Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
031137	Andrew Ko	3A	1	178	178	2	2	經濟 (2)		PHY (5)
078451	Anthony Pak	3A	2	39	39	3	3	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)	
082078	Christopher Law	3A	7	19	19	2	2	經濟 (2)	PHY (1)	
086122	Daniel Tse	3A	8	162	162	3	3	BIO (3)	ICT (1)	PHY (2)
097370	David Hui	3A	9	176	176	3	3	視藝 (2)	旅遊 (3)	經濟 (1)
027196	Donald Chiu	3A	10	9	9	3	3	經濟 (2)	CHEM (1)	PHY (3)
050421	Donna Leung	3A	11	106	106	3	3	視藝 (3)	企業 (2)	經濟 (1)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)
025334	Emily Tse	3A	13	38	38	2	2	經濟 (2)	ICT (1)	
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2		旅遊 (2)	BIO (1)
024041	Jessica Hung	3A	16	34	34	2	2	經濟 (1)	中史 (2)	
080272	John Tsang	3A	17	55	55	3	3	視藝 (1)	中史 (3)	經濟 (2)
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)
071030	Joshua Leung	3A	19	96	96	2	2	視藝 (2)		經濟 (1)

7.2.5 Export Elective Subjects Allocation Results

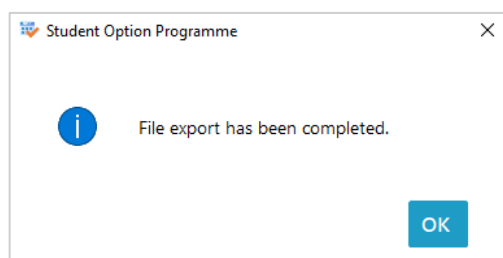
In the “Allocate Elective Subjects” page, click “Export” button.



Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



Below shows a sample exported file.

	A	B	C	D	E	F	G	H	I
1	Student No.	Student Name	Class	Class No.	Subject Group Code	Subject Code	Subject / Module Short Name	Block	Fixed
2	031137	Andrew Ko	3A	1	ECON1_2	ECON1	經濟	1	Y
3	031137	Andrew Ko	3A	1	PHY2_2	PHY2	PHY	3	Y
4	078451	Anthony Pak	3A	2	ECON1_2	ECON1	經濟	1	
5	078451	Anthony Pak	3A	2	PHY2_2	PHY2	PHY	3	
6	078451	Anthony Pak	3A	2	THS1_1	THS1	旅遊	2	
7	017833	Ashley Fong	3A	3	BAFS1_2	BAFS1	企業	3	
8	017833	Ashley Fong	3A	3	ECON1_2	ECON1	經濟	1	
9	017833	Ashley Fong	3A	3	ICT2_2	ICT2	ICT	2	
10	060810	Barbara Cheng	3A	4	B102_2	B102	B10	1	
11	060810	Barbara Cheng	3A	4	PHY2_2	PHY2	PHY	3	
12	087263	Betty Fan	3A	5	B102_1	B102	B10	3	
13	087263	Betty Fan	3A	5	CHIS1_1	CHIS1	中央	2	
14	087263	Betty Fan	3A	5	ECON2_1	ECON2	ECON	1	
15	090241	Charles Dai	3A	6	B102_2	B102	B10	1	
16	090241	Charles Dai	3A	6	ICT2_2	ICT2	ICT	2	
17	082078	Christopher Law	3A	7	ECON1_2	ECON1	經濟	1	
18	082078	Christopher Law	3A	7	PHY2_1	PHY2	PHY	2	

7.2.6 Print Preview of Elective Subject Allocation Results

In the “Allocate Elective Subjects” page, click “Print Preview” button.

Elective Subject Allocation > **Allocate Elective Subjects**

Generate Allocation Results

Fix / Unfix Subject / Module >

Clear

Import from File

Export

Print Preview

Click the “Print” button to print the allocation results.



078451	Anthony Pak	3A	2	中史(1)	經濟(2)	企業(3)
017833	Ashley Fong	3A	3	ICT(1)	經濟(2)	企業(3)
060810	Barbara Cheng	3A	4	視藝(2)	BIO(3)	
087263	Betty Fan	3A	5	PHY(1)	ICT(2)	CHEM(3)
090241	Charles Dai	3A	6	經濟(1)	企業(2)	
082078	Christopher Law	3A	7	中史(2)	經濟(3)	
086122	Daniel Tse	3A	8	經濟(1)	ICT(2)	PHY(3)
097370	David Hui	3A	9	經濟(1)	CHEM(2)	PHY(3)
027196	Donald Chiu	3A	10	經濟(1)	BIO(2)	ECON(3)
050421	Donna Leung	3A	11	企業(1)	PHY(2)	經濟(3)
014786	Elizabeth Lau	3A	12	PHY(1)	經濟(2)	ICT(3)
025334	Emily Tse	3A	13	CHEM(1)	PHY(3)	
051759	James Li	3A	14	經濟(1)	經濟(2)	ICT(3)
096824	Jennifer Yau	3A	15	PHY(1)	經濟(2)	
024041	Jessica Hung	3A	16	旅遊(2)	經濟(3)	
080272	John Tsang	3A	17	企業(1)	視藝(2)	BIO(3)
090251	Joseph Liu	3A	18	中史(1)	ICT(2)	BIO(3)
071030	Joshua Leung	3A	19	ECON(1)	企業(2)	
017892	Karen Lam	3A	20	BIO(1)	PHY(2)	PHY(3)
031889	Kimberly Ding	3A	21	經濟(1)	ICT(2)	BIO(3)
076185	Linda Liu	3A	22	ECON(1)	企業(2)	BIO(3)
030430	Lisa So	3A	23	PHY(1)	PHY(2)	經濟(3)
088851	Margaret Tse	3A	24	企業(1)	經濟(2)	視藝(3)
052324	Mark Wu	3A	25	BIO(1)	PHY(2)	視藝(3)
083905	Mary Ng	3A	26	BIO(1)	PHY(2)	視藝(3)
075895	Matthew So	3A	27	PHY(1)	經濟(2)	旅遊(3)
056605	Michael Fan	3A	28	PHY(2)	經濟(3)	
080206	Michelle Wan	3A	29	旅遊(1)	中史(2)	經濟(3)

7.2.7 Filter Student Records by Allocated Subject/ Module

In the “Allocate Elective Subjects” page, click “Subject / Module” dropdown field. Select any subject(s) / module(s), and click “Filter” button. The student list will be filtered by the selected elective subjects.

Elective Subject Allocation > **Allocate Elective Subjects**

[Generate Allocation Results](#)
[Fix / Unfix Subject / Module >](#)
[Clear](#)
[Import from File](#)
[Export](#)
[Print Preview](#)

Filter students by Subject / Module: M1, BIO

☐ All
☒ M1
☒ CHEM
☐ PHY
☐ 中史

[Filter](#)

Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order
031137	Andrew	3A	1	178	178
078451	Anthony	3A	2	39	39
017833	Ashley	3A	3	166	166
060810	Barbara	3A	4	73	73

[Generate Allocation Results](#)
[Fix / Unfix Subject / Module >](#)
[Clear](#)
[Import from File](#)
[Export](#)
[Print Preview](#)

Filter students by Subject / Module: M1, BIO

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

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
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)	
086122	Daniel Tse	3A	8	162	162	3	3	BIO (3)	ICT (1)	PHY (2)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2		旅遊 (2)	BIO (1)
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)
076185	Linda Liu	3A	22	88	88	3	3	視藝 (3)	PHY (2)	BIO (1)
030430	Lisa So	3A	23	129	129	3	3	ECON (3)	企業 (1)	BIO (2)
088851	Margaret Tse	3A	24	18	18	3	3	ECON (2)	企業 (1)	BIO (4)
052324	Mark Wu	3A	25	26	26	3	3	ECON (2)	企業 (1)	BIO (3)
083905	Mary Ng	3A	26	60	60	3	3	CHEM (1)	企業 (3)	BIO (2)
075895	Matthew So	3A	27	131	131	3	3	視藝 (1)	PHY (2)	BIO (3)
056605	Michael Fan	3A	28	113	113	2	2	BIO (2)		PHY (1)
058094	Robert Hui	3A	34	56	56	3	3	ECON (1)	企業 (3)	BIO (2)
081518	Sandra Ho	3A	35	157	157	2	2	BIO (1)		PHY (2)
018334	Steven Fung	3A	37	54	54	3	3	BIO (3)	ICT (2)	PHY (1)
073195	Amy Ma	3B	2	5	5	3	3	ICT (1)	PHY (2)	BIO (3)

7.2.8 Satisfaction Rate of Elective Subject Allocation Results

After completing generation of allocation results, the average satisfaction rate will be shown at the top right corner of the page for reference. Users can click the refresh ( icon to re-calculate the average satisfaction rate after performing manual allocation.

Average Satisfaction Rate 	
99.50% (Top Priorities)	99.85% (All Options)



For details about the satisfaction rate calculation, please refer to Appendix II [Calculation of Satisfaction Rate](#).

7.2.9 Using Different Allocation Choices for Different Students (Overall Ranking)

Press Ctrl (Keyboard) and left click to select a number of student records for generating allocation results.

Elective Subject Allocation > Allocate Elective Subjects										Related Link(s)
										Average Satisfaction Rate  98.08% (Top Priorities) 99.33% (All Options)
Filter students by Subject / Module: All										
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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)

Press Shift (Keyboard) and left click on the first and the last student record to select consecutive student records for generating allocation results.

Elective Subject Allocation > Allocate Elective Subjects										Related Link(s)
										Average Satisfaction Rate  99.58% (Top Priorities) 99.88% (All Options)
Filter students by Subject / Module: All										
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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)	

Click “Generate Allocation Results” button. Programme will only generate allocation result to the selected students, other students will not be considered. Users can use different allocation algorithm choices to generate allocation results for different students.

Elective Subject Allocation > Allocate Elective Subjects					

7.2.10 Partial Allocation of Subjects/ Modules (Elective Subject Queue)

Click the expand button to show the subject/ module list.

Elective Subject Allocation > **Allocate Elective Subjects**

[Generate Allocation Results](#) [Fix / Unfix Subject / Module](#)

Filter students by Subject / Module All

>> 

Student No.	Student Name	Class
031137	Andrew Ko	3

The subject/ module list will be displayed on the left of the page.

Elective Subject Allocation > **Allocate Elective Subjects**

[Generate Allocation Results](#) [Fix / Unfix Subject / Module](#) [Clear](#) [Import from File](#) [Export](#)

Filter students by Subject / Module All

<Allocated/quota> Elective Subject Group with exceeded quota
<Allocated/quota> Elective Subject Group with vacancies

<<

Subject / Module	Availability			Student No.	Student Name	Class	Class No.
	Block 1	Block 2	Block 3				
M1			25/40	031137	Andrew Ko	3A	1
BIO	28/30		35/35	078451	Anthony Pak	3A	2
CHEM	34/35	29/30		017833	Ashley Fong	3A	3
PHY	18/40	22/40	23/40	060810	Barbara Cheng	3A	4
中史		33/35		087263	Betty Fan	3A	5
經濟	28/40		26/40	090241	Charles Dai	3A	6
ECON	21/40			082078	Christopher Law	3A	7
地理			35/35	086122	Daniel Tse	3A	8
旅遊		35/35		097370	David Hui	3A	9
企業		34/35	30/30	027196	Donald Chiu	3A	10
ICT	32/35	30/30		050421	Donna Leung	3A	11
視藝	28/35			014786	Elizabeth Lau	3A	12
				025334	Emily Tse	3A	13
				051759	James Li	3A	14
				096824	Jennifer Yau	3A	15
				024041	Jessica Hung	3A	16
				080272	John Tsang	3A	17

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

Click any subject/ module on the subject/ module list . Student list on the right will be sorted by the allocation order of the selected subject/ module.

Elective Subject Allocation > **Allocate Elective Subjects**

Generate Allocation Results Fix / Unfix Subject / Module Clear Import from File Export Print Preview

Filter students by Subject / Module All

Related Link(s)

Average Satisfaction Rate 99.58% (Top Priorities) 99.88% (All Options)

< Allocated/quota > Elective Subject Group with exceeded quota
< Allocated/quota > Elective Subject Group with vacancies

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

Subject / Module	Availability			Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order	Priority	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
	Block 1	Block 2	Block 3												
M1			25/40	031137	Andrew Ko	3A	1	178			2	2	經濟 (2)	中史 (1)	
BIO	28/30		35/35	078451	Anthony Pak	3A	2	39			3	3	經濟 (2)	旅遊 (4)	PHY (1)
CHEM	34/35	29/30		017833	Ashley Fong	3A	3	166			3	3	經濟 (3)	ICT (2)	企業 (1)
PHY	18/40	22/40	23/40	060810	Barbara Cheng	3A	4	73			2	2	BIO (2)		PHY (1)
中史		33/35		087263	Betty Fan	3A	5	31			3	3	ECON (1)	中史 (3)	BIO (2)
經濟	28/40		26/40	090241	Charles Dai	3A	6	13			2	2	BIO (1)	ICT (2)	
ECON	21/40			082078	Christopher Law	3A	7	19			2	2	經濟 (2)	PHY (1)	
地理			35/35	086122	Daniel Tse	3A	8	162			3	3	BIO (3)	ICT (1)	PHY (2)
旅遊		35/35		097370	David Hui	3A	9	176			3	3	視藝 (2)	旅遊 (3)	經濟 (1)
企業		34/35	30/30	027196	Donald Chiu	3A	10	9			3	3	經濟 (2)	CHEM (1)	PHY (3)
ICT	32/35	30/30		050421	Donna Leung	3A	11	106			3	3	視藝 (3)	企業 (2)	經濟 (1)
視藝	28/35			014786	Elizabeth Lau	3A	12	172			3	3	CHEM (1)	中史 (3)	BIO (2)
				025334	Emily Tse	3A	13	38			2	2	經濟 (2)	ICT (1)	
				051759	James Li	3A	14	1			3	3	ICT (1)	中史 (3)	BIO (2)
				096824	Jennifer Yau	3A	15	126			2	2		旅遊 (2)	BIO (1)
				024041	Jessica Hung	3A	16	34			2	2	經濟 (1)	中史 (2)	
				080272	John Tsang	3A	17	55			3	3	視藝 (1)	中史 (3)	經濟 (2)

Press Ctrl (Keyboard) and left click to select a number of student records for generating allocation results.

< Allocated/quota > Elective Subject Group with exceeded quota
< Allocated/quota > Elective Subject Group with vacancies

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

Subject / Module	Availability			Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order (M1)	Priority (M1)	No. of Electives to be Taken	No. of Electives Allocated
	Block 1	Block 2	Block 3									
M1		23/40		051759	James Li	3A	14	1	1	7	3	3
BIO		35/35	30/30	031889	Kimberly Ding	3A	21	52	2	5	3	3
CHEM	35/35	30/30		026840	Gary Kiu	3B	15	74	3	10	3	3
				050421	Donna Leung	3A	11	106	4	11	3	3

Press Shift (Keyboard) and left click on the first and the last student record to select consecutive student records for generating allocation results.

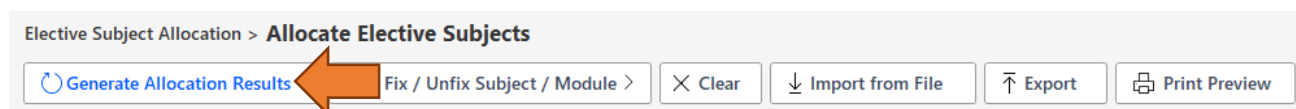
< Allocated/quota > Elective Subject Group with exceeded quota
< Allocated/quota > Elective Subject Group with vacancies

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

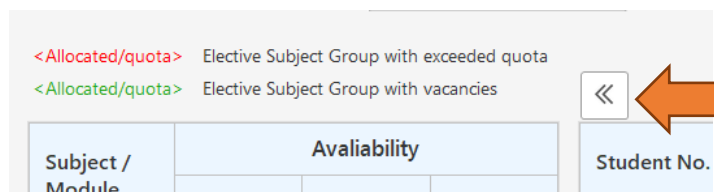
Subject / Module	Availability			Student No.	Student Name	Class	Class No.	Overall Rank	Allocation Order (M1)	Priority (M1)	No. of Electives to be Taken	No. of Electives Allocated
	Block 1	Block 2	Block 3									
M1		23/40		051759	James Li	3A	14	1	1	7	3	3
BIO		35/35	30/30	031889	Kimberly Ding	3A	21	52	2	5	3	3
CHEM	35/35	30/30		026840	Gary Kiu	3B	15	74	3	10	3	3
PHY	10/40	30/40	29/40	050421	Donna Leung	3A	11	106	4	11	3	3
中史			30/35	076408	Edward Tso	3B	12	21	5	6	3	3
經濟		33/40	25/40	098781	Raymond Cheng	3C	34	72	6	2	3	3
				037642	Samuel Tsang	3C	36	11	7	12	2	2

Ctrl (Keyboard) and Shift (Keyboard) and left click on the subject/ module list can also be used to select particular subject(s)/ module(s) for allocation.

Click “Generate Allocation Results” button. Programme will only generate allocation result of the selected subject(s)/ module(s) to the selected students while other students will not be considered.



Click the collapse button to hide the subject/ module list.



Users can fix the allocation results of elective subject queue and switch to use overall ranking for the rest of allocation.



To fix / unfix allocated subjects/ modules by batch, please refer to 7.3.2 [Fix / Unfix Multiple Allocated Subjects/ Modules](#).

To change the method of elective subject allocation, please refer to 2.5 [System Settings](#).

7.3 Fix / Unfix Allocated Subjects/ Modules

In the “Allocate Elective Subjects” page, click “Fix / Unfix Subject / Module” button.

Elective Subject Allocation > **Allocate Elective Subjects**

Generate Allocation Results

Fix / Unfix Subject / Module >

Import from File

Export

Print Preview

7.3.1 Fix / Unfix an Individual Subject/ Module

In the “Fix / Unfix Subject / Module” page, users can double click on an individual cell of subject/ module under the time block columns to fix/unfix it.

Double click an unhighlighted cell to fix the subject/ module.

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)

The cell will be highlighted in grey and the subject/ module is fixed.

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)

Double click any highlighted cell to unfix the subject/ module.

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)

The cell is unhighlighted and the subject/ module is unfixed.

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)



To allocate and fix a subject/ module at once, please refer to 7.2.2 [Manually Allocate / Withdraw and Fix / Unfix Elective Subject Group](#).

7.3.2 Fix / Unfix Multiple Allocated Subjects/ Modules

In the “Fix / Unfix Subject / Module” page, users can select multiple subjects/ modules by the following ways:

- Press Ctrl (Keyboard) and left click the target cells to select a number of individual subjects/ modules
- Press Shift (Keyboard) and left click on the first and the last cells to select an area of subjects/ modules
- Left click on any cell and hold the left click to drag an area to select an area of subjects/ modules
- Click “Select All” button to select all allocated subjects/ modules

To fix/unfix allocated subjects/ modules, select the target cells under the time block columns.

Elective Subject Allocation > Allocate Elective Subjects > **Fix / Unfix Subjects / Modules**

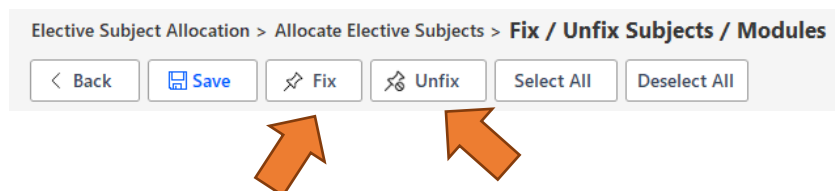
< Back Save Fix Unfix Select All Deselect All

Filter students by Subject / Module: All

Related Link(s) Fixed Subject / Module

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	ICT (2)	企業 (1)	經濟 (3)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
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)	

Click “Fix”/ “Unfix” button to fix / unfix all the selected subjects/ modules.



All selected subjects/ modules are fixed/unfixed.

Elective Subject Allocation > Allocate Elective Subjects > **Fix / Unfix Subjects / Modules**

< Back Save Fix Unfix Select All Deselect All

Filter students by Subject / Module: All

Related Link(s) Fixed Subject / Module

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	經濟 (3)	ICT (2)	企業 (1)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	BIO (1)	ICT (2)	



To update the elective subject allocation results with fixed subject(s)/ module(s) in one go, please refer to 7.2.4 [Import Elective Subjects Allocation Results](#).

7.3.3 Fix / Unfix Filtered Subjects/ Modules

In the “Fix / Unfix Subjects / Modules” page, click “Filter students by Subject / Module” dropdown field. Select any subject(s) / module (s), and click “Filter” button. The student list will be filtered by the selected elective subjects.

Elective Subject Allocation > Allocate Elective Subjects > **Fix / Unfix Subjects / Modules**

Filter students by Subject / Module

M1, BIO

☐ All
☒ M1
☒ BIO
☐ CHEM
☐ PHY
☐ 中史

Student No.	Student Name	Class	Class No.	Overall Rank
031137	And	3A	1	17
078451	Anth	3A	2	39
017833	Ash	3A	3	16
060810	Bart	3A	4	73
087263	Betty Fan	3A	5	31

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
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
090241	Charles Dai	3A	6	13	13	2	2	ICT (2)		BIO (1)
086122	Daniel Tse	3A	8	162	162	3	3	BIO (3)	ICT (1)	PHY (2)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2	BIO (1)	旅遊 (2)	
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)
076185	Linda Liu	3A	22	88	88	3	3	視藝 (3)	PHY (2)	BIO (1)
030430	Lisa So	3A	23	129	129	3	3	ECON (3)	企業 (1)	BIO (2)
088851	Margaret Tse	3A	24	18	18	3	3	ECON (2)	企業 (1)	BIO (4)
052324	Mark Wu	3A	25	26	26	3	3	ECON (2)	企業 (1)	BIO (3)
083905	Mary Ng	3A	26	60	60	3	3	CHEM (1)	企業 (3)	BIO (2)
075895	Matthew So	3A	27	131	131	3	3	視藝 (1)	PHY (2)	BIO (3)
056605	Michael Fan	3A	28	113	113	2	2	BIO (2)	PHY (1)	
058094	Robert Hui	3A	34	56	56	3	3	ECON (1)	企業 (3)	BIO (2)
081518	Sandra Ho	3A	35	157	157	2	2	BIO (1)		PHY (2)
018334	Steven Fung	3A	37	54	54	3	3	BIO (3)	ICT (2)	PHY (1)
073195	Amy Ma	3B	2	5	5	3	3	ICT (1)	PHY (2)	BIO (3)
043668	Brandon Liu	3B	5	104	104	3	3	視藝 (1)	企業 (2)	BIO (3)
045607	Brenda Chu	3B	6	197	197	3	3	視藝 (1)	企業 (2)	BIO (3)



To fix / unfix filtered subjects/ modules, please refer to 7.3.1 [Fix / Unfix an Individual Subject/ Module](#) or 7.3.2 [Fix / Unfix Multiple Allocated Subjects/ Modules](#).

After fixing / unfixing allocated subject(s)/ module(s) is completed, click “Save” button.

Elective Subject Allocation > Allocate Elective Subjects > **Fix / Unfix Subjects / Modules**

Filter students by Subject / Module:

The changes are saved.

Student Option Programme

The changes are saved.

OK

Click “Back” button, back to “Allocate Elective Subjects” page.

Elective Subject Allocation > Allocate Elective Subjects > **Fix / Unfix Subjects / Modules**

Filter students by Subject / Module:

The fixed subject(s)/ module(s) is displayed in grey.

Elective Subject Allocation > **Allocate Elective Subjects**

Filter students by Subject / Module:

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

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	經濟 (2)	旅遊 (4)	PHY (1)
017833	Ashley Fong	3A	3	166	166	3	3	ICT (2)	企業 (1)	經濟 (3)
060810	Barbara Cheng	3A	4	73	73	2	2	BIO (2)		PHY (1)
087263	Betty Fan	3A	5	31	31	3	3	ECON (1)	中史 (3)	BIO (2)
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	BIO (3)	ICT (1)	PHY (2)
097370	David Hui	3A	9	176	176	3	3	視藝 (2)	旅遊 (3)	經濟 (1)
027196	Donald Chiu	3A	10	9	9	3	3	經濟 (2)	CHEM (1)	PHY (3)
050421	Donna Leung	3A	11	106	106	3	3	視藝 (3)	企業 (2)	經濟 (1)
014786	Elizabeth Lau	3A	12	172	172	3	3	CHEM (1)	中史 (3)	BIO (2)
025334	Emily Tse	3A	13	38	38	2	2	經濟 (2)	ICT (1)	
051759	James Li	3A	14	1	1	3	3	ICT (1)	中史 (3)	BIO (2)
096824	Jennifer Yau	3A	15	126	126	2	2	BIO (1)	旅遊 (2)	
024041	Jessica Hung	3A	16	34	34	2	2		中史 (2)	經濟 (1)
080272	John Tsang	3A	17	55	55	3	3	視藝 (1)	中史 (3)	經濟 (2)
090251	Joseph Liu	3A	18	110	110	3	3	ICT (2)	旅遊 (3)	BIO (1)
071030	Joshua Leung	3A	19	96	96	2	2	視藝 (2)		經濟 (1)
017892	Karen Lam	3A	20	168	168	3	3	視藝 (2)	企業 (3)	經濟 (1)

8. Print Timetables

This section shows how to perform the timetable printing function.

Student Options Time Block Elective Subject Allocation **Print Timetables** ←

8.1 Export Time Block Result to CloudSAMS

Click Main Menu (Print Timetables) and click “Export Time Block Result to CloudSAMS” under “Print Timetables”. This is an optional step if users are not using CloudSAMS.

Enter “School Year” and select “Class Level”, and click “Export to Data File”.

Print Timetables

Export Time Block Result to CloudSAMS → Export Allocation Results to CloudSAMS → Import Master Timetable → Print Timetables

School Year:

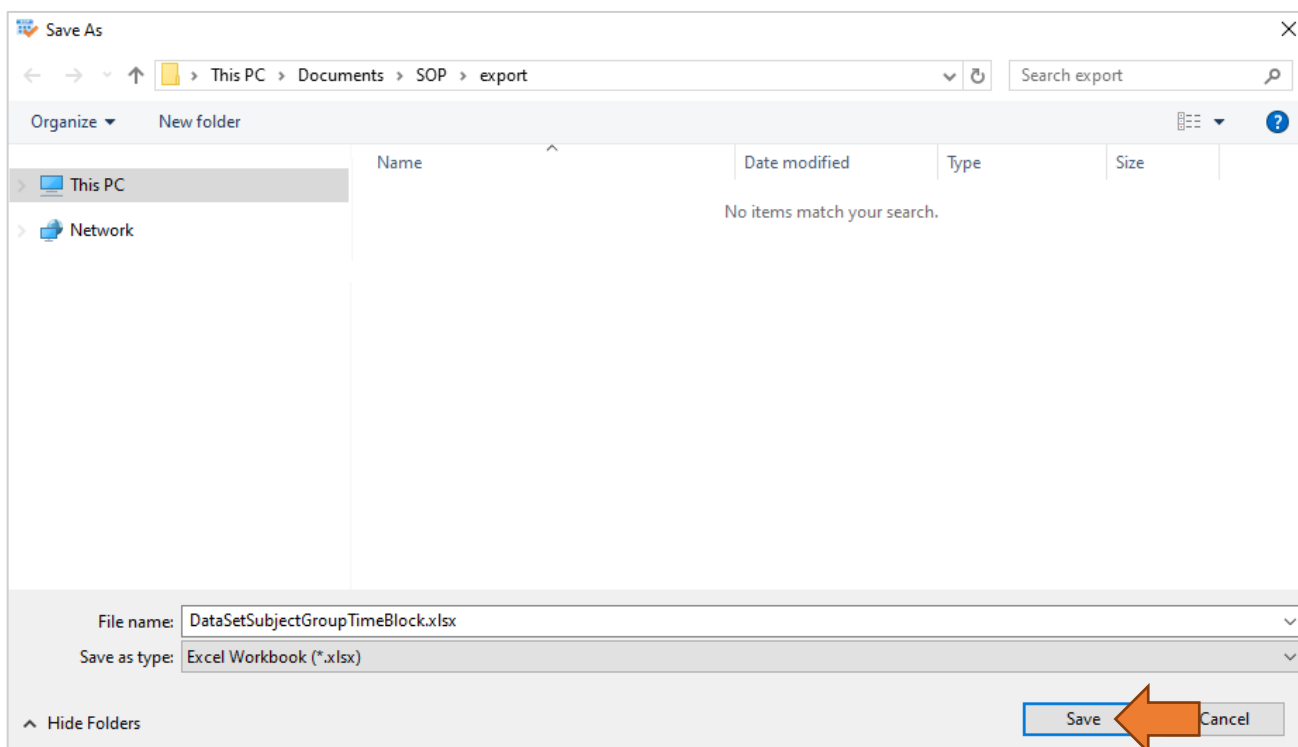
School Level:

School Session:

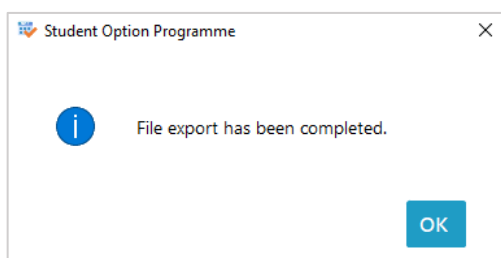
Class Level:

Export to Data File

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.



Below shows a sample exported file to be imported to CloudSAMS.

SOP_Subject_Group_Code	SOP_Subject_Group_Description	SOP_Combined_Science_Code	SOP_Combined_Science_Description	SOP_Time_Block	Subject_Code	MOI	School_Year	School_Level	School_Session	Class_Level
BAFS1_1	企業 組別 1			Block_2	#11N	1	2023	3	3	S4
BAFS1_2	企業 組別 2			Block_3	#11N	1	2023	3	3	S4
BIO2_1	BIO Group 1			Block_3	#045	2	2023	3	3	S4
BIO2_2	BIO Group 2			Block_1	#045	2	2023	3	3	S4
CHEM2_1	CHEM Group 1			Block_1	#070	2	2023	3	3	S4
CHEM2_2	CHEM Group 2			Block_2	#070	2	2023	3	3	S4
CHIS1_1	中央			Block_2	#075	1	2023	3	3	S4
ECON1_1	經濟 組別 1			Block_3	#135	1	2023	3	3	S4
ECON1_2	經濟 組別 2			Block_1	#135	1	2023	3	3	S4
ECON2_1	ECON			Block_1	#135	2	2023	3	3	S4
GB01_1	地理			Block_3	#210	1	2023	3	3	S4
ICT2_1	ICT Group 1			Block_2	#61N	2	2023	3	3	S4
ICT2_2	ICT Group 2			Block_1	#61N	2	2023	3	3	S4
M12_1	M1			Block_3	#23S	2	2023	3	3	S4
PHY2_1	PHY Group 1			Block_2	#315	2	2023	3	3	S4
PHY2_2	PHY Group 2			Block_3	#315	2	2023	3	3	S4
PHY2_3	PHY Group 3			Block_1	#315	2	2023	3	3	S4
THS1_1	旅遊			Block_2	#71S	1	2023	3	3	S4
VAl_1	視藝			Block_1	#83S	1	2023	3	3	S4

8.2 Export Allocation Results to CloudSAMS

Click Main Menu (Print Timetables) and click “Export Allocation Results to CloudSAMS” under “Print Timetables”. This is an optional step if users are not using CloudSAMS.

Enter “School Year” and select “Class Level”, and click “Export to Data File”.

Print Timetables

Export Time Block Result to CloudSAMS → **Export Allocation Results to CloudSAMS** → Import Master Timetable → Print Timetables

School Year:

School Level:

School Session:

Class Level:

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.

Save As

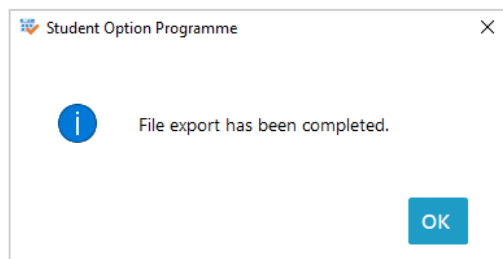
→ This PC → Documents → SOP → export

Organize New folder

File name: DataSetStudentAllocationResult.xlsx

Save as type: Excel Workbook (*.xlsx)

The file export is completed.

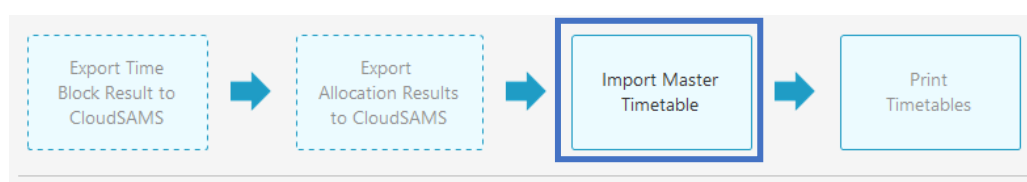


Below shows a sample exported file to be imported to CloudSAMS.

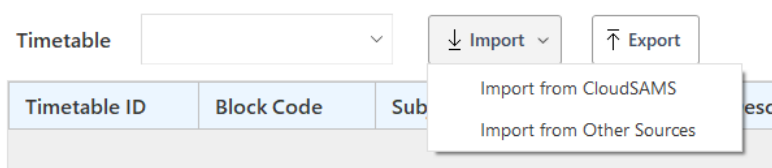
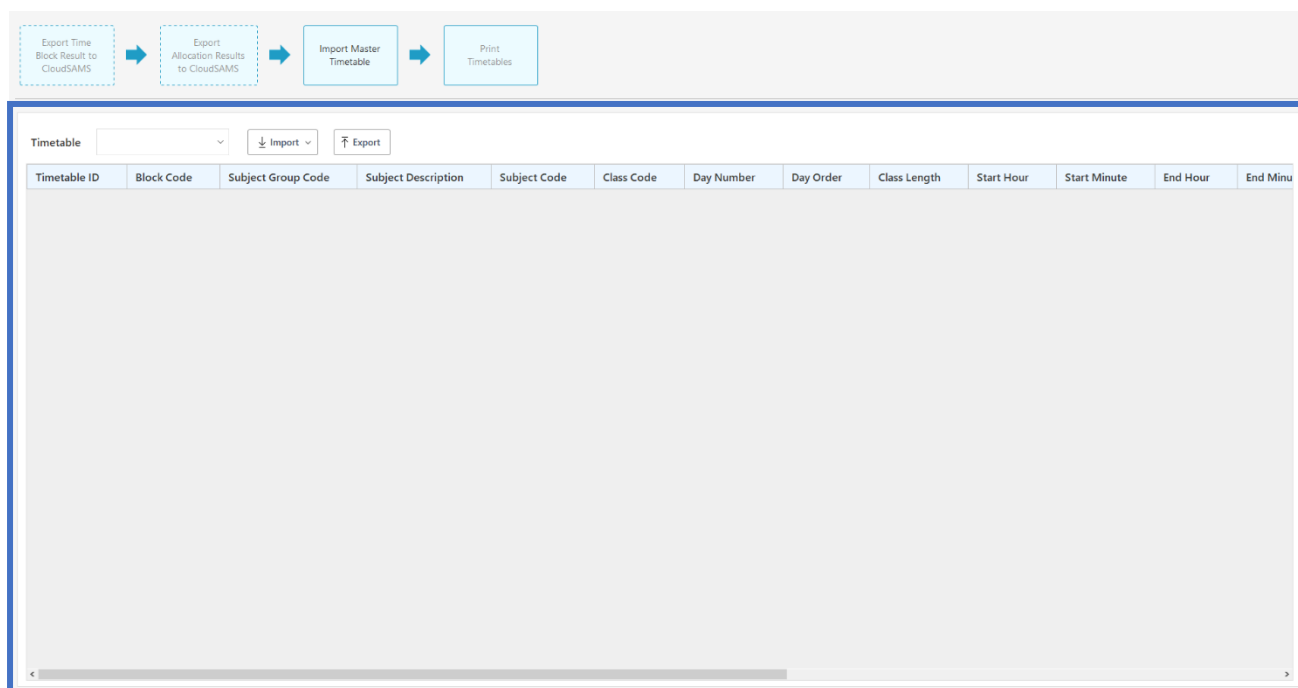
Reg_Number	SOP_Subject_Group_Code	School_Year	School_Level	School_Session	Class_Level
#010935	CHIS1_1	2023	3	3	S4
#010935	GE01_1	2023	3	3	S4
#010935	ICT2_2	2023	3	3	S4
#012042	M12_1	2023	3	3	S4
#012042	THS1_1	2023	3	3	S4
#012042	ICT2_2	2023	3	3	S4
#012076	M12_1	2023	3	3	S4
#012076	BAFS1_1	2023	3	3	S4
#012076	ICT2_2	2023	3	3	S4
#012239	BI02_1	2023	3	3	S4
#012239	CHIS1_1	2023	3	3	S4

8.3 Import Master Timetable

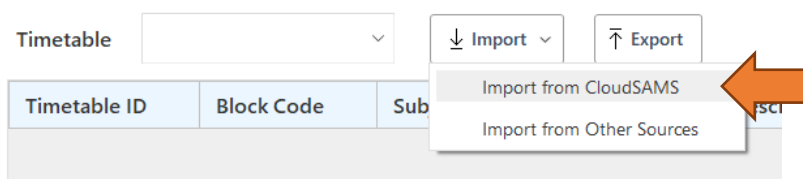
Click Main Menu (Print Timetables) and click “Import Master Timetable” under “Print Timetables”.



A preview table will be displayed. Click “Import” button, and select “Import from CloudSAMS” or “Import from Other Sources”.



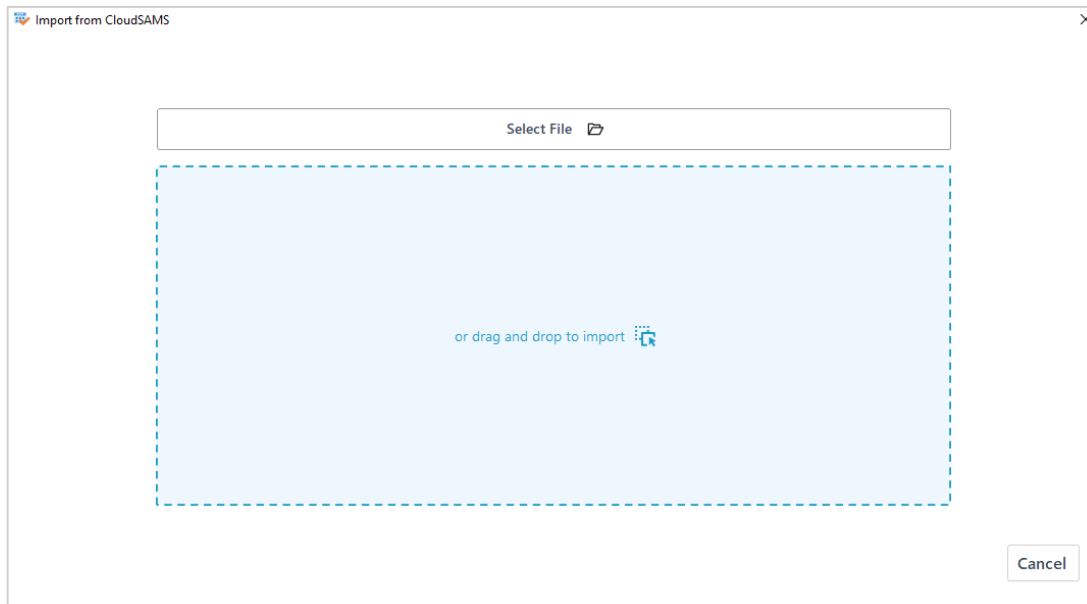
8.3.1 Import from CloudSAMS



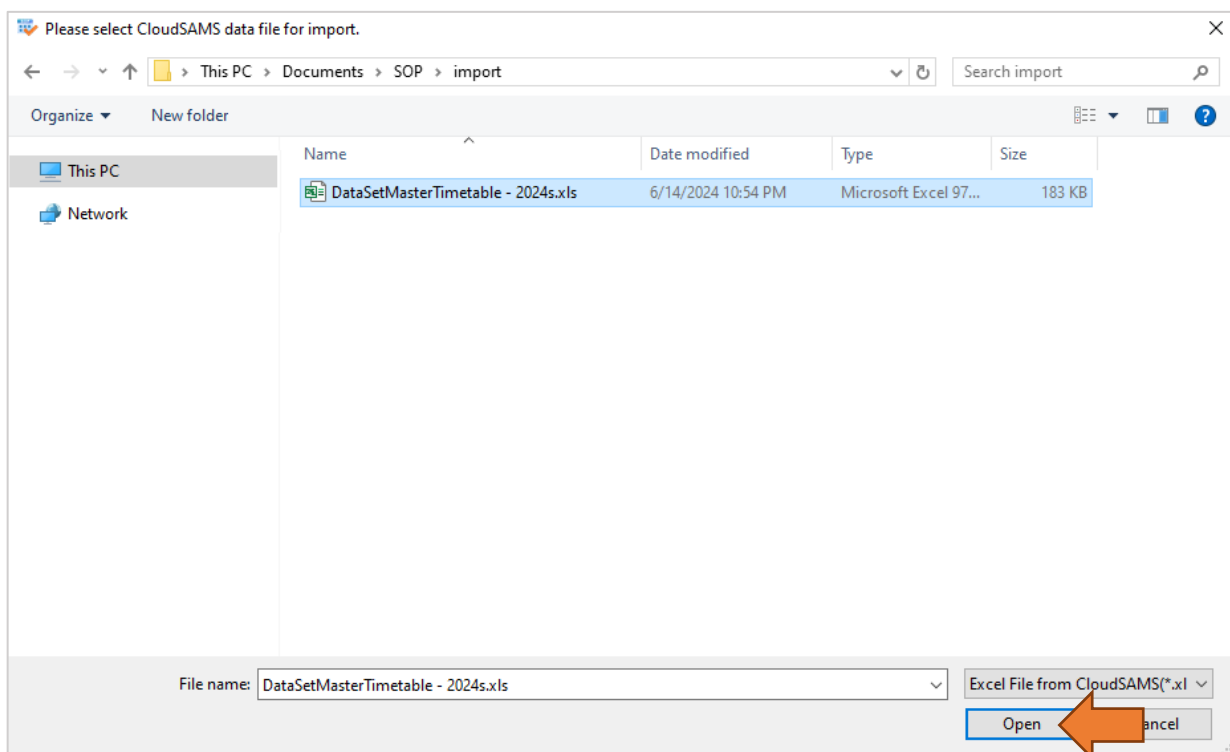
Below shows a sample Excel file of Master Timetable export from CloudSAMS.

	A	B	C	D	E	F	G	H	I	J	K
1	Data_Set_Name	Summer_Winter_In	Subject_Code	Subject_Short_Nam	Subject_Short_Nam	SOP_Subject_Grou	Subject_Block	SOP_Combined_S	Class_Name	Day_Number	Day_Order
2	school2024	S	#265	LIBS	通識				S4A	Day 1	
3	school2024	S	#165	ENG	英文				S4A	Day 1	
4	school2024	S							S4A	Day 1	
5	school2024	S	#070	CHEM	化學	S4Blk2	B2		S4A	Day 1	
6	school2024	S							S4A	Day 1	
7	school2024	S							S4A	Day 1	
8	school2024	S	#080	CHIN	中文				S4A	Day 1	
9	school2024	S	#22S	MACO	數必				S4A	Day 1	
10	school2024	S							S4A	Day 1	
11	school2024	S	#045	BIO	生物	S4Blk3	B3		S4A	Day 1	
12	school2024	S							S4A	Day 1	
13	school2024	S	#23S	MAM1	數一				S4A	Day 1	
14	school2024	S							S4A	Day 1	
15	school2024	S	#070	CHEM	化學	S4Blk2	B2		S4A	Day 2	

Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



Select “SOP Name”. The data to be imported will be shown in the table on the right-hand side for preview. Click “Import” button to import the data.

Import from CloudSAMS

SOP Name

☒ Chinese Name
 ☐ English Name

DataSetName	SummerWinter	SubjectCode	EngShortName	ChiShortName	SubjectGroupCode
school2024	S	#265	LIBS	通識	
school2024	S	#165	ENG	英文	
school2024	S				
school2024	S	#070	CHEM	化學	S4Blk2
school2024	S				
school2024	S				
school2024	S	#080	CHIN	中文	
school2024	S	#22S	MACO	數必	
school2024	S				

Back

Import

A progress bar will be displayed to show the import progress.

Import from CloudSAMS

SOP Name

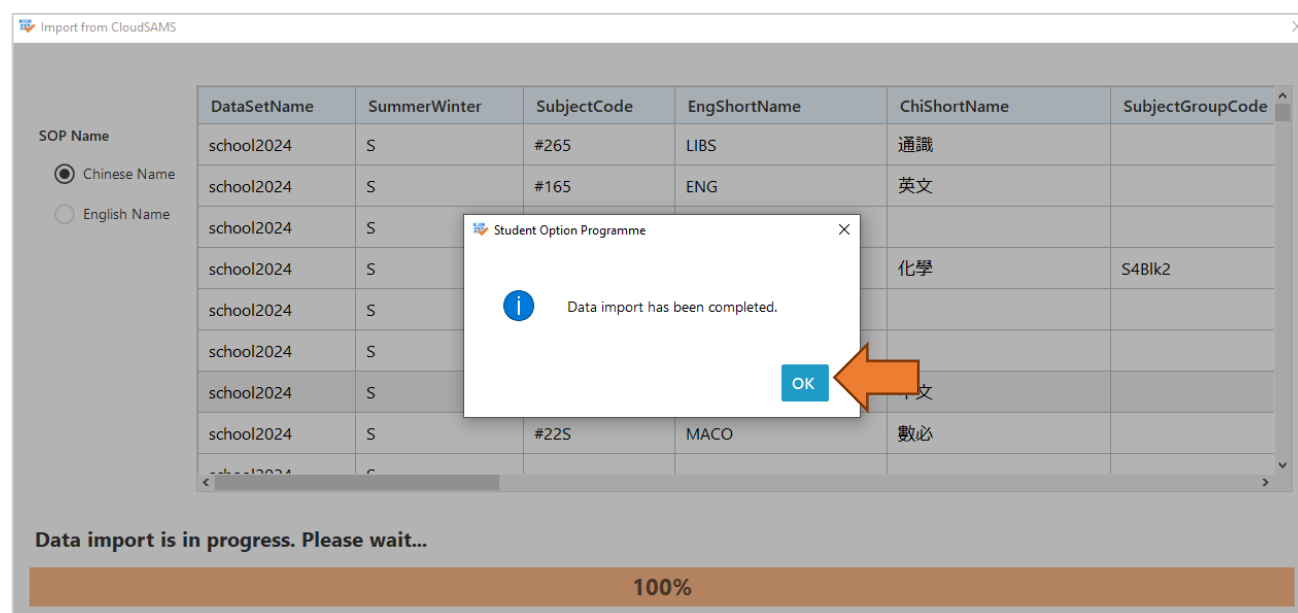
☒ Chinese Name
 ☐ English Name

DataSetName	SummerWinter	SubjectCode	EngShortName	ChiShortName	SubjectGroupCode
school2024	S	#265	LIBS	通識	
school2024	S	#165	ENG	英文	
school2024	S				
school2024	S	#070	CHEM	化學	S4Blk2
school2024	S				
school2024	S				
school2024	S	#080	CHIN	中文	
school2024	S	#22S	MACO	數必	
school2024	S				

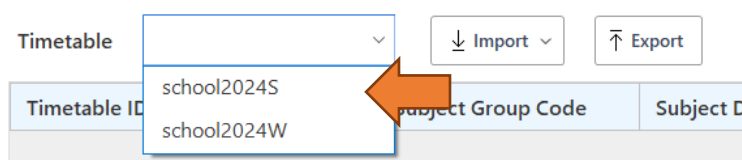
Data import is in progress. Please wait...

0%

Click “OK” button to close the completion prompt box.



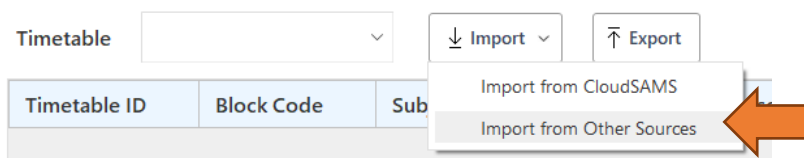
The data is imported. Click “Timetable” field to select the timetable to view.



The selected timetable will be displayed.

Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	Day Number	Day Order	Class Length	Start Hour	Start Minute	End Hour	End Minute
school2024S			通識	#265	S4A	Day 1	0	1	8	0	8	40
school2024S			數必	#225	S4A	Day 1	0	1	11	45	12	25
school2024S			英文	#165	S4A	Day 1	0	1	8	40	9	20
school2024S			break		S4A	Day 1	0	1	9	20	9	30
school2024S	B2	S4Blk2	化學	#070	S4A	Day 1	0	2	9	30	10	10
school2024S			break		S4A	Day 1	0	1	10	10	10	50
school2024S			中文	#080	S4A	Day 1	0	1	11	5	11	45
school2024S			lunch		S4A	Day 1	0	1	12	25	13	25
school2024S	B3	S4Blk3	生物	#045	S4A	Day 1	0	2	13	25	14	5
school2024S			break		S4A	Day 1	0	1	14	5	14	45
school2024S			數一	#235	S4A	Day 1	0	2	14	45	15	25
school2024S			break		S4A	Day 1	0	1	15	25	16	5
school2024S			break		S4A	Day 1	0	1	10	50	11	5
school2024S			break		S4A	Day 2	1	1	8	40	9	20
school2024S	B2	S4Blk2	化學	#070	S4A	Day 2	1	2	8	0	8	40
school2024S			break		S4A	Day 2	1	1	9	20	9	30
school2024S	B1	S4Blk1	物理	#315	S4A	Day 2	1	2	9	30	10	10
school2024S			break		S4A	Day 2	1	1	10	10	10	50

8.3.2 Import from Other Sources



Below shows a sample Excel file of Master Timetable from other source.

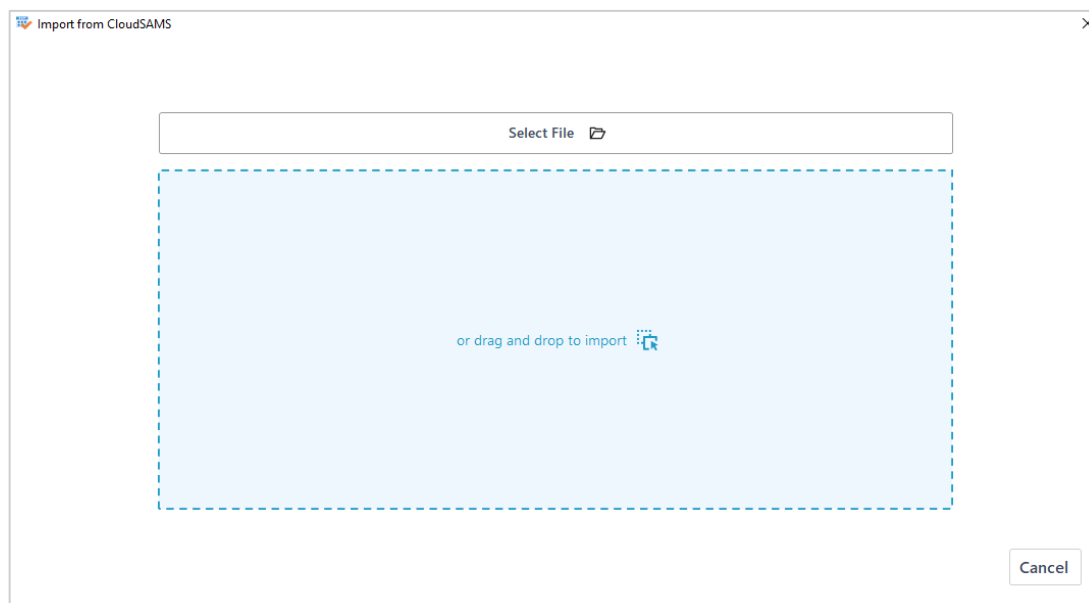
The screenshot shows an Excel file named 'DataSetMasterTimetable.xls' in Compatibility Mode. The file contains a table with the following columns: Timetable ID, Block Code, Subject Group Code, Subject Description, Subject_Short_Nam, Subject Code, and Class Code. The data is organized into rows, with each row representing a specific timetable entry for the year 2024.

Timetable ID	Block Code	Subject Group Code	Subject Description	Subject_Short_Nam	Subject Code	Class Code
school2024	S	#265	LIBS	通識		S4A
school2024	S	#165	ENG	英文		S4A
school2024	S					S4A
school2024	S	#070	CHEM	化學	S4Blk2	S4A
school2024	S					S4A
school2024	S					S4A
school2024	S	#080	CHIN	中文		S4A
school2024	S	#22S	MACO	數必		S4A
school2024	S					S4A
school2024	S	#045	BIO	生物	S4Blk3	S4A
school2024	S					S4A
school2024	S	#23S	MAM1	數一		S4A
school2024	S					S4A
school2024	S	#070	CHEM	化學	S4Blk2	S4A
school2024	S					S4A
school2024	S					S4A
school2024	S	#315	PHY	物理	S4Blk1	S4A
school2024	S					S4A
school2024	S					S4A
school2024	S	#265	LIBS	通識		S4A
school2024	S	#165	ENG	英文		S4A
school2024	S					S4A
school2024	S	#080	CHIN	中文		S4A
school2024	S	#22S	MACO	數必		S4A
school2024	S					S4A
school2024	S					S4A
school2024	S	#315	PHY	物理	S4Blk1	S4A
school2024	S	#070	CHEM-16cm-B2-S4	化學-16cm-B2-S4B	S4Blk2	S4A
school2024	S					S4A
school2024	S	#045	BIO-16bi-B3-S4Blk	生物-16bi-B3-S4Blk	S4Blk3	S4A
school2024	S					S4A

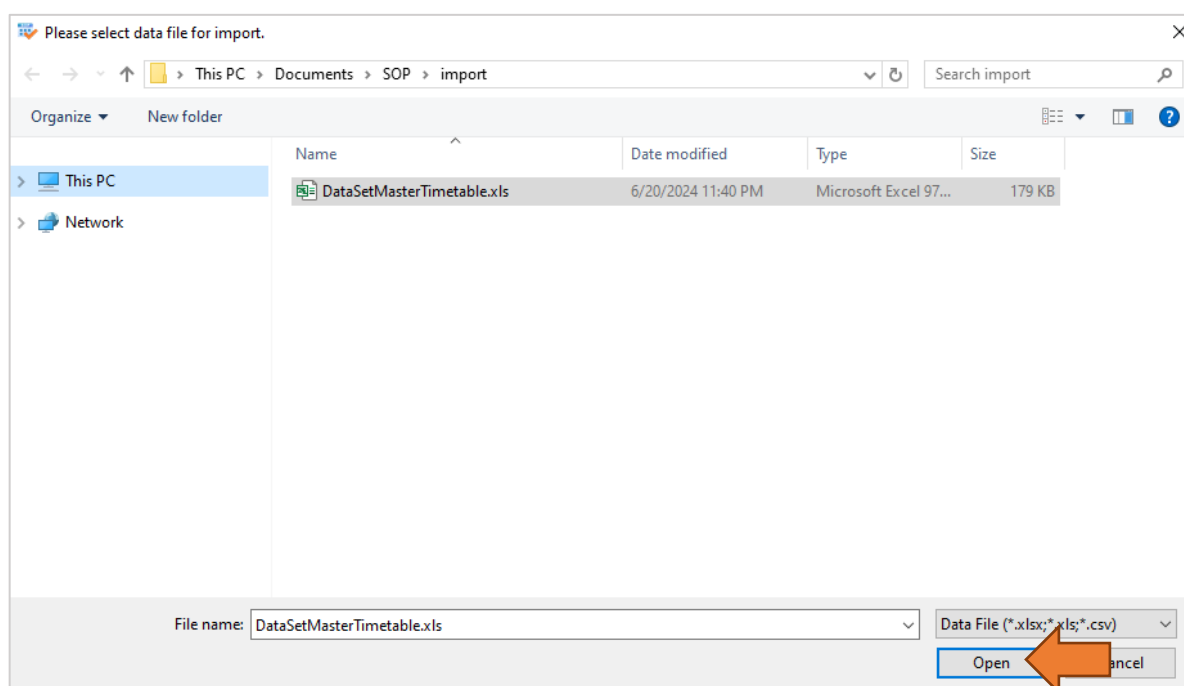


To obtain a file template for import, please refer to 8.3.3 [Export Master Timetable](#).

Click “Select File” button to choose a file or drag and drop a file to the blue area for import.



Select the file for import and click “Open” button.



The system will map the import fields automatically based on the column titles in the import file. Users can also select the import fields manually. Click “Next” button when all the fields are mapped to start the data validation.

Map Import Fields

Table Fields (Destination)	Import Fields (Source)
Timetable ID	Timetable ID
Block Code	Block Code
Subject Group Code	Subject Group Code
Subject Description	Subject Description
Subject Code	Subject Code
Class Code	Class Code
Day Number	Day Number
Day Order	Day Order
Class Length	Class Length
Start Hour	Start Hour

Back Next

If the data is invalid, warning message(s) will be displayed under “Error Message” column. If no error is encountered, click “Import” button.

Preview and Validation

Error Message	Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	D
	school2024	S	#265	LIBS		S4A	D.
	school2024	S	#165	ENG		S4A	D.
	school2024	S				S4A	D.
	school2024	S	#070	CHEM	S4Blk2	S4A	D.
	school2024	S				S4A	D.
	school2024	S				S4A	D.
	school2024	S	#080	CHIN		S4A	D.
	school2024	S	#22S	MACO		S4A	D.

Back Import

A progress bar will be displayed to show the import progress.

Import from Other Sources

Preview and Validation

Error Message	Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	D
	school2024	S	#265	LIBS		S4A	D
	school2024	S	#165	ENG		S4A	D
	school2024	S				S4A	D
	school2024	S	#070	CHEM	S4Blk2	S4A	D
	school2024	S				S4A	D
	school2024	S				S4A	D
	school2024	S	#080	CHIN		S4A	D
	school2024	S	#22S	MACO		S4A	D

Data import is in progress. Please wait...

0%

Click “OK” button to close the completion prompt box.

Import from Other Sources

Preview and Validation

Error Message	Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	D
	school2024	S	#265	LIBS		S4A	D
	school2024	S	#165	ENG		S4A	D
	school2024	S				S4A	D
	school2024	S			S4Blk2	S4A	D
	school2024	S				S4A	D
	school2024	S				S4A	D
	school2024	S	#080	CHIN		S4A	D
	school2024	S	#22S	MACO		S4A	D

Data import is in progress. Please wait...

100%

Student Option Programme

Timetable import successful.

OK

The timetable will be displayed.

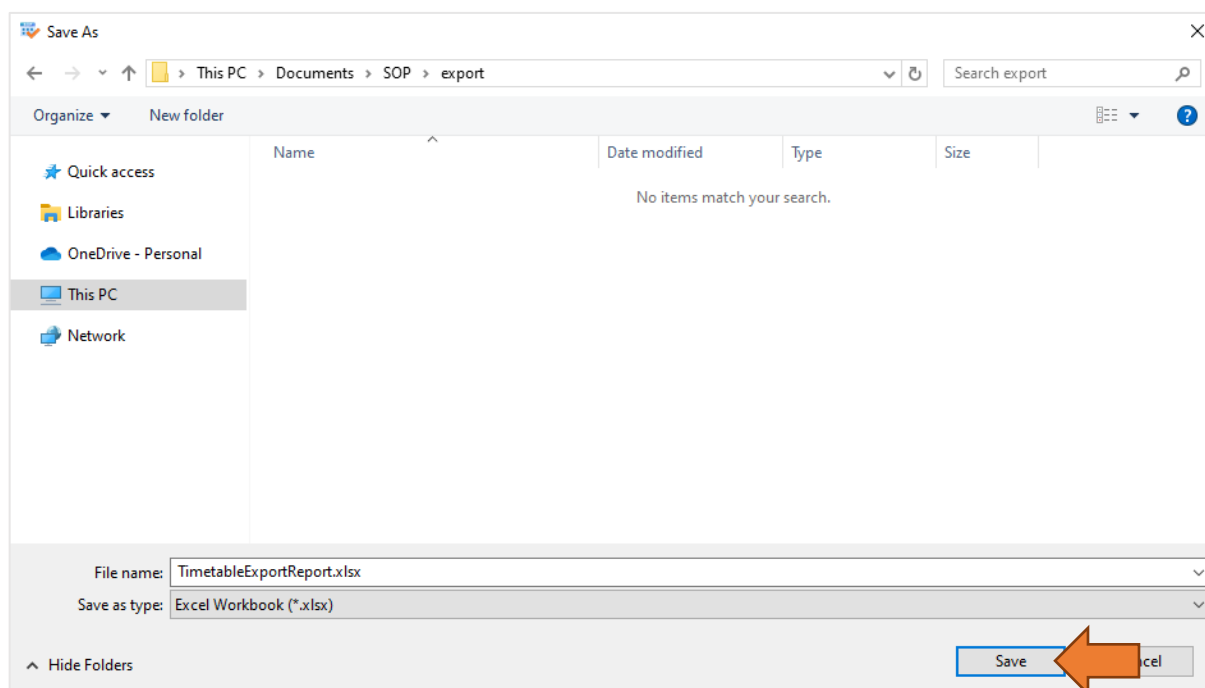
Timetable	school2024	↓ Import	↕ Export									
Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	Day Number	Day Order	Class Length	Start Hour	Start Minute	End Hour	End Minute
school2024	W				S4A	Day 1	0	1	15	25	16	5
school2024	S	#265	LIBS		S4A	Day 1	0	1	8	0	8	40
school2024	W	#165	ENG		S4A	Day 1	0	1	8	40	9	20
school2024	W				S4A	Day 1	0	1	9	20	9	30
school2024	W	#070	CHEM	S4Bik2	S4A	Day 1	0	2	9	30	10	10
school2024	W				S4A	Day 1	0	1	10	10	10	50
school2024	W				S4A	Day 1	0	1	10	50	11	5
school2024	W	#080	CHIN		S4A	Day 1	0	1	11	5	11	45
school2024	W	#225	MACO		S4A	Day 1	0	1	11	45	12	25
school2024	W				S4A	Day 1	0	1	12	25	13	25
school2024	W	#045	BIO	S4Bik3	S4A	Day 1	0	2	13	25	14	5
school2024	W				S4A	Day 1	0	1	14	5	14	45
school2024	W	#235	MAM1		S4A	Day 1	0	2	14	45	15	25
school2024	W	#265	LIBS		S4A	Day 1	0	1	8	0	8	40
school2024	S	#225	MACO		S4A	Day 1	0	1	11	45	12	25
school2024	S	#165	ENG		S4A	Day 1	0	1	8	40	9	20
school2024	S				S4A	Day 1	0	1	9	20	9	30
school2024	S	#070	CHEM	S4Bik2	S4A	Day 1	0	2	9	30	10	10

8.3.3 Export Master Timetable

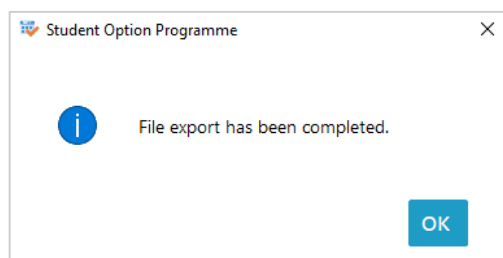
Click the “Export” button.

Timetable	school2024	↓ Import	↕ Export			
Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	
school2024	W				S4A	
school2024	S	#265	LIBS		S4A	
school2024	W	#165	ENG		S4A	
school2024	W				S4A	
school2024	W	#070	CHEM	S4Bik2	S4A	
school2024	W				S4A	
school2024	W				S4A	

Select destination folder, enter the filename, and click “Save” button. If users want to export as a CSV file, select CSV file format under “Save as type” before clicking “Save” button.



The file export is completed.

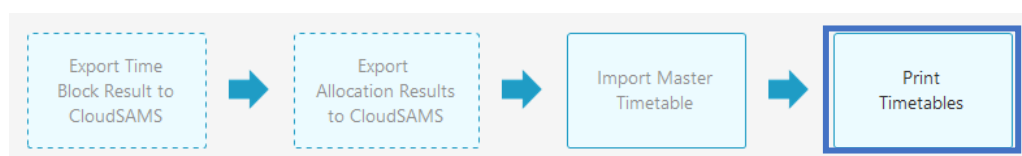


Below shows a sample exported file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Timetable ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	Day Number	Day Order	Class Length	Start Hour	Start Minute	End Hour	End Minute	Duration	Room Code	Teacher Code
1	school2024			break	S4A	Day 1	0	1	15	25	16	5	40			
2	school2024			break	S4A	Day 1	0	1	15	25	16	5	40			
3	school2024			數一	#23S	S4A	Day 1	0	2	14	45	15	25	40	MOLC	SSE
4	school2024			break	S4A	Day 1	0	1	14	5	14	45	40			
5	school2024	B3	S4B1k3	生物	#045	S4A	Day 1	0	2	13	25	14	5	40	301	STF
6	school2024			英文	#165	S4A	Day 1	0	1	8	40	9	20	40	211	STWO
7	school2024			break	S4A	Day 1	0	1	9	20	9	30	10			
8	school2024	B2	S4B1k2	化學	#070	S4A	Day 1	0	2	9	30	10	10	40	CHEM	SNNN
9	school2024			break	S4A	Day 1	0	1	10	10	10	50	40			
10	school2024			break	S4A	Day 1	0	1	10	50	11	5	15			
11	school2024			中文	#080	S4A	Day 1	0	1	11	5	11	45	40	211	FIVE
12	school2024			數必	#22S	S4A	Day 1	0	1	11	45	12	25	40	211	SSFF
13	school2024			lunch	S4A	Day 1	0	1	12	25	13	25	60			
14	school2024	B3	S4B1k3	生物	#045	S4A	Day 1	0	2	13	25	14	5	40	301	STF
15	school2024			數一	#23S	S4A	Day 1	0	2	14	45	15	25	40	MOLC	SSE
16	school2024			break	S4A	Day 1	0	1	9	20	9	30	10			
17	school2024			通識	#265	S4A	Day 1	0	1	8	0	8	40	40	211	SO
18	school2024			lunch	S4A	Day 1	0	1	12	25	13	25	60			
19	school2024			數必	#22S	S4A	Day 1	0	1	11	45	12	25	40	211	SSFF
20	school2024			中文	#080	S4A	Day 1	0	1	11	5	11	45	40	211	FIVE
21	school2024			break	S4A	Day 1	0	1	10	50	11	5	15			
22	school2024			break	S4A	Day 1	0	1	14	5	14	45	40			
23	school2024	B2	S4B1k2	化學	#070	S4A	Day 1	0	2	9	30	10	10	40	CHEM	SNNN
24	school2024			英文	#165	S4A	Day 1	0	1	8	40	9	20	40	211	STWO
25	school2024			通識	#265	S4A	Day 1	0	1	8	0	8	40	40	211	SO
26	school2024			break	S4A	Day 1	0	1	10	10	10	50	40			
27	school2024			break	S4A	Day 2	1	1	10	50	11	5	15			
28	school2024			lunch	S4A	Day 2	1	1	12	25	13	25	60			
29	school2024			通識	#265	S4A	Day 2	1	1	11	5	11	45	40	211	SO

8.4 Print Students' Individual Timetables

Click Main Menu (Print Timetables) and click "Print Timetables" under "Print Timetables".



A timetable preview page will be displayed. Select "Timetable" and enter the filtering criteria.

The screenshot shows the 'Timetable Preview' interface. On the left, there is a sidebar with a 'Timetable' dropdown menu. Below it, the 'Filter and Sorting' section includes:

- Student Class:** 'From' and 'to' input fields.
- Student No.:** 'From' and 'to' input fields.
- Sort Order:** Radio buttons for 'Student Name' (selected) and 'Student No.'.

At the bottom of the sidebar is a 'Print Preview' button. The main area is a large preview window with a toolbar at the top containing navigation icons, a search bar, and a 'Find | Next' button.

Click “Print Preview” button. The timetables of the students will be displayed.

Timetable school20245

Filter and Sorting

Student Class

From

to

Student No.

From

to

Sort Order

☒ Student Name ☐ Student No.

Print Preview

Preview

1 of 2 ?

100%

Find | Next

TimetableReport

031137
078451
017833
060810
087263
090241
082078
086122
097370
027196
050421
014786
025334
051759
096824
024041
080272
090251
071030
017892
031889
076185
030430
088851
052324
083905
075895
056605
080206
090091
031511
045292
056824
058094
081518
021915
018334
027070
048422
065679
069704

Student Timetable

Class : S4A Student Number : 031137
Student Name : Andrew Ko

	Day 01	Day 02	Day 03	Day 04	Day 05
08:00-08:40	通識, SO, 211				通識, SO, 211
08:40-09:20	英文, STWO, 211	break		通識, SO, 211	中文, FIVE, 211
09:20-09:30	break	break	break	break	break
09:30-10:10				英文, STWO, 211	英文, STWO, 211
10:10-10:50	break	break	break	中文, FIVE, 211	數必, SSFF, 211
10:50-11:05	break	break	break	break	break
11:05-11:45	中文, FIVE, 211	通識, SO, 211	通識, SO, 211		英文, STWO, 211
11:45-12:25	數必, SSFF, 211	英文, STWO, 211	英文, STWO, 211	break	數必, SSFF, 211
12:25-13:25	lunch	lunch	lunch	lunch	lunch
13:25-14:05	中文, FIVE, 211	中文, FIVE, 211	中文, FIVE, 211	數必, SSFF, 211	通識, SO, 211
14:05-14:45	break	數必, SSFF, 211	數必, SSFF, 211	中文, FIVE, 211	班課, #PAX, HL
14:45-15:05	數一, SSE, MGLC				
14:45-15:25		break	break	break	break
15:05-15:25	數一, SSE, MGLC				
15:25-16:05	break	break	break	break	break

Validation:

If no time block is confirmed, the below message will be displayed.



Remarks:

Students' “Next Year Class” in “Student Particulars” must be defined before printing their individual timetables.

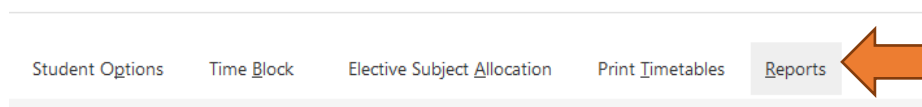


To update the particulars of all students in one go, please refer to 3.1.4 [Import Student Particulars](#).

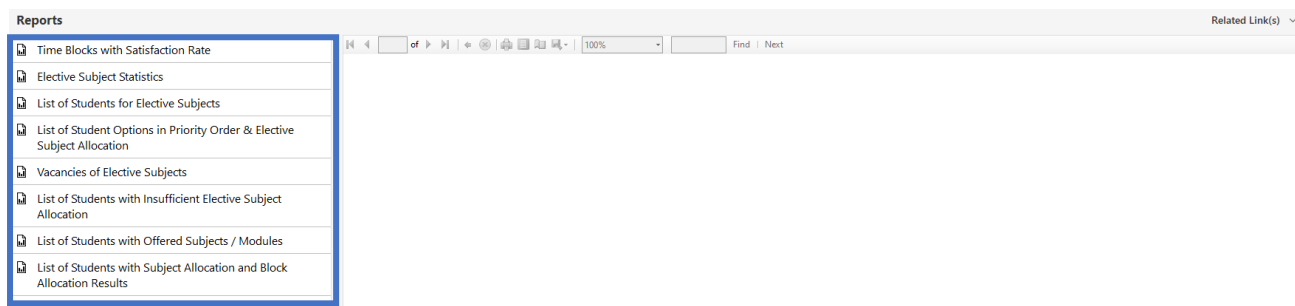
9. Reports

This section shows how to view and print the reports:

- Time Block with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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



The list of reports are displayed on the left-hand side of the page.



9.1 Time Block with Satisfaction Rate

This report lists time block generation results, the quota of each elective subject group, and the allocation rate of each priority and average satisfaction rate.

Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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

Report ID: RPT001
Student Option Programme
 Time Blocks with Satisfaction Rate
 Date: 14/06/2024
 Page: 1/2

This result is generated by: data.sop

Time Block Allocation

Elective Subject Group	Block 1	Block 2	Block 3
M1			M1 (25/40)
BIO Group 1			BIO Group 1 (35/35)
BIO Group 2	BIO Group 2 (28/30)		
CHEM Group 1	CHEM Group 1 (34/35)		
CHEM Group 2		CHEM Group 2 (29/30)	
PHY Group 1		PHY Group 1 (18/40)	
PHY Group 2			PHY Group 2 (27/40)
PHY Group 3	PHY Group 3 (18/40)		
中史		中史 (33/35)	
經濟 組別 1			經濟 組別 1 (27/40)
經濟 組別 2	經濟 組別 2 (27/40)		
ECON	ECON (21/40)		

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.

Report ID: RPT001
Student Option Programme
 Time Blocks with Satisfaction Rate
 Date: 14/06/2024
 Page: 1/2

This result is generated by: data.sop

Time Block Allocation

Elective Subject Group	Block 1	Block 2	Block 3
M1			M1 (25/40)
BIO Group 1			BIO Group 1 (35/35)
BIO Group 2	BIO Group 2 (28/30)		
CHEM Group 1	CHEM Group 1 (34/35)		

Remarks:

BIO Group 2 (28/30)	Figures in bracket: Allocated / Quota
Overall Allocation Rate 100.00%	Overall Allocated Rate: (Number of elective subjects allocated / Number of elective subjects need to be allocated) X 100%
Average Satisfaction Rate (Top Priorities) 95.50%	Average Satisfaction Rate (Top Priorities): Average of the Sum of each student's satisfaction rate of the allocated elective subjects at top priorities

<table border="1"> <tr> <td>Average Satisfaction Rate (All Options)</td> <td>98.80%</td> </tr> </table>	Average Satisfaction Rate (All Options)	98.80%	Average Satisfaction Rate (All Options): Average of the Sum of each student's satisfaction rate of all the allocated elective subjects
Average Satisfaction Rate (All Options)	98.80%		

9.2 Elective Subject Statistics

This report lists statistics of student preferences grouped by elective subjects.

Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics**
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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

Report ID: RPT002

Student Option Programme
Elective Subject Statistics

This result is generated by: data.sop

Subject / Module	Number of Elective Subject Groups Offered	Allocated / Quota	Number of Options in Top Priorities	Total Number of Options
M1	1	25/40	24	200
BIO	2	63/65	63	200
CHEM	2	63/65	64	200
PHY	3	63/120	63	200
中史	1	33/35	33	200
經濟	2	54/80	54	200
ECON	1	21/40	21	200
地理	1	35/35	36	200
旅遊	1	35/35	35	200
企業	2	64/65	64	200
ICT	2	62/65	61	200
視藝	1	28/35	28	167

End

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.

Report ID: RPT002

Student Option Programme
Elective Subject Statistics

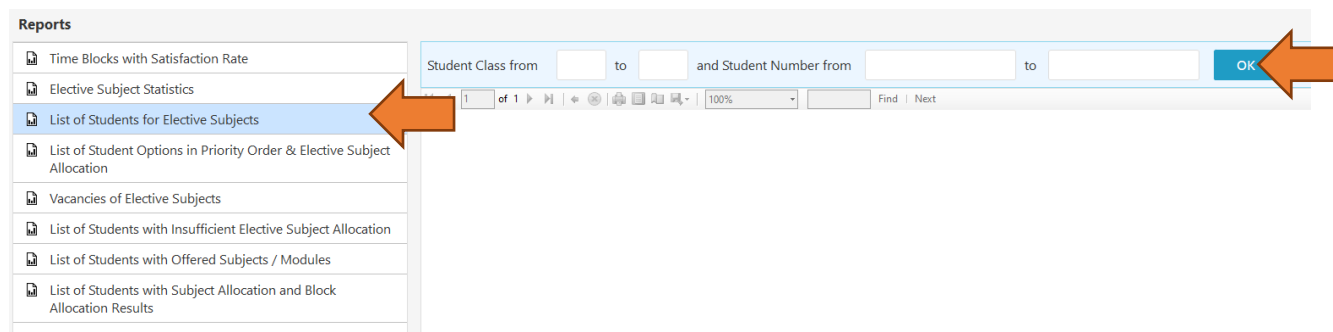
This result is generated by: data.sop

Subject / Module	Number of Elective Subject Groups Offered	Allocated / Quota	Number of Options in Top Priorities	Total Number of Options
M1	1	25/40	24	200
BIO	2	63/65	63	200
CHEM	2	63/65	64	200
PHY	3	63/120	63	200
中史	1	33/35	33	200
經濟	2	54/80	54	200
ECON	1	21/40	21	200
地理	1	35/35	36	200
旅遊	1	35/35	35	200

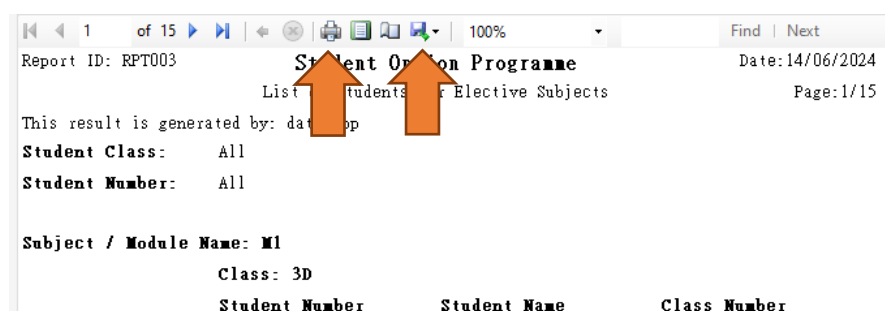
9.3 List of Students for Elective Subjects

This report lists the elective subjects allocated to students grouped by elective subject name and class. Users may filter the result by class range and student number range.

In the “List of Students for Elective Subjects” screen, enter “Student Class” and “Student Number” in the searching filter (if any), and click “OK” button to view the report.



When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.



9.4 List of Student Options in Priority Order & Elective Subject Allocation

This report lists student preferences and their allocated results.

Reports

Time Blocks with Satisfaction Rate

Elective Subject Statistics

List of Students for Elective Subjects

List of Student Options in Priority Order & 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

of 5

100%

Find | Next

Report ID: RPT004

Student Option Programme

List of Student Options in Priority Order & Elective Subject Allocation

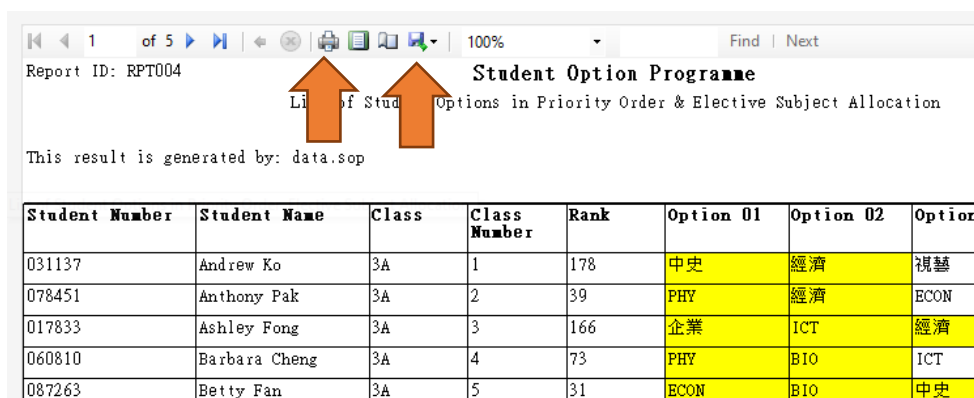
Date: 14/06/2024

Page: 1/5

This result is generated by: data.sop

Number	Student Name	Class	Class Number	Rank	Option 01	Option 02	Option 03	Option 04	Option 05	Option 06
031137	Andrew Ko	3A	1	178	中史	經濟	視藝	CHEM	PHY	M1
078451	Anthony Pak	3A	2	39	PHY	經濟	ECON	旅遊	M1	CHEM
017833	Ashley Fong	3A	3	166	企業	ICT	經濟	CHEM	BIO	旅遊
060810	Barbara Cheng	3A	4	73	PHY	BIO	ICT	經濟	ECON	企業
087263	Betty Fan	3A	5	31	ECON	BIO	中史	CHEM	M1	旅遊
090241	Charles Dai	3A	6	13	BIO	ICT	旅遊	企業	M1	ECON
082078	Christopher Law	3A	7	19	PHY	經濟	視藝	中史	ECON	M1

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.



Report ID: RPT004

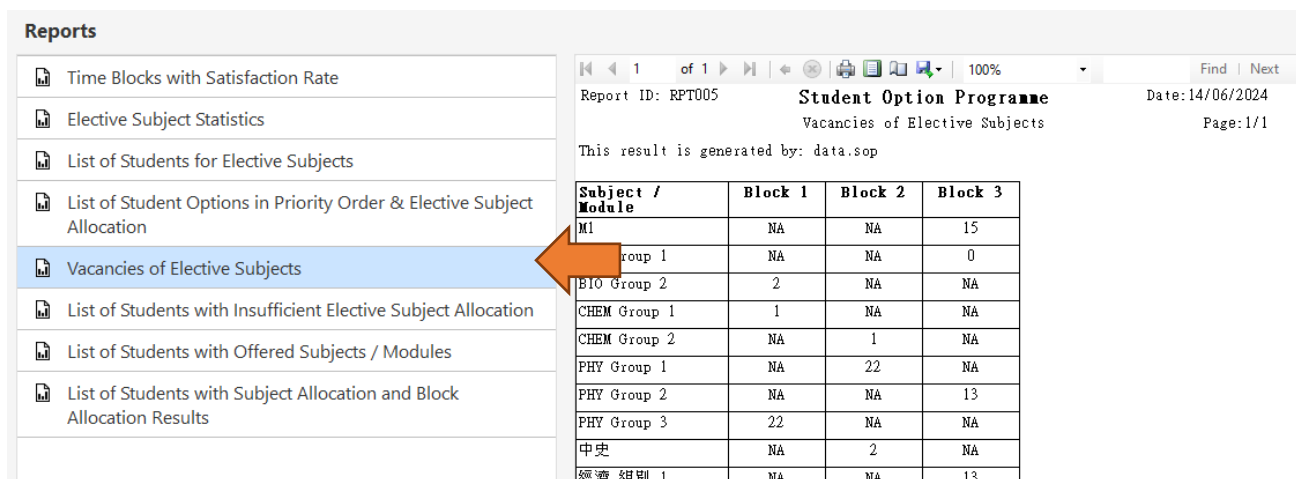
Student Option Programme
List of Student Options in Priority Order & Elective Subject Allocation

This result is generated by: data.sop

Student Number	Student Name	Class	Class Number	Rank	Option 01	Option 02	Option
031137	Andrew Ko	3A	1	178	中史	經濟	視藝
078451	Anthony Pak	3A	2	39	PHY	經濟	ECON
017833	Ashley Fong	3A	3	166	企業	ICT	經濟
060810	Barbara Cheng	3A	4	73	PHY	BIO	ICT
087263	Betty Fan	3A	5	31	ECON	BIO	中史

9.5 Vacancies of Elective Subjects

This report lists the vacancy of each subject group in the time block.



Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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

Report ID: RPT005

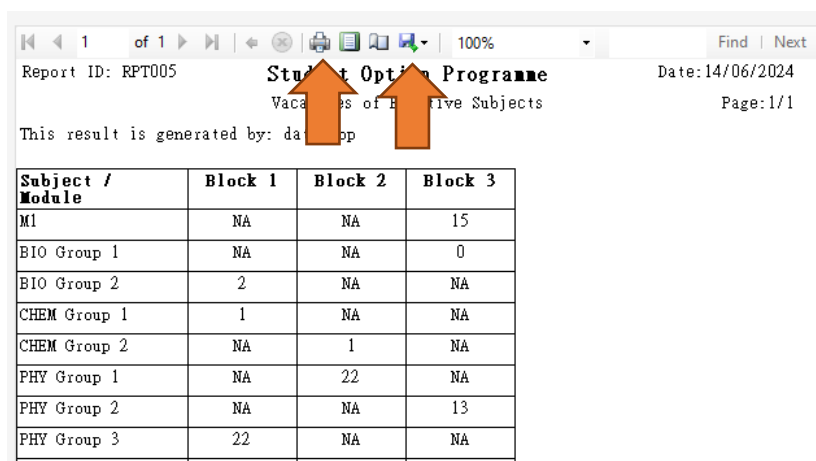
Student Option Programme
Vacancies of Elective Subjects

Date: 14/06/2024
Page: 1/1

This result is generated by: data.sop

Subject / Module	Block 1	Block 2	Block 3
M1	NA	NA	15
BIO Group 1	NA	NA	0
BIO Group 2	2	NA	NA
CHEM Group 1	1	NA	NA
CHEM Group 2	NA	1	NA
PHY Group 1	NA	22	NA
PHY Group 2	NA	NA	13
PHY Group 3	22	NA	NA
中史	NA	2	NA
經濟 組別 1	NA	NA	13

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.



Report ID: RPT005

Student Option Programme
Vacancies of Elective Subjects

Date: 14/06/2024
Page: 1/1

This result is generated by: data.sop

Subject / Module	Block 1	Block 2	Block 3
M1	NA	NA	15
BIO Group 1	NA	NA	0
BIO Group 2	2	NA	NA
CHEM Group 1	1	NA	NA
CHEM Group 2	NA	1	NA
PHY Group 1	NA	22	NA
PHY Group 2	NA	NA	13
PHY Group 3	22	NA	NA

9.6 List of Students with Insufficient Elective Subject Allocation

This report lists students with insufficient elective subject allocation and the number of elective subjects allocated to the students.

Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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

Report ID: RPT006 **Student Option Programme** Date: 14/06/2024
 List of Students with Insufficient Elective Subject Allocation Page: 1/1
 This result is generated by: data.sop

#	Student Number	Student Name	Class	Class Number	Next Year Class	Rank	Allocation Order	Allocation
END								

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.

Report ID: RPT006 **Student Option Programme**
 List of Students with Insufficient Elective Subject Allocation
 This result is generated by: data.sop

#	Student Number	Student Name	Class	Class Number	Next Year Class	Rank	Allocation Order
END							

9.7 List of Students with Offered Subjects/ Modules

This Report lists students and their allocated results.

Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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

Report ID: RPT007 **Student Option Programme** Date: 14/06/2024
 List of Students with Offered Subjects / Modules Page: 1/5
 This result is generated by: data.sop

Student Number	Student Name	Number of Electives	Offered Subjects / Modules		
			1	2	3
031137	Andrew Ko	2	中史	經濟	
078451	Anthony Pak	3	PHY	經濟	旅遊
017833	Ashley Fong	3	經濟	企業	ICT
60810	Barbara Cheng	2	BIO	PHY	
087263	Betty Fan	3	BIO	中史	ECON
090241	Charles Dai	2	BIO	ICT	
082078	Christopher Law	2	PHY	經濟	

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.

Report ID: RPT007 **Student Option Programme** Date: 14/06/2024
 List of Students with Offered Subjects / Modules Page: 1/5
 This result is generated by: data.sop

Student Number	Student Name	Number of Electives	Offered Subjects / Modules		
			1	2	3
031137	Andrew Ko	2	中史	經濟	

9.8 List of Students with Subject Allocation and Block Allocation Results

This Report lists students' elective subjects and their block allocated result.

Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics
- List of Students for Elective Subjects
- List of Student Options in Priority Order & 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**

1 of 5
100%
Find | Next

Report ID: RPT008
Student Option Programme
Date: 14/06/2024

List of Students with Subject Allocation and Block Allocation Results
Page: 1/5

This result is generated by: data.sop

Student Number	Student Name	Class	Class Number	Next Year Class	Block 1
031137	Andrew Ko	3A	1	S4A	經濟
078451	Anthony Pak	3A	2	S4A	經濟
017833	Ashley Fong	3A	3	S4A	經濟
060810	Barbara Cheng	3A	4	S4A	BIO
087263	Betty Fan	3A	5	S4A	ECON
090241	Charles Dai	3A	6	S4A	
090241	Christopher Law	3A	7	S4A	
090241	Daniel Tse	3A	8	S4A	BIO

When the report is ready, click the print icon () to print the report or the floppy disk icon () to save the report as PDF, Word or Excel file.

1 of 5
100%
Find | Next

Report ID: RPT008
Student Option Programme
Date: 14/06/2024

List of Students with Subject Allocation and Block Allocation Results
Page: 1/5

This result is generated by: data.sop

Student Number	Student Name	Class	Class Number	Next Year Class	Block 1
031137	Andrew Ko	3A	1	S4A	經濟
078451	Anthony Pak	3A	2	S4A	經濟
017833	Ashley Fong	3A	3	S4A	經濟
060810	Barbara Cheng	3A	4	S4A	BIO

Appendix

I. Definition of “Finish” in Current Status

Below table lists the definition of “finish” for each page.

Page	Definition of Finish
System Settings	Filled in all fields in the system settings: • No. of Time Blocks • No. of Elective Subjects to be taken by Students in general • Method of Elective Subjects Allocation
Student Particulars	At least one student is in the list
Elective Subjects Offered by the School	At least one elective subject in any MOI is selected
Student Options	At least one student in the Student Particulars has their option orders filled
Elective Subject Group Setup	Filled in the following information: • No. of Elective Subject Groups and Quota • No. of Elective Subject Groups in each Time Block
Generate/Maintain Time Blocks	Any time block is confirmed
Elective Subject Allocation Orders	All students in the Student Particulars have filled in their allocation orders
Allocate Elective Subjects	All students in the Student Particulars have been allocated with sufficient elective subjects they are required to take

II. Calculation of Satisfaction Rate

The satisfaction rate calculation is based on the marks of each allocation. If the allocation takes elective subject at Option N, a specific mark is given to the allocation as shown below.

Option	Formula		Mark (%)
	2X	3X	
Option 1	100 / 2	100 / 3	50 or 33.33333333
Option 2	100 / 2	100 / 3	50 or 33.33333333
Option 3	100 / 3	100 / 3	33.33333333
Option 4	100 / 4	100 / 4	25
Option 5	100 / 5	100 / 5	20
Option 6	100 / 6	100 / 6	16.66666667
Option 7	100 / 7	100 / 7	14.28571429
Option 8	100 / 8	100 / 8	12.5
Option 9	100 / 9	100 / 9	11.11111111
Option 10	100 / 10	100 / 10	10
Option 11	100 / 11	100 / 11	9.090909091
Option 12	100 / 12	100 / 12	8.333333333
...	...	...	...
Option N	100 / N	100 / N	...

The satisfaction rate of a single student is defined as follows:

Type of Satisfaction Rate	Definition
Top Priorities	Sum of the marks of the allocations which only counts students' top options based on the number of elective subjects to be taken
All Options	Sum of all marks of all allocations based on all of the students' preferences for the allocated subjects

The average satisfaction rate of all students is defined as follows:

Type of Satisfaction Rate	Definition
Top Priorities	Average of the "Top Priorities" satisfaction rate of all students
All Options	Average of the "All Options" satisfaction rate of all students

In the calculation, elective subjects duplicated/crashed with the allocated elective subjects with lower priorities are not counted. For example, as shown in below figure, Option 2 is not counted when calculating the satisfaction rate of the Allocation 1 as Option 2 is the same elective subject, but with different MOI as Option 1.

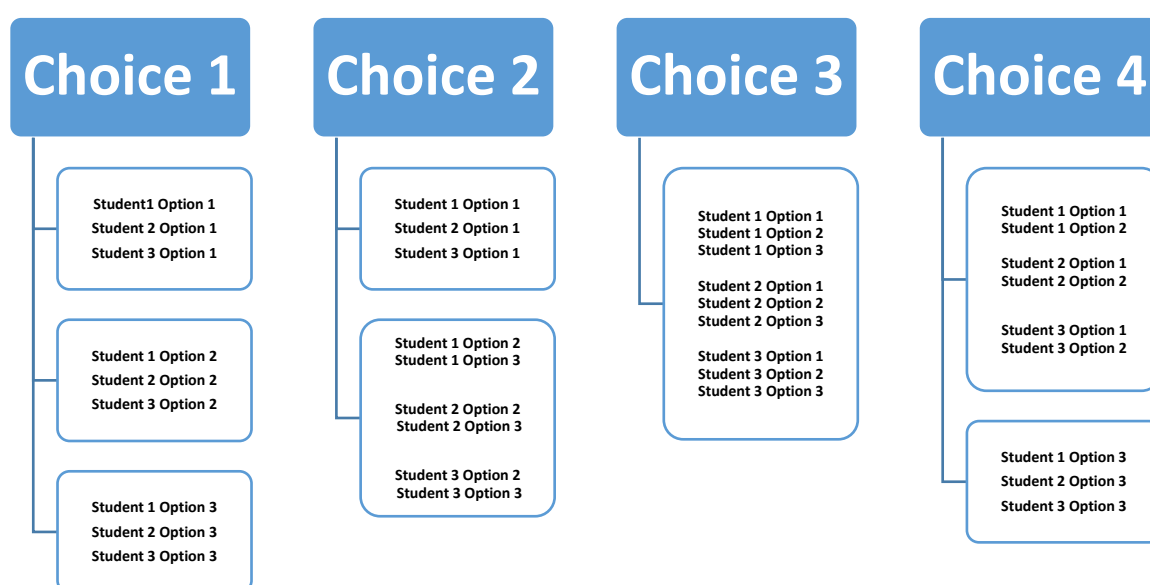
	Allocated Subjects/Modules
	Options to be cleaned

No. of elective subjects taken by the student = 3

Option	1	2	3	4	5	Allocated Options	Satisfaction Rate	
Elective Subjects	BIO	生物	CHEM	PHY	ECON		Top Priorities	All Options
Allocation 1	1		2	3	4	1, 2, 3	100%	100%
Allocation 2	1	2	3	4	5	2, 3, 4	100/3+ 100/3+ 0 = 66.67%	100/3+ 100/3+ 100/4 = 91.67%
Allocation 3	1	2	3	4	5	2, 3, 5	100/3+ 100/3+ 0 = 66.67%	100/3+ 100/3+ 100/5 = 86.67%

III. Allocation Algorithm Choices (Overall Ranking)

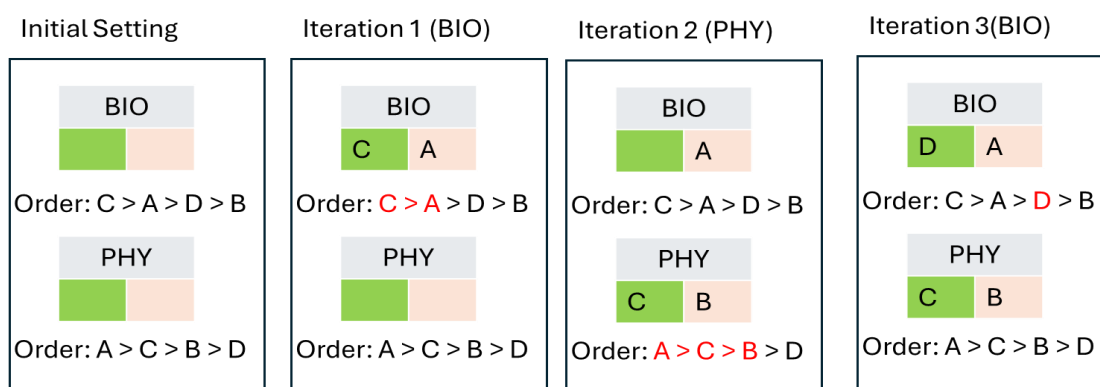
Allocation Algorithm Choices	Definition
Choice 1	One of each student's choices will be fulfilled in each iteration.
Choice 2	One of each student's choices will be fulfilled in the 1 st iteration. His/her remaining choices will be allocated in the 2 nd iteration.
Choice 3	All the choices of each student would be allocated in one iteration.
Choice 4	Two of each student's choices will be fulfilled in the 1 st iteration. His/her remaining choices will be allocated in the 2 nd iteration.



IV. Allocation Algorithm (Elective Subject Queue)

- The elective subject allocation algorithm for Elective Subject Queue allocates elective subjects to students based on the allocation orders of the students in each elective subject and the corresponding student options.
- The algorithm is divided into different iterations. One elective subject is handled in each iteration.
- In each iteration, the elective subject is allocated to the students at the top N allocation order, where N is the available quota of the elective subject.
- For each allocation, the algorithm determines whether the student should accept or reject the allocation so that the students always maintain the best possible options.
- If the student rejects the allocation, the elective subject is given to another student in N+1 allocation order. The algorithm stops after completing allocation of all elective subjects.
- For example, as shown in below figure, there are 2 elective subjects (BIO and PHY) and 4 students (A, B, C, D). Each elective subject has 2 quotas. Each student has given their options on each elective subject, and each elective subject has defined the allocation orders for each student.

Students	Option 1	Option 2
A	BIO	PHY
B	BIO	PHY
C	PHY	BIO
D	PHY	BIO



- In the 1st iteration, Student A and Student C are allocated to BIO as they are on the top of the allocation order list.
- In the 2nd iteration, Student A and Student C are allocated to PHY. Student A rejects PHY as Student A prefers BIO over PHY, so Student B is allocated to PHY instead. Student C rejects BIO and is allocated to PHY as Student C prefers PHY over BIO.
- Since BIO has 1 free quota, BIO is considered in the 3rd iteration, and Student D is allocated to BIO.

V. Subject Group Distribution Choices

Subject Group Distribution Choices*	Definition	Objective
Choice 1	Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options. (May achieve a higher satisfaction rate).	To achieve a higher overall satisfaction rate. Subject group shifting/swapping on the allocating student and other students and backtracking are supported.
Choice 2	Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.	To group students of similar ability together. Only support subject group shifting/swapping on the allocating student.

*Note: Subject Group Distribution Choices are applicable to elective subjects with more than one subject group only.

When choosing which elective subject group to be allocated, the elective subject allocation algorithm **first determines which elective subject group can lead to a better satisfaction rate of the student.**

For example, Student A has the following options:

Student	Option 1	Option 2	Option 3	Option 4
A	BIO	PHY	CHEM	GEO

Given the following time block results. The elective subject allocation algorithm allocates BIO Grp 1 to Student A because choosing BIO Grp 1 may result in allocating other elective subjects with more preferred options (highlighted in yellow).

Time Block Results

Block 1	Block 2	Block 3
BIO Grp 1	BIO Grp 2	
		CHEM
	PHY	
GEO		

If Student A is allocated to BIO Grp 1:

Student	Option 1	Option 2	Option 3	Option 4
A	BIO	PHY	CHEM	GEO

If Student A is allocated to BIO Grp 2:

Student	Option 1	Option 2	Option 3	Option 4
A	BIO	PHY	CHEM	GEO

If both elective subject groups can lead to results with the same satisfaction rate, SOP will choose the elective subject group based on the subject group distribution choice selected by the user.

If Subject Group Distribution Choice 1 is selected, the elective subject allocation algorithm chooses the elective subject group with fewer students being allocated.

If Subject Group Distribution Choice 2 is selected, the elective subject allocation algorithm chooses the elective subject group which still has free quota and the most students allocated.

In the following example, assume the student allocation order is Student A, B, C, D, E, F, G, H.

For Subject Group Distribution Choice 1, the algorithm allocates BIO Grp 1 to Student A, BIO Grp 2 to Student B, BIO Grp 1 to Student C, BIO Grp 2 to Student D, and so on.

BIO Grp 1	BIO Grp 2
Student A	Student B
Student C	Student D
Student E	Student F
Student G	Student H

For Subject Group Distribution Choice 2, the elective subject allocation algorithm allocates BIO Grp 1 to Students A, B, C and D. When BIO Grp 1 is full, the elective subject allocation algorithm then allocates BIO Grp 2 to Students E, F, G and H.

BIO Grp 1	BIO Grp 2
Student A	Student E
Student B	Student F
Student C	Student G
Student D	Student H

Note that the algorithm is not always allocating students to the elective subject group with the above distribution. The algorithm reallocates students to an elective subject group if the algorithm finds that such reallocation allows students to take a preferred elective subject.

To summarise the difference of the algorithm for Choice 1 and Choice 2: The algorithm using Choice 1 reallocates a student to another elective subject groups to achieve a better satisfaction rate. This reallocation can involve another student if changing the allocation of another student can free up quotas for further reallocation. The algorithm using Choice 2 reallocates a student to another elective

subject groups to achieve a better satisfaction rate, but this reallocation does not involve any other students in order to maintain homogeneous group composition.

VI. Backtracking Function

The backtracking function is enabled only when there exist elective subjects with more than one elective subject group, and “Choice 1” of the “Subject Group Distribution Choices” is selected.

When the execution of the student allocation algorithm is completed, the backtracking function is executed automatically to check if the average satisfaction rate (All Options) can be further increased.

The backtracking function is based on the concept of “chained adjustment”. The function adjusts the allocation for one student, which may redistribute the quota for another student to update his/her allocation. By accumulating all adjustments, we can achieve an increase in the overall satisfaction rate.

The backtracking function is executed as follows. The backtracking function examines the current allocation of each student to check if the satisfaction rate (All Options) can be improved by shuffling students between the elective subject groups under the same elective subject. If the function cannot find another allocation for which satisfaction rate can be improved, the algorithm finds another allocation which retains the satisfaction rate (All Options), hoping to release free quota for other students to improve satisfaction rate. The function examines all students in one iteration and makes changes in allocation accordingly. The function iterates multiple times until the function confirms no more improvement in satisfaction rate.

For example, as shown below, Student A is allocated to CLIT, ECON and PHY (highlighted in yellow), which are in his/her Options 1, 2, and 4 respectively. The allocation of Student A cannot be further improved, and the allocation cannot be altered as CLIT has only one subject group.

Students	Option 1	Option 2	Option 3	Option 4
A	CLIT	ECON	BAFS	PHY

Block 1	Block 2	Block 3
CHEM Grp 1 (2/2)		CHEM Grp 2 (1/2)
PHY Grp 1 (2/2)	PHY Grp 2 (1/2)	
	CLIT Grp 1 (2/2)	
		CHIS Grp 1 (1/2)
	ECON Grp 1 (2/2)	ECON Grp 1 (1/2)
		GEO Grp 1 (1/2)
		HIS Grp 1 (1/2)
BAFS Grp 1 (2/2)	BAFS Grp 2 (1/2)	

n/m: n students have taken the
elective subject of quota m

When the function examines Student B, although Student B is allocated to the best options (i.e. Options 1, 2, and 3), the function finds that Student B can be swapped to another allocation without decreasing the satisfaction rate. The function adjusts the allocation of Student B as shown below.

Satisfaction Rate remains unchanged

Student	Option 1	Option 2	Option 3	Option 4
B	ECON	BAFS	CHEM	DATS

Block 1	Block 2	Block 3
CHEM Grp 1 (1/2)		CHEM Grp 2 (1/2)
PHY Grp 1 (2/2)	PHY Grp 2 (1/2)	
	CLIT Grp 1 (2/2)	
		CHIS Grp 1 (1/2)
	ECON Grp 1 (2/2)	ECON Grp 1 (1/2)
		GEO Grp 1 (1/2)
		HIS Grp 1 (1/2)
BAFS Grp 1 (2/2)	BAFS Grp 2 (1/2)	

n/m: n students have taken the elective subject of quota m



Student	Option 1	Option 2	Option 3	Option 4
B	ECON	BAFS	CHEM	DATS

Block 1	Block 2	Block 3
CHEM Grp 1 (2/2)		CHEM Grp 2 (0/2)
PHY Grp 1 (2/2)	PHY Grp 2 (1/2)	
	CLIT Grp 1 (2/2)	
		CHIS Grp 1 (1/2)
	ECON Grp 1 (1/2)	ECON Grp 1 (2/2)
		GEO Grp 1 (1/2)
		HIS Grp 1 (1/2)
BAFS Grp 1 (1/2)	BAFS Grp 2 (2/2)	

By changing the allocation of Student B, one quota of BAFS Grp 1 is released. In the next iteration, when the algorithm re-visits Student A, Student A can be allocated to PHY instead of BAFS (his/her Option 3), which can achieve a better satisfaction rate.

Students	Option 1	Option 2	Option 3	Option 4
A	CLIT	ECON	BAFS	PHY

Block 1	Block 2	Block 3
CHEM Grp 1 (2/2)		CHEM Grp 2 (0/2)
PHY Grp 1 (2/2)	PHY Grp 2 (1/2)	
	CLIT Grp 1 (2/2)	
		CHIS Grp 1 (1/2)
	ECON Grp 1 (1/2)	ECON Grp 1 (2/2)
		GEO Grp 1 (1/2)
		HIS Grp 1 (1/2)
BAFS Grp 1 (1/2)	BAFS Grp 2 (2/2)	

n/m: n students have taken the elective subject of quota m



Students	Option 1	Option 2	Option 3	Option 4
A	CLIT	ECON	BAFS	PHY

Block 1	Block 2	Block 3
CHEM Grp 1 (1/2)		CHEM Grp 2 (1/2)
PHY Grp 1 (1/2)	PHY Grp 2 (1/2)	
	CLIT Grp 1 (2/2)	
		CHIS Grp 1 (1/2)
	ECON Grp 1 (2/2)	ECON Grp 1 (1/2)
		GEO Grp 1 (1/2)
		HIS Grp 1 (1/2)
BAFS Grp 1 (2/2)	BAFS Grp 2 (2/2)	