

# Our Practices in using SOP

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MR. CHAN  
27 MAY 2024



# Introduction

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- Responsible for the elective subject selection and allocation with the use of SOP since 2018
- Sharing about our school practices in using SOP

# Overview of Subjects Selection

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1. Total number of elective subjects offered: 11 – 12
2. 2 classes with 2X and 3 classes with 3X
3. 2 classes for the popular subjects: BAFS / Biol / Chem/ Econ/ Phys / PE / VA
4. M1/M2 is not in the elective blocks

# Elective Blocks

## Form 4

Class		A	B	C	D	E
Electives (2X/3X)	X1	BAFS / Biol / Chem / CHist / PE / VA (DS) / VA (VP)				
	X2	BAFS / CLit / Econ / Geog / Hist / ICT / PE / Phys				
	X3	---		Biol / Chem / Econ / Phys		

- Change in every year

## Form 5

Class		A	B	C	D	E
Electives (2X/3X)	X1	BAFS / Biol / CHist / Geog / Phys / VA (DS) / VA (VP)				
	X2	Biol / Chem / CLit / Econ / Hist / ICT / PE				
	X3	---		BAFS / Chem / Econ / PE		

## Form 6

Class		A	B	C	D	E	F
Electives (2X/3X)	X1	BAFS / Chem / CHist / Econ / Geog / ICT / PE / VA (VP)					
	X2	BAFS / Biol / CLit / Hist / PE / Phys / VA (DS)					
	X3	---			Biol / Chem / Econ / Phys		

# Schedule of Subjects Selection

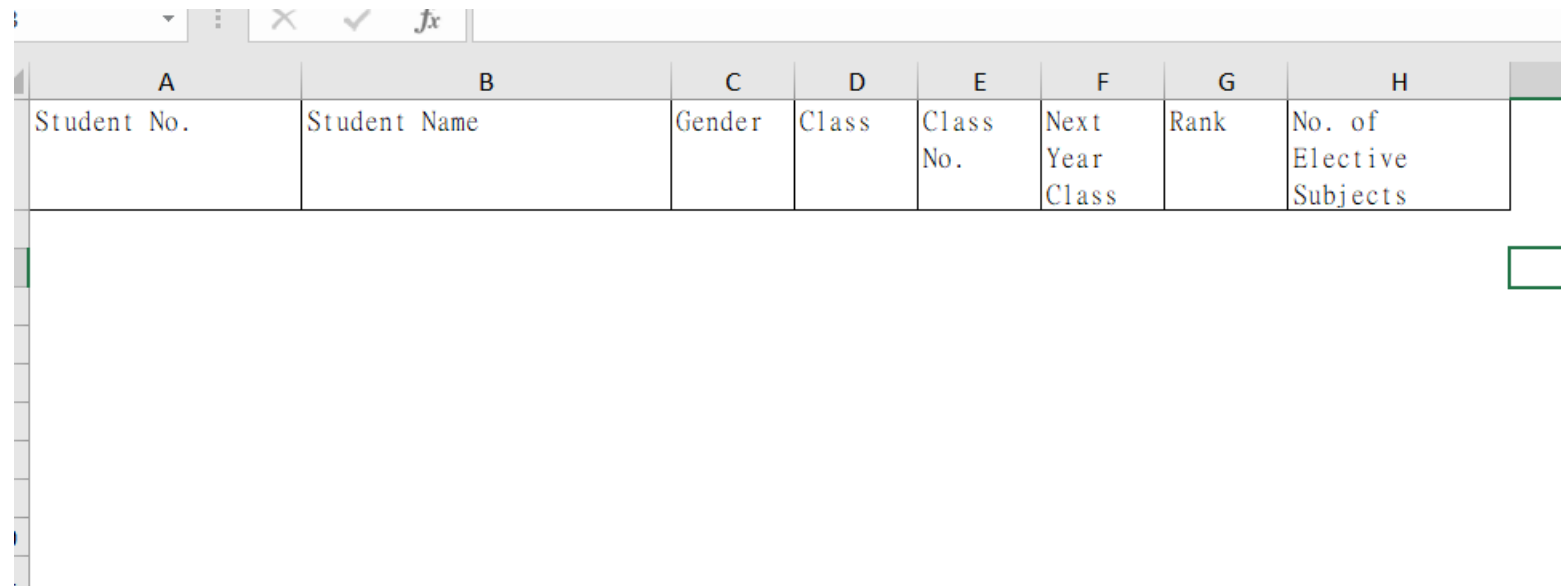
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Month	Event
Oct	1 <sup>st</sup> Subject selection talk for parents and students
Jan	Students submit their preferences on their subjects
Feb	Use SOP to generate elective blocks
Mar	Announce the elective block
Apr	2 <sup>nd</sup> Subject selection talk for parents and students
Apr – May	Mock Subject selection
May	Allocate Mock Subject selection
June	Final Subject selection
July	Allocate Final Subject selection

# Student Particulars and Academic Results

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- Prepare the academic results and adjust their rankings with core subjects and overall total
- Tips: Better extract the template from SOP first



The image shows a screenshot of an Excel spreadsheet with a table template. The table has 8 columns labeled A through H. The first row contains the following headers: Student No., Student Name, Gender, Class, Class No., Next Year Class, Rank, and No. of Elective Subjects. The table is currently empty, and there is a green rectangular box on the right side of the spreadsheet.

A	B	C	D	E	F	G	H
Student No.	Student Name	Gender	Class	Class No.	Next Year Class	Rank	No. of Elective Subjects

# Elective Subjects Selection Survey

F.3 Subject Survey (23-24)  

     **Send** 

Questions Responses **126** Settings

After section 1 Continue to next section

Section 2 of 4

Preference of Elective Subjects (PE students)

Description (optional)

Please indicate your preference (1-most preferred, 11-least preferred) \*

	1	2	3	4	5	6	7	8	9	10	11
Biology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Busin...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chem...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chine...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chine...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Econo...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geogr...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
History	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- use Google Form to collect the preferences

# Time Block Design

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
BAFS2	ECON2	HIST2	GEO2	CHIS1	CLIT1	ICT2	PHY2	CHEM2	BIO2	PE2	VA1	VA2	SB021
12	11	5	3	6	8	9	7	10	4		2	1	
6	7	1	5	4	9	10	11	8	2	3			

- Tips: Cater 2X students  
Remarks: SOP 2.0 can cater 1 compulsory block



# Time Block Design

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) ▾

Generate Time Blocks ▾ + New Import from File Export

Block Result	Estimated Satisfaction Rate		Elective Subject Group	Block 1	Block 2	Block 3
	Top Priorities	All Options				
			BIO Group 1			SB01
			BIO Group 2			
			CHEM Group 1			
			CHEM Group 2			
			PHY Group 1			
			PHY Group 2			
			文學			

# Time Block Design

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- Consider 1<sup>st</sup> to 3<sup>rd</sup> options
- Look for the highest satisfaction rate by using SOP

# Time Block Design

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) ▾

**Satisfaction Rate Calculation**

Time Block Result	Estimated Satisfaction Rate	
	Top Priorities	All Options
Combination 1	95.90%	98.69%
Combination 2	96.69%	98.99%
Combination 3	96.83%	99.14%
Combination 4	97.35%	99.27%
(Generating...)	Elapsed Time: 0:19	

**View Time Block**

Elective Subject Group	Block 1	Block 2	Block 3
	BIO Group 1	PE Group 1	BIO Gro
	PE Group 2	PHY Group 1	PHY Gr
	CHEM Group 2	CHEM Group 1	ECON G
	BAFS Group 1	ECON Group 2	BAFS Gr
	視藝	VA	HIST
	ICT	中史	
	文學	GEO	
	SP01		

Allocation Algorithm Choices: [Choice 3](#) Elective Subject Group Distribution: [Choice 1](#) Compulsory Block

Count Description	Block 1	Block 2
Max no. of elective subject groups	8	7
No. of elective subject groups assigned	8	7

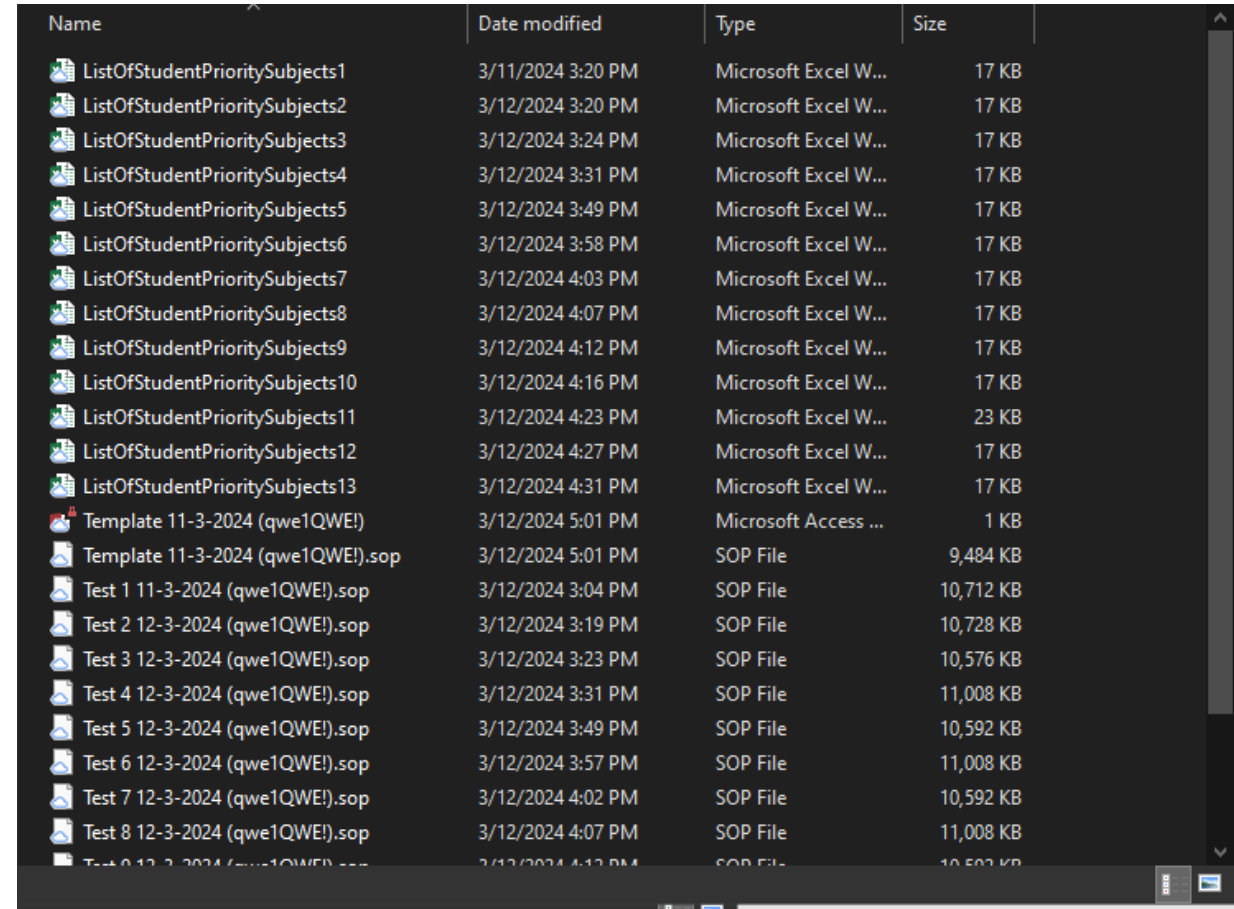
Last Modified by: teacher Current Data File: Trial.sop

# Time Block Design

- SOP ver. 2 is much better:

1. User friendly

2. Faster than ver. 1



Name	Date modified	Type	Size
ListOfStudentPrioritySubjects1	3/11/2024 3:20 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects2	3/12/2024 3:20 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects3	3/12/2024 3:24 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects4	3/12/2024 3:31 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects5	3/12/2024 3:49 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects6	3/12/2024 3:58 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects7	3/12/2024 4:03 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects8	3/12/2024 4:07 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects9	3/12/2024 4:12 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects10	3/12/2024 4:16 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects11	3/12/2024 4:23 PM	Microsoft Excel W...	23 KB
ListOfStudentPrioritySubjects12	3/12/2024 4:27 PM	Microsoft Excel W...	17 KB
ListOfStudentPrioritySubjects13	3/12/2024 4:31 PM	Microsoft Excel W...	17 KB
Template 11-3-2024 (qwe1QWE!)	3/12/2024 5:01 PM	Microsoft Access ...	1 KB
Template 11-3-2024 (qwe1QWE!).sop	3/12/2024 5:01 PM	SOP File	9,484 KB
Test 1 11-3-2024 (qwe1QWE!).sop	3/12/2024 3:04 PM	SOP File	10,712 KB
Test 2 12-3-2024 (qwe1QWE!).sop	3/12/2024 3:19 PM	SOP File	10,728 KB
Test 3 12-3-2024 (qwe1QWE!).sop	3/12/2024 3:23 PM	SOP File	10,576 KB
Test 4 12-3-2024 (qwe1QWE!).sop	3/12/2024 3:31 PM	SOP File	11,008 KB
Test 5 12-3-2024 (qwe1QWE!).sop	3/12/2024 3:49 PM	SOP File	10,592 KB
Test 6 12-3-2024 (qwe1QWE!).sop	3/12/2024 3:57 PM	SOP File	11,008 KB
Test 7 12-3-2024 (qwe1QWE!).sop	3/12/2024 4:02 PM	SOP File	10,592 KB
Test 8 12-3-2024 (qwe1QWE!).sop	3/12/2024 4:07 PM	SOP File	11,008 KB
Test 9 12-3-2024 (qwe1QWE!).sop	3/12/2024 4:12 PM	SOP File	10,592 KB

# Time Block Design

Version 1: Electives Block

X1	BAFS / BIOL / GEOG / HIST / ICT / PE / PHYS / 文學
X2	BAFS / CHEM / ECON / PE / VA (DS) / VA (VP) / 中史
X3	BIOL / CHEM / ECON / PHYS

Trial Allocation

1<sup>st</sup> Preference not being satisfied: 0  
 2<sup>nd</sup> Preference not being satisfied: 2  
 3<sup>rd</sup> Preference not being satisfied: 13

Case of not satisfied

文學	中史	VA (DS)
中史	HIST	PE
文學	VA (DS)	BAFS
中史	文學	HIST
VA (VP)	GEO	文學
中史	HIST	PE
VA (VP)	HIST	文學
VA (DS)	ECON	CHEM
BIO	GEO	HIST
VA (DS)	BAFS	ICT
VA (DS)	BAFS	ICT
中史	ECON	VA (VP)
BIO	GEO	HIST
BIO	文學	
ICT	HIST	VA (DS)

Version 8: Electives Block

X1	BAFS / BIOL / CHEM / GEOG / HIST/ ICT / PE / 文學
X2	BIOL / ECON / PE / PHYS / VA (DS) / VA (VP) / 中史
X3	BAFS / CHEM / ECON / PHYS

Trial Allocation

1<sup>st</sup> Preference not being satisfied: 0  
 2<sup>nd</sup> Preference not being satisfied: 1  
 3<sup>rd</sup> Preference not being satisfied: 13

Case of not satisfied

ICT	HIST	VA (DS)
文學	中史	VA (DS)
中史	HIST	PE
VA (DS)	GEO	BIO
HIST	BIO	PE
中史	文學	HIST
VA (VP)	GEO	文學
中史	HIST	PE
VA (VP)	HIST	文學
BIO	GEO	HIST
HIST	BIO	中史
中史	ECON	VA (VP)

# Time Block Design: Conflict Matrix Enquiry

- How to choose wisely?

Student Option Programme

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

Time Block > Conflict Matrix Enquiry Related Link(s)

Export

Subject / Module	BIO	CHEM	PHY	文學	中史	ECON	GEO	HIST	BAFS	ICT	視藝	VA	PE	SB01
BIO	NA	31	19	0	2	15	7	5	9	1	3	8	22	1
CHEM	31	NA	15	0	1	9	1	1	4	0	3	6	15	0
PHY	19	15	NA	0	0	12	3	0	9	5	4	3	16	1
文學	0	0	0	NA	4	3	1	2	1	0	2	2	1	1
中史	2	1	0	4	NA	5	0	4	0	0	1	1	4	1
ECON	15	9	12	3	5	NA	3	0	14	1	1	3	20	0
GEO	7	1	3	1	0	3	NA	2	2	0	2	1	0	1
HIST	5	1	0	2	4	0	2	NA	0	1	3	1	3	2
BAFS	9	4	9	1	0	14	2	0	NA	3	0	5	13	0
ICT	1	0	5	0	0	1	0	1	3	NA	1	4	2	0
視藝	3	3	4	2	1	1	2	3	0	1	NA	0	0	1
VA	8	6	3	2	1	3	1	1	5	4	0	NA	0	1
PE	22	15	16	1	4	20	0	3	13	2	0	0	NA	2
SB01	1	0	1	1	1	0	1	2	0	0	1	1	2	NA

Last Modified by: teacher Current Data File: Tri

# Allocation Algorithm Choices & Subject Group Distribution Choices

The image shows a software dialog box titled "Generate Time Block" with a close button (X) in the top right corner. The dialog is divided into several sections:









- Allocation Algorithm Choices:** Four radio button options are listed:
  - 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. (This option is selected with a filled radio button.)
  - 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:** Two radio button options are listed:
  - Choice 1 - Students will be distributed to different groups evenly.
  - Choice 2 - Students will be distributed to different groups based on their allocation order. (This option is selected with a filled radio button.)

Remarks: The system gives favour to students' options rather than the elective subject group distribution choice selected above.
- Compulsory Block:** A checkbox labeled "Has Compulsory Block" is currently unchecked. To its right is a dropdown menu showing "Block 1".
- Time Limit:** A dropdown menu labeled "Generation Time Limit" is set to "5 mins".

At the bottom right of the dialog, there are two buttons: a blue "Generate" button and a white "Cancel" button with a grey border.

# Reports

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-  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











# Reports

- Time Blocks with Satisfaction Rate
- Elective Subject Statistics**
- List of Students for Elective Subjects
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<u>Time Block</u>						
Subject Group	Block 1		Block 2		Block 3	
BIOL	BIO Group 1	28			BIO Group 2	28
CHEM	CHEM Group 1	19			CHEM Group 2	17
PHYS			PHY Group 1	21	PHY Group 2	10
CLIT			CLIT	19		
CHIS	CHIS	14				
ECON			ECON Group 1	12	ECON Group 2	18
GEOG			GEOG	9		
HIST			HIST	13		
BAFS	BAFS Group 1	11	BAFS Group 2	10		
ICT			ICT	14		
VADS	VA(DS)	15				
VAVP	VA2(VP)	10				
PE	PE Group 1	24	PE Group 2	23		

For subject panel heads

# Reports

-  Time Blocks with Satisfaction Rate
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**Student Option Programme**  
List of Student Options in Priority Order & Elective Subject Allocation

Date: 12/03/2024  
Page: 1/1

Class	Class Number	Rank	Option 01	Option 02	Option 03	Option 04	Option 05	Option 06	Option 07	Option 08
3A	3	3	PHY	PE	BAFS	中史	ICT	文學	GEO	HIST
3C	12	62	ECON	PE	BAFS	GEO	PHY	BIO	HIST	CHEM
3D	10	85	文學	中史	VA	ECON	BAFS	CHEM	PHY	BIO
3B	14	40	PHY	ECON	BAFS	CHEM	BIO	PE	中史	GEO
3D	14	89	VA	PHY	ICT	中史	文學	CHEM	ECON	BAFS
3D	15	90	文學	中史	ECON	CHEM	BAFS	BIO	GEO	HIST
3A	17	17	BIO	BAFS	PE	PHY	ECON	CHEM	GEO	HIST
3D	18	93	中史	HIST	PE	GEO	文學	ICT	ECON	PHY
3C	1	51	ECON	VA	BAFS	BIO	中史	HIST	PHY	CHEM
3C	21	71	123	文學	VA	BAFS	ECON	中史	ICT	BIO
3D	22	97	文學	VA	BAFS	ECON	PHY	中史	ICT	GEO
3B	1	27	PHY	BAFS	GEO	CHEM	ECON	BIO	PE	中史
3E	1	101	BIO	PE	CHEM	BAFS	ECON	PHY	文學	GEO
3A	1	1	VA	GEO	BIO	HIST	中史	PHY	文學	ICT
3A	2	2	HIST	BIO	PE	中史	GEO	BAFS	ECON	CHEM
3E	2	102	中史	文學	HIST	ECON	BIO	GEO	PE	BAFS
3E	3	103	BIO	ECON	GEO	CHEM	BAFS	中史	HIST	PE
3C	2	52	BIO	CHEM	ECON	GEO	BAFS	HIST	PHY	PE
3C	3	53	視藝	GEO	文學	BAFS	BIO	ECON	中史	ICT
3D	1	76	CHEM	PE	BIO	ECON	BAFS	中史	ICT	PHY
3E	4	104	視藝	BIO	CHEM	GEO	中史	文學	ECON	BAFS

# Reports

- Time Blocks with Satisfaction Rate
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For releasing the results

## Student Option Programme

List of Students Subject and Block Allocation Result

	Class	Class Number	Next Year Class	Block 1	Block 2
	3A	30		BAFS	SB02
	3A	17		GEO	BIO
	3A	18		ECON	BAFS
	3A	1		ECON	BAFS
	3A	19		ICT	BIO
	3A	2		PE	BIO
	3A	20		中史	文學
	3A	21		CHEM	BIO
	3A	22		CHEM	SB02
	3A	3		GEO	SB02
	3A	23		CHEM	PE
	3A	4		GEO	BAFS
	3A	5		中史	文學
	3A	7		SB01	BAFS
	3A	8		中史	SB02
	3A	10		GEO	SB02
	3A	24		CHEM	PE
	3A	11		PE	PHY
	3A	25		SB01	PHY
	3A	12		GEO	PHY

# Summary

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- SOP ver. 2 is a useful tool compared with SOP ver.1.
- Prepare all the documents by using the template provided from SOP.