


## Student Option Programme

### Hands-on Practice 1

Steps	Related Functions				
<b>1. Creating a new data file</b>					
<ul style="list-style-type: none"> <li>▶ Launch the SOP and then create a new data file. Put the new data file on Windows' desktop and name it as "workshop.sop".</li> <li>▶ Keep the "No. of Time Blocks" and "No. of Elective Subjects to be taken by Students in general" as "3".</li> <li>▶ Select either "by Overall Ranking" or "by Elective Subject Queue" as the "Method of Elective Subject Allocation".</li> <li>▶ Self-define a password to encrypt the data file.</li> </ul>					
<b>2. Importing student particulars</b>					
<ul style="list-style-type: none"> <li>▶ Import student particulars by using the Excel file "student_particulars.xlsx".</li> </ul>	Student Information > Student Particulars				
<b>3. Selecting elective subjects offered by the school</b>					
<ul style="list-style-type: none"> <li>▶ Select and save the following elective subjects offered.</li> </ul> <table border="1" style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">MOI: English</th><th style="text-align: left;">MOI: Chinese (Cantonese)</th></tr> </thead> <tbody> <tr> <td>M1, BIO, CHEM, PHY, ECON, ICT</td><td>中史, 經濟, 地理, 旅遊, 企業, 視藝</td></tr> </tbody> </table>	MOI: English	MOI: Chinese (Cantonese)	M1, BIO, CHEM, PHY, ECON, ICT	中史, 經濟, 地理, 旅遊, 企業, 視藝	Elective Subject Information > Elective Subjects Offered by the School
MOI: English	MOI: Chinese (Cantonese)				
M1, BIO, CHEM, PHY, ECON, ICT	中史, 經濟, 地理, 旅遊, 企業, 視藝				

## Student Option Programme

### Hands-on Practice 2

<b>4. Importing students' options</b>																																																															
<p>▶ Import student options by using the Excel file “<b>student_options.xlsx</b>”.</p>			Student Options > Input Student Options																																																												
<b>5. Setting elective subject groups</b>																																																															
<p>▶ Set up the no. of elective subject groups for each elective subject offered, no. of quota for each elective subject group and no. of elective subject groups in each time block as follows:</p> <table><tr><th>Subject / Module</th><th>No. of Elective Subject Groups</th><th>Group 1 Quota</th><th>Group 2 Quota</th></tr><tr><td>M1</td><td>1</td><td>40</td><td></td></tr><tr><td>BIO</td><td>2</td><td>35</td><td>30</td></tr><tr><td>CHEM</td><td>2</td><td>35</td><td>30</td></tr><tr><td>PHY</td><td>2</td><td>35</td><td>30</td></tr><tr><td>中史</td><td>1</td><td>35</td><td></td></tr><tr><td>經濟</td><td>2</td><td>40</td><td>40</td></tr><tr><td>ECON</td><td>1</td><td>40</td><td></td></tr><tr><td>地理</td><td>1</td><td>35</td><td></td></tr><tr><td>旅遊</td><td>1</td><td>35</td><td></td></tr><tr><td>企業</td><td>2</td><td>35</td><td>30</td></tr><tr><td>ICT</td><td>2</td><td>35</td><td>30</td></tr><tr><td>視藝</td><td>1</td><td>35</td><td></td></tr></table> <table><tr><th>Block</th><th>No. of Elective Subject Groups</th></tr><tr><td>1</td><td>6</td></tr><tr><td>2</td><td>6</td></tr><tr><td>3</td><td>6</td></tr></table>			Subject / Module	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota	M1	1	40		BIO	2	35	30	CHEM	2	35	30	PHY	2	35	30	中史	1	35		經濟	2	40	40	ECON	1	40		地理	1	35		旅遊	1	35		企業	2	35	30	ICT	2	35	30	視藝	1	35		Block	No. of Elective Subject Groups	1	6	2	6	3	6	Elective Subject Information > Elective Subject Group Setup
Subject / Module	No. of Elective Subject Groups	Group 1 Quota	Group 2 Quota																																																												
M1	1	40																																																													
BIO	2	35	30																																																												
CHEM	2	35	30																																																												
PHY	2	35	30																																																												
中史	1	35																																																													
經濟	2	40	40																																																												
ECON	1	40																																																													
地理	1	35																																																													
旅遊	1	35																																																													
企業	2	35	30																																																												
ICT	2	35	30																																																												
視藝	1	35																																																													
Block	No. of Elective Subject Groups																																																														
1	6																																																														
2	6																																																														
3	6																																																														
<b>6. Setting elective subject group constraints</b>																																																															
<p>▶ Add the following elective subject group constraints: 經濟組別 1 and ECON should be in different blocks</p>			Time Block > Elective Subject Group Constraints Setup																																																												
<b>7. Generating/Maintaining time blocks</b>																																																															
<p>▶ Generate time blocks based on elective subject group constraints with the default criteria.</p> <p>▶ Modify one of the time block combination generated by the system or create a customised time block combination as follows:</p> <table><tr><td>x1</td><td>CHEM Gp 2 / PHY Gp 1 / ICT Gp 1 / ECON / 企業 組別 2 / 視藝</td></tr><tr><td>x2</td><td>M1 / CHEM Gp 1 / BIO Gp 1 / ICT Gp 2 / 經濟 組別 1 / 地理</td></tr><tr><td>x3</td><td>BIO Gp 2 / PHY Gp 2 / 企業 組別 1 / 經濟 組別 2 / 旅遊 / 中史</td></tr></table> <p>▶ Calculate the estimated satisfaction rates of the customised time block combination.</p> <p>▶ Mark the customised time block combination as confirmed.</p>			x1	CHEM Gp 2 / PHY Gp 1 / ICT Gp 1 / ECON / 企業 組別 2 / 視藝	x2	M1 / CHEM Gp 1 / BIO Gp 1 / ICT Gp 2 / 經濟 組別 1 / 地理	x3	BIO Gp 2 / PHY Gp 2 / 企業 組別 1 / 經濟 組別 2 / 旅遊 / 中史	Time Block > Generate/Maintain Time Blocks																																																						
x1	CHEM Gp 2 / PHY Gp 1 / ICT Gp 1 / ECON / 企業 組別 2 / 視藝																																																														
x2	M1 / CHEM Gp 1 / BIO Gp 1 / ICT Gp 2 / 經濟 組別 1 / 地理																																																														
x3	BIO Gp 2 / PHY Gp 2 / 企業 組別 1 / 經濟 組別 2 / 旅遊 / 中史																																																														

## Student Option Programme

### Hands-on Practice 3

<b>8. Maintaining students' allocation orders</b>						
<p>▶ Generate or import students' allocation orders and fix the problem. Duplicated allocation orders are not allowed.</p> <table><tr><td><b>by Overall Ranking</b></td><td><b>by Elective Subject Queue</b></td></tr><tr><td>Generate students' allocation orders by rank</td><td>Import students' subject allocation orders by using the Excel file "<b>student_allocation_order (subject_queue).xlsx</b>"</td></tr></table>		<b>by Overall Ranking</b>	<b>by Elective Subject Queue</b>	Generate students' allocation orders by rank	Import students' subject allocation orders by using the Excel file " <b>student_allocation_order (subject_queue).xlsx</b> "	Elective Subject Allocation > Elective Subject Allocation Orders
<b>by Overall Ranking</b>	<b>by Elective Subject Queue</b>					
Generate students' allocation orders by rank	Import students' subject allocation orders by using the Excel file " <b>student_allocation_order (subject_queue).xlsx</b> "					
<b>9. Allocating elective subjects to students</b>						
<p>▶ Generate allocation results to all students with the default criteria.</p>		Elective Subject Allocation > Allocate Elective Subjects				
<b>10. Previewing reports</b>						
<p>▶ Review the reports.</p>		Reports				