

Sharing on the use of SOP St. Stephen's Church College

27 MAR 2026

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Schedule of Subject Selection

| Month | Event |
|-----------|--|
| Oct – Feb | Guidance in Subject Selection |
| Mar | Subject selection talk for parents and students and Mock Subject Selection |
| Mar – Apr | Guidance in Subject Selection based on Mock Subject Selection |
| Apr – May | Collection of Students' Preferences (Final Subject Selection) |
| June | Allocation of Students' Electives (Final Subject Selection) |
| July | Distribution of the Result (Final Subject Selection) |

Subject Selection Survey

1. 選擇數學科(必修部份)修讀語言 *

中文

英文

2. 欲申請報讀選修組合 *

3X (不修讀M2)

2X 及 M2

2X (不修讀M2)

3. 會否報讀應用學習課程 (APL) ? *

會

不會

選修科目的意願 (修讀M2)

4. 會否考慮以英語修讀Physics、Chemistry 或Biology? *

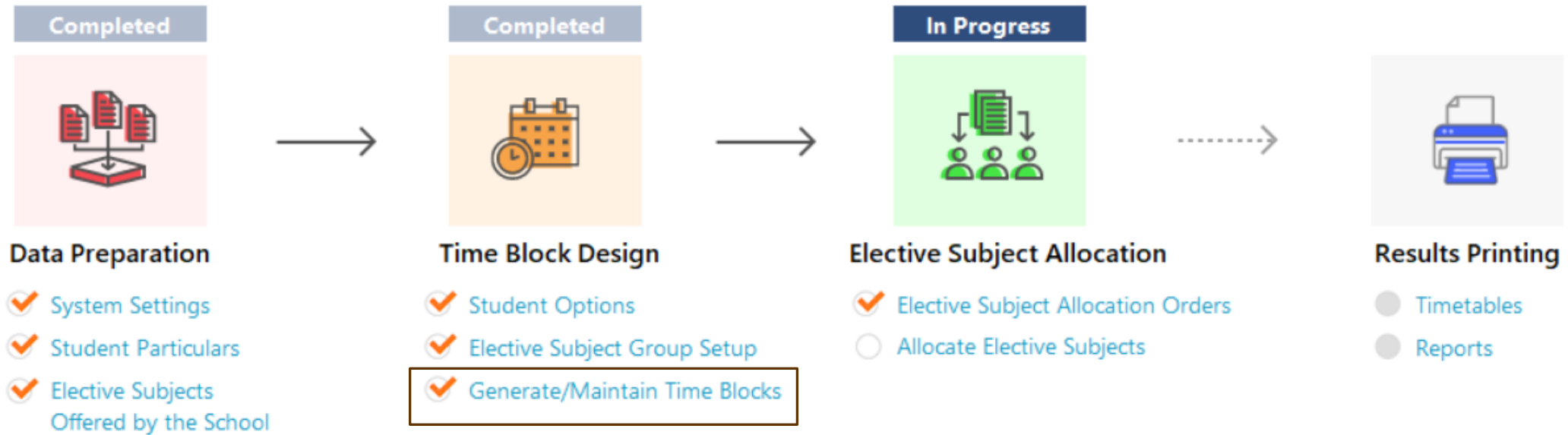
- 考慮
- 不考慮

5. 若不獲派M2, 你會選擇 *

- 3X
- 2X

Time Block Design

Time Block Design



Factors Affecting Time Block Design

➤ Students' Preference

➤ Number of Teachers

➤ Lesson Timetable

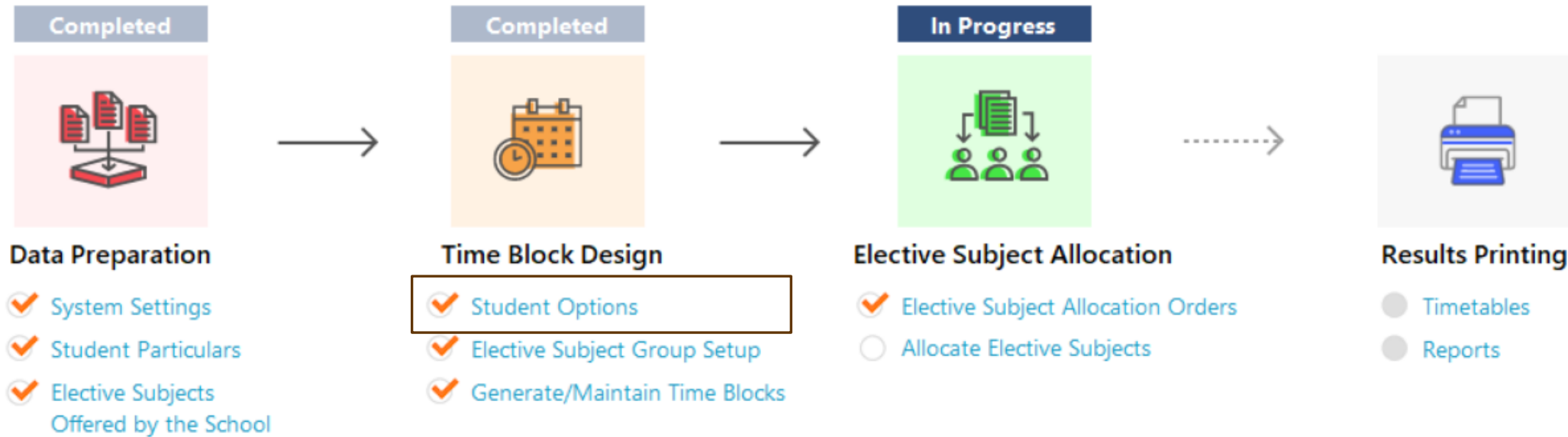
➤ ...

Our Time Block

| | 4A | 4B | 4C |
|-----------|--|--------------------|--------------------|
| | 中文、英文、 Math、公民與社會 | 中文、英文、 數學、公民與社會 | 中文、英文、 數學、公民與社會 |
| X1 | Physics、物理、地理、 視覺藝術、經濟 | | |
| X2 | Chemistry、化學、 世界歷史、資訊及通訊科技 | | |
| X3 | Biology、生物、中國歷史、 旅遊與款待 、 Math Extended Part Module 2 (Algebra and Calculus) (M2) | | |

Student Preference Report

Tips 1: Preparing Student Preference Report



Tips 1: Preparing Student Preference Report

Export “Student Preference Report” file from SOP

| | | | | | | | | | | | | |
|-----|------|------|-------|-------|------|------|-------|-------|------|-------|------|-----|
| M22 | BIO1 | BIO2 | CHEM1 | CHEM2 | PHY1 | PHY2 | CHIS1 | ECON1 | GEO1 | HIST1 | ICT1 | VA1 |
|-----|------|------|-------|-------|------|------|-------|-------|------|-------|------|-----|

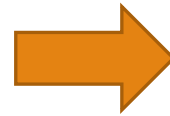
Rearrange the column and copy data from Google form

| | | | | | | | | | | | | |
|------|------|------|-----|-------|-------|-------|-------|------|------|------|-------|-----|
| PHY2 | PHY1 | GEO1 | VA1 | ECON1 | CHEM2 | CHEM1 | HIST1 | ICT1 | BIO2 | BIO1 | CHIS1 | M22 |
| 10 | 7 | 9 | 4 | 1 | 11 | 5 | 8 | 2 | 12 | 3 | 6 | |

Tips 2: Preparing Student Preference Report

Remove the elective preferences of students who are ineligible to take them before copying the preferences

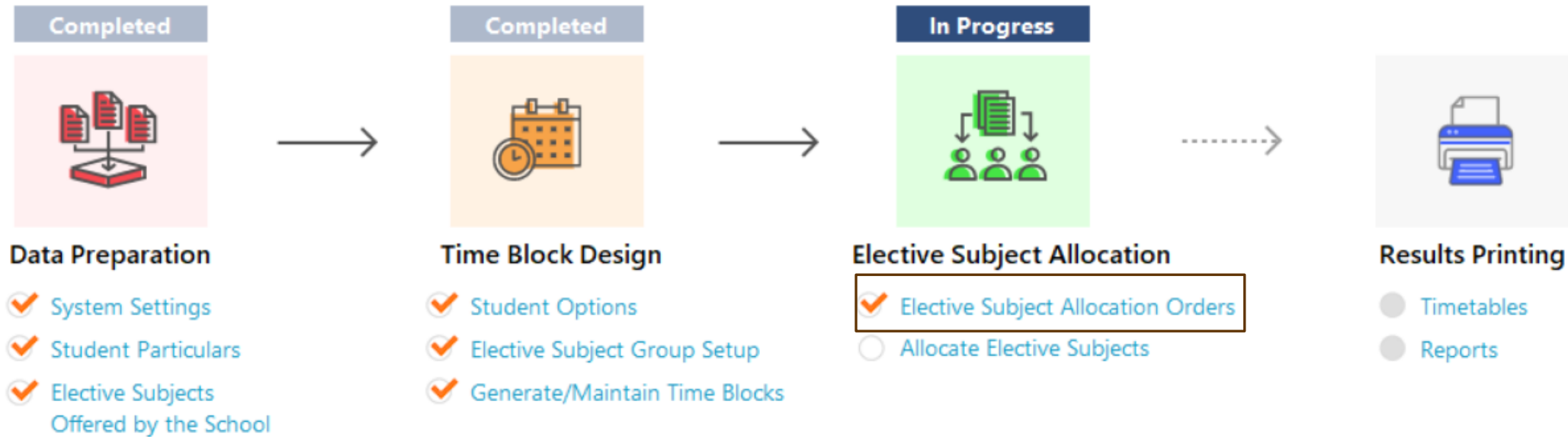
| O | R |
|------------|--------------------|
| Math Score | Physics Preference |
| 48 | 5 |



| O | R |
|------------|--------------------|
| Math Score | Physics Preference |
| 48 | |

Student Allocation Order Report

Tips 3: Allocation Orders – Subject Queue



Tips 3: Allocation Orders – Subject Queue

| Overall Rank | M2 Order | 生物 Order | BIO Order | 視藝 Order |
|--------------|----------|----------|-----------|----------|
| 49 | 10 | 49 | 49 | 18 |
| 55 | 5 | 55 | 55 | 10 |

Rank in
Math

Overall Rank

Rank in
Visual Arts

Tips 3: Allocation Orders – Subject Queue

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

 **Generate Allocation Orders**

 **Save**

 **Clear**

 **Import from File**

 **Export**

 **Print Preview**

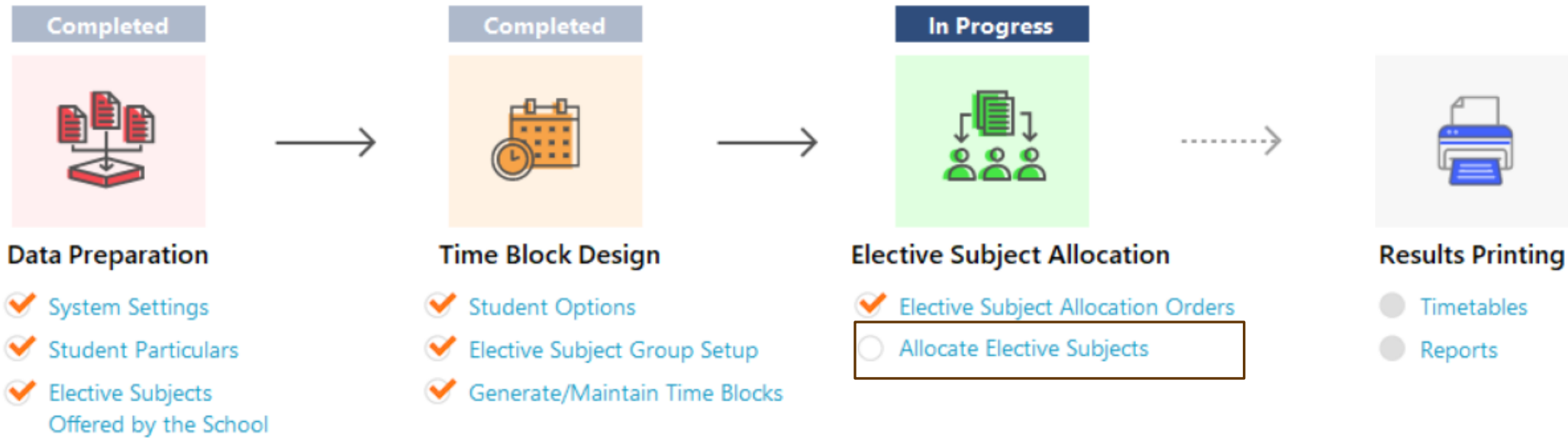
Subject / Module

All

| C | D | E | F | G |
|--------------|------------------|---------------------|------------------|-------------------|
| Class | Class No. | Overall Rank | M22 Order | BI01 Order |
| 3A | 1 | 51 | 59 | 51 |

Subject Allocation

Allocate Elective Subjects



Allocate Elective Subjects

Skip

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)

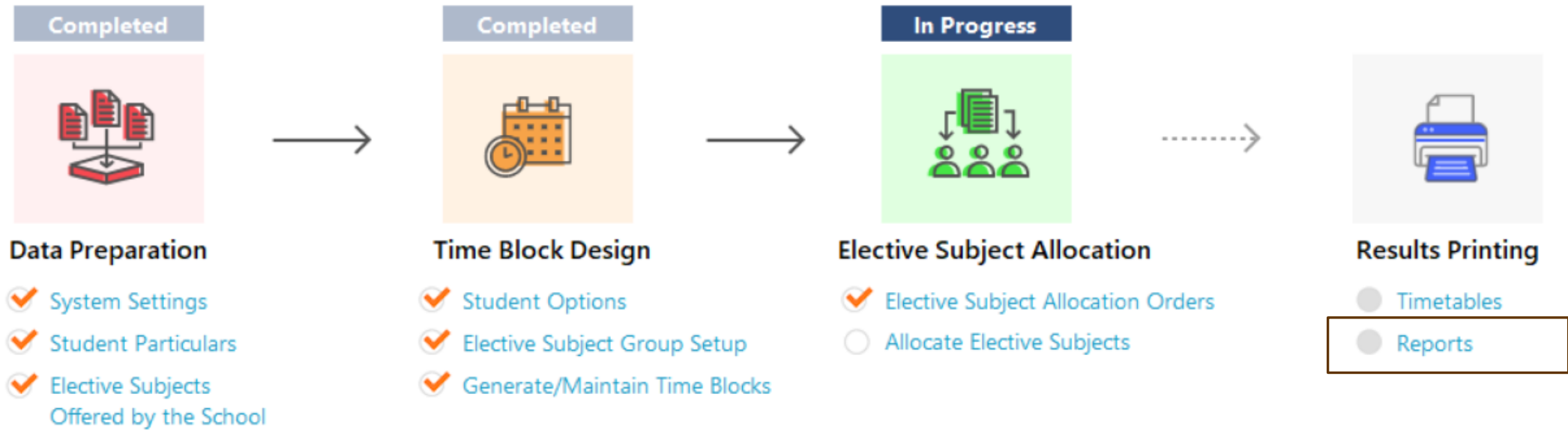
Choice 2 - Elective subjects will be allocated to students based on students' allocation order, and students will be distributed to different subject groups based on their options and allocation order.

Compulsory Block









Has Compulsory Block

1 Group for each elective subject

Tips 4: Reports 1, 4, 8



Tips 4 : Reports 1, 4, 8

| Reports | | |
|---|---|---|
|  | Time Blocks with Satisfaction Rate | 1 |
|  | Elective Subject Statistics | |
|  | List of Students for Elective Subjects | |
|  | List of Student Options in Priority Order & Elective Subject Allocation | 4 |
|  | 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 | 8 |

Rpt001: Time Blocks with Satisfaction Rate

- It shows the number of students and vacancies of each subject.

Time Block Allocation

| Elective Subject Group | Block 1 | Block 2 | Block 3 |
|------------------------|------------|---------|---------|
| 經濟 | 經濟 (21/25) | | |

- It shows the satisfaction rate.

| | |
|--|--------|
| Average Satisfaction Rate (Top Priorities) | 97.66% |
| Average Satisfaction Rate (All Options) | 99.22% |

Rpt004: List Of Student Priority Subjects

- It shows the options and selection result of each student.
- Checking outlier(if any)

| Class | Class Number | Rank | Option 01 | Option 02 | Option 03 | Option 04 | Option 05 |
|-------|--------------|------|-----------|-----------|-----------|-----------|-----------|
| 3B | 2 | 61 | 生物 | 視藝 | 經濟 | 化學 | 資訊 |

Rpt008: Student Allocation With Block


- For distribution of subject selection result (Mail Merge)
- For further allocation of S4 classes

| Class | Class Number | Next Year Class | Block 1 | Block 2 | Block 3 |
|-------|--------------|-----------------|---------|---------|---------|
| 3A | 1 | | 經濟 | 資訊 | |
| 3A | 2 | | 經濟 | 歷史 | 生物 |
| 3A | 3 | | PHY | 資訊 | 生物 |

Extra Example on the Use of SOP

MORE THAN 1 GROUP FOR SOME ELECTIVE SUBJECTS

Allocate Elective Subjects

 Allocate Subjects to Students

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

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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

More than 1 Group for some elective subjects

Subject Allocation – Enhancement

 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

Average Satisfaction Rate 

| | |
|-------------------------|----------------------|
| 85.83% (Top Priorities) | 95.00% (All Options) |
|-------------------------|----------------------|

Generate **Cancel**

Summary

- User-friendly
- Clear Workflow
- Formats of exported Reports are convenient for further editing

Thank You
