User Manual for ApL System (For Schools)

Applied Learning Section
Curriculum Development Institute
Education Bureau

Version 1.2.1

User Manual for ApL System for Schools

List of updated items

School Year	Version	Last updated	Item
2025/26	1.2.0	Sep 2025	2. School Declaration
2025/26	1.2.0	Sep 2025	9. Exceptional Application
2025/26	1.2.0	Sep 2025	10. School Functions – Attendance Reports
2025/26	1.2.0	Sep 2025	11. School Functions – Student Assessment Reports
2025/26	1.2.0	Sep 2025	12. School Functions – Student Headcount Confirmation
2025/26	1.2.0	Sep 2025	13. School Functions – Student Arrival (for transferred student)
2025/26	1.2.0	Sep 2025	15. School Functions – Application for Repeaters
2025/26	1.2.0	Sep 2025	16. School Functions – Report
2025/26	1.2.0	Sep 2025	21. Document Submission
2026/27	1.2.1	Sep 2026	22. Withdrawal Application for Enrolled Student

User Manual for ApL System for Schools

Table of Contents

		Page no.
1.	Initial Set-up and Users Assignment	5
2.	School Declaration	8
3.	Import Student Data from CloudSAMS	10
4.	School Contact Information	11
5.	School Application – Mode 2 Application	12
6.	Student Application – Application by Course (Mode 1 and Mode 2)	15
7.	Student Application – Application by Batch (Mode 1 and Mode 2)	18
8.	Enrolment Summary and Selection Results	20
9.	Exceptional Application	22
10.	School Functions – Attendance Reports	25
11.	School Functions – Student Assessment Reports	30
12.	School Functions – Student Headcount Confirmation	32

13.	School Functions – Student Arrival (for transferred student)	37
14.	School Functions – Student Departure	39
15.	School Functions – Student Application for Repeaters	41
16.	School Functions – Report	45
17.	Export to CloudSAMS with ApL Student Data	47
18.	Application for Taster programmes: (1) For individual student	49
19.	Application for Taster programmes: (2) Import by batch	52
20.	Application for Taster programmes: Application Summary	56
21.	Document Submission	58
22.	Withdrawal Application for Enrolled Student	61

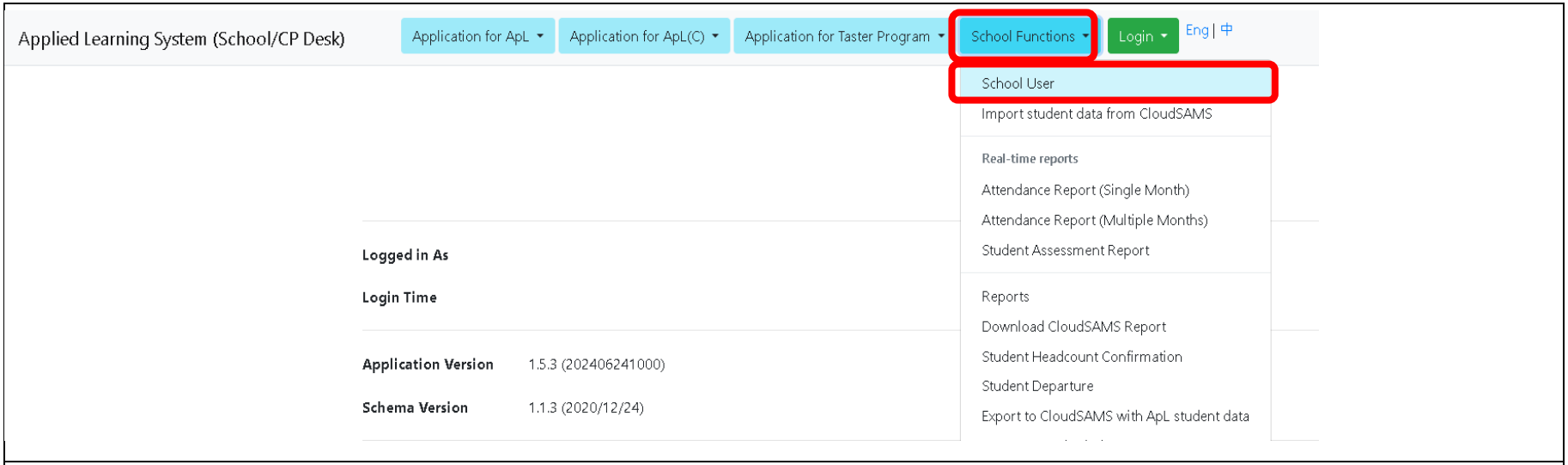
1. Initial Set-up and Users Assignment

Please log in to the ApL System (URL: https://apl2.edb.gov.hk) for initial set-up and user assignments.

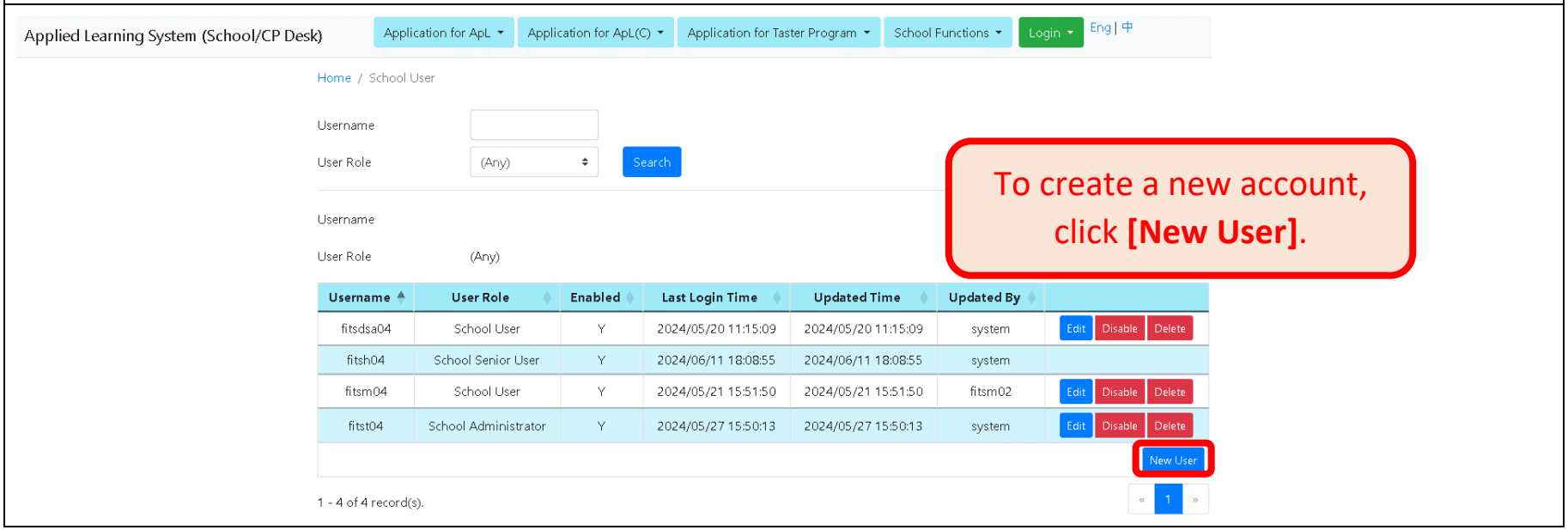
1.1



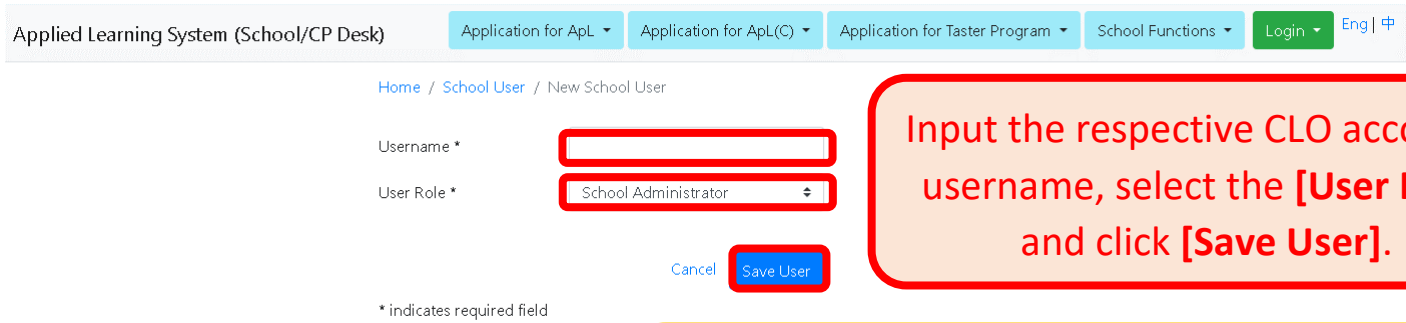
1.2


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
School User
Import student data from CloudSAMS
Real-time reports
Attendance Report (Single Month)
Attendance Report (Multiple Months)
Student Assessment Report
Reports
Download CloudSAMS Report
Student Headcount Confirmation
Student Departure
Export to CloudSAMS with ApL student data
Logged in As
Login Time
Application Version 1.5.3 (202406241000)
Schema Version 1.1.3 (2020/12/24)

1.3


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Home / School User
Username
User Role
(Any)
Search
To create a new account, click [New User].
Username
User Role (Any)
Username
User Role
Enabled
Last Login Time
Updated Time
Updated By
fitsdsa04 School User Y 2024/05/20 11:15:09 2024/05/20 11:15:09 system Edit Disable Delete
fitsh04 School Senior User Y 2024/06/11 18:08:55 2024/06/11 18:08:55 system
fitsm04 School User Y 2024/05/21 15:51:50 2024/05/21 15:51:50 fitsm02 Edit Disable Delete
fitst04 School Administrator Y 2024/05/27 15:50:13 2024/05/27 15:50:13 system Edit Disable Delete
New User
1 - 4 of 4 record(s).
1

1.4



Input the respective CLO account's username, select the **[User Role]** and click **[Save User]**.

Notes for Assigning Users:

- For the initial set-up, it is suggested to assign more than 1 School Administrator and at least 1 School Senior User.
- Each CLO's username can be assigned to 1 role only.

Roles of Different Users

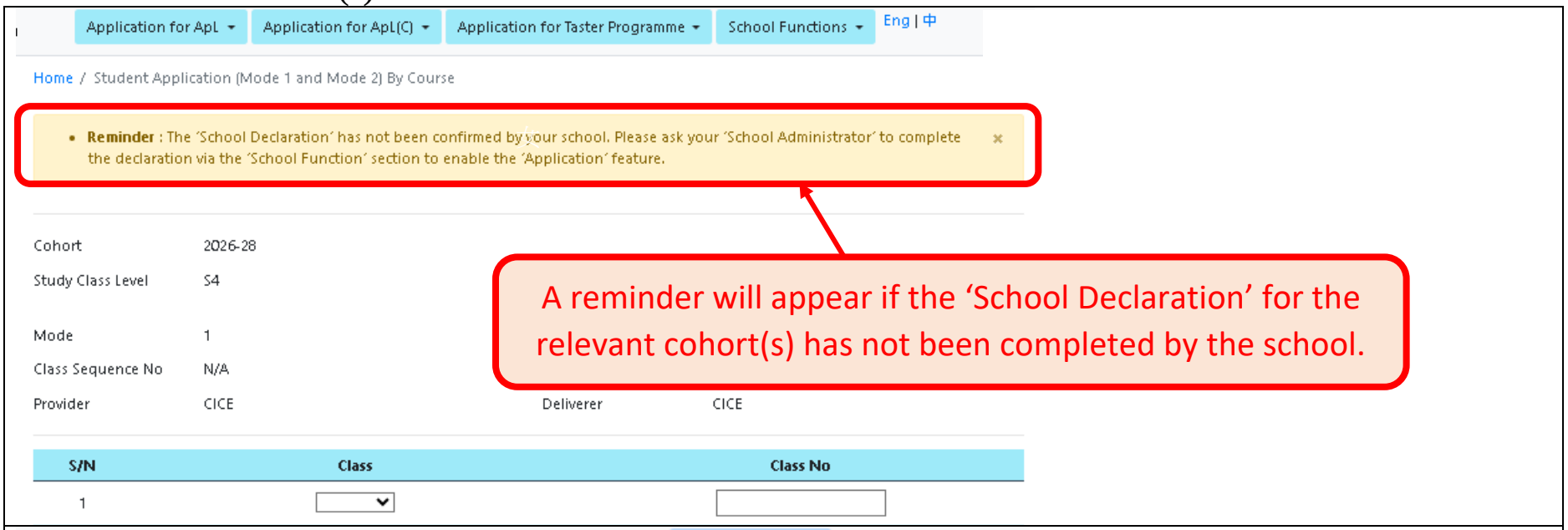
	Routine work in ApL System (e.g. application, enrolment confirmation, withdrawal)	Headcount confirmation	Assign user roles and confirm School Declaration
School Administrator	✓	✓	✓
School Senior User@	✓	✓	X
School User@	✓	X	X

@Due to security reasons, user accounts will be disabled after 180 days of inactivity in the ApL System. 'School Administrator' has to assign the user roles again.

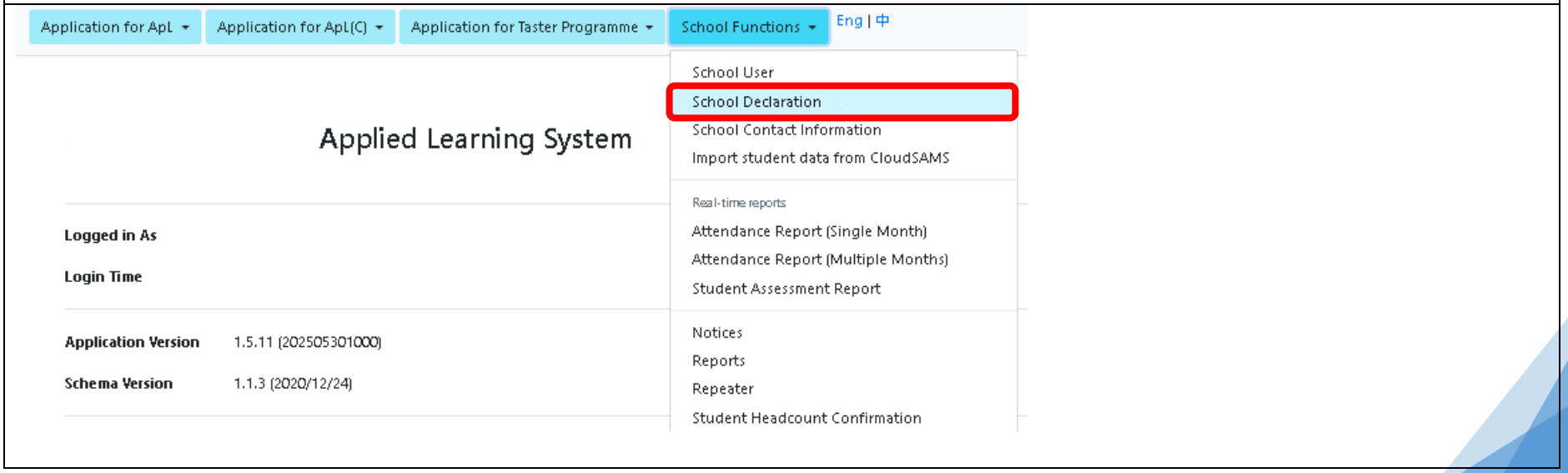
2. School Declaration

School Administrator must complete the 'School Declaration' in order to access the application function for the relevant cohort(s).

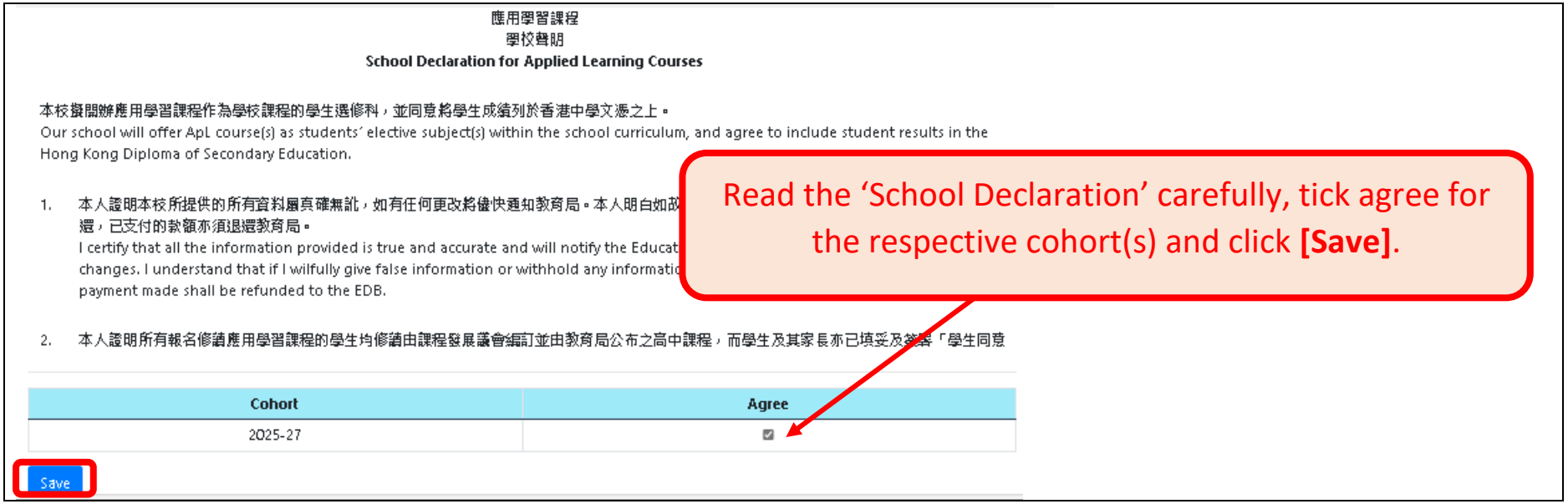
2.1



2.2



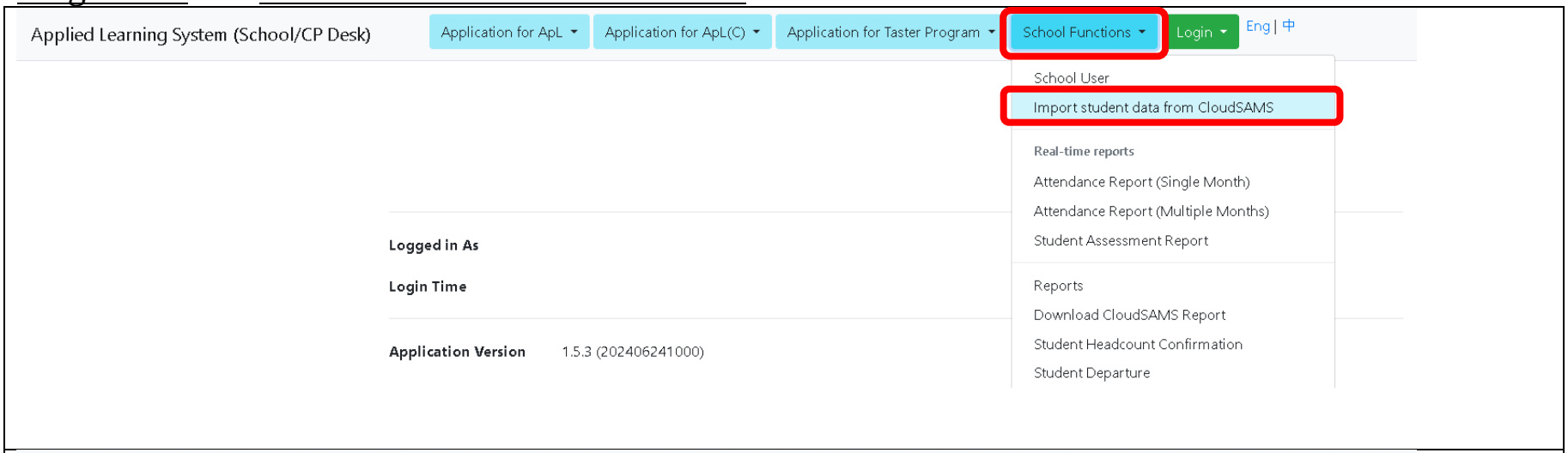
2.3


應用學習課程
學校聲明
School Declaration for Applied Learning Courses
本校擬開辦應用學習課程作為學校課程的學生選修科，並同意將學生成績列於香港中學文憑之上。
Our school will offer ApL course(s) as students' elective subject(s) within the school curriculum, and agree to include student results in the Hong Kong Diploma of Secondary Education.
1. 本人證明本校所提供的所有資料屬真確無訛，如有任何更改將儘快通知教育局。本人明白如故
還，已支付的款額亦須退還教育局。
I certify that all the information provided is true and accurate and will notify the Educat
changes. I understand that if I wilfully give false information or withhold any informatic
payment made shall be refunded to the EDB.
2. 本人證明所有報名修讀應用學習課程的學生均修讀由課程發展議會編訂並由教育局公布之高中課程，而學生及其家長亦已填妥及簽署「學生同意
Cohort
Agree
2025-27
Save
Read the 'School Declaration' carefully, tick agree for the respective cohort(s) and click [Save].

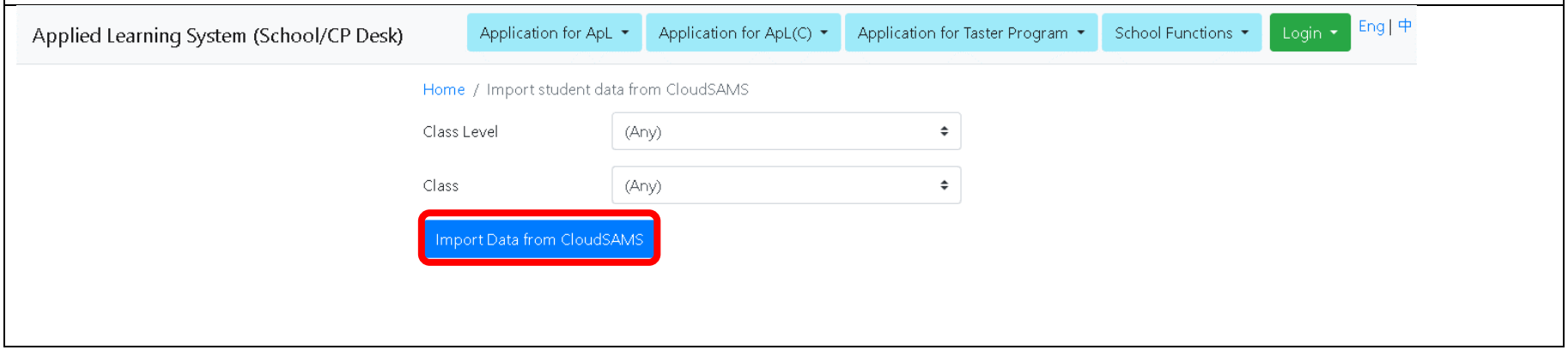
3. Import Student Data from CloudSAMS

School should import the student data from CloudSAMS before the application for ApL courses, Taster Programme and Student Headcount Confirmation.

3.1



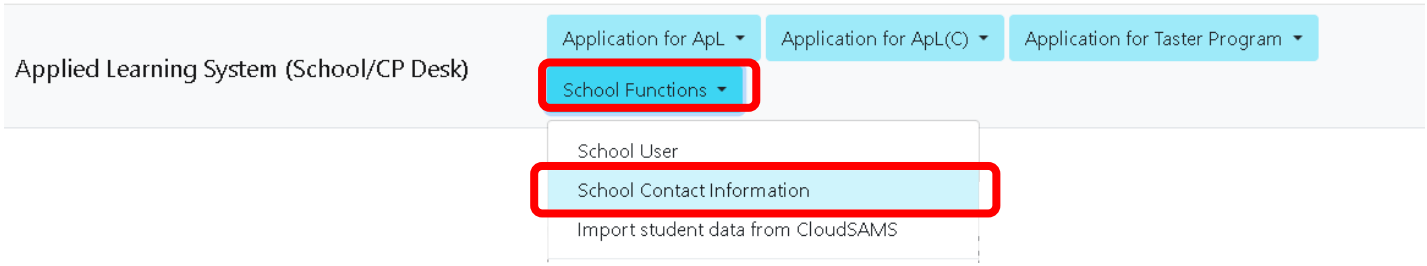
3.2



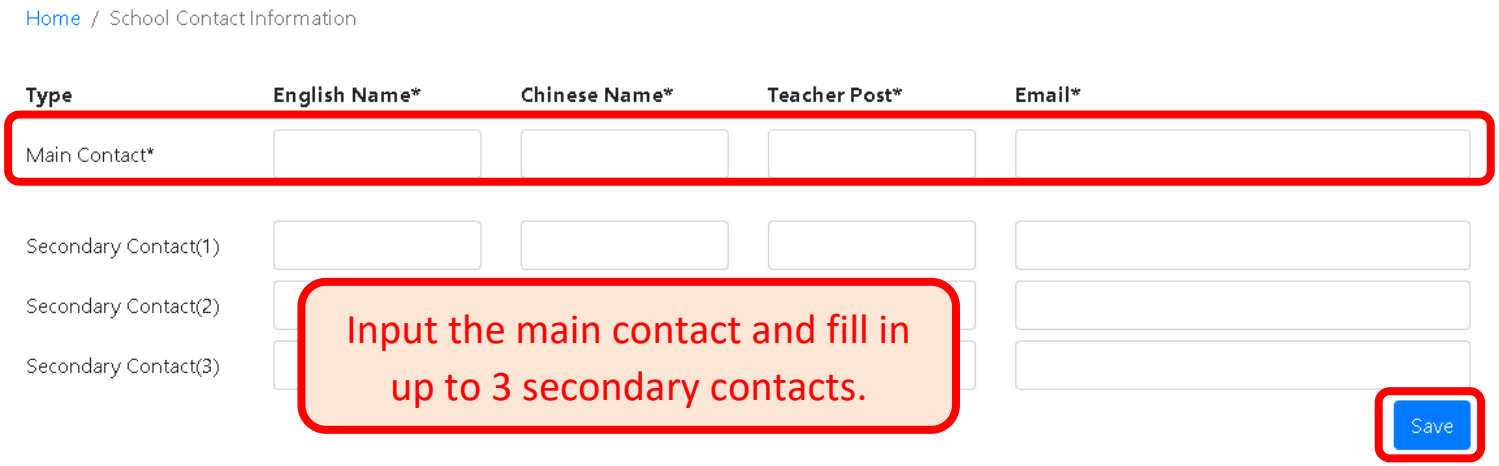
4. School Contact Information

Please update the school contact information before the application.

4.1

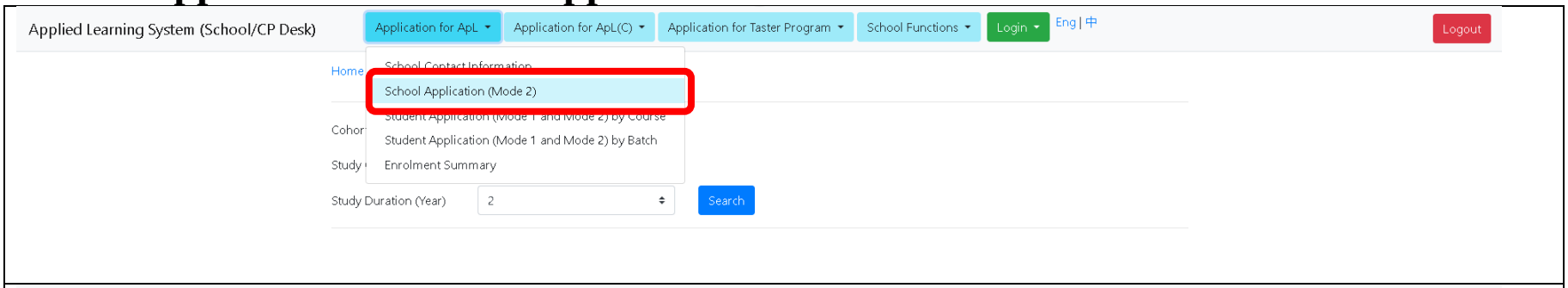


4.2

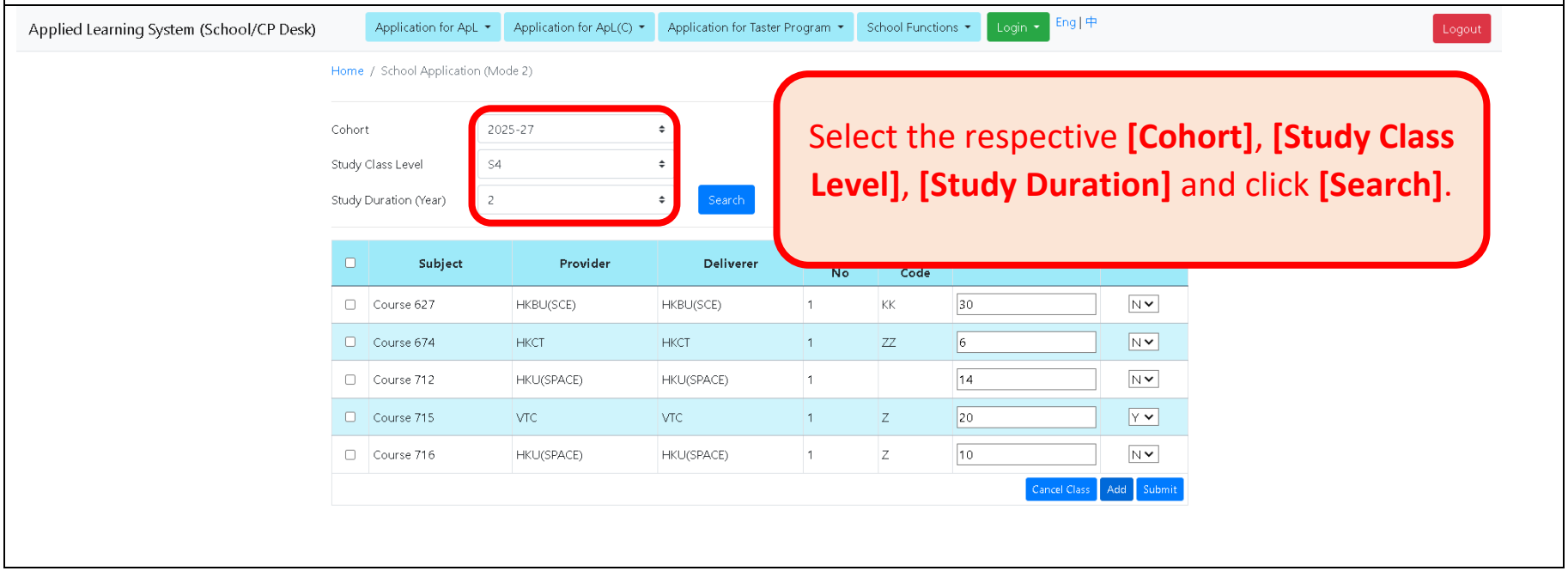


5. School Application – Mode 2 Application

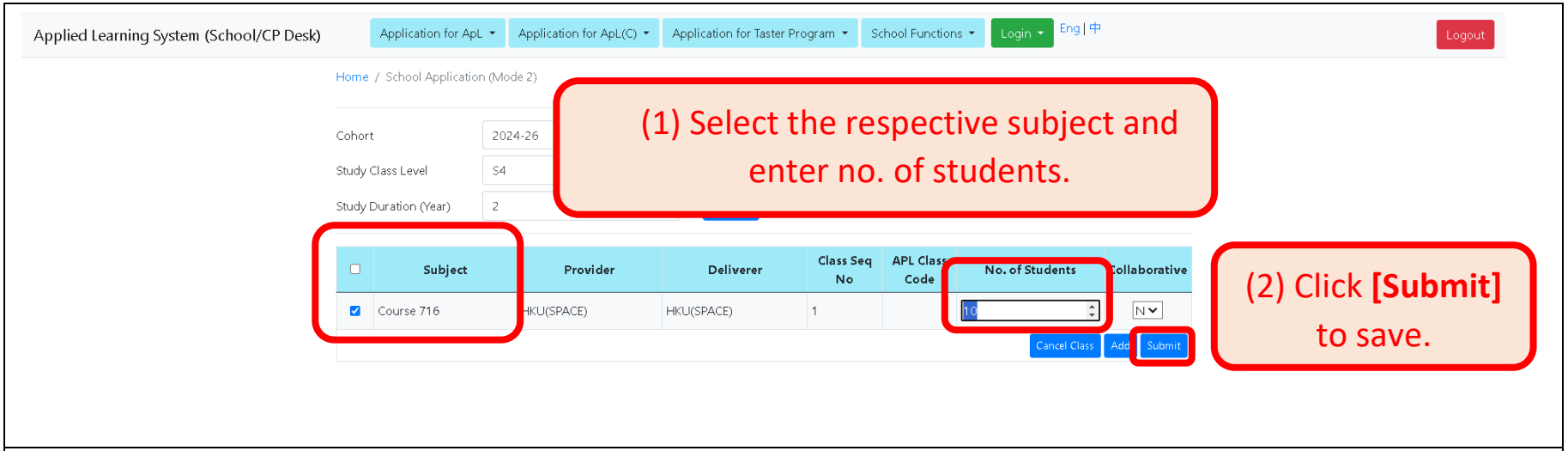
5.1



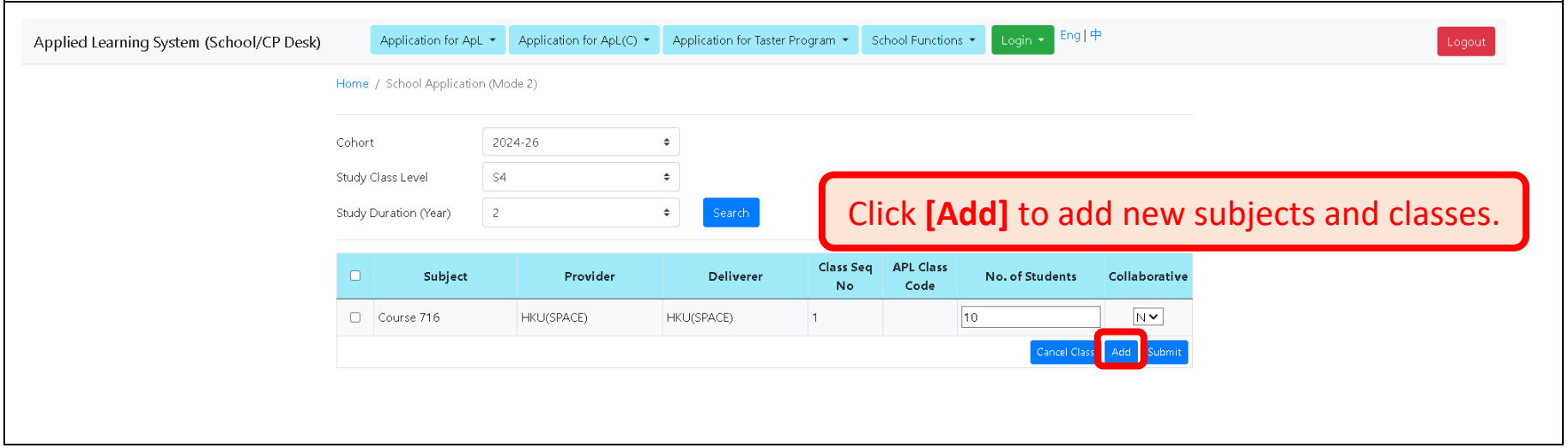
5.2



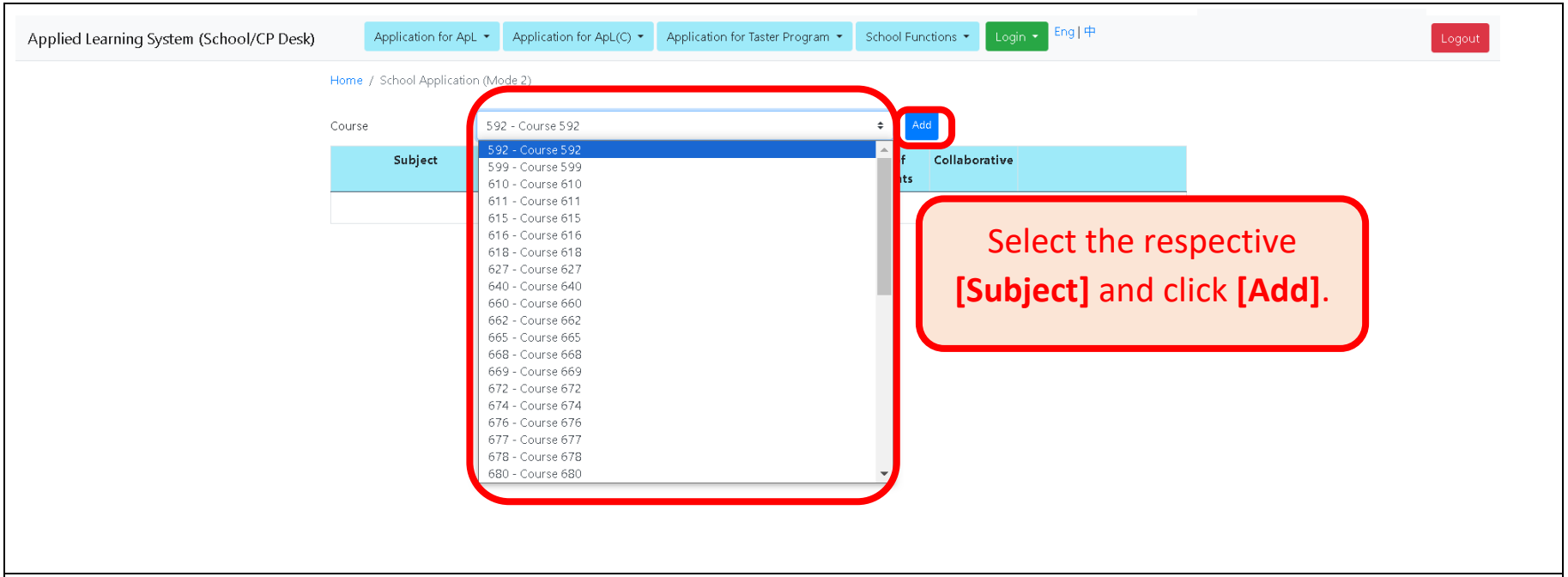
5.3


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / School Application (Mode 2)
Cohort
2024-26
Study Class Level
S4
Study Duration (Year)
2
Subject
Provider
Deliverer
Class Seq No
APL Class Code
No. of Students
Collaborative
Course 716
HKU(SPACE)
HKU(SPACE)
1
10
N
Cancel Class
Add
Submit
(1) Select the respective subject and enter no. of students.
(2) Click [Submit] to save.

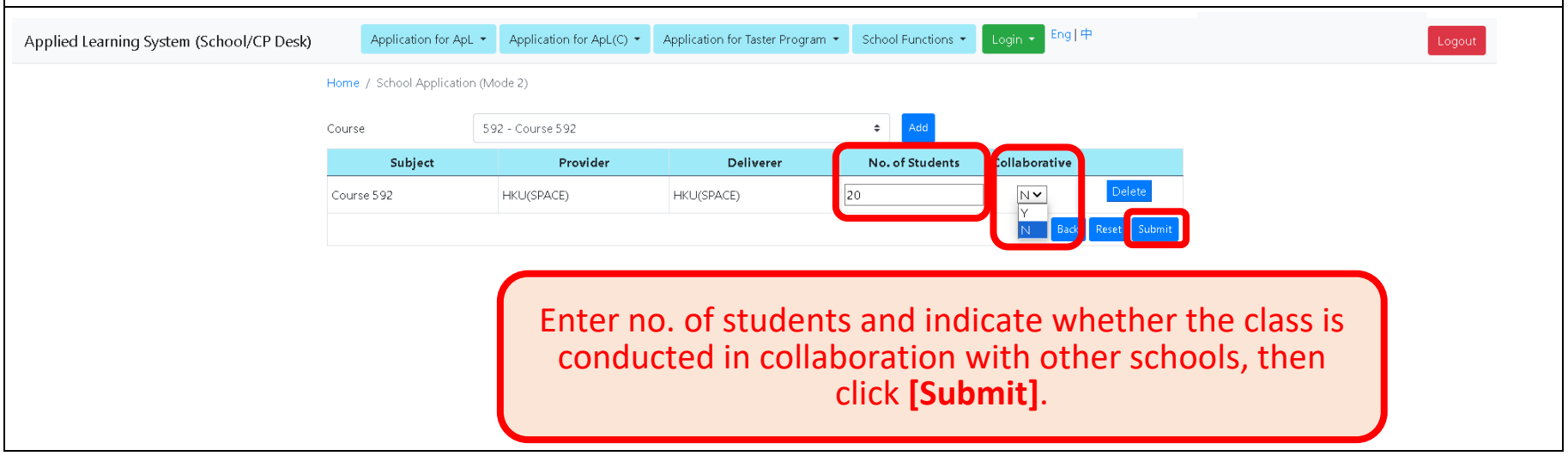
5.4


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / School Application (Mode 2)
Cohort
2024-26
Study Class Level
S4
Study Duration (Year)
2
Search
Subject
Provider
Deliverer
Class Seq No
APL Class Code
No. of Students
Collaborative
Course 716
HKU(SPACE)
HKU(SPACE)
1
10
N
Cancel Class
Add
Submit
Click [Add] to add new subjects and classes.

5.5

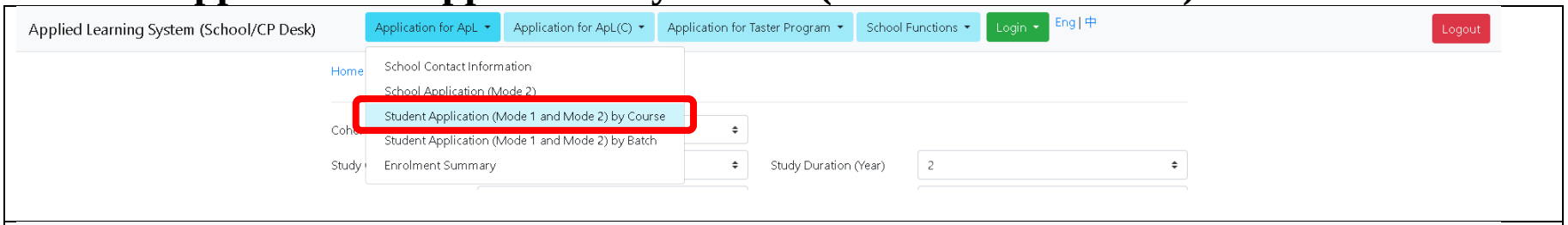

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / School Application (Mode 2)
Course
592 - Course 592
Add
Subject
Collaborative
592 - Course 592
599 - Course 599
610 - Course 610
611 - Course 611
615 - Course 615
616 - Course 616
618 - Course 618
627 - Course 627
640 - Course 640
660 - Course 660
662 - Course 662
665 - Course 665
668 - Course 668
669 - Course 669
672 - Course 672
674 - Course 674
676 - Course 676
677 - Course 677
678 - Course 678
680 - Course 680
Select the respective [Subject] and click [Add].

5.6

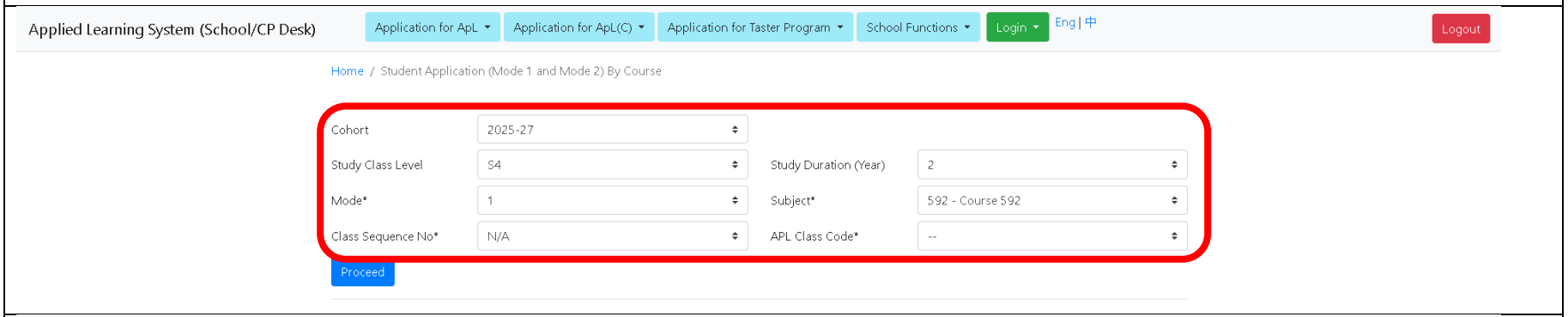

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / School Application (Mode 2)
Course
592 - Course 592
Add
Subject
Provider
Deliverer
No. of Students
Collaborative
Course 592
HKU(SPACE)
HKU(SPACE)
20
N
Y
N
Delete
Back
Reset
Submit
Enter no. of students and indicate whether the class is conducted in collaboration with other schools, then click [Submit].

6. Student Application – Application by Course (Mode 1 and Mode 2)

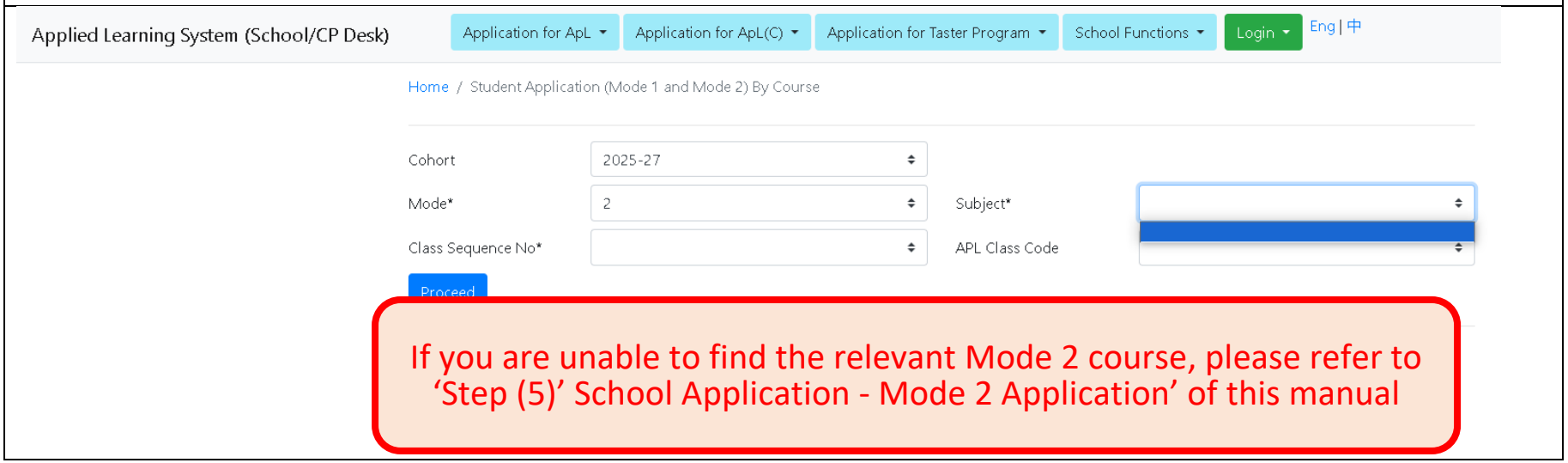
6.1



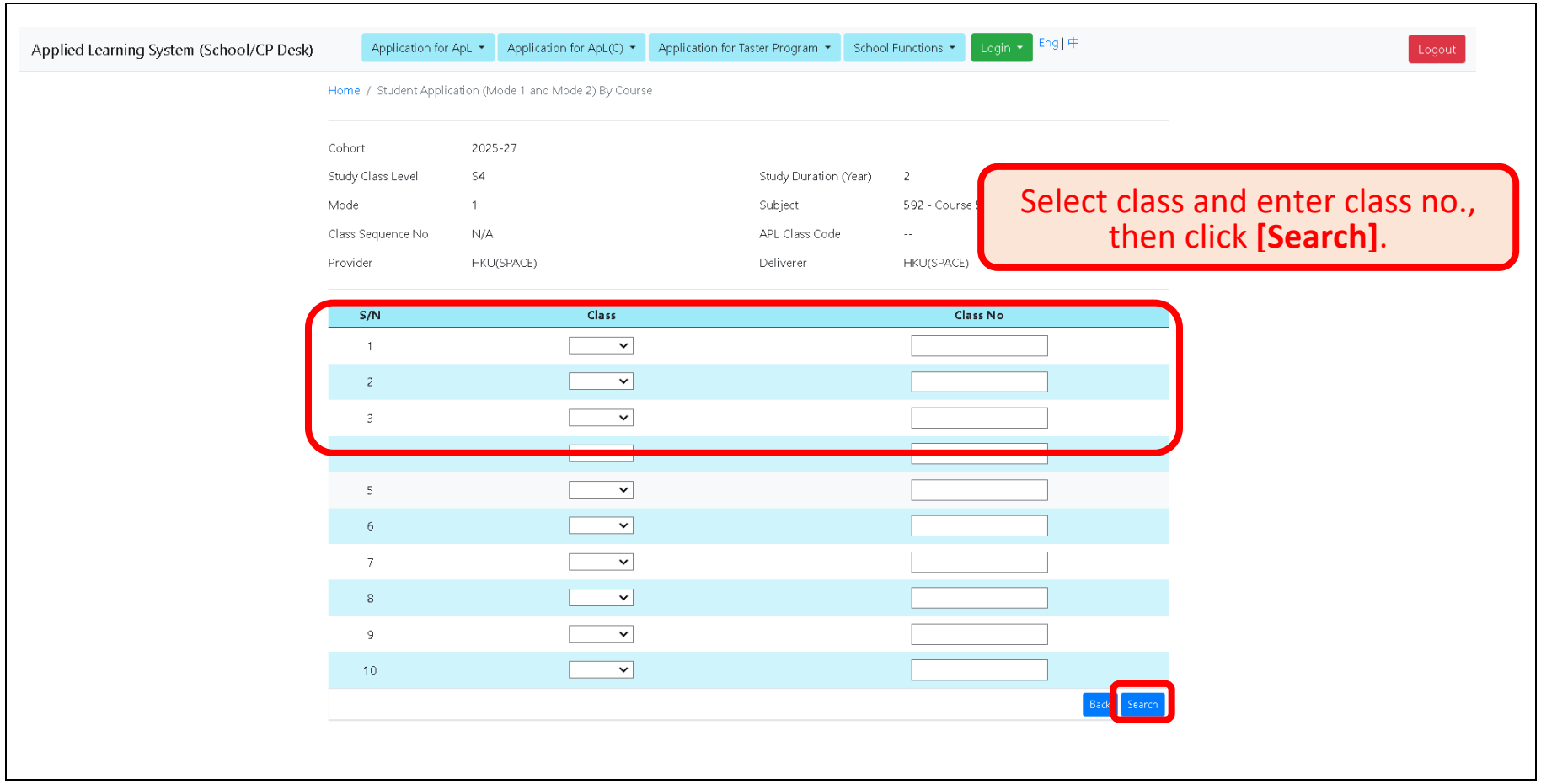
6.2



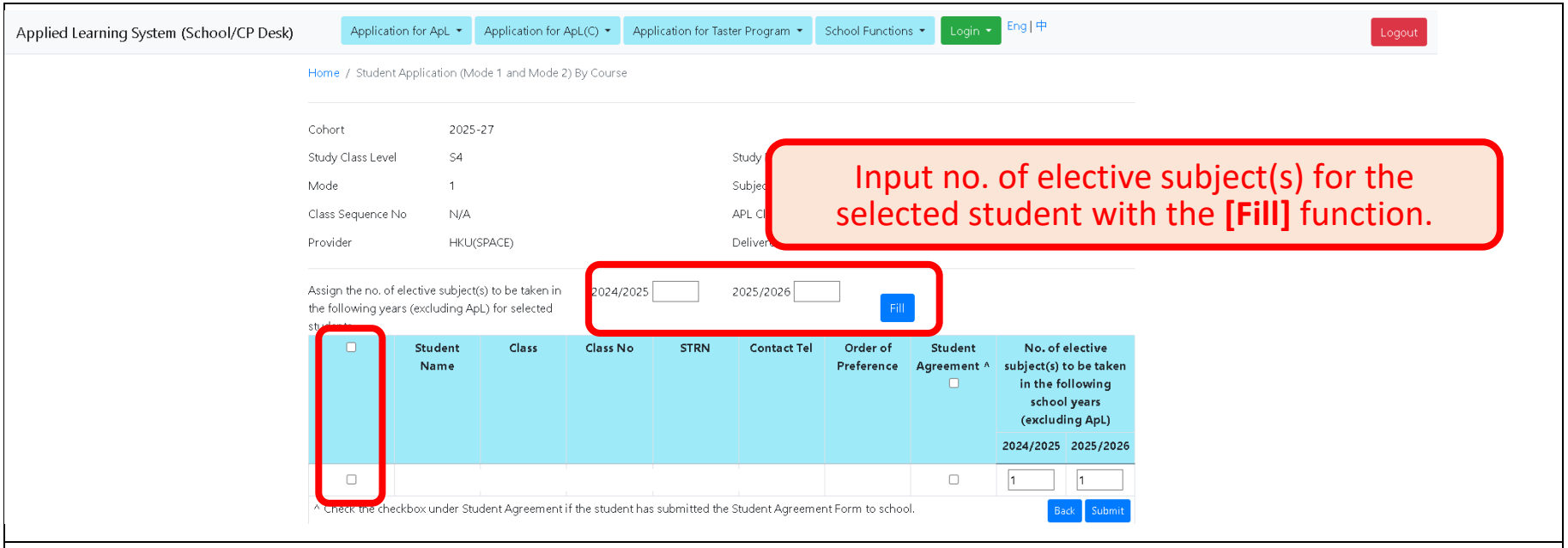
6.3



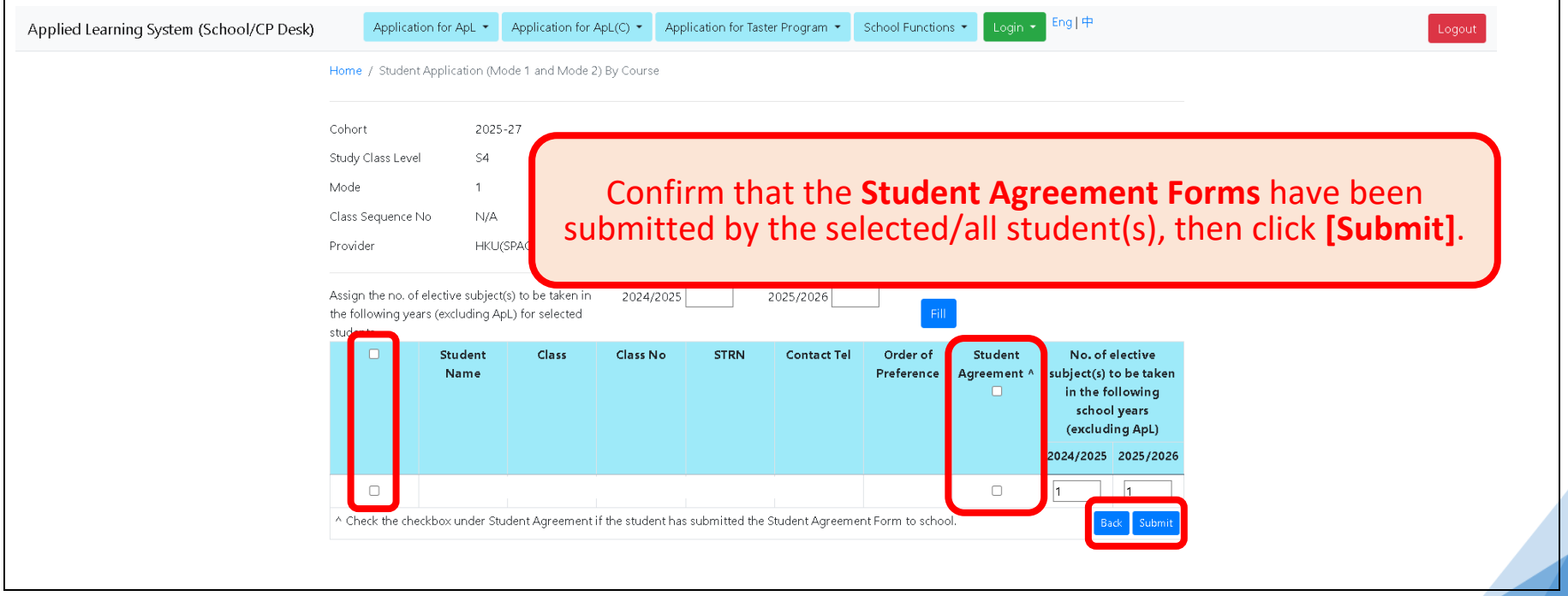
6.4


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / Student Application (Mode 1 and Mode 2) By Course
Cohort 2025-27
Study Class Level S4
Study Duration (Year) 2
Mode 1
Subject 592 - Course
Class Sequence No N/A
APL Class Code --
Provider HKU(SPACE)
Deliverer HKU(SPACE)
Select class and enter class no., then click [Search].
S/N
Class
Class No
1
2
3
5
6
7
8
9
10
Back
Search

6.5

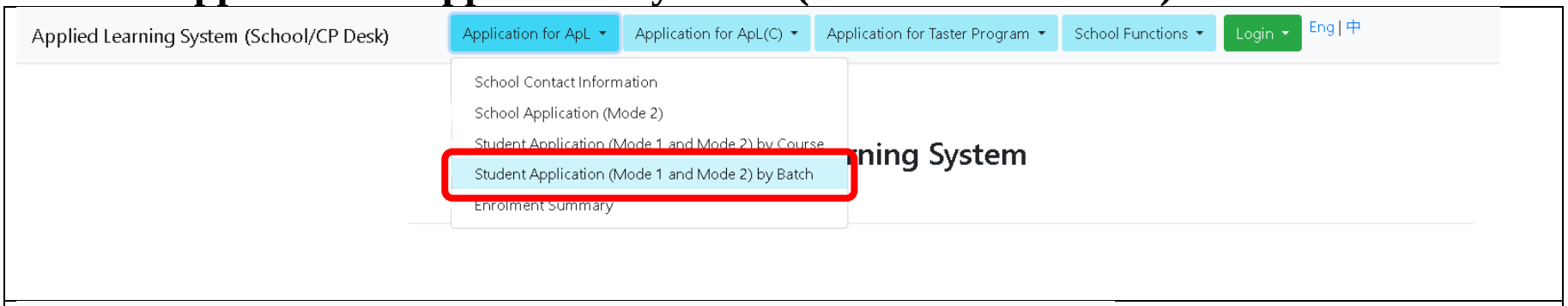

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / Student Application (Mode 1 and Mode 2) By Course
Cohort 2025-27
Study Class Level S4
Mode 1
Class Sequence No N/A
Provider HKU(SPACE)
Input no. of elective subject(s) for the selected student with the [Fill] function.
Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected
2024/2025
2025/2026
Fill
Student Name
Class
Class No
STRN
Contact Tel
Order of Preference
Student Agreement ^
No. of elective subject(s) to be taken in the following school years (excluding ApL)
2024/2025
2025/2026
^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.
Back
Submit

6.6

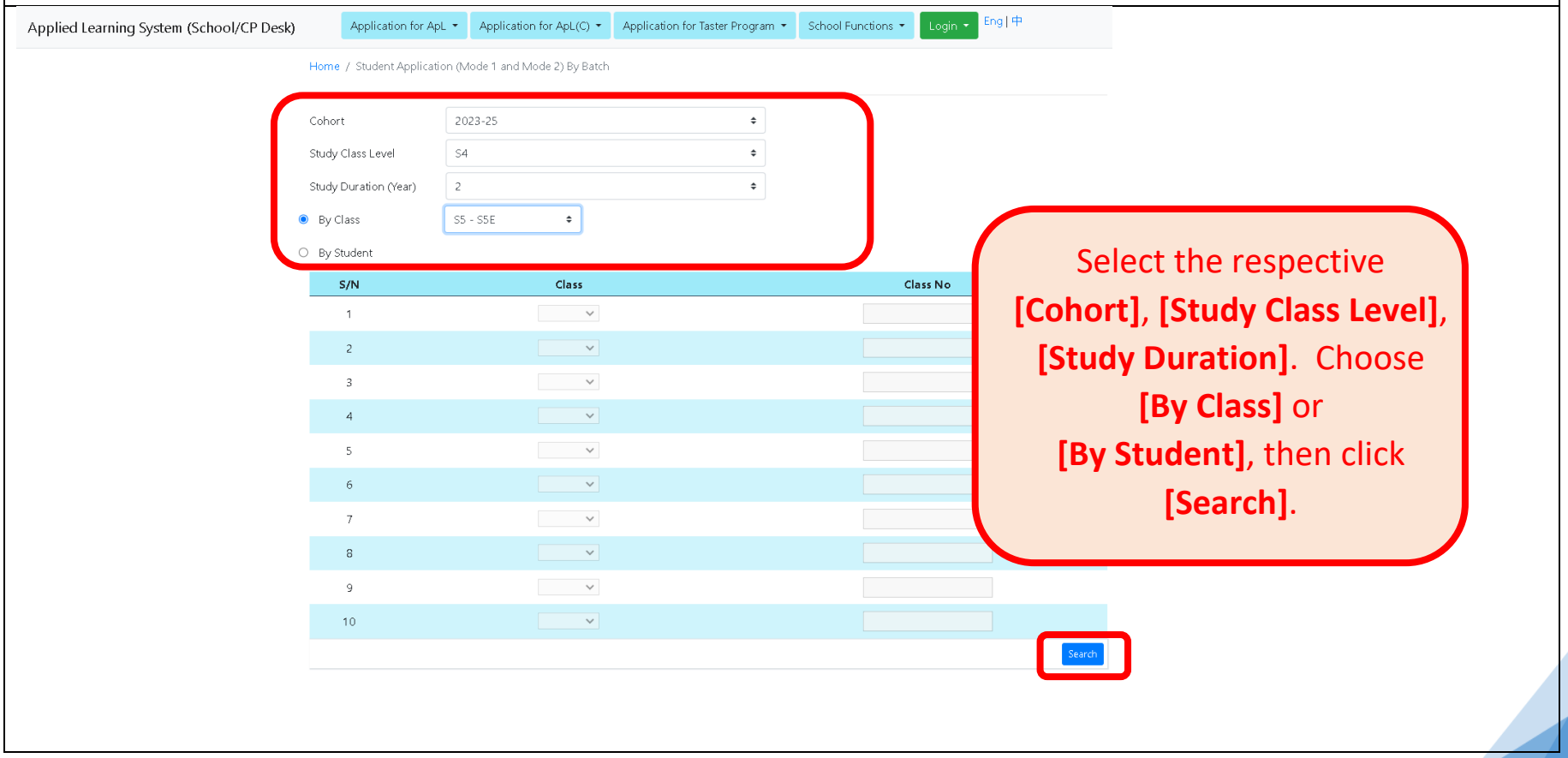

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / Student Application (Mode 1 and Mode 2) By Course
Cohort 2025-27
Study Class Level S4
Mode 1
Class Sequence No N/A
Provider HKU(SPAC
Confirm that the Student Agreement Forms have been submitted by the selected/all student(s), then click [Submit].
Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected
2024/2025
2025/2026
Fill
Student Name
Class
Class No
STRN
Contact Tel
Order of Preference
Student Agreement ^
No. of elective subject(s) to be taken in the following school years (excluding ApL)
2024/2025
2025/2026
^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.
Back
Submit

7. Student Application – Application by Batch (Mode 1 and Mode 2)

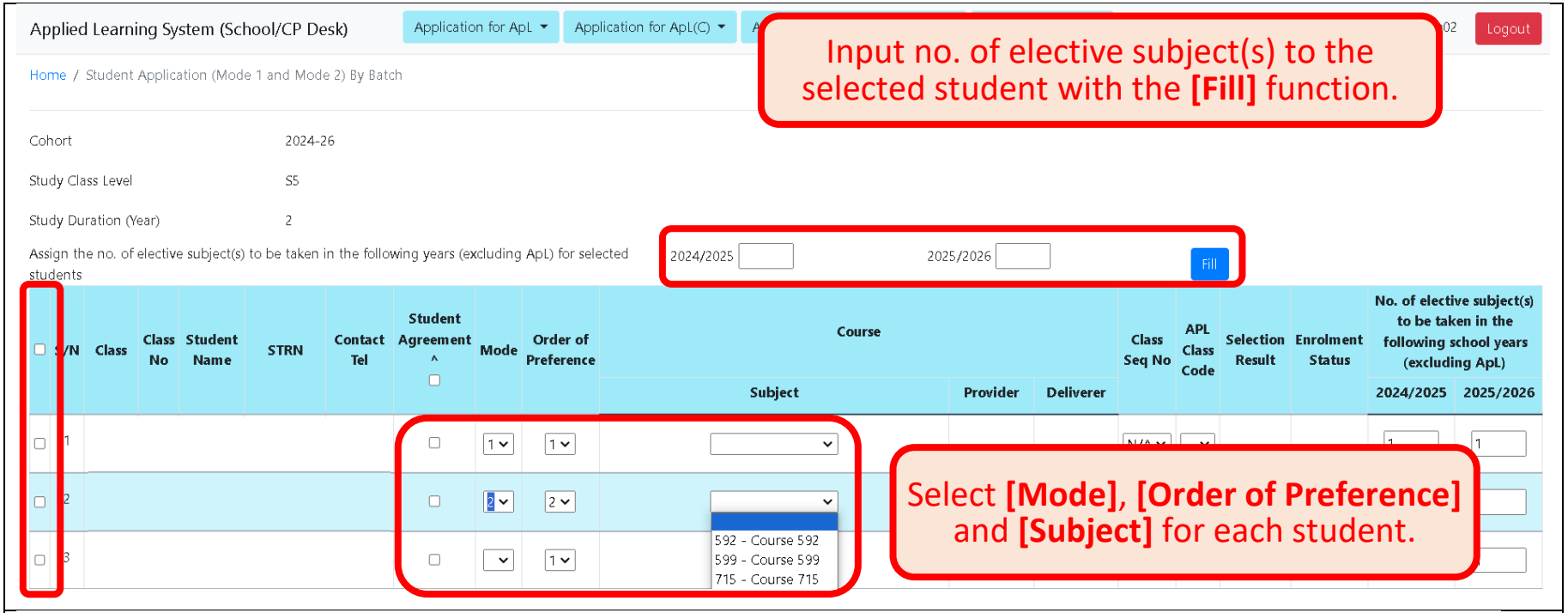
7.1



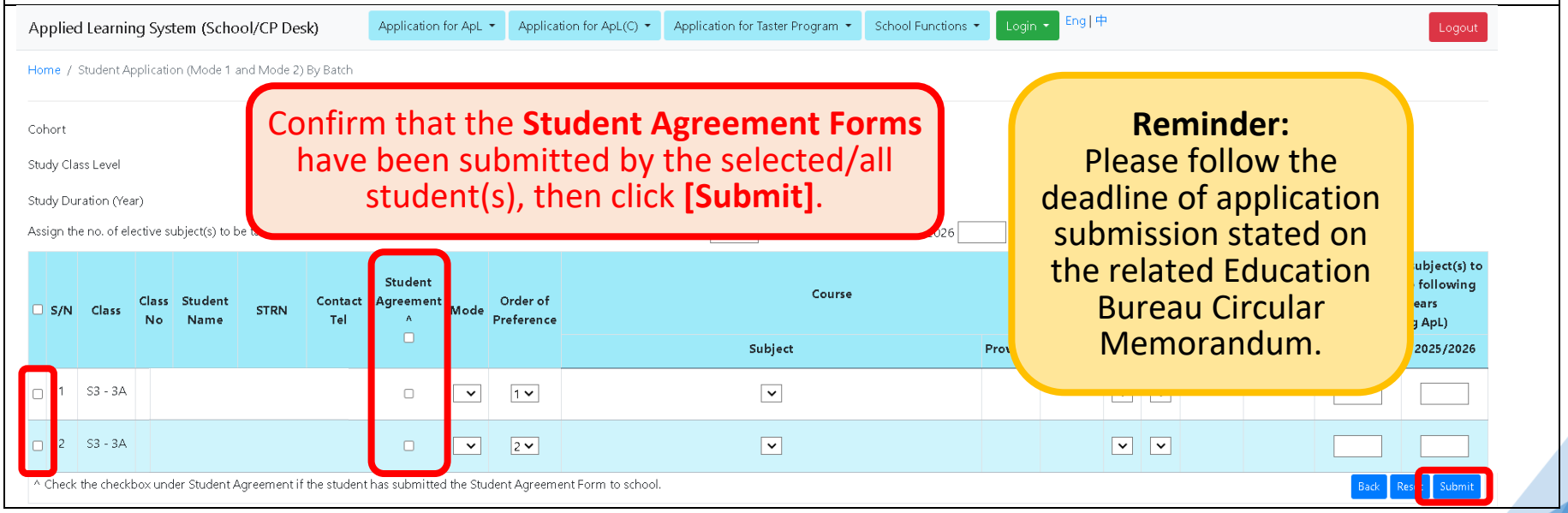
7.2



7.3

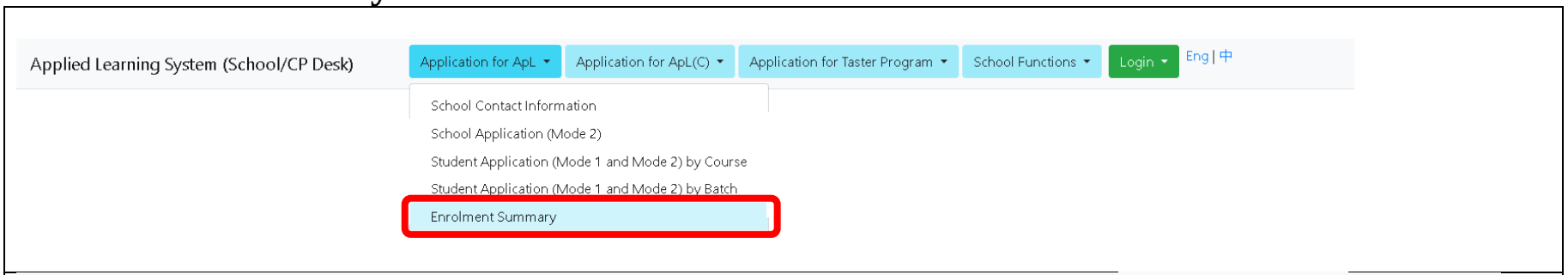

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Logout
Home / Student Application (Mode 1 and Mode 2) By Batch
Cohort 2024-26
Study Class Level S5
Study Duration (Year) 2
Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected students
2024/2025
2025/2026
Fill
S/N
Class
Class No
Student Name
STRN
Contact Tel
Student Agreement ^
Mode
Order of Preference
Course
Subject
Provider
Deliverer
Class Seq No
APL Class Code
Selection Result
Enrolment Status
No. of elective subject(s) to be taken in the following school years (excluding ApL)
2024/2025
2025/2026
592 - Course 592
599 - Course 599
715 - Course 715
Input no. of elective subject(s) to the selected student with the [Fill] function.
Select [Mode], [Order of Preference] and [Subject] for each student.

7.4

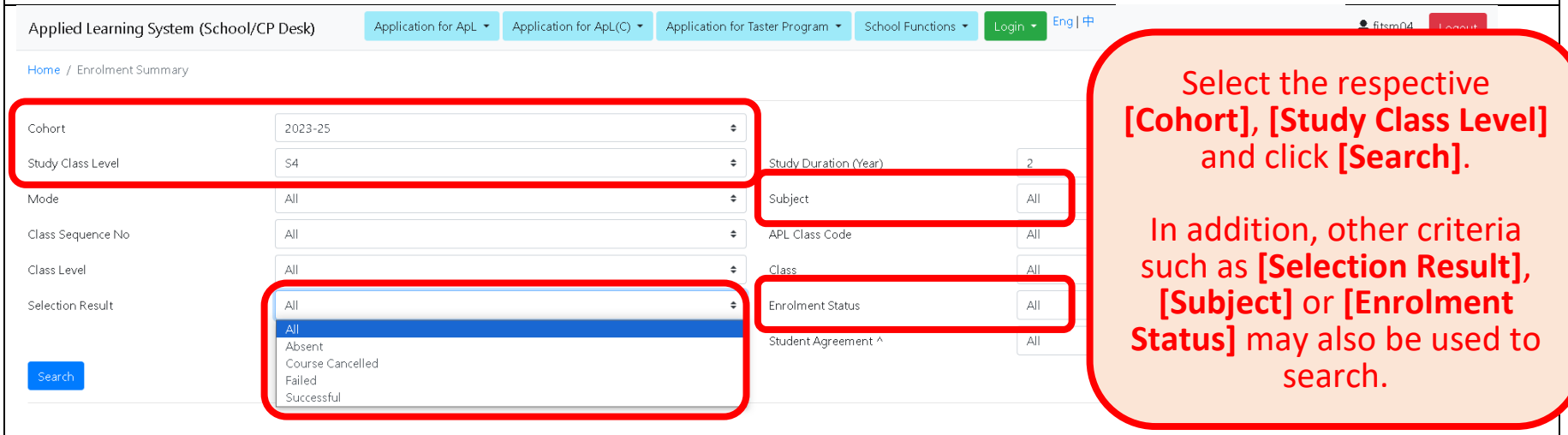

Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Program
School Functions
Login
Eng | 中
Logout
Home / Student Application (Mode 1 and Mode 2) By Batch
Cohort
Study Class Level
Study Duration (Year)
S/N
Class
Class No
Student Name
STRN
Contact Tel
Student Agreement ^
Mode
Order of Preference
Course
Subject
2025/2026
S3 - 3A
^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.
Back
Submit
Confirm that the Student Agreement Forms have been submitted by the selected/all student(s), then click [Submit].
Reminder:
Please follow the deadline of application submission stated on the related Education Bureau Circular Memorandum.

8. Enrolment Summary and Selection Results

8.1



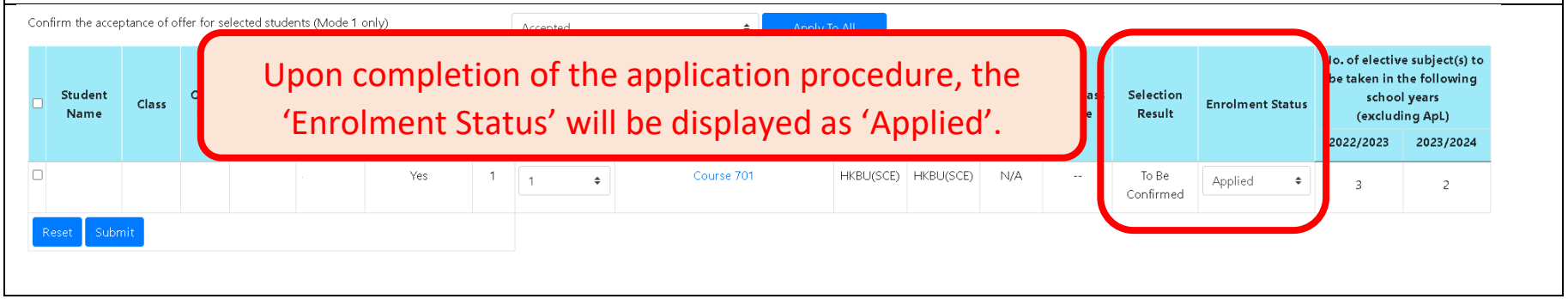
8.2



Select the respective **[Cohort]**, **[Study Class Level]** and click **[Search]**.

In addition, other criteria such as **[Selection Result]**, **[Subject]** or **[Enrolment Status]** may also be used to search.

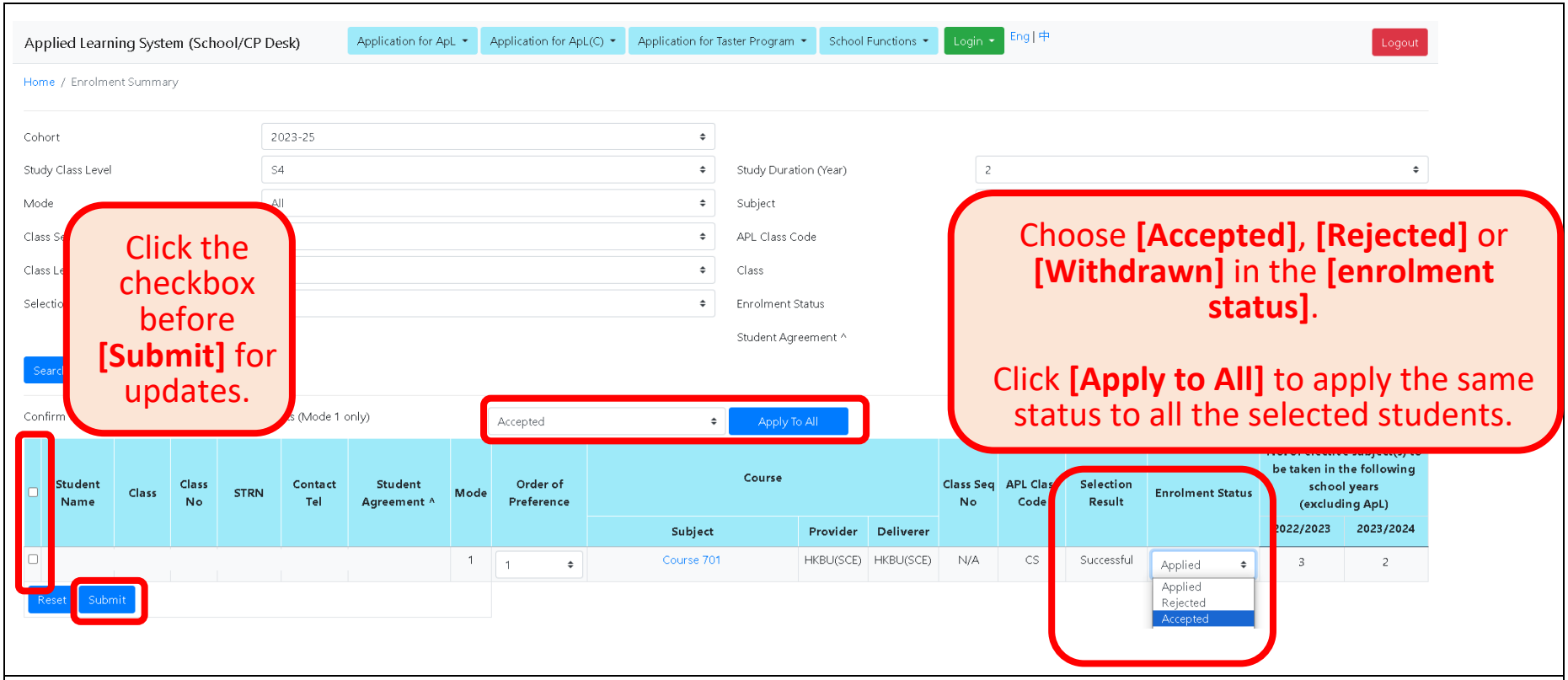
8.3



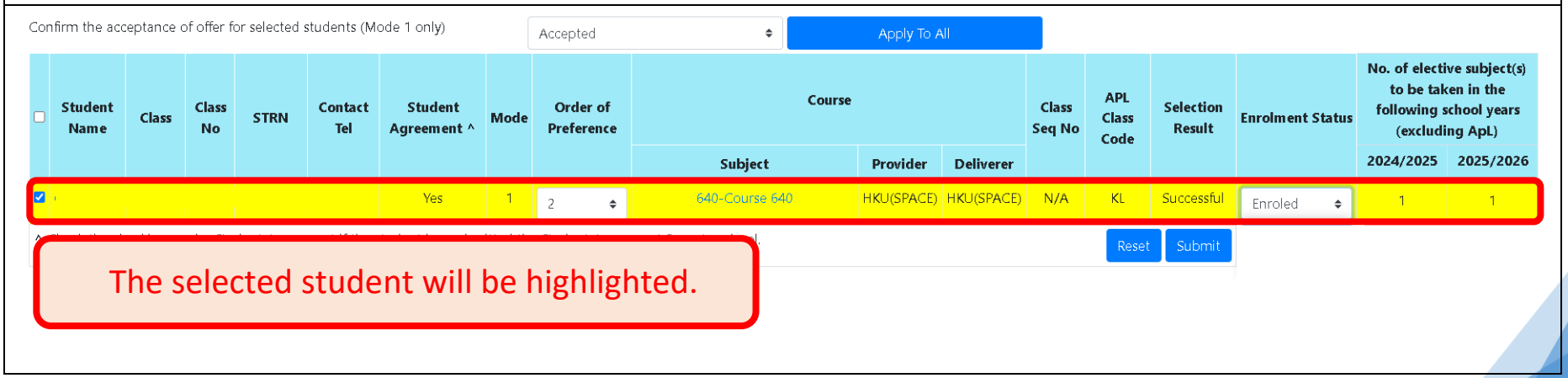
Upon completion of the application procedure, the 'Enrolment Status' will be displayed as 'Applied'.

After the selection result is released:

8.4

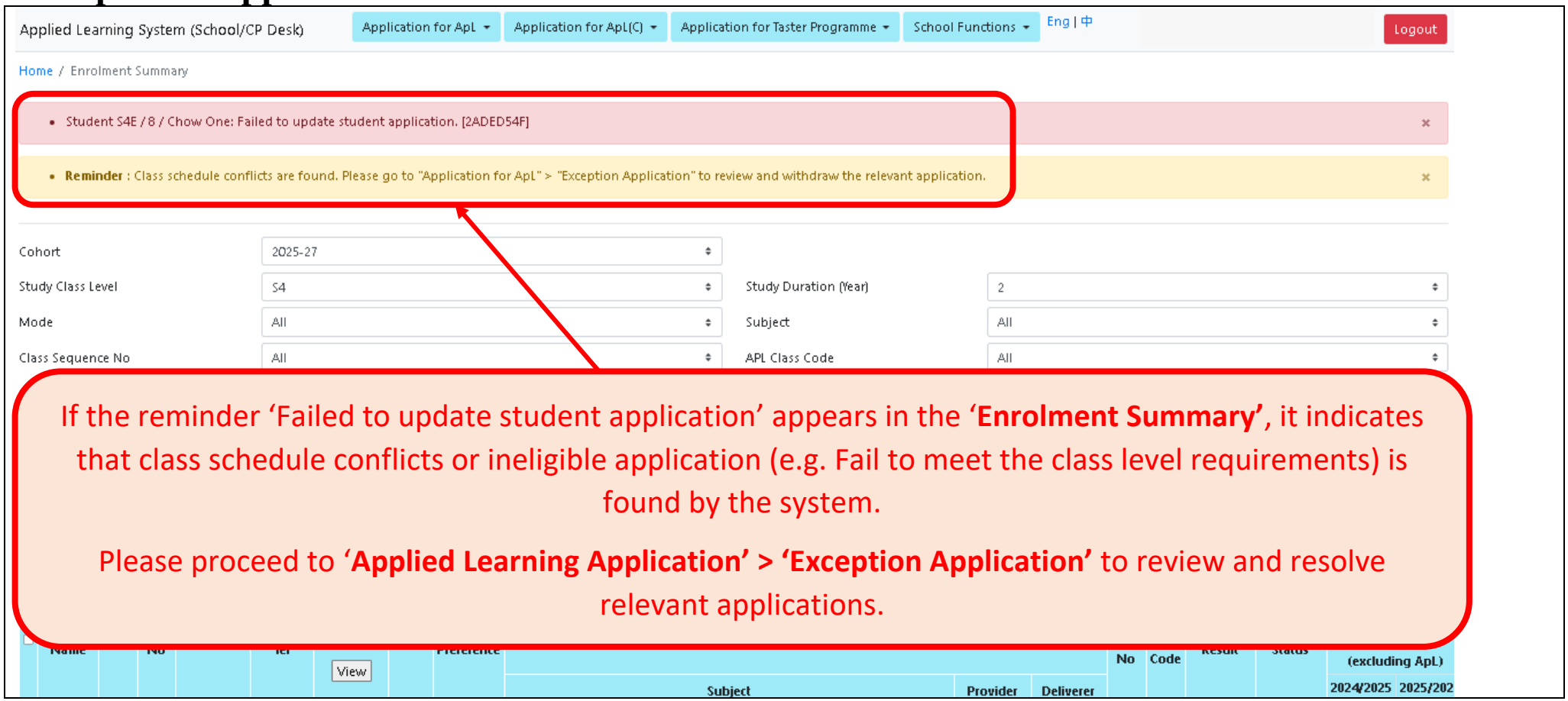


8.5

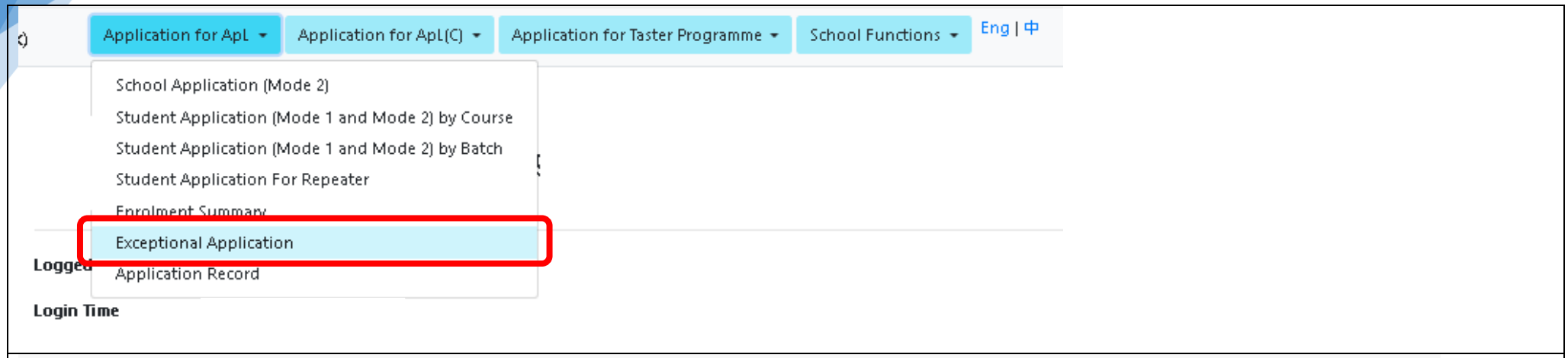


9. Exceptional Application

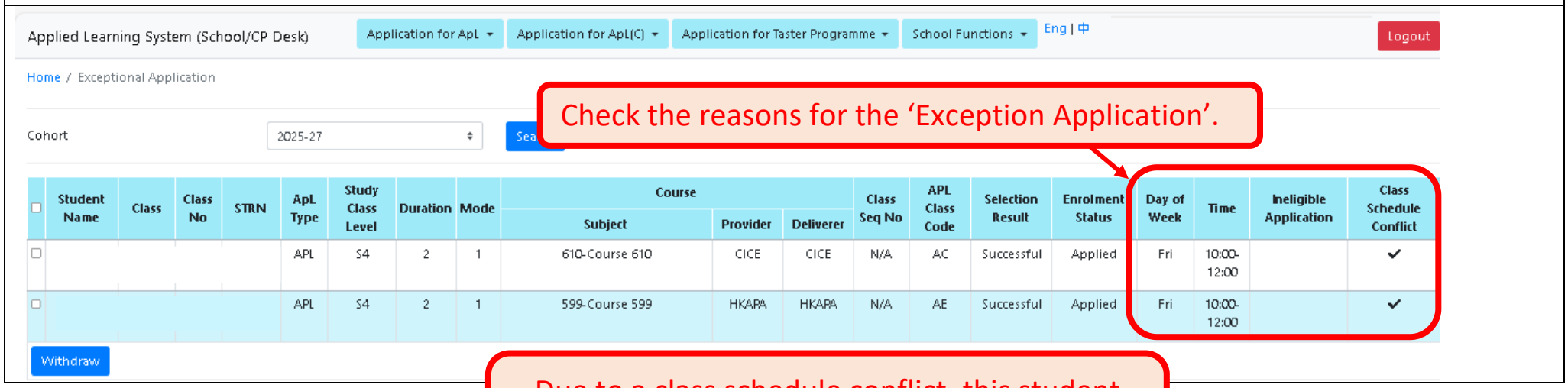
9.1



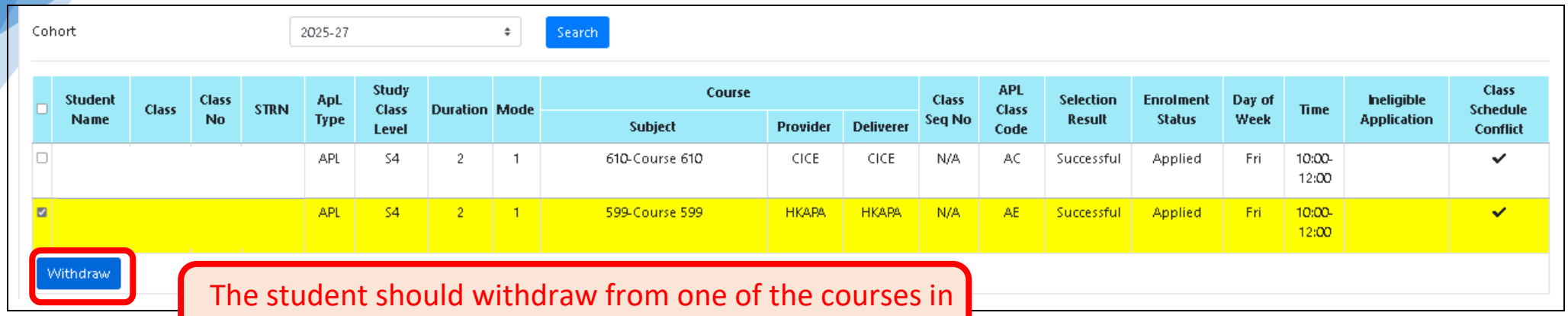
9.2


Application for ApL
Application for ApL(C)
Application for Taster Programme
School Functions
Eng | 中
School Application (Mode 2)
Student Application (Mode 1 and Mode 2) by Course
Student Application (Mode 1 and Mode 2) by Batch
Student Application For Repeater
Enrolment Summary
Exceptional Application
Application Record
Login Time

9.3


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Programme
School Functions
Eng | 中
Logout
Home / Exceptional Application
Cohort
2025-27
Check the reasons for the 'Exception Application'.
Student Name
Class
Class No
STRN
ApL Type
Study Class Level
Duration
Mode
Course
Subject
Provider
Deliverer
Class Seq No
APL Class Code
Selection Result
Enrolment Status
Day of Week
Time
Ineligible Application
Class Schedule Conflict
APL S4 2 1 610-Course 610 CICE CICE N/A AC Successful Applied Fri 10:00-12:00
APL S4 2 1 599-Course 599 HKAPA HKAPA N/A AE Successful Applied Fri 10:00-12:00
Withdraw
Due to a class schedule conflict, this student cannot enrol in both courses concurrently.

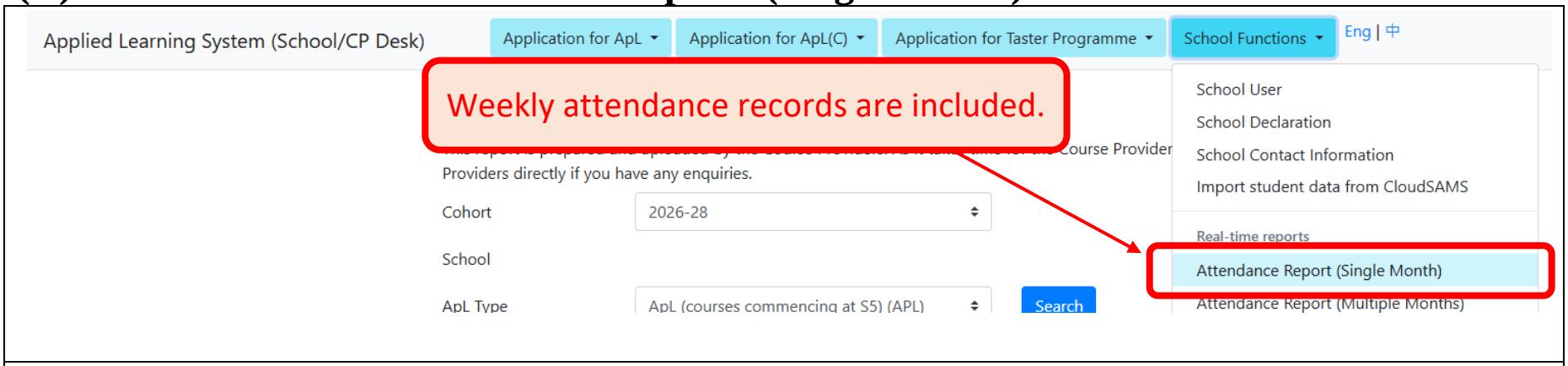
9.4



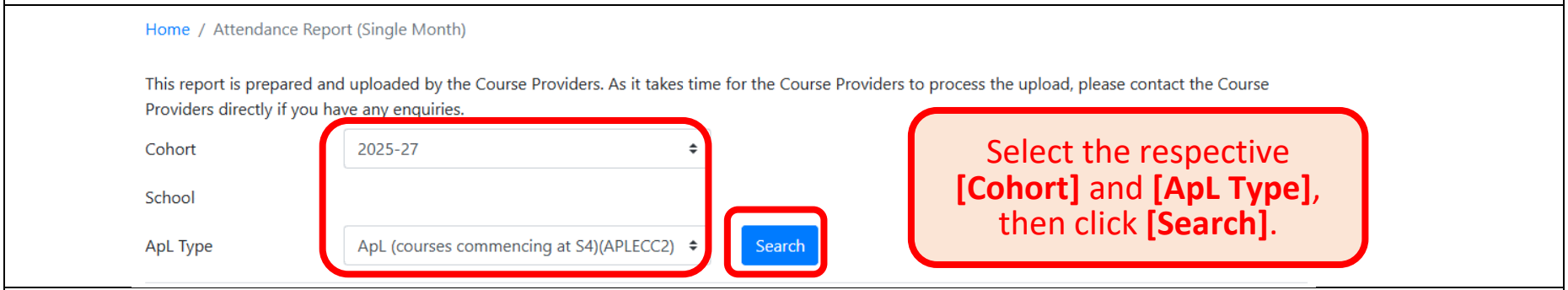
The student should withdraw from one of the courses in order to proceed with the application.

10. (A)School Functions – Attendance Reports (Single Month)

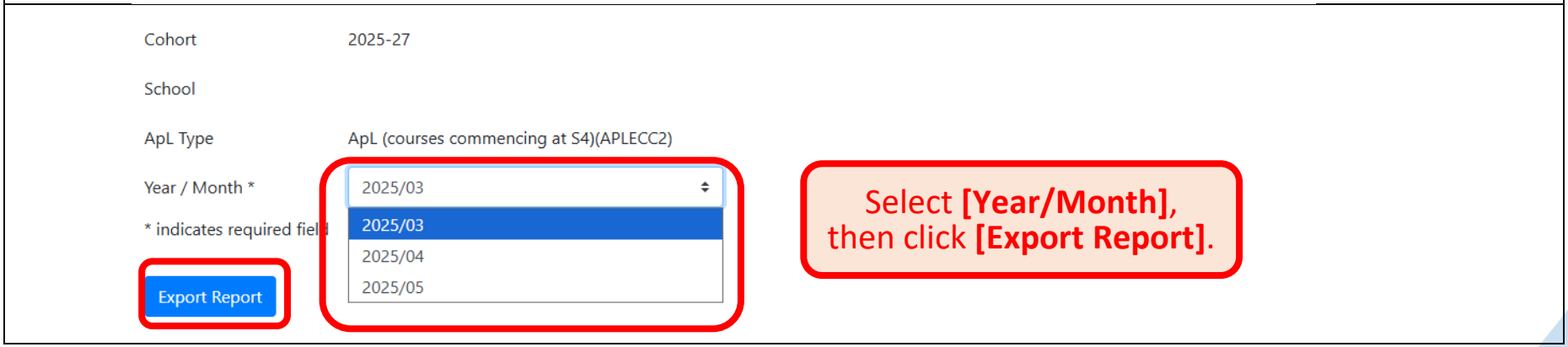
10.1



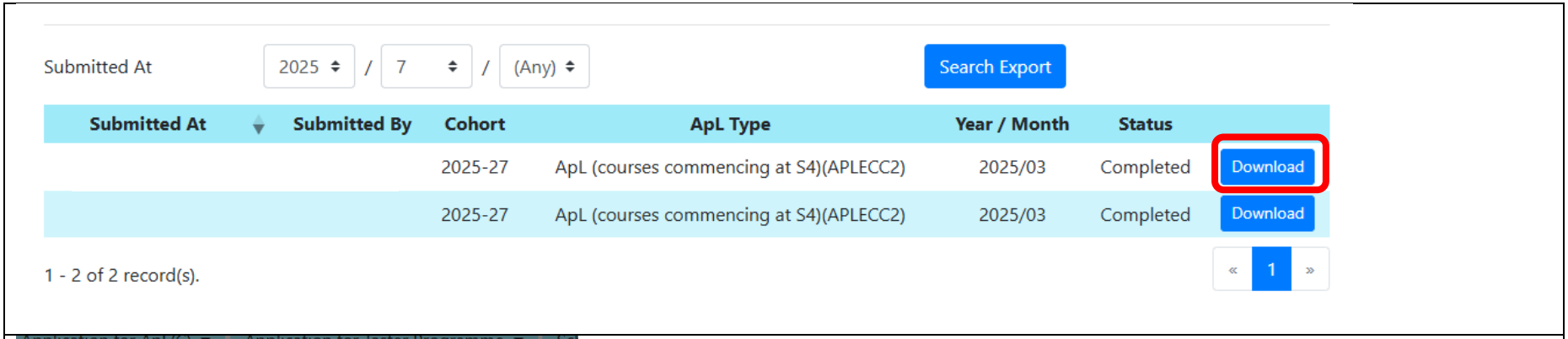
10.2



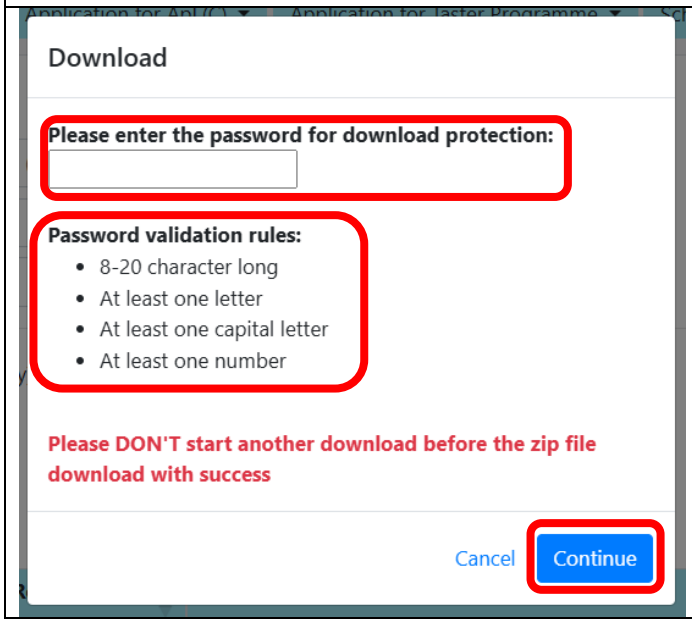
10.3



10.4



10.5



The report to be downloaded must be password-protected. Set a password that complies with the validation rules. Use the same password to open the file after downloading.

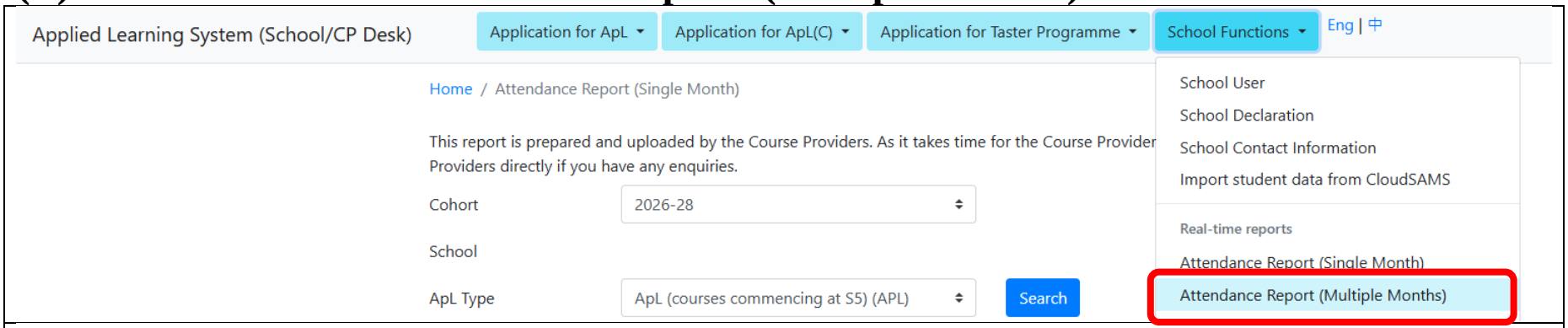
10.6

Student English Name	Student Chinese Nar	School Class Name	ApL Type	Subject Code	Course Provider	ApL Class Code	Mod	Enrolment Status	Application Date	Withdrawal Date	Lesson Date	Total No. of Lessons Attended	Total No. of Lessons Conducted	Attendance Rate %	Date(s) of Absence
XX	null	S3E	ApL (courses commencing at S4)	716	HKU(SPACE)	Z	2	Enroled	2024/02/05		2025/05/03 AM, 2025/05/10 AM	2	2	100.00	
XX	null	S3E	ApL (courses commencing at S4)	592	HKU(SPACE)	ST	1	Enroled	2025/05/21		2025/05/03 AM, 2025/05/10 AM	1	2	50.00	2025/05/10 AM
XX	null	S3E	ApL (courses commencing at S4)	640	HKU(SPACE)	KL	1	Enroled	2024/03/27		2025/05/03 AM, 2025/05/10 AM	2	2	100.00	
XX	null	S3E	ApL (courses commencing at S4)	703	CityU(SCOPE)	A	1	Enroled	2024/03/20		2025/05/03 AM, 2025/05/10 AM	2	2	100.00	

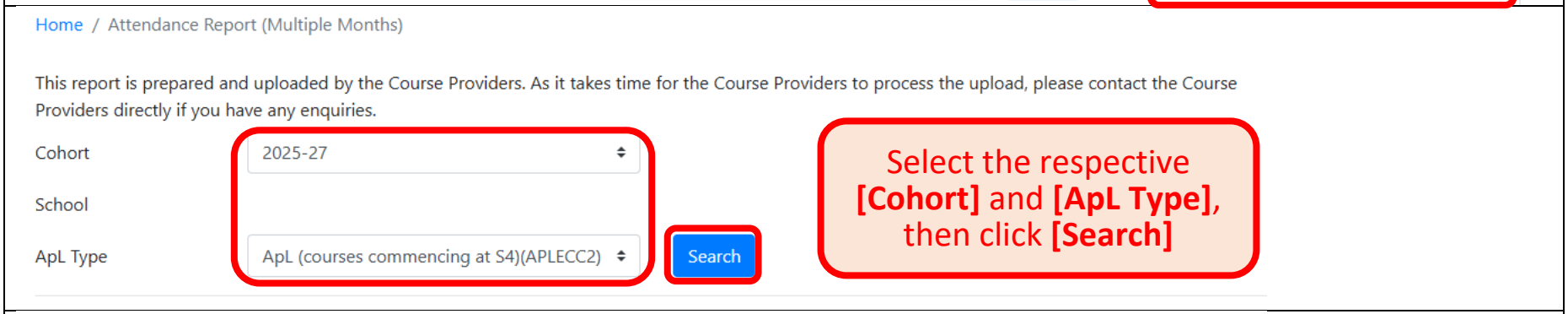
The report includes the total number of lessons conducted and attended by the student, as well as the attendance rate for that month.
Any absence records will be indicated by listing the corresponding absence dates in the last column.

(B)School Functions – Attendance Reports (Multiple Months)

10.7



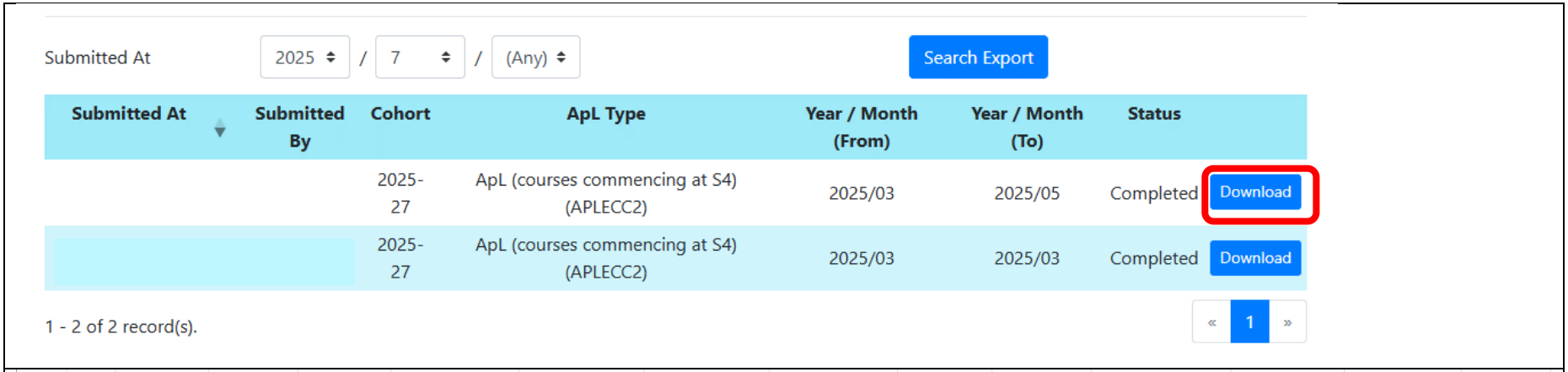
10.8



10.9



10.10



10.11

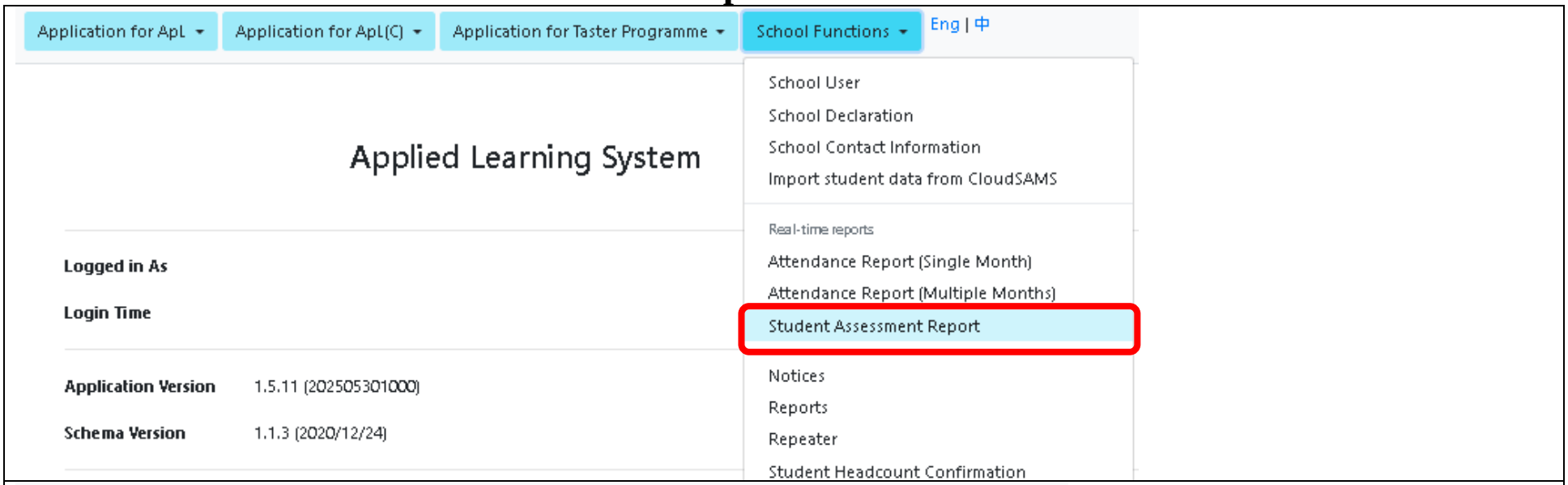
ApL Class Code	Mod	Enrolment Status	Application Date	Withdrawal Date	2025/03 Total No. of Lessons Attended	2025/03 Total No. of Lessons Conducted	2025/04 Total No. of Lessons Attended	2025/04 Total No. of Lessons Conducted	Total No. of Lessons Attended (by Period)	Total No. of Lessons Conducted (by Period)	Attendance Rate % (by Period)	Cumulative No. of Lessons Attended	Cumulative No. of Lessons Conducted	Cumulative Attendance Rate %
Z	2	Enroled	2024/02/05		1	1	0	1	1	2	50.00	5	6	83.33
ST	1	Enroled	2025/05/21		4	4	1	2	5	6	83.33	9	10	90.00
KL	1	Enroled	2024/03/27		0	1	1	1	1	2	50.00	5	6	83.33
A	1	Enroled	2024/03/20		1	1	1	1	2	2	100.00	6	6	100.00
M3	1	Enroled	2024/04/11		0	0	0	0	0	0	0.00	4	4	100.00
ZZ	2	Enroled	2024/02/06		1	1	1	1	2	2	100.00	6	6	100.00
E	1	Enroled	2024/04/12		1	1	0	1	1	2				
Z	2	Enroled	2024/02/02		0	0	0	0	0	0				
A	1	Enroled	2024/02/02		0	0	0	0	0	0				

Users can select a specified period for the report (e.g. from March to April), which includes the total number of lessons conducted and attended by the students, as well as the attendance rate for the period.

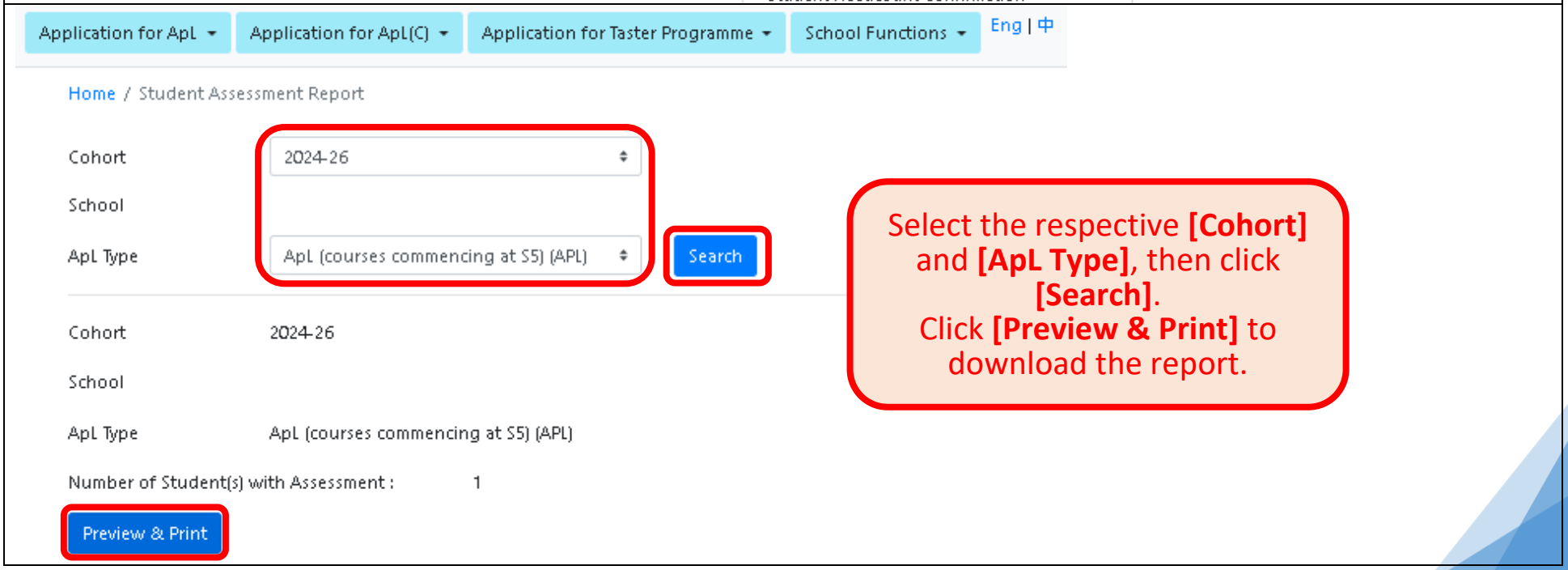
The report will also show the cumulative attendance rate based on the total number of lessons conducted.

11. School Functions – Student Assessment Reports

11.1

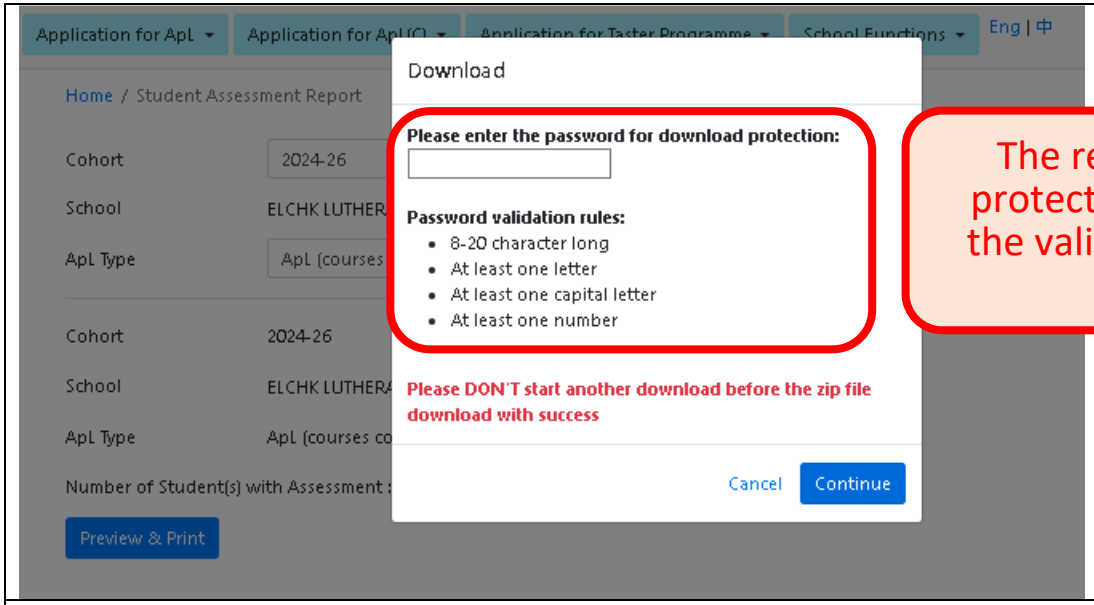


11.2



Select the respective **[Cohort]** and **[ApL Type]**, then click **[Search]**.
Click **[Preview & Print]** to download the report.

11.3



The report to be downloaded must be password-protected. Please set a password that complies with the validation rules. Use the same password to open the file after downloading.

11.4

Report sample:

The yellow parts indicate the months for assessment reports to be uploaded by course providers; while the blue parts indicate the grade for relevant assessment.

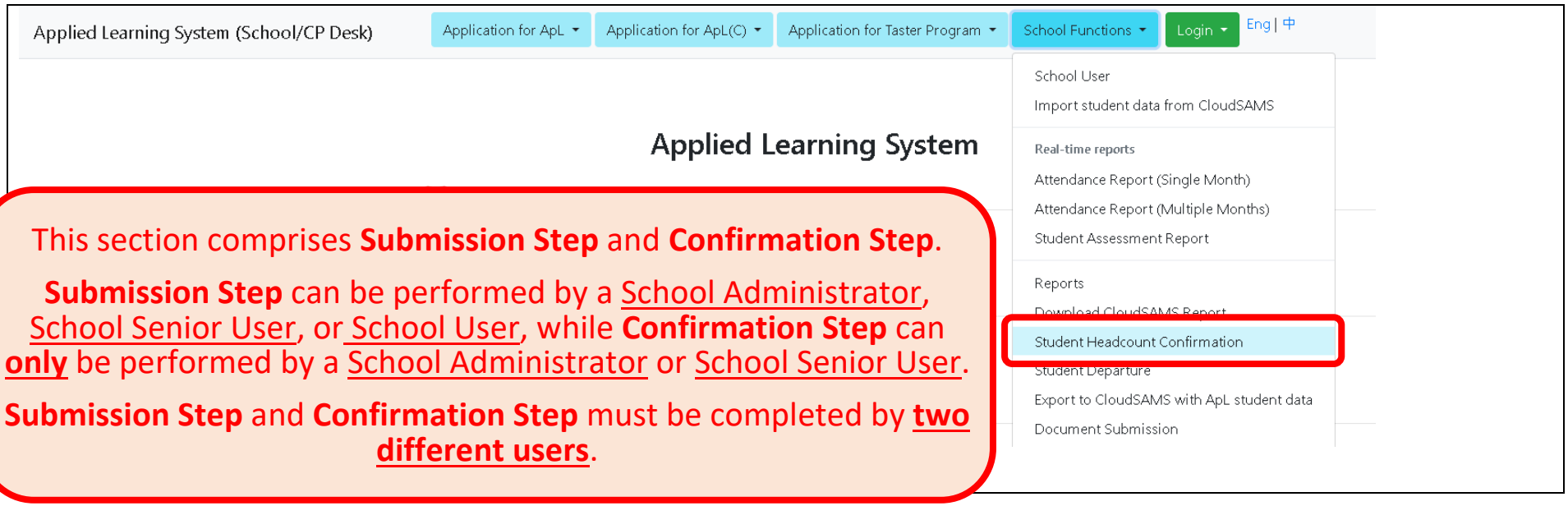
Cohort	SCRN	School Name	STRN	Student English Name	Student Chinese Name	School Class Name	Class No	ApL Type	Subject Code	Course Provider	ApL Class Code	Mode	Total No. of Assessments	Assessment 1 Release Month	Assessment 1 Grade	Assessment 2 Release Month	Assessment 2 Grade
2024	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	S3E	1	courses commencing at S5	716	HKU(SPACE)	Z	2	8	2025/05	A	2025/05	B
2025	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	S3E	2	courses commencing at S4	640	HKU(SPACE)	KL	1	6	2025/01	B	2025/05	C
2025	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	S3E	3	courses commencing at S4	703	CityU(SCOPE)	A	1	10	2025/01	C	2025/05	D
2025	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	S3E	4	courses commencing at S4	599	HKAPA	M3	1	6	2025/01	D	2025/05	D

註 Note:
學生的最終成績會由香港考試及評核局(考評局)作出調控，經調控後的成績會記錄在學生的香港中學文憑考試證書上，此報告列出學生的評估課業成績，並未經考評局調控，只供參考之用
Students' final results will be subject to the moderation by the Hong Kong Examinations and Assessment Authority (HKEAA) and will be recorded in the students' Hong Kong Diploma of Secondary Education Examination certificates. The results listed in this report have not been moderated by the HKEAA and are for reference only

The assessment grades are for reference only. Please refer to the 'Mark-conversion table' as provided on the webpage of the course providers and included in the student handbook.

12. School Functions – Student Headcount Confirmation

12.1

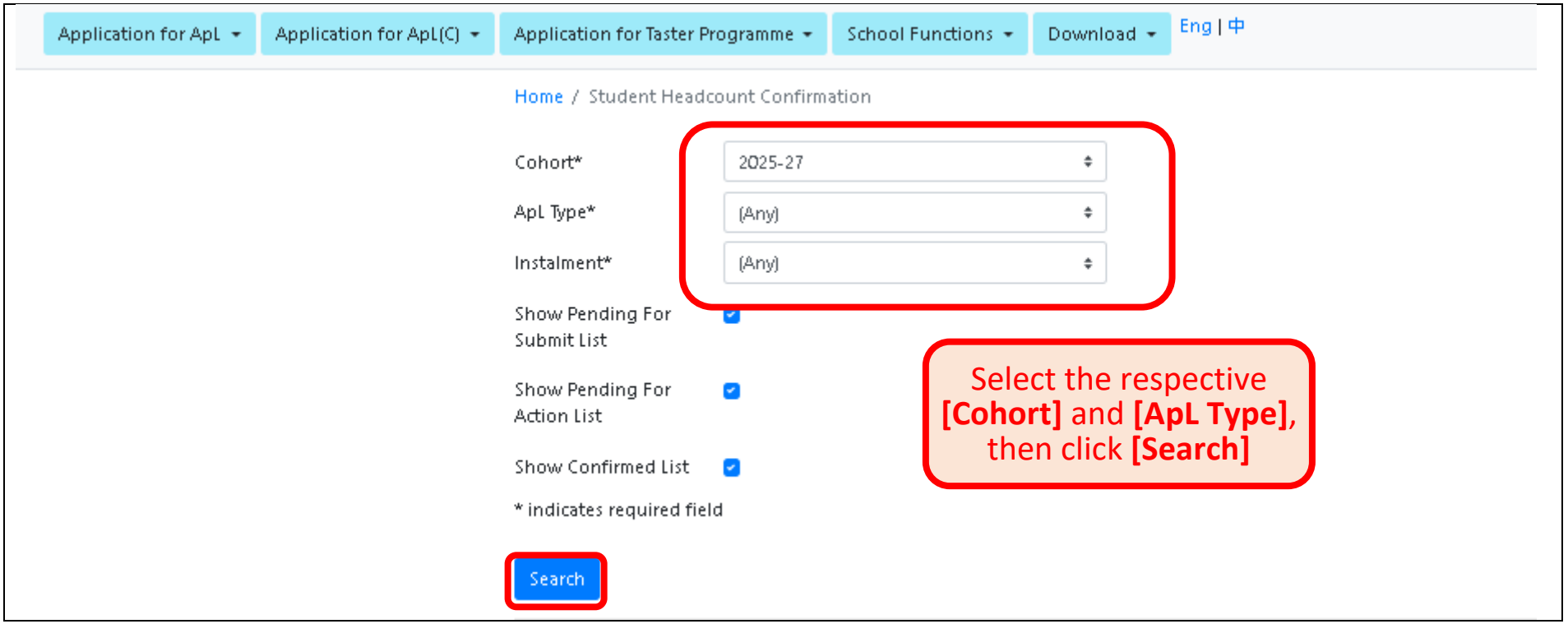


This section comprises **Submission Step** and **Confirmation Step**.

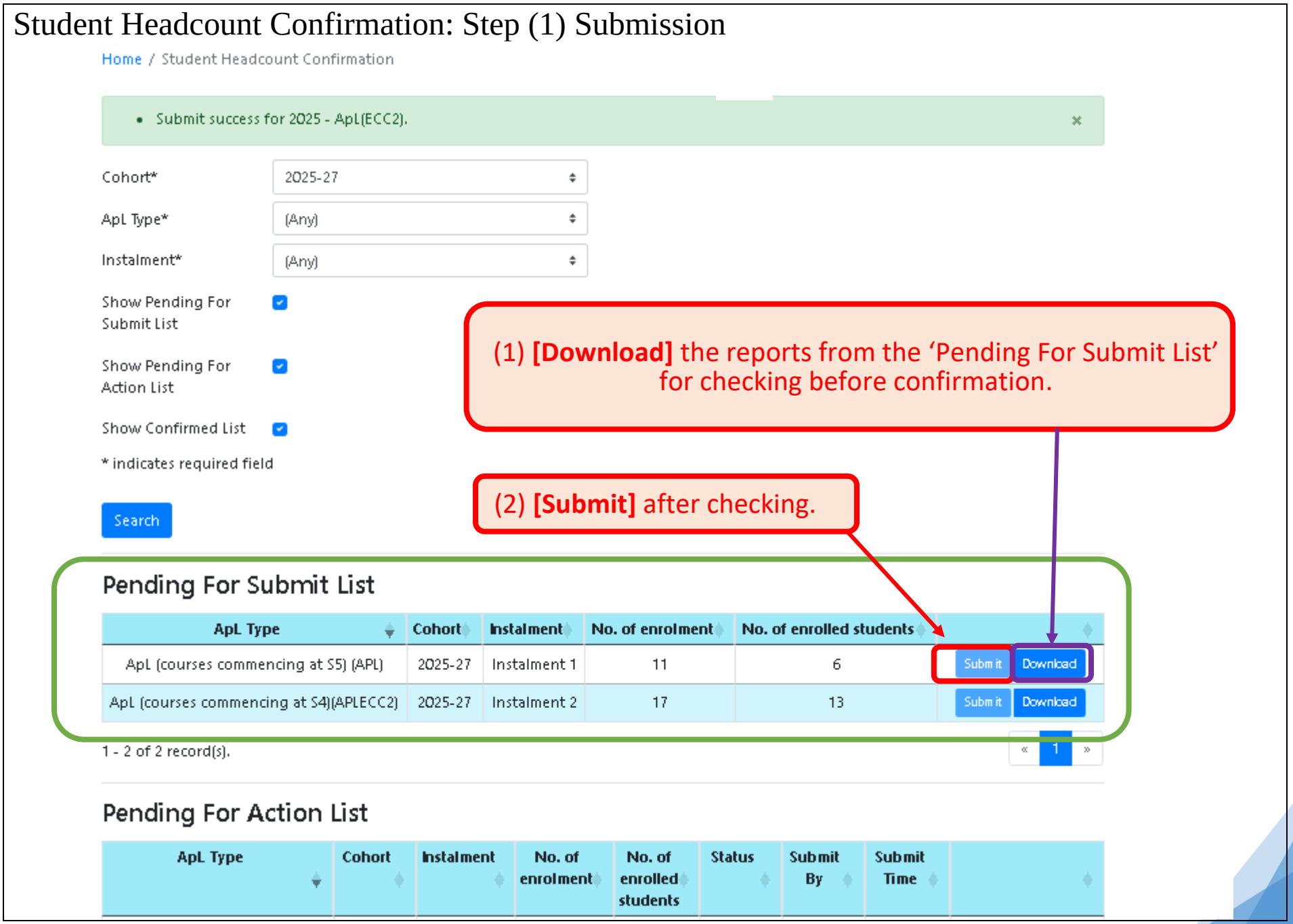
Submission Step can be performed by a School Administrator, School Senior User, or School User, while **Confirmation Step** can **only** be performed by a School Administrator or School Senior User.

Submission Step and **Confirmation Step** must be completed by **two different users**.

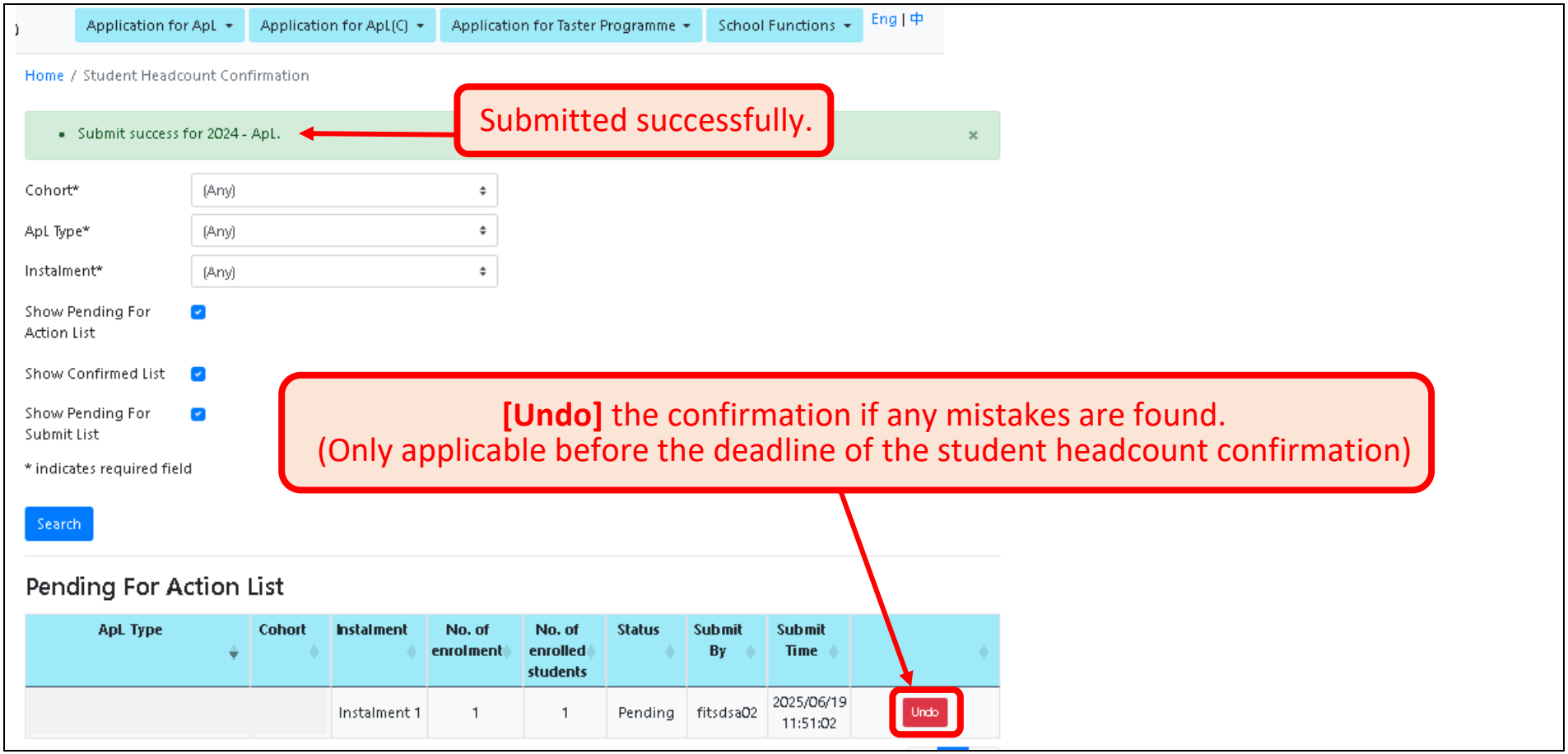
12.2


Application for ApL
Application for ApL(C)
Application for Taster Programme
School Functions
Download
Eng | 中
Home / Student Headcount Confirmation
Cohort*
2025-27
ApL Type*
(Any)
Instalment*
(Any)
Show Pending For Submit List
Show Pending For Action List
Show Confirmed List
* indicates required field
Search
Select the respective [Cohort] and [ApL Type], then click [Search]

12.3 Student Headcount Confirmation: Step (1) Submission

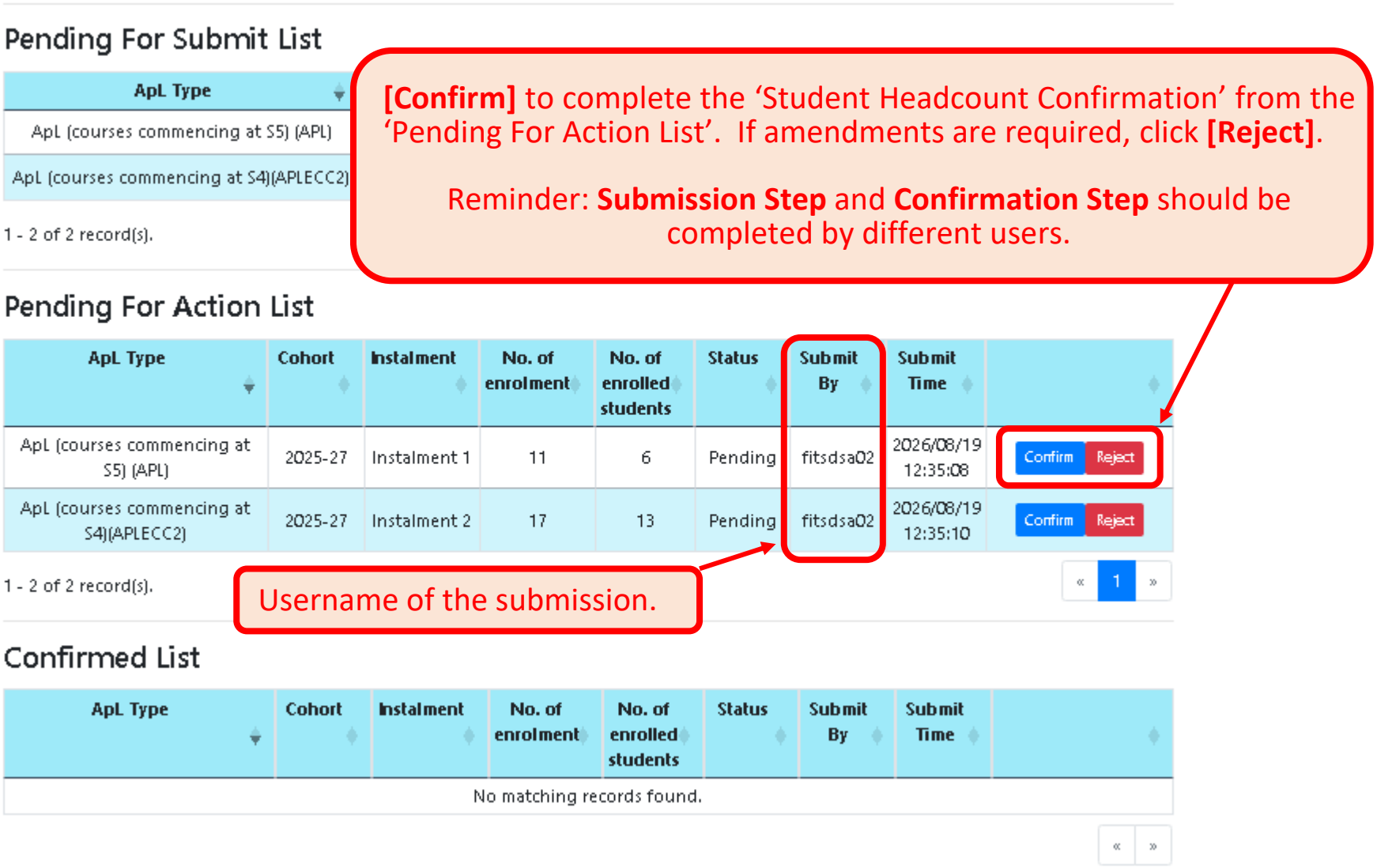


12.4

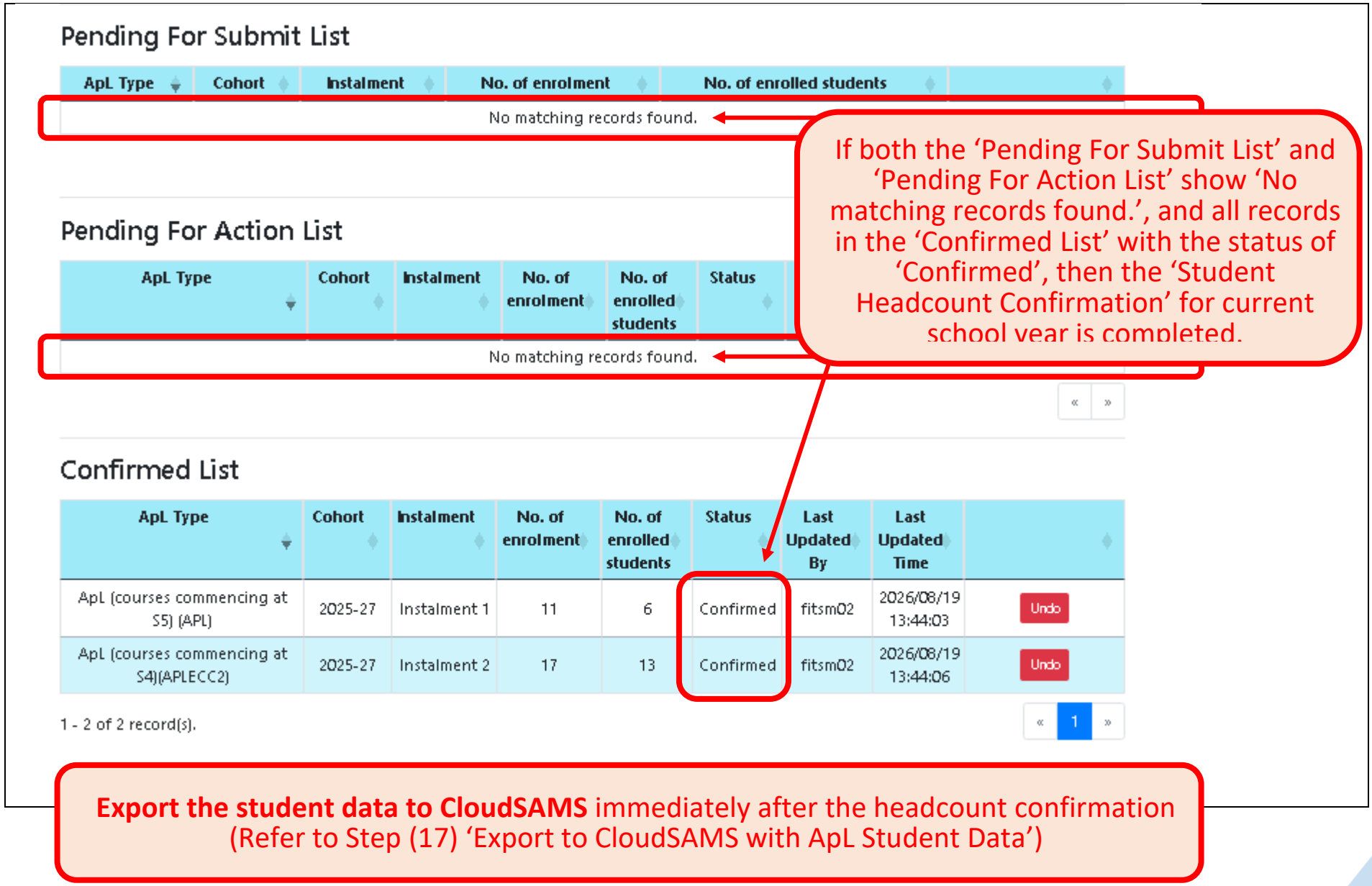

Application for ApL
Application for ApL(C)
Application for Taster Programme
School Functions
Eng | 中
Home / Student Headcount Confirmation
Submitted successfully.
Submit success for 2024 - ApL.
Cohort*
(Any)
ApL Type*
(Any)
Instalment*
(Any)
Show Pending For Action List
Show Confirmed List
Show Pending For Submit List
* indicates required field
Search
[Undo] the confirmation if any mistakes are found.
(Only applicable before the deadline of the student headcount confirmation)
Pending For Action List
ApL Type
Cohort
Instalment
No. of enrolment
No. of enrolled students
Status
Submit By
Submit Time
Instalment 1
1
1
Pending
fitsdsa02
2025/06/19 11:51:02
Undo

12.5 Student Headcount Confirmation Step (2): Confirmation

This step can only be performed by **[School Administrator]** or **[School Senior User]**

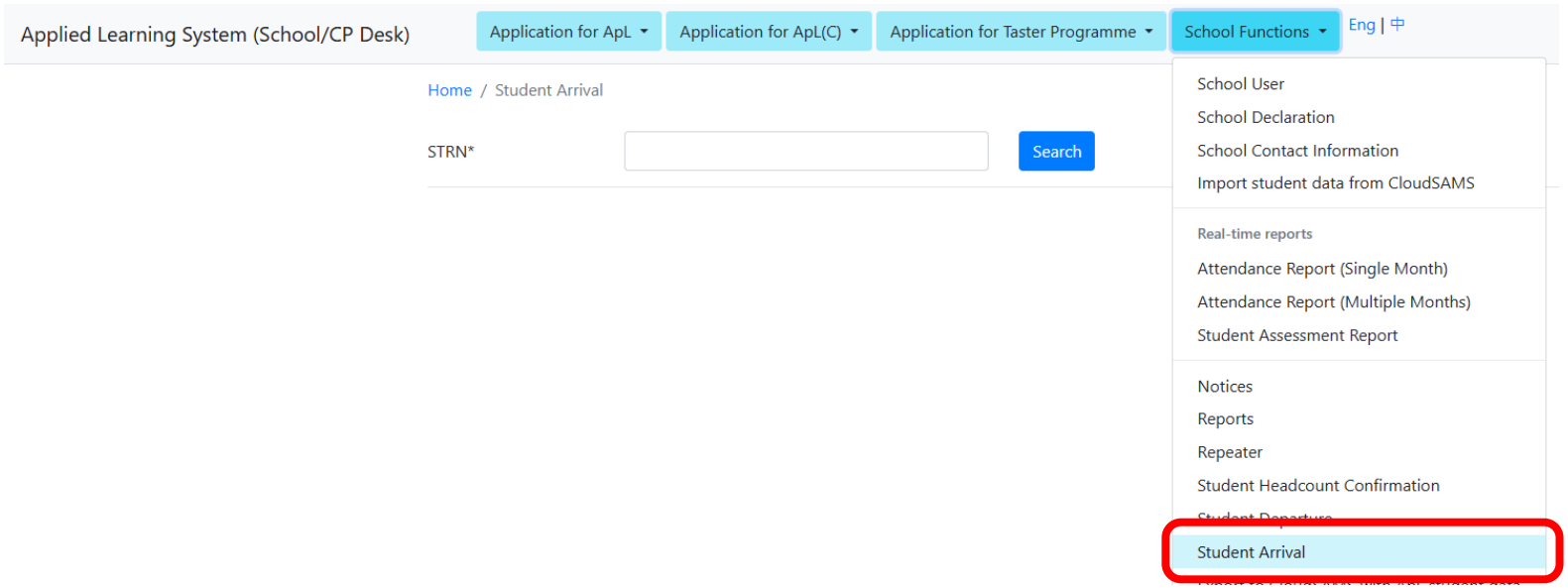


12.6

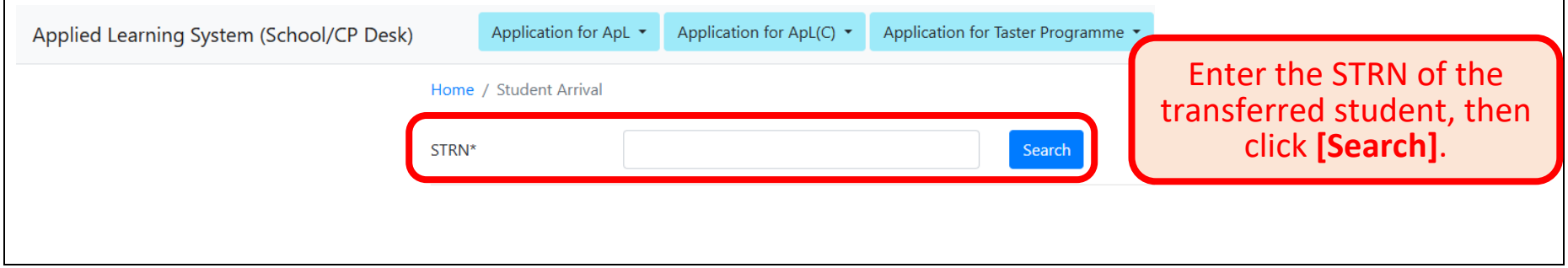

Pending For Submit List
ApL Type
Cohort
Instalment
No. of enrolment
No. of enrolled students
No matching records found.
Pending For Action List
ApL Type
Cohort
Instalment
No. of enrolment
No. of enrolled students
Status
No matching records found.
Confirmed List
ApL Type
Cohort
Instalment
No. of enrolment
No. of enrolled students
Status
Last Updated By
Last Updated Time
ApL (courses commencing at S5) (APL)
2025-27
Instalment 1
11
6
Confirmed
fitsm02
2026/08/19 13:44:03
Undo
ApL (courses commencing at S4)(APLECC2)
2025-27
Instalment 2
17
13
Confirmed
fitsm02
2026/08/19 13:44:06
Undo
1 - 2 of 2 record(s).
If both the 'Pending For Submit List' and 'Pending For Action List' show 'No matching records found.', and all records in the 'Confirmed List' with the status of 'Confirmed', then the 'Student Headcount Confirmation' for current school year is completed.
Export the student data to CloudSAMS immediately after the headcount confirmation (Refer to Step (17) 'Export to CloudSAMS with ApL Student Data')

13. School Functions – Student Arrival (for transferred student)

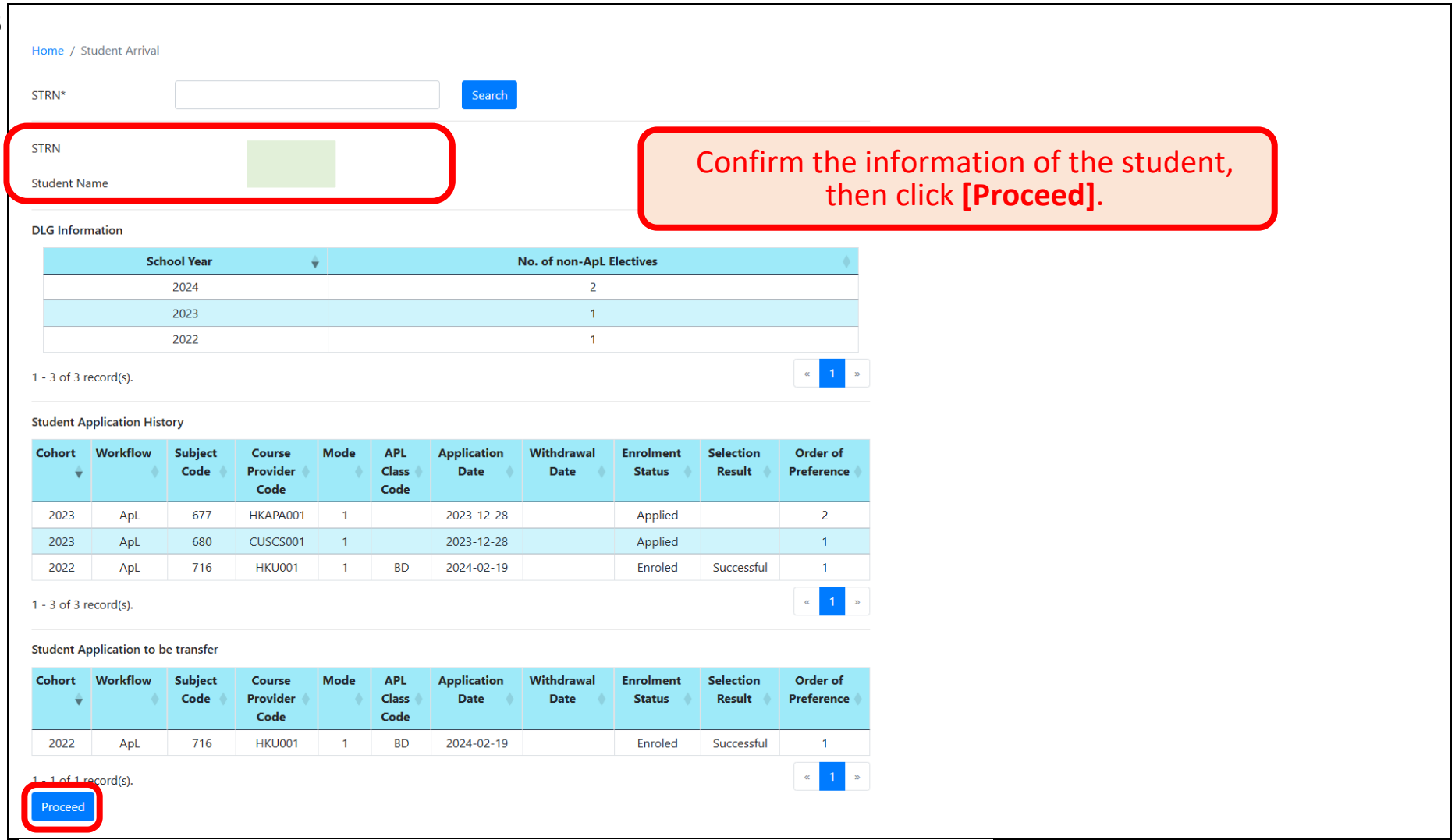
13.1



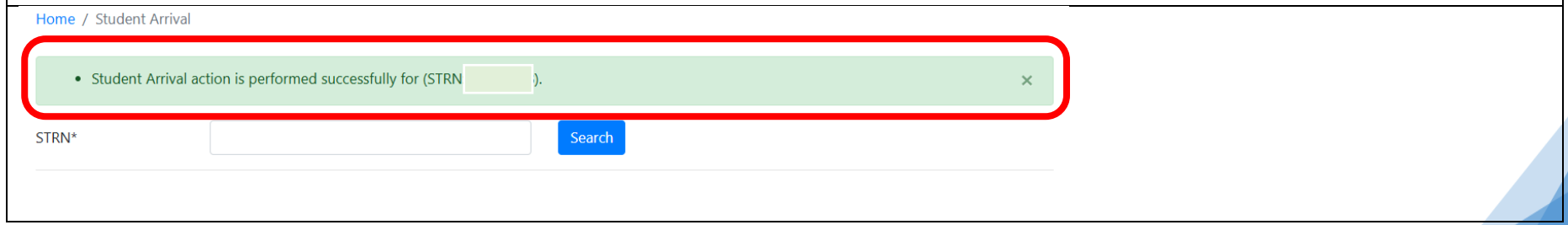
13.2



13.3

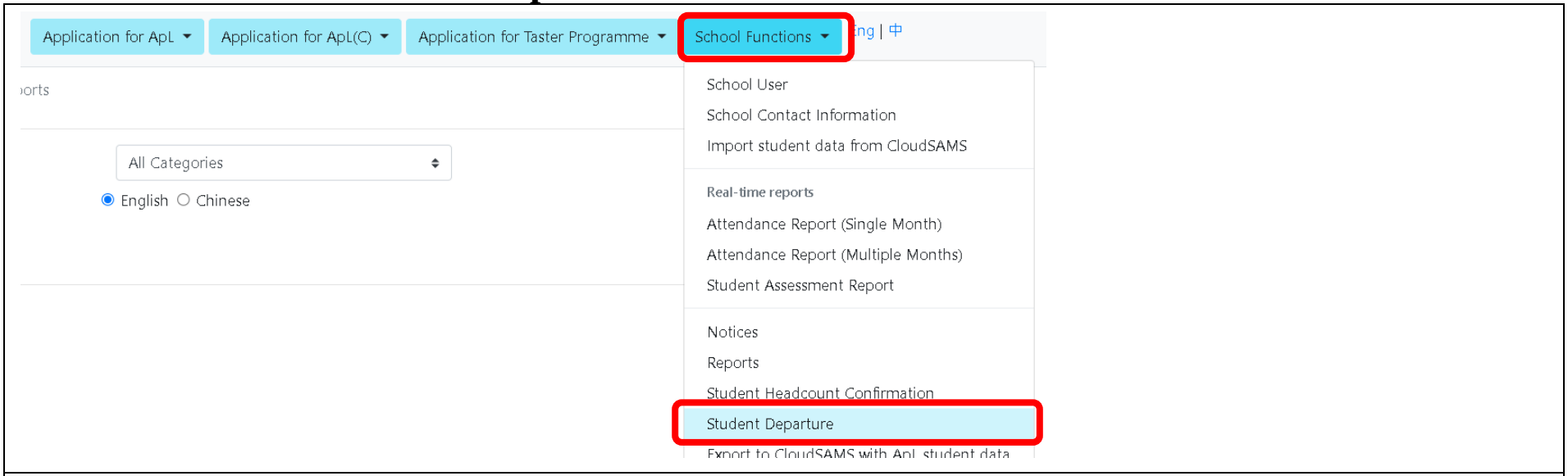

Home / Student Arrival
STRN*
Search
STRN
Student Name
Confirm the information of the student, then click [Proceed].
DLG Information
School Year
No. of non-ApL Electives
2024
2
2023
1
2022
1
1 - 3 of 3 record(s).
Student Application History
Cohort
Workflow
Subject Code
Course Provider Code
Mode
APL Class Code
Application Date
Withdrawal Date
Enrolment Status
Selection Result
Order of Preference
2023 ApL 677 HKAPA001 1 2023-12-28 Applied 2
2023 ApL 680 CUSCS001 1 2023-12-28 Applied 1
2022 ApL 716 HKU001 1 BD 2024-02-19 Enroled Successful 1
1 - 3 of 3 record(s).
Student Application to be transfer
2022 ApL 716 HKU001 1 BD 2024-02-19 Enroled Successful 1
1 - 1 of 1 record(s).
Proceed

13.4

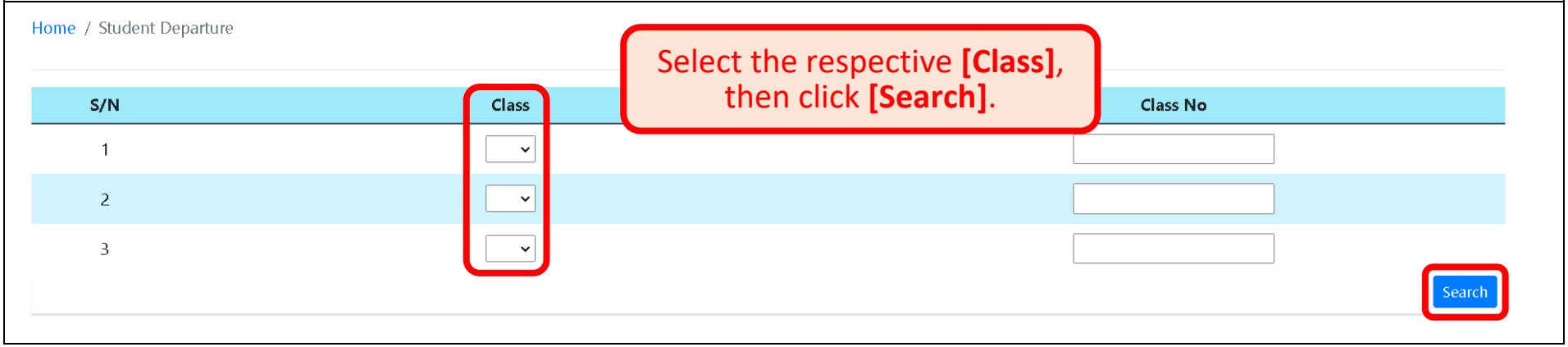

Home / Student Arrival
Student Arrival action is performed successfully for (STRN).
STRN*
Search

14. School Functions – Student Departure

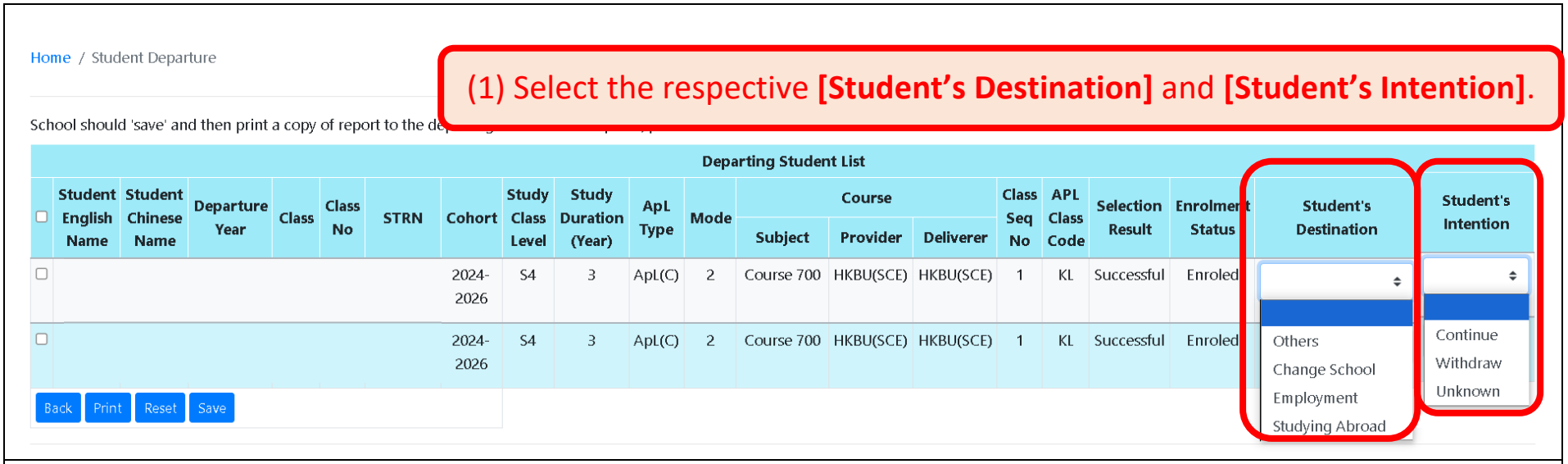
14.1



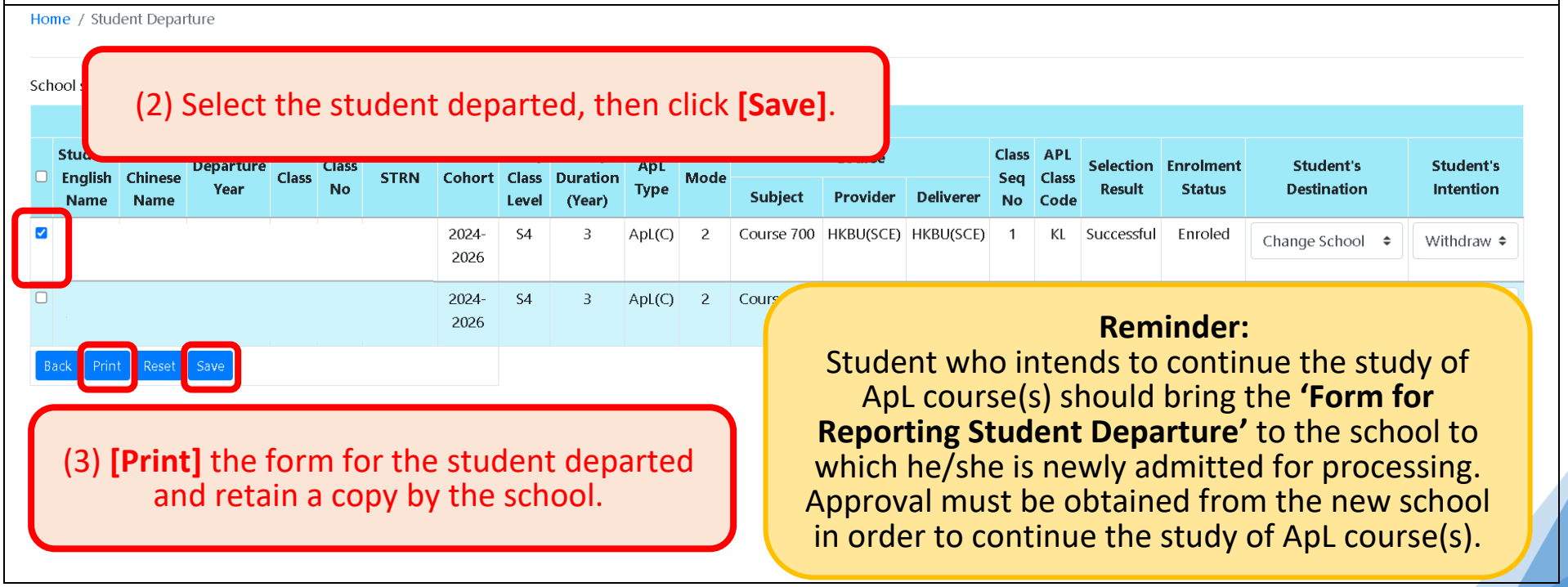
14.2



14.3

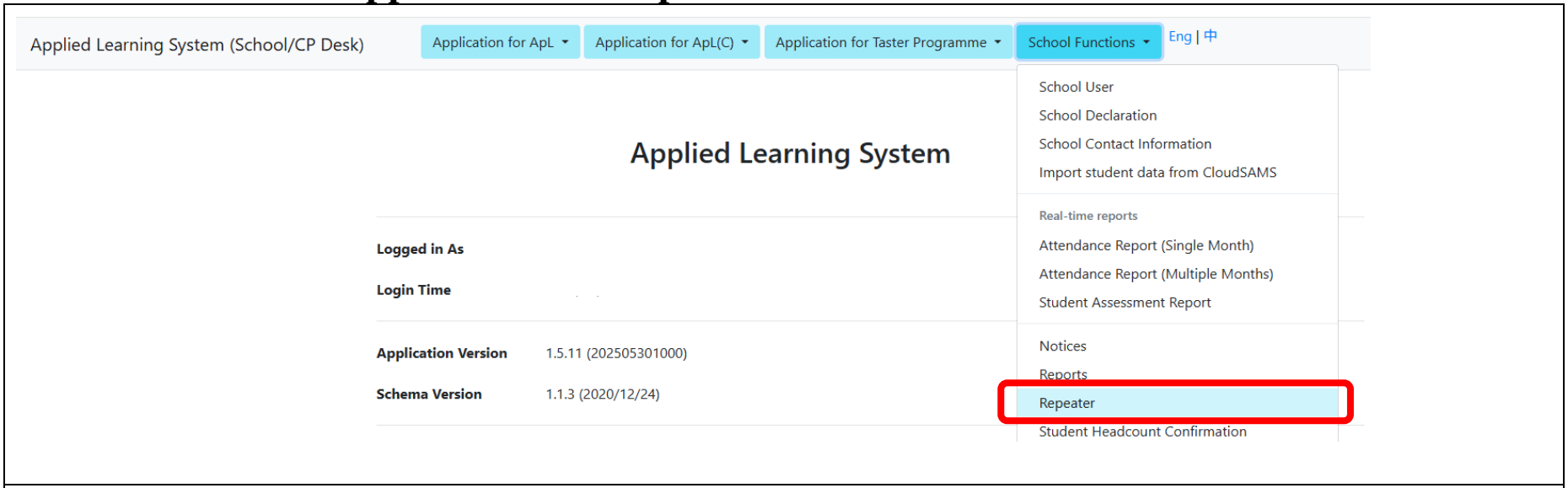

Home / Student Departure
(1) Select the respective [Student's Destination] and [Student's Intention].
School should 'save' and then print a copy of report to the de
Departing Student List
Student English Name
Student Chinese Name
Departure Year
Class
Class No
STRN
Cohort
Study Class Level
Study Duration (Year)
ApL Type
Mode
Course
Subject
Provider
Deliverer
Class Seq No
APL Class Code
Selection Result
Enrolment Status
Student's Destination
Student's Intention
2024-2026
S4
3
ApL(C)
2
Course 700
HKBU(SCE)
HKBU(SCE)
1
KL
Successful
Enroled
Others
Change School
Employment
Studying Abroad
Continue
Withdraw
Unknown
Back
Print
Reset
Save

14.4

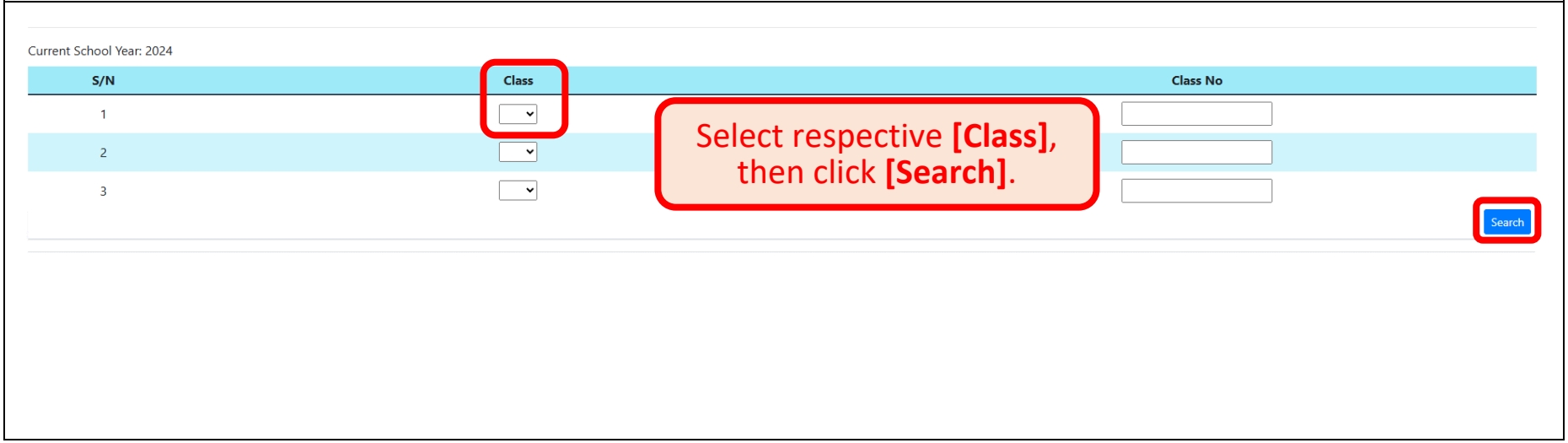

Home / Student Departure
(2) Select the student departed, then click [Save].
Student English Name
Chinese Name
Departure Year
Class
Class No
STRN
Cohort
Class Level
Duration (Year)
ApL Type
Mode
Subject
Provider
Deliverer
Class Seq No
APL Class Code
Selection Result
Enrolment Status
Student's Destination
Student's Intention
2024-2026
S4
3
ApL(C)
2
Course 700
HKBU(SCE)
HKBU(SCE)
1
KL
Successful
Enroled
Change School
Withdraw
Back
Print
Reset
Save
(3) [Print] the form for the student departed and retain a copy by the school.
Reminder:
Student who intends to continue the study of ApL course(s) should bring the 'Form for Reporting Student Departure' to the school to which he/she is newly admitted for processing. Approval must be obtained from the new school in order to continue the study of ApL course(s).

15. School Function – Application for Repeaters

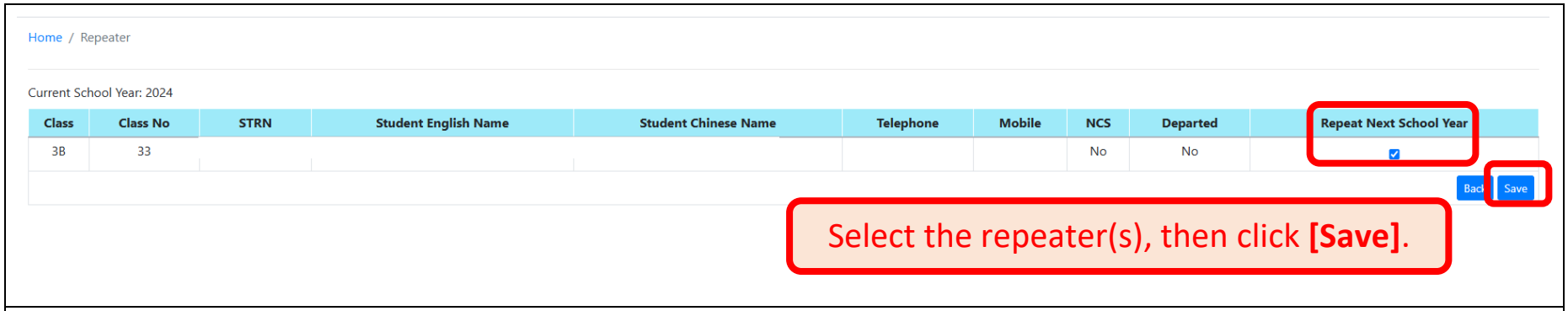
15.1



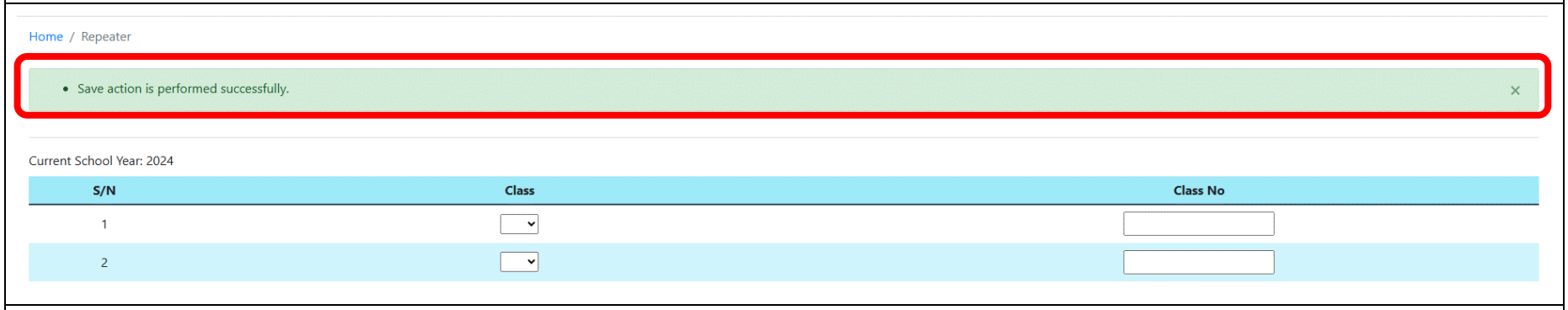
15.2



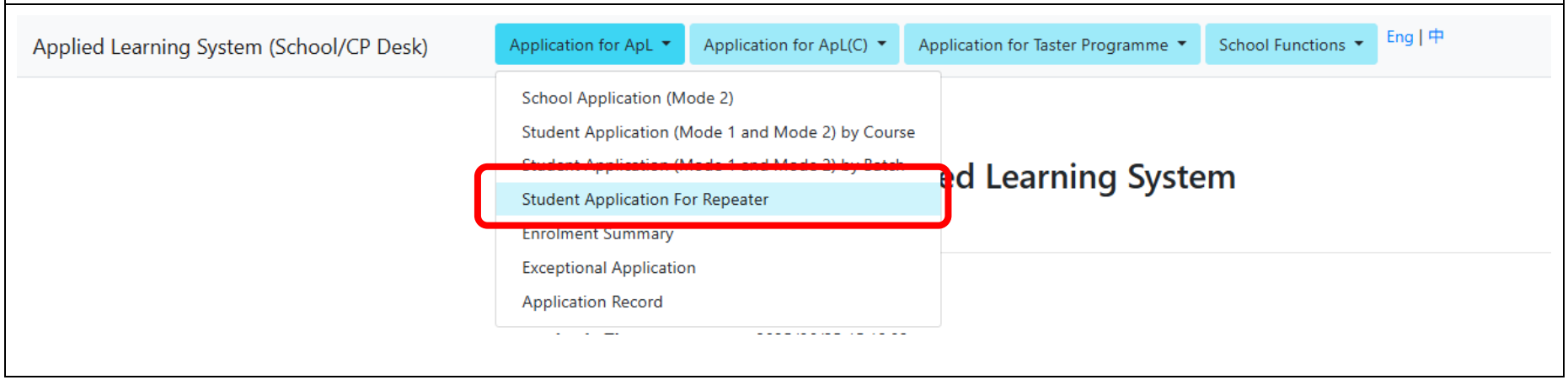
15.3


Home / Repeater
Current School Year: 2024
Class
Class No
STRN
Student English Name
Student Chinese Name
Telephone
Mobile
NCS
Departed
Repeat Next School Year
3B
33
No
No
Back
Save
Select the repeater(s), then click [Save].

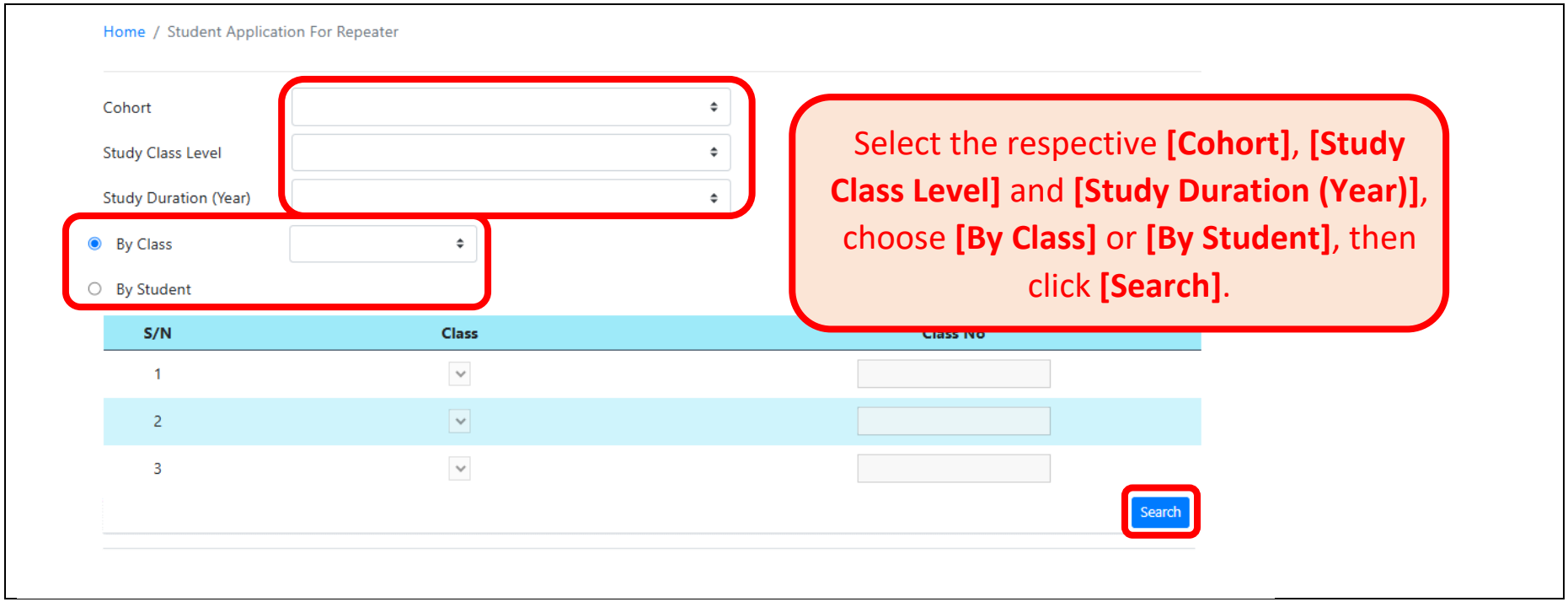
15.4


Home / Repeater
Save action is performed successfully.
Current School Year: 2024
S/N
Class
Class No
1
2

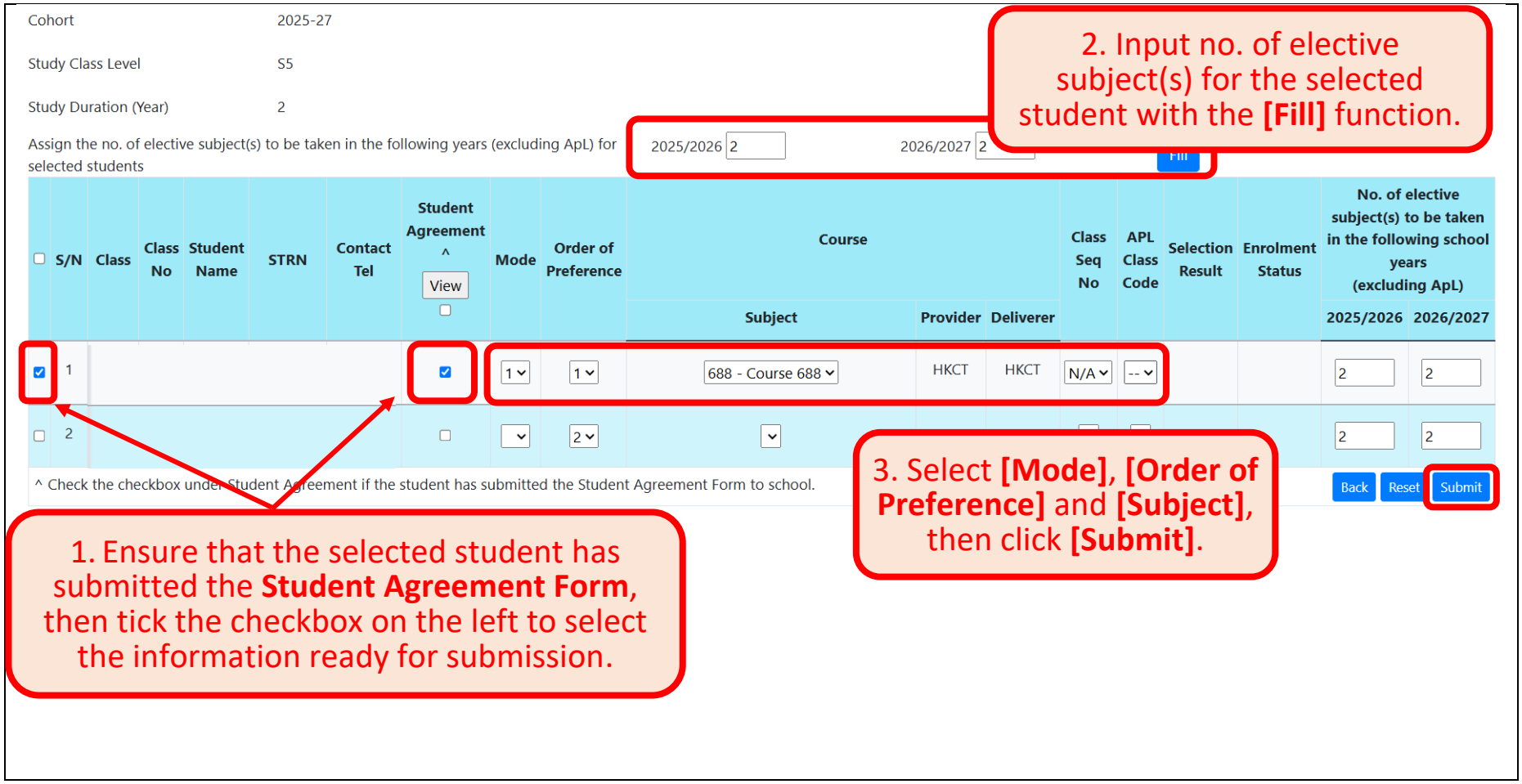
15.5


Applied Learning System (School/CP Desk)
Application for ApL
Application for ApL(C)
Application for Taster Programme
School Functions
Eng | 中
School Application (Mode 2)
Student Application (Mode 1 and Mode 2) by Course
Student Application For Repeater
Enrolment Summary
Exceptional Application
Application Record

15.6

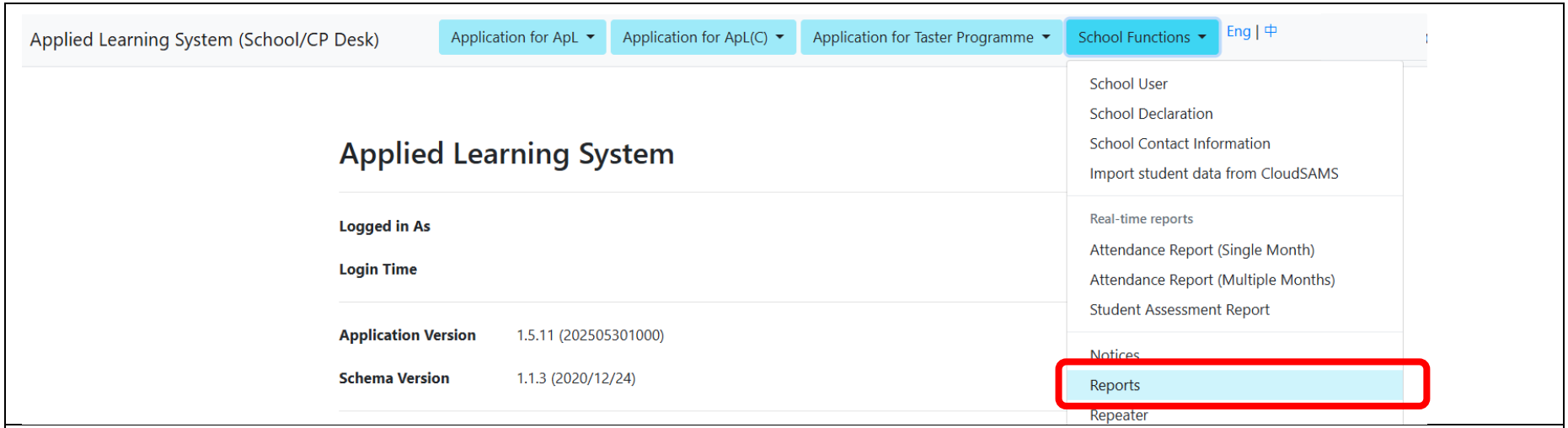

Home / Student Application For Repeater
Cohort
Study Class Level
Study Duration (Year)
By Class
By Student
S/N
Class
Class No
1
2
3
Search
Select the respective [Cohort], [Study Class Level] and [Study Duration (Year)], choose [By Class] or [By Student], then click [Search].

15.7

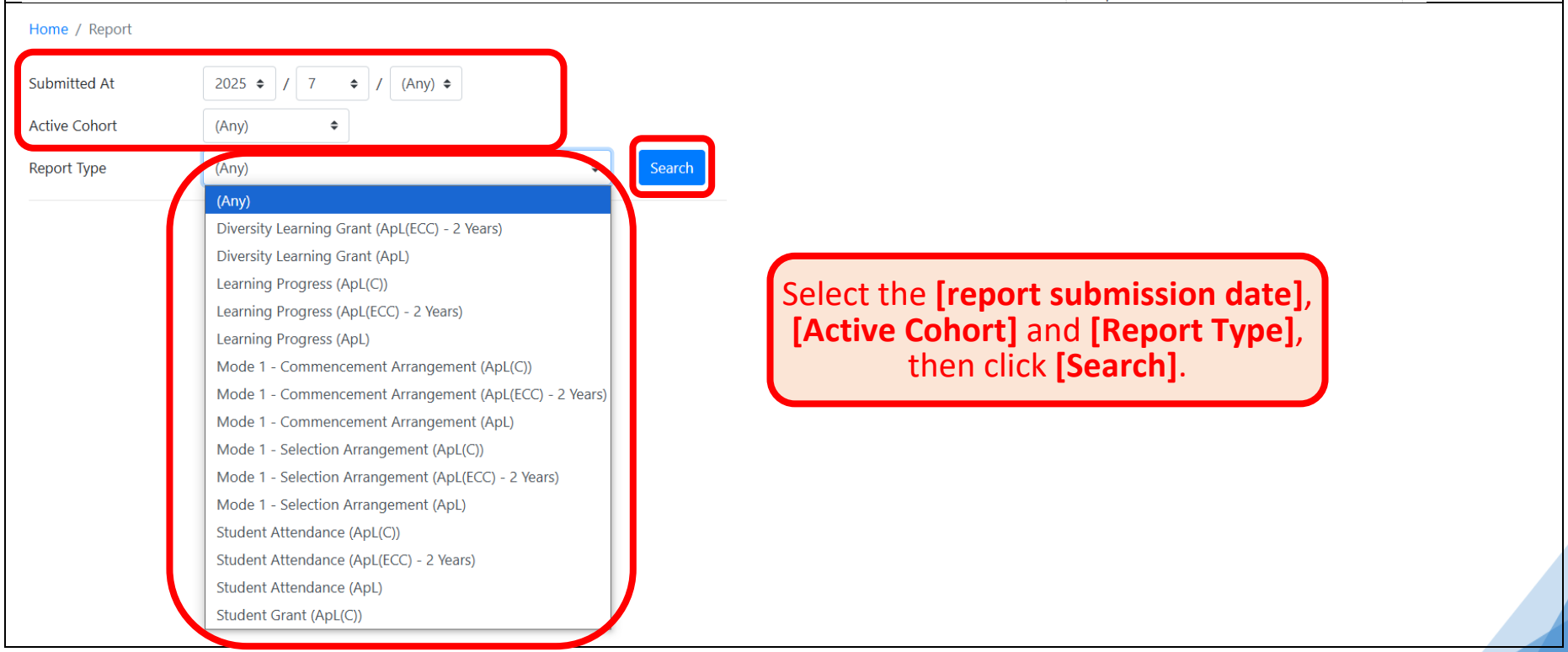

Cohort 2025-27
Study Class Level S5
Study Duration (Year) 2
Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected students
2025/2026 2
2026/2027 2
Fill
2. Input no. of elective subject(s) for the selected student with the [Fill] function.
S/N
Class
Class No
Student Name
STRN
Contact Tel
Student Agreement ^
View
Mode
Order of Preference
Course
Subject
Provider
Deliverer
Class Seq No
APL Class Code
Selection Result
Enrolment Status
No. of elective subject(s) to be taken in the following school years (excluding ApL)
2025/2026
2026/2027
1
688 - Course 688
HKCT
HKCT
N/A
2
2
2
2
2
^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.
Back
Reset
Submit
1. Ensure that the selected student has submitted the Student Agreement Form, then tick the checkbox on the left to select the information ready for submission.
3. Select [Mode], [Order of Preference] and [Subject], then click [Submit].

16. School Functions – Reports

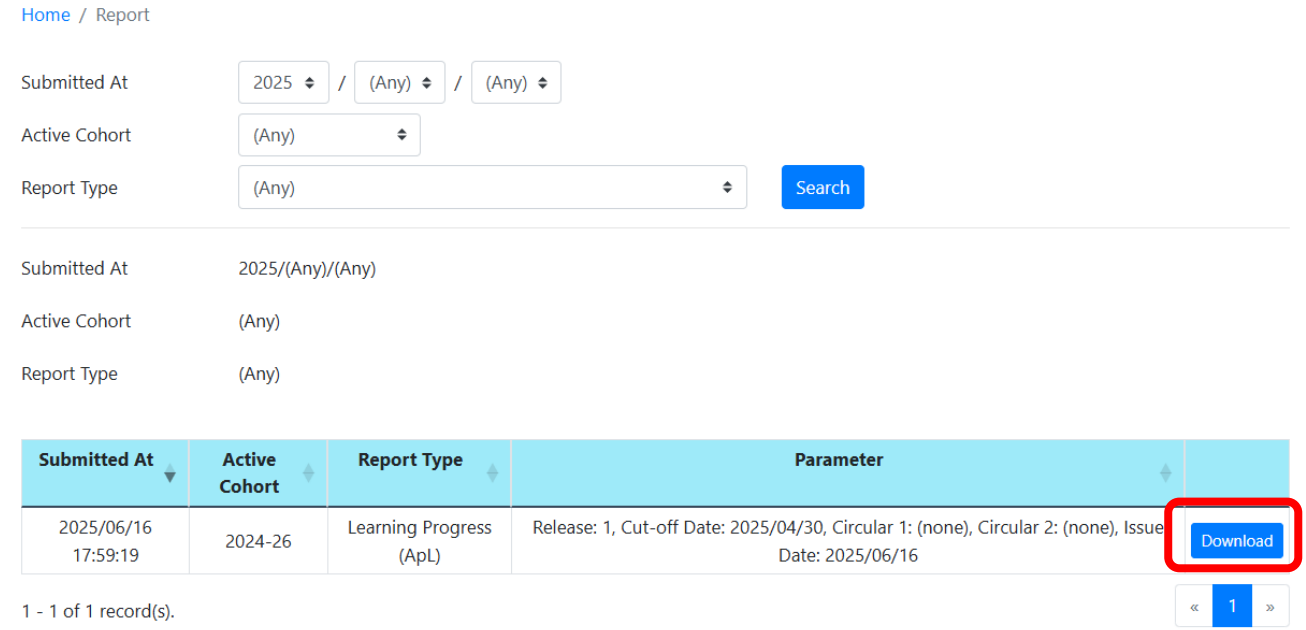
16.1



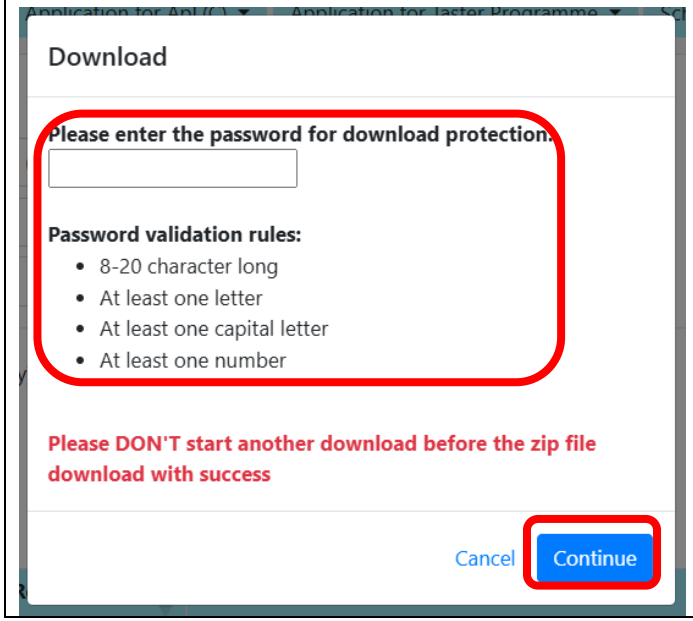
16.2



16.3



16.4

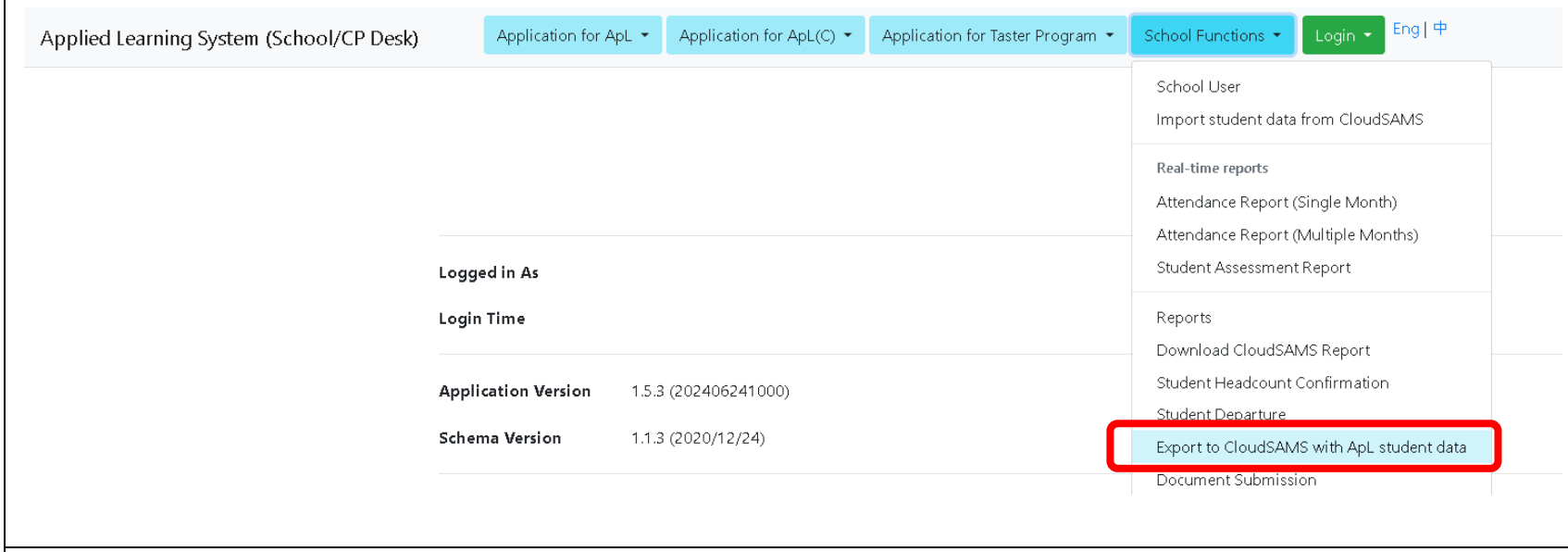


The report to be downloaded must be password-protected. Please set a password that complies with the validation rules. Use the same password to open the file after downloading.

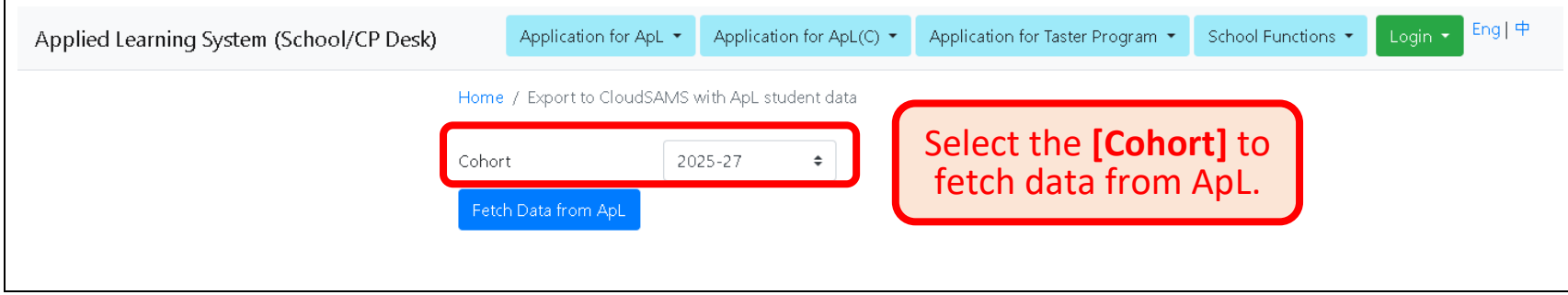
17. Export to CloudSAMS with ApL Student Data

School should export ApL student data to CloudSAMS before HKDSE Registration and after Student Headcount Confirmation.

17.1

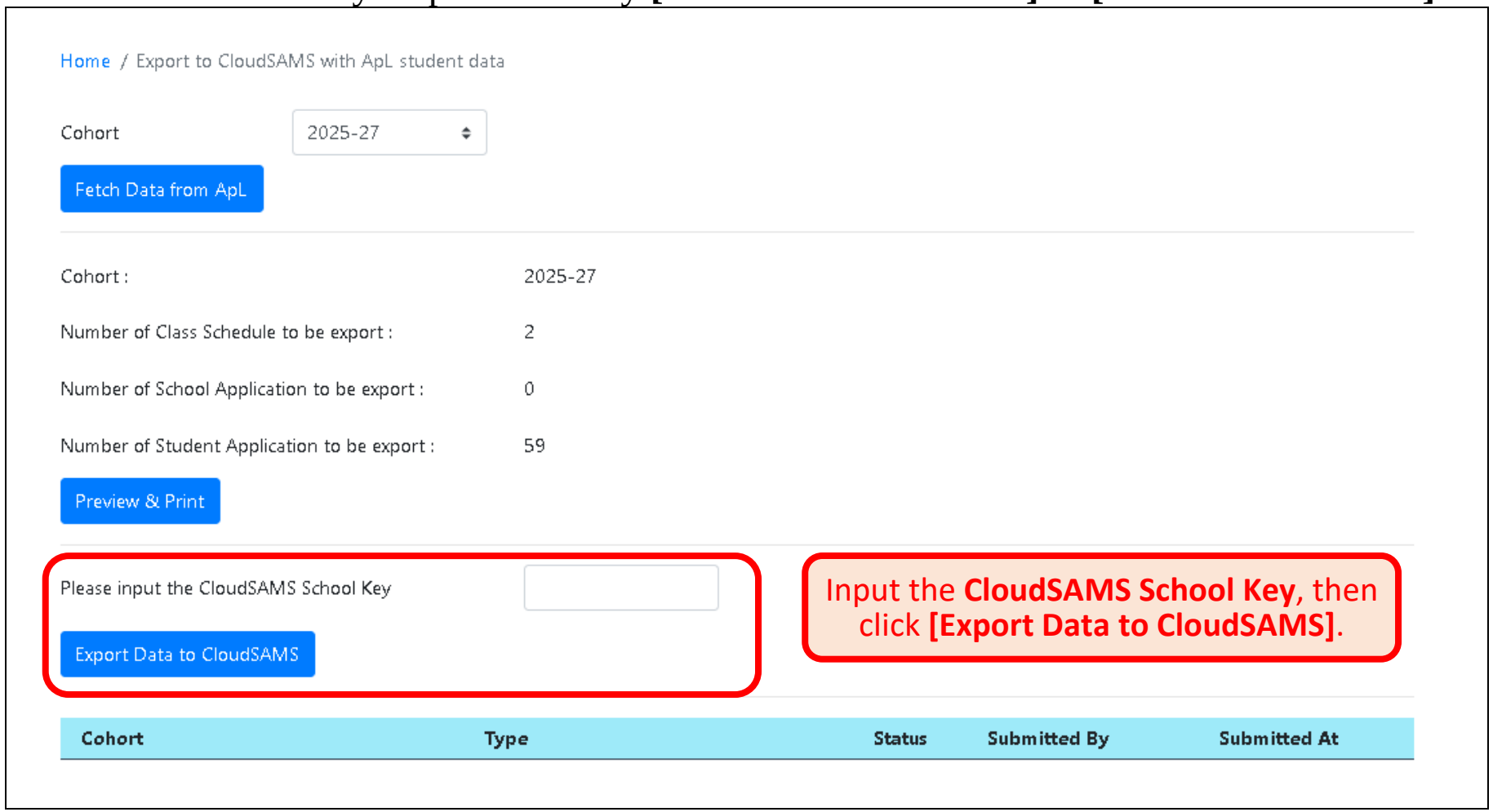


17.2



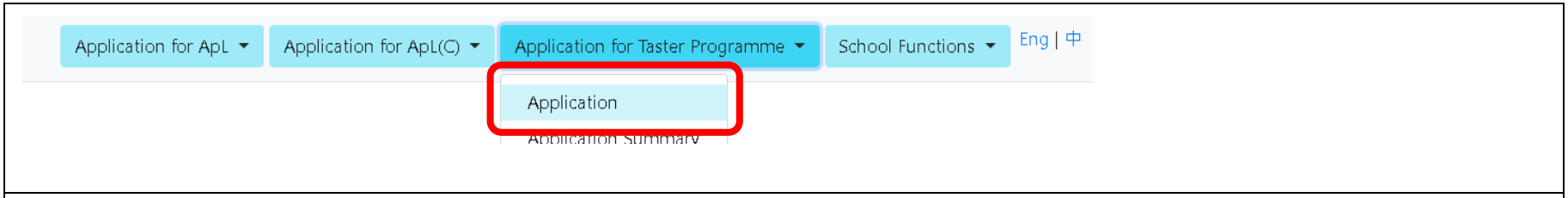
This function can only be performed by **[School Administrator]** or **[School Senior User]**:

17.3

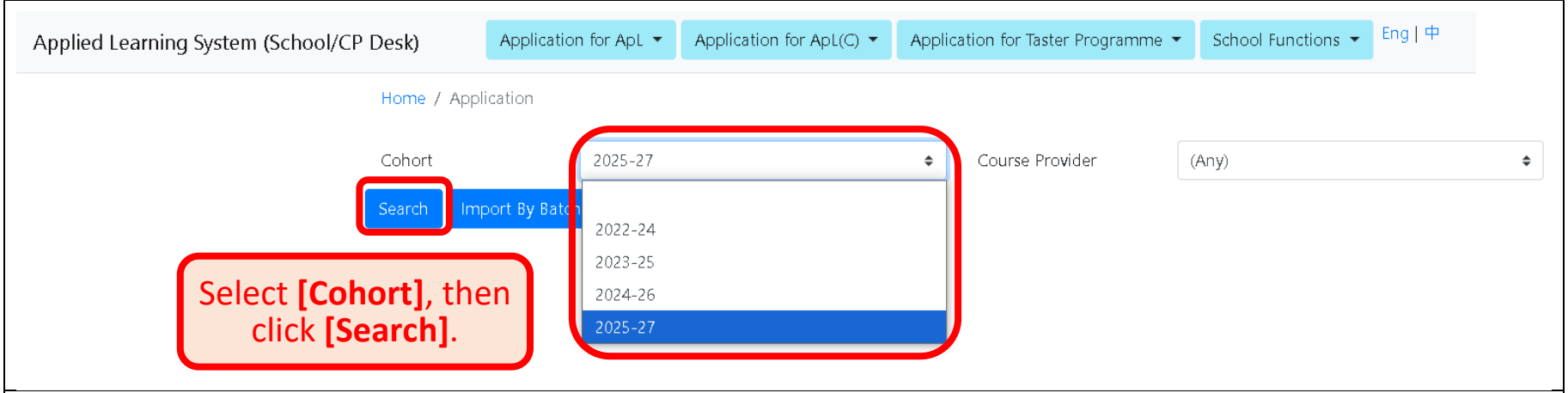


18. Application for Taster Programme: (1) For individual student

18.1

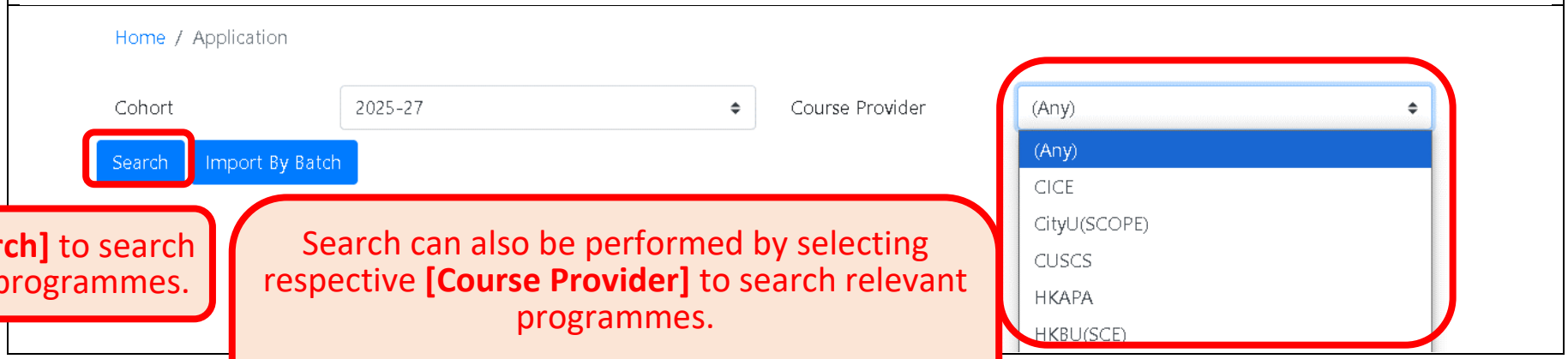


18.2



Select **[Cohort]**, then click **[Search]**.

18.3

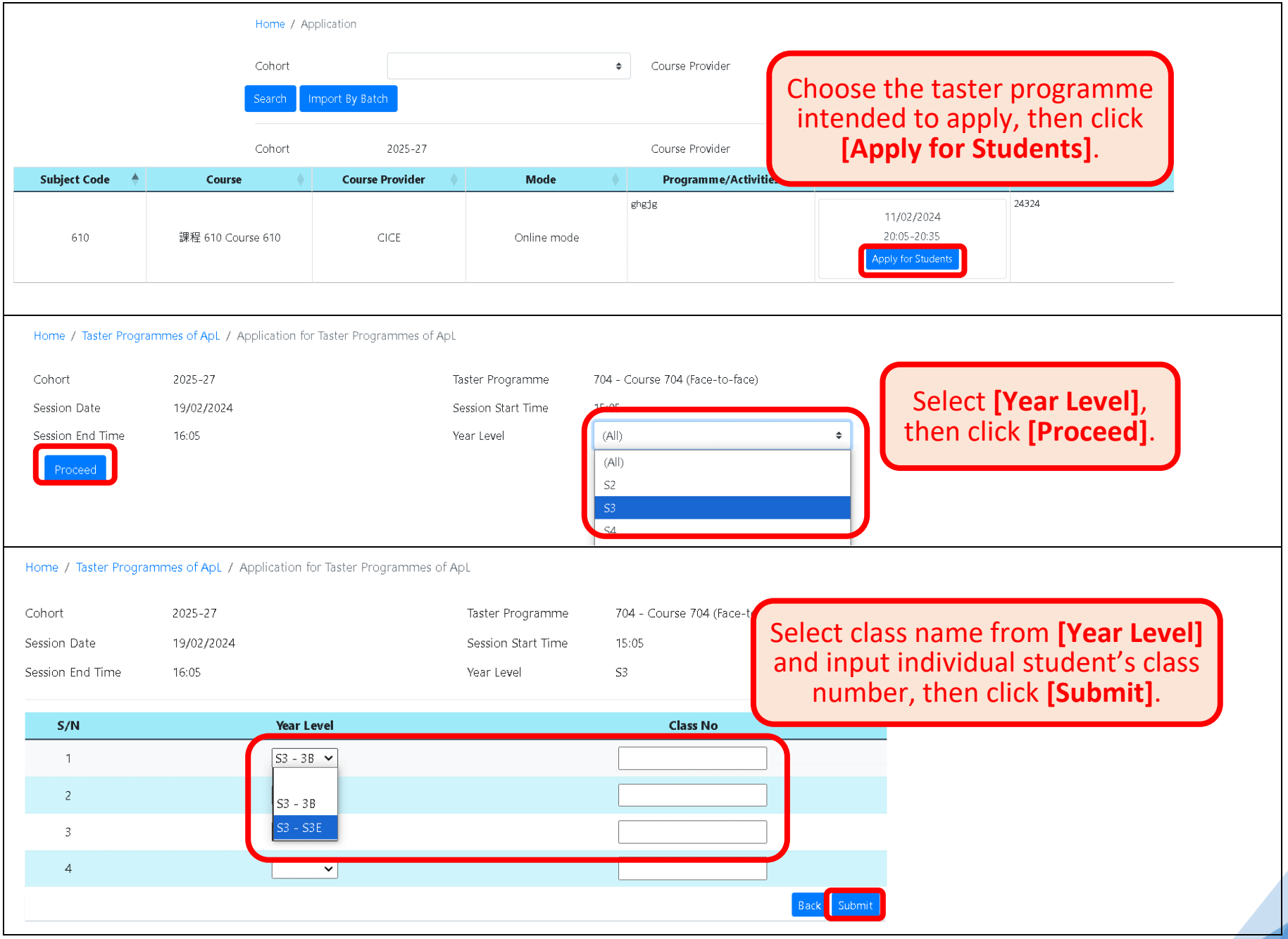


Click **[Search]** to search all taster programmes.

Search can also be performed by selecting respective **[Course Provider]** to search relevant programmes.

(Remark: For the Course Providers' Name, please refer to the webpage of the Education Bureau (Path: Home >Curriculum Development and Support >Cross Disciplinary Subjects/Areas >Applied Learning >Course Providers))

18.4


Home / Application
Cohort
Course Provider
Search
Import By Batch
Cohort 2025-27
Course Provider
Subject Code
Course
Course Provider
Mode
Programme/Activities
610
課程 610 Course 610
CICE
Online mode
ghgjg
11/02/2024
20:05-20:35
Apply for Students
24324
Choose the taster programme intended to apply, then click [Apply for Students].

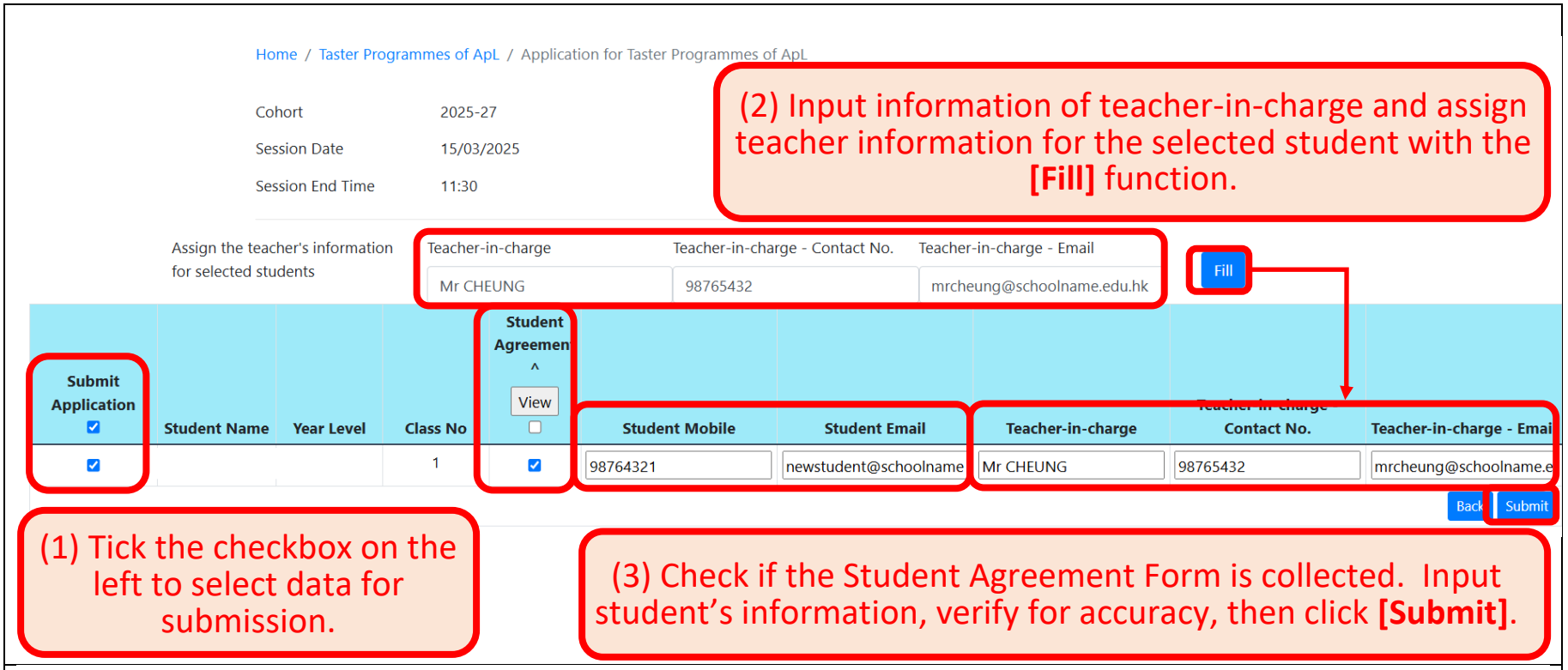
18.5

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL
Cohort 2025-27
Session Date 19/02/2024
Session End Time 16:05
Proceed
Taster Programme 704 - Course 704 (Face-to-face)
Session Start Time
Year Level
(All)
(All)
S2
S3
S4
Select [Year Level], then click [Proceed].

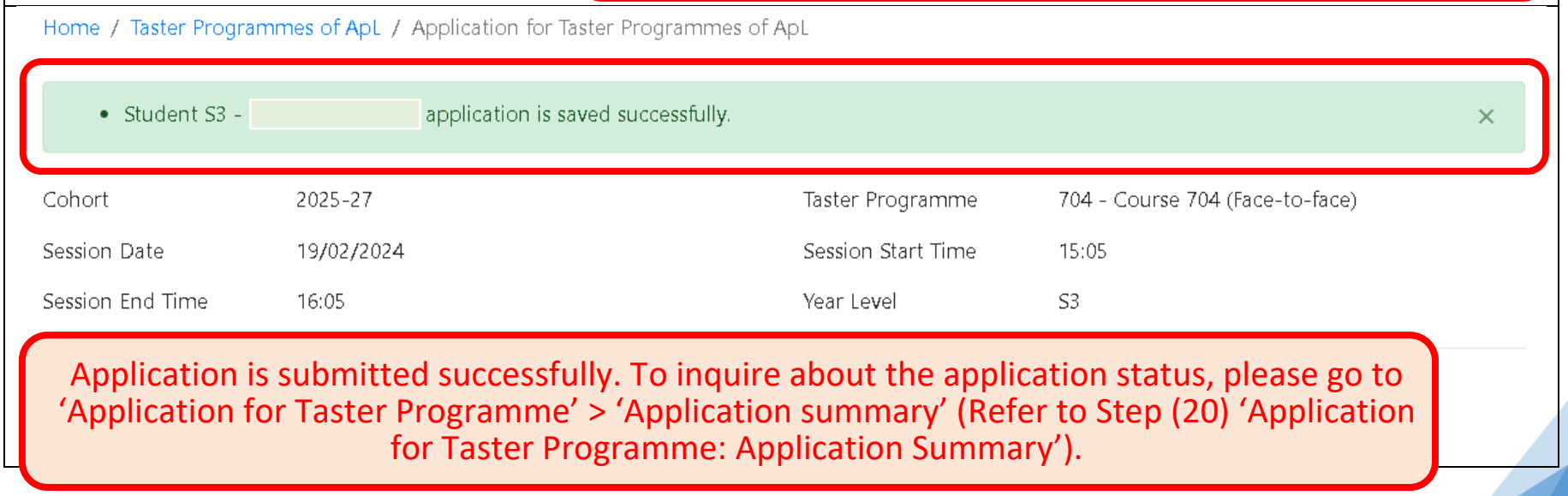
18.6

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL
Cohort 2025-27
Session Date 19/02/2024
Session End Time 16:05
Taster Programme 704 - Course 704 (Face-t
Session Start Time 15:05
Year Level S3
S/N
Year Level
Class No
1
S3 - 3B
2
3
4
S3 - 3B
S3 - S3E
Back
Submit
Select class name from [Year Level] and input individual student's class number, then click [Submit].

18.7

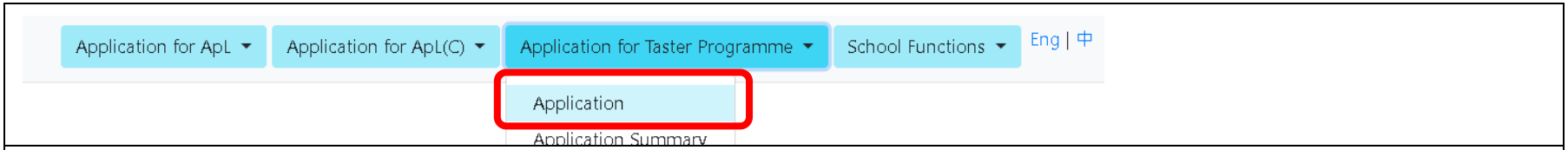

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL
Cohort 2025-27
Session Date 15/03/2025
Session End Time 11:30
(2) Input information of teacher-in-charge and assign teacher information for the selected student with the [Fill] function.
Assign the teacher's information for selected students
Teacher-in-charge
Teacher-in-charge - Contact No.
Teacher-in-charge - Email
Mr CHEUNG
98765432
mrcheung@schoolname.edu.hk
Fill
Submit Application
Student Name
Year Level
Class No
Student Agreemen
View
Student Mobile
Student Email
Teacher-in-charge
Contact No.
Teacher-in-charge - Emai
1
98764321
newstudent@schoolname
Mr CHEUNG
98765432
mrcheung@schoolname.e
Back
Submit
(1) Tick the checkbox on the left to select data for submission.
(3) Check if the Student Agreement Form is collected. Input student's information, verify for accuracy, then click [Submit].

18.8

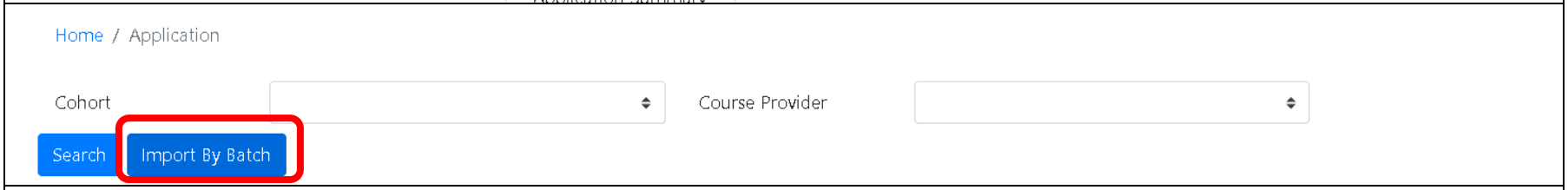

Home / Taster Programmes of ApL / Application for Taster Programmes of ApL
Student S3 - application is saved successfully.
Cohort 2025-27
Taster Programme 704 - Course 704 (Face-to-face)
Session Date 19/02/2024
Session Start Time 15:05
Session End Time 16:05
Year Level S3
Application is submitted successfully. To inquire about the application status, please go to 'Application for Taster Programme' > 'Application summary' (Refer to Step (20) 'Application for Taster Programme: Application Summary').

19. Application for Taster Programme: (2) Import by batch

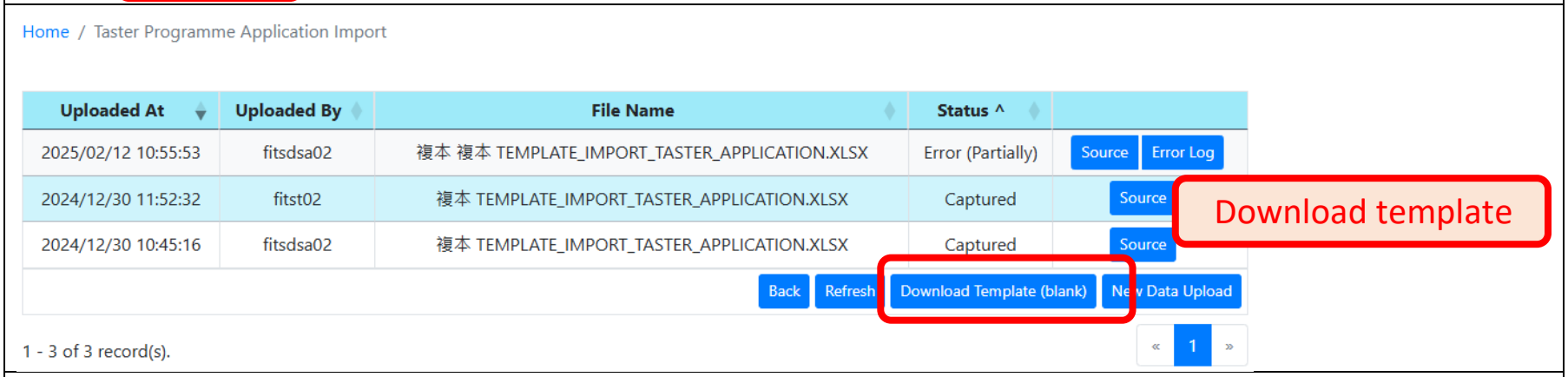
19.1



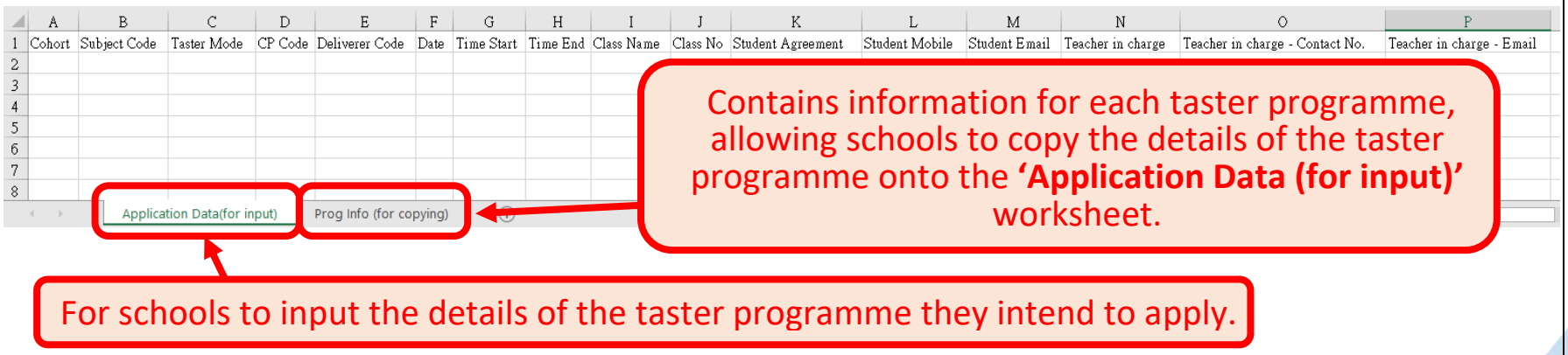
19.2



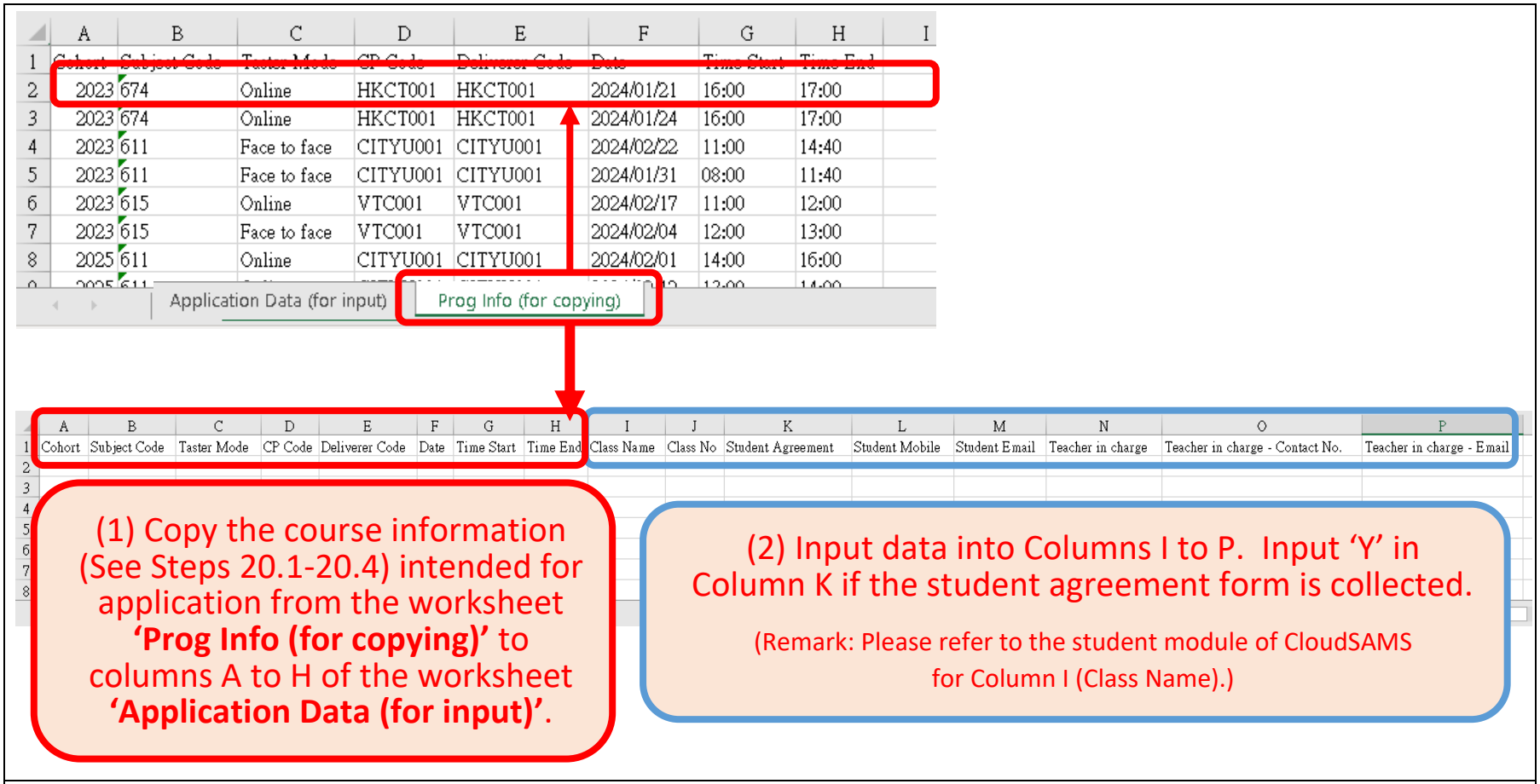
19.3



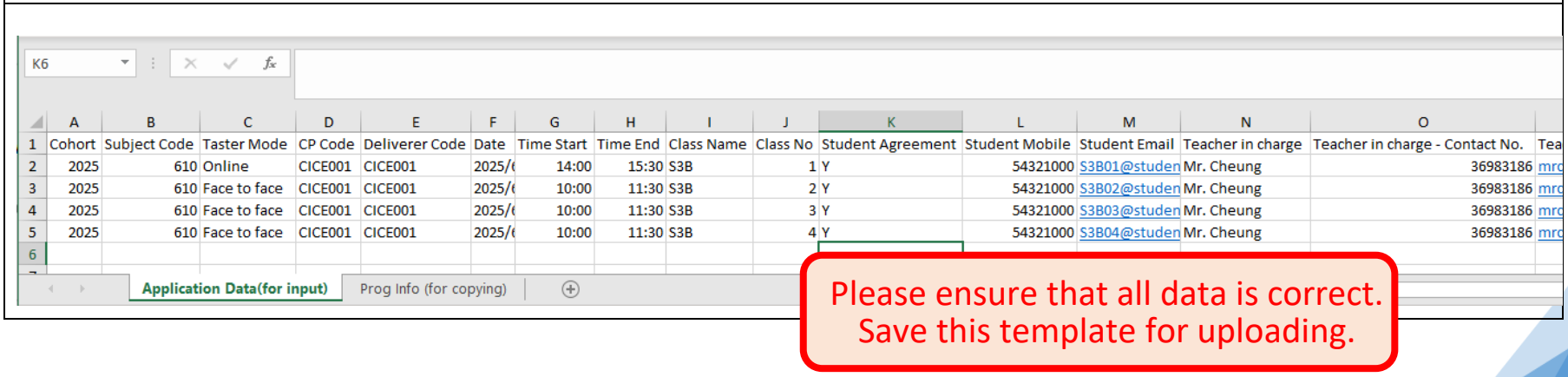
19.4



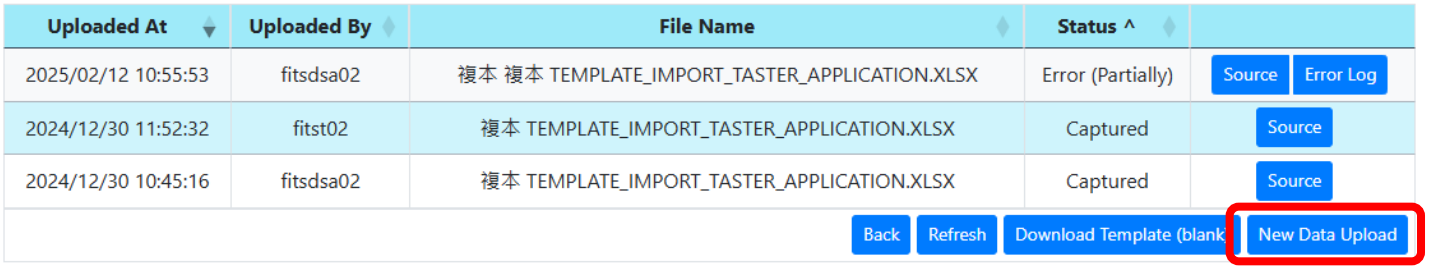
19.5


Application Data (for input)
Prog Info (for copying)
(1) Copy the course information (See Steps 20.1-20.4) intended for application from the worksheet **'Prog Info (for copying)'** to columns A to H of the worksheet **'Application Data (for input)'**.
(2) Input data into Columns I to P. Input 'Y' in Column K if the student agreement form is collected.
(Remark: Please refer to the student module of CloudSAMS for Column I (Class Name).)

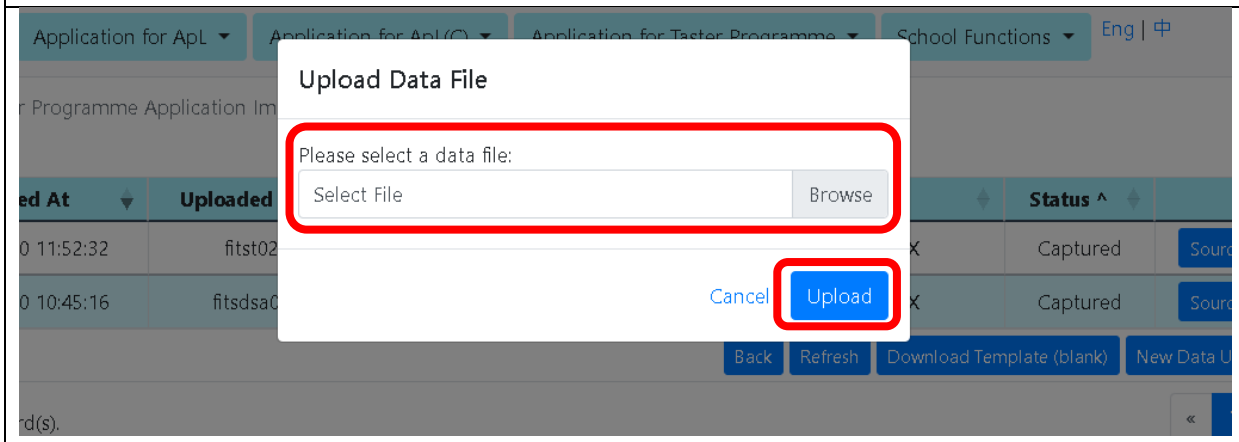
19.6


Application Data(for input)
Prog Info (for copying)
Please ensure that all data is correct. Save this template for uploading.

19.7

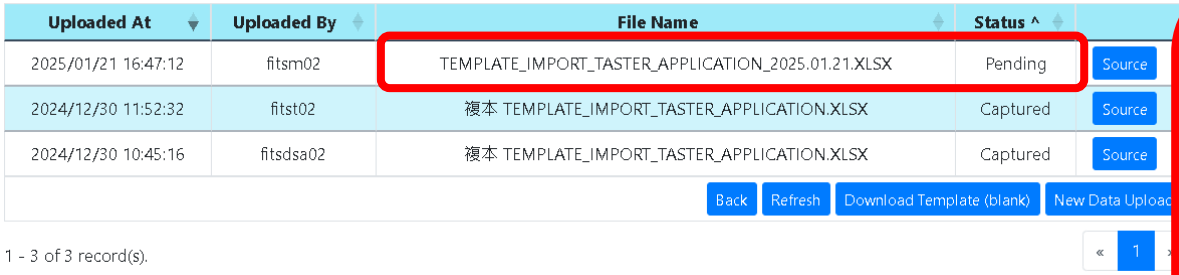


19.8



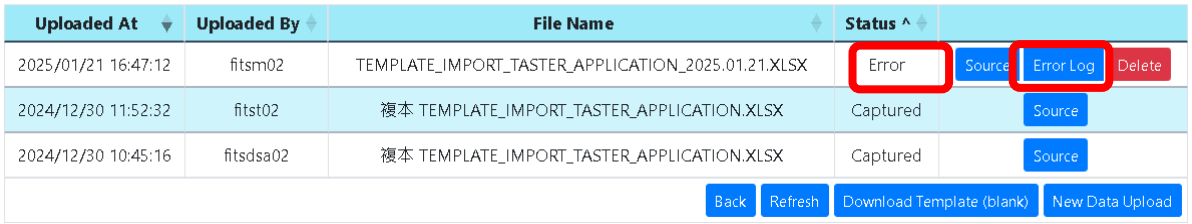
Upload the saved template to the system.

19.9



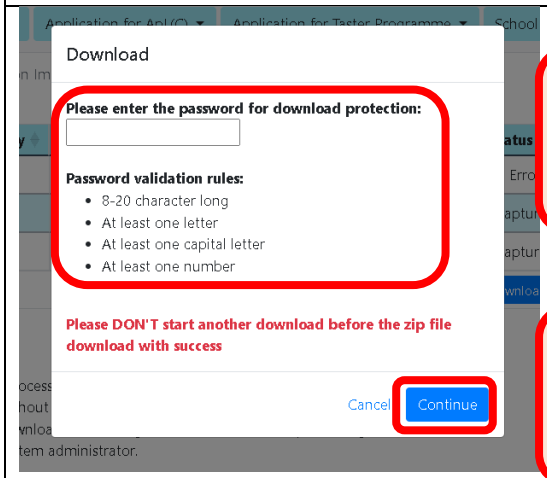
The status of the newly uploaded file will initially be indicated as ‘Pending’. The system will take approximately 10 minutes for checking. If no errors are found, the status will be updated as ‘Captured’, indicating that the application is submitted successfully.

19.10



If the status column indicates 'Error' after checking, please download the **[Error Log]** to review and revise.

19.11

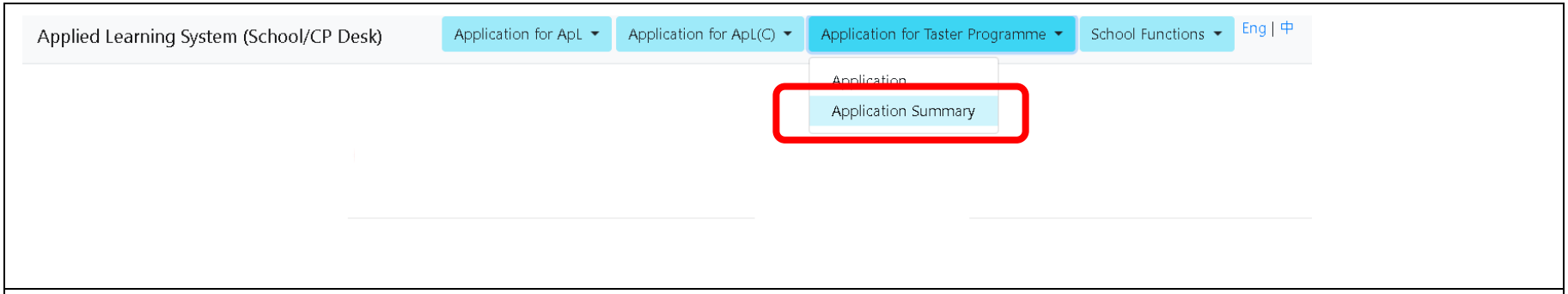


The **[Error Log]** must be password-protected. Please set a password that complies with the validation rules. Use the same password to open the file after downloading.

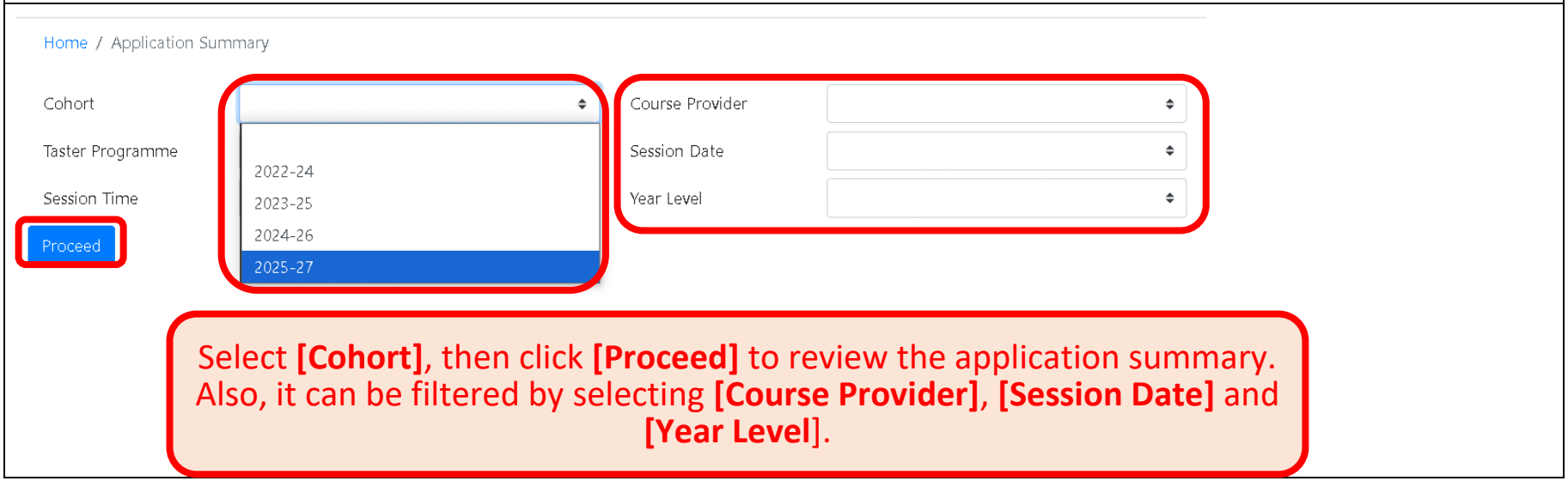
After revising the log according to the **[Error Log]**, re-upload the template (See Steps 19.7-19.10) until the system status is updated as 'Captured', indicating that the application is submitted successfully.

20. Application for Taster Programme: Application Summary

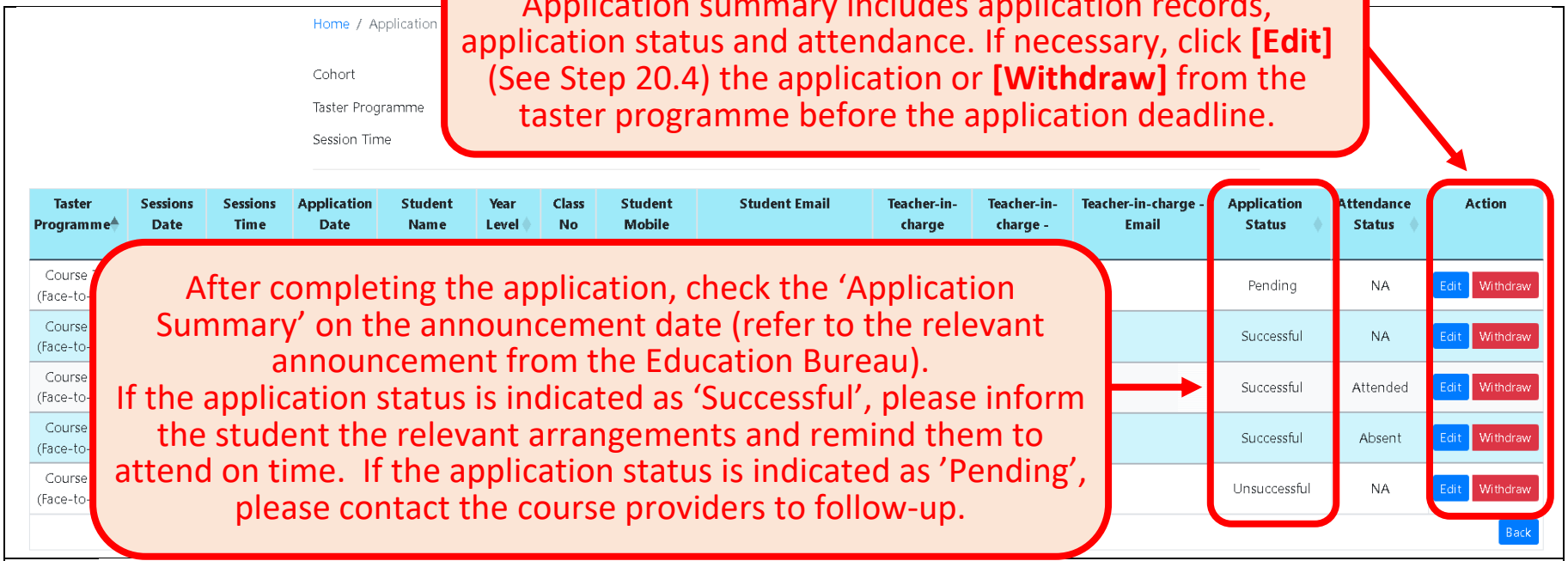
20.1



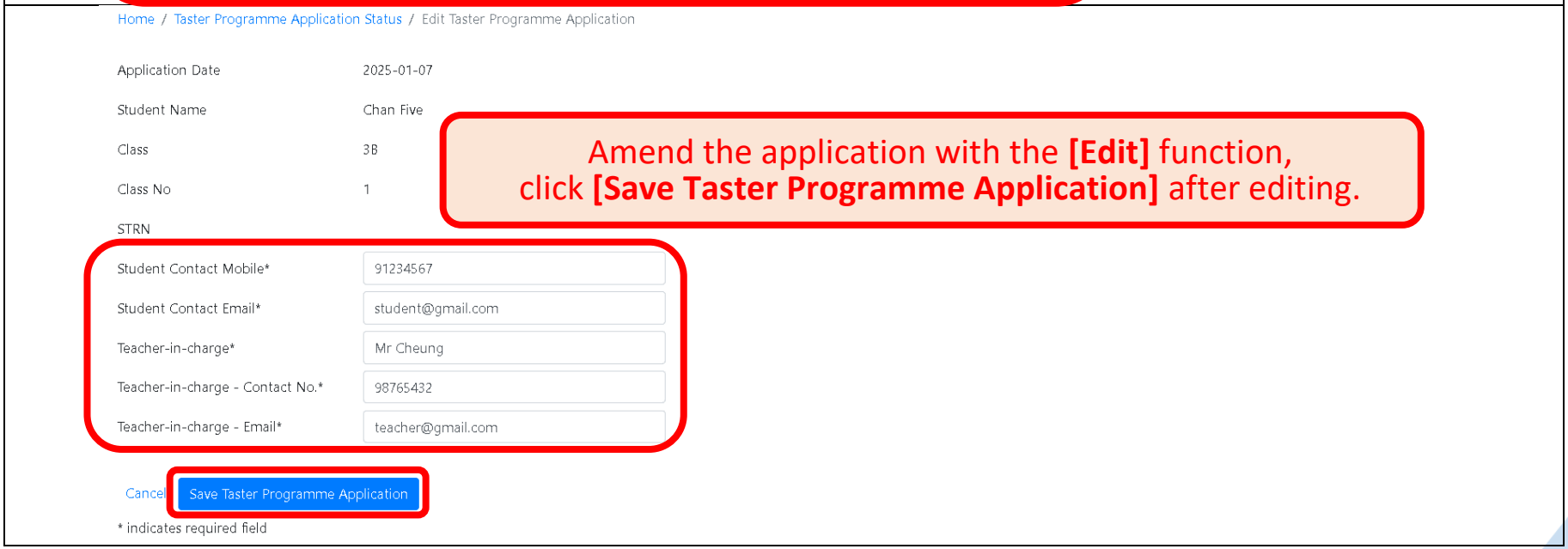
20.2



20.3

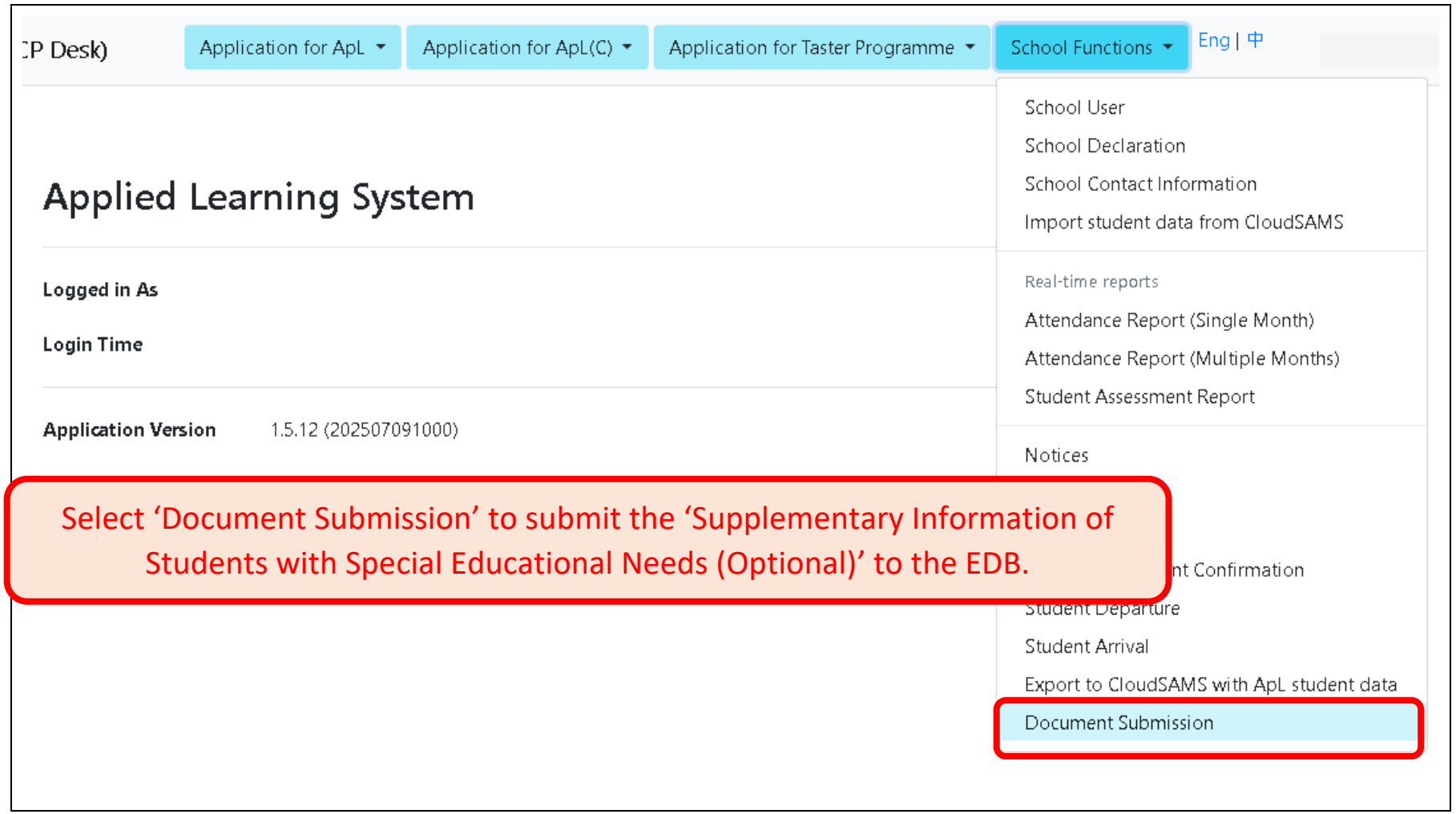

Home / Application
Cohort
Taster Programme
Session Time
Application summary includes application records, application status and attendance. If necessary, click [Edit] (See Step 20.4) the application or [Withdraw] from the taster programme before the application deadline.
Taster Programme
Sessions Date
Sessions Time
Application Date
Student Name
Year Level
Class No
Student Mobile
Student Email
Teacher-in-charge
Teacher-in-charge -
Teacher-in-charge - Email
Application Status
Attendance Status
Action
Pending
NA
Edit
Withdraw
Successful
NA
Successful
Attended
Successful
Absent
Unsuccessful
NA
Back
After completing the application, check the 'Application Summary' on the announcement date (refer to the relevant announcement from the Education Bureau).
If the application status is indicated as 'Successful', please inform the student the relevant arrangements and remind them to attend on time. If the application status is indicated as 'Pending', please contact the course providers to follow-up.

20.4


Home / Taster Programme Application Status / Edit Taster Programme Application
Application Date 2025-01-07
Student Name Chan Five
Class 3B
Class No 1
STRN
Student Contact Mobile* 91234567
Student Contact Email* student@gmail.com
Teacher-in-charge* Mr Cheung
Teacher-in-charge - Contact No.* 98765432
Teacher-in-charge - Email* teacher@gmail.com
Amend the application with the [Edit] function, click [Save Taster Programme Application] after editing.
Cancel
Save Taster Programme Application
* indicates required field

21. Document Submission

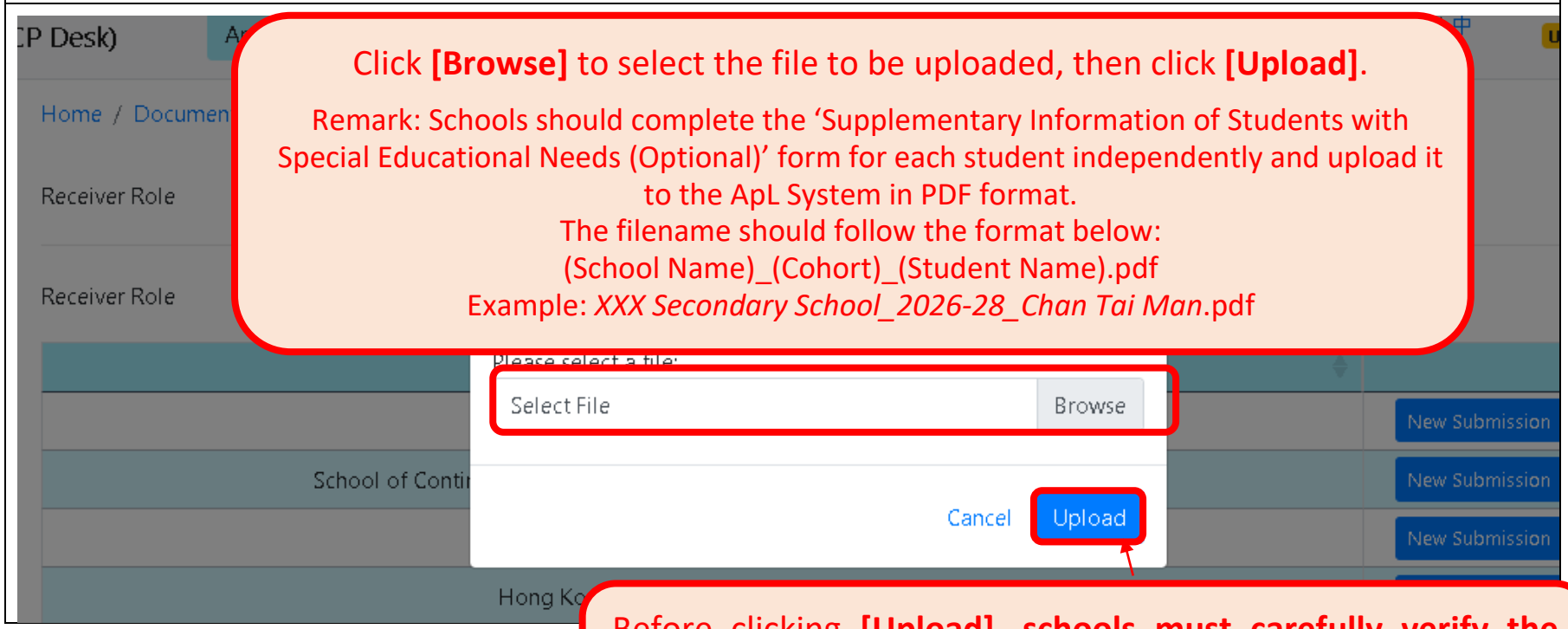
21.1



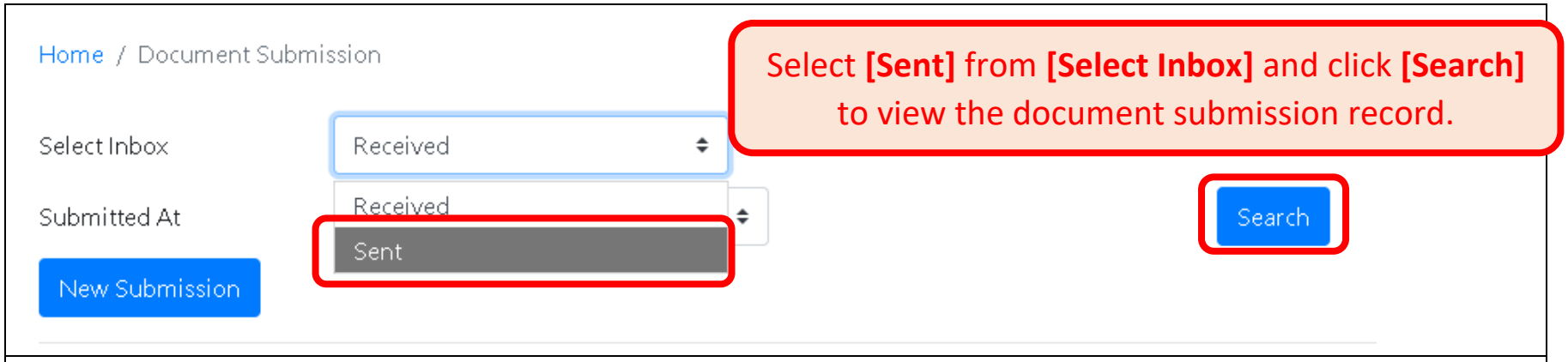
21.2


Home / Document Submission
Select Inbox
Received
Submitted At
2025
/
7
/
(Any)
Search
New Submission
Click [New Submission]

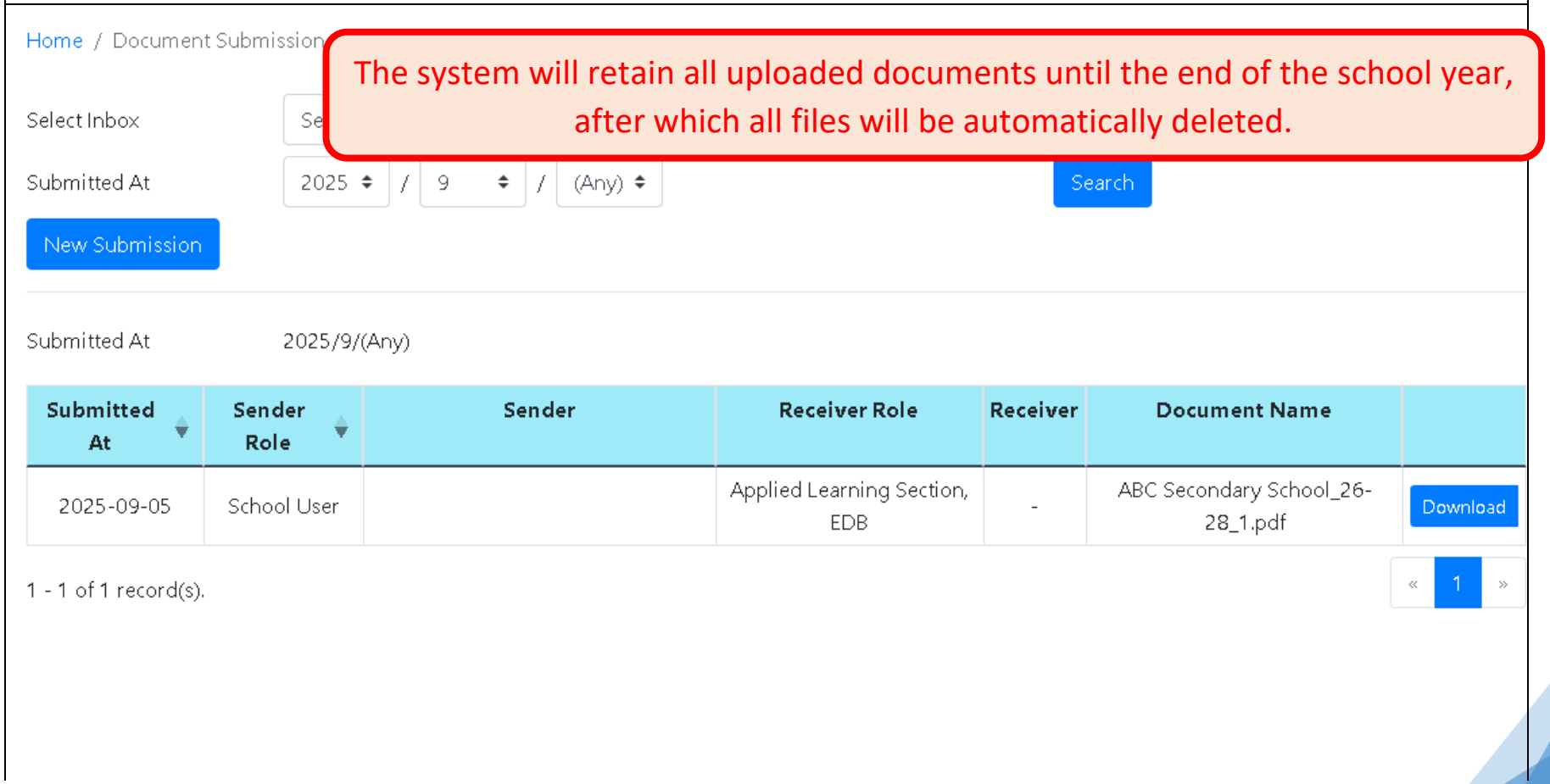
21.3


Click [Browse] to select the file to be uploaded, then click [Upload].
Remark: Schools should complete the 'Supplementary Information of Students with Special Educational Needs (Optional)' form for each student independently and upload it to the ApL System in PDF format.
The filename should follow the format below:
(School Name)_(Cohort)_(Student Name).pdf
Example: XXX Secondary School_2026-28_Chan Tai Man.pdf
Receiver Role
Receiver Role
Select File
Browse
Cancel
Upload
New Submission
New Submission
New Submission
Before clicking [Upload], schools must carefully verify the documents to be uploaded. Submissions cannot be recalled or deleted once uploaded.

21.4


Home / Document Submission
Select Inbox
Received
Submitted At
Received
Sent
New Submission
Search
Select [Sent] from [Select Inbox] and click [Search] to view the document submission record.

21.5


Home / Document Submission
The system will retain all uploaded documents until the end of the school year, after which all files will be automatically deleted.
Select Inbox
Submitted At
2025 / 9 / (Any)
Search
New Submission
Submitted At 2025/9/(Any)
Submitted At
Sender Role
Sender
Receiver Role
Receiver
Document Name
2025-09-05
School User
Applied Learning Section, EDB
-
ABC Secondary School_26-28_1.pdf
Download
1 - 1 of 1 record(s).
1

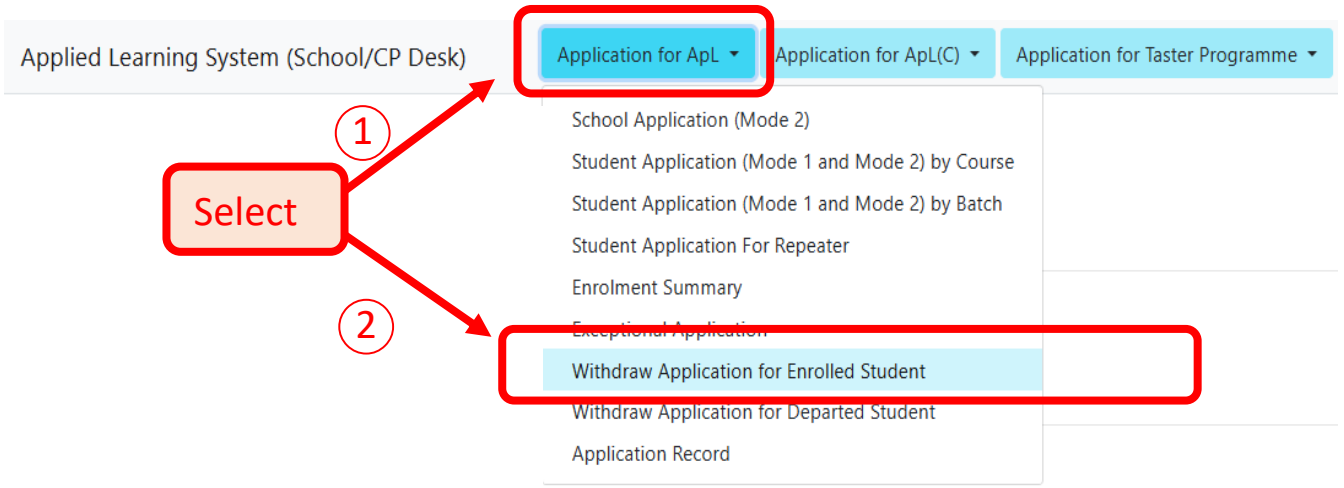
22. Withdrawal Application for Enrolled Students

22.1 A two-tier approach is adopted for handling cases of student withdrawal, which must be operated by **two different users**.

- Phase 1 (Submission): **User 1** - School Administrator, School Senior User, or School User
- Phase 2 (Confirmation): **User 2** - School Administrator or School Senior User

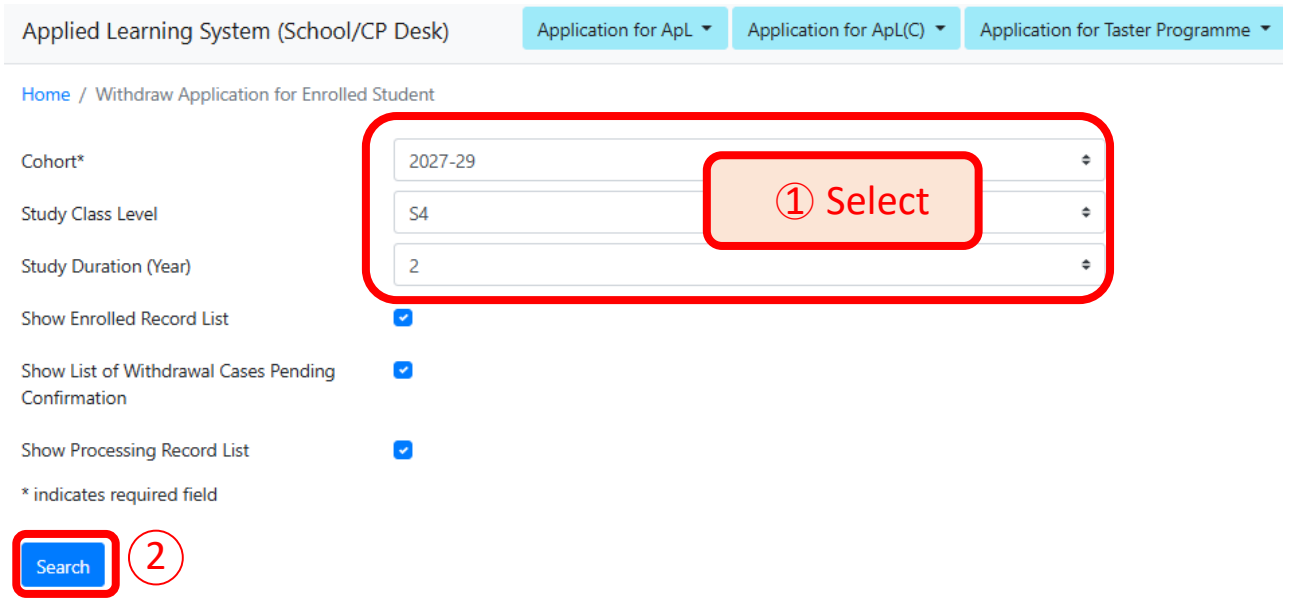
22.2

User 1



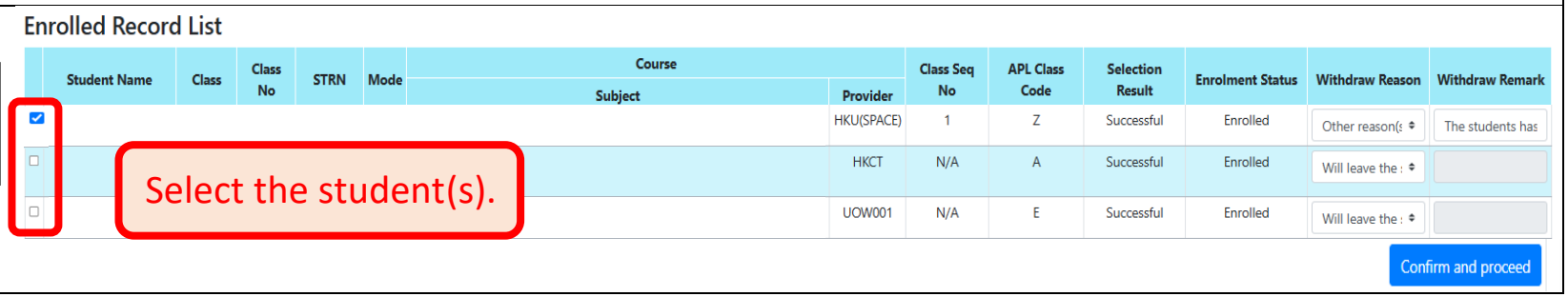
22.3

User 1



22.4

User 1



22.5

User 1

① Select “Withdraw Reason”.

Enrolled Record List

Student Name	Class	Class No	STRN	Mode	Course: Subject	Course: Provider	Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark
						HKU(SPACE)	1	Z	Successful	Enrolled	Will leave the :	
						HKCT	N/A	A	Successful	Enrolled		
						UOW001	N/A	E	Successful	Enrolled		

Will leave the school.
Repeat
Other reason(s)(Please specify)

Confirm and proceed

②

List of Withdrawal Cases Pending Confirmation

Student Name	Class	Class No	STRN	Mode	Course: Subject	Course: Provider	Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time	Confirm	Reject
						HKU(SPACE)	1	EE	Successful	Enroled	No longer enrolled in the school.		Pending	EDB	20/08/2026	--	--
						HKU(SPACE)	1	EE	Successful	Enroled	No longer enrolled in the school.		Pending	EDB	20/08/2026	--	--

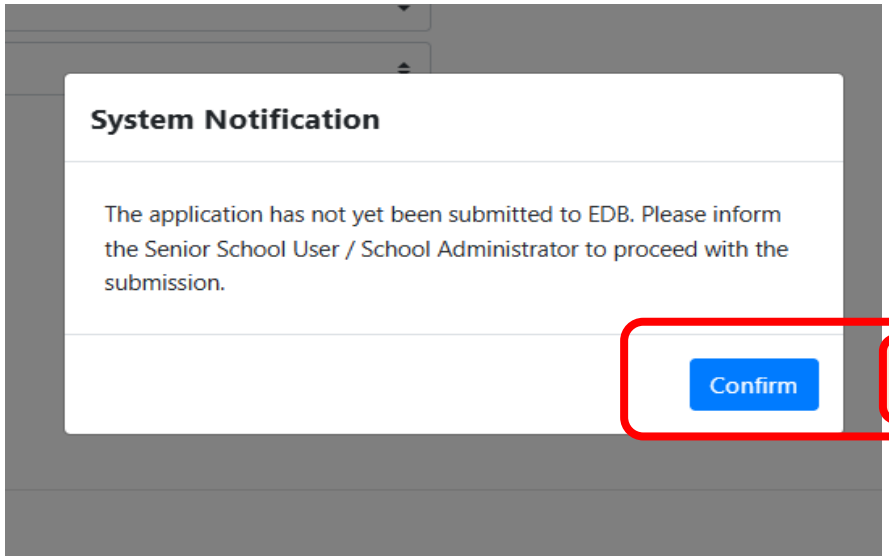
Processing Record List

Student Name	Class	Class No	STRN	Mode	Course: Subject	Course: Provider	Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time
						HKU(SPACE)	1	Z	Successful	Withdrawn	Will leave the school.		Accepted by EDB	EDB	2026/09/03 14:31:07

Please provide details for “Other reasons”. Withdrawal cases with vague reasons may be rejected by **User 2** or EDB.

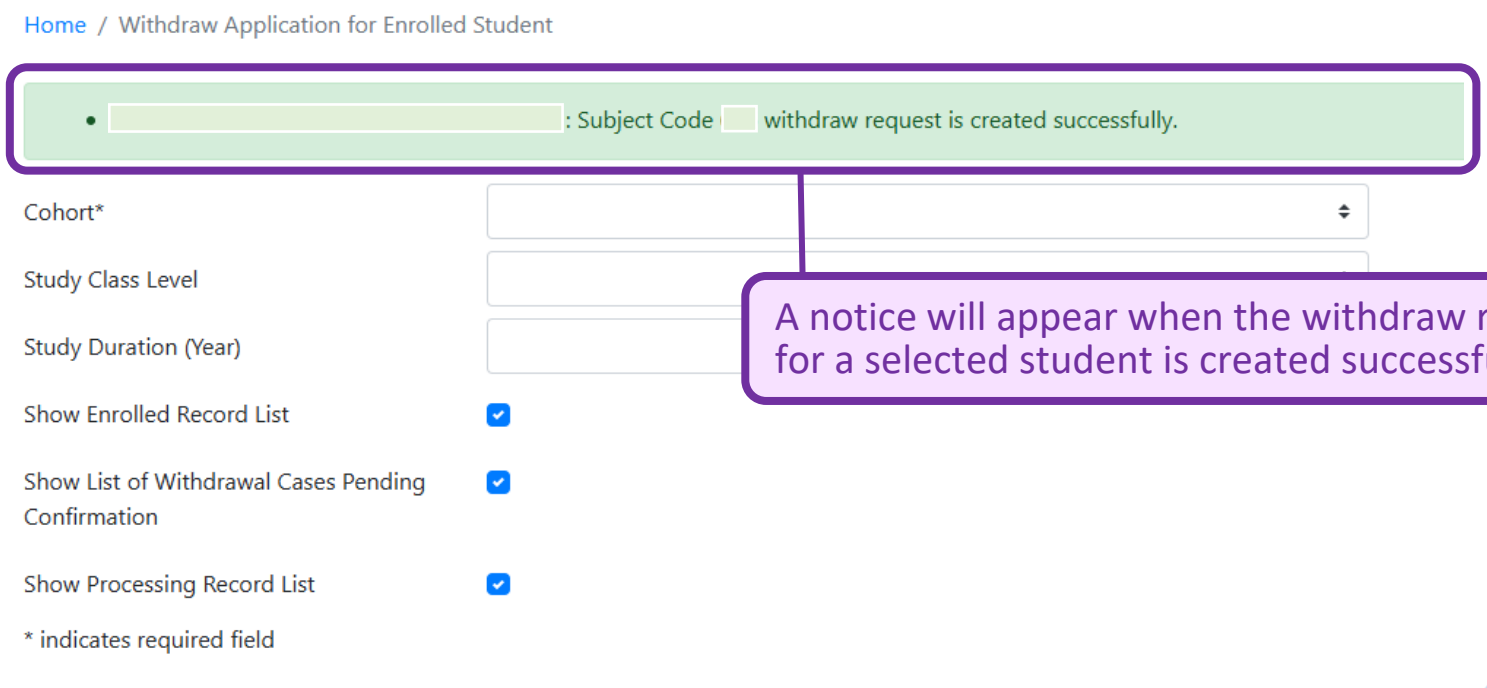
22.6

User 1



① Confirm

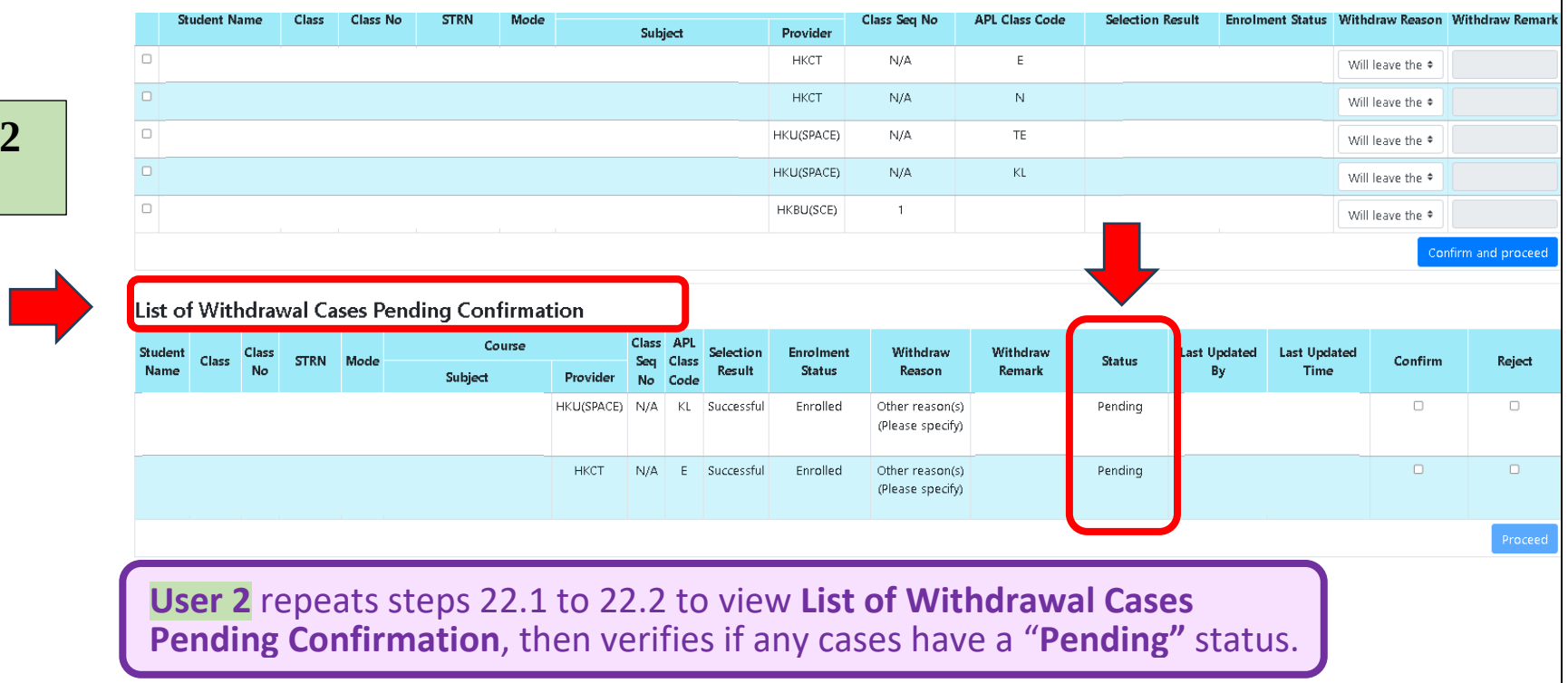
② Inform **User 2** to proceed.



A notice will appear when the withdraw request for a selected student is created successfully.

22.7

User 2



	Student Name	Class	Class No	STRN	Mode	Subject	Provider	Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark
☐							HKCT	N/A	E			Will leave the	
☐							HKCT	N/A	N			Will leave the	
☐							HKU(SPACE)	N/A	TE			Will leave the	
☐							HKU(SPACE)	N/A	KL			Will leave the	
☐							HKBU(SCE)	1				Will leave the	

Confirm and proceed

List of Withdrawal Cases Pending Confirmation

Student Name	Class	Class No	STRN	Mode	Course		Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time	Confirm	Reject
					Subject	Provider											
						HKU(SPACE)	N/A	KL	Successful	Enrolled	Other reason(s) (Please specify)		Pending			☐	☐
						HKCT	N/A	E	Successful	Enrolled	Other reason(s) (Please specify)		Pending			☐	☐

Proceed

User 2 repeats steps 22.1 to 22.2 to view **List of Withdrawal Cases Pending Confirmation**, then verifies if any cases have a "**Pending**" status.

22.8

User 2

List of Withdrawal Cases Pending Confirmation

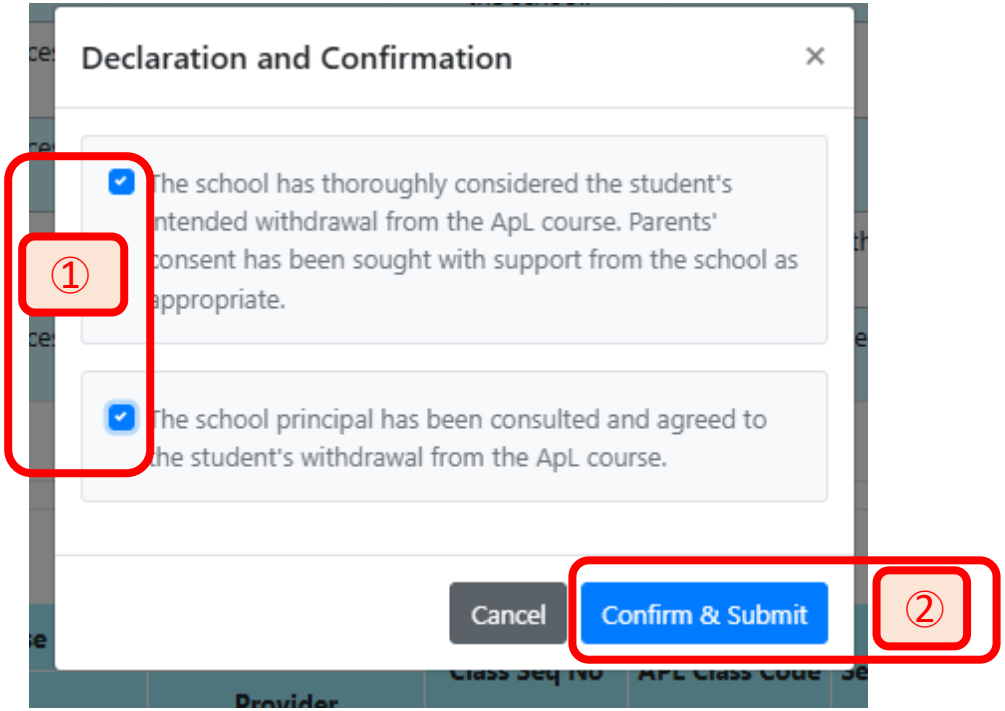
Student Name	Class	Class No	STRN	Mode	Course		Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time	Confirm	Reject
					Subject	Provider											
						HKU(SPACE)	1	Z	Successful	Enrolled	Other reason(s) (Please specify)		Pending			☐	☑
						HKCT	N/A	A	Successful	Enrolled	Other reason(s) (Please specify)		Pending			☑	☐

Proceed

① Click **[Confirm]** if student details are checked correct.
② Otherwise, click **[Reject]** **and** **inform User 1** to resubmit as appropriate by repeating steps 22.1 to 22.6.
③ Click **[Proceed]**.

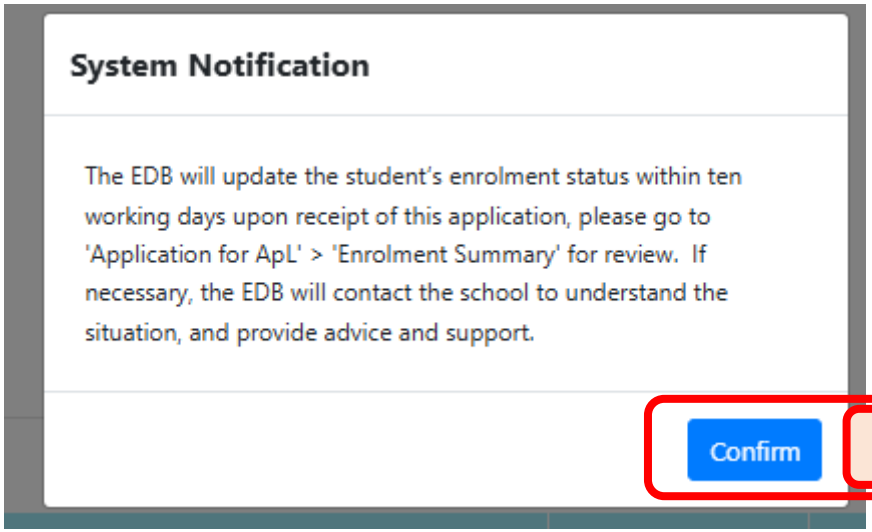
22.9

User 2



22.10

User 2



Processing Record List

Student Name	Class	Class No	STRN	Mode	Course		Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time
					Subject	Provider									
						HKU(SPACE)	1	Z	Successful	Enrolled	Will leave the school.		Pending		
						HKU(SPACE)	1	Z	Successful	Enrolled	Repeat		Submitted		
						HKU(SPACE)	1	Z	Successful	Enrolled			Rejected		
						HKCT	N/A	A	Successful	Enrolled	(Please specify)		Submitted		

②

Upon confirmation, the 'Status' of the withdrawal cases will change from 'Pending' to 'Submitted'.

22.11

User 2

Processing Record List

Student Name	Class	Class No	STRN	Mode	Course		Class Seq No	APL Class Code	Selection Result	Enrolment Status	Withdraw Reason	Withdraw Remark	Status	Last Updated By	Last Updated Time
					Subject	Provider									
						HKU(SPACE)	1	Z	Successful	Withdrawn	Other reason(s)(Please specify)		Accepted by EDB	EDB	2026/09/03 14:31:07
						HKU(SPACE)	1	Z	Successful	Enrolled	Other reason(s)(Please specify)		Rejected by EDB	EDB	2026/09/03 14:31:07

- A notification email will be sent to your school upon completion.
- View the 'Status' in the 'Processing Record List'.
  - **'Accepted by EDB'**: Process complete.
  - **'Rejected by EDB'**: Inform **User 1** to resubmit the case as appropriate.

For enquiries, please contact the ApL Section at 3698 3186.