



User Manual for ApL System (For Schools)

**Applied Learning Section
Curriculum Development Institute
Education Bureau**

Version 1.2.0

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 – Student Application for Repeaters
2025/26	1.2.0	Sep 2025	16. School Functions – Report
2025/26	1.2.0	Sep 2025	21. Document Submission

User Manual for ApL System for Schools

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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

The screenshot shows the 'Common Log-On System (CLO)' login interface. On the left, there are input fields for 'Username/用戶名稱' and 'Password/密碼', both highlighted with red rectangles. Below these is a blue 'Login / 登入' button. To the right of the login fields, a red-bordered box contains the text 'Use the school head's account for initial set-up.' in red. Further right, there is a warning in English: 'EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures include: without proper security measures. Log out after used and close all browsers immediately so that others cannot gain unauthorized access.' Below this, a section in Chinese states: '教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：' followed by three bullet points in Chinese. At the bottom right, an information icon is followed by the text 'CLO UAT environment. Schools may click here for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc. 學校可按此瀏覽有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。'

Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱

Password/密碼

Login / 登入

FAQs/常見問題

Forgot Username/Password
忘記用戶名稱/密碼

智方便登入
Login with iAM Smart

More Info / 了解更多

Self Register/自助註冊

Click [here](#) to register a new e-Services Portal School Account/
[按此](#)註冊新的電子化服務入門網站學校戶口

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures include:

without proper security measures.

- Log out after used and close all browsers immediately so that others cannot gain unauthorized access.

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開你的電腦。
- 使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。

i CLO UAT environment.
Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.
學校可[按此](#)瀏覽有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。

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)

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	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="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	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
fitst04	School Administrator	Y	2024/05/27 15:50:13	2024/05/27 15:50:13	system	<input type="button" value="Edit"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>

1 - 4 of 4 record(s).

<< 1 >>

To create a new account, click [New User].

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 / New School User

Username *

User Role *

Cancel **Save User**

* indicates required field

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

The screenshot shows the 'Student Application' page. At the top, there are navigation tabs: 'Application for ApL', 'Application for ApL(C)', 'Application for Taster Programme', 'School Functions', and a language selector 'Eng | 中'. Below the tabs, the breadcrumb 'Home / Student Application (Mode 1 and Mode 2) By Course' is visible. A yellow reminder box with a red border and a close icon (x) contains the text: 'Reminder : The 'School Declaration' has not been confirmed by your school. Please ask your 'School Administrator' to complete the declaration via the 'School Function' section to enable the 'Application' feature.' Below the reminder, a table displays application details: Cohort (2026-28), Study Class Level (S4), Mode (1), Class Sequence No (N/A), Provider (CICE), and Deliverer (CICE). At the bottom, there is a table with columns 'S/N', 'Class', and 'Class No'. The first row shows '1' in the 'S/N' column, a dropdown menu in the 'Class' column, and an empty text box in the 'Class No' column.

Cohort	2026-28
Study Class Level	S4
Mode	1
Class Sequence No	N/A
Provider	CICE
Deliverer	CICE

S/N	Class	Class No
1	<input type="text"/>	<input type="text"/>

A reminder will appear if the 'School Declaration' for the relevant cohort(s) has not been completed by the school.

2.2

The screenshot shows the 'School Functions' dropdown menu. The navigation tabs at the top are the same as in 2.1. The dropdown menu is open, showing a list of options: 'School User', 'School Declaration' (highlighted with a red box), 'School Contact Information', 'Import student data from CloudSAMS', 'Real-time reports', 'Attendance Report (Single Month)', 'Attendance Report (Multiple Months)', 'Student Assessment Report', 'Notices', 'Reports', 'Repeater', and 'Student Headcount Confirmation'. The main content area of the page shows the 'Applied Learning System' logo, 'Logged in As' and 'Login Time' fields, and 'Application Version' (1.5.11 (202505301000)) and 'Schema Version' (1.1.3 (2020/12/24)) fields.

Applied Learning System

Logged in As

Login Time

Application Version 1.5.11 (202505301000)

Schema Version 1.1.3 (2020/12/24)

- School User
- School Declaration**
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
- Attendance Report (Single Month)
- Attendance Report (Multiple Months)
- Student Assessment Report
- Notices
- Reports
- Repeater
- Student Headcount Confirmation

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 Education Bureau of any changes. I understand that if I wilfully give false information or withhold any information, the 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「學生同意書」。

Cohort	Agree
2025-27	<input checked="" type="checkbox"/>

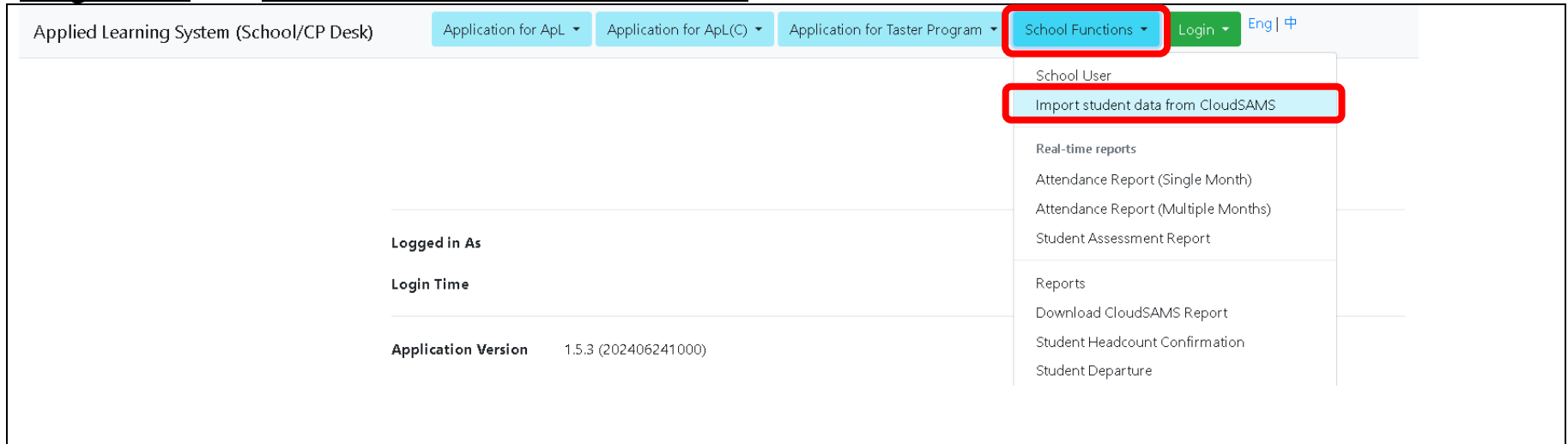
Save

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



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

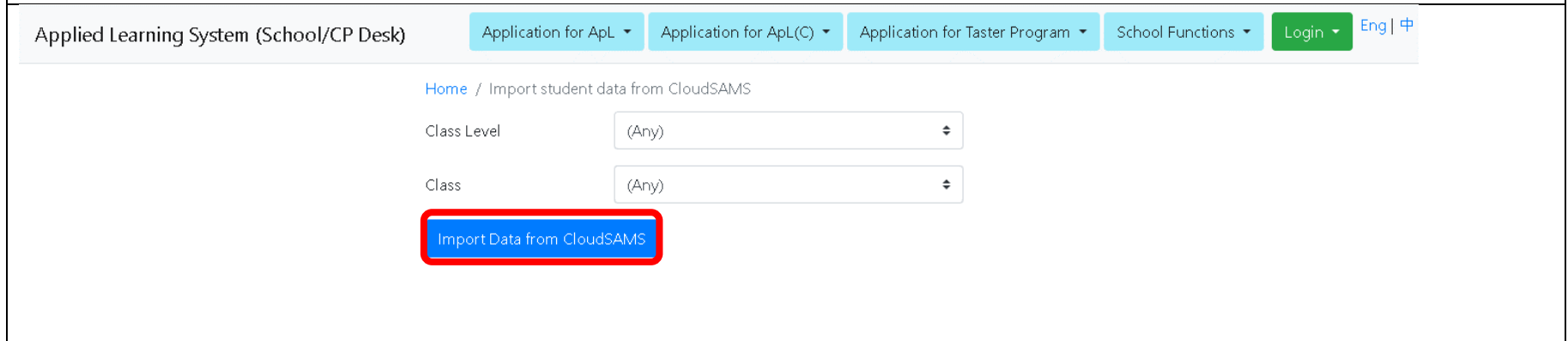
Student Departure

Logged in As

Login Time

Application Version 1.5.3 (202406241000)

3.2



Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Import student data from CloudSAMS

Class Level (Any)

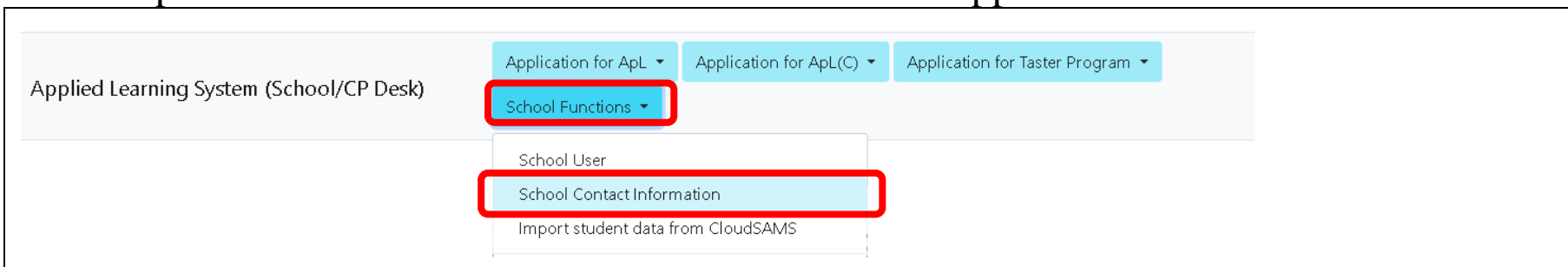
Class (Any)

Import Data from CloudSAMS

4. School Contact Information

Please update the school contact information before the application.

4.1



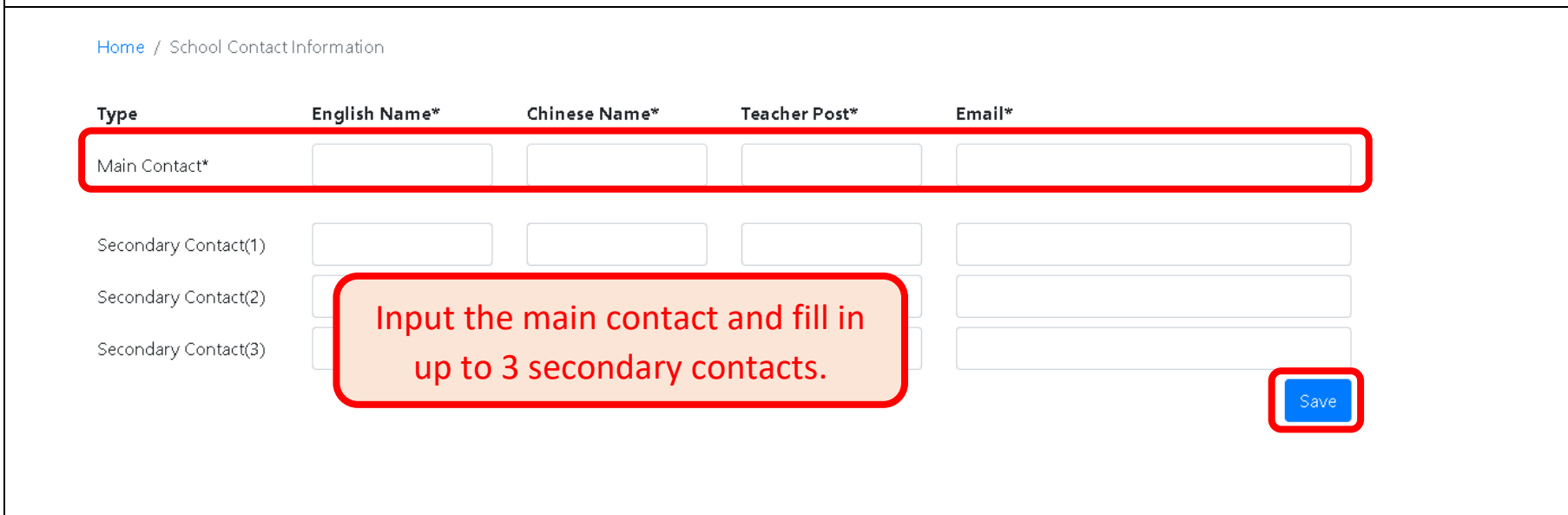
Applied Learning System (School/CP Desk)

Application for ApL ▾ Application for ApL(C) ▾ Application for Taster Program ▾

School Functions ▾

- School User
- School Contact Information
- Import student data from CloudSAMS

4.2



[Home](#) / School Contact Information

Type	English Name*	Chinese Name*	Teacher Post*	Email*
Main Contact*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary Contact(3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Input the main contact and fill in up to 3 secondary contacts.

Save

5. School Application – Mode 2 Application

5.1

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 Contact Information

School Application (Mode 2)

Student Application (Mode 1 and Mode 2) by Course

Student Application (Mode 1 and Mode 2) by Batch

Study Enrolment Summary

Study Duration (Year) 2 Search

5.2

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 2025-27

Study Class Level S4

Study Duration (Year) 2 Search

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

	Subject	Provider	Deliverer	No	Code		
<input type="checkbox"/>	Course 627	HKBU(SCE)	HKBU(SCE)	1	KK	30	N
<input type="checkbox"/>	Course 674	HKCT	HKCT	1	ZZ	6	N
<input type="checkbox"/>	Course 712	HKU(SPACE)	HKU(SPACE)	1		14	N
<input type="checkbox"/>	Course 715	VTC	VTC	1	Z	20	Y
<input type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1	Z	10	N

Cancel Class Add Submit

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

(1) Select the respective subject and enter no. of students.

<input type="checkbox"/>	Subject	Provider	Deliverer	Class Seq No	APL Class Code	No. of Students	Collaborative
<input checked="" type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1		10	N

Cancel Class Add Submit

(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

Click [Add] to add new subjects and classes.

<input type="checkbox"/>	Subject	Provider	Deliverer	Class Seq No	APL Class Code	No. of Students	Collaborative
<input type="checkbox"/>	Course 716	HKU(SPACE)	HKU(SPACE)	1		10	N

Cancel Class Add Submit

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	<div> <div>N</div> <div>Y</div> <div>N</div> </div>	<div>Delete</div> <div>Back</div> <div>Reset</div> <div>Submit</div>

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

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 Contact Information School Application (Mode 2) Student Application (Mode 1 and Mode 2) by Course Student Application (Mode 1 and Mode 2) by Batch Enrolment Summary

Cohort Study Duration (Year) 2

6.2

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 592 Class Sequence No* N/A APL Class Code* --

Proceed

6.3

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Student Application (Mode 1 and Mode 2) By Course

Cohort 2025-27 Mode* 2 Subject* Class Sequence No* APL Class Code

Proceed

If you are unable to find the relevant Mode 2 course, please refer to 'Step (5)' School Application - Mode 2 Application' of this manual

Applied Learning System (School/CP Desk)

Application for ApLApplication for ApL(C)Application for Taster ProgramSchool FunctionsLoginEng | 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 S

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	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

[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)

Study Subject APL Class Deliver

Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected student(s): 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
<input type="checkbox"/>							<input type="checkbox"/>	1 1

^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school. Back Submit

Input no. of elective subject(s) for the selected student with the [Fill] function.

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(SPACE)

Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected student(s): 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
<input type="checkbox"/>							<input type="checkbox"/>	1 1

^ 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].

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

7.1

Applied Learning System (School/CP Desk)

- Application for ApL ▾
 - School Contact Information
 - School Application (Mode 2)
 - Student Application (Mode 1 and Mode 2) by Course
 - Student Application (Mode 1 and Mode 2) by Batch**
 - Enrolment Summary
- Application for ApL(C) ▾
- Application for Taster Program ▾
- School Functions ▾
- Login ▾
- Eng | 中

Learning System

7.2

Applied Learning System (School/CP Desk)

Home / Student Application (Mode 1 and Mode 2) By Batch

Cohort: 2023-25 ▾

Study Class Level: S4 ▾

Study Duration (Year): 2 ▾

☒ By Class: S5 - SSE ▾

☐ By Student

S/N	Class	Class No
1	▾	
2	▾	
3	▾	
4	▾	
5	▾	
6	▾	
7	▾	
8	▾	
9	▾	
10	▾	

Search

Select the respective [Cohort], [Study Class Level], [Study Duration]. Choose [By Class] or [By Student], then click [Search].

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			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)	
									Subject	Provider	Deliverer					2024/2025	2025/2026
1						<input type="checkbox"/>	1	1									
2						<input type="checkbox"/>	2	2									
3						<input type="checkbox"/>		1									

592 - Course 592
599 - Course 599
715 - Course 715

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)

Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for selected students

2024/2025 2025/2026

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)
1	S3 - 3A					<input type="checkbox"/>		1									
2	S3 - 3A					<input type="checkbox"/>		2									

^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.

Back Res 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

Applied Learning System (School/CP Desk)

Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

School Contact Information
School Application (Mode 2)
Student Application (Mode 1 and Mode 2) by Course
Student Application (Mode 1 and Mode 2) by Batch
Enrolment Summary

8.2

Applied Learning System (School/CP Desk)

Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Home / Enrolment Summary

Cohort 2023-25
Study Class Level S4
Mode All
Class Sequence No All
Class Level All
Selection Result All
Study Duration (Year) 2
Subject All
APL Class Code All
Class All
Enrolment Status All
Student Agreement ^ All

Search

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

Confirm the acceptance of offer for selected students (Mode 1 only)

Accepted Apply To All

Student Name	Class	Selection Result	Enrolment Status	No. of elective subject(s) to be taken in the following school years (excluding ApL)
				2022/2023 2023/2024
		To Be Confirmed	Applied	3 2

Reset Submit

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

After the selection result is released:

8.4

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中 Logout

Home / Enrolment Summary

Cohort 2023-25 Study Class Level S4 Study Duration (Year) 2 Mode All Subject APL Class Code Class Enrolment Status Student Agreement ^

Click the checkbox before [Submit] for updates.

Choose [Accepted], [Rejected] or [Withdrawn] in the [enrolment status].

Click [Apply to All] to apply the same status to all the selected students.

Confirm the acceptance of offer for selected students (Mode 1 only) Accepted Apply To All

Student Name	Class	Class No	STRN	Contact Tel	Student Agreement ^	Mode	Order of Preference	Course			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)	
								Subject	Provider	Deliverer					2022/2023	2023/2024
<input type="checkbox"/>						1	1	Course 701	HKBU(SCE)	HKBU(SCE)	N/A	CS	Successful	Applied	3	2

Reset Submit

Applied
Applied
Rejected
Accepted

8.5

Confirm the acceptance of offer for selected students (Mode 1 only) Accepted Apply To All

Student Name	Class	Class No	STRN	Contact Tel	Student Agreement ^	Mode	Order of Preference	Course			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)	
								Subject	Provider	Deliverer					2024/2025	2025/2026
<input checked="" type="checkbox"/>					Yes	1	2	640-Course 640	HKU(SPACE)	HKU(SPACE)	N/A	KL	Successful	Enroled	1	1

Reset Submit

The selected student will be highlighted.

9. Exceptional Application

9.1

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中 Logout

Home / Enrolment Summary

- Student S4E / 8 / Chow One: Failed to update student application. [2ADED54F]
- Reminder** : Class schedule conflicts are found. Please go to "Application for ApL" > "Exception Application" to review and withdraw the relevant application.

Cohort2025-27

Study Class LevelS4

ModeAll

Class Sequence NoAll

Study Duration (Year)2

SubjectAll

APL Class CodeAll

If the reminder 'Failed to update student application' appears in the 'Enrolment Summary', it indicates that class schedule conflicts or ineligible application (e.g. Fail to meet the class level requirements) is found by the system.

Please proceed to 'Applied Learning Application' > 'Exception Application' to review and resolve relevant applications.

Name	No	Ref	Preference	Subject	Provider	Deliverer	No	Code	Result	Status	(excluding ApL)
			<button>View</button>								

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

Logged in as [Name] | Logout

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 Search

Check the reasons for the 'Exception Application'.

	Student Name	Class	Class No	STRN	ApL Type	Study Class Level	Duration	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Day of Week	Time	Ineligible Application	Class Schedule Conflict
									Subject	Provider	Deliverer								
<input type="checkbox"/>					APL	S4	2	1	610-Course 610	CICE	CICE	N/A	AC	Successful	Applied	Fri	10:00-12:00		✓
<input type="checkbox"/>					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.

Cohort

<input type="checkbox"/>	Student Name	Class	Class No	STRN	ApL Type	Study Class Level	Duration	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Day of Week	Time	Ineligible Application	Class Schedule Conflict
									Subject	Provider	Deliverer								
<input type="checkbox"/>					APL	S4	2	1	610-Course 610	CICE	CICE	N/A	AC	Successful	Applied	Fri	10:00-12:00		✓
<input checked="" type="checkbox"/>					APL	S4	2	1	599-Course 599	HKAPA	HKAPA	N/A	AE	Successful	Applied	Fri	10:00-12:00		✓

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

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Weekly attendance records are included.

Providers directly if you have any enquiries.

Cohort 2026-28

School

ApL Type ApL (courses commencing at S5) (APL) Search

School User
School Declaration
School Contact Information
Import student data from CloudSAMS

Real-time reports
Attendance Report (Single Month)
Attendance Report (Multiple Months)

10.2

Home / Attendance Report (Single Month)

This report is prepared and uploaded by the Course Providers. As it takes time for the Course Providers to process the upload, please contact the Course Providers directly if you have any enquiries.

Cohort 2025-27

School

ApL Type ApL (courses commencing at S4)(APLECC2) Search

Select the respective [Cohort] and [ApL Type], then click [Search].

10.3

Cohort 2025-27

School

ApL Type ApL (courses commencing at S4)(APLECC2)

Year / Month * 2025/03 2025/03 2025/04 2025/05

* indicates required field

Export Report

Select [Year/Month], then click [Export Report].

10.4

Submitted At / / [Search Export](#)

Submitted At	Submitted By	Cohort	ApL Type	Year / Month	Status	
		2025-27	ApL (courses commencing at S4)(APLECC2)	2025/03	Completed	Download
		2025-27	ApL (courses commencing at S4)(APLECC2)	2025/03	Completed	Download

1 - 2 of 2 record(s).

« 1 »

10.5

Download

Please enter the password for download protection:

Password validation rules:

- 8-20 character long
- At least one letter
- At least one capital letter
- At least one number

Please **DON'T** start another download before the zip file download with success

[Cancel](#) [Continue](#)

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 Name	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 Report (Multiple Months)

10.7

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Home / Attendance Report (Single Month)

This report is prepared and uploaded by the Course Providers. As it takes time for the Course Provider Providers directly if you have any enquiries.

Cohort 2026-28

School

ApL Type ApL (courses commencing at S5) (APL) Search

School User
School Declaration
School Contact Information
Import student data from CloudSAMS

Real-time reports
Attendance Report (Single Month)
Attendance Report (Multiple Months)

10.8

Home / Attendance Report (Multiple Months)

This report is prepared and uploaded by the Course Providers. As it takes time for the Course Providers to process the upload, please contact the Course Providers directly if you have any enquiries.

Cohort 2025-27

School

ApL Type ApL (courses commencing at S4)(APLECC2) Search

Select the respective [Cohort] and [ApL Type], then click [Search]

10.9

Cohort 2025-27

School

ApL Type

Year / Month (From) * 2025/03

Year / Month (To) * 2025/03

* indicates required field

Export Report

2025/03
2025/04
2025/05

Select the period to be covered by the report, then click [Export Report]

10.10

Submitted At: 2025 / 7 / (Any) [Search Export](#)

Submitted At	Submitted By	Cohort	ApL Type	Year / Month (From)	Year / Month (To)	Status	
		2025-27	ApL (courses commencing at S4) (APLECC2)	2025/03	2025/05	Completed	Download
		2025-27	ApL (courses commencing at S4) (APLECC2)	2025/03	2025/03	Completed	Download

1 - 2 of 2 record(s).

10.11

ApL Class	Enrolment	Application	Withdrawal	2025/03 Total No. of Lessons	2025/03 Total No. of Lessons	2025/04 Total No. of Lessons	2025/04 Total No. of Lessons	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 %
Code	Mod	Status	Date	Attended	Conducted	Attended	Conducted	Period	Period	(by Period)	Attended	Conducted	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

Application for ApL ▾ Application for ApL(C) ▾ Application for Taster Programme ▾ School Functions ▾ Eng | 中

Applied Learning System

Logged in As

Login Time

Application Version 1.5.11 (202505301000)

Schema Version 1.1.3 (2020/12/24)

- School User
- School Declaration
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report**
- Notices
- Reports
- Repeater
- Student Headcount Confirmation

11.2

Application for ApL ▾ Application for ApL(C) ▾ Application for Taster Programme ▾ School Functions ▾ Eng | 中

[Home](#) / Student Assessment Report

Cohort

School

ApL Type

2024-26

ApL (courses commencing at S5) (APL)

Search

Cohort 2024-26

School

ApL Type ApL (courses commencing at S5) (APL)

Number of Student(s) with Assessment : 1

Preview & Print

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

11.3

Application for ApL ▾ Application for ApL (C) ▾ Application for Teacher Programme ▾ School Functions ▾ Eng | 中

Home / Student Assessment Report

Cohort: 2024-26

School: ELCHK LUTHERAN

ApL Type: ApL (courses)

Cohort: 2024-26

School: ELCHK LUTHERAN

ApL Type: ApL (courses)

Number of Student(s) with Assessment: 1

Download

Please enter the password for download protection:

Password validation rules:

- 8-20 character long
- At least one letter
- At least one capital letter
- At least one number

Please DON'T start another download before the zip file download with success

Cancel Continue

Preview & Print

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	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

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Login Eng | 中

Applied Learning System

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.

- 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
 - Document Submission

12.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Program School Functions Eng | 中

Home / Student Headcount Confirmation

Cohort* 2023-25

ApL Type* (Any)

Instalment* (Any)

* indicates required field

Search

Select the respective [Cohort] and [ApL Type], then click [Search]

12.3 Student Headcount Confirmation: Step (1) Submission

Application for Apl Application for Apl(C) Application for Taster Programme School Functions Eng | 中

Home / Student Headcount Confirmation

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

Pending For Action List

Apl Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time
No matching records found.							

1 - 1 of 1 record(s).

Confirmed List

Apl Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time
No matching records found.							

Pending For Submit List

Apl Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time
Apl (courses commencing at S5) (APL)	2024-26	Instalment 1	1	1		Submit	Download

(1) [Download] the reports from the 'Pending For Submit List' for checking before confirmation.

(2) [Submit] after checking.

Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Home / Student Headcount Confirmation

Submit success for 2024 - ApL. Submitted successfully.

Cohort* (Any)

ApL Type* (Any)

Instalment* (Any)

Show Pending For Action List ☒

Show Confirmed List ☒

Show Pending For Submit List ☒

* Indicates required field

Search

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

[Undo] the confirmation if any mistakes are found.
(Only applicable before the deadline of the student headcount confirmation)

12.5 Student Headcount Confirmation Step (2): Confirmation

This step can only be performed by **[School administrator]** or **[School senior user]**

[Confirm] to complete the 'Student Headcount Confirmation' from the 'Pending For Action List'. If amendments are required, click **[Reject]**.

Reminder: **Submission Step** and **Confirmation Step** should be completed by different users.

Pending For Action List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time	
			1		Pending	fitsdsa02	2025/06/19 11:51:02	Confirm Reject

Username of the submission.

1 - 1 of 1 record(s).

« 1 »

Confirmed List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time	
No matching records found.								

« »

Pending For Submit List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	
		Instalment 1	1	1	Submit Download

If both the 'Pending For Action List' and 'Pending For Submit 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.

Pending For Action List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time	
No matching records found.								
<div>« 1 »</div>								

Confirmed List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	Status	Submit By	Submit Time	
		Instalment 1	1	1	Confirmed	fitsdsa02	2025/06/19 11:51:02	Undo
1 - 1 of 1 record(s).								
<div>« 1 »</div>								

Pending For Submit List

ApL Type	Cohort	Instalment	No. of enrolment	No. of enrolled students	
No matching records found.					

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

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Home / Student Arrival

STRN* Search

- School User
- School Declaration
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Notices
- Reports
- Repeater
- Student Headcount Confirmation
- Student Departure
- Student Arrival**

13.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme

Home / Student Arrival

STRN* Search

Enter the STRN of the transferred student, then click [Search].

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).

< 1 >

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).

< 1 >

Student Application to be transfer

Cohort	Workflow	Subject Code	Course Provider Code	Mode	APL Class Code	Application Date	Withdrawal Date	Enrolment Status	Selection Result	Order of Preference
2022	ApL	716	HKU001	1	BD	2024-02-19		Enroled	Successful	1

1 - 1 of 1 record(s).

< 1 >

Proceed

13.4

[Home](#) / [Student Arrival](#)

- Student Arrival action is performed successfully for (STRN).

✕

STRN*

Search

14. School Functions – Student's Departure

14.1

Application for ApL ▾ Application for ApL(C) ▾ Application for Taster Programme ▾ **School Functions ▾** [English](#) | [Chinese](#)

ports

All Categories ▾

☒ English ☐ Chinese

- School User
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Notices
- Reports
- Student Headcount Confirmation
- Student Departure**
- Export to CloudSAMS with ApL student data

14.2

[Home](#) / Student Departure

S/N	Class	Class No
1	<input type="text" value="v"/>	<input type="text"/>
2	<input type="text" value="v"/>	<input type="text"/>
3	<input type="text" value="v"/>	<input type="text"/>

Select the respective [Class], then click [Search].

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																				
<input type="checkbox"/>	Student English Name	Student Chinese Name	Departure Year	Class	Class No	STRN	Cohort	Study Class Level	Study Duration (Year)	ApL Type	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Student's Destination	Student's Intention
												Subject	Provider	Deliverer						
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled		
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled	Others	Continue
																		Change School	Withdraw	
																		Employment	Unknown	
																		Studying Abroad		

Back Print Reset Save

14.4

[Home](#) / Student Departure

(2) Select the student departed, then click [Save].

<input type="checkbox"/>	Student English Name	Student Chinese Name	Departure Year	Class	Class No	STRN	Cohort	Study Class Level	Study Duration (Year)	ApL Type	Mode	Course			Class Seq No	APL Class Code	Selection Result	Enrolment Status	Student's Destination	Student's Intention
												Subject	Provider	Deliverer						
<input checked="" type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course 700	HKBU(SCE)	HKBU(SCE)	1	KL	Successful	Enroled	Change School	Withdraw
<input type="checkbox"/>							2024-2026	S4	3	ApL(C)	2	Course								

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

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Applied Learning System

Logged in As

Login Time

Application Version 1.5.11 (202505301000)

Schema Version 1.1.3 (2020/12/24)

- School User
- School Declaration
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Notices
- Reports
 - Repeater**
- Student Headcount Confirmation

15.2

Current School Year: 2024

S/N	Class	Class No
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Select respective [Class], then click [Search].

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	<input checked="" type="checkbox"/>

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	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

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 (Mode 1 and Mode 2) by Batch

Student Application For Repeater

Enrolment Summary

Exceptional Application

Application Record

Applied Learning System

Cohort

Study Class Level

Study Duration (Year)

☒ By Class☐ By Student

S/N	Class	Class No
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

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 2026/2027

<input type="checkbox"/>	S/N	Class	Class No	Student Name	STRN	Contact Tel	Student Agreement ^ <input type="checkbox"/>	Mode	Order of Preference	Course			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)	
										Subject	Provider	Deliverer					2025/2026	2026/2027
<input checked="" type="checkbox"/>	1						<input checked="" type="checkbox"/>	1	1	688 - Course 688	HKCT	HKCT	N/A	--			<input type="text" value="2"/>	<input type="text" value="2"/>
<input type="checkbox"/>	2						<input type="checkbox"/>		2								<input type="text" value="2"/>	<input type="text" value="2"/>

^ Check the checkbox under Student Agreement if the student has submitted the Student Agreement Form to school.

2. Input no. of elective subject(s) for the selected student with the **[Fill]** function.

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

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Applied Learning System

Logged in As

Login Time

Application Version 1.5.11 (202505301000)

Schema Version 1.1.3 (2020/12/24)

- School User
- School Declaration
- School Contact Information
- Import student data from CloudSAMS
- Real-time reports
 - Attendance Report (Single Month)
 - Attendance Report (Multiple Months)
 - Student Assessment Report
- Notices
- Reports**
- Repeater

16.2

Home / Report

Submitted At 2025 / 7 / (Any)

Active Cohort (Any)

Report Type (Any)

Search

- (Any)
- Diversity Learning Grant (ApL(ECC) - 2 Years)
- Diversity Learning Grant (ApL)
- Learning Progress (ApL(C))
- Learning Progress (ApL(ECC) - 2 Years)
- Learning Progress (ApL)
- Mode 1 - Commencement Arrangement (ApL(C))
- Mode 1 - Commencement Arrangement (ApL(ECC) - 2 Years)
- Mode 1 - Commencement Arrangement (ApL)
- Mode 1 - Selection Arrangement (ApL(C))
- Mode 1 - Selection Arrangement (ApL(ECC) - 2 Years)
- Mode 1 - Selection Arrangement (ApL)
- Student Attendance (ApL(C))
- Student Attendance (ApL(ECC) - 2 Years)
- Student Attendance (ApL)
- Student Grant (ApL(C))

Select the [report submission date], [Active Cohort] and [Report Type], then click [Search].

16.3

[Home](#) / [Report](#)

Submitted At 2025 ▾ / (Any) ▾ / (Any) ▾

Active Cohort (Any) ▾

Report Type (Any) ▾

[Search](#)

Submitted At 2025/(Any)/(Any)

Active Cohort (Any)

Report Type (Any)

Submitted At ▾	Active Cohort ▾	Report Type ▾	Parameter ▾	
2025/06/16 17:59:19	2024-26	Learning Progress (ApL)	Release: 1, Cut-off Date: 2025/04/30, Circular 1: (none), Circular 2: (none), Issue Date: 2025/06/16	Download

1 - 1 of 1 record(s).

« 1 »

16.4

Download**Please enter the password for download protection.****Password validation rules:**

- 8-20 character long
- At least one letter
- At least one capital letter
- At least one number

**Please DON'T start another download before the zip file
download with success**

[Cancel](#)[Continue](#)

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

The screenshot shows the 'Applied Learning System (School/CP Desk)' interface. The top navigation bar includes links for 'Application for ApL', 'Application for ApL(C)', 'Application for Taster Program', 'School Functions', 'Login', and language options 'Eng | 中'. The 'School Functions' dropdown menu is open, displaying options such as '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', and 'Export to CloudSAMS with ApL student data'. The 'Export to CloudSAMS with ApL student data' option is highlighted with a red box. Below the navigation bar, the 'Logged in As' section shows the user's login time and application version (1.5.3 (202406241000)). The 'Schema Version' is 1.1.3 (2020/12/24).

17.2

The screenshot shows the 'Export to CloudSAMS with ApL student data' page. The top navigation bar is the same as in 17.1. The breadcrumb trail shows 'Home / Export to CloudSAMS with ApL student data'. The 'Cohort' dropdown menu is set to '2025-27'. A red box highlights the 'Fetch Data from ApL' button. A red box with the text 'Select the [Cohort] to fetch data from ApL.' is also present.

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

17.3

Applied Learning System (School/CP Desk)

Application for ApLApplication for ApL(C)Application for Taster ProgramSchool FunctionsLoginEng | 中

[Home](#) / Export to CloudSAMS with ApL student data

Cohort

2025-27

Fetch Data from ApL

Cohort :

2025-27

Number of Class Schedule to be export :

0

Number of School Application to be export :

0

Number of Student Application to be export :

0

Preview & Print

School Key

Export Data to CloudSAMS

Input the CloudSAMS School Key, then click [Export Data to CloudSAMS].

Cohort	Type	Status	Submitted By	Submitted At
2025	APL Update Data to CloudSAMS (Class Schedule Record)	Success		2024/03/21 11:21:06
2025	APL Update Data to CloudSAMS (School Application)	Success		2024/03/21 11:21:06

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

18.1

Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Application

Application Summary

18.2

Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Home / Application

Cohort 2025-27 Course Provider (Any)

Search Import By Batch

Select [Cohort], then click [Search].

2025-27

2022-24

2023-25

2024-26

2025-27

18.3

Home / Application

Cohort 2025-27 Course Provider (Any)

Search Import By Batch

(Any)

(Any)

CICE

CityU(SCOPE)

CUSCS

HKAPA

HKBU(SCE)

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

Cohort 2025-27 Course Provider

Subject Code	Course	Course Provider	Mode	Programme/Activities	Session Date	Session Start Time	Session End Time
610	課程 610 Course 610	CICE	Online mode	ghedje	11/02/2024	20:05-20:35	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 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

(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 Taster Programme 704 - Course 704 (face-t

Session Date 19/02/2024 Session Start Time 15:05

Session End Time 16:05 Year Level S3

S/N	Year Level	Class No
1	S3 - 3B	<input type="text"/>
2	S3 - 3B	<input type="text"/>
3	S3 - S3E	<input type="text"/>
4		<input type="text"/>

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

Assign the teacher's information for selected students

Teacher-in-charge Mr CHEUNG
Teacher-in-charge - Contact No. 98765432
Teacher-in-charge - Email mrcheung@schoolname.edu.hk

(2) Input information of teacher-in-charge and assign teacher information for the selected student with the [Fill] function.

Submit Application ☒

Student Agreement ☒

Student Name	Year Level	Class No	Student Mobile	Student Email	Teacher-in-charge	Contact No.	Teacher-in-charge - Email
		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
Session Date 19/02/2024
Session End Time 16:05

Taster Programme 704 - Course 704 (Face-to-face)
Session Start Time 15:05
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

Application for Apl ▼ Application for Apl(C) ▼ Application for Taster Programme ▼ School Functions ▼ Eng | 中

Application

Application Summary

19.2

Home / Application

Cohort Course Provider

Search **Import By Batch**

19.3

Home / Taster Programme Application Import

Uploaded At	Uploaded By	File Name	Status ^	
2025/02/12 10:55:53	fitsdsa02	複本 複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Error (Partially)	Source Error Log
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

Back Refresh **Download Template (blank)** New Data Upload

1 - 3 of 3 record(s).

<< 1 >>

19.4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class Name	Class No	Student Agreement	Student Mobile	Student Email	Teacher in charge	Teacher in charge - Contact No.	Teacher in charge - Email
2																
3																
4																
5																
6																
7																
8																

Application Data(for input) Prog Info (for copying)

Contains information for each taster programme, allowing schools to copy the details of the taster programme onto the 'Application Data (for input)' worksheet.

For schools to input the details of the taster programme they intend to apply.

19.5

	A	B	C	D	E	F	G	H	I
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	
2	2023	674	Online	HKCT001	HKCT001	2024/01/21	16:00	17:00	
3	2023	674	Online	HKCT001	HKCT001	2024/01/24	16:00	17:00	
4	2023	611	Face to face	CITYU001	CITYU001	2024/02/22	11:00	14:40	
5	2023	611	Face to face	CITYU001	CITYU001	2024/01/31	08:00	11:40	
6	2023	615	Online	VTC001	VTC001	2024/02/17	11:00	12:00	
7	2023	615	Face to face	VTC001	VTC001	2024/02/04	12:00	13:00	
8	2025	611	Online	CITYU001	CITYU001	2024/02/01	14:00	16:00	
9	2025	611							

Application Data (for input) Prog Info (for copying)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class Name	Class No	Student Agreement	Student Mobile	Student Email	Teacher in charge	Teacher in charge - Contact No.	Teacher in charge - Email
2																
3																
4																
5																
6																
7																
8																

(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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Cohort	Subject Code	Taster Mode	CP Code	Deliverer Code	Date	Time Start	Time End	Class Name	Class No	Student Agreement	Student Mobile	Student Email	Teacher in charge	Teacher in charge - Contact No.	Teacher in charge - Email
2	2025	610	Online	CICE001	CICE001	2025/6/1	14:00	15:30	S3B	1	Y	54321000	S3B01@student.hk	Mr. Cheung	36983186	mrc
3	2025	610	Face to face	CICE001	CICE001	2025/6/1	10:00	11:30	S3B	2	Y	54321000	S3B02@student.hk	Mr. Cheung	36983186	mrc
4	2025	610	Face to face	CICE001	CICE001	2025/6/1	10:00	11:30	S3B	3	Y	54321000	S3B03@student.hk	Mr. Cheung	36983186	mrc
5	2025	610	Face to face	CICE001	CICE001	2025/6/1	10:00	11:30	S3B	4	Y	54321000	S3B04@student.hk	Mr. Cheung	36983186	mrc
6																

Application Data (for input) Prog Info (for copying)

Please ensure that all data is correct. Save this template for uploading.

19.7

Uploaded At	Uploaded By	File Name	Status ^	
2025/02/12 10:55:53	fitsdsa02	複本 複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Error (Partially)	Source Error Log
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

[Back](#)
[Refresh](#)
[Download Template \(blank\)](#)
[New Data Upload](#)

19.8

Application for ApL ▾ Application for ApL (C) ▾ Application for Taster Programme ▾ School Functions ▾ Eng | 中

Programme Application Im

Upload Data File

Please select a data file:

Select File [Browse](#)

[Cancel](#) [Upload](#)

[Back](#)
[Refresh](#)
[Download Template \(blank\)](#)
[New Data Upload](#)

rd(s).

Upload the saved
template to the system.

19.9

Uploaded At	Uploaded By	File Name	Status ^	
2025/01/21 16:47:12	fitsm02	TEMPLATE_IMPORT_TASTER_APPLICATION_2025.01.21.XLSX	Pending	Source
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

[Back](#)
[Refresh](#)
[Download Template \(blank\)](#)
[New Data Upload](#)

1 - 3 of 3 record(s).

^

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

Uploaded At	Uploaded By	File Name	Status	
2025/01/21 16:47:12	fitsm02	TEMPLATE_IMPORT_TASTER_APPLICATION_2025.01.21.XLSX	Error	Source Error Log Delete
2024/12/30 11:52:32	fitst02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source
2024/12/30 10:45:16	fitsdsa02	複本 TEMPLATE_IMPORT_TASTER_APPLICATION.XLSX	Captured	Source

Back Refresh Download Template (blank) New Data Upload

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

19.11

Download

Please enter the password for download protection:

Password validation rules:

- 8-20 character long
- At least one letter
- At least one capital letter
- At least one number

Please DON'T start another download before the zip file download with success

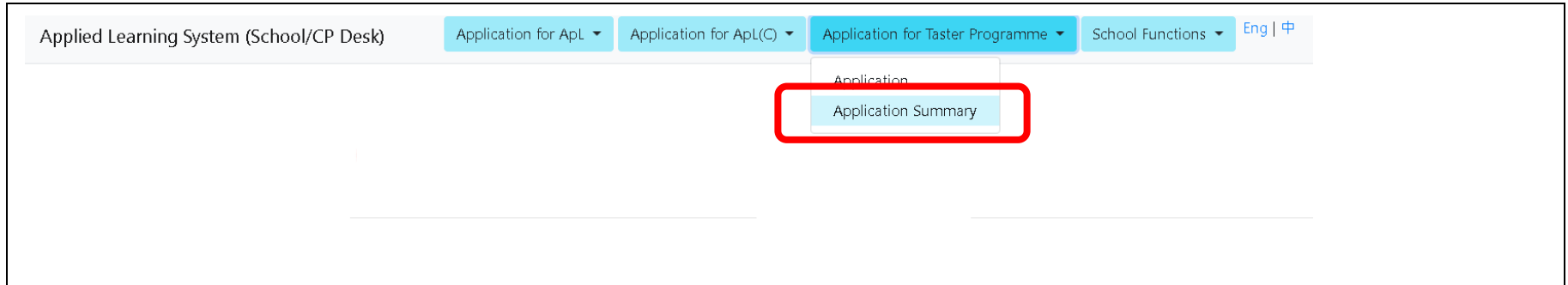
Cancel Continue

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

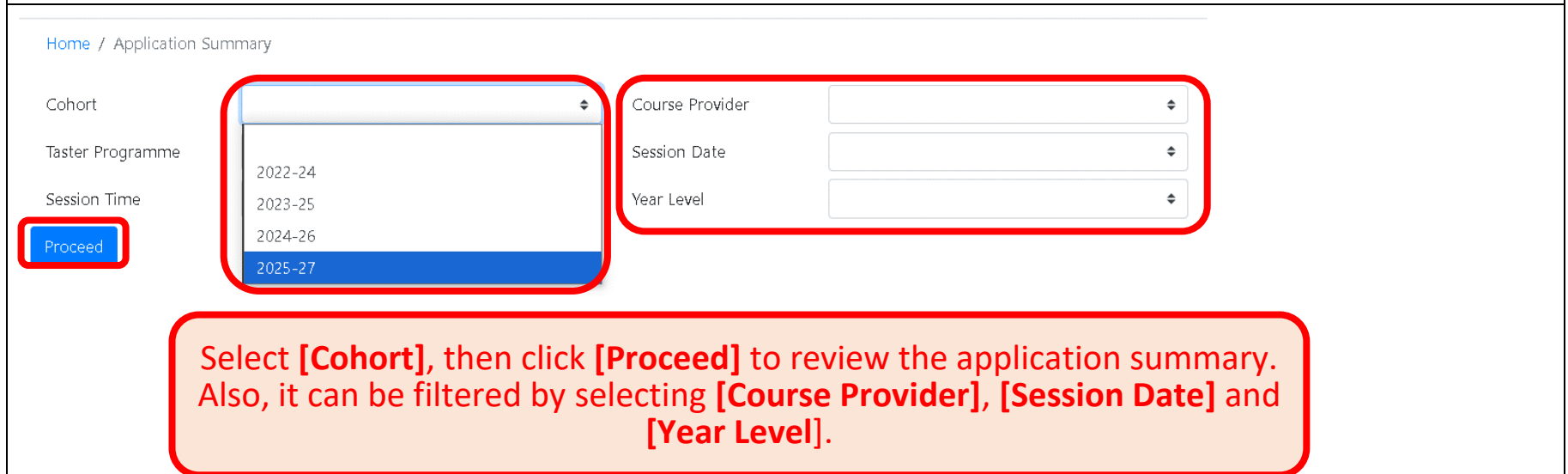
20.1



Applied Learning System (School/CP Desk) Application for ApL Application for ApL(C) Application for Taster Programme School Functions Eng | 中

Application
Application Summary

20.2



Home / Application Summary

Cohort
Taster Programme
Session Time

Proceed

2022-24
2023-25
2024-26
2025-27

Course Provider
Session Date
Year Level

Select **[Cohort]**, then click **[Proceed]** to review the application summary. Also, it can be filtered by selecting **[Course Provider]**, **[Session Date]** and **[Year Level]**.

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
Course (Face-to-												Pending	NA	Edit Withdraw
Course (Face-to-												Successful	NA	Edit Withdraw
Course (Face-to-												Successful	Attended	Edit Withdraw
Course (Face-to-												Successful	Absent	Edit Withdraw
Course (Face-to-												Unsuccessful	NA	Edit Withdraw

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.

[Back](#)

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

CP Desk)

Application for ApL ▾Application for ApL(C) ▾Application for Taster Programme ▾School Functions ▾Eng | 中

Applied Learning System

Logged in As

Login Time

Application Version 1.5.12 (202507091000)

School User

School Declaration

School Contact Information

Import student data from CloudSAMS

Real-time reports

Attendance Report (Single Month)

Attendance Report (Multiple Months)

Student Assessment Report

Notices

Document Confirmation

Student Departure

Student Arrival

Export to CloudSAMS with ApL student data

Document Submission

Select 'Document Submission' to submit the 'Supplementary Information of Students with Special Educational Needs (Optional)' to the EDB.

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

Please select a file:

Select File Browse

Cancel Upload

New Submission

New Submission

New Submission

School of Contin

Hong Ko

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

Submitted At

Select [Sent] from [Select Inbox] and click [Search] to view the document submission record.

21.5

Home / Document Submission

Select Inbox

Submitted At / /

The system will retain all uploaded documents until the end of the school year, after which all files will be automatically deleted.

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	<input type="button" value="Download"/>

1 - 1 of 1 record(s).

« 1 »

The background is a light blue gradient. It features several abstract elements: a large green circle on the left, a smaller blue circle on the right, and a series of concentric white circles at the bottom center. There are also various geometric shapes like triangles, squares, and circles scattered throughout. A grid of white 'x' marks is located in the bottom right corner. The text is positioned at the bottom left of the image.

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