Education Bureau Circular Memorandum No. 116/2022

From: Secretary for Education	To: Heads of All Government and Aided
Ref: EDB(EID/ITE)/IT/PRO/223/10(5)	Schools (including Caput and Special
Kei. DDD(LID/112)/11/1 KO/225/10(5)	Schools) and Schools under the Direct
Date: 12 August 2022	Subsidy Scheme

Survey on Information Technology in Education for the 2021/22 School Year

Summary

This circular memorandum requests primary, secondary and special schools to complete an online survey on Information Technology (IT) in education during the period from **12 August to 30 September 2022**.

Details

2. The Education Bureau (EDB) has been conducting the above survey since the 2015/16 school year to obtain a holistic understanding of the implementation of IT in education in public sector schools for reference of the EDB and schools. With the information collected, the EDB has strengthened the provision of resources and measures to support schools to implement IT in education.

3. We will conduct the survey for the 2021/22 school year to collect schools' views on the development of IT in education and relevant information. Schools are requested to download and complete an electronic questionnaire, and then submit it through the EDB Common Log-On System at <u>https://esurveyweb.edb.gov.hk</u> during the period from **12 August** to **30 September 2022**. For details, please refer to the **Guidance Notes** attached. Your responses and feedback will be vital for the development of IT in education.

Enquiries

4. For enquiries, please contact Mr Simon CHAN at 3698 3611 or Ms Connie YONG at 3698 3667 of the IT in Education Section.

P W YAN for Secretary for Education

c.c. Heads of Sections - for information

Guidance Notes on Completing the Survey on IT in Education 2021/22

- 1. Logon through the Education Bureau (EDB) Common Log-On System (CLO)
 - a. Launch a web browser (e.g. Chrome, Firefox or Edge).
 - b. Enter the e-Form Submission System page with the following hyperlink:

https://esurveyweb.edb.gov.hk

c. You will be re-directed to the EDB CLO page. Enter your username and password, then click "Logon" button (Fig. 1).

教育局 Education Bureau	CLO	CLCFig. 1
Common Log-On System 統一登入系統 (CLO)		
Username/用戶名稱 Password/密碼 Logon / 登入 Encycl Username/Password 忘記用戶名稱/密碼	EDB application system which should be had measures are as follow • Avoid logging on sy through unsecured r • After logging on, c without proper secu • Log out after used that others cannot g	ns contain sensitive personal information ndled with care. Suggested preventive s: ystem using public/shared computers or networks. do not leave the computer unattended rity measures. and close all browsers immediately so gain unauthorized access.
智方便登入 Login with iAM Smart Autor Info / 了解更多	教育局應用系統存有敏感 如下: • 請勿使用公共 / 共用電	來的個人資料,必須小心處理。建議預防措施)膨成透過不可靠的網絡登入。
	 登入後,請勿在沒有合 使用後立即登出並關閉 	i適保安措施下離開你的電腦。 I所有瀏覽器,以防止其他人士非法登入。

*If you forget the logon password for the EDB CLO, click "Forgot Username/Password" to reset password or download, complete and return an account reset form (depending on your account type) to the EDB.

d. After logon, you will land on "Download Survey File" page of the eForm Survey Platform (Fig. 2).

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2. Download the electronic questionnaire

On the "Download Survey File" page, there is a "Survey" table listing the survey(s) which is/are currently available. Click "Download" button on the row where "Survey on Information Technology in Education for the 2021/22 school year" is found (Fig. 3).

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Save the Excel file of the electronic questionnaire in your computer (Fig. 4).

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3. Download the User Guide and Questionnaire

Choose "User Guide & Questionnaire" from the "User References" pull-down menu (Fig. 5).

eForm Survey Platform	Survey User References	繁 简	Fig. 5 Logout
Home / Download Survey File	User Guide & Questionnaire		- '8' -
	School Information	I	

Another windows will pop up. Please save the "User Guide & Questionnaire" file in your computer and go through it before completing the questionnaire in Excel format.

4. Upload the completed electronic questionnaire

After completion of the electronic questionnaire in Excel format in your computer, please logon the EDB CLO again through the following hyperlink:

https://esurveyweb.edb.gov.hk

Choose "Upload Survey File" from the Survey pull-down menu (Fig. 6).



An upload session will be shown below "School Information" table. Click "Browse" button and select the Excel file of the completed electronic questionnaire from your computer. Then click "Upload" button (Figs. 7 & 8).

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If the Excel file is uploaded more than once, the previous uploaded file will be overwritten. Only the latest version will be kept on the eForm Survey Platform (Fig. 9).



A message in green will be shown when the upload is successful (Fig. 10).

	School Information	Fig 11
Account Name		1 18. 10
SCRN		
School Name	SCHOOL	
Location No.		
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Click the "Logout" button on the top right-hand corner of the screen to exit the EDB CLO (Fig. 11).

