

Education Bureau Circular Memorandum No. 116/2022

From: Secretary for Education

Ref: EDB(EID/ITE)/IT/PRO/223/10(5)

Date: 12 August 2022

To: Heads of All Government and Aided
Schools (including Caput and Special
Schools) and Schools under the Direct
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 <https://esurveyweb.edb.gov.hk> 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).

Education Bureau
Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱
Password/密碼

Logon / 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

Self Register/自助註冊

More Info / 了解更多

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

- Avoid logging on system using public/shared computers or through unsecured networks.
- After logging on, do not leave the computer unattended 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。

**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).

eForm Survey Platform

Survey User References

繁簡

Logout

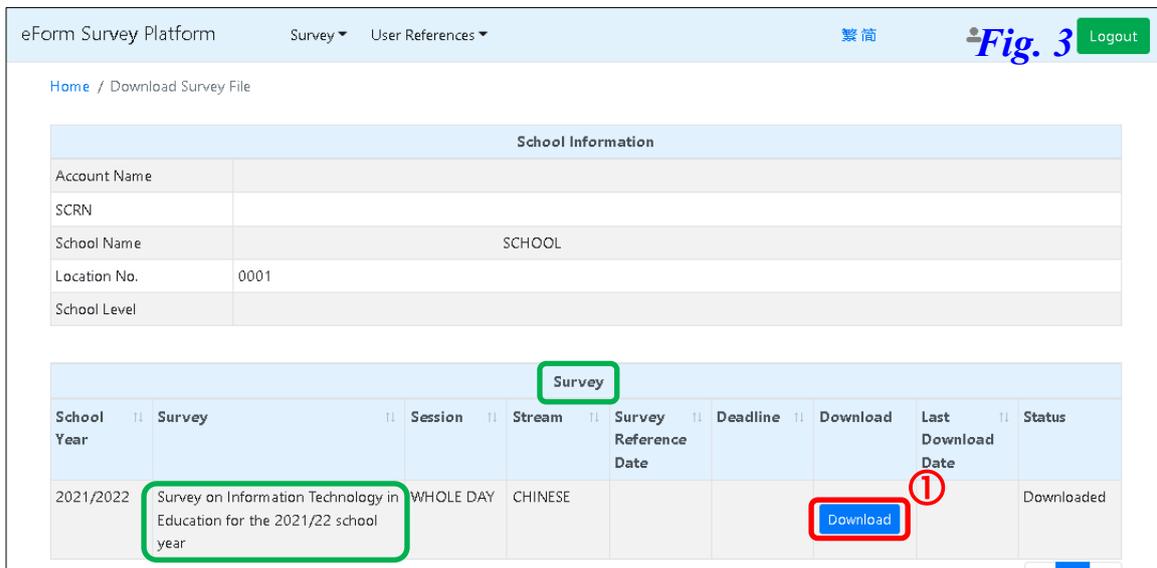
Home / Download Survey File

School Information	
Account Name	
SCRN	
School Name	SCHOOL
Location No.	0001
School Level	

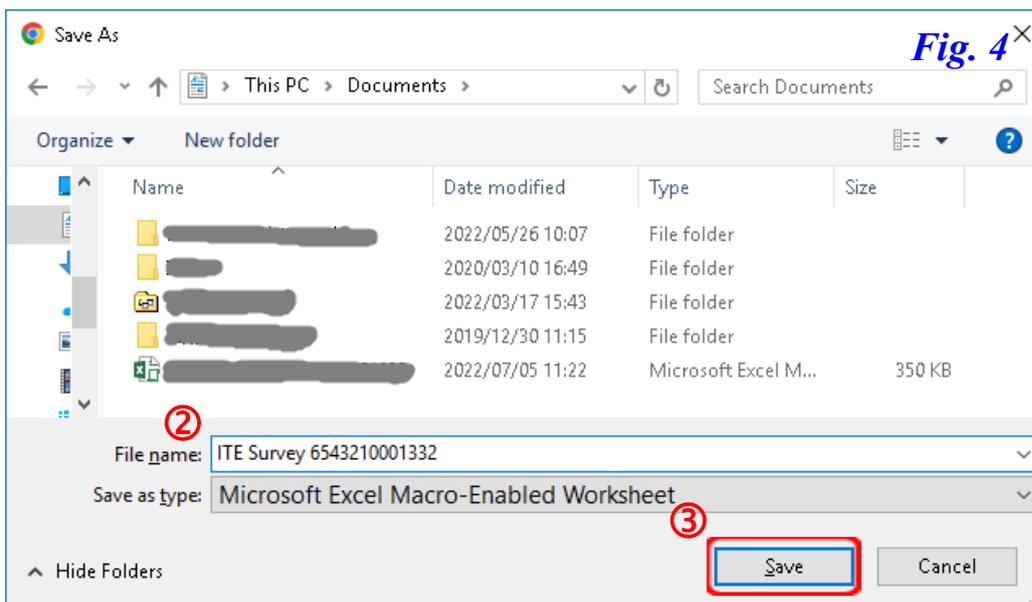
Survey									
School Year	Survey	Session	Stream	Survey Reference Date	Deadline	Download	Last Download Date	Status	
2021/2022	Survey on Information Technology in Education for the 2021/22 school year	WHOLE DAY	CHINESE			Download		Downloaded	

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).



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



3. Download the User Guide and Questionnaire

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



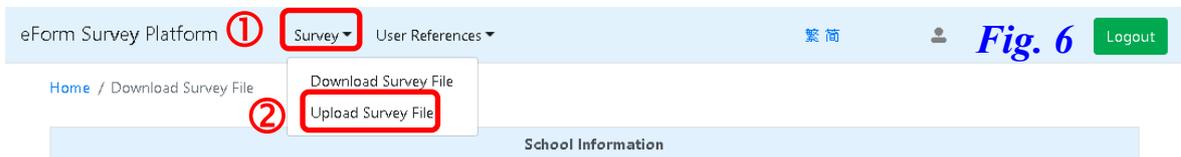
Another windows will pop up. Please save the “User Guide & Questionnaire” file in your computer and go through it before completing the questionnaire in Excel format.

4. Upload the completed electronic questionnaire

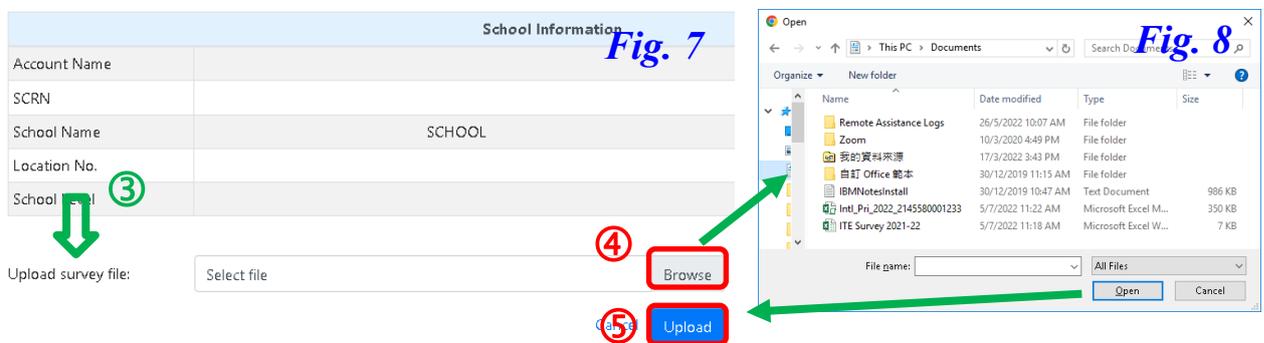
After completion of the electronic questionnaire in Excel format in your computer, please logon the EDB CLO again through the following hyperlink:

<https://esurveyweb.edb.gov.hk>

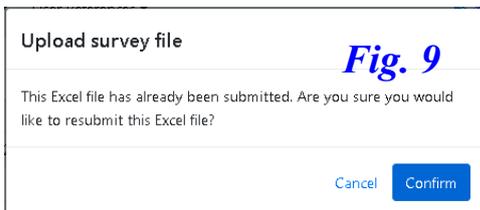
Choose “Upload Survey File” from the Survey pull-down menu (Fig. 6).



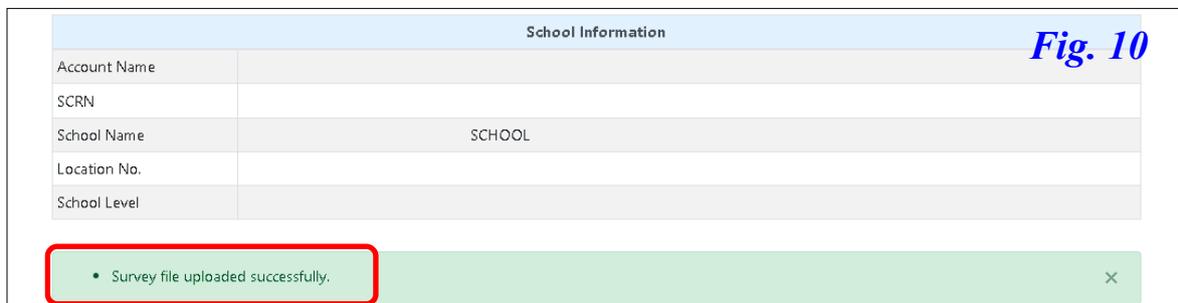
An upload session will be shown below “School Information” table. Click “Browse” button and select the Excel file of the completed electronic questionnaire from your computer. Then click “Upload” button (Figs. 7 & 8).



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).



Click the “Logout” button on the top right-hand corner of the screen to exit the EDB CLO (Fig. 11).

