E-platform for School Development & Accountability (ESDA) Version 5.3.x

Operation Manual

June 2025

Table of Contents

About this Manual	5
Chapter 1 Introduction to ESDA	6
1.1 About ESDA v5.0.x	6
1.2 About Installation	7
1.3 System Registration	19
1.4 Login, Logout and Change Password	21
1.5 Navigating ESDA	23
1.6 Some Common Operations	27
1.7 Suggested Scheduled Tasks	29
Chapter 2 System Tools	30
2.1 About System Tools	30
2.2 System Setting	
2.3 School Year Setting	
2.4 System Backup	37
2.5 System Update	38
2.6 System Log	41
2.7 System Restore	42
Chapter 3 User Management	44
3.1 About User Management	44
3.2 Class Level Management	47
3.3 Class Management	48
3.4 Group Management	49
3.5 User Management	52
3.5 User Management3.6 Import User List	52
 3.5 User Management 3.6 Import User List 3.7 Export User List 	52 58 63
 3.5 User Management. 3.6 Import User List 3.7 Export User List 3.8 Reset User Password 	52 58 63 63
 3.5 User Management. 3.6 Import User List	

ESDA v5.3.x Operation Manual

4.1 About Survey Management	65
4.2 Publish Survey	71
4.3 Manage Survey	90
4.4 Importing Offline Survey Responses	93
4.5 Export Survey Responses to KPM Items	95
4.6 Fill In Survey	97
Chapter 5 Data Input	105
5.1 About Data Input	105
5.2 Input KPM Item Data	106
5.3 Input Physical Development Data	107
Chapter 6 Report Management	109
6.1 About Report Management	109
6.2 Stakeholder Survey Report	109
6.3 KPM Item Report	111
6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report	111
6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report	111 115
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report 	111 115 121
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report Chapter 7 Data Submission 	111 115 121 122
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report Chapter 7 Data Submission	111 115 121 122 122
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report Chapter 7 Data Submission	111 115 121 122 122 122
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report Chapter 7 Data Submission	111 115 121 122 122 122 125
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report Chapter 7 Data Submission	111 115 121 122 122 122 125 126
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report	111 115 121 122 122 122 125 126 126
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report	111 115 121 122 122 122 125 126 126 126
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report	111 115 121 122 122 122 125 126 126 126 130
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report	111 115 121 122 122 122 125 126 126 126 130 138
 6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report 6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report 6.6 School-based Survey Report	111 115 121 122 122 122 125 126 126 126 130 138 139

ESDA v5.3.x Operation Manual

Appendix 4 ESDA File Structures and Software Components	143
Appendix 5 Uninstalling ESDA	144
Appendix 6 User Account Integration with Other System(s)	145
Appendix 7 Steps to sort out the raw data of Affective Development (Applicable to KPM17) to export to	KPM
item	151

About this Manual

This Operation Manual aims to provide a step-by-step reference for the operation of ESDA. The content of this manual is grouped and categorised by the main modules of ESDA and its respective operation tasks.

The target readers of this Operation Manual are System Administrator, Survey Administrator, KPM Data Administrator and those who are authorised to view ESDA reports.

There are eight chapters in this Operation Manual, including:

- Chapter 1 Introduction to ESDA
- Chapter 2 System Tools
- Chapter 3 User Management
- Chapter 4 Survey Management
- Chapter 5 Data Input
- Chapter 6 Report Management
- Chapter 7 Data Submission
- Chapter 8 School-based Survey Management

Contact Us

Education Bureau (EDB) welcomes schools to share with us their opinions and good practices in using ESDA. Please contact the Indicators Section of the EDB to express any views and suggestions, or to share experiences by phone, fax or email.

You can contact the Indicators Section of the EDB by the following methods for enquiring about the technical problem of ESDA.

- Telephone: 2892 6577 / 2892 6476 / 2892 6544 / 2892 6507
- Fax: 2119 9074
- Email: indicators@edb.gov.hk

Note: For enquiries by email or fax, please state the technical problem encountered, school name and contact person with phone number.

Chapter 1 Introduction to ESDA

ESDA facilitates schools' collection and management of their school self-evaluation (SSE) data for enhancing their effectiveness in SSE. ESDA can run on both the schools' Local Area Network (LAN) and Wide Area Network (i.e. Internet) with Google Chrome v100 or above.

ESDA v5.0.x, there are seven main component modules, namely, System Tools, User Management, Survey Management, Data Input, Report Management, Data Submission and School-based Survey Management.

1.1 About ESDA v5.0.x

This section describes the pre-installation work of System Administrator, such as understanding hardware requirements and gathering installation related information.

1.1.1 Suggested System Configuration

To ensure adequate performance of ESDA v5.0.x, the following configurations are suggested for the system.

-		
	Basic Requirements	Suggested Configurations
Processor	2 core 64-bit (x64) processor	4 core 64-bit (x64) processor
Memory	4 GB RAM	16 GB RAM
Harddisk	128 GB	512 GB
Network	Support TCP/IP network with a static IP	Support TCP/IP network with a static IP
Configuration	address	address
Operation	Windows Server 2016 or above	Windows Server 2019 or above
System		
Supported	Google Chrome version 87 or above	Google Chrome version 87 or above
Internet	Opera version 61 or above	Opera version 61 or above
Browser	Safari version 14 or above	Safari version 14 or above
	Edge version 46 or above	Edge version 46 or above
	Firefox version 86 or above	Firefox version 86 or above

Adequate system requirements depend on how to conduct surveys by schools. For example, the "Suggested Requirements" above can support students at a year level (almost 200 students) to complete an online survey simultaneously. Schools are suggested to use a faster processor and spare more memory if it is planned for more students to complete an online survey simultaneously.

In general, schools should install ESDA v5.0.x on Windows Server 2016 (or its latest version).

1.1.2 Installation of Necessary System Patch(es) and Browser

The EDB suggests that schools install the latest service pack and update security patches of Windows Server 2016 or above. For details, please refer to the Microsoft website (http://windowsupdate.microsoft.com).

The EDB suggests that schools use the browser of Google Chrome v100 or above.

1.1.3 Other Recommended Software

It is always recommended that schools install Anti-Virus software and update the latest virus signature on the computer in which ESDA is installed.

1.1.4 Verify Network Settings

Before installation, please ensure that "Port 443" is available. If the "Port 443" is used by another application, please close that application for installing ESDA v5.0.x. If the "Port 443" is set for other uses of the server, System Administrator may refer to Appendix 1 for setting up ESDA with other ports.

Before installation, please set the ESDA v5.0.x system recommended browser as the default browser of the server.

1.1.5 Reference website for Microsoft licensing

Windows Server 2016 supports two licensing modes, device-based and user-based (they are also known as Windows Device CALs and Windows User CALs). For scenarios where multiple users share a device within an organisation, Windows Device CALs save budgets and simplify management. On the other hand, Windows User CALs are the best choice if there are many users in your organisation who need access to the network from a variety of unknown devices, or if many employees have to access the network through multiple devices.

For details, please refer to the Microsoft License Agreement website (<u>http://www.microsoftvolumelicensing.com/userights/</u>).

1.2 About Installation

This session provides the steps to install ESDA in Windows Server 2016. In addition to Windows Server 2016, ESDA can also be installed in the Windows Server 2019 operating system. The three main tasks of installing ESDA are as follows:

- Pre-installation checklist
- Install ESDA
- Checking after installing ESDA

In ESDA v5.0.x, version upgrade is a built-in function, users only need to connect the ESDA v5.0.x system to the Internet and the upgrade procedure is almost automatic. For details, please refer to the Section 2.5.

1.2.1 ESDA Installation

If the preparatory tasks have been completed, System Administrator may start to install the ESDA.

Step1: Download ESDA

- 1) Login to the Windows Server as an Administrator or as a user with administration rights.
- Launch the browser and enter the URL <u>https://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/performance-indicators/esda/download.html</u> for downloading the full ESDA installation programme (esda-v5.0.x.exe) to your computer.



Step 2: ESDA Installation

1) Double-click "esda-v5.0.x.exe". Select "I accept the agreement" and click "Next".



2) The ESDA v5.0.x will be installed in a default folder, click "Next".

Note:

System Administrator can change the destination folder by clicking "Browse" button.

c년 _고 Setup - ESDA version 5.0.0	– 🗆 X
Select Destination Location	EP
Where should ESDA be installed?	
Setup will install ESDA into the following folder.	
To continue, click Next. If you would like to select a different folder, click Browse.	
C:\esda_new	Browse
At least 696.6 MB of free disk space is required.	
Back	Next Cancel

3) Click "Install" to start the installation.

📥 Setup - ESDA version 5.0.0 —		×
Ready to Install	F	20
Setup is now ready to begin installing ESDA on your computer.	(110)	
	Ċ,	1
Click Install to continue with the installation, or click Back if you want to review or change any set	tings.	
Destination location: C:\esda_new	^	
	~	
Back Install	Cance	I

4) Installing ESDA v5.0.x.

ြား Setup - ESDA version 5.0.0	_	□ ×
Installing Please wait while Setup installs ESDA on your computer.		A
Extracting files C:\esda_new\SQLEXPR_x64_ENU\1033_ENU_LP\x64\Setup\x64\MSOLEDBSQL.MSI		
		Cancel

5) Installing the MSSQL.

髋 SQL Server 2019 Setup			_		
Install Setup Files					
If an update for SQL Ser	ver Setup is found and specified to be included, t	the update will be installed.			
Install Setup Files					T
Installation Progress		0			
	lask	Status			
	Scan for product updates	In Progress			
	Eutract Setup files	Not started		_	
	Install Setup files	Not started		_	
	install Setup files	Not statted			
		< Back Ne	ext >	Cancel	
		- Buch In			

6) Click "Next" when the installation is completed.

E [↓] Setup - ESDA version 5.0.0 —	_ ×
Information Please read the following important information before continuing.	(I)
When you are ready to continue with Setup, click Next.	
ESDA 5.0.0 URL: <u>https://localhost/school</u> Please read the manual if need to setup the ssl certificate.	
Next	

Note:	
If ESDA v4.x.x is detected on the same server during installation, ESDA v5.0.:	x will be
registered automatically.	
🚣 Setup - ESDA version 5.0.0 — 🗆 🛛	
Information Please read the following important information before continuing.	
When you are ready to continue with Setup, dick Next.	
ESDA 5.0.0 URL: https://localhost/school	
Please read the manual if need to setup the ssl certificate.	
Setup X	
Registration Successful	
ОК	
Next	

7) Click "Finish" to close the installation programme.

占 Setup - ESDA version 5.0.0	– 🗆 ×
	Completing the ESDA Setup Wizard
	Setup has finished installing ESDA on your computer. Click Finish to exit Setup.
HOW	
	Back Finish

8) Restart Windows Server after the installation is completed.

1.2.2 Set up e-Certificate

In order to set up ESDA v5.0.x to run on port 443, a valid e-Certificate is required. Schools can purchase a valid e-Certificate from a recognised Certification Authority (CA) or create a self-signed e-Certificate:

A) Using an e-Certificate purchased from a Certification Authority

- Make sure the purchased e-Certificate is in PKCS#12 format (the extension is ".p12"). If the e-Certificate is not in PKCS#12 format, please use other tools to convert the e-Cert to the PKCS#12 format first, for example using openssl to convert the e-Cert from ".crt" file to ".p12" file. Please refer to its website <u>https://www.openssl.org/</u> for download and use openssl.
- 2) Use a System Administrator account to login to the server where the ESDA v5.0.x is installed.
- 3) Copy the e-Certificate in PKCS#12 format (e.g. "cert.p12") to the server (e.g. C:\temp\cert.p12).
- 4) Open "Windows Command Prompt" and enter the following command to convert the e-Certificate in PKCS#12 format into ".keystore".

"%JAVA_HOME%\bin\keytool" -importkeystore -srckeystore C:\temp\cert.p12 -srcstoretype PKCS12 -destkeystore C:\temp\.keystore -deststoretype JKS

5) Enter a new password for the ".keystore" file, the password should be the same as the password for the e-Certificate in PKCS#12 format.



6) Enter the password for the e-Certificate in PKCS#12 format.

C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -importkeystore -srckeystore C:\temp\cert.p12 -srcstoretype PKCS12 -de
tkeystore C:\temp\.keystore -deststoretype JKS
Importing keystore C:\temp\cert.p12 to C:\temp\.keystore
Enter destination keystore password:
Re-enter new password:
Enter source keystore password:

- 7) Please copy the certificate ". keystore" in the above path (e.g. C:\temp.keystore) to the installation path "C:\esda new\apache-tomcat-9.0. xx\conf".
- 8) Edit the Apache Tomcat configuration file (e.g. C:\esda_new\Apache_Tomcat_9.0\conf\server.xml) with a text editor (e.g. Notepad) and change the attribute "keystorePass" from "changeit" to the password entered in step 5.

- iogging.propercies	EU/ M/ EVER U/V	211111	FILOF ENTIES FILE	0.00
🐑 server	7/10/2021 1:2	6 PM	XML Document	8 KB
🖭 tomcat-users	28/4/20	Open		3 KB
tomcat-users.xsd	28/4/20	Edit		3 KB
📄 web	28/4/20	Scan fo	r Viruses	3 KB
<connector< th=""><th></th><th></th><th></th><th></th></connector<>				
protocol="org.apache	.coyote.ht	tp11.	Http11NioPr	otocol"
port="443" maxThread	s="200"			
scheme="https" secur	e="true" S	SLEna	bled="true"	
keystoreFile="conf/.	keystore"	keyst	orePass=" <mark>ch</mark>	angeit"
clientAuth="false" s	slProtocol	="TLS	UKIENCOM	IG="UTF-8"/

Note:

If you need to re-establish the e-Certificate in PKCS#12 format to ".keystore" file, please first delete the certificate ".keystore" in the path of step 7 and start over with step 4.

9) Open "Windows" and "Windows Administrative Tools", then select "Services".



10) Select "Apache Tomcat 9.0 ESDA" and click "Restart".

Services				
File Action View Help				
🗢 🔿 📅 🖾 🏟 📓 🖬 🕨 🖿 💷 🕨				
Services (Local) Services (Local)				
Apache Tomcat 9.0 ESDATomcat Name	Description	Status	Startup Type	Log On As
🖏 ActiveX Installer (AxInstSV) Provides Us		Manual	Local Syste
Stop the service AllJoyn Router Service	Routes AlUo		Manual (Trig	Local Service
Apache Tomcat 9.0 ESDA	A	Running	Automatic	Local Syste
Apache2.2-Zend	Start	Running	Automatic	Local Syste
Description: Q 45 Server	Stop		Manual	Local Syste
Apache Tomcat 9.0.45 Server -	Pause		Manual (Trig	Local Service
Application Information	Resume		Manual (Trig	Local Syste
🖓 Application Layer Gatewa	Restart		Manual	Local Service
🖏 Application Management			Manual	Local Syste
🖓 AppX Deployment Service	All Tasks >		Manual	Local Syste
🖏 Auto Time Zone Updater	Refresh		Disabled	Local Service
AVCTP service	incircuit.		Manual (Trig	Local Service
AzureAttestService	Properties	Running	Automatic	Local Syste
🖓 Background Intelligent Tr	Help		Manual	Local Syste
🖓 Background Tasks Infrastr	L	Running	Automatic	Local Syste
🖏 Base Filtering Engine	The Base Fil	Running	Automatic	Local Service
🔍 Bluetooth Audio Gateway	Service Service sup		Manual (Trig	Local Service

B) Creating a self-signed e-Certificate

- 1) Login as an Administrator to the server where the ESDA v5.0.x system is installed.
- 2) Enter the following command at "Windows Command Prompt":
 - ["%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:< domain</pre>

name $> _$

(e.g. [[] "%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu])



3)

Enter the password for the steps above:

Enter the domain name, e.g. esda.schoola.edu

Enter the organizational unit, e.g. esda

Enter the organization, e.g. Testing Primary School A

Enter the city, e.g. Hong Kong

Enter the state, e.g. China

Enter the country code (two-letter), e.g. CN

C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu Enter keystore password: Re-enter new password: What is your first and last name? [Unknown]: esda.schoola.edu What is the name of your organizational unit? [Unknown]: esda What is the name of your organization? [Unknown]: Testing Primary School A What is the name of your City or Locality? [Unknown]: Hong Kong What is the name of your State or Province? [Unknown]: China What is the two-letter country code for this unit? [Unknown]: CN

4)

Enter "yes" to confirm the input.

C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu Enter keystore password: Re-enter new password: What is your first and last name? [Unknown]: esda.schoola.edu What is the name of your organizational unit? [Unknown]: esda What is the name of your organization? [Unknown]: Testing Primary School A What is the name of your City or Locality? [Unknown]: Hong Kong What is the name of your State or Province? [Unknown]: China What is the two-letter country code for this unit? [Unknown]: CN Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct?

5)

Enter the password for the steps above, e.g. password

C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu Re-enter new password: What is your first and last name? [Unknown]: esda.schoola.edu What is the name of your organizational unit? [Unknown]: esda What is the name of your organization? [Unknown]: Testing Primary School A What is the name of your City or Locality? [Unknown]: Hong Kong What is the name of your State or Province? [Unknown]: China What is the two-letter country code for this unit? [Unknown]: CN Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct? [no]: yes Enter key password for <tomcat> (RETURN if same as keystore password): Re-enter new password:

1	1
n	1
v	,
	-

The certificate is generated in the above path (e.g. C:\Users\Administrator). C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu Enter keystore password: What is your first and last name? [Unknown]: esda.schoola.edu What is the name of your organization? [Unknown]: esda What is the name of your organization? [Unknown]: Testing Primary School A What is the name of your City or Locality? [Unknown]: China What is the name of your State or Province? [Unknown]: China What is the two-letter country code for this unit? [Unknown]: CN Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct? [no]: yes Enter key password for <tomcat> (RETURN if same as keystore password): Re-enter new password: Warning: The JKS keystore uses a proprietary format. It is recommended to migrate to PKCS12 which is an industry standard format using "keytool -importkeystore -srckeystore C:\Users\Administrator\.keystore -destkeystore C:\Users\Administrator\.keystore -destkeystore C:\Users\Administrator\.keystore or e-destkeystore C:\Users\Administrator\.keystore -destkeystore -destkeystore C:\

7) Copy ".keystore" from the above path (e.g. C:\Users\Administrator\.keystore) to the installation path "C:\esda_new\apache-tomcat-9.0.xx\conf".

📙 🕗 📃 🖛 conf						
File Home Sh	are View					
← → ~ ↑ 📙 🖸	\esda_new\apache-tomcat-9.0.45\conf					
	Name	Date modified	Туре	Size		
Cuick access	.keystore	8/18/2021 11:54 AM	KEYSTORE File	3 KB		
Desktop	server 🔮	8/18/2021 11:54 AM	XML Document	8 KB		
🖊 Downloads	catalina.policy	3/30/2021 11:29 AM	POLICY File	13 KB		
🔮 Documents	catalina.properties	3/30/2021 11:29 AM	PROPERTIES File	8 KB		
Pictures	* context	3/30/2021 11:29 AM	XML Document	2 KB		
ReportViewer	jaspic-providers	3/30/2021 11:29 AM	XML Document	2 KB		
-	jaspic-providers.xsd	3/30/2021 11:29 AM	XSD File	3 KB		
This PC	logging.properties	3/30/2021 11:29 AM	PROPERTIES File	5 KB		
Network	🔮 tomcat-users	3/30/2021 11:29 AM	XML Document	3 KB		
	tomcat-users.xsd	3/30/2021 11:29 AM	XSD File	3 KB		
	(e) web	3/30/2021 11:29 AM	XML Document	173 KB		
	Catalina	9/3/2021 11:03 AM	File folder			

8) Edit Apache Tomcat configuration by using a word processor (e.g. Notepad) (e.g. "C:\esda_new\Apache_Tomcat_9.0\conf\server.xml"). Change the attribute "keystorePass" from "changeit" to the password entered in step 5 (e.g. password).

logging.propercies	20/4/2022 3/03 F 141	FROFERIESTINE	3 10
🖀 server	7/10/2021 1:26 PM	XMI Document	8 KB
👚 tomcat-users	28/4/20 Oper		3 KB
tomcat-users.xsd	28/4/20 Edit		3 КВ
📄 web	^{28/4/20} Scan	for Viruses	3 KB
<connector< th=""><th></th><th></th><th></th></connector<>			
protocol="org.apache.c	oyote.http1:	1.Http11NioPı	rotocol"
port="443" maxThreads=	"200"		
scheme="https" secure=	"true" SSLE	nabled="true"	
<pre>keystoreFile="conf/.ke</pre>	ystore" keys	storePass=" <mark>c</mark> l	nangeit"
clientAuth="false" ssl	Protocol - T	LS" UKIEMCOCH	ng="UTF-8"/

Note:

To re-establish a self-signed e-Certificate, please delete the e-Certificate ".keystore" generated in the path of step 6 and then restart from step 2.

9) Open "Windows" and select "Windows Administrative Tools", then click "Services".



10) Choose "Apache Tomcat 9.0 ESDA", then click "Restart".

Services							
File Action View	Help						
Þ 🔶 🔃 🖸 🖻	1 🗟 📓 📷 🕨 🗰 H 🕪 🗌						
🗿 Services (Local)	Services (Local)	-					1
	Apache Tomcat 9.0 ESDATomcat	Name	Description	Status	Startup Type	Log On As	
	Stop the service	C. ActiveX installer (AdnotSV)	Provides Us Routes Allio		Manual Manual (Trig	Local Systell Local Service	
	Banket the service Decreption Acade Tomock Add Sonce https://tomock.aguetue.org/	Construction of the second	Start Start Stop Peuse Rosente Rosente Peuse Rosente Al Tasia Person Referen Person Referen Person Referen Person Peuse Rosente Rosente Peuse Rosente Rosente Peuse Rosente	Running Running Running Running Running	Automatic Automatic Menual Menual Menual Menual Menual Menual Menual Menual Menual Menual Automatic Automatic Automatic Automatic	Local Syste. Local Syste.	

Note:

As the self-signed e-Certificate is not signed by a recognised CA, the website will be marked as "Not Secure" by browser when users enter ESDA website (for example, the following screen will appear when using Google Chrome). Users must click "Proceed to" to access the website or refer to the Appendix 2 of the Installation and Data Migration Guide to set up the self-signed e-Certificate at client side.



Please consider purchasing a valid e-Certificate from a recognised Certification Authority ("CA") (e.g. Hongkong Post) to improve the security.

1.2.3 Testing after Installation

- 1) Login as an Administrator to the Windows Server where ESDA v5.0.x is installed.
- 2) Launch a supported browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge, etc.) to

"https://127.0.0.1/school" or "https://<IP address or domain name>/school".

3) Login as a System Administrator to the ESDA v5.0.x system.

「學校發展與問責」 數據電子平台 E-platform for School Development and Accountability(ESDA)	Welcome to ESDA
Image: A state of the stat	学校登展興商賞、数編電子平台 - platform for School Development and Accountability (ESDA) Chool Login Platform @ Login Name と Login Password Login
Version : 5.1.10 <u>Technical Support</u>	
Please note that when handling personal data, you should abide by the "Personal Data (Privacy) Ordinance". For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at : <u>https://www.pcpd.org.hk/index.html</u>	Note: The survey is conducted in an anonymous manner.

4) The default username of a System Administrator account is admin and the password is P@ssw0rd.
 For security reason, please change the password of the default administrator account at once.
 For details, please refer to Section 1.4.3.

1.2.4 Reinstall the ESDA

To reinstall ESDA v5.0.x, please uninstall the ESDA v5.0.x system at the "Programs" of the "Control Panel" before performing the installation steps in Section 1.2.

6 . A B . Control	Danal & Browning & Browning	e and Easturne				. A. Sanah Dana	ame and Eastwork	0
e + D > Controls	Panel > Programs > Program	is and reatures				V O Search Progr	arris and reacures	P.
Control Panel Home	Uninstall or chang	e a program						
View installed updates	To uninstall a program.	select it from the list and then	click Uninstall, Change, or Rep	air.				
Turn Windows features on or								
off	Organize • Uninstall						()aa 💌	•
	Name		Publisher	Installed On	Size	Version		
	Azure Data Studio		Microsoft Corporation	9/3/2021	417 MB	1.30.0		
	Browser for SQL Server 20	19	Microsoft Corporation	9/3/2021	11.0 MB	15.0.2000.5		
	ESDA version 5.0.0		Atos	9/3/2021	0.98 GB	2.4		
	Google Chrome	Uninstall	Google LLC	2/17/2022		98.0.4758.102		
	HeidiSQL 11.3.0.6295		Ansgar Becker	9/2/2021	56.6 MB	11.3		
	Java(TM) 6 Update 45		Oracle	9/2/2021	98.0 MB	6.0.450		
	Microsoft Help Viewer 2.3	1	Microsoft Corporation	9/3/2021	12.1 MB	2.3.28107		
	Microsoft ODBC Driver 17	for SQL Server	Microsoft Corporation	9/3/2021	7.01 MB	17.7.2.1		
	Microsoft OLE DB Driver	for SQL Server	Microsoft Corporation	9/3/2021	8.28 MB	18.5.0.0		
	Microsoft SQL Server 201	2 Native Client	Microsoft Corporation	9/3/2021	9.71 MB	11.4.7462.6		
	Microsoft SQL Server 201	9 (64-bit)	Microsoft Corporation	9/3/2021				
	Microsoft SQL Server 201	9 Setup (English)	Microsoft Corporation	9/3/2021	184 MB	15.0.4013.40		
	Microsoft SQL Server 201	9 T-SQL Language Service	Microsoft Corporation	9/3/2021	9.05 MB	15.0.2000.5		
	Microsoft SQL Server Man	nagement Studio - 18.9.2	Microsoft Corporation	9/3/2021	2.66 GB	15.0.18386.0		
	Microsoft Visual C++ 201	3 Redistributable (x86) - 12.0	Microsoft Corporation	9/3/2021	17.1 MB	12.0.30501.0		
	Microsoft Visual C++ 201	5-2019 Redistributable (x64)	Microsoft Corporation	9/2/2021	22.1 MB	14.28.29914.0		
	Microsoft Visual C++ 201	5-2019 Redistributable (x86)	Microsoft Corporation	9/3/2021	20.3 MB	14.27.29016.0		

1.3 System Registration

1.3.1 System Registration

System Administrator have to complete the registration for ESDA v5.0.x before using any functions in the system. System Administrator should obtain a registration key from the Indicators Section of the EDB for system registration so that the ESDA system could start be used. If the ESDA v4.6.0 and ESDA v5.0.x systems are installed on the same server, ESDA v5.0.x will be registered automatically. If the ESDA v4.6.0 and ESDA v5.0.x systems are installed on different servers, please send an email to the Indicators Section of EDB (indicators@edb.gov.hk) to request a registration key and follow the steps below to system registration.

1) Mouse over "System Tool", then click "System Setting".

- 2) Select the school level in "School Level" section.
- 3) Enter the registration key.
- 4) Click "Register".

Note: The registration key of ESDA v4.x.x is not applicable to ESDA v5.0.x.

School Badge U	pload					
ଦ୍ଧ Reset	▲ Upload Upload Imag	e of 250 x 100 Pixe	ls or 250% ratio size [JPG/JPEG/PNG File f	Format]	
System Registra	ation					
School Level						
Registration Key			•			

1.3.2 Automatic Version Control

Please conduct a system update after the registration of ESDA v5.0.x.

- 1) Mouse over "System Tools" and then click "System Update".
- 2) Switch on the "Maintenance Mode".



3) Click "Update" in the Online Package List section. "Updating" will be prompted when the system update is started. It takes about 15-20 minutes.

System Update ×							
System Update				Screen ID: system-update-001			
Maintenance Mode	D ance Mode before updating	٩	Tip The current system is in its 'Maintenance Mode'.				
 Import Offline Data Package Link to download Offline Data Package The latest version includes all historical versions 							
Online Package List							
Package Type	Version	Release time	Description	Action			
Data Package	1.2.8	2022-07-05 21:40:14	1.2.8	Q Update			

4) Switch off the "Maintenance Mode" after the system update is completed.



1.4 Login, Logout and Change Password

1.4.1 Login

To login ESDA v5.0.x, a user must enter his / her Login Name and Login Password.
 Click "Login" or "Enter" key on the keyboard for authentication.



3) Read the statement. If agreed, click "Agree" to enter ESDA.



1.4.2 Logout

1) To logout ESDA, a user must click "User Name" at the top-right corner and then click "Log Out".

1	Survey Management /	Survey/Questionnaire			Text Size	• 😧	.	CHAN Mazy 🕶
•	Survey/Questionnaire ×	re			Screen .	Chan Onlin	ige Passw ne Help	vord
Pending survey								Video Clips
	School Year	Questionnaire Title	Purpose	Start/End Date	Mode	Manu	uals And	Guides
			To help the school collect			Log Out		

1.4.3 Change Password

1) Click "User Name" at the top-right corner and then click "Change Password".



- 2) Enter "Old Password" and "New Password", and then click "Confirm".
- 3) The new password will be effective from the next login.

Change Password			S	creen ID: nav-002 $ imes$
* Old Password	Please Enter Old Password	0		
* New Password	Please Enter New Password	0		
* Confirm Password	Please Enter Confirm Password	0		
			⊗ Cancel	⊘ Confirm

Note:

- 1) To meet the latest security requirement, the effective period for a user password is six months. Users will receive a mandatory request for changing the password and cannot re-use the previous eight passwords.
- 2) For schools publishing questionnaires via online mode, System Administrator may use the function "reset user password" to help users to reset the passwords before publishing the questionnaires, if necessary.

1.5 Navigating ESDA

ESDA	E-platform for School Development &	Accountability (ESDA)					The Selec	ted Scho	ool Year :	2022	-23 🗸
「學校發展與問責」創建電子平台 E-platform for School Development	Home / System Overview	Home / System Overview						_	Text Size	0	🛔 admin 👻
and Accountability (ESDA)	System Overview				м	ain F	rame				
🖷 Home 🔷	662 📀	662		77							
O System Overview	Student	Parent		Teacher			0	ther			
🖌 System Tools		more	•	m	ore ᄋ				mor	e \varTheta	
🌢 User Management 🛛 👻	Sys Left Frame				2022 Nov	ember		Previous N	lanth Te	day N	ext Month
🕲 Survey Management 💦 👋	School Category : Secondary School Col System School Year : 2022-23				Sun	Mon	Tue	Wed	Thu	Fri	Sat
🕼 Dala Inpul 💦 👻	Selected School Year : 2022-23 System Version : 6.0.1				30	31	1	2	3	4	5
🗈 Report Management 🛛 👋	Data Version : 3.0.39 System Update : 0 Last Backup Date : 2022-11-02 12:24:11				13	14	15	16	17	18	19
🕒 Data Submission 🔗	Lost Duckop Duce - 2022-11-02 12:27:11				20	21	22	23	24	25	26
	Workflow and Status				27	28	29	30	1	2	3
Chool-based Survey Management	Items	Date	Status		4	5	6	7	8	9	10

ESDA v5.1.x system is divided into Left Frame and Main Frame.

1.5.1 Left Frame

Left frame includes the following information:

1) School Badge; 2) Function module buttons that can be used



1.5.2 Main Frame

The main frame is for showing and processing data input or exporting data. The main frame includes the following information:

Change Password; 2) Online Help; 3) Links; 4) Self-learning Video Clips; 5) Manuals and Guides;
 Logout; 7) Change Language; 8) Change System Colour

E-platform for School Development 8	Accountability (ESDA)		7) Change Language	т	e Selected Sch	iool Year	: 202	1-22 🗸 🗸
Home / System Overview			() Change Language			Text Si	2 Ø I	🛔 🛦 admin 👻
System Overview				_		c	hange Pass	sword
662 Student	661 Parent	8	8) Change System Color	ur	1 Other	O Li Se	nline Help nks elf-learning	Video Clips
more €	more ¢	1) Ch	ange Password		Previous	Month Lo	anuals Ano	d Guides
School Name : Secondary School L01 School Category : Secondary School System School Year : 2021-22		 2) Or 3) Lii 	ıline Help ıks	n	Tue Wed	Thu 30	Fri	Sat
Selected School Year : 2021-22 System Version : v5.1.10 Data Version : v1.0.265		4) Se	lf-learning Video Clips	5	6	7	8	9
System Update : 2022-06-28 09:17:44		 5) Ma 6) Lo 	anuals and Guides gout	12	2 13	14 21	15 22	16 23
Workflow and Status Items	Last Update Date	Status	31	1 2	5 27 3	28 4	29 5	30 6

1.5.3 Functional Modules Views

There are seven major function modules under ESDA v5.1.x system.



1.5.4 Browse / Select Function

1) Mouse over the required function.

2) Click on the function name to access that function.

# Home	^
O System Overview	
🖌 System Tools	~
🏝 User Management	~
2 Survey Management	~
🕼 Data Input	~
Report Management	~
Data Submission	~
C School-based Survey Manag	jernient

1.5.5 Traceable Direction Path

The traceable direction path is located at the top left-hand corner of Main Frame. It is designed to help users locate current location related to the module / function navigation path. The standard format is as follows:

[Current Phase] / Function List / Function



1.5.6 Messaging Function

In general, the system has three kinds of message.

1) "User message" highlights the operation related information.

Assessment Program for Affective and Social Outcomes User message									
[Note (1): If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale.]									
[Note (2): Copyright: All scales and items in APASO-III are subject to the protection of intellectual property rights. In accordance with the agreement of use, the Education Bureau au	[Note (2): Copyright: All scales and items in APASO-III are subject to the protection of intellectual property rights. In accordance with the agreement of use, the Education Bureau authorized schools in Hong Kong exclusively to use them as a tool to assess students'								
performance in the affective and social domains in order to collect related data for school self-evaluation. Apart from the above-mentioned purpose, any reproduction, adaptation, distribution or provision of such work with copyright to the public is strictly prohibited. If anyone wants to use these tools for other purposes such as academic research, please contact the original author directly.]									
[Note (3): To allow the export of survey results as KPM 17 data through the system, schools must use "Affective Development (Applicable to KPM 17)" in the Pre-defined Survey.]									
🖹 User Manual 🖹 Technical Manual on Scales									

2) "Alert message" prompts when System Administrator login to ESDA for system related information.



3) "Security message" shows the general security information at the bottom of the page.

School Badge	Upload	
Q Reset	Opload	
	Upload Image of 250 x 100 Pi	xels or 250% ratio size [JPG/JPEG/PNG File Format]
System Regist	ration	
School Level	Secondary School	Security Message
		Please close all browsers before leaving your computer.

The EDB will disseminate user message, alert message, and security message through ESDA v5.1.x, System Administrator cannot change these messages.

1.6 Some Common Operations

1.6.1 Select groups and users from groups

It is used for selecting a combination of group(s) and some users of a group.

	User List					Screen ID: pub	lish-manual-sele	rc e-US
Lint of		User Group	31			Selected User Group	0	
List of		□ S1				No data		
groups for	or	S2						
selection		S3						
		S4		< To the left	To the right >			
		S5						
		S6						
		1A						
		1B	-					
		User List	117			Selected User Q Enter Keywords		
		FLAD11 CHAN TSZ				Nedete		
List of u	sers 🔪	[1A02] CHAN YAN		< To the left	To the right >	NO GALA		
		[1A03] CHAN YING LA						
for selec	tion	[1A04] CHENG SIU CHU						
		[1A05] CHEUNG SHING						
		[1A06] HUANG QIU	*					

- 1) To select users from a group, check the group name and click "To the right >".
- To select all users from a group, check the "Select All" in the first row of "User List" and click "To the right >".
- To select the user name to be deleted from the "Selected User Group" panel and click "< To the left".
- 4) Please follow the display on the above screen to select users from a group. Select the "Use Name" and click "To the right >".
- 5) To select the user name to be deleted from the "Selected User" panel and click "< To the left".

1.6.2 User Selection

This appears when selection of user operation is needed, such as selecting users from a Student group.

User Type Select	 ✓ Group Select 		User Name	User Nam	10
Status Normal ®	 ✓ Q Search 				
	User List 792				Selected User
	Q Enter Keywords				Q Enter Keywords
	(1A01) Student 4421	< To the left	To the rig	ht >	[1A06] Student 4431
	 [1A03] Student 4425 [1A04] Student 4427 				
	[1A05] Student 4429				
	-				

- 1) To select users in the group, browse the group first, then select the user and then click "To the right >".
- 2) To delete a selected user, select users in the "Selected Users" list, then click "< To the left".

1.6.3 The "Select All" checkbox

"Select-all" checkbox appears when multi-selection operation is needed.

Group	Select	~	User Name	User Name		
Q Search						
	Sele	ect-all checkbo)	x			
ser List	792	-			Selected Use	r 662
Enter Keywords		[LAU0] Stu	Ident 4431		Q Enter Keywords	
A01] Student 4421			-			1
A02] Student 4423			To the rig	ht >		- 1
A03] Student 4425						
A04] Student 4427						
	Ser List Enter Keywords A01] Student 4421 A02] Student 4423 A03] Student 4425 A04] Student 4427	Seer List 792 Enter Keywords A011 Student 4421 A021 Student 4423 A031 Student 4427 A051 Student 4427	See List 792 Enter Keywords A01] Student 4421 A02] Student 4423 A03] Student 4427 A05] Student 4429	Select-all checkbox Ser List 792 Enter Keywords A01] Student 4421 A02] Student 4423 A03] Student 4425 A04] Student 4427 A05] Student 4429	Select-all checkbox Ser List 792 Enter Keywords A01] Student 4421 A02] Student 4423 A03] Student 4424 A03] Student 4427 A05] Student 4429	Select-all checkbox Ser List 792 Enter Keywords A011 Student 4421 A021 Student 4423 A031 Student 4427 A051 Student 4429

Once users check the "Select-all-checkbox" on the first row of the panel, all the check boxes below will be selected. However, if one or more of the checkbox(es) for the records below is / are unchecked, the "Select-all-checkbox" will be unchecked automatically.

1.6.4 Delete User

1) To delete a user, select the user from the relevant "User Type" and click "Delete".

System Overview • User Manag	gement ×								
User Management Screen ID: user-management-001									
User Type Student	∨ Group	Select N	Class Level Select	t v	Select	~			
Gender Select	∨ User Name	User Name	Status Normal	0 v	Q Search				
🕑 Add 🛛 🗙 Delete]								
- User Type	Login Name	Name (English)	Name (Chinese)	Group	Status				
Student	35211010	[1A01] CHAN TSZ	[1A01] 庚子	Student Group	Normal	Ø. Edit			
Student	ss211014	[1A02] CHAN YAN	[1A02] (988)	Student Group	Normal	& Edit			

2) Click "Confirm" to confirm the deletion.



1.7 Suggested Scheduled Tasks

System Administrator should monitor the installed ESDA system regularly. The following table summarises the suggested tasks and schedules for reference:

	Tasks	Suggested Schedules	Reference	
1	System Backup before	Before carrying out ESDA system upgrade	Section 2.4	
	upgrade			
2	Upgrade ESDA to the latest	September or October; April or May	Section 2.1.4	
	version	(or when new upgrade package is available)		
3	Start a new school year	September or October	Section 2.3	
4	Import Student user list	September or October	Section 3.6	
5	Update Teacher user list	September or October	Section 3.6	
6	Import data package	Before publishing stakeholder survey	Section 2.1.4	
7	System Backup	Regularly	Section 2.4	

Chapter 2 System Tools

2.1 About System Tools

The System Tools provides a set of tools for the System Administrator to manage the system-level setting (including System Setting, School Year Setting, System Backup, System Update, and System Log).

2.1.1 Administrative Procedures

The administrative work for ESDA can be grouped into four categories. This session describes the following administrative work.

Administrative Category	Specific Tasks				
General administrative tasks	Stop and start ESDA, updating the school year				
(Session 2.1.2)	setting, data archive and restore archived file.				
User group and account administration	Create and maintain user groups and accounts to				
(Session 3.1.3)	ensure that each user can login to ESDA and access				
	relevant resources.				
Backup and recovery	Perform regular backups for the restoration of ESDA				
(Sessions 2.4 & 2.7)	data.				
System version information	Monitor the installed ESDA versions and the latest				
(Session 2.5.1)	version published by the EDB.				

2.1.2 General Administrative Tasks

To maintain the system, some administrative tasks have to be performed regularly or annually. For example, the System Administrator should change the current school year setting before importing new user accounts in a new school year. To stop or start ESDA, the System Administrator needs to stop or start the Tomcat and MSSQL services. When the Tomcat and MSSQL services are stopped, no one can login to the ESDA.

2.1.2.1 Stop and Start ESDA

This section describes how to stop and start ESDA.

A) Stop ESDA

1) Click "Start" menu and click "Control Panel"

		Windows System ^		1	
		Command Prompt	Windows Administrativ	Task Manager	Control Panel
	22	Control Panel		-	
	*	Default Programs	Remote	ė,	
	\$	Devices	Desktop	Event Viewer	File Explorer
		File Explorer			
	127	Run			
	49	Task Manager			
	2	This PC			
8	6	Windows Administrative Tools			
٢	÷	Windows Defender			
Φ	z	Zand Canada Canada ita Editiona (c			
	Q	o 🤅 🗖 📙	意 🧔 🌘	9	

2) Click "Administrative Tools".



3) Click "Services".

ystem and Security > Administrative Tools >								
Name	Date modified	Туре	Size					
Terminal Services	16/7/2016 21:23	File folder						
Component Services	16/7/2016 21:18	Shortcut	2 KB					
🎥 Computer Management	16/7/2016 21:18	Shortcut	2 KB					
befragment and Optimize Drives	16/7/2016 21:18	Shortcut	2 KB					
🔚 Disk Cleanup	16/7/2016 21:19	Shortcut	2 KB					
🧏 Event Viewer	16/7/2016 21:18	Shortcut	2 KB					
👧 iSCSI Initiator	16/7/2016 21:18	Shortcut	2 KB					
here a security Policy	16/7/2016 21:19	Shortcut	2 KB					
Microsoft Azure Services	16/7/2016 21:19	Shortcut	2 KB					
📆 ODBC Data Sources (32-bit)	16/7/2016 21:18	Shortcut	2 KB					
📷 ODBC Data Sources (64-bit)	16/7/2016 21:18	Shortcut	2 KB					
Performance Monitor	16/7/2016 21:18	Shortcut	2 KB					
🕞 Print Management	16/7/2016 21:19	Shortcut	2 KB					
Resource Monitor	16/7/2016 21:18	Shortcut	2 KB					
🛼 Server Manager	16/7/2016 21:19	Shortcut	2 KB					
🛞 Services	16/7/2016 21:18	Shortcut	2 KB					
🔛 System Configuration	16/7/2016 21:18	Shortcut	2 KB					
👰 System Information	16/7/2016 21:19	Shortcut	2 KB					

4) Click "Apache Tomcat 9.0 ESDA" services and "Stop" button.

v Help					
Q 🗟 🛛 🖬 🖿 🕨 🖬 🕨					
Services (Local)					
Apache Tomcat 9.0 ESDA	Name	Description	Status	Startup Type	Log On As
	ActiveX Installer (AxInstSV)	Provides Us		Disabled	Local Syste
Stop the service	🖾 AllJovn Router Service	Routes AllJo		Manual (Trig	Local Service
Restart the service	Apache Tomcat 9.0 ESDA	Apache To	Running	Automatic	Local Syste
	Apache2.2-Zend	Apache/2.2	Running	Automatic	Local Syste
Description:	🆏 ApacheDS - default	ApacheDS d		Automatic	Local Syste
https://tomcat.apache.org/	App Readiness	Gets apps re		Manual	Local Syste
	Application Identity	Determines		Manual (Trig	Local Service

5) Click "SQL Server" services and click "Stop" button.

Help					
2 🕞 🛛 🖬 🕨 🔲 🗉 🕨					
Services (Local)					
SQL Server (MSSQLSERVER)	Name	Description	Status	Startup Type	Log On As
Stop the service Pause the service Restart the service	 SNMP Trap Software Protection Special Administration Con Spot Verifier 	Receives tra Enables the Allows adm Verifies pote		Manual Automatic (D Manual Manual (Trig	Local Service Network S Local Syste Local Syste
Description:	SQL Server (MSSQLSERVER)	Provides sto	Running	Automatic	NT Service
Provides storage, processing and controlled access of data, and rapid transaction processing.	SQL Server Agent (MSSQLS SQL Server Browser SQL Server CEIP service (MS SQL Server VSS Writer SQL Server VSS Writer	Executes jo Provides SQ CEIP service Provides th	Running Running	Disabled Disabled Automatic Automatic	Network S Local Service NT Service Local Syste

B) Start ESDA

1) Click "Apache Tomcat 9.0 ESDA" services and "Start" button.

3) 🛃 🛐 🕨 🗉 🗤 🕨						
1	Services (Local)	_					
	Apache Tomcat 9.0 ESDA	Name	Description	Status	Startup Type	Log On As	
	Start the service	ActiveX Installer (AxInstSV)	Provides Us Routes Alllo		Disabled Manual (Trig	Local Syste	
	Description: Apache Tomcat 9.0.62 Server - https://tomcat.apache.org/	Apache Tomcat 9.0 ESDA Apache2.2-Zend ApacheDS - default App Readiness	Apache To Apache/2.2 ApacheDS d Gets apps re	Running	Automatic Automatic Automatic Manual	Local Syste Local Syste Local Syste Local Syste	

2) Click "SQL Server" services and click	"Start" button.
--	-----------------

) 🕞 🛛 📷 🕨 🔲 🖬 🕩					
Services (Local)					
SQL Server (MSSQLSERVER)	Name	Description	Status	Startup Type	Log On As
Start the service	SNMP Trap	Receives tra Enables the		Manual Automatic (D	Local Service Network S
Description: Provides storage, processing and	Special Administration Con	Verifies pote		Manual Manual (Trig	Local Syste
controlled access of data, and rapid transaction processing.	SQL Server Agent (MSSQLS	Executes jo Provides SO		Disabled Disabled	Network S

2.1.2.2 Updating School Year

Generally speaking, the System Administrator should update the school year before the commencement of the next school year. The System Administrator should set an appropriate school year as the "Current School Year".

1) Mouse over "System Tools" and then click "School Year Setting".

2) Select an appropriate school year as "Current School Year".

S	System Overview School Year Setting ×							
So	School Year Setting Screen ID: school-year-setting-001							
	School Year Name	KPM Version	APASO Version	SHS Version	Current School Year			
	2021-22	KPM2015	APASO-II	SHS2015				
	2020-21	KPM2015	APASO-II	SHS2015				
	2019-20	KPM2015	APASO-II	SHS2015				
	2018-19	KPM2015	APASO-II	SHS2015				

When the system is set for a new school year, all student accounts from the last school year will be automatically changed to inactive. Therefore, the following tasks must be carried out before the start of a new school year:

- Make a full backup of the ESDA system and data;
- Complete all published questionnaires;
- Print all survey reports and keep softcopy (if necessary);
- Prepare for system restore;
- Set new school year;
- Import student record of the new school year;
- Update teacher record of the new school year;
- Import data package of the new school year.

Warning:

Once the system has been set for the new school year and student records have been imported into the new school year, there is no other way to restore the system to its previous status unless restore the system.

2.1.3 Windows Event Log Monitoring

The Windows Server 2016 provides a tool called "Event Viewer". With the Event Viewer, System Administrator can monitor events recorded in event logs. According to the event logs, System Administrator can understand the system workload and the corresponding effect on the system's resources. The event logs assist System Administrator to diagnose problems. According to the information from Microsoft (<u>http://www.microsoft.com</u>), the recommended procedures are:

- 1) Login Windows Server 2016 as an Administrator.
- 2) Click Start \rightarrow Control Panel \rightarrow Administrative Tools \rightarrow Event Viewer.
- 3) To open Event Viewer and to refresh the view, on the Action menu click Refresh.

2.2 System Setting

System Setting for ESDA version v5.0.x is rendered to achieve the best presentation as well as easy management.

ale histinadan 🦷 Adha	novo tysich totikę – Syvian Vask	ALL DATION			
School Karne Grigi	School Name (Eng)	903	School Nerre (D.0	School Name (Sh)	8/200
None of Administrator	Name of Administrator	6236	Name of leader in damps		3/280
Phone of Administrator	Phone of Administrator	Q0.8	Phone of teacher in charge	Phone of teacher	4/200
Email of Administrator	Israel of Advance Isolor	0.036	Bradol Isache incharge	Enclot Issue in dange	3/200
SCHN	\$C3.N	Qo.M	Sealor	Salid v	
Carrent School Ysa	10c1 22		schooltevel	Secondary School	
Carveri REM Venior	09/2015		Euronit ANAGO Version	49650-1	
Carried Nets Version	251403				

- 1) Mouse over "System Tools" and then click "System Setting".
- 2) Click the corresponding button to change the settings.
- 3) For details about each function button, please refer to the following sections:

Section	Setting Buttons	Description
2.2.1	Basic Information	Input and update school name, school session, System
		Administrator information and teacher in charge information.
2.2.2	School Badge	Upload school badge
2.2.3	Advanced System	Change the display of online help and school year version
	Setting	setting

2.2.1 Basic Information

Schools can enter and update the school name, System Administrator information, teacher in charge information, school number (SCRN) and school session.

em Setting					Screen ID: system-setting
Basic Information Ad	vanced System Setting System Versio	on Information			
School Name (Eng)	School Name (Eng)	0/200	School Name (Chi)	School Name (Chi)	0/200
Name of Administrator	Name of Administrator	0/200	Name of teacher in charge	Name of teacher	0/200
Phone of Administrator	Phone of Administrator	0/200	Phone of teacher in charge	Phone of teacher	0/200
Email of Administrator	Email of Administrator	0/200	Email of teacher in charge	Email of teacher in charge	0/200
SCRN	SCRN	0/200	Session	Select ~	
Current School Year	2021-22		School Level	Secondary School	
Current KPM Version	KPM2015		Current APASO Version	APASO-II	
Current SHS Version	SHS2015				
				⊗ Cancel ⊘ Save	

- 1) Mouse over "System Tools" and then click "System Setting".
- 2) Click "Basic Information" tab. Click "Edit".
- 3) Enter the required information and then click "Save".
- 4) School may choose to provide relevant contact information to the EDB. If click "Yes", the contact information will be saved at both school and EDB server. If click "No", the contact information will be saved at the school server only.

2.2.2 School Badge Upload

System Administrator can change the school badge at "System Setting".

- 1) Mouse over "System Tools" and then click "System Setting".
- 2) Click "Basic Information" tab.
- 3) Click "Upload" to upload in "School Badge Upload" section.
- 4) Select the school badge image file and click "Open".
- 5) System Administrator may click "Reset" to set the badge to the default picture.



2.2.3 Advanced System Setting

The System Administrator may select the information which will be displayed in the "Online Help". System Setting



- 1) Mouse over "System Tools" and then click "System Setting".
- 2) Click "Advanced System Setting" tab.
- 3) Select the "Help Display Setting" type.

Sys	tem Overview • System	m Setting ×	
Sys	tem Setting		Screen ID: system-setting-001
	Basic Information	Advanced System Setting System Version Information	
	Help Display Settin	ion Show System Administion Show all Support Information Show System Administrator Information only	
	KPM Version:	Show Teacher in charge Information only	
	APASO Version:	Show Education Bureau Support Information only	
	SHS Version:	• SHS2015	
			🖉 Edit

4) All users can get the related help information from the "Online Help".

• System Overview	Change Password			
110 Student	110 Parent	20 📸	1 Other	Online Help Links
more O	more O	more O		Self-learning Video Clips Manuals And Guides
System Information		2022 June	Previous Month	Log Out
2.3 School Year Setting

School year setting is designed to define the current school year of the system. System Administrator should update this information at the beginning of each school year before importing student accounts and collecting information for that particular year.

1) Mouse over "System Tools" and click "School Year Setting".

2) Select an appropriate school year as "Current School Year".

Sy	stem Overview School Year Setting x							
Sc	hool Year Setting			Screen	ID: school-year-setting-001			
	School Year Name	KPM Version	APASO Version	SHS Version	Current School Year			
Ľ	2021-22	KPM2015	APASO-II	SHS2015				
	2020-21	KPM2015	APASO-II	SHS2015				
	2019-20	KPM2015	APASO-II	SHS2015				

Note:

User accounts are associated with the school year, change of the current school year will change the users in ESDA. Therefore, the System Administrator should make sure that all surveys have been completed and announcement has been sent to all system users before changing the current school year.

2.4 System Backup

System Administrator should periodically back up the ESDA directory, e.g. "D:\esda_backup" to backup media (e.g. an external hard disk). System Administrator may check the installed directory and launch the backup procedure as follows:

System Backup				Screen ID: system-backup-00
Program Package Version:	v5.1.10	Data Package Version:	v1.0.261	
Installation Directory:	D:\esda_new	Backup file directory:	D:\esda_backup	
🛛 Manual backup				

2.4.1 System Backup Procedures

1) Login ESDA with a System Administrator account.

ESDA	E-platform for School Developme	nt & Accountability (ESDA)			
「學校發展與問責」數據電子平台	System Tools / System Backup			Text Size 🔇 🏭 🌡 admin 👻	
and Accountability (ESDA)	System Overview • System Backup ×				
🖶 Home 🗸 🗸	System Backup			Screen ID: system-backup-001	
🖌 System Tools 🛛 🔿	Program Package Version: v5.1.24		Data Package Version:	v1.3.141	
O System Setting	Installation Directory: D:\esda_new		Backup file directory:	D:\esda_backup	
O School Year Setting	Manual backup				
O System Backup					
O System Update	Database backup records				
O System Log					
	File Name	Backup Date	Backup Method	Action	
🛔 User Management 🛛 🗡	ESDA-5123-2022-08-18-	2022-08-18 08:56:44	Automatically	± Download	
🕲 Survey Management 🛛 🗡	003042-tip				
C Data lagut	ESDA-5123-2022-08-17- 151022.zip	2022-08-17 15:10:23	Automatically	± Download	

- 2) Mouse over "System Tools", and then click "System Backup".
- 3) Click "Manual backup" and the system will generate a backup file with the format "xxxx.zip" to the backup file directory.

Note:	
	Please copy the backup file to the backup folder or a backup device.

2.5 System Update

ESDA update package will be displayed on the "System Update" page. For ESDA connecting to the Internet, the system can be upgraded by using the built-in function.

2.5.1 System Version Information

System Administrator can check the system version information from "System Setting", such as the system version of the current ESDA installed and the latest ESDA version available for download.

1) Mouse over "System Tools" and then click "System Setting".

2) Click the "System Version Information" tab.

tem Setting						Screen ID: system-setting
Basic Information	Advanced System	Setting	System Version Info	rmation		
	Local Version	Instal	lation Time	Late	est Version	Published Time
ESDA System Version	v5.1.23	2022	-08-24 10:14:18	v5.:	1.23	2022-08-16 10:52:39
Package Version	v1.3.141	2022	-08-25 11:30:42	v1.	3.141	2022-08-25 11:29:39

2.5.2 System Update

The ESDA v5.0.x comes with an automatic system update routine. System Administrator may select "System Tools" > "System Update". Components are as follows:

Item	Compinent	Details					
1	System Update	The system	update his	tory is dis	played in ord	ler of updates to	
	History	facilitate the	e System A	dministra	tor to update	the system.	
		Data Package Lind	late History				
		Package Type	Version	Update Type	Update Date	Description	
		Data Package	1.0.245	Online	2022-06-15 17:41:30		
		Data Package	1.0.244	Online	2022-06-15 17:41:24		
2	Online Update	The System	Administr	ator shoul	d complete t	he system update	
		according to	o the "Dow	nload" an	d "Install" up	odate sequences.	
		Online Package Lis	st				
		Package Type	Version	Release time	Description	Action	
		Program Package	5.1.6	2022-06-12 15	5:33:42	± Download	
		Data Package	1.0.250	2022-06-16 12	2:32:09	© Update	
3	Offline Import	If the system	n cannot g	et the und	ate nackage f	ile the System	
5		A dministrator con manually unload the system undets neckage and					
		Administra	101 Call Illai	iuany upic	Sau the syste	in update package and	
		click "Insta	11″.				
		Upload File			Screen ID: system-update-	002 ×	
		Choose File Only DAT Files Can Be Uploaded					
				(Cano	Cel 🔗 Import Data Pac	kage	
4	Status	Successful	nackage un	date will l	be shown in	Data Package Undate	
	Status	Listerar					
		Data Package Updat	te History				
		Data Package	1.0.260	Online :	2022-06-24 10:37:38	npaon	
		Data Package	1.0.259	Online	2022-06-22 17:16:28		
		Data Package	1.0.258	Online	2022-06-22 17:02:15		

2.5.3 Auto-scan of Update Package

When the System Administrator login the system, the system will check the latest version of ESDA at the EDB server. If a new package is available for download and update, the system will automatically display the system update page with programs to be installed.

• System Update ×							
System Update				Screen ID: system-update-001			
Maintenance Mode	D nance Mode before updating	9	Tip The current system is in its 'Maintenance Mode'.				
 Import Offline Data P. Link to download Offline The latest version include Online Package List 	ackage Data Package Is all historical versions						
Package Type	Version	Description	Action				
Data Package	1.2.8	2022-07-05 21:40:14	1.2.8	© Update			

2.5.4 Update Online Package

System Administrator can install the update package:

- 1) Mouse over "System Tools" and then click "System Update".
- 2) Switch on the "Maintenance Mode".
- 3) Click "Update" in the Online Package List section.

Online Package List						
Package Type	Version	Release time	Description	Action		
Data Package	1.2.8	2022-07-05 21:40:14	1.2.8	C Update		

4) Switch off the "Maintenance Mode" after the system update is completed.

2.5.5 Offline Update Package

If system cannot download the update package from network:

- 1) Please contact the Indicators Section of EDB to obtain the related package file.
- 2) Switch on the "Maintenance Mode".
- 3) Click "Import Offline Data Package".

System Update ×
System Update
Maintenance Mode
Please switch to the Maintenance Mode before updating the data package.
C Import Offline Data Package
Link to download Offline Data Package
The latest version includes all historical versions
The latest version includes an instorical versions

4) Browse and select the appropriate package file and click "Import Data Package".

Upload File	Sci	reen ID: system-update-002 $ imes$
 Choose File Only DAT Files Can Be Uploaded 		
	⊗ Cancel	⊘ Import Data Package

5) Switch off the "Maintenance Mode" after the system update is completed.



2.6 System Log

This module allows you to view operation records of different modules. The system provides a search function on the date range, function and operation user, which helps the System Administrator review the system records.

In ESDA, there are different types of system log to help System Administrator to review daily operations. They are Login, School Year Setting, System Backup, System Update, etc.

To view the log records, mouse over to "System Tools", and then click "System Log", select the range of "date" and "function" and then click "Search". The system shows the related records.

1) Mouse over "System Tools" and then click "System Log".

2) Enter the range of Date, Function or Operation User and then click "Search".

3) The search result will be displayed.

System Overv	den 💿 S	ystem Log 🖌				
System Lo	>g					Screen ID: system-log-001
Date	🖻 Start	Date	- 🗄 Start Date	Function	Select ~	
Operater	Q Oper	ater	Q Search			
System Over	view 💽	lystem Log ×				
System Lo	og					Screen ID: system-log-001
Date	📾 Start Date		- 🖻 Start Date	Function	Select	
Operater	Q Ope	rator	Q Search			
Operation User(Login	n Name)	Function	Event		Operation Date	IP Address
admin		User Login	Login Success		2022-07-04 23:45:34	10.15.96.247

2.7 System Restore

2.7.1 System Restore Procedures

1) Unzip the backup file.



2) Run Restore Tool.exe as an Administrator.

	Name	Date modified	Туре	Size
	📜 app	10/2/2022 9:19 am	File folder	
<u></u>	I runtime	10/2/2022 9:19 am	File folder	
*	Ez esda-school.war	26/1/2022 9:48 am	WAR File	109,557 KB
*	esda-school-db.bak	10/2/2022 9:12 am	BAK File	160,900 KB
*	packager.dll	23/12/2021 2:54 pm	Application extens_	256 KB
	Readme.txt	20/12/2021 11:56 am	Text Document	1 KB
	Restore Tool.exe	23/12/2021 2:54 pm	Application	19 KB
	E Restore Tool.ico	23/12/2021 2:54 pm	lcon	4 KB
	Ez school.war	26/1/2022 9:43 am	WAR File	4.047 KB

3) Data restore process will be executed automatically.



4) When completed, System Administrator can continue with the daily system management task 2.1.1. Depending on the time the data is restored, an update for the school year or system update may be required.

		11 1		
File Home Share	View			
← → × ↑ 📜 > This PC	> New Volume (D:) >	esda_backup > ESDA-	аррафія (ССР ^{ан} ь арр	ٽ ~
Name	Date modified	Туре	Size	
🔬 JavaFXApp.jar	17/5/2022 16:13	Executable Jar File	12 KB	
📄 log.txt	13/6/2022 16:34	Text Document	3 KB	
🛓 mssql-jdbc-9.4.0.jre8.jar	17/5/2022 16:13	Executable Jar File	1,304 KB	
Pertore Tool of a	17/5/2022 16:13	CEG File	1 KB	

2.7.2 Restore Procedures for a crashed system

If ESDA crashes, System Administrator should uninstall and install ESDA again. It is suggested that System Administrator restores the latest backup data. To uninstall ESDA, please refer to the Appendix 5. To install a new ESDA, please refer to the Chapter 1.

It shall be noted that ESDA program and data must be in the same patch level before it is functioning properly. If System Administrator is planning to reinstall the system, System Administrator must apply the system to the patch level of the backup database before restoring the database. To find out the patch level, System Administrator shall refer to the system patching log as stated in Section 2.5; or from the backup filename as stated in Section 2.4.

Chapter 3 User Management

3.1 About User Management

There are seven main functions in user management: Class Level Management, Class Management, Group Management, User Management, Import User List, Export User List and Reset Passwords.

After installing ESDA, the System Administrator needs to use user management to establish user accounts, groups, and specify privileges for each group. The user account is used for login authentication and authorisation of functional modules of the system. When a user account is added to the relevant group, the user will have the specified privilege for the groups.

A search function is provided to search user, group, class level, class, gender, name and status to facilitate the management of users and groups. Except for using a function "Delete" to remove a user account permanently, the Super System Administrator can also disable individual user account when necessary (including the "Super System Administrator") or using a function "Restore" to recover the user account. If the user account is accidentally deleted, the System Administrator can use the "Restore" function to restore the user account.

3.1.1 Before You Begin

User Management manages user accounts and sets user privileges in the system. Therefore, this functional module should only be accessed by System Administrators. To enter User Management, you must have the privilege of User Management. To reset a student's password, your account must have the "Reset User Password" privilege. In addition, all teacher accounts should have the "Reset User Password" privilege so that teachers can reset students' passwords when needed.

3.1.2 Understand School Year

The school year is an important part of ESDA. Since each class group belongs to one school year (e.g. 2021/22), the data to be displayed by the selection control of the school year is the one to which school year (e.g. student/parent accounts, survey results). To avoid the school year is selected mistakenly, this function should be performed by System Administrator. For more information on the School Year Setting, please refer to Section 2.3.

3.1.3 Groups and User Accounts

The System Administrator can create different groups (except the System Group). A valid user account should have a unique "login ID" and "User Identity". The System Administrator can create user accounts manually or import the Excel file exported from CloudSAMS. User account should be

assigned to at least one group. User of a particular group will inherit the group's privilege(s).

3.1.3.1 Introduction to Groups and User Accounts

This section illustrates details of the pre-defined groups and user accounts.

A) Groups

The two types of groups are "System Group" and "Self-defined Group". These two groups facilitate the System Administrator to group user accounts with the same nature. Each group includes its respective Chinese and English names, as well as a list of users and the privileges they have.

ESDA v5.0.x has a default System Group, which includes six group types: Super Admin Group, Administrator Group, Student Group, Parent Group, Teacher Group and Specialist Group (for special schools). Since these are the default System Group, they cannot be added and deleted. In addition to System Group, System Administrator can also create self-defined group types.

Group Type	Group Properties	Example
System	• ESDA pre-defined groups cannot be added, edited or	Super Admin Group
Group	deleted.	Admin Group
	• For accounts of students, parents and teachers are	• Student Group
	imported from Excel file, the system will	• Parent Group
	automatically assign the user accounts to the	Teacher Group
	corresponding system groups (e.g. students will be	
	assigned to the "Student Group").	
Self-defined	Setup by System Administrator.	View Report Group
Group	• Assign specific privileges to the specific group.	Survey Group

With "Self-Defined Group", users with the same background can be grouped together to facilitate survey analysis for group comparison. Each group can define its own privileges and set privileges for each function.



B) User Accounts

In ESDA, there are three types of user accounts. They are students and/or parents, teachers and administrators. To create student and/or parent user accounts, System Administrator can import the student users from CloudSAMS or create them in the ESDA system. To create teacher user accounts, System Administrator can import teacher user accounts from a spreadsheet or create them in ESDA. To create administrator user accounts, System Administrator can create them in ESDA.

3.1.3.2 Group Planning Strategy

The account policy determines the arrangement of the user accounts. It includes the followings:

- Password properties.
- Set the changing password authorisation to each user type.

To use an account policy to provide security for user accounts, System Administrator may consider the followings:

- Comply with the basic password regulations:
 - Password must contain at least 8 characters and require a mix of upper case of English Letters, lower case of English Letters, numbers, and symbols; or it must contain at least 10 characters, with a mix of upper case of English Letters, lower case of English Letters, and numbers or symbols.
- Unique password for all user accounts.

Before starting a new school year, System Administrator must update student user accounts (Please refer to Section 3.2.4). System Administrator may need to update student user accounts within a school year (e.g. a student is transferred from class 1A to class 1B).

If school has set up school-based Intranet system, System Administrator can replace the "LOGINID" and "PASSWORD" columns in the Excel file with the login name and password of the school-based Intranet.

3.1.3.3 Add, Edit and Delete Groups and User Accounts

System Administrator can add, edit and delete Groups and User Accounts. For details, please refer to Section 3.5.

3.1.3.4 Import User Accounts from CloudSAMS

To facilitate System Administrator to create student accounts, a set of procedures is prepared for System Administrator to extract the student accounts from CloudSAMS. For details, please refer to Section 3.6.

3.1.3.5 Privilege Setting

To set privileges for groups, System Administrator can click "Edit" next to the target group, then check the privileges to be assigned to the target user group and click "Confirm".

System Overview Group Group Management	Management ×				auna	והווי קוטיק, אויו
Group Name G Grou	ip Name	Q Search				
🗈 Add 🔹 🗟 Dele	te					
Group Type		English Name		Chinese Name		
System Group		Super Admin Group		超级管理网络		g. Edit
System Group		Admin Group		管理调组		g Edit
System Group		Student Group		學主組		d. Edit
System Group		Parent Group		家長組		g. Edit
* Chinese Name	管理員道					
Edit Group ^ English Name ^ Chinese Name	Admin Group 智識員名			Scroot	10: group-managa	iment-203 ×
Group Privilege	System loc User Mana Survey Mai Data Input Report Mai Data Subm	its gement nagement ission				
Select User		+	Select User			
				e	Cancel	Confirm

3.1.3.6 Best Practice

To minimise tedious jobs of ESDA group(s) and user accounts creation, System Administrator is recommended to use the "Import User List" to create student accounts, parent accounts and all school-based-group(s) (e.g. class and class level groups). For details, please refer to Section 3.6.

3.2 Class Level Management

Mouse over "User Management" and then click "Class Level Management" to enter the Class Level Management Module.

Syste	System Overvlew Class Management × Class Level Management ×								
Class	Class Level Management Screen ID: grade management 001								
Na	Name Status Normal V Q Search								
Ð	Add × Delete								
	Class Level Code	English Name	Chinese Name	Status					
	S1	S1	S1	Normal	2 Edit				
	52	52	52	Normal	n Edit				

3.2.1 Create Class Level

- 1) Mouse over "User Management" and then click "Class Level Management".
- 2) Check whether the required class level exists in the system.
- 3) Click "Add" to add a new class level.
- 4) Click "Confirm" to save the setting.

Add Class Level				Screen ID: grade-i	management-002 \times
* English Name	English Name	0/50			
* Chinese Name	Chinese Name	0/50			
* Class Level Code	Select	~			
				⊗ Cancel	⊘ Confirm

3.3 Class Management

Mouse over "User Management" and then click "Class Management" to enter the Class Management Module.

Syste	System Overview Class Management								
Clas	Class Management Screen ID: class-management								
Na	Name Name Status Normal C Search								
		_							
Ð	Add × Dele	ete							
	Class Code	English Name	Chinese Name	Class Level	Status				
	1A	1A	1A	S1	Normal	🖉 Edit			
	1B	1B	1B	S1	Normal	🖉 Edit			

3.3.1 Create Class Groups

1) Mouse over "User Management" and then click "Class Management".

2) Check whether the required class exists in the system.

3) Click "Add" to add a new class.

ass			Screen ID: class-mana
* English Name	English Name	0/50	
* Chinese Name	Chinese Name	0/50	
* Class Code	Class Code	0/50	
Class Level	Select		

4) The respective Group templates will be displayed.

- Input the group name in both "English Name" and "Chinese Name" fields.
- In the "Class Code" field, input the unique code for this class. (Remarks: This Class Code is

to facilitate the user import by batch. It is recommended to use the same pattern as the Class Code used in CloudSAMS.)

5) Click "Confirm" to save the setting.

Note: All class groups will be automatically created when importing student accounts.

3.4 Group Management

Mouse over "User Management" and then click "Group Management" to enter the Group Management Module.

Syste	System Overview • Group Management ×								
Grou	Group Management Screen ID: group-management-001								
Gro	Group Name Q Group Name Q Search								
Ð	Add [™] Delete								
	Group Type	English Name	Chinese Name						
	System Group	Super Admin Group	超級管理員組	🖉 Edit					
	System Group	Admin Group	管理員組	🖉 Edit					
	System Group	Student Group	學生組	🖉 Edit					

3.4.1 Create Self-defined Groups

- 1) Mouse over "User Management" and then click "Group Management".
- 2) Group Management page will be displayed.
- 3) Click "Add" to add a new group.
- 4) Group template will be displayed.
 - In the group template, input the group name in both the "English Name" and "Chinese Name" fields.
 - Select group privilege.

New Group			Screen ID: group-n	nanagement-002 $ imes$
* English Name	English Name	0/100		
* Chinese Name	Chinese Name	0/100		
Group Privilege	 Home System Tools User Management Survey Management Data Import Report Management Data Submission 			
Select User		+ Select User	O Canad	0.66
			⊗ Cancel	⊘ Confirm

• Click "+ Select User" to select users and click "To the right >" to move users to the "Selected User".

User List					
User Type Administrator	 ✓ Group Select 	ct ~	User Name	User Name	
Status Normal 🛞	∨ Q Search				
	User List 1			Selected	User 0
	Q Enter Keywords			Q Enter Keyw	vords
	admin			No d	ata
		< To the left	To the right >		

5) Click "Confirm" to save the setting.

3.4.2 Modify Groups

- 1) Mouse over "User Management" and then click "Group Management".
- 2) Click "Edit" of the group to be modified.
- 3) Click "Save" to save the modification.

Syster	m Overview • Group Management ×							
Grou	Group Management Screen ID: group-management-001							
Gro	Group Name Q Group Name Q Search							
ß	Add 🗇 Delete							
	Group Type	English Name	Chinese Name					
	System Group	Super Admin Group	超級管理員組	🖉 Edit				
	System Group	Admin Group	管理員組	🖉 Edit				
	System Group	Student Group	學生組	🖉 Edit				

3.4.3 Delete Groups

1) Mouse over "User Management" and then click "Group Management".

2) S	select the	group t	type from	the group	list and	then click	"Delete".
------	------------	---------	-----------	-----------	----------	------------	-----------

System	System Overview • Group Management ×						
Grou	Group Management Screen ID: group-management-00.						
Gro	Group Name Q Survey Q Search						
Ð	Add 道 Delete						
~	Group Type	English Name	Chinese Name				
	Self-defined Group	Survey Group	調查組	🖉 Edit			

3) Click "Confirm" to confirm the deletion.

Notify		\times
() Confirm Delete?		
	Cancel	Confirm

3.4.4 Set Privilege(s) for Group(s)

- 1) Mouse over "User Management" and then click "Group Management".
- 2) Select "Group Type" and click "Edit".
- 3) Click "Group Privilege" of the group type.
- 4) Check the group privilege.

5) Click "Confirm" to save the privilege setting.

Edit Group				Screen ID: group-n	nanagement-003
* English Name	Survey Group	12/100			
* Chinese Name	調查組	3/100			
Group Privilege	 Home System Tools User Management Survey Management Data Import Report Management Data Submission 				
Select User					
				⊗ Cancel	⊘ Confirm

3.5 User Management

Mouse over "User Management" and then click "User Management" to enter the User Management.

User	Screen ID: user management 401						
Use	r Type Select v Gr	oup Select v User	Name User Name Sta	tus Normal 🛞 🗸 🔾	Search		
₿	Add O Disable 🗈 Delete						
	User Type	Login Name	Name (English)	Name (Chinese)	Group	Status	
	Administrator	admin	admin	超級管理員	Super Admin Group	Normal	🖉 Edit

3.5.1 Create an Individual Student Accounts

- 1) Mouse over "User Management" and then click "User Management".
- 2) Click "Add" to create a student account.
- 3) Select "Student" from the "User Type".

Add User		Screen ID: user-management-002 \times
* User Type	Select ^	
	Student	© Cancel © Confirm

4) In "Add User" page:

- Input all the fields of student information.
- In the "Group", select the group that the student belongs to, i.e. "Student Group".
- Click "Confirm" to save the student account.

Add User				Screen ID: user-	management-002 $ imes$
* User Type	Student	~]		
* Login Name	Login Name	0/50			
* Name (English)	Name (English)	0/100			
* Name (Chinese)	Name (Chinese)	0/100			
* Login Password	Login Password	0			
Birthday	🗐 yyyy-mm-dd				
Height/cm	Height/cm				
Weiaht/ka	Weight/kg				
				⊗ Cancel	⊘ Confirm

3.5.2 Create an Individual Parent Accounts

1) Mouse over "User Management" and then click "User Management".

- 2) Click "Add" to create a parent account.
- 3) Select "Parent" from the "User Type".

Add User		Screen ID: us	er-management-002 $ imes$
* User Type	Select ^]	
	Student		
	Parent	 Cancel 	⊘ Confirm

4) In "Add User" page:

- Input all the fields of parent information.
- Input "Student Name (Parent)" in "Name (English)" and "Name (Chinese)" (e.g. Chan Tai Man (Parent)).
- Click "Confirm" to save the parent account setting.

Add User			Screen ID: user-management-002 >
* User Type	Parent	~	
* Login Name	Login Name	0/50	
* Name (English)	Name (English)	0/100	
* Name (Chinese)	Name (Chinese)	0/100	
* Login Password	Login Password	0	
* Children Gender	Select	~	
Registration No.	Registration No.		
* Children Class	Select	~	Q Cancel Q Confirm
			© cancer

3.5.3 Create an Administrator / Teacher Account

1) Mouse over "User Management" and then click "User Management".

2) Click "Add".

3) Select "Administrator" or "Teacher" from the "User Type".

Add User		Screen ID: user-management-002 $ imes$
* User Type	Select ^	
	Student Parent Teacher Administrator	⊙ Cancel ⊘ Confirm
Add User		Screen ID: user-management-002 $ imes$
* User Type	Select ^	
	Student Parent Teacher	⊙ Cancel ⊘ Confirm
	Administrator	

4) In "Add User" page:

- Input all the fields of user information.
- In the "Group", select the group that the user belongs to and click "Confirm". To assign special privilege to a group of users, you should create a self-defined group (example: View Reports).

Add User			Screen ID: user-management-002 $ imes$
* User Type	Administrator	~	
* Login Name	Login Name	0/50	
* Name (English)	Name (English)	0/100	
* Name (Chinese)	Name (Chinese)	0/100	
* Login Password	Login Password	0	
Registration No.	Registration No.		
Group	Select	~	
			⊙ Cancel ⊘ Confirm

Jser			Screen ID: user-management-00
* User Type	Teacher	~	
* Login Name	Login Name	0/50	
* Name (English)	Name (English)	0/100	
* Name (Chinese)	Name (Chinese)	0/100	
* Login Password	Login Password	0	
Registration No.	Registration No.		
Group	Select	~	

3.5.4 Modify User Accounts

1) Mouse over "User Management" and then click "User Management".

2) Enter selection criteria, such as "User Type", "Group" or "Status" and click "Search".

3) Click "Edit" to edit an individual user record.

Edit User			Screen ID: user-management-003 >
* User Type	Teacher		
* Login Name	chanfk		
* Name (English)	CHAN Fan Kel Franky	19/100	
* Name (Chinese)	陳分異	3/100	
Registration No.	R_chanfk		
Group	Teacher Group 🛞	~	
			(a) Cancel
			© Cancel

4) In "Edit User" page:

- Input all the fields of student information.
- Click "Confirm" to save the settings.

Note:

All modifications will instantly be reflected in the system after you have saved the user record.

3.5.5 Delete User Accounts

- 1) Mouse over "User Management" and then click "User Management".
- 2) Enter selection criteria, such as "User Type", "Group", "User Name", or "Status" and click "Search".
- 3) Check the checkbox of respective user records, and then click "Delete".

4) All deleted users will be moved to the list of deleted users.

User Management Sozea							nagement-001
Use	User Type Select v Group Texcher Group V v User Name User Name Status Normal V v C Search						
Add Disable B Delete							
-	User Type	Login Name	Name (English)	Name (Chinese)	Group	Status	
	Teacher	Teacherl	Teacherl	Teacherl	Teacher Group	Normal	🖉 Edit

3.5.6 Restore Deleted User Accounts

- 1) Mouse over "User Management" and then click "User Management".
- 2) Select "Delete" in "Status" and click "Search".
- 3) Check the checkbox of respective user records, and then click "Active" and "Confirm" to restore the user accounts.

User Management Screen ICk user-management-001								
User Type Select V Group Excher Group V User Name User Name Status Deleted V V Search								
Add C Restore Oisable	🖻 Delete							
V User Type	Login Name	Name (English)	Name (Chinese)	Group	Status			
Teacher	Teacherl	Teacherl	Teacherl	Teacher Group	Deleted	L. Edit		
Warning ×								
Confirmation?								
	Cancel Confirm							

Note: The users' personal information, i.e. password and group(s), will be restored to the original values before deletion.

3.5.7 Disable User Account

- 1) Mouse over "User Management" and then click "User Management".
- 2) Enter selection criteria, such as "User Type", "Group", "User Name", or "Status" and click "Search".
- 3) Check the checkbox of respective user records, and then click "Disable".
- 4) All deleted users will be moved to the list of disabled users.

User Management Screen ID: user-							
User Type Select V Gr	Teacher Group 🛞 🗸 Viser	Name User Name Sta	tus Select V	Search			
Add ● Disable							
- User Type	Login Name	Name (English)	Name (Chinese)	Group	Status		
Z. Teacher	Teacherl	Teacherl	Teacherl	Teacher Group	Normal	4. Edit	

3.5.8 Restore Disabled User Account

- 1) Mouse over "User Management" and then click "User Management".
- 2) Select "Disable" in "Status" and click "Search".
- 3) Check the checkbox of respective user records, and then click "Restore" and "Confirm" to restore

the user accounts. Ter Margemer energies in the Mark in the Mark

Note:

The users' personal information, i.e. password and group(s), will be restored to the original values before deletion.

3.5.9 Restore Locked Accounts

If a user fails to login five times or more, the user account will be locked by the system and the user cannot login to the system again. The System Administrator needs to restore the user account before the accounts can be reused.

- 1) Mouse over "User Management" and then click "User Management".
- 2) Select "Lock" in "Status" and click "Search".
- 3) Check the checkbox of respective user records, and then click "Active" and "Confirm" to restore the user accounts.



3.6 Import User List

To generate user accounts quickly, the "Import User List" function provides the necessary functionality for quick account generation. Schools may download the Excel templates for the interface of different types of users and upload the file to the system to create user accounts.

1) Mouse over "User Management" and then click "Import User List".

2) "Import User List" page will be shown.

System Overview Import User List ×		
Import User List		Screen ID: import-user-list-001
User Type O Teacher O Student and Parent O Others Excel Document Select The File Import		
• Excel contains a maximum of 2000 users.		
Templates and SQL Statement for Download		
Teacher	± File Template	© Template documentation
Student and Parent		Template documentation
Others		Template documentation

3.6.1 Download Excel Template

- 1) Mouse over "User Management" and then click "Import User List".
- 2) The interface of "Import User List" will be displayed.
- 3) To download an Excel file template for importing teacher accounts, click "File Template" for "Teacher" in "Templates and SQL Statement for Download".
- 4) To download an Excel file template for importing student and parent accounts, click "File Template" for "Student and Parent" in "Templates and SQL Statement for Download".
- 5) To download an Excel file template for importing other accounts, click "File Template" for "Others" in "Templates and SQL Statement for Download".
- 6) Click "Save" to save the file on your computer.

Templates and SQL Statement for Download					
Teacher	± File Template	© Template documentation			
Student and Parent	± File Template	© Template documentation			
Others	👱 File Template	Template documentation			

Note:

If you want to refer to the help file for the Excel template, you can click "Template documentation".

3.6.2 Create Student Accounts from CloudSAMS

 Paste the following SQL statement in CloudSAMS [S-DAT03-02]Data Management > Query Maintenance. Enter Query Name and Query Description.

CAST(a.SCHYEAR as varchar) +'-'+ SUBSTRING(CAST(a.SCHYEAR+1 as varchar),3,2) AS 'School Year', '#'|| a.REGNO AS 'Registration No.', a.CLASSLVL AS 'Class Level Code', a.CLASSCODE AS 'Class Code', a.CLASSNO AS 'Class No.', a.ENNAME AS 'Name (English)', a.CHNAME AS 'Name (Chinese)', a.SEX AS 'Sex', 's'|| a.REGNO AS 'Login Name', 's'|| 'Pas@' + a.REGNO AS 'Password', DATEFORMAT(a.DOB, 'YYYY/MM/DD') AS 'DOB', b.HEIGHT AS 'Height/cm', b.WEIGHT AS 'Weight/kg', 'A' AS 'User Type' from VW STU LATESTSTUDENT a left outer join TB STU HEIGHTWEIGHT b on a.suid=b.suid and a.schyear=b.schyear and a.stuid=b.stuid and b.MEASUREDATE=(select max(c.MEASUREDATE) from TB STU HEIGHTWEIGHT c where c.suid=b.suid and c.schyear=b.schyear and c.stuid=b.stuid) where a.schyear = ? ORDER BY a.classlvl, a.classcode, a.classno

2) Click "Save", then click "Confirm".

, , ,
S-DAT03-02] Data Management > Query Maintenance
✓ Add Advance Query
Save C Back
2uery Name ESDA_Student Data Query Description Extract ESDA Student Data
Select Select CASTAG SCHERAR as varchar) + SUBSTRING(CASTIg SCHYEAR+1 as varchar).3.2) AS School Year. "(*) VIII (1) _ AIEGND AS "Registration No.", acLASSUD (X Class Love) - Code, acLASSUD (X Class Love) - Code, acLASSUD (X Class Love) - Code, acLASSUD (X Sclass No.", all-NAME (X Share (Clinese), acl-NAME (X Share (Clinese), all-NAME (X Share (Clinese), bHIGH (X Share (Clinese), bl-NGH (X Share (Clinese), bHIGH (X Share (Clinese), x Study (X Share (Clinese), bHIGH (X Share (Clinese), x Study (X Share (Clinese), bHIGH (X Share (Clinese), x Study (X Share (Clinese), clinese (X Share (Clinese), x Study (X Share (Clinese), clintotar (Share (Clinese),

-DAT03-02] Data Management > Query Maintenance		
 Add Advance Query 		
🗸 Save 🗶 Back		
ESDA_Student Data	Query Description	Extract ESDA Student Data
28. Ratement select CATSTACK-FIGAL as uncharging in SUBST CATSTACK STATE Selection of Straggermann Nation ACLASSIOL SCISUME Level Code: ACLASSIOL SCISUME Level Code: ACLASSIOL SCISUME Level Code: ACLASSIOL SCISUME Selection ACLASSIOL SCIENCE SELECTION ACLASSIO	RING(CAST(LLSCH/EAR+1 as variour).3.2) Confirmation M Are you sure to save in DODP . PP and actuid-build and EDDTE from Ta_STU_HEGHTWEIGHT cw	KS School Year', configs? Confirm Cancel here c.suid-b.suid and

3) When the Query is successfully saved, click "Go To Execute" to execute the query.

- Select the Output Format while a new window pops up.
- Enter the current school year in the field "Value" (Example: Enter "2024" if the current school year is 2024/25).

[5-DAT03-03] Data Management > Query Maintenance						
✓ Modify Advance Query						
Save Go To Execute 🕻 Back					2 ×	
Query Name ESDA_Stu	[S-DAT04-03] Data Ma	anagement > Execution				
	View Result	[→ Export Result Execute a	nd Save 📏 Next 🗙 🗘	Dose		
SQL Statement select	Query Name	ESDA_Student Data3	Query Descr	ription extract ESDA data		
CATTAL (**) = A a.C.455 a.C.455 a.C.455 a.C.855 a.C.9555 a.C.9555 a.C.9555 a.C.9555 a.C.9555 a.C.9555 a.C.9555 a.C.95555 a.C.95555 a.C.95555 a.C.9555555 a.C.955555555555555555555555555555555555	SQL Statement	select CAST(a.SCHYEAR as varc 'School Year.' #*] a.REGNO A' a.CLASSCOBE AS 'Class Code', a.CHNAME AS 'Name (Chinese) 'PasB' + a.REGNO AS 'Passwor b.HEIGHT AS 'Heightform', b.WI WW_STU_LATESTSTUDENT a left a.schyear-b.schyear and a.stu maxic_MRASUREDATE] from TE	har) +**+ SUBSTRING(CAST(a.SC 1* Registration No.*, a.c.LASSUN, a. a.C.LASSNO, A.S. (Class No.*, a.B. r, a.SEX AS 'Sec', 'S' a.REGNO d', DATEFORMAT(a.DOB, 'YYYY IGHT AS 'Weighty,''', 'A' SU to uter join TB, STU_HEIGHTWE id-bstuid and b.MESUREDAT c.JU_HEIGHTWEIGHT c where '	CHYEAR+1 as varchar).3.2) AS AS 'Class Level Code', INAME AS 'Name (English', DAS 'Login Name', 'S' MM/DD') AS 'DOF', er Type' from ISEHT to na.suld+b.suid and i=rselect c.suid=b.suid and		
DATEFO	Prompt	Field Name	Operator	Value		
b.WEIGH from W		a.schyear	-	2024		
left oute on a suit	Output Format	HTML Text File Exc	Word CSV Delimit	ter I 🗸		
b.MEASU where a ORDER B	[→ Export All					
			Saved Result			
	No record.					
	Note(s): [1] If you click the [Execu All] to export the results y	te and Save] button, system will execu ou have executed.	e the query and store the result. On	ce you have executed all queries you des	ire, you may cick (Export	

4) Click "Export Result" to save the executed result.

3.6.3 Batch Student and Parent Account Creation from CloudSAMS

Prerequisite:

- You should have the Excel file either exported from CloudSAMS or generated from a spreadsheet.
- The imported file should include ALL student accounts (e.g. both NEW and EXISTING students). Any missing account in the imported Excel user file will be automatically moved to the list of deleted users in ESDA.

1) Mouse over "User Management" and then click "Import User List".

2) The interface of "Import User List" will be displayed.

- Check whether the displayed "Current School Year" matches with the student data you will import. (Note: If the current school year does not match with the data, please adjust the current school year in "System Tools" > "School Year Setting".)
- To import student and parent accounts together, select "Student and Parent" and then click "Select the File" to select the file.
- Click "Import" to create / update / delete user accounts.



3) The number of student and parent accounts that have been created/updated will be displayed in the following import summary.

The Se	0	Notify Import user successfully!	×	
		Add Account : 20 Update Account : 0		
		Screen ID: import-user-list	-001	

3.6.4 Batch Teacher Account Creation from Excel file

Prerequisite:

Prepare an Excel file for importing teacher accounts according to the sample below. The file shall contain only those changed records. System Administrator is suggested to delete those retired accounts in "User Management".

Registration No.	Name (English)	Name (Chinese)	Login Name	Password	User Type
t123	Teacher 1	教師 一	t123	P@ssw0rd	С
t124	Teacher 2	教師 二	t124	P@ssw0rd	С
t125	Teacher 3	教師 三	t125	P@ssw0rd	С
t126	Teacher 4	教師 四	t126	P@ssw0rd	С
t127	Teacher 5	教師 五	t123	P@ssw0rd	С

- 1) Mouse over "User Management" and then click "Import User List".
- 2) To import teacher accounts in batch, select "Teacher" in the "User Type" and then click "Select The File".

3) Click "Import" to create or update teacher accounts.

System Overview • Import User List ×						
Import User List						
User Type • Teacher						
Excel Document Select The File Import Excel contains a maximum of 2000 users.						

3.6.5 Create Random Accounts

1) Mouse over "User Management" and then click "Import User List".

2) Input all information including "User Type", "Prefix", "Class", "Gender" and "Number of Accounts" and click "Create".

Generate Accounts Randomly							
User Type	Student and Parent Teacher						
* Prefix	Prefix	0					
* Class	Select	~					
* Gender	Male Female						
* Number of Accounts	Number of Accounts						
	Create						

3) The system will randomly generate user accounts to a spreadsheet file. Review the file and import the users in the spreadsheet file to the system.

System Overview	• Import User List ×
Import User Li	st
User Type	 Teacher • Student and Parent O Others
Excel Document	Select The File Import
	OExcel contains a maximum of 2000 users.
	• After importing students, corresponding parent users will be automatically generated.
	<pre>esda_user_student_import_list.xls</pre>

3.7 Export User List

This module is designed to export an Excel file of teachers, students and parents accounts in the current school year.

1) Mouse over "User Management" and then click "Export User List".

2) Teacher, Student, and Parent user lists will be displayed.

3) Click "Export User List in Current Year" to download the corresponding user list.

User Management / Export User List	Text Size 🔇 🏭 🎍 admin 👻
System Overview • Export User List ×	
Export User List	Screen ID: export-user-list-001
Teacher	👱 Export User List in Current Year
Student	± Export User List in Current Year
Parent	± Export User List in Current Year

3.8 Reset User Password

All the user passwords used in ESDA v4.6.0 or before are not applicable for ESDA v5.0.x system. The System Administrator has to assist all users in setting the passwords applicable for ESDA v5.0.x system.

If students or parents lose their passwords, System Administrator can reset their passwords with the "Reset Passwords" function.

System Overvie	Reset Passwords ×										
Reset Passy	vords								Screen	ID: reset-passwo	ords-001
											_
User Type	Student	Group	Select	\sim	Class Level	Select	\sim	Class	Select	~	·
Condor	Colort	Liser Name			Chatur	Name 4					
Gender		User Name	User Nam		Status	Normal @	× ×	Q Sear	cn		
Password Re	eset Mode Random	~									
Select users											
C	User List		662				Selected	User		0	
							COLLY				
	C Enter Neywords						C Enter Reyw				
	[1A01] CHAN TSZ							No d	ata		
	[1A02] CHAN YAN										
	[1A03] CHAN YING										
C	[1A04] CHENG SIU			< To the left	To the ri	ght >					

- 1) Mouse over "User Management" and then click "Reset Passwords".
- 2) Input searching criteria such as "User Type", "Group", "Class Level", "Class", "Gender", "User Name" or "Status" and then click "Search".
- 3) Select the student(s) whose password(s) need to be changed and click "To the right >". \Rightarrow *Tips*

User List	1/662			Selected User	
Q Enter Keywords				Q Enter Keywords	
[1A01] CHAN TSZ	<u>_</u>			No data	
[1A02] CHAN YAN					
[1A03] CHAN YING					
[1A04] CHENG SIU		< To the left	To the right >		

Tips: To select all student/parent accounts within the user list, please click the "Select All" button in the first row of "User List" and then click "To the right >".

4) Select "Random" or "User defined" in "Password Reset Mode".



5) If "User defined" mode is selected, please input the new password of student/parent to "Login Password". Password must contain at least 8 characters and require a mix of upper case of English Letters, lower case of English Letters, numbers, and symbols; or it must contain at least 10 characters, with a mix of upper case of English Letters, lower case of English Letters, and numbers or symbols.



6) Click "Password Reset". The password(s) of the selected student(s) or parent(s) will be changed instantly.

Password Reset Mode	Random	~			
Select users					
User List		661		Selected User	1
Q Enter Keywords				Q Enter Keywords	
[1402] CHAN Y	AN			[1A01] CHAN TSZ LONG	
[1A03] CHAN Y	1NG				
[1A04] CHENG	SIU				
[1A05] CHEUN	G SHING		< To the left		
[1A05] HUANG	QIU				
[1A07] HUI YU					
[1A08] IU LOK					
[1A09] KIM LIN	G				
[1A10] KOON T	sz				
[1A11] KWOK1	ISZ				
11A121 LAM HI	U				
				O Password Reset	

Chapter 4 Survey Management

4.1 About Survey Management

This module is used to administer pre-defined surveys for various respondents. There are two types of surveys. The differences are shown in the table below. After entering the Manage Survey module, a summary table shows a list of surveys with "Start / End Date", "Target Users", "Mode" and "Response Rate". To administer a survey, the Administrator selects a survey from the survey list and defines its properties of the survey. The Administrator can specify the start/end date of conducting the survey, choose the survey mode (online, offline, or online and offline), and select target users. To facilitate random target user selection, the system provides a function to draw users randomly with a defined percentage of users.

Online mode means target users fill in questionnaires through the web interface in ESDA. In contrast, offline mode means target users fill in the questionnaires with other methods, such as paper and pen format. Details about publishing online and offline surveys can be found in Sections 4.2 and 4.3.

Before You Begin

The Survey Management module is solely for administering surveys and defining the target respondents of each survey. It supports both online and offline modes to cater for different situations. You should possess the "Survey Management" privilege to access the module.

Best Practices

For Type I Survey, you can administer them once per school year. You should carefully select the survey mode, target respondents and start/end date. Although Type II Surveys can be administered many times per school year, you should not administer these surveys too frequently for the same group of target respondents.

4.1.1 Understanding Survey Types and Modes

There are three types of survey in the system, namely, 1. Stakeholder Survey (SHS), 2. Assessment Program for Affective and Social Outcomes (APASO), and 3. Inspection Related Surveys, namely, External School Review (ESR) Questionnaire, Focus Inspection (FI) Questionnaire, Comprehensive Review (CR) Questionnaire and School Development and Accountability Framework (SDA) Questionnaire. The following is the description of these surveys.

1. Stakeholder Survey (SHS) – It is a measure to help schools collect views from teachers, specialists,

students and parents (random sampling of students and parents across different class levels) on the school work to facilitate school self-evaluation. The survey results form part of the Key Performance Measures (KPM) data.

2. APASO – It allows schools to assess students' performance and development in the affective and social domains. This tool is applicable to Hong Kong primary (P3 – P6) and secondary (S1 – S6) school students. Results from one of the pre-defined survey will form one of the Key Performance Measures items. Please refer to the KPM website (<u>https://kpm.edb.gov.hk</u>) & APASO website (<u>https://apaso.edb.gov.hk</u>) for details.

3. Inspection Related Surveys – This survey is designed to collect views from schools after the completion of related school inspections, including ESR, FI, CR and SDA Questionnaire.

	Type I Survey (e.g. SHS)		Type II Survey (e.g. APASO)
1.	The surveys can only be administered once	1.	The surveys can be administered more than
	per year.		once per year.
2.	The collected responses can be submitted to	2.	The collected responses can be submitted to
	the EDB through ESDA.		the EDB on an optional basis, except for the
3.	All surveys must be assigned to a system		KPM.
	group (Teacher, Student, Parent, etc.).	3.	Surveys can be assigned to classes or forms.
		4.	Surveys can be assigned to specific groups or
			users.
T 1	1 . 1		111 1 1 10

According to the properties of the surveys, the surveys can be classified into two types.

The duration between administrations of APASO-II Surveys should be at least half a year within the same school year.

Note:

You should export the responses of the surveys to KPM items. For details, please refer to Section 4.4.

4.1.2 Preparing Survey for a New School Year

To prepare for administering surveys for a new school year, schools are required to complete the following steps:

- Change School Year Setting, please refer to Section 2.3
- Import User List, please refer to Section 3.6
- Import Update Packages, please refer to Section 2.5

4.1.3 Survey Administrator Tasks

4.1.3.1 Contact System Administrator to ensure that the following items are ready

- 1) The latest version of Programme Package and Data Package have been imported into ESDA.
- 2) User accounts which include teacher, student, parent, and specialist (for special schools only), have been created and assigned to appropriate system groups.
- 3) "Fill In Survey" group permission should be assigned to user groups which will fill in questionnaires online.

4.1.3.2 Administering Stakeholder Survey for Teachers

- 1) The teacher group is assigned to the target users by default. Please ensure that all teachers, including the principal, are selected in the target user list.
- 2) Select "online" mode if teachers will fill in the questionnaire through the web interface. Otherwise, select "offline" mode and distribute a copy of the questionnaire and answer sheet to the target respondents. In the Manage Survey module, the response mode can be switched to "online", "offline", or mixed "online and offline".
- 3) Specify the start and end dates for filling in the questionnaire.

4.1.3.3 Administering Stakeholder Survey for Students

- 1) Ensure that all student accounts have been created and assigned to the appropriate class level group and class group.
- 2) All class level groups should be mapped with standard class level codes.
- 3) To publish Stakeholder Survey for students, Survey Administrator cannot select respondents. Student respondents must be drawn randomly by the system or according to odd or even class numbers of the students.
- 4) Select "online" mode if students will fill in the questionnaire through the web interface. Otherwise, select "offline" mode and distribute a copy of the questionnaire and answer sheet to the target respondents. In the Manage Survey module, the response mode can be switched to "online", "offline", or mixed "online and offline".
- 5) Specify the start and end dates for filling in the questionnaire.

4.1.3.4 Administering Stakeholder Survey for Parents

- 1) Ensure that all parent accounts have been created and assigned to the appropriate class level group and class group.
- 2) All class level groups should be mapped with standard class level codes.
- 3) To publish the Stakeholder Survey for parents, Survey Administrator cannot select respondents. Parent respondents must be drawn randomly by the system or according to odd or even class

numbers of the students.

- 4) Select "online" mode if parents will fill in the questionnaire through the web interface. Otherwise, select "offline" mode and distribute a copy of the questionnaire and answer sheet to target respondents. In the Manage Survey module, the response mode can be switched to "online", "offline", or mixed "online and offline".
- 5) Specify the start and end dates for filling in the questionnaire.

4.1.3.5 Administering Stakeholder Survey for Specialists

- 1) By default, the specialist group is assigned to the target users. Please ensure that all specialists are selected in the target user list.
- 2) Select "online" mode if specialists will fill in the questionnaire through the web interface. Otherwise, select "offline" mode and distribute a copy of the questionnaire and answer sheet to the target respondents. In the Manage Survey module, the response mode can be switched to "online", "offline", or mixed "online and offline".
- 3) Specify the start and end dates for filling in the questionnaire.

4.1.3.6 Administering APASO Questionnaire

- 1) Ensure that all student accounts have been created and assigned to the appropriate class level group and class group.
- 2) All class level groups should be mapped with standard class level codes.
- 3) To publish APASO questionnaire, Survey Administrator cannot select respondents. Student respondents must be drawn randomly by the system or according to odd or even class numbers of the students.
- 4) Select "online" mode if students will fill in the questionnaire through the web interface. Otherwise, select "offline" mode and distribute a copy of the questionnaire to the target respondents. In the Manage Survey module, the response mode can be switched to "online", "offline", or mixed "online and offline".
- 5) Specify the start and end dates for filling in the questionnaire.

4.1.3.7 Administering External School Review (ESR) Questionnaire

- 1) Receive a password from the EDB.
- 2) Ensure that the system clock of the server is set up properly.
- 3) Ensure that the ESDA server is connected to the Internet, which is necessary for publishing an ESR questionnaire.
- 4) Select the principal, teachers and specialists (for special schools) in the target user list.
- 5) Only "Online" mode is provided for this questionnaire. Once the questionnaire is activated, the duration for completion is 4 weeks. Please inform the target respondents of the start and end dates.

4.1.3.8 Administering Focus Inspection (FI) Questionnaire

- 1) Receive a password from the EDB.
- 2) Ensure that the system clock of the server is set up properly.
- 3) Ensure that the ESDA server is connected to the Internet, which is necessary for publishing a FI questionnaire.
- 4) Select the principal, teachers and specialists (for special schools) in the target user list.
- 5) Only "Online" mode is provided for this questionnaire. Once the questionnaire is activated, the duration for completion is 4 weeks. Please inform the target respondents of the start and end dates.

4.1.3.9 Administering Comprehensive Review (CR) Questionnaire

- 1) Receive a password from the EDB.
- 2) Ensure that the system clock of the server is set up properly.
- 3) Ensure that the ESDA server is connected to the Internet, which is necessary for publishing a CR questionnaire.
- 4) Select the principal, teachers and specialists (for special schools) in the target user list.
- 5) Only "Online" mode is provided for this questionnaire. The duration for completion is specified in the notification letter. Please inform the target respondents of the start and end dates.

4.1.3.10 Administering School Development and Accountability Framework (SDA) Ouestionnaire

- 1) Receive a password from the EDB.
- 2) Ensure that the system clock of the server is set up properly.
- 3) Ensure that the ESDA server is connected to the Internet, which is necessary for publishing a SDA questionnaire.
- 4) Select the principal, teachers and specialists (for special schools) in the target user list.
- 5) Only "Online" mode is provided for this questionnaire. The duration for completion is specified in the notification letter. Please inform the target respondents of the start and end dates.

4.1.3.11 Other Tasks

1) You may download the user list that has not completed the online questionnaires and inform those users to complete the questionnaire.

Syste	m Overview • Survey Mana	agement ×					
Surv	ey Management						Screen ID: survey-management-001
Questionnaire Type Select V Mode Online Q. Search Image: Select to KPM Item Item							
	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
	Stakeholder Questionnaire	Teacher Questionnaire	2020-06-23 ~ 2020-07- 06	Teacher[Manual]	Online	100% [24/24]	Content Additional User

Questionnaire Detail	ls Published				S	reen ID: survey-man	agement-002 ×
Survey Title (English)	Teacher Questionna	ire					
Survey Title (Chinese)	教師問卷						
* Objectives(Eng)	To help the school major aspects of a	ol collect views from school work for co	n teachers, studer iducting self-eva	nts and parents on le luation.	earning and	I teaching, and the	ĥ
* Objectives(Chi)	幫助學校蒐集教師	、家長和學生對學與	教及學校工作的意	纪,作為學校自我評	估的参考。		h
* Start/End Date	2020-06-23	-	2020-07-06	ò			
Target Users	Teacher [Manual]						
Mode	Online 🛛 🕲 Setting						
Cancel Questionnair	e		uestionnaire	± Download U	ser List	⊗ Cancel	⊘ Save

2) If some users have not submitted the above questionnaire after the survey deadline, you may contact the Indicators Section of the EDB to extend the survey end date.

已發布問卷詳情		Screen ID: survey-management-002 ×
目的(中文)		
* 開始/結束日期		- 2021-07-11
目標用戶	教師問卷 [人手]	
模式	在線	
回懸率	69.23% [9/13]	
發布者	超級管理員	
COLUMN TWO AND	0004 BF 04	· .
歯 取消問卷	情言及社会	

3) You can export the responses to Key Performance Measures (KPM) items when the response rate has reached 100% before the end date or the time for doing the survey has ended (i.e. the current date is after the end date). Select the relevant questionnaire and click "Export to KPM Item".

Syste	em Overview • Survey Mana	igement ×					
Surv	vey Management						Screen ID: survey-management-001
Qu	estionnaire Type Select	: · · · · · · · · · · · · · · · · · · ·	Node Select	V Q Search			
*	Export to KPM Item						
-	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
	Stakeholder Questionnaire	Teacher Questionnaire	2022-02-15 ~ 2022-02-25	Teacher[Manual]	Online	75.93% [41/54]	Content Additional User
	Stakeholder Questionnaire	Parent Questionnaire	2022-01-16 ~ 2022-02-28	Parent[Random]	Online	55.11% [124/225]	Content

4.2 Publish Survey

The Stakeholder Surveys will be updated every school year. Therefore, System Administrator must perform a system update before publishing the Stakeholder Survey. For details, please refer to Section 2.5.

Schools may publish online surveys so that target users can use their workstations or tablet computers to do the questionnaires. Offline surveys may be published. The steps to publish an online survey are similar to publish an offline survey, except that checking the "Offline" mode is required. Stakeholders may use paper and pen to do the offline survey. After that, Survey Administrator is required to compile the responses into an Excel file and upload it to the ESDA system. Please refer to Section 4.4 for details.

Note:

- 1) To meet the latest security requirement, the effective period for a user password is six months. Users will receive a mandatory request for changing the password and cannot re-use the previous eight passwords.
- 2) For schools publishing questionnaires via online mode, System Administrator may use the function "reset user password" to help users to reset the passwords before publishing the questionnaires, if necessary. Please refer to Section 3.8 for details.

To better manage the questionnaires, schools may publish questionnaires according to odd or even class numbers of the students. The steps for publishing different types of questionnaires to the target respondents are as follows:

4.2.1 Publishing Stakeholder Survey for Teachers

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Teacher Questionnaire".

System Overview • Publish Survey ×			
Stakeholder Survey			
Teacher Questionnaire	🛪 Publish	Preview	Publish Survey: 0
Student Questionnaire	🛪 Publish	© Preview	E Publish Survey: 0
Parent Questionnaire	🛪 Publish	© Preview	Publish Survey: 0

3) Click "Select User" to select teachers and click "Setting" to select the mode.

4) Enter "Start/End Date" and "Objectives", and then click "Confirm".

olish Survey-Teacher	Questionnaire Screen ID: shs-publish-survey	γ-001
(Note(1): You can either sele not less than 35, <u>to ensure</u>	ect all students or a certain number of randomly selected students from each class level, provided that the number of students in the class level that your sample is representative. I	
Target Users	====User Group==== Teacher Group	
Number of users selected	+ Select User	
Mode	Number of online users : 69 Number of offline users : 0	
* Start/End Date	E 2022-07-14 - E 2022-08-13	
	⊗ Cancel Ø Cor	ıfirr

Note:

- (1) The Teacher group is selected by default. You can select additional groups or users by clicking "Select User".
- (2) The objectives are provided by default. You can change them if necessary.
- (3) The system shows the teacher list within the teacher group. You should ensure that all the teachers (including the principal) are shown in the list. Otherwise, you should select the users by clicking the "Select User".

4.2.2 Publishing Stakeholder Survey for Students

- 1) Click "Survey Management" and then click "Publish Survey".
- 2) Click "Publish" next to the "Student Questionnaire".

System Overview Publish Survey ×			
Stakeholder Survey			
Teacher Questionnaire	🛪 Publish	© Preview	E Publish Survey: 0
Student Questionnaire	🛪 Publish	© Preview	E Publish Survey: 0
Parent Questionnaire	🛪 Publish	© Preview	E Publish Survey: 0

- 3) Click "Select User" to select students and click "Setting" to select the mode.
- 4) Enter "Start / End Date" and "Objectives", and then click "Confirm".
| Publish Survey-Student | Questionnaire | Screen ID: shs-put | blish-survey-001 $	imes$ |
|--------------------------|--|--------------------|--------------------------|
| Number of users selected | 0 | | |
| Mode | Number of online users : 0 Number of offline users : 0 | | |
| * Start/End Date | · 2022-07-14 · 2022-08-13 | | |
| * Objectives(Eng) | To help the school collect views from teachers, students and parents on learning and teaching, and the major conducting self-evaluation. | aspects of school | wc 163/500 |
| * Objectives(Chi) | 幫助學校蒐集教師、家長和學生對學與教及學校工作的意見,作為學校自我評估的參考 | | 38/500 |
| Target Respondent(Eng) | P.3 - S.6 students | | |
| | | ⊗ Cancel | ⊘ Confirm |

Note:

- (1) The system draws students randomly from each class or according to odd or even class numbers of the students. The user list will be shown in the target user list. You can download the user list after publishing the survey.
- (2) The objectives are provided by default. You can change them if necessary.
- (3) For Stakeholder Survey for students in special schools, target users are selected by Survey Administrator.

Tips:

S6 students who have left schools after examinations can be excluded from this survey.

4.2.3 Publishing Stakeholder Survey for Parents

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Parent Questionnaire".

System Overview Publish Survey ×	
Publish Survey	Screen ID: publish-questionnaire-001
Assessment Program for Affective and Social Outcomes	
[Note (1) : If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale.] [Note (2) : Copyright: All scales and items in APASO-II are subject to the protection of intellectual property rights. In accordance with the agreement of use, texclusively to use them as a tool to assess students' performance in the affective and social domains in order to collect related data for school self-evaluation reproduction, adaptation, distribution or provision of such work with copyright to the public is strictly prohibited. If anyone wants to use these tools for other the original author directly.] User Manual Technical Manual on Scales Technical Manual on Rasch Measurement	he Education Bureau authorized schools in Hong Kong n. Apart from the above-mentioned purpose, any purposes such as academic research, please contact
Pre-defined Survey	>
User-defined Survey	>
Stakeholder Questionnaire	
Teacher Questionnaire 🛩 Pu	blish @ Preview 🗈 Publish Survey: 0
Student Questionnaire 🛩 Pu	blish © Preview 🕒 Publish Survey: 0
Parent Questionnaire	blish 💿 Preview 🗈 Publish Survey: 0

- 3) Click "Select Users" to select parents and click "Setting" to select the mode.
- 4) Enter "Start/End Date" and "Objectives", and then click "Confirm".

Publish Survey-Pare	nt Questionnaire	Screen ID: shs-pu	ubliah-aurwey-002 🗙
[Note(1): You can eith	r select all students or a certain number of randomly selected students from each class level, provided that the number of students in the class level is not less than 15, to <u>nonum that your samples is representation</u> .]		
Excluding Class	56		
Level			
Target user	LADI CHAN CHING (Parent) LADI CHAN VAN (Parent) LADI CHAN VAN (Parent) LADI CHAN VAN (Parent) TADI CHAN VAN (Parent)		
	Percentage of users		
	20		
	+ Select Usen		
Number of users	179		
selected			
Mode	Number of online users : 179 Number of offline users : 0		
 Start/End Date 	📫 2022-05-02 - 📫 2022-07-02		
• Objectives(Eng)	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.		
			163/500
 Objectives(Chi) 	解防學校覺無說時、果長和學生訪學與飲及學校工作的意思,作為學校自我評估的參考		
			.4
		0.0	0.0-1-
		Cancel	S Confirm

Note:

- (1) The system draws parents randomly from each class or according to odd or even class numbers of the students. The user list will be shown in the target user list. You can download the user list after publishing the survey.
- (2) All parents of special schools have to fill in the survey. Hence, the system will draw 100% of the parent accounts.

【注①:单收可遭助用	有學生或以關鍵方式在每一級別中課題不少於35名學生進行號書, <u>以確保線本目有的要性</u> 。1	
不同后近認	56	
14HH		
	日ド日分か 202 - 194 + 3-25月7	
已虚顷用声般日	43	
使式	立球用户款目:40 種塚用户款目:0 あます	
a success of a discussion	· · · · · · · · · · · · · · · · · · ·	0.5%

(3) The English and Chinese Objectives are provided by default. You may change them if necessary.

Tips:

Parents of S6 students who have left schools after examinations can be excluded from the survey.

4.2.4 Publishing Stakeholder Survey for Specialists (For Special Schools only)

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Specialist Questionnaire".

System Overview	
Publish Survey	Screen ID: publish-questionsaire-00
Assessment Program for Affective and Social Outcomes	
[Note (1): If the number of respondents of a target group for analysis is less than 10; then no statistic will be reported for that scale. 3 [Note (2): Opyright AI scales and items in ARAO-11 are subject to the protection of initiatual property rights. In accordance with the agreement of use, the Education Bureau authorized schools in Hong assess students: performance in the effective and scale formations in order to cold criteriated data for school schedulation. Apart from the above-membraned purpose, any reproduction, adaptation, distribut copyright to the public is includy prohibited. If anyone works to use these tools for other purposes such as academic research, please contact the original author directly 1	3 Kong exclusively to use them as a tool to trion or provision of such work with
🕒 User Manual 💿 Technical Manual on Scales 💿 Technical Manual on Rasch Measurement	
Pre-defined Survey(Special Primary School)	>
Pre-defined Survey(Special Secondary School)	>
User-defined Survey(Special Primary School)	>
User-defined Survey(Special Secondary School)	>
Stakeholder Questionnaire	
Teacher Questionnaire	Preview IN Publish Survey: 0
Student Questionnaire 🕩 Publish	Preview Publish Survey: 0
Parent Questionnaire 💓 Publish	Preview Diagonal Publish Survey: 0
Specialist Questionnaire	Preview Publish Survey: 0

3) Click "Select User" to select specialists and click "Setting" to select the mode.

4)	Enter	"Start/End	Date"	and	"Objectives",	and the	n click	"Confirm".
----	-------	------------	-------	-----	---------------	---------	---------	------------

lish Survey-Spe	cialist Questionnaire	Screen ID: sha-publish-surve	9-001 ×
Note(1): You can eith presentative.]	er select all students or a certain number of randomly selected students from each class level, provided that the number of students in the class level is not less than 35, to en	sure that your sample is	
Target user	====User Group==== Specialist Group		
	+ Select Our		
Number of users	34		
selected			
Mode	Number of online users : 34 Number of offline users : 0 Setting		
* Start/End Date	2022-05-12 - ■ 2022-07-12		
* Objectives(Eng)	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.	163/500	
• Objectives(Chi)	彩动弹枪通常数据,来来和单生封磨件数法举权工作的意见,作为举税自我开生的多考	38/500	
Target	Specialist		
Respondent(Eng)			
Target	要要人員		
Respondent(Chi)			
		Cancel O Cor	nfirm

Note:

- (1) The Specialist group is selected by default. You can select additional groups or users by clicking "Select User".
- (2) The objectives are provided by default. You can change them if necessary.
- (3) The system shows the specialist list within the specialist group. You should ensure that all the specialists are shown in the list. Otherwise, you should select the users by clicking the "Select User".

4.2.5 Publishing APASO Survey

4.2.5.1 Surveys Related to "Affective Development (Applicable to KPM17)"

Tips:

If schools would like to collect data for KPM17, Affective Development, school should either use the pre-defined survey "Affective Development (Applicable to KPM17)" or the user-defined survey with the scale "Affective Development (Applicable to KPM17)" selected via the ESDA system. Schools may select all students or not less than half of the students randomly for each class level for the surveys to ensure that the results are representative.

Publishing Pre-defined Survey

- 1) Mouse over "Survey Management" and then click "Publish Survey".
- 2) Click "Pre-defined Survey" to expand the given scales/subscales combination.
- 3) Click "Publish" next to the APASO survey "Affective Development (Applicable to KPM17)".

Publishing User-defined Survey

- 1) Mouse over "Survey Management" and then click "Publish Survey".
- 2) Click "Pre-defined Survey" to expand the given scales/subscales combination.
- 3) Click "Add User-defined Survey" in the "User-defined Survey".

쉽 Survey Management	^	performance in the affective and social domains in order to coll anyone wants to use these tools for other purposes such as aca
O Publish Survey		[Note (3): When collecting data for KPM17, schools could use
		User Manual Technical Manual on Scales
O Manage Survey		Dro defined Curran
		User-defined Survey $$
🕼 Data Input	~	Add User-defined Survey

4) Select "Affective Development (Applicable to KPM17)" in the "Add User-defined Survey" page. The system shows the total no. of items instantly (59 for secondary schools, 55 for primary schools).



5) Schools may select other subscales, if appropriate, and publish the survey.

Procedures for publishing APASO-II or APASO-III surveys are the same, which stated as follows:

Method 1: Select Target Users from Class or Class Level

- 1) Mouse over "Survey Management" and then click "Publish Survey".
- 2) Click "Pre-defined Survey" to expand the given scales/subscales combination.
- 3) Click "Publish" next to the APASO surveys (e.g. "Self-Concept").

olish Survey			Scre	en ID: publish-questionnaire-0
Assessment Prog	ram for Affective and Social O	Outcomes		
[Note (1) : If the numb [Note (2) : Copyright / Education Bureau autho collect related data for / copyright to the public	er of respondents of a target group for an All scales and items in APASO II are subje- orized schools in Hong Kong exclusively to school self evaluation. Apart from the abo is strictly prohibited if anyone wants to u	nalysis is less than 10, then no statistic will be r ct to the protection of intellectual property rig o use them as a tool to assess students' perfo ove-mentioned purpose, any reproduction, as as these tools for other ourcoses such as and	eported for that scale. 1 hts. In accordance with the ormance in the affective and laptation, distribution or pro- tamic research place cost	agreement of use, the disocial domains in order to ovision of such work with
directly.]		se trese tools for other purposes such as acad	Jerrite research, prease conta	act the original author
directly.]	E Technical Manual on Scales	Technical Manual on Rasch Measureme	ent	act the original author
directly.] User Manual Pre-defined Survey	E Technical Manual on Scales	Technical Manual on Rasch Measureme	ent	ou une originar autor
directly.] User Manual Pre-defined Survey To publish a survey usi	Technical Manual on Scales ng the given scales/subscales combination	Technical Manual on Rasch Measureme	ent	
directly. 1 User Manual Pre-defined Survey To publish a survey usi Self-Concept	Technical Manual on Scales ng the given scales/subscales combination	Technical Manual on Rasch Measureme	ent ontent Preview	El Publish Survey. (
Interpersonal Relations	Technical Manual on Scales ng the given scales/subscales combinatio ships	Technical Manual on Rasch Measureme	ent ontent	Publish Survey: (Publish Survey: (

4) Click the radio button next to "From class or class level (all users or randomly selected)" and then click "Select User".

Publish Survey-Self-Concept 5	Screen ID: apaso-pu	iblish-survey-001 ×
[Note(1): You can either select all students or a certain number of randomly selected students from each class level, provided that the number level is not less than 35, to ensure that your sample is representative.1	er of students in t	he class
Target user O From class or classLevel (all users or randomly selected)		
+ Select User		
From groups or individual users (manual selection)		
		⊘ Confirm

- 5) Select "Select User" (All Student, Class Level or Class).
- 6) Choose the "Selected Method" (All users in the selected group, Odd class number, Even class number or Random selection), and then click "Confirm".

U	ser List	
	Select User	
	All Students Class Level	🔿 Cla
	Selected Method	
	• All users in the selected group	
	 Odd class number 	
	 Even class number 	
	 Random selection * 	

() *The recommended minimum number of users is 35

Page	7	7
------	---	---

7) If "Random selection" is selected, input "Percentage of students to be chosen" and click "Compute", and then click "Confirm"

All Students	O Class Level	O Class		
Selected Meth	od			
 All users in the 	e selected group			
Odd class nur	nber			
 Even class nur 	mber			
Random selection	tion *			
 Random select Percentage of 	tion * users to be chosen	50	<u></u> %	⊘ Compute

8) Click "Setting" to select the mode ("Online User" and "Offline User").

Publish Survey-Self	-Concept	
Number of users	38	
selected		
Mode	Number of online users : 38	Number of offline users : 0

9) Select target users and click "< To the left" or "To the right >" to set the mode of response, and then click "Confirm".

Online User 36/36			Offline User	2
Q. Please enter your search content			Q Please enter your search conten	t)
[6B02] student290			[4G02] student266	
[5F03] student285	< To the left	To the right >	3D01] student244	
[5B03] student273				
[4F03] student264				
[4A01] student250				
[4G03] student267 •				

10) Enter the "Start/End Date" and "Objectives", and then click "Confirm".

* Start/End Date	2022-05-31	-	2022-06-30]		
* Objectives(Eng)						0/500
 Objectives(Chi) 						0/500
Target						
Respondent(Eng)						
Target						
Respondent(Chi)						
					O. Count	A 4
					 Cancel 	⊘ Confirm

Method 2: Select Target Users from Group or Individual User

- 1) Mouse over "Survey Management" and then click "Publish Survey".
- 2) Click "Pre-defined Survey" to expand the given scales/subscales combination.
- 3) Click "Publish" next to the APASO surveys (e.g. "Self-Concept").

System Overview Publish Survey							
Publish Survey		Screen ID: publish-questionnaire-001					
Assessment Program for Affective and Social Out	comes						
[Note (1): If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale. 1 [Note (2): Copyright: All scales and items in APASO-II are subject to the protection of intellectual property rights. In accordance with the agreement of use, the Education Bureau authorized schools in Hong Kong exclosively to use them as a tool to assess students' performance in the alfective and social domains in order to collect related data for school self-evaluation. Apart from the above-mentioned purpose, any reproduction, adaptation, distribution or provision of such work with copyright to the public is strictly prohibited. If anyone wants to use these tools for other purposes such as academic research, please contact the original author directly.] D User Manual D Technical Manual on Scales D Technical Manual on Rasch Measurement							
Pre-defined Survey To publish a survey using the given scales/subscales combination.		~					
Self-Concept	🛃 Publish 🦳 Content	Preview Publish Survey: 0					
Interpersonal Relationships	📌 Publish 🛛 😁 Content	Preview El Publish Survey: 0					
Attitudes To School	📌 Publish 🤲 🐖 Content	Preview Fill Publish Survey: 0					

4) Click the radio button next to "From class or class level (All users in the selected group, Odd class number, Even class number or Random selection)", and then click "Select User".

Publish Survey-Self	-Concept	Screen ID: apaso-publish-survey-001
[Note(1): You can eith level is not less than 35	er select all students or a certain number of randomly selected students from each class level, to ensure that your sample is representative. J	provided that the number of students in the class
Target user	From class or classLevel (all users or randomly selected)	
	Solect User From groups or individual users (manual selection)	
		⊙ Cancel ⊙ Confirm

- 5) Or click the radio button next to "From groups or individual users (manual selection)", and then click "Select User".
- 6) Select target users and click "< To the left" or "To the right >" to set the mode of response, then click "Confirm".

User Group	26/26		Selected User G	roup 4	
3F 3G 48 48 42 40 40 40 45 45 46		√ To the right >	P3 P4 4A Student Group		
Rabat				© Cancel	@ Confirm

Note:

The system can only select target users by either method 1 (i.e. "From class or class level") or method 2 (i.e. "From groups or individual users"), but not both.

4.2.5.2 Creating School Concerned APASO user-defined Survey

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Add User-defined Survey" in the "User-defined Survey".

Assessment Program for Affective and Social Outcomes
(Note (1) : If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale.)
[Note (2): Copyright: All scales and items in APASO-III are subject to the protection of intellectual property rights. In accordance with the agreement of use, the Education Bureau authorized schools in Hong Kong exclusively to use them as a tool to assess students' performance in the affective and social domains in order to collect related data for school self-evaluation. Apart from the above-mentioned purpose, any reproduction, adaptation, distribution or provision of such work with copyright to the public is strictly prohibited. If anyone wants to use these tools for other purposes such as academic research, please contact the original author directly.] [Note (3): When collecting data for KPM17, schools could use the pre-defined survey "Affective Development (Applicable to KPM17)" or a user-defined survey with "Scales for Affective Development (Applicable to KPM17)" selected.] [User Manual] [Checking] [Check
Pre-defined Survey >
User-defined Survey > Image: Add User-defined Survey

3) Select subscales items.

4) Enter the survey title and objective, and click "Submit".

d Survey				Screen ID: publish-questionna
* Survey Title(EN)				0/100
* Survey Title(ZH)				0/100
Questionnaire				
objective(Eng)				0,500
Questionnaire				
objective(Chi)				0,700
Total no. of items*	31			
OThe total number of ite	ms should not exceed 10	1.		
				🛞 Submit
Scale		Sub Scale	Item Count	
		SEMO - Emotional Stability	8	
		SGAL - General	5	
		SHON - Honesty / Trustworthiness	9	

5) If schools would like to select "To collect students' and their families' background information in APASO-III, read the statement and click "Confirm".

2	National and Global: Global Competence	AWACOM Intercultural Communication RESPECT - Respect People of Different Cultural B- PERSPECT - Multi-perspective Thinking	4 3 J				
Othe	Other Optional Items Cocollect students' and their families' background information						



6) Select the combination of subscales and click "Confirm".

Survey Area	Subscale	No. of items
	HOMRES - Family Possession (General Items)	3
	 CULTPOSS - Family Possession (Cultural) 	4
	 HEDRES - Family Possession (Study) 	4
	WEALTH - Family Possession (Wealth)	3
	ICTRES - Family Possession (Information Technol-	3
Family: Socioeconomic Status	BOOKS - Family Possession (Number of Books)	1
	STUDESK - Family Possession (Study Table)	1
	ROOM - Family Possession (Own Room)	1
	HISEI - Parents' Highest Job Status	2
	HISCED - Parents' Highest Education Level	2
	IMMIGS - Student Born in Hong Kong	1
	IMMIGM - Mother Born in Hong Kong	1
	IMMIGF - Father Born in Hong Kong	1
		Cancel

4.2.5.3 Publishing a user-defined survey

1) Click "Survey Management" and then click "Publish Survey".

2) May click "Clone Survey" to copy the survey to different school year under "User-defined Survey".

3) Click "Publish" button next to the survey.



(2) Each user defined survey shall not contain more than 100 questions.

4.2.6 Publishing ESR Questionnaire

This questionnaire is only applicable to schools that have undergone ESR in that school year.

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Questionnaire on ESR".

Inspection Survey		
Questionnaire on ESR	🛪 Publish	E Publish Survey: 0
Questionnaire on Post-FI	🛪 Publish	Publish Survey: 0
Questionnaire on Comprehensive Review	🛪 Publish	Publish Survey: 0
Questionnaire for School Development and Accountability Framework	🛪 Publish	Publish Survey: 0

3) Enter a password and click "Confirm". The ESR team leader will provide the password when the draft ESR report is issued to the school by mail.

rify Password-Questionnaire on ESR		Screen ID: publish-questionnaire-005 >
* Optional Online Survey	O Post-ESR Survey - 2022-05-01 ~ 2023-05-31	
* Password		
		 ⊘ Confirm ⊙ Close

4) Click "Extract Online User" to select target users and then click "Confirm".

Publish Online Questionna	ire		Screen ID: publish-qu	estionnaire-005 \times
Survey Title (En ESR glish)				
Survey Title (Ch ESR inese)				
Objectives(Eng) ESR				
Objectives(Chi) ESR				
Start-End Date 2022-01	-25 -	2022-01-27		
Online User Extract Or	line User			
			 Cancel 	⊘ Confirm

Note:

Schools can select target users but not the Start/End Date of the questionnaire. The questionnaire should be completed within four weeks.

4.2.7 Publishing FI Questionnaire

This questionnaire is only applicable to schools that have undergone FI in that school year. 1) Click "Survey Management" and then click "Publish Survey". 2) Click "Publish" next to the "Questionnaire on FI".

Inspection Survey		
Questionnaire on ESR	🛪 Publish	E Publish Survey: 0
Questionnaire on FI	🛪 Publish	Publish Survey: 0
Questionnaire on Comprehensive Review	🛪 Publish	E Publish Survey: 0
Questionnaire for School Development and Accountability Framework	🛪 Publish	Publish Survey: 0

3) Enter a password and click "Confirm". The password will be available in the EDB letter.

Verify Password-Questic	erify Password-Questionnaire on Post-FI		
* Optional Online Survey	O Questionnaire on Focus Inspection (FI) - 2021-10-28 ~ 2022-12-31		
* Password			
		⊘ Confirm	⊗ Close

4) Click "Extract Online User" to select target users and then click "Confirm".

Publish Online Questionnaire	Screen ID: publish-questionnaire-005 $ imes$
Survey Title (En Fl glish)	
Survey Title (Ch Fl inese)	
Objectives(Eng) FI	
Objectives(Chi) Fl	
Start-End Date 2022-01-25 - 2022-01-27	
Online User Extract Online User	
	Q Cancel Q Confirm
	e cancer

Note:

Schools shall check the Start/End Date of the questionnaire. The questionnaire should be completed within the specified period.

4.2.8 Publishing CR Questionnaire

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Questionnaire on Comprehensive Review".

Inspection Survey		
Questionnaire on ESR	🛪 Publish	Publish Survey: 0
Questionnaire on Post-FI	🛪 Publish	Publish Survey: 0
Questionnaire on Comprehensive Review	🛪 Publish	Publish Survey: 0
Questionnaire for School Development and Accountability Framework	🛪 Publish	Publish Survey: 0

3) Enter a password and click "Confirm". The password will be available in the EDB letter.

in the password to publish the Post-CR Survey		Screen ID: publish-questionnaire-00
* Optional Online Survey	 Questionnaire on Comprehensive Review (CR) 	
* Password		
		⊘ Confirm ⊗ Clos

4) Click "Extract Online User" to select target users and then click "Confirm".

Publish Online (Questionnaire				Screen ID: publish-o	questionnaire-005 imes
Survey Title (En glish)	CR					
Survey Title (Ch inese)	CR					
Objectives(Eng)	CR					
Objectives(Chi)	CR					
Start-End Date	2022-01-25	•	2022-01-27			
Online User	Extract Online User					
						⊘ Confirm

4.2.9 Publishing SDA Questionnaire

1) Click "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the "Questionnaire for School Development and Accountability Framework".



3) Enter a password and click "Confirm". The password will be available in the EDB letter.

erify Password- questionnaire survey		Screen ID: publish-questionnaire-005	
* Password	Required item cannot be blank.		
		⊘ Confirm ⊙ Close	

4) Click "Extract Online User" to select target users and then click "Confirm".

P	ublish Online (Juestionnaire	Screen ID: publish-questionnaire-005 $ imes$
	Survey Title (English)	Set A : School Heads, Teachers and Specialists	
	Survey Title (Chinese)	問巻甲:校長、教師及専査人員	
	Objectives (Eng)	Set A : School Heads, Teachers and Specialists	
	Objectives (Chi)	問卷甲:校長、教師及專査人員	
	Start/End Date	· 2022-08-23 · 2022-09-23	
	Online User	Extract Online User	
			③ Cancel

Note:

Schools shall check the Start/End Date of the questionnaire. The questionnaire should be completed within the specified period.

4.2.10 Publish School-based Survey

4.2.10.1 Method 1: Select Target Users from Class or Class Level

1) Mouse over "Survey Management" and then click "Publish Survey".

2) Click "Publish" next to the School-based survey.

System Overview • Publish Survey ×	
School-based Survey	
Self-defined QA 2022-23	Preview El Published Survey: 1
My views on school climate	Image: Publish Image: Preview Image: Published Survey: 0

3) Click the radio button next to "From class or class level (all users or randomly selected)" and then click "Select User".

Publish Survey-My	views on school climate	Screen ID: sep-publish-survey-001 ;
【Note(1): You can eith less than 35, <u>to ensure</u>	er select all students or a certain number of randomly selected students from each class level, provided that that your sample is representative. J	t the number of students in the class level is not
Target Users	From class or classLevel (all users or randomly selected) + Select User From groups or individual users (manual selection)	
		⊘ Cancel ⊘ Confirm

4) Select "Select User" ("All Students", "Class Level", "Class", "All Teachers" or "All Parents").5) Choose the "Selected Method" ("All users in the selected group" or "Random selection"), and

then click "Confirm".



6) If "Random selection" is selected, input "Percentage of users to be chosen" and click "Compute", and then click "Confirm"

User List	creen ID: publish-aut	o-select-user-001 $ imes$
Select User		
All Students Class Level Class All Teachers All Parents		
Selected Method		
All users in the selected group		
Percentage of users to be chosen: 50 🗇 % Ocmpute		
Number of users chosen: 335		
• The recommended minimum number of users is 35		
	③ Cancel	⊘ Confirm

7) Click "Setting" to select the mode ("Online User" and "Offline User").

Publish Survey-My	views on school climate + Select User
Number of users selected	331
Mode	Number of online users : 331 Number of offline users : 0
* Start/End Date	

8) Select target users and click "< To the left" or "To the right >" to set the mode of response, and then click "Confirm".

Modifying the Mode of Response			S	creen ID: switch-o	nline-Offline-001 $ imes$
Online User 36/36			Offline User	2	
Q Please enter your search content			Q Please enter your search co	ontent	
[6B02] student290 ^			[4G02] student266		
[5F03] student285	< To the left	To the right >	[3D01] student244		
[5B03] student273					
[4F03] student264					
[4A01] student250					
[4G03] student267					
				⊗ Cancel	⊘ Confirm

9) Enter the "Start/End Date" and "Objectives", and then click "Confirm".

Publish Survey-My	views on school climate	Screen ID: sep-pub	lish-survey-l	× 10
	🖶 Setting			
* Start/End Date	□ 2022-11-06 - □ 2022-12-06			
Objectives (English)			0/500	
Objectives (Chinese)			0/500	
Target Respondent	Based on the selected 'larget user'			
(Eng)				
Target Respondent	标验已建約"目锁用户"			
(Chi)				
·				- -
		 Gancel 	⊘ Confi	

4.2.10.2 Method 2: Select Target Users from Group or Individual User

- 1) Mouse over "Survey Management" and then click "Publish Survey".
- 2) Click "Publish" next to the School-based survey.
- 3) Click the radio button next to "From groups or individual users (manual selection)", and then click "Select User".

ıblish Survey-My	views on school climate	Screen ID: sep-publish-survey-002
	+ Select User	
	From groups or individual users (manual selection)	
	+ Select User	
Number of users	0	
selected		
Mode	Number of online users : 0 Number of offline users : 0	
	8 Setting	
		② Cancel ② Confirm

4) Select target users from "User Group"/"User List" and click "< To the left" or "To the right >" to select users and then click "Confirm" to complete the user selection.

ser List				Screen ID: pub	lish-manuai-select-user-
	User Group	29		Selected User Group	2
	53 54 55 1A 18 10 10	•	< To the left To the right >	51 52	
	S1 User List	115		Selected User	

S1	\sim				
User List	115			Selected User	2
Q Enter Keywords				Q Enter Keywords	
[1A03] CHAN YING	-			[1A01] CHAN TSZ	
[1A04] CHENG SIU		< To the left	To the right >	[1A02] CHAN YAN	
[1A05] CHEUNG SHING					
[1A06] HUANG					
[1A07] HUI YU					
[1A08] IU LOK	-				
	•				
					⊗ Cancel

5) Click "Setting" to select the mode ("Online User" and "Offline User").

Number of users selected	+ Select User		
Mode	Number of online users : 226 Number of offline user	s : 0	

6) Select target users and click "< To the left" or "To the right >" to set the mode of response, and then click "Confirm".

Modifying the Mode of	Response					Screen ID: switch-	online-Offline-001 $ imes$
	Target Users 2 Enter Keywords (1A03) CHAN YING (1A04) CHENG SIU (1A05) CHEUNG (1A05) CHEUNG (1A06) HUANG (1A07) HUI YU (1A08) IU LOK	224	< To the left	To the right >	Offline User Enter Keywords Inter Keywords	2	
						⊗ Cancel	⊘ Confirm

7) Enter the "Start/End Date" and "Objectives", and then click "Confirm".

Publish Survey-My	views on school climate	Screen ID: sep-pu	ublish-survey-001 $ imes$
	@ Setting		
* Start/End Date	□ 2022-11-06 - □ 2022-12-06		
Objectives (English)			0/500
Objectives (Chinese)			0/500
Target Respondent	Based on the selected 'target user'		
(Eng)			
Target Respondent	根據已濃的'目標用戶'		
(Chi)			
			Ø Confirm

Note:

Schools shall check the Start/End Date of the questionnaire. The questionnaire should be completed within the specified period.

4.3 Manage Survey

4.3.1 Download User List

Schools may distinguish the users who responded the survey. The following steps show the way to download a user list of a survey in progress:

Syste	em Overview • Survey M Export To School Perfor	anagement × mance Appraisal Proje	ct				
	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
	Stakeholder Questionnaire	Teacher Questionnaire	2022-04-29 ~ 2022- 05-13	Teacher[Manual]	Online	100%	Content Additional User
	Stakeholder Questionnaire	Parent Questionnaire	2022-04-29 ~ 2022- 06-30	Parent[]	Offline	81.54%	 Content Offline Data Import Additional User

1) Mouse over "Survey Management" and then click "Manage Survey".

2) Click "Content" next to the targeted questionnaire.

3) Click "Download User List".

ESDA v5.3.x Operation Manual

Questionnaire Details	s Published S	creen ID: survey-management-002 $ imes$					
Survey Title (English)	Student Questionnaire						
Survey Title (Chinese)	學生問卷						
* Objectives(Eng)	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.						
* Objectives(Chi)	幫助學校蒐集教師、家長和學生對學與教及學校工作的意見,作為學校自我評估的參考。	<i>li</i>					
* Start/End Date	≅ 2022-04-28						
🖞 Cancel Questionnaire	\pm Download Questionnaire \pm Download User List	⊗ Cancel 🛛 ⊘ Save					

Note:

The user list contains the target user list and the submission status of each target user. If a target user submits the questionnaire through online submission, the submission status indicates whether the target user has submitted the questionnaire or not.

4.3.2 Update Start / End Date

Schools may change the start / end date through the following steps:

- 1) Mouse over "Survey Management" and then click "Manage Survey".
- 2) Click "Content" next to the targeted questionnaire.
- 3) Select the Start/End Date and click "Save".

Questionnaire Deta	ils Published			Screen ID: survey-man	agement-002 $ imes$
* Objectives(Eng)	To help the schoo major aspects of s	l collect views from teachers, studer chool work for conducting self-eval	nts and parents on learning uation.	and teaching, and the	li
* Objectives(Chi)	幫助學校蒐集教師	、家長和學生對學與教及學校工作的意	見,作為學校自我評估的參考	¥7 ↔	li
* Start/End Date	2022-04-29	- 🗎 2022-06-30			
Target Users	Parent []				
Mode	Offline 🛛 🛞 Setting				
Cancel Questionna	ire	⊻ Download Questionnaire		⊗ Cancel	⊘ Save

Tips:

If you want to close the questionnaire survey, you can set the end date earlier than the current date.

4.3.3 Cancel Survey

Schools may cancel the published survey.

- 1) Mouse over "Survey Management" and then click "Manage Survey".
- 2) Click "Content" next to the targeted questionnaire.
- 3) Click "Cancel Questionnaire".

* Objectives(Eng)	To help the school colle major aspects of schoo	ect views from teachers, studen I work for conducting self-eval	its and parents on learni uation.	ng and teaching, and the	1.
* Objectives(Chi)	幫助學校蒐集教師、家長	和學生對學與教及學校工作的意	見,作為學校自我評估的	参考。	li
* Start/End Date	2022-04-29	- 🗎 2022-06-30			
Target Users	Parent []				
Mode	Offline Ø Setting				

4) For a survey with more than 0% response rate, input the number of users who completed the questionnaires and click "Confirm" to cancel the survey.

Number of completed	Screen ID: survey-m	anagement-006 $ imes$
* Number of completed		
	⊘ Confirm	⊗ Cancel

4.3.4 Download Questionnaire

When the school chooses to publish the questionnaire in offline mode, the school can download and distribute the questionnaire to the target users as follows:

- 1) Mouse over "Survey Management" and then click "Manage Survey".
- 2) Click "Content" next to the Teacher / Student / Parent questionnaire.

3) Click "Download Questionnaire".

Questionnaire Detail	s Published	Screen ID: survey-mana	gement-002 $ imes$
Survey Title (English)	Teacher Questionnaire	s on learning and teaching, and the # 自我評估的參考。	
Survey Title (Chinese)	教師問卷		
* Objectives(Eng)	To help the school collect views from teachers, students and parents on learning a major aspects of school work for conducting self-evaluation.	and teaching, and the	h
* Objectives(Chi)	幫助學校蒐集教師、家長和學生對學與教及學校工作的意見,作為學校自我評估的參考	e .	h
* Start/End Date	iii 2022-04-29 - iii 2022-05-13		
Cancel Questionnair		⊗ Cancel	⊘ Save

4.4 Importing Offline Survey Responses

Survey Administrator may publish ESDA survey in offline mode. Respondents may fill in the survey by means of paper and pen. Data are then manually input into the ESDA system.

Data Operator shall complete the following tasks:

- 1) Collect offline survey responses (e.g. hard copies).
- 2) Mouse over "Survey Management" and then click "Manage Survey". Download a csv template by clicking "Offline Data Import" on the right side of the related questionnaire.

٦

5,510	o survey	Management ~					
Surv	ey Management	:					Screen ID: survey-management-001
Qu	estionnaire Type	Select	∨ Mode Offline	e	Q Se	arch	
7	Export To School Per						
	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
	Stakeholder Questionnaire	Parent Questionnaire	2021-03-23 ~ 2021- 05-23	Parent[Random]	Offline	58.29% [369/633]	Content

3) Click "Download CSV Template" to export the file.

Import StakeHo	older Survey		Screen ID: survey-ma	anagement-003 $ imes$
Questionnaire Name	Parent Questionnaire	9		
Import Mode	• Append O R	Replace		
Excel File	Select File If you want to remove all records.please select "Replat Last Submission Date : 202	imported responses fro ce" in "Import Mode". 21-03-23	on the system before impo	ting the new
	Import	👱 Download	d CSV Template	⊗ Cancel

4) Input data and save the Excel file.

6	a 5 •∂-∓						importTerr	
F	ile Home In	sert Page Layout	Formulas Data Ra	eview View Develo;	per 🛛 Tell me v			
-	👢 👗 Cut	Calibri *	12 • A* A* = =	📰 🐎 🔹 📑 Wrap Tex	t General			Normal
Pas	te Copy -	BIU-	·	Merge &	Center - \$ - 9	• • 0 .00	Conditional Form	at as Calculation
-	 Pormat Painte Clipboard 	East		Manmant	5 N	mber 5	Formatting * Tabl	e *
	capoord	- P015		Augument		211104		
12	· 1	$\times \checkmark f_{\ell}$						
1	A	в	с	D	E	F	G	н
1	School Year	Login Name	Name (Chinese)	Name (English)	Class Code	Gender	Height/CM	Weight/KG
2	2021-22	student201	student201	student201	1A	F	100	30
3	2021-22	student202	student202	student202	1A	F		
4	2021-22	student203	student203	student203	1A	м		
5	2021-22	student204	student204	student204	1A	м		
6	2021-22	student208	student208	student208	1B	F		
7	2021-22	student209	student209	student209	1B	м		
8	2021-22	student210	student210	student210	18	M		
9	2021-22	student211	student211	student211	1C	F		

5) Import the saved Excel file to ESDA. Select "Append" or "Replace". Uploaded data will be kept if "Append" is selected or will be replaced if "Replace" is selected.



Note: If you want to remove all imported responses from the system before importing the new records, please select "Replace" in "Import Mode" and then click "Import".

- 6) Click "Select File" to select a suitable file to be uploaded and click "Import".
- 7) When all responses have been stored into ESDA, export the results to KPM Item.

4.5 Export Survey Responses to KPM Items

4.5.1 Export Stakeholder Survey Responses to KPM Items

Syste	em Overview • Survey	/ Management ×					
Surv	vey Management	t					Screen ID: survey-management-001
Qu	estionnaire Type						
*	Export to KPM Item						
~	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
	Stakeholder Survey	Teacher Questionnaire	2022-02-15 ~ 2022-02-25	Teacher[Man	Online	75.93% [41/54]	Content Additional User

- 1) Mouse over "Survey Management" and then click "Manage Survey".
- 2) Check the checkbox(es) for those questionnaires to be exported. You may export more than one questionnaire at the same time.
- 3) Click "Export to KPM Item".

Note:

It is recommended to export the KPM Items after you have imported all responses from target respondents. However, you can export the KPM Items again in case the data is updated.

4.5.2 Export APASO Survey Responses to KPM Item

Note:

1) Schools may publish APASO questionnaires several times in the same school year but should be at least 6 months apart from each release to the same group for the same survey.

2) Schools should extract data which covering students in all class levels (P3-6 for primary schools, secondary schools may choose whether to cover S6 students or not) and not less than half of the students from any one time frame to KPM item.

3) Schools may export the responses from APASO survey to KPM item (KPM17 Affective Development). Operation steps are as follows:

Method 1: Pre-defined Survey

- 1) Click "Manage Survey".
- 2) Click the left box of the pre-defined survey "Affective Development (Applicable to KPM17)".
- 3) Click "Export To KPM Item" (Note: Only one "Affective Development (Applicable to KPM17)"survey can be exported to KPM item for each school year.).



Method 2: User-defined Survey (including the scale "Affective Development (Applicable to KPM17)")

- 1) Click "Manage Survey".
- 2) Click the left box of the user-defined survey.
- 3) Click "Export To KPM Item".

Survey Management

Que	estionnaire Type	Select	~	Mode	Select
*	Export to KPM Item				
~	Questionnaire Type	9	Survey	Title	
~	APASO User-define	d Survey	KPM17	and Life Pl	anning

Method 3: User-defined Survey (NOT including the scale "Affective Development (Applicable to KPM17)")

If the system administrator is not using either Method 1 or Method 2 to publish the survey of "Affective Development (Applicable to KPM17)", the relevant data **cannot** be exported to KPM item direct. In case the survey containing all or some subscales of "Affective Development (Applicable to KPM17)", the system administrator can sort out the raw data to export all or some relevant data to KPM item. For details, please refer to the appendix 7.

4.6 Fill In Survey

About Fill in Survey

After login, the user can view a list of surveys that are assigned to him/her. Upon completing a survey, the user can click the "Confirm" button to save his/her responses in the system. For Stakeholder Survey, the respondents are anonymous, and all survey items are compulsory. Users must fill in all survey items before submitting the responses. For APASO surveys, the respondents are also anonymous, but the survey items are not compulsory. In the first survey submission, the system will alert the users about un-filled survey items and highlight these items by changing their background color.

Before You Begin

To fill in an online survey, your account should possess a "Fill In Survey" privilege. If you cannot access the "Fill In Survey", please consult your System Administrator to acquire the privilege.

Best Practices

The system pops up a new window when you start to complete a questionnaire. Not clicking any button at the top of the original window is recommended when doing an online survey in ESDA.

Survey Administrator or users, including teachers, students and parents, can complete the survey via desktop or tablet computer. The following sections provide a brief description of how to fill in the surveys:

4.6.1 Filling in Stakeholder Survey

1) Click "Survey Management" and then click "Fill In Survey".

2) Click "View" next to the target survey at Pending survey.

S	urvey/Questionnaire ×				Screen II.): survey-questionnaire-001
	Pending survey					
	School Year	Questionnaire Title	Purpose	Start/End Date	Mode	
	2015-16	Questionnaire on ESR		2015-12-18 ~ 2016-01-18	Online	
	2021-22	Teacher Questionnaire	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self- evaluation.	2022-05-26 ~ 2022-06-25	Online	© View

3) View the instructions and then click "Begin".

Questionna	ire Title: Teacher Questionnaire	Screen ID: survey-questionnaire-003 $ imes$
	Guidelines for Stakeholder Questionnaire	
	This questionnaire is anonymous and all questions must be answered.If you have not answered any questions when submitting this the system will alert you. Please return and answer any questions you have not answered.	questionnaire,
	It will take about 15-20 minutes to complete the questionnaire.	
	Begin	

4) Fill in the survey and click "Submit".

Years of teaching. These taught in this school for Method of calculation: 6 months or more counts as 1 year, less than 6 months counts as 0 years, eg, at the time of	0 - S years	6-10 years	11 years or above			
personal Service as the second second and the option of Systems and second second sec	۰					
My views un school management						
llem	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
L The school has a clear direction of development.	0					
2. The school strategically formulates its development plan(s) in line with its direction of development		۰				
3. The school? is decision making process is transparent.			۰			
E The school monitors its work effectively			•			
 The school systematically collects data on Learning and Saching with a view to monitoring students' performance and progress. 				۰		
 The school actively reports to beachers, students and parents results of its self-evaluation. 					•	
My views on principal's professional leadership						
tem	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
The principal provides effective guidance to the centre out development of the school.			•			

Note:

You must respond to all questions. Otherwise, you cannot submit the questionnaire.

4.6.2 Filling in APASO Survey

1) Click "Survey Management" and then click "Fill In Survey".

2) Click "View" next to the target survey at Pending survey.

•	Survey/Questionnaire ×										
5	Survey/Questionnaire Screen ID: survey-questionnaire										
	Pending survey										
	School Year	Questionnaire Title	Purpose	Start/End Date	Mode						
	2021-22	Independent Learning Capacity	Independent Learning Capacity	2022-06-12 ~ 2022-07-12	Online	© View					

3) View the instructions and then click "Begin".

Questionnaire Title: Independent Learning Capacity	Screen ID: survey-questionnaire-002 $ imes$
Assessment Program for Affective and Social Outcomes This questionnaire is anonymous. When you submit this questionnaire for the first time, if you have any questions that have system will display them in a different background color. The second time you submit this questionnaire, the system will still unfinished questions, but you can still choose to submit.	not been answered, the show you the
Begin	

4) Fill in the survey and click "Submit".

Academic Affect					
tem	Strongly disagree	Disagree	Agree	Strongly agree	
I. I go to school for knowledge.	•				
2. Even if I do not like a subject, I still work hard on it.			•		
3. I want to do my best at school.		•			
4. In order to learn more. I will not be absent from school		0			
vithout a valid reason.		-			
without a valid reason. 5. I find learning at school interesting. I Academic Initiation	0	0	0	•	
without a valid reason. 5. I find learning at school interesting. I Academic Initiation tem	Strongly disagree	Disagree	Agree	Strongly agree	
without a valid reason. 5. I find learning at school interesting. Academic Initiation tem i, I am proactive in exploring new issues.	Strongly disagree	O Disagree	Agree	Strongly agree	
iii to valid reason. iiii to valid reason. iiii to valid reason. iiiii to valid reason. iiiii to valid reason. iiiii to valid reason. iiiii to valid reason. iiiiii to valid reason. iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Strongly disagree	Disagree	Agree	Strongly agree	
without a valid reason. 5. I find learning at school interesting. I.Academic Initiation tem 5. I am proactive in exploring new issues. 7. I like taking the initiative to look for answers on matters hat I do not understand. 1. I like taking the initiative to gather information.	Strongly disagree	Disagree	Agree O O	Strongly agree	
 without a valid reason. 5. I find learning at school interesting. I.Academic Initiation tem I am proactive in exploring new issues. I like taking the initiative to look for answers on matters hat I do not understand. I like taking the initiative to gather information. I like taking the initiative to answer teachers' questions. 	Strongly disagree	Disagree O O O O	Agree O O O O	Strongly agree	

Note:

You are allowed to submit the questionnaire without responding to all questions. However, the system will alert you to any un-filled questions in the first submission. The system will alert you again in the second submission on any un-filled questions, but you can still submit the questionnaire.

4.6.3 Filling in ESR Questionnaire

When a school has undergone External School Review, the principal and teachers are invited to fill in the ESR Questionnaire.

1) Click "Survey Management" and then click "Fill In Survey".

ending survey					
School Year	Questionnaire Titie	Purpose	Start/End Date	Mode	
2023-24	Teacher Questionnaire	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.	2022-08-22 ~ 2022-09-21	Online	© Mew
2021-22	Set A : School Heads, Teachers and Specialists	Set A : School Heads, Teachers and Specialists	2022-08-23 ~ 2022-09-23	Online	Ø View
2021-22	Questionnaire on ESR	Post-ESR	2022-08-23 ~ 2022-09-23	Online	@ View

3) Common Log-On System (CLO) authentication is required for filling in the survey. The following screen will be shown for the first time logging in. This step will be skipped afterward.



4) Fill in the survey and click "Submit".

a Outstion rainel rapect on-CS1)	
To produce an extend on opened						
	Servegie signe	Land	Hours.	(Borns)	Ormanity discounts	Coard International
 The four-sector indexes when a conjuster of the state of the interval is a sector in the relation of the comparison of the interval of the state of the state. 						
 La construit de spanders de la de Galeria (configuration d'antes de la calería) - opretados des la cinación de secondad. 						
). The site further consistence is the second set of the site of the site of $\mathcal{O}(1)$ is a sum of real						
. The fit functions has been dependent on the set such the performance states τ . It is fit in the set is entire the parameters of 100 error.						
b due to be denote that $p_{\rm eff}$ and 10 we can also be the distribution of the distrule of the distributicaneous of the distribution of th						
 International static sector and programming and statements. 						
. We have the order of the state of the state τ_{i} and τ_{i} and τ_{i} as the state τ_{i} and the state of the s						
a contraction from the devices and in the row of protons.						
Y 20 well in our dimension from the state of the second						
D'ur daraischeidpliten BC						
D. T., M. Sana Sana as profile system in the state devices device operations success.						
D. The MP event descendance basel extended in the restrict protocol						
 The action of which ICA Reservation and intervaly. 						
In this of the set of $e^{i t}$ with a solution t_i is the set of the t_i of the set of the se						
$r_{\rm c}$ is the state of the						
to be a the regulation of the end of the desiry conversion of the standard state of the state of						

Note:

If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server.

4.6.4 Filling in FI Questionnaire

When a school has undergone Focus Inspection, the principal and teachers are invited to fill in the FI Questionnaire.

1) Click "Survey Management" and then click "Fill In Survey".

ending survey					
				Mode	
2023-24	Teacher Questionnaire.	To help the school collect views from teachers, students and parants or learning and teaching, and the major aspects of school work for conducting self-evaluation	2022-08-22 - 2022-09-21	Online	(Vex
2021-22	Set A : School Heads, Teachers and Specialists	Set A School Heads, Teachers and Specialists	2022-08-23 = 2022-09-23	Dolne	© Ves
2023-22	Questionnaire on ESR	Post-ESR	2022-08-23 = 2022-09-23	Drine	D View
2021-22	Questionnaire on Focus Inspection (FI)	Questionnaire on Focus Inspection (FB	2022-08-23 - 2022-09-23	Online	© Vee

3) CLO authentication is required for filling in the survey. The following screen will be shown for the first time logging in. This step will be skipped afterward.



4) Fill in the survey and click "Submit".

e Cassionnaire Inspection H					Course .	the school strong management of
The performance on the following many						
k-1	Security open	4.9-	Redet	Discont	Serve y Busyler	Perci Innary BA
 Performs and the device Hersyl and Sector 4.1 and the state of each effect of the experiment of week in a matricel. 						
2 Ingreend to get the state to its 2 addition for easy and edited in get should be its first destination of the state o						
). The big Parlieum rate is as an index over the transmission for a law over $S(0)$ in the transmission $S(0)$						
 The C-Fieldows for School Development and Access ratiolity enhances per school of the function provides regional company. Silvation. 						
is the set of a set only most this data to evaluate the effective mass of our set only \sim . We						
S Tale an ellis per invaluale plicy of ensure the second						
) this has a strain of post-case calculate gives no goals for these set relations in a constrained integration of the π						
3. Considered has an included SMI takes its slop positive						
5 When success the results are a subscription of all the restricts.						
13 Landers also in the algorithm of 250						
 The 193 mer thread conditionly, one is acheolic meter to orders a straight re- protein. 						
12. The COnteam demonstrated professionalism in the weiver process.						
D. The received the CONTAIN section and thereby						
In the participation of from the exaction is an environment of the Decame study relationship of the action is an electronic action of the of proportions.						
In the contrast v_i is a block of the conjecturely to the contrast constant by a static minimum of the class i is classes.						
In M can be leaped the MMF can save the dynamic year taken when the two same have and sets as						

Note:

If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server.

4.6.5 Filling in CR Questionnaire

When a school has undergone a Comprehensive Review, the principal and teachers are invited to fill in the CR Questionnaire.

1) Click "Survey Management" and then click "Fill In Survey".

ending survey					
2023-24	Teacher Questionnaire	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.	2022-08-22 - 2022-09-21	Online	© Vev
2021-22	Set A: School Heads, Teachers and Specialists	Set A: School Heads, Teachers and Specialists	2022-08-23 ~ 2022-09-23	Online	© Vev
2021-22	Questionnaire on ESR	Post-ESR	2022-08-23 = 2022-09-23	Online	© Vev
2021-22	Questionnaire on Focus Inspection (Fi)	Questionnaire on Focus Inspection (FI)	2022-08-23 ~ 2022-09-23	Online	Ø Vev
2021-22	Questionnaire on Comprehensive Review (CR)	Questionnaire an Comprehensive Review (CR)	2022-08-23 ~ 2022-09-23	Online	© Vev

3) CLO authentication is required for filling in the survey. The following screen will be shown for the first time logging in. This step will be skipped afterward.



4) Fill in the survey and click "Submit".

The question make was conducted a norymology.						
kan l	Stragy agree	Agree	Neurol	Disigne	Strongly disagnee	Dan't know / KA
Δ 1 Television in the loss for Hong Keng Scheels " is of follow be available of the maps area of work in calculated.						
β_i in general, the question raises in the Statistical der Survey are effective in collecting statistic times 1 were should not school.						
 The Key Ferformence Viewunscheip un conduct school net Feveluation (SSC) in participal. 						
d the FPA form for School D-school sector is an interaction by only one school of 2 of the region of lecting and managing SSE data.						
5 that when backies is a set SSE data to each use the effective rescolet at α hold set α is						
C Inside an ective part in evaluating the participants of our school.						
). We have the multiplicit signal and any strong staff in these to make continuous school improvements.						
 Dur scheel hat embeddel SSE in day-to-by practice. 						
 SSE with anotes the constitutious development of our action. 						
St. Fernder etect the objectives of Edit.						
, it. The SSR losser has used specifically as our schedule rated to review our matter transmission ${\bf x}_{\rm eff}$						
32. The 339 team comparement professional law in the review process.						
13. The utilitade of the CSR Team was already and Histopy.						
(3) The work operation of how the environment of a second second second second is performance to be exceeded from of the endpectives.						
$_{2.5}$ The CS3 search as a to littler objectively to the view represent by our school soft in interview interview.						
25. Wejer findings of the ESR term were clearly conveyed to terrached staff in th						

4.6.6 Filling in SDA Questionnaire

When a school has undergone External School Review, the principal and teachers are invited to fill in the SDA Questionnaire.

1) Click "Survey Management" and then click "Fill In Survey".

rvey/Questionna	ire			ŝc	reen ID: sunvey-questionnaire-0
ending survey					
School Year	Questionnaire Title	Purpose	Start/End Date	Mode	
2023-24	Teacher Questionnaire	To help the school collect views from teachers, students and parents on learning and teaching, and the major aspects of school work for conducting self-evaluation.	2022-08-22 ~ 2022-09-21	Online	© View
2021-22	Set A : School Heads, Teachers and Specialists	Set A : School Heads, Teachers and Specialists	2022-08-23 ~ 2022-09-23	Online	© View
2021-22	Questionnaire on ESR	Post-ESR	2022-08-23 ~ 2022-09-23	Online	© View

3) CLO authentication is required for filling in the survey. The following screen will be shown for the first time logging in. This step will be skipped afterward.



4) Fill in the survey and click "Submit".

	17.FK	 高い単位約10F CM(/加速数)を 上注(SEO)/開閉 SD2約20FA N)/高級小単単 公約5(SPSM) 	1980年にの1933 1947年1日 (日の)	単位物所GMU 和国の埼玉日本 EO)	86) 94946883096	zatelo-skoli (2001) Diterenti
1. 10%	0	0	0	0	0	0
	的现在分词 ANU/用量的时候 (ANU)	20849/0CM)	avve.			
	0	0	0			
• 5 • • • • • • • • • • • • • • • • • •	C-2%	3-54	6-104	1040.1		
- 2 8000 + 3L -	C	0				
5) 最终间入展面的自逐时的优势。	89/TH/P	4367257/8/9 1810	en av	争主语的 机	2000年年月後4日 人に	R1235890
		8				0
	協議会社での要 時間は300×10月5 第時にの社会社	នលានភាពមក គុត	30人和/数本点 詳上開	最后单文的研究 	新知道第三方 15/10月1日	整洁皮外人士武 校分期自辞感勤

Note:

If you cannot load the questionnaire or cannot submit the questionnaire, please contact your System Administrator to check the Internet connection of the ESDA server.

4.6.7 Filling in School-based Survey

1) Click "Survey Management" and then click "Fill In Survey".

2) Click "Start" next to the target survey at the list of Pending survey.

II In Survey × Irvey/Questionna	rvey/Questionnaire Screen ID: survey-question									
Pending survey										
School Year	Questionnaire Title	Purpose	Start/End Date	Mode						
2022-23	School: Homework, Co-curricular Activities		2022-10-27 ~ 2022-11-26	Offline						
2022-23	My views on school climate20221104		2022-11-04 ~ 2022-12-04	Online	Start					

3) Fill in the survey and click "Submit".

	School Head	PGM/SEO/PAM/SPSM	SGM/EO	GM/AEO	PSM	APSM
1.0	0	0	0	0	0	0
I.Kank	SAM/AM	СМ	Specialist			
	0	0	0			
No peed						
No need Browsed						
No time No need Browsed School have a website						

4.6.8 Filling in Offline Survey

ESDA allows Stakeholder Survey, APASO and School-based questionnaires to be done via "offline" mode, i.e. respondents will answer the questionnaire in paper and pen. The Survey Administrator will enter the responses into the system manually. For details, please read Section 4.4.

Chapter 5 Data Input

5.1 About Data Input

System Operator can choose to input the data of these KPM items directly through the web interface. The system can validate the data types and the ranges of the values on entry. In addition, the valid range of data is shown next to each field to remind the Operator of the valid range of data. The Operator can save the data of a specific KPM item as "Draft" if the data are not finalised. Data marked as "Draft" will not be extracted in the Data Submission module.

Before You Begin

To access this functional module, your account should possess a "Data Input" privilege. If you cannot access the "Data Input", please consult your System Administrator to acquire the privilege.

Understanding KPM

KPM is a tool developed by the EDB under the "School Development and Accountability" framework. It is a school data system built on the "Performance Indicators" framework, providing objective and quantitative data to supplement the performance indicators, which are mainly qualitatively orientated. For details of KPM, please refer to the KPM website (https://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/performance-indicators/kpm/index.html).

5.1.1 Data Operator Guide

Survey Administrator may coordinate with Data Operator to perform data input on various ESDA modules. The following sections briefly describe the major tasks that a Data Operator should perform in various situations.

Contact System Administrator to ensure that the following items are ready.

- 1) You should possess "Data Input" privilege for viewing the school year from the "Input KPM Data" and input the year for "Current School Development Cycle". Please ensure that the school years for inputting data are enabled.
- 2) Export a csv file from APASO application (for importing offline APASO data).
- 3) Results of Stakeholder Survey of previous school years.
- 4) Results of "Attitudes to School" in APASO of previous school years.

System Overview Imput KPM Data ×		
Input KPM Data(KPM2015)		Screen ID: input-school-perf-meas-data-001
KPM Items for Schools Current Sch	hool Development Cycle : 2019-20	✓ - 2021-22 ✓ Edit
KPM Items	Last Update	Status
Stakeholder Survey		
1. Teacher Questionnaire	2022-02-25 00:00	Partially Completed
2. Student Questionnaire	2022-02-27 00:00	Partially Completed
3. Parent Questionnaire	2022-02-27 00:00	Partially Completed

5.2 Input KPM Item Data

- 1) Mouse over "Data Input" and then click "Input KPM Data".
- 2) Click "Edit" next to the "Current School Development Cycle".
- 3) Input the School Year and click "Save".

	System Overvlew Input KPM Data ×						
١	nput KPM Data(KPM2015)				Screen ID: input-:	chool-perf-n	neas-data-001
ſ							
	KPM Items for Schools	Current School Development Cycle :	2019-20 🗸	- 2021-2	22 ~	Save	Cancel
	KPM Items		Last Update			Status	

- 4) Click the links for the KPM items.
- 5) Enter the values. If some data are unavailable at this moment, Data Operator can tick "No data at present" and then click "Save".

Note:
Data Operator may click the "View KPM Data" button to view the current KPM value
stored.

 ii) This KPM item may be used for compilation of the KPM 	Reference Data in fu	Year			
	2019-20	2020-21	2021-22		
	Accu	mulated value as at 30/0			
ercentage of teachers who have completed the Basic ourse	18.50	16.90	14.80	%	(From 0.00 To 100.00)
umber of teachers who have completed the Advanced ourse	6	5	5		(From 0 To 500)
umber of teachers who have completed the Thematic purses	6	6	4		(From 0 To 500)

Note:

- (1) You should click "Hold" if the data of a KPM item are not finalised.
- (2) You should enter the value within the "Acceptance Range".
- (3) You can choose other KPM items from the pull-down menu.
- (4) Data marked as "Draft" will not be exported to the EDB in the "Data Submission" module. Data marked as "Partially Completed" or "Completed" will be exported to the EDB.

5.3 Input Physical Development Data

In ESDA v5.0.x, students' height and weight information are added to student records. The Students' Physical Development data can be calculated from the student account records.

5.3.1 Import Data

Mouse over "Data Input" and then click "Input Physical Development Data".
 Click "Download Template File" to download the input file template.

System Overview	Input Physical Develop	ment Data 😿		
Input Physica	l Development Da	ata		Screen ID: input-student-physical-dev-data-001
Upload Exc	el File			
🔹 Choose F	File 🛛 🗈 Upload B	xcel File	± Download Template File	
• An Excel file cont	ains a maximum of 2000 record	İs		•
Manual Upo	late			
Class Level	Select	∨ Class	Select ~	Gender Select ~
User Name	User Name	Status	Normal 🛞 🗸 🗸	Q Search
D Export To	KPM Item (KPM22)			

3) Click "Choose File" to choose file to be imported, and click "Upload Excel File".

Input Physical Dev	elopment Data	
Upload Excel File	2	
Choose File	Upload Excel File	
• An Excel file contains a ma	aximum of 2000 records	

5.3.2 Update Data

1) Mouse over "Data Input" and then click "Input Physical Development Data".

- 2) Input searching criteria, such as "Class Level", "Class", "Gender", "User Name" or "Status" and click "Search".
- 3) Click "Edit".

/Janual Upd	late								
Class Level	Select	~	Class	Select	~	Gender	Select	~	
User Name	User Na	me	Status	Normal 🛞) ~	Q	Search		
E Export To	KPM Item	(KPM22)							
Name (Englisl	h)	Name (Chinese)	(Gender	Height/CM	١	Weight/KG	ВМІ	Operation
[1A01] CHAN	TSZ	[1A01] 陳子	Ν	Male					🖉 Edit
[1A02] CHAN	YAN	[1A02] 陳昕	F	emale					🖉 Edit

4) Input values and click "Save".

[1A01] CHAN TSZ			
[1A01] 陳子 Male	- 0.00 +	- 0.00 +	⊙ Cancel ⊘ Save

5.3.3 Export Student Physical Development Data to KPM Item

Mouse over "Data Input" and then click "Input Physical Development Data".
 Click "Export to KPM Item (KPM22)" to export data.

System Overview	Input Physical Devel	opment Data ⇒	×					
Manual Upo	late							
Class Level	Select	~ C	lass	Select	~	Gender	Select	~
User Name	User Name	S	Status	Normal 🛞	\sim	Q S	Search	
🗈 Export To) KPM Item (KPM22)							

3) Click "Cancel" after completion.

S2(M)	0%	
52(F)	0%	
3		
\$3(M)	0%	
S3(F)	0%	
54		
54(M)	4%	
S4(F)	0%	
5		
SS(M)	11%	
55(F)	9%	
ifi		
56(M)	62%	
56(F)	78%	
Chapter 6 Report Management

6.1 About Report Management

This functional module is mainly designed for data analysis as well as the output of the results. The display is in two formats (table and chart). Different forms of displays will be shown according to the types of surveys. The system provides reports for Stakeholder Survey, KPM, APASO and Schoolbased Survey.

6.1.1 Before You Begin

To access this functional module, your account should possess a "Report Management" privilege. If you cannot access the "Report Management", please consult your System Administrator to acquire the privilege.

6.1.2 Best Practices

To generate complete and meaningful reports, you should ensure the completeness and correctness of data collection in related sections. For KPM item, you can check the correctness of the KPM item in "Data Input" module. For Stakeholder Survey and APASO, you should ensure all responses from respondents are stored in the system.

6.2 Stakeholder Survey Report

- 1) Mouse over "Report Management".
- 2) Click "Stakeholder Survey Report".
- Select "Report Type", including "Overall Report", "Stakeholder Opinion Comparison" and "Cross Year Comparison".

System Overview • Stakeholder Survey Report +				
Stakeholder Survey Re	port Series	een ID: shs-report-001		
Report Type	Overall Report			
Stakeholder Survey	Overall Report			
	Stakeholder Opinion Comparison			
Vear	Cross Year Comparison			
	♥ View ± Export ± Export Whole	School Raw Data		

- 4) To view "Overall Report"
 - Select "Overall Report" in "Report Type".
 - Select "Stakeholder Survey" and "School Year".
 - Click "View".

Stakeholder Survey R	eport				Screen ID: shs-report-002
Report Type	Overall Report	~			
Stakeholder Survey	Teacher Questionnaire	~			
Year	2021-22	~			
			© View	坐 Export	

5) To view "Stakeholder Opinion Comparison" Report

- Select "Stakeholder Opinion Comparison" in "Report Type".
- Select "School Year".
- Click "View".

Stakeholder Survey Report		Screen IE	shs-report-001	
Report Type	Stakeholder Opinion Comparison	\sim]	
Stakeholder Survey	Teacher Questionnaire	~		
Maria	2024 22			
rear	2021-22			
			© View	± Export

6) To view "Cross Year Comparison" Report

- Select "Cross Year Comparison" in "Report Type".
- Select Stakeholder Survey and "From" and "To" of the school year.
- Click "View".

Stakeholder Survey R	eport	Screen ID: shs-report-001
Please select the so	hool year periods (maximum three years) to generate a cross-year stakeholder	comparison report:
Report Type	Cross Year Comparison	
Stakeholder Survey	Teacher Questionnaire \vee	
Year	From : Select \checkmark to : 2021-22 \checkmark	
		© View 👱 Export

7) To export the reports, click "Export".

6.3 KPM Item Report

- 1) Mouse over "Report Management".
- 2) Click "KPM Item Report".
- 3) Select school years.
- 4) Click "Export All".
- 5) Click "Open" for the Excel file.
- 6) Click "Run Macro" upon opening the Excel file.

System Overview • KPM Item R	Report ×		
KPM Item Report			Screen ID: kpm-report-001
Please select the follo	owing school year o	option (maximum 3 years) to generate the KPM	Item Report:
Refer School Year	2021-22	~	
Optional School Year	2020-21	~	
Optional School Year	2019-20	~	
			⊻ Export All

Note:

The security level in the Excel program must be set to "middle" or "low" in order to run the macro above. In general, select "Tools" > "Macro" > "Security" in the Excel function bar and change the security level to Middle.

6.4 Assessment Program for Affective and Social Outcomes (2nd version) (APASO-II) Report

In addition to the normal Current Report, users may choose Cross Year Report, Same Student Group Comparison Report or Subscales Comparison Report.

Note:

After clicking the APASO-II report link, the system will prompt four additional selection links: (1) Current Year Report, (2) Cross Year Report, (3) Same Student Group Comparison Report, and (4) Subscales Comparison Report.

6.4.1 APASO-II report - Current Year Report

- 1) Mouse over "Report Management".
- 2) Click APASO-II Report.
- 3) Click "Current Year Report".
- 4) Select the appropriate Year, Survey Title and Time Frame.
- 5) Select the appropriate Report Type and Data Set.

System Overview APASO Report		
APASO Report		Screen ID: apaso-report 001
Report Type	Current Year Report	
Year	2020-21 🗸	
Survey Type	Pre-defined Survey V	
Survey Title	Stress Management 🗸 🗸	
Time Frame and Respondents	O 2021-03-01 ~ 2021-04-25 Student\$1+\$2+\$3+\$4+\$5[Random]	
Report Type	Mean plot ~	
Data Set	Raw Score Rash Score	
Student Group	Junior Senior	

- 6) Select corresponding sub-items of the respondents.
- 7) Click "View Respondent Group Report" and open the Excel file.



Note:

- (1) Some options in "Respondent Group" will be dimmed if they are not applicable to the selected report type.
- (2) The system will prompt a message if the number of options in the generated report exceed 100, please reduce the number of options and re-run the report.
- (3) To export raw data for this survey, click "Export Whole School Raw Data".

6.4.2 APASO-II report - Cross Year Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-II Report".
- 3) Click "Cross Year Report".
- 4) Select the appropriate Survey Title.
- 5) Select the appropriate Time Frame.
- 6) Click "View Respondent Group Report" and open the Excel file.



Note:

The system will only generate a report if there are data of two or more time frames.

6.4.3 APASO-II report – Same Student Group Comparison Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-II Report".
- 3) Click "Same Student Group Comparison Report".

System Overview 48850 Bag	of x	
APASO Report		Screen IC: apaso-report-002
Report Type	Same fluidant Group Ca. \vee	
Vear	2019-20 ·]-[2021-22 · ·	
Survey Type	Pre-defined Survey V	
Survey Title	Self-Concept v	
Period(A)Questionssine	 2022-07-29 - 2022-40-20 Studient [A] 2022-07-29 - 2022-40-20 Studient [A] 3022-07-20 - 2022-40-20 Studient [A] 	
Period(8)Questionnaire	 2022 07 29 - 2022 08 28 Student [AI] 2022-07-29 - 2022-09-28 Student [AI] 	
Respondent Group	Junior Senior	
	* Vaxvillesponders Linceptleport * 1	aport Whole School Rev Date

- 4) Select the appropriate Year.
- 5) Select the appropriate Survey Title.
- 6) The system will search and prompt the published surveys.
- 7) Select the appropriate Period.
- 8) Click "View Respondent Group Report" and open the Excel file.

6.4.4 APASO-II report – Subscales Comparison Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-II Report".
- 3) Click "Subscales Comparison Report".

Syste	m Overview • APASO Report ×				
APA	APASO Report Screen ID: apaso-report 001				
	Report Type Subscales Comparison V				
			Next		
	Aspect included in the survey	Sub Scale	Item Count		
	Self-Concept	SEMO - Emotional Stability SGAL - General SHON - Honesty / Trustworthiness SMAT - Mathematics SPAP - Parent Relationships SP4W - Physical Appearance SVER - Verbal	8 5 9 7 7 7 5		
	Health & Well Being	Z STES - Test Anxiety	10		

- 4) Select the appropriate subscales.
- 5) Click "Next".
- 6) Select the appropriate Time Frame.

System Overview	ABASO Report +			
APASO Report				Screen ID: apaso-report-001
	Report Type Subscales Comparison I V			
Choose time per	riods for comparison (up to three time periods) :			Next Back
Time Frame and	Respondents			
2015-16:	✓ 2016-01-28 ~ 2016-02-10	StudentS1+S2+S3+S4+S5[Random]	Health & Well Being	
2016-17:	2017-03-22 ~ 2017-04-22	StudentS1+S2+S3+S4+S5[Random]	Health & Well Being	
2021-22:	2022-07-29 ~ 2022-08-28	StudentS2[All]	Health & Well Being	

7) Click "View the Selected Group Comparison Report".

System Overview • APASO Report ×			
APASO Report			Screen ID: apaso-report-001
Report Type Subscales Comparison ~			
			Back
Time Frame and Respondents(2015-16): 2016-01-28 ~ 2016-02-10	StudentS1+S2+S3+S4+S5[Random]	88.19% [112/127]	
E Form			
□ S1 🗹 S2 □ S3 □ S4 □ S5			
Time Frame and Respondents(2016-17): 2017-03-22 ~ 2017-04-22	StudentS1+S2+S3+S4+S5[Random]	95.15% [98/103]	
E Form			
S1 S2 S3 S4 S5			
			⊻ View Respondent Group Report

6.5 Assessment Program for Affective and Social Outcomes (3rd version) (APASO-III) Report

In addition to the Year Report, users may choose Cross Year Report, Same Student Group Comparison Report, Comparison Report, Socioeconomic Status Report or Gender Comparison Report.

Note:

After clicking the APASO-III report link, the system will show six report types for selection: (1) Year Report, (2) Cross Year Report, (3) Same Student Group Comparison Report, (4) Comparison Report, (5) Socioeconomic Status Report and (6) Gender Comparison Report.

6.5.1 APASO-III report - Year Report

- 1) Mouse over "Report Management".
- 2) Click APASO-III Report.
- 3) Click "Year Report".
- 4) Select the appropriate Year, Survey Title and Time Frame.
- 5) Select the appropriate Report Type and Data Set. Select "Subscale Report" or "Item Report" for

Report Type. Select "Q-Score" or "P-Score" for Data Set.



6) Select corresponding sub-items of the respondents.

7) Click "View".

		Q Vew	± Export Whole School Raw Data
	Custom Groups		
	🖸 Male 🗌 Female		
	Gender		
	_ 6A		
	□ 5A		
	□ 3A		
	Class		
	C 53 C 55 C 56		
	C form		
seebonnent Group	□ All. □ Junior □ Senior		

Note:

- (1) System will only generate report with more than 10 respondents.
- (2) Some options in "Respondent Group" will be dimmed if they are not applicable to the selected report type.
- (3) The system will prompt a message if the number of options in the generated report exceed 100, please reduce the number of options and re-run the report.
- (4) To export raw data for this survey, click "Export Whole School Raw Data".

6.5.2 APASO-III report - Cross Year Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-III Report".
- 3) Click "Cross Year Report".

System Overview • APASO III Report	×	
APASO III Report Screen ID: apaso-rep		
Report Type	Cross Year Report	
Year	2022-23 ~	
Survey Title	Student: Physical Health	
Time Frame and Respondents	2022-08-29 ~ 2022-09-28 [All] 2022-09-23 ~ 2022-10-23 S1+S2[All]	

- 4) Select the appropriate Year, Survey Title, Time Frame and Respondents.
- 5) Select the appropriate subcales.
- 6) Select the Respondent Group and click "Next".
- 7) Select the Year to compare, Survey Title, Time Frame and Respondents.
- 8) Select the Data Set and click "View".

Note:

The system will only generate a report if there are data of two or more time frames.

6.5.3 APASO-III report – Same Student Group Comparison Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-III Report".
- 3) Click "Same Student Group Comparison Report". This report can only compare and trace the data for two consecutive years.

System Overview • APASO III Report	t ×	
APASO III Report		
Report Type	Same Student Group Comparison Report $\qquad \lor$	
Year	2022-23 ~	
Survey Title	Student: Psychological Health \sim	
Time Frame and Respondents	 2022-08-29 ~ 2022-09-28 [All] 2022-09-23 ~ 2022-10-23 \$1+\$2[All] 	

- 4) Select the appropriate Year, Survey Title, Time Frame and Respondents.
- 5) Select the appropriate Subscale.
- 6) Select the Respondent Group and click "Next"
- 7) Click "View".

Survey Title	Student: Psychological I ~	2022-08-29 ~ 2022-09-28 [AII] 4.53% [30/662]
Subscale Selected	PSYSOM - Affect (No	ANXTEST - Affect (No Academic
	Psychosomatic symptoms)	Anxiety)
Year2	2023-24 ~	
Survey Title	Student: Psychological >	
Time Frame and Respondents	 2022-11-04 ~ 2022-12-04 	S1+S2[AII] 11.57% [25/216]
Data Set	• Q-Score O P-Score	
		Q View 👱 Export Whole School Raw Data Back

Note:

To export raw data for this survey, click "Export Whole School Raw Data".

6.5.4 APASO-III report – Comparison Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-III Report".
- 3) Click "Comparison Report".
- 4) Select the appropriate Year, Survey Title, Time Frame and Respondents.

System Overview APASO III Report ×						
APASO III Report			Screen ID: apaso-report-010			
Report Type	Comparison Report	~				
Year	2022-23 ~					
Survey Title	Student: Psychological Health	~				
Time Frame and Respondents	• 2022-08-29 ~ 2022-09-28 [All] 2022-09-23 ~ 2022-10-23 \$1+\$2[All]					
Subscale	Scale	Subscale	No. of items			
		 Affect (Positive Affect) Affect (No Negative Affect) Affect (No Fear of Failure) 	4 4 3			

- 5) Select the appropriate Subscale, click "Next". At most six subscales can be selected.
- 6) Select the appropriate "Time Frame and Respondents".
- 7) Select the appropriate "Respondent Group", the tentative group would be shown under "Selectable Group", click "Select" to move to "Selected Group" or click "Delete" to remove inappropriate group(s).

<i>.</i>		
Survey		Selectable Group
Year	2022-23 ~	Year: 2022-23 Survey: Student: Psychological Health Group: Senior + Junior Select
Survey Title	Student: Psychological Health \lor	_
Time Frame and Respondents	 2022-08-29 ~ 2022-09-28 [Ali] 4.53% [30/662] 2022-09-23 ~ 2022-10-23 \$1+\$2[Ali] 68.14% [154/226] 	
Respondent Group	ALL	
	🗹 Junior 🛛 Senior	
	Form	
	S1 S2 S4	Selected Group
	Class	Group1: Year: 2022-23 Survey: Student: Psychological Health
	1A	

8) Click "Next" after selecting the required groups.

Selected	Group		
Group1:	Year: 2022-23	Survey: Affective Development (Applicable to KPM17)	Group: S1 🛛 🗇 Delete
Group2:	Year: 2022-23	Survey: Affective Development (Applicable to KPM17)	Group: 2A 💼 Delete
Group3:	Year: 2022-23	Survey: Affective Development (Applicable to KPM17)	Group: 2B 🗊 Delete
Group4:	Year: 2022-23	Survey: Affective Development (Applicable to KPM17)	Group: (Male) 👘 Delete
Group5:	Year: 2022-23	Survey: Affective Development (Applicable to KPM17)	Group: (Female) 💼 Delete

Back

9) Select item for *x*-axis and Data set, click "View". You may select "Subscale" or "User Group" as *x*-axis as appropriate.

Report Type	Comparison Re	eport		~			
Subscale Selected							
SWBP - Affect (Positive	Affect)	SWBN - Affect (No Neg	ative Affect)	GFOFAIL - Affect (I	No Fear of Failure)		
GANXDEP - Affect (No Depressive Symptoms)	Anxiety,	ANXTEST - Affect (No A	cademic Anxiety	, PSYSOM - Affect (Symptoms)	No Psychosomatic		
Group							
Group1: Year: 2022-23 Group: Senior	3 Survey: Stude	ent: Psychological Health	Time Frame an	d Respondents: 202	22-08-29 ~ 2022-09-28	[All] 4.53% [30/	662]
X Axis 💿 Subscale	User Gro	up					
Data Set 🧿 Q-Score	O P-Score						
						Q View	Back

6.5.5 APASO-III report – Gender Comparison Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-III Report".
- 3) Click "Gender Comparison Report".
- 4) Select the appropriate Year, Survey Title, Time Frame and Respondents.
- 5) Select the appropriate Data Set and Subscale. At most six subscales can be selected.

APASO III Report			Screen ID: apaso-report-010
Report Type	Gender Comparison Report	~	
Year	2022-23 ~		
Survey Title	Student: Psychological Health	\sim	
Time Frame and Respondents	• 2022-08-29 ~ 2022-09-28 [AII] 2022-09-23 ~ 2022-10-23 \$1+\$2[AII]		
Data Set	• Q-Score OP-Score		
Subscale	Scale	Subscale	No. of items
		Affect (Positive Affect) Affect (No Negative Affect) Affect (No Fear of Failure) Affect (No Areater Depresence Symptome	4 4 3 4

6) Select the appropriate Respondent Group and click "View".



6.5.6 APASO-III report – Socioeconomic Status Report

- 1) Mouse over "Report Management".
- 2) Click "APASO-III Report".
- 3) Click "Socioeconomic Status Report".
- 4) Select the appropriate Year, Survey Title, Time Frame and Respondents.

5) Select the appropriate Data Set and Subscale. At most six subscales can be selected.

System Overview • APASO III Repo	System Overview APASO III Report ×						
APASO III Report			Screen ID: apaso-report-010				
Report Type	Socioeconomic Status Report	~					
Year	2022-23 ~						
Survey Title	Student: Psychological Health	~					
Time Frame and Respondents	2022-08-29 - 2022-09-28 [All] 2022-09-23 - 2022-10-23 \$1+52[All]						
Data Set 🕻	Q-Score OP-Score						
Subscale	Scale	Subscale	No. of items				
		 Affect (Positive Affect) Affect (No Negative Affect) 	4 4				

6) Select the appropriate Respondent Group and click "View".



6.6 School-based Survey Report

- 1) Mouse over "Report Management" and click "School-based Survey Report".
- 2) Input searching criteria, such as "Optional School Year" and "Mode", then click "Search".
- 3) Click "View" or "Export" next to the School-based Survey.

System Overview School-based Survey Report ×							
School-based Survey Repo	ort					Screen ID: sep-report-001	
Optional School Year 2022-	23 × N	lode Select	V Q Search				
Survey Title	Start/End Date	Target Users	Mode				
Self-defined QA 2022-23	2022-11-06 ~ 2022-12-06	Student[Random]	Online&Offline	View	Export		
My views on school climate20221104	2022-11-04 ~ 2022-12-04	Student[All]	Online&Offline	View	Export		
My views on school climate	2022-11-04 ~ 2022-12-04	Student[All]	Online&Offline	View	Export		
My opinion to teacher professional development	2022-11-03 ~ 2022-12-03	Student[All]	Online&Offline	View	Export		

Chapter 7 Data Submission

7.1 About Data Submission

This module provides functions for extracting data from Stakeholder Survey and KPM Items. It shows all school years which are enabled in the "School Year Setting" and the status of each item of these school years. An operator can export data from any of these years into a package. The package should include KPM report and SHS report.

7.1.1 Before You Begin

To access this functional module, your account should possess a "Data Submission" privilege. Please consult your System Administrator to acquire the privilege if you cannot access the "Preparation for Submission".

7.1.2 Best Practices

KPM item with the status "Draft" will not be exported to the data package. You should ensure that the status of finalised KPM Items is changed to "Completed", "Partially Completed" or "No data at present". For example, there are many sub-items in KPM07. If you input and save some of the KLA lesson time percentages only, the status of KPM07 becomes "Partially Completed". The status will be changed to "Completed" until you have inputted (and validated) all these items.

7.2 Submitting Data File to EDB

The Data Submission module can pack data into a single file to facilitate data submission to the EDB. Survey Administrator may follow the steps below to prepare an ESDA data pack:

- 1) Mouse over "Data Submission" and then click "Preparation for Submission".
- Check the checkbox(es) in the school year panel to select the data set you will submit to the EDB.
 Only data marked as "Completed" or "Partially Completed" will be exported to the data package.
- 3) Click "CLO Authorisation".

System Overview Preparation for Submission ×								
Preparation f	reparation for Submission Screen ID: data-submission-001							
Select the ye	ear(s) of data to be submitted							
				Scho	ol Year			
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
				Sta	itus			
1.	Attitude towards school	Not Start	Not Start	Not Start	Not Start	Not Start	Not Start	
2.	Student Questionnaire	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
3.	Parent Questionnaire	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
4.	Teacher Questionnaire	Partially Completed	Partially Completed	Completed	Partially Completed	Partially Completed	Completed	
5.	Key Performance Measures (KPM)	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
6.	KPM Detail	Detail	Detail	Detail	Detail	Detail	Detail	
7.	Last submission Date							
ర్ CLO Aut	horize 🚿 Direct Send to EDB 👱	Send to EDB via other means						

4) Enter Username and Password, click "Logon".

3	Sign In - Google Chrome		-		×
	clouatlogin.edb.gov.hk/adfs/oauth2/authorize?client_id	6f56284a-d67d-4c0b-a4eb-9df4c4d2201b&respo	inse_mode=form_post		Q
	教育局 Education Bureau				Î
	Common Log-On System				
	統一登入系統 (CLO)				
	Username/用戶名稱 Password/密碼 Logon / 登入 EAQs/常見問題 Eorgot Username/Password 忘記用戶名稱/密碼 More Info / 了解更多	EDB application systems conta which should be handled w measures are as follows: Avoid logging on system u through unsecured networks. After logging on, do not without proper security meas Log out after used and cle that others cannot gain unar 教育局應用系統存有敏感的個 措施如下: 導奇使用公共/共用電腦或透 ● 登入後,謂勿在沒有這很安	in sensitive personal info ith care. Suggested pr sing public/shared comp leave the computer una ures. se all browsers immedi sthorized access. 人資料,必須小心處理。 登過不可靠的網絡登入。 当該百筆開你的電腦。	rmation eventive uters or utended ately so 建義預防	
	Self Regineer自動証明 Click here to register a new e-Services Portal School Account/ 检试证明新的电子化服装入即编设器均同口	 使用複立即登出並開閉所有入。 CLO UAT environment, Schoolt may citik here for de 	瀏覽器,以防止其他人士 tails of using CLO, including)	:非法登	
0	Click bare to register a new e-Senker Potal School Account/ 脸也在眼睛的用子化跟挠入胃感没能位与口	CLO UAT environment. Schools may citick these for de on, delegating school user residering a Clo Uteraceoum	tails of using CLO, to be school -	. including k representativ	, including logging representative and

- 5) If you do not have a CLO account, you may retry after CLO account registration.
- 6) "Login is successful" will be prompted if CLO login is successful. Close the windows to continue the data submission.



7) Click the school year for the data to be submitted and click "Direct Send to EDB".

System Overview	System Overview Preparation for Submission 1							
Preparation f	reparation for Submission Screen D: data-submission 40							
Select the ye	ear(s) of data to be submitted							
		School Year						
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
				Sta	atus			
1.	Attitude towards school	Not Start	Not Start	Not Start	Not Start	Not Start	Not Start	
2.	Student Questionnaire	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
3.	Parent Questionnaire	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
4.	Teacher Questionnaire	Partially Completed	Partially Completed	Completed	Partially Completed	Partially Completed	Completed	
5.	Key Performance Measures (KPM)	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	Partially Completed	
6.	KPM Detail	Detail	Detail	Detail	Detail	Detail	Detail	
7.	Last submission Date							
δ CLO Aut	horize 🛷 Direct Send to EDB 👱 Se	nd to EDB via other means						

- 8) If you are planning to send a data pack to EDB by other means, such as sending a data pack by email, the steps are as follows:
 - (i) Click "Send to EDB via other means" and save a copy as a backup.



(ii) Click "Confirm" to submit data.



(iii) Click "Yes" to backup data.

ESDA								2021-22 ~	
TELEVISION STATE	🗟 Data Satemas en 17 Propriet en le Satemas en						Text Size 🔍 🔠 🛛 a service		
war out Accountability (NE4.)	Splan Oran M	SonyNasyawa > To	eliteray c • Figeration (ASTR SHOP -					
Without C. T.	Preparation for	Submission						Bridale selvennen BD	
A Symmetria Control 1	Select the year	nist of data to be submitt	ed						
A function and the					Sele	of Year			
- Darkerijana			2016 17	⊒ 2017 18	L) 2018 15	05 6105 12	2520-21	2021-22	
(*) Suvery Microperant					9	anus.			
V Job Post	L	Atitude towards school	Partis Ly Comp elec-	Panisity Completed	Partis Ly Comp wheel	Not Sart	Partially Completed	Not 9art	
	2	Student Questionneiro	Warning		ampieted	Not Start	Completed	Not Start	
R Seport Meraperiant "	1.	Parent Questionneire	🥼 Dolyet, nood e baele pisy	stami	propieted	Not Start	Completed	Not Start	
00 De la Salonistano	a.	leader Quellocitaire		Ne	24. Empleted	Completed	Completes	Not State	
	ŝ.	Key Terlomores Moves	HK (XPW) Completed	Completes	Completed	Partially Completed	Completed	Partially Completed	
	6.	KPM Detri	Dept	2401	Dept	CHOR	Not	CHO	

(iv) Send the relevant file (.dat) to indicators@edb.gov.hk

Note:

The system will automatically run the KPM item checking to the selected year(s). If invalid KPM data are found, a warning message will be prompted. The Survey Administrator has to correct these values before you can continue.

7.3 Retrieving Data Submission Status

Whenever schools submit ESDA data to the EDB, the system will retrieve the confirmation status of the submitted data package through the version control module.

System Overview • Preparation for Submission ×							
δ CLO Authorisation ★ Direct Send to EDB ★ Send to EDB via other means							
Data Submission History							
Submit Date	Submit Year	Submit Status					
2021-09-04 22:06:29	2019-20, 2020-21	Submitted successfully					
2020-07-17 16:03:20	2018-19, 2019-20	Submitted successfully					
2020-07-17 16:03:04	2018-19, 2019-20	Submitted successfully					

Chapter 8 School-based Survey Management

8.1 About School-based Survey Management

This module provides functions for "Manage School-based Survey" and "Manage School-based Survey Items".

8.1.1 Before You Begin

To access this functional module, your account should possess "School-based Survey Management" privilege. Please consult your System Administrator to acquire the privilege if you cannot access the "School-based Survey Management".

8.2 Manage School-based Survey

Survey Administrator can use "School-based Survey Management" to manage all school-based survey. To enter the "School-based Survey Management", mouse over the "School-based Survey Management" and click "Manage School-based Survey".

8.2.1 Create New Survey

1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey".

2) Check whether the required survey exists in the system.

3) Click "Add" to add a new survey.

4) In "Add School-based Survey" page:

- Input all the fields of survey information.
- Click "Save" to save the survey setting

Add School-based Survey		Screen ID: sep-survey-management-006 $ imes$
* Questionnaire Title (Chi)	Questionnaire Title (Chi)	
* Questionnaire Title (Eng)	Questionnaire Title (Eng)	
* Questionnaire Objective (Chi)	Questionnaire Objective (Chi)	
* Questionnaire Objective (Eng)	Questionnaire Objective (Eng)	
		⊙ Cancel Save

8.2.2 View Survey

1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey".

2) Click "View" next to the survey.

Manage School-based S	Survey			Screen ID: sep-survey-management-001			
Survey Type School-based survey ~							
Add							
Questionnaire Title	Questionnaire Objectives	Status	Imported Survey	Operation			
My views on school climate	My views on school climate	Normal	N	♥ View			
My views on teachers' professional development	professional development	Normal	Ν	View L Edit L Edit L Edit L Edit Question d Set Question Order L Clone Survey			

8.2.3 Edit Survey

1) Mouse over "School-based Survey Management" and then click "School-based Survey".

2) Click "Edit" of the survey to modify the Title and Objective of the survey.

Manage School-based S	urvey			Screen ID: sep-survey-management-001			
Survey Type School-based survey \vee							
Add							
Questionnaire Title	Questionnaire Objectives	Status	Imported Survey	Operation			
My views on school climate	My views on school climate	Normal	Ν	🐵 View 🖉 Edit 🖉 Delete 🖉 Edit Querstion 🖓 Set Question Order 🖉 Clone Survey			
My views on teachers' professional development	professional development	Normal	Ν	(Vew L Edit L Delete L Edit Querstion L Set Question Order L Clone Survey			

3) Input the data to be modified and click "Save" to save the settings.

Edit SEP Survey		2	Screen ID: sep-survey-mana	agement-007 $ imes$
* Questionnaire Title (Chi)	我對學校氣氛的觀感			
* Questionnaire Title (Eng)	My views on school climate			
* Questionnaire Objective (Chi)	我對學校氣氛的觀感			
* Questionnaire Objective (Eng)	My views on school climate			
			⊗ Cancel	⊘ Save

8.2.4 Delete Survey

1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey".

2) Click "Delete" next to the survey.

Manage School-based S	anage School-based Survey Screen ID: sep-survey-management-002						
Survey Type School-based survey \checkmark							
Add							
Questionnaire Title	Questionnaire Objectives	Status	Imported Survey	Operation			
My views on school climate	My views on school climate	Normal	N	Ø View			
My views on teachers' professional development	professional development	Normal	Ν	(& View) (& Edit) (& Delete) (& Edit Querstion) (& Set Question Order) (& Clone Survey)			

8.2.5 Select Question

Mouse over "School-based Survey Management" and then click "Manage School-based Survey".
 Click "Select Question" of the survey to link the questions.

System Overview Munage School haused Survey -							
Manage School-based S	Survey		Screen ID: sep-survey-management 001				
Survey Type School-based survey V Questionnaire Title Q Questionnaire Title Q Search							
🗈 Add							
Questionnaire Title	Questionnaire Objectives	Imported Survey	Operation				
IT Infrastructure and Resources	IT Infrastructure and Resources	N					
My views on school climate	My views on school climate	Ν					

3) Input the searching criteria, such as "Question Name" or "Question Type" and click "Search".

4) Select the survey questions and click "Confirm" to save the question setting. (Please create new question at "Mange School-based Survey Item" if new question is required.

Que	stionnaire-Edit-My views on school climate	Screen ID: sep-survey-management-005		
Questi	on Name Question Type Select V Search			
-	Question Name	Question Type		
<u>~</u>	> Do you agree with the following statements about IT teaching and application?	Parent Question		
<u>~</u>	No browsing because: (choose one or more)	Custom Multiple Choice(Group)		
	Have you ever browsed the website of the school your child attends?	Text Input		
	The school establishes different channels for the staff, students and parents to express their opinions.	Standard Single Choice 4		
	The school actively reports its self-evaluation findings to the staff, students and parents.	Standard Single Choice 4		
~	The school systematically collects evaluation data, with a focus on students' whole-person development, for a holistic review of its work effectiveness.	Standard Single Choice 4		
<u>~</u>	The school effectively monitors the implementation of its work.	Standard Single Choice 4		
<u>~</u>	The school's decision-making process is transparent.	Standard Single Choice 5		
<u>~</u>	The school promotes collaboration among the staff to jointly implement school plans.	Standard Single Choice 5		
<u>~</u>	During a typical week, on how many days do you engage in the following activities?	Multiple Choice		
<u>~</u>	Further comments or suggestions on the arrangements of FI:	Text Input		
		⊗ Cancel 🛛 ⊘ Confir		

8.2.6 Set Question Order

Mouse over "School-based Survey Management" and then click "Manage School-based Survey".
 Click "Set Question Order" next to the survey.

Manage School-based S	Vanage School-based Survey Screen ID: sep-survey-management 401						
Survey type School based survey							
Pi Add	Ph Add						
Questionnaire Title	Questionnaire Objectives	Status	Imported Survey	Operation			
My views on school climate	My views on school climate	Normal	N	@ View & Edit & Delete & Edit Quention & Set Question Order & Cone Survey			
My views on teachers' professional development	professional development	Normal	N	(Φ View) Ø, Edit Ø, Edit Ø, Edit Question (Ø) Set Question Order Ø, Cone Survey.			

3) Use the mouse to drag the question to the desired order.

4) Click "Confirm" to save the setting.



8.2.7 Clone Survey

Mouse over "School-based Survey Management" and then click "Manage School-based Survey".
 Click "Clone Survey" next to the survey to be cloned.

Manage School-based S	urvey			Screen ID: sep-survey-management-001			
Survey Type School-based survey v							
🗈 Add							
Questionnaire Title	Questionnaire Objectives	Status	Imported Survey	Operation			
My views on school climate	My views on school climate	Normal	Ν	⊕ View & Edit & Delete & Edit Question			
My views on teachers' professional development	professional development	Normal	Ν	(View			

3) Select "Year" to be cloned to.

4) Click "Confirm" to complete the clone.

SEP Questionnaire-Clone-My views on school climate	Screen ID: sep-survey-management-009 $ imes$
* Year 2022-23 ~	
	⊙ Cancel

8.3 Manage School-based Survey Items

"Manage School-based Survey Items" module is used to manage survey items.

No	te:
Yo	u can use Stem Question to manage the same type of questions.
-	Question Name Question Stem
	 Do you agree with the following statements about IT teaching and application?
	a. Teaching with IT can enhance students' confidence in using IT
	b. Teaching with information technology can improve students' ability to use information technology

8.3.1 Create Question Stem

- 1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".
- 2) Click "Add" to create new question.

Man	Manage School-based Survey Items Screen ID: sep-question-management-001							
Question Name Q Question Name Q Questionnaire Title Q Questionnaire Title Assignment Status Select V Q Search								
₿	Add 🗎 Delete	Batch Import Eile Template	Hint					
	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
	45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資訊科技教學,能加強學生獲用資訊 科技的信心	Ø, Edit		

3) In "Add Question" page:

- Select "Y" for "Add Question Stem" and input question content.
- Click "Confirm" to save the question setting.

Add Question	\$	creen ID; sep-question-n	nanagement-002 $ imes$
* Add Question Stem	Y v		
* Question Content	Question Content (Eng)		
(Eng)			
* Question Content	Question Content (Chi)		
(Chi)			
		③ Cancel	⊘ Confirm

For example:

Add Question				Screen ID: sep-q	uestion-management-002 $ imes$		
* Add Question Stem	Y	~					
* Question Content	Question Content Do you agree with the following statements about IT teaching and application?						
(Eng)							
* Question Content	你同意以下有關資訊科技和應用的說法嗎?			۲			
(Chi)							
				© Ca	Confirm		
Manage School-based Surv	ey Items			Scree	n ID: sep-question-management-001		
Question Name Question N	Questionnaire Title Questionnaire	Title Assignment Status Select	✓ Q Search				
🕒 Add 👘 Delete	⊉ Batch Import 🛛 ± File Template 🔍 Φ Hint						
Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
28		Question Stem	Do you agree with the following statements about IT teaching and application?	你同意以下有關資訊科技和應用的說法	嗎?		

4) Click "Add" to create a new question. Select "N" for "Add Question Stem" and input question content. Choose the Question Stem marked in Step 3 for "Question Stem".

* Add Question Stem							
	Ν		~				
* Question Type	Multiple Choic	iple Choice Question (1 out of 4)					
* Question Content	Question Cont	stion Content (Eng)					
(Eng)							
* Question Content (Chi)		Question Content (Chi)					
* If Required	Ν	N ×					
Question Stem	Do you agree v	with the following statements about IT teaching and appl	licati 🗸				
Content							
Options List	Serial Number	Options (Eng)		Options (Chi)			
	1	Strongly Disagree		毫不同意			
	2	Disagree		不太同意			
	3	Agree		相當同意			
	4	Strongly Agree		極之同意			
					(ancel) (Confirm		

5) Mouse over "School-based Survey Management" and then click "Manage School-based Survey". Click "View" to preview the survey design. Another question with the same question stem can be added by following Step 4 above, if needed.

🖸 Home 💙	Manage School-based Survey				
🖌 System Tools	Survey Type School-based survey	 ✓ Questionnaire Title 	Questionnaire Title	rch	
Liser Management	🕒 Add				
연 Survey Management · ·	Questionnaire Title	Questionnaire Objectives	Imported Survey	Operation	
🕼 Data Input	School-based Survey - Mathematics	School-based Survey - Mathematics	Ν	© View	
Report Management	School-based Survey - English Language	School-based Survey - English Language	Ν	© View	
🕒 Data Submission 🛛 👻	School-based Survey - Chinese Language	School-based Survey - Chinese Language	Ν	© View	
C School-based Survey Management^	School-based Survey 3	Copy Qu	Ν	© View	
O Manage School-based Survey	School-based Survey	IT	Ν		

School-based Survey-School-based Survey

Th 1.0	The questionnaire was conducted anonymously. 1.Do you agree with the following statements about IT teaching and application?						
	Item	Strongly Disagree	Disagree	Agree	Strongly Agree		
	Teaching with IT can enhance students' confidence in using IT	0	0	0	0		
	Teaching with IT can improve students' ability to use IT				0		

8.3.2 Create General Question

1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".

2) Click "Add" to create a new question.

N	Manage School-based Survey Items Screen ID: sep-question-management-001								
	Question Name Q Ouestionnaire Title Q Ouestionnaire Title Assignment Status Select Q Search								
	Ð	Add 🗎 Delete	🚇 Batch Import 🖄 File Template	Hint					
	-	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
		45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資訊科技教學,能加強學生運用資訊 科技的信心	2. Edit		

3) In "Add Question" page:

• Select "N" for "Add Question Stem" and select the appropriate Question Stem.

Add Question		Screen ID: sep-question-management-002 $ imes$
* Add Question Stem	N v	
* Question Type	Multiple Choice Question (1 out of 4)	
* Question Content	Question Content (Eng)	
(Eng)		
* Question Content	Question Content (Chi)	
(Chi)		
* If Required	N	
Question Stem	Select 🗸	
Content		

- Input question content
- Click "Confirm" to save the question setting.

8.3.3 Edit Question

- 1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".
- 2) Input searching criteria, such as "Question Name", "Questionnaire Title", "Assignment Status" and click "Search".
- 3) Click "Edit" next to the question to be modified.

Man	Anage School-based Survey Items Screen ID: sep-question-management-001							
Qu	Question Name Questionnaire Title Questionnaire Title Assignment Status Select Q Search							
B	In Add In Delete In Batch Import 1 1 In Hint							
	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
	45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資訊科技教學,能加強學生運用資訊 科技的信心	2. Edit		

4) Input the question information and click "Confirm" to save the setting.

Edit Question-18		Screen ID: sep-question-management-003 $ imes$
* Add Question Stem	N v	
* Question Type	Multiple Answers Question	
* Question Content	Student Support Qu	
* Ouestion Content	建 生成亮明镜	
(Chi)	1 20 7991 (98	
* If Required	N v	
Question Stem	Select v	
Content		

8.3.4 Delete Question

- 1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".
- 2) Input searching criteria, such as "Question Name", "Questionnaire Title", "Assignment Status" and click "Search".
- 3) Select the question to be deleted and click "Delete".

Ma	Aanage School-based Survey Items School-based Survey Items								
Q	Question Name Questionnaire Title Questionnaire Title Assignment Status Select V Questionnaire Title								
	Add Delete	🕫 Batch Import 🔄 Elle Template 🖉	Hint						
	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation			
	45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資用杯技数學、毗加強學生逐用資料 料技的價心	& lide			

4) Click "Confirm" to confirm the deletion.

Reminder		×
Confirm Delete?		
	Cancel	Confirm

8.3.5 Download File Template

- 1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".
- 2) Click "File Template" to download the Excel file template for importing questions.
- 3) Click "Save" to save the file to your computer.

Mar	Janage School-based Survey Items Screen ID: sep-question-management 001						
Question Name Questionnaire Title Q Questionnaire Title Assignment Status Select Q Search							
B	Add Delete Batch Import S File Template						
	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation	
	45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資訊科技较學,能加強學生運用資訊 科技的信心	ℓ, Edit	

	Α	В	C	D	Е
1	Question Type	Question Title (English)	Question Title (Chinese)	Question Order	Mandatory
2					

行 Column	題型 / 內容	Question Type / Content	代號 Symbol
A 單選題 (4 選 1)		Multiple Choice Question (1 out of 4)	F
	單選題 (5 選 1)	Multiple Choice Question (1 out of 5)	G
	多選題	Multiple Answers Question	В
	填空題	Fill-in-the-blank Question	С
	問答題	Text Area	D
В	英文題目	Question Title in English	填寫題目內容
			Input question

С	中文題目	Question Tile in Chinese	填寫題目內容
			Input question
D	題目次序	Question Order	1, 2, 3
Е	是否必答	Mandatory	如屬必答,請填
			Y ,
			IN
			If yes, please fill in
			"Y"; otherwise,
			please fill in "N"

8.3.6 Batch Import Questions

Prerequisite: Prepare an Excel file with the file template for importing questions according to the sample below.

1) Mouse over "School-based Survey Management" and then click "Manage School-based Survey Items".

2) Click "Batch Import" to impact question in batch.

M	Manage School-based Survey Items Screen ID: sep- question-management 001							
(Question Name Q Questionnaire Title Q Questionnaire Title Assignment Status Select Q Search							
	Di Add 👘 Delete 🛛 🕲 Batch Import 🗠 File Template 🖉 🗢 Hint							
	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
c	45	My views on school climate	Standard Single Choice 5	a. Teaching with IT can enhance students' confidence in using IT	a. 以資訊科技教學,能加強學生運用資訊 科技的信心	🖉 Edit		

3) In the "Import" page, click "Choose File" to select the file.

4) Click "Import" to add questions.

Import Scre	en ID: sep-question-n	management-004 $ imes$
Choose File Note: Duplicated imports will overwrite data which already saved.		
	⊗ Cancel	🖻 Import

Example Using the Excel file template to import questions for different subjects

Schools may use the Excel file template to upload all questions for the same or similar surveys designed for different subjects/groups. Schools can edit individual questions via the interface, when necessary, and then set the surveys for different subjects/groups by selecting the appropriate questions. Schools may refer to the following steps.

1) To download the Excel file template and input the required questions for different subjects according to Section 8.3.4.

	А	В	С	D	E
1	Question Type	Question Title (English)	Question Title (Chinese)	Question Order	Mandatory
2	F	Qu 1 - Chinese Language	問題1-中文科	1	N
3	F	Qu 2 - Chinese Language	問題2-中文科	2	N
4	F	Qu 3 - Chinese Language	問題3-中文科	3	N
5	F	Qu 1 - English Language	問題1-英文科	1	N
6	F	Qu 2 - English Language	問題2-英文科	2	N
7	F	Qu 3 - English Language	問題3-英文科	3	N
8	F	Qu 1 - Mathematics	問題1-數學科	1	N
9	F	Qu 2 - Mathematics	問題2-數學科	2	N
10	F	Qu 3 - Mathematics	問題3-數學科	3	N

2) To import the questions according to Section 8.3.5, the system will show all questions after importing successfully. Schools may edit the questions according to Section 8.3.2, when necessary.

Qui	Question Name Questionnaire Title Questionnaire Title Assignment Status Select Q Search							
B	Add 🗇 Delete 🛛	🕮 Batch Import 🛛 坐 File Template 🖉 Hint						
•	Question Key	Questionnaire Title	Question Type	English Name	Chinese Name	Operation		
	27		Multiple Choice Question (1 out of 4)	Qu 3 - Mathematics	問題 3 - 數戀科	4. Edit		
	26		Multiple Choice Question (1 out of 4)	Qu 2 - Mathematics	問題 2 - 數學符	4. Edit		
	25		Multiple Choice Question (1 out of 4)	Qu 1 - Mathematics	問題1- 數學科	& Edit		
	24		Multiple Choice Question (1 out of 4)	Qu 3 - English Language	開闢3-英文科	🖉 Edit		
	23		Multiple Choice Question (1 out of 4)	Qu 2 - English Language	問題 2 - 英文科	🖉 Edit		
	22		Multiple Choice Question (1 out of 4)	Qu 1 - English Language	開顯1-茵文科	🖉 Edit		
	21		Multiple Choice Question (1 out of 4)	Qu 3 - Chinese Language	閱靈 3 - 中文科	🖉 Edit		
	20		Multiple Choice Question (1 out of 4)	Qu 2 - Chinese Language	開題2-中文科	ℓ Edit		
	19		Multiple Choice Question (1 out of 4)	Qu 1 - Chinese Language	問題1-中文科	4. Edit		

To set the survey for different subjects according to Section 8.2.1 Create New Survey and Section 8.2.5 Select Question. Manage School-based Survey

Survey Type School-based survey	urvey Type School-based survey v Questionnaire Title Q Questionnaire Title Q Search				
D Add					
Questionnaire Title	Questionnaire Objectives	Imported Survey	Operation		
School-based Survey - Mathematics	School-based Survey - Mathematics	Ν	♦ View ℓ Edit ℓ Delete ℓ Select Question ♦ Set Question Order ℓ Clone Survey		
School-based Survey - English Language	School-based Survey - English Language	Ν			
School-based Survey - Chinese Language	School-based Survey - Chinese Language	Ν			

esti	Question Type Select Search	
	Question Name	Question Type
	Qu 3 - Mathematics	Multiple Choice Question (1 out of 4)
	Qu 2 - Mathematics	Multiple Choice Question (1 out of 4)
	Qu 1 - Mathematics	Multiple Choice Question (1 out of 4)
	Qu 3 - English Language	Multiple Choice Question (1 out of 4)
	Qu 2 - English Language	Multiple Choice Question (1 out of 4)
	Qu 1 - English Language	Multiple Choice Question (1 out of 4)
	Qu 3 - Chinese Language	Multiple Choice Question (1 out of 4)
	Qu 2 - Chinese Language	Multiple Choice Question (1 out of 4)
	Qu 1 - Chinese Language	Multiple Choice Question (1 out of 4)

School-based Survey-School-based Survey - Chinese Language

The q	The questionnaire was conducted anonymously.						
	Item	Strongly Disagree	Disagree	Agree	Strongly Agree		
1.	Qu 1 - Chinese Language	0	0	0	0		
2.	Qu 2 - Chinese Language						
3.	Qu 3 - Chinese Language						

4) To publish the related school-based survey according to Section 4.2.10.

Survey Management		Teacher Questionnaire	± Dov	vnicad Template	Preview	Published Survey: 1
unney Management ^		Student Questionnaire	± Dov	vnicad Template	@ Preview	E Published Survey: 1
h Sunny nga Sunny In Sunny Sata Ingaz 👻 Napot Management 🎽	Parent Questionnaire 🔰 Publish	± Dov	vnload Template	@ Preview	E Published Survey: 0	
O Manage Survey		Inspection Related Surveys				
O Fill In Survey		Questionnaire on ESR			📌 Publish	E Published Survey: 0
🕼 Data Input 🔍 👻		Questionnaire on FI			🕈 Publish	E Published Survey: 0
Report Management		Questionnaire on Comprehensive Review			🕫 Publish	Published Survey: 0
Stanisy Management O Hableh Surwy O Hanage Surwy O Ellin Surwy O Data Haust O Data Haust I Roport Management States Surwy	Questionnaire on School Development and Accountability Framework			🕫 Publish	Published Survey: 0	
💌 Hata Submission 🦷		School-based Survey				
C School-based Survey Management		School-based Survey - Mathematics		🚿 Publish	@ Preview	Published Survey: 0
		School-based Survey - English Language		🔊 Publish	@ Proview	E Published Survey: 0
		School-based Survey - Chinese Language		🚿 Publish	@ Preview	Published Survey. 0

Note:

Each question can only be assigned to one survey. Schools may clone the related survey if different subjects/groups use some identical questions (for details, please refer to Section 8.2.7 Clone Survey). Then, delete the inappropriate questions and add other questions for preparing different surveys.

Appendix 1 Setup ESDA to Use Other Port

The ESDA system uses the "Port 443" by default. If the server has used the "Port 443" for other purposes, System Administrator can follow the steps below to set ESDA to use another port.

- 1) Follow the steps in Chapter 1 to install ESDA.
- 2) Edit Apache Tomcat configuration file (e.g. C:\esda_new\Apache_Tomcat_9.0\conf\server.xml), change the "Port 443" to other port (e.g. 8443).

-
<connector <="" port="80" protocol="HTTP/1.1" th=""></connector>
connectionTimeout="20000"
redirectPort= "443" />
<connector< th=""></connector<>
<pre>protocol="org.apache.coyote.http11.Http11NioProtocol"</pre>
port="443" maxThreads="200"
scheme="https" secure="true" SSLEnabled="true"
<pre>keystoreFile="conf/.keystore" keystorePass="changeit"</pre>
clientAuth="false" sslProtocol="TLS" URIEncoding="UTF-8"/>

3) Restart Apache Tomcat server.

Services (Local)						
Apache Tomcat 9.0 ESDA	Name	Description	Status	Startup Type		Log ^
Stop the service	ActiveX Installer (AxInstSV)	Provides Us Routes AllJo		Disabled Manual (Trig		Loc Loc
Mestall the service	🖏 Apache Tomcat 9.0 ESDA	Apache To	Running	Automatic		Loc
-	🎑 Apache2.2-Zend	Apache/2.2	Running	Au	Start	•
Description:	🍓 App Readiness	Gets apps re		Mi	Stop	
https://tomcat.apache.org/	Application Identity	Determines		Mi	Pause	
	Application Information	Facilitates t	Running	Mi	Resum	e
	Application Layer Gateway	Provides su Processes in		Mi	Partart	
	Application Management			Mi	Nesidit	
	AppX Deployment Service (Provides inf		Mi	All Task	cs
	🖾 Auto Time Zone Undater	Automatica		Die		

Follow the steps in Section 1.2.3 to test the system with the new port (e.g. https://127.0.0.1:8443/school).

Appendix 2 Install ESDA to Other Windows System

System Administrator may follow the steps in Sections 1.2 - 1.4 to install, test, and set up ESDA on other Windows platform systems (except Windows Server 2016).

1) License Issues on Installation of ESDA to Windows Workstation

(including Windows 10)

According to the information from Microsoft, schools are reminded that the maximum numbers of concurrent access to the workstation computers for Internet Information Services are as follows:

Microsoft Windows Platform	Max device connections
Windows 10	20

For details, please refer to the End User License Agreement (EULA) which comes with the product accordingly or from the following website: https://www.microsoft.com/en-us/Useterms.

2) Notes to Installation on Windows Server 2016

Windows Server 2016 is more secure. Modifying files in the C:\Program Files directory is restricted. Therefore, installing the system to other directories is recommended, e.g. D:\esda or default C:\esda.

3) Notes to Installation on Windows Server 2016 R2 (64-bit)

Windows Server 2016 R2 is a 64-bit system. ESDA5.0.x has also been tested under this version.

Appendix 3 Cross-Platform Data Migration Procedures

- 1) Login system as System Administrator.
- 2) In the left directory, click "System Tools" and then click "System Update" to upgrade ESDA to the latest version.

ESDA	E-platform for School De	-platform for School Development & Accountability (ESDA)						
「學校發展與問責」數建電子平台 E-plotform for 3 chool Development	System Tools / System	n Update						
and Accountability (ESDA)	System Overview • System	Update *						
🖷 Home 👻	System Update							
	Maintenance Mode (Please switch to the Main	Maintenance Mode The Maintenance Mode before unduition the data package						
	C Import Offline Data	© Import Offline Data Package © Import Offline School-based Survey Data Package						
O System Beckup	Link to download Offlin The latest version inclu	n <u>e Data Package</u> udes all historical versio	ns					
O System Update								
O System Log	Online Package Lis	π						
	Package Type	Version	Release time	Description	Action			
User Management					No Update			

 Click "System Setting". The school's Registration Key can be obtained under "System Registration".

School Badg	e Upload
C Reset	Upload Upload Image of 250 x 100 Pixels or 250% ratio size [JPG/JPEG/PNG File Format]
System Regi	stration
School Level	Secondary School
Registration I	ley

4) Click "System Backup" and click "Manual Backup". The system will generate a backup file to the backup file directory.

System Overview • System Backu	ip ×			
System Backup				Screen ID: system-backup-001
Program Package Version: v	5.1.13	Data Package Version:	v1.3.5	
Installation Directory: D	:\esda_new	Backup file directory:	D:\esda_backup	
Manual backup				
Database backup records	5			
File Name	Backup Date	Backup Method	Action	
		No Data		

Note:

• System Administrator, please move the backup file to a safe place.

- 5) Install ESDA on a new server. Please refer to Section 1.2 for details.
- Select the "School Level" and paste the Registration Key obtained from Step 3, then click "Register".



- 7) Repeat Step 2 to upgrade ESDA to the latest version on the new server.
- 8) Repeat Step 4 to generate a backup file directory on the new server.
- 9) Save the backup file obtained from Step 4 of the old server to the backup file directory of Step 8, then unzip the backup file.

📙 > This PC > Local Dis	k (C:) > backup				~	Ü	Q	Search Ł
	Name		Date modified	Туре			Size	
*	ESDA-503-2022-02-10-0912	12.zip	10/2/2022 9:12 am	Compressed	l (zippe	d)	274,	504 KB
(10) ersonal	← Prites will be ex CAbackupLES Show extract	npressed (Zipped) Fo stination and Ex tracted to this folder: DA-503-2022-02-10- tted files when compl	Iders tract Files 091212 Iete		Browse		×	
C:)				Extract		ancel		

10) Run Restore Tool.exe as System Administrator.

Name	~	Date modified	Туре	Size
🔪 📜 app		10/2/2022 9:19 am	File folder	
📜 📜 runtime		10/2/2022 9:19 am	File folder	
Zz esda-scho	ol.war	26/1/2022 9:48 am	WAR File	109,557 KB
🖈 📄 esda-scho	ol-db.bak	10/2/2022 9:12 am	BAK File	160,900 KB
🖈 🛛 🗟 packager.	dll	23/12/2021 2:54 pm	Application extens	256 KB
Readme.t	ĸt	20/12/2021 11:56 am	Text Document	1 KB
🛃 Restore To	ool.exe	23/12/2021 2:54 pm	Application	19 KB
🛃 Restore To	ool.ico	23/12/2021 2:54 pm	lcon	4 KB
Z school.wa	r	26/1/2022 9:43 am	WAR File	4,047 KB

11) The data recovery will be started.



Note:

• If error is found during the restoration, please send the log file (\app\log.txt) to the Indicators Section of EDB.

<mark>I ⊘) ≂</mark> app File Home Share View	
🛧 📜 > This PC > New	Volume (D:) > esda_backup > ESDA-519-2022-06-20-220011 + app
Quick access Desktop Downloads Pictures 20220620	Name JavaFXApp.jar log.txt mssql-jdbc-9.4.0.jre8.jar Restore Tool.cfg

Appendix 4 ESDA File Structures and Software Components

ESDA includes the following components:

1) Windows Installation

Components Version		Default Path		
Tomcat	9.0.x	C:\esda_new\apache-tomcat-9.0.45		
MSSQL	2019	C:\Program Files\Microsoft SQL Server		
ESDA	5.0.x	C:\esda_new		
OpenJDK	8	C:\esda_new\apache-tomcat-9.0.45		

* This is the default installation path of ESDA system; other paths below are relative to this.

Appendix 5 Uninstalling ESDA

System Administrator may follow the procedures below to uninstall ESDA.

1) Open Control Panel and click "Remove Programs".



2) Select "ESDA version 5.0.x", click "Uninstall".

Programs and Features					- 0	\times
\leftarrow \rightarrow \checkmark \uparrow $\boxed{\mathbf{O}}$ \rightarrow Control	Panel > Programs > Programs and Features			∨ Ö Search	Programs and Feature	sρ
Control Panel Home	Uninstall or change a program					
View installed updates	To uninstall a program, select it from the lis	t and then click Uninstall, Change, or Repair.				
Turn Windows features on or off	Ourseine - Ubinstell				D	•
	Organize + Oninstall				8==	•
	Name	Publisher	Installed On	Size	Version	ſ
	Browser for SOL Server 2019	Microsoft Corporation	16/6/2022	10.9 MB	15.0.2000.5	
	ESDA version 5.0.0	ATOS	16/6/2022	343 MB	5.0.0	
	Google Chrome	Google LLC	15/6/2022		102.0.5005.115	

3) Click "Yes" to confirm uninstalling ESDA.

← → < ↑ 🖸 > Control	> Control Panel > Programs > Programs and Features ✓ ひ			ථ Search	Programs and Features	, P
Control Panel Home	Uninstall or change a program					
View installed updates	To uninstall a program, select it from the list and then c	lick Uninstall, Change, or Repair.				
Turn Windows features on or off	Organize 🖛 Uninstall					0
	Name	Publisher	Installed On S	ize	Version	
	ESDA version 5.0.0	ATOS	16/6/2022	343 MB	5.0.0	
	6 Google Chrome	CC	15/6/2022		102.0.5005.115	
	HeidiSQL 11.3.0.629 ESDA Uninstall	×	16/3/2022	56.6 MB	11.3	
	📓 Java(TM) 6 Update 4		16/3/2022	98.0 MB	6.0.450	
	Microsoft Help View Are you sure you want to completely remove ESDA and all of Microsoft ODBC Dri Are you sure you want to completely remove ESDA and all of		16/3/2022	12.1 MB	2.3.28107	
			16/3/2022	7.24 MB	17.7.2.1	
	Microsoft OLE DB D		16/3/2022	9.75 MB	18.5.0.0	
	Microsoft SQL Serve	1 million 1	16/6/2022	9.71 MB	11.4.7462.6	
	Microsoft SQL Serve	Yes No	16/6/2022			
	Alignar of SOL San of ALIN Satur LEBAURN		16/6/2022	104 MAD	15.0.4012.40	
Appendix 6 User Account Integration with Other System(s)

A) Planning for the Integration

System Administrator can use the User Account Integration (UAI) feature to integrate any system, including OpenLDAP, Active Directory, or any database with ESDA user accounts. Basically, TCP/IP is used for the connection between systems. In order to achieve system integration, a connection between ESDA and the main system must be in place.

System Administrator needs to add a "custom-authentication.jar" program file to "[ESDA]\Apache_Tomcat_9.0\webapps\esda-school\WEB-INFlib" to activate "User Account Integration (UAI)".

When set up is completed, System Administrator can start pairing ESDA with the user accounts of the main system. System Administrator can perform a simple test by selecting a user account (e.g. admin) for the "User Account Consolidation (UAI) (the user account must exist in both ESDA and main system). Then use the ESDA account (e.g. admin) and the account's password in the main system to login to ESDA.



ESDA v5.3.x Operation Manual

B) Configuring ESDA for the Integration

System Administrator should follow the following steps to activate User Account Integration (UAI):

 Build a Java source code file EsdaAuthentication.java at the server, e.g. C:\Temp\EsdaAuthentication.java. User needs to write the account authentication program in a source code file with the following format. When "User Account Integration (UAI)" is launched, the following program will be executed as the account authentication standard.

package hk.edb;											
import hk.esda.auth.OpenAuthentication;											
public class EsdaAuthentication implements OpenAuthentication {											
public boolean authentication(String loginName, String password, String remoteId){											
// Write your code here to validate the user account with the master system											
// Return true if the authentication is ok; otherwise, return false.											
}											
}											

2) Open "Command Prompt", use javac program tool to compile the .java file with ESDA "edbcommon-auth-1.0-SNAPSHOT.jar".

"%JAVA_HOME%\bin\javac" -cp "C:\esda_new\Apache_Tomcat_9.0\webapps\esda-school\WEB-INF\lib\edb-common-auth-1.0-SNAPSHOT.jar" C:\Temp\EsdaAuthentication.java

3) EsdaAuthentication.class file will be generated at C:\Temp\.

This PC →	Local Disk (C:) > Temp			
	Name	Date modified	Туре	Size
	EsdaAuthentication.class	14/6/2022 5:15 PM	CLASS File	1 KB
Я Я	EsdaAuthentication.java	14/6/2022 5:10 PM	JAVA File	1 KB

4) Create edb.factories file at server, e.g. C:\Temp\edb.factories, write the following program to the file.



5) Create a folder "Custom_Authentication", e.g. C:\Temp\Custom_Authentication, and copy the EsdaAuthentication.class and edb.factories files to the folder "Custom_Authentication".

Custom_Authentication\hk\edb\EsdaAuthentication.class	
Custom_Authentication\META-INF\edb.factories	
PC > Local Disk (C:) > Temp > Custom_Authentication >	



6) Open "Command Prompt" and change to folder "Custom_Authentication". Use jar tool to setup

jar program.

cd C:\Temp\Custom_Authentication "%JAVA_HOME%\bin\jar" cvf custom-authentication.jar META-INF/ hk/

C:\Users\Administrator>cd C:\Temp\Custom_Authentication	
C:\Temp\Custom_Authentication>"%JAVA_HOME%\bin\jar" cvf Custom_Authentication.jar META-INF/ hk/ added manifest ignoring entry META-INF/ adding: META-INF/edb.factories(in = 61) (out= 47)(deflated 22%) adding: hk/(in = 0) (out= 0)(stored 0%)	
adding: hk/edb/(in = 0) (out= 0)(stored 0%) adding: hk/edb/EsdaAuthentication.class(in = 373) (out= 240)(deflated 35%)	
> Local Disk (C:) > Temp > Custom Authentication	

Name	Date modified	Туре	Size
hk .	14/6/2022 5:28 PM	File folder	
META-INF	14/6/2022 5:28 PM	File folder	
🕌 custom-authentication	14/6/2022 5:41 PM	Executable Jar File	2 KB

7) Copy the custom-authentication.jar to folder

"C:\esda_new\Apache_Tomcat_9.0\esda_open_authentication folder".

📕 🕑 📜 🗢 esda_open_authenticatio	n				-	
File Home Share View						^ (
Image: Pin to Quick access Copy path Pin to Quick access Paste	ut Move Copy to - Delete Rename	New item ▼ ↑ New folder	Properties	Select all Select none		
Clipboard	Organize	New	Open	Select		
\leftarrow \rightarrow \checkmark \Uparrow \blacksquare \rightarrow This PC \rightarrow Local	Disk (C:) > esda_new > Apache_Tom	ncat_9.0 > esda_open_authe	entication	ٽ ~	Search esda_open	authentica 🔎
Name		Date modified	Туре	Si	ze	
custom-authentication		26/8/2022 6:16 PM	Executable Jar Fil	e	2 KB	

8) Restart Apache Tomcat server.



C) Sample UAI coding

Below is an example for LDAP server:

// package name should be same as the one defined in edb.factories file
package hk.edb;
import hk.esda.auth.OpenAuthentication;
// For LDAP implementation
import java.util.Hashtable;
import javax.naming.AuthenticationException;
import javax.naming.Context;
import javax.naming.directory.DirContext;
import javax.naming.directory.InitialDirContext;
// class name should be same as the one defined in edb.factories file
public class EsdaAuthentication implements OpenAuthentication {
// authentication method
// The function name and function definition MUST NOT be changed.
// loginName -> login id for login to remote system
// password -> password key-in in login page
// remoteId -> not require to use
// return boolean, true for valid otherwise return false
public boolean authentication(String loginName, String password, String remoteId){
// This is a sample for LDAP.

}

```
// The following configurations should be updated for your environment
String url = "ldap://127.0.0.1:389";
String FullloginName = "CN=" + loginName + ",DC=esda,DC=test";
DirContext ctx=null;
Hashtable<String,String> hash = new Hashtable<String,String>();
hash.put(Context.INITIAL_CONTEXT_FACTORY,"com.sun.jndi.ldap.LdapCtxFactory");
hash.put(Context.SECURITY_AUTHENTICATION, "simple");
hash.put(Context.PROVIDER_URL, url); // URL of LDAP
hash.put(Context.SECURITY_PRINCIPAL, fullLoginName); // Login Name of LDAP
hash.put(Context.SECURITY_CREDENTIALS, password); // Password
hash.put("com.sun.jndi.ldap.connect.timeout", "5000"); // Timeout - 5s
try {
      ctx = new InitialDirContext(hash);
      System.out.println("Authentication success");
      return true;
} catch (AuthenticationException e) {
      System.out.println("Authentication fail");
     e.printStackTrace();
} catch (Exception e) {
     e.printStackTrace();
} finally{
     if(null!=ctx){
           try {
                 ctx.close();
                 ctx=null;
           } catch (Exception e) {
                 e.printStackTrace();
           }
      }
}
return false;
```

D) Integration with Windows Active Directory

In additional to the "UAI with other system(s)" mentioned in the above sections, ESDA supports authentication with Windows Active Directory. That is, the ESDA server will connect the Active Directory server for password validation.

For the integration with Windows Active Directory, System Administrator needs to update the Windows AD setting at ESDA (System Setting > Advanced System Settings), enter Windows ad IP address (e.g. ldap://192.168.200.199:389) and domain name (e.g. @esda.schoola.edu).

ESDA	E-platform for School Development & Accountability (ESDA)	The Selected School Year :	2021-22
「学校發展現明賞」数建電子平台 E-plafform for School Development	😇 System Tools / System Setting	Text Size	🥥 🏭 🔺 admir
and Accountability (ESDA)	System Overview System Setting +		
🖷 Home 👻	Basic Information Advanced System Setting System Version Information		
🖌 System Tools			
O System Setting	Help Display Setting: Show all Support Inform \lor		
O School Year Setting	School Year Version Setting (2021-22)		
O System Backup	KPM Version: KPM2015		
O System Update	APASO Version: APASO-II		
O System Log	SHS Version: SHS2015		الله على الم
🛦 User Management 👋			
🕲 Survey Management 🛛 👻	Windows AD Setting		
🕼 Data Import	URL: Domain		0
🖻 Report Management 🛛 👻	Name :		₫ Edit

The authentication logic is as follows:



Appendix 7 Steps to sort out the raw data of Affective Development (Applicable to KPM17) to export to KPM item

If the system administrator is not using either Method 1 or Method 2 in Section 4.5.2 to publish the survey of "Affective Development (Applicable to KPM17)", the relevant data **cannot** be exported to KPM item directly. The system administrator has to publish a pre-defined survey, "Affective Development (Applicable to KPM17)" via offline mode, and then download the Excel offline template for use (Step 1-3). Besides, the system administrator needs to follow the order of the subscales of the pre-defined survey "Affective Development (Applicable to KPM17)" to extract the raw data from the survey(s) completed by their students (Step 4-5) and input the data to the excel file template (Step 6-7). Finally, the responses can be exported to the KPM item (Step 8). Details are as follows:

- 1) Publish the pre-defined survey "Affective Development (Applicable to KPM17)" and select offline mode to conduct the survey after choosing the target users.
- 2) Mouse over "Survey Management" and then click "Manage Survey". Click "Offline Data Import" which on the right side of the pre-defined survey to download a CSV file template.

C Survey Management	Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate	
O Publish Survey	APASO Pre-defined Survey	Affective Development	2024-06-28 ~ 2024-07-28	Student [All]	Offline	0%	Content Offline Data Import
O Manage Survey		(Applicable to KPM17)	2024-00-28 - 2024-07-28	Staten (a)		[0/003]	Additional User

3) Click "Download CSV Template" to export a CSV file.

	ASO	Survey	O mint																
	Quest Name	tionnaire 2	Affect	ive Dev	elopme	nt (Appli	icable to	KPM17)										
	Impo	rt Mode	O Ap	pend	O R	eplace													
	Excel	File	•	Select File															
			O If yo	u want to r	remove all	imported r	esponses fit	on the syst	en before i	importing (he new reco	ods.please	select "Reg	dace" in "le	nport Mode	e			
											B	Import		± Dowr	nload CS	V Templ	late	0 G	ancel
F	5	· c· -										0				A	ffective (levelopn	nent (App
1	×	*/10 日 初下 辺刻 -	Calibri	RANCE	- 11	- A* #	·	-	a a 87-	20 E 80	LRUBAT 18列	=∀ #8###	147 25.1213	19211122		110	2 — e	0	
尨	上 	複載信式 目 5	B I	<u>リ</u> ・ 日 宇!	∷ • <u>∠</u> ≋	<u>A</u> - <u>A</u>	• = 1	=	• • •	🗄 時棟	≣¢ • 5	10/02/20 9 1	; * *) 取值	s .rs 1	2定档式(的操件。	と構式化 表格	a <u>連</u> 約	高的儲	中 (例
RE Al	上 明時期 1978年第	2004 2004 2005 2005 2005 2005 2005 2005	в <i>. I</i> ×	里 - E - 宇! - √	8 • 4 8 6	≥ - <u>A</u>	• = 1		●]] ●]] 對賣方式	🔛 跨模	ЩФ • Б	9 - 9	; • 5 Ra	8 48 I	Q定档式(的操件。	E 植式化 表柏	a <u>111</u>	高的儲	(A)
Al	上 🦋 明釉開 E28 A	被制信式 8 G マ : B	B I × C	u • 6 ∲1 ✓ 0	⊟ • <u>⊀</u> 52 & E	≥ • ▲ F	- IF 1	н	+ + + + + + + + + + + + + + + + + + +	新祝 🕄 」	Et v G	97 - 91 - 1	с → 5 Rdt М	8 48 F	2. 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () 医 () E	E 稿式化 表档	a <u>!!</u>	高的儲 R	ф (Я) S
Al	上 。 明時期 E28 A	an ee 激散信式 ▼ : B	B I × c Sur	u - 8 <i>⇒</i> 1 √ 1 vey 1	∷ - ∡ ™ ⊊ E Nan	è•▲ ⊧ ne: A	G	н tive	• • • • • • • • • • • • • • • • • • •	iii ⊮# J elop	шф - G K men	© - %	, , , Rati м oplic	able	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	E 档式化 表档	a 🧾	高的儲 R	中 (偶
Al	上 明點開 E28 A User	線転転 線相式 ・ い B Gender	B I c Sur Class	u - [E Nan Q1-B	F ne: A Q1-C	G G G G Q1-D	H tive Q2-A	************************************	elop Q2-C	K R R R R R R R R R R R R R R R R R R R	۲ (A J وع-A	м Q3-B	8 # 1 N able Q3-C	o to F Q3-D	E 档式化 表档 Q4-A	م 117) Q4-B	高的儲 R Q4-C	۹ ۹ ۶ Q5-A
Al	上 《 明陆明 [28 A User U1	anter 灌動植式 ▼ : B Gender	B I C Sur Class	u • [E V AN P F Q1-B	Fie: A	6 (ffec Q1-D	H tive Q2-A	 副南方式 日 日<!--</td--><td>elop Q2-C</td><td>K Men Q2-D</td><td>L (AJ Q3-A</td><td>M Q3-B</td><td>8 48 1 N able Q3-C</td><td>0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>P (PM Q4-A</td><td>а [17) Q4-В</td><td>R R Q4-C</td><td>5 Q5-A</td>	elop Q2-C	K Men Q2-D	L (AJ Q3-A	M Q3-B	8 48 1 N able Q3-C	0 0 0 0 0 0 0 0 0 0 0 0 0 0	P (PM Q4-A	а [17) Q4-В	R R Q4-C	5 Q5-A
Al 1 2 3 4 5	上 《 明結第 528 A User U1 U2	anter 灌動信式 F B Gender	B I C C Class	u • [<i>₹</i>] vey] Q1-A	E · A	F ne: A Q1-C	G G Q1-D	H tive Q2-A	 割南方式 日 日<!--</td--><td>目 時間 1 02-C</td><td>щф - 5 мен Q2-D</td><td>۲ (AJ Q3-A</td><td>ка рріс Q3-В</td><td>8 48 1 N able Q3-C</td><td>0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>P (PM Q4-A</td><td>а [17) Q4-В</td><td>。 唐的儲 Q4-C</td><td>۹ ۹ ۹</td>	目 時間 1 02-C	щф - 5 мен Q2-D	۲ (A J Q3-A	ка р ріс Q3-В	8 48 1 N able Q3-C	0 0 0 0 0 0 0 0 0 0 0 0 0 0	P (PM Q4-A	а [17) Q4-В	。 唐的儲 Q4-C	۹ ۹ ۹

4) Exporting the raw data of the relevant subscales of Affective Development.

For example, students completed the subscales "Affect (Positive Affect)", "Satisfaction (Own Body)", and "Satisfaction (School)". The system administrator can click "APASO III Report" under "Report Management" and select "Year Report" for "Report Type", the completed survey for "Survey Title" (in this example as "Affect (Positive Affect) and Satisfaction (Own Body) and Satisfaction (School)"). And then, select all subscales and click "Export Whole School Raw Data".

🖌 System Tools	Report Type	Year Report	
🔺 User Management 🛛 👻			
අට Survey Management ×	Year	2023-24 ~	
🖉 Data Input 🗸 🗸	Survey Title	Affect (Positive Affect) and Satisfaction (Own Body) and Satisfaction (School)	
Report Management	Time Frame and Respondents	2024-05-10 ~ 2024-06-09 [All]	
O Stakeholder Survey Report	Report Type	Subscale Report Olitem Report	
O KPM Item Report	Data Set	Q-Score OP-Score	
O APASO II Report	Subscale	Scale	Subscale
O APASO III Report			Affect (Positive Affect)
O School-based Survey Report		Z Student: Psychological Health	Satisfaction (Own Body)
Թ Data Submission 🛛 🗸			

5) <u>As shown in the related Excel file, students' responses on "Affect (Positive Affect)" listed as "Q1-A" to "Q1-D", "Satisfaction (Own Body)" listed as "Q2-A" to "Q2-B", "Satisfaction (School)" listed as "Q3-A" to "Q3-C".</u>

A	1	-	\times	√fs	Su	rvey Na	me: Affe	ect (Posi	tive Aff	ect) and	Satisfac	tion (Ov	wn Body)	and Satist	action (Sci	hool)			
	А	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q	R	S
1	urv	ey Na	me:	Affe	ct (P	Positi	ive A	ffec	t) an	id Sa	ntisfa	actio	n (Ov	wn Bo	ody) a	nd Sa	tisfac	tion (Schoo
2	User	Gender	Class	Q1-A	Q1-B	Q1-C	Q1-D	Q2-A	Q2-B	Q3-A	Q3-B	Q3-C							
3	U1	F	3A	3	3	3	3	4	3	3	3	4							
4	U2	F	3A	4	4	4	4	3	4	4	3	4							
5	U3	М	3A	3	3	3	3	2	3	3	3	4							
6	U4	F	3A	2	2	2	2	2	3	4	3	4							
7	U5	F	3A	2	2	2	2	3	2	3	3	2							
8	U6	F	3A	4	4	4	4	4	4	3	4	4							
9	U7	F	3A	4	4	4	4	3	3	3	4	3							
10	U8	F	3A	3	3	3	3	3	2	4	3	3							
11	U9	F	3A	4	4	4	4	4	4	4	3	4							

6) With reference to the "Details" on the right of "Affective Development (Applicable to KPM17)". <u>The order of "Affect (Positive Affect)" and "Satisfaction (School)" are first and fourth respectively</u> (subscale "Satisfaction (Own Body)" is not related to KPM17).

Publish Survey	
Assessment Program for Affective and Social Outcomes	
[Note (1) : If the number of respondents of a target group for analysis is less than 10, then no statistic will be reported for that scale.] [Note (2) : Copyright: All scales and items in APASO-III are subject to the protection of intellectual property rights. In accordance with the agreement of performance in the affective and social domains in order to collect related data for school self-evaluation. Apart from the above-mentioned purpose, any anyone wants to use these tools for other purposes such as academic research, please contact the original author directly.] [Note (3): When collecting data for KPM17, schools could use the pre-defined survey "Affective Development (Applicable to KPM17)" or a user-define Diser Manual Technical Manual on Scales	use, the Education Bureau authorized schools in Hong Ko reproduction, adaptation, distribution or provision of suc ad survey with "Scales for Affective Development (Applic
Pre-defined Survey \scilent To publish a survey using the given scales/subscales combination. Affective Development (Applicable to KPM17)	✓ Publish ··· Details

Student		
Scale Name	Subscale Name	No. of Items
Student:	Affect (Positive	4
Psychological	Affect)	
Health	Affect (No	4
	Negative Affect)	
	Affect (No	4
	Anxiety,	
	Depressive	
	Symptoms)	
	Satisfaction	3
	(School)	
	Meaning in Life	3
Student:	Physical Exercise	4
Physical		
Health		

7) <u>The system administrator can extract the raw data of "Q1-A" to "Q1-D" and "Q3-A" to "Q3-D" in</u> <u>Step 5 and paste on "Q1-A" to "Q1-D" and "Q4-A" to "Q4-C" in Step 3 respectively.</u>

	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q	R	S
1		Survey Name: Affective Development (Applicable to KPM17)																	
2	User	Gender	Class	Q1-A	Q1-B	Q1-C	Q1-D	Q2-A	Q2-B	Q2-C	Q2-D	Q3-A	Q3-B	Q3-C	Q3-D	Q4-A	Q4-B	Q4-C	Q5-A
3	U1	M	3A	3	3	3	3									4	4	3	
4	U2	F	3A	4	4	4	4									4	3	4	
5	U3	M	3A	3	3	3	3									4	3	3	
6	U4	M	3A	3	3	3	3									3	4	3	
7	U5	F	3A	3	3	3	3									3	3	4	
8	U6	F	3A	4	4	4	4									3	4	4	
9	U7	M	3A	4	4	4	4									4	3	3	
10	U8	M	3A	4	4	4	4									3	3	4	
11	U9	М	3A	2	2	2	2									2	3	2	

 As the school did not select other subscales, for example, "Affect (No Negative Affect)" and "Affect (No Anxiety, Depressive Symptoms)", the system administrator has to input "999" into the empty cells.

	Α	в	С	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	R	S
1		Survey Name: Affective Development (Applicable to KPM17)																	
2	User	Gender	Class	Q1-A	Q1-B	Q1-C	Q1-D	Q2-A	Q2-B	Q2-C	Q2-D	Q3-A	Q3-B	Q3-C	Q3-D	Q4-A	Q4-B	Q4-C	Q5-A
3	U1	M	3A	3	3	3	3	999	999	999	999	999	999	999	999	4	4	3	999
4	U2	F	3A	4	4	4	4	999	999	999	999	999	999	999	999	4	3	4	999
5	U3	M	3A	3	3	3	3	999	999	999	999	999	999	999	999	4	3	3	999
6	U4	M	3A	3	3	3	3	999	999	999	999	999	999	999	999	3	4	3	999
7	U5	F	3A	3	3	3	3	999	999	999	999	999	999	999	999	3	3	4	999
8	U6	F	3A	4	4	4	4	999	999	999	999	999	999	999	999	3	4	4	999
9	U7	M	3A	4	4	4	4	999	999	999	999	999	999	999	999	4	3	3	999
10	U8	M	3A	4	4	4	4	999	999	999	999	999	999	999	999	3	3	4	999
11	U9	M	3 A	2	2	2	2	999	999	999	999	999	999	999	999	2	3	2	999

- 9) After the completion of the task, follow the steps stated in Section 4.4 to import the CSV file to ESDA. Select "Append" or "Replace". Uploaded data will be kept if "Append" is selected or will be replaced if "Replace" is selected.
- After importing, the system administrator can follow the steps stated in Method 1 of Section 4.5.2 to export the survey responses to the KPM item.

-- End --