

**E-platform for School Development  
& Accountability (ESDA)**

**Version 5.0.x**

**User Manual**

August 2022

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## **About this Manual**

This User Manual aims to provide teachers, students, parents of primary, secondary and special schools; and specialists of special schools with details of conducting online questionnaires in ESDA.

## **Contact us**

The 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](mailto: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 the Operation of ESDA

### 1.1 Login

- 1) To login ESDA, a user must enter his / her Login Name and Login Password.
- 2) Click “Login” or [Enter] key on the keyboard for authentication.

「學校發展與問責」數據電子平台  
E-platform for School Development and Accountability(ESDA)

ESDA is used by schools to collect and manage self-evaluation data, including the administration of online Stakeholder Survey (SHS), assessing students' affective and social outcomes, performing analysis of data collected, and publishing the related data reports, thus promoting their efficiency in conducting SSE and alleviating teachers' workload.

Version : 5.0.8 [Technical Support](#)

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 : <https://www.pcpd.org.hk/index.html>

Welcome to ESDA

「學校發展與問責」數據電子平台  
E-platform for School Development and Accountability (ESDA)

School Login Platform

Login Name

Login Password

Login

Note: The survey is conducted in an anonymous manner.

- 3) Read the statement. If agreed, click “Agree” to enter ESDA.

**ATTENTION**

Education Bureau seeks your cooperation to comply with the following protocol: The evaluation tools and data provided on ESDA are for school self-evaluation only and should not be used for any other unauthorised purposes. They are subject to intellectual property right protection. Any reproduction, adaptation, distribution or making available of such copyright work to the public is strictly prohibited.

**注意**

教育局希望學校能遵守以下的使用協議：「學校發展與問責」數據電子平台所提供的評估工具及數據，只供學校自評時使用，並不應使用於任何其他未經授權的用途。評估工具及數據受知識產權保護。嚴禁將該等版權作品複製、改編、分發或向公眾提供該等版權作品。

Agree 同意

Disagree 不同意

## 1.2 Logout

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

The screenshot shows the ESDA user interface. At the top, there is a purple header with the text "E-platform for School Development & Accountability (ESDA)". Below the header, the breadcrumb "Survey Management / Survey/Questionnaire" is visible. On the right side, the user name "CHAN MING" is displayed in a dropdown menu, which is highlighted with a red box. A dropdown menu is open, showing options: "Change Password", "Online Help", "Links", "Self-learning Video Clips", "Manuals And Guides", and "Log Out". The "Log Out" option is highlighted with a red box. Below the user name, there is a table titled "Pending survey" with the following data:

School Year	Questionnaire Title	Purpose	Start/End Date	Mode
2019-20	Attitudes To School	Testing	2022-05-14 ~ 2022-06-13	Online

# Chapter 2 Conducting Online Survey

## 2.1 About Conducting Questionnaires

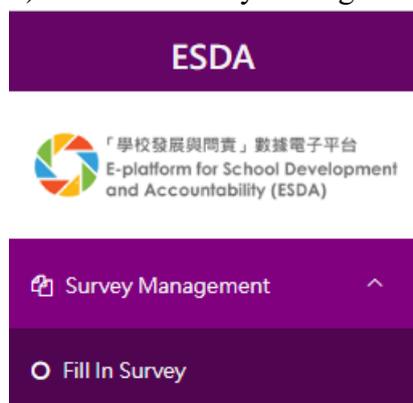
Users may use the browser on a computer or a tablet to log in ESDA. After login, the user can view a survey list that is assigned to him / her.

## 2.2 Before You Begin

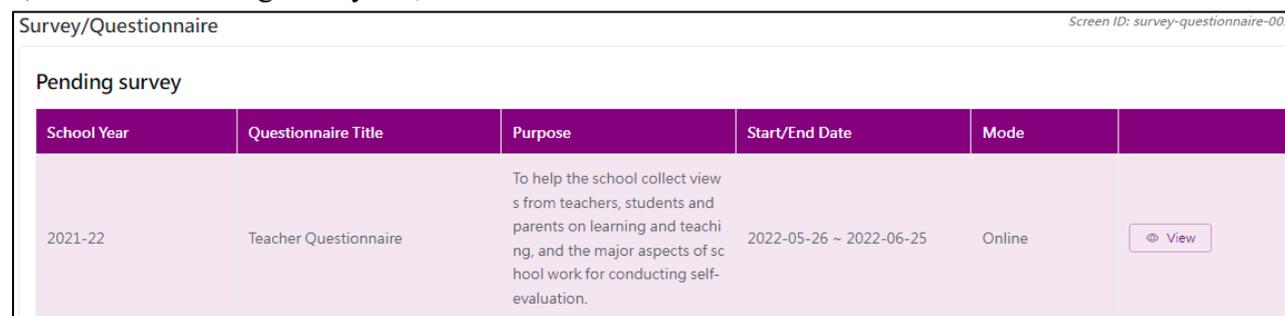
To complete an online survey, your account should possess a “Fill In Survey” privilege. If you cannot access the “Survey”, please consult your System Administrator to acquire the relevant privilege.

## 2.3 Filling in Stakeholder Survey

- 1) Click “Survey Management” and then click “Fill In Survey”.



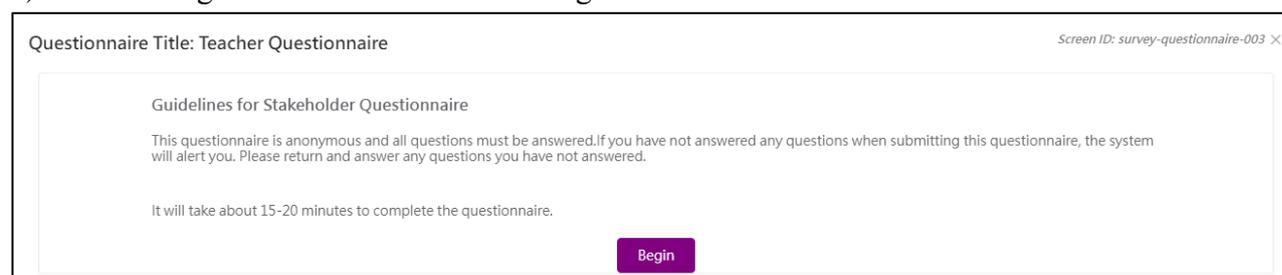
- 2) On the Pending survey list, click “View”.



The screenshot shows a table titled “Pending survey” with the following columns: School Year, Questionnaire Title, Purpose, Start/End Date, Mode, and a View button. The table contains one row of data.

School Year	Questionnaire Title	Purpose	Start/End Date	Mode	
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	<a href="#">View</a>

- 3) View the guidelines and then click “Begin”.



- 4) Complete the survey.
- 5) Click “Submit” after completing the survey.

Questionnaire Title: Teacher Questionnaire Screen ID: survey-questionnaire-003

**I. My views on school management**

Item	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Don't know / NA
1. The school has a clear direction of development.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The school strategically formulates its development plan(s) in line with its direction of development.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The school's decision-making process is transparent.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The school monitors its work effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The school systematically collects data on Learning and Teaching with a view to monitoring students' performance and progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. The school actively reports to teachers, students and parents results of its self-evaluation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Notes:**  
*All survey items must be completed before submission via ESDA.*

## 2.4 Filling in APASO

- 1) Click “Survey Management” and then click “Fill In Survey”.
- 2) On the Pending survey list, click “View”.

Survey/Questionnaire Screen ID: survey-questionnaire-001

**Pending survey**

School Year	Questionnaire Title	Purpose	Start/End Date	Mode	
2021-22	Attitudes To School	Attitudes to school	2022-05-30 ~ 2022-06-29	Online	<input type="button" value="View"/>

- 3) View the guidelines and then click “Begin”.

Questionnaire Title: Attitudes To School Screen ID: survey-questionnaire-002

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 not been answered, the system will display them in a different background color. The second time you submit this questionnaire, the system will still show you the unfinished questions, but you can still choose to submit.

- 4) Filling in the survey.
- 5) Click “Submit” after completing the survey.

Questionnaire Title: Attitudes To School Screen ID: survey-questionnaire-002 ✕

I.Achievement				
Item	Strongly disagree	Disagree	Agree	Strongly agree
1. I am a success as a student.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I am good at schoolwork.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I achieve a satisfactory standard in my work.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I always enjoy successful experience at school.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I really get involved in my schoolwork.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. I know I can do well enough to be successful at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

II.Experience				
Item	Strongly disagree	Disagree	Agree	Strongly agree
7. I like to do extra work at school.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
8. I enjoy what I do in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
9. I get excited about the work we do at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10. The work we do at school is interesting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Notes:**  
*The survey can be submitted via ESDA even not all survey items are completed.*

-- End --