

2017/18 Hong Kong Budding Poets (English) Award

Organised by:



Supported by:



Commissioned to:



Annex I: Online Platform User's Manual (for reference only)

(1) Online Registration for School Teacher Account

Step 1: Read the "Notes to Teachers-in-charge" carefully and then click "Continue Registration"

The screenshot shows the 'Online School Application' section of the platform. The navigation bar includes: Home, Online School Application, Online Adjudication, Student Zone, Teacher Zone, Administration, and How to Use. Below the navigation bar, the 'Notes to Teachers-in-charge' section contains five numbered points. A red box highlights the 'Continue Registration' button at the bottom of the notes.

Notes to Teachers-in-charge:

- To join the Award, schools are required to complete Part 1 and Part 2 of the application procedures.
- Part 1:** Schools are advised to appoint a Teacher-in-charge to fill in and submit the Online School Application Form on or before **13 October 2017 11:59 a.m.** via this Online School Application System. Each school will be registered for both the Open Section and the Primary/Secondary Section.
- Part 2:** Teacher-in-charge is required to print out a copy of the completed Online School Application Form. Please check that all the details provided are accurate and then stamp the school chop and ask your school principal to sign on the form. Then fax the stamped or signed form to the organiser on or before **13 October 2017 11:59 a.m.**. (Fax number: 3940 0202).
- a. Upon receiving the School Application Form, a confirmation email will be sent to the email accounts of the school principal (if provided by school previously via this Online School Application System) and the Teacher-in-charge to notify the school that the application has been completed.
- b. Teacher-in-charge may use the account and password provided in the confirmation email to log in at "Teacher Zone" and to create accounts for their students to compose entries. For details, please read the notes to Teacher-in-charge at "Teacher Zone" or at "Home".
- For details of the "Rules and Conditions" of the Award, please click the "BPA" icon on the top right hand corner of the menu bar.

Continue Registration

Step 2: Search for your school by entering SCR/ School No./ School Name (keywords)

The screenshot shows the search interface with three input fields: 'Search by SCR', 'Search by School No.', and 'Search by School Name'. Each field has a 'GO' button. Below the search fields is a table with columns: SCR No., School No., School Level, and English Name. The table currently displays 'no record found.'

SCR No.	School No.	School Level	English Name
no record found.			

Step 3: Select your school and then click "Next" (bottom right hand corner).

The screenshot shows the search results page. The search fields are the same as in Step 2. Below them is a table with columns: SCR No., School No., School Level, and English Name. The first row is selected, indicated by a radio button in the left margin. A red box highlights the 'Next' button at the bottom center of the page.

SCR No.	School No.	School Level	English Name
<input checked="" type="radio"/> 54356000423	543560	PRIMARY	PO LEUNG KUK CHOI KAI YAU SCHOOL
<input type="radio"/> 51358000123	513580	PRIMARY	S.K.H. ST. JAMES PRIMARY SCHOOL
<input type="radio"/> 250686000223	250686	PRIMARY	JOCKEY CLUB SARAH ROE SCHOOL

Page 1 2 >> **Next** Entries from 1 to 50

Copyright © 2017 The Hong Kong Academy for Gifted Education (HKAGE) and Gifted Education Section, Education Bureau, The Government of the Hong Kong Special Administrative Region of the People's Republic of China. All the information submitted by the teachers-in-charge to the platform will be accessed by HKAGE, Education Bureau and Hang Seng Management College, the service provider of the competition for entering the Hong Kong Budding Poets (English) Award. Important Notice

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(1) Online Registration for School Teacher Account

Step 4: Fill-in required information and click "Submit" to complete online school registration.
(please provide a valid email address and check it frequently for latest news.)

School Information	
School Name (Chinese):	
School Name (English):	
SCR N:	
Principal's Name (Chinese):	
Principal's Name (English):	
School Address:	
School Tel No:	
School Fax No:	
School E-mail Address:	
Teacher-in-charge (TIC) Information	
Title:	Mr. ▼
Surname:	
Given Name:	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Tel No:	
Mobile No:	
E-mail:	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Step 5: A computer-generated School Application Form will be sent to your email account.
(below image abstracted from the system shows how should it look like).

2016/17 Hong Kong Budding Poets (English) Award School Application Form

Our school will nominate students to participate in the 2016/17 Hong Kong Budding Poets (English) Award. We confirm that our students are eligible to join the section(s) below, according to the regulations and conditions of the competition. We shall submit entry/entries, as the regulations of the competition require, on or before 6 Mar, 2017 11:59 a.m..

Step 6: Teacher-in-charge must print and complete the form (with Principal's signature and school chop), and return to the organizer by fax to 39400202 or by email to hkbpa@hkbpa.hkage.hk by 28 (Wed) December 2018.

Step 7: You will then receive an email with login name and password for account activation.

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Annex I: Online Platform User's Manual

(2) Hints for School Teacher-in-charge

Hint 1: Login by entering your username and password, which has been provided in the confirmation email after you have completed the whole online school teacher account registration.

Online School Application Online Adjudication Student Zone Teacher Zone Administration How to Use BPA

Login Panel

User Name:

Password:

Login Cancel Forgot password?

LOGIN

Hint 2: You may change the password and information stated by clicking "Profile" and "Update".

Online School Application Teacher Zone How to Use BPA

Welcome, LOGOUT

Profile

Students

Students' Poems

School Information

School Name (Chinese):

School Name (English):

Principal's Name (Chinese):

Principal's Name (English):

Principal's E-mail:

School Tel No:

School Fax No:

School E-mail Address:

Teacher-in-charge Information

Title: Ms. ▾

Surname:

Given Name:

Gender: Male Female

Tel No:

Mobile No:

E-mail:

Account Information

User Name:

New Password:

Re-enter Password:

Update Reset

Hint 3: You should create accounts for students by clicking the “Students”, and then, click “Add”.

The screenshot shows the 'Teacher Zone' interface. At the top, there are navigation links: 'Online School Application', 'Teacher Zone', and 'How to Use'. A red box highlights the 'Add' button. Below it is a table with columns: Actions, Class, Section, Student No., Surname, Given Name, Gender, and User Name. The table contains five rows of student data. On the right sidebar, there is a 'Welcome, BPA' message, a 'LOGOUT' button, and a menu with 'Profile', 'Students' (highlighted with a red box), and 'Students' Poems'. The page number 'Page 1' and 'Entries from 1 to 5' are visible at the bottom.

Hint 4: You should input all students' information correctly (name should be identical to ID document stated). By clicking “Submit”, you/ your students will receive a confirmation email with the login name and password (depends if you have input your/ your students' email address).

The screenshot shows the 'Student Information' form. The 'Class' dropdown is set to 'S1 or Grade 7'. The 'Student No.' field has a red box around it with the text 'You may input a code to identify different students'. The 'Surname' and 'Given Name' fields have a red box around them with the text 'You should input students' name according to their ID document.'. The 'Gender' field has radio buttons for 'Male' and 'Female'. There are input fields for 'Tel No.', 'Mobile No.', and 'E-mail:'. At the bottom, there is a 'Submit' button (highlighted with a red box) and a 'Reset' button. The sidebar on the right shows 'Welcome, A B', 'LOGOUT', and a menu with 'Profile', 'Students', and 'Students' Poems'.

Hint 5: You can interact with student by clicking “Students' Poem” to view and give comments. You can always “Return” the poems to student to ask for their further modification.

Hint 6: You should select only 30 entries for your school and tick “Submit to the organizer” by the deadline. Each student should only submit 1 poem in each section.

Hint 7: You are encouraged to “Save/Print Entries” for your/ students' reference.

[Save/Print Entries](#)

Important Reminder:

1. You may view (writing comment is optional) and return each entry to its author (student) by choosing the relevant button at the “Action” column.
2. To submit an entry to the organizer, please check its relevant box at the “Submit to the organizer” column. To change your choice of entry *before the deadline*, you may uncheck the relevant box and then check the box of another entry. Please note that **confirmation email** will be sent out from the system to your email account, confirming your successful submission of each entry to the organizer.
3. The deadline for you to submit students' entries to the organizer is 20 October 2017 11:59 a.m.. Please note that no amendment could be made after this date.
4. **You are strongly advised to save your record of submission once you have completed all entry submission to the organizer.**
 - a. At “Search for” (see top left hand corner), choose “Submitted to the organizer”, then click “Go”. The list of entry which has been submitted to the organizers will be shown.
 - b. Please check to see if the list is correct.
 - c. Click “Save/Print Entries” to save and/or print all the submitted entry/entries of all the section(s) of your school. Entry with “Status: Submitted to the organizer” indicates that it has been successfully submitted to the organizer.

Actions	Student's Name	Section	Theme	Remarks	Comment	Submit to the organizer	Status
	Testing Testing	Secondary	Past-Present-Future				Composing
	Testing Testing	Secondary	Any Title				Composing
View Return	Testing Testing	Open	Any Title			<input type="checkbox"/>	To be viewed
View	Testing Testing	Secondary	Past-Present-Future			<input checked="" type="checkbox"/>	Submitted to the organizer

Page 1

Entries from 1 to 4

The sidebar on the right shows 'Welcome, A B', 'LOGOUT', and a menu with 'Profile', 'Students', and 'Students' Poems' (highlighted with a red box).

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香港資優教育學苑
The Hong Kong Academy
for Gifted Education

Supported by:
香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region

Commissioned to:
恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

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(3) Hints for Students

Hint 1: Login by entering your username and password, which has been provided in the confirmation email/ by your school teacher.

Hint 2: You may change the password and information stated by clicking “Profile” and “Update”.

Hint 3: Make sure your name input is identical to your ID document!

Hint 4: You can compose as many poems as you want by clicking “My Poems”, and then “Add”. Yet, by the end of the day, you and your teacher can submit only 1 poem for each section.

Actions	Section	Theme	Title	Teacher's Comment	Status
Edit Delete Submit	Secondary	(202) Past-Present-Future	test		Draft
Edit Delete Submit	Secondary	(205) Any Title			Draft
	Open	(206) Any Title	Candy Cane Cant Crash Kelly Kane		Being viewed by teacher.
	Secondary	(202) Past-Present-Future	Mortal Murders Mother Monet		Submitted to organiser.

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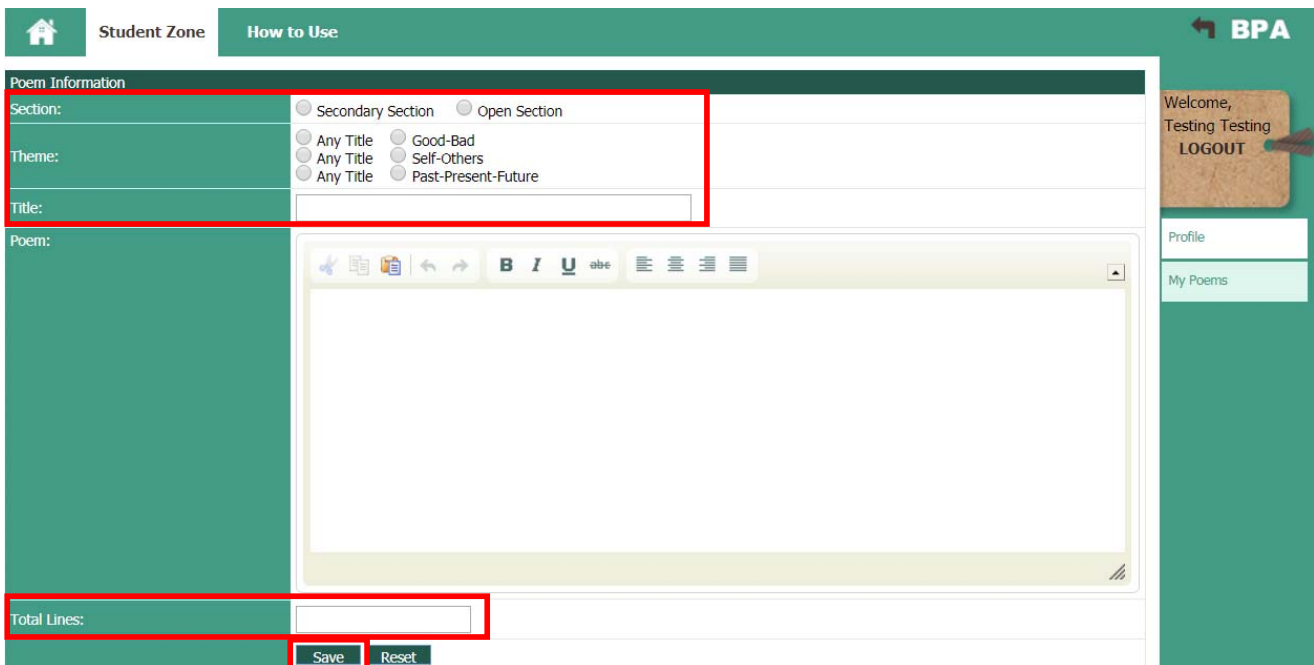
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(3) Hints for Students

Hint 5: Start composing your poems by selecting the section you are participating, then, the theme you have chosen. Remember to give a title for your poem!

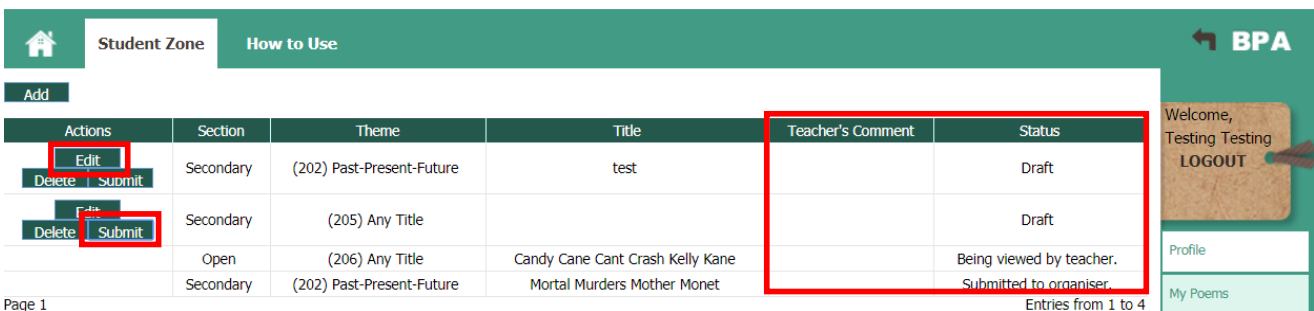
Hint 6: Click "Save" and you can always revise your poem before the deadline. Count the total number of lines for your poem and fill in the blanks (e.g. 34). You can write up to 40 lines at most.



The screenshot shows the 'Poem Information' form. The 'Section' dropdown is set to 'Secondary Section' and the 'Theme' dropdown is set to '(202) Past-Present-Future'. The 'Title' field is empty. The 'Poem' text area is empty. The 'Total Lines' field is empty. The 'Save' and 'Reset' buttons are visible at the bottom of the form.

Hint 7: You can always see the "Status" and receive "Teacher's Comment" to edit your poems.

Hint 8: "Submit" your poems before the deadline, so that your teacher can have sufficient time to review them!



The screenshot shows the 'Add' table with the following data:

Actions	Section	Theme	Title	Teacher's Comment	Status
Edit Delete Submit	Secondary	(202) Past-Present-Future	test		Draft
Edit Delete Submit	Secondary	(205) Any Title			Draft
	Open	(206) Any Title	Candy Cane Cant Crash Kelly Kane		Being viewed by teacher.
	Secondary	(202) Past-Present-Future	Mortal Murders Mother Monet		Submitted to organiser.