

2018/19 Hong Kong Budding Poets (English) Award



Organised by

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

Supported by

香港特区政府教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region

Commissioned to

英文系
DEPARTMENT OF ENGLISH
香港管理學院
HANG SENG MANAGEMENT COLLEGE

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"

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

Online School Application

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)

Please select the school for registration:

Search by SCR/ School No./ School Name

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

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

Please select the school for registration:

Search by SCR/ School No./ School Name

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

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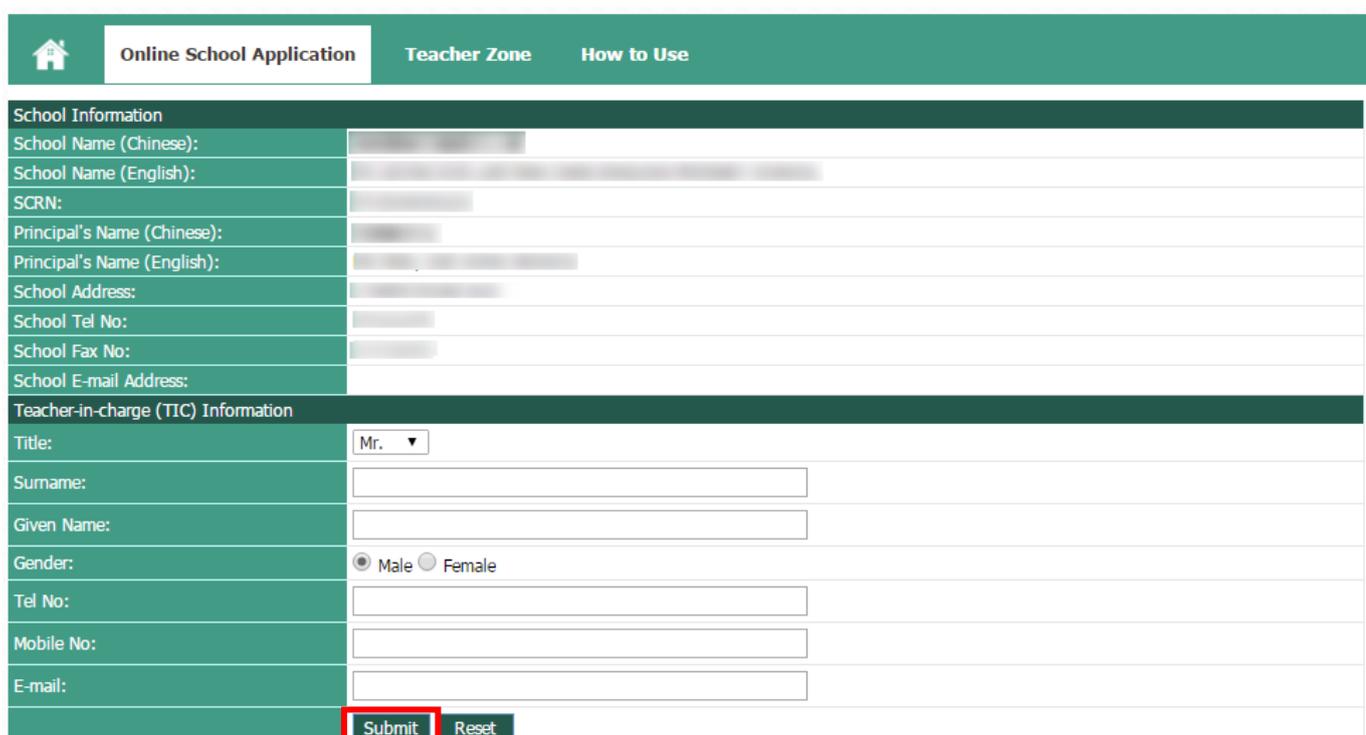
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(1) Online Registration for School Teacher Account

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 the latest news.)



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

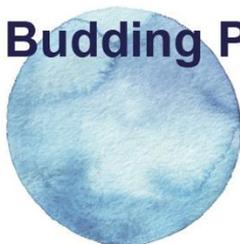
2016/17 Hong Kong Budding Poets (English) Award School Application Form

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 the school chop), and return to the organiser by fax to 3940 0202 or by email to hkbpa@hkbpa.hkage.hk by 21 (Fri) December 2018.

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

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(2) Hints for School Teachers-in-charge

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

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

Login Panel

User Name:

Password:

[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:

Surname:

Given Name:

Gender: Male Female

Tel No:

Mobile No:

E-mail:

Account Information

User Name:

New Password:

Re-enter Password:

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

Online School Application | Teacher Zone | How to Use | BPA

Welcome,
 LOGOUT

Profile

Students

Students' Poems

Actions	Class	Section	Student No.	Surname	Given Name	Gender	User Name
Edit Delete	S4 Grade 10		1			M	01757-001
Edit Delete	S4 Grade 10		4			F	01757-004
Edit Delete	S4 Grade 10		3			F	01757-003
Edit Delete	S4 Grade 10		2			F	01757-002
Edit Delete	S4 Grade 10		1			F	01757-001

Page 1 | Entries from 1 to 5

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

Online School Application | Teacher Zone | How to Use | BPA

Welcome, A B
 LOGOUT

Profile

Students

Students' Poems

Student Information

Class: S1 or Grade 7

Student No.: You may input a code to identify different students

Surname: You should input students' name according to their ID document.

Given Name: You should input students' name according to their ID document.

Gender: Male Female

Tel No:

Mobile No:

E-mail:

[Submit](#) [Reset](#)

Hint 5: You can interact with students by clicking “Students' Poem” to view and give comments.

You can always “Return” the poems to students to ask for their further modification.

Hint 6: You should select no more than 30 entries for your school and tick “Submit to the organiser” 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](#)

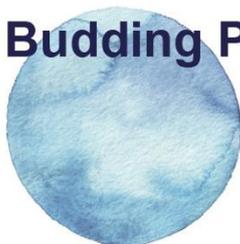
Important Reminder:

- You may view (writing comment is optional) and return each entry to its author (student) by choosing the relevant button at the “Action” column.
- To submit an entry to the organiser, please check its relevant box at the “Submit to the organiser” 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 organiser.
- The deadline for you to submit students' entries to the organiser is 20 October 2017 11:59 a.m.. Please note that no amendment could be made after this date.
- You are strongly advised to save your record of submission once you have completed all entry submission to the organiser.**
 - At “Search for” (see top left hand corner), choose “Submitted to the organiser”, then click “Go”. The list of entry which has been submitted to the organisers will be shown.
 - Please check to see if the list is correct.
 - 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 organiser” indicates that it has been successfully submitted to the organiser.

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

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(3) Hints for Students

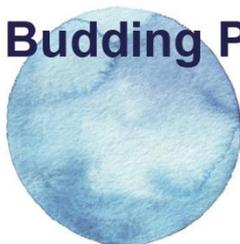
Hint 1: Log in by entering your username and password, which have been provided in the confirmation email/ by your school teacher.

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 that on 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 in 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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(3) Hints for Students

Hint 5: Start composing your poems by selecting the section you are participating in, 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 in the 'Student Zone'. The form has the following fields and options:

- Section:** Radio buttons for 'Secondary Section' and 'Open Section'.
- Theme:** Radio buttons for 'Any Title', 'Good-Bad', 'Self-Others', and 'Past-Present-Future'.
- Title:** A text input field.
- Poem:** A large text area with a rich text editor toolbar.
- Total Lines:** A text input field.
- Buttons:** 'Save' and 'Reset' buttons.

Hint 7: You can always refer to the "Status" and receive "Teacher's Comment" for editing 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 'My Poems' table in the 'Student Zone'. The table has the following columns and 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.