2018/19 Hong Kong Budding Poets (English) Award

Organised by
The Hong Kong Academy for Gifted Education
香 港 資 優 教 育 學 苑

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

Commissioned to
DEPARTMENT OF ENGLISH
HANG SENG MANAGEMENT COLLEGE
英文系
恒生管理學院

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"

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

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

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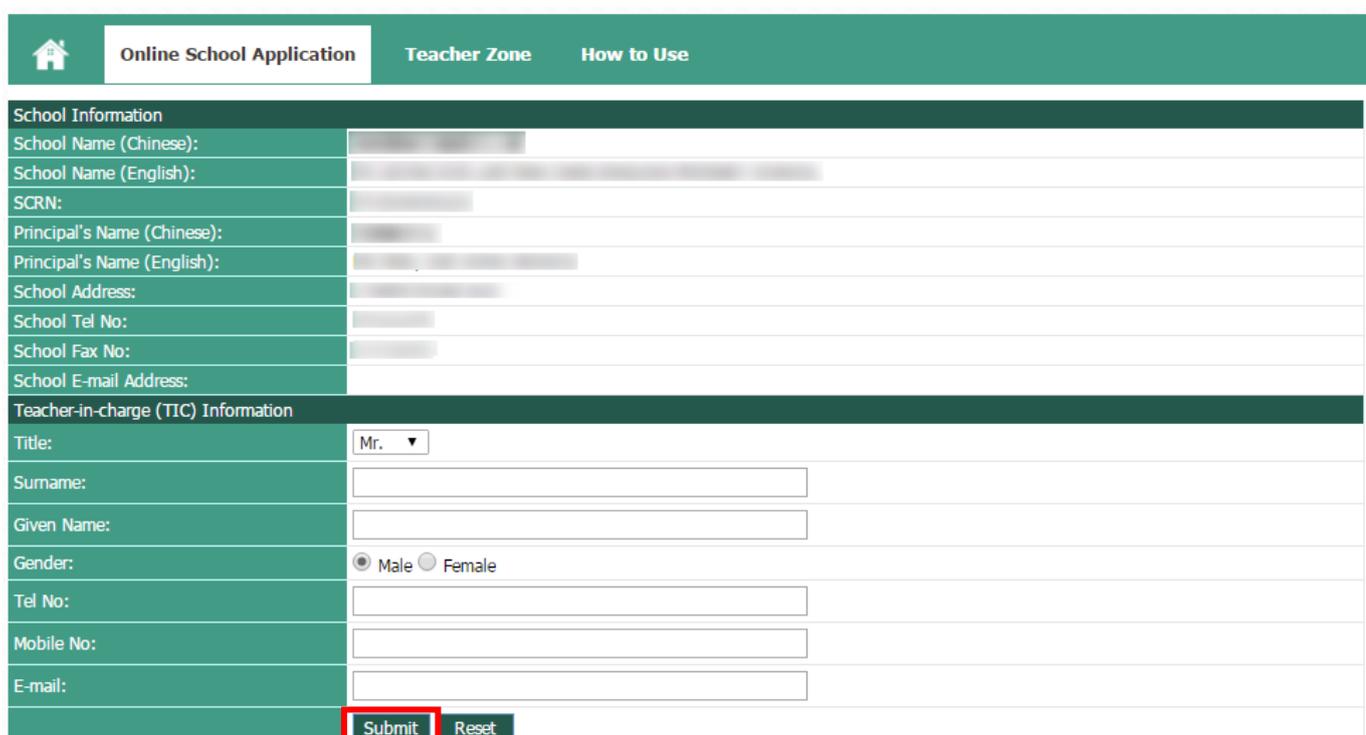
Step 5: A computer-generated School Application Form will be sent to your email account.
(the following image abstracted from the system shows how it should look like).

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: Your will then receive an email with login name and password for account activation.

2018/19 Hong Kong Budding Poets (English) Award
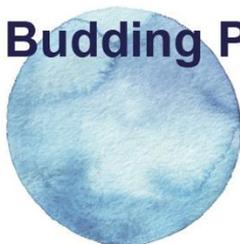
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(2) Hints for School Teachers-in-charge

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.

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

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

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).

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.

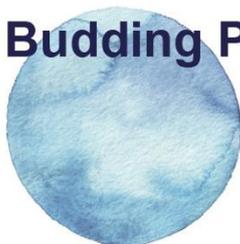# 2018/19 Hong Kong Budding Poets (English) Award

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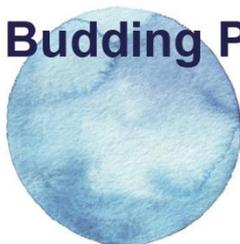## Annex I: Online Platform User's Manual

(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.

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

LOGIN

Login Panel	
User Name:	
Password:	
	Login Cancel Forgot password?

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!

Student Information	
Surname:	The name you input should be identical to your ID document
Given Name:	The name you input should be identical to your ID document
Gender:	⦿ Male ○ Female
Tel No:	
Mobile No:	
E-mail:	The email you input should be a valid one

Account Information	
User Name:	05549-001
New Password:	
Re-enter Password:	
	Update Reset

Welcome,
Testing Testing
LOGOUT

Profile

My Poems

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.

| 🏠 | Student Zone | How to Use | | | | ↩ BPA |

Add

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.

Page 1   Entries from 1 to 4

Welcome,
Testing Testing
LOGOUT

Profile

My Poems

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<u>(3) Hints for Students</u>

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.

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!

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.
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Entries from 1 to 4