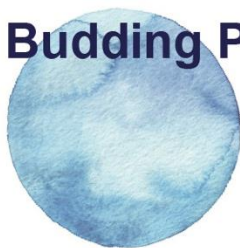


2018/19 Hong Kong Budding Poets (English) Award



Organised by

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

Supported by

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

Commissioned to

英文部
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

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 (keywords)

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 (keywords)

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"/>	25068600223	250686	PRIMARY	JOCKEY CLUB SARAH ROE SCHOOL

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

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Important Note

2018/19 Hong Kong Budding Poets (English) Award



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

(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.)

Online School Application		Teacher Zone	How to Use
School Information			
School Name (Chinese):			
School Name (English):			
SCRN:			
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:			
		Submit	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 21 (Fri) December 2018.

Step 7: You 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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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.

The screenshot shows the top navigation bar with links: Online School Application, Online Adjudication, Student Zone, Teacher Zone, Administration, and How to Use. The 'BPA' logo is on the right. Below the navigation bar is a 'Login Panel' form with fields for 'User Name' and 'Password', and buttons for 'Login', 'Cancel', and 'Forgot password?'. The 'Login' button is highlighted with a red box. To the right of the form is a graphic of a corkboard with a 'LOGIN' note pinned to it.

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

The screenshot shows the 'Teacher Zone' profile page. The navigation bar includes 'Online School Application', 'Teacher Zone', and 'How to Use'. The 'BPA' logo is on the right. The main content area is divided into sections: 'School Information' (with fields for School Name, Principal's Name, School Tel No, School Fax No, School E-mail Address), 'Teacher-in-charge Information' (with fields for Title, Surname, Given Name, Gender, Tel No, Mobile No, E-mail), and 'Account Information' (with fields for User Name, New Password, and Re-enter Password). The 'Update' button is highlighted with a red box. On the right side, there is a sidebar with a 'Welcome,' message, a 'LOGOUT' button, and a 'Profile' button highlighted with a red box, along with 'Students' and 'Students' Poems' links.

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 tabs: 'Online School Application', 'Teacher Zone', and 'How to Use'. A red box highlights the 'Add' button in the top left. 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' section with a 'LOGOUT' button, and a menu with 'Profile', 'Students' (highlighted with a red box), and '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 (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 are also highlighted with a red box and the text: 'You should input students' name according to their ID document.' The 'Gender' section has radio buttons for 'Male' and 'Female'. There are input fields for 'Tel No.', 'Mobile No.', and 'E-mail'. At the bottom, there are 'Submit' and 'Reset' buttons, with 'Submit' highlighted by a red box.

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.

The screenshot shows the 'Save/Print Entries' page. At the top left, there is a 'Save/Print Entries' button highlighted with a red box. Below it is an 'Important Reminder:' section with a list of instructions. At the bottom, there is a table with columns: Actions, Student's Name, Section, Theme, Remarks, Comment, Submit to the organizer, and Status. The 'Submit to the organizer' column has a red box around it, showing checkboxes for each entry. The 'Status' column shows 'Composing', 'Composing', 'To be viewed', and 'Submitted to the organiser'. On the left, there are 'View' and 'Return' buttons highlighted with a red box. On the right sidebar, there is a 'Welcome, A B' section with a 'LOGOUT' button, and a menu with 'Profile', 'Students', and 'Students' Poems' (highlighted with a red box).

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 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 organiser

Page 1 Entries from 1 to 4

2018/19 Hong Kong Budding Poets (English) Award



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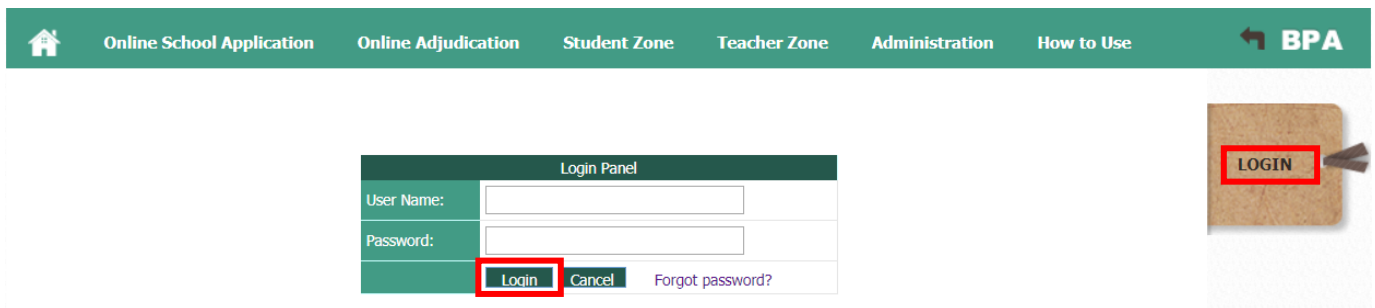
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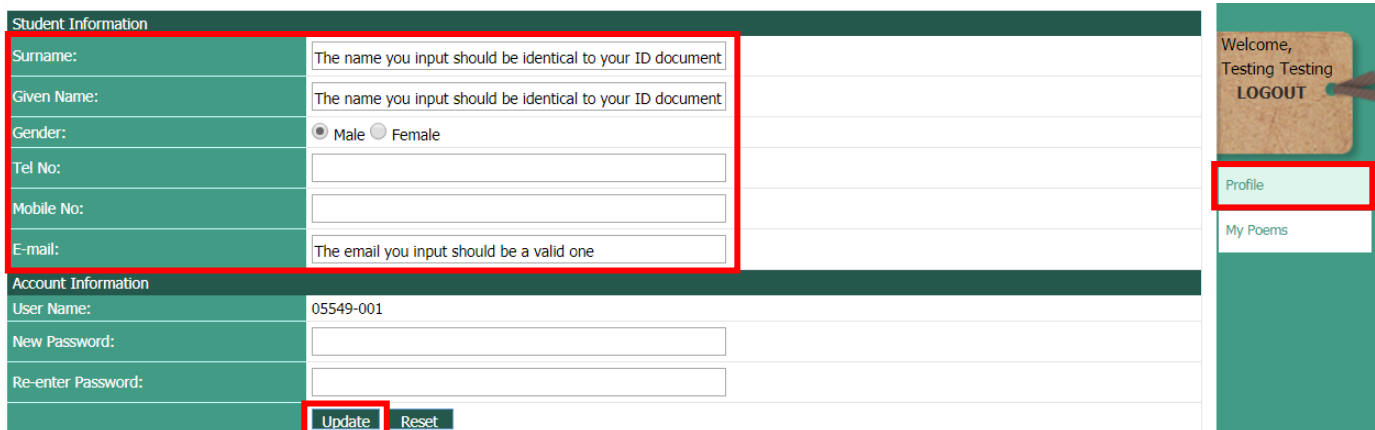
Annex I: Online Platform User's Manual

(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.

2018/19 Hong Kong Budding Poets (English) Award



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Annex I: Online Platform User's Manual

(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.

Poem Information

Section: Secondary Section Open Section

Theme: Any Title Good-Bad
 Any Title Self-Others
 Any Title Past-Present-Future

Title:

Poem:

🔍 📄 📁 ↶ ↷
B *I* U ab++
☰ ☷ ☱ ☲

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!

Add

Actions	Section	Theme	Title	Teacher's Comment	Status
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>	Secondary	(202) Past-Present-Future	test		Draft
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="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