

Gateway Development Update – July 2018

This document includes the latest important Gateway update. SGM/SGA please help notify your school key users affected by the update.

1. Student Demographics	Parents/Student data admin																																
<ul style="list-style-type: none"> In order to fulfil the EDB student data report requirements, we updated Gateway to capture Residential Status of the non-permanent resident students. Also, it will capture if a student has foreign passport and the foreign passport nationality. Parents are required to fill in these data fields at the first login after Gateway year start. We are working in progress on reports on the residential status and foreign nationalities. “Emergency Contact” has been renamed to “Additional Contact” for parents’ better understanding on what they should input to Gateway. Beside the name update, when parent submit the form, i.e. at the first login of each school year, it will check the mobile number must be different from the parents’ mobile number in order to capture additional contact number(s) for emergency contact. 	<div data-bbox="1070 368 1904 798"> <p>Second Name: ANAN0000542 Official Full Name: ANAN000054o Permanent Resident: N Resident Status: Please select Hong Kong ID: Please select Birth Certificate: Dependant Visa Nationality: Student Visa Others Passport: K944XXXXX Foreign Passport (includes Chinese Passports): Yes No Foreign Passport Nationality (includes Chinese Passports): Indian</p> </div> <div data-bbox="1070 861 2042 965"> <p>Student Information Family Information Additional Contact</p> <p>Additional Contact submit change</p> </div> <div data-bbox="1070 989 2042 1316"> <p>Additional Contact</p> <p>This should be a person we can contact in the event of an emergency if we cannot contact the parents.</p> <table border="1"> <thead> <tr> <th colspan="2">Contact 1*</th> <th colspan="2">Contact 2</th> </tr> </thead> <tbody> <tr> <td>Name*</td> <td>CHAN</td> <td>Name</td> <td>CHAN</td> </tr> <tr> <td>Relationship*</td> <td>Mother</td> <td>Relationship</td> <td>Father</td> </tr> <tr> <td>Language</td> <td>Cantonese</td> <td>Language</td> <td>Cantonese</td> </tr> <tr> <td>Mobile Number*</td> <td>852 9032 0000</td> <td>Mobile Number</td> <td>852 9739 0000</td> </tr> <tr> <td>Work Number*</td> <td>852</td> <td>Work Number</td> <td>852</td> </tr> <tr> <td>Home Number*</td> <td>852</td> <td>Home Number</td> <td>852</td> </tr> <tr> <td>Remark</td> <td></td> <td>Remark</td> <td></td> </tr> </tbody> </table> </div>	Contact 1*		Contact 2		Name*	CHAN	Name	CHAN	Relationship*	Mother	Relationship	Father	Language	Cantonese	Language	Cantonese	Mobile Number*	852 9032 0000	Mobile Number	852 9739 0000	Work Number*	852	Work Number	852	Home Number*	852	Home Number	852	Remark		Remark	
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- Auto update student names format as:
 - SURNAME, First Name, Second Name, Preferred Name**
 - Data patched all existing student names format
 - Updated the Gateway to auto format the name fields when parents submit changes or manual input by admin
- Auto update parent/guardian names as:
 - SURNAME, First Name**
 - Data patched all existing parent names
 - Updated the Gateway to auto format the name fields when parents submit changes or manual input by admin.

- Some schools feedback that parents might not be able to provide address proof documents immediate after moved home, and we should allow parents to update the home address timely on Gateway. We have updated the family information change request form, the two address proof documents upload are not mandatory now.

However, if necessary, admin may reject the address change and ask the parent to upload two address proof documents if the parent has intention to change address for admission purpose, which is required by the ESF admission policy.

- Show the previous roll group teacher names on the student demographics page for reference. Mouse-over the teachers' name will see the full name by the tool tip.

Student Information

Surname: CHAN

First Name *:

Second Name:

Official Full Name in Passport/HKID/Birth Certificate *: (The Official Full Name will be used for the Certificate * (The above names should be same as your proof document for changes)

Preferred Name *:

Guardian

Guardian 1		Guardian 2	
Relationship	Mother ▼	Relationship	Father ▼
Marital Status	Married ▼	Marital Status	Married ▼
Title	Ms ▼	Title	Mr ▼
Surname	<input type="text"/>	Surname	<input type="text"/>
First Name	<input type="text"/>	First Name	<input type="text"/>
Language	English ▼	Language	English ▼

Home Address

Salutation/Title *: Guardian/parent's name:

Flat:

Floor:

Block:

Building:

Number & Street *:

District *:

Region: ▼

Address Proof Documents

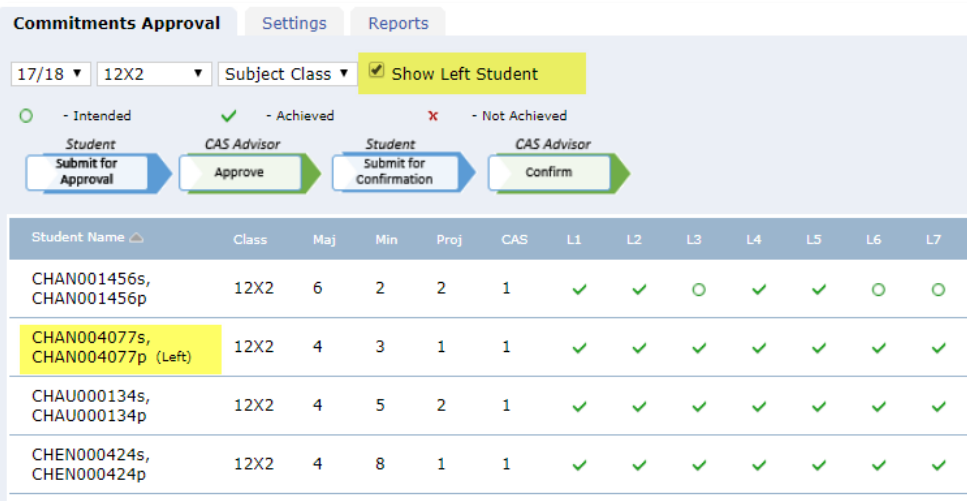
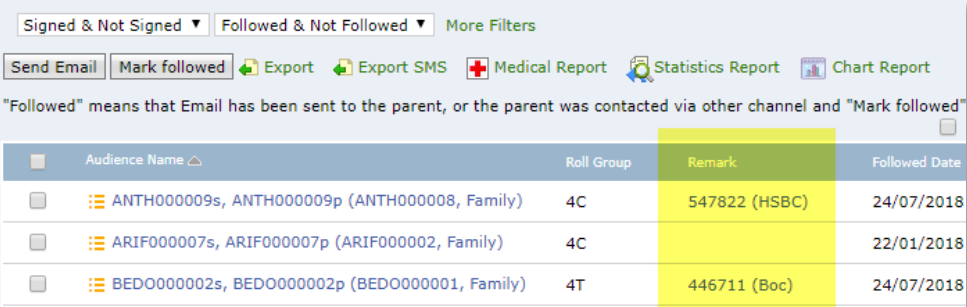
No file chosen

No file chosen

Remark : The upload file should be less than 10MB and in one of the formats

School

School Year	Y06	Roll Group	6M
Tutor Group		Roll Group Teacher	MCCANN, Ross
EAL	N	Roll Group Room	
SEN	N	Previous Roll Group	5B (2016 BADDELEY...) 4J (2015 JACKSON,...)

<h3>2. Commitment</h3> <ul style="list-style-type: none"> ○ Added and checkbox option to show left students on the teacher's Commitments Approval screen. User may include/exclude the left students on the list. It will display "Left" to the left student for reference. 	<p>Teacher</p>  <p>Commitments Approval Settings Reports</p> <p>17/18 12X2 Subject Class <input checked="" type="checkbox"/> Show Left Student</p> <p>○ - Intended ✓ - Achieved ✗ - Not Achieved</p> <p>Student Submit for Approval CAS Advisor Approve Student Submit for Confirmation CAS Advisor Confirm</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Class</th> <th>Maj</th> <th>Min</th> <th>Proj</th> <th>CAS</th> <th>L1</th> <th>L2</th> <th>L3</th> <th>L4</th> <th>L5</th> <th>L6</th> <th>L7</th> </tr> </thead> <tbody> <tr> <td>CHAN001456s, CHAN001456p</td> <td>12X2</td> <td>6</td> <td>2</td> <td>2</td> <td>1</td> <td>✓</td> <td>✓</td> <td>○</td> <td>✓</td> <td>✓</td> <td>○</td> <td>○</td> </tr> <tr style="background-color: yellow;"> <td>CHAN004077s, CHAN004077p (Left)</td> <td>12X2</td> <td>4</td> <td>3</td> <td>1</td> <td>1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CHAU000134s, CHAU000134p</td> <td>12X2</td> <td>4</td> <td>5</td> <td>2</td> <td>1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CHEN000424s, CHEN000424p</td> <td>12X2</td> <td>4</td> <td>8</td> <td>1</td> <td>1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Student Name	Class	Maj	Min	Proj	CAS	L1	L2	L3	L4	L5	L6	L7	CHAN001456s, CHAN001456p	12X2	6	2	2	1	✓	✓	○	✓	✓	○	○	CHAN004077s, CHAN004077p (Left)	12X2	4	3	1	1	✓	✓	✓	✓	✓	✓	✓	CHAU000134s, CHAU000134p	12X2	4	5	2	1	✓	✓	✓	✓	✓	✓	✓	CHEN000424s, CHEN000424p	12X2	4	8	1	1	✓	✓	✓	✓	✓	✓	✓
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<h3>3. eNotice</h3> <ul style="list-style-type: none"> ○ On the follow up list screen, added the Remark column to display the first part of the remark input by admin, e.g. payment information regarding the eNotice, so that you may have a quick view at the list level rather than have to open the eNotice one by one in order to see the remarks. 	<p>eNotice Manager</p>  <p>Signed & Not Signed Followed & Not Followed More Filters</p> <p>Send Email Mark followed Export Export SMS Medical Report Statistics Report Chart Report</p> <p>"Followed" means that Email has been sent to the parent, or the parent was contacted via other channel and "Mark followed"</p> <table border="1"> <thead> <tr> <th>Audience Name</th> <th>Roll Group</th> <th>Remark</th> <th>Followed Date</th> </tr> </thead> <tbody> <tr> <td>ANTH000009s, ANTH000009p (ANTH000008, Family)</td> <td>4C</td> <td>547822 (HSBC)</td> <td>24/07/2018</td> </tr> <tr> <td>ARIF000007s, ARIF000007p (ARIF000002, Family)</td> <td>4C</td> <td></td> <td>22/01/2018</td> </tr> <tr> <td>BEDO000002s, BEDO000002p (BEDO000001, Family)</td> <td>4T</td> <td>446711 (Boc)</td> <td>24/07/2018</td> </tr> </tbody> </table>	Audience Name	Roll Group	Remark	Followed Date	ANTH000009s, ANTH000009p (ANTH000008, Family)	4C	547822 (HSBC)	24/07/2018	ARIF000007s, ARIF000007p (ARIF000002, Family)	4C		22/01/2018	BEDO000002s, BEDO000002p (BEDO000001, Family)	4T	446711 (Boc)	24/07/2018																																																	
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4. After School Collection Arrangement

- For schools use the After School Collection module to collection how student go-home after school on normal weekday as well as the after school activity clubs. Parents may update their children’s go home arrangements on Gateway, there is an Email notification option under the Settings, while it is ticked, Gateway will auto send an email to CR Manager with a summary of updates in last 24 hours if there is any, you may then re-run the latest report #208 if necessary.

CR Administor

Change Request

Manage Batch Manage Reply Status **Settings**

Enable forms	Parent Change Request	Annual Data Refresh	Email notification *
Family Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Additional Contact	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Medical Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Student Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
After-School Collection Arrangement	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Dear Change Request Manager,

Please be alerted that the following parents has submitted changes to after school collection arrangements for their children in last 24 hours.

- CS4354632542: CHAN, Tommy(1A)
- CS4354632643: POON, Amy (2B)

Please run report#208 for the update report.

Thank You
Kennedy School

5. Report Centre

Admin/Teacher/SGA

- Added the Export to CSV function to report 104. The export report includes class code, weblogin ID, student name and roll group.

Gateway Report Centre > (104) Student Subject Class List

All
 Year 1 Year 2 Year 3 Year 4 Year 5 Year 6
 Include Expect Student Show Roll Group

Please select subject ▼

Display no. of class in a table (max. 6) 6 ▼

Export Generate Back