

Gateway Development Update – December 2018


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

1. eNotice & Activities Sync


Allow auto sync the activities enrollment list (with Accepted status) to eNotice audience list to reduce the manual work on updating the eNotice audience list due to activities enrolment list changes. You may now setup the eNotice earlier before the activities enrolment confirmed, the on going enrolment update will be synced to eNotice parent audience automatically.

There are two ways to enable the auto sync:

1) Create eNotice via the Activities module

On the activity list, click on the  icon to open the eNotice management screen of an activity (You may also open it by the **eNotice** link under the activity Settings and Enrolment screen of the activity).

Click **+New** or **Create by Copy** to create eNotice i.e. for parent consent form.

The eNotice Audience will link up the activity name with a chain icon , which means that the audience list will be auto update accordingly.

eNotice & Activities Manager

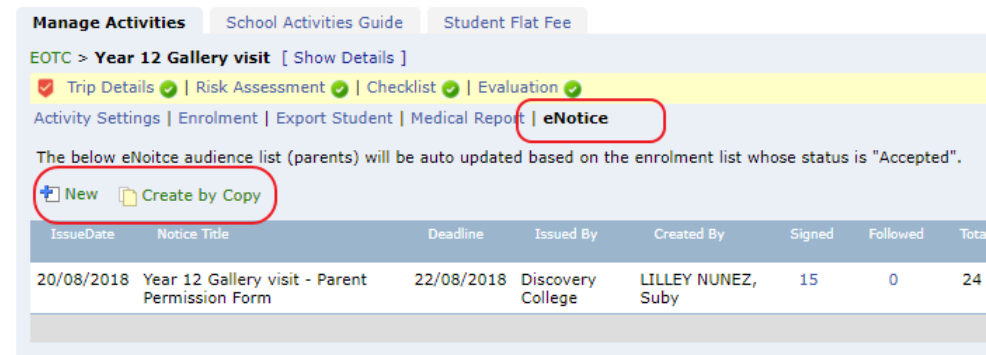


Manage Activities | School Activities Guide | Student Flat Fee

School Term : All Terms | Year Group : Please Select | Go

+ New Activity | Copy Selected | Delete Selected | Publish | Unpublish | Open Registration | Close Registration

Activity Name	Open to Groups	Publish	Registration Status	Min	Max	Reg	Enrol	eNotice	
Year 12 Gallery visit	Y12		CLOSE Auto 20/08/2018 00:00 ~ 22/08/2018 00:00	\$	-	20	12	0	Enrolment Print Setting



Manage Activities | School Activities Guide | Student Flat Fee

EOTC > Year 12 Gallery visit [Show Details]

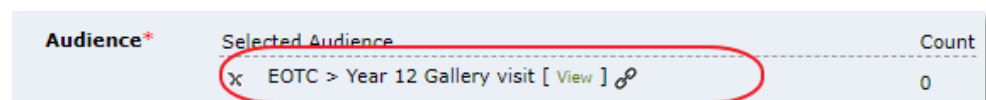
Trip Details Risk Assessment Checklist Evaluation

Activity Settings | Enrolment | Export Student | Medical Report | **eNotice**

The below eNotice audience list (parents) will be auto updated based on the enrolment list whose status is "Accepted".

+ New | Create by Copy

IssueDate	Notice Title	Deadline	Issued By	Created By	Signed	Followed	Total
20/08/2018	Year 12 Gallery visit - Parent Permission Form	22/08/2018	Discovery College	LILLEY NUNEZ, Suby	15	0	24



Audience*	Selected Audience	Count
	EOTC > Year 12 Gallery visit [View]	0

- 2) Another way is to create eNotice under the eNotice module (eNotice manager only), and add audiences by the new link + **Sync with activity enrolment list**. It will pop up all the activity list of current school year for selection.

Audience* Selected Audience
 + Add Audience + Sync with Activity Enrolment List

Link Activity
 Select Activity

EOTC > 24 Hour play
 EOTC > ACAMIS Green Division Volleyball Tournament
 EOTC > ACAMIS Invitational Mixed Touch Rugby
 EOTC > Dialogue in the Dark Experience
 EOTC > ISTA High School Festival Vietnam
 No Boundaries 2018 > NB Ban Nongkhuay, Laos
 No Boundaries 2018 > NB Cavite, Philippines
 No Boundaries 2018 > NB Chiang Mai, Thailand
 No Boundaries 2018 > NB Hong Kong 10/11
 No Boundaries 2018 > NB Hong Kong 12

Add

Audience* Selected Audience Count
 X EOTC > Year 12 Gallery visit [View] 0

Audience* Selected Audience
 X EOTC > Year 12 Gallery visit [View]

In case that you do not want this auto sync feature, you may use the **+Add Audience** link to select parents by activities. There will be no icon after the selected activates, so the audience list will not be auto updated.

The general behaviors of the auto sync:

- When a new audience is added to the eNotice (by auto or manual), if administrator do not go to the eNotice module to trigger email notification to the audience, Gateway will auto send an email notification by an overnight batch job. This is a new behavior of the eNotice module to support the new auto-sync audience function.

- When a student's enrolment status is updated to Accepted (by parent/student registration or admin manually update or by random enrolment), the parents will be auto added to the corresponding eNotice(s) if there is any.
- When a student's enrolment status is changed from Accepted to other status e.g. Not Accept, Waitlist, Withdrawn (by admin or parent/student withdraw) the parents will then be auto removed / voided (if already signed) from the corresponding eNotice.
- In parent's Gateway Activities module, once they successfully enrolled an activity (Accepted) and added to eNotice, they will see an eNotice shortcut link on the activities screen immediately. Parent may then click on the link to sign the consent form. See screen on the right side. The eNotice link will be gone after signed.
- For first-come-first-served activities, if the student is in Waiting List and auto promoted to Accepted list due to other's withdrawal. The parents will be auto added to the eNotice audience.

School Activities Guide **My Activities**

School Year : 18/19 ▾

Register for : BHAN000021s, BHAN000021p ▾

School Term : All Terms ▾

EOTC

Activity Name	Year & Term	CAS	Status
24 Hour play	18/19	0	Accepted > Sign eNotice Now

Total: 1

2. Activities

- When setup parent's activities, add and option to Category settings to specify Max number of participants. When parent register activity, they need to select from a drop-down to specify how many people will join, it will not allow exceed the upper limit.
- Add option to print IN and medical icons on the activity attendance list

Activities Administrator

Category Settings | General Settings

New Category

* Settings in blue colour are default settings for activities of this category, it allows update in individual activity settings.

Targeting and Register Setting

Activity User & Allow Register*

Student Activity

- Students & Parents for students
- Students
- Parents for students

Parent Activity

- Parents for themselves

Max Number of Participant can input when register

Publish	Registration Status	Min	Max	Reg	Enrol	eNotice
	CLOSE 17/O 21/O				6	Enrolment Print Setting
	CLOSE 17/O 21/O				11	Enrolment Print Setting
	CLOSE 17/O 21/O				9	Enrolment Print Setting

Print ✕

With Parent & Student Contacts

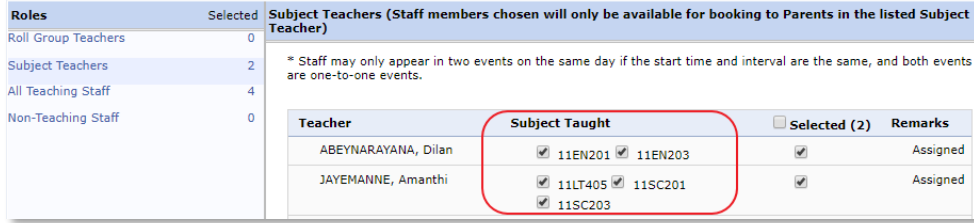
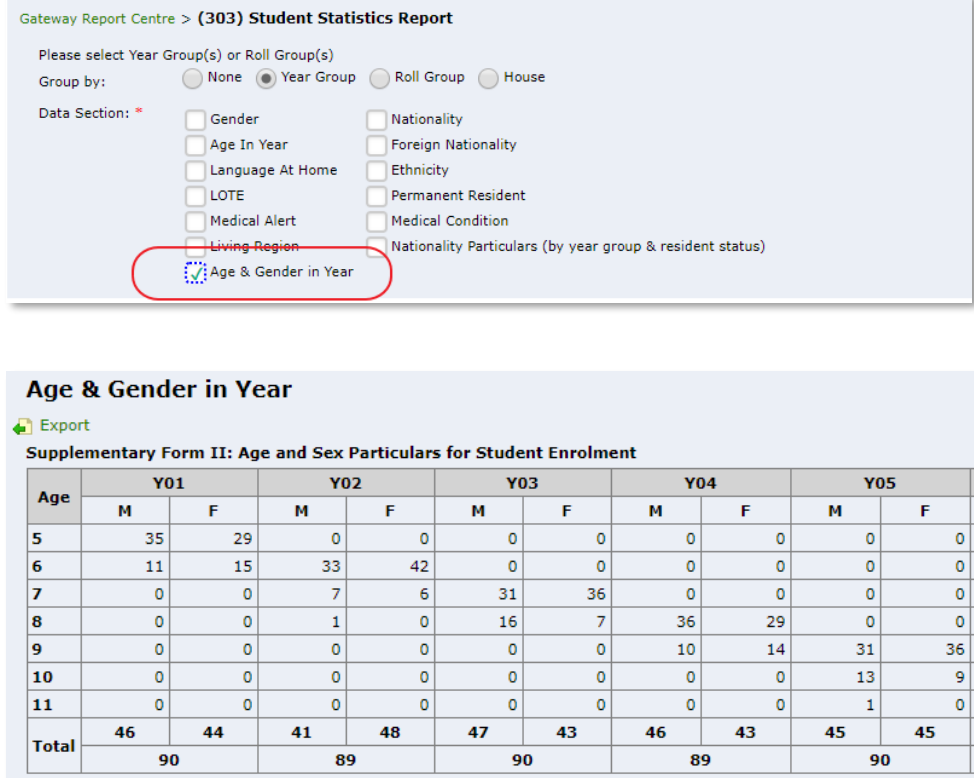
With Medical Alert & IN Icons

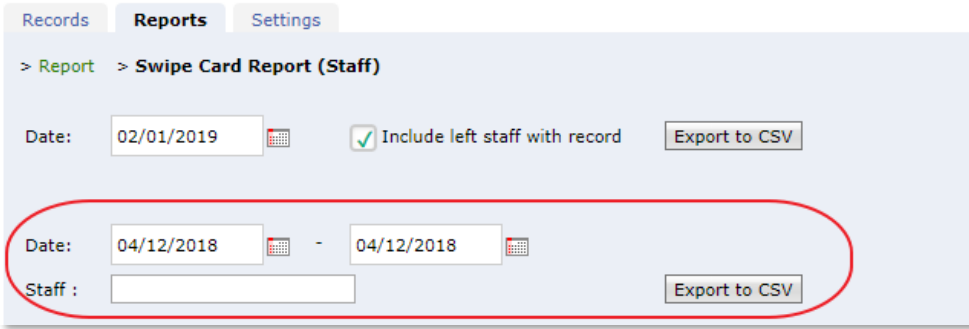
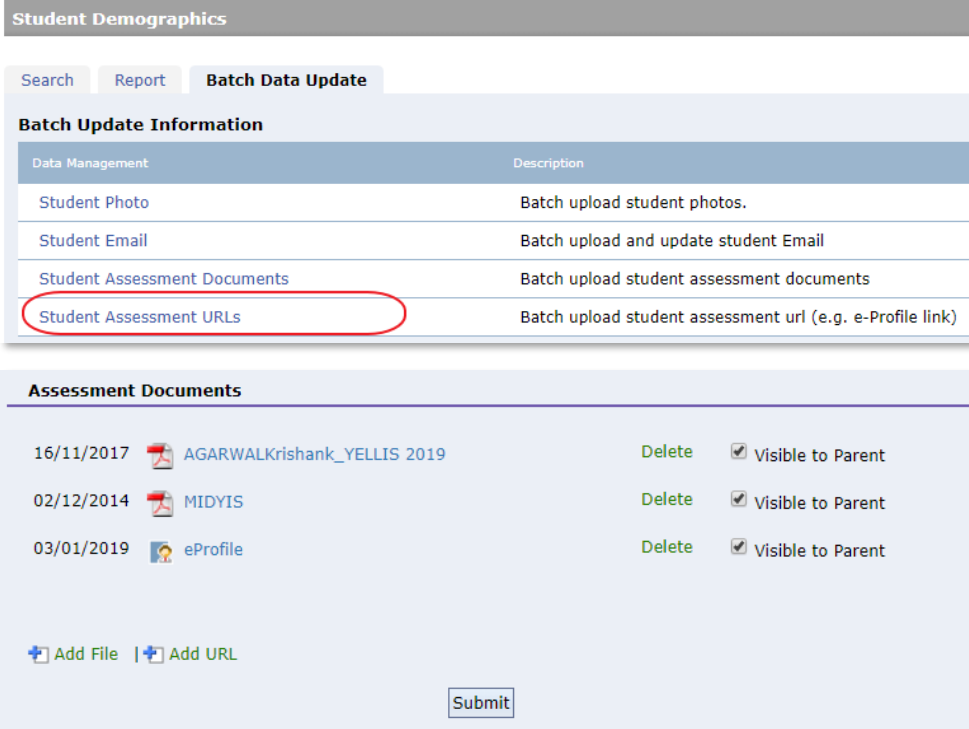
With Fee

Print Cancel

2018 Term1 - Amnesty International

		Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7
		27 Aug Mon 13:20 - 14:10	3 Sep Mon 13:20 - 14:10	10 Sep Mon 13:20 - 14:10	17 Sep Mon 13:20 - 14:10	24 Sep Mon 13:20 - 14:10	1 Oct Mon 13:20 - 14:10	8 Oct Mon 13:20 - 14:10
#	Student Name							
1	RATN000004s, RATN000004p (07Q1)							
2	CHIU000328s, CHIU000328p (12Q2)							
3	MIRA000006s, MIRA000006p (12S1)							
4	LAMB000027s, LAMB000027p (12S2)							
5	NG--000582s, NG--000582p (12T1)							

<h3>3. Parent Consultation</h3>	<p>Parent Consultation Admin</p>																																																																																																																								
<ul style="list-style-type: none"> In assign Subject Teacher screen, updated the Subject Taught classes to checkboxes, administrator can manage the assign/remove subject classes to/from the event much easier now. 	 <p>Roles</p> <table border="1"> <tr><td>Roll Group Teachers</td><td>Selected</td><td>0</td></tr> <tr><td>Subject Teachers</td><td>2</td><td></td></tr> <tr><td>All Teaching Staff</td><td>4</td><td></td></tr> <tr><td>Non-Teaching Staff</td><td>0</td><td></td></tr> </table> <p>Subject Teachers (Staff members chosen will only be available for booking to Parents in the listed Subject Teacher)</p> <p>* Staff may only appear in two events on the same day if the start time and interval are the same, and both events are one-to-one events.</p> <table border="1"> <thead> <tr> <th>Teacher</th> <th>Subject Taught</th> <th>Selected (2)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>ABEYNARAYANA, Dilan</td> <td><input checked="" type="checkbox"/> 11EN201 <input checked="" type="checkbox"/> 11EN203</td> <td><input checked="" type="checkbox"/></td> <td>Assigned</td> </tr> <tr> <td>JAYEMANNE, Amanthi</td> <td><input checked="" type="checkbox"/> 11LT405 <input checked="" type="checkbox"/> 11SC201 <input checked="" type="checkbox"/> 11SC203</td> <td><input checked="" type="checkbox"/></td> <td>Assigned</td> </tr> </tbody> </table>	Roll Group Teachers	Selected	0	Subject Teachers	2		All Teaching Staff	4		Non-Teaching Staff	0		Teacher	Subject Taught	Selected (2)	Remarks	ABEYNARAYANA, Dilan	<input checked="" type="checkbox"/> 11EN201 <input checked="" type="checkbox"/> 11EN203	<input checked="" type="checkbox"/>	Assigned	JAYEMANNE, Amanthi	<input checked="" type="checkbox"/> 11LT405 <input checked="" type="checkbox"/> 11SC201 <input checked="" type="checkbox"/> 11SC203	<input checked="" type="checkbox"/>	Assigned																																																																																																
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<ul style="list-style-type: none"> Update Report 303 Add a new Data Section: Age & Gender in Year The report is align with the EDB student data report: Supplementary Form II: Age and Sex Particulars for Student Enrolment. 	 <p>Gateway Report Centre > (303) Student Statistics Report</p> <p>Please select Year Group(s) or Roll Group(s)</p> <p>Group by: <input type="radio"/> None <input checked="" type="radio"/> Year Group <input type="radio"/> Roll Group <input type="radio"/> House</p> <p>Data Section: *</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gender <input type="checkbox"/> Age In Year <input type="checkbox"/> Language At Home <input type="checkbox"/> LOTE <input type="checkbox"/> Medical Alert <input type="checkbox"/> Living Region <input checked="" type="checkbox"/> Age & Gender in Year <input type="checkbox"/> Nationality <input type="checkbox"/> Foreign Nationality <input type="checkbox"/> Ethnicity <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Medical Condition <input type="checkbox"/> Nationality Particulars (by year group & resident status) <p>Age & Gender in Year</p> <p>Export</p> <p>Supplementary Form II: Age and Sex Particulars for Student Enrolment</p> <table border="1"> <thead> <tr> <th rowspan="2">Age</th> <th colspan="2">Y01</th> <th colspan="2">Y02</th> <th colspan="2">Y03</th> <th colspan="2">Y04</th> <th colspan="2">Y05</th> </tr> <tr> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>35</td> <td>29</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>6</td> <td>11</td> <td>15</td> <td>33</td> <td>42</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>7</td> <td>0</td> <td>0</td> <td>7</td> <td>6</td> <td>31</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>8</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>16</td> <td>7</td> <td>36</td> <td>29</td> <td>0</td> <td>0</td> </tr> <tr> <td>9</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> <td>14</td> <td>31</td> <td>36</td> </tr> <tr> <td>10</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>13</td> <td>9</td> </tr> <tr> <td>11</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>Total</td> <td>46</td> <td>44</td> <td>41</td> <td>48</td> <td>47</td> <td>43</td> <td>46</td> <td>43</td> <td>45</td> <td>45</td> </tr> <tr> <td></td> <td colspan="2">90</td> <td colspan="2">89</td> <td colspan="2">90</td> <td colspan="2">89</td> <td colspan="2">90</td> </tr> </tbody> </table>	Age	Y01		Y02		Y03		Y04		Y05		M	F	M	F	M	F	M	F	M	F	5	35	29	0	0	0	0	0	0	0	0	6	11	15	33	42	0	0	0	0	0	0	7	0	0	7	6	31	36	0	0	0	0	8	0	0	1	0	16	7	36	29	0	0	9	0	0	0	0	0	0	10	14	31	36	10	0	0	0	0	0	0	0	0	13	9	11	0	0	0	0	0	0	0	0	1	0	Total	46	44	41	48	47	43	46	43	45	45		90		89		90		89		90	
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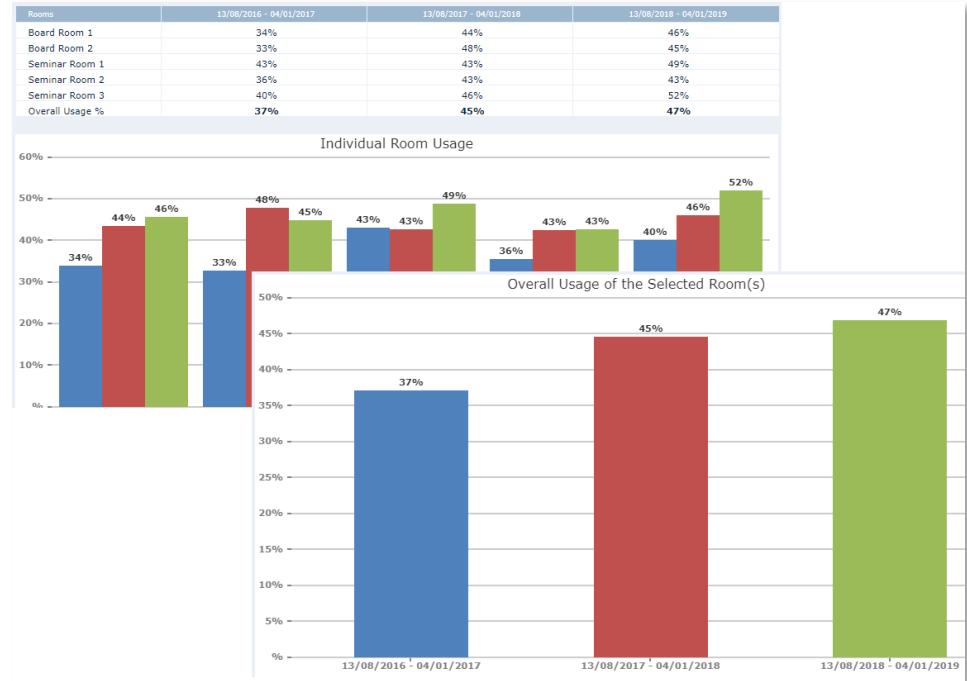
<h2>5. Attendance</h2> <ul style="list-style-type: none"> Updated the Swipe Card Report (staff), add report filters to select date range and staff name to export the swipe card records 	<p>Attendance Manager</p>  <p>The screenshot shows the 'Attendance Manager' interface. At the top, there are tabs for 'Records', 'Reports', and 'Settings'. Below the tabs, there is a breadcrumb trail: '> Report > Swipe Card Report (Staff)'. There are two date selection fields. The first field shows 'Date: 02/01/2019' with a calendar icon. The second field shows 'Date: 04/12/2018 - 04/12/2018' with calendar icons. A checkbox labeled 'Include left staff with record' is checked. There are two 'Export to CSV' buttons. The date range '04/12/2018 - 04/12/2018' is circled in red.</p>																														
<h2>6. Assessment</h2> <ul style="list-style-type: none"> Allow batch upload URL for students by csv template, e.g. link to e-profile in an external web site e.g. Google docs. You may also upload URL for individual student by the + Add URL link under the Assessment screen of the student. 	<p>Student Data Admin</p>  <p>The screenshot shows the 'Student Data Admin' interface. At the top, there is a section titled 'Student Demographics'. Below this, there are tabs for 'Search', 'Report', and 'Batch Data Update'. The 'Batch Data Update' tab is active. Underneath, there is a section titled 'Batch Update Information' with a table:</p> <table border="1"> <thead> <tr> <th>Data Management</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Student Photo</td> <td>Batch upload student photos.</td> </tr> <tr> <td>Student Email</td> <td>Batch upload and update student Email</td> </tr> <tr> <td>Student Assessment Documents</td> <td>Batch upload student assessment documents</td> </tr> <tr> <td>Student Assessment URLs</td> <td>Batch upload student assessment url (e.g. e-Profile link)</td> </tr> </tbody> </table> <p>The 'Student Assessment URLs' row is circled in red. Below the table, there is another section titled 'Assessment Documents' with a list of documents:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Icon</th> <th>Name</th> <th>Delete</th> <th>Visible to Parent</th> </tr> </thead> <tbody> <tr> <td>16/11/2017</td> <td></td> <td>AGARWALKrishank_YELLIS 2019</td> <td>Delete</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>02/12/2014</td> <td></td> <td>MIDYIS</td> <td>Delete</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>03/01/2019</td> <td></td> <td>eProfile</td> <td>Delete</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom, there are links for '+ Add File' and '+ Add URL', and a 'Submit' button.</p>	Data Management	Description	Student Photo	Batch upload student photos.	Student Email	Batch upload and update student Email	Student Assessment Documents	Batch upload student assessment documents	Student Assessment URLs	Batch upload student assessment url (e.g. e-Profile link)	Date	Icon	Name	Delete	Visible to Parent	16/11/2017		AGARWALKrishank_YELLIS 2019	Delete	<input checked="" type="checkbox"/>	02/12/2014		MIDYIS	Delete	<input checked="" type="checkbox"/>	03/01/2019		eProfile	Delete	<input checked="" type="checkbox"/>
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7. Room Booking

- New report: Room Usage Report
- Table and chart report by
 - Rooms
 - Time periods
 - Date period
 - Days of week
 - 3 year trend comparison

Admin > Room Booking > Report > Room Usage Report

Room Booking Admin/Approver



For school Gateway Manager/Administrator, please find the latest update including reported bug fixes on the Gateway eTicket system.