

Gateway Development Update – March 2019

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

1. Attendance Alerts	Attendance Manager
<p>○ Auto daily Email reminder for missing attendance <u>at 10am</u> for Attendance Manager follow up. This is one for all setup for Gateway attendance schools.</p> <p>The email will be turn on shortly. Please refer to the sample email on the right.</p> <p>○ Allow schools turn on/off the weekly email alert to Attendance Managers of high absence and lateness rate students.</p> <p>By default it is enabled for <u>Primary Schools</u>, SGA/Attendance Manager may enable/disable the settings and fine tune the sensitivity under Attendance module, refer to the screen on the right.</p> <p>The rates calculation rules:</p> <ul style="list-style-type: none"> - Absence Rate: $\frac{\text{accumulated no. of absence days in current school year}}{\text{accumulated no. of school days as at today}}$ - Lateness Rate: $\frac{\text{accumulated no. of lateness days in current school year}}{\text{accumulated no. of school days as at today}}$ 	<div data-bbox="1077 411 2040 778" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>From Kennedy School <do-not-reply.KS@gateway.esf.edu.hk> Subject Incomplete Attendance Alert - 27/03/2019</p> <p>Dear Attendance Managers,</p> <p>89 student(s) haven't taken attendance as at 10:02 27/03/2019 today. Please run the attendance daily report below to follow up, thank you. https://ks-uat2.tg.esf.edu.hk/src/module/attendance/report6.php?AccessContact=0</p> <p>Gateway Kennedy School</p> </div> <div data-bbox="1077 885 2040 1390" style="border: 1px solid #ccc; padding: 10px;"> <p>Attendance</p> <p>Records Settings</p> <p>Default School Session Time Special School Time Non-school Days Alert Settings</p> <p>Weekly absence and lateness alert</p> <p>Send Weekly <input checked="" type="radio"/> Enable only after 20 school days of the school year. Email <input type="radio"/> Disable</p> <p>Absence Rate > 10 % Lateness Rate > 10 %</p> <p style="text-align: right;">Submit Reset</p> </div>

Please refer to the sample email on the right.

From Kennedy School <do-not-reply.KS@gateway.esf.edu.hk>
 Subject **High Absence/Lateness Rate Weekly Alert - 27/03/2019**

Dear Attendance Managers,

Student absence rate > 5% as of today 27/03/2019

#	STUDENT NAME	# Days	%	Last Absence Date	Roll Group Teacher
1	N (6M)	31	62.0%	28/09/2018	MOORE, Julia
2	Y (4W)	23	46.0%	21/09/2018	WOODALL, Catriona
3	C (1B)	15	30.0%	03/09/2018	BUDD, Rachel
4	T (4S)	14	28.0%	24/10/2018	SWEET, Rob

Student lateness rate > 5% as of today 27/03/2019

#	STUDENT NAME	# Days	%	Last Late Date	Roll Group Teacher
1	D (4H)	14	28.0%	02/11/2018	CUMINGS, Leigh
2	N (4H)	6	12.0%	31/10/2018	CUMINGS, Leigh
3	V (4H)	4	8.0%	11/09/2018	CUMINGS, Leigh

Gateway
 Kennedy School

2. IN icons

School nurse may view IN icons in Gateway screens, e.g.

- Medical report, show the icons next to the student photo
- Medical Room and Student Demographic screens
- Medical room's student search result list, show the IN and medical alert icons in the "Medical Alert" column

School Nurse

Medical Alert (2R)

Mother: [Redacted]

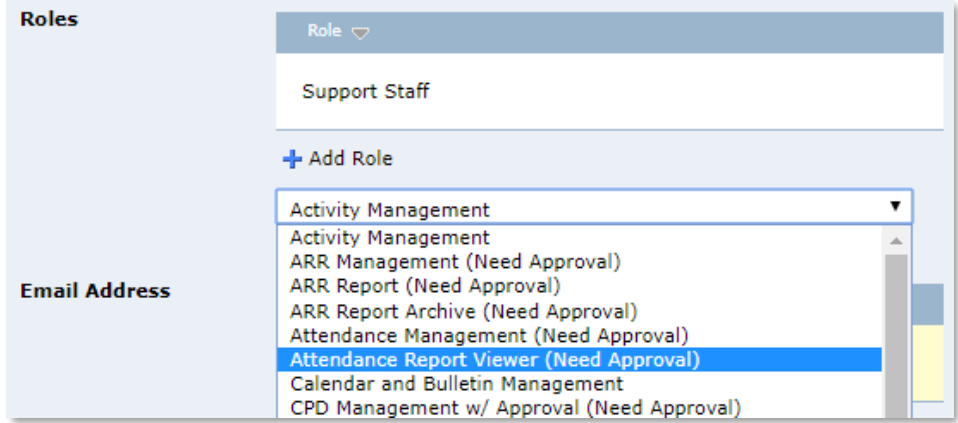

Father: [Redacted]

Emerg 1: Friend

Emerg 2: friend

Water Safety: confident swimmer (X) keep afloat in water (X) swim at least 50 m

Number of records: 1

<p>3. Attendance Report Viewer</p>	<p>SGA/Support Staff</p>
<p>Add a new role “Attendance Report Viewer” for support staff. SGA may assign this role for support staff who need to access attendance reports only. This new role needs Approval. School may replace the “Attendance Manager” role for support staff who does not need to edit attendance records.</p>	 <p>The screenshot shows a user interface for managing roles. On the left, there are labels for 'Roles' and 'Email Address'. On the right, there is a dropdown menu titled 'Role' with a downward arrow. Below the dropdown is a button '+ Add Role'. The dropdown menu is open, showing a list of roles: 'Activity Management', 'ARR Management (Need Approval)', 'ARR Report (Need Approval)', 'ARR Report Archive (Need Approval)', 'Attendance Management (Need Approval)', 'Attendance Report Viewer (Need Approval)', 'Calendar and Bulletin Management', and 'CPD Management w/ Approval (Need Approval)'. The 'Attendance Report Viewer (Need Approval)' option is highlighted in blue.</p>
<p>4. IE Browser</p>	<p>All users/SGA</p>
<p>o Due to Internet Explorer (IE) is discontinued by Microsoft. Gateway testing is no longer based on IE browser. To reduce user support calls due to IE problems, we added a prompt message at the homepage to suggest user to use other browsers if user is using IE.</p> <p>Gateway supports Chrome, Edge, Safari and Firefox.</p>	 <p>The image shows the Internet Explorer logo, which consists of a blue 'e' inside a red circle. A red diagonal line is drawn over the logo, indicating that Internet Explorer is no longer supported or is being discontinued.</p>

5. Report Centre

- Update Report 303
Add age reference date when run the Age related statistics report. i.e. you may specify a date "16/09/2019" that required by EBD to run the data report. The report is align with the EDB student data report: **Supplementary Form II: Age and Sex Particulars for Student Enrolment.**

Student Data Admin/SLT

Report Centre

Gateway Report Centre > (303) Student Statistics Report

Data Section: *

<input type="checkbox"/> Nationality	<input type="checkbox"/> Foreign Nationality
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Nationality Particulars (by year group & resident status)
<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Language At Home
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> LOTE
<input type="checkbox"/> Medical Alert	<input type="checkbox"/> Living Region
<input type="checkbox"/> Gender	

Age In Year age reference date

Age & Gender in Year 16/09/2019

[On Screen Report](#) [Back](#)

Age & Gender in Year

Export

Supplementary Form II: Age and Sex Particulars for Student Enrolment

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	

6. Assessment Upload

Allow Batch upload URL for students under assessment document, e.g. link to student e-profile.

- Allow upload on screen.
Student's Demographics screen > Assessment
- Allow batch upload URL by CSV file
Student Demographics > Batch Data Update
Download the CSV template, fill out the required information for upload.

SGA, Student data administrator

Assessment Documents

27/02/2019	ASNANIArmaan_pdf	Delete	<input checked="" type="checkbox"/> Visible to Parent
27/03/2019	e-Profile	Delete	<input type="checkbox"/> Visible to Parent

Link Name	URL	Visible to Parent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

*URL should start with https:// or http://

[Add File](#) | [Add URL](#)

Student Demographics

Search | Report | **Batch Data Update**

Batch Update Information

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)

	A	B	C
1	Weblogin ID*	URL name*	URL
2	asnsa1	e-Profile	https://docs.google.com/doc/d/1o9
3	wofc23	e-Profile	https://docs.google.com/doc/d/xd4

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