

Gateway Development Update – September 2019

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







1. Attendance

- Student Absence Request
 - School may contact ESF Gateway team to turn on the **Absence Request** function to parent Gateway.
 - It will auto update the attendance record with absence reason and remarks.
 - It allows individual school to customise the settings e.g. display instructions for parents, configure the auto Email alert to e.g. Attendance manager, class teacher, head of year, nurse etc.
 - Parent login Gateway, click on the Absence Request button on the homepage. Parent will receive auto Email acknowledgment once submitted.

Parent, Attendance Manager

Student Profile

ALI-000018p Roll Group: 6P

| | 05/08 (Mon) | 06/08 (Tue) | 07/08 (Wed) | 08/08 (Thu) | 09/08 (Fri) |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

click picture to view more details

| | | | |
|----------------------|---------------------|------------------------|-----------------------|
| Student Demographics | Medical Information | Absence Request | Attendance Report |
| ARR Report | Assessments | Activities | Foundation Activities |

Student Absence Request

CHANGCHITTA, CHANGCHITTA (K1EP)

Class Teacher: SMITH, Hannah
No. of day(s) absence: 0

From*

To*

Reason*

Remark

Remaining character(s) 250

Parent / Guardian

Mobile Number

- If your school enable on the Incomplete Attendance Alert fuction, Email alert regarding incomplete class attendance, it will send the daily missing attendance report to Attendance Managers.

The system is updated to allow send to the roll group teachers if his/her class has any incomplete attendance records:

Admin > Attendance > Settings > Alert Settings > Daily Absence Email Setting (if school enable the auto alert)

Also you may add an exceptional list “Skip Alert Teacher List” for roll group teachers who don’t need to receive this daily alert due to e.g. long term leave etc.

Records Reports Settings

Default School Session Time Special School Time Non-school Days **Alert Settings** Parent Setting

Daily Incomplete Attendance Alert Settings

Send to Attendance Manager

Send to Roll Group Teacher

Skip Alert Teacher List

- BHASKAR, Payal
- BEEDHAM, Amy Beedham

2. Risk Assessment

Trip Leader, Risk Assessment Approver

The Gateway Risk Assessment (RA) function has been enhanced to allow create RA in two ways :

- 1) For schools use the activities enrolment, trip leader may create RA for the activity by the last question in the activity settings screen.

People and Risk Assessment

Activity Leaders * **Activity Leaders**

- HEDGES, Rachel
- [+ Add Activity Leaders](#)

External Coach

Online Risk Assessment * Yes No

Are you taking the students off site or taking part in any other activities that may require risk assessment? Select Yes will enable the Gateway risk assessment function. There will be online replace the existing hard copy forms) to be completed by the activity leader and the approver

2) The recent update allows schools use RA without setup activities enrolment. Trip leaders may create RA directly. It requires users with *Activities Creator* role or *Activities Management* role.

- Open screen **Activities > Risk Assessment**

- Click “+New” to popup a small form, input the trip/activity information, and then ready to start the RA on the new record.

- The trip leader submit the 4 online forms for Approver to approval or review:
 1. Trip Details
 2. Risk Assessment
 3. Checklist
 4. Evaluation

- There are email alerts to notify relevant people in each step.

Risk Assessment

School Year : 19/20 All Terms Year Group : Please Select Go

Activities need risk assessment process. Only accessed by trip leaders and staff involved.

+ New

| Name | Year | Term | Overall RA Status | Trip Details | Risk Assessment | Checklist | Evaluation |
|--|-------|------|----------------------------|--------------|-----------------|-----------|------------|
| KFBG - Kadoorie Farm and Botanical Gardens | 19/20 | - | Preparing for trip details | ⌚ Not Ready | ⌚ - | ⌚ - | ⌚ - |

1 records

Create New Trip

Activity Name: Sai Kung Hiking

Activity Date: 20/09/2019 - 20/09/2019

Activity Leaders: MARTIN, Tom

+ Add Activity Leaders

Create Close

| Overall RA Status | Trip Details | Risk Assessment | Checklist | Evaluation |
|--------------------------|------------------------|-----------------|-----------|------------|
| Waiting initial approval | ⌚ Waiting For Approval | ⌚ - | ⌚ - | ⌚ - |
| | 1 | 2 | 3 | 4 |

3. ESF CPD

ESF CPD application and approval function is updated.


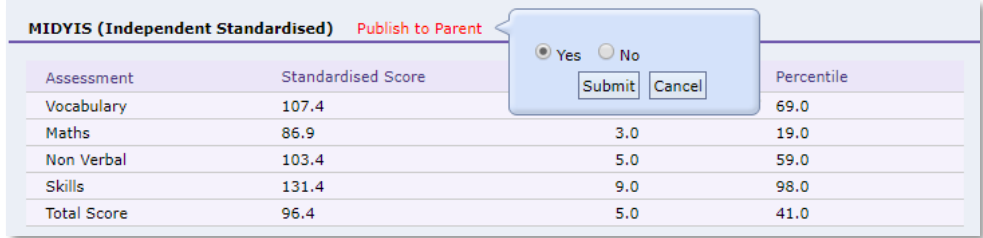
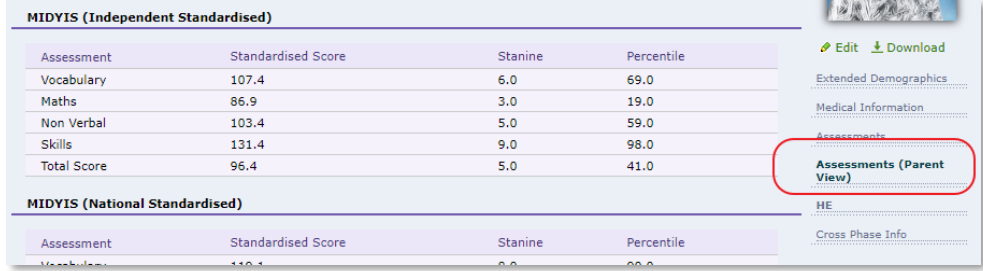
- When staff click **Apply** to an ESF CPD, user may select his/her CPD Approver from a dropdown list to alert, instead of alert all CPD approvers who might not be relevant to you.
- In the CPD Approver's **Approval** screen, it separates the pending list to two: Teacher and Non-teaching, to help Approver select the relevant applications to process easier.
- If the ESF CPD application is pending for long time, staff may re-send Email to the approver or alert another approver to process the approval. In the **ESF CPD > My Programme** screen, you may find the last Email sent time and the approver's name. On the pending application, you may click the **"Alert Approver"** link to re-send Email. You may also select another approver to send request for approval Email.

Staff, CPD Approver

| School | Staff Name | Programme Title | Programme Code | Start Date | Enrolment Closes | Current Status |
|--------|---------------|------------------------------------|----------------|------------|------------------|------------------|
| ESFC | DONNELL, Emma | Voice Talent - Presentation Skills | ESFC019056 | 20/09/2019 | 13/09/2019 | Approval Pending |

| School | Staff Name | Programme Title | Programme Code | Start Date | Enrolment Closes | Current Status |
|--------|-----------------|--|----------------|------------|------------------|------------------|
| ESFC | ADRIANACE, Anna | ENGLISH - First Aid, CPR and AED Course by Red Cross (Support staff) (16 Sep 2019) | ESFC019047 | 16/09/2019 | 09/09/2019 | On Waiting List |
| ESFC | DONNELL, Emma | Voice Talent - Presentation Skills | ESFC019056 | 20/09/2019 | 13/09/2019 | Approval Pending |

| Programme Code | Programme Title | Venue | Start Date | Finish Date | No. of Sessions | Progress | Approver |
|----------------|--|-------|--------------------------|-------------|-----------------|-------------------|--|
| ESFC019039 | Adaptive Schools Foundation Seminar (4 days) | KGV | 16/10/2019 (08:30-15:30) | 11/02/2020 | 4 | Awaiting Approval | COOK, Brenda alerted on 10/09/2019 [Re-send] |

| <p>4. IN Note</p> <ul style="list-style-type: none"> ○ Add the IN Note folder to all students regardless the IN status. | <p>Teacher, SEN Coordinator</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------|--------------------|------------|------------|-------|------|-------|------|------|------------|-------|------|--------|-------|------|-------------|------|------|------------|--------------------|---------|------------|------------|-------|-----|------|-------|------|-----|------|------------|-------|-----|------|--------|-------|-----|------|-------------|------|-----|------|
| <p>5. Assessment</p> <p>Updated the Student Demographics > Assessment. You may now turn on the parent view for students who took “MIDYIS (Independent Standardised)” assessment.</p> <p>To open the parent view:</p> <ul style="list-style-type: none"> ○ Upload the assessment to Maze (by Centre) ○ Open the Assessment page of a student with “MIDYIS (Independent Standardised)” data. ○ Click on the Publish to Parent link, select Yes and click Submit. ○ To check what parent sees, click on the Assessments (Parent View) link on the side menu. |  <table border="1" data-bbox="1086 790 1825 957"> <thead> <tr> <th>Assessment</th> <th>Standardised Score</th> <th>Percentile</th> </tr> </thead> <tbody> <tr> <td>Vocabulary</td> <td>107.4</td> <td>69.0</td> </tr> <tr> <td>Maths</td> <td>86.9</td> <td>19.0</td> </tr> <tr> <td>Non Verbal</td> <td>103.4</td> <td>59.0</td> </tr> <tr> <td>Skills</td> <td>131.4</td> <td>98.0</td> </tr> <tr> <td>Total Score</td> <td>96.4</td> <td>41.0</td> </tr> </tbody> </table>  <table border="1" data-bbox="1086 1220 1848 1348"> <thead> <tr> <th>Assessment</th> <th>Standardised Score</th> <th>Stanine</th> <th>Percentile</th> </tr> </thead> <tbody> <tr> <td>Vocabulary</td> <td>107.4</td> <td>6.0</td> <td>69.0</td> </tr> <tr> <td>Maths</td> <td>86.9</td> <td>3.0</td> <td>19.0</td> </tr> <tr> <td>Non Verbal</td> <td>103.4</td> <td>5.0</td> <td>59.0</td> </tr> <tr> <td>Skills</td> <td>131.4</td> <td>9.0</td> <td>98.0</td> </tr> <tr> <td>Total Score</td> <td>96.4</td> <td>5.0</td> <td>41.0</td> </tr> </tbody> </table> | Assessment | Standardised Score | Percentile | Vocabulary | 107.4 | 69.0 | Maths | 86.9 | 19.0 | Non Verbal | 103.4 | 59.0 | Skills | 131.4 | 98.0 | Total Score | 96.4 | 41.0 | Assessment | Standardised Score | Stanine | Percentile | Vocabulary | 107.4 | 6.0 | 69.0 | Maths | 86.9 | 3.0 | 19.0 | Non Verbal | 103.4 | 5.0 | 59.0 | Skills | 131.4 | 9.0 | 98.0 | Total Score | 96.4 | 5.0 | 41.0 |
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6. eNotice

Integrated with the Payment system to streamline the sign eNotice and payment process. When parent sign an eNotice that requires fee payment, it will trigger the online payment process, parents may choose their preferred payment method, e.g. PayPal/Credit Card/PPS. This update has been rollout to Payment System pilot schools in August.

- eNotice admin may input the Payment information on the eNotice setting screen. It can be
 - a fixed amount for all students, OR
 - a dynamic amount based on the reply slip setup.
For example, an eNotice to sell music concert tickets, the payment amount will based on the selected number of tickets. See screenshot on the right-hand-side.

- The required Payment Amount will be shown on the eNotice automatically.

eNotice Admin, Finance and Parent

eNotice setup screen

Attachment No file chosen ✕ Delete

+ Add more documents (Max. file size is 10MB)

Payment Require parent to pay when sign the eNotice

Please fill in the following information. No change would be allowed after created eNotice. Please contact school Finance for any further update.

Amount (HK\$)*
 fixed amount

based on reply slip answer

Planned Issue Date* 19/09/2019 📅

Note to Finance Created by Gateway, Support3 (albert.wong@esfcentre.edu.hk)


Payment Item ID KS-PMT190056

| Reply Slip | Require Payment | \$Amount |
|---|-----------------|----------|
| Reply Slip - CHANGHONG, CHANGHONG (2A) | | |
| Please select number of child & adult ticket(s) and complete the payment by 30th September 2019. | | |
| *Select number of CHILD tickets (\$100 per ticket): | | |
| <input type="radio"/> No, thanks | | |
| <input checked="" type="radio"/> x 1 | | |
| <input type="radio"/> x 2 | | |
| <input type="radio"/> x 3 | | |
| <input type="radio"/> x 4 | | |
| *Select number of ADULT tickets (\$150 per ticket): | | |
| <input type="radio"/> No, thanks. | | |
| <input checked="" type="radio"/> x 1 | | |
| <input type="radio"/> x 2 | | |
| Payment amount: \$250.00 | | |
| If payment is required, click "Sign" will bring you to the online payment screen to complete the payment process in oreNotice. | | |
| Signed By: Mrs. CHANGHONG, CHANGHONG (Mother) ▼ | | |
| <div style="display: flex; justify-content: center; gap: 20px;"> Sign Cancel </div> | | |


- Parent click the **Sign** button to open the payment screen. Parent may select preferred method to settle the payment. Upon payment completed successful, it will returns back to the eNotice and mark it “Signed”.
- In the eNotice “follow up” screen, admin user may see the payment status and paid \$Amount of each students.

| Item | Payment Name | Description | Due Date | Pay Amount |
|----------------|----------------|-------------|------------|------------|
| 1 | Y6 School Trip | | 2019-09-13 | 700.00 |
| Payment Amount | | | \$ 700.00 | |

| | |
|---|-----------|
| Deduct from eWallet (balance : \$ 0.00) | \$ 0.00 |
| Select payment method to pay : | \$ 700.00 |



Paypal or Credit Card



PPS

| Audience Name | Roll Group | Followed Date | Signed Date | Payment Status |
|---------------------------------|------------|---------------|--------------|----------------|
| AH12000045, AH12000045, Family) | 06.3 | - | ✓ 11/09/2019 | Paid: \$700.00 |
| AN12000004, AN12000003, Family) | 06.4 | - | ✓ 13/09/2019 | Paid: \$700.00 |
| BE12000004, BE12000017, Family) | 06.1 | - | - | Not Paid |
| BH12000013, BH12000002, Family) | 06.3 | - | - | Not Paid |

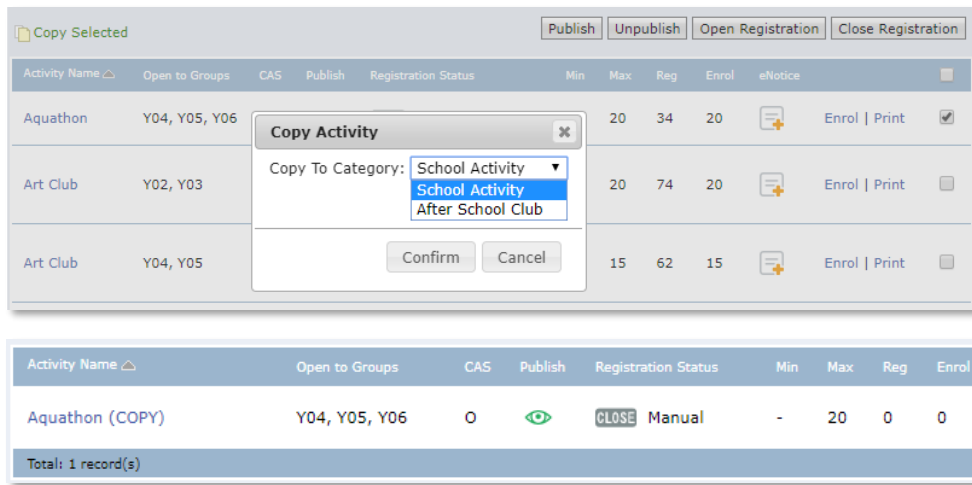
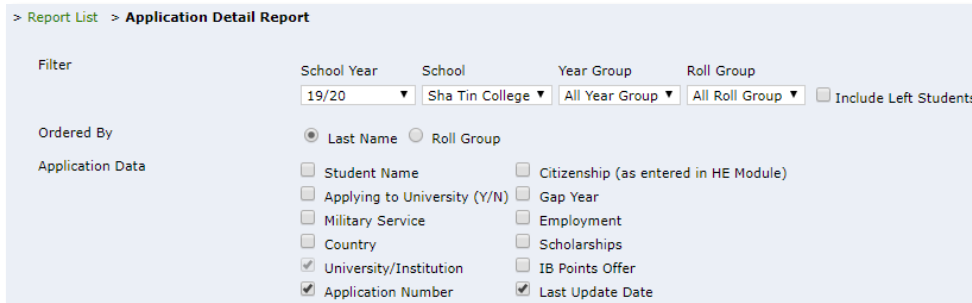
7. Teacher Cover

Updated the cover teacher assignment screen. If the teacher’s timetable has multiple classes on the absence period, it will be indicated in the Class Code drop-down for selection.

Teacher Cover Manger

Date: 25/09/2019 Loading Report Batch Assign Show All Period

| Lesson | Subject Name | Class Code | Class Size | Room | Cover By | N/A | Load Count | Cover Details |
|----------|--------------|-------------------------------|------------|------|---------------|-------------------------------------|------------|---------------|
| Period 1 | English | 08ENA02 | | A102 | | <input checked="" type="checkbox"/> | 1 | |
| Period 3 | English I | 12EY61 12EY501 12EY601 | | A102 | BENTHAM, Paul | <input type="checkbox"/> | 1 | |
| Period 4 | English I | 12EY602 12SL501 12SL502 | | A102 | BENTHAM, Paul | <input type="checkbox"/> | 1 | |
| Period 5 | Self Taught | 12EY61 | | A102 | BAYNE, Paul | <input type="checkbox"/> | 1 | |

| 8. Activities | Activities Management | | | | | | | | | | | | | | | | | | |
|---|--|---------------|----------------|---------------------|---------|---------------------|-----|-------|-----|-------|-----------------|---------------|---|--|--------------|---|----|---|---|
| <p>Allow copy individual activity from previous year to current year:</p> <ul style="list-style-type: none"> ○ Activities > choose a category to show its activity list ○ Select the previous school year e.g. 18/19 from the School Year dropdown, find the activity you wish to copy. ○ Click the “Copy Selected” link on the source activity. ○ On the popup, select the destination Category (current school year) of the new activity. ○ It will open the activity setting screen for editing the information before create the new activities. |  <p>The screenshot shows the 'Copy Activity' dialog box in the Activities Management system. The dialog is open over a table of activities. The 'Copy To Category' dropdown is set to 'School Activity'. Below the dialog, a table shows the copied activity details:</p> <table border="1"> <thead> <tr> <th>Activity Name</th> <th>Open to Groups</th> <th>CAS</th> <th>Publish</th> <th>Registration Status</th> <th>Min</th> <th>Max</th> <th>Reg</th> <th>Enrol</th> </tr> </thead> <tbody> <tr> <td>Aquathon (COPY)</td> <td>Y04, Y05, Y06</td> <td>0</td> <td></td> <td>CLOSE Manual</td> <td>-</td> <td>20</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Total: 1 record(s)</p> | Activity Name | Open to Groups | CAS | Publish | Registration Status | Min | Max | Reg | Enrol | Aquathon (COPY) | Y04, Y05, Y06 | 0 | | CLOSE Manual | - | 20 | 0 | 0 |
| Activity Name | Open to Groups | CAS | Publish | Registration Status | Min | Max | Reg | Enrol | | | | | | | | | | | |
| Aquathon (COPY) | Y04, Y05, Y06 | 0 | | CLOSE Manual | - | 20 | 0 | 0 | | | | | | | | | | | |
| 9. HE | | | | | | | | | | | | | | | | | | | |
| <p>Added new data fields to the HE Application Detail Report for export:</p> <ul style="list-style-type: none"> ○ University Application Number ○ Last Update Date ○ Student Official Full Name ○ Predicted Grades |  <p>The screenshot shows the 'Application Detail Report' configuration screen. It includes filter options for School Year (19/20), School (Sha Tin College), Year Group (All Year Group), and Roll Group (All Roll Group). There are also checkboxes for various application data fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Name <input type="checkbox"/> Applying to University (Y/N) <input type="checkbox"/> Military Service <input type="checkbox"/> Country <input checked="" type="checkbox"/> University/Institution <input checked="" type="checkbox"/> Application Number <input type="checkbox"/> Citizenship (as entered in HE Module) <input type="checkbox"/> Gap Year <input type="checkbox"/> Employment <input type="checkbox"/> Scholarships <input type="checkbox"/> IB Points Offer <input checked="" type="checkbox"/> Last Update Date | | | | | | | | | | | | | | | | | | |

School Gateway Manager / Administrator may find the latest update including reported bug fixes on the Gateway eTicket system.